

AGENDA CITY COUNCIL MEETING

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

Forest Lake City Center: Council Chambers
Forest Lake, Minnesota

March 09, 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
 - a. Police Officer and Sergeant Oath of Office
 - Officer Tyler Carpenter
 - Officer Connor DelGrosso
 - Officer Adam Cinelli
 - Sergeant Tom Cockburn
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. City Invoices
 - ii. City Invoices - Airport
 - b. MOA with AFSCME
 - c. Your Boat Club Marina Lease Agreement Amendment
 - d. 2026 Public works Engineering Standards Update
 - e. Creating Fund 220 - Finance
 - f. Resolution 03-09-26-01 Forest Lake American Legion donation – Fire
 - g. Gambling Permit Application – Ducks Unlimited

- h. Gambling Permit Application – Ducks Unlimited
- i. Temporary Liquor License – Wildlife Science Center
- j. Staff Report – Engine 1 Motor Replacement
- k. Staff Report – Hiring Recommendation – Financial Analyst

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

- 8. Regular Agenda (Action Items)
 - a. Forest Lake North Garage Condos Final PUD/Plat – Abbi Wittman
 - i. Public Hearing
 - b. Timm’s Marina Dock Addition EAW Determination – Steven Gilmore
- 9. Discussion
 - a. Potential March 16th Workshop Reschedule – Jolleen Chaika
 - b. City Prosecutorial Services – Jolleen Chaika
- 10. Staff Updates
- 11. Mayor and City Council Updates
- 12. Adjourn

03/04/2026

INVOICE GL DISTRIBUTION REPORT FOR FOREST LAKE
 EXP CHECK RUN DATES 03/09/2026 - 03/09/2026
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 119078					
101-42-2100-54040	REPAIR & MAINT EQUIPMENT	AMERICAN IMPORTS	SQUAD 2605 - LEFT FRONT TIRE HAS PUNCTURE IN CENTER OF TREAD & INSTALL 1 NEW TIRE, MOUNT, BALANCE	167.24	119078
101-42-2100-54040	REPAIR & MAINT EQUIPMENT	AMERICAN IMPORTS	SQUAD 2319 - CUSTOMER STATES VEHICLE CRANKED OVER VERY SLOW AND RAN ROUGH AT FIRST START	168.88	119078
		Total For Check 119078		336.12	
Check 119079					
101-42-2500-54330	DUES & SUBSCRIPTIONS	ANCOM COMMUNICATIONS INC	RENEWAL OF COMMANDER SOFTWARE 2026 CLOUD BASED COMMANDER	5,410.00	119079
		Total For Check 119079		5,410.00	
Check 119080					
631-00-0000-20800	OVERPAYMENT	BEVERLY TUBBS	UB refund for account: 7104628	27.93	119080
		Total For Check 119080		27.93	
Check 119081					
101-41-1910-53050	ENGINEERING CHARGES	BOLTON & MENK INC	2025 ANNUAL REVIEWS	447.50	119081
101-42-2400-53050-123484-002	ENGINEERING CHARGES	BOLTON & MENK INC	2025 ANNUAL REVIEWS	4,495.00	119081
203-45-5200-55250-138362-000	CONTRACTOR PAYMENTS	BOLTON & MENK INC	VETERAN'S MEMORIAL LAKESIDE	24,512.80	119081
632-00-0000-15000-136584-001	CONSTRUCTION IN PROGRESS	BOLTON & MENK INC	2025 SANITARY SEWER LINING	1,738.00	119081
		Total For Check 119081		31,193.30	
Check 119082					
631-00-0000-20800	REBATE	CHRISTIAN KAREL	UB refund for account: 7102068	400.00	119082
		Total For Check 119082		400.00	
Check 119083					
101-43-3100-52100	OPERATING SUPPLIES	CINTAS CORPORATION	REFILLS FOR FIRST AID KITS	65.68	119083
101-43-3180-52130	UNIFORMS & CLOTHING	CINTAS CORPORATION	UNIFORM & CLOTHING - M.WELSH	86.45	119083
101-43-3180-52130	UNIFORMS & CLOTHING	CINTAS CORPORATION	UNIFORM & CLOTHING - M.WELSH	86.45	119083
		Total For Check 119083		238.58	
Check 119084					
101-42-2200-54370	MISCELLANEOUS	CITY OF COLUMBUS	2025 EXPENSES FOR FLFD SUBSTATION #2 IN COLUMBUS - BROADBAND & MISCELLANEOUS EXPENSES	3,068.46	119084
		Total For Check 119084		3,068.46	
Check 119085					
101-46-6625-53350	CONTRACT SERVICES	DAVID D. DREWS	CLEANING SERVICES FOR FEBRUARY 2026 FL SENIOR CENTER	850.00	119085
		Total For Check 119085		850.00	
Check 119086					
631-00-0000-20800	OVERPAYMENT	DAVID G WATTERS	UB refund for account: 7100699	109.18	119086
		Total For Check 119086		109.18	
Check 119088					
101-41-1320-52010	OFFICE SUPPLIES	ECM PUBLISHERS INC	BUSINESS CARDS - A. MILKS	53.00	119088
101-41-1910-53520	PUBLISHING & ADS	ECM PUBLISHERS INC	FEB 25 PH APLIKOWKI VARIANCE	18.00	119088
101-45-5120-53520	PUBLISHING & ADS	ECM PUBLISHERS INC	FOREST LAKE COMMUNITY GUIDE	650.00	119088
800-41-1910-53520-123780-001	PUBLISHING & ADS	ECM PUBLISHERS INC	FEB 25 PH HIDDEN CREEK S	21.00	119088
		Total For Check 119088		742.00	
Check 119089					
212-46-1920-54330	DUES & SUBSCRIPTIONS	EDAM	2026 EDAM MEMBERSHIP DUES - 1 MEMBER	335.00	119089

		Total For Check 119089		<u>335.00</u>	
Check 119090					
101-42-2100-52010	OFFICE SUPPLIES	ELECTRO WATCHMAN INC	SHIP ADDITIONAL ACCESS CONTROL TOKENS - INSTALLED MATERIALS ACCESS PP	<u>335.00</u>	119090
		Total For Check 119090		<u>335.00</u>	
Check 119091					
631-00-0000-20800	OVERPAYMENT	ERIC KROISS	UB refund for account: 7116595	<u>13.47</u>	119091
		Total For Check 119091		<u>13.47</u>	
Check 119092					
101-42-2200-53090	COMPUTER SUPPORT	ESO SOLUTIONS INC	ON DEMAND LEARNING - UNLIMITED, ONLINE TRAINING FOR ALL ESO PRODUCTS - 05/16/26 TO 05/15/27	<u>1,087.27</u>	119092
		Total For Check 119092		<u>1,087.27</u>	
Check 119093					
101-42-2100-52010	OFFICE SUPPLIES	ESS BROTHERS & SONS INC	EA. FURNISH AND INSTALL PIPE RAILING PG.58	<u>4,197.00</u>	119093
		Total For Check 119093		<u>4,197.00</u>	
Check 119094					
631-49-9420-52100	OPERATING SUPPLIES	FERGUSON ENTERPRISES LLC	3 T/F MAINCASE GSKT	31.00	119094
631-49-9420-52100	OPERATING SUPPLIES	FERGUSON ENTERPRISES LLC	6X15 1B REP CLMP 6.84-7.24	250.04	119094
631-49-9420-52100	OPERATING SUPPLIES	FERGUSON ENTERPRISES LLC	LF 5/8X3/4 MTR SETTER W/ L/CHK	7,193.86	119094
631-49-9420-54350	WATER METER PURCHASES	FERGUSON ENTERPRISES LLC	3/4 DUAL PRPS UNION NUT & LF 5/8X3/4 MTR SETTER W/ L/CHK	<u>430.56</u>	119094
		Total For Check 119094		<u>7,905.46</u>	
Check 119095					
101-41-1940-54010	REPAIR & MAINT-BUILDINGS	FOREST LAKE ACE HARDWARE	PLUMBING SUPPLIES AND FIX & HSE CLMP 11/16"1-1/12"SS & COUPL W/O STOP 3/4" CPPR	6.57	119095
101-42-2200-52100	OPERATING SUPPLIES	FOREST LAKE ACE HARDWARE	KEY PLAIN SINGLE CUT KEY	39.90	119095
101-42-2200-52210	REPAIR & MAINT SUPPLIES	FOREST LAKE ACE HARDWARE	FASTENERS	0.38	119095
101-43-3100-52100	OPERATING SUPPLIES	FOREST LAKE ACE HARDWARE	KEY RING ID TAG 2PK & PAPER KY TGS 1-1/4" 25PK	24.35	119095
101-43-3100-52100	OPERATING SUPPLIES	FOREST LAKE ACE HARDWARE	PAD FELT1/2CRCL BRN CD24	3.59	119095
101-43-3100-54010	REPAIR & MAINT-BUILDINGS	FOREST LAKE ACE HARDWARE	LED B10 E12 SW 40W 2PK & LED G16.5 E12 40W SW 2PK	22.98	119095
631-49-9420-52100	OPERATING SUPPLIES	FOREST LAKE ACE HARDWARE	TUBE BRUSH NYLON 15-1/2" & TUBE BRUSH 1/2" X 8-1/2"	<u>16.98</u>	119095
		Total For Check 119095		<u>114.75</u>	
Check 119096					
631-00-0000-20800	REBATE	GARY CALLIES	UB refund for account: 7100222	<u>100.00</u>	119096
		Total For Check 119096		<u>100.00</u>	
Check 119097					
631-00-0000-20800	OVERPAYMENT	GAVIN & BETH ANN HOUSE	UB refund for account: 7103357	<u>41.68</u>	119097
		Total For Check 119097		<u>41.68</u>	
Check 119098					
101-41-1940-54010	REPAIR & MAINT-BUILDINGS	GRAINGER INC	SAFETY SIGN,7INX10IN,REFLECTIVE SHEETING	37.05	119098
101-41-1940-54010	REPAIR & MAINT-BUILDINGS	GRAINGER INC	SAFETY SIGN,7 IN X 10 IN,GLOW VINYL & NOTICE SIGN,5INX7IN,REFLECTIVE SHEETING	<u>94.58</u>	119098
		Total For Check 119098		<u>131.63</u>	
Check 119099					
101-42-2400-32210	PERMIT - BUILDING VALUE BASED	GROUNDWORKS MINNESOTA LLC	BD Payment Refund	<u>153.40</u>	119099
		Total For Check 119099		<u>153.40</u>	
Check 119100					
631-49-9420-52160	CHEMICALS & TESTING	HAWKINS INC	CHLORINE EPA 7870-2 & LPC-4 & SODIUM HYDROXIDE 50% DIAPHRAGM & SODIUM PERMANGANATE 20%	6,457.54	119100
631-49-9420-52160	CHEMICALS & TESTING	HAWKINS INC	150 LB CHLORINE CYLINDER BARCODE 123855 & 124288 & 121642 & 139791	40.00	119100
631-49-9420-52160	CHEMICALS & TESTING	HAWKINS INC	AZONE 15 - EPA REG. NO. 7870-5	<u>877.50</u>	119100
		Total For Check 119100		<u>7,375.04</u>	

Check 119101 101-42-2100-53040	LEGAL SERVICES	HEBERT AND WELCH PA Total For Check 119101	LEGAL SERVICES FOR FEBRUARY 2026	<u>13,145.00</u> 13,145.00	119101
Check 119102 101-45-5200-52100	OPERATING SUPPLIES	HUGO EQUIPMENT COMPANY Total For Check 119102	GUIDE BAR L01 30CM/12 IN. 1, 1 MM/0.043 IN. & 71 PM3 PICCO MICRO CHAIN & 33 RM RAPID MICRO CHAIN, 4.3	<u>315.95</u> 315.95	119102
Check 119103 403-42-2100-55800	CAP OUTLAY-EQUIPMENT	IDENTISYS Total For Check 119103	SIGMA ID3 PRINTER, DUPLEX, 125-CARD INPUT HOPPER & ID CORE 2.0 SOFTWARE VERSION CS-202 & SOFTWARE	<u>4,237.34</u> 4,237.34	119103
Check 119104 101-46-6625-53350	CONTRACT SERVICES	IEDITWEB INC Total For Check 119104	SENIOR CENTER HOSTING WEBSITE 03/26/26 - 04/25/26	<u>39.95</u> 39.95	119104
Check 119105 631-00-0000-20800	OVERPAYMENT	JEFFREY & LINDA JUELICH Total For Check 119105	UB refund for account: 7100349	<u>370.53</u> 370.53	119105
Check 119106 631-00-0000-20800	OVERPAYMENT	JOHN & SUZANNE SEVERSON Total For Check 119106	UB refund for account: 7104978	<u>27.23</u> 27.23	119106
Check 119107 401-43-3100-55500	CAP OUTLAY-VEHICLES	KARL CHEVROLET INC Total For Check 119107	2026 CHEVROLET TRUCK SILVERADO 1500	<u>39,889.73</u> 39,889.73	119107
Check 119108 631-00-0000-20800	OVERPAYMENT	KERRY & ALICE OLSON Total For Check 119108	UB refund for account: 7104687	<u>27.93</u> 27.93	119108
Check 119109 631-00-0000-20800	OVERPAYMENT	KIM LEHR Total For Check 119109	UB refund for account: 7101649	<u>120.01</u> 120.01	119109
Check 119110 631-00-0000-20800	OVERPAYMENT	LANG BUILDERS Total For Check 119110	UB refund for account: 7117409	<u>338.37</u> 338.37	119110
Check 119111 101-43-3100-53060	MEDICAL	M HEALTH FAIRVIEW Total For Check 119111	MULTIPLE TESTS - C. ANDERSON & K. LAWRENCE & M. WELSH & A. RAUCHBAUER & D. ADAMS & P. CARPENTER	<u>630.45</u> 630.45	119111
Check 119112 101-42-2200-52100	OPERATING SUPPLIES	MACQUEEN EQUIPMENT LLC Total For Check 119112	DE-WIPE, MULTIPACK(40), 12" X 8"	<u>142.00</u> 142.00	119112
Check 119113 101-41-1601-53040	LEGAL SERVICES	MADDEN GALANTER HANSEN ATTORNEYS AT Total For Check 119113	SERVICES RENDERED - 1/1/2026 THROUGH 1/31/2026	<u>411.06</u> 411.06	119113
Check 119114 631-00-0000-20800	OVERPAYMENT	MARION FUERSTENBURG Total For Check 119114	UB refund for account: 7104742	<u>2.23</u> 2.23	119114
Check 119115					

631-00-0000-20800	REBATE	MELISSA LUNDMARK Total For Check 119115	UB refund for account: 7112676	<u>250.00</u> 250.00	119115
Check 119116					
101-41-1940-52400	TOOLS & SMALL EQUIP	MENARDS	MINI UTILITY KNIFE & 5/8X100 EXPND BP HOSE-YEL & EXTENDABLE GRABBER & 6 PC. SS PICK SET	108.90	119116
101-43-3160-54040	REPAIR & MAINT EQUIPMENT	MENARDS	10 AMP FNM TIME DLY FUSE & WTRPRF CONNCTR AQUA/ORG & WTRPRF CONNCTR AQUA/RED & 7.8X13 STORAGE ORGANIZ	<u>158.57</u>	119116
		Total For Check 119116		267.47	
Check 119117					
101-41-1400-54040	REPAIR & MAINT EQUIPMENT	METRO SALES INC	RICOH/IM C3000 C4500 C6000 COLOR COPIES	671.08	119117
101-42-2100-54050	REPAIR & MAINT CONTRACTS	METRO SALES INC	RICOH/IM C3000 C4500 C6000 COLOR COPIES	<u>671.07</u>	119117
		Total For Check 119117		1,342.15	
Check 119118					
101-43-3100-53060	MEDICAL	MIDWEST COMPLIANCE INC Total For Check 119118	DRUG TESTS JANUARY - C. ANDERSON & K. LAWRENCE & A. RAUCHBAUER	<u>150.00</u> 150.00	119118
Check 119119					
101-43-3230-53350	CONTRACT SERVICES	MINNEAPOLIS SAW CO INC Total For Check 119119	NOTCH HAULER 70 GEAR BAG & INSIDE MOUNT WITH HANDSAW HOLDER	<u>567.84</u> 567.84	119119
Check 119120					
101-42-2200-53080	SEMINARS & TRAINING	MINNESOTA CHIEFS OF POLICE ASSOCIAT Total For Check 119120	MEMBER FULL CONFERENCE (EARLY BIRD) - A. NEWMAN	<u>585.00</u> 585.00	119120
Check 119121					
631-49-9440-54440	STATE LEAD TESTING	MINNESOTA DEPARTMENT OF HEALTH Total For Check 119121	QUARTERLY COMMUNITY WATER SUPPLY SERVICE	<u>16,327.00</u> 16,327.00	119121
Check 119122					
101-42-2200-53080	SEMINARS & TRAINING	MINNESOTA FIRE SERVICE CERTIFICATIO Total For Check 119122	RETEST FEE FOR OFFICER I TAKEN 2-2-26 G. RICE	<u>75.00</u> 75.00	119122
Check 119123					
101-41-1320-54330	DUES & SUBSCRIPTIONS	MINNESOTA SECRETARY OF STATE-NOTARY Total For Check 119123	NOTARY COMMISSION APPLICATION - A. MILKS	<u>120.00</u> 120.00	119123
Check 119124					
631-49-9420-52160	CHEMICALS & TESTING	MINNESOTA VALLEY TESTING LABS Total For Check 119124	COLIFORM, MF - WATER	<u>160.00</u> 160.00	119124
Check 119125					
401-45-5200-55800	CAP OUTLAY-EQUIPMENT	MTI DISTRIBUTING INC Total For Check 119125	GROUNDSMASTER 5910 (T4) & AUXILIARY BRAKING SYSTEM GM 5900 & AM FM RADIO & 10IN FOAM FILLED WHEEL	<u>119,715.90</u> 119,715.90	119125
Check 119126					
101-42-2200-52210	REPAIR & MAINT SUPPLIES	NAPA AUTO PARTS	RTU EXT LIFE GAL (350,980)	19.84	119126
101-42-2200-52210	REPAIR & MAINT SUPPLIES	NAPA AUTO PARTS	ITASCA OUTDOORS BAR CHAIN - (500)	9.78	119126
101-42-2200-52210	REPAIR & MAINT SUPPLIES	NAPA AUTO PARTS	ITASCA BAR CHAIN 1 QT (500)	29.34	119126
101-42-2200-52210	REPAIR & MAINT SUPPLIES	NAPA AUTO PARTS	NAPA DIESEL EXHAUST FLUID (DEF)	31.56	119126
101-43-3100-54040	REPAIR & MAINT EQUIPMENT	NAPA AUTO PARTS	DRAIN M12-1.75	25.17	119126
101-43-3180-52100	OPERATING SUPPLIES	NAPA AUTO PARTS	TUBING & TIRE VAL (855) & TUBE & LENS & ADAPTERS & UCB-25 CIR BRKR	84.81	119126
101-43-3180-52100	OPERATING SUPPLIES	NAPA AUTO PARTS	3 4DR DEEP 6PT IMPAC	25.10	119126
101-43-3180-52100	OPERATING SUPPLIES	NAPA AUTO PARTS	3 8DR BIT SOCKET TOR & 13PC MULTIDRIVE CHROM (C01)	<u>91.58</u>	119126
		Total For Check 119126		317.18	
Check 119128					

631-49-9420-54020	REPAIR & MAINT - SUBS	OLSON'S SEWER SERVICE INC Total For Check 119128	WORK PERFORMED ON 01/29/26 AT 1056 7TH ST SE - ASSITED PW IN THE EMERGENCY REPAIR OF A WATER MAIN	<u>4,648.43</u> 4,648.43	119128
Check 119129 101-42-2200-53060	MEDICAL	PERFORMANCE PLUS LLC Total For Check 119129	26 ANNUAL MEDICAL EXAMS & 28 ONETEST DRAW AND SPIN CHARGE (2 NEW HIRES INCLUDED) & 28 PA & PSA	<u>5,354.00</u> 5,354.00	119129
Check 119130 101-41-1400-54040	REPAIR & MAINT EQUIPMENT	PITNEY BOWES GLOBAL FINANCIAL SERVI Total For Check 119130	SENDPRO C SERIES - VERSION 4 LEASING CHARGES DEC 30, 2025 - MAR 29, 2026	<u>192.30</u> 192.30	119130
Check 119131 101-41-1400-54330	DUES & SUBSCRIPTIONS	PLAN IT SOFTWARE LLC Total For Check 119131	PLAN-IT CIP SOFTWARE & ADDITIONAL USER LICENSE	<u>6,175.00</u> 6,175.00	119131
Check 119132 101-41-1940-53350	CONTRACT SERVICES	PLUNKETT'S VARMENT GUARD Total For Check 119132	GENERAL PEST CONTROL PROGRAM	<u>113.25</u> 113.25	119132
Check 119134 205-43-3150-54370	MISCELLANEOUS	PRECISE MRM LLC Total For Check 119134	5MB FLAT DATA PLAN US WITH NAF C-US-5MB	<u>20.00</u> 20.00	119134
Check 119135 101-46-6625-53350	CONTRACT SERVICES	RAPID PRESS Total For Check 119135	SENIOR CENTER NEWSLETTER - MARCH/APRIL 2026	<u>287.10</u> 287.10	119135
Check 119136 631-00-0000-20800	REBATE	ROGER & STEPHANIE CLARK Total For Check 119136	UB refund for account: 7112621	<u>200.00</u> 200.00	119136
Check 119137 101-42-2200-54040 101-42-2200-54040 101-42-2200-54040	REPAIR & MAINT EQUIPMENT REPAIR & MAINT EQUIPMENT REPAIR & MAINT EQUIPMENT	ROSENBAUER MINNESOTA LLC ROSENBAUER MINNESOTA LLC ROSENBAUER MINNESOTA LLC Total For Check 119137	LATCH DOUBLE PADDLE KIT SS E1 - VIN M13697 /PUMPER /15697 CREDIT - S/B WARRANTY	236.24 595.55 <u>(595.55)</u> 236.24	119137 119137 119137
Check 119138 631-00-0000-20800	REBATE	SCOTT HUMPHREYS Total For Check 119138	UB refund for account: 7109489	<u>250.00</u> 250.00	119138
Check 119139 101-41-1400-52010	OFFICE SUPPLIES	SOLV Total For Check 119139	A/P CHECK - GREEN	<u>862.45</u> 862.45	119139
Check 119140 800-41-1910-53520-106081-116	PUBLISHING & ADS	ST PAUL PIONEER PRESS Total For Check 119140	PIONEER PRESS CLASSIFIED - MUNICIPALITY RATE - AD SIZE 1 COLUMNS X 2.344 INCHES	<u>21.38</u> 21.38	119140
Check 119141 101-41-1940-52100 101-41-1940-52100 101-42-2100-52010 101-42-2100-52010 101-42-2100-52010	OPERATING SUPPLIES OPERATING SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	STAPLES INC STAPLES INC STAPLES INC STAPLES INC STAPLES INC Total For Check 119141	TOWEL C FOLD 17900151 & MEMO-SIZE 6X9 CLIPBOARD APER COLORED CARD SOLAR YELLO STPLS 5 TOPBND MEMOBK 3X5 75SCR & BALLPNT RET MEDIUM 1.0MM DZN & RES MOUNT DOTS 7/8 X 7/8 3-HOLE PUNCH 12 SHEETS & PASTEL TRANSPARENT NOTES & STPLS POLY FFPKT LTR ASSTD30BX DATER RECEIVED 2COLOR RED/BLUE	135.06 44.01 200.02 52.77 <u>44.99</u> 476.85	119141 119141 119141 119141 119141

Check 119142					
101-41-1320-53070	PROFESSIONAL SERVICES	TIMESAVER OFF SITE SECRETARIAL INC	02/09/2026 - CITY COUNCIL MEETING 1.25 HOURS	219.50	119142
101-41-1910-52100	OPERATING SUPPLIES	TIMESAVER OFF SITE SECRETARIAL INC	01/28/2026 - PLANNING COMMISSION MEETING 2.25 HOURS	302.50	119142
101-41-1910-52100	OPERATING SUPPLIES	TIMESAVER OFF SITE SECRETARIAL INC	02/11/2026 - PLANNING COMMISSION MEETING 1.5 HOURS	219.50	119142
101-45-5120-53070	PROFESSIONAL SERVICES	TIMESAVER OFF SITE SECRETARIAL INC	02/18/2026 - PARKS COMMISSION MEETING 1.5 HOURS	219.50	119142
212-46-1920-52100	OPERATING SUPPLIES	TIMESAVER OFF SITE SECRETARIAL INC	02/02/2026 - EDA MEETING 1.5 HOURS	219.50	119142
		Total For Check 119142		<u>1,180.50</u>	
Check 119143					
401-43-3100-55800	CAP OUTLAY-EQUIPMENT	TURFWERKS	NEW EQUIPMENT 5 - ABI146 ABI	46,691.00	119143
		Total For Check 119143		<u>46,691.00</u>	
Check 119144					
101-41-1940-53350	CONTRACT SERVICES	TWENTY4SEVEN FIRE & SECURITY CORP	ANNUAL 2026 FIRE ALARM SYSTEM INSPECTION & SPRINKLER SYSTEM INSPECTION	750.00	119144
		Total For Check 119144		<u>750.00</u>	
Check 119145					
101-42-2200-54370	MISCELLANEOUS	WASHINGTON COUNTY PUBLIC HEALTH	HAZARDOUS WASTE & OIL & OIL RELATED WASTE & UNIVERSAL WASTE & WASTE FOR RECYCLING	152.97	119145
101-43-3180-53840	REFUSE DISPOSAL	WASHINGTON COUNTY PUBLIC HEALTH	HASARDOUS WASTE & UNIVERSAL WASTE	462.68	119145
		Total For Check 119145		<u>615.65</u>	
Check 119146					
101-42-2200-52120	MOTOR FUEL	WEX BANK	FIRE MORTOR FUEL - FEBRUARY 2026	1,248.35	119146
		Total For Check 119146		<u>1,248.35</u>	
Check 119147					
101-42-2100-52120	MOTOR FUEL	WEX BANK	POLICE MOTOR FUEL - FEBRUARY 2026	4,168.49	119147
		Total For Check 119147		<u>4,168.49</u>	
Check 119148					
101-43-3100-36240	REFUNDS & REIMBURSEMENTS	WEX BANK	PUBLIC WORKS MOTOR FUEL - FEBRUARY 2026	(167.96)	119148
101-43-3100-52120	MOTOR FUEL	WEX BANK	PUBLIC WORKS MOTOR FUEL - FEBRUARY 2026	2,581.25	119148
101-43-3180-36240	REFUNDS & REIMBURSEMENTS	WEX BANK	PUBLIC WORKS MOTOR FUEL - FEBRUARY 2026	(2.04)	119148
101-45-5200-36240	REFUNDS & REIMBURSEMENTS	WEX BANK	PUBLIC WORKS MOTOR FUEL - FEBRUARY 2026	(226.26)	119148
101-45-5200-52120	MOTOR FUEL	WEX BANK	PUBLIC WORKS MOTOR FUEL - FEBRUARY 2026	3,194.99	119148
205-43-3150-36240	REFUNDS & REIMBURSEMENTS	WEX BANK	PUBLIC WORKS MOTOR FUEL - FEBRUARY 2026	(15.67)	119148
205-43-3150-52120	MOTOR FUEL	WEX BANK	PUBLIC WORKS MOTOR FUEL - FEBRUARY 2026	42.53	119148
631-49-9420-36240	REFUNDS & REIMBURSEMENTS	WEX BANK	PUBLIC WORKS MOTOR FUEL - FEBRUARY 2026	(47.51)	119148
631-49-9420-52120	MOTOR FUEL	WEX BANK	PUBLIC WORKS MOTOR FUEL - FEBRUARY 2026	997.33	119148
632-49-9450-36240	REFUNDS & REIMBURSEMENTS	WEX BANK	PUBLIC WORKS MOTOR FUEL - FEBRUARY 2026	(63.50)	119148
632-49-9450-52120	MOTOR FUEL	WEX BANK	PUBLIC WORKS MOTOR FUEL - FEBRUARY 2026	1,074.62	119148
		Total For Check 119148		<u>7,367.78</u>	
Check 119149					
631-49-9420-52100	OPERATING SUPPLIES	WINNICK SUPPLY INC	MILWAUKEE REPLACEMENT IMPELLER FOR TRANSFER PUMP	30.00	119149
631-49-9420-52100	OPERATING SUPPLIES	WINNICK SUPPLY INC	2" 45 ELBOW PVC SCHEDULE 80 & 2" TEE PVC SCHEDULE 80	69.40	119149
631-49-9420-52100	OPERATING SUPPLIES	WINNICK SUPPLY INC	MILWAUKEE M18 TRANSFER PUMP & MILWAUKEE M18 REDLITHIUM XC5.0 EXTENDED CAPACITY BATTERY PACK	249.00	119149
		Total For Check 119149		<u>348.40</u>	
Check 119150					
101-43-3100-54040	REPAIR & MAINT EQUIPMENT	ZIEGLER INC	TIP-SOIL DIG & SWITCH AS-RO & PIN-G.E.T.	219.54	119150
101-43-3100-54040	REPAIR & MAINT EQUIPMENT	ZIEGLER INC	COUPLING & PLUG AS-CONN & COUPLER GP-Q	411.65	119150
101-43-3100-54040	REPAIR & MAINT EQUIPMENT	ZIEGLER INC	NIPPLE AS-QD & COUPLER AS-Q	319.24	119150
101-43-3100-54040	REPAIR & MAINT EQUIPMENT	ZIEGLER INC	KEY	79.80	119150
205-43-3150-55800	CAP OUTLAY-EQUIPMENT	ZIEGLER INC	CATERPILLAR 309 - 8T MINI EXCAVATOR BUCKET 36" GENERAL PURPOSE & EQUIPMENT TRADE-IN 308E2	31,465.44	119150
631-49-9450-55800	SEWER/CAPITAL OUTLAY-OTHER EQP	ZIEGLER INC	CATERPILLAR 309 - 8T MINI EXCAVATOR BUCKET 36" GENERAL PURPOSE & EQUIPMENT TRADE-IN 308E2	31,465.43	119150
632-49-9450-55800	CAP OUTLAY-EQUIPMENT	ZIEGLER INC	CATERPILLAR 309 - 8T MINI EXCAVATOR BUCKET 36" GENERAL PURPOSE & EQUIPMENT TRADE-IN 308E2	31,465.43	119150
		Total For Check 119150		<u>95,426.53</u>	

Check 2602					
101-00-0000-21714	FSA MEDICAL DED PAYABLE	BENEFIT EXTRAS INC	SETTLE PURCHASE	<u>358.34</u>	2602
		Total For Check 2602		358.34	
Check 2603					
101-00-0000-21713	DENTAL INSURANCE PAYABLE	HEALTH PARTNERS	HEALTH PARTNERS PREMIUM - FEBRUARY 2026	<u>709.29</u>	2603
		Total For Check 2603		709.29	
Check 2604					
101-00-0000-21713	DENTAL INSURANCE PAYABLE	HEALTH PARTNERS	HPAI SELF INSURED CLAIMS 15657 - JANUARY 2026	<u>1,323.81</u>	2604
		Total For Check 2604		1,323.81	
Check 2605					
101-00-0000-21713	DENTAL INSURANCE PAYABLE	HEALTH PARTNERS	HPAI SELF INSURED CLAIMS 15657 - FEBRUARY 2026	<u>713.77</u>	2605
		Total For Check 2605		713.77	
Check 2606					
101-42-2400-53100	PROF SERVICES - OTHER	INVOICE CLOUD INC	INVOICE CLOUD PAYMENT FEES - JANUARY 2026	29.99	2606
205-43-3190-53070	SURFACE ADM/PROFESSIONAL SERVICES	INVOICE CLOUD INC	INVOICE CLOUD PAYMENT FEES - JANUARY 2026	428.60	2606
631-49-9490-53070	SEWER ADM/PROFESSIONAL SERVICE	INVOICE CLOUD INC	INVOICE CLOUD PAYMENT FEES - JANUARY 2026	1,928.69	2606
632-49-9490-53070	PROFESSIONAL SERVICES	INVOICE CLOUD INC	INVOICE CLOUD PAYMENT FEES - JANUARY 2026	<u>1,928.69</u>	2606
		Total For Check 2606		4,315.97	
Check 2607					
101-41-1400-54370	POSTIVE PAY MONTHLY FEE-FEBRUARY	MIDWESTONE BANK	POSITIVE PAY MONTHLY FEE-FEBRUARY	<u>67.10</u>	2607
		Total For Check 2607		67.10	
Check 2608					
205-43-3150-53070	PROFESSIONAL SERVICES	CHASE PAYMENTECH	SERVICE FEE PAYMENTS-FEBRUARY UB	79.65	2608
631-49-9440-53070	PROFESSIONAL SERVICES	CHASE PAYMENTECH	SERVICE FEE PAYMENTS-FEBRUARY UB	358.46	2608
632-49-9490-53070	PROFESSIONAL SERVICES	CHASE PAYMENTECH	SERVICE FEE PAYMENTS-FEBRUARY UB	<u>358.46</u>	2608
		Total For Check 2608		796.57	
Check 2609					
101-00-0000-21709	LIFE INSURANCE PAYABLE	THE HARTFORD	FEBRUARY 2026 COBRA LIFE INSURANCE	<u>59.40</u>	2609
		Total For Check 2609		59.40	
Check 2610					
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0012039653-5/4938 HEADWATERS PKWY	<u>34.45</u>	2610
		Total For Check 2610		34.45	
Check 2611					
101-45-5200-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-8383920-1 ~ 5515 - 206TH ST -PARK WELL	358.80	2611
631-49-9420-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193676-8 ~ 1850 8TH ST SE & 65 3RD AVE NW WTP	<u>6,641.88</u>	2611
		Total For Check 2611		7,000.68	
Check 2612					
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0239647-6 ~ 1198 W BROADWAY AVE-TRAFFIC	67.82	2612
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0239654-5 ~ 797 WEST BROADWAY AVE-ELEC	39.31	2612
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0239656-7 ~ 795 WEST BROADWAY AVE-ELEC	<u>53.81</u>	2612
		Total For Check 2612		160.94	
Check 2613					
101-45-5130-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-4770834-3 ~ 21640 HARROW AVE N	335.55	2613
631-49-9420-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193670-2 ~ 456 3RD ST NW-PUMP	1,113.26	2613
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0239658-9 ~ LIFT STATIONS	<u>249.60</u>	2613
		Total For Check 2613		1,698.41	

Check 2614					
101-41-1940-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193661-1 ~ GOVMT BLDG	1,637.94	2614
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0239645-4 ~ 777 WEST BROADWAY AVE-ELEC	36.80	2614
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0239648-7 ~ 775 WEST BROADWAY AVE-ELEC	50.81	2614
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0239659-0 ~ 1493 W BROADWAY AVE-TRAFFIC	72.20	2614
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0677899-8 ~ 20010 FERN GLEN LN N-STREET	23.24	2614
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0677908-0 ~ 20066 FERN GLEN LN N-STREET	20.88	2614
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193665-5 ~ 49 LAKE ST N-STREET	7,510.28	2614
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-7342887-2 ~ 5295 SCANDIA TR N-TRAFFIC	33.69	2614
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-9753120-9 ~ 1601 11TH AVE SW-BRIDGE	87.14	2614
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0010257806-0 ~ 20187 FERN GLEN BLVD N-S	20.29	2614
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0010258367-0 ~ 20116 FERN GLEN CT N - STREET	20.05	2614
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0011646952-3 ~ 1872 FOREST BLVD	11.19	2614
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0012332089-3 ~ 204 LAKE STREET N UNIT-TRAFFIC	24.78	2614
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0013131153-7 ~ 10100 SCANDIA TRL N	28.95	2614
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0013225636-0 ~ 6358 SCANDIA TRL N	14.80	2614
101-43-3180-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193666-6 ~ CITY GARAGE	2,534.43	2614
101-43-3180-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193671-3 ~ PUBLIC WORKS FACILITY	1,235.45	2614
101-45-5200-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193667-7 ~ BEACH HOUSE	279.34	2614
101-45-5200-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193668-8 ~ 720 - 11TH AVE SE-ICE	151.18	2614
101-45-5200-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193669-9 ~ 777 4TH ST SW RINK & WARMING HOUSE	802.67	2614
101-46-6625-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0013429969-4 ~ 767 4TH ST SW	1,085.83	2614
631-49-9420-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193673-5 ~ 1850 8TH ST SE - WTP	761.38	2614
631-49-9420-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-8919722-8 ~ 208 8TH ST NW - TOWER	366.48	2614
631-49-9420-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0013971904-6 ~ 6195 210TH ST N	907.50	2614
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0830223-8 ~ 6728 NORTH SHORE TRL N-ELEC	12.70	2614
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-4372874-7 ~ 406 15TH ST SW-LIFT	339.18	2614
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-8829533-8 ~ 21036 KAROLINE CT N-LIFT	48.11	2614
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-9828587-1 ~ 97 BROADWAY AVE W - TRAFFIC	150.91	2614
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0012384369-1 ~ 7865 SCANDIA TRL N	39.67	2614
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0014003458-5 7686 NORTH SHORE CIR LIFT STATION	34.24	2614
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0014133727-6 ~ 23845 GRANADA AVE N LIFT STATION	35.21	2614
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0014224434-5 ~ 21228 KIEBLER CT N	42.35	2614
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0014644299-0 ~ 9597 NORTH SHORE TRL N UNIT-LIFT STATION	33.62	2614
		Total For Check 2614		<u>18,453.29</u>	
Check 2615					
101-00-0000-21714	FSA MEDICAL DED PAYABLE	BENEFIT EXTRAS INC	SETTLE PURCHASE	5.20	2615
		Total For Check 2615		<u>5.20</u>	
Check 2616					
101-00-0000-21714	FSA MEDICAL DED PAYABLE	BENEFIT EXTRAS INC	CLAIM REIMBURSEMENT	5,000.00	2616
		Total For Check 2616		<u>5,000.00</u>	
Check 2617					
101-00-0000-21713	DENTAL INSURANCE PAYABLE	HEALTH PARTNERS	HPAI SELF INSURED CLAIMS 15657 - FEBRUARY 2026	2,512.01	2617
		Total For Check 2617		<u>2,512.01</u>	
Check 2618					
101-00-0000-21713	DENTAL INSURANCE PAYABLE	HEALTH PARTNERS	HPAI SELF INSURED CLAIMS 15657 - FEBRUARY 2026	1,218.76	2618
		Total For Check 2618		<u>1,218.76</u>	
Check 2619					
101-00-0000-22440	SALES TAX PAYABLE	SALES TAX MN DEPT REVENUE EFT	JANUARY 2026 SALES TAX	115.00	2619
631-00-0000-22440	SALES TAX PAYABLE	SALES TAX MN DEPT REVENUE EFT	JANUARY 2026 SALES TAX	5,364.00	2619
		Total For Check 2619		<u>5,479.00</u>	

Check 2620					
101-41-1400-53220	POSTAGE	PITNEY BOWES POSTAGE	PITNEY BOWES POSTAGE FEBRUARY 2026	<u>450.00</u>	2620
		Total For Check 2620		450.00	
Check 2621					
101-41-1400-54370	POSTIVE PAY MONTHLY FEE-JANUARY	MIDWESTONE BANK	POSITIVE PAY MONTHLY FEE-JANUARY	<u>53.30</u>	2621
		Total For Check 2621		53.30	
Check 2622					
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193672-4 ~ LIFT STATIONS	<u>470.40</u>	2622
		Total For Check 2622		470.40	
Check 2623					
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193663-3 ~ TRAFFIC SIGNALS	215.98	2623
101-45-5200-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193669-9 ~ AUTO PROTECTIVE LIGHT	10.31	2623
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193674-6 ~ LIFT STATIONS	464.02	2623
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193677-9 ~ LIFT STATIONS	<u>4,204.86</u>	2623
		Total For Check 2623		4,895.17	
Check 2624					
101-00-0000-21714	FSA MEDICAL DED PAYABLE	BENEFIT EXTRAS INC	SETTLE PURCHASE	<u>25.00</u>	2624
		Total For Check 2624		25.00	
Check 2625					
101-43-3160-53810	405528-217921 STREET LIGHTS - ELECTRIC	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	10.05	2625
101-43-3160-53810	405528-246326 TRAFFIC SIGNALS - ELECTRIC	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	103.64	2625
101-43-3160-53810	405528-246328 TRAFFIC SIGNALS - ELECTRIC	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	79.99	2625
101-43-3160-53810	405528-251717 STREET LIGHTS - ELECTRIC	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	1,922.49	2625
101-43-3160-53810	405528-302966 TRAFFIC SIGNALS - ELECTRIC	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	70.29	2625
101-43-3160-53810	405528-310327 FLASHER - ELECTRIC	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	27.72	2625
101-43-3160-53810	405528-329973 STREET LIGHTS - ELECTRIC	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	140.72	2625
101-45-5200-53810	405528-296960 5790 HEADWATERS PKWY PUMP	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	19.00	2625
205-43-3150-53810	405536-239312 SHIELDS LAKE - ELECTRIC	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	19.00	2625
631-49-9420-53810	405528-324157 6195 210TH ST N WTP#4	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	3,165.37	2625
632-49-9450-53810	405528-304266 LIFT STATION - ELECTRIC	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	10.36	2625
632-49-9450-53810	405528-304956 4938 HEADWATERS PRKY LIFT	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	240.99	2625
632-49-9450-53810	714941-294489 LIFT STATION - ELECTRIC	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	114.08	2625
632-49-9450-53810	405536-230839 LIFT STATION - ELECTRIC	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	83.65	2625
632-49-9450-53810	405528-297502 LIFT STATION - ELECTRIC	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	131.55	2625
632-49-9450-53810	405528-262550 LIFT STATION - ELECTRIC	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	95.96	2625
632-49-9450-53810	405528-264391 LIFT STATION - ELECTRIC	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	67.01	2625
632-49-9450-53810	405528-267765 LIFT STATION - ELECTRIC	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	<u>86.49</u>	2625
		Total For Check 2625		6,388.36	
Check 2627					
101-00-0000-21800	RETIREE HEALTH INS PAYABLE	SOURCEWELL	RETIREE HEALTH INSURANCE-FEBRUARY 2026	3,564.00	2627
101-42-2100-51310	HEALTH INSURANCE	SOURCEWELL	RETIREE HEALTH INSURANCE-FEBRUARY 2026	<u>4,191.00</u>	2627
		Total For Check 2627		7,755.00	
		Fund Totals:			
			Fund 101 GENERAL FUND	107,062.06	
			Fund 203 PARK DEDICATION FUND	24,512.80	
			Fund 205 SURFACE WATER MANAGEMENT FUND	32,039.55	
			Fund 212 ECONOMIC DEVELOPMENT FUND	554.50	
			Fund 401 CAPITAL EQUIPMENT FUND	206,296.63	
			Fund 403 PUBLIC SAFETY AID	4,237.34	
			Fund 631 WATER FUND	92,082.14	

Fund 632 SEWER FUND
Fund 800 PROJECT DEVELOPMENT FUND

43,491.11
42.38

510,318.51

03/04/2026

INVOICE GL DISTRIBUTION REPORT FOR FOREST LAKE
 EXP CHECK RUN DATES 03/09/2026 - 03/09/2026
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 119142 250-43-9810-53070	PROFESSIONAL SERVICES	TIMESAVER OFF SITE SECRETARIAL INC	02/04/2026 - AIRPORT COMMISSION MEETING 1 HOURS	<u>178.00</u>	119142
		Total For Check 119142		<u>178.00</u>	
Check 2611 250-43-9810-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-9849041-6 ~ 20500 FOREST RD N U#1-AIRPORT	<u>101.12</u>	2611
		Total For Check 2611		<u>101.12</u>	
Check 2623 250-43-9810-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193679-1 ~ AIRPORT	<u>25.90</u>	2623
		Total For Check 2623		<u>25.90</u>	
Check 2625 250-43-9810-53810	405528-301847 AIRPORT - ELECTRIC	CONNEXUS ENERGY	JANUARY 2026 ENERGY BILLING	<u>220.63</u>	2625
		Total For Check 2625		<u>220.63</u>	
Check 2626 250-43-9810-53210-047457-023	TELEPHONE	MIDCONTINENT COMMUNICATIONS	AIRPORT PHONE FEBRUARY 2026	<u>175.65</u>	2626
		Total For Check 2626		<u>175.65</u>	
		Fund Totals:	Fund 250 AIRPORT FUND	<u>701.30</u>	
				<u>701.30</u>	

STAFF REPORT



MEETING DATE: March 9, 2026

TO: Honorable Mayor Roberts and Members of the City Council

STAFF ORIGINATOR: Jolleen Chaika – Assistant City Administrator

AGENDA ITEM: Memorandum of Agreement with AFSCME

INTRODUCTION:

The City and AFSCME Council No. 5 are currently parties to a Collective Bargaining Agreement (CBA) in effect through December 31, 2027. The CBA includes all positions currently covered under the CBA. On January 12, 2026, the Council approved the MOA which added the Deputy City Clerk; however, the Union did not execute that MOA due to an oversight by the Union. In an effort to ensure labor compliance, staff has revised the previous MOA to include both the Deputy City Clerk position and the Code Enforcement Officer position and to include a provision to allow for a uniform allowance for Code Enforcement due to the heavy community presence of the position.

RECOMMENDATION:

Staff recommends Council **move to approve the Memorandum of Agreement between the City and AFSCME regarding the inclusion of the Deputy City Clerk and Code Enforcement Officer into the CBA for AFSCME Council 5, Local 517.**

ATTACHMENTS:

Memorandum of Agreement

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between the City of Forest Lake (hereinafter "City") and the American Federation of State, County, and Municipal Employees (AFSCME), Council 5, Local 517 (hereinafter "Union").

WHEREAS, the City and the Union are parties to a collective bargaining agreement effective January 1, 2025 through December 31, 2027; and,

WHEREAS, the City has created new positions of Deputy City Clerk and Code Enforcement Officer; and,

WHEREAS, the current Union contract does not include the positions of Deputy City Clerk and Code Enforcement Officer; and,

WHEREAS, both the Deputy City Clerk and Code Enforcement Officer are full-time, FLSA non-exempt and benefits eligible positions. Both positions are eligible for overtime compensation, consistent with applicable state and federal law; and,

WHEREAS, both positions have been filled with qualified personnel; and,

WHEREAS, the City has identified that the position of Code Enforcement Officer commonly performs work duties outside of the office and, as such, qualifies for a uniform allowance consistent with the provisions outlined in the 2025-2027 CBA.

NOW THEREFORE, the City and the Union agree as follows:

1. The full-time positions of Deputy City Clerk and Code Enforcement Officer shall be included in the bargaining unit and incorporated into the Collective Bargaining Agreement for the remainder of the current agreement term, through December 31, 2027.
2. The Deputy City Clerk position is classified at Grade 100 on the 2026 City Salary Schedule and shall be compensated in accordance with that salary schedule at the appropriate step, as determined by the City.
3. The Code Enforcement Officer position is classified at Grade 100 on the 2026 City Salary Schedule and shall be compensated in accordance with that salary schedule at the appropriate step, as determined by the City.
4. The Code Enforcement Officer shall be eligible for a uniform allowance consistent with the provisions outlined in the 2025-2027 CBA.
5. This MOA serves to formally document these changes and will be considered a supplement to the 2025-2027 Collective Bargaining Agreement between the City and the Union.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this ____ day of _____, 2026.

CITY OF FOREST LAKE

AFSCME Council 5, Local 517

City Administrator

Business Representative

Date

Date

STAFF REPORT



MEETING DATE: March 9, 2026
STAFF ORIGINATOR: Kyle Young, Parks and Recreation Coordinator
AGENDA ITEM: Your Boat Club Marina Lease Agreement Amendment

INTRODUCTION:

Let's Go Fishing (LGF) is seeking a docking solution for its fishing pontoon during its operating season on Forest Lake and has expressed interest in having this location at Lakeside Park. The City currently has a lease agreement with Your Boat Club and staff have worked with them to allow LGF to use one of the two tie off slips for their operation. This partnership will make it necessary to amend the current lease agreement with Your Boat Club to identify this slip as designated for City programming or City Partnered programming.

ANALYSIS:

Your Boat Club has expressed interest in partnering with LGF under the condition that the City amends the Marina Lease Agreement to allow for this designated slip for City programming or City-partnered programming. This additional slip would be provided to LGF by the City at no charge for the duration of the operating season.

The City's Attorney has created the appropriate 3rd amendment to attach to the current agreement.

RECOMMENDATION:

Forest Lake City Council **"make a motion to approve the Third Amendment to the *Marina Lease Agreement* to allow Your Boat Club to create a designated slip for City Programming or City-Partnered Programming."**

ATTACHMENTS:

City of Forest Lake Marina Lease Agreement (Third Amendment to Lease Agreement)

THIRD AMENDMENT TO LEASE AGREEMENT

THIS THIRD AMENDMENT TO LEASE AGREEMENT (“Third Amendment”) is made, entered into and effective as of the ___ day of _____, 2026, by and between the City of Forest Lake, a Minnesota municipal corporation (“Lessor”) and Your Boat Club, LLC, a Minnesota limited liability company (“Lessee”).

RECITALS

WHEREAS, Lessee and Lessor entered into a Lease Agreement dated November 24, 2012, as amended by a First Amendment dated November 14, 2022 and a Second Amendment dated January 13, 2025 (collectively, the “Lease”), with respect to the property described in said Lease Agreement (the “Property”); and

WHEREAS, Lessor has partnered with an organization that requires a dock for city-approved programming, and Lessee has expressed willingness to work with said organization; and

WHEREAS, Lessor and Lessee desire to amend the Lease to allow the above-mentioned organization to dock at the marina facility.

NOW THEREFORE, in consideration of the mutual promises and covenants of each to the other contained in this Third Amendment and other good and valuable consideration, receipt of which is hereby acknowledged, the parties hereto do covenant and agree as follows:

1. The above recitals are hereby incorporated into the Third Amendment as though fully set forth herein.
2. Section 4 of the Lease (“Description of Marina Facility”) is hereby amended to read as follows:

“The marina facility shall have dockage accommodating twenty-five (25) boat slips together with a security system, access restriction to the slips, site improvement to connect the dock to the park, a gas dock and mutually agreed upon lighting, all in accordance with the plans and specifications attached hereto as Exhibit B.”

3. Section 5 of the Lease (“Slip Rental”) is hereby amended to read as follows:

“Lessee shall be entitled to use a maximum of twelve (12) slips for its members. Lessee shall dedicate one (1) slip for the use of the City or City partners. The remaining slips (“Public Slips”) shall be available for lease to the general public. Forest Lake residents shall be charged a maximum of \$2,095.00 per year per Public Slip and non-residents shall be charged a maximum of \$2,295.00 per year per Public Slip. The portion of the dock lying between the shore line and the slip access restriction device as depicted on Exhibit B shall be available to the general public for reasonable temporary dockage without charge.”

4. Except as provided for above, the terms and provisions of the Lease shall remain in full force and effect.
5. This Third Amendment and all disputes or controversies arising out of or relating to this Third Amendment or the transactions contemplated hereby shall be governed by, and construed in accordance with, the internal laws of the State of Minnesota, without regard to the laws of any other jurisdiction that might be applied because of the conflicts of laws principles of the State of Minnesota.
6. Nothing contained herein shall be deemed a waiver by the Lessor of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Lessee or their successors or assigns, shall be subject to any governmental immunity defenses of the Lessor and the maximum liability limits provided by Minnesota Statutes, Chapter 466.
7. This Third Amendment may be executed in two or more counterparts, all of which shall be considered one and the same instrument and shall become effective when one or more counterparts have been signed by the parties and delivered to the other parties. Delivery of a copy of this Second Amendment bearing an original signature by facsimile transmission or by electronic mail in “portable document format” shall have the same effect as physical delivery of the paper document bearing the original signature.
8. This Third Amendment shall not be amended, modified, or supplemented except by a written instrument signed by an authorized representative of each party.

(remainder of page left blank intentionally; signature page to follow)



Office of Engineering

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

March 3, 2026

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

RE: Public Works / Engineering Standards Adoption for 2026

Dear Mayor and Council:

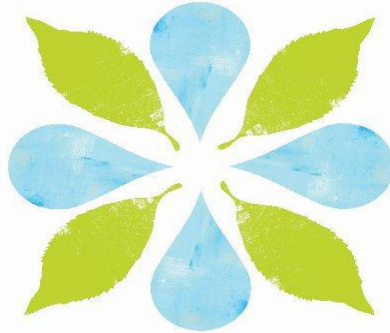
Working closely with Public Works, the following changes have been prepared for the 2026 Public Works/Engineering Standards that are being formally requested for adoption. A summary of the revisions for 2026 are attached.

If the City Council finds these updated standards and detail plates acceptable, **we recommend the City Council formally adopt the 2026 Public Works / Engineering Standards**. If there are any questions please feel free to contact me at 612-597-7140.

Sincerely,

Ryan J. Goodman, P.E.
City Engineer

Attachment: Revised Public Works/Engineering Standards, Revisions to Public Works/Engineering Standards and revisions to detail plates



Forest Lake

AS GOOD AS IT SOUNDS

2026 PUBLIC WORKS / ENGINEERING STANDARDS

CITY OF FOREST LAKE, MINNESOTA

Date: March 2026

Adopted by the Forest Lake City Council on March 9, 2026

It is the intent that these Engineering Standards supersede any prior standards adopted by the City of Forest Lake.

**CITY OF FOREST LAKE, MINNESOTA
2026 PUBLIC WORKS / ENGINEERING STANDARDS**

The purpose of these Public Works / Engineering Standards is to provide consistency in the level of detail required for the submittal of plans for preliminary plat approval, plan preparation guidelines for public improvements, and to provide the applicant detailed product materials. Construction requirements are now contained in the Forest Lake Standard Specifications for Utility and Street Construction manual.

The City Council reviews and adopts these standards on an annual basis, and the City of Forest Lake reserves the right to amend the requirements herein, as it may apply to various site conditions.

**2026 PUBLIC WORKS / ENGINEERING STANDARDS
TABLE OF CONTENTS**

Project Acceptance Form 3

Engineering Design Standards 5

 General Requirements..... 5

Developer Installed Public Improvements 5

Private Improvements 7

 Product/Material Requirements 8

Sanitary Sewer Materials 8

Water Main Materials 9

Storm Sewer Materials 10

Street Materials..... 11

Sidewalk / Trail / Fire Department Access Lane Materials 12

 Design Requirements..... 14

Sanitary Sewer Design Requirements 14

Water Main Design Requirements 14

Storm Sewer Design Requirements 15

 Utility Testing Requirements 20

 Water Mains..... 20

 Sanitary Sewer..... 22

 Fall Street Construction Requirements 27

 Plan Requirements 28

General Plan Requirements:..... 28

Construction Plans:..... 30

Building Permit Requirements..... 34

Standard Detail Plates..... 35

Project Acceptance Form

Project Acceptance Form

Project Name: _____

CITY OF FOREST LAKE

Project No. _____

Recommendation for Acceptance

This project included sanitary sewer, water main, storm sewer and street improvements. The improvements were installed as a public improvement project based on plans and specifications prepared by the City's Engineer. The majority of the work was completed in 20(xx)

This project was constructed in general conformance with standard policy and procedures of the City of Forest Lake. The work is complete and in general conformance with the plans and specifications. Therefore, this project is recommended for formal acceptance by the City Council for perpetual maintenance.

City Engineer **Date:** _____

Public Works Director **Date:** _____

Finance Director **Date:** _____

Community Development Director **Date:** _____

City Council Acceptance Date: _____

Engineering Design Standards

General Requirements

As set forth in various sections of the City ordinances, Developers of property within the City of Forest Lake are required to submit certain plans and specifications for review and approval by the City. These include, but are not limited to items such as grading plans, drainage plans, topographic surveys, plats, preliminary utility and street plans and specifications. Competent licensed professionals shall prepare these plans and specifications.

The professional services required of the Developer might include an architect, land surveyor, planner, wetland specialist and engineer. "Project Engineer" in this document refers to a Professional Engineer registered in the State of Minnesota hired by the Developer.

Whenever public improvements or other conditions of approval are required with an approved development, a contract (Development Agreement) is required between the Developer/property owner and the City. This contract guarantees the City that all requirements will be satisfactorily completed by the Developer.

The City Engineer shall design and prepare final utility and street plans and specifications for all public infrastructure if directed by the City.

Developer Installed Public Improvements

- a. The City's comprehensive plans for sanitary sewer, water, storm drainage and thoroughfare plans shall be adhered to in design considerations.
- b. All plans are to be prepared by a Registered Professional Engineer and shall be in accordance with City standards as outlined herein.
- c. The Developer shall provide proper notification of improvements to the responsible governmental agencies, watershed districts, etc. affected by said construction. Watershed and NPDES permits shall be obtained by the Developer and copies provided to the City prior to commencing any work. All special requirements of the responsible agencies shall be complied with.
- d. The Developer shall submit to the City for review and approval: copies of all design calculations/modelling, a preliminary plat, a preliminary utility plan, and a preliminary grading, drainage and erosion/sediment control plan, each incorporating all comments provided by the City during the preliminary plat review process.
- e. After the design calculations, preliminary plat, utility, and grading plans are approved, the Developer shall submit electronic copies to the City in AutoCAD's DWG file format and PDF format. This information will be used as a base for developing final plans and specifications for the public utility and street improvements for the site.

- f. The Developer is responsible for preparation of the final grading, drainage, and erosion/sediment control plans for the grading portion of the project. Any changes from the preliminary grading plans shall be coordinated with the City Engineer for incorporation into the final utility and street plans.
- g. The contractor shall submit a list of suppliers as well as all certification tests of materials that will be used on the project to the City at the "Pre-construction" meeting.
- h. No work is to begin until all erosion and sediment control methods are in place and approved by the City. All project operations must comply with the City's Erosion Control Ordinance and all applicable permits.
- i. The Developer is responsible for providing surveying, inspections, and testing for all grading related work. Copies of test reports shall be submitted to the City for review.
- j. After site grading is completed, the Developer shall conduct a site survey to certify as-built elevations prior to commencement of the utility and street improvements. This information shall be used by the Developer to create as-built/record drawings of the grading plans.
- k. The City will provide inspections of public improvement work and shall be notified 24 hours in advance of all scheduled tests so its representatives can be present at the time tests are performed. The required tests will cover the sanitary sewer, water main, storm sewer, street subgrade, aggregate base materials, bituminous base course, bituminous wear course, concrete sidewalk, bituminous trail, and curb and gutter. The Engineer that produced the final construction plans will be responsible for the construction surveying/staking and to conduct the as-built survey and produce the as-built/record drawings of the public improvement plans.
- l. Upon completion of all the utility and street work required on both the public and private portions of the project, the City will make the required final inspections of all work. This includes a final inspection of all site grading and approval by the City before any building permits will be issued. All sanitary sewer and water main testing shall be completed, and copies of service ties submitted to the City prior to the issuance of any service connection permits.
- m. Before the final payment is made to the contractor by the Developer, the City shall be satisfied that all work is satisfactorily completed in accordance with the approved plans and specifications, and the Project Engineer has submitted a written statement attesting to same.
- n. Acceptance of said work shall be made by the City and the project acceptance form signed by all parties.

Private Improvements

If private drives or utilities are included in a development the following procedures are required.

- a. The design cross section of private drives shall be in accordance with the public street design requirements or approved by the City.
- b. Whenever practical, public sewer and water lines shall not be placed under private drives. A twenty (20) foot utility and drainage easement will be required for any public utilities that are not constructed within the public street right-of-way.
- c. Private utility installation requires a permit from the City and will be required to meet all applicable City Standards as determined by the City and/or Building Official.
- d. The entrance to each private drive must include design features that clearly differentiate it from a public street such as concrete apron.
- e. Private small utilities shall be installed per standard details STR-6 of the City Standard Details. Junction boxes shall not be installed on property lines that have public utilities installed under them.

Product/Material Requirements

The following list of items provides product material requirements for development projects in the City of Forest Lake. The product material requirements have been established and adopted by the City to provide consistency in the materials installed for sanitary sewer, water main, storm sewer, and streets. Consistent material product requirements identify items that are consistent with today's engineering and construction practices and provide for consistent maintenance practices.

Sanitary Sewer Materials

- Main Pipe
 - MaterialPVC
 - Class
 - Depth to 18 feet..... SDR 35 W/HWS-SDR-26 Wyes
 - Depth 18 feet to 26 feet SDR 26 W/HWS-SDR-26 Wyes
 - Depth > 26 feet C-900 or as directed by engineer W/ DI Wyes
- Manhole
 - Type 48" Dia. Precast Concrete conforming to ASTM C478
 - Install rubber gasket joint forming watertight seal conforming to ASTM C443
 - Manhole pipe connectors shall be water tight and conform to ASTM C923
 - Wrap each MH barrel joint with 12" rubber wrap or ¾" thick butyl rope in barrel joint
 - Type of CastingR-1642-B Stamped "Sanitary Sewer"
With two concealed pick holes and self-sealing lids
 - Outside drop Material - Ceramic lined DIP or C-900 PVC DR 18 with epoxy coated drop tee
 - Interior of drop manholes lined with Zebron polyurethan coating, SpectraShield polyurea coating or approved equal
 - HDPE adjustment rings2 minimum, 12" height maximum
Wrap exterior of rings with geotextile fabric, glue all rings
- Service Pipe
 - Residential
 - Size 4 inch
 - Material.....PVC
 - ClassSchedule 40
 - Commercial
 - Size 6 inch minimum connected to new or existing manhole
.....or connect to the existing main with a Romac CB sewer saddle
 - Material.....PVC
 - ClassSDR 26, 150 psi pressure rating ASTM 2241
 - Risers. same requirements as service pipe
- Cleanout
 - Material PVC
 - ClassSDR 26 or schedule 40, 150 psi pressure rating ASTM 2241

Water Main Materials

- Main Pipe
 - MaterialPVC C-900 (4” to 12”), DR-18
PVC C-905 (14” to 48”), DR-25
 - Directional Drill Fusible C900 (4” to 12”), DR-18
 Fusible C905 (14” to 36”), DR-25
 - Fittings DIP, Epoxy Coated, U.S. Manufacture
 - Fitting Bolts..... Cor-Blue
 - Restrains Fusion Bonded Mega-Lug
 - Tracer wire for open trench applications: Copperhead 1230 or approved equal
 - Tracer wire for directional boring applications: Copperhead 1245 HES or approved Equal
 - Tracer wire for pipe bursting applications: Copperhead SoloShot Extreme or approved equal

- Hydrant
 - Type Waterous Pacer WB-67-250 Red
 - Bury..... 8’6”
 - Operating Rod.....Heavy Duty
 - Body bolts Stainless Steel
 - Tracer Wire Access Box..... Magnetized Tracer Box
 Snake Pit Magnetized Tracer Box by Copperhead Industries,
 Concrete/Driveway Tracer Box Model (CD14*2T-SW), or approved equal

- Valves
 - Type 12” or less Resilient Wedge Gate Valve (AWWA C515)
 14” or greater Butterfly Valve (AWWA C504)
 - Manufacturer. Waterous, American Flow Control 2500 Series or approved equal
 - Valve Box4” through 12” – Ductile Iron Star VBGHD-DI or approved equal
 - Bottom Bell section 4” through 12” Power Seal Ductile Iron Box
 - Gate Valve Box Adaptor Plate ¼” Steel w/protective coating
 by Adaptor, Inc. or approved equal
 - Valve Body Bolts Stainless Steel
 - Extension Rod (single piece steel) Top Nut – 12”-18” below finished surface

- Residential Service Pipe
 - Service Size 1” Diameter
 - Service Material..... HDPE pipe (IPS SIDR -7 250 PSI)
 - Service SaddlesSmith-Blair 372 or approved equal
Fused saddles for HDPE water main
 - Type of Corporation Stop Mueller ball valve B-25009N or E-25009N for HDPE
 - Pipe liner..... Mueller 505142
 - Type of Curb Stop
 Mueller ball curb valve B-25211N for HDPE or approved equal
 - Type of Curb Box..... A.Y. McDonald 5614ATW or approved equal
 - Pigtail Length 10 feet with plugged end for testing

- Tracer wire.....Copperhead 1230 copper clad steel – 30V rating, insulated, blue
- Casting for curb box in paved area..... Neenah R-1914-A or approved equal

- Commercial Service Pipe

- Service Size 6” Diameter
- Service Material..... PVC C-900
- Valve..... Resilient Wedge Gate Valve (AWWA C515) Waterous or American Flow Control 2500 series
- Valve Box4” through 12” – Ductile Iron Star VBGHD-DI or approved equal
- Bottom Bell section 4” through 12” Power Seal Ductile Iron Box
- Gate Valve Box Adaptor Plate ¼” Steel w/protective coating by Adaptor, Inc. or approved equal
- Valve Body Bolts Stainless Steel
- Extension Rod (single piece steel) Top Nut – 12”-18” below finished surface
- Tracer wire..... Copperhead 1230 CCS – 30V rating, insulated, blue
- Wet Tap.....Stainless steel saddle with Waterous or American Flow Control 2500 series valve.

- Irrigation Service Pipe

- Service size.....4” Diameter extending to the property line
- Service Material.....PVC C-900 DR 18
- Standard City Gate Valve at lateral main tee connection

Storm Sewer Materials

- Main Pipe

- Material RCP Only
- Depth and Class Varies
- Culvert Material..... CMP (rural driveway only) /RCP (street crossing)

- Manhole

- TypePrecast Concrete conforming to ASTM C478/C443
- HDPE Adjustment Rings.....2 minimum, 12” height maximum
..... Wrap exterior of rings with geotextile fabric, glue all rings
- Minimum MH depth4 feet
- Sump Depth 3 feet in last MH/CBMH in street upstream of pond
- Type of Casting R-1642-B, Stamped “Storm Sewer”
- Interior of drop structures lined with Zebron, SpectraShield or approved equal.

- Catch Basin
 - Type Precast Concrete conforming to ASTM C478
 - HDPE Adjustment Rings2 minimum, 12” height maximum
.....Wrap exterior of rings with geotextile fabric, glue all rings
 - Minimum CB Depth to Invert.....3.5 feet
 - Sump Depth 3’ in last CB in street upstream of pond
 - Max Depth of 2 x 3 4.5’
 - Type of Casting – Curb Inlet.....Neenah R-3067-V
 - Type of Casting – off-street drop inlet.....
..... Neenah R-4342 with concrete stool grate frame
 - Interior of mainline drop structures lined with Zebron, SpectraShield or approved equal.

Street Materials

- Street Section (Residential)
 - Geotextile Fabric.....MnDOT Type 5, Non-Woven
 - Subbase..... 20” Select Granular – Modified
..... 40% max on 40 sieve, max 5% on the 200 sieve
 - Base10” Aggregate Base, Cl. 5
.....Maximum 75% concrete and 4% bituminous
 - Bit. Wear Course 4 inches – 1.5” SPWEA330C Wearing Course Mixture (Final Lift)
2.5” SPWEB330C Wearing Course Mixture (Initial Lift)
 - Drain tile 4” HDPE perforated with filter sock

- Street Section (Commercial)
 - Geotextile Fabric.....MnDOT Type 5, Non-Woven
 - Subbase..... 20” Select Granular – Modified
..... 40% max on the 40 sieve, max 5% on the 200 sieve
 - Base 10” Aggregate, Cl. 5
.....Maximum 75% concrete and 4% bituminous
 - Bit. Wear CourseSPWEA330C Wearing Course Mixture (Final Lift)
 - Bit Base CourseSPNWB330C Wearing Course Mixture (Initial Lift)
 - Drain tile 4” HDPE perforated with filter sock
 - Commercial Pavement. Thickness.....varies

- Shoulder
 - Material4”, CL 2 Trap Rock or Limestone

- Boulevard
 - Sodsalt resistant, type lawn
 - Seed MnDOT 25-151 for appropriate application
 - Topsoil4” Minimum Depth
 - ResidentialTopsoil Borrow (MnDOT 3877.2B)
 - CommercialTopsoil Borrow (MnDOT 3877.2B)
 - Rural.....Topsoil Borrow (MnDOT 3877.2B)
 - Fertilizer Type 3 slow release (MnDOT 3881.2B.B3)

- Curb
 - Mix Design (machine/hand formed)..... MnDOT 3F32/3F52
 - Type – Residential Reconstruction Surmountable/B618
 - Type – New Residential Developments Surmountable/B618
 - Type – Commercial B618

- Street Name Signs
 - Multi lane – Speed limits 40mph and greater 12” plates
 - Lettering W/Logo 8” upper case, 6” lower case
 - Multi lane – Speed limits less than 40 mph and all 2-Lane 9” plates
 - Lettering W/Logo..... 6” upper case, 4” lower case
 - Private Streets White lettering on blue background W/ Logo
 - Public Streets White lettering on green background W/Logo
 - No Outlet Black lettering on yellow background, all capital letters No Logo
 - Reflective sheeting..... Diamond grade DG3

- Street Lighting
 - Standard street lights are “Traditionaire” (Connexus Energy) and “Traditional” (Xcel Energy) Luminaires.
 - The Developer may upgrade street lights to an “Acorn” (Xcel and Connexus) style.
 - The standard street lights in the area known as “Headwaters” (west of Hwy 61 and south of 200th St) shall be the “Domus” (Connexus Energy).

All street lights are to be furnished, paid, and installed by the Developer, with the City taking over the maintenance and repair costs after the system is approved by the Engineer and accepted by the City.

Sidewalk / Trail / Fire Department Access Lane Materials

- Sidewalk Section
 - Base 6 inch Aggregate, CL 5 (7 feet min. width)
 - Concrete..... 6 inch – MnDOT 3F52
 - Width (min).....6 feet
- Detectable Warning Plates..... Neenah R-4984 or approved equal
 - Thickness (min) 5/16”
 - Color..... Unpainted
- Bituminous Trail Section
 - Base 6 inch Aggregate, CL 5 (12 feet min. width)
 - Bituminous Wear Course..... 3” – SPWEA230B Wearing Course
 - Width (min).....10 feet

- Fire Department Access Lane Section
 - Min. 85,000 lb load carrying capacity (Design approval req'd by City Engineer)
 - Subgrade and aggregate base compaction testing required
 - Geotextile Fabric (as required by engineer) Mn/DOT Type V, Non-Woven
 - Subbase.....minimum 12" Select Granular Modified
.....(or as required by the soils engineer)
 - Base (bituminous section) 10" Aggregate Cl. 5
 (option: gravel shoulder section) 14" Aggregate Cl. 5
 - Bituminous Wear Course (SPWEA330C) (Final Lift)..... 2"
 - Bituminous Wear Course (SPWEB330C) (Initial Lift) 2"
 - Option: Gravel Shoulders (in addition to Base Aggregate)..... 4"

Design Requirements

The following list of items provides engineering design requirements for development projects in the City of Forest Lake. The requirements have been established and adopted by the City to provide consistency with today's engineering and construction practices.

Sanitary Sewer Design Requirements

- Manhole
 - Maximum Manhole Spacing 400 feet
 - Maximum inlet/outlet elevation difference2 feet W/ City Approval
 - Minimum depth of Manhole..... 10 feet without adjacent water main
Or 12 feet with adjacent water main.
 - Outside drop 42" Minimum
 - Manholes in C-D-S10' from center of manhole to lip of curb
- Service
 - Extend from mainline pipe to 10 feet past property line
 - Entire line including 10' tail shall be pressure tested
- Cleanout (BY PLUMBER)
 - 8' bury at property line
 - Maximum length between cleanouts 75 feet

Water Main Design Requirements

- Main Pipe
 - Minimum diameter 8"
 - Maximum Length of Dead Ends 600 feet
 - Air Release measuresHydrant
 - Minimum Cover..... 8 feet to top of pipe
 - Side of Street..... North and East side of centerline preferred
- Hydrant
 - Depth8'-6" Bury (8 feet cover)
 - Spacing 250'R to cover Building Pad
 - Gate valve on 6" Hydrant leads (distance from center of hydrant)..... 3 feet
 - Install one (1) Spring Mounted snow flags per hydrant.
- Valves
 - Maximum distance between Valves on Trunk Mains 600 feet
 - Maximum No. house services between Valves on Lateral Mains.....20
- Residential Service Pipe
 - No splices in services are allowed
 - Entire line including 10' tail shall be pressure tested
- Irrigation Service Pipe

-Minimum diameter 4"

Storm Sewer Design Requirements

- Main Pipe

- Minimum pipe diameter 12"
- Aprons on all inlets and outlets without an outlet structure
- Trash GuardHD Trash guards on 24" and greater aprons

- Cross Culverts

- Minimum culvert size 15"
- Minimum culvert length 24 feet
- Aprons Required on each end

- Driveway Culverts

- Minimum culvert size 15"
- Aprons Required on each end

- Manhole

- Must meet storm design criteria for specific project

- Catch Basin

- Minimum pipe cover 2 feet
- SpacingTypically max 300 ft, site specific depending on spread calculations
- Spreadper MnDOT SALT Maximum Allowable Spread Table
- Sumps3' in last CB in street upstream of pond

- Rear Yard Storm Sewer

- Minimum size structure48" Dia.
- Last structure in the run may be a 27" dia. if approved by Public Works
- Spacingdependent on proposed grading
- All inlet structures require a concrete stool grate frame and 4342 casting

- Design

- Design frequency of storms10 yr.
- Minimum storm sewer design velocity3 fps
- Design frequency for detention basins 100 yr.
- Low Opening elevation2.0 feet higher than 100yr. HWL
- Emergency overflow swale below building openings 1.0 foot
- Maximum basin side slope3:1
- Minimum detention basin depth 4.0 feet
- Maximum detention basin depth 10.0 feet
- Side yard swale grades Minimum 2.5% design grade with a 0.5% construction tolerance.
- Rear yard swale grades Minimum 3.0% design grade with a 0.5% construction tolerance.

Design grades of rear yard swales of less than 3.0% will require rear yard storm sewer and/or drain tile per City requirements.

The City’s design standard for storm sewer pipe sizing is the 10-year return interval with Atlas 14 rainfall depths. This can be sized using the Rational Method or other hydrodynamic method. All hydrodynamic modeling (SCS Methodology) shall use MSE 3 nested distribution. The pipe can operate under pressure as long as the structures do not surcharge.

Street Design Requirements

- Street Width and Rights-of-way

Major Thoroughfares and Major Streets – Rights-of-way as indicated on Street Comprehensive Plan, Capital Improvement Plan, and Municipal State Aid Needs Report.

Street Width shall be as indicated on the Street Comprehensive Plan, Capital Improvement Plan, and Municipal State Aid Needs Report.

Collector Streets – 150 foot Rights-of-way

- Width face to face 44’ (two 12’ through lanes with 10’ shoulders)
- Width can increase to accommodate four through lanes upon traffic analysis.

Residential Public (Minor) Streets – 60 foot Rights-of-way

Width

- face to face 32’ (Residential)
- face to face 30’ (on approved cul-de-sacs)
- face to face varies (Commercial)

Streets with Medians – Minimum 80 foot Rights-of-way

- 10 foot maximum median width
- 20 foot minimum lane width

Cul-de-sac

- Radius60 foot rights-of-way
- face to face 50’ (Residential)
- face to face varies (Commercial)

Private Streets

-Width

- face to face32’with parking on both sides (Residential)
- face to face28’with parking on one side (Residential)

Private Drives - Shared

- face to face 22’ with no parking (Residential)
- Maximum Length 225 feet

- Street Section (Residential)

The Standard Street Section shall meet the requirements of City Detail STR-22A for urban streets
Drain tile is required behind curb, for a minimum of 50' each way from Catch Basins at low points and 50' upstream of catch basins not at low points

- Street Section (Rural)

The Standard Street Section shall meet the requirements of City Detail STR-22 for rural streets

- Street Section (Commercial)

The Standard Street Sections will vary

- Boulevard

- Width varies
- Sidewalk Width 6 feet
- Bituminous Trail Width 10 feet

- Street Lighting

- Spacing Typically 200 – 400 feet on lot lines depending on the style of light, curvature of road, and as approved by engineer.
- Placed at all intersections, end of cul-de-sacs, and trail crossings
- Placed on sidewalk/trail side of the street

- Entrances (Single family residential)

- Driveway – Width.....Minimum – 12 feet
..... Maximum – 30 feet
Cul-de-sac driveway widths to be reviewed by City Staff for approval
All driveways are to meet minimum side yard setbacks - 5 feet
- Driveway location
 - 30 feet from the curb of an intersecting street on Minor Streets to the closest edge of the driveway
 - 100 feet from the curb of intersecting street on Collector Streets
- One access per Residential Property
- Maximum driveway slope 8.0%
- Secondary Access (if approved by City)
 - A secondary access may be allowed, as determined by the City, for the purpose of accessing a detached accessory structure used for storing a vehicle, camper, boat, or similar.
 - Secondary access at the public right-of-way is restricted to a width of 12 feet (minimum and maximum width).
 - A concrete driveway apron per Engineering Standards is required at all secondary access points.

- Secondary access must be setback a minimum of 5 feet from side or rear property line.
- Secondary access must be located at least 50 feet from the curb of an intersecting street.
- The City reserves the right to restrict a secondary access because of safety issues.
- Each secondary access request will be reviewed on an individual basis and Engineering and City Staff will grant final approval.

- Commercial Entrances

- Driveway width 32 feet
- Driveway widths greater than 32 feet requires engineering approval
- Driveway location requires engineering approval
- Maximum driveway slope 8%

- Fire Department Access Lane (Buildings up to 24' high)

- Width..... 20 feet
.....(option: 10' bituminous with 5' gravel shoulders)
- Minimum inner radius..... 30 feet
- Minimum outer radius 50 feet
- Crown...maximum 2.0%
- Minimum percent of grade0.5%
- Maximum percent of grade5.0%
- Distance from building to centerline of Access Lane
-Minimum 25 feet
-Maximum 150 feet
- Unobstructed Vertical Clearance13'-6"
- Maximum length dead end Access Lane..... 150 feet
(City approved turn around required if length exceeds 150 feet)
- The alignment of the Access Lane must be approved by the City and may be modified to match the circumstances and capabilities of the fire department.
- Signage (Fire Dept. approval required)...within 20' of every entrance

- Fire Department Access Lane (Buildings over 24' high)

- Width 20 feet
..... Option: 10' bituminous with 5' gravel shoulders)
- Minimum inner radius..... 30 feet
- Minimum outer radius 50 feet
- Crown...maximum 2.0%
- Minimum percent of grade0.5%
- Maximum percent of grade5.0%
- Distance from building to centerline of Access Lane
-Minimum 25 feet
-Maximum 65 feet
- Unobstructed Vertical Clearance13'-6"
- Maximum length dead end Access Lane..... 150 feet
.....(City approved turn around required if length exceeds 150 feet)

- The alignment of the Access Lane must be approved by the City and may be modified to match the circumstances and capabilities of the fire department.
- At least one Access Lane must be positioned parallel to the building along the entire length of the building.
- Overhead power and utility lines are not allowed within the Access Lane.
- Signage (Fire Dept. approval required).....within 20' of every entrance

- Street Miscellaneous

- Crown 2.5% Urban sections and 3.0% on Rural sections
- Minimum percent of grade0.5%
- Maximum approach grade at intersection for 50' distance2.0%
- Maximum percent of grade6.0%
- Diameter of Cul-de-sac (no islands allowed) 100 feet
- Minimum % of grade around Cul-de-sac Curb Flow line0.5%
- Minimum intersection radii for local and Arterial streets 20 feet
- Maximum length of Cul-de-sac 600 feet Urban Development
.....Varies for Rural Development
- Minimum Radius for Cul-de-sac return required..... 30 feet
- Temporary Cul-de-sac at plat line70' dia. on Adjacent Property in PE
Unless the are no driveways on the stub street.

- Horizontal Street Alignment

When a horizontal street centerline deflection at any one point is more than 10 degrees, a horizontal curve shall be introduced into the alignment with radius no less than 100 feet in length.

Street “jogs” or offsets shall be spaced at least 250 feet, centerline of street to centerline of street for minor streets. Collector street intersections shall not be offset.

Intersecting streets shall have centerlines that intersect at a single point, with the angle between the intersecting street centerlines of no less than 80 degrees and no more than 100 degrees. 90 degree intersections are preferred.

- Vertical Street Alignment

Vertical street centerline alignment with different connecting gradients shall be connected with vertical curves. Minimum length, in feet, of these vertical curves shall be thirty (30) times the algebraic difference in the percent of grade of the two adjacent slopes.

- Sign requirements

All signs shall conform to the Minnesota Manual on Uniform Traffic Control Devices, Current Edition, and Mn/DOT Standard Specifications for Construction, Current Edition 2020, Section 2564

- Mailbox requirements Cluster Mailboxes, 8 to 16 per location
 - 4" thick concrete slab at each cluster mailbox location
 - Swing away post as per detail GEN-6 for single boxes
 - COORDINATE LOCATIONS AND BOX ACCEPTABILITY WITH THE POSTMASTER

- Private Utilities

All private utilities, including gas, electric, telephone, and cable television are to be constructed in a joint trench in accordance with City Detail STR-6. All street crossings by private utilities shall be made in 4" – 6" PVC conduits installed prior to street construction per City Detail STR-7.

Utility Testing Requirements

Water Mains:

1. Perform hydrostatic pressure, disinfection, and continuity tests.
 2. The Engineer will observe and verify all tests and visually inspect final Work for compliance.
- B. Hydrostatic Pressure Test:
1. Minimum Test Pressure: 150 psi.
 2. Test Duration: 2 hours.
 3. Criteria: No drop in pressure allowed.
 4. Testing Gauge: Liquid filled, 4-1/2 inches diameter, labeled in 1-psi increments, such as Ashcroft Model 1082, or approved equal.
 5. Test all lines, including hydrant leads, water services, and stubs.
 6. Any valved section of water system may be isolated for pressure testing.
 7. Sequence and sectioning of water system for pressure testing shall be proposed by Contractor and approved by the Engineer prior to testing.
 8. Notify the Engineer immediately if it is determined that the existing valve is not holding pressure during the hydrostatic pressure test.
 9. If a faulty valve is suspected, a meeting with the Engineer and Owner will be necessary to attempt pressure testing prior to the Contractor continuing. No claims by the Contractor for extra work related to pressure testing will be processed if this meeting has not occurred.
- C. Disinfection:
1. General Requirement: AWWA C651 – Disinfecting Water Mains (Tablet Method or granular method).
 2. Place hypochlorite tablets in each section of pipe and all appurtenances:
 - a. Attach tablets to top of pipe with a food grade adhesive, such as denture grip.
 - b. The estimated number of tablets required per 20-foot length of pipe based on 3-1/4 grain available chlorine per tablet is as follows:

	<u>Diameter</u>	<u>No. of Tablets</u>
1)	4 Inches	1
2)	6 Inches	2
3)	8 Inches	3
4)	10 Inches	4
5)	12 Inches	5

- Placement of calcium hypochlorite granules during construction. Calcium hypochlorite granules shall be placed at the upstream end of the first section of pipe, at the upstream end of each branch main, and at 500-ft (150-m) intervals. The quantity of granules at each location shall be as shown in Table 1 below.

TABLE 1 WEIGHT OF CALCIUM HYPOCHLORITE GRANULES TO BE PLACED AT THE BEGINNING OF MAIN AND AT EACH 500-FT (150-M) INTERVAL

Pipe Diameter (<i>d</i>)		Calcium Hypochlorite Granules	
<i>in.</i>	<i>(mm)</i>	<i>oz</i>	<i>(g)</i>
4	(100)	1.7	(48)
6	(150)	3.8	(108)
8	(200)	6.7	(190)
10	(250)	10.5	(298)
12	(300)	15.1	(428)

- Fill main with water at a velocity of less than 1 foot per second with either method.
- Begin flushing after the chlorinated water has been allowed to disinfect the new pipe for 24 hours.
- 1 bacteria test location is required for every 1,200 feet of water main installed, with a minimum of 2 sample locations per Project. Locations shall be identified by the Engineer. All dead-end lines will be sampled.
- Sampling methods:
 - Option A: Before approving a main for release, take an initial set of samples after flushing the main and then resample again after a minimum of 16 hr using the sampling site procedures outlined. Both sets of samples must pass for the main to be approved for release. If a sample fails, the sampling procedure starts over.
 - Option B: Before approving a main for release, and after flushing, let it sit for a minimum of 16 hr without any water use. Then collect, using the sampling site procedures outlined and without flushing the main, the first set of samples and then resample again after a minimum of 16 hr using the sampling site

procedures outlined. Both sets of samples must pass for the main to be approved for release. If a sample fails, the sampling procedure starts over.

8. The Engineer shall be present during sampling. Engineer will assist with operating valves if necessary.
9. The Contractor will be responsible for costs associated with bacteria testing of samples obtained. Contractor is responsible for costs associated with bacteria testing of any failing tests.
10. Water mains needing reflushing or to be rechlorinated, must be done to meet Department of Health and AWWA requirements. Perform re-flushing or re-chlorination within 48 hours of notification of failing tests.

D. Tracer Wire System (PVC):

1. The Contractor shall demonstrate the ability to locate the entire tracer wire system using a typical low frequency (512Hz) handheld locating device. Locating shall be witnessed by the Owner and Engineer.
2. Contractor shall perform initial testing after installation and shall be witnessed by the Engineer.
3. The Owner will perform final acceptance testing at the conclusion of the project.
4. Any areas that are not able to be located shall be replaced at the Contractor's expense.
5. Continuity testing will not be accepted in lieu of actual line tracing.
6. Test all lines, including hydrant leads, water services, and stubs.

Sanitary Sewer

Gravity Pipe Leak Testing:

1. General:
 - a. Test all systems (pipe and structures) for leakage before being put in service. Notify Engineer of the date and time for each test 1 day prior to actual testing.
2. Low Pressure Air Test:
 - a. Diameter: Less than or equal to 24 inches.
 - b. Must meet criteria set forth in ASTM F1417.
 - c. Pipe shall be cleaned but may be wetted. Pneumatic balls shall be used to plug the ends at manholes. Low-pressure air shall be introduced into plugged line until the internal air pressure reaches 4.0 psig greater than the average back pressure of any groundwater pressure that may submerge the pipe. At least 2 minutes shall be allowed for the pressure to stabilize before readings are taken and the timing started. During this time, check all plugs with soap solution to detect plug leakage. If any plugs are found to leak, air shall be bled off, the plugs shall be retightened, and the air shall be reintroduced into the line.
 - d. The sewer line under test will be accepted as having passed the air test if the pressure does not drop more than 0.6 psig in less time than 1/2 minute per inch in diameter of the pipe being tested. The minimum starting pressure is 3.6 psig.

- e. Requirement may be waived for reconstruction projects where reconnection of active sewer services prevents testing with permission from Owner.

Gravity Pipe Deflection Testing:

1. Required for all flexible pipe.
2. Deflection Testing Methods:
 - a. Pipe Diameters Through 24 Inches: Pull mandrel through the pipe by hand (without aid of mechanical pulling devices).
3. Deflection testing shall be done in the presence of the Engineer.
4. 5-percent deflection allowance.
5. Mandrel Diameter Requirements:
 - a. Diameter equal to 95 percent of the base inside diameter noted in Appendix XI of ASTM C3034 for PSM PVC pipe (SDR pipe) and calculated from Appendix X2 of ASTM F679 for PS 46 or 115 pipe.
 - b. Mandrel shall be constructed of rigid steel, be non-adjustable, and have an odd number of legs (9 legs minimum). Its effective length shall not be less than its nominal diameter.
6. Deflection Template/Bar Requirements:
 - a. The circular template diameter (or rigid bar length) shall be equal to the mandrel diameter requirements as determined above.
 - b. Circular templates shall be constructed of rigid materials and be non-adjustable.
 - c. Rigid bars shall have a 1-inch diameter circular section, be constructed of steel, and be non-adjustable.

1.02 REQUIREMENTS FOR TEST FAILURES

A. Leak Test Failure:

1. Repair piping as necessary to conform to product requirements.
2. All repair work shall be subject to approval by the Engineer.
3. Chemical type sealants added to the test water will not be permitted.
4. The Engineer may require removal and replacement of pipe in failed test sections.
5. Pay for the cost of replacement, repair, and re-testing of failed pipe sections.

B. Deflection Test Failure:

1. Owner reserves the right to measure the deflection of all flexible pipe at any time during the correction period. Deflections greater than 5 percent of the inside diameter of the pipe shall be considered failure. Re-excavate the trench, re-compact the backfill material, and restore the surface with no additional compensation for such work. Re-rounding of pipes that fail the deflection test will may be allowed.
2. Damaged pipe shall not be reinstalled, but shall be removed from the Site.

1.1

SANITARY SEWER CLEANING

A. Cleaning Equipment

1. High-Velocity Jet (Hydro cleaning) Equipment.
 - (a) All high-velocity sewer cleaning equipment will be constructed for ease and safety of operation.
 - (b) The equipment will have a selection of 2 or more high-velocity nozzles.
 - (c) The nozzles will be capable of producing a scouring action from 15 to 45 degrees in all size lines designated to be cleaned.
 - (d) Equipment will include a high-velocity gun for washing and scouring manhole walls and floor.
 - (e) The gun will be capable of producing flows from a fine spray to a solid stream.
 - (f) The equipment will carry its own water tank, auxiliary engines, pumps and hydraulically driven hose reel.

B. Cleaning Precautions

1. During sewer cleaning operations, satisfactory precautions will be taken in the use of cleaning equipment.
2. No fire hydrants will be obstructed in case of a fire in the area served by the hydrant.

C. Sewer Cleaning

1. The cleaning of the sewer lines will begin upstream and work downstream.
2. The sewer manhole sections will be cleaned using hydraulically propelled, high-velocity jet or mechanically powered equipment. Selection of the equipment will be based on the conditions of lines at the time the work commences.
3. The equipment will be capable of removing dirt, grease, rocks, sand and other materials and obstructions from the sewer lines and manholes.
4. If cleaning of an entire section cannot be successfully performed from one manhole, the equipment will be set up on the other manhole and cleaning will be attempted again.
5. If successful cleaning from both manholes cannot be completed, Contractor will contact the Engineer.

D. Material Removal

1. All sludge, dirt, sand, rocks, grease and other solids or semisolid material resulting from cleaning operations will be removed at the downstream manhole of the section being cleaned.
2. Passing material from manhole section to manhole section, which could cause line stoppages, accumulation of sand in wet wells, or damage to pumping equipment, will not be permitted.

E. Disposal of Material

1. All solids or semisolids resulting from the cleaning operations will be removed from the site and disposed of at a site secured by Contractor.
2. All materials will be removed from the site no less often than at the end of each workday. Under no circumstances will Contractor be allowed to accumulate debris on the site of work.

F. Final Acceptance

1. Acceptance of sewer line cleaning will be made up on successful completion of the television inspection and will be to the satisfaction of the Owner.
2. If television inspection shows the cleaning to be unsatisfactory, Contractor will be required to re-clean and re-televise the sewer line until cleaning is shown to be satisfactory.

1.2 EXAMINATION

- A. Commence televising only when pipe and structures are clean and free of dirt or other foreign matter.

1.3 **SANITARY AND STORM SEWER TELEVISIONING**

A. General

1. Televising will be performed on all gravity/pressure utility lines that are shown in the plans and specifications.
2. Camera – The camera will be a self-propelled unit providing color video with the ability to tilt up and down and pan left to right. The camera lens will be capable of turning and looking up each wye or service tap to a minimum distance of the first fitting of the service pipe. The camera is to provide color video and still photographs of any defect.
3. Rate – The televising will be conducted at a rate not to exceed 30.0-feet per minute.

B. Line Requirements

1. All lines will be jetted and vacuumed so that all debris has been removed prior to televising.
2. A small quantity of water is to be introduced into the line prior to televising. Amount will be determined by the Engineer and coordinated with the Owner's Water and Sewer Department. The amount of water will be sufficient enough to distinguish any sags or alignment problems with the pipe.
3. Each run will consist of a starting and ending MH-#, pipe material and diameter, direction of flow, and a zero reading on the counter at center of the starting manhole.
4. Each service wye will be examined using the pan and tilt feature.
5. The video camera operator will type into the video the station (distance), wye location on either the top, left, or right side of the pipe and any problems/defects they notice while televising the sewer lines. Examples of defects include offset joints, leaking joints, sags, cracked pipe, dents or manufacturing defects not found during air or mandrel testing, etc. Camera operators failure to note defects does not relieve the contractor responsibility to repair the defect.

C. Manhole Requirements

1. Examine upstream and down doghouses for water tightness.
2. Examine all joints to confirm watertight quality of gaskets and seals.
3. While at the bottom of the manhole, the camera will examine for infiltration as high as it can see around the entire manhole circumference.
4. Examine vertical drops.

- D. Report Requirements
 - 1. A technician will observe the monitor at all times during the televising and record the data per NASSCO standards.
 - 2. Date, time, city, street, name of operator, inspector, and weather conditions.
 - 3. Note locations, length, and depth of any sag in the pipe.
 - 4. Note locations, length, and depth of any areas of dirt or debris in the pipe.
 - 5. Note all defective or substandard areas identified during the inspection.
 - 6. Record distance from center of manhole to center of manhole.
 - 7. Note each change in pipe material, including station.
 - 8. Note each wye or service tap location with station and orientation (Example: wye right, 3 o'clock).
 - 9. Note direction of flow using cardinal/ordinal directions.
 - 10. Include color photos/images of defects in the written report.
- E. Review
 - 1. All television reports and videos will be reviewed after the submittal is received.
- F. Video and Reporting Format
 - 1. All televising videos and reports shall be uploaded to a USB flash drive.
 - 2. Video files shall be viewable without the use of specialty software.
 - 3. Report files shall be in .pdf format, viewable using standard Adobe or Bluebeam software.
 - 4. File Naming
 - (a) The Contractor will be provided with a map or plan showing manhole identification numbers.
 - (b) All files shall be named using the upstream and downstream structure numbers.

All required utility testing on commercial projects shall be completed and accepted prior to water meters being installed.

All required utility testing on housing development projects shall be completed and accepted prior to the plumbers making connections to the sewer and water services.

Fall Street Construction Requirements

1. All concrete placed after October 1 will be high early concrete.
2. Concrete curb will not be allowed to be placed after November 1
3. Concrete curb will not be allowed to be placed on frozen ground
4. Contractor will have an approved cold weather plan in place prior to placing concrete if temperatures fall below freezing at night.
5. Placement of additional aggregate base and vibratory compaction will not be allowed until concrete has reached 3000 psi.
6. The initial lift of bituminous may be placed on frozen aggregate base if tolerancing and density testing has been completed prior to the aggregate base freezing. Developer shall be responsible for any pavement repairs resulting from paving on the frozen grade.
7. The final wear course shall not be placed unless the temps are 45 degrees and rising.

Plan Requirements

The following provides the project plan requirements for development projects in the Forest Lake, Minnesota. The requirements have been established and adopted by the City to provide consistency with today’s engineering and construction practices.

General Plan Requirements:

1. The maximum plan sheet size shall be 22” x 34”.
2. The electronic files must be submitted in both AutoCAD.DWG and PDF format.
3. The electronic AutoCAD file must have layered designations for various items and text as indicated by the table named Minimum Layering Requirements.
4. The intent of the layering requirements is to separate various items of the drawing. The general concept of the layering is to separate:
 - a. Proposed features from existing features
 - b. Proposed text labeling from existing text labeling
 - c. Different utilities of the construction project
 - d. Proposed lateral and trunk features from utility services
5. Additional layering from that indicated by the Minimum Layering Requirements may be needed, and can be completed based on specific project needs.
6. All electronic files must be accompanied by a “layer description list” that clearly identifies the elements of each layer or level.
7. Horizontal control of the plans must be on Washington County Coordinate System.
8. Vertical control of the Plans must be on the City’s Benchmark System, NAVD 88.
9. All sheets shall include bar scale(s), north arrows, headings, and sheet numbers, match lines and text, and sheet references.
10. Where practical, north shall be orientated up and to the right or somewhere in between the two on the plan sheet.

Minimum Layering Requirements	
Individual layers shall be used to differentiate between existing, proposed and future, if applicable, for elements noted.	
Annotation	<ul style="list-style-type: none"> • General: Scales, North Arrow • General Notes
Survey Lines	<ul style="list-style-type: none"> • Rights of Way • Property Lines • Easements • Section lines • Annotation
Topographic Survey	<ul style="list-style-type: none"> • Each individual differential element shall have its own layer (i.e. curb back, curb face, curb lip, bituminous edge, gravel edge, top of slope, bottom of slope, existing utilities, etc.)

	<ul style="list-style-type: none"> • Line types shall be used to differentiate between linear elements
Removals	<ul style="list-style-type: none"> • Hatching, Shading • Removal Pipe (separate into different utilities) • Removal Structures (separate into different utilities)
Grading Elements	<ul style="list-style-type: none"> • Contours • Contour Labels • Slope Labels and Spot Elevations • Annotation relating to grading elements
Sanitary Sewer	<ul style="list-style-type: none"> • Structures (Manholes and clean outs) • Pipe • Services • Annotation relating to sanitary sewer elements
Water Main	<ul style="list-style-type: none"> • Water Main • Hydrants • Valves • Services • Annotation relating to water main elements
Storm Sewer	<ul style="list-style-type: none"> • Structures (Catch Basins, Manholes, Outlet Structures, Flared End Sections) • Pipe • Drain tile • Annotation relating to storm sewer elements
Streets	<ul style="list-style-type: none"> • Street Centerline • Curb • Surface edges (concrete, bituminous, gravel, etc.) • Annotation relating to street elements

As noted previously, additional layering is encouraged. However, placing similar items on multiple layers is not acceptable.

Construction Plans:

Base Drawings: Individual base drawings shall be utilized at a minimum to differentiate between the existing and proposed elements to a project. The base drawing shall be in Washington County coordinates and referenced into the individual construction plan sheets. The base drawings should NOT include annotation relating to the project work and should be put into the individual plan sheets where it is most appropriate.

Title Sheet – Includes a vicinity map, a plan sheet index, and identifies type of improvement.

Legend, Typical Section Plan - Standard symbology, linework, and hatching to be used throughout the plan. Storm sewer schedule and general notes can be located on this plan sheet. Typical Sections shall be drawn to scale.

Location Plan – The location plan shall include all right-of-way lines, property lines, and easements. All existing and proposed sanitary, water, storm lines, and structures. Structure labels shall be included on this sheet. Street names, addresses, lot and block numbers, and adjacent subdivision names (if applicable) shall be labeled.

Demolition Plan – Clearly show all existing sewer, water, storm sewer lines, manholes and valves, curb lines, pavement, sidewalks and pathways. Limits of removals shall be clearly noted. Provide a legend if necessary.

Site Grading, Drainage Plan, Erosion Control Plan - Show and label existing and proposed contours. Label slopes, provide spot elevations, and provide dimensions necessary for construction. Show building pads with building location. Define location of house and garage. Indicate NWL and 100-year HWL, low floor elevations, and emergency overflow elevations. Erosion control plans for grading shall address both temporary and permanent erosion control needs for the project. Where sufficient both can be addressed on one sheet. The plan shall be adequate to represent a Stormwater Pollution Prevention Plan (SWPPP) as required by the NPDES Construction Permit. A legend shall be provided identified the proposed BMP's.

Sanitary Sewer And Water Main Plan - This sheet is required for the construction of sanitary sewer, water main and services. Provide only relevant information to these utilities on these sheets. Plan and profile sheets shall contain both sanitary sewer and water main. All sanitary sewer and water main must be shown on both plan and profile views at 1"=50' horizontal and 1"=10' vertical scales. All storm sewer on the same streets should be shown in shaded line work on the sanitary sewer/water main plan and profiles. The plan view for these sheets should also indicate locations of the existing utilities, public and private.

Sanitary Sewer:**Plan View**

Include lot and block numbers, street names, addresses, adjoining development names, structure labels, size of sanitary sewer main (proposed and existing), pipe stationing, wye stationing, sewer service invert elevation, riser lengths, easement dimensions and all construction notes. Direction of flow shall be shown in plan view, typically with the line type. Match points shall reference the proper sheets.

Profile View

Structure labels, manhole sewer station*, rim and pipe invert elevations to the nearest hundredth of a foot, length of pipe between manholes, diameter of pipe, material or class of pipe, slope of pipe labeled in percent of grade, length of riser pipe for any drop manholes and service riser. All pipes that cross the sanitary sewer should be shown. Existing and design profile over the pipe shall be labeled.

Subsurface information pertinent to construction should also be shown, such as top of bedrock and ground water elevations, if known.

* Sewer baseline stationing shall begin at the downstream manhole and be continuous from manhole to manhole following the centerline of the pipe.

Water Main:**Plan View**

Lot, block numbers, street names, addresses, easement dimensions and adjoining development names. The water main size shall be labeled (example 6" WM, 12" WM). The water main should be dimensioned if located anywhere but on a lot line or parallel to the sanitary sewer. Each hydrant, valve, fitting, and special structure shall be labeled. The elevation to the top nut of the hydrants should be shown to the nearest tenth of a foot. The depth of cover over the water main should be shown. All match points should be referenced to the proper sheet or location on the same sheet.

Profile View

The water main should be drawn at the appropriate depth, top and bottom of pipe. The size, material and class of pipe should be labeled. Any variations from the standard depth shall be noted. All other pipe crossings should be shown. Existing and design profile over the pipe shall be labeled.

Services:

For single-family residential areas, where the services are to be of a uniform size, a general note stating the size and material should be shown on each sheet. If the service sizes vary, each service must be noted with the proper size and location. The wye station, top of curb box, sewer service invert and top of riser elevation, if applicable, should be noted on the appropriate lot. Both the sanitary and water service lines should be shown on the plan from the main to the end of the service. Show and identify all irrigation services.

Storm Sewer Plan -Only information related to this utility is shown on these sheets. Sanitary sewer, water main and streets shall be shown as background in these sheets. Storm sewer pipes and structures are drawn in a base drawing. Sheets should reference in the base drawing and any other necessary sheets. The sheets should have annotation in them to include the following:

Plan View:

Lot and block numbers, street names, addresses, adjoining development names, structure numbers, bends, aprons, rip rap, easement dimensions, and construction notes. Show and identify all storm sewer services. Show drainage arrows at all intersections. All match points should be referenced to the proper sheet or location on the same sheet.

Profile View:

Structure numbers, structure sewer station*, rim, pipe and sump invert elevations to the nearest hundredth of a foot, length of pipe between manholes or bends, diameter of pipe, material or class of pipe, slope of pipe labeled in percent of grade. All critical pipes that cross the storm sewer should be shown. Profiles need to be shown for all pipes, including catch basin leads. Sheets containing profiles only should be avoided. Plan/Profile sheets are preferred for ease of use. Subsurface information pertinent to construction should also be shown, such as top of bedrock and ground water elevations, if known.

*Sewer baseline stationing shall begin at the downstream structure and be continuous from structure to structure following the centerline of the pipe.

Street Plans -Only information related to curb and gutter and street design is shown on these sheets. Sanitary manholes, water main valves, hydrants and storm sewer structures shall be shown on these sheets, but not the pipes. If private utility conduits are to be installed they will be shown on these sheets.

Curb lines, sidewalks, trails and all other line work should be drawn in the base drawing. Sheets should reference in the base drawing or any other necessary sheets. The street sheets should have annotation in them, to include the following:

Plan View:

Lot and block numbers, street names, addresses, and adjoining development names. All match points should be referenced to the proper sheet or location on the same sheet. The centerline of each street should be stationing with a tick mark at every 50-foot station and stations labeled every 100 feet using a text height of 0.08". Show the type of curb and gutter. Streets with curb and gutter should be labeled face-to-face (F-F). Sidewalks and or trails should be labeled indicating width and type. Radiuses at intersections need to be labeled. Top of curb elevations, along with the street stations, shall be shown at each begin and end radius at street intersections and around cul-de-sacs at 30° intervals. Show drainage arrows at all intersections. Include construction notes. Separate sheets for the cul-de-sac and intersections are necessary to include more detailed information.

Profile View:

The centerline stationing and elevation of each intersecting street should be shown on the profile. Finished centerline should be labeled every 50-foot station at a minimum. Existing centerline grades should be shown when the grading is part of the contract. Vertical curve information to include at a minimum the PVI station and elevation, high and low point station and elevation, and length of curve. Tangents should be labeled in percent of grade to the nearest one-hundredth of a percent.

Cul-De-Sac Street Improvements:

Include additional sheets for cul-de-sac streets. Label centerline, right-of-way, lot lines, easements, street stationing at beginning, end, PC, PT and even 100' elevations. Label the size of radii, street and pathway width and type, lot and block numbers, intersecting streets. Show all of the utility structures, but not the pipes.

Intersection Street Improvements:

Create intersection details for all intersections. Label all begin and end radius points, mid radius if high or low point, show arrow indicating flow direction. Please note spot elevations should be edge of pavement/lip of curb.

Cross Sections:

Show right-of-way, centerline and any easement lines on each section. Show finished and existing ground lines, including finished and existing centerline grade. Sections are typically plotted at 50-foot stations and any critical station. Grading slopes (3:1, 4:1, etc.) and dimensions should be labeled on each section when they vary from the typical section. Cumulative average end area excavation and embankment volumes should be shown. Use a 1"=10' horizontal and 1"=5' vertical scale when plotting cross sections (This will present them at a 1"=20' H and 1"=10' V at half scale). When earthwork quantities are shown, specify if a shrinkage factor was used and if so, identify it.

Street Light Plan – Show locations per the requirements of the street light section under the *Street Design Requirements* of this publication.

Building Permit Requirements

Issuance of Building Permits

Building Permits, in a platted subdivision, will not be issued until the public improvements are completed, including public sanitary sewer, water main, services, concrete curb and gutter, aggregate base, bituminous base, and storm water management basins are constructed, and street signs installed.

Building permits will not be issued until the developer has installed silt fence along the back of curb on all streets and along the back property lines for all lots. Side lot line silt fence is required adjacent to lots that have been finished graded and have established turf.

The individual builders shall maintain silt fence throughout home/building construction.

The bituminous wearing course is to be constructed after a minimum of one frost cycle season and a minimum of 70 percent of homes are completed, and/or as determined by the development agreement.

Standard Detail Plates

Changes to 2026 Engineering and Public Works Standards

Pg i

Last sentence in the first paragraph was changed to say Construction requirements are now contained in the Forst Lake Standard Specifications for Utility and Street Construction.

Pg 8

Sanitary Sewer Materials

Main Pipe

- Added wye materials

Manhole

- Added epoxy coated tee to Outside Drop Material

Pg 11

Street Materials

- Changed the Base materials in both the residential and commercial street sections from 100% crushed to read maximum of 75% concrete and 4% bituminous. This change was made due to MnDOT changing the definition of 100% crushed to mean quarried material such as limestone and trap rock.

Pg 14

Sanitary Sewer Design Requirements

- Changed outside drop minimum from 24" to 42" to conform to suppliers manufacturing process.
- Added manhole location in C-D-S

Pg 17

Street Section (Residential)

- Clarified drain tile requirements at low point catch basins 50' each way and 50' on the upstream side of in-line catch basins.

Street Lighting

- Changed street lighting spacing to 200' – 400'

Pg 19

Street Miscellaneous

- Temp Cul-de-sac at plat line - Added “unless there are no driveways on the stub street”.

Pg 24

Sanitary Sewer Cleaning

- Added storm sewer to the sanitary sewer televising requirement.

Pg 33

Street lighting plan

- Removed the page number so it would not need to be updated as the manual changes in future years.

Detail Plates

BED-1 – Changed to PVC pipe and removed sanitary to encompass water main

BED-2 – Changed to RCP/DIP and removed PVC water main.

STO-28 – Added dimensions to the stool grate frame, casting, and opening on the structure. Also added maximum pipe size of 15”

STR-2 – Changed double catch basin separation from 6’ to 10’

STR-4 – Noted that if a sidewalk crossed the apron, joints need to be saw cut.

STR-7 – Moved the gate valves to accurately depict construction placement

STR-19 and 20 – Updated the name blades with the new logo and lettering dimensions.

STR-22A – Updated the blvd slope from 6% to 4%. Changed Note 3 to be consistent with the standards manual.

STR-24 – Changed dimensions to be consistent through the detail plate. Changed the cross slope to show design and max slopes.

STR-28 – Changed note 3 to say drain tile 50’ each way at low points and 50’ upstream on in-line catch basins. Added note to pavement showing 2 – 2” lifts.

STAFF REPORT



MEETING DATE: March 9th, 2026

TO: Mayor Blake Roberts and City Council Members

STAFF ORIGINATOR: Elle Larkin, Director of Finance

AGENDA ITEM: Creation of Fund 220 – Park Dedication Fund and Reorganization of Fund 203

INTRODUCTION:

The City currently accounts for Park Dedication fees and levy-supported park expenditures within **Fund 203 – Park Dedication Fund**. As park-related revenues and expenditures have grown in complexity, combining levy dollars and restricted park dedication fees within a single fund has limited our ability to clearly demonstrate compliance with statutory and accounting best practices.

Park Dedication fees are restricted revenues that must be tracked separately to ensure they are used only for eligible park acquisition and improvement purposes. Governmental accounting best practice recommends clearly segregating restricted revenues from general levy-supported expenditures to enhance transparency, audit clarity, and long-term financial planning.

ANALYSIS:

Staff is recommending the following changes:

1. Create Fund 220 – Official Park Dedication Fund

Fund 220 will become the primary holding fund for:

- All Park Dedication fee revenues
- Eligible expenditures funded with Park Dedication dollars
- Associated project tracking and balances

This will ensure a clear audit trail and demonstrate that restricted funds are being used appropriately.

2. Update Fund 203 – Parks Fund

Fund 203 will be restructured to:

- Hold levy-supported park revenues
- Account for park-related expenses not eligible under Park Dedication statutes
- Be renamed to reflect its new purpose as the general Parks Fund

This change creates a clean separation between restricted and non-restricted funding sources.

Budget Transfer

If approved, Council authorization will also:

- Permit the Finance Director to transfer the Park Dedication budget from Fund 203 to Fund 220.
- Move \$250,000 in budget authority to align with the new fund structure.
- Officially rename Fund 203 to reflect its revised purpose.
- Designate Fund 220 as the City's official Park Dedication Fund.

This budget transfer is administrative in nature and does not increase overall spending authority. It simply reallocates budget capacity to the appropriate fund to reflect best accounting practices.

Financial & Operational Impact

- No net financial impact to the City.
- Improved transparency and audit clarity.
- Enhanced tracking of restricted Park Dedication funds.
- Better long-term capital planning and reporting.

This restructuring aligns with governmental accounting standards and strengthens the City's internal financial controls.

RECOMMENDATION:

Staff recommends that the City Council approve:

1. The creation of Fund 220 – Park Dedication Fund.
2. The renaming and restructuring of Fund 203 to serve as the Parks (levy) Fund.
3. Authorization for the Finance Director to transfer \$250,000 in Park Dedication budget authority from Fund 203 to Fund 220.

This change reflects sound financial management and positions the City for improved tracking and transparency moving forward.

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

RESOLUTION NO. 03-09-26-01

RESOLUTION ACCEPTING DONATION

WHEREAS, The Forest Lake American Legion Post #225 has submitted a donation to the City of Forest Lake Fire Department in the amount of \$1500.00; and,

WHEREAS, The Forest Lake American Legion made this donation for the purpose of supporting the fire department; and,

WHEREAS, the Forest Lake City Council is appreciative of the donation and finds that it is appropriate to accept the donation offered.

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

1. The donation is accepted and acknowledged with gratitude; and
2. The donation will be appropriated for the City of Forest Lake as designated; and,
3. The Finance Director is authorized to make the appropriate budget adjustment to account for the donation and related expenses.

Adopted by the City Council of the City of Forest Lake on this 9th day of March, 2026.

Blake Roberts, Mayor

Attest:

Jolleen Chaika, Interim City Administrator

STAFF REPORT



MEETING DATE: February 24, 2025
STAFF ORIGINATOR: Amanda Milks, Deputy City Clerk
AGENDA ITEM: LG220 Exempt Gambling Permit

INTRODUCTION:

Forest Lake Ducks Unlimited 061 has applied to conduct a raffle and bingo on November 21, 2026 at the American Legion Post 225 located at 355 W. Broadway Ave Forest Lake MN 55025.

BACKGROUND:

Pursuant to Minn. Stat. 349.166, organizations are eligible to obtain an exempt permit to conduct a raffle without obtaining a full gambling license and without abiding by all provisions required by licensed organizations if:

- The organization conducts lawful gambling on five or less days per year;
- The organization does not award more than \$50,000 in prizes for lawful gambling in a calendar year;
- The organization submits a board-prescribed application and pays a fee of \$100 to the board for each gambling occasion, and receives an exempt permit number from the board...The application must include the date and location of the occasion and the types of lawful gambling to be conducted;
- The organization notifies the local government unit 30 days before the lawful gambling occasion;
- The organization purchases all gambling equipment and supplies from a licensed distributor; and,
- The organization reports to the board, on a single-page form prescribed by the board, within 30 days of each gambling occasion, the gross receipts, prizes, expenses, expenditures of net profits from the occasion, and the identification of the licensed distributor from whom all gambling equipment was purchased.

Additionally, City Ordinance, Section 116.10 requires that any organization applying for any lawful gambling permit under Minn. Stat. 349.166 must obtain a local (city) permit specific to the dates. No background check is required for exempt or excluded gambling permit approval.

IWP meets all state and local requirements for local approval of the submitted LG220 application.

RECOMMENDATION:

Staff recommends Council move to approve LG220 and Temporary On-Sale Liquor License application for IWP and authorize City Clerk/Interim City Administrator to sign application for remittance to the Minnesota Gambling Control Board.

ATTACHMENTS:

- LG220 Application for Exempt Permit

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Forest Lake Ducks Unlimited 061

Previous Gambling Permit Number: X- 82012

Minnesota Tax ID Number, if any: 26-3145912

Federal Employer ID Number (FEIN), if any: 41-1549787

Mailing Address: 26671 Glen Oak Dr

City: Wyoming State: MN Zip: 55092 County: Chisago

Name of Chief Executive Officer (CEO): Greg Dziejewczynski

CEO Daytime Phone: (612)240-7883 CEO Email: Gregdski@yahoo.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

 A current calendar year Certificate of Good Standing

Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

 IRS income tax exemption (501(c)) letter in your organization's name

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

 IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): American Legion Post 225

Physical Address (do not use P.O. box): 355 W. Broadway Ave.

Check one:

City: Forest Lake Zip: 55025 County: Washington

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 11-21-2026

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Greg Dzieweczynski* Date: 02-24-2026
(Signature must be CEO's signature; designee may not sign)

Print Name: Greg Dzieweczynski

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status; and

_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

<p align="center">How You May Spend Gambling Funds</p>	<p align="center">How You May Not Spend Gambling Funds</p>
<p>Allowable expenses - Gambling funds may be spent for allowable expenses, such as:</p> <ul style="list-style-type: none"> • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. <p>Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose):</p> <ul style="list-style-type: none"> • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public) or active military personnel in need; • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements). 	<ol style="list-style-type: none"> 1. Controlled contribution - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. Financial gain - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. Government - An expenditure may not be made for: <ul style="list-style-type: none"> • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. Law enforcement - A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. Pension - A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. Conflict of interest - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255. 7. Alcohol - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. Fundraising - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. Other organizations - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. Other contributions - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.

BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the *Lawful Gambling Manual*; 3) the online class, “*Conduct of Raffles*”; and 4) the *phone number and email address* of your county’s Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

Check Box	RAFFLES
	1. Tickets are printed in accordance with MN Rule 7861.0310 .
	2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. (349.173)
	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173)
	4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of \$60 or less. (7861.0260)
	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (7861.0260)
	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260)
	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (349.166)
	8. Cash must not be substituted for merchandise prizes that have been won. (7861.0260 Subp. 4C(2))
	9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (340A.707)
	10. Only cash, personal checks, cashier’s checks, money orders, travelers’ checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). (349.2127) (7861.0260)
	11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization’s control. (349.173)
	12. Persons are not required to be present at a raffle drawing to be eligible to win. (349.173) (7861.0310)
	13. Raffle tickets are not sold to or won by persons under age 18. (349.181) (7861.0310)
	14. Purchasers are not required to buy anything other than the ticket. (349.173) (7861.0310)
	15. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection.
	16. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.166)
	BINGO
	1. Clear and legible house rules in accordance with MN Rule 7861.0270 are prominently posted at the point of winner selection.
	2. House rules include the policy on declaring bingo and last number called. (7861.0270 Subp. 2A(1))
	3. House rules include the reasons for potentially cancelling bingo occasions. (7861.0270 Subp. 2A(1))
	4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) (7861.0270 Subp. 5B(1))
	5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. (7861.0270 Subp. 5B(7))
	6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. (7861.0270 Subp. 3A)
	7. No reservation of bingo cards or bingo paper for any person (7861.0270 Subp. 3F)
	8. Bingo records (including bingo program) must be kept for 3½ years. (7861.0270 Subp. 11)
	BINGO AND RAFFLES
	1. Gambling records must be kept for 3½ years. (7861.0310)
	2. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 Subd. 3a) (349.12 Subd. 25) (mn.gov/gcb/faq-exemptexcluded.html) and (mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf)

STAFF REPORT



MEETING DATE: March 9th, 2026
STAFF ORIGINATOR: Amanda Milks, Deputy City Clerk
AGENDA ITEM: LG220 Exempt Gambling Permit

INTRODUCTION:

Forest Lake Ducks Unlimited 061 has applied to conduct a raffle on April 25th, 2026 at Tanner Brook Golf Course located at 5810 190th St N Forest Lake, MN 55025.

BACKGROUND:

Pursuant to Minn. Stat. 349.166, organizations are eligible to obtain an exempt permit to conduct a raffle without obtaining a full gambling license and without abiding by all provisions required by licensed organizations if:

- The organization conducts lawful gambling on five or less days per year;
- The organization does not award more than \$50,000 in prizes for lawful gambling in a calendar year;
- The organization submits a board-prescribed application and pays a fee of \$100 to the board for each gambling occasion, and receives an exempt permit number from the board...The application must include the date and location of the occasion and the types of lawful gambling to be conducted;
- The organization notifies the local government unit 30 days before the lawful gambling occasion;
- The organization purchases all gambling equipment and supplies from a licensed distributor; and,
- The organization reports to the board, on a single-page form prescribed by the board, within 30 days of each gambling occasion, the gross receipts, prizes, expenses, expenditures of net profits from the occasion, and the identification of the licensed distributor from whom all gambling equipment was purchased.

Additionally, City Ordinance, Section 116.10 requires that any organization applying for any lawful gambling permit under Minn. Stat. 349.166 must obtain a local (city) permit specific to the dates. No background check is required for exempt or excluded gambling permit approval.

IWP meets all state and local requirements for local approval of the submitted LG220 application.

RECOMMENDATION:

Staff recommends Council move to approve LG220 Gambling Application and authorize City Clerk/Interim City Administrator to sign application for remittance to the Minnesota Gambling Control Board.

ATTACHMENTS:

- LG220 Application for Exempt Permit

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.
If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Forest Lake Ducks Unlimited 061
Previous Gambling Permit Number: X- 82012
Minnesota Tax ID Number, if any: 26-3145912
Federal Employer ID Number (FEIN), if any: 41-1549787
Mailing Address: 26671 Glen Oak Dr
City: Wyoming State: MN Zip: 55092 County: Chisago
Name of Chief Executive Officer (CEO): Greg Dzieweczynski
CEO Daytime Phone: (612)240-7883 CEO Email: Gregdski@yahoo.com
Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
[] Fraternal [] Religious [] Veterans [x] Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

[] A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
[x] IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
[] IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Tanner Brook Golf Course
Physical Address (do not use P.O. box): 5810 190th St. N.
Check one:
[x] City: Forest Lake Zip: 55025 County: Washington
[] Township: Zip: County:
Date(s) of activity (for raffles, indicate the date of the drawing): 04-25-2026

Check each type of gambling activity that your organization will conduct:
[] Bingo [] Paddlewheels [] Pull-Tabs [] Tipboards [x] Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Greg Dzieweczynski* Date: 03-05-2026
(Signature must be CEO's signature; designee may not sign)

Print Name: Greg Dzieweczynski

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <ul style="list-style-type: none"> _____ a copy of your proof of nonprofit status; and _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota. <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
--	---

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Date: March 9, 2026

TO: Honorable Mayor Roberts and City Council

FROM: Amanda Milks, Deputy City Clerk

AGENDA ITEM: Temporary On-Sale Liquor License Application

BACKGROUND:

Wildlife Science Center has submitted an Alcohol and Gambling Enforcement application to obtain a temporary On-Sale Liquor License to allow service of alcoholic beverages at a fundraising event scheduled for April 10th, 2026 at American Legion, located at 355 W Broadway Ave, Forest Lake MN 55025.

ANALYSIS:

City Code, Chapter 119.03 (4) and Minn. Stat. 340A.404, Subd. 10 allow for the City to issue a temporary on-sale liquor license to club, charitable, religious, or other nonprofit organizations in existence for at least three years, in connection with a social event within the city sponsored by the licensee. At the present time, the City does not have an application for temporary licenses; only the state application has been required to apply for this license.

The Wildlife Science Center has a 501(c)(3) nonprofit status and is located in Stacy, MN. They offer both on and off site interactive presentations and overnight camping experiences to Minnesota youth by partnering with school and community-based organizations. The mission of WSC is to serve as an educational resource for all ages.

RECOMMENDATION:

Approve the application for a Temporary On-Sale Liquor License Wildlife Science Center for their fundraising event at the American Legion located at 355 W Broadway Ave Forest Lake, MN 55025 and authorize the City Clerk/Interim City Administrator to sign the application to remit to the State of Minnesota.

ATTACHMENTS:

AGE Temporary On-Sale Liquor License Application



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Wildlife Science Center		Date of organization June 1991	Tax exempt number 41-1678264
Organization Address (No PO Boxes) 22830 Sunrise Rd NE	City Stacy	State Minnesota	Zip Code 55079
Name of person making application Payton Hill		Business phone 651-464-3993	Home phone
Date(s) of event April 10th, 2026 6:30pm-9:00pm	Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer		
Organization officer's name Peggy Callahan	City Stacy	State Minnesota	Zip Code 55079
Organization officer's name	City	State Minnesota	Zip Code
Organization officer's name	City	State Minnesota	Zip Code

Location where permit will be used. If an outdoor area, describe.
 American Legion Post 225
 355 W Broadway Ave,
 Forest Lake, MN 55025

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
 n/a

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 Yes the Wildlife Science Center will have liquor liability insurance. The carrier is Carney Insurance and the coverage is liquor liability cover

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No	City or County E-mail Address
Current population of city	

 Please Print Name of City Clerk or County Official

 Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

STAFF REPORT



MEETING DATE: 03/09/2026
TO: City Council
STAFF ORIGINATOR: Alan Newman – Fire Chief
AGENDA ITEM: Engine 1 – Motor Replacement

INTRODUCTION:

Engine 1 (E1), a 2008 Rosenbauer fire apparatus, was taken out of service approximately one year ago and was declared surplus by Council in 2025. The engine is experiencing excessive blowby, causing the check engine light to activate and force the vehicle into limp mode. Multiple repair vendors have confirmed the engine requires full replacement.

ANALYSIS:

The apparatus was marketed for sale in its current condition and received an offer of \$20,000.

Staff obtained two engine replacement estimates:

- Blaine Brothers: \$49,109.02
- Rihm Kenworth: \$50,211.29

An independent appraisal from Garage Technologies, Inc. indicates the apparatus value would be between \$135,000 – \$155,000 if the engine were replaced

On December 18, 2025, the Joint Fire Board reviewed this matter, after discussion of financial risk and current market conditions, the Joint Fire Board approved a motion to replace the motor and then sell the apparatus, recommending Blaine Brothers perform the replacement

Replacing the motor significantly improves the City's financial recovery position compared to accepting the current \$20,000 offer.

RECOMMENDATION:

Staff recommend that the City Council:

1. Approved replacement of the motor in Engine 1 (E1) in an amount not to exceed \$49,109.02.
2. Authorize staff to contract with Blaine Brothers; and
3. Direct staff to market and sell the apparatus following completion of repairs.

ATTACHMENTS:

- Blaine Brothers Estimate
- Rihm Kenworth Estimate
- Garage Technologies Appraisal



www.BlaineBrothers.com

MINNEAPOLIS, MN
10011 Xylite Street NE
Minneapolis, MN 55449
763.780.5130

CLEARWATER, MN
750 Heaton Blvd
Clearwater, MN 55320
320.558.9966

SCANLON, MN
1325 MN-45
Scanlon, MN 55720
218.879.6681

BALDWIN, WI
2500 Alreich Ave
Baldwin, WI 54002
715.688.2404

TRUCKALINE
9515 150th Ave NE
Columbus, MN 55025
763.786.8863

*** Customer Review ***
Date / Time: 12/11/2025 12:54:20PM
Repair Order: 6859
Customer: 27745
Branch: 0100-BLA
Invoice Total: \$49,109.02

On Account

Page 1 of 2

Bill To: CITY OF FOREST LAKE
1408 LAKE STREET SOUTH
FOREST LAKE, MN 55025
Shop: 651-464-3550 Fax: 651-464-4968

Ship To: CITY OF FOREST LAKE
843 4TH STREET SW
FOREST LAKE, MN 55025

Customer P/O _____ Created By jmadich Completion Date _____

Unit Number: Engine 1 Model Year: 2008 Make/Model: Rosenbauer
Type: Single Axle Truck VIN: 4S7AU2D928C064885

Task: 1 45-020004 Engine System - Cylinder Block - Replace Department: Truck
Complaint: Replace engine with a long block

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Ext Price
	Shop Suppl	Shop Supplies	Misc	1.00	175.00	175.00
13002	DR6541RX	BLK, LONG ISL 8.9 07 B	Part	1.00	22,226.57	22,226.57
13002	5566887	KIT,EXH RCN COOLER	Part EA	1.00	2,129.85	2,129.85
13002	4352363	KIT,EGR COOLER	Part EA	1.00	1,098.33	1,098.33
13002	6378220RX	KIT,TURBOCHARGER ACTUATOR	Part	1.00	1,789.24	1,789.24
13002	6378220RX-C	KIT,TURBOCHARGER ACTUATOR-Core	Inherent	1.00	345.00	345.00
13002	6378220RX-C	KIT,TURBOCHARGER ACTUATOR-Core	Part	(1.00)	345.00	(345.00)
13002	5264570	GASKET OIL DRAIN	Part EA	1.00	5.05	5.05
13002	3684284	WASHER SEALING	Part EA	4.00	10.30	41.20
13002	4934278	WASHER SEALING	Part EA	4.00	4.76	19.04
13002	3922794	SEAL O RING	Part EA	2.00	4.39	8.78
13002	3678603	SEAL O RING	Part EA	2.00	5.72	11.44
13002	5332563	GASKET,OIL PAN	Part EA	1.00	94.33	94.33
13002	3939352	GASKET,OIL SUC CONNECTION	Part EA	1.00	6.20	6.20
13002	5269779	GASKET EXHAUST MANIFOLD	Part EA	6.00	18.10	108.60
13002	3944593	SCREW HEX FLANGE HEAD CAP	Part EA	12.00	5.98	71.76
13002	5286984	STUD	Part EA	4.00	14.73	58.92
13002	5301094RX	COMPRESSOR,1 CYL AIR	Part EA	1.00	2,588.13	2,588.13
13002	5301094RX-C	COMPRESSOR,1 CYL AIR-Core	Inherent	1.00	431.25	431.25
13002	5301094RX-C	COMPRESSOR,1 CYL AIR-Core	Part EA	(1.00)	431.25	(431.25)
13002	3916048	HOSE,FLEXIBLE	Part EA	1.00	103.36	103.36
13002	3940245	GASKET HYDRAULIC PUMP	Part EA	1.00	23.83	23.83
Misc	BELTS,HOSES,MOUNTS	BELTS,HOSES,MOUNTS	Part	1.00	500.00	500.00
16026	P553000	FILTER,LUBE LF3000/LF9009	Part EA	1.00	56.68	56.68
18003	1540B	157669 DELVAC 1300 15W-40 CK4 BULK	Part QT	30.00	6.98	209.40
18003	ATFB	Bulk MOBIL DELVAC ATF SYN 98HF30	Part QT	6.00	13.64	81.84
	Freight	Freight	Misc	1.00	400.00	400.00
16026	P550879	FILTER,FUEL FF5636	Part EA	1.00	32.30	32.30
16026	P551103	FILTER,FUEL FS1003 FS1065	Part EA	1.00	37.61	37.61
18003	FC5050	ANTIFREEZE 50/50PREDIL EX LF	Part GALLO	12.00	17.02	204.24
13002	5502128RX	KIT TURBO	Part	1.00	5,254.32	5,254.32

**Blaine
Brothers**
PARTS · SERVICE · TOWING

www.BlaineBrothers.com

MINNEAPOLIS, MN
10011 Xylite Street NE
Minneapolis, MN 55449
763.780.5130

CLEARWATER, MN
750 Heaton Blvd
Clearwater, MN 55320
320.558.9966

SCANLON, MN
1325 MN-45
Scanlon, MN 55720
218.879.6681

BALDWIN, WI
2500 Alreich Ave
Baldwin, WI 54002
715.688.2404

TRUCKALINE
9515 150th Ave NE
Columbus, MN 55025
763.786.8863

*** Customer Review ***

Date / Time: 12/11/2025 12:54:20PM
Repair Order: 6859
Customer: 27745
Branch: 0100-BLA
Invoice Total: \$49,109.02

On Account

Page 2 of 2

Bill To: CITY OF FOREST LAKE
1408 LAKE STREET SOUTH
FOREST LAKE, MN 55025

Shop: 651-464-3550 Fax: 651-464-4968

Ship To: CITY OF FOREST LAKE
843 4TH STREET SW
FOREST LAKE, MN 55025

Customer P/O

Created By

Completion Date

jmadich

Payment Method

Charge

ESTIMATE

Totals

Total Parts:	\$36,761.02
Total Core Chg:	\$776.25
Total Core Ret:	(\$776.25)
Total EHC:	\$0.00
Total Labor:	\$11,773.00
Total Miscellaneous:	\$575.00
Invoice Subtotal:	\$49,109.02
Total Tax:	\$0.00
Invoiced Total:	\$49,109.02




Rihm Kenworth - South St. Paul

425 Concord Street South South St. Paul, Minnesota 55075
 Phone: (651) 646-7833



Case Number: 19407436
Repair Order Number: 340528AR
Purchase Order Number: N/A
Service Advisor: Cornwell, Gordy - Case Date 2025-12-22 11:13:20 -0600

Customer: City Of Forest Lake	Unit Number: 1		 8C064885
Address: 1408 LAKE STREE SOUTH FOREST LAKE, MN 55025	Asset: 2008 Unknown Unknown	Engine Hours: 1	
Phone: (612) 209-9722	Serial Number: 8C064885	Odometer: 1 Miles	
Fax: N/A	VIN: 4S7AU2D928C064885	Warranty Start: N/A	
Customer Number: 239823	Engine: Unknown	In Service: N/A	

1 Replace engine with long block per provide customer information.						
Includes:	[Default Variation]		Quantity	Price	Core Price	Totals
Labor:						\$14,344.50
Parts:	DR6541RXCU M	BLK, LONG ISL 8.9 07 B	1.0	\$25,906.98	\$2,500.00	\$28,406.98
	4352363CUM	KIT-EGR COOLER	1.0	\$846.90	\$0.00	\$846.90
	5566887CUM	KIT,EXH RCN COOLER	1.0	\$1,641.63	\$0.00	\$1,641.63
	6378220RXCU M	KIT,TURBOCHARGER ACTUATOR	1.0	\$1,379.18	\$250.00	\$1,629.18
	5264570CUM	GASKET,OIL DRAIN	1.0	\$5.07	\$0.00	\$5.07
	3684284CUM	WASHER,SEALING	4.0	\$9.14	\$0.00	\$36.56
	4934278CUM	WASHER,SEALING	4.0	\$4.78	\$0.00	\$19.12
	3922794CUM	SEAL,O RING	2.0	\$4.40	\$0.00	\$8.80
	3678603CUM	SEAL,O RING	2.0	\$5.73	\$0.00	\$11.46
	5332563CUM	GASKET,OIL PAN	1.0	\$72.78	\$0.00	\$72.78
	3939352CUM	GASKET,OIL SUC CONNECTION	1.0	\$5.74	\$0.00	\$5.74
	5716035CUM	GASKET, EXHAUST MANIFOLD	1.0	\$16.30	\$0.00	\$16.30
	5716035CUM	GASKET, EXHAUST MANIFOLD	6.0	\$16.30	\$0.00	\$97.80
	3944593CUM	SCREW,HEX FLANGE HEAD CAP	12.0	\$5.54	\$0.00	\$66.48
	5286984CUM	STUD	4.0	\$12.50	\$0.00	\$50.00
	5301094RXCU M	COMPRESSOR,1 CYL AIR	1.0	\$1,994.97	\$312.50	\$2,307.47
	3916048	HOSE,FLEXIBLE	1.0	\$79.76	\$0.00	\$79.76
	3940245CUM	GASKET,HYDRAULIC PUMP	1.0	\$18.40	\$0.00	\$18.40
	FS1065FLG	FUEL FILTER	1.0	\$48.78	\$0.00	\$48.78
	LF9009FLG	FILTER-OIL	1.0	\$55.53	\$0.00	\$55.53
	FF5636FLG	FILTER-FUEL	1.0	\$29.79	\$0.00	\$29.79
	EX3501	COOLANT-TRP ELC NITRITE FREE 50/50 JUG	12.0	\$9.94	\$0.00	\$119.28



Rihm Kenworth - South St. Paul

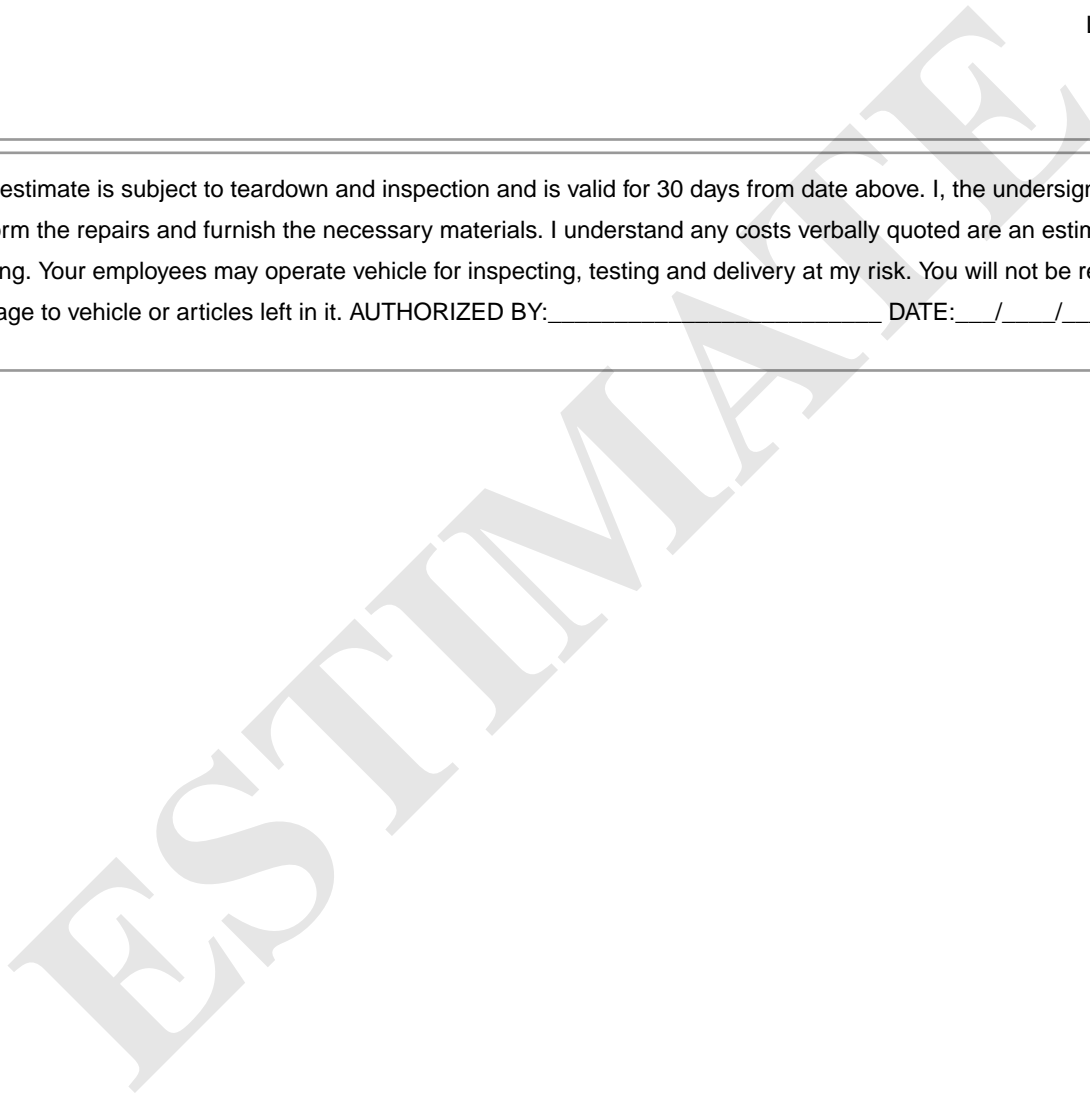


Customer: City Of Forest Lake	Unit Number: 1
Case Number: 19407436	Asset: 2008 Unknown Unknown VIN: 4S7AU2D928C064885

550045126	OIL-ROTELLA T4 15W40 CK4 3X1 GAL	8.0	\$29.70	\$0.00	\$237.60
550050745	PZL DEX/MERC ATF_6*1QT_A0II	6.0	\$9.23	\$0.00	\$55.38
Parts Total					\$35,866.79
Operation Total:					\$50,211.29

Parts	\$32,804.29
Labor	\$14,344.50
Core	\$3,062.50
Total	\$50,211.29

This estimate is subject to teardown and inspection and is valid for 30 days from date above. I, the undersigned, authorize you to perform the repairs and furnish the necessary materials. I understand any costs verbally quoted are an estimate only and not binding. Your employees may operate vehicle for inspecting, testing and delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. AUTHORIZED BY: _____ DATE: __/__/____



Garage Appraisal Report

Prepared for: Forest Lake Fire Department

Prepared by: Garage Technologies, Inc.

Date of Report Creation: [Dec 18, 2025](#)

Vehicle Details

Make/Vehicle Type	Rosenbauer Spartan Diamond Pumper
Year	2008
Mileage	44,989 miles
Additional Details	Engine swap at 44,989 miles 1500 GPM pump 1000-gallon tank Yellow paint

Appraisal Value

Based on the provided information, the vehicle has an appraised value of:

\$135,000 - \$155,000

Disclaimer: This appraisal is provided as a reference point based on current market conditions and comparable listings as of the date of the valuation. Your department retains full control over the listing price.

STAFF REPORT



MEETING DATE: March 9, 2026

TO: Honorable Mayor Roberts and Members of the City Council

STAFF ORIGINATOR: Jolleen Chaika, Assistant City Administrator

AGENDA ITEM: Hiring Recommendation: Financial Analyst

INTRODUCTION:

In January 2026, Council approved the position and authorized the recruitment of a Financial Analyst for the City. This position was established after reviewing the City's current and future workload, organizational structure, and the increased demand for advanced financial analysis, forecasting, and regulatory reporting. The City interviewed and extended a conditional offer of employment to Kristina Norquist.

ANALYSIS:

Staff reviewed over two dozen applications and conducted interviews with three qualified candidates. After thorough consideration of Ms. Norquist's experience, interview performance, and reference feedback, staff recommends Kristina Norquist for appointment to the position of Financial Analyst. Ms. Norquist has accepted the offer contingent upon Council approval.

The conditional offer proposes appointment at Grade 115, Step 2 of the 2026 City Salary Schedule. The offer also includes a starting bank of 40 hours of vacation and 20 hours of sick leave as well as plus vacation accrual credit equivalent to 5 years of employment based on Ms. Norquist's related service.

Ms. Norquist received her bachelor's degree in accounting from Saint Cloud State University. In 2008, she began employment as an Arbitrage Consultant with Ehlers Inc. and in 2015 became their Senior Fiscal Consultant. Prior to starting at Ehlers, Inc., she was the Senior Accountant for United Healthcare.

RECOMMENDATION:

Staff recommends Council move to approve the conditional offer of employment to Kristina Norquist for the position of Financial Analyst.

ATTACHMENTS:

None

STAFF REPORT



MEETING DATE: March 9, 2026

TO: Mayor Blake Roberts and City Council Members

STAFF ORIGINATOR: Abbi Wittman, Community Development Director

AGENDA ITEM: Forest Road North Garage Final Planned Unit Development and Final Plat

INTRODUCTION:

Austin Hallberg, representing Hallberg Marine, is requesting City Council approval of a Final Planned Unit Development (PUD) and Final Plat. As part of the approval consideration, the City and the developer have been working through final approval documents and legal agreements. Additional time is needed to work through things.

The City Council has had a public hearing scheduled for this development. Given additional time is needed, the Council is asked to table the Forest Road North Garage Final PUD and Plat public hearing to March 23, 2026.

ANALYSIS:

State law requires the City act on applications within 60 days, unless a time extension is requested by the applicant. The applicant has previously requested the City extend its consideration to April 18, 2026. Thus, the City is still in conformance with statutory requirements.

RECOMMENDATION:

Staff recommends the City Council **motion to table the Forest Road North Garage Final Planned Unit Development and Plat Public Hearing to March 23rd, 2026.**

ATTACHMENTS:

N/A

STAFF REPORT



MEETING DATE: March 9, 2026

TO: City of Forest Lake – City Council

STAFF ORIGINATOR: Steven Gilmore, AICP, Assistant Community Development Director

AGENDA ITEM: Environmental Assessment Worksheet (EAW) – Determination of Need for an Environmental Impact Statement (EIS) – Timm’s Marina Dock Addition Project

INTRODUCTION:

The City of Forest Lake, as the Responsible Governmental Unit (RGU), is required to determine whether the proposed Timm’s Marina Dock Addition Project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement (EIS) pursuant to Minn. Stat. § 116D.04 and Minn. R. ch. 4410.

The proposed Project consists of the addition of two floating docks resulting in seventy-two (72) seasonal dock slips within the existing marina basin on Forest Lake. The dock structures would be floating and installed within the current marina footprint.

The dock addition does not include expansion of buildings, modification of stormwater infrastructure, or expansion of impervious surfaces as part of the Project evaluated in the EAW.

Separate land use applications, including a Conditional Use Permit amendment and variance requests, are being processed independently and are not approved or denied through this EAW determination.

ANALYSIS:

Legal Standard

Under Minn. Stat. § 116D.04 and Minn. R. 4410.1700, the City, acting as the Responsible Governmental Unit (RGU), must determine whether the proposed Project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement (EIS).

Minnesota Rule 4410.1700, subp. 7, requires the City to evaluate significance by considering:

- The type, extent, and reversibility of environmental effects;
- The cumulative potential effects of related or anticipated future projects;
- The extent to which environmental effects are subject to mitigation by ongoing public regulatory authority; and

- The extent to which environmental effects can be anticipated and controlled as a result of other available environmental information.

In this context, “significant” does not mean any environmental effect. It means impacts that are large enough in type, magnitude, duration, or cumulative effect that preparation of a full Environmental Impact Statement is necessary.

The EAW process is a threshold determination. The question before the Council is not whether impacts exist, but whether those impacts rise to the level of significant environmental effects under Minn. R. 4410.1700.

Summary of the EAW Process

- The EAW was determined complete and published in the EQB Monitor on January 6, 2026.
- The 30-day public comment period ran from January 6 through February 5, 2026.
- The City received written comments from state agencies, regional agencies, one civic organization, and members of the public.
- Additional information was requested from the Project Proposer to clarify issues raised during the comment period.
- Written responses were prepared for all substantive comments.
- A detailed Findings of Fact and Record of Decision document has been prepared and applies the Minn. R. 4410.1700 significance criteria to the full administrative record.

The determination is being made within the time allowed under Minn. R. 4410.1700.

Summary of Comments Received

The City received written comments from five (5) state and regional agencies, one civic organization (Forest Lake Lake Association), and twenty-five (25) individual members of the public. Agencies submitting comments included:

- Minnesota Department of Natural Resources (DNR)
- Minnesota Pollution Control Agency (MPCA)
- Comfort Lake–Forest Lake Watershed District
- Metropolitan Council
- MnDOT

The majority of individual public comments expressed opposition to the proposed expansion. A smaller number expressed support.

Overarching Issues Raised

The comments received generally fell into the following categories:

1. Boat Density and Lake Carrying Capacity

Many commenters expressed concern that Forest Lake is already heavily used and that adding 72 slips would increase congestion and conflict among lake users.

2. Cumulative Impacts

Commenters raised concerns about long-term cumulative impacts, including shoreline erosion, water quality degradation, and ecological stress.

3. Water Quality and Aquatic Invasive Species (AIS)

Concerns were raised about:

- Fuel and oil residue,
- Sediment disturbance,
- Spread of invasive species,
- Increased turbidity and vegetation loss.

4. Shoreline Erosion and Wake Impacts

Concerns were raised regarding wake boats, wave energy, and shoreline stability.

5. Noise

Concerns were raised about increased boat noise and potential exceedance of MPCA noise standards.

6. Stormwater and Turf Parking

Concerns were raised regarding grass parking compaction, runoff, and proximity to the lake.

7. Equity and Private Benefit

Several comments raised broader policy concerns about whether a private marina expansion benefits the community.

How the Findings Addressed These Issues

The attached Findings of Fact and Record of Decision apply the four criteria in Minn. R. 4410.1700, subp. 7.

Key conclusions include:

A. Type, Extent, and Reversibility

The Project consists of floating dock additions within an existing marina basin. It does not include new upland development, building expansion, or stormwater system modification as evaluated in the EAW.

Staff evaluated boating activity using a 50% peak-day slip utilization assumption for analytical purposes. This assumption was selected by the City to evaluate higher-use conditions and was not based solely on the applicant's estimate.

While boating activity may increase, the administrative record does not contain monitoring data demonstrating that the incremental addition of 72 slips would result in ecological threshold exceedance or regulatory violation.

B. Cumulative Potential Effects

Public comments emphasized perceived congestion and long-term stress on the lake.

The Findings recognize that peak-use congestion is a recurring public concern. However, under Minn. R. 4410.1700, the record does not contain empirical monitoring data demonstrating that the incremental addition of 72 slips would result in a measurable ecological threshold exceedance or violation of an applicable regulatory standard.

C. Mitigation by Ongoing Regulatory Authority

Forest Lake is subject to:

- DNR boating and aquatic plant management authority,
- MPCA noise standards,
- Watershed district rules,
- AIS inspection and enforcement programs,
- Local shoreline and zoning controls.

These regulatory frameworks remain in place and provide ongoing oversight and mitigation authority.

D. Adequacy of Existing Environmental Information

The EAW incorporated watershed data, AIS inspection data, and agency review. No reviewing agency submitted monitoring data or analysis indicating that the Project would result in exceedance of an applicable regulatory threshold.

Important Clarification

The determination before the City Council is limited to whether the proposed dock addition has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement (EIS) under Minn. Stat. § 116D.04 and Minn. R. 4410.1700.

A negative declaration does not:

- Conclude that there are no environmental effects;
- Mean the lake is unaffected;
- Invalidate concerns raised by the public; or
- Constitute approval of the Project.

Rather, it means that based on the entire administrative record, the incremental impacts of the Project do not rise to the level of significant environmental effects as defined under Minnesota environmental review law.

Environmental review under the EAW process is a threshold determination. It answers one question: **Is the Project likely to cause significant environmental effects that require preparation of a full Environmental Impact Statement?**

It does not:

- Grant land use approvals;
- Approve dock construction;

- Approve parking changes;
- Approve a Conditional Use Permit amendment; or
- Approve any variance requests.

Those matters remain subject to separate, independent review under the City's zoning and shoreland regulations. The Council will evaluate those applications under different standards and may approve, condition, or deny them regardless of tonight's EAW determination.

In summary:

A negative declaration means the Project does not require preparation of an EIS.

It does not mean the Project is approved.

RECOMMENDATION:

The City Council must determine whether the Timm's Marina Dock Addition Project requires preparation of an Environmental Impact Statement. There are two options:

1. Adopt Resolution No. 03-09-26-02 and approve the Findings of Fact and Conclusions, determining that the Timm's Marina Dock Addition Project does not require preparation of an Environmental Impact Statement.; or
2. Direct staff to amend the Findings of Fact and Record of Decision to state the reasons for determining that the Project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement.

Staff Recommendation:

Staff recommends Option 1 and suggests the City Council make a **Motion to adopt Resolution No. 03-09-26-02 approving the Findings of Fact and Conclusions and determining that the Timm's Marina Dock Addition Project does not require preparation of an Environmental Impact Statement under Minnesota Rule 4410.1700.**

ATTACHMENTS:

1. Resolution 03-09-26-02
2. Findings of Fact and Conclusions (which includes written comments and responses)
3. Timms Marina Dock Addition EAW Document – [Web Link Only](#)

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

RESOLUTION NO. 03-09-26-02

**A RESOLUTION APPROVING THE ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW) FOR
TIMM'S MARINA DOCK ADDITION PROJECT AND FINDING NO NEED FOR AN
ENVIRONMENTAL IMPACT STATEMENT**

WHEREAS, the City of Forest Lake ("City") is the Responsible Governmental Unit ("RGU") for the Timm's Marina Dock Addition Project ("Project") pursuant to Minn. Stat. § 116D.04 and Minn. R. ch. 4410; and

WHEREAS, an EAW was determined to be mandatory for the Project; and

WHEREAS, Timm's Marina ("Project Proposer") submitted an EAW for the Project, which the City determined to be complete; and

WHEREAS, the notice of availability of the EAW was published in the EQB Monitor on January 6, 2026, and distributed to required reviewing agencies and other persons and entities in accordance with Minn. R. 4410.1500; and

WHEREAS, the required 30-day public comment period was conducted from January 6, 2026, through February 5, 2026, pursuant to Minn. R. 4410.1600 with the City receiving comments from five (5) agencies, one (1) civic organization and twenty-five (25) citizens; and

WHEREAS, pursuant to Minn. R. 4410.1700, the City requested and received additional information from the Project Proposer to clarify issues raised during the comment period; and

WHEREAS, the City Council met at a regularly scheduled meeting on March 9, 2026 and considered the EAW, the reports of its staff, and all substantive comments received from the parties noted above and the City's written responses thereto; and

WHEREAS, the City Council finds that the EAW, together with all written comments, responses, supplemental information, and the entire administrative record, provides an adequate evidentiary basis for the City Council to independently determine whether the proposed Project has the potential for significant environmental effects pursuant to Minn. Stat. § 116D.04 and Minn. R. 4410.1700; and

WHEREAS, under Minn. R. 4410.1700, subp. 7, the City must determine whether the Project has the potential for significant environmental effects by evaluating:

1. The type, extent, and reversibility of environmental effects;

2. The cumulative potential effects of related or anticipated future projects;
3. The extent to which environmental effects are subject to mitigation by ongoing public regulatory authority; and
4. The extent to which environmental effects can be anticipated and controlled as a result of other available environmental studies; and

WHEREAS, the EAW satisfactorily addressed all of the significant environmental effects for which existing information could have been reasonably obtained.

NOW THEREFORE BE IT RESOLVED THE CITY COUNCIL OF THE CITY OF FOREST LAKE, MINNESOTA, MAKES THE FOLLOWING FINDINGS WITH REGARD TO THE ENVIRONMENTAL IMPACT OF THE PROJECT:

1. Adoption of Findings: The City Council hereby adopts the document titled “Findings of Fact and Conclusions – Timm’s Marina Dock Addition Project,” attached hereto as Exhibit A and incorporated herein by reference.
2. Determination: The EAW has generated information which is adequate to determine whether the project has potential for significant environmental effects and based on the criteria in Minn. Stat. § 116D.04 and Minn. R. 4410.1700 the City Council determines that the Project does not have the potential for significant environmental effects under.
3. Environmental Impact Statement (“EIS”) Not Required: Preparation of an Environmental Impact Statement is not required. The RGU makes a Negative Declaration and does not require the preparation of an EIS for the Project.
4. Scope of Determination: The RGU’s determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval. Nothing in this Resolution limits the authority of the City or any other governmental unit to impose conditions, require additional permits, or enforce applicable laws and regulations.
5. Effective Date: The Resolution shall take effect immediately upon adoption.

Adopted in the regular session of the City Council on the 9th day of March, 2026.

Attested:

By: _____

Its: Interim City Administrator, Jolleen Chaika

By: _____

Its: Mayor, Blake Roberts

FINDINGS OF FACT AND CONCLUSIONS

**In the Matter of the Decision on the Need for an Environmental
Impact Statement for the Proposed:**

**Timm's Marina Dock Addition Project
Located in Forest Lake, Washington County, Minnesota**

Responsible Government Unit:

City of Forest Lake, Minnesota

Contact Person:

Steven Gilmore
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Forest Lake, MN 55082
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Proposer:

Timms Marina

Contact Person:

Joe Maslow
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March 2026

Contents

INTRODUCTION	2
Legal Standard – Definition of “Significant”	2
PROCEDURAL HISTORY	3
FINDINGS OF FACT	4
I. PROJECT DESCRIPTION	4
II. CORRECTIONS AND CLARIFICATIONS TO THE EAW	4
DECISION REGARDING NEED FOR ENVIRONMENTAL IMPACT STATEMENT	6
A. TYPE, EXTENT, AND REVERSIBILITY OF ENVIRONMENTAL EFFECTS	6
B. CUMULATIVE POTENTIAL EFFECTS	16
C. MITIGATION BY ONGOING PUBLIC REGULATORY AUTHORITY	18
D. ADEQUACY OF EXISTING ENVIRONMENTAL INFORMATION	19
OVERALL SIGNIFICANCE DETERMINATION	20
RECORD OF DECISION	21
APPENDIX A – AGENCY COMMENTS WITH RGU RESPONSES	22
APPENDIX B – PUBLIC COMMENTS WITH RGU RESPONSES	37
APPENDIX C – ADDITIONAL INFORMATION REQUEST/RESPONSE	72
APPENDIX D – EAW PUBLICATION AND NOTIFICATION MATERIALS	86
EQB MINOTOR SUBMISSION CONFIRMATION	86
EQB NOTICE OF AVAILABILITY – JANUARY 6, 2026	87
EAW DISTRIBUTION LIST	87
EAW DISTRIBUTION EMAIL	88
RGU DECISION EXTENSION EMAIL	89
APPENDIX E – 2025 WATERCRAFT INSPECTION REPORT	90
APPENDIX F – FOREST LAKE LAKES ASSOCIATION (FLLA) SURVEY REPORT	107

INTRODUCTION

Pursuant to Minn. Stat. § 116D.04 and Minn. R. ch. 4410, the City of Forest Lake (“City”), as the Responsible Governmental Unit (“RGU”), prepared and distributed an Environmental Assessment Worksheet (“EAW”) for the proposed Timm’s Marina Dock Addition Project (“Project”).

Based upon:

- The EAW;
- Written agency comments (Appendix A) and public comments (Appendix B) both Appendices include RGU responses;
- The Project Proposer’s response to the City’s Additional Information Request (Appendix C);
- The 2025 Forest Lake Watercraft Inspection Program Report (Appendix E);
- The Forest Lake Lake Association (FLLA) City Council Survey Report (Appendix F);
- City staff technical analysis; and
- All materials in the administrative record.

the City makes the following Findings of Fact, Conclusions, and Resolution.

LEGAL STANDARD – DEFINITION OF “SIGNIFICANT”

Under Minn. Stat. § 116D.04 and Minn. R. 4410.1700, the Responsible Governmental Unit must determine whether a project has the potential for significant environmental effects.

Minnesota Rule 4410.1700, subp. 7, requires the City to evaluate significance by considering:

- A. The type, extent, and reversibility of environmental effects;
- B. The cumulative potential effects of related or anticipated future projects;
- C. The extent to which environmental effects are subject to mitigation by ongoing public regulatory authority; and
- D. The extent to which environmental effects can be anticipated and controlled as a result of other available environmental studies.

In this context, “significant” does not mean that there are no environmental impacts. It means impacts that are large enough in type, magnitude, duration, or cumulative effect that preparation of a full Environmental Impact Statement (EIS) is necessary.

The EAW process is a threshold determination. The question before the City is not whether the Project has impacts, but whether those impacts rise to the level of significant environmental effects under Minn. R. 4410.1700.

The City’s analysis below applies this standard to the entire administrative record.

PROCEDURAL HISTORY

1. The City of Forest Lake is the Responsible Governmental Unit (“RGU”) for this Project pursuant to Minn. Stat. § 116D.04 and Minn. R. ch. 4410.
2. The Project Proposer submitted an Environmental Assessment Worksheet (“EAW”) for the proposed dock expansion at Timm’s Marina on Forest Lake to the RGU on **October 28, 2025**. On **November 26, 2025**, the RGU determined the EAW to be incomplete and returned it to the Project Proposer for revision. The Project Proposer submitted a revised EAW addressing preliminary review comments on **December 15, 2025**. The RGU determined the revised EAW to be complete on **December 22, 2025**, and transmitted it to the Environmental Quality Board (“EQB”) for publication and commencement of the public comment period.
3. The EAW was published in the EQB Monitor on **January 6, 2026** and distributed to required reviewing agencies and interested parties in accordance with Minn. R. 4410.1500 (Appendix D).
4. The EAW was made available for public review:
 - On the City of Forest Lake website;
 - At Forest Lake City Hall during regular business hours; and
 - Through EQB distribution to reviewing agencies.
5. The 30-day public comment period closed on **February 5, 2026**, in accordance with Minn. R. 4410.1600.
6. During the 30-day comment period, the City received:
 - Four (4) written comment letters from reviewing agencies (Appendix A); and
 - Twenty-six (26) written comment letters from members of the public, including one (1) civic organization. (Appendix B).
7. Many public comments raised overlapping themes, including boating density and carrying capacity, shoreline erosion, noise, aquatic invasive species (AIS) risk, water quality, and cumulative impacts. Each substantive environmental issue raised during the comment period is addressed in these Findings of Fact. The City’s determination is based upon the substance of the environmental issues raised and the evidence in the record, not the number of comments submitted.
8. Pursuant to Minn. R. 4410.1700, the City requested additional information from the Project Proposer on **February 11, 2026** to clarify issues raised during the comment period (Appendix C).
9. The Project Proposer submitted a written response on **February 20, 2026** addressing boating density, AIS, wake impacts, noise, operational limitations, and mitigation commitments (Appendix C)

10. The City extended the deadline for making its determination pursuant to Minn. R. 4410.1700, Subp. 2a, and provided notice of the extension consistent with rule requirements on **February 24, 2026**.
11. All State and Regional Agency written comments are included as Appendix A which includes RGU responses. Comments received from local civic organizations and the general public are included as Appendix B, which includes RGU responses.

FINDINGS OF FACT

I. PROJECT DESCRIPTION

1. The Project Proposer seeks approval to install two additional seasonal floating dock structures at Timm’s Marina on Forest Lake.
2. The proposed expansion would result in 72 additional seasonal boat slips. Based on slip configuration and potential tie-off capacity, the maximum potential occupancy associated with the proposed expansion is 76 additional boats.
3. The Project will expand the floating dock footprint over water within the existing marina basin. The expansion is limited to seasonal, removable dock structures.
4. The Project does **not** involve:
 - Shoreline grading or alteration;
 - Dredging;
 - Filling below the Ordinary High Water Level;
 - Construction of new upland buildings;
 - Expansion of parking areas;
 - Installation of new fuel facilities;
 - Expansion of impervious surfaces; or
 - Modification of stormwater infrastructure.
5. Forest Lake contains approximately 2,271 surface acres.
6. The Project remain subject to Minnesota Department of Natural Resources (DNR) Public Waters permitting authority and all applicable boating and aquatic invasive species regulations.

Separate land use requests (including the pending parking/stormwater-related variance and CUP amendment) are not approvals granted by this decision and would be evaluated through their own standards and conditions.

II. CORRECTIONS AND CLARIFICATIONS TO THE EAW

Pursuant to Minn. R. 4410.1700, the City requested additional information to clarify issues raised during the comment period. The applicant’s February 20, 2026 written response

(Appendix C) supplements the EAW. The following clarifications are incorporated into the administrative record:

Carrying Capacity and Density – Section 12.b.iv.2

The EAW is supplemented with quantitative density modeling evaluating baseline peak-day conditions and upper-range utilization scenarios. The applicant clarified that:

- Slip renters average approximately six uses per season;
- Wake boats and jet boats will not be permitted in new slips;
- Engines would be limited to modern 4-stroke motors;
- Marina expansion area inclusive of docks and navigation is approximately 1.48 acres.

Expanded modeling is incorporated in Section IV.A.1 below.

Noise – Section 19

Section 19 is clarified to explicitly state:

- Forest Lake shoreline areas fall within MPCA Noise Classification Area 1 (NAC 1).
- The Project introduces no stationary mechanical equipment or amplified sound.
- Boat engine noise is short-term, intermittent, and seasonal (April–October).
- No reviewing agency submitted monitoring data or analysis indicating that the Project would cause an exceedance of Minn. R. 7030 standards (Appendix A).

AIS – Section 12.a.i and Section 14

The AIS species list is clarified to include:

- Common Carp
- Curly Leaf Pondweed
- Purple Loosestrife

The applicant confirmed continued compliance with MnDNR Lake Service Provider permitting and daily inspection protocols. Seasonal slip vessels are typically moored and not repeatedly transported between waterbodies.

Shoreline Erosion – Section 11

Clarified:

- Approximately 60-foot navigation corridors between docks;
- Similar distance from shore as existing dock;
- Sandy substrate conditions;
- Rip-rap shoreline stabilization;
- Voluntary 150-foot no-wake operational buffer;
- No geomorphological study in record demonstrating destabilization.

Parking and Stormwater – Section 12.b.ii and Table 8-1

Clarified:

- Existing gravel/turf parking has operated for approximately 40 years;

- Variance request pending;
- If paving occurs, CLFLWD Rules 2, 3, and 7 may apply;
- Dock expansion does not independently mandate paving;
- Existing 1,000-gallon AST (TS0131554) registered with MPCA;
- Secondary containment and spill response procedures in place.

DECISION REGARDING NEED FOR ENVIRONMENTAL IMPACT STATEMENT

The City must determine whether the Project has the potential for significant environmental effects by evaluating:

- A. Type, extent, and reversibility
- B. Cumulative potential effects
- C. Mitigation by ongoing public regulatory authority
- D. Anticipation and control through other studies

The City addresses each below.

A. TYPE, EXTENT, AND REVERSIBILITY OF ENVIRONMENTAL EFFECTS

The principal environmental issues raised during the were:

- Boating density and carrying capacity
- Shoreline erosion and wake impacts
- Noise impacts
- Aquatic invasive species (AIS) risk
- Water quality impacts

A.1 Boating Density and Carrying Capacity

Existing Lake Conditions

Forest Lake contains approximately 2,271 surface acres of open water available for recreational use. This acreage provides the baseline physical capacity against which boating density calculations are evaluated.

For purposes of density modeling, the City relies on total surface acreage as reflected in the EAW and related lake documentation (EAW; Appendix C).

Baseline Peak-Day Estimates in the Administrative Record

Two peak-day estimates appear in the administrative record:

1. **359 vessels** — derived from the Forest Lake Lake Association (FLLA) City Council Survey Report dated February 2, 2026 (Appendix F).
2. **Approximately 380 vessels**, referenced in public comments as anecdotal peak holiday observations (Appendix B)

The City evaluates both figures as representing upper-range peak-day conditions for purposes of stress-testing potential density impacts.

Analytical Framework

Boating density is calculated by dividing total surface acreage by the number of vessels present under modeled peak conditions. These calculations establish the baseline conditions against which the Project’s incremental contribution must be evaluated.

Baseline Density Calculations

Using the lake area of 2,271 acres, baseline peak boating density is as follows:

- **Baseline Scenario 1 – 359 vessels**
2,271 acres ÷ 359 boats = **6.33 acres per boat**
- **Baseline Scenario 2 – 380 vessels**
2,271 acres ÷ 380 boats = **5.98 acres per boat**

Plain Baseline Observation

The record therefore reflects that, under peak-day conditions:

- Forest Lake currently experiences approximately **5.98 – 6.33 acres per boat**, depending on which peak estimate is applied

These figures establish a plain baseline condition against which the Project’s incremental effect must be evaluated.

Project Incremental Impact

The project proposes:

- 72 additional slips
- Up to 76 additional boats under maximum theoretical occupancy

For environmental analysis, the City applied upper-range use scenario assumptions. “Upper-range use scenario” refers to the use of reasonable but upper-range assumptions designed to test higher-end or stress-case conditions in order to avoid understating potential environmental effects.

Density Under Upper-range Incremental Scenarios

Using the FLLA-modeled 359 baseline:

Utilization of the 76 Vessels	Total Vessels	Acres per Vessel
30% (23 boats)	382	5.95
40% (30 boats)	389	5.84
50% (38 boats)	397	5.72

Using the higher 380 baseline:

Utilization of the 76 Vessels	Total Vessels	Acres per Vessel
30% (23 boats)	403	5.63
40% (30 boats)	410	5.54
50% (38 boats)	418	5.43

Note: The 50% peak-use assumption was selected by the City for analytical purposes to test higher-use conditions and was not derived solely from the applicant’s usage estimate.

Incremental Effect Analysis

Under upper-range assumptions:

- The Project reduces baseline density from approximately **5.98-6.33 acres per vessel**
- To approximately **5.4-5.7 acres per vessel** under high utilization stress testing

This represents an incremental density change of approximately **0.3 to 0.6 acres per vessel**, depending on utilization.

In percentage terms, the increase in total boats represents approximately **4-6% over peak modeled conditions**.

Advisory Planning Guidance

Public comments referenced Minnesota Department of Natural Resources (DNR) recreational planning guidance suggesting that desirable recreational boating density may range between approximately 9–20 acres per vessel under certain planning scenarios (Appendix A).

The City notes that this guidance is advisory in nature and is not codified as a regulatory standard under Minn. Stat. § 116D.04 or Minn. R. 4410.1700. The EAW decision standard requires evaluation of whether the Project has the potential for significant environmental effects, not whether a specific advisory acreage ratio is achieved.

The City has considered this contextual planning guidance as part of the administrative record. However, the record does not contain regulatory language establishing a mandatory acreage-per-boat threshold under Minn. R. 4410.1700, nor does it contain ecological data demonstrating that the projected incremental change would trigger measurable impairment.

Evaluation of Significance

Under Minn. R. 4410.1700, subp. 7(A), the City must evaluate the type, extent, duration, and reversibility of potential environmental effects.

The record establishes baseline peak-day boating density and the projected incremental change associated with the Project, as set forth above. Those calculations reflect upper-range peak conditions derived from both the FLLA modeling and higher anecdotal estimates, and were further evaluated under upper-range utilization assumptions.

The record further reflects that higher boating densities occur episodically during holiday weekends and favorable weather events, rather than as sustained daily averages throughout the boating season.

The City finds that environmental significance must be evaluated in light of:

- The limited duration of peak conditions;
- The incremental nature of the proposed increase;
- The absence of demonstrated ecological impairment attributable to existing peak density; and
- The lack of any regulatory threshold establishing a specific acreage-per-boat standard as a trigger for an EIS.

While advisory recreational planning guidance was referenced in public comments, no statute or rule codifies a mandatory density threshold under Minn. R. 4410.1700. The record does not contain empirical ecological data demonstrating that the projected incremental change would cause measurable, sustained, or irreversible environmental degradation.

The City therefore finds that the incremental change in boating density associated with the Project does not rise to the level of a potential significant environmental effect.

A.2 Shoreline Erosion and Wake Impacts

Public comments expressed concern that an increase in boating activity could generate additional wake energy, resulting in shoreline erosion or sediment resuspension.

Project Characteristics Relevant to Shoreline Impacts

The record establishes that the Project:

- Does not involve shoreline grading, excavation, or structural shoreline modification;
- Does not construct new retaining walls, riprap, or shoreline stabilization features;
- Consists of floating seasonal dock additions within the existing marina basin; and
- Does not alter nearshore bathymetry.

The applicant has represented that:

- Slips will be limited to pontoon-style vessels under 24 feet;
- The applicant has represented that wake boats and jet boats will not be permitted;
- The applicant has represented that engines would be limited to modern 4-stroke motors; and
- A no-wake operational practice within approximately 150 feet of the docks will be observed (Appendix C).

Wake Energy and Basin Conditions

Wake energy diminishes with distance and is influenced by vessel size, hull type, speed, and water depth. The dock expansion is located within the existing marina basin where:

- Water depths of approximately 36–45 inches and sandy substrate conditions were described by the applicant (Appendix C).
- Sandy substrate predominates; and
- Vessel departure speeds are limited by no-wake operation near docks.

The record does not indicate that high-displacement wake boats or high-speed personal watercraft would be assigned to the new slips.

The City finds that pontoon-style vessels operating at no-wake speeds within the basin are generally understood to produce lower wake energy than high-speed wake boats operating in open-lake conditions.

Duration and Extent of Potential Effects

Under Minn. R. 4410.1700, subp. 7(A), the City must consider the type, extent, duration, and reversibility of potential effects.

Any wake-related shoreline influence associated with the Project would be:

- Intermittent and seasonal;
- Limited to vessel ingress and egress;
- Distributed across the broader lake system; and
- Subject to state boating regulations governing wake behavior.

The record does not contain:

- Engineering shoreline stability analysis demonstrating current erosion attributable to marina operations;
- Geomorphological evidence showing shoreline failure linked to existing slip density; or
- Agency findings that the incremental increase would materially alter shoreline stability conditions.

Regulatory Oversight

Wake operation and reckless operation are regulated under Minnesota boating laws and enforced by state and local authorities.

Under Minn. R. 4410.1700, subp. 7(C), the City may consider the extent to which potential environmental effects are subject to mitigation by ongoing public regulatory authority.

Existing boating regulations, combined with operational restrictions represented by the applicant, provide ongoing mechanisms to control excessive wake generation.

The administrative record does not contain an engineering or geomorphological analysis demonstrating measurable shoreline destabilization attributable to existing marina operations (Appendices A and B).

Evaluation of Significance

While an increase in the number of seasonal slips may incrementally increase the frequency of vessel departures and arrivals, the record demonstrates that:

- The Project does not physically alter the shoreline;
- Vessel types are restricted to lower-wake configurations;
- No-wake operation will occur within the basin;
- Peak boating conditions are episodic rather than sustained; and
- No evidence demonstrates measurable shoreline destabilization attributable to existing marina operations.

Based on the evidence in the administrative record, the City finds that potential shoreline erosion or wake-related impacts associated with the Project would be limited in type, extent, duration, and reversibility and do not rise to the level of a potential significant environmental effect under Minn. R. 4410.1700.

A.3 Noise

Public comments raised concerns regarding increased recreational boating noise associated with the proposed dock expansion.

Existing Regulatory Framework

Noise standards applicable to residential and outdoor recreational areas in Minnesota are governed by the Minnesota Pollution Control Agency (MPCA) under Minn. R. ch. 7030. Forest Lake shoreline areas fall within Noise Classification Area 1 (NAC 1), which establishes daytime and nighttime noise limits for residential use.

Section 19 of the EAW evaluates marina operational noise relative to applicable MPCA standards.

During the public comment period, no reviewing agency submitted data or analysis indicating that the proposed dock addition would result in exceedance of Minn. R. 7030 noise standards. The MPCA's comment did not identify a requirement for additional noise modeling or monitoring specific to this proposal (Appendix A).

Operational Characteristics of the Proposed Expansion

The Project:

- Introduces no stationary mechanical equipment;
- Does not add public address systems, amplified sound sources, or continuous mechanical operations;
- Consists of seasonal floating docks; and
- Increases only the potential number of recreational vessels moored at the marina.

The applicant has represented that:

- Slips will primarily be restricted to pontoon-style vessels under 24 feet in length;

- Wake boats and jet boats will not be permitted;
- Engines would be limited to modern 4-stroke motors; and
- A no-wake operational practice within 150 feet of docks will be maintained.

Pontoons equipped with modern 4-stroke outboard motors generally produce lower sustained noise levels than legacy 2-stroke engines and high-performance wake boats.

Operational commitments limiting vessel type and wake activity are documented in the Project Proposer’s written response (Appendix C).

Duration and Intensity of Noise

Recreational boating noise is:

- Intermittent in character;
- Short in duration during launch and departure;
- Seasonal (primarily April through October);
- Concentrated during peak weekends and holidays.

The applicant has further indicated that average slip renters use their boats approximately six times per summer season, indicating limited frequency of operation per vessel (Appendix C).

Under Minn. R. 4410.1700, subp. 7(A), the City must consider the type, extent, duration, and reversibility of potential effects.

The administrative record does not contain monitoring data, modeling, or agency findings demonstrating that the incremental increase associated with the dock addition would cause sustained exceedance of Minn. R. 7030 standards.

Evaluation of Significance

While the addition of slips may incrementally increase the frequency of short-duration outboard motor operation, the record demonstrates that:

- The increase is incremental rather than transformational;
- Operational restrictions limit high-noise vessel types;
- Noise remains transient and seasonal; and
- Applicable state noise standards and enforcement authority remain in effect.

Based on the evidence in the record, including operational commitments and regulatory oversight, the City finds that the incremental increase in recreational boating activity does not rise to the level of a potential significant environmental effect under Minn. R. 4410.1700.

A.4 Aquatic Invasive Species (AIS)

Public and agency comments raised concerns regarding the potential for increased aquatic invasive species (AIS) introduction or spread resulting from the proposed dock expansion.

Existing AIS Monitoring and Enforcement Framework

The administrative record includes the 2025 Forest Lake Watercraft Inspection Program Report (Appendix E) reflecting inspection data maintained by CLFLWD in coordination with the Minnesota Department of Natural Resources (MnDNR).

The CLFLWD datasets document:

- Approximately 1,559 hours of staffed inspection coverage at Forest Lake public access points during the 2025 boating season (Appendix E);
- 1,713 “entering” inspections recorded during the May–August 2025 period at Forest Lake access sites (Appendix E);
- Vessel-origin information (including reported “last lake”) associated with entering inspections (Appendix E); and
- Identification and interception of vessels requiring inspection action prior to launch.

These materials demonstrate active, documented, and staffed AIS inspection operations at Forest Lake access points.

AIS transport, inspection, and decontamination requirements remain enforceable under Minnesota statute and MnDNR authority.

AIS Transmission Pathways

AIS introduction is primarily associated with:

- Inter-lake movement of watercraft;
- Launch activity at public access points; and
- Failure to comply with inspection and decontamination requirements.

The proposed dock expansion:

- Does not create a new public launch ramp;
- Does not remove or reduce inspection requirements;
- Does not alter MnDNR AIS enforcement authority; and
- Does not introduce a new overland transport pathway.

Seasonal Slip Operations and Risk Profile

Seasonal marina slips differ operationally from transient public launch use. Vessels assigned to seasonal slips are typically moored on Forest Lake for the duration of the boating season and are not repeatedly launched and retrieved between multiple waterbodies in the same manner as short-duration public-access users.

While seasonal slip vessels may leave Forest Lake at some point during a season, such movement remains subject to Minnesota’s AIS transport and decontamination laws prior to entering another waterbody.

The CLFLWD inspection report reflects that documented inter-lake movement is identified primarily through public access inspection activity (Appendix E). Seasonal slip vessels are

typically moored on Forest Lake for the duration of the boating season and do not create a new public access point.

Accordingly, the addition of seasonal slips does not create a new AIS pathway but incrementally increases mooring capacity within an existing regulatory and inspection framework.

Regulatory and Operational Controls

The applicant has represented that the marina maintains a valid MnDNR Lake Service Provider permit and complies with AIS-related operational requirements (Appendix C).

Under Minn. R. 4410.1700, subp. 7(C), the City may consider the extent to which potential environmental effects are subject to mitigation by ongoing public regulatory authority.

The City finds that:

- AIS inspection and enforcement remain active and documented;
- Transport prohibitions and decontamination requirements remain in effect;
- Regulatory oversight is not diminished by the Project; and
- The Project does not remove or weaken any AIS control mechanism.

Evaluation of Significance

The administrative record does not contain data demonstrating that the projected incremental increase in seasonal slips would materially alter AIS introduction risk beyond existing lake conditions.

AIS risk is an ongoing lake management issue statewide; however, the record demonstrates that Forest Lake is subject to active monitoring, inspection, and enforceable regulatory oversight.

Based on the evidence in the administrative record, including inspection data, regulatory authority, and operational characteristics of seasonal slip use, the City finds that AIS risk associated with the Project does not rise to the level of a potential significant environmental effect under Minn. R. 4410.1700.

A.5 Water Quality

Public and agency comments raised concerns regarding potential water quality impacts associated with increased boating activity and the use of existing grass and gravel parking areas.

Dock Expansion Itself

The Project consists of seasonal floating dock additions and does not involve:

- Dredging;
- Filling below the Ordinary High Water Level;
- Shoreline grading;
- Expansion of fueling infrastructure;
- Construction of new upland buildings; or
- Modification of existing stormwater conveyance systems.

The dock expansion itself does not introduce new impervious surface.

Parking Surface and Impervious Considerations

The applicant indicates that the marina has utilized packed gravel and grass parking areas for approximately 40 years (Appendix C).

The applicant has stated that a variance from City parking paving standards will be requested. Any paving would require separate land use and stormwater review.

The City finds that:

- The dock expansion itself does not mandate paving.
- Any future parking surface modification would require separate review and compliance with applicable stormwater and impervious surface standards.
- Any paving would be subject to City, watershed district, and state regulatory oversight, including stormwater best management practices.

If parking layout, surfacing, or stormwater controls change as part of the separate variance/CUP process, those changes would be reviewed under applicable City and watershed standards and may require additional permitting.

Fuel Storage and Spill Controls

The applicant has represented:

- A registered 1,000-gallon above-ground gasoline storage tank (MPCA registered) with secondary containment.
- Spill kits and fire suppression equipment maintained onsite.
- Refueling conducted only by marina personnel.
- Daily dock inspections to identify leaking vessels.
- Immediate removal of leaking boats from the water (Appendix C).

These operational controls reduce the risk of hydrocarbon discharge.

Turbidity and Sediment Resuspension

The applicant indicates:

- Water depths in the dock vicinity are shallow (approximately 36–45 inches).
- Substrate consists predominantly of sand.
- That no mechanical or chemical aquatic vegetation control is proposed as part of the Project. (Note: If vegetation management is pursued in the future, it would remain subject to DNR aquatic plant management requirements).
- A marina practice of no wake within 150 feet of docks is followed.
- Slips will be restricted primarily to pontoon-style boats under 24 feet, with no wake/jet boats permitted

The City finds that sandy substrate conditions, pontoon-dominant use, and no-wake operational practices limit sediment disturbance potential.

Regulatory Compliance

The marina holds a valid MnDNR Lake Service Provider permit and has represented continued compliance with permit conditions and best management practices.

Under Minn. R. 4410.1700, subp. 7(C), the City may consider the extent to which environmental effects are subject to mitigation by ongoing public regulatory authority.

The City finds that:

- Fuel storage and handling are regulated under MPCA authority.
- AIS and lake service activities are regulated under DNR authority.
- Any future parking surface modifications would be subject to local stormwater regulation.
- Existing marina operations include active spill prevention and monitoring practices.

Evaluation of Significance

The record does not contain data demonstrating a causal connection between existing marina slip density and documented lake impairment.

The dock expansion does not introduce new pollutant discharge pathways, and operational and regulatory controls are in place to minimize hydrocarbon, sediment, and nutrient inputs.

Based on the evidence in the record and applicable regulatory oversight, the City finds that the Project does not have the potential for significant water quality impacts under Minn. R. 4410.1700.

B. CUMULATIVE POTENTIAL EFFECTS

Under Minn. R. 4410.1700, subp. 7(B), the City must consider the cumulative potential effects of the Project when viewed in connection with past, present, and reasonably foreseeable future projects in the affected geographic area.

Existing Conditions

The record reflects that Forest Lake currently supports:

- Multiple marina facilities and seasonal dock installations;
- Private shoreline docks associated with residential properties;
- Public boat launch facilities subject to inspection and AIS controls; and
- Ongoing recreational boating activity at peak seasonal periods.

The baseline boating density calculations and modeling scenarios described in Section A.1 reflect these existing conditions and are supported by Appendix F and public comment data in Appendix A.

Reasonably Foreseeable Future Actions

The record does not identify:

- Additional marina expansion proposals currently pending before the City (other than the related City land use applications associated with this Project [CUP Amendment and Variance]);
- New public access construction proposals;
- Shoreline redevelopment projects associated with increased boating intensity; or
- Regulatory changes that would remove existing AIS, wake, or noise enforcement authority.

The applicant's separate parking variance request, if approved or denied, would be subject to independent land use and stormwater review and does not alter the scope of the dock expansion analyzed in this EAW.

Interaction With Existing Conditions

The Project increment represents:

- Up to 76 additional vessels under maximum theoretical occupancy;
- Approximately a 4–6% increase over peak modeled conditions under upper-range assumptions;
- No new shoreline grading or structural modification;
- No new public boat access point; and
- No new pollutant discharge pathway.

As discussed in Sections A.1 through A.5, the incremental effects related to boating density, wake generation, AIS risk, noise, and water quality are limited in magnitude and subject to ongoing regulatory oversight.

Evaluation of Significance

Cumulative effects analysis requires consideration of whether the Project's incremental contribution, when added to existing and reasonably foreseeable future conditions, could result in significant environmental effects.

The record does not contain monitoring data or agency findings demonstrating that existing peak boating density has resulted in measurable ecological threshold exceedance attributable to marina operations based on the evidence presented during the public comment period.

Because the incremental increase associated with the Project is modest relative to existing lake use and remains subject to state and local regulatory controls, the City finds that the Project does not materially alter existing environmental conditions in a manner that would constitute a significant environmental effect.

Accordingly, when viewed in connection with past, present, and reasonably foreseeable future actions, the Project's contribution does not rise to the level of a potential significant cumulative environmental effect under Minn. R. 4410.1700, subp. 7(B).

C. MITIGATION BY ONGOING PUBLIC REGULATORY AUTHORITY

Under Minn. R. 4410.1700, subp. 7(C), the City may consider the extent to which environmental effects are subject to mitigation by ongoing public regulatory authority and whether such mitigation is specific and reasonably expected to be effective.

The Project remains subject to multiple layers of state and local regulatory oversight, including:

Minnesota Department of Natural Resources (MnDNR)

The dock expansion requires authorization under the MnDNR Public Waters permitting program. The MnDNR retains authority to:

- Regulate dock placement and configuration;
- Impose conditions related to navigational safety and environmental protection;
- Enforce AIS transport and decontamination laws;
- Regulate wake operation and reckless boating conduct; and
- Enforce Lake Service Provider (LSP) requirements.

The applicant has represented that it maintains a valid MnDNR Lake Service Provider permit and will continue to comply with applicable AIS and operational requirements

Aquatic Invasive Species (AIS) Enforcement

AIS inspection and enforcement authority remains in effect at Forest Lake public access points. The 2025 Forest Lake Watercraft Inspection Program Report documents active inspection, interception, and enforcement activity.

These inspection and enforcement mechanisms operate independently of the Project and provide ongoing mitigation of AIS introduction and spread.

Minnesota Pollution Control Agency (MPCA)

Fuel storage at the marina is subject to MPCA registration and oversight. The applicant has represented that:

- A registered 1,000-gallon above-ground storage tank is located within secondary containment;
- Spill kits are maintained onsite; and
- Refueling is conducted by marina personnel only.

MPCA authority governs fuel handling, spill response, and water quality protection.

Watershed District and Local Stormwater Regulation

Any modification to parking surfaces or impervious area would require compliance with applicable local and watershed district stormwater management standards. These standards include review of runoff rates, pollutant loading, and water quality best management practices.

Thus, potential impervious surface changes are subject to independent regulatory review and enforcement.

Evaluation of Mitigation Effectiveness

The regulatory authorities described above are:

- Established by statute and rule;
- Enforceable by state and local agencies;
- Currently operational; and
- Specifically applicable to marina and boating operations.

The City finds that these regulatory mechanisms provide ongoing, enforceable mitigation measures that materially reduce the likelihood of uncontrolled shoreline erosion, AIS spread, water quality degradation, or wake-related impacts.

Accordingly, under Minn. R. 4410.1700, subp. 7(C), the City finds that potential environmental effects associated with the Project are subject to meaningful mitigation by ongoing public regulatory authority and do not rise to the level of potential significant environmental effects.

D. ADEQUACY OF EXISTING ENVIRONMENTAL INFORMATION

Under Minn. R. 4410.1700, subp. 7(D), the City must consider the extent to which potential environmental effects are subject to anticipation and control through other available environmental studies undertaken by public agencies or the Project Proposer.

Available Monitoring and Data Sources in the Record

The administrative record includes multiple independent data sources relevant to the environmental issues raised, including:

- 2025 Forest Lake Watercraft Inspection Program Report (Appendix E);
- FLLA City Council Survey Report (Appendix F);
- Applicant's written response to the Additional Information Request (Appendix C); and
- Public and agency comments (Appendix A).

These materials demonstrate that AIS inspection, vessel monitoring, and lake-use modeling are ongoing and documented.

The City finds that potential environmental effects associated with the Project are capable of anticipation and control through existing monitoring and regulatory programs (Appendices C–F).

Predictability of Environmental Effects

The environmental concerns raised in the record — boating density, wake energy, AIS transmission, noise, and water quality — are established and studied aspects of recreational lake management in Minnesota.

The record demonstrates that:

- Boating density can be evaluated through acreage and vessel-count modeling;

- Wake behavior is governed by vessel characteristics and enforceable no-wake regulations;
- AIS transmission pathways are well understood and subject to inspection and enforcement programs;
- Fuel storage and spill prevention are regulated under MPCA authority; and
- Stormwater and impervious surface changes are subject to local and watershed review.

The Project does not introduce a new environmental mechanism or an uncharacterized pollutant pathway requiring novel scientific investigation.

Absence of Unresolved Scientific Uncertainty

The administrative record does not contain:

- Agency recommendations calling for preparation of an EIS due to scientific uncertainty;
- Evidence of ecological threshold exceedance linked to existing slip density;
- Data demonstrating that a 4–6% incremental increase in peak vessels would trigger measurable, irreversible lake impairment; or
- Identification of environmental effects that cannot be anticipated through existing monitoring frameworks.

Evaluation Under Minn. R. 4410.1700, Subp. 7(D)

Given the existence of:

- Ongoing AIS inspection and monitoring programs administered by CLFLWD and MnDNR;
- Established regulatory oversight for wake operation, fuel handling, and water quality;
- Available vessel-count modeling and survey data; and
- Enforceable stormwater and land use review authority,

the City finds that the potential environmental effects associated with the Project are capable of anticipation and control through existing environmental monitoring and regulatory programs.

Accordingly, the City concludes that preparation of an Environmental Impact Statement is not required under Minn. R. 4410.1700, subp. 7(D).

OVERALL SIGNIFICANCE DETERMINATION

In evaluating:

- Type and extent of effects;
- Cumulative potential;
- Reversibility;
- Regulatory oversight;
- Evidence in the administrative record;

The City finds that the Project does not have the potential for significant environmental effects requiring preparation of an Environmental Impact Statement.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval. Separate local approvals, if required, will be reviewed under their own standards and may include conditions.

RECORD OF DECISION

Based on the entire administrative record, the City Council of Forest Lake determines that preparation of an Environmental Impact Statement is not required for the Timm's Marina Dock Expansion Project.

APPENDIX A – AGENCY COMMENTS WITH RGU RESPONSES



Division of Ecological and Water Resources
Region 3 Headquarters
1200 Warner Road
Saint Paul, MN 55106

Transmitted by Email

February 5, 2026

Abbi Wittman
Community Development Director
City of Forest Lake
1408 Lake Street South
Forest Lake, MN 55025

Dear Abbi Wittman,

Thank you for the opportunity to review the Timm's Marina Dock Addition Environmental Assessment Worksheet (EAW) for the proposed project located in Washington County. The DNR respectfully submits the following comments for your consideration:

1. Page 13, Permits and Approvals. Section 9 does not address Lake Service Provider (LSP) permitting. Timm's Marina is not currently a permitted LSP. A DNR LSP permit is required if Timm's rents out boats or if Timm's installs or removes customers' boats. Please see the following website for complete information: <https://www.dnr.state.mn.us/lsp/index.html>.
2. Page 14, Land Use. Section 10 should address the following requirement in the city's Shoreland Overlay District Ordinance (City of Forest Lake Code of Ordinances, Chapter 153.089): "Public and private roads and parking areas shall be designed to take advantage of natural vegetation and topography to achieve maximum screening from view from public waters" (Chapter 153.089 (K)). Also see Chapter 153.089 (N), *Standards for non-residential uses*, which states that "the uses must be designed to incorporate topographic and vegetative screening of parking areas and structures."
3. Page 18, Geology, soils, and topography/land forms. Sections 11, 12 and 19 indicate that Timm's Marina is located within an existing no-wake zone on Forest Lake. No citation for this regulation is provided. DNR's records indicate the existing no-wake zone on Forest Lake applies only to the Bay of Forest Lake and does not include the area by Timm's Marina. See https://files.dnr.state.mn.us/rlp/regulations/boatwater/local_regs.pdf. Also see City of Forest Lake Code of Ordinances, Chapter 71.03.
4. Page 18, Water Resources. Section 12 should address the effect of the additional slips on boat density (crowding) on Forest Lake. The [Environmental Quality Board's EAW Guidelines](#) document states: "The number and types of watercraft expected at the marina should be estimated, along with use characteristics: peak and average use, timing and length of season. In

regard to over-crowding, provide at least an estimate of the number of acres of water surface per watercraft with and without the marina.”

5. Page 22, Stormwater. Table 8-1 indicates that the grass parking area was defined as an impervious surface due to overflow vehicle, trailer, and boat storage which compacts soil surfaces over time. Please address the potential for increased runoff to Forest Lake resulting from increased usage and associated compaction of the soil surfaces in the grass parking areas.
6. Page 26, Rare Features. Section 14 indicates that placement and use of the new docks may affect the growth of lily pads in the area of the docks. Appendix A-5 shows extensive aquatic vegetation in the area around the westernmost dock. Page 30 of the EAW states that no mechanical vegetation removal will occur. However, it does not specify if chemical control of vegetation will be needed. It is clear based on existing channels cut through that stand of vegetation for boat access that vegetation control will be needed. Section 8 of the EAW identifies grassland, cropland and forest as cover types, but has only categories for shallow or deep lakes. The removal of vegetation from terrestrial habitats is documented, but not from aquatic ones. Please describe and address the effect on fish habitat from the predicted loss of aquatic vegetation.
7. Page 26, Rare Features. The EAW contains no topographic mapping nor substrate mapping of the affected area. Although the EAW states that substrates are sandy in this area, it does not appear that sampling was done to document that. Without depth or substrate maps it is difficult to understand how increased boat use in this shallow area may have the potential for sediment suspension or uprooting of aquatic plants.
8. Page 34, GHG Emissions. Section 18 states that the addition of 72 boat slips will not result in additional boat use on Forest Lake above what would occur otherwise from public boat launches. This statement is not supported in the EAW. There are 53 existing vehicle/trailer parking spaces on Forest Lake, and those facilities currently receive heavy use. There is limited potential for additional boat use on Forest Lake from points of public access. With the addition of 72 dedicated dock slips, there is unlikely to be a decrease in use of those 53 spaces at public launches. Boat traffic would be additive, rather than replace the use of public access. While not all slips would be used every day, boat traffic on Forest Lake is likely to increase as a result of this project.
9. Page 35, Transportation; page 37, Cumulative Effects. Sections 20 and 21 do not discuss the effect of the additional boat traffic on Forest Lake and how that may affect existing users. There should be larger consideration of how much additional boat traffic can be added to Forest Lake. The EAW should also discuss the additional use of public waters for private use. This portion of Forest Lake that is under the docks will no longer be available to public use, and the additional boat traffic in this bay could make it less desirable for other lake users.

Thank you again for the opportunity to review this document, and please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Melissa Collins". The signature is written in a cursive style and is positioned above a light blue rectangular background.

Melissa Collins

Regional Environmental Assessment Ecologist | Ecological and Water Resources

Minnesota Department of Natural Resources

1200 Warner Road

St. Paul, MN 55106

Phone: 651-259-5755

Email: melissa.collins@state.mn.us

CC: Joe Maslow, Timm's Marina

➤ **RGU Response to DNR Comment**

Thank you for the DNR's detailed review of the EAW. The City has addressed each of the nine comments raised in your February 5, 2026 letter as follows:

- **LSP Permitting:** The record has been clarified to acknowledge that Lake Service Provider permitting is required if applicable under DNR regulations.
- **Shoreland Screening:** The EAW and Findings clarify that Shoreland Overlay standards apply and will be reviewed through the land use process.
- **No-Wake Zone:** References to a no-wake designation have been corrected to accurately reflect DNR and local regulations.
- **Boat Density:** In response to density concerns, the City requested additional information from the applicant and independently evaluated peak-day use assuming up to 50% of the proposed slips could be occupied at once. That analysis is now reflected in the Findings and includes acres-per-boat comparisons under existing and projected conditions.
- **Stormwater:** The Findings clarify that the dock expansion itself does not create new impervious surface. Any future parking surface changes would require separate stormwater review.
- **Aquatic Vegetation / Habitat:** The record clarifies that no dredging or lakebed alteration is proposed. The limited dock footprint was evaluated and does not rise to the level of a significant environmental effect.
- **Substrate / Mapping:** Because no excavation or fill is proposed, the absence of substrate mapping does not change the significance determination.
- **GHG / Additive Use:** The Findings now acknowledge that boat use may increase incrementally and evaluate that increase under the 50% peak-use scenario.
- **Cumulative Effects / Public Water Use:** The Findings include expanded cumulative analysis and conclude that the incremental dock footprint and projected boat increase do not constitute a significant environmental effect under Minn. R. 4410.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your careful review and coordination.



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January 21, 2026

Abbi Wittman
City of Forest Lake
1408 Lake Street South
Forest Lake, Minnesota 55025
abbi.wittman@ci.forest-lake.mn.us

RE: Timm's Marina Dock Addition – Environmental Assessment Worksheet

Dear Abbi Wittman:

Thank you for the opportunity to review and comment on the Environmental Assessment Worksheet (EAW) for the Timm's Marina Dock Addition project (Project) located in Washington County, Minnesota. The Project consists of Timm's Marina, which proposes to add two new non-permanent slip docks to the existing marina in Forest Lake, Minnesota. The new docks would provide an additional 72 boat slips on Forest Lake and increase the size of on-water marina operations by approximately 1.48 acres, including boat slips, docks, and boat navigation areas. Regarding matters for which the Minnesota Pollution Control Agency (MPCA) has regulatory responsibility and other interests, the MPCA staff has the following comments for your consideration.

Noise:

- The RGU and any other land-use decision makers, should consider language in Minn. R. 7030.0030 that reads "[...] Any municipality having authority to regulate land use shall take all reasonable measures within its jurisdiction to prevent the establishment of land use activities listed in noise area classification (NAC) 1, 2, or 3 in any location where the standards established in part 7030.0040 will be violated immediately upon establishment of the land use." The Noise section of the EAW does not provide enough detail regarding current and anticipated sound levels in the project area to determine whether an immediate violation of the state noise standards would occur if the project were approved.
- The MPCA encourages proposers to thoroughly evaluate potential noise impacts to new and existing locations with residential land use activities.
- The proposer should provide information on how the project will comply with the noise standards in Minn. R. 7030.0040.
- The MPCA recommends the proposer conduct a noise study and potentially evaluate methods to mitigate noise impacts, especially for residential locations.
- Please feel free to contact Lauren Dickerson at lauren.dickerson@state.mn.us for any further questions.

We appreciate the opportunity to review this Project. Please be aware that this letter does not constitute approval by the MPCA of any or all elements of the Project for the purpose of pending or future permit actions by the MPCA. Ultimately, it is the responsibility of the Project Proposer to secure any required permits and to comply with any requisite permit conditions. If you have any questions concerning our review of this EA, please contact me by email at chris.green@state.mn.us or by telephone at 507-476-4258.

Abbi Wittman
Page 2
January 21, 2026

Sincerely,

Chris Green

This document has been electronically signed.

Chris Green, Project Manager
Environmental Review Unit
Resource Management and Assistance Division

CG:rs

Attachment

cc: Melina Neville, MPCA (w/attachment)
Andri Dahlmeier, MPCA (w/attachment)
Nicole Peterson, MPCA (w/attachment)
Lauren Dickerson, MPCA (w/attachment)
Deepa deAlwis, MPCA (w/attachment)

➤ **RGU Response to MPCA Comment**

Thank you for the MPCA's review of the Timm's Marina Dock Addition EAW and for your comments regarding potential noise impacts and compliance with Minn. R. 7030.

In response to your comments, the City reviewed the Noise section of the EAW and clarified the record to reflect that the project consists of additional seasonal boat slips and does not introduce new fixed mechanical equipment, amplified sound systems, or permanent noise-generating infrastructure. The Findings of Fact acknowledge that increased boat presence may occur during peak periods; however, boating noise is intermittent, regulated under existing state boating laws, and not shown in the record to create immediate or continuous exceedances of MPCA noise standards under Minn. R. 7030.0040.

The City evaluated whether the dock addition itself establishes a new land use that would immediately violate state noise standards. Based on the nature of the proposal and existing marina operations, the record does not demonstrate that the project would create a significant environmental effect related to noise under Minn. R. 4410.

Questions regarding compliance with noise standards in specific land use contexts remain subject to ongoing regulatory authority and are not waived by the EAW determination.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your review and coordination.



February 4, 2026

Abbi Wittman, Community Development Director
City of Forest Lake
1408 Lake Street South
Forest Lake, MN 55025

RE: City of Forest Lake – Environmental Assessment Worksheet (EAW) – Timm’s Marina Dock Expansion

Metropolitan Council Review No. 23167-1
Metropolitan Council District No. 11

Dear Abbi Wittman:

The Metropolitan Council received the EAW for the Timm’s Marina Dock Expansion project in Forest Lake on January 6, 2026. The proposed project is located in the east of the City, at the southern shore of Forest Lake. The proposed development would provide an additional 72 boat slips to an existing marina and would increase the overall on-water marina operations area by approximately 1.48 acres, inclusive of boat slips, dock structures, and associated navigation areas.

The staff review finds that the EAW is complete and accurate with respect to regional concerns and does not raise major issues of consistency with Council policies. An EIS is not necessary for regional purposes.

We offer the following comments for your consideration.

Climate (Item 7) (Mackenzie Young-Walters, 651-602-1373)

The discussion of anticipated climate trends and the associated adaptations are appropriate given the scale of the project. The proposer should consider adaptations that could be implemented to minimize the impact of grass parking on soil (i.e. compaction reducing infiltration and increasing runoff). An example of a possible adaptation would be using a geogrid parking system for the overflow area. A more robust discussion of adaptations to offset the increased impervious surface that would be created if the requested variance is denied would also be appropriate.

This concludes the Council’s review of the EAW. The Council will not take formal action on the EAW. If you have any questions or need further information, please contact Emma Dvorak, Principal Reviewer, at 651-602-1399 or via email at emma.dvorak@metc.state.mn.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Angela R. Torres".

Angela R. Torres, AICP, Senior Manager
Local Planning Assistance

CC: Tod Sherman, Development Reviews Coordinator, MnDOT - Metro Division
Gail Cederberg, Metropolitan Council District 11
Emma Dvorak, Sector Representative/Principal Reviewer
Reviews Coordinator

N:\CommDev\LPA\Communities\Forest Lake\Letters\Forest Lake 2026 Timm’s Marina Dock Expansion EAW Ok With Comments 23167-1.docx

Metropolitan Council (Regional Office & Environmental Services)
390 Robert Street North, Saint Paul, MN 55101-1805
P 651.602.1000 | F 651.602.1550 | TTY 651.291.0904
metrocouncil.org

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➤ **RGU Response to Metropolitan Council Comment**

Thank you for the Metropolitan Council’s review of the Timm’s Marina Dock Expansion EAW and for your conclusion that the document is complete and accurate with respect to regional concerns and does not require preparation of an Environmental Impact Statement for regional purposes.

The Council’s comments regarding climate adaptation and potential soil compaction in grass parking areas were reviewed and incorporated into the record. The Findings of Fact clarify that the dock expansion itself does not require new impervious surface. The record also notes that if paving or surface modifications were proposed in the future—such as if a parking variance were denied—those changes would require separate review under applicable stormwater and watershed standards.

The suggestion of alternative surface treatments, such as geogrid systems for overflow areas, is acknowledged and may be evaluated through the separate land use review process.

The RGU’s determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your review and coordination.

From: Muhic, P Cameron (DOT) <cameron.muhic@state.mn.us>

Sent: Wednesday, February 25, 2026 12:29 PM

To: Abbi Wittman <Abbi.Wittman@ci.forest-lake.mn.us>

Subject: MnDOT Development Review EAW26-001 Timms Marina

Good afternoon Abbi,

My apologies for not getting this to you sooner. I thought it had gone out over a week ago but discovered it hadn't. MnDOT had no comment on this development as we anticipate that it will have no effect on any MnDOT roads.

Cordially,

Cameron Muhic

Principal Planner

MnDOT Metro District

651-234-7797

Cameron.Muhic@state.mn.us

➤ **RGU Response to MnDOT Comment**

Thank you for your review of the Timm's Marina Dock Addition EAW and for confirming that MnDOT anticipates no effect on MnDOT roadways.

The City has included MnDOT's comment in the administrative record. The Findings of Fact reflect that no state trunk highway impacts are anticipated as a result of the proposed dock addition.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your coordination.



MEMORANDUM
Comfort Lake-Forest Lake Watershed District

Date: January 9, 2026
To: CLFLWD Board of Managers
From: Mike Kinney, District Administrator
Subject: Timm's Marina EAW



Background/Discussion:

The Comfort Lake-Forest Lake Watershed District (CLFLWD) Board of Managers directed staff to provide the managers with the Forest Lake materials on Timm's Marina to complement the Environmental Assessment Worksheet (EAW) at the January 8, 2026, board meeting. Additionally, staff and EOR were to review those materials and the EAW and then provide the board with a summary of comments/issues.

The City of Forest Lake opened the 30-day EAW comment period on January 6, 2026, and will accept written comments through February 5, 2026. The initial suggested comments are attached.

Recommended Motion:

Manager _____ moves to authorize the District Administrator to submit the attached EAW comments to the City of Forest Lake. Seconded by Manager _____.

Attached

Comments -Timm's Marina Environmental Assessment Worksheet



CLFLWD Staff and EOR Suggested Comments

Comments on Timm's Marina EAW

1. Table 7-3 states to adapt to potential impacts of increased boat traffic on the average annual temperature of Forest Lake the boat traffic increases within the project area will be tracked to determine if a significant increases results from the proposed project. It is unclear how the increase will be measured, who is responsible for the tracking, and how a significant increase is determined.
2. Table 7-3 states to adapt to the potential increased shoreline erosion due to proposed increases in boat traffic, a no wake zone will be enacted in the project area. It is unclear what the extent of the no wake zone encompasses. Please consider opportunities to improve/restore native shoreline to mitigate some of these potential impacts.
3. In Table 8-1, the footnote should include If the City of Forest Lake variance requests are not approved and the parking areas must be paved, the CLFLWD rules may be triggered based on the proposed conditions. Thus, any design and location of stormwater BMPS will also need to be approved by CLFLWD as well as the City of Forest Lake.
4. Please address if the added parking/traffic on turf areas is going to increase erosion potential.
5. Table 9.1 should include CLFLWD permit rules 2, 3, and 7.
6. Section 11 should also consider the impact of additional boat traffic on shoreline erosion on the lake not just within the no wake zones.
7. Section 12, there is a wetland delineation on record but it is not included in section 12.a.i.

8. Section 12.a.i. includes an incomplete list of the aquatic invasive species. It should also list Common Carp, Curly Leaf Pondweed and Purple Loosestrife.
9. Section 12.b.iv.2 should also consider the impact of additional boat activity on the lake on the surface water impacts and shoreline erosion. The EAW should also explicitly discuss how the project will change the number or type of watercraft on any water body, including current and projected watercraft usage. Simply stating the change in boat slips does not address this required discussion. The discussion should include the impact on the lake carrying capacity of Forest Lake.
10. Section 14, consider reiterating the opportunity for the proposed project to use marina operation/use policies to aid watershed goals of AIS prevention efforts at lake access sites.

Additional Comments

1. The proposed addition of 72 boat slips has the potential to increase boat activity above the lake carrying capacity for Forest Lake.

➤ **RGU Response to Comfort Lake – Forest Lake Watershed District (CLFLWD) Comment**

Thank you for your review of the Timm’s Marina Dock Addition EAW and for providing detailed technical comments.

The City has addressed the District’s comments as follows:

- **Boat Traffic Tracking / Lake Temperature (Comment 1):** The Findings clarify that the dock addition does not establish a formal tracking program tied to lake temperature. The record reflects that any temperature changes would be influenced by broader lake-wide conditions rather than the incremental dock addition. The EAW focuses on whether the proposal creates a measurable pathway for significant environmental change and does not identify such a pathway.
- **Shoreline Erosion / No-Wake Area (Comments 2 & 6):** The Findings expand the discussion of shoreline erosion to address lake-wide effects, not only areas within informal no-wake conditions. The dock expansion does not include shoreline grading or structural shoreline changes. State boating regulations remain in effect. The City evaluated whether projected incremental boat increases under a higher-use scenario (assuming up to 50% of slips occupied on a peak day) would likely cause significant erosion impacts and determined that they would not rise to the level of significance under Minn. R. 4410.
- **Stormwater / Turf Parking / Variance Scenario (Comments 3 & 4):** The Findings clarify that the dock expansion itself does not require paving or new impervious surface. If parking surfaces were modified in the future, CLFLWD rules would apply and separate review would be required. The record reflects that erosion potential from turf areas was considered and that no new stormwater discharge pathway is created by the dock addition itself.
- **CLFLWD Permit Rules (Comment 5):** Table 9.1 has been clarified to recognize applicable CLFLWD permitting authority where triggered.
- **Wetland Delineation (Comment 7):** The Findings acknowledge the wetland delineation on record and clarify that no wetland alteration is proposed as part of the dock addition.
- **Aquatic Invasive Species List (Comment 8):** The record has been clarified to include additional commonly documented species such as Common Carp, Curly Leaf Pondweed, and Purple Loosestrife.
- **Boat Density / Carrying Capacity (Comments 9 & Additional Comment):** In response to comments regarding carrying capacity, the City requested additional information from the applicant and independently evaluated projected peak-day density assuming up to 50% of the proposed slips could be occupied at once. The Findings now include acres-per-boat comparisons under existing and projected conditions. The City determined that while boat presence may increase during peak periods, the projected incremental change does not meet the threshold for a significant environmental effect requiring preparation of an Environmental Impact Statement.
- **AIS Operational Policies (Comment 10):** The Findings recognize that marina operational practices can support AIS prevention goals and that state inspection and enforcement programs remain in place.

After reviewing all materials, including the District's comments, the City determined that the dock addition does not have the potential for significant environmental effects under Minn. R. 4410.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your continued coordination and technical review.

APPENDIX B – PUBLIC COMMENTS WITH RGU RESPONSES

From: Forest Lake <ourforestlake@gmail.com>

Sent: Monday, February 2, 2026 6:32 PM

To: FL Zoning <zoning@ci.forest-lake.mn.us>

Subject: EAW Comment – Timm’s Marina

Dear Mayor Roberts, Members of the City Council, and City Zoning Department

On behalf of the Forest Lake Lake Association (FLLA), we are submitting this letter to summarize our members’ perspectives and the opinion of the FLLA Board regarding the proposed expansion of Timm's Marina to add 72 additional boat slips. FLLA represents a broad cross-section of Forest Lake lakeshore residents, lake users, and community stakeholders. Following the release of the Environmental Assessment Worksheet (EAW), FLLA conducted a membership survey to better understand community sentiment regarding the proposed expansion. 600 + surveys were sent out to our paid and unpaid membership. Our paid membership is over 500 including 36 Lake Sponsor businesses. 204 surveys were returned. **The detailed survey report is attached separately.**

Executive Summary: The survey results show a clear majority of respondents expressing concern or opposition to the expansion (71%), with a smaller portion indicating conditional neutrality (14%) and a minority expressing support (15%). The principal concerns raised by our FLLA membership include:

- **Boat traffic, Congestion:** With approximately 946 private docks, multiple multi-tenant boat slips, boats from public launches, and existing marina boat slips, Forest Lake already exceeds commonly accepted lake-planning benchmarks for congestion during peak summer use. Please see Appendix 2 in the report for details.
- **Recreation and safety:** Forest Lake already experiences heavy recreational use. Additional slips would increase congestion and conflicts among powerboats, personal watercraft, anglers, paddlers, swimmers, and shoreline residents, diminishing safety and quiet enjoyment. Our calculation of current boat density on **Forest Lake (6-8 acres per boat)** already far exceeds the DNR guidelines for **safe boat density (10-20 acres per boat.)**
- **Aquatic invasive species (AIS):** Increased boat traffic elevates the risk of AIS spreading and is determinant to water quality - an ongoing and costly challenge for the lake that is not fully addressed through incremental analysis.
- **Unequitable lake maintenance burden:** While the expansion may generate modest additional tax revenue, it would not proportionally offset the increased costs associated with lake management, AIS prevention, weed harvesting, and inspections—costs currently

borne by the City, the CLFLWD, and lakeshore residents through voluntary FLLA contributions.

- **Parking and land-use concerns:** The proposal includes a request for a variance from City parking requirements, which many members view as inconsistent with established standards and neighborhood impacts. We are trusting that the City will fully evaluate this parking/traffic issue and make the best decision for the local community impacted.

- **Water quality degradation from increased parking:** The property already has conditions that contribute to increased stormwater run-off:

1. Extensive impervious gravel roads and paths
2. Parking for vehicles on compacted dirt with minimal vegetation cover,
3. Most of the property is 1-3 ft above the lake level with minimal shoreline cover
4. No vegetation buffers to protect an adjacent wetland.
5. Minimal natural shorelines

The additional 72 boat slips will encourage additional stormwater runoff:

1. Parking for 41 additional vehicles on what will be compacted grass land, 100 ft from the lake on land that is only slightly above the lake level
2. Parking for 34 vehicles right in front of the two new requested docks also on grass land.

- **Equity and precedent:** The expansion would primarily benefit a private commercial entity while distributing environmental and quality-of-life impacts across the broader public.

For many of our members, the central issue is not whether the proposal meets minimum regulatory thresholds, but whether it aligns with the City's responsibility to protect the long-term health, safety, and enjoyment of Forest Lake for all users.

Based on member feedback and the cumulative concerns outlined above, the Forest Lake Lake Association requests the City of Forest Lake to deny the proposed expansion.

Thank you for your time, consideration, and continued stewardship of Forest Lake.

Sincerely,

Forest Lake Lake Association Board of Directors

➤ **RGU Response**

Thank you for your detailed submission, survey data, and analysis regarding congestion, lake carrying capacity, AIS risk, water quality, safety, and cumulative impacts.

Your organization's modeling and density concerns were specifically reviewed by the City. Because of the number and detail of comments regarding peak-day boating levels, the City formally requested additional information from the applicant regarding projected vessel counts. After receiving that information, the City independently evaluated what would happen

if up to 50% of the proposed slips were used at the same time on a busy weekend. That higher-use testing was done to ensure that potential impacts were not understated.

The Findings of Fact explain that analysis and show the projected acres-per-boat under existing and higher-use scenarios. The City evaluated whether that change would likely cause significant environmental harm under Minnesota environmental review rules and determined that it does not meet the threshold requiring preparation of an Environmental Impact Statement.

The Findings also separately address AIS prevention efforts, inspection programs, fuel handling controls, water quality considerations, and shoreline impacts. The dock expansion does not include dredging, shoreline hardening, or grading.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

The City appreciates the Association's ongoing stewardship and participation in this process.

From: William Grun <bgrunner@outlook.com>

Sent: Wednesday, January 28, 2026 6:32 AM

To: FL Zoning <zoning@ci.forest-lake.mn.us>

Subject: EAW Comment - Timm's Marina

EAW Comment – Timm's Marina

Recently I received a note in my paper box regarding a dock expansion proposal for Timm's Marina. It indicated that public comment was open during the review period, The following are my thoughts.

As I was unaware of the proposal and the only information I received was the note, without a name or source listed. (If you are unaware of the note I can provide a copy). Consequently I may not have all pertinent information. However, I do question some of the assumptions listed in the note. I say assumptions as no references are noted to substantiate any of the information.

I have resided just east of the marina for over 35 years. My property is on a point and up high, providing a clear view of the dock at the marina. What I find interesting is the small number of boaters that actually leave their slips on any given day, even on holidays and weekends. I have never found the amount of traffic coming and going from the marina to be a problem, even with the people camping for the summer. I do not expect that the increase in vehicle and boat traffic would be a problem.

The note mentions water quality risks. I really can't speak to this; however, I expect that extra boats tied to the dock and occasionally used, would be of little impact when

compared to the boats using the public launches and the Boat Club rental boats in use on a daily basis.

In conclusion, I don't expect that expansion would be a problem. Timm's Marina is a well-run family business that has been in the neighborhood longer than I have lived there. I have seen lots of improvements to the marina and no problems.

Thanks for considering my thoughts.

Bill Grun

➤ **RGU Response:**

Thank you for sharing your experience as a long-term neighbor of Timm's Marina. You noted that even on busy weekends and holidays, many slips appear unused and that you have not observed significant traffic problems related to the marina.

Your observations were included in the record and were helpful in providing context regarding how the marina currently operates. Even so, the City did not assume low usage when evaluating impacts. Because many commenters raised concerns about peak-day congestion, the City asked the applicant for additional information and then independently tested what would happen if up to 50% of the proposed slips were occupied at the same time on a busy day.

That analysis is explained in the Findings of Fact. The City determined that even under that higher-use scenario, the projected increase does not rise to the level of a significant environmental effect under Minnesota environmental review rules.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your thoughtful input.

From: craig fischer <craigjfischer@hotmail.com>

Sent: Monday, January 26, 2026 8:33 PM

To: FL Zoning <zoning@ci.forest-lake.mn.us>

Subject: EAW Comment-Timm's Marina

To all concerned,

It is of my opinion that the additional docks and slips should NOT be allowed.

Forest Lake is over used as it is. As a resident on the lake you can only hope to get on the lake during weekends and especially holidays.

Having the Boat Club on the lake should make for enough mayhem. People that do NOT know rules of boating or care.

Then to add another 72 boats to people not paying taxes to have control of something they really don't care about.

It is almost like we have to make a reservation to a time slot to get on the lake. Not to mention the amount of outsiders that trailer their boats in from surrounding areas and get on the lake.

Please do not allow another 72 slips to be on the lake that have no skin in the game. I can only imagine the impact this would have on the lake itself.

Thank you
Craig Fischer
North Shore Trail
Forest Lake, MN

➤ **RGU Response:**

Thank you for your comments expressing concern that Forest Lake is already heavily used and that additional slips would increase congestion, safety risks, and pressure on the lake.

Your concern about peak-day congestion was one of many that led the City to request additional information from the applicant about projected boat use. After receiving that information, the City did not rely solely on the applicant's estimates. Instead, the City independently evaluated what would happen if up to 50% of the proposed slips were used at the same time on a busy weekend. This higher-use assumption was used to test potential impacts.

The Findings of Fact explain that analysis and show that even under that scenario, the projected increase represents a relatively small percentage change compared to existing peak conditions. The City reviewed whether that increase would likely cause significant environmental harm and determined that it does not meet the threshold requiring preparation of an Environmental Impact Statement.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for participating in this process.

From: Kris Ann Schultz <KrisAnn.Schultz@childrensmn.org>

Sent: Thursday, January 22, 2026 4:11 PM

To: FL Zoning <zoning@ci.forest-lake.mn.us>

Subject: Forest Lake- Timm's Marina expansion

I am writing to express my concern regarding the addition of boating slips to Timm's Marina. Forest Lake is already quite busy in the summer and I am particularly concerned that adding more boating traffic will increase safety risks and increase the risk of boating accidents with potentially fatal consequences. Particularly at risk are children who are

swimming, boating or tubing on the lake. As boat density increases, accident risk also increases.

This is a threat to our most precious resources, our people, especially our children.

Thank you for your consideration of this important issue.

With warm regards,
Kris Ann

Kris Ann P. Schultz, MD

➤ **RGU Response:**

Thank you for raising concerns about boating safety and the potential risk to children and swimmers if lake traffic increases.

Concerns about peak-day boat density and safety were raised by many residents, including you. Because of those concerns, the City requested additional information from the applicant about projected boat use. After receiving that information, the City independently evaluated what would happen if up to 50% of the proposed slips were used at once on a busy weekend.

That analysis is explained in the Findings of Fact. The City reviewed whether the projected increase under that higher-use scenario would likely cause significant environmental harm. The record does not show that the incremental increase meets the legal standard requiring preparation of an Environmental Impact Statement.

Boating safety rules and enforcement remain under state regulation and are not changed by the dock expansion itself.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your thoughtful comments.

From: Schultz, Chris (TR Product) <chris.schultz@thomsonreuters.com>

Sent: Thursday, January 22, 2026 10:55 AM

To: FL Zoning <zoning@ci.forest-lake.mn.us>

Subject: EAW Comment – Timm's Marina

Hi there,

I hope this email finds you well. Thanks for taking the time to consider this. I wanted to express my concerns about the proposal to add more boat slips to the lake. As someone who frequently spends time on the lake, I've noticed that it already experiences a significant amount of pressure and heavy traffic. Introducing additional boat slips would undoubtedly increase this traffic, potentially making the situation even more congested.

During the summer months, there are already moments when navigating the lake feels quite unsafe due to the high volume of boats. Adding more slips would likely exacerbate this issue, leading to even more crowded and potentially hazardous conditions. I believe it's important to prioritize the safety and enjoyment of all lake users, and I'm worried that the proposed increase in boat slips would have the opposite effect.

Thank you for your attention to this matter. I appreciate the opportunity to share my perspective and hope that these concerns will be taken into account when making a decision.

Best regards,

Chris Schultz
8769 North Shore Trail N.
Forest Lake MN

➤ **RGU Response:**

Thank you for your comments regarding congestion and navigational safety during the summer months.

Your concern that the lake already feels crowded during peak times was shared by many commenters. Because of those concerns, the City formally requested additional information from the applicant about projected boat use. The City then independently tested a higher-use scenario assuming that up to 50% of the proposed slips could be occupied at the same time on a busy day.

The Findings of Fact explain that analysis and show the projected change compared to existing peak conditions. The City evaluated whether that increase would likely cause significant environmental harm and determined that it does not meet the threshold requiring an Environmental Impact Statement.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

We appreciate your participation.

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

From: MALINDA SMITH <jmsmitb@msn.com>

Sent: Tuesday, January 20, 2026 5:19 PM

To: FL Zoning <zoning@ci.forest-lake.mn.us>

Subject: EAW comment-Timm's Marine

Hello,

I have lived on third lake of Forest Lake for 36 years and am a member of the Forest Lake Lake Association. In the time I have been here the water quality, weed control, marking of low water and the channels has improved 100%. This improvement is due to the people that live on the lake and the hard work of the FLLA.

The boat traffic on the lake has increased over all and particularly on weekends and holidays. I am concerned that the addition of 72 slips would cause over crowding as well as conflicts with the recreational opportunities the lake offers, as well as the water quality effects and weeds. I would like to ask that a Full Environmental Statement be done so that a more informed decision can be made.

From the knowledge I have at this time, I would be opposed to the additional 72 Slips.

Regards,
Malinda Smith

➤ **RGU Response:**

Thank you for your comments expressing concern about congestion, water quality, and your request for preparation of a full Environmental Impact Statement.

Concerns about cumulative boat traffic and lake carrying capacity were raised by many commenters and led the City to request additional peak-use information from the applicant. After receiving that information, the City independently evaluated what would happen if up to 50% of the proposed slips were occupied at once on a busy weekend.

The Findings of Fact explain that analysis and show that even under that higher-use scenario, the projected increase does not meet the legal threshold requiring preparation of an Environmental Impact Statement.

Water quality and aquatic vegetation concerns are addressed separately in the Findings. The dock expansion does not include dredging, shoreline grading, or new stormwater systems. Existing fuel storage and handling remain regulated.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your engagement.

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

From: Dale Hentges <hentgesd@gmail.com>

Sent: Tuesday, January 20, 2026 7:37 PM

To: FL Zoning <zoning@ci.forest-lake.mn.us>

Subject: EAW Comment – Timm’s Marina

To whom it may concern,

I am writing to provide input that I oppose any expansion at Timm’s Marina.

To preserve Forest Lake’s current safety and natural resource, an increase in boat capacity, traffic, and environmental impact on the lake should not be granted.

The total capacity for boats on Forest Lake should be maintained at 2025 levels to ensure the current safety and impacts on the lake are preserved.

If a marina expansion was granted, an equal reduction in available public boat trailer parking spots across the 3 accesses on the lake would be needed to maintain the capacity at current levels. I would not support this change as public access to the lake should be a priority over marina expansion.

Sincerely,

Dale Hentges

➤ **RGU Response:**

Thank you for your comments asking that boat capacity on Forest Lake remain at current levels and expressing concern about congestion and safety.

Your concern about total lake capacity was similar to many other comments received. Because of those concerns, the City formally asked the applicant to provide more detailed information about peak-day boat use. After receiving that information, the City did its own calculations. We did not simply use the applicant’s numbers. We assumed that up to 50% of the new slips could be in use at the same time on a busy day in order to test higher-use conditions.

Those calculations are explained in the Findings of Fact under the boating density section. The results show that even under that higher-use assumption, the increase would represent roughly a 4–6% change compared to peak modeled conditions. The City then evaluated whether that change would likely cause significant environmental harm under Minnesota environmental review rules and determined that it would not.

The RGU’s determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for taking the time to comment.

From: bjmahr@comcast.net <bjmahr@comcast.net>

Sent: Sunday, January 18, 2026 1:01 PM

To: FL Zoning <zoning@ci.forest-lake.mn.us>

Subject: EAW Comment - Timm's Marina

To the Mayor, Councilmembers and Members of the Planning Commission for the City of Forest Lake:

I respectfully request your serious consideration to deny or significantly reduce the expansion of this private commercial operation on Forest Lake, without significantly more review of the impact this will create for other property owners on the lake.

I am an owner of a condominium unit and very concerned about the boat traffic on the lake.

If this Marina is allowed to expand, it's comparable to 8% of the approximately 900 homes on Forest Lake each adding another boat to the water. This does not include the boats at multi-tenant residences, condominiums, and existing marinas. Just because there is a waiting list for boat slips doesn't mean more should be added.

The EAW study seems very limited and does not seem to address the overall impact of 72 more boat slips on the lake to all the residents on the lake. Observations of the parking concerns on one Holiday one summer does not address the impact of adding this many boats on the lake. Additional seasonal slips *will* impact boat use on the lake, which is already extremely busy and congested when there is good weather, especially on holidays, evident from parking at the main boat launch and being on the water.

This action creates additional revenue for one property owner, without additional benefit for the community at large.

Have you considered if the owner should be responsible for inspection of the boats that are launching from this marina?

Management of the lake and the impact of more boats *will* impact water quality issues.

Will there be an opinion from the DNR regarding adding this many more boats to the lake?

In the City Council Meeting Minutes from Monday, July 14, 2025, Community Development Director Wittman indicated that this property is zoned for single-family. Yet it seems from the discussion in the Council meeting and the prior Planning Commission meeting held on Wednesday, July 9th, that this property has two homes and is operating as a Commercial business. It appears the owner has a conditional use permit, that will need to be amended. With that amendment, if it happens, should come responsibility requirements.

Commissioner Young with the Planning Commission rightfully questioned how the conflicting ordinances and non-conforming uses in the City Code should be addressed. It was indicated that these would be discussed in a future meeting. I don't understand how something like this could be approved with the multiple variance/conditional uses on this property, not clarified.

Please take your time and complete a thorough review of the impact not just to the property owner and his immediate neighbors, but with consideration for the other over 900 property owners on the lake.

Thank you for your work in balancing these hard questions.

Sincerely,

Barbara J. Mahr
151 4th Ave NE
Forest Lake, MN 55025

➤ **RGU Response:**

Thank you for your detailed comments regarding congestion, cumulative impacts, water quality, AIS risk, parking, and overall fairness.

Your concerns about peak boating levels and overall lake use were among those that led the City to request additional information from the applicant about how many boats might realistically be on the lake at one time. After receiving that information, the City independently tested higher-use conditions by assuming that up to 50% of the proposed slips could be occupied on a peak day.

The Findings of Fact explain the math behind that analysis and show the change in acres per boat under different peak scenarios. The City reviewed whether that increase would likely cause significant environmental harm and concluded that, while activity may increase, it does not meet the threshold that requires an Environmental Impact Statement.

Water quality and AIS concerns are addressed in separate sections of the Findings. The record explains that the dock expansion itself does not add new fuel tanks, dredging, shoreline grading, or new stormwater systems. AIS inspection programs and state enforcement remain in place and are documented in the record.

Questions about zoning status, conditional use permits, and parking standards are separate land use issues that will be reviewed outside the EAW process.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use

approval.

Thank you for your thorough input.

From: s e <smericks1@gmail.com>
Sent: Saturday, January 17, 2026 9:41 PM
To: FL Zoning <zoning@ci.forest-lake.mn.us>
Subject: EAW Comment-Timm's Marina

Dear Mayor and City Council Members,

We are residents of Forest Lake, and are writing to formally express our opposition to Timms Marina's proposal to add 72 additional dock spaces.

Forest Lake is a valued natural resource and a place many residents, including myself, call home specifically because of its environmental quality, scenic beauty, and relatively peaceful character. The proposed marina expansion raises serious concerns about the long-term health of the lake, the quality of life for shoreline residents, and the cumulative impact of increased recreational pressure on an already heavily used body of water.

Adding 72 new dock spaces would significantly increase boat traffic on Forest Lake. More boats mean increased noise, congestion, shoreline erosion, and safety risks for swimmers, paddlers, and other recreational users. Forest Lake already experiences high traffic during peak seasons, and further intensification will only worsen these conditions.

There are also substantial environmental concerns. Increased boat usage contributes to water pollution through fuel spills, oil residue, and the stirring up of sediment, which can degrade water clarity and quality. Additional docks and boat activity place further stress on fish populations, aquatic vegetation, and wildlife habitat. Protecting water quality should be a priority, especially as lakes across the region face growing challenges from pollution, invasive species, and climate-related stressors.

Equally important is the impact on the residential character of Forest Lake. Many residents have invested in homes here with the expectation that the lake would remain a balanced mix of recreation, conservation, and livability. A major marina expansion shifts that balance toward commercial overuse, benefiting a private business while imposing lasting impacts on surrounding homeowners and the broader community.

We respectfully ask the City to carefully consider whether this proposal aligns with long-term planning goals, environmental stewardship responsibilities, and the interests of residents who rely on the lake for both recreation and quality of life. **At a minimum, we urge the City to deny the expansion.**

Thank you for your time and for considering the concerns of Forest Lake residents. I appreciate your commitment to protecting our community and its natural resources.

Sincerely,
Brad and Susan Erickson
Forest Lake Resident

22004 Jason Ave. N

➤ **RGU Response:**

Thank you for your comments about long-term lake health, congestion, safety, and water quality.

Your concerns about cumulative pressure on the lake were part of the reason the City asked the applicant to provide additional information about peak-day use. After receiving that information, the City independently evaluated what would happen if half of the new slips were used at the same time on a busy day. That higher-use scenario is explained in the Findings of Fact.

The City reviewed whether that increase would likely cause significant environmental harm under Minnesota's environmental review rules. The record does not show measurable ecological damage tied to the projected increase. For that reason, the City determined that an Environmental Impact Statement is not required.

Water quality, AIS, and wake impacts are each addressed separately in the Findings, including the role of state regulations and inspection programs that remain in place.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for sharing your concerns.

From: Mike & Sarah Nieters <nietershome@aol.com>

Sent: Friday, January 16, 2026 1:00 PM

To: FL Zoning <zoning@ci.forest-lake.mn.us>

Subject: EAW Comment – Timm's Marina

Hi,

We are against Timm's Marina expanding by 72 boat slips. Forest Lake is crowded enough on weekends and holidays. 72 more boat slips would only make this worse.

Thank you...
Mike & Sarah Nieters
8330 216th St. N
Forest Lake, MN 55025

➤ **RGU Response:**

Thank you for your comments stating that Forest Lake is already crowded on weekends and holidays and expressing opposition to adding additional slips.

Concerns about peak-day congestion were raised by many residents. Because of those concerns, the City required additional information from the applicant about projected boat use. The City then independently evaluated a higher-use scenario assuming that up to 50% of the proposed slips could be occupied at the same time on a busy day.

That analysis is explained in the Findings of Fact. The City reviewed whether the projected increase would likely cause significant environmental harm under Minnesota environmental review rules and determined that it does not meet the threshold requiring preparation of an Environmental Impact Statement.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your comments.

From: Joyce Getchell <joycegetchell@gmail.com>
Sent: Wednesday, January 14, 2026 2:09 PM
To: FL Zoning <zoning@ci.forest-lake.mn.us>
Subject: EAW Comment - Timm's Marina

Dear Members of the Zoning Commission,

My name is Joyce Getchell, and I am a resident on Forest Lake. I am writing to share my concerns regarding the proposed dock expansion at Timms Marina.

While I understand the role marinas play in supporting recreation and access to the lake, I am concerned about the cumulative impact this particular proposal could have on Forest Lake and those of us who live here year-round.

First, the scale of the expansion raises concerns about boat traffic. Adding more than 72 new slips will result in dozens of additional motorized boats on the water. Over the course of a season, especially on weekends and holidays, this translates into thousands of additional boat trips. Increased congestion affects not only enjoyment of the lake but also safety for everyone who uses it.

Second, there are real risks to water quality. More boats increase the likelihood of fuel sheen, oil residue, and the spread of aquatic invasive species. In addition, this proposal requires a variance from the City of Forest Lake to accommodate additional vehicle parking for these new slips. Increased parking and traffic near the shoreline raises concerns about runoff entering the lake, which can negatively impact water quality. Even small, incremental changes can permanently degrade water clarity over time, and once that happens, it is extremely difficult to reverse.

Third, I am concerned about recreation, safety, and noise. Additional boats will further congest navigational areas and increase conflicts between powerboats, jet skis, anglers, paddlers, swimmers, and shoreline residents. The quiet enjoyment of the lake, particularly during evenings and weekends, will be diminished for many residents who chose to live here for that very reason.

Finally, there is an issue of equity and fairness. The primary beneficiaries of this expansion are seasonal slip holders and a private commercial operation. Meanwhile, the impacts of noise, congestion, shoreline erosion, and increased safety risks are shared by all lake residents. Seasonal slip holders benefit from the high water quality of Forest Lake without making a direct financial contribution toward preserving and managing that quality.

I respectfully ask the Commission to carefully consider these cumulative and long-term impacts before approving the dock expansion. Forest Lake is a shared resource, and decisions made today will affect its health and livability for decades to come.

Thank you for your time and consideration.

Sincerely,
Joyce Getchell

1043 N Shore Drive, Forest Lake

➤ **RGU Response:**

Thank you for your thoughtful comments regarding congestion, parking runoff, water quality, and fairness.

Your concerns about parking and runoff were among those that led the City to request clarification from the applicant. The Findings of Fact now clarify that the dock expansion itself does not require new paved parking or new stormwater systems. The record also explains that

any future changes to parking surfaces would require separate review under local and watershed regulations.

Regarding boat congestion, the City independently evaluated peak-day density by assuming that up to 50% of the proposed slips could be used at once. That testing is described in the boating density section of the Findings. The City determined that while boat traffic may increase during busy times, the projected change does not meet the legal standard for a significant environmental effect.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your detailed comments.

From: JANICE SIMONSON <simonsonjan@yahoo.com>

Sent: Tuesday, January 13, 2026 11:00 PM

To: FL Zoning <zoning@ci.forest-lake.mn.us>

Subject: EAW Comment – Timm's Marina

I would like to express my objection to the proposed expansion of Timm's Marina. I received notice of the expansion from Forest Lake Lake Association and believe that they have stated many reasons why this would have a very negative impact on the lake. I agree with and would like to repeat there points.

1. Boat Traffic is already in excess on weekends and holidays.
2. Water Quality Risk
3. More Congestion, reduced quiet enjoyment
4. Equity & Fairness, Seasonal slip holders gain benefit of great water quality without any monetary contribution to managing that quality.
5. Lake Carrying Capacity, Forest Lake already exceeds commonly accepted high use thresholds.

Please consider rejecting this expansion and help to keep our lake safer and more enjoyable.

Thank you,

Janice Simonson
820 16th St SE
Forest Lake, MN

RGU Response:

Thank you for outlining your concerns regarding congestion, water quality, noise, fairness, and lake carrying capacity.

Because many comments raised questions about lake density, the City requested additional data from the applicant and then independently evaluated higher-use conditions by assuming that half of the proposed slips could be occupied on a peak day. That evaluation is explained in the Findings of Fact.

The record acknowledges that Forest Lake experiences heavy use during certain times. The City's role under the environmental review rules is to determine whether the increase would likely cause significant environmental harm. After reviewing the record, the City determined that it does not meet that threshold.

Water quality, AIS risk, and noise are addressed in separate sections of the Findings, including discussion of state regulations and ongoing inspection programs.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

We appreciate your input.

From: NANCY THORSON Owner <thorsonjohnson@centurylink.net>

Sent: Monday, January 12, 2026 8:32 PM

To: FL Zoning <zoning@ci.forest-lake.mn.us>

Subject: EAW comment- Tim's Marina

We live on the bay of First Lake in the city of Forest Lake. We are concerned about and opposed to any approval of Tim's Marina enlarging their capacity. We feel the lake is over-used as it is, leading to erosion, poor water quality, and noise pollution.....Nancy Thorson and Duane Johnson

➤ **RGU Response:**

Thank you for your comments regarding overuse, shoreline erosion, water quality, and noise.

The Findings of Fact address each of these issues separately. The City evaluated peak-day boating density using both survey estimates and higher-use testing that assumed up to 50% of new slips could be occupied at once. The projected increase represents a relatively small percentage change compared to modeled peak conditions.

Shoreline erosion, wake impacts, water quality, and noise are each analyzed in separate sections of the Findings. The dock expansion does not include shoreline grading, dredging, or new structural shoreline changes. The record also reflects that state boating and environmental regulations remain in effect.

After reviewing all materials, the City determined that the projected impacts do not meet the threshold requiring an Environmental Impact Statement.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your comments.

From: Clay Humphrey <Clay.Humphrey@genmills.com>
Sent: Sunday, January 11, 2026 8:43 PM
To: FL Zoning <zoning@ci.forest-lake.mn.us>
Subject: EAW Comment - Timm's Marina

Hello,

I am writing to express my opposition to the proposed addition of 72 boat slips at Timm's Marina. Our family loves spending time on our boat on weekends and Holidays on the lake and we are growing more and more concerned with the boat traffic on Forest Lake. Especially when our small children are trying to swim in the lake. The additional boat slips would put us behind only Lake Minnetonka for most boats/acre, as I understand the research from the Forest Lake Lake Association.

Please count me in opposition to the proposal.

Thank you!

Clay Humphrey
21840 Ideal Ave N.
Forest Lake, MN 55025

➤ **RGU Response:**

Thank you for your comments expressing concern about congestion, safety for children, and lake carrying capacity.

Concerns about peak-day crowding were raised by many commenters, including you. Because

of those concerns, the City formally asked the applicant to provide more detailed information about how many boats might realistically be on the lake at one time. After receiving that information, the City did its own calculations and assumed that up to 50% of the proposed slips could be used at once on a busy weekend. This was done to test what higher-use conditions might look like.

The Findings of Fact explain that analysis and show that even under that higher-use scenario, the increase represents a relatively small percentage change compared to peak conditions that already occur. The City reviewed whether that increase would likely cause significant environmental harm and determined that it does not meet that threshold under Minnesota environmental review rules.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your input.

From: tjjarch@comcast.net <tjjarch@comcast.net>
Sent: Sunday, January 11, 2026 1:10 PM
To: FL Zoning <zoning@ci.forest-lake.mn.us>
Subject: Timms Marina Dock expansion

To whom it may concern,

I want to go on record that I oppose the expansion of Timms Marina as it is my opinion that that lake already has an excess of boat traffic and more than doubling the capacity of this marina will have a negative impact on the enjoyment of the lake by the people who pay the property taxes for the right to live on and use the lake. It is already so busy on the lake at certain times that I don't go out and enjoy it as much anymore because it just gets crazy out there with people who don't abide by the boating laws/rules, not to mention the impact on the quality of lake that is already well over the recommended boat capacity.

It is not fair to the shoreline residents of Forest Lake to have their enjoyment so greatly impacted in such a negative way for the financial benefit of others.

Thank you for the opportunity to provide my point of view!

Thank you,
Timothy Johnson

➤ **RGU Response:**

Thank you for your comments expressing concern about congestion, fairness to shoreline taxpayers, and overall lake enjoyment.

Your concern that the lake is already heavily used was shared by many commenters. Because of those comments, the City required additional information from the applicant regarding peak-day boating levels. The City then independently tested a higher-use scenario by assuming that up to half of the proposed slips could be occupied at once on a busy day.

The Findings of Fact explain that even under that higher-use testing, the projected increase represents a modest percentage change compared to modeled peak conditions. The City evaluated whether that increase would likely cause significant environmental harm under state rules and determined that it does not.

Questions about fairness, taxes, and economic benefit are policy considerations but are not environmental impact thresholds under the EAW rules.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your comments.

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

From: Andrea Maslowski <andreasiluk@comcast.net>
Sent: Sunday, January 11, 2026 8:33 AM
To: FL Zoning <zoning@ci.forest-lake.mn.us>
Subject: EAW Comment – Timm's Marina

Our family is in agreement with the association that this would be extremely disruptive and possibly dangerous to the health of our lake.

If there is a vote we would vote against Timm's Marina adding these or any slips/docks for that matter.

Please continue to keep us informed on this matter.

Thank you,

Andrea and Nick Maslowski

➤ **RGU Response:**

Thank you for your comments expressing concern about the health of the lake and safety impacts.

Your concerns about congestion and cumulative effects were similar to others received during

the comment period. In response, the City requested additional information from the applicant regarding expected peak-day use. The City then independently evaluated higher-use conditions by assuming that up to 50% of the proposed slips could be occupied at one time.

That analysis is explained in the Findings of Fact. After reviewing the record, the City determined that while activity may increase during busy periods, the projected increase does not meet the legal standard requiring preparation of an Environmental Impact Statement.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your engagement.

From: daisykw20@aol.com <daisykw20@aol.com>

Sent: Saturday, January 10, 2026 6:12 PM

To: FL Zoning <zoning@ci.forest-lake.mn.us>

Cc: J&M PETERS <daisykw20@aol.com>

Subject: EAW Comment Timm's Marina

Dear City of Forest Lake,

I am writing to share my concern about the proposal by Timm's Marina to add 72 more boat slips to Forest Lake.

As a long time resident (over 77 years) on lake front property, I am very concerned about the added boat traffic and the negative impact it would have on our beautiful lake. I have witnessed many negative changes over my many years of living on the lake and I want to assure that the lake remains healthy for all future residents. We all need to do our part to be responsible lake stewards for the future. Day time boaters do not have a vested interest in the lake like permanent residents do. How will permanent residents benefit from this? What will be the cumulative impact over time? I see only the negative impact like increased boat traffic, noise, congestion and pollution. The negative impact on water quality would be from the extra gas and oil from all of the boats and potentially adding invasive species that could spread. How would all of this be monitored and managed? They would need more parking and that could be a problem for increased traffic on Hwy 97 and road run off during rain into our lake. I see it as a problem and not a benefit for those of us who have a vested interest in living and preserving our beautiful lake. Please consider these thoughts and vote No.

Thank you very much.

Mary Ellen Nielsen Peters

James Robert Peters

➤ **RGU Response:**

Thank you for your long history of lake stewardship and for raising concerns about congestion, wake impacts, water quality, and long-term cumulative effects.

Your concerns about peak-day conditions and cumulative boat use were among those that led the City to request additional peak-use data from the applicant. The City independently tested what would happen if half of the proposed slips were used at once on a busy weekend. That analysis is explained in the Findings of Fact.

The Findings also address water quality, fuel management, AIS risk, and shoreline impacts. The dock expansion does not include dredging, shoreline grading, or new shoreline hardening. The City reviewed whether the projected increase would likely cause significant environmental harm and determined that it does not meet that threshold under Minnesota law.

Your questions about long-term stewardship and fairness are important considerations, but the EAW process specifically evaluates whether impacts are significant enough to require a full Environmental Impact Statement.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your thoughtful comments.

From: Brian Wald <bandbwald@yahoo.com>

Sent: Friday, January 9, 2026 10:55 AM

To: FL Zoning <zoning@ci.forest-lake.mn.us>

Subject: EAW Comment – Timm's Marina

Dear City of Forest Lake officials.

I want to respond to the Timm's Marina expansion proposal. My wife and I are not in favor of this expansion. We are current lake property owners, 1623 12th Avenue SE. We have owned this property since 2004. Our family personal experience of the lake is an overall positive experience. We both fish and leisure cruise on the lake multiple time a week. Our belief is that this positive experience has decreased over the last several years and we attribute the experience primarily to expansion of boaters on the water. It is for this reason, we oppose the Timm's Marina expansion proposal and request that City officials not approve.

Sincerely,

Brian Wald and Barbara Schmid
1623 12th Avenue SE
Forest Lake, MN 55025

➤ **RGU Response:**

Thank you for sharing your experience as frequent lake users and your concerns about increasing boat traffic.

Concerns about congestion and changing lake character were raised by many residents. Because of those concerns, the City requested additional peak-use information from the applicant. The City then independently evaluated a higher-use scenario assuming that up to 50% of the proposed slips could be in use at once.

The Findings of Fact explain that analysis and show that the projected increase represents a relatively small percentage change compared to modeled peak conditions. The City reviewed whether that increase would likely cause significant environmental harm and determined that it does not meet the threshold requiring an Environmental Impact Statement.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your comments.

From: Pat Heavirland <Pat@charlescabinetco.com>
Sent: Friday, January 9, 2026 9:44 AM
To: FL Zoning <zoning@ci.forest-lake.mn.us>
Subject: Timms Marina

Good morning,
I have attached my public comment to the Proposed Timms Marina expansion.

Thanks,

Patrick Heavirland
Forest Lake property owner.
9282 Jewel Ln N
Forest Lake MN
651-248-6793

Dear City of Forest Lake Planning Commission and Staff,

I am writing in support of the proposed dock and boat slip expansion at Timm's Marina. I live only a few properties to the East of Timm's Resort and Marina and have been a close neighbor for many years. As someone who experiences daily lake activity firsthand, I would like to share my perspective.

Timm's Marina has operated responsibly for decades and has been a good neighbor. The resort is well managed, maintained, and respectful of surrounding properties. In my experience, marina-based boating is often more orderly and predictable than activity originating from public launches or informal shoreline access points. Concentrating boat access at a professionally managed facility can actually improve organization, safety, and compliance with lake rules.

I understand concerns about overall lake use and congestion; however, the Environmental Assessment Worksheet (EAW) determined that the proposed expansion does not result in significant environmental impacts when best practices are followed. I trust this professional and regulatory review process. The expansion does not change the size of the lake, nor does it suddenly introduce an unmanaged use—rather, it modestly expands an existing, regulated marina that already operates under city and state oversight.

From a water-quality standpoint, a marina like Timm's provides structured fueling, docking, and monitoring. Slip holders are known users who can be educated, regulated, and held accountable. This is preferable to dispersed, unmonitored access that can occur elsewhere on the lake. In my observation, Timm's staff actively works to maintain clean operations and protect the lake.

As a nearby resident, I have not experienced unreasonable noise, safety issues, or loss of enjoyment due to the marina's current operations. I believe the proposed expansion can be accommodated without materially changing the character of the area, especially compared to the cumulative impacts already generated by multiple public launches and hundreds of private docks around the lake.

Timm's Resort is also an important local business that supports tourism, recreation, and the local economy. Allowing reasonable growth helps ensure its long-term viability while continuing to serve residents and visitors who value Forest Lake.

For these reasons, I support the approval of the proposed dock expansion and appreciate the City's careful review through the EAW process.

Thank you for the opportunity to comment.

Sincerely,

Pat and Tanya Heavirland
Forest Lake Resident
Neighbor to Timm's Resort and Marina

➤ **RGU Response:**

Thank you for your comments in support of the project and for your perspective regarding marina-based organization and oversight.

Your comments regarding structured access and accountability were included in the record. The Findings of Fact address operational controls, fueling oversight, AIS inspection programs, and state boating regulations that remain in place regardless of dock count.

The City independently evaluated projected peak-day density, including testing what would happen if up to 50% of proposed slips were used at once. After reviewing that analysis and other environmental factors, the City determined that the project does not meet the threshold requiring preparation of an Environmental Impact Statement.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your engagement.

From: Greg Bruss <g.bruss@vinco-inc.com>
Sent: Friday, January 9, 2026 7:13 AM
To: FL Zoning <zoning@ci.forest-lake.mn.us>
Cc: Amy Helmueller <helmuelleramy@gmail.com>
Subject: EAW Comment – Timm's Marina"

Dear City Council Members,

I am writing to formally express my opposition to the proposed additional 72 or more new boat slips at Timm's Marina on Forest Lake.

I do not believe this expansion is a good idea for Forest Lake due to the cumulative impacts it would have on the lake and the surrounding community. Specifically, I am concerned about:

- **Cumulative Boat Traffic:** Adding this many new slips will significantly increase boat traffic, contributing to congestion and conflicts between different lake users.
- **Water Quality Risks:** Increased boat usage raises the risk of fuel spills, shoreline

erosion, and nutrient disruption, all of which threaten the long-term health of the lake.

- **Recreation Impacts:** Forest Lake is used by a wide variety of recreational users. Increased congestion diminishes the enjoyment and accessibility of the lake for residents and visitors alike.
- **Safety Concerns:** Higher boat density increases the likelihood of accidents, particularly during peak times.
- **Noise Impacts:** Additional boat traffic will result in higher noise levels, negatively affecting nearby homeowners and the overall character of the lake.

Forest Lake is a valuable natural resource, and decisions regarding its use should prioritize sustainability, safety, and quality of life for current residents rather than overdevelopment.

I respectfully ask the City Council to carefully reconsider this proposal and fully evaluate the long-term environmental and community impacts before moving forward.

Thank you for your time and consideration.

Greg Bruss

23030 Hayward Ave N
Forest Lake MN 55025
651-332-1836

➤ **RGU Response:**

Thank you for outlining your concerns regarding congestion, water quality, safety, noise, and sustainability.

Concerns about peak-day density were raised by many commenters and led the City to request additional information from the applicant. The City independently tested a higher-use scenario assuming that up to half of the proposed slips could be occupied at once.

The Findings of Fact explain that analysis and show the projected change compared to existing peak conditions. The City evaluated whether that change would likely cause significant environmental harm and determined that it does not meet that threshold.

Water quality, AIS, and noise are addressed in separate sections of the Findings. The dock expansion does not include dredging, shoreline grading, or new shoreline armoring.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your comments.

From: Mark Corzine <markcorzine58@gmail.com>
Sent: Friday, January 9, 2026 5:44 AM
To: FL Zoning <zoning@ci.forest-lake.mn.us>
Subject: EAW Comment – Timm’s Marina

I think expanding Timm's would add too many new boats on Forest Lake. 6-8 boats per acre is way too many. Plus, we spend a lot of time and money trying to keep our lake clean and safe, and these new boats will have no skin in the game.

Mark Corzine
22220 Jason Ave N, Forest Lake, MN 55025
612-991-3252

➤ **RGU Response:**

Thank you for your comments regarding boat-per-acre density and concerns about lake stewardship.

Concerns about lake carrying capacity were among those that led the City to request additional peak-use data from the applicant. The City then independently evaluated what would happen if 50% of the proposed slips were used at once on a busy day.

The Findings of Fact explain that analysis and show the projected acres-per-boat under different peak scenarios. While advisory guidelines exist, they are not strict regulatory limits under Minnesota environmental review rules. The City evaluated whether the projected change would likely cause significant environmental harm and determined that it does not meet that threshold.

The RGU’s determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your engagement.

From: Kenneth Wood <kenneth.wood@codywood.net>
Sent: Wednesday, January 7, 2026 8:13 PM
To: FL Zoning <zoning@ci.forest-lake.mn.us>
Cc: Marlene Nordstrom <nordstromz@icloud.com>
Subject: EAW Comment – Timm’s Marina

Dear City of Forest Lake,

My wife and I are writing as Forest Lake lakeshore residents and regular lake users to share our opposition to the proposed expansion of Timms Marina that would add **72 or more new boat slips**.

We understand that the Environmental Assessment Worksheet (EAW) concludes the project does not meet the regulatory threshold for “significant environmental impacts.” However, we believe that conclusion looks too narrowly at individual impacts and does not fully consider what this expansion would mean in practice for an already busy lake.

Our concerns are straightforward:

- **Recreation, safety, and quality of life:** Additional congestion means more conflicts between powerboats, jet skis, anglers, paddlers, swimmers, and shoreline residents, and less quiet enjoyment for those who live on and use the lake.
- **Water quality:** More boats increase the risk of spreading **aquatic invasive species (AIS)**, a cumulative impact that is not fully addressed in the EAW.
- **Increased boat traffic:** Adding 72+ marina slips would predictably increase peak-day boat traffic.
- **Lake carrying capacity:** Forest Lake is already heavily developed, with roughly **900 private docks**, along with additional multi-tenant docks and existing marinas. Common lake-planning benchmarks show that congestion and user conflict increase once lakes exceed about **one boat per 10–15 acres** during peak use. Based on current conditions, Forest Lake likely already exceeds that level on summer weekends.
- **Unequitable Lake Maintenance Financial Burden:** While the Timms Marina expansion may generate some additional business tax revenue, it would not fairly or proportionally contribute to the significant costs of lake maintenance and AIS control, including weed harvesting and boat inspections—costs that are currently paid by the City, the CLFLWD, and lakeshore residents through voluntary contributions to the Forest Lake Lake Association.
- **Parking:** The slip expansion requested also requires additional parking. Timms has requested a variance of the City of Forest Lake parking requirements, which we do not support.
- **Equity and precedent:** The benefits of this expansion would primarily go to a private commercial operation, while the impacts would be shared by everyone who uses

the lake. Approval would also set a precedent for future expansions that could further change the character of Forest Lake.

For us, the key question is not whether the proposal meets minimum regulatory requirements, but whether it makes sense for the **long-term health, safety, and enjoyment of Forest Lake as a shared public resource.**

For these reasons, we respectfully urge the City of Forest Lake to deny the proposed expansion or require a more thorough evaluation of cumulative and peak-use impacts before moving forward.

Thank you for your time and consideration.

Sincerely,

Kenneth Wood and Marlene Nordstrom

6645 North Shore Trail North, Forest Lake, MN 55025

Kenneth.wood@codywood.net

➤ **RGU Response:**

Thank you for your detailed comments regarding congestion, water quality, AIS risk, fairness, and lake carrying capacity.

Your concern that the EAW may have looked too narrowly at impacts was taken seriously. Because many commenters, including you, raised concerns about peak-day boat traffic, the City formally requested additional information from the applicant regarding projected vessel counts. After receiving that information, the City did not simply accept those numbers. Instead, we independently tested what would happen if up to 50% of the proposed slips were occupied at the same time on a busy weekend.

That analysis is explained in the boating density section of the Findings of Fact. The City evaluated whether that increase would likely cause significant environmental harm and determined that it does not meet the threshold that requires preparation of an Environmental Impact Statement.

The Findings also separately address AIS prevention, water quality controls, fuel containment, and the fact that no new dredging or shoreline grading is proposed.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use

approval.

Thank you for your thoughtful participation.

From: JEROME GRUNDTNER <jgrundtner@msn.com>
Sent: Wednesday, February 4, 2026 11:12 AM
To: FL Zoning <zoning@ci.forest-lake.mn.us>
Subject: EAW Comment - Timm's Marina

Dear City of Forest Lake,

My wife and I are writing as residents at 9444 Jewel Lane N. for the last 37 years. Being just up the street from Timm's Marina I have seen all the changes over the last 4 decades and have appreciated the hard work that Joe and Gary provide to keep Timm's clean and neat .

However expanding Timm's by another 72 boat slips is something that we are strongly opposed to as long term residents, neighbors of Timm's and active users of Forest Lake.

We have 4 concerns regarding the proposed addition of 72 slips at Timm's:

- Increased parking on Timm's property
- Increased traffic and safety at Highway 97 and Jewel Lane N.
- Degradation of water quality with additional parking on Timms's property
- Increased boat traffic on Forest Lake

Increased parking on Timm's property

Timm's is proposing having 115 parking spots for 168 total boat slips, which is a ratio of .68 cars/slip. In order to accommodate that many parking spots they are proposing parking 75 vehicles on the grass. I do not agree that having less than one parking spot per slip makes any sense. Yes, not every boat will be out at the same time, but in many cases more than 1 car arrives per boat. There will be more than one car per boat many times. I believe the current ordinance calls for 1.5 parking spots per slip so proposing ½ of that would require a variance which the city should not grant. When the parking is full within Timm's people are going to park on the street which is an additional safety and congestion issue for the neighborhood.

Increased traffic and safety at Highway 97 and Jewel Lane N.

Jewel Lane N. has about 30 residents that generally drive to the west to get out on Highway 97 by Timm's. Most people do not exit onto Highway 97 to the east because that intersection of Jewel Lane N on the east end is very dangerous. Several of the neighbors have had accidents at that intersection. Getting out onto Highway 97 on weekends is a challenge due to traffic and vehicles turning and coming or leaving Timm's. If the 72

additional slips are added and with the potential of up to 200 cars on weekend days using this intersection there will be accidents at this intersection of Highway 97 and Jewel Lane N. This is a significant safety issue and one that the residents of Jewel Lane N should not be forced to deal with. This intersection was not designed for this amount of traffic.

Does MNDOT know about this possible expansion and the additional traffic and safety concern? From a resident standpoint this will not be a safe intersection, and there is no way to add a roundabout or stop and go light.

Degradation of water quality with additional parking on Timms's property

Timms is proposing parking 115 cars on the property with the proposed additional 72 slips. 75 of those spaces are parking on grass with 41 parking on the east side of the lagoon and 34 parking in front of the 2 new docks. The elevation of the grass in these areas is a maximum elevation of 904.0. This is a significant concern as the recorded high-water level according to DNR and the CLFLWD is 902.5. This means the cars are parking only 1'-6" above high water and within 100'-0" of the water.

Once these areas are disturbed with parking of the cars and when any type of rain occurs there will be significant runoff into the lake. That will mean both pollution from the cars and phosphorus from the soil. This will only further degrade the water quality. The City, WSD and the FLLA have all worked hard for the last several years to improve the water quality.

Increased boat traffic on Forest Lake

Living on the lake for the last 37 years we have seen the increased boat traffic. It has gotten to a point that on nice weather days we do not go out on our boat due to the concern for our safety with so many boats racing around.

The addition of 72 additional slips does not sound like many, but the lake is already overcrowded.

The FLLA has estimated that on nice weekend days 359 boats are using Forest Lake. That number does not seem high until you are physically on the lake, and then it is apparent how crowded it is and dangerous.

The increased boat traffic due to Timm's expansion also will increase the cost of the lake management spending that the Tri-Party agreement between the City, WSD and FLLA each pay for each year. These additional boats due nothing to help with that expense, but they benefit from Forest Lake being a premier high-quality lake because of that spending.

Thank you for your efforts as the RGU and helping to address this very significant concern.

Jerry and Marnie Grundtner
9444 Jewel Lane N
612-751-4666

➤ **RGU Response:**

Thank you for your detailed comments regarding parking ratios, turf parking, runoff, Highway 97 traffic, congestion, and cumulative lake impacts.

Your concerns about peak boating density were among those that led the City to request additional information from the applicant. After receiving that information, the City independently evaluated what would happen if up to 50% of the proposed slips were used at once on a busy day. That analysis is explained in the Findings of Fact.

The Findings also address stormwater and runoff concerns. The dock expansion itself does not require new paving, dredging, or shoreline grading. The record explains that any changes to parking surfaces or stormwater systems would require separate review under City and watershed rules. Fuel storage and handling are regulated and documented in the record.

Traffic and parking standards are land use matters that will be evaluated through the separate zoning process.

The City evaluated whether the projected increase in activity would likely cause significant environmental harm under state environmental review rules and determined that it does not meet that threshold.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your detailed comments.

From: James Sherman <jsherman50@gmail.com>

Sent: Tuesday, February 3, 2026 7:40 AM

To: FL Zoning <zoning@ci.forest-lake.mn.us>

Subject: 70+ New Slips at Timm's?

Hello,

I'm expressing my deep concerns about this proposal. We have lived on 3rd lake near Timm's marina since 1998. I cannot imagine what our summer boating experience would be like with that many more boats on Forest Lake.

We host family on 4th of July and other weekends. It's already hazardous enough boating on that weekend with the number of boats currently traversing the waters. All the public launches are also full every day that weekend. It's challenging now to find a spot on first

lake to view the fireworks on July 4th, but likely will not be possible with all the additional boats.

Not to over-emphasize the impact only on July 4th weekend, but these additional boaters will quickly fill all 28 spots at the public docks at the park in town, limiting access to lake residents who pay the highest taxes in the city. One of the great enjoyments to living on the lake is being able to go into town, park at the docks and go to lunch or dinner. Imagine all the boats that will congregate near the reeds adjacent to the public launch on 3rd lake, many of whom will be using the lake waters as their public restroom as they do now.

A percentage of these boats, of course, will be wake boats, creating more turbulent water. Those big waves already makes boating for most boaters less enjoyable, All these boats will also make it more difficult for jet skiers to stay within the boating laws, which regulate how close you can operate near other watercraft (boats) and the shoreline. In my opinion, this will make boating a lot less safe.

Did I mention all the additional noise? What about shoreline erosion? I beleive this will also have a negative impact on lake property values in the end, with a "weedy" Forest Lake then have a reputation as an overcrowded recreational lake. I'm not a fisherman, but can't believe this would be positive for the many that fish the waters of Forest Lake.

Thanks for listening to these concerns.

Sincerely

James Sherman
21123 Iverson Ave N.

➤ **RGU Response:**

Thank you for your comments regarding congestion on holidays, dock access, wake impacts, noise, shoreline erosion, and long-term lake character.

Concerns about peak holiday conditions were raised by many commenters and led the City to request additional peak-use information from the applicant. The City then independently evaluated a higher-use scenario assuming that up to 50% of the proposed slips could be occupied at once on a busy weekend.

The Findings of Fact explain that analysis and show that the projected increase represents a modest percentage change compared to modeled peak conditions. The City evaluated whether that change would likely cause significant environmental harm and determined that it does not meet the legal standard requiring preparation of an Environmental Impact Statement.

Wake impacts, shoreline erosion, water quality, and noise are each addressed in separate

sections of the Findings. The dock expansion does not include dredging or structural shoreline changes.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your participation.

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

From: Miller <miller_ohm@earthlink.net>
Sent: Tuesday, February 3, 2026 1:48 PM
To: FL Zoning <zoning@ci.forest-lake.mn.us>
Subject: "EAW Comment-Timm's Marina"

7243 218th Street Way North

Forest Lake, MN. 55025

February 2, 2026

This is in response to the request from Timm's Marina to expand up to 72 additional boat slips on Forest Lake. Forest Lake is not Lake Minnetonka. Adding these additional boats to Third Lake area is reckless. There are not bathroom facilities to service this number of additional boaters on the lake and only one restaurant unless they go into town via 2 channels to First Lake. There are launching sites on Third Lake and First Lake for those wanting to be on the lakes as well as slips already available on First Lake and Third Lake. The environmental impact would be unsustainable to increase boat traffic and the number of people using the lake. The lakes already have increasing problems with weed growth and this would only increase this problem. And, dangerous conditions for all boaters because of the increased numbers of boats on the lake.

Please do not approve these additional boat slips. The homeowners on the lake do not deserve to have their enjoyment of the lake ruined by so many extra boats and people. I previously owned property on the lake and currently two of our children live on Third Lake- Forest Lake, so I am very familiar with the lake and what it has to offer and what negative impact it would have on the lake.

Thank you for your consideration in this matter.

Sincerely,

Evalyn Miller

➤ **RGU Response:**

Thank you for your comments regarding congestion, weed growth, environmental sustainability, restroom facilities, and overall lake character.

Concerns about increased boat traffic and cumulative impacts were raised by many residents and informed the City's request for additional peak-use information from the applicant. After receiving that information, the City independently tested what would happen if up to 50% of the proposed slips were used at the same time on a busy day.

The Findings of Fact explain that analysis and evaluate whether that projected increase would likely cause significant environmental harm. The City determined that it does not meet the threshold requiring preparation of an Environmental Impact Statement.

Water quality, aquatic vegetation, AIS risk, and shoreline impacts are each addressed separately in the Findings. The dock expansion does not include dredging or new shoreline grading.

Concerns about services, businesses, and amenities are outside the scope of environmental review but may be addressed through the land use process.

The RGU's determination addresses whether the project has the potential for significant environmental effects requiring preparation of an Environmental Impact Statement. The determination does not conclude that there are no impacts, nor does it constitute final land use approval.

Thank you for your comments.

APPENDIX C – ADDITIONAL INFORMATION REQUEST/RESPONSE

Community Development



Date: February 11, 2026

To: Joe Maslow
Timm's Marina, LLC
9080 Jewel Ln N, Forest Lake, MN 55025

From: Steven Gilmore
Assistant Community Development Director
On behalf of the Responsible Government Unit (RGU)
City of Forest Lake

Re: Request for Clarification – Environmental Assessment Worksheet (EAW) Timm's Marina Dock Addition, Forest Lake, Minnesota

As part of the City of Forest Lake's consideration of comments received on the Environmental Assessment Worksheet (EAW) for the proposed Timm's Marina Dock Addition, the Responsible Governmental Unit (RGU) has determined that additional information is reasonably necessary from the project proposer to assist in the RGU's evaluation of potential environmental effects identified in the EAW and in comments received during the public comment period and to enable the RGU to determine whether the project has the potential for significant environmental effects under Minnesota Rules, Chapter 4410.

The City has provided the project proposer with a compilation of all written comments received during the EAW comment period from agency and public respondents. The clarification requested below is reasonably necessary to assist the RGU in evaluating and responding to the substantive issues identified in those comments as part of the administrative record and to complete its determination under Minn. R. 4410.1700. The requested information is limited to issues relevant to the RGU's EIS determination and does not require redesign of the project or submission of new permit applications.

Pursuant to Minn. R. 4410.1700, subpart 1, the RGU may request additional information reasonably necessary to make its determination. The information requested below is made under that authority. The requested information will be considered alongside the EAW and public comments in advance of the RGU's decision regarding the need for an Environmental Impact Statement (EIS) pursuant to Minnesota Rules, Chapter 4410. Nothing in this request should be interpreted as a determination that the project will result in significant environmental effects.

Because the information requested herein is reasonably necessary for the RGU to make a reasoned determination under Minn. R. 4410.1700, the RGU cannot complete its determination regarding the need for an EIS until the requested information is received and reviewed.

Pursuant to Minn. R. 4410.1700, subp. 1, when an RGU requests additional information reasonably necessary to make its determination, the 30-day period for determining the need for an EIS runs from the date the requested information is received by the RGU. Accordingly, the RGU's 30-day determination period shall run from the date the requested information is received by the City, as documented in the administrative record.

The requested information relates to potential effects including the type, extent, and reversibility of environmental impacts; cumulative potential effects; and the extent to which impacts can be anticipated and controlled, consistent with Minn. R. 4410.1700, subp. 7.

- **Lake Carrying Capacity and Congestion**

Several comments raised questions regarding existing and future boating activity on Forest Lake, including peak-use conditions and lake use intensity. To allow the RGU to evaluate potential cumulative and peak-use impacts under Minn. R. 4410.1700, subp. 7, the proposer shall provide an analysis of existing and projected boating density and lake use intensity, including a lake carrying capacity analysis or comparable methodology used to evaluate recreational boat density and peak-use conditions, or a written explanation, supported by quantitative analysis, of why such an evaluation is not applicable or cannot reasonably be performed.

The analysis shall describe the methodology, assumptions, data sources, and any applicable planning benchmarks relied upon, and shall identify any uncertainties or limitations in the data used and shall provide sufficient information to allow the RGU to assess whether the proposed expansion may materially increase peak-use congestion or contribute to cumulative lake use impacts. The analysis shall include, at a minimum, the following components:

- Anticipated slip vacancy and utilization assumptions, including the average number of days per week boats are expected to operate during the marina's operating season.
- An estimate of incremental seasonal boat trips and peak-day boat trips attributable to the expansion, including a description of the methodology or assumptions used to generate those estimates.
- Analysis of anticipated utilization during peak-use periods (e.g., holiday weekends), including the estimated number of peak days per operating season.
- Types and sizes of boats permitted at the marina, including any restrictions placed on slip usage.
- Anticipated changes, if any, in overall boat traffic patterns, peak-day intensity, or use of public access points as a result of the proposed expansion.

- Identification and mapping of any proposed 'No Wake' zone and its dimensions.

- **Noise Considerations**

Comments were received regarding potential noise associated with increased boating activity. The RGU requests clarification regarding whether the proposer anticipates changes in operational characteristics that could affect noise levels beyond existing marina operations. Please describe how compliance with applicable state and local noise standards would be maintained, including identification of the applicable standards relied upon.

- **Water Quality, Pollutant Loading and Stormwater Management**

Comments and agency input raised questions regarding potential water quality impacts, pollutant loading, stormwater runoff, and soil compaction associated with the proposed expansion. The RGU requests clarification regarding anticipated parking surface treatments and stormwater management approaches that would be implemented as part of final site design, as well as whether the additional slips and associated boating activity are anticipated to result in measurable changes to water quality. This clarification should address the following:

- Describe anticipated parking surface materials or treatments and how soil compaction would be minimized.
- Describe how stormwater runoff from parking and circulation areas would be managed, including any best management practices proposed to reduce sediment, nutrient, or hydrocarbon loading, and whether such practices are required by or consistent with applicable regulatory programs.
- Identify whether increased boating activity associated with the additional slips is anticipated to increase pollutant loading, turbidity, sediment resuspension, or hydrocarbon inputs, and describe the basis for that conclusion.
- Describe any operational practices, spill prevention measures, or design features intended to avoid, minimize, or mitigate potential water quality impacts.
- Describe how the project would be implemented and operated in a manner consistent with applicable state water quality standards (Minn. R. ch. 7050) and relevant MPCA and DNR surface water protection requirements.

- **Aquatic Vegetation, Habitat, and Wake Impacts**

Agency comments raised questions regarding aquatic vegetation, fish habitat, and potential wake-related shoreline impacts in the vicinity of the proposed docks. The RGU requests clarification regarding anticipated dock placement and operation relative to existing aquatic resources. This clarification should address the following:

- How existing aquatic vegetation would be removed, managed, or controlled to facilitate installation and use of the westernmost dock.
- The nature and extent of impacts on aquatic vegetation and fish habitat resulting from dock installation and operation.
- Lake bathymetry and general water depths in the vicinity of the proposed docks.
- Whether the proposed expansion is anticipated to increase shoreline erosion or wake-related impacts beyond existing conditions, and if so, the extent of such anticipated change.

- **Public Access and Navigation**

Agency and public comments raised questions regarding potential displacement of public lake use, navigational interference, and crowding of public users in the vicinity of the proposed docks. The RGU requests clarification regarding whether the proposed dock expansion would alter safe navigation paths, affect navigational corridor widths, or materially impact public use of the surrounding water area. This clarification should address the following:

- Existing and post-expansion navigational corridor widths in the vicinity of the proposed docks.
- Whether the dock expansion would alter established or commonly used public navigation routes.
- Whether the proposed configuration could result in congestion, restricted maneuverability, or displacement of public recreational users.
- Any relevant diagrams or spatial depictions illustrating navigational clearances and public use areas before and after the proposed expansion.

- **Cumulative Effects**

Agency and public comments raised questions regarding the cumulative effects of the proposed project in the context of existing marina and dock development on Forest Lake. The RGU requests clarification regarding the incremental contribution of the proposed expansion to overall lake use and development patterns. This clarification should address the following:

- An estimate of the water area (in square feet) directly occupied by each proposed dock and any associated maneuvering area.
- How the proposed expansion fits within existing marina and dock development on Forest Lake, including context regarding total slips and dock infrastructure in the immediate area.



- Whether the incremental addition of slips is anticipated to materially change overall lake use patterns, congestion, or intensity of use on peak days.
- Whether, when considered together with existing development, the proposed expansion could contribute to cumulative effects on water quality, shoreline conditions, aquatic habitat, public navigation, or overall lake use intensity, and the basis for that conclusion.

The RGU emphasizes that the requested information is reasonably necessary to allow completion of the EIS determination under Minn. R. 4410.1700 and to ensure that the Council's decision is supported by a complete administrative record.

The RGU respectfully requests submission of the clarification materials so that the information may be incorporated into the administrative record and considered prior to completion of the City's determination under Minn. R. 4410.1700. The City Council's consideration date will be scheduled following receipt of the requested information to ensure full review and deliberation consistent with Minn. R. 4410.1700.

As stated above, pursuant to Minn. R. 4410.1700, subp. 1, when an RGU requests additional information reasonably necessary to make its determination, the 30-day period for determining the need for an EIS runs from the date the requested information is received by the City, as documented in the administrative record. If the requested information is not provided, the RGU will proceed with its determination based on the EAW, timely substantive comments, and the information contained in the administrative record.

Respectfully,

Steven Gilmore
Assistant Community Development Director
On behalf of the Responsible Governmental Unit
City of Forest Lake

CC: Travis Fristed, Braun Intertec
Benjamin Ruhme, Braun Intertec
Abbi Wittman, City of Forest Lake
Dawn Bugge, City of Forest Lake
Jacquel Hajder

February 20, 2026

B2507049

Steven Gilmore, Assistant Community Development Director

City of Forest Lake

1408 Lake Street South

Forest Lake, MN 55025

Re: Additional Information/Clarification- Timm's Marina Environmental Assessment Worksheet
Dock Addition EAW
9080 Jewel Lane
Forest Lake, Minnesota

Dear Mr. Gilmore:

On behalf of Timm's Marina, Braun Intertec Corporation (Braun Intertec) has received and reviewed the February 11, 2026 Request for Clarification- Environmental Assessment Worksheet (EAW), Timm's Marina Dock Addition in regard to the public comments received by the City of Forest Lake (City) on the EAW.

We have prepared the following information to address the comments received and provide clarification on the items requested by the City for evaluation of the proposed dock addition's (project) potential environmental effects as the Responsible Government Unit (RGU) for the project's EAW.

Please note that for your convenience each review item is restated below along with our corresponding response:

Lake Carrying Capacity and Congestion

Several comments raised questions regarding existing and future boating activity on Forest Lake, including peak-use conditions and lake use intensity. To allow the RGU to evaluate potential cumulative and peak-use impacts under Minn. R. 4410.1700, subp. 7, the proposer shall provide an analysis of existing and projected boating density and lake use intensity, including a lake carrying capacity analysis or comparable methodology used to evaluate recreational boat density and peak-use conditions, or a written explanation, supported by quantitative analysis, of why such an evaluation is not applicable or cannot reasonably be performed.

The analysis shall describe the methodology, assumptions, data sources, and any applicable planning benchmarks relied upon, and shall identify any uncertainties or limitations in the data used and shall provide sufficient information to allow the RGU to assess whether the proposed expansion may materially increase peak-use congestion or contribute to cumulative lake use impacts. The analysis shall include, at a minimum, the following components:



- Anticipated slip vacancy and utilization assumptions, including the average number of days per week boats are expected to operate during the marina’s operating season.
- An estimate of incremental seasonal boat trips and peak-day boat trips attributable to the expansion, including a description of the methodology or assumptions used to generate those estimates.
- Analysis of anticipated utilization during peak-use periods (e.g., holiday weekends), including the estimated number of peak days per operating season.
- Types and sizes of boats permitted at the marina, including any restrictions placed on slip usage.
- Anticipated changes, if any, in overall boat traffic patterns, peak-day intensity, or use of public access points as a result of the proposed expansion.
- Identification and mapping of any proposed ‘No Wake’ zone and its dimensions.

Response:

In Minnesota, regulation of recreational uses of surface waters or “water surface use management” as identified by the Minnesota Department of Natural Resources (MnDNR) is the responsibility of the local unit of government (city, county, township etc.) Any ordinances proposed by a local unit of government must have a hearing and be approved by MnDNR before implementation. Additionally, there is no state statute or rule standard for watercraft density on recreational lakes. The MnDNR and surrounding state natural resources agencies (Wisconsin, Michigan DNRs etc.) offer density guidelines for safe boating that generally range from 9 to 20 acres depending on lake size and expected speed of watercraft.

As a result, local ordinances are rarely, if ever used to directly regulate boat density or volume of other recreational uses on surface waters. Instead, shoreline or shoreland zone development is restricted by ordinances with limitations on dock size, number of watercraft slips per property unit of shoreline or other lake/marine structures. Forest Lake is no different, and upon review of the city code currently available on the city’s website (2025 S-21 Supplement, passed 12/9/2024) there is not a specific ordinance related to boat density, however development within the shoreland overlay district has specific restrictions on structure design, use, type, size & location (including docks),, setbacks and watercraft access to public waters for subdivisions.

According to the MnDNR, Forest Lake’s surface area is approximately 2,271 acres. For lower speed watercraft at 9 acres per boat, the lake has an approximately 252 boat capacity based on current agency recommendations. This capacity decreases to 113 boats for higher speed watercraft at the 20 acres per boat recommended ratio. The Forest Lake Lake Association (FLLA) estimates approximately 1,100-1,300 boats currently access Forest Lake on a regular basis. 20% boat usage on a peak summer weekend day or holiday would equate to 260 boats on the lake (8.7 acres per boat) which is slightly below the MnDNR recommended number for safe boating, indicating peak boat use on Forest Lake may temporarily exceed agency recommended boating density guidelines.



The estimated 20% usage for a peak day is based on observed use of Forest Lake and Timm's marina slips on July 4th (2025) which is typically the busiest boat usage day on the lake. The 20% usage is a fair, if not a conservative peak boat use estimate compared to a 2024 boat use study completed on White Bear Lake which has higher numbers of motorized watercraft (approximately 1,533 boats) on a slightly larger surface water area (White Bear Lake is approximately 2,428 acres). The 2024 White Bear Lake study found that over 3-days of peak use approximately 136 boats were in use on the lake or approximately 8.9% usage of motorized watercraft at 18 lake acres per boat and within the range of MnDNR recommendations for safe boating.

Based on the 2024 White Bear Lake study, closer to 10% boat usage appears to be more typical for a summer weekend day within Washington County. Applying the 10% usage to Forest Lake with the proposed additional 72 boats slips at Timm's Marina places approximately 137 boats on the lake or 16.6 acres per boat, which is within the MnDNR recommended range for safe boating. Applying the current estimated maximum peak usage from July 4th numbers (approximately 260 boats) with 72 additional slips for Timm's Marina would result in an additional 15 boats on the lake or approximately 8.3 acres per boat, a similar density value to existing peak usage (approximately 8.7 acres per boat). Therefore, the 72 additional proposed slips to Timm's Marina are not expected to result in a significant increase of boat use on Forest Lake.

Based on observation from approximately 40 years of operation, usage of Timm's Marina is similar to overall Forest Lake boat usage numbers discussed previously (10-20% peak on weekends and holidays) with approximately 2-4% usage observed during week days (Monday-Thursday) and 4-10% use on Fridays during the operational season. The average slip rental patron uses their boat 6 times per summer, typically between Memorial Day and Labor Day. For the proposed 72 boat slips, an additional 432 pontoon trips per summer are expected. Based on current slip waitlist(s) and non-slip owner boat launch usage, following the addition of 72 new slips, utilization of the Marina's total slips is expected to be 144 slips within the first year and all 168 slips in subsequent years.

All 96 available boat slips are currently used at Timm's Marina, predominantly by pontoons (96%) with limited fishing boats and runabouts (2% each). Per marina policy, boats for the new docks will be restricted to low drafting pontoon style boats under 24 feet in length. No seasonal slips would be rented to wake or jet boat owners to maintain slower speeds and minimize noise, excessive wave action & potential shoreline erosion.

While there is not a MnDNR designated No Wake Zone in the vicinity of Timm's Marina, it is a marina best practice to follow the MnDNR recommendation of no wake within 150 feet of docks. This practice would continue with the addition of new docks and may be implemented as marina policy for new slip renters.

No element of the proposed additional 72 slips would impact existing public water access. The additional slips would not replace a public boat launch or offer additional public parking for boats. Further, the EAW does not state that use of public water access would increase as result of the additional private boat slips at Timm's Marina.



Noise Considerations

Comments were received regarding potential noise associated with increased boating activity. The RGU requests clarification regarding whether the proposer anticipates changes in operational characteristics that could affect noise levels beyond existing marina operations. Please describe how compliance with applicable state and local noise standards would be maintained, including identification of the applicable standards relied upon.

Response:

As stated within Section 19 of the EAW, marina operational noise is not expected to contribute to excessive noise or exceed state noise standards for residential/outdoor recreational areas that fall under Minnesota Pollution Control Agency (MPCA) Noise Classification Area (NAC) 1. While the frequency of noise from outboard motors operation will slightly increase with the additional 72 boat slips, the noise is of short-term duration (not continuous) and seasonal timeframes (April to October; peak usage Memorial Day to Labor Day). No changes to these existing operational conditions are expected for Timm's Marina with the additional 72 boat slips. Refer to Section 19 of the EAW for additional dock rules marina personnel would enforce to minimize potential excessive noise from boat slip users.

Water Quality, Pollutant Loading and Stormwater Management

Comments and agency input raised questions regarding potential water quality impacts, pollutant loading, stormwater runoff, and soil compaction associated with the proposed expansion. The RGU requests clarification regarding anticipated parking surface treatments and stormwater management approaches that would be implemented as part of final site design, as well as whether the additional slips and associated boating activity are anticipated to result in measurable changes to water quality. This clarification should address the following:

- Describe anticipated parking surface materials or treatments and how soil compaction would be minimized.
- Describe how stormwater runoff from parking and circulation areas would be managed, including any best management practices proposed to reduce sediment, nutrient, or hydrocarbon loading, and whether such practices are required by or consistent with applicable regulatory programs.
- Identify whether increased boating activity associated with the additional slips is anticipated to increase pollutant loading, turbidity, sediment resuspension, or hydrocarbon inputs, and describe the basis for that conclusion.
- Describe any operational practices, spill prevention measures, or design features intended to avoid, minimize, or mitigate potential water quality impacts.
- Describe how the project would be implemented and operated in a manner consistent with applicable state water quality standards (Minn. R. ch. 7050) and relevant MPCA and DNR surface water protection requirements.



Response:

As described in Table 8-1, Sections 10.c, & 12.b.ii of the EAW, Timm's Marina currently utilizes packed gravel and grass parking areas. Soils in these locations are already compacted to maximum potential (or near it) from 40 years of parking and marina operations. As part of the dock expansion, variance requests for City of Forest Lake Standards for Uses and Off-Street Parking Standards, which require paved drive & parking surfaces will be submitted to the City. If the variance requests are not approved, paving the existing grass and gravel drive/parking areas will be required. For additional details on the impacts of potentially paving these areas, related earthwork considerations and stormwater best management practices refer to EAW Section 12.b.ii.

Timm's Marina currently uses a single 1,000 gallon above ground tank (AST) to store gasoline and refuel boats. The tank is registered with the MPCA (TS0131554) and is located within a cement structure for secondary containment. Additionally, a spill kit with absorbent booms and fire extinguishers are stored in a shed next to the gasoline AST for use to address substantial fuel leaks from vehicles at the marina. As detailed in Section 13.c of the EAW, other practices utilized to minimize hydrocarbon inputs/reduce spill risk to the lake include: boat refueling would only be completed by marina personnel, and docks are walked daily to inspect moored boats for fuel leaks. Any boat found to be leaking fuel would be removed from the water immediately.

Increased turbidity or sediment re-suspension are not expected to be a concern from the additional 72 boat slips due the following factors: sandy substrate of Forest Lake in the marina vicinity, marina best practice of no wake within 150 feet of the docks and predominant use of pontoons with outboard motors (not jet/wake boats or others with large inboard motors known to cause greater disturbance to aquatic vegetation and/or sediment). Refer to EAW sections 11.b and 12.b.iv (2) for additional details.

Timm's Marina also currently holds a valid Lake Service Provider (LSP) permit from the MnDNR, has historically operated within the conditions of the permit to protect lake water quality, and will continue to implement best management practices in compliance with the permit conditions to prevent the introduction/spread of aquatic invasive species. The permits list in Table 9-1 of the EAW will be updated to include the marina's current LSP.

Aquatic, Vegetation, Habitat and Wake Impacts

Agency comments raised questions regarding aquatic vegetation, fish habitat, and potential wake-related shoreline impacts in the vicinity of the proposed docks. The RGU requests clarification regarding anticipated dock placement and operation relative to existing aquatic resources. This clarification should address the following:

- How existing aquatic vegetation would be removed, managed, or controlled to facilitate installation and use of the westernmost dock.
- The nature and extent of impacts on aquatic vegetation and fish habitat resulting from dock installation and operation.



- Lake bathymetry and general water depths in the vicinity of the proposed docks.
- Whether the proposed expansion is anticipated to increase shoreline erosion or wake-related impacts beyond existing conditions, and if so, the extent of such anticipated change.

Response:

According to the MnDNR bathymetry map of Forest Lake, water depths within the vicinity of Timm’s Marina are less than 5 feet. A depth survey completed by marina personnel on June 30, 2025 within the area for the new proposed docks found water depths between 36 and 45-inches, consistent with the current published bathymetry map. Lake substrate within this area was also observed to be sandy consistent with published geologic information and soil surveys for the project area (see sections 11.a & b of the EAW).

As detailed in Section 14.c of the EAW, no mechanical aquatic vegetation control is expected or requested for the installation of the new docks. Additionally, no chemical use currently occurs to control aquatic vegetation, nor is any proposed for the dock expansion. Section 14.c of the EAW will be updated to include no planned use of chemical means for aquatic vegetation control. Boat traffic is expected to provide an “in-use” vegetation control for the western most proposed dock, which already occurs from a few existing boat slip users as evident by the navigational channels apparent within the more densely vegetated lake space inside the project area. If necessary, a MnDNR permitted provider would be retained to perform aquatic vegetation control (see EAW Section 14.c).

Fish habitat is also not expected to be impacted by the dock expansion since seasonal dock removal and installation would occur outside of typical spawning periods for most fish species within Forest Lake (spring installation prior to May 1 and fall removal in October; Refer to Section 14.d of the EAW). The new docks would also provide additional cover for some predatory fish species (ex; largemouth bass), which may offset any potential losses in aquatic vegetation from boat traffic.

The additional docks are not expected to increase shoreline erosion due to the marina’s best practice of no wake within 150 feet, project area compacted soils and vegetated cover within the marina property and a rip-rap lined shoreline. These factors, along with a lack of jet/wake boats using the new docks will minimize the potential for increased shoreline erosion beyond current levels.

Public Access and Navigation

Agency and public comments raised questions regarding potential displacement of public lake use, navigational interference, and crowding of public users in the vicinity of the proposed docks. The RGU requests clarification regarding whether the proposed dock expansion would alter safe navigation paths, affect navigational corridor widths, or materially impact public use of the surrounding water area. This clarification should address the following:

- Existing and post-expansion navigational corridor widths in the vicinity of the proposed docks.
- Whether the dock expansion would alter established or commonly used public navigation routes.



- Whether the proposed configuration could result in congestion, restricted maneuverability, or displacement of public recreational users.
- Any relevant diagrams or spatial depictions illustrating navigational clearances and public use areas before and after the proposed expansion.

Response:

Navigation corridor widths between the additional docks are expected to be approximately 60 feet, which would exceed current widths for the majority of the existing boat slips. No public navigation routes would be altered or blocked by the dock expansion since the new docks would be a similar distance from shore to the existing 320-foot dock. The project area also does not contain any geological or bathymetric features (bars, points, channels, or isthmus etc.) that restrict boat navigation, nor would any be added as a result of the project. Additionally, the density of aquatic vegetation along the western edge of the project area currently discourages some public recreational uses (swimming etc.). The new docks may also invite other public water use (angling) in close proximity by providing cover for game fish. Therefore, no displacement of public water recreational users would occur from the project.

Cumulative Effects

Agency and public comments raised questions regarding the cumulative effects of the proposed project in the context of existing marina and dock development on Forest Lake. The RGU requests clarification regarding the incremental contribution of the proposed expansion to overall lake use and development patterns. This clarification should address the following:

- An estimate of the water area (in square feet) directly occupied by each proposed dock and any associated maneuvering area.
- How the proposed expansion fits within existing marina and dock development on Forest Lake, including context regarding total slips and dock infrastructure in the immediate area.
- Whether the incremental addition of slips is anticipated to materially change overall lake use patterns, congestion, or intensity of use on peak days.
- Whether, when considered together with existing development, the proposed expansion could contribute to cumulative effects on water quality, shoreline conditions, aquatic habitat, public navigation, or overall lake use intensity, and the basis for that conclusion.

Response:

Both new docks would be 312 feet in length with 18 branch docks (9 each side) 24 feet in length and all dock sections would be 4 feet wide. The total footprint of both new docks with all branches combined is approximately 5,952 square feet. When including slip spaces (on water footprint of each slip area), the footprint increases to approximately 32,448 square feet (two docks with a 312' long dock x 52' width). To account for expected reasonable boat navigation area to facilitate dock access, this footprint was doubled to



64,896 square feet or approximately 1.48 total acres. Both of these project footprint numbers are presented in Table 6-2 Project Magnitude within the EAW.

As described in EAW Section 6.d. the proposed additional docks provide needed boat slips on Forest Lake, which is evident from long wait lists for a seasonal boat slip on the lake. Currently, boat slips outside of Timm's Marina (96 existing slips) on the lake are limited to Pizza Pub on North Shore Trail (12 slips) and Your Boat Club (24 slips) for a total of 132 slips. With Timm's Marina's proposed additional 72 boat slips, a total of 204 private slips would be available. This number is still less than a third of the number of slips provided on White Bear Lake (approximately 636 private slips), which has comparable boating use (previously discussed under Carry Capacity & Congestion response above.) Therefore, the additional docks address a need for recreational boat users on the lake and fit with overall dock/marina development on high recreational use lakes in Washington County.

As discussed in the response to the Carry Capacity & Congestion questions/comments above, the proposed additional docks are not expected to alter overall lake use patterns, congestion, or intensity of boat use on peak usage days.

While the additional docks would increase boat traffic on Forest Lake, the increase is projected to be within the existing range of peak boat use on the lake and not substantially alter boat use density (see response under Carry Capacity & Congestion above). This modest increase in boats, in combination with current best practices by Timm's Marina to minimize noise, shoreline erosion, fuel spills, aquatic vegetation destruction and lake substrate disturbance would not result in a significant increase of environmental impacts from marina operations. Lake water quality, fish populations, and aquatic habitat are also not expected to be further impacted from the additional docks.

Furthermore, as discussed in multiple responses above, the additional docks would not impact public access to Forest Lake or navigational routes on the lake since no displacement of public access would occur, and the new docks do not pose a hazard beyond similar docks already in use at the marina.



We are confident the responses provided address the comments received and, if necessary, look forward to discussing any other concerns at a future meeting. Please contact Ben Ruhme at 612-508-2770 (bruhme@braunintertec.com) or Travis Fristed at 952-995-2027 (tfristed@braunintertec.com) with further questions or to schedule a meeting.

Sincerely,

Braun Intertec Corporation

Benjamin T. Ruhme
Senior Scientist

Travis Fristed, PWS
Associate Director, Principal Scientist

c: Joe Maslow, Timm's Marina, LLC
Jacquel Hajder, Doran Companies

APPENDIX D – EAW PUBLICATION AND NOTIFICATION MATERIALS

EQB MINOTOR SUBMISSION CONFIRMATION



Service information

Transaction ID: 178754
 Service name: EAW available
 Submitted on: 12/22/2025 11:45:40 AM

Project details

Project title: Timm's Marina Dock Addition
 Project summary: Timm's Marina proposes to add two new non-permanent slip docks to the existing marina in Forest Lake, Minnesota. The new docks would provide an additional 72 boat slips on Forest Lake and increase the size of on-water marina operations by approximately 1.48 acres (including boat slips, docks, and boat navigation areas).
 Does the RGU have a consultant? Y

Contacts

RGU name: Steven E Gilmore
 RGU organization: City of Forest Lake
 RGU title: Assistant
 RGU username: ForestLakeMN
 RGU address: 1408 Lake St S, Forest Lake MN 55025-2621
 RGU email: steven.gilmore@ci.forest-lake.mn.us
 RGU phone: 651-209-9734

Project proposer name: Joe Maslow
 Project proposer organization: Timm's Marina
 Project proposer title: Manager
 Project proposer address: 9080 Jewel Ln N, Forest Lake MN 55025-9165
 Project proposer email: joe@timmsmarina.com
 Project proposer phone: 651-263-0767

RGU consultant name: Nathan Fuerst
 RGU consultant organization: Bolton & Menk, Inc.
 RGU consultant title: Contractor \ Consultant
 RGU consultant address: 3507 Highpoint Dr N Bldg 1 Ste E130, Oakdale MN 55128-7577
 RGU consultant email: nathan.fuerst@bolton-menk.com
 RGU consultant phone: 612-210-8150

Project location

Coordinate system: Lat Long - decimal degrees
 Latitude: 45.25384
 Longitude: -92.92127
 Collection method: Digitized - MPCA internal map
 Counties: Washington
 Address: 9080 Jewel Ave N
 Forest Lake MN 55025
 Location description: Section 23 Township 032 Range 021; PID: 23.032.21.11.0001

EAW available

Is this a joint federal and state review? N
 Date approved by RGU: 12/22/2025
 Reason for preparation: Mandatory Category (EAW)
 Mandatory categories: EAW Subp. 25. Marinas.

Attached document(s):	File name	Attachment type
	Timms Marina Dock Expansion EAW_20251215 COMPLETE.pdf	EAW Document

Link to public documents:
 Location of public documents: City of Forest Lake
 1408 Lake St S
 Forest Lake MN 55025

EQB NOTICE OF AVAILABILITY – JANUARY 6, 2026

Timm's Marina Dock Addition

Location (city/township; county): Forest Lake; Washington

Process: EAW

Step: EAW available

End of comment period: February 5, 2026

Project description: Timm's Marina proposes to add two new non-permanent slip docks to the existing marina in Forest Lake, Minnesota. The new docks would provide an additional 72 boat slips on Forest Lake and increase the size of on-water marina operations by approximately 1.48 acres (including boat slips, docks, and boat navigation areas).

Location of public documents: City of Forest Lake, 1408 Lake St S, Forest Lake, MN 55025

Responsible governmental unit and contact: City of Forest Lake, [Steven Gilmore](#), 651-209-9724

EAW DISTRIBUTION LIST

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Washington County Public Works	1 electronic copy	publicworks@washingtoncountymn.gov
Comfort Lake - Forest Lake Watershed District	1 electronic copy	mike.sandager@cflwd.org

EAW DISTRIBUTION EMAIL

From: [Steven Gilmore](#)
Cc: [FL Zoning](#); [Steven Gilmore](#)
Subject: [EAW-TimmsMarina] - Agency Distro - Timm's Marina Dock Addition Project - Forest Lake/Washington County
Date: Monday, January 5, 2026 10:32:39 AM
Attachments: [Timm's Marina Dock Expansion EAW 20251215 COMPLETE SIGNED.pdf](#)
[image001.png](#)

Good morning,

The City of Forest Lake, acting as the Responsible Governmental Unit (RGU) under Minnesota Rules, Chapter 4410, has completed its review of the Environmental Assessment Worksheet (EAW) submitted for the proposed Timm's Marina Dock Addition project.

The Environmental Assessment Worksheet (EAW) evaluates the potential environmental effects associated with the proposed addition of two non-permanent slip docks at the existing Timm's Marina on Forest Lake in Forest Lake, Washington County, Minnesota. The proposed docks would provide an additional 72 boat slips and would increase the overall on-water marina operations area by approximately 1.48 acres, inclusive of boat slips, dock structures, and associated navigation areas. The City has determined the EAW to be complete and has submitted it to the Minnesota Environmental Quality Board (EQB) for publication in the EQB Monitor.

The EAW is expected to be published in the EQB Monitor on **January 6, 2026**, which will initiate the 30-day public review and comment period. Written comments will be accepted through **February 5, 2026**.

As part of the required agency and organizational review process, the City is distributing an electronic copy of the EAW to relevant state, local, and federal agencies for review and comment. We respectfully request that your agency review the EAW and provide any comments or concerns within your area of expertise during the public comment period.

Written comments may be submitted by email to:

zoning@ci.forest-lake.mn.us

Please include **"EAW Comment – Timm's Marina"** in the subject line to ensure proper routing and recordkeeping.

The EAW document and supporting materials will be available through the EQB Monitor upon publication. If you have any procedural questions regarding the environmental review process, please feel free to contact me.

Thank you for your time and participation in the environmental review process.

Sincerely,

Steven Gilmore



Steven Gilmore, AICP | Asst. Community Development Director
1408 Lake Street South
Forest Lake, MN 55025
Phone: 651-209-9724
www.ci.forest-lake.mn.us

RGU DECISION EXTENSION EMAIL

From: [Steven Gilmore](#)
To: [Collins, Melissa \(DNR\)](#); [Dingle, Sandi](#); [Mike Sandager](#); [MN_ADM_ENV_Review_SHPO](#); [Twin_Cities, FW3](#); [EPA Region 5 NEPA Program](#); [Green, Chris \(MPCA\)](#); [Swanson, Regina \(MPCA\)](#); [stephan.roos@state.mn.us](#); [raymond.kirsch@state.mn.us](#); [healthreview@state.mn.us](#); [jill.townley@state.mn.us](#); [chris.green@state.mn.us](#); [waterprograms.bwsr@state.mn.us](#); [katherine.lind@state.mn.us](#); [mn.osa@state.mn.us](#); [isaac.weston@state.mn.us](#); [ENReviewSHPO@state.mn.us](#); [govdoc@hclib.org](#); [TwinCities@fws.gov](#); [usace_requests_mn@usace.army.mil](#); [RSNEPA@epa.gov](#); [reviewscoordinator@metc.state.mn.us](#)
Cc: [FL Zoning](#)
Subject: Notice of Extension – EAW Determination (Timm’s Marina Dock Addition)
Date: Tuesday, February 24, 2026 5:19:07 PM
Attachments: [image003.png](#)

All,

Pursuant to Minn. R. 4410.1700, the City of Forest Lake, as the Responsible Governmental Unit (RGU), is providing notice that it is extending the time to make its determination regarding the need for an Environmental Impact Statement (EIS) for the Timm’s Marina Dock Addition Project.

The Forest Lake City Council will consider the need for an EIS at its **March 9, 2026** City Council meeting.

This extension applies only to the RGU’s decision timeline. The public comment period has closed and is not being reopened.

If the March 9, 2026 meeting is continued or rescheduled for any reason, the determination will be considered at the next City Council meeting, and notice of any further extension will be provided consistent with Minn. R. 4410.1700.

This notice is being provided to all agencies and individuals who submitted comments during the EAW review period.

To ensure orderly administration of the record and to protect individual privacy, **please refrain from using “reply all.”** If you have procedural questions, please direct them to me individually.

Steven Gilmore



Steven Gilmore, AICP
Assistant Community Development Director
City of Forest Lake

APPENDIX E – 2025 WATERCRAFT INSPECTION REPORT

(Selected Sections, full report available here: <https://clflwd.org/document/2025-watercraft-inspection-program-year-end-report/>)



Comfort Lake-Forest Lake Watershed District 2025 Yearend Watercraft Inspection Program Report



Final Report Updated December 31st, 2025

Written By Matthew Hendrickson & Tori Philippi

Introduction

Aquatic invasive species (AIS) are nonnative species that can affect water quality, recreation, and overall system health. The Minnesota Department of Natural Resources (DNR) initiated the Watercraft Inspection Program in 1992 with a goal “to prevent the spread of invasive species within Minnesota through boater education, watercraft inspections, and watercraft decontaminations at public water accesses.”

The Comfort Lake–Forest Lake Watershed District (CLFLWD or “the District”) was granted authority to conduct boat launch inspections by entering into an agreement with the Minnesota Department of Natural Resources (DNR). The Delegation Agreement states, “The purpose of this agreement is to enhance Minnesota’s capacity to prevent the spread of AIS by enabling local governmental entities to perform AIS inspections and manage access to water resources,” meaning, this agreement authorizes individuals to inspect water-related equipment for aquatic macrophytes, aquatic invasive species, and water.

In 2025, the District continued its partnership with Chisago County by entering a Joint Powers Cost-Sharing Agreement between Chisago County and CLFLWD for Boat Launch Inspections. Through this partnership, Chisago County hired, trained, oversaw, and managed payroll and human resources for two inspectors and received reimbursement from the CLFLWD for hours worked within the District. Chisago County inspectors were stationed at public lake accesses within the CLFLWD (which covers portions of Washington and Chisago counties) as well as throughout the rest of Chisago County. The two inspectors rotated through the District’s five accesses and focused their hours Monday–Thursday.

The District also hires watercraft inspectors, primarily focusing its hours Friday–Sunday. CLFLWD hired 8 inspectors in 2025; 4 inspectors returned from previous seasons. The District greatly values its returning inspectors and has made efforts to retain them through yearly pay raises, among the other compensation offerings available to all, which include competitive starting wages, holiday pay, and performance bonuses. Of the 8 inspectors from CLFLWD and Chisago county, 7 inspectors worked through October, when the season ended.

Throughout the season, inspectors conducted inspections at five different public boat launches within the District:

- Bone Lake,
 - Comfort Lake,
 - Forest West (located on the west basin near Lakeside Park),
 - Forest Central (located on the middle basin on the east side of Willow Point), or
 - Forest East (located on the east basin on the east shore).
-

The DNR has two levels of authorized inspectors, level one or level two, both of which are required to complete annual watercraft inspection training. Both levels are trained by the DNR to inspect watercraft for any violations of state regulations regarding the potential transportation of AIS and deny access if necessary. Level two, however, can also use decontamination equipment at the access. The decontamination units are self-contained, high pressure, high heat wash units that spray the watercraft to remove plants, animals such as mussels, and other potential contaminants from watercraft. All inspectors hired by CLFLWD are level one inspectors, however DNR decontamination units rotate between Forest West and other East Metro accesses. Chisago County also operates a decontamination unit that rotates between fourteen high-traffic accesses throughout CLFLWD and Chisago County including Forest West, Forest East, Comfort Lake, and Bone Lake.

Funding and Goals

The CLFLWD Watercraft Inspection Program would not be nearly as successful without the funding contributions from a variety of entities. In 2025, there were 6 other entities, besides the District, that contributed to funding the 2025 season; this included the Aquatic Invasive Species Prevention Aid Program for both Washington and Chisago counties, City of Scandia, Bone Lake Association, Comfort Lakes Association, and Scandia-Marine Lions Club. Organizations can allocate funding to a specific waterbody, such as a lake association's donation allocation to its respective lake.

Goals and hiring needs were based on the estimated financial contributions using the billing rate of \$23.50/hour. The 2025 pre-season funding estimate for the program was about \$69,500, which could have funded 2957.5 hours ($\$69,500 \div \$23.50 = 2957.5$ hours). This, however, does not include the in-kind hours provided by the DNR. District staff estimated the DNR would contribute 525 hours (about \$12,340 in-kind) to the District's season goal, bringing the total goal to 3,482.5 hours.

Once the number of goal hours is determined, District staff divide inspection hours by the number of weeks during the watercraft inspection season, providing an average number of hours to work per week. There were 26 weeks of Inspections during the 2025 season. The average number of hours to work each week was 133.9 ($3482.5\text{-hour goal} \div 26\text{ weeks} = 133.9$ goal number of hours per week).

In 2025, the yearend watercraft inspection program contributions totaled \$85,386; this includes the 676 hours (a value of \$15,886) of service provided by the DNR. Figure 1 illustrates the yearend financial contributions to the 2025 watercraft inspection program.

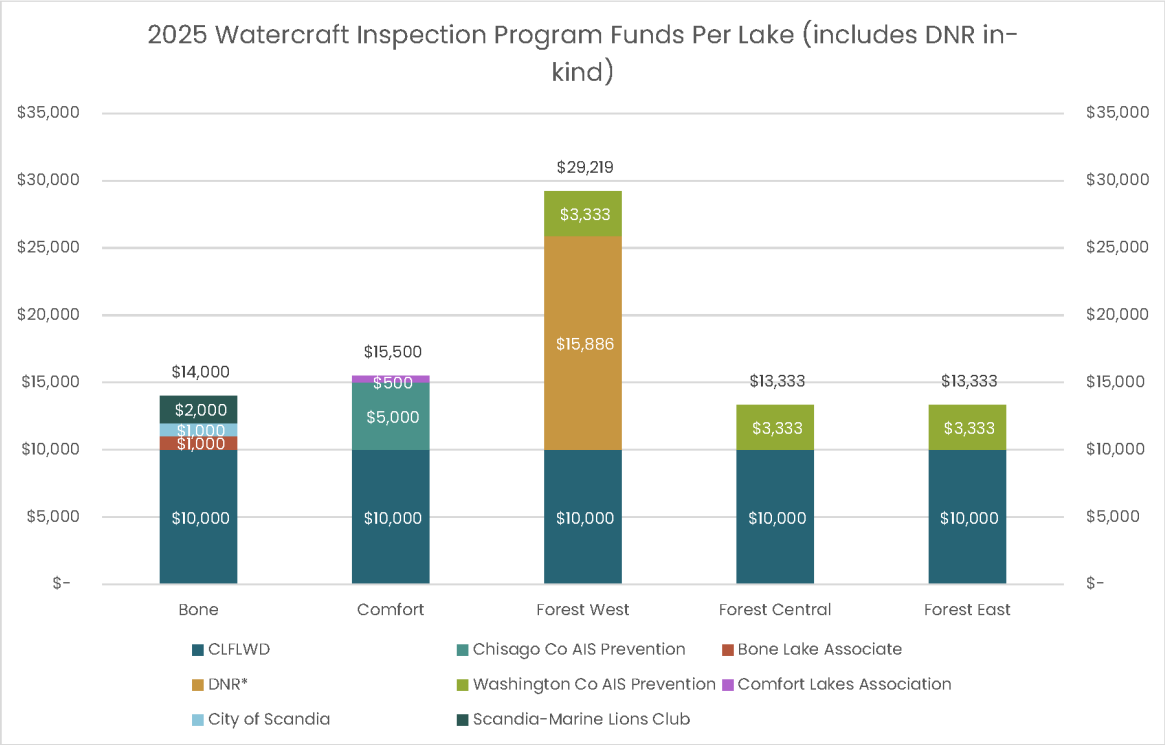


Figure 1. 2025 Watercraft Inspection Program Funds per Lake

*The MN DNR donated 676 inspection hours. Valued at \$23.50 per hour, the DNR donated hours equals about \$15,548.

Results

District-Wide

In 2025, district-wide, watercraft inspectors performed 6,053 inspections and worked 3562.75 hours, averaging 1.70 inspections per hour. Since 2014, the average total hours equal 3417.04 hours, the average total inspections equal 6454.83 inspections, and the average inspection rate was 1.87 inspections per hour. Figure 2 summarizes the total number of inspection hours and inspections completed District-wide since 2014.

Figure 3 shows the inspection hours at each access and the percentage of the total hours in 2025. During the 2025 season, inspectors spent 38% (1346.5 hours) of all the inspection hours at Forest West. Forest East had the second highest hours completed with 642.75 hours, about 18% of all hours. Comfort and Bone only had a twenty-hour difference with Comfort completing 562 hours (16%) and Bone completing 542 hours (15%). The least amount of inspection hours was completed at Forest Central, coming to 13% or 469.5-hours total.

Of the 6,053 inspections performed, 4,548 inspections (75%), over the duration of 2,390.25 hours (67%), were performed by CLFLWD Watercraft Inspectors. The partnership and collaboration with Chisago County & the DNR help provide great coverage across the District. Chisago County Inspectors worked 496.5 hours (14% of all hours) and performed 577 inspections (10% of all inspections). The DNR worked for 676 hours, about 19% of all hours, completing 928 inspection surveys (15%). The total number of inspections completed by each of the 3 parties can be found in Figure 4 and the total number of hours worked by each of the 3 entities is shown in Figure 5.

As stated in the Funding and Goals section, the goal for the number of hours worked per week was 133.94. This goal was met 15 of the 26 weeks. There are some spikes during the season in inspections per hour attributed to holidays, seasonal changes, and watercraft inspector availability. The number of District-wide Inspections, hours, and inspection rate throughout the season can be seen in Figure 6 with the inspection goal, too.

The District prioritizes its Watercraft Inspectors' hours during the weekends due to the general higher level of activity to maximize cost effectiveness and inspection numbers. Besides holidays, inspections are typically performed by Chisago County and DNR staff Monday through Thursday. In 2025, 80% of inspections, over 71.6% of the total number of hours, occurred Friday-Sunday. Figure 7. shows the number of inspections and hours per day of the week for the 2025 season.

Inspection Hours at Each Access and % of Total Hours
(DNR and Chisago Included)

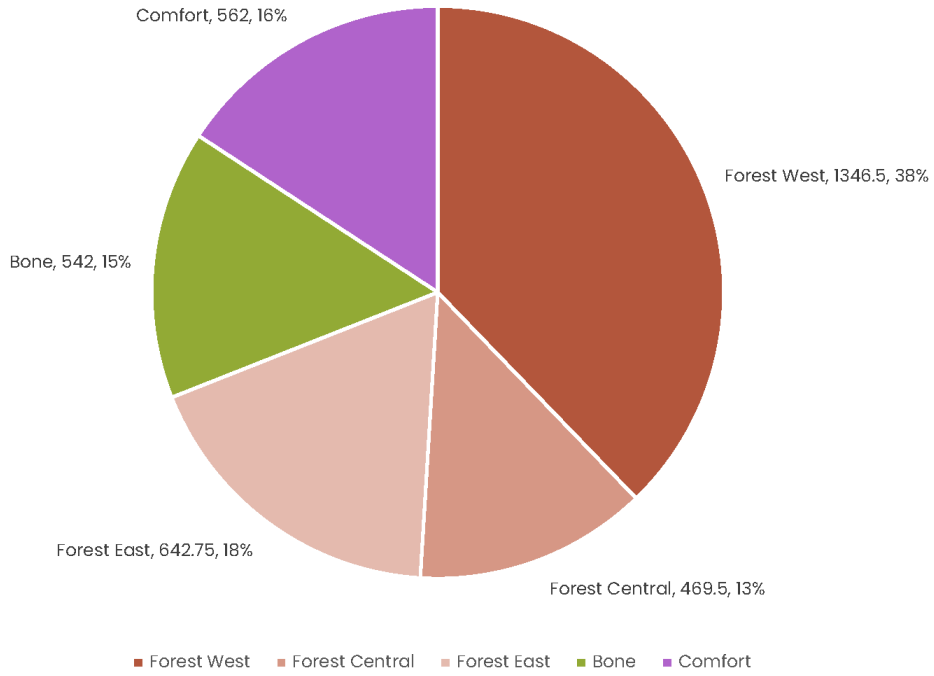


Figure 3. Inspection hours at each access and percentage of total.

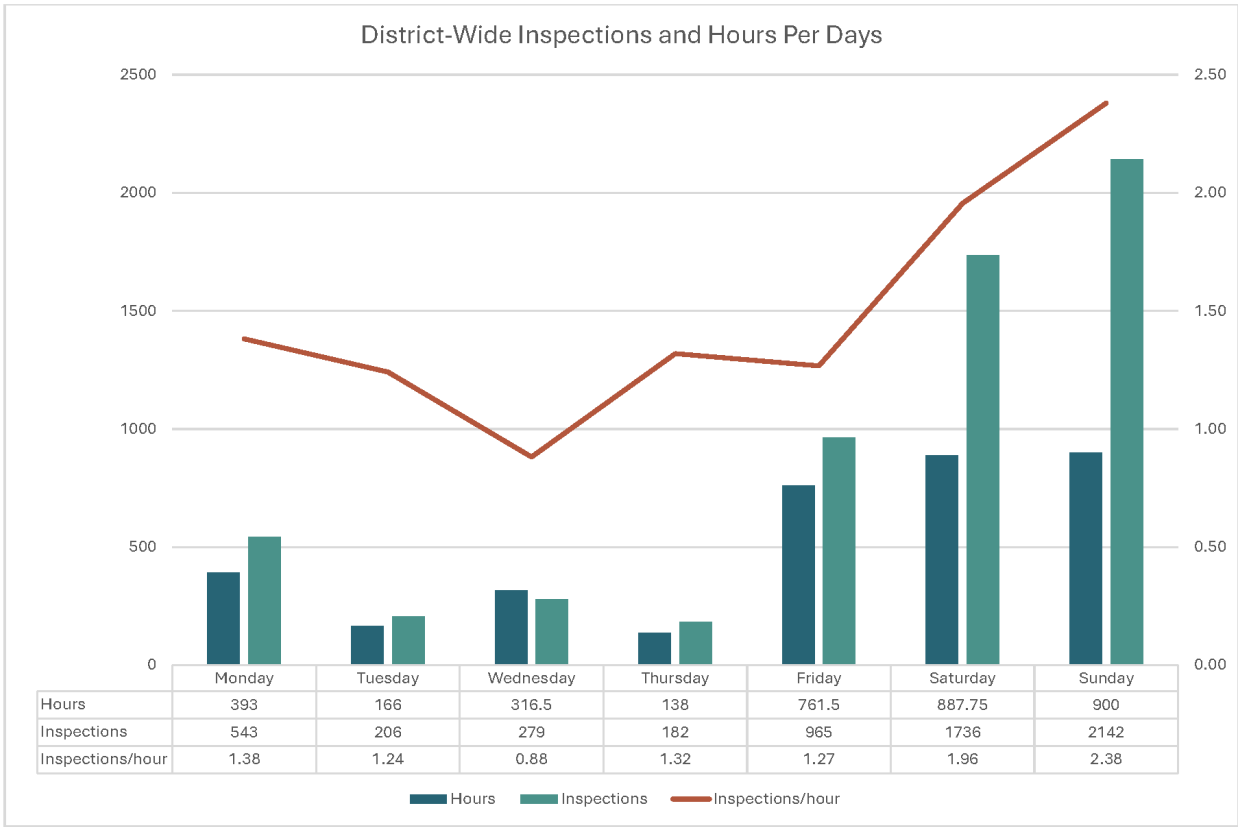


Figure 7. District-wide inspections and hours per day of the week for the 2025 season

Survey Results

While inspecting a boat thoroughly, Watercraft Inspectors complete an inspection survey for each boat that enters or exits a lake. Surveys are then uploaded to the DNR's state-wide inspection survey database. From the data collected through the surveys, valuable information such as number of boats entering and exiting a lake, incoming boat AIS violations, and new AIS infestation risk assessment can be calculated. A summary of contaminants entering and existing and drainplug violations can be found in Figure 8.

61 watercrafts arrived at District lakes with 63 contaminants such as plants, animals, mud, or water on their equipment, approximately 1.0% of all arriving watercraft. This number was 87 in 2024, 67 in 2023, 50 in 2022, 68 in 2021, 148 in 2020, 122 in 2019, 140 in 2018, 213 in 2017, 41 in 2016, and 39 in 2015. Transportation of any plants or animals, invasive or not, is prohibited on watercraft. These watercrafts were cleaned off and/or drained prior to launching. Watercraft that could not remove vegetation or mud by hand would be denied launch.

13 watercraft (0.4% of arriving watercraft) required removal of the bilge drainage plug upon arriving at District lakes. This number was 36 in 2024, 68 in 2023, 29 in 2022, 33 in 2021, 83 in 2020, 85 in 2019, 115 in 2018, 115 in 2017, 19 in 2016, and 67 in 2015. After educating the watercraft user on the potential of AIS in their bilge water, bilge plugs were removed from the watercraft and all water was drained prior to the watercraft launching in an area that would not flow into the lake.

639 watercraft exited District lakes with 688 contaminants such as plants, animals, mud, or water present on their equipment, approximately 10.5% of all exiting watercraft. This number was 1,026 in 2024, 1,277 in 2023, 852 in 2022, 786 in 2021, 1,423 in 2020, 867 in 2019, 931 in 2018, 804 in 2017, 187 in 2016 and 260 in 2015. Note that transportation of any plants or animals on watercraft, not just invasive species, is prohibited.

Included in the inspection survey are questions regarding the waterbody most likely to be visited next by the boater. Many of the lakes that boaters intend to visit after leaving a District lake do not have all the same AIS present in them. This information stresses the importance of not just preventing AIS from entering District lakes but also preventing AIS from leaving them. Results of this aspect of the survey can be found in Table 1.

Risk of New Invasive Species

Aquatic invasive species such as curly-leaf pondweed, Eurasian watermilfoil, flowering rush, and zebra mussels have been documented within several lakes in the CLFLWD. The presence of these species represents a threat to the ecological, recreational, economic, and physical wellbeing of the lakes and the surrounding communities. While the District has taken action to monitor and manage the spread of AIS, prevention remains the most effective management strategy. One of the main goals of the CLFLWD watercraft inspection program is to prevent the introduction of new AIS that have not yet spread to District lakes.

Starry stonewort and the spiny water flea are two examples of aquatic invasive species found in Minnesota that are not yet found in District lakes. Starry stonewort is an invasive macroalgae that forms dense mats in lakes that can impede boating and prevent the establishment of beneficial native plants. Starry stonewort was discovered in Lake Koronis near Paynesville, MN in 2015 and has since been discovered in 38 additional lakes across the state. In 2025, several new populations have been confirmed by the Minnesota DNR. It was found in Garfield Lake near Laporte in Hubbard County; Gull Lake one mile west of Tenstrike in Beltrami County; Three Island Lake near Turtle River in Beltrami County; and Two Rivers Lake near Holdingford in Stearns County; Benedict Lake, Hubbard County; Buffalo Lake, Write County

The spiny water flea is an invasive species of zooplankton which is about the size of a grain of rice that competes with small fish for the same food resource (other zooplankton). The spiny water flea was first discovered in Lake Superior in the early-1980s and has since spread to more than 70 inland lakes Minnesota including Mille Lacs Lake, Lake Vermilion, Lake of the Woods, and others. Both invasive species are thought to be transported primarily by recreational watercraft. Figure 9 contains photos of spiny water flea and starry stonewort.



Figure 9. Spiny water flea (left) and starry stonewort (right). Source: MNDNR

Part of the watercraft inspection survey involves asking the boaters which lake they visited last. The boaters' responses can be cross referenced with records that the DNR keeps of infested waters. This is a way to estimate the risk of these species spreading to District lakes. Note that transportation of water or any plants or animals on watercraft, not just invasive

species, is prohibited. District watercraft inspectors required that these watercrafts be cleaned off, decontaminated and/or drained prior to launching into the lake.

94 boats launching into District lakes came from lakes infested with starry stonewort. This number was 43 in 2024, 35 in 2023, 48 in 2022, 48 in 2021, 30 in 2020, 22 in 2019, 61 in 2018, 14 in 2017, and 83 in 2016.

19 boats launching into District lakes came from lakes infested with spiny water flea. This number was 72 in 2024, 151 in 2023, 95 in 2022, 96 in 2021, 158 in 2020, 111 in 2019, 104 in 2018, 171 in 2017, and 231 in 2016.

In 2025, 10 boats came from a waterbody infested with New Zealand mud snail, 49 from a faucet snail infested lake, and 9 from a lake with the VHS virus.

Table 2 shows the number of watercrafts entering District lakes that had reported last being in an AIS infested lake.

AIS	Bone	Comfort	Forest West	Forest Central	Forest East	Total
Bighead Carp	10	5	58	12	31	116
Brittle Naiad	0	0	1	0	0	1
Eurasian Watermilfoil	224	311	1236	311	599	2681
Faucet Snail	2	8	24	4	11	49
Flowering Rush	9	30	789	218	391	1437
Grass Carp	10	5	58	12	30	115
New Zealand Mudsnail	2	6	2	0	0	10
Round Goby	2	6	2	0	0	10
Ruffe	2	6	2	0	0	10
Silver Carp	10	5	58	12	31	116
Spiny Water Flea	3	7	6	0	3	19
Starry Stonewort	7	12	48	7	20	94
VHS virus	2	6	2	0	0	10
White Perch	2	6	2	0	0	10
Zebra Mussels	170	250	1077	274	524	2295
Potential Incoming AIS	455	663	3365	850	1640	6973

Table 1. The number of watercrafts entering District lakes that reported last being in an AIS infested lake.

Forest Lake

Inspection Hours and Scheduling

In 2025, CLFLWD watercraft inspectors performed 1559.25 hours of inspections, the DNR inspectors performed 676 hours, and Chisago inspectors performed 223.5 hours, for a grand total of 2458.75 hours at the three Forest Lake public accesses. CLFLWD inspected 3,468 watercraft, DNR inspected 928 watercraft, and Chisago inspected 347, totaling 4,743 inspections. An inspection rate of 1.93 inspections per hour was achieved by CLFLWD, Chisago, and DNR. A summary of this information is presented in Figure 14 and Tables 3-5.

Survey Results

A total of 4743 inspections were performed on Forest Lake this season. Figure 15 shows the findings and a summary of the results from compiled inspection survey data for Forest Lake. Other findings are told below:

60 watercraft arrived at Forest Lake with plants, animals, mud or water on their watercraft. The number was 80 in 2024, 59 in 2023, 44 in 2022, 61 in 2021, 132 in 2020, 87 in 2019, 117 in 2018, 177 in 2017, 32 in 2016, and 32 in 2015. Note that transportation of any plants or animals on watercraft, not just invasive species, is prohibited. These watercraft were cleaned off and/or drained prior to launching into Forest Lake. It is against state law to launch a contaminated watercraft at a Minnesota lake, regardless of known current infestations of that lake.

13 watercraft required removal of the bilge drainage plug upon arriving at Forest Lake. This number was 31 in 2024, 55 in 2023, 20 in 2022, 30 in 2021, 62 in 2020, 70 in 2019, 92 in 2018, 110 in 2017, 15 in 2016, and 54 in 2015. After educating the watercraft user on the potential of AIS (e.g., microscopic zebra mussel larvae) in their bilge water, bilge plugs were removed from the watercraft and all water was drained in an area that would not flow into the lake prior to the watercraft launching.

625 watercraft exited Forest Lake with plants, animals, mud, or water present. This number was 905 in 2024, 1,209 in 2023, 757 in 2022, 727 in 2021, 1,294 in 2020, 762 in 2019, 817 in 2018, 670 in 2017, 158 in 2016, and 229 in 2015. Note that transportation of any plants or animals on watercraft, not just invasive species, is prohibited. All contaminants were removed from the watercraft and trailer before leaving Forest Lake.

Risk of New Invasive Species

75 boats launching into Forest Lake came from lakes infested with starry stonewort. This number was 37 in 2024, 29 in 2023, 38 in 2022, 42 in 2021, 27 in 2020, 18 in 2019, 53 in 2018, 12 in 2017 and 74 in 2016.

9 boats launching into Forest Lake came from lakes infested with spiny water flea. This number was 61 in 2024, 119 in 2023, 74 in 2022, 82 in 2021, 131 in 2020, 92 in 2019, 101 in 2018, 153 in 2017, and 183 in 2016.

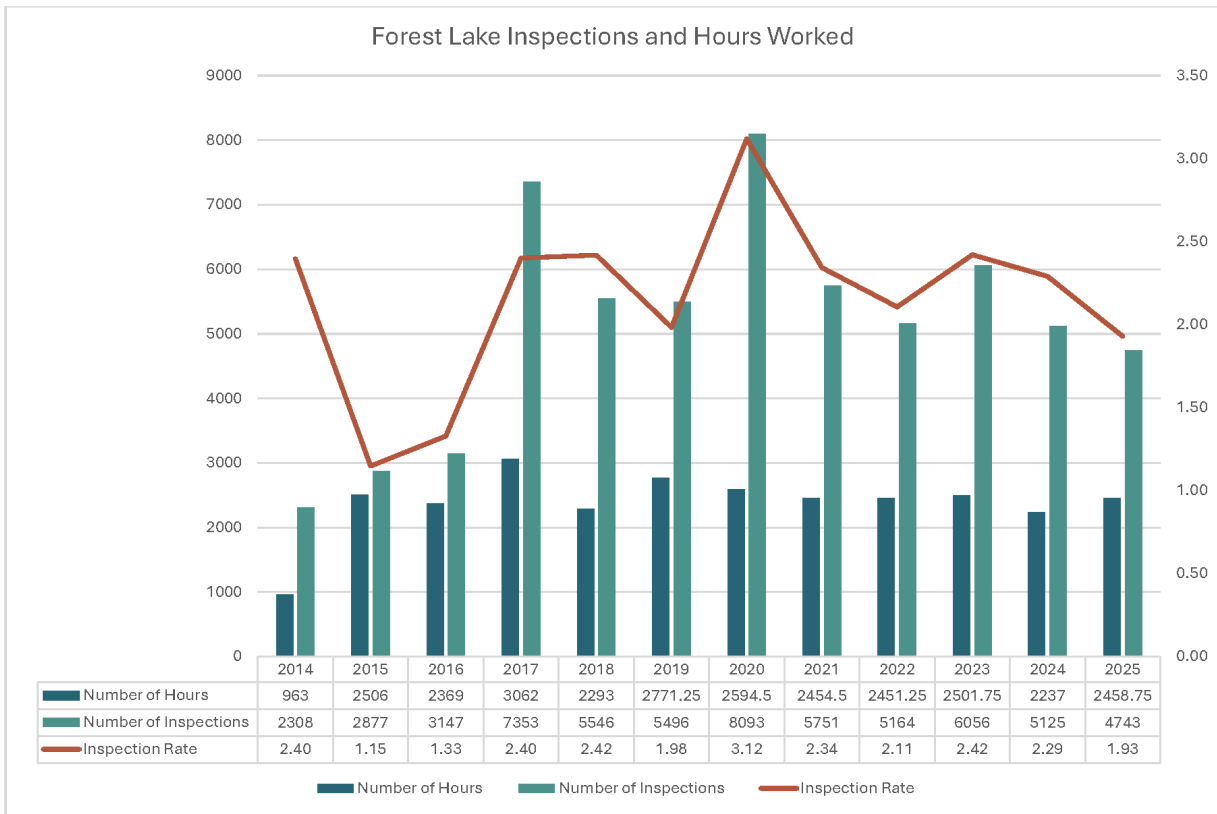


Figure 14. Summary of inspections hours, number of surveys, and inspection rates since 2014 at all three Forest Lake public boat launches

Inspections	West	Central	East	Total
CLFLWD Inspection	1562	652	1254	3468
DNR Inspection	926	0	2	928
Chisago Inspection	268	17	62	347
Total Inspections	2756	669	1318	4743

Table 2. Forest Lake number of inspections

Inspection Hours	West	Central	East	Total
CLFLWD Inspection Hours	540.5	440.5	578.25	1559.25
DNR Inspection Hours	676	0	0	676
Chisago Inspection Hours	130	29	64.5	223.5
Total Inspection Hours	1346.5	469.5	642.75	2458.75

Table 3. Forest Lake inspection hours

Inspection Rate	West	Central	East	Total
CLFLWD Inspection Rate	2.89	1.48	2.17	2.18
DNR Inspection Rate	1.37	-	-	1.37
Chisago Inspection Rate	2.06	0.59	0.96	1.20
Average Inspection Rate	2.11	1.03	1.56	1.58

Table 4. Forest Lake inspection rate

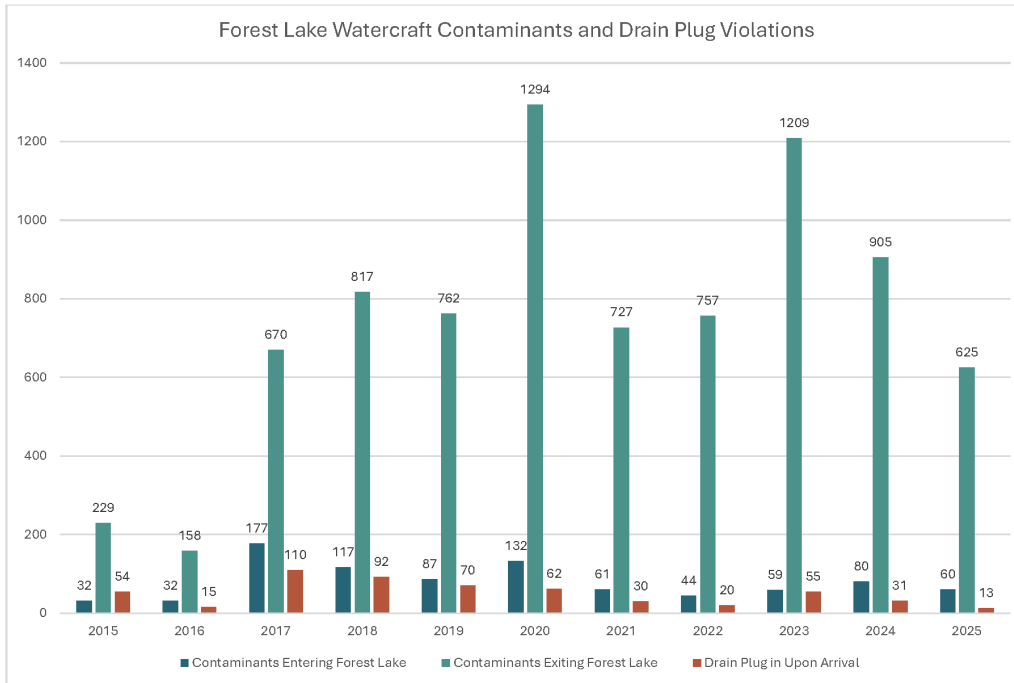


Figure 15. Forest Lake watercraft contaminants and drain plug violations as reported at Forest Lake accesses over the last ten seasons

Discussion and Conclusion

In 2025, CLFLWD, DNR, and Chisago County performed a total of 3562.75 hours of inspections across the District's five public accesses. This resulted in the completion of 102.3% of the 3,482.5-hour goal and 6,053 inspections surveys. It is worth noting that there were slightly fewer inspections completed this year when compared to the previous 8 seasons. Several factors could have influenced this such as the ongoing road construction limiting access along North Shore Trail for two of the Forest Lake public accesses, or potentially the no-wake restrictions for Bone Lake resulting from high water levels during the peak of the 2025 watercraft inspection season. Though as we historically observed there was a large spike in public boater activity during the 2020 season and this could just be public watercraft activity naturally correcting itself to a more regular level. Even with a reduction in total inspections, the goal of 1.35 inspections per hour was met for 16 weeks during the peak of seasonal boater activity (June – August). Additionally, watercraft inspectors found 1.75% of incoming boats carrying contaminants such as water, mud, plant debris, drain plug, etc. The inspectors were able to catch 26.15% of boats leaving the access with some form of contamination.

The District started the 2025 watercraft season with 4 CLFLWD Watercraft Inspectors; 3 of these inspectors were returning from previous seasons. The District greatly values its returning inspectors and has made efforts to retain them through yearly pay raises, among the other compensation offerings available to all, which include competitive starting wages, increased holiday hourly rates, and performance bonuses. Additional inspectors were hired as the season progressed and by mid-June, we were able to provide full weekend coverage at all five of the public launches located within the District's boundaries. District inspectors worked 2,390.25 hours (67% of all hours) and performed 4,548 inspections (75% of all inspections). Furthermore, 7 of the District's 8 watercraft inspectors worked the entire length of the season contributing to a successful 2025 program.

We would also like to recognize that Chisago County provided two additional watercraft inspectors through its joint powers agreement with CLFLWD. In total, Chisago County inspectors worked 496.5 hours (14% of all hours) and performed 577 inspection surveys (10% of all inspections). These two inspectors rotated through the District's five accesses and focused their hours Monday-Thursday, while the District primarily focused its hours Friday-Sunday. The DNR also provided coverage at Forest Lake West public access providing 676 hours (19% of all hours) and conducting 928 inspections (15% of all inspections). The partnership and collaboration with both parties helps provide great coverage across the District.

Beyond inspections, District inspectors continued to emphasize the importance of education and engagement. Included in the inspector's equipment kits were lake brochures and other educational AIS handouts. Inspectors were encouraged to offer these items to interested

visitors, especially those that were new to the area or were unfamiliar with aquatic invasive species. The District continues to strive toward making each interaction a positive one. Next season, District staff will consider other educational handouts and public access amenities to maintain a positive, helpful, and educational public image.

Ultimately, the successes of this season would not be possible without the District's partners, the community, and local lake associations. Their continuous financial support and feedback are greatly appreciated and tremendously help the program continue to thrive and grow. In 2026, the District will continue to seek out enthusiastic water stewards for the watercraft inspector positions, who will best represent and serve the community to preserve the ecological health and recreational quality of the area's waterbodies.

APPENDIX F – FOREST LAKE LAKES ASSOCIATION (FLLA) SURVEY REPORT

City Council Briefing Memorandum

To: City of Forest Lake Review Board
From: Forest Lake Lake Association (FLLA)
Date: February 2nd, 2026
Subject: EAW Comments – Timm’s Marina

Purpose

This memorandum summarizes results from a Forest Lake Lake Association (FLLA) member and stakeholder survey regarding the proposed expansion of Timm’s Marina by **72 additional boat slips**. Aggregated results are provided to inform the City’s public decision-making process. Percentage ranges are presented conservatively, given the qualitative nature of the responses and continued inflow.

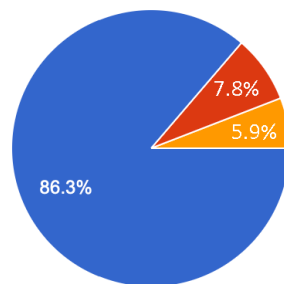
Survey Overview

- **Total Responses:** 204
- **Survey Question:**
“Timm’s Marina has requested approval to expand its dock space by 72 additional boat slips. Given the potential increase in boat traffic, potential impact to shoreline, potential impact to water quality and activity on Forest Lake, what is your position on this proposed expansion?”
- Respondents included lakeshore residents, non-lakeshore residents, and Lake Sponsors (local businesses that financially support the work of FLLA) as follows:

Were you a paid member or Lake Sponsor of the Forest Lake Lake Association (FLLA) in 2025?

[Copy chart](#)

204 responses



- Yes, I was a paid member
- Yes, I was a Lake Sponsor
- No, I was not a paid member or sponsor in 2025

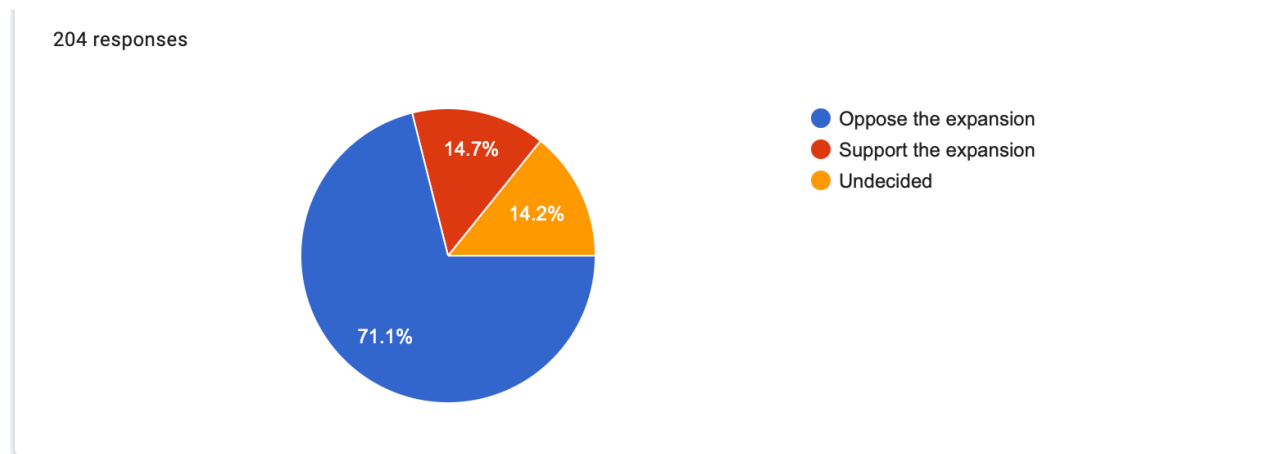
Summary of Responses (Percentage Ranges)

Based on review and categorization of all responses:

- **Oppose the expansion: ~ 71%**
 - **Note: Of the 16 Lake Sponsors that responded, 13 were opposed to the expansion.**
- **Undecided / Need more information: ~14%**
- **Support the expansion: ~15%**

Important context:

A significant portion of respondents categorized as *undecided* or *supportive* explicitly stated they **do not support an expansion of 72 slips**, but might consider a **much smaller, phased, or conditional expansion**.



Key Findings and Themes

1. Boat Traffic, Congestion, and Public Safety

This was the **most frequently cited concern**.

- Respondents consistently reported Forest Lake is already heavily used, especially on weekends and holidays.
- Safety concerns included:
 - Crowded boating conditions
 - Increased risk to swimmers, children, anglers, and paddlers
 - Wake and surf boat impacts
 - Alcohol-related and inattentive boating
- Many respondents described current conditions as **borderline unsafe**.

Existing Conditions on Forest Lake (provided by FLLA research) See Appendix 1 and Appendix 2 for additional details.

- Approximately **946 single-family residents on the lake.**
- Additional boats are associated with **multi-tenant residences, condominiums, HOA’S and existing marinas**
- The 3 boat launches also add on average approximately **99 boats during peak periods**
- A conservative estimate suggests **1,100–1,300 total boats** have access to the lake.

Reference Appendix 2 for the detailed estimate of current acres per boat on high lake use days. Based on our estimate, **we have calculated that on good weather weekend days and holidays, 359 boats are using Forest Lake, which equates to 6.4 acres per boat.**

A commonly referenced planning guideline in Minnesota from the DNR is **10–20 acres of lake surface per recreational boat** for lakes with mixed use; lower values imply denser use and increased potential for conflict. **Simply stated, Forest Lake already significantly exceeds the recreational boating guidelines without the additional 72 boat slips proposed at Timm’s Marina.** (see references below).

Comparative Table (current lake conditions)

Lake	Acres	Est. Peak Boats	Boats per Acre	Acres per Boat
Forest Lake	2,300	275–390	0.12–0.17	6–8
White Bear Lake	2,400	275–330	0.11–0.14	7–9
Lake Minnetonka	14,000	1,800–2,200	0.13–0.16	6–8
Turtle Lake	450	40–60	0.09–0.13	7–11

Table Note: Lake acreage is sourced from MN DNR lake survey records. Peak boating estimates represent observed and study-informed ranges compiled from MN DNR guidance, local enforcement observations, AIS inspection data, and lake association experience. Derived boating density ratios are included to support comparative analysis across lakes.

References:

1. *Shelby & Heberlein – “Carrying Capacity in Recreation Settings” UMN Sea Grant publications on lake crowding and boating conflict*
2. “LAKE DEVELOPMENT, How Much Is Too Much?”
https://www.eqb.state.mn.us/sites/eqb/files/documents/SONARAttachments1-4.pdf?utm_source=chatgpt.com
3. Archived Minnesota boating density reference (legislative library)
https://www.lrl.mn.gov/docs/nonmnpub/oclc17826377.pdf?utm_source=chatgpt.com

2. Environmental Impacts and Water Quality

Strong concern was expressed regarding cumulative ecological impacts:

- Shoreline erosion and sediment disturbance
 - Consider impact outside of the proposed No Wake zone.
- Accelerated weed growth
- Stress on wetlands and wildlife habitat (notably on Third Lake)
- Increased risk of aquatic invasive species (AIS)
- Long-term degradation of water quality and clarity

Long-term lakeshore residents frequently referenced **observed declines over decades** and expressed concern that additional pressure would worsen existing issues.

3. Scale of the Proposed Expansion

The **size of the proposal (72+ slips)** is a central objection.

- The expansion was repeatedly characterized as **excessive and disproportionate**.
- Many respondents indicated conditional openness to:
 - A **much smaller expansion** (commonly cited ranges: 10–20 or 20–30 slips)
 - A **phased or pilot approach** with measurable performance and impact thresholds
- Several respondents suggested caps based on lake acreage, navigable area, or peak-use density.

4. Equity, Taxes, and Financial Responsibility

A recurring concern involved fairness and cost distribution:

- Lakeshore property owners emphasized they already bear significant tax burdens and lake management costs.
- Slip renters do not pay lake property taxes, yet increase lake usage.
- Respondents widely called for:
 - Mandatory FLLA membership for slip renters

- Per-slip impact fees dedicated to lake management, weed control, AIS prevention, and safety patrols
 - Clear demonstration of public benefit relative to private commercial gain
-

5. Parking, Traffic, and Neighborhood Impacts

Land-side impacts were frequently cited:

- Insufficient on-site parking capacity
- Spillover parking into residential neighborhoods
- Safety risks for pedestrians, cyclists, and residents
- Concerns about unpaved parking contributing to polluted runoff

Many respondents expressed concern that parking and traffic impacts have not been adequately addressed.

6. Character of the Lake and Community Impact

Respondents expressed concern about:

- Loss of the lake's residential and family-oriented character
- Growth of party-style boating and sandbar congestion
- Reduced sense of stewardship among short-term or non-resident users

There is a strong perception that large-scale marina expansion would further commercialize the lake in ways inconsistent with resident priorities.

Supportive and Conditional Views (Minority Perspective)

Respondents supportive of expansion cited:

- Support for local business growth
- Belief that slipped boats may reduce transient launching
- Potential AIS mitigation benefits
- Opportunity to link expansion to funding for lake protection

However, most supportive comments included **conditions**, such as:

- Reduced number of slips

- Mandatory financial contributions to lake management
 - Boat-type or size restrictions
 - Ongoing monitoring of lake impacts and enforcement mechanisms
-

Overall Conclusion

Based on over 204 responses, the survey demonstrates:

- **Broad and consistent opposition to a 72-slip expansion**
- Strong prioritization of:
 - Public safety
 - Water quality and ecological health
 - Fairness and accountability
 - Long-term sustainability of Forest Lake

The prevailing view of survey respondents is that **preventing further degradation now is preferable to attempting costly remediation in the future.**

Appendix 1

Boats Entering Forest Lake from Public Launches (2025 Season)

<u>Date</u>	<u>Day</u>	<u>Boats Entering Forest Lake (all 3 launches)</u>	
		<u>CLFLWD</u>	<u>5-7pm incl</u>
May 26	Monday	78	91
June 21	Saturday.....	86	99
July 4	Friday	109	122
July 6	Sunday	82	95
July 13	Sunday	89	102
July 20	Sunday.....	71	84
<i>Average</i>		86	99

Source: Boat inspection records of CLFLWD for the 2025 boating season. A sample of the 6 highest lake usage, good weather days was selected from the CLFLWD data base sorted by only "Boats Entering" by day and time and launch.

Appendix 2:

Total of single-family homes on Forest Lake

1 st Lake	491
2 nd Lake	178
3 rd Lake	277
Subtotal	946
Single Family Homes with deeded access not physically on the lake (outside of HOAs)	~ 40
Total	986

This count has only included 1 property for each of the HOA's , Townhouses and shared docks.

The total number of potential boats on Forest Lake on peak days is shown below. We have assumed 20% of single family properties are out in one boat during peak. We have assumed that Your Boat Club would have 75% out. The others would be at 25%.

Description of Properties	Percent use of boats on high use weekends – (A)	Total Boats – (B)	Boats navigating on the lake on high use weekends (AxB)
Single Family Homes	20%	996	199
Pizza Pub	25%	12	3
Your Boat Club	75%	24	18
Forest Hills IIOA	25%	20	5
Condos Lakeside HOA	25%	20	5
Lakeside Woods HOA	25%	22	6
Timm’s Marina (current)	25%	96	24
Public Boat Launches			99
Grand Total		1,190	359

Density = 2300 acres/359 boats = 6.4 acres per boat.

STAFF REPORT



MEETING DATE: March 9, 2026
STAFF ORIGINATOR: Jolleen Chaika, Interim City Administrator
AGENDA ITEM: City Prosecutorial Services

STAFF REPORT:

On Friday February 27th, City prosecutor Mike Welch met with Captain Hanegraaf to inform the City of his intent to retire on April 15th, 2026. For the purposes of this time constraint and discussion with City Attorney Johnson, an expedited request for proposal (RFP) was created and sent to three local and reputable law firms who currently provide prosecutorial services for municipalities in Washington County. To ensure the City does not lapse in prosecutorial services after April 15th, an expedited process was necessary. The timeline below was created for the RFP at this time.

- RFP Issued: March 5, 2026
- Deadline for Questions: March 12, 2026
- Proposal Submission Deadline: March 16, 2026
- Interviews (if applicable): March 17-20, 2026
- City Council Approval: March 23, 2026
- Contract Start Date: April 1, 2026

As noted in the project timeline, City staff will finalize the review of proposals, conduct any necessary interviews, and bring forward a recommendation for consideration at the April 23rd City Council meeting.

ATTACHMENTS:

City of Forest Lake Prosecution Services RFP

Request for Proposals (RFP) Municipal Prosecution Services

City of Forest Lake, Minnesota

Table of Contents

1. Introduction
2. Background
3. Scope of Services
4. Proposal Requirements
5. Evaluation Criteria
6. Submission Instructions
7. Proposed Timeline
8. Terms and Conditions

1. Introduction

The City of Forest Lake is soliciting proposals from qualified law firms or licensed attorneys to provide Municipal Prosecution Services. The selected provider will represent the City in prosecuting criminal matters including misdemeanors, petty misdemeanors, statutorily delegated gross misdemeanors, and violations of City ordinances.

2. Background

The City of Forest Lake, located in Washington County, Minnesota, contracts for legal services related to criminal prosecution. The primary caseload originates from the Forest Lake Police Department and includes traffic offenses, DWI, theft, domestic violence, code enforcement, and other misdemeanor-level crimes.

3. Scope of Services

Criminal Prosecution

The Prosecutor shall provide prosecution services for violations occurring within the City of Forest Lake, including petty misdemeanors, misdemeanors, statutorily delegated gross misdemeanors, traffic violations, DWI offenses, theft and property crimes, and violations of City ordinances and codes. This includes cases initiated by the Forest Lake Police Department or other law enforcement agencies with jurisdiction.

The Prosecutor will coordinate with the Washington County Attorney's Office on non-delegated gross misdemeanors, felonies originating from municipal investigations, conflict referrals, and appeals.

Case Review and Charging

The Prosecutor shall review police reports and evidence, determine appropriate charges, prepare and file complaints, submit charging documents through the Minnesota e-filing system, and request additional investigation when needed. Charging decisions should be completed within 5–10 business days unless circumstances require additional time.

Court Representation

The Prosecutor shall represent the City in all criminal proceedings, including arraignments, first appearances, pre-trial hearings, rule 8 hearings, motions, trials, sentencing, and appeals. Backup attorneys must be available to ensure uninterrupted coverage. The Prosecutor will coordinate post-conviction and appellate matters as required.

Plea Negotiations and Case Resolution

The Prosecutor shall evaluate cases, negotiate plea agreements, recommend dismissals when evidence is insufficient, and document all material plea offers, restitution terms, and reasoning for charge amendments.

Legal Advice to Police Department

The Prosecutor shall advise officers on charging, evidence collection, case preparation, interpretation of statutes, warrant applications, and investigative questions. Responses will be provided same-day for urgent matters and within two business days for routine matters. Training will be offered periodically on legal topics relevant to police operations.

Code Enforcement and Nuisance Matters

The Prosecutor may assist with zoning and building code violations, nuisance abatement, ordinance enforcement, and coordinating with other City staff when requested.

Case Management and Communication

The Prosecutor shall maintain communication with officers, coordinate with City administration, track case outcomes, and maintain prosecution records. The Prosecutor will use Minnesota eCourt/eFile, eCharging, secure communication systems, and digital evidence platforms, while complying with CJIS requirements.

Reporting

Upon request, the Prosecutor will provide reports including case statistics, outcomes, charging timeliness, dismissal summaries, restitution data, and recommendations for improving prosecution processes.

Professional Requirements

The selected firm must be licensed in Minnesota, have municipal prosecution experience, sufficient staffing, and provide qualified backup attorneys. The firm must disclose conflicts of interest, comply with professional conduct rules, and avoid representing defendants in Washington County criminal cases. Professional liability insurance of at least \$1.5M per claim and \$2M aggregate is required.

Data Practices and Confidentiality

The Prosecutor must comply with the Minnesota Government Data Practices Act, protect private/confidential data, maintain secure storage and transmission, and follow retention and expungement requirements.

Technology and Security Requirements

The Prosecutor must use secure email, encrypted storage, Minnesota eCourt/eFile and eCharging, and support digital evidence formats used by the Forest Lake Police Department. Any data breach must be handled in compliance with state law and City policy.

Availability and Coverage

The Prosecutor must provide after-hours availability for time-sensitive matters such as DWI warrants, ensure regular calendar coverage, and maintain fully briefed backup coverage.

Restitution and Victim Communication

The Prosecutor shall pursue restitution where supported by evidence, document restitution requests, comply with Minnesota Victims' Rights laws, and consider victim input in plea and sentencing decisions.

Coordination with External Agencies

The Prosecutor shall coordinate with the Washington County Attorney's Office, Minnesota BCA, DVS, probation, court administration, and related entities to facilitate effective case resolution and compliance.

4. Proposal Requirements

Proposals must include firm background, relevant experience, assigned personnel, service approach, conflict of interest disclosures, insurance coverage, and fee structure details.

5. Evaluation Criteria

- Relevant municipal prosecution experience
- Qualifications of assigned personnel
- Approach to case management and communication
- Understanding of City needs and expectations
- Fee structure and cost competitiveness
- Completeness and clarity of proposal

6. Submission Instructions

Proposals must be submitted electronically in PDF format to the City of Forest Lake. Please send proposals to Interim City Administrator Jolleen Chaika at jolleen.chaika@ci.forest-lake.mn.us and Chief Luke Hanegraaf at 404@flpd.com. Late submissions will not be accepted.

7. Proposed Timeline

- RFP Issued: March 5, 2026
- Deadline for Questions: March 12, 2026
- Proposal Submission Deadline: March 16, 2026
- Interviews (if applicable): March 17-20, 2026
- City Council Approval: March 23, 2026
- Contract Start Date: April 1, 2026

8. Terms and Conditions

The City is seeking a three-year contract for these services and the City reserves the right to reject any or all proposals, waive informalities, request additional information, or negotiate contract terms. The chosen firm must comply with all applicable Minnesota laws including the Minnesota Government Data Practices Act.