

# CITY OF NORTH OAKS

Regular Council Meeting  
Thursday, August 8, 2019  
7 P.M., Community Meeting Room  
100 Village Center Drive

## COUNCIL MEETING AGENDA

### Call to Order

### Roll Call

### Pledge of Allegiance

### Approval of Agenda

**Citizen Comments** - *Individuals may address the City Council about any item not included on the regular agenda. Speakers are requested to come to the podium, state their name and address for the record, and limit their remarks to three minutes. Generally, the City Council will not take official action on items discussed at this time, but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.*

**Consent Agenda** - *These are items considered to be routine and will be enacted by one motion. There will be no separate discussion, unless requested for separate consideration at which point the item will be removed from the Consent Agenda and placed as a separate item on the agenda.*

1. Minutes of the Regular Council meeting of July 11, 2019 for approval
2. Minutes of the Natural Resources Commission meeting of July 18, 2019 for approval
3. Minutes of Planning Commission meeting of July 25, 2019 for approval
4. Minutes of the City Council Workshop of July 8, 2019 for approval
5. Minutes of the City Council Workshop of July 10, 2019 for approval
6. Approve Gambling Permit Application for Common Bond Communities – North Oaks Golf Club
7. Approve Hill Farm Society One Day Liquor License for 2019 Farm Fest

Licenses for Approval

Approval of Claims: Check#:

### Petitions, Requests & Communications

1. Approve City Attorney Contract with LeVander, Gillen & Miller
2. Fire Chief Tim Boehlke-Presentation of Fire Department Needs Study
3. Deputy Mike Burrell Report

### Unfinished Business

1. Public Hearing – Revised Septic Ordinance
2. Review of Potential Changes to Trespassing Ordinance
3. CTV-Social Media Proposal
4. Discussion of East Oaks PDA Decennial Review

**New Business**

1. Discussion of Minute Taking
2. Resolution 1352 re: Citizens United Decision
3. Request for Review of recently passed Ordinance No. 130 Amending Planning Commission Composition
4. Discussion of Council Responsibilities
5. Preliminary 2020 Budget
6. Close Special Meeting of July 23, 2019

**Council Member Reports**

- Kara Ries
- Katy Ross
- Marty Long
- Rick Kingston
- Mayor Gregg Nelson

**City Administrator Reports**

1. Annual Data Practices Report
2. Set Standard Date for Council Workshop on the 3<sup>rd</sup>/4<sup>th</sup> Tuesday/Wednesday of every month

**City Attorney Reports**

**Miscellaneous**

Next Natural Resource Commission Meeting is Thursday, August 15, 2019 @ 7:00 pm

Next Planning Commission Meeting is Thursday, August 29, 2019, @ 7:00 pm

Next Regularly Scheduled Council Meeting is Thursday, September 12, 2019 @ 7:00 pm

**Adjournment**

The Council Meeting was called to order at 7:00 p.m. by Mayor Gregg Nelson at the Community Meeting Room, 100 Village Center Drive, Suite 150, City of North Oaks, Minnesota. Present were Mayor Gregg Nelson, Councilmembers Rick Kingston, Katy Ross and Kara Ries; Councilmember Long arrived at 7:49 p.m. City Administrator Mike Robertson, City Attorney David Magnuson, City Planner Bob Kirmis, City Engineer Paul Pearson, Recording Secretary Deb Breen, and Videographer Maureen Anderson.

**Pledge of Allegiance**

**Approval of Agenda**

Administrator Robertson requested to add Social Media under new business. **Councilmember Kingston moved to approve the amended agenda. Councilmember Ross seconded and passed unanimously.**

**Citizen Comments -**

Franny Skamser-Lewis – 3 Red Maple Lane

She asked whether the City Council could revisit how minutes are recorded. Mayor Nelson stated they would put it on next month's agenda.

Kathie Emmons – 20 Duck Pass Road, President of NOHOA

She stated that NOHOA Executive Director Mikeya Griffin was invited to the East Oaks PDA decennial review discussion. She feels that just inviting Mikeya was not sufficient and that she should have been invited. NOHOA would like to participate in future discussions up front and have a seat at the table.

She added that numerous casual discussions have taken place with North Oaks Company about trails but they hadn't had a formal trail plan because they have a good working relationship with them. NOHOA is willing to stand by the terms in the PDA where there are trails and easements in place. She doesn't believe that the PDA discussions needed to be held up because of trail issues. She is also concerned about tendency to go back through same items in the PDA each meeting. They need to come to decision on the numbers and move the community forward.

Susan Hinrichs – 55 East Pleasant Lake Road

She asked what the next steps are for the decennial review. Mayor Nelson stated that it is on the agenda for discussion tonight.

**Consent Agenda**

1. Minutes of the Regular Council meeting of June 13, 2019 for approval
  2. Minutes of the Natural Resources Commission meeting of June 20, 2019 for approval
- Licenses for Approval: Legacy Mechanical Services; Kramer Mechanical; Faircon Service Company; Rivard Companies (Arborist)

Approval of Claims: Check#: 13137 - 13172

**Councilmember Ries motioned to approve the Consent Agenda, Councilmember Ross seconded. Unanimously approved.**

### **Petitions, Requests, & Communication**

**Tick Task Force Presentation**- Brooke Moore – Chair of the Tick Task Force (TTF) committee shared results of the latest survey. In 2014 the committee was established and on 9/14/2015 the initial efforts on understanding the problem and developing best practices were rolled out. This is a Multi-tier approach focusing on personal protection, landscape and brush removal, mouse reduction, and deer management. The current survey focuses on results of these efforts. The 2019 Survey results monitors the effectiveness of the program, with 133 individuals participating in survey. 40% found a black-legged tick, 15% found an embedded black, which is similar results to prior 2 years. There were 48 comments, with only 2 negatives regarding focus of deer management and use of Acaricides to reduce ticks.

Key points noted:

- Most ticks were found in personal residences and on trails– similar as in past years.
- More evidence shows that ticks were attached less than 24 hours. 42%
- Results show only 1 household had more than 3 members having ticks.
- Age distribution – in all age groups rates of tickborne illness went down except age 60-65.
- Total Cases reported decreased significantly.
- North Oaks used to be 2 times higher than neighbor communities in Lyme Disease. We are now similar to surrounding communities.
- Of those diagnosed, Lyme Disease is the most common tick borne illness reported and most cases were diagnosed via a positive blood test.
- Education –50 sought treatment faster due to more education about Tick borne diseases.
- Acaricides – 77% said they are not putting them on their yards. Of those using them 51% are using a professional service.
- Personal Protection - Repeated emphasis to check clothes, use repellent, etc.
- Mouse control – reducing habitats near homes, etc.
- Deer Management – Studies show now less than 10 deer per/square miles which has a positive effect in reduction of Lyme disease. When starting program, it was at 20 deer per square/mile.
- Next Steps – Results to be shared with residents, continued alerts on when ticks become active, sharing medical care providers that specialize in treating Lyme disease.
- 38 degrees is when ticks become active. Informational Tick handouts on reducing risk can be picked up in the City offices.

The League of Minnesota Cities recently awarded the North Oaks Tick Task Force with the City of Excellence award for the best practices they have developed. There was a video created which will be posted on the City website under TTF. About 500 representatives from around the state got to view this information and share it with their respective cities. Councilmember Kingston thanked Brooke and others for stepping up to create the TTF.

### **Resolution 1347 -Endorsing Pollinator Protection and Protecting Pollinator Habitat**

Kate Winsor – 2 Thrush Lane, Vice Chair of the Natural Resources Committee spoke about the proposed Pollinator Resolution which the Natural Resources Commission was recommending. A resident started the initiative and made the connection with a group of University of Minnesota graduate students. They put together the Pollinator template for this resolution.

Erin Root of Pollinate MN, Education spoke on this topic to encourage this work at the state level as well. She strongly supports the resolution as put forth. Bees are important to the lifecycle of food plants and we continue to lose almost ½ of the colonies hosted by beekeepers yearly.

There are 469 different bee species in Minnesota, and most are solitary. They are in decline due to lack of food and flowers as well as insecticides. Minnesota leads the country in the pollinator policy initiatives, but we are still losing colonies. Councilmember Kingston asked Ms. Root how bees are transported. She stated that 500 hives can be transported at night when they are less active via trucks. Mayor Nelson complimented the Natural Resources Commission in their work in bringing this to the Council.

**Councilmember Ries motioned to approve Pollinator Resolution 1347, Ross seconded, all in favor, motion carried.**

### **Jim Bowyer-13 Anemone Circle: American Promise**

Mr. Bowyer came to discuss the ruling by the Supreme Court in January 2010 known as Citizens United that eliminated campaign contribution limits, giving corporations the same rights and freedom of speech as ordinary people. There is a flood of outside of money into local elections. Local elections are now influenced by this and no longer represent just local people, but instead donors outside of the MN. He believes that the problem can only be fixed by amending the constitution regarding this matter. To make this change, two things need to happen: 1) 2/3 of states can call on Congress to act on this. 2) States themselves can pass resolutions, if 38 states can do this – it would force a Constitutional Convention which can focus on this amendment, it then goes to states for ¾ vote. He is asking the North Oaks City Council to consider a Resolution on this topic. Mayor Nelson stated that the Council would look at this on the next agenda.

### **Deputy Mike Burrell Report**

- Trespassing issue in town last week involving a solicitor with high pressure sales tactics. They were stopped and cited.
- The trespasser from April has not responded to the warrant that has been issued. He no longer lives at the Shoreview address.
- There have been recent scams on Craigslist from people selling tickets to events. People have spoken to what seems a legitimate seller, told to go to online app to pay and no tickets result. The number is a fake number with no way to track. Officer Burrell warns residents to stay away from Craig's list unless meeting in person for a transaction.
- There was an animal issue last week with a dog bite. Animal Control Officer Lee is working on this issue and getting facts to proceed on resolution.
- Mayor Nelson thanked Officer Burrell for his work on the proposed Trespassing Ordinance. Councilmember Long asked when body cameras will arrive and suggested Council discuss if residents should be notified of body cameras when Officer responds to calls. There is no firm date for when all officers will have body cameras.
- Councilmember Ries suggested Officer Burrell give another session on scams to residents at Presbyterian homes.

### **Unfinished Business**

#### **Final Plan Approval-Wilkinson Lake Villas**

City Planner Kirmis discussed the Final Plan for Wilkinson Lake Villas. The project is located on Site F off Centerville Road, with 4 units (up to 13 allowed) and is consistent with the East Oaks Planned Unit Development (PUD). A majority of the 36 acres site is devoted to open space. The City Council approved the preliminary plan; therefore, this request is for final

approval. Prior concern was the hammerhead turn around, and therefore the final subdivision has changed to a traditional cul-de-sac. Lake Johanna Fire Department Chief Tim Boehlke has confirmed approval of the cul-de-sac. The final plan does not have any wetland related impacts; however, lot lines have been shifted 70 feet to south towards the wetland to accommodate the cul-de-sac. The floor area ratio complies with City requirements and the homes could be up to 3800 square feet in size. A conceptual plan for the land to the south was presented in the May meeting and consisted of 9 residential lots, which is consistent with the East Oaks Planned Unit Development agreement. There are no minimum lot widths. The Villa homes will have access to the existing trail on the west side of the property. Building architecture will be similar in design as the units to the North. It must meet NOHOA ASC guidelines.

Mayor Nelson inquired for clarification on the lot shifts. City Engineer Pearson confirmed the shift was necessary to redesign to the cul-de-sac. North Oaks Company's Gary Eagles stated that there will be buffer between houses and the wetland area open water pond. It is a self-created open water managed wetland that will be managed by the association.

Engineer Pearson confirmed that they've reviewed the plans for compliance. The Engineers' memo was included in Council packet and it is their opinion that all of the items mentioned can be addressed before any construction occurs on site. Councilmember Ries asked if VLAMO is involved in the plan and approved the wetland buffer. Administrator Robertson confirmed that meeting VLAMO requirements is part of the conditions listed, with Councilmember Long clarifying that VLAMO doesn't get involved at the concept stage – only after it is approved to move forward by the Council. If VLAMO has any issues at that point, they work directly with the developer and City to resolve.

**There was a motion by Councilmember Kingston to approve the Final Wilkinson Lake Villas Plan with conditions identified by staff. Councilmember Long seconded. Motion was passed unanimously.**

### **Discussion of Septic Ordinance**

Councilmember Ries mentioned her concern over the remaining cesspools within the city and the lack of an ordinance prohibiting them. Administrator Robertson noted that four years ago staff prepared an updated septic ordinance which would have required septic systems to be compliant with current State law upon point of sale. The point of sale provision was removed from the ordinance with the thought that it was intrusive and that banks would require that septic systems be updated. There are still cesspools in town and some banks do not require a septic system check as part of a sale. Staff would like to see point of sale included in the ordinance. The County recorder would add this to their checklist of requirements for approval of a transfer of the property. This would require a septic compliance report. Attorney Magnuson stated that Washington County has a point of sale ordinance in place.

**Councilmember Long moved to set a public hearing on the Septic Ordinance.**

**Councilmember Kingston seconded, and all were in favor.**

### New Business

#### **Approve 2<sup>nd</sup> Amendment to the Joint Powers Agreement – VLAWMO**

Administrator Robertson stated the amendment allows VLAMO to bond for funds like other organizations.

**Councilmember Long motioned for approval of the VLAMO Amendment to the Joint Powers Agreement. Councilmember Ross seconded and all in favor.**

#### Discussion of Ordinance 130 Restructuring the Planning Commission

Councilmember Ries gave a statement (attached).

Councilmember Long noted that there was no difference in how this ordinance was discussed and approved than past ordinances. He mentioned that Councilmember Ries had no problems with previous ordinances but now it seems she has problems with this ordinance because she doesn't like it. Administrator Robertson confirmed the ordinance was published Tuesday, July 9, 2019 as approved by Council. It was sent to all councilmembers for final review before it was published. Attorney Magnuson stated that Ordinance 130 is now in effect, and that Roberts Rules state that a motion to reconsider must be made by a prevailing party.

Councilmember Ross gave a statement (Attached).

Councilmember Long said that Council represents the City and he thinks the new Planning Commission is now more independent. In matters of voting, majority rules and Councilmember Long stands by his decision to approve the Ordinance. Councilmember Kingston reconfirmed that his decision was based on desire to have a more independent Planning Commission, not on any question of potential financial conflict of interest. Councilmember Ries stated that they all need to play by the same rules, and believes it was messy pushing it through so quickly before it was ready, with flaws in the ordinance. She feels the decisions were misguided based on the City Attorney's memo. With no councilmember who had voted in favor of the Ordinance requesting a motion to reconsider, discussion concluded.

#### Approve Appointment of New Planning Commissioners

Administrator Robertson clarified compensation for Planning Commissioners. The 1999 ordinance stated there was no compensation. Two years later a resolution was passed which provided compensation to Planning Commissioners. Some have waived that pay.

Councilmember Kingston read Resolution 1351 appointing Planning Commissioners based on Ordinance 130 which was approved by Council on June 13, 2019 and published July 9, 2019. He noted the Planning Commissioners appointed and term end date as: Mark Azman – Acting Chair 12/31/20, Nancy Reid 12/31/19, Jim Hara 12/31/19, Joyce Yoshimura-Rank 12/31/20, Stig Hauge 12/31/21, Sara Shah 12/31/21, and Nick Sandell 12/31/21.

Planning Commissioners and the City Council Liaison receive \$30 per meeting, with \$45 per meeting for Planning Commission Chair. Councilmember Long asked how the new Chair had been decided. Mayor Nelson and Councilmember Kingston stated they had both spoken to Mark Azman to see if he was interested. Councilmember Long would like the Planning Commission to have their input on the selection of a Chair. The Council agreed to appoint Mark Azman as acting chair until the Planning Commission could discuss the issue.

**Motion made by Councilmember Long to approve amended Resolution 1351 regarding appointment of planning commissioners and their compensation. Councilmember Kingston seconded. Councilmember Ries doesn't believe there are 2 positions open as Councilmembers Ries and Ross should be grandfathered in, and would like the vote to be postponed until after the new City Attorney is in place. In favor of the motion were Councilmembers Long, Kingston, and Mayor Nelson. Opposed were Councilmembers Ross & Ries. Motion passed 3-2.**

#### **Approve Revised City Council Responsibilities**

Administrator Robertson shared the revised City Council Responsibilities to reflect changes of a new City Engineer, the new Planning Commissioners, and the appointment of Andrew Hawkins to the Natural Resources Commissioner. He mentioned the need to appoint a new Planning Commission liaison. Councilmember Ross recommended postponing any decision on Planning Commission Liaison until later. Councilmember Ries questioned the equity among City Council responsibilities, saying that Councilmember Kingston had more responsibilities than anyone else. Mayor Nelson asked Councilmember Ries to submit a redraft of suggested City Council responsibilities for discussion among the Council.

#### **Approve Appointment of New City Attorney**

The City Council completed interviews with the top 3 finalists on Wednesday July 10, 2019. **Motion to approve the law firm of LeVander, Gillen, and Miller, P.A. by Councilmember Ross, seconded by Councilmember Ries. Unanimously approved.**

#### **Review of Potential Changes to Trespassing Ordinance**

**Motion made by Mayor Nelson to table discussion on this ordinance until the new City Attorney is on board. Councilmember Ross seconded, all in favor.**

#### **Discussion of East Oaks PDA Decennial Review**

Mayor Nelson stated the North Oaks Company said they plan to hold community feedback sessions for proposed future development. Councilmember Ross is concerned that there are still not final residential counts, so there is a need for another workshop. Councilmember Long said North Oaks Company will be meeting with NOHOA re: plans for trails. Councilmember Ries said she has forwarded her research on the count issue to Administrator Robertson for review. Councilmember Long mentioned that the 7<sup>th</sup> Amendment seems to be where the discrepancy

came, and asked Attorney Magnuson to put together an interpretation memo on this as they transition this piece with new City Attorney. Administrator Robertson said the new attorney will also be holding meetings with City staff, Officer Burrell, City Engineers and Planners to be brought up to speed on various issues.

Councilmember Ries stated the last Decennial review was in 2009, and the 7<sup>th</sup> Amendment was passed in 2010 so believes this is the first formal review of the 7<sup>th</sup> Amendment to determine if the execution has complied with PDA. Councilmember Kingston agrees that the future numbers are most important to come to an agreement. Councilmember Long wants to wrap it up quickly before any outside forces demand more density.

### **Council Member Reports**

- Kara Ries: Next Cable Commission meeting is July 31<sup>st</sup>. She has started review of the Trespassing ordinance, reviewed counts for 1999 PDA and held City Attorney interviews.
- Katy Ross: 130 Mailboxes sold to date. The next order will be placed by Wednesday 7/17 by end of day. Recycling/Cleanup day on June 22<sup>nd</sup> was a great success. 243 cars came to the event, processing 129,000 pounds of material. Cost was \$9,500 out of \$12,000 budgeted. Will receive \$600 credit from Excel energy for light bulb recycling. The City should look at doing this yearly. The shredding truck did 600-700 pounds of paper. She is scheduling another recycling tour at Eureka – date TBD.
- Marty Long: VLAMO had a packed house meeting about Goose Lake involving otters and the distressed lake/property. The Fire Chief will be discussing the proposed new fire station at the next Council meeting.
- Rick Kingston: NOHOA has been very active working with the Tick Task Force (TTF) and he is grateful to NOHOA for their input. Waiting to get date of body cam installation for our deputy. Weed removal started today on Pleasant Lake
- Mayor Gregg Nelson: He expressed gratitude to the Natural Resources Commission for its work on the Pollinator Resolution, and the TTF on reducing Lyme disease in the City. He thanked City Attorney Magnuson for his work in the City.

### **City Administrator Reports**

1. Upcoming workshops: 7 p.m. Monday, July 22 – will be the PDA review and 7 p.m. Monday, August 5 will be the City Administrator review.
2. Discussion of putting a regular monthly workshop on the City calendar.
3. There was an error in previous discussions, a CCTV social media month trial is not free, there will be a cost if we want to move ahead. This will be put on the agenda for next meeting.

### **City Attorney Reports**

No report. He thanked the City for the opportunity to serve 11 years as City Attorney, it's been a pleasure and a challenge.

**Miscellaneous**

Next Natural Resource Commission Meeting is Thursday, July 18, 2019 @ 7:00 pm  
Next Planning Commission Meeting is Thursday, July 25, 2019, @ 7:00 pm  
Next Regularly Scheduled Council Meeting is Thursday, August 8, 2019 @ 7:00 pm

**Adjournment**

**On motion duly made by Councilmember Ross, seconded by Councilmember Ries on and carried unanimously, the meeting was adjourned at 9:35 p.m.**

Attest:

Respectfully Submitted

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City Administrator Mike Robertson

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Debbie Breen  
Recording Secretary

DRAFT

The issue is that there are procedural flaws with a new ordinance (Ord Sect 130, Ch 34), which was brought to Council by the Mayor to replace our current Order 150 concerning the Planning Commission. For the record, I am not mentioning the policy, but rather the procedural concerns and where we are in the process.

Here is a short list of procedural issues that should be looked at in determining of the effectiveness of 130:

1. The notice to the public of proposed Ordinance 130 had fill in the blanks with material elements of the ordinance missing
2. The motion to pass the ordinance was not appropriately and clearly made. There was much confusion as to the language of the ordinance that was voted on.
3. 2 planning commissioners under ordinance 150 were grandfathered in (*Frandsen v. North Oaks*) and proposed ordinance 130 was not retroactive.
4. There is a 4/5 supermajority vote under the old and new ordinance to remove PC members, and no vote was taken for removal
5. Proposed ordinance was not presented in 1 document (Ord 31), but two separate documents showing amending Ord 150 and new Ord 130.
6. Ord 150 was never rescinded, or voted on to amend or cancel it
7. PC Chairs are appointed Jan 1 of the year (Ord 31)
8. The ordinance was not brought back to the council to review the language, but instead Council received a letter from our administrator asking "Did I get everything?" and then published in the paper
9. The terms of the ordinance voted on were not the same as what was published in the paper (e.g., 7 days written notice published and 3 days voted on).

Please note that the language of Ord 130 also has language that is not clear in addition to the procedural flaws.

**Statement to Council, July 11, 2019**

I was unable to attend last month's City Council meeting due to a serious medical emergency in my family. Unfortunately, I was unable to participate in the discussion about the future of the Planning Commission and the proposed PC ordinance. As the Chair of the Planning Commission for the last several years, I believe my input to that discussion should have been considered important enough to defer that discussion until the next City Council meeting. On top of that, the City Attorney took the opportunity to accuse me of a financial conflict of interest and committing a crime. That's dirty politics. I made every effort to avoid any financial conflict of interest years ago by refusing any payment from serving on the Planning Commission when I was first appointed to the Commission in 2008. I also abstained as the Chair from all of the voting.

Gregg and Rick have complained about Kara and me serving on both the City Council and the Planning Commission while having a financial conflict of interest, based on Dave Magnuson's allegations. The irony here is that with this new ordinance they will have almost complete control of the Planning Commission. They control who is on the Planning Commission without any input from the public and without opening the positions to the public. They also pick who chairs the Planning Commission, and they have the discretion to decide if the Planning Commissioners get paid. So much for having the independent Planning Commission that Rick wanted.

I hope the future brings a higher level of integrity and transparency that the citizens of North Oaks deserve.

**Katy Ross**

## **Natural Resources Commission Minutes**

**July 18, 2019**

**7 P.M.**

### **Call to Order:**

Chair Bob Larson called the meeting to order at 7:00 p.m.

### **Roll Call:**

Present: Chair Bob Larson, Vice Chair Kate Winsor, Commissioners David White, Damien LePoutre (via conference call), Dan McDermott (via conference call), Andrew Hawkins, NOHOA Liaison Diane Gorder, and Mayor Gregg Nelson

Staff: Recording Secretary Gretchen Needham and City Administrator Mike Robertson

### **Approval of Agenda:**

**Commissioner White moved to approve the agenda. Commissioner Hawkins seconded. Motion approved unanimously.**

### **Approval of Minutes:**

**Commissioner Hawkins moved to approve the June 20, 2019 minutes. Liaison Gorder seconded. Motion approved unanimously.**

### **North Oaks against Oriental Bittersweet**

Administrator Robertson reviewed a recent meeting with Justin Townsend of Ramsey County, City Forester Mark Rehder and NOHOA Liaison Diane Gorder. Townsend noted several sites in North Oaks where he had found Oriental Bittersweet. Educational information will be provided to residents through the email blast on how they can remove this invasive weed themselves. There is grant money available to the City to help offset the costs of removal. The best treatment time is the fall. Oriental Bittersweet was found most often in the east site of the City. Robertson noted that the City had not received enough grant money to treat every site. He hoped to get the program started this year and to qualify for more money next year.

### **Review of NRC's Mission Statement**

Commissioner White recommended changing a sentence to better explain that invasive species are being managed/controlled.

**Vice Chair Winsor moved to accept the NRC Mission Statement as amended. Commissioner Hawkins seconded. Motion approved unanimously.**

### **Update on Septic Ordinance Discussion**

A public hearing will be held during the August Council meeting to discuss cesspools in the City and septic systems in general. The Staff and Sanitary Inspector are recommending a point of sale stipulation be adopted by the City. MPCA and EPA have good online materials the City could use for education and staff will review this material for dissemination to our residents.

### **Update on Pollinator Resolution**

The Pollinator Resolution passed at the June Council meeting. Commissioner Winsor said local businesses will be contacted about how to better landscape to support pollinators.

### **Tick Task Force Report**

The 2019 City of Excellence Award granted by the League of Minnesota Cities to the North Oaks Tick Task Force was on display at the meeting. Commissioner White thanked the members of the community and the TTF who worked so hard to achieve this accomplishment.

### **Kate Winsor's Report**

Commissioner Winsor will ask the Hill Farm Historical Society if a NRC table will be permitted at the fall festival.

### **City Update**

- The City completed the weed management on the lake this week. More acreage was completed than had been expected, according to Mayor Nelson. NOHOA is planning to assume responsibility for weed removal next year. Liaison Gorder suggested that she will work on a commission including participation of the NRC, NOHOA and VLAWMO to work on this, trying to establish best practices. Mayor Nelson noted that she should review the work previously done by the City, including a review of the delineation surveys performed and advice from the scientist retained by the City.
- City Council has hired a new City Attorney.
- Ramsey County's Hotdog with a Deputy was well attended.
- Night to Unite is Tuesday, August 6.
- The Sheriff's office warns against ongoing thefts from vehicles, garages and homes. Residents should keep vigilant: lock vehicles and garages, in addition to homes, whether you are home or not. The Sheriff's office believes it has caught one of the people involved in the North Oaks robbery.

### **NOHOA/NEST Update**

- Liaison Gorder submitted an article to the North Oaks News about the pollinator workshops in the City.
- VLAWMO has been counting carp in the area and will do so in Pleasant Lake on three separate days in July. The carp are tagged, and next year they will be followed wirelessly. VLAWMO and NOHOA have split the cost of this tagging (\$4500 each). The fish will be harvested in 2021.
- NOHOA small watershed focus groups are being formed to help assist with applying for grants and assist in other projects related to watershed concerns.

### **Adjournment:**

Commissioner White made a motion to adjourn. Commissioner Hawkins seconded. The motion was approved unanimously. The meeting ended at 8:06 p.m.

**Next Meeting: August 15, 2019**

**Planning Commission Meeting  
July 25, 2019  
7:00 PM**

**Call to Order:**

Commissioner Mark Azman, as appointed temporary chair, welcomed everyone to the meeting and called the meeting to order at 7:00 pm.

City Administrator Mike Robertson conducted Swearing In of Commissioner Azman as temporary Chair. Chair Azman then swore in new Planning Commissioner Nick Sandell. New Commissioner Jim Hara was unable to attend due to a long standing vacation.

**Roll Call:**

Present: Chair Mark Azman, Commissioners Stig Hauge, Nancy Reid, Nick Sandell, Sara Shah. Absent were Commissioners Joyce Yoshimura-Rank and Jim Hara. City Staff: City Administrator Mike Robertson, Recording Secretary Debbie Breen, City Planner Bob Kirmis, and soon to be City Attorney Kory Land.

Former Commissioners Katy Ross and Kara Ries also were seated at the table. Chair Azman, as per directive of the City Council as an overseeing body of authority, asked former Commissioners Ross and Ries to step away from the Planning Commission. Commissioners Ross and Ries gave prepared statements in disagreement with manner in which Ordinance 130, Chapter 34 regarding composition of the Planning Commission was recently enacted, stating they were grandfathered in. They stated they were harmed by not being allowed to remain on the Planning Commission. Following the directive of the City Council, Chair Azman asked Ross and Ries to leave the Planning Commission table. He encouraged anyone to share their thoughts on the issue with the City Council. Ries and Ross left the Planning Commission table.

**Approval of Agenda:**

Commissioner Reid moved to approve the agenda. Commissioner Hauge seconded. Motion approved unanimously.

**Approval of Minutes:**

Commissioner Reid moved to approve the May 30, 2019 meeting minutes. Commissioner Shah seconded. Motion approved unanimously.

**Public Hearing – Request for Conditional use Permit – 33 Mallard Road  
Combined Garage Space over 1,500 Square Feet – Fady Daw**

Chair Azman opened the Public Hearing at 7:35 p.m.

Administrator Robertson reviewed the request by resident Fady Daw who is asking to convert his existing exercise room into additional garage space. Garage space over 1,500 sq. feet requires a Conditional Use Permit (CUP) per City ordinance. Originally, Mr. Daw was told that he would need a CUP to construct additional garage space, but he decided to use it as an

exercise room instead so he could begin home construction. He is now requesting conversion of the exercise room to garage space. The property is 1.53 acres, single family home, and zoned as Single Family by zoning. The house square footage is not changing and it meets floor area ratio (FAR) requirements. The proposed use of garage space doesn't appear to burden neighbors, traffic, drainage or endanger public welfare. These are all conditions that must be satisfied for approval. Proposed conditions of approval are: final plans must be approved by the Building Official and outstanding fees must be paid.

Commissioners Shah and Reid asked for a drawing of the request, which Administrator Robertson retrieved from the City office. Commissioner Hauge asked if the use as a garage vs. exercise space makes a difference per ordinances. Administrator Robertson stated that "Conditional Use" means use permitted with conditions put on it. Commissioner Reid inquired if NOHOA is looking at the landscape drawings, and Commissioner Shah asked for clarification on the role of NOHOA in Planning Commission rulings. Robertson stated that while we encourage residents to go before NOHOA under state law we can't deny a building permit if they haven't received NOHOA approval. Robertson stated per discussion with Executive Director Griffin, NOHOA indicated that they are close to resolving outstanding issues with Mr. Daw. Commissioners had questions about the location of the driveway, how to access the garage, etc. The applicant was not in attendance to answer questions. Commissioners Shah, Hauge and Reid all had driven by the applicant's property but were unable to get feel for the project with only the written description of the applicant's request.

#### **Scott Reed – 28 Mallard Road**

Mr. Reed is a neighbor to Mr. Daw, and feels he is a very nice guy but has a history of not following proper procedures. He is concerned that in winter, cars could end up in the pool because of the very steep driveway. Mr. Reed has done his own work on his own property and was required to follow all the processes and procedures. He feels Mr. Daw does everything backwards, does projects and then asks later. He also believes Mr. Daw's exterior lighting is not to code and inconsistent with natural area, as well as having 4 pillars which is 2 more than allowed.

#### **Lisa Dujmovic – 15 Black Lake Road**

As part of the NOHOA Architectural Review Committee, she indicated they are still working with Mr. Daw and not close to resolution. There are at least 7 open violations, and a date for the meeting with him has not yet been scheduled.

City Planner Kirmis mentioned that typically a CUP permit request for this sized garage would look at site plan and building impact, as well as any potential negative impacts and any unique features. Commissioner Sandell asked if it meets code setbacks from property lines. It does.

#### **Susan Hinrichs – 55 East Pleasant Lake Road**

Ms. Hinrichs asked procedurally what happens when there is a legal challenge to ordinances, and what the next steps are from a City perspective to ensure the planning is properly seated. Chair Azman stated there is not a legal challenge at this point. Administrator Robertson said

that on the next City Council Agenda is the request to approve the new attorney contract, as well as a request they review the newly enacted Ordinance 130.

Jo Ann Hanson – 5 Sumac Lane

Ms. Hanson asked for the date of the City Council meeting when the ordinance was passed removing the two planning commissioners. Robertson stated July 11, 2019.

**Without further comments, the Public hearing was left open and adjourned until the next meeting.**

Administrator Robertson stated that residents may do unusual things with their property, but the Planning Commission must look at the building code and ordinances in their decisions. Commissioner Reid wanted a site plan with locations of the septic, well and drain fields, and felt we are missing too much information to make a decision on the CUP request. Commissioner Sandell was in favor of tabling and waiting on more information.

**Commissioner Shah moved to table CUP 19-04, the Request for Conditional use Permit at 33 Mallard Road for Combined Garage Space over 1,500 Square Feet, pending additional information requested. This includes: site plan with everything located (well, septic, driveway), engineer report on drainage, and applicant response on the lighting issue.**

**Discussion:** Commissioner Shah asked if the Planning Commission can bring the outstanding ASC issues into the discussion, with Reid asking if we could get a list of those issues. City Planner Kirmis stated that typically within the City's responsibilities is adherence to ordinances, while a home owners association is responsible for imposing and enforcing any restrictions above and beyond ordinances. Administrator Robertson agreed to ask NOHOA staff if they would be willing to share the outstanding applicant issues as background information, however it is not a condition of the motion. He will also again encourage the applicant to attend the next meeting on the CUP application to answer questions by the Commission.

**Commissioner Reid seconded the motion, and the Motion unanimously approved.**

#### **Planning Commission Training – Open Meeting Law, Social media**

City Attorney Kory Land, with law firm LeVander, Gillen & Miller LLC, came to introduce herself and provide training on a variety of topics. She has a passion for helping governments do things the right way, and has been with the firm for 23 years since law school. She is looking forward to helping the City of North Oaks set things up in a thoughtful organized way. Covered in this 1<sup>st</sup> session: why Planning Commissions exist, their purpose, the opening meeting law, social media and general operating procedures.

#### **Role of Planning Commission:**

1. Planning Commissions exist because the state allows them to exist. Having this commission says to residents "These are the rules put in place and lets the community know if they play by rules they can do certain things here." The Planning Commission is advisory to the City Council.

2. **Role and purpose:** Develop comprehensive plan, review zoning/subdivision ordinances, subdivision regulations and applications, conditional use permits and variance requests. The perfect use of the Planning Commission was the review of the CUP Application for Mr. Daw immediately prior. The rule books for the Planning Commission are: comprehensive plan, zoning ordinances, any subdivision regulations.
3. **Key general terms:**
  - Comprehensive Plan:** Long term vision for community, usually broad, not detailed, broad brush.
  - Zoning Ordinances:** Takes information in the Comprehensive Plan and puts in more details for regulations such as height, zone, stories, open spaces, uses of buildings and structures. Zoning map divides into all the different types of zones, Residential, Commercial, etc., - more specific and particular.
  - Subdivision Regulations:** Even further dividing into lot sizes, setbacks, trails, plats, etc. By the time the Planning Commission sees a plan, the City staff has primarily worked out many details.

#### **Open Meeting Law:**

Open Meeting Law says that “all meetings are open to the public”. All elected officials and commissions, or any committee the council has authorized must adhere to the Law.

Meetings aren’t specifically defined in statutes, but include:

1. Anytime a quorum of the body discusses, decides, or receives information as a group.
2. Information discussed is related to official business.

For City Council 3 of 5 discussing an issue applies, for the Planning Commission it would be 4 out of 7. Typically, this refers to in person meetings but also includes email and social media as the biggest pitfalls. Biggest concern: email when too many members involved results in quorum and violation. Emails with questions about an issue should only be sent to City staff. Staff can then copy all Commissioners with an answer. Commissioners should not do a reply all, which would constitute a quorum for discussion. If they need more info she suggests just reply to City staff as an individual.

#### **Social Media – Facebook:**

If you are friends on Facebook with a quorum of Planning Commissioners, don’t comment or discuss on anything that could possibly come before you as official business. The exception is unless the Facebook page is completely open to the public like the city page, then able to comment because it is open to the entire public. On the NOHOA Facebook page where all North Oaks members could be on the page – Commissioners can read the comments, but no response commentary. Hitting a “Like” button counts as weighing in on a decision, where you can’t comment on something that comes before you. This applies to personal Facebook pages, so just don’t discuss things on your Facebook page if you have a quorum and it could come before you. The penalties for a violation could include \$300 fine and public embarrassment.

**What Requires a Public Hearing:**

A Public Hearing ensures all sides of story are heard, that due notice is given, and that it is on the public record. This allows full presentation by the applicant, City and the public. Chair Azman asked about guidelines for conducting a public hearing, and thought asking for public comments 3 times would be sufficient guideline to provide opportunity to speak. Attorney Land responded that 3 is a good rule of thumb.

**Due Process during meetings:**

Staff provides information first, then gives others opportunity to present their case when a property interest is at stake. The Commission then makes a decision and adopts findings of fact that articulate the basis for decision.

Prior to a public hearing, the Planning Commission does not have the complete set of information, so they must leave the window open for an objective hearing of the application. If they deny an application without proper cause, the applicant can appeal. The result might be an overturned decision, or to send the application back to review for a possible new decision. Chair Azman asked if the record shows both sides of discussion, but found sufficient facts for approval (or denial), would it be upheld by a court? Attorney Land stated of utmost importance was to get findings of fact in the record. The City cannot supplement the record later if they realize an error was made. If there is additional information, it can be brought forth at the time the Council reviews the application for final decision. The key is to remain impartial until they make decision at the formal meeting.

**Can I make own sight visit?**

Attorney Land suggested that doing a drive by of the property to be reviewed is okay, but suggested not to engage with the applicant because they might get outside information that other Commission members don't have. The key is for all information to be received in the room at once. It is okay to do site visits solo or in groups of 2, unless posted as a "public meeting" and then they could go as an entire group in a van, etc. She recommends to advise an applicant who wants to tell you something that they need to come themselves to the public meeting to share that information. Any information received verbally from property owners or neighbors is hearsay. If that person has a message to tell they need to say it in person at the public meeting.

**Findings of Fact:**

Attorney Land reviewed valid Findings of Fact for approving or denying an application. If objecting to application, it is important for residents to show how an application endangers, injures or detrimentally impacts surrounding properties. They must be able to articulate what the damage is, with objections supported by some kind of fact.

Susan Hendricks of 55 East Pleasant Lake Road asked if there is an agreement in place, such as a developer negotiated agreement, if this might sign away rights to meeting some of these guidelines. Attorney Land can't speak to this without reviewing all the agreements, but in general commissioners must follow rules and not a gut feeling.

She reviewed appropriate questions to ask at a Public Hearing, and emphasized the Planning Commission can only be concerned with the outside of building and can't request the applicant make changes to the interior. Having rules make it a level playing field for all.

**Reviewed Basic Meeting Protocol -Roberts Rules of Order.**

Typical meeting order: Open the subject matter, staff overview, invitation to applicant to speak, open public hearing, take testimony, close public hearing, further discussion, motion and vote. The dialog between the Planning Commissioners is typically in the "further discussion" section. It is up to the Chair if they wish to reopen the Public Hearing after It is closed.

She recommended to try not to get sidetracked with things that are not in your pervue. Commissioner Hague mentioned that typically the Commissioners have discussion before the Motion, which Attorney Land indicated was fine. The Planning Commission must stick to things within your jurisdiction – let NOHOA do their thing, let Planning Commission do their thing. Can ask for things that concern them outside of this scope, but It is just background info. Do not be tempted to look things up during meetings, but ask for continuance for City staff to review issue(s). If on deadline for decision, recommend approve or deny – with request to get needed additional information upon recommendation to council. Know when to move on once your point has been made, regardless of whether you've convinced others to agree with you.

Attorney Land thanked the Commissioners for the opportunity to share with them, and will continue with part two of the session at a future date.

**Next Planning Commission Meeting: Thursday, August 29, 2019**

**Adjournment:**

Chair Azman thanked everyone for coming and their comments.

**Commissioner Hauge made a motion to adjourn. Commissioner Reid seconded, and the motion unanimously approved. The meeting ended at 9:06 pm.**

The Council Workshop was called to order at 5:06 p.m. by Mayor Gregg Nelson at the Conference Room, 100 Village Center Drive, Suite 150, City of North Oaks, Minnesota. Present were Mayor Gregg Nelson; Councilmembers Rick Kingston, Kara Ries, and Katy Ross; City Administrator Mike Robertson, City Planner Bob Kirmis, City Attorney David Magnuson, Recording Secretary Gretchen Needham, and Videographer Maureen Anderson. Councilmember Marty Long was absent.

### **Decennial Review of East Oaks PDA**

Mayor Nelson said that this workshop is for the City Council decennial review discussion and no public comments will be taken.

Planner Kirmis noted that on February 11, 1999, the City of North Oaks entered into a Planned Development Agreement (PDA) with the North Oaks Company (NOC), which governs the development of the East Oaks planned unit development. A decennial review is required every ten years. The following topics are required to be discussed as part of the review. Present for the North Oaks Company were President Mark Hauge, Vice-President Gary Eagles and attorney Tom Bray of Briggs and Morgan.

#### ***1. The functioning of the protected land, the active and passive private open spaces and primary and restricted trail easements.***

One issue is that the Nord subdivision has a "trail" outlined that NOC never formally recognized as a trail. Staff asks that intended trail routes are made clear with the North Oaks Homeowners' Association (NOHOA) for any and all future subdivision applications. Councilmember Ries spoke about Exhibit B4, which identifies the trails. She thinks NOC has the responsibility to create the trails on that map. Mark Hauge of NOC said that any issues with trails would be taken up with NOHOA and NOC would be willing to deed easements for the Nord trail to NOHOA. Exhibit C1 outlines where future trails will be located. NOC would convey trail easements to NOHOA at the time of final plan approval.

#### ***2. The functioning of the project's "essential improvements."***

Administrator Robertson said that in discussion with the NOHOA Executive Director she expressed concern about the use of stormwater ponds as opposed to natural drainage areas. NOHOA does not believe it has responsibility for stormwater ponds and drainageways and that they are either the responsibility of the City, the individual homeowner or a subdivision association. Council agreed it should form a sub-committee to work with NOHOA on these issues.

#### ***3. The application of the PDA controls to the various development sites that comprise the project and the Master Development Plan.***

While considering the Nord preliminary subdivision application, the question arose as to whether the Conceptual Street and Access Plan was final or subject to change. Staff believes

some modification to such plans should be allowed if the result is an improvement without significantly affecting surrounding properties. Councilmember Ries pointed out that the Conceptual Plan was approved as part of the original East Oaks PDA approval. She said that a new connection to the outside of North Oaks is not in keeping with a historic conservation of entrances to North Oaks. Mark Hauge of NOC clarified that NOC is not advocating for more traffic on the interior roads but was trying to minimize isolation and improve emergency vehicle access to new developments. Administrator Robertson asked that Council give direction on whether it wanted future connections from outside roads into the interior area of North Oaks.

***4. The extent to which the East Oaks project remains consistent with the plans and policies of the City and the Developer.***

Planner Kirmis said staff thinks that East Oaks remains consistent with the plans of the City. The Developer has the right to request changes (amendments) to the PDA. Staff reminded all that the PDA supersedes the City's Zoning Ordinance, Subdivision Ordinance, and Comprehensive Plan. Mark Hauge of NOC said they would hold a future workshop or focus group to engage the community in discussion about different types of housing choices before NOC would submit any applications in the future.

***5. The effects of applicable laws, regulations, and directives adopted or put into effect by federal, state, local, or other governmental agencies.***

The City Attorney addressed this matter in a memo dated June 26, 2019. Tom Bray, attorney for NOC, said that the East Oaks PDA clearly supersedes the recently passed City Ordinance 129. He also said that NOC would not waive the State sixty-day limit for processing applications. Councilmember Ries pointed out that the definition of "concept plan" in the PDA mentions the approval by Council of such plans, so there is some stickiness to any concept plan submitted. Councilmember Ries also asked that a process be put in place where documentation relating to any application submitted be reviewed within a specific timeline. Councilmember Ross suggested the Planning Commission Chair be involved with the City Administrator and the City Planner to make sure all documents are supplied to render the submission complete. City Planner Kirmis suggested that in addition to the current subdivision checklist, an informal check of documentation could be done at the time of a concept plan submittal, to also ensure there is plenty of time for the Planning Commission and City Staff to review and request any additional materials.

***6. Whether the preceding factors, or any others, provide a basis for consideration of modifications to the East Oaks project or amendment to the PDA.***

Staff does not feel an amendment to the PDA is needed at this time. Councilmember Ries asked NOC when the unit count for Waverly Gardens was done in relation to the seventh amendment of the PDA, which was adopted in 2010. Mark Hauge answered that the

seventh amendment was done after Waverly Gardens was completed. Councilmember Ries asked why commercial acreage is being counted versus individual units for Waverly Gardens since accounting for resources is complicated by not counting individual units as individual units. Mayor Nelson noted that since residents at Waverly Gardens are putting less use on trail and park resources, it was deemed an understandable compromise to count their units differently. Councilmember Ross pointed out that this affects how many units are left for NOC to develop in the future. Mark Hauge believes this matter was decided in 2010 with the seventh amendment. The amount of commercial acreage left in Waverly Gardens to develop is 5.73 acres. Tract 603 in Presbyterian Homes has 14 housing units available to develop, which will be deducted from the total count.

#### *7. Trails*

Uncertainty as to trail easements has been a concern with recent subdivisions, so Staff recommends that trail plans be shared with NOHOA in early stages for future subdivision applications. Mark Hauge of NOC agreed that a collaboration among those parties, adhering to the PDA, at early stages would be beneficial to all.

#### *8. Alternative uses*

Although an earlier plan for an event center was withdrawn by NOC, Administrator Robertson asked the Council if they would like an opportunity to propose any new future uses. Mark Hauge of NOC said they are open to ideas for commercial and residential development outside of traditional uses.

Councilmember Ries asked if any lot lines had changed for area K (near Black Lake). Mark Hauge responded that lots have been purchased and combined in one case.

Councilmember Ross asked if residents would be able to comment on the Decennial Review. Mayor Nelson responded that residents could send comments to the City Administrator through email or written letter.

#### **Adjournment**

**On motion duly made by Councilmember Kingston, seconded by Councilmember Ross and carried unanimously, the meeting was adjourned at 6:55 p.m.**

Attest:

Respectfully Submitted

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City Administrator Mike Robertson

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Gretchen Needham  
Recording Secretary

The Council Workshop was called to order at 5:00 p.m. by Mayor Gregg Nelson at the Conference Room, 100 Village Center Drive, Suite 150, City of North Oaks, Minnesota. Present were Mayor Gregg Nelson; Councilmembers Marty Long, Katy Ross, Rick Kingston and Kara Ries; City Administrator Mike Robertson and Videographer Maureen Anderson.

**Interviews of Potential City Attorney Firms**

The City Council interviewed Bridget Nason and Korine Land of LeVander, Gillen & Miller; Tim Sullivan & Joe Langel of Ratwick, Roszak & Maloney; and John Thames and Joe Murphey of Carson, Clelland and Schreder.

After a brief discussion of their impressions Council adjourned.

**Adjournment**

**On motion duly made by Councilmember Long, seconded by Councilmember Ries and carried unanimously, the meeting was adjourned at 6:28 p.m.**

Attest:

---

City Administrator Mike Robertson

**BII BUETOW 2 ARCHITECTS, INC.**

***LAKE JOHANNA  
FIRE DEPARTMENT***

***Serving the Communities of  
Arden Hills, North Oaks and Shoreview***



**Long Range Planning Study  
Fire Station 4- Victoria**

**2018**

**B2A #1830**

# **BII BUETOW 2 ARCHITECTS, INC.**

## **Table of Contents**

<b>Introduction and Executive Summary</b>	<b>1</b>
<b>Need</b>	
<b>Department Overview</b>	<b>2-13</b>
Station 4 needs and Stations 3 and 2 needs	
<b>Direction</b>	
<b>Building Space Program (50 Year Need)</b>	<b>14-24</b>
Existing Station 4	
New Fire Station	
<b>Site Planning (50 Year Need)</b>	<b>25-44</b>
Optimal size and shape	
Site selection criteria	
Potential site areas and sites	
Site acquisition costs	
<b>Implementation</b>	
<b>Project Schedule/Time Frame</b>	<b>45-46</b>
Tasks and action items	
<b>Project Probable Cost Budget</b>	<b>47</b>
Phases	
<b>Sustainable Design Strategies</b>	<b>48</b>
<b>Appendix-</b>	<b>49-80</b>

## **Preamble**

### **Lake Johanna Fire Department**

The Fire Department has served the Cities of Arden Hills, North Oaks and Shoreview since 1943. The department serves approximately 42,000 residents and responded to about 3,600 calls for service in 2018. The department operates 3 fire stations and responds to calls for fires, Motor Vehicle Accidents with injuries, EMS, Water and Ice Rescue, Hazardous Materials and Confined Space calls. The Insurance Services Office (ISO) which evaluates and rates fire protection services has rated Arden Hills, North Oaks and Shoreview a Public Protection Class 3. The Department provides service with 4 Engines, 2 Ladder trucks, 1 Tanker, 2 Rescue trucks, 3 Brush trucks, 2 Boats and 4 Chief's Vehicles.

## **Introduction**

The objective of the Study was to determine the long term facility needs of Fire Station 4-Victoria. This was done in the context of the existing service model of 3 Fire Stations continuing to provide service for Arden Hills, North Oaks and Shoreview.

### *Process*

The Study started with a general discussion of all aspects of Station 4 with Lake Johanna Fire Department Staff. Meetings on space program needs, schedule and cost were held. A walk through of all 3 Fire Stations was performed.

A list of potential sites was prepared and they were viewed.

## **Executive Summary**

The Study determined that a new Fire Station should be built on a new site to meet the needs of "the next 50 years".

The size of the site should be at least 3 acres to accommodate a Fire Station of 28,000 SF. The Station would include 6 drive through bays and living/sleeping quarters for 7 firefighters. The new Fire Station would then because of size and equipment contained would transition to become the new Headquarters Station. The new HQ Station would include much needed training functions.

The new training room could also be designed as a "hardened" EOC (Emergency Operations Center) that would serve all 3 Cities.

The former HQ Station 3 would then be able to cost effectively add sleeping rooms for the future.

The total project Hard Cost (bid) and Soft Cost (everything else) would be \$7.7 M+/-.

This *does not* include the land cost. The Study includes some potential sites to consider.

The project would take a minimum of 4 years from start to occupancy for use by the firefighters.



# NEED

## Department Overview

The current facilities consist of the following three Stations:

### Station 3 – Headquarters

Northern most location on 1.8 acre site with expansion being difficult.

Built in 1986 and remodeled in 2005.

No sleeping rooms at this location.

### Station 4 – Victoria

Southern location on less than a 1 acre site with no expansion possible.

Built in 1988 and remodeled in 2005 and 2013. 4 sleeping rooms were added in the last remodel.

### Station 2 – Hodgson Road

Eastern location on less than a 1 acre site with no expansion space.

Built in 1988 and remodeled in 2013.

Offices were remodeled into 4 sleeping rooms.

### Station 4 Deficiencies

The Station is typical of the era it was designed in. It was not planned for full time staff and sleeping. Trucks were smaller and there was less emphasis on training, health/wellness and reporting. Expansion is not possible anymore as the entire site has been utilized.

The garage space has no support spaces and no additional space for apparatus and storage. There is no separation between apparatus bays and living spaces. All staff support areas are minimal as they are too small including the bathrooms. A decontamination space does not exist. There are no training spaces. Parking is lacking and cannot be expanded. No staging area for trailers or equipment as they would be in the circulation path. Access has become more difficult with the increased traffic loads on the intersection. There is tight space for required trash, recycling and no outdoor space for firefighters. The adjacent railroad is noisy and the trains stop traffic which is a public safety concern during a call.

### Lake Johanna Fire Department Service

Looking to the future the Department is going to maintain the service model it currently has in place. Three stations- north, east and south to provide coverage and support to each other and adjacent communities.

The Study of Station 4 is in the context of all three Stations needs. Stations 3 and 2 will also need updating in the future. Station 3 will require sleeping rooms and this could be accomplished by transitioning the Headquarters administrative offices to a new facility. This cost effective plan would eliminate eroding already valuable space from other functions at Station 3. The “center of gravity” of the Fire Department will shift with the future anticipated growth including the Rice Creek Commons area. Relocating the leadership team to a “new core facility” would enable the communication that is so important in a Department. Station 2 could also gain space by moving some of its equipment to a new facility. It has an opportunity to access a land locked parcel behind it to the east. However, building a free standing building would be possibly functionally awkward and unnecessary when a new facility is built in the south.

***Future 50 Years- Arden Hills, North Oaks, Shoreview***

The three Cities are evolving and changing with growth in different ways. Arden Hills with the Rice Creek Commons development. Shoreview and North Oaks filling out with commercial and high density multi-story residential housing projects. The old transit routes being upgraded and bolstered and new ones added along with the continued presence of the railway. The operation of LJFD must be viewed in this new context in order to be the best delivery of services for the next 50 years.

***Lake Johanna Fire Department Future 50 Years***

In order to remain an effective Department the following characteristics need to be maintained, nourished and enhanced:

- 1- Provide effective presence and station locations to insure coverage area.
- 2- Provide appropriate apparatus bay and associated support spaces.
- 3- Provide training support for Firefighters.
- 4- Provide sleeping quarters conducive to demanding work.
- 5- Continue a good relationship between Administration and Firefighters that includes access/communication and proximity to each other.
- 6- Maintain the ability to attract quality qualified candidates to be firefighters by an inviting Station environment.

***Lake Johanna Fire Department Needs for The Future***

The following pages illustrate the shortcomings of certain aspects of the current facilities. They do not diminish the good service being provided by the Department. They show specific areas that need to be improved upon in a new facility.

The modern Fire Station is comprised of a number of program elements that form the facility:

Apparatus Bays/Support

Living Quarters/Support

Administration/Offices

Training/Fitness

Circulation and Infrastructure

The needs for these areas follow.



**BIRDIES**  
*for Hope*

TITLE  
SPONSOR



BRIDGEWATER BANK



**CommonBond**  
COMMUNITIES

## EVENT INFORMATION

### *What*

This annual fundraiser celebrates the work of CommonBond Communities and our partners who share the vision that the stability of a home combined with the support of individual services can change lives. It's a great day on the course, a great way to have fun, and a great way to partner in the work we do!

### *When*

**Monday, September 16, 2019**

**11:00 am Registration and Lunch**

**12:30 pm Shotgun Start**

**5:30 pm Social Hour, Brief Program, Prizes**

### *Where*

North Oaks Golf Club  
54 East Oaks Road, North Oaks, MN 55127

### *Why*

Birdies for Hope raises funds to support CommonBond's Youth Advantage Services. The goal of our Youth Advantage Services is to promote education, youth services, and community building among our younger residents.

### *How*

Be a part of the excitement by sponsoring the 2019 Birdies for Hope Golf Tournament. In addition, please consider a donation to our silent auction. Share this information with your friends and business associates and invite them to support an organization making a big impact in the lives of more than 2,800 youth.

### *Questions*

For additional information regarding sponsorships – or if you'd like to discuss other ways to support our work – please contact Kathy Vigil at 651-288-8693 or [Kathy.Vigil@commonbond.org](mailto:Kathy.Vigil@commonbond.org)

CommonBond Communities is a 501 (c)(3) organization. Your donation is tax deductible in accordance with applicable laws.

**COMMONBOND COMMUNITIES 1080 MONTREAL AVENUE ST. PAUL MN 55116 651.291.1750**

**Office of the Minnesota Secretary of State  
Certificate of Good Standing**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name:	CommonBond Communities
Date Filed:	09/18/1974
File Number:	L-1096
Minnesota Statutes, Chapter:	317A
Home Jurisdiction:	Minnesota

This certificate has been issued on: 03/15/2019



*Steve Simon*

Steve Simon  
Secretary of State  
State of Minnesota

MINNESOTA LAWFUL GAMBLING  
**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: CommonBond Communities Previous Gambling Permit Number: X-05811-18-016  
Minnesota Tax ID Number, if any: 28023 Federal Employer ID Number (FEIN), if any: 41-1260469  
Mailing Address: 1080 Montreal Avenue  
City: Saint Paul State: MN Zip: 55116 County: Ramsey  
Name of Chief Executive Officer (CEO): Deldre Schmidt  
CEO Daytime Phone: 651-291-1750 CEO Email: \_\_\_\_\_  
(permit will be emailed to this email address unless otherwise indicated below)  
Email permit to (if other than the CEO): kathy.vigil@commonbond.org

**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    Secretary of State website, phone numbers:  
60 Empire Drive, Suite 100    [www.sos.state.mn.us](http://www.sos.state.mn.us)  
St. Paul, MN 55103    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): North Oaks Golf Club  
Physical Address (do not use P.O. box): 54 East Oaks Rd  
Check one:  
 City: North Oaks Zip: 55127 County: Ramsey  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
Date(s) of activity (for raffles, indicate the date of the drawing): September 16, 2019

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](http://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: City of North Oaks

Signature of City Personnel: [Signature]  
 Title: Deputy Clerk Date: 8/8/19

**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: [Signature] Date: 7/10/19  
 (Signature must be CEO's signature; designee may not sign)

Print Name: Deldre Schmidt

**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 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.



## Hill Farm Historical Society

July 29, 2019

City of North Oaks

Attn: Mike Robertson, City Administrator  
100 Village Center Drive, Suite 230  
North Oaks, Minnesota 55127

Re: Request of Approval of Hill Farm Historical Society's Application for One Day Liquor License for 2019 Farm Fest

Dear Mike :

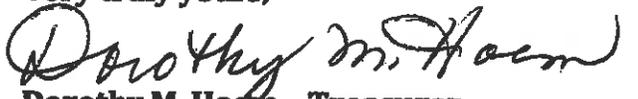
Enclosed is the Hill Farm Historical Society's application for a one-day liquor permit for the 2019 Farm Fest, which will be held on Sunday, September 8, 2018 from 3pm to 7pm. As you know, HFHS sponsors and holds the Farm Fest event each year. Attendees enjoy farm-related exhibits and music, and can purchase tickets for various activities (petting zoo, butter churning, games, crafts, exhibits, plus food and beverage items (including beer sales). We also hold a silent auction fundraiser.

I understand that the City typically approves the license/permit application, and will then send it to me, or your office can give me a call and I can pick it up at your office. I will then mail the Application for Liquor Liability Coverage to the Minnesota Joint Underwriters Association with the applicable fee, and include a copy of this application with the liquor license application.

I also understand that the City usually waives the application fee, and if that is not the case, call me and I'll drop off a check before the next City Council meeting.

If you have any questions, please call me at 651-486-7470.  
Thank you for your assistance.

Very truly yours,

  
Dorothy M. Hoem, Treasurer  
41 Nord Circle Rd., North Oaks, MN 55127

Enclosure



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY  
 TEMPORARY CONSUMPTION AND DISPLAY PERMIT**

(City or county may not issue more than 10 permits in any one year)

Name of organization Hill Farm Historical Society		Date organized January 1, 1989	Tax exempt number 41-1643145
Address 41 Nord Circle Drive		City North Oaks	State Minnesota
		Zip Code 55127	
Name of person making application Dorothy Hoem, treasurer		Business phone	Home phone 651-486-7470
Date(s) of event September 8, 2019		Type of organization <input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit	
Organization officer's name <input checked="" type="checkbox"/> Paul Dickson, President		City North Oaks	State Minnesota
		Zip 55127	
<input type="button" value="Add New Officer"/>			

Location where permit will be used. If an outdoor area, describe.

Location is at the site in North Oaks, MN where are a number of historical farm buildings. There is not mail box at the site.

**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
Date Fee Paid	City or County Email Address
	City or County phone number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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

**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](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**

# NORTH OAKS

08/01/19 2:15 PM

Page 1

## Payments

Current Period: August 2019

Batch Name	08/08/19 CC Payments	User Dollar Amt	\$177,578.52
		Computer Dollar Amt	\$177,578.52
			\$0.00 In Balance

Refer 1278 U S Bank

Invoice

Invoice

Transaction Date	8/8/2019	Checking	10100	Total
Refer	1243 Peterson-Waddle Recycling			
Cash Payment	E 101-43200-384 RECYCLING	Monthly services		\$20,166.94
	Invoice 072019			
Cash Payment	E 101-43200-384 RECYCLING			\$0.00
	Invoice 072019			
Cash Payment	E 101-43200-384 RECYCLING	Fuel Charge		\$0.00
	Invoice 072019			
Cash Payment	E 101-43200-384 RECYCLING	Storage Rent		\$0.00
	Invoice 072019			
Transaction Date	8/8/2019	Checking	10100	Total \$20,166.94

Refer 1244 Kelly & Lemmons, P.A.

Cash Payment	E 101-41600-315 LEGAL FEES - PROSEC	Prosecution Services		\$0.00
	Invoice			
Transaction Date	8/8/2019	Checking	10100	Total \$0.00

Refer 1245 Xcel Energy

Cash Payment	E 101-41300-381 ELECTRIC UTILITIES	City 303585928 & 302708070		\$113.68
	Invoice 51-6616507-3			
Cash Payment	E 101-43100-381 ELECTRIC UTILITIES	Signals 303740120 & 303839695		\$96.03
	Invoice 51-6616507-3			
Cash Payment	E 101-43100-381 ELECTRIC UTILITIES	Street Lighting		\$52.07
	Invoice 51-6616507-3			
Cash Payment	E 406-43000-381 ELECTRIC UTILITIES	8 Poplar Ln Aeration		\$12.10
	Invoice 51-6616507-3			
Cash Payment	E 406-43000-381 ELECTRIC UTILITIES	7 Willow Rd 51-0572815-6		\$38.62
	Invoice 51-6616507-3			
Cash Payment	E 601-49400-381 ELECTRIC UTILITIES	24 Maycomb, 304471197		\$41.27
	Invoice 51-6616507-3			
Cash Payment	E 602-49450-381 ELECTRIC UTILITIES	Liftstation #3, 302368925		\$38.06
	Invoice 51-6616507-3			
Cash Payment	E 602-49450-381 ELECTRIC UTILITIES	Liftstation #1, 302660004		\$17.98
	Invoice 51-6616507-3			
Cash Payment	E 602-49450-381 ELECTRIC UTILITIES	Liftstation #5, 302894636		\$31.50
	Invoice 51-6616507-3			
Cash Payment	E 602-49450-381 ELECTRIC UTILITIES	Liftstation #2, 302953888		\$39.66
	Invoice 51-6616507-3			
Cash Payment	E 602-49450-381 ELECTRIC UTILITIES	Liftstation #9, 304097091		\$48.66
	Invoice 51-6616507-3			
Cash Payment	E 602-49450-381 ELECTRIC UTILITIES	Liftstation #11, 304464164		\$22.40
	Invoice 51-6616507-3			
Cash Payment	E 602-49450-381 ELECTRIC UTILITIES	Wilkinson Blvd, 304097283		\$57.30
	Invoice 51-6616507-3			
Transaction Date	8/8/2019	Checking	10100	Total \$609.33

# NORTH OAKS

08/01/19 2:15 PM

Page 2

## Payments

Current Period: August 2019

<b>Refer 1246 Northstar Inspection Services</b>					
Cash Payment	E 101-42400-313 CONTRACT SERVICES	Bldg permit fees			\$10,886.43
	invoice 07/31/19				
Cash Payment	E 101-42400-313 CONTRACT SERVICES	Plan review fees			\$3,972.63
	invoice 07/31/19				
Cash Payment	E 101-42400-313 CONTRACT SERVICES	Mechanical permit fees			\$1,083.00
	invoice 07/31/19				
Cash Payment	E 101-42400-313 CONTRACT SERVICES	Plumbing permit fees			\$816.60
	invoice 07/31/19				
Cash Payment	E 101-42400-313 CONTRACT SERVICES	Monthly retainer			\$500.00
	invoice 07/31/19				
Transaction Date	8/8/2019	Checking	10100	<b>Total</b>	<b>\$17,258.66</b>
<b>Refer 1247 Ramsey County-Emergency Commu</b>					
Cash Payment	E 101-42100-313 CONTRACT SERVICES	911 Dispatch			\$1,006.28
	invoice				
Cash Payment	E 101-42100-313 CONTRACT SERVICES	CAD Services			\$206.26
	invoice				
Cash Payment	E 101-42100-313 CONTRACT SERVICES	Fleet Support			\$3.12
	invoice				
Transaction Date	8/8/2019	Checking	10100	<b>Total</b>	<b>\$1,215.66</b>
<b>Refer 1248 Madison National Life</b>					
Cash Payment	E 101-41300-131 HEALTH, DENTAL, LIFE	STD - August			\$35.00
	invoice 038131.0819				
Cash Payment	E 101-41300-131 HEALTH, DENTAL, LIFE	LTD - August			\$325.14
	invoice 038131.0819				
Transaction Date	8/8/2019	Checking	10100	<b>Total</b>	<b>\$360.14</b>
<b>Refer 1249 Marco, Inc.</b>					
Cash Payment	E 101-41300-210 OPERATING SUPPLIES	Copier Rental - September			\$652.05
	Invoice				
Transaction Date	8/8/2019	Checking	10100	<b>Total</b>	<b>\$652.05</b>
<b>Refer 1250 Metro Council Envir Srvc-Sewer</b>					
Cash Payment	E 602-49450-385 SEWER	Monthly Sewer			\$5,583.38
	Invoice September 2019				
Transaction Date	8/8/2019	Checking	10100	<b>Total</b>	<b>\$5,583.38</b>
<b>Refer 1251 City of Roseville</b>					
Cash Payment	E 101-41300-309 COMPUTER/INTERNET/	August IT Services			\$0.00
	Invoice				
Cash Payment	E 101-41300-321 TELEPHONE SERVICE	August Phone Service			\$0.00
	Invoice				
Transaction Date	8/8/2019	Checking	10100	<b>Total</b>	<b>\$0.00</b>
<b>Refer 1252 Magnuson Law Firm</b>					
Cash Payment	E 101-41800-304 LEGAL FEES - GENERA	Retainer, August			\$0.00
	Invoice				
Transaction Date	8/8/2019	Checking	10100	<b>Total</b>	<b>\$0.00</b>
<b>Refer 1253 Vantagepoint Transfer</b>					
Cash Payment	E 101-41300-131 HEALTH, DENTAL, LIFE	Monthly Contributions			\$653.85
	Invoice PR 08/13/19				
Cash Payment	E 101-41300-131 HEALTH, DENTAL, LIFE	Monthly Contributions			\$653.85
	invoice PR 08/27/19				

# NORTH OAKS

08/01/19 2:15 PM

Page 3

## Payments

Current Period: August 2019

Transaction Date	8/8/2019	Checking	10100	<b>Total</b>	<b>\$1,307.70</b>
Refer	1254 <i>Vantagepoint Transfer Agents</i>				
Cash Payment	E 101-41300-131 HEALTH, DENTAL, LIFE	Monthly Contributions			\$640.88
Invoice	PR 06/13/19				
Cash Payment	E 101-41300-131 HEALTH, DENTAL, LIFE	Add'l Contribution			\$137.00
Invoice	PR 06/13/19				
Cash Payment	E 101-41300-131 HEALTH, DENTAL, LIFE	Monthly Contributions			\$584.88
Invoice	PR 06/27/19				
Cash Payment	E 101-41300-131 HEALTH, DENTAL, LIFE	Add'l Contribution			\$137.00
Invoice	PR 06/27/19				
Transaction Date	8/8/2019	Checking	10100	<b>Total</b>	<b>\$1,499.76</b>
Refer	1255 <i>Connexus Energy</i>				
Cash Payment	E 101-43100-381 ELECTRIC UTILITIES	5919 Centerville			\$0.00
Invoice					
Transaction Date	8/8/2019	Checking	10100	<b>Total</b>	<b>\$0.00</b>
Refer	1256 <i>North Oaks Village Center LLC</i>				
Cash Payment	E 101-41300-410 RENTALS	Base Rent Charge			\$4,734.87
Invoice					
Cash Payment	E 101-41300-410 RENTALS	Operating Expense			\$4,037.87
Invoice					
Cash Payment	E 101-41300-410 RENTALS	CAM Adjustment			\$893.33
Invoice					
Transaction Date	8/8/2019	Checking	10100	<b>Total</b>	<b>\$9,665.87</b>
Refer	1257 <i>Gopher State One-Call, Inc.</i>				
Cash Payment	E 101-42300-300 PROFESSIONAL SERVI	Monthly services - July			\$153.90
Invoice					
Transaction Date	8/8/2019	Checking	10100	<b>Total</b>	<b>\$153.90</b>
Refer	1258 <i>Press Publications</i>				
Cash Payment	E 101-41100-350 PUBLISHING & ADVER	Legal Notice - PC Ordinance			\$128.64
Invoice					
Cash Payment	E 101-41100-350 PUBLISHING & ADVER	Legal Notice - Conditional Use Permit			\$16.08
Invoice					
Cash Payment	E 101-41100-350 PUBLISHING & ADVER	Legal Notice - Amend. Ord 51			\$10.72
Invoice					
Transaction Date	8/8/2019	Checking	10100	<b>Total</b>	<b>\$155.44</b>
Refer	1259 <i>EUREKA RECYCLING</i>				
Cash Payment	E 101-43200-384 RECYCLING	Eureka - July			\$0.00
Invoice					
Transaction Date	8/8/2019	Checking	10100	<b>Total</b>	<b>\$0.00</b>
Refer	1260 <i>REHDER FORESTRY CONSULTING</i>				
Cash Payment	E 101-46100-316 TREE PRESERVATION,	July 2019 Forestry			\$7,475.00
Invoice					
Transaction Date	8/8/2019	Checking	10100	<b>Total</b>	<b>\$7,475.00</b>
Refer	1261 <i>NORTHWEST ASSOCIATED CONS</i>				
Cash Payment	E 101-41910-300 PROFESSIONAL SERVI	General Services			\$0.00
Invoice					
Cash Payment	E 101-41910-300 PROFESSIONAL SERVI	City Meetings			\$0.00
Invoice					

# NORTH OAKS

## Payments

08/01/19 2:15 PM

Page 4

Current Period: August 2019

Cash Payment Invoice	E 400-41910-300 PROFESSIONAL SERVI	Comprehensive Plan			\$0.00
Transaction Date	8/8/2019	Checking	10100	Total	\$0.00
Refer	1263	Ramsey County Sheriff	-		
Cash Payment Invoice	E 101-42100-313 CONTRACT SERVICES	Police & CSO - July			\$67,293.10
Transaction Date	8/8/2019	Checking	10100	Total	\$67,293.10
Refer	1265	Tokle Inspections, Inc.	-		
Cash Payment Invoice	E 101-42400-313 CONTRACT SERVICES	80% Electrical Inspections			\$0.00
Transaction Date	8/8/2019	Checking	10100	Total	\$0.00
Refer	1266	Sambatek, Inc.	-		
Cash Payment Invoice	E 101-41900-303 ENGINEERING SERVIC	General Services			\$11,079.26
Cash Payment Invoice	G 801-22018 EAST OAKS PUD ESCROW	Nord Development			\$30.00
Cash Payment Invoice	G 801-22018 EAST OAKS PUD ESCROW	Anderson Woods			\$3,405.00
Cash Payment Invoice	E 400-41910-303 ENGINEERING SERVIC	2018 Comp Plan			\$300.00
Cash Payment Invoice	G 801-22013 CHARLEY LAKE ESCROW	Charley Lake Preserve			\$45.00
Cash Payment Invoice	E 101-41900-303 ENGINEERING SERVIC	Red Pine Farm			\$15.00
Transaction Date	8/8/2019	Checking	10100	Total	\$14,874.26
Refer	1267	COMCAST	-		
Cash Payment Invoice	E 101-41300-309 COMPUTER/INTERNET/	July Services			\$0.00
Transaction Date	8/8/2019	Checking	10100	Total	\$0.00
Refer	1268	Premium Waters, Inc.	-		
Cash Payment Invoice	E 101-41300-210 OPERATING SUPPLIES	Equipment & Water Service			\$0.00
Transaction Date	8/8/2019	Checking	10100	Total	\$0.00
Refer	1274	ROADKILL ANIMAL CONTROL	-		
Cash Payment Invoice	E 101-46100-318 NATURAL RESOURCES				\$0.00
Transaction Date	8/8/2019	Checking	10100	Total	\$0.00
Refer	1280	HOME ENERGY CENTER	-		
Cash Payment Invoice	R 101-32230 HEAT/PLUMB PERMIT	3 Larkepur Lane Refund - Mechanical			\$51.00
Cash Payment Invoice	R 101-32230 HEAT/PLUMB PERMIT	3 Larkepur Lane Refund - Electrical			\$46.00
Transaction Date	7/31/2019	Checking	10100	Total	\$97.00
Refer	1281	J & N WEED HARVESTING INC.	-		
Cash Payment Invoice	E 101-46100-319 WEED REMOVAL	Pleasant Lake Weed Harvesting			\$20,000.00
Transaction Date	7/31/2019	Checking	10100	Total	\$20,000.00
Refer	1282	League of Minnesota Cities	-		

# NORTH OAKS

## Payments

08/01/19 2:15 PM  
Page 6

Current Period: August 2019

<b>Cash Payment</b> E 101-41100-311 CONFERENCES AND S LMC Directory - Gregg Nelson					<b>\$81.20</b>
Invoice					
<b>Transaction Date</b>	7/31/2019	<b>Checking</b>	10100	<b>Total</b>	<b>\$81.20</b>
<b>Refer</b>	1283 <i>League MN Cities Ins Trust</i>				
<b>Cash Payment</b> E 101-41300-360 INSURANCE Workers Compensation					<b>\$353.00</b>
Invoice					
<b>Transaction Date</b>	7/31/2019	<b>Checking</b>	10100	<b>Total</b>	<b>\$353.00</b>
<b>Refer</b>	1284 <i>NORTH SUBURBAN ACCESS COR</i>				
<b>Cash Payment</b> E 101-41420-300 PROFESSIONAL SERVI June Cablecasting/Webstreaming					<b>\$399.75</b>
Invoice					
<b>Transaction Date</b>	7/31/2019	<b>Checking</b>	10100	<b>Total</b>	<b>\$399.75</b>
<b>Refer</b>	1285 <i>North Suburban Communications</i>				
<b>Cash Payment</b> E 101-41420-300 PROFESSIONAL SERVI 2nd Qtr City Contribution					<b>\$5,388.96</b>
Invoice					
<b>Transaction Date</b>	7/31/2019	<b>Checking</b>	10100	<b>Total</b>	<b>\$5,388.96</b>
<b>Refer</b>	1286 <i>Ramsey County</i>				
<b>Cash Payment</b> E 101-42300-313 CONTRACT SERVICES Ramsey County - Pre-Emption System					<b>\$51.27</b>
Invoice					
<b>Transaction Date</b>	7/31/2019	<b>Checking</b>	10100	<b>Total</b>	<b>\$51.27</b>
<b>Refer</b>	1287 <i>KATY ROSS</i>				
<b>Cash Payment</b> E 101-41300-322 POSTAGE/MAILBOXES Keyed Mailbox reimbursement					<b>\$25.00</b>
Invoice					
<b>Transaction Date</b>	8/1/2019	<b>Checking</b>	10100	<b>Total</b>	<b>\$25.00</b>
<b>Refer</b>	1288 <i>STAPLES</i>				
<b>Cash Payment</b> E 101-41300-210 OPERATING SUPPLIES Paper, Envelopes					<b>\$61.64</b>
Invoice 1625028513					
<b>Transaction Date</b>	8/1/2019	<b>Checking</b>	10100	<b>Total</b>	<b>\$61.64</b>
<b>Refer</b>	1289 <i>USDA</i>				
<b>Cash Payment</b> E 101-46100-317 DEER MANAGEMENT Deer Management					<b>\$2,869.51</b>
Invoice					
<b>Transaction Date</b>	8/1/2019	<b>Checking</b>	10100	<b>Total</b>	<b>\$2,869.51</b>

### Fund Summary

10100 Checking

101 GENERAL	\$167,867.59
400 SPECIAL PROJECTS	\$300.00
406 LGWA	\$50.72
601 WATER	\$41.27
602 SEWER	\$5,838.94
801 ESCROWS	\$3,480.00
	<b>\$177,578.52</b>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	<b>\$177,578.52</b>
<b>Total</b>	<b>\$177,578.52</b>

**CITY OF NORTH OAKS  
LEGAL SERVICES AGREEMENT**

This Legal Services Agreement (“Agreement”) made this 8<sup>th</sup> day of August, 2019, by and between the City of North Oaks (“City”), a Minnesota municipal corporation, and LeVander, Gillen & Miller, P.A. (“LeVander”), a Minnesota professional association.

**RECITALS**

- A. City has selected LeVander to serve as the law firm to provide Civil Legal Representation to the City.
- B. City and LeVander desire to embody their understanding in this Agreement in order to memorialize their agreement on such matters as scope of work and fee arrangements.

**I. DEFINITIONS**

- A. “Civil Legal Representation” means representation on all legal matters not involving Developer Pass-Through or Criminal Prosecution work.
- B. “Criminal Prosecution” means those matters involving the enforcement of laws of the State of Minnesota or the ordinances of the City through the use of the criminal justice system, and shall also include representation of the City in code violation and vehicle forfeiture matters.
- C. “Developer Pass-Through” work means those matters that involve a developer or other party who specifically requests the City’s legal services on a project and the City’s interest is served in providing those legal services, including but not limited to preparation of development agreements, project analysis, and recommendations to the Council.

**II. SERVICES PROVIDED**

LeVander shall provide all Civil Legal Representation on behalf of the City during the term of this Agreement, beginning on August 8, 2019. Bridget Nason will be the principal responsible attorney for all matters. Any of LeVander’s shareholders, associates, legal assistants and staff will also be available to assist with LeVander’s legal representation of the City.

**III. FILES AND RECORDS**

LeVander will keep complete files and records for all matters handled for the City. An updated index of such files will be provided to the City upon request. Previous files that are no longer

active may be commercially archived, stored electronically, returned to the City or destroyed if permitted by the City's Data Retention Schedule.

**IV. FEES, CHARGES AND BILLING**

LeVander will bill the City monthly in increments of one-tenth (.1) of an hour for the following services at the following rates:

<u>Scope of Services</u>	<u>Fees</u>
<b>Civil Legal Services</b>	
Appearance at city council meetings, planning commission meetings, and special meetings, legal opinions, research, ordinance drafting, telephone conferences, personal conferences, correspondence and general civil legal administration	\$155/hr. for all attorneys
All developer ("pass-through") work, civil litigation, tax increment financing, development contract negotiation and drafting	\$205/hr. for all attorneys
Legal Assistants' time	\$115/hr. for all legal assistants
Legal Assistants' time (for "pass-through" files)	\$130/hr. for all legal assistants

Attendance at Regularly Scheduled Council Meetings: Billed at a flat rate of \$200/meeting.

Other Costs

Westlaw Legal Research	Actual Cost; not to exceed \$300/month
Mileage Reimbursement	Applicable IRS approved rate
Recording fees, filing fees, other out-of-pocket	Actual Cost

Staff time spent filing, copying, and performing other secretarial duties is not billed. We also do not charge mileage to and from City Hall for council meetings or meetings with staff. All time is billed in minimum increments of one-tenth (0.1) of an hour. The Firm will provide detailed monthly bills.

There are also various categories of advances and charges that the Firm will periodically incur on behalf of the City, e.g. filing fees, expert witness fees, court reporter fees, and survey fees that will be billed in addition to the above fees and charges.

The Firm agrees that the above fee structure shall remain in effect through December 31, 2021. Thereafter, the hourly rates listed above shall automatically increase by five dollars (\$5.00) per hour each year, commencing on January 1, 2022.

**V. TERM**

This Agreement shall commence on the date noted in Section II and shall continue until such time as it is terminated by either party. The City may terminate this agreement at any time, without cause, by resolution of the City Council. LeVander may terminate this Agreement at any time provided that LeVander shall provide the City with thirty (30) days written notice before termination becomes effective.

**VI. MISCELLANEOUS**

- A. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.
- B. This Agreement shall not be assignable.

The following authorized representatives of the parties hereby execute this Agreement as of the date stated above:

**LEVANDER, GILLEN & MILLER, P.A.**

By: \_\_\_\_\_  
Bridget M. Nason  
Shareholder/Board Member

By: \_\_\_\_\_  
Korine L. Land  
Shareholder/Board Member

**CITY OF NORTH OAKS**

**By:** \_\_\_\_\_  
**Gregg Nelson**  
**Mayor**

**Attest:** \_\_\_\_\_  
**Mike Robertson**  
**City Administrator/City Clerk**

# City of North Oaks Code of Ordinances

## CHAPTER 51: SUBSURFACE SEWAGE TREATMENT SYSTEMS

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### Section:

- 51.1 Purpose, applicability, and authority
- 51.2 General provisions
- 51.3 Standards adopted
- 51.4 Permits
- 51.5 Application and Interpretation
- 51.6 Violations and penalties

§ 51.01 PURPOSE, APPLICABILITY, AND AUTHORITY.

- (1) **Purpose.** It is the purpose of this chapter to establish standards for the proper design, installation, location, construction, operation, use and maintenance of subsurface sewage treatment systems (SSTS) and individual sewage treatment systems (ISTS) in order to protect the public health, safety, and general welfare.
- (2) **Applicability.** This chapter shall apply to those sites or facilities that are licensed, permitted, or otherwise regulated by the City of North Oaks. The provisions of this chapter shall apply to any premises in the city that are served by a subsurface sewage treatment system permitted by the Minnesota Pollution Control Agency.
- (3) **Authority.** This chapter is adopted pursuant to the authorization and requirements contained in M.S. § 145A05, M.S. § 115.55, and Minnesota Rules Chapter 7082.

§ 51.02 GENERAL PROVISIONS.

- (1) **Treatment Required.** All sewage generated in unsewered areas shall be treated and disbursed by an approved SSTS or a system permitted by the Minnesota Pollution Control Agency.
- (2) **Administration.** This chapter shall be administered by the City of North Oaks Building Department. The term *DEPARTMENT*, where used in this chapter, shall mean the City of North Oaks Building Department.
- (3) **Compliance.** No person shall cause or permit the location, construction, alteration, extension, conversion, operation, or maintenance of a subsurface sewage treatment system, except in full compliance with the provisions of this chapter.
- (4) **Conditions.** Violation of any condition imposed by the city on a license, permit, or variance issued under this chapter shall be deemed a violation of this chapter and subject to the penalty provisions set forth herein.
- (5) **Site Evaluation, System Design, Construction, Inspection, and Servicing.** Site evaluation, system design, construction, inspection, and system servicing, shall be performed by Minnesota Pollution Control Agency licensed SSTS businesses or qualified employees of local governments or persons exempt from licensing in Minn. Rule 7083.0700.
  - a) At the time of subdivision, development, or redevelopment, the developer of each lot, which will not be serviced by municipal sanitary sewer, shall identify 2 sites, each 5,000 square feet in size, for the purpose of sewage treatment and dispersal. These sites, as identified by the developer, shall be protected from all future encroachment by any improvements, construction, or other activities that may result in compaction or disturbance of soil on the site, other than the installation of a sewage treatment system.
  - b) At least four (4) soil observations, and two (2) percolation tests, must be conducted to assure that suitable soil exists in each area for long-term treatment. At least one (1) soil observation must be performed in the portion of the soil treatment area anticipated to have the most limiting conditions.
    - (1) If two (2) or more different soil textures are present in the proposed treatment area, at least one (1) soil observation and one (1) percolation test shall be performed in each soil texture.

- (6) **Inspection.** No part of an individual sewage treatment system shall be covered until it has been inspected and approved by the Department. If any part of the system is covered before being inspected and approved as provided herein, it shall be uncovered upon the direction of the Department. The Department shall cause such inspections as are necessary to determine compliance with this chapter. It shall be the responsibility of the permittee to notify the Department that the system is ready for inspection. If the integrity of the system is threatened by adverse weather if left open and the Department is unable to conduct an inspection, the permittee may, after receiving written permission from the Department, document compliance with this chapter by photographic means that show said compliance and submit that evidence to the Department prior to final approval being sought.
- (7) **Sanitary Inspector.** The Sanitary Inspector is any individual licensed by the MPCA as an Inspector, who approves the design, grants permits, and inspects the installation and maintenance of subsurface sewage treatment systems for the City of North Oaks.
- (8) **Compliance Inspection and Certificate of Compliance Required.** For all properties served by an SSTS, a compliance inspection and a Certificate of Compliance are required:
- a) Prior to the sale or transfer of a property.
  - b) Prior to the issuance of a building permit when altering an existing structure to add a bedroom.
  - c) In Shoreland areas, prior to the issuance of a building permit that will result in increased lot coverage.
  - d) When a parcel having an existing system undergoes development, redevelopment, or subdivision.
- (9) **Noncompliant Systems and Imminent Public Health Threat.**
- a) The owner of an SSTS that poses an imminent threat to public health and safety shall immediately abate the threat according to instructions by the Department and be brought into compliance with this chapter in accordance with a schedule established by the Department, which schedule shall not exceed ten (10) months.
  - b) A Noncompliant system shall be brought into compliance within twenty four (24) months after receiving notice of noncompliance.
  - c) An SSTS discharging raw or partially treated wastewater to ground surface or surface water is prohibited unless permitted under the National Pollution Discharge Elimination System.
- (10) **Septic Tank Maintenance.** The owner of a sewage tank, or tanks, shall regularly, but not less frequently than every two (2) years, engage a licensed Maintenance Business, who shall inspect the tank(s) in order to maintain the system in accordance with the procedures specified in MN Rules 7080.2450. Removal of septage shall include complete removal of scum and sludge. Maintenance reports, on forms approved by the Department, are required to be submitted to the City within thirty (30) days of servicing the system. A filing fee, as set by resolution, shall be required to be paid upon filing of the reports.
- (11) **Variances.** Where conditions prevent the construction, alteration, and/or repair of a sewage treatment system in strict compliance with the requirements of this chapter, the property owner may apply for a variance following the procedures outlined in North Oaks City Code Sections 151.078 & 151.079.
- (12) **Floodplain.** An SSTS shall not be located in a floodway or floodplain location within the flood fringe is permitted provided that the design complies with this chapter and all of the rules and statutes incorporated herein by reference.
- (13) **Class Injection Wells.** All owners of a new or replacement SSTS that are considered to be Class V injection wells, as defined in C.F.R. Title 40, Part 144, are required by federal law to submit SSTS inventory information to the Environmental Protection Agency.

§ 51.03 STANDARDS ADOPTED.

- (1) *Minnesota Rules Adopted.* Adopted and incorporated herein by reference is current M.S. §§ 115.55 *et seq.* and MN Rules, Chapters 7080 and 7081, as they may be amended from time to time, Subsurface Sewage Treatment Systems Program of the Minnesota Pollution Control Agency, and amendments thereto adopted subsequent to the effective date of this subchapter.
- (2) *Rules Amended.* The Rules, adopted in division (1) above, are amended as follows:
  - a) *Compliance Inspection, 15 Percent Vertical Separation Reduction.* Minn. Rules 7080.1500, Subp. 4D, is amended to allow fifteen (15) percent reduction of vertical separation (separation distance no less than 30.6 inches) may be determined to be compliant for existing systems to account for settling and variable interpretation of soil characteristics.
  - b) *Sewage Tanks.* Capacity sewage tanks shall meet the requirements of MN Rules, Chapter 7080.1930, as it may be amended from time to time, except the liquid capacity of septic tanks serving a dwelling shall be based on the number of bedrooms contemplated in the dwelling served and shall be at least as large as the capacities given below in Table I below.

<u>TABLE I</u>	
<u>Number of Bedrooms</u>	<u>Tank Liquid Capacities (Gallons)</u>
4	2,500
5 or 6	3,000
7, 8, 9	4,000
10 or more	The septic tank shall be sized as another establishment; MN Rules, Chapter 7080.1930, as it may be amended from time to time, covers this detail.

- c) *Design Flow.* Design flow shall be according to MN Rules Chapter 7080.1860 Table IV, except that all dwellings shall be considered Classification I, and no design shall be for less than 3 bedrooms. For multiple residential units, the estimated daily flow shall consist of the sum of the flows for each of the units.
  - d) *Setbacks.* Setbacks shall be according to MN Rules Chapter 7080.2150 Table VII, except that the setback distance for all tanks and treatment areas to property lines, wetlands and the nearest edge of any road easement shall be thirty (30) feet.
  - e) *Dosing of Effluent.* An alarm shall be installed on an electrical circuit separate from the pump to warn of pump failure. The dosing chamber shall be a separate tank.
- (3) *Holding Tanks.* Holding tanks may only be allowed for replacement of an existing system where an SSTS cannot feasibly be installed and the Department finds extenuating circumstances.
  - (4) *System Abandonment.* An SSTS or any component thereof that is no longer intended to be used must be abandoned in accordance with the adopted standards of this chapter.

- (5) *Type III and IV (Performance) Systems.* System Types I-IV are pursuant to Minn R. 7080.2200 through 7080.2400. Type III and IV systems may be installed provided that:
- a) Type III systems may be installed where a Type I system cannot be feasibly installed.
  - b) Type IV systems may be installed on lots platted prior to the two 5,000 square foot site requirements referenced in Section 51.02(5)a), as a new or replacement system, where a Type I or III system cannot be installed; and, on all other lots , only as a replacement system where a Type I or III system cannot be installed.
  - c) Type IV systems are subject to an Operating Permit renewable every two (2) years.
  - d) In addition to the permit fees for system installations, the applicant shall reimburse the city for all costs incurred for the additional review and inspection services of the required Intermediate or Advanced Designer/Inspector. A minimum deposit of \$500.00 towards these costs shall be made at the time of application.

#### § 51.04 PERMITS.

- (1) *Permit Required.* No person shall cause or allow the location, construction, alteration, extension, conversion, or modification of any SSTS without first obtaining a permit for such work from the Department.
- a) All work performed on an SSTS shall be done by an appropriately licensed business, qualified employees or persons exempt from licensing. Permit applications shall be submitted by the person doing the individual SSTS construction on forms approved by the Department and accompanied by required site and design data, and permit fees.
  - b) Permits shall only be issued to the person doing the individual sewage treatment system construction.
  - c) Permit applications for a new and replacement SSTS shall include a management plan for the owner that includes a schedule for septic tank maintenance.
  - d) Except for tank replacement, a permit is not required for minor repairs or replacement of damaged or deteriorated components that do not alter the original function, change the treatment capacity, change the location of system components, or otherwise change the original system's design, layout, or function.
  - e) An As-Built Report complying with MN Rules Chapter 7080.2430, must be submitted to the City of North Oaks prior to obtaining a Certificate of Compliance for all new system installations.
- (2) *Operating Permit.* An operating permit shall be required of all owners of new holding tanks, Type IV and V systems, MSTs, and other SSTS that the Department has determined require operational oversight.
- a) Application for an operating permit shall be made on a form approved by the Department.
  - b) The owner of holding tanks installed after the effective date of this chapter shall provide the Department with a copy of a contract with a licensed sewage maintenance business for monitoring and removal of holding tank contents.

#### § 51.05 APPLICATION AND INTERPRETATION.

- (1) Where the conditions imposed by any provision of this subchapter are either more or less restrictive than comparable conditions imposed by any law, ordinance, statute, resolution, or regulations of any kind, then the regulations which are more restrictive or imposed higher standards or requirements shall prevail.

§ 51.06 VIOLATIONS AND PENALTIES.

- (1) **Authority.** The Sanitary Inspector shall have the authority to conduct inspections of any individual sewage treatment system which may possibly be an imminent health threat or a nuisance and may conduct inspections of any individual sewage treatment system which may possibly be deemed Noncompliant.
  - a) The owner of any lot upon which the system is found to be an imminent health threat, a nuisance, or otherwise not in compliance with this subchapter, including maintenance/pumping requirements, shall be given written notice thereof.
  - b) After receipt of a notice thereof, it shall be the responsibility of the owner to correct the defects within the time period(s) provided in the notice.
- (2) **Misdemeanor.** Any person who fails to comply with the provisions of this chapter shall be guilty of a misdemeanor. A separate offense shall be deemed committed upon each day during on which a violation occurs or continues. Penalty, see § 10.99
- (3) **Civil action/injunctive relief.** In the event of a violation or a threat of violation of this chapter, the Department may institute appropriate civil or administration actions or proceedings, including actions seeking damages, filing of a Notice of Interest, declaratory relief, or injunctive relief to prevent, restrain, correct, or abate such violations or threatened violations, and the City Attorney is authorized to institute such action.
- (4) **Effective Date.** This chapter shall take effect and be in force upon publication
- (5) **Repealed.** North Oaks Ordinance Chapter 50, Sections 50.01 through 50.21 is hereby repealed.

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**LE VANDER,  
GILLEN &  
MILLER, P.A.**

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ATTORNEYS AT LAW

TIMOTHY J. KUNTZ  
DANIEL J. BEESON  
JAY P. KARLOVICH  
ANGELA M. LUTZ AMANN  
KORINE L. LAND  
DONALD L. HOEFT  
BRIDGET McCAULEY NASON  
PETER G. MIKHAIL  
TONA T. DOVE  
AARON S. PRICE  
DAVID L. SIENKO  
CASSANDRA C. WOLFGRAM  
DEBRA M. NEWEL  
CASSANDRA J. BAUSTISTA

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## MEMO

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**TO: Mike Robinson, City Administrator**  
**FROM: Bridget Nason**  
**DATE: August 2, 2019**  
**RE: Proposed Trespassing Ordinance Revisions**

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### Background

Minnesota Statutes, Section 609.605 prohibits individuals from engaging in various forms of conduct which constitute trespassing, including returning to the property of another after being told to leave. North Oaks City Code Section 130.04 establishes additional restrictions on trespassing within the City, and a violation of the provisions of Section 130.04 is a misdemeanor. The attached ordinance proposes amendments to the provisions of Section 130.04 to clarify the type of conduct which constitutes trespassing under the North Oaks City Code.

### Requested Council Action

The Council is asked to review and discuss the proposed revisions to the City's trespass ordinance and to provide feedback and direction to Staff regarding the proposed changes and any additional changes or related ordinance amendments to Chapter 130, including the potential addition of restrictions on peddlers, solicitors, and/or canvassers as allowed by Minnesota Statutes, Section 412.22, subd. 19.

**CITY OF NORTH OAKS  
RAMSEY COUNTY, MINNESOTA  
ORDINANCE NO. 131**

**AN ORDINANCE AMENDING CITY CODE TITLE XIII, CHAPTER 130,  
SECTION 130.04 REGARDING TRESPASSING**

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THE CITY COUNCIL OF THE CITY OF NORTH OAKS ORDAINS AS FOLLOWS:

**Section One. Title XIII, Chapter 130, Section 130.04 Amendment:** Title XIII, Chapter 130, Section 130.04 of the North Oaks City Code is hereby amended as follows. The underlined text shows the proposed additions to the City Code and the ~~struck-out~~ text shows the deleted wording:

~~(A) No person shall enter upon any real property situated within the city without the express consent of the owner or owners of the property. Consent given on any occasion to enter upon the property shall not be implied or deemed to be consent to enter upon the property on any other occasion or occasions.~~

~~(B) No person shall manipulate, operate, open, or otherwise move any gate or any similar device situated within the city without the express consent of the owner or owners of the gate or device. Consent given on any occasion to manipulate, operate, open, or otherwise move any gate or device shall not be implied or deemed to be consent to open or move the gate or device on any other occasion or occasions.~~

~~(C) No person shall assist, aid, or abet another in the violation of the provisions of this section.~~

~~(D) This section shall take effect and be in force from and after its passage and publication.~~

(A) No person shall enter or remain on private land or the premises of another person without permission from the owner, owners' agent, or person in lawful possession of the property within the private land in any of the following situations:

(1) When the person refuses to leave upon the oral or written request of the lawful possessor or the possessor's agent;

(2) When the person has been informed orally or in writing by the lawful possessor or the possessor's agent that the person is not allowed upon the land or premises;

(3) When the structure, facility, or enclosure is locked; or

(4) When the person's entry is prohibited by conspicuously posted sign prohibiting or restricting access thereto , such as "no trespassing," "authorized personnel only," or "employees only."

Consent given on any occasion to enter upon the property shall not be implied or deemed to be consent to enter upon the property on any other occasion or occasions.

(B) The lawful possessor of land may appoint any Ramsey County Sheriff's deputy as an agent for the purpose of making a request to leave.

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

Passed in regular session of the City Council on the \_\_\_\_ day of \_\_\_\_\_, 2019.

**CITY OF NORTH OAKS**

By: \_\_\_\_\_  
Gregg Nelson  
Its: Mayor

Attested:

By: \_\_\_\_\_  
Michael Robertson  
Its: City Administrator/City Clerk

(Published in the \_\_\_\_\_ on \_\_\_\_\_, 2019)



**NorthOaks**

*Minnesota*

# Social Media Proposal

2019



## What We Love

- Landscape photos showcasing North Oaks
- Eye catching word/photo post combos
- Speed of message responses

## What Can Be Improved

- Consistent posting of 1x a day
- Mix of text, text/photo, and video
- Call to actions
- More content variety to encourage engagement

# Facebook

The screenshot shows the Facebook profile for the City of North Oaks. The profile picture is a small image of a red barn. The cover photo is a large image of a black barn with a red door, situated on a grassy hill under a blue sky. The page header includes the name 'City of North Oaks', the location 'North Oaks, Minnesota', and the number of likes '126,000'. The 'About' section provides information about the city, including its location and a link to the city website. The 'Community' section shows a post from a user named 'JA' with 177 likes and 268 people who have liked the page. The 'Posts' section shows a post from the City of North Oaks dated November 16, 2017, at 12:00 PM. The post text reads: 'The City's recycling schedule will change next week, the week of November 19, because of Thanksgiving. If your recycling is regularly picked up on Tuesday or Wednesday, your pick up day will remain on Tuesday or Wednesday. For those of you who have recycling picked up on Thursday or Friday, your pick up day will move by one day. For'.



## Competitive Landscape

	Population	Facebook Followers	Percent of Pop.
Wayzata	4,522	1,443	31%
Oak Park Heights	4,845	382	7%
Circle Pines	4,955	444	8%
North Oaks	5,099	245	4.8%
Becker	5,320	1,173	22%
Dayton	5,387	685	12%

# Demographics

- Equal users within ages 35 to 65+
- Mostly female users
- 80% married
- Highly educated
- Most North Oaks Pages Interacted:
  - Panino's North Oaks
  - City of Shoreview
  - Ramsey County Sheriff
  - Tria Resturant
  - Mounds View Schools
  - The Tavern Grill
- Democratic
- Golf – preferred hobby

CREATE AUDIENCE

Location

UNITED STATES, MINNESOTA  
North Oaks

(New Audience)

1.8K - 2K weekly, active people

Demographics

Page Likes

People on Facebook  
County, United States of America

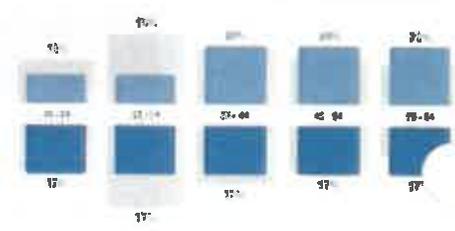
Location

Age and Gender

Reported information from people in their Facebook profiles. Information only available for people aged 18 and older.

99% Women  
1% All Facebook

15% Men  
85% All Facebook

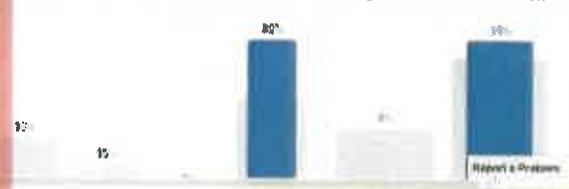


Relationship Status

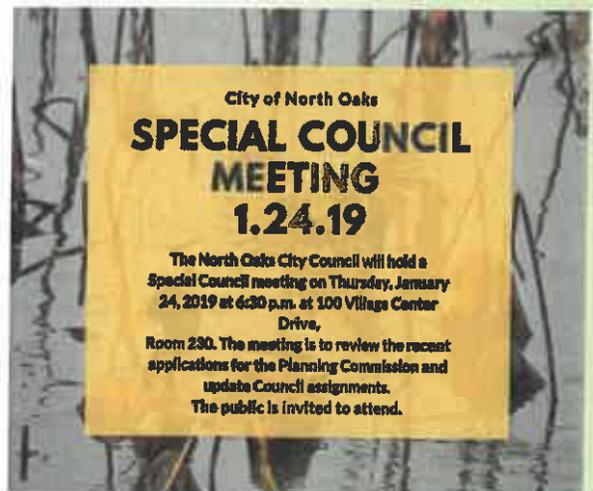
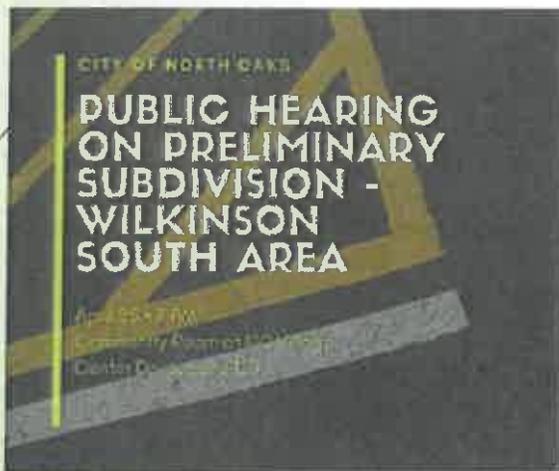
Reported data from people who list a relationship status on Facebook

Education Level

The highest level of education reached based on a



## Content Examples



- Maintain consistent theme and feel
- Combining visual elements with information
- Inform and engage



## Challenges

- Users utilizing the HOA Facebook page as primary information source.
- Professionals with busy schedules don't have much time on social.
- Developing enough unique and engaging content to keep followers interested.
- Getting the content in front of the user.



## Objectives

- Increase followers and likes by 1 new like bi-weekly, resulting in 25 new followers in 2019, a 14% increase.
- Post a minimum of 3 times a week.
- Curate original content once a week related to city events, notices, and upcoming events.
- Provide a dashboard with analytics.
- Follow all copyright laws for photos on social media.
- Increase engagement (need insight access).



## Cost

### \$110/week

- 3 Custom-made posts per week.
  - A content execution calendar with up to 12 planned posts per month, with creative content.
  - Quarterly analytics
- 

### \$140/week

- 4 Custom-made posts per week.
- A content execution calendar with up to 16 planned posts per month, with creative content.
- Monthly analytics
- Implementation of Stories
- \$10 per month in targeted ad campaigns to reach NO residents.

## MEMO

Date: August 1, 2019  
To: City Council  
From: City Administrator Mike Robertson  
Re: Minute Taking

There have traditionally been three different methods of taking City meeting minutes. Those were;

### 1. Old Style City Clerk Method

This method was to use as few words and pages for the minutes as possible. This was done because the final approved minutes were recorded on special books with expensive paper before electronic records were available. The City Clerks wanted to reduce the use of these books and save money. Typically, what was recorded was the topic heading and any motion. In 30 years as a City Administrator reviewing past minutes the language used was so similar between cities I'm certain it was taught in City Clerk training and then passed down.

Some examples would be; for public hearings they would record the names and addresses of those who spoke. If they were feeling generous they might say "opposed" or "favored" for whatever topic was discussed. No more than that. For topics with a lot of debate the phrase used was "There was considerable discussion of this issue."

While saving space in the minute books, the downside was that it was difficult to determine what councilmembers truly thought about an issue outside of the adopted motions.

### 2. Current Paraphrase Method

This method has been in general use for the 30 years I have been working as a City Administrator. Staff tries to summarize any discussion to memorialize it. This can provide a better understanding of the issues discussed when reviewed by someone years later. The trick is trying to summarize the discussion in a way acceptable to the governing body. I usually try to

condense what people say to the essence of their comments. Sometimes people claim they didn't say what's in the minutes, even if they did. Sometimes three members might say the same thing and only one is quoted, and one of those members not quoted feels slighted. There is a video record of meetings now which does provide a complete record of what was said.

Knowing their words are being quoted or paraphrased can make some people self-conscious and so they don't say much. Others can say a lot and get upset if not all of their statement is quoted, even the if parts that are left out are not relevant to the actual issue. In some cases, people who intend to run for office in the future try to make campaign type statements so that the statements are in the minutes for use in future campaigns.

Other times people find their statements on the record inconvenient. An example I experienced was the Oak Park Heights City Council's approval of the Stillwater Bridge. Knowing the regional significance of the decision I carefully reviewed the tape of the meeting to be sure every Councilmember was quoted accurately and the minutes were approved. A couple years later a Councilmember was going to run for higher office and found her comments inconvenient. She asked the Council to amend the minutes years after they were approved. The Council refused.

In another instance that I am familiar with a Mayor tried to get a City Clerk to change the minutes of a past meeting without taking that change to the City Council to be approved.

### **3. Verbatim Transcript**

It is my understanding that some people want the City to purchase software that they claim could provide a verbatim transcript of our meetings. I have checked with the City Managers Listserv in Minnesota if anyone is using this software for their meetings. I have received a dozen responses and have not found anyone who is.

A verbatim transcript would have the advantage of accurately stating anyone's remarks, including the "umms" and the "ahhs".

Whether it could handle several people talking at once is unknown. The disadvantage is that it would make the minutes so long that many people would not read them.

The minutes are intended to be a record of what was done at a meeting, not everything that was said. The video record of the meeting is posted on the City web site and if anyone is interested in everything that was said that provides sufficient record. If people feel they are being misquoted then perhaps we should shorten the minutes and just note that people spoke and what the topic was. That way people might feel less like they were misquoted. The video record remains available on the City web site for a detailed statement if anyone wants to view it.



State of Minnesota)  
County of Ramsey) ss  
City of North Oaks)

**RESOLUTION NUMBER 1352  
CITIZENS UNITED**

**WHEREAS**, in 2010 the United States Supreme Court ruled in *Citizens United vs. Federal Election Commission* that corporate entities have the same free speech rights as natural persons; and,

**WHEREAS**, the Supreme Court's decision in *Citizens United* defined independent expenditures as a form of free speech and ruled that corporate entities have the same rights as natural persons to unrestricted spending on political speech; and,

**WHEREAS**, corporations are not people, but artificial entities both nonprofit and for profit, bound by the laws of this country, this state and this city; and,

**WHEREAS**, the Court's decision has the effect of permitting unlimited corporate and undisclosed spending to influence elections, campaigns, and public policy decisions; and,

**WHEREAS**, the Supreme Court's decision which overturned some provisions of the federal Campaign Reform Act enacted in 2002, greatly encumbers the ability of federal, state and local governments to enact and enforce reasonable campaign finance regulations regarding corporate political activity; and,

**WHEREAS**, since the Supreme Court's decision there has been a significant growth in contributions and spending for media messaging and independent electioneering activities; and,

**WHEREAS**, government should require that permissible contributions and expenditures be publicly disclosed; and,

**WHEREAS**, several proposed amendments to the constitution have been introduced in Congress that would allow federal, state and local governments to require the disclosure of money and to regulate the raising and expending of money by corporations to influence elections and public policy decisions; and,

**WHEREAS**, the people of the United States have on several occasions used the constitution amendment process to correct decisions of the United States Supreme Court that are widely deemed to be egregious or wrongly decided or significantly out-of-step with the prevailing values of the populace.



**NOW THEREFORE BE IT RESOLVED**, that the City Council of North Oaks, Minnesota supports the call for the United States Congress to pass an amendment to the United States Constitution to provide that:

1. Corporations are not natural persons and only natural persons are endowed with Constitutional Rights.
2. Federal, State and local governments shall have the power to regulate contributions and expenditures for elections and campaigns, and require public disclosure of the sources of contributions and expenditures for elections and campaigns.

**PASSED BY THE COUNCIL** of the City of North Oaks this 8<sup>th</sup> day of August, 2019.

APPROVED:

\_\_\_\_\_  
**Gregg Nelson, Mayor**

ATTEST:

\_\_\_\_\_  
**Michael Robertson**  
City Administrator





## City Responsibilities – 2019

Description	2019 Appointments	2019 Alternates
<b>Office of the Mayor (Gregg Nelson)</b>		
1. Acting Mayor	R. Kingston	N/A
2. Council <u>Executive</u> Committee	G. Nelson, R. Kingston, M. Robertson & S. Marty	N/A
<b>Planning and Zoning Services</b>		
3. Planning Commission Chair	M. Azman	
4. Planning Commission Members	J. Yoshimura-Rank, N. Reid, S Hauge, S. Shah, N. Sandell and J. Hara	N/A
5. Planning Commission Liaison from City Council		G. Nelson
6. Zoning Administrator	M. Robertson	N/A
7. Code Enforcement Officer	K. White	M. Robertson
8. I-35E Corridor Management	M. Robertson	
9. Responsible Govt. Unit (Wetland Conservation Act)	VLAWMO	N/A
10. VLAWMO Board Representative	M. Long	K. Ries
Tech Committee	Bob Larson	M. Long
<b>Police Services</b>		
11. Police Liaison to Ramsey C. Sheriff's Dept.	R. Kingston	G. Nelson
12. Representatives, Sheriff's Contract Communities Committee	M. Robertson	
<b>Fire Protection Services</b>		
13. LJVFS Relief Association Representative	K. Ries	R. Kingston
14. Member, Lake Johanna Fire Dept. Board of Directors	M. Long	K. Ries
<b>Communication and Public Information</b>		
15. North Suburban Cable Commission Representative	K. Ries	R. Kingston
16. NSCC Technical Advisory Committee Representative	M. Anderson	N/A
<b>Associations and Relationships</b>		
17. Council Liaison/Home Owners' Associations (NOHOA & ASC)	R. Kingston	N/A
18. Ramsey Co. League of Local Governments Board of Directors	K. Ross	N/A
19. Ramsay Co. League of Local Governments	All	N/A
20. Responsible Authority (Data Practices)	M. Robertson	S. Marty



	2019 Appointments	2019 Alternatives
<b>Commissions/Task Forces</b>		
21. Natural Resources Commission Chair	Bob Larson	Kate Winsor
22. Natural Resources Commission Members	B. Larson, K. Winsor, D. White, D. McDermott, D. Lepoutre, <u>A. Hawkins</u> , D. Gorder	N/A
23. City Council Representative	G. Nelson	K. Ries
24. Wildlife Manager	G. Nelson	M. Robertson
25. Tick Borne Disease Task Force	R. Kingston	
26. Tick Borne Disease Chair	Brooke Moore	R. Kingston
27. Recycling Task Force	K. Ross	
28. NOHAAP	R. Kingston	
<b>Citations</b>		<b>2019</b>
<b>Authorized to issue citations and cease and desist orders:</b>	K. White (Building Official) M. Robertson (City Administrator) Animal Control Officers D. Magnuson (City Attorney) Deputy Mike Burrell, RCS	
<b>Contract Services</b>		<b>2019</b>
1. City Civil Attorney	Dave Magnuson	
2. City Prosecuting Attorney	Kelly and Lemmons	
3. City Building Official	Kevin White	
4. City Sanitary Inspector	Brian Humpal	
5. City Cable TV Operator	Maureen Anderson	
6. City Engineer	Sambatek ( <u>John Mazzitello</u> )	
7. City Forester	Mark Rehder, Rehder Forestry	
8. City Planner	M. Robertson/Northwest Consultants (Bob Kirmis)	
9. City Weed Inspector	G. Nelson, M. Robertson (assistant)	
10. City Police	Ramsey County Sheriff's Department	
11. City Fire Protection	Lake Johanna Fire Department	
12. Legal Newspaper	Shoreview Press and St. Paul Pioneer Press	
13. City Auditor	Abdo, Eick & Meyers, LLP	
14. City Emergency Management Director	Matt Sather, Lake Johanna Fire, M. Robertson-alternate	
15. City Official Depositories	4M Fund, US Bank Shoreview	

07/09/19 (Source MR)

## **MEMO**

**Date:** August 1, 2019  
**To:** City Council  
**From:** City Administrator Mike Robertson  
**Re:** Preliminary 2020 Budget

I have enclosed a preliminary 2019 budget. Estimated items end in zeros. If an item ends in another number I've received a specific cost estimate. At this point many items are incomplete as I am still waiting for information. We do not have to pass the final 2020 budget until December. We have to set our preliminary 2020 tax levy in September and our final 2020 tax levy will be set in December.

### **EXPENDITURES**

The Fire budget has been set. The Police budget is set. The Building budget is based on 15 new homes which is less than 2019 due to a minimal amount of lots remaining for development. \$12,000 has been put in the budget for web site upgrade.

A recommendation on wages for 2020 will come from the Finance Committee.

### **REVENUES**

I meet with Dick Sivanich of Ramsey County next week and I will find out how much our tax base growth is. I will let Council know what that number is when I receive it. I am waiting for information on the 2020 SCORE grant.

Please let me know if there any changes you would like to see in the budget.

CITY OF NORTH OAKS PROPOSED 2020 BUDGET

Version 1

PROPOSED 2020 EXPENDITURES

ActCode	DEPT Descr	OBJ Descr	2018 Final	2019 Budget	6/30/19	Underline	2020 Budget
101-41100-103	LEGISLATIVE -	WAGES - PART TIME/TEMP	\$10,999.59	\$12,200.00	\$5,700.00	Council Pay	\$12,200
101-41100-311	LEGISLATIVE -	CONFERENCES/SEMINARS	\$870.00	\$1,500.00	\$203.99		\$1,500
101-41100-350	LEGISLATIVE -	PUBLISHING & ADVERTISING	\$1,115.45	\$3,500.00	\$890.26		\$3,500
101-41100-433	LEGISLATIVE -	DUES AND SUBSCRIPTIONS	\$15,376.53	\$16,700.00	\$11,221.13		
101-41300-101	CITY	WAGES - FULL TIME	\$122,289.81	\$179,310.00	\$58,489.76		
101-41300-103	CITY	WAGES - PART TIME/TEMP	\$92,357.82	\$46,763.00	\$61,821.19		
101-41300-122	CITY	FICA CONTRIBUTIONS	\$17,640.28	\$17,662.00	\$9,854.14		
101-41300-127	CITY	DEFERRED COMP	\$0.00	\$0.00	\$0.00		
101-41300-131	CITY	HEALTH, DENTAL, LIFE, LTD INS	\$48,190.63	\$44,000.00	\$23,822.56		
101-41300-210	CITY	OPERATING SUPPLIES	\$14,347.66	\$15,000.00	\$15,667.30		
101-41300-309	CITY	COMPUTER/INTERNET/GIS	\$26,581.82	\$23,912.00	\$15,398.66	IT & Software Fees	\$18,348
101-41300-310	CITY	TRAINING	\$9,590.40	\$9,800.00	\$2,078.42	League/MCMA/ICMA	\$9,800
101-41300-321	CITY	TELEPHONE SERVICES	\$2,248.36	\$2,284.00	\$1,022.00		\$1,742
101-41300-322	CITY	POSTAGE	\$0.00	\$0.00	\$13,213.00		
101-41300-360	CITY	INSURANCE	\$16,223.24	\$18,500.00	\$16,535.00		
101-41300-381	CITY	ELECTRIC UTILITIES	\$870.43	\$1,000.00	\$436.89		\$1,000
101-41300-410	CITY	RENTALS	\$100,098.08	\$110,500.00	\$66,720.93		\$116,000
101-41300-435	CITY	MISCELLANEOUS EXPENSE			\$198.20	Web Site Upgrade	\$12,000
101-41300-435	CITY	BANK SERVICE CHARGE	\$20.00	\$300.00	\$0.00		
101-41400-300	ELECTIONS	PROFESSIONAL SERVICES	\$14,683.00	\$15,000.00	\$8,948.00	County Contract	\$16,000
101-41420-210	CABLE TV	OPERATING SUPPLIES	\$12,711.32	\$3,000.00	\$23,829.90	New Equipment	\$3,000
101-41420-300	CABLE TV	PROFESSIONAL SERVICES	\$23,358.92	\$28,693.00	\$7,450.23		
101-41420-313	CABLE TV	CONTRACT SERVICES	\$8,428.00	\$3,000.00	\$0.00	Maureen Andrews	\$3,000
101-41500-301	FINANCE	AUDIT SERVICES	\$14,000.00	\$14,000.00	\$15,000.00	Abdo & Elck	\$15,600
101-41600-304	LEGAL	LEGAL FEES - GENERAL	\$31,200.00	\$38,000.00	\$18,425.00	LeVander	
101-41600-315	LEGAL	LEGAL FEES - PROSECUTION	\$13,199.22	\$13,500.00	\$6,587.42	Kelly & Lemmons	\$13,500
101-41900-300	ENGINEERING	PROFESSIONAL SERVICES	\$0.00	\$1,500.00	\$2,053.08	Wenck	\$2,000
101-41900-303	ENGINEERING	ENGINEERING SERVICES	\$49,957.48	\$40,000.00	\$14,100.95	Sambatek	\$18,000
101-41910-300	PLANNING	PROFESSIONAL SERVICES	\$3,990.36	\$7,500.00	\$6,519.95	Bob Kirmis	\$12,000
101-42100-313	POLICE	CONTRACT SERVICES	\$758,097.87	\$758,931.00	\$411,052.56		\$798,201
101-42200-313	FIRE	CONTRACT SERVICES	\$301,910.24	\$325,475.00	\$325,475.38	LJFD	\$353,061
101-42300-300	EMERGENCY	PROFESSIONAL SERVICES	\$17,666.96	\$2,000.00	\$633.10		\$1,000
101-42300-313	EMERGENCY	CONTRACT SERVICES	\$0.00	\$0.00	\$0.00		
101-42400-300	BUILDING	PROFESSIONAL SERVICES	\$168.00	\$1,000.00	\$0.00	Other Inspections	\$1,000
101-42400-313	BUILDING	CONTRACT SERVICES	\$258,632.75	\$110,000.00	\$128,300.67		\$110,000
101-42400-451	BUILDING	BUILDING PERMIT SURCHARGE	\$12,847.24	\$6,000.00	\$5,803.23		\$4,500
101-43100-381	STREETS	ELECTRIC UTILITIES	\$2,608.00	\$2,500.00	\$737.28		\$2,500
101-43100-408	STREETS	STREETS/SIDEWALK/CURB	\$16,665.48	\$22,000.00	\$108.97	Mel's Service	

101-43200-384	RECYCLING	RECYCLING	\$229,855.92	\$230,000	\$135,038.50			\$275,000
101-43200-384	RECYCLING	RECYCLING (Clean Up Day)		\$15,000	\$9,911.77		Clean Up/Recycle Day	\$12,000
101-45100-470	RECREATION-	COMMUNITY FUNCTIONS	\$500.00	\$5,000.00	\$0.00		Fireworks?	\$500
101-46100-316	NATURAL	TREE PRESERVATION	\$38,798.00	\$46,000.00	\$13,520.39		City Forester	
101-46100-317	NATURAL	DEER MANAGEMENT	\$15,620.25	\$55,000.00	\$7,065.92		Depends on # of deer	\$20,000
101-46100-318	NATURAL	NATURAL RESOURCES	\$4,501.50	\$6,500.00	\$199.00		NRC	\$6,500
101-46100-319	NATURAL	WEED MANAGEMENT	\$20,000.00	\$30,000.00	\$0.00		Lake Weed Management	\$0
101-49450-313	SEWER	CONTRACT SERVICES	\$13,627.50	\$12,500.00	\$6,177.50		Septic Inspector	\$13,000
101-49990-720	UNALLOCATED	TRANSFER OUT	\$0.00	\$0.00	\$0.00			
306-47000-601	DEBT SERVICE	BOND PRINCIPAL	\$45,000.00	\$55,000.00	\$55,000.00		Lake Giffillan Bond	\$55,000
306-47000-611	DEBT SERVICE	BOND INTEREST	\$7,192.50	\$3,593.00	\$3,592.50		Lake Giffillan Bond	\$2,974
306-47000-620	DEBT SERVICE	PAYING AGENT FEES	\$425.00	\$425.00	\$500.00		Lake Giffillan Bond	\$500
400-41910-300	PLANNING	PROFESSIONAL SERVICES	\$0.00	\$0.00	\$6,886.24		Comprehensive Plan	\$0
400-41910-303	PLANNING	ENGINEERING SERVICES	\$10,851.99	\$0.00	\$1,231.50		Comprehensive Plan	\$0
400-43100-408	STREETS	STREETS/SIDEWALK/CURB	\$0.00	\$0.00	\$0.00			
400-46100-318	NATURAL	MISC. NATURAL RESOURCES	\$0.00	\$0.00	\$0.00			
401-42200-500	FIRE	CAPITAL OUTLAY	\$94,523.90	\$41,672.00	\$3,059.51			\$38,366
406-43000-381	PUBLIC WORKS	ELECTRIC UTILITIES	\$2,293.16	\$1,000.00	\$480.09		Lake Giffillan Maintenance	\$1,000
601-41000-420	DEPRECIATION	DEPRECIATION	\$15,363.00	\$0.00	\$0.00			
601-49400-127	WATER	DEFERRED COMP	\$0.00	\$0.00	\$0.00		Water & Sewer	
601-49400-210	WATER	OPERATING SUPPLIES	\$0.00	\$0.00	\$0.00		In Separate Budget	
601-49400-255	WATER	WATER METERS	\$2,014.29	\$0.00	\$11,977.92			
601-49400-330	WATER	SEWER & WATER MISC	\$17,265.67	\$0.00	\$1,975.81			
601-49400-381	WATER	ELECTRIC UTILITIES	\$702.38	\$0.00	\$246.02			
601-49400-382	WATER	WATER - SHOREVIEW	\$142,723.20	\$0.00	\$25,264.14			
601-49400-383	WATER	WATER - WBT	\$133,470.00	\$0.00	\$57,837.00			
602-41000-420	DEPRECIATION	DEPRECIATION	\$66,210.00	\$0.00	\$0.00			
602-49450-313	SEWER	CONTRACT SERVICES	\$0.00	\$0.00	\$0.00			
602-49450-381	SEWER	ELECTRIC UTILITIES	\$3,300.67	\$0.00	\$1,402.98			
602-49450-385	SEWER	SEWER	\$64,074.38	\$0.00	\$44,755.33			
602-49450-400	SEWER	REPAIRS AND MAINTENANCE	\$51,208.20	\$0.00	\$41,165.56			
602-49450-430	SEWER	MISCELLANEOUS EXPENSE	\$2,550.00	\$0.00	\$1,096.17			
602-49450-455	SEWER	SAC FEES	\$72,007.50	\$0.00	\$39,411.80			

\$3,073,026.17 \$2,396,720.00

\$1,954,292.00

**PROPOSED 2020 REVENUES**

Act Code	Department	SOURCE	2018 Final	2019 Budget	2019 YTD	Underline	2020 Budget
101-31010	COUNCIL	GENERAL PROPERTY TAXES	\$1,550,911.19	\$1,692,700.00	\$0.00		
101-31810	COUNCIL	CABLE T.V. FEES	\$88,536.38	\$95,000.00	\$21,379.24		\$84,000
101-32110	COUNCIL	ALCOHOLIC BEV LICENSE	\$4,800.00	\$6,150.00	\$6,150.00		
101-32160	COUNCIL	CONTRACTOR LICENSES	\$13,072.00	\$8,500.00	\$4,670.00		
101-32210	COUNCIL	BUILDING PERMIT	\$368,159.63	\$215,000.00	\$189,244.67		\$175,000
101-32230	COUNCIL	HEAT/PLUMB PERMIT	\$48,563.24	\$33,000.00	\$15,731.09		\$27,000
101-32240	COUNCIL	ANIMAL LICENSE	\$1,980.00	\$1,500.00	\$915.00		\$1,500
101-32260	COUNCIL	STATE SURCHARGE	\$12,741.44	\$10,500.00	\$7,042.92		\$8,500
101-32261	COUNCIL	ISTS PERMIT	\$3,993.00	\$4,000.00	\$2,547.50		\$4,000
101-32262	COUNCIL	RENTAL LICENSE FEE	\$1,150.00	\$1,000.00	\$1,000.00		\$1,000
101-32263	COUNCIL	SHORELAND/FORESTRY PERMIT	\$400.00	\$500.00	\$300.00		\$500
101-32264	COUNCIL	ISTS PUMPING RECORDS	\$10,214.00	\$7,000.00	\$3,220.00		\$7,000
101-33429	COUNCIL	PERA RATE INCREASE AID	\$308.00	\$308.00	\$0.00		\$308
101-33440	COUNCIL	SCORE GRANT	\$12,079.00	\$14,695.00	\$0.00		????
101-34103	COUNCIL	VARIANCE, PUD, PLAT FEES, CUP	\$1,800.00	\$2,400.00	\$2,700.00		\$2,400
101-34120	COUNCIL	CERTIFICATE OF OCCUPANCY FEE	\$775.00	\$500.00	\$425.00		\$500
101-34403	COUNCIL	RECYCLING FEES	\$846.66	\$0.00	\$0.00		
101-35100	COUNCIL	FINES AND FORFEITS	\$6,536.21	\$2,500.00	\$1,706.13		\$2,500
101-35104	COUNCIL	LATE FEES/NSF FEES	\$1,325.00	\$350.00	\$700.00		\$500
101-36100	COUNCIL	SPECIAL ASSESSMENTS	\$180,775.16	\$225,000.00	\$0.00		???
101-36101	COUNCIL	SPECIAL ASSESSMENTS - PMC	\$2,067.36	\$2,067.36	\$1,033.68		\$2,067
101-36200	COUNCIL	MISCELLANEOUS REVENUES	\$886.28	\$2,000.00	\$17,431.15		
101-36210	COUNCIL	INTEREST EARNINGS	\$18,301.18	\$7,500.00	\$15,121.46		\$24,000
101-36220	COUNCIL	RENTS	\$50,649.59	\$58,000.00	\$33,847.82		
101-36222	COUNCIL	COMMUNITY FUNCTIONS	\$1,400.00	\$1,000.00	\$935.00		\$1,000
101-36240	COUNCIL	REFUNDS AND REIMBURSEMENT	\$15,720.69	\$1,300.00	\$4,941.87		\$5,000
306-36100	COUNCIL	SPECIAL ASSESSMENTS	\$52,263.56	\$47,691	\$0.00		\$28,500
306-36210	COUNCIL	INTEREST EARNINGS	\$0.00	\$0.00	\$0.00		
400-33418	COUNCIL	MINDOT STATE AID STREETS	\$23,483.00	\$23,483	\$0.00		\$0
400-36210	COUNCIL	INTEREST EARNINGS	\$266.25	\$0.00	\$0.00		
400-36240	COUNCIL	REFUNDS AND REIMBURSEMENT	\$0.00	\$0.00	\$0.00		
400-39200	COUNCIL	TRANSFER IN	\$0.00	\$0.00	\$0.00		
401-36210	COUNCIL	INTEREST EARNINGS	\$1,622.17	\$0.00	\$417.18		
401-39200	COUNCIL	TRANSFER IN	\$0.00	\$0.00	\$0.00		
402-36210	COUNCIL	INTEREST EARNINGS	\$646.66	\$0.00	\$0.00		

Recycling assessment  
Peace Methodist Church  
Conduit Bond& Misc  
NOHOA Rent  
Community Mtg Room  
NOHOA Striping/LMC Rebate

LGWA Bond Assessments  
Special Project Interest



## MEMO

Date: August 1, 2019  
To: City Council  
From: City Administrator Mike Robertson  
Re: Data Practices Yearly Report

This memo constitutes the yearly report of Data Practices requests in North Oaks. Since August 1, 2018 we have received the following requests.

1. On August 16, 2018 we received a request from Smart Procure of Deerfield Beach, FL for electronic copies of all purchasing records since January 1, 2013. They were sent spreadsheet copies of our records.
2. On October 24, 2018 we received a request from Kristine Tomberlin of Epic Property services for our final assessment roll. I sent her the list on November 28, 2018.
3. On November 20, 2018 we received a request from Smart Procure for electronic copies of all purchasing records since August 17, 2018. They were sent spreadsheet copies of our records.
4. On January 28, 2019 we received a request from Smart Procure for electronic copies of employee records including public content such as name, title, etc. They were sent copies of our records.
5. On March 7, 2019 we received a request from Patricia Orud of 4 Hay Camp Road for a copy of the 2018 budget, the City's policies and procedures, position descriptions for City staff and a copy of the Comprehensive Plan. She was sent copies of the information.
6. On April 24, 2019 we received a request from Smart Procure for electronic copies of all purchasing records from November 19, 2018 to April 24, 2019. They were sent copies of our records.
7. On July 24, 2019 we received a request from Smart Procure for electronic copies of all purchasing records from April 24, 2019 to the present. They were sent copies of our records.