



City Council

Regular Meeting

~ Minutes ~

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

Karin Derauf, Deputy City Clerk

Monday, January 9, 2023

7:00 PM

City Center - Council Chamber

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

1. Oath of Office

Mayor Mara Bain
Councilmember Leif Erickson
Councilmember Blake Roberts

2. Call to Order

3. Roll Call

Attendee Name	Title	Status	Arrived
Mara Bain	Mayor	Present	
Sam Husnik	Councilmember	Present	
Hanna Valento	Councilmember	Present	
Leif Erickson	Councilmember	Present	
Blake Roberts	Councilmember	Present	

4. Pledge of Allegiance

5. Approve the Agenda (Action)

Motion to: Approve the Agenda

Comments:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Hanna Valento, Councilmember
SECONDER:	Sam Husnik, Councilmember
AYES:	Bain, Husnik, Valento, Erickson, Roberts
NAYS:	
ABSTAIN:	
ABSENT:	

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

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

7. Consent Agenda Considerations (Action Items)

Comments:

- a) Approve City Bills



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- b) Approve Minutes from December 12, 2022 SPECIAL Council Meeting
- c) Approve Minutes from December 12, 2022 Regular Council Meeting
- d) Resolution 01-09-23-01 – 2023 Official Newspaper Designation
- e) Resolution 01-09-23-02 – Designation of Depositories for Funds
- f) Water Treatment Plant No. 4 – Contractor’s Request for Payment No. 8
- g) 2022-2023 Lift Station and Forcemain Improvements – Contractor’s Request for Payment No. 4
- h) GAMBLING PERMITS
 - 1) Forest Lake Ducks Unlimited - LG220 Gambling Exempt Permit
 - 2) Church of St. Peter - LG220 Gambling Exempt Permit
 - 3) Rocky Mountain Elk Foundation - LG220 Gambling Exempt Permit
- i) OUTDOOR ENTERTAINMENT PERMITS
 - 1) NSSR Inc - National Straightline Snowmobile Racing - Outdoor Entertainment Permit
 - 2) 2023 Rotary Plunge Event Permit (to be released under separate cover)
- j) CBRE Headwaters 123 Listing Agreement Renewal
- k) Ordinance 718 Fee Schedule Amendment
- l) Airport Apron Expansion Authorize Plans and Specs

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

Motion to: Approve Consent Agenda Items 7. a. through 7. l.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Husnik, Councilmember
SECONDER:	Hanna Valento, Councilmember
AYES:	Bain, Husnik, Valento, Erickson, Roberts
NAYS:	
ABSTAIN:	
ABSENT:	

8. Regular Agenda (Action Items)

a. Resolution 01-09-23-03 – Donation of \$1,000 from Maranatha Assembly of God Church for the Forest Lake Police Department

Comments: City Administrator Casey presented a donation from Maranatha Assembly of God Church

Motion to: Approve Resolution 01-09-23-03 – Donation of \$1,000 from Maranatha Assembly of God Church for the Forest Lake Police Department



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RESULT: ADOPTED [UNANIMOUS]
MOVER: Mara Bain, Mayor
SECONDER: Leif Erickson, Councilmember
AYES: Bain, Husnik, Valento, Erickson, Roberts
NAYS:
ABSTAIN:
ABSENT:

b. Resolution 01-09-23-04 – Donation of \$50.00 from Joan Paulson for the Forest Lake Police Department

Comments: City Administrator Casey presented a donation of \$50.00 from Resident, Joan Paulson.

Motion to: Approve Resolution 01-09-23-04 – Donation of \$50.00 from Joan Paulson for the Forest Lake Police Department

RESULT: ADOPTED [UNANIMOUS]
MOVER: Mara Bain, Mayor
SECONDER: Sam Husnik, Councilmember
AYES: Bain, Husnik, Valento, Erickson, Roberts
NAYS:
ABSTAIN:
ABSENT:

c. Ag Tractor Purchase Approval

Comments: Public Works Director Adams presented information regarding the purchase of an Ag Tractor noting that this is a necessary and year-round piece of equipment the department uses.

Motion to: Approve the Purchase of the 2023 John Deer Ag Tractor for \$108,246.25.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Hanna Valento, Councilmember
SECONDER: Blake Roberts, Councilmember
AYES: Bain, Husnik, Valento, Erickson, Roberts
NAYS:
ABSTAIN:
ABSENT:

d. Jet/Vac Combination Vehicle Purchase Approval

Comments: Public Works Director Adams indicated this is a critical piece of equipment used in the department noting it had daily use. He also noted that the cost is under budget.



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Motion to: Approve the Purchase of the 2023 Vactor 2100l for \$399,721.00.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Leif Erickson, Councilmember
SECONDER:	Sam Husnik, Councilmember
AYES:	Bain, Husnik, Valento, Erickson, Roberts
NAYS:	
ABSTAIN:	
ABSENT:	

e. Public Hearing – Electronic Billboards Zoning Text Amendment

Comments: Community Development Director Wittman presented information for a zoning text amendment for electronic billboards which includes size restriction, interval rate of every 8 seconds, and a distance buffer of approximately ½ mile between signs. She provided further information pertaining to electronic billboards, particular types of uses, general public benefit, and noted that there are no inconsistencies and gaps in relation to the City Sign Code, and that it is also cohesive with the Comprehensive Plan.

Councilmember Erickson asked how many billboards this would allow for along Highway 35 adjacent to Forest Lake. Community Development Director Wittman indicated there would be approximately three (3) separate signs.

Mayor Bain asked about the timeline and the request to table the application. Community Development Director Wittman indicated that there is a legal 60-day timeline which can be extended. She noted that Staff needs the additional time to write an appropriate ordinance.

Public Hearing opened at 7:26 p.m.

Chuck Bolcom, applicant, presented additional information regarding electronic billboard signs and his amendment request to the City. He discussed the interval change of 8 seconds, size of the billboard, and buffer distance. He discussed the benefits of electronic signs including economic development, marketing platform to give back to the community, and more informed citizenship.

Public Hearing closed at 7:33 p.m.

Community Development Director Wittman provided questions for Council to consider that includes if they have opposition to electronic billboards within the community, does Council want to limit then along Highway 35, does Council want to be more or less restrictive of a ½ mile buffer, does



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Council want to limit the total allowance per structure, and would Council be favorable for billboards to be greater than 600 square feet.

Councilmembers indicated they have no opposition to electronic billboards. Councilmember Roberts indicated he is okay with Highway 35, Councilmember Valento, Mayor Bain, Councilmember Husnik, and Councilmember Erickson indicated they are okay with both Highway 35 and Highway 8. Councilmembers discussed the buffer distance and noted there should be a buffer zone. There was further discussion by Council to provide feedback to the Community Development Director.

Motion to: Continue Discussion of the Electronic Billboards Zoning Text Amendment to the February 13, 2023, Council Meeting

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mara Bain, Mayor
SECONDER:	Leif Erickson, Councilmember
AYES:	Bain, Husnik, Valento, Erickson, Roberts
NAYS:	
ABSTAIN:	
ABSENT:	

f. Forest Lake Airport Layout Plan Approval

Comments: Assistant City Administrator Udem presented information regarding a proposed hangar layout plan at the Forest Lake Airport. He noted the layout plan also includes additional parking. He indicated that grant funds would come from MNDot and noted the sequencing would be contingent on available funding from MNDot. Mayor Bain asked about the process for individual projects that are part of the plan. Assistant City Administrator Udem indicated that MNDot requires a snapshot CIP presented to them.

Motion to: Approve the Forest Lake Airport Layout Plan

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Husnik, Councilmember
SECONDER:	Hanna Valento, Councilmember
AYES:	Bain, Husnik, Valento, Erickson, Roberts
NAYS:	
ABSTAIN:	
ABSENT:	



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g. Investment Policy Updates

Comments: Finance Director Knopik provided information regarding the City investment security policies noting the changes as presented and the reasons for the policy updates.

Motion to: Approve the Investment Policy Updates

RESULT: ADOPTED [UNANIMOUS]
MOVER: Leif Erickson, Councilmember
SECONDER: Hanna Valento, Councilmember
AYES: Bain, Husnik, Valento, Erickson, Roberts
NAYS:
ABSTAIN:
ABSENT:

h. Acting Mayor Appointment

Comments: Mayor Bain recommended Councilmember Husnik as the Acting Mayor

Motion to: Approve

RESULT: ADOPTED [UNANIMOUS]
MOVER: Mara Bain, Mayor
SECONDER: Hanna Valento
AYES: Bain, Valento, Erickson, Roberts
NAYS:
ABSTAIN: Husnik, Councilmember
ABSENT:

i. Council Liaison Appointments

Comments: Mayor Bain presented information for Council Liaison appointments for the Councilmembers. She cited the various boards and commissions and the individual Councilmember recommendations for each group.

Motion to: Approve Appointments as Presented



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SECONDER: Hanna Valento, Councilmember
AYES: Bain, Husnik, Valento, Erickson, Roberts
NAYS:
ABSTAIN:
ABSENT:

j. Boards and Commissions Appointments

Comments: Mayor Bain presented information for various commission appointments including the Planning Commission and EDA.

Motion to: Approve Commission Appointments as Presented

RESULT: ADOPTED [UNANIMOUS]
MOVER: Sam Husnik, Councilmember
SECONDER: Blake Roberts, Councilmember
AYES: Bain, Husnik, Valento, Erickson, Roberts
NAYS:
ABSTAIN:
ABSENT:

9. Discussion

Comments: No Items

10. Staff Updates

Comments: Deputy City Clerk commented on the Board of Appeal Equalization training and April Meeting as well as the elected official training through the League of MN Cities for new Councilmembers.

Assistant City Administrator Udem commented that the website updates will launch next Wednesday.

Community Development Director Wittman commented on her brief work with the Chamber of Commerce to learn how they function with the community businesses. She also mentioned she had a meeting with the school to learn how the City can greater partner with them.



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City Administrator Casey indicated he has been learning more about the Cannabis bill that will be presented at the State level and how that may impact the City. He also discussed bonding bills and the surplus at the State. He also congratulated the new Councilmembers. He noted that the Council will receive a weekly update in their emails.

City Engineer Goodman commented on an Open House Meeting on Monday, February 27, 2023, at 4:30 p.m. in the City Center Community Room regarding County State Aid Highway 32.

Fire Chief Newman commented that on January 2, 2023, four new firefighters started. He welcomed them to the City.

Accounting Manager Carlson noted the new Accounts Payable Clerk started today. She also noted that the 4th quarter utility billing has begun and residents will receive their bills at the end of the week.

11. Mayor and City Council Updates

Comments: Councilmember Roberts noted he appreciated the time that he has spent with Staff so far. Councilmember Valento commented on the Rotary Plunge and invited other Councilmembers to join her. Councilmember Husnik commented on the Airport projects. Councilmember Erickson also thanked the Staff so far. Mayor Bain welcomed the new Councilmembers. She also commented that State Representatives have reached out to her asking for the City of Forest Lake’s priorities. She also commented on additional boards and commissions and the administrative expectations of moving forward. There was brief discussion regarding the Parks, Trails, and Lakes commission.

12. Adjourn

Motion to: Adjourn

Comments:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Hanna Valento, Councilmember
SECONDER:	Sam Husnik, Councilmember
AYES:	Bain, Husnik, Valento, Erickson, Roberts
ABSENT:	