



# City Council

## Regular Meeting

~ Minutes ~

1408 Lake Street South  
Forest Lake, MN 55025  
[www.ci.forest-lake.mn.us](http://www.ci.forest-lake.mn.us)

Karin Derauf, Deputy City Clerk

Monday, September 12, 2022

7:00 PM

City Center - Council Chamber

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

### 1. Call to Order

### 2. Roll Call

Attendee Name	Title	Status	Arrived
Mara Bain	Mayor	Present	
Sam Husnik	Councilmember	Present	
Kathy Bystrom	Councilmember	Absent	
Kelly Monson	Councilmember	Present	
Hanna Valento	Councilmember	Present	

### 3. Pledge of Allegiance

### 4. Approve the Agenda (Action)

Comments:

**Motion to:** Approve the Agenda

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kelly Monson, Councilmember
<b>SECONDER:</b>	Hanna Valento, Councilmember
<b>AYES:</b>	Bain, Husnik, Monson, Valento
<b>NAYS:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Bystrom

### 5. 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.*

### 6. Consent Agenda Considerations (Action Items)

Comments:

- a) Approve City Bills
- b) Approve Minutes from August 22, 2022 Regular Council Meeting
- c) Forest Lake Fire Department Relief Association LG220 Gambling Exempt Permit
- d) North Shore Circle Utility and Street Improvements – Contractor’s Request for Payment No. 4 and Change Order No. 1



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- e) Airport Apron Expansion Project
- f) Church of St. Peter – LG220 Gambling Exempt Permit

**Motion to:** Approve Consent Agenda Items 6. a. through 6. f.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sam Husnik, Councilmember
<b>SECONDER:</b>	Hanna Valento, Councilmember
<b>AYES:</b>	Bain, Husnik, Monson, Valento
<b>NAYS:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Bystrom

**7. Regular Agenda (Action Items)**

- a. **Resolution 09-12-22-01 – Donation from Forest Lake Baseball Association for Kulenkamp Park Improvements and to Waive Fees for Permitting to Complete Improvements**

Comments: Community Development Director, Abbi Wittman, presented information indicating that Forest Lake Baseball Association would like to make a donation in the form of improvements for the ball fields at Kulenkamp Park. She also noted that there is a request of a waiver of fees for permitting to complete the improvements.

**Motion to:** Approve Resolution 09-12-22-01 – Donation from Forest Lake Baseball Association for Kulenkamp Park Improvements and to Waive Fees for Permitting to Complete Improvements

<b>RESULT:</b>	<b>ADOPTED [5 TO 0]</b>
<b>MOVER:</b>	Kelly Monson, Councilmember
<b>SECONDER:</b>	Sam Husnik, Councilmember
<b>AYES:</b>	Bain, Husnik, Monson, Valento
<b>NAYS:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Bystrom

- b. **Resolution 09-12-22-02 - Construction of Well 6 and Well 7 Project**

Comments: City Engineer, Ryan Goodman, presented information on the Well 6 and Well 7 construction project. He mentioned there were some challenges that were encountered but solutions were developed. He provided specifications on the operations of the wells and noted the amount of water supply the wells will handle noting they will not function redundantly.



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**Motion to:** Approve Resolution 09-12-22-02 - Construction of Well 6 and Well 7 Project Award to Mineral Service Plus LLC, to Perform the Work in the Amount of \$545,830.00.

<b>RESULT:</b>	<b>ADOPTED [5 TO 0]</b>
<b>MOVER:</b>	Sam Husnik, Councilmember
<b>SECONDER:</b>	Hanna Valento, Councilmember
<b>AYES:</b>	Bain, Husnik, Monson, Valento
<b>NAYS:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Bystrom

### c. Administrative Assistant I - New Hire Recommendation

Comments: Finance Director, Kevin Knopik, provided information that Laura Dittberner was selected for the position of Administrative Assistant I to fill an existing vacancy. The position will start at Grade 5, Step 2.

**Motion to:** Approve Administrative Assistant I New Hire of Laura Dittberner

<b>RESULT:</b>	<b>ADOPTED [5 TO 0]</b>
<b>MOVER:</b>	Hanna Valento, Councilmember
<b>SECONDER:</b>	Sam Husnik, Councilmember
<b>AYES:</b>	Bain, Husnik, Monson, Valento
<b>NAYS:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Bystrom

### d. City Planner - New Hire Recommendation

Comments: Community Development Director, Abbi Wittman, provided information that Ken Roberts was selected for the position of City Planner to fill an existing vacancy. The position will start at Grade 9, Step 3.

**Motion to:** Approve City Planner New Hire of Ken Roberts



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<b>RESULT:</b>	<b>ADOPTED [5 TO 0]</b>
<b>MOVER:</b>	Mara Bain, Mayor
<b>SECONDER:</b>	Kelly Monson, Councilmember
<b>AYES:</b>	Bain, Husnik, Monson, Valento
<b>NAYS:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Bystrom

## 8. Discussion

### a. Mobile Food Vendor Discussion

Comments: Community Development Director Wittman provided information on mobile food vendors noting that there are two food vendors in the City of Forest Lake. She indicated that the food vendors were asked to move from time to time from the previous zoning administrator. She also indicated that there is public support within the community for the food trucks.

Community Development Director Wittman indicated she is looking at a zoning text amendment for the regulation of food trucks in the city. She noted that she is seeking guidance from Council on whether or not they want an ordinance on food trucks as well as the potential of this being a city lead amendment.

Mayor Bain asked if it is currently prohibited because we don't have an ordinance. Community Development Director Wittman confirmed that it is prohibited. City Attorney Mikhail explained the process of civil action on enforcement. He noted it is a misdemeanor to violate the code. Mayor Bain asked clarification of violation on the part of the food truck owner or on the part of the property owner who is allowing use of the property in violation of the code.

Councilmember Husnik commented on food trucks being hired privately. He also commented on the American Legion July 4<sup>th</sup> event and the allowance of food trucks. He also expressed concern over allowing trucks to be located in one place for long term and how that impacts brick and mortar food establishments. Councilmember Valento expressed an interest in a City lead initiative for an ordinance in place. Councilmember Monson also expressed she was in favor of exploring allowance of food trucks in the City. Mayor Bain commented she is in favor of allowed use of food trucks. There was further discussion on allowance of food trucks and Community Development Director Wittman indicated she will bring back further information to the Council.

### b. Budget Discussion / Capital Improvement / Capital Equipment Funds

Comments: City Administrator Casey commented on capital funds and what they will look like in the next 10 years. Finance Director Knopik provided a presentation along with spreadsheets showing the status of each fund and how they will be potentially used for the future. He commented on



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anticipated needs as well as funding sources noting that there should be a planning tool for the City to follow. He also noted that planning tools are used by rating agencies to understand the city and determine the financial and operational stability of the organization. He discussed the Capital Improvement Fund noting that the fund does not include any water or sewer improvements. He indicated the goals of a capital improvement fund is to maintain a positive cash balance and to use cash to fund improvements with exception of reconstruction projects and the public works facility. He also noted there should be cash reserves for unplanned expenditures. He discussed line items in the draft budget information that was provided. It was noted that additional funds will be discussed in the next Council Workshop. There was additional conversation about adopting a policy model for funding and suggested that community engagements should be considered for public input.

### 9. Staff Updates

Comments: Assistant City Administrator Udem commented on updates to the website, City Administrator Casey commented on labor negotiations with the Police Department, City Attorney Mikhail commented on the lawyer that will be training Boards and Commissions on Wednesday evening, Chief Peterson commented that three school resources officers have been working with schools for school start transition.

### 10. Mayor and City Council Updates

Comments: Councilmember Husnik commented that he was at the EDA Meeting and learned about tax increment financing. He also commented he attended the School Board Meeting last week.

### 11. Adjourn

Motion to: Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Hanna Valento, Councilmember
<b>SECONDER:</b>	Kelly Monson, Councilmember
<b>AYES:</b>	Bain, Husnik, Monson, Valento
<b>ABSENT:</b>	Bystrom