



City Council

Workshop

~ Minutes ~

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

Karin Derauf, Deputy City Clerk

Monday, May 15, 2023

6:30 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	
Hanna Valento	Councilmember	Absent	
Leif Erickson	Councilmember	Present	
Blake Roberts	Councilmember	Present	

3. Pledge of Allegiance

4. 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.

5. Arts In The Park

Comment: Parks Supervisor, Jamie Muscha, presented information for the 2023 Arts in the Park events. She noted that the 4th of July is on a Tuesday this year and Arts in the Park will not be held that evening. She indicated that the event is at full capacity for vendors, and also includes handmade products, farmers market, commercial products, food trucks, and non-profit sales booths.

She talked about food trucks noting that there will be eight (8) food trucks including Smokin’ on Site, Forest Lake Lion’s Food Trailer, Camilia’s Taqueria, KONA Ice, Mansetti’s, Yummie Food, KCM Eggrolls, and Taco Palace. Parks Supervisor Muscha also commented on the Concert Series noting the kid/family night on June 27 and August 8. She noted that Night2Unite is August 1, and the Corn Feed is August 29.

Councilmember Roberts asked about the budget for the Arts In The Park Events. Jamie indicated that she is currently working on sponsorship packages. Abbi Wittman, Community Development Director, commented that the entire program budget for Arts In The Park is just over \$20,000 for the season.

Mayor Bain asked about expansion of vendors. Parks Supervisor Muscha commented that the event is at optimal vendor capacity, but noted that Staff has been discussing the potential for adding more food vendors. She indicated that food truck expansion will take up additional parking spaces in the



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Lakeside lot. Councilmember Husnik asked about fees to the vendors. Parks Supervisor Muscha indicated the vendors pay for their spaces to be a participant in the event and fees bring in approximately \$7,000 to \$8,000 in revenue annually.

6. Special Event Planning

Comment: Community Development Director Wittman commented on the Special Events Planning Team. Parks Supervisor Muscha provided background on the creation of the Special Events Team and the need to collaborate with other departments to streamline overlap of permitting and licensing and improve processes.

Parks Supervisor Muscha discussed the progression of the application development and the desired outcomes. She noted that one of the outcomes is to develop standardized processes and costs of City services for applicants. She also indicated the plan is to implement the application use by 2024.

Mayor Bain asked how decisions are made now regarding City services that are available for example emergencies services, public works, and additional staff involvement. Chief Peterson indicated that there are unspoken policies thus the need for a formal planning team with a formal application. Parks Supervisor Muscha also commented on the need for formal planning and a standardized application process.

Councilmember Roberts asked about a fee structure and if adding additional features will increase the fees. He also asked about for profit versus non-profit application processes. There was further discussion regarding the cost of having Police at events. Mayor Bain noted there should be definitions on the types of events and what requires police presence.

Mayor Bain indicated she would be okay moving to a ratification process for application approvals. Councilmember Roberts commented that he appreciated seeing the applications in the consent agenda. There was further discussion about information that will be included on the new application.

7. 10-Year Plan Update – Parks and Buildings

Comment: City Administrator Casey presented information regarding the updated Capital Improvement Plan to city parks and buildings. He indicated that Council received a preliminary plan about a year ago and he highlighted the information that was on the preliminary plan which identifies the City's needs including infrastructure, equipment, parks and buildings. He noted this plan provides an organized and rational approach to funding, provides stability to the organization, provides Council and the residents with a plan that can be updated annually, and also prevents spikes in property tax levy for future years.



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He noted that no property taxes were used for parks until 2021. He indicated the funding began at \$50,000 and in 2022 there was an increase to \$450,000. He also noted that in 2023 it is back to \$50,000. City Administrator Casey discussed the Park Dedication Fund indicating there is not enough revenue to sustain ongoing maintenance and improvements. He noted that 2022 has only \$3,500. He also noted that 2023 may see a revenue budget of \$75,000 but that is very optimistic. There was further discussion regarding funding for parks.

City Administrator Casey noted that the Park Dedication Fund needs are currently at \$6.5M indicating that dollar amount will fund deferred maintenance for projects through 2027. He also noted that additional funding is needed for the Beltz Park renovation. He indicated after 2027 there will be ongoing maintenance and an expansion of Fenway Park.

City Administrator Casey also presented information on the City-owned Buildings including the City Hall, Senior Center, and South Garage. He noted that funding for maintenance of these buildings is also required. He indicated that City Hall is in decent condition and will not have any major expenses until 2028. He noted the Senior Center needs minor updating including lighting and a new deck. He also mentioned the South Garage and noted that MHealth rents space there for ambulance service. He also noted that analysis for that space will be put on hold until next year. City Administrator Casey discussed a few options for funding parks and buildings.

Finance Director Knopik provided information for CIP scenarios. He noted several funding sources including levy increase, bonds, intergovernmental fund, park dedication fees, and donations. He provided a list of the parks in the city showing funding for each park throughout the 10-year plan as it aligns with the Parks Master Plan. Councilmember Roberts asked if the plan was available on the City website. Parks Supervisor Muscha noted that the most recently adopted plan from 2014 is on the website. Mayor Bain commented on the funding scenarios and what the funding will be used for. Councilmember Roberts asked about the 2014 plan and if there was public input. City Administrator Casey indicated there was public engagement for the 2014 Plan back when that was being discussed and also noted the discussions in recent years surrounding parks and trails and what the public has asked for. Mayor Bain noted that the 2014 Master Park Plan was developed, but recalls that the focus was shifted away from parks. Parks Supervisor Muscha noted that the Plan was developed as a guide, but has never realized tax levy dollars for funding items in the Plan until 2021.

Mayor Bain asked about park decommissioning noting that perhaps the City has an inappropriate number and/or type of parks. City Administrator Casey commented that he doesn't encourage selling park property because once the land is sold, it will never be acquired again. There was further discussion about funding and specific parks. Mayor Bain noted that there should be some level of base financial commitment for the Parks and Recreation Commission once they are in place.



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Finance Director Knopik presented scenarios for building maintenance including City Hall, Senior Community Center, and the South Building. He commented that in scenario number 1, the tax levy would eventually be increased to \$150,000 per year. He also commented on specific information related to the Senior Center funding. There was discussion regarding the South Building as it is being rented at this time by MHealth.

Finance Director Knopik commented on the Tax Levy projections noting two scenarios that were presented. He discussed the specifics of each scenario as it related to parks and buildings. Mayor Bain asked about usage fees for parks. City Administrator Casey noted that there will be big decisions to make and the Council can certainly set the preliminary levy in September for all of the items and then determine where Council wants to go from there. He noted that Council has seen the Capital Equipment fund, the Capital Improvement Fund, and the parks and buildings Funds.

Councilmember Husnik asked what are the best funding resources and City Administrator Casey indicated levy and a potential sales tax. Mayor Bain commented on the two spikes in the levy and the rest of the 10-year plan keeps the levy low. She noted that she would favor the scenarios as they are presented rather than try to even the levy out without the spikes. City Administrator Casey noted that the information presented doesn't include the Downtown Plan funding.

8. Public Works Building Needs Assessment

Comment: City Administrator Casey discussed the needs of the Public Works building. He indicated that the City will hire a firm to determine what the needs are and what the estimated costs will be. He also noted that it would be beneficial that the Council meets at the Public Works building at 6:00 p.m. next Monday, May 22, to tour the building and see the condition.

9. FY 2024 Budget Priorities

Comment: City Administrator Casey commented to Council that he would like Council to prioritize the information they see and email back to him with their comments. Mayor Bain commented that the Downtown area and items that need improvement would be on her priority list.

10. Adjourn

Motion to: Adjourn

Comments:



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