

EXPANDED AGENDA



CITY COUNCIL AGENDA

Monday, January 11, 2021

6:30 p.m.

(Scheduled to be broadcast on Channel 16)

*City Council: Mayor Rafferty, Councilmembers Cavegn, Lyden, Ruhland and Stoesz
City Administrator: Sarah Cotton*

CITY COUNCIL MEETING, 6:30 P.M.

- Call to Order and Roll Call - **Councilmembers Stoesz, Lyden, Cavegn, Ruhland and Mayor Rafferty were present**
- Pledge of Allegiance
- Open Mike / Public Comment *(in person or received in writing prior to meeting)*
There were no public comments
- Setting the Agenda: Addition or Deletion of Agenda Items
The agenda was approved as presented.

1. CONSENT AGENDA

- A) Consideration of Expenditures:
 - i) January 11, 2021 (Check No. 113646 through 113704) in the Amount of \$276,534.75
 - B) Consider Approval of December 28, 2020 Work Session Minutes
 - C) Consider Approval of December 28, 2020 Council Meeting Minutes
- Action Taken: Motion by Lyden seconded by Ruhland, to approve Consent Agenda Items 1A through 1C as presented, was adopted**

2. FINANCE DEPARTMENT REPORT

None

3. ADMINISTRATION DEPARTMENT REPORT

- A) Consider Approval of Annual Appointments for 2021, Sarah Cotton
Action Taken: Motion by Cavegn seconded by Stoesz, to approve the annual appointments as presented, was adopted
- B) Consider Appointment of Public Safety Record Technician, Meg Sawyer
Action Taken: Motion by Lyden seconded by Stoesz, to approve the appointment of Jessica Crowe as recommended, was adopted

4. PUBLIC SAFETY DEPARTMENT REPORT

None

5. PUBLIC SERVICES DEPARTMENT REPORT

- A) **PUBLIC HEARING:** Consider 1st Reading of Ordinance No. 01-21 Vacating Oaks of Lino Park Property, Rick DeGardner

Action Taken: Motion by Stoesz seconded by Cavegn, to approve the 1st Reading of Ordinance No. 01-21 as presented, was adopted

6. COMMUNITY DEVELOPMENT REPORT

- A) Consider Resolution No. 20-131 Denying a Setback Variance for a Deck at 842 Lois Lane, Katie Larsen

Action Taken: Motion by Stoesz seconded by Ruhland, to approve Resolution No. 20-131 as presented, was adopted; Lyden voted no

- B) Consider Resolution No. 21-02, Authorizing Preparation of Storm Water Utility Feasibility Study, Michael Grochala

Action Taken: Motion by Ruhland seconded by Cavegn to approve Resolution No. 20-02, was adopted

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

None

Adjournment

Motion by Stoesz, seconded by Lyden, to adjourn at 7:22 p.m. was adopted

<i>Community Calendar – A Look Ahead</i>		
January 11, 2021 through January 25, 2021		
✚ Tuesday, January 12	6:00 pm, Zoom	Advisory Board Interviews
✚ Wednesday, January 13	6:30 pm, Zoom	Planning & Zoning Board
✚ Thursday, January 14	6:00 pm, Zoom	Advisory Board Interviews
✚ Monday, January 18	CITY HALL CLOSED	Martin Luther King
✚ Monday, January 25	6:00 pm, Council Chambers	Council Work Session
✚ Monday, January 25	6:30 pm, Council Chambers	City Council Meeting



Expenditures

January 11, 2021

Check #113646 to #113704

\$276,534.75



Expenditures

January 11, 2021

Check #113646 to #113704

\$276,534.75

Accounts Payable

Check Detail

User: katie.christofferson
Printed: 01/04/2021 - 1:23PM



Check Number	Check Date	Check Description	Amount
2 - 1st Choice Document Destruction			
113651	01/11/2021		
	Inv 20-1984	Document destruction - 1680 pounds of re	600.00
113651 Total:			600.00
2 - 1st Choice Document Destruction Total:			600.00
1706 - 23, LLC			
113652	01/11/2021		
	Inv 12/15/2020	Pine Glen 2nd Escrow Closure	18,884.24
113652 Total:			18,884.24
1706 - 23, LLC Total:			18,884.24
800 - Advanced Graphix Inc.			
113653	01/11/2021		
	Inv 205705	Name plates	33.00
113653 Total:			33.00
800 - Advanced Graphix Inc. Total:			33.00
16 - Aid Electric Corporation			
113654	01/11/2021		
	Inv 64165	Power pack	329.42
113654 Total:			329.42
16 - Aid Electric Corporation Total:			329.42
18 - All Seasons Rental, Inc.			
113655	01/11/2021		
	Inv 1-73092	Post hole auger	1,015.00
113655 Total:			1,015.00
18 - All Seasons Rental, Inc. Total:			1,015.00
31 - Andrzejewski, Paula 101-461-4331-000			

Check Number	Check Date	Check Description	Amount
113656	01/11/2021	Inv Q42020 4th Quarter 2020 Stipend	75.00
113656 Total:			75.00
31 - Andrzejewski, Paula Total:			75.00
42 - Anoka County Property Records & Taxation			
113646	12/29/2020	Inv 12/17/2020 7685 Lake Drive 2020 PropertyTax	1,965.69
113646 Total:			1,965.69
42 - Anoka County Property Records & Taxation Total:			1,965.69
1674 - Aramark Uniform & Career Apparel Group, Inc.			
113657	01/11/2021	Inv 1004944295 Towels	92.71
		Inv 1004949278 Mats	314.90
		Inv 1004949285 Mats	172.20
113657 Total:			579.81
1674 - Aramark Uniform & Career Apparel Group, Inc. Total:			579.81
54 - Aspen Mills, Inc.			
113658	01/11/2021	Inv 265719 Uniform Allowance - C. Schirmers	52.90
		Inv 266212 Uniform Allowance - M. Rumpsa	144.25
113658 Total:			197.15
54 - Aspen Mills, Inc. Total:			197.15
1028 - Baycom, Inc.			
113659	01/11/2021	Inv 12/17/2020 Body worn pairing dock and charger	220.00
113659 Total:			220.00
1028 - Baycom, Inc. Total:			220.00
1359 - Blaine Lock & Safe, Inc.			
113660	01/11/2021	Inv 29305 File cabinet key	22.50
113660 Total:			22.50
1359 - Blaine Lock & Safe, Inc. Total:			22.50

Check Number	Check Date	Check Description	Amount
85 - Bluetarp Financial, Inc.			
113661	01/11/2021	Inv 0363185427 Lens and replacement lens	29.96
113661 Total:			29.96
85 - Bluetarp Financial, Inc. Total:			29.96
110 - Carroll Construction Supply			
113662	01/11/2021	Inv LL047000 Asphalt/concrete saw blade	220.00
113662 Total:			220.00
110 - Carroll Construction Supply Total:			220.00
1590 - Cavegn, Tony			
113663	01/11/2021	Inv 1/1/2021 2021 Council Technology Stipend	500.00
113663 Total:			500.00
1590 - Cavegn, Tony Total:			500.00
117 - Central Pension Fund 101-000-2040-000			
113649	12/25/2020	December 2020 Inv December 2020 December 2020 December 2020	3,840.00
113649 Total:			3,840.00
117 - Central Pension Fund Total:			3,840.00
143 - CNH Architects			
113647	12/29/2020	Inv 1823 City Hall Remodel	3,553.65
113647 Total:			3,553.65
143 - CNH Architects Total:			3,553.65
167 - Dalco, Inc.			
113664	01/11/2021	Inv 3719451 Hand towels	320.11
		Inv 3720543 Hand sanitizer	161.86
113664 Total:			481.97
167 - Dalco, Inc. Total:			481.97
175 - Delta Dental of Minnesota			

Check Number	Check Date	Check Description	Amount
113665	01/11/2021	150 Inv January 2021 200 Dental Insurance Premiums	4,543.96
113665 Total:			4,543.96
175 - Delta Dental of Minnesota Total:			4,543.96
192 - Emergency Apparatus Maintenance			
113666	01/11/2021		
	Inv 112866	Tanker #610 repair	592.61
	Inv 112867	Tanker #610 pump test	265.00
113666 Total:			857.61
192 - Emergency Apparatus Maintenance Total:			857.61
199 - ESRI			
113667	01/11/2021		
	Inv 93949465	ArcGIS Desktop With Primary and Secondar	1,919.00
113667 Total:			1,919.00
199 - ESRI Total:			1,919.00
1458 - Fidelity Security Life Insurance Co. 101-000-2048-000			
113668	01/11/2021		
	Inv 164630702	January Vision Insurance	115.00
113668 Total:			115.00
1458 - Fidelity Security Life Insurance Co. Total:			115.00
1014 - Finke, Brian			
113669	01/11/2021		
	Inv 12/21/2020	Tuition reimbursement	303.07
113669 Total:			303.07
1014 - Finke, Brian Total:			303.07
1540 - Flower, Eric 101-461-4331-000			
113670	01/11/2021		
	Inv Q42020	4th Quarter 2020 Stipend	75.00
113670 Total:			75.00
1540 - Flower, Eric Total:			75.00
225 - Frattallone's/Circle Pines Ace			
113671	01/11/2021		

Check Number	Check Date	Check Description	Amount
		Inv 073774/G Glue	6.99
		Inv 073800/G Wire steel	7.78
113671 Total:			14.77
225 - Frattallone's/Circle Pines Ace Total:			14.77
227 - Freimuth Enterprises, LLC			
113672	01/11/2021		
		Inv Nov2020 Recycling Saturday	375.00
		Inv Oct2020 Recycling Saturday	375.00
		Inv Sept2020 Recycling Saturday	375.00
113672 Total:			1,125.00
227 - Freimuth Enterprises, LLC Total:			1,125.00
1229 - General Sprinkler Corporation			
113673	01/11/2021		
		Inv 35281 Annual inspection	330.00
		Inv 35282 Annual inspection	330.00
113673 Total:			660.00
1229 - General Sprinkler Corporation Total:			660.00
271 - Hawkins, Inc.			
113674	01/11/2021		
		Inv 4846914 150 LB Chlorine Cylinder	3,101.38
113674 Total:			3,101.38
271 - Hawkins, Inc. Total:			3,101.38
1189 - Holmes, Shawn C. 101-461-4331-000			
113675	01/11/2021		
		Inv Q42020 4th Quarter 2020 Stipend	75.00
113675 Total:			75.00
1189 - Holmes, Shawn C. Total:			75.00
298 - Hugo Equipment Company			
113676	01/11/2021		
		Inv 162989 Chisel chain	90.97
		Inv 163209 Chain loop	68.97
		Inv 163218 Chain saw	314.99
		Inv 163267 Chainsaw bar replacement	54.99
113676 Total:			529.92

Check Number	Check Date	Check Description	Amount
298 - Hugo Equipment Company Total:			529.92
305 - Identisys, Inc.			
113677	01/11/2021	Inv INV-121720-T Identity system	3,077.71
113677 Total:			3,077.71
305 - Identisys, Inc. Total:			3,077.71
1697 - Isaac Sports Group, LLC			
113678	01/11/2021	Inv 1002 Recreation Center Study	4,800.00
113678 Total:			4,800.00
1697 - Isaac Sports Group, LLC Total:			4,800.00
381 - Lincoln National Life Ins Co			
113679	01/11/2021	135 Inv January 2021 130 Disability Insurance Premiums	1,342.49
113679 Total:			1,342.49
113680	01/11/2021	150 Inv January 2021 130 Life Insurance Premiums	1,373.45
113680 Total:			1,373.45
381 - Lincoln National Life Ins Co Total:			2,715.94
1570 - Lyden, Christopher			
113681	01/11/2021	Inv 1/1/2021 2021 Council Technology Stipend	500.00
113681 Total:			500.00
1570 - Lyden, Christopher Total:			500.00
394 - Macqueen Equipment, Inc.			
113682	01/11/2021	Inv P04461 Hydrant gate valve	157.83
		Inv P04476 Gate valve	290.00
		Inv P31538 Tiger tail and roller guide	234.28
113682 Total:			682.11
394 - Macqueen Equipment, Inc. Total:			682.11
1672 - McNulty, Ella M.			

Check Number	Check Date	Check Description	Amount
113683	01/11/2021	Inv Q42020 4th Quarter 2020 Stipend	75.00
113683 Total:			75.00
1672 - McNulty, Ella M. Total:			75.00
416 - Medica			
113684	01/11/2021	250 Inv January 2021 192 Health Insurance Premiums	47,570.00
113684 Total:			47,570.00
416 - Medica Total:			47,570.00
418 - Menards - Forest Lake			
113685	01/11/2021	Inv 53721 Lens cover	12.99
		Inv 53775 Paint pail, mixer, paint pailliner, spa	141.75
		Inv 54361 Sand mix, wire lever, wall nut	23.46
113685 Total:			178.20
418 - Menards - Forest Lake Total:			178.20
421 - Metro Sales Incorporated			
113686	01/11/2021	Inv INV1716211 Maintenance Contract Ricoh/MP4055SP Cop	42.38
		Inv INV1725223 Maintenance Contract Ricoh/MPC307 Color	352.75
113686 Total:			395.13
421 - Metro Sales Incorporated Total:			395.13
455 - MN Metro North Tourism Board 101-415-4900-000			
113687	01/11/2021	Inv Nov2020 November 2020 Tourism Tax	2,013.00
113687 Total:			2,013.00
455 - MN Metro North Tourism Board Total:			2,013.00
479 - Nardini Fire Equipment Co			
113688	01/11/2021	Inv IN00157507 Annual inspection	70.62
		Inv IN00158593 Fire extinguisher, pressure extinguisher	3,090.00
113688 Total:			3,160.62
479 - Nardini Fire Equipment Co Total:			3,160.62

Check Number	Check Date	Check Description	Amount
480 - NCPERS Group Life Insurance 101-000-2040-000			
113650	12/25/2020	December 2020 Life Insurance Premiui	
	Inv December 2020	December 2020 Life Insurance Premiums December 2020 Life Insurance Premiums	240.00
113650 Total:			240.00
480 - NCPERS Group Life Insurance Total:			240.00
1541 - Nelson, Wendy K. 101-461-4331-000			
113689	01/11/2021		
	Inv Q42020	4th Quarter 2020 Stipend	75.00
113689 Total:			75.00
1541 - Nelson, Wendy K. Total:			75.00
1704 - Neu, Tim			
113690	01/11/2021		
	Inv 12/10/2020	Refund on daily rental of Senior Center	100.00
113690 Total:			100.00
1704 - Neu, Tim Total:			100.00
531 - Petty Cash - LLPD			
113691	01/11/2021		
	Inv 12/31/2020	Laminating material for patrol maps	27.71
113691 Total:			27.71
531 - Petty Cash - LLPD Total:			27.71
547 - Pope/Douglas Solid Waste Management			
113692	01/11/2021		
	Inv 2822	Plant based drug destruction and confide	256.23
113692 Total:			256.23
547 - Pope/Douglas Solid Waste Management Total:			256.23
1376 - Rafferty, Robin G.			
113693	01/11/2021		
	Inv 1/1/2021	2021 Council Technology Stipend	500.00
113693 Total:			500.00
1376 - Rafferty, Robin G. Total:			500.00
1393 - Ruhland, Michael S. 101-416-4331-000			

Check Number	Check Date	Check Description	Amount
113694	01/11/2021		
	Inv 1/1/2021	2021 Council Technology Stipend	500.00
113694 Total:			500.00
1393 - Ruhland, Michael S. Total:			500.00
1410 - Rupp, Anderson, Squires & Waldspurger, P.A.			
113695	01/11/2021		
	Inv 11959	August & September Legal Fees	15,604.55
	Inv 119690	October & November Legal - Poehling Addi	8,033.73
113695 Total:			23,638.28
1410 - Rupp, Anderson, Squires & Waldspurger, P.A. Total:			23,638.28
587 - Safe-Fast, Inc.			
113696	01/11/2021		
	Inv ORD241224	Safety Glasses	60.00
113696 Total:			60.00
587 - Safe-Fast, Inc. Total:			60.00
750 - Schwartz, Alexander P. 101-461-4331-000			
113697	01/11/2021		
	Inv Q42020	4th Quarter 2020 Stipend	75.00
113697 Total:			75.00
750 - Schwartz, Alexander P. Total:			75.00
793 - Sherwin-Williams			
113698	01/11/2021		
	Inv 9127-8	Paint and supplies	653.83
113698 Total:			653.83
793 - Sherwin-Williams Total:			653.83
1465 - St. Cloud State University			
113699	01/11/2021		
	Inv 629430-8130	Tuition - J. Cree EVO-PIT Refresher	445.00
113699 Total:			445.00
1465 - St. Cloud State University Total:			445.00
1029 - Stoesz, Dale K.			
113700	01/11/2021		

Check Number	Check Date	Check Description	Amount
Inv 1/1/2021	2021 Council Technology Stipend		500.00
113700 Total:			500.00
1029 - Stoesz, Dale K. Total:			500.00
751 - Sullivan, John E. 101-461-4331-000			
113701	01/11/2021		
Inv Q42020	4th Quarter 2020 Stipend		100.00
113701 Total:			100.00
751 - Sullivan, John E. Total:			100.00
649 - Sycom, Inc.			
113702	01/11/2021		
Inv A03-2165A	Lift #1, #2, and #12 repair		4,053.00
Inv A03-2166A	Lift #4 - Installation of newradio and		3,137.50
113702 Total:			7,190.50
649 - Sycom, Inc. Total:			7,190.50
695 - UPS/United Parcel Service			
113703	01/11/2021		
Inv 0000A91R28500	Postage		14.09
Inv 0000A91R28510	Postage		11.60
113703 Total:			25.69
695 - UPS/United Parcel Service Total:			25.69
1447 - Wheeler Hardware Company			
113648	12/29/2020		
Inv SPI114999	Touchless Entry		100,915.00
Inv SPI115000	Touchless Entry		14,403.00
113648 Total:			115,318.00
1447 - Wheeler Hardware Company Total:			115,318.00
734 - Xcel Energy			
113704	01/11/2021	110	
Inv Dec 2020-1	110 Electric-Street Lights		3,865.16
Inv Dec 2020-2	122 Electric-Fire Station #1		11,929.54
113704 Total:			15,794.70
734 - Xcel Energy Total:			15,794.70

Check Number	Check Date	Check Description	Amount
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Total:			276,534.75
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City of Lino Lakes
Activity Codes

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
401	Mayor/Council	817	Spring Fling
402	Administration	818	Winter Festival
403	Elections	819	Community Gardens
404	Cable TV	822	Family Corn Roast
405	Charter Administration	827	Gobbler Games
407	Finance	830	Adult Golf Lessons
414	Legal Consultants	835	Youth Skating Class
415	Economic Development	850	Golf Academy
416	Planning & Zoning	856	Youth Soccer
417	Engineering	857	Soccer Fundamentals
418	Community Development	860	Secret Shop
420	Police Protection	864	Preschool Playtime
421	Fire Protection	868	Little Goblins Party
422	Building Inspections	871	Flag Football
430	Streets	875	Snow Day
431	Fleet Management	876	Kite Day
432	Government Buildings	877	Rockin' in the Park
450	Parks	879	Movies in the Park
451	Recreation	890	Senior Programs
461	Environmental		
462	Solid Waste Abatement		
463	Forestry		
494	Water		
495	Sanitary Sewer		
499	Other		
802	Dodgeball Camp		
806	Youth T-Ball		
808	Youth Baseball Camp		
810	Youth Playground		
811	Youth Safety Camp		
812	Youth Art Camps		
814	Senior Programs/Book Club		



**AP Checks by Account Number
01/11/2021 City Council Meeting**

Dec-20

Vendor	Fund/Dept	Account	Amount	Check #	Description
Central Pension Fund	101-000	101-000-2040-000	3,840.00	113649	
Delta Dental of Minnesota	101-000	101-000-2040-000	943.03	113665	Dental Insurance Premiums
Fidelity Security Life Insurance Co.	101-000	101-000-2040-000	19.18	113668	January Vision Insurance
Lincoln National Life Ins Co	101-000	101-000-2040-000	1,145.91	113680	Life Insurance Premiums
Lincoln National Life Ins Co	101-000	101-000-2040-000	83.40	113680	Life Insurance Premiums
Medica	101-000	101-000-2040-000	3,003.77	113684	Health Insurance Premiums
NCPERS Group Life Insurance	101-000	101-000-2040-000	240.00	113650	December 2020 Life Insurance Premiums
Medica	101-000	101-000-2041-000	8,627.94	113684	Health Insurance Premiums
Delta Dental of Minnesota	101-000	101-000-2044-000	1,263.96	113665	Dental Insurance Premiums
Fidelity Security Life Insurance Co.	101-000	101-000-2048-000	95.82	113668	January Vision Insurance
Lincoln National Life Ins Co	101-000	101-000-3416-000	0.14	113680	Life Insurance Premiums
		101-000 Total	19,263.15		
Medica	101-402	101-402-4131-000	538.42	113684	Health Insurance Premiums
Lincoln National Life Ins Co	101-402	101-402-4133-000	6.75	113680	Life Insurance Premiums
Lincoln National Life Ins Co	101-402	101-402-4133-000	68.76	113679	Disability Insurance Premiums
Delta Dental of Minnesota	101-402	101-402-4134-000	89.89	113665	Dental Insurance Premiums
Rupp Anderson Squires & Waldspurger P.A.	101-402	101-402-4310-000	160.00	113695	August & September Legal Fees
Rupp Anderson Squires & Waldspurger P.A.	101-402	101-402-4310-000	1,088.00	113695	October & November Legal
Rupp Anderson Squires & Waldspurger P.A.	101-402	101-402-4310-000	144.00	113695	October & November Legal
Rupp Anderson Squires & Waldspurger P.A.	101-402	101-402-4310-000	2,272.00	113695	August & September Legal Fees - Arbitration
		101-402 Total	4,367.82		
Medica	101-407	101-407-4131-000	2,066.40	113684	Health Insurance Premiums
Lincoln National Life Ins Co	101-407	101-407-4133-000	6.98	113680	Life Insurance Premiums
Lincoln National Life Ins Co	101-407	101-407-4133-000	63.35	113679	Disability Insurance Premiums
Delta Dental of Minnesota	101-407	101-407-4134-000	101.11	113665	Dental Insurance Premiums
		101-407 Total	2,237.84		
Rupp Anderson Squires & Waldspurger P.A.	101-414	101-414-4301-000	1,360.00	113695	August & September Legal Fees - Miscellaneous
Rupp Anderson Squires & Waldspurger P.A.	101-414	101-414-4301-000	5.20	113695	October & November Legal
Rupp Anderson Squires & Waldspurger P.A.	101-414	101-414-4301-000	578.55	113695	August & September Legal Fees
Rupp Anderson Squires & Waldspurger P.A.	101-414	101-414-4301-000	384.00	113695	August & September Legal Fees - CARES Act
		101-414 Total	2,327.75		
Isaac Sports Group LLC	101-415	101-415-4300-000	4,800.00	113678	Recreation Center Study
Rupp Anderson Squires & Waldspurger P.A.	101-415	101-415-4300-000	112.00	113695	November Legal
Rupp Anderson Squires & Waldspurger P.A.	101-415	101-415-4300-000	1,328.00	113695	November Legal
MN Metro North Tourism Board	101-415	101-415-4900-000	2,013.00	113687	November 2020 Tourism Tax
		101-415 Total	8,253.00		
Medica	101-416	101-416-4131-000	538.43	113684	Health Insurance Premiums
Lincoln National Life Ins Co	101-416	101-416-4133-000	2.25	113680	Life Insurance Premiums
Lincoln National Life Ins Co	101-416	101-416-4133-000	25.19	113679	Disability Insurance Premiums
Delta Dental of Minnesota	101-416	101-416-4134-000	44.94	113665	Dental Insurance Premiums
ESRI	101-416	101-416-4410-000	500.00	113667	ArcGIS Desktop With Primary and Secondary Maintenance
		101-416 Total	1,110.81		
ESRI	101-417	101-417-4410-000	500.00	113667	ArcGIS Desktop With Primary and Secondary Maintenance
		101-417 Total	500.00		
Medica	101-418	101-418-4131-000	538.42	113684	Health Insurance Premiums
Lincoln National Life Ins Co	101-418	101-418-4133-000	4.50	113680	Life Insurance Premiums
Lincoln National Life Ins Co	101-418	101-418-4133-000	43.08	113679	Disability Insurance Premiums
Delta Dental of Minnesota	101-418	101-418-4134-000	44.94	113665	Dental Insurance Premiums
		101-418 Total	630.94		
Medica	101-420	101-420-4131-000	19,322.49	113684	Health Insurance Premiums
Lincoln National Life Ins Co	101-420	101-420-4133-000	64.23	113680	Life Insurance Premiums
Lincoln National Life Ins Co	101-420	101-420-4133-000	630.06	113679	Disability Insurance Premiums
Delta Dental of Minnesota	101-420	101-420-4134-000	1,058.38	113665	Dental Insurance Premiums
Petty Cash - LLLP	101-420	101-420-4200-000	27.71	113691	Laminating material for patrol maps
Baycom Inc.	101-420	101-420-4240-000	220.00	113659	Body worn pairing dock and charger
UPS/United Parcel Service	101-420	101-420-4322-000	14.09	113703	Postage
UPS/United Parcel Service	101-420	101-420-4322-000	11.60	113703	Postage
St. Cloud State University	101-420	101-420-4330-000	445.00	113699	Tuition - J. Cree EVO-PIT Refresher
Aspen Mills Inc.	101-420	101-420-4370-000	144.25	113658	Uniform Allowance - M. Rumpsa
Aspen Mills Inc.	101-420	101-420-4370-000	52.90	113658	Uniform Allowance - C. Schirmers
Xcel Energy	101-420	101-420-4381-000	4.03	113704	Electric-Police
Metro Sales Incorporated	101-420	101-420-4410-000	42.38	113686	Maintenance Contract Ricoh/MP 4055SP Copier



**AP Checks by Account Number
01/11/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
Pope/Douglas Solid Waste Management	101-420	101-420-4410-000	256.23	113692	Plant based drug destruction and confidential burn
Identisys Inc.	101-420	101-420-5000-000	3,077.71	113677	Identity system
101-420 Total			25,371.06		
Medica	101-421	101-421-4131-000	1,885.18	113684	Health Insurance Premiums
Lincoln National Life Ins Co	101-421	101-421-4133-000	4.40	113680	Life Insurance Premiums
Lincoln National Life Ins Co	101-421	101-421-4133-000	50.52	113679	Disability Insurance Premiums
Delta Dental of Minnesota	101-421	101-421-4134-000	87.63	113665	Dental Insurance Premiums
Macqueen Equipment Inc.	101-421	101-421-4240-000	157.83	113682	Hydrant gate valve
Macqueen Equipment Inc.	101-421	101-421-4240-000	290.00	113682	Gate valve
Nardini Fire Equipment Co	101-421	101-421-4240-000	3,090.00	113688	Fire extinguisher pressure extinguisher BKT Assembly
Finke Brian	101-421	101-421-4330-000	303.07	113669	Tuition reimbursement
Advanced Graphix Inc.	101-421	101-421-4370-000	33.00	113653	Name plates
Emergency Apparatus Maintenance	101-421	101-421-4410-000	592.61	113666	Tanker #610 repair
Emergency Apparatus Maintenance	101-421	101-421-4410-000	265.00	113666	Tanker #610 pump test
Nardini Fire Equipment Co	101-421	101-421-4410-000	70.62	113688	Annual inspection
101-421 Total			6,829.86		
Medica	101-422	101-422-4131-000	2,252.23	113684	Health Insurance Premiums
Lincoln National Life Ins Co	101-422	101-422-4133-000	7.87	113680	Life Insurance Premiums
Lincoln National Life Ins Co	101-422	101-422-4133-000	72.38	113679	Disability Insurance Premiums
Delta Dental of Minnesota	101-422	101-422-4134-000	112.35	113665	Dental Insurance Premiums
ESRI	101-422	101-422-4410-000	919.00	113667	ArcGIS Desktop With Primary and Secondary Maintenance
101-422 Total			3,363.83		
Medica	101-430	101-430-4131-000	2,699.36	113684	Health Insurance Premiums
Lincoln National Life Ins Co	101-430	101-430-4133-000	14.06	113680	Life Insurance Premiums
Lincoln National Life Ins Co	101-430	101-430-4133-000	116.08	113679	Disability Insurance Premiums
Delta Dental of Minnesota	101-430	101-430-4134-000	191.01	113665	Dental Insurance Premiums
Blaine Lock & Safe Inc.	101-430	101-430-4211-000	22.50	113660	File cabinet key
Carroll Construction Supply	101-430	101-430-4211-000	220.00	113662	Asphalt/concrete saw blade
Frattallone's/Circle Pines Ace	101-430	101-430-4211-000	6.99	113671	Glue
Hugo Equipment Company	101-430	101-430-4211-000	54.99	113676	Chainsaw bar replacement
All Seasons Rental Inc.	101-430	101-430-4240-000	1,015.00	113655	Post hole auger
Xcel Energy	101-430	101-430-4385-000	604.81	113704	Electric-Street Lights
Xcel Energy	101-430	101-430-4385-000	3,865.16	113704	Electric-Street Lights
101-430 Total			8,809.96		
Medica	101-431	101-431-4131-000	1,084.08	113684	Health Insurance Premiums
Lincoln National Life Ins Co	101-431	101-431-4133-000	4.95	113680	Life Insurance Premiums
Lincoln National Life Ins Co	101-431	101-431-4133-000	41.93	113679	Disability Insurance Premiums
Delta Dental of Minnesota	101-431	101-431-4134-000	98.88	113665	Dental Insurance Premiums
Aramark Uniform & Career Apparel Group Inc.	101-431	101-431-4211-000	92.71	113657	Towels
101-431 Total			1,322.55		
Dalco Inc.	101-432	101-432-4211-503	161.86	113664	Hand sanitizer
Dalco Inc.	101-432	101-432-4211-503	320.11	113664	Hand towels
Frattallone's/Circle Pines Ace	101-432	101-432-4211-503	7.78	113671	Wire steel
Menards - Forest Lake	101-432	101-432-4211-503	141.75	113685	Paint pail mixer paint pail liner spackle brush rollers
General Sprinkler Corporation	101-432	101-432-4300-501	330.00	113673	Annual inspection
General Sprinkler Corporation	101-432	101-432-4300-502	330.00	113673	Annual inspection
Aid Electric Corporation	101-432	101-432-4300-503	329.42	113654	Power pack
Xcel Energy	101-432	101-432-4381-501	461.09	113704	Electric-Fire Station #1
Xcel Energy	101-432	101-432-4381-502	775.80	113704	Electric-Fire Station #2
Xcel Energy	101-432	101-432-4381-503	4,686.91	113704	Electric-Civic Complex
Aramark Uniform & Career Apparel Group Inc.	101-432	101-432-4410-503	314.90	113657	Mats
Aramark Uniform & Career Apparel Group Inc.	101-432	101-432-4410-503	172.20	113657	Mats
Metro Sales Incorporated	101-432	101-432-4410-503	352.75	113686	Maintenance Contract Ricoh/MP C307 Color Copier
101-432 Total			8,384.57		
Medica	101-450	101-450-4131-000	1,453.75	113684	Health Insurance Premiums
Lincoln National Life Ins Co	101-450	101-450-4133-000	11.13	113680	Life Insurance Premiums
Lincoln National Life Ins Co	101-450	101-450-4133-000	93.08	113679	Disability Insurance Premiums
Delta Dental of Minnesota	101-450	101-450-4134-000	177.52	113665	Dental Insurance Premiums
Hugo Equipment Company	101-450	101-450-4211-000	314.99	113676	Chain saw
Hugo Equipment Company	101-450	101-450-4211-000	68.97	113676	Chain loop
Hugo Equipment Company	101-450	101-450-4211-000	90.97	113676	Chisel chain
Xcel Energy	101-450	101-450-4381-000	123.72	113704	Electric-Parks



**AP Checks by Account Number
01/11/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
	101-450 Total		2,334.13		
Medica	101-461	101-461-4131-000	201.91	113684	Health Insurance Premiums
Lincoln National Life Ins Co	101-461	101-461-4133-000	0.85	113680	Life Insurance Premiums
Lincoln National Life Ins Co	101-461	101-461-4133-000	7.28	113679	Disability Insurance Premiums
Delta Dental of Minnesota	101-461	101-461-4134-000	16.85	113665	Dental Insurance Premiums
Andrzejewski Paula	101-461	101-461-4331-000	75.00	113656	4th Quarter 2020 Stipend
Flower Eric	101-461	101-461-4331-000	75.00	113670	4th Quarter 2020 Stipend
Holmes Shawn C.	101-461	101-461-4331-000	75.00	113675	4th Quarter 2020 Stipend
McNulty Ella M.	101-461	101-461-4331-000	75.00	113683	4th Quarter 2020 Stipend
Nelson Wendy K.	101-461	101-461-4331-000	75.00	113689	4th Quarter 2020 Stipend
Schwartz Alexander P.	101-461	101-461-4331-000	75.00	113697	4th Quarter 2020 Stipend
Sullivan John E.	101-461	101-461-4331-000	100.00	113701	4th Quarter 2020 Stipend
	101-461 Total		776.89		
Medica	101-462	101-462-4131-000	134.61	113684	Health Insurance Premiums
Lincoln National Life Ins Co	101-462	101-462-4133-000	0.56	113680	Life Insurance Premiums
Lincoln National Life Ins Co	101-462	101-462-4133-000	4.85	113679	Disability Insurance Premiums
Delta Dental of Minnesota	101-462	101-462-4134-000	11.24	113665	Dental Insurance Premiums
1st Choice Document Destruction	101-462	101-462-4410-000	600.00	113651	Document destruction - 1680 pounds of recycled paper
Freimuth Enterprises LLC	101-462	101-462-4410-000	375.00	113672	Recycling Saturday
Freimuth Enterprises LLC	101-462	101-462-4410-000	375.00	113672	Recycling Saturday
Freimuth Enterprises LLC	101-462	101-462-4410-000	375.00	113672	Recycling Saturday
	101-462 Total		1,876.26		
Medica	101-463	101-463-4131-000	201.91	113684	Health Insurance Premiums
Lincoln National Life Ins Co	101-463	101-463-4133-000	7.28	113679	Disability Insurance Premiums
Lincoln National Life Ins Co	101-463	101-463-4133-000	0.84	113680	Life Insurance Premiums
Delta Dental of Minnesota	101-463	101-463-4134-000	16.85	113665	Dental Insurance Premiums
	101-463 Total		226.88		
Neu Tim	201-000	201-000-3810-814	100.00	113690	Refund on daily rental of Senior Center - December 12 2020
	201-000 Total		100.00		
CNH Architects	212-499	212-499-4300-000	3,500.00	113647	City Hall Remodel
Wheeler Hardware Company	212-499	212-499-4300-000	6,010.00	113648	Touchless Entry
Wheeler Hardware Company	212-499	212-499-4300-000	100,915.00	113648	Touchless Entry
	212-499 Total		110,425.00		
CNH Architects	401-432	401-432-4300-000	53.65	113647	City Hall Remodel
Wheeler Hardware Company	401-432	401-432-4300-000	8,393.00	113648	Touchless Entry
	401-432 Total		8,446.65		
Cavegn Tony	403-401	403-401-4240-000	500.00	113663	2021 Council Technology Stipend
Lyden Christopher	403-401	403-401-4240-000	500.00	113681	2021 Council Technology Stipend
Rafferty Robin G.	403-401	403-401-4240-000	500.00	113693	2021 Council Technology Stipend
Ruhland Michael S.	403-401	403-401-4240-000	500.00	113694	2021 Council Technology Stipend
Stoesz Dale K.	403-401	403-401-4240-000	500.00	113700	2021 Council Technology Stipend
	403-401 Total		2,500.00		
Anoka County Property Records & Taxation	420-499	420-499-5140-000	1,965.69	113646	7685 Lake Drive 2020 Property Tax
	420-499 Total		1,965.69		
Rupp Anderson Squires & Waldspurger P.A.	422-499	422-499-4301-125	576.00	113695	August & September Legal Fees - NE Drainage Area Phase 1 Project
Rupp Anderson Squires & Waldspurger P.A.	422-499	422-499-4301-125	64.00	113695	October & November Legal
Rupp Anderson Squires & Waldspurger P.A.	422-499	422-499-4301-125	928.00	113695	November Legal
	422-499 Total		1,568.00		
Medica	601-494	601-494-4131-000	1,510.54	113684	Health Insurance Premiums
Lincoln National Life Ins Co	601-494	601-494-4133-000	59.32	113679	Disability Insurance Premiums
Lincoln National Life Ins Co	601-494	601-494-4133-000	7.29	113680	Life Insurance Premiums
Delta Dental of Minnesota	601-494	601-494-4134-000	142.69	113665	Dental Insurance Premiums
Bluetarp Financial Inc.	601-494	601-494-4211-000	29.96	113661	Lens and replacement lens
Menards - Forest Lake	601-494	601-494-4211-000	12.99	113685	Lens cover
Menards - Forest Lake	601-494	601-494-4211-000	23.46	113685	Sand mix wire lever wall nut
Sherwin-Williams	601-494	601-494-4211-000	653.83	113698	Paint and supplies
Hawkins Inc.	601-494	601-494-4222-000	3,101.38	113674	150 LB Chlorine Cylinder
Safe-Fast Inc.	601-494	601-494-4370-000	30.00	113696	Safety Glasses
Xcel Energy	601-494	601-494-4381-000	3,280.66	113704	Electric-Water
	601-494 Total		8,852.12		
Medica	602-495	602-495-4131-000	1,510.56	113684	Health Insurance Premiums
Lincoln National Life Ins Co	602-495	602-495-4133-000	59.33	113679	Disability Insurance Premiums



**AP Checks by Account Number
01/11/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
Lincoln National Life Ins Co	602-495	602-495-4133-000	7.34	113680	Life Insurance Premiums
Delta Dental of Minnesota	602-495	602-495-4134-000	142.69	113665	Dental Insurance Premiums
Macqueen Equipment Inc.	602-495	602-495-4211-000	234.28	113682	Tiger tail and roller guide
Sycom Inc.	602-495	602-495-4300-000	4,053.00	113702	Lift #1 #2 and #12 repair
Sycom Inc.	602-495	602-495-4300-000	3,137.50	113702	Lift #4 - Installation of new radio and transducer
Safe-Fast Inc.	602-495	602-495-4370-000	30.00	113696	Safety Glasses
Xcel Energy	602-495	602-495-4381-000	1,992.52	113704	Electric-Sewer
	602-495 Total		11,167.22		
Rupp Anderson Squires & Waldspurger P.A.	801-000	801-000-2300-000	180.00	113695	October & November Legal - Poehling Addition
Rupp Anderson Squires & Waldspurger P.A.	801-000	801-000-2300-000	1,350.00	113695	August & September Legal Fees - Lyngblomsten
Rupp Anderson Squires & Waldspurger P.A.	801-000	801-000-2300-000	1,080.00	113695	August & September Legal Fees - Nature's Refuge
Rupp Anderson Squires & Waldspurger P.A.	801-000	801-000-2300-000	742.50	113695	October & November Legal - Lyngblomsten
Rupp Anderson Squires & Waldspurger P.A.	801-000	801-000-2309-103	225.00	113695	August & September Legal Fees
23 LLC	801-000	801-000-2341-105	11,664.00	113652	Pine Glen Escrow Closure
Rupp Anderson Squires & Waldspurger P.A.	801-000	801-000-2353-103	106.53	113695	October & November Legal
Rupp Anderson Squires & Waldspurger P.A.	801-000	801-000-2353-103	3,056.00	113695	October & November Legal
Rupp Anderson Squires & Waldspurger P.A.	801-000	801-000-2353-103	32.00	113695	October & November Legal
Rupp Anderson Squires & Waldspurger P.A.	801-000	801-000-2353-103	6,944.00	113695	August & September Legal Fees
Rupp Anderson Squires & Waldspurger P.A.	801-000	801-000-2353-103	360.00	113695	August & September Legal Fees - Letter of Credit Call
Rupp Anderson Squires & Waldspurger P.A.	801-000	801-000-2355-103	247.50	113695	November Legal
Rupp Anderson Squires & Waldspurger P.A.	801-000	801-000-2355-103	315.00	113695	August & September Legal Fees
23 LLC	801-000	801-000-2394-105	7,220.24	113652	Pine Glen 2nd Escrow Closure
	801-000 Total		33,522.77		
	Grand Total		276,534.75		



Electronic Funds Transfer
MN Statute 471.38 Subd. 3

Council Meeting January 11, 2021

Transfer In/(Out)

12/25/2020 Payroll #26	(148,785.64)
12/25/2020 Payroll #26 Federal Deposit	(44,595.66)
12/25/2020 Payroll #26 PERA	(48,018.62)
12/25/2020 Payroll #26 State	(10,539.74)
12/25/2020 Payroll #26 Child Support	(276.29)
12/25/2020 Payroll #26 H.S.A. Bank Pretax	(3,102.92)
12/25/2020 Payroll #26 TASC Pretax	(995.06)
12/25/2020 Payroll #26 ICMA 457 Def. Comp #301596	(2,915.00)
12/25/2020 Payroll #26 ICMA Roth IRA #706155	(510.75)
12/25/2020 Payroll #26 MSRS HCSP #98946-01	(1,752.04)
12/25/2020 Payroll #26 MSRS Def. Comp #98945-01	(3,185.00)
12/25/2020 Payroll #26 MSRS Roth IRA #98945-01	(600.00)
12/29/2020 Wire to Moreton Capital	(219,104.37)

CITY COUNCIL WORK SESSION

DRAFT

**CITY OF LINO LAKES
MINUTES**

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DATE : December 28, 2020
TIME STARTED : 6:00 p.m.
TIME ENDED : 6:25 p.m.
**MEMBERS PRESENT : Council Member Stoesz, Lyden, Ruhland,
Cavegn and Mayor Rafferty**
MEMBERS ABSENT : None

Staff members present: City Administrator Sarah Cotton; Community Development Director Michael Grochala; City Clerk Julie Bartell

Review Regular Agenda of December 28, 2020 -

Item 3A – City Administrator Cotton noted that the AFSCME contract is the final labor agreement to be considered for the City employees.

Mayor Rafferty remarked that having all the union contracts in place prior to the end of the year is a great thing. It’s a turbulent time and yet the contracts are in place.

Mayor Rafferty asked if there is any update on the YMCA facility report. Ms. Cotton said she expects a letter from the YMCA that will probably provide additional information on their plans. There may be an update on that at the next council worksession.

Item 1E – Approving Wetland Credit Sale and Wetland Credit Agency - Community Development Director Grochala provided a brief explanation of the wetland banking process and program. The City has land banked and charges a rate that aligns with what is charged by other entities. The plan is to keep some for City use. Going forward there is additional land being considered for wetland banking within the City.

426 Pine Street – Prior to the property owner speaking at the last open mic, the City received a data request on this address and a response on that will be going out within the next few days. There hasn’t been any other contact with the City on the matter that staff is aware of.

The meeting was adjourned at 6:25 p.m.

These minutes were considered, corrected and approved at the regular Council meeting held on January 11, 2021.

Julianne Bartell, City Clerk

Rob Rafferty, Mayor

COUNCIL MINUTES

DRAFT

**LINO LAKES CITY COUNCIL
REGULAR MEETING
MINUTES**

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DATE : December 28, 2020
TIME STARTED : 6:30 p.m.
TIME ENDED : 6:35 p.m.
MEMBERS PRESENT : Councilmember Stoesz, Lyden,
Ruhland, Cavegn and Mayor Rafferty
MEMBERS ABSENT : none

Staff members present: City Administrator Sarah Cotton; Community Development Director Michael Grochala; City Clerk Julie Bartell

PUBLIC COMMENT

There were no public comments.

SETTING THE AGENDA

The agenda was approved as presented.

CONSENT AGENDA

Councilmember moved Stoesz to approve the Consent Agenda, Items 1A through 1E as presented. Councilmember Ruhland seconded the motion. Motion carried on a voice vote.

ITEM **ACTION**

Consideration of Expenditures:

- | | | |
|----|---|----------|
| A) | Consideration of Expenditures: December 28, 2020 (Check No. 113546 through 113645) in the amount of \$264,838.68. | Approved |
| B) | Consider Approval of December 7, 2020 Council Work Session Minutes | Approved |
| C) | Consider Approval of December 14, 2020 Council Minutes | Approved |
| D) | Consider Approval of December 7, 2020 Closed Council Minutes | Approved |
| E) | Consider Approval of Resolution No. 20-170, Approving Wetland Credit Sale, Wetland Credit Agency | Approved |

FINANCE DEPARTMENT REPORT

There was no report from the Finance Department.

COUNCIL MINUTES

DRAFT

41 **ADMINISTRATION DEPARTMENT REPORT**

42 **3A) Consider Resolution No. 20-165, Approving the 2021-2022 Labor Agreement with**
43 **AFSCME, Local No. 2454** – City Administrator Cotton reported that this item requests council
44 consideration of the final labor agreement to come forward. This agreement has been voted upon
45 by the union members and comes forward with their approval. Ms. Cotton reviewed the basic
46 terms of the agreement. Staff is recommending approval.

47 Mayor Rafferty suggested it is positive to have a contract in place prior to the expiration of the
48 current contract. He thanked Administrator Cotton for her work in getting the labor contracts in
49 place in such a timely manner.

50 Councilmember Cavegn moved to approve Resolution No. 20-165 as presented. Councilmember
51 Stoesz seconded the motion. Motion carried on a voice vote.

52 **PUBLIC SAFETY DEPARTMENT REPORT**

53 There was no report from the Public Safety Department.

54 **PUBLIC SERVICES DEPARTMENT REPORT**

55 There was no report from the Public Services Department.

56 **COMMUNITY DEVELOPMENT REPORT**

57 There was no report from the Community Development Department.

58 **UNFINISHED BUSINESS**

59 There was no Unfinished Business.

61 **NEW BUSINESS**

62 There was no New Business.

64 **COMMUNITY EVENTS**

65 There were no events announced.

66 **COMMUNITY CALENDAR**

<i>Community Calendar – A Look Ahead</i>		
December 28, 2020 through January 11, 2021		
69	🇺🇸 Wednesday, January 6	6:30 pm, Zoom Park Board
70	🇺🇸 Thursday, January 7	8:00 am, Zoom EDAC
71	🇺🇸 Monday, January 4	6:00 pm, Council Chambers Council Work Session
72	🇺🇸 Monday, January 11	6:30 pm, Council Chambers City Council Meeting

74 **ADJOURN**

75
76 There being no further business, Councilmember Ruhland moved to adjourn at 6:35 p.m.
77 Councilmember Stoesz seconded the motion. Motion carried on a voice vote.

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79 These minutes were considered and approved at the regular Council Meeting on January 11, 2021.

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COUNCIL MINUTES

DRAFT

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Julianne Bartell, City Clerk

Rob Rafferty, Mayor

**CITY COUNCIL
AGENDA ITEM 3A**

STAFF ORIGINATOR: Sarah Cotton, City Administrator

MEETING DATE: January 11, 2021

TOPIC: Annual Appointments

VOTE REQUIRED: 3/5

INTRODUCTION

Below is the list of annual appointments the City Council considers each year. The appointments were reviewed at the council work session on January 4th.

RECOMMENDATION

Approve 2021 appointments as listed below.

	2020	2021
1. Acting Mayor	Dale Stoesz	Dale Stoesz
2. Legal Newspaper	Quad Community Press	Quad Community Press
3. Legal Services	Barna, Guzy & Steffen Kennedy & Graven Rupp, Anderson, Squires, & Waldspurger Geck, Duea & Olson	Barna, Guzy & Steffen Kennedy & Graven Rupp, Anderson, Squires, & Waldspurger Geck, Duea & Olson
4. Labor Services	Barna, Guzy & Steffen Riley, Dettman & Kelsy BakerTilly	Barna, Guzy & Steffen Riley, Dettman & Kelsy BakerTilly
5. Fiscal Agent	BakerTilly	BakerTilly
6. Assessor	Anoka County	Anoka County
7. North Metro Telecommunications Committee	Dale Stoesz Tony Cavegn (Alternate)	Dale Stoesz Tony Cavegn (Alternate)

8. Vadnais Lake Watershed District	Rob Rafferty	Rob Rafferty
9. County Corrections Program	Chris Lyden John Swenson	Chris Lyden John Swenson
10. Joint Law Enforcement Council	Tony Cavegn John Swenson	Tony Cavegn John Swenson
11. Anoka Co. Fire Protection Council	Mike Ruhland Rob Rafferty (Alternate)	Mike Ruhland Rob Rafferty (Alternate)
12. City Depositories	First Resource Bank LMC 4M Fund Wells Fargo Securities Wells Fargo Advisors US Bank RBC Capital Markets Moreton Capital Markets F&M Bank Others as needed	First Resource Bank LMC 4M Fund Wells Fargo Securities Wells Fargo Advisors US Bank RBC Capital Markets Moreton Capital Markets F&M Bank Others as needed
13 City Treasurer ¹	Sarah Cotton	Hannah Lynch
14. City Engineer	WSB & Associates	WSB & Associates
15. Data Practices Officer	Julie Bartell	Julie Bartell
16. City Auditor	Redpath & Company	Redpath & Company
17. Twin Cities Gateway	Jeff Karlson Dale Stoesz (Alternate)	Sarah Cotton Dale Stoesz (Alternate)
18. Anoka Co./Blaine Airport Advisory Council	Dean Quimby	Dean Quimby
19. Hearing Officer	John Swenson Rick DeGardner (Alternate)	John Swenson Rick DeGardner (Alternate)
20. Local Board of Appeal & Equalization Training	Mike Ruhland Rob Rafferty	Mike Ruhland Chris Lyden
21. Secretarial Services	TimeSaver, Inc.	TimeSaver, Inc.

¹The City Council delegates the authority to make electronic funds transfers to the City Treasurer. The City Treasurer may delegate certain duties to finance staff, but shall remain responsible for the transfer program.

**CITY COUNCIL
AGENDA ITEM 3B**

STAFF ORIGINATOR: Meg Sawyer, Human Resources Manager

MEETING DATE: January 11, 2021

TOPIC: Appointment of Police Records Technician

VOTE REQUIRED: 3/5

INTRODUCTION

The Council is being asked to approve the appointment of Jessica Crowe for the vacant Police Records Technician position.

BACKGROUND

There is currently a Police Records Technician vacancy within the Public Safety Department. At this time, staff has completed the recruitment process, provided a conditional offer, and is recommending the approval of Jessica Crowe for the position.

Jessica Crowe holds an Associate's degree in Business and brings with her over 5 years of office experience, data entry and records management systems.

With the Council's approval, Jessica Crowe would start in the position of Police Records Technician on February 1, 2021. The hourly rate would be \$26.15, which is, Step 2 of the AFSCME Labor Contract. The job grade 140 has 6 steps in the wage schedule.

RECOMMENDATION

Please consider the appointment of Jessica Crowe to the Police Records Technician position.

**CITY COUNCIL
AGENDA ITEM 5A**

STAFF ORIGINATOR: Rick DeGardner, Public Services Director

MEETING DATE: January 11, 2021

TOPIC: **PUBLIC HEARING:** Consider 1st Reading of Ordinance No. 01-21 Vacating Oaks of Lino Park Property

VOTE REQUIRED: 4/5

INTRODUCTION

Staff is requesting City Council consideration of Ordinance No. 01-21 Vacating Oaks of Lino Park property.

BACKGROUND

At the August 5, 2020 Park Board meeting, the Board discussed vacating the Oaks of Lino trail corridor located between 992 and 998 Aspen Lane. The parcel is legally described as Park, Oaks of Lino. The Board recommended to the City Council the Park be vacated.

ANALYSIS

Attached is the Park Board staff report and minutes that provide more background and analysis.

Section 12.05 of the City Charter requires that the real property of the City cannot be disposed of except by Ordinance. The Ordinance will require two readings, publication, and a waiting period before it is in effect.

RECOMMENDATION

Staff is recommending approval of the 1st Reading of Ordinance No. 01-21 Vacating Oaks of Lino Park property.

ATTACHMENTS

1. Ordinance No. 01-21
2. August 5, 2020 Park Board Staff Report
3. August 5, 2020 Park Board Minutes

1 st Reading:	Publication:
2 nd Reading:	Effective:

**CITY OF LINO LAKES
ORDINANCE NO. 01-21**

ORDINANCE VACATING OAKS OF LINO PARK PROPERTY

The City Council of Lino Lakes ordains:

Section 1: Findings

1. The City Council of Lino Lakes has determined to vacate the property as shown in Exhibit A and legally described as follows:

Park, Oaks of Lino; and

2. A public hearing was held on January 11, 2021 before the City Council in the City Hall Council Chambers after due published and posted notice had been given and reasonable attempts were made to give personal notice to all affected property owners, and all persons interested were given an opportunity to be heard; and
3. The Park, Oaks of Lino was platted in 1995 and is currently an undeveloped trail corridor. The platting of adjacent Preserve at Lino Lakes in 2013 and Saddle Club in 2015 established a developed trail system in the immediate vicinity and the Park, Oaks of Lino is no longer consistent with the current Parks, Greenway & Trail System Plan and is no longer needed.
4. It appears in the interest of the public to vacate such Park property; and
5. Four-fifths of all members of the City Council concur in this ordinance.

Section 2: Park Vacated

The Park property described herein is hereby vacated.

Section 3: Effect

This ordinance shall be in force and effect from and after 30 days following its passage and publication according to the Lino Lakes City.

Adopted by the Lino Lakes City Council this ____ day of _____, 2021.

The motion for the adoption of the foregoing ordinance was introduced by Council Member _____ and was duly seconded by Council Member _____ and upon vote being taken thereon, the following voted in favor thereof:

The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Julianne Bartell, City Clerk



DATE: August 5, 2020

TO: Park Board Members

FROM: Rick DeGardner, Public Services Director

RE: Aspen Lane Park Property

The Oaks of Lino subdivision was platted in in 1995. The official plat consists of nine residential lots and an approximately 301' x 15' wide strip of property designated as "PARK" (see attached). The intent of the Park property was to provide a potential trail connection when the property directly south was developed.

The Saddle Club - First Addition was platted in 2014. During the planning phase, it was determined that a public trail connecting the two developments was not warranted. The 2030 Comprehensive Plan does not indicate a trail in this specific location.

Staff has identified three options related to the strip of park land:

- Retain the Property as Designated "Park"
- Construct a Public Trail
- Vacate the Property

Retain the Property as Designated "Park" – The adjoining property owners have mowed, watered, raked, fertilized, etc. the city-owned parkland for many years (see attached). It has been well-maintained and has functioned as an extension of the adjacent properties. For example, a fire pit and landscaping have been installed, and a trailer/ATV's have been driven on the park property to access one of the back yards. There are some potential liability issues knowingly allowing non-city staff to maintain public property or permitting trailers and motorized vehicles.

Construct a Public Trail – A 8' wide asphalt trail could be installed to provide a trail connection between the Oaks of Lino and Saddle Club developments. Estimated project costs are \$25,000. This would accomplish the original purpose for which the 'PARK" was originally dedicated.

Vacate the Property – The City would vacate the property, resulting in each adjacent property obtaining possession of the nearer ½ of the 15' wide strip of land (7 ½ feet each). The City Attorney would prepare the quit claim deeds and other legal documents that would be recorded with

Anoka County. The City would then have no future interests or obligations regarding the "PARK" property.

Both adjacent property owners have indicated strong opinions regarding the future of the park property, and plan on attending the August 5 meeting.

Since the Park Board is the advisory board to the City Council, staff is looking for a recommendation to forward to the City Council for consideration.

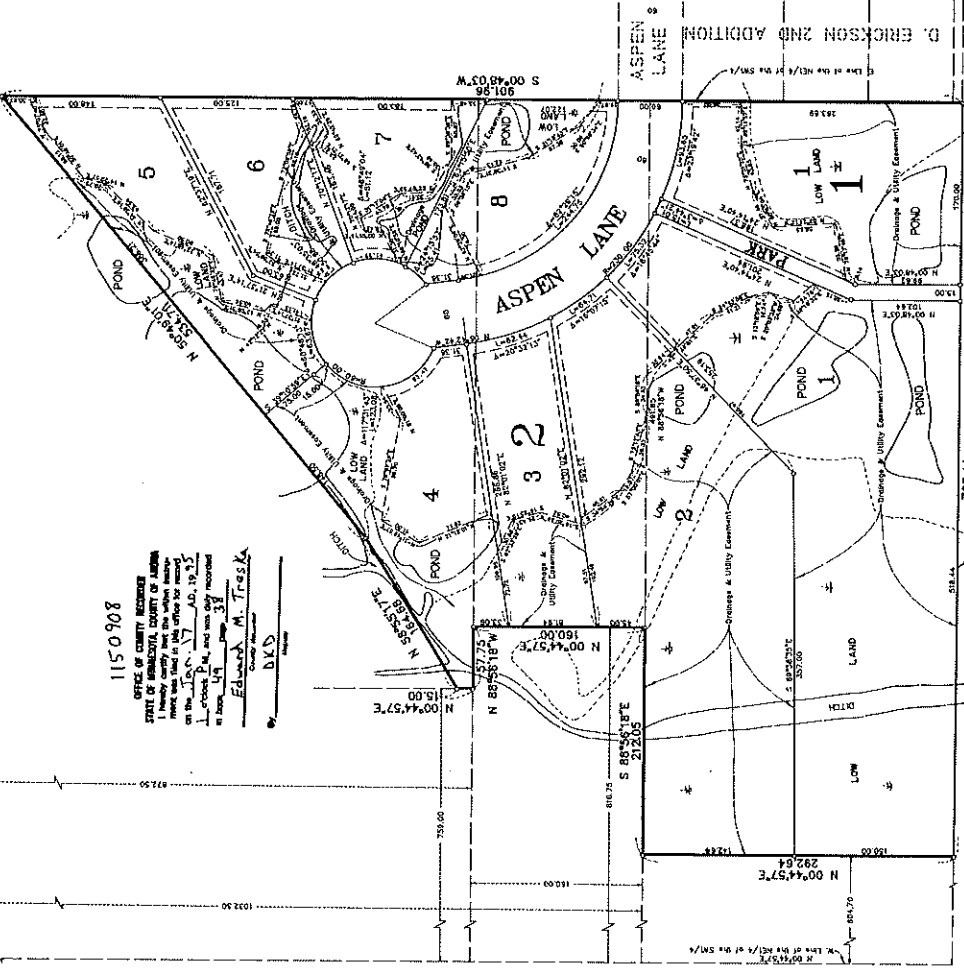
OAKS OF LINO COUNTY OF ANOKA CITY OF LINO LAKES

N. Line of the NE 1/4 of the SW 1/4 of Sec. 28, T. 31, R. 22

1150908

OFFICE OF COUNTY RECORDER
STATE OF MINNESOTA, COUNTY OF ANOKA
Having been duly qualified and sworn to
on the 17th day of AD. 1923
I, County Recorder, do hereby certify that
this plat was duly recorded
in Book 14, Page 33
Edward M. Treask
County Recorder

D.V.D.



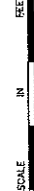
DRAINAGE AND UTILITY EASEMENTS SHOWN THIS:



BENING 10 FEET WIDE AND ADJOINING ALL STREET RIGHT-OF-WAY LINES AND 5 FEET WIDE AND ADJOINING ALL EASE AND REAR LOT LINES UNLESS OTHERWISE SHOWN ON THE PLAT.

⊙ DENOTES 1/2 INCH IRON PIPE SET.
⊙ DENOTES ANOKA COUNTY MOUNDING.

NOTE: FOR THE PURPOSES OF THIS PLAT, THE EAST LINE OF THE NE 1/4 OF THE SW 1/4 TO BEAR N 0°48'02"E.



SCALE 1 INCH = 60 FEET

ANY OTHER PARTY THAT THE COUNTY RECORDER HAS BEEN ADVISED BY TO HAVE AN INTEREST IN THE LAND SHOWN ON THIS PLAT IS HEREBY NOTICED TO FILE WITH THE COUNTY RECORDER A WRITTEN STATEMENT OF SUCH INTEREST WITHIN THE TIME SPECIFIED IN THE NOTICE.

KNOW ALL PERSONS BY THESE PRESENTS: That Harkness Development Company, Inc., a Minnesota corporation, owner and proprietor and Henry T. Mann and Jean A. Mann, husband and wife, mortgagee of the following described property situated in the County of Anoka, State of Minnesota, to-wit:

That part of the north 972.50 feet of the Northeast Quarter of Section 28, Township 31, Range 22, Anoka County, Minnesota, lying east of the west 759.00 feet thereof and lying southeasterly of the following described line:

Commencing at the southeast corner of the Northeast Quarter of the Southwest Quarter of Section 28, Township 31, Range 22, Anoka County, Minnesota, 00 degrees 48' minutes East, assumed bearing, along the east line thereof, a distance of 601.86 feet to the point of beginning of the line to be described; thence South 50 degrees 40' minutes 01" seconds West, a distance of 524.71 feet; thence South 58 degrees 15' minutes 17" seconds West, a distance of 171.00 feet to the point of beginning of the line to be described; thence North 58 degrees 15' minutes 17" seconds East, a distance of 171.00 feet to the point of beginning of the line to be described; thence North 58 degrees 15' minutes 17" seconds East, a distance of 171.00 feet to the point of beginning of the line to be described; thence North 58 degrees 15' minutes 17" seconds East, a distance of 171.00 feet to the point of beginning of the line to be described.

And that part of the north 160.00 feet of the north 1022.50 feet of the Northeast Quarter of the Southwest Quarter of Section 28, Township 31, Range 22, lying east of the west 604.70 feet thereof and lying south of the north 1022.50 feet thereof.

And that part of the Northeast Quarter of the Southwest Quarter of Section 28, Township 31, Range 22, lying east of the west 604.70 feet thereof and lying south of the north 1022.50 feet thereof.

Have caused the same to be surveyed and plotted as OAKS OF LINO and do hereby devote said dedications to the public for public use for the use and enjoyment of the people of the State of Minnesota. Also dedicating the drainage and utility easements as shown on the plat. In witness whereof I, County Recorder, have caused this plat to be printed and published in the City of Lino Lakes, Minnesota, this 22nd day of October, 1923. Also in witness whereof said Henry T. Mann and Jean A. Mann have hereunto set their hands and the seal of said City of Lino Lakes, Minnesota, this 22nd day of October, 1923.

HARKNESS DEVELOPMENT COMPANY, INC.

Henry T. Mann, President

Jean A. Mann, Secretary

Henry T. Mann, Secretary

Henry T. Mann, Secretary

Henry T. Mann, Secretary

Henry T. Mann, Secretary

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Henry T. Mann, Secretary

Henry T. Mann, Secretary

STATE OF MINNESOTA The foregoing instrument was acknowledged before me this 22nd day of October, 1923, by Roger A. Harkness, President of Harkness Development Company, Inc., a Minnesota corporation, on behalf of the corporation.

ROGER A. HARKNESS, President

Henry T. Mann, Secretary

Henry T. Mann, Secretary

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Henry T. Mann, Secretary

Henry T. Mann, Secretary

STATE OF MINNESOTA The foregoing instrument was acknowledged before me this 22nd day of October, 1923, by Henry T. Mann and Jean A. Mann, husband and wife.

Henry T. Mann, Secretary

Jean A. Mann, Secretary

Henry T. Mann, Secretary

Henry T. Mann, Secretary

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Henry T. Mann, Secretary

STATE OF MINNESOTA The foregoing certificate was acknowledged before me a Notary Public, this 22nd day of October, 1923, by Jeffrey N. Cairns, Land Surveyor.

JEFFREY N. CAIRNS, Land Surveyor

Henry T. Mann, Secretary

Jean A. Mann, Secretary

Henry T. Mann, Secretary

Henry T. Mann, Secretary

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Henry T. Mann, Secretary

CALINE & ASSOCIATES
LAND SURVEYORS, INC.

Checked and approved this 22nd day of October, 1923
By: [Signature]
Anoka County Surveyor

Rec. # 95003024 A-t. P. 170-00

Anoka County, MN



Map Scale
 1 inch = 100 feet
 7/29/2020

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.



**CITY OF LINO LAKES
Park Board Minutes (Virtual Meeting)**

DATE:	August 5, 2020
TIME STARTED:	6:30 PM
TIME ENDED:	7:22 PM
MEMBERS PRESENT:	Pat Huelman, Andrew Levi, John Nordlund, Clark Gooder, and Abby Haworth (Mayor Rob Rafferty joined for part of the meeting).
MEMBERS ABSENT:	Richard Jensen
STAFF PRESENT:	Rick DeGardner (Public Services Director) & Kellie Schmidt (Public Services Administrative Assistant)

1. Call to Order and Roll Call

The August 5, 2020 City of Lino Lakes Park Board Meeting was called to order by Pat Huelman, Chair.

2. Pledge of Allegiance

Meeting attendees said and/or observed the Pledge of Allegiance.

3. Setting Agenda

Agenda was approved as presented.

4. Approval of Minutes

Clark Gooder MOTIONED to approve the March 4, 2020 Park Board Minutes, Andrew Levi supported the MOTION. The March 4, 2020 Park Board Minutes were approved as is with no changes.

5. Open Mike

There was no one present for Open Mike. Open Mike was closed.

6. Aspen Lane Park Property

Rick DeGardner, Director of Public Services, addressed the Park Board and members of the community who were present, regarding City Property along Aspen Lane. DeGardner stated that the Oaks of Lino subdivision was platted in 1995. The official plat consists of nine residential lots and an approximately 301' X 15' wide strip of property designated as "Park" (see attachments in 08/05/2020 Park Board Packet). The intent of the Park property was to provide a potential trail connection when the property directly south was

developed. The Saddle Club-First Addition was platted in 2014. During the planning phase, it was determined that a public trail connection the two developments was not warranted. The 2030 Comprehensive Plan does not indicate a trail in this specific location.

Staff has identified three options related to the strip of park land:

- Retain the Property as Designated “Park”
- Construct a Public Trail
- Vacate the Property

Patrick Huelman, Park Board Chair, stated that this property wasn't in the comprehensive trail or park system plan. He stated that a trail could maybe make sense on this property, however there are currently no funds for it. Andrew Levi and Clark Gooder, Park Board members agreed with Huelman.

Lino Lakes resident Ms. Sherri Le, 974 Aspen Lane, stated that she supported splitting the 15 feet park property between the property owners.

Max Norton, resident whose property is next to the city property, supports the City vacating of the property.

Clark Gooder inquired from the two residents who would gain the land if the city were to vacate it, how they currently use it. Norton stated that he uses it as access to his back yard and that there is a shade garden back there from previous owners.

Jess Roering, the other land owner that would gain property if the City vacated the land, had concerns regarding the City vacating the land. He is concerned about a fence going up, like a privacy fence, that would make it hard to mow/maintain his lawn as well as access it. He continued that when they built their house they had planned on a trail going in where the strip of land is that is currently being talked about. Because of this they had built a retaining wall. He also stated again that he does not want a privacy fence to show up on that land/space.

Andrew Levi, Park Board Vice Chair, stated that there are two options at hand. The options are that the City vacate the property and give it to the land owners or build a trail. He stated that if the Park Board made the recommendation to the City Council to vacate the land, it would be up to residents to hash out the fence.

Roering inquired as to why this sudden change? It has been this way for 25 years (referring to the City owning the property and the residents using it the way they have been). Huelman responded by stating that it's a liability to the City to keep it as is.

Gooder inquired if anyone uses the property as a trail. Residents responded “no” and that it is just used to access their backyards.

DeGardner stated that the City acquired the property in the 90's not knowing what would happen in the area with the rest of the trails and connections. He stated that there is no current or future public purpose for the property. Huelman agreed and stated that it is not in the best interest of the City to maintain a property that is not a benefit to the whole community.

Roering stated that he had put in the retaining wall for his property expecting that the trail would go in. He stated that they had spent \$4,500 on the retaining wall. He continued that if he didn't have the retaining wall he would not have a problem getting into his backyard. DeGardner stated that City approved the construction on properties based on what the builder submits as their plan. The City approved the building and grading plan when the plans were submitted. There is correspondence from June, 1996 between the City Engineer and the Builder stating that the basement elevation was too high and didn't conform to the preliminary grading plan. Therefore, the builder included plans for the retaining wall.

Gooder stated that it sounded like the Park Board is in favor of vacating the land (dividing it between property owners) and that neither owner planned to install a fence that would prevent rear yard access for either property owner. Norton stated that he was in favor of the City vacating the property. Roering stated he was in favor of the City vacating the property.

Huelman asked for a motion to vacate the land. Gooder made the motion, Nordlund seconded it. Motioned passed by all Park Board Members voting to vacate the land. Recommendation will be made to City Council to vacate the land.

7. Park Updates:

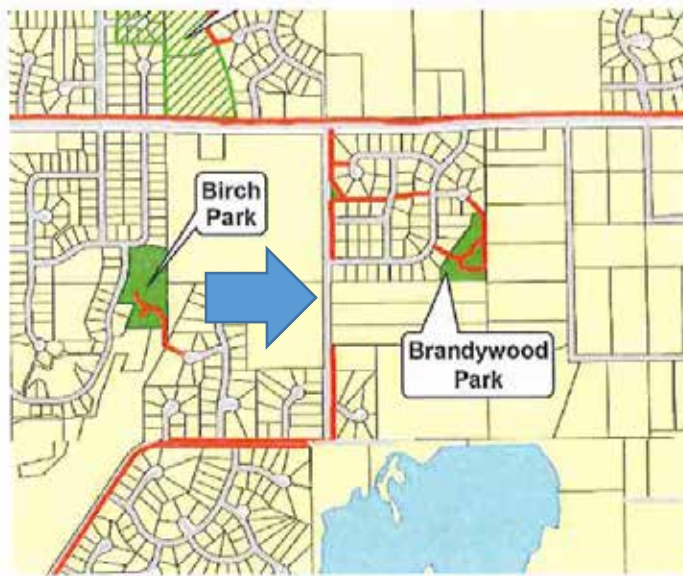
A. Woods Edge Park

Rick DeGardner, Director of Public Services, updated the Park Board on Woods Edge Park. He stated that Woods Edge Park is a neighborhood park adjacent to the YMCA on regional park property. This park creates a more "natural" type feel that aesthetically fits with the natural surroundings. In June, parks staff (along with a certified playground installer) installed the playground equipment. The engineered wood fiber was delivered the following week. Parks Department staff will continue to create natural play elements including a fort building area, log balance beams, and wooden steps. The playground is currently open for public use.

Park Board Members commented that the park looked good and John Nordlund, Park Board Member, stated that he visited the park about a week ago and the wood logs are now at the park.

B. 12th Avenue Trail Update:

Rick DeGardner, Director of Public Services, updated the Park Board on the 12th Avenue Trail Project. Rick gave the background and the update by stating the city received resident request to construct a trail along 12th Avenue. The trail was discussed at City Council work sessions throughout 2019 and as a result the City Council budgeted for this project within their 2020 budget with funding through the Park and Trail Improvement Fund and through State Aid. The 12th Avenue Trail Project includes construction of a new trail between White Oak Road and the existing trail head approximately 720 feet south of White Oak Road, pedestrian ramp improvements, and ditch grading and culvert repairs to facilitate drainage in the project area. Construction will be completed this fall. The City anticipates that this trail will be widely used and enjoyed by the community.



C. North Pointe Park Update

Rick DeGardner, Director of Public Services, updated Park Members on North Pointe Park. DeGardner address the Board by stating some recent improvements have occurred at North Pointe Park. After observing numerous skid marks on the hardcourt surfaces, staff installed, “No Skateboarding, Roller Blading, or Bicycles on Court Surfaces” sign (the sign was also at Arena Acres Park). The additional signage seems to be helping. Some residents also requested fencing on both end of the pickleball court to prevent the balls from rolling into the wetland area. The fencing was installed a few weeks ago.

Pat Huelman, Park Board Chair, asked DeGardner is he had an idea of how much use the pickleball courts are getting. DeGardner responded that there are a couple ladies who use it a few times a week but unsure who else or how many more are using it.

Huelman followed up by stating that the Park Board should keep hard surfaces in mind in future discussions regarding the Recreation Complex as it seems to be what people want.

8. New Business:

Clark Gooder, Park Board Member, asked Rick DeGardner, Public Services Director, that due to the YMCA closing if he sees the City needing to provide more Recreation Programming. DeGardner stated that City staff is looking into what might be needed for services with the YMCA closing and that they should know more in a few weeks as City Staff meets to discuss. Pat Huelman, Park Board Chair, commented that with the COVID-19 Pandemic all Recreation Programs are currently on hold but will definitely want to look into other opportunities for the future.

9. Old Business:

Clark Gooder, Park Board Member, reminded Park Board Members of the last assignment they had prior to the COVID-19 break and that was to go out and look at the parks and assess which might need work/replacement. Pat Huelman, Park Board Chair commented that Gooder had a good reminder and that the Park Board Members should visit the parks, and trails, as there will be more discussion regarding the dedicated park funds.

Rick DeGardner, Public Services Director, reminded everyone that there is still a vacancy on the Park Board and to contact himself or Lisa Hogstad, Lino Lakes Deputy Clerk, if they are interested in filling out an application or know of someone who might be interested in joining the Park Board.

10. Next Scheduled Park Board Meeting

Wednesday, September 2, 2020

11. Adjourn

Clark Gooder made a MOTION to adjourn, Andrew Levi supported the MOTION. All in favor MOTION carried. Meeting was adjourned.

Submitted by,
Kellie Schmidt
Administrative Assistant
Lino Lakes Public Services

**CITY COUNCIL
AGENDA ITEM 6A**

STAFF ORIGINATOR: Katie Larsen, City Planner

MEETING DATE: January 11, 2021

TOPIC: Consider Resolution No. 20-131 Denying a Setback
Variance for a Deck at 842 Lois Lane

VOTE REQUIRED: 3/5

INTRODUCTION

At the November 9th, November 23rd and December 14th, 2020 Council meetings, the Council tabled the agenda item to tonight’s meeting for further consideration. Staff is requesting City Council consideration of Resolution No. 20-131 denying a setback variance for a deck at 842 Lois Lane.

After the November 9th meeting, Councilmember Stoesz asked staff if approving the variance would create a fire risk for either 842 Lois Lane or 850 Lois Lane. It is the State building code that establishes structure separation requirements for fire protection, not zoning setbacks. With that being said, if the variance were approved, the deck would need to be constructed with a one (1) hour fire rating if less than 5 ft from the property line. This has been confirmed by both the Building Department and Public Safety Department.

BACKGROUND

The applicant, Brian A. Rydlund, submitted a Land Use Application for a setback variance for the purpose of constructing a deck at his property located at 842 Lois Lane. A 2.7 foot variance to reduce the side yard setback from 5 feet to 2.3 feet is requested.

ANALYSIS

The applicant is proposing to reconstruct the existing deck along the east side of the house (“side deck”) that will connect to a proposed new deck located in the rear yard (“rear deck”). Per the Certificate of Survey submitted with the application, the existing house is 10.0-10.6 ft from the east side lot line. The existing side deck is currently 7.7 ft wide and 2.3 ft from the east lot line. A portion of the new deck would also be 2.3 ft from the east lot line.

Staff notes the Certificate of Survey should be dated by the surveyor.

Zoning and Setback Requirements

The house was constructed in 1987. The property was zoned RX, Executive Rural at that time. Per the 1983 Zoning Ordinance, the side yard setback for accessory structures was 5 ft. City Zoning Ordinance dating back to 1971 also required a 5 ft side yard setback.

The property is currently zoned R-X, Rural Executive. Decks are considered accessory structures and subject to accessory building setback requirements. Per Zoning Ordinance Section 1007.080(2)(c) Setbacks, the required side yard setback for an accessory building (i.e. deck) is five (5) feet. Furthermore, per Zoning Ordinance Section 1007.042(5)(b)1.c.ii, decks shall not extend to a distance less than five (5) feet from any side or rear lot line. The variance request would be for 2.7 feet.

The applicant states the existing side deck was constructed by the original property owners between 1987 and 1991 approximately one (1) foot from the side lot line. The City has no record of a building permit for the deck. In the late 1990's, the applicant remodeled the side deck to its current setback location of 2.3 ft from the east lot line. The City has no record of a building permit for the remodeled deck either.

Unfortunately, neither the original deck nor remodeled deck was legally constructed because it did not meet the 5 ft side yard setback. The deck cannot be considered legal non-conforming and should not be repaired or replaced as is currently located.

Option

The applicant may construct a 5 ft wide walkway and stair case from the side of the house to access the rear 16' x 24' deck that is already under construction. Staff appreciates the applicant's desire to keep the existing side deck at its current setback location; however, it was not legally constructed and should not be continued, replaced or restored. The rear yard has ample space for the 16' x 24' deck. Staff also appreciates that the neighbor is not opposed to the proposed setback; unfortunately, neighbor approval is not a criteria of approving a variance.

Findings of Fact

Resolution No. 20-131 details the findings of fact.

RECOMMENDATION

Staff recommends denial of the variance.

The Planning & Zoning Board reviewed the variance application on October 14, 2020 and recommended denial with a 5-0 vote with 2 abstentions.

ATTACHMENTS

1. Site Location & Aerial Map
2. Applicant Narrative
3. Certificate of Survey prepared by Kurth Surveying, Inc. received by the City on September 14, 2020
4. Color Rendering of Proposed New Deck
5. Resolution No. 20-131 Denying Setback Variance for a Deck



Site Location & Aerial Map 842 Lois Lane



21. Our Variance Narrative: 842 Lois Lane

My wife Maggie & I purchased the property in the summer of 1991. The 1st owner built it in 1987. The 1st owner added 2 decks to the house, without pulling permits it appears, between 1987 & 1991. Both decks were present when we bought the house as 2nd owners in 1991.

The East deck (the one in question) was originally about 9' off the house, putting it about one foot off the property line towards the north side of the house. The property line moves away from the house as it moves South, towards the back of the property, as the house appears to have been built slightly off parallel to the property line.

In addition, our neighbors house to the East, and our house are the two closest to each other houses on our street. Both said to have been built by the same builder, 1 year apart. I believe the neighbors house is closer to the property line than we are. Fwiw.

Our current neighbor is fine with our existing deck dimensions and has never objected. Our previous 2 neighbors never objected.

The current deck in question has existed since the late 80's with no issues or objections & has been used in a reasonable manner.

Our ask:

We seek a variance basically to allow us to reasonably keep what we currently have & have had. Which is less than what we started with in 1991 but does not comply with the 5' normal variance. We are asking for 2 ½ feet.

The practical difficulty of anything less than current renders the deck much less useful than what we have known & enjoyed, to date.

Respectfully submitted; Brian & Maggie Rydlund

Variance Criteria:

21. The variance shall be in harmony with the general purposes and intent of the ordinance.

§1007.090 R-1, Single Family Residential District

Our property is in compliance with all provisions of this ordinance with the notable exception of the setback for our deck that is the subject of this application.

§ 1007.041 NON-CONFORMING USES AND STRUCTURES.

In reading the Chapter on Non-conforming uses, the ordinance does not distinguish between those non-conforming uses that were lawfully established and those that were not. Based on Provision 2, that reads as follows:

(a) Any nonconformity, including the lawful use or occupation of land or premises existing at the time of the adoption of an additional control under this chapter, may be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion, unless:

1. The nonconformity or occupancy is discontinued for a period of more than one year; or

2. Any nonconforming use is destroyed by fire or other peril to the extent of greater than 50 percent of its market value, and no building permit has been applied for within 180 days of when the property is damaged. In this case, the City may impose reasonable conditions upon a building permit in order to mitigate any newly created impact on adjacent property.

(b) Any subsequent use or occupancy of the land or premises shall be a conforming use or occupancy. The City may, by ordinance, permit an expansion or impose upon nonconformities reasonable regulations to prevent and abate nuisances and to protect the public health, welfare, or safety. This subdivision does not prohibit the City from enforcing an ordinance that applies to adults-only bookstores, adults-only theaters, or similar adults-only businesses, as defined by ordinance.

(c) Notwithstanding paragraph (a), the City shall regulate the repair, replacement, maintenance, improvement, or expansion of nonconforming uses and structures in

floodplain areas to the extent necessary to maintain eligibility in the National Flood Insurance Program and not increase flood damage potential or increase the degree of obstruction to flood flows in the floodway.

Note: This language is also consistent with Minnesota Statutes Chapter 462.357, Subd. 1e.

22. The variance shall be consistent with the comprehensive plan.

In our review of the 2040 Comprehensive Plan, we do not see any inconsistencies with our request and the plan's delineated objectives.

23. There shall be practical difficulties in complying with the ordinance. "Practical difficulties" as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the ordinance. Economic considerations alone do not constitute practical difficulties:

Without the variance, our deck would only be five feet wide. It is not practical to replace our deck on that basis. Without the deck, we are not able to put the property to a reasonable use as has existed for about 30 years.

24. The plight of the landowner shall be due to circumstances unique to the property and not created by the landowner.

The creation of the deck non-conformity was not our doing. The non-conformity has existed for around 30 years and we only became aware of the issue when applying for a permit to repair. It should be noted that the encroachment was worse (approximately 1' off the property line) and a repair we made over 15 years ago reduced the non-conformity to 2.5 feet. We are asking for the variance so we can continue to enjoy our property in the same manner as has existed since our purchase of this property.

25. The variance shall not alter the essential character of the locality.

As a residential neighborhood, the continuation of our deck non-conformity will not alter the character of the neighborhood or the community.

26. A variance shall not be granted for any use that is not allowed under the ordinance for the property in the zoning district where the subject site is located.

We are and will continue to use the property as a single-family, residential property.

CERTIFICATE OF SURVEY

(MEASUREMENTS SHOWN IN FEET AND DECIMALS OF A FOOT)

FOR Brian Rylund

KURTH SURVEYING, INC.
4002 JEFFERSON ST. N.E.
COLUMBIA HEIGHTS, MN 55421
PHONE (763) 788-9769 FAX (763) 788-7602
E-MAIL: ksi@kurthsurveyinginc.com.

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Randy L. Kurth

Randy L. Kurth, L.L.S. No. 20270
Russell J. Kurth, L.L.S. No. 16113

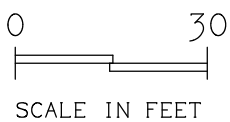
LOIS LANE (66' r/w)

DATE _____

● = IRON PIPE MONUMENT FOUND
⊗ = SPIKE SET ON LINE

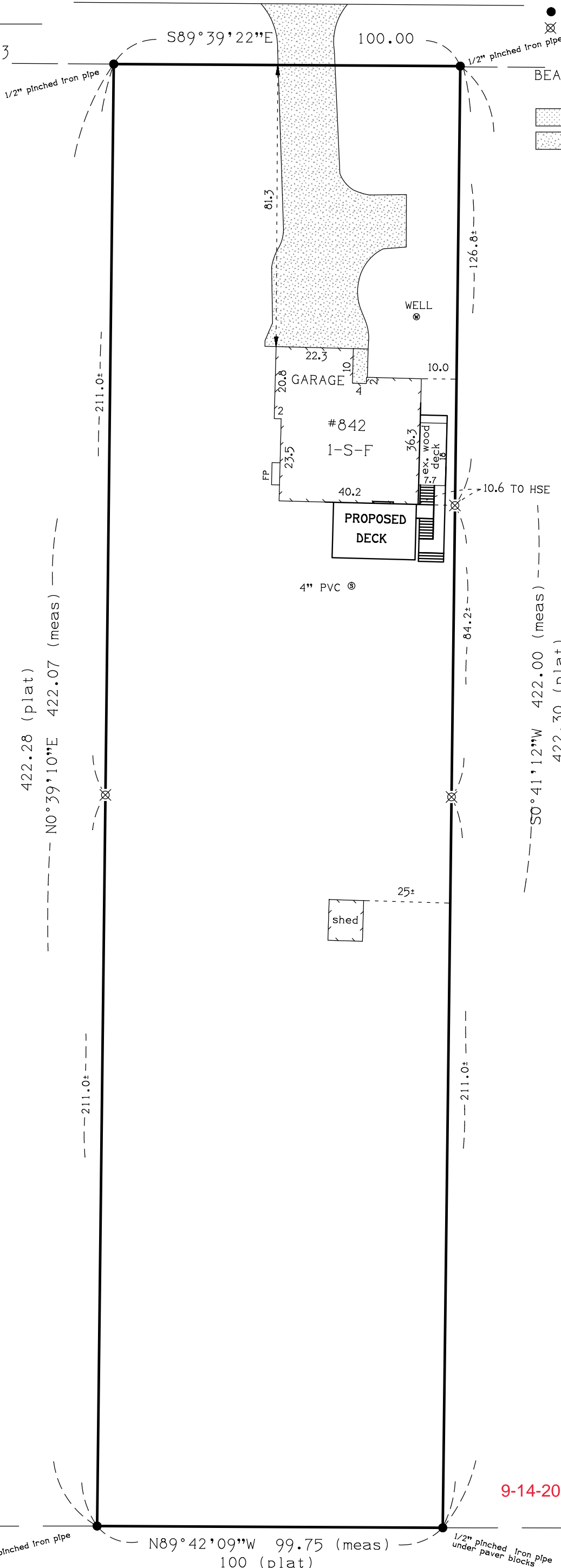
BEARINGS SHOWN ARE ASSUMED

▨ = BLACKTOP AREA
▩ = CONCRETE AREA



PROPERTY DESCRIPTION

Lot 6, Block 2,
LAKEVIEW WOODLANDS
Anoka County, Minnesota.



9-14-2020: Received by City

1/2" pinched Iron pipe — N89°42'09"W 99.75 (meas) — 1/2" pinched Iron pipe
100 (plat) under paver blocks



**CITY OF LINO LAKES
RESOLUTION NO. 20-131**

**RESOLUTION DENYING A SETBACK VARIANCE FOR A
DECK AT 842 LOIS LANE**

WHEREAS, the City received a land use application for a setback variance for a deck at 842 Lois Lane; and

WHEREAS, the legal description of the property is as follows:

Lot 6, Block 2, Lake View Woodlands, Anoka County, MN; and

WHEREAS, the property is zoned R-X, Rural Executive and allows for single family dwellings and decks; and

WHEREAS, decks are considered accessory structures and subject to accessory building setback requirements; and

WHEREAS, per Zoning Ordinance Section 1007.080(2)(c) Setbacks, the required side yard setback for an accessory building (i.e. deck) is five (5) feet; and

WHEREAS, per Zoning Ordinance Section 1007.042(5)(b)1.c.ii, decks shall not extend to a distance less than five (5) feet from any side or rear lot line; and

WHEREAS, the property owner wishes to reconstruct an existing illegal non-conforming deck and is requesting a variance setback of 2.7 ft; and

WHEREAS, the Planning & Zoning Board reviewed the variance application on October 14, 2020 and recommended denial with a 5-0 vote with 2 abstentions.

NOW, THEREFORE BE IT RESOLVED by The City Council of The City of Lino Lakes hereby makes the following:

FINDINGS OF FACT

No variance shall be granted unless it meets all the criteria in paragraphs 1. through 7. below. The City shall make findings regarding compliance with these criteria.

1. The variance shall be in harmony with the general purposes and intent of the ordinance.

The general purpose and intent of the R-X, Rural Executive District is to provide areas for high value, rural residences.

The general purpose and intent of the General Provisions section of the zoning ordinance is to assure compatibility of uses' to prevent urban blight, deterioration and decay; and to enhance the health, safety and general welfare of the residents of the community.

The side yard variance request for a deck is not in harmony with the general purposes and intent of the ordinances.

2. The variance shall be consistent with the comprehensive plan.

Per the Comprehensive Plan, the property is guided for Low Density Residential land use. The variance request is consistent with the comprehensive plan. The applicant's property is intended for single family dwellings with houses and decks.

3. There shall be practical difficulties in complying with the ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the ordinance. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.

There are no practical difficulties in complying with the ordinance. The applicant has ample space to construct a 16' x 24' deck in the rear yard with access along the side yard that meets the 5 ft setback requirements.

4. The plight of the landowner shall be due to circumstances unique to the property not created by the landowner.

The plight of the landowner is due to the previous and current property owner not obtaining building permits for the original deck construction and 1990 remodel. There are no circumstances unique to the property that prevents compliance with side yard setback requirement.

5. The variance shall not alter the essential character of the locality.

The variance will not alter the essential character of the locality which is a single family residential neighborhood with houses and decks.

6. A variance shall not be granted for any use that is not allowed under the ordinance for property in the zoning district where the subject site is located.

The variance will not be granted for any use that is not allowed under the ordinance for property in the zoning district. The property is zoned R-X, Rural Executive and houses and decks are consistent with rural residential uses.

7. In accordance with MN Stat. 462.357, Subp. 6, variances shall be granted for earth sheltered construction as defined in MN Stat. 216C.06, Subd. 14, when in harmony with the zoning ordinance.

Not applicable.

BE IT FURTHER RESOLVED by The City Council of the City of Lino Lakes hereby denies a variance request of 2.7 foot to reduce the side yard setback from 5 feet to 2.3 feet.

Adopted by the Council of the City of Lino Lakes this 11th day of January, 2021.

The motion for the adoption of the foregoing resolution was introduced by Council Member _____ and was duly seconded by Council Member _____ and upon vote being taken thereon, the following voted in favor thereof:

The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Julianne Bartell, City Clerk

842 Lois Lane

Councilmember Lyden Photos

City Council Meeting

December 14, 2020









842 Lois Lane

Deck Setback Variance

City Council Meeting

January 11, 2021



Background

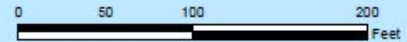
- Applicant and Owner: Brian A. Rydlund
- Land Use Application for setback variance for the purpose of constructing a deck at his property located at 842 Lois Lane.
- A 2.7 foot variance to reduce the side yard setback from 5 feet to 2.3 feet is requested.

Introduction

- October 14, 2020: P&Z Board recommended denial
- November 2, 2020: Work Session review
- November 9, 2020: Council tabled agenda item
- November 23, 2020: Council tabled agenda item
- December 14, 2020: Council tabled agenda item
- Additional Comments
 - Council Member Stoesz inquired about fire risk if variance were approved
 - State building code establishes structure separation requirements for fire protection, not zoning setbacks
 - With that being said, if the variance were approved, the deck would need to be constructed with a 1 hour fire rating if less than 5ft from property line

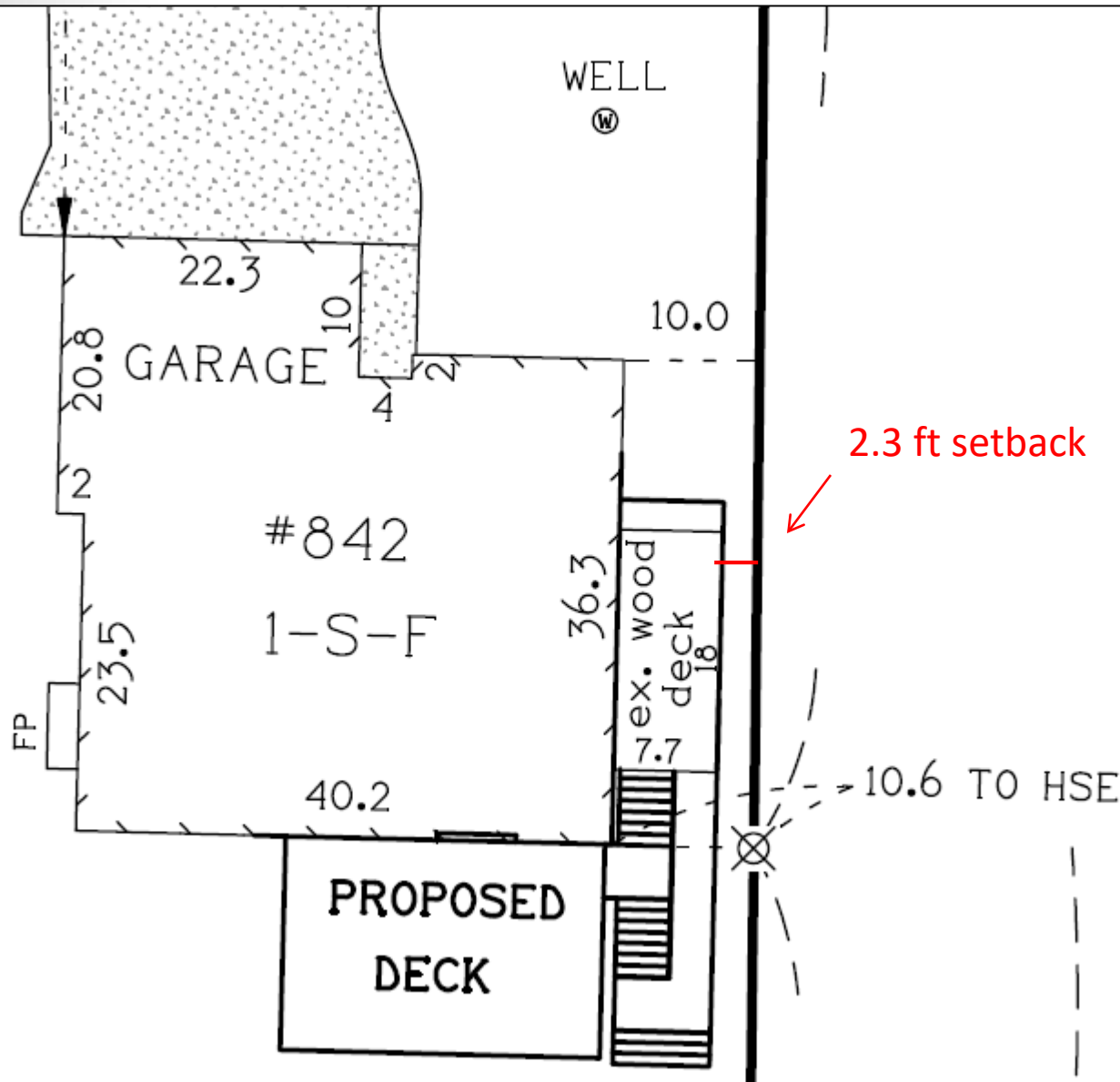


Site Location & Aerial Map 842 Lois Lane



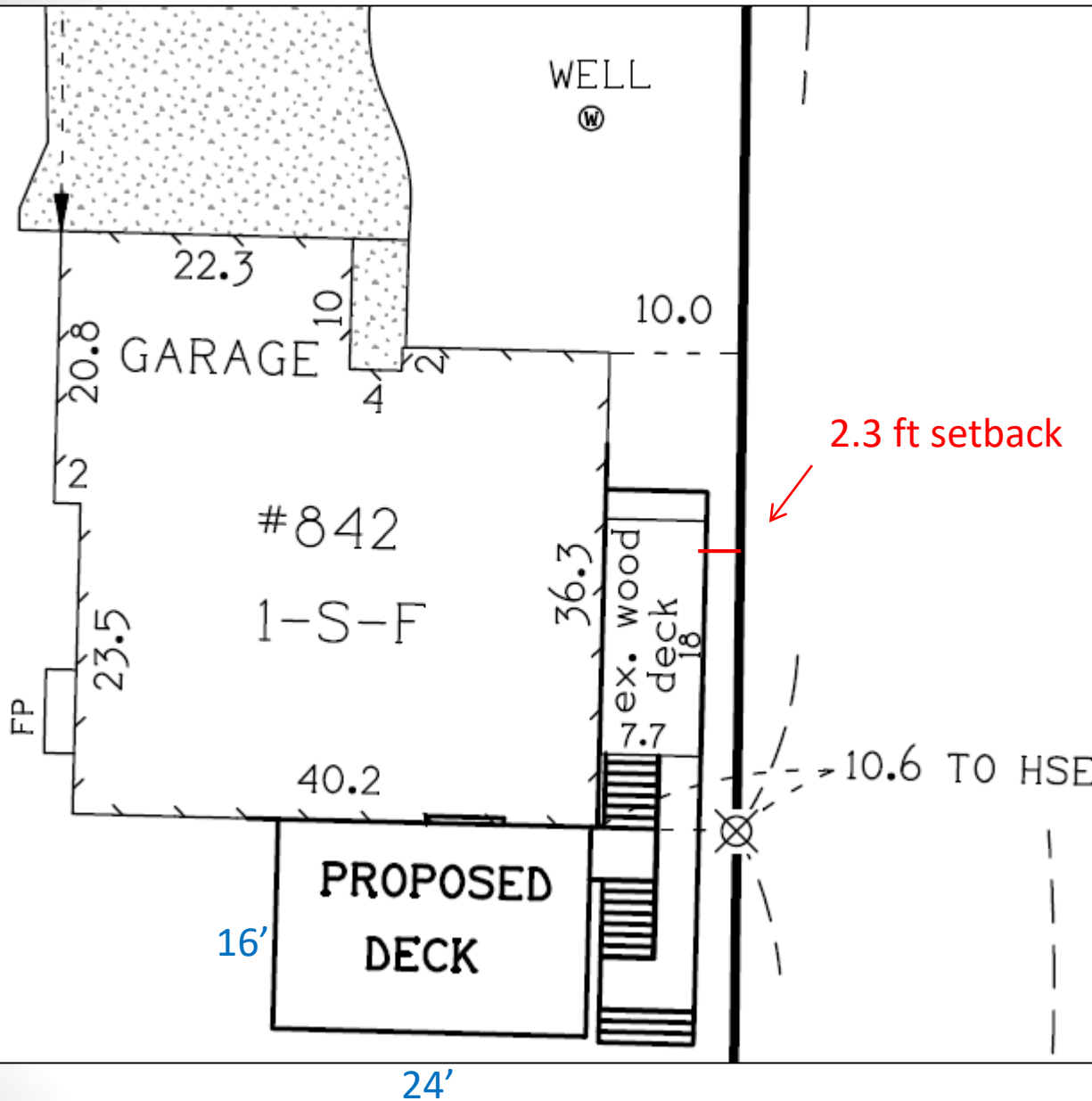
Existing Conditions

- 1987: House constructed
- 10.0-10.6 ft side yard
- Original owner constructed deck without permit
 - 1 ft from side yard lot line
- Illegal Non-Conforming Structure
 - Does not meet 5 ft
- 1990: applicant remodeled deck to current 2.3 ft setback
- “Grandfathering” is not applicable
- Current Zoning = R-X, Rural Executive
 - 5ft side yard setback required
 - Measured from lot line; not neighbors house



Proposed Construction

- Keep or replace existing illegal 7.7 ft wide side deck
- Extend and expand illegal deck further to the south
- Add stairs
- Add Proposed Rear Deck
 - 16' x 24'





Zoning Ordinance

- Section 1007.042(5)(b)1.c.ii, decks shall not extend to a distance less than five (5) feet from any side or rear lot line.
- Section 1007.080(2)(c) Setbacks, the required side yard setback for an accessory building (i.e. deck) is five (5) feet.

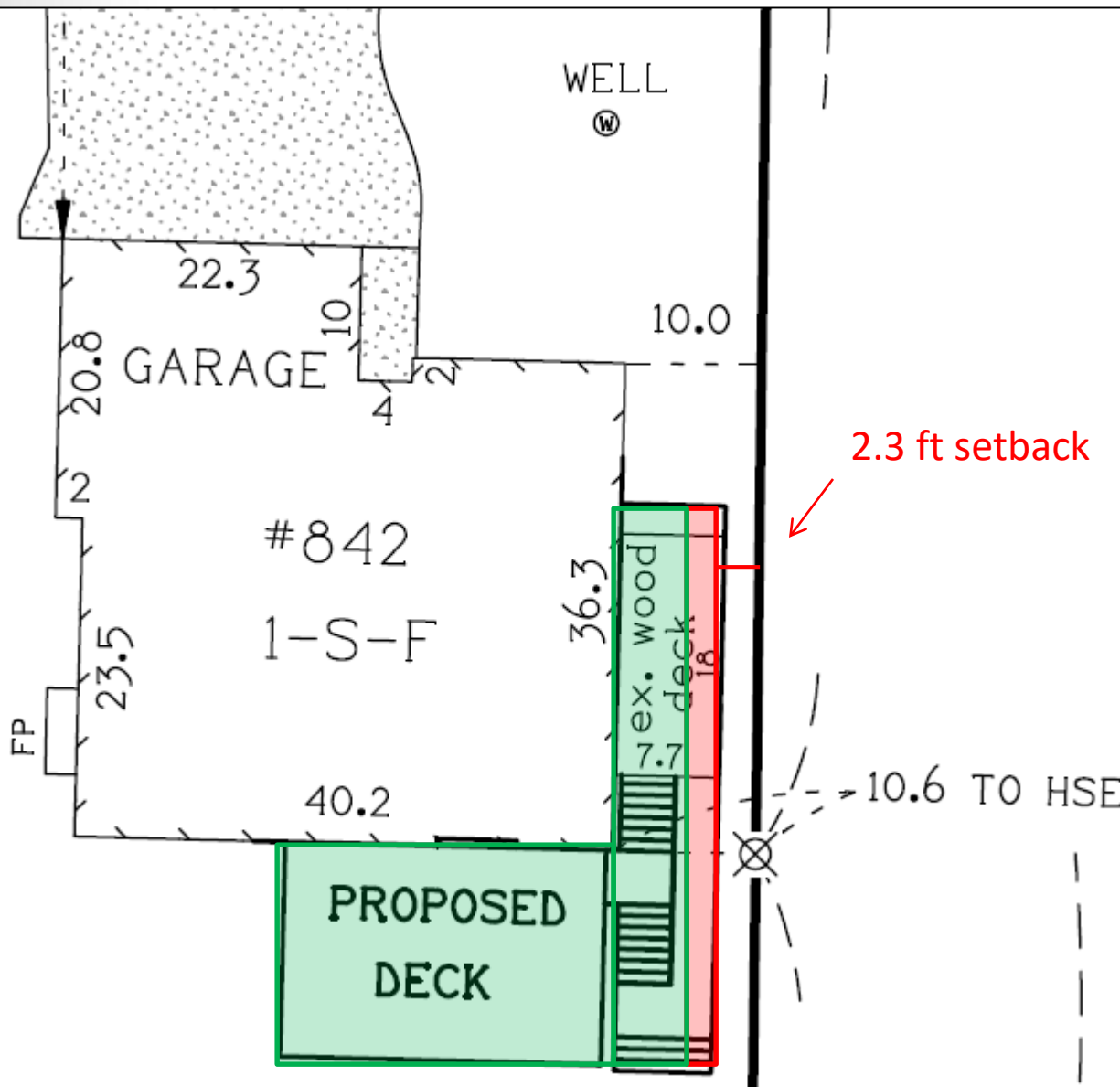
Option

RED

- Illegal Non-conforming

GREEN

- Conforming
- 5ft wide walkway to stairs to rear deck
- Neighbor approval not criteria of approving variance



Not too scale

Findings of Fact-Variance

- No variance shall be granted unless it meets all the criteria in paragraphs 1. through 7. below.
- The City shall make findings regarding compliance with these criteria.

Findings of Fact-Variance

1. The variance shall be in **harmony** with the general purposes and intent of the **ordinance**.

- *The general purpose and intent of the R-X, Rural Executive District is to **provide areas for high value, rural residences**.*
- *The general purpose and intent of the General Provisions section of the zoning ordinance is to assure compatibility of uses' to prevent urban blight, deterioration and decay; and to **enhance** the health, safety and **general welfare of the residents** of the community.*
- *The side yard variance request for a deck is **not in harmony** with the general purposes and intent of the ordinances.*

Findings of Fact-Variance

2. The variance shall be **consistent with the comprehensive plan**.

- *Per the Comprehensive Plan, the property is guided for Low Density Residential land use.*
- *The variance request **is consistent** with the comprehensive plan.*
- *The applicant's property is intended for single family dwellings with houses and decks.*

Findings of Fact-Variance

3. There shall be **practical difficulties in complying with the ordinance**. “Practical difficulties,” as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the ordinance. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.

- *There are **no practical difficulties** in complying with the ordinance.*
- *The applicant has ample space to construct a deck in the rear yard with access along the side yard that meets the 5 ft setback requirements.*

Findings of Fact-Variance

4. The **plight** of the landowner shall be due to **circumstances unique** to the property **not created by the landowner**.

- *The plight of the landowners is due to the previous and current property owner **not obtaining building permits** for the original deck construction and 1990's remodel.*
- *There are **no circumstances unique to the property** that prevents compliance with side yard setback requirement.*

Findings of Fact-Variance

5. The variance shall not alter the **essential character** of the locality.

- *The variance **will not alter the essential character** of the locality which is a single family residential neighborhood with houses and decks.*

Findings of Fact-Variance

6. A variance shall not be granted **for any use that is not allowed under the ordinance** for property in the zoning district where the subject site is located.

- *The variance will not be granted for any use that is not allowed under the ordinance for property in the zoning district.*
- *The property is zoned R-X, Rural Executive and houses and decks are consistent with rural residential uses.*

Findings of Fact-Variance

7. In accordance with MN Stat. 462.357, Subp. 6, variances shall be granted for **earth sheltered construction** as defined in MN Stat. 216C.06, Subd. 14, when in harmony with the zoning ordinance.

- *Not applicable.*

Recommendation

- Staff recommends denial of the following variance for 842 Lois Lane
- October 14, 2020: Planning & Zoning Board recommended denial of variance
 - 5-0 vote with 2 abstentions

Council Consideration

- Consider Resolution No. 20-131 Denying a Setback Variance for a Deck at 842 Lois Lane
- A 2.7 foot variance to reduce the side yard setback from 5 feet to 2.3 feet

**CITY COUNCIL
AGENDA ITEM 6B**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: January 11, 2021

TOPIC: Consider Resolution No. 21-02, Authorizing Storm Water Utility Feasibility Study

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting council consideration to authorize preparation of a Storm Water Utility Feasibility Study.

BACKGROUND

The intent of the Storm Water Utility is to create a dedicated funding source for costs associated with maintaining the City's storm water infrastructure. These costs include expenditures necessary to maintain compliance with mandatory programs such as the National Pollutant Discharge Elimination System (NPDES) program.

WSB and Associates, has submitted a proposal to complete the feasibility study for a not to exceed cost of \$19,800. The report will review the basis behind a Storm Water Utility and its advantages, review of existing storm water utility rates in communities of similar size and propose a utility system methodology and rate structure to meet the City's anticipated storm water program costs. In addition to the written report, the proposal also includes a Public Education/Awareness meeting as well as preparation of an information brochure.

Funding for the report will be provided from the City's Surface Water Management Fund (SWMF).

RECOMMENDATION

Staff is recommending approval of Resolution No. 21-02.

ATTACHMENTS

1. Resolution No. 21-02
2. WSB Proposal

**CITY OF LINO LAKES
RESOLUTION NO. 21-02**

**AUTHORIZING PREPARATION OF STORM WATER UTILITY
FEASIBILITY STUDY**

WHEREAS, the city has identified the need for a dedicated funding source for storm water related projects and activities to meet ongoing requirements of the National Pollutant Discharge Elimination System program.

WHEREA, WSB and Associates, has submitted a proposal to provide professional services to assist the City in determining the feasibility of establishing a Storm Water Utility.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lino Lakes:

That Staff is authorized to enter into a professional services agreement with WSB and Associates for preparation of a Storm Water Utility Feasibility study for the not to exceed amount of \$19,800.

Adopted by the City Council of the City of Lino Lakes this 11th day of January, 2021

The motion for the adoption of the foregoing resolution was introduced by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor thereof:

The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Julianne Bartell, City Clerk



December 17, 2020

Mr. Michael Grochala, AICP
Community Development Director
City of Lino Lakes
600 Town Center Pkwy
Lino Lakes, MN 55014-1182

Re: Storm Water Utility Fee Establishment – Scope of Work
City of Lino Lakes, MN

Dear Mr. Grochala:

Attached for your review and approval is our proposed scope of services, fee, and schedule for providing professional engineering services to establish a Storm Water Utility in Lino Lakes, Minnesota. The goal of the project is to prepare a storm water utility report to review the financial needs related to stormwater expenditures and provide recommendations for establishing the City's storm water utility fee and ordinance. The City has grown significantly resulting in additional infrastructure to maintain. Additionally, increasing and evolving regulations has resulted in increasing operation costs.

We are excited to work with you on this project. If you are in agreement with this proposal, please sign where indicated and return one copy to me. The necessary contract documents will then be provided. WSB will start work upon receipt of a signed contract. Please do not hesitate to Jake at 763-231-4861 with any questions.

Sincerely,

WSB

Jake Newhall, PE
Water Resource Project Manager

Earth Evans, PE
Director of Water Resources

Attachment

alp

ACCEPTED BY:
City of Lino Lakes, MN

Name _____

Title _____

Date _____

**SCOPE OF ENGINEERING SERVICES
FOR
STORM WATER UTILITY FEE ESTABLISHMENT
LINO LAKES, MN**

SCOPE OF ENGINEERING SERVICES

Task 1 – Project Management (\$3,900)

Project management will be performed throughout the course of the project and will include attending meetings (developing agendas, preparing handouts/graphics, and completing minutes as necessary), regular communication with the City, and management of the staff and budget. The following subtasks are included as part of Project Management:

- 1.1 Attend update meetings with City staff.
- 1.2 Work with project team and the City to coordinate project deliverables, schedule, and budget.
- 1.3 Hold a public open house to discuss the proposed storm water utility fee.
- 1.4 Attend a City Council Work Session to review the fee structure and report.
- 1.5 Attend one City Council Meeting

Deliverables: Two (2) meetings with City staff to discuss fee structure, report, and ordinances; one (1) City Council Work Session; one (1) City Council Meeting.

Task 2 – GIS Analysis and Calculation (7,500)

This task includes completing a GIS analysis to review parcel data, land use, and impervious data to determine the size of an equivalent residential unit (ERU) in the City of Lino Lakes. Land use analysis and storm water utility rate structure will be reviewed to calculate the number of charge units assigned to each nonresidential parcel by measuring impervious area. ERUs for different land uses and zoning coverages will be included in this analysis.

This scope assumes the City will provide current and future land use maps and current parcel information in GIS.

Deliverables: Storm Water Utility Rate Structure.

Task 3 – Report (\$8,400)

The report will include review of the existing land use, and the future land use to establish a storm water utility fee structure in order to fairly collect revenue to maintain, improve, replace, and administer the City's storm water systems. The report will include a justification that includes eligible stormwater related costs including information from the City's SWAMP application (which is currently being developed) and other information from the City related to existing and proposed stormwater projects and programs. The report will also include recommendations for administering the storm water utility fee, including the process for exceptions and credits. This will also include recommendations for the storm water utility ordinance.

This task assumes the City will assist in identifying the stormwater justification items as City staff is familiar with these current costs.

Deliverables: Storm Water Utility Report, Ordinance Recommendations.

TOTAL ESTIMATED ENGINEERING FEE

The cost to provide the scope of services outlined in this proposal will be billed hourly, based on our current hourly rates. We are proposing to complete the Lino Lakes Storm Water Utility Fee Establishment for a not-to-exceed fee of **\$19,800**.

TIME SCHEDULE

It is our understanding that the City wishes to have the storm water utility report completed in February/March of 2021 to allow for adoption of the report and completion of necessary ordinances in 2021. This would allow for billing to take place in 2022.