

**CITY COUNCIL WORK SESSION AGENDA
CITY OF LINO LAKES**

**Monday, December 6, 2021
Community Room
6:00 P.M.**

1. Civil Legal Services, Sarah Cotton
2. Take 5 Express Car Wash & Oil Change PUD Concept Plan, Katie Larsen
3. Economic Development Strategic Plan, Michael Grochala
4. Personnel Policy 8.10 - Professional Appearance Policy Update, Meg Sawyer
5. Flexible Work Arrangement Policy, Meg Sawyer
6. Annual Advisory Board Appointments, Sarah Cotton
7. 2021 Budget Discussion – Public Safety Capital Equipment
8. Council Updates on Boards/Commissions, City Council
9. Adjourn

WORK SESSION STAFF REPORT
Work Session Item No. 1

Date: December 6, 2021
To: City Council
From: Sarah Cotton, City Administrator
Re: Civil Legal Services

Background

In November of 2018, the City requested proposals for civil legal services and engaged Rupp, Anderson, Squires, & Waldspurger, P.A. as City Attorney. Jay Squires has served as the lead attorney for the City since that time.

Rates for providing services per the RFP and Engagement Letter are as follows:

General Services	\$160/hr
Litigation	\$200/hr
3 rd Party Paid Fees	\$225/hr

Rupp, Anderson, Squires, Waldspurger agreed to hold the rates above for a period of three years, with a mutual commitment to revisit the rates after that time.

The hourly rates have been frozen for the last 3 ½ years. Mr. Squires has proposed an adjustment to the each of the rate categories as follows:

2022 - \$10/hr increase
2023 - \$5/hr increase
2024 - \$5/hr increase

Based on historical legal service activity levels, staff is not expecting the hourly rate increase proposed above to have an impact on the 2022 budget.

Requested Council Direction

Discuss engaging the services of City Attorney, Jay Squires for an additional 3 years, at the proposed increased rates.

WORK SESSION STAFF REPORT
Work Session Item No. 2

Date: December 6, 2021
To: City Council
From: Katie Larsen, City Planner
Re: Take 5 Car Wash and Oil Change PUD Concept Plan Review

BACKGROUND

The applicant, Boing US HOLD CO, Inc., submitted a Land Use Application for a PUD Concept Plan for a proposed car wash facility and separate oil change facility at 601 Apollo Drive. The 1.32 acre site is legally described as Lot 2, Block 1, Lino Lakes Market Place 2nd Addition. Per the Market Place Planned Development Overlay (PDO) Design Guidelines Ordinance No. 03-05 and site plan, this lot is to be developed as a bank.

The applicant submitted a PUD Concept Plan to obtain input from advisory boards and City Council as to whether there is interest to amend the Market Place PDO Ordinance to change the site use from a bank to a car wash and oil change facility. The PDO zoning provides Council the flexibility to change the site plan use. If there is support from the boards and City Council, the applicant could move forward with formal ordinance amendment and site plan review land use application.

Future Land Use Applications may include:

- Amendment to PDO, Planned Development Overlay Ordinance No. 03-05
- Conditional Use Permit for Automobile & Truck Repair
- Conditional Use Permit for Commercial Car Wash
- Site and Building Plan Review

This staff report is based on the followings plan sets:

- ALTA Survey prepared by Blew & Associates, PA dated October 7, 2021
- Site Plan prepared by One!Architecture dated October 1, 2021
- Elevations for Take 5 Car Wash prepared by One!Architecture dated October 1, 2021
- Elevations for Take 5 Car Oil Change prepared by One!Architecture dated October 1, 2021
- Applicant Narrative prepared by Neptune Design Studio dated October 12, 2021

ANALYSIS

History

Lino Lakes Market Place is a master planned shopping/retail center approved in 2001. The development includes Target and Kohl's, the four (4) Apollo Drive retail buildings as well as those commercial buildings and lots along Lake Drive. Ordinance No. 16-01 and amended by Ordinance No. 03-05 regulates site plan and design guidelines for the development. The design guidelines detail requirements for building composition, materials, lighting, signage, landscaping and building elevations. Per the Marketplace Site Plan, the subject site is shown as a future 4,500 sf bank.

Per the Marketplace Planned Development Overlay (PDO) Design Guidelines Ordinance No. 03-05, substantial departures from the approved plans require an amendment to the ordinance.

Zoning and Land Use

The subject site is zoned GB, General Business with a PDO, Planned Development Overlay as established by Ordinance No. 16-01 and amended by Ordinance No. 03-05 and Ordinance No. 04-05.

Current Zoning	GB, General Business w/ PDO
Existing Land Use	Vacant Commercial
Future Land Use per CP	Commercial
Utility Staging Area	1A=2018-2025

Surrounding Zoning and Land Use

Direction	Zoning	Existing Land Use	Future Land Use
North	GB-General Business	Commercial	Commercial
East	GB-General Business	Commercial	Commercial
South	GB-General Business	Commercial	Commercial
West	GB-General Business	Commercial	Commercial

Site and Building Plan Review

The Lino Lakes Marketplace PDO Design Guidelines are the regulating zoning and performance standards for the subject site. A full site and building plan review would be required if the applicant moves forward with the project. The following are high level staff comments.

Existing ALTA Survey

The 1.32 acre site is legally described as Lot 2, Block 1, Lino Lakes Market Place 2nd Addition. The site has been graded and is pad ready. Market Place Drive is a private road that provides access to the lot. There is a 15ft wide pedestrian and trail easement along CSAH 23/Lake Drive. Several private Declarations and Operation and Easement Agreements encumber the property. The monument sign for Target and Kohls is located in the southwest corner of the site.

Staff Comments:

1. The ALTA survey incorrectly notes the City of Circle Pines under Schedule A.
2. Doc. # 1662516.0 Declaration of Restrictions by Ryan Companies restricts the development on Lot 2 to a 4,500 sf retail/office use.
 - a. This Declaration would need to be amended.
3. Setbacks shown on ALTA survey are not correct and shall be consistent with Master Site Plan unless otherwise amended.
 - a. Minimum building setbacks shall be:
 - i. CSAH 23/Lake Drive = 40ft
 - ii. Apollo Drive = 30ft
 - iii. Market Place Drive = 30ft (measured from curb)
 - iv. North Lot Line (side) = 10ft

Site Plan

The site plan shows 2 separate buildings on the one (1) lot. A 4,000 sf car wash is on the south side and a 1,400 sf oil change building is on the north side. The car wash includes 15 vacuum cleaner bays and multiple drive aisles. The oil change building includes 3 oil change bays and parking stalls. Trash enclosures are shown being accessed directly from Market Place Drive.

Conditional use permits are required for both Automobile and Truck Repair (oil change building) and Commercial Car Wash.

Staff Comments:

1. The site and building plan shall meet the performance standards of the City zoning ordinance and the Lino Lakes Marketplace PDO Design Guidelines.
2. The site and building plan shall meet the performance standards of the GB, General Business Conditional Use Permit requirements.
3. The car wash building does not meet the minimum 30 ft setback requirements from Market Place Drive.
4. The car wash exit is also too close to the Market Place Drive in regards to tracking water and icing on the road.
5. The trash enclosure cannot be accessed directly from Market Place Drive.
6. The number of driveway access points onto Market Place Drive shall be limited to two (2) or possibly three (3).

7. Driveways onto Market Place Drive shall be a minimum of 40 ft apart and 5 ft from side lot lines.
8. Attention shall be made to ensure vehicle stacking is adequate for both the car wash and oil change facilities.
9. An emergency exit/driveway should be considered for the car wash.

Architectural Plans and Exterior Building Materials

Car Wash

The proposed exterior materials consist of black and gray CMU, limestone metal panels, and decorative blue accent. There are only a few windows shown on the elevations.

The existing building height is 22'-4" to the top of the parapet wall and 30' 11" to the top of the branding tower. The proposed height is less than the allowed 45ft.

Staff Comments:

1. The site and building plan shall meet the performance standards of the City zoning ordinance and the Lino Lakes Marketplace PDO Design Guidelines.
 - a. Attention shall be made to composition, massing, materials, colors and lighting.
2. The site and building plan shall meet the performance standards of the GB, General Business Conditional Use Permit requirements.
3. Windows are required along the north and south elevations of the car wash.
4. A stronger building "top" is required.
5. The car wash and oil change building architecture, exterior materials and colors shall be the same.

Oil Change

Exterior material information was not provided. Elevation colors are tan, brown and red.

Detailed building height information was not provided. Measuring the plans, the building height is approximately 16ft to the roof and 20ft to the top of the tower. The proposed height is less than the allowed 45ft.

Other City Ordinance and Site Performance Standards

Other applicable site and building plan ordinances include but are not limited to:

- Parking
- Grading Plan and Stormwater Management
- Public Utilities
- Landscaping and Tree Preservation
- Signage

Wetlands

There are no wetlands located on site.

Floodplain

The site is not within a floodplain.

Stormwater Maintenance Agreement

A stormwater maintenance agreement may be required.

Site Improvement Performance Agreement

A Site Improvement Performance Agreement is required.

EDAC-Economic Development Advisory Committee

EDAC reviewed the PUD concept plan on November 4, 2021. Due to the high visibility of this commercial corner parcel, they did not support changing the land use from a bank to car wash and oil change facility.

Planning & Zoning Board

The Planning & Zoning Board reviewed the PUD concept plan on November 10, 2021. General discussion included site location, architecture, setbacks etc. Overall, the Board was supportive of a new car wash and oil change facility in the City; however, they did not all agree that this corner site was the best location. Three (3) Board members supported the car wash and oil change at this location and two (2) Board members did not support this location. The Board Chair abstained.

PUD Concept Plan

The City's review and comments on the PUD concept plan's relation to the Comprehensive Plan and development regulations does not grant any rights to the applicant to develop the property as depicted by the PUD concept plan.

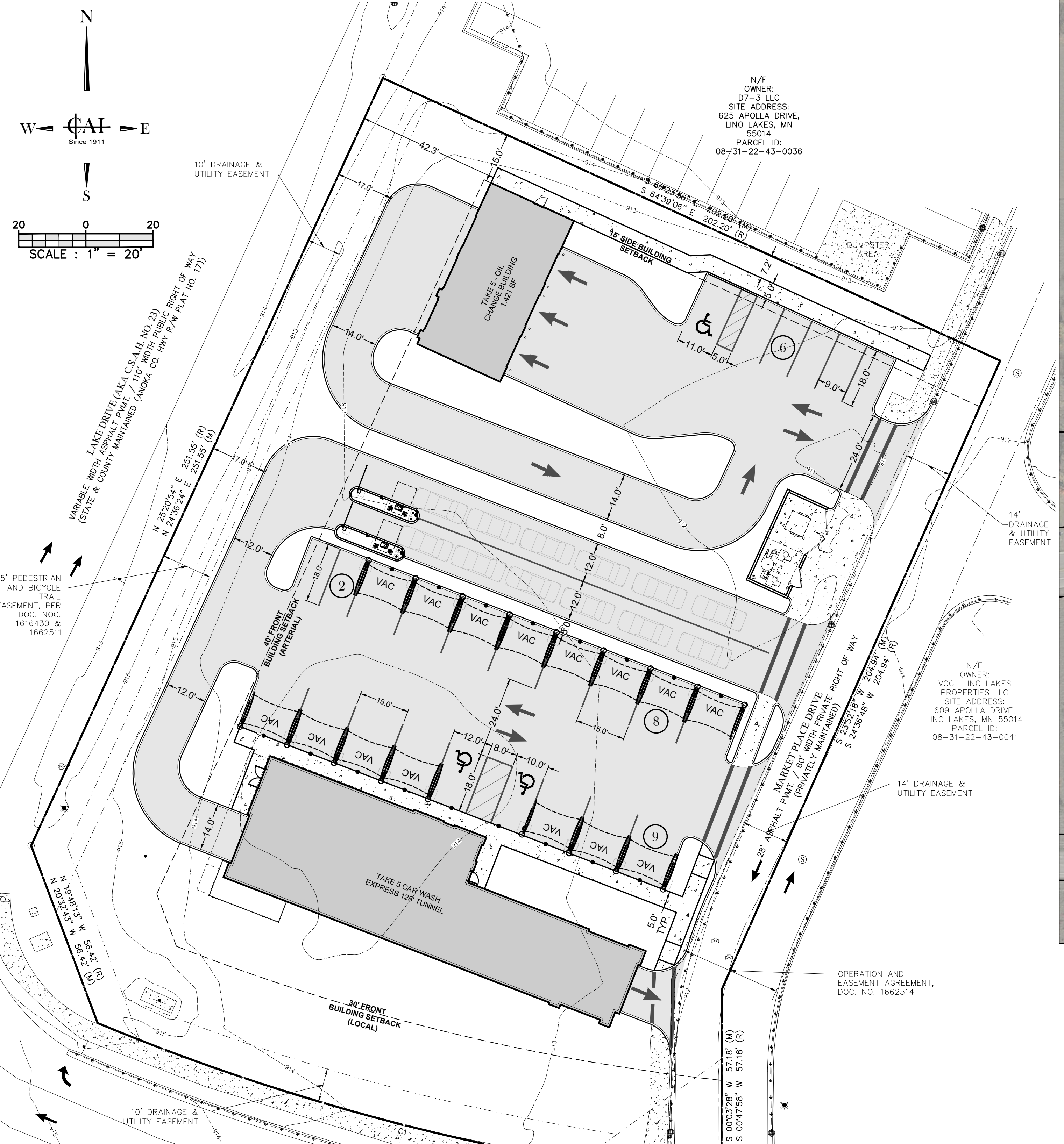
RECOMMENDATION

Staff requests the following input from the City Council:

1. Should the City amend the Market Place PDO ordinance to change the site use from a bank to a car wash and oil change building?
2. If yes, does the Council have additional site and building review comments?

ATTACHMENTS

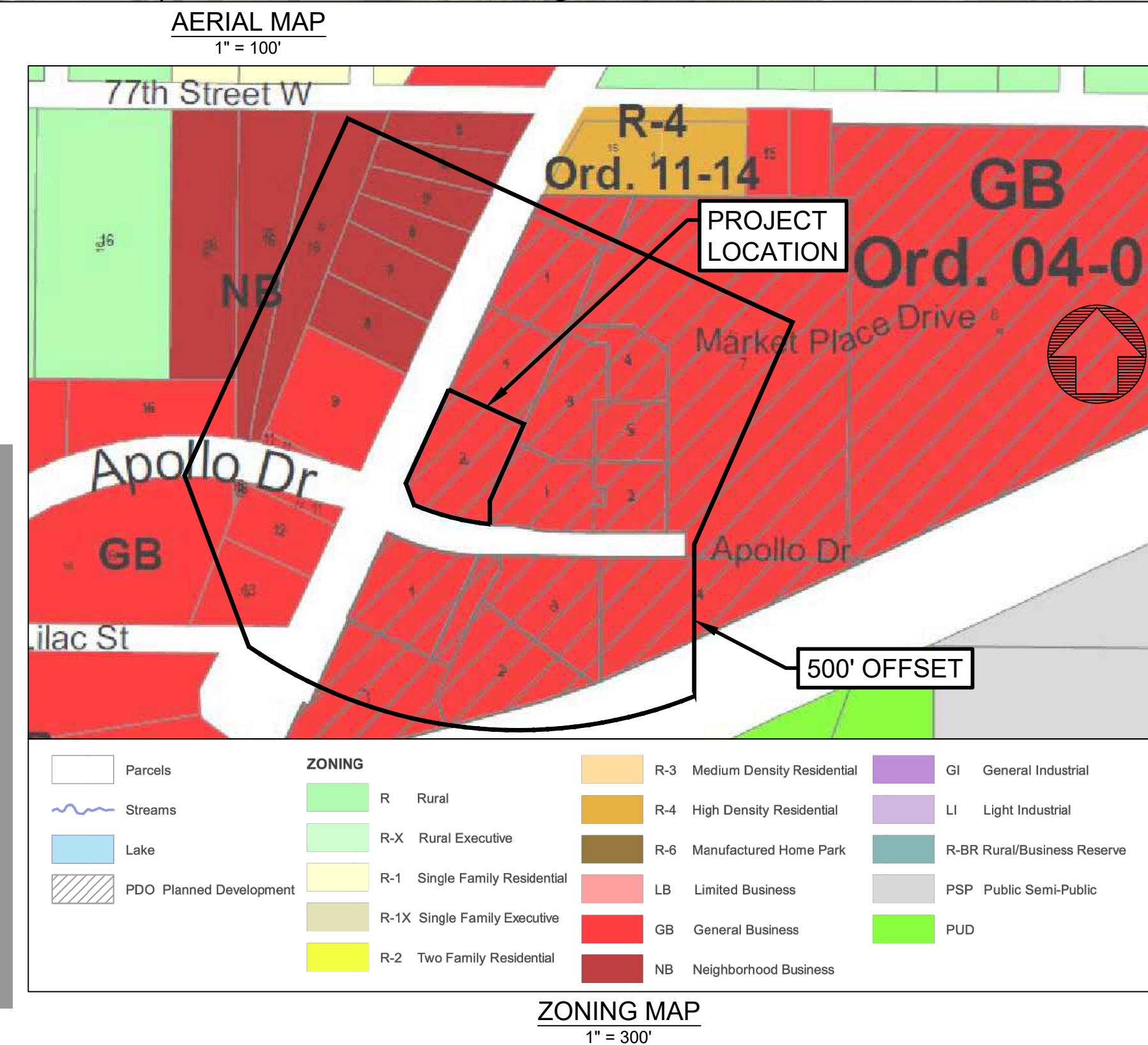
1. PUD Concept Plan-Take 5 Car Wash and Oil Change
2. Exterior Elevations-Take 5 Car Wash
3. Exterior Elevations-Take 5 Oil Change



SITE DATA	
PROJECT NAME:	TAKE 5 EXPRESS CAR WASH AND OIL CHANGE OF LINO LAKES, MN
SITE ADDRESS:	601 APOLLO DRIVE, CIRCLE PINES, MN 55014
TOTAL PARCEL AREA:	± 1.32 AC
JURISDICTION:	CITY OF LINO LAKES
TAX PARCEL NO.:	GB - GENERAL BUSINESS & PDO PLANNED DEVELOPMENT
INTENDED USE:	08-31-22-43-0037
EXISTING USE:	CAR WASH & AUTO REPAIR
FLOOD ZONE:	VACANT GRASS LOT
SETBACKS:	ZONE X MAP 27003C0365E DATED DECEMBER, 16TH 2015
FRONT - ARTERIAL:	REQUIRED 40 FT.
FRONT - LOCAL:	30 FT.
PARKING LOT:	15 FT.
SIDE:	10 FT.
REAR:	30 FT.
PARKING CALCULATIONS	
AUTO REPAIR:	2 SPACE/ SERVICE BAY
PARKING REQUIRED:	= 6 SPACES
COMMERCIAL CAR WASH:	1 SPACE/ EMPLOYEE (10 STACKING)
PARKING REQUIRED:	= 4 SPACES
TOTAL PARKING PROVIDED:	10 SPACES (REQUIREMENT MET)

DEVELOPMENT TEAM	
DEVELOPER/APPLICANT	OWNER
DRIVEN BRANDS, INC. 440 S. CHURCH STREET SUITE 700 CHARLOTTE, NC 28202 CONTACT: MATTHEW GILBERT PHONE: (980) 259-0701 EMAIL: MATTHEW.GILBERT@DRIVENBRANDS.COM	TCF NATIONAL BANK 1405 XENIUM LN N PLYMOUTH, MN 55411
ARCHITECT	SURVEYOR
ONE! ARCHITECTURE 8801 N. CENTRAL AVE. SUITE 101 PHOENIX, ARIZONA 85020 CONTACT: DUSTIN CURTIS PHONE: (602) 266-1688	BLEW & ASSOCIATES, PA 3825 N. SHILOH DRIVE FAYETTEVILLE, AR 72703 CONTACT: HEATH A. MYERS, P.L.S. PHONE: (479) 443-4506 EMAIL: SURVEY@BLEWINC.COM

NOTE: SURVEY INFORMATION PROVIDED BY BLEW & ASSOCIATES, PA CIVIL ENGINEERS & LAND SURVEYORS (DRAWN 7-29-2021)



125 PROTOTYPE

DATE	DESCRIPTION	DELTA

TAKE 5 CAR WASH
 601 APOLLO DRIVE
 LINO LAKES, MN 55014

ARCHITECT:
ONE! ARCHITECTURE
 8801 N. Central Ave. Suite 101
 Phoenix, Arizona 85020
 Phone: 602.266.2712
 Fax: 602.266.1688
 www.ONE!architecture.us
 Architect: Dustin Curtis

STAMPS

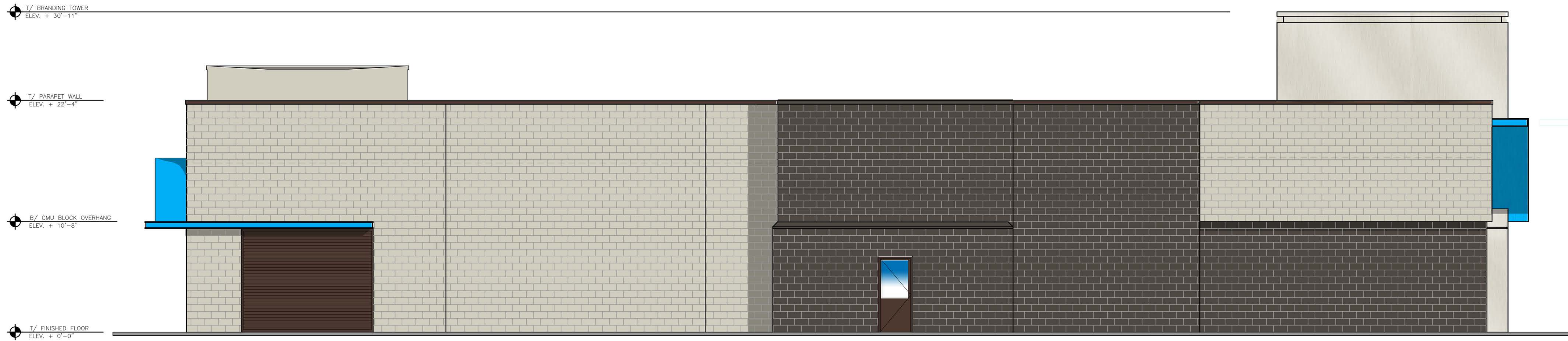
THIS DRAWING FOR PERMITTING AND BID PURPOSES ONLY. NOT FOR CONSTRUCTION

THESE PLANS ARE INSTRUMENTS OF PROFESSIONAL SERVICE AND ARE PROTECTED BY COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS INCLUDING COPYRIGHT. THEY MAY NOT BE REPRODUCED OR USED FOR ANY PURPOSE WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT

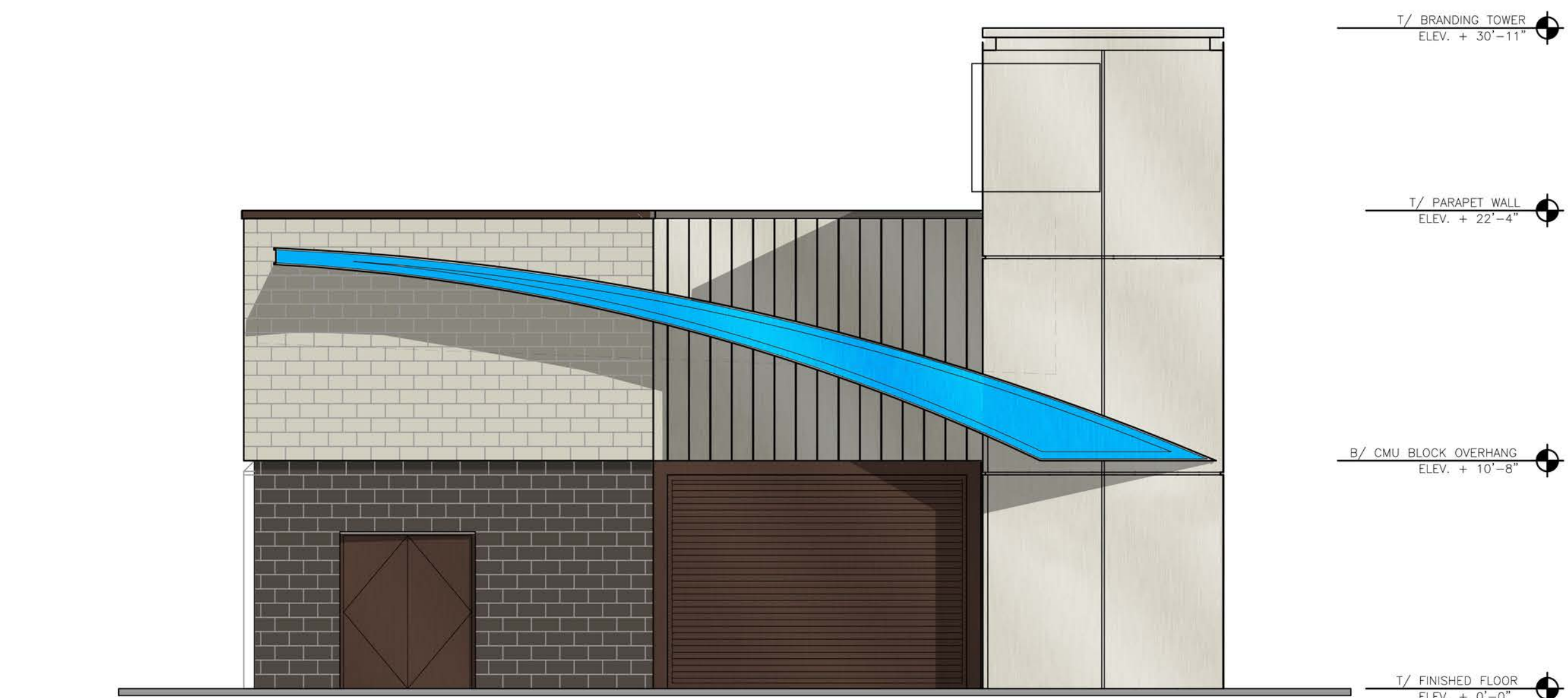
SHEET TITLE

PROJECT NUMBER
21-047

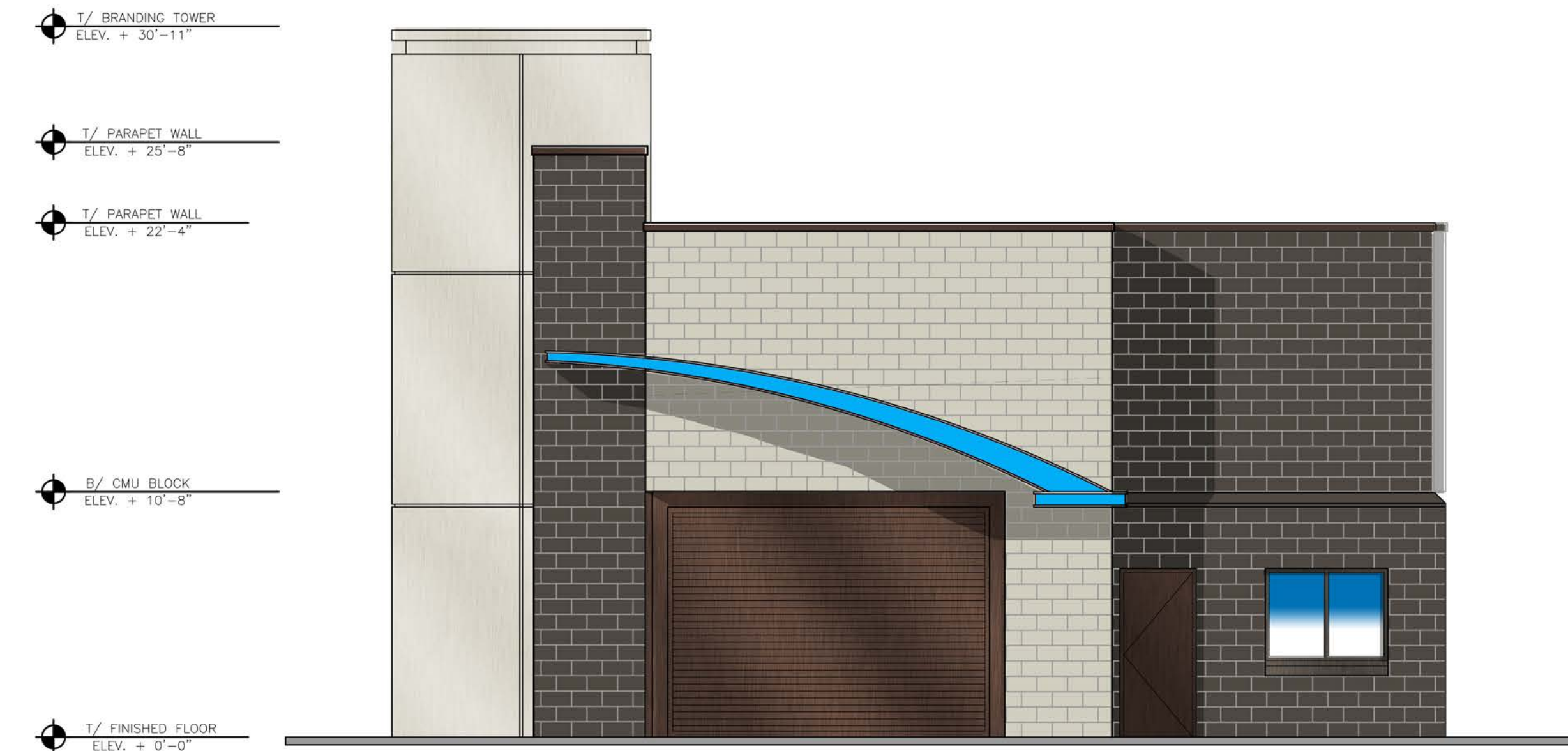
DATE: 10.01.2021
 SCALE: AS NOTED
 DRAWN: RO
 CHECKED: JE
 SHEET NO



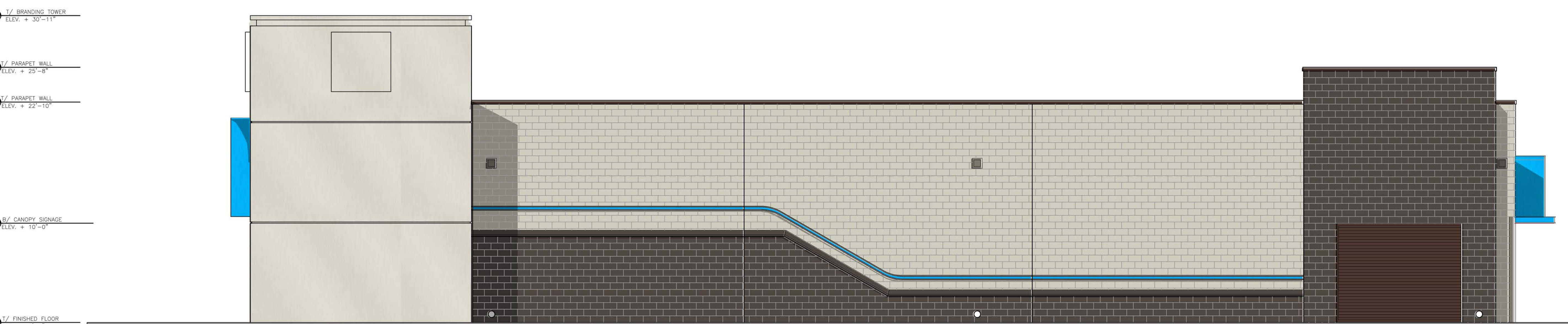
1 NORTH ELEVATION
SCALE: 3/16" = 1'-0"



2 WEST ELEVATION
SCALE: 3/16" = 1'-0"



4 EAST ELEVATION
SCALE: 3/16" = 1'-0"



3 SOUTH ELEVATION
SCALE: 3/16" = 1'-0"

EXTERIOR FINISH SCHEDULE		
NO.	AREA	COLOR
1	TOWER	BY MANUF. MATCH SW 6169, SEDATE GRAY
2	METAL PANELS	BY MANUF. 1760 LIMESTONE
3	DARK CMU	MATCH SW COLOR #7020, BLACK FOX
4	ACCENT CMU	MATCH SW COLOR #6169, SEDATE GRAY



CLIENT
125 PROTOTYPE

DATE	DESCRIPTION	DELTA

TAKE 5 CAR WASH

601 APOLLO DRIVE
LINO LAKES, MN 55014

ARCHITECT:
ONE!
ARCHITECTURE
8501 N. Central Ave. Suite 101
Phoenix, Arizona 85020
Phone: 602.266.2712
Fax: 602.266.1658
www.ONEarchitecture.us
Architect: Dustin Curtis

STAMPS
THIS DRAWING FOR PERMITTING AND BID PURPOSES ONLY. NOT FOR CONSTRUCTION
THESE PLANS ARE INSTRUMENTS OF PROFESSIONAL SERVICE AND ARE PROTECTED BY COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS INCLUDING COPYRIGHT. THEY MAY NOT BE REPRODUCED OR USED FOR ANY PURPOSE WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT

SHEET TITLE
ELEVATIONS

PROJECT NUMBER
21-047

DATE 10.01.2021
SCALE AS NOTED
DRAWN RO
CHECKED JE
SHEET NO

A-200

CLIENT



THESE PLANS ARE INSTRUMENTS OF PROFESSIONAL SERVICE AND ARE PROTECTED BY COPYRIGHT LAW. STATUTORY AND OTHER RESERVES RIGHTS INCLUDING COPYRIGHT. THEY MAY NOT BE REPRODUCED OR USED FOR ANY PURPOSES WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT.

DATE	DESCRIPTION	DELTA

TAKE 5 OIL CHANGE

601 APOLLO DRIVE
LINO LAKES, MN 55014

ARCHITECT:



STAMPS

THIS DRAWING FOR PERMITTING AND BID PURPOSES ONLY. NOT FOR CONSTRUCTION

SHEET TITLE

ELEVATION
RENDERS

PROJECT NUMBER
21-048

DATE 2021.10.01

SCALE AS NOTED

DRAWN RO

CHECKED JE

SHEET NO

A-201



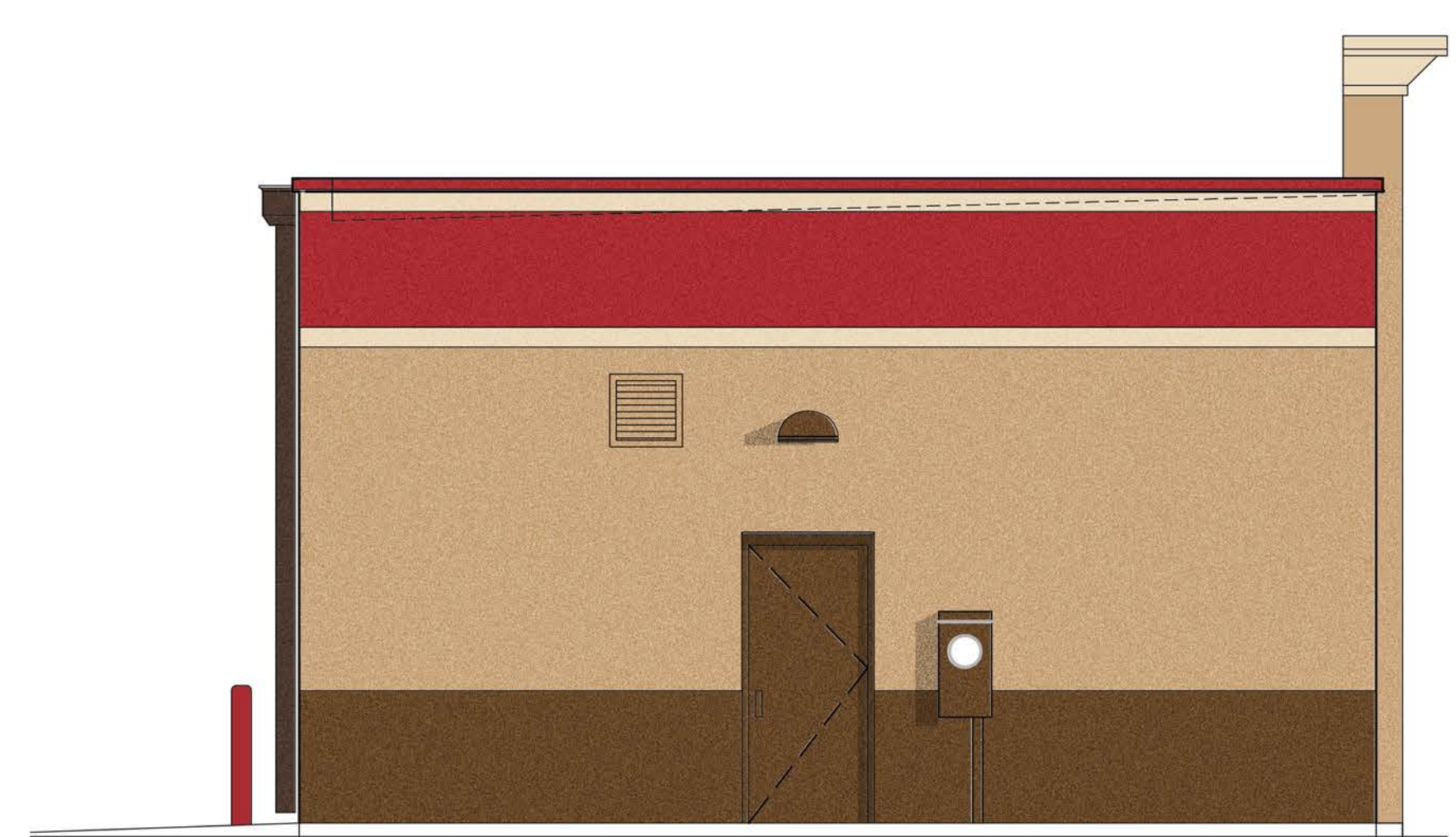
1 EAST ELEVATION
A-200 1/4"=1'-0"



3 SOUTH ELEVATION
A-200 1/4"=1'-0"



2 WEST ELEVATION
A-200 1/4"=1'-0"



4 NORTH ELEVATION
A-200 1/4"=1'-0"

ELEVATION COLOR

SW 7693 Stonebriar Interior / Exterior Location Number: 294-C6	SW 7676 Cottage Cream Interior / Exterior Location Number: 296-C2	SW 6097 Sturdy Brown Interior / Exterior Location Number: 298-C7	SW 6871 Positive Red Interior / Exterior Location Number: 191-C7
--	---	--	--

WORK SESSION STAFF REPORT
Work Session Item No. 3

Date: December 6, 2021
To: City Council
From: Michael Grochala, Community Development Director
Re: Economic Development Strategic Plan

Background

As part of the City’s economic development efforts, EDAC is responsible for the preparation of a 5-year Economic Development Strategic Plan. The plan was last updated in 2014. Over the past 11 months, staff and EDAC committee members have been working on updating this plan.

From our past discussion and review of the 2014 Strategic Plan, staff and the EDAC has assembled a draft 5-year plan for the City Council’s review and consideration. The document is intended to be a guide to help prioritize the City’s economic development efforts.

The Plan identifies six main priorities which include:

Priority 1: Develop Balance of Woods Edge Property

Summary: The site is located at Interstate 35W and Lake Drive. The City retains approximately 9 acres of property. The area is guided and zoned for a mix of commercial and high-density residential uses intended to serve as the City’s “Town Center”. The transition of the YMCA to a City facility provides an opportunity to revisit the vision for the area and create an identity for future development. The EDAC recognizes the private market will prescribe the ultimate development scenario; however, there are key elements which are within the City’s sphere of influence. Lino Lakes ability to be flexible both on land sale pricing and type of development, plus the potential to assist with financing gaps will ultimately assist in the facilitation of a development plan that meets the city’s goals.

Priority 2: Business Retention and Expansion Program

Summary: Retention and expansion of key businesses is an important strategy in promoting continued economic growth. It is an avenue by which communities promote reinvestment and facilitate employment growth. By establishing a formal Business Retention and Expansion (BRE) Program, Lino Lakes can enhance its relationship with key existing businesses. The BRE program is an avenue to gather information about

local business activity, anticipate changes in a company's status, and work to retain the businesses that provide the greatest positive economic impact. The EDAC identified business retention as a high priority for the City's economic development efforts.

Priority 3: Workforce Development Plan

Summary: Access to labor pools and a skilled workforce is critical to retention of existing businesses and facilitating new opportunities. Linking local businesses with workforce development resources is an important role for City Economic Development efforts.

Priority 4: Identification of Potential Redevelopment Areas and Strategic Acquisitions

Summary: Reinvesting in underutilized property is a valuable tool for City economic development efforts. The City should also be ready to act when property becomes available to meet long term development and infrastructure needs.

Priority 5: Continue to Promote Development of the I-35E/Main Street Corridor

Summary: Development in this area will be predominantly market driven. The construction of the Watermark housing development creates additional commercial opportunities. Industrial development interest is increasing, but will be dependent on the availability of public infrastructure to serve the sites and active landowner participation. Infrastructure improvements and "readiness" will be a driving factor in attracting new development. The City's partnership with the Minnesota Technology Corridor provides regional exposure to the locational benefits of the area.

Priority 6: Updating and Expanding the City Marketing Materials

Summary: The development and updating of the marketing materials for the community to be able to readily react to opportunities for new projects and the expansion of existing businesses.

EDAC Recommendation

The EDAC recommended approval of the Strategic Plan.

Requested Council Direction

Staff is requesting City Council direction to place the draft Economic Development Strategic Plan on the December 13, 2021 agenda for council consideration.

Attachments

1. Draft Strategic Plan



Lino Lakes Economic Development Strategic Plan

NOVEMBER 2021

CITY OF LINO LAKES
600 TOWN CENTER PARKWAY
LINO LAKES, MN 55014
651.982.2400





Lino Lakes

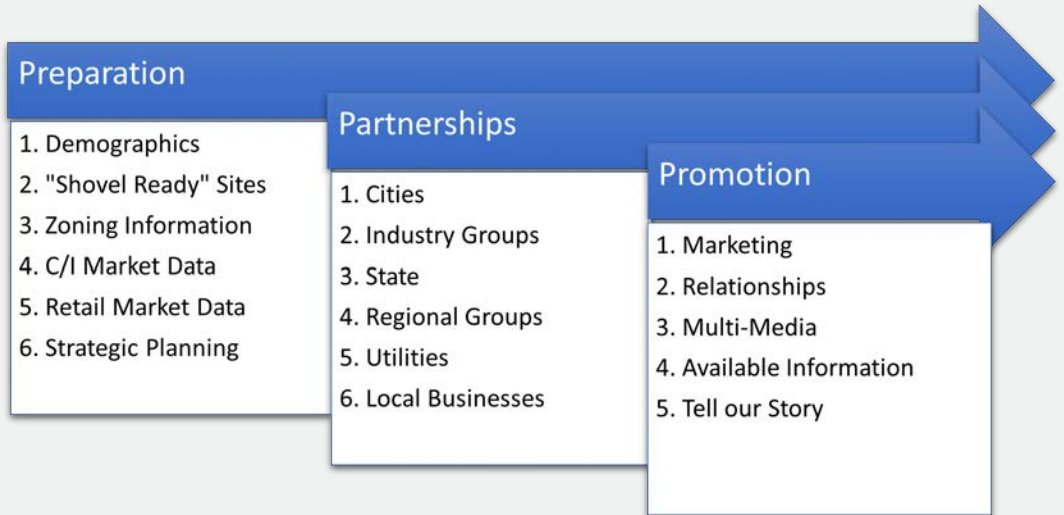
Economic Development Strategic Plan

The Lino Lakes Economic Development Advisory Committee (EDAC) assists community leaders and staff in the continued development and growth of the City. As part of this assistance, the EDAC develops a strategic plan to identify priorities for the community and the EDAC over the course of the next 5 years.

The EDAC last completed a strategic plan in 2014 to provide focus on the economic development priorities that will provide the greatest value to the community as it continues to grow and develop. The development of these goals and focuses in 2014 provided the basis for the plan but didn't prevent the city from actively working on and responding to project requests from the state, GREATERMSP and other partners. The updated strategic plan will continue to build upon this flexibility in the plan to react to the conditions and opportunities facing the community.



Economic development does not operate in a vacuum and touches several different areas in a community outside of traditionally recognized job and tax base development. These areas can include the development of housing opportunities, workforce development (development of people with the skills for new positions), infrastructure planning, and quality of life issues. The understanding of the complexity of economic development results in the creation of the 3 Ps of economic development. These tenants of economic development are:



The successful implementation of these principles will result in the community gaining the most coveted of the "Ps" of a new project.

As the EDAC is currently in the process of updating its strategic plan for the next 5 years, the areas that have been identified as the focuses and goals fit within the Ps of economic development. This preparation includes the development of programs and focuses to allow for the city to be successful in the attraction and retention of businesses to the community. In addition, the priorities will also include how the community can improve the quality of life for the residents of Lino Lakes. With the final priority being the development of new and updated marketing materials or the process of telling our story.

As the EDAC knows, over 85% of business growth is from currently existing businesses in the community. The active retention of those businesses is facilitated by the development of relationships with the company, the ability to understand their needs, and how the city can assist in meeting those needs therefore helping the company to grow and prosper. This methodology is used to also advance the other priorities identified with the development of strong relationships with the affected parties and property owners.

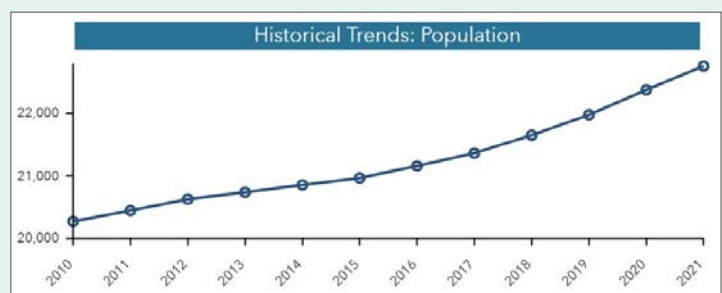


Demographics

The development of these relationships often starts with the understanding of the communities' demographics and how they affect the potential projects and the businesses in the community. This information provides the basis for the objectives that the community will begin to work towards solving in the future. The demographics of Lino Lakes has seen significant change in several demographic areas over the last few years.

POPULATION

The population for Lino Lakes has grown steadily since 2010, resulting in a 10% increase in the population. This continued steady growth will help the community as local companies grow and new companies join the community accessing new employees. It will also affect the need for additional housing and may drive the value of existing housing higher, causing additional strain on housing affordability in the community.

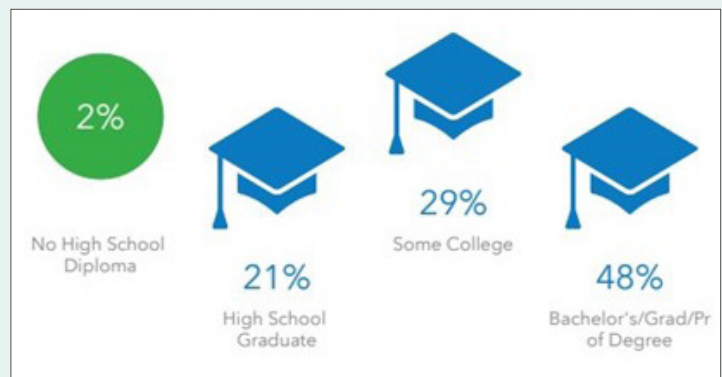


MEDIAN AGE

In addition to the continuing growth of the population of the community, the median age also affects many aspects of the economic wellbeing of the City. Lino Lakes currently has a median age of 38 years old compared to the states median age of 39 years and is in-line with the Minneapolis/St. Paul MSA's of 37.9 years. The younger median age of the population provides the future opportunity for continued growth of the median income as these residents reach their maximum earning years. The lower median age also provides the potential opportunity for future workforce growth as they graduate and become members of the workforce. This opportunity also allows for the development of long-term relationships with the community and businesses as they continue to age.

EDUCATION

The City also has a well-educated workforce, with more than 77% of the workforce having some college experience. This includes 48% with a bachelors or higher degree. Technical Colleges or 2 year degrees are included in the some college number of residents at 29%. This high level of education compared to the states overall education level of 32% with some college and 37% with a bachelors degree or higher.



INCOME

This higher level of education also provides the additional support of the higher median income for the City. Lino Lakes currently has a median household income of \$115,519 compared to Minnesota's median household income of \$69,559. The City is also significantly above the MSA which is at \$83,904. In addition to the higher household income, the City also has a significantly higher per capita income for the community. In 2021, Lino Lakes has a per capita income of \$43,617 compared to the states per capita income of \$36,727 and the MSA's of \$42,459. The lower separation of the per capita income level reflects the younger age in the community, resulting in families with children still living with their parents.

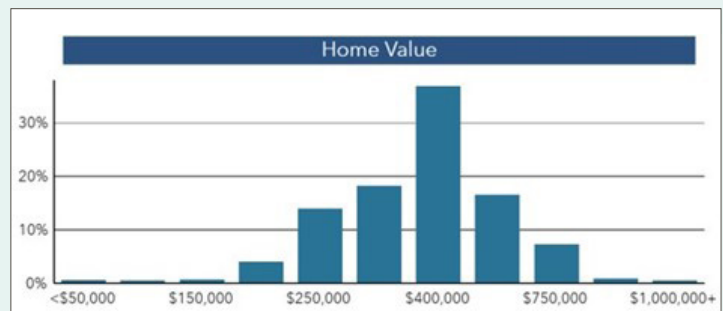
This higher median income also has the advantage of the City having a wealth index of 190 compared to the MSA's index of 127 indicating that the city has significantly above average wealth (an index of 100 would indicate average wealth). The wealth index is based upon the entire wealth of a household including material possessions and resources.

Housing

While population growth and a higher per capita income are a positive for the community, they can present several challenges for the City. One of these challenges is the availability and cost of new housing for new residents and residents looking to move up in the type of housing. This housing market activity can cause an increase in the selling price and value of homes resulting in homes being less affordable for new and younger families.

MEDIAN HOME VALUE

The City currently has a median home value of \$333,076 compared to the Minneapolis/St. Paul MSA value of \$297,739. While this higher value has advantages for the City and current homeowners, it may prevent new families from owning a home.

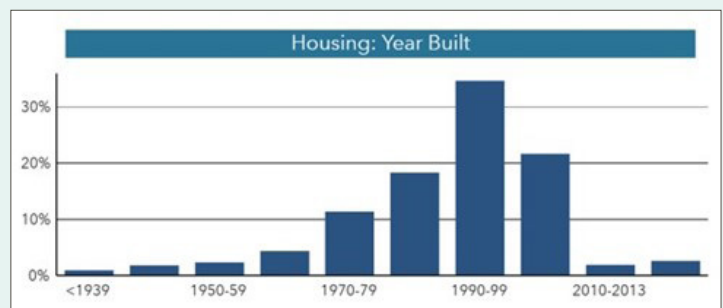


AFFORDABILITY

When looking at the affordability of housing, the City has a housing affordability index of 185 compared to the MSA rating of 146. The housing affordability index is based on the level of the median income of an area to qualify for a mortgage on a home at the median home price. An index of 100 means that households with a median income will not be a cost burden for housing costs.

AGE OF HOUSING STOCK

Lino Lakes is a young community that has seen significant growth over the last 20 years. The City is now seeing an aging of the current housing stock with a majority of the housing being constructed prior to 2000. Over 73% of the current housing stock is 20 years old or older.



The aging of the housing stock will also present opportunities for the community as those moving into those units begin to update and replace systems (e.g., furnaces, air conditioning, and appliances) increasing the need for additional services. Areas with housing stock that has outlived its useful life span may provide the opportunity for redevelopment as the city continues to grow and develop.

Goals

The EDAC has recognized these demographic changes in the community and incorporated them in the updated goals and focuses of the EDAC over the next 5 years. The updated plan has also incorporated the goals from the recently completed 2040 Comprehensive Plan as the basis for the areas of focus of the plan:



Expand and diversify the City's tax base by encouraging commercial and industrial development in the Planned Residential/ Commercial, Office Residential, Signature Gateway and Town Center Areas to lessen the tax burden on residential properties.



Work with developers to identify innovative strategies for attracting entry level and smaller entrepreneurial businesses to Lino Lakes.



Attract and encourage new light industrial, high tech, business and professional services enterprises and maintain and expand existing businesses in Lino Lakes.



Promote efficient, planned commercial and industrial expansion within the City's growth areas, accessible to public infrastructure and transportation.



Promote Lino Lakes' location within the metropolitan region as an advantage in doing business.

Priorities

Using those goals as a template, the EDAC has developed the following list of priorities to focus on for the implementation of the goals from the comprehensive plan.

PRIORITY 1:

Develop Balance of Woods Edge Property

The site is located at Interstate 35W and Lake Drive. The City retains approximately 9 acres of property. The area is guided and zoned for a mix of commercial and high-density residential uses intended to serve as the City's "Town Center". The transition of the YMCA to a City facility provides an opportunity to revisit the vision for the area and create an identity for future development.

EDAC recognizes that the private market will prescribe the ultimate development scenario; however, there are key elements which are within the City's sphere of influence. Lino Lakes ability to be flexible both on land sale pricing and type of development, plus the potential to assist with financing gaps will ultimately assist in the facilitation of a development plan that meets the city's goals.



PRIORITY 2:

Business Retention and Expansion Program

Retention and expansion of key businesses is an important strategy in promoting continued economic growth. It is an avenue by which communities promote reinvestment and facilitate employment growth. By establishing a formal Business Retention and Expansion (BRE) Program, Lino Lakes can enhance its relationship with key existing businesses. The BRE is an avenue to gather information about local business activity, anticipate changes in a company's status, and work to retain the businesses that provide the greatest positive economic impact.

EDAC identified business retention as a high priority for the City's economic development efforts.

PRIORITY 3:

Workforce Development Plan

Access to labor pools and a skilled workforce is critical to retention of existing businesses and facilitating new opportunities. Linking local businesses with workforce development resources is an important role for City Economic Development efforts.

PRIORITY 4:

Identification of potential redevelopment areas and strategic acquisitions

Reinvesting in underutilized property is a valuable tool for City economic development efforts. The City should also be ready to act when property becomes available to meet long term development and infrastructure needs.

PRIORITY 5:

Continue to promote development of the I-35E/Main Street Corridor

Development in this area will be predominantly market driven. The construction of the Watermark housing development creates additional commercial opportunities. Industrial development interest is increasing but will be dependent on the availability of public infrastructure to serve the sites and active landowner participation. Infrastructure improvements and “readiness” will be a driving factor in attracting new development. The City’s partnership with the Minnesota Technology Corridor provides regional exposure to the locational benefits of the area.



PRIORITY 6:

Updating and Expanding the City Marketing Materials

The development and updating of the marketing materials for the community to be able to readily react to opportunities for new projects and the expansion of existing businesses.

The development and adoption of a strategic plan requires that the EDAC also develop and implement a process for completing the priorities and the regular review of those priorities to adjust as required by the economic environment and conditions. This allows for the EDAC to be successful in their goals for the continued development and growth of the community.

The development of this process and tracking system is most easily completed by the creation of a matrix with the goals listed and the steps for the completion of those goals listed and assigned. This allows for the EDAC to readily track their progress and what changes need to be made based on economic conditions.

In addition to allowing the EDAC to track their progress, it also allows for the EDAC to show progress and communicate successes for the community.

Implementation

EDAC Strategic Plan Implementation Matrix

PRIORITY 1:

Develop Balance of Woods Edge Property

ACTION STEPS	ASSIGNED TO	DEADLINE	STATUS
a. Conduct a Market Study to evaluate options for highest and best use and evaluate market support			
b. Revisit Master Plan, if necessary, based on information received from Market Study			
c. Coordinate development opportunities with City/Rec Center development			
d. Solicit development interest through an RFP process for the site			

PRIORITY 2:

Business Retention and Expansion Program

ACTION STEPS	ASSIGNED TO	DEADLINE	STATUS
a. Identify business and industry sectors to target			
b. Coordinate BR&E program with other economic development organizations such as Chambers, Anoka County and GREATERMSP.			
c. Develop process for setting up retention visits.			
d. Develop process for conducting the visits.			
e. Develop matrix and schedule for reporting out feedback from the retention visits.			

PRIORITY 3:

Workforce Development Plan

ACTION STEPS	ASSIGNED TO	DEADLINE	STATUS
a. Determine workforce needs of current businesses using information from BRE visits.			
b. Presentation from Anoka County Careerforce about potential programs and opportunities.			
c. Host workforce development event with Anoka County on potential opportunities			
d. Create workforce development program to assist and attract new businesses and industries.			

PRIORITY 4:

Identification of Potential Redevelopment Areas and Strategic Acquisitions

ACTION STEPS	ASSIGNED TO	DEADLINE	STATUS
a. Identify areas for potential redevelopment and those needed for infrastructure expansion based on land use plan.			
b. Develop strategy for City acquisition of land when available.			
c. Develop policy for the use and type of assistance for redevelopment projects.			
d. Develop and implement strategy to encourage redevelopment of sites.			

PRIORITY 5:

Continue to Promote Development of the I-35E/Main Street Corridor

ACTION STEPS	ASSIGNED TO	DEADLINE	STATUS
a. Identify targeted industries for attraction.			
b. Coordinate information from BRE program to help identify businesses considering expansion.			
c. Strengthen relationship with GREATERMSP and DEED to receive "Requests for Information" from national and local site selection firms.			
d. Pursue planning and development of key infrastructure improvements			

PRIORITY 6:

Updating and Expanding the City Marketing Materials

ACTION STEPS	ASSIGNED TO	DEADLINE	STATUS
a. Review current materials and update community profile.			
b. Coordinate marketing efforts and materials with other organizations.			
c. Identify information for targeted industries to include in materials.			
d. Develop material that explains available programs and the City's policy on incentives.			

WORK SESSION STAFF REPORT
Work Session Item No. 3

Date: December 6, 2021
To: City Council
From: Meg Sawyer, Human Resources and Communications Manager
Re: Personnel Policy Update

Background

In order to recruit and retain the best talent in the market, staff is requesting an update to the dress code for the City. The current policy encourages a “business casual” attire. Staff is requesting a dress code change to “dress for your day.” We believe the change in dress code will improve employee morale and job satisfaction, which in turn will increase productivity.

Requested Council Direction

Staff is seeking Council direction to move forward with implementing the Personnel Policy modification of section 8.10 - Professional Appearance. If approved, staff will request formal Council approval at the December 13, 2021 City Council meeting.

Attachments

Personnel Policy 8.10 - Professional Appearance



Personnel Policy

8.10 Professional Appearance

~~Quality service, a positive attitude, good customer relations, and a professional appearance help create and maintain a favorable image of the City. Employees represent the City in their daily contact with residents, consultants, and businesses. The City expects employees to use good judgment in choosing their attire and in their grooming and personal hygiene. With the exception of employees required to wear uniforms or outdoor clothing, employees will adhere to “business casual” attire.~~

Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs.

Dress for Your Day

The City of Lino Lakes Dress for Your Day policy allows for non-uniformed employees to use their best judgment when deciding what to wear to work every day, with some basic guidelines. The idea is that each employee should consider what their workday looks like and dress accordingly.

For example, employees are allowed to wear casual clothing on workdays when they do not have council meetings, work sessions, conferences, or meetings with residents or other outside third parties. Employees are still expected to wear clothing appropriate for an office environment, and traditional business attire is always acceptable.

There may be days when special visitors are expected at city facilities and all staff may be required to forgo Dress for Your Day and required to wear business casual attire. These days will be announced in advance so employees can plan accordingly.

In all instances clothing must be neat, clean, not ripped, heavily frayed or worn, and not expose an excessive amount of skin.

The following are examples of clothing and shoe choices that are never acceptable, but it is not an exhaustive list. When in doubt, consult with Human Resources.

- Clothing and/or accessories that include offensive/inappropriate images or words, including images/words that are discriminatory or sexual
- Sweatpants, yoga pants and other exercise apparel
- Leggings unless combined with a skirt, dress or top that reaches at least mid-thigh
- Beach wear and shorts
- Overalls
- Very short skirts or dresses

- Clothing and accessories with writing or large logos (unless city or affiliated business organization logo)
- Spaghetti-strap tops or dresses unless covered by a jacket or sweater (at all times)
- Tank tops, halter tops, crop tops or any clothing showing midriffs
- Sheer or revealing clothing
- Hats or caps (excluding public services and building inspectors)
- Sports jerseys (unless part of a planned employee event/theme day)
- House slippers

Employees **are allowed to wear jeans** that are clean, not faded, free of rips, tears, fraying and not excessively tight or revealing.

Employees **are allowed to wear tasteful sneakers** that are clean, well kept, and in good condition.

Employees **are allowed to wear dress sandals** that are professional, clean, well kept, and in good condition. Beach flip flops are not allowed.

Employees who need an accommodation associated with a protected status such as religion or disability should speak with Human Resources to obtain approval to deviate from this policy.

WORK SESSION STAFF REPORT
Work Session Item No. 4

Date: December 6, 2021
To: City Council
From: Meg Sawyer, Human Resources and Communications Manager
Re: Flexible Work Arrangement Policy

Background

In an effort to create a work environment that helps the City of Lino Lakes attract the best talent and improve employee retention, staff is requesting Council approval on the newly created Flexible Work Arrangement policy.

The City’s goal is to maintain or improve employee productivity while providing employees scheduling options that encourage a productive, healthy and safe workplace; and helps employees effectively integrate and manage their work and personal life responsibilities, and can enhance their overall well-being and improve job satisfaction.

By allowing employees to have a better work-life balance, we are encouraging them to become more fulfilled in their personal lives, as well as having them hold their work in much higher regard. An increase in employee happiness, engagement, and morale means more productive employees.

This arrangement also reduces employee absenteeism and tardiness by allowing workers to flex hours around home and family obligations.

Flexible work arrangements may be offered to designated employees as determined by the City Administrator. Flexible work arrangements are not appropriate for all employees or positions and no employee is entitled or guaranteed the opportunity for a flexible work arrangement.

Requested Council Direction

Staff is seeking Council direction to move forward with implementing the Flexible Work Arrangement Policy. If approved, staff will request formal Council approval at the December 13, 2021 City Council meeting.

Attachments

Flexible Work Arrangement Policy



City of Lino Lakes Flexible Work Arrangement Policy

Purpose

The purpose of this policy is to establish guidelines for a flexible work arrangement at the City of Lino Lakes. This policy governs work-life opportunities for the staff at the City of Lino Lakes. Flexible work arrangements may be offered to designated employees as determined by the City Administrator. Flexible work arrangements are not appropriate for all employees or positions and no employee is entitled or guaranteed the opportunity for a flexible work arrangement. It is a management option, rather than a universal employee benefit.

Goal

The City's goal is to maintain or improve employee productivity while providing employees scheduling options that encourage a productive, healthy and safe workplace; and helps employees effectively integrate and manage their work and personal life responsibilities, and can enhance their overall well-being and improve job satisfaction.

A flexible work arrangement is a business and workplace strategy, not an employee benefit or employee right, and approval or denial is at the sole discretion of the City Administrator. The City seeks to effectively address the personal needs of employees and the needs of their respective departments and strives to provide for a responsibly managed workplace through careful selection, preparation, and accountability of supervisors, managers and leaders.

Criteria

The City supports a flexible work arrangement when it is reasonable and practical to do so and where operational needs will not be adversely affected. The City has sole discretion to determine which positions are appropriate for a flexible work arrangement. The City reserves the right to identify positions where work cannot be performed on a flexible basis and exempt those positions from being eligible for a flexible work arrangement.

Several criteria will be considered when determining whether an individual employee will be successful in their job in a flexible work arrangement including, but not limited to:

- The ability for the employee's work to be performed remotely or in a flexible schedule
- The employee's job knowledge and demonstrated dependability
- The ability to establish clear objectives and work independently

The City Administrator and department directors will be responsible for identifying all roles within the City where work can be performed on a remote or flexible basis either continuously or with intermittent rotation into the workplace.

The City will consider requests to work a flextime schedule or telework on a case-by-case basis considering the following non-exclusive factors: tenure, position, performance, manager support,

customer service needs, departmental/City needs, budget impact, access to support staff, and administrative burden. Not all positions may be suitable for teleworking and/or flextime scheduling. The City reserves the right to grant or deny requests in its sole discretion.

A flexible work arrangement does not change the terms and conditions of employment with the City. This program does not create a contract of employment and does not alter the employee's status. The terms and conditions of employment are governed by applicable rules, laws, City policies and practices.

The employee's duties, obligations, and responsibilities with the City remain unchanged. In a flexible work arrangement, the employee is expected to maintain the same level of performance, responsiveness and customer service whether they are teleworking or working on-site.

This program may be revoked or changed at any time at the City's sole discretion based on operational needs, position requirements, employee work performance, or other factors.

The City Administrator or department director may discontinue the approved flexible work arrangement in accordance with this policy at any time. Discontinuance, change or denial of a flexible work arrangement is not subject to appeal.

Types of Flexible Work Arrangements - Flextime

Flextime is an arrangement in which an individual's total number of hours worked over the course of a workweek (non-exempt employees) or a two-week pay period (exempt employees) does not change, but there is flexibility in an individual's scheduled starting and ending times; Starting/ending times may vary by day (example: Mon start at 7:30am, Tues-Friday start at 8:00am).

Process for Requesting Flextime

An employee must complete a flexible work arrangement request form and submit the form to their department director. The department director will meet with the employee to discuss the flexible work arrangement request and approve or deny the request. The department director will then route the approval form to the City Administrator who has the final approval. Once completely approved, the form is returned to Human Resources to be placed in the employees personnel file.

Types of Flexible Work Arrangements – Teleworking

Teleworking is a regular, routine arrangement that allows the employee to perform a portion of their job outside of the City office. This type of arrangement specifies the number of hours to be worked outside of the office and the specific days on which the work will occur. Employees must be self-disciplined, self-motivated, and comfortable working away from the office and without direct oversight. Positions suited for teleworking are those that can be performed successfully with minimal supervision and limited face-to-face contact. Teleworking is limited to a maximum of two days per week, depending on position. A reoccurring teleworking schedule cannot be changed due to holidays, weather, conferences, required meetings, etc.

Teleworking Work Hours

- Core Work Hours are defined as the hours between 8:00am - 4:30pm.
- All employees who are teleworking are expected to be available and working during the core business hours.
- Most employees will maintain a typical 8:00am - 4:30pm schedule. However due to individual circumstances, certain employees may maintain a different 8 hours work schedule with approval from their department director and the City Administrator.
- Any changes to the individual teleworking schedule must be communicated to all City employees.
- All employees are required to be logged on and active on Cisco Jabber during core business hours.

Teleworking Guidelines

- Each Department Director must ensure complete departmental coverage at all times.
- Work expectations will be established prior to authorizing the flexible work arrangement status for an employee.
- Employees must adhere to core business hours and will not be allowed to randomly, on any given day, decide what time they will start or end their work day.
- PTO/Sick/Vacation leave will be charged for any actual hours scheduled but not worked on a workday.
- Modified work schedules that result in additional overtime liability will not be allowed.
- The employee work location is assumed to be their principal residence/home.
- Workers compensation is not available for accidents occurred while teleworking in employee's principal residence/home.
- All City of Lino Lakes' policies, procedures, city rules, administrative directives, etc. are still in effect while teleworking. (i.e. drug and alcohol policy). In addition, the City dress code policy will be enforced for video conference meetings (cameras are required to be on).

Teleworking and Childcare

The focus of a telework arrangement remains on job performance and meeting City needs. A flexible work arrangement is not a substitute for dependent or childcare. Time spent working

cannot also be used for the care of dependents. Employees must report any work/child care scheduling conflicts to their director so schedule adjustments can be considered.

Teleworking Equipment and Work Environment

The employee is responsible for providing a telework environment that is safe and as conducive to productivity. The employee agrees to provide a secure location for City-owned equipment and materials, and will use such equipment for City business purposes only. The employee agrees to maintain a safe, secure and ergonomic work environment.

The employee may be required to provide personal furniture, phone, equipment, desktop or laptop computer, scanner, printer, and software, as well as internet connectivity. These expenses will not be reimbursed by the City. When city equipment is supplied, it must be used in an order to maintain compliance with data practices laws.

The cost associated with the initial and ongoing setup of the telework area at the employee's home is the sole responsibility of the employee. This includes payment of the teleworking employee's utilities (heat, electricity, etc.), internet, phone, printer, ink, and other expenses and supplies. Office supplies may be provided by the City and should be obtained in-office. Unused supplies should be returned to the City.

The City of Lino Lakes assumes no responsibility for any use, wear and tear, loss, or maintenance of employee-owned devices or systems.

Teleworking Security

Work done at the telework site is considered official City business. All City records, papers, and correspondence must be safeguarded and protected from unauthorized use or disclosure.

Employees are expected to ensure the protection of information and to adhere to data privacy and records retention laws. Employees must take care to ensure private and/or confidential data is not accessible and that proper methods are used to transmit any private/confidential data electronically.

Employees are required to comply with all data security standards established by the City. When allowed to telework, the employee must use an internet connection that is secure and locked to the public. The method of connecting to the City's network infrastructure must use the IT approved method of remote access and authentication. No telework will be done on a non-password protected Wi-Fi, or in any public place, or on a public Wi-Fi connection.

If the employee has access to confidential information or related infrastructure, then they also need to ensure that their telework environment complies with security rules related to maintaining the confidentiality of such information.

At no time may a computer that is connected remotely to the City network be left unattended without locking the screen. The employee must alert the IT staff if they believe their connection has been compromised in any way.

Employee Responsibilities during Teleworking

- Employees agree to be available during core business hours and fully accessible.
- Employees are responsible for providing a work area suitable to completing the work assigned. The area should be ergonomically appropriate, safe, and free from distraction.
- Employees agree to be responsive to Jabber, emails, telephone calls, voicemails, and text messages in the same manner they are when physically in the workplace. This includes participating in meetings via video, telephone or teleconference.
- Employees agree to either forward calls from their work phone to a cell/home phone or access voicemails through Outlook email during the hours of teleworking and must respond within a reasonable timeframe.

Note: All phone calls on a teleworker's personal phone are subject to the FOIA (Freedom of Information Act) rules and procedures.

- If any assignments or meetings take place that require the employee's physical presence in the office or other location, the employee is required to report to work or to said location and cannot be reimbursed for travel related expenses to the office.
- If an employee is required to step away from their work during the course of the workday and this absence would normally result in the employee using PTO/Vacation/Sick leave, the employee will need to notify supervisor and use leave for those hours.
- Hourly (non-exempt) employees are expected to accurately track all of their work hours in Employee Self Service. Failure to comply with time reporting and work schedule procedures could result in a flexible work arrangement privileges being revoked or reduced and could result in discipline.
- Hourly (non-exempt) employees are not permitted to work unauthorized overtime under any circumstances, unless they have received prior written approval from their department director and City Administrator.
- Employees are responsible for reading and understanding this policy.

If an employee has any questions regarding this policy or any questions regarding flextime or teleworking that are not addressed in this policy, please contact Human Resources.

WORK SESSION STAFF REPORT
Work Session Item No. 6

Date: December 6, 2021
To: City Council
From: Lisa Hogstad-Osterhues
Re: Annual Advisory Board Appointments

Background

Openings for the City’s advisory boards were advertised and applications have been received for terms expiring December 31, 2021. Attached is an outline of the applicants for each of the boards or committee.

- Planning & Zoning Board – 2 seats, 5 applicants
- Park Board 3 seats, 3 applicants
- EDAC – 5 seats, 4 applicants

Terms appointments are 3 years with the exception of the Park Board that had a resignation, therefore that Park Board term is for 2 years.

Requested Council Direction

The Council will discuss whether to appoint incumbents to Planning & Zoning, Park Board and EDAC or establish a date to interview applicants if so desired.

Attachments

Advisory Board Applicant List

2022-2024 Term Applicants
Advisory Boards and Committee

Planning & Zoning Board – 2 Seats

1. Neil Evenson - *Incumbent*
2. Michael Root - *Incumbent*
3. Ken Kennedy - *New*
4. Teresa O’Connell - *New*
5. Patrick Kohler - *New*

Park Board – 3 Seats – 1 Seat is for 2 years due to a resignation

1. Richard Jensen - *Incumbent*
2. Pat Huelman - *Incumbent*
3. David Termont - *New*

EDAC - 5 Seats

1. Jim Schueller - *Incumbent*
2. Don Johnson - *Incumbent*
3. Keith Hembre - *New*
4. Steve Marachek - *New*