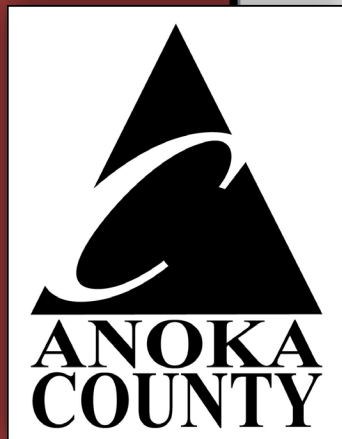


**CITY COUNCIL WORK SESSION AGENDA  
CITY OF LINO LAKES**

**Monday, May 2, 2022  
Community Room  
6:00 P.M.**

*Economic Development Authority Meeting precedes the work session at 5:30 p.m.  
(See separate agenda.)*

1. Anoka County Assessor – Preview for Board of Appeal and Equalization
- 1A Rookery Update, Rick DeGardner
2. ARPA Spend Overview, Hannah Lynch
3. Planning & Zoning Board Master Planning Recommendation, Michael Grochala
4. Aerial 11 Out of Service, John Swenson
5. Q1 2022 Public Safety Update, John Swenson
6. Council Updates on Boards/Commissions, City Council
7. Adjourn



**2022**  
**ASSESSOR'S**  
**REPORT**  
*BOARD OF APPEAL AND  
EQUALIZATION*

## 2022 Local Board of Appeal and Equalization

### Agenda

May 09, 2022

1. Call the Board of Review to Order
2. Roll Call
3. Read Official Notice of the Board of Review
4. Board Chair outlines the ground rules for the meeting. The specific ground rules may vary for each local board but should include:
  - Purpose of the meeting;
  - Remind property owners that only appeals for the current year valuation or classification may be made. The 2022 board is to review the assessment as of January 2, 2022, which will be used to compute the property taxes payable in 2023. Prior years' assessments or taxes (including taxes payable in 2021) are not within the jurisdiction of the board;
  - The order of the appellants - by appointment first, followed by walk-ins on a first-come basis. The board will also receive written appeals from property owners. The secretary will record the required information (name, mailing address, telephone number, and address of property, etc.)
  - The expectations of the appellant when presenting their appeal (i.e. the appeal must be substantiated by facts; where the appellant should stand or sit; the appellant should be prepared to answer questions posed by the board, etc.);
  - Time limits imposed (if any);
  - The procedure the board will follow for making decisions (Will the board hear all appeals before making any decisions? Will the board send a letter to appellants to inform them of the decision? Etc.) The Board may correct any erroneous valuation and add any omission of properties or increase of value after due process. The total decrease of valuations may not exceed one percent of the total valuation of the taxing district;
5. The Board Chair should give the assessor the opportunity to present a brief overview of the property tax process and a recap of the current assessment.
6. Appellants should then present their appeals to the board.

If the assessor has had a chance to review the property prior to the meeting, the assessor can present facts and information either supporting the valuation and or classification, or recommend that the board make a change. If the assessor has not had a chance to review the property prior to the meeting, the board may ask the assessor to review the property and present his/her findings to the board at a reconvene meeting.

7. Recess or Close the Meeting.

(If needed, the meeting will be reconvened at a date to be determined. The Board of Appeal and Equalization of any city must complete its work and adjourn within twenty days from the time of convening as specified in the notice of the clerk, unless a longer period is approved by the Commissioner of Revenue. No action taken subsequent to such date shall be valid.)

# Understanding Your Assessment and Appeal Options

## Assessment Process Timeline

In Minnesota it is the duty of the Assessor to value and classify property. This is done annually as of the assessment date of **January 2<sup>nd</sup>**. Each year's assessment is based on arms-length transactions (sales that meet the criteria of an open market transaction, see [market value definition below](#)) that occurred the **previous October thru September**. When the assessment is completed the local taxing jurisdictions begin their budgeting process for the following year. They use the total assessment to determine their tax base and develop their tax rates (formerly referred to as mill rates). All aspects of the assessment, including but not limited to the assessment date, sales period for each assessment and property tax classification are dictated by state statute and under the oversight of the Minnesota Department of Revenue.

## Market Value Defined

As in private appraisal, Market Value is defined as:

*The most probable price that a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by any undue stimulus. Implicit in this definition are the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:*

- *buyer and seller are typically motivated;*
- *both parties are well informed or well advised, and acting in what they consider their own best interests;*
- *a reasonable time is allowed for exposure in the open market;*
- *payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto;*
- *the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale (a foreclosure sale or a short sale [a sale to avoid foreclosure] is not considered an arms-length transaction).*

## Mass Appraisal Defined

Property values for Minnesota real estate tax purposes are determined via mass appraisal. Mass appraisal is the practice of determining individual values based on statistical analysis of a group of sales for a large area. The values are determined as of a specific date and are based on arms-length transactions that occurred during a specified sales period.

## Sales Statistics Defined

We have the ability by using statistical analysis to test the accuracy of the assessment. We use these statistics to ensure equity between properties at the neighborhood, municipal and county levels. The Minnesota Department of Revenue also uses these same techniques to test for equity between counties. The primary statistics used are:

**Median Ratio:** This is a measure of central tendency that is the midpoint of a group of sales ratios when arrayed from low to high. The median is a useful statistic as it is not affected by extreme ratios.

**Aggregate Ratio:** This is the total market value of all sale properties divided by the total sale prices. It, along with the mean ratio, gives an idea of our assessment level. Within the city, we constantly try to achieve an aggregate and mean ratio of 94% to 95% to give us a margin to account for a fluctuating market and still maintain ratios within state mandated guidelines. Also referred to as the **Weighted Mean**.

**Mean Ratio:** The mean is the average ratio. We use this ratio not only to watch our assessment level, but also to analyze property values by development, type of dwelling and value range. These studies enable us to track market trends in neighborhoods, popular housing types and classes of property.

**Coefficient of Dispersion (COD):** The COD measures the accuracy of the assessment. It is possible to have a median ratio of 93% with 300 sales, two ratios at 93%, 149 at 80% and 149 at 103%. Although this is an excellent median ratio, there is obviously a great inequality in the assessment. The COD indicates the spread of the ratios from the mean or median ratio.

The goal of a good assessment is a COD of 10 to 20. A COD under 10 is considered excellent and anything over 20 will mean an assessment review by the Department of Revenue.

**Price Related Differential (PRD):** This statistic measures the equality between the assessments of high and low valued property. A PRD over 100 indicates a regressive assessment, or the lower valued properties are assessed at a greater degree than the higher. A PRD of less than 100 indicates a progressive assessment or the opposite. A perfect PRD of 100 means that both higher and lower valued properties are assessed exactly equal.

## Appeals Procedure

Each spring Anoka County sends out a property tax bill (based on the prior year assessment) along with the Notice of Valuation and Classification. Three factors that affect the tax bill are:

1. The amount your local governments (town, city, county, etc.) spend to provide services to your community;
2. The **estimated market value** of your property;
3. The **classification** of your property (how it is used).

The assessor determines the final two factors. You may appeal the value or classification of your property as described on the next page.

## Informal Appeal

- Property owners are encouraged to call the appraiser or assessor whenever they have questions or concerns about their market value, classification of the property, or the assessment process.
- Almost all questions can be answered during this informal appeal process.
- When taxpayers call questioning their market value, every effort is made to make an appointment to inspect properties that were not previously inspected.
- If the data on the property is correct, the appraiser can show the property owner other sales in the market that support the estimated market value.
- If errors are found during the inspection, or other factors indicate a value reduction is warranted, the appraiser can easily make the changes at this time.

## Local Board of Appeal and Equalization

- The Local Board of Appeal and Equalization is typically made up of city council members or township board members. In certain cases, a special board is appointed and typically consists of real estate professionals.
- The Board meets during late April and early May.
- Taxpayers can make their appeal in person or by letter.
- If an interior inspection is denied no adjustment can be made to value per MN Statute.
- The assessor is present to answer any questions and present evidence supporting their value.

## County Board of Appeal and Equalization

- In order to appeal to the County Board of Appeal and Equalization, a property owner must first appeal to the Local Board of Appeal and Equalization.
- The County Board of Appeal and Equalization follows the Local Board of Appeal and Equalization in the assessment appeals process.
- Again, if an interior inspection is denied no adjustment can be made to value per MN Statute.
- Their role is to ensure equalization among individual assessment districts and classes of property.
- Decisions of the County Board of Appeal and Equalization can be appealed to the Minnesota Tax Court.

## Minnesota Tax Court

The Tax Court has statewide jurisdiction. Except for an appeal to the Supreme Court, the Tax Court shall be the sole, exclusive and final authority for the hearing and determination of all questions of law and fact arising under the tax laws of the state. There are two divisions of tax court: the small claims division and the regular division.

The **Small Claims Division of the Tax Court** only hears appeals involving one of the following situations:

- The assessor's estimated market value of the property is less than \$300,000
- The entire parcel is classified as a residential homestead and the parcel contains no more than one dwelling unit.
- The entire property is classified as an agricultural homestead.
- Appeals involving the denial of a current year application for homestead classification of the property.

The proceedings of the small claims division are less formal and property owners often represent themselves. There is no official record of the proceedings. ***Decisions made by the small claims division are final and cannot be appealed further. Small claims decisions do not set precedent.***

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The **Regular Division of the Tax Court** will hear all appeals, including those with the jurisdiction of the small claims division. ***Decisions made here can be appealed to a higher court.***

The principal office for the Tax Court is in St. Paul. However, the Tax Court is a circuit court and can hold hearings at any other place within the state so that taxpayers may appear with as little inconvenience and expense to the taxpayer as possible. Appeals of property located in Anoka County are heard at the Anoka County Courthouse. Three judges make up the Tax Court. Each may hear and decide cases independently. However, a case may be tried before the entire court under certain circumstances.

The petitioner must file in tax court on or before April 30 of the year in which the tax is payable.

## Lino Lakes Assessment Overview

### Lino Lakes Assessment Staff

Name	Position	License Level	Responsibility
Shawn Halligan	Residential Appraiser	AMA	Residential 1-3 Units
Amanda Stenzel	Associate Appraiser	CMA – In Process	Residential 1-3 Units
Alex Guggenberger	County Assessor	SAMA	Countywide Oversight

### City of Lino Lakes Property Breakdown

Property Type	Number of Parcels
Vacant Residential	625
Improved Residential	7,229
Agricultural (Vacant & Improved)	167
Apartment (Vacant & Improved)	8
Commercial/Industrial (Vacant & Improved)	210
Public Utility	24
Mobile Homes	94
Exempt	696
<b>Total</b>	<b>9,052</b>

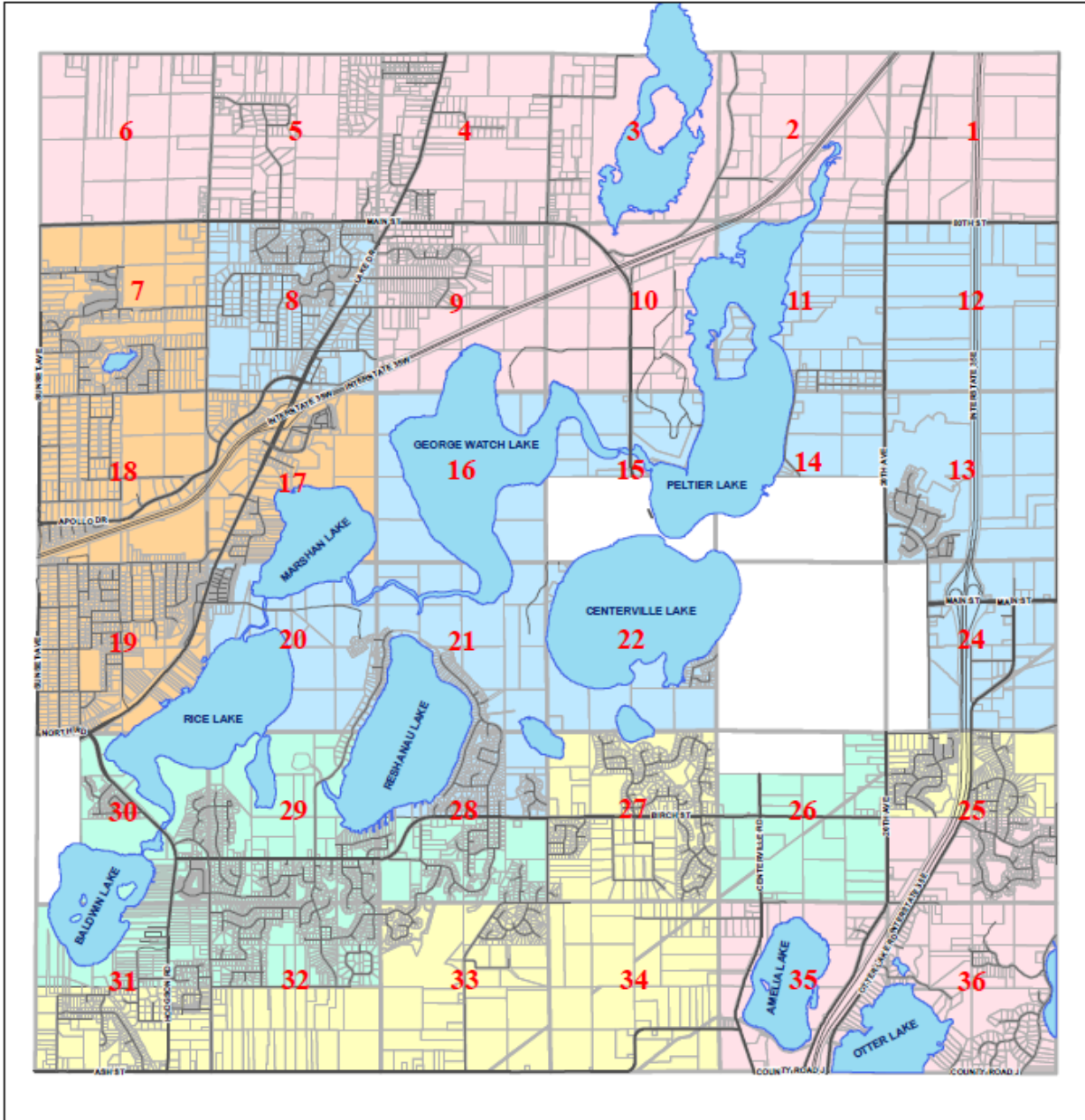
### 2022 Assessment

As part of this mass appraisal process, all properties are re-valued annually based on the information on record. Properties are physically inspected, and property records reviewed once every 5 years (as statutorily required). This is an ongoing process whereby 20% (referred to as quintile) of a city is inspected each year so that in a cycle of 5 years all properties have been inspected at least once. In addition to this quintile review, properties are also inspected when there is a building permit issued or at the request of the property owner. The sale of a property does not initiate a reassessment. The map on the next page depicts the residential quintile plan for the next 5 years. Quintile Maps are also available on our Public Website. For further information go to: [anokacounty.us/3574/Property-Assessment](http://anokacounty.us/3574/Property-Assessment)



# Lino Lakes

## 5 Year Quintile Map



**Legend**

Sections	2022	2024
2021	2023	2025



© Project/Assessor/Year/Quintile Maps/2020

As stated earlier, Minnesota state law governs the assessment date, which is January 2nd of each year, as well as the sales periods associated with each assessment date.

The 2021 assessment which was used for tax calculations this year (2022) was based on transactions that closed between October 1<sup>st</sup>, 2019 and September 30<sup>th</sup>, 2020. Property owners were notified of their 2021 value on their **Notice of Valuation and Classification** (also referred to as a **valuation notice**). The notices were mailed out in April of 2021 in the same envelope as the tax statement. The appeals process took place at the municipal level during the month of April of 2021 and at the county level in June of 2021. At this point, if a property owner wishes to appeal their 2021 assessment (for taxes payable 2022) their only option is to file a tax court petition. This must be done no later than April 30<sup>th</sup>, 2022.

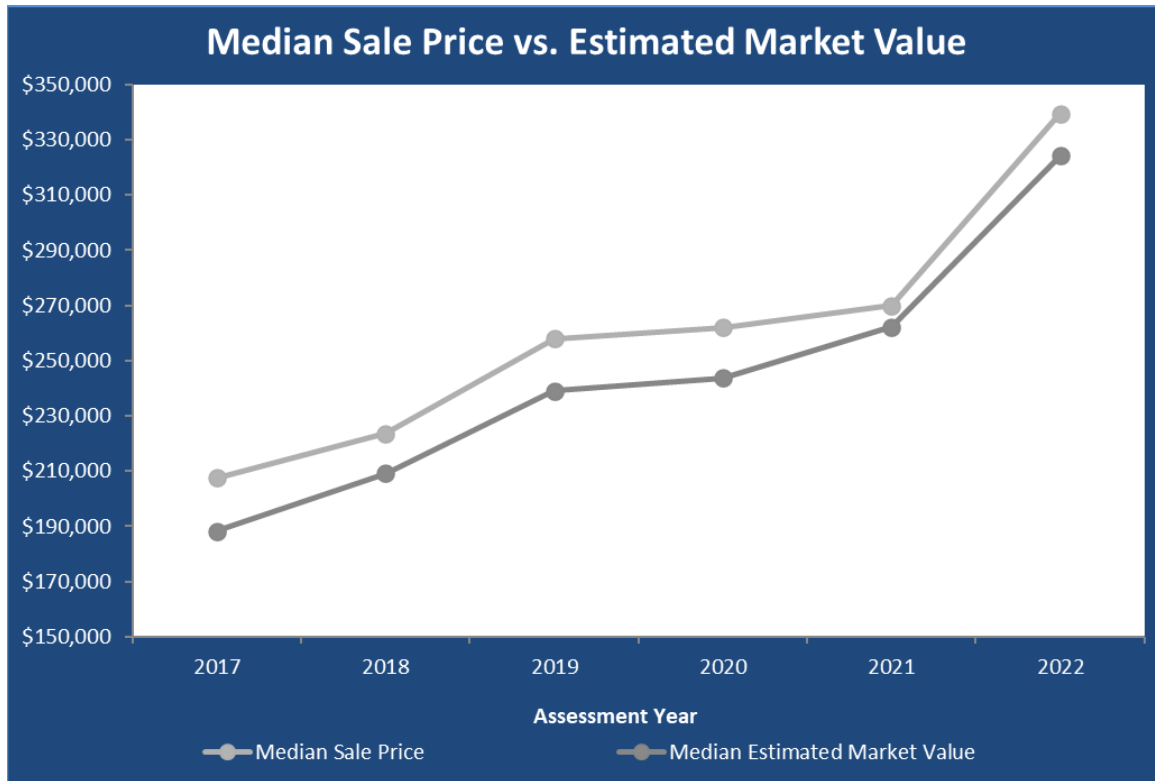
The 2022 assessment was completed in February and the valuation notices were mailed the week of March 21<sup>st</sup>. The 2022 assessed value will be used for tax calculation purposes next year. The sales period associated with this assessment is October 1<sup>st</sup>, 2020 thru September 30<sup>th</sup>, 2021. As with past assessments, the local appeals process will begin in April and finish up in June. The options and requirements to appeal this assessment are listed on the back of the valuation notice. If a property owner has an issue with their 2022 assessment, the first thing they should do is contact their local assessor. The phone numbers are listed on their valuation notice.

Please note that only arms-length sales that closed between October 1<sup>st</sup>, 2020 and September 30<sup>th</sup>, 2021 have been used to determine valuations for the 2022 assessment, for taxes payable in 2023.

The following chart may be helpful in following the timeline of your assessment:

SALES PERIOD	ASSESSMENT DATE	TAX YEAR
October 1, 2018 to September 30, 2019	January 2, 2020	2021
October 1, 2019 to September 30, 2020	January 2, 2021	2022
October 1, 2020 to September 30, 2021	January 2, 2022	2023

We are aware that due to the time frames we are required to work within it sometimes appears as though the assessor’s estimated market value does not represent the market. It seems lower than it should be during times of inflation and higher than it should be in times of deflation. The following chart illustrates the relationship between assessed values and actual sale prices; and how the assessor’s market values have been following the changes as they occur in the open market.



Note: The Median Assessor’s Estimated Market Value represents the homes that are in the sales study.

One important thing to remember is the assessment process is completed **before** the budgeting process begins. Assessors do not adjust values in order to increase revenue. There is little correlation between changes in assessments due to market changes and how the resulting real estate tax changes. When we adjust assessments due to market conditions, all properties are adjusted. The only time that an adjustment in an assessor’s estimated market value will have an impact on the increase or decrease in tax is if the change in value is due to value added for new construction or value removed due to demolition/destruction of an improvement.

### 2022 Sales Statistics – Residential

The table below uses various sales metrics to compare how the residential market in Lino Lakes performed compared to the rest of the county. The sales study figures were gathered using Northstar MLS data.

Metric	Lino Lakes	Countywide
Average Sale Price & % Change (YOY)	\$410,800(+15.75%)	\$355,400(+12.9%)
Median Sale Price % Change (YOY)	\$400,000(+14.28%)	\$327,500(+14.11%)
Median Days on Market (DOM)	8	9
# of Sales & % Change (YOY)	413(-3.06%)	6597(+.007%)
# of Arm’s Length Sales & % Change (YOY)	413(-3.06%)	6540(+1.63%)
# of Non-Arm’s Length Sales & % Change (YOY)	None	57(-12.31%)

## 2022 Sales Ratio Statistics

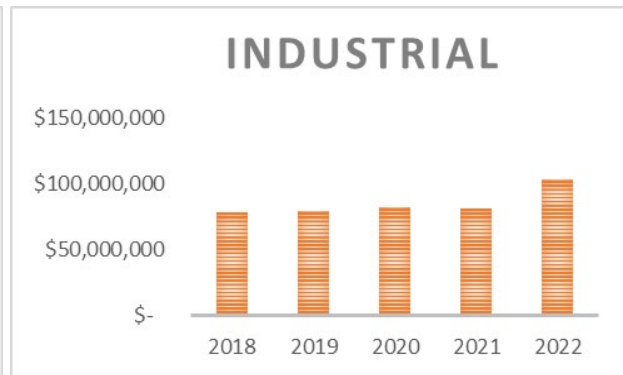
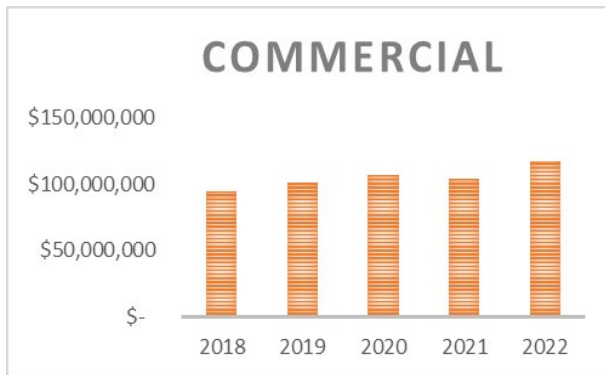
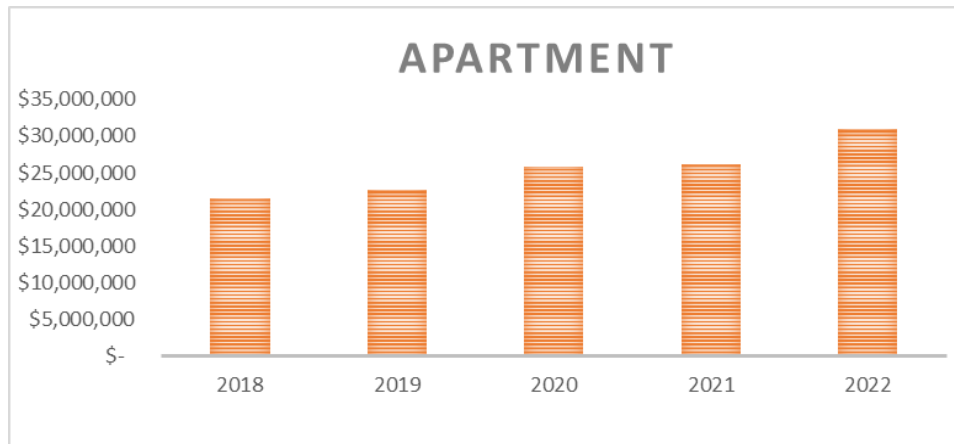
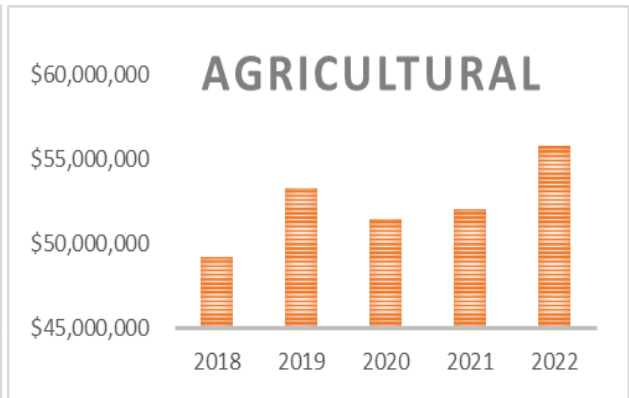
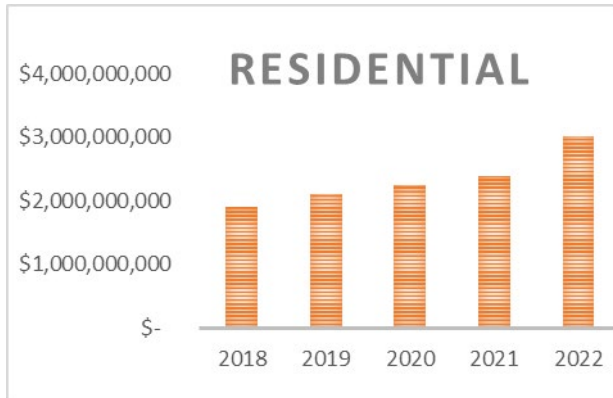
The tables below display the final adjusted sales ratios for Residential, Apartments, Commercial, and Industrial properties. All the numbers are within State of MN requirements and indicate a high-quality assessment with good equalization.

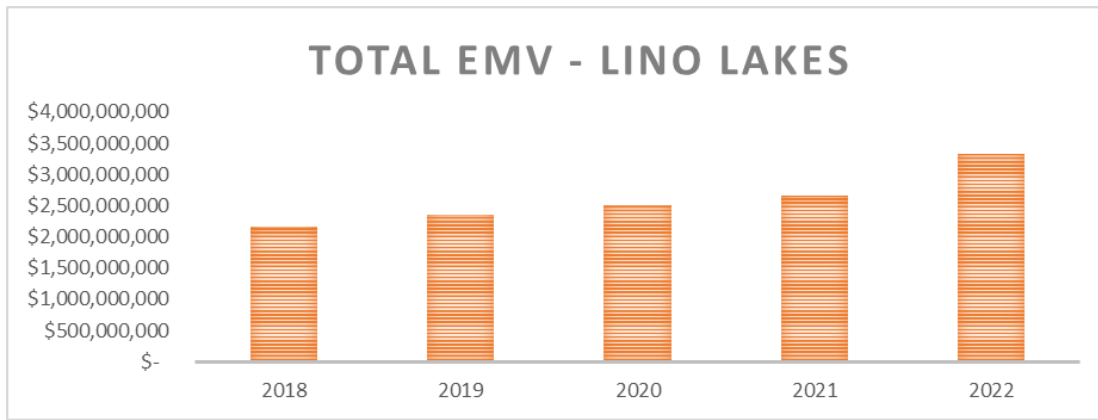
Residential	2021 Sales Study Period Oct 1st 2020 thru Sept 30 2021		
City/Town	Qualified Sales	Median Ratio	COD
Andover	553	94.05%	8.39
Anoka	263	93.99%	6.27
Bethel	11	94.06%	2.64
Blaine	1130	94.10%	5.91
Centerville	64	94.86%	5.21
Circle Pines	101	93.30%	6.94
Columbia Heights	401	94.34%	6.77
Columbus	36	94.57%	7.87
Coon Rapids	928	94.53%	5.23
East Bethel	158	94.49%	8.49
Fridley	374	94.46%	6.43
Ham Lake	161	94.40%	10.89
Hilltop	1	93.91%	
Lexington	18	97.42%	12.61
Lino Lakes	228	94.09%	6.43
Linwood	78	94.36%	12.81
Nowthen	47	95.15%	8.12
Oak Grove	130	94.34%	8.31
Ramsey	543	94.34%	8.31
Spring Lake Park	89	94.55%	6.28
St. Francis	151	94.78%	5.64
<b>Countywide</b>	5465	94.35%	6.97

2021 Sales Study	Classification	Number of Sales	Ratio	COD
Countywide	Apartment	25	93.00%	9.2
Lino Lakes		0	N/A	N/A
Countywide	Commercial	42	97.64%	18.21
Lino Lakes		2	N/A	N/A
Countywide	Industrial	46	92.48%	10.62
Lino Lakes		1	N/A	N/A

### Market Value History

The graphs below indicate how aggregate values have changed over the last 5 years for each of the four largest property types.





## 2022 Market Value Statistics & New Construction

The tables below indicate the percentage change (YOY) for each of the four largest property types as well as the total market value. The increase due to New Construction (NC) is also included in the table below.

Property Type	2022 EMV	% Increase/Decrease	% Increase Due to NC
Residential	\$ 3,026,497,900	26.26%	3.80%
Agricultural	\$ 55,837,200	7.32%	0.90%
Apartment	\$ 31,023,300	18.26%	-
Commercial	\$ 117,836,900	13.24%	1.92%
Industrial	\$ 103,514,500	27.69%	0.005%
Total EMV	\$ 3,338,173,100	25.33%	3.52%

**WORK SESSION STAFF REPORT**  
**Work Session Item No. 1A**

**Date:** May 2, 2022  
**To:** City Council  
**From:** Rick DeGardner, Public Services Director  
**Re:** Rookery Update

**Background**

Staff will present an update on the Rookery Activity Center, including progress on renovations, operations, memberships, and the proposed opening date!!!

**Requested Council Direction**



**WORK SESSION STAFF REPORT**  
**Work Session Item No. 2**

**Date:** May 2, 2022  
**To:** City Council  
**From:** Hannah Lynch, Finance Director  
**Re:** ARPA Spend Overview

**Background**

American Rescue Plan Act (ARPA) funds in the amount of \$2,417,213.82 was allocated to the City of Lino Lakes. Half of the allocation was received in 2021 with the second half expected in July 2022.

The City elected the standard allowance available under the revenue loss provision of ARPA and may spend all allocated funds for the provision of government service to re-open the Rookery Activity Center and, if needed, other pay-go spending for capital improvements and purchases.

The attached ARPA Spend Overview details the appropriated amount of ARPA dollars to Rookery renovations and pre-opening expenditures as well as how much of the appropriated dollars have been spent through April 2022.

**Requested Council Direction**

Staff is prepared to discuss the ARPA Spend Overview.

**Attachments**

ARPA Spend Overview

**ARPA Spend Overview - Rookery Renovations and Pre-Opening Expenditures**

Actuals through 4/25/2022

Item	Appropriated Amount	Spent Amount	Project Status	Project Description
<b>Admin Offices</b>				
Cubicles	\$ 10,500.00	\$ 5,275.16	Down Payment	
Flooring (carpet)	\$ 6,000.00	\$ 1,196.80	In Progress	
Lighting (LED upgrades)	\$ 8,613.50	\$ 8,613.50	Complete	Upgrades in admin offices, copy room, and front desk
<b>Child Watch</b>				
Doors	\$ 2,500.00			
Flooring (carpet)	\$ 13,587.08	\$ 13,587.08	Complete	
Lighting (LED upgrades)	\$ 4,886.00	\$ 4,886.00	Complete	Upgrades in child watch & hallways
Toys & Furnishings	\$ 10,000.00			
<b>Fitness/Studio Area</b>				
Flooring (carpet/tile)	\$ 37,968.60	\$ 37,968.60	Complete	Carpet tile and thick rubber flooring
Flooring (resurface)	\$ 5,522.00	\$ 5,522.00	Complete	Sand and finish
Dehumidifier - Daikin	\$ 6,350.00	\$ 6,350.00	Complete	Studio
Lighting (LED upgrades)	\$ 10,040.74	\$ 10,040.74	Complete	Lighting upgrades, fan install, outlets for lights (wire equipment at 2nd floor)
Paint	\$ 3,750.00	\$ 3,750.00	Complete	Entire upper level including studio. City provided the paint.
<b>Front Desk/Lobby</b>				
Temporary Security Cameras	\$ 700.00			
<b>General Facility</b>				
Office Supplies	\$ 2,000.00	\$ 1,075.86	N/A	
Maintenance Supplies	\$ 25,000.00	\$ 18,711.03	N/A	Paint, ceiling tiles, pool vacuum & maint kin, interior signage, storage racks
Small Tools/Equip	\$ 10,000.00	\$ 6,715.26	N/A	Floor scrubber, credit card readers
Professional Services	\$ 40,000.00	\$ 28,063.60	N/A	Architect services, install block & window in gym, electrical & wiring
Advertising	\$ 499.78	\$ 499.78	N/A	
Rental Equipment	\$ 747.36	\$ 747.36	N/A	Scissor lift
Computers and Hardware	\$ 12,251.93	\$ 12,251.93	Complete	Front Desk and full-time staff
Door Access	\$ 13,129.00			Main doors and admin offices - same system at all City buildings
Electrical Plates & Electric Relocate	\$ 11,200.00		In Progress	New electrical plates & electric relocate for outdoor building sign
Electronic Message Board	\$ 3,767.64	\$ 3,767.64	Complete	TVs and digital signage customization software
Fiber Cable Extension	\$ 48,503.00	\$ 48,503.00	Complete	Run fiber from Civic Complex, run from back HVAC room to network closet
Flooring and Tile Contract	\$ 186,022.00	\$ 160,648.85	In Progress	Tile in lobby, main hallway, locker rooms. Carpet in main vestibule, lobby sitting area, service counter, birthday party room, and childcare entrance. Wall tile in locker rooms.
Furniture	\$ 75,000.00		In Progress	
HVAC Roof Top Unit (RTU) #1	\$ 18,000.00		In Progress	
Key Cores - Repin	\$ 8,000.00			
Landscaping/Building Exterior	\$ 25,000.00			Exterior cleaning will be done in-house
LED Retrofits	\$ 5,000.00	\$ 4,410.00	In Progress	
Murals/artwork	\$ 2,025.00	\$ 2,025.00	Complete	Logos behind front desk & locker rooms, pool area mural
Paint				
Mezzanine Railings and Door Frames	\$ 3,900.00	\$ 3,900.00	Complete	
Remaining Areas	\$ 46,950.00	\$ 46,950.00	Complete	Paint walls and ceilings in gym, activity center, kids area, offices, common areas
Parking Lot	\$ 172,233.15	\$ 8,736.25	Awarded Contract	Mill & overlay, upgrade ADA compliance
Security System	\$ 28,000.00			Equipment & install
Signage				
Exterior	\$ 15,950.00	\$ 8,497.50	Down Payment	Illuminated Halo Stud "The Rookery Activity Center" sign

Item	Appropriated Amount	Spent Amount	Project Status	Project Description
Interior	\$ 10,000.00			
Washer/dryer	\$ 15,256.00	\$ 15,256.00	Complete	30lb capacity washer, 50lb capacity dryer
Towels	\$ 1,229.00			
Window Cleaning	\$ 3,075.00			
<b>Gymnasium</b>				
Equipment (Sport/Gym)	\$ 5,000.00			
Flooring (resurface)	\$ 24,869.00	\$ 12,434.50	In Progress	Sand and finish. Restriping and new logo.
Base Tile	\$ 4,670.00			
<b>Locker Rooms</b>				
Benches	\$ 2,000.00			
Countertops	\$ 5,789.85	\$ 5,789.85	Complete	
Lockers	\$ 96,500.00	\$ 57,500.00	Down Payment	Removal of existing and installation of new high phenolic lockers
Sloped Tops	\$ 18,500.00			Change order for sloped tops
Partitions	\$ 19,982.44	\$ 19,982.44	Complete	(8) Solid Plastic Stalls, (1) Urinal Screen, (14) Shower Stalls w/ Curtains
Plumbing (showers)	\$ 7,915.00	\$ 7,915.00	Complete	Replaced shower heads, valves, trim, and handheld fixtures
Plumbing (touchless fixtures)	\$ 24,115.00			Hands free plumbing fixtures
Sauna Unit	\$ 2,200.00			
<b>Party Room</b>				
General Carpentry	\$ 52,269.99	\$ 52,269.99	Complete	Renovating previous conference room
<b>Pool Area</b>				
Dehumidification Unit	\$ 130,600.00	\$ 58,875.00	In Progress	Supplies heating, cooling, and dehumidification to the pool area
Equipment (Pool)	\$ 16,000.00	\$ 10,154.88	In Progress	Kickboards, life vests, lap lane pennants, pool rope, racing line lane, lane reel, ring buoy, aqua jogger, water volley & spine board kit, AED
License Fee	\$ 2,700.00			
Mechanical Systems Replacement and Repairs	\$ 51,930.00			New fans, assemblies, motors, belts, and balancing the ventilation system.
Paint	\$ 64,900.00	\$ 64,900.00	Complete	Entire pool area and the three locker rooms
Pool Deck Furniture	\$ 3,100.00			
Pre-Opening	\$ 65,000.00		In Progress	New water feature, R&M existing infrastructure, provide safety equipment & signage
Pool Start-up/Operator Training	\$ 6,000.00			Filling of pools, equipment start-up, balancing of pool chemicals, operator training
Wall Tile	\$ 7,565.00		In Progress	Wall tile by shower
Waterslide (refurbish)	\$ 62,700.00	\$ 21,945.00	Down Payment	
<b>Services/Support</b>				
Branding/Marketing	\$ 5,000.00	\$ 5,000.00	Complete	Marketing Consultants
CivicPlus	\$ 95,250.00	\$ 63,730.01	In Progress	Recreation software & website
Isaac Sports Group	\$ 3,000.00	\$ 1,600.00	In Progress	
<b>Other</b>				
Contingency	\$ 36,500.00			
Operating Deficit	\$ 500,000.00			
<b>GRAND TOTAL</b>	<b>\$ 2,217,213.06</b>	<b>\$ 850,045.61</b>		

**WORK SESSION STAFF REPORT**  
**Work Session Item No. 3**

**Date:** May 2, 2022  
**To:** City Council  
**From:** Michael Grochala, Community Development Director  
**Re:** Planning and Zoning Board Master Plan Recommendation

**Background**

The 2040 Comprehensive Plan identifies gateway locations, the need to strengthen and maintain the appearance of gateways, and recommendation to complete master planning studies were identified. These areas are detailed in Chapter 3: Land Use-Planning District section of the Comprehensive Plan.

At their February 9 meeting, the Planning and Zoning Board discussed the need to prepare master plans for key developing areas of the City. The board initially identified the Sunset Avenue/Main Street Corridor, the Lake Drive and Main Street intersection, and the Main Street/35E corridor from 21<sup>st</sup> to 24<sup>th</sup> Avenues as priority study areas. Each of these areas are currently under some level of development planning or interest.

At their April 13 meeting, the board refined their project scope to recommend, for City Council consideration, that the City retain professional services to prepare a gateway design study encompassing the identified locations in the Comprehensive Plan.

**Analysis**

The Implementation section of the Comprehensive Plan (Chapter 12) identifies a number of proposed actions and timing to implement the plan. These items are used to develop an annual work plan and support for project inclusion in the annual budgeting process.

The development of design guidelines related to gateways is identified as a short term action (1-5 years). The completion of master plans in individual planning districts is included in the medium priority category.

Staff would suggest the development of gateway design standards is a priority goal. This study would look at all gateway locations as a whole to develop a uniform treatment when improvements are proposed and funding is available. These areas include:

- Lake Drive and 35W – 2022 budget includes increased funding for boulevard landscaping.
- Sunset Avenue and Main Street – Key western gateway into city – Robinson Farms being considered for development.

- Lake Drive and Main Street – principal crossroad in City – NW corner being considered for redevelopment.
- Main Street and 35E – Developing commercial center – NE Master Plan underway.
- County Road J and 35E – Southeastern Gateway to City – Planning underway for reconstruction of bridge and CRJ corridor from Centerville Road to Otter Lake Road.
- County Road J and Hodgson Road – Southern Gateway – Lyngblomsten redevelopment in northwest corner – Planning for reconstruction of CRJ and Hodgson in progress.

Approximately \$34,000 is budgeted annually in the Planning budget for code updates, small area plans, and other consultant services. The zoning ordinance will be completed in 2022 along with the sign ordinance. We are also intending to potentially start the update of the Shoreland Ordinance. In addition, the Council recently authorized a master planning process for 400 acres of commercial/industrial land northeast of the 35E/Main Street corridor.

If the City Council is interested in pursuing this recommendation staff can reevaluate future project and funding priorities.

**Requested Council Direction**

Staff is requesting City Council direction regarding the Planning and Zoning Board's recommendation.

**WORK SESSION STAFF REPORT**  
**Work Session Item 4**

**Date:** May 2, 2022  
**To:** City Council  
**From:** John Swenson, Public Safety Director  
**Re:** Aerial 11 Out Of Service

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**Background**

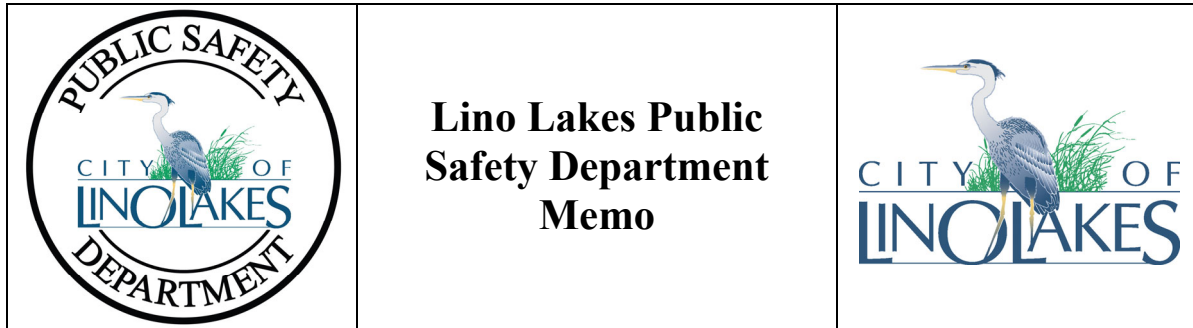
During the annual inspection of Aerial 11 a frame failure was noted which required that this piece of apparatus be taken out of service.

The attached memo from Fire Division Deputy Director Dan L'Allier dated April 26<sup>th</sup> provides further details on the inspection, fire suppression implications, and potential options to address this issue.

Staff is seeking Council direction.

**Attachments**

Memo dated April 26, 2022 from Deputy Director Dan L'Allier



DATE: April 26, 2022

TO: John Swenson, Public Safety Director

FROM: Dan L’Allier, Deputy Public Safety Director – Fire Division

RE: Aerial 11 Out of Service

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On April 8, Aerial 11 had its annual OSHA (Occupational Safety and Health Administration) and NFPA (National Fire Protection) Inspection. The apparatus failed the inspection and was placed “Out of Service” due to the vehicle’s frame having catastrophic rust jacking. This problem was first found at the annual inspection and five-year nondestructive test that was completed shortly after we took possession from the Centennial Fire District in 2016. At that time, it was noted that this rust jacking was significant but the defect was listed as a Class 2, this did not place the truck out of service. The recommendation was to monitor the damage to make sure it did not become catastrophic. At that time, I received a price to replace the frame rails on the truck. The repair was greater than the value of the truck.

Each year, American Test Centers would inspect the truck and monitor the progress of the rust. This year, the rust was too great and the truck failed the inspection. With the inspection failure, this also places the complete truck “Out of Service”. The truck cannot be driven. This is because the major frame defect also violated DOT (Department of Transportation) regulations.

I reached out to Lance Olson with EAM (Emergency Apparatus Maintenance) to help navigate through getting an answer as to if the truck is repairable. This was made difficult because the truck was not built from the ground up by one manufacturer. The cab and chassis were built by Freightliner, the ladder was built by RK Ladders in Fremont, Nebraska, and the truck body was finally assembled at Toyne Fire Apparatus in Breda, Iowa. Lance Olson was able to get me in touch with the Engineering Department of all these companies. It was clear that no matter what repair we used, it had to be approved by the frame manufacturer and that was Freightliner. After contacting I State Freightliner and speaking with the Shop Foreman, Nick Terano, we were informed that due to the age of A11 (2000 model year) there are no replacement frame rails available nor any of these frame rails being manufactured any longer; therefore the damage to A11’s frame is not repairable.

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With this news, it really changed my thoughts on our long-term plan with this truck and our replacement of our 1992/1993 water tenders. The long-term plan was to use Aerial 11 as an Engine until we replaced the first of the pair of Tenders. The plan would require building a new Tender / Pumper. These trucks would include a larger cab for up to five firefighters. It would include a 1500 gallon per minute fire pump. A water tank that could carry up to 3000 gallons of water. This truck would also score for ISO as an Engine. Our current Tenders do not score as Engines with ISO. After we received our new Pumper/ Tenders, the plan was to liquidate Aerial 11. But now with Aerial 11 being placed out of service and not usable, this brings another concern. I investigated with three different fire apparatus builders (Custom Fire Apparatus of Osceola, Wisconsin, Rosenbauer Fire Apparatus of Wyoming Minnesota, and Fire Safety USA of Rochester, Minnesota.) what it would cost and how long it would take to move our current plan up to replace one of our tenders with a new Tender / Pumper. All three manufacturers were clear that the build cost has increased 25-30%. But the real bad news was the earliest we would see a truck after ordering is 30-36 months. They also stated this is today and they do not know what the future will be with components and steel shortages predicted in the future.

I have looked both locally and nationally for a quality used tender / pumper. I was not able to find a quality apparatus. I could find other tenders that are 30 years old, but no pumper / tenders. I was having a difficult time finding fire engines. I found a few and the price was astonishing. The few that I did find had high mileage and had been well used and the sale price was between \$200-300,000. With replacing Aerial 11 with an Engine, it only fixes one of our apparatus needs and that is the fire pump capacity. It does not answer our need to have reliable mobile water to fight fires in areas of our City that are not on our municipal water system.

I was able to find a local engine that is available through Custom Fire Apparatus for \$185-\$200,000. This apparatus would only answer the deficiency of the fire pump from Aerial 11. This would not allow us to move the tender replacements down the road. If anything, with what has been learned with the supply chain issues and delayed delivery of finished fire apparatus to 30-36 months, we would be wise to order the replacements for both tenders sooner than later.

The timing of this is further complicated with our scheduled Insurance Service Office (ISO) audit this summer. ISO is a company that rates fire departments and the surrounding communities on how well equipped they are to respond to and suppress fires when they occur. This rating is used by some homeowner insurance providers to establish homeowners insurance rates. During our last ISO audit in 2017 our ISO score improved from a 5/9 to 4/4Y, it should be noted that that ISO rating system the lower the number the better prepared a fire department is to conduct fire suppression services. With the reduction in pumping capacity that is a result of A11 being out of service we anticipated that our ISO will not be as good as reported in the 2017 audit.

We have a couple of options.

#### Option 1

Order two new pumper / tenders with delivery in three years. This would likely result in a negative impact on our ISO rating. It would confirm to the long-term plan for fire apparatus replacement and would reduce the size of the fire apparatus fleet. The estimated cost per pumper / tender would be between \$800,000 and \$900,000 given the current manufacturer's pricing.

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## Option 2

Replace Aerial 11 with a used fire engine to maintain the pumping capacity for approximately \$200,000. Order the replacement pumper /tenders for replacement in 2025 and 2026 as soon as possible. Evaluate our fire pump capacity needs and if they are sufficient in 2026 with the new pumper / tenders, then liquidate the used engine purchased this year in 2026.

**WORK SESSION STAFF REPORT**  
**Work Session Item 5**

**Date:** May 2, 2022  
**To:** City Council  
**From:** John Swenson, Public Safety Director  
**Re:** Public Safety Update

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**Update**

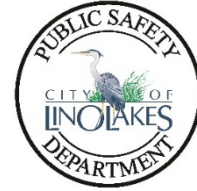
Staff will be on hand to present the 1st Quarter 2022 Public Safety Update.

**Attachments**

Q1 Quarterly Report



**Lino Lakes Public  
Safety Department**  
  
**QUARTERLY REPORT**  
**2022 Q1**  
**01/01/2022 – 3/31/2022**



CASE NUMBERS GENERATED					
YEAR	Q1	Q2	Q3	Q4	TOTAL
2022	2,531				
2021	2,766	3,027	3,338	3,007	12,138

STACKED CALLS REPORT					
	Q1	Q2	Q3	Q4	TOTAL
2022	11:06:10				
2021	9:50:25	22:07:41	33:39:48	46:27:26	112:05:20

- Average Response Time (emergency & non-emergency) 6 minutes.

MEDICAL CALLS FOR SERVICE					
YEAR	Q1	Q2	Q3	Q4	TOTAL
2022	222				
2021	182	205	201	231	819

- 2022 Q1 Average emergency response for medicals, 5 minutes and 11 seconds.
- 2022 Q1 Average non-emergency response for medicals, 5 minutes and 44 seconds.
- Police staff responded to all 222 medical calls for service (CFS) and POC fire staff responded to 14 medical CFS.



**FIRE DIVISION**

FIRE DIVISION					
NFR'S CODE	DESCRIPTION	Q1 2021		Q1 2022	
		P/FF	POC	P/FF	POC
100	Fire	7	7	8	8
200	Overpressure Explosion, Overheat - No Fire	0	0	0	0
300	Rescue & EMS Incidents	32	32	39	39
400	Hazardous Conditions - No Fire	12	7	9	7
500	Service Call	19	14	21	20
600	Good Intent Call	5	5	11	8
700	False Alarms & False Calls	18	10	22	14
800	Severe Weather & Natural Disaster	0	0	0	0
900	Special Incident	0	0	0	0
	<b>TOTAL</b>	<b>93</b>	<b>75</b>	<b>110</b>	<b>96</b>

P/FF = Police/Firefighter POC = Paid On Call Firefighters  
\* Please note no medical CFS are included in this table except motor vehicle accidents.

MUTUAL AID GIVEN					
	Q1	Q2	Q3	Q4	TOTAL
2022	16				
2021	7	9	7	2	25

MUTUAL AID RECEIVED					
	Q1	Q2	Q3	Q4	TOTAL
2022	2				
2021	2	2	4	4	12

**POLICE DIVISION**



NIBRS Description - Group A	Q1 2021		Q1 2022	
	Off	Arrest	Off	Arrest
Animal Cruelty	0	0	0	0
Arson	0	0	0	0
Aggravated Assault	5	5	4	4
Simple Assault	4	3	8	7
Intimidation	4	4	1	0
Burglary/Breaking & Entering	6	3	6	1
Counterfeiting/Forgery	2	1	0	0
Destruction / Damage / Vandalism of Property	22	5	15	5
Drugs/Narcotic Violation	25	25	17	13
Drug Equipment Violations	22	22	11	8
Embezzlement	0	0	0	0
Extortion / Blackmail	0	0	1	0
False Pretenses/Swindle/Con	5	2	4	2
Credit Card/Automated Teller Machine Fraud	2	0	1	0
Wire Fraud	0	0	1	0
Impersonation	1	1	0	0
Identity Theft	19	0	11	0
Hacking/Computer Invasion	0	0	1	0
Kidnapping/Abduction	0	0	0	0
Murder & Nonnegligent Manslaughter Person	0	0	0	0
Shoplifting	5	4	9	3
Theft from Building	5	1	2	1
Theft from Motor Vehicle	13	0	9	0
Theft of Motor Vehicle Parts or Accessories	4	0	2	1
All other Larceny	14	7	25	6
Motor Vehicle Theft	3	2	1	0
Robbery	0	0	0	0
Forcible Rape	1	1	0	0
Forcible Sodomy	2	2	0	0
Forcible Fondling	1	1	0	0
Stolen Property Offenses	4	4	0	0
Weapon Law Violations	2	2	1	1
<b>TOTAL</b>	<b>171</b>	<b>95</b>	<b>130</b>	<b>52</b>
<b>Solve Rate</b>	<b>56%</b>		<b>40%</b>	

NIBRS Description - Group B	2021		2022	
	Off	Arrest	Off	Arrest
Bad Checks	0	0	0	0
Curfew/Loitering/Vagrancy Violation	0	0	0	0
Disorderly Conduct	6	5	12	5
Driving Under Influence	27	27	34	31
Family Offenses, Nonviolent	0	0	0	0
Liquor Law Violations	7	7	2	2
Trespass of Real Property	0	0	6	6
<b>TOTAL</b>	40	39	54	44
<b>SOLVE RATE</b>	<b>98%</b>		<b>81%</b>	

2020/2021 Overall Clearance Rate	Q1 2021		Q1 2022	
	Off	Arrest	Off	Arrest
Group A	171	95	130	52
Group B	40	39	54	44
<b>TOTAL</b>	211	134	184	96
<b>SOLVE RATE</b>	<b>64%</b>		<b>52%</b>	

2020/2021 Clearance Rate	Q1 2021			Q1 2022		
	Off	Arrest	Solve Rate	Off	Arrest	Solve Rate
Property Crimes	105	30	29%	87	19	22%
Crimes Against People	13	12	92%	12	11	92%

FELONY CASE FILE SUBMISSIONS					
YEAR	Q1	Q2	Q3	Q4	TOTAL
2022	4				
2021	15	19	34	14	82

### **Q1, 2022 Notable Actions & Events**

- February 3, Career Fair Alexandria Technical and Community College
- February 25, 6<sup>th</sup> Annual Guns N Hoses Charity Classic Hockey game
- March 3, 2022, Coffee with a Cop
- March 23, St. Cloud State University Huskies Job and Internship Fair
- March 24, Bemidji State University Career Fair
- March 31, Cub Scout Group – Fire Station 1 Tour