

Charter Commission Meeting

Of July 14, 2022

There were four members present, so there was no quorum and the meeting was not held.

**LINO LAKES CHARTER COMMISSION
MEETING AGENDA
6:30 PM
Thursday, July 14, 2022
Community Room, Lino Lakes City Hall**

- 1. Call to Order and Roll Call**
- 2. Pledge of Allegiance**
- 3. Setting the Agenda**
- 4. Open Mike / Public Comments**
- 5. Lino Lakes Community Development Director Michael Grochala
Written update: Road Improvements, Economic Development**
- 6. Old Business**
 - A. Approval of April 8, 2021 minutes**
 - B. Odd Year Elections (no new information)**
 - C. Five-Year Plan Update**
- 7. New Business**
 - A. Membership Update**
- 8. Next regular meeting scheduled for October 13, 2022**

**Caroline Dahl
Chair**



Memorandum

To: Julie Bartell, City Clerk
From: Michael Grochala, Community Development Director
Date: July 11, 2022
Re: Pavement Management Update

The purpose of this memo is to provide an update on the City's Pavement Management Program.

The City's Pavement Management Program evaluates the condition of the roadways and provides recommendations for maintenance. The program involves rating of one-fourth of the City's roadway system mileage per year and using pavement management software to project the condition of the remainder of the roadways. The City's 2021 Overall Condition Index (OCI) Map is enclosed. A summary of the 2021 ratings are provided below:

<u>OCI Rating</u>	<u>Miles of Road</u>	<u>Percent of System</u>
Adequate 70-100	70.8 miles	68.1%
Marginal 40-69	22.5 miles	21.6%
Problem 0-39	10.7 miles	10.3%

The City's roadway system weighted average OCI is 73.55, which reflects the addition of "Adequate" roadways constructed through new development in the recent years. The "Marginal" roadway OCI is higher showing the continued need to fund the Pavement Management Program. Preservation of the Marginal roadways is critical so they do not fall into the more expensive Problem category.

The pavement management program along with traffic volumes, maintenance data, and geotechnical information is used to create the City's Roadway Capital Improvement Plan (CIP). The City's plan recommended the need to increase funding to 10% per year. The 2022 budget includes \$782,224 for pavement management.

The proposed improvements included in the 2022 Street Rehabilitation Project are:

Mill and Overlay (approximately 1.5 miles) – West Shadow Lake Drive (from Birch Street to Fox Road), Painted Turtle Road (from West Shadow Lake Drive to Hawthorn Road), Hawthorn Road, Hickory Place, Ironwood Circle, River Birch Place (West Shadow Lake Drive east to the cul-de-sac), White Owl Drive, Fox Circle, and Fox Road (West Shadow Lake Drive west to the cul-de-sac). Including water system repairs.

Thin Overlay (approximately 3.2 miles) – Rondeau Lake Road W (from Main Street to the northern city limits), 81st Street W (from Rondeau Lake Road W to the cul-de-sac), and Rondeau Lake Road E (from Main Street to the northern city limits). Thin overlays are planned to address Problem roadways in need of reconstruction that the City cannot fund in the short term.

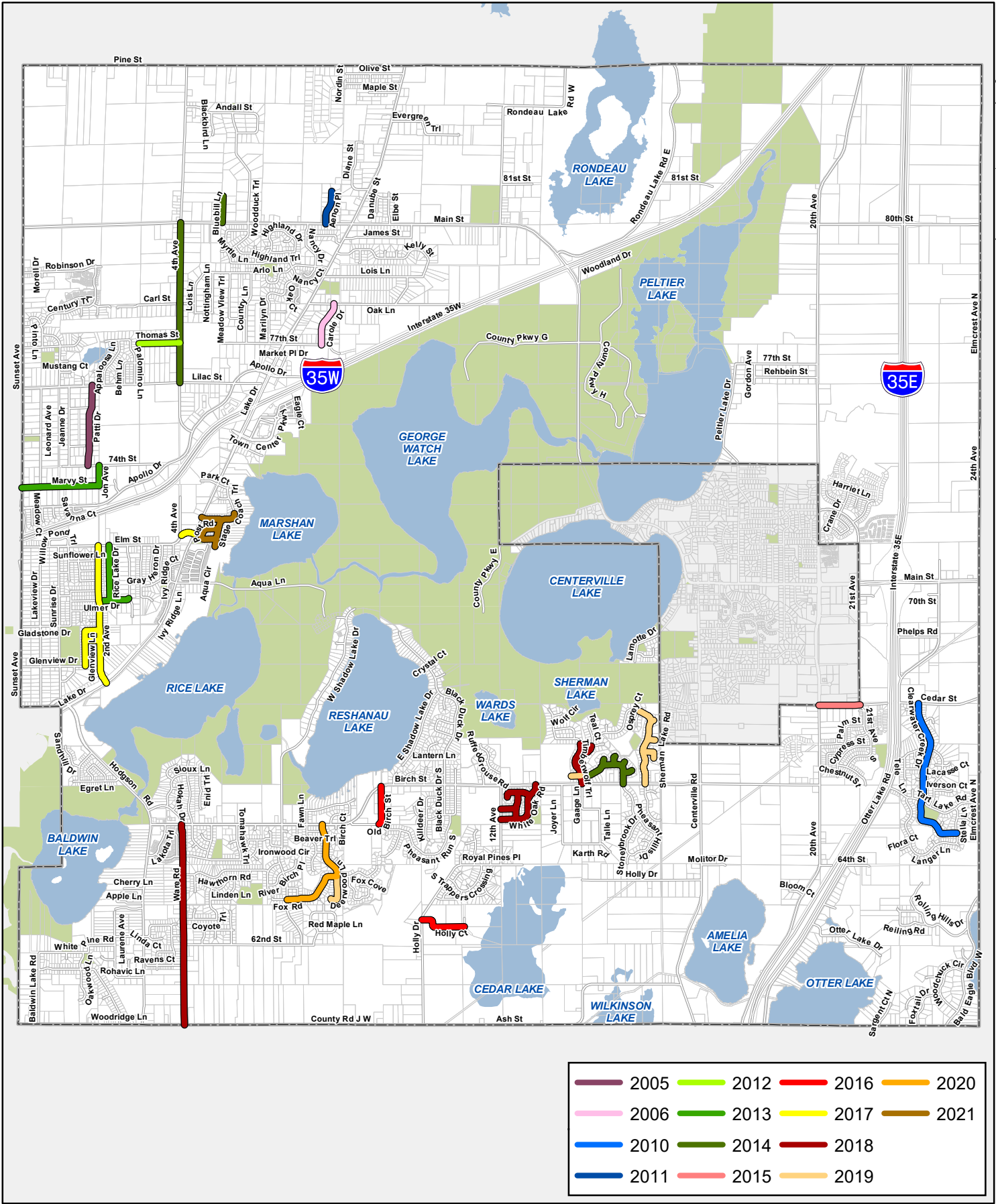
In addition to the annual rehabilitation activities the City completes a Street Reconstruction project every 3 years. These projects are large in scope than street rehabilitation and are financed through the issuance of Street Reconstruction bonds. These bonds are paid back through property tax levies over a period of 15 years. Prior to ordering the improvement the City completes a Five Year Street Reconstruction plan that identifies the streets proposed for improvement, the estimated cost, and the proposed year for improvement. The plan is presented to the City Council at a public hearing. The plan must be approved by 2/3 vote of the City Council.

The 2021 plan included the reconstruction of 4th Avenue from Main Street to Pine Street and Karth, Joyer, Talle, Gaage and Canfield streets. Approximately 7 miles of streets have been reconstructed since 2015.

The last project was in 2021 and is nearing completion. 2024 is the next scheduled major reconstruction project.

Attachments

1. Mill and Overlay Project Map 2005-2021
2. Reconstruction and Reclamation Project Map 2006-2021

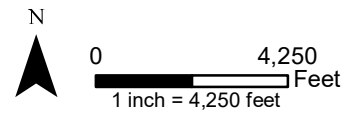


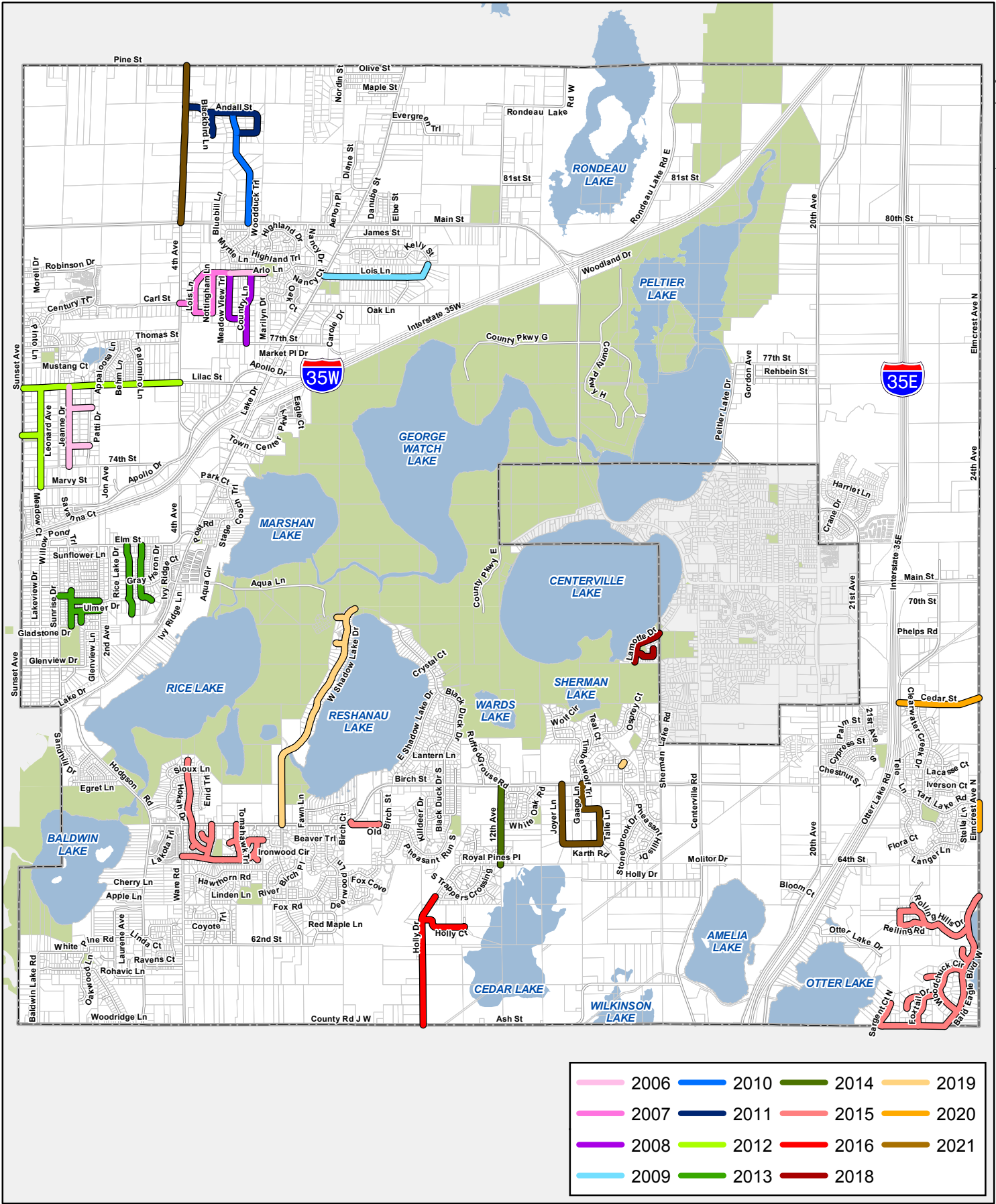
2005	2012	2016	2020
2006	2013	2017	2021
2010	2014	2018	
2011	2015	2019	



Project Location Map

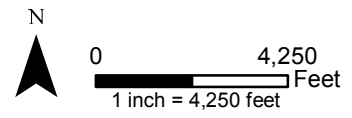
Mill & Overlay Projects
Lino Lakes, MN





Project Location Map

Reconstruction and Reclamation Projects
Lino Lakes, MN





Memorandum

To: Charter Commission

From: Julie Bartell, City Clerk

Date: July 11, 2022

Re: Economic Development Update

The following is an excerpt from the 2021 Annual Report of the City's Economic Development Agency:

Overall, the City continued to see substantial development activity in 2021. 263 new residential construction permits were issued in 2021. Total building permit valuation was approximately \$90,797,000. These represent both the highest residential permit numbers in over 20 years and the highest new construction valuation on record. Approximately \$75 million was related to residential construction.

DRAFT
CITY OF LINO LAKES
CHARTER COMMISSION

DATE	April 8, 2021
TIME STARTED	6:30 p.m.
TIME ENDED	6:58 p.m.
MEMBERS PRESENT	Bretoi, Dahl, Damiani, Davis, Frolik, Hausladen, Nicholson, Rodriguez, Stanek, Trehus, and Vanderpoel
MEMBERS EXCUSED	Aldentaler and Poehling
MEMBERS UNEXCUSED	None
STAFF MEMBERS PRESENT	City Clerk Julie Bartell
OTHERS PRESENT:	None

OATH OF OFFICE

The City Clerk administered the Oath of Office to Anthony Frolik, Dean Hausladen, and Dan Nicholson.

CALL TO ORDER AND ROLL CALL

Chair Dahl reconvened the meeting of the Lino Lakes Charter Commission at 6:34 pm on April 8, 2021.

PLEDGE OF ALLEGIANCE

Chair Dahl lead the Pledge of Allegiance.

SETTING THE AGENDA

Agenda was accepted as presented without additions

OPEN MIC/PUBLIC COMMENT

No one present opted to speak for the open mic.

Chair Dahl welcomed the three new members of the Commission.

CITY ADMINISTRATOR SARAH COTTON

A. City Update

Chair Dahl thanked the City Administrator for bringing Resolution 21-09 related to the Charter Commission budget forward to the City Council and thanked the City Council for adopting the resolution to amend the Charter Commission budget.

The City Administrator commented that she is thankful for the opportunity to introduce herself to the Commission. She congratulated the newest members of the Commission for their appointment and thanked them for their willingness to serve. She introduced herself and provided background information on herself and her experience. She noted that prior to accepting the position of City Administrator she did work for the City of Lino Lakes as the Finance Director. She recognized the challenges of the past year related to COVID and how

47 business was conducted. She commented that she has been impressed with the resiliency of the
48 Lino Lakes staff. She provided details on the \$1,600,000 in relief funds that the City received in
49 2020 from the Federal government through the CARES Act including eligible expenses and the
50 timeline in which the funds had to be used. She also provided details on another relief bill that
51 has been signed and would potentially provide the City with \$2,500,000 in relief funds. She
52 stated that the old YMCA building continues to be a hot topic for the community, noting that
53 ownership of the property transferred to the City on March 1, 2021. She stated that ISG has been
54 retained to evaluate potential uses and presented a preliminary report to the City Council in
55 March. She believed the final report would be available by May. She stated that the City signed
56 an agreement with the State to use the facility from April 5, 2021 through June 30, 2021 to use
57 the facility as a vaccination site. She provided an update on the long-term planning the City staff
58 and Council have been working on. She welcomed any questions the group may have.

59

60 Chair Dahl noted that if members have additional questions, they can reach out to the City
61 Administrator. She thanked the City Administrator for attending the meeting tonight to provide
62 updates.

63

64 **OLD BUSINESS**

65

66 **A. Approval of January 14, 2021 Minutes**

67 Chair Dahl noted that there was a question as to who made the motion and seconded the motion
68 to approve the minutes from the previous meeting. It was confirmed that the motion was made
69 by Commissioner Stanek and seconded by Commissioner Bretoi.

70

71 MOTION by Commissioner Stanek, seconded by Commissioner Damiani, approving the
72 meeting minutes of January 14, 2021.

73

74 Motion passed. (Trehus abstained)

75

76 **B. Legal Representation (no new information)**

77 Chair Dahl stated that there is no new information, and this can remain on the agenda for the July
78 meeting.

79

80 **C. Open Positions on Charter Commission**

81 Chair Dahl stated that information was included in the packet. She stated that the Commission
82 welcomed three new members today and one member at the last meeting, which has been good.

83

84 **D. Odd Year Elections (no new information)**

85 Chair Dahl commented that there is no new information on this item. She asked if the Council
86 would bring this topic back to consider this year.

87

88 The City Clerk commented that the Commission has discussed this issue a few times and the
89 previous sets of minutes were mentioned in the packet if the new members are interested in the
90 discussion that has previously occurred. She stated that the Council did not hold a lot of policy
91 discussion during 2020 because of the impacts of COVID but believed the topic would come
92 back as things settle down.

93

94 Chair Dahl stated that perhaps there could be a reminder from the Charter Commission that they
95 are interested in the opinion of the Council on this topic.

96

97 The City Clerk confirmed that if desired, she could forward that message and attempt to have the
98 item placed on a future Council worksession. She confirmed that the desire from the
99 Commission was to gauge the opinion of the Council on the topic but not provide a
100 recommendation from the Commission.

101

102 **E. Five-Year Plan Update**

103 Chair Dahl noted that the City Administrator provided an update on this during her report.

104

105 **NEW BUSINESS**

106

107 **A. Charter Commission Budget Update**

108 Chair Dahl commented that she was pleased that the Charter Commission budget was increased
109 in the case funds are needed. She stated that if not used at the end of the year, the funds would
110 simply return to the general fund or contingency funds.

111

112 The City Clerk commented that at the end of the year unused funds are placed into that end of
113 the year balance and used towards budgeting for the expenses of the next year.

114

115 Chair Dahl noted that there is still a separate line item for minute taking services and therefore
116 that expense does not come out of the Charter Commission budget.

117

118 **NEXT MEETING DATE**

119 Chair Dahl noted the next meeting date is Thursday, July 8, 2021.

120

121 **ADJOURN**

122

123 MOTION by Commissioner Bretoi, seconded by Commissioner Damiani, to adjourn the meeting
124 at 6:58 p.m. Motion carried unanimously.

125

126 Drafted by: Amanda Staple, *TimeSaver Off Site Secretarial, Inc.*



Memorandum

To: Sarah Cotton, City Administrator

From: Hannah Lynch, Finance Director

Date: January 12, 2021

Re: Five-Year Financial Plan

Within the Lino Lakes City Charter is a provision to annually prepare a Five-Year Financial Plan. While the city has not formally adopted a plan in recent years, other financial planning documents have been kept up to date to aid in decision making.

Governmental activity capital asset replacement was formalized in a Capital Equipment Plan and presented to Council in November 2020. The plan is a forecast of capital equipment to be financed with a capital tax levy through fiscal year 2030. Revenue and expenditure growth assumptions were included in the plan to provide for a forecast of the overall tax levy and tax rate above and beyond the capital equipment needs. The plan incorporates many strategic goals including:

- Flat tax rate
- Decreased debt
- Interest savings
- Financial and budgetary flexibility
- Efficient use of cash reserves
- Maintaining bond rating

The plan allows the city to evaluate potential opportunities and risks and operate more proactively. As financial conditions change so can the plan.

Business activity capital asset replacement and general operations planning will be addressed during the Utility Rate Study process in 2021.

In addition to the Capital Equipment Plan, city staff maintain a Five-Year CIP which includes anticipated expenditures and funding sources for street, water, sewer, and storm water capital improvements.

The Capital Equipment Plan and Five-Year CIP fulfill a majority of the requirements set forth in the charter provisions for a Five-Year Financial Plan.

Lino Lakes Charter Commission**2022 Membership and Term**

Donald Aldentaler	Term expires December 31, 2023
Caroline Dahl (Chair)	Term expires December 31, 2025
Kelli Damiani	Term expires December 31, 2025
Anthony Frolik	Term expires December 31, 2023
Dean Hausladen	Term expires December 31, 2023
Dan Nicholson	Term expires December 31, 2023
Melissa Rodriguez	Term expires December 31, 2023
Carol Stanek (Co-Secretary)	Term expires December 31, 2023
Mike Trehus	Term expires December 31, 2025
Waylon Vanderpoel	Term expires December 31, 2023

Lino Lakes City Council - 2022 Meeting Calendar

- = City Work Session, 6:00 p.m. (1st Monday)
- = Work Session, 6:00 p.m.; Council Meeting, 6:30 p.m. (2nd & 4th Monday)
- = Packets for Work Session and/or Council Meeting

Charter Commission Regular Meetings

JANUARY							FEBRUARY							MARCH						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
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16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
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30	31																			
APRIL							MAY							JUNE						
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17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
JULY							AUGUST							SEPTEMBER						
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24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				
OCTOBER							NOVEMBER							DECEMBER						
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30	31																			