

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

**Monday, December 5, 2022
Community Room
6:00 P.M.**

The Economic Development Authority (EDA) will meet prior to the City Council Work Session at 5:30 p.m. in the Community Room (See Separate Agenda).

1. Otter Lake Road Master Plan, Michael Grochala, WSB
2. Cleaning Proposal for City-Owned Buildings, Rick DeGardner
3. Stormwater Management Ordinance Update, Michael Grochala
4. Bulk Deicing Material Storage, Michael Grochala
5. Appointment to Lino Lakes Advisory Boards, Sarah Cotton
6. 2023 Budget & Tax Levy, Hannah Lynch
7. Hodgson Road Trail Extension (49&J Improvement Project), Michael Grochala
8. Council Updates on Boards/Commissions, City Council
9. Adjourn

WORK SESSION STAFF REPORT
Work Session Item No. 1

Date: December 5, 2022
To: City Council
From: Michael Grochala, Community Development Director
Re: Otter Lake Road Master Plan

Background

The NE quadrant of 35E and Main Street has been the focus of a number of planning and infrastructure projects over the past 10 years. These projects included:

- 2012 The Northeast Drainage Area study to develop a drainage route for future storm water management.
- 2018 Comprehensive Plan amendment establishing a business park land use district and extending utility staging.
- 2019 The City evaluated trunk utility needs and conceptual layouts for the Otter Lake Road extension.
- 2021 The City completed the drainage outlet to Peltier Lake, completing the new drainage system from 35E to Peltier Lake.
- 2021 Winter Wetland bank evaluation was started.
- 2022 Wetland delineations for Otter Lake Road alignment and stormwater management completed.
- 2022 The City awarded the construction contract for extending storm sewer from Watermark under I-35E to serve the NE 35E area.

Development along Main Street has reached a point where trunk drainage improvements are required to provide a stormwater route to the I-35E crossing. These improvements also need to consider location and stormwater requirements for the Otter Lake Road extension.

Because much of the infrastructure planning is interrelated, the City Council authorized a master plan covering approximately 400 acres lying north of Main Street and east of 35E. The purpose of the plan would be to determine a preferred alignment of Otter Lake Road, create a regional stormwater plan and routing for the area, determine sanitary sewer and water routing, and obtain land and engineering information necessary to apply for various state and federal funding economic development grant opportunities. WSB and Associates, was retained to prepare the plan.

With completion of the study and selection of a preferred alignment alternative the City will be able to move forward with preparation of construction documents for future improvements to both Otter Lake Road and the trunk stormwater system. Construction

of the trunk stormwater system from existing Otter Lake Road (McDonald's area) to the 35E outlet is the first priority. Without this improvement additional commercial development along Main Street is extremely limited.

Discussion Items:

1. Review of alignment alternatives and consideration of preferred alternative. WSB and staff are recommending Alternative 2.
2. Review of proposed land use alternatives.

The plan proposes certain land use changes for consideration, given market conditions, proposed road alignment and topographic features. The plan and recommendation are intended for guidance and support for possible land use changes should these be proposed with future development interests.

Bernier Property – west of Otter Lake Road: Proposed change from commercial land use to business campus with consideration for high density residential on east side of wetland 3. Recognizes that physical limitation of site may limit commercial viability. Allows additional flexibility for site development with property to north. High density residential fits in behind wetland and strengthens commercial market along with employment base for growing business area.

Winter Property – north end of project area: Proposed change from office/residential to business campus with consideration for high density residential. Limited office demand in metro market doesn't support this land use. Business campus designation would allow for office along with other commercial/industrial uses. Allows for additional site flexibility and possible assembly with property to south to avoid physical limitations of site. Offers another potential area for high density residential to support growing commercial market and strengthen employment base for growing business area.

After incorporating any City Council comments staff will meet with property owners to discuss the draft plan and the recommended alignment. Staff is anticipating bringing the final plan back to City Council for acceptance in January.

Lori Johnson, WSB and Associates, will be present at the meeting to present the plan.

Requested Council Direction

Staff is requesting City Council comment on the recommended alignment alternative and proposed land use alternatives.

Attachments

1. Draft Otter Lake Road Master Plan



Otter Lake Road Master Plan

2022



Otter Lake Road Master Plan

2022

TABLE OF CONTENTS

CHAPTER 1: INTRODUCTION	4
CHAPTER 2: BACKGROUND INFORMATION	6
CHAPTER 3: NATURAL RESOURCES AND DRAINAGE	9
CHAPTER 4: TRANSPORTATION.....	13
CHAPTER 5: LAND USE AND FINAL MASTER PLAN	18
CHAPTER 6: IMPLEMENTATION MEASURES AND STRATEGIES	24



CHAPTER 1: INTRODUCTION



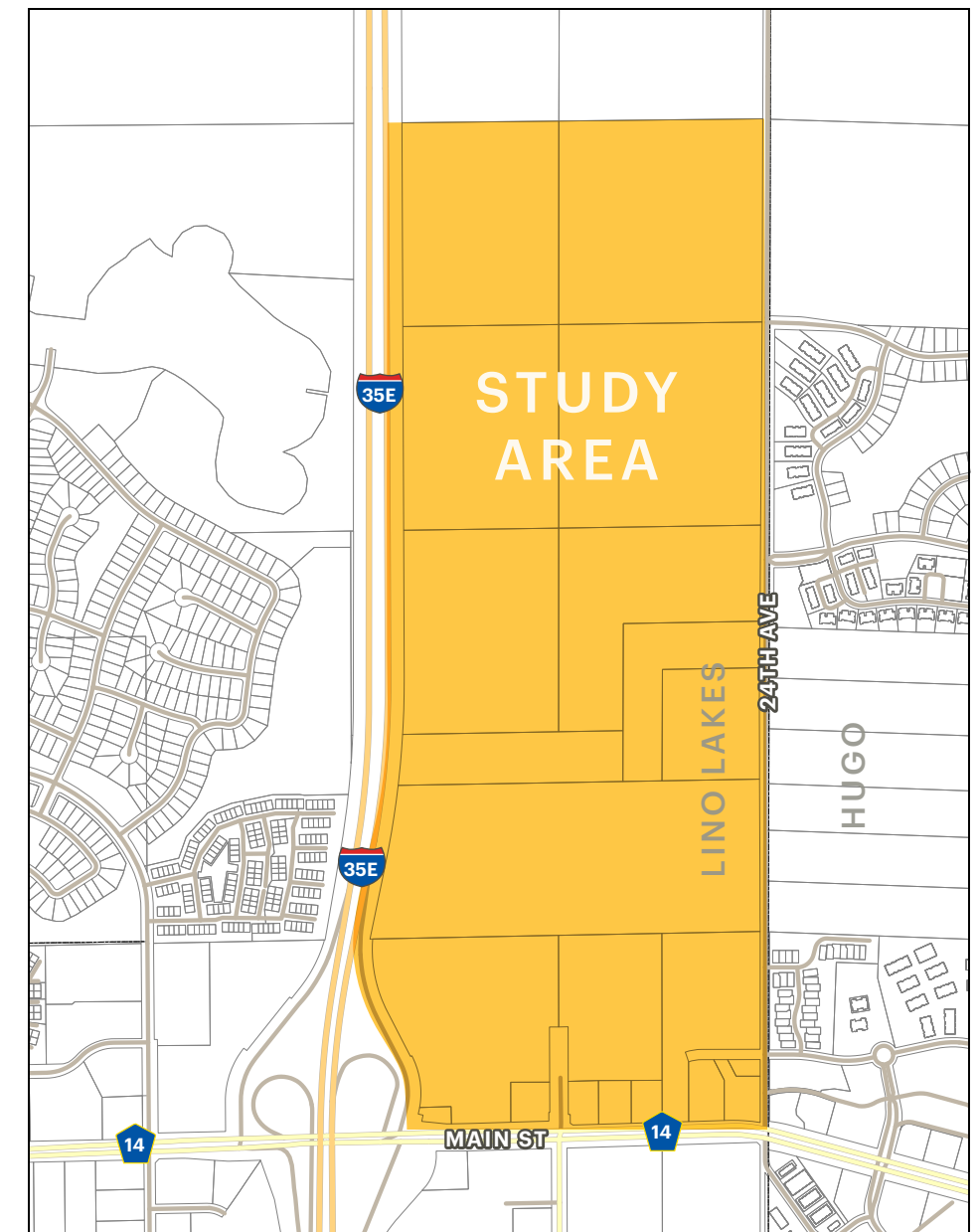
CHAPTER 1: INTRODUCTION

The City of Lino Lakes is an amenity rich outer ring suburb of the Twin Cities filled with lakes, wetlands, and open spaces. The City has had its fair share of housing, commercial and industrial development over the years but as an outer ring suburb, Lino Lakes still has plenty of undeveloped land. The location of this land makes the City a desirable destination for even more commercial and industrial development, as explained below.

The Metropolitan Council designates the City of Lino Lakes as an Emerging Suburban Edge community. This designation is for communities in the early stages of transitioning from rural to urban and comes with increased population forecasts. Planning for this increase in population is critical. Designating areas in Lino Lakes for industry and job opportunities as the population grows makes Lino Lakes desirable for new businesses.

The City is in a prime location as both Interstates 35W and 35E run through the community providing direct access to both downtown Minneapolis and downtown St. Paul. Having access to two major interstates makes the City of Lino Lakes a desirable town for commuters and for development opportunities. Some of the undeveloped land in Lino Lakes comes with challenges. Lino Lakes has plenty of water rich areas that can constrain development. The City has placed high value on protecting the natural amenities through all aspects of community development.

The City of Lino Lakes has designated 400 acres of undeveloped land north of County Road 14 immediately east of Interstate 35E for commercial, industrial and office/residential uses. Otter Lake Road is currently positioned in the middle of this 400 acres along County Road 14, and only partially extends north to serve the existing businesses in this area. The city is planning Otter Lake Road as an extension of County Road 84. The city's transportation plan identifies the northerly extension of Otter Lake Road to be an "A" minor expander, and it will act as a reliever to Interstate 35E. The extension will also serve all adjacent land uses. Because of the development constraints within this study area it is important for the City to think critically about future development including future road extension scenarios for Otter Lake Road and wetland and natural resource management in the area. For these reasons, the City has chosen to create a master plan for the Otter Lake Road extension to ensure orderly and efficient development maximizes development potential while managing and protecting natural resources.



The master plan provided in this document accounts for the future Otter Lake Road alignment and other local street connections, utilities, land use designations, and natural resource management. Specifically, this document includes the following information:

- a review of the existing conditions in the study area
- an analysis of regional drainage patterns
- wetland sequencing
- review of road alignment scenarios, traffic conditions and needs, trail and bicycle planning
- land use scenarios and economic development strategies
- implementation measures and strategies.

CHAPTER 2: BACKGROUND INFORMATION



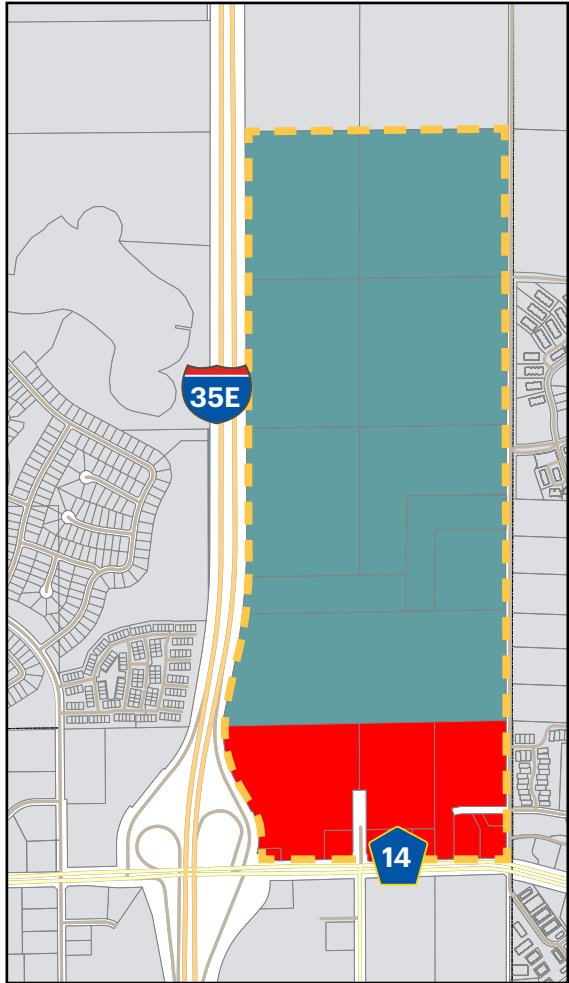
Change to Existing Zoning and Future Land Use Designations

The southern portion of the subject area is zoned General Business. With quick access from the 35E via the County Road 14 exit, this district allows for smaller lots and a variety of businesses, specifically retail and service uses. Two newer smaller commercial developments have occurred in this area north of County Road 14 & east of Otter Lake Road, with another one in the process of being developed to the west of Otter Lake Road. The 2040 Comprehensive Plan designates this portion as Commercial.

The remaining portion of the subject area is zoned Rural/Business Reserve. With the adoption of the new zoning ordinance the R-BR designation will be eliminated and replaced with the R, Rural zoning designation. This district is intended to preserve a rural very low density environment until such time as

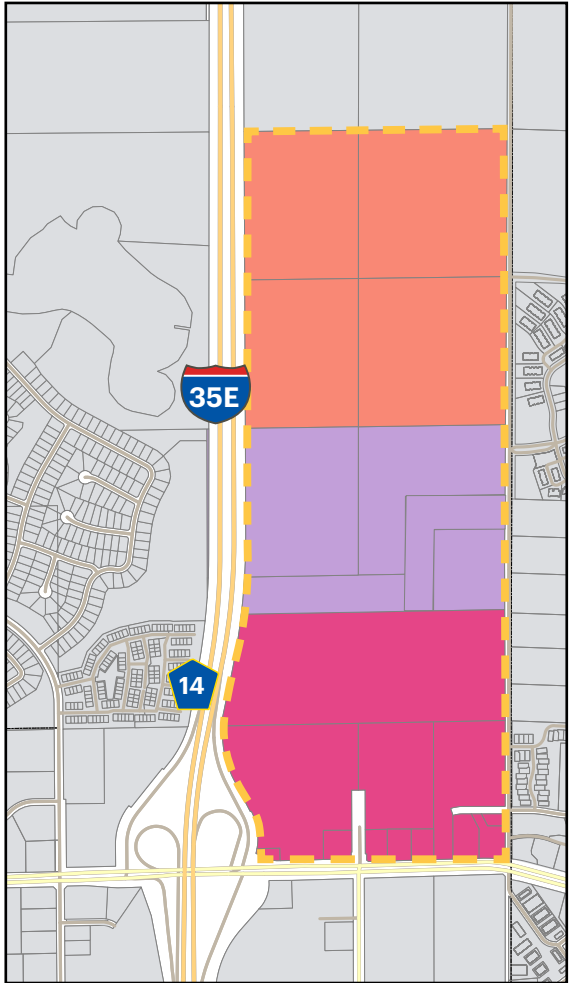
the land is needed for commercial and industrial uses. Most of this land is existing farmland or contains large wetlands. Since the land is dedicated for future development as needed, the 2040 Comprehensive Plan divides this area into two future land use designations, Business Campus to the south bordering the Commercial area, and Office Residential north of Business Campus.

Business Campus is for high quality, integrated development of a wide range of business uses at high visibility locations. Office Residential is for a mix of office, business and residential uses. Residential development is not required in the Office Residential designation and should not exceed 50% of the land area.



CURRENT ZONING

- LEGEND
- STUDY AREA
 - PARCELS
 - GB - GENERAL BUSINESS
 - R BR - RURAL/BUSINESS RESERVE



2040 FUTURE LAND USE

- LEGEND
- STUDY AREA
 - PARCELS
 - OFFICE RESIDENTIAL
 - COMMERCIAL
 - BUSINESS CAMPUS

Existing Transportation Network

The study area is in a strategic location with immediate access from Interstate Highway 35E and County Road 14. The area lies directly northwest of the exits and is bound between 35E to the west and 24th Avenue to the east. The area currently has limited access. Otter Lake Road is proposed to be extended further into the area to provide access for future development as well as providing east-west connections to the existing streets in the City of Hugo.

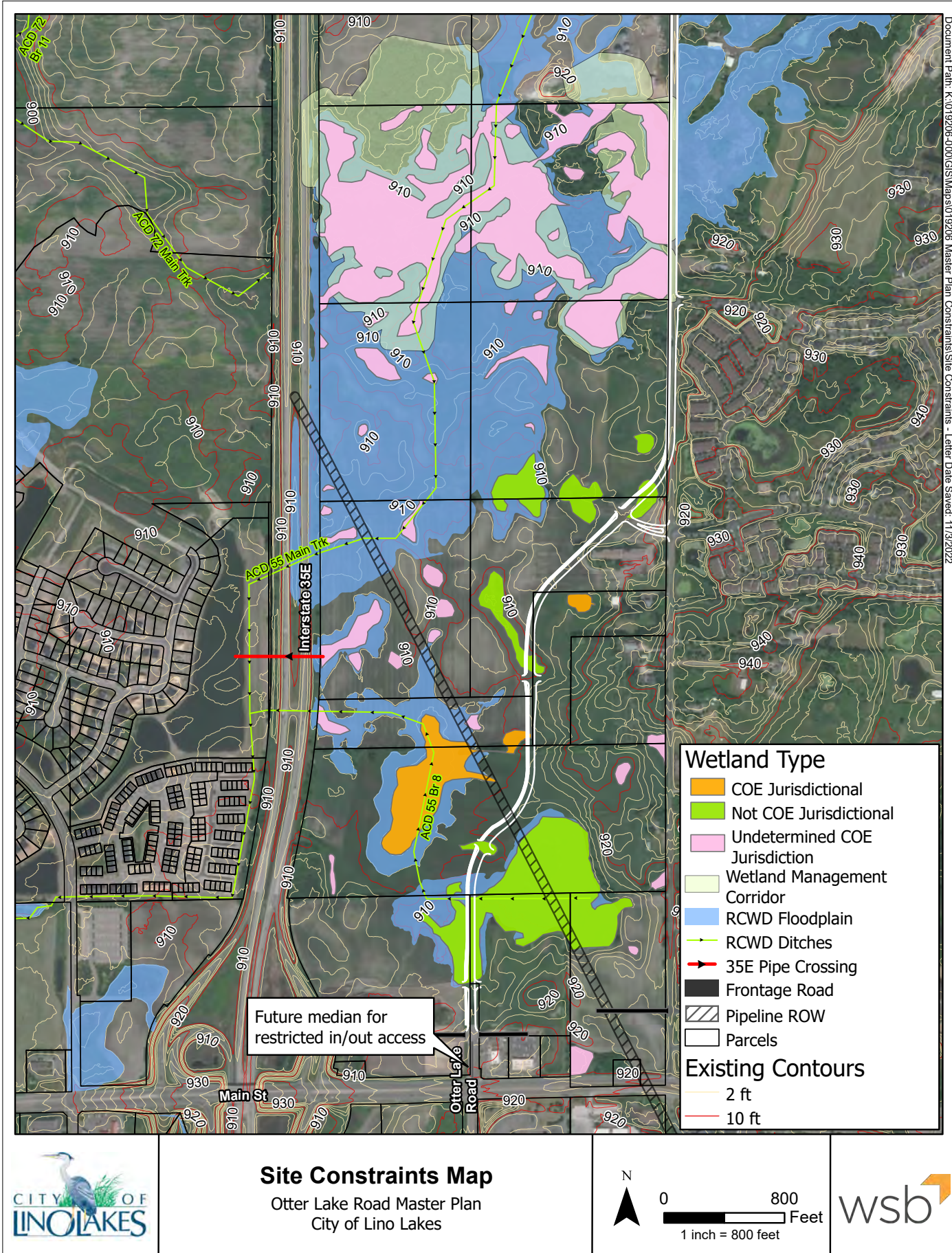
The primary purpose of the Otter Lake Road extension is to implement the city’s transportation plan goal of creating an “A” minor expander in this location. The access for future development of this area is secondary to the transportation plan implementation but it is critical to the alignment decision. It will provide principal access to developing parcels in the City of Lino Lakes and east-west connections with the existing transportation system in the City of Hugo.

The large wetland system in the northern part of the study area is proposed to be included in the Greenway System. The Greenway System includes large open areas in the City of Lino Lakes used for trail networks and open space activities. The proposed wetland area will be connected by a future tunnel/bridge over Interstate 35E to a greenway and trail network to the west. It may also be the location of a future wetland bank to be owned and operated by the City. The status of the bank has not been solidified or approved by governing bodies as it is still being explored as a possibility for this area.

Site Constraints

The subject area has plenty of physical constraints which come with unique challenges. These physical constraints include:

- Access constrained by Interstate 35E on the west and Main Street on the south.
- Underground pipeline that runs from the southeast corner near County Road 14 & 24th Avenue N to the northeast of the site and then crossing Interstate Highway 35E.
- Multiple wetlands exist on the site with some under the jurisdiction of the Army Corps of Engineers.
- Flood plain and ditches are located within the study area and the ditches are under the jurisdiction of the Rice Creek Watershed District.

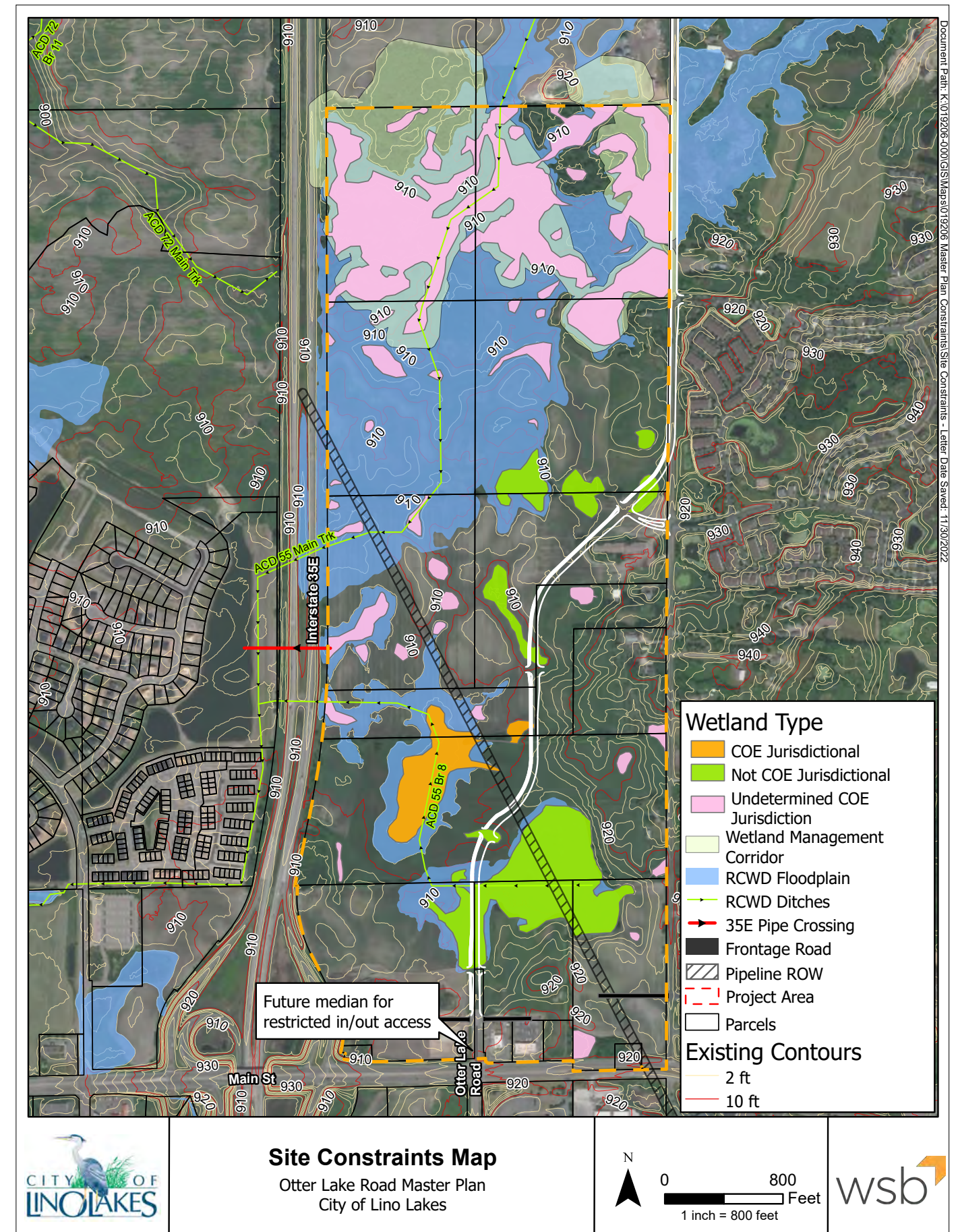


CHAPTER 3: NATURAL RESOURCES AND DRAINAGE



Natural Resources

The study area has a historical plant community of Big Woods – Hardwoods, which would have contained forest dominated by oak, maple, basswood, and hickory. Under existing conditions, most of the area is used for agricultural production and few remnants of a historical plant community exist. Few other natural resources are located within one mile of the study area. A query of the Department of Natural Resources Natural Heritage Information System database (License Agreement No. 1003) showed that there is one known occurrence of the Blanding’s turtle (*Emydoidea blandingii*) located to the southeast within one mile of the study area. A mapped complex of Public Waters Wetlands are located at the north end of the study area and includes delineated Wetland G. To the west of the study area across I-35 is DNR Public Waters Basin Peltier Lake (DNR PWI No. 02000400) which also includes Rice Creek (DNR PWI No. M-059) flowing through the basin. To the north of the study area is Hardwood Creek (DNR PWI No. M-059-009) which connects to Rice Creek at the north end of Peltier Lake. Based on the Minnesota Pollution Control Agency’s 2022 impaired waters list, Peltier Lake has impaired uses of aquatic consumption and aquatic recreation and has an approved TMDL for mercury and nutrients. Hardwood Creek is also listed with an impaired use of aquatic life (AQL) and has an approved TMDL for dissolved oxygen and fish bioassessments. Peltier Lake is also mapped by the Minnesota County Biological Survey as having areas of rare species and native plant communities with a moderate biological significance. These areas don’t extend into the study area.





Drainage

The City has worked with its consultant, WSB, to create a regional drainage system to serve the study area. This regional system will provide rate control as well as flood storage for stormwater within the area. Under existing conditions, the study area is functionally landlocked, only outletting via the draintile of the Main Trunk and Branch 8 of Anoka County Ditch 55. Stormwater from the site ultimately reaches Peltier Lake, which has a TMDL for nutrient loading. Due to a combination of this TMDL and the very limited flow capacity of the draintiles, Rice Creek Watershed District (RCWD) has set restrictive flow limits on proposed development that routes to the draintile system. WSB is proposing an outlet pipe under Interstate 35E, routed to the Watermark development to the west, ultimately reaching Peltier Lake. This pipe will allow the area to avoid the restrictive limits of the draintile system and no longer function as a land locked basin.

While this regional system will provide ultimate control of flows coming out of the area, it is not proposed as water quality treatment for the sites in the area. All sites will be required to meet RCWD's standard stormwater management requirements, including water quality, volume, and peak rate control; infiltration and filtration BMPs will be suggested for site water quality treatment. These site-specific stormwater systems will then outlet to the proposed regional system.

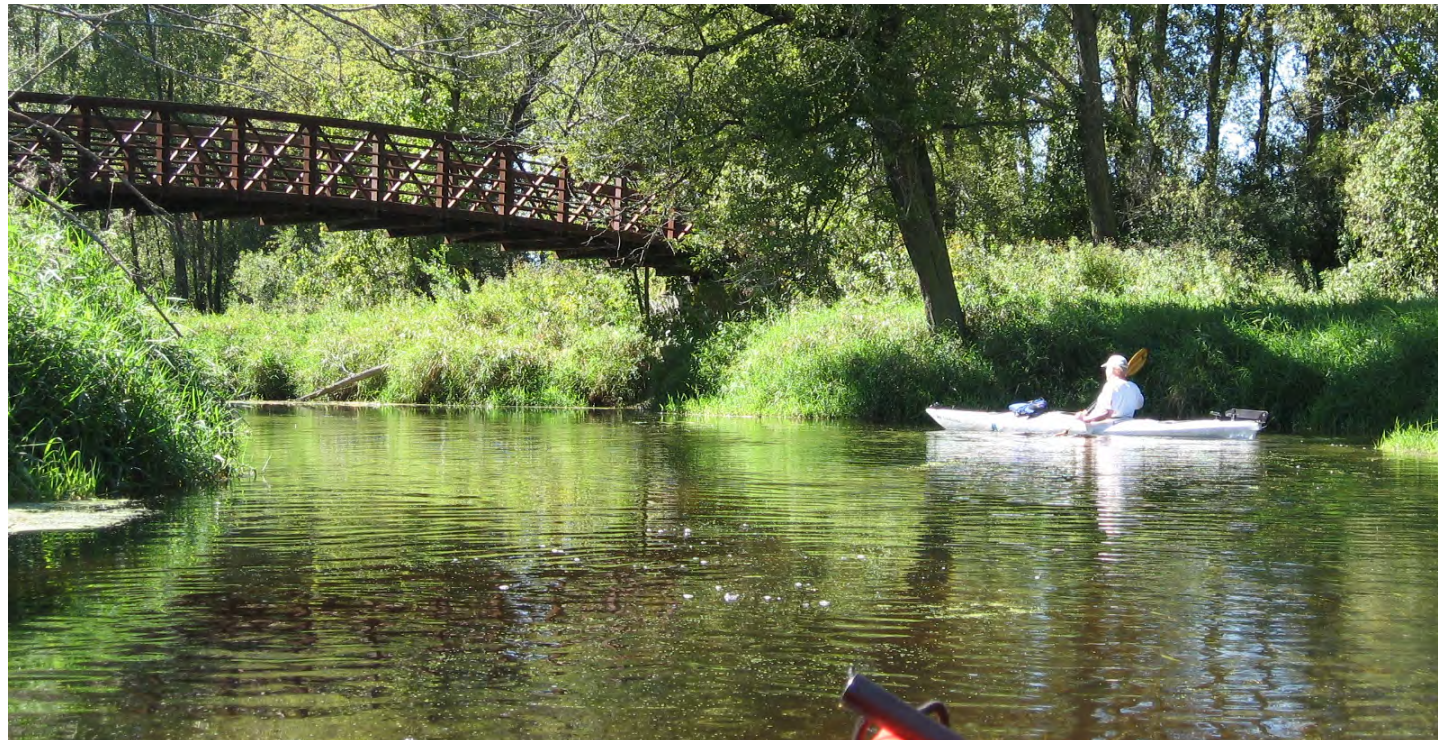
The system primarily consists of three water storage areas, two existing wetlands and a constructed wet pond. See the Drainage and Natural Resources map on the previous page for proposed system layout. Outflows from site-specific stormwater systems will be routed to one of these storage areas and then through the rest of regional system from there. Storage areas are proposed to be interconnected with a combination of culverts and open ditches. The final and lowest stage of this regional system will be a 0.6-acre wet pond. This pond will have an outlet control structure with a sluice gate to limit flow rates under I-35E and close when needed if Peltier reaches flood stages as required by RCWD.

A regional system as proposed has numerous advantages over smaller, individual stormwater management BMPs as sites develop. It takes the burden off site developers to meet the restrictive rate limits set by RCWD and allows them to develop with the standard requirements seen in other regions of Lino Lakes. This system also allows for high-level flood management. As development occurs, more runoff will be generated, potentially raising flood elevations at lower-elevation locations of the region. With this regional system, these flood elevation increases can be anticipated and incorporated into site designs at an early stage. It allows developers to understand what outlots and freeboard requirements will be needed based on area flood conditions. The regional system will also enhance and protect the wetlands used as stormwater storage. The main drawback of a regional system is the cost to the City to construct and maintain it. Parts of the system will need to be built before development can occur and therefore will require an initial investment from the City. In addition, potentially developable land will be needed for the system, somewhat reducing buildable area in the region. The city has established a trunk surface water management charge to recover these costs.

Approval of this drainage system will be regulated by RCWD. The watershed is setting the rate control and flood condition requirements and regional plan approval will be needed in order for specific sites to develop without the highly restrictive rate limits. In addition, improvements proposed for Wetlands 4, 7 and 8 within the system will require approval from the Wetland Conservation Act Local Government Unit and the US Army Corps of Engineers. The pipe alignment under I-35E has been approved by MnDOT and is under construction as of Fall 2022.

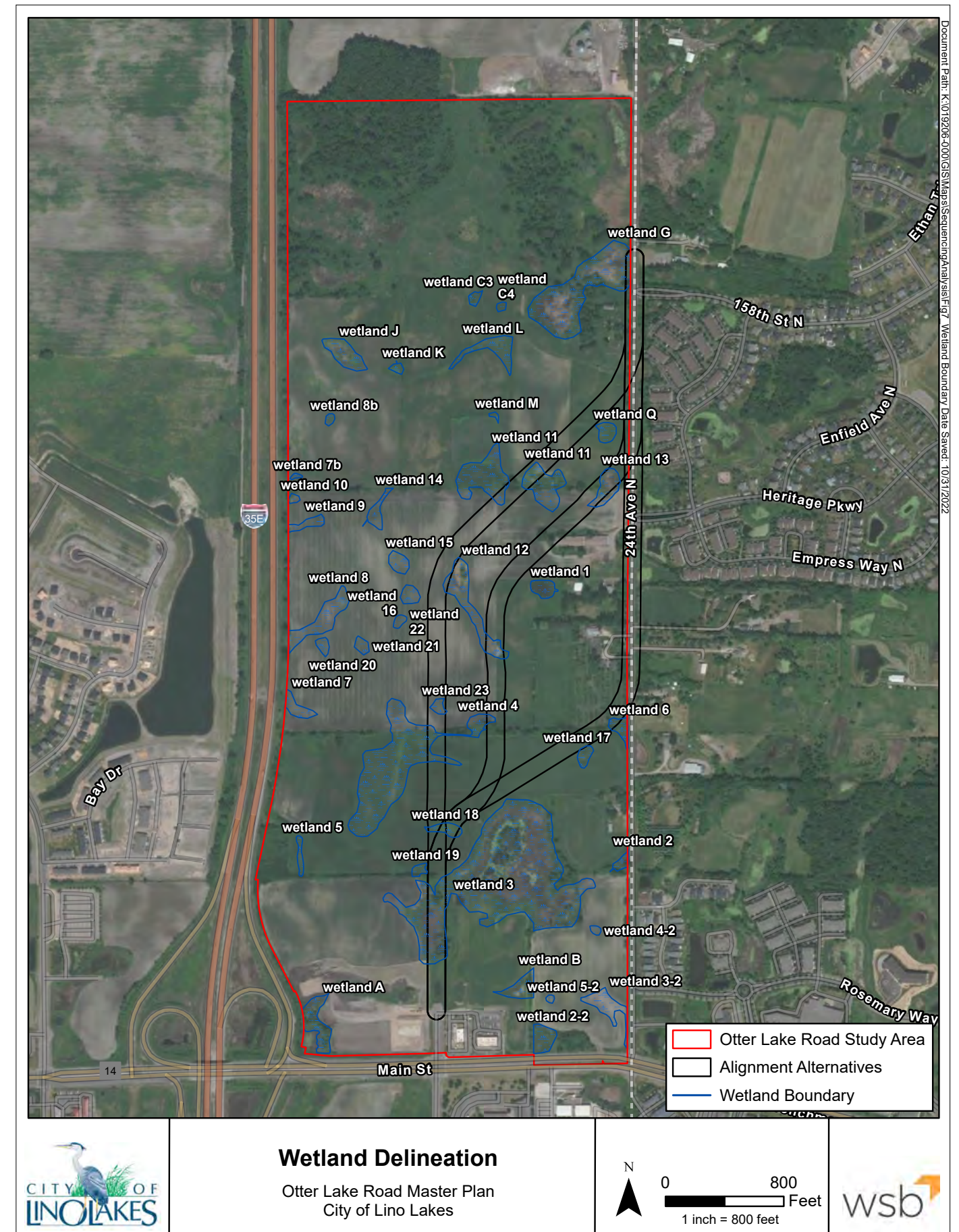
Wetlands

Wetlands within the subject area have been delineated and the locations of the wetlands are shown on the figure on the right. The majority of the wetlands are degraded, being used for active agriculture or hay production. The Wetland Table in the appendix outlines the wetlands and wetland characteristics within the subject area.



Wetland Regulation and Sequencing

All wetlands within the study area are subject to regulations under the Wetland Conservation Act (WCA), US Army Corps of Engineers (USACE) Section 404, and MN Pollution Control Agency (Section 401) unless otherwise determined to be non-jurisdictional. The DNR also regulates a portion of Wetland G within the study area as a Public Waters. A sequencing analysis has been reviewed and approved by the WCA LGU, which provides approval of the outlined alternatives analysis. Sequencing flexibility was also received for Wetlands 6, 11a, 11b, 12, 13, 18, and 23 through this approval due to their degraded quality and alterations due to agricultural practices. The city also received an Approved Jurisdictional Determination from the USACE, stating that the USACE does not regulate Wetlands 3, 11, 12, 13, 18, 19, and Q.. Impacts to all wetlands will require mitigation through WCA. Mitigation will also be required for impacted wetlands under the jurisdiction of the USACE.



CHAPTER 4: TRANSPORTATION



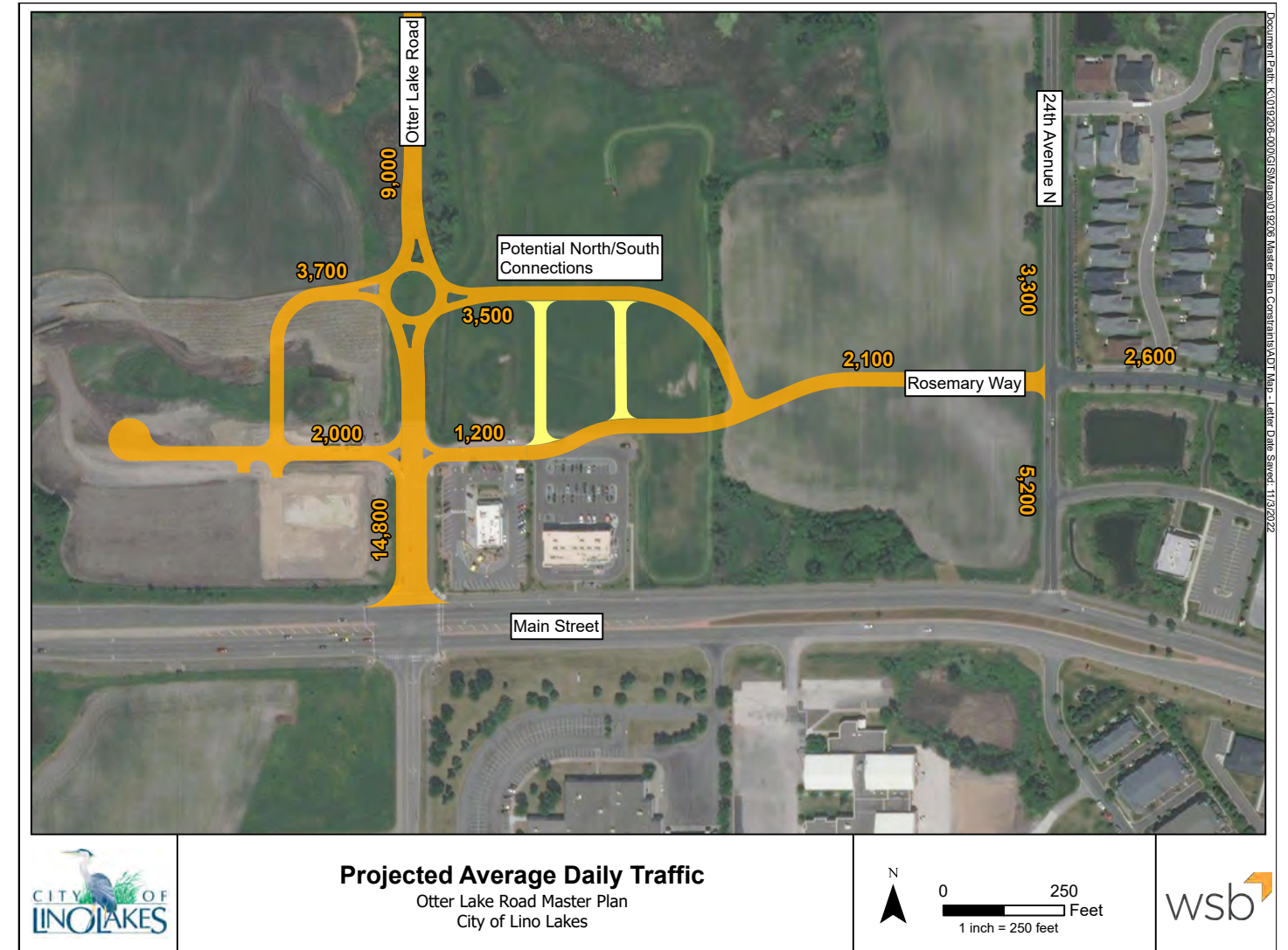
CHAPTER 4: TRANSPORTATION

The city's 2040 Comprehensive Plan identified the need for a new roadway network north of Main Street (CSAH 14) between I-35E and 24th Avenue. The roadway network, including Otter Lake Road and the other supporting streets, will provide local and regional access for this 400 acre portion of the city. The planned roadway network will accommodate the orderly development of the existing and anticipated commercial properties north of Main Street. The area adjacent to the proposed Otter Lake Road just north of Main Street (CSAH 14) is currently experiencing development pressure. A supplemental Traffic Study was completed for this area to determine the appropriate local street network. A copy of the South Otter Lake Road Study is included in the Appendix of this Master Plan.

Traffic forecasts were prepared for the 2040 conditions assuming full build of the anticipated land use for the area. Based on the traffic projections the Otter Lake Road extension will have a daily volume of 14,800 vehicles per day (vpd) at Main Street (CSAH 14) and 9,000 vpd to the north. A portion of the existing traffic on 24th Avenue will be redistributed to the Otter Lake Road extension. Reviewing the city of Lino Lakes and city of Hugo Transportation Plans, approximately 40% of the existing traffic could be redistributed. The attached figure on the right shows the projected 2040 average daily traffic (ADT) volumes on the local roadway network assuming that Otter Lake Road at Rosemary Way is restricted to a right-in/right-out. The roadway design will be based on City design guidelines and MnDOT State Aid Standards. The roadway will consist of a two-lane cross section with left and right turn lanes at the primary access locations in a 120ft right of way corridor.

The first intersection on Otter Lake Road north of Main Street (CSAH 14) at Rosemary Way will be converted to a right-in/right-out access. The first full movement access would be located approximately 660ft north of Main Street (CSAH 14) providing access to the planned commercial and retail land uses. The intersection will be controlled with either a roundabout or traffic signal. The remaining intersections to the north would be spaced approximately 1/4 apart with side street stop control. A pedestrian path will be included on the east side of the roadway extending the path adjacent to the existing Otter Lake Road from Main Street (CSAH 14) to Rosemary Way. The trail will connect the Regional Trail on Main Street (CSAH 14) to the neighborhoods to the north. A sidewalk will also be provided on the west side of Otter Lake Road.

Rosemary Way is proposed to be extended from Otter Lake Road to 24th Avenue, serving as a backage road to Main Street. A connecting road from Rosemary Avenue to the full movement access on Otter Lake Road will be required. The exact alignment of this route will be determined as the area develops.



Rosemary Way at 24th Avenue currently is stop controlled for the Rosemary Way approaches. As the area develops the level of service at the intersection will start to cause a backup past the existing Kwik Trip access road. The future intersection operations will likely warrant intersection control improvements such as northbound and southbound left turn lanes on 24th Avenue with all-way stop control or a traffic signal or a possible roundabout. These improvements will be coordinated with the City of Hugo.



PRIMARY NEEDS

Traffic Demand: The City has identified a need for a new regional roadway parallel to I-35E north of Main Street to meet the future traffic demands for the northeast portion of the city. Based on projected traffic volumes, a north-south arterial road will be needed north of Otter Lake Road's current terminus at Main Street to accommodate the existing neighborhoods and anticipated development of commercial, industrial and residential properties north of Main Street, between I-35E and 24th Avenue. The proposed Otter Lake Road connection will provide the opportunity for a regional link on the east side of I-35E from TH 96 in White Bear Lake to TH 97 in Forest Lake.

Property Access: The Otter Lake Road extension will be constructed through existing agricultural parcels. Based on the City's 2040 Comprehensive Plan, these parcels are planned for commercial, industrial and residential land use. Access roads for any potential lot will stem from Otter Lake Road, and there is a need to construct this roadway in a location that allows for the construction of access roads to each parcel.

SECONDARY NEEDS

Limited Parcel Impacts: The parcels surrounding the Otter Lake Road extension have a planned land use of commercial, industrial and residential. To maximize buildable lot sizes for this type of development, there is a need for the city to select an alignment that will preserve large tracts of land on both sides to maximize development. The roadway alignment design will need to include reasonable primary access from Otter Lake Road and secondary access from the local street system to limit impacts to each development parcel. Given the environmental concerns in the area, the new road will allow property owners to maximize development on their parcels while also protecting wetlands as much as possible.

Existing Infrastructure: There is a need to build off of the existing infrastructure (roads, sewer, water main, etc.) in this area so that new infrastructure for the commercial, industrial and residential lots can be easily extended and more cost efficient.

Each commercial lot will need a connection to the City's sewer and water systems. The location of the Otter Lake Road extension determines how sewer and water can be extended to each lot. Existing sewer and water lines are located at the Otter Lake Road terminus (Phase I) near Main Street. The sewer and water will be extended along Otter Lake Road and sewer and water connections to each lot will stem from Otter Lake Road. Shorter extensions of sewer and water will be possible if Otter Lake Road is located near each lot line. Sewer and water will also be extended between Otter Lake Road and 24th Avenue along the Rosemary Way alignment with each site development.

Pipeline Crossing: There is an existing gas pipeline and easement that extends from near Wetland 3 to the northwest. When Otter Lake Road is extended across the pipeline, the road elevation will need to be heightened to provide

appropriate coverage. A rise in elevation requires the road to tie down to existing contours for a length of roadway. Constructing the Otter Lake Road extension at a right angle to the existing pipeline will allow for the shortest length of heightened roadway which may result in fewer wetland impacts from slope tie-down, and less impact to the utility easement.

State Aid Design: The Otter Lake Road extension will need to meet State Aid geometric design standards for urban design roads because the roadway will become a County State Aid Highway in the future when 24th Avenue is improved to 80th Street (City of Lino Lakes Transportation Plan), including the minimum standards shown in Wetland Table in the Appendix. Drainage from the road extension will be accommodated for by constructing ponds adjacent to the roadway in upland areas.

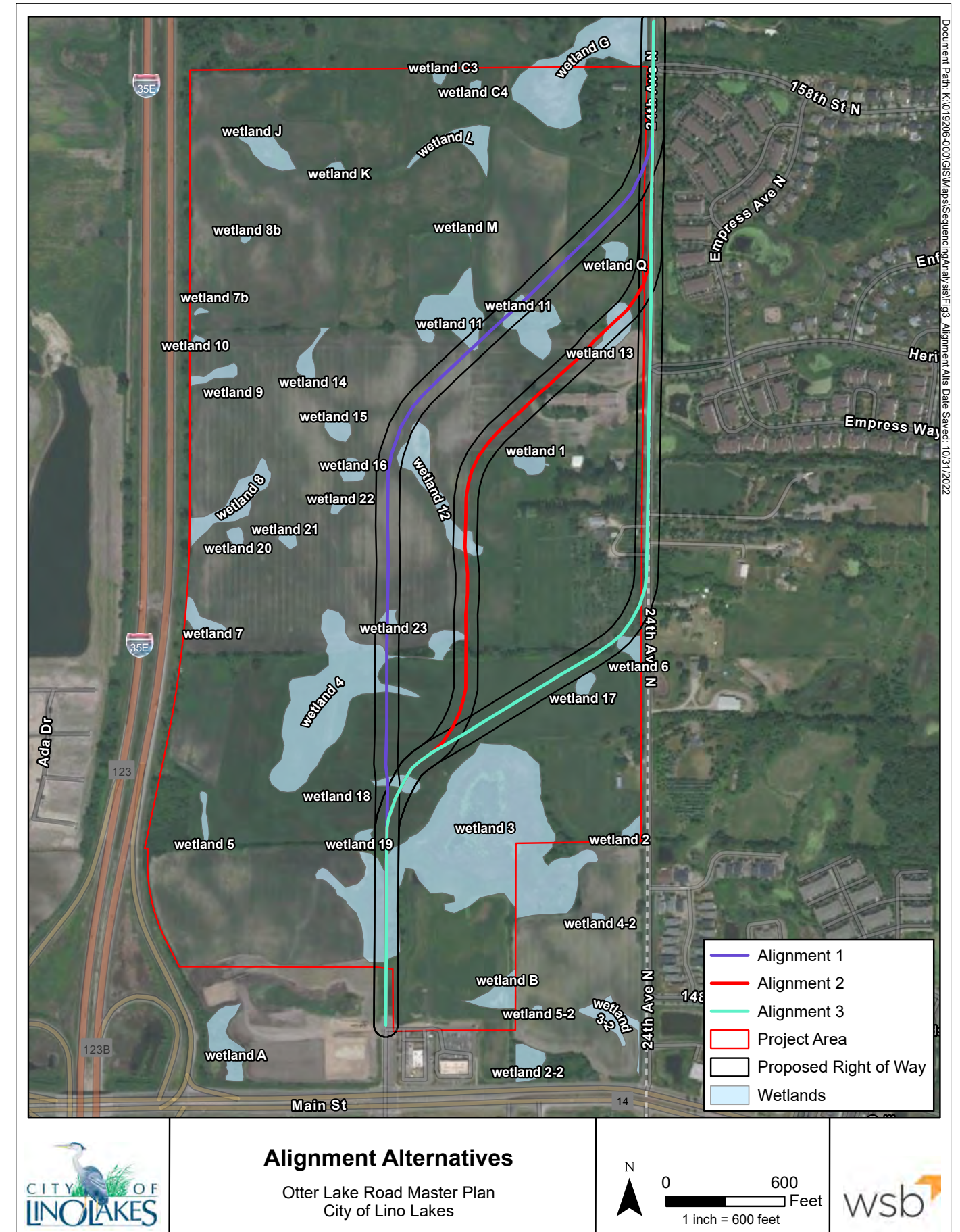
Avoidance Alternatives

Each alignment alternative studied in this Master Plan was evaluated based on its ability to avoid wetland impacts and meet the needs of the project including meeting traffic demand and state aid design standards, providing property access, limiting parcel impacts, allowing for reasonable extension of existing infrastructure, and reducing roadway coverage within an existing gas pipeline easement. All of the alternatives, except the no-build, have proposed impacts to wetlands. The figure to the right and the tables on the following page summarize the total wetland impacts for each of the alternatives, and how each alternative meets the needs of the project. The city will engage the regulatory agencies in evaluation of the avoidance and minimization measures incorporated into the selection of a preferred alternative. Permits for impacts to wetlands will be required prior to construction.

ALTERNATIVE 1

Alternative 1 extends Otter Lake Road from the existing terminus near Main Street to the north 0.56 miles where it then curves to the northeast and connects into 24th Ave. This alternative generally follows lot lines but does split parcels 133122410009 and 133122420001 which are under the same ownership. This creates an undesirable configuration for the landowner. The location of the alignment also provides access to all lots without the need for extensive access-road construction and extension of utilities. This alternative does cross an existing pipeline easement at an angle causing significantly more coverage over the pipeline than if approached at a right-angle. This causes the road to be constructed at a higher elevation for a longer portion of the roadway by increasing the length the two are sharing the same space.

This alternative would impact a total of 2.80 acres of wetlands (**Table 4-2**). The roadway would impact the east side of the main Wetland 4 basin avoiding the largest part of the wetland. The east side of this wetland is essentially a constructed low-quality ditch channel and farmed hay field. The entirety of Wetland 23 would be impacted by this alignment; however this wetland is not likely under the jurisdiction of the USACE and likely qualifies for sequencing flexibility due to its degraded quality as a farmed wetland. The alternative generally avoids the main part of Wetland 12 to the north with minor impacts and then cuts between two lobes of Wetlands 11a and 11b, avoiding the larger parts of these basins. Wetlands 12, 11a, and 11b are also farmed wetlands. Alternative 1 results in the highest amount of wetland impact and does not meet the needs of the project and therefore was rejected.



ALTERNATIVE 2 (PREFERRED ALIGNMENT)

Alternative 2 extends Otter Lake Road from the existing terminus near Main Street to the north 0.22 miles then slightly curves to the northeast, then back north for 0.25 miles before finally curving to the northeast to connect into 24th Avenue parallel to Alternative 1. This alignment generally follows north-south lot lines eliminating the need to split most of the parcels. The location of the road provides access to all of the lots which then requires fewer, shorter access roads and utility extensions. Limiting the future access roads will ultimately reduce the amount of wetland impacts due to roadways. This alignment also approaches the pipeline easement at a right angle reducing the height of the road at the crossing and any future conflicts with small utilities that run parallel to the roadway.

After cutting through Wetland 3, this alignment curves to the northeast before continuing to

the north avoiding most impacts to Wetland 4. The alignment follows the property lines to the north and cuts through a portion of Wetland 12. However, Wetland 12 at this location is degraded: farmed on the west side of the property line and pastureland to the east. The alignment avoids Wetlands 11a and 11b unlike Alternative 1 but does impact the majority of Wetland 13. The preferred alternative results in 0.13 acres less wetland impact than Alternative 1 and meets the needs of the project. This alternative results in a total of 2.67 acres of wetland impacts (Table 4-2).

ALTERNATIVE 3

Alternative 3 extends Otter Lake Road from the existing terminus near Main Street to the north 0.22 miles then slightly curves to the northeast where it continues northeast until it connects with 24th Avenue. After cutting through Wetland 3, this alignment impacts three farmed wetland areas:

Wetlands 18, 17, and 6. This alternative avoids most wetland impacts initially resulting in 1.90 acres of impact (Table 4-2). However, this alternative does not provide access to the northerly lots and would require extensive construction of access roads and extension of utilities which would result in additional wetland impacts likely exceeding the amounts of the other alternatives. This alternative does not meet the project's needs and was rejected due to the fact that it would not provide access to all properties and limited access to existing infrastructure would cause development of land within the planned land use for the area (commercial) to be challenging.

NO BUILD ALTERNATIVE

The no build alternative would not extend Otter Lake Road to the north. Access for the parcels would result in the construction of local roads from 24th Avenue. Access to the area would be

from 24th Avenue which is restricted to right-in/right-out at Main Street (CSAH 14). Access to or from eastbound Main Street (CSAH 14) would be through the Victor Hugo Boulevard intersection in Hugo. This would result in the need for 24th Avenue as well as Rosemary Way in the city of Hugo to be improved. There are no existing sewer and water connections along 24th Avenue that could easily be extended out to the lots as this road is the city boundary between Hugo and Lino Lakes. Sewer and water would be one sided and sewer water extension in this manner would result in over double the amount of infrastructure. This alternative would initially avoid wetland impacts but does not meet the needs of the property owners or the city and was rejected.

Table 4-1 summarizes each of the alternatives with respect to the primary and secondary needs of the project area. Table 4-2 summarizes the estimated wetland impacts for each alignment alternative.

TABLE 4-1: ALTERNATIVE ALIGNMENT SUMMARY

	Alternative 1	Alternative 2 (Preferred)	Alternative 3	No Build
Primary Needs				
Traffic Demand	●	●	●	
Property Access	●	●		
Secondary Needs				
Limited Parcel Impacts		●	●	
Access to Existing Infrastructure	●	●		
Ability To Meet State Aid Standards	●	●	●	
Pipeline Easement Crossing at Right-Angle		●	●	

TABLE 4-2. ESTIMATED WETLAND IMPACTS (ACRES) FOR EACH ALTERNATIVE ALIGNMENT

Wetland ID	Alternative 1	Alternative 2 (Preferred)	Alternative 3	No Build
Wetland 3 ¹	1.58	1.58	1.58	0
Wetland 4	0.32	0.06	0	0
Wetland 6 ²	0	0	0.09	0
Wetland 11a ^{1,2}	0.16	0	0	0
Wetland 11b ^{1,2}	0.34	0	0	0
Wetland 12 ^{1,2}	0.10	0.30	0	0
Wetland 13 ^{1,2}	0	0.52	0	0
Wetland 17	0	0	0.01	0
Wetland 18 ^{1,2}	0.13	0.21	0.21	0
Wetland 23 ²	0.17	0	0	0
Total	2.80	2.67	1.90	0

1 - Not regulated by USACE per AJD (dated 11/1/2022)

2 - Received sequencing flexibility approval per LGU Decision 22-063 (dated 9/14/2022)

CHAPTER 5: LAND USE AND FINAL MASTER PLAN





CHAPTER 5: LAND USE AND FINAL MASTER PLAN

The land in the project area currently is designated for commercial, industrial and office/residential uses. A further description of the zoning designations and land uses designations are provided below:





Current Zoning

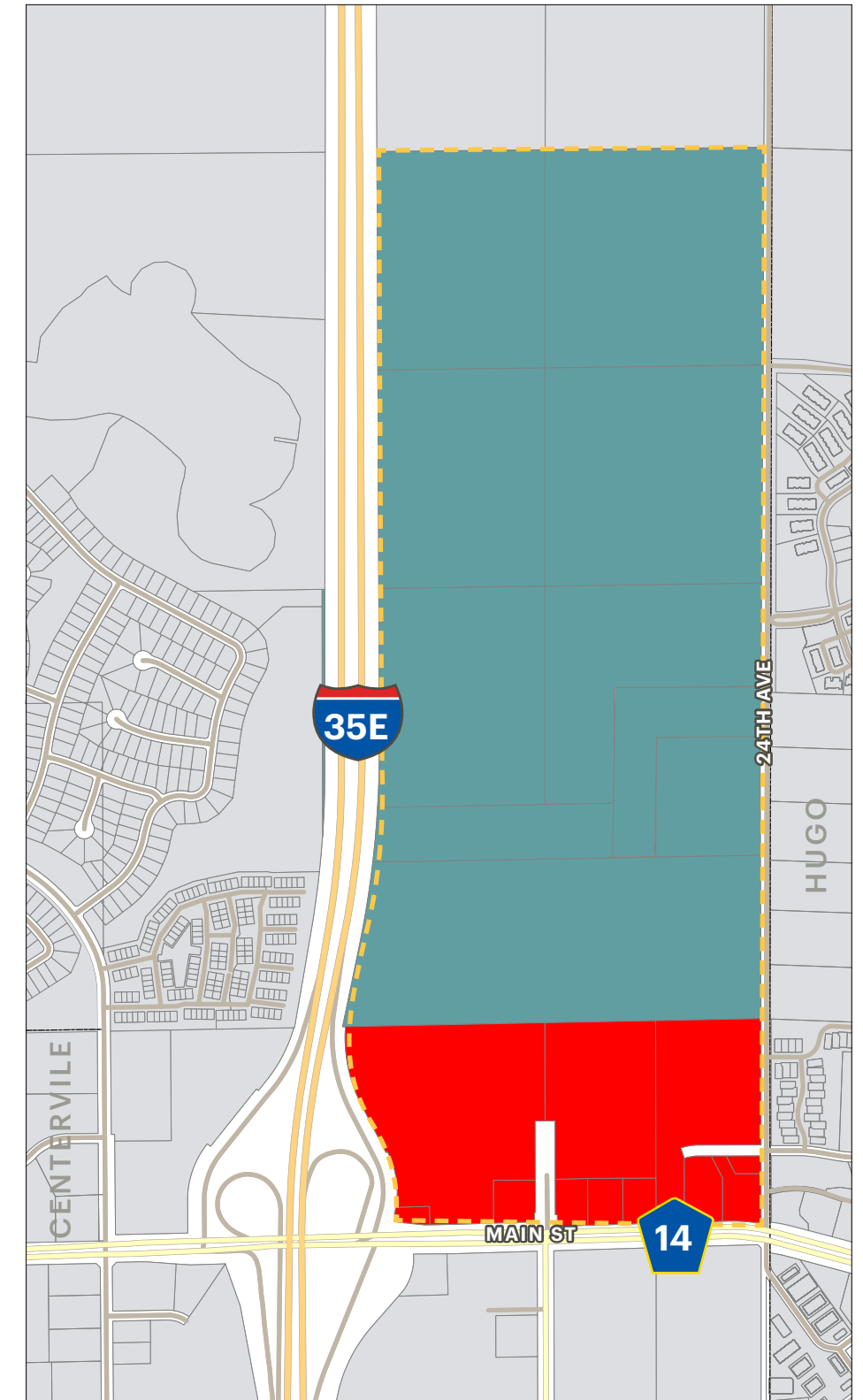
The current zoning designations for the project area are **General Business** (southern parcels) and **Rural Business Reserve** (the remainder of the site).

 According to the zoning ordinance, **General Business** allows for a wide variety of business uses including retail, service, and semi-industrial uses. The uses may contain businesses which tend to serve other business and industry as well as those catering to shoppers' needs.

 The zoning ordinance indicates the **Rural Business Reserve** district is intended to preserve a rural, very low density environment until such time as the land is needed for commercial and industrial uses. Residents of this district can expect to fully use the land for farming, grazing, animal husbandry, propagation of nursery stock, gardening, and other traditional rural uses. In addition, the district is meant to prevent incursion of those land uses that would adversely affect or diminish the rural character of the land. In particular, subdivisions of land for residential purposes as well as commercial and industrial uses without access to suitable infrastructure is not to be permitted. It should be noted that the City is currently in the process of amending the zoning ordinance at the time of this master plan creation and the Rural Business Reserve district will eventually be eliminated. The new zoning designation for these properties will be R, Rural, until such time as they are developed. The new Rural district generally has the same uses as the Rural Business Reserve district.

LEGEND

	STUDY AREA		GB - GENERAL BUSINESS
	PARCELS		R BR - RURAL/BUSINESS RESERVE



Future Land Use

The city's 2040 Comprehensive Plan Update and Map indicate that the land uses for the project area include **Commercial**, **Business Campus** and **Office Residential**.

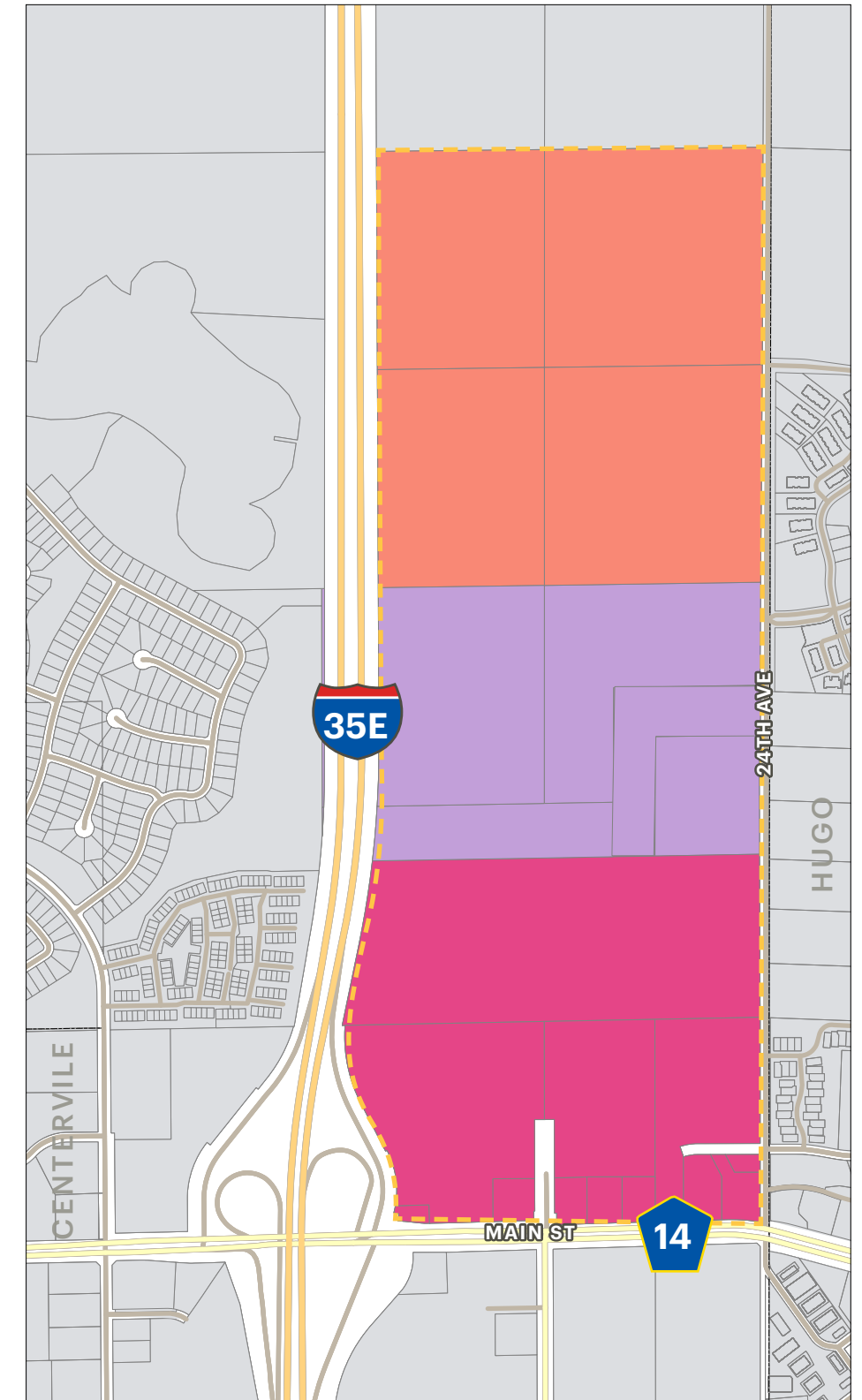
Commercial land use is intended to accommodate retail, office and service uses. Commercial areas are identified along major roadways within the City, as these corridors will provide higher traffic volumes and visibility to support commercial uses. The provision of additional commercial areas will increase employment opportunities for residents of the community and will also increase the city's tax base and relieve pressure on residential property taxes. Creating commercial areas around the city will provide convenient retail opportunities for residents of all neighborhoods.

"Business Campus" is a new designation in the 2040 Plan Update. The purpose of this new designation is to provide for the high-quality, integrated development of a wide range of business uses at high visibility locations, particularly the area near the I-35E and I-35W corridors and interchanges. These areas will create a strong image for the city and serve primarily as employment centers, with office, service, research and development, data centers and light industrial uses. Warehousing and outdoor storage would be limited, as accessory to these primary uses. Other uses would include those that support the businesses and their employees, such as convenience retail or services, hotels, restaurants, daycare facilities, banks or other financial institutions, and park and ride facilities. Additional uses may include destination uses that have a market draw beyond the local area, such as entertainment, public institutions or non-profit or semi-public facilities. A master plan/ PUD plan will ensure a cohesive development pattern, and provide standards for good aesthetics and architectural quality, while protecting the natural resources of the area

The **Office Residential** land use category provides for office and business uses and residential units at a density of 4.0 to 6.0 units per acre. Residential development is not required but should not exceed 50% of the land area.

LEGEND

- STUDY AREA
- PARCELS
- COMMERCIAL
- BUSINESS CAMPUS
- OFFICE RESIDENTIAL





Current Trends

The Otter Lake Road extension will provide opportunities for property owners to develop their property in a way that was not possible prior to the extension. As part of this master plan it is appropriate to analyze current market trends to determine if the existing zoning and land uses are appropriate for maximizing development potential. The Twin Cities real estate market is seeing the following trends occurring at the time:



INDUSTRIAL

Properties adjacent to major interstates with good local access are being purchased by users intending to build 250,000 square feet or more for industrial uses. Smaller users also exist but the higher square footage is highly sought after at this point in time.



RESIDENTIAL

The high density residential market is strong in the Twin Cities Metropolitan Area.



COMMERCIAL

Commercial activity is occurring at this time but at a much slower rate than industrial activity.

Final Road Alignment & Recommended Future Land Use

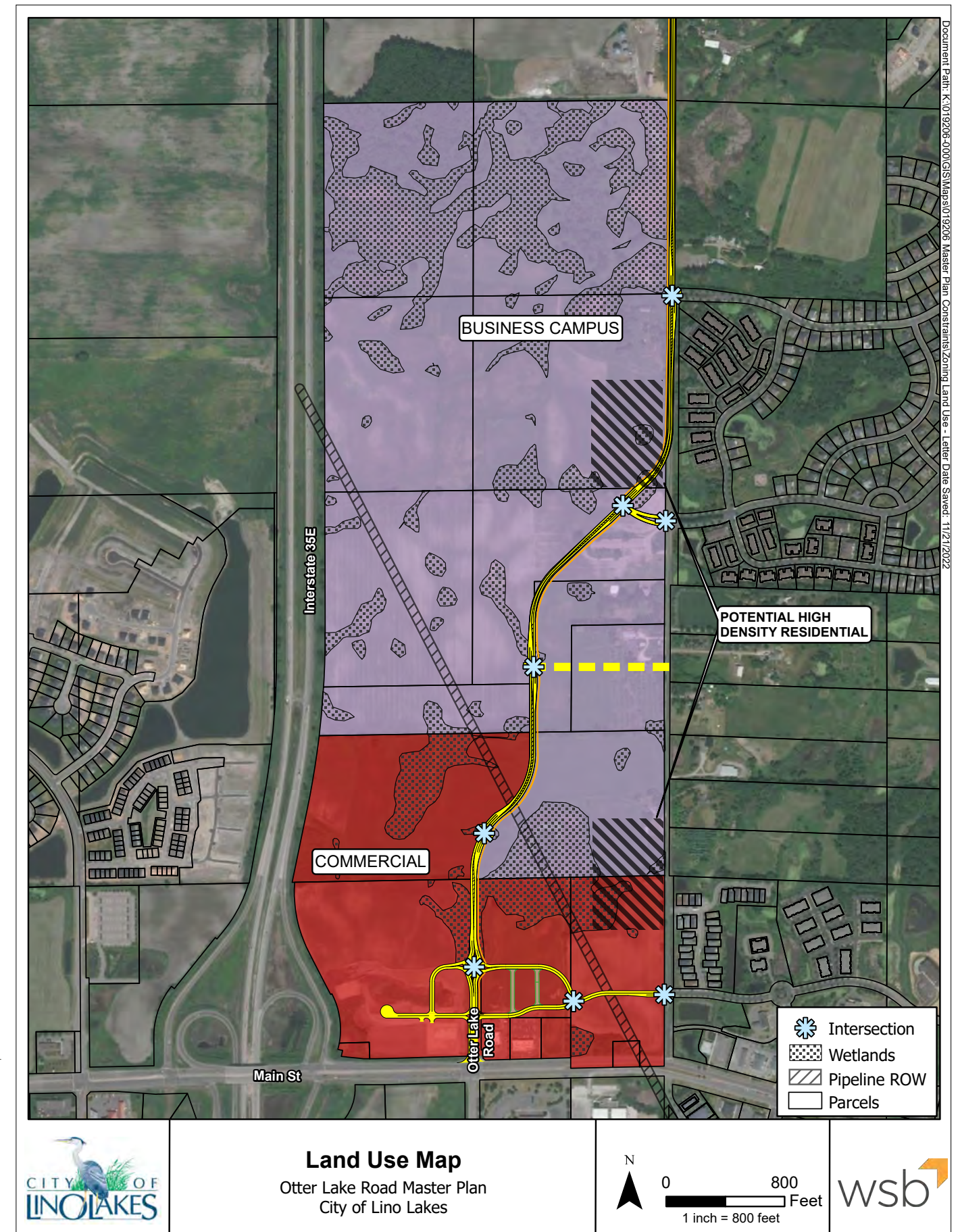
The project area is in a very desirable location adjacent to I35E with ramp access to Main Street on the south end of the project area. The Otter Lake Road extension will provide valuable access opportunities to the property owners within the project area. Because of the location and the access opportunities, it is important to merge market trends and land use regulations in order to achieve maximum development potential. The map on this page provides a glimpse of the recommended land uses and preferred road alignment.

RECOMMENDED LAND USE

- The current commercial zoning and future land use designations on the south end of the project area are appropriate based on current development trends. There are existing commercial uses within this area and it makes sense to allow for more commercial development in the future given that commercial activity is still doing well in the market today.
- The City should consider rezoning all properties currently zoned as Rural Business Reserve (or Rural as prescribed by zoning ordinance amendments) to LI Light Industrial, the new Business Campus zoning district, or create a new zoning district to accommodate and allow the types of uses that the City wishes to attract in this area. This rezoning should occur at the time of development. Properties not being developed can remain zoned as Rural Business Reserve or Rural (as prescribed by zoning ordinance amendments). A new zoning district could include a mix of certain types of commercial uses and light industrial uses, while ensuring the warehousing and outdoor storage is limited in nature or eliminated from potential uses all together.
- The land use of Business Campus would be the most appropriate for all land that is not designated for commercial development. The type of uses described in this chapter match the current trends for development on similar parcels throughout the metro area.

LEGEND

- BUSINESS CAMPUS
- COMMERCIAL





- The change from Office Residential to Business Campus on north end is recommended to provide greater flexibility to adapt to changing market conditions over time. The business campus designation provides for both office and light manufacturing uses, while high density housing could be considered as a complementary component as part of an overall development plan as noted below.
- High Density residential uses may be considered in certain locations within the project area. This use should be located away from the I-35E intersection along 24th Avenue. A suggested location is in the southeast corner of the project area where physical constraints may limit site visibility or access desired by commercial users. It can also be accommodated within the farther north adjacent to the wetland bank area.

RECOMMENDED ROAD ALIGNMENT (ALTERNATIVE 2)

- Eliminates the need to split most of the parcels.
- Requires fewer, shorter access roads and utility extensions.
- Reduces the amount of wetland impact due to roadways.
- Approaches the pipeline easement at a right angle reducing the height of the road at the crossing and any future conflicts with small utilities that run parallel to the roadway.

CHAPTER 6: IMPLEMENTATION MEASURES AND STRATEGIES



CHAPTER 6: IMPLEMENTATION MEASURES AND STRATEGIES

As the City of Lino Lakes moves forward with development proposals for the study area, this Master Plan is meant to be a guide for development. In order to implement this plan and allow for development to occur, the Otter Lake Road extension needs to be constructed, zoning and land use changes will occur, environmental applications need to be pursued and economic development strategies need to be developed. This chapter outlines several implementation measures that need to occur in order to achieve full development of the study area.

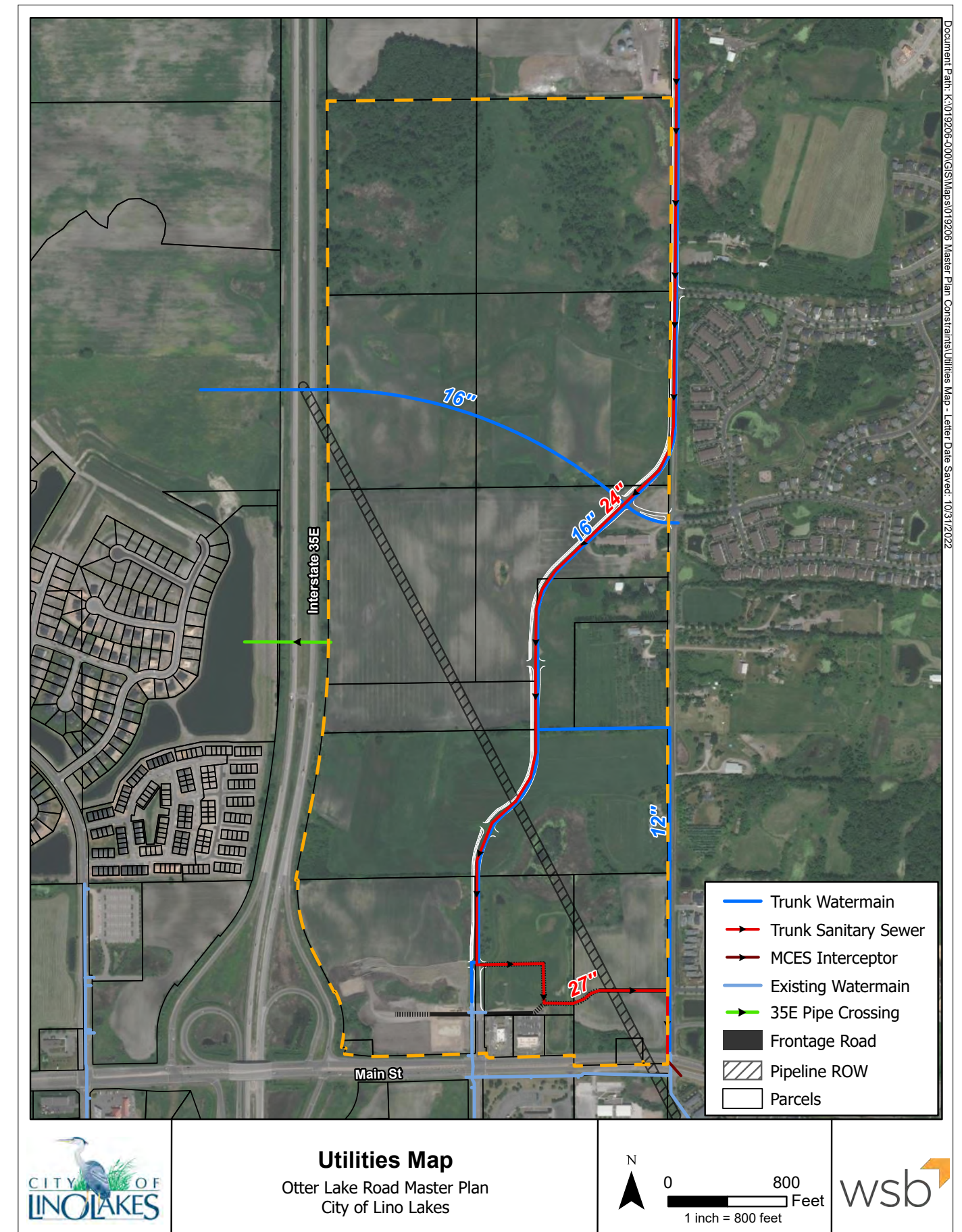
Utilities

WATER

The City's 2040 Comprehensive Plan and Water System Model identify the need for a 16-inch diameter trunk water line running north south through the development site, which will extend and be part of a broader future trunk water line loop crossing I-35E. Smaller size watermain, 8 to 12-inch diameter, will be looped throughout the commercial and industrial sites. The City's water supply and storage capacities will be expanded to keep pace with development and demand on the water system and in accordance with the City's 2040 Comprehensive Water Supply Plan.

SANITARY SEWER

The City's 2040 Comprehensive Plan identifies the need for a 27 to 18-inch diameter trunk sanitary sewer flowing southward and extending from south to north through the development site. This new trunk sanitary sewer will serve City Sanitary District 5 and will discharge to Metropolitan Council Environmental Services (MCES) Interceptor 802325 through a new flow meter vault currently under design and located near the intersection of Main Street and 24th Avenue. Smaller size sanitary sewer laterals, 8 to 12-inch diameter, will be extended from the trunk to the commercial and industrial sites.



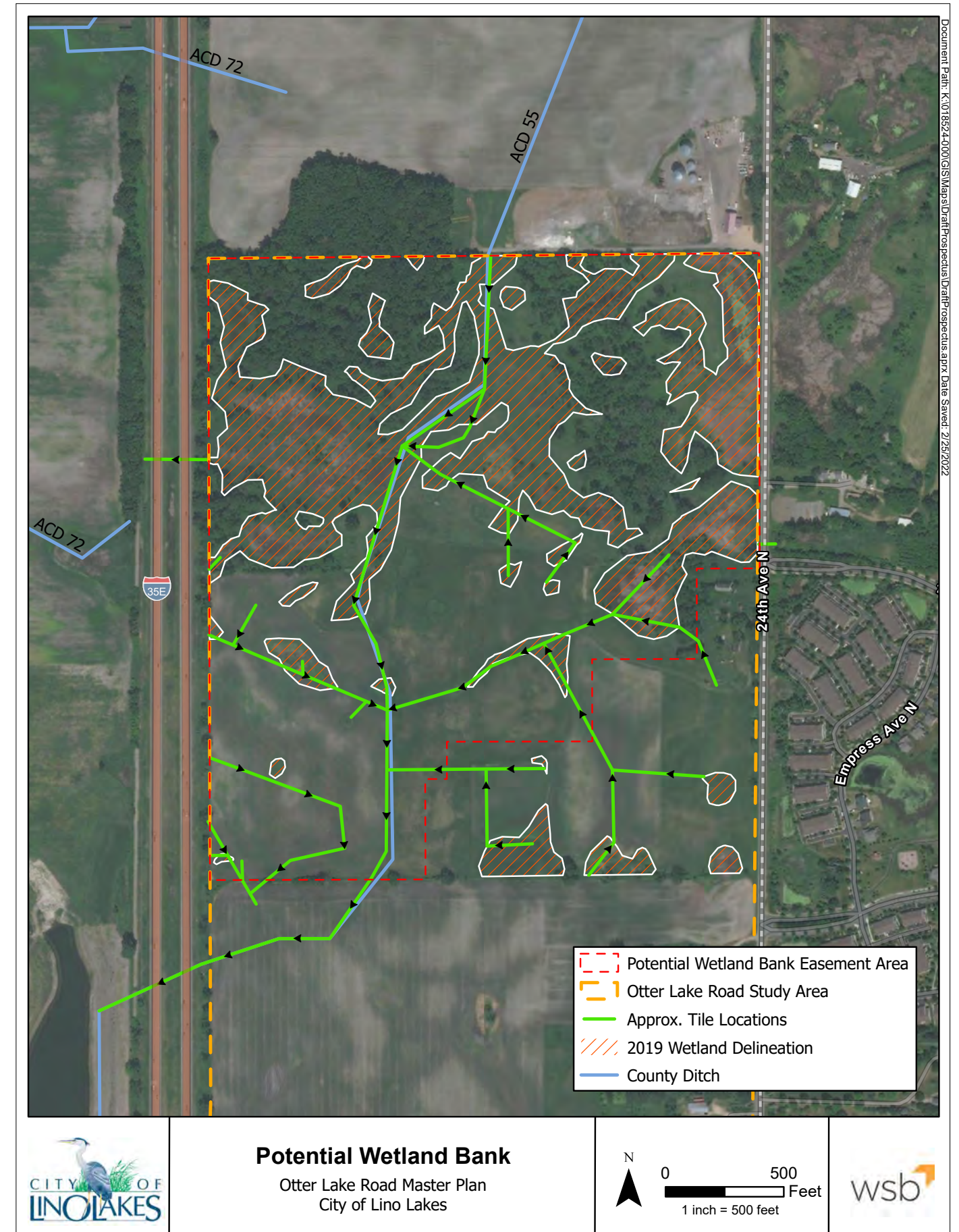
Wetlands

Wetlands throughout the study area have been identified and may be regulated by various agencies, including Rice Creek Watershed District (RCWD, for the Wetland Conservation Act), USACE, MN Pollution Control Agency (MPCA), and DNR (Wetland G). A sequencing analysis has been submitted to the agencies for potential impacts from the roadway alignment. Additional coordination will be necessary when designed plans become available to obtain permits from RCWD/WCA, USACE, and MPCA. Mitigation for impacts to wetlands is anticipated via purchase of credits from a wetland bank, and primarily from a potential wetland bank located on the parcels adjacent to the study area to the north. This potential bank would restore wetlands formerly drained by agricultural use and use of this potential bank would maintain a no-net loss of wetland within the local watershed.

Impacts to wetlands resulting from future development of the parcels throughout the study area will also require coordination with the various agencies who have regulatory authority over the wetlands. Each development will be responsible for developing site plans that avoid wetlands or minimize impacts if avoidance isn't practical or feasible. Replacement for impacts resulting from these developments will be encouraged through the potential wetland bank north of the study area, if available, to maintain a no-net loss of wetland within the local watershed.

Wetland Bank

Approximately 114 acres located partially within the study area and north of the study area have been identified as a potential wetland bank. Wetland banks are areas where wetlands have been restored or preserved and wetland credits are established based on the amount of restoration or preservation on the site. Projects that impact wetlands can purchase credits from the wetland bank as mitigation. The 114 acres identified north of the study area is currently used for agricultural production and has been in that land use as far back as 1938. Agricultural tile has been used to drain wet areas to promote agricultural production. Several wetlands are located throughout the potential wetland bank area and historic aerial photos indicate that they are smaller today as a result of tile drainage than they were historically. A study is currently underway to evaluate the potential to restore approximately 67 acres of fully or partially drained wetland by allowing hydrology to return to the wetlands and restoring native vegetation. Additionally, approximately 47 acres of upland native buffer vegetation will also be established. The resulting wetland bank would provide mitigation opportunities for local projects that result in wetland impacts and promote no-net loss wetlands within the area.





Road Construction

The Otter Lake Road Extension Project will require right of way or roadway easement acquisition prior to construction. It is anticipated that permits will be required from MPCA, USACE, and the DNR for wetland impacts. The project will be coordinated with government agencies including Anoka County, Washington County and the City of Hugo.

The Otter Lake Road Extension Project based on the approved concept alternative, including the east-west connections from Otter Lake Road to 24th Avenue as outlined in the “South Otter Lake Road Traffic Study” included in the appendix, will be designed to Municipal State Aid standards and is planned to be constructed in 2024. The project will be substantially completed within one construction season, however final construction is anticipated to carry into the next construction season.



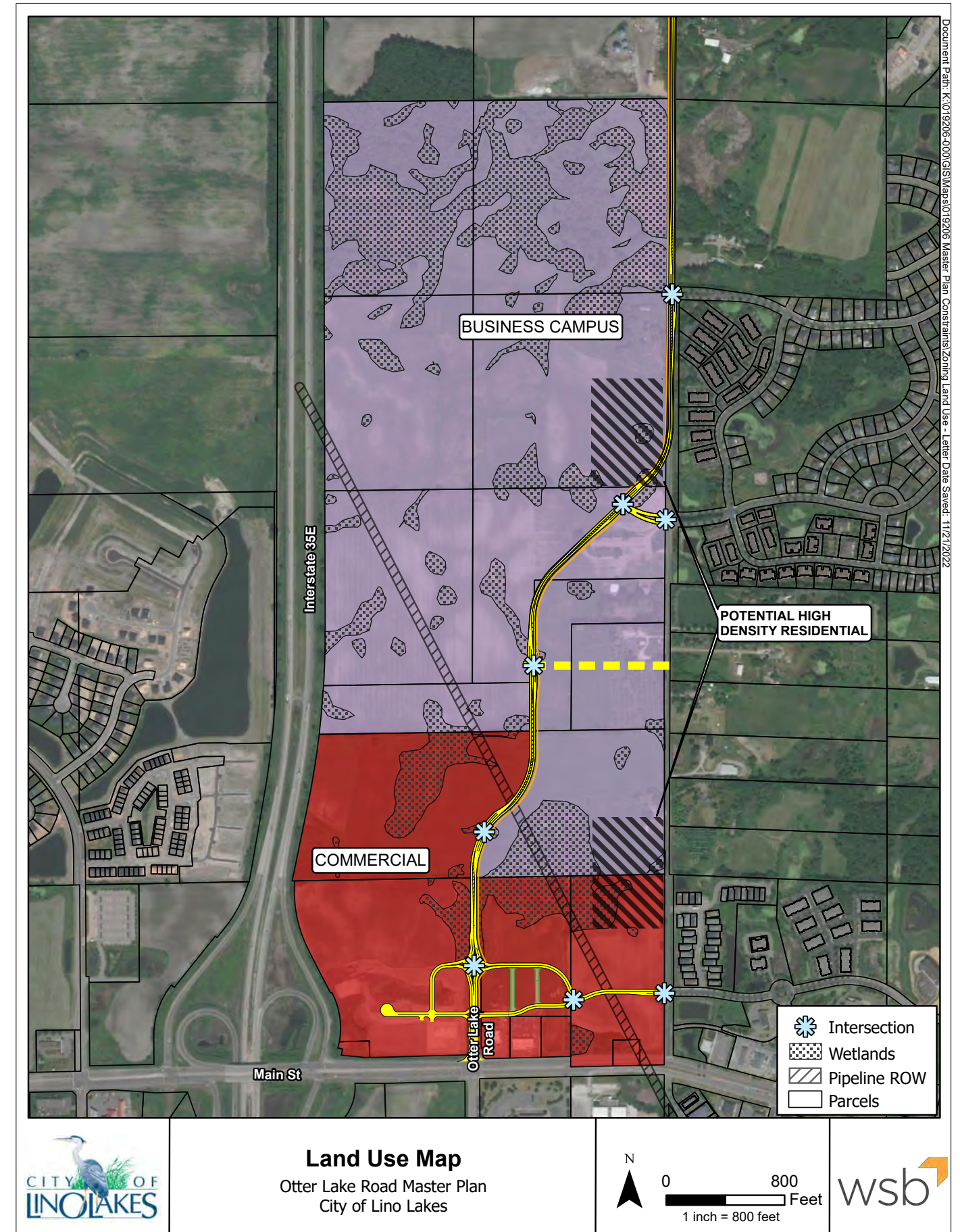
Land Use

Land use and zoning amendments should occur with development of the study area to match the future land use and zoning map. As development applications are received, or if the City prefers to be proactive and initiate these changes prior to development, the following amendments must occur:

- All properties currently zoned as Rural Business Reserve should be rezoned to LI (Light Industrial), the new Business Campus district, or the City could create a new flexible district that incorporates uses that the City wishes to attract in this area.
- With the exception of the current commercial land use district on the south end of the study area, the land use for all remaining land in the study area should be amended to Business Campus to provide for the high-quality, integrated development of a wide range of business uses at high visibility locations.
- High density residential uses should be considered for locations within the study area. The location of this type of use would be adjacent to 24th Avenue and immediately north of the commercial land uses on the south end of the study area or on the northwest corner of the northernmost proposed intersection of Otter Lake Road and 24th Avenue North. A comprehensive land use amendment and rezoning would be required to implement the housing in the study area.
- The City will be required to process land use amendments with the Metropolitan Council in order to accommodate the land uses suggested in this Master Plan. This can be done proactively before development occurs, or at the time of development of each parcel.

Economic Development

This area will continue to grow and develop as the infrastructure is completed allowing for a smooth and expeditious development process to be implemented. The completion of the master planning of the area allows for the sites to be bordering on shovel ready for potential projects. The City will be working with the property owners and potential developers on the identification of funding sources to help mitigate the effects of the costs of development. These may include funding from the Department of Employment and Economic Development, Federal EDA and other governmental agencies. As the sites move closer to availability for development, the City will use their traditional marketing strategies to promote the area for development. In addition, the City will be working with the Minnesota Technology Corridor on the promotion of the sites to expand the reach of potential development partners.



APPENDIX

WETLAND TABLE

SOUTH OTTER LAKE RD TRAFFIC STUDY

WETLAND TABLE:

WETLANDS WITHIN THE OTTER LAKE ROAD MASTER PLAN SUBJECT AREA

Wetland ID	Notice of Decision: Project Name & Date	Delineation Method	Eggers and Reed	Circular 39 (Cowardin)	NWI*	DNR PWI**	Wetland Size (acres)
1	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1Ax)	Yes	NA	0.38
2	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Fresh Wet Meadow	Type 2 (PEM1Bf)	Yes	NA	0.17
3	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Shallow Marsh/Shallow Open Water	Type 3/ Type 5 (PEM1Ff/ PABG)	Yes	NA	5.77
4	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1Af)	Yes	NA	4.47
5	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1Af)	Yes	NA	0.19
6	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1A)	Yes	NA	0.32
7	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1Af)	No	NA	0.40
8	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1Af)	Yes	NA	1.22
9	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1Af)	No	NA	0.31
10	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1Af)	No	NA	0.09
11a, 11b	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1	Yes	NA	0.94
12	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin/ Fresh (wet) Meadow	Type 1/2 (PEM1Af/ PEM1B)	Yes	NA	1.57
13	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin/ Shallow Marsh	Type 1/3 (PEM1Af/ PEM1C)	Yes	NA	0.39
14	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1Af)	No	NA	0.36
15	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1Af)	No	NA	0.34
16	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1Af)	No	NA	0.29
17	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1Af)	No	NA	0.23
18	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1Af)	No	NA	0.33
19	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1Af)	No	NA	0.15
20	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1Af)	No	NA	0.18
21	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1Af)	No	NA	0.19
22	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1Af)	No	NA	0.13
23	Otter Lake Road Extension 2/11/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1Af)	No	NA	0.17
7B	Lester Winter Property 12/18/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1Af)	No	NA	Unknown
8B	Lester Winter Property 12/18/22	Level 1 and Level 2	Fresh Wet Meadow	Type 2 (PEM1B)	No	NA	Unknown
J	Lester Winter Property 12/18/22	Level 1 and Level 2	Fresh Wet Meadow	Type 2 (PEM1B)	No	NA	Unknown
K	Lester Winter Property 12/18/22	Level 1 and Level 2	Fresh Wet Meadow	Type 2 (PEM1B)	No	NA	Unknown
L	Lester Winter Property 12/18/22	Level 1 and Level 2	Fresh Wet Meadow	Type 2 (PEM1B)	No	NA	Unknown
M	Lester Winter Property 12/18/22	Level 1 and Level 2	Fresh Wet Meadow	Type 2 (PEM1B)	Yes	NA	Unknown
C3	Lester Winter Property 12/18/22	Level 1 and Level 2	Fresh Wet Meadow	Type 2 (PEM1B)	No	NA	Unknown
C4	Lester Winter Property 12/18/22	Level 1 and Level 2	Fresh Wet Meadow	Type 2 (PEM1B)	No	NA	Unknown
G	Lester Winter Property 12/18/22	Level 1 and Level 2	Sedge Meadow/Shallow Marsh	Type 2/3 (PEM1B/ PEM1C)	Yes	Yes	Unknown
Q	Lester Winter Property 12/18/22	Level 1 and Level 2	Seasonally Flooded Basin	Type 1 (PEM1A)	No	No	Unknown
A	Tyme Properties	Unknown	Unknown	Unknown	Yes	No	0.96
B	MFC Properties 12-21-10	Level 1 and Level 2	Seasonally Flooded Basin	Type 1	No	No	Unknown
2-2	Belland Farm Site 9/7/21	Level 1 and Level 2	Shallow Marsh/Shrub Carr/ Wet Meadow	Type 3/6/2	Yes	No	0.56
3-2	Belland Farm Site 9/7/21	Level 1 and Level 2	Farmed Seasonally Flooded Basin	Type 1	No	No	0.74
4-2	Belland Farm Site 9/7/21	Level 1 and Level 2	Farmed Seasonally Flooded Basin	Type 1	No	No	0.08
5-2	Belland Farm Site 9/7/21	Level 1 and Level 2	Farmed Seasonally Flooded Basin	Type 1	No	No	0.05



Otter Lake Road Master Plan

City Council Worksession Presentation

City of Lino Lakes

12.05.2022



Study Area

- Main Street/County Road 14 on the south
- I 35E on the west
- North end of the Winter Property on the north
- 24th Avenue on the east
- Otter Lake Road Extension to the north from main
- Approximately 400 acres

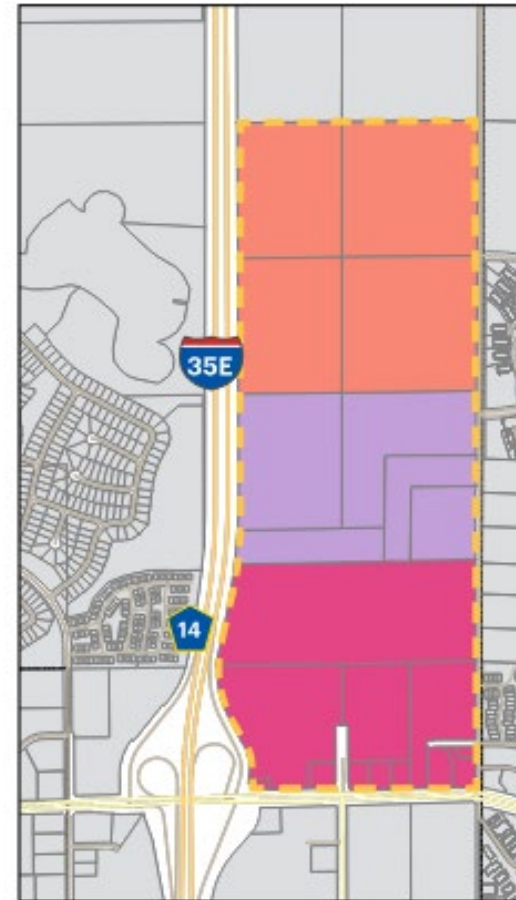
Background—Current Zoning and Future Land Use



CURRENT ZONING

LEGEND

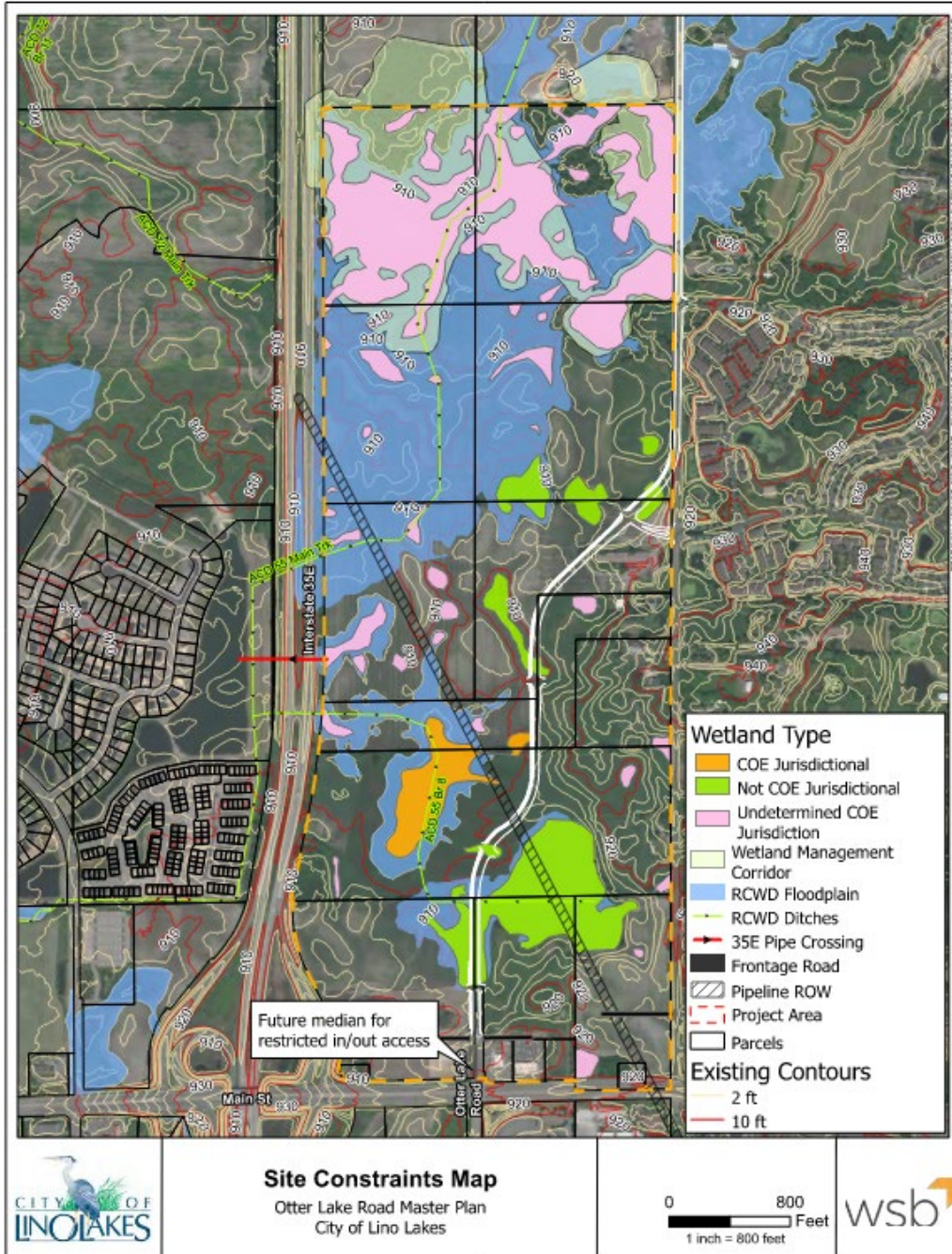
- STUDY AREA
- ▭ PARCELS
- GB - GENERAL BUSINESS
- R BR - RURAL/BUSINESS RESERVE



2040 FUTURE LAND USE

LEGEND

- STUDY AREA
- ▭ PARCELS
- OFFICE RESIDENTIAL
- COMMERCIAL
- BUSINESS CAMPUS

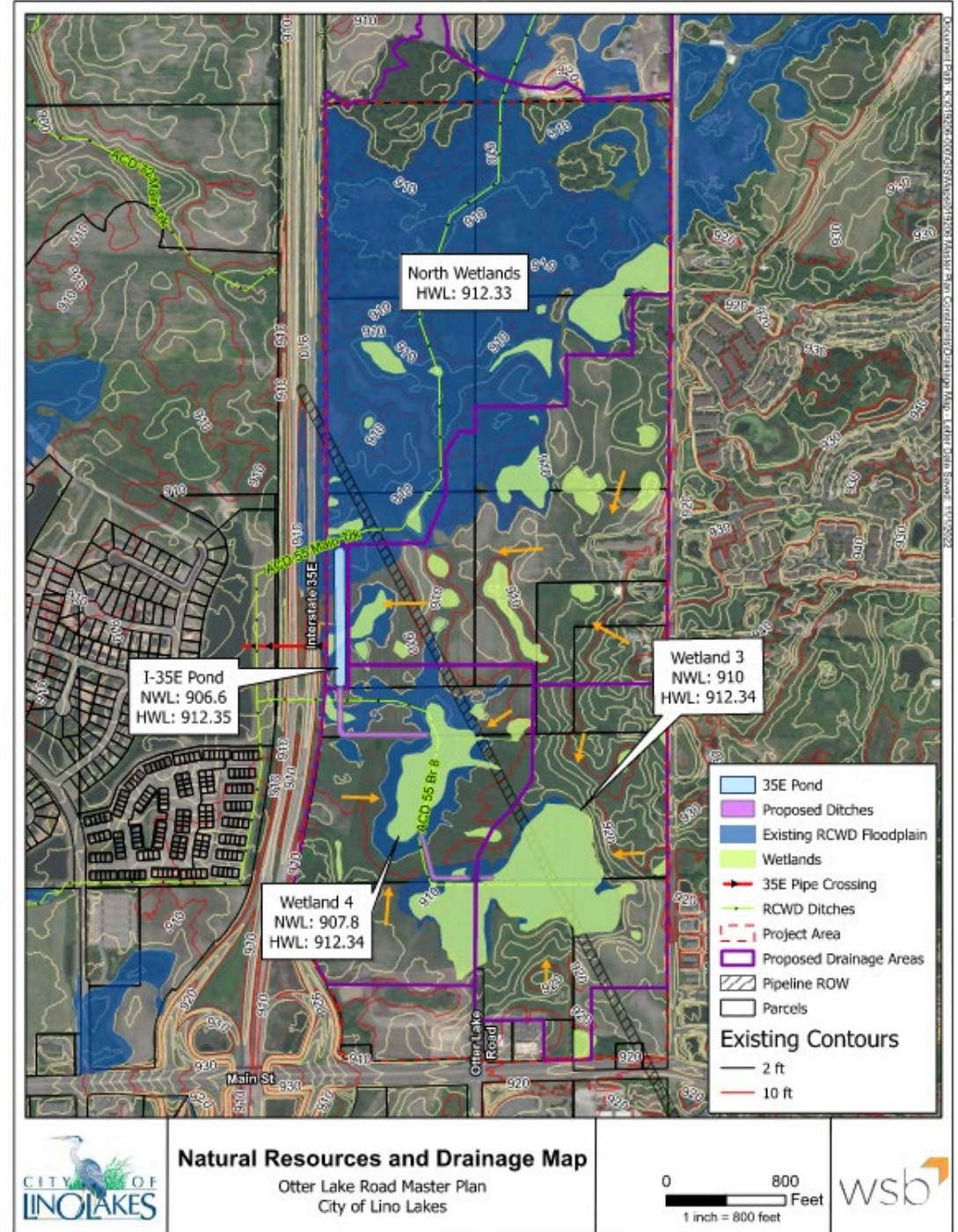


Site Constraints

- Access constraints--35E on the west, Main Street on the South
- Underground Pipeline
- Multiple Wetlands—some under USACE jurisdiction
- Flood Plain and Ditches—under the jurisdiction of RCWD

Natural Resources/Drainage

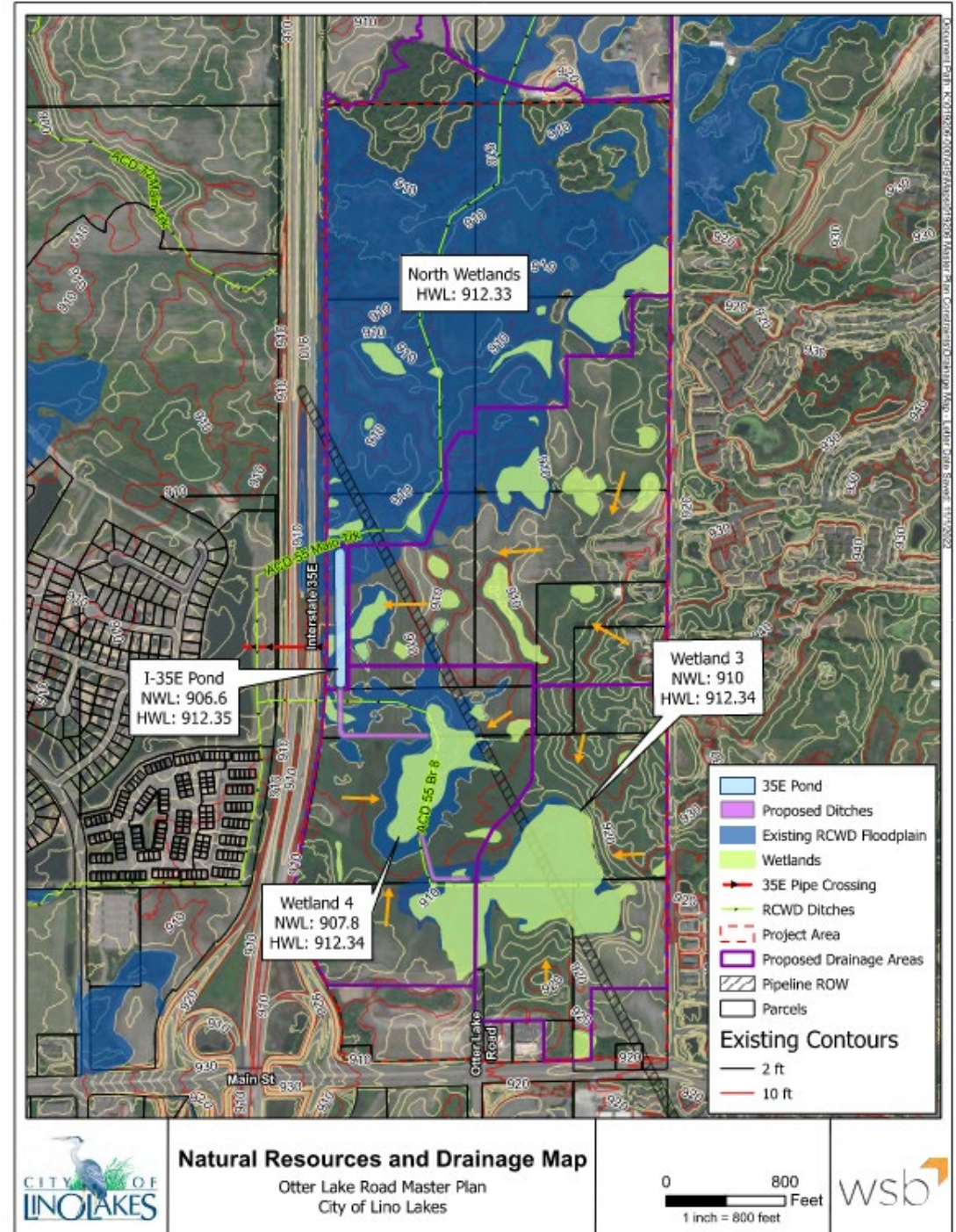
- City/WSB have created a regional drainage system to serve the study area.
- Provides rate control and flood storage.
- Does not provide water quality treatment.
- All sites need to meet RCWD's requirements for water quality treatment.
- Reduces impacts of RCWD runoff rate requirements on individual properties.
- Allows for high-level flood management.
- Will enhance and protect the wetlands used as stormwater storage.



Pros and Cons— Regional System

- Reduces impacts of RCWD runoff rate requirements on individual properties.
- Allows for high-level flood management.
- Will enhance and protect the wetlands used as stormwater storage.
- An initial investment from the City is needed.

NOTE: City has established a trunk surface water management charge to recover the costs.



Wetlands

Wetlands have been delineated.

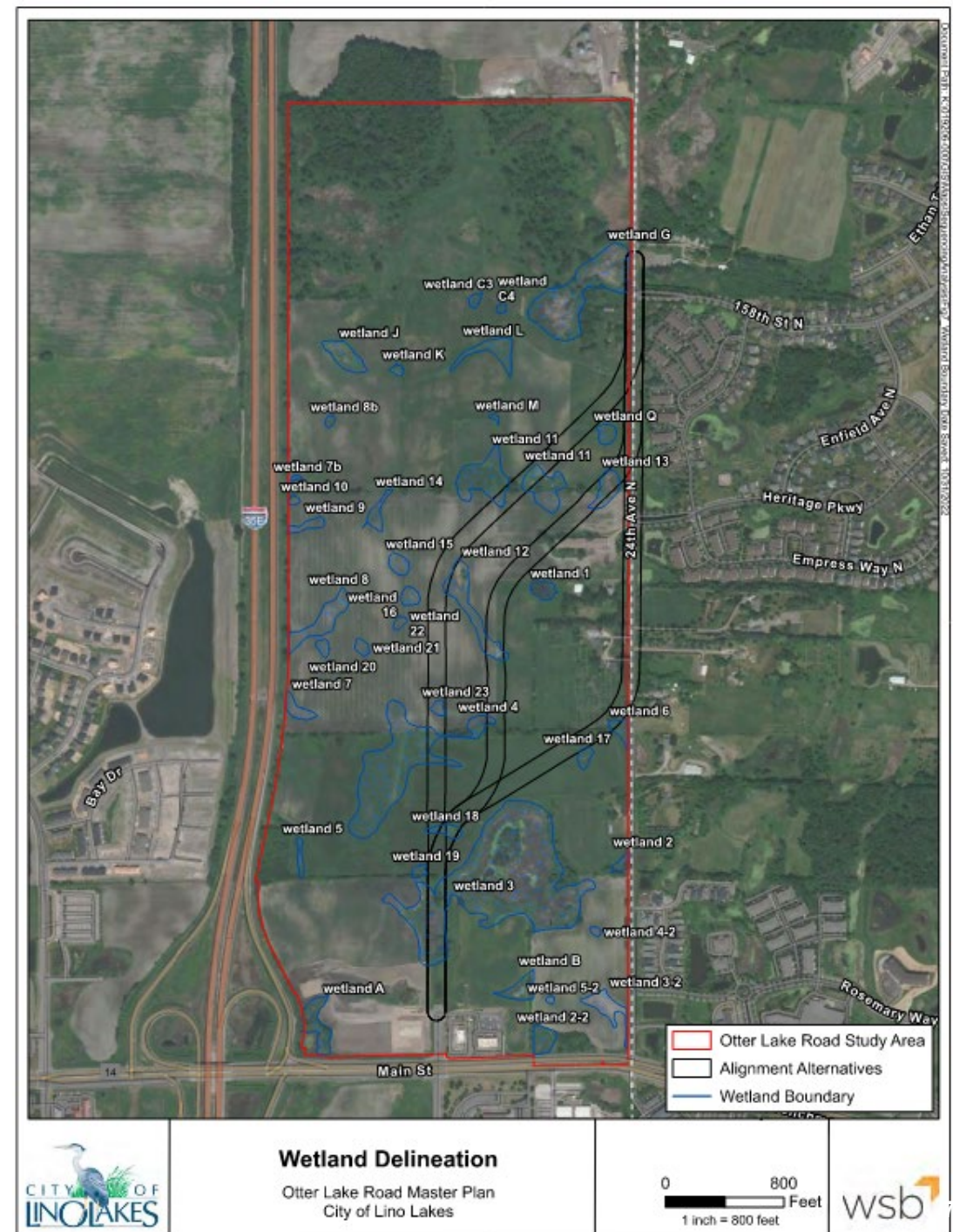
Majority are degraded, used for active agriculture or hay production.

All wetlands subject to Wetland Conservation Act, USCAE and the MN Pollution Control Agency.

DNR regulates a portion of Wetland G as Public Waters.

A sequencing analysis has been approved the the WCA LUG. Flexibility received for a portion of the wetlands.

Impacts to all wetlands will require mitigations.



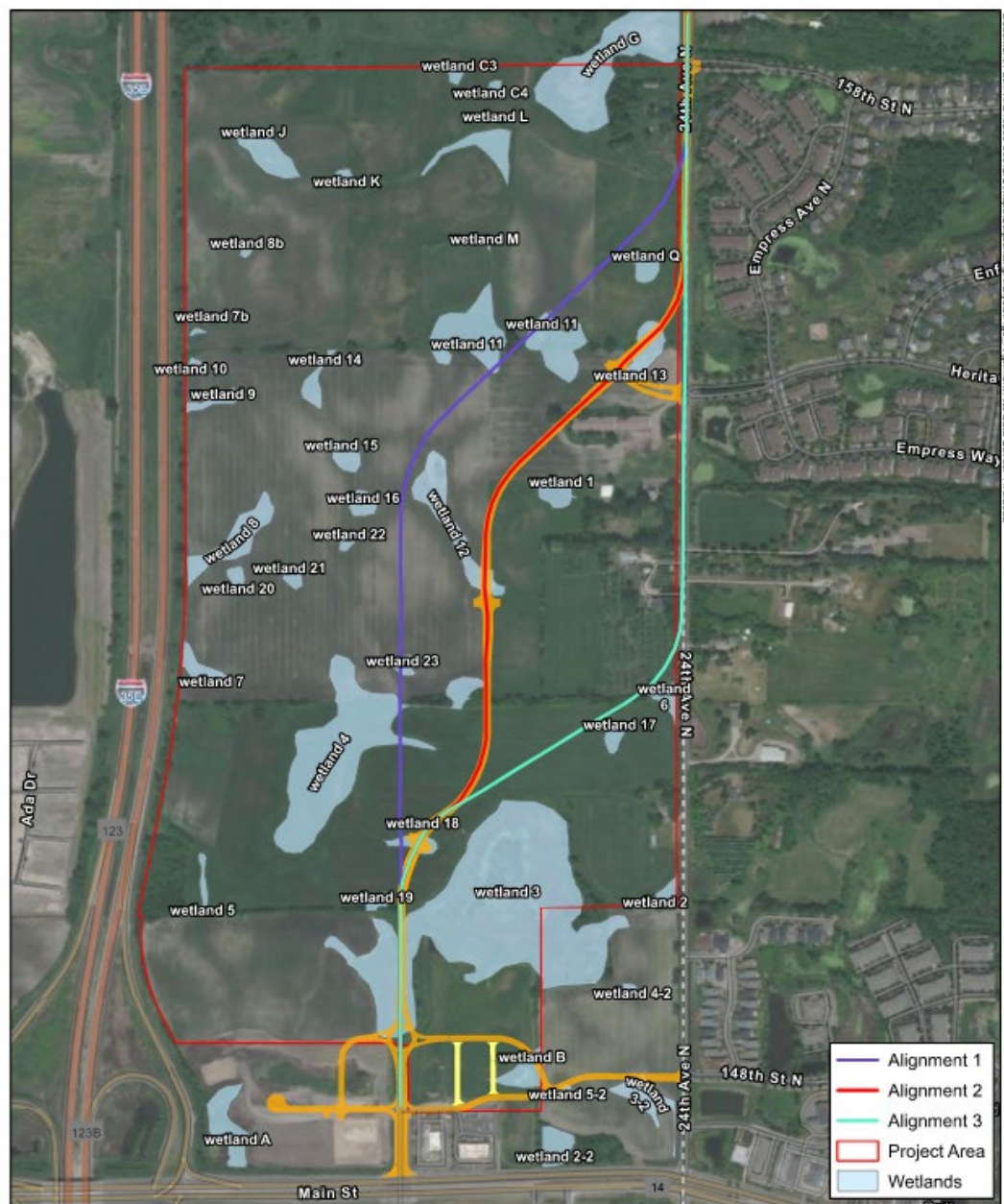
Transportation

2040 Comp Plan identifies need for a roadway network north of Main Street between 35E and 24th Avenue.

Otter Lake Road and supporting streets provide a network to support the orderly development of the study area.

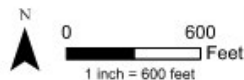
Based on full build, 14,800 VPD at Main Street, and 9,000 VPD to the north.

Traffic studies have indicated a need for connections between Otter Lake Road and 24th Avenue via Rosemary Way.



Alignment Alternatives

Otter Lake Road Master Plan
City of Lino Lakes



Things to Consider for Alignment Alternatives

- Needs to accommodate the traffic demand for the study area.
- Needs to provide access to all properties north of Main Street.
- Needs to maximize the potential for buildable lots on all parcels north of Main Street, on both sides of a future Otter Lake Road.
- Natural resources/wetlands must be protected to the greatest extent possible.
- Needs to build off existing infrastructure so the new infrastructure can be easily extended and more cost efficient.
- Needs to work around and with the pipeline easement through the study area. (Roads, utilities, site design are impacted).
- Needs to meet State Aid design standards for urban design roads.

Road Design

Rosemary Way --two lane cross section with left and right turn lanes at primary access locations.

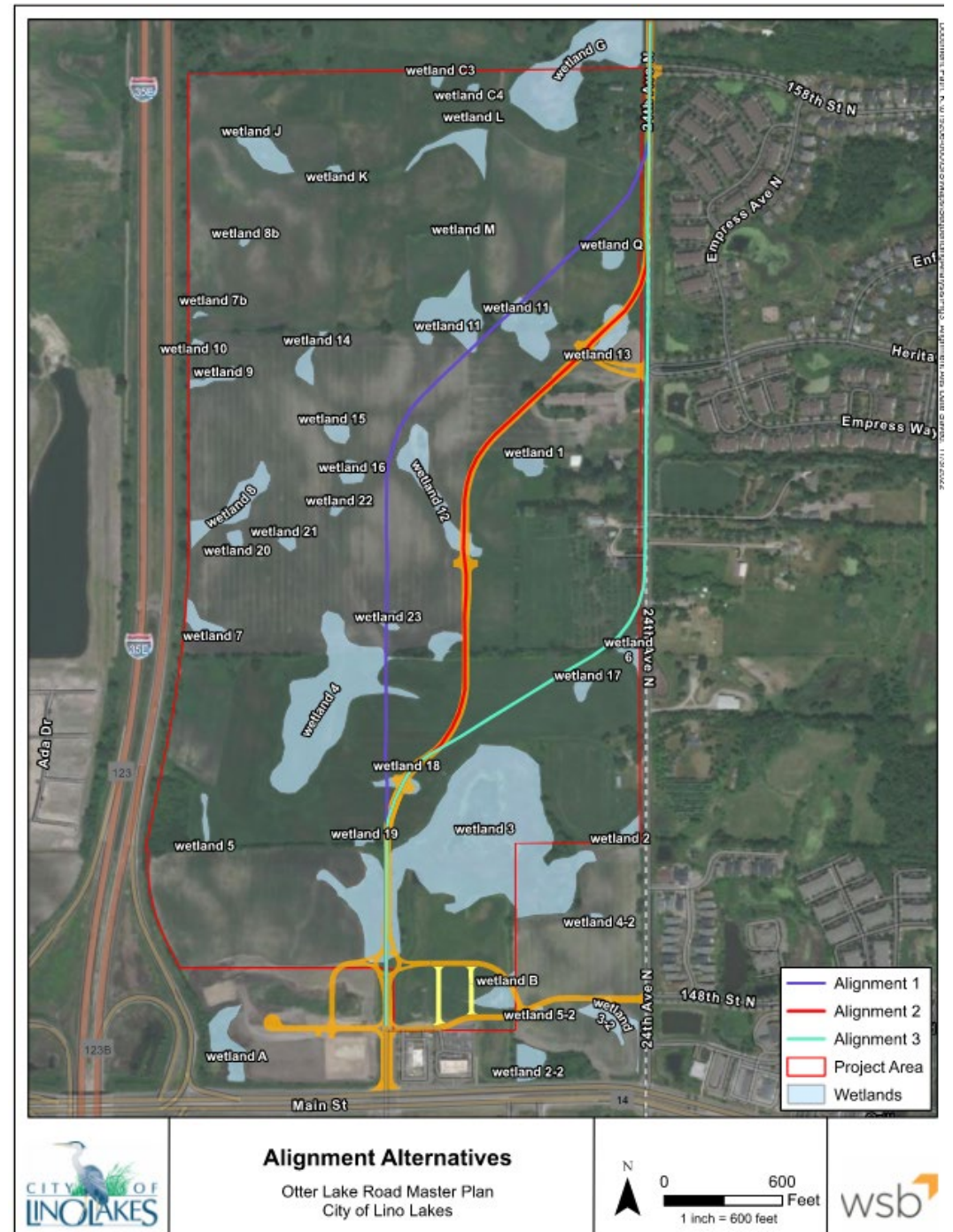
Intersection of Rosemary Way and Otter Lake Road will be converted to a right-in-right-out access.

First full movement intersection north of Rosemary Way/Otter Lake Road controlled with roundabout or traffic signal.

Rosemary Way/24th Avenue Intersection will likely warrant intersection control improvements with full build out of the area.

Otter Lake Road will need to meet MSA standards

Otter Lake Road will consist of a two-lane cross section with left and right turn lanes at primary access locations (1/4 mile spacing) in a 120 foot right-of-way corridor.



Land Use Considerations



Industrial Trends

- Users intending to build 250,000 square feet or more
- Higher square footage is highly sought after



Residential Trends

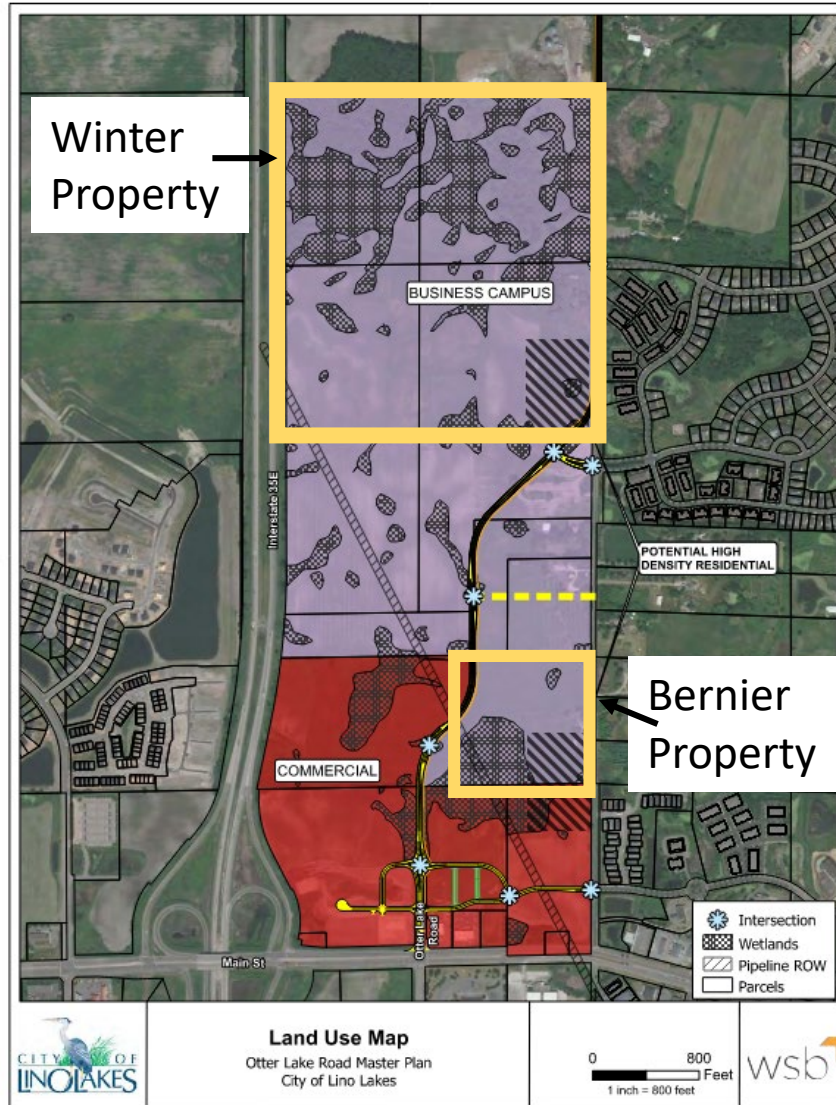
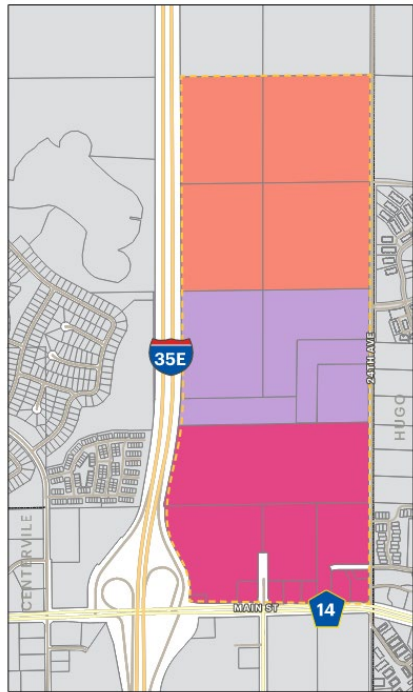
- High Density Market is strong in the Twin Cities



Commercial Trends

- Commercial activity is occurring but at a much slower rate than industrial.

Final Road Alignment & Recommended Future Land Use



Recommended Road Alignment—Alternative 2

- Keep current commercial zoning and future land use on the south end of the study area.
- Consider rezoning all properties zoned as RBR (Rural Business Reserve or Rural as prescribed in zoning ordinance amendments) to LI, Business Campus or PUD District.
- Consider implementing the Business Campus land use on the remainder of the site.

NOTE: Change from Office Residential on the north is recommended to provide greater flexibility to respond to the market over time. (Winter Property)

NOTE: High density residential could be considered in locations where physical constraints may limit site visibility or access desired by commercial users, and away from I35E and along 24th Avenue. (Bernier property and Winter property)

NOTE: East-West road connections are needed but conceptual. Location determined with development.

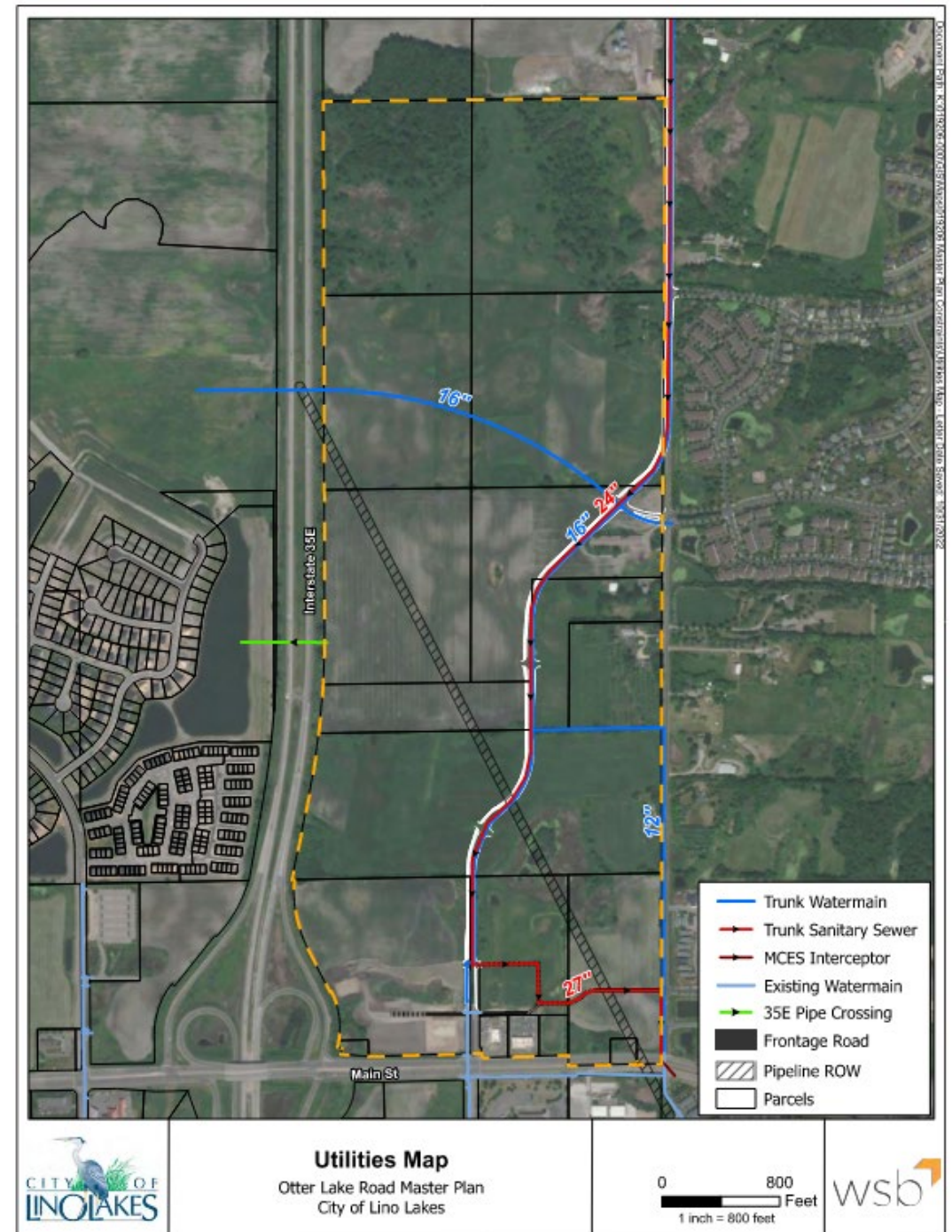
Utilities

Water

- **16-inch trunk water line** running north and south
- Will extend and be part of future loop crossing 35E
- **8-12 inch diameter watermain** will be looped throughout the study area.

SANITARY

- **18-27 inch diameter trunk sanitary sewer** flowing southward and extending from south to north through the study area.
- New trunk will serve **Sanitary District 5** and will discharge to MCES Interceptor
- **8-12 inch sewer laterals** will be extended from the trunk to serve the study area.



Wetlands and Wetland Bank

- Permits will need to be obtained from the RCWD, USACE, MPCA and the DNR.
- Each development will be responsible for avoiding or minimizing impacts.
- Wetland Bank--114 Acres partially within the study area and north of the study.
- Wetlands are restored and preserved and credits are established based on the amount of preservation or restoration that takes place.
- Projects that are impact wetlands can by credits from the bank as mitigation.



Road Construction



Right-of-way or roadway easement acquisition will be necessary prior to construction of new road.

Permits needed from MPCA, USACE, and the DNR for wetland impacts.

Will be designed to MSA standards and is planned to be constructed in 2024.

Substantially completed within one construction season, but the final construction is anticipated to carry into the next construction season.

Economic Development



Development sites will be accessible and closer to being “shovel ready”.

City to work with property owners and potential developers on finding funding sources.

DEED, Federal EDA funds and other governmental agencies.

City will use traditional marketing strategies to promote the area for development.

City will be working with the Minnesota Technology Corridor on the promotion of sites.



THANK YOU

WORK SESSION STAFF REPORT
Work Session Item No. 2

Date: December 5, 2022
To: City Council
From: Rick DeGardner, Public Services Director
Re: Cleaning Proposal for City-Owned Buildings, Rick DeGardner

Background

The City began contracting out cleaning services for the Civic Complex, Public Works, and Fire Stations in 2011. We have utilized three different service providers over the past twelve years.

Staff is not satisfied with the overall cleanliness of our buildings. Attempts to address our concerns have not resulted in satisfactory improvement. We are recommending terminating our existing contract and hiring part-time staff.

The existing contract to clean the Civic Complex (excluding New Creations), Public Works, Fire Station #1, and Fire Station #2 amounts to \$78,422 annually. Staff proposes to hire two permanent part-time employees between 25-29 hours each per week, at a rate between \$20 - \$23. This amounts to approximately \$70,000 (including wages, FICA, etc.), resulting in an annual savings of \$8,000.

Hiring our own cleaners will provide better quality control, ability to address items outside the typical cleaning contract, more thorough cleaning of all facilities, set up rooms, and clear sidewalks as needed throughout the winter.

Initial equipment such as vacuum cleaners, janitor carts, etc. will need to be purchased.

Requested Council Direction

Approve staff's request to terminate the existing cleaning contract and begin the hiring process for two part-time permanent cleaners.

WORK SESSION STAFF REPORT
Work Session Item No. 3

Date: December 5, 2022
To: City Council
From: Michael Grochala, Community Development Director
Re: Draft Stormwater and Erosion and Sediment Control Ordinance Amendment

Background

City Code section 1011 regulates development activities that disturbs land and generates the need for storm water management. The City is required to adopt ordinance consistent with the requirements of the State’s General Permit to operate a municipal separate storm sewer system (MS4). The City was issued a new permit in October of 2021. Additionally, the City is required to be in conformance with the rules and requirements of the local water management organizations (WMO’s) – the Rice Creek Watershed District (RCWD) and Vadnais Lakes Water Management Organization.

The proposed ordinance amendment is to bring our code requirements into conformance with the permit and WMO’S standards and simplify administration of the code.

The RCWD covers the majority of the city with VLAWMO jurisdiction limited to a few hundred acres in the southeast portion of the City. For purpose of applying requirements uniformly the ordinance adopts the stormwater management requirements of the RCWD.

New language is shown as underlined text and deleted text is shown with a ~~striketrough~~.

ANALYSIS

Sections 1011.001 through 1011.005:

These sections were modified to remove superfluous language and recognize the adoption of certain code amendments by reference to RCWD or VLAWMO rules

Section 1011.006 Definitions:

The definition section was amended to update definitions for consistency with WMO’s and the MS4 permit, and delete unnecessary terminology.

Section 1011.007 through 1011.009:

These sections were modified to remove superfluous language and correct references.

Section 1011.010. Erosion and Sediment Control Requirements

These sections were modified to remove superfluous language and conform to similar requirements of RCWD.

Section 1011.011 Stormwater Management Requirements.

Permit applicability was amended to generally match RCWD permit requirements and meets the requirements for the MS4 permit as well.

The Comprehensive Stormwater Management Plan (CSMP's) section was added, as provided for by RCWD. The City has two CSMP's currently in effect – one for Legacy at Woods Edge (City Hall and surrounding complex) and the NE Drainage Area (from Peltier Lake to City of Hugo). Stormwater Management in those areas are governed by these requirements.

Subparts 5 through 9 adopts the RCWD requirements by reference as amended. This keeps our ordinance consistent with the RCWD. The RCWD Rules cover the same items shown as deleted in our ordinance.

Subpart 11 was added to establish wetland buffers consistent with the RCWD and VLAWMO requirements.

Sections 1011.012 through 016

No changes are proposed other than minor clerical references.

The Environmental Board Review the proposed amendment at its October 26, 2022 meeting and recommended adoption of the ordinance.

Requested Council Direction

Staff is requesting City Council direction to place the ordinance on the December 12th regular meeting agenda for consideration.

Attachments

1. Draft Stormwater and Erosion and Sediment Control Ordinance

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

DRAFT

**CITY OF LINO LAKES
ORDINANCE NO. __ -22**

**AN ORDINANCE AMENDING SECTION 1011 RELATING TO THE REGULATION
OF STORMWATER, EROSION AND SEDIMENT CONTROL**

The City Council of Lino Lakes ordains:

Section 1. The Lino Lakes Code of Ordinance, Chapter 1011 Stormwater, Erosion and Sediment Control is hereby amended as follows:

CHAPTER 1011: STORMWATER, EROSION AND SEDIMENT CONTROL

Section

- 1011.001 Title
- 1011.002 ~~Purpose~~Findings
- 1011.003 Jurisdiction
- 1011.004 Statutory authority
- 1011.005 ~~Findings~~Adoption by reference
- 1011.006 Definitions
- 1011.007 Applicability
- 1011.008 Exemptions
- 1011.009 ~~Technical reference~~Reserved
- 1011.010 Grading, erosion and sediment control requirements
- 1011.011 Stormwater management requirements
- 1011.012 Inspections and maintenance
- 1011.013 Plan review procedure
- 1011.014 Financial securities
- 1011.015 Enforcement
- 1011.016 Abrogation and greater restrictions

§ 1011.001 TITLE.

This chapter shall be known as the Lino Lakes Stormwater, Erosion and Sediment Control Chapter and will be referred to herein as this chapter.

(Ord. 09-15, passed 10-26-2015)

§ 1011.002 PURPOSE/FINDINGS.

~~The general purpose of this chapter is to set forth regulatory requirements for land development and land disturbing activities aimed at minimizing threats to public health, safety, public and private property, and natural resources within the city from construction site erosion and post-construction stormwater runoff. Specific purposes are to establish performance standards that will:~~

- ~~—(1) Protect life and property from dangers associated with flooding;~~
- ~~—(2) Protect public and private property and the natural resources from damage resulting from runoff and construction site erosion;~~
- ~~—(3) Ensure land development that minimizes the generation of stormwater runoff volumes and peak rates and maximizes pervious areas for stormwater treatment;~~
- ~~—(4) Promote regional stormwater management by subwatershed;~~
- ~~—(5) Provide a single, consistent set of performance standards that apply to all developments;~~
- ~~—(6) Protect water quality from nutrients, heavy metals, bacteria, pathogens, debris, thermal stress, and other urban pollutants;~~
- ~~—(7) Promote infiltration and groundwater recharge;~~
- ~~—(8) Protect functional values of all types of natural water bodies (e.g., rivers, streams, wetlands, lakes, seasonal ponds); and~~
- ~~—(9) Sustain or enhance biodiversity (native plant and animal habitat) and support riparian ecosystems.~~

~~(Ord. 09-15, passed 10-26-2015)~~

The city finds that uncontrolled stormwater runoff and construction site erosion from land development and land disturbing activity can have significant adverse impacts upon local and regional water resources, diminishing the quality of public health, safety, public and private property, and natural resources of the city. Specifically, uncontrolled construction site erosion and stormwater runoff can:

- (1) Threaten public health, safety, property, and general welfare by increasing runoff volumes, peak flood flows, and overburdening storm sewers, drainage ways, and other storm drainage systems;
- (2) Diminish the capacity of lakes and streams to support fish, aquatic life, recreational uses and water supply uses by increasing pollutant loadings of total sediment, suspended solids, nutrients, heavy metals, bacteria, pathogens, and other urban pollutants;

—(3) Degrade physical stream habitat by increasing stream bank erosion, increasing stream bed scour, diminishing groundwater recharge, diminishing stream base flows, and increasing stream temperatures;

—(4) Undermine floodplain management efforts by increasing the incidence and levels of flooding;

—(5) Alter wetland communities by changing wetland hydrology and increasing pollutant loading; and

—(6) Generate airborne particulate concentrations that are health-threatening or may cause other damage to property or the environment.

(Ord. 09-15, passed 10-26-2015)

§ 1011.003 JURISDICTION.

The provisions of this chapter shall apply to all lands within the incorporated boundaries of Lino Lakes.

(Ord. 09-15, passed 10-26-2015)

§ 1011.004 STATUTORY AUTHORITY.

This chapter is adopted pursuant to the authorization and policies contained in M.S. Chs. 103B, 103F, and 462 and Minn. Rules Chs. 7050, 7090, and 8410. This chapter is intended to meet the current construction site erosion and sediment control and post-construction stormwater management regulatory requirements for construction activity and small construction activity as defined in the standards of the NPDES construction general permit, as amended.

(Ord. 09-15, passed 10-26-2015)

§ 1011.005 ~~FINDINGS~~ ADOPTION BY REFERENCE.

~~—The city finds that uncontrolled stormwater runoff and construction site erosion from land development and land disturbing activity can have significant adverse impacts upon local and regional water resources diminishing the quality of public health, safety, public and private property, and natural resources of the city. Specifically, uncontrolled construction site erosion and stormwater runoff can:~~

~~—(1) Threaten public health, safety, property, and general welfare by increasing runoff volumes, peak flood flows, and overburdening storm sewers, drainage ways, and other storm drainage systems;~~

~~—(2) Diminish the capacity of lakes and streams to support fish, aquatic life, recreational and water supply uses by increasing pollutant loadings of total sediment, suspended solids, nutrients, heavy metals, bacteria, pathogens, and other urban pollutants;~~

- ~~—(3) Degrade physical stream habitat by increasing stream bank erosion, increasing stream bed scour, diminishing groundwater recharge, diminishing stream base flows, and increasing stream temperatures;~~
- ~~—(4) Undermine floodplain management efforts by increasing the incidence and levels of flooding;~~
- ~~—(5) Alter wetland communities by changing wetland hydrology and increasing pollutant loading; and~~
- ~~—(6) Generate airborne particulate concentrations that are health threatening or may cause other damage to property or the environment.~~

~~(Ord. 09-15, passed 10-26-2015)~~

Certain Rules of the Rice Creek Watershed District (the “Rules”) and Standards of the Vadnais Lake Area Water Management Organization (the “Standards”) and any amendments or revisions thereto referenced herein are adopted as ordinances of the city. Where the Rules refer to the “District” they shall be deemed as referring to the city. Where the Standards refer to the “VLAWMO” they shall be deemed as referring to the city. Where conflicts exist between this Ordinance and the Rules or Standards, the greater requirement shall apply.

§ 1011.006 DEFINITIONS.

—Unless specifically defined below, words or phrases used in this chapter shall be interpreted so as to give them the same meaning as they have in common usage and to give this chapter its most reasonable application. For the purpose of this chapter, the words **MUST** and **SHALL** are mandatory and not permissive. All distances, unless otherwise specified, shall be measured horizontally. As used in this chapter, the following words and terms shall have the meanings ascribed to them in this section.

100-YEAR FLOOD ELEVATION. The elevation of water resulting from the Critical Duration Flood Event. [See definition of Critical Duration Flood event.](#)

BEST MANAGEMENT PRACTICES (BMP's). Measures taken to minimize negative effects on water resources and systems as documented in the Minnesota Construction Site Erosion and Sediment Control Planning Handbook (MBWSR, 1988), Protecting Water Quality in Urban Areas (MPCA, 2000) and the Minnesota Stormwater Manual (MPCA, 2014) as amended.

BETTER SITE DESIGN (BSD). An approach to managing runoff that seeks to attain post development hydrology which mimics the undeveloped condition in terms of volume, rate and timing of runoff. The goals of **BETTER SITE DESIGN** include reducing the amount of impervious cover, increasing the amount of natural lands set aside for conservation, using pervious areas for more effective stormwater treatment, innovative grading and drainage techniques and through the review of every aspect of the project site planning process. **BETTER SITE DESIGN** involves techniques applied early in the design process to reduce impervious cover, conserve natural areas and use pervious areas to more effectively treat stormwater runoff and promote a treatment train approach to runoff management.

BIOFILTRATION. ~~A stormwater quality and quantity BMP that utilizes vegetation and soil to filter and absorb pollutants including nutrients, hydrocarbons and metals and remove water volume through evapotranspiration. A bioretention practice in which an underdrain is used. Typically, most of the water entering the biofiltration practice enters the underdrain and is returned to the stormwater system, but some water infiltrates (unless the BMP has an impermeable liner) or evapotranspires. The underdrain may be at or elevated above the bottom of the practice (i.e. at the media-soil interface).~~

BIORETENTION. A soil and plant-based stormwater management best management practice (BMP) used to filter runoff.

BRIDGE. A road, path, railroad or utility crossing over a waterbody, wetland, ditch, ravine, road, railroad or other obstacle.

BRIDGE SPAN. The clear span between the inside surfaces of a bridge's terminal supports.

CHANNEL. A perceptible natural or artificial depression, with a defined bed and banks that confine and conduct water flowing either continuously or periodically.

CONSTRUCTION ACTIVITY. Activities including clearing, grading, and excavating, that result in land disturbance of equal to or greater than one acre, including the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one acre. This includes a disturbance to the land that results in a change in the topography, existing soil cover (both vegetative and nonvegetative), or the existing soil topography that may result in accelerated stormwater runoff that may lead to soil erosion and movement of sediment. Construction activity does not include a disturbance to the land of less than five acres for the purpose of routine maintenance performed to maintain the original line and grade, hydraulic capacity, and original purpose of the facility. Routine maintenance does not include activities such as repairs, replacement and other types of non-routine maintenance. Pavement rehabilitation that does not disturb the underlying soils (e.g., mill and overlay projects) is not construction activity.

~~Includes construction activity as defined in 40 C.F.R. pt. 122.26(b)(14)(x) and small construction activity as defined in 40 C.F.R. pt. 122.26(b)(15). This includes a disturbance to the land that results in a change in the topography, existing soil cover (both vegetative and non-vegetative), or the existing soil topography that may result in accelerated stormwater runoff, leading to soil erosion and movement of sediment into surface waters or drainage systems. Examples of CONSTRUCTION ACTIVITY may include clearing, grading, filling, and excavating. CONSTRUCTION ACTIVITY includes the disturbance of less than one acre of total land area that is a part of a larger common plan of development or sale if the larger common plan will ultimately disturb one acre or more.~~

CONVEYANCE SYSTEM. Open channel, pipe or tile that is not a Public Drainage System. A portion of a conveyance system is defined as "regional" if it carries flows from a drainage area of greater than 200 acres.

CRITICAL DURATION FLOOD EVENT. The 100-year precipitation or snow melt event with a duration resulting in the maximum 100-year return period water surface

elevation. The **CRITICAL DURATION FLOOD EVENT** is generally either the 100-year, 24 hour rainfall event as found in NOAA Atlas 14 or the ten-day snow melt event assumed to be 7.2 inches of runoff occurring on frozen ground (CN=100); however, other durations (e.g., 6-hour) may result in the maximum 100-year return period water surface elevation.

DETENTION BASIN. Any natural or man-made depression that stores stormwater runoff temporarily.

DEVELOPMENT. Any land-disturbing activity resulting in creation or reconstruction of impervious surface including, but not limited to, municipal road construction. Normal farming practices part of an ongoing farming operation shall not be considered a **DEVELOPMENT**.

DRAINAGE SYSTEM. A system of open channel, pipe or tile, to drain property, including laterals, improvements, and improvements of outlets, which may or may not be a public system under the jurisdiction of a watershed district under M.S. Chs. 103B, 103D, or 103E.

EMERGENCY OVERFLOW (EOF). A primary overflow to pass flows above the design capacity around the principal outlet safely downstream without causing flooding.

~~—EROSION AND SEDIMENT CONTROL PLAN. A plan of BMPs or equivalent measures designed to control runoff and erosion and to retain or control sediment on land during the period of land disturbance in accordance with the standards set forth in this chapter.~~

~~—EROSION PREVENTION. Measures employed to prevent erosion including, but not limited to, soil stabilization practices, limited grading, mulch, temporary or permanent cover, and construction phasing.~~

EXCAVATION. The displacement or removal of soil, sediment or other material.

FILTRATION. A stormwater quality BMP that uses either natural media such as soil or vegetation or manufactured media to trap pollutants such as nutrients and particles in surface water.

~~—FINAL STABILIZATION. All soil disturbing activities at the site have been completed and all soils have to be stabilized by a uniform perennial vegetative cover with a density of 70% over the entire pervious surface area, or other equivalent means necessary to prevent soil failure under erosive conditions.~~

FLOODPLAIN. The beds proper and areas adjoining a waterbody wetland, lake or watercourse that are inundated which have been or hereafter may be covered by the during the 100-year regional flood.

FLOODWAY FRINGE. That portion of the floodplain outside of the floodway. Flood fringe is synonymous with the term FLOODWAY FRINGE used in the Flood Insurance study for Anoka County. ~~The area between the floodway and the boundary of the 100-year flood.~~

~~—FLOODWAY. The channel of a watercourse, the bed of water basins and those portions of adjoining floodplains that must be kept free of encroachment to~~

accommodate the 100-year flood. The bed of a wetland or lake and the channel of a watercourse and those portions of the adjoining floodplain which are reasonably required to carry or store the regional flood discharge.

~~**FLOODWAY FRINGE.** The area between the floodway and the boundary of the 100-year flood. The portion of the one-percent annual chance floodplain located outside of the floodway. This district also includes any additional area encompassed by the horizontal extension of the Regulatory Flood Protection Elevation.~~

FREEBOARD. Vertical distance between the 100-year flood elevation or emergency overflow elevation of a water basin or watercourse and the elevation of the regulatory elevation of a structure.

IMPERVIOUS SURFACE. A compacted surface or a surface covered with material (i.e., gravel, asphalt, concrete, Class 5, etc.) that increases the depth of runoff compared to natural soils and land cover. Including but not limited to roads, driveways, parking areas, sidewalks and trails, patios, tennis courts, basketball courts, swimming pools, building roofs, covered decks, and other structures.

INFILTRATION. Water entering the ground through the soil.

LAND-DISTURBING ACTIVITY. Any disturbance to the ground surface that, through the action of wind or water, may result in soil erosion or the movement of sediment into waters, wetlands or storm sewers or onto adjacent property. **LAND-DISTURBING ACTIVITY** includes but is not limited to the demolition of a structure or surface, soil stripping, clearing, grubbing, grading, excavating, filling and the storage of soil or earth materials. The term does not include normal farming practices as part of an ongoing farming operation.

LANDLOCKED BASIN. A water basin lacking an outlet at an elevation at or below the water level produced by the critical duration flood event, generally the ten-day snowmelt event.

LOW ENTRY ELEVATION. The elevation of the lowest opening in a structure.

LOW FLOOR ELEVATION. The elevation of the lowest floor of a habitable or uninhabitable structure, which is often the elevation of the basement floor or walk-out level.

MILL, RECLAMATION AND OVERLAY. Removal of the top layer(s) of an impervious surface (e.g. roadway, parking lot, sport court) by mechanical means, followed by the placement of a new layer of impervious surface, without exposure of the underlying native soil.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORMWATER DISCHARGE PERMIT. A permit issued by the Minnesota Pollution Control Agency that authorizes the discharge of pollutants to the waters of the state.

NATIONWIDE URBAN RUNOFF PROGRAM (NURP). Urban Runoff Program developed by the Environmental Protection Agency to study stormwater runoff from urban development.

ORDINARY HIGH WATER LEVEL (OHWL). The highest water level elevation that has been maintained for a sufficiently long period of time to leave evidence upon the landscape. The OHWL is commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. If an OHWL has been established for a waterbody by the Minnesota Department of Natural Resources, it will constitute the OHWL under this definition.

OWNER. The person or party possessing the title of the land on which the construction activities will occur; or if the construction activity is for a lease, easement, or mineral rights license holder, the party or individual identified as the lease, easement, or mineral rights license holder; or the contracting government agency responsible for the construction activity.

POLLUTANT. A substance that pollutes something, especially water or the atmosphere.

PUBLIC LINEAR PROJECT. A project involving a roadway, sidewalk, trail or utility not part of an industrial, commercial, institutional or residential development.

RECONSTRUCTION. Removal of an impervious surface such that the underlying structural aggregate base is effectively removed and the underlying native soil exposed.

REGIONAL FLOOD. A flood which is representative of large floods known to have occurred generally in Minnesota and reasonably characteristic of what can be expected to occur on an average frequency in the magnitude of the 1% chance or 100-year recurrence interval. REGIONAL FLOOD is synonymous with the term BASE FLOOD used in the Flood Insurance Study.

SEASONAL HIGH WATER TABLE. The highest known seasonal elevation of groundwater as indicated by redoximorphic features such as mottling within the soil.

~~—SATURATED SOIL. The highest seasonal elevation in the soil that is in a reduced chemical state because of soil voids being filled with water. Saturated soil is evidenced by the presence of mottled features or other information.~~

SEDIMENT CONTROL. Methods employed to prevent sediment from leaving the site. **SEDIMENT CONTROL** practices include silt fences, sediment traps, earth dikes, drainage swales, check dams, subsurface drains, pipe slope drains, storm drain inlet protection, and temporary or permanent sedimentation basins.

SHORELAND. Land located within the following distances from the ordinary high water elevation of public waters:

(a) Land within 1,000 feet from the normal high watermark of a lake, pond or flowage; and

(b) Land within 300 feet of a river or stream or the landward size of a floodplain delineated by ordinance on the river or stream, whichever is greater.

STABILIZED. The exposed ground surface has been covered by appropriate materials such as mulch, staked sod, riprap, erosion control blanket, mats or other material that prevents erosion from occurring. Applying mulch, hydromulch, tackifier,

polyacrylamide, or similar erosion prevention practices is not acceptable stabilization in temporary or permanent drainage ditches or areas where concentrated overland flow occurs. Grass seeding is not stabilization.

~~—STANDARD PLATES. General drawings having or showing similar characteristics or qualities that are representative of a construction activity or practice.~~

STORM SEWER. A pipe system for stormwater conveyance.

STORMWATER. Defined under Minn. Rules 7077.0105, Subd. 41(b), meaning precipitation runoff, stormwater runoff, snowmelt runoff, and any other surface runoff and drainage.

STORMWATER FACILITY, PRIVATE. Any BMP that is maintained by a private property owner, or other private entity and not maintained by a public agency.

STORMWATER MANAGEMENT PLAN. A plan for the permanent management and control of runoff prepared and implemented in accordance with the standards set forth in this chapter.

~~—STORMWATER POLLUTION PREVENTION PLAN. A document which describes the best management practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to stormwater, stormwater conveyance systems, and/or waterbodies to the maximum extent practicable.~~

STORMWATER POND. Constructed basins placed in the landscape to capture stormwater runoff.

SUBDIVISION. The legal separation of an area, parcel, or tract of land under single ownership into two or more parcels, tracts, lots.

SURFACE WATERS. All streams, lakes, ponds, marshes, wetlands, reservoirs, springs, rivers, drainage systems, waterways, watercourses, and irrigation systems whether natural or artificial, public or private.

UNDERGROUND WATERS. Water contained below the surface of the earth in the saturated zone including, without limitation, all waters whether under confined, unconfined, or perched conditions, in near surface unconsolidated sediment or regolith, or in rock formations deeper underground. The term GROUND WATER shall be synonymous with underground water.

WATER QUANTITY BEST MANAGEMENT PRACTICE. The use of on-site runoff management practices such as biofiltration, infiltration, buffers/conservation areas, impervious disconnection, and greenway connections to satisfy stormwater management requirements.

WATERS OF THE STATE. As defined in M.S. § ~~115.01, Subd. 22, 103G.005, Subd. 17~~ means surface or underground waters, except surface waters that are not confined but are spread and diffused over the land. Waters of the state includes boundary and inland waters, means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems, and all other bodies or accumulations of water, surface or underground, natural or artificial, public or

~~private, which are contained within, flow through, or border upon the state or any portion thereof.~~

WETLAND. Land transitional between terrestrial and aquatic systems, as defined in M.S. § 103G.005, Subd. 19.

(Ord. 09-15, passed 10-26-2015)

§ 1011.007 APPLICABILITY.

All ~~land-land~~-disturbing activity may be subject to standard erosion and sediment control BMPs. A ~~grading, erosion and sediment control permit and/or a stormwater management~~ permit shall be required for projects that meet or exceed the thresholds established in §§ 1011.~~009-010~~ and 1011.~~010011~~.

(Ord. 09-15, passed 10-26-2015)

§ 1011.008 EXEMPTIONS.

The following ~~land-land~~-disturbing activities will be exempt from the ~~grading, erosion and sediment control and stormwater management~~ permit requirements of this chapter:

- (1) Cemetery graves;
- (2) Routine agricultural activity such as tilling, planting, or harvesting of agricultural, horticultural, or silvicultural (forestry) crops; and
- (3) Emergency work necessary to protect life, limb, or property.

(Ord. 09-15, passed 10-26-2015)

~~§ 1011.009 TECHNICAL REFERENCES.~~

~~The following documents shall be used for technical reference:~~

- ~~(1) The Lino Lakes Surface Water Management Plan.~~
- ~~(2) The Lino Lakes Engineering Design Details.~~
- ~~(3) The Lino Lakes Standard City Specifications.~~
- ~~(4) The Rice Creek Watershed District (RCWD) Rules.~~
- ~~(5) The Vadnais Lakes Area Watershed Management Organization (VLAWMO) Rules.~~

~~(Ord. 09-15, passed 10-26-2015)~~

§ 1011.010 GRADING, EROSION AND SEDIMENT CONTROL REQUIREMENTS.

(1) *Grading, erosion and sediment control (ESC)*. A ~~grading, erosion and sediment control (ESC)~~ permit ~~including a grading, erosion and sediment control plan~~ shall be required for all proposed ~~land-land~~-disturbing activity unless otherwise exempted in this chapter that meets any or all of the following:

(a) Includes excavation, filing, or stockpiling of erodible material in excess of 50 cubic yards per acre;

~~(b) Involves the laying, repairing, replacing, or enlarging of an underground utility, pipe or other facility, or the disturbance of road ditch, grass swale, or other open channel for a distance of 500 feet or more;~~

~~(e)(b)~~ Disturbs more than one acre of land or 10,000 square feet if any part of the disturbed area is within 300 feet of a lake, stream or wetland and drains towards it; and/or

~~(d)(c)~~ A ~~land-land~~-disturbing activity, regardless of size, that the city determines is likely to cause an adverse impact to an environmentally sensitive area or other property.

(2) *Grading, erosion and sediment control plan design standards*. Grading, erosion and sediment control plans must comply with the following criteria:

~~(a) All plans shall be consistent with national pollutant discharge elimination permit (NPDES) requirements, the city engineering design standards, the Lino Lakes stormwater detail plates, and the filing or approval requirements of Rice Creek Watershed District, Vadnais Lakes Watershed Management Organization, Anoka County, Minnesota Department of Natural Resources, Minnesota Department of Transportation, Minnesota Pollution Control Agency, U.S. Army Corps of Engineers, State of Minnesota Stormwater Manual or other regulatory agencies; All site erosion and sediment control practices shall be consistent with Minnesota Pollution Control Agency document "Protecting water Quality in Urban Areas (1994) as amended and City of Lin Lakes General Specifications and Standard Detail Plates for Street and Utility Construction (January 2022 or current addition, as amended).~~

(b) Natural site topography and soil conditions must be specifically addressed to reduce erosion and sedimentation during construction and after project completion;

~~(c) Site erosion and sediment control practices must be consistent with the Minnesota Pollution Control Agency document Protecting Water Quality in Urban Areas (2000), as amended, city-specific written design guidance, and be sufficient to retain sediment on-site;~~

~~(d)(c)~~ The project must be phased as best as possible to minimize disturbed areas and removal of existing vegetation until necessary for project progress;

~~(e)(d)~~ The city may require additional erosion and sediment control measures on areas with a continuous slope leading to a sensitive, impaired or special water body, stream, ditch or wetland to assure retention of sediment on site;

~~(f) When site restrictions do not allow for a temporary sediment basin or less than the required acreage is being developed, temporary sediment basins, where appropriate, are encouraged. They are not required in areas with steep slopes, highly~~

~~erodible soils, or to take equivalent measures such as smaller basins, check dams, and vegetated buffer strips;~~

~~(g)~~(e) The plan must include conditions adequate to protect facilities to be used for post-construction stormwater infiltration;

~~(h) The plan must include conditions to minimize off-site sediment transport on trucks and equipment, such as rock entrances;~~

~~(i) The plan must minimize work in and adjacent to water bodies and wetlands;~~

~~(j) Stable slopes shall be maintained throughout the construction process.~~

~~(k) Steep slopes and the need for high cuts and fills shall be avoided (no slopes greater than 3(h): 1(v), except as approved by the City Engineer).~~

~~(l)~~(f) Protection shall be provided to minimize disturbance to surrounding soils, root systems and trunks of trees adjacent to site activity that are intended to be left standing.

~~(m)~~(g) Compaction of site soils shall be minimized.

~~(n)~~(h) All imported materials shall be approved by the City Engineer prior to placement on the site.

~~(o)~~(i) Appropriate on-site containment must be provided for all trash, solid waste, construction debris, floating debris, and hazardous materials. Disposal of collected sediment shall be deposited only in approved locations.

(3) *Grading, erosion and sediment control (ESC) required exhibits.* The plan shall be prepared and signed by a duly licensed professional engineer in the State of Minnesota. The following exhibits must accompany the permit application: two plan sets, full size (22 inches by 34 inches); ~~and one electronic copy in a .pdf format, one plan set, reduced to maximum size of 11 inches by 17 inches. Additional copies may be required in accordance with applicable zoning and subdivision provisions of city code.~~ All plan sets shall also be submitted electronically in a .dwg format or as otherwise determined by the City Engineer. The minimum requirements of the grading, erosion, and sediment control plan shall be consistent with the most recent version of the NPDES permit requirements and include the following information:

(a) Project name ~~and type (residential, commercial, industrial, road construction, or other)~~ and location;

~~(b) Project location;~~

~~(c)~~(b) Address, cCounty parcel identification number ~~(and~~ legal description of the property);

~~(d)~~(c) Names and addresses of the record owner, developer, land surveyor, engineer, designer of the plat, and any agents, contractors, and subcontractors who will be responsible for project implementation, including the name, address and phone number of the party responsible for maintenance of all erosion and sediment control measures;

~~(e)~~(d) Tabulation of construction implementation schedule, including: estimated start date, time frames, and schedules for each construction phase, and completion date;

~~(f)~~(e) Copies of permits or permit applications required by any other government entity or agencies including mitigation measures required as a result of any review for the project (e.g., wetland mitigation, EAW, EIS, archaeology survey);

~~(g)~~(f) *Existing conditions map*. An existing topographic site map, drawn to a legible scale and clearly labeled with a north arrow and date of preparation. The plan, based on a certificate of survey, shall include the following information:

1. Property lines and lot dimensions;
2. Existing zoning classifications for land within and abutting the development, including shoreland, floodway, floodway fringe, or general floodplain, and other natural resource overlay districts;
3. All buildings and outdoor uses including all dimensions and setbacks;
4. All public and private roads, interior roads, driveways and parking lots;
5. Show ordinary high ~~water marks~~water levels of all navigable waters, 100-year critical flood duration event elevations, and delineated wetland boundaries, if any. If not available, appropriate flood zone determination or wetland delineation, or both, may be required at the applicant's expense;
6. Identify all special waters and impaired waters, as identified in the most recent listing by the MPCA, within one mile of the project that receive runoff from the project;
7. Location of drainage areas, existing storm sewer facilities, including pipes, manholes, catch basins, ponds, swales and drainage channels within 100 feet of the subject property. Existing pipe sizes, grades, rim and invert elevations, and normal and high water elevations must be included;
8. Existing contours at one foot intervals, shown as dashed lines for the subject property and extending 100 feet beyond the outside boundary of the proposed plat;
9. Location of any Steep slopes where areas ~~with~~have an average slope of more than 12% over a distance of at least 50 feet, or bluff areas as defined in the ~~shoreland~~Shoreland ordinance, whichever is applicable; and
10. Location of Wooded areas, high quality native plant communities, or other officially designated natural resource areas.

~~(h)~~(g) Proposed conditions map.

1. Maps identifying areas discussed in (3)~~(gf)~~1. through ~~(gf)~~10. of this section.
2. Location, size, and approximate grade of proposed public sewer and water mains.

3. Elevations, sections, profiles, and details as needed to describe all natural and artificial features of the project.
4. Proposed grade contours at one-foot intervals shown as solid lines.
5. An estimate of the total volume (cubic yards) of materials proposed to be imported to or exported from the site.
6. Provisions for groundwater management (dewatering), including subsurface drains, disposals, ponding and flood controls.
7. Spot elevations at drainage break points and directional arrows indicating site swale and lot drainage.
8. Proposed lot lines, lot and block numbers, building style, building pad location and elevations at the lowest floor and garage slab, if applicable, for each lot.
9. Locations, sizes, grades, rim and invert elevations of all proposed stormwater facilities, including ponds, proposed to serve the subject property.
10. The location of all oversized, non-typical easements including conservation easements, if applicable.
11. Show the boundary of the 100-year flood elevations of all waterbodies.
12. Locations of all stormwater management practices, infiltration areas, and areas not to be disturbed during construction.
13. Normal water level, high water level, and emergency overflow elevations for the site and all associated ponding systems.
14. Location of areas where construction will be phased to minimize duration of exposed soil areas. Include map and calculations as necessary of areas of grubbing, clearing, tree removal, grading, excavation, fill, and other disturbance; areas of soil or earth material storage; quantities of soil or earth material to be removed, placed, stored, or otherwise moved on site, and delineated limits of disturbance.
15. Location and type of all temporary and permanent erosion prevention, sediment control, stormwater runoff, and soil stabilization BMPs, along with procedures to be used to establish additional temporary BMPs as necessary for the site conditions during construction. Standard plans and/or specifications for the BMPs used on the project must be included in the final plans and specifications for the project. Location and design of temporary sediment basins where ten acres or more (five acres or more for special or impaired waters) are disturbed and drained to a single point. When site restrictions do not allow for a temporary sediment basin or less than the required acreage is being developed, temporary sediment basins where appropriate are encouraged, but not required in areas with steep slopes or highly erodible soils or to take equivalent measures such as smaller basins, check dams, and vegetated buffer strips.
16. Methods to be used for final stabilization of all exposed soil areas.
17. Documentation that the project applicant has applied for the NPDES permit from the Minnesota Pollution Control Agency (MPCA), when applicable.

18. A stormwater pollution prevention plan for projects that require an NPDES permit.

(4) *Construction activity requirements.* Any activity subject to a permit under this chapter must conform to the standards of the NPDES general permit regarding construction-site erosion and sediment control.

(5) Inspections. (See also § 1101.011.)

(a) The applicant shall be responsible for inspection, maintenance and effectiveness of all erosion and sediment control measures until final soil stabilization is achieved.

(b) The city may inspect the project site and require the applicant to provide additional erosion control measures as it determined conditions warrant.

(6) *Final stabilization.*

(a) Erosion and sediment control measures must be maintained until final vegetation and ground cover is established to a density of 70% over the entire pervious surface area.

(b) All temporary erosion and sediment control BMPs will be removed, by owner, after all disturbed areas have been permanently stabilized.

(Ord. 09-15, passed 10-26-2015)

§ 1011.011 STORMWATER MANAGEMENT REQUIREMENTS.

(1) *Stormwater management.* A permit incorporating an approved stormwater management plan shall be required for all proposed land development activity including public linear projects, unless otherwise exempted in this chapter, which meets any or all of the following:

(a) A development, redevelopment or reconstruction, except public linear projects, that creates or reconstructs 10,000 square feet or more of impervious surface, including smaller individual sites that are part of a common plan of development that may be constructed at different times.

(b) A subdivision of an area exceeding one acre. This includes subdivision for single-family residential, multi-unit residential, commercial, industrial, or institutional development.

(c) For public linear projects, a permit is required when one or more acres of impervious surface will be created or reconstructed 10,000 square feet or more of impervious surface through multiple phases or connected actions of a single project, as defined by the city.

~~(d) The site is within the 100-year floodplain; within 1,000 feet of a public water or protected wetland; impacts a wetland; and/or within 300 feet of Rice Creek, Clearwater Creek, Hardwood Creek, or a public ditch.~~

~~(e)~~(d) Any ~~land-land~~-disturbing activity, regardless of size, that the city determines would otherwise cause an adverse impact to an environmentally sensitive area or other property including areas within floodplain and shoreland districts.

(2) Exceptions

~~(f)~~(a) A permit is not required for single family residential construction on an individual lot of record, if the proposed impervious surface of the lot is less than 10,000 square feet, excluding the driveway. Stormwater management requirements do not apply to development of an individual lot within a residential subdivision if it conforms to an approved development plan.

~~(g)~~(b) Stormwater management requirements do not apply to sidewalks and trails ten feet wide or less that are bordered down-gradient by vegetated open space or vegetated filter strip with a minimum width of five feet, ~~however the grading, erosion and sediment control requirements are still effective.~~

~~(h)~~(c) Stormwater management requirements do not apply to bridge spans, mill, reclamation and overlay projects ~~that do not expose underlying soils.~~

~~(i)~~ ~~Stormwater Management Requirements do not apply to bridge span projects, however grading, erosion and sediment control requirements are still effective.~~

(d) Stormwater Management Requirements do not apply to single family residential subdivisions creating seven or fewer lots that:

1. Establish no new public roadway; and
2. Includes no private roadway/driveway serving three or more lots

~~(2)~~(3) Stormwater management performance standards. Site plans for new development of any kind will be assessed for stormwater quantity control and stormwater quality management. A stormwater management plan shall be submitted with the permit application for a project equaling or exceeding the threshold of Section 1011.011 (1). ~~The plan shall be designed general policy on stormwater runoff rates is~~ to reduce the impacts of development by maintaining predevelopment hydrological conditions in the following ways:

(a) *Use of natural topography.* The applicant shall incorporate the use of natural topography and land cover such as natural swales and depressions as they exist before development to the degree that they can accommodate the additional flow of water without compromising the integrity or quality of the receiving waterbody.

(b) *Minimize impact to natural features.* The development shall minimize impact to significant natural features. Applicant shall review the site for natural features protected under city, state or ~~Federal~~federal requirements, including steep slopes, wetlands, wooded areas, endangered or threatened species, or species of concern habitat, areas designated by the county biological survey, greenways, parks and open space, groundwater recharge areas, wellhead or surface water protection areas or regional stormwater pond locations.

(c) *Conveyance system.* Wherever possible untreated and treated stormwater runoff shall be conveyed in facilities open to the atmosphere (e.g. swales, vegetated

buffer strips, energy-dissipating structures, and the like) rather than through enclosed pipes, so as to decrease runoff velocity, allow for natural infiltration, allow suspended sediment particles to settle, and to remove pollutants.

(d) *Proposed development design shall:*

1. Maintain or decrease runoff volume, where practicable as determined by the City Engineer;
2. Decrease erosion and sedimentation;
3. Maintain or decrease flow frequency, duration, and peak runoff rates;
4. Increase infiltration (groundwater recharge) or filtration;
5. Maintain existing flow patterns;
6. Reduce time to peak flows by increasing the time of concentration to and through storm sewers;
7. Provide storage of stormwater runoff on site;
8. Avoid channel erosion;
9. The proposed project must not adversely affect water level off the site during or after construction; and

10. The proposed activity may not reduce hydraulic efficiency of the drainage ways at any point up-gradient of the applicant's parcel boundary.

~~10.11.~~ A combination of Stormwater BMPs may be used to meet the requirements of section(s) 6, 7, or 8

(e) *Landlocked basins.* A landlocked basin may be provided an outlet only if it:

1. Retains a hydrologic regime that complies with the requirements of the local governmental unit (LGU) responsible for administration of the Wetland Conservation Act (WCA);
2. Provides sufficient dead storage volume to retain back to back 100-year, 24-hour rainfalls and runoff; and
3. Does not create adverse downstream flooding or water quality conditions as a result of increased discharge rate or volume, or other factors.

(f) All plans shall be consistent with National Pollutant Discharge Elimination permit (NPDES) requirements, the Lino Lakes engineering design standards, the Lino Lakes stormwater design standards, and the filing or approval requirements of Rice Creek Watershed District, Vadnais Lakes Watershed Management Organization, Anoka County, Minnesota Department of Natural Resources, Minnesota Department of Transportation, Minnesota Pollution Control Agency, U.S. Army Corps of Engineers, State of Minnesota Stormwater Manual or other regulatory agencies.

~~(3)~~

†

(4) Stormwater management plan modeling requirements. The City adopts by reference RCWD Rule C4. Modeling for Stormwater Management Plans, as amended.

~~(b) A hydrograph method or computer program based on Natural Resources Conservation Service Technical Release #20 (TR-20) and subsequent guidance must be used to analyze stormwater runoff for the design or analysis of flows and water levels within and off the project site. Composite curve numbers shall not include directly connected impervious surfaces.~~

~~(c) In determining curve numbers to model runoff in the post-development condition, the hydrologic soil group (HSG) of areas within construction limits is to be shifted down one classification (or one half classification for HSG A) to account for the impacts of grading on soil structure unless the project specifications incorporate soil amendments in accordance with Rice Creek Watershed District Soil Amendment guidelines.~~

~~(d) The following curve numbers (Table 1) shall be utilized for modeling of those site areas not covered by impervious surface:~~

Table 1. Curve numbers for use with pervious areas			
Hydrologic Soil Group	Existing Runoff Curve Number *	Post-Construction Runoff Curve Number**	
		Undisturbed Land	Disturbed Land
A	39	39	49
B	61	61	74
C	74	74	80
D	80	80	80
* Curve numbers from USDA-NRCS, Technical Release 55			
** Rice Creek Watershed District 2013 Rules			

~~The analysis of flood levels, storage volumes, and discharge rates for waterbodies and stormwater management basins must include the NOAA Atlas 14 values, as amended, for the two-year, ten-year and 100-year return period, 24-hour rainfall events and the ten-day snowmelt event, in order to identify the critical duration flood event. The ten-day snowmelt event is simulated by a 7.2 inch, ten-day spring runoff event during which it is assumed the ground is frozen solid and no infiltration occurs (CN set to 100 for all areas). The City Engineer may require analysis of additional precipitation durations to determine the critical duration flood event. Analysis~~

of the ten-day snowmelt event is not required for stormwater management detention basins with a defined outlet elevation at or below the 100-year, 24-hour event elevation.

(5) Water quality treatment. The City Adopts by reference RCWD Rule C6. Water Quality Treatment as amended.

(e) ~~Land development activities creating impervious surface shall address the use of better site design (BSD) techniques as outlined in the better site design and low impact development sections of the Minnesota Stormwater Manual (MPCA, 2014 and subsequent revisions).~~

(f) ~~The water quality treatment volume standard for all projects, except public linear projects, is determined as follows (Table 2):~~

Table 2. Required quality volume calculations for new or reconstructed developments		
BMP	BMP Design Variation	Water Treatment Volume Calculation [ft³]
Infiltration	Infiltration Feature	$\text{Impervious surface [ft}^2\text{]} * 1.1 \text{ [in]} / 12 \text{ [in/ft]}$
Water Reuse	Irrigation	$\text{Impervious surface [ft}^2\text{]} * 1.1 \text{ [in]} / 12 \text{ [in/ft]}$
Biofiltration	Underdrain	$\text{Impervious surface [ft}^2\text{]} * 1.1 \text{ [in]} / (0.65 * 12 \text{ [in/ft]})$
Filtration	Sand or Rock Filter	$\text{Impervious surface [ft}^2\text{]} * 1.1 \text{ [in]} / (0.50 * 12 \text{ [in/ft]})$
Stormwater Wetlands	Shallow Wetland	$\text{Impervious surface [ft}^2\text{]} * 1.1 \text{ [in]} / (0.40 * 12 \text{ [in/ft]})$
	Pond/Wetland	$\text{Impervious surface [ft}^2\text{]} * 1.1 \text{ [in]} / (0.55 * 12 \text{ [in/ft]})$
Stormwater Pond	Wet Pond	$\text{Impervious surface [ft}^2\text{]} * 1.1 \text{ [in]} / (0.50 * 12 \text{ [in/ft]})$
	Multiple Pond	$\text{Impervious surface [ft}^2\text{]} * 1.1 \text{ [in]} / (0.60 * 12 \text{ [in/ft]})$

(g) ~~The required water quality treatment volume standard for public linear projects is determined as follows:~~

$$\text{Required Water Quality Treatment Volume [ft}^3\text{]} = \text{Area of New or Reconstructed Impervious Surface [ft}^2\text{]} \times 0.7 \div 2 \text{ [in/ft]} \times 5 \text{ [in]}$$

~~(h) Public linear projects shall meet the requirements of the Rice Creek Watershed District (RCWD) or Vadnais Lakes Area Water Management Organization (VLAWMO) as applicable.~~

~~(i) Infiltration BMPs (see city BMP standard plates and design criteria) are to be incorporated in areas with A and B hydrologic soil groups. Stormwater from impervious surfaces other than rooftops must be pretreated before discharge to infiltration BMPs, to remove sediment and floatables, or other materials that would restrict the BMP's capacity or contaminate ground water.~~

~~(j) If the project meets any of the following conditions listed in Table 3, infiltration is prohibited and the water quality volume requirements shall be provided the remaining options in Table 2:~~

~~-~~

Table 3. Specific conditions that may restrict infiltration.	
Type	Specific Site Conditions
Potential Contamination	Potential stormwater hotspots [PSH]
	Contaminated soils
	Vehicle fueling and maintenance areas
Physical Limitations	Low permeability soils [HSG C and D]
	Bedrock within three vertical feet of bottom of infiltration area
	Seasonal high water table within three vertical feet of bottom of infiltration area
	Where soil infiltration tests are more than 8.3 inches per hour

Land Use Limitations	Utility locations
	Adjacent wells

~~BMPs must provide infiltration where feasible. If the city concurs that the infiltration BMPs are not feasible or directs that infiltration not be used, then any BMP may be chosen. If infiltration is feasible on-site, then a regionally-sited BMP must provide equivalent runoff volume reduction.~~

~~(6) **Peak stormwater runoff control.** The City adopts by reference RCWD Rule C7. Peak Stormwater Runoff Control as amended.~~

~~(a) Stormwater runoff rates for the proposed project at the site boundary, in aggregate, must not exceed existing runoff rates for the critical two-, ten-, and 100-year frequency events.~~

~~(k) Any increase in a critical event rate at a specific point of discharge from the site must be limited and cause no adverse down-gradient impact. The project must meet the hydroperiod standards found in Table 4 with respect to all down-gradient wetlands.~~

Table 4. Hydroperiod standards			
Wetland Susceptibility Class	Permitted Storm Bounce for 2-year and 10-year Event*	Inundation Period for 2-year Event*	Inundation Period for 10-year Event*
Highly Susceptible	Existing	Existing	Existing
Moderately Susceptible	Existing + 0.5 ft	Existing + 1 day	Existing + 7 days
Slightly Susceptible	Existing + 1.0 ft	Existing + 2 days	Existing + 14 days
Least Susceptible	No Limit	Existing + 7 days	Existing + 21 days
* Duration of 24 hours for the return periods utilizing NOAA Atlas 14 precipitation data. Source: Adapted from Rice Creek Watershed District 2013 Rules.			

~~Wetland Susceptibility Class is determined based on wetland type, as follows:
Highly susceptible wetland types include: sedge meadows, bogs, coniferous bogs, open bogs, calcareous fens, low prairies, coniferous swamps, lowland hardwood forests, and seasonally flooded water basins.~~

~~Moderately susceptible wetland types include: shrub carrs, alder thickets, fresh (wet) meadows, and shallow and deep marshes.~~

~~Slightly susceptible wetland types include: floodplain forests and fresh wet meadows or shallow marshes dominated by cattail giant reed, reed canary grass or purple loosestrife.~~

~~Least susceptible wetland includes severely degraded wetlands. Examples of this condition include cultivated hydric soils, dredge/fill disposal sites and some gravel pits.~~

~~Exceptions. Rate control criteria of division (5) may be waived if the site discharges directly to a water body with large storage capacity (such as a public water) that has a time-to-peak elevation greater than that for an on-site pond and the volume discharged from the on-site pond is negligible, relative to the volume of runoff entering the water body.~~

~~(7)(8) Design criteria. Best Management Practices shall be designed in accordance with the following standards:~~

~~(a) Infiltration BMPs. Infiltration BMPs must be designed to provide: The City adopts by reference RCWD Rules C.9.(a) as amended.~~

~~1. Adequate pretreatment measures to remove sediment before runoff enters the primary infiltration area;~~

~~2. Drawdown within 48 hours or 72 hours from the end of a storm event, for surface or sub-surface features, respectively. Soil infiltration rates shall be based on the appropriate HSG classification and associated infiltration rates (Table 5). Infiltration area will be limited to the horizontal areas subject to prolonged wetting;~~

~~(8)~~

(9) Table 5. Soil Infiltration Rates.					
(10) SG	(11) Soil Texture*	(12) Corresponding Unified Soil Classification**			(13) Infiltration Rate [in/hr]
(14)	(15) Gravel (16) Sandy Gravel (17) Silty Gravel	(18) W	(19) Well-graded gravels, sandy gravels		(20) 1.6
		(21) SP	(22) Gap-graded or uniform gravels, sandy gravels		
		(23) M	(24) Silty Gravels, silty-sandy gravels		
		(25) W	(26) Well-graded or uniform sands, gravelly sands		

~~(68) Source: Adapted from the "Design Infiltration Rates" table from the Minnesota Stormwater Manual, MPCA (January 2014).~~

~~(69) * U.S. Department of Agriculture, Natural Resources Conservation Service, 2005. National Soil Survey Handbook, title 430-VI. (Online) Available: <http://soils.usda.gov/technical/handbook/>.~~

~~(70) ** ASTM standard D2487-00~~

~~(71)~~

~~1. A minimum of three feet of separation from the seasonal high water table.~~

~~2. Design and placement in accordance with the 2007 Minnesota Department of Health guidance Evaluating Proposed Stormwater Infiltration Projects in Vulnerable Wellhead Protection Areas.~~

~~(b) *Water reuse.* The City adopts by reference RCWD Rules C.9.(b) as amended. Water reuse BMPs must be designed to provide:~~

~~i design An maximum irrigation rate of one inch per week over the irrigated lawn/turf grass area(s);~~

~~ii No greater than a 26 week (April 15 to October 15) growing season; and~~

~~2. No increase in stormwater runoff from the irrigated area or project site.~~

~~i The amount of water quality treatment volume credit given will be based upon the three year average of the volume irrigated, determined by the average of three years of monitoring records.~~

~~(c) *Biofiltration and filtration BMPs.* The City adopts by reference RCWD Rules C.9.(c) as amended. Biofiltration and filtration BMPs must be designed to provide:~~

~~1. Adequate pretreatment measures to remove sediment before runoff enters the primary biofiltration area;~~

~~2. Drawdown within 48 hours or 72 hours from the end of the storm event for surface or sub-surface features, respectively;~~

~~3. A minimum of 12 inches of organic material or sand above the rock trench or drain tile system; and~~

~~4. Drain tile system must be designed above the seasonal high water table.~~

~~(d) *Stormwater ponds.* The City adopts by reference RCWD Rules C.9.(d) as amended.~~

~~(d)(e) *Soil Borings.* The City adopts by reference RCWD Rules C.9.(e) as amended. Stormwater ponds must be designed to provide:~~

~~1. Water quality features consistent with NURP criteria and city standard plate;~~

~~2. Permanent wet pool with dead storage at least equal to the runoff from a two and one half inch rainfall over the area tributary to the pond~~

3. ~~An outlet structure capable of preventing migration of floating debris and oils for at least the one-year storm.~~

4. ~~An outlet structure to control the two-year, ten-year and 100-year frequency events to existing peak runoff sites; and~~

5. ~~An identified overflow spill way sufficiently stabilized to convey flows greater than the 100-year critical storm event.~~

~~(e)(f) Outfalls. An outfall structure discharging to a wetland, public water or public water wetland must incorporate a stilling basin, surge basin, energy dissipater, placement of ungrouted natural rock riprap or other feature to minimize disturbance and erosion of natural shoreline and bed resulting from stormwater discharges. The City adopts by reference RCWD Rules C.9.(f) as amended.~~

~~(f)(g) Freeboard requirements. All new residential, commercial, industrial and other habitable or non-habitable structures, and all stormwater basins, must be constructed so that the lowest floor and lowest entry elevations of structures comply with the following: Table 6.~~

Table 6. Low floor and low entry freeboard requirements

	Regional Flood Elevations	Local Detention Basins & Wetlands			Infiltration Basins			Rain Gardens	Groundwater¹
		EOF	100 year	EOF	Bottom	100 year	EOF		
Elevation	100 year	EOF	100 year	EOF	Bottom	100 year	EOF	EOF	Seasonal High Level
Low Floor Freeboard	2- ft	1-ft	0-ft	N/A	0-ft	N/A	N/A	N/A	4-ft
Low Entry Freeboard	N/A	N/A	2-ft	1-ft	N/A	2-ft	1-ft	0.5-ft	N/A

¹ The seasonal high groundwater level shall be determined within 12 months of proposed construction of the structure by a soil scientist or geotechnical engineer registered in the State of Minnesota as indicated by redoximorphic features such as mottling within the soil or by direct groundwater observation.

(h) Within a landlocked basin, lowest floor elevations must be at least one foot above the surveyed basin overflow elevation. Where a structure is proposed below the runoff elevation of a land-locked basin, the low-floor elevation will be a minimum of two feet above the high water level as determined from an estimate of high water levels determined from the highest of either the 100-year, ten-day runoff event or back-to-back

100-year, 24-hour rainfalls. Aerial photos, vegetation, soils, and topography will be used to derive a "normal" water elevation for the basin for the purpose of computing the 100-year elevation.

(9) Comprehensive Stormwater Management Plan.

(a) The City of Lino Lakes may develop a comprehensive stormwater management plan (CSMP) as an alternative way to meet the stormwater requirements of the local watershed agencies for development within a defined area and a common resource of concern (ROC). The CSMP will be submitted to the applicable watershed district for review and must comply with the requirements of the watershed district.

(b) The following Comprehensive Stormwater Management Plans are adopted and in effect:

1. Legacy at Woods Edge Development (LWED) CSMP (August 2016): The LWED is defined as that area within the City of Lino Lakes bounded by I-35W to the north, Town Center Parkway to the south, and Lake Drive to the west. The following LWED CSMP policies and regulations supersede portions of Sections 1011.011 within the LWED as follows:

i Subpart (5) Water Quality Treatment and Subpart (6) Peak Stormwater Runoff Control: Private development shall not exceed the impervious areas listed in Appendix E of the LWED CSMP. If developers choose to exceed the impervious limits, they will be required to address any additional stormwater requirements within that parcel at their own expense and demonstrate how the additional runoff will be treated to meet the applicable Rice Creek Watershed District rules. Any such best management practices (BMPs) will be considered private and be maintained by the owner/developer of the parcel.

2. Northeast Lino Lakes Drainage Area (NEDA) CSMP (September 2018): The NEDA is defined as that area within the City of Lino Lakes bounded by Main Street to the south, the City of Hugo to the east, Lake Peltier to the west and Rehbein Street to the north. The following NEDA CSMP policies and regulations supersede portions of Section 1011.011 with the NEDA as follows:

i Subpart (5). Water Quality Treatment: Water quality treatment requirements shall be met through a variety of measures as is feasible on a regional or development- by-development basis. On-site infiltration is not feasible for most of the NEDA due to poor soils, high groundwater and the presence of wetlands. As development proceeds within the NEDA, developers shall be required to demonstrate that infiltration is not feasible on-site before utilizing any regional basins or other BMP alternatives.

ii Subpart (6). Peak Stormwater Runoff Control: Private development shall be restricted to an allowable flow rate of 0.1 cubic feet per second (cfs) per acre for the 100-year, 24-hour peak discharge rate. This will result in a maximum peak discharge rate from the NEDA into Peltier Lake of no more than 135 cfs. This restriction

may be met through a combination of rate control practices on a regional or development-by-development basis.

(10) *Drainage and utility easements.*

(a) If a stormwater management plan involves direction of some or all runoff off of the site, it shall be the responsibility of the applicant to obtain from adjacent property owners any necessary easements or other property interests concerning flowage of water.

(b) Easements are required for all stormwater management facilities, stormwater conveyances and on-site floodplain and shall extend a minimum of ten feet beyond the basin's normal water level or the 100-year storm high water level elevation, whichever is greater.

(c) Easements are required for all outlet swales and ditches, and for overland overflow routes located downstream of basins located on site.

(d) If the storm sewer is to be installed less than ten feet deep within private property, the easement shall be a minimum of 20 feet wide. If the storm sewer is ten feet or greater, the easement shall be twice as wide as the depth.

(e) Easements necessary for maintenance vehicle access are required for all of the above where not directly available on a public road.

(11) Wetlands. Runoff shall not be routed directly to wetlands without first passing through an appropriate settling or approved pre-treatment basin. Said basins must meet standards for volume and flow directed to the basin.

(a) A protective buffer strip of natural vegetation shall surround all wetlands as follows:

1. Where RCWD is the Local Government Unit (LGU) for administration of the Minnesota Wetland Conservation Act (WCA) the City adopts RCWD Rule F.6.(e), as amended. Wetlands not subject to RCWD Rule F.6. (e) shall have a minimum buffer width of 10'.

2. Where Vadnais Lakes Area Water Management Organization (VLAWMO) is the LGU for administration of WCA, the City adopts VLAWMO Water Quality Standards Section 11, as amended.

(b) Wetlands must not be drained, filled, or altered, wholly or partially, unless in compliance with and permitted under the most current rules adopted by the Minnesota Board of Water and Soil Resources in the Wetland Conservation Act (WCA). Wetland replacement must be guided by the following principles in descending order:

1. Avoidance.

2. Minimization.

3. Mitigation.

(c) Permits to work in wetlands must be obtained from the local water management organizations, acting as local governmental units (LGU), with respective jurisdiction with the City of Lino Lakes to administer the WCA.

(d) Permanent boundary markers, in the form of signage approved by the City of Lino lakes, should be installed prior to final approval of the required clearing and grading plan.

~~(11)(12)~~ Stormwater management plan required exhibits. The stormwater management plan shall be prepared and signed by a duly licensed engineer in the State of Minnesota. The following exhibits must accompany the permit application: two plan sets, full size (22 inches by 34 inches); and one electronic copy in a .pdf one plan set, reduced to maximum size of 11 inches by 17 inches. Additional copies may be required in accordance with applicable zoning and subdivision provisions of city code. All format. All plan sets shall also be submitted electronically in a .dwg format or as otherwise determined by the City Engineer. ~~The minimum information requirements of the stormwater management plan shall be consistent with the most recent version of the NPDES permit requirements and include the following information:~~

(a) A grading, erosion and sediment control plan and, for projects that require a NPDES permit, a stormwater pollution prevention plan (SWPPP) ~~is required;~~

(b) Stormwater management plan including existing and proposed hydrologic calculations for total runoff volume and peak discharge rates as described in this chapter, including:

1. A narrative including a project description, discussion of BMP selection, incorporation of infiltration BMPs, and revegetation plan for the project site;
2. Delineation of all drainage areas, including contributing runoff from off-site areas, proposed and existing subwatersheds on-site, emergency overflows, and drainage ways;
3. Existing, proposed, and total amount of impervious surfaces created by the project;
4. Existing and proposed runoff curve numbers;
5. Time of concentration used in calculations; and
6. Existing and proposed total runoff volume and peak discharge rates for the two-, ten-, and 100-year critical events utilizing NOAA Atlas 14.

(c) Property of lines and delineation of lands under ownership of the applicant.

(d) Locations of all stormwater management practices, infiltration areas, and areas not to be disturbed during construction.

(e) Location of all drain tiles on the project site shall be identified.

(f) Location and engineered designs for structural stormwater management practices including stormwater treatment devices that remove oil and floatable material (e.g., basin outlets with submerged inlets).

(g) Normal water level, high water level, and emergency overflow elevations for the site and all ponding systems related to NAVD88.

(h) Identification of existing and proposed one-foot contour elevations within the project site related to NAVD88.

(i) Geotechnical analysis including soil borings at all proposed stormwater management facility locations ASTM D5921 and D2488.

(j) Provisions for groundwater management (dewatering), including subsurface drains, disposals, ponding and flood controls.

(k) Completed city-Rice Creek Watershed District worksheet explaining better site design techniques that were evaluated during project design, the results of the evaluation of each and for any techniques deemed infeasible.

(l) A long-term maintenance plan and schedule for all permanent stormwater practices, along with the identity of the party responsible for the maintenance of the project. The maintenance responsibility must be memorialized in a document executed by the property owner in a form acceptable to the city and filed for record on the deed.

(m) Before work is deemed complete, as-built plans must be submitted demonstrating that at the time of final stabilization, stormwater facilities conform to design specifications.

(n) Other project site-specific submittal requirements as may be required by the city.

(Ord. 09-15, passed 10-26-2015)

§ 1011.012 INSPECTIONS AND MAINTENANCE.

(1) *Inspections.* The applicant is responsible for inspections and record keeping in accordance with the NPDES permit requirements. The city shall conduct inspections on a regular basis to ensure that both stormwater and erosion and sediment control measures are properly installed and maintained prior to construction, during construction, and at the completion of the project. In all cases the inspectors will attempt to work with the applicant or developer to maintain proper stormwater management. Mandatory inspections, conducted by the city, are required as follows:

- (a) Before any land-land-disturbing activity begins;
- (b) Five working days after footing inspections;
- (c) At the completion of the project; and
- (d) Prior to the release of financial securities.

(2) Post-construction inspection and maintenance of stormwater facilities.

(a) *Private stormwater facilities.* No private stormwater facility may be approved unless a maintenance agreement is provided that defines who will conduct maintenance, the type of maintenance, and the maintenance intervals. All private stormwater facilities shall be inspected by the owner and maintained in proper condition consistent with the performance standards for which they were originally designed.

1. *Facility access.* Access to all stormwater facilities must be inspected annually and maintained as necessary. It shall be the responsibility of the applicant to

obtain any necessary easements or other property interests to allow access to the facilities for inspection or maintenance for both the responsible party and the city.

2. *Maintenance.* All settled materials from ponds, sumps, grit chambers, and other devices, including settled solids, shall be removed and properly disposed of once capacity is reduced by 30%.

3. *Inspection.* All private stormwater facilities must submit an as-built record plan of the facility and must provide documentation to the city of an inspection during construction, during the first year of operation, and at least once every five years thereafter. Private facilities are subject to city inspection at any time to ensure compliance.

(b) *Public stormwater facilities.*

1. *Acceptance of publicly owned facilities.* Before work under the permit is deemed complete, as-builts and certification must be submitted demonstrating at the time of final stabilization that the stormwater facilities conform to design specifications. A final inspection shall be required before the city accepts ownership of the stormwater facilities.

2. *Inventory of stormwater facilities.* The city shall inventory and maintain a database for all public stormwater facilities within the city requiring maintenance to ensure compliance with this chapter.

(3) *Maintenance.* The city shall perform maintenance of publicly owned stormwater facilities within the city as provided for in the local surface water management plan.

(Ord. 09-15, passed 10-26-2015)

§ 1011.013 PLAN REVIEW PROCEDURE.

~~___~~—*Plan review.* The applicant shall not commence any construction activity subject to this chapter until the stormwater management plan and/or the grading, erosion and sediment control plan have been approved by the city. The submittal shall be processed in accordance with:

~~-Ch. 1007.020 of city code as applicable. § 2 of the Zoning Ordinance or Ch. 1011 of city code as applicable.~~ City approval is contingent on issuance of all other permits required by the city or other agencies having jurisdiction on the project. The following standards shall apply to all developments within the city:

(1) *Plan approval.* If the city determines that the stormwater management plan and/or the grading, erosion and sediment control plan meets the requirements of this chapter, the city shall issue a plan approval valid for a specified period of time that authorizes the land disturbance activity contingent on the implementation and completion of this plan.

(2) *Plan denial.* If the city determines that the plan does not meet the requirements of this chapter, the city shall not issue plan approval for the land disturbance activity. This plan must be resubmitted for approval before the land disturbance activity begins.

All land use and building permits shall be suspended until the developer has an approved ~~ESC or stormwater management~~ permit for ESC or stormwater management.

(3) *Modification of plan.* The applicant must amend the plan as necessary to include additional requirements such as additional or modified BMPs designed to correct problems identified or address situations whenever:

(a) A change in design, construction, operation, maintenance, weather, or seasonal conditions that has a significant effect on the discharge or pollutants to surface waters or underground waters;

(b) Inspections or investigations indicate the plans are not effective in eliminating or significantly minimizing the discharge or pollutants to surface waters or underground waters or that the discharges are causing water quality degradation;

(c) The plan is not achieving the general objectives of minimizing pollutants in stormwater discharges associated with construction activity; or

(d) The plan is not consistent with the terms and conditions of this chapter.

(Ord. 09-15, passed 10-26-2015)

§ 1011.014 FINANCIAL SECURITIES.

The applicant shall be subject to the financial security provisions of the city development agreement, site improvement performance agreement and/or the city public improvement financing policy, as applicable.

(Ord. 09-15, passed 10-26-2015)

§ 1011.015 ENFORCEMENT.

(1) *Notification of failure of the permit.* The city shall notify the permit holder of the failure of the permit's measures.

(a) *Initial contact.* The initial contact will be to the party or parties listed on the application and/or the SWPPP as contacts. Except during an emergency action, 48 hours after notification by the city or 72 hours after the failure of erosion and sediment control measures, whichever is less, the city at its discretion may begin corrective work. Such notification should be in writing, but if it is verbal, a written notification should follow as quickly as practical. If after making a good faith effort to notify the responsible party or parties, the city has been unable to establish contact, the city may proceed with corrective work. There are conditions when time is of the essence in controlling erosion. During such a condition, the city may take immediate action and then notify the applicant as soon as possible.

(b) *Emergency action.* If circumstances exist such that non-compliance with this chapter poses an immediate danger to the public health, safety and welfare, as determined by the city, the city may take emergency preventative action. The city shall also take every reasonable action possible to contact and direct the applicant to take

any necessary action. Any cost to the city may be recovered from the applicant's financial security.

(c) *Erosion off site.* If erosion breaches the perimeter of the site, the applicant shall clean up and repair or supplement with functional BMPs within 24 hours of discovery or immediately as conditions allow. If, in the discretion of the city, the permit holder does not repair the damage caused by the erosion, the city may do the remedial work required and charge the cost to the applicant. When restoration to wetlands and other resources are required, the applicant shall be required to work with the appropriate agency to ensure that the work is done properly.

(d) *Erosion into streets, wetlands, or water bodies.* If eroded soils (including tracked soils from construction activities) enter or appear likely to enter streets, wetlands, or other water bodies, cleanup and repair shall be immediate. The applicant shall provide all traffic control and flagging required to protect the traveling public during the cleanup operations.

(e) *Failure to do corrective work.* When an applicant fails to conform to any provision of this ~~policy chapter~~ within the time stipulated, the city may take the following actions:

1. Issue a stop work order, withhold the scheduling of inspections, and/or the issuance of a certificate of occupancy.
2. Revoke any permit issued by the city to the applicant for the site in question or any other of the applicant's sites within the city's jurisdiction.
3. Correct the deficiency or hire a contractor to correct the deficiency.
4. Require reimbursement to the city for all costs incurred in correcting stormwater pollution control deficiencies. If payment is not made within 30 days after costs are incurred by the city, payment will be made from the applicant's financial securities as described above.
5. If there is an insufficient financial amount in the applicant's financial securities as described above, then the city may assess the remaining amount against the property. As a condition of the permit, the owner shall waive notice of any assessment hearing to be conducted by the city, concur that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of M.S. § 429.081 to challenge the amount or validity of assessment.

(2) *Enforcement.* The city shall be responsible for enforcing this chapter.

(a) *Penalties.* Any person, firm, or corporation failing to comply with or violating any of these regulations shall be deemed guilty of a misdemeanor and be subject to a fine or imprisonment or both. All land use and building permits shall be suspended until the applicant has corrected the violation. Each day that a separate violation exists shall constitute a separate offense.

(b) *Right-of-entry and inspection; powers.* The issuance of a permit constitutes a right-of-entry for the city or its contractor to enter upon the construction site. The applicant shall allow the city and their authorized representatives, upon presentation of credentials, to:

1. Enter upon the permitted site for the purpose of obtaining information, examination of records, conducting investigations or surveys;
2. Bring such equipment upon the permitted site as is necessary to conduct such surveys and investigations;
3. Examine and copy any books, papers, records, or memoranda pertaining to activities or records required to be kept under the terms and conditions of the permitted site;
4. Inspect the stormwater pollution control measures; and
5. Sample and monitor any items or activities pertaining to stormwater pollution control measures;
6. Correcting deficiencies in stormwater and erosion and sediment control measures.

(Ord. 09-15, passed 10-26-2015)

§ 1011.016 ABROGATION AND GREATER RESTRICTIONS.

In the event of any conflict between the provisions of this chapter and the provisions of any other city ordinance adopted by the City Council, the more restrictive standard prevails.

(Ord. 09-15, passed 10-26-2015)

Surface Water Management and Erosion and Sediment Control Ordinance

Work Session

City of Lino Lakes

December 5, 2022



Erosion Control and Stormwater Management is required for activities that disturbs land and generates runoff based on certain thresholds:

- City Surface Water Management Plan (Comprehensive Plan) establishes policies to manage surface water quality and minimize erosion into surface waters
- National Pollutant Discharge Elimination System (NPDES) permit requirements
 - Regulate land disturbance of greater than or equal to one acre
 - Must treat the water quality volume on any project where new or reconstructed surface equals one of more acres
- City Official Controls e.g. Subdivision and zoning requirements require stormwater management and erosion control.



City Code Chapter 1011 proposed changes

Sections 1011.001 through 1011.005:

- Remove redundant/unnecessary language
- Recognize adoption of certain code amendments by reference to RCWD or VLAWMO rules

Section 1011.006 Definitions:

- Update definitions for consistency with WMO's and the MS4 permit, and delete unnecessary terminology.

Section 1011.010. Erosion and Sediment Control Requirements

Minor modifications to remove superfluous language and conform to similar requirements of RCWD.

Section 1011.011 Stormwater Management Requirements.

Permit applicability was amended to generally match RCWD permit requirements and meets the requirements for the MS4 permit as well.

The Comprehensive Stormwater Management Plan (CSMP's) section was added, as provided for by RCWD. The City has two CSMP's currently in effect – one for Legacy at Woods Edge (City Hall and surrounding complex) and the NE Drainage Area (from Peltier Lake to City of Hugo). Stormwater Management in those areas are governed by these requirements.



Section 1011.011 Stormwater Management Requirements (cont'd).

Subparts 5 through 9 adopts the RCWD requirements by reference as amended. This keeps our ordinance consistent with the RCWD.

1105.011 (5) Stormwater management plan modeling requirements.

- Adopts RCWD Rule C.4. This establishes the requirements for:
 - hydrograph method or computer program guidance used to analyze stormwater runoff
 - Hydrologic Soil Group (HSG) Curve Numbers
 - Adopts NOAA Atlas 14 rainfall values for 2, 10 and 100 rain events and the 10-day snowmelt

1105.011 (6) Water Quality Treatment

- Adopts RCWD Rule C.6 establishing minimum water quality requirements
 - ❑ Establishes treatment standard volume for new or reconstructed impervious surface
 - ❑ Establishes treatment standard volume for Public Linear projects.
 - ❑ Establishes location requirements for Best Management Practices
 - ❑ Establishes conditions that restricts infiltration e.g., contaminated soils, high water table etc.

1105.011 (7) Peak stormwater runoff control

- Adopts RCWD Rule. 7 establishing peak runoff rates at the project site boundary – must not exceed existing rates for 2, 10 and 100 year, 24 hour rainfall events.

1105.011 (8) Bounce and Inundation Period

- Adopts RCWD Rule C. 8 regarding maximum “bounce” allowed in wetland water elevation during storm events.

1105.011 (9) Design Criteria

- Adopts RCWD Rule C. establishing design criteria for best management practices including:
 - Infiltration Bmp's
 - Water Reuse – stormwater irrigation systems
 - Biofiltration and filtration BMP's
 - Stormwater Ponds
 - Soil boring requirements
 - Outfall design standards – e.g., low floor and low entry requirements -

1011.011 (11) Wetlands

- added to establish wetland buffers consistent with the RCWD and VLAWMO requirements.

❑ RCWD: Wetland Management Corridor: 50' average width; 25' min.
Non-WMC wetlands: 10' feet

❑ VLAWMO:

Management Class	Base Buffer Width, feet	Minimum Applied Buffer Width, feet
Manage 3 (storm ponds)	20	16
Manage 2	30	24
Manage 1	40	34
Preserve	75	67

1011.012 - 1011.016 - Minor Clerical references



WORK SESSION STAFF REPORT
Work Session Item No. 4

Date: December 5, 2022
To: City Council
From: Michael Grochala, Community Development Director
Re: Deicing Material Bulk Storage Ordinance

Background

Section 18.6 of the Cities General Permit for Separate Storm Sewer System requires that the City adopt a regulatory mechanism (Ordinance) that requires proper salt storage at commercial, institutional, and non-NPDES Permitted industrial facilities. At a minimum the ordinance must require the following:

- a. Designated salt storage areas must be covered or indoors;
- b. Designated salt storage areas must be located on an impervious surface; and
- c. Implementation of practices to reduce exposure when transferring material in designated salt storage areas (e.g., sweeping, diversions, and/containment)

ANALYSIS

Deicers used to reduce ice and snow on roads, parking lots, and sidewalks often include salt, which contains chloride. Chloride is easily transmitted into lakes, streams, and groundwater. This has the potential to impact drinking water supplies, as well as the health of freshwater fish and other aquatic life. Once in the water, there is no easy way to remove it. Residents experience the impacts of chloride in many ways:

- Fish and aquatic bugs – High amounts of chloride are toxic to fish, aquatic bugs, and amphibians. Chloride can negatively affect the fish and insect community structure, diversity, and productivity, even at lower levels.
- Plants – Road salt splash can kill plants and trees along the roadside, and plants that take up salty water through their roots can also suffer, Chloride in streams, lakes, and wetlands harms aquatic vegetation and can change the plant community structure.
- Salt-laden soil can lose its ability to retain water and store nutrients and be more prone to erosion and sediment runoff (which also harms water quality).
- Pets – Salt can sicken pets who consume it, lick it off their paws, or drink salty snow melt/runoff. It can also irritate their paw pads.

- Wildlife – Some birds, like finches and house sparrow, can die from ingesting deicing salt. Some salt-sensitive species are particularly at risk.
- Infrastructure – Chloride corrodes road surfaces and bridge and damages reinforcing rods, increasing maintenance and repair costs.

The draft ordinance establishes minimum requirements for the safe storage of deicer materials. The requirements are applicable to all commercial, institutional and industrial properties in the City. Typically, these are uses that have large parking areas and routinely use deicers as part of their snow removal procedures. The threshold of 5 tons equates to approximately one dump truck load of material. Staff is not aware of any facilities, other than public works, that has this amount of deicer stored. However, there may be construction and landscaping businesses, who perform winter snow removal, that do meet this threshold.

The Environmental Board reviewed the proposal at their October 26, 2022 and recommended sending out a survey to area businesses to provide awareness and collect input on the pending ordinance.

Staff is anticipating bringing the item back for City Council consideration in January.

Requested Council Direction

None required. Discussion only.

Attachments

1. Draft Ordinance

ORDINANCE NO. xx - 2022

AN ORDINANCE AMENDING SECTION 900 OF THE LINO LAKES CITY CODE, RELATING TO NUSANCES, BY ADDING A NEW SECTION 905, CONCERNING STORAGE OF BULK DEICING MATERIAL

The City Council of Lino Lakes Ordains:

Section 1. Chapter 900 of the Lino Lakes City Code is amended by adding a new section 905 as follows:

905.01 FINDINGS

- (1) The removal of snow and ice from roadways is essential to both public safety and to the local economy and in order to protect the public safety, during and after winter storm events, the use of pavement deicing chemicals is a widely accepted means of keeping roadways passable; and
- (2) Pavement deicing is typically accomplished through the use of deicers which can be corrosive to vehicles, roadway surfaces, and bridges and has been found to have adverse effects on the surface waters, groundwater and to environmentally sensitive areas; and
- (3) The restoration of surface and ground water quality and ecosystems in such areas can be very difficult and costly, if not impossible to rehabilitate through reverse osmosis, once the events or contamination occur; and
- (4) Proper utilization and management of deicing materials is critical to ensure that the environmental impacts of related practices are reduced to the maximum extent possible; and
- (5) Negative environmental impacts may occur when salt and other deicers are not properly stored and transported; and
- (6) One of the primary sources of chloride entering the ground water is salt spillage that is either plowed or washed from maintenance yards, unloading, and loading areas and it is necessary to regulate all persons engaged in the storage and use of bulk deicing materials on their property and elsewhere in order to reduce the costly impacts of such use to the surrounding vegetation, surface water and ground water; and

905.02 DEFINITIONS

Definitions. For the purpose of this section the following words, terms, phrases, shall have the meanings ascribed to them below.

Bulk Storage: means the storage of any deicing material (liquid or solid used for deicing during winter conditions that is more than five tons in solid form (or 1,000 gallons in liquid form).

Deicer: means any substance used to melt snow and ice or used for its anti-icing effects.

905.03 APPLICABILITY

The following sections apply to all indoor and outdoor bulk deicer storage facilities (temporary and permanent) including salt piles, salt bag storage, salt/sand piles and other storage of deicing materials on commercial, institutional, and non-NPDES permitted industrial properties within the City

905.04 ***Nuisance Declared:*** responsible party. It shall be a public nuisance for the owner of commercial, institutional, or industrial property in the city, or for the owner or operation of a business or nonprofit establishment on such property, to store bulk deicing materials on the property in violation of this section.

905.05 **GENERAL REQUIREMENTS**

- (1) Indoor operations for the storage of deicing materials must be provided wherever possible in order to prevent such materials from being affected by rain, snow and melt water.
- (2) All salt, sand and other deicing materials stored outdoors must be covered at all times.
 - (a) When not using a permanent roof, a waterproof impermeable, flexible cover must be placed over all storage piles (to protect against precipitation and surface water runoff). The cover must prevent runoff and leachate from being generated by the outdoor storage piles. The cover must be secured to prevent removal by wind or other storm events. Piles must be formed in a conical shape and covered as necessary to prevent leaching.
 - (b) Any roof leaks, tears or damage should be temporarily repaired during winter to reduce the entrance of precipitation. Permanent repairs must be completed prior to the next winter season.
 - (c) Tanks used for liquid deicing material storage must be dual wall contained, or if a single wall tank is used then a containment system must be in place surrounding the tank.
- (3) Outdoor storage of deicing materials must be located on an impermeable surface.
- (4) The facility must be in close proximity to the area in which the deicing materials are to be used, if practical.
- (5) Each facility must be located outside of floodplains and 75 feet from lakes, rivers, streams, ditches, wetlands and any other areas likely to absorb runoff. A facility must not be located in close proximity to surface water features, water supplies, wells or drywells.
- (6) The property slope must be away from the facility's deicer storage area.
- (7) Practices must be implemented in order to reduce exposure (e.g., sweeping, diversions, and/or containment) when transferring salt or other deicing material.

905.06 **ENFORCEMENT**

The Public Safety Department and any other officers, employees or agents as the Council may designate shall enforce the provisions of this chapter. The officers shall have the power to inspect private premises and take all reasonable precautions to prevent the commission and maintenance of public nuisances. No person shall enter private property under this section without the express written permission of the owner or occupant of the property. If permission is not granted, the provisions of § 101.14 concerning administrative search and seizure warrants shall be followed.

9050.07 ABATEMENT.

A nuisance under this section may be abated according to the provisions of Chapter 903.

Section 2. This ordinance shall be in effect 30 days after publication.

Adopted by the Lino Lakes City Council this ____ day of _____ 2022.

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

The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Julianne Bartell, City Clerk

WORK SESSION STAFF REPORT
Work Session Item No. 5

Date: December 5, 2022
To: City Council
From: Sarah Cotton, City Administrator
Re: Advisory Board Appointments

Background

The City is currently accepting advisory board applications for terms expiring December 31, 2022. Current advisory board members with expiring terms have been notified and advisory board openings have been advertised on the City’s website, social media, and in the City newsletter.

The City Council will appoint residents to serve in the following seats starting in January of 2023:

Planning & Zoning Board – 3 seats (*one 1-year term)
Park Board – 3 seats
Environmental Board – 3 seats
EDAC – 3 seats

*All terms are three years, unless noted otherwise.

Requested Council Direction

Establish a date to interview applicants.

Attachments

None

WORK SESSION STAFF REPORT
Work Session Item No. 6

Date: December 5, 2022
To: City Council
From: Hannah Lynch, Finance Director
Re: 2023 Budget & Tax Levy

Background

The Preliminary 2023 Budget & Tax Levy was adopted by Council on September 26th. The total preliminary levy was \$12,967,057, a 9.71% increase from 2022, resulting in a 35.157% tax rate. That tax rate was represented on Anoka County Proposed 2023 Tax Statements mailed out to property owners last week.

The total proposed final levy is \$12,893,915, a 9.09% increase from 2022, resulting in an anticipated tax rate of 34.935%. The \$73,142 decrease in the proposed final levy from the preliminary is a result of updated personnel wages & benefits.

The Council has met on the Proposed 2023 Budget & Tax Levy four times prior to this evening. The budgets discussed at each of those meetings are summarized on page 2 of the attached budget document.

Requested Council Direction

Attached is the Proposed Final 2023 Budget & Tax Levy anticipated to be adopted following the public hearing on Monday, December 12th.

Attachments

Proposed Final 2023 Budget & Tax Levy

**CITY OF LINO LAKES
2022-2023 BUDGET SUMMARY**

	Adopted 2022	Proposed 2023	\$ Change	% Change
<u>Tax Levy</u>				
Operating Levy	9,790,843	11,319,531	1,528,688	15.61%
Debt Levy	2,028,444	1,574,384	(454,060)	-22.38%
Total Tax Levy	<u>11,819,287</u>	<u>12,893,915</u>	<u>1,074,628</u>	<u>9.09%</u>

General Fund Budget

Revenues				
Property Taxes	8,789,119	9,734,585	945,466	10.76%
Business Licenses and Permits	143,175	151,360	8,185	5.72%
Non-Business Licenses and Permits	889,627	952,041	62,414	7.02%
Intergovernmental	668,512	687,417	18,905	2.83%
Charges for Services	292,172	292,422	250	0.09%
Fines and Forfeits	101,100	101,100	-	0.00%
Investment Earnings	30,000	30,000	-	0.00%
Miscellaneous	211,057	208,491	(2,566)	-1.22%
Use of Reserves	500,000	-	(500,000)	-100.00%
Transfer From Other Funds	40,000	20,000	(20,000)	-50.00%
Total Revenues	<u>11,664,762</u>	<u>12,177,416</u>	<u>512,654</u>	<u>4.39%</u>

Expenditures				
Administration	1,580,437	1,639,462	59,025	3.73%
Community Development	773,124	822,638	49,514	6.40%
Public Safety	5,912,366	6,231,750	319,384	5.40%
Public Services	3,052,085	3,249,566	197,481	6.47%
Other	346,750	234,000	(112,750)	-32.52%
Total Expenditures	<u>11,664,762</u>	<u>12,177,416</u>	<u>512,654</u>	<u>4.39%</u>

<u>Tax Rate</u>	<u>40.154%</u>	<u>34.935%</u>
------------------------	----------------	----------------

**CITY OF LINO LAKES
2023 PROPOSED BUDGET SUMMARY**

	8/8/2022 Proposed 2023	9/6/2022 Proposed 2023	9/26/2022 Preliminary 2023	10/3/2022 Proposed 2023	10/24/2022 Proposed 2023	12/5/2022 Proposed 2023	\$ Change	% Change
<u>Tax Levy</u>								
Operating Levy	11,092,673	11,092,673	11,392,673	11,353,392	11,353,392	11,319,531	(33,861)	-0.30%
Debt Levy	1,574,384	1,574,384	1,574,384	1,574,384	1,574,384	1,574,384	-	0.00%
Total Tax Levy	<u>12,667,057</u>	<u>12,667,057</u>	<u>12,967,057</u>	<u>12,927,776</u>	<u>12,927,776</u>	<u>12,893,915</u>	<u>(33,861)</u>	<u>-0.26%</u>
<u>General Fund Budget</u>								
Revenues								
Property Taxes	9,507,727	9,507,727	9,807,727	9,768,446	9,768,446	9,734,585	(33,861)	-0.35%
Business Licenses and Permits	151,360	151,360	151,360	151,360	151,360	151,360	-	0.00%
Non-Business Licenses and Perr	952,041	952,041	952,041	952,041	952,041	952,041	-	0.00%
Intergovernmental	687,431	687,431	687,431	687,417	687,417	687,417	-	0.00%
Charges for Services	292,422	292,422	292,422	292,422	292,422	292,422	-	0.00%
Fines and Forfeits	101,100	101,100	101,100	101,100	101,100	101,100	-	0.00%
Investment Earnings	30,000	30,000	30,000	30,000	30,000	30,000	-	0.00%
Miscellaneous	208,491	208,491	208,491	208,491	208,491	208,491	-	0.00%
Use of Reserves	176,000	176,000	-	-	-	-	-	#DIV/0!
Transfer From Other Funds	20,000	20,000	20,000	20,000	20,000	20,000	-	0.00%
Total Revenues	<u>12,126,572</u>	<u>12,126,572</u>	<u>12,250,572</u>	<u>12,211,277</u>	<u>12,211,277</u>	<u>12,177,416</u>	<u>(33,861)</u>	<u>-0.28%</u>
Expenditures								
Administration	1,635,218	1,635,218	1,635,218	1,634,999	1,634,999	1,639,462	4,463	0.27%
Community Development	832,240	832,240	832,240	822,638	822,638	822,638	-	0.00%
Public Safety	6,279,149	6,279,149	6,279,149	6,273,456	6,273,456	6,231,750	(41,706)	-0.66%
Public Services	3,269,965	3,269,965	3,269,965	3,246,184	3,246,184	3,249,566	3,382	0.10%
Other	110,000	110,000	234,000	234,000	234,000	234,000	-	0.00%
Total Expenditures	<u>12,126,572</u>	<u>12,126,572</u>	<u>12,250,572</u>	<u>12,211,277</u>	<u>12,211,277</u>	<u>12,177,416</u>	<u>(33,861)</u>	<u>-0.28%</u>
<u>Tax Rate</u>								
	<u>33.873%</u>	<u>34.073%</u>	<u>34.979%</u>	<u>34.861%</u>	<u>34.861%</u>	<u>34.935%</u>		

**CITY OF LINO LAKES
2023 PROPOSED TAX LEVY**

			Adopted 2020	Adopted 2021	Adopted 2022	Proposed 2023	2022-2023	
							\$ Change	% Change
Operating Levy	Fund							
General Fund	101		7,440,756	8,306,254	8,748,619	9,694,085	945,466	10.81%
Summer Playground Program (1)	201		11,500	-	-	-	-	0.00%
Rookery Activity Center	202		-	-	-	325,000	325,000	0.00%
Blue Heron Days (1)	205		10,000	-	10,000	-	(10,000)	(100.00%)
Capital Equipment Replacement (2)	402		-	-	150,000	325,000	175,000	116.67%
Office Equipment Replacement (1)	403		25,000	25,000	25,000	25,000	-	0.00%
Street Maintenance (1)	421		661,500	711,113	782,224	860,446	78,222	10.00%
Storm Water Maintenance (1)	424		130,000	130,000	-	-	-	0.00%
Park and Trail Improvements (1)	425		90,000	60,000	75,000	90,000	15,000	20.00%
Total Operating Levy			8,368,756	9,232,367	9,790,843	11,319,531	1,528,688	15.61%
Debt Levy	Final Levy Year	Purpose						
Certificate of Indebtedness 2015B	2020	Fire Capital Equipment	214,216	-	-	-	-	***
Certificate of Indebtedness 2017	2020	Police/Fleet Capital Equipment	111,353	-	-	-	-	***
Certificate of Indebtedness 2018	2021	Police/Fleet Capital Equipment	107,100	106,050	-	-	-	***
Certificate of Indebtedness 2019	2022	Police/Fleet Capital Equipment	140,119	140,307	139,493	-	(139,493)	(100.00%)
Certificate of Indebtedness 2020	2023	Police/Fleet Capital Equipment	-	105,929	106,042	106,299	257	0.24%
G.O. Bond 2012A (3)	2023	Main St/Lake Dr & Birch St/Ware Rd Traffic Signals/Refund 2003A Series Bonds (Elm Street, Twilight Acres Water Main, Century Farm Lift Station)	178,080	175,896	178,794	176,109	(2,685)	(1.50%)
G.O. Bond 2015A (3)	2030	Shenandoah Area Street Reconstruction Improv	222,692	219,227	216,497	223,532	7,035	3.25%
G.O. Bond 2015A - Abatement Portion	2026	Birch Street Sanitary Sewer Ext & Turn Lanes	48,536	47,696	51,372	50,427	(945)	(1.84%)
EDA Lease/Revenue Bond 2015	2035	Fire Station #2	317,297	316,877	316,300	320,815	4,515	1.43%
G.O. Tax Abatement Refunding Bond 2016C	2022	City's Participation in YMCA Project	301,571	313,567	325,054	-	(325,054)	(100.00%)
G.O Bond 2018A	2033	West Shadow Lake Dr & LaMotte Area Street Reconstruction Improv/Lake Dr Watermain/Tri	481,799	483,899	485,212	485,737	525	0.11%
G.O Bond 2021A	2031	4th Ave, Joyer Ln, Karth Rd, Talle Ln, Canfield Rd, and Gaage Ln Street Reconstruction Improv	-	-	209,680	211,465	1,785	0.85%
Total Debt Levy			2,122,762	1,909,448	2,028,444	1,574,384	(454,060)	(22.38%)
Total Levy			10,491,518	11,141,815	11,819,287	12,893,915	1,074,628	9.09%

(1) Levied in General Fund and transferred to respective funds prior to 2022. Shown separately for comparison purposes.
(2) Pay-As-You-Go capital equipment funding (Certificates of Indebtedness issued in prior years).
(3) Levy result of Voter-Approved Referendum.

**CITY OF LINO LAKES
2023 PROPOSED TAX CAPACITY RATE**

	Actual 2020	Actual 2021	Adopted 2022	Actual 2022	Proposed 2023
Taxable Market Value	2,299,471,394	2,435,156,410	2,591,670,167	2,587,650,762	3,291,197,633 *
<i>Annual % Change</i>	<i>10.40%</i>	<i>5.90%</i>	<i>6.43%</i>	<i>6.26%</i>	<i>27.19%</i>
	Actual 2020	Actual 2021	Adopted 2022	Actual 2022	Proposed 2023
Total Tax Capacity Value	24,887,837	26,491,445	27,950,000	27,908,349	35,485,183 *
Less FD Contribution in Value	(1,486,924)	(1,537,086)	(1,643,524)	(1,643,524)	(1,502,577)
Less Captured Value for Tax Increment	(717,399)	(845,716)	(783,368)	(783,140)	(1,037,875) *
Total Net Tax Capacity Value	22,683,514	24,108,643	25,523,108	25,481,685	32,944,731
<i>Annual % Change</i>	<i>9.28%</i>	<i>6.28%</i>	<i>5.87%</i>	<i>5.70%</i>	<i>29.29%</i>
Total Levy	10,491,518	11,141,815	11,819,287	11,819,287	12,893,915
Less FD Distribution	(1,447,780)	(1,472,118)	(1,587,612)	(1,587,612)	(1,384,776)
Total Net Levy for Tax Rate	9,043,738	9,669,697	10,231,675	10,231,675	11,509,139
<i>Annual % Change</i>	<i>4.19%</i>	<i>6.92%</i>	<i>5.81%</i>	<i>5.81%</i>	<i>12.49%</i>
City Tax Capacity Rate	39.870%	40.109%	40.088%	40.154%	34.935%

*Preliminary values from Anoka County

**CITY OF LINO LAKES
2023 PROPOSED GENERAL FUND REVENUE**

	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	\$ Increase/ Decrease	% Increase/ Decrease
Property Taxes	8,342,664	9,280,146	8,789,119	8,789,119	945,466	9,734,585	945,466	10.76%
Special Assessments	0	185	0	0	0	0	0	***
Business Licenses and Permits	94,758	83,347	143,175	143,175	8,185	151,360	8,185	5.72%
Non-Business Licenses and Permits	877,693	1,317,407	889,627	889,627	62,414	952,041	62,414	7.02%
Intergovernmental	617,816	626,278	668,512	668,512	18,905	687,417	18,905	2.83%
Charges for Services	273,285	337,289	292,172	292,172	250	292,422	250	0.09%
Fines and Forfeits	76,811	73,206	101,100	101,100	0	101,100	0	0.00%
Investment Earnings	122,482	(50,817)	30,000	30,000	0	30,000	0	0.00%
Miscellaneous	191,069	244,328	211,057	211,057	(2,566)	208,491	(2,566)	(1.22%)
Other Financing Sources	380,560	0	540,000	0	20,000	20,000	(520,000)	(96.30%)
TOTAL REVENUES	10,977,138	11,911,370	11,664,762	11,124,762	1,052,654	12,177,416	512,654	4.39%

**CITY OF LINO LAKES
2023 PROPOSED GENERAL FUND REVENUE**

	Account Number	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
Property Taxes								
Current Taxes	101-000-3010-000	8,292,860	9,146,333	8,748,619	8,748,619	945,466	9,694,085	Levy for General Operations
Delinquent Taxes	101-000-3020-000	49,225	98,537	40,000	40,000	0	40,000	Prior Year(s) Delinquencies
Excess Tax Increments	101-000-3050-000	0	23,653	0	0	0	0	
Tax Forfeits	101-000-3060-000	0	0	0	0	0	0	
Penalties & Interest	101-000-3150-000	578	11,623	500	500	0	500	
		8,342,664	9,280,146	8,789,119	8,789,119	945,466	9,734,585	
Special Assessments								
Current Assessments	101-000-3110-000	0	185	0	0	0	0	
		0	185	0	0	0	0	
Business Licenses and Permits								
Liquor License - Bar	101-000-3201-000	25,133	(391)	32,000	32,000	0	32,000	License to Sell Liquor for On-Premises Consumption
Liquor License - Beer	101-000-3202-000	750	97	1,000	1,000	0	1,000	License to Sell Beer for On-Premises Consumption
Off-Sale Liquor	101-000-3203-000	2,483	1,600	2,000	2,000	0	2,000	License to Sell Packaged Liquor for Off-Premises Consumption
Sunday Liquor License	101-000-3204-000	3,883	142	1,900	1,900	0	1,900	License to Sell Liquor for On-Premises Consumption on Sunday
Club Liquor License	101-000-3205-000	250	0	300	300	0	300	
Beer Permit	101-000-3206-000	0	0	0	0	0	0	
Investigation Fee	101-000-3208-000	810	423	1,000	1,000	0	1,000	Fee to Perform Background Investigation for Liquor License Apps
Garbage Removal License	101-000-3209-000	1,740	1,930	1,700	1,700	300	2,000	Annual License to Collect Refuse in the City
Temporary Consumption Permit	101-000-3210-000	0	250	300	300	0	300	
Tobacco License	101-000-3211-000	700	650	600	600	0	600	Annual License to Sell Tobacco in the City
Contractor's License	101-000-3213-000	12,230	11,891	16,291	16,291	(600)	15,691	
Rental Housing License	101-000-3215-000	5,422	5,871	5,934	5,934	(100)	5,834	
Dance License	101-000-3219-000	0	70	35	35	0	35	
Fireworks License	101-000-3220-000	100	400	200	200	0	200	
Massage License	101-000-3222-000	916	800	1,100	1,100	(100)	1,000	
Peddlers License	101-000-3223-000	2,900	1,665	2,500	2,500	0	2,500	License for Door-to-Door Sales
Lodging Tax	101-000-3225-000	37,441	57,950	76,315	76,315	8,685	85,000	
		94,758	83,347	143,175	143,175	8,185	151,360	
Non-Business Licenses and Permits								
Building Permits	101-000-3250-000	453,039	699,892	515,731	515,731	36,404	552,135	Value-Based Fee-Covers the Cost of Inspec. & Code Compl.
Plan Inspection Fees	101-000-3251-000	240,977	387,910	202,771	202,771	25,555	228,326	65% of Bldg Permit Fee to Cover Cost of Plan Review
Erosion Control Permits	101-000-3252-000	26,400	42,400	29,600	29,600	1,600	31,200	
Plumbing Permits	101-000-3253-000	38,884	51,170	31,710	31,710	0	31,710	
Mechanical Permits	101-000-3254-000	73,547	92,612	66,093	66,093	(1,500)	64,593	
Septic Plumbing Permit	101-000-3255-000	5,750	5,580	5,577	5,577	0	5,577	
Septic System Permit	101-000-3256-000	9,750	8,300	6,867	6,867	133	7,000	
Fence Permit	101-000-3259-000	5,360	7,933	4,478	4,478	222	4,700	
Dog License	101-000-3260-000	1,190	1,145	1,250	1,250	0	1,250	
Sign Permit	101-000-3262-000	125	100	926	926	0	926	
Underground Utility Permit	101-000-3264-000	18,939	14,528	18,624	18,624	0	18,624	
Miscellaneous Permits	101-000-3266-000	3,731	5,837	6,000	6,000	0	6,000	
		877,693	1,317,407	889,627	889,627	62,414	952,041	
Intergovernmental								
TZD Safe Roads Grant	101-000-3314-000	0	29,163	25,000	25,000	0	25,000	Office of Traffic Safety (OTS) Grant Funding
Local Government Aid	101-000-3340-000	0	0	0	0	0	0	
Market Value Homestead Credit	101-000-3341-000	5,377	3,500	4,000	4,000	(500)	3,500	
Municipal State Aid	101-000-3345-000	272,021	246,536	250,000	250,000	25,000	275,000	For Maintenance of City-Designated State-Aid Roads
Police State Aid	101-000-3346-000	263,430	246,117	260,000	260,000	0	260,000	Aid for Police Retirement Plan and POST Training
Other State Revenue	101-000-3348-000	10,707	0	10,000	10,000	(10,000)	0	
Fire State Aid	101-000-3349-000	0	0	21,703	21,703	0	21,703	
Other Fire Aid	101-000-3351-000	3,780	32,242	20,000	20,000	0	20,000	Fire Training/Ed
Anoka County Solid Waste	101-000-3360-000	62,502	68,721	77,809	77,809	4,405	82,214	SCORE Grant for Recycling Efforts
Other Anoka County Revenue	101-000-3364-000	0	0	0	0	0	0	
		617,816	626,278	668,512	668,512	18,905	687,417	

**CITY OF LINO LAKES
2023 PROPOSED GENERAL FUND REVENUE**

	Account Number	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
Charges for Services								
Land Use Fee	101-000-3265-000	18,164	15,989	10,023	10,023	0	10,023	
Sale of Supplies	101-000-3404-000	63	57	100	100	0	100	
Assessment Searches	101-000-3405-000	9,640	11,420	9,000	9,000	0	9,000	
Election Filing Fees	101-000-3409-000	20	20	0	0	0	0	
Return Check Fee	101-000-3413-000	30	30	0	0	0	0	
SAC/Surcharge Fee	101-000-3414-000	5,225	8,447	8,000	8,000	(3,000)	5,000	
Materials for Resale	101-000-3416-000	0	0	0	0	0	0	
Aerial Map Fee	101-000-3417-000	9,540	24,660	12,000	12,000	0	12,000	
Police Reports	101-000-3420-000	526	725	800	800	0	800	
Police Other Revenues	101-000-3422-000	138,315	173,767	165,000	165,000	0	165,000	Included TZD Safe Roads Grant prior to 2021
Public Works Fees	101-000-3433-000	8,265	3,749	7,500	7,500	0	7,500	
Other Park Revenues	101-000-3470-000	143	4,042	750	750	3,250	4,000	
Administrative Charge - Bonds	101-000-3490-000	0	0	0	0	0	0	
Engineering/Planning Charges	101-000-3492-000	33,354	44,385	28,999	28,999	0	28,999	
Investment Management Charge	101-000-3494-000	50,000	50,000	50,000	50,000	0	50,000	
		273,285	337,289	292,172	292,172	250	292,422	
Fines and Forfeits								
Fines & Forfeits	101-000-3510-000	76,111	72,206	100,000	100,000	0	100,000	
Driving Diversion Program (DDP)	101-000-3512-000	700	1,000	1,100	1,100	0	1,100	
		76,811	73,206	101,100	101,100	0	101,100	
Investment Earnings								
Interest on Investments	101-000-3620-000	83,333	(50,817)	30,000	30,000	0	30,000	Includes Unrealized Gain (Loss) on Investments
Change in Fair Value of Investments	101-000-3621-000	39,149	0	0	0	0	0	
		122,482	(50,817)	30,000	30,000	0	30,000	
Miscellaneous								
Circle Pines Gas Franchise	101-000-3350-000	50,142	67,620	55,000	55,000	0	55,000	
Other Solid Waste	101-000-3361-000	14	0	0	0	0	0	
Building Rents	101-000-3640-000	0	250	0	0	200	200	
Donations	101-000-3720-000	0	0	500	500	(500)	0	
Refunds & Reimbursements	101-000-3730-000	29,501	59,468	35,000	35,000	(5,000)	30,000	
Bldg Lease Revenue	101-000-3740-000	110,384	114,154	118,557	118,557	2,734	121,291	
Miscellaneous Revenue	101-000-3810-000	1,027	2,837	2,000	2,000	0	2,000	
		191,069	244,328	211,057	211,057	(2,566)	208,491	
Other Financing Sources								
Use of Fund Reserves	101-000-3900-000	0	0	500,000	0	0	0	
Sale of Fixed Assets	101-000-3910-000	560	0	0	0	0	0	
Transfer From Other Funds	101-000-3920-000	380,000	0	40,000	0	20,000	20,000	\$20K from Cable TV/Communications Fund
		380,560	0	540,000	0	20,000	20,000	
Total Revenues		10,977,138	11,911,370	11,664,762	11,124,762	1,052,654	12,177,416	

**CITY OF LINO LAKES
2023 PROPOSED GENERAL FUND EXPENDITURES**

DEPT#	DESCRIPTION	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	\$ Increase/ Decrease	% Increase/ Decrease
ADMINISTRATION									
401	MAYOR AND COUNCIL	82,571	90,924	93,373	93,010	11,145	104,155	10,782	11.55%
402	ADMINISTRATION	625,479	545,472	653,362	663,392	19,120	682,512	29,150	4.46%
403	ELECTIONS	54,003	16,445	34,550	34,550	(13,800)	20,750	(13,800)	(39.94%)
404	CABLE TV	1,269	(2)	0	0	0	0	0	***
405	CHARTER ADMINISTRATION	148	302	7,463	7,463	0	7,463	0	0.00%
407	FINANCE	630,191	666,793	653,689	627,082	59,500	686,582	32,893	5.03%
414	LEGAL CONSULTANTS	119,360	119,890	138,000	138,000	0	138,000	0	0.00%
TOTAL ADMINISTRATION		1,513,022	1,439,824	1,580,437	1,563,497	75,965	1,639,462	59,025	3.73%
COMMUNITY DEVELOPMENT									
415	ECONOMIC DEVELOPMENT	67,244	115,285	113,669	116,984	8,300	125,284	11,615	10.22%
416	PLANNING AND ZONING	131,074	134,705	168,116	174,211	0	174,211	6,095	3.63%
417	ENGINEERING	110,152	114,139	97,365	97,365	(1,011)	96,354	(1,011)	(1.04%)
418	COMMUNITY DEVELOPMENT	203,204	231,344	196,508	202,022	0	202,022	5,514	2.81%
461	ENVIRONMENTAL	47,140	48,674	59,620	60,494	(130)	60,364	744	1.25%
462	SOLID WASTE ABATEMENT	55,093	58,096	77,809	82,214	0	82,214	4,405	5.66%
463	FORESTRY	58,653	75,478	60,037	62,189	20,000	82,189	22,152	36.90%
TOTAL COMMUNITY DEVELOPMENT		672,560	777,721	773,124	795,479	27,159	822,638	49,514	6.40%
PUBLIC SAFETY									
420	POLICE PROTECTION	3,874,098	4,013,620	4,562,016	4,704,865	63,213	4,768,078	206,062	4.52%
421	FIRE PROTECTION	514,564	558,785	886,099	920,881	39,028	959,909	73,810	8.33%
422	BUILDING INSPECTIONS	348,427	400,905	464,251	500,098	3,665	503,763	39,512	8.51%
TOTAL PUBLIC SAFETY		4,737,089	4,973,310	5,912,366	6,125,844	105,906	6,231,750	319,384	5.40%
PUBLIC SERVICES									
430	STREETS	847,628	971,377	1,033,976	985,965	13,000	998,965	(35,011)	(3.39%)
431	FLEET MANAGEMENT	380,468	530,373	588,940	612,626	51,625	664,251	75,311	12.79%
432	GOVERNMENT BUILDINGS	477,011	529,687	544,520	570,935	1,475	572,410	27,890	5.12%
450	PARKS	582,178	1,083,192	842,211	831,540	182,400	1,013,940	171,729	20.39%
451	RECREATION	101,154	34,745	42,438	0	0	0	(42,438)	(100.00%)
TOTAL PUBLIC SERVICES		2,388,439	3,149,374	3,052,085	3,001,066	248,500	3,249,566	197,481	6.47%
OTHERS									
499	CONTINGENCY/TRANSFERS/OTHERS	931,500	951,113	346,750	60,000	174,000	234,000	(112,750)	(32.52%)
TOTAL OTHERS		931,500	951,113	346,750	60,000	174,000	234,000	(112,750)	(32.52%)
TOTAL GENERAL FUND EXPENDITURES		10,242,609	11,291,342	11,664,762	11,545,886	631,530	12,177,416	512,654	4.39%

**CITY OF LINO LAKES
2023 BASE BUDGET ADJUSTMENTS**

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Mayor and Council	4343	Newsletter	Newsletter design and printing	\$ 10,475
Mayor and Council	4452	Subscriptions/Dues	League of MN Cities (LMC) Dues	\$ 670
Administration	4300	Professional Services	Transfer expense to Contracted Services	\$ (1,100)
Administration	4321	Telephone	Employee Cell Phone Stipends	\$ 720
Administration	4410	Contracted Services	Benefit Administration, Shredding, HR Software, Website Maintenance	\$ 19,500
Elections	4101	Salaries	Election Judges	\$ (15,000)
Elections	4340	Printing & Publishing	Election ballot printing	\$ 1,200
Finance	4308	Auditor	Single Audit due to ARPA Expenditures	\$ 5,500
Finance	4310	Other Consultants	Metro-iNet JPA Services, Programs & Support and Springbrook Maintenance	\$ 46,380
Finance	4342	Truth in Taxation	TnT notices mailed by Anoka County	\$ 120
Finance	4410	Contracted Services	Anoka County Assessing Services JPA	\$ 7,500
Economic Development	4330	Travel/Tuition	Annual Econ Dev Conference	\$ 50
Economic Development	4900	City Marketing	Pass Through Lodging Tax Remittance (offset - revenue increased \$8,685)	\$ 8,250
Engineering	4300	Professional Services	WSB hourly services & traffic counts	\$ 1,000
Engineering	4410	Contracted Services	WSB Retainer	\$ 989
Engineering	4410	Contracted Services	Biennial aerial photo cost share	\$ (3,000)
Environment	4321	Telephone	Mobile Hot Spots	\$ (330)
Environment	4452	Subscriptions/Dues	Tree Organization Memberships and MN Dept of Ag Annual Registry	\$ 200
Forestry	4410	Contracted Services	Tree Removal and Replacement - Emerald Ash Borer	\$ 20,000
Police	41xx	Personnel	Additional CSO	\$ 16,748
Police	41xx	Personnel	PT Temporary Background Investigators	\$ 16,793
Police	4211	Maintenance Supplies	Ammunition cost increase, 40 MM launchers supplies and	\$ 3,750
Police	4213	Youth Program	Based on previous years actual expenses	\$ (1,400)
Police	4214	Crime Prevention/Safety	Based on previous years actual expenses	\$ (1,000)
Police	4240	Small Tools	Computers and 40 MM launchers	\$ 18,400
Police	4360	Insurance	LMCIT Police Liability Insurance Coverage	\$ 7,902
Police	4370	Uniforms	Uniform Allowance COLA	\$ 495
Police	4410	Contracted Services	Video Redaction Software, Annual FIT Tests	\$ 1,525
Fire	4200	Office Supplies	Office supply needs for additional staff	\$ 600
Fire	4213	Youth Program	Reducing previous allocation of funds	\$ (700)
Fire	4240	Small Tools	2 Computers, 2 Alerting and Radio Systems for Fire Stations , 2 Water Rescue Systems for Engines	\$ 25,000
Fire	4300	Professional Services	Licensure and employee wellness for additional staff	\$ 2,160
Fire	4322	Postage	POC Direct Mailing Recruitment	\$ 500
Fire	4330	Travel/Tuition	Fire Inc training, additional supervisor training for newly promoted employees	\$ 1,950
Fire	4340	Printing & Publishing	POC recruitment materials	\$ 500
Fire	4370	Uniforms	Turn out gear cost increase, Duty Crew turnover	\$ 11,800
Fire	4410	Contracted Services	Schedule of engine testing	\$ (2,912)
Fire	4452	Subscriptions/Dues	Anoka County Fire Protection Council & Metro Fire Chief's cost	\$ 130
Building Inspections	4200	Office Supplies	Reducing previous allocation of funds	\$ (500)
Building Inspections	4300	Professional Services	Technology subscriptions, maintenance, updates for permitting and plan review	\$ 1,000
Building Inspections	4410	Contracted Services	Contracted Building Inspections	\$ 2,970
Building Inspections	4452	Subscriptions/Dues	Professional organization costs and inspector licensing	\$ 195
Streets	4228	Salt/Sand	Price increases in salt/sand	\$ 10,000
Streets	4330	Travel/Tuition	Equipment/plow operation training	\$ 3,000
Fleet	4212	Vehicle Fuel	Price increases in fuel	\$ 50,000
Fleet	4330	Travel/Tuition	Automotive technology classes/training	\$ 1,000
Fleet	4360	Insurance	LMCIT Auto Insurance Coverage	\$ (875)
Fleet	4410	Contracted Services	Maintenance and repair of fire vehicles and equipment	\$ 6,500

2023 BASE BUDGET ADJUSTMENTS

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Fleet	5000	Capital Outlay	Annual Skid Steer trade-in	\$ (5,000)
Government Buildings	4383	Heat	Price increases in natural gas	\$ 6,000
Government Buildings	4361	Insurance	LMCIT General Liability, Property, and Excess Liability Insurance	\$ (4,525)
Parks	4211	Maintenance Supplies	Foxborough Development Boardwalk Replacement	\$ 5,000
Parks	4370	Uniforms	Additional parks maintenance employee	\$ 400
Parks	4330	Travel/Tuition	Safety and maintenance training, certified playground inspector	\$ 1,000
Parks	4410	Contracted Services	Rice Lake Elementary Replace Full Basketball Court	\$ 40,000
Parks	4410	Contracted Services	Sunrise Parks Parking Lots Chip Seal	\$ 54,000
Parks	4410	Contracted Services	North Pointe Park Pickle Ball Courts Painting	\$ 7,000
Parks	4410	Contracted Services	Country Lakes Lane Trail Repair	\$ 75,000
Others	4905	Contingency	Unsettled labor contracts and other uncertainties	\$ 174,000
			Total 2023 Adjustments Requested	\$ 631,530
			General Fund Base Budget Changes	\$ 313,936 *
			Increase in Rookery Activity Center Levy	\$ 325,000
			Decrease in Blue Heron Days Levy	\$ (10,000)
			Increase in Capital Equipment Levy	\$ 175,000
			Increase in Pavement Management Levy	\$ 78,222
			Increase in Parks and Trails Improvement Levy	\$ 15,000
			Decrease in Existing Debt	\$ (454,060)
			Total 2023 Tax Levy Increase	\$ 1,074,628
			<i>*General Fund Base Budget Change Detail:</i>	
			General Fund Expenditure Base Budget Increase	\$ 167,874
			General Fund Use of Reserves (net operating transfers out) Decrease	\$ 213,250
			General Fund Revenues (excluding property taxes) Increase	\$ (87,188)
			General Fund Transfers From Other Funds Decrease	\$ 20,000

**CITY OF LINO LAKES
PERSONNEL TOTALS**

	Actual <u>2020</u>	Actual <u>2021</u>	Adopted <u>2022</u>	Proposed <u>2023</u>
ADMINISTRATION	4.000	5.000	5.000	5.000
FINANCE	3.100	3.100	3.100	2.600 (1)
PLANNING & ZONING	1.000	1.000	1.000	1.000
COMMUNITY DEVELOPMENT	2.000	2.000	1.700	1.700
ENVIRONMENTAL	0.375	0.375	0.300	0.300
SOLID WASTE	0.250	0.250	0.200	0.200
FORESTRY	0.375	0.375	0.250	0.250
POLICE	30.550	32.550	32.550	33.050 (2)
FIRE	1.950	1.950	6.950	6.950
BUILDING INSPECTIONS	3.500	3.500	4.000	4.500 (1)
STREETS	6.500	6.250	5.900	6.250 (3)
FLEET	1.500	2.200	2.200	2.550 (3)
GOVERNMENT BUILDINGS	-	-	-	0.150 (3)
PARKS	5.200	4.950	5.900	5.600 (3)
RECREATION	0.200	-	0.500	- (3)
TOTAL GENERAL FUND	60.500	63.500	69.550	70.100
ROOKERY ACTIVITY CENTER FUND	-	-	8.650	7.000 (3)
WATER FUND	3.250	3.250	3.850	4.050 (3)
SEWER FUND	3.250	3.250	3.850	4.050 (3)
STORM WATER FUND	-	-	1.750	1.800 (3)
GRAND TOTAL	67.000	70.000	87.650	87.000

Personnel are shown as Full Time Equivalent (FTE)

(1) 50% of Office Specialist allocation moved from Finance to Building Inspections

(2) Addition of 0.5 FTE CSO

(3) Reallocation of Public Services Director, Superintendent, and Administrative Assistant

CITY OF LINO LAKES

MAYOR AND COUNCIL (101-401)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	42,695	44,112	46,858	46,458	0	46,458	100% Mayor 4 - 100% Councilmembers
PERA	4121-000	2,175	2,206	2,343	2,323	0	2,323	
SOCIAL SECURITY	4122-000	629	640	679	674	0	674	
LIFE & DISABILITY INSURANCE	4133-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	70	72	203	265	0	265	
		45,569	47,029	50,083	49,720	0	49,720	
SUPPLIES								
OFFICE SUPPLIES	4200-000	0	0	0	0	0	0	Signature stamps, name plates, special meeting expenses
		0	0	0	0	0	0	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	200	0	4,000	4,000	0	4,000	Strategic Planning/Goal Setting Facilitator
TRAVEL & TUITION	4330-000	550	0	1,500	1,500	0	1,500	LMC Conference, Elected Officials Conference
PRINTING & PUBLISHING	4340-000	0	31	200	200	0	200	Meeting Notices
NEWSLETTER	4343-000	15,953	20,443	13,000	13,000	10,475	23,475	Spring/Summer, Fall & Winter Newsletters
		16,703	20,474	18,700	18,700	10,475	29,175	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	103	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	18,356	18,627	19,090	19,090	670	19,760	League of MN Cities, MN Mayors Association
CITY MARKETING	4900-000	1,840	4,794	5,500	5,500	0	5,500	Flowers, Plaques & Awards, Employee Appreciation, Lino Lakes Ambassadors
		20,299	23,421	24,590	24,590	670	25,260	
TOTAL MAYOR AND COUNCIL		82,571	90,924	93,373	93,010	11,145	104,155	

CITY OF LINO LAKES

ADMINISTRATION (101-402)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	437,027	414,555	480,789	501,184	0	501,184	100% City Administrator
OVERTIME	4102-000	377	0	0	0	0	0	100% Human Resources and Communications Manager
TEMPORARIES	4106-000	13,226	11,131	16,500	0	0	0	100% Communications Specialist*
WELLNESS PROGRAM	4108-000	476	0	720	720	0	720	100% City Clerk
PERA	4121-000	28,661	31,590	37,297	37,589	0	37,589	100% Deputy City Clerk
SOCIAL SECURITY	4122-000	29,228	32,145	38,043	38,341	0	38,341	*\$20,000 Transfer from the Cable TV/Communication Fund (previously \$40,000 in 2022)
ICMA EMPLOYER	4123-000	0	1,739	1,970	1,604	0	1,604	
HEALTH INSURANCE	4131-000	17,511	19,161	22,249	26,927	0	26,927	
LIFE & DISABILITY INSURANCE	4133-000	1,187	1,338	1,277	1,153	0	1,153	
DENTAL INSURANCE	4134-000	1,764	1,079	2,696	3,062	0	3,062	
VEHICLE ALLOWANCE	4135-000	1,650	0	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	2,466	2,147	3,161	4,152	0	4,152	
		533,573	514,884	604,702	614,732	0	614,732	
SUPPLIES								
OFFICE SUPPLIES	4200-000	24	5	0	0	0	0	
		24	5	0	0	0	0	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	19,029	9,410	15,000	15,000	(1,100)	13,900	Drug/Alcohol Testing, Pre-employment Assessments, Training, Web Consulting
LABOR CONSULTANTS	4310-000	55,651	2,684	9,000	9,000	0	9,000	Labor Relations, Employment Law, Contract Negotiations, Arbitration
TELEPHONE	4321-000	360	540	360	360	720	1,080	Cell Phone Reimbursement
TRAVEL & TUITION	4330-000	2,572	4,302	8,500	8,500	0	8,500	LMC Conference, ICMA Conference, MAMA Meetings, MCMA Conference, MPELRA Conferences, TCHRA Conference, NPELRA Webinars, City Clerk Certification, MCFOA Conference, Tuition Reimbursement
PRINTING & PUBLISHING	4340-000	380	1,101	2,500	2,500	0	2,500	Legal Publications, Employment Ads, etc.
		77,991	18,036	35,360	35,360	(380)	34,980	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	11,654	9,951	10,300	10,300	19,500	29,800	CivicPlus Website, American Legal Online City Code, Document Destruction, TASC, NeoGov
SUBSCRIPTIONS & DUES	4452-000	2,237	2,596	3,000	3,000	0	3,000	MAMA, ICMA, MCMA, MCFOA, MPELRA, IPMA-HR, TCHRA, Chain of Lakes Rotary
		13,891	12,548	13,300	13,300	19,500	32,800	
TOTAL ADMINISTRATION		625,479	545,472	653,362	663,392	19,120	682,512	

CITY OF LINO LAKES

ELECTIONS (101-403)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	45,490	9,936	26,000	26,000	(15,000)	11,000	Primary and General Election Judges (Even Years) General Election Judges (Odd Years)
PERA	4121-000	243	60	0	0	0	0	
SOCIAL SECURITY	4122-000	795	56	100	100	0	100	
WORKER'S COMPENSATION	4151-000	163	23	150	150	0	150	
		46,691	10,076	26,250	26,250	(15,000)	11,250	
SUPPLIES								
OFFICE SUPPLIES	4200-000	1,104	373	1,000	1,000	0	1,000	Supplies for Elections
		1,104	373	1,000	1,000	0	1,000	
OTHER SERVICES AND CHARGES								
TRAVEL & TUITION	4330-000	138	0	0	0	0	0	
PRINTING & PUBLISHING	4340-000	345	1,781	800	800	1,200	2,000	Election Ballots (Odd years - City pays cost of municipal election ballots)
		483	1,781	800	800	1,200	2,000	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	1,048	4,215	6,500	6,500	0	6,500	Voting Equipment System per Anoka County Agreement, Election Polling Site Supervisor (Centennial)
		1,048	4,215	6,500	6,500	0	6,500	
CAPITAL OUTLAY								
EQUIPMENT	5000-000	4,677	0	0	0	0	0	
		4,677	0	0	0	0	0	
TOTAL ELECTIONS		54,003	16,445	34,550	34,550	(13,800)	20,750	

CITY OF LINO LAKES

CABLE TV (101-404)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
TEMPORARIES	4106-000	561	0	0	0	0	0	
PERA	4121-000	42	0	0	0	0	0	
SOCIAL SECURITY	4122-000	43	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	3	(2)	0	0	0	0	
		649	(2)	0	0	0	0	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	620	0	0	0	0	0	
		620	0	0	0	0	0	
TOTAL CABLE TV		1,269	(2)	0	0	0	0	

CITY OF LINO LAKES

CHARTER ADMINISTRATION (101-405)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
OTHER SERVICES AND SUPPLIES								
PROFESSIONAL SERVICES	4300-000	148	302	1,000	1,000	0	1,000	Time Savers - Minutes
PROF SERVICES - CHARTER COMM	4300-999	0	0	6,463	6,463	0	6,463	Charter Commission Directed Expenses
		148	302	7,463	7,463	0	7,463	
TOTAL CHARTER ADMINISTRATION		148	302	7,463	7,463	0	7,463	

CITY OF LINO LAKES

FINANCE (101-407)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	203,175	241,458	254,127	237,715	0	237,715	85% Finance Director 100% Accountant 75% Accounting Clerk II
OVERTIME	4102-000	0	0	0	0	0	0	
TEMPORARIES	4106-000	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	345	720	720	0	720	
PERA	4121-000	15,003	18,014	19,060	17,829	0	17,829	
SOCIAL SECURITY	4122-000	14,589	17,570	19,441	18,185	0	18,185	
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	33,725	33,882	34,078	26,164	0	26,164	
LIFE & DISABILITY INSURANCE	4133-000	741	881	695	628	0	628	
DENTAL INSURANCE	4134-000	1,124	1,213	1,672	1,592	0	1,592	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	1,317	1,262	1,616	1,969	0	1,969	
		269,675	314,624	331,409	304,802	0	304,802	
SUPPLIES								
OFFICE SUPPLIES	4200-000	467	280	1,000	1,000	0	1,000	Payroll & Accounts Payable Checks, W-2 Forms, 1099 Forms, Other Financial Forms
		467	280	1,000	1,000	0	1,000	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	3,750	373	0	0	0	0	
AUDITOR	4308-000	14,621	17,668	15,000	15,000	5,500	20,500	General Fund portion of Independent Annual Audit
OTHER CONSULTANTS	4310-000	227,451	236,251	201,220	201,220	46,380	247,600	Metro-iNet Services, Programs & Support (Includes Cisco Telephone), Springbrook License Subscription, OPG-3 CCP
TRAVEL & TUITION	4330-000	1,428	1,995	6,000	6,000	0	6,000	MNGFOA Conference, Continuing Professional Education, Other Training, Tuition Reimbursement
PRINTING & PUBLISHING	4340-000	1,074	1,012	1,100	1,100	0	1,100	Publish Budget and Financial Reports
TRUTH IN TAXATION	4342-000	1,874	2,010	2,060	2,060	120	2,180	City Share of Property Specific Notices
PAYMENT PROCESSING	4345-000	0	473	2,000	2,000	0	2,000	Credit Card Processing Fees and Other Finance Charges
		250,199	259,783	227,380	227,380	52,000	279,380	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	108,516	90,810	92,500	92,500	7,500	100,000	Assessing Services - Anoka County - Based on Number of Parcels, Classification, and (Un)/Improved
SUBSCRIPTIONS & DUES	4452-000	1,335	1,297	1,400	1,400	0	1,400	MNGFOA Membership, GFOA Membership, Certificate of Achievement Program, MN Board of Accountancy, MNCPA Membership, MCFOA Membership
		109,851	92,107	93,900	93,900	7,500	101,400	
TOTAL FINANCE		630,191	666,793	653,689	627,082	59,500	686,582	

CITY OF LINO LAKES

LEGAL CONSULTANTS (101-414)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
OTHER SERVICES AND CHARGES								
MUNICIPAL ATTORNEY	4301-000	24,474	15,286	30,000	30,000	0	30,000	Consulting Attorney to City Council & Staff
CRIMINAL ATTORNEY	4303-000	94,886	104,604	108,000	108,000	0	108,000	Consulting Services for Criminal Prosecutions
		119,360	119,890	138,000	138,000	0	138,000	
TOTAL LEGAL CONSULTANTS		119,360	119,890	138,000	138,000	0	138,000	

CITY OF LINO LAKES

ECONOMIC DEVELOPMENT (101-415)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	0	0	0	0	0	0	Temporaries: Intern (29 hrs/wk @ \$17/hr)
TEMPORARIES	4106-000	9,098	22,285	22,620	25,636	0	25,636	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	
PERA	4121-000	0	1,663	0	0	0	0	
SOCIAL SECURITY	4122-000	696	1,705	1,730	1,961	0	1,961	
HEALTH INSURANCE	4131-000	0	0	0	0	0	0	
LIFE & DISABILITY INSURANCE	4133-000	0	0	0	0	0	0	
DENTAL INSURANCE	4134-000	0	0	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	97	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	57	122	144	212	0	212	
		9,948	25,775	24,494	27,809	0	27,809	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	20,519	33,403	15,350	15,350	0	15,350	Marketing Materials/Proposal Assistance - \$4,500 BRE Program Assistance - 10 hrs @ \$175/hr Pre Application Assistance - 40 hrs @ \$190/hr ACRED Contribution - \$1,500
TRAVEL & TUITION	4330-000	0	208	300	300	50	350	Econ Workshops/EDAM Annual Conference
PRINTING & PUBLISHING	4340-000	0	0	300	300	0	300	Marketing Brochure - Notices - Advertising
		20,519	33,611	15,950	15,950	50	16,000	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	762	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	445	845	725	725	0	725	EDAM, Sensible Land Use Coalition, Chamber of Commerce, Memberships
CITY MARKETING	4900-000	35,570	55,054	72,500	72,500	8,250	80,750	Lodging Tax Remittals - Pass through to Twin Cities Gateway Convention and Tourism Bureau
		36,777	55,899	73,225	73,225	8,250	81,475	
TOTAL ECONOMIC DEVELOPMENT		67,244	115,285	113,669	116,984	8,300	125,284	

CITY OF LINO LAKES

PLANNING AND ZONING (101-416)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	89,054	91,016	95,025	99,863	0	99,863	100% Planner
OVERTIME	4102-000	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	
PERA	4121-000	6,623	6,794	7,127	7,490	0	7,490	
SOCIAL SECURITY	4122-000	6,563	6,698	7,269	7,640	0	7,640	
HEALTH INSURANCE	4131-000	7,461	7,461	7,849	8,064	0	8,064	
LIFE & DISABILITY INSURANCE	4133-000	328	337	253	265	0	265	
DENTAL INSURANCE	4134-000	529	540	539	612	0	612	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	500	524	604	827	0	827	
		111,058	113,369	118,666	124,761	0	124,761	
SUPPLIES								
OFFICE SUPPLIES	4200-000	0	159	200	200	0	200	Public/Advisory Meeting Supplies
		0	159	200	200	0	200	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	5,731	7,054	7,950	7,950	0	7,950	Legal Assistance - Ordinance Updates, GIS Mapping Updates - FEMA/Zoning/Other Workshops - \$250 MnAPA Conference - \$500 P&Z Workshops (7 Members) - \$400 Misc Mileage - \$150 Computer Training - \$150
TRAVEL & TUITION	4330-000	130	130	1,450	1,450	0	1,450	
STIPEND	4331-000	4,500	5,975	6,600	6,600	0	6,600	Commissioners - 6 @ \$75 x 12 mtgs, Chair \$100 x 12 mtgs
PRINTING & PUBLISHING	4340-000	0	287	250	250	0	250	Maps, Non-Chargeable Hearing Notices
		10,361	13,445	16,250	16,250	0	16,250	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	9,003	7,078	32,300	32,300	0	32,300	Ord Updates/Zoning Codification (exp incurred in Fund 484 Comp Plan Update) - \$20,000 Permit Works Annual Maintenance - \$2,400 ArcGIS & Blue Beam Annual Maintenance - \$600 Misc Deliveries/Other - \$300 Consultant Services - Small Area Plans - 60 hrs @ \$150/hr
SUBSCRIPTIONS & DUES	4452-000	653	653	700	700	0	700	APA Membership, Misc Reference Materials
		9,656	7,731	33,000	33,000	0	33,000	
TOTAL PLANNING AND ZONING		131,074	134,705	168,116	174,211	0	174,211	

CITY OF LINO LAKES

ENGINEERING (101-417)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	44,133	48,469	44,500	44,500	1,000	45,500	Traffic Counts - \$3,500 Engineering Consultant (Hourly) - \$42,000
		44,133	48,469	44,500	44,500	1,000	45,500	
CONTRACTUAL SERVICES								
ENGINEERING CONSULTANT	4410-000	66,019	62,660	49,365	49,365	989	50,354	Engineering Consultant (Retainer) - \$91,556 CD (55%) - \$50,354 Sewer Utility (15%) - \$13,734 Water Utility (15%) - \$13,734 Storm Utility (15%) - \$13,734
CONTRACTED SERVICES	4410-000	0	0	3,500	3,500	(3,000)	500	ArcGIS Annual Maintenance - \$500
		66,019	62,660	52,865	52,865	(2,011)	50,854	
CAPITAL OUTLAY								
EQUIPMENT	5000-000	0	3,010	0	0	0	0	
		0	3,010	0	0	0	0	
TOTAL ENGINEERING		110,152	114,139	97,365	97,365	(1,011)	96,354	

CITY OF LINO LAKES

COMMUNITY DEVELOPMENT (101-418)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	160,764	183,780	151,496	155,453	0	155,453	70% Community Development Director 100% Administrative Assistant
OVERTIME	4102-000	101	127	0	0	0	0	
WELLNESS PROGRAM	4108-000	312	480	720	504	0	504	
PERA	4121-000	11,852	13,723	11,362	11,659	0	11,659	
SOCIAL SECURITY	4122-000	12,388	13,881	11,589	11,892	0	11,892	
ICMA EMPLOYER CONTRIBUTION	4123-000	2,397	0	46	257	0	257	
HEALTH INSURANCE	4131-000	9,196	11,061	10,369	10,584	0	10,584	
LIFE & DISABILITY INSURANCE	4133-000	521	579	409	419	0	419	
DENTAL INSURANCE	4134-000	397	539	917	1,041	0	1,041	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	880	928	875	1,488	0	1,488	
		198,808	225,099	187,783	193,297	0	193,297	
SUPPLIES								
OFFICE SUPPLIES	4200-000	48	30	100	100	0	100	
		48	30	100	100	0	100	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	3,383	5,318	7,000	7,000	0	7,000	DataLink (GIS) Annual Service and Maintenance - \$5,000 Mapping and Database Design - \$2,000
TRAVEL & TUITION	4330-000	130	149	900	900	0	900	Seminars, Conference, Training & Mileage
PRINTING & PUBLISHING	4340-000	133	46	0	0	0	0	
		3,646	5,513	7,900	7,900	0	7,900	
CONTRACTUAL SERVICES								
SUBSCRIPTIONS & DUES	4452-000	702	702	725	725	0	725	APA/AICP Membership
		702	702	725	725	0	725	
TOTAL COMMUNITY DEVELOPMENT		203,204	231,344	196,508	202,022	0	202,022	

CITY OF LINO LAKES

ENVIRONMENTAL (101-461)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	26,629	28,952	24,237	25,525	0	25,525	30% Environmental Coordinator
OVERTIME	4102-000	0	0	500	0	0	0	Temporaries: 900 hrs @ \$17/hr
TEMPORARIES	4106-000	6,753	5,264	15,600	15,300	0	15,300	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	
PERA	4121-000	1,975	2,159	1,855	1,914	0	1,914	
SOCIAL SECURITY	4122-000	2,551	2,608	3,086	3,123	0	3,123	
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	2,798	2,798	2,355	2,419	0	2,419	
LIFE & DISABILITY INSURANCE	4133-000	97	108	76	79	0	79	
DENTAL INSURANCE	4134-000	198	202	162	184	0	184	
WORKER'S COMPENSATION	4151-000	166	159	219	420	0	420	
		41,168	42,250	48,090	48,964	0	48,964	
SUPPLIES								
OFFICE SUPPLIES	4200-000	84	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	775	442	700	700	0	700	Chemicals, Seed, etc. (Includes Blue Heron Rookery Supplies)
SMALL TOOLS	4240-000	187	303	300	300	0	300	Sprayers, Soil Probes, etc.
		1,046	744	1,000	1,000	0	1,000	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	128	982	1,000	1,000	0	1,000	Ecologist, Hydrologist - Environmental Reviews/Research & Development, Resource Management Planning
TELEPHONE	4321-000	556	380	730	730	(330)	400	Staff Cell Phone
TRAVEL & TUITION	4330-000	248	717	1,100	1,100	0	1,100	Various Training Seminars, Conferences, Mileage - 1 Staff & Environmental Board, Erosion Control Cert State
STIPEND	4331-000	2,950	3,600	6,600	6,600	0	6,600	Commissioners - 6 @ \$75 x 12 mtgs, Chair \$100 x 12 mtgs
		3,882	5,679	9,430	9,430	(330)	9,100	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	919	0	1,000	1,000	0	1,000	ArcGIS Annual Maintenance
SUBSCRIPTIONS & DUES	4452-000	125	0	100	100	200	300	Professional Memberships - ISA, MWPA, Tree Care
		1,044	0	1,100	1,100	200	1,300	
TOTAL ENVIRONMENTAL		47,140	48,674	59,620	60,494	(130)	60,364	

CITY OF LINO LAKES

SOLID WASTE ABATEMENT (101-462)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	17,753	19,301	16,158	17,017	0	17,017	20% Environmental Coordinator
OVERTIME	4102-000	0	0	1,600	1,600	0	1,600	Overtime: Recycle Days Equipment Operators & Staff Assistance
TEMPORARIES	4106-000	10,423	12,891	22,620	25,636	0	25,636	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	
PERA	4121-000	2,023	1,602	1,332	1,396	0	1,396	Temporaries: Intern (29 hrs/wk @ \$17/hr)
SOCIAL SECURITY	4122-000	2,153	2,456	3,089	3,385	0	3,385	
ICMA EMPLOYER	4123-000	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	1,865	1,865	1,570	1,613	0	1,613	
LIFE & DISABILITY INSURANCE	4133-000	65	72	55	58	0	58	
DENTAL INSURANCE	4134-000	132	135	108	122	0	122	
WORKER'S COMPENSATION	4151-000	192	154	257	367	0	367	
		34,606	38,476	46,789	51,194	0	51,194	
SUPPLIES								
OFFICE SUPPLIES	4200-000	437	713	1,100	1,100	0	1,100	Recycling Day Supplies, Corn Roast Trash Bags
MAINTENANCE SUPPLIES	4211-000	191	0	0	0	0	0	
		628	713	1,100	1,100	0	1,100	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	0	0	0	0	0	0	
TRAVEL & TUITION	4330-000	0	669	220	220	0	220	Association of Recycling Managers Workshops
PRINTING & PUBLISHING	4340-000	5,298	2,202	7,000	7,000	0	7,000	Notices for Recycling Days, Earth Day, Etc.
		5,298	2,870	7,220	7,220	0	7,220	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	14,560	16,036	22,700	22,700	0	22,700	Recycling & Earth Day Vendors, Organics Service
		14,560	16,036	22,700	22,700	0	22,700	
TOTAL SOLID WASTE ABATEMENT		55,093	58,096	77,809	82,214	0	82,214	

Note: Solid Waste Expenditures are reimbursed from Anoka County through the Solid Waste Management Coordinating Board (SCORE) grant.

CITY OF LINO LAKES

FORESTRY (101-463)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	26,629	28,952	20,197	21,271	0	21,271	25% Environmental Coordinator
OVERTIME	4102-000	0	0	0	0	0	0	
TEMPORARIES	4106-000	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	
PERA	4121-000	1,975	2,158	1,515	1,595	0	1,595	
SOCIAL SECURITY	4122-000	2,041	2,234	1,545	1,627	0	1,627	
ICMA EMPLOYER	4123-000	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	2,798	2,798	1,962	2,016	0	2,016	
LIFE & DISABILITY INSURANCE	4133-000	97	108	65	68	0	68	
DENTAL INSURANCE	4134-000	198	202	135	153	0	153	
WORKER'S COMPENSATION	4151-000	1,149	1,251	988	1,829	0	1,829	
		34,887	37,704	26,407	28,559	0	28,559	
SUPPLIES								
MAINTENANCE SUPPLIES	4211-000	3,230	513	3,000	3,000	0	3,000	Fertilizers, Staking Material, EAB Chemicals - Treat 100 Ash Annually - 3 Yr Cycle
SMALL TOOLS	4240-000	0	98	250	250	0	250	
		3,230	611	3,250	3,250	0	3,250	
OTHER SERVICES AND CHARGES								
UNIFORMS	4370-000	229	373	380	380	0	380	
		229	373	380	380	0	380	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	20,307	36,790	30,000	30,000	20,000	50,000	Damaged/Diseased Tree Removal/Oakwilt Control - \$7,500 Emerald Ash Borer Tree Replacement Program - \$35,000 Blvd Tree Replacement - \$7,500
RENTED EQUIPMENT	4415-000	0	0	0	0	0	0	
		20,307	36,790	30,000	30,000	20,000	50,000	
TOTAL FORESTRY		58,653	75,478	60,037	62,189	20,000	82,189	

CITY OF LINO LAKES

POLICE (101-420)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	2,495,757	2,654,929	3,058,939	3,081,129	25,334	3,106,463	85% Public Safety Director 100% Deputy Director Police
OVERTIME	4102-000	90,731	148,513	90,000	90,000	(13,400)	76,600	85% Public Safety Captain
TEMPORARIES	4106-000	0	0	0	0	15,600	15,600	5 - 100% Sergeants
WELLNESS PROGRAM	4108-000	287	720	2,027	1,440	0	1,440	20 - 100% Patrol Officers
PERA	4121-000	426,532	462,953	529,572	530,126	1,900	532,026	2 - 100% Records Techs 3 - 0.5 FTE Community Service Officers
SOCIAL SECURITY	4122-000	47,787	53,429	62,552	63,289	3,131	66,420	85% Administrative Assistant 100% Investigative Assistant
ICMA EMPLOYER	4123-000	9,854	4,174	3,226	3,604	0	3,604	
HEALTH INSURANCE	4131-000	454,566	293,827	342,502	315,337	0	315,337	Overtime: Patrol, Court, Training, Special Events, DWI Enforcement
LIFE & DISABILITY INSURANCE	4133-000	8,427	9,020	8,112	7,703	0	7,703	
DENTAL INSURANCE	4134-000	12,286	12,970	17,554	19,324	0	19,324	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	Temporaries: Background Investigators
WORKER'S COMPENSATION	4151-000	102,129	118,816	170,369	315,750	976	316,726	
		3,648,358	3,759,351	4,284,853	4,427,702	33,541	4,461,243	
SUPPLIES								
OFFICE SUPPLIES	4200-000	6,572	6,702	8,100	8,100	0	8,100	Business Cards, Letterhead and Envelopes, Toner/Printer Cartridges, Paper, DVD Discs, Misc Supplies, Ticketwriter Paper Rolls
MAINTENANCE SUPPLIES	4211-000	9,980	14,140	15,450	15,450	3,750	19,200	Ammo, Taser Supplies, Range Supplies, Simunition, DMT Gas, Property Evidence Supplies, N95 Masks
YOUTH PROGRAMS	4213-000	865	541	3,100	3,100	(1,400)	1,700	Supplies, Youth Safety Camp, Firearms Safety Camp, Snowmobile Safety, Explorers, Junior Citizen's Academy
CRIME PREVENTION/SAFETY	4214-000	2,711	4,212	7,400	7,400	(1,000)	6,400	Night to Unite, Volunteer Appreciation, Open House, Promotional Materials, Volunteer Clothing, Citizens Academy Supplies and Shirts, CERT
SMALL TOOLS	4240-000	13,121	13,569	15,000	15,000	18,400	33,400	Tasers, Computers & Peripherals, Equipment Replacement, 2023 - 40 MM Launchers
		33,249	39,164	49,050	49,050	19,750	68,800	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	3,781	6,913	8,740	8,740	0	8,740	Critical Incident Debriefing, POST License Renewal, Employee Mental Health Program
TELEPHONE	4321-000	21,513	22,116	23,360	23,360	0	23,360	Cell Phones, Mobile Hot Spot, Cell Stipend
POSTAGE	4322-000	869	908	1,000	1,000	0	1,000	
TRAVEL & TUITION	4330-000	25,978	43,697	45,250	45,250	0	45,250	Anoka Chief, Century Slot Program, POST Mandate, Range Fees, Conference, IACP, Instructor Training, K-9, Conference, EMR Training, Tuition Reimbursement
INSURANCE	4360-000	46,450	51,868	52,818	52,818	7,902	60,720	Police Liability Insurance
UNIFORMS	4370-000	33,709	35,248	37,770	37,770	495	38,265	Officers, Sergeants, Admin., Unused Uniform Allowance, Ballistic Vests, Replacement Uniforms, CSO
ELECTRICITY	4381-000	408	409	420	420	0	420	Emergency Siren Electricity
RESERVES	4386-000	834	1,726	2,000	2,000	0	2,000	Uniforms, Equipment, Training, Supplies
		133,541	162,886	171,358	171,358	8,397	179,755	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	43,685	48,078	55,305	55,305	1,525	56,830	RMS - JLEC, 800 MHz Contract, State of MN CJDN, Emergency Sirens, LEXIPOL, Target Solutions, Shredding, Otter Lake Animal Hospital, Video Redaction Subscription, DETOX Dakota County, Metro Sales, Schedule Anywhere, 3SI Security, Midwest Radar
SUBSCRIPTIONS & DUES	4452-000	1,066	1,041	1,450	1,450	0	1,450	Professional Memberships & Subscriptions: IACP, MCPA, AMEM, Col Rotary, Press Publications, MACIA, PLEAA, Tri-County, FBI NA, PERF
		44,751	49,119	56,755	56,755	1,525	58,280	
CAPITAL OUTLAY								
EQUIPMENT	5000-000	14,199	3,100	0	0	0	0	
		14,199	3,100	0	0	0	0	
TOTAL POLICE DEPARTMENT		3,874,098	4,013,620	4,562,016	4,704,865	63,213	4,768,078	

CITY OF LINO LAKES

FIRE (101-421)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base	Adjustments	Proposed 2023	Budget Detail
					Budget 2023	Requested 2023		
PERSONAL SERVICES								
SALARIES	4101-000	269,859	293,581	250,574	276,214	0	276,214	15% Public Safety Director
OVERTIME	4102-000	2,073	1,387	3,000	2,000	0	2,000	100% Deputy Director Fire
PART-TIME WAGES	4103-000	0	0	127,547	184,013	0	184,013	15% Public Safety Captain
PAID ON CALL FIREFIGHTERS	4104-000	0	0	83,000	83,000	0	83,000	15% Administrative Assistant
WELLNESS PROGRAM	4108-000	0	0	133	0	0	0	100% Fire Lieutenant/Fire Inspector
FIRE STIPEND	4109-000	36,060	18,971	16,057	9,850	0	9,850	Part-time Daytime Duty Crew Firefighters - 12 hr shifts, 5 days/week
PERA	4121-000	37,160	35,893	56,343	63,870	0	63,870	Paid-On-Call Firefighters - Calls/Training Drills/Command Stipends
SOCIAL SECURITY	4122-000	11,533	12,666	20,593	25,162	0	25,162	
ICMA EMPLOYER	4123-000	84	0	0	0	0	0	Stipend: Cross-trained Fire/Rescue
HEALTH INSURANCE	4131-000	21,522	22,047	34,309	25,633	0	25,633	
LIFE & DISABILITY INSURANCE	4133-000	657	667	701	688	0	688	
DENTAL INSURANCE	4134-000	768	804	1,231	1,501	0	1,501	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	39,280	41,290	70,646	83,585	0	83,585	
		418,995	427,307	664,134	755,516	0	755,516	
SUPPLIES								
OFFICE SUPPLIES	4200-000	680	901	1,000	1,000	600	1,600	Paper, Toner/Printer Cartridges, Business Cards, Pens
MAINTENANCE SUPPLIES	4211-000	2,177	5,824	7,675	7,675	0	7,675	Foam, Saw Blades, Floor Dry, Batteries, N95 Masks
YOUTH PROGRAM	4213-000	0	0	1,700	1,700	(700)	1,000	Safety Camp
FIRE PREVENTION	4214-000	2,210	1,271	3,000	3,000	0	3,000	Citizen Academy, Marketing Materials
SMALL TOOLS	4240-000	12,643	15,601	12,500	12,500	25,000	37,500	Rescue Tool Replacement, Ropes, Wildland Tools, 2023 - Computers, Water Rescue Systems, Fire Station Alerting Systems
		17,710	23,597	25,875	25,875	24,900	50,775	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	2,852	5,082	5,500	5,500	2,160	7,660	FF Certification, FF Licensure, Hepatitis Vaccination Series, Medical/Drug Exam, Employee Mental Health Program
TELEPHONE	4321-000	2,180	2,172	3,850	3,850	0	3,850	Cell Phones, Mobile Hot Spot, Cell Stipend, Air Cards
POSTAGE	4322-000	115	13	500	500	500	1,000	
TRAVEL & TUITION	4330-000	18,964	39,604	38,050	38,050	1,950	40,000	Fire Inc., Training Supplies, Medical Training, AWAIR/OSHA Training Staff Development, Conference, FF1, FF2, HazMat Initial Training
PRINTING & PUBLISHING	4340-000	307	0	500	500	500	1,000	Marketing Materials
UNIFORMS	4370-000	16,953	28,624	97,700	49,700	11,800	61,500	New Hire Turn-out & Wildland Fire Gear, Misc Uniform Items, Turn-out Gear Replacement
		41,371	75,495	146,100	98,100	16,910	115,010	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	35,157	30,605	40,000	40,000	(2,912)	37,088	Ladder Testing, SCBA Flow Testing, PSDS, Dispatch Application, Foam System Service, Pump Testing, Pump Service, Aerial Service, LEXIPOL, Target Solutions, Accessory Svc for Fans, Generators, Extraction, and Saws, Alex Air Compressor Annual Maintenance & Test, Transunion Backgrounds, Motorola 800 MHz Contract
SUBSCRIPTIONS & DUES	4452-000	1,331	1,781	1,390	1,390	130	1,520	MN IAAI, Metro Fire Chiefs, Anoka Co. Fire Protection Assn, MSFCA, International Assn
		36,488	32,386	41,390	41,390	(2,782)	38,608	
CAPITAL OUTLAY								
EQUIPMENT	5000-000	0	0	8,600	0	0	0	
		0	0	8,600	0	0	0	
TOTAL FIRE DEPARTMENT		514,564	558,785	886,099	920,881	39,028	959,909	

CITY OF LINO LAKES

BUILDING INSPECTIONS (101-422)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base	Adjustments	Proposed 2023	Budget Detail
					Budget 2023	Requested 2023		
PERSONAL SERVICES								
SALARIES	4101-000	253,885	262,856	320,509	348,075	0	348,075	100% Building Official
OVERTIME SALARIES	4102-000	0	4,230	500	0	0	0	2 - 100% Building Inspectors
TEMPORARIES	4106-000	0	1,200	0	0	0	0	100% Building Permit Technician
WELLNESS PROGRAM	4108-000	450	399	720	720	0	720	50% Office Specialist
PERA	4121-000	18,855	19,920	24,076	26,106	0	26,106	
SOCIAL SECURITY	4122-000	18,875	19,701	24,557	26,628	0	26,628	
ICMA EMPLOYER	4123-000	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	29,072	35,430	40,708	43,112	0	43,112	
LIFE & DISABILITY INSURANCE	4133-000	949	1,005	861	929	0	929	
DENTAL INSURANCE	4134-000	1,058	1,101	2,157	2,756	0	2,756	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	1,283	1,401	1,798	3,407	0	3,407	
		324,427	347,244	415,886	451,733	0	451,733	
SUPPLIES								
OFFICE SUPPLIES	4200-000	2,149	801	2,000	2,000	(500)	1,500	Card Stock for Building Permits, Correction Notice Forms, Septic System Pumping Forms, Code Books
SMALL TOOLS	4240-000	1,552	169	150	150	0	150	
		3,701	971	2,150	2,150	(500)	1,650	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	4,175	4,735	5,000	5,000	1,000	6,000	Permit Works Annual Maintenance & Assistance
TELEPHONE	4321-000	2,243	2,328	2,200	2,200	0	2,200	Inspections Cell Phones & Wi-Fi
TRAVEL & TUITION	4330-000	2,064	3,097	3,300	3,300	0	3,300	Staff Training & Mileage, SSTS Cert
UNIFORMS	4370-000	811	982	1,140	1,140	0	1,140	Building Inspections Staff
		9,293	11,142	11,640	11,640	1,000	12,640	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	10,891	41,549	34,250	34,250	2,970	37,220	Large Format Scanning - \$500 Back-Up Inspection Services - \$36,720
SUBSCRIPTIONS & DUES	4452-000	115	0	325	325	195	520	AMBO - \$200, 10K Lakes Chapter - \$125, Inspector Certs
		11,006	41,549	34,575	34,575	3,165	37,740	
TOTAL BUILDING INSPECTIONS		348,427	400,905	464,251	500,098	3,665	503,763	

CITY OF LINO LAKES

STREETS (101-430)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	403,170	430,104	420,534	466,965	0	466,965	15% Public Services Director
OVERTIME	4102-000	11,172	9,875	14,000	14,000	0	14,000	20% Public Services Superintendent
ON CALL/PAGER	4105-000	5,169	6,222	5,000	5,000	0	5,000	70% Streets Supervisor
TEMPORARIES	4106-000	544	17,102	30,000	29,920	0	29,920	5 - 100% General Maintenance Workers
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	20% Administrative Assistant
PERA	4121-000	31,914	34,437	32,965	36,447	0	36,447	Overtime: Snowplowing, Street Repairs, Unforeseen Emergencies
SOCIAL SECURITY	4122-000	31,244	34,682	35,919	39,465	0	39,465	Temporaries: 1,760 hrs @ \$17/hr
ICMA EMPLOYER CONTRIBUTION	4123-000	1,743	0	577	326	0	326	
HEALTH INSURANCE	4131-000	46,362	37,944	38,235	48,179	0	48,179	
LIFE & DISABILITY INSURANCE	4133-000	1,551	1,608	1,154	1,299	0	1,299	
DENTAL INSURANCE	4134-000	2,628	2,292	3,182	3,828	0	3,828	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	30,813	32,866	35,860	48,986	0	48,986	
		566,309	607,132	617,426	694,415	0	694,415	
SUPPLIES								
MAINTENANCE SUPPLIES	4211-000	8,560	9,772	12,000	12,000	0	12,000	Boulevard & Median Maintenance Materials: Geo-fabric, Fertilizers, Pesticides, Irrigation Components, Erosion Prevention and Sediment Control Products, Grass Seed/Sod. Construction Materials: Lumber, Plywood, Screws, Nails, Nuts/Bolts/Washers, Bagged Concrete, Grout, Bentonite, Stakes/Lathe. Equipment Wear Items: Street Sweeper Center Brooms and Gutter Brooms, Plow Blades/Cutting Edges, Ditch Mower Blades, Saw Blades. Safety Items: High Visibility Vests, Shirts, Eye Protection, Ear Protection, Insect Repellent, Sunscreen, Hardhats, Chainsaw PPE. Any Products or Parts Intended for Streets Maintenance and Equipment Electrical Cords, Batteries, Rope, Tape, Cable, Glue, Paints & Solvents, Plumbing Supplies, Fittings
STREET SIGNS	4223-000	14,361	9,028	12,000	12,000	0	12,000	Traffic Regulatory Signs, Parking Signs, Warning Signs, Construction Signs, Work Zone Signs, Public Awareness Signs, School Signs, Trail Signs, Reflective Tape/Sheeting, Barricades, Traffic Cones, Sign Posts, Hardware, Any Materials and Supplies Purchased Specifically for the Construction or Maintenance of Signs & Barricades
PATCHING MATERIALS	4224-000	32,718	47,459	50,000	50,000	0	50,000	Hot Asphalt, Cold Asphalt (i.e. UPM Bagged and Bulk), Asphalt Emulsion (tack), Crack Fill Material, Detackifier (for Crack Fill Operations)
SALT/SAND	4228-000	57,304	66,733	55,000	55,000	10,000	65,000	Regular Road Salt, Treated Road Salt, Bagged Sidewalk Salt, Sand used for Snow and Ice Management, Any Materials and Supplies Purchased Specifically to Facilitate the use of Salt (Brine or Solid) for Snow and Ice Management
GRAVEL AND MISCELLANEOUS	4229-000	1,166	253	7,000	7,000	0	7,000	Class V, Sand (not for Winter Operations), Rock, Chip Rock, Rip-rap, Topsoil, Compost, Mulch, and Woodchips
SMALL TOOLS	4240-000	4,150	1,442	4,000	4,000	0	4,000	Rakes, Snow Shovels, Flat Shovels, Spades, Loots, Sprayers, Pitch Forks, Push Brooms, Hand Tools, Power Tools, Tool Boxes & Containers, Jacks, Trailer Jacks, Winches, Chains/Binders, Ratchet Straps, Ladders, Chainsaws, Chainsaw Sharpeners, Weed Whips, Manual/Electric/Gas Engine Pumps, Locks
		118,259	134,686	140,000	140,000	10,000	150,000	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	10,500	9,000	12,450	12,450	0	12,450	Consulting, Engineering, Hazardous Waste Recycling, Cartograph
TELEPHONE	4321-000	556	990	1,000	1,000	0	1,000	
TRAVEL & TUITION	4330-000	1,972	1,752	2,000	2,000	3,000	5,000	Staff Training & Mileage
UNIFORMS	4370-000	2,075	2,190	2,600	2,600	0	2,600	
STREET LIGHTS	4385-000	80,049	78,528	82,000	82,000	0	82,000	Electricity & Repair of City-Owned Street Lights
		95,151	92,461	100,050	100,050	3,000	103,050	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	67,143	117,398	47,000	47,000	0	47,000	Patching/Spray Patching, Dead Deer Removal, Signal Maintenance, Contract Median and Round-A-Bout Maintenance
RENTED EQUIPMENT	4415-000	478	1,386	1,000	1,000	0	1,000	Traffic Control Sign Rental, Crack Fill Kettle, Rented Skid Steer/Tractor Attachments, Tools, Vehicles, Equipment
SUBSCRIPTIONS & DUES	4452-000	286	308	3,500	3,500	0	3,500	Professional Memberships & Journals (including State/County Contract) Purchasing Membership
		67,908	119,092	51,500	51,500	0	51,500	
CAPITAL OUTLAY								
EQUIPMENT	5000-000	0	18,007	125,000	0	0	0	
		0	18,007	125,000	0	0	0	
TOTAL STREETS		847,628	971,377	1,033,976	985,965	13,000	998,965	

CITY OF LINO LAKES

FLEET MANAGEMENT (101-431)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	96,522	157,839	163,887	197,752	0	197,752	15% Public Services Director
OVERTIME	4102-000	2,645	1,989	2,000	2,000	0	2,000	20% Public Services Superintendent
TEMPORARIES	4106-000	0	0	0	0	0	0	2 - 100% Mechanic
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	20% Administrative Assistant
PERA	4121-000	7,354	11,892	12,442	14,981	0	14,981	Overtime: Emergency Repairs, Snowplowing
SOCIAL SECURITY	4122-000	6,986	11,023	12,690	15,281	0	15,281	
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	570	326	0	326	
HEALTH INSURANCE	4131-000	15,259	23,777	25,323	30,460	0	30,460	
LIFE & DISABILITY INSURANCE	4133-000	366	573	455	569	0	569	
DENTAL INSURANCE	4134-000	794	1,187	1,186	1,562	0	1,562	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	3,317	4,683	5,422	7,730	0	7,730	
		133,243	212,962	223,975	270,661	0	270,661	
SUPPLIES								
MAINTENANCE SUPPLIES	4211-000	2,184	5,272	9,300	9,300	0	9,300	Shop Supplies (Brake Clean, Windex, Paper Towels, Spray Bottles, Penetrating Oils, WD40), Vehicle Washes (\$7,300 - 2 Times/Month Apr-Oct, 4 Times/Month Nov-Mar)
FUELS	4212-000	71,854	109,070	110,000	110,000	50,000	160,000	Gasoline & Diesel for all City Vehicles (Includes Police/Fire & Equipment)
SHOP PARTS	4221-000	54,129	61,583	65,000	65,000	0	65,000	All Replacement Parts to Repair Vehicles, All Maintenance Parts (Including Filters, Bulk Lubricants, Engine Oils, ATF's, Gear Lubes, Coolants, etc.)
SMALL TOOLS	4240-000	4,941	4,568	7,000	7,000	0	7,000	New and/or Replacement Tools for the Shop (Hand tools, Battery Powered Tools, Specialty Tools, etc.)
		133,108	180,493	191,300	191,300	50,000	241,300	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	15,168	41,967	44,300	44,300	0	44,300	Annual DOT Inspections, Annual Boom/Hoist Inspections, Alignments, Repairs, Cartegraph
TELEPHONE	4321-000	0	72	0	0	0	0	
TRAVEL & TUITION	4330-000	0	0	500	500	1,000	1,500	Training & Testing to Maintain Required Licenses and Certificates (ASE Certification & Testing, Automotive Training Classes or Seminars)
AUTO INSURANCE	4363-000	42,342	44,620	40,795	40,795	(875)	39,920	Insurance for Entire Fleet, Including Police & Fire
UNIFORMS	4370-000	570	760	570	570	0	570	
		58,080	87,419	86,165	86,165	125	86,290	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	50,427	43,320	53,500	53,500	6,500	60,000	Maintain and Repair Fire Equipment
SUBSCRIPTIONS AND DUES	4452-000	1,600	1,500	6,000	6,000	0	6,000	Fleet Mgmt Update, ALLData Online Repair Manual Subscription
		52,027	44,820	59,500	59,500	6,500	66,000	
CAPITAL OUTLAY								
EQUIPMENT	5000-000	4,010	4,680	28,000	5,000	(5,000)	0	
		4,010	4,680	28,000	5,000	(5,000)	0	
TOTAL FLEET MANAGEMENT		380,468	530,373	588,940	612,626	51,625	664,251	

CITY OF LINO LAKES

GOVERNMENT BUILDINGS (101-432)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	2,120	2,080	2,080	23,379	0	23,379	15% Public Services Director
OVERTIME SALARIES	4102-000	232	0	0	0	0	0	Boiler Tech Endorsement
TEMPORARIES	4106-000	0	0	8,400	8,330	0	8,330	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	Temporaries: 490 hrs @ \$17/hr
PERA	4121-000	173	156	156	1,753	0	1,753	
SOCIAL SECURITY	4122-000	175	153	802	2,426	0	2,426	
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	0	326	0	326	
HEALTH INSURANCE	4131-000	0	0	0	1,210	0	1,210	
LIFE & DISABILITY INSURANCE	4133-000	0	0	0	68	0	68	
DENTAL INSURANCE	4134-000	0	0	0	92	0	92	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	113	121	803	1,072	0	1,072	
		2,813	2,510	12,241	38,656	0	38,656	
SUPPLIES								
OFFICE SUPPLIES	4200-000	8,614	9,830	10,000	10,000	0	10,000	Supplies for Office Operations
MAINTENANCE SUPPLIES	4211-000	33,463	26,281	35,000	35,000	0	35,000	Replacement Parts, Janitorial Supplies, Landscaping Materials
SMALL TOOLS	4240-000	3,123	1,888	2,400	2,400	0	2,400	
		45,200	37,999	47,400	47,400	0	47,400	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	64,483	57,259	59,000	59,000	0	59,000	Repair/Calibration of HVAC System, Repairs in City Buildings, Safety Systems Monitoring
TELEPHONE	4321-000	7,081	7,300	6,864	6,864	0	6,864	Telephone & Internet Service Charges
POSTAGE	4322-000	3,837	4,977	5,000	5,000	0	5,000	
TRAVEL & TUITION	4330-000	0	0	0	0	0	0	
INSURANCE	4361-000	118,952	131,357	138,315	138,315	(4,525)	133,790	General Liability, Property, Excess Liability
ELECTRICITY	4381-000	89,136	110,958	96,500	96,500	0	96,500	For all City Facilities
UTILITIES	4382-000	13,833	14,365	21,000	18,000	0	18,000	Water & Sewer Service
HEAT	4383-000	35,144	45,031	48,000	48,000	6,000	54,000	Civic Complex & Other City Facilities
SANITATION	4384-000	16,159	14,044	12,000	15,000	0	15,000	Refuse Collection for City Complex & Other City Facilities
		348,626	385,292	386,679	386,679	1,475	388,154	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	80,281	97,679	98,000	98,000	0	98,000	Pest Control, Copier Maintenance, Fire Extinguisher Maintenance, Postage Machine Rental, Shredder, Roof Inspections, Read/Calibrate Scales, Garage Door Maintenance, Cleaning Services
SUBSCRIPTIONS & DUES	4452-000	91	344	200	200	0	200	Newspaper
		80,371	98,023	98,200	98,200	0	98,200	
CAPITAL OUTLAY								
EQUIPMENT	5000-000	0	5,863	0	0	0	0	
		0	5,863	0	0	0	0	
TOTAL GOVERNMENT BUILDINGS		477,011	529,687	544,520	570,935	1,475	572,410	

CITY OF LINO LAKES

PARKS (101-450)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	342,918	348,684	419,795	435,548	0	435,548	40% Public Services Director
OVERTIME	4102-000	1,476	781	2,000	2,000	0	2,000	100% Parks Supervisor
TEMPORARIES	4106-000	16,322	27,536	42,000	57,265	0	57,265	4 - 100% General Maintenance Workers
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	20% Administrative Assistant
PERA	4121-000	25,581	26,090	31,635	32,816	0	32,816	Temporaries:
SOCIAL SECURITY	4122-000	26,653	27,999	35,480	37,853	0	37,853	Summer Seasonal Staff (2,470 hrs @ \$17/hr)
ICMA EMPLOYER	4123-000	1,082	1,618	1,719	2,638	0	2,638	Winter Warming House Attendants (1,175 @ \$13/hr)
HEALTH INSURANCE	4131-000	35,143	28,245	45,866	47,020	0	47,020	
LIFE & DISABILITY INSURANCE	4133-000	1,332	1,292	1,154	1,194	0	1,194	
DENTAL INSURANCE	4134-000	2,199	2,130	3,182	3,430	0	3,430	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	12,927	13,423	19,730	37,376	0	37,376	
		465,633	477,797	602,561	657,140	0	657,140	
SUPPLIES								
MAINTENANCE SUPPLIES	4211-000	16,204	33,318	73,000	42,000	5,000	47,000	Engineered Wood Fiber, Fencing & Netting, Trees, Plantings, Rock, Ag-Lime, Pea Rock, Class V, Fertilizer, Seed, Herbicides, Line Chalk, Field Marking Paint, Clay, Sod, Irrigation System Maint/Repair/Upgrade, Paint, Lumber, Dog Waste Bags, 2023 - Materials to Repair Foxborough Boardwalk 200' (\$15,000)
SMALL TOOLS	4240-000	0	1,333	3,000	3,000	0	3,000	Hand Tools, Small Power Tools, Mowers, Chain Saws, Weed Whips
		16,204	34,650	76,000	45,000	5,000	50,000	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	23,084	13,323	7,150	7,150	0	7,150	Cartegraph, Engineering
TELEPHONE	4321-000	907	802	2,000	2,000	0	2,000	Cell Phones, iPads
TRAVEL & TUITION	4330-000	773	1,167	2,000	2,000	1,000	3,000	Certification Training, Seminars, Computer Training, Mileage
STIPEND - PARK COMM	4331-000	1,575	3,206	2,750	2,750	0	2,750	Board Members - 6 @ \$75 x 5 mtgs; Chair \$100 x 5 mtgs
UNIFORMS	4370-000	1,517	1,520	1,500	1,500	400	1,900	
ELECTRICITY	4381-000	2,961	3,162	3,500	3,500	0	3,500	Park Buildings and Shelters, Security Lighting, Hockey Rink Lights
UTILITIES (WATER/SEWER)	4382-000	23,665	43,268	25,000	25,000	0	25,000	Sewer, Water, Irrigation
HEAT	4383-000	3,463	4,359	5,000	5,000	0	5,000	
SANITATION	4384-000	936	1,215	1,800	1,800	0	1,800	Trash/Recycling
		58,882	72,021	50,700	50,700	1,400	52,100	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	41,015	128,896	112,250	78,000	176,000	254,000	Portable Restrooms, Weed Control, Tree/Stump Removal, Trail Construction/Repair/Maint, Irrigation Systems, 2023 - Replace RLE Basketball Court (\$40,000), Chip Seal Sunrise Park Parking Lots (\$54,000), North Pointe Pickle Ball Court Painting (\$7,000), Country Lakes Lane Trail Repair (\$75,000)
RENTED EQUIPMENT	4415-000	380	281	500	500	0	500	
SUBSCRIPTIONS & DUES	4452-000	65	111	200	200	0	200	Professional Memberships & Subscriptions
		41,460	129,289	112,950	78,700	176,000	254,700	
CAPITAL OUTLAY								
EQUIPMENT	5000-000	0	369,434	0	0	0	0	
		0	369,434	0	0	0	0	
TOTAL PARKS		582,178	1,083,192	842,211	831,540	182,400	1,013,940	

CITY OF LINO LAKES

RECREATION (101-451)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	70,828	0	22,713	0	0	0	
OVERTIME	4102-000	0	0	0	0	0	0	
TEMPORARIES	4106-000	8,189	0	15,855	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	
PERA	4121-000	3,787	0	0	0	0	0	
SOCIAL SECURITY	4122-000	5,698	0	2,950	0	0	0	
ICMA EMPLOYER	4123-000	176	0	0	0	0	0	
HEALTH INSURANCE	4131-000	6,417	0	0	0	0	0	
LIFE & DISABILITY INSURANCE	4133-000	173	0	0	0	0	0	
DENTAL INSURANCE	4134-000	309	0	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	983	0	920	0	0	0	
		96,559	0	42,438	0	0	0	
SUPPLIES								
OFFICE SUPPLIES	4200-000	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	0	0	0	0	0	0	
		0	0	0	0	0	0	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	0	34,745	0	0	0	0	
TELEPHONE	4321-000	72	0	0	0	0	0	
TRAVEL & TUITION	4330-000	0	0	0	0	0	0	
PRINTING & PUBLISHING	4340-000	0	0	0	0	0	0	
NEWSLETTER - PROGRAM SCHEDULE	4343-000	4,223	0	0	0	0	0	
		4,295	34,745	0	0	0	0	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	300	0	0	0	0	0	
		300	0	0	0	0	0	
TOTAL RECREATION		101,154	34,745	42,438	0	0	0	

CITY OF LINO LAKES

OTHERS (101-499)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
CONTINGENCY	4905-000	0	0	60,000	60,000	174,000	234,000	Operating Contingency
OPERATING TRANSFERS	4910-000	931,500	951,113	286,750	0	0	0	
TOTAL OTHERS		931,500	951,113	346,750	60,000	174,000	234,000	

SUMMARY BY CATEGORY

PERSONAL SERVICES	6,982,969	7,203,586	8,328,187	8,765,911	18,541	8,784,452
SUPPLIES	373,979	454,475	539,425	508,425	109,150	617,575
OTHER SERVICES AND CHARGES	1,302,191	1,451,687	1,482,025	1,434,025	96,322	1,530,347
CONTRACTUAL SERVICES	629,084	826,386	806,775	772,525	238,517	1,011,042
CAPITAL OUTLAY	22,886	404,094	161,600	5,000	(5,000)	-
OTHERS	931,500	951,113	346,750	60,000	174,000	234,000
TOTAL EXPENDITURES	10,242,609	11,291,342	11,664,762	11,545,886	631,530	12,177,416

CITY OF LINO LAKES

THE ROOKERY ACTIVITY CENTER NET PROGRAM REVENUE

<u>Program</u>	<u>Revenue</u>	<u>Expenditures</u>			<u>Total</u>	<u>Net +/-</u>
		<u>Personal Services</u>	<u>Supplies</u>	<u>Contract Services</u>		
	3485	41xx	4200	4410		
603 Swim Lessons						
Winter Group Swim Lessons	35,793	8,821	500		9,321	26,472
Winter Private Swim	3,000	1,800			1,800	1,200
Summer Group Swim	41,062	9,029			9,029	32,033
Summer Private Swim	3,400	2,500			2,500	900
Fall Group Swim Lessons	39,524	8,997	500		9,497	30,027
Fall Private Swim	3,200	2,300			2,300	900
	125,979	33,447	1,000	-	34,447	91,532
604 Youth Programming						
Out of School Time	10,000	5,000	300		5,300	4,700
Kid Create Paint	2,000	150			150	1,850
Kids Night Out	5,000	3,000	400		3,400	1,600
Letters to Santa	350	-	100		100	250
Summer Camp	40,000	25,000	6,500		31,500	8,500
Other Programs	5,000	1,000	750		1,750	3,250
	62,350	34,150	8,050	-	42,200	20,150
605 Gym Programs						
Adult Leagues	4,000	950	100		1,050	2,950
Kids Sports	3,000	750	250		1,000	2,000
Other Programs	1,500	250			250	1,250
	8,500	1,950	350	-	2,300	6,200
606 Adult/Family Programs						
Aquatic Special Events	2,450	800	2,000	800	3,600	(1,150)
Valentine's Dance	2,000	200			200	1,800
	4,450	1,000	2,000	800	3,800	650
607 Active Adult Programs						
AARP Classes	850				-	850
Card Games	-		500		500	(500)
	850	-	500	-	500	350
608 Community Programs						
CPR Training Classes	2,600	1,000	1,000		2,000	600
Adult Day Trips	4,800			4,000	4,000	800
Secret Holiday Shop	3,000	200		1,250	1,450	1,550
Misc. Programs	5,000	500	1,000	1,500	3,000	2,000
	15,400	1,700	2,000	6,750	10,450	4,950
609 Birthday Parties						-
Birthday Parties	20,000	2,600	1,000		3,600	16,400
	20,000	2,600	1,000	-	3,600	16,400
GRAND TOTALS	237,529	74,847	14,900	7,550	97,297	140,232

**City of Lino Lakes
2023 Capital Equipment Replacement**

<u>Department</u>	<u>Description</u>	<u>Amount</u>
Police	Primary Response Vehicle (Replaces Vehicle # 302)	60,610
	Primary Response Vehicle (Replaces Vehicle # 303)	60,610
	Primary Response Vehicle (Replaces Vehicle # 382)	60,610
	Admin Response Vehicle (Replaces Vehicle #397)	51,000
	 Total Police	 <u>\$ 232,830</u>
Fleet	John Deere Tractor (Replaces #119)	20,000
	1 Ton Truck w/ Dump Box and Plow (Replaces #214)	87,000
	Zero Turn Mower (Replaces #405)	17,000
	Dump Truck w/ Plow (Replaces #200)	305,000
	 Total Fleet	 <u>\$ 429,000</u>
	 Grand Total	 <u>\$ 661,830</u>

**CITY OF LINO LAKES
CAPITAL EQUIPMENT REPLACEMENT FUND (402)
2022 PROPOSED BUDGET**

	Account Number	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
Property Taxes								
General Property Tax	402-000-3010-000	0	0	150,000	150,000	175,000	325,000	
		0	0	150,000	150,000	175,000	325,000	
Investment Earnings								
Interest on Investments	402-000-3620-000	12,775	(2,348)	0	0	0	0	Includes Unrealized Gain/Loss on Investments
		12,775	(2,348)	0	0	0	0	
Miscellaneous								
Contributions/Donations Police	402-000-3623-420	0	0	0	0	0	0	Donation Restricted for Police Equipment Use
Contributions/Donations Fire	402-000-3623-421	0	0	0	0	0	0	Donation Restricted for Fire Equipment Use
Refunds & Reimbursements	402-000-3730-000	0	2,371	0	0	0	0	
Miscellaneous Revenue	402-000-3810-000	0	0	0	0	0	0	
		0	2,371	0	0	0	0	
Other Financing Sources								
Use of Fund Reserves	402-000-3900-000	0	0	0	0	271,750	271,750	General Fund 2022 Reserves for 2023 Purchase of Plow Truck
Sale of Fixed Assets	402-000-3910-000	15,365	140,120	0	0	66,964	66,964	
Transfer From Other Funds	402-000-3920-000	0	0	271,750	0	0	0	Transfer from General Fund
Bond Proceeds	402-000-3930-000	294,235	0	0	0	0	0	Certificates of Indebtedness
		309,600	140,120	271,750	0	338,714	338,714	
Total Revenues		322,375	140,143	421,750	150,000	513,714	663,714	

CITY OF LINO LAKES

Capital Equipment Replacement

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
SUPPLIES								
SMALL TOOLS	402-420-4240-420	0	0	0	0	0	0	Spend of Police Donation
SMALL TOOLS	402-421-4240-421	0	0	0	0	0	0	Spend of Fire Donation
		0	0	0	0	0	0	
CAPITAL OUTLAY								
POLICE EQUIPMENT	402-420-5000-000	104,902	154,719	173,040	0	232,830	232,830	
FIRE EQUIPMENT	402-421-5000-000	0	50,713	2,000	0	0	0	
FLEET EQUIPMENT	402-431-5000-000	261,688	263,850	97,000	0	429,000	429,000	
		366,590	469,282	272,040	0	661,830	661,830	
TOTAL CAPITAL EQUIPMENT REPLACEMENT		366,590	469,282	272,040	0	661,830	661,830	

**CITY OF LINO LAKES
WATER OPERATING FUND (601)
2023 PROPOSED BUDGET**

	Account Number	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
Operating Revenue								
Penalties & Interest	601-000-3150-000	141	762	0	0	0	0	
Water Hook-Up Charge	601-000-3248-000	43,260	68,770	41,250	41,250	0	41,250	
Other Grants	601-000-3372-000	42,152	0	0	0	0	0	
Water Meter Sales	601-000-3406-000	72,825	134,559	78,260	78,260	(28,260)	50,000	
Irrigation Controller Sales	601-000-3407-000	0	4,750	5,000	5,000	0	5,000	
Interest on Investments	601-000-3620-000	100,912	(34,068)	50,000	50,000	0	50,000	Includes Unrealized Gain/Loss on Investments
Change in Fair Value of Investments	601-000-3621-000	48,711	0	0	0	0	0	
Miscellaneous Revenue	601-000-3714-000	982	1,698	2,500	2,500	(700)	1,800	
Refunds and Reimbursements	601-000-3730-000	0	0	0	0	0	0	
Flat Water Charge	601-000-3850-000	0	0	287,680	287,680	153,740	441,420	Quarterly Base Fee - \$5/quarter YoY Increase
Water Sales	601-000-3855-000	1,210,916	1,450,985	1,268,772	1,268,772	40,069	1,308,841	Volume Charges - 4.0% YoY Increase
Water Penalties	601-000-3858-000	13,435	21,766	22,000	22,000	0	22,000	
Sale of Capital Assets	601-000-3910-000	0	14,506	0	0	0	0	
		1,533,333	1,663,729	1,755,462	1,755,462	164,849	1,920,311	
Other Sources								
Use of Reserves		0	0	1,409,645	0	202,051	202,051	
		0	0	1,409,645	0	202,051	202,051	
Total Operating Revenue & Other Sources		1,533,333	1,663,729	3,165,107	1,755,462	366,900	2,122,362	

CITY OF LINO LAKES

WATER (601-494)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	207,181	223,966	276,285	285,610	0	285,610	5% Public Services Director
OVERTIME	4102-000	8,659	7,267	7,000	7,000	0	7,000	10% Community Development Director
ON CALL	4105-000	5,163	6,222	5,000	5,000	0	5,000	25% Public Works Superintendent
TEMPORARIES	4106-000	5,746	6,291	9,900	9,860	0	9,860	5 - 50% General Maintenance Workers
WELLNESS PROGRAM	4108-000	0	0	0	72	0	72	20% Administrative Assistant
PERA	4121-000	15,406	17,128	21,621	22,321	0	22,321	7.5% Finance Director
FICA/MEDICARE	4122-000	15,994	17,206	22,811	23,521	0	23,521	12.5% Accounting Clerk II
ICMA EMPLOYER	4123-000	132	0	428	145	0	145	50% Accounting Clerk I
PENSION EXPENSE	4125-000	16,489	(20,087)	0	0	0	0	25% Office Specialist
HEALTH INSURANCE	4131-000	25,742	43,199	37,844	35,939	0	35,939	Temporaries: 580 hrs @ \$17/hr
LIFE & DISABILITY INSURANCE	4133-000	762	816	871	905	0	905	
DENTAL INSURANCE	4134-000	1,630	1,690	2,076	2,481	0	2,481	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	4,808	5,278	7,311	10,406	0	10,406	
		307,711	308,974	391,147	403,260	0	403,260	
SUPPLIES								
OFFICE SUPPLIES	4200-000	4,407	2,341	2,500	2,500	0	2,500	Utility Billing Forms, Computer and General Supplies
MAINTENANCE SUPPLIES	4211-000	26,602	36,658	45,000	45,000	0	45,000	Fire Hydrants, Hydrant Hoses, Flushing Equipment, Gate Valves, Hardware for Repairs, Replacement Plumbing Supplies, Heaters, Dehumidifiers, Locate Paint and Flags, Gravel, Rock, Sand, Property Maintenance Supplies
FUELS	4212-000	10,000	10,000	10,000	10,000	2,000	12,000	
METERS	4215-000	74,483	95,479	80,000	80,000	70,000	150,000	New/Replacement Meters, New/Replacement MXU'S, Irrigation Meters, Commercial Meters, Meter Technology Upgrades
IRRIGATION CONTROLLERS	4216-000	61,029	18,999	20,000	20,000	0	20,000	
CHEMICALS	4222-000	111,420	139,837	125,000	125,000	0	125,000	Polyphosphate, Fluoride, Chlorine, Chemical Pumps, Chemical Containment, Reagents for Water Sampling
SMALL TOOLS	4240-000	2,336	5,958	2,500	2,500	0	2,500	Wrenches, Drills, Saws
		290,276	309,271	285,000	285,000	72,000	357,000	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	147,980	183,834	100,300	100,300	0	100,300	Water Main Breaks, Well/Tower Maintenance, Scada Maintenance/Upgrades, Fire Hydrant Painting, RPZ Testing, Cartograph, DNR Appropriations
MUNICIPAL ATTORNEY	4301-000	0	1,180	0	0	0	0	
MUNICIPAL ENGINEER	4304-000	27,309	24,325	25,000	25,000	0	25,000	
OTHER CONSULTANT	4310-000	10,999	11,602	24,375	24,375	(7,828)	16,547	Springbrook License Subscription - UB Module, Metro-iNet Services, Programs & Support (Includes Cisco Telephone)
TELEPHONE	4321-000	5,056	3,434	5,000	5,000	0	5,000	Cellular Phones, Well House Land Line Back-up
POSTAGE	4322-000	4,859	5,706	5,500	5,500	0	5,500	Utility Billing Postage, Postage Meter Charge, Certified Mail, General Shipping
TRAVEL & TUITION	4330-000	1,000	1,740	3,000	3,000	1,500	4,500	
PRINTING & PUBLISHING	4340-000	3,598	4,549	10,000	10,000	0	10,000	Consumer Confidence Reports, Mass Mailing
PAYMENT PROCESSING	4345-000	0	0	9,262	9,262	1,738	11,000	
INSURANCE	4360-000	9,514	10,111	11,850	11,850	14,990	26,840	
AUTO INSURANCE	4363-000	783	941	960	960	40	1,000	
UNIFORMS	4370-000	833	744	760	760	140	900	Clothing Allowance
ELECTRICITY	4381-000	76,731	100,877	90,000	90,000	0	90,000	Well House Lighting and Pump Usage
UTILITIES (WATER/SEWER)	4382-000	6,021	5,973	15,000	15,000	0	15,000	Blaine, Shoreview, and Centennial Utilities - Utility Connections
HEAT	4383-000	2,496	1,999	5,000	5,000	0	5,000	Well House Heating
		297,177	357,015	306,007	306,007	10,580	316,587	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	19,463	19,131	9,258	9,258	55,237	64,495	Gopher One-Call, Monthly Lab Testing, Utility Statement Processing, 2023 - Well House 3 Exterior Upgrades (\$40,000) and Well 5 New Roof (\$12,500)
SUBSCRIPTIONS & DUES	4452-000	760	1,556	1,000	1,000	0	1,000	AWWA, Water Operators Licenses
		20,223	20,687	10,258	10,258	55,237	65,495	
DEPRECIATION								
ASSET DEPRECIATION	4510-000	616,893	625,544	783,605	605,000	(605,000)	0	Annual Depreciation Expense - Water Infrastructure & Equip
		616,893	625,544	783,605	605,000	(605,000)	0	
OTHER								
OPERATING TRANSFERS	4910-000	127,357	322,933	407,680	441,420	538,600	980,020	Flat Water Charge Transferred to Area and Unit Fund (\$441,420) Water Fund Portion of 2023 Street Reconstruction (\$205,600), 2023 Street Rehab Program (\$125,000), WTP Trunk Water Upgrade (\$208,000)
		127,357	322,933	407,680	441,420	538,600	980,020	
CAPITAL OUTLAY								
EQUIPMENT	5000-000	0	0	1,765,015	0	0	0	
		0	0	1,765,015	0	0	0	
TOTAL WATER FUND		1,659,638	1,944,424	3,948,712	2,050,945	71,417	2,122,362	

**CITY OF LINO LAKES
SEWER OPERATING FUND (602)
2023 PROPOSED BUDGET**

Account Number	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail	
Operating Revenue								
Current Assessments	602-000-3110-000	708	708	0	0	0		
Delinquent Assessments	602-000-3120-000	0	0	0	0	0		
Penalties & Interest	602-000-3150-000	141	762	0	0	0		
Sewer Hook-Up Charge	602-000-3249-000	35,187	56,597	33,000	33,000	0	33,000	
Interest on Investments	602-000-3620-000	157,998	(52,696)	80,000	80,000	0	80,000	Includes Unrealized Gain/Loss on Investments
Change in Fair Value of Investments	602-000-3621-000	76,343	0	0	0	0	0	
Refunds and Reimbursements	602-000-3730-000	0	15,276	0	0	0	0	
Sewer Sales	602-000-3856-000	1,750,010	1,793,546	1,762,586	1,762,586	64,424	1,827,010	2.5% YoY Increase
Sewer Penalties	602-000-3858-000	17,185	25,151	26,000	26,000	0	26,000	
Sale of Capital Assets	602-000-3910-000	0	14,506	0	0	500	500	
Operating Transfers	602-000-3920-000	83,821	0	0	0	0	0	
		2,121,392	1,853,849	1,901,586	1,901,586	64,924	1,966,510	
Other Sources								
Use of Reserves		0	0	70,299	0	322,652	322,652	
		0	0	70,299	0	322,652	322,652	
Total Operating Revenue & Other Sources		2,121,392	1,853,849	1,971,885	1,901,586	387,576	2,289,162	

CITY OF LINO LAKES

SEWER (602-495)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	207,180	223,966	276,285	285,610	0	285,610	5% Public Services Director
OVERTIME	4102-000	8,659	7,266	7,000	7,000	0	7,000	10% Community Development Director
ON CALL	4105-000	5,163	6,222	5,000	5,000	0	5,000	25% Public Works Superintendent
TEMPORARIES	4106-000	5,746	6,290	9,900	9,860	0	9,860	5 - 50% General Maintenance Workers
WELLNESS PROGRAM	4108-000	0	0	0	72	0	72	20% Administrative Assistant
PERA	4121-000	15,407	17,128	21,621	22,321	0	22,321	7.5% Finance Director
FICA/MEDICARE	4122-000	15,993	17,206	22,811	23,521	0	23,521	12.5% Accounting Clerk II
ICMA EMPLOYER	4123-000	132	0	428	145	0	145	50% Accounting Clerk I
PENSION EXPENSE	4125-000	18,808	(20,087)	0	0	0	0	25% Office Specialist
HEALTH INSURANCE	4131-000	25,742	43,199	37,844	35,939	0	35,939	Temporaries: 580 hrs @ \$17/hr
LIFE & DISABILITY INSURANCE	4133-000	763	817	871	905	0	905	
DENTAL INSURANCE	4134-000	1,630	1,690	2,076	2,481	0	2,481	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	10,865	10,444	16,536	23,602	0	23,602	
		316,087	314,141	400,372	416,456	0	416,456	
SUPPLIES								
OFFICE SUPPLIES	4200-000	4,231	2,243	2,500	2,500	0	2,500	Utility Billing Forms, Computer and General Supplies
MAINTENANCE SUPPLIES	4211-000	16,759	26,513	45,000	45,000	0	45,000	Impellers, Screens, UPS, Heaters, Batteries, Manhole Repair Supplies, Check Valves, Gate Valves, Road Repair Materials
FUELS	4212-000	10,000	10,000	10,000	10,000	2,000	12,000	
SMALL TOOLS	4240-000	2,254	5,835	2,500	2,500	0	2,500	Valve Keys, Locators, Wrenches, Plumbing Tools
		33,244	44,591	60,000	60,000	2,000	62,000	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	184,009	166,803	165,300	165,300	0	165,300	Lift Station Cleaning, Lift Station Repairs/Upgrades, Sewer Line Cleaning/Camera, Sycom, Generator Maintenance/Inspection, Pump Repair/Service, Sewer Line
MUNICIPAL ENGINEER	4304-000	23,749	23,541	25,000	25,000	0	25,000	
OTHER CONSULTANTS	4310-000	10,999	11,602	24,375	24,375	(7,828)	16,547	Springbrook License Subscription - UB Module, Metro-iNet Services, Programs & Support (Includes Cisco Telephone)
TELEPHONE	4321-000	1,603	1,122	1,500	1,500	0	1,500	Cellular Phones, Lift Stations
POSTAGE	4322-000	4,837	5,443	5,000	5,000	0	5,000	Utility Billing Postage
TRAVEL & TUITION	4330-000	1,000	1,000	3,000	3,000	1,500	4,500	OSHA Compliance Safety Training
PRINTING & PUBLISHING	4340-000	0	532	500	500	0	500	
PAYMENT PROCESSING	4345-000	0	0	9,262	9,262	1,738	11,000	
INSURANCE	4360-000	15,500	17,627	17,540	17,540	4,590	22,130	
AUTO INSURANCE	4363-000	783	941	960	960	40	1,000	
UNIFORMS	4370-000	765	744	760	760	140	900	Clothing Allowance
ELECTRICITY	4381-000	31,682	32,548	32,000	32,000	0	32,000	Power to Run Lift Station Pumps and Controls
UTILITIES (WATER/SEWER)	4382-000	13,949	12,069	15,000	15,000	0	15,000	Blaine, Shoreview, and Centennial Utilities - Utility Connections
HEAT	4383-000	1,537	1,536	1,800	1,800	0	1,800	Natural Gas for On-site Generators
		290,413	275,508	301,997	301,997	180	302,177	
CONTRACTUAL SERVICES								
MCES TREATMENT CHARGES	4405-000	1,035,391	988,488	1,087,743	1,087,743	77,806	1,165,549	MCES Sewer Treatment Costs
CONTRACTED SERVICES	4410-000	11,333	14,123	5,758	5,758	75,802	81,560	Gopher One-Call, Utility Statement Processing, 2023 - Sanitary Sewer Lining Project
RENTED EQUIPMENT	4415-000	329	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	295	124	1,000	1,000	0	1,000	Sewer Operators Licenses, APWA Membership
		1,047,348	1,002,735	1,094,501	1,094,501	153,608	1,248,109	
DEPRECIATION								
ASSET DEPRECIATION	4510-000	512,771	550,018	574,323	574,323	(574,323)	0	Annual Depreciation Expense - Sewer Infrastructure & Equip
		512,771	550,018	574,323	574,323	(574,323)	0	
OTHER								
OPERATING TRANSFERS	4910-000	0	0	0	0	225,420	225,420	Sewer Fund Portion of 2023 Street Reconstruction
		0	0	0	0	225,420	225,420	
CAPITAL OUTLAY								
EQUIPMENT	5000-000	0	0	115,015	0	35,000	35,000	Lift 2 Generator Replacement \$35,000
		0	0	115,015	0	35,000	35,000	
TOTAL SEWER FUND		2,199,863	2,186,993	2,546,208	2,447,277	(158,115)	2,289,162	

**CITY OF LINO LAKES
STORM WATER OPERATING FUND (603)
2023 PROPOSED BUDGET**

Account Number	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
Operating Revenue							
Interest on Investments	603-000-3620-000	0	0	0	0	0	Includes Unrealized Gain/Loss on Investments
Storm Water Penalties	603-000-3858-000	0	0	0	0	0	
Storm Water Fee	603-000-3859-000	0	0	583,000	583,000	(46,530)	536,470
		0	0	583,000	583,000	(46,530)	536,470
Other Sources							
						0	
Use of Reserves		0	0	0	0	0	
		0	0	0	0	0	0
Total Operating Revenue & Other Sources		0	0	583,000	583,000	(46,530)	536,470

CITY OF LINO LAKES

STORM WATER (603-496)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES								
SALARIES	4101-000	0	0	136,793	150,293	0	150,293	5% Public Services Director
OVERTIME	4102-000	0	0	0	0	0	0	10% Community Development Director
ON CALL	4105-000	0	0	0	0	0	0	10% Public Works Superintendent
TEMPORARIES	4106-000	0	0	0	0	0	0	30% Streets Supervisor
WELLNESS PROGRAM	4108-000	0	0	0	72	0	72	25% Environmental Coordinator
PERA	4121-000	0	0	10,259	11,272	0	11,272	1 - 100% General Maintenance Worker
FICA/MEDICARE	4122-000	0	0	10,465	11,497	0	11,497	
ICMA EMPLOYER	4123-000	0	0	285	145	0	145	
PENSION EXPENSE	4125-000	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	0	0	20,516	7,819	0	7,819	
LIFE & DISABILITY INSURANCE	4133-000	0	0	417	466	0	466	
DENTAL INSURANCE	4134-000	0	0	944	1,102	0	1,102	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	0	0	8,364	12,719	0	12,719	
		0	0	188,043	195,385	0	195,385	
SUPPLIES								
OFFICE SUPPLIES	4200-000	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	0	0	17,000	17,000	0	17,000	
FUELS	4212-000	0	0	4,000	4,000	0	4,000	
SMALL TOOLS	4240-000	0	0	3,000	3,000	0	3,000	
		0	0	24,000	24,000	0	24,000	
OTHER SERVICES AND CHARGES								
PROFESSIONAL SERVICES	4300-000	0	0	7,000	7,000	(2,000)	5,000	Public Education, Consultant Services
MUNICIPAL ENGINEER	4304-000	0	0	35,000	35,000	2,000	37,000	Retainer (\$13,734), Project Development (\$23,266)
OTHER CONSULTANTS	4310-000	0	0	8,550	8,550	(8,550)	0	Metro-iNet Services, Programs & Support
TELEPHONE	4321-000	0	0	350	350	0	350	
POSTAGE	4322-000	0	0	955	955	0	955	Annual Utility Billing Postage
TRAVEL & TUITION	4330-000	0	0	2,500	2,500	(800)	1,700	
PRINTING & PUBLISHING	4340-000	0	0	0	0	0	0	
PAYMENT PROCESSING	4345-000	0	0	9,262	9,262	(9,262)	0	
INSURANCE	4360-000	0	0	0	0	40	40	Property Insurance
AUTO INSURANCE	4363-000	0	0	260	260	0	260	
UNIFORMS	4370-000	0	0	0	0	0	0	
ELECTRICITY	4381-000	0	0	0	0	0	0	
UTILITIES (WATER/SEWER)	4382-000	0	0	0	0	0	0	
HEAT	4383-000	0	0	0	0	0	0	
		0	0	63,877	63,877	(18,572)	45,305	
CONTRACTUAL SERVICES								
CONTRACTED SERVICES	4410-000	0	0	237,993	237,993	(10,993)	227,000	Sweeping/Repairs, SWMP (Ditch, Pipe, Pond) Cleaning, Annual Utility Statement Processing (\$300)
RENTED EQUIPMENT	4415-000	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	0	0	500	500	0	500	
		0	0	238,493	238,493	(10,993)	227,500	
DEPRECIATION								
ASSET DEPRECIATION	4510-000	0	0	0	0	0	0	
		0	0	0	0	0	0	
OTHER								
OPERATING TRANSFERS	4910-000	0	0	0	0	0	0	
		0	0	0	0	0	0	
CAPITAL OUTLAY								
EQUIPMENT	5000-000	0	0	68,587	58,953	(14,673)	44,280	Capital Equipment Reserve
		0	0	68,587	58,953	(14,673)	44,280	
TOTAL SEWER FUND		0	0	583,000	580,708	(44,238)	536,470	

WORK SESSION STAFF REPORT
Work Session Item No.7

Date: December 5, 2022
To: City Council
From: Michael Grochala, Community Development Director
Re: Trail Extension - Hodgson Road/County Road J Intersection Improvements

Background

In September the City Council approved the Joint Powers Agreement with Anoka County for the reconstruction of the Hodgson Road (CSAH 49) and Ash Street (County Road J) intersection. During the discussion the council requested that the pedestrian trail along the west side of Hodgson be extended from the Lyngblomsten project to Rohavic Ln.

Staff has reviewed the extension with Anoka County. While the trail can be incorporated into the project the city is responsible for acquisition of the required right-of-way. One parcel will be impacted by the proposed improvements. The preliminary design identified the need for approximately 1,700 square feet of permanent right-of-way and 2,205 square feet of temporary easement. The areas may change based on final design of the trail and avoidance of existing utility poles.

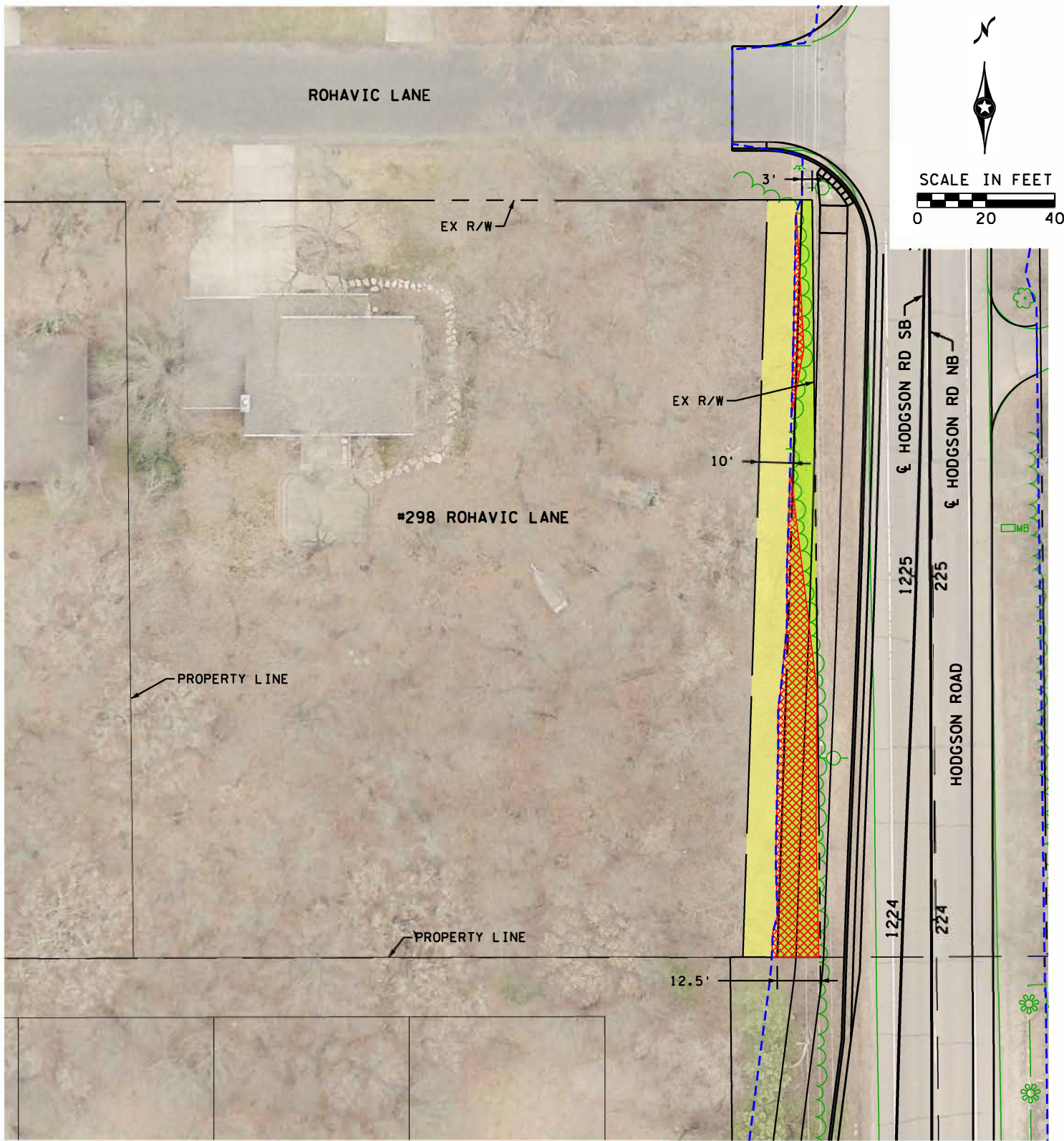
WSB will be assisting staff on the acquisition process. Once the construction limits are confirmed WSB will be contacting the property owners to discuss the proposed improvements and acquisition process. Any proposed acquisition settlement will be brought to the City Council for approval.

Requested Council Direction

Staff is requesting City Council direction to move forward with the acquisition process.

Attachments

1. Preliminary right-of-way exhibit



LEGEND

- - - - Construction Limits
- Existing Features
- Proposed Features
- XXXXXX Tree Removal
- ⊗ Tree Removal

AREAS (SQ FT)

NEW RW	NEW PE	NEW TE
NA	1708	2205

298 Rohavic Lane

PIN # 31-31-22-42-0017

SAP 002-632-019 & SAP 002-649-003

PRELIMINARY

11/16/2022