CITY COUNCIL AGENDA

· WORK SESSION ·

AMENDED

Monday, April 1, 2024

6:00 PM.

Community Room

1. Anoka County Lake Drive Corridor Study, Michael Grochala, Anoka County
2. Centerville Lake Alum Treatment, Matt Kocian & Andy Nelson
3. ERP Software, Hannah Lynch
4. Sale of Fire Apparatus, John Swenson
5. CSAH 49/CR J Joint Powers Agreement Amendment, Michael Grochala
6. Fire Department Analysis Discussion, City Council
7. Water Capacity and New Development, Councilmember Ruhland/Mayor Rafferty
8. Notification Requirements for Proposed Development Projects, Councilmember Ruhland/Mayor Rafferty
9. Council Updates on Boards/Commissions, City Council
10. 77th/MarketPlace Realignment, Land Acquisition, 698 77th Street, Michael Grochala (Closed session)
11. Adjourn

CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 1

STAFF ORIGINATOR: Michael Grochala, Community Development Director

WORK SESSION DATE: April 1, 2024

TOPIC: Lake Drive Corridor Study

BACKGROUND

The Anoka County Highway Department is completing a transportation corridor study for Lake Drive, from Main Street in Lino Lakes to Kettle River Boulevard in the City of Columbus. The purpose of the study is to develop a plan for future improvements to the corridor. An Open House was held in December of 2023 to gather public input on issues and needs along the corridor. Based on that information the County has developed alternative design options for public review. A 2nd Open House to share these alternatives and gather public input will be scheduled following updates to the Lino Lakes and Columbus City Council's.

Representatives from Anoka County will provide an overview of the study, issues identified, project goals, and the current recommended design concept. Additional information on the project can be found at:

https://storymaps.arcgis.com/stories/422db3bcd40b4df4932d4dd7b0f8ecc3

REQUESTED COUNCIL DIRECTION

Discussion only. County staff will be available to address any questions.

ATTACHMENTS

1. Study Corridor


Howard Lake
Lake Dr NE
COUNTY 19 ROAD
Crossways Lake Dr NE
ANOKA 23 COUNTY
145th Ave NE
Crossways Lake
141st Ave NE
Pine St
ANOKA 23 COUNTY
Rondeau Lake
Main St
35W
Key
Project Area
N

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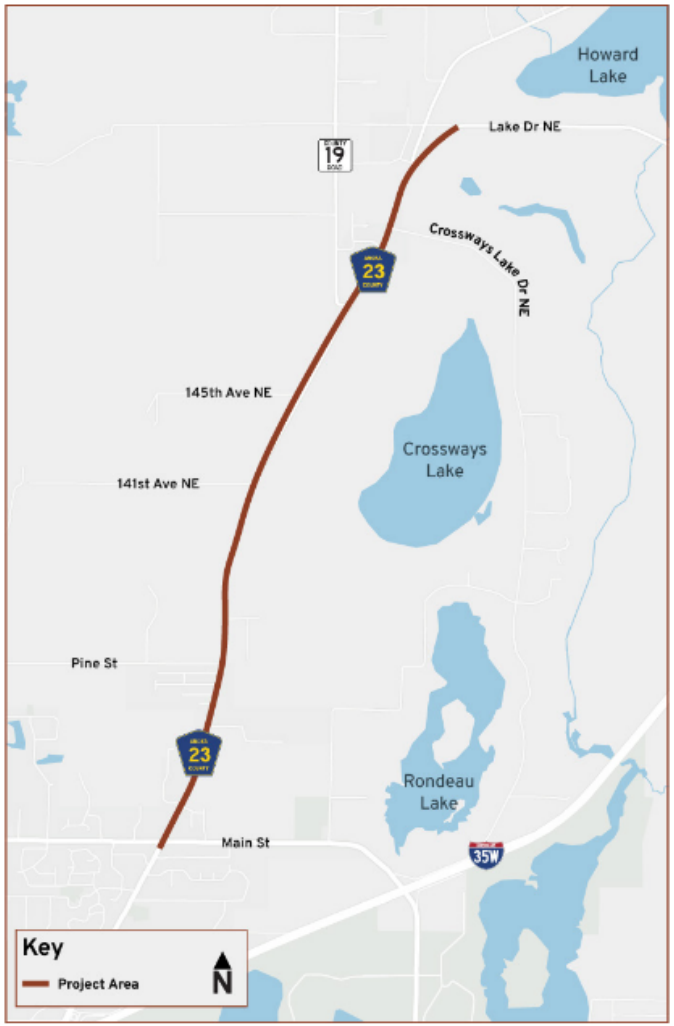
CSAH 23 Corridor Study

Lino Lakes Council Workshop

Monday, April 1, 2024



STUDY OVERVIEW & GOALS

Identify a future roadway design that is compatible with local and regional transportation needs.

Provide safe, efficient, and reliable mobility for all traffic modes.

Prioritize the safety and comfort of pedestrians and bicyclists through expansion of a trail network

Consider present and future access control needs

Support the existing and future planning goals of the Cities of Lino Lakes and Columbus

NOVEMBER – DECEMBER	JANUARY – FEBRUARY 2024	MARCH 2024
GATHER FEEDBACK	ALTERNATIVES	FINAL CONCEPT

NEXT STEPS			
FINAL CONCEPT	PRELMINARY DESIGN	FINAL DESIGN	CONSTRUCTION

Purpose and Need

- Primary Needs
  - Infrastructure Conditions
  - Walkability/Bikeability
  - Vehicle Safety
- Secondary Needs
  - Vehicle Mobility

COUNTY ROAD 23 (LAKE DRIVE) CORRIDOR STUDY

TRAVEL MODE OVERVIEW

LEVEL OF SERVICE GRADING

EXISTING CORRIDOR EVALUATION

VEHICLE

- Good traffic flow with minimal delays
- Elevated traffic speeds between County Road 62 and Pine St
- Elevated crash rate between Main St and County Road 19
- Over 140 access points in just over 4 miles - far exceeding county access guidelines

BICYCLE

- No existing bicycle facilities
- Cyclists must ride on wide paved shoulders next to high-speed traffic, high volumes of large trucks

GOOD — FAIR — POOR

TRUCK

- Nearly 400 trucks per day are observed
- Many businesses lack turn lanes

PEDESTRIAN

- No existing sidewalks, trails or marked crossings
- Lighting is sparce

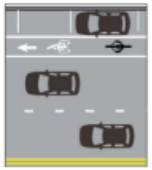
BIKE LEVEL OF TRAFFIC STRESS

1 — 2 — 3 — 4

Strong separation from all except low speed, low volume traffic. Simple crossings. Suitable for children.

Separate lane limits traffic interaction to crossings easy for adults to negotiate. Tolerated by "interested but concerned" bicyclists.

Narrow bicycle lane. Interaction with moderate speed or mutli-lane traffic and parked vehicles. Tolerated by "enthused & confident" bicyclists.



No bicycle lane on a busy street with higher speed traffic. Direct interaction with multi-lane traffic. Tolerated by "strong & fearless" bicyclists.

ON-STREET STRESS LEVEL

Visit bit.ly/highway-23 to learn more and provide input

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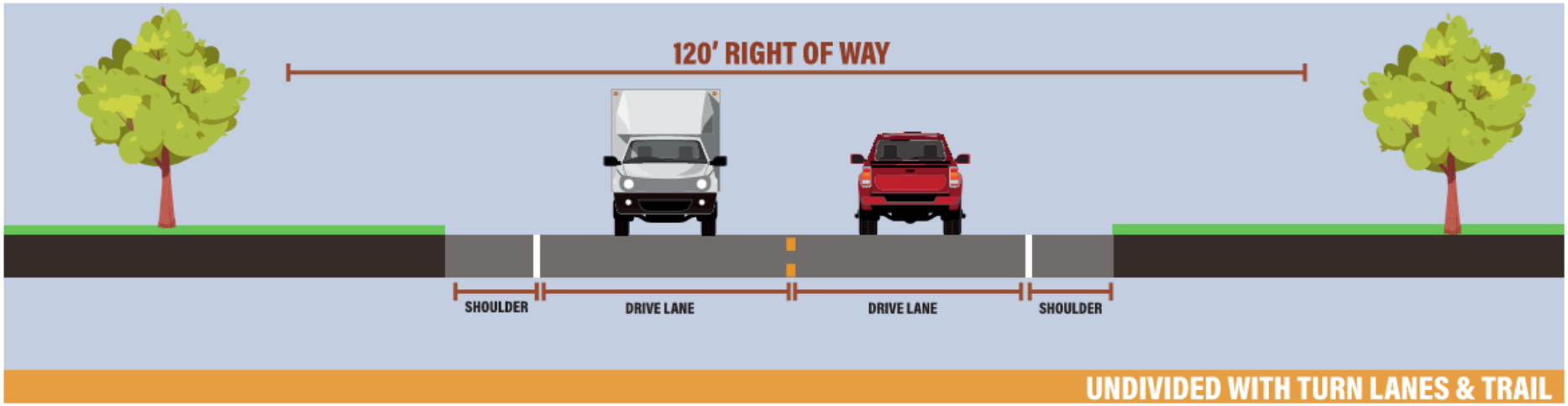
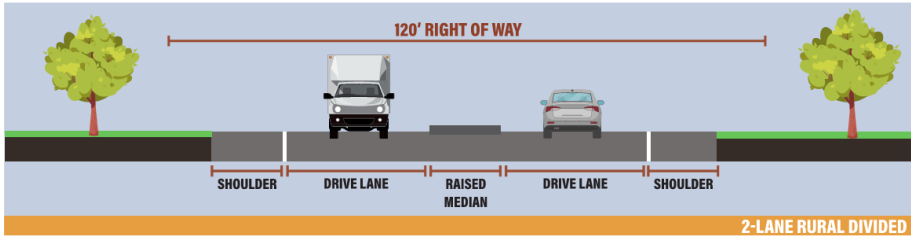
Existing Conditions Evaluation

- Traffic Volumes and Speeds
- Crash History
- Access Inventory and Management
- Intersection Traffic Control
- Turn Lane Needs
- Speed Limits

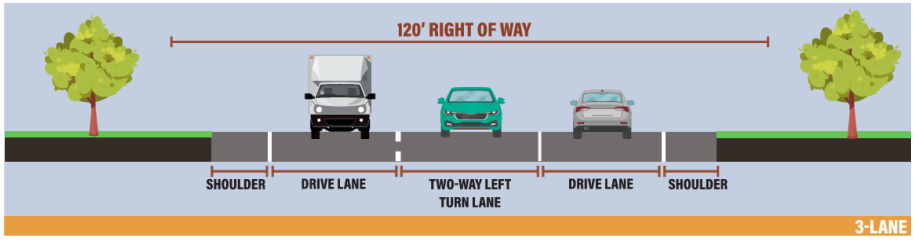
CROSS-SECTION: OPTION 1 *(EXISTING, NO CHANGE)*



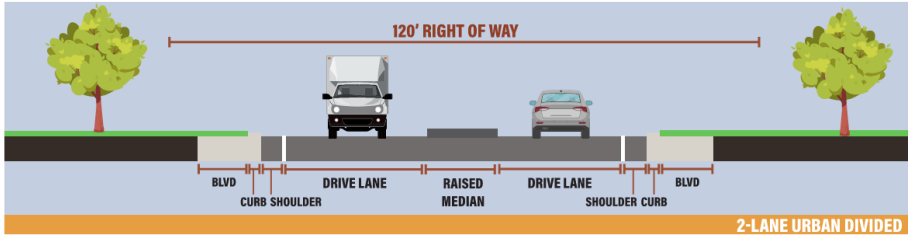
CROSS-SECTION: OPTION 2



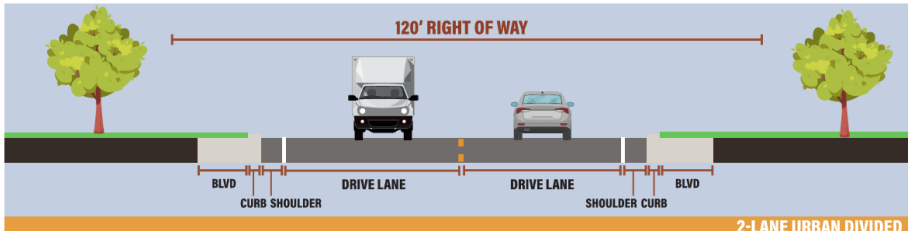
CROSS-SECTION: OPTION 3



CROSS-SECTION: OPTION 4



CROSS-SECTION: OPTION 5



Open House #1 Recap

- 50 attendees
- 50 comments received
- 42 typical section votes
- 289 website views

Comment Themes

Bicycle/Pedestrian Amenities
- Strong preference towards a mixed-use trail, would prefer to keep on one side of the road.
- Question where the bicycle/ pedestrian facilities will be added - along the entire length? Just a portion of Lake Dr?
- Request to add trail on the East side of Lake, specifically from Pine to Main

Configuration/Alignment
- Desire/request to assess and realign Diane St & 81st to match Lake as well as 155th & Kettle River Blvd. (x3)
- Request to maintain access at the intersection of Lake, Camp 3, and Kettle
- Desire for added left turn lanes at Paine & Orange Streets
- Consider adding roundabouts at Main and Pine Streets (x2)
- Add turn or bypass lane at Orange & Diane Streets

Maintenance/Utility Management
- Concern/request to improve drainage at Garage Solution Condos, and Vision
- Concern for potential runoff that will be directed to privately owned ditch due to construction
- Add more street lighting

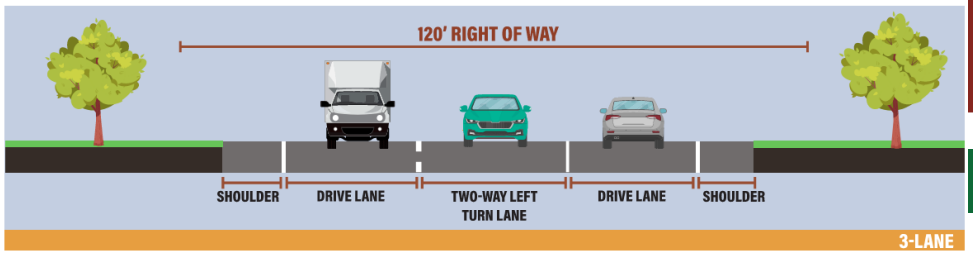
Roadway Safety
- Add flashing sign approaching the residential areas on Lake Dr (near Main St)
- Address safety of the stop light going north on Orange St
- General request for traffic calming measures – high speeds

Potential Design Comments
- Strong preference towards design concept #3 (3-lane roadway)
- Slight preference towards no medians – limits traffic flow
- Preference towards keeping trail to one side of the road

Truck Traffic
- Concern/desire to redirect trucks from local streets to Lake Dr.
- Too many trucks in the area – redirect to weigh station
- Desire to stop making businesses that need heavy trucks

Other
- Some confusion over the boundaries chosen for the study – would like the study to go all the way to 35-W (x3)
- Suggestion/preference of using concrete for paving
- Concerns over private property impacts

CROSS-SECTION: OPTION 3



Top Design Concepts – *21 Votes*

1st – Concept 3 *(17 votes)*
2nd – Concept 5 *(3 votes)*
3rd – Concept 1 *(1 vote)*

Sidewalk or Trail? – *16 Votes*

- **Sidewalk** *(1 vote)*
- **Trail** *(12 votes)*
- **Neither** *(3 votes)*

Sidewalk Placement – *5 Votes*

- **One Side** *(5 votes)*
- **Both Sides** *(0 votes)*

Open House #1 Recap

What we heard:

- Trail on one side of road desired
- Realign Diane St and 81st to match
- Turn lane requests
- Speeding, truck traffic
- Private property impacts

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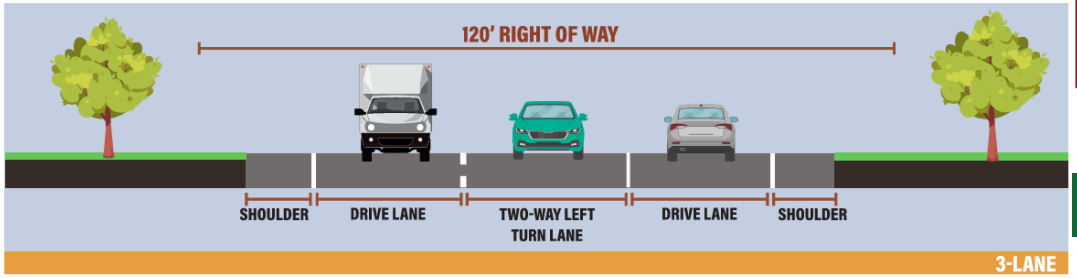
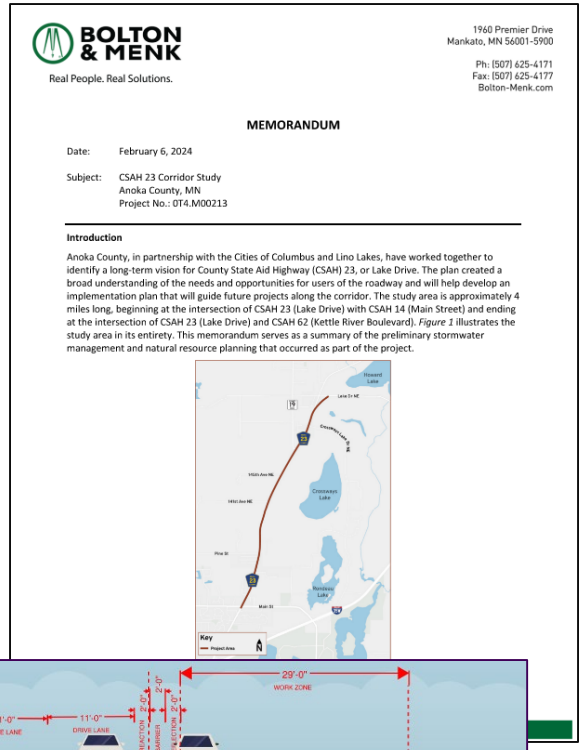


Technical Analysis Performed

- Turn Lane Warrants
- Intersection Traffic Control Evaluations
- Water Resources Considerations
- Constructability & Staging
- Typical Section & Concept Layout



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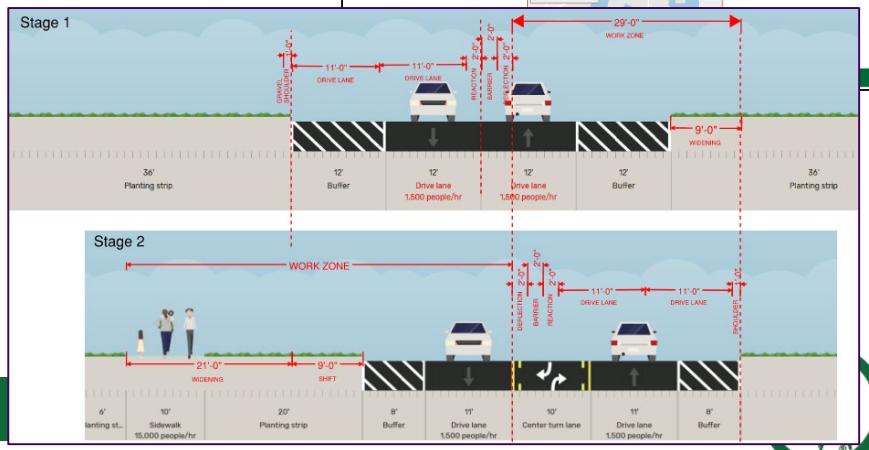
MEMORANDUM

Date: February 6, 2024

Subject: CSAH 23 Corridor Study
Anoka County, MN
Project No.: 0T4.M00213

Introduction

Anoka County, in partnership with the Cities of Columbus and Lino Lakes, have worked together to identify a long-term vision for County State Aid Highway (CSAH) 23, or Lake Drive. The plan created a broad understanding of the needs and opportunities for users of the roadway and will help develop an implementation plan that will guide future projects along the corridor. The study area is approximately 4 miles long, beginning at the intersection of CSAH 23 (Lake Drive) with CSAH 14 (Main Street) and ending at the intersection of CSAH 23 (Lake Drive) and CSAH 62 (Kettle River Boulevard). *Figure 1* illustrates the study area in its entirety. This memorandum serves as a summary of the preliminary stormwater management and natural resource planning that occurred as part of the project.



DRAFT Proposed Typical Section

Next Steps

- Alternatives Evaluation – December 2023
- Concept Layout Development – January 2023
- Refine Concepts – February/March 2023
- Determine Final Concept – April 2024
- Open House #2 – Late-April 2024
- Final Concept Refinement – May 2024
- Final Concept Approved – May 2024

Technical Information Boards
For Reference

COUNTY ROAD 23 (LAKE DRIVE) CORRIDOR STUDY

TRAFFIC SPEEDS & VOLUMES

SPEED & VOLUME FACTS:

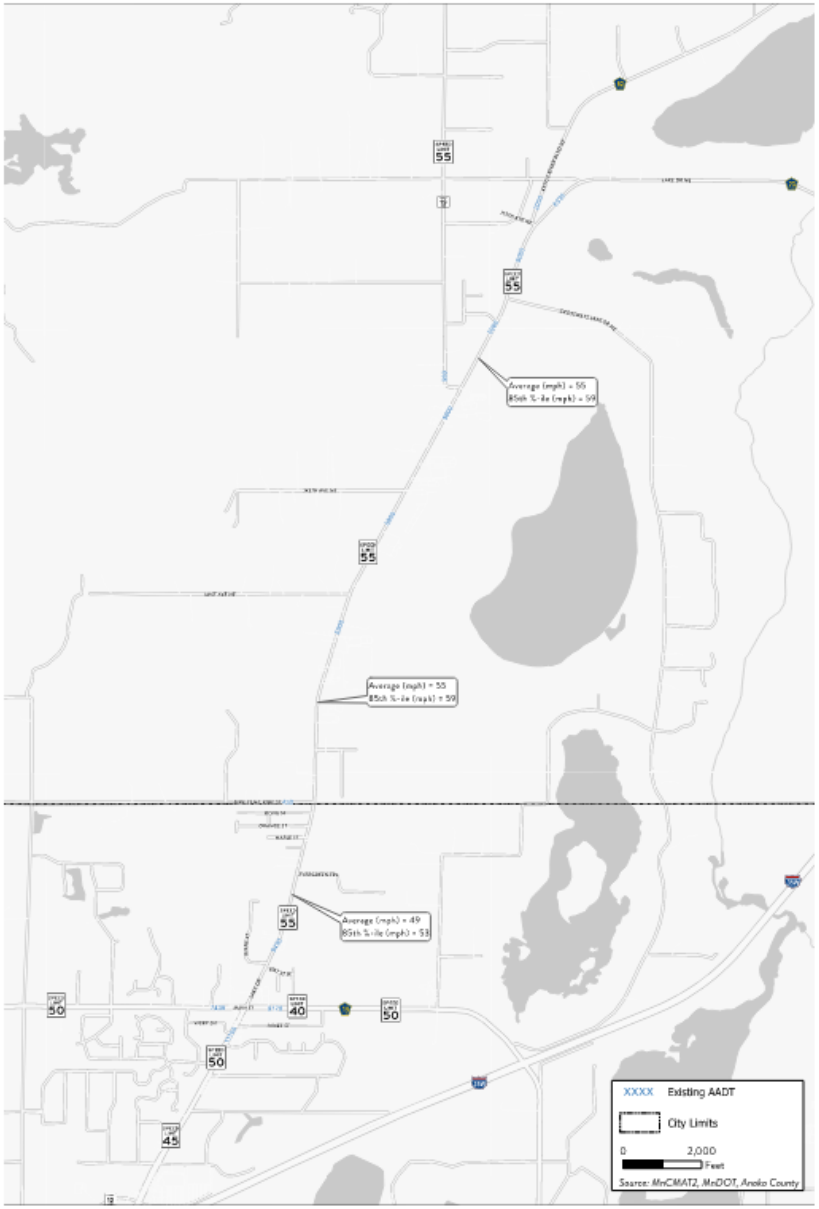
- Corridor Speed Limit is 55 MPH
- Average speeds are between 49 and 55 mph
- Speeds between 10 MPH and 82 MPH were recorded
- Speeding is a documented concern
- Forecasted traffic volumes are between 8,900 and 11,000 per day
- The highest traffic volumes are seen near Main St (9,100 vehicles per day)
- Traffic volumes are lowest between 141st Ave and 145th Ave (5,900 vehicles per day)
- Approximately 400 trucks per day are observed (8% of daily make up)

SPEED AND SAFETY

- 20% of all fatal crashes and serious injury crashes occuring on Minnesota roadways are attributed to speeding
- Speed related crashes have been increasing since 2020

ROADWAY CAPACITY:

A typical two-lane roadway has a capacity of 10,000 to 18,000 vehicles per day.
A typical three-lane roadway has a capacity of 15,000 to 20,000 vehicles per day.



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CRASH INFORMATION

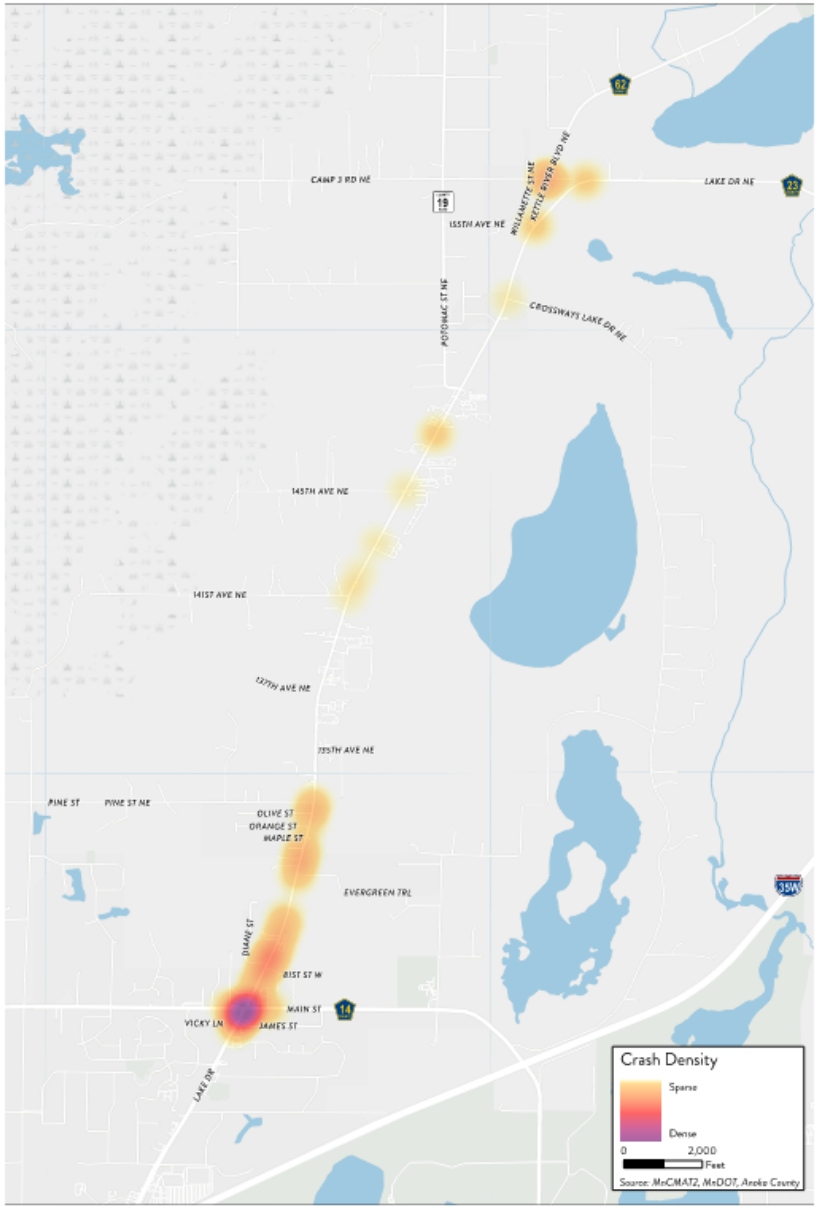
BY THE NUMBERS (CRASH DATA 2018-2022)

80 total crashes

- 43 intersection crashes
- 37 segment crashes
- 60% of all crashes are rear end or angle crashes
- 82% of crashes occured between Main St and Pine St
- No pedestrian crashes reported, 1 bike crash at Main St intersection

CRASH SEVERITY INFORMATION

- No intersections or segments with crash rates above the critical crash rate
- A crash rate above the critical crash rate indicates that the corridor or intersection is operating out of the normal range for crashes on similar facilities. There is a need for safety review and potential mitigation.
- While several intersections and segments are operating with an above average crash rate, this alone does not indicate there is a safety issue.



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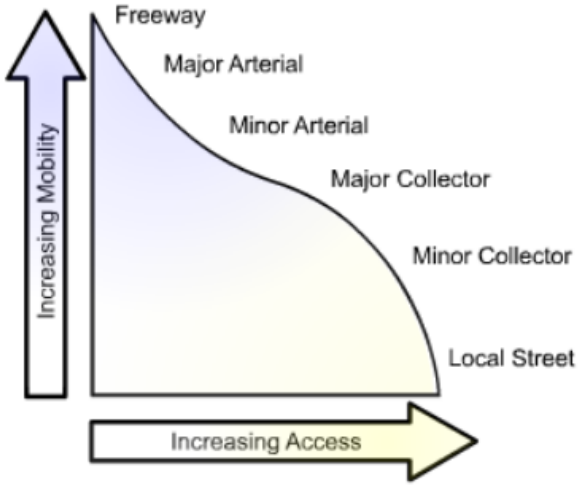
ACCESS MANAGEMENT

WHAT IS ACCESS MANAGEMENT?

- Planning and control of the location, spacing, design, and operation of driveways, median openings, and street connections to a roadway
- Designates where and how vehicles access and exit a roadway
- Helps protect public investment in roadways by:
  - Preserving mobility
  - Reducing delay
  - Minimizing crashes
  - Reducing conflict points
  - In most cases, access consolidation, relocation, or removal is not practical on CSAH 23

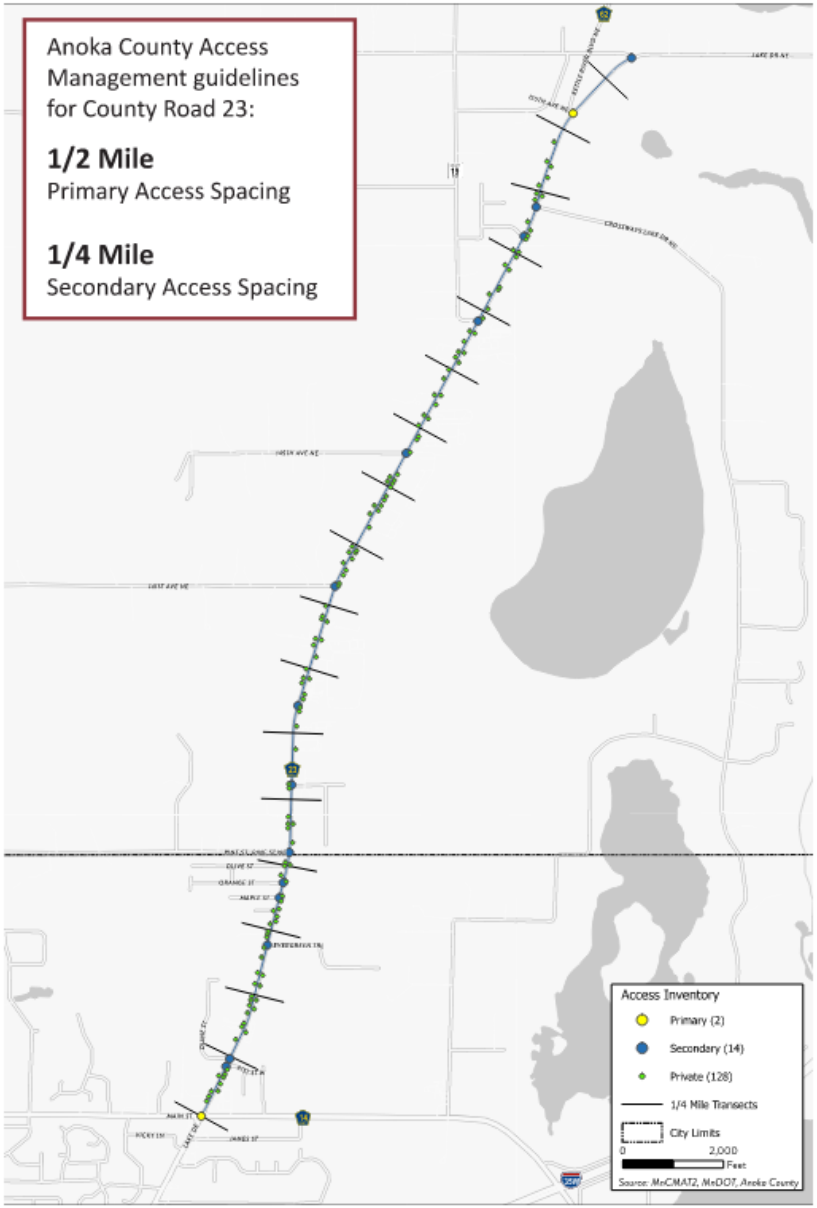
ACCESS VS. MOBILITY



Anoka County Access Management guidelines for County Road 23:

1/2 Mile
Primary Access Spacing

1/4 Mile
Secondary Access Spacing



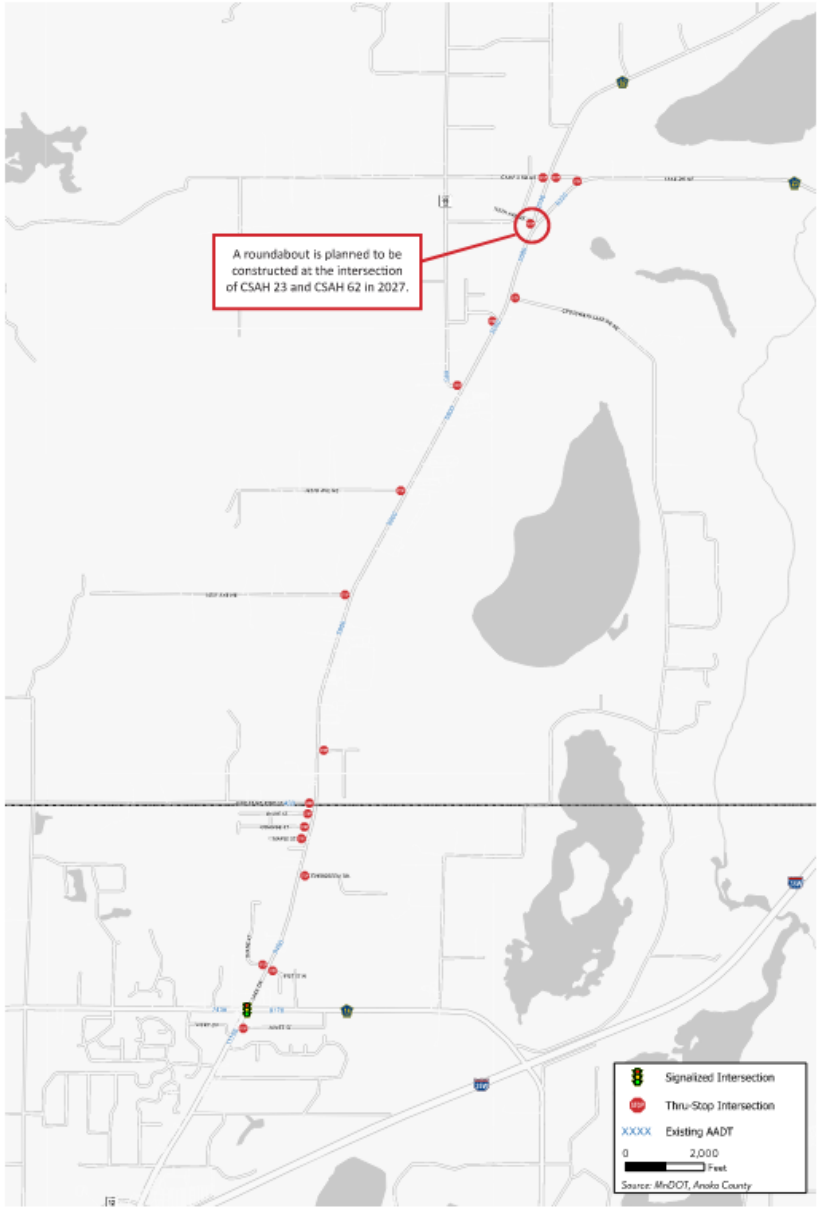
INTERSECTION TRAFFIC CONTROL

TRAFFIC CONTROL DEVICES BY TYPE:

- 1 signal
- 1 future roundabout at County Road 62
- 15 Two-Way Stop
- Specific traffic volume critera must be met in order for a traffic signal or all-way stop to be warranted. Unwarranted intersection controls are often unsafe and inefficient

TURN LANE POLICY AND ASSESSMENT

The corridor study will use Anoka County's policy for turn lane installations, as well as secondary information such as operations and traffic safety, to evaluate turn lane needs at all intersections within the study area.



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SPEED LIMITS

SPEED LIMITS ARE IMPORTANT BECAUSE THEY:

- Make roads safer by reducing variability in vehicle speeds.
- Help unfamiliar drivers know the appropriate speed.
- Help law enforcement curb dangerous behavior.

SPEED LIMITS ARE ESTABLISHED THROUGH MINNESOTA STATUTE 169.14. THE STATUTE:

- Defines speed for certain roadway types.
- Establishes a process for the State to determine speeds.
- Establishes a process for Cities to establish speed limits on City streets.

SPEED STUDIES EXAMINE:

- Actual speeds of vehicles using the roadway.
- Roadway type, condition, and length.
- Location of intersections and driveways.
- Traffic volume and crash history.
- Sight distance limitations caused by curves or hills.

After a speed study is conducted, a speed limit is set by the State. Posted limits reflect speeds for ideal road and weather conditions.

SPEED LIMIT FACTS:

- Lowering the posted speed limit will not slow traffic.
- Most people drive what is comfortable and safe to them regardless of posted speed limits.
- Lowering a posted speed limit does not reduce crashes.
- Improperly set speed limits decrease safety.

CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 2

STAFF ORIGINATOR: Andy Nelson, Environmental Coordinator

WORK SESSION DATE: April 1st, 2024

TOPIC: Centerville Lake Aluminum Sulfate Treatment-
Draft Cost-Share Agreement

BACKGROUND

Rice Creek Watershed District (RCWD) has been awarded $954,500 in grant funding to be used for improving water quality in Centerville Lake. The majority of these funds will be used for alum treatments that will address internal phosphorous loading that has been responsible for algae blooms and other water quality issues. RCWD is seeking financial support from local partners to assist in meeting a 10% local match requirement for the awarded grant funds.

Matt Kocian, Lake and Stream Manager with RCWD, will be present to discuss the project, explain details of the attached cost-share agreement, and to answer questions from the Council.

The source of the grant funding is the Clean Water Fund, which is used to protect, enhance, and restore water quality in lakes, rivers, and streams, and to protect groundwater from degradation. The majority of the grant amount will be used for aluminum sulfate ("alum") treatments to address internal phosphorous loading. Alum is a commonly used tool for managing internal phosphorus loading and has been successfully used on many lakes in Minnesota and across the country. Additional funds may be used for monitoring, engineering, and potentially reestablishing some native species in the lake. The alum treatments could begin as early as spring 2024.

RCWD is requesting a financial contribution from each project partner to assist with meeting grant match requirements. Partners on this project include the City of Centerville, Anoka County, and the City of Lino Lakes. RCWD is requesting 22.6% of the local match required from each of the project partners. The total amount requested from each of the partners will not exceed $35,000. RCWD will be providing the remaining portion of the match requirement and any additional money needed should the project go over budget.

Support for this financial partnership can be found in the Lino Lakes Local Water Management Plan. The following goals and policies related to water quality management are applicable to the Centerville Alum Treatment project:

Goal 2.1
Protect and improve water quality and the scenic and ecological values of City lakes, wetlands, and other aquatic assets.
Policy 2.1B
Preserve and improve the recreational resources associated with water by improving water quality.

Goal 2.2
Initiate and continue collaborations to address, restore, and preserve the water quality of the region's lakes, wetlands, and other aquatic assets.
Policy 2.2A
Work with and partner with the RCWD, VLAWMO, and adjacent local governments to protect high quality resources.
Policy 2.2B
Collaborate with adjacent jurisdictions and agencies to meet TMDL goals and remove impaired water bodies from the impaired waters list.

Goal 7.1
Identify, protect, and preserve the desirable natural areas and ecological and aquatic resources of the community.
Policy 7.1B
Maintain the partnership of Lino Lakes and RCWD and other groups such as Anoka County to maintain, restore, and manage the aquatic, aquatic dependent, and upland areas of the City.

The City contribution to the project would come from the Surface Water Management Fund. This fund was created in 1992 to meet administrative, planning, ponding, and water quality requirements imposed by State and Federal regulations. These funds are specifically intended for water quality projects. The City annually plans for water quality improvements to implement the Local Water Management Plan goals and policies.

The Environmental Board voted in favor of supporting the Centerville Lake aluminum sulfate treatments at their January 31st, 2024 meeting.

The City Council was provided with an overview and background information on the alum treatment project at the March 4th, 2024 Work Session.

REQUESTED COUNCIL DIRECTION

Staff is requesting City Council feedback regarding participation in the aluminum sulfate treatment project and on the Cost-Share Agreement document provided by RCWD.

ATTACHMENTS

1. Draft Cost-Share Agreement for Centerville Lake Internal Phosphorous Load Reduction Project

COST-SHARE AGREEMENT
RICE CREEK WATERSHED DISTRICT and []

Centerville Lake Internal Phosphorus Load Reduction Project

A. The Rice Creek Watershed District (RCWD) and _____ enter into this agreement to facilitate RCWD performance of the Centerville Lake Internal Phosphorus Load Reduction Project ("Project"), intending it to be legally binding.

B. The Project will provide for the in-lake application of aluminum sulfate ("alum") to Centerville Lake, in order to reduce sediment-phosphorus release within the lake and improve water quality and clarity. The Project plan provides for two applications, in 2024 and 2026. Between the two applications, RCWD will collect sediment cores and use sediment chemistry data to refine the second dose. RCWD estimates that the activity will reduce phosphorus loading to Centerville Lake by 178 pounds annually, and will allow the lake to transition from impaired to unimpaired status.

C. RCWD applied to the State of Minnesota for a competitive Clean Water Fund (CWF) grant for the Project, and has been awarded a grant in the amount of $954,500. The grant requires a local match in the amount of 10 percent of the grant award. _____ finds the Project to be in the public interest, and wishes to contribute a part of the local match in order to advance the Project.

D. RCWD has retained a qualified and experienced engineering firm to determine dosage and prepare specifications for the Project and to monitor the application. RCWD is prepared shortly to issue a request for quotes and to contract for application in Spring 2024.

ACCORDINGLY:

1. RCWD will maintain contracts with the engineer and applicator, and will be responsible to implement the Project, make all judgments in the performance of the Project, and make all payments due to the engineer and applicator. RCWD will be responsible to conform to the CWF grant agreement and will receive all payments thereunder for Project use.

2. When the work under the applicator's contract is completed, RCWD will provide to _____ an accounting of: (a) RCWD payment under the engineer's and applicator's contracts; (b) the amount of grant funds received; and (c) the amount of the RCWD payment to the engineer and applicator not covered by grant funds ("local share"). Within 30 days of receiving the accounting, _____ will disburse to RCWD an amount equal to 22.6 percent of the local share or $35,000, whichever is less.

3. This agreement is not a joint powers agreement within the meaning of Minnesota Statutes §471.59 and neither party agrees to be responsible for the acts or omissions of the other party within the meaning of subdivision 1a(a) of that statute. Each party is responsible for its own acts and omissions to the extent authorized by law. This agreement creates no right in any third party, and waives no immunity, defense or liability limit with respect to any third party or the other party to the agreement. Only contractual remedies are available for the failure of a party to fulfill the terms of the agreement.

DRAFT

[signature blocks]

DRAFT

CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 3

STAFF ORIGINATOR: Hannah Lynch, Finance Director

WORK SESSION DATE: April 1, 2024

TOPIC: ERP Software

BACKGROUND

At the February 5, 2024 Work Session, staff received support from the City Council for the replacement of the existing Springbrook software. Main drivers behind the replacement include integrating Community Development and Human Resource solutions as well as a finance suite that can automate processes and utilize modern technology.

Springbrook requires a 60 day written notice for termination and renews annually on September 1st. They were notified that the City is exploring new software and they understood wanting a system that has Community Development and a robust Human Resources module. It appears they are aware that the City has outgrown the software they provide.

Request for Quotes

Staff requested input on software providers from the Minnesota Government Finance Officers Association listserv. A great response was received by 22 other municipalities and it was clear that BS&A and Civic Systems are the top software vendors. Staff received quotes and demos from both BS&A and Civic Systems. Oracle and Tyler Technologies were also engaged, although their follow-up was concerning, they didn't offer an integrated solution, or the reviews received from other municipalities were not great.

Software	Conversion/Implementation/Training	Annual Maintenance
BS&A	$252,930	$83,145
Civic Systems*	$200,800	$39,110

*Total quote plus Business Licenses and Human Resources

Following demos of both BS&A and Civic Systems offerings, staff recommends proceeding with BS&A software. While BS&A is not the low cost option, their offerings will better fit the needs of the City. Both offer integrated cloud-based solutions, but BS&A provides a modern user friendly experience, great customer support, more automatic workflows, and innovation in terms of how the software can improve processes resulting in efficiencies.

BS&A Software

BS&A performed remote demos of their Financial Management, Personnel Management, and Community Development modules. Staff was impressed with the user friendly interface and dashboards, built in workflows, and integration with Laserfiche. Each process that would be performed in BS&A would look entirely different than it does today with Springbrook. The ability to use the software to electronically share, approve, process, and store information will contribute to efficiencies in every city department. For example, invoice processing would drastically change with BS&A:

Invoice Processing – Current Procedure with Springbrook

1. Invoices are received in many different places (mailed to different city buildings and received by many staff through email)
2. Those paper invoices need to be routed to the correct department
3. The purchaser manually writes the GL code and description on the invoice
4. The paper invoice is routed to the department director for signature
5. The paper invoice must be turned in at City Hall for processing
6. The Accounts Payable Clerk data enters all of the invoice information into Springbrook including the GL code and description
7. The Finance Director reviews the tentative check listing printed out from Springbrook to each paper invoice
8. Once the invoice batch is finalized and checks are processed, the Office Specialist scans each invoice into Laserfiche for official data retention

Invoice Processing – New Procedure with BS&A

1. Invoices would be received in a central location (either at City Hall Attn: Finance Department or through the accounts payable email address managed by Finance)
2. The Accounts Payable Clerk scans in paper invoices or uploads electronic invoices into BS&A and electronically routes them to the appropriate department
3. The purchaser is notified that they have an invoice to approve. They view the invoice electronically through BS&A and enter a GL code and description.
4. The department director is notified that they have an invoice to approve. They view the invoice, GL Code, and description electronically through BS&A.
5. The Finance Director can review and approve invoices once the department director has finished approval
6. The Accounts Payable Clerk can process checks
7. Since BS&A would be integrated with Laserfiche the scanned invoice is already stored in Laserfiche for official data retention

The ability to realize efficiencies with BS&A functionality can be outlined for every process:

- Bank Reconciliation

- Project and Grant Accounting
- Journal Entries
- Budgeting
- Quarterly Financial Reporting
- Utility Billing Certification
- Electronic Timesheets
- Applicant tracking and onboarding
- Pay increases
- Business Licensing
- Code Enforcement
- Building Permits
- Building Inspections

In addition to the software itself, BS&A has great customer support. Respondents to the listserv not only said so, but the statistics speak for themselves. The average response time is 45 minutes; 60 minutes in January 2024 mostly due to year-end items such as W2s and 1099s and 25 minutes in November 2023. BS&A requires their staff to hold a Bachelor's Degree in accounting and/or have municipal experience.

The BS&A Minnesota Client List Speaks for itself (City, Population, Old Software, Conversion):

- City of Prior Lake, MN / 24K / AS400 – 2014
- City of New Brighton, MN / 22K / AS400 - 2016
- City of Shoreview, MN / 24K / AS400 - 2017
- City of Victoria, MN / 7.5K / Banyon - 2016
- City of Alexandria, MN / 11K / Banyon – 2018
- City of Dayton, MN / 5K / Banyon – 2018
- City of Delano, MN/ 6K / Banyon – 2018
- City of Plymouth / 45K / Harris – 2018 (CD) – 09/2019
- City of Brainerd, MN / 14K / Tyler Incode – 2019
- **City of Forest Lake, MN / 19K / Springbrook** - 11/2019
- City of Robbinsdale, MN / 14K / LOGIS – 12/2019
- **Chanhassen, MN / 25K / Springbrook** – 01/2020 CD
- **Moorhead, MN / 38K / Springbrook** – 04/2020
- City of Wyoming, MN / 8K / Banyon – 09/2020
- City of Byron, MN / 7K / Banyon – 10/2020
- City of Carver, MN / 5K / Permit Works - 11/2020
- Columbia Heights, MN / 20K / ACS – 04/2021
- City of Corcoran, MN / 6K / Banyon – 07/2021
- Pine City, MN / 3K / Banyon – 12/2021
- City of Northfield, MN / 20K / Tyler Incode – 04/22

- City of St Francis, MN / 7K / Tyler Incode – 06/22
- City of Excelsior, MN / 3K / Banyon – 06/22
- **City of Roseville, Ramsey, MN /36K/ Springbrook** – 12/22
- City of Hastings, Dakota Co, MN / 22K / Tyler Incode – 12/22
- City of Lakeville, Dakota Co, MN / 65K / LOGIS – 02/23
- **City of Baxter, Crow Wing, MN / 8K / Springbrook** – 04/23
- City of Coon Rapids, Anoka Co, MN / 64K / LOGIS – 04/23
- City of Eden Prairie, Hennepin Co, MN / 65K / LOGIS – 07/23
- City of New Hope, Hennepin Co, MN / 22K / LOGIS – 10/23
- City of Fergus Falls, Otter Tail Co, MN / 14K / AS400

Timing of Software Conversion

BS&A is 16-18 months out from the time of signing the contract to going live and fully functioning in the new software. If a contract is signed in April 2024 that puts the City at an August/September 2025 conversion.

Financing of Software Conversion

The BS&A quote includes both the annual maintenance on the modules ($83,145) and data conversion, implementation and training cost ($252,930). Annual maintenance is due upon activation of the customers site so there is likely to be an overlap with current annual maintenance contracts at first. The data conversion, implementation and training costs are within the original budget proposed by staff ($250,000) and would be accommodated by:

- $100,000 General Fund Reserves
- $152,920 Closed Bond Fund Reserves

The increased BS&A annual maintenance is expected to be financed as follows:

	BS&A	Springbrook/PermitWorks
Financial Modules* – General Fund	$45,605	$30,574
Utility Billing Module** – Water and Sewer Funds	$9,525	$6,825
Community Development*** - General Fund	$21,060	$6,575
Human Resources – General Fund	$6,955	Do not currently have

*Includes General Ledger, Accounts Payable, Cash Receipting, Accounts Receivable, Fixed Assets, Payroll, Timesheets

**Includes Online Bill Pay

***Includes Business Licensing

The increased annual maintenance will be included in the annual budgeting process for 2025:

Current 2024 Budget for Springbrook and PermitWorks	
General Fund	$ 36,100.00
Water & Sewer Funds	$ 6,608.00

Proposed 2025 Budget for Conversion to BS&A	
General Fund	$ 72,577.00
Water & Sewer Funds	$ 10,703.25

Proposed 2026 Budget for BS&A Software	
General Fund	$ 73,620.00
Water & Sewer Funds	$ 9,525.00

REQUESTED COUNCIL DIRECTION

Staff recommends contracting with BS&A for ERP Software.

ATTACHMENTS

BS&A Quote

Civic Systems Quote

Budgetary Estimate for:

City of Lino Lakes, Anoka County MN

February 15, 2024

Quoted by: Dan J. Burns, CPA

Software and Services for BS&A Cloud

Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to ***listen****. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT / fax (517) 641-8960
bsasoftware.com

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices listed are estimates based on information currently available.

Cloud Modules

Financial Management	
General Ledger	**$7,330**
Accounts Payable	**$6,020**
Cash Receipting	**$6,645**
Accounts Receivables	**$5,640**
Fixed Assets	**$5,515**
Utility Billing *(approximately 5,500 utility accounts)*	**$6,600**
Personnel Management	
Payroll	**$9,955**
Human Resources	**$6,955**
Timesheets	**$4,500**
Community Development	
Building Department	**$10,190**
Business Licensing	**$5,765**
BS&A Online	
Community Development *Permit Application Feature - Enables contractors and the general public to submit permit applications online (A fee of $3/application is accumulated and billed to the municipality).*	**$5,105**
Public Records Search + Online Bill Pay *With use of integrated Credit Card Processor*	**$2,925**
Subtotal	**$83,145**

Dan J. Burns, CPA, Account Executive | (855) 272-7638 | dburns@bsasoftware.com

Prices good for a period of 120 days from date on proposal

Data Conversions/Database Setup

Convert existing Springbrook data to BS&A format:	
General Ledger (COA, Balances, Budget, Up to 10 Years Journal Transaction history)	**$7,035**
Accounts Payable (Vendors, Up to 10 years invoices and check history)	**$6,080**
Cash Receipting (Receipt items, Up to 10 years receipt history)	**$6,180**
Accounts Receivables (Customers, Invoice and Receipt History, if available)	**$7,275**
Fixed Assets (Asset Information)	**$6,010**
Payroll (Database Setup, Employee detail and YTD, Up to 10 years check history)	**$15,030**
Utility Billing (Accounts, Services, Deposits, Rates, Meters; Up to 10 Years of Service, Billing & Payment History)	**$9,400**
Convert existing Permit Works data to BS&A format:	
Building Department (per database)	**$16,200**
Business Licensing (per database)	**$10,320**
Database Setup:	
Human Resources (Setup of Licenses, Certifications, Benefit Plans, Positions. Not assigned to Employees)	**$3,300**
Subtotal	**$86,830**

No conversion or database setup to be performed for:

Timesheets

Custom Import

Custom import from third-party software to populate Building Department database with parcels, properties, and current owners.	**$1,500**
BS&A Integration with Laserfiche Document Management System *Ability to store and retrieve document attachments in Laserfiche Document Management system, for all currently integrated BS&A modules.*	**$1,575**
Subtotal	**$3,075**

Dan J. Burns, CPA, Account Executive | (855) 272-7638 | dburns@bsasoftware.com

Prices good for a period of 120 days from date on proposal

Project Management and Implementation Planning

Services include:

- *Analyzing customer processes to ensure all critical components are addressed.*
- *Creating and managing the project schedule in accordance with the customer's existing processes and needs.*
- *Planning and scheduling training around any planned process changes included in the project plan.*
- *Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.*
- *Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.*
- *Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.*
- *Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).*

$35,375

Implementation and Training

- *$1,100/day*
- *Days quoted are estimates; you are billed for actual days used*

Services include:

- *Setting up users and user security rights for each application*
- *Performing final process and procedure review*
- *Configuring custom settings in each application to fit the needs of the customer*
- *Setting up application integration and workflow methods*
- *Onsite verification of converted data for balancing and auditing purposes*
- *Training and Go-Live*

Software Setup	Days:	8		**$8,800**
Financial Management Modules	Days:	20		**$22,000**
Personnel Management Modules	Days:	25		**$27,500**
Community Development Modules	Days:	16		**$17,600**
	Total:	69	Subtotal	**$75,900**

Dan J. Burns, CPA, Account Executive | (855) 272-7638 | dburns@bsasoftware.com

Prices good for a period of 120 days from date on proposal

Cost Totals

Modules	$83,145
Data Conversions/Database Setup	$86,830
Custom Import	$3,075
Project Management and Implementation Planning	$35,375
Implementation and Training	$75,900
Total Proposed	**$284,325**
Travel Expenses	*$51,750*

Payment Schedule

1st Payment:	**$122,205** to be invoiced upon execution of this agreement.
2nd Payment:	**$83,145** to be invoiced at activation of customer's site.
3rd Payment:	**$130,725** to be invoiced upon completion of training.

Dan J. Burns, CPA, Account Executive | (855) 272-7638 | dburns@bsasoftware.com

Prices good for a period of 120 days from date on proposal

Cloud Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Financial Management	
General Ledger	$7,330
Accounts Payable	$6,020
Cash Receipting	$6,645
Accounts Receivables	$5,640
Fixed Assets	$5,515
Utility Billing	$6,600
Personnel Management	
Payroll	$9,955
Human Resources	$6,955
Timesheets	$4,500
Community Development	
Building Department	$10,190
Business Licensing	$5,765
BS&A Online	
Community Development	$5,105
Public Records Search	$2,925
Laserfiche Integration	$1,575
Total Annual Service Fees	**$84,720**

Dan J. Burns, CPA, Account Executive | (855) 272-7638 | dburns@bsasoftware.com

Prices good for a period of 120 days from date on proposal

Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Cash Receipting Hardware

			Quantity		Cost
Epson THM-6000V Series Receipt Printer*	$925	x	_____	=	$_____
APG Series 100Cash Drawer**	$275	x	_____	=	$_____
Honeywell Hyperion 1300g Linear-Imaging Scanner	$275	x	_____	=	$_____
Credit Card Reader (if using Invoice Cloud)	$75	x	_____	=	$_____

This will add $_____ to the Total Proposed.

***IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.*

Please provide the number of cash drawers that will be hooked up to the printer_____

Note: The availability, model numbers, and pricing for all third party hardware listed above is subject to availability from the manufacturers. In the event that the listed hardware is no longer available at the time of purchase, a comparable replacement will be available, at the then current cost. Returns require pre-approval, and all purchased equipment must be shipped back to BS&A in its original packaging. Returns are subject to a re-stocking fee of $50.00.

Additional Training - Building Department Report Designer

Most of our Building Department customers heavily use our Report Designer, which is included free with the program. Report Designer Training is not included in the training quoted on this proposal and is highly recommended. You may attend a class at our office in Bath Township, or we can train at your location. Report Designer Training is typically completed in one day.

Please check the option you are interested in. Report Designer Training will be scheduled after successful implementation and training of your Building Department software.

___ Classroom training, $205/person/day

___ On-site training (unlimited attendees), $1,100/day, travel not included

BS&A Online

Connection Requirements

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).

Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit https://www.bsasoftware.com/solutions/bsaonline/public-records-search/ for information.

Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name_____ Title_____

Phone/Fax_____ Email_____

Mailing Address_____

City, State, Zip_____

IT Contact

Name_____ Title_____

Phone/Fax_____ Email_____

Mailing Address_____

City, State, Zip_____

Computer Software and Conversion Services Proposal

City of Lino Lakes

Prepared by Civic Systems, LLC

civicsystems

strong software, strong community

A SUBSIDIARY OF BAKER TILLY US, LLP

Civic Systems, LLC
4807 Innovate LN
P.O. Box 7398
Madison, WI 53707-7398
Phone: 888.241.1517
Fax: 608.249.1050
mlaesch@civicsystems.com
www.civicsystems.com

March 11, 2024

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civicsystems
strong software, strong community
A SUBSIDIARY OF BAKER TILLY US, LLP

TRANSMITTAL LETTER

March 11, 2024

City of Lino Lakes
125 Pinecone Road North
Lino Lakes, MN 56377

Dear Hannah:

It has been great speaking with you about the possible future software needs of the City of Lino Lakes. We are pleased to have this opportunity to submit our software solutions to you. Our proposal is based on your request for information and our prior experience in providing these services to clients with similar needs.

Civic Systems, LLC (Civic) has the experience and resources necessary to meet your needs and assist you with this very important project. We would like to highlight several factors that distinguish Civic from other firms.

Full Service Firm

Civic provides a full range of software services specifically developed for cities and municipal utilities to over fifty new clients every year. These services include total turnkey software solutions. We are committed to enabling our clients to print utility bills, accounts payable checks, payroll checks, and monthly reports immediately after leaving our training facility. This process eliminates or minimizes the need to run parallel systems.

Experience

We understand the demands on your time and the pressures you face. This understanding comes from our continuing relationship with over 250 municipalities and 300 utilities throughout the Midwest. Our team includes CPAs, trainers with over twenty years of training experience, and quality help desk analysts ready and waiting to answer your every question. Civic is a subsidiary of Baker Tilly US, LLP (Baker Tilly). Baker Tilly is one of the top 15th largest accounting and consulting firms in the United States and prides itself on its public sector practice that includes over 150 full time, fully dedicated public sector practitioners. This unique and strong Civic/Baker Tilly relationship allows us to provide unmatched public sector expertise.

Depth of Resources

Our project team members all have extensive software experience. All team members are available at any time for consultation. Our quality products and service will provide you with information you need to make timely and accurate management decisions, while meeting the needs of your customers.

City of Lino Lakes

March 11, 2024

Page 2

Commitment

Civic has a long-standing tradition and solid reputation of providing high quality services to municipal government. To illustrate that commitment, we have a separate practice group devoted entirely to serving municipalities and their utilities.

Timely Service

Our experience with software and conversion services allows us to provide a highly efficient and cost-effective transition from your legacy system.

We appreciate the opportunity to submit this proposal and welcome the opportunity to discuss specific aspects of it with you. The information included in this packet is valid for 90 days. If you have any questions or need additional information, please contact me at 888.241.1517. We look forward to working with you on this important project.

Sincerely,

CIVIC SYSTEMS, LLC

Michael Laesch, Vice President – Business Development and Client Relations

ML

Enclosures

Components of Success

A successful software investment involves two critical components: the software itself and the conversion, education, on-site assistance and support services provided with the software.

Caselle's software suite, coupled with the strength and stability provided by Baker Tilly and Civic's years of experience and depth of knowledge, ensures that your software investment will retain its value through the years. Our role as your trusted advisors gives you the peace of mind of knowing that professional, 100% public sector focused CPAs and consultants will guide you along the path toward a successful software investment.

Each critical component of a successful software investment is briefly discussed on the following pages.

Components of Success

SOFTWARE

Over 14 years ago, Civic Systems entered into an agreement with Caselle, Inc. to represent their software throughout the Midwest. Caselle's software is the result of a long evolution that began in the 1950's as a part of a small CPA firm. Today, Caselle, Inc. provides fully integrated, true Windows-based financial and utility billing software to over 1,100 clients throughout the United States.

All conversion, education, on-site assistance and support services are provided out of Civic's Madison, Wisconsin headquarters.

Caselle's software, coupled with the public sector expertise of Civic and Baker Tilly, provide an unbeatable team to ensure a successful and long-lasting software investment.

CONVERSION

The success of any project usually depends on adequate up front planning. Software conversion is no different. From the first meeting until the last total is tested, an in-depth timeline and action plan will guide our progress.

Planning and Administration

Since planning is such a key element in the success of your conversion, an in-depth, pre-conversion working session will be held at your site to identify key individuals, discuss current processes and procedures, evaluate potential challenges and establish a project timeline. The timeline established will document our process, assist with staff availability planning, minimize your staff's duplication of effort and create a clean data cutoff for the conversion team.

Data Extraction

No one enjoys working overtime or weekends keying in data to new software. Let your staff completely avoid this time-consuming task by having Civic's conversion specialists quickly and accurately convert your data. Control "hooks" created from your current software allow us to map your data to the new software. In this way, existing data can be extracted, converted, tested, adjusted and finalized prior to your arrival for training. This process minimizes data clean up necessary to "go live". All you have to think about is learning the software while utilizing your own data.

Our proposed conversion services are listed on the following page.

Components of Success

The following outlines the conversion services to be provided for the core modules. Depending on the data integrity in the legacy system, below is our typical data conversion when converting from a legacy system.

Accounts Payable

- Vendor Information
- 3 years of invoice and check history (More Years Available)
- Report preparation
- AP check formatting

Cash Receipting

- Setup receipt categories and corresponding GL accounts
- Report preparation

General Ledger

- Chart of Accounts
- Financial statements
- Report preparation
- 3 years detail information (More Years Available)
- 3 years of budget information (More Years Available)

Payroll

- Employee information
- Pay code setup
- Current Year to Date Totals
- Recalculate payroll to ensure data accuracy
- Report preparation
- Leave time balances
- Paycheck formatting

Utility Billing

- Customer information
- Customer balances by service
- Meter information
- Location information
- 13 months consumption History
- Report preparation
- Utility billing formatting
- Recalculate bill run to ensure data accuracy
- Setup rates and services

Components of Success

EDUCATION

Civic's Educational Services include individualized, hands-on instruction at our Madison, Wisconsin training facility. Our thorough, patient instructors guide you through all the software features necessary for effective use. At completion, you will immediately be able to begin using the software.

Classroom Training

Civic's four high-tech training classrooms in Madison, Wisconsin allow an excellent learning experience. Hands-on instruction along with in-depth training ensures maximum product comprehension. Product overviews and fun classroom games ensure that key objectives are learned.

Professional, Experienced Trainers

Our trainers have extensive software and industry knowledge and will help you apply it to your community. Our senior trainers have over twenty years of municipal software training experience. Their knowledge of municipal issues provides a strong foundation to help you with budgeting, utility billing and other community operations.

Structured, Yet Individual, Training

Our structured training curriculum clearly outlines course objectives and goals to help you maximize your learning experience. Your trainer will guide you through this well-planned process. Group sessions and one-on-one instruction aid in the learning experience.

Customized Learning Using Your Own Data

Custom reports and screens can be designed using your data. You will be able to immediately begin using the software at training completion.

Post Training Assistance

During the first 90 days following training, you are welcome to contact your classroom trainer for software support. This helps create a smooth transition, since your trainer will be aware of any unique issues discussed during training. After 90 days, our experienced customer support representatives will be able to effectively handle any support issues.

Components of Success

On-Site Assistance

During the initial use of your new software, it can be reassuring to have an expert at your side. Civic's on site service provides you with the comforting reassurance of an expert on site to answer questions, correct any mistakes, offer helpful suggestions and monitor the overall progress of your software transition.

SUPPORT

Support Center
The Civic Systems Support Center prides itself on timely and accurate support. Friendly, helpful representatives facilitate prompt issue resolution so your operations are not interrupted. All support calls are tracked and prioritized based on timing and urgency.

Support Center Objectives
Civic Systems Support Center's number one objective is responsive issue resolution. Every call is tracked and prioritized, based on urgency through our Customer Support Portal, which is accessible via the Internet, customers can view the status of a ticket at anytime, 7 days a week.

Methods for Requesting Service
You may contact the Civic Support Center by phone, fax or e-mail. Customers also have the option of submitting, canceling or adding more information to existing service tickets online through CIVIC's Customer Support Portal, which is accessible through the Internet. If the issue requires a more in depth look, we will access your data using PC Anywhere software.

Civic Systems Support Center Hours
Monday through Friday 7:00 AM – 5:00 PM Central Standard Time.
Saturday/Sunday – Please leave a message on the voice mail system for processing on Monday morning.

Annual Support Fees include:
- Unlimited, toll free telephone support for purchased CIVIC software applications.
- All software enhancements and updates.

Updates and Enhancements
Yearly updates are included in your annual support fee.

PRODUCTS SELECTED

The software products available for selection include:

Accounts Payable
Review, approve, verify and validate invoices while ensuring maximum use of vendor terms and discounts.

miExcel AP
Allows for easy import of expenses such as P Card information from the bank without reentering it manually.

Check on Demand
Quickly process a payment without setting up vendor information or writing a manual check.

Accounts Receivable
Manage customer accounts, invoicing, billing and payments with the Accounts Receivable module. You can create an unlimited number of billing categories with ease and flexibility.

Building Permits
Provides an easy way to generate and track the active license status of individuals. Interfaces with Cash Receipting and Business Licenses.

Code Enforcements
Easily create inspections schedules and checklists and provides the capability to charge fees, issue notices, schedule inspections for violation and escalate tracked complaints to violations.

Cash Receipting
From point of payment to the bank deposit, the cash receipting system provides user friendly daily cash control. This software registers and prints all receipts from individual workstations with full descriptions, distributions, change due and account balance.

Cash Receipting Import
Civic will establish an import file from your cash receipting to input customer payments.

General Ledger
Quickly and easily enter, inquire, review and report important financial information. Pre-defined journal entries, online management tools, customized reports, previous history and tracking project costs over multiple years are a few of the features you'll enjoy using.

miExcel GL
This module provides a direct connection to GL through Excel. Importing budgets, importing JE's and building custom reports has never been so easy.

miViewPoint Dashboard Reporting Tool
Gain real time access to pertinent financial, payroll, accounts payable and utility billing information on a browser look and feel with no training required and no limit on the number of system users.

miAP/ Req and PO workflow
It doesn't matter if your AP process starts at a central location, within each department or both you will find our workflow system can handle your needs. Items are scanned and can be attached to multiple predefined customized workflow processes based on the department it is for, the dollar amount or a combination of both. Invoices can be coded at any step of the way through the final approval and once the final approval is made the images get attached into Account Payment and into miViewPoint for easy look up. If you are using Requisitions and Purchase Orders they can be handled within the workflow process also.

miBudget
Allows for Department Head budget entry with access to account information and previous budgets to actual. Budgets can be entered by line item and attachments and notes can be added. Once submitted the budget goes through a predefined workflow for approval.

miUtility Inquiry Portal
Access real-time resident information from any utility service address, including interface to GoogleMaps.

Products Selected

Payroll
Easy payroll processing and development of your own customized, comprehensive employee information system. Federal and state government reporting requirements are complied with while providing complete fund and departmental allocations.

Direct Deposit
Electronically transfer employee earnings to banking accounts.

Electronic Submittals
Create electronical submittals for your W2's and 1099's.

miPay
Allow employees to go paperless with their paystubs and W-2's. Employees can log in with user name and password from any computer with internet access to view their current and past paystubs and W-2's. Employees also have self service capabilities like filling out forms for a change of address or W-4 withholdings. Employees can also input time off requests which notifies their manager for approval or denial.

miExcel PR
Allows individuals or departments to fill out excel based time sheets electronically to import seamlessly into timekeeping or directly into payroll along with providing the ability to import files from a time clock system. This module eliminates re-keying hours and provides additional functionality such as importing of steps and grades from Excel, easily update pay schedules from Excel, along with providing export capabilities for Rates, Pay Codes, GL by pay periods and benefit info.

miTime
Allow employees to enter payroll hours over the web. Submitted time then goes through a predefined approval process to ensure accuracy. This module can eliminate the paper headache of the payroll process.

Products Selected

Utility Billing
A comprehensive customer information system designed to address the unique challenges faced by municipal utilities. Features such as rate calculation computation, multiple project meter database, and consolidated master meters allow your utility to customize the product based on your needs.

ACH Direct Pay
Customers automatically pay their utility bills from their checking or savings account.

Electronic Read Interface
Importing meter files is easy and hassle-free with the Electronic Read Interface. We are able to integrate all major hand held meter reading devices.

miExcel UB
Provides built in functions to easily update rates and services, change meters, export meter data and customer usage and provides revenue analysis functions.

Splitter
When utility bills are run a PDF of each customer's bill will be attached to each customer for easy viewing and printing at a later date. No more recalculating old bills when rates there are rate changes or Power Cost Adjustments.

Tax Certification
Easily produce tax certification notices for your delinquent customers and create a file to electronically send information to the appropriate agency.

Online Bill Pay and Bill Presentment
Provides customers with a direct bill payment option through a secure, robust Internet application. Ability for customers to opt out of paper billings, Utility bill payment, account review, inquiry features and service request s are all available. Interfaces with Cash Receipting for seamless bill payment option.

Investment Summary

Civic Systems, LLC
4807 Innovate LN
P.O. Box 7398
Madison, WI 53707-7398

City of Lino Lakes
600 Town Center Parkway
Lino Lakes, MN 55014

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **An initial 50% down payment is due with this contract. The remainder is due at training.*Additional payment terms can be provided such as spreading the payments over 2 or 3 years at 0% interest.** The information provided in this proposal is valid for 90 days after the date of issue.

Investment Summary

License Fees (10 Concurrent)	$ 111,900
Training	26,700
Conversion	51,400
TOTAL INVESTMENT	**$ 190,000**
ANNUAL SUPPORT (Software For Life**)	**$ 26,600**
ANNUAL HOSTING FEE (12 Named Users)	**$ 10,560**

Travel Costs

Travel costs are a not-to-exceed and based on five (5) round trips and 16 overnights. Much of the training can be done remotely through Zoom to alleviate travel costs if desired.

Mileage (five 686 mile round trips @ $0.58/mile)	$ 1,989
Hotel (16 nights at $150/night)	2,400
Meals (19 days at $35/day)	560
TOTAL INVESTMENT	**$ 4,949**

***A formal contract will need to be entered before any software is installed.**
****Software For Life provides you the assurance that you will never have to purchase another upgrade from us in the future. The Client will always be on the latest version of the purchased modules as long as they are current with annual support payments.**

License Fees, Training, Conversion and Support Detail

Selected Product Descriptions	License Fee Purchase Price	One-Time conversion / setup	Training and Onsite Assistance Cost/Days	Year one Total w/o Support	Annual Fees*
Site License	$ 10,000	$ 0	$ 0	$ 10,000	$ 1,000
Accounts Payable with AP ACH	7,500	1,800	1,200	10,500	1,875
miExcel AP	Included	Included	Included	Included	Included
Accounts Receivable	5,500	1,200	1,200	7,900	1,375
Building Permits	7,500	4,800	2,400	14,700	1,875
Code Enforcements	3,500	1,800	1,200	6,500	875
Field Inspections (Mobile App)	2,500	900	900	4,300	625
Community Portal (Online Applications)	1,500	3,600	1,200	6,300	500
Cash Receipting	5,500	600	1,200	7,300	1,375
Cash Receipt Payment Import	Included	Included	Included	Included	Included
Fixed Assets	3,300	600	600	4,500	825
General Ledger	7,000	3,600	2,400	13,000	1,750
Activity Reporting	Included	Included	Included	Included	Included
Bank Rec	Included	Included	Included	Included	Included
Budgeting	Included	Included	Included	Included	Included
miExcel GL	Included	Included	Included	Included	Included
miViewPoint (Department Head Dashboard)	5,500	600	1,200	7,300	1,375
miAP Workflow	4,500	1,200	1,200	6,900	1,125
miBudget	3,000	300	300	3,600	750
Payroll	12,200	7,200	3,600	23,000	3,050
Direct Deposit	2,000	--	--	2,000	500
Electronic Submittals	Included	Included	Included	Included	Included
miPay Online with Open Enrollment	3,500	900	600	5,000	875
miExcel PR	2,000	--	300	2,300	500
miTime (Electronic Timesheets)	5,500	2,400	1,200	9,100	1,375
Utility Billing	16,900	12,000	4,800	33,700	4,225
Direct Pay	Included	Included	Included	Included	Included
Electronic Read Interface	Included	Included	Included	Included	Included
miExcel UB	Included	Included	Included	Included	Included
Splitter	Included	Included	Included	Included	Included
Service Orders with Mobile Service Orders	3,000	600	1,200	4,800	750
Community Portal (Online Payments)	Included	Included	Included	Included	Included
Implementation Project Management	--	4,800	--	4,800	--
Hosted (12 Named Users)	--	2,500	--	2,500	10,560
TOTALS COSTS	**111,900**	**51,400**	**26,700**	**190,000**	**37,160**

*If online Bill Presentment is chosen the City of Lino Lakes is responsible for any monthly hosting, setup and transactional fees charged by the preferred online bill pay company.

Optional Module Detailed Cost

OPTIONAL MODULES (Not Included in the agreement)

Optional Product Descriptions (Not Selected)	License Fee Purchase Price	One-Time conversion / setup	Training Cost @ $1,200/Day	Year one Total w/o Support	Annual Fees
Additional Named Hosted Users above 12 (each)	--	--	--	**--**	720
Accounts Payable Add Ons					
Purchase Orders	2,700	--	300	**3,000**	540
miPO Workflow	1,500	600	300	**2,400**	300
Animal Licenses	3,300	1,200	600	**5,100**	825
Business Licenses	3,300	1,200	600	**5,100**	825
Business Tax	TBD	TBD	TBD	**TBD**	TBD
Human Resources	4,500	600	600	**5,700**	1,125
Applicant Pro	TBD	TBD	TBD	**TBD**	TBD

*Above amounts include the discount provided.

Purchase Orders
Enter requisitions by department and employee for approval. Purchase orders are integrated with the accounts payable module for invoice payment. Enhance this with our workflow tool.

Animal License
Allows easy tracking and maintenance of records such as owners, animals and license status. Interfaces with Cash Receipting.

Business License
Provides an easy way to track the active license status of businesses. Interfaces with Cash Receipting.

Human Resources
Provides you the ability to track and manage your employees or potential employees from recruitment to retirement. This application is designed for organizations of all sizes that have a separate HR director and that want a reliable way to keep track of sensitive employee information in an electronic format.

HARDWARE REQUIREMENTS – ONLY NEEDED IF ON PREMISE

Network System Requirements – Caselle® Connect – Network

Important! Using servers, workstations, or servers and workstations that do NOT meet the specified network system requirements may result in unsatisfactory performance and response times. This document lists the minimum hardware and software requirements for installing Connect.

Network Server Operating System	Microsoft ® Windows 2012, 2012 R2, 2016 Server (64-bit) or 2019 (64-bit)
Network Server Equipment	Intel® Xeon® Quad-Core Processor 3.0 Ghz or higher |Minimum 16 GB of available RAM | 30 GB available disk space for Caselle Connect applications (180 MB) and data | Separate physical hard drive for SQL log file 8-15 K SAS HDD preferred | Color SVGA .28 Monitor | 1 GB Ethernet Network Card | 1 GB Ethernet Switch | DVDRW Drive All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.
Database Server Equipment and Operating System	• Use the Recommended Network Server. For better performance, increase memory on network server or, use a separate Database Server (same specifications as the Network Server). • Networks with more than ten workstations may require faster processors and/or more memory than the recommended.
Database Software	Microsoft® SQL Server 2012 (64-bit), 2014 (64- bit) or 2016 (64-bit), or 2019 (64-bit)
Network Server and Database Server Power Protection	True On-Line UPS, 600 Voltamps minimum with UPS Monitoring card, cable, and software.
Workstation Computer	Intel Core 2 Duo, i5, or i7 (3 GHz or higher) | 8 GB of available RAM | 30 GB available disk space for Caselle Connect applications (180 MB) and data | LCD Monitor All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.
Workstation Operating System	Windows 10™ Professional (64-bit).
Workstation Power Protection	UPS/Battery backup unit
Backup System	Network quality system to back up fileserver hard drive on one tape and provide tape read after write verification. Make sure the backup system supports backing up MSSQL Databases. Example: Backup Exec with SQL Agent.
Data File Transfer	DVDRW Drive
Printer	HP Laser Printer or Canon Copiers with PCL or Postscript Drivers
Receipt Printer	Ithaca 9000 and 1500 Series Printers | Star TSP100 | Epson TM – U325, TM-U675, and Epson TM – H6000IV
Internet Access	DSL, ISDN, or T1 Explanation: Caselle® Applications require Internet access to download program updates. Using an Internet connection that is slower than 256 Kbps will take significantly longer to download data.
Email	Email that is compatible with Microsoft® Windows.
Network Installer	Microsoft® Certified
Web Services	IIS 7 (Windows Server 2008, 2012)
miViewPoint Only needed if miViewPoint is being installed.	IIS 7 or later | 30 GB of available disk space for miViewPoint on the IIS and SQL Servers | Modern Web Browser on any PC using miViewPoint (IE11 or greater, up to date Chrome, or up to date Firefox) If miViewPoint is made internet available a modern mobile browser is required.

ERP Software

APRIL 1, 2024

ERP Software

- Enterprise Resource Planning (ERP) Software
  - Building/Community Development
  - City Clerk
  - Human Resources
  - Finance
- Integrate information, automate processes, and utilize modern features

Current Software

- Building/Community Development
  - PermitWorks
- City Clerk
  - PermitWorks
- Human Resources
  - No software
  - Ease Benefits Administration which is free through our insurance broker
- Finance
  - Springbrook

Software Needs

- Building/Community Development
  - Going concern with PermitWorks
  - Integrated electronic workflow functionality
- City Clerk
  - Licensing functionality from application through issuance

Software Needs – Cont.

- Human Resources
  - Applicant Tracking
  - Employee profile that is integrated with payroll
    - 2021 W2s Produced: 163
    - 2023 W2s Produced: 359
  - Administer benefits open enrollment

Software Needs – Cont.

- Finance
  - Additional payroll functionality
  - Accounts payable electronic workflow
  - Journal entry electronic workflow
  - Budget creation
  - Quarterly financial reporting
  - Comprehensive bank reconciliation module
  - Project and grant accounting
  - Best practice setups

Request for quotes

- MN Government Finance Officers listserv
  - 22 municipalities responded
  - BS&A and CivicSystems were the top providers
- Oracle
  - Known software in the business space, trying to break into government
    - No offerings for Community Development or Utility Billing
- Tyler Technologies
  - Current and previous customers do not have great things to say
    - Not user friendly
    - Poor customer support

Quotes Received

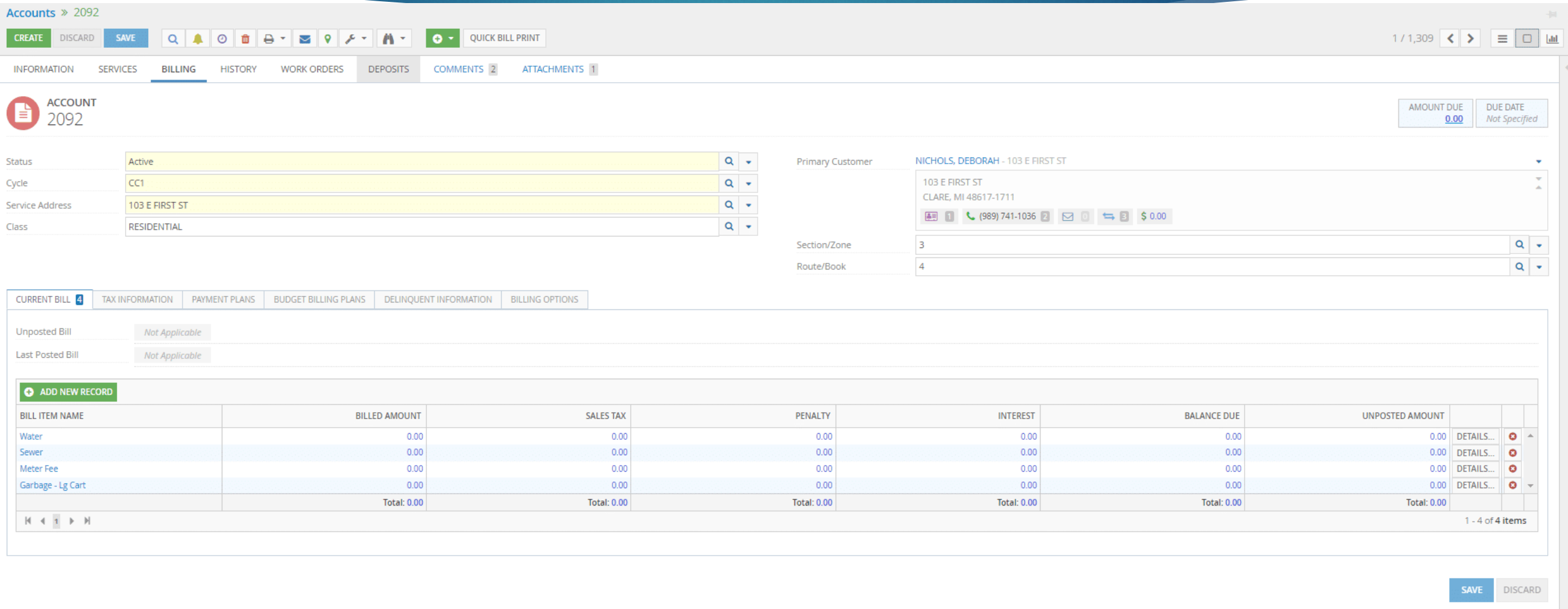
BS&A

- Responsive
- Expansive client list
- Conversion/Implementation/Training
  - $252,930
- Annual Maintenance
  - $83,145

CivicSystems

- Hard to get ahold of
- Smaller population client list
- Conversion/Implementation/Training
  - $200,800
- Annual Maintenance
  - $39,110

BS&A


Accounts » 2092
CREATE
DISCARD
SAVE
QUICK BILL PRINT
1 / 1,309
INFORMATION
SERVICES
BILLING
HISTORY
WORK ORDERS
DEPOSITS
COMMENTS 2
ATTACHMENTS 1
ACCOUNT
2092
AMOUNT DUE
0.00
DUE DATE
Not Specified
Status
Active
Cycle
CC1
Service Address
103 E FIRST ST
Class
RESIDENTIAL
Primary Customer
NICHOLS, DEBORAH - 103 E FIRST ST
103 E FIRST ST
CLARE, MI 48617-1711
(989) 741-1036
$ 0.00
Section/Zone
3
Route/Book
4
CURRENT BILL 4
TAX INFORMATION
PAYMENT PLANS
BUDGET BILLING PLANS
DELINQUENT INFORMATION
BILLING OPTIONS
Unposted Bill
Not Applicable
Last Posted Bill
Not Applicable
ADD NEW RECORD
BILL ITEM NAME
BILLED AMOUNT
SALES TAX
PENALTY
INTEREST
BALANCE DUE
UNPOSTED AMOUNT
Water 0.00 0.00 0.00 0.00 0.00 0.00 DETAILS...
Sewer 0.00 0.00 0.00 0.00 0.00 0.00 DETAILS...
Meter Fee 0.00 0.00 0.00 0.00 0.00 0.00 DETAILS...
Garbage - Lg Cart 0.00 0.00 0.00 0.00 0.00 0.00 DETAILS...
Total: 0.00 Total: 0.00 Total: 0.00 Total: 0.00 Total: 0.00 Total: 0.00
1 - 4 of 4 items
SAVE
DISCARD

CREATE | DISCARD | SAVE

INFORMATION | COMMENTS 0 | ATTACHMENTS 0

GRANT

Roads Grant - State Grant for Road Improvements

Grant Code: Roads Grant

Description: State Grant for Road Improvements

SETTINGS | GENERAL LEDGER NUMBERS | BUDGET | BUDGET TO ACTUAL

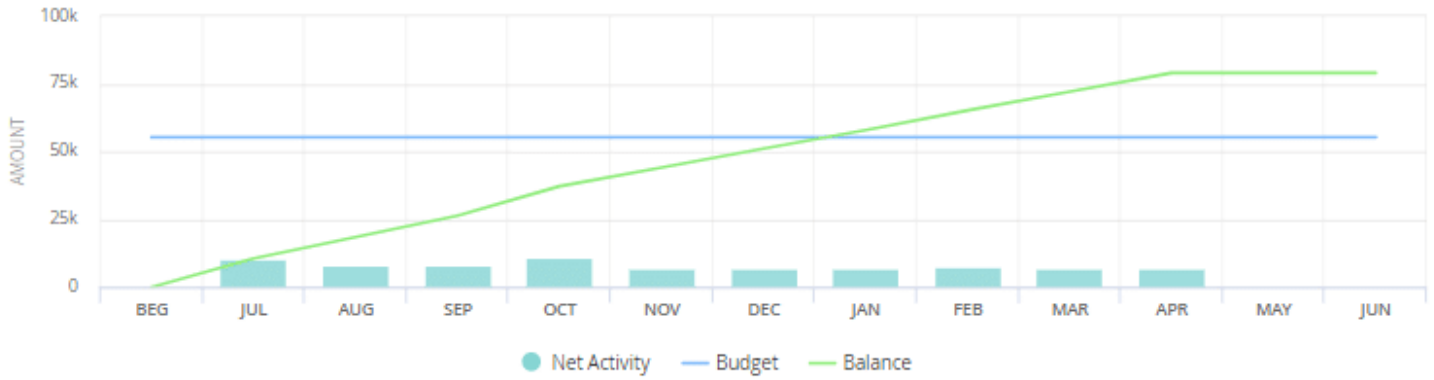
ADD NEW RECORD | REMOVE RECORDS | ADD GL#S FROM EXISTING GRANT

GENERAL LEDGER NUMBER	PROJECT	DESCRIPTION	16-17 ACTIVITY DR (CR)	17-18 ACTIVITY DR (CR)	18-19 ACTIVITY DR (CR)	19-20 ACTIVITY DR (CR)	20-21 ACTIVITY DR (CR)	21-22 ACTIVITY DR (CR)	LIFETIME ACTIVITY
Revenues									
101-000-501.000		FEDERAL GRANTS	(50,000.00)	0.00	(35,000.00)	(2,500.00)	(12,250.00)	0.00	(99,750.00)
Revenues Totals			(50,000.00)	0.00	(35,000.00)	(2,500.00)	(12,250.00)	0.00	(99,750.00)
Expenditures									
101-301-702.000		WAGES	2,500.00	0.00	20,000.00	0.00	9,101.60	0.00	31,601.60
101-301-715.000		FICA	300.00	0.00	4,000.00	0.00	696.31	0.00	4,996.31
101-301-716.000		FRINGE BENEFITS	200.00	0.00	2,500.00	0.00	1,209.60	0.00	3,909.60
101-301-718.000		RETIREMENT	50.00	0.00	1,500.00	0.00	363.65	0.00	1,913.65
101-301-720.000		WORKMANS COMP	10.00	0.00	1,500.00	0.00	0.00	0.00	1,510.00
101-301-728.000		OPERATING SUPPLIES	0.00	0.00	3,200.00	356.90	0.00	0.00	3,556.90
101-301-880.301		COMMUNITY EDUCATIONAL AC...	0.00	0.00	1,300.00	489.76	0.00	0.00	1,789.76
101-301-898.000		SCHOOL LIAISON PROGRAM	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
Expenditures Totals			3,060.00	0.00	35,000.00	846.66	11,371.16	0.00	50,277.82

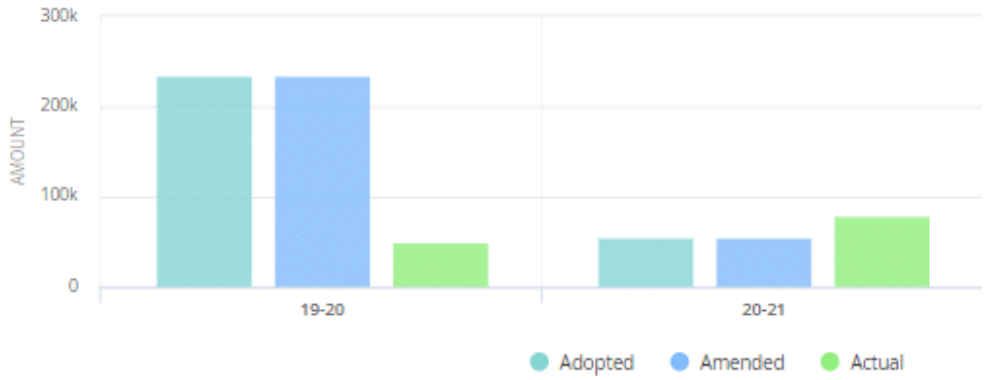
1

DETAILS | BUDGET | CHARTS | CUSTOM FIELDS

Balances & Budget by Year



Historical Budget & Balances

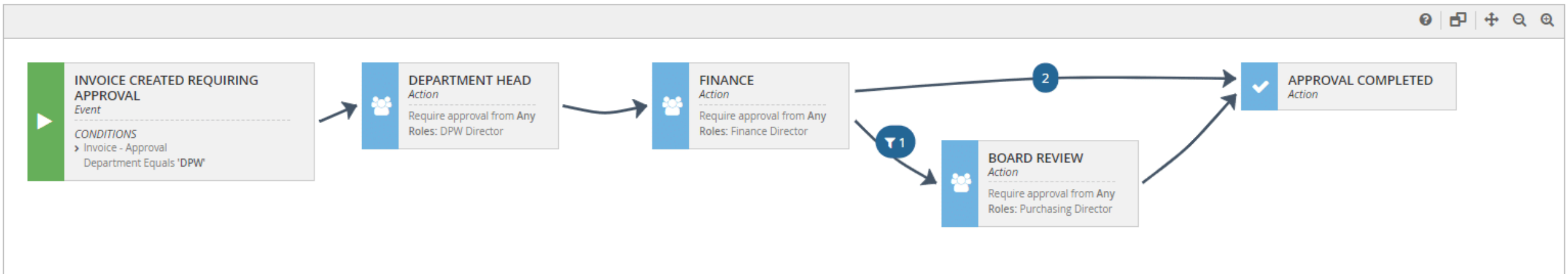


WORKFLOW

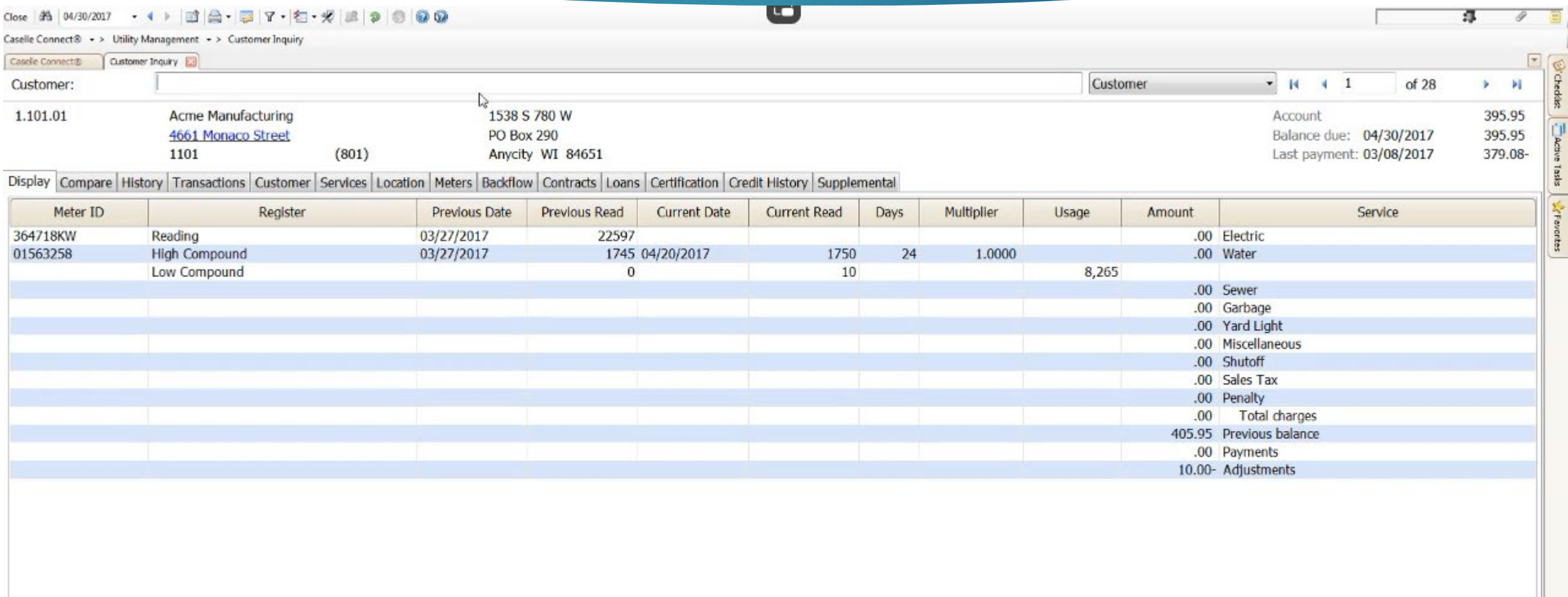
Invoice Approval Workflow - DPW

Title	Invoice Approval Workflow
Description	DPW
Module	Accounts Payable - Set From Activities
	Suspended

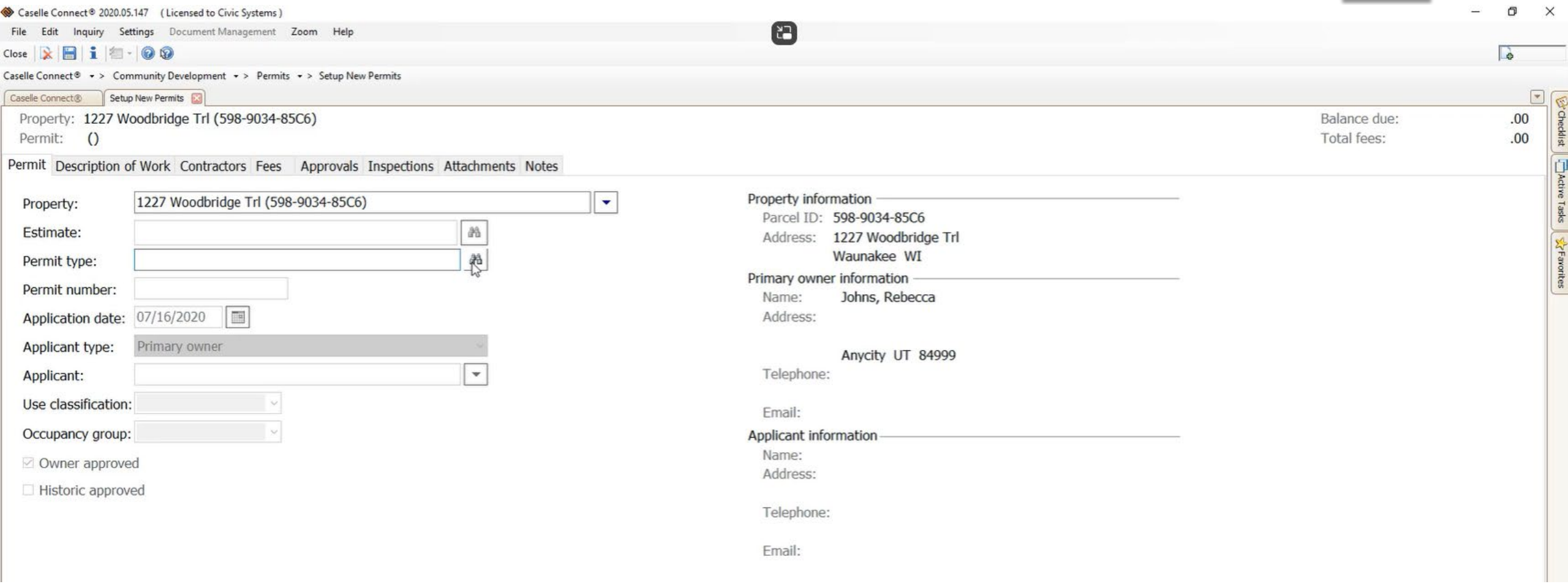
WORKFLOW DIAGRAM | APPROVAL WORKFLOW OPTIONS

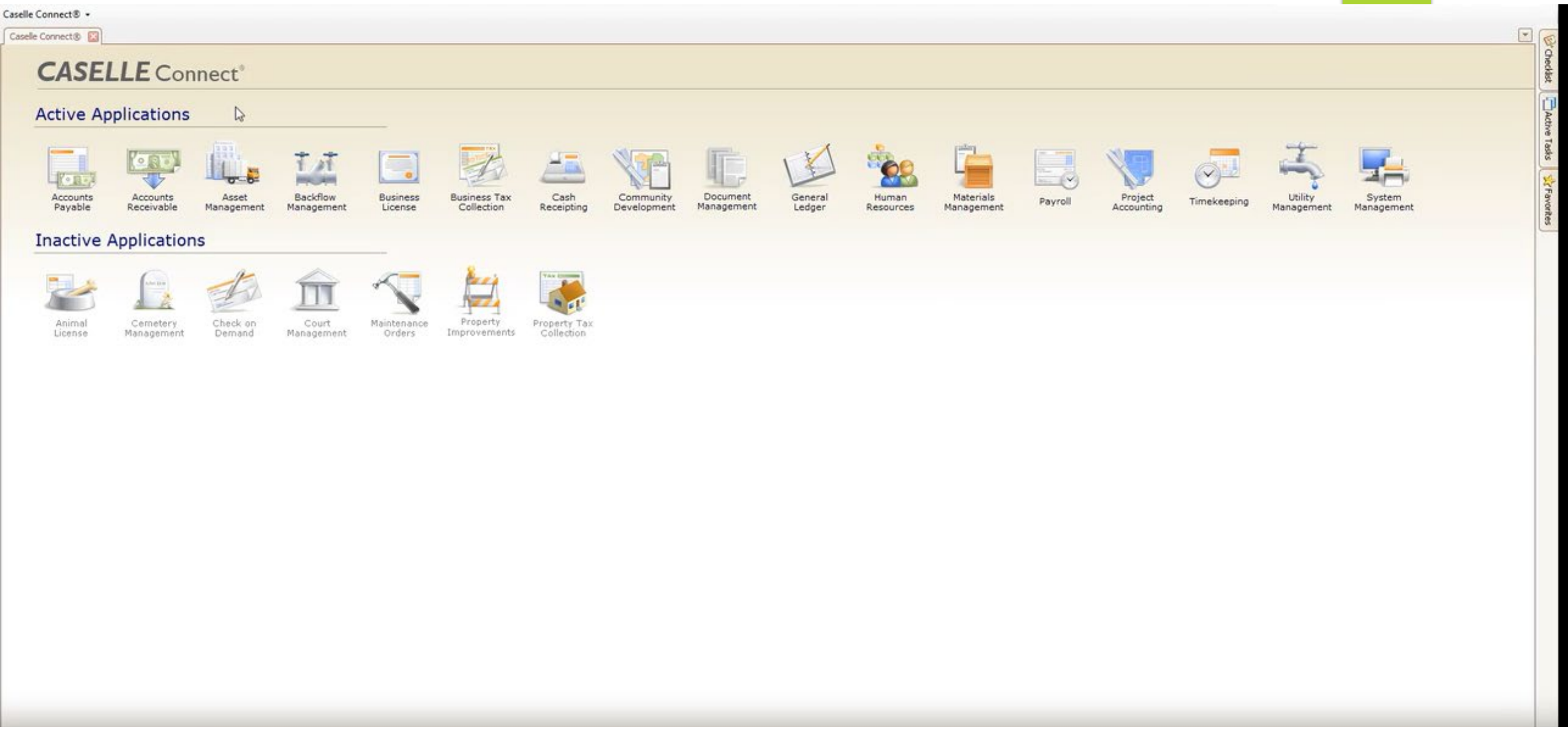


CivicSystems (Caselle Connect)



Meter ID	Register	Previous Date	Previous Read	Current Date	Current Read	Days	Multiplier	Usage	Amount	Service
364718KW	Reading	03/27/2017	22597						.00	Electric
01563258	High Compound	03/27/2017	1745	04/20/2017	1750	24	1.0000		.00	Water
	Low Compound		0		10			8,265		
									.00	Sewer
									.00	Garbage
									.00	Yard Light
									.00	Miscellaneous
									.00	Shutoff
									.00	Sales Tax
									.00	Penalty
									.00	Total charges
									405.95	Previous balance
									.00	Payments
									10.00-	Adjustments


Caselle Connect® 2020.05.147 (Licensed to Civic Systems)
File Edit Inquiry Settings Document Management Zoom Help
Close
Caselle Connect® > Community Development > Permits > Setup New Permits
Caselle Connect®
Setup New Permits
Property: 1227 Woodbridge Trl (598-9034-85C6)
Permit: ()
Balance due: .00
Total fees: .00
Permit
Description of Work
Contractors
Fees
Approvals
Inspections
Attachments
Notes
Property: 1227 Woodbridge Trl (598-9034-85C6)
Estimate:
Permit type:
Permit number:
Application date: 07/16/2020
Applicant type: Primary owner
Applicant:
Use classification:
Occupancy group:
Owner approved
Historic approved
Property information
Parcel ID: 598-9034-85C6
Address: 1227 Woodbridge Trl
Waunakee WI
Primary owner information
Name: Johns, Rebecca
Address:
Anycity UT 84999
Telephone:
Email:
Applicant information
Name:
Address:
Telephone:
Email:
Checklist
Active Tasks
Favorites


Caselle Connect®
Caselle Connect®
CASELLE Connect®
Active Applications
Accounts Payable
Accounts Receivable
Asset Management
Backflow Management
Business License
Business Tax Collection
Cash Receipting
Community Development
Document Management
General Ledger
Human Resources
Materials Management
Payroll
Project Accounting
Timekeeping
Utility Management
System Management
Inactive Applications
Animal License
Cemetery Management
Check on Demand
Court Management
Maintenance Orders
Property Improvements
Property Tax Collection
Checklist
Active Tasks
Favorites

Recommendation

- BS&A Software
  - Will meet the needs of:
    - Building/Community Development
    - City Clerk
    - Human Resources
    - Finance
- Estimated Fall 2025 conversion and implementation
- Proposed financing:
  - $100,000 General Fund Reserves
  - $152,920 Closed Bond Fund Reserves

CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 4

STAFF ORIGINATOR: John Swenson, Public Safety Director

WORK SESSION DATE: April 1, 2024

TOPIC: Proposed Sale of Fire Apparatus

BACKGROUND

The recently purchased Pumpers / Tenders (Engine 1 & Engine 2) are now in-service and responding to calls for service in our community.

Staff is recommending that former Tender 1 (Veh # 610) and Tender 2 (Veh #609) be listed for sale on fire apparatus and government websites. Staff proposes theses tenders are listed for $70,000 each.

Staff is also recommending the sale of Engine 5 (Veh # 621) through government and fire apparatus websites with a listing price of $225,000.

All proceeds from the proposed sale of fire apparatus would be deposited in the Capital Equipment Replacement Fund.

If Council agrees with staff's recommendation, Staff will list these apparatus for sale. Once a buyer is identified, staff will seek Council approval to sell the specific fire apparatus to the buyer.

Please see attached memo for further direction.

REQUESTED COUNCIL DIRECTION

Does Council want this fire apparatus listed for sale?

ATTACHMENTS

Memo Dated 3.27.2024 from Deputy Director L'Allier

	Lino Lakes Public Safety Department Memo	

DATE: March 21, 2024

TO: John Swenson, Public Safety Director

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

RE: Sale of Used Apparatus

With placing the new Pumper/Tenders (Engine 1 and Engine 2) into service, the 1992 and 1993 Tenders (Tender 1, City Fleet # 610 and Tender 2, City Fleet #609) have been pulled out of service. I would like to request to liquidate both of these apparatus. I recommend that listing these apparatus for sale on fire apparatus, government, and municipal websites for $70,000 each.

I have evaluated the mileage, cost of purchase and cost of repairs for Engines 3, 4, (2016 Ford F-650, City Fleet #620 and #621) and Engine 5 (2004 Spartan/ Custom Fire City Fleet #625) . After compiling this data, the cost per mile per engine is Engine 3 cost $1.56 per mile, Engine 4 cost $1.59 per mile and Engine 5 cost $1.66 per mile. I have also reviewed our Insurance Services Office (ISO) apparatus work sheets and the lowest impact to our ISO score would be to liquidate Engine 5. This was based on fire pump size, water tank and fire hose load.

I also recommend the sale of Engine 5. With the Fire Division's response model changing and no longer having the majority of our staff arriving in SUV's, having apparatus with a larger cab currently fits our model. I would recommend listing this apparatus for sale on fire apparatus, government and municipal websites for $225,000.

By liquidating these apparatus, it will reduce the number of apparatus in the fleet and reduce cost of fleet maintenance. This will also maximize apparatus use.

CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 5

STAFF ORIGINATOR: Michael Grochala, Community Development Director

WORK SESSION DATE: April 1, 2024

TOPIC: CSAH 49/CRJ JPA Amendment

BACKGROUND

The City entered into a Joint Powers Agreement (JPA) for the CSAH 49/County Road J improvement project, with Anoka County, in September of 2022. The City's total estimated project share was $871,235.19. That amount did not include street light and landscaping which was added to the project. Additionally, the City will have a share of the right-of-way acquisition for Sanders Automotive property.

Bids where recently opened and the total estimated project cost is $3,642,432.04, which is under the original engineers estimate. The City's estimated share has been modified as follows:

Construction:	$693,758.91
Construction Engineering:	$ 55,500.71
ROW Acquisition:	$176,666.67
Subtotal	$955,926.30

Federal funds awarded for the project have reduced this component to $370,919.16. Additional anticipated costs include

Contamination Removal:	$ 11,467.00	Estimate
Street lighting:	$250,000.00	Estimate
RAB Landscaping:	$ 50,000.00	Estimate
Trail Easement Acqu. City	$ 40,000.00	
Eng/legal/Admin	$ 50,000.00	
Subtotal:	$401,467.00	

Estimated City Total: $772,386.16

The project is funded through a combination of developer contributions ($698,000) and municipal state aid street funds.

REQUESTED COUNCIL DIRECTION

Council direction to place on April 8, 2024 agenda for consideration to approve JPA.

ATTACHMENTS

1. JPA Amendment No. 1

AMENDMENT NO. 1
TO JOINT POWERS AGREEMENT
FOR IMPROVEMENTS AT THE INTERSECTION OF
ANOKA COUNTY CSAH 49 AND
ANOKA COUNTY CSAH 32/RAMSEY COUNTY CSAH 1
IN THE CITIES OF LINO LAKES, MN AND SHOREVIEW, MN
Anoka County Project Nos. SP 002-649-003 & SP 002-632-019,
Ramsey County Project Nos. SP 062-649-052 & SP 062-601-016
City of Lino Lakes Project Nos. SP 210-020-012 & SP 210-020-014

THIS AGREEMENT is made by the parties on the last date executed below, by and between the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as "County", and the City of Lino Lakes, 600 Town Center Parkway, Lino Lakes, MN 55014, hereinafter referred to as "City".

WITNESSETH

WHEREAS, on October 11, 2022, the parties entered into a Joint Powers Agreement ("hereinafter JPA") to reconstruct the intersection of County State Aid Highway 49 (Hodgson Road), hereinafter referred to as CSAH 49, and Anoka County State Aid Highway 32 (Ash Street)/Ramsey County State Aid Highway 1 (County Road J), hereinafter referred to as CSAH 32/CSAH 1, and,

WHEREAS, the County has prepared preliminary design plans for the reconstruction of the intersection of CSAH 49 and CSAH 32/CSAH 1 in accordance with Anoka County, Ramsey County and the Minnesota Department of Transportation standards to a staff approved layout condition; and,

WHEREAS, the parties agree that it is in their best interests to amend the original JPA, in the locations identified here, to update certain changes in the project and cost share arrangements; and,

NOW, THEREFORE, THE PARTIES STIPULATE AND AGREE THAT THE JPA IS HEREBY AMENDED AS FOLLOWS:

Certain subsections of Section II. METHOD are amended as follows:

RIGHT OF WAY**:**

This subsection of the JPA addressing Right of Way is hereby amended to **add** the following language to the end of this provision, as follows: The parties acknowledge that, as part of this project, the County acquired in full the property and business located at 6000 Hodgson Road, Lino Lakes, formerly known as Sadder's Automotive. The cost share related to this acquisition is addressed in Section III. below.

TRAFFIC CONTROL**:**

The parties understand and agree that certain portions of CSAH 49 and CSAH 32 will be restricted to one-way traffic during construction, but access for local traffic will be maintained during construction. The parties agree and understand the cost share for traffic control for the city shall be a prorated share based on the city project cost divided by the Anoka County portion of the total project cost. This provision remains the same other than the **cost share** related to Traffic Control which has been updated and amended in Section III. below.

LANDSCAPING / STREETSCAPING:

This provision on Landscaping/Streetscaping remains the same as stated in the original JPA, with the exception of the deadline by which construction documents must be submitted to the County prior to the advertisement of bids. The date of November 1, 2022 is hereby amended to a new deadline as determined by mutual agreement of the parties.

III. COSTS

This Section III. on Costs is hereby amended to reflect the recalculation of costs for the City's share based upon updated costs and mutual negotiations. To the extent something in this section was omitted from the original JPA, or conflicts with the original JPA, the calculations and language in this amended Section III. shall control.

The contract costs of the work, or if the work is not contracted, the cost of all labor, materials, normal engineering costs and equipment rental required to complete the work, shall constitute the "actual construction costs" and shall be so referred to herein. "Estimated construction costs" are good faith projections of the costs, which will be incurred for this project. Actual costs will vary and those will be the costs for which the relevant parties will be responsible

The estimated construction cost of the total project is $3,642,432.04, and is shown in Exhibit "B".

Federal funds available for the Project are capped at $3,462,038.00. The federal funds shall be split based on the ratio of eligible cost incurred by each party to the total eligible project cost. Eligible costs are the costs of items that can participate in federal funding as shown on Exhibit "B".

The City's cost participation for acquiring the property at 6000 Hodgson Road, Lino Lakes, will be one-third of the total cost of acquisition of $530,000.00. The estimated cost to the City is $176,666.67.

Site contamination of 6000 Hodgson Road, Lino Lakes, may be encountered when building demolition occurs. By mutual agreement of the parties, both the City and the County may negotiate cost sharing of non-federally funded site cleanup or soil correction.

The County has secured a contract with Braun Intertec for professional services related to regulated materials removal and environmental construction monitoring oversight for 6000 Hodgson Road, Lino Lakes, for an amount not to exceed $41,467.00. The County will contribute up to $30,000 and the City will be responsible for the remainder of the contract. The City's share of the Braun contract will be billed separately and is not part of the cost share summary below since final contract costs are not yet known.

The total estimated construction cost to the City is $693,758.91 (including construction of storm sewer, road, and other elements, and for mobilization and fixed costs; and prior to application of federal funds available). This cost includes additional contribution associated with the Lyngblomsten development located at the northwest quadrant of the Project. After federal funding percentage is applied, the estimated cost to the City for their share of the construction items of the Project is $138,751.78.

The City's participation in construction engineering will be at a rate of eight percent (8%) of their designated construction share of $693,758.91. The estimated cost to the City for construction engineering is $55,500.71.

In summary, the total City share of this project is *** $370,919.16 (see summary below).**

* $138,751.78 + $55,500.71 +$176,666.67 = **$370,919.16.** Note: construction engineering costs are not federally eligible**.**

After award of the contract, the City shall pay to the County, upon written demand by the County, ninety five percent (95%) of its portion of the cost of the project estimated at $352,373.20. Prior to billing, this estimate will be updated by the County to reflect the actual bid prices as awarded. An updated cost estimate shall be provided to the City at the time of billing. The City's share of the cost of the project shall include only construction and construction engineering expense and does not include engineering design and administrative expenses incurred by the County.

After final completion of the project, the City's share of the construction cost will be based upon actual construction costs. If necessary, adjustments to the initial ninety five percent (95%) charged will be made in the form of credit or additional charges to the City's share. The remaining five percent (5%) of the City's portion of the construction costs shall be paid at that time.

The County agrees to submit to the City for review final quantities and cost within one year of project substantial completion.

IX. MAINTENANCE

The JPA is hereby amended to ADD a new Section F. under IX. Maintenance as follows:

F. Routine maintenance of the completed storm sewer (except catch basins and catch basin leads as shown in Exhibit "B-1"), including cleaning, inspection, and removal of blockages, shall be the sole obligation of the City. Long-term maintenance, including replacement of any storm sewer infrastructure (excluding pond inlets, outlets or outlet control structures), shall be the responsibility of the County. All maintenance of detention basins (including ponds and their outlet structures and grit chambers/collectors) shall be the sole obligation of the City, with the understanding that the City of Lino Lakes may allocate a portion of these maintenance activities to the City of Shoreview via separate agreement.

The JPA is hereby amended to MODIFY Section D. under IX. Maintenance as follows:

D. Maintenance of the streetlights (excluding the decorative lighting installed by the City) and cost of electrical power to the streetlights (excluding the decorative lighting installed by the City) shall be the sole obligation of the Counties. The Counties shall allocate responsibilities for long-term maintenance and replacement of the complete street light system including items such as: poles, fixtures, luminaires, and control cabinets.

Maintenance and cost of electrical power to the decorative lighting installed by the City shall be the sole obligation of the City. Neither Anoka nor Ramsey County are responsible for these items.

All other provisions of the original JPA, not modified by the amendments herein, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties to this Amendment have hereunto set their hands on the dates written below:

COUNTY OF ANOKA

By: _____
Dee Guthman
County Administrator

CITY OF LINO LAKES

By: _____
Rob Rafferty
Mayor

Dated: _____

By: _____
Jolleen Chaika
City Clerk

Dated: _____

RECOMMENDED FOR APPROVAL:

By: _____
Joseph J. MacPherson, P.E.
Transportation Division Manager

APPROVED AS TO FORM AND EXECUTION:

By: _____
Christine V. Carney
Assistant County Attorney

EXHIBIT "B"

Cost Distribution Spreadsheet and Map

EXHIBIT "B"

SP 002-649-003 et. al.
CSAH 32/CSAH 1/CSAH 49 Roundabout Low Bid Summary

ITEM DESCRIPTION		UNIT	TOTAL PROJECT QUANTITIES ESTIMATED	LOW BID TOTALS		FEDERAL PARTICIPATING																	
						ANOKA COUNTY				RAMSEY COUNTY				SHOREVIEW				LINO LAKES				STORM SEWER PROTECT (15)	
						SP 002-632-019 *CR J*		SP 002-649-003 *Hodgson*		SP 062-601-016 *CR J*		SP 062-649-052 *Hodgson*		SP 167-020-029 *Hodgson*		SP 167-020-030 *CR J*		SP 210-020-012 *Hodgson*		SP 210-020-014 *CR J*			
				Low Bid Unit Cost	Total	ESTIMATED QUANTITIES	COST	ESTIMATED QUANTITIES	COST	ESTIMATED QUANTITIES	COST	ESTIMATED QUANTITIES	COST	ESTIMATED QUANTITIES	COST	ESTIMATED QUANTITIES	COST	ESTIMATED QUANTITIES	COST	ESTIMATED QUANTITIES	COST	ESTIMATED QUANTITIES	COST
MOBILIZATION		LUMP SUM	1.00	$209,500.00	$209,500.00	0.17	$35,615.00	0.15	$31,425.00	0.17	$35,615.00	0.14	$29,330.00	0.01	$2,095.00	0.01	$2,095.00	0.13	$27,235.00	0.06	$12,570.00	0.16	$33,520.00
FIELD OFFICE		EACH	1.00	$71,200.00	$71,200.00	0.17	$12,104.00	0.15	$10,680.00	0.17	$12,104.00	0.14	$9,968.00	0.01	$712.00	0.01	$712.00	0.13	$9,256.00	0.06	$4,272.00	0.16	$11,392.00
GRUBBING	(1)	ACRE	0.2	$10,300.00	$2,060.00	0.2	$2,060.00																
GRUBBING	(1)	EACH	39	$309.00	$12,051.00	15	$4,635.00	15	$4,635.00	9	$2,781.00												
PAVEMENT MARKING REMOVAL	(14)	LIN FT	15756	$0.88	$13,865.28	4299	$3,783.12	3799	$3,343.12	3959	$3,483.92	3699	$3,255.12										
BUILDING REMOVAL		LUMP SUM	1	$80,300.00	$80,300.00	1	$80,300.00																
REMOVE PIPE APRON		EACH	4	$267.00	$1,068.00					1	$267.00	3	$801.00										
REMOVE UNDERGROUND TANK	(16)	EACH	1	$0.01	$0.01			0.34	$0.00			0.33	$0.00					0.33	$0.00				
REMOVE LIGHTING UNIT		EACH	3	$1,050.00	$3,150.00			1	$1,050.00	1	$1,050.00	1	$1,050.00										
REMOVE DRAINAGE STRUCTURE		EACH	9	$371.00	$3,339.00	3	$1,113.00			3	$1,113.00	3	$1,113.00										
REMOVE SIGN		EACH	26	$25.80	$670.80	5	$129.00	4	$103.20	9	$232.20	8	$206.40										
REMOVE SIGN TYPE SPECIAL		EACH	1	$25.80	$25.80					1	$25.80												
REMOVE SIGNAL SYSTEM	(12)	EACH	1	$28,000.00	$28,000.00	0.25	$7,000.00			0.25	$7,000.00	0.25	$7,000.00					0.25	$7,000.00				
REMOVE MAIL BOX SUPPORT		EACH	5	$77.30	$386.50	1	$77.30	2	$154.60	2	$154.60												
SALVAGE SIGN		EACH	9	$25.80	$232.20	2	$51.60	1	$25.80	3	$77.40	3	$77.40										
SALVAGE SIGN TYPE SPECIAL		EACH	6	$25.80	$154.80					3	$77.40	3	$77.40										
SALVAGE MAIL BOX SUPPORT	(2)	EACH	14	$77.30	$1,082.20	5	$386.50	1	$77.30	8	$618.40												
SAWING CONCRETE PAVEMENT (FULL DEPTH)		LIN FT	127	$5.15	$654.05	85	$437.75			42	$216.30												
SAWING BIT PAVEMENT (FULL DEPTH)		LIN FT	959	$1.80	$1,726.20	277	$498.60	142	$255.60	342	$615.60	198	$356.40										
REMOVE SEWER PIPE (STORM)		LIN FT	526	$10.50	$5,523.00	254	$2,667.00			69	$724.50	203	$2,131.50										
REMOVE CURB & GUTTER		LIN FT	3613	$2.95	$10,658.35	1487	$4,386.65	158	$466.10	1404	$4,141.80	564	$1,663.80										
REMOVE FENCE		LIN FT	62	$32.80	$2,033.60	62	$2,033.60																
REMOVE CONCRETE DRIVEWAY PAVEMENT		SQ YD	356	$11.90	$4,236.40	201	$2,391.90			146	$1,737.40	9	$107.10										
REMOVE BITUMINOUS DRIVEWAY PAVEMENT		SQ YD	619	$10.50	$6,499.50	261	$2,740.50	203	$2,131.50	143	$1,501.50	12	$126.00										
REMOVE BITUMINOUS PAVEMENT		SQ YD	21921	$0.97	$21,263.37	5565	$5,398.05	7468	$7,243.96	5566	$5,399.02	3322	$3,222.34										
REMOVE BITUMINOUS WALK		SQ FT	14045	$0.57	$8,005.65	258	$147.06	329	$187.53	6297	$3,589.29	7161	$4,081.77										
REMOVE CONCRETE WALK		SQ FT	1067	$1.10	$1,173.70	136	$149.60	136	$149.60	362	$398.20	433	$476.30										
SALVAGE MAIL BOX		EACH	14	$20.60	$288.40	5	$103.00	3	$61.80	6	$123.60												
EXCAVATION - COMMON	(P)	CU YD	12527	$16.40	$205,442.80	2423	$39,737.20	6157	$100,974.80	2423	$39,737.20	1524	$24,993.60										
EXCAVATION - SUBGRADE	(P)	CU YD	10098	$3.35	$33,828.30	2285	$7,654.75	4118	$13,795.30	2285	$7,654.75	1410	$4,723.50										
EXCAVATION - CHANNEL AND POND	(P)	CU YD	2666	$15.30	$40,789.80																	2666	$40,789.80
SELECT GRANULAR EMBANKMENT (CV)	(P)	CU YD	10250	$2.55	$26,137.50	2285	$5,826.75	4209	$10,732.95	2285	$5,826.75	1471	$3,751.05										
COMMON EMBANKMENT (CV)	(P)	CU YD	3989	$21.60	$86,162.40	662	$14,299.20	1264	$27,302.40	662	$14,299.20	1401	$30,261.60										
DEWATERING		LUMP SUM	1	$12,500.00	$12,500.00	0.17	$2,125.00	0.15	$1,875.00	0.17	$2,125.00	0.14	$1,750.00	0.01	$125.00	0.01	$125.00	0.13	$1,625.00	0.06	$750.00	0.16	$2,000.00
CONTAMINATED DEWATERING		LUMP SUM	1	$36,600.00	$36,600.00			0.34	$12,444.00			0.33	$12,078.00					0.33	$12,078.00				
STOCKPILE CONTAMINATED SOIL		CU YD	705	$32.00	$22,560.00			235	$7,520.00			235	$7,520.00					235	$7,520.00				
HAUL & DISPOSE OF CONTAMINATED MATERIAL		TON	1269	$37.90	$48,095.10			423	$16,031.70			423	$16,031.70					423	$16,031.70				
AGGREGATE SURFACING (CV) CLASS 2		CU YD	41	$108.00	$4,428.00	10	$1,080.00	31	$3,348.00														
AGGREGATE SURFACING (CV) CLASS 2 (DRIVEWAY)		CU YD	6	$145.00	$870.00	6	$870.00																
DOZER		HOUR	40	$206.00	$8,240.00	10	$2,060.00	10	$2,060.00	10	$2,060.00	10	$2,060.00										
STREET SWEEPER (WITH PICKUP BROOM)	(4)	HOUR	40	$175.00	$7,000.00	10	$1,750.00	10	$1,750.00	10	$1,750.00	10	$1,750.00										
1.5 CU YD BACKHOE	(3)	HOUR	40	$191.00	$7,640.00	10	$1,910.00	10	$1,910.00	10	$1,910.00	10	$1,910.00										
WATER	(5)	M GALLON	150	$55.80	$8,370.00	38	$2,120.40	37	$2,064.60	38	$2,120.40	37	$2,064.60										
AGGREGATE BASE (CV) CLASS 5		CU YD	5273	$20.50	$108,096.50	1047	$21,463.50	1262	$25,871.00	956	$19,598.00	651	$13,345.50	29	$594.50	55	$1,127.50	943	$19,331.50	330	$6,765.00		
AGGREGATE BASE (CV) CLASS 5 (DRIVEWAYS)	(13)	CU YD	103	$58.20	$5,994.60	24	$1,396.80	42	$2,444.40	37	$2,153.40												
CONCRETE PAVEMENT 7.0"		SQ YD	1362	$115.00	$156,630.00	227	$26,105.00	227	$26,105.00	227	$26,105.00	227	$26,105.00					227	$26,105.00	227	$26,105.00		
CONCRETE PAVEMENT 7.0" SPECIAL 1	(6)	SQ YD	321	$149.00	$47,829.00	54	$8,046.00	53	$7,897.00	54	$8,046.00	53	$7,897.00					53	$7,897.00	54	$8,046.00		
CONCRETE PAVEMENT 7.0" SPECIAL 2	(6)	SQ YD	426	$138.00	$58,788.00	71	$9,798.00	71	$9,798.00	71	$9,798.00	71	$9,798.00					71	$9,798.00	71	$9,798.00		
DRILL & GROUT REINF BAR (EPOXY COATED)		EACH	346	$10.40	$3,598.40	3	$31.20	3	$31.20	119	$1,237.60	49	$509.60			50	$520.00	73	$759.20	49	$509.60		
BITUMINOUS MATERIAL FOR TACK COAT		GALLON	2005	$3.10	$6,215.50	387	$1,199.70	392	$1,215.20	427	$1,323.70	282	$874.20					425	$1,317.50	92	$285.20		
TYPE SP 9.5 WEARING COURSE MIX (2,B)	(8)	TON	451	$116.00	$52,316.00					119	$13,804.00	91	$10,556.00	8	$928.00	41	$4,756.00	125	$14,500.00	67	$7,772.00		
TYPE SP 9.5 WEARING COURSE MIX (3,C) (DRIVEWAY)		TON	57	$220.00	$12,540.00	6	$1,320.00	32	$7,040.00	19	$4,180.00												
TYPE SP 12.5 NON WEAR COURSE MIX (3,B)		TON	2264	$77.00	$174,328.00	438	$33,726.00	442	$34,034.00	481	$37,037.00	319	$24,563.00					480	$36,960.00	104	$8,008.00		
TYPE SP 12.5 WEARING COURSE MIX (3,C)		TON	4525	$84.90	$384,172.50	874	$74,202.60	884	$75,051.60	962	$81,673.80	638	$54,166.20					960	$81,504.00	207	$17,574.30		
FILTER MEDIA SPECIAL		CU YD	637	$69.40	$44,207.80																	637	$44,207.80
15" RC PIPE APRON		EACH	1	$3,240.00	$3,240.00																	1	$3,240.00
18" RC PIPE APRON		EACH	2	$3,660.00	$7,320.00																	2	$7,320.00
21" RC PIPE APRON		EACH	1	$4,290.00	$4,290.00																	1	$4,290.00
24" RC PIPE APRON		EACH	2	$4,710.00	$9,420.00																	2	$9,420.00
6" PERF PE PIPE DRAIN		LIN FT	653	$13.80	$9,011.40																	653	$9,011.40
6" PVC PIPE DRAIN CLEANOUT		EACH	6	$443.00	$2,658.00																	6	$2,658.00
15" RC PIPE SEWER DES 3006 CL V		LIN FT	1854	$60.70	$112,537.80																	1854	$112,537.80
18" RC PIPE SEWER DES 3006 CL V		LIN FT	1666	$65.90	$109,789.40																	1666	$109,789.40
21" RC PIPE SEWER DES 3006 CL V		LIN FT	43	$83.70	$3,599.10																	43	$3,599.10
24" RC PIPE SEWER DES 3006 CL V		LIN FT	103	$110.00	$11,330.00																	103	$11,330.00
CONNECT TO EXISTING STORM SEWER		EACH	3	$784.00	$2,352.00																	3	$2,352.00
CONNECT INTO EXISTING DRAINAGE STRUCTURE		EACH	2	$1,250.00	$2,500.00																	2	$2,500.00
ADJUST VALVE BOX		EACH	15	$567.00	$8,505.00	4	$2,268.00			8	$4,536.00	3	$1,701.00										
CONST DRAINAGE STRUCTURE DESIGN SPEC 2		EACH	1	$6,800.00	$6,800.00																	1	$6,800.00
CASTING ASSEMBLY		EACH	53	$1,060.00	$56,180.00																	53	$56,180.00
ADJUST FRAME & RING CASTING		EACH	15	$1,130.00	$16,950.00	7	$7,910.00			7	$7,910.00	1	$1,130.00										
CONST DRAINAGE STRUCTURE DESIGN G		LIN FT	29	$476.00	$13,804.00																	29	$13,804.00
CONST DRAINAGE STRUCTURE DESIGN H		LIN FT	73	$371.00	$27,083.00																	73	$27,083.00
CONST DRAINAGE STRUCTURE DES 48-4020		LIN FT	84	$575.00	$48,300.00																	84	$48,300.00
CONST DRAINAGE STRUCTURE DES 60-4020		LIN FT	21	$894.00	$18,774.00																	21	$18,774.00
GEOTEXTILE FILTER TYPE 4		SQ YD	82	$4.20	$344.40																	82	$344.40
RANDOM RIPRAP CLASS III		CU YD	21	$125.00	$2,625.00																	21	$2,625.00
4" CONCRETE WALK	(9)	SQ FT	7023	$5.65	$39,679.95					1485	$8,390.25	566	$3,197.90			918	$5,186.70	3100	$17,515.00	954	$5,390.10		
4" CONCRETE WALK SPECIAL 1	(6)	SQ FT	5018	$11.30	$56,703.40	752	$8,497.60	112	$1,265.60	940	$10,622.00	1048	$11,842.40					1411	$15,944.30	755	$8,531.50		
4" CONCRETE WALK SPECIAL 3	(6)	SQ FT	6476	$8.25	$53,427.00	1416	$11,682.00			1563	$12,894.75	1135	$9,363.75	2168	$17,886.00	194	$1,600.50						
6" CONCRETE WALK	(7)	SQ FT	4625	$15.20	$70,300.00	83	$1,261.60	83	$1,261.60	1293	$19,653.60	932	$14,166.40	76	$1,155.20	206	$3,131.20	1236	$18,787.20	716	$10,883.20		
CONCRETE CURB & GUTTER DESIGN B418 (MOD)	(10)	LIN FT	3587	$21.90	$78,555.30	616	$13,490.40	1079	$23,630.10	773	$16,928.70	618	$13,534.20							501	$10,971.90		
CONCRETE CURB & GUTTER DESIGN B424		LIN FT	3449	$24.20	$83,465.80	33	$798.60	372	$9,002.40	66	$1,597.20	784	$18,972.80	458	$11,083.60	24	$580.80	1674	$40,510.80	38	$919.60		
CONCRETE CURB & GUTTER DESIGN B618		LIN FT	306	$36.30	$11,107.80													273	$9,909.90	33	$1,197.90		
CONCRETE CURB & GUTTER DESIGN B624		LIN FT	4228	$22.20	$93,861.60	758	$16,827.60	34	$754.80	1491	$33,100.20	73	$1,620.60	45	$999.00	441	$9,790.20	91	$2,020.20	1295	$28,749.00		
CONCRETE CURB & GUTTER DESIGN D424		LIN FT	67	$33.70	$2,257.90					67	$2,257.90												
CONCRETE CURB & GUTTER DESIGN R418		LIN FT	261	$45.10	$11,771.10	44	$1,984.40	43	$1,939.30	44	$1,984.40	43	$1,939.30					43	$1,939.30	44	$1,984.40		
SURMOUNTABLE CURB & GUTTER	(10)	LIN FT	133	$31.90	$4,242.70	40	$1,276.00			53	$1,690.70									40	$1,276.00		
6" CONCRETE DRIVEWAY PAVEMENT		SQ YD	383	$82.80	$31,712.40	146	$12,088.80	91	$7,534.80	146	$12,088.80												
TRUNCATED DOMES		SQ FT	604	$62.40	$37,689.60	16	$998.40	16	$998.40	202	$12,604.80	80	$4,992.00			38	$2,371.20	136	$8,486.40	116	$7,238.40		
INSTALL MAIL BOX		EACH	14	$41.20	$576.80	5	$206.00	3	$123.60	6	$247.20												
MAIL BOX		EACH	5	$51.50	$257.50	1	$51.50			4	$206.00												
MAIL BOX SUPPORT		EACH	10	$180.00	$1,800.00	6	$1,080.00	3	$540.00	1	$180.00												
MAIL BOX SUPPORT (VERTICAL BREAKAWAY)		EACH	9	$232.00	$2,088.00					9	$2,088.00												
LIGHTING UNIT TYPE 9-30		EACH	15	$3,970.00	$59,550.00	2	$7,940.00	1.5	$5,955.00	4	$15,880.00	4	$15,880.00					2	$7,940.00	1.5	$5,955.00		
LIGHT FOUNDATION DESIGN E		EACH	15	$1,460.00	$21,900.00	2	$2,920.00	1.5	$2,190.00	4	$5,840.00	4	$5,840.00					2	$2,920.00	1.5	$2,190.00		
LIGHT FOUNDATION DESIGN E MODIFIED		EACH	14	$1,340.00	$18,760.00													7	$9,380.00	7	$9,380.00		
SERVICE CABINET -TYPE L1		EACH	1	$9,060.00	$9,060.00	0.125	$1,132.50	0.125	$1,132.50	0.25	$2,265.00	0.25	$2,265.00					0.125	$1,132.50	0.125	$1,132.50		
SERVICE EQUIPMENT		EACH	1	$2,230.00	$2,230.00	0.125	$278.75	0.125	$278.75	0.25	$557.50	0.25	$557.50					0.125	$278.75	0.125	$278.75		
EQUIPMENT PAD B		EACH	1	$2,150.00	$2,150.00	0.125	$268.75	0.125	$268.75	0.25	$537.50	0.25	$537.50					0.125	$268.75	0.125	$268.75		
HANDHOLE		EACH	1	$2,880.00	$2,880.00													1	$2,880.00				
1.5" NON-METALLIC CONDUIT		LIN FT	1950	$8.80	$17,160.00													1950	$17,160.00				
2" NON-METALLIC CONDUIT		LIN FT	2151	$9.50	$20,429.75	269	$2,555.50	269	$2,550.75	538	$5,111.00	537	$5,101.50					269	$2,555.50	269	$2,555.50		
4" NON-METALLIC CONDUIT		LIN FT	115	$17.90	$2,058.50													115	$2,058.50				
UNDERGROUND WIRE 1/C 8 AWG		LIN FT	9800	$1.55	$15,190.00	1225	$1,898.75	1225	$1,898.75	2450	$3,797.50	2450	$3,797.50					1225	$1,898.75	1225	$1,898.75		
GUIDE POST TYPE B		EACH	8	$67.00	$536.00																	8	$536.00
TRAFFIC CONTROL		LUMP SUM	1	$50,400.00	$50,400.00	0.17	$8,568.00	0.15	$7,560.00	0.17	$8,568.00	0.14	$7,056.00	0.01	$504.00	0.01	$504.00	0.13	$6,552.00	0.06	$3,024.00	0.16	$8,064.00
INSTALL SIGN		EACH	9	$464.00	$4,176.00	2	$928.00	1	$464.00	3	$1,392.00	3	$1,392.00										
INSTALL SIGN TYPE SPECIAL		EACH	6	$206.00	$1,236.00					3	$618.00	3	$618.00										
DELINEATOR / MARKER		EACH	2	$324.00	$648.00					1	$324.00	1	$324.00										
DELINEATOR / MARKER PANEL		EACH	10	$97.90	$979.00	1	$97.90			5	$489.50	4	$391.60										
SIGN		SQ FT	950	$83.70	$79,515.00	135	$11,299.50	134	$11,215.80	341	$28,541.70	340	$28,458.00										
EROSION CONTROL SUPERVISOR		LUMP SUM	1	$4,890.00	$4,890.00	0.17	$831.30	0.15	$733.50	0.17	$831.30	0.14	$684.60	0.01	$48.90	0.01	$48.90	0.13	$635.70	0.06	$293.40	0.16	$782.40
STORM DRAIN INLET PROTECTION		EACH	48	$200.00	$9,600.00	12	$2,400.00	16	$3,200.00	10	$2,000.00	10	$2,000.00										
CULVERT END CONTROLS		EACH	3	$469.00	$1,407.00	1	$469.00					2	$938.00										
SILT FENCE, TYPE MS		LIN FT	3846	$2.05	$7,884.30			648	$1,328.40	1865	$3,823.25	1333	$2,732.65										
SEDIMENT CONTROL LOG TYPE COMPOST		LIN FT	290	$2.60	$754.00	41	$106.60	167	$434.20	41	$106.60	41	$106.60										
SOIL BED PREPARATION		ACRE	6.3	$368.00	$2,318.40	1.6	$588.80	3.0	$1,104.00	0.9	$331.20	0.8	$294.40										
FERTILIZER TYPE 3		POUND	2110	$0.73	$1,540.30	543	$396.39	1012	$738.76	262	$191.26	293	$213.89										
FERTILIZER TYPE 4		POUND	147	$2.65	$389.55	114	$302.10	33	$87.45														
ROLLED EROSION PREVENTION CATEGORY 20		SQ YD	33058	$1.35	$44,628.30	9925	$13,398.75	15135	$20,432.25	3758	$5,073.30	4240	$5,724.00										
SEEDING		ACRE	6.3	$368.00	$2,318.40	1.6	$588.80	3.0	$1,104.00	0.9	$331.20	0.8	$294.40										
SEED MIXTURE 22-111		POUND	95	$3.10	$294.50	25	$77.50	44	$136.40	13	$40.30	13	$40.30										
SEED MIXTURE 25-121		POUND	26	$8.35	$217.10	1	$8.35	23	$192.05	1	$8.35	1	$8.35										
SEED MIXTURE 25-131		POUND	395	$5.20	$2,054.00	109	$566.80	220	$1,144.00	47	$244.40	19	$98.80										
SEED MIXTURE 25-151		POUND	102	$7.65	$780.30	33	$252.45	11	$84.15	19	$145.35	39	$298.35										
SEED MIXTURE SPECIAL		POUND	19	$48.20	$915.80	16	$771.20	3	$144.60														
4" REMOVABLE PREFORM PAVEMENT MARKING TAPE	(11)	LIN FT	3094	$1.30	$4,022.20	774	$1,006.20	773	$1,004.90	774	$1,006.20	773	$1,004.90										

EXHIBIT "B"

ITEM DESCRIPTION		UNIT	TOTAL PROJECT QUANTITIES ESTIMATED	LOW BID TOTALS		FEDERAL PARTICIPATING																	
						ANOKA COUNTY				RAMSEY COUNTY				SHOREVIEW				LINO LAKES				STORM SEWER PROTECT (15)	
						SP 002-632-019 *CR J*		SP 002-649-003 *Hodgson*		SP 062-601-016 *CR J*		SP 062-649-052 *Hodgson*		SP 167-020-029 *Hodgson*		SP 167-020-030 *CR J*		SP 210-020-012 *Hodgson*		SP 210-020-014 *CR J*			
				Low Bid Unit Cost	Total	ESTIMATED QUANTITIES	COST	ESTIMATED QUANTITIES	COST	ESTIMATED QUANTITIES	COST	ESTIMATED QUANTITIES	COST	ESTIMATED QUANTITIES	COST	ESTIMATED QUANTITIES	COST	ESTIMATED QUANTITIES	COST	ESTIMATED QUANTITIES	COST	ESTIMATED QUANTITIES	COST
4" SOLID LINE PAINT	(11)	LIN FT	9390	$0.42	$3,943.80	2348	$986.16	2347	$985.74	2348	$986.16	2347	$985.74										
4" SOLID LINE MULTI COMP	(11)	LIN FT	12147	$0.84	$10,203.48	3993	$3,354.12	3434	$2,884.56	3186	$2,676.24	1534	$1,288.56										
4" BROKEN LINE MULTI COMP	(11)	LIN FT	320	$0.84	$268.80	110	$92.40	100	$84.00	110	$92.40												
4" DBLE SOLID LINE MULTI COMP	(11)	LIN FT	3926	$1.65	$6,477.90	826	$1,362.90	1627	$2,684.55	826	$1,362.90	647	$1,067.55										
24" SOLID LINE PREF THERMO	(11)	LIN FT	552	$19.90	$10,984.80	95	$1,890.50	196	$3,900.40	95	$1,890.50	166	$3,303.40										
4" SOLID LINE PREF TAPE GR IN (WR) CONT	(11)	LIN FT	1695	$13.60	$23,052.00	400	$5,440.00	399	$5,426.40	449	$6,106.40	447	$6,079.20										
8" DOTTED LINE PREF TAPE GR IN (WR) CONT	(11)	LIN FT	30	$47.10	$1,413.00	8	$376.80	7	$329.70	8	$376.80	7	$329.70										
PAVT MSSG PREF TAPE GR IN (WR) CONT		SQ FT	361	$52.30	$18,880.30	109	$5,700.70	78	$4,079.40	102	$5,334.60	72	$3,765.60										
CROSSWALK PREF THERMO GR IN		SQ FT	696	$15.00	$10,440.00	360	$5,400.00			120	$1,800.00	216	$3,240.00										
CROSSWALK PREF TAPE GR IN (WR) CONT		SQ FT	576	$25.10	$14,457.60					132	$3,313.20	132	$3,313.20					156	$3,915.60	156	$3,915.60		
				BASE BID TOTAL:	**$ 3,642,432.04**		**$ 589,606.70**		**$ 586,094.57**		**$ 626,460.84**		**$ 514,243.22**		**$ 36,131.20**		**$ 32,549.00**		**$ 453,607.05**		**$ 210,489.35**		**$ 593,250.10**
		PRORATING	1.00	$3,293,942.04	0.17	**$ 530,363.40**	0.15	**$ 533,821.07**	0.17	**$ 567,217.54**	0.14	**$ 465,454.62**	0.01	**$ 32,646.30**	0.01	**$ 29,064.10**	0.13	**$ 408,303.35**	0.06	**$ 189,579.95**	0.16	**$ 537,491.70**
						$546,306.15		$546,286.57		$579,106.04		$473,329.62						$419,223.60		$193,171.70		$558,411.70	
					$65,501.95																		

STP	PROTECT
$3,462,038.00	$748,800.00
	$576,000.00

Funding Group:		Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8	Group 9
Totals:	$3,642,432.04	$589,606.70	$586,094.57	$626,460.84	$514,243.22	$36,131.20	$32,549.00	$453,607.05	$210,489.35	$593,250.10
Total Federal Eligible Items:	$3,049,181.94	$589,606.70	$586,094.57	$626,460.84	$514,243.22	$36,131.20	$32,549.00	$453,607.05	$210,489.35	$593,250.10
Federal Funds Available:	$2,663,106.00	$471,685.36	$468,875.66	$501,168.67	$411,394.58	$28,904.96	$26,039.20	$362,885.64	$168,391.48	$474,600.08
% Fed STP Funding	80.00%	$471,685.36	$468,875.66	$501,168.67	$411,394.58	$28,904.96	$26,039.20	$362,885.64	$168,391.48	$474,600.08
% Fed PROTECT Funding	80.00%									

		PROJECT TOTALS	ANOKA COUNTY TOTALS	ANOKA COUNTY FEDERAL FUNDS	ANOKA COUNTY STATE AID FUNDS	RAMSEY COUNTY TOTALS	RAMSEY COUNTY FEDERAL FUNDS	RAMSEY COUNTY STATE AID FUNDS	CITY OF SHOREVIEW TOTALS	CITY OF SHOREVIEW FEDERAL FUNDS	CITY OF SHOREVIEW STATE AID FUNDS	CITY OF LINO LAKES TOTALS	CITY OF LINO LAKES FEDERAL FUNDS	CITY OF LINO LAKES STATE AID FUNDS
	ROADWAY	$3,049,181.94	$1,175,701.27	$940,561.02	$235,140.25	$1,140,704.06	$912,563.25	$228,140.81	$68,680.20	$54,944.16	$13,736.04	$664,096.40	$531,277.12	$132,819.28
	STORM SEWER (PROTECT)	$593,250.10	$266,962.55	$213,570.04	$53,392.51	$266,962.55	$213,570.04	$53,392.51	$29,662.51	$23,730.00	$5,932.50	$29,662.51	$23,730.00	$5,932.50
	CONSTRUCTION TOTAL	$3,642,432.04	$1,442,663.82	$1,154,131.05	$288,532.76	$1,407,666.61	$1,126,133.29	$281,533.32	$98,342.71	$78,674.16	$19,668.54	$693,758.91	$555,007.13	$138,751.78
	DESIGN ENGINEERING	$150,600.93				$140,766.66		$140,766.66	$9,834.27		$9,834.27			
	CONSTRUCTION ENGINEERING	$321,514.75	$115,413.11		$115,413.11	$140,766.66		$140,766.66	$9,834.27		$9,834.27	$55,500.71		$55,500.71
	RIGHT OF WAY	$530,000.00	$176,666.66		$176,666.66	$176,666.67		$176,666.67				$176,666.67		$176,666.67
	SP SUBTOTAL	$4,644,547.72												
	AGENCY TOTAL	**$4,644,547.72**	**$1,734,743.58**	**$1,154,131.05**	**$580,612.53**	**$1,865,866.60**	**$1,126,133.29**	**$739,733.31**	**$118,011.25**	**$78,674.16**	**$39,337.08**	**$925,926.29**	**$555,007.13**	**$370,919.16**

EXHIBIT "B-1"

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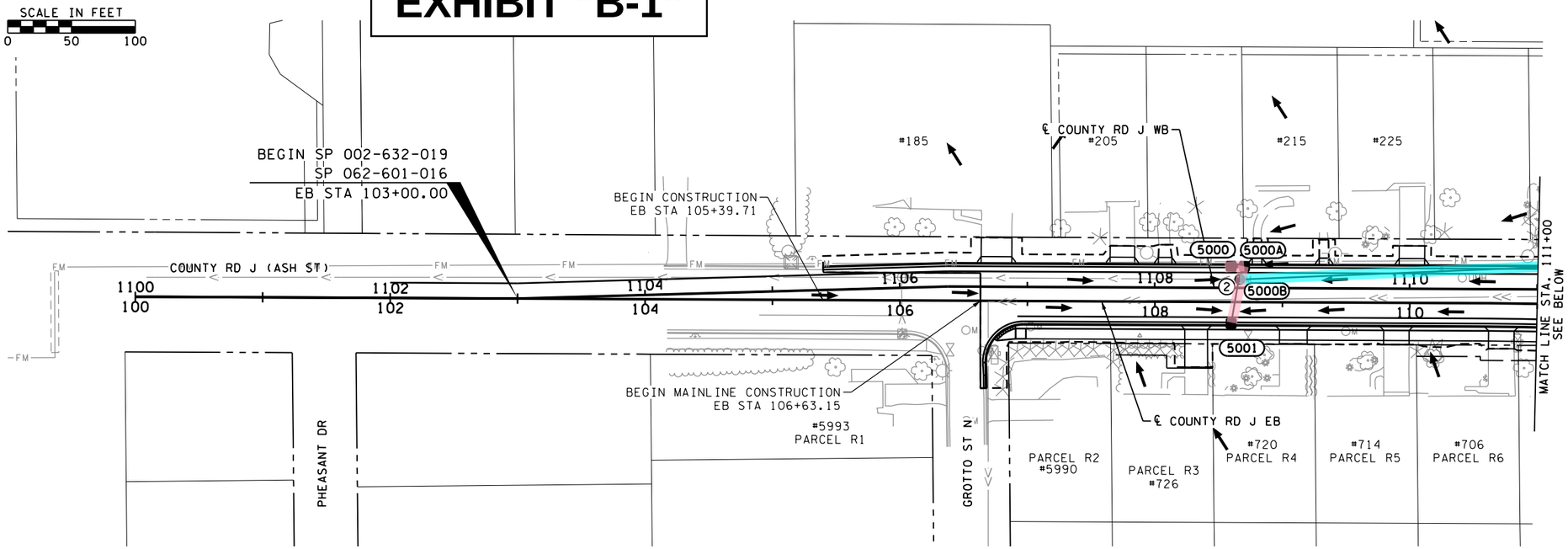
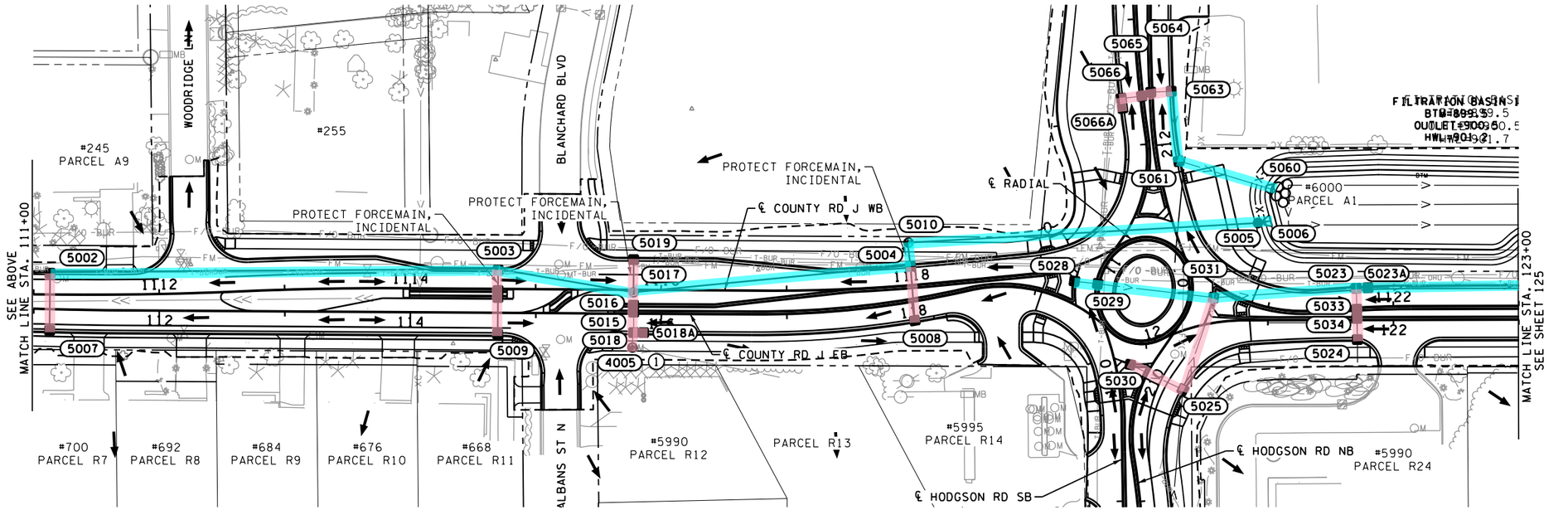




LEGEND

- GUIDE POST TYPE B
- RANDOM RIPRAP
- CATCH BASIN
- MANHOLE
- DROP INLET
- APRON
- STRUCTURE
- SURFACE FLOW DIRECTION
- ① CONNECT TO EXISTING DRAINAGE STRUCTURE
- ② CONNECT TO EXISTING STORM SEWER
- STORM SEWER PIPE
- INPLACE STORM SEWER
- INPLACE CULVERT
- CONSTRUCTION LIMITS
- AREA OF ENVIRONMENTAL SENSITIVITY

City maintained

County maintained

NO.	DATE	BY	CHK	REVISIONS

Design By: GFT
Plan By: GFT
Checked By: LGR
Approved By: EAE

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: EARTH A. EVANS, PE

DATE 9/22/2023 LICENSE # 44235

wsb

ANOKA COUNTY RAMSEY COUNTY

CSAH 49 at Ramsey County
CSAH 1 / Anoka County CSAH 32
Intersection Improvements

ANOKA & RAMSEY COUNTY, MN

EB STA 103+00.00 TO EB STA 123+00

DRAINAGE PLAN

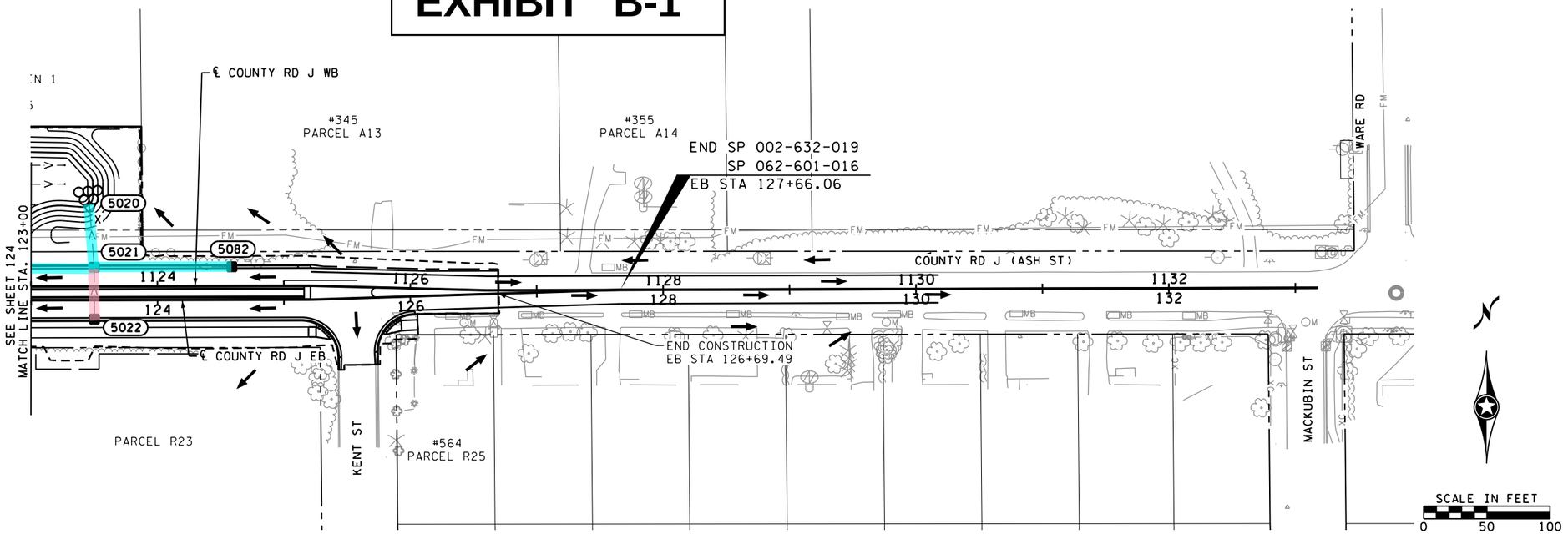
SP 002-632-019, SP 002-649-003, SP 062-601-016, SP 062-649-052

SHEET 124 OF 159 SHEETS

PLOTTED/REVISED: 9/22/2023 2:00:23 PM

WSB PATH & FILENAME: Projects\Minnesota\019054-000\Cad\Plan\19054-000_dp01.dgn

EXHIBIT "B-1"



LEGEND

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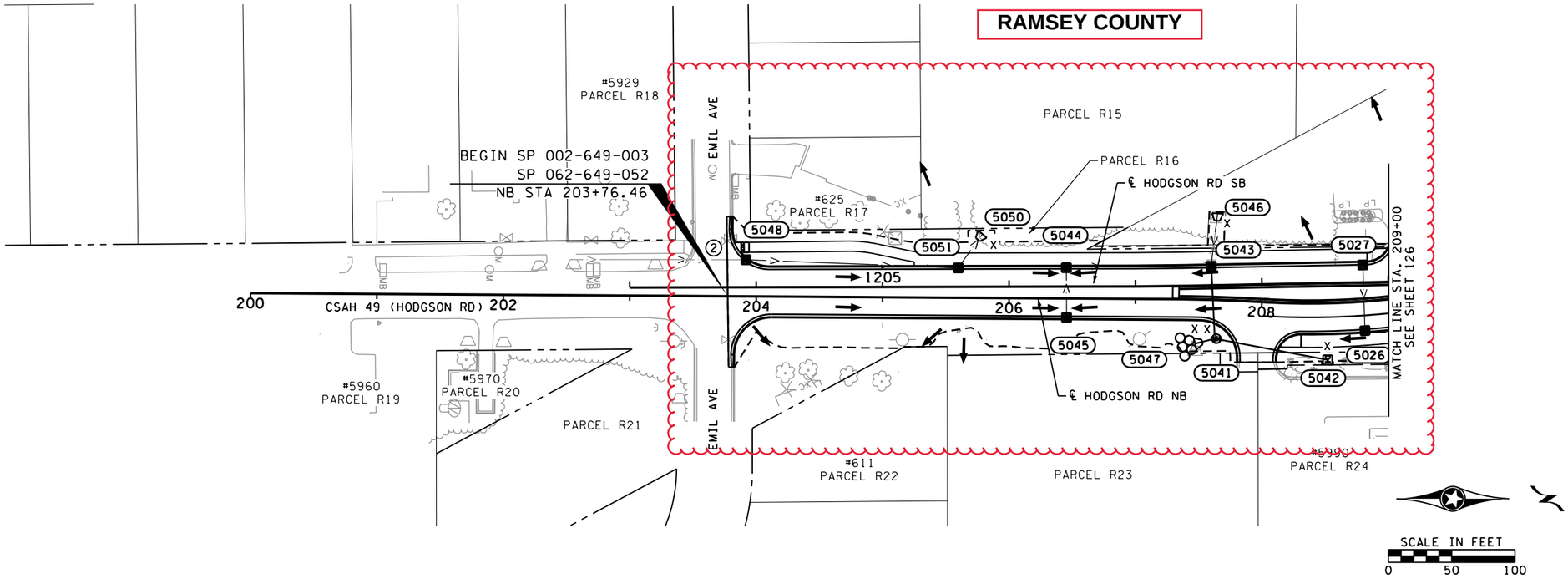

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ANOKA COUNTY RAMSEY COUNTY

CSAH 49 at Ramsey County
CSAH 1 / Anoka County CSAH 32
Intersection Improvements

ANOKA & RAMSEY COUNTY, MN

EB STA 123+00 TO EB STA 127+66.06
NB STA 203+76.46 TO NB STA 209+00

DRAINAGE PLAN

SP 002-632-019, SP 002-649-003, SP 062-601-016, SP 062-649-052

SHEET **125** OF **159** SHEETS

PLOTTED/REVISED: 9/22/2023 2:00:29 PM

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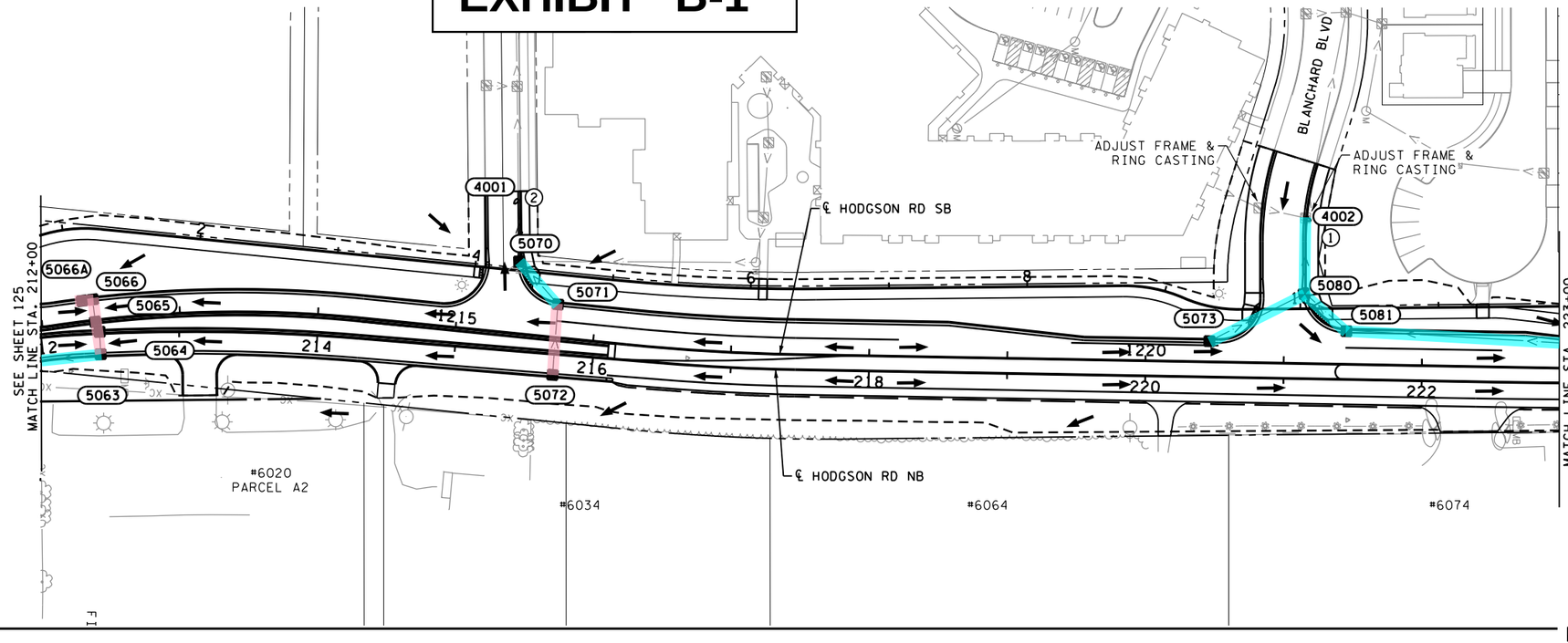
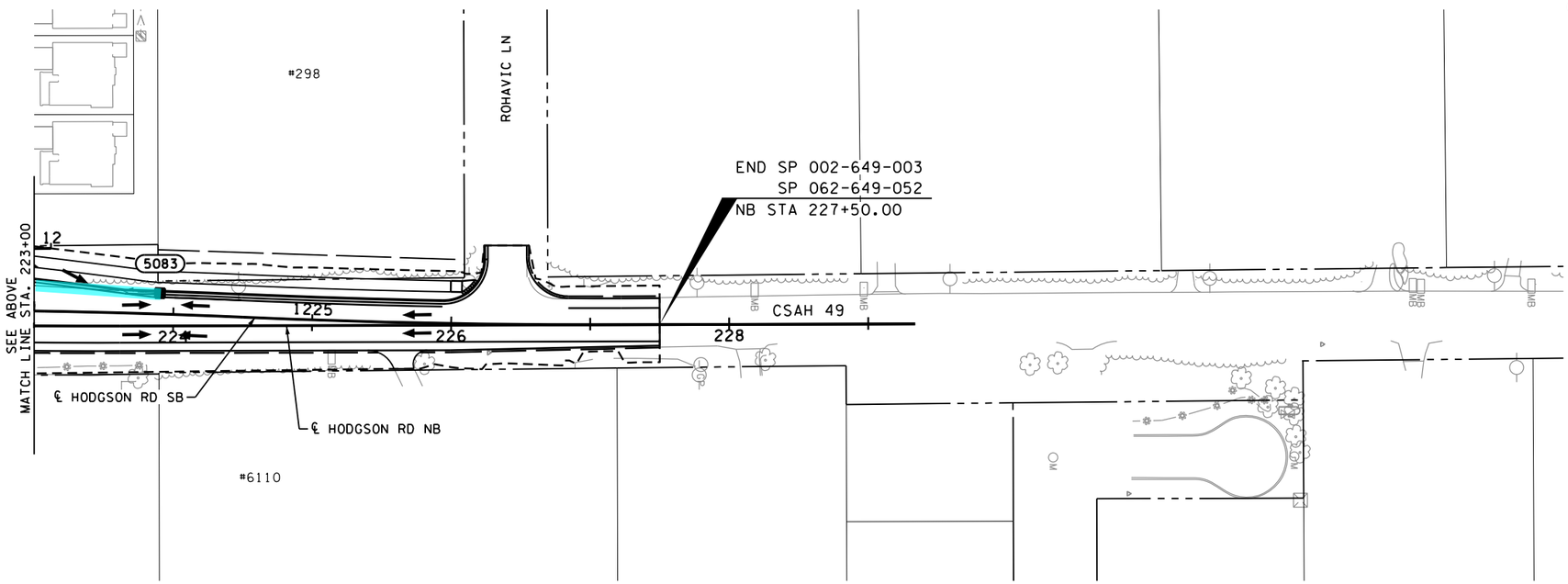
EXHIBIT "B-1"





LEGEND

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City maintained

County maintained

NO.	DATE	BY	CHK	REVISIONS

Design By: GFT
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PRINT NAME: EARTH A. EVANS, PE

DATE 9/22/2023 LICENSE # 44235

wsb

ANOKA COUNTY RAMSEY COUNTY

CSAH 49 at Ramsey County CSAH 1 / Anoka County CSAH 32 Intersection Improvements

ANOKA & RAMSEY COUNTY, MN

NB STA 212+00 TO NB STA 227+50.00

DRAINAGE PLAN

SP 002-632-019, SP 002-649-003, SP 062-601-016, SP 062-649-052

SHEET 126 OF 159 SHEETS

PLOTTED/REVISED: 9/22/2023 2:00:33 PM

WSB PATH & FILENAME: Projects\Minnesota\01\9054-000\Cad\Plan\19054-000_dp03.dgn

EXHIBIT "C"

FOR PROJECTS CONSTRUCTED IN ANOKA COUNTY

ITEMS	COUNTY SHARE	CITY SHARE
Concrete Curb & Gutter	50%	50%
Concrete Curb & Gutter for Median and Center Island Construction	100%	0%
Concrete Median	100%	0*1
Concrete Sidewalk	0%	100%
Concrete Sidewalk Replacement	100%	0%
Bikeways	0%	100%
Bikeway Replacement	100%, Unless existing trail not placed at edge of R/W	0%
Construction or Adjustment of Local Utilities	0%	100%
Grading, Base and Bituminous	100%	0%
Storm Sewer	based on state aid letter*2	based on state aid letter*2
Driveway Upgrades	100%, in-kind	100%, of up-grades
Traffic Signals, new (communities larger than 5,000) w/ State Aid approved SJR	½ the cost of its legs of the intersection	the cost of its legs of the intersection plus ½ the cost of the County legs of the intersection
Traffic Signals, replacement (communities larger than 5,000) w/ State Aid approved SJR	the cost of its legs of the intersection	the cost of its legs of the intersection
Traffic Signals, new & replacements (communities less than 5,000) w/ State Aid approved SJR	100%	0%
Traffic Signal, w/o State Aid approved SJR	0%	100%
EVP	0%	100%
Engineering Services	*3	*3
Right-of-Way	100%*4	0%
Street Lights	0%	100%
Noise Walls	100%, if not previously notified*5	100%, if previously notified*5

*1 The County pays for 100% of Standard Median Design such as plain concrete. If a local unit of government requests decorative median such as brick, stamped concrete, or landscaping, the local unit will pay the additional cost above the cost of standard median.

*2 In the event no State Aid is being used, or in the event the state aid letter does not determine cost split percentages, drainage cost shares will be computed by the proportion of contributing flow outside the County right of way to the total contributing flow.

*3 Engineering shall be paid by the Lead Agency except that any participating agency will pay construction engineering in the amount of 8% of the construction costs paid by that agency.

*4 In the event that the Township or City requests purchase of right-of-way in excess of those rights-of-way required by County construction, the Township or City participates to the extent an agreement can be reached in these properties. For instance, a Township or City may request a sidewalk be constructed alongside a County roadway which would require additional right-of-way, in which case the Township or City may pay for that portion of the right-of-way. Acquisition of right-of-way for new alignments shall be the responsibility of the Township or City in which the alignment is located. This provision may be waived by agreement with the County Board if the roadway replaces an existing alignment and the local unit of government takes jurisdiction of that existing alignment. In addition, any costs, including right-of-way costs, incurred by the County because a Township or City did not acquire sufficient right-of-way during the platting process or redevelopment process as requested by the County shall be paid by the Township or City.

*5 Notification includes any letter to the agency indicating that noise will potentially be an issue in the future, likely received during the Plat Review Process. Maintenance shall be the responsibility of the agency paying for the initial installation. When the County is the responsible agency, it shall pay 100% of Standard Noise Wall Cost. If a local agency requests decorative noise walls, the requesting agency will pay the additional cost above the cost of standard noise wall.

CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 6

STAFF ORIGINATOR: Jolleen Chaika, City Clerk

WORK SESSION DATE: April 1, 2024

TOPIC: Review/Discuss 2014 Fire Department Analysis

BACKGROUND

At the March 25, 2024, City Council work session, Council held preliminary, high-level discussion on the topic of further analysis of the fire department and the current public safety model following Mayor Rafferty distribution of the 2014 Fire Department Analysis on March 11, 2024.

In an effort to allow for a more robust discussion, it was the consensus of the Council to move this item to the April work session. The 2014 Fire Department Analysis has been attached again for reference.

REQUESTED COUNCIL DIRECTION

None. For review and discussion purposes only.

ATTACHMENTS

2014 Fire Department Analysis

CITY COUNCIL
AGENDA ITEM 3A

STAFF ORIGINATOR: Jeff Karlson

MEETING DATE: May 27, 2014

TOPIC: Fire Department Analysis

VOTE REQUIRED: 3/5

INTRODUCTION

Springsted, Inc. has completed the Fire Department Analysis and will present its findings at the May 27 meeting. The project manager, Dave Unmacht, and the fire services consultant, Pat Simpson, will be available by phone to summarize the report.

BACKGROUND

On March 10, 2014, the City Council authorized Springsted, Inc. to complete an analysis of service delivery options for a municipal fire department. Springsted identified five specific components to the scope of services:

1. Provide an overview of baseline fire service, including risk, demand, deployment, and response time.
2. Identify different options and models for organizing a fire department.
3. Evaluate adding one facility with a preliminary location on Birch Street.
4. Develop a list of essential needs required to begin a new fire department.
5. Identify pros and cons of combining the police and fire department.

In their analysis, Springsted presented six options for providing fire service to the Lino Lakes community. The fire committee is recommending that all but two options be eliminated, including the option of staying with the Centennial Fire District, which has proven to be the most difficult option given Centerville's and Circle Pines' reluctance to amend the governance structure in the Joint Powers Agreement. The two most viable options are to create a new Lino Lakes Fire Department or to incorporate fire services into the Public Safety Department.

Creating a new Lino Lakes Fire Department was the initial policy direction of the City Council based on several assumptions that were made from the outset. Many of these assumptions were confirmed in the Springsted report, which are as follows:

1. Lino Lakes is 70% of the Centennial Fire District's population and growing, while Centerville and Circle Pines are mostly built out. This disparity will keep growing and more of the service deliveries and fire safety issues will occur in Lino Lakes.
2. The new LLFD will need at least one new station on Birch Street to cover the southern area of the city.

3. Annual operating costs for a new fire department with two stations would be approximately the same as the current annual contribution to the Centennial Fire District. Capital costs will be financed through bonds with a 15-20 year repayment schedule.
4. A new fire station in the southern portion of the Lino Lakes would have been necessary in the near future even if Lino Lakes stayed with the CFD, with Lino Lakes paying 100% of the construction costs.
5. Creating a new LLFD will still necessitate entering into mutual aid agreements with other municipal jurisdictions.
6. Startup costs for a new fire department consists of capital costs for construction of the new station and purchase of fire apparatus, in addition to the costs of recruiting, training, and outfitting new personnel.

A preliminary cost assessment for a new fire department is included in Springsted's report. Their cost projections for operations, apparatus, training, and turnout gear are generally worse case scenarios and the actual costs will likely be much less, especially given that Lino Lakes will acquire 68% of the District's equipment assets and retain current CFD fire personnel.

Because of the two-year transition timeline from the date the withdrawal notice was given to the Centennial Fire District (January 28, 2014), it is critical that the Council act quickly on a decision to move this forward.

As noted earlier, the fire committee reviewed the options in the report and recommends that the Council strongly consider incorporating fire operations into the Public Safety Department. The pros and cons of a combined police and fire department model are identified in the report. Also included in the report is a conceptual organizational structure with two career deputy directors, one for police operations and one for fire operations. Both would report to the Public Safety Director.

If the Council agrees that the City should move forward to Phase II of the fire department analysis, the next step would be to authorize staff to move forward with implementation of the preferred option, which is to combine police and fire operations into a Public Safety Department. Implementation would include the following:

1. Contact architectural firms to begin the process of site location and building design for the new fire station.
2. Contract with consultants who can assist the City in developing a business model that includes capital, staffing and personnel, operational and facility needs.
3. Begin recruiting and training efforts for new fire personnel.
4. Develop a thorough and easily understandable phasing plan that addresses all aspects within the analysis and any other issues that come up during the implementation phase.
5. Create job descriptions for new personnel and conduct a compensation study.
6. Hire personnel to expedite the implementation of fire operations in the Public Safety Department.
7. Establish a fire relief pension fund that will attract new recruits and current CFD firefighters.

RECOMMENDATION

Direct staff to proceed with Phase II of the fire department analysis, which would incorporate fire services in the Public Safety Department.

City of Lino Lakes, Minnesota

Fire Department Analysis

David Unmacht and Pat Simpson
Springsted Incorporated
May 27, 2014

Table of Contents

I. The Fire Study

The City of Lino Lakes is exploring options to initiate a municipal fire department. To assist in this process they contracted with Springsted Incorporated to complete a high level analysis of service delivery options. The purpose of this study is to provide information to the City and to provide policy guidance for the City Council. There are five specific components to the scope of services:

1. Provide an overview of baseline fire service including risk, demand, deployment and response time.
2. Identify different options and models for organizing a fire department.
3. Evaluate adding one-facility with a preliminary location on Birch Street.
4. Develop a list of essential needs required to begin a new Fire Department.
5. Identify pros and cons of combining the police and fire department.

This study was initiated by the City for governance, policy and financial considerations. This is not a program evaluation or study of the performance of the Centennial Fire District. Testimony indicated that the Fire District was providing very good service; however, in recent months the City was involved in discussions on broader, more policy-based concerns. In order to ensure a thorough analysis, we created our draft report with sections that define each of the five individual components of this scope of services. During the course of the study, we determined that the discussion of a combined fire/police structure was more appropriately included with the other options and models for organizing a fire department. That discussion was moved accordingly, leaving four distinct sections in the report which cover the first four points listed above.

The City Council encouraged the consultants to use the expertise and experience of the city staff and they have been involved in the discussion, analysis and development of the concepts and ideas contained in the report. The City Council is also studying the fire pension plan as a complement component to the baseline fire analysis.

II. The Study Process

To date, the study process involved the following 12 steps:

1. Individual interviews with the Mayor and each City Council member
2. Interviews with the Police Chief, City Administrator and Community Development Director
3. Interviews with the Fire Chief, Fire Department command staff, and Firefighters
4. Interviews with the City Administrators in Circle Pines and Centerville and the Anoka County 911 Director
5. General interview with a metropolitan Fire Chief and official with the Minnesota Fire Chiefs Association
6. Tour and drive through the community
7. Review and evaluation of existing fire department data
8. Preparation of *Working Notes for City Staff* briefing held on April 16
9. Develop Draft Fire Study Analysis
10. Present Draft Fire Study Analysis to City officials on May 15
11. Prepare Fire Department Analysis
12. Present the Fire Department Analysis to the City Council on May 27

III. Overview of Baseline Fire Service (Risk Demand, Deployment and Response Time)

On May 11, 1955, the Village of Lino Lakes was incorporated. It covered the original Centerville Township, with the exception of the Village of Centerville and the Village of Circle Pines, and was comprised of 21,000 acres of land and 1,800 citizens. In 1972, the State Legislature passed a law changing all Minnesota villages to cities, hence Lino Lakes' current status.

Fire protection in Centerville Township began in the Village of Centerville and in the Village of Circle Pines. Before 1955, the Township received fire services from Circle Pines in the west and Centerville in the east. After incorporation of the Village of Lino Lakes, the fire services continued with the Centerville Fire Department, which covered Centerville and the eastern portion of Lino Lakes; the Circle Pines Fire Department, which covered Circle Pines; and the Lexington Fire Department, which covered the western portion of Lino Lakes. The Centennial Fire District was formed in 1985 with a joint powers agreement between the cities of Centerville, Circle Pines and Lino Lakes. The existing fire departments from Circle Pines and Centerville were combined into the fire district as a starting point.

The existing stations in Centerville and Circle Pines were used as Centennial stations, and in 1987, a Lino Lakes station was opened in an existing structure.

In 1990, the fire district began upgrading its equipment and facilities. A new Lino Lakes fire station was built in 1991, a Centerville fire station/city hall was built in 1992, and a new Circle Pines fire station was built in 1999. The district's equipment was also upgraded during this time, with major upgrades including the following:

1990: Two new rescue units replaced three existing units.
1992: Two new tankers replaced 1956, 1962 and 1969 units. The chassis for these tankers were purchased with donations.
1993: Two new light rescues were received. One of the light rescues was purchased with donations.
1994: Three new grass units replaced 1953, 1954 and 1974 units.
1996: A new pumper replaced a 1975 unit.
1997: A new light rescue unit replaced a heavier 1990 unit.
2000: A new pumper with ladder replaced a 1976 pumper. A new six wheel ATV replaced a 1965 tracked unit.
2001: A pumper replaced a 1983 pumper.

The Centennial Fire District (CFD) currently has 60 personnel in three stations, responding to about 1,000 calls for service annually. The 2014 budget is $869,447. The capital costs for buildings are not included in the CFD budget. The CFD provides service to 29,528 residents based on 2012 population estimates from the Census Bureau. This equates to a gross cost per resident served of $29.44, while staffing at 2.03 firefighters per thousand population.

Centennial Fire District (CFD)

The Centennial Fire District was created in 1985 as a joint powers agreement of Lino Lakes, Circle Pines, and Centerville; it superseded the old contracted services agreement between Lino Lakes which had no

fire department; and Circle Pines and Centerville which had long-established fire departments. The joint powers agreement was substantially revised in 1990, making several significant changes, including a funding formula for jurisdictions; a capital equipment fund; a steering committee to oversee governance; and selection of a career fire chief to administer the department. Under the agreement, each city is responsible for building its own facilities.

Personnel and Staffing

CFD currently has 60 members, including a career Fire Chief, two Fire Technicians, and one specialist in recruitment and retention. (The Fire Chief recently resigned and accepted a new position; the CFD is now in a period of transition at the Chief level.) A copy of the present organizational chart is included in Appendix A. The Department provides emergency response to fires, medical calls, and specialized tactical rescue incidents. Additionally the Department has a full spectrum of fire prevention and public fire safety education services.

CFD operates from three stations located strategically across the service area. Station #1 is located in Circle Pines at 2 East Road; Station #2 is located in Lino Lakes at 7741 Lake Drive; and Station #3 is located in Centerville at 1880 Main Street. All stations are 20 to 25 years old with masonry construction. Each is a 3-bay drive-through design with adequate space for operations. The stations are located in the northwestern, east, and southwestern areas of the district. Each station contains an engine, rescue, and grass unit. Additionally, Station #2 has a quint which provides aerial capabilities in addition to engine function. Stations #2 and #3 each have tankers for water in non-hydranted areas. Station #1 also has a command/service unit. This resource allocation has equipment evenly distributed among the stations.

The Department apparatus includes:

Station #1	E-11	1,250 gpm pumper
	R-11	Ford heavy duty pickup with cover
	G-11	Grass unit with 30 gallons of water
	U-12	Command/service unit
	U-14	Polaris 6x6 ATV
Station #2	A-21	65 foot quint with 1,500 gpm pump
	R-21	Ford heavy duty pickup with cover
	T-21	1,800 gallon tanker with 250 gpm pump
	G-21	4x4 grass unit with 115 gallons of water
	Car#1	Ford Explorer Chief's unit
Station #3	E-31	1250 gpm pumper
	R-31	Ford heavy duty pickup with cover
	T-31	1,800 gallon tanker with 250 gpm pumper
	G-31	4x4 grass unit with 115 gallons of water

Stations and apparatus are in good repair and well maintained. The District has an apparatus replacement schedule and sets aside capital funds for this need.

Risk, Demand, Deployment

The District is a suburban community with a population density of approximately 800 citizens per square mile. Most of the jurisdiction is residential area with pockets of commercial development. There are no large hazardous material generation facilities and manufacturing is mostly light use. The main risk to the community is the two interstates I-35E and I-35W which run along the eastern and western edges of the city and the number of lakes and wetland areas. Hazardous material moving by truck presents constant risk to the community on these two interstates and recreational uses of the lakes do present medical emergencies and incidents.

Current emergency calls for the district are about 1,000 per year including fire, rescue, and several types of other emergent calls. From department data it appears that almost 75% of calls are EMS calls which would equate to about two calls per day. Fires, alarms, good intent, hazardous situations and weather related calls add less than one (0.8) calls per day.

The only area of deployment which presents concern is the southern part of Lino Lakes, which is separated by lakes and few direct roads. This area has numerous developments which also contain cul-de-sacs and dead end streets, which severely impede emergency response. Also the area east on I-35E has access issues since some locations can only be reached by going several miles out of the way to get across the interstate.

Population Growth and Development

The District's population has experienced steady growth over the past 25 years, with most of that growth occurring in Lino Lakes. The CFD's total population was approximately 15,250 in the 1990 Census, growing to 24,900 in the 2000 Census. The population has continued to rise, reaching nearly 29,000 in the 2010 Census, and over 29,500 in 2012. Forecasts from the Metropolitan Council estimate the District's population will be more than 35,000 by 2020 and over 40,000 by 2030.

During this period, Lino Lakes saw the majority share of population growth. The city grew from 8,839 in the 1990 Census, to 16,985 in 2000, an increase of 92%. The city grew another 19% over the next decade, reaching a population of 20,263 in the 2010 Census. This rapid growth has meant that Lino Lakes' proportion of CFD's total population has increased. In 1990, Lino Lakes represented 58% of the District's population. By 2000, the proportion had risen to 68%. The city currently represents about 70% of the District's total population, and will be more than 75% according to the 2030 forecast.

Figure 1 shows the population growth in the Centennial Fire District since 1990, as well as the Metropolitan Council's forecasts through 2030.

Figure 1: Actual (solid) and Projected (starred) Population, 1990-2030

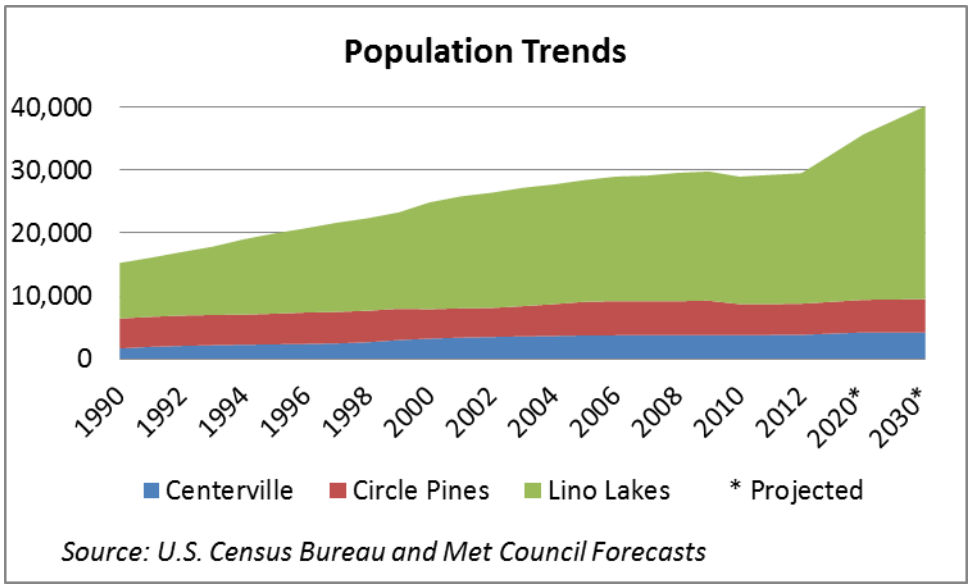
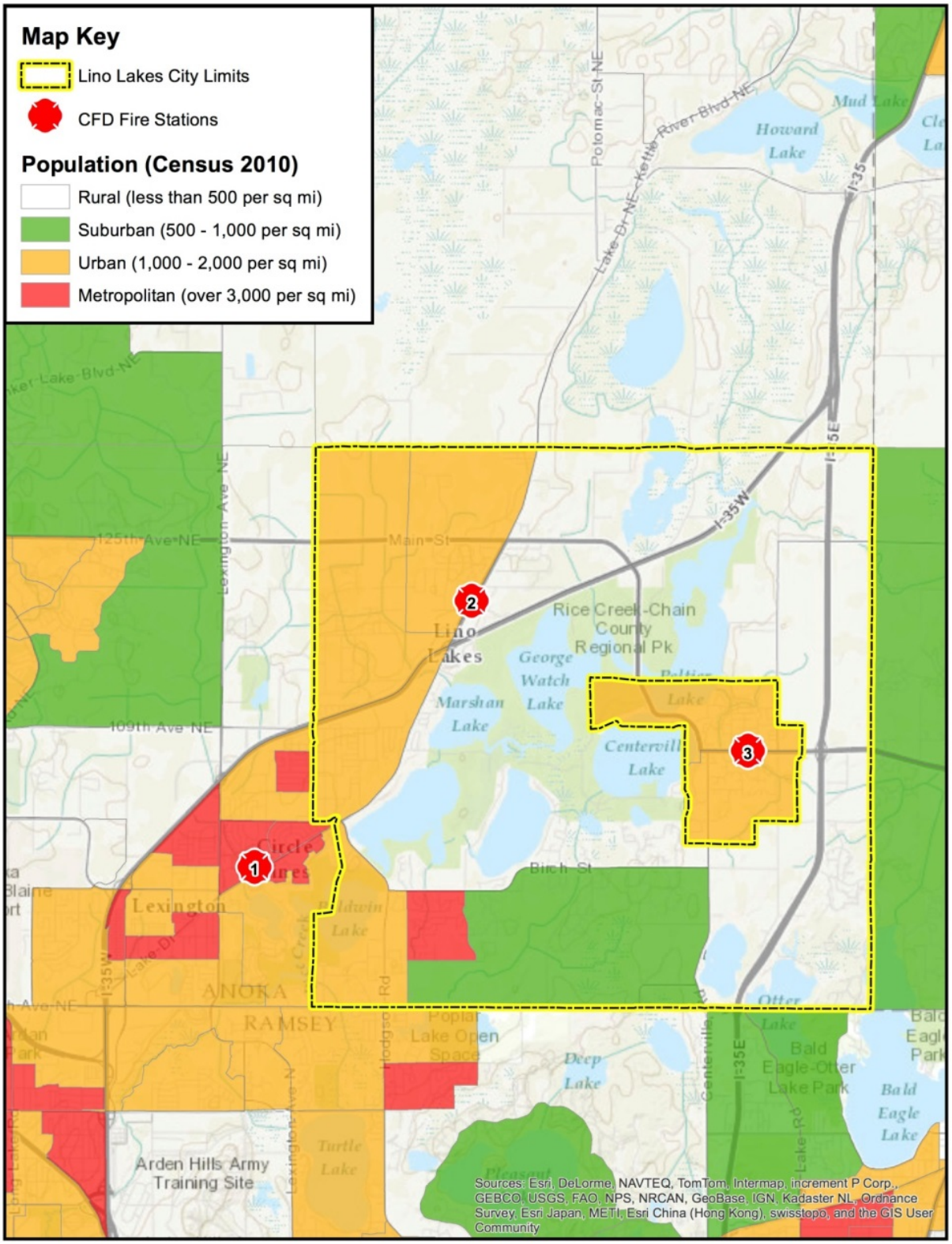


Figure 2 shows us the District's population density (compiled using 2010 United States Census data). The map shows that Lino Lakes, unlike most other cities (which usually have very homogeneous population densities), has a large spectrum of population densities ranging from rural to metropolitan.[1] The key to providing good fire service is to make sure that apparatus deployment is tailored to these differences in population density. Generally, the area west of Interstate 35 is "urban" in nature and well covered by Station 2 (Lino Lakes station). Southern Lino Lakes is disconnected from the north portion of Lino Lakes by the Rice Creek Chain of Lakes Regional Park Reserve which runs through the city. Southern Lino Lakes has a combination of suburban, urban, and metropolitan areas. The eastern side of southern Lino Lakes, right on the border with Circle Pines, has an urban population density. The neighborhood around Birchwood Acres Park is metropolitan, and areas further south and east of this area are suburban. Suburban population density in southern Lino Lakes stretches all the way east to Centerville Road. Although these "suburban" areas are, currently, not as populated as neighborhoods in northwest Lino Lakes, this is expected to change over time with continuing development. The Lino Lakes Comprehensive Plan forecasts that southern Lino Lakes will eventually be as populated as the northwest.

[1] The term "metropolitan" may be a bit misleading, because a population density of 3,000 people per square mile is not typically thought of as metropolitan, but this is how the National Fire Protection Association defines population density and makes response time recommendations accordingly.

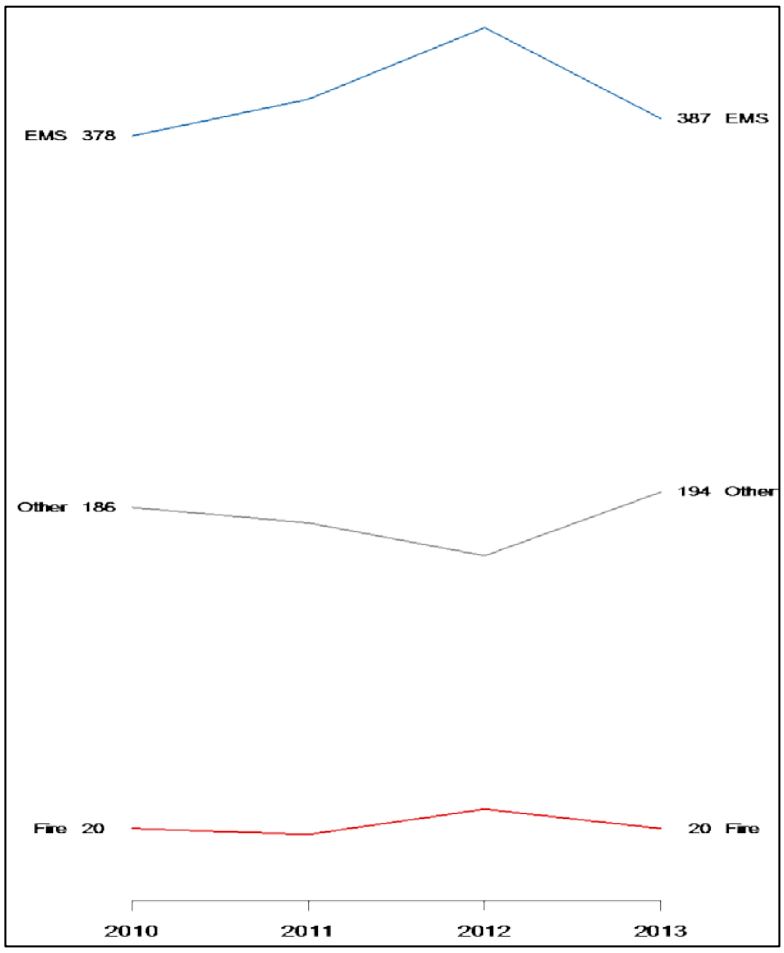
Figure 2: Population Density, Census 2010



Incident Type Trends

Figure 3 shows incident type trends over the last four years. In this analysis, we are only looking at incidents that occurred in Lino Lakes, rather than the entire Centennial Fire District. Ideally, we would have had more years of data to analyze. This would have given us a more concrete look at incident trends (more than four data points are desirable for determining trends). However, this figure does provide some level of insight with regard to emergency services demand and incident type trends. EMS incidents account for the vast majority of incidents. In 2012, for unknown reasons, there was a relatively large spike in EMS calls within Lino Lakes.[2] In that same year, there was an associated fall in "other" calls. It may be that some form of reporting issue or change in National Fire Incident Reporting System (NFIRS) coding scheme caused this result. Over the last four years, fire incidents held steady.

Figure 3: Incident Type Trends by Year, 2010-2013

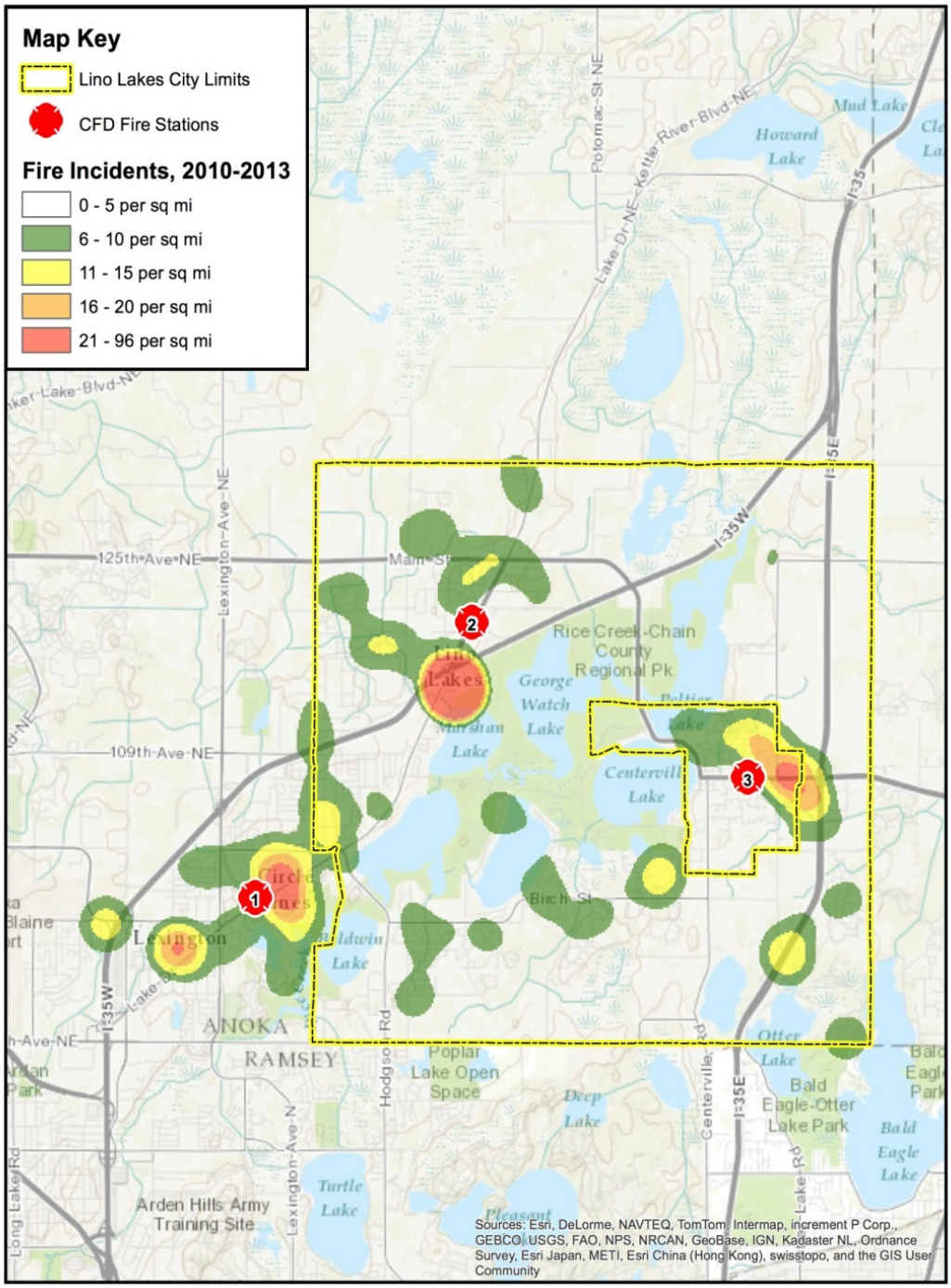


[2] This spike was not found when analyzing data for all of the Centennial Fire District.

Geospatial Mapping of Fire and EMS Demand

This section maps out fire and EMS incident densities using GIS software. This allows us to pinpoint high-demand areas (or hotspots). As opposed to the incident type trend analysis above, which was limited strictly to calls within Lino Lakes, this hotspot analysis includes data from all CFD incidents.

Figure 4: Fire Incident Density, 2010-2013



The fire incident density map includes all incidents classified as a fire within the NFIRS database (based on fire department reports of the incident). This includes structure fires, vehicle fires, and outside fires. Based on the fire density map, we identified hotspots located in the following areas:

- Area around Town Center Parkway (YMCA, Lino Lakes Assisted Living)
- Area around intersection of Lake Drive and Pine Drive (in Circle Pines)
- Lexington Park Area (in Circle Pines)
- Main Street between 20th Ave N and 21st Ave N (in Centerville)

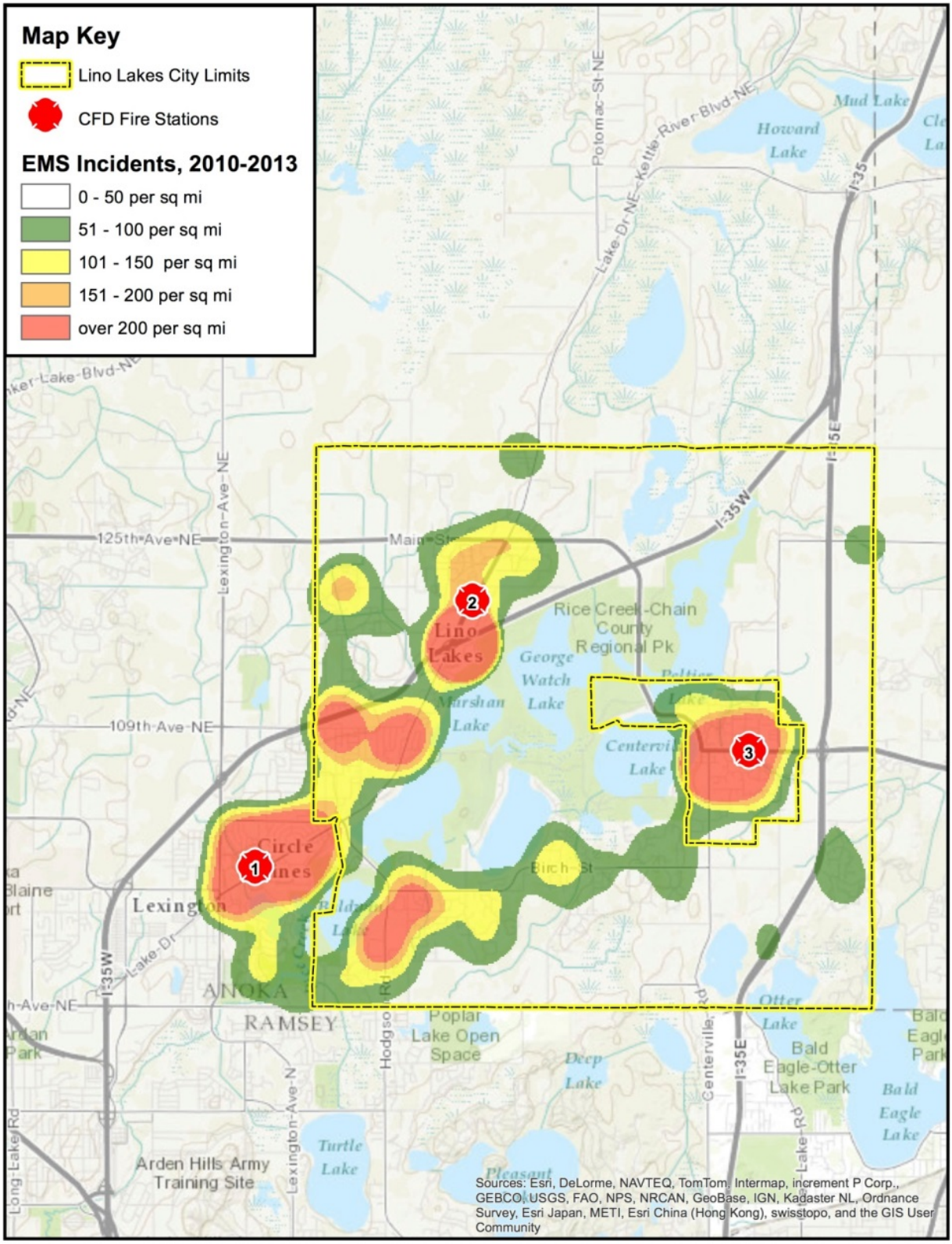
All of these hotspots are within close reach of a current fire station. In terms of fire density specifically in Lino Lakes, the area around Town Center Parkway is the only significant fire hotspot. The rest of the hotspots are found outside the of the Lino Lakes city limits, in either Circle Pines or Centerville.

EMS incident density, as shown in Figure 5 on the following page, is typically very closely related to both fire density and population density. The EMS density map shows that EMS hotspots exist in all of the locations where fire hotspots were found, but that the EMS hotspots are all slightly larger in size. It is apparent that high EMS density extends all along Interstate 35 from Station 1 (Circle Pines) all the way to Station 2 (Lino Lakes). In addition, there are some EMS hotspots in areas where there are higher population densities. The population density map shown earlier showed a significant population density in the neighborhood around Birchwood Acres Park. We expected to find and did find high EMS demand in this area. Using the EMS incident density map, we identified the following EMS hotspot areas:

- Interstate 35 from Station 1 to Station 2
- Neighborhood around Birchwood Acres Park
- Main Street between 20th Ave N and 21st Ave N (Centerville)

The only hotspot not easily reachable from a CFD fire station is the southern portion of Lino Lakes. There is a significant EMS hotspot in the area around Birchwood Acres Park and smaller hotspots along Birch Street going east.

Figure 5: EMS Incident Density, 2010-2013



Total Response Time Analysis

Although we wanted to evaluate all of the response time segments for this study (call-processing, turnout, travel, and total response time), data limitations meant that we were only able to analyze total response time. Total response (or reflex time) is the most important time segment, because it combines all of the individual time segments and is one of the primary measures by which the public evaluates the effectiveness of fire and EMS service.

The NFPA describes total response time as including three phases: "Phase One – Alarm Handling Time; Phase Two – Turnout Time and Travel Time; and Phase Three – Initiating Action/Intervention Time." According to NFPA 1720, rural areas should have a total response time (dispatch to unit arrival) of less than 14 minutes, the suburban areas less than 10 minutes, and the urban and metropolitan areas less than 9 minutes. Because Lino Lakes has areas that fall into different population density classifications, and thus have different NFPA 1720 response time standards, it would have been ideal to analyze response times by the different planning areas. This would allow us to judge how well different parts of Lino Lakes are meeting the NFPA 1720 standard. At the moment, we do not have the necessary planning area shapefile to do this analysis, but can update this analysis if this shapefile is provided. A shapefile is a popular geospatial vector data format for geographic information system (GIS) software.

Figure 6 shows the total response time for the first-arriving unit by hour of the day, and Table 1 shows the total response time for the first-arriving unit by incident type. The total response time for EMS incidents was 10:07, which is excellent for rural responses, acceptable for urban and suburban responses, and sub-par for metropolitan responses. Fire and special-operations incidents had a slightly slower response time of 11:00, which is acceptable for rural responses, but on the slow side for areas of higher population density. Again, this analysis could be more targeted to different areas of the city if a planning area shapefile is provided.

Figure 6. Total Response Time (First-Arriving Unit) by Hour of the Day, 2010-2013

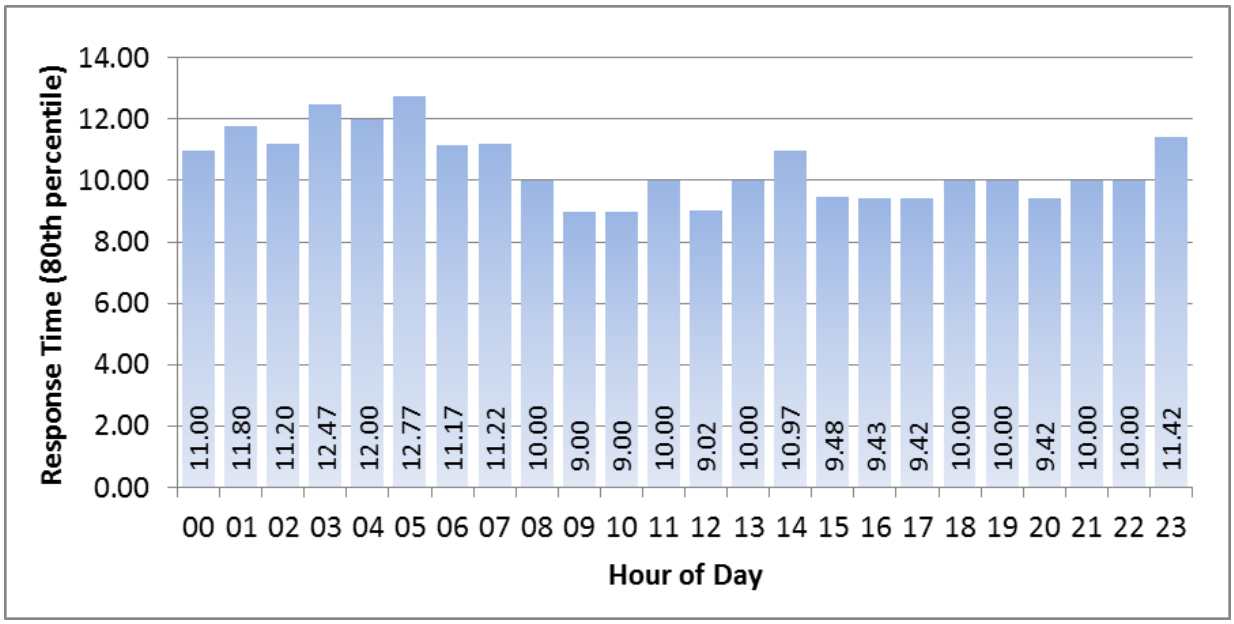


Table 1. Total Response Time (First-Arriving Unit) by Incident Type, 2010-2013

	Average	80th Percentile	90th Percentile
Emergency Medical Service	7:48	10:07	11:56
Fire & Special Operations	8:10	11:00	12:07
(all)	7:50	10:10	12:00

Station Location Analysis

In this section, we present an analysis of fire station locations using Geographic Information System (GIS) software (ArcGIS 10).

Figure 7 shows the theoretical travel time from the three current CFD fire stations. Areas in dark green can theoretically be reached in six minutes; light green areas in nine minutes; and areas in gray can be reached in 14 minutes. According to NFPA 1720, rural areas should have a total response time (dispatch to unit arrival) of less than 14 minutes, the suburban areas less than 10 minutes, and the urban and metropolitan areas less than 9 minutes. Assuming four minutes for volunteers to respond to the station and turnout, travel times should be around 10, 6, and 5-minutes for rural, suburban, and urban areas respectively.

Metropolitan Areas – The metropolitan area in southeast Lino Lakes is not adequately covered from the Circle Pines station within the necessary 5-minute travel time. Travel times are likely closer to 7 minutes for this area.

Urban Areas – Most of the urban northwest is appropriately covered with a 5-minute drive time. There is a very small area in the very northwest that may take a little longer to reach, but the standard allows 20 percent of calls to exceed the response time standard. Because most of the areas of highest demand in northwest Lino Lakes are near Station 1, Lino Lakes likely is meeting the NFPA 1720 standard for this part of the city. There is also another "urban" area in the very southwest portion of Lino Lakes. This area is adequately covered from the Circle Pines station.

Suburban Areas – Particularly problematic is the southern suburban area within Lino Lakes. Although a 6-minute travel time (assuming a 4-minute turnout time) is recommended by NFPA 1720 for this area based on population density, it is clear that this travel time cannot be achieved with the current fire station configuration. Travel times to this area are shown in gray, indicating travel times of 9 to 14 minutes can be expected.

Figure 7: Drive Time from Current CFD Station Layout

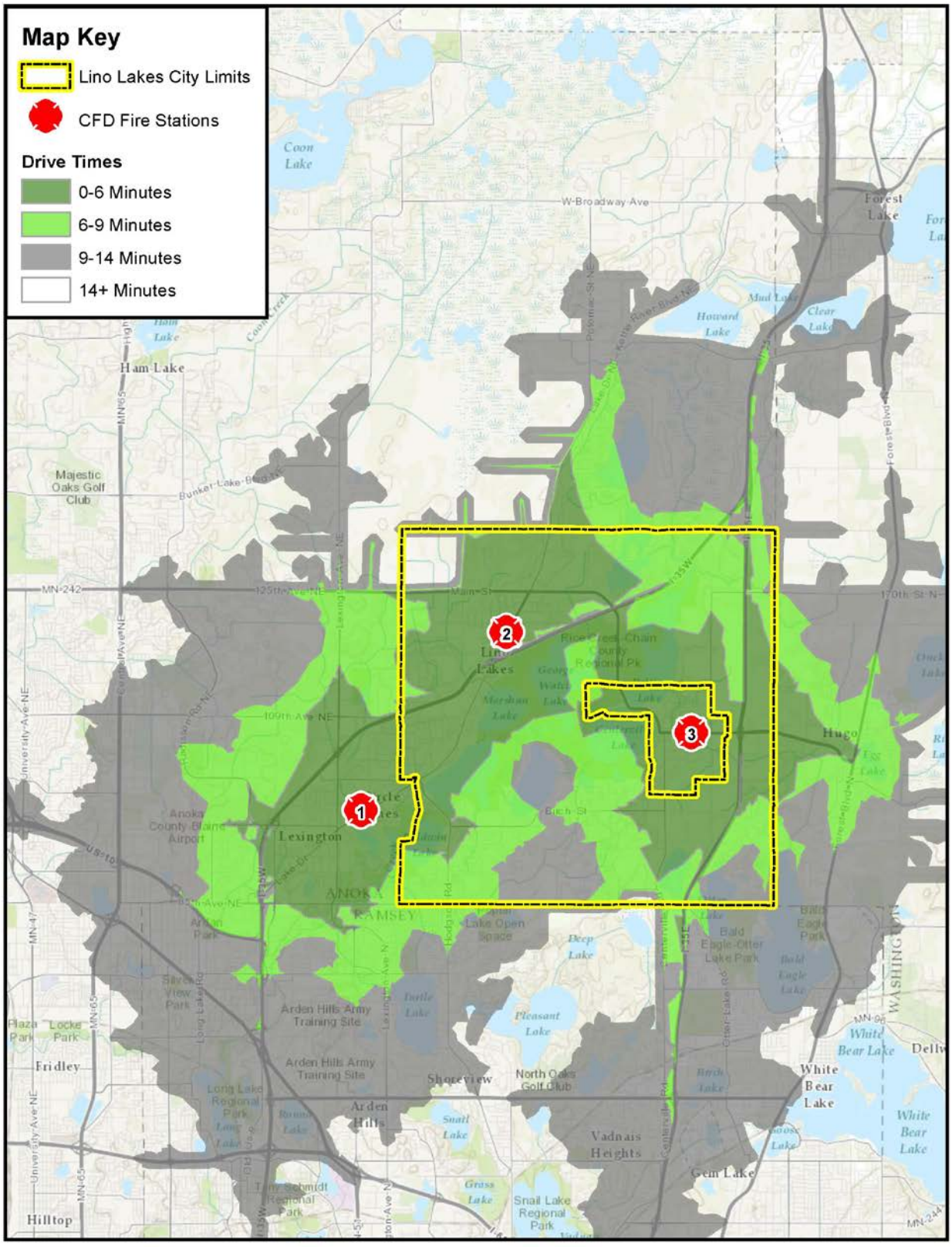
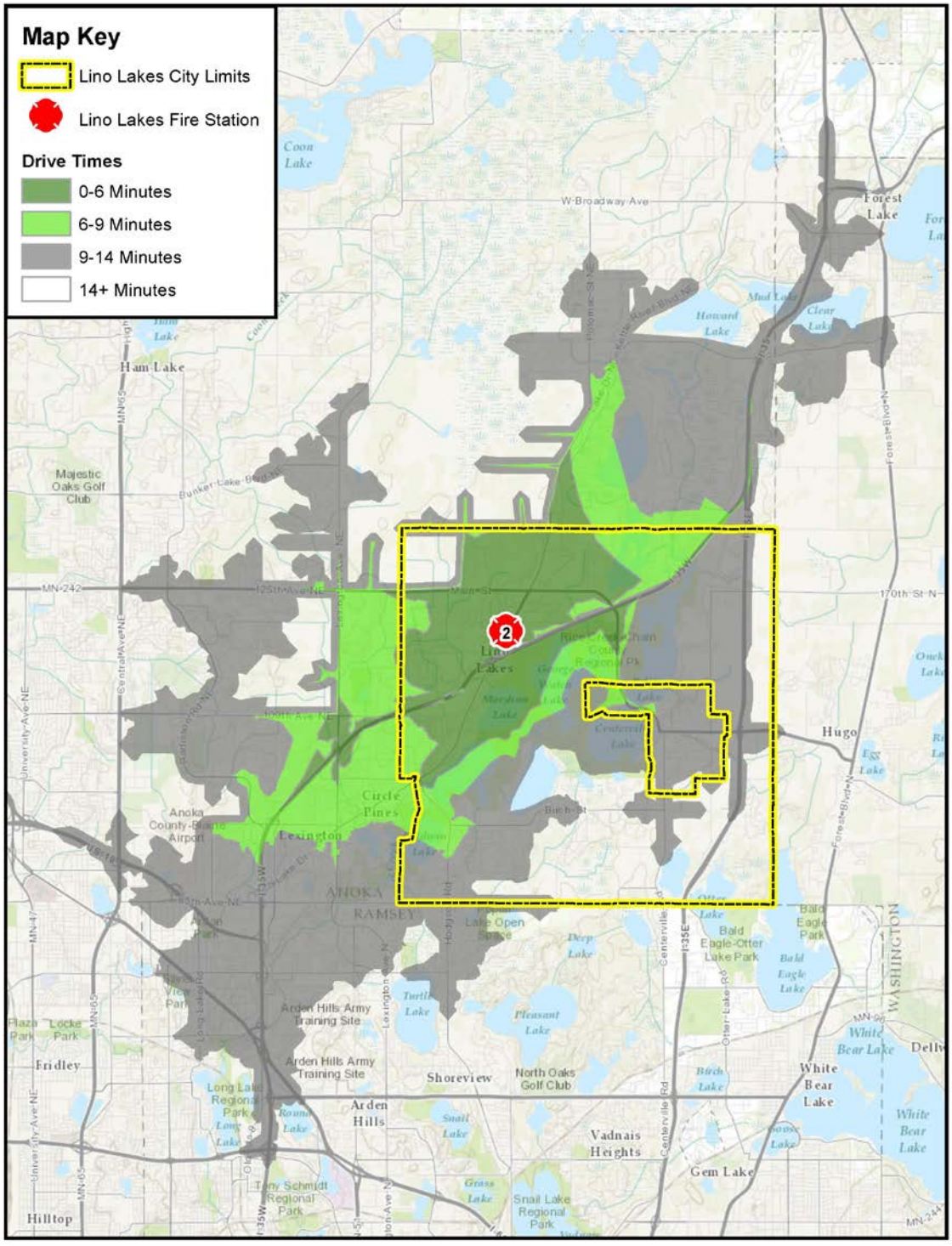


Figure 8 shows travel time from only the Lino Lakes station. This map shows that, without building a southern Lino Lakes station or continuing to receive responses from the Circle Pines station, there is almost no coverage for southern Lino Lakes. A single Lino Lakes station serving the whole city would provide significantly less coverage than the current Centennial Fire District status quo.

Figure 8: Drive Time from Lino Lakes Station Only



IV. Identify Different Options and Models for Organizing a Fire Department

In January of 2014, the City of Lino Lakes withdrew from the Centennial Fire District. The details of the withdrawal process are a work in progress and include a two-year transition timeline.

It is important to note in this analysis that regardless of the option selected by the City, fire service is becoming more and more collaborative and Lino Lakes will want to partner with other fire service agencies to provide successful fire service to the community. In our analysis, we believe there are six distinct options for providing fire service to the Lino Lakes community. They are, in no particular order:

1. Stay with current Fire Protection District
2. Create a new Lino Lakes Fire Department
3. Contract for fire service with another department(s)
4. Establish a new district with additional jurisdictions
5. New city department but contract services with Centerville and Circle Pines
6. Create a Public Safety Department combining Police and Fire functions

In practice, organizational leaders design or redesign their organizational structure to increase coordination and integration of services, to combine similar functions, and/or to alter the present span of control environment. Cost savings can be an important outcome, but should not be the sole determinant or consideration. It is also very important to note that in some instances, there may be an up-front investment of resources required to create or change a structure; this is clearly the case with starting a new fire department. Each of these considerations – and more – should be included in any deliberations on the structure of a department or an organization.

Previous experiences in reorganization efforts have identified five specific rationales for when reorganization may be a positive outcome:

- To improve integration and coordination of work in units that share functional areas.
- To rectify situations where span of control is spread too thin and not efficient.
- To provide focus on organizational and strategic issues.
- To repair existing structures which do not meet current expectations, standards or trends.
- To enhance the level of organizational consistency in policy, operations and culture.

Similarly, we identify five pitfalls to avoid in a potential reorganization:

- Reorganizing around current personalities.
- Reorganizing out of convenience, as opposed to logic and anticipated outcomes.
- Reorganizing around historical conflicts or problems.
- Reorganizing to consolidate control and power (or to take it away).
- Reorganizing believing that restructuring by itself will fix all organizational issues.

Catalysts to changing structures often come in several forms: a change in personnel (generally when a top administrator leaves or retires); a facility/space change (a new or renovated building); a change in policy from the City Council; and/or a change in client service philosophy (a city seeks to gain efficiencies through integration and improved client coordination and access to services). It is not uncommon for local governments to have several motivations at work at the same time.

Option 1 – Stay with current Fire Protection District

This option is certainly the simplest and at the same time the most difficult option for Lino Lakes. The current District governing system is a 25-year-old document designed when individual community demographics and populations were similar. Today, Lino Lakes is 70% of the district's population and growing, while Centerville and Circle Pines are mostly built out. This means the disparity will keep growing and more of the service deliveries and fire safety issues will happen in Lino Lakes.

Currently, the joint power agreement has the Steering Committee as the main administrative body of the district, providing each jurisdiction with an equal representation and thus equal vote in policy matters of the district. This process has been unchanged since 1990, while the district has grown and matured for a quarter of a century.

In discussions with officials from all three cities, it was the consensus that it is time to open up the entire Joint Powers Agreement and build something which will work for today and the next 20 years. Not only should representation and voting be reworked, but the funding formula, human resources, accounting processes, and departmental operational guidelines should be updated and reviewed regularly to keep current with District and member city goals and objectives.

The Springsted team believes that the current Centennial Fire District can be improved and could work for years to come, but today it appears that this will require the use of a very experienced dispute resolution professional to get to the root of many issues and find, if not common ground, ways to build consensus. This process will likely require several joint jurisdictional sessions as well as individual meetings between the resolution specialist and each city. Also, once revised and approved the document should be opened and discussed at least every other year to identify areas of concern and address the issues before they become problems.

An important point of consideration is that if the CFD joint powers agreement were amended and updated, it would remain a priority to build a fourth station in the southern part of Lino Lakes to provide emergency services at benchmark standards to the citizens of this area. Additional capital equipment would also be needed to provide the additional service.

Option 2 – Create a new Lino Lakes Fire Department (LLFD)

Creating a new Lino Lakes Fire Department is a policy option of the City Council. The new department would already have the fire station at 7741 Lake Drive, as well as apparatus and equipment from the distribution of CFD assets. Additionally, it is likely that some of the current volunteer firefighters who reside in Lino Lakes would join the new organization. However, the City will have start-up costs to begin its own fire department.

As is well understood and documented in this analysis, the new LLFD would need at least one new station to cover the southern area of the jurisdiction (see Section V below). Additionally, there would be fire apparatus and major firefighting equipment to be purchased (see Section VI below). Finally, subject to the dissolution process, it is very likely that additional firefighters would need to be recruited, trained, and certified to bring staffing up to levels adequate to deliver emergency services per national standards and public safety expectations.

Some of the major steps that need to be undertaken if the City pursues its own fire department include:

- Determine what equipment and assets are transferable from the CFD
- Determine need for and location of new station in the south portion of the City
- Adopt an organizational concept for the Department structure
- Develop a job description for the Fire Chief (or appropriately titled head of the fire service)
- Recruit and hire the head of the fire service
- Determine which CFD personnel will transfer to the new City Department
- Develop a recruitment and retention plan
- Develop standard operating guidelines (SOGs) and policies to operate a fire department
- Reach out to neighboring jurisdictions to explore collaborations and mutual aid

In addition to the process to design, implement and administer a new fire department, the city administration and related support departments (finance, human resources, facilities, information technology) would also need to plan for increases in their work load and responsibilities. We encourage the City Council and administrative departments to explore the ongoing maintenance and support requirements that come with a fire department. These may or may not be onerous, but they will be new, and it is important that the tangible and intangible effects of adding a new department to the city are understood. This includes the commitment the City Council would be taking on with its responsibilities for a fire service, as this would be totally new within the framework of Lino Lakes City Hall.

Option 3 – Contract for fire services with another fire department(s)

Another logical option would be to return to what was used 30 years ago, and contract with outside jurisdictions for fire services. This plan would mean Lino Lakes simply pays an annual fee to receive a specific level of emergency services from neighboring jurisdictions. The key to such contracting arrangements is to be sure the services received meet or exceed current standards. This means the contracts must specify response requirements and have a way to measure and assure that standards are being met.

Without a detailed analysis, it appears that Lino Lakes would need to use three outside jurisdictions to get the resources needed for an adequate level of response. These would include Lake Johanna for coverage of southern areas; Hugo for eastern areas; and Blaine for northern and western areas. The northernmost area of Lino Lakes may also need to be evaluated for a possible 4th responder. Use of NFPA 1720 standards would serve as a basis to assure adequate coverage. This option would give Lino Lakes adequate fire/EMS coverage, but would mean minimal local control of operations, since the City would be contracting to use other jurisdictions' resources and personnel.

Option 4 – Establish a new District with additional jurisdictions

Today, with more challenging emergency incident mitigation and the ever-growing costs of firefighting resources, more areas are developing larger fire protection districts to address these needs. The days of a single city being able to handle its entire emergency services requirements are gone. Even the state's largest municipalities like Minneapolis and St Paul have turned to tiered response with outside agencies.

A new fire protection district involving communities such as Lino Lakes, Circle Pines, Centerville, and Blaine, Lake Johanna, Hugo, and White Bear Lake may be a long term future possibility. Such a partnership would bring together enough resources to handle nearly any call, as well as resources to move

up and cover the cities while resources are committed to the call. Such systems use an automatic box alarm or pre-designated set of fire apparatus to design a predetermined response of up to seven alarms for use by dispatch personnel to get the resources on the way quickly and efficiently. Box alarm systems are becoming a best practice for collaboration with other departments.

Table 2, on the following page, shows the box alarm system used by Chanhassen Fire Department, cooperating with over a dozen neighboring jurisdictions to address their individual and shared needs. Some of the responses are automatic aid and some are mutual aid. The bottom line is that this system provides enough resources to an incident to safely resolve the incident, while reserve resources provide backup so that each participant is covered for additional calls. The Chanhassen area is much more densely populated and has many large industrial risks, so this example is larger than that needed by Lino Lakes, but the process is similar.

Table 2. Chanhassen Fire Box Alarm System

All Structure Fires - Box Alarm Assignment Grid

Response Area		Station 1	Station 2	Station 3 (Planned)	No Hydrants	
Map		North of Lyman & East of Galpin	West of Galpin	Lyman & South	Various, mostly south of Pioneer Trail**	
Initial Alarm	All Call*	Chanhassen	Chanhassen	Chanhassen	Chanhassen	
	Utilities	Excel/Centerpoint/MN Valley Coop				
	EMS***	Ridgeview	Ridgeview	Ridgeview	N/A	
	*Confirmed Structure Fire - Request Carver County Fireground Tactical Channel & 3rd Page for Manpower					
Stand By Engine Company @ CFD #1		Eden Prairie	Eden Prairie	Eden Prairie	N/A	
1st Alarm	Engine	Excelsior	Excelsior	Chaska**	Tender 1	Victoria
	Engine	Minnetonka	Minnetonka	Shapkopee**	Tender 2	Carver
	Ladder	Eden Prairie	Eden Prairie	Eden Prairie	Tender 3	Colgne
	Patching	Request Disaptch to set up patch for MA Depts that do not have Carver County Fireground Tactical Channels				
	Air Truck	Minnetonka	Minnetonka	Minnetonka	Tender 4	Waconia
2nd Alarm	Engine	Chaska	Chaska	Excelsior	Tender 5	Prior Lake
	Engine	Victoria	Victoria	Victoria	Tender 6	Chaska
	Ladder	Minnetonka	Minnetonka	Minnetonka	Tender 7	Shapkopee
	Mutual Aid Chiefs	Hopkins/Edina	Hopkins/Edina	Hopkins/Edina	Tender 8	St Boni
	LSU Rehab	Excelsior/SW Metro Bus	Excelsior/SW Metro Bus	Excelsior/SW Metro Bus	Tender 9	Mound
3rd Alarm	Engine	Edina	Edina	Edina	N/A	
	Engine	Hopkins	Hopkins	Hopkins		
	Ladder	Chaska	Chaska	Chaska		
	Mutual Aid Chiefs	Bloomington/SLP	Bloomington/SLP	Bloomington/SLP		
	Command Van	SLP	SLP	SLP		
	Air Truck	Bloomington	Bloomington	Bloomington		
4th Alarm	Engine	Carver	Carver	Carver	N/A	
	Engine	Bloomington	Bloomington	Bloomington		
	Ladder	Shapkopee	Shapkopee	Shapkopee		
	LSU Rehab	Eden Prairie/Gold. Val.	Eden Prairie/Gold. Val.	Eden Prairie/Gold. Val.		
5th Alarm	Engine	Victoria	Victoria	Victoria	N/A	
	Engine	Wayzata	Wayzata	Colgne		
	Engine	SLP	SLP	SLP		
	Engine	Waconia	Waconia	Waconia		
	Engine	Mound	Mound	Mound		
6th Alarm	Engine	Plymouth	Plymouth	Plymouth	N/A	
	Engine	Colgne	Colgne	Wayzata		
	Engine	Richfield	Richfield	Jordan		
	Engine	St Boni	St Boni	Savage		
	Engine	Long Lake	Long Lake	Prior Lake		

*IC initiates all call via 3rd page once structure fire is confirmed.

** For areas with no hydrants, the normal box assignments apply. Request "Pumper/Tankers from Chaska/Shakopee in lieu of engines on the 1st Alarm.

**Tenders (Tankers) are requested as needed in order.

Stand by coverage beyond the call should be filled with the initial alarm once confirmed.

***EMS resource to be dedicated to reponder health & Safety.

Option 5 – New city department and contract for services with Centerville and Circle Pines

This option is actually the reverse of the City's past fire service experience, where Lino Lakes started out using contracted services from Centerville and Circle Pines to provide fire coverage to the newly formed city. This option would mean that Lino Lakes would be the service provider, and Centerville and Circle Pines would pay an annual, contracted fee for their fire services.

This option would provide Lino Lakes with total control of the fire department and all the elements of operation and administration. LLFD would need to provide a prescribed level of service, and document these service measures on a pre-determined basis. This option is very straightforward, but would involve the support and partnership with the other two cities to proceed.

Option 6 – Create a Public Safety Department combining Police and Fire functions

This option shares similarities with Option 2, in that it involves bringing the functions of a Fire Department into the governance structure of Lino Lakes. This option differs from the earlier one in that it combines fire and law enforcement functions into an integrated Public Safety Department.

The concept of combined Public Safety Departments became popular in the 1970s. The idea at the time was to professionalize paid-on-call fire operations at a time when full-time, paid fire professionals were limited to large cities. Today, many communities in the metropolitan area have a professional chief, a limited paid support staff (fire marshal, inspector, or office support), and paid on-call fire fighters.

Several reasons exist to explore a combined police and fire department model:

- Eliminate silos between public safety departments
- Improve communication
- Enhance coordination
- Explore cross-training and possible work-load sharing
- Improve services

It is important to note that the City is evaluating a combined command structure in administration, and not a completely blended fire and police service. While each is an essential emergency service, law enforcement and fire fighting are two distinct disciplines; complete integration of the functions, where staff is trained and expected to perform both sets of duties, is a rare occurrence. Each department also provides services apart from just police protection or fire suppression – education, inspection, prevention, emergency medical assistance, and recruitment.

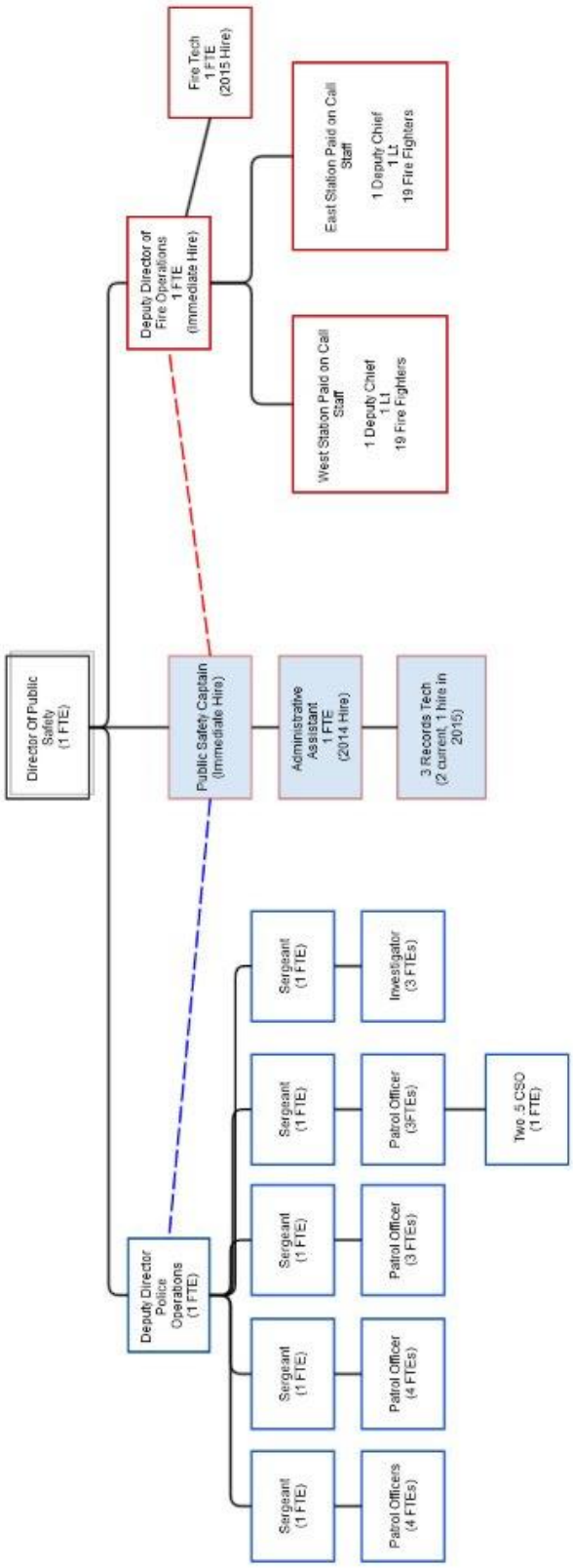
Cities that use a combined model include Woodbury, New Brighton and Mankato. Minnetonka, Richfield, Burnsville and Golden Valley all adopted a combined model, but have subsequently returned to the traditional model of separate police and fire departments. One of the main reasons cited by communities going back to the traditional model is sense of a loss of identity by one or both of the services; this may not be in the case in Lino Lakes, as the fire service would be a new organization, and would not yet have an established identity. There are integration and cultural issues that need attention as the Deputy Directors, as they are often titled, feel they are running the day-to-day operations of the police division or fire division without the top title or salary.

In practice, Public Safety Directors almost always come from the ranks of the police department. One frequently heard complaint is that fire fighters and their department's needs are not always well understood if the Director does not share a background in firefighting. New Brighton noted that the combined model works well for them in large part because their Fire Services Director was both a police officer and a volunteer fire fighter, which is an unusual case. In Woodbury, many members of the department are officer/paramedics or officer/firefighters.

Figure 9 is a conceptual organizational structure for a Lino Lakes Public Safety Department. This conceptual organization has two career deputy directors reporting to the Director of Public Safety, but the police and fire departments would remain as separate branches. Financially, the budget would be separated into fire and police divisions, except where individuals work in both divisions; these positions would be allocated by the proportion of time spent in each division. Primarily, the weekday daytime response would be with paid-on-call personnel instead of career fire personnel as it is now. The career staff of LLFD would be the Deputy Director and a Training/Fire Prevention Specialist. Each station would have 21 paid on call personnel, including a Deputy Chief, a Lieutenant, and 19 firefighters.

This option would need significant follow-up work, to establish budgets, new job descriptions, response assignments, the timing and extent of new hiring, and many other specific components critical to the operation of a public safety department. This plan gives the City Council one conceptual idea of how to combine the two departments if it should choose to do so.

Figure 9: Potential Organizational Structure of Combined Public Safety Department



V. Evaluate Adding One Facility with a Preliminary Location on Birch Street

Adding a new station in southern Lino Lakes will be essential to get response times into compliance with NFPA standards, regardless of which service delivery model the City chooses. This is a growing area of the city, and call volumes to this area will only increase as development continues. Plans should move forward as soon as practical to locate, design, build and fund this station.

Establishing a new station in southern Lino Lakes will involve site identification and possibly acquisition, architectural planning, construction, and ongoing maintenance. A double deep, three-bay satellite station can vary in size from 6,500 square feet to 7,100 square feet, depending on the size and nature of vehicles and amenities to be included at the facility, such as storage, showers, locker rooms, and office or meeting space. Costs for fire stations of this size in Minnesota average approximately $195.00 per square foot for construction, with another 25% required for administrative costs (A/E fees, legal, bidding), or $243.75 per square foot. Budgeting for a new facility may range from approximately $1,500,000 to $1,750,000. This does not include land acquisition or site readiness. Costs referenced above are from national building construction reference sources including RS Means, Engineering News Record, and local Minnesota design experts.

The design of a fire station often takes into consideration other variables such as public meeting space, city administration needs and other non-fire related facility factors. These considerations would need to be explored in the planning and design phase of the process.

Recommended Lino Lakes Birch Street Station

The Lino Lakes Comprehensive Plan calls for a continuing build out of southern Lino Lakes. This portion of the city already has sub-par emergency service coverage for its current population density. This issue will be exacerbated as population density in this area increases. The demand analysis also showed that southern Lino Lakes is considered an EMS hotspot. As a result of Lino Lakes' desire to provide better coverage for its southern areas, the city has considered building a new fire station on Birch Street.

Figure 10 shows how an additional fire station centrally located near the curve on Birch Street would impact fire coverage in those scenarios where Lino Lakes operates just those stations within its city limits. From the map, it becomes apparent that this additional fire station would close the coverage gap in southern Lino Lakes, and provide a more appropriate level of fire and EMS service to citizens in this area.

Figure 11 shows how an additional Birch Street fire station would add to the coverage provided by the current CFD stations. The additional station serves to close the coverage gap in southern Lino Lakes that was illustrated earlier in Figure 7 and Figure 8.

Regardless of whether Lino Lakes decides to continue working with its CFD partners, this new fire station will be necessary if the city is to improve the level of service to residents in the southern area of the city.

Figure 10: Drive time from Current and Proposed Lino Lakes Stations

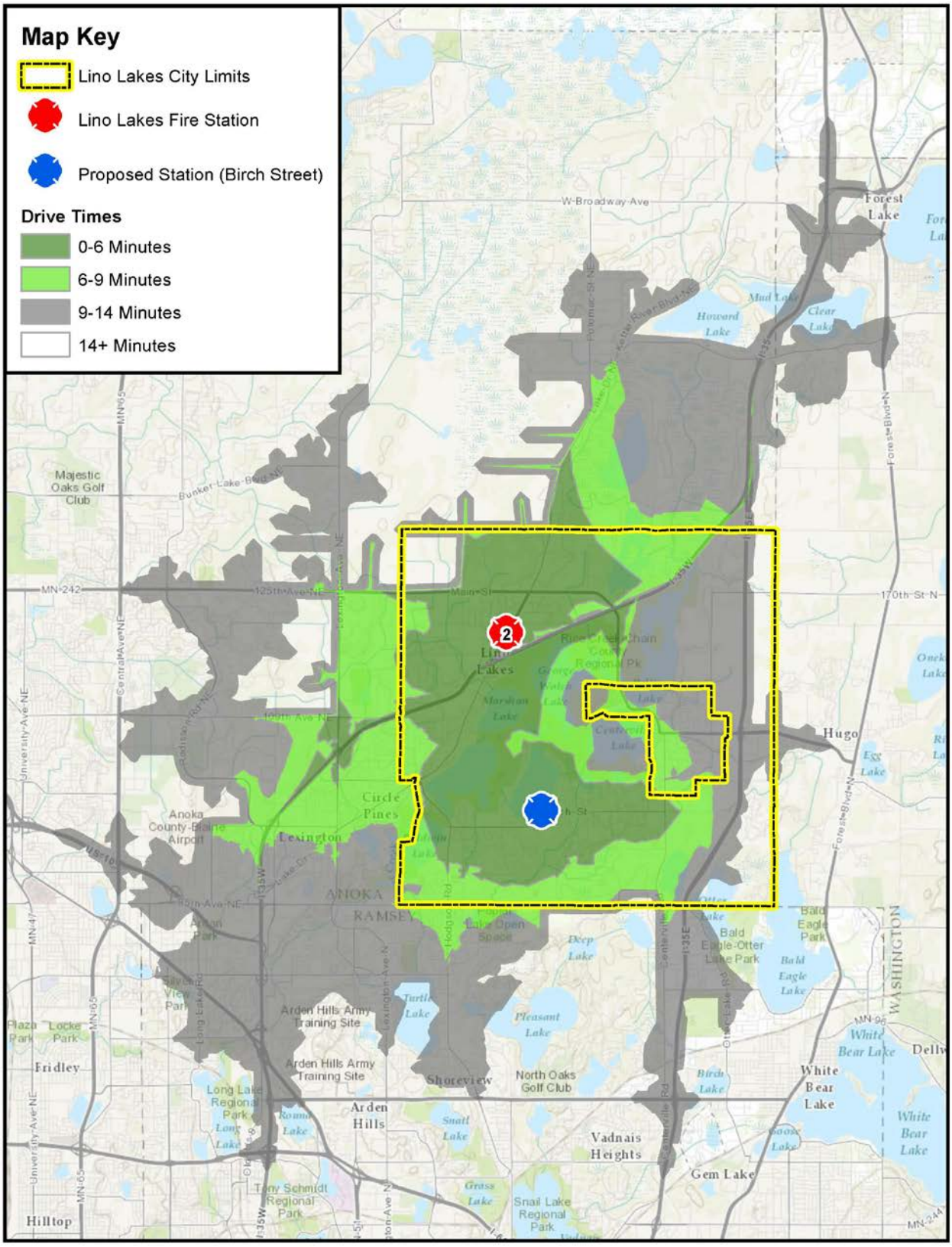
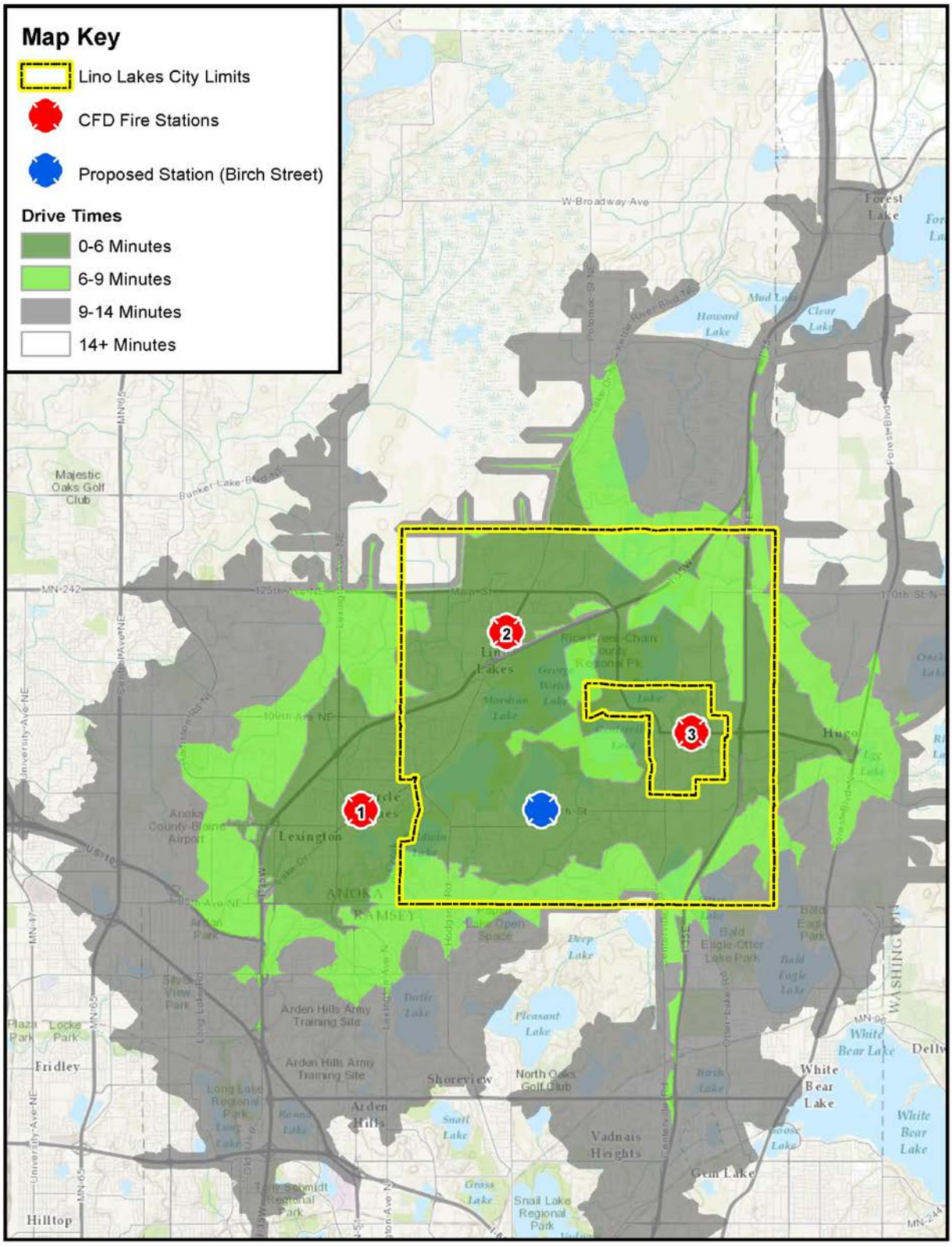


Figure 11: Drive Time from Current CFD Stations and Proposed Birch Street Station



VI. Develop a List of Essential Requirements to Begin a New Fire Department

In addition to the policy issues and start-up considerations, the two primary aspects of establishing a new Lino Lakes Fire Department would be personnel and equipment. To properly set these benchmarks in an objective and standardized manner, this report will use NFPA 1720 standards, NFPA Fire Protection Handbook 18th edition, OSHA 29CFR1910.134, and Insurance Services Office (ISO) Fire Protection Ratings.

National Standards for Fire Suppression

The most widely recognized standard used in response time analysis for volunteer fire departments is outlined in NFPA 1720 – Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments. NFPA 1720 was updated in 2004, and addresses benchmarks to be used by volunteer organizations in the delivery of their services, including specific recommendations regarding staffing and response times.

Table 3 provides an overview of these recommendations and metrics.

Table 3: NFPA 1720 - Staffing and Response Time Standards (Benchmarks)

Demand Zone	Demographics	Staffing/ Response Times	Percentage of Calls
Special Risks	Authority Having Jurisdiction	AHJ	90%
Urban	>1000 people/mi	15 within 9 min.	90%
Suburban	500-1000 people/mi	10 within 10 min.	80%
Rural	<500 people/mi	6 within 14 min.	80%
Remote*	Travel distance ≥8 mi.	4	90%

* *Upon assembling the necessary resources at the emergency scene, the fire department should have the capability to safely commence an initial attack within 2 minutes 90 percent of the time. Source: NFPA 1720, 2004 Edition*.

The City of Lino Lakes, with 33.21 square miles of area and a population of 20,746, has a jurisdictional population density of 625 people per square mile. This population density puts Lino Lakes in the "suburban" demand zone classification, which recommends an initial response of 10 personnel responding to fire calls within 10 minutes, 80% of the time. There are also parts of the response area which have urban, rural, and remote population densities. The response analysis is included in the risk, demand, and deployment section of this report. Additionally, the *National Fire Protection Handbook*, 18th edition makes staffing and initial response complement recommendations based on the number of firefighters and apparatus arriving on the scene of a fire, depending upon the risk of occupancy (low, medium, and high-hazard occupancy). The NFPA staffing recommendations by the type of hazard areas are as follows:

> **High-Hazard Occupancies** (schools, hospitals, nursing homes, explosive plants, refineries, high-rise buildings, and other high-risk or large fire potential occupancies): *at least 4 pumpers, 2 ladder trucks (or combination apparatus with equivalent capabilities), 2 chief officers, and other specialized apparatus as may be needed to cope with the combustible involved; not fewer than 23 firefighters and 2 chief officers.*

Medium-Hazard Occupancies (apartments, offices, mercantile and industrial occupancies not normally requiring extensive rescue or firefighting forces): *at least 3 pumpers, 1 ladder truck (or combination apparatus with equivalent capabilities), 1 chief officer, and other specialized apparatus as may be needed or available; not fewer than 16 firefighters and 1 chief officer.*

Low-Hazard Occupancies (one-, two-, or three-family dwellings and scattered small businesses and industrial occupancies): *at least 2 pumpers, 1 ladder truck (or combination apparatus with equivalent capabilities), 1 chief officer, and other specialized apparatus are recommended to be available; not fewer than 12 firefighters and 1 chief officer.*

The Department should have the personnel and equipment resources to meet NFPA 1720 response capabilities for low and medium hazard occupancies. High-hazard occupancies would require additional outside equipment resources and likely personnel on the initial assignment. The Department's use of box alarm assignments would address this high hazard need.

The recommendations and guidelines outlined in the NFPA Handbook merit consideration, but are not necessarily the final word, as the NFPA guidelines do not address how fire departments will also be able to comply with the OSHA-mandated "two-in/two-out" rule (discussed below). Also, the NFPA guidelines do not address OSHA's requirement that a rapid intervention team (RIT) be on-scene at a working fire.

OSHA Regulations

Additional mandated requirements for staffing are related to OSHA's regulations for firefighter safety. To protect the safety of firefighters, the United States Department of Labor and OSHA have enacted 29CFR1910.134, known as the two-in/two-out rule that requires four personnel on scene at all structure fires before initial interior attack begins.

Firefighting is a dangerous and physical labor-intensive profession. Although technologically the tools and equipment used by firefighters have changed dramatically over the years, the basic goals have remained almost unchanged: to preserve life and protect property by successfully extinguishing fires—and not get hurt in the process. To accomplish this, firefighters must be able to quickly and efficiently gain access to a fire and apply an extinguishing agent (typically water, but foam and other agents are gaining in popularity). This requires emergency responders to operate in dangerous environments where they are at high risk for serious injury or death.

To protect the health, safety, and welfare of firefighters, the federal government enacted regulations to ensure that firefighters operate safely in and around structure fires. Enacted by the Department of Labor and the Occupational Safety and Health Administration (OSHA), 29 CFR 1910.134, also known as "Two-in/Two-out," mandates that there must be a minimum of four personnel on the scene of a structural fire before personnel can initiate interior operations. Two firefighters must remain on the exterior of the structure, properly equipped with full turnout gear and self-contained breathing apparatus (SCBA) to act as a Rapid Intervention Team (RIT) in the event the firefighters operating inside the structure become incapacitated or trapped. Although OSHA allows one RIT member to have an additional role such as incident commander or safety officer, as long as rescue activities can be performed without jeopardizing the safety of other firefighters, a pump operator cannot make up part of the RIT unless the apparatus utilizes a positive water source, which allows the pump to be unstaffed for a period.

Insurance Services Office (ISO)

Insurance Services Office (ISO) community fire protection ratings have been a benchmark for jurisdictions for decades. The system measures the effectiveness and efficiency of three key parts of community fire protection; fire department, water distribution, and alarm notification system. However there are two key limitations of this benchmark. First is that the evaluation is only used by some insurance companies, with most large insurers doing their own risk assessment by individual occupancy. Second is the fact that residential insurance rates for participating insurers are banded for class #2 through class #8 communities. This means that the premium for insurance to homeowners is the same for these communities. The only occupancy type which has separate rates for each class number (#) is commercial occupancies where the needed fire flow is below 3,500 gallons per minute (gpm) for suppression. The bottom line is that ISO ratings are a good benchmark for suppression activities of a community but do not evaluate the key areas of prevention, code enforcement, and planning and zoning which are the proactive functions of community fire defense planning.

When determining how to staff, equip and support a fire department the City does have options. At the same time, it is important for the City Council to fully understand what the standards and benchmarks are for this business. It is fair to anticipate and expect that the residents and businesses who are receiving the CFD's services today will want, at minimal, the same level of service from the City.

Lino Lakes Fire Department Equipment Needs

Pursuant to NFPA #1720 and Fire Protection Handbook, apparatus needs for the new Department (including Station #2 and the proposed Birch Street station) would include:

- 2 engines – 1,500 gpm with 500 gallon water
- 1 Aerial ladder – 100 foot
- 2 tankers – 2,000 gallon with onboard pump
- 2 light rescue vehicles
- 2 grass/brush attack units
- 1 boat with rescue capability
- 1 ATV with rescue capability

Some of this apparatus could come from liquidation of current CFD resources, but there will also be some which must be purchased. The cost for this apparatus purchasing could range from $1.5 million to over $3 million. Additionally, there will be personal protective equipment to buy; turnout gear currently costs about $2,500 per set, Self-Contained Breathing Apparatus (SCBA) are at least $3,000 per unit, and uniforms, pagers, etc. will have to be provided to all personnel. The total cost for this personal equipment could range from $4,000 to $6,000 per firefighter; again, some of this will come from the distribution of the CFD assets and equipment.

Preliminary Cost Assessment

Startup costs for a new fire department in Lino Lakes would consist of the capital costs for construction of the new station and purchase of apparatus, in addition to the costs of recruiting, training, and outfitting new personnel. Assuming that the city builds a 7,100 square foot facility at an average cost of $195 per square foot and soft costs of 25%, the total construction cost would be approximately $1.73 million.

Land acquisition would be an estimated $120,000 for a four-acre area. For illustrative purposes, if this construction were financed over 20 years at 3.5%, debt service costs would be $130,212 per year.

Once the structure is complete, the department will require apparatus to fill it. While some of this will likely come from CFD's existing inventory, the department will still need to make some investment in new apparatus. At the current time, the allocation of CFD assets has not yet been finalized; therefore, our projections must err on the side of assuming that the department will need to purchase most of the apparatus required for providing service. As noted previously, initial estimates for apparatus needs range from $1.5 million to over $3.0 million; assuming that the investment for apparatus amounted to $2.5 million, financed over 15 years at 3.25%, the debt service for new apparatus would be $213,221 annually.

Additionally, the department will need to recruit and train volunteers for the new force. To maintain its current level of service, we estimate that the new department will require 42 personnel. The proposed structure would include a Career Fire Chief and Career Fire Marshal/Training Officer, and 40 paid-on-call personnel to include a Captain, a Lieutenant, and 18 firefighters at each station. The exact titles are subject to further discussion; this model was shown in the organization chart under Option 6 above.

The cost of training a new recruit to become a certified firefighter would include not only the cost of classes, but also the cost of firefighter time in this mandatory training. This cost would be in the range of $3,000 to $5,000 per recruit. If we use the low end estimated cost of $3,000, then 40 new recruits would result in $120,000 in training costs. The new force will also require turnout gear, as noted in the previous section. At $6,000 per set, the purchase of 40 sets of gear would represent an estimated cost of $240,000. These costs represent something of a worst-case scenario, in that they assume that no personnel or equipment would be coming from current CFD resources. We do not know what the transition will result in, so we are taking a conservative approach in our cost estimating.

In addition to the startup costs related to the new station and the new force, there would be the regular operational expenses associated with running two stations. Based on CFD's 2014 budget, and working from the assumption that the new station would see operating expenses roughly equivalent to those of the current station, we estimate that annual operating costs would be approximately $590,000 annually. A snapshot of projected revenues and expenses is shown in Table 4. If the City chooses to move forward with one or more of the options, we recommend that city officials refine the assumptions in Table 4 more thoroughly, and revisit them regularly as the project proceeds.

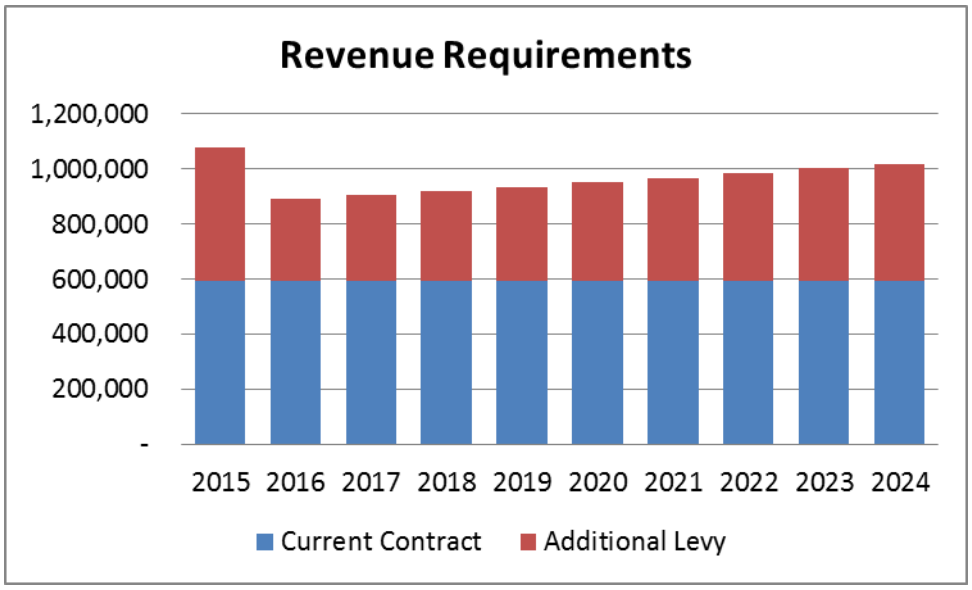
Table 4: Potential costs and revenue requirements of new fire department

REVENUES	2015	2016	2017	2018	2019
Current Contract	592,963	592,963	592,963	592,963	592,963
Additional Levy	698,808	353,517	368,593	384,046	399,885
State Grants/Reimbursements	10,000	10,250	10,506	10,769	11,038
Charges for services	27,100	27,778	28,472	29,184	29,913
Miscellaneous	275	282	289	296	304
TOTAL REVENUES	**1,329,146**	**984,789**	**1,000,823**	**1,017,258**	**1,034,103**
OPERATING EXPENSES					
Personnel					
Salaries	310,869	318,640	326,606	334,771	343,141
Payroll Taxes	32,900	33,723	34,566	35,430	36,315
Payroll Benefits (Insurance)	25,900	26,548	27,211	27,891	28,589
Work Comp	23,100	23,678	24,269	24,876	25,498
Fire Relief Pension	17,850	18,296	18,754	19,222	19,703
Supplies	47,495	48,682	49,899	51,147	52,426
Contracted Services	77,659	79,601	81,591	83,630	85,721
Maintenance	54,740	56,109	57,511	58,949	60,423
TOTAL OPERATING EXPENSES	**590,513**	**605,276**	**620,408**	**635,918**	**651,816**
TOTAL OPERATING INCOME	**738,633**	**379,513**	**380,415**	**381,340**	**382,288**
STARTUP COSTS					
Training for new recruits	120,000	-	-	-	-
Personal protective equipment	240,000	-	-	-	-
TOTAL STARTUP COSTS	**360,000**	**-**	**-**	**-**	**-**
CAPITAL COSTS					
Debt service - new station	130,212	130,212	130,212	130,212	130,212
Debt service - new apparatus	213,221	213,221	213,221	213,221	213,221
Personal equipment replacement	25,200	25,830	26,476	27,138	27,816
Other fire equipment replacement	10,000	10,250	10,506	10,769	11,038
TOTAL CAPITAL	**378,633**	**379,513**	**380,415**	**381,340**	**382,288**
REVENUE OVER/(UNDER) EXPENSE	**-**	**-**	**-**	**-**	**-**

The costs related to construction and operations at the new station will require revenues in excess of the city's current annual contribution to CFD, which is budgeted at $592,963. We estimate that capital and startup costs will require an additional $699,000 in revenue for the department. In subsequent years, this amount would drop to $353,500, rising gradually with inflation. Figure 12 shows a projection of the contributions required by the city over the next ten years.

To emphasize, the costs involved in constructing and equipping a new fire station will be necessary regardless of which option the City chooses for providing fire service to the community, if the southern area of Lino Lakes is to receive a suitable level of service. Our cost projections for operations, apparatus, training, and turnout gear are likely to be high as we have no clear basis on which to make assumptions about the exact number and amount of personnel and equipment from the CFD that will be available to the new department. As more detailed cost estimates become available and as you develop the budget details we advise and recommend that you refine the preliminary cost projections on an ongoing basis.

Figure 12: Projected Revenue Requirements of New Department



Volunteer Recruitment and Retention

Without doubt one of the most significant challenges the City will face is in the recruitment and retention of volunteer fire fighters. Just within the past few weeks several newspaper stories have appeared in the Twin Cities papers outlining the challenges city governments and fire departments are having in recruiting paid on call personnel. Fire Chiefs across the state recognize the challenges of hiring and retaining new recruits, as the Inver Grove Heights Fire Chief stated, "It's a huge commitment to be a paid on call firefighter." Since 1985, the number of volunteer firefighters in the United States has declined by 25%, while the number of emergency calls increase each year. To address this national trend, jurisdictions must have a well-planned and high-functioning recruitment and retention program.

***Recruitment* –** Recruiting citizens to become volunteer fire/rescue responders can be a daunting task if not approached in a systematic manner. This systematic approach begins with identifying the most likely demographic groups where potential volunteers may be included. This will be an important discussion for the City and we encourage you to begin that conversation immediately. Across the country there are three emerging groups of volunteer firefighters: mothers that stay at home; college students; and empty nesters. These three groups of potential candidates are generally found in most suburban communities and Lino Lakes should explore the possibility of recruiting from these three sources. Motivating citizens to join a Fire Department is one of the largest challenges facing volunteer fire service throughout the country. It is important to find out how many of the current CFD volunteers will move to the new Lino Lakes Fire Department and then all city leaders should begin a strong and centralized recruitment effort. The future viability of a volunteer force is at stake, and should be the focus of future recruitment efforts. This will mean looking for future members in citizen groups either under-represented or not represented in the current department roster.

As an example of one method worth considering, a very successful volunteer recruitment program in Virginia is recruiting over 300 new members annually. Their program begins using a page on the jurisdiction's website, a Facebook account, and a toll-free phone number. (Social media is certainly one

tool that should be used in your recruitment efforts.) All interested persons are immediately contacted by a volunteer recruiter from the fire/rescue department (within 24 hours). An appointment is set up and each candidate gets a briefing on the potential job, a scheduled ride along is arranged and an application is filled out. The key is to keep candidate interest high, and identify how best to use the talents of new members so they stay motivated and involved. LLFD can certainly use this coordinated system to increase volunteer opportunities.

Retention – While people join volunteer fire/rescue departments for many reasons, retention issues boil down to two distinct reasons: problems that arise in one's life and factors relating to the individual fire department or the fire service itself. To retain new and current members, volunteer departments must display four essential characteristics that address these two root problems with volunteer retention:

- The program must meet the individual's needs
- The program must provide its membership with reward and recognition
- The program must provide adequate supervision and leadership
- The program must challenge its members

Any recruitment or retention programs to be considered must take into account the four aforementioned characteristics that must be present in a quality fire/rescue program. The Apple Valley Fire Chief noted that his department hasn't had to hire a new firefighter for nearly five years; he attributes that success to "paying close attention to morale and clearly laying our expectations" before he hires someone. The City of Lakeville also gets spouses involved, as they recognize the impacts that being a volunteer fire fighter bring to their family.

There are numerous professional organizations that have developed model programs that can be used in recruitment and retention efforts. There is no reason to "reinvent the wheel" where proven programs exist to assist volunteer fire/rescue organizations with these matters. The National Volunteer Fire Council at www.nvfc.org has a number of quality programs and provides assistance that can help this program get started. Assistance can also be obtained through the Federal Emergency Management Association (FEMA) and the U.S. Fire Administration (USFA) at www.usfa.fema.gov. Both of these organizations have published numerous free reports on Recruitment and Retention among the Volunteer Fire Service

Volunteer Incentives and Recognition – Incentive and recognition programs are very important for fire and rescue volunteers. Given the enormous time demands, training demands, and personal risks, it is easy for volunteers to burn out and quit after only a few years of service. Incentives and recognition programs are essential components to maintaining a strong cadre of experienced volunteers and to prevent a revolving door situation. For the equivalent loaded salary cost of one career firefighter, a great deal of recognition, incentive, and recruiting programs for volunteers can be implemented.

Many local governments across the nation have strengthened their incentive programs for volunteer firefighters. The cost of incentives is small and economically justifiable if they help recruit and retain volunteers and forestall hiring more career employees. As we all know, volunteers in the fire and rescue service today are the first line defenders for any type of emergency or disaster.

Station Live-in Programs – One of the strongest incentive programs for volunteers, particularly younger volunteers, is the station live-in program. Individual volunteer departments can establish minimum

standards for members to live at the station. For example, the City of Eagan offers six dorm rooms at the fire station where fire fighters live for free in exchange for their service. Forest Lake is exploring re-organizations in city hall, developing dual role positions including firefighter/building inspector and firefighter/custodian. Usually, volunteers must sign up for two to four duty nights per week to qualify. Live-in programs are an excellent incentive as well as a recruitment and retention tool. They not only promote participation, but they guarantee that volunteers will be at the station and ready to answer emergency calls without having to respond from home to the station. The major drawback to the live-in programs is that they are only an incentive for single volunteers since there is generally no housing available for married volunteers. Also, the sleeping areas are not very suitable for permanent residency (e.g., in most cases they are open bunkrooms instead of individual dorm rooms).

Recognition – Volunteers generally want to be appreciated and receive some form of recognition for their service to the community. Some are willing to work quietly for years and obtain satisfaction just from doing the job, helping people in need, and the camaraderie in the department. However, information obtained from surveys taken by former volunteers (as well as self-perception of the volunteers) from across the country indicates that a little recognition goes a long way. Although most volunteers never mention the desire for recognition, it is almost always well received when given and usually problematic when withheld.

Cable Television and Utility Bills – Volunteers could be given free cable television, and/or exempted from some local utility bills.

Tuition Assistance – Volunteers could be offered tuition assistance after a certain period of service, similar to tuition assistance offered to municipal employees in some jurisdictions. Some national EMS organizations make scholarships available to enhance local efforts.

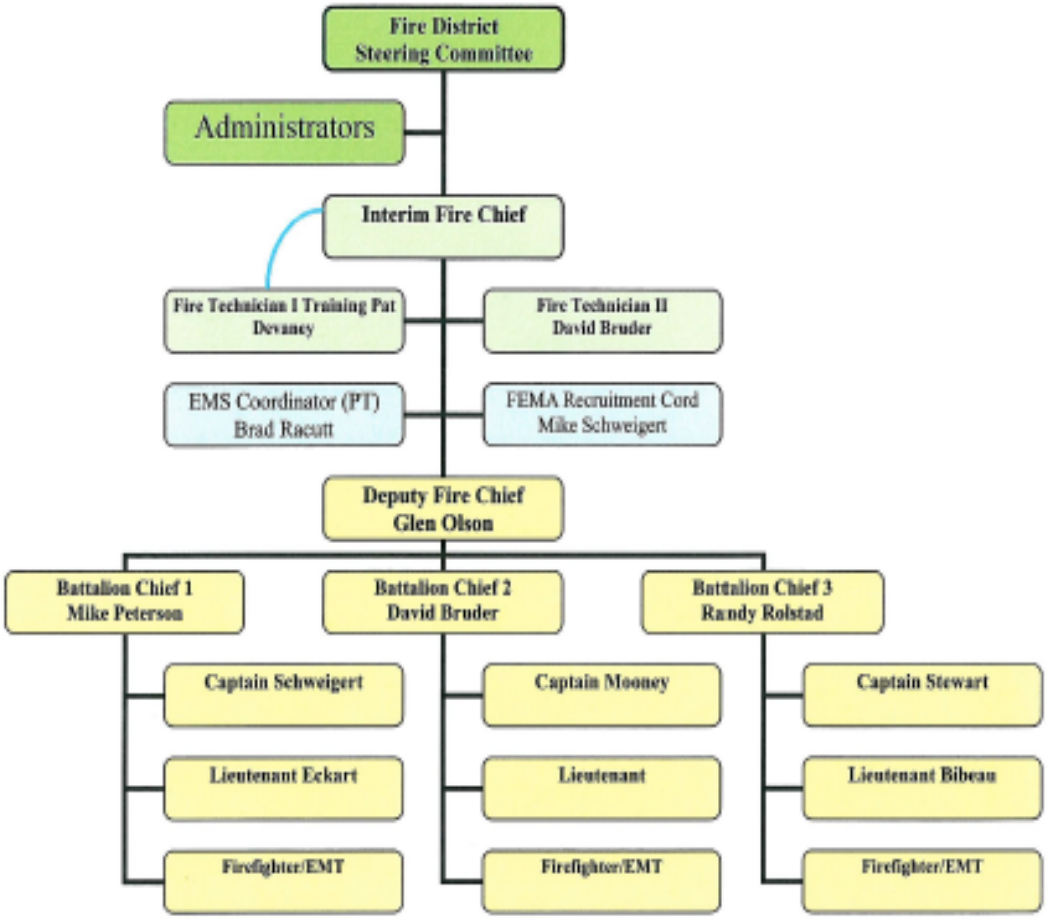
Pension Plans – Many jurisdictions around the country have set up retirement plans for volunteer firefighters. Most of these plans are based on years of service and set up through the state legislature. This is a standard program for rewarding volunteer firefighters who put in years of service to their community.

Requirements of a Recruitment and Retention Program – No matter which program is selected, it is imperative that this recruitment, retention and educational effort be a well thought out, on-going, combined effort with the support and backing of all involved parties. This is not a localized or short-term concern but a long-term local and national issue that can't be solved in a vacuum or without great deal of work. It will take the total commitment, effort and dedication of a wide range of professional, and city leaders to make this program a reality. Outside of the box thinking and creative program development is vital to maintaining a healthy volunteer fire/rescue program for the City.

The result of such a program failing is the need to provide this service through a paid crew (duty crew) or a subscription delivery system. Because volunteers are hard to find, more and more cities are exploring the hiring of duty crews. These alternatives are more costly for taxpayers than the time and efforts that will be involved in helping maintain a quality well-staffed volunteer fire/rescue system that is currently in place.

APPENDIX A

Current CFD Organizational Structure



CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 7

STAFF ORIGINATOR: Jolleen Chaika, City Clerk

WORK SESSION DATE: April 1, 2024

TOPIC: Water Capacity and New Developments

BACKGROUND

Councilmember Ruhland submitted, with a second by Mayor Rafferty, a request to add a work session item for discussion: Possible moratorium on residential development to determine the impact of new developments on existing water infrastructure.

REQUESTED COUNCIL DIRECTION

For review and discussion purposes; should Council wish to further analyze this option, provide direction to staff to begin discussions with legal counsel.

ATTACHMENTS

March 25, 2024 Online Work Session Submittal Request

From: noreply@civicplus.com
To: Jolleen Chaika; Sarah Cotton
Subject: Online Form Submittal: City Council Work Session Agenda Item Request Form
Date: Monday, March 25, 2024 12:25:11 PM

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City Council Work Session Agenda Item Request Form

Councilmember Name	Michael Ruhland
Second Councilmember Name	Rob Rafferty
Proposed Agenda Topic	Water capacity with major new development
Brief Description of the Topic (200 words or less)	I'm growing increasingly concerned about our city's water infrastructure. Currently we are involved in a lawsuit with White Bear Lake. With that pending litigation, we have no idea if we will be able to add wells in the future, or what capacity our water allocation will be in the very near to immediate future. I believe we will have more direction when a Judge rules on it. Once that ruling comes forward, we may need to seek alternative means to provide the residents of Lino Lakes with water. This may include a water study, comp plan changes, etc. We just don't know what we don't know. I believe the main objective of local government is to provide the infrastructure to the residents of the city. That's police, fire, clean potable water to name a few. This is obviously why as a council we have agreed to invest in a water treatment plant that will likely cost the taxpayers $25-low $30 million of their tax dollars.
Why should Council consider the topic?	We have a ton of developers currently looking to develop probably over 500 acres of land in Lino Lakes for residential development. City staff has been in high level talks with several developers. Let me start by saying I think it's fantastic that we have so many developers all interested in building in Lino Lakes! They obviously see what we all adore about our great city. However, if all of these possible developments come forward all at once, I'm fearful we will run into capacity issues, if the court ruling doesn't go our way. We are currently on water use restrictions in our city. Additionally, we've had some drought years of recent past, including a top 10 record low snowfall this winter. With a city comprised of around 7500 homes, and just wrapping up an 800+

	unit development, my concerns our deep with some of these proposed developments. We're talking about hundreds, and hundreds of acres producing thousands of homes. We're talking about increasing the number of homes that our city infrastructure needs to support by approximately 20-25%. I believe with the pending litigation it would be irresponsible to risk our current resident's way of life to blindly develop just to develop with knowledge we may reach capacity. I'm hoping there is a solution, but depending on how this lawsuit turns out, we may need to do a water study, comp plan amendments, etc. Development is expensive. A developer can be 10's of thousands of dollars invested in a project just to find out if it can move forward or not. I would hate to see some of these developments come forward, invest a ton of money into it, and find out we can't support the homes in the development. Would there need to be any comp changes, etc. that make a development once thought to work, no longer meet the economic expectations of the developer? This is why I believe we should put a moratorium on residential development until we've had an opportunity to see what our future capacity of water is, and what our currently stressed infrastructure can sustain. Thank you, Michael S. Ruhland
Urgency Level	High (next work session)

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CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 8

STAFF ORIGINATOR: Jolleen Chaika, City Clerk

WORK SESSION DATE: April 1, 2024

TOPIC: Notification Requirements for Proposed Developments

BACKGROUND

Councilmember Ruhland submitted, with a second by Mayor Rafferty, a work session item for discussion: Expansion of resident notification requirements for proposed developments.

REQUESTED COUNCIL DIRECTION

For discussion purposes.

ATTACHMENTS

March 27, 2024 Online Work Session Submittal Request.

From: noreply@civicplus.com
To: Jolleen Chaika; Sarah Cotton
Subject: Online Form Submittal: City Council Work Session Agenda Item Request Form
Date: Wednesday, March 27, 2024 12:51:12 PM

Caution: This email originated outside our organization; please use caution.

City Council Work Session Agenda Item Request Form

Councilmember Name	Michael Ruhland
Second Councilmember Name	Rob Rafferty
Proposed Agenda Topic	Public Notice
Brief Description of the Topic (200 words or less)	Currently state law requires a minimal notification in terms of proximity from a proposed development. I believe we should expand the notification ring for developments over a certain threshold that we can determine talking it through as a council and with city staff
Why should Council consider the topic?	Council should consider expanding the ring in which we notify residents of development for larger developments. I feel this way because it's the developments themselves that make up the community. People should know what's being planned and coming into their neighborhood by more than being within 600 feet.
Urgency Level	High (next work session)

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