



CITY COUNCIL AGENDA

• WORK SESSION •

Monday, May 6, 2024

6:00 P.M.

Council Chambers

No Public Comment allowed at Work Sessions per the Rules of Decorum

1. Call to Order and Roll Call
2. Setting the Agenda: Additions or Deletions
3. Zoning Ordinance Text Amendment – Sacred Communities and Micro-Unit Dwellings, Katie Larsen
4. Water Treatment Plant Final Design Review, Michael Grochala & WSB
5. I-35E/CRJ Interchange – Centerville Rd/CRJ Intersection, Michael Grochala & Anoka County
6. Zoning Ordinance Text Amendment – Building Type and Construction, Katie Larsen
7. 2025 Budget Goal Setting, Hannah Lynch
8. Q1 2024 Public Safety Update, John Swenson
9. Request for Proposals for Public Safety Consultant, John Swenson
10. Notices and Communications, City Council
11. Adjournment

**CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 3**

STAFF ORIGINATOR: Katie Larsen, City Planner

DATE OF WORK SESSION: May 6, 2024

TOPIC: Zoning Ordinance Text Amendment-Sacred Communities and Micro-Unit Dwellings

BACKGROUND

At the Work Session, staff will present the May 13, 2024 Council staff report and proposed ordinance amendment.

Beginning January 1, 2024, Minnesota Statute 327.30 requires that cities must allow religious institutions to site micro units on religious property. This is not related to the recently submitted land use application for Madinah Lakes PUD Concept Plan and their proposed Robinson Sod Farm development. This is a requirement of State law.

REQUESTED COUNCIL DIRECTION

None. Discussion only.

ATTACHMENTS

1. May 13, 2024 Council Staff Report

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 6A**

STAFF ORIGINATOR: Katie Larsen, City Planner

MEETING DATE: May 13, 2024

TOPIC: Consider 1st Reading of Ordinance No. 04-24 Zoning Ordinance Text Amendment-Sacred Communities and Micro-Unit Dwellings

VOTE REQUIRED: Simple Majority

INTRODUCTION

Beginning January 1, 2024, Minnesota Statute 327.30 requires that cities must allow religious institutions to site micro units on religious property. This is not related to the recently submitted land use application for Madinah Lakes PUD Concept Plan and their proposed Robinson Sod Farm development. This is a requirement of State law.

BACKGROUND

See attached League of Minnesota Cities summary. During the 2023 legislative session, the Legislature passed a bill authorizing religious institutions beginning January 1, 2024 to site micro-unit dwellings on religious institution property. The State statute also requires cities to permit sacred settlements of micro units either via a permitted use or conditional use.

See attached Minnesota Statute 327.30 for detailed requirements. State statute defines the following:

(e) "Micro unit" means a mobile residential dwelling providing permanent housing within a sacredcommunity that meets the requirements of subdivision 4.

(f) "Religious institution" means a church, synagogue, mosque, or other religious organization organizedunder chapter 315.

(g) "Sacred community" means a residential settlement established on or contiguous to the grounds ofa religious institution's primary worship location primarily for the purpose of providing permanent housingfor chronically homeless persons, extremely low-income persons, and designated volunteers that meets therequirements of subdivision 3.

Staff recommends a conditional use permit be required for sacred community and micro units as an accessory to public, educational, and religious uses. Public, educational, and religious uses

are currently allowed with a conditional use permit in the City's rural, residential, LB-Limited Business, and GB-General Business zoning districts.

RECOMMENDATION

The Planning & Zoning Board held a public hearing on April 10, 2024. Board comments included concerns about setbacks, density and buffers. Public comments included concerns that religious institutions do not pay taxes and there will be an increased burden on City services. The Board voted 6-0 in favor of the proposed ordinance amendment. The Board also recommended staff review existing conditional use permit requirements for Public, Educational and Religious Uses.

Staff is requesting Council consideration of the 1st reading of Ordinance No. 04-24.

ATTACHMENTS

1. LMC Focus on New Laws: Sacred Settlements
2. Minnesota Statute 327.30
3. Ordinance No. 04-24

Focus on New Laws: Sacred Settlements

September 5, 2023

Beginning Jan. 1, 2024, cities must allow faith communities to site micro units on religious property to house chronically homeless individuals, extremely low-income individuals, and volunteers.

During the 2023 legislative session, the Legislature passed a bill authorizing religious institutions beginning Jan. 1, 2024, to site micro-unit dwellings on religious institution property. It also requires cities to permit sacred settlements of micro units either via a permitted use or conditional use.

The bill was signed into law as Chapter 53 in 2023 Session Law. The language can be found in [Chapter 53, Article 11, Section 57](#).

Micro-unit eligibility

Micro-unit dwellings within sacred settlements are intended to provide an additional means for faith communities to serve chronically homeless individuals, designated volunteers, and extremely low-income individuals in accordance with their religious vocations.

- An individual who meets the definition of being chronically homeless is someone who is unhoused and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least one year, or on at least four separate occasions in the last three years.
- An individual who meets the definition of being extremely low income has an income that is equal to or less than 30% of the area median income.
- A designated volunteer is an individual who has not experienced homelessness and is approved by the religious institution to live in the sacred settlement as their sole form of housing.
- The language defines a religious institution to include a church, synagogue, mosque, or religious organization organized under Minnesota Statutes Chapter 315.

Micro-unit requirements

There are myriad of requirements and minimum standards in the statutory language that address both the standards for the micro units themselves as well as requirements and restrictions for faith communities that chose to establish a sacred settlement of micro units on their religious property.

Under the new law, micro units must meet certain building requirements and standards to be allowed for placement in a sacred settlement on religious property.

All micro units must be built to the requirements of the American National Standards Institute (ANSI) Code 119.5, which includes standards for heating, electrical, fire, and life safety.

Additionally, micro units are subject to inspection for compliance with statutory standards and must meet the following minimum requirements:

- Be no more than 400 gross square feet.
- Be built on a permanent chassis and anchored to pin foundations with engineered fasteners.
- Have exterior material compatible in composition, appearance, and durability to materials used in standard residential construction.
- Meet minimum framing standards and insulation ratings for doors and windows and include a dry, compostable, or plumbed toilet meeting Minnesota Pollution Control Agency rules.
- Include smoke and carbon monoxide detectors and comply with municipal setback requirements if established by ordinance or be set back on all sides by at least 10 feet if no ordinance exists.
- Have access to water and electric utilities either by connecting the units to the principal building or by providing access to permanent common kitchen facilities and common facilities for toilet, bathing, and laundry consistent with boarding house requirements under Minnesota Rules, part 1305.2902.

Minimum standards for settlements

In addition to the requirements for individual units, the law establishes minimum standards for the religious institution's operation of the settlement itself, which will be important to reference if a city chooses to permit settlements and units via a conditional use permit to ensure compliance.

Minimum standards for settlements include:

- Appropriate level of insurance and have between one-third and 40% of the micro units occupied by designated volunteers.
- Adherence to all laws governing landlord and tenants under Minnesota Statutes Chapter 504B.
- A written plan provided to the city in which the settlement is approved by the religious institution's governing board that includes:
 - Plans for disposal of water and sewage if not plumbed and septic tank drainage if plumbed units are not connected to the primary worship location's system.
 - Adequate parking, lighting, and access to units by emergency vehicles.
 - Protocols for security and addressing conduct within the settlement as well as safety protocols for severe weather.
- Authorization by a municipality as either a permitted use or conditional use without the application of additional standards not included in the bill.

Further considerations

The League recommends that cities be in communication with the religious institutions in their community and inquire about their plans with respect to this new law.

Additionally, consider specific parameters in a conditional use permit or ordinance to ensure compliance for micro units and sacred settlements that are outlined in statute leading up to the effective date of Jan. 1, 2024.

The League will continue to closely monitor the impacts of this language and continue to help provide guidance to cities on this new law.

[Read more news articles](#)

Your LMC Resource

Daniel Lightfoot

IGR Representative & Federal Relations Manager

(651) 281-1295 or (800) 925-1122

dlightfoot@lmc.org

327.30 SACRED COMMUNITIES AND MICRO-UNIT DWELLINGS.

Subdivision 1. **Definitions.** (a) For the purposes of this section, the following terms have the meanings given.

(b) "Chronically homeless" means an individual who:

(1) is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter;

(2) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last three years; and

(3) has an adult head of household, or a minor head-of-household if no adult is present in the household, with a diagnosable substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of two or more of those conditions.

(c) "Designated volunteers" means persons who have not experienced homelessness and have been approved by the religious institution to live in a sacred community as their sole form of housing.

(d) "Extremely low income" means an income that is equal to or less than 30 percent of the area median income, adjusted for family size, as estimated by the Department of Housing and Urban Development.

(e) "Micro unit" means a mobile residential dwelling providing permanent housing within a sacred community that meets the requirements of subdivision 4.

(f) "Religious institution" means a church, synagogue, mosque, or other religious organization organized under chapter 315.

(g) "Sacred community" means a residential settlement established on or contiguous to the grounds of a religious institution's primary worship location primarily for the purpose of providing permanent housing for chronically homeless persons, extremely low-income persons, and designated volunteers that meets the requirements of subdivision 3.

Subd. 2. Dwelling in micro units in sacred communities authorized. Religious institutions are authorized to provide permanent housing to people who are chronically homeless, extremely low-income, or designated volunteers, in sacred communities composed of micro units subject to the provisions of this section. Each religious institution that has sited a sacred community must annually certify to the local unit of government that it has complied with the eligibility requirements for residents of a sacred community in this section.

Subd. 3. Sacred community requirements. (a) A sacred community must provide residents of micro units access to water and electric utilities either by connecting the micro units to the utilities that are serving the principal building on the lot or by other comparable means, or by providing the residents access to permanent common kitchen facilities and common facilities for toilet, bathing, and laundry with the number and type of fixtures required for an R-2 boarding house under Minnesota Rules, part 1305.2902. Any units that are plumbed shall not be included in determining the minimum number of fixtures required for the common facilities.

(b) A sacred community under this section must:

(1) be appropriately insured;

(2) have between one-third and 40 percent of the micro units occupied by designated volunteers; and

(3) provide the municipality with a written plan approved by the religious institution's governing board that outlines:

- (i) disposal of water and sewage from micro units if not plumbed;
- (ii) septic tank drainage if plumbed units are not hooked up to the primary worship location's system;
- (iii) adequate parking, lighting, and access to units by emergency vehicles;
- (iv) protocols for security and addressing conduct within the settlement; and
- (v) safety protocols for severe weather.

(c) Unless the municipality has designated sacred communities meeting the requirements of this section as permitted uses, a sacred community meeting the requirements of this section shall be approved and regulated as a conditional use without the application of additional standards not included in this section. When approved, additional permitting is not required for individual micro units.

(d) Sacred communities are subject to the laws governing landlords and tenants under chapter 504B.

Subd. 4. **Micro unit requirements.** (a) In order to be eligible to be placed within a sacred community, a micro unit must be built to the requirements of the American National Standards Institute (ANSI) Code 119.5, which includes standards for heating, electrical systems, and fire and life safety. A micro unit must also meet the following technical requirements:

- (1) be no more than 400 gross square feet;
- (2) be built on a permanent chassis and anchored to pin foundations with engineered fasteners;
- (3) have exterior materials that are compatible in composition, appearance, and durability to the exterior materials used in standard residential construction;
- (4) have a minimum insulation rating of R-20 in walls, R-30 in floors, and R-38 in ceilings, as well as residential grade insulated doors and windows;
- (5) have a dry, compostable, or plumbed toilet or other system meeting the requirements of the Minnesota Pollution Control Agency, Chapters 7035, 7040, 7049, and 7080, or other applicable rules;
- (6) have either an electrical system that meets NFPA 70 NEC, section 551 or 552 as applicable or a low voltage electrical system that meets ANSI/RVIA Low Voltage Standard, current edition;
- (7) have minimum wall framing with two inch by four inch wood or metal studs with framing of 16 inches to 24 inches on center, or the equivalent in structural insulated panels, with a floor load of 40 pounds per square foot and a roof live load of 42 pounds per square foot; and
- (8) have smoke and carbon monoxide detectors installed.

(b) All micro units, including their anchoring, must be inspected and certified for compliance with these requirements by a licensed Minnesota professional engineer or qualified third-party inspector for ANSI compliance accredited pursuant to either the American Society for Testing and Materials Appendix E541 or ISO/IEC 17020.

(c) Micro units that connect to utilities such as water, sewer, gas, or electric, must obtain any permits or inspections required by the municipality or utility company for that connection.

(d) Micro units must comply with municipal setback requirements established by ordinance for manufactured homes. If a municipality does not have such an ordinance, micro units must be set back on all sides by at least ten feet.

History: 2023 c 53 art 11 s 57

**CITY OF LINO LAKES
ORDINANCE NO. 04-24**

**ORDINANCE AMENDING CITY CODE CHAPTER 1007 RELATED TO
SACRED COMMUNITIES AND MICRO-UNIT DWELLINGS**

The City Council of Lino Lakes ordains:

Section 1. Findings of Fact. The City Council finds that the zoning ordinance text amendment protects the public health, safety, comfort, convenience and general welfare of the residents of the community and is in compliance with Minnesota Statute 327.30.

Section 2. Amendment. The Lino Lakes City Code Chapter 1007 is hereby amended as follows:

- Section 1007.100(7)
 - (k) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.
- Section 1007.101(7)
 - (h) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.
- Section 1007.110(8)
 - (e) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.
- Section 1007.111(8)
 - (e) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.
- Section 1007.112(8)
 - (d) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.
- Section 1007.113(8)
 - (d) Sacred communities and micro-unit dwellings accessory to religious uses in

compliance with Minnesota Statute 327.30.

- Section 1007.114(11)
 - (e) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.
- Section 1007.115(11)
 - (g) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.
- Section 1007.131(8)
 - (i) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.
- Section 1007.132(8)
 - (n) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.

Section 3: Effect

This ordinance shall be in force and effect from and after its passage and publication according to the Lino Lakes City Charter.

Adopted by the Lino Lakes City Council this ____ day of _____, 2024.

BY: _____
Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

Zoning Ordinance Text Amendment- Sacred Communities

Council Work Session

May 6, 2024



Introduction

- Beginning January 1, 2024, Minnesota Statute 327.30 requires that all cities allow religious institutions to site micro units on religious property.
- **This is not related to the recently submitted land use application for Madinah Lakes PUD Concept Plan and their proposed Robinson Sod Farm development.**
- This is a requirement of State law.
- Sacred Community = Sacred Settlement

Background

Minnesota Statute 327.30 defines the following:

- (e) "Micro unit" means a mobile residential dwelling providing permanent housing within a sacred community that meets the requirements of subdivision 4.
- (f) "Religious institution" means a church, synagogue, mosque, or other religious organization organized under chapter 315.
- (g) "Sacred community" means a residential settlement established on or contiguous to the grounds of a religious institution's primary worship location primarily for the purpose of providing permanent housing- for chronically homeless persons, extremely low-income persons, and designated volunteers that meets the requirements of subdivision 3.

Micro Unit Requirements

- Annual certification to City compliant statutory requirements
- Access to water, sanitary sewer, electricity
- No more than 400sf and exterior materials compatible to residential
- Between 33% and 40% units must be occupied by designated volunteers
 - (persons who have not experienced homelessness)
- Setbacks = Manufactured Home Parks = R-6
 - Street = 30 or 40ft Rear = 10ft Side = 10ft Adjacent to LDR = 35ft

Analysis

- Only decision City has to make is whether sacred settlements should be a **permitted use or conditional use**.
- Staff recommends conditional use permit (CUP)
- CUP requires public hearing to notify public
- Apply to rural, residential, LB-Limited Business, and GB-General Business zoning districts.

P&Z Board Recommendation

- Board held a public hearing on April 10, 2024.
- Board comments about setbacks, density, and buffers.
- Public comments included concerns that religious institutions do not pay taxes and there will be an increased burden on City services.
- Board voted 6-0 in favor of the proposed ordinance amendment-CUP.
- Board also recommended staff review existing conditional use permit requirements for Public, Educational and Religious Uses.

Council Action

- Consider 1st Reading of Ordinance No. 04-24 Zoning Ordinance Text Amendment-Sacred Communities and Micro-Unit Dwellings
- Ordinance No. 04-24 example for R, Rural
 - Section 1007.100(7)
 - (k) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.

**CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 4**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

WORK SESSION DATE: May 6, 2024

TOPIC: Water Treatment Plant Architectural Design

BACKGROUND

WSB and Oertel Architects are preparing the final design plans for the Water Treatment Plant. Staff is anticipating requesting City Council approval of plans and specifications and authorization to advertise for bids at the May 13, 2024 regular council meeting.

Project team members will be present at the meeting to discuss the design and exterior Architectural features.

The project schedule is as follows:

Description	Date
100% Design	<i>May 10, 2024</i>
<i>City Building Permit Submittal</i>	<i>May 10, 2024</i>
City Council Approves Bidding Documents and Authorizes Ad for Bid	<i>May 13, 2024</i>
DWRF Loan Application to PFA and Final Plans and Specs to MDH	June 6, 2024
Bid Opening	<i>June 11, 2024</i>
City Council Awards Construction Contract	<i>June 24, 2024</i>
MDH Certification Deadline for Funding	June 30, 2024
Construction Start	Summer-Fall 2024
Substantial Completion & Startup	Summer 2026
Final Completion	Summer-Fall 2026
State Bonding Must be Spent/Encumbered	May 2027

REQUESTED COUNCIL DIRECTION

Staff is seeking comments on the proposed Architectural Design.

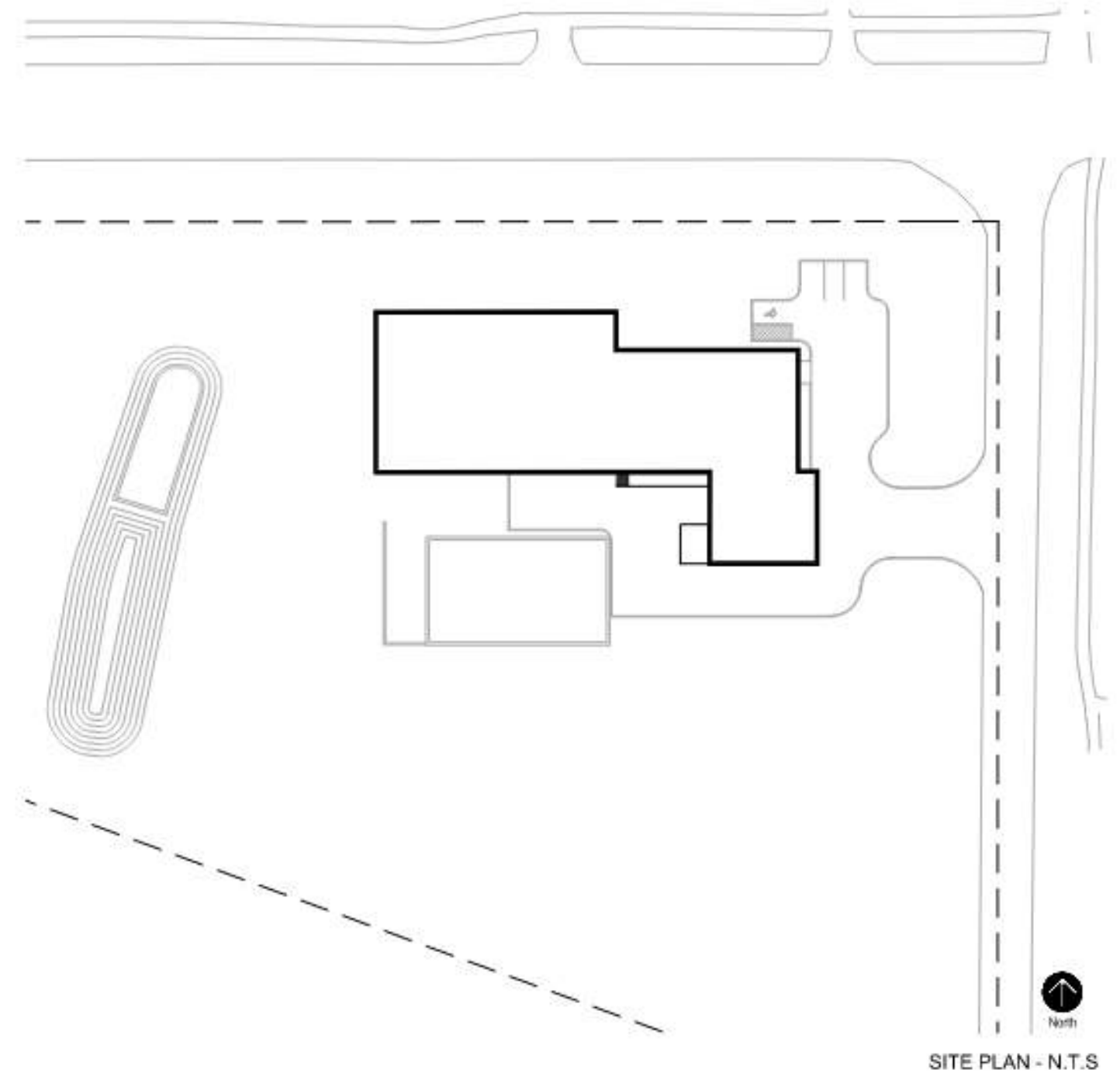
ATTACHMENTS

1. Building Elevations
2. Main Floor Plan
3. Landscape Plan

Lino Lakes Water Treatment Plant Façade Materials

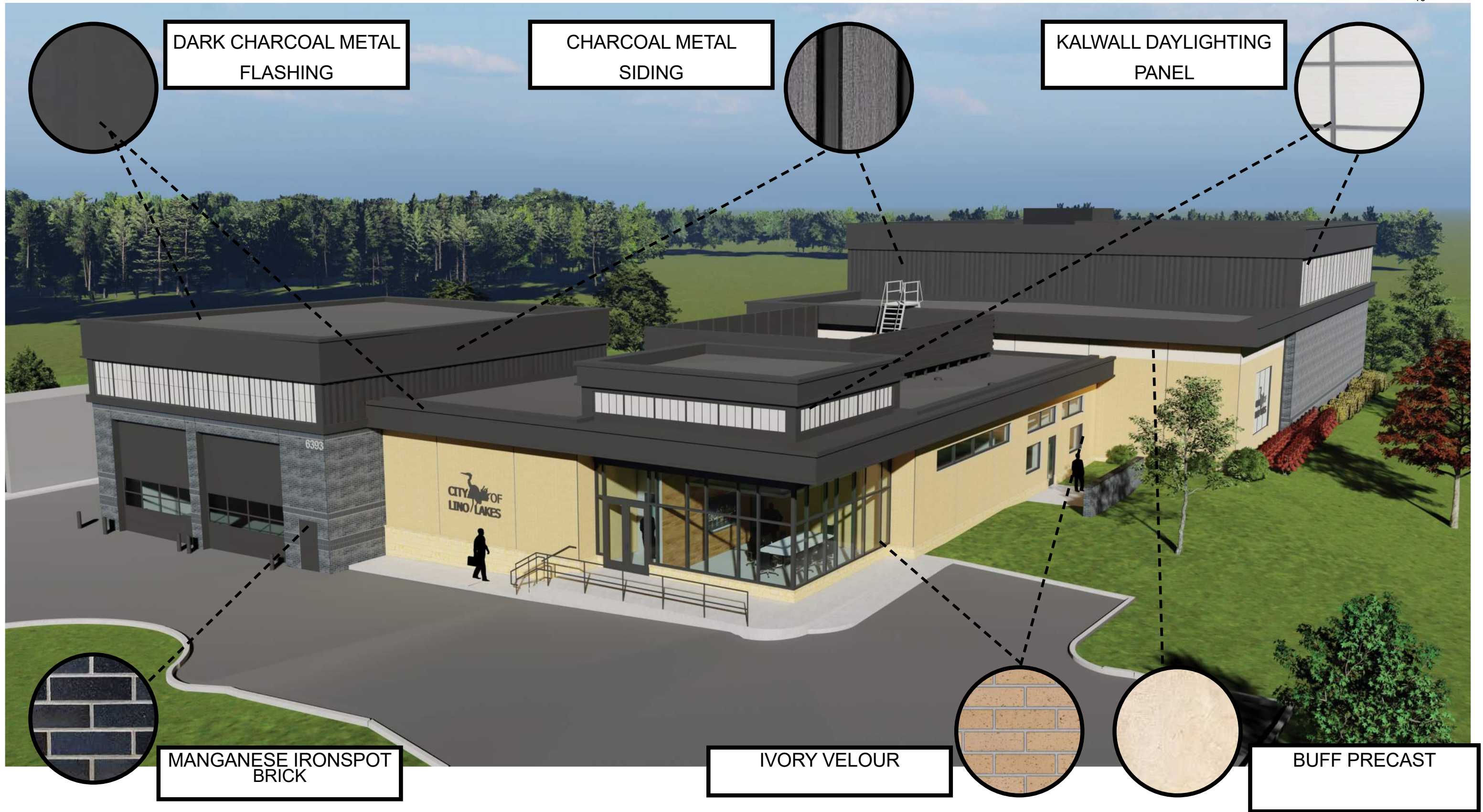
Public Building

Class 1	Minimum 50% of all Exterior Walls		77%
	Brick	North	53%
		East	37%
		South	67%
		West	69%
	Glass	North	25%
		East	21%
		South	13%
		West	7%
	Stone		None
	Architectural Precast	North	2%
		East	6%
		South	2%
		West	0%
Class 2	Undefined % of Exterior Walls		23%
	Precast concrete with reveals		None
	Architectural CMU		None
	Ceramic Tile		None
	Masonry Stucco		None
	Architectural Metal Cladding	North	20%
		East	36%
		South	19%
		West	23%
Class 3	No more than 50% of all Exterior Walls		0%
	EIFS		None
	Fiber Cement Siding		None
	Glass Block		None
	Wood		None



SITE PLAN - N.T.S





DARK CHARCOAL METAL FLASHING

CHARCOAL METAL SIDING

KALWALL DAYLIGHTING PANEL

MANGANESE IRONSPOT BRICK

IVORY VELOUR

BUFF PRECAST



RENDER PACKAGE 05/01/2024
LINO LAKES WATER TREATMENT PLANT





RENDER PACKAGE 05/01/2024
LINO LAKES WATER TREATMENT PLANT

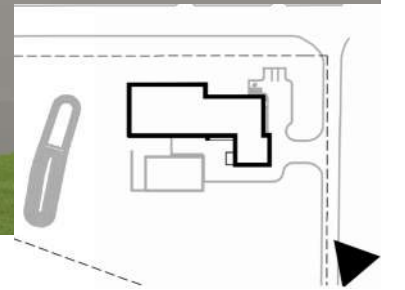






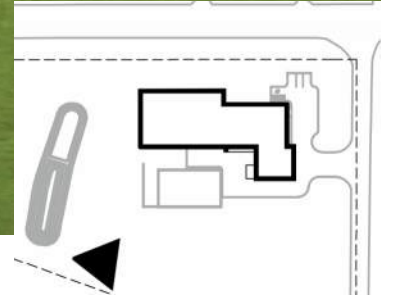
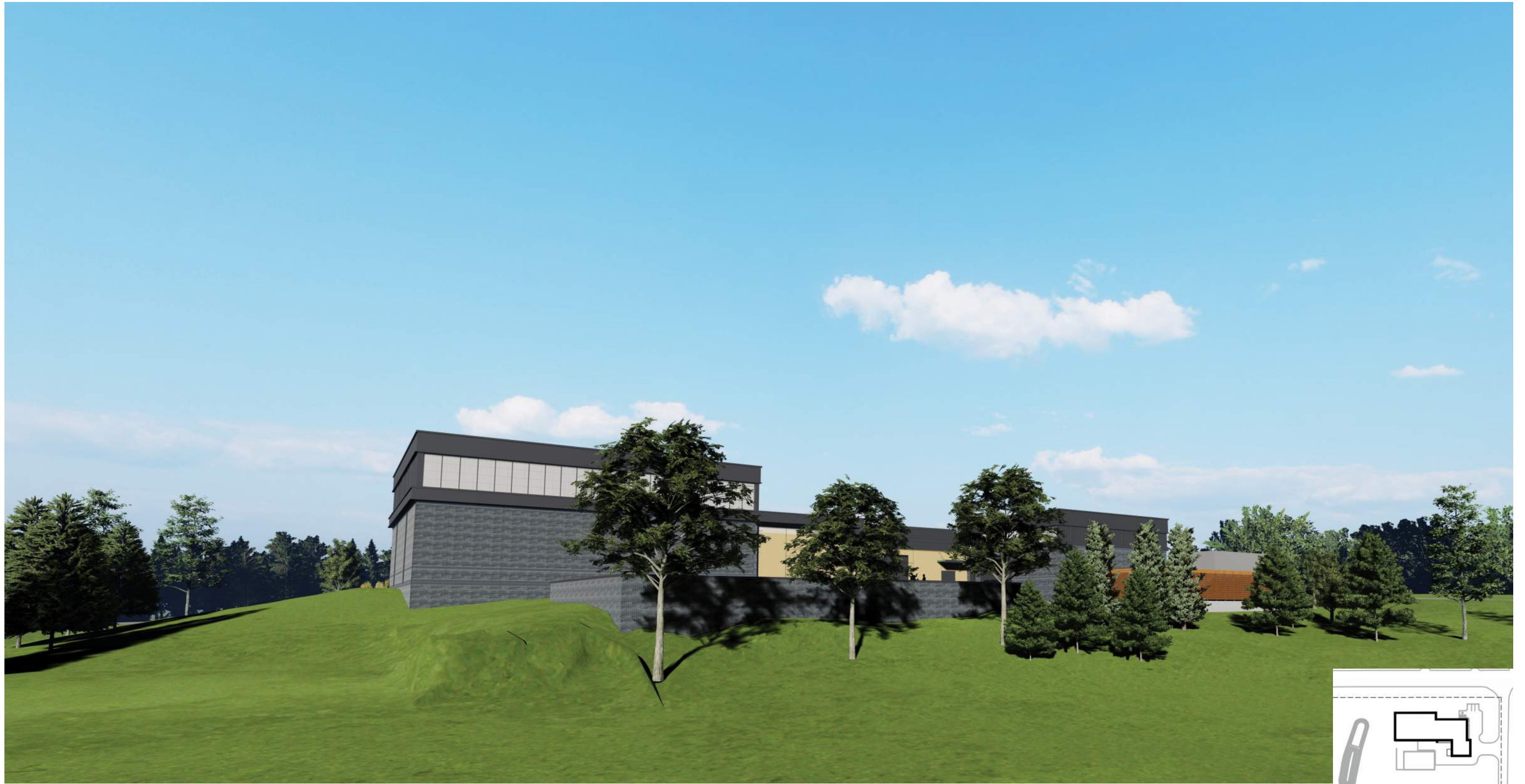
**RENDER PACKAGE 05/01/2024
LINO LAKES WATER TREATMENT PLANT**













WSB PROJECT NO.: 021336-000

SCALE: SHOWN DESIGNER
PLAN BY: DESIGNER CHECK BY: CHECKER

REVISIONS		
NO.	DATE	DESCRIPTION
0	3/29/2024	PERMIT SET

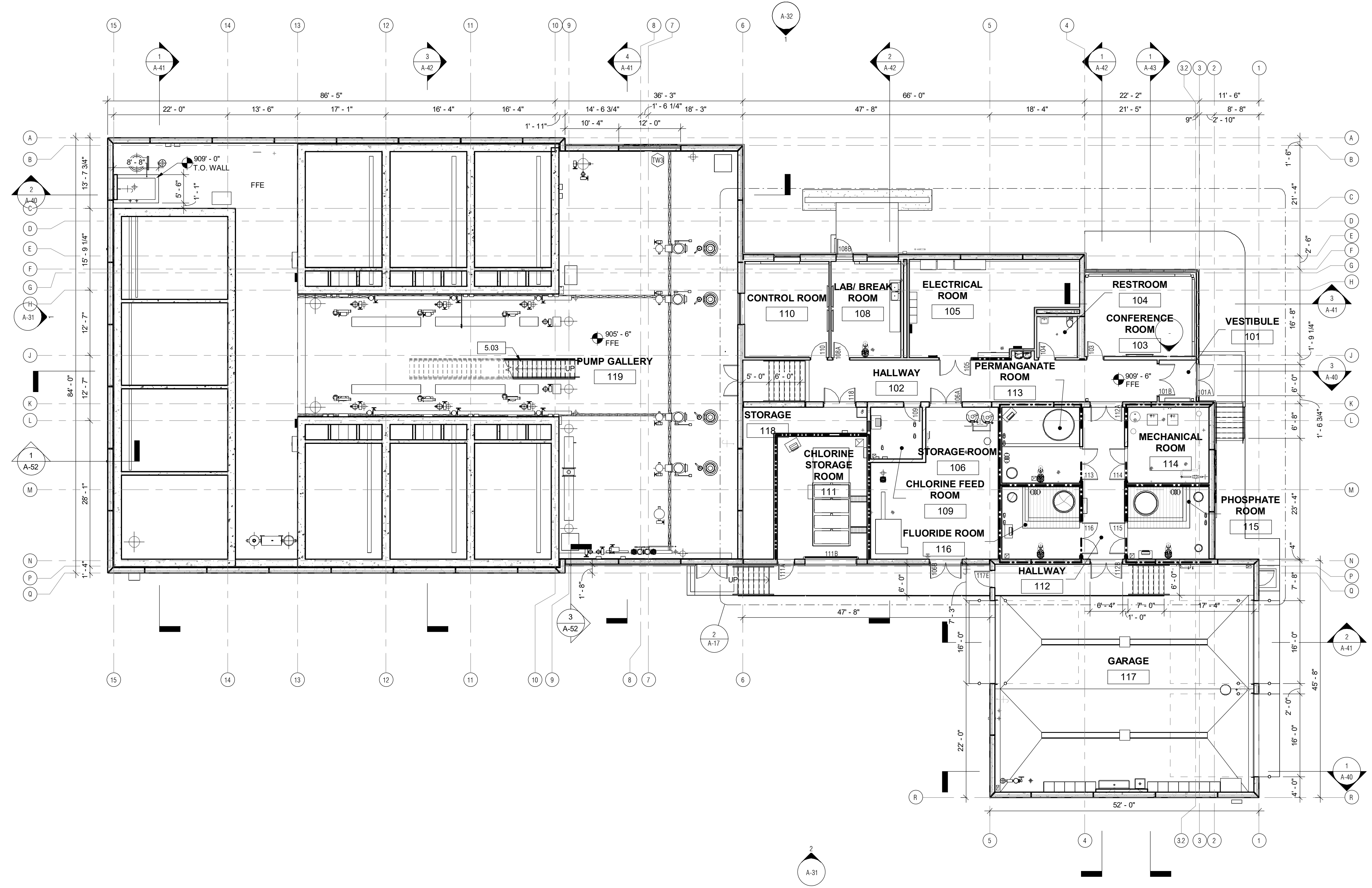
I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Thomas R. Stromsodt
THOMAS R. STROMSODT
DATE: 3/29/2024 LIC. NO.: 48038

WATER TREATMENT PLANT
CITY OF LINO LAKES, MINNESOTA

MAIN FLOOR PLAN

SHEET A-13



1 MAIN FLOOR PLAN
3/32" = 1'-0" NORTH



WSB PROJECT NO.:
021336-000

SCALE: DESIGN BY:
SHOWN JG
PLAN BY: CHECK BY:
PL JG

NO.	DATE	DESCRIPTION
0	3/29/2024	PERMIT SET

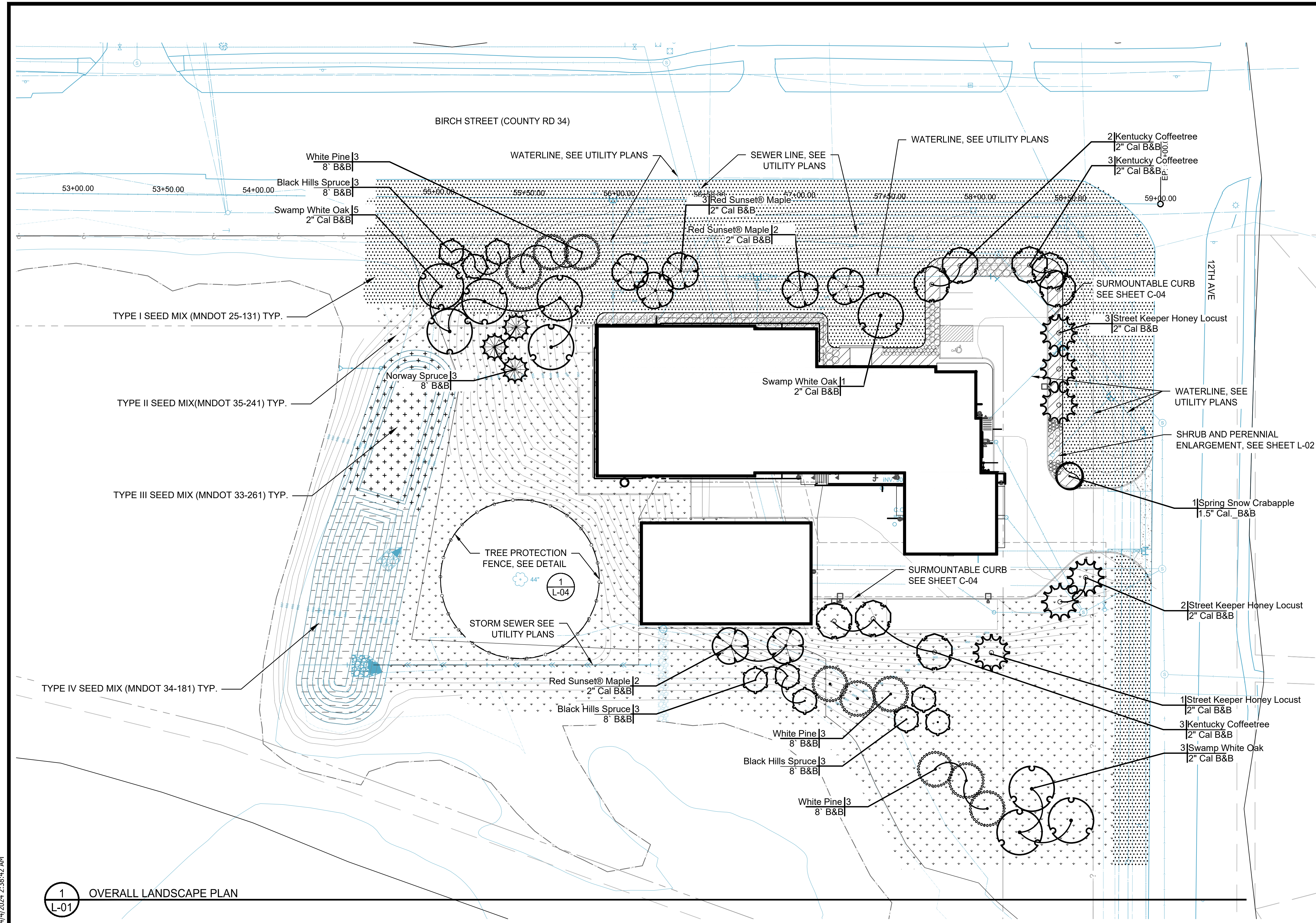
HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Jordan Gedrose
JORDAN GEDROSE, PLA
DATE: 3/29/2024 LIC. NO.: 56254

WATER TREATMENT PLANT
CITY OF LINO LAKES,
MINNESOTA

OVERALL LANDSCAPE PLAN

SHEET L-01



LEGEND

- CONSTRUCTION LIMITS
- EXISTING CONTOUR
- EXISTING DECIDUOUS TREE
- EXISTING CONIFER TREE
- PROPOSED CONTOUR
- TYPE I SEED MIX (MNDOT 25-131 LOW MAINTENANCE TURF)
- TYPE II SEED MIX (MNDOT 35-241 MESIC PRAIRIE GENERAL)
- TYPE III SEED MIX (MNDOT 33-261 STORMWATER SOUTH & WEST)
- TYPE IV SEED MIX (MNDOT 34-181 EMERGENT WETLAND)
- DOUBLE SHREDDED HARDWOOD MULCH

NOTES

1. NATURAL NET EROSION CONTROL BLANKET REQUIRED ON ALL SLOPES 4:1 OR STEEPER

1 OVERALL LANDSCAPE PLAN
L-01

LANDSCAPE REQUIREMENTS

	Requirement:	Required:	Proposed:	Note:
Canopy Coverage	Vehicular hardscape (SF x canopy cover percent (.40) - req min. canopy cover (SF))	Vehicle hardscape (14,955 SF) x (.40) = 5,982 SF	6,125 SF	Large tree within 7' of vehicular hardscape edge = 8 x 600 = 4,800 SF Large tree 7'-12' of vehicular hardscape edge = 4 x 300 = 1,200 SF Small tree within 7' of vehicular hardscape edge = 1 x 125 = 125 SF
Foundation Landscape Standards	2 Large trees + 6 Large Shrubs per 100 LF of building	337 LF of frontage / 100 = 3.37 3.37 x 2 = 7 large trees 3.37 x 6 = 21 large shrubs	7 Large trees 114 medium + 36 small shrubs = 88 large shrubs	Foundation zone is within 30' of building 1 large shrub (min. 6' H) = 1.5 medium or 3 small shrubs
Open Area Landscape Standards	1 Large tree + 2 large shrubs per 2,500 SF of building area	Building SF = 23,252 SF / 2,500 = 9.3 9.3 x 1 = 10 large tree 9.3 x 2 = 19 large shrubs	30 large trees 62 small shrubs = 20 large shrubs 105 medium shrubs = 70 large shrubs	Total open space area: 117,310 SF



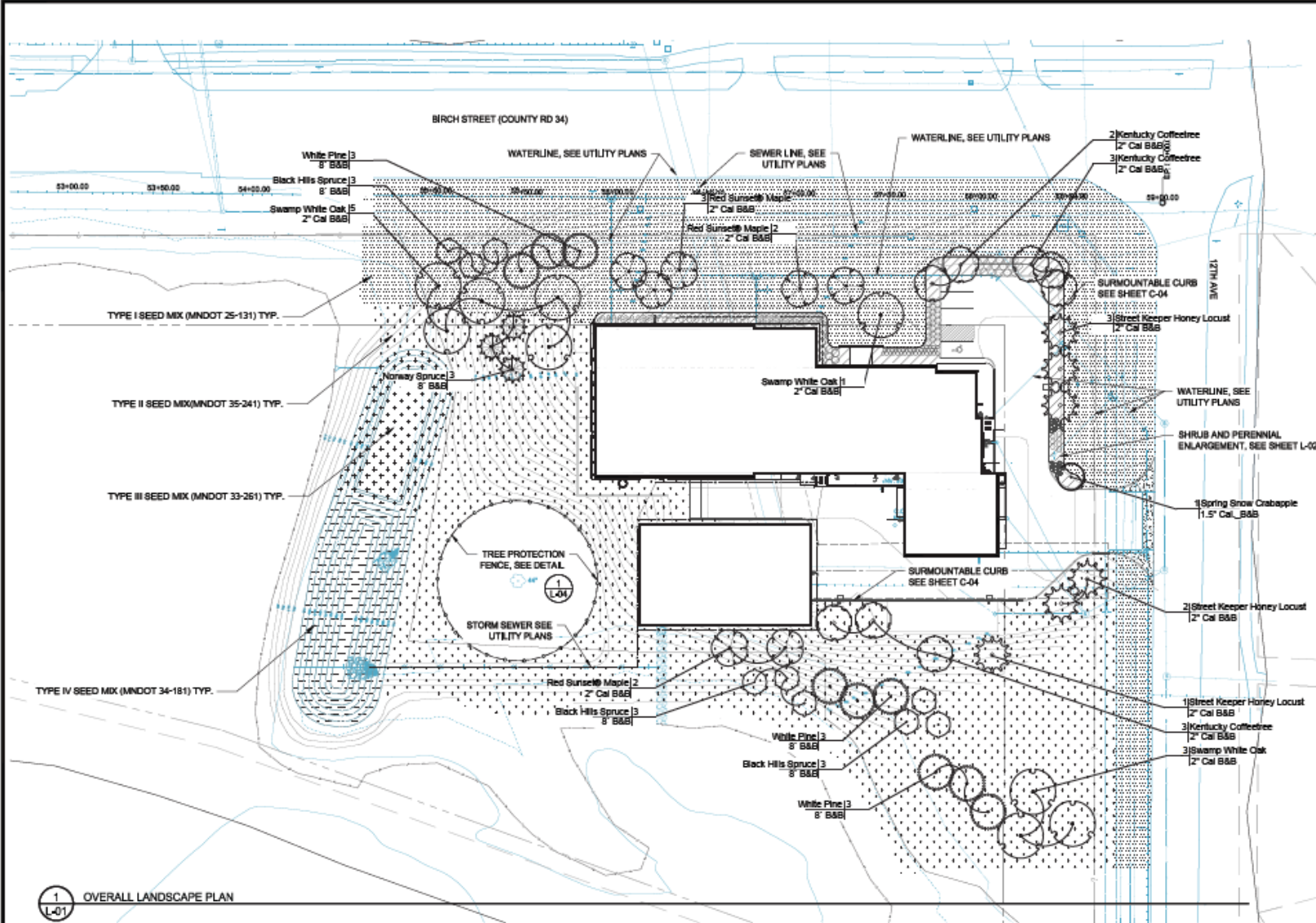
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City Council Work Session

Water Treatment Plant – Architectural Review

May 6, 2024





LEGEND

- CONSTRUCTION LIMITS
- EXISTING CONTOUR
- EXISTING DECIDUOUS TREE
- EXISTING CONIFER TREE
- PROPOSED CONTOUR
- TYPE I SEED MIX (MNDOT 25-131 LOW MAINTENANCE TURF)
- TYPE II SEED MIX (MNDOT 35-241 MESC PRAIRIE GENERAL)
- TYPE III SEED MIX (MNDOT 33-261 STORMWATER SOUTH & WEST)
- TYPE IV SEED MIX (MNDOT 34-181 EMERGENT WETLAND)
- DOUBLE SHREDDED HARDWOOD MULCH

NOTES

- NATURAL NET EROSION CONTROL BLANKET REQUIRED ON ALL SLOPES 4:1 OR STEEPER

CITY OF LINOLAKES

wsb

WSB PROJECT NO.: 021338-000

SCALE: SHOWN
 PLAN BY: PL
 DESIGN BY: JG
 CHECK BY: JG

REVISIONS

NO.	DATE	DESCRIPTION
0	3/29/2024	PERMIT SET

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Jordan Geisbrecht
 JORDAN GEISBRECHT, P.L.A.
 DATE: 3/29/2024 LIC. NO.: 88284

WATER TREATMENT PLANT

CITY OF LINO LAKES, MINNESOTA

OVERALL LANDSCAPE PLAN

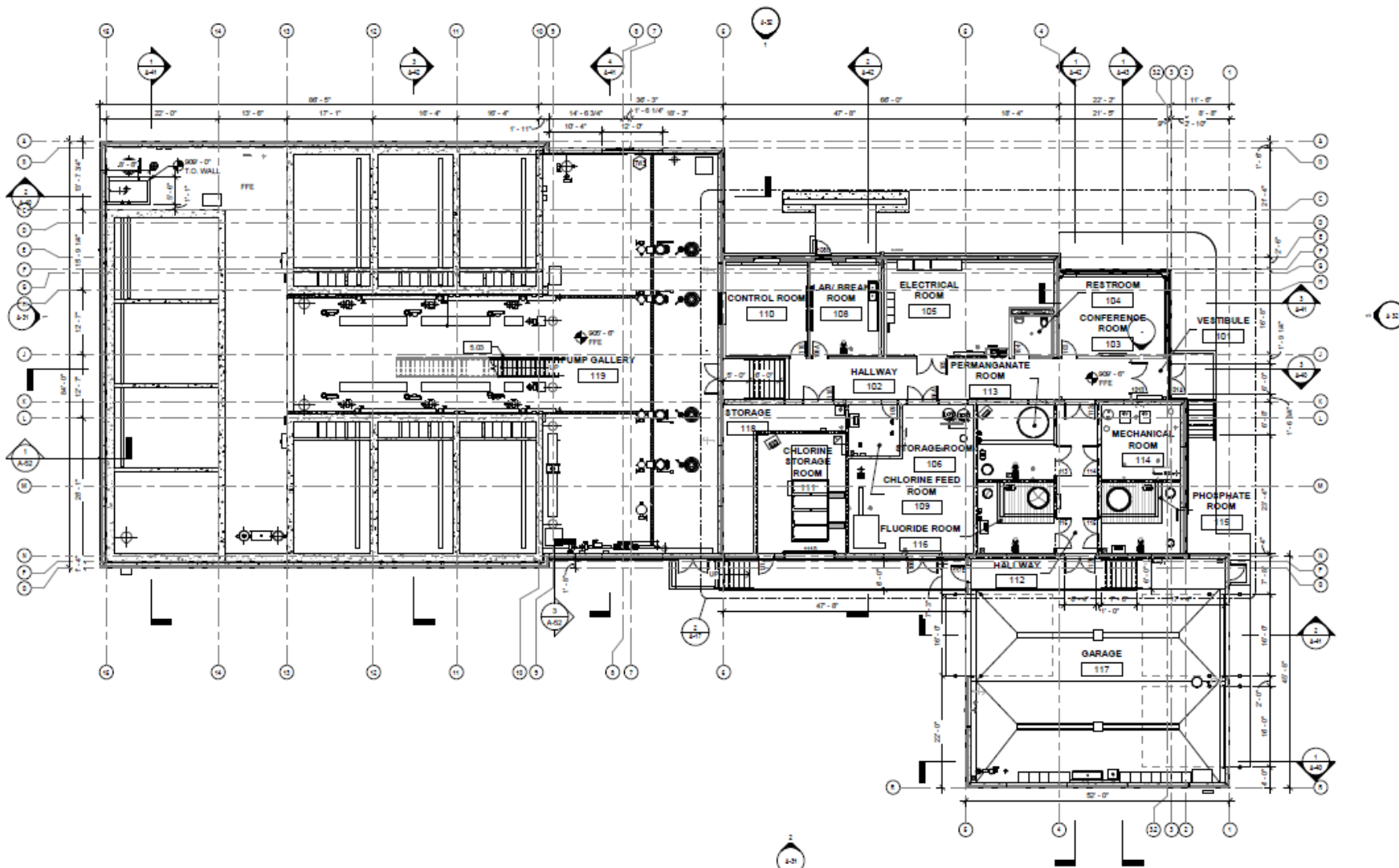
SHEET L-01

LANDSCAPE REQUIREMENTS

	Requirement	Required	Proposed	Note
Canopy Coverage	Vehicular hardscape (SF x canopy cover percent) (4) - min. canopy cover (SF)	Whole hardscape (14,955 SF) x (.4) = 5,982 SF	6,125 SF	Large tree within 7' of vehicular hardscape edge = 8 x 600 = 4,800 SF Large tree 7'-12' of vehicular hardscape edge = 4 x 300 = 1,200 SF Small tree within 7' of vehicular hardscape edge = 1 x 125 = 125 SF
Foundation Landscape Standards	2 Large trees + 6 Large Shrubs per 100 LF of building	337 LF of frontage / 100 = 3.37 3.37 x 2 = 7 large trees 3.37 x 6 = 21 large shrubs	7 Large trees 114 medium + 30 small shrubs = 88 large shrubs	Foundation on zone is within 30' of building 1 large shrub/min. 6'H) = 1.5 medium or 3 small shrubs
Open Area Landscape Standards	1 Large tree + 2 large shrubs per 2,500 SF of building area	84 idling SF = 23,262 SF / 2,500 = 9.3 9.3 x 1 = 10 large trees 9.3 x 2 = 19 large shrubs	30 large trees 62 small shrubs = 201 large shrubs 105 medium shrubs = 70 large shrubs	Total open space area: 117,310 SF



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1 MAIN FLOOR PLAN
 1/8" = 1'-0"
 NORTH



WSB PROJECT NO.:
 021336-000

SCALE: DESIGN BY:
 SHOWN Designer
 PLAN BY: CHECK BY:
 Designer Checker

REVISIONS			
NO.	DATE	DESCRIPTION	PERMIT SET
0	3/20/24	3002/BA	

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Thomas R. Stromm
 THOMAS R. STROMM
 DATE: 3/22/2024 LIC NO.: 48038

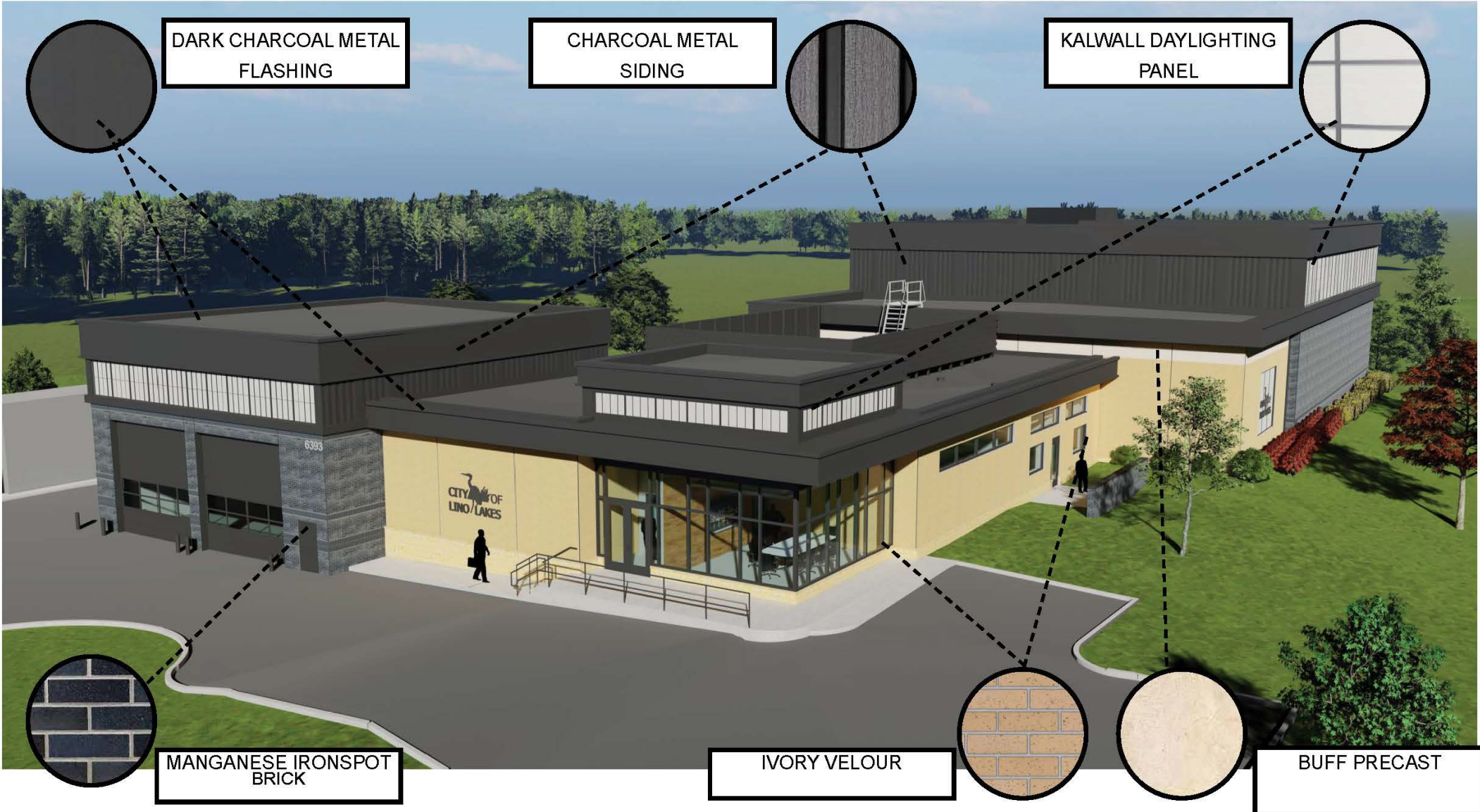
WATER TREATMENT
 PLANT
 CITY OF LINO LAKES,
 MINNESOTA

MAIN FLOOR
 PLAN

SHEET
 A-13



Autodesk Docs://021336-0002332_Lino Lakes WTP_ARC-442004 11:42:47 AM



DARK CHARCOAL METAL FLASHING

CHARCOAL METAL SIDING

KALWALL DAYLIGHTING PANEL

MANGANESE IRONSPOT BRICK

IVORY VELOUR

BUFF PRECAST



RENDER PACKAGE 05/01/2024
LINO LAKES WATER TREATMENT PLANT





RENDER PACKAGE 05/01/2024
LINO LAKES WATER TREATMENT PLANT





RENDER PACKAGE 05/01/2024
LINO LAKES WATER TREATMENT PLANT





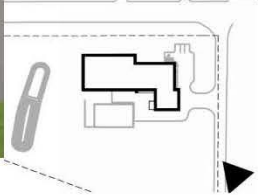
RENDER PACKAGE 05/01/2024
LINO LAKES WATER TREATMENT PLANT





RENDER PACKAGE 05/01/2024
LINO LAKES WATER TREATMENT PLANT





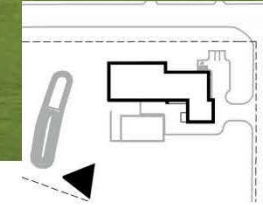
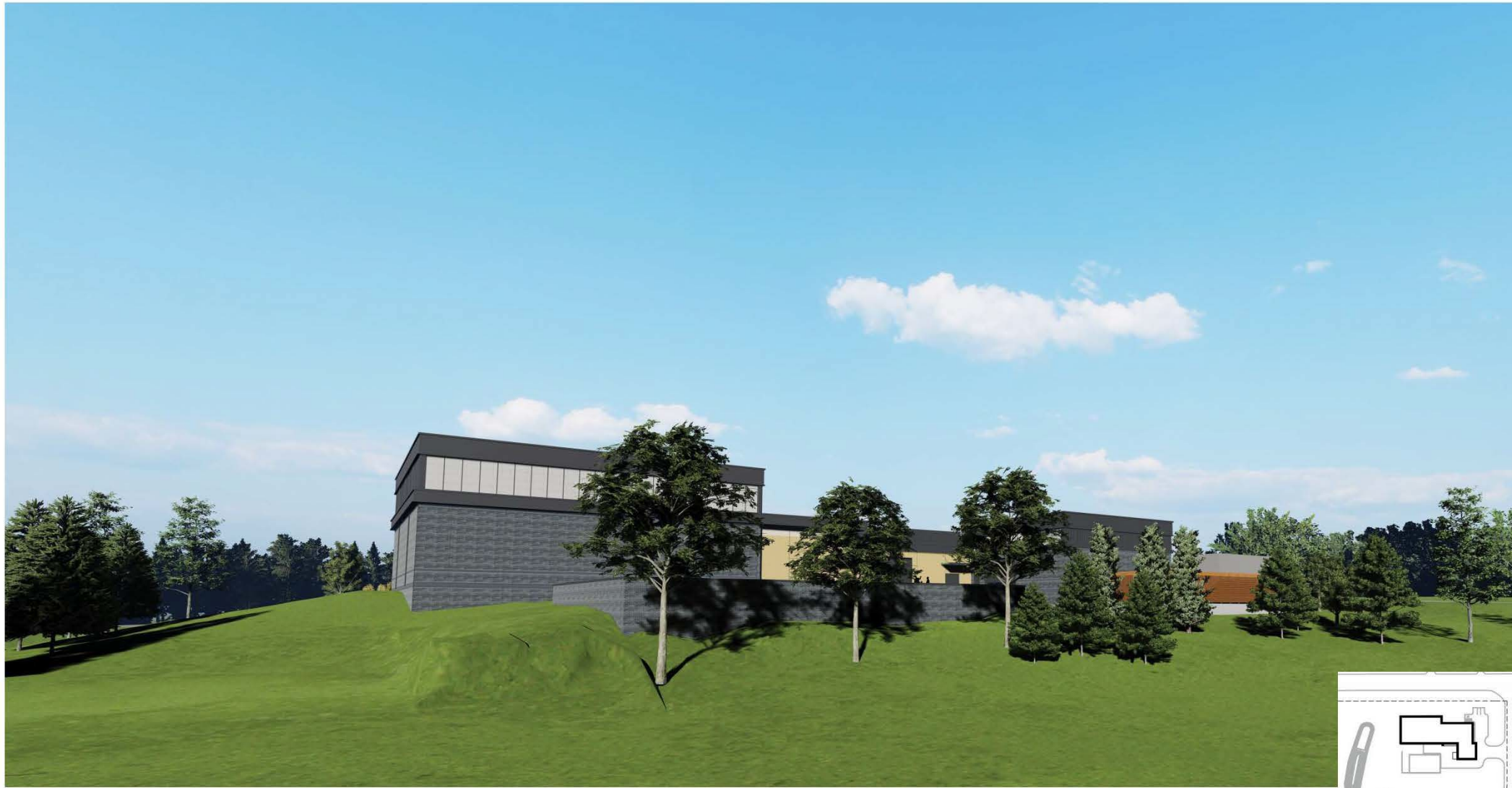
RENDER PACKAGE 05/01/2024
LINO LAKES WATER TREATMENT PLANT





RENDER PACKAGE 05/01/2024
LINO LAKES WATER TREATMENT PLANT





RENDER PACKAGE 05/01/2024
LINO LAKES WATER TREATMENT PLANT





RENDER PACKAGE 05/01/2024
LINO LAKES WATER TREATMENT PLANT



THANK YOU



**CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 5**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

WORK SESSION DATE: May 6, 2024

TOPIC: I-35E/CRJ Interchange – Centerville Rd & CR J Intersection

BACKGROUND

Final design for the I-35E Interchange is underway with construction proposed for spring of 2025. Recent discussion with the project management team has focused on the intersection of County Road J and Centerville Road. The western leg of this intersection accesses Wilkinson Lake Blvd, a private road. No other future accesses will be permitted between this intersection and the Ash Street/Centerville Road access to the north. Accordingly the design needs to accommodate future access to the northwest quadrant of the intersection, in Lino Lakes.

North Oaks Company (NOC), owner of the property in the northwest quadrant of the intersection, has expressed interest in modification of this design to provide public street access to their property. An alternative design has been prepared that would shift the intersection northerly, providing direct public road access to the NOC property and allowing for Wilkinson Lake Blvd to that street. A third option would be to leave the intersection in its current location but curve the west approach northerly into Lino Lakes.

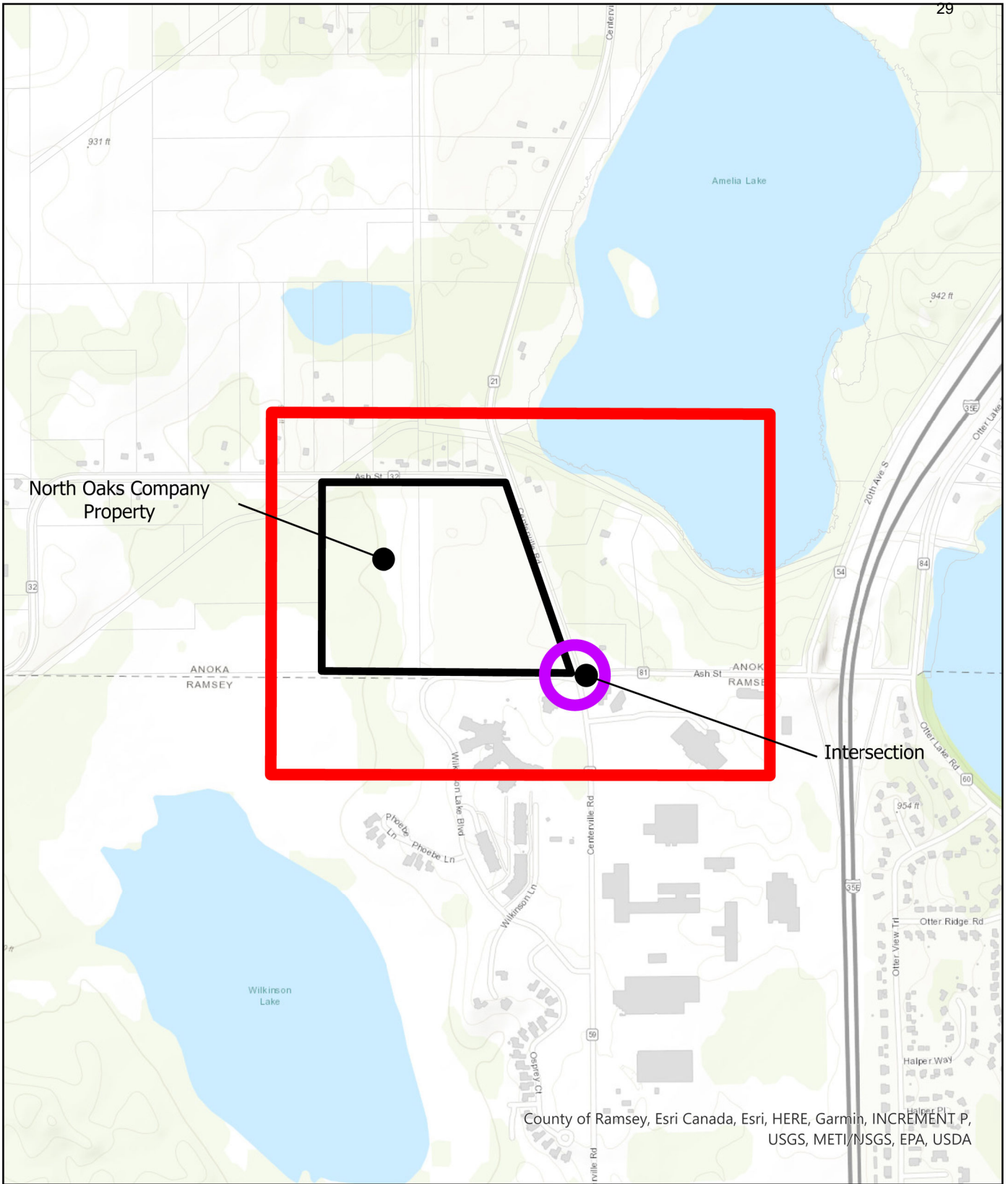
Each of these options will likely require cost share and maintenance agreements between the parties involved. Shifting the road northerly would simplify these agreements and the road access would be entirely within Lino Lakes. Additionally, shifting the intersection northerly would allow for improved traffic operations during construction. Under this scenario the existing intersection could maintain traffic through most of construction.

REQUESTED COUNCIL DIRECTION

Staff is requesting City Council receptiveness to relocating the intersection and/or assuming jurisdiction of the west leg of the intersection.

ATTACHMENTS

1. General Location Map
2. Intersection Alternatives



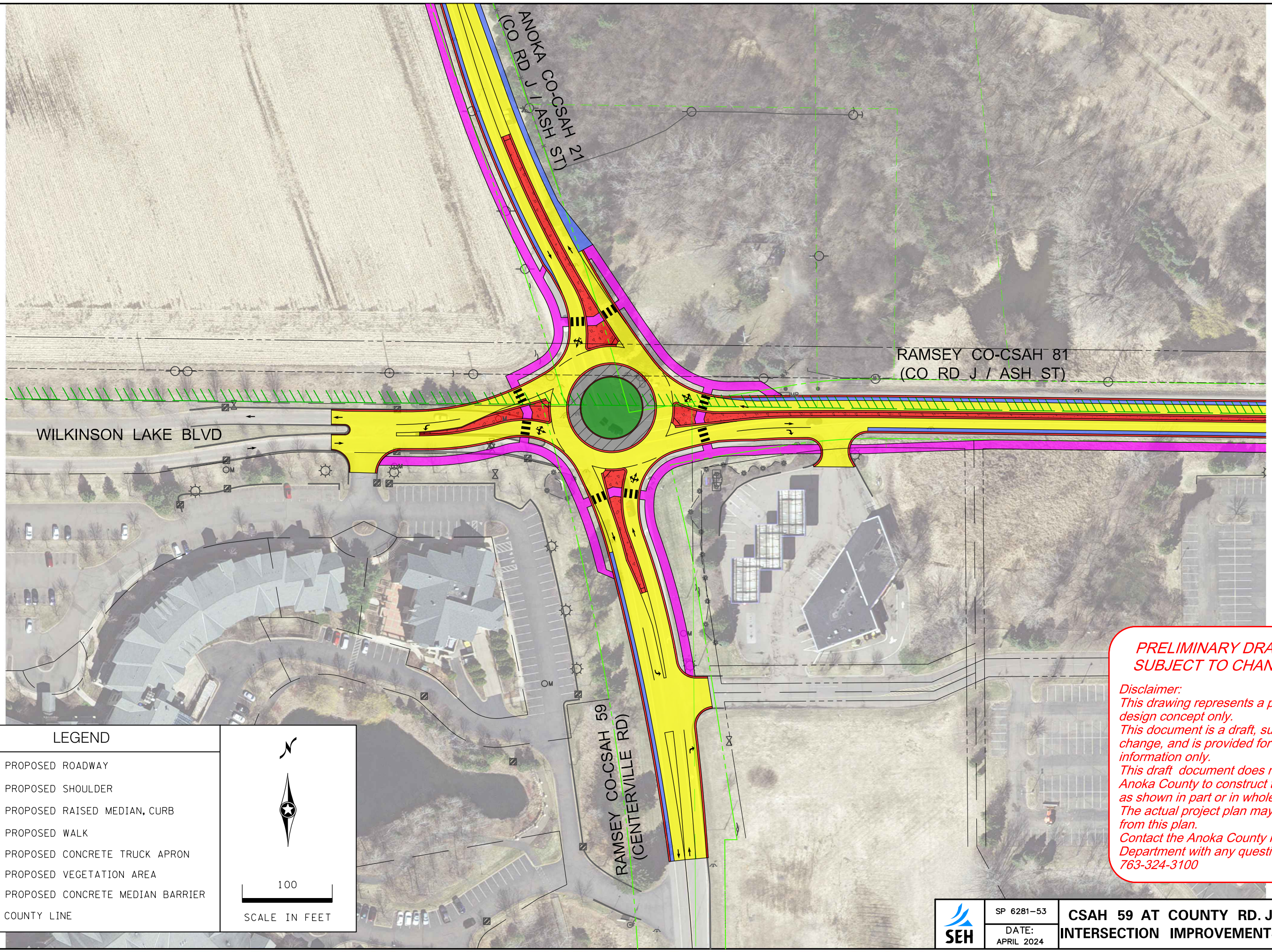
County of Ramsey, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NSGS, EPA, USDA



Location Map



5/1/2024



WILKINSON LAKE BLVD

ANOKA CO-CSAH 211
(CO RD J / ASH ST)

RAMSEY CO-CSAH 81
(CO RD J / ASH ST)

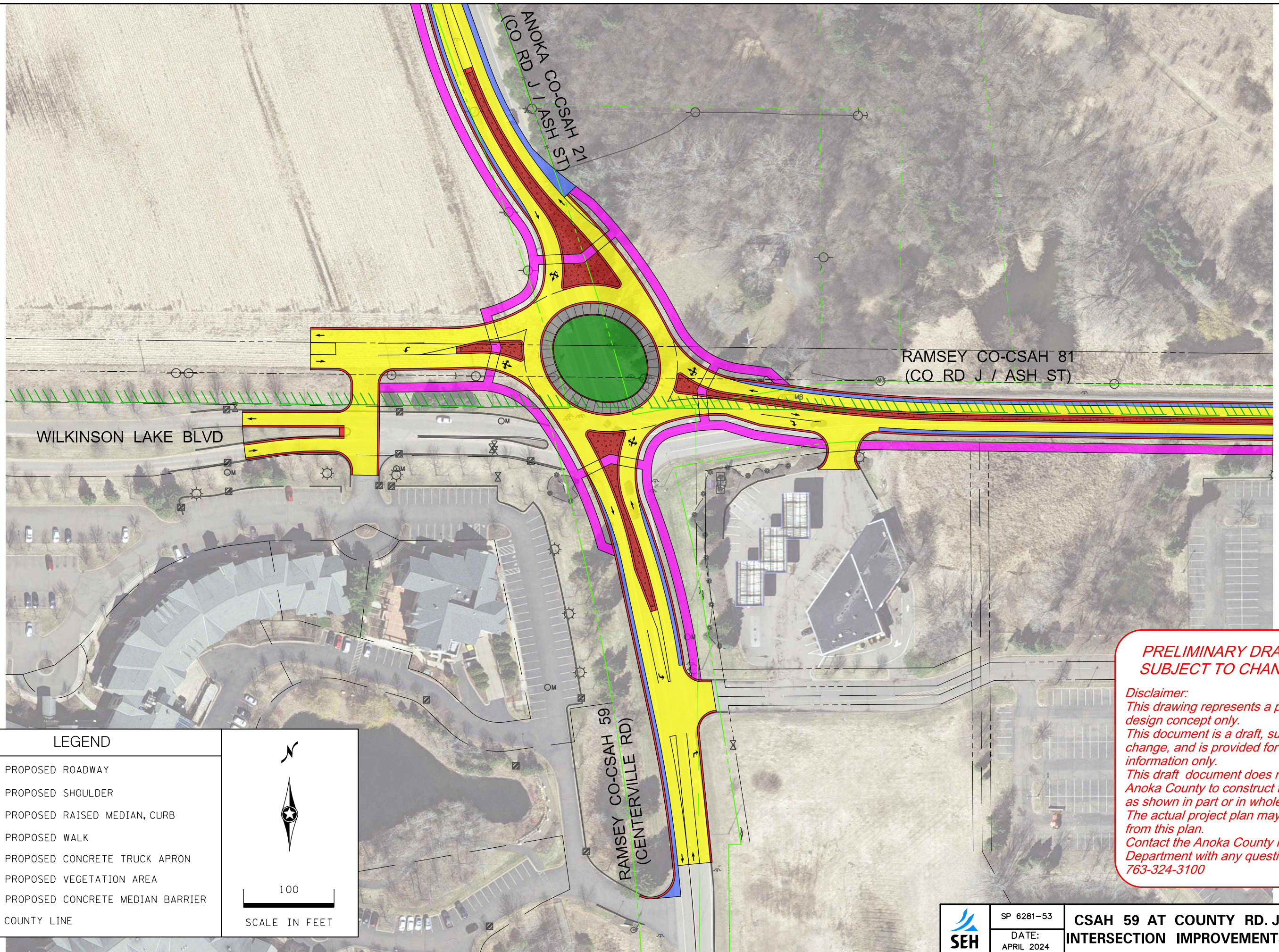
RAMSEY CO-CSAH 59
(CENTERVILLE RD)

LEGEND	
	PROPOSED ROADWAY
	PROPOSED SHOULDER
	PROPOSED RAISED MEDIAN, CURB
	PROPOSED WALK
	PROPOSED CONCRETE TRUCK APRON
	PROPOSED VEGETATION AREA
	PROPOSED CONCRETE MEDIAN BARRIER
	COUNTY LINE

SCALE IN FEET

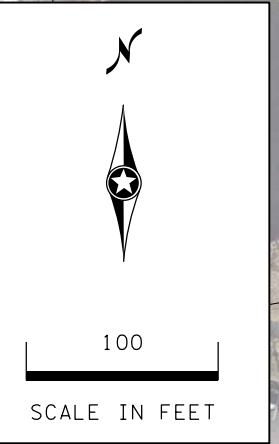
**PRELIMINARY DRAFT
SUBJECT TO CHANGE**

*Disclaimer:
This drawing represents a potential design concept only.
This document is a draft, subject to change, and is provided for information only.
This draft document does not commit Anoka County to construct the project as shown in part or in whole.
The actual project plan may differ from this plan.
Contact the Anoka County Highway Department with any questions:
763-324-3100*



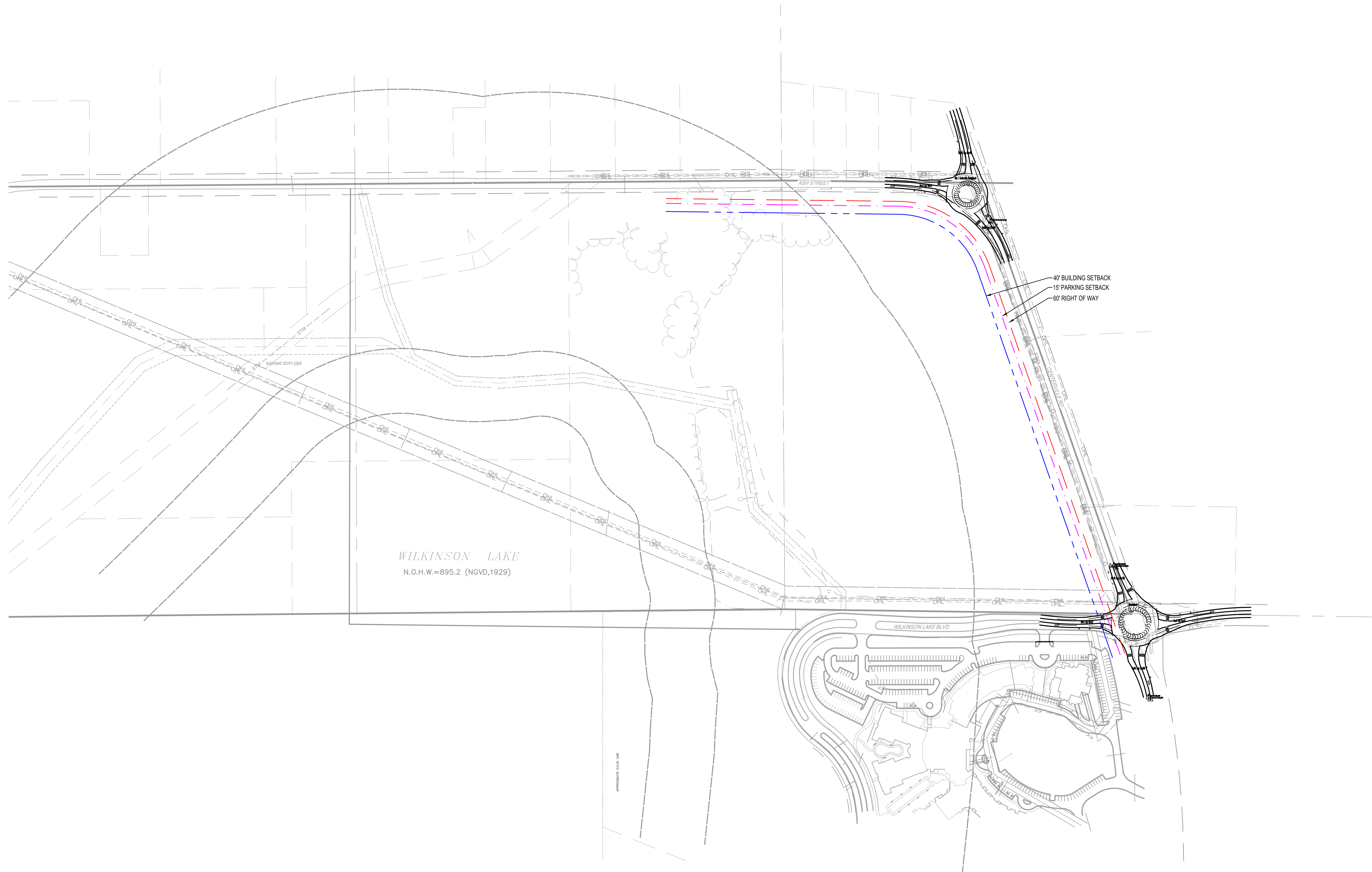
LEGEND

	PROPOSED ROADWAY
	PROPOSED SHOULDER
	PROPOSED RAISED MEDIAN, CURB
	PROPOSED WALK
	PROPOSED CONCRETE TRUCK APRON
	PROPOSED VEGETATION AREA
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CONCEPT 3



Architecture + Engineering + Environmental + Planning

WILKINSON WATERS DEVELOPMENT
LINO LAKES, MINNESOTA - 04/23/2024
ISG PROJECT NO. 24-30671

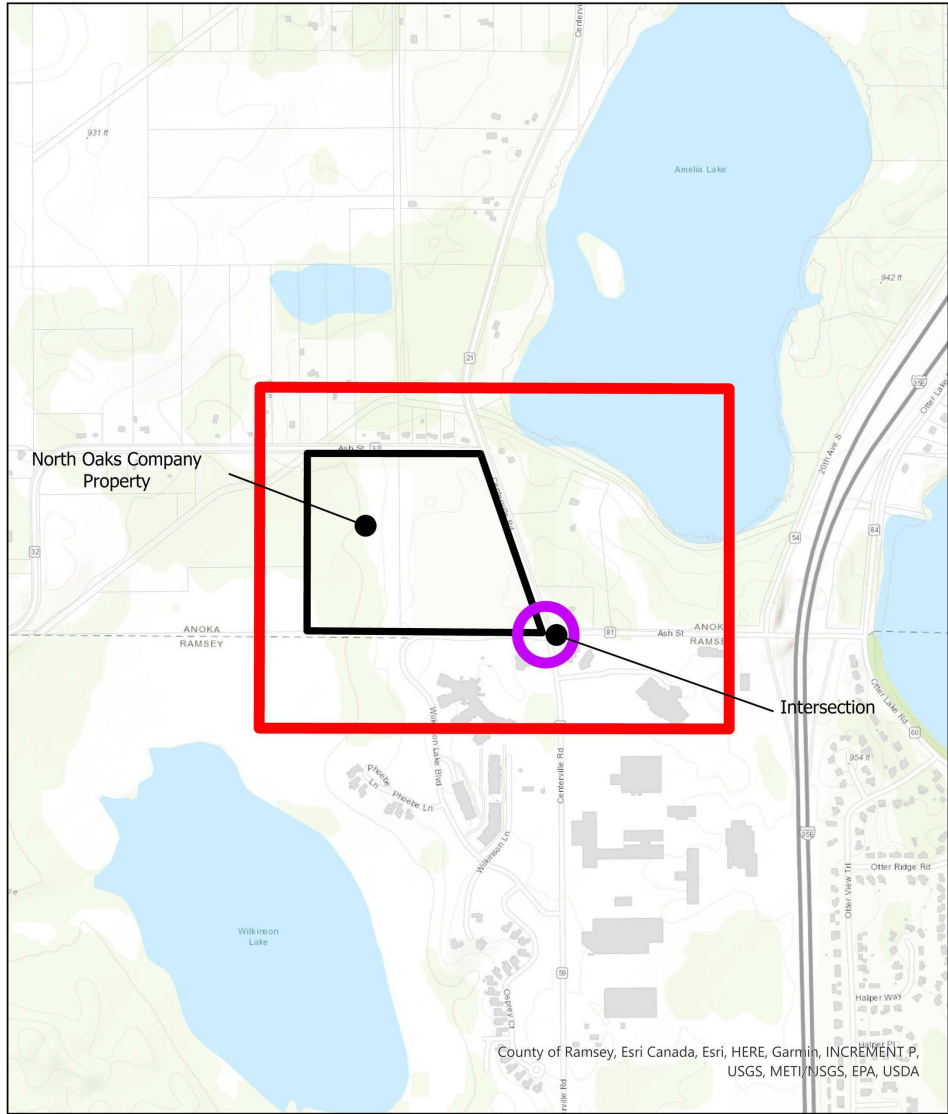
ISGInc.com

City Council Work Session

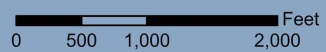
CRJ & Centerville Road Intersection

May 6, 2024





Location Map



5/1/2024



THANK YOU



**CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 6**

STAFF ORGINATOR: Katie Larsen, City Planner

DATE OF WORK SESSION: May 6, 2024

TOPIC: Zoning Ordinance Text Amendment-Building Type and Construction

BACKGROUND

At the Work Session, staff will present the May 13, 2024 Council staff report and proposed ordinance amendment.

Recent site and building plan reviews have led staff and the Planning & Zoning Board to consider amending the City's zoning ordinance related to building exterior materials.

REQUESTED COUNCIL DIRECTION

None. Discussion only.

ATTACHMENTS

1. May 13, 2024 Council Staff Report

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 6B**

STAFF ORIGINATOR: Katie Larsen, City Planner

MEETING DATE: May 13, 2024

TOPIC: Consider 1st Reading of Ordinance No. 05-24 Zoning Ordinance
Text Amendment- Building Type and Construction

VOTE REQUIRED: Simple Majority

INTRODUCTION

Recent site and building plan reviews have led staff and the Planning & Zoning Board to consider amending the City's zoning ordinance related to building exterior materials.

BACKGROUND

In January 2024, 424 Apollo Drive (Rice Industries) formally appealed staff's interpretation of the zoning code relating to building type and construction and exterior wall finishes. The applicant proposed to use pre-engineered Kingspan Granitstone Insulated Metal Panels (IMP's) with embossed stucco coating for a building addition. They considered the product to be a Class 2 material of masonry stucco and architectural metal cladding. Staff supported treating the Insulated Metal Panel (IMP) similar to Class 3 Exterior Insulation and Finish System (EIFS). The material would be limited to no more than 25% per wall elevation of the building addition. The City Council concurred. The applicant resubmitted plans proposing another type of insulated wall panel system claiming it as architectural metal cladding which it is not.

Ordinance Amendment

Staff met with an independent architect to review the City's zoning ordinance to see if there were any changes we should make to help clarify definitions and allowed exterior materials. The architect felt the City's ordinance is clearly written and that our 3 classes of primary materials are consistent with current industry standards.

Staff and the Planning & Zoning Board recommend reclassifying Masonry Stucco from Class 2 to Class 3. Staff also recommends amendments to clarify that primary material requirements apply to each exterior wall.

RECOMMENDATION

The Planning & Zoning Board held a public hearing on April 10, 2024. There were no public comments. The Board voted 6-0 in favor of the proposed ordinance amendment.

Staff is requesting Council consideration of the 1st reading of Ordinance No. 05-24.

ATTACHMENTS

1. Ordinance No. 05-24

**CITY OF LINO LAKES
ORDINANCE NO. 05-24**

**ORDINANCE AMENDING CITY CODE CHAPTER 1007 RELATED TO
BUILDING TYPE AND CONSTRUCTION**

The City Council of Lino Lakes ordains:

Section 1. Findings of Fact. The City Council finds that the zoning ordinance text amendment protects the public health, safety, comfort, convenience and general welfare of the residents of the community.

Section 2. Amendment. The Lino Lakes City Code Chapter 1007 is hereby amended as follows:

- City Code Section 1007.043(2):
 - (c) *Multiple-Family Dwelling Construction Standards.* All multiple-family dwellings shall comply with the following requirements:
 1. The exterior ~~walls of multiple family dwelling structures~~ shall include a variation in building materials ~~which are to be~~ distributed throughout the building ~~walls~~ and coordinated into the ~~architectural~~ design of the structure to create an architecturally balanced appearance.
 2. ~~A minimum of~~ At least 33% of all ~~each building~~ exterior walls ~~of a structure~~ shall ~~have an exterior finish~~ be composed of brick, natural stone, or artificial stone.
 3. For the purposes of this section, the area of ~~the building~~ each exterior wall shall not include area devoted to windows, entrance doors, garage doors, or roof areas.
 4. ~~Each building elevations~~ exterior wall shall be articulated to add visual interest. Large blank exterior walls shall be prohibited. Variation in ~~elevations~~ exterior walls can be accomplished with projections or recesses, material changes, or other methods of building articulation.
- City Code Section 1007.043(2):
 - (d) *Commercial, industrial, and institutional.* All buildings constructed on land within commercial, industrial, public and semi-public zoning districts, and all institutional buildings (such as public, education, and religious buildings) in residential and rural zoning districts shall conform with the following:

1. *Definitions.* For the purpose of this section and §§ 1007.044 through 1007.051, the following definitions shall apply:

ARCHITECTURAL METAL CLADDING. Refers to decorative, metal cladding systems such as copper, zinc, titanium, stainless steel and painted steel components fixed to the outside of the primary wall system.

ARCHITECTURAL REVEALS. A groove or a step in a panel face generally used to create a desired architectural effect.

2. All ~~sides~~ exterior walls of the principal and accessory structures are to have essentially the same or a coordinated harmonious finish treatment.

3. *Classes of primary materials.* For the purpose of this section, primary materials shall be divided into class 1, class 2, and class 3 categories as follows:

<i>Classes of <u>Primary Materials</u></i>		
<i>Class 1</i>	<i>Class 2</i>	<i>Class 3</i>
Brick	Precast concrete panels with at least two architectural reveals per panel	Exterior Insulation and Finish Systems (EIFS)
Glass, or other glazing materials	Specialty concrete block including textured, burnished block or rock faced block	Fiber Cement Exterior Siding
Natural or cultured stone	Ceramic Tile (masonry, stone or clay),	Glass Block
Architecturally textured concrete precast or poured in place panels	Masonry Stucco	<u>Masonry Stucco</u>
	Architectural metal cladding	Wood
Other materials not listed that are of equal quality to materials in a specific class may be approved for use by the Community Development Director.		

4. Buildings shall incorporate classes of primary material in the following manner:

a. Commercial, public, educational and religious buildings. At least 50% of ~~at~~ each exterior wall ~~finishes~~ shall be composed of at least three class 1 materials. Class 3 materials shall not comprise more than 25% of each exterior wall ~~finishes~~.

b. Industrial and warehouse buildings, multi-tenant office/industrial/warehouse or showroom/warehouse or other combinations. At least 75% of ~~all~~ each exterior wall ~~finishes~~ shall be composed of at least two different class 1 or 2 materials. Class 3 materials shall not comprise more than 25% of ~~the building~~ each exterior wall.

c. To be counted as a primary material, the product must comprise at least 5% of the exterior wall ~~surface~~.

17. For the purposes of this section, the area of each exterior wall shall not include area devoted to garage doors, window trim, and flashing ~~shall not constitute required materials that make up exterior finish of a building for purposes of this section.~~

Section 3: Effect

This ordinance shall be in force and effect from and after its passage and publication according to the Lino Lakes City Charter.

Adopted by the Lino Lakes City Council this ____ day of _____, 2024.

BY: _____
Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

**CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 7**

STAFF ORIGINATOR: Hannah Lynch, Finance Director

WORK SESSION DATE: May 6, 2024

TOPIC: 2025 Budget Goal Setting

INTRODUCTION

To kick off the 2025 budget process, the City Council should identify goals to be incorporated in the draft 2025 budget and tax levy which will be first reviewed in August 2024. Key dates in the process are presented on the attached 2025 Budget Calendar.

BACKGROUND

As a starting point for Council discussion, the 2024-2028 Financial Plan outlines the following for 2025 (see also the attached 2024-2028 Financial Plan Tax Summary):

- Tax rate increasing to 38.907% from 36.007%
- 5.00% increase in General Fund expenditures resulting in a 5.50% increase in the General Fund operating tax levy
 - Includes day to day operations for the following departments:
 - Administration
 - Community Development
 - Public Safety
 - Public Services
- Continuation of the following operating tax levies:
 - Rookery Activity Center (\$500,000)
 - Blue Heron Days (\$10,000)
 - Capital Fire Water Tender Replacement (\$221,565)
 - Slightly lower than what the plan shows as the amount was bought down with Public Safety Aid in December 2023
 - Office Equipment (\$25,000)
 - Park & Trail Improvements (\$90,000)
- Increase in the Capital Equipment Fund operating tax levy to \$810,000 from \$600,000
- Increase in the Pavement Management Fund operating tax levy to \$1,138,500 from \$990,000
- Increase in the debt tax levy for the 2024 Street Reconstruction Project (estimated at \$461,825)

In regards to the assumed increase in the tax rate, estimated market value for taxes payable 2025 (2024 assessment) increased 2.20%, primarily due to new construction, as presented at this evening's Local Board of Appeals and Equalization meeting. The 2024-2028 Financial Plan assumed a 0.70% increase in tax capacity.

Note: Estimated market value is adjusted for several factors, most notably the homestead market value exclusion, to arrive at taxable market value. Then, the taxable market value is multiplied by a property type class rate to arrive at tax capacity. The class rate for residential homestead properties up to \$500,000 is 1.00%.

Your Property's Classification(s) and Values		
	Taxes Payable In 2024 (2023 Assessment)	Taxes Payable In 2025 (2024 Assessment)
<i>The assessor has determined your property's classification(s) to be:</i>		
	RES HSTD	RES HSTD
<input type="checkbox"/> <i>If this box is checked, your classification has changed from last year's assessment.</i>		
<i>The assessor has estimated your property's market value to be:</i>		
Estimated Market Value (EMV)	\$442,200	\$426,400
<i>Several factors can reduce the amount that is subject to tax:</i>		
Green Acres Value Deferral		
Rural Preserve Value Deferral		
Open Space Value Deferral		
Platted Vacant Land Exclusion		
Exclusion for Veterans with Disabilities		
Mold Damage Exclusion		
Homestead Market Value Exclusion		\$8,174
Taxable Market Value (TMV)	\$442,200	\$418,226
<i>The following values (if any) are reflected in your estimated and taxable market values:</i>		
New Improvement Value		
<i>The classification(s) of your property affect the rate at which your value is taxed.</i>		

Above is a Lino Lakes property close to the median value of \$406,300. For taxes payable 2024, the homestead exclusion phased out for properties valued over \$413,800. For taxes payable 2025, the maximum exclusion amount was increased and isn't phased out until properties are valued over \$517,200. The above property's estimated market value decreased 3.57% while the taxable market value decreased 5.42%. Therefore, the increase in estimated market value city-wide may not result in increased tax capacity due to taxable market value decreasing at a larger rate for a median value home.

Providing city services at current levels with tax capacity decreasing or increasing at a lower rate than the tax levy results in an increased city tax rate.

REQUESTED COUNCIL DIRECTION

City Council goals should be identified to be incorporated in the draft 2025 budget and tax levy.

ATTACHMENTS

1. 2025 Budget Calendar
2. 2024-2028 Financial Plan Tax Summary

2025 Budget Calendar

2024 Date	2025 Budget Item
May 6	City Council Work Session: Budget Goal Setting
By May 17	Budget worksheets distributed to Department Directors
Jun 14	Department Directors submit 2025 budget and 2025-2029 CIP requests
Jul 30	City Administrator reviews budget and CIP requests with Department Directors
Aug 5	City Council receives draft 2025 Budget Book and draft 2025-2029 Financial Plan
Aug 12	City Council Work Session: Tax Levy, 2025 CIP, General Fund Budget
Aug 26	City Council Work Session: Rookery & Enterprise Fund Budgets
Sep 23	City Council adopts Proposed 2025 Budget and Tax Levy and sets Public Hearing date
<i>Sep 30</i>	<i>Preliminary Tax Levy and Public Hearing date are certified to Anoka County</i>
Oct-Dec	Follow-up City Council Work Sessions
<i>Mid-Nov</i>	<i>County mails Truth in Taxation notices to taxpayers</i>
Dec 9	City Council holds Public Hearing and adopts Final 2025 Budget and Tax Levy City Council accepts 2025-2029 Financial Plan
<i>Dec 30</i>	<i>Final Tax Levy is certified to Anoka County</i>

**City of Lino Lakes
2024-2028 Financial Plan**

Tax Levy Summary

	2024	2025	2026	2027	2028
Operating Levy					
101 General Fund	\$ 10,369,384	\$ 10,940,940	\$ 11,542,637	\$ 12,176,028	\$ 12,842,747
202 Rookery Activity Center	500,000	500,000	500,000	500,000	500,000
205 Blue Heron Days	10,000	10,000	10,000	10,000	10,000
402 Capital Equipment Replacement	600,000	810,000	972,000	1,166,400	1,399,680
402 Capital Fire Water Tender Replacement	248,820	246,558	244,296	242,034	239,772
403 Office Equipment Replacement	25,000	25,000	25,000	25,000	25,000
421 Pavement Management	990,000	1,138,500	1,309,300	1,505,700	1,731,500
425 Park & Trail Improvements	90,000	90,000	90,000	90,000	90,000
Total Operating Levy	12,833,204	13,760,998	14,693,233	15,715,162	16,838,699
<i>Annual % Change</i>	13%	7%	7%	7%	7%
Debt Levy					
338 2015A G.O. Bonds	219,857	216,182	269,798	222,364	222,626
338 2015A G.O. Bonds - Abatement Portion	54,732	53,682	-	-	-
339 2015 EDA Lease Revenue Bonds	319,765	318,557	317,192	315,669	319,239
344 2018A G.O. Bond	485,475	484,215	482,640	485,527	482,114
346 2021A G.O. Bond	207,895	209,575	211,150	207,370	208,840
New 2024 Street Reconstruction Funding	-	461,825	452,270	442,715	433,160
New 2027 Street Reconstruction Funding	-	-	-	-	436,450
Total Debt Levy	1,287,724	1,744,036	1,733,050	1,673,645	2,102,429
<i>Annual % Change</i>	-18%	35%	-1%	-3%	26%
Total Tax Levy	14,120,928	15,505,034	16,426,283	17,388,807	18,941,128
Less: Fiscal Disparities Distribution	(1,260,837)	(1,337,021)	(1,488,051)	(1,541,432)	(1,607,061)
Net Tax Levy	12,860,091	14,168,014	14,938,232	15,847,375	17,334,067
<i>Annual % Change</i>	12%	10%	5%	6%	9%

Tax Capacity Summary

	2024	2025	2026	2027	2028
Tax Capacity					
Personal and Real Estate	\$ 38,937,906	\$ 38,548,527	\$ 39,704,983	\$ 40,896,132	\$ 42,123,016
Assumed New Growth - Residential	-	649,994	1,338,988	2,068,737	2,841,066
Assumed New Growth - Commercial	-	-	-	-	-
Total Tax Capacity	38,937,906	39,198,521	41,043,971	42,964,869	44,964,082
Less: Fiscal Disparities Contribution	(1,820,393)	(1,875,005)	(1,931,255)	(1,989,193)	(2,048,868)
Less: Tax Increment Captured Value	(1,402,012)	(908,610)	(935,869)	(963,945)	(992,863)
Net Tax Capacity	35,715,501	36,414,906	38,176,848	40,011,732	41,922,350
	9%	2%	5%	5%	5%

Tax Rate Summary

	2024	2025	2026	2027	2028
City Tax Rate	36.007%	38.907%	39.129%	39.607%	41.348%

**CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 8**

STAFF ORIGINATOR: John Swenson, Public Safety Director

WORK SESSION DATE: May 6, 2024



TOPIC: Public Safety Update

Update

Staff will be on hand to present the 1st Quarter 2024 Public Safety Update

ATTACHMENTS

Q1 Quarterly Report

	Lino Lakes Public Safety Department QUARTERLY REPORT Q1 2024 01/01/2024 – 03/31/2024	
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CASE NUMBERS GENERATED					
YEAR	Q1	Q2	Q3	Q4	TOTAL
2024	3,205				3,205
2023	3,238				3,238

STACKED CALLS REPORT					
YEAR	Q1	Q2	Q3	Q4	TOTAL
2024	11:45:36				11:45:36
2023	13:55:30				13:55:30

- Average Response Time (emergency & non-emergency) 5 minutes and 29 seconds.

MEDICAL CALLS FOR SERVICE					
YEAR	Q1	Q2	Q3	Q4	TOTAL
2024	356				356
2023	307				307

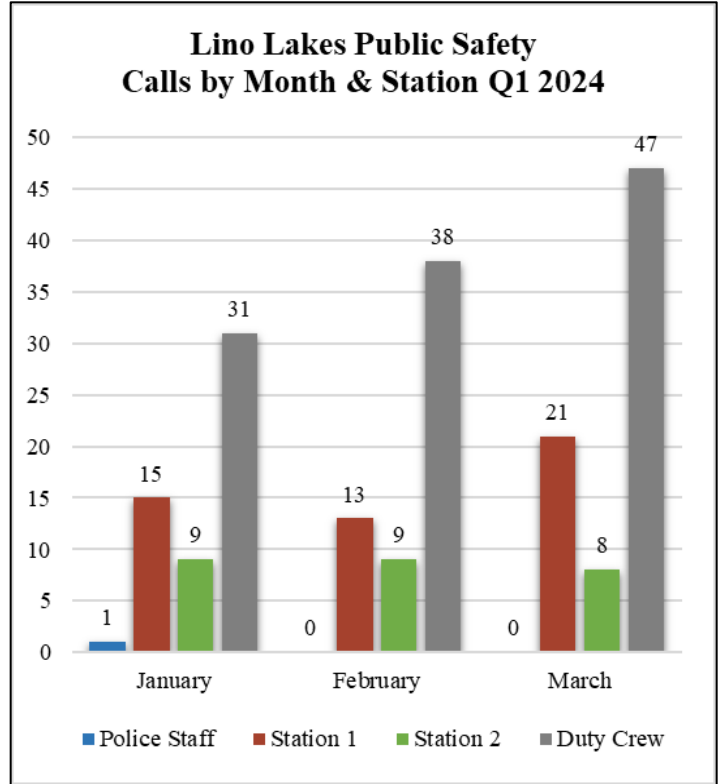
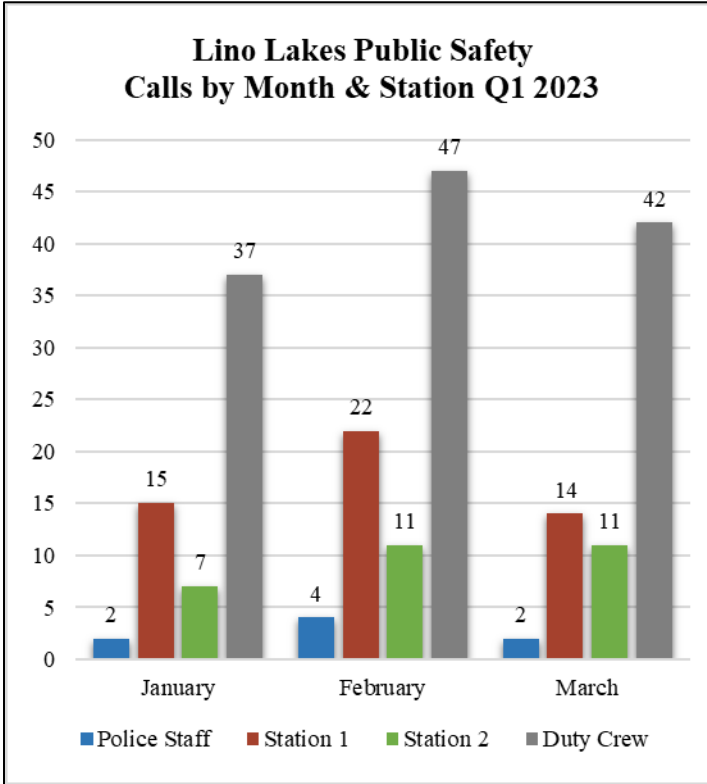
- 2024 Q1 Average emergency response for medicals, 4 minutes and 28 seconds.
- 2024 Q1 Average non-emergency response for medicals, 5 minutes and 17 seconds.
- Police staff responded to all 356 medical calls for service (CFS) and Fire staff responded to 71 medical CFS.

FIRE DIVISION



FIRE DIVISION			
NFR'S		Q1 2023	Q1 2024
100	Fire	5	4
200	Overpressure Explosion, Overheat - No Fire	0	0
300	Rescue & EMS Incidents	121	91
400	Hazardous Conditions - No Fire	15	7
500	Service Call	37	32
600	Good Intent Call	24	28
700	False Alarms & False Calls	17	29
800	Severe Weather & Natural Disaster	0	0
900	Special Incident	0	0
	TOTAL	219	191

Lino Lakes Public Safety Calls by Month and Station Q1					
YEAR	Station 1	Station 2	Duty Crew	Total	Cross-trained Police Staff
2024	49	26	116	191	1 of the 191 calls
2023	51	29	126	206	8 of the 219 calls



MUTUAL AID GIVEN					
	Q1	Q2	Q3	Q4	TOTAL
2024	13				13
2023	16				16

MUTUAL AID RECEIVED					
	Q1	Q2	Q3	Q4	TOTAL
2024	1				1
2023	2				2

POLICE DIVISION



NIBRS Description - Group A	Qtr 1 2023		Qtr 1 2024	
	Off	Arrest	Off	Arrest
Animal Cruelty	0	0	0	0
Arson	0	0	0	0
Aggravated Assault	1	1	2	2
Simple Assault	18	14	8	8
Intimidation	4	4	7	7
Burglary/Breaking & Entering	0	0	5	2
Counterfeiting/Forgery	3	2	3	0
Destruction / Damage / Vandalism of Property	4	1	16	5
Drugs/Narcotic Violation	8	8	12	9
Drug Equipment Violations	7	6	0	0
Embezzlement	0	0	0	0
Extortion / Blackmail	3	0	0	0
False Pretenses/Swindle/Con	3	1	6	0
Credit Card/Automated Teller Machine Fraud	2	0	3	0
Wire Fraud	0	0	0	0
Impersonation	6	6	1	1
Identity Theft	7	0	9	0
Hacking/Computer Invasion	1	0	0	0
Kidnapping/Abduction	1	1	1	1
Murder & Nonnegligent Manslaughter Person	0	0	0	0
Purse-Snatching	0	0	1	0
Pocket-Picking	0	0	0	0
Shoplifting	4	4	8	6
Theft from Building	3	1	4	1
Theft from Motor Vehicle	1	1	5	0
Theft of Motor Vehicle Parts or Accessories	0	0	2	0
All other Larceny	13	7	10	3
Motor Vehicle Theft	4	4	0	0
Robbery	0	0	0	0
Pornography/Obscene Material	1	0	0	0
Forcible Rape	1	0	0	0
Forcible Sodomy	0	0	0	0
Forcible Fondling	2	1	1	1
Stolen Property Offenses	1	1	0	0
Weapon Law Violations	0	0	3	2
TOTAL	98	63	107	48
Solve Rate	64%		45%	

NIBRS Description - Group B	Qtr 1 2023		Qtr 1 2024	
	Off	Arrest	Off	Arrest
Bad Checks	0	0	0	0
Curfew/Loitering/Vagrancy Violation	0	0	2	1
Disorderly Conduct	17	13	10	7
Driving Under Influence	64	64	39	39
Family Offenses, Nonviolent	0	0	0	0
Liquor Law Violations	4	4	3	3
Trespass of Real Property	0	0	7	5
TOTAL	85	81	61	55
SOLVE RATE	95%		90%	

2023/2024 Overall Clearance Rate	Q1 2023		Q1 2024	
	Off	Arrest	Off	Arrest
Group A	98	63	107	48
Group B	85	81	61	55
TOTAL	183	144	168	103
SOLVE RATE	79%		61%	

2023/2024 Clearance Rate	Q1 2023			Q1 2024		
	Off	Arrest	Solve Rate	Off	Arrest	Solve Rate
Property Crimes	52	28	54%	73	18	25%
Violent Crimes	23	17	74%	12	12	100%

FELONY CASE FILE SUBMISSIONS					
YEAR	Q1	Q2	Q3	Q4	TOTAL
2024	17				17
2023	11				11

Q1, 2024 Notable Actions & Events

- February 8, Girl Scout Troop Personal Safety Seminar
- February 15, Lyngblomsten Personal Safety Seminar
- February 23, 8th Annual Guns N Hoses Charity Classic Hockey Game
- March 22, Lino Lakes STEM Donuts with Grown-ups
- March 26, Career Fair MN State University Mankato



Lino Lakes Public Safety

One Vision. One Mission.



**Quarterly Update
March 31, 2024**

**John Swenson
Public Safety Director**





The mission of the Lino Lakes Public Safety Department is to collaborate with the community to provide:

- a healthy and safe community;*
- a focus on prevention;*
- a commitment to life safety;*
- aggressive pursuit of criminals;*
- respectful communication;*
- encouragement for volunteerism.*



First Quarter Statistics



CASE NUMBERS GENERATED					
YEAR	Q1	Q2	Q3	Q4	TOTAL
2024	3,205				3,205
2023	3,238				3,238

Average Response Time (emergency & non-emergency) 5 minutes and 29 seconds

STACKED CALLS REPORT					
YEAR	Q1	Q2	Q3	Q4	TOTAL
2024	11:45:36				11:45:36
2023	13:55:30				13:55:30



MEDICAL CALLS FOR SERVICE					
YEAR	Q1	Q2	Q3	Q4	TOTAL
2024	356				356
2023	307				307

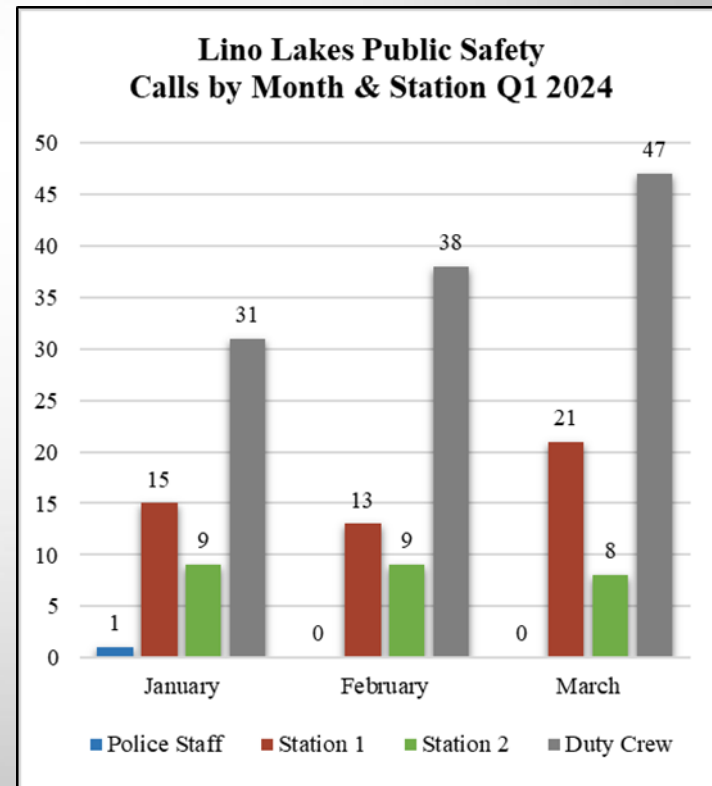
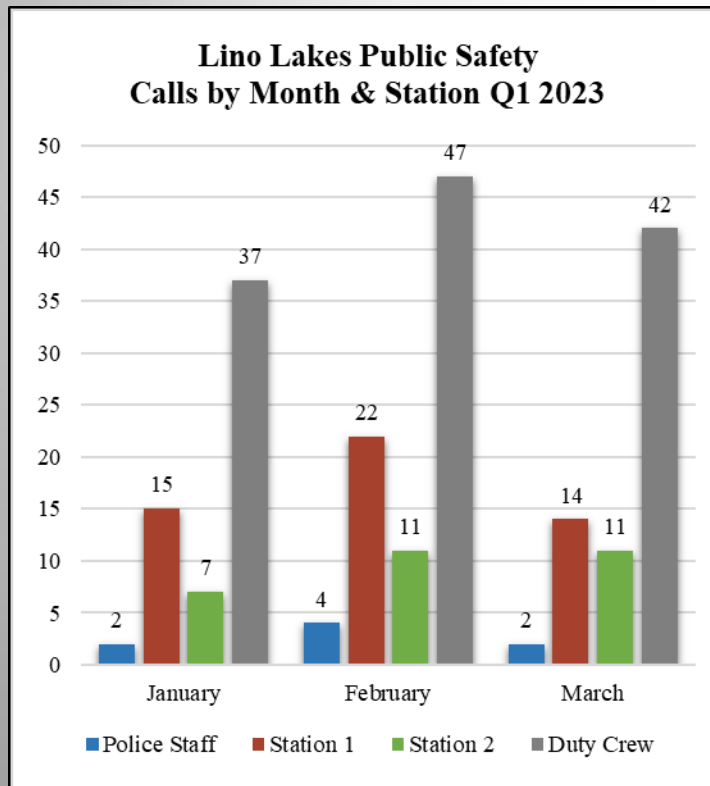
- **2024 Q1 Average emergency response for medicals, 4 minutes and 28 seconds.**
- **2024 Q1 Average non-emergency response for medicals, 5 minutes and 17 seconds.**
- **Police staff responded to all 356 medical calls for service (CFS) and Fire staff responded to 71 medical CFS.**



FIRE DIVISION			
NFR'S		Q1 2023	Q1 2024
100	Fire	5	4
200	Overpressure Explosion, Overheat - No Fire	0	0
300	Rescue & EMS Incidents	121	91
400	Hazardous Conditions - No Fire	15	7
500	Service Call	37	32
600	Good Intent Call	24	28
700	False Alarms & False Calls	17	29
800	Severe Weather & Natural Disaster	0	0
900	Special Incident	0	0
	TOTAL	219	191



Lino Lakes Public Safety Calls by Month and Station Q1					
YEAR	Station 1	Station 2	Duty Crew	Total	Cross-trained Police Staff
2024	49	26	116	191	1 of the 191 calls
2023	51	29	126	206	8 of the 219 calls





MUTUAL AID GIVEN					
	Q1	Q2	Q3	Q4	TOTAL
2024	13				13
2023	16				16

MUTUAL AID RECEIVED					
	Q1	Q2	Q3	Q4	TOTAL
2024	1				1
2023	2				2



Group A Offenses and Arrests:

NIBRS Description - Group A	Qtr 1 2023		Qtr 1 2024	
	Off	Arrest	Off	Arrest
Animal Cruelty	0	0	0	0
Arson	0	0	0	0
Aggravated Assault	1	1	2	2
Simple Assault	18	14	8	8
Intimidation	4	4	7	7
Burglary/Breaking & Entering	0	0	5	2
Counterfeiting/Forgery	3	2	3	0
Destruction / Damage / Vandalism of Property	4	1	16	5
Drugs/Narcotic Violation	8	8	12	9
Drug Equipment Violations	7	6	0	0
Embezzlement	0	0	0	0
Extortion / Blackmail	3	0	0	0
False Pretenses/Swindle/Con	3	1	6	0
Credit Card/Automated Teller Machine Fraud	2	0	3	0
Wire Fraud	0	0	0	0
Impersonation	6	6	1	1
Identity Theft	7	0	9	0
Hacking/Computer Invasion	1	0	0	0
Kidnapping/Abduction	1	1	1	1
Murder & Nonnegligent Manslaughter Person	0	0	0	0
Purse-Snatching	0	0	1	0
Pocket-Picking	0	0	0	0
Shoplifting	4	4	8	6
Theft from Building	3	1	4	1
Theft from Motor Vehicle	1	1	5	0
Theft of Motor Vehicle Parts or Accessories	0	0	2	0
All other Larceny	13	7	10	3
Motor Vehicle Theft	4	4	0	0
Robbery	0	0	0	0
Pornography/Obscene Material	1	0	0	0
Forcible Rape	1	0	0	0
Forcible Sodomy	0	0	0	0
Forcible Fondling	2	1	1	1
Stolen Property Offenses	1	1	0	0
Weapon Law Violations	0	0	3	2
TOTAL	98	63	107	48
Solve Rate	64%		45%	



Group B Offenses and Arrests:

NIBRS Description - Group B	Qtr 1 2023		Qtr 1 2024	
	Off	Arrest	Off	Arrest
Bad Checks	0	0	0	0
Curfew/Loitering/Vagrancy Violation	0	0	2	1
Disorderly Conduct	17	13	10	7
Driving Under Influence	64	64	39	39
Family Offenses, Nonviolent	0	0	0	0
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Trespass of Real Property	0	0	7	5
TOTAL	85	81	61	55
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First Quarter Notable Events

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- March 22, Lino Lakes STEM Donuts with Grown-ups
- March 26, Career Fair MN State University Mankato



Public Safety Staff Update – May 1, 2024

- Police – 25 personnel (authorized 28)
 - Fire – 31 personnel (authorized 2 FTE, 40 Paid-on-Call Firefighters, and 15 PT Firefighters)
 - Administration – 5 personnel (authorized 4 FTE, 3 part-time)
-
- Police Officer Hiring Process – One candidate received a conditional job offer, one candidate in background, and currently accepting applications.
 - Community Service Officer Hiring Process – Two candidates currently in background.
 - Part-time Firefighter Hiring Process – Three candidates in background and currently accepting applications.
 - Paid-on-Call Firefighter Hiring Process – One candidate received a conditional job offer, four candidates in background, and currently accepting applications.



2024 Areas of Focus

UPDATE

- Employee Wellness
- Firefighter and Police Officer Recruitment
- Employee Retention

**CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 9**

STAFF ORIGINATOR: John Swenson, Public Safety Director

WORK SESSION DATE: May 6, 2024

TOPIC: Request for Proposal for Public Safety Consultant

BACKGROUND

During the April 1, 2024 Council Work Session, staff was directed by a majority of the Council develop a draft Request for Proposals (RFP) to identify a consultant to develop options for the delivery of fire service in the community. Council also expressed a desire to examine the creation of a stand-alone Fire Department and Police Department and interview police staff on crossing training of police officers to serve as firefighters.

Staff contacted other agencies in the Twin Cities that have contracted with a consultant to evaluate public safety services and reviewed their RFP documents to serve as guide in the development of the attached draft RFPs.

Given the Council discussion regarding the creation of stand-alone Fire and Police Departments, staff created two draft RFPs for Council to review. One of the draft RFPs only involves the delivery of fire service and the other draft RFP involves the delivery of fire and police services.

Given the integrated nature of public safety services in Lino Lakes, it is important that any work by a consultant examine all public safety service. This would ensure that any potential changes to any one public safety service is thoroughly analyzed from all perspectives.

REQUESTED COUNCIL DIRECTION

Staff seeks Council direction on draft RFPs

ATTACHMENTS

DRAFT Lino Lakes Consultant RFP Fire and Police
DRAFT Lino Lakes Consultant RFP Fire Only

City of Lino Lakes
Request for Proposals for Professional Services
Operational Study

STUDY OBJECTIVE

The City of Lino Lakes is seeking a qualified professional consultant to develop a plan for guiding the future delivery of fire services to the Lino Lakes community in the most efficient and effective manner. The City Council would like to look at all available options.

SCOPE

When completed, the operational study will include:

- Provide Council with options for a staffing plan to meet the needs and expectations for fire services with estimated costs. Some potential options:
 - Evaluate current model of delivery of fire services with recommendation for improvement;
 - Collaborate with other jurisdictions to provide fire services to all jurisdictions;
 - Contract for the delivery of fire services in Lino Lakes with another fire agency;
 - Create a stand-alone Fire Department within the City; and,
 - Provide any other fire service delivery model(s) that would serve the Lino Lakes community effectively and efficiently.
- Provide detailed planning for any facility or asset changes required related to proposed delivery of services.
- A comprehensive review of OSHA and NFPA standards and how all service delivery options will meet these standards.
- Provide milestones that will guide future fire staffing decisions as the Lino Lakes community grows.

In the spirit of the city's organizational culture, development of the plan will be inclusive of decision makers, including fire and police personnel of various ranks.

Community Profile

The City of Lino Lakes, incorporated in 1955, is a growing community in the southeast corner of Anoka County. It covers an area of 33 square miles and has a population of approximately 21,976. The population has more than doubled from the 1990 census figure of 8,807 and has grown by 31% since 2000. Within the City's borders lies the 5,500 - acre Rice Creek Chain of Lakes Regional Park. Access to St. Paul and Minneapolis is provided by I-35W and I-35E.

The City Charter, as amended, establishes a mayor-council form of government and grants the City Council full policy-making and legislative authority to the Mayor and four Council Members. The City Council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring a City Administrator. The City Administrator has the responsibility of carrying out the policies and ordinances of the City Council and for overseeing the day-to-day operations of the City. The City Council is elected at-large on a non-partisan basis, with Council Members serving four-year terms and the Mayor serving a two-year term. Elections are held every two years with two council seats and the Mayor being up for election each election cycle.

The City provides a full range of municipal services. These services include: general government, public safety (police, fire and building inspections), public works (street and fleet), culture and recreation (parks and recreation), conservation of natural resources (environmental, solid waste abatement, forestry), community development, public improvements, and providing and maintaining water, sewer, and storm water infrastructure.

The City of Lino Lakes Comprehensive Plan is available [here](#) and provides detailed information regarding the City's projected plans through 2040.

About the Lino Lakes Public Safety Department

The Lino Lakes Public Safety Department provides emergency management, fire, and police services to the Lino Lakes community. We have strong interagency collaboration through the Anoka County Fire Protection Council (ACFPC) and Joint Law Enforcement Council (JLEC) that have resulted in many efficiencies for all public safety agencies in Anoka County.

The Public Safety Department current staffing is:

Position	Authorized	Actual
Public Safety Director	1 FTE	1 FTE
Deputy Director - Police	1 FTE	1 FTE
Deputy Director - Fire	1 FTE	1 FTE
Public Safety Captain	1 FTE	1 FTE
Fire Lieutenant / Inspector	1 FTE	1 FTE
Police Sergeant	5 FTE	5 FTE
Police Officer	20 FTE	17 FTE
Administrative Assistant	1 FTE	1 FTE
Investigative Assistant	1 FTE	1 FTE
Community Service Officer	3 PTE	2 PTE
Firefighter	15 PTE	10 PTE
Paid On-Call District Chief	2 POC	0 POC

Paid On-Call Fire Lieutenant	4 POC	4 POC
Paid On-Call Firefighter	34 POC	15 POC

The Public Safety Director, serving as the Fire and Police Chief, provides leadership, management, and oversight of all public safety services (emergency management, fire, & police) in the Lino Lakes community.

The Lino Lakes Fire Division is a combination department, staffed weekdays from 6 AM to 6 PM with a Deputy Director – Fire Division, Fire Lieutenant / Inspector, and three part-time firefighters. After 6 PM on weekdays and all weekends, primary fire response is handled by paid on-call firefighters. The Public Safety Department currently has 4 cross-trained police/firefighters. The Fire Division operates out of Fire Station #1 (7741 Lakes Dr., Lino Lakes, MN) and Fire Station #2 (1710 Birch St., Lino Lakes, MN).

Fire staff responds to all fire calls for service in Lino Lakes, as well as some emergency medical calls for service (Unconscious, Difficulty Breathing, Not Breathing, Choking, Drown, Heart, Seizure, Fall, Stroke, Misc Priority Medical). For the year of 2023, fire staff responded to 825 calls for service.

The Lino Lakes Police Division provides 24-hour police service to the community, serving as the primary responder on all medical calls for service. The Police Division is staffed with 26 licensed Police Officers, 4 civilian office staff, 2 Community Service Officers and operates out of the Public Safety Department (640 Town Center Pkwy, Lino Lakes, MN). For the year of 2023, police staff responded to 13,263 calls for service.

Advanced Life Support EMS service is provided by a private hospital based ambulance service, Allina EMS.

DELIVERABLES

This project is expected to meet the above-noted objective within the described scope and produce a realistic plan for meeting the City of Lino Lakes' future fire service needs. At a minimum, the plan will provide the following specific deliverables.

1. Identification of 2024 baseline Fire Division services, service levels and budgets, including response times, ISO rating, staffing, facilities, major equipment and any other applicable factors (this should be a minor part of the final report).
2. A comprehensive standards of coverage document analyzing resource deployment, determining whether the department is properly deployed to meet its community's fire service needs.
3. Provide Council with options for a staffing plan to meet the needs identified in the standards for in the short and long term with estimated costs. Some potential options:
 - a. Evaluate current model of delivery of fire services with recommendation for improvement;
 - b. Collaborate with other jurisdictions to provide fire services to all jurisdictions;

- c. Contract for the delivery of fire services in Lino Lakes with another fire agency;
 - d. Create a stand-alone Fire Department within the City; and,
 - e. Provide any other fire service delivery model that would serve the Lino Lakes community effectively and efficiently.
4. Provide detailed planning for any facility or asset changes required related to proposed delivery of services.
 5. Provide milestones that will guide future fire staffing decisions as the Lino Lakes community grows.
 6. Assess the current delivery of emergency medical first response services and make recommendations as appropriate.
 7. Identification of the barriers to achieving the desired service levels.

PROPOSAL REQUIREMENTS

Submittals must include the following items:

1. A description of the firm and qualifications, including any specialized experience related to the study.
2. A list of similar studies the firm has completed. Include contact information for references.
3. Project timetables, including estimate of hours, breakdown of hours by activity, number and type of meetings, description of study participants and estimated completion date.
4. Designation of a firm principal who will be in charge of the project.
5. Designation of the primary staff who will conduct the study.
6. A list of all subcontractors and a delineation of their roles.
7. Resumes and complete contact information (addresses, voice and fax telephone numbers, and email addresses) of all staff, including subcontractors, who will work on the study.
8. Estimate of cost to complete the study, outline of fee schedule (including reimbursable expenses), and payment schedule.
9. Provide a project timeline ensuring the work product is actionable and fact based. The City of Lino Lakes is interested in moving this forward as expeditiously as possible.

SELECTION

City personnel will review the proposals, and interview firms as needed to compile a list of finalists to be reviewed by Council. The successful contractor will be required to enter into an agreement for professional services with the City of Lino Lakes.

Proposals will be evaluated using, but not limited to, the following criteria:

1. Quality and thoroughness of the proposal.
2. Past experience, expertise and demonstrated ability to work with city staff.

3. References and/or recommendations from past clients.
4. Costs associated with developing, preparing and presenting the study.
5. Financial stability and ability of the firm, and the firm's subcontractors, to provide the services requested.
6. Ability to meet the conditions of the professional services agreement, including documentation of applicable insurance requirements.

The City of Lino Lakes reserves the right to reject any and all proposals and waive all technicalities.

SUBMITTALS

All **proposals must be delivered** to the city no later than **4:30 p.m. on Friday, _____**. Proposers are solely responsible for delivery of their proposals to the city before the deadline. Any proposal received after the deadline will not be considered and will be returned.

Please submit electronic copy (PDF) of the proposal to:

Lino Lakes Public Safety Department
John Swenson, Public Safety Director
jswenson@linolakes.us

Questions regarding this study or the processes may be directed to Public Safety Director John Swenson at 651-982-2301 or jswenson@linolakes.us.

City of Lino Lakes
Request for Proposals for Professional Services
Operational Study

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SCOPE

When completed, the operational & physical asset study will include:

- Provide Council with options for a staffing plan to meet the needs and expectations for fire & police services with estimated costs. Some potential options:
 - Evaluate current model of delivery of fire & police services with recommendation for improvement;
 - Collaborate with other jurisdictions to provide fire & police services to all jurisdictions;
 - Contract for the delivery of fire & police services in Lino Lakes with another fire agency;
 - Create stand-alone Fire & Police Departments within the City; and,
 - Provide any other fire & police service delivery model(s) that would serve the Lino Lakes community effectively and efficiently.
- Provide detailed planning for any facility or asset changes required related to proposed delivery of services.
- A comprehensive review of applicable standards and how all fire & police service delivery options will apply.
- Provide milestones that will guide future fire & police staffing decisions as the Lino Lakes community grows.

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Fire Lieutenant / Inspector	1 FTE	1 FTE
Police Sergeant	5 FTE	5 FTE
Police Officer	20 FTE	17 FTE
Administrative Assistant	1 FTE	1 FTE
Investigative Assistant	1 FTE	1 FTE
Community Service Officer	3 PTE	2 PTE
Firefighter	15 PTE	10 PTE
Paid On-Call District Chief	2 POC	0 POC

Paid On-Call Fire Lieutenant	4 POC	4 POC
Paid On-Call Firefighter	34 POC	15 POC

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- b. Collaborate with other jurisdictions to provide fire & police services to all jurisdictions;
 - c. Contract for the delivery of fire & police services in Lino Lakes with another agency;
 - d. Create a stand-alone Fire & Police Departments within the City; and
 - e. Provide any other fire & police service delivery model(s) that would serve the Lino Lakes community effectively and efficiently.
4. Provide detailed planning for any facility or asset changes required related to proposed delivery of services.
 5. Provide milestones that will guide future fire & police staffing decisions as the Lino Lakes community grows.
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 7. Identification of the barriers to achieving the desired service levels.

PROPOSAL REQUIREMENTS

Submittals must include the following items:

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4. Designation of a firm principal who will be in charge of the project.
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7. Resumes and complete contact information (addresses, voice and fax telephone numbers, and email addresses) of all staff, including subcontractors, who will work on the study.
8. Estimate of cost to complete the study, outline of fee schedule (including reimbursable expenses), and payment schedule.
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The City of Lino Lakes reserves the right to reject any and all proposals and waive all technicalities.

SUBMITTALS

All proposals must be delivered to the city no later than **4:30 p.m. on Friday, _____**. Proposers are solely responsible for delivery of their proposals to the city before the deadline. Any proposal received after the deadline will not be considered and will be returned.

Please submit electronic copy (PDF) of the proposal to:

Lino Lakes Public Safety Department
John Swenson, Public Safety Director
jswenson@linolakes.us

Questions regarding this study or the processes may be directed to Public Safety Director John Swenson at 651-982-2301 or jswenson@linolakes.us.