



CITY COUNCIL AGENDA

Monday, March 10, 2025

Broadcast on Cable TV Channel 16
and northmetrotv.com/lino-lakes-stream

***City Council: Mayor Rafferty, Councilmembers Cavegn, Lyden, Ruhland and Stoesz
Interim City Administrator: Dave Pecchia***

CITY COUNCIL WORK SESSION, 6:00 P.M.

Community Room (Not televised) | No Public Comment allowed per the Rules of Decorum

1. Call to Order and Roll Call
2. Setting the Agenda: Addition or Deletion of Agenda Items
3. Administration Update
4. Review Regular Agenda
5. Adjournment

CITY COUNCIL MEETING, 6:30 P.M.

Council Chambers | Televised

- Call to Order and Roll Call
- Pledge of Allegiance
- Public Comment
Sign-in prior to start of meeting per Rules of Decorum
- Setting the Agenda: Addition or Deletion of Agenda Items

1. CONSENT AGENDA

- A. Approval of Expenditures for March 10, 2025 (Check No. 122338 through 122422) in the Amount of \$2,052,641.80
- B. Approval of February 24, 2025 Work Session Minutes
- C. Approval of February 24, 2025 Council Meeting Minutes
- D. Approval of Exempt Gambling Permit for St. Joseph of the Lakes
- E. Resolution Special Event Permit for the Ragnar Race, August 8, 2025
- F. Approval of the Hiring of Part-Time Staff for the Rookery Activity Center

2. FINANCE DEPARTMENT REPORT

No Report

3. ADMINISTRATION DEPARTMENT REPORT

- A. Consider Second Reading and Adoption of Ordinance No. 04-25 Franchise Extension Agreement with Comcast of Minnesota, Inc., Dave Pecchia, Interim City Administrator

4. PUBLIC SAFETY DEPARTMENT REPORT

No Report

5. PUBLIC SERVICES DEPARTMENT REPORT

No Report

6. COMMUNITY DEVELOPMENT REPORT

- A. Consider Resolution No. 25-21, Approving Permanent Right of Way Easement and Agreement with Ramsey County, I35/CRJ Interchange Project, Michael Grochala, Community Development Director
- B. Consider Second Reading and Adoption of Ordinance No. 03-25, Amending the City Fee Schedule to Establish Fees Relating to Cannabis Businesses, Michael Grochala, Community Development Director
- C. Consider Second Reading and Adoption of Ordinance No. 02-25, Amending Chapter 1007 of City Code (Zoning Ordinance), Relating to Cannabis Businesses, Michael Grochala, Community Development Director
- D. Consider Resolution No. 25-34, Approving 1st Amendment to Professional Services Agreement with MnSpect, LLP, Michael Grochala, Community Development Director
- E. Consider Resolution No. 25-29, Approving Joint Powers Agreement Sanitary Sewer and Watermain Service Agreement in the Cities of Lino Lakes and Shoreview, 435 Ash Street, Diane Hanke, City Engineer

7. UNFINISHED BUSINESS

No Report

8. NEW BUSINESS

No Report

9. NOTICES AND COMMUNICATIONS

A. Community Calendar: A Look Ahead

- i. Planning & Zoning Board Meeting, March 12th at 6:30 PM at City Hall
- ii. Mapping Northwest Main – Open House, March 19th at 6 PM at the Rookery

ADJOURNMENT



Expenditures

March 10, 2025

Check #122338 to #122422

\$2,052,641.80

CHECK REGISTER FOR CITY OF LINO LAKES

CHECK NUMBER 122338 - 122422

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
02/26/2025	122338	SCHOONOVER BODYWORKS & AUTOCA	CLAIM #CA408354 AUTOBODY REPAIR #412	10,095.08
02/28/2025	122339	CENTRAL PENSION FUND	FEBRUARY 2025 CENTRAL PENSION FUND	7,296.00
02/28/2025	122340	NCPERS Group Life Insurance	FEBRUARY 2025 NCPERS LIFE INSURANCE PRE	336.00
03/10/2025	122341	1ST CHOICE DOCUMENT DESTRUCTI	FEBRUARY RECYCLING SATURDAY	840.00
03/10/2025	122342	ADVANCED GRAPHIX INC.	GRAPHICS REMOVAL & APPLICATION #631	380.00
03/10/2025	122343	AFLAC	FEBRUARY INSURANCE PREMIUMS	507.12
03/10/2025	122344	AMERICAN LEGAL PUBLISHING COR	CITY CODE ONLINE UPDATE	150.00
03/10/2025	122345	ANOKA COUNTY TREASURY OFFICE	1-APX MICROPHONE	95.76
03/10/2025	122346	ASPEN MILLS, INC.	DEPT EXP - J. OLESON	1,893.36
			DEPT EXP - J. OLESON	276.45
			UNIFORM ALLOWANCE - K. LEIBEL	66.00
			UNIFORM ALLOWANCE - W. OWENS	12.00
			UNIFORM ALLOWANCE - C. BOEHME	218.55
			DEPT EXP - S. SCHMIDT	32.00
			DEPT EXP - J. OLESON	17.70
			DEPT EXP - J. OLESON	186.20
			DEPT EXP - T. BERTZ	23.85
			DEPT EXP - L. EVENS	25.70
			DEPT EXP - J. CROOKS	561.03
			DEPT EXP - C. FOLLETT	129.99
			DEPT EXP - J. OLESON	(191.20)
				<u>3,251.63</u>
03/10/2025	122347	BLUE AND BROWN BACKGROUNDS, L	TUITION - M. DEMARS	300.00
03/10/2025	122348	BOND TRUST SERVICES CORPORATI	2015B PAYING AGENT FEE	100.00
			2015B PRINCIPAL AND INTEREST PMT - 4/1/	254,768.75
				<u>254,868.75</u>
03/10/2025	122349	BOYER TRUCKS - ST. MICHAEL	12 BOLTS FOR TRANSMISSION FILTER COVER	41.16
03/10/2025	122350	BUREAU OF CRIMINAL APPREHENS	PRE-EMPLOYMENT FINGERPRINTING	32.00
03/10/2025	122351	BUREAU OF CRIMINAL APPREHENS	PRE-EMPLOYMENT FINGERPRINTING	32.00
03/10/2025	122352	BUREAU OF CRIMINAL APPREHENS	PRE-EMPLOYMENT FINGERPRINTING	32.00
03/10/2025	122353	CARDINAL INVESTIGATIONS	BACKGROUND INVESTIGATIONS - PAEHLKE, SU	2,145.00
03/10/2025	122354	CENTERPOINT ENERGY	NATURAL GAS	6,932.63
03/10/2025	122355	CENTURYLINK	TELEPHONE	102.08
03/10/2025	122356	COMCAST	PHONE & INTERNET SERVICES	398.44
03/10/2025	122357	CONNEXUS ENERGY	WATERMARK PARK PAVILION ELECTRICITY	17.77
03/10/2025	122358	CORE & MAIN LP	METER SOLDER SWIVELS	35.50
			VALVE EXTENSIONS FOR APOLLO DR WATER MA	414.45
				<u>449.95</u>
03/10/2025	122359	CROSSTOWN MECHANICAL INC.	REPAIR AND ANNUAL MAINTENANCE TO ICE MA	1,854.78
03/10/2025	122360	DELTA DENTAL OF MINNESOTA	DENTAL INSURANCE PREMIUMS	5,004.36
03/10/2025	122361	EHLERS AND ASSOCIATES	TAX ESTIMATES	687.50
			SPORTS DOME LAND LEASE	765.00
				<u>1,452.50</u>

CHECK REGISTER FOR CITY OF LINO LAKES

CHECK NUMBER 122338 - 122422

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
03/10/2025	122362	EMERGENCY AUTOMOTIVE TECHNOLO	KUSSMAUL AUTO EJECT (STOCK)	300.32
03/10/2025	122363	ENDURANCE FITNESS OF MN, LLC	MONTHLY FEE	11,665.00
03/10/2025	122364	ESS BROTHERS & SONS, INC.	CATCH BASIN GRATE	222.00
03/10/2025	122365	FACTORY MOTOR PARTS COMPANY	HOOD PROP TOOL	43.38
			VALVE STEM CAPS (STOCK)	4.18
			OXYGEN SENSOR #303	31.19
			STOCK FILTERS	113.32
			STOCK FILTERS	61.18
				<hr/> 253.25
03/10/2025	122366	FASTENAL COMPANY	COTTER PINS (STOCK)	81.35
			NUTS AND BOLTS FOR STREET SIGNS	29.34
			NUTS AND BOLTS FOR STREET SIGNS	28.62
				<hr/> 139.31
03/10/2025	122367	FIDELITY SECURITY LIFE INSURA	MARCH INSURANCE PREMIUMS	167.40
03/10/2025	122368	FIRST ADVANTAGE OCC.	ANNUAL ENROLLMENT & EMPLOYEE DRUG TESTI	178.37
			ANNUAL ENROLLMENT & EMPLOYEE DRUG TESTI	(31.53)
				<hr/> 146.84
03/10/2025	122369	GDO LAW	MARCH PROSECUTOR CONTRACT	8,750.00
			FEBRUARY FORFEITURES	105.00
				<hr/> 8,855.00
03/10/2025	122370	GOPHER STATE ONE-CALL	FEBRUARY 2025 LOCATES	151.20
03/10/2025	122371	HAROLD & MARGARET ROBINSON	SHORT TERM ESCROW CLOSURE - ROBINSON LA	2,307.00
03/10/2025	122372	HAWKINS, INC.	POOL TREATMENT CHEMICALS	614.33
03/10/2025	122373	HENRY SCHEIN, INC.	ADULT MASKS (5) & V-VAC CARTRIDGE (3)	93.18
03/10/2025	122374	HOMELAND HEALTH SPECIALISTS,	FLU SHOT CLINIC	101.80
03/10/2025	122375	HUEBSCH SERVICES	MATS AND SHOP TOWELS	756.99
03/10/2025	122376	HUGO EQUIPMENT COMPANY	REPLACED WORM GEAR ON CHAINSAW	59.34
03/10/2025	122377	HYDRAULIC SPECIALTY, INC.	REPAIR & DIAGNOSE HYDRAULIC CYLINDERS #	974.31
			REDUCER FITTING FOR GRAPPLE BUCKET ATTA	9.76
				<hr/> 984.07
03/10/2025	122378	IMAGE PRINTING & GRAPHICS, IN	ACTIVITY POSTERS (3)	94.50
03/10/2025	122379	IMPERIAL DADE	HAND WASH	70.23
			JANITORIAL SUPPLIES	79.30
			JANITORIAL SUPPLIES	406.54
				<hr/> 556.07

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Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
03/10/2025	122380	INFINITE HEALTH COLLABORATIVE	POLICE WELLNESS PROGRAM	656.25
			POLICE WELLNESS PROGRAM	93.75
				750.00
03/10/2025	122381	J. BECHER & ASSOCIATES, INC.	REPLACE BALLASTS & FAN SWITCH AT FIRE 1	1,635.99
			INSTALL GENERATOR CORD	2,519.74
			REPAIR LIGHT IN STORAGE CLOSET AT FIRE	620.67
				4,776.40
03/10/2025	122382	KENNEDY & GRAVEN, CHARTERED	JANUARY LEGAL SPORTS DOME LAND LEASE	1,280.50
03/10/2025	122383	KIMLEY-HORN AND ASSOCIATES, I	NW MASTER PLAN & AUAR	35,326.31
03/10/2025	122384	LITTLE FALLS MACHINE, INC.	(8) RUBBER MOUNTS FOR AUGER MOTORS	97.82
03/10/2025	122385	LRS	TOILET RENTAL - WATERMARK PARK	65.00
03/10/2025	122386	LYNGBLOMSTEN AT LINO LAKES	TIF PAYGO - 2ND HALF (JAN) SETTLEMENT 2	159,509.49
03/10/2025	122387	MACQUEEN EQUIPMENT, INC.	ENCAPSULATING AGENT	875.00
			SIDE BROOMS FOR SWEEPER #252	2,706.25
			DEPT EXP - FIRE HELMET & HOOD	435.56
			DEPT EXP - FIRE BOOTS	602.65
			DEPT EXP - FIRE BOOTS (6)	3,584.95
			DEPT EXP - HELMET	416.16
				8,620.57
03/10/2025	122388	MANSFIELD OIL COMPANY	1,200 GALLONS OF GASOLINE, 1,200 GALLON	7,389.44
03/10/2025	122389	MCFOA	MCFOA MEMBERSHIP - R. COLOTTI	50.00
03/10/2025	122390	Medica	HEALTH INSURANCE PREMIUMS	57,458.56
03/10/2025	122391	MENARDS - FOREST LAKE	SECURITY DRIVE BIT SET (5)	24.95
			SPRAY PAINT (6)	47.94
				72.89
03/10/2025	122392	MET COUNCIL ENVIRONMENTAL SER	APRIL WASTE WATER SERVICES	112,082.94
03/10/2025	122393	METRO SALES INCORPORATED	CITY HALL CD COPIER	159.64
			PD COPIER CONTRACT	36.00
			CITY HALL COPY ROOM COPIER	463.81
				659.45
03/10/2025	122394	METRO-INET	MARCH IT SERVICES	29,240.00
03/10/2025	122395	MN DEPARTMENT OF LABOR & INDU	ELEVATOR ANNUAL OPERATING PERMIT	100.00
03/10/2025	122396	MN METRO NORTH TOURISM BOARD	JANUARY 2025 TOURSIM TAX	3,696.00
03/10/2025	122397	NYSTROM PUBLISHING COMPANY	WATER TREATMENT PLANT OPEN HOUSE NOTICE	318.92
03/10/2025	122398	O'REILLY AUTOMOTIVE STORES	3 REAR WIPER BLADES (STOCK)	27.09
			MAIN POWER/BATTERY SHUTOFF SWITCH #210	63.74
				90.83
03/10/2025	122399	OCCUPATIONAL HEALTH CENTERS O	OSHA BLOODBORNE PATHOGENS STANDARD	117.00

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Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
03/10/2025	122400	OERTEL ARCHITECTS	PLANNING GRAPHICS	700.00
03/10/2025	122401	OTTER LAKE ANIMAL CARE CENTER	SHORT TERM ESCROW CLOSURE - OTTER LAKE	3,197.83
03/10/2025	122402	PERFORMANCE PLUS LLC	PRE-EMPLOYMENT EXAM	419.00
03/10/2025	122403	POMP'S TIRE SERVICE, INC.	4 TIRES FOR POLICE EXPLORERS (STOCK)	639.12
03/10/2025	122404	PRECISE MRM LLC	CELLULAR DATA FOR GPS	160.00
03/10/2025	122405	PRESS PUBLICATIONS, INC.	NORTHWEST MAIN PROJECT - OPEN HOUSE ADS	1,116.84
			AFB 2025 MARKET PLACE DRIVE REALIGNMENT	316.76
			PHN OTTER CROSSING SOUTH	50.68
				<hr/>
				1,484.28
03/10/2025	122406	RED CEDAR CONSULTING, LLC	INVESTIGATION SERVICES	1,742.70
03/10/2025	122407	SAFETY-KLEEN SYSTEMS, INC.	SOLVENT	50.42
03/10/2025	122408	SAQ, LLC	SHORT TERM ESCROW CLOSURE - PHELPS ROAD	3,677.56
03/10/2025	122409	SHRED-IT, C/O STERICYCLE, INC	DOCUMENT DESTRUCTION	121.72
03/10/2025	122410	SPRING LAKE PARK FIRE DEPARTM	TUITION - J. FISHER, MBFTE REIMB	1,500.00
03/10/2025	122411	STAAB CONSTRUCTION CORPORATIO	WATER TREATMENT PLANT	1,186,853.05
03/10/2025	122412	STANDARD INSURANCE COMPANY	LIFE & DISABILITY INSURANCE PREMIUMS	2,479.93
03/10/2025	122413	STREICHER'S, INC.	UNIFORM ALLOWANCE - I. SIMON	189.99
			UNIFORM ALLOWANCE - C. SCHIRMERS	35.98
			UNIFORM ALLOWANCE - N. HAMANN	348.97
				<hr/>
				574.94
03/10/2025	122414	SYCOM, INC.	BACKUP SOFTWARE AND SMS SERVICE	1,836.00
03/10/2025	122415	T-MOBILE USA INC	CELL PHONES & WI-FI	798.60
03/10/2025	122416	TITLESMART, INC.	LONG TERM ESCROW CLOSURE - LINO LAKES S	880.72
03/10/2025	122417	TRI-STATE BOBCAT, INC.	SNOW BLOWER ATTACHMENT FOR TOOLCATS	5,995.00
			ANGLE BROOM ATTACHMENT FOR TOOLCATS	6,093.00
				<hr/>
				12,088.00
03/10/2025	122418	TWIN CITY HEATING AND AIR	PERMIT VOIDED	58.40
03/10/2025	122419	U.S. BANK	UNIFORM ALLOWANCE - K. TRACY & E. HEU	216.00
			UNIFORM ALLOWANCE - S. BONCZEK	176.99
			RETURNED - NON SCHOOL DAY SUPPLIES	(112.21)
				<hr/>
				41,428.56
03/10/2025	122420	U.S. CAD HOLDINGS LLC	BLUEBEAM CORE ANNUAL SUBSCRIPTION	165.00
03/10/2025	122421	UPPER CUT TREE SERVICE	REMOVE TREE FROM STORM PIPE - 1367 WOLF	2,400.00
			TREE REMOVAL - 560 ARROWHEAD DR	495.00
				<hr/>
				2,895.00
03/10/2025	122422	VALLEY-RICH CO., INC.	GATE VALVE REPLACEMENT	35,400.00
			WATER MAIN REPAIR AT 6518 WARE RD	7,706.24
				<hr/>
				43,106.24

CHECK REGISTER FOR CITY OF LINO LAKES

CHECK NUMBER 122338 - 122422

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
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Bank CKING POOLED CHECKING				
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CKING TOTALS:

Total of 85 Checks:

2,052,641.80

Less 0 Void Checks:

0.00

Total of 85 Disbursements:

2,052,641.80



Electronic Funds Transfer
MN Statute 471.38 Subd. 3

Council Meeting March 10, 2025

Transfer In/(Out)

2/28/2025 Payroll #05	(227,005.48)
2/28/2025 Payroll #05 Federal Deposit	(67,366.61)
2/28/2025 Payroll #05 PERA	(62,060.68)
2/28/2025 Payroll #05 State	(15,076.06)
2/28/2025 Payroll #05 Child Support	(321.48)
2/28/2025 Payroll #05 H.S.A. Bank Pretax	(4,061.72)
2/28/2025 Payroll #05 TASC Pretax	(913.42)
2/28/2025 Payroll #05 Mission Sq 457 Def. Comp #301596	(3,744.00)
2/28/2025 Payroll #05 Mission Sq Roth IRA #706155	(669.23)
2/28/2025 Payroll #05 MSRS HCSP #98946-01	(6,023.26)
2/28/2025 Payroll #05 MSRS Def. Comp #98945-01	(4,482.00)
2/28/2025 Payroll #05 MSRS Roth IRA #98945-01	(824.00)
3/7/2025 Council Payroll #03	(3,892.37)
3/7/2025 Council Payroll #03 Federal Deposit	(214.96)
3/7/2025 Council Payroll #03 PERA	(430.72)
3/7/2025 Council Payroll #03 State	(46.97)

**Lino Lakes City Council
Work Session
Minutes**

DATE: February 24, 2025
TIME STARTED: 6:00 P.M.
TIME ENDED: 6:25 P.M.
LOCATION: Community Room
MEMBERS PRESENT: Mayor Rafferty Councilmembers Cavegn, Lyden, Stoesz and
Ruhland
MEMBERS ABSENT: None

Staff Members Present: Interim City Administrator Dave Pecchia, City Clerk Roberta Colotti, Community Development Director Michael Grochala, and City Engineer Diane Hankee.

1. Call to Order and Roll Call

Mayor Rafferty called the meeting to order at 6:00 p.m.

2. Setting the Agenda: Addition or Deletion of Agenda Items

The agenda was adopted as presented.

3. Administration Update

The Interim City Administrator reported that 23 applications have been received to date and the closing date is next Tuesday for the City Administrator position recruitment. The consultant will present a slate of candidates on March 24th to the Council and the Council will be asked to narrow the list of candidates to be extended an interview. April 15th is the date identified to hold the interviews.

The City Administrator presented the following operations updates:

- Reviewed focus of weekly meetings with department managers and follow-up meetings with individual departments. Noting that this process was in place and continues to be used.
- A.W.A.R.E. safety training has been set up for employees.
- Reviewed current discussions with Public Works Superintendent Justin Williams regarding staffing levels and operations.
- On February 18th the firefighters met to discuss the Citygate mid-point report. They discussed what the report meant to their department. The Human Resource Department will be putting together costs for staffing options for the police and fire departments for future discussion by the Council regarding the Citygate report.
- The Interim City Administrator and Fire Chief met with White Bear Township regarding the fire department contract services for the north and west portions of the Township. This is not something for the immediate time, it would be a future consideration.

- Anoka County recently held a webinar regarding their Hazard Mitigation Plan.
- The Interim City Administrator presented to the law enforcement class at Hamline University. This is a positive connection for future recruitment and development of future officers.
- The Guns n' Hoses Charity Classic event was well attended and a successful fundraiser.
- A matrix on use of force training is being developed for the public safety department.
- The City has begun the implementation process for an agenda management software program.
- Within the finance department the temporary payroll clerk starts tomorrow.
- For continuity of service a contract building inspection service has been used for building inspections while the city searches for a new building inspector.

Councilmember Cavegn confirmed with the Community Development Director, that the cost of the building inspection services was covered by building permit fees.

Councilmember Stoesz stated that one option that could be explored to reduce staff time would be to have the bank receive and open utility bills. As that is a service currently offered by several banks.

4. **Review Regular Agenda**

The Council reviewed the terms of the proposed Solicitor License for Walter's Recycling & Refuse. Noting that the salespeople are issued a permit with their name and photo.

Councilmember Stoesz, spoke in favor of the proposed Ordinance No. 04-25 Comcast Franchise Extension Agreement, as the Vice-Chair of the North Metro TV Cable Commission.

The City Engineer reviewed the process and timeline for the two Street Reconstruction and Sewer & Water Extension projects being presented this evening. Tonight, the Council is asked to declare the cost to be assessed and to call a hearing on the proposed assessments.

The Community Development Director reviewed the three proposed ordinances regarding cannabis business regulations, fees, and zoning regulations.

Mayor Rafferty recommended that the Council review the latest Environmental Board meeting packet as there is new development being proposed that the Environmental Board is providing preliminary review for the future consideration of the Council.

5. **Adjournment**

Mayor Rafferty adjourned the meeting at 6:25 p.m.

These minutes were approved at the regular Council Meeting on March 10, 2025.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

**LINO LAKES CITY COUNCIL
REGULAR MEETING
MINUTES**

DATE: February 24, 2025
TIME STARTED: 6:30 PM
TIME ENDED: 7:03 PM
LOCATION: City Council Chambers
MEMBERS PRESENT: Mayor Rafferty, Councilmembers Cavegn, Lyden, Ruhland and Stoesz
MEMBERS ABSENT: None

Staff Members Present: Interim City Administrator Dave Pecchia, City Clerk Roberta Colotti, Community Development Director Michael Grochala, and City Engineer Diane Hankee.

The meeting was called to order by Mayor Rafferty at 6:30 PM.

Mayor Rafferty provided an overview of the Rules of Decorum.

PUBLIC COMMENT

Mayor Rafferty opened the public comment period.

Derek Lind, Ramsey, MN on behalf of the citizen group Anoka County Election Integrity Team (ACEIT) outlined the organization's concern with the use of poll pads in Anoka County. He presented comparisons between Anoka County and Dakota County agreements with cities, noting that Anoka county has a license/lease agreement and Dakota County has a Joint Powers Agreement. He presented information on the flow chart for electronic rosters implementation and agreements.

Mayor Rafferty closed the public comment period at 6:36 p.m.

SETTING THE AGENDA

The agenda was adopted as presented.

1. CONSENT AGENDA

Motion to Approve Consent Agenda Items #1A through 1D as presented.

RESULT:	CARRIED [5-0]
MOVER:	Stoesz
SECONDER:	Ruhland
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

2. FINANCE DEPARTMENT REPORT

None

3. ADMINISTRATION DEPARTMENT REPORT

A. First Reading of Ordinance No. 04-25 Comcast Franchise Extension Agreement

Motion to Dispense with the Full Reading of Ordinance No. 04-25 Comcast Franchise Extension Agreement.

RESULT:	CARRIED [5-0]
MOVER:	Stoesz
SECONDER:	Ruhland
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

Motion to provide First Reading of Ordinance No. 04-25 Comcast Franchise Extension Agreement

RESULT:	CARRIED [5-0]
MOVER:	Stoesz
SECONDER:	Ruhland
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

4. PUBLIC SAFETY DEPARTMENT REPORT

None

5. PUBLIC SERVICES DEPARTMENT REPORT

None

6. COMMUNITY DEVELOPMENT REPORT

A. 2025 Street Reconstruction and Sewer and Water Extension, Pine Haven

Motion to approve Resolution No. 25-25, Declaring Cost to be Assessed.

RESULT:	CARRIED [5-0]
MOVER:	Lyden
SECONDER:	Stoesz
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

Motion to approve Resolution No. 25-26, Calling Hearing on Proposed Assessment

RESULT:	CARRIED [5-0]
MOVER:	Cavegn
SECONDER:	Stoesz
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

B. 2025 Street Reconstruction and Sewer and Water Extension, Colonial Woods

Motion to approve Resolution No. 25-27, Declaring Cost to be Assessed

RESULT:	CARRIED [5-0]
MOVER:	Lyden
SECONDER:	Ruhland
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

Motion to approve Resolution No. 25-28, Calling Hearing on Proposed Assessment

RESULT:	CARRIED [5-0]
MOVER:	Cavegn
SECONDER:	Ruhland
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

C. Cannabis Business Regulations

Motion to waive the full reading of Ordinance No. 01-25 Amending Chapter 617 of City Code Establishing Regulations Relating to Cannabis Businesses.

RESULT:	CARRIED [5-0]
MOVER:	Ruhland
SECONDER:	Cavegn
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

Motion to give second reading and adopt Ordinance No. 01-25 Amending Chapter 617 of City Code Establishing Regulations Relating to Cannabis Businesses.

Mayor Rafferty reviewed the parameters set by the state for city regulations, stating that he was opposed to the lack of regulation on holiday hours of operation.

RESULT:	CARRIED [4-1]
MOVER:	Ruhland
SECONDER:	Cavegn
AYES:	Cavegn, Lyden, Ruhland and Stoesz
NAYS:	Rafferty
Roll Call Vote	

Motion to adopt Resolution No. 25-23, Approving Summary Publication of Ordinance No. 01-25.

RESULT:	CARRIED [5-0]
MOVER:	Cavegn
SECONDER:	Ruhland
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

Motion to waive the full reading of Ordinance No. 03-25, Amending the City Fee Schedule to Establish Fees Relating to Cannabis Businesses.

RESULT:	CARRIED [5-0]
MOVER:	Ruhland
SECONDER:	Cavegn
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

Motion to provide first reading of Ordinance No. 03-25, Amending the City Fee Schedule to Establish Fees Relating to Cannabis Businesses.

RESULT:	CARRIED [5-0]
MOVER:	Ruhland
SECONDER:	Cavegn
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

D. Zoning Regulations – Cannabis Businesses

Motion to waive the full reading of Ordinance No. 02-25, Amending Chapter 1007 of the City Code (Zoning Ordinance), Relating to Cannabis Businesses.

RESULT:	CARRIED [5-0]
MOVER:	Cavegn
SECONDER:	Ruhland
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

Motion to provide first reading of Ordinance No. 02-25, Amending Chapter 1007 of the City Code (Zoning Ordinance), Relating to Cannabis Businesses.

RESULT:	CARRIED [5-0]
MOVER:	Cavegn
SECONDER:	Ruhland
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

None

9. NOTICES AND COMMUNICATIONS

A. Community Calendar: A Look Ahead

- i. Environmental Board Meeting, February 26th at 6:30 PM**

ADJOURNMENT

Mayor Rafferty adjourned the meeting at 7:03 p.m.

These minutes were approved at the City Council meeting on March 10, 2025.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 1D**

STAFF ORIGINATOR: Roberta Colotti, CMC, City Clerk

MEETING DATE: March 10, 2025

TOPIC: Approval of Exempt Gambling Permit for St. Joseph of the Lakes

VOTE REQUIRED: Simple Majority

INTRODUCTION

The Minnesota Department of Public Safety, Alcohol and Gambling Enforcement division issues Exempt Permits to nonprofit organizations that conduct lawful gambling on five or few days and awards less than \$50,000 in prizes during a calendar year. This is not a regular gambling permit which requires a City Council resolution. Instead, the City is asked to acknowledge the permit with either; no waiting period, require a 30-day waiting period or deny the application.

BACKGROUND

The City is in receipt of the following application:

- St. Joseph of the Lakes Catholic Church, Exempt Gambling Permit (August 9-10, 2025).

RECOMMENDATION

Motion to acknowledge and approve the application for Exempt and Excluded Gambling Permit for St. Joseph of the Lakes Catholic Church as presented, with no waiting period.

ATTACHMENTS

None

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 1E**

STAFF ORIGINATOR: Roberta Colotti, CMC, City Clerk

MEETING DATE: March 10, 2025

TOPIC: Resolution No. 25-32, Special Event Permit: Ragnar Road Minnesota 2025

VOTE REQUIRED: Simple Majority

INTRODUCTION

The Ragnar Relay Series will be hosting a 200-mile relay races, which starts in St. Paul and ends in Duluth, MN with a stop in Lino Lakes.

Attached is an overview of the organization and proposed event.

BACKGROUND

The Ragnar Relay Series event plan includes a stop point for runners at Eagle Brook Church in Lino Lakes on August 8, 2025. It is possible the August 8, 2025 date will need to be moved in the event of inclement weather and an alternative date in 2025 selected. As a result, the approving resolution include the authority of the City Administrator to authorize an alternative date in 2025.

They have reported that they do not require any city road closures as they use the road shoulders and sidewalks as available. They will be responsible for securing any necessary permits from MNDOT or other road authorities.

The Public Safety and Public Services departments have reviewed their application and did not have any reason to deny the application. Approval is contingent upon a complete application, payment of any fees and adherence to city regulations.

ATTACHMENTS:

- Ragnar Relay Series Overview
- Resolution 25-32

Special Event Information - Ragnar Relay Minnesota

The Ragnar Relay Minnesota is a 200-mile-long distance running relay race proposed to start in St. Paul and end in Duluth August 8-9, 2025. Runners will experience “Minnesota Nice” on a scenic course that runs north on miles and miles of roads and trails! We anticipate 230 teams comprised of 12 individuals and 2 vehicles (“Ultra” teams have 6 participants and 1 vehicle), therefore we expect about 2,500 participants in total, but only 230 or less runners spread over 30-50 miles of course at any given time. Teams take turns running relay style to complete the course, picking up a runner and dropping off the next runner at each of the 36 exchange points along the course.

Parking/Traffic Flow:

- Ragnar teams start in waves staggered from 5:00 am – 1:00 pm to spread participants along the course, allowing about an 8-10 hour time frame to pass through communities.
- We anticipate less than 300 parking spots during our peak hours for Ragnar vehicles at major exchanges. Throughout most of the race, you can expect only 30-60 vehicles onsite.
- Each team is responsible for providing two support vehicles, with six runners in each vehicle. The first vehicle will drop off the first runner at the start, and then proceed to the first exchange point. At the first exchange, the vehicle will drop off the second runner and pick up the first runner when that runner’s leg is complete. Teams will repeat this pattern for six legs until they hand off to their second vehicle. This leapfrogging pattern will continue all the way to the finish line.

Race Personnel Onsite:

- Ragnar will have an exchange manager and volunteers present during the entire race at each exchange point. Additionally, Ragnar staff will be present throughout the event to ensure everything is running smoothly.

Sanitation and Garbage Disposal:

- Ragnar will provide portable toilets at all exchanges.
- Ragnar staff and volunteers will manage all trash clean up. A trash dumpster will be provided to collect team trash and will be removed after the event.

Safety, Emergencies and First Aid

Runner safety is of foremost concern. Before entering the course, teams must go through a safety gear check and training. All runners sign waivers acknowledging that the course includes areas where there may be traffic congestion and that they must obey race rules, which require observance of all applicable traffic rules and regulations.

Runners and community residents can notify Ragnar through the Ragnar Race Command number, 661-RAGNAR-1 (661-724-6271), with any concerns of problems along the course. Medical personnel are at each Major Exchange point, approximately every 25-35 miles of the course. If a runner encounters a first aid issue at a minor exchange, they are to proceed to the closest major exchange to be treated. In the event of an emergency, runners are directed to contact 911 and then notify Ragnar staff.

Volunteers

Exchanges are staffed by a combination of team required volunteers and community groups and charities trained on site by Ragnar Staff. Groups and charities are given a donation for providing volunteers to manage logistics such as parking, exchange chute details, team tracking and general runner directions. Volunteers are released by a staff member once the last runner has come through.

Community Impact

Communities directly benefit economically from money spent by participants for food, lodging and other services. Additionally, Ragnar partners with regionally based charities and groups for each event to encompass an even more positive impact on the local communities.

These overnight relays benefit both participants and the communities where they are presented. Participants have been unfailingly enthusiastic about their experiences and there are always a wide variety of human-interest stories associated with these events. These range from the experienced runner finding special meaning through participation in a running event as a member of a team, to the first-time runner who participates at the urging of a friend and discovers previously unknown abilities and a love for running; to families, businesses, old friends and other groups who enhance their relationships as they individually and collectively test their limits; to teams who simply run for a cause, whether in honor of a deceased friend or relative, or to raise money for local charities or another charity of special importance to the team.

Insurance

We are sanctioned under USA Track and Field. If you would like a Certificate of Liability Insurance for \$1 million in coverage, we are happy to provide that upon request. Please inform us what entity to have listed on that certificate.

Proposed Route in Anoka County

- Neighboring towns and exchange points pending approval.
- 3 ft coroplast directional signs placed on road shoulders and paths away from traffic and pedestrian walkways. Signs are on traffic cones and are placed prior to the race and removed immediately after.

County Highway Routes/Crossings

Leg 10

140th St N

137th St N

Egg Lake Road N

County Road 61

Leg 11

Frenchman Road

20th Ave N

Leg 12

20th Ave N

Gander Drive

Leg 13

Lake Drive NE

Hornsby St NE

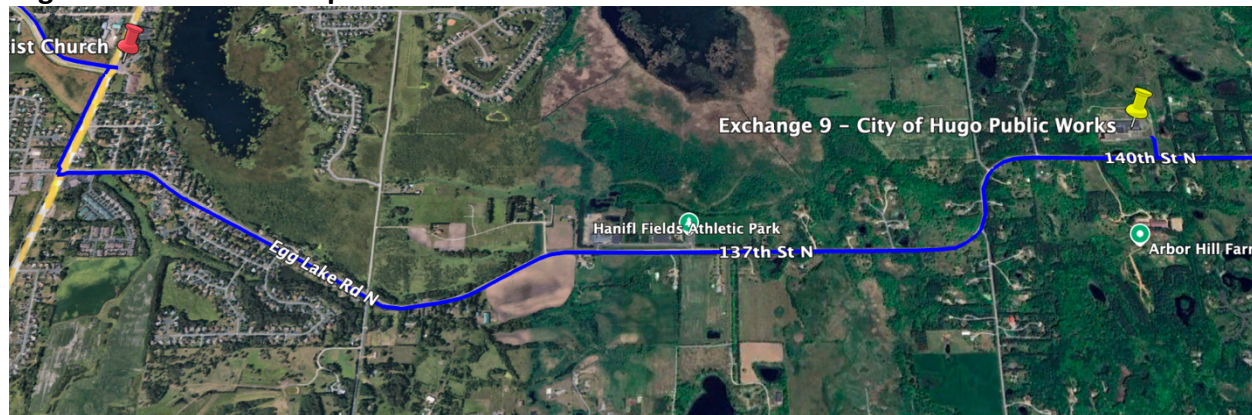
11th Ave SW

Hardwood Creek Trail (WCRR) (permitted through Washington County. Permit submitted.)

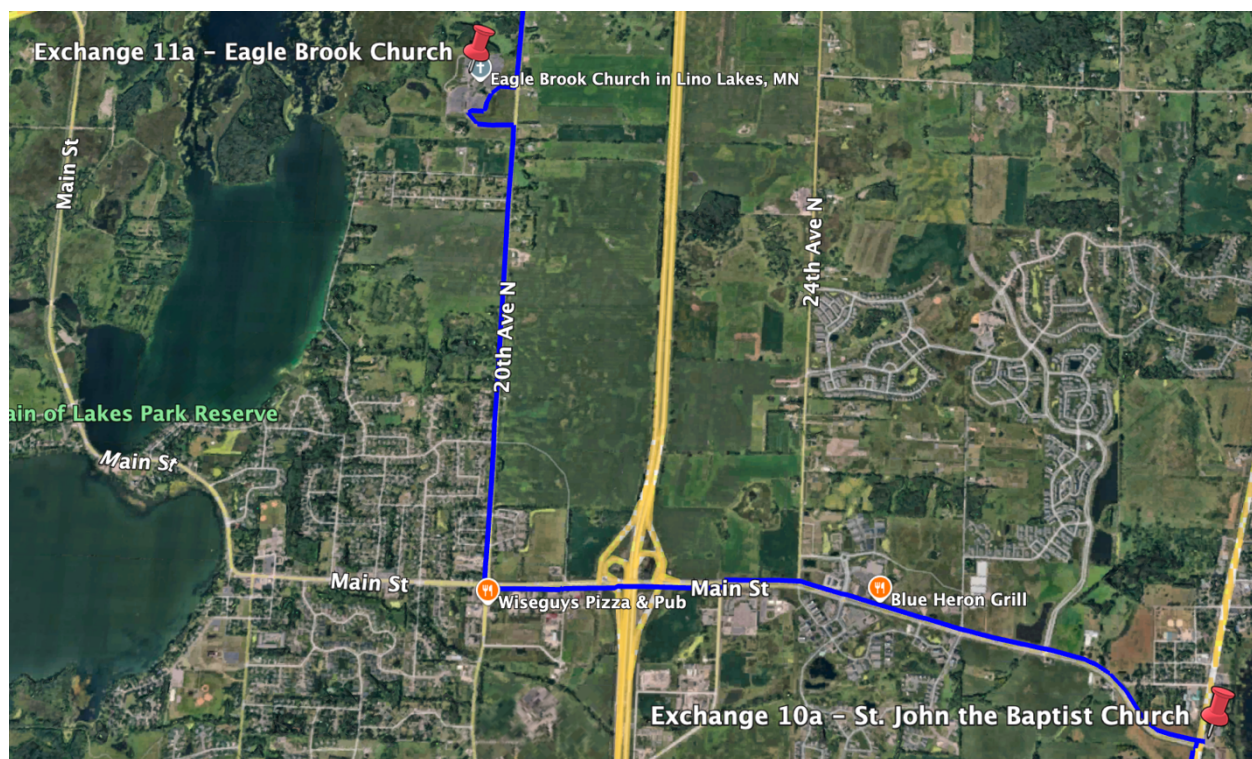
ROUTE MAPS

Interactive maps can be found here: <https://www.runragnar.com/event-detail/relay/minnesota#course>

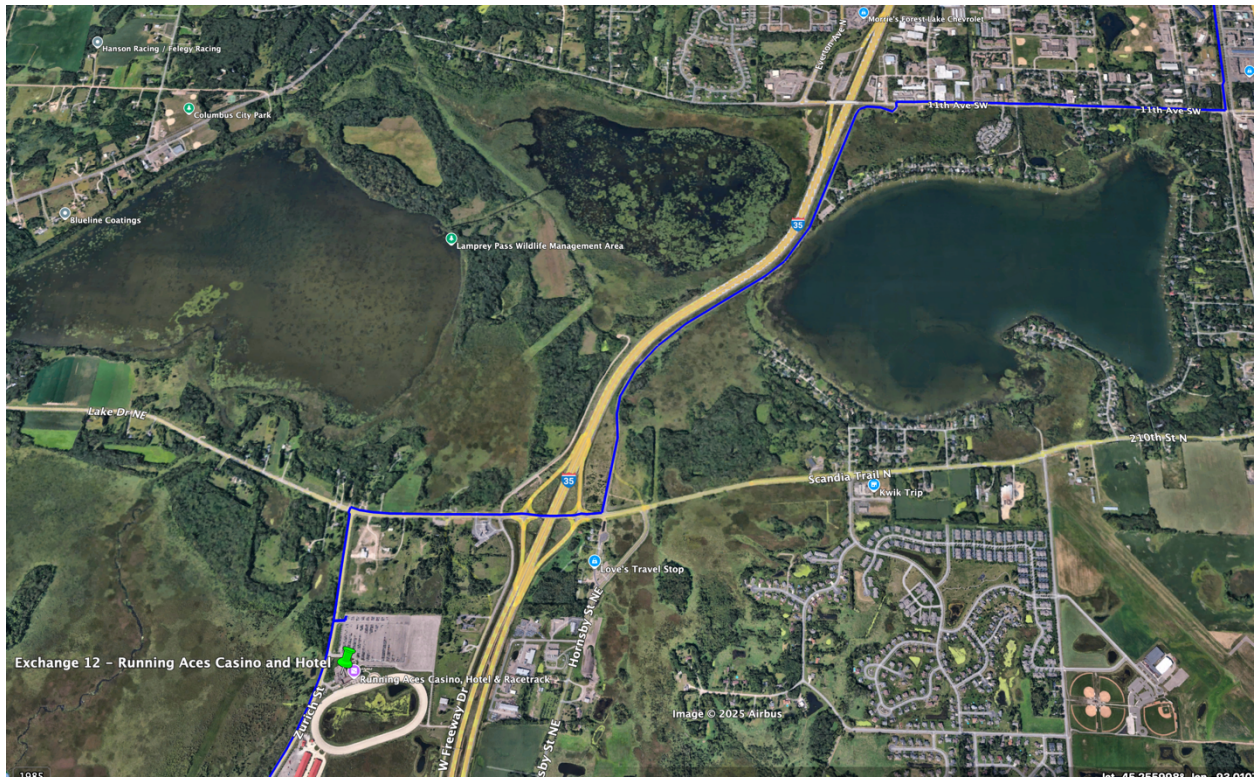
Leg 10: St. John's the Baptist Church



Leg 11: Eagle Brook Church – Lino Lakes Campus



Leg 12: Running Aces Casino, Hotel & Racetrack



CITY OF LINO LAKES
RESOLUTION NO. 25-32

**AUTHORIZING THE ISSUANCE OF A SPECIAL EVENT PERMIT FOR
RAGNAR ROAD MINNESOTA 2025**

WHEREAS, the Ragnar Relay Series will be hosting a 200-mile relay races, which starts in St. Paul and ends in Duluth, MN; and,

WHEREAS, the event plan includes a stop point for runners at Eagle Brook Church in Lino Lakes on August 8, 2025; and,

WHEREAS, it is possible the August 8, 2025 will need to be moved in the event of inclement weather and an alternative date in 2025 selected; and,

WHEREAS, They have reported that they do not require any city road closures as they use the road shoulders and sidewalks as available; and,

WHEREAS, the club will be responsible for securing any necessary permits from MNDOT or other road authorities; and,

WHEREAS, the permit applications and plan for the event will be required to be in compliance with city code and regulations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lino Lakes, Minnesota, that the City Council authorizes issuance of a Special Event Permit for the Ragnar Relay Series for the Ragnar Road Minnesota 2025 event on August 8, 2025. An alternative date in 2025 may be approved by the City Administrator in the event of inclement weather. Approval is contingent on compliance with all city regulations, completed application and payment of any fees.

Adopted by the Council of the City of Lino Lakes this 10th day of March 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC
City Clerk

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 1F**

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: March 10, 2025

TOPIC: Approval of the Hiring of Part-Time Staff for the Rookery Activity Center

VOTE REQUIRED: Simple Majority

INTRODUCTION

The Council is being asked to approve the hiring of part-time staff for The Rookery.

BACKGROUND

Staff is seeking approval to hire part-time personnel to work at The Rookery. The recruiting process has identified candidates that will be a great addition to our staff at The Rookery.

RECOMMENDATION

Staff recommends the Council approve the hiring of the part-time personnel listed below:

First Name	Last Name	Title
Justin	Mederich	Aquatics Lead
Maria	Haug	Lifeguard
Sam	Tessler	Lifeguard
Eli	Johnson	Guest Services Representative

Start dates vary based on position and training schedule.

Please approve the above personnel for the part-time positions at The Rookery Activity Center.

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 3A**

STAFF ORIGINATOR: Dave Pecchia, Interim City Administrator

MEETING DATE: March 10, 2025

TOPIC: Ordinance No. 04-25, Comcast Franchise Extension Agreement

VOTE REQUIRED: Simple Majority

INTRODUCTION

The Council is being asked to consider the second reading of Ordinance No. 04-25, Franchise Extension Agreement. This agreement is with Comcast of Minnesota, Inc. and extends to any successors or assigns of Comcast. First reading was provided at the February 24, 2025 meeting.

BACKGROUND

The ordinance extends the franchise agreement for five years. The City is a part of North Metro Telecommunications Commission and each city within the consortium must adopt the extension agreement separately. Comcast has reviewed and is in support of the agreement as presented.

The Chair of the North Metro Telecommunications Commission, Barbara Goodboe-Bisschoff has written the following regarding the proposed franchise extension:

“This ordinance preserves all of the provisions of the current franchise, as well as:

- The January 29, 1996, Memorandum of Understanding (MOU)
- The 1997 Resolution Transferring Community Television Programming Responsibilities from Group W of the North Central Suburbs, d/b/a Meredith Cable to the North Central
- The Franchise Settlement Agreement dated December 17, 2014

The ordinance was drafted by Commission Attorney Mike Bradley.”

RECOMMENDATIONS

- Dispense with the full reading of Ord. No. 04-25, Franchise Extension Agreement.
- Provide Second Reading and Adopt Ord. No. 04-25, Franchise Extension Agreement

ATTACHMENTS

Ordinance No. 04-25

1 st Reading: February 24, 2025	Publication: March 18, 2025
2 nd Reading & Adoption: March 10, 2025	Effective: April 17, 2025

CITY OF LINO LAKES

ORDINANCE NO. 04-25

FRANCHISE EXTENSION AGREEMENT

THIS AGREEMENT, effective upon passage and acceptance, between the City of Lino Lakes, Minnesota (the “City”), and Comcast of Minnesota, Inc., a Minnesota corporation (“Comcast”).

WHEREAS, the City granted Comcast a non-exclusive franchise to construct, operate and maintain a cable television system through a cable television franchise ordinance accepted and agreed upon by Comcast (the “Franchise”);

WHEREAS, the City, is a member of the North Metro Telecommunications Commission (the “Commission”);

WHEREAS, Comcast and the Commission are parties to (1) a Memorandum of Understanding (MOU) dated January 29, 1996; (2) the 1997 Resolution Transferring Community Television Programming Responsibilities from Group W of the North Central Suburbs, d/b/a Meredith Cable to the North Central; and (3) the Franchise Settlement Agreement dated December 17, 2014 (collectively the “Agreements”);

WHEREAS, the term of the Franchise expired on or about December 31, 2020, and Comcast continued to operate under the terms and conditions of the Franchise; and

WHEREAS, the parties desire to extend the current Franchise and Agreements.

NOW, THEREFORE, THE CITY OF LINO LAKES ORDAINS AS FOLLOWS:

Section 1. Section 2.4 of the Franchise is hereby amended by extending the term of such Franchise through and including June 30, 2030. The Parties do not waive any rights under Section 626 of the Federal Cable Act and agree that Grantee shall not be required to file an additional Section 626 Letter to preserve its rights to formal proceedings under the Franchise.

Section 2. Except as specifically modified hereby, the Franchise shall remain in full force and effect.

Section 3. Neither party waives any rights under law as a result of agreeing to this Franchise extension.

Section 4. The Agreements shall remain effective so long as Comcast, including any successors or assigns, continues to operate under the Franchise, including as it may be extended pending the completion of the renewal process. Neither the Commission nor Comcast may terminate the Agreements prior to renewal.

Passed and adopted this 10th day of March, 2025.

CITY OF LINO LAKES

Mayor

ATTEST

City Clerk

APPROVED AS TO FORM

City Attorney

ACCEPTANCE BY COMCAST

Comcast agrees to the terms and conditions of this Ordinance and Franchise Extension Agreement.

COMCAST OF MINNESOTA, INC.

Kalyn Hove

Title: Regional Senior Vice President, Comcast Midwest Region

Date: _____

ACCEPTANCE BY NORTH METRO TELECOMMUNICATIONS COMMISSION

NORTH METRO TELECOMMUNICATIONS COMMISSION

Commission Chair

Date: _____

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

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: March 4, 2025

TOPIC: Consider Resolution No. 25-21 Approving Permanent Right of Way Easement and Agreement with Ramsey County, I35E/CRJ Interchange Project

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting City Council consideration to transfer existing City right-of-way to Ramsey County for the reconstruction of the I35E/CR J interchange improvements.

BACKGROUND

Ramsey County continues to work toward completion of the plans and specifications of the I-35E/CRJ Interchange for proposed bid letting in spring of 2025. As discussed at the January 6, 2025 work session, staff is continuing to work with Anoka County, Ramsey County and MnDOT, regarding jurisdiction of the roadway between Centerville Road and 20th Avenue.

As previously explained, County Road J, between Centerville Road and Otter Lake Road is under the jurisdiction of multiple road authorities. The City of Lino Lakes, Anoka County, Ramsey County and Mn/DOT each share responsibility for certain portions of the roadway. The north half of CRJ, from Centerville Road to approximately 20th Avenue, is under the City's jurisdiction. The road is not currently on the City or County's municipal state aid system. However, all parties are proposing the use of state aid as part of the funding. We have been informed by Mn/DOT that roadways cannot share Municipal and County State Aid Designations.

After considerable discussion Ramsey County is proposing to take over as the responsible road authority for this section. This would allow Ramsey County to designate this as a state aid roadway. City, County and DOT staff are working through the logistics of this transfer. At this time, it appears that City will need to transfer our roadway easement rights to Ramsey County. This will be done by granting Ramsey County a public road easement over the subject area. The City will remain responsible for cost associated with the improvement consistent with the

County's cost participation policy. A separate Joint Powers Agreement will be considered regarding cost participation.

Staff is still working with Anoka County and Ramsey County regarding title of the right-of-way with the road right-of-way. The agreement will be subject to final review and approval of the City Attorney.

RECOMMENDATION

Staff is recommending approval of Resolution No. 25-21.

ATTACHMENTS

1. Resolution No. 25-21
2. Draft Permanent Easement Agreement

**CITY OF LINO LAKES
RESOLUTION NO. 25-21**

**RESOLUTION APPROVING PERMANENT RIGHT OF WAY EASEMENT AND
AGREEMENT WITH RAMSEY COUNTY FOR THE I35E/CRJ INTERCHANGE
IMPROVEMENT**

WHEREAS, the County Road Jay and I35E Interchange is planned for reconstruction in 2025; and

WHEREAS, the roadways of Interstate (I) 35E, Centerville Road (CSAH 21/CSAH 59) and Ash Street (CR J)/Wilkinson Lake Blvd are under the jurisdiction of multiple agencies including the City of Lino Lakes, the City of North Oaks, Anoka County and Ramsey County and the Minnesota Department of Transportation; and

WHEREAS, the portion of the right-of-way under the jurisdiction of Lino Lakes is proposed to be transferred to Ramsey County for purposes of establishing a County State Aid Highway;

NOW, THEREFORE BE IT FURTHER RESOLVED by The City Council of The City of Lino Lakes that the City Council hereby approves the Permanent Right of Way Agreement with Ramsey County, and authorizes the Mayor and City Clerk to execute the agreement on behalf of the City.

Adopted by the City Council of the City of Lino Lakes this 10th day of March, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

Public Works Use	Ramsey County Project Title:		
	State/Federal Fund No.(s):		
	Parcel No.:	PIN:	<input type="checkbox"/> ABSTRACT <input type="checkbox"/> TORRENS <i>(check all that apply)</i>
	Property Street Address:		

PERMANENT RIGHT-OF-WAY EASEMENT AND AGREEMENT

*(In-lieu of Eminent Domain)
(Entity to County)*

GRANTOR and GRANTEE (both parties are identified on page 2) agree:

1. Upon payment of the consideration (Section 3), and without any further deed or action, GRANTOR grants and conveys to GRANTEE a permanent easement ("Easement") over, under and across the real property described on Exhibit A ("Legal Description"). Exhibit B is a graphical depiction of the area for convenience of the parties and does not limit or extend the easement area.
2. Easement conveys to GRANTEE all rights necessary for the construction, operation, and maintenance of all public right-of-way and utility uses now known or adopted in the future. Said rights include, but are not limited to, the following rights:
 - A. To remove and use all plants, trees, and natural growth now existing, or later planted or grown;
 - B. To permanently grade or alter the grade of the land, and to remove and use all earth and other material not reasonably necessary for lateral and subjacent support;
 - C. To limit or allow all rights of access to the public right-of-way from the adjoining land;
 - D. To store equipment or supplies; and
 - E. To remove any physical improvements or fixtures.
3. GRANTEE will pay (\$000.00) Zero and 00/100 dollars to GRANTOR as full compensation for any and all claims relating to the conveyance of the Easement. Payment will be made within 60 days of the effective date, unless otherwise agreed.
4. GRANTOR hereby quitclaims and conveys to GRANTEE any and all interests it possesses in the real estate conveyed to be used by GRANTEE for the construction, operation, and maintenance of a public right-of-way and utility uses. GRANTOR makes no representations or warranty regarding the quality of the title to the real estate conveyed
5. GRANTOR knowingly waives all claims to damages pursuant to Minnesota Statutes Chapter 117, except those related to relocation or reestablishment, if applicable.

This writing constitutes the whole of any agreement between GRANTOR and GRANTEE regarding the acquisition of the rights enumerated herein, and any modification must be in writing. This agreement (and the granted Easement) is binding upon the parties, their successors and assigns. GRANTOR represents that it has the authority to enter into this agreement and the ability to convey the interests contemplated herein. Parties agree to cooperate with each other, provide all documentation, and do all such acts as reasonably required to effectuate the purposes of this Agreement and Easement.

GRANTEE	County of Ramsey, a political subdivision of the state of Minnesota, acting through its Director of Public Works	GRANTEE <input type="checkbox"/> Director <input type="checkbox"/> Authorized Representative	
		Name:	
		Date:	
Notary	State of Minnesota, County of _____		
	This instrument was acknowledged before me on _____, by _____ (name)		
	as _____ (title) of _____ (entity).		
	(stamp)	_____ (signature of notarial officer)	
		Title (and Rank): _____	
		My commission expires: _____ (month/day/year)	

Drafted by:
RAMSEY COUNTY ATTORNEY'S OFFICE
4500 Metro Square, 121 East 7th Place
St. Paul, MN 55101

For tax records:
County of Ramsey
c/o Director of Public Works
1425 Paul Kirkwold Dr.
Arden Hills, MN 55112

EXHIBIT A

(Legal Description of Easement Area)

Centerline of Lino Lakes portion of Ash Street aka County Road J east of Centerville drive to easterly right of way 35E.

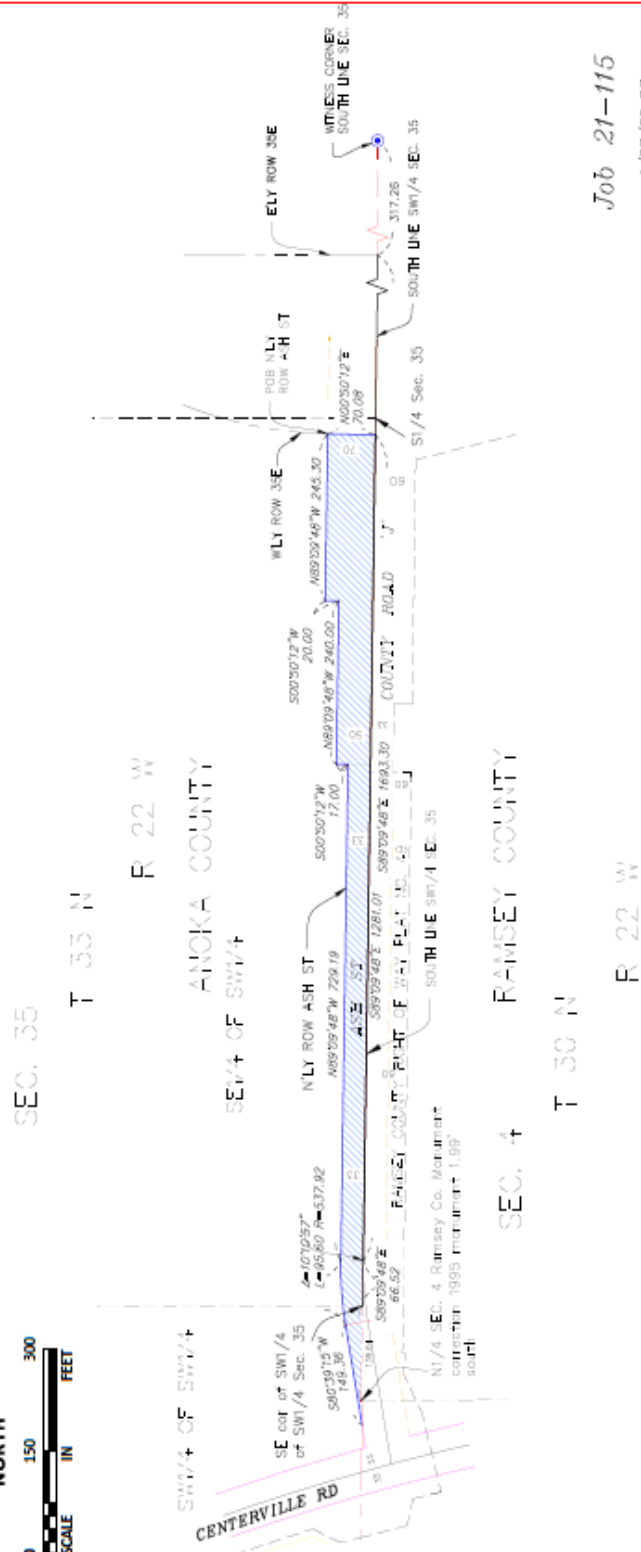
Commencing at the southeast corner of the Southwest Quarter of the Southwest Quarter of Section 35, Township 31 North, Range 22 West; thence South 89 degrees 09 minutes 48 seconds East assumed bearing along the south line of Southwest Quarter of said Section, a distance of 66.52 feet to the point of beginning of center line and the point of tangency of said centerline from the west; thence continuing South 89 degrees 09 minutes 48 seconds East along said south line a distance of 1693.30 feet to the easterly right of way of interstate 35 East, per the Minnesota Department of Highways right of way map State Project 0282 (T.H. 35E=390) there terminating.

Lino Lakes portion of Northerly right of way Ash Street aka County Road J west of westerly right of way 35E

Commencing at the southeast corner of the Southwest Quarter of the Southwest Quarter of Section 35, Township 31 North, Range 22 West; thence South 89 degrees 09 minutes 48 seconds East assumed bearing along the south line of Southwest Quarter of said Section, a distance of 1281.01 feet to the westerly right of way of interstate 35 East, per the Minnesota Department of Highways right of way map State Project 0282 (T.H. 35E=390); thence North 00 degrees 50 minutes 12 seconds East, a distance of 70.08 feet to the point of beginning of the described northerly right of way of Ash Street; thence North 89 degrees 09 minutes 48 degree West, a distance of 245.30 feet; thence South 00 degrees 50 minutes 12 seconds West, a distance of 20.00 feet; thence North 89 degrees 09 minutes 48 seconds West, a distance of 240.00 feet; thence South 00 degrees 50 minutes 12 seconds West, a distance of 17.00 feet; thence North 89 degrees 09 minutes 48 seconds West, a distance of 729.19; thence westerly along tangential curve, concave to the south, radius 537.92 feet, central angle 10 degrees 10 minutes 57 seconds 95.60 feet; thence South 80 degrees 39 minutes 15 seconds West, a distance of 149.36 feet to the south line of said Southwest Quarter of said Section 35 there terminating.

(Easement Area Exhibit or Sketch)

Legal description exhibit
Ash street



Job 21-115

1/27/25 DZ

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

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: February 24, 2025

TOPIC: Consider 2nd Reading of Ordinance No. 03-25, Amending City Fee Schedule to Establish Fees Relating to Cannabis Businesses

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting City Council to consider an amendment of the City Fee Schedule regarding Cannabis Business registration fees.

BACKGROUND

On February 24, 2025 the City Council approved Ordinance No. 01-25 establishing regulations for the regulation of Cannabis related businesses within the City. The ordinance provided for the adoption of new registration fees.

State law and Ordinance No. 01-25 caps the application fee at \$500.00 and the renewal fee at \$1,000.00. Staff is proposing the establish those maximums. Lower potency hemp retail registration and renewal is proposed at \$250.00, which is the same currently charged for Cannabinoid licenses.

The City Council approved the 1st Reading of Ordinance No. 03-25 at the February 24, 2025 meeting.

RECOMMENDATION

Staff is recommending approval of the 2nd Reading of Ordinance No. 03-25 amending the City Fee Schedule.

ATTACHMENTS

1. Ordinance No. 03-25

1 st Reading:	Website Notice:
2 nd Reading:	Publication:
Adoption:	Effective:

**CITY OF LINO LAKES
ORDINANCE NO. 03-25**

**AN ORDINANCE AMENDING CHAPTER 218 OF CITY CODE
RELATING TO CANNABIS BUSINESS REGISTRATION FEES**

The City Council of Lino Lakes ordains:

Section 1. Chapter 218.01 (3) Business and miscellaneous is hereby amended to add the following fees:

<u>Cannabis Retail Registration Fee (Initial Application)</u>	<u>\$ 500.00</u>
<u>Cannabis Retail Registration Fee (Renewal)</u>	<u>\$1,000.00</u>
<u>Lower Potency Hemp Retailer (Initial Application)</u>	<u>\$ 250.00</u>
<u>Lower Potency Hemp Retailer (Renewal)</u>	<u>\$ 250.00</u>

Adopted by the Lino Lakes City Council this 10th day of March, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC City Clerk

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

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: March 10, 2025

TOPIC:

- i. Consider 2nd Reading of Ordinance No. 02-25, Amending Chapter 1007 of the City Code Relating to Cannabis Businesses
- ii. Consider Resolution No. 25-33, Approving Summary of Ordinance No. 02-25

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting City Council consideration to adopt amendment to the Zoning Ordinance (Chapter 1007 of City Code) relating to cannabis businesses as well as a summary of Ordinance No. 02-25 for publication.

BACKGROUND

As discussed at the December 2, 2024 and January 6, 2025, work sessions, Minnesota Statutes, Chapter 342, adopted in 2023 and amended in 2024 authorizes the cultivation, manufacturing and sale of cannabis products. Minnesota's new Office of Cannabis Management (OCM) will be responsible for the licensing of cannabis businesses. The State is currently completing the rulemaking process which will likely be completed after the first of the year (2025).

There are 13 different types of business licenses. These include:

Microbusiness	Mezzobusiness	Cultivator
Manufacturer	Retailer	Wholesaler
Transporter	Testing Facility	Event Organizer
Delivery Service	Medical Cannabis Combo Bus.	Lower-Potency Hemp Manuf.

Lower-Potency Hemp Retailer		
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The City Council previously amended Chapter 617 of City Code establishing registration requirements for Cannabis Business including, number of retail licenses allowed, buffer requirements from certain uses, and performance standards.

The amendment to Chapter 1007 relates to the City's role as the zoning authority. Cannabis businesses are viewed as any other type of legal business, subject to the City's general zoning regulations. A zoning ordinance text amendment has been drafted to include the various license types into appropriate zoning districts.

ANALYSIS

For purposes of the Zoning requirements the primary focus will be on the appropriate districts for each use. It is also necessary to determine whether the use is a permitted or conditional use based on similar uses already established in the districts.

The licensed uses fall within the following categories:

Cultivation. Cannabis business licensed or endorsed for cultivation would be permitted as an agricultural use and would be permitted indoor and outdoor in the R – Rural district. Indoor cultivation would also be considered in Industrial districts.

Cannabis Manufacturer. Cannabis business licensed or endorsed for cannabis manufacturer would be a permitted manufacturing use in the Light Industrial and General Industrial districts. Consideration should be given to whether this would be a permitted or conditional use in the Business Campus district.

Hemp Manufacturer. Cannabis business licensed or endorsed for low-potency hemp edible manufacturers permitted as a manufacturing use in the industrial districts.

Wholesale. Cannabis business licensed or endorsed for wholesale would be permitted as a wholesale sales use in the Light and General Industrial Districts and the Business Campus districts.

Cannabis Retail. Cannabis business licensed or endorsed for cannabis retail are permitted as retail sales in the Neighborhood Business, Limited Business, and General Business, Light Industrial, General Industrial and Business Campus districts.

Cannabis Transportation and Cannabis Delivery. Cannabis business licensed or endorsed for Transportation and Deliver would be permitted as warehousing uses in the Light and General Industrial Districts and the Business Campus District.

The draft ordinance proposes the inclusion of cannabis uses as permitted where similar activities are currently allowed. No conditional uses are proposed. Except for microbusinesses, uses that included cultivation or retail sales were not allowed in the BC, Business Campus district.

Planning & Zoning Board

The Planning and Zoning Board held a public hearing on January 8, 2025 and February 12, 2025. No public comment was received. The board unanimously recommended approval of Ordinance No. 02-25.

The City Council approved the 1st Reading of Ordinance No. 02-25 on February 24, 2025.

RECOMMENDATION

Staff is recommending approval of the 2nd Reading of Ordinance No. 02-25 and Resolution No. 25-33.

ATTACHMENTS

1. Ordinance No. 02-25
2. Resolution No. 25-33

	Rural	Commercial District			Industrial Districts			Notes
Cannabis License Type	R, Rural	NB, Neighborhood Business	LB, Limited Business	GB, General Business	LI, Light Industrial	GI, Gen Industrial	BC, Business Campus	
Cannabis Microbusiness					P	P	P	indoor cultivation of plants up to 5,000 sq ft or ½ acre outdoors + 1 retail license (same site). Staff proposing (indoor only)
Cannabis Mezzobusiness					P	P		Indoor cultivation of plants up to 15,000 sq ft or up to 1 acre outdoors + 3 retail license (retail use is not on same site) (staff indoor only)
Cannabis Cultivator (indoor)	P				P	P		Indoor cultivation of up to 30,000 sq ft plant canopy
Cannabis Cultivator (outdoor)	P							Outdoor cultivation limited to 2 acres
Cannabis Manufacturer					P	P	P	Manufacture cannabis and hemp products
Cannabis Retailer		P	P	P				Cannabis retailer (342.27 stipulates display, storage, hrs operation; security)
Cannabis Wholesaler					P	P	P	BUY and sell immature plants
Cannabis Transporter					P	P	P	Transport cannabis and hemp products between
Cannabis Testing Facility					P	P	P	Third-party testing any products grown or manufactured
Cannabis Delivery Service					P	P	P	Delivery with on-site vehicles
Medical Cannabis Cultivator	P				P	P		60,000 sq ft of plant canopy
Medical Cannabis Retailer		P	P	P				Purchase medical cannabis flower and products and sell or distribute
Medical Cannabis Combo Business					P	P		Cultivator, processor, and retailer
Lower-potency Hemp Edible Manufacturer					P	P	P	
Lower-potency Hemp Edible Retail		P	P	P				

1 st Reading:	Website Notice:
2 nd Reading:	Publication:
Adoption:	Effective:

**CITY OF LINO LAKES
ORDINANCE NO. 02-25**

**ORDINANCE AMENDING CHAPTER 1007 (ZONING ORDINANCE)
OF THE CITY CODE CONCERNING THE REGULATION AND ZONING
OF CANNABIS BUSINESSES**

The City Council of Lino Lakes ordains:

Section 1. Section 1007.001 of City Code (Rules and Definitions) is hereby amended to include the following definitions:

CANNABIS BUSINESSES RELATED: Unless otherwise noted in this section or chapter 24 of this title, words and phrases contained in Minnesota Statutes, section 342.01 and the rules promulgated pursuant to any of these acts, as amended, shall have the same meanings in this title.

- A. Adult-Use Cannabis Product: As defined under Minnesota Statutes, section 342.01, subd. 4.
- B. Cannabis business. A cannabis microbusiness, cannabis mezzobusiness, cannabis cultivator, cannabis manufacturer, dispensary, cannabis wholesaler, cannabis transporter, cannabis testing facility, cannabis delivery services, or medical cannabis combination business licensed, or any use otherwise authorized, under Minnesota Statutes, Chapter 342.
- C Cannabis cultivation: A cannabis business licensed for planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts by a business licensed or authorized to cultivate cannabis or medical cannabis pursuant to Minnesota Statutes, Chapter 342.
- D. Cannabis delivery service. A person or entity licensed or otherwise authorized to purchase cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products from licensed cannabis microbusinesses with a retail endorsement, cannabis mezzobusinesses with a retail endorsement, dispensaries, medical cannabis dispensaries, and medical cannabis combination businesses; transport and deliver cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumable products to customers; and perform other actions pursuant to Minnesota Statutes, Chapter 342.
- E. Cannabis or lower-potency hemp edible manufacturing. An entity licensed or otherwise authorized for the creation of cannabis concentrate and manufacture of cannabis

products and hemp-derived consumer products for public consumption pursuant to Minnesota Statutes, Chapter 342, an entity licensed or authorized to purchase hemp and artificially derived cannabinoids to make hemp concentrate; manufacture artificially derived cannabinoids and hemp edibles for public consumption; package and label lower-potency hemp edibles for sale to customers; sell hemp concentrate, artificially derived cannabinoids, and lower-potency hemp edibles to other cannabis businesses and hemp businesses; and perform other actions pursuant to Minnesota Statutes, Chapter 342, or an entity in possession of a medical cannabis processor license pursuant to Minnesota Statutes, Chapter 342.

- F. Cannabis mezzobusiness. A person or entity licensed to cultivate, manufacture, and sell products containing cannabis and related supplies and products and perform other actions authorized under a cannabis mezzobusiness license pursuant to Minnesota Statutes, Chapter 342.
- G. Cannabis microbusiness. A person or entity licensed to cultivate, manufacture, and sell products containing cannabis and related supplies and products and perform other actions authorized under a cannabis microbusiness license pursuant to Minnesota Statutes, Chapter 342.
- H. Cannabis retail business: A state licensed retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, excluding lower-potency hemp edible retailers, pursuant to Minnesota Statutes, Chapter 342.
- I. Cannabis retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
- J. Cannabis testing facility. A facility licensed to obtain and test immature cannabis plants and seedlings, cannabis flower, cannabis products, hemp plant parts, hemp concentrate, artificially derived cannabinoids, lower-potency hemp edibles, and hemp-derived consumer products from cannabis microbusinesses, cannabis mezzobusinesses, cannabis cultivators, cannabis manufacturers, cannabis wholesalers, lower-potency hemp edible manufacturers, medical cannabis cultivators, medical cannabis processors, medical cannabis combination businesses, and industrial hemp growers pursuant to Minnesota Statutes, Chapter 342.
- K. Cannabis transporter. An entity licensed or otherwise authorized to transport immature cannabis plants and seedlings, cannabis flower, cannabis products, artificially derived cannabinoids, hemp plant parts, hemp concentrate, lower-potency hemp edibles, and hemp-derived consumer products from a cannabis business to a cannabis business

pursuant to Minnesota Statutes, Chapter 342.

- L. Cannabis wholesaler. An entity licensed or authorized to obtain, store, and sell or otherwise transfer cannabis or hemp seeds, plants, flower, or other products for the purpose of resale or other transfer to a cannabis business, but not to consumers, pursuant to Minnesota Statutes, Chapter 342.
- M. Dispensary. An entity in possession of a cannabis retailer license or otherwise authorized to acquire, possess, transfer, sell, dispense, or distributes products containing cannabis and related supplies and products pursuant to Minnesota Statutes, Chapter 342.
- N. Lower-potency hemp edible: As defined under Minnesota Statutes, section 342.01, subd. 50.
- O. Lower-potency hemp edible retailer. A person or entity licensed or authorized to acquire, possess, transfer, sell, dispense, or distribute lower-potency hemp edible products and related supplies and products pursuant to Minnesota Statutes, Chapter 342.
- P. Medical cannabis combination business. An entity authorized to cultivate, manufacture, and sell cannabis, hemp, and cannabis and hemp related supplies and products, and perform other actions authorized under a medical cannabis combination license pursuant to Minnesota Statutes, Chapter 342.

Section 2. Section 1007.100(5) of the Zoning Ordinance (R, Rural District, Permitted Uses) is hereby amended to add the following provisions with subsequent sections renumbered accordingly:

- (m) Cannabis cultivator, indoor, limited to 30,000 square feet of plant canopy in compliance with City Code Chapter 617.
- (n) Cannabis cultivator, outdoor, limited to 2 acres in compliance with City Code Chapter 617.
- (p) Medical cultivator, outdoor, limited to 2 acres in compliance with City Code Chapter 617.

Section 3. Section 1007.130(6) of the Zoning Ordinance (NB, Neighborhood Business District, Permitted Uses) is hereby amended to add the following provisions with subsequent sections renumbered accordingly:

- (j) Cannabis retailer in compliance with City Code Chapter 617.
- (k) Cannabis medical retailer in compliance with City Code Chapter 617.
- (l) Lower-potency hemp edible retailer in compliance with City Code Chapter 617.

Section 4. Section 1007.131 (6) of the Zoning Ordinance (LB, Limited Business District, Permitted Uses) is hereby amended to add the following provisions with subsequent sections renumbered accordingly:

- (m) Cannabis retailer in compliance with City Code Chapter 617.
- (n) Cannabis medical retailer in compliance with City Code Chapter 617.
- (o) Lower-potency hemp edible retailer in compliance with City Code Chapter 617.

Section 5. Section 1007.132(6) of the Zoning Ordinance (GB, General Business District, Permitted Uses) is hereby amended to add the following provisions with subsequent sections renumbered accordingly:

- (s) Cannabis retailer, in compliance with City Code Chapter 617.
- (t) Cannabis medical retailer in compliance with City Code Chapter 617.
- (u) Lower-potency hemp edible retailer in compliance with City Code Chapter 617.

Section 6. Section 1007.140(7) of the Zoning Ordinance (LI, Light Industrial District, Permitted Uses) is hereby amended to add the following provisions with subsequent sections number accordingly:

- (t) Cannabis businesses, conducted entirely within a principal structure: cultivator (including medical), delivery service, manufacturer (including medical and lower-potency hemp edible), medical combo, microbusiness, mezzobusiness, testing facility, transporter and wholesaler in compliance with City Code Chapter 617.

Section 7. Section 1007.141(7) of the Zoning Ordinance (GI, General Industrial District, Permitted Uses) is hereby amended to add the following provisions with subsequent sections number accordingly:

- (r) Cannabis businesses, conducted entirely within a principal structure: cultivator (including medical), delivery service, manufacturer (including medical and lower-potency hemp edible), medical combo, microbusiness, mezzobusiness, testing facility, transporter and wholesaler in compliance with City Code Chapter 617.

Section 8. Section 1007.142(7) of the Zoning Ordinance (BC, Business Campus, Permitted Uses) is hereby amended to add the following provisions with subsequent sections number accordingly:

- (o) Cannabis Businesses, conducted entirely within a principal structure: delivery service, manufacturer (including medical and lower-potency hemp edible), microbusiness, testing

facility, transporter and wholesaler in compliance with City Code Chapter 617.

Section 9. 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 10th day of March, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

**CITY OF LINO LAKES
RESOLUTION NO. 25-33**

**RESOLUTION APPROVING SUMMARY OF
ORDINANCE NO. 02-25 FOR PUBLICATION**

WHEREAS, the City Council has approved the first and second readings of Ordinance No. 02-25 amending City Code Chapter 1007; and

WHEREAS, Ordinance No. 02-25 is lengthy, and Minn. Statute 412.191 provides for a city to publish a summary of an ordinance; and

WHEREAS, the City Council determines that the summary clearly informs the public of the intent and effect of the ordinance; and

WHEREAS, the publication in the official newspaper will include a notice that a full printed copy of the ordinance is available at City Hall.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the summary of Ordinance No. 02-25, attached hereto as Exhibit A, for publication according to State Law and City Charter is approved.

Adopted by the City Council of the City of Lino Lakes this 10th day of March, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

EXHIBIT A

CITY OF LINO LAKES

SUMMARY OF ORDINANCE NO. 02-25 AMENDING CHAPTER 1007 (ZONING ORDINANCE) OF THE CITY CODE CONCERNING THE REGULATION OF CANNABIS BUSINESSES

The City Council of Lino Lakes ordains:

Section 1. Chapter 1007 (Zoning Ordinance) of the Lino Lakes City Code is hereby amended to include provisions relating to the regulation of cannabis and hemp business regulations. The ordinance amends the following sections:

1007.001: Rules and Definitions provides definitions of Cannabis Related Businesses

1007.100 (5) establishes permitted uses within the R, Rural District

1007.130 (6) establishes permitted uses within the NB, Neighborhood Business District

1007.131 (6) establishes permitted uses within the LB, Limited Business District

1007.132 (6) establishes permitted uses within the GB, General Business District

1007.140 (7) establishes permitted uses within the LI, Light Industrial District

1007.141 (7) establishes permitted uses within the GI, General Industrial District

1007.142 (7) establishes permitted uses within the BC, Business Campus District

Section 2. This Ordinance shall be in force and effect from and after upon its passage and publication according to the Lino Lakes City Charter.

ADOPTED by the Lino Lakes City Council this 10th day of March, 2025.

This is a summary of the adopted ordinance. A full printed copy of the ordinance is available at City Hall or on the City's website at www.linolakes.us

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

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: March 10, 2025

TOPIC: Consider Resolution No. 25-34, Approving 1st Amendment to Professional Services Agreement with MnSpect, LLC

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting City Council consideration to amend the City's existing agreement with MnSpect, LLC for backup building inspection and review services.

BACKGROUND

The City entered into a Professional Services contract with MnSpect, LLC in 2020 to provide supplementary building inspection services during periods of peak demand. MnSpect currently provides, on an as needed basis, an inspector with a Limited Building Official certification. This person can complete inspections on one and two-family dwellings. To provide additional redundancy to our Building Department services, staff is proposing to expand the services provided by MnSpect to include:

- Certified Building Official providing inspections on commercial properties. (\$840/day)
- Designated Building Official, for periods when the city doesn't have an internal designee. (\$1,500/week)
- Certified Building Official, with State Delegation (\$150 per hour)
- Commercial Plan Review services (\$135/hour)

As noted above these are intended to be supplementary and/or emergency services used as needed to maintain service levels. Staff is still proposing to fill the vacant Building Inspector position. The 2025 building department budget includes \$36,720 for contracted inspection services.

RECOMMENDATION

Staff is recommending approval of Resolution No. 25-34.

ATTACHMENTS

1. Resolution No. 25-34
2. 1ST Amendment

**CITY OF LINO LAKES
RESOLUTION NO. 25-34**

**APPROVING 1ST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH
MNSPECT, LLC**

WHEREAS, the City entered into a professional services agreement with MnSpect, LLC in 2020 to provide Building Inspection services on an as needed basis to support City staff; and

WHEREAS, to provide redundancy, with the inspections department and maintain service levels during peak business periods the City is proposing to the services available for use; and

WHEREAS, MnSpect, LLC has proposed to provide back up Building Official and Commercial Plan review services

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the 1st Amendment to the Professional Services Agreement with MnSpect, LLC is hereby approved, and City staff is hereby authorized to execute the agreement on behalf of the City.

Adopted by the City Council of the City of Lino Lakes this 10th day of March, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

**FIRST AMENDMENT OF
AGREEMENT FOR BUILDING DEPARTMENT SERVICES
BETWEEN CITY OF LINO LAKES, MINNESOTA
AND MNSPECT, LLC**

THIS FIRST AMENDMENT OF AGREEMENT FOR BUILDING DEPARTMENT SERVICES is made effective as of the date of the last signature below by and between City of Lino Lakes, Minnesota (City) and MNSPECT, LLC, a wholly owned subsidiary of SAFEbuilt, LLC, (Consultant). Municipality and Consultant shall be jointly referred to as the “Parties”.

RECITALS AND REPRESENTATIONS

WHEREAS, Parties entered into an Agreement for Building Department Services (Agreement), by which both Parties established the terms and conditions for service delivery on July 28, 2020; and

WHEREAS, pursuant to Section 7 of Agreement, modifications shall require a written agreement signed by both parties; and

WHEREAS, Parties find it mutually beneficial to modify the Agreement to include additional services (Additional Services) not included in the original scope of services.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the Parties agree as follows:

1. The above recitals are acknowledged as true and correct and are incorporated herein.
2. Section 1. Inspection Services., is hereby amended to include the following:
 - D. Plan Review services on an add needed basis including the following:
 - Provide plan review services electronically or in the traditional paper format.
 - Review plans for compliance with adopted building codes, local building amendments or building ordinances.
 - Be available for pre-submittal meetings by appointment.
 - Coordinate plan review tracking, reporting, and interaction with applicable departments.
 - Provide feedback to keep plan review process on schedule.
 - Communicate plan review findings and recommendations in writing.
 - Return a set of finalized plans and all supporting documentation.
 - Provide review of plan revisions and remain available to applicant after the review is complete.
 - Consultant will return plans and supporting documents.
 - E. Designated Building Official. Individual who meets the statutory qualifications for a Designated Building Official found in the relevant Minnesota Statutes and Rules to serve as the City’s Designated Building Official during times when the City does not have a satisfactory internal designee to serve as the City’s Designated Building Official. During the time inspector is acting as the Designated Building Official, inspector shall be responsible for all duties set forth in Minnesota Rules, Chapter 1300.
 - F. Certified Building Official with State Delegation – Provide inspections and Plan Review of “Public Buildings and State Licensed Facilities” as described in MN Statute 326B.103
 - G. Certified Building Official –Provides inspections of Commercial Projects

Agreement, Section 6A. Cost of to the City for Services, subpart A. is amended to include the following:

iv.	Certified Building Official – State Delegated Projects	\$150	Per Hour (1-Hour Minimum)
v.	Certified Building Official	\$840	Per Day (8-hour day)
vi.	Certified Building Official	\$505	Per Day (4-hour day)
vii.	Commercial Plan Review	\$135	Per Hour with a 1 hour minimum
viii.	Designated Building Official	\$1,500	Per week or portion thereof. This fee shall only apply when a Consultant employee is designated as the City’s Designated Building Official

3. All other conditions and terms of the original Agreement not specifically amended herein, shall remain in full force and effect.

IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.

CITY OF LINO LAKES, MINNESOTA

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

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

STAFF ORIGINATOR: Diane Hankee PE, City Engineer

MEETING DATE: March 10, 2025

TOPIC: Consider Resolution No. 25-29 Approving Joint Powers Agreement Sanitary Sewer Service Agreement in the Cities of Lino Lakes and Shoreview, 435 Ash Street

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting council consideration to approve a Joint Powers Agreement for Sanitary Sewer Service in the Cities of Lino Lakes and Shoreview.

BACKGROUND

The property owner of 435 Ash Street, Lino Lakes, MN is requesting to connect to the City of Shoreview's sanitary sewer system. Their existing onsite individual sewer system is failing, and Lino Lakes does not currently have municipal utilities available.

A Joint Powers Agreement (JPA) is required to address the maintenance, connection fees and use charges. The JPA has been reviewed and approved by Shoreview staff and is enclosed. Once approved by Lino Lakes it will be presented to the Shoreview council.

RECOMMENDATION

Approval of Resolution No. 25-29, Approving Joint Powers Agreement Sanitary Sewer Service Agreement in the Cities of Lino Lakes and Shoreview, 435 Ash Street.

ATTACHMENTS

1. Resolution 25-29
2. Joint Powers Agreement

**CITY OF LINO LAKES
RESOLUTION NO. 25-29**

**APPROVING JOINT POWERS AGREEMENT
SANITARY SEWER SERVICE AGREEMENT
IN THE CITIES OF LINO LAKES, MN AND SHOREVIEW, MN**

WHEREAS, 435 Ash Street, Lino Lakes, MN is connecting to the City of Shoreview's municipal utilities; and

WHEREAS, Joint Powers Agreement is required to address the maintenance, connection fees and use charges. Minn. Stat. § 471.59 authorizes political subdivisions of the state to enter into joint powers agreements for the joint exercise of powers common to each; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes the Joint Powers Agreement Sanitary Sewer Service Agreement in the Cities of Lino Lakes and Shoreview is approved.

Adopted by the Council of the City of Lino Lakes this 10th day of March, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, City Clerk

**JOINT POWERS AGREEMENT
SANITARY SEWER SERVICE AGREEMENT
IN THE CITIES OF LINO LAKES, MN AND SHOREVIEW, MN**

THIS AGREEMENT is made and entered into this ____ day of _____, 2025 by and between the City of Lino Lakes, 600 Town Center Parkway, Lino Lakes, MN 55014, and the City of Shoreview, 4600 Victoria Street North, Shoreview, MN 55126.

WITNESSETH

WHEREAS, Ash Street (CR J/CSAH 32) is a border road between the Cities of Lino Lakes and the City of Shoreview. Ash Street (CR J/CSAH 32) is a County Road under the jurisdiction of Anoka County and Ramsey County; and

WHEREAS, the Individual Subsurface Treatment System of the property at 435 Ash Street, Lino Lakes, MN is failing; and

WHEREAS, the City of Lino Lakes does not currently have municipal utilities available along the 400 block of Ash Street (CR J/CSAH 32). The City of Shoreview has municipal utilities along the south side of Ash Street (CR J/CSAH 32); and

WHEREAS, the property owner at 435 Ash Street, Lino Lakes, MN has requested to connect to the City of Shoreview's municipal utilities; and

WHEREAS, Lino Lakes represents that only 435 Ash Street, Lino Lakes, MN would be connected to the City of Shoreview's municipal system under this agreement. This area of Lino Lakes is planned to be served in utility service Stage 1A (2018-2025) as outlined in the City of Lino Lake's 2040 Comprehensive Plan, as amended. Upon extension of Lino Lake's municipal utilities this property will be required to connect to the Lino Lakes system; and

WHEREAS, the property of 435 Ash Street, Lino Lakes, MN shall not be subdivided while connected to the City of Shoreview's municipal system; and

WHEREAS, the parties agree that it is the responsibility of the property owner to pay the City of Shoreview's utility connection fees, and obtain required permits from regulatory agencies for the construction of service; and

WHEREAS, Minn. Stat. § 471.59 authorizes political subdivisions of the state to enter into joint powers agreements for the joint exercise of powers common to each.

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. CONDITIONS

Connection to the City of Shoreview sanitary system will be subject to the following conditions:

- a) Sanitary sewer service backups caused by the lack of maintenance of the private sanitary sewer service shall be the responsibility of the property owner of 435 Ash Street, Lino Lakes, MN and enforced by the City of Lino Lakes.
- b) Discharge of surface waters from or ground water from sump pump and foundation drain discharges are prohibited and shall be monitored and enforced by the City of Lino Lakes, and at the City of Shoreview's request.
- c) The existing individual subsurface sewage treatment system shall be abandoned in conformance with Lino Lakes City Code.

II. PERMITS AND FEES

The property owner of 435 Ash Street, Lino Lakes, MN shall obtain a permit from the City of Shoreview and Lino Lakes. The property owner shall pay connection and permit fees prior to issuance of a permit:

City of Shoreview Sewer

Sewer fees in lieu of an assessment 92' X \$25.23/ft	\$ 2,321.16
Connection Charge	\$ 275.00
Permit/Inspection	<u>\$ 60.00</u>

Total Shoreview Sewer Connection Fees \$ 2,657.16

City of Lino Lakes Sewer

Permit/Inspection	\$ 200.00
MCES Sewer Availability Charge	<u>\$ 2,485.00</u>

Total Lino Lakes Sewer Permit Fees \$ 2,685.00

III. USE CHARGES

Sanitary Sewer - The City of Lino Lakes shall pay the City of Shoreview the total of the individual sanitary sewer use charges for the dwelling as computed pursuant to the City of Shoreview code 502.070 and amendments thereto. The rate shall be based on the City of Shoreview sewer-only single-family home rate. The rates are adjusted by Shoreview city council from time to time. A quarterly statement for the total sanitary sewer use charge shall be mailed to the City of Lino Lakes within a reasonable time. The statement shall be due and payable within one month of billing. The City of Lino Lakes will bill the property owner for reimbursement of sanitary sewer use charges.

IV. FUTURE SUBDIVISION AND TRUNK UTILITY FEES

No further subdivision of the property will be allowed until the City of Lino Lakes extends municipal utilities to service the property. At the time of subdivision all applicable City of Lino Lakes assessments and trunk utility fees will be due and payable.

V. TERMINATION

This Agreement may be terminated by the City of Shoreview if the City of Lino Lakes or the resident at 435 Ash Steet, Lino Lakes, MN violates the terms of the agreement or the provisions of Shoreview Code Chapters 500 and amendments thereto. The City of Lino Lakes may terminate this agreement upon disconnection of the utility service from City of Shoreview sanitary sewer, and 30-day prior written notice to the City of Shoreview of its intention to terminate. Disconnection of the service associated with termination shall be at the cost of the City of Lino Lakes and pursuant to plans approved by the City of Shoreview City Manager. Paragraph III Use Charges will continue to apply until City of Lino Lakes sends letter to City of Shoreview certifying disconnection of the service is complete.

XI. INDEMNIFICATION

To the extent allowed by law, the City of Shoreview and the City of Lino Lakes mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement, except any claims, losses, costs, expenses or damages resulting from the other party's negligence or willful misconduct.

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

CITY OF LINO LAKES

By: _____
Rob Rafferty
Mayor

Dated: _____

CITY OF SHOREVIEW

By: _____
Sue Denkinger
Mayor

Dated: _____

ATTEST

By: _____
Roberta Colotti
City Clerk

Dated: _____

By: _____
Brad Martens
City Manager

Dated: _____