



CITY COUNCIL AGENDA **UPDATED 03/21/25**

Monday, March 24, 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. Consider Approval of Expenditures for March 24, 2025 (Check No. 122423 through 122507) in the Amount of \$458,107.53
- B. Approval of March 3, 2025, Work Session Minutes
- C. Approval of March 5, 2025, Special Work Session Minutes
- D. Approval of the Hiring of Part-Time Staff for the Rookery Activity Center
- E. Approval of the March 10, 2025, Work Session Minutes
- F. Approval of March 10, 2025, City Council Meeting Minutes

- G. Resolution No. 25-38, Authorizing the Issuance of a Solicitor License to Sunburn Construction (DBA Everlight Solar)
- H. Resolution No. 25-21, Approving Permanent Right of Way Easement and Agreement with Ramsey County, I35/CRJ Interchange Project, Michael Grochala, Community Development Director
- I. Resolution No. 25-41, Supporting Retention of City Zoning Authority, Michael Grochala

2. FINANCE DEPARTMENT REPORT

No Report

3. ADMINISTRATION DEPARTMENT REPORT

- A. Consider Appointment of Paid On-Call Firefighter, Meg Sawyer
- B. Consider Appointment of Part-Time Firefighter, Meg Sawyer

4. PUBLIC SAFETY DEPARTMENT REPORT

No Report

5. PUBLIC SERVICES DEPARTMENT REPORT

- A. Consider Resolution No. 25-35, Approving Contract with Northland Recreation Inc. for Behm's Park and Shenandoah Park Playground Equipment, Rick DeGardner

6. COMMUNITY DEVELOPMENT REPORT

- A. Public Hearing. Consider Resolution 25-36 Adopting Special Assessments, 2025 Street Reconstruction and Sewer and Water Extension, Pine Haven, Diane Hanke
- B. Public Hearing. Consider Resolution 25-37 Adopting Special Assessments, 2025 Street Reconstruction and Sewer and Water Extension, Colonial Woods, Diane Hanke
- C. 2025 Street Reconstruction and Sewer and Water Extension Project, Diane Hanke
 - i. Consider Resolution 25-31, Accepting Bids and Awarding Contract
 - ii. Consider Resolution 25-30, Approving Construction Services Contract with WSB LLC.
- D. Consider Resolution 25-39, Declare Intent to Reimburse Certain Expenditures from Bond Proceeds, 2025 Street Reconstruction and Sewer and Water Extension Project, Michael Grochala
- E. Consider Resolution 25-40, Declare Intent to Reimburse Certain Expenditures from Bond Proceeds, 2025 Street Rehabilitation Project, Michael Grochala

7. UNFINISHED BUSINESS

No Report

8. NEW BUSINESS

No Report

9. NOTICES AND COMMUNICATIONS

- A. There will be a Special City Council meeting immediately following tonight's Regular Meeting, in the Community Room. The City Council will be meeting with DDA Human Resources regarding the City Administrator hiring process. The full agenda is posted on the website, and this meeting is open to the public.
- B. Environmental Board Meeting, 6:30 PM, March 26, 2025, at City Hall.

ADJOURNMENT



Expenditures

March 24, 2025

Check #122423 to #122507

\$458,107.53

Significant Disbursements this Period:

- Ziegler - \$119,090.37 – Caterpillar Backhoe (2025 CIP item)

CHECK REGISTER FOR CITY OF LINO LAKES

CHECK NUMBER 122423 - 122507

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
03/14/2025	122423	AFSCME COUNCIL #5	Remittance Check	612.20
03/14/2025	122424	INTERNATIONAL UNION OF OPERAT	Remittance Check	665.00
03/14/2025	122425	LAW ENFORCEMENT LABOR SERVICE	Remittance Check	1,679.00
03/24/2025	122426	AFLAC	MARCH INSURANCE PREMIUMS	459.84
03/24/2025	122427	ALL SAFE GLOBAL	ANNUAL FIRE EXTINGUISHER INSPECTION	214.66
			ANNUAL FIRE EXTINGUISHER INSPECTION	138.20
			ANNUAL FIRE EXTINGUISHER INSPECTION	248.80
				601.66
03/24/2025	122428	AMERICAN LEGAL PUBLISHING COR	CODE BOOK UPDATE - PRINTED COPY (2)	310.00
03/24/2025	122429	ANDREA MCCARTY	CHECK REFUND FOR ANNUAL MEMBERSHIP CANCELLATION	319.82
03/24/2025	122430	ANOKA COUNTY CENTRAL COMMUNICATIONS	Q4 2024 TZD GRANT	936.36
03/24/2025	122431	ANOKA COUNTY PROPERTY RECORDS	RECORDING OF RES NO 25-14 CUP 416 LILAC	46.00
03/24/2025	122432	ANOKA COUNTY SHERIFF'S OFFICE	Q4 2024 TZD GRANT	3,957.52
03/24/2025	122433	ASPEN MILLS, INC.	UNIFORM ALLOWANCE - A. NG	22.50
			UNIFORM ALLOWANCE - B. PETRIE	152.85
				175.35
03/24/2025	122434	BLAINE BROTHERS	SLACK ADJUSTER PINS (STOCK)	30.48
03/24/2025	122435	Capra, Michael	80% REFUND 7034 SUNRISE DRIVE	58.40
03/24/2025	122436	CENTENNIAL UTILITIES	NATURAL GAS	10,339.01
03/24/2025	122437	CENTURYLINK	TELEPHONE - CIVIC COMPLEX FIRE PROTECTION EQUIPMENT	68.66
			TELEPHONE - ROOKERY FIRE PROTECTION EQUIPMENT	67.39
			TELEPHONE - ROOKERY POOL EMERGENCY PHONE	142.84
				278.89
03/24/2025	122438	CITY OF ANOKA	Q4 2024 TZD GRANT	2,162.71
03/24/2025	122439	CITY OF BLAINE	Q4 2024 TZD GRANT	21,357.95
03/24/2025	122440	CITY OF COLUMBIA HEIGHTS	Q4 2024 TZD GRANT	4,521.32
03/24/2025	122441	CITY OF COON RAPIDS	Q4 2024 TZD GRANT	6,372.98
03/24/2025	122442	CITY OF FRIDLEY	Q4 2024 TZD GRANT	12,592.87
03/24/2025	122443	CITY OF RAMSEY	Q4 2024 TZD GRANT	12,302.59
03/24/2025	122444	CITY OF ST. FRANCIS	Q4 2024 TZD GRANT	977.13
03/24/2025	122445	Citygate Associates, LLC	OPERATIONAL STUDY OF PUBLIC SAFETY DEPARTMENT	27,948.47
			OPERATIONAL STUDY OF PUBLIC SAFETY DEPARTMENT	22,693.25
				50,641.72
03/24/2025	122446	COMCAST	PHONE & INTERNET SERVICES	167.39
03/24/2025	122447	CONNEXUS ENERGY	ELECTRICITY	4,850.16
03/24/2025	122448	CORE & MAIN LP	RESIDENTIAL WATER METERS	16,080.00
03/24/2025	122449	CROWN MARKING, INC.	NAME PLATE - S. GUTHMUELLER	38.45
03/24/2025	122450	DELTA DENTAL OF MINNESOTA	DENTAL INSURANCE PREMIUMS	5,108.48
03/24/2025	122451	EARL F. ANDERSEN	BREAK AWAY SIGN POST PARTS FOR WATERMARK	166.90
03/24/2025	122452	ELECTRO WATCHMAN, INC.	S2 SOFTWARE UPGRADE/ANNUAL SUPPORT PLAN	1,831.85
03/24/2025	122453	FACTORY MOTOR PARTS COMPANY	(2) LED MARKER LIGHTS #215	29.52

CHECK REGISTER FOR CITY OF LINO LAKES

CHECK NUMBER 122423 - 122507

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
			(2) MACK OIL FILTERS (STOCK)	32.32
			STOCK FILTERS	135.81
			TAHOE REAR BRAKE PADS & ROTORS (STOCK)	641.44
			HYDRAULIC FILTERS #210 & #215	71.28
			BATTERY CORES/ WARRANTY RETURN	(453.10)
			RETURN INCORRECCT FILTERS	(77.69)
			RETURN FILTERS & 2 CIVIL SIREN BATTERIE	(234.10)
			RETURN 2 BATTERY CORES	(30.00)
				<u>115.48</u>
03/24/2025	122454	FERGUSON WATERWORKS #2518	WATER MAIN REPAIR SUPPLIES 60 APOLLO DR	3,308.03
			GATE VALVE BOX STOCK	1,933.00
			FERGUSON ACADEMY ATTENDANCE FEE (2)	80.00
				<u>5,321.03</u>
03/24/2025	122455	FIRST ADVANTAGE OCC.	ANNUAL ENROLLMENT	36.71
03/24/2025	122456	FRATTALLONE'S/CIRCLE PINES	FINANCE CHARGE	30.00
03/24/2025	122457	HAROLD'S TRUCKING	SAND FILL	2,500.00
03/24/2025	122458	HYDRAULIC SPECIALTY, INC.	HYDRAULIC COUPLER SET #215	21.04
03/24/2025	122459	IMAGE PRINTING & GRAPHICS, IN	ROOKERY TRI-FOLD BROCHURE	66.90
			TRAIL TRIMMING DOOR HANGERS	139.06
				<u>205.96</u>
03/24/2025	122460	IMPERIAL DADE	REPLACEMENT HANDLE FOR KAIVAC MACHINE	101.01
			KAIVAC DISINFECTANT & METERING TIP	176.89
				<u>277.90</u>
03/24/2025	122461	INFINITE HEALTH COLLABORATIVE	POLICE WELLNESS PROGRAM	2,988.57
03/24/2025	122462	INSTRUMENTAL RESEARCH, INC.	FEBRUARY WATER TESTING	250.00
03/24/2025	122463	INTERSTATE POWER SYSTEMS, INC	GENERATOR INSPECTION - LIFT 7	395.00
			GENERATOR INSPECTION - LIFT 1	395.00
			GENERATOR INSPECTION - LIFT 5	395.00
			GENERATOR INSPECTION - FIRE 2	395.00
				<u>1,580.00</u>
03/24/2025	122464	J. BECHER & ASSOCIATES, INC.	TROUBLESHOOT SURGE PROTECTOR FIRE 2	497.00
			REPLACE OVERHEAD LIGHTS IN HR OFFICE	1,108.65
			REPLACE BURNT WIRES TO POOL PUMP #2	312.06
				<u>1,917.71</u>
03/24/2025	122465	JORDAN OLESON	POST EXAM FEES REIMBURSEMENT	177.26
03/24/2025	122466	KEVIN SULLIVAN	UB Receipt Refund for Account #: 007963	136.59
03/24/2025	122467	KONE	PHONE MONITORING SERVICE	2,036.76

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Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
03/24/2025	122468	LANGUAGE LINE SERVICES	FEBRUARY INTERPRETATION SERVICES	60.77
03/24/2025	122469	LEAGUE OF MINNESOTA CITIES	MEMBERSHIP DUES - M. SAWYER	25.00
03/24/2025	122470	LEAST SERVICES/COUNSELING, LL	POLICE WELLNESS & MONTHLY RETAINER FEE	330.00
			FIRE WELLNESS	150.00
				480.00
03/24/2025	122471	LITTLE FALLS MACHINE, INC.	REAR LIFT CYLINDER FOR WING #210	940.90
03/24/2025	122472	LRS	TOILET RENTAL - BIRCH PARK	65.00
			TOILET RENTAL - CITY HALL	65.00
			TOILET RENTAL - LINO PARK	65.00
			TOILET RENTAL - SUNRISE PARK	65.00
				260.00
03/24/2025	122473	MACQUEEN EQUIPMENT, INC.	DEPT EXP - GLOVES (13)	1,169.08
03/24/2025	122474	MANSFIELD OIL COMPANY	1,500 GALLONS OF GASOLINE, 1,000 GALLON	7,443.94
03/24/2025	122475	MATHEW PAULSON	UNIFORM ALLOWANCE - M. PAULSON	230.00
03/24/2025	122476	Medica	HEALTH INSURANCE PREMIUMS	56,313.18
03/24/2025	122477	METRO SALES INCORPORATED	CITY HALL WIDE FORMAT COPIER	61.41
			PUBLIC WORKS COPIER	100.47
			ROOKERY COPIER	524.73
				686.61
03/24/2025	122478	METRO-INET	MICROSOFT OFFICE 365 LICENSE - C. TIMMO	237.00
03/24/2025	122479	MITCHELL DEMARS	MILEAGE REIMBURSEMENT - BACKGROUND CHEC	16.10
03/24/2025	122480	MN METRO NORTH TOURISM BOARD	FEBRUARY 2025 TOURISM TAX	3,984.00
03/24/2025	122481	NAC MECHANICAL & ELECTRICAL	SERVICE TO ROOFTOP BOILER	451.75
			SERVICE TO ROOFTOP BOILER	683.00
				1,134.75
03/24/2025	122482	NORTHERN TOOL & EQUIPMENT	SPRAY NOZZLE FOR VAC TRAILER	56.99
03/24/2025	122483	NUSS TRUCK & EQUIPMENT	3 SLACK ADJUSTERS & PINS #260	341.61
			SLACK ADJUSTER #260	96.54
				438.15
03/24/2025	122484	O'REILLY AUTOMOTIVE STORES	POWER STEERING PUMP #412	181.50
			BATTERIES FOR CHEVROLET KEY FOBS	19.98
			BATTERY #306	185.18
			2 BATTERY CORE RETURNS	(44.00)
				342.66
03/24/2025	122485	OLSON'S SEWER SERVICE, INC.	URINAL DRAIN LINE JETTING	283.50
03/24/2025	122486	OTTER LAKE ANIMAL CARE CENTER	BOARDING - ARGOS	240.00
03/24/2025	122487	PACE SYSTEMS, INC.	SCHEDULING SOFTWARE	2,400.00

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Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
03/24/2025	122488	PERFORMANCE PLUS LLC	PRE-EMPLOYMENT EXAM	419.00
03/24/2025	122489	POMP'S TIRE SERVICE, INC.	10 POLICE TAHOE TIRES (STOCK)	1,800.00
03/24/2025	122490	PREMIUM WATERS, INC.	KANDIYOHI WATER	116.88
03/24/2025	122491	PRIMARY PRODUCTS COMPANY	NITRILE GLOVES	393.34
03/24/2025	122492	PYE-BARKER FIRE & SAFETY, LLC	ANNUAL FIRE MONITORING FEE	380.00
03/24/2025	122493	REPTILE & AMPHIBIAN DISCOVERY	SUMMER CAMP ZOO PROGRAM	330.00
03/24/2025	122494	ROBERT HALF	CONSULTING SERVICES IN FINANCE	2,272.00
03/24/2025	122495	STAPLES INC.	OFFICE SUPPLIES	200.30
03/24/2025	122496	STAR TRIBUNE	NEWSPAPER SUBSCRIPTION (3/28/25 - 3/27/	280.18
03/24/2025	122497	STATE OF MINNESOTA DEPARTMENT	HAZARDOUS MATERIALS FEE	525.00
03/24/2025	122498	STREICHER'S, INC.	ROAD FLARES	119.99
			DEPT EXP - J. OLESON	(5.00)
				<hr/> 114.99
03/24/2025	122499	TASC - CLIENT INVOICES	ADMIN FEES FEBRUARY 2025	80.40
03/24/2025	122500	U.S. BANK	FINANCE CHARGE	346.12
				<hr/> 36,703.68
03/24/2025	122501	VALLEY-RICH CO., INC.	6676 CLEARWATER CREEK CS REPAIR	14,388.76
			WATERMAIN REPAIR @ TERRA CT & APOLLO DR	18,942.45
				<hr/> 33,331.21
03/24/2025	122502	VIKING ELECTRIC SUPPLY, INC.	FUSES FOR POOL PUMPS	100.68
03/24/2025	122503	WALTERS RECYCLING & REFUSE	TRASH & RECYCLING	309.23
			TRASH & RECYCLING	1,540.48
				<hr/> 1,849.71
03/24/2025	122504	WARNING LITES OF MN, INC.	TRAFFIC CONTROL WATERMAIN REPAIR 60 APO	672.10
03/24/2025	122505	WHEELER HARDWARE COMPANY	PD RESTROOM DOOR REPAIR	336.00
03/24/2025	122506	XCEL ENERGY	ELECTRIC	5,132.02
03/24/2025	122507	ZIEGLER, INC.	CATERPILLAR 420XE BACKHOE #275	119,063.20
			THREADED HYDRAULIC ADAPTER #210	5.73
			O-RINGS & HYDRAULIC FITTING #210	21.44
				<hr/> 119,090.37
CKING TOTALS:				
Total of 85 Checks:				458,107.53
Less 0 Void Checks:				0.00
Total of 85 Disbursements:				<hr/> 458,107.53



Electronic Funds Transfer
MN Statute 471.38 Subd. 3

Council Meeting March 24, 2025

Transfer In/(Out)

3/14/2025 Payroll #06	(220,171.16)
3/14/2025 Payroll #06 Federal Deposit	(65,121.37)
3/14/2025 Payroll #06 PERA	(60,775.51)
3/14/2025 Payroll #06 State	(14,772.44)
3/14/2025 Payroll #06 Child Support	(321.48)
3/14/2025 Payroll #06 H.S.A. Bank Pretax	(4,061.72)
3/14/2025 Payroll #06 TASC Pretax	(913.42)
3/14/2025 Payroll #06 Mission Sq 457 Def. Comp #301596	(2,370.00)
3/14/2025 Payroll #06 Mission Sq Roth IRA #706155	(669.23)
3/14/2025 Payroll #06 MSRS HCSP #98946-01	(6,266.00)
3/14/2025 Payroll #06 MSRS Def. Comp #98945-01	(2,405.00)
3/14/2025 Payroll #06 MSRS Roth IRA #98945-01	(1,024.00)

**Lino Lakes City Council
Work Session
Minutes**

DATE: March 3, 2025
TIME STARTED: 6:01 P.M.
TIME ENDED: 8:01 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, City Planner Katie Larsen, City Engineer Diane Hankee, Human Resources & Communications Manager Meg Sawyer, Interim Public Safety Director Curt Boehme, and Interim Fire Chief Dan L'Allier.

1. Call to Order and Roll Call

Mayor Rafferty called the meeting to order at 6:01 p.m.

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

The agenda was adopted as presented.

3. Administration Update

The City Administrator presented the following updates:

- The DDA City Administrator Executive Search process is moving forward, and the Human Resources and Communications Manager will present a more detailed report this evening.
- Anoka County hosted a Sunset Avenue reconstruction project meeting at the Rookery last month, which was well attended by Lino Lakes residents.
- Staff has recently completed training on the CivicClerk by CivicPlus agenda management software and will be testing the system with the March 24th agenda and developing the systems full capabilities going forward.
- The Utility Billing division reviewed the Lino Lake Assisted Living account, and the bills are delinquent. Delinquent bills are annually certified to Anoka County for recovery through property taxes.
- The City has received multiple data requests. The recent large data request was assisted by a temporary employee and the current requests are being processed by regular staff.

- The outgoing Community Development Department Administrative Assistant and Payroll Clerk were recognized for their contributions to the organization.
- The Communications Department is working on a revised notification process for events such as watermain breaks.
- The Public Services/Parks & Recreation Director reported that rentals and membership revenue is increasing at the Rookery.
- The Community Development Department is reviewing bonding options for the water system.
- The Building Inspector role, filling current vacancies and opportunities for contracted services have been under review.
- The City received a response from the City Attorney regarding odd/even year elections. This topic will be scheduled for a future City Council meeting.
- The Police Department is working on policies for new hires and promotions. Costs will be assigned to the proposed organizational options for future consideration of the City Council.
- The list of organization and project priorities to hand off to the new City Administrator is being refined in coordination with the Department Managers.

Councilmember Stoesz, as the City Representative to the North Metro Telecommunications Committee, requested staff discuss the new CivicClerk agenda management software with North Metro TV as there may be options to integrate this with the broadcast agenda materials.

Councilmember Lyden requested that Rookery activities and membership be included with the upcoming Updates.

Councilmember Stoesz, as the Alternate Representative to the Twin Cities Gateway organization, suggested that the City work with Twin City Gateway on promoting Lino Lakes during the 3M Open Golf Tournament, being held in Blaine, July 24 - 27, 2025.

Councilmember Ruhland suggested, if possible, the City host a booth at the event.

The City Administrator stated that the Public Services/Parks & Recreation Director and Administrative Assistant would be working with Twin City Gateway.

Councilmember Ruhland asked if the City's communications platforms included an App for resident notifications.

The Human Resources & Communications Manager stated that the City uses an e-notification application within CivicPlus. Residents need to sign up for the notification as the City can not send out an e-notice without having them sign up first.

4. City Administrator Executive Search

The Human Resources & Communications Manager presented the timeline and next steps in the recruitment process. March 24th the Council will be asked to select the finalists to be interviewed. The interviews are planned for April 15th. The consultant, DDA, will be conducting a background check and work personality tests for all finalists invited to interview.

Councilmember Lyden requested that the consultant provide the Council with the name of the work personality test that was to be used in the process.

Mayor Rafferty commented that there have been significant advances, under the leadership of the Interim City Administrator, and that he hoped the time required for the onboarding of the new administrator would not slow that progress.

The Council discussed the notice period to be negotiated with the new City Administrator.

Councilmember Stoesz confirmed with the Human Resource & Communications Manager that the Pay Equity Report was current.

Mayor Rafferty commended the Interim City Administrator and Human Resources & Communications Manager on their work on the hiring process.

5. Burque Estates PUD Concept Plan

The City Planner provided an overview of the Burque Estates PUD Concept Plan. The applicant, Lino Lakes Partners, LLC, is proposing a residential development south of North Pointe, east of CSAH 54 (20th avenue) and west of I-35E. The development contains three (3) parcels totaling approximately 59 gross acres and 58 housing units.

The City Planner reviewed the discussions with the Anoka County Highway Department regarding access from this development. Noting that further discussions are necessary with Anoka County on this development.

The Interim Fire Chief stated that he has not reviewed the plans, but between a roundabout as proposed and a traffic light, he would prefer a traffic light that they can preempt. He is concerned with traffic backing up at this location.

The Community Development Director stated that it is very difficult to meet the traffic count required for a traffic light.

The City Council provided feedback for the City Planner and developer regarding the proposed plan.

6. Public Works Facility, Construction Manager RFQ/RFP

The Community Development Director stated that staff is proposing to use the construction manager as agent process as part of the public works facility design and construction. He reviewed the process under this type of agreement.

Council Consensus

It was the consensus of the City Council to utilize a construction manager as agent for the public works facility design and to direct staff to solicit quotes for services.

7. Backup Building Inspection & Plan Review Services

The Community Development Director reported that 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.
- Designated Building Official, for periods when the city doesn't have an internal designee.
- Commercial Plan Review services.

The Community Development Director stated that 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.

Council Consensus

It was the Council Consensus to direct staff to bring forward a professional service agreement amendment as presented, for consideration at a future meeting.

8. Public Safety Department Q4

The Interim Public Safety Director stated that he appreciated the opportunity this evening to work with the City Council to structure the quarterly report so that it meets the interest of the Council. He presented a sample report and optional categories for the consideration of the Council.

The Interim Fire Chief presented proposed updates to the fire department quarterly report.

Mayor Rafferty stated that he appreciated the option of new categories for the quarterly report.

The City Council provided feedback regarding categories, timelines and historic data to be included in future quarterly reports.

9. Adjournment

Mayor Rafferty adjourned the meeting at 8:01 p.m.

These minutes were approved at the regular Council Meeting on March 24, 2025.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

**Lino Lakes City Council
Special Work Session with Advisory Boards
Minutes**

DATE: March 5, 2025
TIME STARTED: 6:26 P.M.
TIME ENDED: 7:21 P.M.
LOCATION: Council Chambers
MEMBERS PRESENT: Mayor Rafferty, Councilmembers Cavegn, Stoesz (arrived 6:31) and Lyden
EXCUSED ABSENT: Councilmember Ruhland

Staff Members Present: Interim City Administrator Dave Pecchia, Community Development Director Michael Grochala, City Planner Katie Larsen, Environmental Coordinator Tom Hoffman, City Engineer Diane Hankee and City Clerk Roberta Colotti.

Consultants Attending: Kimley Horn Representatives, Brian Adams and Leila Bunge.

1. Call to Order and Roll Call

Mayor Rafferty called the meeting to order at 6:26 p.m.

Members of the Planning and Zoning Board, Parks and Recreation Board, Environmental Board and Economic Development Advisory Committee were also in attendance.

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

The agenda was adopted as presented.

3. Main Street Corridor Master Plan and AUAR

Kimley Horn Representatives Brian Adams and Leila Bunge provided an overview of the planning effort and stakeholder meetings which have been held to date. They reviewed the design scenario alternatives. They led the group in a tabletop exercise to solicit feedback on different design scenarios.

Ms. Bunge announced that there is a Community Meeting scheduled for March 19, 2025 from 6-8 p.m. at the Rookery. The planning project will be brought back to a future City Council Work Session and Regular meetings over the next two months.

4. Adjournment

Mayor Rafferty adjourned meeting at 7:21 p.m.

These minutes were approved at the regular Council Meeting on March 24, 2025.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

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

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: March 24, 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
Danielle	Earsom	Lifeguard

Start dates vary based on position and training schedule.

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

**Lino Lakes City Council
Work Session
Minutes**

DATE: March 10, 2025
TIME STARTED: 6:00 P.M.
TIME ENDED: 6:24 P.M.
LOCATION: Community Room
MEMBERS PRESENT: Mayor Rafferty Councilmembers Cavegn, Lyden and Stoesz.
EXCUSED ABSENT: Councilmember Ruhland

Staff Members Present: Interim City Administrator Dave Pecchia, City Clerk Roberta Colotti, Community Development Director Michael Grochala, City Engineer Diane Hankee, Human Resources & Communications Manager Meg Sawyer, and Interim Public Safety Director Curt Boehme.

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.

The Community Development Director stated that Item 6A “Consider Resolution No. 25-21, Approving Permanent Right of Way Easement and Agreement with Ramsey County, I35/CRJ Interchange Project” is requested to be removed from the regular agenda this evening and it will be brought back at a future meeting.

The Community Development Director stated that Item 6C “Consider Second Reading and Adoption of Ordinance No. 02-25, Amending Chapter 1007 of City Code (Zoning Ordinance), Relating to Cannabis Businesses” has a publication summary. It is requested that the adoption of the publication summary be added to the regular agenda.

3. Administration Update

The Interim City Administrator presented the following updates:

- The Public Services Director sent a report on the Rookery with the last City Council Weekly Update and proposes to send future updates approximately the third week of the month through the Weekly Update. This is in response to the Council request at the last work session for detailed information on the revenues and participation levels. He asked that the Council provide any feedback they have regarding the data that is included in the report going forward as the report format can be amended.

- The Police and Fire Department new promotional process is being developed and will be ready to go when the Citygate final report is presented.
- There is the need to amend the City Code regarding the police and fire department structure under the proposed Citygate operational changes.
- The Citygate report may be presented to the City Council in April.
- The Public Services Department successfully resolved a recent citizen complaint that was received by the department.
- At the last North Metro TV meeting there was discussion regarding the hiring of an Executive Director and the hiring discussion was forwarded to the Executive Committee. He stated that the current management structure has been working well under the Interim Co-Executive Directors leadership.
- The City has received the report from the City Attorney regarding odd/even year elections and this item is scheduled for Council discussion on April 7th.
- The City has hired a part-time seasonal employee for use of force training.
- The Human Resource Department has initiated a flexible work schedule policy amendment to allow employees to work four/10-hour days. Under this arrangement they can not telecommute any days of the week. The flexible work schedule policy currently in place allows for two days per week for certain job classifications to telecommute. This has been extended to select additional job classifications that were previously exempt from the telecommute policy to allow for one day per week to telecommute. These changes will be evaluated over the next three months, after which a formal policy amendment will be presented to the City Council.
- It is requested that the Council provide future consideration to creating an Assistant City Administrator position. A key responsibility of this position would be to serve in the absence of the City Administrator. It is recommended that a current employee be appointed to this role.
- All Department Managers have been asked to identify a person or persons within their department or an adjacent department, to be named as their backup in the event of extended absence or emergency. They have been providing their recommendations to the Interim City Administrator.
- The City continues to respond to multiple data requests.

- Attended the all boards meeting, Northwest Quadrant meeting.
- Attended the March 6th EDAC meeting. Two commercial development brokers were present to discuss business development. They reviewed the need for housing development to support commercial development.

Councilmember Stoesz confirmed as a Representative to the North Metro TV Board he did not support paying for a hiring process to find a new Executive Director. Noting that the revenues generated have been positive under the current management structure.

Councilmember Stoesz also stated that the North Metro TV discussions regarding merging with a larger cable consortium have stalled for now and that the only city still considering alternatives is Fridley.

Councilmember Stoesz requested that the City Clerk provide information on the number of cities that have odd vs. even year municipal elections. He noted that this information would be useful to the City Council as well as for the public as this is discussed.

Mayor Rafferty requested that the Assistant City Administrator job classification and hiring information be presented at the next City Council Work Session for discussion.

4. **Review Regular Agenda**

The Council reviewed the proposed Franchise Extension Agreement with Comcast. It was noted there was support for this amendment by the North Metro TV Commission.

The Community Development Director reviewed the proposed ordinance amendments relating to zoning districts and business license fees for cannabis businesses.

The Community Development Director reviewed the proposed amendment to the professional services agreement with MnSpect, LLP for building inspection work.

The City Engineer reviewed the homeowner application to secure utility services from the City of Shoreview through a Joint Power Agreement between the City of Lino Lakes and City of Shoreview.

5. **Adjournment**

Mayor Rafferty adjourned the meeting at 6:24 p.m.

These minutes were approved at the regular Council Meeting on March 24, 2025.

Roberta Colotti, CMC, City Clerk

Rob Rafferty, Mayor

**LINO LAKES CITY COUNCIL
REGULAR MEETING
MINUTES**

DATE: March 10, 2025
TIME STARTED: 6:30 PM
TIME ENDED: 6:52 PM
LOCATION: City Council Chambers
MEMBERS PRESENT: Mayor Rafferty, Councilmember Cavegn, Lyden and Stoesz
EXCUSED ABSENT: Councilmember Ruhland

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

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.

Joe Crow, 7537 Woods Edge Blvd, Lino Lakes, spoke on behalf of Centennial Soccer Club. He requested Lino Park be made available for games on Wednesday nights. He reported that last summer, they had four to five teams practicing at Lino Park on Wednesday nights from 5-8 p.m. He stated that he believes there is more than enough parking at the site for both community use at the park, and for the soccer fields. He stated that half of the players are Lino Lakes residents, and the majority go to a school in the Centennial School District.

Mayor Rafferty stated that staff would follow-up with him regarding his request.

Chris Stowe 426 Pine Street, Lino Lakes, presented a report from the Rice Creek Watershed District (RCWD) regarding the function and use of Anoka County Ditch 10-22-32. He expressed his concern with future flooding of his property.

Mayor Rafferty accepted the report into the record.

Delight DeMulling, 875 Lois Lane, Lino Lakes, asked if the City of Lino Lakes had any projects that received federal funding. Furthermore, if the city does receive funding she would like to know the details of the funding. Finally, if the city has been awarded funding, has it been received or is it simply allocated.

Mayor Rafferty stated that the City Administrator and/or Community Development Director would follow-up with her regarding her questions about federal funding.

Mayor Rafferty closed the public comment period at 6:40 p.m.

SETTING THE AGENDA

The Community Development Director requested that Item 6A be removed from the agenda and Item 6C be expanded to include a second action, adopting a publication summary of Ordinance No. 02-25.

The agenda was adopted as amended to strike Item 6A and to add the adoption of a publication summary to item 6C.

1. CONSENT AGENDA

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

RESULT:	CARRIED [4-0]
MOVER:	Cavegn
SECONDER:	Stoesz
AYES:	Rafferty, Cavegn, Lyden and Stoesz
NAYS:	None

2. FINANCE DEPARTMENT REPORT

None

3. ADMINISTRATION DEPARTMENT REPORT

A. Second Reading and Adoption 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 [4-0]
MOVER:	Cavegn
SECONDER:	Stoesz
AYES:	Rafferty, Cavegn, Lyden and Stoesz
NAYS:	None

Motion to provide Second Reading and Adopt Ordinance No. 04-25 Comcast Franchise Extension Agreement.

RESULT:	CARRIED [4-0]
MOVER:	Stoesz
SECONDER:	Cavegn
AYES:	Rafferty, Cavegn, Lyden and Stoesz
NAYS:	None
Roll Call Vote	

4. PUBLIC SAFETY DEPARTMENT REPORT

None

5. PUBLIC SERVICES DEPARTMENT REPORT

None

6. COMMUNITY DEVELOPMENT REPORT

A. Item Removed from Agenda

B. Ordinance No. 03-25, Fee Schedule for Cannabis Businesses

Motion to Dispense with the Full Reading of Ordinance No. 03-25, Amending the City Fee Schedule to Establish Fees Relating to Cannabis Businesses.

RESULT:	CARRIED [4-0]
MOVER:	Cavegn
SECONDER:	Lyden
AYES:	Rafferty, Cavegn, Lyden and Stoesz
NAYS:	None

Motion to provide Second Reading and Adopt, Ordinance No. 03-25, Amending the City Fee Schedule to Establish Fees Relating to Cannabis Businesses.

RESULT:	CARRIED [4-0]
MOVER:	Cavegn
SECONDER:	Lyden
AYES:	Rafferty, Cavegn, Lyden and Stoesz
NAYS:	None
Roll Call Vote	

C. Ordinance No. 02-25, Zoning Ordinance Related to Cannabis Businesses

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

RESULT:	CARRIED [4-0]
MOVER:	Cavegn
SECONDER:	Lyden
AYES:	Rafferty, Cavegn, Lyden and Stoesz
NAYS:	None

Motion to provide Second Reading and Adopt, Ordinance No. 02-25, Amending Chapter 1007 of City Code (Zoning Ordinance), Relating to Cannabis Businesses.

RESULT:	CARRIED [4-0]
MOVER:	Cavegn
SECONDER:	Lyden
AYES:	Rafferty, Cavegn, Lyden and Stoesz
NAYS:	None
Roll Call Vote	

Motion to adopt Resolution No. 25-33, Resolution Approving Summary of Ordinance No. 02-25 for Publication.

RESULT:	CARRIED [4-0]
MOVER:	Cavegn
SECONDER:	Stoesz
AYES:	Rafferty, Cavegn, Lyden and Stoesz
NAYS:	None

D. Resolution No. 25-34 Professional Services Agreement, MnSpect, LLC

Motion to adopt Resolution No. 25-34, Approving 1st Amendment to Professional Services Agreement with MnSpect, LLP.

RESULT:	CARRIED [4-0]
MOVER:	Lyden
SECONDER:	Stoesz
AYES:	Rafferty, Cavegn, Lyden and Stoesz
NAYS:	None

E. Resolution No. 25-29 JPA Sanitary Sewer and Watermain Service Agreement.

Motion to adopt 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.

RESULT:	CARRIED [4-0]
MOVER:	Cavegn
SECONDER:	Stoesz
AYES:	Rafferty, Cavegn, Lyden and Stoesz
NAYS:	None

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

None

9. NOTICES AND COMMUNICATIONS

A. Community Calendar: A Look Ahead

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

ADJOURNMENT

Mayor Rafferty adjourned the meeting at 6:52 p.m.

These minutes were approved at the City Council meeting on March 24, 2025.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

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

STAFF ORIGINATOR: Roberta Colotti, CMC, City Clerk

MEETING DATE: March 24, 2025

TOPIC: Resolution No. 25-38, Authorizing the Issuance of a Solicitor License to Sunburn Construction (DBA Everlight Solar)

VOTE REQUIRED: Simple Majority

INTRODUCTION

The Council is being asked to consider Resolution No. 25-38, Authorizing the Issuance of a Solicitor License to Sunburn Construction (DBA Everlight Solar).

BACKGROUND

Sunburn Construction (DBA Everlight Solar), located at 10501 Winnetka Ave. N., Suite 170, Brooklyn Park, MN, has submitted a solicitor's license application to the City Clerk's office.

The term of the license is six (6) months, effective during 2025. The City has received the necessary forms required to issue a Solicitor's License. The Lino Lakes Public Safety Department completed a background check and there are no limiting conditions. The company representatives requested to work in Lino Lakes are listed in the enclosed resolution. Payment is pending approval of the license and will be a condition of issuance of the license.

RECOMMENDATION

Approval of Resolution No. 25-38, Authorizing the Issuance of a Solicitor License to Sunburn Construction (DBA Everlight Solar).

ATTACHMENTS

Resolution No. 25-38

**CITY OF LINO LAKES
RESOLUTION NO. 25-38**

**AUTHORIZING THE ISSUANCE OF A SOLICITOR LICENSE TO
SUNBURN CONSTRUCTION (DBA EVERLIGHT SOLAR)**

WHEREAS, Sunburn Construction (DBA Everlight Solar), located at 10501 Winnetka Ave. N., Suite 170, Brooklyn Park, MN, has applied for a solicitor license to allow the following salespeople to solicit within the City of Lino Lakes and no disqualifying conditions were found with the background check:

1. Jake Baker
2. Wolfgang Bellanger
3. Derek Brellenthin
4. Jack Duggan
5. Brady Glause
6. Josue Her
7. Gabriel Johnson
8. Kevin Kvern
9. Hayden Lacy
10. Zach Morisett
11. Evan Murphy
12. Hudson McCoy
13. Gamechis Mohamed
14. Robert Phillips
15. Drew Reynolds
16. Chandler Sanford
17. Wade Shepherd
18. Samuel Snitker
19. Jack Sweeney

WHEREAS, Sunburn Construction (DBA Everlight Solar) has complied with the provisions of Chapter 613 of the Lino Lakes City Code for obtaining the necessary license, except for payment which is pending approval of the license.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Lino Lakes, Minnesota hereby approves the request of Sunburn Construction (DBA Everlight Solar) to solicit throughout Lino Lakes for a period of six (6) months, for a license term completely within the year 2025, contingent upon payment and maintenance of all conditions of the license.

Adopted by the City Council of the City of Lino Lakes this 24th day of March 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC
City Clerk

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

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: March 24, 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/CRJ 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. To facilitate this process the City will need to transfer its 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.

The agreement has been reviewed by the City Attorney and Ramsey County.

RECOMMENDATION

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

ATTACHMENTS

1. Resolution No. 25-21
2. 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 J 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 24th day of March, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

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.

Grantor Initial Here	GRANTOR acknowledges that it has had an opportunity to discuss the agreement with its legal counsel, that this agreement is in lieu of eminent domain, it is transferring the property voluntarily, and it is knowingly waiving rights it may have under Minnesota eminent domain law.
----------------------------	--

The following individuals represents that it has the authority to enter into this agreement and to bind the GRANTOR.

GRANTOR	Entity Name:		
	Entity Type:	GRANTOR	
	<input type="checkbox"/> corporation <input type="checkbox"/> limited liability company <input type="checkbox"/> limited liability partnership <input type="checkbox"/> municipal corporation	Name:	
	State of Registration:	Title:	
		Date:	
Notary	State of Minnesota, County of _____		
	This instrument was acknowledged before me on _____ by _____ (name)		
	as _____ (title) of _____ (entity).		
	_____ (signature of notarial officer)		
	Title (and Rank): _____ My commission expires: _____ (month/day/year)		

GRANTOR	Entity Name:		
	Entity Type:	GRANTOR	
	<input type="checkbox"/> corporation <input type="checkbox"/> limited liability company <input type="checkbox"/> limited liability partnership <input type="checkbox"/> municipal corporation	Name:	
	State of Registration:	Title:	
		Date:	
Notary	State of Minnesota, County of _____		
	This instrument was acknowledged before me on _____ by _____ (name)		
	as _____ (title) of _____ (entity).		
	_____ (signature of notarial officer)		
	Title (and Rank): _____ My commission expires: _____ (month/day/year)		

If entity type is not listed, entity is foreign, or there are multiple owners, contact County Attorney's Office.

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).		
	<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> (stamp) </div> <div style="width: 60%;"> _____ <i>(signature of notarial officer)</i> </div> </div>		
	Title (and Rank): _____		
My commission expires: _____ <div style="text-align: right;">(month/day/year)</div>			

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.

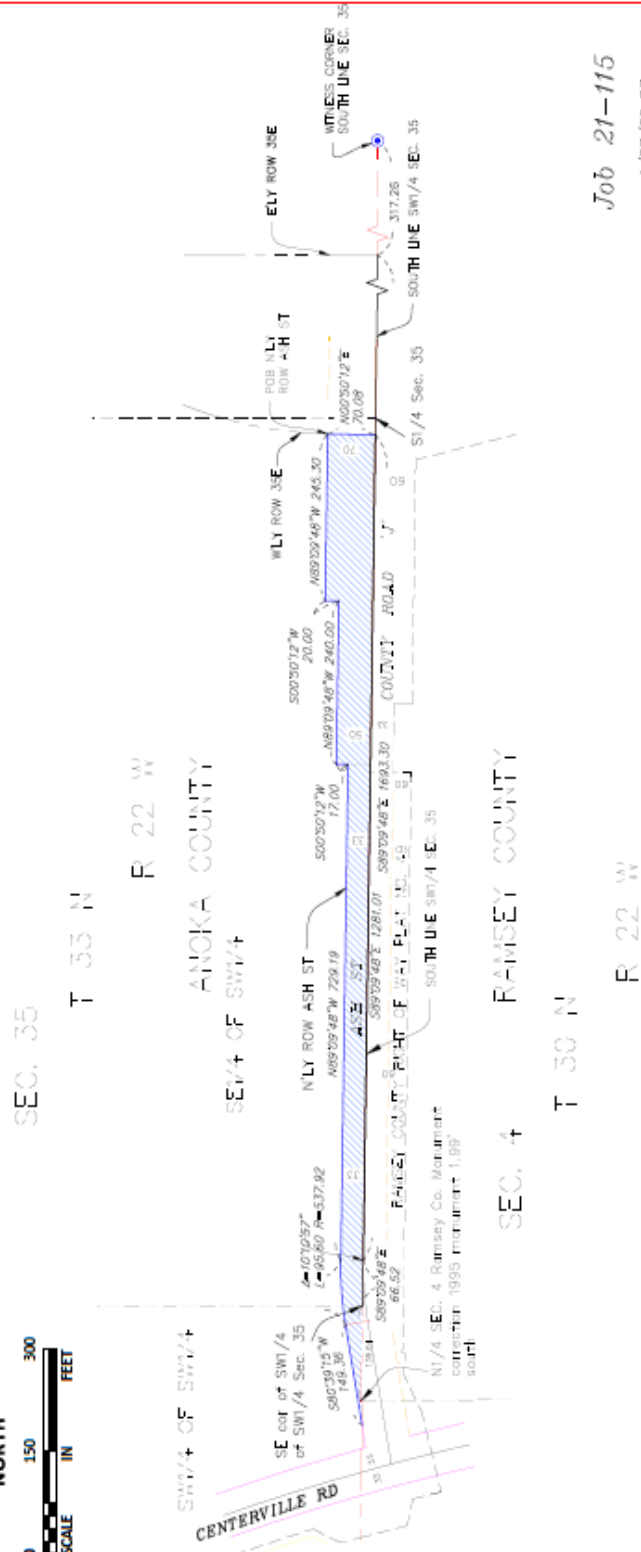
Commencing at the southeast corner of the Southwest Quarter of the Southwest Quarter of Section 35, Township 31 North, Range 22 West; thence South 89 degrees 09 minutes 48 seconds East assumed bearing along the south line of Southwest Quarter of said Section, a distance of 66.52 feet to the point of 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 1I**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: March 24, 2024

TOPIC: Consider Resolution No. 25-41 Supporting Retention of City Zoning Authority

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting City Council consideration supporting the retention of City Zoning Authority as it relates to several bills being considered by the state legislature.

BACKGROUND

Over the past several years the legislature has been considering bills to require more residential options in what has traditionally been low density single family residential zoning districts. Multiple bills, including [HF 1987/SF 2229](#) (“Minnesota Starter Home Act”), [HF 2140/ SF 2231](#) (“More Homes Right Places Act”), and [HF 2018/ SF 2286](#) (“Transforming Main Street Act”) are being discussed at the committee level during this year’s legislative session.

These committees are considering bills that would impose a rigid state framework on residential development, limiting local decision-making authority regardless of a city’s unique needs and circumstances. Local zoning is an important planning tool that ensures communities can responsibly plan for residential development and address locally-identified housing needs with resident input.

Cities recognize that there is a housing shortage across the state and across the housing spectrum, though the shortage looks different in each community. Alongside the state, cities play a key role in tackling housing challenges and continue to lead with local solutions. In Lino Lakes we have continued to innovate at the local level and have supported both affordable and market rate development.

In general, the bills:

- Limit city decision-making on land use and zoning authority
- Impose rigid state mandates on cities

- Force higher density development
- Eliminate cities' ability to require minimum parking standards on new developments
- Minimize resident input, allowing only one "community meeting" before administrative approval of projects.

Lino Lakes has spent a considerable amount of time and resources providing thoughtful and detailed processes planning for development. The Mapping NW Main project being a recent example. Our existing comprehensive plan and zoning ordinance provide for a variety of housing options and the infrastructure to support them. The proposed legislation would preempt most of that work. At the same time none of these provisions would guarantee affordable housing opportunities.

RECOMMENDATION

Consider approval of Resolution No. 25-41.

ATTACHMENTS

1. Resolution No. 25-41

CITY OF LINO LAKES

RESOLUTION NO. 25-41

A RESOLUTION SUPPORTING RETENTION OF CITY ZONING AUTHORITY

WHEREAS, decisions regarding local zoning and land use that best fit community needs are best left to city residents and officials; and

WHEREAS, cities utilize zoning and land use regulations to balance property usage, guide community growth, dedicate space and capacity for public infrastructure to support development (roads, parks and trails, transportation, sewer, stormwater, water, etc.), mitigate flooding and erosion, and preserve natural resources among others; and

WHEREAS, the Minnesota State Legislature, in an attempt to address housing availability and affordability challenges, is considering measures that would broadly limit city authority over zoning and land use decisions, transferring that authority to the state government; and

WHEREAS, these proposed measures fail to adequately address housing availability and affordability and offer no guarantees that cost savings for developers would translate into lower housing costs for prospective homeowners or renters; and

WHEREAS, a rigid, state-mandated approach to zoning and land use—relying on overly prescriptive mandates—would deprive cities of the flexibility necessary to accommodate their unique circumstances; and

WHEREAS, provisions would also limit opportunities for local residents to voice their concerns regarding proposed developments during public hearings of city council and other public meetings; and

WHEREAS, cities across the state have invested years of work to address zoning issues, and continue to do so, with the help of community engagement.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LINO LAKES MINNESOTA AS FOLLOWS:

The City of Lino Lakes opposes state proposals that seek to broadly limit local zoning and land use decision-making related to residential development; and

Supports constructive policy alternatives that provide cities with performance-based standards to guide development—while maintaining local decision-making and flexibility—and incentivize and bolster city efforts for addressing housing challenges; and

And, advocates for a city-state partnership to consider reforms that are proven to address housing availability and affordability and respect locally led zoning decisions and community input.

Adopted by the City Council of the City of Lino Lakes this 24th day of March 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC
City Clerk

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

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: March 24, 2025

TOPIC: Consider Appointment of Paid On-Call Firefighter

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to approve the appointment of Seth Martenson to the Paid On-Call Firefighter position within the Public Safety Department.

BACKGROUND

Staff has completed the recruitment process, provided a conditional offer, and is recommending the approval of Martenson for the Paid On-Call Firefighter position.

Martenson will be stationed at Fire Station 2. Currently, the City has twelve firefighters at Fire Station 1 and twelve firefighters at Fire Station 2. Fully staffed would be twenty firefighters at each station.

The starting wage for Martenson will be \$22.44 per hour. Martenson will be eligible for an annual cost of living (COLA) adjustment and upon completion of 5 years of service will be eligible for a step increase.

With the Council's approval, Martenson would start as a Paid On-Call Firefighter on April 7, 2025.

RECOMMENDATION

Please approve the appointment of Seth Martenson to the Paid On-Call Firefighter position.

ATTACHMENTS

None

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

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: March 24, 2025

TOPIC: Consider Appointment of Part-Time Firefighter

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to approve the appointment of Alicia Zuhlsdorf to the Part-Time Firefighter position within the Public Safety Department.

BACKGROUND

Staff has completed the recruitment process, provided a conditional offer, and is recommending the approval of Zuhlsdorf for the part-time position.

Zuhlsdorf has completed Firefighter 1 & 2 as well as Hazardous Materials training and certification.

The starting wage for Zuhlsdorf will be at \$26.27 per hour, which is Starting Step of a 6 step wage scale for the Part-Time Firefighting position.

With the Council's approval, Zuhlsdorf would start in the position on March 31, 2025.

The Public Safety Department currently has 10 Part-Time Firefighters on staff.

RECOMMENDATION

Please approve the appointment of Alicia Zuhlsdorf to the Part-Time Firefighter position.

ATTACHMENTS

None

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 5A**

STAFF ORIGINATOR: Rick DeGardner, Public Services Director

MEETING DATE: March 24, 2025

TOPIC: Consider Resolution No. 25-35, Approving Contract with Northland Recreation Inc. for Behm's Park and Shenandoah Park Playground Equipment

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting council consideration to approve a contract with Northland Recreation Inc. for the Behm's Park and Shenandoah Park Playground Projects. The project consists of design services, supply and delivery of the equipment, and the provision of a certified playground installer to assist the Parks Department.

BACKGROUND

The Park Board recommended that the playground equipment be replaced as part of their 2025 goals. The existing playground equipment at Behm's Park was installed in 1999 and at Shenandoah Park in 1998. Public Services Department staff will undertake the removals process and perform the necessary site work.

Staff is recommending entering into a contract with Northland Recreation, Inc. via Sourcewell (formerly NJPA) for the Behm's Park and Shenandoah Park Playground projects in the amount of \$80,000 for each site. Sourcewell is a public corporation serving as a municipal contracting agency for government and education agencies. Sourcewell serves member agencies under the legislative authority established and granted by Minnesota Statute 123A.21. This agreement fulfills the competitive solicitation and contract process required of governmental agencies.

The concept plan for Behm's Park is attached. Regarding Shenandoah Park, we are evaluating the potential of reusing some of the components (posts, climbers, rails, etc.) by sandblasting and repainting on-site. New decking and other play events would be added to give the playground structure a fresh new look.

Recommended funding is from the Park and Trail Fund.

RECOMMENDATION

Staff is recommending approval of Resolution No. 25-35.

ATTACHMENTS

Resolution No. 25-35

Behm's Park Playground Layout Plan

**CITY OF LINO LAKES
RESOLUTION NO. 25-35**

**APPROVING CONTRACT WITH NORTHLAND RECREATION INC. FOR
SHENANDOAH PARK AND BEHM’S PARK PLAYGROUND EQUIPMENT**

WHEREAS, the existing playground equipment at Behm’s Park was installed in 1999 and at Shenandoah Park in 1998; and

WHEREAS, the Park Board recommended that the playground equipment be replaced as part of their 2025 goals; and

WHEREAS, staff is recommending entering into a contract with Northland Recreation, Inc. via Sourcewell (formerly NJPA) for the Behm’s Park and Shenandoah Park Playground projects in the amount of \$80,000 for each site. This agreement fulfills the competitive solicitation and contract process required of governmental agencies, and

WHEREAS, recommended funding is from the Park and Trail Fund.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Lino Lakes, hereby authorizes staff to enter into a contract with Northland Recreation Inc. for the Behm’s Park and Shenandoah Park Playground projects in the amount of \$80,000 for each site.

Adopted by the City Council of the City of Lino Lakes this 24th day of March, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC
City Clerk

General Notes:

Age Group

☐ 2-5yrs ☒ 5-12 yrs ☐ 2-12yrs ☐ 13 yrs

1. The Americans with Disabilities Act (ADA) may require that you make your park and/or playground accessible when viewed in its entirety. Please consult your legal counsel to determine if the ADA applies to you.
2. For playground equipment to be considered accessible accessible surfacing must be utilized in applicable areas.
3. Although a particular playground design may not meet the proposed Access Board Regulations in regards to the appropriate number of ground level events the actual playground may be in compliance when considering existing play components.
4. All deck heights are measured from top of ground cover.
5. Fall absorbing ground cover is required under and around all play equipment.
6. The minimum recommended fall zone around the entire playstructure is shown. This zone is to be free of all tripping or collision hazards (i.e. roots rocks border material etc.).
7. All post lengths are identified by text showing the post lengths i.e. 96 represents a 96 inch post.
8. Not all equipment may be appropriate for all children. Supervision is required.

Behms Park



AGE GROUP: 5-12_ASTM

ELEVATED PLAY ACTIVITIES - TOTAL: 11

ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER:

ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP:

GROUND LEVEL ACTIVITY TYPE:

GROUND LEVEL QUANTITY:

3 REQ'D 6
0 REQ'D 0
8 REQ'D 3
13 REQ'D 4

BELT SEAT
200202835

MAX PLAY SWING
INGROUND ONLY
200202204

INCLUSIVE
SEAT
200203433

Project: Enter Project Desc.
Enter City And State Here

LTCPS rep:

Bill Johnson

NORTHLAND RECREATION LLC

Enter Phone No.

Ground Space: 151'-6" x 134'
Protective Area: 85'-6" x 61'-6"

Drawn by: Bill Johnson

Date: 03/13/2025

DWG Name: 25001753

LTCPS - Farmington
878 East Highway 60
Monett Missouri 65708
Voice: 1-800-325-8828
Fax: 417-354-2273

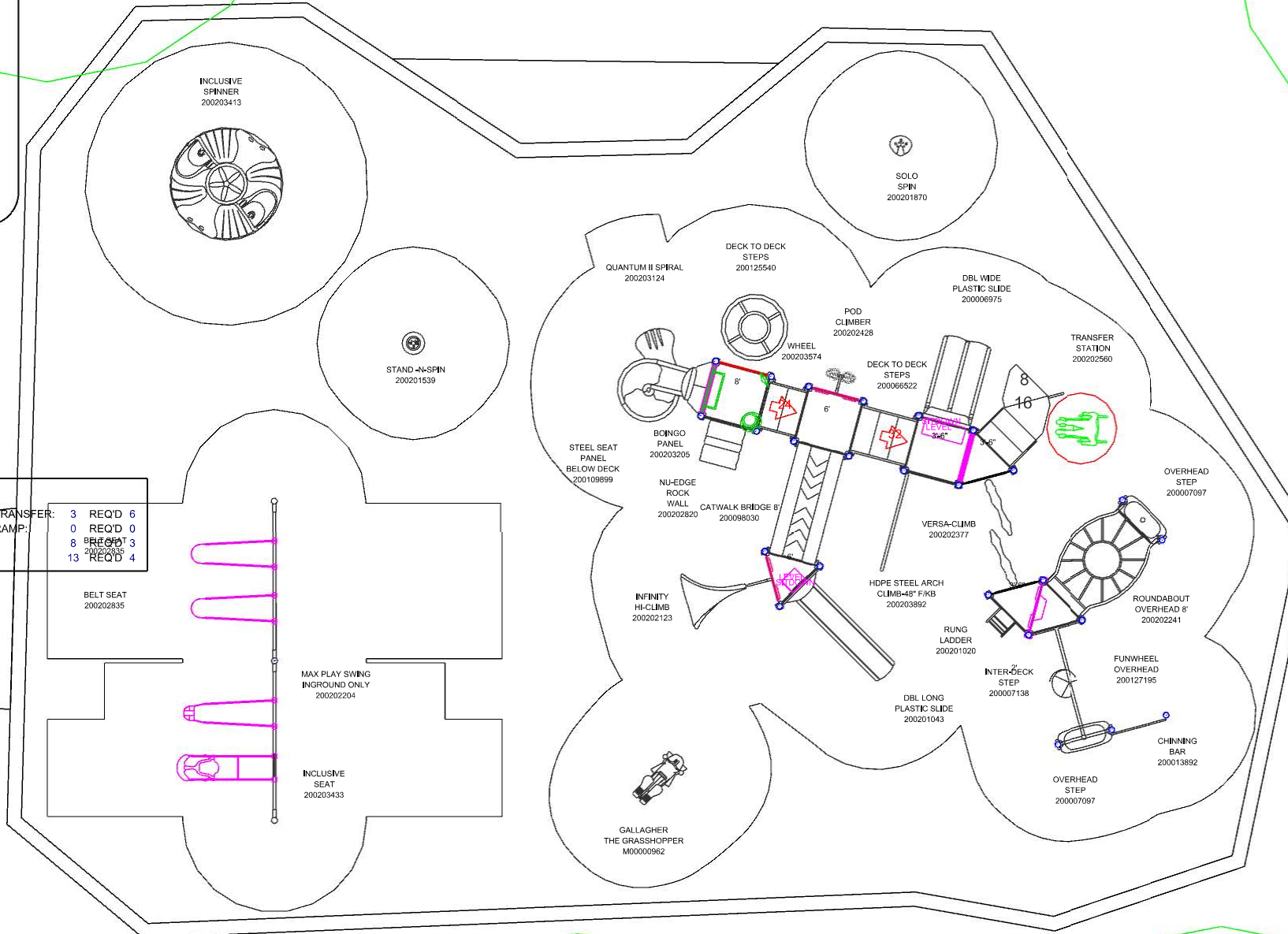
Playground Layout Compliance:

- ☒ ASTM F1487 - Playground Equipment for Public Use.
- ☒ CPSC Handbook for Public Playground Safety

- ☒ This playground design meets the final Access Board Regulations.



The play components identified in this plan are IPEMA certified. The use and layout of these components conform to the requirements of ASTM F1487.





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

STAFF ORIGINATOR: Diane Hankee, City Engineer

MEETING DATE: March 24, 2025

TOPIC: Public Hearing: Consider Resolution 25-36 Adopting Special Assessments, 2025 Street Reconstruction and Sewer and Water Extension, Pine Haven

VOTE REQUIRED: None

INTRODUCTION

The City Council is to hold a Public Hearing on proposed assessments for the 2025 Street Reconstruction and Municipal Sewer and Water Extension Project for the Pine Haven neighborhood. Following the Public Hearing, Council may consider adopting the assessments.

Background

The City Council approved the Feasibility Study for the 2025 Street Reconstruction and Sewer and Water Extension Project on June 10, 2024. Council then held a public hearing for the installation of sanitary sewer and watermain in the Pine Haven neighborhood on July 22, 2024. After the public hearing there was a 60 day petition period. There were no valid petitions against the project submitted. On December 9, 2024 Council ordered the project, approved the plans and specifications and authorized the ad for bid.

On February 24, 2025 the City Council approved Resolution No. 25-25 declaring costs to be assessed and Resolution No. 25-26 calling the hearing on the proposed assessment for the 2025 Street Reconstruction and Sewer and Water Extension Project for the Pine Haven neighborhood.

Bids were received for the 2025 Street Reconstruction and Sewer and Water Extension project on February 11, 2025. The sanitary sewer and water construction costs as bid for the Pine Haven neighborhood were \$1,286,558.00. The feasibility study estimated construction cost was \$1,188,520.00. The 8% increase falls within the project contingencies and planned budgets.

The total sanitary sewer and water project cost with contingencies and overhead for Pine Haven is \$1,604,530.00. The proposed funding is as follows:

\$480,000.00	Sanitary Sewer and Water Assessments
<u>\$1,124,530.00</u>	Trunk Area and Unit Fund
\$1,604,530.00	Total

The amount to be assessed against the abutting benefitted properties is \$480,000.00. The proposed assessment role is enclosed. The assessments would be payable over 15 years at an interest rate of 5 percent.

A property owner may pay the entire assessment on the property with interest accrued to the date of payment to the City. However, no interest will be charged if the entire assessment is paid by November 1, 2025. The amount will be certified to Anoka County prior to November 30, 2025 for collection with property taxes payable in 2026.

A public hearing is required by law prior to consideration to adopt the assessments. Property owners have the opportunity to comment on the proposed assessment during the hearing. Notice of the hearing was published in the Quad Press two weeks prior to the hearing. Mailed notice was also provided to property owners in accordance with statutory provisions.

Written or oral objections to the assessments may be considered at the meeting. No appeal to district court may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing.

Pending completion of the hearing, the City Council may consider awarding the construction contract on March 24, 2025.

RECOMMENDATION

Staff is recommending approval of Resolution No. 25-36 Adopting Assessments for the 2025 Street Reconstruction and Municipal Sewer and Water Extension Project for the Pine Haven neighborhood.

ATTACHMENTS

1. Resolution 25-36
2. Pine Haven Assessment Roll

**CITY OF LINO LAKES
RESOLUTION NO. 25-36**

**A RESOLUTION ADOPTING ASSESSEMENT FOR THE 2025 STREET
RECONSTRUCTION AND SEWER AND WATER EXTENSION PROJECT
PINE HAVEN**

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for 2025 Street Reconstruction and Sewer and Water Extension, Pine Haven; and

WHEREAS, the Clerk has notified the Council that such proposed assessment roll has been completed and is on file for public inspection.

NOW, THEREFORE BE IT RESOLVED by The City Council of The City of Lino Lakes:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January 2026, and shall bear interest at the rate of 5 percent per annum from November 1, 2025. To the first installment shall be added interest on the entire assessment from November 1, 2025 until December 31, 2025. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City, except that no interest shall be charged if the entire assessment is paid by November 1, 2025; and he/she may, at any time thereafter, pay to the City the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The Clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Council of the City of Lino Lakes this 24th day of March, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, City Clerk

Assessment Roll

WSB Project:	2025 STREET RECONSTRUCTION AND SEWER AND WATER EXTENSION PROJECT (PINE HAVEN)	<u>Residential per Unit</u>
Project Location:	City of Lino Lakes	<u>Cost</u>
WSB Project No.:	023620-000	
Date:	2/24/2025	\$16,000.00

MapID	PIN	PROPERTY ADDRESS	OWNER	ASSESSMENT
1	043122330014	8060 LAKE DR LINO LAKES MN 55014	BOHJANEN-HAMMITT, CANDICE A	\$16,000.00
2	043122330015	8066 LAKE DR LINO LAKES MN 55014	MCKENZIE ANDREW W & KITTY A	\$16,000.00
3	043122330016	8074 LAKE DR LINO LAKES MN 55014	KOHEL TRUSTEE, MARY A	\$16,000.00
4	043122330025	904 81ST ST W LINO LAKES MN 55014	GENOSKY, JOHN JOSEPH	\$16,000.00
5	043122330024	8031 DANUBE ST LINO LAKES MN 55014	BARBER GERALD G & DIANE L	\$16,000.00
6	043122330023	8027 DANUBE ST LINO LAKES MN 55014	SCHMIDT, GARY DANIEL	\$16,000.00
7	043122330022	8023 DANUBE ST LINO LAKES MN 55014	YORK, DANIEL BRUCE	\$16,000.00
8	043122330021	8021 DANUBE ST LINO LAKES MN 55014	RODRIGUEZ JESSE	\$16,000.00
9	043122330020	8015 DANUBE ST LINO LAKES MN 55014	APMAN JEFFREY J & MICHELLE R	\$16,000.00
10	043122330019	8016 DANUBE ST LINO LAKES MN 55014	TESTIN TRUSTEE NEAL	\$16,000.00
11	043122340021	8020 DANUBE ST LINO LAKES MN 55014	SCHALLY, JANELLE C	\$16,000.00
12	043122340020	8024 DANUBE ST LINO LAKES MN 55014	AGWA OBANG O	\$16,000.00
13	043122340019	8028 DANUBE ST LINO LAKES MN 55014	MASTRIAN, LYNDSSEE ANNA	\$16,000.00
14	043122340018	8032 DANUBE ST LINO LAKES MN 55014	MAMMENG A DEREK R	\$16,000.00
15	043122340017	954 81ST ST W LINO LAKES MN 55014	CARR TRUSTEE, JAMES	\$16,000.00
16	043122340016	8029 ELBE ST LINO LAKES MN 55014	MCCOY, JOHN E	\$16,000.00
17	043122340015	8025 ELBE ST LINO LAKES MN 55014	BARSKI NANCY L	\$16,000.00
18	043122340014	8021 ELBE ST LINO LAKES MN 55014	STAFKI ROBERT L & SHARON A	\$16,000.00
19	043122340013	8019 ELBE ST LINO LAKES MN 55014	METZGER DAVID A & BARRON AMY C	\$16,000.00
20	043122340012	8015 ELBE ST LINO LAKES MN 55014	BUSCH TRACI M	\$16,000.00
21	043122340010	8011 ELBE ST LINO LAKES MN 55014	MURPHY TRUSTEE ROBERT	\$16,000.00
22	043122340004	8010 ELBE ST LINO LAKES MN 55014	THIGPEN RICKEY A & TAMARA L	\$16,000.00
23	043122340005	8016 ELBE ST LINO LAKES MN 55014	SCHULTZ CAROL M	\$16,000.00
24	043122340006	8020 ELBE ST LINO LAKES MN 55014	SCHMIDT ROBERT J & MARY P	\$16,000.00
25	043122340007	8024 ELBE ST LINO LAKES MN 55014	BERNFELD MICHAEL & CAROLYN	\$16,000.00
26	043122340008	8028 ELBE ST LINO LAKES MN 55014	FREDRICKSON, JERRINE	\$16,000.00
27	043122340009	8032 ELBE ST LINO LAKES MN 55014	HOOVESTOL CURTIS	\$16,000.00
28	043122340023	8038 ELBE ST LINO LAKES MN 55014	WHELAN, BRIAN	\$16,000.00
29	043122340022	953 81ST ST W LINO LAKES MN 55014	MOSER, STEVEN ROBERT	\$16,000.00
30	043122330026	945 81ST ST W LINO LAKES MN 55014	PEARSON, JULIE M	\$16,000.00
				\$480,000.00

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

STAFF ORIGINATOR: Diane Hankee, City Engineer

MEETING DATE: March 24, 2025

TOPIC: Public Hearing: Consider Resolution 25-37 Adopting Special Assessments, 2025 Street Reconstruction and Sewer and Water Extension, Colonial Woods

VOTE REQUIRED: None

INTRODUCTION

The City Council is to hold a Public Hearing on proposed assessments for the 2025 Street Reconstruction and Sewer and Water Extension Project for the Colonial Woods neighborhood. Following the Public Hearing, Council may consider adopting the assessments.

Background

The City Council approved the Feasibility Study for the 2025 Street Reconstruction and Sewer and Water Extension Project on June 10, 2024. Council then held a public hearing for the installation of sanitary sewer and watermain in the Colonial Woods neighborhood on July 8, 2024. After the public hearing there was a 60 day petition period. There were no valid petitions against the project submitted. On December 9, 2024 Council ordered the project, approved the plans and specifications and authorized the ad for bid.

On February 24, 2025 the City Council approved Resolution No. 25-27 declaring costs to be assessed and Resolution No. 25-28 calling the hearing on the proposed assessment for the 2025 Street Reconstruction and Sewer and Water Extension Project for the Colonial Woods neighborhood.

Bids were received for the 2025 Street Reconstruction and Sewer and Water Extension project on February 11, 2025. The sanitary sewer and water construction costs as bid for the Colonial Woods neighborhood came in at \$925,296.00. The feasibility study estimated construction cost was \$1,093,595.00. The project bid is under the planned budget amount.

The total sanitary sewer and water project cost with contingencies and overhead is \$1,211,460.00. The proposed funding is as follows:

\$522,000.00	Sanitary Sewer and Water Assessments
<u>\$689,460.00</u>	Trunk Area and Unit Fund
\$1,211,460.00	Total

The amount to be assessed against the abutting benefitted properties is \$522,000.00. The proposed assessment role is enclosed. The assessments would be payable over 15 years at an interest rate of 5 percent.

A property owner may pay the entire assessment on the property with interest accrued to the date of payment to the City. However, no interest will be charged if the entire assessment is paid by November 1, 2025. The amount will be certified to Anoka County prior to November 30, 2025 for collection with property taxes payable in 2026.

A public hearing is required by law prior to consideration to adopt the assessments. Property owners have the opportunity to comment on the proposed assessment during the hearing. Notice of the hearing was published in the Quad Press two weeks prior to the hearing. Mailed notice was also provided to property owners in accordance with statutory provisions.

Written or oral objections to the assessments may be considered at the meeting. No appeal to district court may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing.

Pending completion of the hearing, the City Council may consider awarding the construction contract on March 24, 2025.

RECOMMENDATION

Staff is recommending approval of Resolution No. 25-37 Adopting Assessments for the 2025 Street Reconstruction and Municipal Sewer and Water Extension Project for the Colonial Woods neighborhood.

ATTACHMENTS

1. Resolution 25-37
2. Colonial Woods Assessment Roll

**CITY OF LINO LAKES
RESOLUTION NO. 25-37**

**A RESOLUTION ADOPTING ASSESSEMENT FOR THE 2025 STREET
RECONSTRUCTION AND SEWER AND WATER EXTENSION PROJECT
COLONIAL WOODS**

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for 2025 Street Reconstruction and Sewer and Water Extension, Colonial Woods; and

WHEREAS, the Clerk has notified the Council that such proposed assessment roll has been completed and is on file for public inspection.

NOW, THEREFORE BE IT RESOLVED by The City Council of The City of Lino Lakes:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January 2026, and shall bear interest at the rate of 5 percent per annum from November 1, 2025. To the first installment shall be added interest on the entire assessment from November 1, 2025 until December 31, 2025. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City, except that no interest shall be charged if the entire assessment is paid by November 1, 2025; and he/she may, at any time thereafter, pay to the City the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The Clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Council of the City of Lino Lakes this 24th day of March, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, City Clerk

Assessment Roll

WSB Project:	2025 STREET RECONSTRUCTION AND SEWER AND WATER EXTENSION PROJECT (COLONIAL WOODS)					Residential per Unit
Project Location:	City of Lino Lakes					Cost
WSB Project No.:	023620-000					\$18,000.00
Date:	2/24/2025					
MapID	PIN	PROPERTY ADDRESS			OWNER	ASSESSMENT
1	323122140013	707 62ND ST	LINO LAKES	MN 55014	MUNSON DOUGLAS C & GALE A	\$18,000.00
2	323122140012	6205 RED MAPLE LN	LINO LAKES	MN 55014	YOCHUM NICHOLAS ANTON	\$18,000.00
3	323122140014	6225 RED MAPLE LN	LINO LAKES	MN 55014	ENGST STEPHEN T & KAREN A	\$18,000.00
4	323122140015	6233 RED MAPLE LN	LINO LAKES	MN 55014	KORKOWSKI KENNETH J & G E	\$18,000.00
5	323122140016	6241 RED MAPLE LN	LINO LAKES	MN 55014	DICK TERRANCE J	\$18,000.00
6	323122140017	6249 RED MAPLE LN	LINO LAKES	MN 55014	LANGANKI TRUSTEE, CYNTHIA	\$18,000.00
7	323122140018	6255 RED MAPLE LN	LINO LAKES	MN 55014	CASURA, WAYNE A	\$18,000.00
8	323122140019	6263 RED MAPLE LN	LINO LAKES	MN 55014	BORDSEN TRUSTEE JAMES D	\$18,000.00
9	323122140020	6273 RED MAPLE LN	LINO LAKES	MN 55014	MILLER, CARA DEANNE	\$18,000.00
10	323122140011	6283 RED MAPLE LN	LINO LAKES	MN 55014	SLATTEN, MONIKA E	\$18,000.00
11	323122140010	6291 RED MAPLE LN	LINO LAKES	MN 55014	O CONNOR MICHAEL E & LINDA J	\$18,000.00
12	323122140009	6299 RED MAPLE LN	LINO LAKES	MN 55014	KENNY JOHN P & DAWN M	\$18,000.00
13	323122140008	6307 RED MAPLE LN	LINO LAKES	MN 55014	SAGER, CHELSEA R	\$18,000.00
14	323122140007	6317 RED MAPLE LN	LINO LAKES	MN 55014	DROW CHRISTINE J	\$18,000.00
15	323122140006	6323 RED MAPLE LN	LINO LAKES	MN 55014	DEDOMINES, ANNETTE M	\$18,000.00
16	323122140005	6331 RED MAPLE LN	LINO LAKES	MN 55014	O'NEILL, MAURA J	\$18,000.00
17	323122140004	6339 RED MAPLE LN	LINO LAKES	MN 55014	BUSHOR, STEPHEN R	\$18,000.00
18	323122140003	6347 RED MAPLE LN	LINO LAKES	MN 55014	KELLY JODI L & VANBERGEN BRIAN	\$18,000.00
19	323122140002	6216 RED MAPLE LN	LINO LAKES	MN 55014	KEMPLIN MARK STEVE	\$18,000.00
20	323122140001	6206 RED MAPLE LN	LINO LAKES	MN 55014	KELLER RICHARD A & REBECCA	\$18,000.00
INTENTIONALLY LEFT BLANK						
22	323122140028	6354 RED MAPLE LN	LINO LAKES	MN 55014	ANDERSON JOSHUA J	\$18,000.00
23	323122140027	6242 RED MAPLE LN	LINO LAKES	MN 55014	JAVORSKI STANLEY & DOLORES	\$18,000.00
24	323122140026	6250 RED MAPLE LN	LINO LAKES	MN 55014	ENGSTROM, CAESARE	\$18,000.00
25	323122140025	6272 RED MAPLE LN	LINO LAKES	MN 55014	BARTHEL TRUSTEE, JOSEPH L	\$18,000.00
26	323122140024	6280 RED MAPLE LN	LINO LAKES	MN 55014	DEWITT DAVID F & KAREN E	\$18,000.00
27	323122140023	6292 RED MAPLE LN	LINO LAKES	MN 55014	MEIS, CARRIE A	\$18,000.00
28	323122140022	6310 RED MAPLE LN	LINO LAKES	MN 55014	OMAN JONATHAN	\$18,000.00
29	323122140021	6340 RED MAPLE LN	LINO LAKES	MN 55014	FERNSTROM GEORGE R & LYNN K	\$18,000.00
30	323122140029	6348 RED MAPLE LN	LINO LAKES	MN 55014	LECLAIRE, BRIANNA R	\$18,000.00
						\$522,000.00

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

STAFF ORIGINATOR: Diane Hankee PE, City Engineer

MEETING DATE: March 24, 2025

TOPIC: 2025 Street Reconstruction and Sewer and Water Extension Project

- i. Consider Resolution No. 25-31, Accepting bids, Awarding Construction Contract
- ii. Consider Resolution No. 25-30, Approving Construction Services Contract with WSB LLC

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting Council’s consideration to accept bids, award a construction contract, and approve a construction services contract for the 2025 Street Reconstruction and Water and Sewer Extension Project.

BACKGROUND

On December 9, 2024, the City Council ordered the project and authorized the advertisement for bid for the 2025 Street Reconstruction and Sewer and Water Extension Project. The 2025 Street Reconstruction and Sewer and Water Extension Project includes the Colonial Woods neighborhood including 62nd Street and Red Maple Lane as well as the Pine Haven neighborhood including 81st Street, Elbe Street, and Danube Street. Diane Street and Evergreen Trail are also included as overlay projects.

Bids were received on Tuesday, February 11, 2025. A total of 5 bids were received and are summarized in the following table:

Contractor	Base Bid
R.L. Larson Excavating, Inc.	\$5,888,429.20
S R Weidema, Inc.	\$6,188,337.80
Kuechle Underground, Inc.	\$6,338,294.90
A-1 Excavating LLC	\$7,347,205.00
Geislinger & Sons	\$7,993,483.25

The low bid was submitted by R.L. Larson Excavating, Inc. of St. Cloud, MN in the bid amount of \$5,888,429.20. The bid amount is within the planned budget and is being recommended for award.

The estimated total project cost is \$7,200,000.00. Funding for the project is through Street Reconstruction Bonds, Area and Unit Trunk Fund and Assessments.

The substantial completion date which includes the first lift of paving is October 30, 2025 and the final completion date for this project is June 30, 2026.

WSB LLC has submitted a proposal to complete the construction services for the 2025 Street Reconstruction and Sewer and Water Extension Project in the amount of \$395,300.00.

RECOMMENDATION

Staff recommends adoption of Resolution No. 25-31, Accepting the Bid and Awarding a Construction Contract for 2025 Street Reconstruction and Sewer and Water Extension Project in the amount of \$5,888,429.20 to R.L. Larson Excavating, Inc., and adoption of Resolution No. 25-30, Approving the Construction Services Contract with WSB LLC. for the 2025 Street Reconstruction and Sewer and Water Extension Project, in the amount of \$395,300.00.

ATTACHMENTS

1. Resolutions 25-31 and 25-30
2. Project Map
3. Bid Summary
4. WSB Proposal

**CITY OF LINO LAKES
RESOLUTION NO. 25-31**

**ACCEPT BID AND AWARDING A CONSTRUCTION CONTRACT
2025 STREET RECONSTRUCTION AND WATER AND SEWER EXTENSION PROJECT**

WHEREAS, pursuant to an advertisement for bids for the construction of the 2025 Street Reconstruction and Water and Sewer Extension Project, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement; and

Contractor	Base Bid
R.L. Larson Excavating, Inc.	\$5,888,429.20
S R Weidema, Inc.	\$6,188,337.80
Kuechle Underground, Inc.	\$6,338,294.90
A-1 Excavating LLC	\$7,347,205.00
Geislinger & Sons	\$7,993,483.25

WHEREAS, it appears that R.L. Larson Excavating, Inc. is the lowest responsible bidder; and

WHEREAS, the City Council finds that it would be in the best interest of the city to proceed with the project,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lino Lakes:

1. The Mayor and Clerk are hereby authorized and directed to enter into a contract with R.L. Larson Excavating, Inc. in the amount of \$5,888,429.20 by the name of the City of Lino Lakes for the construction of the 2025 Street Reconstruction Project according to the plans and specifications approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidder the Bid Bonds made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

Adopted by the Council of the City of Lino Lakes this 24th day of March, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, City Clerk

**CITY OF LINO LAKES
RESOLUTION NO. 25-30**

**APPROVING THE CONSTRUCTION SERVICES CONTRACT
2025 STREET RECONSTRUCTION AND WATER AND SEWER EXTENSION PROJECT**

WHEREAS, pursuant to the City Council awarding a construction contract to R.L. Larson Excavating, Inc. in the amount of \$5,888,429.20, on March 24, 2025; and

WHEREAS, WSB LLC has submitted a proposal to complete the construction services for the 2025 Street Reconstruction and Water and Sewer Extension Project in the amount of \$395,300.00; and

WHEREAS, the City Council finds that it would be in the best interests of the City to proceed with the construction oversight and administration,

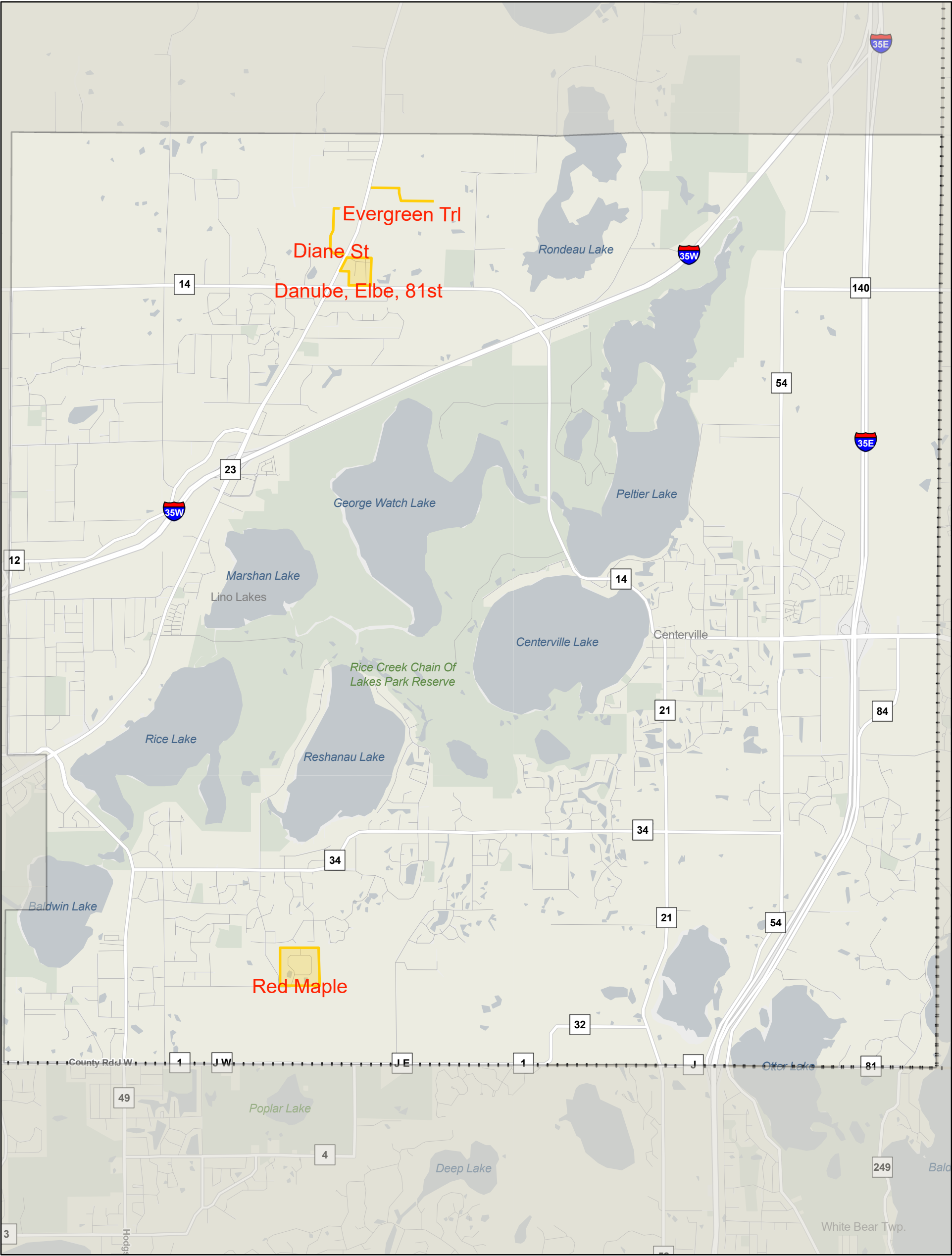
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lino Lakes, the Mayor and Clerk are hereby authorized and directed to enter into a contract with WSB LLC, in the name of the City of Lino Lakes for the construction services of the 2025 Street Reconstruction and Water and Sewer Extension Project.

Adopted by the Council of the City of Lino Lakes this 24th day of March, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk



Parcels
City Mask

1 in = 3,233 Ft



2025 Street Reconstruction Project Location

N
August 23, 2023
Map Powered By Datafi



BID TABULATION SUMMARY

PROJECT:
2025 Street Reconstruction Project

OWNER:
City of Lino Lakes

WSB PROJECT NO.:
023620-000

Bids Opened: Tuesday, February 11, 2025, at 10:00 am

	Contractor	Bid Security (5%)	Grand Total Bid
1	R.L. Larson Excavating, Inc.	X	\$5,888,429.20
2	S R Weidema, Inc.	X	\$6,188,337.80
3	Kuechle Underground, Inc.	X	\$6,338,294.90
4	A-1 Excavating LLC	X	\$7,347,205.00
5	Geislinger & Sons	X	\$7,993,483.25
Engineer's Opinion of Cost			\$6,240,712.25

I hereby certify that this is a true and correct tabulation of the bids as received on February 11, 2025.



Paul Hornby, PE

 Denotes corrected figure



March 24, 2025

Mr. Michael Grochala
Community Development Director
City of Lino Lakes
600 Town Center Parkway
Lino Lakes, MN 55014

Re: Proposal for Construction Services for 2025 Street Reconstruction and Sewer and Water Extension Project
WSB Project No. R-023620-000

Dear Mr. Grochala:

WSB & Associates, Inc. is pleased to provide a proposal for construction services associated with the 2025 Street Reconstruction and Sewer and Water Extension Project. This construction services proposal would be subsequent to the City Council awarding the construction contract.

The proposed 2025 Street Reconstruction and Sewer and Water Extension Improvements Project includes the Colonial Woods neighborhood including 62nd Street and Red Maple Lane as well as the Pine Haven neighborhood including 81st Street, Elbe Street, and Danube Street. Diane Street and Evergreen Trail are also included as overlay projects.

Scope of Engineering Services

WSB is pleased to provide professional construction engineering services for the 2025 Street Reconstruction and Sewer and Water Extension Project including contract administration, construction observation, construction staking, and public notice and weekly updates for project stakeholders. Below is a detailed description of the engineering services and WSB's proposed approach.

I. Construction Services

- a. *Project Management/Contract Administration*
Contract Administration includes holding meetings with the contractor & City of Lino Lakes (preconstruction & weekly construction), processing monthly quantities for pay vouchers, and communicating with residents on a weekly basis.
- b. *Construction Observation*
WSB will provide an experienced engineering specialist whose responsibilities will include communicating with the Contractor as an agent of the City, calculating and keeping track of daily construction quantities and costs, contact and meet with residents as necessary, and work with the Contractor to assist with a quality constructed product.
- c. *Construction Staking (Survey)*
WSB will provide Surveying staff as necessary to provide field staking for necessary utility alignments, elevations, and any necessary curbing or structure related information during construction. WSB will collect as-built information as necessary once construction is completed.
- d. *Materials Testing*

WSB will complete the materials testing on the project in conformance with the City standard specifications for construction.

Proposed Fee

WSB will complete the scope of work the project discussed herein on hourly basis for a not-to-exceed amount of \$395,300.00. Tasks not shown are considered outside of the scope of services. If additional work is necessary, we will prepare a detailed scope of work and include it as an addendum to this agreement.

	Street Reconstruction	Sewer and Water	Material Testing
<i>Pine Haven Neighborhood</i>	\$80,000.00	\$102,000.00	\$10,000.00
<i>Colonial Woods Neighborhood</i>	\$77,000.00	\$86,000.00	\$10,000.00
<i>Evergreen Trl and Diane St</i>	\$25,300.00	N/A	\$5,000.00
Subtotal	\$182,300.00	\$188,000.00	\$25,000.00
Total			\$395,300.00

This letter represents our complete understanding of the 2025 Street Reconstruction and Sewer and Water Extension Project and the proposed scope of services. If you agree with the scope of services and proposed fee, please sign in the appropriate space below and return one copy to us.

If you have any questions about this proposal, please feel free to call me at 763-287-8536.

Sincerely,



Brian Bourassa
Client Representative

Mark Erichson

Mark Erichson
Director

ACCEPTANCE:

The City of Lino Lakes hereby accepts the WSB proposal of \$395,300.00.00 for services outlined in this letter.

City of Lino Lakes

Name _____

Title _____

Date _____

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

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: March 24, 2025

TOPIC: Consider Resolution No. 25-39, Declaring Intent to Reimburse Certain Expenditures from Bond Proceeds, 2025 Street Reconstruction and Sewer and Water Extension Project

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting council approval to declare the City's intent to reimburse itself from bond proceeds for the proposed 2025 Street Reconstruction and Sewer and Water Extension Project.

BACKGROUND

On March 24, 2025 the City Council is considering award of the 2025 Street Reconstruction and Sewer and Water Extension Project contract. The project includes street reconstruction and stormwater improvements as part of the City's Pavement Management Plan. The project also includes the extension of sanitary sewer and water main improvements. The cost of the Street Reconstruction portion of the project, authorized in the 2024 – 2028 Street Reconstruction plan is \$4,450,000. The utility portion of the project is estimated at \$2,818,000.

The project will be financed by a combination of General Obligation Street Reconstruction Bonds, Utility Revenue Bonds and/or General Obligation Improvement Bonds. The Internal Revenue Code requires cities to declare their intent to reimburse project costs incurred prior to receipt of bond proceeds. Preliminary expenditures such as architectural, engineering, surveying, bond issuance, and similar costs are exempt from this provision. The total amount of bonds issued may be less than the authorized limit.

Approval of the reimbursement bond resolution does not obligate the City to issue bonds.

RECOMMENDATION

Staff is recommending adoption of Resolution No. 25-39.

ATTACHMENTS

1. Resolution No. 25-39

CITY OF LINO LAKES, MINNESOTA

RESOLUTION NO. 25-39

**DECLARING THE OFFICIAL INTENT OF THE
CITY OF LINO LAKES TO REIMBURSE CERTAIN EXPENDITURES FROM THE
PROCEEDS OF BONDS TO BE ISSUED BY THE CITY
(2025 Street Reconstruction and Sewer and Water Improvement Project)**

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent (“Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that:

1. The City proposes to undertake certain street reconstruction and surface water management improvements in the Pine Haven and Colonial Woods subdivisions, as more fully described in the City’s 2024-2024 Street Reconstruction Plan (the “Project”) and sanitary sewer and water main improvements described in the Colonial Woods and Pine Haven Feasibility Studies, dated June 10, 2024.

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of \$7,205,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the

proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Adopted by the City Council of the City of Lino Lakes this 24th day of March, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

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

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: March 24, 2025

TOPIC: Consider Resolution No. 25-40, Declaring Intent to Reimburse Certain Expenditures from Bond Proceeds, 2025 Street Rehabilitation Project

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting council approval to declare the City's intent to reimburse itself from bond proceeds for the proposed 2025 Street Reconstruction and Sewer and Water Extension Project.

BACKGROUND

On February 10, 2025 the City Council awarded the contract for the 2025 Street Rehabilitation Project. The project includes bituminous overlays and water main valve and service replacement. The estimated project cost is \$1,438,500.

The projects will be funded by a combination of General Fund proceeds and the water operating fund. The portion of the project funded from the water operating fund, estimated at \$508,000 may be financed by issues of bonds. The Internal Revenue Code requires cities to declare their intent to reimburse project costs incurred prior to receipt of bond proceeds. Preliminary expenditures such as architectural, engineering, surveying, bond issuance, and similar costs are exempt from this provision. The total amount of bonds issued may be less than the authorized limit.

Approval of the bond reimbursement resolution does not obligate the City to issue bonds.

RECOMMENDATION

Staff is recommending adoption of Resolution No. 25-40.

ATTACHMENTS

1. Resolution No. 25-40

CITY OF LINO LAKES, MINNESOTA

RESOLUTION NO. 25-40

**DECLARING THE OFFICIAL INTENT OF THE
CITY OF LINO LAKES TO REIMBURSE CERTAIN EXPENDITURES FROM THE
PROCEEDS OF BONDS TO BE ISSUED BY THE CITY
(2025 Street Rehabilitation Project)**

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent (“Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that:

1. The City proposes to undertake certain water main improvements, as part of the 2025 Street Rehabilitation Project.
2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of \$508,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.
3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of 20 percent of the aggregate

issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City’s budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City’s budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Adopted by the City Council of the City of Lino Lakes this 24th day of March, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk