



CITY COUNCIL AGENDA

Monday, October 13, 2025

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

Mayor Rafferty, Councilmembers Cavegn, Lyden, Ruhland and Stoesz
City Administrator: Karen Anderson

CITY COUNCIL WORK SESSION, 6:00 P.M. **Community Room (not televised)**

- A. Call to Order and Roll Call
- B. Setting the Agenda: Addition or Deletion of Agenda Items
- C. Review Regular Agenda
- D. Adjourn

CITY COUNCIL MEETING, 6:30 PM **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

SPECIAL PRESENTATION

1. Consent Agenda

- A. Approval of Expenditures for October 13, 2025 (Check No. 123612 through 123731) in the Amount of \$2,123,641.76
- B. Approval of September 22, 2025, City Council Work Session Minutes
- C. Approval of September 22, 2025, City Council Meeting Minutes
- D. Approval of October 6, 2025, City Council Work Session Minutes
- E. Approval of Resolution No. 25-136 Authorizing the Issuance of a Solicitor's License to Custom Remodelers Inc. (CRI)

- F. Approval of Resolution No. 25-138, Approving a Tobacco License for Nova Express
- G. Approval of Resolution No. 25-140 Extending Construction Start Date for Automobile Repair-Minor on Lot 1, Block 2, Java Lino Lakes
- H. Approval of Resolution No. 25-144 Extending Spargur Estates Final Plat Recording Date
- I. Resolution No. 25-146 Approving Assessment Agreement Abating Public Nuisance - 7253 Fall Drive
- J. Approval of Resolution No. 25-135 Stormwater Re-use Agreement, Natures Refuge North
- K. Approval of Resolution No. 25-148 Authorizing Release of Temporary Construction Easement and the Development Agreement for ALINO Addition

2. Finance Department Report

- A. Public Hearing, Approval of Resolution No. 25-139 Adopting the Assessment Roll for Delinquent Utility Accounts, Tracy Thoma

3. Administration Department Report

- A. Appointment of Community Service Officer, Meg Sawyer
- B. Appointment of Human Resources Assistant, Meg Sawyer
- C. Appointment of Public Works Maintenance Worker, Meg Sawyer

4. Police Department Report

5. Fire Department Report

- A. First Reading of Ordinance No. 16-25, Amending Chapter 1002.01, Fire Code Adoption, Dan L'Allier

6. Public Services Department Report

7. Community Development Report

- A. Public Hearing, Approval of Resolution No. 25-137, Adopting Assessment Role, 2025 Weed Abatement Charges, Michael Grochala
- B. Approval of 1st Reading of Ordinance No. 17-25 Zoning Ordinance Text Amendment Relating to Cannabis Microbusiness and Mezzobusiness, Katie Larsen

- C. Approval of Resolution No. 25-141 for Lake Amelia Woods Preliminary Plat Amendment, Katie Larsen
- D. Hampton Addition, Katie Larsen
 - i. Approval of Resolution No. 25-142 Approving Final Plat
 - ii. Approval of Resolution No. 25-143 Approving Development Agreement
- E. Approve Resolution 25-145, Change Order No. 1, Test Well 7B Well Drilling Project, Diane Hankee
- F. Approving Resolution No. 25-147, 6367 Ware Road Public Nuisance Abatement, Michael Grochala

8. Unfinished Business

9. New Business

10. Notices and Communications

- A. City Council Special Work Session on October 20th at 6 p.m. in the Community Room.

ADJOURNMENT



Expenditures

October 13, 2025

Check #123612 to #123731
\$2,123,641.76

Significant Disbursements this Period:

- R.L. Larson Excavating Inc. - \$518,878.96 – 2025 Street Reconstruction Project
- Staab Construction Corporation - \$635,949.00 – Water Treatment Plant

CHECK REGISTER FOR CITY OF LINO LAKES

CHECK NUMBER 123612 - 123731

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
09/26/2025	123612	CENTRAL PENSION FUND	Remittance Check	6,912.00
09/26/2025	123613	NCPERS GROUP LIFE INSURANCE	Remittance Check	368.00
10/13/2025	123614	1ST CHOICE DOCUMENT DESTRUCTI	SEPTEMBER SHREDDING EVENT	840.00
10/13/2025	123615	ADVANCED GRAPHIX INC.	CLAIM #CA391481 ADVERSE DRIVER CAUSED H DECAL	698.75 7.50
			REBRANDING & DECALS APPARATUS/STATIONS	9,024.36
				9,730.61
10/13/2025	123616	ALEXANDER P. SCHWARTZ	3RD QTR 2025 STIPEND	200.00
10/13/2025	123617	ALLIED OIL & TIRE COMPANY	55 GALLONS 0w20 ENGINE OIL	699.60
10/13/2025	123618	ANOKA COUNTY TREASURY OFFICE	SEPT 2025 CAC FIBER	225.00
10/13/2025	123619	ASPEN MILLS, INC.	UNIFORM ALLOWANCE - C. BOEHME DEPT EXP - B. POTHEIN DEPT EXP - C. SOLORZANO DEPT EXP - C. SOLORZANO DEPT EXP - RESERVES D. SAN	239.15 139.35 139.35 84.85 197.45
				800.15
10/13/2025	123620	BITUMINOUS ROADWAYS, INC.	ASPHALT HOT MIX	7,405.63
10/13/2025	123621	BLAINE BROTHERS	FRONT END ALIGNMENT #625	409.65
10/13/2025	123622	BUSINESS ESSENTIALS	CAN LINERS	472.80
10/13/2025	123623	CENTERPOINT ENERGY	NATURAL GAS	617.78
10/13/2025	123624	CENTURYLINK	TELEPHONE	106.48
10/13/2025	123625	CITY OF SHOREVIEW	3RD QTR 2025 UTILITIES	2,577.92
10/13/2025	123626	CIVICPLUS	CIVICENGAGE ANNUAL FEE	25,931.51
10/13/2025	123627	COLLINS ELECTRICAL CONSTRUCTI	REPAIR LIGHTS AND SWITCHES CIVIL SIREN BATTERIES (7) INSTALL 50 AMP SERVICE PLUG WIRED OUTLET FOR TV WIRED OUTLET FOR TV	490.78 1,307.13 2,009.10 459.00 462.83
				4,728.84
10/13/2025	123628	COMCAST	PHONE & INTERNET SERVICES	398.28
10/13/2025	123629	CONNEXUS ENERGY	WATERMARK PARK PAVILION ELECTRICITY ELECTRICITY	57.15 6,710.18
				6,767.33
10/13/2025	123630	CORE & MAIN LP	MXU RADIOS	42,768.00
10/13/2025	123631	CROWN MARKING, INC.	NAME PLATES (2)	74.76
10/13/2025	123632	DACOTAH PAPER CO.	PAPER (4) COMPOSTABLE PLATES	175.68 151.40
				327.08
10/13/2025	123633	DELTA DENTAL OF MINNESOTA	DENTAL INSURANCE PREMIUMS	5,618.11

CHECK REGISTER FOR CITY OF LINO LAKES

CHECK NUMBER 123612 - 123731

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
10/13/2025	123634	EARL F. ANDERSEN	SIGN POSTS (37)	832.50
			SCRAP ALUMINUM SIGNS	(48.14)
				<u>784.36</u>
10/13/2025	123635	EHLERS AND ASSOCIATES	AUGUST HOURLY SERVICES - K. HORN	20,875.00
10/13/2025	123636	ELECTRIC MOTOR REPAIR, INC.	REPLACEMENT MOTOR FOR WASHING MACHINE	464.07
10/13/2025	123637	ELIZABETH LARKIN	3RD QTR 2025 STIPEND	75.00
10/13/2025	123638	EMERGENCY AUTOMOTIVE TECHNOLO	SYNC MODULE #333	215.18
			CLAIM #CA391481 ADVERSE DRIVER CAUSED H	6,223.01
			CLAIM #CA453726 SQUAD #319 DEER STRIKE	1,062.65
				<u>7,500.84</u>
10/13/2025	123639	ENDURANCE FITNESS OF MN, LLC	MONTHLY FEE	11,665.00
10/13/2025	123640	FACTORY MOTOR PARTS COMPANY	CIVIL SIREN BATTERIES (4)	295.60
			STOCK FILTERS	31.86
			CABIN AIR FILTER #805	17.34
			STOCK FUEL FILTER	19.56
				<u>364.36</u>
10/13/2025	123641	FASTENAL COMPANY	STOCK HARDWARE	161.74
10/13/2025	123642	FERGUSON WATERWORKS #2518	SEWER MARKING PAINT	128.31
			METAL DETECTOR	827.64
				<u>955.95</u>
10/13/2025	123643	FINANCE & COMMERCE, INC.	RFP CANNABIS STORE OPERATOR	121.67
10/13/2025	123644	FRATTALLONES HARDWARE & GARDE	WASP & HORNET KILLER	31.97
10/13/2025	123645	GDO LAW	OCTOBER PROSECUTOR CONTRACT	8,750.00
10/13/2025	123646	GOPHER STATE ONE-CALL	SEPTEMBER 2025 LOCATES	626.40
10/13/2025	123647	GRAINGER	PUMP FUSES (3)	18.21
10/13/2025	123648	H&H CONTRACTORS LLC	CITY HALL HORSESHOE LANDSCAPING	9,761.00
10/13/2025	123649	HACH COMPANY	WATER TESTING CHEMICALS	789.70
10/13/2025	123650	HAUGO GEO TECHNICAL SERVICES, MARKET PLACE GEOTECH SERVICES		2,165.00
10/13/2025	123651	HAWKINS, INC.	POOL CHEMICALS	543.26
			WATER TREATMENT CHEMICALS	10,113.21
				<u>10,656.47</u>
10/13/2025	123652	HENRY SCHEIN, INC.	MED BAG SUPPLIES	54.04
10/13/2025	123653	HUGO EQUIPMENT COMPANY	CHAINSAW CHAINS (2)	79.98
10/13/2025	123654	IMPERIAL DADE	CLOROX WIPES	49.88
			JANITORIAL SUPPLIES	710.05
			JANITORIAL SUPPLIES	44.60
			WET FLOOR SCRUBBER REPAIR PARTS	55.30
			DISINFECTANT	67.15
			HAND WASH (2)	148.22
				<u>148.22</u>

CHECK REGISTER FOR CITY OF LINO LAKES

CHECK NUMBER 123612 - 123731

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
				1,075.20
10/13/2025	123655	ISAAC WIPPERFURTH	3RD QTR 2025 STIPEND	150.00
10/13/2025	123656	J. BECHER & ASSOCIATES, INC.	OUTLETS FOR NEW DRINKING FOUNTAINS - F	834.25
10/13/2025	123657	JENNIFER ALDERINK	NOTARY FEE - J. ALDERINK	20.00
10/13/2025	123658	JONATHAN PARSONS	3RD QTR 2025 STIPEND	150.00
10/13/2025	123659	JULIA NELSON	3RD QTR 2025 STIPEND	150.00
10/13/2025	123660	KIESLER'S POLICE SUPPLY, INC.	DUTY HOLSTER FOR GLOCK	161.57
10/13/2025	123661	KIMLEY-HORN AND ASSOCIATES, I	NW MAIN MASTER PLAN & AUAR - JULY	23,711.25
			NW MAIN MASTER PLAN & AUAR - AUGUST	9,450.10
				33,161.35
10/13/2025	123662	KLM ENGINEERING, INC.	TOWER NO. 1 ROV INSPECTION	3,300.00
10/13/2025	123663	LANGUAGE LINE SERVICES	SEPTEMBER INTERPRETATION SERVICES	65.92
			INTERPRETATION SERVICES CREDIT	(18.54)
				47.38
10/13/2025	123664	LEAST SERVICES/COUNSELING, LL	COUNSELING SERVICES	300.00
10/13/2025	123665	LENNAR MN DIVISION	ESCROW RELEASE - 2098 NORWAY LN	3,400.00
			ESCROW RELEASE - 2114 NORWAY LN	4,400.00
			ESCROW RELEASE - 2118 NORWAY LN	5,400.00
				13,200.00
10/13/2025	123666	LINDSAY BUCHMEIER	3RD QTR 2025 STIPEND	150.00
10/13/2025	123667	LRS	TOILET RENTAL - WATERMARK PARK	65.00
			TOILET RENTAL - BIRCH PARK	65.00
			TOILET RENTAL - CITY HALL PARK	65.00
			TOILET RENTAL - CLEARWATER CREEK PARK	65.00
			TOILET RENTAL - HIGHLAND MEADOWS PARK	65.00
			TOILET RENTAL - LINO PARK	65.00
			TOILET RENTAL - MARSHAN PARK	65.00
			TOILET RENTAL - SUNRISE PARK	65.00
			TOILET RENTAL - TOWER PARK	65.00
				585.00
10/13/2025	123668	MACQUEEN EQUIPMENT, INC.	STREET SWEEPER DIRT SHOES #252	193.43
10/13/2025	123669	MANSFIELD OIL COMPANY	1,300 GALLONS DIESEL, 1,900 GALLONS GAS	9,335.82
10/13/2025	123670	MARSHA ERICKSON	FALL 2025 NEWSLETTER DESIGN	1,600.00
10/13/2025	123671	MARY JO STEVENSON	3RD QTR 2025 STIPEND	150.00
10/13/2025	123672	Medica	HEALTH INSURANCE PREMIUMS	63,790.73
10/13/2025	123673	MENARDS - FOREST LAKE	EYE BOLT #511	0.97
			WATER LINE REPAIR SUPPLIES	10.76
			DEHUMIDIFIER AND HOSE	203.98
			COLD GALVANIZING SPRAY	9.88

CHECK REGISTER FOR CITY OF LINO LAKES

CHECK NUMBER 123612 - 123731

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
				225.59
10/13/2025	123674	MET COUNCIL ENVIRONMENTAL SER	NOVEMBER WASTE WATER SERVICES	112,082.94
10/13/2025	123675	METRO SALES INCORPORATED	ROOKERY COPIER	575.52
			PUBLIC WORKS COPIER	119.07
			PD COPIER CONTRACT	36.00
				730.59
10/13/2025	123676	METRO-INET	OCTOBER IT SERVICES	29,240.00
10/13/2025	123677	MICHAEL ROOT	3RD QTR 2025 STIPEND	300.00
10/13/2025	123678	MIDWAY FORD COMPANY	EXHAUST FLEXPipe #316	212.96
			REAR DOME LIGHT #512	39.60
			WINDSHIELD COWL #804	203.13
				455.69
10/13/2025	123679	MIDWEST MACHINERY CO.	DECK BELT #422	87.12
			MOWER BELT (STOCK)	87.12
			SAW CHAIN FOR ELECTRIC POLE SAWS	173.94
				348.18
10/13/2025	123680	MN DEPARTMENT OF LABOR & INDU	BOILER REGISTRATION	75.00
10/13/2025	123681	MN METRO NORTH TOURISM BOARD	AUGUST 2025 TOURISM TAX	7,724.00
10/13/2025	123682	MNSPECT, LLC	FIELD INSPECTIONS SEPTEMBER 2025	1,830.00
10/13/2025	123683	NAC MECHANICAL & ELECTRICAL	DECTRON PUMP REPAIR	4,013.00
10/13/2025	123684	NAC MECHANICAL & ELECTRICAL	HVAC REPAIRS IN POLICE DEPARTMENT	2,068.57
			DECTRON AC REPAIR	8,154.10
			CONDENSER SERVICE AND REPAIR	2,821.90
				13,044.57
10/13/2025	123685	NATHAN VOJTECH	3RD QTR 2025 STIPEND	225.00
10/13/2025	123686	NEIL EVENSON	3RD QTR 2025 STIPEND	225.00
10/13/2025	123687	NORTHERN TOOL COMMERCIAL ACCO	WELD ON GRAB HOOK	12.34
10/13/2025	123688	NUSS TRUCK & EQUIPMENT	REGEN COMMAND SWITCH #210	157.31
10/13/2025	123689	NYSTROM PUBLISHING COMPANY	SPRING 2025 NEWSLETTER	6,612.23
10/13/2025	123690	O'REILLY AUTOMOTIVE STORES	ANTENNA #510	42.16
			(2) BATTERIES #512	376.56
			DASH VENT CLEANER #805	13.99
			BATTERY CORE RETURNS	(44.00)
				388.71
10/13/2025	123691	OERTEL ARCHITECTS	PUBLIC WORKS DESIGN	30,650.00
10/13/2025	123692	OFFICE OF THE SECRETARY OF ST	NOTARY APPLICATION FEE - A. THORSON	120.00
10/13/2025	123693	ON SITE BODY ARMOR	TRAUMA PLATES (33)	12,177.00

CHECK REGISTER FOR CITY OF LINO LAKES

CHECK NUMBER 123612 - 123731

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
10/13/2025	123694	PATRICK KOHLER	3RD QTR 2025 STIPEND	225.00
10/13/2025	123695	PERFORMANCE PLUS LLC	ANNUAL RESPIRATOR QUALIFICATION (2)	90.00
10/13/2025	123696	PERRY LADEN	3RD QTR 2025 STIPEND	225.00
10/13/2025	123697	PIONEER MANUFACTURING COMPANY	FIELD MARKING PAINT	793.85
10/13/2025	123698	PLAISTED COMPANIES, INC.	RIVER ROCK FOR INFILTRATION STRIP	695.26
			RIVER ROCK FOR INFILTRATION STRIP	588.92
			RIVER ROCK FOR INFILTRATION STRIP	234.09
				1,518.27
10/13/2025	123699	POMP'S TIRE SERVICE, INC.	TIRES #625	1,867.26
10/13/2025	123700	PRECISE MRM LLC	CELLULAR DATA FOR GPS	160.00
10/13/2025	123701	PREDRAG DOSTANIC	UB REFUND FOR ACCOUNT: 013048-000	105.03
10/13/2025	123702	PREMIUM WATERS, INC.	KANDIYOHI WATER	116.88
10/13/2025	123703	PRESS PUBLICATIONS, INC.	ADJUSTING SALARIES OF MAYOR & COUNCILME	88.69
			PHN WEED ABATEMENT 2025	183.72
			PHN CUP 7920 LAKE DRIVE	50.68
			ORD. NO. 16-25 AMENDING COUNCIL AND COM	177.38
				500.47
10/13/2025	123704	R.L. LARSON EXCAVATING INC	2025 STREET RECON PAY APP 6	518,878.96
10/13/2025	123705	RICE CREEK WATERSHED DISTRICT	ACD 53-62 WATER MANAGEMENT CHARGE	659.38
10/13/2025	123706	RJ KOOL MIDWEST	SERVICE ON WASHING MACHINE	271.95
10/13/2025	123707	ROADKILL ANIMAL CONTROL	SEPTEMBER ROADKILL PICK UP SERVICES	129.00
10/13/2025	123708	SAFE-FAST, INC.	GLOVES AND CALIBRATION SERVICE	255.48
10/13/2025	123709	SAFETY-KLEEN SYSTEMS, INC.	SOLVENT	50.42
10/13/2025	123710	SHAWN C. HOLMES	3RD QTR 2025 STIPEND	75.00
10/13/2025	123711	SHRED-IT, C/O STERICYCLE, INC	DOCUMENT DESTRUCTION	121.17
10/13/2025	123712	SPRING LAKE PARK FIRE DEPARTM	EMT CERTIFICATION	4,500.00
10/13/2025	123713	SQUIRES, WALDSPURGER & MACE P	MAY LEGAL	6,147.00
			JUNE LEGAL	2,182.04
			JULY LEGAL	7,621.70
				15,950.74
10/13/2025	123714	STAAB CONSTRUCTION CORPORATIO	WATER TREATMENT PLANT	635,949.00
10/13/2025	123715	STAPLES INC.	PRINTER	179.99
			TONER	175.82
				355.81
10/13/2025	123716	STREICHER'S, INC.	DEPT EXP - C. TIMMONS	1,894.00
			UNIFORM ALLOWANCE - L. CLAYTON	250.96
				2,144.96
10/13/2025	123717	SUN CONTROL OF MINNESOTA INC	PD ENTRANCE AND CLASSROOM TINTING	328.00
10/13/2025	123718	SUZANNE GUTHMUELLER	3RD QTR 2025 STIPEND	225.00
10/13/2025	123719	SYCOM, INC.	WELL AND LIFT STATION REPAIRS	6,555.00

CHECK REGISTER FOR CITY OF LINO LAKES

CHECK NUMBER 123612 - 123731

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
10/13/2025	123720	T-MOBILE USA INC	CELL PHONES & WI-FI	798.74
10/13/2025	123721	TOM HAMM	UB REFUND FOR ACCOUNT: 015293-000	100.49
10/13/2025	123722	TRANS UNION LLC	PRE-EMPLOYMENT CREDIT CHECKS	65.37
10/13/2025	123723	TRAUT COMPANIES	TEST WELL NO. 7B	73,043.20
10/13/2025	123724	U.S. BANK	TOUCH UP PAINT, LABELER TAPE & SINK MAT	55.56
			BATTERIES	18.99
			INFLATABLES FOR BLUE HERON DAYS	1,927.24
				28,790.64
10/13/2025	123725	UPPER CUT TREE SERVICE	HAZARDOUS TREE REMOVAL - WOODS OF BALDW	4,500.00
10/13/2025	123726	VIKING ELECTRIC SUPPLY, INC.	DECTRON FUSES (3)	83.37
10/13/2025	123727	WHEELER HARDWARE COMPANY	REPLACE WAVE TO OPEN SENSOR	571.00
			DONGLE MONTHLY LICENSE AND SERVICE FEE	75.00
				646.00
10/13/2025	123728	WINNICK SUPPLY, INC.	STOCK STEEL	16.52
10/13/2025	123729	WSB & ASSOCIATES, INC.	AUGUST MARKET PLACE DR REALIGNMENT	18,600.50
			AUGUST WINTERS WETLAND BANK	5,300.00
			AUGUST LAKE AMELIA WOODS	760.00
			AUGUST WATERMARK PARK	2,086.00
			AUGUST WATERMARK 5TH ADDITION	125.50
			AUGUST WATER TREATMENT PLANT	48,326.00
			AUGUST WATERMARK 6TH ADDITION	125.50
			AUGUST OTTER LAKE RD EXT DESIGN & CONST	16,261.75
			AUGUST 2025 STREET RECON & MUNICIPAL EX	65,427.75
			AUGUST 2024 STREET REHAB & TRUNK WATER	502.00
			AUGUST NATURES REFUGE NORTH	3,478.50
			AUGUST WATERMARK 7TH ADDITION	95.00
			AUGUST 455 PARK CT - FIJI CUBE	125.50
			AUGUST WATERMARK 8TH ADDITION	8,074.00
			AUGUST WILKINSON WATERS	3,002.00
			AUGUST 2025 GENERAL ENGINEERING SERVICE	8,088.33
			AUGUST 2025 PRIVATE UTILITY PERMITS	5,522.00
			AUGUST 2025 BIRCH STREET SANITARY SEWER	2,361.00
			AUGUST SP 062-660-013 I35E & CRJ INTERC	753.00
			AUGUST JAVA PROPERTIES - LINO LAKES 2.0	1,506.00
			AUGUST 2025 STREET REHABILITATION	1,342.25
			AUGUST OTTER LAKE RD EXT PROJECT - ROW	1,188.00
			AUGUST PELTIER PONDS	2,537.00
			AUGUST TEST WELL NO 7B	3,705.00
			AUGUST 416 LILAC ST - BRF ENTERPRISES	1,421.50
			AUGUST 2025 SURFACE WATER MANAGEMENT PR	420.00
			AUGUST OTTER CROSSING SOUTH	1,007.50
			AUGUST CENTERVILLE RD & CRJ ROUNDABOUT	109.00
			AUGUST CLEARWATER COMMONS	3,986.50
			AUGUST CHIPOTLE (CLEARWATER COMMONS)	753.00
			AUGUST JAVA LINO LAKES - 2ND ADDITION	2,863.00

CHECK REGISTER FOR CITY OF LINO LAKES

CHECK NUMBER 123612 - 123731

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
			AUGUST HAMPTON ADDITION (ERICKSON PROPE	2,948.00
			AUGUST 2025 PHELPS RD STOCKPILE	125.50
			AUGUST 2025 TRUNK WATERMAIN PROJECT	175.00
			AUGUST 2025 LUMEN FIBER EXTENSION	20,486.25
			AUGUST SANITARY SEWER FLOW METERING	725.14
			AUGUST I35E CORRIDOR AUAR 2025 UPDATE	638.28
			AUGUST PUBLIC WORKS - HAZ MATERIAL REPO	3,857.18
			AUGUST 2026 STREET REHAB PROJECT	1,032.50
			AUGUST 2025 GPS/GIS MISC ASSISTANCE	700.00
			AUGUST 2025 TRAIL MAINT PROJECT	630.00
				<u>241,170.93</u>
10/13/2025	123730	XCEL ENERGY	STREET LIGHT REPAIRS - 6206 S GLEN TRL	3,642.52
			ELECTRIC	32,193.81
			NEW CONST ST LTG - 1433 PHEASANT HILLS	3,396.37
				<u>39,232.70</u>
10/13/2025	123731	ZIEGLER, INC.	MINI EXCAVATOR RENTAL	270.00
CKING TOTALS:				
Total of 120 Checks:				2,123,641.76
Less 0 Void Checks:				0.00
Total of 120 Disbursements:				<u>2,123,641.76</u>



Electronic Funds Transfer
MN Statute 471.38 Subd. 3

Council Meeting October 13, 2025

Transfer In/(Out)

9/22/2025 Transfer from MCM Money Market	1,300,000.00
9/26/2025 Payroll #20	(221,810.41)
9/26/2025 Payroll #20 Federal Deposit	(62,104.62)
9/26/2025 Payroll #20 PERA	(62,987.28)
9/26/2025 Payroll #20 State	(14,399.06)
9/26/2025 Payroll #20 H.S.A. Bank Pretax	(4,388.24)
9/26/2025 Payroll #20 TASC Pretax	(1,145.03)
9/26/2025 Payroll #20 Mission Sq 457 Def. Comp #301596	(2,850.00)
9/26/2025 Payroll #20 Mission Sq Roth IRA #706155	(869.23)
9/26/2025 Payroll #20 MSRS HCSP #98946-01	(5,619.07)
9/26/2025 Payroll #20 MSRS Def. Comp #98945-01	(2,455.00)
9/26/2025 Payroll #20 MSRS Roth IRA #98945-01	(1,414.00)
10/3/2025 Council Payroll #10	(3,707.31)
10/3/2025 Council Payroll #10 Federal Deposit	(209.14)

**Lino Lakes City Council
Work Session
Minutes**

DATE: September 22, 2025
TIME STARTED: 5:30 P.M.
TIME ENDED: 6:25 P.M.
LOCATION: Community Room
MEMBERS PRESENT: Mayor Rafferty (arrived 6:10 p.m.), Councilmembers Ruhland, Lyden, Cavegn and Stoesz
MEMBERS ABSENT: None

Staff Members Present: City Administrator Karen Anderson, City Clerk Roberta Colotti, Human Resources and Communications Manager Meg Sawyer, Interim Finance Director Kelly Horn, Finance Director Tracy Thoma, Community Development Director Mike Grochala, City Engineer Diane Hankee, Public Services Director Rick DeGardner, Fire Chief Dan L’Allier and Chief of Police Curt Boehme.

1. Call to Order and Roll Call

Acting Mayor Stoesz called the meeting to order at 5:30 p.m.

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

The agenda was adopted as presented.

3. Sunset Avenue Reconstruction Project – Presentation

The Community Development Director introduced staff from Anoka County and WSB that were present to discuss the Sunset Avenue Reconstruction Project.

Anoka County and WSB staff provided an overview of the traffic study. They presented a presentation on the traffic flow and proposed design elements. They announced that there would be an open house for the public on September 30th from 5-7 p.m. at City Hall.

The City Council provided feedback on the proposed design including the roadway, trails, and medians, as they related to safety, access and aesthetics.

4. Schedule Budget Work Session

The City Clerk stated that the 2026 Preliminary Budget & Levy are scheduled for formal action this evening. She asked if the Council would like to schedule a Special Work Session to discuss the 2026 Final Budget & Levy prior to the December 8th meeting at which formal action to adopt the budget is scheduled. General business may be discussed at the proposed Special Work Session as well.

Council Consensus

It was the consensus of the City Council to schedule a Special Work Session on Monday, October 20, 2025 at 6 p.m. at City Hall.

The Finance Director requested that the Council provide any topics of discussion or questions in advance of the meeting to allow time to prepare the background information needed to facilitate the discussion.

5. Rookery Activity Center – Fitness Equipment Purchase

Mayor Rafferty arrived at 6:10 p.m.

The Public Services Director provided an overview of the equipment purchase planned for the Rookery. He stated that this item is scheduled for formal action at the regular meeting this evening.

The Council discussed purchase and lease options and possible alternative funding sources.

Council Consensus

It was the consensus of the City Council to support the purchase of the equipment as presented this evening.

6. Review Regular Agenda

The City Council reviewed the regular agenda.

7. Adjournment

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

These minutes were approved at the regular Council Meeting on October 13, 2025.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

**LINO LAKES CITY COUNCIL
REGULAR MEETING
MINUTES**

DATE: September 22, 2025
TIME STARTED: 6:33 PM
TIME ENDED: 6:52 PM
LOCATION: City Council Chambers
MEMBERS PRESENT: Mayor Rafferty, Councilmembers Cavegn, Lyden, Ruhland and Stoesz
MEMBERS ABSENT: None

Staff Members Present: City Administrator Karen Anderson, City Clerk Roberta Colotti, Human Resources and Communications Manager Meg Sawyer, Finance Director Tracy Thoma, Community Development Director Mike Grochala, City Engineer Diane Hankee, Public Services Director Rick DeGardner, Fire Chief Dan L’Allier and Chief of Police Curt Boehme.

The meeting was called to order by Mayor Rafferty at 6:33 PM.

Mayor Rafferty provided an overview of the Rules of Decorum.

PUBLIC COMMENT

Mayor Rafferty opened the public comment period.

Lajos Milto, 858 Lois Lane, Lino Lakes, reported that his neighbors tree was dropping branches and material onto his property causing damage to his trailer and vehicles. He said that the City Forrester had been out to inspect the tree but determined that it was not the issue. He disagreed with this as the tree is causing damage on his side of the property line. He stated that he put a snow fence for the leaves but now the City has said that the snow fence is not allowed. He stated that the snow fence is needed because of the leaves.

Motion to Close the Public Comment Period at 6:36 p.m.

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

SETTING THE AGENDA

The agenda was adopted as presented.

SPECIAL PRESENTATIONS

None

1. CONSENT AGENDA

- A. Approval of Expenditures for September 22, 2025 (Check No. 123522 through 123611) in the Amount of \$3,617,768.17
- B. Approval of September 2, 2025, City Council Work Session Minutes
- C. Approval of September 8, 2025, City Council Work Session Minutes
- D. Approval of September 8, 2025, City Council Meeting Minutes
- E. Approval of Resolution No. 25-126, Special Event Permit for Artoberfest Lino Lakes
- F. Approval of Resolution No. 25-132, Purchasing Fitness Equipment for the Rookery Activity Center
- G. Approval of Resolution No. 25-127, Approving an Interfund Transfer from the General Fund to the Park & Trail Improvement Fund
- H. Accept the Q2 2025 Financial Report for Filing
- I. Approval of Resolution No. 25-128, Authorization to Declare Surplus and Sell Unused Public Works Equipment
- J. Approval of Resolution No. 25-133, Declaring Costs to be Assessed and Calling for Public Hearing on Proposed Assessments - 2025 Delinquent Utility Charges

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

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

2. FINANCE DEPARTMENT REPORT

A. 2026 Preliminary Levy

Motion to adopt Resolution No. 25-129, Adopting the 2026 Preliminary Levy.

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

B. Calling Public Hearing on 2026 Budget & Levy

Motion to adopt Resolution No. 25-130, Announcing the Public Hearing on the 2026 Budget and Levy.

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

The Public Hearing is hereby announced for Monday, December 8, 2025 at 6:30pm during the regularly scheduled City Council Meeting in the Council Chambers at the Civic Complex, 600 Town Center Parkway. The public will be allowed to speak prior to the adoption of a final levy for taxes payable 2026.

C. Canceling the 2026 Levy for the G.O. Capital Note, Series 2016A

Motion to adopt Resolution No 25-131, Canceling the 2026 Levy for the G.O. Capital Note, Series 2016A

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

3. ADMINISTRATION DEPARTMENT REPORT

A. Motion to waive full reading of Ordinance No. 16-25, Amending Chapter 202, Council and Commission Procedures.

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

Motion to provide second reading and adopt Ordinance No. 16-25, Amending Chapter 202, Council and Commission Procedures.

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

B. Motion to approve the Personnel Policy Amendments as presented.

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

C. Motion to appoint Alyssa Rendon to the Police Records Technician position, at Step 2 of the Police Records Technician wage scale, with a start date of October 13, 2025.

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

4. POLICE DEPARTMENT REPORT

No Report

5. FIRE DEPARTMENT REPORT

A. Motion to approve the Capital City Regional Firefighters' Association, Reciprocal Fire Service Agreement as presented.

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

6. PUBLIC SERVICES DEPARTMENT REPORT

No Report

7. COMMUNITY DEVELOPMENT REPORT

A. Motion to adopt Resolution No. 25-134, Approving Payment No. 1 and Final, Test Well No. 7B Grading.

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

8. UNFINISHED BUSINESS

None

9. NEW BUSINESS

None

10. NOTICES AND COMMUNICATIONS

- Environmental Board Meeting, September 24th at 6:30 p.m.

ADJOURNMENT

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

These minutes were approved at the City Council Meeting on October 13, 2025.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

**Lino Lakes City Council
Work Session
Minutes**

DATE: October 6, 2025
TIME STARTED: 6:02 P.M.
TIME ENDED: 8:59 P.M.
LOCATION: Community Room
MEMBERS PRESENT: Mayor Rafferty Councilmembers Ruhland, Lyden, Stoesz and Cavegn
ABSENT: None

Staff Members Present: City Administrator Karen Anderson, City Clerk Roberta Colotti, Community Development Director Mike Grochala, City Planner Katie Larsen, Chief of Police Curt Boehme, Fire Chief Dan L’Allier, Public Service Director Rick DeGardner, and Public Works Superintendent Justin Williams.

1. Call to Order and Roll Call

Mayor Rafferty called the meeting to order at 6:02 p.m.

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

The agenda was adopted as presented.

3. Review of Agenda Process and Procedures

The City Clerk provided an overview of the online portal for Council requests to add items to future agendas and suggested that direct communication with staff be used in place of the website application.

Council Consensus

It was the consensus of the City Council to eliminate the website application.

The City Clerk reported that the updated agenda format, recently adopted by ordinance, would be effective with the November 13, 2025 agenda, following publication as required.

The City Clerk reviewed items of procedure and practice related to agenda items and communications platforms.

4. Municipal Cannabis Retail Operator – Status Report

The City Clerk reported that the City recently sought proposals for a Municipal Cannabis Retail Operator. Following the initial review of the proposals received, it is recommended that the City seeks additional proposals and that those respondents most closely aligned with the anticipated contract be considered further as well. The City’s financial advisor has been contacted to assist with the process, and an update will be presented to the Council at a future Council meeting.

5. Zoning Ordinance Text Amendment Relating to Cannabis Microbusiness and Mezzobusiness

The Community Development Director and City Planner presented the proposed ordinance amendment related to Microbusiness and Mezzobusiness. It was noted that the Office of Cannabis Management (OCM) has several levels of licenses. The company 2E Reality, LLC., submitted a land use application to amend the zoning ordinance to allow cannabis microbusinesses and mezzobusinesses within the R, Rural Zoning District.

It was reported that the Planning & Zoning Board held a public hearing on September 10, 2025 and recommended approval. The Economic Development Advisory Board also reviewed the application, and their comments are included in the staff report, they recommended approval of the amendment.

The Community Development Director stated that this item was presented for the information of the Council this evening and is scheduled for formal action on October 13, 2025.

6. Police Department Report

The Chief of Police presented the Police Department report. He stated that it covered the period January 2025 to August 2025. He reviewed the department statistics and operations.

The Council discussed the information presented.

7. Fire Department Report

The Fire Chief presented the Fire Department report. He stated that it covered the period January 2025 to September 2025. He reviewed the department statistics and operations.

The Council discussed the information presented.

8. Inc Rinks – Seasonal Pickleball Court Use

Councilmember Ruhland reported that the City of Woodbury created dual use of space/equipment by having ice-rinks constructed to be used as pickleball courts in the summer. He suggested that the City consider a similar design option.

The Public Services Director presented a map showing the current and future pickleball and ice rink locations. It was noted that there is good coverage across the city of pickleball locations currently. Looking forward, the recreation facilities by the public works building will need to be moved and rebuilt. He provided general cost information, maintenance requirements and construction information for a dual use ice-

rink/pickleball court, noting that actual costs would need to be secured at the time of consideration of any individual project proposal.

9. Public Works Building Design Update

The Community Development Director reported that the Public Works Building initial cost estimates, at approximately \$31,000,000, are higher than anticipated in the most recent financial plan. He stated that project financing options are being reviewed by the finance department and would be presented for consideration at the October 20th budget meeting.

The Council discussed design alternatives and determined that the current site design provides the required vehicle and equipment storage, office and community space that was identified in the project plans. Noting that future expansion would be needed at a higher cost if shorted with this construction project. This project will be reviewed further as financing and project costs are received.

10. Adjournment

Mayor Rafferty adjourned the meeting at 8:59 p.m.

These minutes were approved at the regular Council Meeting on October 13, 2025.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

**CITY COUNCIL
STAFF REPORT
AGENDA ITEM 1.E.**

STAFF ORIGINATOR: Roberta Colotti, City Clerk

MEETING DATE October 13, 2025

AGENDA ITEM: Approval of Resolution No. 25-136 Authorizing the Issuance of a Solicitor's License to Custom Remodelers Inc. (CRI)

VOTE REQUIRED: Simple Majority

INTRODUCTION

The Council is being asked to approve Resolution No. 25-136 Authorizing the Issuance of a Solicitor's License to Custom Remodelers Inc. (CRI)

BACKGROUND

The attached resolution outlines the conditions and requirements for the issuance of a solicitor's permit to the applicant. All conditions must be met prior to the permit being finalized and as a condition of continued maintenance of the permit. The list of salespeople is included in the resolution. All salespeople are required to complete a successful background check as a condition of approval.

RECOMMENDATION

Motion to adopt Resolution No. 25-136 Authorizing the Issuance of a Solicitor's License to Custom Remodelers Inc. (CRI)

ATTACHMENTS

1. 25-136- Solicitor License Custom Remodelers Inc

**CITY OF LINO LAKES
RESOLUTION NO. 25-136**

**AUTHORIZING THE ISSUANCE OF A SOLICITOR LICENSE TO
CUSTOM REMODELERS INC. (CRI)**

WHEREAS, Custom Remodelers Inc. (CRI), 474 Apollo Drive, Lino Lakes, MN 55014, has applied for a solicitor license to allow the following salespeople to solicit within the City of Lino Lakes and the background investigation did not establish any information that would disqualify them from obtaining a solicitor/peddler's license.

1. Anthony Dimmick
2. Dylan Magney Jr.
3. Westyn Willem
4. Yandiel Guillet

WHEREAS, CRI will be required to comply with the provisions of Chapter 613 of the Lino Lakes City Code for obtaining the necessary license as a condition of issuance.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Lino Lakes, Minnesota hereby approves the request of CRI to solicit throughout Lino Lakes for a period of six (6) months, for a license term beginning within the year 2025, contingent upon successful completion of all conditions of the license.

Adopted by the City Council of the City of Lino Lakes on October 13, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC
City Clerk

**CITY COUNCIL
STAFF REPORT
AGENDA ITEM 1.F.**

STAFF ORIGINATOR: Roberta Colotti, City Clerk

MEETING DATE October 13, 2025

AGENDA ITEM: Approval of Resolution No. 25-138, Approving a Tobacco License for Nova Express

VOTE REQUIRED: Simple Majority

INTRODUCTION

Nova Express Property LLC (DBA Nova Express) has submitted a tobacco license application for the site located at 7977 Lake Drive, Lino Lakes, MN 55014.

BACKGROUND

This is a proposed transfer of ownership of a business location that currently holds a tobacco license. All conditions of the license will be required to be met prior to issuance of the license.

RECOMMENDATION

Motion to Adopt Resolution No. 25-238 Approving a Tobacco License for Nova Express.

ATTACHMENTS

1. 25-138- Resolution - Tobacco License - Nova Express

**CITY OF LINO LAKES
RESOLUTION NO. 25-138**

APPROVING A TOBACCO LICENSE FOR NOVA EXPRESS

WHEREAS, Nova Express Property LLC (DBA Nova Express) has submitted a tobacco license application for the site located at 7977 Lake Drive, Lino Lakes, MN 55014; and,

WHEREAS, this is a transfer of ownership of a business that currently holds a tobacco license.

WHEREAS, the applicant will be required to pass a background check completed by the Lino Lakes Police Department, make payment of all fees and complete any required city and state application forms as a condition of license approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota, that the City hereby approves the issuance of a tobacco license to Nova Express Property LLC (DBA Nova Express), with said approval contingent upon applicants meeting all city and state requirements for said licenses, including but not limited to a successful background check, and payment of all license fees.

Adopted by the City Council of the City of Lino Lakes this 13th day of October, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC
City Clerk

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

STAFF ORIGINATOR: Katie Larsen, City Planner

MEETING DATE: October 13, 2025

TOPIC: Approval of Resolution No. 25-140 Extending Construction Start Date for Automobile Repair-Minor on Lot 1, Block 2, Java Lino Lakes

VOTE REQUIRED: Simple Majority

INTRODUCTION

The developer, Java Companies, is requesting an extension to start construction on the automobile repair-minor project proposed on Lot 1, Block 2, Java Lino Lakes. The proposed end user is Valvoline and the property address is 7685 Lake Drive.

BACKGROUND

On November 12, 2024, the City Council passed Resolution No. 24-143 approving the conditional use permit for automobile repair-minor. Per City Code Section 1007.016 regarding conditional use permits:

(4) *Expiration.* The applicant shall commence the use or construction within one year of the date of approval unless a different time is specified in the conditional use permit. Otherwise, the approval shall be null and void, unless an extension is requested in writing, and for good cause, is granted by the City Council. A conditional use specified in the permit expires if, for any reason, the authorized use ceases for more than one year.

The construction start date deadline is November 12, 2025. The developer has requested an extension while Java Lino Lakes 2nd Addition is finalized and Marketplace Drive construction is complete.

RECOMMENDATION

Staff recommends approval of Resolution No. 25-140 extending the construction start date one (1) year to November 12, 2026.

ATTACHMENTS

1. Resolution No. 25-140

**CITY OF LINO LAKES
RESOLUTION NO. 25-140**

**EXTENDING CONSTRUCTION START DATE FOR AUTOMOBILE REPAIR-MINOR ON
LOT 1, BLOCK 2, JAVA LINO LAKES**

WHEREAS, on November 12, 2024, the City Council passed Resolution No. 24-143 approving a conditional use permit for automobile repair-minor on Lot 1, Block 2, Java Lino Lakes; and

WHEREAS, per City Code Section 1007.016 regarding conditional use permits:

(4) *Expiration*. The applicant shall commence the use or construction within one year of the date of approval unless a different time is specified in the conditional use permit. Otherwise, the approval shall be null and void, unless an extension is requested in writing, and for good cause, is granted by the City Council. A conditional use specified in the permit expires if, for any reason, the authorized use ceases for more than one year; and

WHEREAS, the construction start date deadline is November 12, 2025; and

WHEREAS, the developer, Java Companies, requested an extension to start construction.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the construction start deadline for the automobile repair-minor site on Lot 1, Block 2, Java Lino Lakes has been extended one (1) year to November 12, 2026.

Adopted by the City Council of the City of Lino Lakes this _____ day of _____, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

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

STAFF ORIGINATOR: Katie Larsen, City Planner

MEETING DATE: October 13, 2025

TOPIC: Approval of Resolution No. 25-144 Spargur Estates Final Plat
Recording Date Extension

VOTE REQUIRED: Simple Majority

INTRODUCTION

The developer, Mespargur Inc., is requesting another 90 day extension to record the Spargur Estates final plat.

BACKGROUND

On January 13, 2025, the City Council passed Resolution No. 25-09 approving Spargur Estates final plat. Per Subdivision Ordinance Section 1001.059(3), the developer shall record the plat within 90 days after the date of approval, otherwise the approval of the final plat shall be considered void, unless the developer requests and receives an extension from the City Council. The original 90 day deadline was April 14, 2025.

On April 14, 2025, the City Council passed Resolution No. 25-42 approving a 90 day extension that made the new recording deadline July 13, 2025.

On July 14, 2025, the City Council passed Resolution No. 25-98 approving another 90 day extension that made the new recording deadline October 11, 2025.

The developer has requested another 90 day extension. The extension date for recording the mylars is now January 9, 2026.

RECOMMENDATION

Staff recommends approval of Resolution No. 25-144.

ATTACHMENTS

1. Resolution No. 25-144

**CITY OF LINO LAKES
RESOLUTION NO. 25-144**

APPROVING SPARGUR ESTATES FINAL PLAT RECORDING DATE EXTENSION

WHEREAS, on January 13, 2025, the City Council passed Resolution No. 25-09 approving Spargur Estates final plat; and

WHEREAS, the City's Subdivision Ordinance Section 1001.059(3) states the developer shall record the plat within 90 days after the date of approval, otherwise the approval of the final plat shall be considered void, unless the developer requests and receives an extension from the City Council; and

WHEREAS, the original 90 day filing deadline was April 14, 2025; and

WHEREAS, the developer, Mespargur Inc., requested a 90 day extension to record the final plat; and

WHEREAS, on April 14, 2025, the City Council passed Resolution No. 25-42 approving a 90 day extension that made the new recording deadline July 13, 2025; and

WHEREAS, on July 14, 2025, the City Council passed Resolution No. 25-98 approving another 90 day extension that made the new recording deadline July 13, 2025; and

WHEREAS, the developer, Mespargur Inc., requested another 90 day extension to record the final plat.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the recording date deadline for the Spargur Estates final plat and related documents has been extended to January 9, 2026.

Adopted by the City Council of the City of Lino Lakes this _____ day of _____, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

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

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: October 13, 2025

TOPIC: Resolution No. 25-146 Approving Assessment Agreement Abating Public Nuisance – 7253 Fall Drive

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting City Council approval of an assessment agreement allowing for the abatement of a pest infestation.

BACKGROUND

The property located at 7253 Fall Drive was found to be in violation of City Code Section 1009.22 (7) regarding a pest infestation. The owner could not address the problem in a timely manner. The City has authority under City Code to address and abate public health nuisances. The owner was receptive to an assessment agreement authorizing the City and its assigns to enter the property, complete the necessary treatments, and assess the cost to the property. This allowed for a more expedient abatement process.

The estimated cost of treatment is \$695.41. The total cost of the treatment will be assessed against the property.

RECOMMENDATION

Staff is recommending approval of Resolution No. 25-146.

ATTACHMENTS

1. Resolution No. 25-146

**CITY OF LINO LAKES
RESOLUTION NO. 25-146**

**APPROVING ASSESSMENT AGREEMENT
PUBLIC NUISANCE ABATEMENT**

WHEREAS, the property at 7253 Fall Drive was found to be in violation of Section 1009.22 (7) of City Code related to pest infestations, and

WHEREAS, the Owner is unable to remedy the violation in a timely manner; and

WHEREAS, the City has the authority under City Code to address and abate public health nuisances; and

WHEREAS, the owner has requested that the City use its authority to complete the work and assess the cost to the Property, to be collected along with real estate taxes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the Assessment Agreement is approved and the Mayor and City Clerk are hereby authorized to execute the assessment agreement on behalf of the City.

Adopted by the City Council of the City of Lino Lakes this 13th day of October 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

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

STAFF ORIGINATOR: Diane Hankee PE, City Engineer

MEETING DATE: October 13, 2025

TOPIC: Approval of Resolution No. 25-135 Stormwater Re-use Agreement, Natures Refuge North

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting City Council approve the Stormwater Re-Use Agreement for the Natures Refuge North development.

BACKGROUND

On September 8, 2025 the City Council passed Resolution No. 25-118 approving Natures Refuge North PUD Final Plan/Final Plat. To reduce the use of municipal water for irrigation a stormwater re-use system has been included in the Natures Refuge North project. The execution of a Stormwater Re-Use Agreement between the Developer and the City of Lino Lakes is required for the maintenance and operations of the re-use system.

RECOMMENDATION

Staff is recommending the City Council approve Resolution 25-135 approving the Stormwater Re-use Agreement for the Natures Refuge North development.

ATTACHMENTS

1. Resolution No. 25-135
2. Stormwater Reuse Agreement

**CITY OF LINO LAKES
RESOLUTION NO. 25-135**

**APPROVING STORMWATER RE-USE AGREEMENT FOR
NATURES REFUGE NORTH**

WHEREAS, on September 8, 2025 the City Council passed Resolution No. 25-118 approving Natures Refuge North PUD Final Plan/Final Plat; and

WHEREAS, the approval required the execution of a Stormwater Re-Use Agreement between the Developer and the City of Lino Lakes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lino Lakes that the Stormwater Re-Use Agreement between the City of Lino Lakes and M/I Homes of Minneapolis/St. Paul, LLC is hereby approved and the Mayor and City Clerk are authorized to execute such agreements on behalf of the City.

Adopted by the Council of the City of Lino Lakes this 13th day of October, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

STORMWATER RE-USE AGREEMENT
(Natures Refuge North, Lino Lakes, Minnesota)

THIS STORMWATER RE-USE AGREEMENT (this "**Agreement**") is entered into as of this ____ day of _____, 2025, by and between the City of Lino Lakes ("City"), a Minnesota municipal corporation, and M/I Homes of Minneapolis/St. Paul, LLC, a Delaware limited liability company ("Developer").

RECITALS

A. A surfacewater management system including a Pond / Lake ("**Pond**") have been located on property owned by the Developer and legally described as:

Outlots C and G, Natures Refuge North, Anoka County, Minnesota (the "**Outlots**").

B. The Pond is encumbered by a public Drainage and Utility easement in favor of the City of Lino Lakes.

C. The Developer is using surfacewater from the Pond to provide irrigation water to the common elements within Natures Refuge North (the "**Common Elements**") as identified on ***Exhibit A*** attached hereto and incorporated herein, including the lot area, green space and boulevards.

D. A Stormwater Re-Use Distribution System (the "**Distribution System**"), including without limitation a Stormwater Re-Use Pump and RPZ backflow preventer assembly (the "**RPZ and Pump**"), have been designed and will be installed by the Developer in locations as generally depicted on ***Exhibit A*** attached hereto and incorporated herein, which System, RPZ and Pump will allow stormwater from the Pond to be used to provide irrigation water to the Natures Refuge North irrigation system (the "**Irrigation System**") on the Common Elements as described herein.

E. The City and the Developer wish to enter into this Agreement, governing the installation, use and maintenance of the Distribution System and Irrigation System.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. **Use of Surfacewater.** The City hereby acknowledges and agrees that the Developer will utilize the stormwater from the Pond to provide irrigation water to the Distribution System and Irrigation System, all in accordance with the terms and conditions of this Agreement. The Pump and electrical controls will be installed by the Developer and stored within the property owned by the Developer. Nothing herein shall be construed to restrict any other use of the property owned by the Developer in accordance with applicable laws.

2. **Duration of Agreement.** The term of this Agreement is a period of twenty-five (25) years from the date of execution, subject to extensions and termination as set forth herein.

3. **Pumping Requirements.** Notwithstanding anything herein to the contrary, the Developer shall be required to use the Distribution System to irrigate the Common Elements with surfacewater from the Pond.

The Developer may only use water from the City's municipal water supply system for irrigation purposes when the following conditions apply:

- 1) There is a deficiency with the system RPZ or Pump that causes the Irrigation System to become inoperable.
- 2) The pond falls four feet (4') in elevation from the normal water level (NWL) elevation of 902.7 feet to an elevation of 898.7 feet and remains so for at least twenty-four (24) hours.

In either of these cases, the Developer shall be required to contact the City, in writing, and request the Irrigation System supply be switched to treated drinking water from the City's municipal water supply system. The City reserves the right to disable the Pump at any time in order to prevent exceedance of the four-foot (4') pond reduction.

Notwithstanding the foregoing paragraph 4(2), after a period of three (3) years from the execution of this Agreement, both parties will consider and evaluate and negotiate in good faith the matter of whether the four-foot (4') pond reduction limitation may be increased or decreased. If the four-foot (4') pond reduction limitation is decreased, it may not be decreased by more than two feet (2'). In the event that the Developer uses treated drinking water from the City's municipal water supply system for the Irrigation System rather than surfacewater from the Pond, the City shall bill the Developer at the City's established water rate during that time period.

5. **Irrigation.** The Developer shall meet the City of Lino Lakes' irrigation watering restrictions when the lake level is not within the Lake level elevations of 902.7 and 900.7, provided that the Developer is irrigating with the Re-use Distribution System. The Developer shall meet City of Lino Lakes' irrigation watering restrictions when using the City's water supply for irrigation purposes.

6. **Maintenance.** The Developer shall allow the City access over real property owned by the Developer as is reasonably needed to inspect the Irrigation System, RPZ and Pump. The Developer shall coordinate and perform full-system draining and blow-out for winterization purposes, up to and including the System RPZ and Pump. Maintenance and winterization activities shall include by way of illustration, but not by way of limitation, those in *Exhibit B*. All maintenance, repair, and replacement of the System RPZ and Pump shall be the responsibility of the Developer. Notwithstanding the foregoing, in no event shall the City be responsible for turf degradation, consequential damages, or property damage as a result of water quality or supply issues or otherwise by reason of its provision of or failure to provide the services offered by it under this Agreement.

The City's entry and access to, and use of, real property owned by the Developer for inspection purposes or any construction work shall always be subject to the following provisions:

(i) the City shall promptly restore any areas disturbed in the course of the City's entry or use thereof, (ii) the City shall maintain, repair and replace any improvements installed by the City at the City's sole cost and expense, and (iii) the City shall indemnify, defend and hold the Developer harmless from and against any costs, damages, liabilities, losses, expenses, liens or claims (including, without limitation, reasonable attorney's fees) arising out of or relating to any such access, entry or use thereof, all such obligations shall survive termination or expiration of this Agreement.

7. **Startup and Testing.** It shall be the Developer's responsibility to ensure water quality is adequate for irrigation prior to System startup each spring. The Developer shall coordinate pond water quality sampling and analysis every year between the months of April and May and transmit the results to the City following the City's request therefor. The water quality parameters shall include, at a minimum, the following: fecal coliforms (*E. coli*), total coliforms, turbidity, total dissolved solids (TDS), total suspended solids (TSS), pH, chloride, nitrate, total phosphorus, zinc, and copper.

Notwithstanding the foregoing paragraph 7, after a period of three (3) years from the execution of this Agreement, both parties will consider and evaluate and negotiate in good faith the matter of whether the pond water quality results collected to date warrant increasing or decreasing the frequency of water quality sampling and analysis.

8. **Equipment Failure.** In the event there is a deficiency with the System RPZ or Pump which causes the Irrigation System to become inoperable, the Developer shall correct the deficiency within thirty (30) days after the City gives written notice to the Developer specifying the deficiency, or as soon as reasonably possible otherwise. If Developer fails to correct the deficiency within thirty (30) days after the City provides written notice to the Developer, the City may, without further notice, access the Distribution system to make necessary repairs. The Developer shall be billed for labor and material costs associated with the City performing repairs on the Distribution system and the use of treated drinking water from the City's municipal water supply system for irrigation during the inoperability.

9. **Credits.** The Developer recognizes the City's intent to use any excess volume and water quality credits created by the Irrigation System as a means of meeting volume and water quality requirements for City road and other projects under Rice Creek Watershed District stormwater management rules. Notwithstanding the foregoing, the Developer have no obligation to create any such excess credits or to operate the Irrigation System in any manner other than in accordance with the requirements of this Agreement.

10. **Default.** In the event the Developer fails or refuses to maintain, repair and/or operate the System as required herein, the Developer shall correct the deficiency within thirty (30) days after the City gives written notice to the Developer specifying the deficiency, or as soon as reasonably possible otherwise. If the Developer fails to correct the deficiency in a timely manner, then the City may, with ten (10) days written notice and without regard to the formalities of Minnesota Statutes Chapter 429, perform such work to maintain, repair, and/or operate the Irrigation System and assess Developer for the cost of such work.

11. **Extension.** Except to the extent otherwise provided in this Agreement following the initial twenty-five (25) year term, this Agreement will be automatically extended for successive

one-year periods (subject to the “Termination” section below), on the same terms and conditions as in effect immediately prior to the then-current expiration date, unless either part gives the other notice of non-extension at least three (3) months before the then-current expiration date.

12. **Termination.** If either party breaches any provision of this agreement and if such breach is not cured within thirty (30) days after receiving written notice thereof, the non-breaching party shall have the non-exclusive right to terminate this agreement thereafter, upon written notice.

13. **Miscellaneous.** This Agreement contains the entire agreement between the City and the Developer regarding the subject matter hereof. This Agreement may be signed in any number of counterparts, each of which shall be considered an original, but which together shall constitute one and the same instrument. This Agreement may be amended only by a written instrument signed by the parties hereto. This Agreement shall run with the land, and shall bind and inure to the benefit of the respective parties and their successors and assigns.

14. **Authorization.** The parties represent and warrant that the undersigned are duly authorized to execute this Agreement and to bind the respective parties to the terms of this Agreement.

[Signature and Acknowledgement Page Follows.]

**SIGNATURE PAGE TO
STORMWATER RE-USE AGREEMENT**

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

CITY OF LINO LAKES

By: _____
Rob Rafferty, Mayor

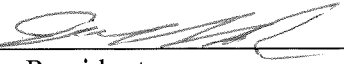
By: _____
Roberta Colotti, Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2025, by Rob Rafferty and Roberta Colotti, the Mayor and Clerk of the City of Lino Lakes, a Minnesota municipal corporation, on behalf of the municipal corporation.

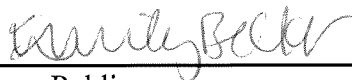
Notary Public

M/I HOMES OF MINNEAPOLIS/ST. PAUL,
LLC

By: 
Area President

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this 19th day of September,
2025, by John Rask, the Area President of M/I Homes of Minneapolis/St. Paul, LLC a
Delaware Limited Liability Company, on behalf of the company.


Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
City of Lino Lakes
600 Town Center Parkway
Lino Lakes, Minnesota 55014

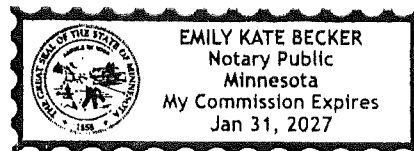
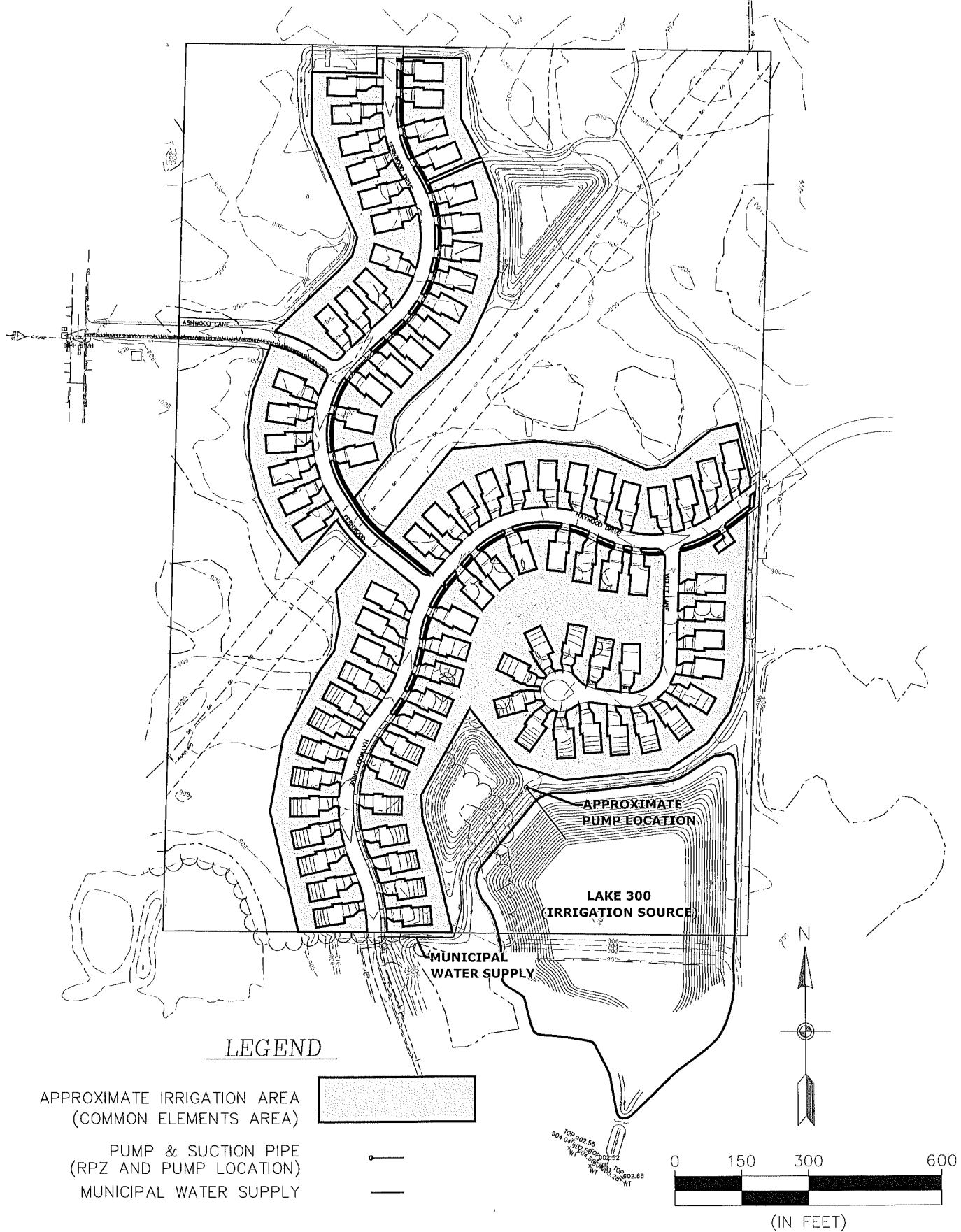


EXHIBIT A

IRRIGATION SYSTEM LOCATION



**CARLSON
ENGINEERING**

ENGINEERING \ SURVEYING \ PLANNING

NATURES REFUGE NORTH
LINO LAKES, MN

EXHIBIT B

OPERATION AND MAINTENANCE REQUIREMENTS

Start-Up

- Prior to start-up, staff responsible shall become familiar with all operation and maintenance information provided by the pump manufacturer.
- Test the RPZ backflow preventer assembly every year before start-up.
- Inspect the pump cart assembly, piping, meters, valves, and fittings and repair defects as necessary.
- Coordinate with City staff to open the appropriate valves to allow for stormwater supply to the irrigation system and to allow air that is entrained in the system to escape.
- Address any issues with cavitation, excess vibration, leaks, water quality, or other concerns prior to further operating the system.

Pump

- Pump system shall automatically maintain the requisite pressure to the irrigation system.
- Pump controller shall automatically disable the pump in the event of an alarm condition.
- The City reserves the right to disable the pump in order to maintain the agreed-upon pond water level.

Routine Maintenance

Every two (2) Weeks:

- Visually inspect pond water level and water quality.
- Visually inspect pump station and vicinity for leaks and signs of vibration or cavitation.
- Run each pump to ensure proper operation. Note any abnormal sounds, cavitation, vibration, leaks, or other concerns.
- Check for operational codes or alarms on the controller.

Annual:

- Test the backflow preventers.
- Coordinate water quality sampling and analysis.

Winterization

- Turn off controller and disconnect power. Lock main disconnect with a padlock to ensure power cannot be applied unintentionally.
- Close all curb stops and isolation valves and completely drain and blow-out the entire system, including any supply lines. Leave all drain valves open through the winter.
- Remove and store pump cart, meters, RPZ backflow preventer assembly, and other miscellaneous equipment in a location where they will not be subjected to freezing.
- Perform pump winterization as recommended by the pump manufacturer.

- Open any petcocks to allow draining.
- Install new corrosion inhibitors in the electrical control panel.
- Schedule and perform annual inspection of the RPZ backflow preventer assembly by a licensed mechanical company.

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

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: October 13, 2025

TOPIC: Resolution No. 25-148 Authorizing Release of Temporary Construction Easement and the Development Agreement for ALINO Addition

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting Council authorization to release temporary construction easements 21st Avenue and release of the 2013 Development Contract for Alino Addition.

BACKGROUND

On September 8, 2025 the City Council approved the Final Plat of Clearwater Commons which included property originally platted as ALINO Addition in 2013. 21st Avenue was constructed as part of the ALINO Addition development which included the Met Council park and ride lot.

A development agreement was entered into as part of the Final Plat requirements for ALINO Addition and recorded against the property. The agreement provides for its release by the City upon completion of the Developers' private improvements. All improvements covered by the Development Agreement have been completed. Additionally, the City obtained temporary construction easements for the construction of 21st Avenue. The easement agreement provides for the expiration of the temporary easements upon substantial completion as determined by the City Engineer. The project have been completed for several years.

The Clearwater Commons developer has requested release documents so these obligations can be removed from the property title.

RECOMMENDATION

Staff recommends approval of Resolution No. 25-148.

ATTACHMENTS

1. Resolution No. 25-48.

**CITY OF LINO LAKES
RESOLUTION NO. 25-148**

**RESOLUTION AUTHORIZING RELEASE OF TEMPORARY CONSTRUCTION EASEMENTS (21ST
AVENUE) AND THE DEVELOPMENT CONTRACT FOR ALINO ADDITION**

WHEREAS, on September 8, 2025, the City Council passed Resolution No. 25-120 approving Clearwater Commons final plat (the “Plat”); and

WHEREAS, the Plat included property that was part of ALINO Addition, platted in 2013, that was subject to a certain Development Contract (the “Contract”), recorded as Anoka County Document No. 2075334.004, filed for record on December 30 2013; and

WHEREAS, Article III of the Contract provides for its release upon completion of the Developers improvement; and

WHEREAS, all such improvements have been completed; and

WHEREAS, the property is subject to certain Permanent Utility and Drainage Easements and Temporary Construction Easements for the construction of 21st Avenue (the “Easements”), recorded as Anoka County Document No. 2084186.005, filed for record on June 13, 2014; and

WHEREAS, the Easements provide for the expiration of the Temporary Easements upon substantial completion of 21st Avenue as determined by the City Engineer; and

WHEREAS, 21st Avenue is substantially complete,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lino Lakes approves the Release and Termination of the ALINO ADDITION Development Contract and the Release and Termination of the Temporary Construction Easements.

BE IT FURTHER RESOLVED, that the Mayor and Clerk are hereby authorized to execute all necessary documents following review and approval of the City Attorney.

Adopted by the City Council of the City of Lino Lakes this 8th day of September, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

**CITY COUNCIL
STAFF REPORT
AGENDA ITEM 2.A.**

STAFF ORIGINATOR: Tracy Thoma, Finance Director

MEETING DATE October 13, 2025

AGENDA ITEM: Public Hearing, Approval of Resolution No. 25-139 Adopting the Assessment Roll for Delinquent Utility Accounts

VOTE REQUIRED: 4/5

INTRODUCTION

The purpose of this agenda item is for the City Council to hold the assessment public hearing for the 2025 Delinquent Utility Accounts. The proposed assessment roll (Exhibit A - to be distributed at the Meeting) that is prepared for the public hearing includes the delinquent utility balances by PID number and property street address information.

BACKGROUND

State Statutes 429.101 and 444.075 and Sections 401.3, 402.14, and 404.10 of the Lino Lakes City Code state that a/the city may certify unpaid special charges, including those listed below, to the County Auditor as a special assessment against the property.

- The recovery of payment of utility bills and other services, even if provided by a third party
- Snow and weed elimination from streets or private property
- Nuisance charges
- Administrative citations

To recover unpaid special charges and delinquent accounts, the City must follow State Statute 429.101 procedures. Those procedures provide that the City must adopt a resolution declaring the unpaid special charges and delinquent past due accounts to be assessed and establish a date for the assessment hearing for those charges. On September 22, 2025, the Council adopted a resolution declaring the costs to be assessed, ordering preparation of the assessment rolls, and setting the date of the public hearing. A notice of public hearing was published in the legal section of the Quad Community Press on September 30, 2025.

All property owners with unpaid delinquent accounts have been mailed a Notice of Hearing to Certify Special Assessments, which included information pertinent to their property such as the total proposed assessment amount and the interest rate. Property owners have been provided

with the opportunity to pay the charges prior to the assessment.

A current list of the properties with unpaid delinquent utility accounts will be made a part of the resolution as Exhibit A. The current proposed assessment roll as of 10/6/2025 includes 578 parcels and totals \$133,798.78. The Council will be provided with an updated proposed assessment roll (Exhibit A), at tonight's Council Meeting.

Any amounts included on Exhibit A that remain unpaid as of November 13, 2025, will be certified to property taxes payable in 2026. The assessment shall include the annual principal, an administration filing fee of \$30.00, and shall bear interest at the rate of 5.00% per annum. In the case of the delinquent utility accounts being considered as part of this resolution, property owners have been provided the opportunity to pay the charges prior to the assessment certification.

RECOMMENDATION

Conduct the public hearing to consider special assessments.

Adopt Resolution No. 25-139, Adopting the Assessment Roll for Delinquent Utility Charges.

ATTACHMENTS

1. Resolution No. 25-139 - Resolution -Adopting the Assessment Roll for Delinquent Utility Accounts

CITY OF LINO LAKES
RESOLUTION NO. 25-139

ADOPTING THE ASSESSMENT ROLL FOR DELINQUENT UTILITY ACCOUNTS

WHEREAS, Pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessments for the 2025 Delinquent Utility Accounts.

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

1. The proposed assessment for the 2025 Delinquent Utility Accounts (Exhibit A), a copy of which is attached hereto and made part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein the amount of \$133,798.78
2. Assessments shall be payable pursuant to Minnesota Statute 429.101 and 444.075 and Sections 401.3, 402.14 & 404.10 of the Lino Lakes City Code in one (1) single installment payable in 2026. The single installment shall include the annual principal, a delinquent assessment administrative filing charge of \$30.00 and shall bear interest at the rate of 5.00% per annum.
3. The City Clerk shall submit a list of the costs for services the City has incurred for unpaid utility bills, as provided by law, and shall file a copy of such proposed assessment in the office of the City Clerk for public inspection.
4. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay to the City's Finance Director the whole of the assessment on such property including the delinquent assessment administration charge, with interest accrued to the date of the payment, except that no interest will be charged if the entire assessment is paid within thirty (30) days of the adoption of this resolution, and the individual may at any time thereafter, pay to the City's Finance Director the entire amount of the assessment remaining unpaid, excepting the installment portion appearing upon the current year's property tax statement.
5. The Finance Director shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of Anoka County. Such assessments shall be collected and paid to the City in same manner as other municipal taxes.
6. The portion of the cost to be assessed against benefited property owners is declared to be \$133,798.78.

Adopted by the City Council of the City of Lino Lakes on this 13th day of October 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC
City Clerk

**CITY COUNCIL
STAFF REPORT
AGENDA ITEM 3.A.**

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE October 13, 2025

AGENDA ITEM: Appointment of Community Service Officer

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to approve the appointment of Gabrielle Krause to the Community Service Officer (CSO) position within the Police Department.

BACKGROUND

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

Krause holds a Bachelor of Arts degree in Criminology and Psychology.

The starting wage for Krause will be \$26.27 per hour, which is Step 1 in a 7 step wage scale for the CSO position.

With the Council's approval, Krause will start in the CSO position on October 14, 2025.

RECOMMENDATION

Please approve the appointment of Gabrielle Krause to the part-time, Community Service Officer (CSO) position with a start date of October 14, 2025.

ATTACHMENTS

None

**CITY COUNCIL
STAFF REPORT
AGENDA ITEM 3.B.**

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE October 13, 2025

AGENDA ITEM: Appointment of Human Resources Assistant

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to approve the appointment of Joseph Pothast to the Human Resources Assistant position within the Administration department.

BACKGROUND

Staff has completed the recruitment process, provided a conditional offer, and is recommending the approval of Joseph Pothast to the full time Human Resources Assistant position.

Pothast has a bachelor's degree from Concordia St. Paul. He has worked as the Human Resources/Talent Acquisition Specialist at Factory Motor Parts in Eagan since August 2023 and worked as a recruiter at Aerotek for two years prior to that.

The starting wage for Pothast will be \$32.56 per hour, which is Step 2 in a 7 step wage scale.

With the Council's approval, Pothast will start in the position on October 15, 2025.

The hiring of Pothast will backfill the Human Resources Assistant vacancy that was created due to a resignation. The 2025 Adopted Budget includes one full-time Human Resources Assistant in the Administration department.

RECOMMENDATION

Please approve the appointment of Joseph Pothast to the Human Resources Assistant position with a start date of October 15, 2025.

ATTACHMENTS

None

**CITY COUNCIL
STAFF REPORT
AGENDA ITEM 3.C.**

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE October 13, 2025

AGENDA ITEM: Appointment of Public Works Maintenance Worker

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to approve the appointment of Lucas Raska to the Utilities Maintenance Worker position within the Public Works Department.

BACKGROUND

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

Raska is currently an Operator for Badger Daylighting in White Bear Lake.

The starting wage for Raska will be \$31.69 per hour, which is Step 1 in a 7 step wage scale for the Maintenance Worker position.

With the Council's approval, Raska would start in the Utilities Maintenance Worker position on October 15, 2025.

The hiring of Raska will backfill the Utilities Maintenance Worker vacancy that was created due to a resignation. The 2025 Adopted Budget includes four full-time Utilities Maintenance Worker positions.

RECOMMENDATION

Please approve the appointment of Lucas Raska to the Utilities Maintenance Worker position with a start date of October 15, 2025.

ATTACHMENTS

None

**CITY COUNCIL
STAFF REPORT
AGENDA ITEM 5.A.**

STAFF ORIGINATOR: Dan L'Allier, Fire Chief

MEETING DATE October 13, 2025

AGENDA ITEM: First Reading of Ordinance No. 16-25, Amending Chapter 1002.01, Fire Code Adoption

VOTE REQUIRED: Simple Majority

INTRODUCTION

To amend the City's Fire Code adoption ordinance to include both the Minnesota State Fire Code and its referenced appendices.

BACKGROUND

The current ordinance has adopted the most recent version of the Fire Code. However, it doesn't include the appendices. The appendices provide critical operational details, clarifications, and local authority options that ensure public safety, effective emergency response, and consistent enforcement.

RECOMMENDATION

- Motion to Waive the Full Reading of Ordinance No. 16-25, Amending Chapter 1002.01, Fire Code Adoption
- Motion to provide First Reading of Ordinance No. 16-25, Amending Chapter 1002.01, Fire Code Adoption

ATTACHMENTS

1. 18-25, Amending Chapter 1002 Fire Code

1 st Reading: October 13, 2025	Website Notice: October 14, 2025
2 nd Reading: October 27, 2025	Publication: November 4, 2025
Adoption: October 27, 2025	Effective: December 4, 2025

CITY OF LINO LAKES ORDINANCE NO. 16-25

AMENDING CHAPTER 1002.01, FIRE CODE ADOPTION

The Council of Lino Lakes ordains:

Section 1002.01. Chapter 1002: Fire Code, of the Lino Lakes Code of Ordinances, be amended to read as follows:

FIRE CODE

§ 1002.01 FIRE CODE ADOPTION.

The Minnesota State Fire Code and appendices, as adopted pursuant to M.S. § 299F.011, as it may be amended from time to time, and as modified by Minnesota Rules, Chapter 7511, shall be applicable within the City of Lino Lakes.

(Ord. 12-00, passed 8-14-2000; Am. Ord. 10-07, passed 8-27-2007)

§ 1002.02 DEFINITIONS.

(1) Whenever the word **JURISDICTION** is used in the Minnesota State Fire Code, it shall mean the City of Lino Lakes.

(2) Whenever the term **THIS CODE** is used in the Minnesota State Fire Code or this subchapter, it shall mean the code adopted pursuant to this subchapter.

(3) ~~Whenever the term **FIRE DEPARTMENT** or **FIRE DIVISION** is used, it shall mean the Lino Lakes Public Safety Department Fire Division.~~

(Ord. 12-00, passed 8-14-2000; Am. Ord. 10-07, passed 8-27-2007; Ord. 02-16, passed 6-13-2016)

§ 1002.03 APPLICATION, ADMINISTRATION AND ENFORCEMENT.

The application, administration and enforcement of the code shall be in accordance with the Minnesota State Fire Code.

(1) ~~The Public Safety Director~~, The Fire Chief or his/her designee, is authorized to enforce the provisions of the Minnesota State Fire Code and this subchapter.

(2) ~~The Public Safety Director~~, The Fire Chief or his/her designee, may detail the members of the ~~Public Safety Department~~ Fire Department as may be necessary to administer and enforce the provisions of this subchapter.

(Ord. 10-07, passed 8-27-2007; Ord. 02-16, passed 6-13-2016)

§ 1002.04 PERMITS AND FEES.

The issuance of permits and the collection of fees shall be assessed for work governed by this code in accordance with the city's adopted fee schedule and as set forth in the Minnesota State Fire Code.

(Ord. 10-07, passed 8-27-2007)

Cross-reference:

City fee schedule, see § 218.01

§ 1002.05 PENALTIES.

A person who violates the provisions of the Minnesota State Fire Code or this subchapter after being given written notice shall be guilty of a misdemeanor. Each day's violation after notice thereof shall constitute a separate offense.

(Ord. 12-00, passed 8-14-2000; Am. Ord. 10-07, passed 8-27-2007)

§ 1002.06 CHAPTER SELF-PERPETUATING.

This subchapter shall perpetually include the most current edition of the Minnesota State Fire Code.

(Ord. 12-00, passed 8-14-2000; Am. Ord. 10-07, passed 8-27-2007)

Adopted by the Lino Lakes City Council on this 27th day of October, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC
City Clerk

**CITY COUNCIL
AGENDA ITEM 7A**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: October 13, 2025

TOPIC: Public Hearing. Approving Resolution No. 25-137, Adopting Assessment Role, 2022 Weed Abatement Charges

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting City Council consideration to adopt the assessment role for weed abatement charges payable in 2025.

BACKGROUND

City Code Section 904 declares weeds or grass growing in excess of eight inches in height to be a public nuisance. Property owners in violation of this requirement are notified and provided an opportunity to cure the nuisance. If the violation is not addressed within a specified period of time, City staff and/or private contractors are directed to abate the nuisance. The cost of abatement is charged to the property owner. In the event that the property owner fails to pay the costs incurred, the City may certify the charges against the property for collection with property taxes as a special assessment.

Minnesota Statutes § 429.101 provides for the special assessment of certain services including weed elimination from properties. Special Assessments levied under this statute are subject to the procedural requirements of M.S. § 429.061 which requires the determination of the costs to be assessed and a public hearing to adopt the assessments.

There are two properties proposed to be assessed for costs incurred in 2025. The total amount to be assessed is \$360.00. The amount charged is based on staff time for completing the work and administrative costs.

The property owners were notified by mail in accordance with the law.

RECOMMENDATION

Staff recommends approval of Resolution No. 25-137.

ATTACHMENTS

1. Resolution No. 25-137

**CITY OF LINO LAKES
RESOLUTION NO. 25-137**

**RESOLUTION ADOPTING ASSESSMENT
2025 WEED ABATEMENT CHARGES**

WHEREAS, pursuant to City Code Section 904, any weeds or grass growing upon any lot or parcel of land in the City of Lino Lakes to a greater height than eight (8"), or which have gone or about to go to seed are declared to be a nuisance; and

WHEREAS, certain property owners in noncompliance with such code requirements were notified and provided the opportunity to comply with such provisions; and

WHEREAS, upon failure of the property owner to comply with the provisions of said notice, the City Weed Inspector ordered the abatement of such nuisance, in accordance with the City Code Section 904, and charged the property owner thereof for expenses incurred by the City; and

WHEREAS, certain properties are delinquent in the payment of such Weed Abatement charges; and

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 of Weed Abatement Charges.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof as Exhibit A, 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 one year, 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 the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2026.
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 within 30 days from the adoption of this resolution; 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 13th day of October, 2025.

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

The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, City Clerk

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 7B**

STAFF ORIGINATOR: Katie Larsen, City Planner

MEETING DATE: October 13, 2025

TOPIC: Approval of 1st Reading of Ordinance No. 17-25 Zoning Ordinance
Text Amendment Relating to Cannabis Microbusiness and
Mezzobusiness

VOTE REQUIRED: Simple Majority

INTRODUCTION

The applicant, 2E Reality, LLC., submitted a land use application to amend the zoning ordinance to allow cannabis microbusinesses and mezzobusinesses within the R, Rural Zoning District.

Complete Application Date:	July 31, 2025
60-Day Deadline:	September 27, 2025
60-Day Extension:	November 28, 2025
EDAC Meeting:	August 7, 2025
Park Board Meeting:	N/A
Planning & Zoning Board Meeting:	September 10, 2025
City Council Work Session:	October 6, 2025
City Council Meeting:	October 13, 2025 October 27, 2025

BACKGROUND

In March of 2025, the City amended City Code Section 1007 (Zoning Ordinance) to provide for Cannabis Businesses within the specific zoning districts of the City. Generally, the 13 license, types (now 14 based on 2025 legislation) were grouped with similar non cannabis related businesses. For example, cannabis cultivation was provided for in rural districts where agricultural uses are allowed, retail in commercial districts and production/manufacturing in industrial districts.

Two of the license categories, microbusiness and mezzobusiness, allow for cultivation, production and retail sales, at different intensities. Both license types were limited to the City's industrial districts because of the multiple use potential. Licensed businesses within these categories must also receive an "Endorsement" from the Office of Cannabis Management (OCM) to operate a specific use such as retail on a site.

The City recently rejected the certification of a microbusiness proposing to operate a cultivation business because of its location within a rural zoning district. The owner has since met with City staff to discuss the operation, which is currently a hemp growing operation in the City. While the owner has a microbusiness license from the state, they are only seeking the cultivation endorsement for the specific site. The owner has been joined by another interested party in seeking an amendment to the zoning ordinance to allow both microbusiness and mezzobusiness in the R, Rural District, limited to cultivation.

ANALYSIS

While microbusiness or mezzobusiness licenses allow multiple activities they are required to obtain a specific endorsement for each activity. A list of endorsements available for both a microbusiness and mezzobusiness is included as Attachment A.

Under the State's cannabis licensing requirements, the intensity of endorsed uses for microbusiness and mezzobusiness is less than or equivalent to what is already allowed under the specific license type. For example, cannabis cultivation, a permitted use in the City's R, Rural District, allows for up to 30,000 square feet of plant canopy indoors and 2 acres of mature flowering plants outdoors. A microbusiness with a cultivation endorsement is limited to 5,000 square feet indoors and one-half acre outdoors. A mezzobusiness with a cultivation endorsement is limited to 15,000 square feet indoors and one acre outdoors.

The purpose of microbusiness and mezzobusiness licenses is to create opportunities for small scale operators, by allowing a company to control multiple stages of its supply chain (vertical integration). Under Minnesota's regulatory framework, entrepreneurs can grow, process, and sell their own cannabis products, offering a path for smaller businesses to compete with larger commercial operations. This intent is also reflected in the State's application and licensing fees which are significantly lower than other license types.

After review by the City Attorney, it was determined that the statutory requirements allow for microbusinesses and mezzobusinesses to be zoned based on each endorsement received. Under the proposed ordinance a microbusiness or mezzobusiness specific endorsement would be the determining factor on zoning conformance. Accordingly, a cultivation endorsement would be required to operate in a R, Rural District and the business would be limited to that use.

The same adjustment is recommended for microbusiness and mezzobusiness within the NB, Neighborhood Business District, the LB, Limited Business District, and the GB, General Business District zoning districts. Currently, a cannabis retail business is a permitted use within these business zoning districts. As proposed, a microbusiness or mezzobusiness licensed business with a retail operations endorsement would be allowed to operate in a business district and be limited to retail operations. On site consumption would not be allowed. These businesses would be subject to the limitation on retail registrations which is capped at 2 (1 per 12,500 per persons)in Lino Lakes.

EDAC Recommendation

The Economic Development Advisory Committee (EDAC) discussed allowing a microbusiness or mezzobusiness in the R, Rural District, limited to cultivation endorsement at their August 7, 2025 meeting. This discussion preceded the City Attorney review and did not include discussion on retail operations endorsement. The EDAC supported the change to allow microbusiness or mezzobusiness with cultivation endorsement in the R, Rural District provided sales were prohibited.

The Board also had concerns regarding the implications if a property were rezoned and whether that would potentially increase the number of potential retail registrations. The number of retail registrations are restricted under City Code and limited to one per 12,500 persons. A rural property with a cultivation endorsement, if rezoned to commercial zoning district, would not change those limitations.

Planning & Zoning Board Recommendation

The Planning & Zoning Board held a public hearing on September 10, 2025. The applicant, Jarod Anderson, spoke. There were no other public comments. The Board recommended approval 6-1 of the zoning ordinance text amendment with the confirmation that microbusiness and mezzobusiness cultivation in industrial zoning districts are only allowed indoors. Staff confirms this is correct.

RECOMMENDATION

Staff recommends approval of the 1st Reading of Ordinance No. 17-25.

ATTACHMENTS

1. Microbusiness and Mezzobusiness Cannabis License and Endorsement Types
2. Zoning District Summary Table
3. Ordinance No. 17-25

Cannabis License and Endorsement Types

Under Minnesota Statutes, Chapter 342

The information in this document is not legal advice. Please review [Minnesota Statutes, Chapter 342 \(revisor.mn.gov/statutes/cite/342\)](https://mn.gov/statutes/cite/342) and/or consult with an attorney regarding the various license types prior to making any decisions. The information in this document is solely intended to provide a general overview of permitted activities under the various license types and is not exhaustive. For information on the costs associated with each license type, please visit <https://mn.gov/ocm/businesses/licensing/license-types.jsp>.

License type	Overview of activities and products allowed	Endorsements available	Additional licenses available (may be held simultaneously)
Microbusiness Minn. Stat. § 342.28 Cannabis microbusinesses can grow, make, sell, and buy cannabis (including plants and seedlings), lower-potency hemp edibles, and hemp-derived consumer products. They can also have an on-site space where customers can use cannabis.	Can operate: A single retail location. Can allow on-site consumption on a portion of its premises where customers can consume edible cannabis products and lower-potency hemp edibles. Can grow: Up to 5,000 square feet of plant canopy indoors or up to one-half acre of mature flowering plants outdoors. Can transport: Between facilities under same license holder. Can sell: Immature cannabis plants and seedlings, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived consumer products, and other products authorized by law to other cannabis businesses and customers.	• Cultivation • Extraction and concentration • Production of customer (consumer) products • Retail operations* • On-site consumption • Edible cannabinoid product handler endorsement • Medical cannabis - Medical cannabis cultivation - Medical cannabis processor - Medical cannabis retailer <i>* Must also have local registration per Minn. Stat. § 342.22.</i>	• Cannabis event organizer
Mezzobusiness Minn. Stat. § 342.29 Cannabis mezzobusinesses can grow, make, sell, and buy cannabis (including plants and seedlings), lower-potency hemp edibles, and hemp-derived consumer products. <i>This license type is available in limited quantities per state law, and licensees will be selected through a vetted lottery.</i>	Can operate: Up to three retail locations. Can grow: Up to 15,000 square feet of plant canopy indoors or up to one acre of mature flowering plants outdoors. Can transport: Between facilities under same license holder. Can sell: Immature cannabis plants and seedlings, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived consumer products, and other products authorized by law to other cannabis businesses and customers.	• Cultivation • Extraction and concentration • Production of customer (consumer) products • Retail operations* • Edible cannabinoid product handler endorsement • Medical cannabis - Medical cannabis cultivation - Medical cannabis processor - Medical cannabis retailer <i>Note: Must obtain at least two endorsements within 18 months of licensure.</i> <i>* Must also have local registration per Minn. Stat. § 342.22.</i>	• Cannabis event organizer

	Rural	Commercial District			Industrial Districts			Notes
Cannabis License Type	R, Rural	NB, Neighborhood Business	LB, Limited Business	GB, General Business	LI, Light Industrial	GI, Gen Industrial	BC, Business Campus	
Cannabis Microbusiness	p ¹	p ²	p ²	p ²	P	P	P	P - indoor cultivation of plants up to 5,000 sq ft + 1 retail license (same site). P ¹ – with cultivation endorsement P ² – with retail operations endorsement, no on-site consumption
Cannabis Mezzobusiness	p ¹	p ²	p ²	p ²	P	P		P - Indoor cultivation of plants up to 15,000 sq ft + 3 retail licenses (retail use is not on same site) P ¹ – with cultivation endorsement P ² – with retail operations endorsement, no on-site consumption
Cannabis Cultivator (indoor)	P				P	P		Indoor cultivation of up to 30,000 sq ft plant canopy
Cannabis Cultivator (outdoor)	P							Outdoor cultivation limited to 2 acres
Cannabis Manufacturer					P	P	P	Manufacture cannabis and hemp products
Cannabis Retailer		P	P	P				Cannabis retailer (342.27 stipulates display, storage, hours operation; security)
Cannabis Wholesaler					P	P	P	BUY and sell immature plants
Cannabis Transporter					P	P	P	Transport cannabis and hemp products between
Cannabis Testing Facility					P	P	P	Third-party testing any products grown or manufactured
Cannabis Delivery Service					P	P	P	Delivery with on-site vehicles
Medical Cannabis Cultivator	P				P	P		60,000 sq ft of plant canopy
Medical Cannabis Retailer		P	P	P				Purchase medical cannabis flower and products and sell or distribute
Medical Cannabis Combo Business					P	P		Cultivator, processor, and retailer
Lower-potency Hemp Edible Manufacturer					P	P	P	
Lower-potency Hemp Edible Retail		P	P	P				

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

**CITY OF LINO LAKES
ORDINANCE NO. 17-25**

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

The City Council of Lino Lakes ordains:

Section 1. Section 1007.100(5) of the Zoning Ordinance (R, Rural District, Permitted Uses) is hereby amended to add the following provisions:

~~(po)~~ Medical cultivator, outdoor, limited to 2 acres in compliance with City Code Chapter 617.

(p) Cultivation operations for a Microbusiness and Mezzobusiness with a cultivation endorsement.

Section 2. Section 1007.130(6) of the Zoning Ordinance (NB, Neighborhood Business District, Permitted Uses) is hereby amended to add the following provisions:

(j) Retail operations for a Microbusiness and Mezzobusiness with a retail operations endorsement, no on-site consumption.

Section 3. Section 1007.131(6) of the Zoning Ordinance (LB, Limited Business District, Permitted Uses) is hereby amended to add the following provisions:

(m) Retail operations for a Microbusiness and Mezzobusiness, with a retail operations endorsement, no on-site consumption.

Section 4. Section 1007.132(6) of the Zoning Ordinance (GB, General Business District, Permitted Uses) is hereby amended to add the following provisions:

(s) Retail operations for a Microbusiness and Mezzobusiness with a retail operations endorsement, no on-site consumption.

Section 5. This ordinance shall be in force and effect from and after its passage and publication according to the Lino Lakes City Charter.

Adopted by the Lino Lakes City Council this _____ day of _____, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 7C**

STAFF ORIGINATOR: Katie Larsen, City Planner

MEETING DATE: October 13, 2025

TOPIC: Approval of Resolution No. 25-141 for Lake Amelia Woods Preliminary Plat Application Amendment

VOTE REQUIRED: Simple Majority

INTRODUCTION

The applicant, TJB Homes, Inc, submitted a land use application to amend the preliminary plat application for Lake Amelia Woods. The applicant proposes to revise the grading plan related to the existing four (4) lot rural subdivision. Since the grading plan is part of the preliminary plat application, any significant change to the grading plan requires a formal preliminary plat amendment. No additional lots are being created.

Tentative Review Schedule:

Complete Application Date:	August 12, 2025
60-Day Deadline:	October 11, 2025
Environmental Board Meeting:	N/A
Park Board Meeting:	N/A
Planning & Zoning Board Meeting:	September 10, 2025
City Council Work Session:	October 13, 2025
City Council Meeting:	October 13, 2025

This staff report is based on the following information:

- Preliminary Plans for Lake Amelia Woods prepared by Civil Methods, Inc. dated August 7, 2025
- Certificate of Survey and Preliminary Plat for Lake Amelia Wood 2nd Addition prepared by Acre Land Surveying dated August 7, 2025

BACKGROUND

Original Preliminary Plat and Final Plat

On November 8, 2021, the City Council passed Resolution No. 21-114 approving the preliminary plat for Lake Amelia Woods. The preliminary plat is a four (4) lot, 10 acre rural subdivision east of Amelia Lake.

On June 27, 2022, the City Council passed Resolution No. 22-18 approving the final plat for those four (4) lots.

ANALYSIS

Zoning

The lots are zoned R-X, Rural Executive. One single family detached dwelling is allowed per 10 acre parcel.

Current Zoning	R-X, Rural Executive
Current Land Use	Vacant Rural Residential
2040 Land Use Plan	Urban Reserve
Utility Staging Area	Post 2040

Subdivision Ordinance

Conformity with the Comprehensive Plan and Zoning Code

The amended preliminary plat application is consistent with the comprehensive plan for urban reserve development and zoning code requirements for R-X, Rural Executive.

Blocks and Lots

The original and amended preliminary plat contain four, 10 acre lots. There are no changes to the lot lines, lot sizes, or number of lots.

Storm Water Management and Erosion and Sediment Control

Per City Code Section 1001.041, part of the preliminary plat application is the preliminary, grading, drainage and erosion control plan. This grading plan is reviewed and approved as part of the preliminary plat process. Any significant change to the approved grading plan requires a preliminary plat amendment.

In 2021, City Code Chapter 1011, Stormwater, Erosion and Sediment Control required each lot to have it's own stormwater pond for stormwater management. The original preliminary plat and grading plans complied with this City code.

In 2023, City Code Chapter 1011 was amended to exempt single-family residential subdivisions less than seven (7) lots from stormwater management requirements.

- City Code Section 1011.011(2) Exceptions:

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

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

Now, each individual lot is not required to have a stormwater pond. This results in less tree removal and no future stormwater pond maintenance. The applicant has submitted revised grading plan compliant with current code.

Easement Vacation

As required, drainage and utility easements were dedicated on the Lake Amelia Woods final plat over the stormwater ponds. These easements will be vacated since the stormwater ponds are not required. The City Council will hold a public hearing on the vacation. New easements will be dedicated on the Lake Amelia Woods 2nd Addition final plat.

Public Land Dedication

No new lots are being created; therefore, no additional public land dedication or fees are required.

Wetlands/Floodplain/Shoreland Management

A 75 ft wide vegetated wetland/shoreline buffer declaration along Wetland A (lake) was recorded with the original Lake Amelia Woods final plat as a stormwater management best management practice (BMP) to minimize runoff pollutants from entering the lake. The buffer will also help stabilize the shoreline, reduce erosion and support aquatic plants and wildlife. One (1) access opening through the wetland buffer to the lake no greater than twenty (20) ft wide is allowed per lot. No structures, not even water-orientated accessory structures, are allowed in the 75 ft wide wetland/shoreline buffer zone.

This buffer will remain in place and will not change with the proposed revised grading plan.

Current Single Family House Construction

A single family house is currently being constructed on Lot 3, Block 1, Lake Amelia Woods (6175 20th Avenue) by the applicant as a spec home. A certificate of occupancy will not be issued until the final plat has been approved by City Council and recorded and any required plan or permit revisions have been made.

Additional Government Agency Review Comments

Anoka County Highway Department provided comments in their August 25, 2025 letter.

Agreements

Stormwater Maintenance Agreement

A stormwater maintenance agreement is not required since a stormwater management plan is not required per City Code Chapter 1010.

Final Plat and Development Agreement

The applicant shall submit a Land Use Application for final plat after preliminary plat approval. A Development Agreement may be required by the City as part of the final plat application.

Planning & Zoning Board

The Planning & Zoning Board held a public hearing on September 10, 2025. There were no public comments. The Board recommended approval with a 7-0 vote.

Findings of Fact

Resolution No. 25-141 details the findings of fact for the Lake Amelia Woods preliminary plat amendment.

RECOMMENDATION

Staff recommends approval of the Lake Amelia Woods preliminary plat amendment.

ATTACHMENTS

1. Site Location & Aerial Map
2. 2021 Original Preliminary Plat and Grading Plan
3. 2025 Amended Preliminary Plat and Grading Plan
4. Resolution No. 25-141

Site Location & Aerial Map-Lake Amelia Woods

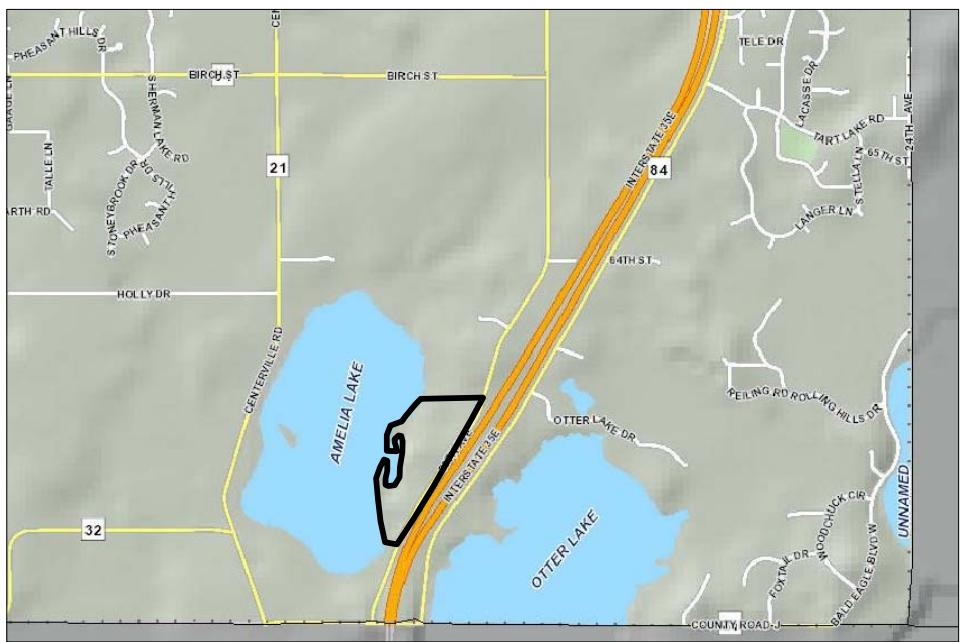


1 in = 1,000 Ft

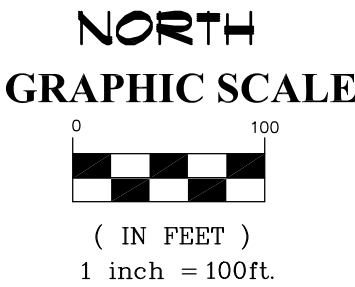


PRELIMINARY PLAT OF:
"LAKE AMELIA WOODS"
FOR: TJB HOMES, INC.

VICINITY MAP



LINO LAKES, MN NO SCALE



BASIS FOR BEARINGS: NAD83 (1996) (VIA REAL TIME GPS MEASUREMENTS UTILIZING MINNESOTA DEPARTMENT OF TRANSPORTATION VRS NETWORK).

APPLICANT
TJB HOMES, INC.
9100 BALTIMORE STREET NE
BLAINE, MN 55449
(763) 286-6868
THOMAS J. BUDZYNSKI, DEVELOPER

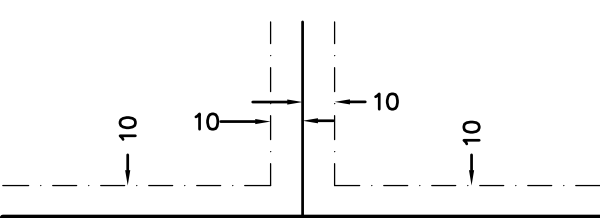
SURVEYOR / LAND PLANNER
ACRE LAND SURVEYING, INC.
9140 BALTIMORE STREET NE
SUITE 100
BLAINE, MN 55449
(763) 238-6278
JOSHUA P. SCHNEIDER, PLS

CIVIL ENGINEER
CIVIL METHODS, INC.
1551 LIVINGSTON AVENUE, SUITE 104
WEST ST. PAUL, MN 55118
(763) 210-5713
KENT BRANDER, P.E.

FOREST ECOLOGIST
MIDWEST NATURAL RESOURCES, INC.
1032 WEST SEVENTH ST. #150
ST. PAUL, MN 55102
(651) 788-0641
KEN ARNDT, SR. FOREST ECOLOGIST, CWD

OWNER
JOHN COMMER
9100 BALTIMORE STREET NE
BLAINE, MN 55449
(763) 286-6868

DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:



BEING 10 FEET WIDE ABUTTING SIDE PROPERTY LINES AND RIGHTS-OF-WAY, UNLESS OTHERWISE INDICATED, AS SHOWN ON THE PLAT.

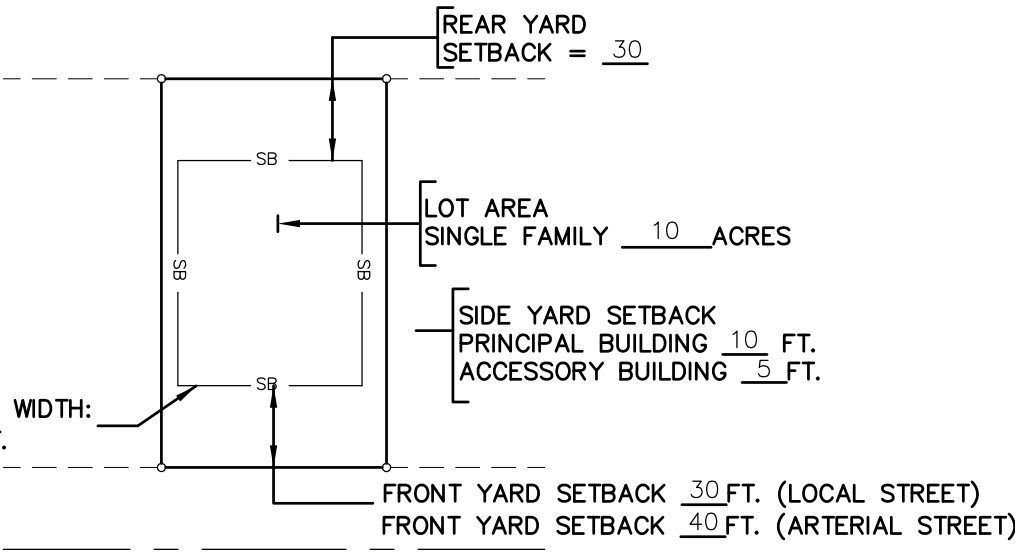
ZONING

EXISTING ZONING: RX (Rural Executive)
PROPOSED ZONING: RX (Rural Executive)

SITE DATA

TOTAL SITE AREA ±40.85 acres
(±1,779,326 sf)

LOT DATA



LAND USAGE

URBAN RESERVE

AREA CALCULATIONS

Lot 1 = ±438,525 sq. ft. (±10.07 acres)
Impervious (±25,981 sf) = ±5.9%
Lot 2 = ±438,876 sq. ft. (±10.08 acres)
Impervious (±24,347 sf) = ±5.5%
Lot 3 = ±442,356 sq. ft. (±10.16 acres)
Impervious (±23,080 sf) = ±5.2%
Lot 4 = ±459,570 sq. ft. (±10.55 acres)
Impervious (±25,096 sf) = ±5.5%

BENCHMARK

BASIS FOR ELEVATION: NAVD 88
1. Anoka County Benchmark No. 3005- With an Elevation of 930.19
2. MinDot Benchmark Otter Mtn Reset- With an Elevation of 941.08
BENCHMARKS ARE NOT SHOWN ON SURVEY

EXISTING PROPERTY DESCRIPTION

That part of Government Lot 8, Section 35, Township 31, Range 22, lying Westerly of the Westerly Right-of-Way line of County Road No. 54, except the North 14.70 feet of said Government Lot lying Easterly of the Southerly extension of the West line of the Northeast Quarter of Section 35.

AND

That part of Government Lot 7, Section 35, Township 31, Range 22, Anoka County, Minnesota, lying Westerly of the following described line:
Commencing at a point on the South line of said Section 35, 327.94 feet Easterly of the Southwest corner of the Southeast Quarter of said Section 35; thence North at right angles to the South line of said Section 35 for a distance of 1,328.0 feet to the Southerly line of said Government Lot 7; thence North 89 degrees, 52 minutes, 21 seconds East on the Southerly line of said Government Lot 7, 89.7 feet to point of beginning of line to be described; thence North 27 degrees 00 minutes 57 seconds East, 523.59 feet; thence North 32 degrees 12 minutes 18 seconds East, 229.41 feet; thence North 33 degrees 22 minutes 24 seconds East 803.9 feet to the Northerly line of said Government Lot 7 and there terminating.

I hereby certify that this plan, sketch or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Revised: 12-8-21 (city comments)
Revised: 9-22-21 (city comments)
Revised: 9-2-21 (septic borings #s)
Revised: 8-3-21 (city comments)
Revised: 5-20-21 (city comments)
Revised: 11-24-20 (city comments)
Date: 4-10-20 Reg. No. 44655

JOSHUA P. SCHNEIDER

SHEET S1

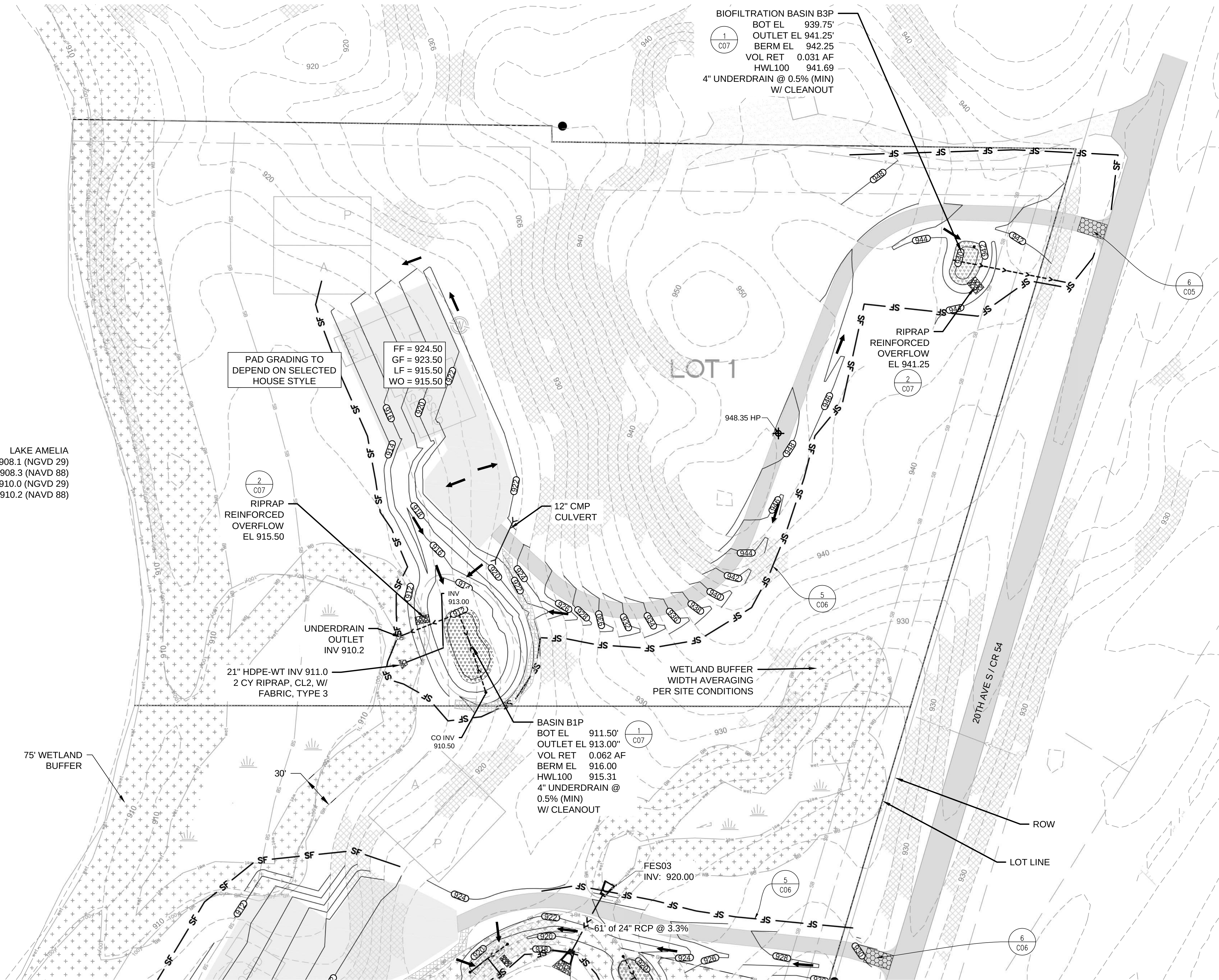
NOTES:

Field work done June thru October of 2016.
Wetland information provided from Midwest Natural Resources, Inc. No field locates have been completed as part of this survey.
The proposed lots will have limited ability to construct accessory structures, decks and additions due to OHWL setbacks, floodplain, wetland buffers and topography.

JOB #15074



ACRE LAND SURVEYING, INC.
Blaine, MN 55449
763-238-6278 js.acrelandsurveying@gmail.com



BENCHMARKS
Anoka Cty Benchmark No. 3005, Elev = 930.19 (NAVD 88)
MNDOT Benchmark Otter Mndt Reset, Elev = 941.08 (NAVD 88)

LEGEND

- PROPERTY LINE
- RIGHT-OF-WAY
- PROPOSED CONTOUR
- EXISTING CONTOUR
- SETBACK
- EASEMENT
- WETLAND EDGE
- WETLAND BUFFER EDGE
- LAKE AMELIA 100-YR HWL (910.2 NAVD 88) (FLOODPLAIN)
- SILT FENCE, PA OR MS
- DRAINAGE DIRECTION
- PROPOSED SPOT ELEVATION
- DRIVEWAY
- BITUMINOUS ROAD
- HOUSE / DRIVEWAY PAD
- PR. SEPTIC AREAS
- STORMWATER BMP
- WETLAND
- WETLAND BUFFER
- STABILIZED CONSTRUCTION ENTRANCE
- ROCK RIPRAP, RANDOM CRUSHED
- EROSION CONTROL BLANKET
- TURF MAINTENANCE ACCESS
- SLOPE > 15% (PROPOSED)
- SLOPE > 15% (EXISTING)
- PROPOSED WELL LOCATION

GENERAL NOTES:

- Contours represent final grade except in pad areas, where rough grading grade shown.
- House footprint and grading TBD at time of building permit.
- Natural netting erosion control blanket shall be used where blanket is necessary for stabilization to minimize wildlife impacts.

Print Date: 12/10/2021 10:20 AM
File Loc: C:\CIVIL\Methods\Inc\CM\Documents\7 Projects\0642_TJB_Lake Amelia Woods\03_DRAWINGS AND SPECIFICATIONS\03_Sheets\0642_GRADING.dwg

CIVIL METHODS, INC.
PO Box 28038
St. Paul, MN 55128
763.210.5713 | www.civilmethods.com

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


KENT E BRANDER

DATE: 12-03-2021

U.C. NO.: 44578

DESIGNED: KEB
DRAWN: KEB
CHECKED: DMP

DATE / REVISION:
10-22-2020
02-22-2020
09-22-2020
12-03-2021

PRELIMINARY PLANS FOR PRELIMINARY PLAT SUBMITTAL - NOT FOR CONSTRUCTION
ADDED FLOOD ELEVATION INFO PER CITY COMMENTS
ADDITIONAL REVISIONS PER CITY AND OTHER AGENCY COMMENTS
ADDITIONAL REVISIONS PER CITY AND OTHER AGENCY COMMENTS

OWNER:

TJB HOMES
9100 BALTIMORE ST. STE 102
BLAINE MN 55449

TITLE:

SITE GRADING - LOT 1
LAKE AMELIA WOODS
LINO LAKES, MN

SHEET NO:

C01



1. Contours represent final grade except in pad areas, where rough grading grade shown.
2. House footprint and grading TBD at time of building permit.
3. Natural netting erosion control blanket shall be used where blanket is necessary for stabilization to minimize wildlife impacts.



C02

LAKE AMELIA
OHW ELEV = 908.1 (NGVD 29)
= 908.3 (NAVD 88)
100-YR HWL ELEV = 910.0 (NGVD 29)
= 910.2 (NAVD 88)

75' WETLAND
BUFFER

PAD GRADING TO
DEPEND ON SELECTED
HOUSE STYLE

FF = 930.00
GF = 929.00
LF = 921.00
WO = 921.00

40' of 18" HDPE-WT @ 8.5%

2
C07
RIPRAP
REINFORCED
OVERFLOW
EL 917.75

UNDERDRAIN
OUTLET
INV 913.5

BASIN B5P
BOT EL 914.5'
OUTLET EL 916.0'
VOL RET 0.083 AF
HWL100 917.75'
BERM EL 918.25'
4" UNDERDRAIN @ 0.5%
(MIN) W/ CLEANOUT

LOT 2

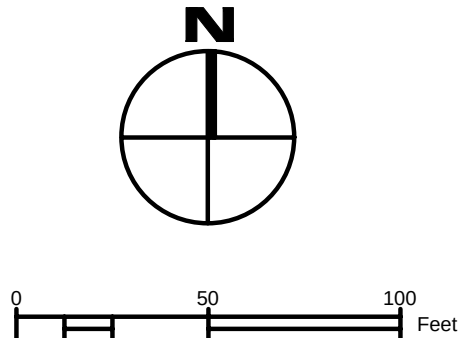
LOT 3

20TH AVES / CR 54

BENCHMARKS
Anoka Cty Benchmark No. 3005, Elev = 930.19 (NAVD 88)
MNDOT Benchmark Otter Mndt Reset, Elev = 941.08 (NAVD 88)

LEGEND

- PROPERTY LINE
- RIGHT-OF-WAY
- PROPOSED CONTOUR
- EXISTING CONTOUR
- SETBACK
- EASEMENT
- WETLAND EDGE
- WETLAND BUFFER EDGE
- LAKE AMELIA 100-YR HWL (910.2 NAVD 88) (FLOODPLAIN)
- SF SILT FENCE, PA OR MS
- DRAINAGE DIRECTION
- PROPOSED SPOT ELEVATION
- DRIVEWAY
- BITUMINOUS ROAD
- HOUSE / DRIVEWAY PAD
- PR. SEPTIC AREAS
- STORMWATER BMP
- WETLAND
- WETLAND BUFFER
- STABILIZED CONSTRUCTION ENTRANCE
- ROCK RIPRAP, RANDOM CRUSHED
- EROSION CONTROL BLANKET
- TURF MAINTENANCE ACCESS
- SLOPE > 15% (PROPOSED)
- SLOPE > 15% (EXISTING)
- PROPOSED WELL LOCATION



GENERAL NOTES:

- Contours represent final grade except in pad areas, where rough grading grade shown.
- House footprint and grading TBD at time of building permit.
- Natural netting erosion control blanket shall be used where blanket is necessary for stabilization to minimize wildlife impacts.

Print Date: 6/11/2022 2:48 PM
File Loc: C:\CIVIL\Methods\Inc\CM\Documents\7 Projects\0642_139_Lake Amelia Woods\03 DRAWINGS AND SPECIFICATIONS\CD\Sheets\0642_GRAADING.dwg

CIVIL METHODS, INC.
PO Box 28038
St. Paul, MN 55128
763.210.5713 | www.civilmethods.com

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


KENT E BRANDER

DATE: 12-03-2021

U.C. NO.: 44578

DESIGNED: KEB
DRAWN: KEB
CHECKED: DMP

DATE / REVISION:
10-22-2020
02-22-2020
09-22-2020
12-03-2021

PRELIMINARY PLANS FOR PRELIMINARY PLAT SUBMITTAL - NOT FOR CONSTRUCTION
ADDED FLOOD ELEVATION INFO PER CITY COMMENTS
ADDITIONAL REVISIONS PER CITY AND OTHER AGENCY COMMENTS
ADDITIONAL REVISIONS PER CITY AND OTHER AGENCY COMMENTS

OWNER:

TJB HOMES
9100 BALTIMORE ST. STE 102
BLAINE MN 55449

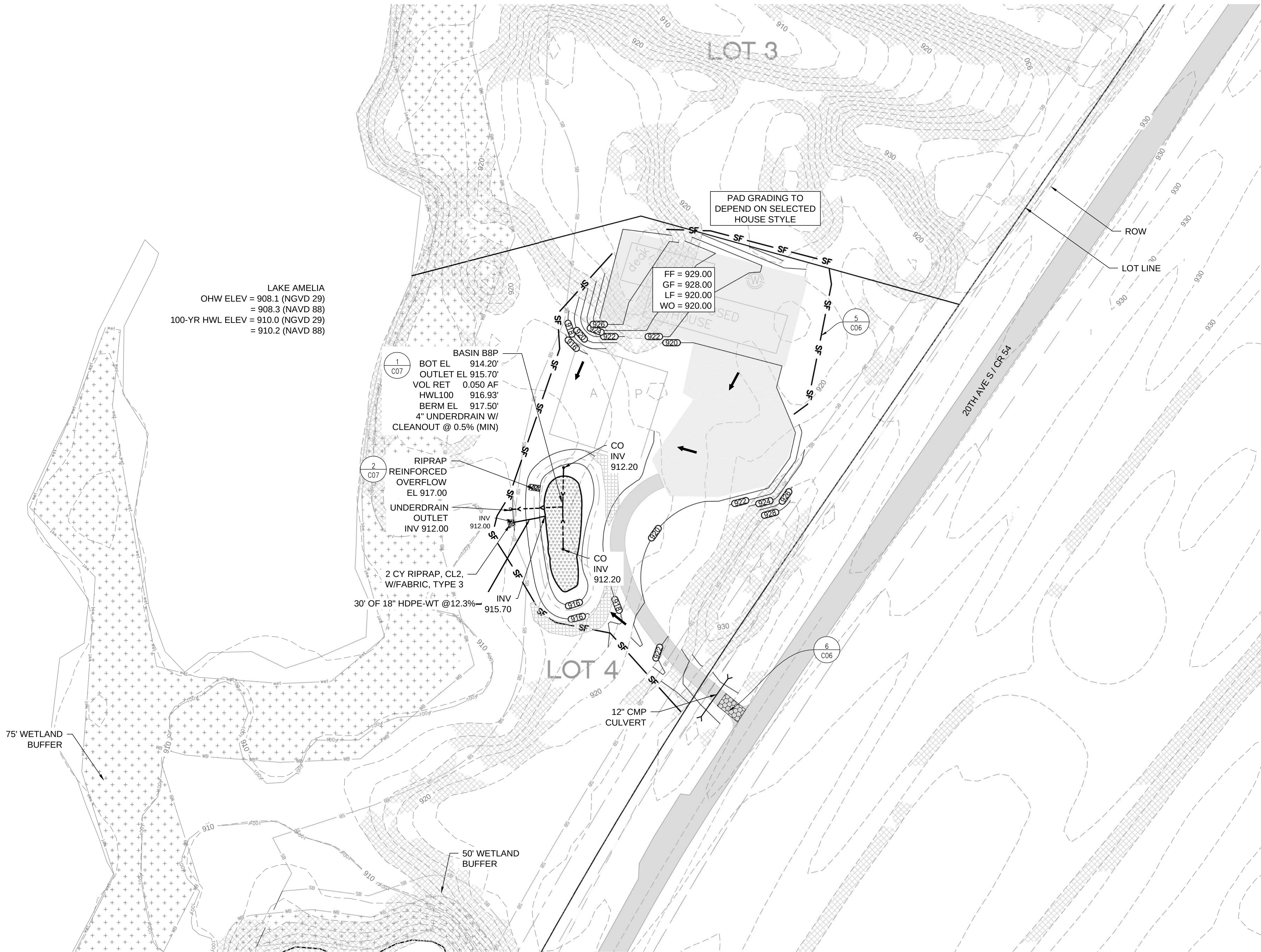
TITLE:

SITE GRADING - LOT 3
LAKE AMELIA WOODS
LINO LAKES, MN

SHEET NO:
C03



Print Date: 12/10/2021 10:20 AM
File Loc: C:\CIVIL\Methods\Inc\CM\Documents\7 Projects\0642_TJB_Lake Amelia Woods\03_DRAWINGS AND SPECIFICATIONS\03_Sheets\0642_GRAADING.dwg



BENCHMARKS
Anoka Cty Benchmark No. 3005, Elev = 930.19 (NAVD 88)
MNDOT Benchmark Otter Mndt Reset, Elev = 941.08 (NAVD 88)

LEGEND

- PROPERTY LINE
- RIGHT-OF-WAY
- PROPOSED CONTOUR
- EXISTING CONTOUR
- SETBACK
- EASEMENT
- WETLAND EDGE
- WETLAND BUFFER EDGE
- LAKE AMELIA 100-YR HWL (910.2 NAVD 88) (FLOODPLAIN)
- SILT FENCE, PA OR MS
- DRAINAGE DIRECTION
- PROPOSED SPOT ELEVATION
- DRIVEWAY
- BITUMINOUS ROAD
- HOUSE / DRIVEWAY PAD
- PR. SEPTIC AREAS
- STORMWATER BMP
- WETLAND
- WETLAND BUFFER
- STABILIZED CONSTRUCTION ENTRANCE
- ROCK RIPRAP, RANDOM CRUSHED
- EROSION CONTROL BLANKET
- TURF MAINTENANCE ACCESS
- SLOPE > 15% (PROPOSED)
- SLOPE > 15% (EXISTING)
- PROPOSED WELL LOCATION

- GENERAL NOTES:**
- Contours represent final grade except in pad areas, where rough grading grade shown.
 - House footprint and grading TBD at time of building permit.
 - Natural netting erosion control blanket shall be used where blanket is necessary for stabilization to minimize wildlife impacts.

CIVIL METHODS, INC.
PO Box 28038
St. Paul, MN 55128
763.210.5713 | www.civilmethods.com

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


KENT E BRANDER

DATE: 12-03-2021

UC. NO.: 44578

DESIGNED: KEB
DRAWN: KEB
CHECKED: DMP

DATE / REVISION:
10-22-2020 PRELIMINARY PLANS FOR PRELIMINARY PLAT SUBMITTAL - NOT FOR CONSTRUCTION
02-22-2020 ADDED FLOOD ELEVATION INFO PER CITY COMMENTS
09-22-2020 ADDITIONAL REVISIONS PER CITY AND OTHER AGENCY COMMENTS
12-03-2021 ADDITIONAL REVISIONS PER CITY AND OTHER AGENCY COMMENTS

OWNER:
TJB HOMES
9100 BALTIMORE ST. STE 102
BLAINE MN 55449

TITLE:
SITE GRADING - LOT 4
LAKE AMELIA WOODS
LINO LAKES, MN

SHEET NO:
C04





Print Date: 6/11/2022 2:49 PM
File Loc: C:\CIVIL\Methods\Inc\CM\Documents\7 Projects\0642_TJB_Lake Amelia Woods\03 DRAWINGS AND SPECIFICATIONS\CD\Sheets\0642_GRAADING.dwg

CIVIL METHODS, INC.
PO Box 28038
St. Paul, MN 55128
763.210.5713 | www.civilmethods.com

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

KENT E BRANDER

DATE: 12-03-2021

UIC. NO.: 44578

DESIGNED: KEB
DRAWN: KEB
CHECKED: DMP

DATE / REVISION:
10-22-2020 PRELIMINARY PLANS FOR PRELIMINARY PLAT SUBMITTAL - NOT FOR CONSTRUCTION
02-22-2020 ADDED FLOOD ELEVATION INFO PER CITY COMMENTS
09-22-2020 ADDITIONAL REVISIONS PER CITY AND OTHER AGENCY COMMENTS
12-03-2021 ADDITIONAL REVISIONS PER CITY AND OTHER AGENCY COMMENTS

OWNER:

TJB HOMES
9100 BALTIMORE ST. STE 102
BLAINE MN 55449

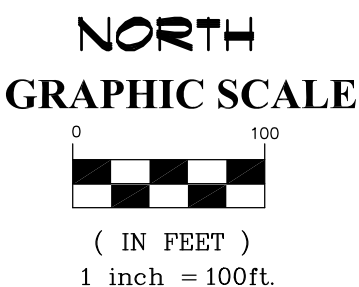
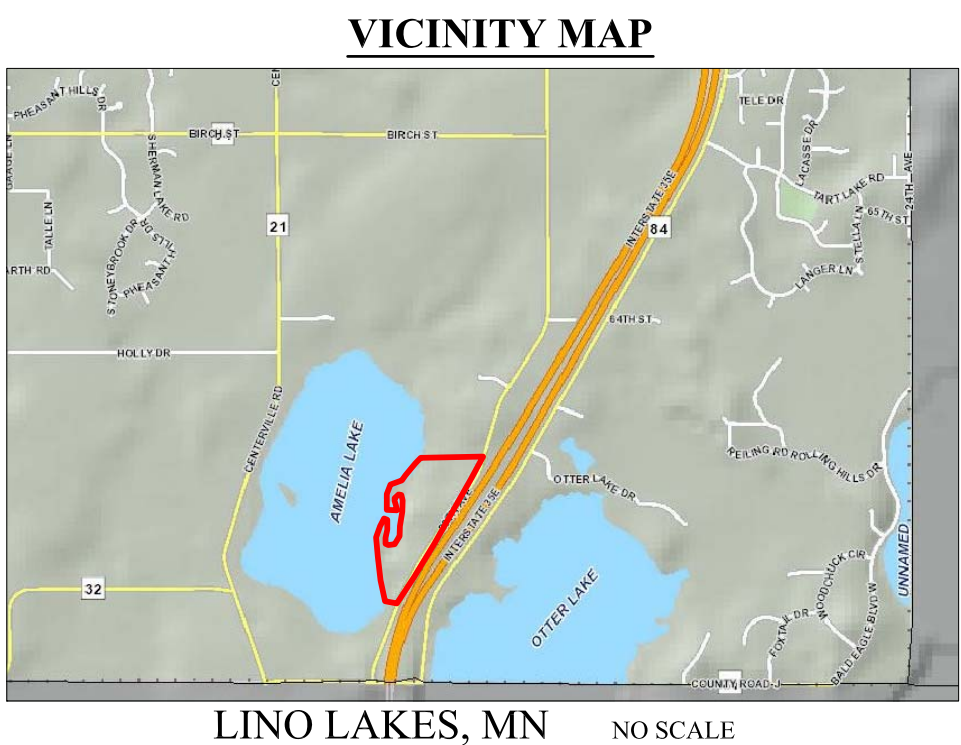
TITLE:

SITE GRADING - OVERALL
LAKE AMELIA WOODS
LINO LAKES, MN

SHEET NO:

C05

PRELIMINARY PLAT OF:
"LAKE AMELIA WOODS 2ND ADDITION"
FOR: TJB HOMES, INC.



BASIS FOR BEARINGS: NAD83 (1996) (VIA REAL TIME GPS MEASUREMENTS UTILIZING MINNESOTA DEPARTMENT OF TRANSPORTATION VRS NETWORK).

APPLICANT
TJB HOMES, INC.
9100 BALTIMORE STREET NE
BLAINE, MN 55449
(763) 286-6868
THOMAS J. BUDZYNSKI, DEVELOPER

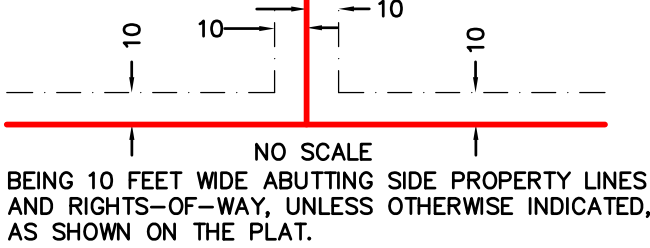
SURVEYOR / LAND PLANNER
ACRE LAND SURVEYING, INC.
9140 BALTIMORE STREET NE
SUITE 100
BLAINE, MN 55449
(763) 238-6278
JOSHUA P. SCHNEIDER, PLS

CIVIL ENGINEER
CIVIL METHODS, INC.
1551 LIVINGSTON AVENUE, SUITE 104
WEST ST. PAUL, MN 55118
(763) 210-5713
KENT BRANDER, P.E.

FOREST ECOLOGIST
MIDWEST NATURAL RESOURCES, INC.
1032 WEST SEVENTH ST. #150
ST. PAUL, MN 55102
(651) 788-0641
KEN ARNDT, SR. FOREST ECOLOGIST, CWD

OWNER
CB PROPERTY, LLC
JOHN COMMERS
9100 BALTIMORE STREET NE
BLAINE, MN 55449
(763) 286-6868

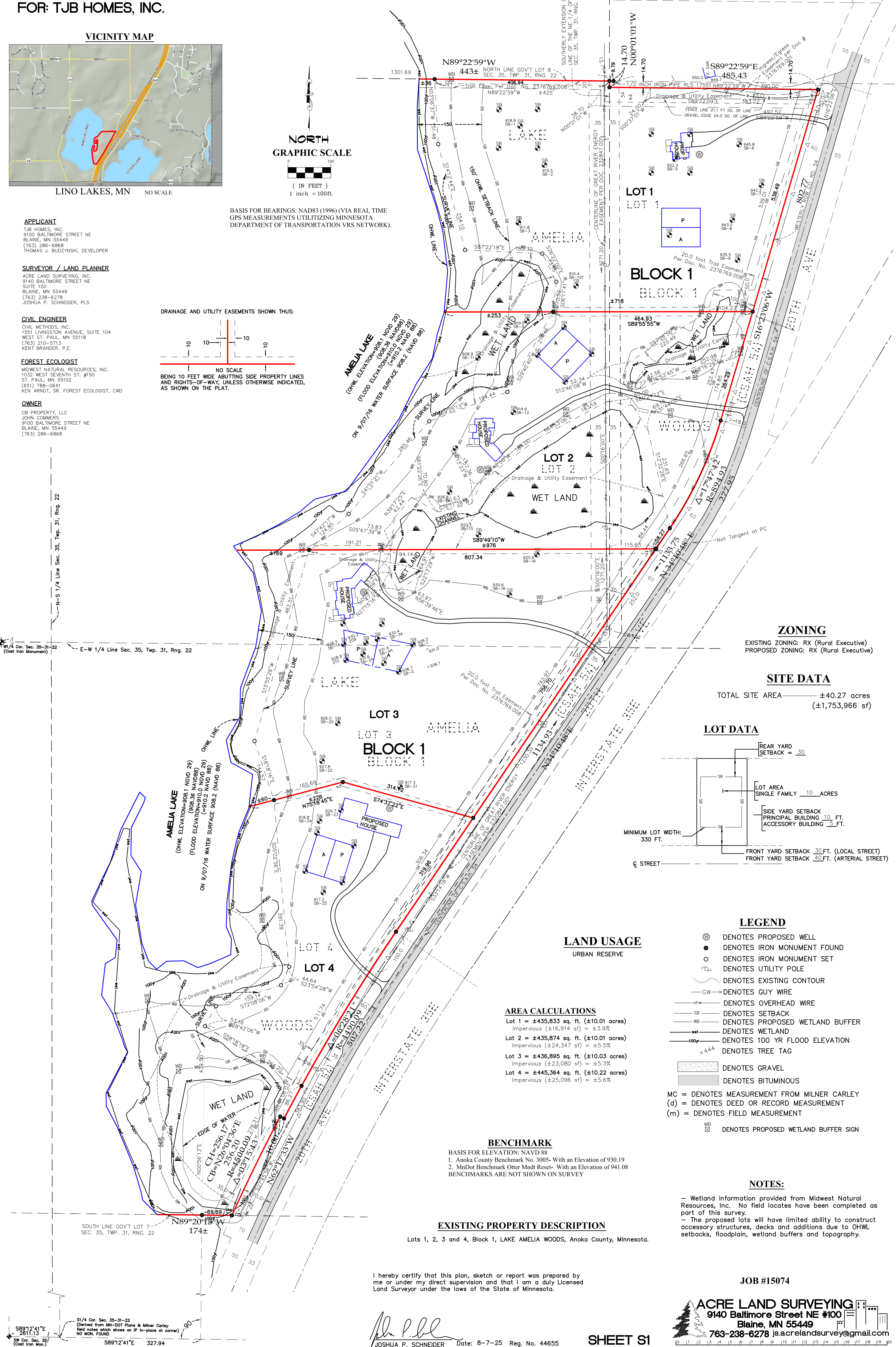
DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:



N-S 1/4 Line Sec. 35, Twp. 31, Rng. 22

W 1/4 Cor. Sec. 35-31-22 (Cast Iron Monument)

E-W 1/4 Line Sec. 35, Twp. 31, Rng. 22



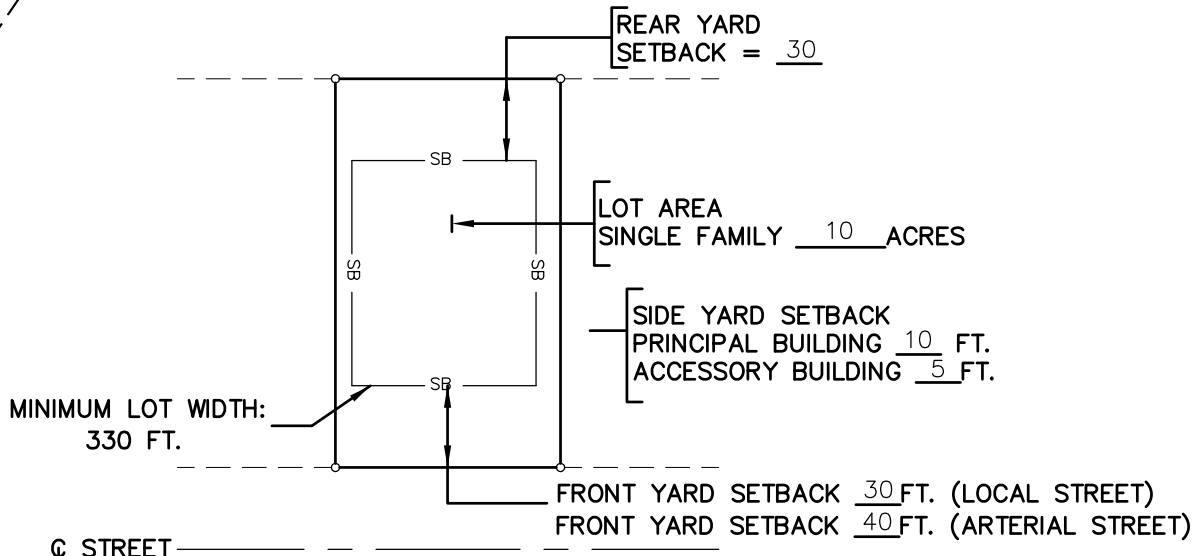
ZONING

EXISTING ZONING: RX (Rural Executive)
PROPOSED ZONING: RX (Rural Executive)

SITE DATA

TOTAL SITE AREA ±40.27 acres
(±1,753,966 sf)

LOT DATA



LEGEND

- ⊙ DENOTES PROPOSED WELL
- DENOTES IRON MONUMENT FOUND
- DENOTES IRON MONUMENT SET
- ⊕ DENOTES UTILITY POLE
- DENOTES EXISTING CONTOUR
- GW — DENOTES GUY WIRE
- ohw — DENOTES OVERHEAD WIRE
- SB — DENOTES SETBACK
- WB — DENOTES PROPOSED WETLAND BUFFER
- wet — DENOTES WETLAND
- 100yr — DENOTES 100 YR FLOOD ELEVATION
- x 44.4 DENOTES TREE TAG
- DENOTES GRAVEL
- DENOTES BITUMINOUS
- MC = DENOTES MEASUREMENT FROM MILNER CARLEY
- (d) = DENOTES DEED OR RECORD MEASUREMENT
- (m) = DENOTES FIELD MEASUREMENT
- WB ⊠ DENOTES PROPOSED WETLAND BUFFER SIGN

LAND USAGE

URBAN RESERVE

AREA CALCULATIONS

Lot 1 = ±435,833 sq. ft. (±10.01 acres)
Impervious (±16,914 sf) = ±3.9%

Lot 2 = ±435,874 sq. ft. (±10.01 acres)
Impervious (±24,347 sf) = ±5.5%

Lot 3 = ±436,895 sq. ft. (±10.03 acres)
Impervious (±23,080 sf) = ±5.3%

Lot 4 = ±445,364 sq. ft. (±10.22 acres)
Impervious (±25,096 sf) = ±5.6%

BENCHMARK

BASIS FOR ELEVATION: NAVD 88
1. Anoka County Benchmark No. 3005- With an Elevation of 930.19
2. MnDot Benchmark Otter Mndt Reset- With an Elevation of 941.08
BENCHMARKS ARE NOT SHOWN ON SURVEY

EXISTING PROPERTY DESCRIPTION

Lots 1, 2, 3 and 4, Block 1, LAKE AMELIA WOODS, Anoka County, Minnesota.

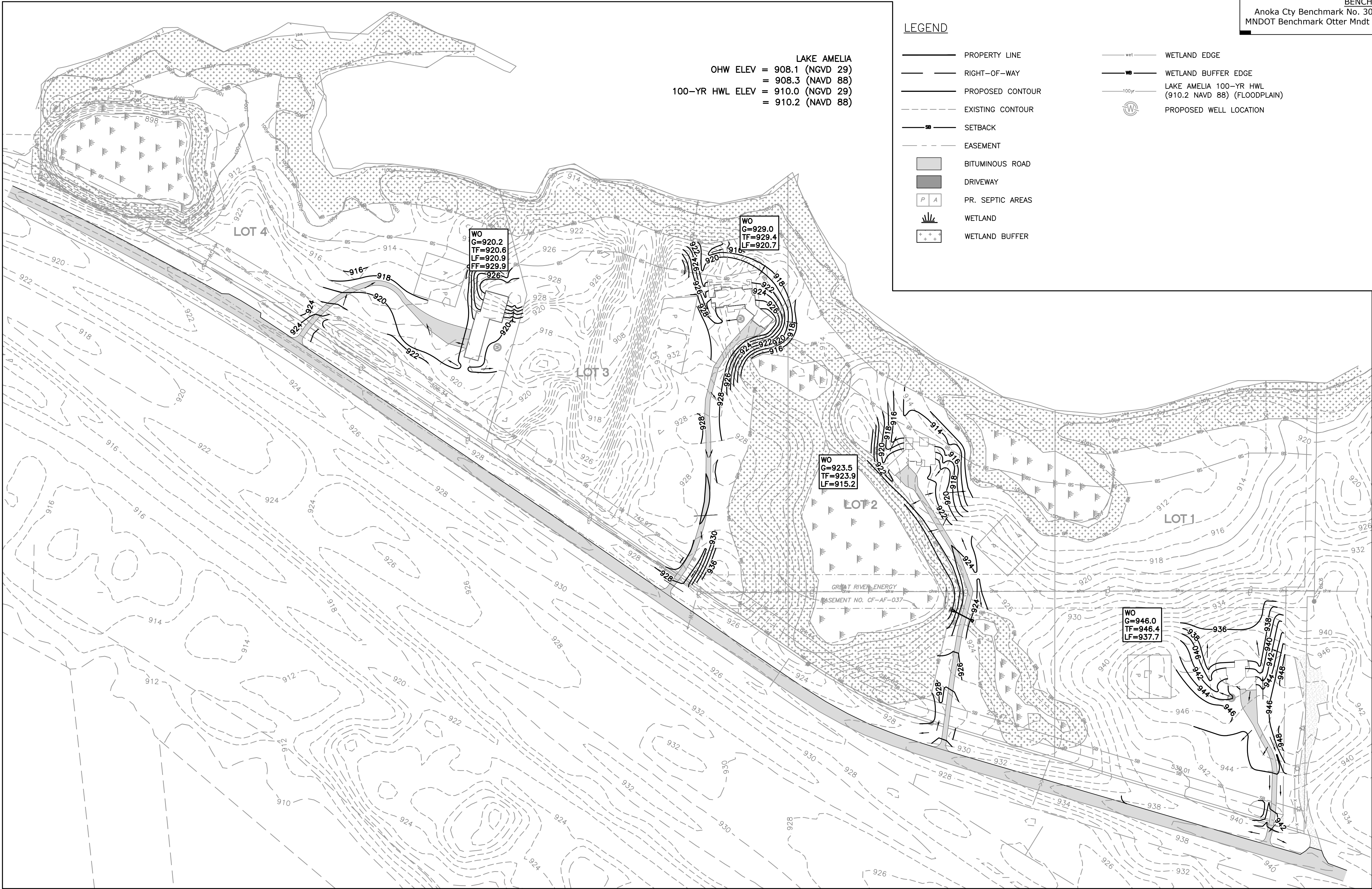
I hereby certify that this plan, sketch or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

JOSHUA P. SCHNEIDER Date: 8-7-25 Reg. No. 44655

JOB #15074

ACRE LAND SURVEYING
9140 Baltimore Street NE #100
Blaine, MN 55449
763-238-6278 js.acrelandsurveying@gmail.com

SHEET S1



CIVIL METHODS, INC.

P.O. Box 28038
St. Paul, MN 55128
o:763.210.5713 | www.civilmethods.com

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

KENT E. BRANDER

DATE: 08-07-2025
LIC. NO.: 44578

DESIGNED: KEB

DRAWN: KEB

CHECKED: DMP

DATE / REVISION:
08-07-2025 Preliminary Plat. NOT FOR CONSTRUCTION

LAKE AMELIA WOODS

TJB HOMES, INC.
LINO LAKES, MN

GRADING - OVERALL

SHEET NO:

C501



Know what's below.
Call before you dig.

CIVIL METHODS, INC.

P.O. Box 28038
St. Paul, MN 55128
o:763.210.5713 | www.civilmethods.com

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

KENT E. BRANDER

DATE: 08-07-2025
LIC. NO.: 44578

DESIGNED: KEB
DRAWN: KEB
CHECKED: DMP

DATE / REVISION:
08-07-2025 Preliminary Plat. NOT FOR CONSTRUCTION

LAKE AMELIA WOODS

TJB HOMES, INC.
LINO LAKES, MN

GRADING - LOT 1

SHEET NO:

C502



BENCHMARKS
Anoka Cty Benchmark No. 3005, Elev = 930.19 (NAVD 88)
MNDOT Benchmark Otter Mndt Reset, Elev =941.08 (NAVD 88)

LEGEND

- PROPERTY LINE
- RIGHT-OF-WAY
- PROPOSED CONTOUR
- EXISTING CONTOUR
- SETBACK
- EASEMENT
- WETLAND EDGE
- WETLAND BUFFER EDGE
- LAKE AMELIA 100-YR HWL (910.2 NAVD 88)
- SILT FENCE, PA OR MS
- DRAINAGE DIRECTION
- PROPOSED SPOT ELEVATION
- DRIVEWAY
- BITUMINOUS ROAD
- PR. SEPTIC AREAS
- WETLAND
- WETLAND BUFFER
- STABILIZED CONSTRUCTION ENTRANCE
- ROCK RIPRAP, RANDOM CRUSHED
- EROSION CONTROL BLANKET
- PROPOSED WELL LOCATION

GENERAL NOTES:

- The subsurface utility location information in this plan is utility quality level D. This utility quality level was determined according to the guidelines of CI/ASCE 38-02, titled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data." Engineer does not guarantee the accuracy of utility locations or that all existing utilities are shown; Contractor is responsible for locating utilities prior to digging.
- Protect light poles and other existing utilities, signs, trees, etc. Relocation of any private utilities not directed on these plans shall be coordinated with the utility owner. If drain tile is encountered, Engineer shall be notified immediately; reconnection or rerouting will be required.
- Damaged items or property shall be repaired or replaced at Contractor's expense.
- Topsail from grading areas shall be stripped, salvaged and stockpiled (if applicable); subcut below final grade and replace salvaged topsoil. All organic material / topsoil shall be removed prior to fill.
- Unless noted otherwise, all proposed contours indicate finished grades.

EROSION CONTROL & REVEGETATION NOTES:

- Perimeter sediment controls shall be installed as indicated prior to site disturbance, and shall be installed to allow for high-flow bypass or overflow to prevent failure during significant rainfall. Devices shall not back water up on adjacent properties.
- Contractor is responsible for keeping sediment from leaving the property, including vehicle tracking. Should sediment be tracked offsite onto adjacent street, Contractor shall sweep at the end of work day.
- Install silt fence or sediment control log around any soil stockpiles that will be present for more than 7 days.
- Devices shall be inspected weekly and after all rainfall events exceeding 1", and maintained as necessary to keep the intended functional condition.
- Accumulated sediment shall be removed from sediment control devices when $\frac{1}{3}$ of device height has been reached.
- After rough grading is completed, and topsoil spread, areas shall be seeded and blanketed or mulched (or sodded) as soon as practical or within 7 days. Areas not being actively worked must be covered with temporary seed within 14 days.
- Perimeter sediment controls shall remain in place until vegetation is growing / established in all disturbed areas.
- Erosion during construction shall be repaired by the Contractor within 24 hours of discovery
- Seed in mowed areas shall be Mn/DOT Mix 25-151 (3876) residential turf or approved equal. All other areas to be seeded with Mix 35-241 (native prairie) or approved equal.



Know what's below.
Call before you dig.

CIVIL METHODS, INC.

P.O. Box 28038
St. Paul, MN 55128
o:763.210.5713 | www.civilmethods.com

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

KENT E. BRANDER

DATE: 08-07-2025

LIC. NO.: 44578

DESIGNED: KEB

DRAWN: KEB

CHECKED: DMP

DATE / REVISION:
08-07-2025 Preliminary Plat. NOT FOR CONSTRUCTION

LAKE AMELIA WOODS

TJB HOMES, INC.
LINO LAKES, MN

GRADING - LOT 2

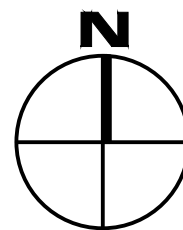
SHEET NO:

C503

BENCHMARKS
Anoka Cty Benchmark No. 3005, Elev = 930.19 (NAVD 88)
MNDOT Benchmark Otter Mndt Reset, Elev =941.08 (NAVD 88)

LEGEND

- PROPERTY LINE
- RIGHT-OF-WAY
- PROPOSED CONTOUR
- EXISTING CONTOUR
- SETBACK
- EASEMENT
- WETLAND EDGE
- WETLAND BUFFER EDGE
- LAKE AMELIA 100-YR HWL (910.2 NAVD 88)
- SILT FENCE, PA OR MS
- DRAINAGE DIRECTION
- PROPOSED SPOT ELEVATION
- DRIVEWAY
- BITUMINOUS ROAD
- PR. SEPTIC AREAS
- WETLAND
- WETLAND BUFFER
- STABILIZED CONSTRUCTION ENTRANCE
- ROCK RIPRAP, RANDOM CRUSHED
- EROSION CONTROL BLANKET
- PROPOSED WELL LOCATION



0 50 100 Feet

GENERAL NOTES:

- The subsurface utility location information in this plan is utility quality level D. This utility quality level was determined according to the guidelines of CI/ASCE 38-02, titled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data." Engineer does not guarantee the accuracy of utility locations or that all existing utilities are shown; Contractor is responsible for locating utilities prior to digging.
- Protect light poles and other existing utilities, signs, trees, etc. Relocation of any private utilities not directed on these plans shall be coordinated with the utility owner. If drain tile is encountered, Engineer shall be notified immediately; reconnection or rerouting will be required.
- Damaged items or property shall be repaired or replaced at Contractor's expense.
- Topsoil from grading areas shall be stripped, salvaged and stockpiled (if applicable); subcut below final grade and replace salvaged topsoil. All organic material / topsoil shall be removed prior to fill.
- Unless noted otherwise, all proposed contours indicate finished grades.

EROSION CONTROL & REVEGETATION NOTES:

- Perimeter sediment controls shall be installed as indicated prior to site disturbance, and shall be installed to allow for high-flow bypass or overflow to prevent failure during significant rainfall. Devices shall not back water up on adjacent properties.
- Contractor is responsible for keeping sediment from leaving the property, including vehicle tracking. Should sediment be tracked offsite onto adjacent street, Contractor shall sweep at the end of work day.
- Install silt fence or sediment control log around any soil stockpiles that will be present for more than 7 days.
- Devices shall be inspected weekly and after all rainfall events exceeding 1", and maintained as necessary to keep the intended functional condition.
- Accumulated sediment shall be removed from sediment control devices when $\frac{1}{3}$ of device height has been reached.
- After rough grading is completed, and topsoil spread, areas shall be seeded and blanketed or mulched (or sodded) as soon as practical or within 7 days. Areas not being actively worked must be covered with temporary seed within 14 days.
- Perimeter sediment controls shall remain in place until vegetation is growing / established in all disturbed areas.
- Erosion during construction shall be repaired by the Contractor within 24 hours of discovery.
- Seed in mowed areas shall be Mn/DOT Mix 25-151 (3876) residential turf or approved equal. All other areas to be seeded with Mix 35-241 (native prairie) or approved equal.

Print Date: 8/7/2025 8:44 AM
File Loc: C:\CIC\Civil Methods, Inc\CD\ - Documents\17 - Projects\24084_TJB_Lake Amelia Woods Reduct\18 - DRAWINGS AND SPECIFICATIONS\CD\ Sheets\1 - GRADING.dwg



Know what's below.
Call before you dig.

CIVIL METHODS, INC.

P.O. Box 28038
St. Paul, MN 55128
o:763.210.5713 | www.civilmethods.com

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

KENT E. BRANDER

DATE: 08-07-2025

LIC. NO.: 44578

DESIGNED: KEB

DRAWN: KEB

CHECKED: DMP

DATE / REVISION:
08-07-2025 Preliminary Plat. NOT FOR CONSTRUCTION

LAKE AMELIA WOODS

TJB HOMES, INC.
LINO LAKES, MN

GRADING - LOT 3

SHEET NO:

C504

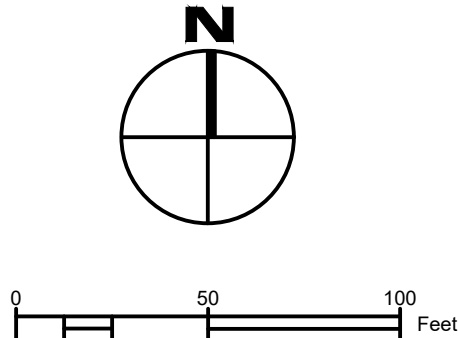


BENCHMARKS

Anoka Cty Benchmark No. 3005, Elev = 930.19 (NAVD 88)
MNDOT Benchmark Otter Mndt Reset, Elev = 941.08 (NAVD 88)

LEGEND

- PROPERTY LINE
- RIGHT-OF-WAY
- PROPOSED CONTOUR
- EXISTING CONTOUR
- SETBACK
- EASEMENT
- WETLAND EDGE
- WETLAND BUFFER EDGE
- LAKE AMELIA 100-YR HWL (910.2 NAVD 88)
- SILT FENCE, PA OR MS
- DRAINAGE DIRECTION
- PROPOSED SPOT ELEVATION
- DRIVEWAY
- BITUMINOUS ROAD
- PR. SEPTIC AREAS
- WETLAND
- WETLAND BUFFER
- STABILIZED CONSTRUCTION ENTRANCE
- ROCK RIPRAP, RANDOM CRUSHED
- EROSION CONTROL BLANKET
- PROPOSED WELL LOCATION



GENERAL NOTES:

- The subsurface utility location information in this plan is utility quality level D. This utility quality level was determined according to the guidelines of CI/ASCE 38-02, titled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data." Engineer does not guarantee the accuracy of utility locations or that all existing utilities are shown; Contractor is responsible for locating utilities prior to digging.
- Protect light poles and other existing utilities, signs, trees, etc. Relocation of any private utilities not directed on these plans shall be coordinated with the utility owner. If drain tile is encountered, Engineer shall be notified immediately; reconnection or rerouting will be required.
- Damaged items or property shall be repaired or replaced at Contractor's expense.
- Topsoil from grading areas shall be stripped, salvaged and stockpiled (if applicable); subcut below final grade and replace salvaged topsoil. All organic material / topsoil shall be removed prior to fill.
- Unless noted otherwise, all proposed contours indicate finished grades.

EROSION CONTROL & REVEGETATION NOTES:

- Perimeter sediment controls shall be installed as indicated prior to site disturbance, and shall be installed to allow for high-flow bypass or overflow to prevent failure during significant rainfall. Devices shall not back water up on adjacent properties.
- Contractor is responsible for keeping sediment from leaving the property, including vehicle tracking. Should sediment be tracked offsite onto adjacent street, Contractor shall sweep at the end of work day.
- Install silt fence or sediment control log around any soil stockpiles that will be present for more than 7 days.
- Devices shall be inspected weekly and after all rainfall events exceeding 1", and maintained as necessary to keep the intended functional condition.
- Accumulated sediment shall be removed from sediment control devices when $\frac{1}{3}$ of device height has been reached.
- After rough grading is completed, and topsoil spread, areas shall be seeded and blanketed or mulched (or sodded) as soon as practical or within 7 days. Areas not being actively worked must be covered with temporary seed within 14 days.
- Perimeter sediment controls shall remain in place until vegetation is growing / established in all disturbed areas.
- Erosion during construction shall be repaired by the Contractor within 24 hours of discovery.
- Seed in mowed areas shall be Mn/DOT Mix 25-151 (3876) residential turf or approved equal. All other areas to be seeded with Mix 35-241 (native prairie) or approved equal.



Know what's below.
Call before you dig.

CIVIL METHODS, INC.

P.O. Box 28038
St. Paul, MN 55128
o:763.210.5713 | www.civilmethods.com

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

KENT E. BRANDER

DATE: 08-07-2025
LIC. NO.: 44578

DESIGNED: KEB
DRAWN: KEB
CHECKED: DMP

DATE / REVISION:
08-07-2025 Preliminary Plat. NOT FOR CONSTRUCTION

LAKE AMELIA WOODS

TJB HOMES, INC.
LINO LAKES, MN

GRADING - LOT 4

SHEET NO:

C505

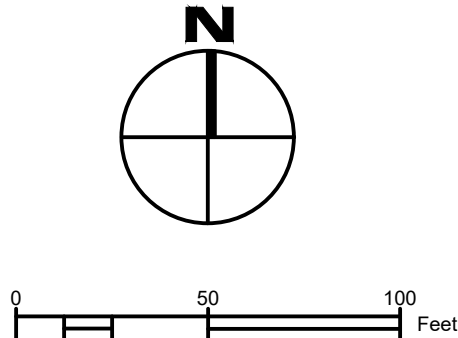


BENCHMARKS

Anoka Cty Benchmark No. 3005, Elev = 930.19 (NAVD 88)
MNDOT Benchmark Otter Mndt Reset, Elev =941.08 (NAVD 88)

LEGEND

- PROPERTY LINE
- RIGHT-OF-WAY
- PROPOSED CONTOUR
- EXISTING CONTOUR
- SETBACK
- EASEMENT
- WETLAND EDGE
- WETLAND BUFFER EDGE
- LAKE AMELIA 100-YR HWL (910.2 NAVD 88)
- SILT FENCE, PA OR MS
- DRAINAGE DIRECTION
- PROPOSED SPOT ELEVATION
- DRIVEWAY
- BITUMINOUS ROAD
- PR. SEPTIC AREAS
- WETLAND
- WETLAND BUFFER
- STABILIZED CONSTRUCTION ENTRANCE
- ROCK RIPRAP, RANDOM CRUSHED
- EROSION CONTROL BLANKET
- PROPOSED WELL LOCATION



GENERAL NOTES:

- The subsurface utility location information in this plan is utility quality level D. This utility quality level was determined according to the guidelines of CI/ASCE 38-02, titled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data." Engineer does not guarantee the accuracy of utility locations or that all existing utilities are shown; Contractor is responsible for locating utilities prior to digging.
- Protect light poles and other existing utilities, signs, trees, etc. Relocation of any private utilities not directed on these plans shall be coordinated with the utility owner. If drain tile is encountered, Engineer shall be notified immediately; reconnection or rerouting will be required.
- Damaged items or property shall be repaired or replaced at Contractor's expense.
- Topsoil from grading areas shall be stripped, salvaged and stockpiled (if applicable); subcut below final grade and replace salvaged topsoil. All organic material / topsoil shall be removed prior to fill.
- Unless noted otherwise, all proposed contours indicate finished grades.

EROSION CONTROL & REVEGETATION NOTES:

- Perimeter sediment controls shall be installed as indicated prior to site disturbance, and shall be installed to allow for high-flow bypass or overflow to prevent failure during significant rainfall. Devices shall not back water up on adjacent properties.
- Contractor is responsible for keeping sediment from leaving the property, including vehicle tracking. Should sediment be tracked offsite onto adjacent street, Contractor shall sweep at the end of work day.
- Install silt fence or sediment control log around any soil stockpiles that will be present for more than 7 days.
- Devices shall be inspected weekly and after all rainfall events exceeding 1", and maintained as necessary to keep the intended functional condition.
- Accumulated sediment shall be removed from sediment control devices when $\frac{3}{4}$ of device height has been reached.
- After rough grading is completed, and topsoil spread, areas shall be seeded and blanketed or mulched (or sodded) as soon as practical or within 7 days. Areas not being actively worked must be covered with temporary seed within 14 days.
- Perimeter sediment controls shall remain in place until vegetation is growing / established in all disturbed areas.
- Erosion during construction shall be repaired by the Contractor within 24 hours of discovery.
- Seed in mowed areas shall be Mn/DOT Mix 25-151 (3876) residential turf or approved equal. All other areas to be seeded with Mix 35-241 (native prairie) or approved equal.

**CITY OF LINO LAKES
RESOLUTION NO. 25-141**

**APPROVING LAKE AMELIA WOODS
PRELIMINARY PLAT APPLICATION AMENDMENT**

WHEREAS, the City received a land use application for Lake Amelia Woods preliminary plat application amendment hereafter referred to as Development; and

WHEREAS, City staff completed review of the Development based on the following submittals:

- Preliminary Plans for Lake Amelia Woods prepared by Civil Methods, Inc. revision date September 23, 2025
- Certificate of Survey and Preliminary Plat for Lake Amelia Wood 2nd Addition prepared by Acre Land Surveying dated August 7, 2025; and

WHEREAS, a public hearing was held before the Planning & Zoning Board on September 10, 2025 and the Board recommended approval of the preliminary plat application amendment with a 7-0 vote.

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

FINDINGS OF FACT

Per City Code Section 1001.013, Premature Subdivision:

(1) *General*. Any concept plan, preliminary plat or final plat deemed premature pursuant to the following criteria shall be denied by the City Council.

(2) *Conditions for establishing a premature subdivision*. A subdivision may be deemed premature should any of the following conditions not be met.

(a) *Consistency with the Comprehensive Plan*. Including any of the following:

1. Land use plan;
2. Transportation plan;
3. Utility (sewer and water) plans;
4. Local water management plan;
5. Capital improvement plan; and
6. Growth management policies, including MUSA allocation criteria.

The Lake Amelia Woods preliminary plat application amendment is consistent with the comprehensive plan.

(b) *Consistency with infill policies.* A proposed urban subdivision shall meet the city's infill policies:

1. The urban subdivision must be located within the Metropolitan Urban Service Area (MUSA) or the staged growth area as established by the city's Comprehensive Plan;
2. The cost of utilities and street extensions must be covered by one or more of the following:
 - a. An immediate assessment to the proposed subdivision;
 - b. One hundred percent of the street and utility costs are privately financed by the developer;
 - c. The cost of regional and/or oversized trunk utility lines can be financed with available city trunk funds; and
 - d. The cost and timing of the expenditure of city funds are consistent with the city's capital improvement plan.
3. The cost, operation and maintenance of the utility system are consistent with the normal costs as projected by the water and sewer rate study; and
4. The developer payments will offset additional costs of utility installation or future operation and maintenance.

The Lake Amelia Woods preliminary plat application amendment remains a 4 lot rural subdivision with private wells and septic systems. Per the 2040 Comprehensive Plan, the subject site is guided urban reserve and the land is preserved for post-2040 development. Land use prior to 2040 is limited to agricultural related uses and single family residential limited to 1 unit per 10 acres. The proposed development of 1 unit per 10 acres is consistent with the comprehensive plan's infill policies.

(c) *Roads or highways to serve the subdivision.* A proposed subdivision shall meet the following requirements for level of service (LOS), as defined by the Highway Capacity Manual:

1. If the existing level of service (LOS) outside of the proposed subdivision is A or B, traffic generated by a proposed subdivision will not degrade the level of service more than one grade;
2. If the existing LOS outside of the proposed subdivision is C, traffic generated by a proposed subdivision will not degrade the level of service below C;
3. If the existing LOS outside of the proposed subdivision is D, traffic generated by a proposed subdivision will not degrade the level of service below D;
4. The existing LOS must be D or better for all streets and intersections providing access to the subdivision. If the existing level of service is E or F, the subdivision developer must provide, as part of the proposed project, improvements needed to ensure a level of service D or better;
5. Existing roads and intersections providing access to the subdivision must have the structural capacity to accommodate projected traffic from the proposed subdivision or the developer will pay to correct any structural deficiencies;
6. The traffic generated from a proposed subdivision shall not require city street improvements that are inconsistent with the Lino Lakes capital improvement plan.

However, the city may, at its discretion, consider developer-financed improvements to correct any street deficiencies;

7. The LOS requirements in divisions (2)(c)1. to 4. above do not apply to the I-35W/Lake Drive or I-35E/Main St. interchanges. At city discretion, interchange impacts must be evaluated in conjunction with Anoka County and the Minnesota Department of Transportation, and a plan must be prepared to determine improvements needed to resolve deficiencies. This plan must determine traffic generated by the subdivision project, how this traffic contributes to the total traffic, and the time frame of the improvements. The plan also must examine financing options, including project contribution and cost sharing among other jurisdictions and other properties that contribute to traffic at the interchange; and

8. The city does not relinquish any rights of local determination.

The Lake Amelia Woods preliminary plat application amendment meets the requirements for level of service (LOS). All 4 lots are served by CSAH 54/20th Avenue which is an A-Minor Reliever. The road has capacity for 4 additional lots. The city does not relinquish any rights of local determination.

(d) *Water supply.* A proposed subdivision shall be deemed to have an adequate water supply when:

1. The city water system has adequate wells, storage or pipe capacity to serve the subdivision;
2. The water utility extension is consistent with the Lino Lakes water plan and offers the opportunity for water main looping to serve the urban subdivision;
3. The extension of water mains will provide adequate water pressure for personal use and fire protection; and
4. The rural subdivision can demonstrate that each of the proposed lots can be provided with a potable water supply.

The Lake Amelia Woods preliminary plat application amendment will be served by an adequate water supply. Each lot will be served by a private well.

(e) *Waste disposal systems.* A proposed subdivision shall be served with adequate waste disposal systems when:

1. The urban sewered subdivision is located inside the city's MUSA or is consistent with the MUSA allocation criteria;
2. The city has sufficient MUSA and pipe capacity to serve the subdivision if developed to its maximum density;
3. The subdivision will result in a sewer extension consistent with Lino Lakes sewer plan and capital improvement plan;
4. A rural subdivision can demonstrate that each lot can be served by an adequate sanitary sewer disposal system; and
5. A rural subdivision with a proposed communal sanitary sewer or water system has an effective long range management and maintenance program with proper financing.

The Lake Amelia Woods preliminary plat application amendment will be served with an adequate waste disposal system. Each lot will be served by a private septic system.

BE IT FURTHER RESOLVED the Lake Amelia Woods preliminary plat application amendment is not a premature subdivision; and

BE IT FURTHER RESOLVED the Lake Amelia woods preliminary plat application amendment is approved subject to the following conditions:

1. A certificate of occupancy will not be issued for Lot 3, Block 1, Lake Amelia Woods (6175 20th Avenue) until the final plat has been approved by City Council and recorded and any required plan or permit revisions have been made.

Adopted by the City Council of the City of Lino Lakes this _____ day of _____, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 7D**

STAFF ORIGINATOR: Katie Larsen, City Planner

MEETING DATE: October 13, 2025

TOPIC: Hampton Addition
i. Approval of Resolution No. 25-142 for Final Plat
ii. Approval of Resolution No. 25-143 for Development Agreement

VOTE REQUIRED: Simple Majority

INTRODUCTION

The applicant, Hampton Companies, submitted a land use application for final plat for a residential subdivision called Hampton Addition. The preliminary plat was previously titled Erickson Property. The applicant proposes to subdivide the existing lot located at 7590 20th Avenue into 14 single family lots.

Tentative Review Schedule:

Complete Application Date:	August 12, 2025
60-Day Deadline:	October 11, 2025
Environmental Board Meeting:	N/A
Park Board Meeting:	N/A
Planning & Zoning Board Meeting:	September 10, 2025
City Council Work Session:	October 13, 2025
City Council Meeting:	October 13, 2025

This staff report is based on the following information:

- Hampton Addition Plan Set prepared by Landform revision date September 30, 2025
- Hampton Addition Final Plat prepared by Landform received on August 11, 2025
- Temporary Cul-de-sac Easement Exhibit prepared by Landform received on August 11, 2025
- Stormwater Management Plan prepared by Landform revision date September 15, 2025
- Title Commitment dated August 4, 2025

BACKGROUND

On July 14, 2025, the City Council passed Resolution No. 25-93 approving the preliminary plat. The Council staff report and resolution detail the project's consistency with the City's Comprehensive Plan and compliance with the City Code.

This staff report provides updates to the July 14, 2025 Council staff report related to the preliminary plat. Changes are either narratively described or shown as ~~strikethrough~~ (deletions) or underline (additions).

ANALYSIS

Preliminary Plat

The preliminary plat contains 14 lots and 1 outlot. The outlot is for stormwater management. The outlot will be owned by an HOA the City and the stormwater pond will be maintained by the City.

The original plan set included a retaining wall on the two north lots. These retaining wall were going to be maintained by an HOA. This retaining wall has been removed on the revised plan set. If it is determined the retaining walls are still required, the property owners of the two lots shall be responsible for the maintenance.

Final Plat

The final plat contains the same 14 lots and 1 outlot.

Phasing Plan

The development is proposed to be constructed in one (1) phase.

Public Land Dedication

The City will require cash in lieu of land dedication. At the July 7, 2025 Council Work Session, the Council requested all 14 lots pay park dedication fees. After consulting with the City Attorney, it was determined this would be reasonable since the existing house did not pay park dedication fees. The Council also requested the trail be constructed at this time by the developer. Trail construction costs will be credited to the developer.

Hampton Addition	
Total # Units =	14

x Park Dedication Fee	\$3,500
= Cash in Lieu Value	\$49,000
(Trail Construction Costs)	(\$12,078)
TOTAL CASH FEE DUE =	\$36,922

Title Commitment

The City Attorney reviewed the title commitment and final plat and did not have any concerns.

Agreements

Stormwater Maintenance Agreement

The private stormwater facilities will be maintained through a Declaration for Maintenance of Stormwater Facilities.

Development Agreement and Final Plat

A Development Agreement will be prepared by the City and shall be executed.

Site Improvement Performance Agreement

Not applicable.

Planning & Zoning Board

The Planning & Zoning Board reviewed the final plat on September 10, 2025. The Board recommended approval with a 7-0 vote.

Findings of Fact

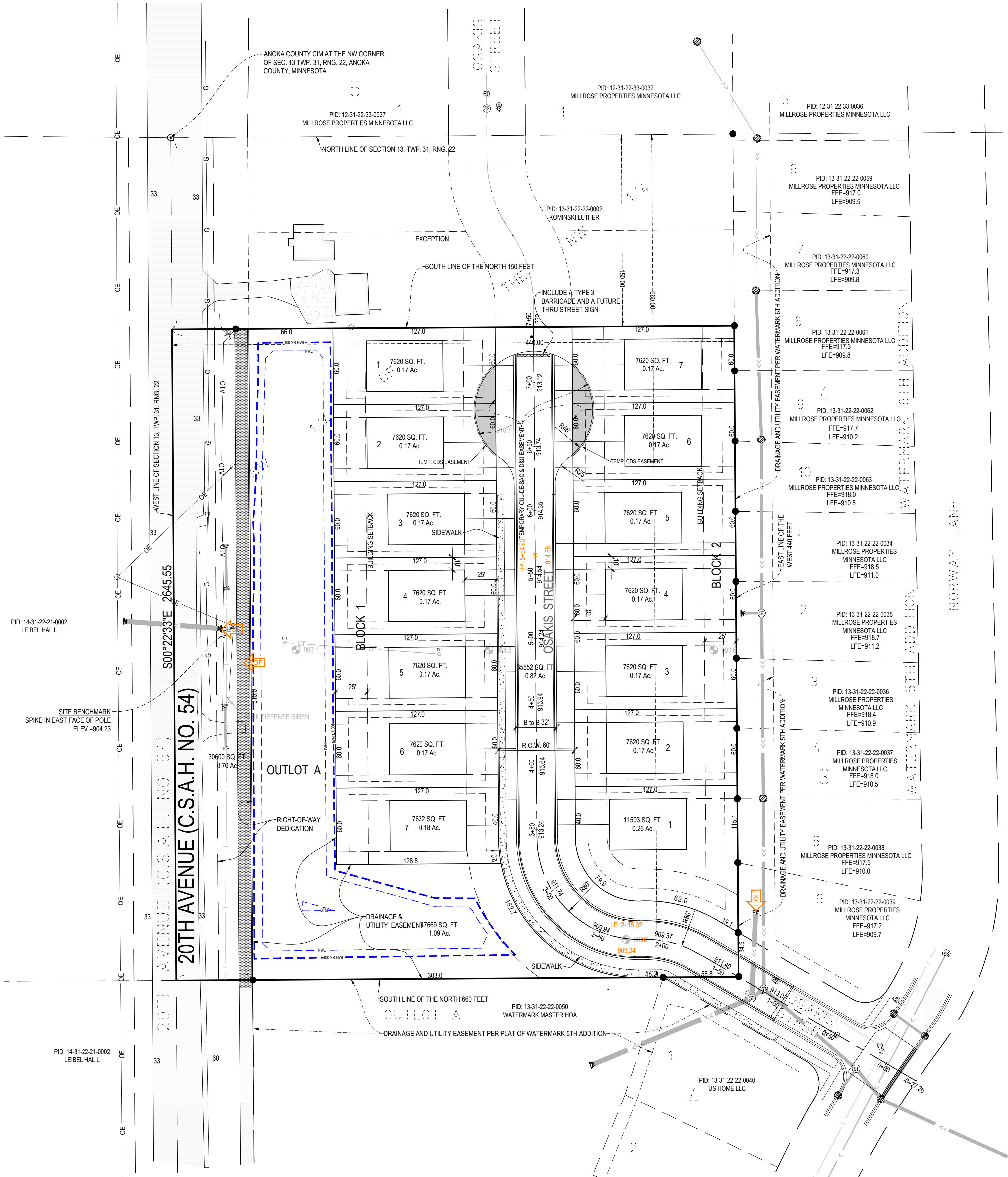
City Code Section 1001.057(2) details requirements that shall be met before consideration of the final plat by the City Council. The attached Resolution No. 25-142 details these findings of fact.

RECOMMENDATION

Staff and the Planning & Zoning Board recommend approval of the Hampton Addition final plat.

ATTACHMENTS

1. Preliminary Plat
2. Resolution No. 25-142
3. Final Plat
4. Resolution No. 25-143
5. Development Agreement
6. City Engineer Memo dated October 3, 2025



LEGEND

	Property Line
	Interior Lot Line
	Underlying Parcel Line
	Existing Easement
	Proposed Easement
	Proposed Setback
	Proposed Pond

LOT DATA TABLE

Parcel	Area (SF)	Area (Acres)
R.O.W. Dedication 20th Avenue (C.S.A.H. No. 54)	30,600	0.70
Block1, Lot1	7,620	0.17
Block1, Lot2	7,620	0.17
Block1, Lot3	7,620	0.17
Block1, Lot4	7,620	0.17
Block1, Lot5	7,620	0.17
Block1, Lot6	7,620	0.17
Block1, Lot7	7,632	0.18
Block2, Lot1	11,503	0.26
Block2, Lot2	7,620	0.17
Block2, Lot3	7,620	0.17
Block2, Lot4	7,620	0.17
Block2, Lot5	7,620	0.17
Block2, Lot6	7,620	0.17
Block2, Lot7	7,620	0.17
Outlot A	47,669	1.09
Total Number of Outlots	1	
Total Number of New Residential Lots	14	

GENERAL NOTES

- For construction staking and surveying services contact Landform at 612.252.9070.

SITE PLAN NOTES

- Obtain all necessary permits for construction within, or use of, public right-of-way.
- The digital file, which can be obtained from the Engineer, shall be used for staking. Discrepancies between the drawings and the digital file shall be reported to the Engineer. The building footprint, as shown on these drawings, and the digital file, shall be compared to the structural drawings prior to staking.
- Building layout angles are parallel with or perpendicular to the property line at the location indicated.
- Dimensions shown are to back of curb and exterior face of building unless noted otherwise.

LEGAL DESCRIPTION

The North 660 feet of the West 440 feet of the Northwest Quarter of the Northwest Quarter of Section 13, Township 31, Range 22, except the North 150 feet thereof, Anoka County, Minnesota.

BENCHMARK

Project Benchmark:
MNDOT GSD Station #92391
Station Name: 0282 L
Location: In Lino Lakes, 1.4 miles North along interstate highway 35E from the junction of interstate highway 35E and County 14, at interstate highway 35E milepost 124.80, 93.1 feet west of southbound interstate highway 35E, 7.0 feet east of a fence line, 1.3 feet east of a witness post.

Elevation = 909.47 (NAVD 88)

Site Benchmark:

Type: Spike

Location = Spike in East face of pole, located on West side of property.

Elevation = 904.23 (NAVD 88)

ZONING AND SETBACK SUMMARY

The Property is Zoned R-2 Zone (Two Family Residential District)

Adjacent Properties Zoning:

North: R-Rural

South: PUD

East: PUD

West: Right-of-way - Arterial Street

Adjacent Properties Land Use:

North: Rural Residential

South: Single Family Residential

East: Single Family Residential

West: Right-of-way - Arterial Street

Building Setback Information is as follows:

Front Yard (Local or Minor Collector Street) = 25 ft.

Rear Yard = 25 ft.

Side Yard = 10 ft.

Side Yard Zero lot line = Side yard setback requirements shall not be applied to a common wall of a two family dwelling unit.

Buffer = Where a side or rear lot line abuts a collector or arterial street a 15 foot wide buffer shall be provided

Arterial Street = 40 ft.

Maximum Impervious Surface Coverage = 65%

Lot Coverage Information is as follows:

Lot Area Minimum = 15,000 s.f. = 0.34 ac.

Lot Width Minimum = 50 ft.

Lot Depth Minimum = 125 ft.

Total Existing Site Area = 224,395 s.f. = 5.15 ac.

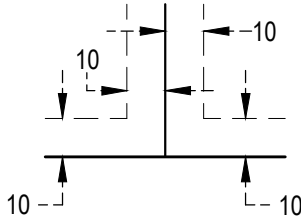
Right-of-way Dedication = 30,600 s.f. = 0.7 ac.

Total Net Site Area = 193,795 s.f. = 4.45 ac.

AREA SUMMARY

Existing:			
Pervious	208,931 s.f.	4.80 ac.	93.2%
Impervious	15,464 s.f.	0.355 ac.	6.8%
Total	224,395 s.f.	5.15 ac.	100.0%
Proposed:			
Pervious	66,684 s.f.	1.53 ac.	29.7%
Impervious	157,711 s.f.	3.62 ac.	70.3%
Total	224,395 s.f.	5.15 ac.	100.0%

DRAINAGE AND UTILITY EASEMENTS
ARE SHOWN THUS:
(Not to Scale)



Being 10 feet in width and adjoining lot lines, unless otherwise shown and 10 feet in width and adjoining right of way lines as shown on the plat.

DEVELOPER



1824 BUERKLE RD.
WHITE BEAR LAKE, MN 55110
TEL: (651)-295-2459

CITY



PROJECT

HAMPTON
ADDITION
LINO LAKES, MINNESOTA

ISSUE / REVISION HISTORY

DATE	ISSUE / REVISION	REVIEW
12 MAY 2025	PRE PLAT SUBMITTAL	ETL
11 AUG 2025	FINAL PLAT SUBMITTAL	ETL

CERTIFICATION

I hereby certify that this plan was prepared by me, or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of MINNESOTA.

Eric T. Luth, PE

License No: 55475

Signature shown is a digital reproduction of the original, which is signed and sealed by the Engineer at Landform Professional Services, Inc., a subsidiary of Landform.

PRELIMINARY
NOT FOR
CONSTRUCTION

IF THE SIGNATURE, SEAL OR FOUR LINES DIRECTLY ABOVE ARE NOT VISIBLE, THIS SHEET HAS BEEN REPRODUCED BEYOND INTENDED READABILITY AND IS NO LONGER A VALID DOCUMENT. PLEASE CONTACT THE ENGINEER TO REQUEST ADDITIONAL DOCUMENTS.

FINAL PLAT SUBMITTAL
AUGUST 11, 2025



105 South Fifth Avenue Tel: 612-252-9070
Suite 513 Fax: 612-252-9077
Minneapolis, MN 55401 Web: landform.net

FILE NAME C200HAC003.DWG

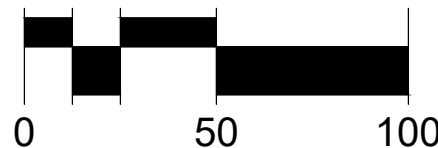
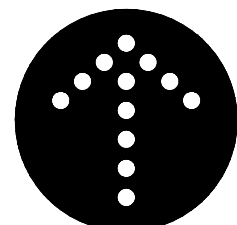
PROJECT NO. HAC25003

PRELIMINARY PLAT & SITE PLAN

C2.1



Know what's Below.
Call before you dig.



**CITY OF LINO LAKES
RESOLUTION NO. 25-142**

APPROVAL OF HAMPTON ADDITION FINAL PLAT

WHEREAS, on August 12, 2025, the City received a complete land use application for Hampton Addition final plat; and

WHEREAS, City staff completed review of the proposed final plat based on the following plans and information:

- Hampton Addition Plan Set prepared by Landform revision date September 30, 2025
- Hampton Addition Final Plat prepared by Landform received on August 11, 2025
- Temporary Cul-de-sac Easement Exhibit prepared by Landform received on August 11, 2025
- Stormwater Management Plan prepared by Landform revision date September 15, 2025
- Title Commitment dated August 4, 2025; and

WHEREAS, on July 14, 2025, the City Council approved the preliminary plat with Resolution No. 25-93; and

WHEREAS, on September 10, 2025, the Planning & Zoning Board reviewed and recommended approval of the final plat; and

WHEREAS, the proposed final plat is not considered premature and meets the performance standards of the subdivision and zoning ordinance; and

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

FINDINGS OF FACT

Per City Code Section 1001.057 Review, Approval or Denial:

(2) The following requirements shall be met before consideration of the final plat by the City Council:

- (a) The final plat shall substantially conform to the approved preliminary plat and phasing plan.

The final plat substantially conforms to the approved preliminary plat and phasing plan.

- (b) For plats that consist solely of individual single family residential lots, final plat

applications for subsequent phases shall not be approved until building permits have been issued for 40% of lots in the preceding phase. This division applies only when the preceding phase consists of 40 or more lots.

Not applicable. This is a 14 lot residential subdivision that will be completed in one phase.

(c) City attorney approval of the status of title/property ownership related to the final plat.

The City Attorney reviewed the title commitment and final plat and had no concerns.

(d) Completed development contract.

A Development Agreement has been completed and shall be executed.

(e) Conditions attached to approval of the preliminary plat shall be fulfilled or secured by the development agreement, as appropriate; and

The conditions of the preliminary plat have been substantially fulfilled. Securities will be required with the Development Agreement.

(f) All fees, charges and escrow related to the preliminary or final plat shall be paid in full.

All fees, charges and escrow related to the preliminary or final plat shall be paid in full prior to release of the final plat mylars.

BE IT FURTHER RESOLVED the final plat is approved subject to the following conditions:

1. The developer shall deed Outlot A to the City.
2. The developer shall record a temporary easement with exhibit for the cul de sac.
3. The developer shall submit to the City the MPCA SSTA Abandonment Reporting Form as proof that the private septic system has been properly removed.
4. The developer shall submit to the City the MDH Well and Boring Sealing Record as proof that the private well has been properly capped.
5. The housing units on the west side of Osakis Street shall meet the following noise mitigation requirements:
 - a. The buildings are constructed in such a way that the exterior to interior sound level attenuation is at least 30 dB(A).
 - b. The buildings have year-round climate control.
6. The developer shall construct the trail along CSAH 54 (20th Avenue).

BE IT FURTHER RESOLVED the following items shall be addressed prior to the issuing a grading

permit and/or building permits:

1. All comments from the City Engineer memo dated October 3, 2025.
2. Recorded copies of the following documents shall be provided to the City:
 - a. Final plat
 - b. Development Agreement
 - c. Declaration of Maintenance for Stormwater Facilities
 - d. Temporary Cul de Sac Easement
 - e. Deed
 - i. Outlot A to City.
3. Copies of the following documents shall be provided to the City:
 - a. MPCA SSTA Abandonment Reporting Form
 - b. MDH Well and Boring Sealing Record

Adopted by the City Council of the City of Lino Lakes this 13th day of October, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

HAMPTON ADDITION

CITY OF LINO LAKES
COUNTY OF ANOKA
SEC. 13, T. 31, R. 22

KNOW ALL PERSONS BY THESE PRESENTS: That Hampton Properties VIII, LLC, a Minnesota limited liability company, owner of the following described property:

The North 660 feet of the West 440 feet of the NW1/4 of the NW1/4 of Section 13, Township 31, Range 22, except the North 150 feet thereof, Anoka County, Minnesota.

Has caused the same to be surveyed and platted as HAMPTON ADDITION and does hereby dedicate to the public for public use the public ways and the drainage and utility easements as created by this plat.

In witness whereof said Hampton Properties VIII, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this ____ day of _____, 20 ____.

HAMPTON PROPERTIES VIII, LLC

_____(Signature)

_____, Its _____
(Print name) (Title)

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20 ____ by _____, it's

_____ of Hampton Properties VIII, LLC, a Minnesota limited liability company, on behalf of the company.

_____(Signature)

_____(Print name)

Notary Public, _____ County, Minnesota

My Commission Expires _____

I, Jarrod Gustavus LeSavage do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20 ____.

Jarrod Gustavus LeSavage, Licensed Land Surveyor
Minnesota License Number 58896

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20 ____ by Jarrod Gustavus LeSavage.

_____(Signature)

_____(Print name)

Notary Public, _____ County, Minnesota

My Commission Expires _____

CITY COUNCIL, CITY OF LINO LAKES, MINNESOTA

This plat of HAMPTON ADDITION was approved and accepted by the City Council of Lino Lakes, Minnesota at a regular meeting

thereof held this ____ day of _____, 20 ____ and said plat is in compliance with the provisions of

Minnesota Statutes, Section 505.03, Subd. 2.

CITY COUNCIL, CITY OF LINO LAKE, MINNESOTA

By: _____, Mayor

By: _____, Clerk

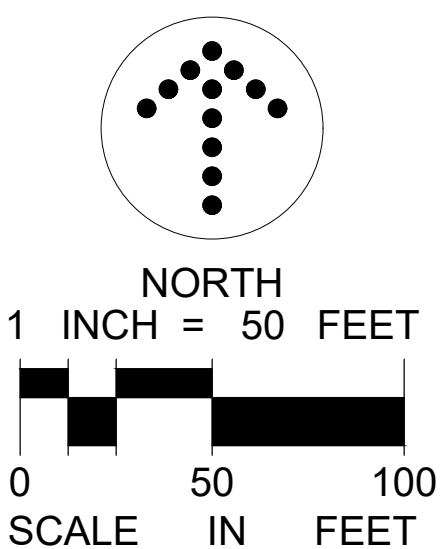
ANOKA COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this ____ day of _____, 20 ____.

By _____

David M. Ziegmeier

Anoka County Surveyor



For the purposes of this plat, the WEST LINE OF SECTION 13, T. 31, R. 22 is assumed to bear S00°22'33"E.

- ⊗ denotes set mag nail
- denotes 1/2 inch by 14 inch iron pipe monument set and marked by License No. 58896
- denotes iron pipe monument found marked LS #40361 unless otherwise noted
- ⊙ denotes Anoka County Cast Iron Monument found

ANOKA COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this ____ day of _____, 20 ____.

Property Tax Administrator

By _____, Deputy

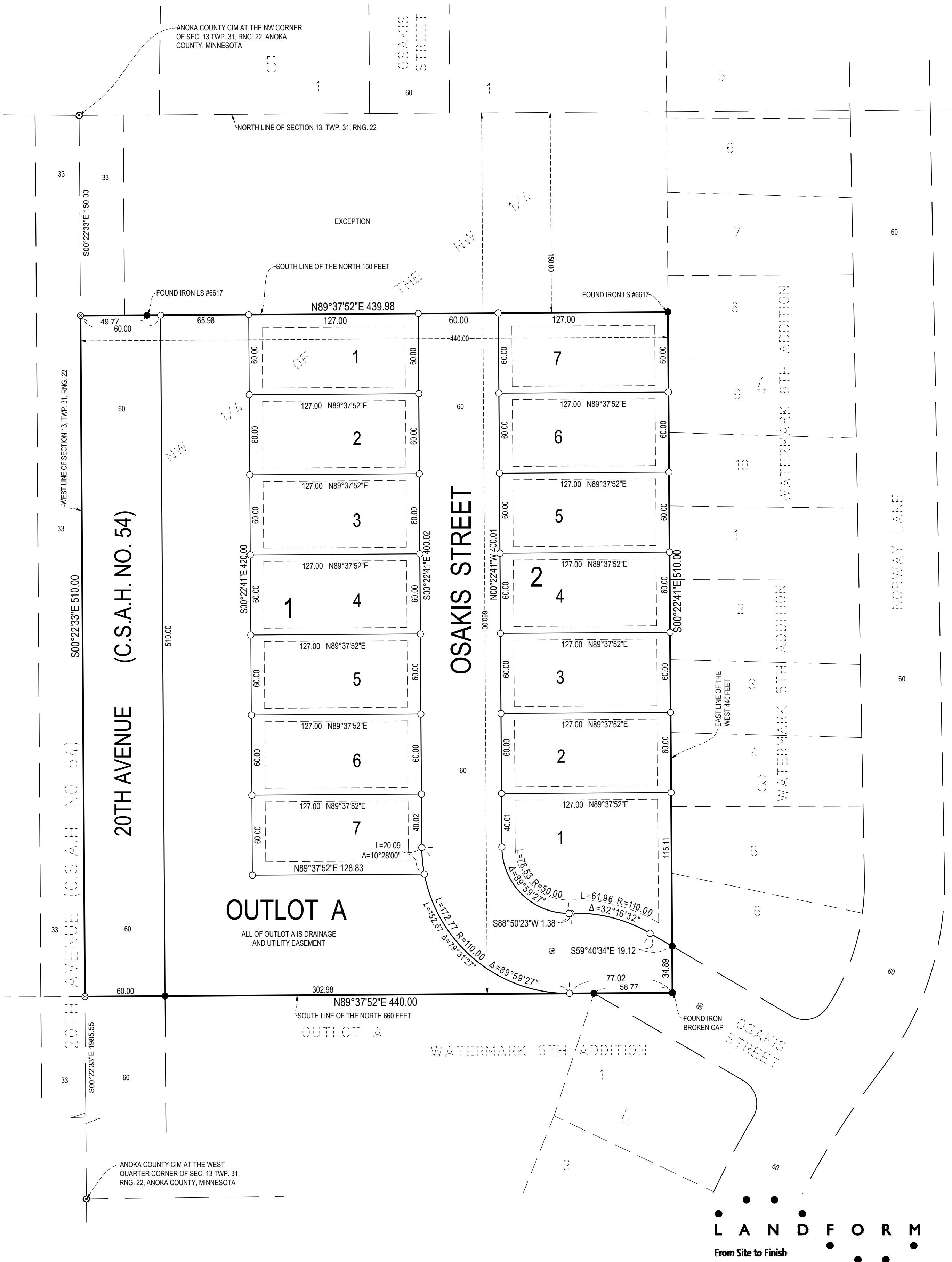
ANOKA COUNTY RECORDER
COUNTY OF ANOKA, STATE OF MINNESOTA

I hereby certify that this plat of HAMPTON ADDITION was filed in the office of the County Recorder for public record on this ____ day of _____, 20 ____ at ____ o'clock ____M. and was duly recorded as

Document Number _____.

County Recorder

By _____, Deputy



LANDFORM
From Site to Finish

**CITY OF LINO LAKES
RESOLUTION NO. 25-143**

APPROVAL OF HAMPTON ADDITION DEVELOPMENT AGREEMENT

WHEREAS, on October 13, 2025 the City Council passed Resolution No. 25-142 approving Hampton Addition final plat; and

WHEREAS, the City's subdivision ordinance and conditions of approval require the execution of a development agreement between the Developer and the City of Lino Lakes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lino Lakes approves the Development Agreement between Hampton Properties VIII, LLC and the City of Lino Lakes for Hampton Addition and authorizes the Mayor and City Clerk to execute such agreement on behalf of the City

Adopted by the City Council of the City of Lino Lakes this 13th day of October, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

DEVELOPMENT AGREEMENT

Hampton Addition

THIS AGREEMENT is made this ____ day of _____, 2025, by and between the City of Lino Lakes ("City"), a Minnesota municipal corporation, and Hampton Properties VIII, LLC, a Minnesota limited liability company ("Developer").

1. **Subdivision.** Developer received preliminary plat approval from the City by Resolution No. 25-93 for a plat known as Hampton Addition ("Subdivision"). Unless otherwise stated, all terms and conditions of this Agreement relate to work within the Subdivision.
2. **Final Plat Approval.** The City's approval of the final plat of Hampton Addition is contingent upon execution and delivery of this agreement, all required petitions, bonds, security, and other documents required by the City, and satisfaction of all conditions of approval required by Resolution No. 25-142. The Final Plat including 14 lots is attached hereto as Exhibit A.
3. **Phased Development.** The City may refuse to approve final plats of subsequent additions of the plat if the Developer has breached this Agreement and the breach has not been remedied. Development of subsequent phases may not proceed until Development Agreements for such phases are approved by the City and are fully executed.
4. **Developer Plans.**
 - a. The Subdivision shall be developed in accordance with the following Developer Plans, original copies of which are on file with the City Engineer. The Developer Plans may be prepared and revised after entering into this Agreement but must be approved by the City before commencement of any work. If the plans vary from the written terms of this Agreement, this Agreement shall control.
 - b. The Developer Plans as of the date of this Agreement are:
 - i. Hampton Addition Final Plat prepared by Landform received on August 11, 2025.
 - ii. Hampton Addition Sanitary Sewer, Watermain, Storm Sewer and Street Construction and Landscaping Plans containing 18 sheets, prepared by Landform, dated August 11, 2025.
5. **Permits.** The Developer shall be responsible for securing all site grading and development approvals and all other required permits from all appropriate Federal, State, Regional and Local jurisdictions prior to the commencement of site grading or

construction and prior to the City awarding construction contracts for public improvements.

6. **Developer Improvements.** The Developer shall secure a contractor to install the improvements described in this paragraph, or otherwise required herein to be installed by Developer, hereinafter referred to as the “Developer Improvements,” which contractor shall be approved by the City in its absolute and sole discretion. The Developer Improvements shall be constructed per the City Standard Specifications for Construction January 2024, current version.

The cost of Developer Improvements is as shown on Exhibit B attached hereto. All Developer Improvements shall require City inspection and approval and, where appropriate, the approval of any other governmental agency having jurisdiction. The Developer shall construct and install at the Developer's expense the following improvements according to the following terms and conditions:

- a. Site Grading
 - i. No grading shall commence until all requirements of the Rice Creek Watershed District (RCWD) have been satisfied.
 - ii. All site grading shall be conducted in accordance with the grading plan as approved by the City and in accordance with NPDES and RCWD requirements. The Developer shall perform the work in accordance with a Storm Water Pollution Prevention Plan (SWPPP) pursuant to Minnesota Pollution Control Agency (MPCA) requirements.
- b. Grading and Erosion Control
 - i. The Developer shall grade the site to within 0.2 foot of the grades shown on the approved grading plan. No deviations will be allowed unless a revised plan is submitted and approved in writing by the City and all other regulatory agencies.
 - ii. The street right-of-way, storm water storage ponds, and surface water drainage ways shall be graded prior to commencement of utility construction. Four inches of topsoil and a City approved seed mix shall be installed within disturbed areas, and seed mix information shall be provided to the City. Surface water management systems shall be maintained by the Developer until they are accepted by the City.
 - iii. The Developer shall be responsible for ascertaining that site geotechnical and groundwater conditions are adequate and conforming with the

grading and site improvement as proposed. The Developer shall provide testing from an approved testing company.

- iv. The Developer's engineer shall certify in writing, with an as-built survey, that all grading complies with the approved grading plan prior to issuance of any building permits.
- v. The Developer shall promptly clear dirt and debris within public rights-of-way and drainage and utility easements resulting from construction by the Developer, its purchasers, builders and contractors within five (5) days after notification by the City. The Developer shall be responsible for all necessary street and storm sewer maintenance, including street sweeping, until all home construction is completed, unless otherwise released by the City. Warning signs shall be placed when hazards develop in streets to prevent the public from traveling on them, including detour signs if necessary. If and when the streets become impassable, such streets shall be barricaded and closed. The Developer shall maintain a smooth, hard driving surface and adequate drainage on all temporary streets. If the Developer chooses to have the City snow plow the streets before the wear course is installed and in order to provide access to the Development area, the Developer shall be responsible for damage such as curb and gutter replacement caused by the City's snow removal process.
- c. Final street grading, subbase, gravel base, concrete curb and gutter, and bituminous base and wear course, street signs and striping shall be furnished and installed.
- d. Sidewalks, trails and street lighting shall be installed within 6 months of the bituminous base course. Extensions may be approved by the City Engineer, due to weather conditions, upon receipt of a written request in writing by the Developer to the City. In no case shall such extension extend beyond one year from the date of installation of bituminous base course. The Developer shall be responsible for sidewalk damage until the project is accepted by the City and escrow balances are returned.
- e. Storm sewers, when determined to be necessary by the City Engineer, including all necessary laterals, catch basins, inlets and other appurtenances, shall be furnished and installed.
- f. Sanitary sewer mains, laterals or extensions, including all necessary building services and other appurtenances, shall be furnished and installed.

- g. Water mains, laterals or extensions, including all necessary building services, hydrants, valves and other appurtenances, shall be furnished and installed.
 - h. The Developer shall place iron monuments at all lot, block, and outlot corners and at all other angle points on boundary lines consistent with the final plat. Iron monuments shall be placed after all street and lawn grading has been completed in order to preserve the lot markers for future property owners. Lot corner irons on the back property line shall be installed so that the top of the iron corresponds to the finished ground elevation in accordance with the approved grading plan. Guard stakes shall be appropriately installed to mark these irons.
 - i. Landscaping shall be furnished and installed in accordance with the approved plans. The landscaping shall be maintained by the Developer until accepted by the City's Environmental Coordinator.

Developer shall be responsible for vegetative restoration of ponding areas, outlots, wetland mitigation areas, and other native planting areas identified on the plans in accordance with City Standard Specifications for Construction. Developer shall provide a contract with a qualified firm for the establishment and maintenance of all open space / native plant areas. Said contract shall cover a minimum of the 3 year establishment period, from the date of planting.
 - j. The Developer shall arrange for all gas, telecommunications, cable, internet, electric, and other necessary private utility services to the Subdivision in accordance with City Code and State law. The utilities are required to be located within a joint trench. Street light installations shall be initiated by the Developer with City Engineer approval. The Developer is solely responsible for the cost of private utility and internet installation.
 - k. The Developer shall install mailboxes in accordance with Federal and Postal Service regulations.
 - l. The Developer shall install wetland buffer signs per City standard detail plates prior to the issuance of building permits.
7. **Time of Performance.** The Developer shall install all required improvements enumerated in Paragraph 6 by October 31, 2026. The Developer may request a reasonable extension of time from the City. If the extension is granted, it shall be conditioned upon updating the security posted by the Developer to reflect cost increases and the extended completion date.
8. **City Improvements.**

No City installed improvements are proposed to be constructed for this subdivision.

9. Record Drawings.

- a. Upon project completion, Developer shall submit record drawings, in electronic format, of all public and private infrastructure improvements, including grading, sanitary sewer, watermain, storm sewer facilities, and roads, constructed by Developer. The files shall be drawn in Anoka County NAD 83 Coordinate system and provided in both AutoCAD .dwg and Adobe .pdf file formats. The plans shall include accurate locations, dimensions, elevations, grades, slopes and all other pertinent information concerning the complete work.
- b. The Developer shall submit certified compaction testing results for the site grading operations that certify that grading work meets pertinent compaction requirements for the project.
- c. A summary of the record plan attribute data for the storm sewer, watermain, and sanitary sewer structures and pipes shall be submitted in the form of an Excel Spreadsheet as provided by the City Engineer.
- d. No securities will be fully released until all record drawings have been submitted and accepted by the City Engineer.

10. Faithful Performance of Construction Contracts and Security.

- a. The Developer will fully and faithfully comply with all terms and conditions of any and all contracts entered into by the Developer for the installation and construction of all Developer Improvements. Concurrent with the execution hereof by the Developer, the Developer will furnish to, and at all times thereafter maintain with the City, a cash deposit, certified check, or Irrevocable Letter of Credit, based on one hundred fifty (150%) percent of the total estimated cost of Developer's Improvements as determined by the City Engineer.
- b. Irrevocable Letter of Credit. If an Irrevocable Letter of Credit is utilized, it shall be for the exclusive use and benefit of the City of Lino Lakes and shall state that it is issued to guarantee and assure performance by the Developer of all the terms and conditions of this Development Agreement and construction of all required improvements referenced therein in accordance with the ordinances and specifications of the City. The letter shall be in a form, and from a bank, as approved by the City. The City reserves the right to draw, in whole or in part, on any portion of the Irrevocable Letter of Credit for the purpose of guaranteeing the terms and conditions of this agreement. The Irrevocable Letter of Credit shall be automatically extended for additional periods of one year from present or future expiration dates on an annual basis, unless at least sixty (60) days prior to the

expiration date, the Community Development Director and City Engineer, are notified by certified mail or overnight courier, that the Letter of Credit will not be extended.

- c. Alternatively, the Developer may enter into a Public Improvement Surety Agreement, subject to City approval.
 - d. Reduction of Security. The Developer may request reduction of the Letter of Credit or cash deposit based on prepayment or the value of the completed improvements at the time of the requested reduction.
11. **Warranty.** The Developer warrants all utility work required to be performed by it against poor material and faulty workmanship for a period of two years after its completion and acceptance by the City. All new streets shall be warranted by the developer for a period of one year from the time the final inspection of the street is completed and accepted by the City Council. All trees, grass and sod shall be warranted to be alive, of good quality and disease free for 12 months after planting. Prior to final acceptance of the Developer Improvements the City shall require a Surety Bond or Cash Escrow to cover the warranty provisions of this Agreement. The amount shall be 20 % of the original cost of construction identify in Exhibit B.
12. **Dedication.** The Developer shall dedicate to the City, at no cost to the City, any permanent or temporary easements that may be necessary for the construction and installation of the Developer Improvements. All such easements required by the City shall be in writing, in recordable form, containing such terms and conditions as the City shall determine.
13. **Ownership of Improvements.** Upon completion and City acceptance of the work and construction required by this Agreement, the public improvements lying within public rights-of-way and easements shall become City property without further notice or action unless the improvements are to be deemed private infrastructure.
14. **Recording and Release.** The Developer agrees that the terms of this Development Agreement shall be a covenant on any and all property included in the Subdivision. The Developer agrees that the City shall have the right to record a copy of this Development Agreement with the Anoka County Recorder to give notice to future purchasers and owners. This shall be recorded against the Subdivision described on Page 1.
15. **Escrow for City's Costs.**
- a. The Developer agrees to establish a non-interest bearing escrow account with the City in an amount determined by the City Administrator or their designee for the payment of all costs incurred by the City related to the development of the

Subdivision including, but not limited to, the following (See Exhibit B for breakdown of costs):

- i. Planning/ Review
- ii. Administration - 3% of Developer Improvement Costs
- iii. City Engineering and Legal
- iv. Street lighting installation (by utility company, developer to initiate)
- v. Street, storm sewer and pond maintenance
- vi. Property Taxes. Should the recording of the Final Plat occur after July 1st, any and all property taxes on any public property dedicated as a part of this plat shall be the responsibility of the Developer.

- b. If the above escrow amounts are insufficient, the Developer shall make such additional deposits as required by the City. The City shall have a right to reimburse itself from the Escrow with suitable documentation supporting the charges.

16. **Developer Fees.** At the time of execution of this Agreement, the Developer shall pay the following fees related to the development of the Subdivision (See Exhibit B for breakdown of costs):

- a. Park Dedication

The Park Dedication Fee for this site is calculated as follows:

Hampton Addition	
Total # Units =	14
x Park Dedication Fee	\$3,500
= Cash in Lieu Value	\$49,000
(Trail Construction Costs)	(\$12,078)
TOTAL CASH FEE DUE =	\$36,922

- b. The Developer shall pay 15 months of maintenance and energy costs for street lights installed within the Subject Property at the rate of \$8/month/light. After that the City will assume the costs.
- c. GIS Mapping Fees
- d. Trunk Sewer Connection Fees

The City established trunk utility connection fees to uniformly distribute the costs of public trunk sanitary sewer infrastructure. The Trunk Utility Connection Fee consists of two components: a Trunk Charge and an Availability Charge.

Trunk Charge

The trunk charge shall be paid at the time of subdivision approval or at the time of hook-up, whichever is first. Residential trunk charges are based on one unit per dwelling unit.

Sanitary Sewer	\$1,801.00 Per Unit
----------------	---------------------

Availability Charge

For residential properties, the availability charge shall be paid at the time of subdivision approval or at the time of hook-up, whichever is first. Residential uses shall be assigned one unit per dwelling unit unless otherwise noted by MCES.

City Sewer (CSAC)	\$1,686.00 Per SAC Unit
-------------------	-------------------------

Trunk sewer unit charges addressed under this paragraph are in addition to any SAC charges imposed by Metropolitan Council Environmental Services. An estimate of the total charge is specified in Exhibit B.

- e. Trunk Water Connection Fees

The City established trunk utility connection fees to uniformly distribute the costs of public trunk water infrastructure. The Trunk Utility Connection Fee consists of two components: a Trunk Charge and an Availability Charge.

Trunk Charge

The trunk charge shall be paid at the time of subdivision approval or at the time of hook-up, whichever is first. Residential trunk charges are based on one unit per

dwelling unit.

Water	\$2,588.00 Per Unit
-------	---------------------

Availability Charge

For residential properties, the availability charge shall be paid at the time of subdivision approval or at the time of hook-up, whichever is first. Residential uses shall be assigned one unit per dwelling unit unless otherwise noted by MCES.

City Water (CWAC)	\$1,628.00 Per SAC Unit
-------------------	-------------------------

An estimate of the total charge is specified in Exhibit B.

f. Surface Water Management Area Charges

The City established a trunk area charge to uniformly distribute the costs of public trunk surface water infrastructure and water quality improvements. The Surface Water Management Charge shall be based on developable acreage, in the amount specified in Exhibit B. The charge shall be paid at the time of subdivision approval.

17. Assessment of Charges and Waiver of Rights.

- a. In consideration of the construction of City Improvements listed in Section 7 and /or provision of sewer, water and storm water services, the Developer agrees that the costs of City Improvements together with Trunk Sewer Unit Charge, Trunk Water Unit Charge and the Surface Water Management Area Charge (collectively, "the Charges") may be assessed against the Subdivision parcels. The Developer hereby waives any and all procedural and substantive objections to the special assessments, including notice and hearing requirements, any claim that the assessments exceed the benefit to the properties, and any right to appeal.
- b. Unless the Developer pays the entire balance owed for the Charges contemporaneously with the execution of this Agreement, the Developer shall provide to the City a cash escrow or irrevocable letter of credit in an amount equal to 35% of the total assessments for the Charges as estimated by the City Engineer (see Exhibit B). The letter of credit shall be in a form, and from a bank, as approved by the City. The letter of credit or cash escrow may be used by the City upon default by Developer in the payment of special assessments. The cash escrow or letter of credit shall remain in place throughout the term of the special

assessments. The letter of credit may not be terminated without the City's written consent.

- c. Developer, its heirs, successors or assigns, agrees that within 30 days after the date of sale of a lot, the Developer, its heirs, successors or assigns, at its own cost and expense, shall pay the entire unpaid charges assessed or to be assessed under this Agreement against such property.
- d. If a certificate of occupancy is issued before the special assessments have been levied, the Developer, its heirs, successors or assigns shall pay the City the sum of cash equal to 120% of the Engineer's estimate of the special assessments for such Charges that would be levied against the property. Upon such payment the City shall issue a certificate showing the assessments are paid in full. Notwithstanding the issuance of said certificate, the Developer shall be liable to the City for any deficiency and the City shall pay the Developer any surplus arising from the payment based upon such estimate.
- e. Acceleration of Special Assessments upon Default. In the event the Developer violates any of the covenants, conditions or agreements herein, violates any ordinance, rule or regulation of the City, County of Anoka, State of Minnesota or other governmental entity having jurisdiction over the plat or development, or fails to pay when due any installment of any special assessment levied pursuant to this agreement, or any interest thereon, the City at its option, in addition to its rights and remedies hereunder, after 10 days written notice to the Developer, may declare all of the unpaid special assessments which are then estimated or levied pursuant to this agreement due and payable in full, with interest. The City may seek recovery of such special assessments due and payable from the security provided herein. In the event that such security is insufficient to pay the outstanding amount of such special assessments plus accrued interest the City may certify such outstanding special assessments in full to the County Auditor pursuant to Minnesota Statutes section 429.061, subdivision 3, for collection the following year. The City, at its option, may commence legal action against the Developer to collect the entire unpaid balance of the special assessments then estimated or levied pursuant hereto, with interest, including reasonable attorney's fees, and Developer shall be liable for such special assessments and, if more than one, such liability shall be joint and several. In addition to any other rights and remedies upon Developer's default, the City may refuse to issue building permits and/or Certificates of Occupancy for any property within the Subdivision until such time as such default has been corrected to the satisfaction of the City. The Developer agrees to reimburse the City for all costs incurred by the City in the enforcement of this agreement, or any portion thereof, including court costs and reasonable engineering and attorneys' fees, if the City prevails in any enforcement action.

18. **Building Permits.** No building permits shall be issued until:

- a. Site grading, certified compaction testing, City sewer, water, storm sewer, and bituminous base construction of the streets, temporary street signs, gas, electric, telecommunication, cable and internet are installed and approved by the City, except as provided below
 - i. Model Homes: Structures may be installed as model homes consistent with City ordinance upon approval of the final plat. A record drawing of the site grading for the model home lots shall be submitted prior to issuance of building permits for the model homes.
 - ii. If any building permits for model homes are issued prior to the completion and acceptance of public improvements, the Developer assumes all liability and costs resulting in delays in completion of public improvements and damage to public improvements caused by the City, the Developer, its contractors, subcontractors, material men, employees, agents or third parties. Any such costs shall be reimbursed from Developer's escrow.

19. **Special Provisions.**

- a. The developer shall deed Outlot A to the City.
- b. The developer shall record a temporary easement with exhibit for the cul de sac.
- c. The developer shall submit to the City the MPCA SSTA Abandonment Reporting Form as proof that the private septic system has been properly removed.
- d. The developer shall submit to the City the MDH Well and Boring Sealing Record as proof that the private well has been properly capped.
- e. The housing units on the west side of Osakis Street shall meet the following noise mitigation requirements:
 - i. The buildings are constructed in such a way that the exterior to interior sound level attenuation is at least 30 dB(A).
 - ii. The buildings have year-round climate control.
- f. The developer shall construct the trail along CSAH 54 (20th Avenue).

20. **Hours of Construction Activity.**

All construction activity shall be limited to the hours as follows:

Monday through Friday	7:00 a.m. to 7:00 p.m.
Saturday	9:00 a.m. to 5:00 p.m.
Sunday and Holidays	No working hours allowed

21. **Insurance.** Developer or its general contractor shall take out and maintain until one year after the City accepted the Developer Improvements, public liability and property damage insurance covering personal injury, including death, and claims for property damage which may arise out of the Developer's or general contractor's work, as the case may be, or the work of its subcontractors or by one directly or indirectly employed by any of them. Limits for bodily injury and death shall be not less than Five Hundred Thousand and no/100 (\$500,000.00) Dollars for one person and Two Million and no/100 (\$2,000,000.00) Dollars for each occurrence; limits for property damage shall be not less than One Million and no/100 (\$1,000,000.00) Dollars for each occurrence; or a combination single limit policy of Two Million and no/100 (\$2,000,000.00) Dollars or more. The City, its employees, its agents and assigns shall be named as an additional insured on the policy, and the Developer or its general contractor shall file with the City a certificate evidencing coverage prior to the City signing the plat. The certificate shall provide that the City must be given ten days advance written notice of the cancellation of the insurance. The certificate may not contain any disclaimer for failure to give the required notice.

22. **Developer's Default.** In the event of default by the Developer as to any of the work to be performed by it hereunder, the City may, at its option, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, including but not limited to attorney and engineering fees, provided the Developer is first given notice of the work in default, not less than 48 hours in advance. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a court order for permission to enter the land. When the City does any such work, the City may, in addition to its other remedies, levy the cost in whole or in part as a special assessment against the Subject Property. Developer waives its rights to notice of hearing and hearing on such assessments and its right to appeal such assessments pursuant to Minnesota Statutes, chapter 429.

23. **General.**

a. Binding Effect

The terms and provisions hereof shall be binding upon and inure to the benefit of the heirs, representatives, successors and assigns of the parties hereto and shall be binding upon all future owners of all or any part of the Subdivision and shall be deemed covenants running with the land, unless otherwise released pursuant to section 14 of this Agreement.

b. Validity.

If a portion, section, subsection, sentence, clause, paragraph or phrase in this agreement is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect or void any of the other provisions of the Development Agreement.

c. Notices

Whenever in this Agreement it shall be required or permitted that notice or demand be given or served by either party to this Agreement to or on the other party, such notice or demand shall be delivered personally, or mailed by United States mail to the addresses below, or sent by email to the email address below. Such notice or demand shall be deemed timely given when delivered personally or when deposited in the mail in accordance with the above or when emailed. The addresses of the parties are as set forth until changed by notice given as above.

Hampton Companies, LLC
Attn: Dan Brown
1824 Buerkle Road
White Bear Lake, MN 55110

Community Development Director
City of Lino Lakes
600 Town Center Parkway
Lino Lakes, MN 55014
mgrochala@linolakes.us

24. **Land Use Controls - Planned Unit Development.** Not Applicable

IN WITNESS WHEREOF, the City and the Developer have caused this Development Agreement to be executed in their respective corporate names by their duly authorized officers, all as of the date and year first written above.

CITY OF LINO LAKES

By _____
Mayor

ATTEST

By _____
City Clerk

STATE OF MINNESOTA)
) SS
COUNTY OF ANOKA)

This instrument was acknowledged before me on _____ day of _____, 2025,
by Rob Rafferty as Mayor of the City of Lino Lakes on behalf of said City.

Notary Public

STATE OF MINNESOTA)
) SS
COUNTY OF ANOKA)

This instrument was acknowledged before me on _____ day of _____, 2025,
by Roberta Colotti as City Clerk of the City of Lino Lakes on behalf of said City.

Notary Public

THIS PAGE INTENTIONALLY LEFT BLANK

Execution page of the Developer to the Development Agreement, dated as of the date and year first written above.

DEVELOPER

By _____

Its _____

STATE OF MINNESOTA)
) SS
COUNTY OF _____)

On this _____ day of _____, 2025, before me, a Notary Public within and for said County, personally appeared _____, _____ of _____ (Developer), who executed the foregoing instrument.

Notary Public

This instrument was drafted by:

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

CONSENT AND SUBORDINATION

_____, the holder of a mortgage dated _____, filed for record with the County Recorder, Anoka County, Minnesota, on _____, as Document No. _____, hereby consents to the recording of this Development Agreement and agrees that its rights in the property affected by the Development Agreement shall be subordinated thereto.

IN WITNESS WHEREOF, _____, has caused this Consent and Subordination to be executed this _____ day of _____, 2025.

By:

Its:

STATE OF MINNESOTA)
) SS
COUNTY OF _____)

On this _____ day of _____, 2025, before me, a Notary Public within and for said County, personally appeared _____, who executed the foregoing instrument.

Notary Public

EXHIBIT A

Final Plat

Legal Description for Recording Purposes

All lots, blocks, and outlots contained in Hampton Addition
according to the recorded plat thereof.

HAMPTON ADDITION

CITY OF LINO LAKES
COUNTY OF ANOKA
SEC. 13, T. 31, R. 22

KNOW ALL PERSONS BY THESE PRESENTS, That Hampton Properties VIII, LLC, a Minnesota limited liability company, owner of the following described property:

The North 860 feet of the West 440 feet of the NW1/4 of Section 13, Township 31, Range 22, except the North 150 feet thereof, Anoka County, Minnesota.

Has caused the same to be surveyed and platted as HAMPTON ADDITION and does hereby dedicate to the public for public use the public ways and the drainage and utility easements as created by this plat.

In witness whereof said Hampton Properties VIII, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

HAMPTON PROPERTIES VIII, LLC.

_____(Signature)

_____(Print name)
_____(Title)

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____ by _____ it's

_____, of Hampton Properties VIII, LLC, a Minnesota limited liability company, on behalf of the company.

_____(Signature)

_____(Print name)

Notary Public _____ County, Minnesota

My Commission Expires _____

I, Jerrod Gustavus LeSavage do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wetlands, as defined in Minnesota Statutes, Section 555.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Jerrod Gustavus LeSavage, Licensed Land Surveyor
Minnesota License Number 58896

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____ by Jerrod Gustavus LeSavage.

_____(Signature)

_____(Print name)

Notary Public _____ County, Minnesota

My Commission Expires _____

CITY COUNCIL, CITY OF LINO LAKES, MINNESOTA

This plat of HAMPTON ADDITION was approved and accepted by the City Council of Lino Lakes, Minnesota at a regular meeting thereof held this _____ day of _____, 20____ and said plat is in compliance with the provisions of Minnesota Statutes, Section 555.03, Subd. 2.

CITY COUNCIL, CITY OF LINO LAKE, MINNESOTA

By: _____ Mayor

By: _____ Clerk

ANOKA COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 20____.

By: _____

David M. Ziegler
Anoka County Surveyor

ANOKA COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid.

Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20____.

Property Tax Administrator

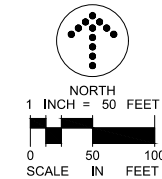
By: _____ Deputy

ANOKA COUNTY RECORDER
COUNTY OF ANOKA, STATE OF MINNESOTA

I hereby certify that this plat of HAMPTON ADDITION was filed in the office of the County Recorder for public record on this _____ day of _____, 20____ at _____ o'clock _____ M., and was duly recorded as Document Number _____.

County Recorder

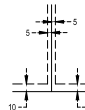
By: _____ Deputy



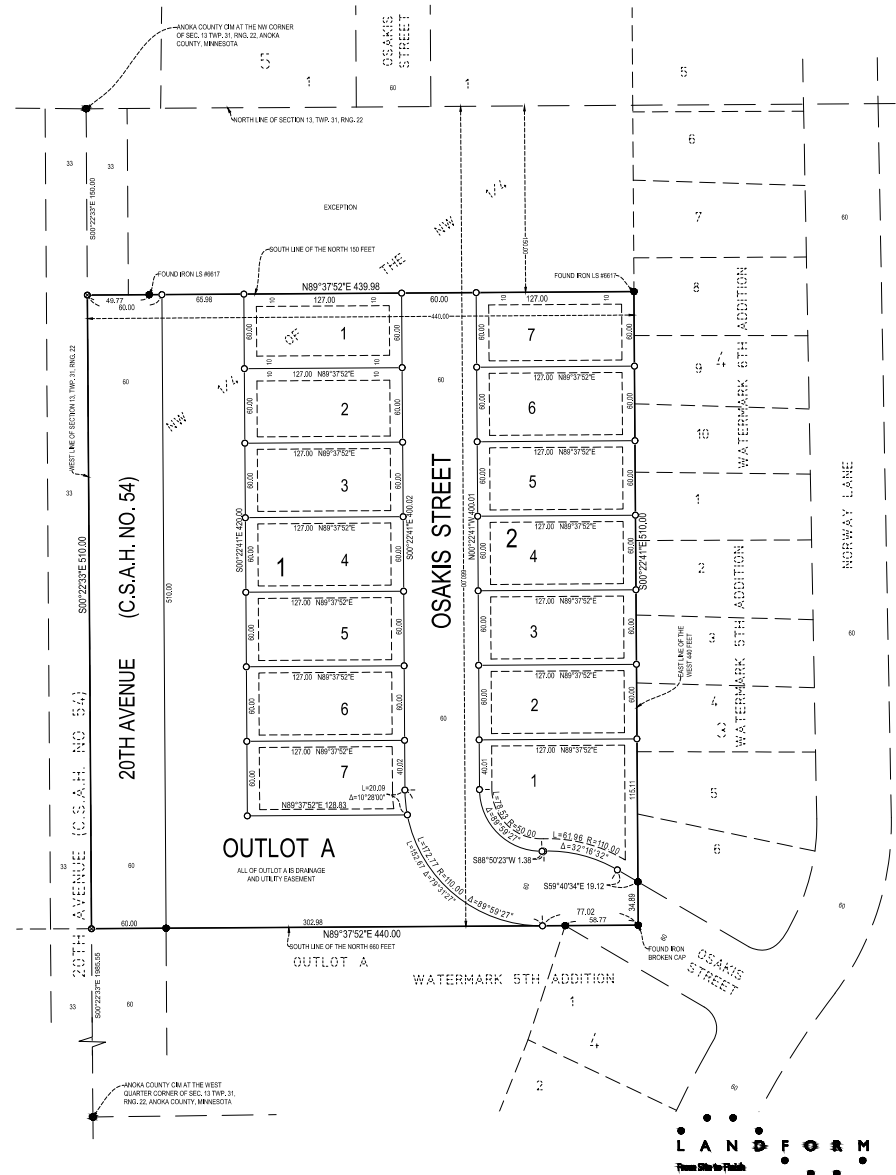
For the purposes of this plat, the WEST LINE OF SECTION 13, T. 31, R. 22 is assumed to bear S00°22'33"E.

- denotes set mag nail
- denotes 1/2 inch by 1/4 inch iron pipe monument set and marked by License No. 58896
- denotes iron pipe monument found marked LS #40361 unless otherwise noted
- denotes Anoka County Cast Iron Monument found

DRAINAGE AND UTILITY EASEMENTS
ARE SHOWN THUS:
(NOT TO SCALE)



BEING 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES, UNLESS OTHERWISE INDICATED, AND 10 FEET IN WIDTH AND ADJOINING RIGHT OF WAY LINES AND REAR LOT LINES UNLESS OTHERWISE INDICATED



LANDFORM
From City to Public

EXHIBIT B

Securities, Escrows & Fees

EXHIBIT B
Securities, Escrows & Fees

PROJECT: Hampton Addition	NUMBER OF REU's:	14
APPLICANT: Hampton Properties VIII, LLC	NO. OF LOT FRONTAGE	14
	AREA (ACRES):	4.8

IMPROVEMENTS	COST
<u>DEVELOPER IMPROVEMENT COSTS (Public)</u>	
SITE GRADING & EROSION	\$221,872
LANDSCAPING	\$20,495
TRAIL	\$12,078
STREETS	\$152,033
STORM SEWER CONST.	\$51,370
SANITARY SEWER CONST.	\$102,103
WATERMAIN CONST.	\$79,582
ENGINEERING & SURVEYING	\$43,000
Total	<u>\$682,533</u>
Letter of Credit Amount X 150%	\$1,023,800

<u>ESCROW for CITY'S COSTS</u>	
PLANNING/ REVIEW	\$0
ADMINISTRATION	\$20,480
ENGINEER PLAN REVIEW	\$2,000
ENGINEER CONSTRUCTION SERVICES	\$27,301
PROJECT FINAL DOCUMENTS & CITY ENGINEER	\$2,500
STREET LIGHT INSTALLATION	\$6,000
STREET & STORMWATER MAINTENANCE	\$2,500
PROPERTY TAXES	\$0
BOULEVARD TREE PLANTING	\$8,400
Total	<u>\$69,181</u>

<u>DEVELOPMENT FEES</u>	
PARK DEDICATION	\$49,000
PARK DEDICATION CREDIT	(\$12,078)
Subtotal Park Dedication Fee	\$36,922
AUAR	\$1,550
GIS MAPPING FEE	\$1,260
STREET LIGHTING OPERATION	\$240
Total	<u>\$39,972</u>

TRUNK SANITARY SEWER	
TRUNK CHARGE PER (UNIT)	\$25,214
AVAILABILITY CHARGE PER SAC UNIT	\$23,604
TRUNK WATERMAIN	
TRUNK CHARGE PER (ACRE OR UNIT)	\$36,232
AVAILABILITY CHARGE PER SAC UNIT	\$22,792
TOTAL TRUNK SEWER & WATER FEES	<u>\$107,842</u>

SURFACE WATER MANAGEMENT	\$39,195
SURFACE WATER MANAGEMENT CREDIT	\$0
TOTAL SURFACE WATER MANAGEMENT FEES	<u>\$39,195</u>

	Total	\$147,037
		<u>\$51,463</u>

<u>SUMMARY OF SECURITIES, ESCROW & FEES</u>	
SECURITY: DEVELOPER IMP'MENT COSTS	\$1,023,800
ESCROW FOR CITY COSTS	\$69,181
DEVELOPMENT FEES	\$39,972
SECURITY: TRUNK FEES	\$51,463

Memorandum

To: Katie Larsen, Lino Lakes City Planner

From: Kris Keller PE, WSB
Diane Hankee PE, Lino Lakes City Engineer

Date: October 3, 2025

Re: Hampton Addition
Final Plat Review
030542-000

WSB's review of the Final Plat for the Hampton Addition development in Lino Lakes, MN, prepared by Landform and received September 30, 2025. Our comments were made on the following documents:

- Hampton Addition Civil Plans prepared by Landform, dated September 30, 2025.
- Hampton Addition Future Grading Exhibit prepared by Landform, dated September 30, 2025.

The following review comments should be responded to in writing by the applicant. There are additional redline comments on the plan set that should be responded to as well. Not all redline comments are in the review memo.

WSB (6/4/2025) original comments in black
Landform (8/11/2025) responses in red.
WSB (9/3/2025) responses and new comments in blue.
Landform (8/11/2025) responses in orange.
WSB (9/26/2025) responses and new comments in green.
Landform (9/30/2025) responses in purple.
WSB (10/3/2025) responses and new comments in light blue.

Engineering

- **General**

The Erickson Property development is approximately 5 acres which extends a stubbed street (Osakis Street) from the Watermark (5th) Development on the east side of CSAH 54 (20th Avenue). The current project proposes 14 single family lots and associated infrastructure.

- **Grading**

The Erickson Property Development includes site grading for the 14 homes as well as the extension of Osakis Street and driveways.

Comments:

1. ~~Provide EOF elevations, locations and routes for all low points in the paved and greenspaces.~~
~~Landform (8/11/2025) Updated – See plans~~
~~WSB (9/3/2025) Additional locations are needed~~
~~Landform (8/11/2025) Additional EOFs provided. See updated plans, and sheets C2.1, C3.1, C4.1, C5.1, and C6.1.~~
~~WSB (9/26/2025) Complete~~
2. ~~Show all high and break points~~
~~Landform (8/11/2025) Updated – See plans~~
~~WSB (9/3/2025) Additional locations are needed~~
~~Landform (8/11/2025) Additional spot elevations and EOF locations have been added. See updated plans. And sheets C2.1, C3.1, C4.1, C5.1, and C6.1.~~
~~WSB (9/26/2025) Complete~~
3. ~~Label all inlet elevations~~
~~Landform (8/11/2025) Updated – See plans~~
~~WSB (9/3/2025) Additional locations are needed~~
~~Landform (8/11/2025) Spot elevation at inlets have been added. See sheets C3.1 and C5.1.~~
~~WSB (9/26/2025) Complete~~
4. Replace the eastern existing FES with CBMH and utilize the existing rear swales from Watermark 5th/6th (see redline comments) eliminating the proposed swale on the Erickson Property lots.
 - a. Consider removing FES and pipe and converting STMH to CBMH
~~Landform Response (8/11/25) – Existing FES will be changed to a CHMH. See Plans.~~
~~WSB (9/3/2025) Lower or replace existing STMH RIM elevation to 904.0; convert to slotted rim CBMH; remove FES and pipe~~
~~Landform (8/11/2025) FES and existing 15" RCP pipe will be removed. Hole plugged, rim lowered to 904.0 as suggested. See sheet C3.1 and C5.1.~~
~~WSB (9/26/2025) A revised eastern grading exhibit will be distributed for discussion early next week. This exhibit will need to be discussed internally and with both Hampton/Landform and Watermark/Carlson to finalize~~
~~Landform (9/30/2025) Acknowledged~~
~~WSB (10/3/2025) Marked up grading plan provided – Coordinate grading and structure work on adjacent properties with existing residents and Lennar. Update grading plan following finalization of elevations with Lennar/Carlson.~~
 - b. Minimum freeboard requirement between EOF and proposed/existing Lowest Opening Elevations (LOE) is 1'
~~Landform Response (8/11/25) – Acknowledged.~~
~~WSB (9/3/2025) Additional locations are needed~~
~~Landform (8/11/2025) Additional EOF's have been added. 1' freeboard requirement met. See sheet C3.1~~
~~WSB (9/26/2025) A revised eastern grading exhibit will be distributed for discussion early next week. This exhibit will need to be discussed internally and with both Hampton/Landform and Watermark/Carlson to finalize~~
~~Landform (9/30/2025) Acknowledged~~

WSB (10/3/2025) Marked up grading plan provided – Coordinate grading and structure work on adjacent properties with existing residents and Lennar.
Update grading plan following finalization of elevations with Lennar/Carlson.

- c. Utilize current grading as-builts/plans for Watermark

Landform Response (8/11/25) – Understood.

WSB (9/3/2025) Show existing EOFs and proposed contours should maintain minimum 2% slope

Landform (8/11/2025) Additional EOFs have been added to plans. Additional slope arrows have also been added to better illustrate proper drainage of site. See sheet C3.1

WSB (9/26/2025) A revised eastern grading exhibit will be distributed for discussion early next week. This exhibit will need to be discussed internally and with both Hampton/Landform and Watermark/Carlson to finalize

Landform (9/30/2025) Acknowledged

WSB (10/3/2025) Marked up grading plan provided – Coordinate grading and structure work on adjacent properties with existing residents and Lennar.
Update grading plan following finalization of elevations with Lennar/Carlson.

5. ~~Drainage from one lot to another requires drainage and utility easement~~

~~Landform Response (8/11/25) – Updated. See Plans.~~

~~WSB (9/3/2025) Complete~~

6. Propose future 'ghost' grading including roadway for remaining area between Erickson Property and Watermark 6th to justify temporary retaining walls and how they will be removed in the future

Landform (8/11/2025) Retaining walls removed

WSB (9/3/2025) Propose future 'ghost' grading including roadway for remaining area between Hampton Property and Watermark 6th to show how future elevations will work and how they can be achieved transitioning from proposed to future lots

Landform (8/11/2025) Future design on the Kominski Luther property will be completed at the time of site development by others. A future ghost plat with a possible future road horizontal alignment and future vertical profile are provided on sheets c2.1 and c6.1 that shows a possible road connection thru subject property. Providing a ghost grading is outside of Erickson property project limits and scope.

WSB (9/26/2025) A plan must be created that shows how the grades now will transition to the future road extension grades while minimizing the impact to Lot 1 Block 1 and Lot 7 Block 2 similar to Watermark 6th.

Future grading should only take place in the drainage and utility easements

This plan will be conveyed with the sale of the lot so the homeowners are aware of potential future impacts

Landform (9/30/2025) See the future grading exhibit included in this resubmittal for the future road extension grading.

WSB (10/3/2025) Update grading exhibit and identify future 'shaded' areas to be impacted. Magenta elevations and contours are current, red elevations are future.
Update grading plan.

- a. This may include temporary retaining walls or easements on the proposed lots

Landform (8/11/2025) Retaining walls have been removed from the design, no other retaining walls are proposed in the design.

WSB (9/26/2025) Retaining walls are most likely required (limited easement) to transition from the proposed temporary elevations to the future proposed elevations with the extension of the road

Landform (9/30/2025) See the exhibit included in this resubmittal for future grading.

WSB (10/3/2025) Update grading exhibit and identify future 'shaded' areas to be impacted. Magenta elevations and contours are current, red elevations are future. Update grading plan.

- b. Further discussion regarding retaining wall location, ownership, and future maintenance will be required
- c. Retaining walls exceeding 4' in height shall require a plan prepared by a Minnesota licensed structural engineer submitted for review and approval by the Building Official prior to permit issuance
 - i. Provide fences for safety as required.

~~7. Driveways/Garages will need to be on the southern sides of the two most northern lots with the temporary cul-de-sac.~~

~~Landform (8/11/2025) Updated -- See plans~~

~~WSB (9/3/2025) Driveway slopes do not appear adjusted~~

~~Landform (8/11/2025) Driveways have been adjusted see sheet C2.1 and revised plans.~~

~~WSB (9/26/2025) Complete~~

~~8. WSB (9/3/25) Block 1 lot elevations must maintain 2' of freeboard to the pond 100-yr HWL of 905.55. Lots 1 and 2 do not have sufficient vertical separation with basement elevations of 907.0 and 907.5.~~

~~Landform (8/11/2025) Block 1 pads 1 & 2 have been adjusted so the LFE is 2' above the HWL. See sheet C3.1.~~

~~WSB (9/26/2025) Complete~~

~~9. WSB (9/3/25) Provide additional easement for utilities outside the right of way~~

- ~~a. Easements need to meet a 1:1 slope with the invert of the utility with a minimum of 20' centered on the easement~~

~~Landform (8/11/2025) 20' utility easement provided between lots 1 & 2. See sheet C2.1~~

~~WSB (9/26/2025) Complete~~

~~10. WSB (9/3/25) Swales should be shown to occur along side property lines~~

~~Landform (8/11/2025) Grading has been updated to include swales along property lines, see sheet C3.1.~~

~~WSB (9/26/2025) Complete~~

- **Stormwater Management**

Stormwater management for the Erickson Property site consists of a sedimentation basin to provide treatment. Existing and proposed discharge rates are summarized below.

Pre- and Post- Development Discharge Rates (cfs)				
Condition	2-Year	10-Year	100-Year	10-Day Snowmelt
Existing	9.64	15.23	32.09	Only needed if basins landlocked
Currently Proposed	4.31	6.46	12.40	Only needed if basins landlocked

Comments:

- ~~This development falls within the Northeast Drainage Area Comprehensive Stormwater Management Plan (CSMP) area and as such is beholden to additional rate control and volume reduction requirements.~~
~~Landform Response (8/11/25)—Proposed outlet structure has been re-routed to the existing south pond (Pond 500). See updated plans & stormwater report.~~
- ~~The pond south of this development was constructed with the Watermark development and designed to include runoff from the Erickson Property. If rates are reduced or maintained from existing conditions, volume control provided in the form of stormwater reuse, and water quality treatment provided by the proposed pond, it is recommended to overflow the onsite pond south to the existing Pond 500 (NWL 899, HWL 904.3). This allows the proposed development to meet CSMP rate control requirements by utilizing the existing Watermark system that already meets requirements.~~
~~Landform Response (8/11/25)—Proposed outlet structure has been re-routed to the existing south pond (Pond 500). See updated plans & stormwater report.~~
- ~~Why does PB-3 have water surface land cover modeled in HydroCAD?~~
~~Landform Response (8/11/25)—This should have been Type D soils. Updated.~~
- ~~The pond EOF must include riprap stabilization.~~
~~Landform Response (8/11/25)—Updated. See Plans.~~
- ~~The modeled pond EOF of 906.5 does not reflect the EOF of 905.57 in the plans.~~
~~Landform Response (8/11/25)—Model has been updated with an EOF of 905.57.~~
- ~~A detail must be provided for the pond outlet control structure.~~
~~Landform Response (8/11/25)—Plan and profiles have been included.~~
~~WSB Response (9/3/25)—The pond skimmer structure must include the rim elevation and must match the grate modeled in HydroCAD. The submerged 12" pipe is recommended to have an invert of 900 to ensure it remains submerged when the pond is drawn down for irrigation.~~
~~Landform (8/11/2025) Pond skimmer has been updated in modeling to be at a rim elevation of 908.0 in order to match the plans. 12" pipe has also been lowered to elevation 900. See detail 1 on sheet C7.4. Also see sheet C3.1 and sheet C5.1.~~
~~WSB (9/26/2025) Complete~~
- ~~The 10' aquatic bench should continue around the entire pond. If that is not feasible, the bench should at least be on the eastern side of the basin to provide a safety bench for residents.~~
~~Landform Response (8/11/25)—Aquatic bench has been moved from western side to eastern side of pond.~~

8. ~~Provide calculations demonstrating spread at the catchbasin low points is 10' or less for the 3-year storm event.~~
~~Landform Response (8/11/25)— See storm Calcs.~~
9. ~~Rational method pipe capacity calculations must be provided showing storm sewer is sized to convey the 10-year storm event. The minimum pipe diameter is 15".~~
~~Landform Response (8/11/25)— Updated. See storm calcs.~~
~~WSB Response (9/3/25)— Pipes from CB-202 to FES-200 must be upsized to the 15" minimum.~~
~~Landform (8/11/2025) Pipe will be up-sized to a 15" RCP. See sheet C5.1.~~
~~WSB (9/26/2025) Pipe from CBMH-201 to FES-200 must be upsized to 15" RCP.~~
~~Current design would result in flow constriction of pipe going from 15" to 12" diameter.~~
~~Landform (9/30/2025) Updated. See sheet C5.1.~~
~~WSB (10/3/2025) Complete~~
10. ~~The storm sewer draining to the pond must be raised to outlet at the pond NWL of 904.~~
~~Landform Response (8/11/25)— Updated.~~
11. ~~The pipe between the catchbasins is 18" diameter, but the pipe to the pond is 15" diameter. Resize one or the other to avoid flow constriction.~~
 - a. ~~This pipe sizing also does not match the pipes modeled in HydroCAD.~~
~~Landform Response (8/11/25)— Updated. See storm calcs.~~
12. ~~Confirm constructability of MH-119 as a 2x3 structure based on proposed pipe sizes and alignments.~~
~~Landform Response (8/11/25)— Structure is now a 48" CBMH.~~
13. ~~Mesic prairie seeding should continue down to the BMP NWL instead of southern boulevard.~~
~~Landform Response (8/11/25)— The BWSR Mesic prairie seeding and the MN DOT Southern Boulevard see hatches were flip flopped. See revised plans showing Mesic prairie seeding down to the NWL.~~
14. ~~WSB Response (9/3/25)— How will CBMH-201 and -202 be paved over with the temporary cul-de-sac? How will road drainage be routed during those conditions?~~
~~Landform (8/11/2025) Roadway pavement and curb and gutter will be extended into cul-de-sac. See sheet C2.1, C3.1 and C5.1. Also see detail 3 on sheet C7.6.~~
~~Neenah drive over casting R3501-T to be used.~~
~~WSB (9/26/2025) Complete~~

- **Water Supply**

The proposed Erickson Property water system extension is consistent with the original Watermark preliminary plat. This development will be served by 8- inch diameter ductile iron pipe (DIP) water main which was stubbed with the Watermark 5th Addition and with 1-inch Type K copper services being extended to each lot. A future 8" stub will be provided on the north end to connect to the 8" water stub provided on Osakis Street with the Watermark 6th Addition in the future.

Comments:

1. ~~Provide utility profiles~~
~~Landform (8/11/2025) Updated – See plans~~
~~WSB (9/3/2025) Complete~~
2. ~~Call out all utility crossings~~
 - a. ~~Maintain minimum 18" separation~~
 - b. ~~Insulate when separation between water (services/main) and storm sewer is less than 36"~~
~~WSB (9/3/2025) Reference City watermain offset detail~~
~~Landform (8/11/2025) Acknowledged.~~
~~WSB (9/26/2025) Complete~~
3. ~~Show existing watermain along Norway Ln~~
~~WSB (9/3/2025) Complete~~
4. ~~Test the existing gate valve in Norway Ln~~
~~WSB (9/3/2025) Complete~~
 - a. ~~If holding, utilize the existing gate valve in Norway Ln for testing~~
 - i. ~~Do not connect to existing with a gate valve~~
 - b. ~~Otherwise, remove watermain back to and including existing gate valve~~
 - i. ~~Connect to existing with new 8" gate valve at that location~~
5. ~~Utilize current utility as-builts/plans for Watermark 5th and 6th Additions~~
~~WSB (9/3/2025) Complete~~
6. ~~WSB (9/3/2025) Show hydrant on plans~~
 - a. ~~Adjust watermain as required such that hydrants are at all system high points~~
~~Landform (8/11/2025) Hydrant moved to high point. See updated sheet C4.1.~~
~~WSB (9/26/2025) Complete~~
7. ~~WSB (9/3/2025) Maintain minimum (7.5') cover or insulate over watermain for transition at the north end and watermain stub~~
~~Landform (8/11/2025) Insulation will be added to any locations where 7.5' cover is not maintained. See updated sheet C4.1.~~
~~WSB (9/26/2025) Complete~~
8. ~~WSB (9/3/2025) Remove gate valve and pipe at final watermain stub back to hydrant tee~~
 - a. ~~Gate valve will be installed with future extension~~
~~Landform (8/11/2025) GV has been removed. Temporary hydrant has been repositioned and will be moved to property line for future development. See updated sheet C4.1.~~
~~WSB (9/26/2025) Complete~~
9. ~~WSB (9/3/2025) The northern most hydrant will be a temporary hydrant~~
 - a. ~~Hydrant will be shifted to lot line with future extension~~
~~Landform (8/11/2025) See response above.~~
~~WSB (9/26/2025) Complete~~
10. ~~WSB (9/3/2025) Utility services should be out of driveways where possible~~

~~Landform (8/11/2025) Utility services have been moved out of driveways. See updated sheet C4.1 and C5.1.~~
~~WSB (9/26/2025) Complete~~

11. ~~WSB (9/26/2025) Protect existing watermain with structure excavation and boring pit~~
~~Landform (9/30/2025) Callout has been added to sheet C4.1 noting protection of the existing watermain during construction.~~
~~WSB (10/3/2025) Complete~~

- **Sanitary Sewer**

The proposed Erickson Property sanitary sewer is generally consistent with the original Watermark preliminary plat. Originally this street was to be served from the north with an 8" stub from Rainy Lane as part of the Watermark 6th Addition but, due to the northern most property in the stretch not participating, the segment will now need to be served from the existing sanitary sewer in Norway Lane which was installed as part of Watermark 5th Addition. This development will be served by 8- inch diameter poly-vinyl chloride (PVC) pipe along with 4-inch diameter Schedule 40 PVC service pipe to each lot.

Comments:

- ~~1. Provide utility profiles~~
~~WSB (9/3/2025) Complete~~
2. Create a detail for connection to existing sanitary sewer main with sanitary manhole
 - ~~a. Describe process for maintaining existing sanitary sewer, watermain, and storm sewer service as well as vehicle access during construction~~
 - ~~b. Review impact of proposed sanitary sewer main on existing storm sewer and watermain~~
 - ~~i. Provide how existing utilities will be protected during installation or salvaged and reinstalled or removed and replaced~~
 - ~~ii. Possible redesign/realignment of storm sewer~~

WSB (9/3/2025) Provide detail and describe directionally boring sanitary main and penetrating existing structure
Landform (8/11/2025) A new MH will be positioned and used to connect the new sanitary sewer to the existing in Norway Lane. See detail C7.2/2.
WSB (9/26/2025) Provide notification and coordination with City, Lennar, and local residents for closure
Landform (9/30/2025) Understood.
WSB (10/3/2025) Provide details and scheduling at preconstruction meeting
3. The sanitary sewer segment between MH-117 and MH-116 should be 8" PVC SDR 26
 - ~~a. All other sanitary sewer main should be 8" PVC SDR 35~~
 - ~~b. The minimum required slope is 0.40%~~

WSB (9/3/2025) Complete
4. Update all details C7.X/X shown on the plans
5. ~~WSB (9/3/2025) Complete~~
6. Install 8" future sanitary sewer plug to the north of MH-113
WSB (9/3/2025) Complete

- ~~7. WSB (9/3/2025) Provide both the directional bore length and the total pipe length Landform (8/11/2025) Pipe length and bore length shown as callout on plan and profiles. See updated sheet C4.1. WSB (9/26/2025) Complete~~
- ~~8. WSB (9/3/2025) Sanitary sewer directly under existing storm sewer structure~~
~~a. Show boring pit locations~~
~~b. How will storm sewer be protected during construction~~
~~Landform (8/11/2025) Bore pit locations added to plan and profiles. Bore will occur below existing storm structure to limit impact to existing storm structure. See sheet C4.1. WSB (9/26/2025) Complete~~
9. WSB (9/26/2025) Update Existing Sanitary Sewer Manhole Connection detail Landform (9/30/2025) Detail has been updated. See detail C7.2/2.
WSB (10/3/2025) Clarify phasing of proposed connection to the structure from the west with trench box at preconstruction meeting

- **Transportation**

The proposed roadway is consistent with the original Watermark preliminary plat. The work in this development includes extending Osakis Street, proposed to be 32' wide from back-of-curb to back-of-curb, and installing a temporary cul de sac on the north end. The termination of the curb will need to be further discussed with Public Works/Engineering.

Trails and sidewalks

A sidewalk is proposed along the west side of the road consistent with the original Watermark preliminary plat. The termination point of the sidewalk will need to be further discussed with Public Works/Engineering.

Comments:

- ~~1. Show the restoration limits as a result of the proposed sanitary sewer connection (full-width) WSB (9/3/2025) Complete~~
- ~~2. Include type 3 barricades and future thru street sign at the north end of the temporary cul de sac~~
~~a. Provide protection for the temporary hydrant WSB (9/3/2025) Complete~~
- ~~3. Further discussions of extending the existing bituminous trail or grading for a future trail along the east side of CSAH 54 (20th Avenue) are needed WSB (9/3/2025) Complete~~
- ~~4. Utilize current street as-builts/plans for Watermark 5th and 6th Additions WSB (9/3/2025) Complete~~

~~5. WSB (9/3/2025) Provide signage plan showing street/stop signs and street lighting
Landform (8/11/2025) See sheet C2.1 for street sign placement and street lighting
placement.~~

~~WSB (9/26/2025) Complete~~

~~6. WSB (9/3/2025) Vertical curves to meet 30 MPH design standard or provide reduced
speed signs~~

~~Landform (8/11/2025) Roadway will posted for 20 mph. See sheet C2.1~~

~~WSB (9/26/2025) Complete~~

~~7. WSB (9/3/2025) Call out horizontal curves~~

~~a. Horizontal curves to meet 30 MPH design standard or provide reduced speed
signs~~

~~Landform (8/11/2025) Roadway will posted for 20 mph. See sheet C2.1~~

~~WSB (9/26/2025) Complete~~

- **Wetlands and Mitigation Plan**

Site disturbances are in an upland location and wetland impacts are not proposed.

- **Landscaping**

A Landscape Plan for Erickson Property development has been submitted and will be reviewed by staff and the City's Environmental Coordinator. The Environmental Coordinator will provide separate comments.

- **Floodplain**

No floodplain impacts are proposed on site.

- **Drainage and Utility Easements**

Roadways are proposed within right-of-way and lots include standard drainage and utility easements. Larger drainage and utility easements will be required to be provided over any utilities outside the right of way and any surface water management features

Comments:

~~1. Provide additional easement for the temporary cul de sac~~

~~Landform (8/11/2025) Temp. CDS/D&U expanded to include 1 foot beyond bit
edge. See sheet C2.1.~~

~~WSB (9/26/2025) Complete~~

~~2. Provide additional easement for drainage from one property to another~~

~~Landform (8/11/2025) All drainage from each lot is directed to the road, pond or
D & U easement.~~

~~WSB (9/26/2025) Complete~~

~~3. WSB Response (9/3/25) The D&U easement between lots 1 and 2 of Block 1 must
be expanded to 20' (10' on either side of parcel line) to accommodate for the~~

~~proposed storm sewer run. If the proposed storm sewer depth exceeds 10', this easement may need to be further expanded.~~
~~Landform (8/11/2025) The D & U easement has been revised between lot 1 and 2 of block 1 and is now a total of 20ft in width. See sheet C2.1~~
~~WSB (9/26/2025) Complete~~

- **Development Agreement**

A development agreement will be required with the final plat.

- **Grading Agreement**

Grading agreement not required at this time.

- **Stormwater Maintenance Agreement**

Private stormwater facilities will be maintained through a Declaration for Maintenance of Stormwater Facilities. The City of Lino Lakes shall be party to the Declaration. City Engineer to provide template.

- **Permits Required**

Required permits may include some of the following and others:

1. NPDES General Construction Permit
2. City of Lino Lakes Zoning Permit for Construction
3. Minnesota Pollution Control Agency Sanitary Sewer Extension Permit
4. Minnesota Department of Health
5. Rice Creek Watershed District Permit
6. US Army Corps of Engineers Section 404 Permit

If you or the applicant have any questions regarding these comments, please contact Kris Keller at (612) 419-3083 or kkeller@wsbeng.com. You may also contact Diane Hanke at (651) 982-2430 or dhanke@linolakes.us.

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 7E**

STAFF ORIGINATOR: Diane Hankee, PE City Engineer

MEETING DATE: October 13, 2025

TOPIC: Approval of Resolution 25-145, Change Order No. 1, Test Well 7B Drilling Project

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting Council approval of Change Order No. 1 for the Test Well 7B Drilling Project.

BACKGROUND

On May 27, 2025, the City Council awarded the quote for the Test Well 7B Drilling Project to Traut Companies in the amount of \$107,270.00. Initial drilling of the well was completed and the material encountered at the bottom of bore hole was loose and will require a screen to be installed. Once the screen is installed Traut can proceed with test pumping. The screen prevents an uncertain and potentially costly well development process.

For Council approval is Change Order No. 1 in the amount of \$38,177.58. The Test Well 7B Drilling Project contract with Traut Companies with Change Order No. 1 would increase to \$145,447.58. Funding for the project is through the Area & Unti Trunk Fund.

RECOMMENDATION

Staff is recommending approval of Resolution No. 25-145 for Change Order No. 1 in the amount of \$38,177.58 for the Test Well 7B Drilling Project.

ATTACHMENTS

1. Resolution No. 25-145
2. Change Order No. 1

**CITY OF LINO LAKES
RESOLUTION NO. 25-145**

**RESOLUTION APPROVING CHANGE ORDER NO. 1
FOR TEST WELL 7B DRILLING PROJECT**

WHEREAS, pursuant to Resolution 25-72 of the Council adopted on May 27, 2025, awarding the contract for the Test Well 7B Drilling Project to Traut Companies in the amount of \$107,270.00; and

WHEREAS, a complete summary of costs are detailed in Change Order No. 1 in the amount of \$38,177.58; and

WHEREAS, The Test Well 7B Drilling Project contract with Traut Companies with Change Order No. 1 would increase to \$145,447.58;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lino Lakes, Minnesota that Change Order No. 1 is approved in the amount of \$38,177.58.

Adopted by the Council of the City of Lino Lakes this 13th day of October 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, City Clerk

CHANGE ORDER NO. 1

TEST WELL NO. 7B
CITY OF LINO LAKES, MN
WSB PROJECT NO. 027536-000

SEPTEMBER 25, 2025

OWNER:

CITY OF LINO LAKES
600 TOWN CENTER PARKWAY
LINO LAKES, MN 55014

CONTRACTOR:

TRAUT COMPANIES
32640 CO RD 133
ST JOSEPH, MN 56734

YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENT DESCRIPTION:

1. ADD \$11,698.41 TO THE CONTRACT AMOUNT FOR THE ADDITIONAL DRILLING AND CASING LENGTHS AND COSTS OF HAULING AND DISPOSING DRILL FLUID
2. ADD \$27,480 TO THE CONTRACT AMOUNT FOR INSTALLING A SCREEN WITHIN THE TEST WELL TO SEPARATE SAND FROM WATER
3. REMOVE \$1,000 FROM THE CONTRACT AMOUNT FOR NOT NEEDING HARDPAN ROCK REMOVAL

IT IS UNDERSTOOD THAT THIS CHANGE ORDER INCLUDES ALL ADDITIONAL COSTS AND TIME EXTENSIONS WHICH ARE IN ANY WAY, SHAPE, OR FORM ASSOCIATED WITH THE WORK ELEMENTS DESCRIBED ABOVE.

CHANGE IN CONTRACT PRICE:		CHANGE IN CONTRACT TIME:		SUBSTANTIAL COMPLETION	FINAL COMPLETION
ORIGINAL CONTRACT PRICE:	\$107,270.00	ORIGINAL CONTRACT TIME:		8/29/2025	9/12/2025
PREVIOUS CHANGE ORDERS:	\$0.00	NET CHANGE FROM PREVIOUS CHANGE ORDERS:		0 DAYS	0 DAYS
CONTRACT PRICE PRIOR TO THIS CHANGE ORDER:	\$107,270.00	CONTRACT TIME PRIOR TO THIS CHANGE ORDER:		8/29/2025	9/12/2025
NET INCREASE OF THIS CHANGE ORDER:	\$38,177.58	NET INCREASE OF CHANGE ORDER:		49 DAYS	49 DAYS
CONTRACT PRICE WITH ALL APPROVED CHANGE ORDERS:	\$145,447.58	CONTRACT TIME WITH APPROVED CHANGE ORDERS:		10/17/2025	10/31/2025

RECOMMENDED BY:



MICHAEL BOURLAND, PE

APPROVED BY:



CONTRACTOR SIGNATURE

WSB
ENGINEER

TRAUT COMPANIES
CONTRACTOR

APPROVED BY:

CITY SIGNATURE

DATE

CHANGE ORDER NO. 1

TEST WELL NO. 7B
CITY OF LINO LAKES, MN
WSB PROJECT NO. 027536-000

SEPTEMBER 25, 2025

ORIGINAL BID ITEMS

Item No.	Description	Qty	Unit	Price	Amount
1	MOBILIZATION/DEMOLITION; SITE CLEANUP	1	LS	\$13,170.00	\$13,170.00
2	DRILL 10-INCH TEMPORARY SONIC LINER (12-INCH BORE)	90	LF	\$35.00	\$3,150.00
3	DRILL 8-INCH TEMPORARY SONIC LINER (10-INCH BORE)	205	LF	\$35.00	\$7,175.00
4	DRILL 6-INCH TEMPORARY SONIC LINER WITH 4-INCH CORE SAMPLING	285	LF	\$83.00	\$23,655.00
5	FURNISH AND INSTALL 6-INCH WELL CASING	207	LF	\$50.31	\$10,414.17
6	GROUT ANNULAR SPACE	4	CY	\$1,281.25	\$5,125.00
7	FURNISH, INSTALL, AND REMOVE DEVELOPMENT EQUIPMENT	1	LS	\$500.00	\$500.00
8	WELL DEVELOPMENT	4	HRS	\$500.00	\$2,000.00
9	HARDPAN ROCK REMOVAL	2	CY	\$500.00	\$1,000.00
10	FURNISH, INSTALL, AND REMOVE TEST PUMPING EQUIPMENT	1	LS	\$9,500.00	\$9,500.00
11	PROVIDE TEMPORARY DISCHARGE PIPING	150	LF	\$5.00	\$750.00
12	FURNISH, INSTALL, AND REMOVE ELECTRONIC DATA LOGGER IN PRIVATE AND DNR WELLS	1	EA	\$1,500.00	\$1,500.00
13	TEST PUMPING (12-HOUR STEP-TEST; 12-HOUR CONSTANT RATE TEST)	24	HRS	\$295.00	\$7,080.00
14	WATER QUALITY ANALYSIS	1	LS	\$19,000.00	\$19,000.00
15	ELECTRIC/GAMMA LOG	1	LS	\$2,800.00	\$2,800.00
16	DISINFECT WELL AND PIPING	1	LS	\$450.00	\$450.00

TOTAL ORIGINAL CONTRACT PRICE \$107,269.17
ORIGINAL CONTRACT AWARDED \$107,270

ADDED QUANTITIES FROM BID

Item No.	Description	Qty	Unit	Price	Extended Amount
3	DRILL 8-INCH TEMPORARY SONIC LINER (10-INCH BORE)	15	LF	\$35.00	\$525.00
4	DRILL 6-INCH TEMPORARY SONIC LINER WITH 4-INCH CORE SAMPLING	15	LF	\$83.00	\$1,245.00
5	FURNISH AND INSTALL 6-INCH WELL CASING	11	LF	\$50.31	\$553.41
18	PUMP & HAUL DRILLING FLUID INSTEAD OF ON-SITE TREATMENT	3	LOAD	\$3,125.00	\$9,375.00

TOTAL ADDED ITEMS CHANGE ORDER NO. 1 \$11,698.41

ADDED ITEMS

Item No.	Description	Qty	Unit	Price	Extended Amount
1	MOBILIZATION/DEMOLITION	1	LS	\$3,500.00	\$3,500.00
8	WELL DEVELOPMENT	6	HRS	\$500.00	\$3,000.00
17	FURNISH AND INSTALL 4" STAINLESS STEEL SCREEN	60	LF	\$250.00	\$15,000.00
18	IDW HANDLING (DUMPSTER DELIVERY/PICKUP/CLEANOUT)	1	LS	\$3,000.00	\$3,000.00
19	IDW HANDLING (DUMPSTER MONTHLY RENTAL)	1	MONTH	\$400.00	\$400.00
20	VAC-TRUCK FLUID DISPOSAL	1	LOAD	\$2,000.00	\$2,000.00
21	PER DIEM (3 PERSON CREW)	1	NIGHT	\$580.00	\$580.00

TOTAL ADDED ITEMS CHANGE ORDER NO. 1 \$27,480.00

DELETED ITEMS

Item No.	Description	Qty	Unit	Price	Extended Amount
9	HARDPAN ROCK REMOVAL	2	CY	\$500.00	\$1,000.00

TOTAL DELETED ITEMS CHANGE ORDER NO. 1 \$1,000.00

TOTAL ADJUSTMENT TO ORIGINAL CONTRACT AMOUNT \$38,177.58

Traut Companies Proposal

September 25, 2025

WSB Engineering
178 E 9th St, Suite 200
St. Paul, MN 55101

Att: Michael Bourland (218-772-8956) Email: michael.bourland@wsbeng.com
Re: Lino Lakes Well 7B Screen Install

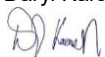
Scope **Expected Geology: 0-85' Drift, 85'-200' Prairie Du Chien, 200'-290' Jordan**

Set up over the test hole

- 1 Install 4" screen inside 6" liner from 216' to 276' by washing down.
Develop screen with air after install
Bring 1000 gallon tank for fluid and plan 1 load of fluid and soil hauled away

Service	Unit	Qty	Price	Total	Item #
Mobilization / Demobilization	Ea	1	\$3,500.00	\$ 3,500.00	
Environmental Well Notification	Ea		\$350.00	\$ -	
Per Diem (3 Person Crew)	Night	1	\$580.00	\$ 580.00	
Project Coord & Report	Ea		\$5,000.00	\$ -	
IDW Handling (From rig to containment setup)	Ea		\$1,000.00	\$ -	
Site Restoration	Ea		\$1,000.00	\$ -	
Standby Time	Hr		\$400.00	\$ -	
		1	\$4,080.00	\$ 4,080.00	1
(285') 6" Well					
Set Up Charge	Ea		\$1,000.00	\$ -	
IDW Handling (Discharge to pond/pump off)	Ea		\$1,500.00	\$ -	
Collect soil samples	Ls		\$1,500.00	\$ -	
6" Sonic, 4" Core (0-100')	Ft		\$57.00	\$ -	
6" Sonic, 4" Core (0-100') Rock	Ft		\$62.00	\$ -	
6" Sonic, 4" Core (100-150') Rock	Ft		\$67.00	\$ -	
6" Sonic, 4" Core (150-200') Rock	Ft		\$72.00	\$ -	
6" Sonic, 4" Core (200-250') Rock	Ft		\$77.00	\$ -	
6" Sonic, 4" Core (250-300') Rock	Ft		\$82.00	\$ -	
			\$83.00	\$ -	4
8" Sonic Liner	Ft		\$35.00	\$ -	3
10" Sonic Liner	Ft		\$35.00	\$ -	2
6" LC Steel Casing Welded	Ft		\$45.00	\$ -	
6" Grout Basket	Ea		\$1,000.00	\$ -	
6" Locking Cap	Ea		\$100.00	\$ -	
			\$50.31	\$ -	5
Grout Annulus	CY		\$1,281.25	\$ -	6
Install Development Equipment	Ea		\$500.00	\$ -	7
Development	Hr	6	\$500.00	\$ 3,000.00	8
Gamma Log	Ea		\$2,800.00	\$ -	15
Alternates					
4" Stainless Steel Screen	Ft	60	\$250.00	\$ 15,000.00	
Sand Pack, Grout Annulus	Ft		\$25.00	\$ -	
		60	\$250.00	\$ 15,000.00	17
IDW Handling (Dumpster delivery/pickup/cleanout)	Ea	1	\$3,000.00	\$ 3,000.00	
IDW Handling (Dumpster Monthly Rental)	Month	1	\$400.00	\$ 400.00	
Vac-Truck Fluid Disposal	Est/Load	1	\$2,000.00	\$ 2,000.00	
			\$4,500.00	\$ 5,400.00	18
Estimated Total				\$ 27,480.00	

Prices are subject to change if work is not completed within 120 days of issuance, unless arranged
Daryl Karasch - President / Sonic Drill Manager



**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 7F**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: October 13, 2025

TOPIC: Consider Resolution No. 25-147, Declaring Public Health and Safety Nuisance at 6367 Ware Road and Ordering Abatement

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting council consideration to declare a public health and safety nuisance at 6367 Ware Road and order the abatement of the nuisance.

BACKGROUND

The property, located at 6367 Ware Road, has been the subject of several complaints over the past several years for exterior storage of refuse, discarded appliances, junk vehicles and other debris. The property owner has been cited several times for noncompliance with City Code sections 901.01(1), 901.02(5), 901.03(11), 901.03 (13), 901.03 (18), and 901.03(19). These have led to his conviction of criminal charges for the property violations previously and is currently scheduled for another court hearing on November 6, 2025. Neither the citations nor convictions have resulted in the removal of the nuisance conditions.

The property owner was issued an abatement order, as provided for in City Code Section 903.04(2), on September 5, 2025, and provided 20 days to bring the property in compliance. The owner was also provided with the opportunity to appeal the Order for Abatement. The deadline for removing the items and/or filing an appeal was September 25, 2025. No hearing request was filed with the City. City staff completed an inspection of the property on September 26, 2025, and found the property continues to be in violation of the above reference city code requirements.

Accordingly, staff is seeking City Council action to declare the property a public health and safety nuisance, authorize staff to take all necessary steps to abatement the nuisance

and assess all costs for the same to the property. The City Attorney will seek an administrative warrant and summary abatement order from a court. All costs associated with the removal and will be assessed to the property and certified to the County Auditor for collection with the property pursuant to 903.04(3) of the City Code.

The owner has been notified of the City Council's consideration of this item.

RECOMMENDATION

Staff is recommending approval of Resolution No. 25-147.

ATTACHMENTS

1. Resolution No. 25-147.
2. Property Photographs

**CITY OF LINO LAKES
RESOLUTION NO. 25-147**

**RESOLUTION DECLARING A PUBLIC HEALTH AND SAFETY NUISANCE AT 6367
WARE ROAD, LINO LAKES, MN AND ORDERING ABATEMENT**

WHEREAS, multiple inspections have been conducted at 6367 Ware Road, Lino Lakes, MN (the "Property"), which have found refuse, debris, discarded appliances, machinery, junk vehicles, lumber, wood, and other items on the exterior of the Property; and

WHEREAS, property records indicate that the Property is owned by Benjamin and Jennifer Hadash; and

WHEREAS, staff has found that the conditions on the property constitute public health and safety nuisances pursuant to City Code sections 901.01(1), 901.02(5), 901.03(11), 901.03 (13), 901.03 (18), and 901.03(19); and

WHEREAS, the City has authority to abate public nuisances pursuant to City Code sections 901.04 and 903.01-06; and

WHEREAS, staff has ordered the Property owners to remove the nuisance conditions from the Property on numerous occasions; and

WHEREAS, since 2018, Benjamin Hadash has been cited multiple times for violations of City Code relating to the Property; and

WHEREAS, Benjamin Hadash has been previously convicted of criminal charges for Property violations; and

WHEREAS, despite the orders, citations, and criminal convictions, the Property owners have failed to remove the nuisance conditions and remedy the code violations on the Property; and

WHEREAS, on September 5, 2025 the City sent a letter to the Property owners via certified mail that provided notice of the violations and stated that if the nuisance conditions were not removed from the Property within 20 days, the City would proceed with abatement and assess all costs for the same to the Property; and

WHEREAS, on September 26, 2025, staff inspected the Property and found that

the nuisance conditions and Code violations still remain; and

WHEREAS, the City Council finds that it is reasonably necessary, proper, and convenient, and in the interest of the public health, public safety, and general welfare of the citizens of the City that the nuisance conditions and Code violations on the Property be abated

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

1. The Property, located at 6367 Ware Road, Lino Lakes, MN is hereby declared to constitute a public health and safety nuisance.
2. The conditions on the Property, including the refuse, debris, discarded appliances, machinery, junk vehicles, lumber, wood, and other items on the exterior of the Property, constitute nuisances and are a threat to the health, safety, and general welfare of the community of the City.
3. City staff, City consultants, and the law firm of Squires, Waldspurger and Mace are authorized and directed to take all steps necessary on behalf of the City to fulfill the purposes of this resolution and to take all appropriate legal action to abate the nuisance conditions and other code violations on the Property, including but not limited to obtaining an administrative warrant and summary abatement order from a court; and
4. All costs of abatement, including but not limited to attorneys' fees, court costs, and the costs to clean, remove, dispose, and/or store items of refuse or personal property shall be assessed to the Property and certified to the County Auditor for collection with property taxes pursuant to 903.04(3) of the City Code.

Adopted by the City Council of the City of Lino Lakes this 13th day of October, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk











