

**CITY COUNCIL WORK SESSION AGENDA
CITY OF LINO LAKES**

**Monday, January 4, 2021
Council Chambers
6:00 P.M.**

1. Storm Water Utility Proposal, Michael Grochala, WSB
2. Zoning Ordinance Update – Consultant Services, Michael Grochala
3. Annual Appointments, Sarah Cotton
4. Annual EDA Appointments, Michael Grochala
5. Council Updates on Boards/Commissions, City Council
6. Review Regular Agenda
7. Adjourn

WORK SESSION STAFF REPORT
Work Session Item 1

Date: January 04, 2021
To: City Council
From: Michael Grochala, Community Development Director
Re: Storm Water Utility Feasibility Report

Background

The Council discussed the possible establishment of a Storm Water Utility at the November 2, 2020 meeting. The purpose of the utility would be to fund storm water permit requirements and maintenance activities. The City Council directed staff to obtain a proposal from the City Engineer, WSB and Associates, to complete a Storm Water Utility Feasibility Report.

WSB has provided a proposal that includes:

- Development of a Utility Rate Structure
- Preparation of a Storm Water Utility Report and ordinance recommendations
- Public Open House

WSB is proposing to complete the study and not to exceed the fee of \$19,800. Funding for the study will be from the City’s Surface Water Management Fund.

Representatives of WSB will be present at the meeting to discuss the proposal.

Council Direction

Staff is requesting Council direction to place the proposal on the January 11, 2021 council agenda for consideration.

Attachments

1. WSB Storm Water Utility Proposal



December 17, 2020

Mr. Michael Grochala, AICP
Community Development Director
City of Lino Lakes
600 Town Center Pkwy
Lino Lakes, MN 55014-1182

Re: Storm Water Utility Fee Establishment – Scope of Work
City of Lino Lakes, MN

Dear Mr. Grochala:

Attached for your review and approval is our proposed scope of services, fee, and schedule for providing professional engineering services to establish a Storm Water Utility in Lino Lakes, Minnesota. The goal of the project is to prepare a storm water utility report to review the financial needs related to stormwater expenditures and provide recommendations for establishing the City's storm water utility fee and ordinance. The City has grown significantly resulting in additional infrastructure to maintain. Additionally, increasing and evolving regulations has resulted in increasing operation costs.

We are excited to work with you on this project. If you are in agreement with this proposal, please sign where indicated and return one copy to me. The necessary contract documents will then be provided. WSB will start work upon receipt of a signed contract. Please do not hesitate to Jake at 763-231-4861 with any questions.

Sincerely,

WSB

Jake Newhall, PE
Water Resource Project Manager

Earth Evans, PE
Director of Water Resources

Attachment

alp

ACCEPTED BY:
City of Lino Lakes, MN

Name _____

Title _____

Date _____

**SCOPE OF ENGINEERING SERVICES
FOR
STORM WATER UTILITY FEE ESTABLISHMENT
LINO LAKES, MN**

SCOPE OF ENGINEERING SERVICES

Task 1 – Project Management (\$3,900)

Project management will be performed throughout the course of the project and will include attending meetings (developing agendas, preparing handouts/graphics, and completing minutes as necessary), regular communication with the City, and management of the staff and budget. The following subtasks are included as part of Project Management:

- 1.1 Attend update meetings with City staff.
- 1.2 Work with project team and the City to coordinate project deliverables, schedule, and budget.
- 1.3 Hold a public open house to discuss the proposed storm water utility fee.
- 1.4 Attend a City Council Work Session to review the fee structure and report.
- 1.5 Attend one City Council Meeting

Deliverables: Two (2) meetings with City staff to discuss fee structure, report, and ordinances; one (1) City Council Work Session; one (1) City Council Meeting.

Task 2 – GIS Analysis and Calculation (7,500)

This task includes completing a GIS analysis to review parcel data, land use, and impervious data to determine the size of an equivalent residential unit (ERU) in the City of Lino Lakes. Land use analysis and storm water utility rate structure will be reviewed to calculate the number of charge units assigned to each nonresidential parcel by measuring impervious area. ERUs for different land uses and zoning coverages will be included in this analysis.

This scope assumes the City will provide current and future land use maps and current parcel information in GIS.

Deliverables: Storm Water Utility Rate Structure.

Task 3 – Report (\$8,400)

The report will include review of the existing land use, and the future land use to establish a storm water utility fee structure in order to fairly collect revenue to maintain, improve, replace, and administer the City's storm water systems. The report will include a justification that includes eligible stormwater related costs including information from the City's SWAMP application (which is currently being developed) and other information from the City related to existing and proposed stormwater projects and programs. The report will also include recommendations for administering the storm water utility fee, including the process for exceptions and credits. This will also include recommendations for the storm water utility ordinance.

This task assumes the City will assist in identifying the stormwater justification items as City staff is familiar with these current costs.

Deliverables: Storm Water Utility Report, Ordinance Recommendations.

Mr. Mike Grochala
December 17, 2020
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TOTAL ESTIMATED ENGINEERING FEE

The cost to provide the scope of services outlined in this proposal will be billed hourly, based on our current hourly rates. We are proposing to complete the Lino Lakes Storm Water Utility Fee Establishment for a not-to-exceed fee of **\$19,800**.

TIME SCHEDULE

It is our understanding that the City wishes to have the storm water utility report completed in February/March of 2021 to allow for adoption of the report and completion of necessary ordinances in 2021. This would allow for billing to take place in 2022.

WORK SESSION STAFF REPORT
Work Session Item 2

Date: January 04, 2021
To: City Council
From: Michael Grochala, Community Development Director
Re: Zoning Ordinance Update – Consultant Services

Background

The City Council adopted the 2040 Comprehensive Plan on November 9, 2020. In accordance with Minnesota Statutes, §473.864 and §473.865 of the Metropolitan Land Planning Act, the City is required to review its official controls and amend, as necessary, any that conflict the plan. Additionally, the plan identifies seven short term actions to implement the goals and policies of the plan. These include:

1. Review and Update the Zoning Map
2. Evaluate purpose and intent of the Planned Unit Development Process
3. Consider creating new zoning districts including a new district to implement the holding zones for new urban development and a new “Business Campus” land use district.
4. Review and update the existing residential zoning district requirements
5. Create a method of incentives for developments that achieve specific goals in the plans.
6. Review and develop design standards to ensure high quality residential, commercial, and industrial development.
7. Update natural resource protection standards including review of maximum allowable impervious surface coverages for residential land use categories.

Additionally, staff has historically used this process to complete necessary administrative amendments and updates to reflect changing standards.

The City contracted with Landform to complete the update of the comprehensive plan. Landform has previously served as the City’s planning consultant for projects, including ordinance updates, in the past. At the council’s discretion staff can seek a proposal from Landform to assist with the update or alternatively seek multiple proposals through a Request for Proposals (RFP) process.

Funding for the update is included in the 2021 budget.

Council Direction

Staff is requesting Council direction regarding planning consultant selection.

Attachments

1. None.

WORK SESSION STAFF REPORT
Work Session Item No. 3

Date: January 4, 2021
To: City Council
From: Sarah Cotton, City Administrator
Re: Annual Appointments

Background

Below is the list of annual appointments the City Council considers each year. The Council will be asked to approve the 2021 appointments at the January 11, 2021, City Council meeting.

	2020	2021
1. Acting Mayor	Dale Stoesz	Dale Stoesz
2. Legal Newspaper	Quad Community Press	Quad Community Press
3. Legal Services	Barna, Guzy & Steffen Kennedy & Graven Rupp, Anderson, Squires, & Waldspurger Geck, Duea & Olson	Barna, Guzy & Steffen Kennedy & Graven Rupp, Anderson, Squires, & Waldspurger Geck, Duea & Olson
4. Labor Services	Barna, Guzy & Steffen Riley, Dettman & Kelsy BakerTilly	Barna, Guzy & Steffen Riley, Dettman & Kelsy BakerTilly
5. Fiscal Agent	BakerTilly	BakerTilly
6. Assessor	Anoka County	Anoka County
7. North Metro Telecommunications Committee	Dale Stoesz Tony Cavegn (Alternate)	Dale Stoesz Tony Cavegn (Alternate)
8. Vadnais Lake Watershed District	Rob Rafferty	Rob Rafferty
9. County Corrections Program	Chris Lyden John Swenson	Chris Lyden John Swenson
10. Joint Law Enforcement Council	Tony Cavegn John Swenson	Tony Cavegn John Swenson

11. Anoka Co. Fire Protection Council	Mike Ruhland Rob Rafferty (Alternate)	Mike Ruhland Rob Rafferty (Alternate)
12. City Depositories	First Resource Bank LMC 4M Fund Wells Fargo Securities Wells Fargo Advisors US Bank RBC Capital Markets Moreton Capital Markets F&M Bank Others as needed	First Resource Bank LMC 4M Fund Wells Fargo Securities Wells Fargo Advisors US Bank RBC Capital Markets Moreton Capital Markets F&M Bank Others as needed
13. City Treasurer ¹	Sarah Cotton	Hannah Lynch
14. City Engineer	WSB & Associates	WSB & Associates
15. Data Practices Officer	Julie Bartell	Julie Bartell
16. City Auditor	Redpath & Company	Redpath & Company
17. Twin Cities Gateway	Jeff Karlson Dale Stoesz (Alternate)	Sarah Cotton Dale Stoesz (Alternate)
18. Anoka Co./Blaine Airport Advisory Council	Dean Quimby	Dean Quimby
19. Hearing Officer	John Swenson Rick DeGardner (Alternate)	John Swenson Rick DeGardner (Alternate)
20. Local Board of Appeal & Equalization Training	Mike Ruhland Rob Rafferty	Mike Ruhland Rob Rafferty
21. Secretarial Services	TimeSaver, Inc.	TimeSaver, Inc.

¹The City Council delegates the authority to make electronic funds transfers to the City Treasurer. The City Treasurer may delegate certain duties to finance staff, but shall remain responsible for the transfer program.

Requested Council Direction

Discuss whether any changes or modifications are needed to the 2021 appointments.

Attachments

None

WORK SESSION STAFF REPORT
Work Session Item No. 4

Date: January 4, 2021
To: City Council
From: Michael Grochala, Community Development Director
Re: Economic Development Authority Appointments

Background

The Economic Development Authority (EDA) will be holding its annual meeting on January 25, 2021. The EDA membership is comprised of the five City Council members. At the meeting, the EDA is required to make a number of annual appointments.

The following is a list of appointments for your consideration. Typically, the offices of President, Vice President, and Treasurer have rotated between the five board members.

Position	2020	2021 Recommended
1. President	Dale Stoesz	TBD
2. Vice President	Chris Lyden	TBD
3. Treasurer	Michael Ruhland	TBD
4. Secretary	Community Development Director	Community Development Director
5. Assistant Treasurer	Finance Director	Finance Director
6. Executive Director	City Administrator	City Administrator
7. Official Newspaper	Quad Community Press	Quad Community Press
8. Legal Depositories	First Resource Bank LMC 4M Fund Wells Fargo Securities Wells Fargo Advisors US Bank RBC Capital Markets Moreton Capital Markets F&M Bank Others as needed	First Resource Bank LMC 4M Fund Wells Fargo Securities Wells Fargo Advisors US Bank RBC Capital Markets Moreton Capital Markets F&M Bank Others as needed

Position	2020	2021 Recommended
9. Legal Services	Kennedy & Graven, Rupp, Anderson, Squires & Waldspurger	Kennedy & Graven, Rupp, Anderson, Squires & Waldspurger

The appointments of President, Vice President, and Treasurer will be made in separate motions at the annual meeting. The remaining appointments can be made in one motion.

Requested Council Direction

None required. Information Only.

Attachments

1. Past Appointments

EDA Advisory Board (2013-2020)

2013

- . President – Dave Roeser
- . Vice President – Jeff O'Donnell
- . Treasurer – Dale Stoesz
- . Secretary – Economic Development Coordinator
- . Assistant Treasurer – Finance Director
- . Executive Director – City Administrator
- . Official Newspaper – Quad Community Press
- . Legal Depositories – LMC 4M Fund, Wells Fargo Securities, Wells Fargo Advisors, US Bank, Merrill Lynch, RBC Capital Markets, Morgan Stanley, Sterne, Agee & Leach, F&M Bank, First Resource Bank, Others as needed
- . Legal Services – Kennedy & Graven, Barna, Guzy & Steffan, Ltd., Ratwik, Roszak & Maloney, Deck, Duea & Olson

2014

- . President – Dave Roeser
- . Vice President – Dale Stoesz
- . Treasurer – William Kusterman
- . Secretary – Community Development Director
- . Assistant Treasurer – Finance Director
- . Executive Director – City Administrator
- . Official Newspaper – Quad Community Press
- . Legal Depositories – LMC 4M Fund, Wells Fargo Securities, Wells Fargo Advisors, US Bank, Merrill Lynch, RBC Capital Markets, Morgan Stanley, Sterne, Agee & Leach, F&M Bank, First Resource Bank, Others as needed
- . Legal Services – Kennedy & Graven, Barna, Guzy & Steffan, Ltd., Ratwik, Roszak & Maloney, Deck, Duea & Olson

2015

- . President – Dave Roeser
- . Vice President – Dale Stoesz
- . Treasurer – William Kusterman
- . Secretary – Community Development Director
- . Assistant Treasurer – Finance Director
- . Executive Director – City Administrator
- . Official Newspaper – Quad Community Press
- . Legal Depositories – LMC 4M Fund, Wells Fargo Securities, Wells Fargo Advisors, US Bank, Merrill Lynch, RBC Capital Markets, Morgan Stanley, Sterne, Agee & Leach, F&M Bank, First Resource Bank, Others as needed
- . Legal Services – Kennedy & Graven, Ratwik, Roszak & Maloney

2016

- President – William Kusterman
- Vice President – Rob Rafferty
- Treasurer – Michael Manthey
- Secretary – Community Development Director
- Assistant Treasurer – Finance Director
- Executive Director – City Administrator
- Official Newspaper – Quad Community Press
- Legal Depositories – LMC 4M Fund, Wells Fargo Securities, Wells Fargo Advisors, US Bank, Merrill Lynch, RBC Capital Markets, Morgan Stanley, Sterne, Agee & Leach, F&M Bank, First Resource Bank, Others as needed
- Legal Services – Kennedy & Graven, Ratwik, Roszak & Maloney

2017

- President – Rob Rafferty
- Vice President – Michael Manthey
- Treasurer – Melissa Maher
- Secretary – Community Development Director
- Assistant Treasurer – Finance Director
- Executive Director – City Administrator
- Official Newspaper – Quad Community Press
- Legal Depositories – LMC 4M Fund, Wells Fargo Securities, Wells Fargo Advisors, US Bank, RBC Capital Markets, Morgan Stanley, F&M Bank, First Resource Bank, Others as needed
- Legal Services – Kennedy & Graven, Ratwik, Roszak & Maloney

2018

- President – Michael Manthey
- Vice President – Melissa Maher
- Treasurer – Dale Stoesz
- Secretary – Community Development Director
- Assistant Treasurer – Finance Director
- Executive Director – City Administrator
- Official Newspaper – Quad Community Press
- Legal Depositories – LMC 4M Fund, Wells Fargo Securities, Wells Fargo Advisors, US Bank, RBC Capital Markets, Morgan Stanley, F&M Bank, First Resource Bank, Others as needed
- Legal Services – Kennedy & Graven, Ratwik, Roszak & Maloney

2019

- President – Melissa Maher
- Vice President – Dale Stoesz
- Treasurer – Rob Rafferty
- Secretary – Community Development Director
- Assistant Treasurer – Finance Director

- Executive Director – City Administrator
- Official Newspaper – Quad Community Press
- Legal Depositories – LMC 4M Fund, Wells Fargo Securities, Wells Fargo Advisors, US Bank, RBC Capital Markets, Morgan Stanley, F&M Bank, First Resource Bank, Others as needed
- Legal Services – Kennedy & Graven, Rupp, Anderson, Squires & Waldspurger

2020

- President – Dale Stoesz
- Vice President – Chris Lyden
- Treasurer – Michael Ruhland
- Secretary – Community Development Director
- Assistant Treasurer – Finance Director
- Executive Director – City Administrator
- Official Newspaper – Quad Community Press
- Legal Depositories – First Resource Bank, LMC 4M Fund, Wells Fargo Securities, Wells Fargo Advisors, US Bank, RBC Capital Markets, Moreton Capital Markets, F&M Bank, Others as needed
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