

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

**Monday, February 1, 2021
Council Chambers
6:00 P.M.**

1. 2021 Park Board Recommendations, Rick DeGardner
2. YMCA Update, Michael Grochala
3. Smart Irrigation Controller Program, Andy Nelson
4. Fire Services, John Swenson
5. Charter Commission Expenditures, Sarah Cotton
6. Council Updates on Boards/Commissions, City Council
7. Review Regular Agenda
8. Adjourn

WORK SESSION STAFF REPORT
Work Session Item No. 1

Date: February 1, 2021
To: City Council
From: Rick DeGardner, Public Services Director
Re: 2021 Park Board Recommendations

Background

The Park Board has spent their past several meetings discussing potential parks and trails projects for 2021. The following projects were unanimously recommended to be forwarded to the City Council for consideration.

Renovate Lino Park – (\$250,000)

Lino Park is one of our most heavily utilized parks. In addition to hosting Blue Heron Days and Recycling Days, youth soccer teams conduct games and practices. In addition, a steady stream of residents enjoy the looped trail, playground equipment, and park shelter throughout the day. The existing playground equipment was installed in 1998. The open-air shelter was constructed in 1986.

Attached is the preferred concept plan. In addition to replacing the playground equipment and park shelter, creating a landscaped buffer will provide improved separation from the parking lot and the active park area.

Parks Department staff has the ability to perform many of the necessary functions including removal of the playground equipment and fencing, tree removals, landscaping installation, and concrete work. This will stretch the funding for this project beyond what could be accomplished if everything was contracted out. Recommended funding is the Park and Trail Fund.

Replace Clearwater Creek Park Playground Equipment - (\$70,000)

There are currently 13 playground structures throughout our parks system that are 18+ years old (Clearwater Creek playground was installed in 2002). After evaluating current conditions of all playground structures, along with the amount of use, the consensus was to recommend replacement of the playground equipment at Clearwater Creek Park. Geographically, the Clearwater Creek Park project (east) would complement the proposed improvements at Lino Park (west) and Birch Street/Centerville Road (central). Recommended funding is the Park and Trail Fund.

Support the "Tower Park" Project

The Park Board fully supports the City Council's action to authorize the Preparation of Plans and Specs for the four pickleball courts and two tennis courts adjacent to Fire

Station #2, via Resolution 20-150. We are hopeful the competitive bidding environment allows this project to move forward in 2021.

Park Board Chair Pat Huelman, will present the above projects this evening.

Requested Council Direction

Determine 2021 Parks and Trails projects. Staff anticipates bringing this item to the February 8, 2021 City Council meeting for consideration.

Attachments

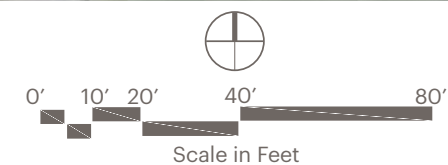
Lino Park Preferred Concept Plan
Park and Trail Improvement Fund



Lino Park - Preferred Concept

Lino Lakes, Minnesota

October 2, 2020 | WSB Project number: 016678-000





Park & Trail Improvement Fund (425)

Operating Transfers

2018 Budget Allocation	\$	500,000.00
2019 Budget Allocation	\$	90,000.00
2020 Budget Allocation	\$	90,000.00
2020 MSA Transfer	\$	25,000.00
2021 Budget Allocation	\$	60,000.00
	\$	<u>765,000.00</u>

Interest Earnings

2018 Allocation	\$	6,280.23
2019 Allocation	\$	14,665.62
	\$	<u>20,945.85</u>

Completed Project (Total Park & Trail Fund Expenditures)

Birch Park Playground Improvements	\$	(30,000.00)
Lake Drive Trail Project	\$	(38,000.00)
Apollo Drive Trail (Lilac St to Lake Dr)	\$	(14,003.50)
Arena Acres Park Improvements	\$	(114,606.15)
Sunrise Park Playground Project	\$	(94,635.00)
12th Avenue Trail	\$	(144,109.17)
2020 Trail Maintenance Project	\$	<u>(30,000.00)</u>
	\$	<u>(465,353.82)</u>

Undesignated Fund Balance **\$320,592.03**

Projects Under Consideration

Lino Park Renovation	\$	(250,000.00)
Clearwater Creek Playground Replace	\$	<u>(70,000.00)</u>
	\$	<u>(320,000.00)</u>

WORK SESSION STAFF REPORT
Work Session Item No. 2

Date: February 1, 2021
To: City Council
From: Michael Grochala, Community Development Director
Re: YMCA Study Update

Background

The City was notified in July of 2020 that the YMCA would not be reopening the Lino Lakes Facility. In November of 2020, the City retained Isaac Sports Group to evaluate potential facility operation options for the City. On January 4, 2021, the YMCA formally notified the City of their intent to convey the property back to the City by March 1, 2021.

Status

ISG has completed the majority of their background work. Outreach to City Council members and several potential community partners has been ongoing over the past three weeks. Additional marketing research is being completed and facility operating costs are being generated. Staff should have a timeline for a preliminary report by next week.

Staff has also asked ISG to assist in evaluating equipment from the existing facility. The YMCA has offered the City an option to assume existing leases or buy any YMCA owned equipment if interested. The YMCA has asked for a decision by February 8, 2021. Given the unknown operation status of the facility, staff is not recommending to assume any of the equipment leases at this time. However, there may be some facility equipment, owned by the YMCA, which would be worth retaining. Staff is reviewing equipment this week and waiting for pricing information from the YMCA. Additional information will be available for consideration at the Monday work session.

Staff is also working with Kennedy & Graven, the City's development attorney, and the YMCA's attorney on the required conveyance documents. This includes, but is not limited to, a title commitment, list of warranties still in effect, and assignment of those warranties.

Requested Council Direction

Staff is expecting to have more information regarding equipment by the Monday meeting and will present a recommendation for Council consideration.

Attachments

None

WORK SESSION STAFF REPORT
Work Session Item No. 3

Date: February 1st, 2021

To: City Council

From: Andy Nelson, Environmental Coordinator
Jessica Eller, Community Development Intern

Re: Smart Irrigation Controller Program

Background

Fresh water is a finite resource. In our area, over 60% of water usage for a typical home is used for outdoor irrigation during the growing season. Of that water use, roughly 50% is wasted on overwatering, evaporation, and non-target watering. Wasted fresh water could easily reach 150 gallons per house per day. One of the most powerful and easy to implement options to improve our water conservation efforts in the City involves increasing the efficiency of outdoor irrigation.

As part of the City's water conservation efforts, staff is proposing to implement a smart irrigation controller purchase program. \$20,000 was budgeted for this program in the 2021 Water Utility budget.

Environmental Protection Agency (EPA)-certified WaterSense smart irrigation controllers greatly reduce overwatering by tailoring irrigation system operation to local weather, plant type, soil type, slopes, and other factors. We have the ability to purchase around 100 Rachio 3 controllers using \$20,000 from the Water Utility Fund. These controllers usually cost \$230, but the City will be able to purchase them for \$190 at a bulk-rate discount. Staff is proposing to offer these controllers to residents at a discounted rate of \$38 each (20% of our cost).

The Rachio 3 controllers were selected based on Wi-Fi compatibility, the quality of the customer help-line, ease of installation, and ease of operation. The City of Woodbury offered several controllers in their similar program and surveys returned by residents showed the Rachio 3 as the clear choice. The City of Hugo also offers Rachio 3 controllers and they have received positive feedback as well.

This program could possibly be expanded in the future through acquisition of Met Council Clean Water Land and Legacy Amendment Grant funds, which would provide a 75% match and allow for the purchase of many more controllers. There is also the possibility of including an ordinance in City Code requiring that all irrigation controllers installed in new homes bear the EPA WaterSense certification to further bolster our water conservation efforts.

Smart controllers have been found to reduce water use by up to 50%. Installation of 100 controllers could save up to 2.2 million gallons a year, representing approximately nearly 2 days of water use for the entire city.

Program Details:

1. The City will purchase 100 controllers using \$20,000 from the Water Utility Fund.
2. These controllers will be available to residents on a first-come first-served basis at the discounted rate of \$38 each.
3. We can compare water usage for properties that participate in the program to measure the program's impact.
4. Program will only be available for water utility customers that have an existing irrigation system.

The Environmental Board recommended implementation of the Smart Irrigation Controller program at their January 27, 2021 meeting.

Requested Council Direction

Staff is requesting City Council direction to implement the Smart Irrigation Controller program.

WORK SESSION STAFF REPORT
Work Session Item 4

Date: February 1, 2021
To: City Council
From: John Swenson, Public Safety Director
Re: Fire Services

Background

As part of the City’s effort to create a dependable fire service delivery model, we created Police Officer / Firefighter and Sergeant / Firefighter positions. Staff has met with police staff regarding these new positions throughout the summer and fall of 2020 regarding these new positions.

The City negotiated labor contracts with the applicable labor groups and reached agreements that include wages for these new positions. These contracts were ratified by the labor group’s membership and was adopted by the City Council last December.

On January 13, 2021, staff met with all police personnel to provide an update on the new positions, address any questions, and provide detail on plans moving forward. As you know, our current staff has the option to voluntarily transition to appropriate new positions based on their current position. All personnel were required to make their election on the new positions by Monday, February 1, 2021.

During the Work Session on February 1, 2021, staff will provide Council information on the response received from police personnel.

Staff is seeking Council direction on this matter.

Attachments

None

WORK SESSION STAFF REPORT
Work Session Item No. 5

Date: February 1, 2021
To: City Council
From: Sarah Cotton, City Administrator
Re: Charter Commission Expenditures

Background

Minnesota Statutes § 410.06 provides that cities shall pay for reasonable and necessary charter commission expenses.

The 2021 City of Lino Lakes adopted budget includes line items of \$1,500 for charter commission direct expenses and \$1,000 for expenses related to minute taking for commissions meetings.

Effective August 1, 2020, Minnesota Statutes § 410.06 was amended to increase the limit on annual charter commission expenses required to be reimbursed by the city. Under the new law, the charter commission reimbursable expense limit is a sliding schedule calculated as .07% of the city's current certified general property tax levy with a minimum of \$1,500 and a maximum of \$20,000. Prior to this law change the limit was set at \$1,500.

Under the new law and based on a 2021 General Operating Levy of \$9,232,367, the amount of charter commission expenses that would be required to be reimbursed by the city is \$6,462.66

The Lino Lakes Charter Commission is requesting council consideration of a budget amendment to allocate \$4,962.66 of contingency funds towards charter commission direct expenditures. It should be noted that any funds allocated and not expended would be reflected in the city's General Fund fund balance at year-end.

Requested Council Direction

Staff is seeking Council direction regarding the Charter Commission request.

Attachments

Minnesota Statutes § 410.06
Summary of MN Statutes, § 410.05 and § 410.06 amendment
2021 Charter Commission Budget

410.06 COMPENSATION; EXPENSES.

The members of the commission shall receive no compensation, but the commission may employ an attorney and other personnel to assist in framing the charter, and any amendment or revision of it. When so directed by the commission, the reasonable compensation of personnel, the cost of printing the charter or any amendment or revision of it, and the cost of informing the citizens of a suggested charter or suggested charter amendments or revisions, shall be paid by the city. The amount of reasonable and necessary charter commission expenses that shall be paid by the city is the greater of .07 percent of the city's current certified general property tax levy or \$1,500, not to exceed \$20,000 in any one year, but the council may authorize such additional charter commission expenses the commission considers necessary. Other statutory and charter provisions requiring budgeting of or limiting expenditures do not apply to charter commission expenses. The council may levy a tax in excess of charter tax limitations to pay the expenses.

History: (1270) RL s 750; 1907 c 216 s 1; 1947 c 406 s 1; 1959 c 305 s 5; 1961 c 608 s 2; 1973 c 123 art 5 s 7; 1994 c 505 art 3 s 8; 2020 c 87 s 2



GENERAL GOVERNMENT

Medical exception to Open Meeting Law

Chapter 74 (HF 4556*/SF 4462) is the omnibus COVID-19 policy bill. Article 1, section 1 amends the interactive TV provision of the Open Meeting Law, Minn. Stat. § 13D.02. The new law allows participation in meetings by interactive TV (such as Skype or Zoom) without making an elected official's location public when a health care professional advises that elected official against being in public due to personal or family medical reasons. This allowance is only when a national security or peacetime emergency has been declared under Minn. Stat. § 12.31 and can be used up to 60 days after the emergency has been lifted. An elected official may only use this exception and the current military exception for a total of three times in a calendar year. Also, whenever the interactive TV exception is generally used for meetings, votes must be conducted by roll call and be recorded in the minutes. *Effective April 16, 2020. (IK)*

Charter commission appointments and spending limit

Chapter 87 (HF 3483/SF 3298*) amends Minn. Stat. § 410.05 to modify the process of appointing new or reappointing existing charter commission members by extending the timeframe for a chief district court judge to make an appointment from 30 days to 60 days and removes the option that a city council fill a vacancy if the chief district court judge fails to appoint within the 60 days. Minn. Stat. § 410.06 is also amended to increase the limit on annual charter commission expenses required to be reimbursed by the city, which was last raised for first-class cities in 1961 and for all other cities in 1947. Under current law, the limit is \$10,000 for the cities of Minneapolis, St. Paul, Duluth, and Rochester and \$1,500 for all other cities. Under the new law, the charter commission reimbursable expense limit is a sliding schedule calculated as .07% of the city's current certified general property tax levy with a minimum of \$1,500 and a maximum of \$20,000. A city retains the authority to reimburse charter commission expenses in excess of the calculated limit. *Effective Aug. 1, 2020. (GC)*

Expanded authority for electronic signatures during COVID-19

Chapter 92 (HF 4605*/SF 4525) allows cities, counties, and townships to accept certain documents, signatures, or filings electronically, by mail, or facsimile during the COVID-19 health pandemic regardless of any other law, rule, or ordinance otherwise. This allowance is for:

- Planning and zoning applications and permits under Minn. Stat. chs. 394 and 462;

- Land use documents under Minn. Stat. ch. 505;
- Documents requiring the signature of a licensed architect, licensed engineer, licensed land surveyor, licensed landscape architect, licensed geoscientist, or certified interior designer under Minn. Stat. § 326.03, subd. 3, and Minn. Stat. § 326.12, subd. 3;
- Applications for birth and death certificates under Minn. Stat. § 144.225; and
- Recording a notary commission under Minn. Stat. § 359.061.

Effective May 17, 2020, and expires Jan. 6, 2021, or 60 days after the peacetime public health emergency is terminated, whichever is earlier. (IK)



HEALTH

Prescription drug price transparency act

Chapter 78 (HF 1246/SF 1098*) requires drug manufacturers to report specified information on drug prices and costs to the Commissioner of the Department of Health for prescription drugs whose price increases exceed certain limits, and new prescription drugs and newly acquired prescription drugs whose price exceeds certain dollar thresholds beginning Oct. 1, 2021. The Commissioner is also directed to post certain information on drug prices and report annually by Jan. 15 each year, beginning Jan. 15, 2022, to the legislature on issues related to drug pricing and spending. *Effective July 1, 2020. (AL)*

Raising the age for purchasing tobacco to 21

Chapter 88 (HF 331*/SF 463) adds charter schools to the prohibition of tobacco in schools and increases the tobacco sale age to 21 to conform to federal law. Penalties are also modified for selling, providing, or furnishing these items, and for purchasing or attempting to purchase these items if under age 21. Alternative penalties are required to be established for certain violations. Other changes are made to the Clean Indoor Air Act and statutes governing the sale of tobacco and related products.

• Tobacco products prohibited in public schools.

Section 1 amends Minn. Stat. § 144.4165 by removing a reference to the term "tobacco product" and strikes language that prohibits persons under 18 from possessing tobacco, tobacco products and electronic delivery devices at public schools.

- **Tobacco products shops.** Section 2 amends Minn. Stat. § 144.4167, subd. 4 to amend the definition of a tobacco products shop that allows sampling of tobacco products as a shop that a person under age 21 cannot enter at any time.

• Suspension; illegal purchase of alcohol or tobacco.

Section 3 amends Minn. Stat. § 171.171 by striking a clause referring to a petty misdemeanor penalty for



Memorandum

To: Charter Commission

From: Julie Bartell, City Clerk

Date: January 8, 2021

Re: 2021 Charter Commission Budget

The following budget has been approved for the Lino Lakes Charter Commission for their operations in 2021.

CITY OF LINO LAKES						
<u>CHARTER ADMINISTRATION (101-405)</u>						
Description	Object Code	Actual 2018	Actual 2019	Budget 2020	Adopted 2021	Budget Detail
OTHER SERVICES AND SUPPLIES						
PROFESSIONAL SERVICES	4300-000	426	325	1,000	1,000	Time Savers - Minutes
PROF SERVICES - CHARTER COMM	4300-999	0	0	1,500	1,500	Charter Commission Directed Expenses
PRINTING & PUBLISHING	4340-000	73	0	0	0	
		499	325	2,500	2,500	
TOTAL CHARTER ADMINISTRATION		499	325	2,500	2,500	