CITY COUNCIL WORK SESSION AGENDA CITY OF LINO LAKES

Monday, April 3, 2023 Community Room 6:00 P.M.

- 1. Sale of Grass #1, Dan L'Allier
- 2. Watermark PUD Concept Plan-Amendment #4, Katie Larsen
- 3. Environmental Board Annual Work Plan, Andy Nelson
- 4. Rookery Ductwork Cleaning, Mike Rowe
- 5. Balancing Air Handlers in the Civic Complex, Justin Williams
- 6. 2023 Public Works Truck Purchase, Justin Williams
- 7. Public Works Building Design Process, Michael Grochala
- 8. Housing Maintenance Assistance Program, Michael Grochala
- 9. 2024-2028 Street Reconstruction Plan Process, Michael Grochala
- 10. Council Updates on Boards/Commissions, City Council
- 11. Adjourn

WORK SESSION STAFF REPORT Work Session Item No. #1

Date: April 3, 2023

To: City Council

From: Dan L'Allier, Deputy Director

Re: Sale of Vehicle #605 Grass #1

Background

During the split from Centennial Fire District, through the distribution of assets, the City acquired a 1994 Chevy S-10 pick-up. This vehicle was put into commission as City of Lino Lakes vehicle #605. In the Fire Division, the vehicle is also assigned as Grass 1 and used for responding to and combating grass or wildland type fires.

Grass #1 (Veh. #605) has provided the Fire Division with dedicated and reliable response to date. In 2015, the Fire Asset Distribution valued the vehicle at \$9,000. When the City took possession of Grass #1 in January 2016, it had an odometer reading of approximately 13,688 miles. Over the last 7 years, the City has since put approximately 1,700 miles on Grass #1, putting the current odometer reading at 15,395 miles. Since January 2016, the City has paid out approximately \$2,796.18 in maintenance and repairs on Grass #1, which equates to a cost of \$1.64 per mile of operation. The tires on Grass #1 have not been replaced since 2014, since this is a fire vehicle, National Fire Protection Association Standard 1911 (NFPA) states that tire replacement should be scheduled every 7 years. Grass #1 would require new tires and on State Contract the cost to replace the tires would be \$1,200.

The sale of Grass #1 will not reduce our ability to conduct wildland fire suppression operation or access remote areas of our community with fire suppression equipment because of the our current Utility Task Vehicles (UTV). In the current Fire Division fleet we have UTV #1 (Veh. #615; 2000 Polaris Ranger 6X6) and UTV #2 (Veh. #627; 2022 Polaris Ranger Crew XP with tracks). These UTVs are equipped with wildland fire suppression equipment and are better suited than Grass #1 to access remote areas of our community that our staff have had to conduct wildland fire suppression operations.

Requested Council Direction

Staff is seeking to liquidate vehicle #605, Grass #1, to another Municipality or Fire Department/District. This would include all firefighting equipment and emergency lighting installed on the vehicle.

Attachments

Photo of Vehicle #605 Grass #1



Concept WS – Item #2 WORK SESSION STAFF REPORT Work Session Item No. 2

Date: April 3, 2023

To: City Council

From: Katie Larsen, City Planner

Re: Watermark PUD Concept Plan for Amendment #4-Land Use Plan

Background

The applicant, U.S. Home, LLC (dba Lennar), submitted a Land Use Application for PUD Concept Plan review in September 2022. They proposed an amendment to the north end of Watermark PUD Land Use Plan in regards to housing product and lot widths. Staff, Boards, and Council provided feedback in October/November 2022. The applicant has submitted two (2) more concept plans for review.

Previous Council approvals related to the PUD Development Stage Plan include:

- June 13, 2016: Resolution No. 16-51 approving PUD Development Stage Plan/Preliminary Plat
- October 9, 2017: Resolution No. 17-95 approving Amendment #1 to Land Use
- December 11, 2017: Resolution No. 17-133 approving Amendment #2 to Architectural Design Standards
- October 14, 2019: Resolution No. 19-131 approving Amendment #3 to Architectural Design Standards

Analysis

Watermark is a 372 acre master planned residential community consisting of 692 single family lots and 172 townhome units totaling 864 housing units. Lennar is proposing an amendment to the north end of the Watermark PUD Development Stage Plan and Land Use Plan to modify lot sizes and housing product types to address demand changes in the housing market. The proposed amendment does not change any architectural requirements or the total number of housing units.

Current Land Use Plan dated August 27, 2018

The current Land Use Plan details 55ft, 60ft, 65ft and 75ft lot widths and associated housing products.

- 94 lots @ 65 ft
- 67 lots @ 55-60 ft
- 1.05 acre private park

PUD Concept Plan dated September 9, 2022

On November 7, 2022, the City Council reviewed the PUD Concept Plan dated September 9, 2022. Those proposed changes included:

- 74 townhome units
- 6 lots @ 65 ft
- 37 lots @ 60 ft
- 26 lots @ 55 ft
- 18 lots @ 45 ft
- 14.7 acres open space

Staff comments:

- Less street and utility infrastructure maintenance costs to the City
- A tot lot shall be included in the townhome private park similar to existing townhome neighborhood
- A trail connection shall be added from existing trail to townhome neighborhood then to the north.
- The ditch easement along the north lot line of the development shall be shown and accounted for on the lots
- All lot sizes shall be continuous buildable land and at a minimize size of Lot Width x 130ft.
- Setbacks will remain the same
 - \circ Front = 25ft
 - \circ Side = 7.5 ft
 - \circ Rear = 25ft
- All housing products shall meet Watermark architectural standards

The Planning & Zoning Board had the following questions and comments. Applicant and staff responses are in *italics*.

- Why is Lennar proposing amendment now?
 - o Forest Lake School District expressing more interest.
 - Villa product not performing as well as Lennar expected.
 - Amendment process takes time and all civil plans would need to be revised.
- Concern that eliminating the villas homes takes away from the mixed use of housing types
- How many 45ft wide do we have now?
 - None but the original approved Watermark land use plan under Mattamy had 84 lots that were 44ft wide.
- Lack of general support for 45ft wide lots.
- Additional townhomes would require variation in exterior colors.
- The same number of housing units but closer together making it feel denser.
- What is PUD benefit?

- o More open space
- Less street and utility maintenance costs for City
- General support for dog park and tot lot near townhome neighborhood.
- Would garage sizes need to meet previously approved Watermark standards as shown in chart above or the proposed zoning ordinance update of 520sf (20ft wide x 26ft deep)?

At the November 7, 2022 Work Session, the Council reviewed the same concept plan and had the following comments:

- Lack of support for smaller lot sizes
- Potential support for swapping out some of the housing styles (from villa to Heritage and Venture).
- Potential support to allow 50 foot lots instead of the 45 foot lots proposed if they were disbursed through the development and not all side by side.
- The Council was divided on the change to townhomes.

Revised PUD Concept Plan A dated February 10, 2023 (Lennar's Preferred Plan)

- 57 townhome units
- 6 lots @ 65 ft
- 37 lots @ 60 ft
- 40 lots @ 55 ft
- 21 lots @ 50 ft
- 12.6 acres open space with trails and tot lot.
- ➤ All 45-foot lots were enlarged to 50-foot lots;
- No more than two 50-foot lots located adjacent to each other with exception of 4-lot block bounded by open space, pipeline easement, and trail;
- > 17 townhomes converted to single family homes;
- > Trails and tot lot location added.

Revised PUD Concept Plan B dated February 14, 2023

- 68 townhome units
- 6 lots @ 65 ft
- 37 lots @ 60 ft
- 33 lots @ 55 ft
- 17 lots @ 50 ft
- 14.3 acres open space with trails and tot lot
- ➤ All 45-foot lots were enlarged to 50-foot lots;
- No more than two 50-foot lots located adjacent to each other with exception of 4-lot block bounded by open space, pipeline easement, and trail;
- ➤ 6 townhomes converted to single family homes;
- Trails and tot lot location added.

Summary

	Current Land Use Plan (August 2018)	Original Concept (Sept 2022)	Concept A (Feb 2023)	Concept B (Feb 2023)
Townhomes	0	74	57	68
65-foot lots	94	6	6	6
60-foot lots	67	37	37	37
55-foot lots		26	40	33
50-foot lots	0	0	21	17
45-foot lots	0	18	0	0
TOTAL UNITS	161	161	161	161
Open Space	1.05 acres	14.7 acres	12.6 acres	14.3 acres

Planning & Zoning Board

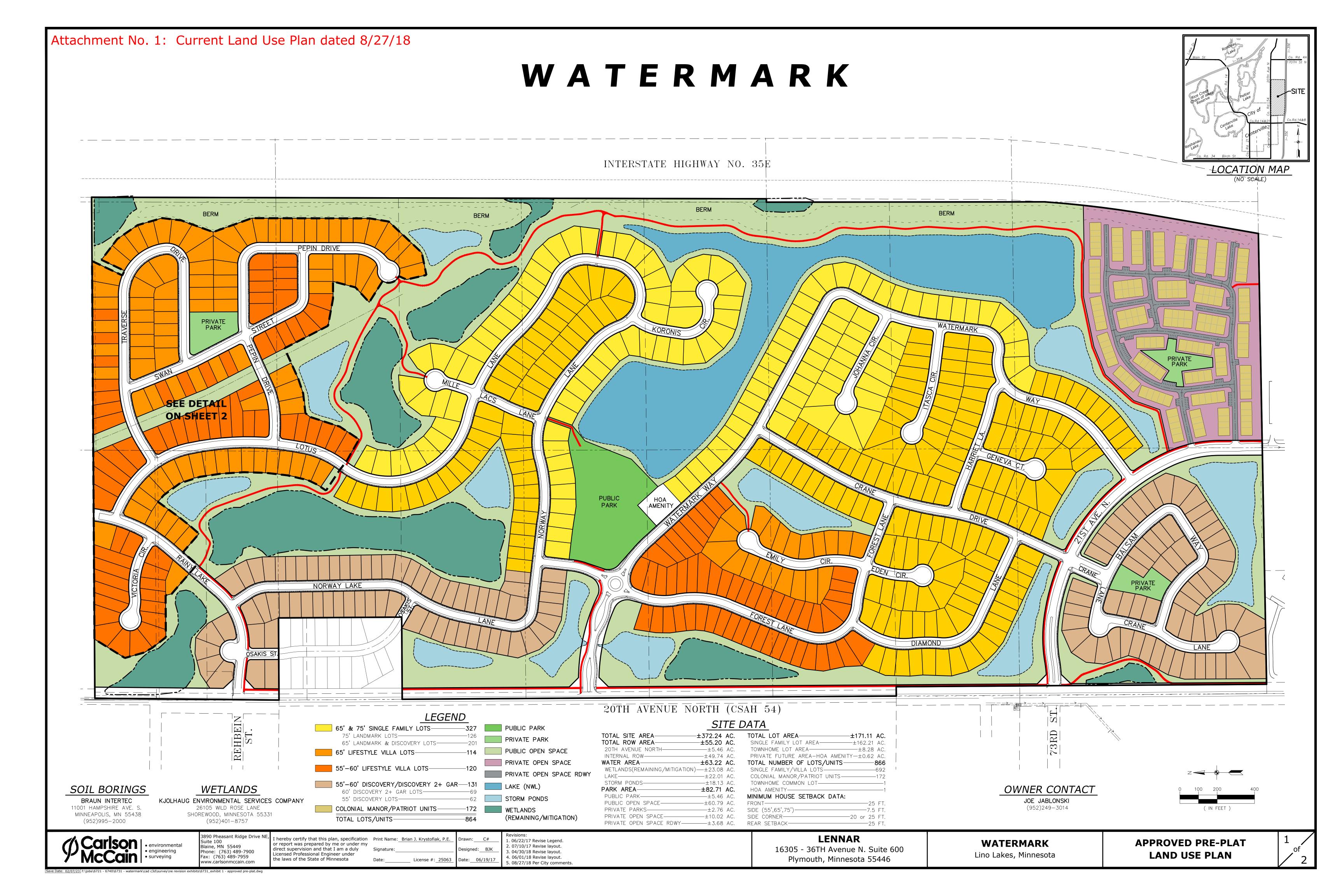
The Planning & Zoning Board reviewed the concept plans on March 8, 2023 and generally supported Concept Plan A with the open space, tot lot, and dog park.

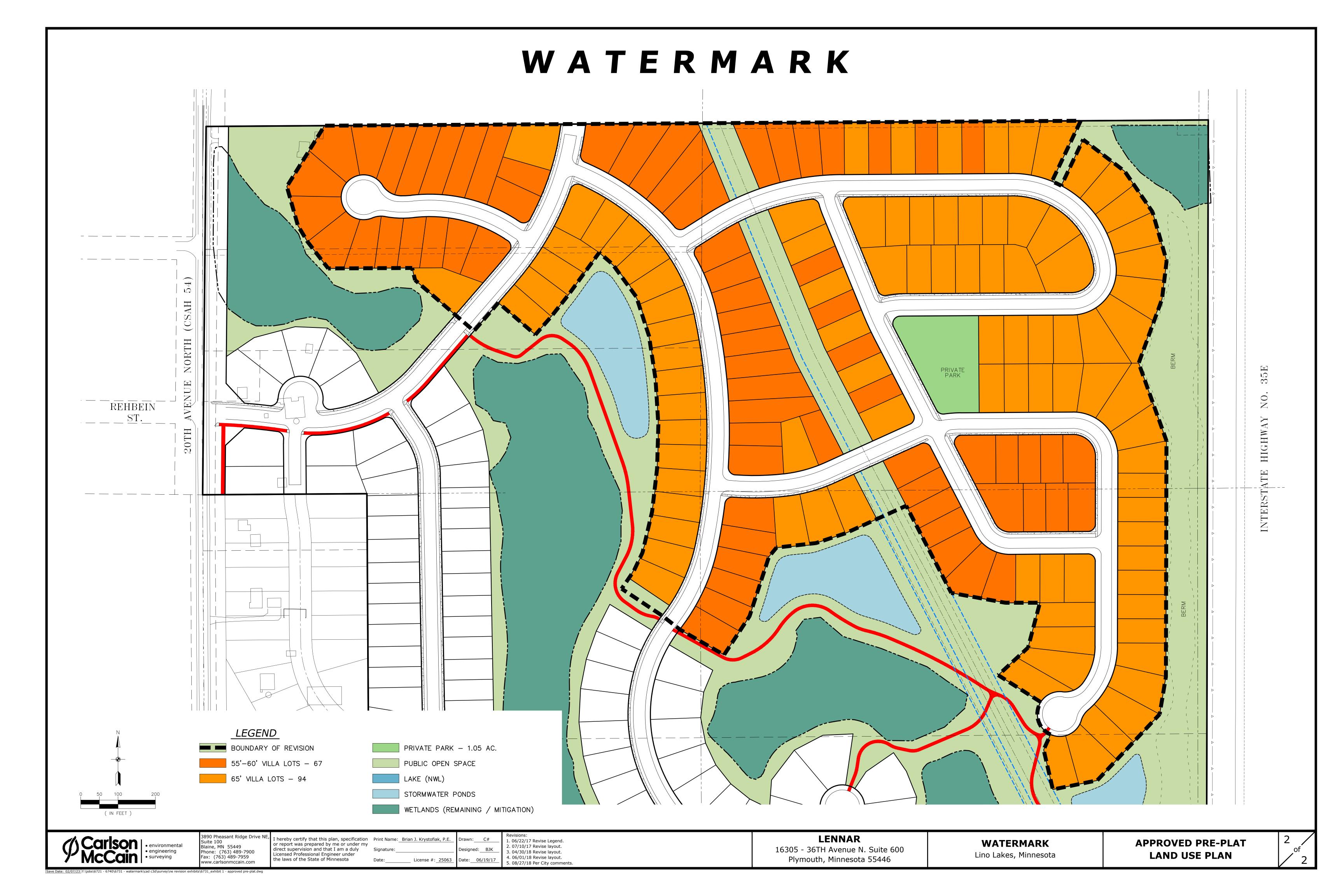
Requested Council Direction

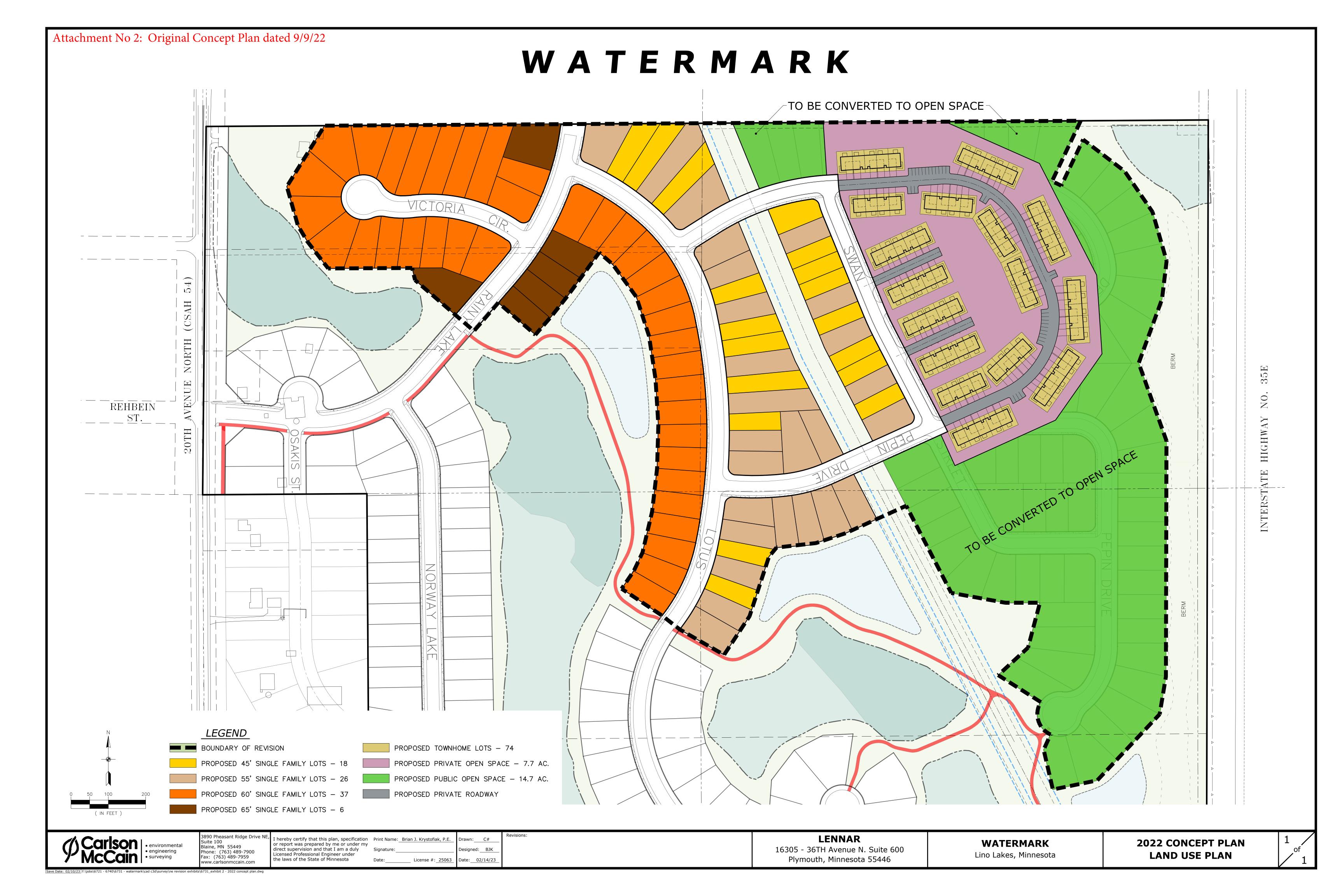
Staff is requesting Council feedback on the proposed Land Use Plan amendment.

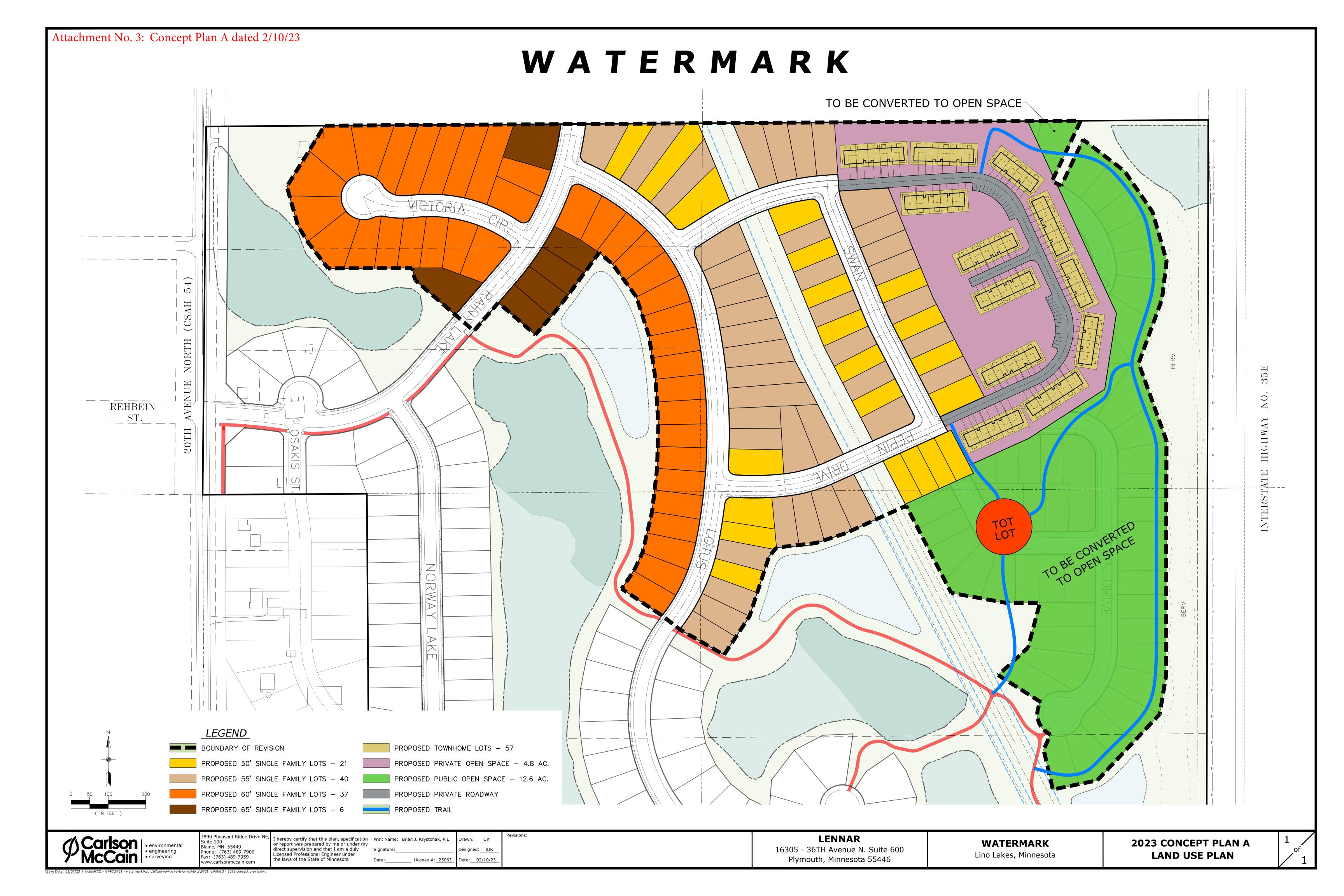
Attachments

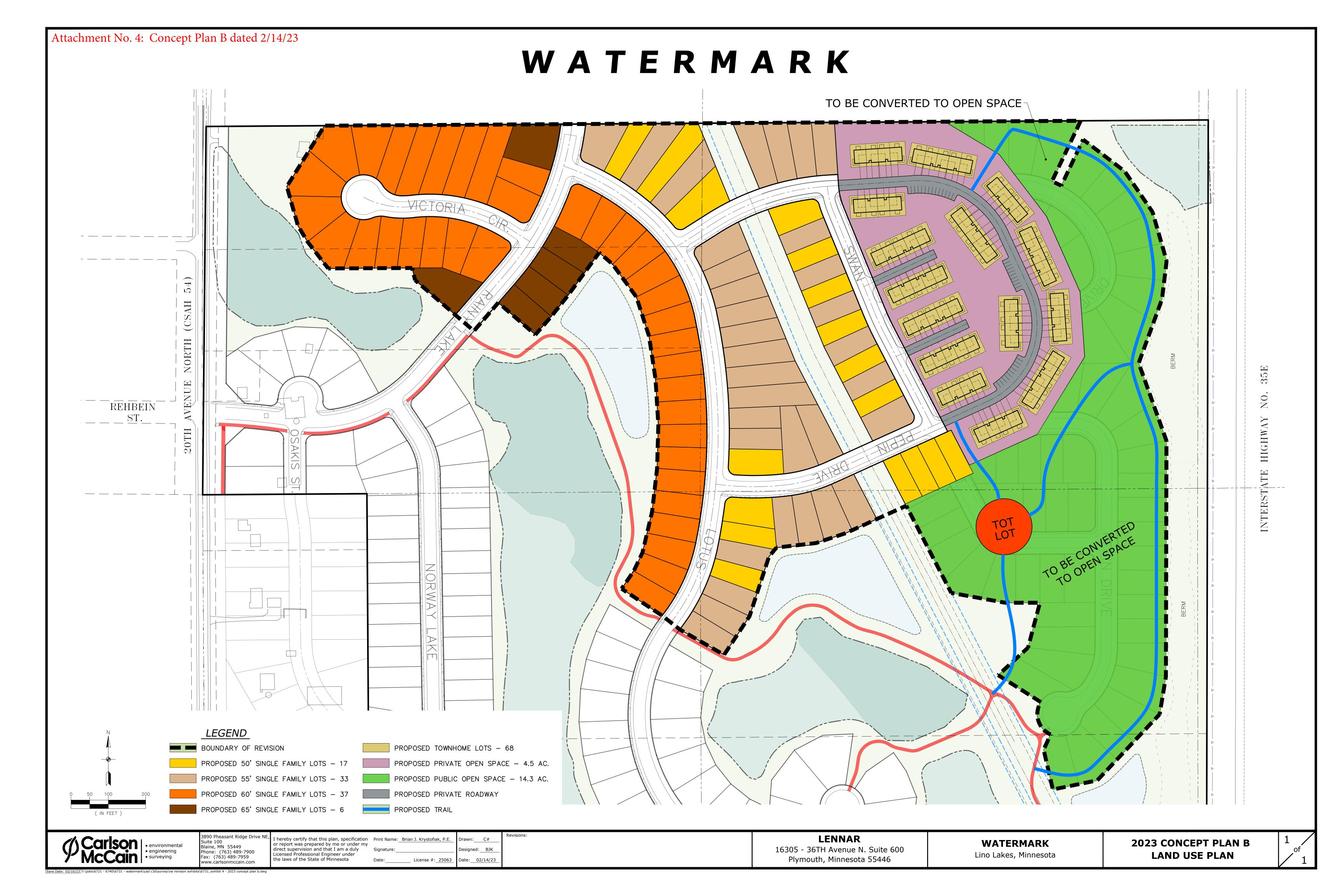
- 1. Current Land Use Plan dated August 27, 2018
- 2. Original Concept Plan dated September 9, 2022
- 3. Concept Plan A dated February 10, 2023
- 4. Concept Plan B dated February 14, 2023
- 5. City Engineer Memo dated October 5, 2022
- 6. Environmental Coordinator Memo dated October 4, 2022













Memorandum

To: Katie Larsen, Lino Lakes City Planner

From: Kelsey Gelhar PE, WSB

Diane Hankee PE, Lino Lakes City Engineer

Date: October 5, 2022

Re: Watermark PUD Amendment #4

Plan Review 021411-000

WSB reviewed the PUD Amendment #4 for the Watermark Development in Lino Lakes, MN, received September 12, 2022. Amendment #4 proposes to change the northeast area of the Watermark PUD to replace Villa Lots with additional Heritage, Venture, and Townhome lot products.

Engineering

Erosion Control & Grading

The Watermark PUD plans include site grading for the proposed streets, homes, and storm water facilities. PUD Amendment #4 will require an updated grading plan as it is proposed to remove some of the roadways and lots. The switch from Villa lot widths to Heritage and Venture lot widths will also require grading revisions.

Stormwater Management

Stormwater management for the northeast area of the Watermark PUD is designed to flow through storm sewer and a series of ponds. PUD Amendment #4 will require revisions to the storm layout and updates to stormwater modeling. PUD Amendment #4 reduces the impervious surface and adds additional open space to the northeast area. The downstream storm sewer systems will be sufficient for the proposed changes.

Water Supply

The Watermark PUD proposes 16" water main along Lotus Lane, 12" water main along Rainy Lane, and 8" water main on the other streets within the northeast area. PUD Amendment #4 does not propose any changes to the water main at this time. The proposed 8" watermain will be sufficient to serve the proposed homes and townhomes in PUD Amendment #4.

Sanitary Sewer

The Watermark PUD proposes 10" sanitary sewer along Lotus Lane and 8" sanitary sewer on the other streets within the northeast area. PUD Amendment #4 does not propose any changes to the sanitary sewer at this time. The proposed 8" sanitary sewer will be sufficient to serve the proposed homes and townhomes in PUD Amendment #4.

Transportation

The applicant is proposing to eliminate several legs of proposed city streets and is proposing to add a private street through the townhome area. Street widths, lengths, and profiles will be reviewed with future submittals.

Wetlands and Mitigation Plan

Wetlands were delineated for the Watermark PUD development. PUD Amendment #4 does not appear to impact the existing wetlands in this area as the street layout near the existing wetlands in not proposed to change. Wetland impacts will be reviewed with future submittals.

Landscaping

Landscaping to be reviewed with future submittals and shall meet City zoning requirements. Landscaping will be reviewed in depth by the City's Environmental Coordinator.

Floodplain

There are no existing floodplains in the area of the proposed PUD Amendment #4.

Drainage and Utility Easements

Drainage and Utility easements must meet City Code requirements and will be reviewed with future additions of the plat.

• Development Agreement

A Development Agreement will be required with any final plats of future additions.

Grading Agreement

Grading agreement not required at this time.

Stormwater Maintenance Agreement

Stormwater Maintenance Agreements will be required with any final plats of future additions. Public facilities will be covered by the City's Programmatic Maintenance Agreement.

Permits Required

No permits are required at this time.

If you or the applicant have any questions regarding these comments, please contact Kelsey Gelhar at (612) 709-4897 or kgelhar@wsbeng.com. You may also contact Diane Hankee at (651) 982-2430 or dhankee@linolake.us.



Environmental Memo

To: Katie Larsen From: Andy Nelson

Date: October 4th, 2022

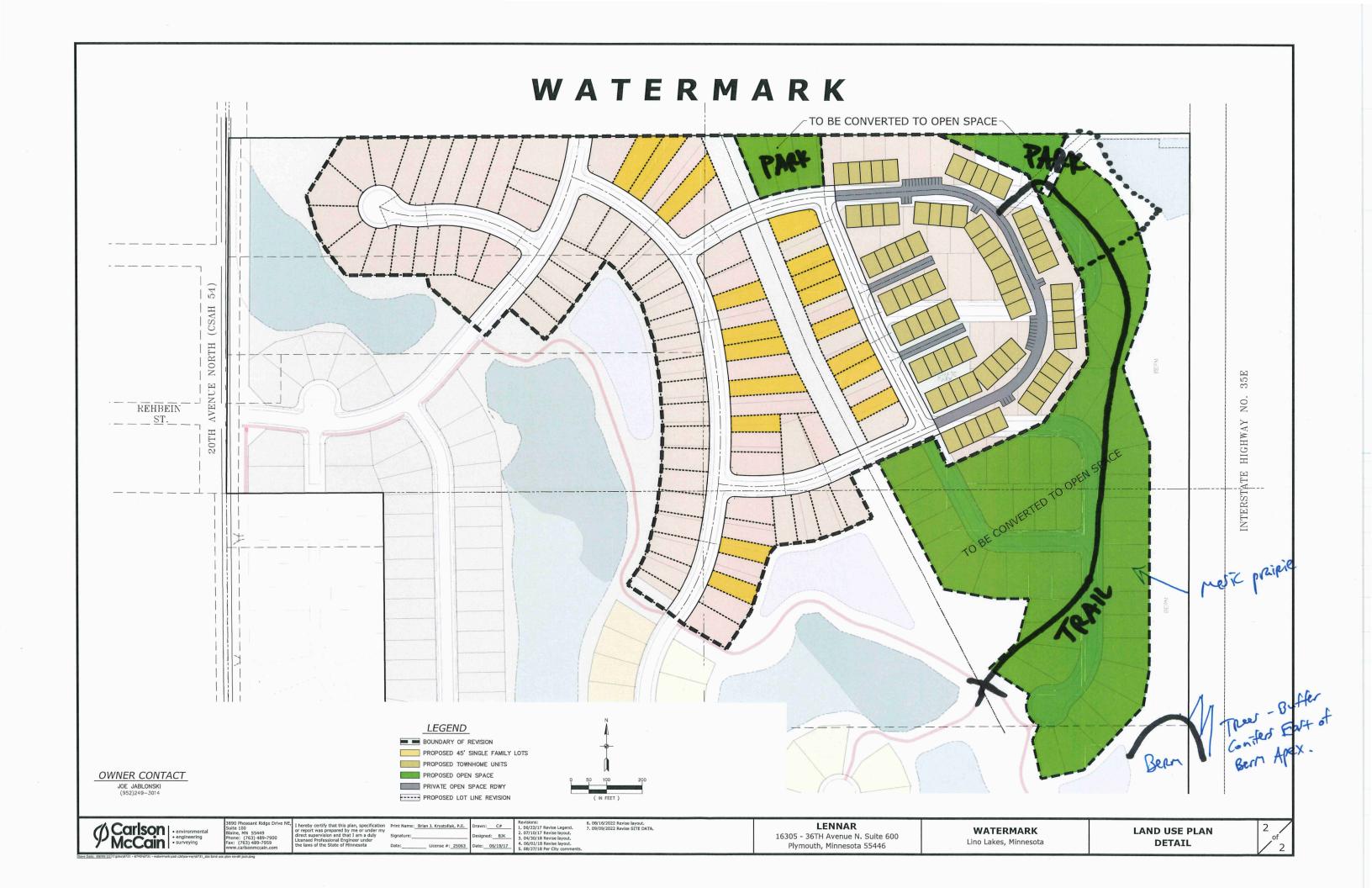
Re: Environmental Comments/October 4th, 2022/Watermark PUD Concept Plan-

Amend #4

 One option for the additional open space would be to establish park in the north near the property line and use the rest for establishment of mesic prairie. A trail could be added through the prairie area to connect with the park in the north.

This would require grading the area flat (aside from the berm on the east perimeter) and preparing for seeding.

Any new trees required for buffer and/or screening should be kept east of the crest of the berm, keeping the highpoint of the berm free of trees to allow for future management of the prairie area with fire.



Watermark PUD Concept Plan-Amendment #4

Work Session

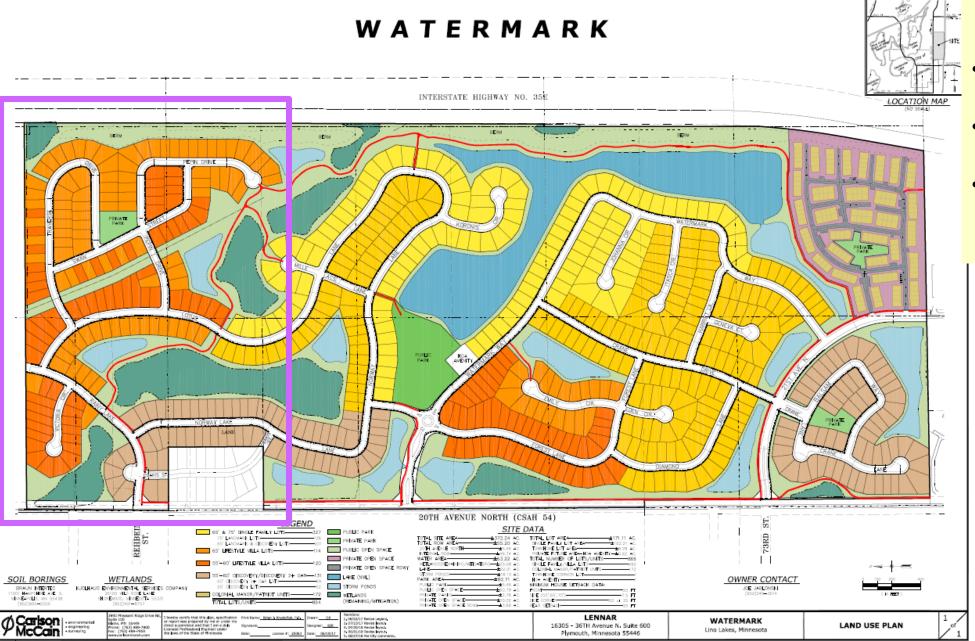
April 3, 2023

Land Use Application

PUD Concept Plan

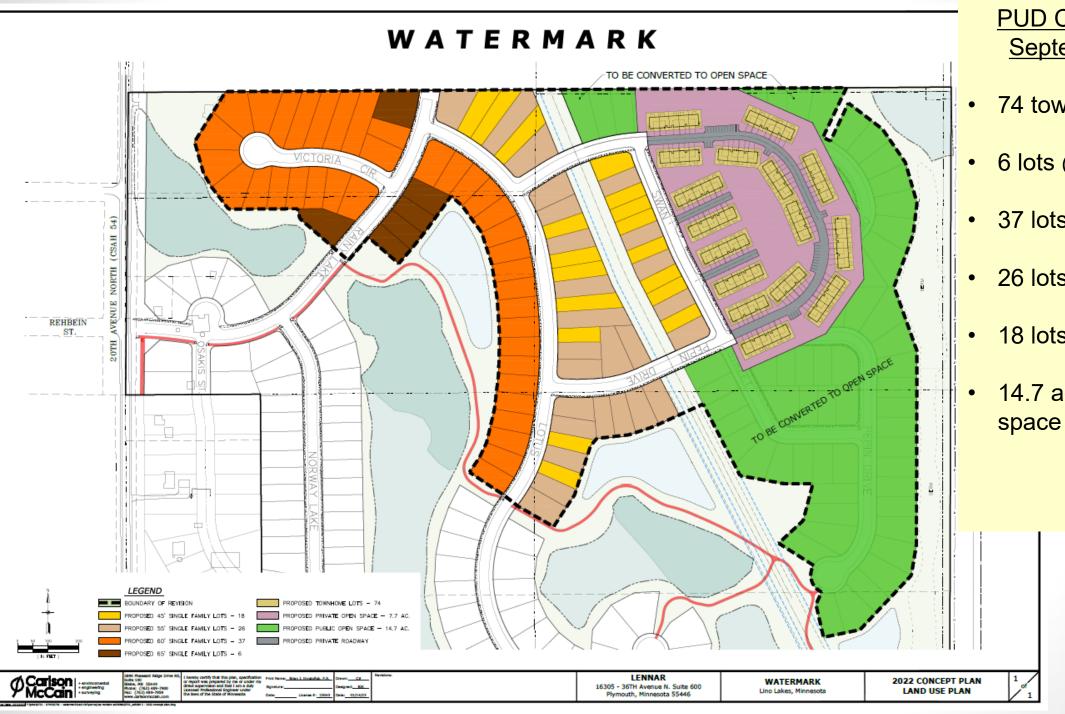
- Amendment #4-Land Use Plan
 - Housing products
 - Lot Sizes
 - Meet changes in housing market demand
 - No change in architectural design stands or overall total # housing units
- October 2022: 1st concept plan review

2 new concept plans submitted by Lennar



Current Land Use Plan Aug 2018

- 94 lots @ 65 ft
- 67 lots @ 55-60 ft
- 1.05 acre private park



PUD Concept Plan September 2022

- 74 townhome units
- 6 lots @ 65 ft
- 37 lots @ 60 ft
- 26 lots @ 55 ft
- 18 lots @ 45 ft
- 14.7 acres open

Staff Comments

- Less street and utility infrastructure maintenance costs to the City
- Tot lot shall be included in the townhome neighborhood
- Add trail connections
- Add ditch easement along the north lot line

Staff Comments

- Minimize Lot Size = Lot Width x 130ft
- Setbacks will remain the same
 - Front = 25ft
 - Side = 7.5 ft
 - Rear = 25ft
- All housing products shall meet the approved Watermark architectural standards

Planning & Zoning Board Comments

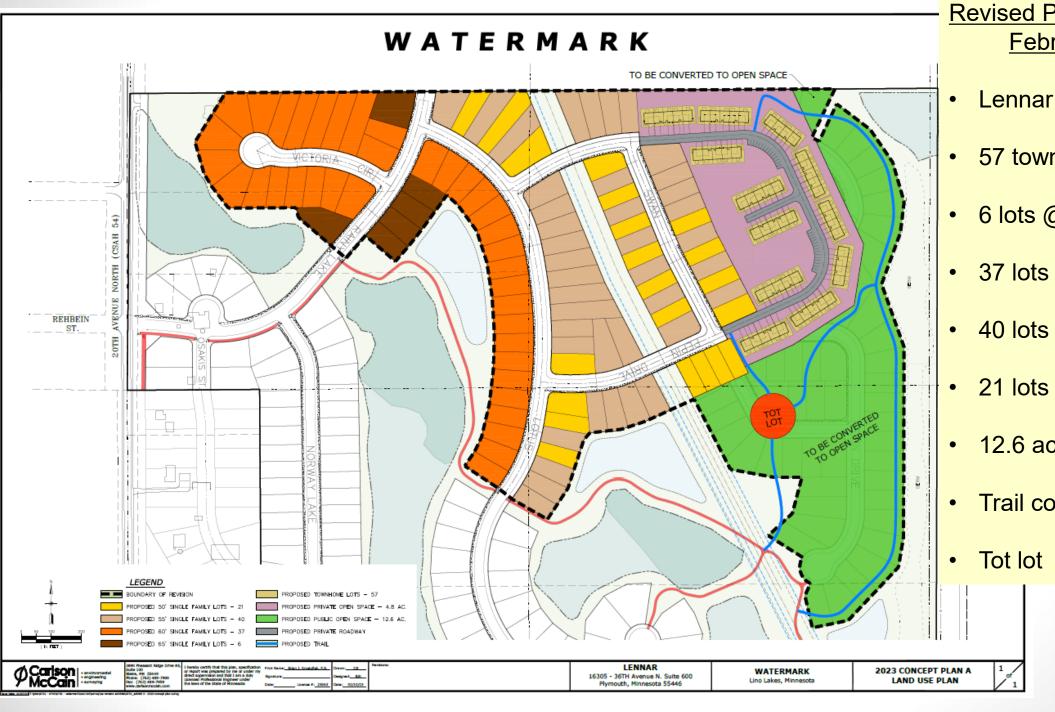
- Why is Lennar proposing amendment now?
 - Residents expressing more interest in Forest Lake School District.
 - Villa product not performing as well as Lennar expected.
 - Amendment process takes time and all civil plans would need to be revised.
- Concern that eliminating the villas homes takes away from the mixed use of housing types
- How many 45ft wide lots do we have now?
 - None but the original approved Watermark land use plan under Mattamy had 84 lots that were 44ft wide.

Planning & Zoning Board Comments

- Lack of general support for 45ft wide lots.
- Additional townhomes would require variation in exterior colors.
- Same number of housing units but closer together making it feel denser.
- What is PUD benefit?
 - More open space
 - Less street and utility maintenance costs for City
- General support for dog park and tot lot near townhome neighborhood.

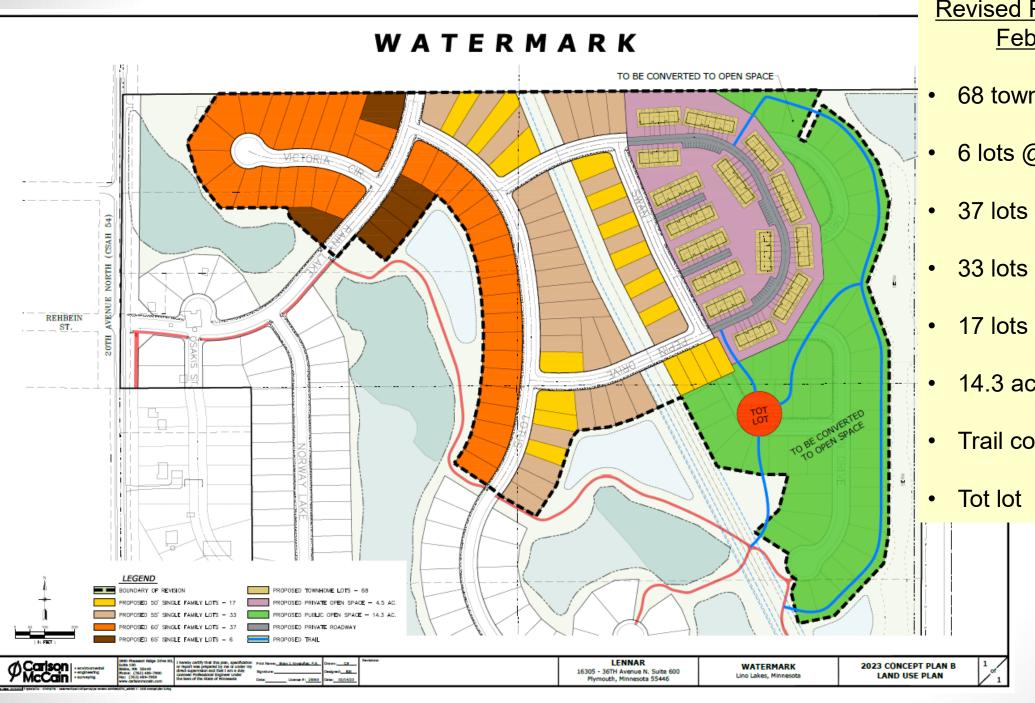
City Council Comments

- Lack of support for smaller lot sizes
- Potential support for swapping out some of the housing styles
 - From Villa to Heritage and Venture
- Potential support to allow 50 foot lots instead of the 45 foot lots proposed if they were disbursed through the development and not all side by side.
- Council was divided on the change to townhomes.



Revised PUD Concept Plan A February 10, 2023

- Lennar preferred plan
- 57 townhome units
- 6 lots @ 65 ft
- 37 lots @ 60 ft
- 40 lots @ 55 ft
- 21 lots @ 50 ft
- 12.6 acres open space
- Trail connections



Revised PUD Concept Plan B February 14, 2023

- 68 townhome units
- 6 lots @ 65 ft
- 37 lots @ 60 ft
- 33 lots @ 55 ft
- 17 lots @ 50 ft
- 14.3 acres open space
- **Trail connections**

Summary

	Current Land Use Plan (August 2018)	Original Concept (Sept 2022)	Concept A (Feb 2023)	Concept B (Feb 2023)
Townhomes	0	74	57	68
65-foot lots	94	6	6	6
60-foot lots	67	37	37	37
55-foot lots		26	40	33
50-foot lots	0	0	21	17
45-foot lots	0	18	0	0
TOTAL UNITS	161	161	161	161
Open Space	1.05 acres	14.7 acres	12.6 acres	14.3 acres

Planning & Zoning Board

- March 8, 2023: P& Z reviewed
- Generally supported Concept Plan A with:
 - open space
 - tot lot
 - dog park

Council Direction

• Staff is requesting Council feedback on the proposed Land Use Plan amendment.

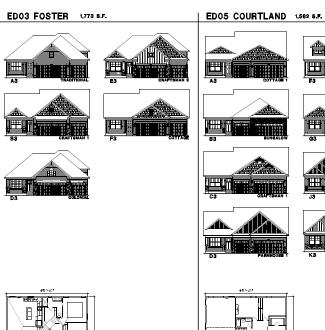


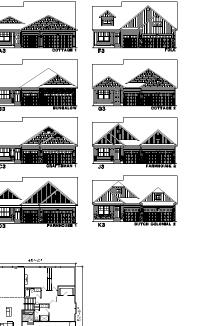
LENNAR

HERITAGE - MODIFIEDS

12/2021

ED01 DONOVAN 1,719 8.F.

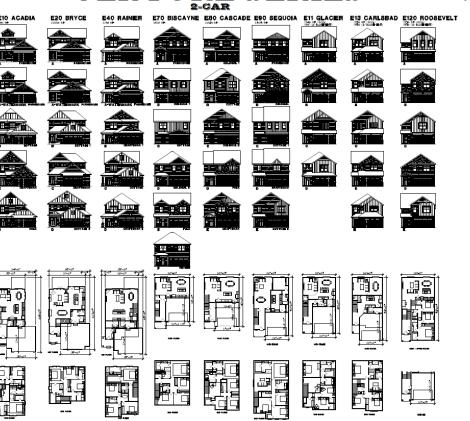






VENTURE SERIES

12/2021



WORK SESSION STAFF REPORT Work Session Item No. 3

Date: April 3rd, 2023

To: City Council

From: Andy Nelson, Environmental Coordinator

Re: Environmental Board Annual Work Plan 2023

Background

The Environmental Board serves to provide aid and advice to the Council in its efforts to encourage productive and enjoyable harmony between people and their environment; to promote efforts which will prevent or eliminate damage to the environment and stimulate the health and welfare of people; to enrich the understanding of the ecological systems and natural resources important to the city; to advise the city in the use and management of its natural resources in order to preserve and enhance the environmental amenities for present and future residents, and to improve and ensure a lasting quality of life within the city. (City Code Chapter 217.01)

Each year, the Environmental Board presents an annual work program to the Council. This annual plan includes a list of initiatives concerning current environmental issues in the major areas of focus of the Environmental Board, including forestry, natural resources, water, and solid waste management.

The Environmental Board provided staff with feedback on the Annual Work Plan at their March 1st, 2023 meeting. The final draft attached reflects changes made in response to this feedback.

Requested Council Direction

Staff is seeking direction from the Council on acceptance or modification of the Environmental Board Annual Work Plan for 2023.

Attachments:

1. Environmental Board Annual Work Plan 2023

Environmental Board Annual Work Plan 2023

General

- Continue to review proposed development projects and provide recommendations to the City Council. The recommendations are based upon compliance with the landscaping section of the Zoning Ordinance, and current accepted practices on topics including urban forestry, natural resource conservation, water quality, utilizing native plants where feasible, and protecting wildlife.
- 2. Improve and enhance environmental content on the City website, social media, and the local newspaper.
- 3. Promote workshops on native plants and water quality projects on the city website and social media platforms.
- 4. Initiate more volunteer project options to help residents engage with the local environment.

Forestry

- 1. Continue implementation of the City's Emerald Ash Borer response. This includes removal of boulevard trees and replacement with a diverse mix of species, a partnership with Rainbow Tree Care to offer a discount rate on private tree injections, and continued removals of ash trees in natural areas and parks.
- 2. Continue to promote the City tree sale. In addition to the many benefits that increased canopy cover brings to the city, the sale also helps residents to affordably replace private trees that have succumbed to EAB.

Natural Resources

- 1. Review proposed changes to landscaping ordinance as part of the zoning ordinance update.
- 2. Support the pursuit of additional wetland bank establishment opportunities.
- 3. Evaluate updating MLCCS land cover data with the DNR to incorporate the development that has occurred in the city since the last update.
- 4. Continue to recommend implementation of Greenway System improvements where applicable in development projects.

Water

- 1. Continue to distribute educational outreach materials on water conservation, both on the city website and in newsletters. Continue the smart irrigation controller program.
- 2. Promote the Adopt-a-Drain program, which encourages residents to participate in improving water quality by cleaning storm drains and preventing trash and organic pollutants from reaching our lakes, rivers, and wetlands.

3. Promote water quality projects for homeowners that may be funded through grant programs.

Recycling/Solid Waste

- 1. Assess organics recycling program to determine appropriate areas for the addition of new drop-off sites. Identify existing sites that may benefit from expansion.
- 2. Identify ways to increase recycling tonnage. This may include expansion of the organics program, addition of programs to accept materials not currently included in city programs, and coupons for items dropped at Recycling Saturdays.

Date: April 3, 2023

To: City Council

From: Mike Rowe, Rookery Building Maintenance

Re: Rookery Ductwork Cleaning

Background

The Rookery was constructed in 2007. Typically, activity center-type facilities should have the ductwork cleaned every 2-4 years. There is no evidence that the building's ductwork system has ever been cleaned. In addition, renovations such as removing and cutting, floor tile, wall tile, and base tile created significant amounts of air-borne debris.

Dirty duct work can cause breathing issues while exercising, dusty equipment, and a dusty facility. With a severely dusty exhaust system like ours, the aging air handlers work even harder getting the hot and humid air out of the building, as well as the heat or air conditioning, to their desired destinations. The potential benefits would be a cleaner work environment, less dust on equipment, and cleaner air to breathe. Staff is constantly removing visible dust from surfaces throughout the Rookery, especially in the Endurance Fitness area and locker rooms.

The duct system is comprised of 10 independent zones. This will allow us to work around the classes and activities of the Rookery Center without closing down the entire facility.

Funding is provided by ARPA grant dollars.

Requested Council Direction

Requesting City Council approval of the quote from KMS Air Duct Cleaning in the amount of \$15,211.75 to clean the building's air ductwork.

Date: April 3, 2023

To: City Council

From: Justin Williams, Public Works Superintendent

Re: Balancing Air Handlers in the Civic Complex

Background

The Civic Complex was constructed in 1999. Since that time there have been additional rooms, room modifications, replacements of boilers, air handlers, and other modifications that have caused the air handlers to become out of balance. This causes certain rooms to have hot or cold temperatures in comparison to the air handler temperature set points. By having the air handlers balanced it will allow for equal and consistent air flow into all the areas of the building. This will provide better control at the thermostats, a more comfortable working environment, and will improve the operation of the system. Other potential benefits are energy savings, diagnosing any system issues, better air quality, and can increase the lifespan of the system.

Requested Council Direction

Requesting Council approval of the quote from NAC in the amount of \$21,950.00 to balance the four air handlers at the Civic Complex.

Funding source is the Building and Facilities Fund.

Attachments

NAC Quote Attached



651-255-3527 *Direct* 651-230-8971 *Cell* skotzmacher@nac-hvac.com



February 8, 2023

Justin Williams City of Lino Lakes 600 Town Center Parkway Lino Lakes MN 55014-1182

Re: Air Balancing

NAC proposes to furnish labor and materials to balance City Hall, the Childcare, and Police station.

Air Balancing Benefits

- Can provide better air quality
- Can help diagnose system issues
- Can help improve overall comfort
- Can help you save on energy cost and improve the efficiency of the HVAC system
- Can help increase the lifespan of the system

Services Include:

- Coordination of all work performed
- Provide incoming and outgoing balance sheet
- Balance air side per the prints
 - o Police station (1) AHU
 - o Childcare (1) AHU
 - o City Hall (2) AHU
- Provide a controls tech to assist with operating the VAV boxes
- Clean-up of work area

Client base investment of \$21,350.00 Add for man lift rental if needed: \$600.00

Notes:

Accepted by:

- 1. Proposal based upon normal working hours.
- 2. Any additional work beyond the above scope will be billed at time and materials rates upon prior approval.
- 3. Proposal price is valid for a period not to exceed (15) calendar days.

If you have any questions feel free to contact us anytime, or if you would like us to proceed, please sign proposal and fax or e-mail back at your convenience.

LINO LAKES		NAC MECHANICAL & ELECTRICAL SERVICES	
Signature:	S	Signature:	Stephen Kotzmacher
Name:	N	Name:	Stephen Kotzmacher
Title:	Γ	Title:	Account Manager
Date:	Γ	Date:	2/8/2023

Date: April 3, 2023

To: City Council

From: Justin Williams, Public Works Superintendent

Re: 2023 Public Works Truck Purchase

Background

The adopted 2022 budget included \$65,000 to purchase a Ford F-350 w/dump box for the Parks Department maintenance position that was created. Unfortunately, Ford F-350 truck costs had increased 43% between 2021 and 2022. Due to the significant cost increase, staff has decided to forego the purchase of the new vehicle mentioned above for the foreseeable future.

The adopted 2023 budget includes \$87,000 to replace Unit #214 (2008 1-Ton). Vehicle costs in 2023 continue to increase. Actual total costs including the chassis, dump box, plow, and accessories amount to \$94,958. Staff recommends designating \$7,958 of the unspent aforementioned 2022 funds to cover the gap. The remaining \$57,042 would remain as unspent in the Capital Equipment Fund.

Requested Council Approval

Approve purchase.

Date: April 3, 2023

To: City Council

From: Michael Grochala, Community Development Director

Re: Public Works Building Design Process

Background

Over the past 10 years the City has been evaluating the construction of a new public works building to replace the existing facility at 1189 Main Street. Constructed in 1971 the buildings are substandard and do not meet the current and future needs of the City.

CNH Architects completed a site analysis and space needs study in 2017. The plan included evaluation of the existing site and potential location at Tower Park. Multiple options and phasing plans were presented as part of the analysis. Oertel Architects completed a subsequent evaluation in 2018 to refine configuration options at the existing site and downsize the facility and costs.

The City Council has continued to express interest in moving forward with the project. A site tour of Hugo's new facility was taken last year. Additionally the project was included in the 5 year financial plan for a 2026 build. \$350,000 from the Building and Facilities fund were identified for design expenses in 2023.

City staff is proposing to move forward with a process to select an architectural firm for design. The Council can choose to send out a Request for Proposal (RFP) or streamline the process by selecting 3 to 4 firms with past project experience to interview and solicit bids from.

Requested Council Direction

Staff is requesting City Council direction to move forward with selecting Architectural Services for the Public Works Building and requesting direction on a preferred process.

Attachments

None.

Date: April 3, 2023

To: City Council

From: Michael Grochala, Community Development Director

Re: Housing Maintenance Assistance Program

Background

In 2004 the City received \$225,000 from the Metropolitan Council Local Housing Incentives Account (LHIA) to assist with development of work force housing in the Legacy at Woods Edge development. The funding was provided to the developer in the form of a no-interest loan for construction of the Lakewood Apartment Building. Upon the sale of the building in 2022 the loan was repaid in full. Under the terms of the LHIA agreement, the City can return the money to Metropolitan Council, or use the grant funds on a "revolving" basis to implement projects that would help the City meet its affordable and life-cycle housing goals.

Affordability limits are established annually. The ownership affordability limit is based on a household income of 80% of the area median income. In 2022 the area median income (AMI) for a family of four was \$118,200. For owner-occupied housing, the income limit includes principal, interest, property taxes and home insurance.

2022 Home Ownership

Family Income	Affordable Home	
Level	Price	
80% AMI (\$89,400)	\$355,600	
60% AMI (\$70,380)	\$276,100	
50% AMI (\$58,650)	\$227,100	
30% AMI (\$35,200)	\$129,100	

The 2023 figures will not be available until May.

The City's Housing Plan (Chapter 4 of Comprehensive Plan) includes the following goals:

- Improve availability of affordable and life cycle housing
- Maintain existing housing stock to ensure a high-quality environment in all residential neighborhoods.

The plan includes Policy 3a to promote the improvement of the existing housing stock, and to encourage the rehabilitation or redevelopment of substandard housing.

As of 2022 approximately 34% (2,451 units) of the City's single family housing stock was considered affordable. 80% of this housing is 30 years old or greater and predominately single family detached.

To implement the provisions of the housing plan the Economic Development Advisory Council discussed establishing a housing maintenance program to assist low-moderate income households and encourage home improvement.

Existing Programs

Anoka County Home Rehabilitation Loan Program.

The Homeowner Rehabilitation Loan Programs provides deferred payment loan financing to income-eligible homeowners to address health and safety concerns in the home. It does not cover cosmetic updates or deferred maintenance. Anoka County offers two loan programs to Anoka County property owners. Loan program income limits are based on gross household annual income of all household members. Borrowers must not exceed the income limit per household size. Approved Homeowner Rehabilitation Loan Programs applicants will be placed on a first come, first served wait list.

Anoka County Well/Septic Loans

This is a loan program; the borrowed funds are paid back with interest via your property tax assessment. Program covers repair or replacement of septic systems and connection to city sewer. Loan amount up to \$100,000 with a maximum loan length of 10 years.

Proposed Lino Lakes Program

To avoid duplication of existing efforts the EDAC recommended a program, similar to Blaine's Front Door program that aims to enhance curb appeal of a home. The program would only be available to owners of homes with a 2022 assessed value (adjusted annually) of \$355,600 or less and that are at least 30 years old. This would target both affordable and aging housing stock in the City.

The EDAC proposed funding up to 85% of a project cost with a cap of \$10,000. The funding would be in the form of a low interest loan paid back as a special assessment with annual property taxes. The committee felt the loan, rather than grant, would allow more residents to participate and continue a funding stream to maintain the program.

Similar to Blaine's Front Door program, the EDAC recommended funding be used for items that enhance curb appeal. These may include roofing, siding, painting, gutters, windows, chimney repair, deck, porch, driveway, sidewalk, front door, and garage door replacement.

If the City Council is supportive of the program, staff would begin working on the specific program details to bring back for final consideration.

Requested Council Direction

Staff is requesting City Council direction to establish a Housing Maintenance Assistance Program.

Attachments

1. Blaine's Front Door Program overview

Blaine Front Door Program

Receive a grant of up to \$5,000 to improve the curb appeal of your home. Funds are limited.

Beautification projects-reimbursed at 25 percent of cost

- 1. Front door, storm door, and/or garage door
- 2. Sidelight windows by front door
- 3. Columns at front door
- 4. Covered front porch
- 5. Brick, stone, or shakes
- 6. Alter roofline on front side of house
- 7. Permanent landscaping
- 8. Window boxes and shutters
- 9. Screening of utility boxes and/or garbage cans
- 10. Maintenance free decorative fence (wrought iron, composite, other similar materials)

Basic projects-reimbursed at 15 percent of cost

- 1. Roof
- 2. Siding
- 3. Painting
- 4. Soffit or fascia
- 5. Trim
- 6. Gutters
- 7. Windows
- 8. Chimney repair, tuck pointing, repointing
- 9. Deck or porch front yard or side yard visible from front of house (repair or replace)

- 10.Retaining wall (repair or replace)
- 11.Driveway, sidewalk (repair or replace)

Date: April 3, 2023

To: City Council

From: Michael Grochala, Community Development Director

Re: Preparation of 2024-2028 Street Reconstruction Plan

Background

The City's Pavement Management Program consists of three (3) critical components to provide a cost effective strategy for maintaining the City's pavement infrastructure.

Preventative Maintenance

Preventative Maintenance is defined as a treatment to an existing road that helps preserve and protect the road while also slowing deterioration. Types of preventative maintenance include crack sealing, fog sealing, chip sealing or micro surfacing. These strategies are applied to roads in good condition. In some instances, they may be applied to roads in the poor category that are 10 plus years out for reconstruction. This process is included in our annual pavement management budget.

Preservation/Rehabilitation

Preservation/Rehabilitation includes strategies that provide a structural improvement to the roadway. It typically includes an overlay of bituminous on top of existing asphalt. A mill and overlay involve grinding all or a portion of the in-place asphalt surface and topping it with bituminous over the entire surface. Our annual Street Rehabilitation Project falls under this program and is funded from the annual pavement management budget. The City Council recently awarded this year's project for work on Blackduck Drive.

Street Reconstruction

Street Reconstruction is the final component of the program. This is reserved for streets with poor condition ratings that have typically exceeded their useful life. Reconstruction includes removing and replacing the existing pavement and subgrade. These projects also typically include improvement of roadway drainage as well. The 2021 4th Avenue and Karth/Joyer area and this year's Pheasant Run projects are examples of street reconstruction. These projects, due to their scope and expense, are bonded for with the costs typically spread over 15 years.

The City Council initiated a Street Reconstruction program in 2014 using Street Reconstruction Bonds as the primary funding source. Based on the plan, the City schedules reconstruction

projects every three years. The City undertook the first phase of street reconstruction in 2015 with the improvement of streets in the Shenandoah neighborhood.

The next round of improvements are tentatively scheduled for 2024. Staff is in the process of preparing the 2024 – 2028 5 Year Street Reconstruction plan for consideration by the Council. As noted previously, Street Reconstruction Bonds are the primary funding source for these improvements. Under State law, street reconstruction bonds can be issued without election provided the following requirements are met:

- a) The City must prepare a 5 year street reconstruction plan
- b) The City must hold a public hearing
- c) The City Council must approve the plan by unanimous vote.
- d) A 30-day period must elapse during which time a petition may be submitted requesting an election. The petition must be signed by voters equal to 5% of the votes cast in the last municipal general election.
- e) If no petition is received the city may issue bonds without election.

City Charter requirements are not applicable, provided no special assessments are proposed for the street reconstruction improvements under the street reconstruction project. However, as noted, the plan is subject to a reverse referendum.

At this time staff is proposing consideration of a reconstruction plan schedule that includes completing the following projects:

Phase	Streets	Estimated Cost
2024	81st St, Elbe St., Danube St. and Red Maple	4,550,000
	Lane. Diane Street, Evergreen Trail (thin mat overlays)	
2027	Lakeview (Elm to Glenview), Fairmont and Gladstone	4,500,000

This represents a slight change from the 2024 project included in the last plan. Due to increasing costs, Evergreen Trail and Diane Street are proposed for thin mat overlays instead of full reconstruction at this time.

The plan scope may be reduced to adjust for increasing expenditures. Staff will work with the City's financial consultant, Baker Tilly, and bond counsel, Kennedy & Graven, to review debt schedules and prepare the 5 Year Street Reconstruction for City Council consideration and public hearing.

Requested Council Direction

Staff is requesting direction to proceed with preparation of the 5 Year Street Reconstruction Plan.

Attachments

1. Draft - 5 year Street Reconstruction Plan Map

