



CITY COUNCIL AGENDA

• WORK SESSION •

Monday, February 5, 2024

6:00 PM.

Community Room

1. Del Webb Community-Pulte Group Presentation, Katie Larsen
2. Jansen Addition Preliminary Plat, Katie Larsen
3. City Council Code of Conduct and Rules of Decorum, Sarah Cotton
4. ERP Software, Hannah Lynch
5. Water Treatment Plant Capacity Analysis, Michael Grochala
6. Q4 and Year End Wrap Up 2023 Public Safety Update, John Swenson
7. Council Updates on Boards/Commissions, City Council
8. Tour Fire Apparatus, John Swenson
9. Adjourn

**CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 1**

STAFF ORIGINATOR: Katie Larsen, City Planner

WORK SESSION DATE: February 5, 2024

TOPIC: Pulte Group-Del Webb Active Adult Community Discussion

BACKGROUND

Paul Heuer and Dean Lotter from Pulte Group will be giving a presentation on their Del Webb Active Adult Communities. They would also like to invite the City Council to tour their Bellwether community in Corcoran, MN.

If the Council is interested in a tour, we can discuss logistics such as dates, times, and transportation. Open meeting laws are applicable to such a tour.

REQUESTED COUNCIL DIRECTION

Staff is requesting Council direction on the interest to tour the Corcoran Del Webb community.

ATTACHMENTS

None.

**CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 2**

STAFF ORIGINATOR: Katie Larsen, City Planner

DATE OF WORK SESSION: February 5, 2024

TOPIC: Jansen Addition Preliminary Plat

BACKGROUND

At the Work Session, staff will present the February 12, 2024 Council staff report.

The applicant, Boulder Contracting, submitted a land use application for preliminary plat for Jansen Addition. The applicant proposes to subdivide the existing parcel located at 523 Lois Lane into three (3) single family lots for the purpose of constructing two (2) new single family homes. The lot is 1.11 gross acres (48,510 sf).

REQUESTED COUNCIL DIRECTION

None. Discussion only.

ATTACHMENTS

1. February 12, 2024 Council Staff Report

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

STAFF ORIGINATOR: Katie Larsen, City Planner

MEETING DATE: February 12, 2024

TOPIC: Consider Resolution No. 24-11 Approving Jansen Addition Preliminary Plat

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting City Council consideration of Resolution No. 24-11 approving Jansen Addition preliminary plat.

Review Deadline:

Complete Application Date:	December 26, 2023
60-Day Review Deadline:	February 24, 2024
120-Day Review Deadline:	April 24, 2024
Environmental Board Meeting:	December 27, 2023
Park Board Meeting:	N/A
Planning & Zoning Board Meeting:	January 10, 2024
City Council Work Session:	February 5, 2024
City Council Meeting:	February 12, 2024

BACKGROUND

The applicant, Boulder Contracting, submitted a land use application for preliminary plat for Jansen Addition. The applicant proposes to subdivide the existing parcel located at 523 Lois Lane into three (3) single family lots for the purpose of constructing two (2) new single family homes. The lot is 1.11 gross acres (48,510 sf).

The Land Use Application is:

- Preliminary Plat

- 3 lots

This staff report is based on the following information:

- Certificate of Survey and Resource Inventory Map prepared by EG Rud & Sons, Inc. dated December 7, 2023
- Landscape Plan prepared by Plowe Engineering dated December 7, 2023
- Preliminary Plat prepared by EG Rud & Sons, Inc. dated December 7, 2023
- Tree Inventory/Removals prepared by EG Rud & Sons, Inc. dated December 7, 2023
- Civil Plan Set prepared by Plowe Engineering dated December 7, 2023
- Soil Boring Data prepared by ITCO Allied Engineering Company dated December 18, 2023
- Site Drainage Narrative and Calculations prepared by Plowe Engineering, Inc. dated December 7, 2023

Existing Site Conditions

The residential lot contains an existing house, attached garage, deck, fence, and detached shed. The house was built in 1982. The Certificate of Survey indicates Zimmerman Fine Sand and Soderville Fine Sand. Groundwater was encountered at approximately 7.5 to 9 feet.

Zoning

Current Zoning	R-1, Single Family Residential
Current Land Use	Rural Residential
2040 Comp Plan Land Use	Low Density Sewered Residential
Utility Staging Area	1A=2018-2025

Surrounding Zoning and Land Use

Direction	Zoning	Current Land Use	Future Land Use
North	R-1	Single Family Residential	Low Density Sewered Residential
South	R-1	Rural Residential	Low Density Sewered Residential
East	R-1	Single Family Residential	Low Density Sewered Residential
West	R-1	Rural Residential	Low Density Sewered Residential

ANALYSIS

Density and Land Area Calculations

The following chart implements Met Council's formula for calculating net density.

Gross Area (acres)	1.11
Wetlands & Water Bodies	0.00
Public Parks & Open Space	0.00
Arterial ROW	0.00
Other (Utility Transmission Easement)	0.00
Other (Wetland Buffer Area)	0.00
Net Area (acres)	1.11
# of Units	3
Gross Density (units/acre)	2.70
Net Density (units/acre)	2.70

The parcel is guided low density residential development and allows for 1.6 to 3.0 units per net acre. The proposed net density of 2.70 units per acre is consistent with the Comprehensive Plan.

Zoning Requirements

The parcel is zoned R-1, Single Family Residential. Lot 2 will contain the existing single family house. Lots 1 and 3 are being created for the purpose of constructing two (2) single family homes.

	R-1 Requirements	Lot 1 (Proposed House)	Lot 2 (Existing House)	Lot 3 (Proposed House)
Min. Lot Size	10,800 sf	10,867 sf	19,425 sf	12,075 sf ^a
Min. Lot Width				
--Corner Lot	100 ft	NA	NA	NA
--Interior Lot	80 ft	80.5 ft	84.5 ft	80.0 ft
Min. Lot Depth	135 ft	135.0 ft	135.0 ft	154 ft
Building Setback (ft)				
-From Streets Lois Lane and Arlo Lane (Both Minor Collector)	30 ft	40.0 ft	40.0 ft	40.0 ft
-Rear Yard				
--Principal	30 ft	30.0 ft	70 ft	30.0 ft
-Accessory	5 ft	Future	50 ft (deck)	Future
-Side Yard				
--Principal	10 ft	10 ft	11.6 ft	10.0 ft
--Accessory	5 ft	10 ft	10.6 ft	10.0 ft
Impervious Surface	65%	TBD w/ building permit	21.3%	TBD w/ building permit

^a Lot Size = Gross Area – Oversized Easements = Net Area
(23,835 sf – 11,760sf = 12,075 sf)

The proposed lots meet zoning requirements.

Building Requirements

At the time of building permit, the single family houses proposed on Lots 1 and 3 will be reviewed for compliance regarding impervious surface, building footprint area, garage size, and design and construction standards.

Subdivision Ordinance

The legal description of the parcel is Lot 2, Block 1, Mar Don Acres and was platted in 1978. Similar residential subdivisions of Mar Don Acres lots have been approved in previous years (Cavegn Estates-2006, Hailey Manor-2007, Isabell Estates-2014 and Golden Acre-2017).

Conformity with the Comprehensive Plan and Zoning Code

The preliminary plat is consistent with the comprehensive plan for low density residential development and zoning code requirements for R-1, Single Family Residential as discussed above.

Blocks and Lots

The preliminary plat contains Lots 1-3, Block 1, Jansen Addition. As noted above, Lot 2 contains the existing house and Lots 1 and 3 propose new single family homes.

Streets and Alleys

Lots 1 and 2 are served by Lois Lane which is a minor collector road. The existing road right-of-way width is 60 ft which is consistent with previously approved plats in the area. No additional road right-of-way is needed.

Lot 3 is served by Arlo Lane which is a minor collector road. The existing road right-of-way width is 60 ft which is consistent with previously approved plats in the area. No additional road right-of-way is needed.

Staff evaluated the need to extend the 30ft wide road right-of-way along the entire north lot line to potentially serve 511 Lois Lane and determined it wasn't feasible. An additional 30ft of road right-of-way would be needed from 7901 Henry Lane and a public street and utilities would need to be constructed to serve the potential one (1) or two (2) additional lots that could be created at 511 Lois Lane.

Easements

The Mar Don Acres final plat has existing drainage and utility easements dedicated per the plat. These easements will remain in place.

Standard drainage and utility easements at least ten (10) feet wide have been provided along all other lot lines. An oversized drainage and utility easement exists on Lot 3 in the rear yard over the stormwater management facility.

Storm Water Management and Erosion and Sediment Control

Per the December 18, 2023 RCWD CAPROC, the project includes subdivision of an area exceeding one acre, thus triggering Rule C. The single-family residential subdivision does not create a new public road nor a private road serving three or more lots; therefore, Rules C.6 and C.7 do not apply per Rule C.12(d). An infiltration basin is proposed to meet City requirements. The applicant submitted a stormwater drainage report with the application. The proposed BMP

and associated stormwater modeling is not required by the District due to the Rule C.12(d) exception and has not been reviewed as part of this application.

Utilities

Sanitary Sewer

A 2" pressurized sanitary sewer main exists along this section of Lois Lane and laterals are stubbed to the lot line on both Lots 1 and 2. The existing house is on private septic system and shall connect to municipal sanitary sewer. The private septic system shall be removed. The new house proposed on Lot 1 will also be connected to municipal sanitary sewer.

An 8" sanitary sewer main exists along Arlo Lane and two (2) sets of laterals are stubbed to the lot line on Lot 3. The new house will be connected to municipal sanitary sewer. The other lateral shall be removed.

Watermain

An 8" watermain exists along Lois Lane and laterals are stubbed to the lot line on both Lots 1 and 2. The existing house is currently on a private well and shall connect to the municipal watermain. The private well shall be disconnected from the house. It may be used for irrigation or it shall be abandoned. The new house proposed on Lot 1 will also be connected to the municipal watermain.

An 8" watermain exists along Arlo Lane and two (2) sets of laterals are stubbed to the lot line on Lot 3. The new house will be connected to the municipal watermain. The other lateral shall be removed.

Public Land Dedication

The proposed subdivision is within the Highland Meadow Park neighborhood service area. The development is not within the greenway system. Arlo Lane is identified as a future trail corridor that is proposed to extend from Highland Meadows Park to Woodduck Trail and eventually to 4th Avenue.

The City will require cash in lieu of land dedication for the two (2) new lots. Lot 2 with the existing house will not be charged a park dedication fee.

Park Dedication Fees	
Total # of Lots =	2
x 2024 Park Dedication Fee	\$3,300
= Total Due	\$6,600

Landscape Plan

Per the December 27, 2023 Environmental Board staff report:

Boulevard Trees

Boulevard trees are required for all new residential subdivisions at a rate of one tree per lot frontage.

The existing house has trees in the right-of-way area and will not require an additional boulevard tree.

Boulevard trees are shown on the landscape plan for lots 1 and 3. The tree on Lot 1 must be moved into the right-of-way area.

Boulevard tree requirements are not currently met.

Tree Preservation and Mitigation Standards

The purpose of these standards is to protect valuable trees and stands of vegetation while not interfering with landowners' reasonable use and development of property. The goal is to minimize unnecessary loss of habitat, biodiversity, and forest resources and to replace removed trees in areas where tree cover is most critical.

A tree survey was performed that identified:

Total Trees	49
Total Trees Removed	24
Total Trees Preserved	25
Mitigation Trees Required	3

Of the 49 total trees in the inventory, 24 trees will be removed, 25 will be preserved.

The 25 trees planned for preservation must have Tree Protection Zones installed in accordance with the City Tree Protection Fence Detail.

23 of the tree removals are in the Basic Use Area (BUA). 8 of these are in Environmentally Sensitive Area (ESA) and will require mitigation at a rate of one tree planted for four removed. 15 of the 23 trees in the BUA are in non-ESA and will not require mitigation.

One tree planned for removal is in non-BUA and non-ESA. This tree will require mitigation at a one to one ratio.

Overall, for the 24 removals, 3 mitigation trees will be required. These trees must be added to the Landscape Plan.

Tree Preservation and Mitigation Standards have not been met.

Open Areas Landscape Standards

Open areas standards do not apply to single family residential lots.

Buffer and Screen Standards

The purpose of this requirement is to separate and buffer different land use types, screen roads and parking, and screen utility and loading areas. The project property and surrounding properties are zoned R1, so buffer and screen standards do not apply.

Canopy Cover

Canopy cover standards do not apply to single family residential development.

Foundation Landscaping

Foundation landscaping standards do not apply to single family residential development.

Sod and Ground Cover Standards

All areas not otherwise improved in accordance with the approved site plans shall have a minimum depth of 4 inches of topsoil and be sodded including boulevard areas. Seed may be provided in lieu of sod in certain cases, including when the area is adjacent to natural areas or wetlands.

Mn DOT seed mix (33-261) is noted in the details for the stormwater basin. The ground cover types must be added to the Landscape Plan.

Environmental Assessment Worksheet (EAW)

An Environmental Assessment Worksheet is not mandated. The three (3) unattached residential units are under the 250 unattached unit threshold required for a mandatory EAW.

Wetlands

There are no wetlands on site.

FEMA Floodplain

There is no FEMA floodplain on site.

Shoreland Management Overlay

The parcel is not located within a Shoreland Management Overlay district.

Impervious Surface Coverage

The maximum allowed impervious surface coverage per lot is 65%. Lot 2 (existing house) is at 21.3% and compliant. The impervious coverage for Lot 1 and 3 will be evaluated with those individual building permits and surveys.

Traffic Study

A traffic study was not required for one (1) new single family lot on Lois Lane and one (1) single family lot on Arlo Lane. Both streets are minor collectors and have capacity for one (1) additional single family home on each street.

Additional City and Government Agency Review Comments

Public Safety Comments

Lino Lakes Public Safety Department-Police Division and Fire Division reviewed the preliminary plat and had no comments.

Environmental Board

The Environmental Board reviewed the development proposal at their December 27, 2023 meeting and noted some minor revisions are needed. These are summarized in the attached December 28, 2023 Environmental Coordinator memo.

Planning & Zoning Board

The Planning & Zoning Board held a public hearing on January 10, 2024. There were no public comments. The Board recommended approval with a 7-0 vote with conditions as listed in the resolution.

Agreements

Stormwater Maintenance Agreement

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

Development Agreement and Final Plat

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

Comprehensive Plan

Jansen Addition is consistent with the goals and policies of the comprehensive plan in regards to land use, housing, economic development, transportation, local water management plan, sanitary sewer, water supply and parks, greenway and trails.

Land Use Plan

Per the 2040 Comprehensive Plan, the parcel is guided low density residential development and allows for 1.6 to 3.0 units per net acre. The proposed three (3) single family and net density of 2.70 units per acre is consistent with the Comprehensive Plan.

The site is located in Planning District 2 and is guided for low density residential development. There are no specific planning recommendations for this site.

Housing Plan

A goal of the housing plan is to maintain existing housing stock to insure a high-quality environment in all residential neighborhoods. It is a policy to encourage in-fill housing where appropriate.

Jansen Addition meets the goals of the housing plan by supporting in-fill housing.

Economic Development

The three (3) lot single family residential development does not negatively impact the City's economic development plan.

Transportation Plan

A goal of the transportation plan is to ensure that streets are as safe as possible. Lois Lane and Arlo Lane are minor collector roads and they both have the capacity to accommodate one (1) new single family home.

Local Water Management Plan

The purpose of the water management program protect, preserve, and use natural surface and groundwater storage and retention systems and prevent erosion of soil into surface water systems.

Jansen Addition protects the natural surface and groundwater storage with the construction of a stormwater management infiltration basin. Erosion and sediment control practices will also be implemented.

Sanitary Sewer Plan

The goal of the sanitary sewer plan is to maintain the city's residents and businesses with an affordable and safe sanitary sewer system.

The existing house and two (2) new houses will be municipally served by 2" pressurized system and 8" sanitary sewer main. The existing sanitary sewer system has capacity for three (3) single family houses.

Water Supply Plan

A goal of the water supply plan is to provide residents and businesses with affordable potable water that is safe and of high quality for daily consumption and fire demand.

The existing house and two (2) new houses will be municipally served by 8" watermain. The existing water supply system has capacity for three (3) single family houses.

Parks, Greenways and Trails

A goal and policy of the parks, greenways and trails plan is to continue to development and fund recreational activities in the City. The City will require cash in lieu of land dedication for the two (2) new lots.

Findings of Fact

Resolution No. 24-11 details the findings of fact for the Jansen Addition preliminary plat.

RECOMMENDATION

Staff and Boards recommend approval of the Jansen Addition preliminary plat.

ATTACHMENTS

1. City Engineer Memo dated January 4, 2024
2. Environmental Coordinator Memo dated December 28, 2023
3. Certificate of Survey, Preliminary Plat, Civil Plan Set and Landscape Plan prepared by EG Rud & Sons, Inc. and Plowe Engineering, Inc. dated December 7, 2023
4. Resolution No. 24-11



Memorandum

To: Katie Larsen, Lino Lakes City Planner

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

Date: January 4, 2024

Re: Jansen Addition
Preliminary Plat & Civil Plan Review
024233-000

As requested by City staff, WSB reviewed the Preliminary Plat and Civil Plans for the Jansen Addition in Lino Lakes, MN, prepared by Plowe Engineering and received December 7, 2023. Our comments were made on the following documents:

- Jansen Addition – Civil Plans prepared by Plowe Engineering, dated December 7, 2023.
- Jansen Addition – Site Drainage Narrative and Calculations prepared by Plowe Engineering, received December 7, 2023.
- Jansen Addition – Certificate of Survey prepared by EG Rud & Sons, dated December 7, 2023.
- Jansen Addition – Preliminary Plat prepared by EG Rud & Sons, dated December 7, 2023.

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.

Engineering

- **Grading**

The Jansen Addition grading consists of grading the original single-family lot to create three (3) single-family lots and an infiltration basin. The infiltration basin treats the rear drainage from the three lots while the remaining drainage flows to Lois Lane to the south.

Comments:

1. Call out the proposed high point on the east side of Lot 1
 - Adjust proposed contours to maintain minimum 2% slope where possible
2. There is an existing low area at the southeast front corner of Lot 1
 - Consider coordinating with the adjacent existing property owner to fill in the low area and prevent it from backing up to the east.
 - Adjust grading along the eastern side lot line of Lot 1 to allow for drainage to reach the street.

3. Shift the northern limit and overflow weir of the infiltration basin to the south 10' to allow for overflow drainage to be established on this property prior to discharging to the north

- **Stormwater Management**

Stormwater management for the site consists of a proposed infiltration basin. However, based on site layout, stormwater management is not required under City ordinance. Comments on the proposed stormwater design are offered below.

Pre- and Post- Development Discharge Rates (cfs)				
Condition	2-Year	10-Year	100-Year	10-Day Snowmelt
Existing	0.61	2.01	6.17	Not required
Proposed	0.51	1.00	4.46	Not required

Comments:

1. To be conservative in HWL modeling, exfiltration cannot be modeled as an outflow. Please remove exfiltration on node P1 of the proposed conditions HydroCAD model and update the 100-yr HWL accordingly.
2. Permanent turf reinforcement matting such as Armormax is not allowed as a form of stabilization for BMP overflows. Riprap can be extended to cover the overflow weir.
3. While noted in the infiltration basin detail, please show silt fence around the basin on the erosion control plan sheets to ensure proper sediment control is provided.

- **Water Supply**

The proposed water will be supplied by three existing 1-inch Type K copper services extended to the lots.

Comments:

1. An additional water and sanitary sewer service stubbed from Arlo Lane will need to be removed back to the main. Restoration to include;
 - Roadway section shall be 3.5" bit over 8" class 5
 - Curb and gutter - see City standard details.
2. Show connecting the existing house (Lot 2) to the provided sanitary sewer and water service stubs with construction
 - Water service stub is 1" copper (Type K)
3. Abandon/seal the existing well for Lot 1 per MDH requirements with construction
 - Note the existing well may be left in place for non-potable irrigation use if MDH setbacks can be met from the proposed utility services (currently they do not appear to meet setback requirements).

- **Sanitary Sewer**

The proposed sanitary sewer will be supplied by an existing 4-inch diameter Schedule 40 PVC gravity service pipe (Lot 3) and two 1¼" diameter Schedule 40 PVC low pressure service pipes (Lots 1 & 2) extended to the lots from Arlo Lane and Lois Lane. Lots 1 & 2 will require E-One or approved equal grinder pump stations to connect to the City system.

Comments:

1. Show septic system for existing house (Lot 2)
 - Remove existing septic system per Anoka County requirements with construction
2. Show connecting the existing house (Lot 2) to the provided sanitary sewer and water service stubs with construction
 - Sanitary sewer service stub is 1 1/4" PVC SCH 40
 - Show installation of E-One or equivalent grinder pump station
3. Show existing sanitary sewer stubs to Lots 1 & 2 as 1¼" diameter Schedule 40 PVC
4. Provide a casting for the cleanout (if necessary) in the driveway

- **Transportation**

There is minimal impact to traffic or roads as this development simply splits the existing single-family lot into three smaller single family lots which will not generate significantly more traffic.

- **Trails and sidewalks**

There are no existing trails or sidewalks adjacent to the proposed development with none being proposed

- **Wetlands and Mitigation Plan**

There are no wetlands identified on the site

- **Landscaping**

The Jansen Addition Site Landscape Plan has been reviewed by staff and the City's Environmental Coordinator. The Environmental Coordinator will provide separate comments.

- **Floodplain**

The Jansen Addition does not impact floodplain.

- **Drainage and Utility Easements**

The current drainage and utility easements are being maintained from the original single-family lot (10' front and 30' back; 5' sides). Additional easements have been added around the perimeter of the smaller lots and the infiltration basin (minimum 10' front and back; 5' sides).

- **Development Agreement**

A development agreement will be required with the final plat.

- **Grading Agreement**

No grading agreement is required for this site.

- **Stormwater Maintenance Agreement**

No stormwater maintenance agreement is required for this site.

- **Permits Required**

1. City of Lino Lakes Zoning Permit for Construction
2. NPDES General Construction 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 dhankee@linolakes.us.



Environmental Memo

To: Katie Larsen
 From: Andy Nelson
 Date: 12/28/23
 Re: Environmental Comments/12-27-23/Jansen Addition Preliminary Plat

Environmental Board had the following comments at the 12/27/23 EB meeting:

1. Tree Protection Zones (TPZs) for the 25 trees scheduled for preservation must be shown to scale on the Grading, Drainage, and Erosion Control Plan (Sheet C1.1 and C1.2), and the Landscape Plan (Sheet L1). The TPZs must be in place prior to issuance of grading permit and will be reviewed by staff concurrently with inspection of sediment and erosion control measures.
2. Replace note on Grading, Drainage, and Erosion Control Plan about installing “Perimeter Control Devices” for tree protection with “Tree Protection Fence installed in accordance with City Tree Protection Fence Detail”.
3. The Landscape Plan (Sheet L1) note #3 mentions protecting trees to the dripline. This statement must mention protecting trees in accordance with City Tree Protection Fence Detail provided on Sheet C3.2.
4. The tree planting detail shall include comments about exposing root flare so it is visibly at grade to ensure trees are installed at proper depth, and that mulch is pulled back 3 inches from the trunk (mulch is not left touching the trunk).
5. 3 mitigation trees are required. These trees must be added to the Landscape Plan (Sheet L1).
6. The boulevard tree shown for Lot 1 must be moved south into the right-of-way.

7. Ground cover types must be added to the Landscape Plan (Sheet L1). This includes cover type for all exposed soil areas (ex: sod for the lots, specify Mn DOT seed mix for stormwater basin).

CERTIFICATE OF SURVEY WITH RESOURCE INVENTORY MAP

~for~ BOULDER CONTRACTING
~of~ JANSEN ADDITION

PROPERTY DESCRIPTION

Lot 2, Block 1, MAR DON ACRES, Anoka County, Minnesota.

AREA

TOTAL SITE AREA: 48,510 S.F. (1.114 ACRES)

CITY OF LINO LAKES 2040 COMPREHENSIVE PLAN

2017 EXISTING LAND USE:
RURAL RESIDENTIAL

2040 FUTURE LAND USE:
LOW DENSITY RESIDENTIAL

ZONING AND SETBACKS

CURRENT ZONING IS R-1 - SINGLE FAMILY RESIDENTIAL

BUILDING SETBACKS:
COLLECTOR STREET: 40 FEET
SIDE YARD: 10 FEET
REAR YARD: 30 FEET

MINIMUM LOT SIZE: 10,800 S.F.
MINIMUM LOT DEPTH: 135 FEET
MINIMUM LOT WIDTH: 80 FEET

MUSA

PROPERTY IS IN THE MUSA DISTRICT.

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 11/20/23
- Fee ownership is vested in LOUISE KAY FORTUNA TRUSTEE
- Parcel ID Number: 08-31-22-24-0002
- Address of the surveyed premises: 523 Lois Lane, Lino Lakes, MN 55014
- Bearings shown are on Anoka County's coordinate system.
- Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain.), according to Flood Insurance Rate Map No. 27003C0355E Community No. 270015C Panel No. 0355 Suffix E by the Federal Emergency Management Agency, effective date December 16, 2015.
- Location of utilities existing on or serving the surveyed property determined by:
 - Observed evidence .
 - Markings requested by E.G. Rud & Sons Inc. per Gopher State One Call Ticket No. 233102896.
 - Record drawings provided by the City of Lino Lakes' engineering department.
 - Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title.
- Contours within the site were field shot. Contours shown offsite are from MNGEO LIDAR Topography.

FACILITY OPERATORS NOTIFIED

(PER GOPHER STATE ONE TICKET NO. 233102896)

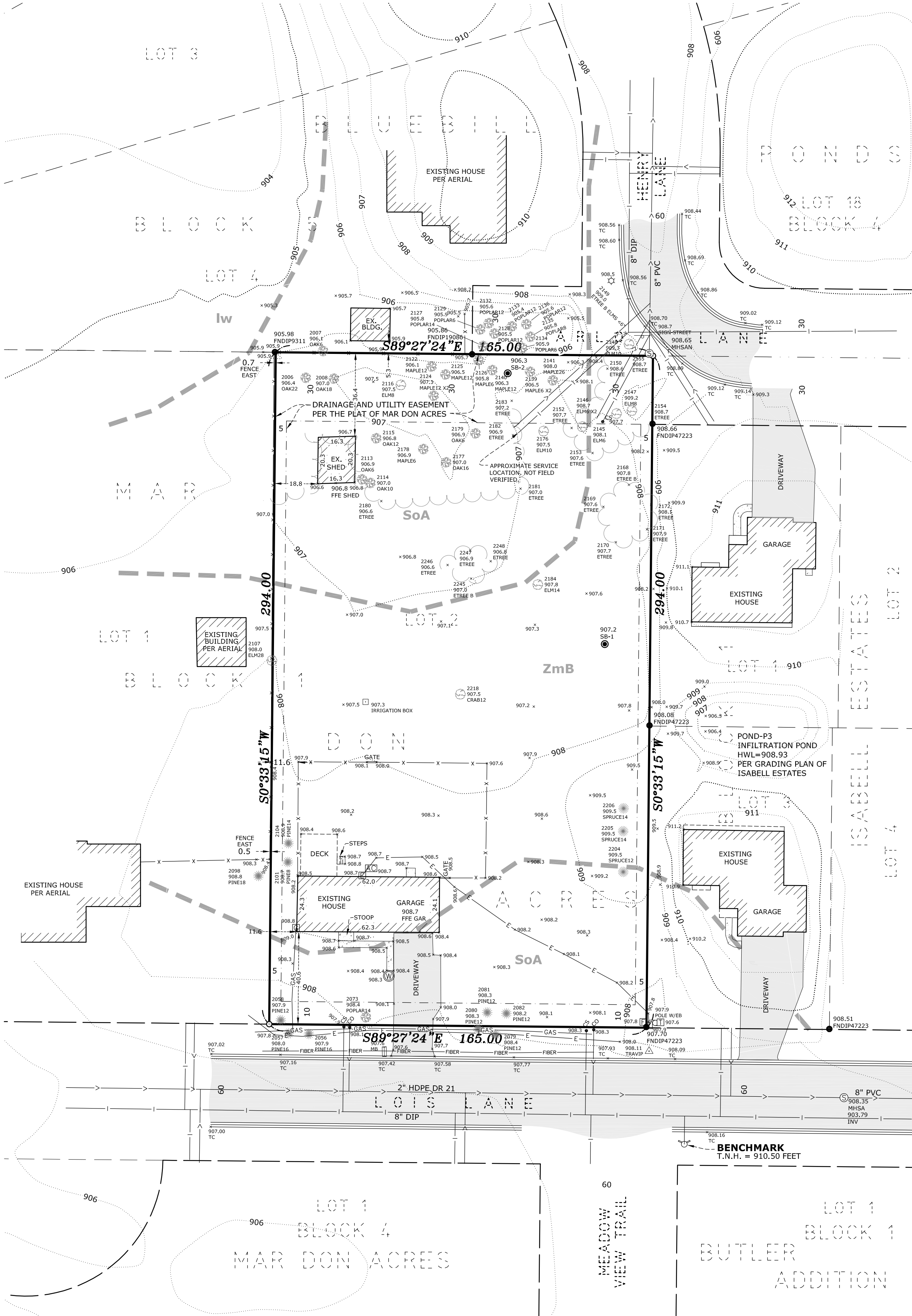
CODE	COMPANY NAME	MARKING CONCERNS	DAMAGE	CUSTOMER SERVICE
CCMN01	COMCAST	(800)778-9140	(651)493-5143	
CLNOLK01	CITY OF LINO LAKES	(801)982-2400	(651)248-9103	(651)982-2452
CTLMLN01	CENTURYLINK - CTLQL	(800)778-9140	(763)323-4215	(877)366-8344
ELNOKA01	CONNEXUS ENERGY	(763)323-4215	(763)323-2600	(763)323-2600
EMNGAS03	CENTEX POINT ENERGY	(800)778-9140	(612)321-5200	(612)321-4421
XCELO3	XCEL ENERGY	(651)229-2427	(888)968-9235	(800)895-4999

DRAWN BY: JEN		JOB NO: 231100PP	DATE: 12/07/23
CHECK BY: JER		FIELD CREW: RW-MR	
1			
2			
3			
NO.	DATE	DESCRIPTION	BY

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

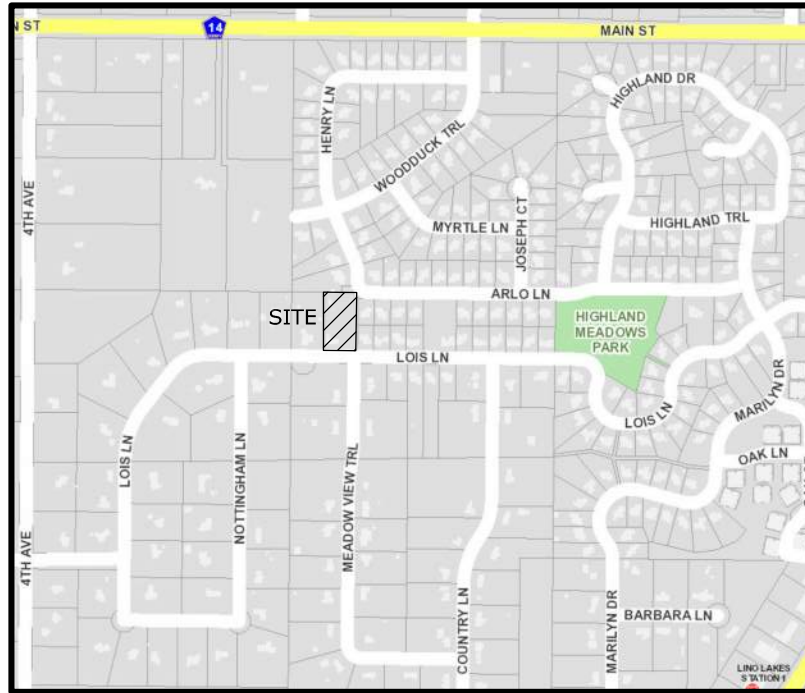
JASON E. RUD

Date: 12-07-23 License No. 41578



VICINITY MAP

PART OF SEC. 8, TWP. 31, RNG. 22



ANOKA COUNTY, MINNESOTA
(NO SCALE)

LEGEND

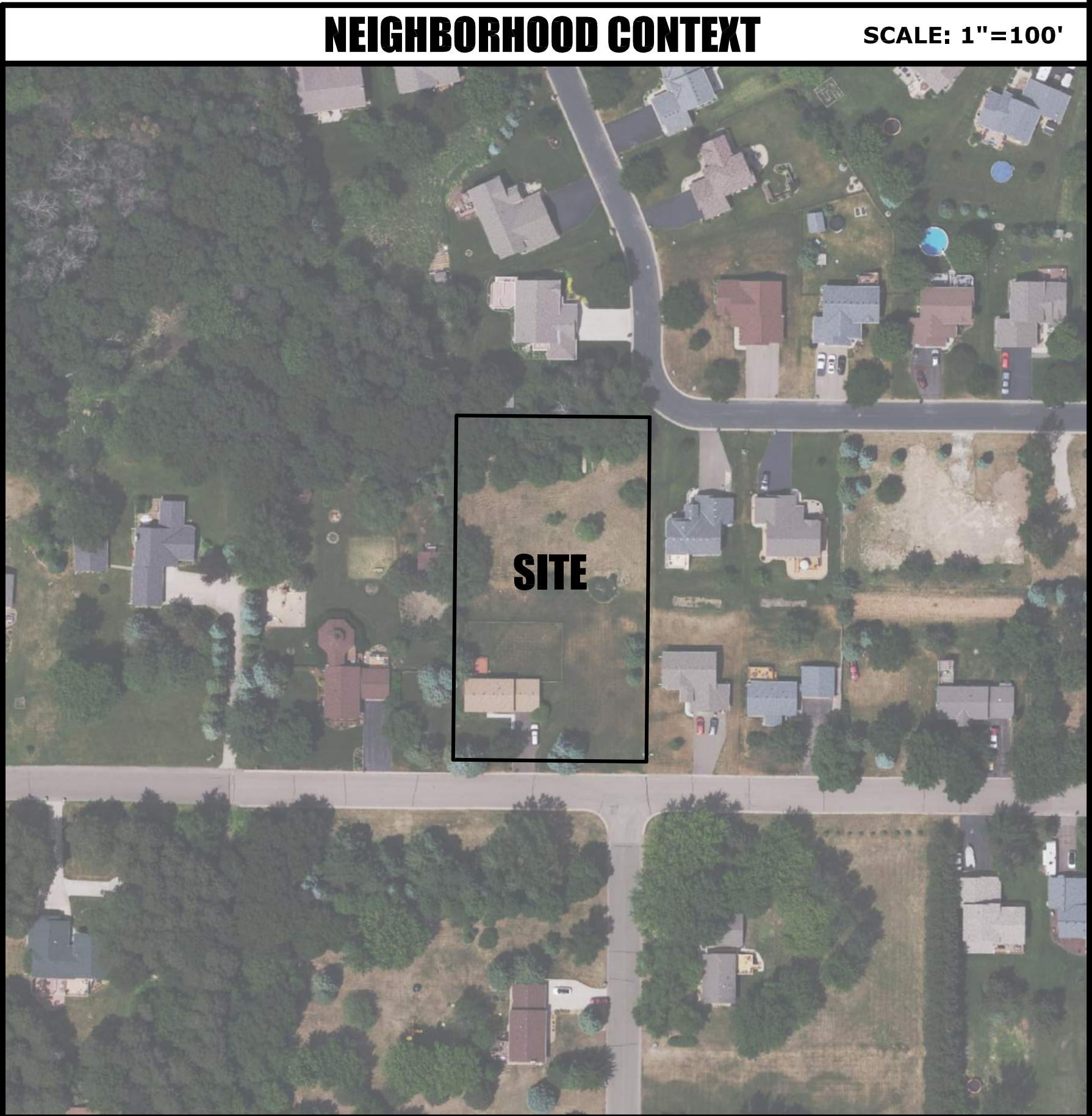
- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT TO BE SET, MARKED RLS # 41578
- ✕ DENOTES AIR CONDITIONING UNIT
- ✕ DENOTES CABLE PEDESTAL
- ✕ DENOTES CLEAN OUT
- ✕ DENOTES CURB STOP
- ✕ DENOTES ELECTRICAL BOX
- ✕ DENOTES EXISTING SPOT ELEVATION
- ✕ DENOTES FIBER OPTIC BOX
- ✕ DENOTES GAS METER
- ✕ DENOTES HYDRANT
- ✕ DENOTES LIGHT POLE
- ✕ DENOTES MAILBOX
- ✕ DENOTES POWER POLE
- ✕ DENOTES SIGN
- DENOTES SOIL BORING. (BY OTHERS)
- DENOTES TELEPHONE PEDESTAL
- DENOTES WELL
- DENOTES FENCE
- DENOTES EXISTING CONTOURS
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING WATER MAIN
- DENOTES UNDERGROUND ELECTRIC LINE
- DENOTES UNDERGROUND GAS LINE
- DENOTES UNDERGROUND FIBER OPTIC LINE
- DENOTES BUILDING SETBACK LINE
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE
- DENOTES TREE LINE

TREE DETAIL

- DENOTES POINT NUMBER
- DENOTES ELEVATION
- DENOTES TREE QUANTITY
- DENOTES TREE SIZE IN INCHES
- DENOTES TREE TYPE

NEIGHBORHOOD CONTEXT

SCALE: 1"=100'



E.G. RUD & SONS, INC.
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

www.egrud.com

TREE INVENTORY WITH REMOVALS

~for~ BOULDER CONTRACTING
~of~ JANSEN ADDITION

TREE INVENTORY

POINT NUMBER	TREE TYPE & TRUNK #	SIZE	TREE TO BE REMOVED
2006	OAK	22	X
2007	OAK	6	
2008	OAK	18	X
2056	PINE (R/W)	16	
2057	PINE (R/W)	16	
2058	PINE	12	
2073	POPLAR	14	
2079	PINE (R/W)	12	X
2080	PINE (R/W)	12	X
2081	PINE	12	X
2082	PINE	12	X
2098	PINE OFF SITE	18	
2101	PINE	8	
2104	PINE	14	
2107	ELM	28	
2113	OAK	6	X
2114	OAK	10	X
2115	OAK	12	X
2116	ELM	8	
2122	MAPLE	12	
2124	MAPLE-2	12	
2125	MAPLE	12	
2126	MAPLE	6	
2127	POPLAR (R/W)	14	
2128	POPLAR (R/W)	12	
2129	POPLAR (R/W)	6	
2132	POPLAR (R/W)	12	
2133	POPLAR (R/W)	12	
2134	POPLAR (R/W)	8	X
2135	POPLAR (R/W)	8	X
2136	POPLAR	12	X
2139	MAPLE-2	6	X
2140	MAPLE	12	
2141	MAPLE	26	X
2145	ELM	6	X
2146	ELM-2	6	
2147	ELM	8	
2148	ELM	10	X
2176	ELM	10	X
2177	OAK	16	X
2178	MAPLE	6	
2179	OAK	6	
2184	ELM	14	X
2204	SPRUCE	12	X
2205	SPRUCE	14	X
2206	SPRUCE	14	X
2218	CRAB APPLE	12	X

TOTAL CALIPERS = 566"
TOTAL CALIPERS REMOVED = 290"

(RW) - DENOTES TREES THAT FALL WITHIN THE EXISTING RIGHT OF WAY ADJACENT TO THE SURVEYED PARCEL.

PROPERTY DESCRIPTION

Lot 2, Block 1, MAR DON ACRES, Anoka County, Minnesota.

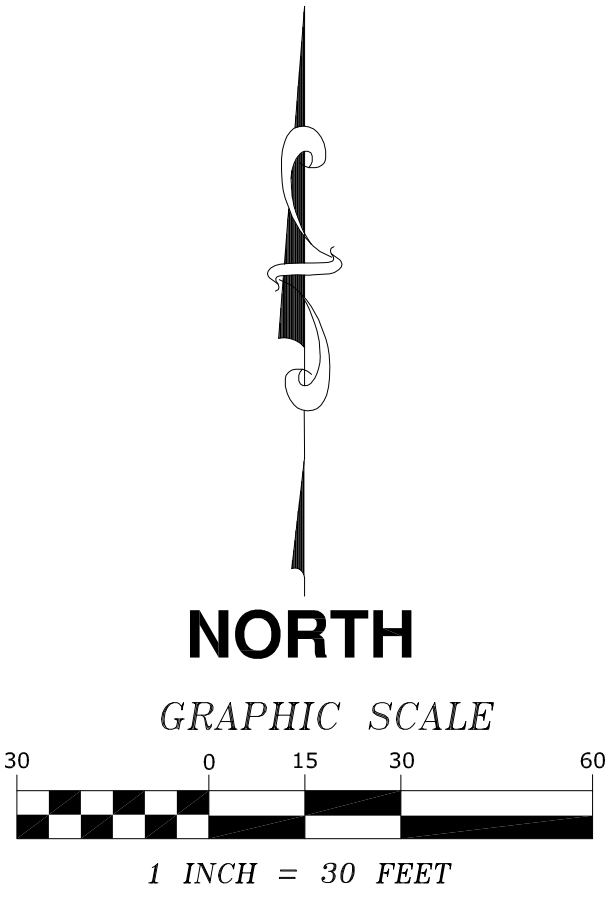
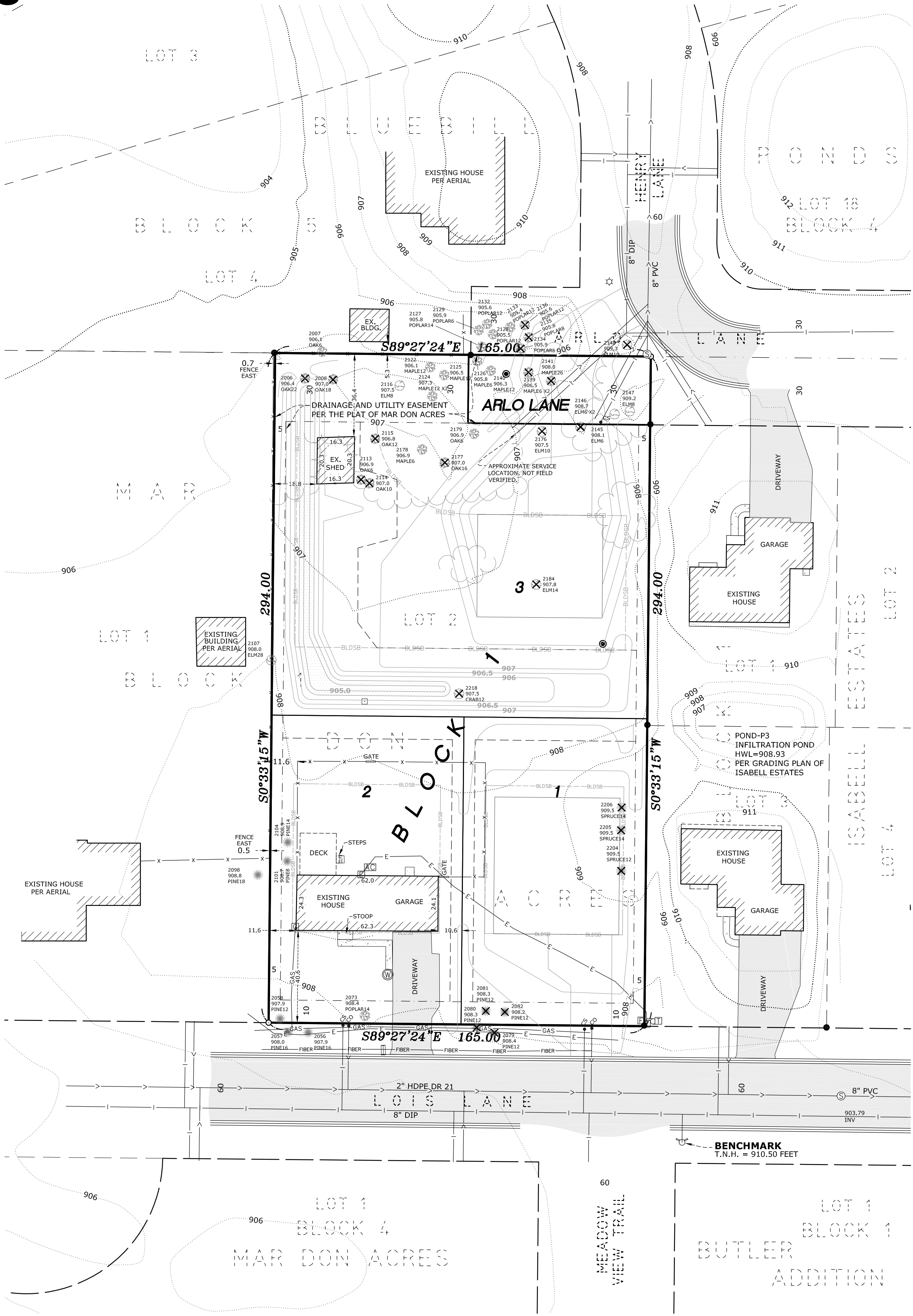
NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 11/20/23
- Fee ownership is vested in LOUISE KAY FORTUNA TRUSTEE
- Parcel ID Number: 08-31-22-24-0002
- Address of the surveyed premises: 523 Lois Lane, Lino Lakes, MN 55014
- Bearings shown are on Anoka County's coordinate system.
- Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain.), according to Flood Insurance Rate Map No. 27003C0355E Community No. 270015C Panel No. 0355 Suffix E by the Federal Emergency Management Agency, effective date December 16, 2015.
- Location of utilities existing on or serving the surveyed property determined by:
 - Observed evidence.
 - Markings requested by E.G. Rud & Sons Inc. per Gopher State One Call Ticket No. 233102896.
 - Record drawings provided by the City of Lino Lakes' engineering department.
 - Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title
- Contours within the site were field shot. Contours shown offsite are from MNGEO LIDAR Topography.



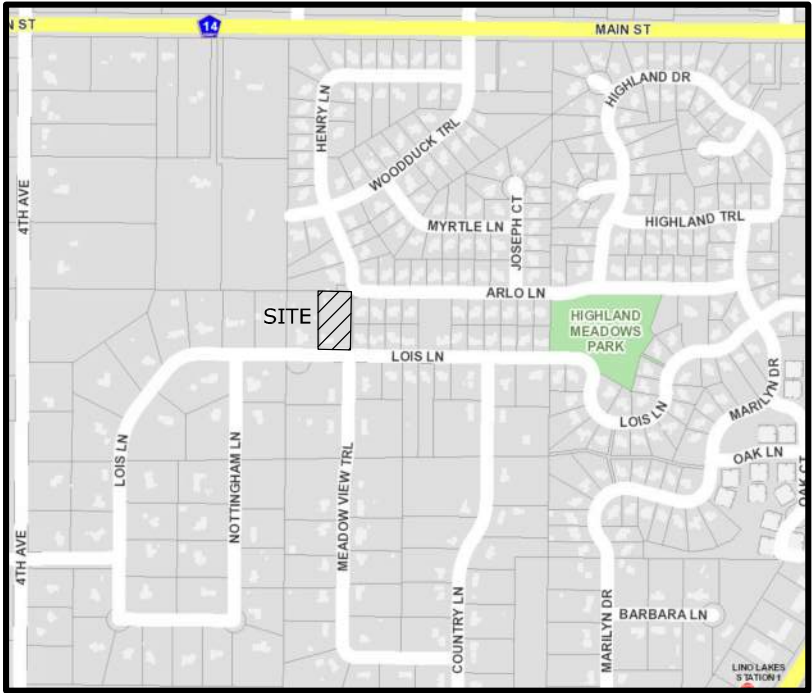
E. G. RUD & SONS, INC.
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

www.egrud.com



VICINITY MAP

PART OF SEC. 8, TWP. 31, RNG. 22



ANOKA COUNTY, MINNESOTA
(NO SCALE)

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT TO BE SET, MARKED RLS# 41578
- DENOTES AIR CONDITIONING UNIT
- DENOTES CABLE PEDESTAL
- DENOTES CLEAN OUT
- DENOTES CURB STOP
- DENOTES ELECTRICAL BOX
- X 952.36 DENOTES EXISTING SPOT ELEVATION
- DENOTES FIBER OPTIC BOX
- DENOTES GAS METER
- DENOTES HYDRANT
- ★ DENOTES LIGHT POLE
- DENOTES MAILBOX
- DENOTES POWER POLE
- DENOTES SANITARY SEWER MANHOLE
- DENOTES SIGN
- DENOTES SOIL BORING. (BY OTHERS)
- DENOTES TELEPHONE PEDESTAL
- DENOTES WELL
- DENOTES FENCE
- DENOTES EXISTING CONTOURS
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING WATER MAIN
- E DENOTES UNDERGROUND ELECTRIC LINE
- GAS DENOTES UNDERGROUND GAS LINE
- FIBER DENOTES UNDERGROUND FIBER OPTIC LINE
- DENOTES BUILDING SETBACK LINE
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE

TREE DETAIL

- DENOTES POINT NUMBER
- DENOTES ELEVATION
- DENOTES TREE QUANTITY
- DENOTES TREE SIZE IN INCHES
- DENOTES TREE TYPE
- X DENOTES TREE TO BE REMOVED

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

JASON E. RUD

Date: 12-07-23 License No. 41578

DRAWN BY: JEN	JOB NO: 231100PP	DATE: 12/07/23
CHECK BY: JER	FIELD CREW: RW-MR	
1		
2		
3		
NO.	DATE	DESCRIPTION
		BY

LEGEND *


	EXISTING OVERHEAD ELECTRIC		PROPOSED WATER PIPE
	EXISTING UNDERGROUND TELEPHONE		PROPOSED SANITARY SEWER PIPE
	EXISTING UNDERGROUND CABLE		PROPOSED STORM SEWER PIPE
	EXISTING TELEPHONE PEDESTAL		PROPOSED DRAIN TILE AND CLEAN-OUT
	EXISTING ELECTRICAL PEDESTAL		PROPOSED ELECTRIC SERVICE *
	EXISTING CABLE PEDESTAL		PROPOSED GAS SERVICE *
	EXISTING UTILITY POLE		PROPOSED TELEPHONE SERVICE *
	EXISTING LIGHT POLE		PROPOSED STORM MANHOLE
	EXISTING STORM SEWER		PROPOSED CATCH BASIN
	EXISTING WATER MAIN		PROPOSED FLARED-END SECTION
	EXISTING SANITARY SEWER		PROPOSED GATE VALVE
	EXISTING FORCEMAIN		PROPOSED HYDRANT
	EXISTING STORM MANHOLE		PROPOSED SANITARY SEWER MANHOLE
	EXISTING CATCH BASIN		PROPOSED CONTOUR
	EXISTING FLARED-END SECTION		PROPOSED SPOT ELEVATION (GUTTERLINE, BITUMINOUS SURFACE, OR GROUND SURFACE UNLESS OTHERWISE INDICATED)
	EXISTING GATE VALVE		PROPOSED SILT FENCE
	EXISTING HYDRANT		PROPOSED DIRECTION OF DRAINAGE
	EXISTING WELL		PROPOSED BITUMINOUS
	EXISTING SANITARY SEWER MANHOLE		PROPOSED FILTRATION MEDIA
	EXISTING CONTOUR		PROPOSED INLET PROTECTION
	EXISTING SPOT ELEVATION		PROPOSED HEAVY-DUTY PAVEMENT
	EXISTING SPOT ELEVATION (MATCH INTO ELEVATION)		PROPOSED ENKAMAT
	EXISTING BITUMINOUS		PROPOSED RETAINING WALL
	EXISTING TREES		BITUMINOUS PAVEMENT REMOVAL
	EXISTING TREE TO BE REMOVED		CONCRETE SIDEWALK REMOVAL
	SURFACE DRAINAGE DIRECTION		PROPOSED CONCRETE SIDEWALK
	EXISTING FENCE		
	EXISTING RETAINING WALL		
	EXISTING WETLAND		

* NOT ALL SYMBOLS ARE APPLICABLE

GENERAL NOTES

011

LEGEND

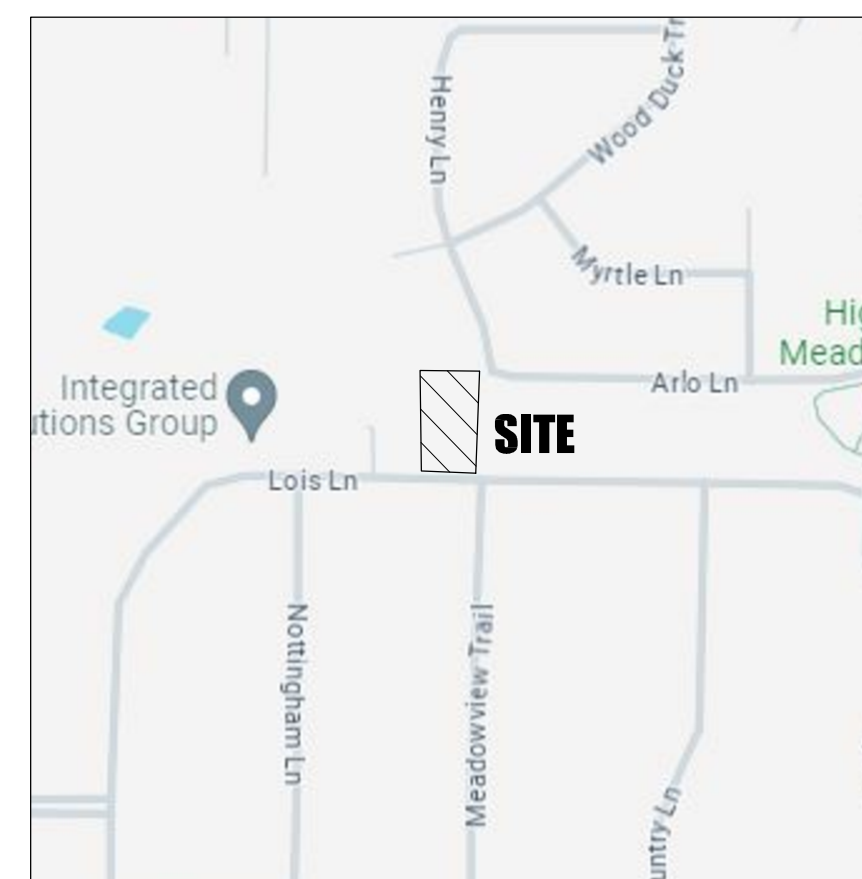
 EXISTING TREE TO BE REMOVED



below.
Call before you dig.



VICINITY MAP



NOT TO SCALE

[illegible]

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.

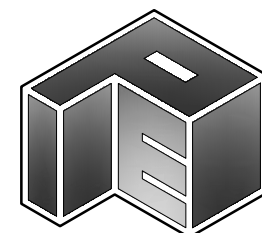
DATE: 12.07.2023 LIC. NO. 36299

JANSEN ADDITION

LINO LAKES, MINNESOTA

**TITLE SHEET, LEGEND, EXISTING
CONDITIONS, & REMOVAL PLAN**

PREPARED FOR:
BOULDER
CONTRACTING



SITE PLANNING
& ENGINEERING

PLOWE
ENGINEERING, INC.

6776 LAKE DRIVE
SUITE 110
LINO LAKES, MN 55014
PHONE: (651) 361-8210
FAX: (651) 361-8701

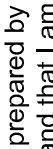
NORTH



CO

[illegible]

herby 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.


QASEM M. ABUGHAZIEN

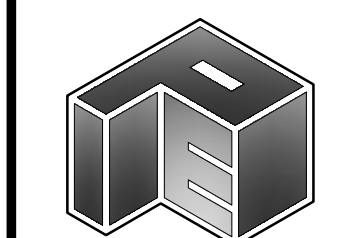
DATE: 12.07.2023 LIC. NO. 56299

JANSEN ADDITION

LINO LAKES, MINNESOTA

GRADING, DRAINAGE, AND EROSION
CONTROL PLAN

PREPARED FOR:
BOULDER
CONTRACTING

SITE PLANNING
& ENGINEERING

PLOWE
ENGINEERING, INC.

6776 LAKE DRIVE
SUITE 110
LINO LAKES, MN 55014
PHONE: (651) 361-8210
FAX: (651) 361-8701

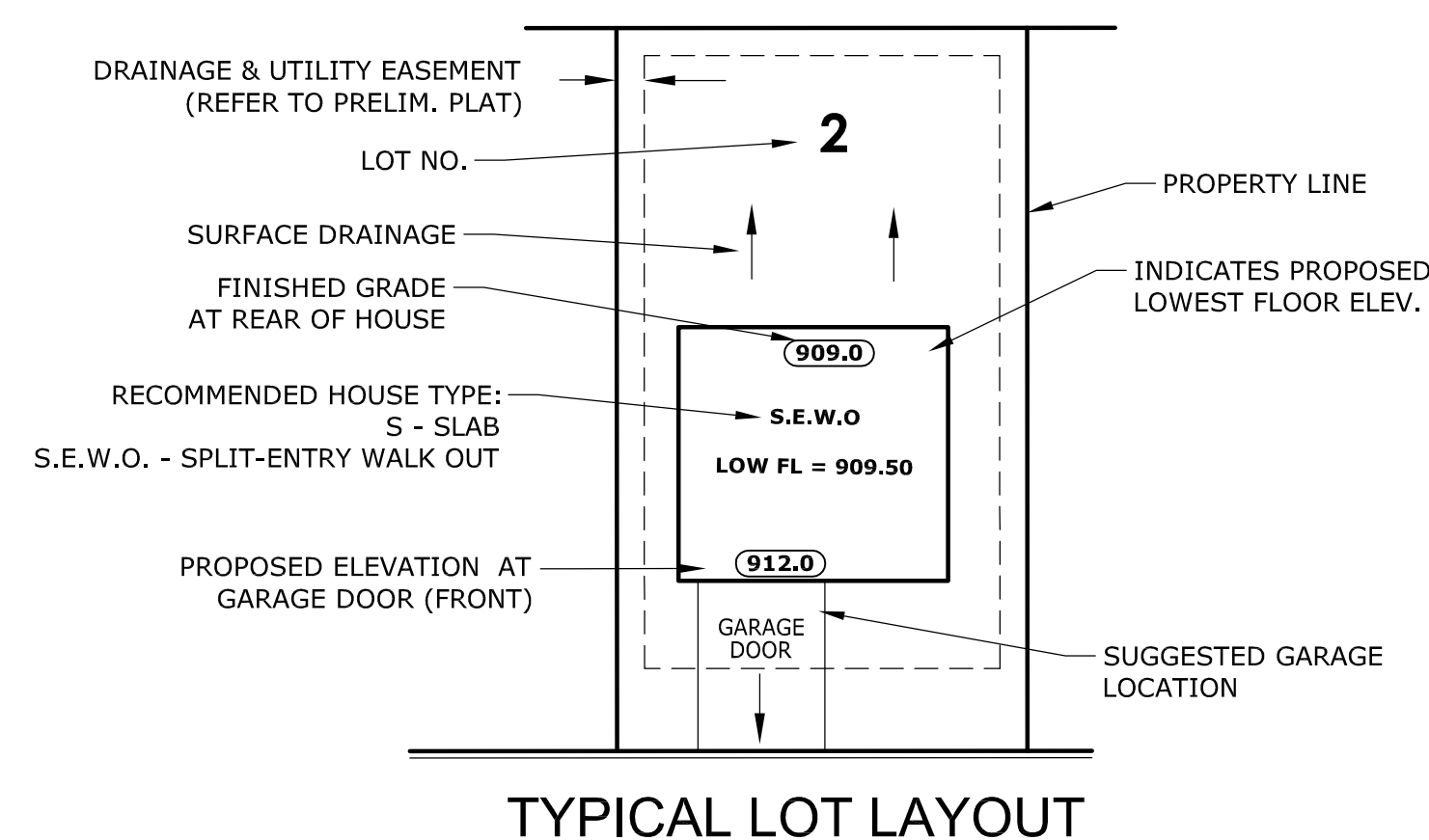
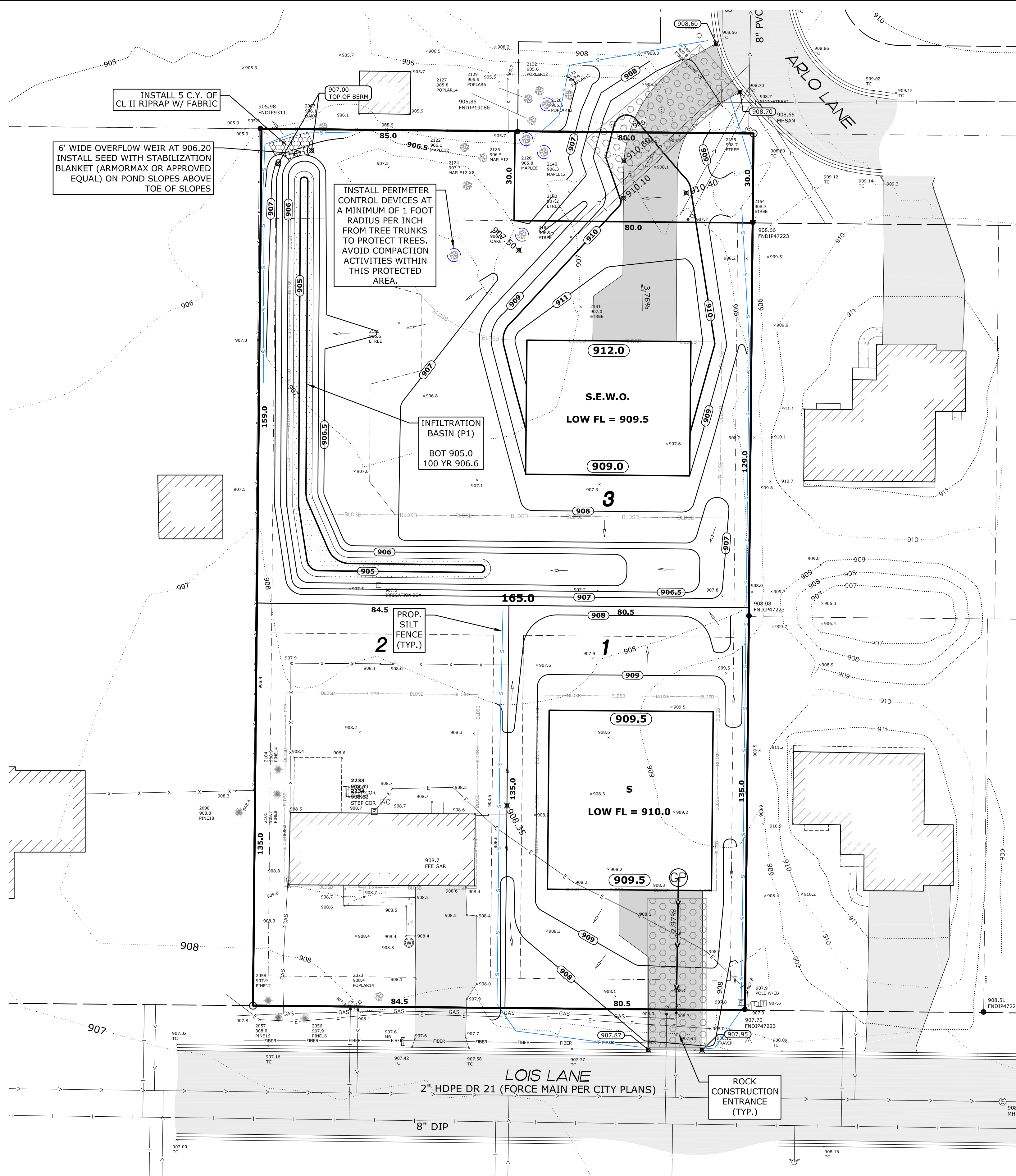
NORTH



0 10 20

1 INCH = 20 FEET

C1.1



Know what's **below**.
Call before you dig.

* SEE SHEET C3.1 FOR ADDITIONAL GRADING & EROSION CONTROL NOTES

GRADING, DRAINAGE, AND EROSION CONTROL PLAN JANSEN ADDITION

[illegible]

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.

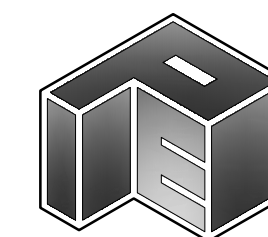
QASEM M. ABUGHAZLEH
DATE: 12.07.2023 LIC. NO. 56299

JANSEN ADDITION

LINO LAKES, MINNESOTA

GRADING, DRAINAGE, AND EROSION
CONTROL PLAN

PREPARED FOR:
BOULDER
CONTRACTING

SITE PLANNING
& ENGINEERING

PLOWE
ENGINEERING, INC.

6776 LAKE DRIVE
SUITE 110
LINO LAKES, MN 55014
PHONE: (651) 361-8210
FAX: (651) 361-8701

NORTH



0 15 30
1 INCH = 30 FEET

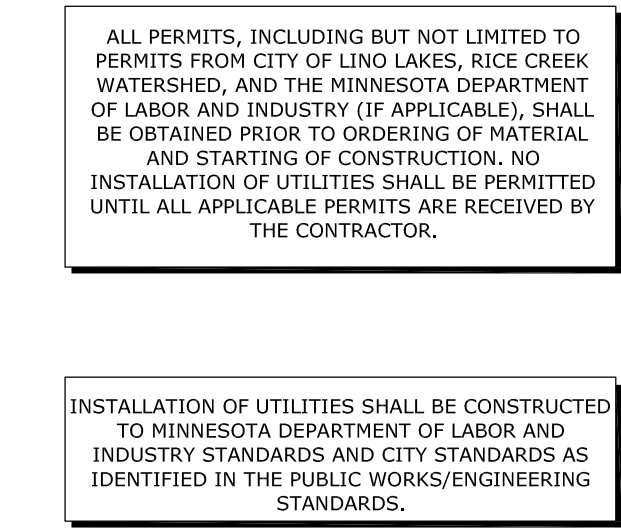
C1.2



Know what's **below**.
Call before you dig.

*** SEE SHEET C3.1 FOR ADDITIONAL GRADING & EROSION CONTROL NOTES**

GRADING, DRAINAGE, AND EROSION CONTROL PLAN JANSEN ADDITION



EXISTING WATER SERVICE LOCATION AND SIZE SHALL BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTION. NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.

WATER SERVICES SHALL BE 1" TYPE K COPPER FROM THE STUB TO THE RESIDENCES PER CITY OF LINO LAKES STANDARDS.

MAINTAIN MINIMUM 8-FT COVER TO TOP OF ALL WATER SERVICE PIPE.

EXISTING SANITARY SEWER LOCATION, SIZE, AND ELEVATION SHALL BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTION. NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.

PROPOSED SANITARY SEWER SHALL BE PVC SCHEDULE 40.

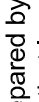
ALL PERMITS, INCLUDING BUT NOT LIMITED TO PERMITS FROM CITY OF LINO LAKES, RICE CREEK WATERSHED, AND THE MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY (IF APPLICABLE), SHALL BE OBTAINED PRIOR TO ORDERING OF MATERIAL AND STARTING OF CONSTRUCTION. NO INSTALLATION OF UTILITIES SHALL BE PERMITTED UNTIL ALL APPLICABLE PERMITS ARE RECEIVED BY THE CONTRACTOR.

INSTALLATION OF UTILITIES SHALL BE CONSTRUCTED TO MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY STANDARDS AND CITY STANDARDS AS IDENTIFIED IN THE PUBLIC WORKS/ENGINEERING STANDARDS.



DRAWN BY: M.Q.A.	DESIGN BY: Q.M.A.
CHCKD BY: M.Q.A.	PROJ. NO. 23-2128
ORIGINAL DATE: NOVEMBER 28, 2023	

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


QASEM M. ABUGHAZLEH

DATE: 12.07.2023 LIC. NO. 56299

JANSEN ADDITION
ILINO LAKES, MINNESOTA
UTILITY PLAN

PREPARED FOR:
BOULDER
CONTRACTING



c2

DRAWN BY: M.Q.A. DESIGN BY: Q.M.A.
 CHCKD BY: PROJ. NO. 23-2128
 M.Q.A.

ORIGINAL DATE:
 NOVEMBER 28, 2023

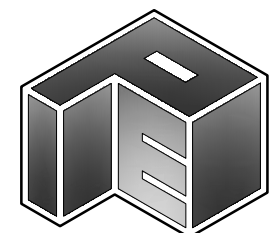
DATE	REVISION DESCRIPTION

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.

QASEM M. ABUGHAZLEH 56299
 LIC. NO.
 DATE: 12.07.2023

JANSEN ADDITION
LINO LAKES, MINNESOTA
 LANDSCAPE PLAN

PREPARED FOR:
BOULDER CONTRACTING

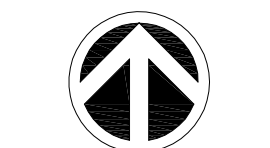


SITE PLANNING
 & ENGINEERING

PLOWE ENGINEERING, INC.

6776 LAKE DRIVE
 SUITE 110
 LINO LAKES, MN 55014
 PHONE: (651) 361-8210
 FAX: (651) 361-8701

NORTH

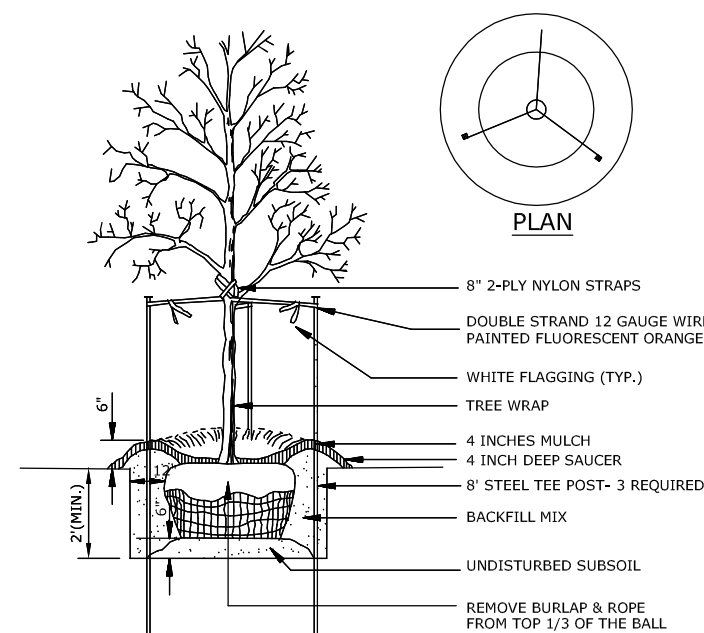


0 10 20
 1 INCH = 20 FEET

L1

LANDSCAPING NOTES

- STAKE AND/OR MARK ALL PLAN PLANTING LOCATIONS PRIOR TO INSTALLATION. OWNER TO APPROVE ALL LOCATIONS PRIOR TO INSTALLATION.
- ALL MATERIALS SHALL COMPLY WITH THE LATEST EDITION OF THE "AMERICAN STANDARD FOR NURSERY STOCK", AMERICAN ASSOCIATION OF NURSEYMEN, LATEST EDITION.
- EXISTING TREES TO REMAIN SHALL BE PROTECTED TO THE DRIP LINE FROM ALL CONSTRUCTION TRAFFIC WITH APPROVED TREE PROTECTION FENCING.
- WHEN STAKING OR GUYING OF TREES IS REQUIRED, IT SHALL OCCUR SO AS NOT TO CREATE ANY HAZARDS OR UNSIGHTLY OBSTACLES. ALL WIRES SHALL BE ENCASED IN HOSE TO PREVENT TREE DAMAGE.
- ALL PLANTS INSTALLED SHALL BE NURSERY GROWN AND IDENTIFIED AS HARDY PLANTS WHICH ARE APPROPRIATE FOR ALL SEASONAL CONDITIONS.
- ALL PLANTS MUST BE SOUND, HEALTHY, VIGOROUS, AND FREE OF DISEASE, INSECTS EGGS, AND LARVAE.
- WHERE IRRIGATION SYSTEMS ARE INSTALLED, SAID SYSTEMS SHALL HAVE WATER SENSOR DEVICES TO AVOID OVERWATERING AND TIMING DEVICES TO ENSURE IRRIGATION IS CONDUCTED DURING THE HOURS PERMITTED BY THE CITY WATER RESTRICTION REQUIREMENTS.
- ALL LANDSCAPE AREAS SHALL BE MAINTAINED BY THE PROPERTY OWNER AND KEPT NEAT, CLEAN, AND UNCLUTTERED, AND WHERE LANDSCAPING IS REQUIRED AS PART OF CITY APPROVALS, ANY PLANT MATERIAL WHICH IS DISEASED OR DIES SHALL BE REPLACED WITH LIKE KIND OF THE ORIGINAL SIZE BY THE PROPERTY OWNER. NO LANDSCAPE AREAS SHALL BE USED FOR THE PARKING OF VEHICLES OR FOR THE STORAGE OR DISPLAY OF MATERIALS, SUPPLIES, OR MERCHANDISE UNLESS SPECIFICALLY APPROVED BY THE CITY.
 - REPLACEMENT OF LANDSCAPE MATERIALS, PLANTINGS AND SCREENING SHALL BE CONSISTENT WITH THE ORIGINAL DESIGN OR AS APPROVED BY CITY.
 - ALL REPAIR OR REPLACEMENT SHALL BE DONE WITHIN 45 DAYS OF WRITTEN NOTIFICATION FROM THE CITY.
 - THE RESPONSIBILITY FOR TREE AND PLANT GROWTH AND MAINTENANCE SHALL REST UPON THE PROPERTY OWNER.
- APPLY CHEMICAL WEED CONTROL TO ALL LANDSCAPE AREAS PRIOR TO ANY INSTALLATION.
- ALL WORK TO BE GUARANTEED FOR A PERIOD OF ONE YEAR BEGINNING AT TIME OF ACCEPTANCE BY OWNER. CONTRACTOR TO MAKE ALL REPLACEMENTS IN A TIMELY MANNER.



DECIDUOUS TREE PLANTING DETAIL

NOT TO SCALE

SITE-SPECIFIC NOTES

- ONE BOULEVARD TREE IS PROPOSED FOR EACH NEW PROPOSED LOT.

DECIDUOUS TREES				
QTY.	SYMB.	COMMON & BOTANICAL NAMES	SIZE	ROOT
2		BUR OAK Quercus Macrocarpa	2.5"	BB

LEGEND

- EXISTING TREE TO BE REMOVED
- PROPOSED SILT FENCE
- PROPOSED BIO ROLLS & TREE PROTECTION FENCE

LANDSCAPE PLAN
JANSEN ADDITION



**CITY OF LINO LAKES
RESOLUTION NO. 24-11**

APPROVING JANSEN ADDITION PRELIMINARY PLAT

WHEREAS, the City received a land use application for Jansen Addition preliminary plat hereafter referred to as Development; and

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

- Certificate of Survey and Resource Inventory Map prepared by EG Rud & Sons, Inc. dated December 7, 2023
- Landscape Plan prepared by Plowe Engineering dated December 7, 2023
- Preliminary Plat prepared by EG Rud & Sons, Inc. dated December 7, 2023
- Tree Inventory/Removals prepared by EG Rud & Sons, Inc. dated December 7, 2023
- Civil Plan Set prepared by Plowe Engineering dated December 7, 2023
- Soil Boring Data prepared by ITCO Allied Engineering Company dated December 18, 2023
- Site Drainage Narrative and Calculations prepared by Plowe Engineering, Inc. dated December 7, 2023; and

WHEREAS, a public hearing was held before the Planning & Zoning Board on January 10, 2024 and the Board recommended approval of the preliminary plat with a 7-0 vote.

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

FINDINGS OF FACT

Per 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.

Jansen Addition is consistent with the goals and policies of the comprehensive plan in regards to land use, housing, economic development, transportation, local water management plan, sanitary sewer, water supply and parks, greenway and trails.

(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.

Jansen Addition is consistent with infill policies. The development is within the current Utility Staging Area 1A=2018-2025. The cost, operation and maintenance of the utility system is consistent with the normal costs projected by the water and sanitary system plans. No future utility costs are proposed.

(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.

Jansen Addition meets the requirements for level of service (LOS). Lois Lane and Arlo Lane are minor collector roads and have capacity to accommodate two (2) new single family homes. 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.

Jansen Addition will have an adequate water supply. The existing house and two (2) new houses will be municipally served by 8" watermain. The existing water supply system has capacity for three (3) single family houses.

(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.

Jansen Addition will be served with an adequate waste disposal system. The existing house and two (2) new houses will be municipally served by 2" pressurized system and 8" sanitary sewer main. The existing sanitary sewer system has capacity for three (3) single family houses.

BE IT FURTHER RESOLVED the Jansen Addition preliminary plat is not a premature subdivision; and

BE IT FURTHER RESOLVED the Jansen Addition preliminary plat is approved subject to the following conditions:

1. A Land Use Application and submittals are required for final plat after City Council approval of preliminary plat.
2. The existing house on proposed Lot 2, Block 1, Jansen Addition shall connect to municipal watermain and municipal sanitary sewer.
3. The private septic system located on proposed Lot 2, Block1, Jansen Addition shall be removed.
4. The private well located on proposed Lot 2, Block1, Jansen Addition shall be capped if it cannot be used for private irrigation.
5. The new houses on proposed Lots 1 and 3, Block 1, Jansen Addition shall connect to municipal watermain and municipal sanitary sewer main.

BE IT FURTHER RESOLVED the following items shall be addressed at the time of final plat submittal:

1. Comments from City Engineer Memo dated January 4, 2024 shall be addressed.
2. Comments from Environmental Coordinator Memo dated December 28, 2023 shall be addressed.
3. Sheet S1, Certificate of Survey:
 - a. Under Building Setbacks:
 - i. Collector street shall be revised to minor collector street.
 - ii. 40ft shall be revised to 30ft.
 - b. The location of the private septic system shall be shown.
4. Sheet S2, Preliminary Plat:
 - a. Under Area, the gross density and net density shall be revised to match staff report.
 - b. Under Building Setbacks:
 - i. Collector street shall be revised to minor collector street.
 - ii. 40ft shall be revised to 30ft.
 - c. All Building Setbacks (BLDSB) shall be revised accordingly.
 - d. The impervious surface percentage shall be provided for Lot 2.

BE IT FURTHER RESOLVED the following items shall be addressed prior to release of final plat mylars:

1. The existing shed shall be removed.
2. The existing fence shall be relocated onto proposed Lot 2, Block 1, Jansen Addition.
 - a. An approved zoning permit is required to relocate the existing fence.

BE IT FURTHER RESOLVED the following items shall be addressed prior to issuing building permits for with Lot 1 or Lot 3, Block 1, Jansen Addition:

1. The existing house on proposed Lot 2, Block 1, Jansen Addition shall connect to municipal watermain and municipal sanitary sewer.
2. Proof that the private septic system on Lot 2, Block 1, Jansen Addition has been properly removed shall be submitted to the City upon completion.
3. If removed, proof that the private well located on Lot 2, Block 1, Jansen Addition has been properly capped shall be submitted to the City upon completion.

Adopted by the City Council of the City of Lino Lakes this _____ day of _____, 2024.

Rob Rafferty, Mayor

ATTEST:

Jolleen Chaika, City Clerk

**CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 3**

STAFF ORIGINATOR: Sarah Cotton, City Administrator

WORK SESSION DATE: February 5, 2024

TOPIC: City Council Code of Conduct and Meeting Rules of Decorum

BACKGROUND

In 2003, the City Council adopted *Ethical Rules and Guidelines* for the Council to adhere to; in 2006, these guidelines were modified into the *Council Code of Conduct*. Since that time, there have been various iterations of the Code of Conduct that have been adopted by Council, the most recent in 2018, attached hereto for reference.

Staff has drafted a proposed revision and update to the Code of Conduct for Council's consideration; a redlined draft is attached for review. This is a working draft and comments, feedback, suggestions, and input from Council are welcomed.

Furthermore, staff is also proposing that Council consider for adoption Rules of Decorum for City Council meetings. While public comment is not required at any public meeting under the Minnesota Open Meeting Law statutes, the City Charter does require that Council consider public comment at any public meeting ([see Charter, Section 3.01](#)) but that Council may place reasonable restrictions upon comments and questions. The proposed Rules of Decorum would accomplish the objective laid out in the Charter by providing guidelines for resident participation during meetings and work sessions. Guidance would also be provided for Council to enforce the rules, resulting in more orderly and organized public meetings.

REQUESTED COUNCIL DIRECTION

Presented for Council discussion and feedback. The current Code of Conduct requires that following each municipal election, the new Council shall ratify the Code of Conduct by resolution. Staff will bring forward a formal resolution at the February 12, 2024 meeting following direction from Council.

ATTACHMENTS

Proposed Updated Code of Conduct (redlined)
Proposed Rules of Decorum with Sign-In Sheet
2018 Code of Conduct

Lino Lakes City Council

CODE OF CONDUCT

Purpose

To establish a code of conduct and associated remedies that Councilmembers agree to abide by in carrying out their duties as elected officials. This code of conduct does not supersede any existing or future statutory or constitutional rights, but simply outlines appropriate council expectations, behavior, and interactions with each other, city staff, citizens, and all other groups encountered as a result of city business, so as to efficiently and effectively develop and carry out the mission, vision, goals, and established policies of the city.

Roles/Responsibilities

Meetings – By Charter, the mayor presides over meetings of the city council. Speakers, including council members, do not speak until recognized by the mayor.

Act in the Public Interest – Recognizing that service to our citizens must be our primary concern, Councilmembers shall work for the common good of the people of Lino Lakes and not for any private or personal interest. Councilmembers will treat all persons, claims, and transactions in a fair and equitable manner.

Preparation – Councilmembers are expected to be prepared for city council meetings and work sessions.

Agenda Preparation – The City Administrator directs preparation of draft meeting agendas. The final agenda is determined by the City Council prior to the meeting. At the council meeting, agenda items may be added or deleted by Councilmembers per procedures established in the city code.

Standards of Conduct

Staff Direction – The Mayor and Councilmembers direct city staff, contract employees, and consultants only through the city administrator, as determined by majority vote. At work sessions, the Mayor will state the concerns of the Council or specific directions provided by the Council to the staff. The City Administrator will request further clarification if they feel it is required so that there is a clear understanding of what the Council's expectations are in terms of the actions to be taken by staff.

Respect for Staff Time – If a Councilmember is utilizing an inordinate amount of staff time, the City Administrator is required to bring this to the attention of the City Council for resolution.

Interactions – Councilmembers shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the City Council, boards, commissions, committees, staff, or the public.

Respect for Process – Councilmember duties shall be performed in accordance with the processes and rules of order established by the City Council and in accordance with the City Charter.

Use of Public Resources – Public resources not available to the general public (e.g., city staff time, equipment, supplies or facilities) shall not be used by Councilmembers for private, personal or political purposes.

Advocacy – Councilmembers shall speak with one voice in representing the official policies and positions of the City Council. When presenting their personal opinions or positions, councilmembers shall take precaution to not identify themselves as a city official.

Improper Influence – Councilmembers shall refrain from using their position to improperly influence the deliberations or decisions of city staff, boards, commission or committees.

Positive Work Environment – Council members shall support a positive, efficient and effective environment for residents, businesses and city employees.

Steward of City Funds – When a Councilmember’s service on the City Council is coming to an end by means of not seeking re-election, resignation, or the results of an election, that Councilmember shall not subject the city to unnecessary travel expenditures.

Communication

Sharing of Information – It is the responsibility of Councilmembers to publicly share information with all other Councilmembers when they have received it from sources outside of the public decision-making process. Whenever possible, new information or data obtained by Councilmembers will be distributed through the city administrator to other councilmembers.

Request for Information – All Councilmembers shall receive the same information at the same time when deemed ready for distribution by city staff. If a Councilmember requests information in advance of other Councilmembers, the information shall be distributed to all members of the Council.

Focused Discussions – Councilmembers shall work to keep discussions and debates focused on the item under discussion without introducing extraneous or irrelevant information.

Citizen Questions – When Councilmembers receive questions or concerns from citizens, staff will provide the necessary information before a response is given. Councilmembers can refer questions and concerns from citizens to the City Administrator or appropriate department director for resolution. City staff should report back to the City Council on the resolution in a timely fashion.

Confidential Information – Councilmembers are subject to the Minnesota Government Data Practice Act as are city staff and, as such, shall respect and preserve the confidentiality of non-public, protected non-public, private, and confidential information provided to them concerning matters of the city. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial, or private interests.

Notice of Attendance – If any Councilmember has knowledge or reason to believe there will be a large or emotionally-charged gathering of residents in attendance at an upcoming council meeting or work session, they have an obligation to inform the City Administrator as soon as they become aware of the potential situation.

Conflict of Interest – In order to assure their independence and impartiality on behalf of the public good, Councilmembers or members of a board or commission shall not use their official positions to influence government decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would present a conflict of interest under applicable State law.

Except as permitted by law, a councilmember or member of a board or commission must disclose a potential conflict of interest for the public record and refrain from participating in the discussion and vote when a

matter comes before that person which: (1) ~~affects~~Affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation; or (2) ~~affects~~Affects the financial interests of an organization in which the person participates as a member of the governing body, unless the person serves in that capacity as the City's representative.

Social Media – The City requires ~~councilmembers~~Councilmembers and board or commission members to act in a prudent manner with regard to postings on social media sites.

Implementation

Orientation – This Code of Conduct shall be included in the regular orientation for new councilmembers. Following each election, the new council shall ratify this Code of Conduct by resolution.

Compliance and Enforcement – Councilmembers are responsible for assuring that the Code of Conduct is understood and followed, and that the public can continue to have full confidence in the integrity of the Lino Lakes city government.

Remedies

The City Council is responsible for policing its members. When inappropriate behaviors are observed, any member of the council can intervene. If inappropriate behavior is observed, the City Council will discuss the behavior at a council work session. By direction of the council, it will be determined by majority vote whether:

- 1) A letter is sent to the offending councilmember stating that he/she failed to observe the Code of Conduct and requesting that the inappropriate behavior be redressed; or
- 2) The council member is formally sanctioned by resolution at a council meeting.

Resolution 06-58 adopting this Code of Conduct was approved by the Lino Lakes City Council on April 10, 2006. This Code of Conduct was amended November 22, 2010, ~~and~~ October 8, 2018, and February, 2024.

~~Jeff Reinert~~Rob Rafferty, Mayor

ATTEST:

~~Julianne Bartell~~Jolleen Chaika, City Clerk

**CITY OF LINO LAKES
CITY COUNCIL
RULES OF DECORUM**

Members of Council. While the meeting is in session, the members must preserve order and decorum. A member of the Council or member of the public shall neither, by conversation or otherwise, delay or interrupt proceedings or the peace of the meeting nor disturb any member while speaking or refuse to obey the orders of the presiding officer.

Recognition. No person or member shall address the other members without being recognized by the presiding officer.

Staff. Members of the City staff shall observe the same rules of order and decorum as are applicable to the City Council.

Addressing the Council. At the start of each City Council meeting, in accordance with the City of Lino Lakes Charter, the City Council shall accept comments from the public on any matter, whether on the agenda or not. Comments will not be accepted during specific agenda items unless a Public Hearing has been noticed.

- 1) Members of the public who wish to address the Council shall sign-in prior to the start of each Council meeting. Sign-in information shall include: Name, address, email/telephone, and topic of discussion.
- 2) The City Clerk shall retrieve the sign-in sheet at the beginning of the meeting and shall provide the sign-in sheet to the presiding officer who will recognize each member of the public who wishes to speak.
- 3) When recognized by the presiding officer, each member of the public addressing the Council shall step up to a microphone provided for the use of the public after being recognized by the presiding officer and give his/her name and address in an audible tone of voice for the records, state the subject to be discussed and state who the speaker is representing if representing an organization or other persons.
- 4) Unless further time is granted by a majority vote of the Council, remarks from the public shall be limited to four (4) minutes. All remarks shall be addressed to the Council as a whole and not to any member thereof.
- 5) No person other than members of the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without permission of the presiding officer.
- 6) No question may be asked of a Councilmember or a member of the staff without the permission of the presiding officer.
- 7) Speakers shall offer comments that are courteous and respectful. Comments that are abusive, harassing, that constitute an attack on others, including City staff, or that violate privacy rights, will not be permitted. Violation of these public comment rules will result in the speaker being ruled out of order and the termination of the comment.

- 8) In order to expedite matters and to avoid repetitive presentations, whenever any group of persons wishes to address the Council on the same subject, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the Council and, in case additional matters are to be presented by any other member of said group, to limit the number of such persons addressing the Council.
- 9) Violation of these public comment rules will result in the speaker being ruled out of order and the termination of the comment.

After Motion. After a motion has been made or a public hearing has been closed, no member of the public shall address the Council from the audience on the matter under consideration.

Conduct. Any member of the Council, staff, or person indulging in personalities or making impertinent, slanderous or profane remarks or who willfully utters loud, threatening or abusive language, or engages in any disorderly conduct which would impede, disrupt or disturb the orderly conduct of any meeting, hearing or other proceeding, shall be called to order by the presiding officer and, if such conduct continues, may at the discretion of the presiding officer, be ordered barred from further audience before the Council during that meeting.

Members of the Audience. No person in the audience shall engage in disorderly or disruptive conduct such as audible commentary during a meeting, hand clapping, stamping of feet, whistling, using profane language, yelling and similar demonstrations, which conduct disturbs the peace and good order of the meeting.

City Council Work Sessions. The City Council Work Sessions are used by the Council and staff to discuss upcoming issues and matters requiring action by the Council and action items will be moved forward to future City Council Regular Meeting Agendas for consideration. Work sessions are for discussion by the Council and staff and, at times, for presentations by various community groups, applicants, or principal participants related to specific agenda items as determined by the majority of the Council. There is no public comment at work sessions.

ENFORCEMENT OF DECORUM

Warning. All persons shall, at the request of the presiding officer, be silent. If, after receiving a warning from the presiding officer, a person persists in disturbing the meeting, said officer may order this person removed from the meeting. If this person does not leave willingly, the presiding officer may call a recess and order that the person be removed by the Sergeant-at-Arms.

Sergeant-at-Arms. The Lino Lakes Director of Public Safety, or such member or members of the Police Department, shall be Sergeant-at-Arms of the Council meetings or as asked to be present at board or committee meetings. The Chief or other Police Department representative shall carry out all lawful orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Council meeting. Upon instruction of the presiding officer, it shall be the duty of the Sergeant-at-Arms to remove from the meeting any person who intentionally disturbs the proceedings of the Council.

Resisting Removal. Any person who resists removal by the Sergeant-at-Arms may be charged with Disorderly Conduct.

Motions to Enforce. Any Council member may move to require the presiding officer to enforce these rules and the affirmative vote of a majority of the Council shall require the presiding officer to do so.

Adjournment. In the event that any meeting is willfully disturbed by a group or group of persons so as to render the orderly conduct of such meeting unfeasible and when order cannot be restored by the removal of individuals who are creating the disturbance, the meeting may be adjourned with the remaining business considered at the next regular meeting.

Special Meetings. If the matter being addressed prior to adjournment is of such a nature as to demand immediate attention, the presiding officer may adjourn the meeting to another date.

Use of Cameras and Recording Devices Limited. Cameras, cell phone cameras, electronic sound recording devices and any other mechanical, electrical or electronic recording devices may be used in the Council Chamber, but only in such a manner as will cause a minimum of interference with or disturbance of the proceedings of the Council and at the discretion of the presiding officer.

Lino Lakes City Council

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Social Media – The City requires councilmembers and board or commission members to act in a prudent manner with regard to postings on social media sites.

Implementation

Orientation – This Code of Conduct shall be included in the regular orientation for new councilmembers. Following each election, the new council shall ratify this Code of Conduct by resolution.

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Jeff Reinert, Mayor

ATTEST:

Julianne Bartell, City Clerk

**CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 4**

STAFF ORIGINATOR: Hannah Lynch, Finance Director

WORK SESSION DATE: February 5, 2024

TOPIC: ERP Software

BACKGROUND

New Enterprise Resource Planning (ERP) software is in the 2024-2028 Financial Plan as a 2026 project. With many governmental software providers 18 months out on conversions, staff would like to begin researching and setting up demonstrations with potential new software providers.

The City currently has Springbrook software. Conversion from Tyler Technologies Pace software occurred in 2015 due to Pace utilizing old technology and no longer being updated by Tyler Technologies. Pace was the City's software for roughly 17 years. Springbrook is nearing 10 years since conversion and it is best practice to evaluate software every 10 to 15 years.

Since the conversion to Springbrook, the City's internal operations have continued to grow and evolve. In that time, more cloud-based, all-encompassing, ERP software is available. Staff would like to explore new software to integrate information, automate processes, and utilize modern features. Specific processes and features sought after include:

- Modern Financial Management solution
 - Intuitive interface and functionally
 - Robust reporting tools
 - Budget creation and production of budget documents
 - Project and grant accounting
 - Comprehensive bank reconciliation feature
 - Accounts payable workflow
 - Capital asset invoice flagging and construction project tracking
 - Special assessment database
- Reconfigured Utility Billing solution
 - Clean-up class and rate setups
- Integrated Human Resource Management solution
 - Streamline employee information, payroll, promotions, and compensation changes

- Manage job postings and applications
- Administer benefits open enrollment
- Robust electronic timesheets with a full electronic workflow
- Integrated Community Development solution
 - Building, Permits, and Inspections
 - Planning, Zoning, and Engineering
 - Code Enforcement
 - Business Licensing

Staff recognizes no software is perfect nor will perform to all of our expectations, but we believe a large improvement can be realized. In addition, an all-encompassing ERP software could eliminate the following additional software/services currently used alongside Springbrook:

- PermitWorks and PSN Payment Processing
- Ease Benefits Administration
- Microsoft Access Special Assessment Database
- Excel spreadsheets maintained to supplement current software or lack of software

If a conversion is anticipated for 2026, a contract with a new provider needs to be signed by the end of 2024, anticipating an 18 month waiting period. Funding proposed in the 2024-2028 Financial Plan for a one-time conversion fee is as follows:

- \$100,000 General Fund Reserves
- \$150,000 Closed Bond Fund Reserves

The City currently pays Springbrook an annual maintenance fee of \$35,618. With a new provider, that annual maintenance fee will likely increase and need to be accounted for as part of the annual budgeting process.

REQUESTED COUNCIL DIRECTION

Support for the replacement of the existing ERP Software

ATTACHMENTS

2024-2028 Financial Plan - ERP Software Project

Capital Improvement Project 2024 through 2028

PROJECT # CW-343

PROJECT NAME: ERP Software

Project Year:	2026
Department:	Administration/Finance
Program:	Citywide
Project Type:	Office Equipment and Furniture
Useful Life (Years):	10
Contact Person:	Finance Director



Project Description:

Explore alternatives to the City's current Enterprise Resource System (ERP) System, Springbrook.

Project Justification:

Springbrook was implemented in 2015 and is used for all finance processing (Accounts Payable, Accounts Receivable, Fixed Assets, General Ledger, Payroll, and Utility Billing). Best practices cannot always be implemented due to software limitations. Springbrook also does not meet the City's needs to be an all-encompassing ERP software as it does not provide modules to serve Human Resources or Community Development/Building Inspections. The Human Resources module within Springbrook was explored, although it did not provide useful work flows or the appropriate interaction with payroll. Additional sought after HR software capabilities include open enrollment, pay adjustments, and applicant screening. Community Development/Building Inspections currently uses a Microsoft Access software, PermitWorks, for inspections, code enforcement, business licensing, and planning. Financial transactions from PermitWorks are imported into Springbrook. The future of PermitWorks is unknown as many cities have moved away from that platform and to an ERP software that has a building module.

Funding Sources	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Office Equipment Replacement Fund (403)	\$0	\$0	\$250,000	\$0	\$0	\$250,000
Total	\$0	\$0	\$250,000	\$0	\$0	\$250,000

Expenditures	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Office Equipment/Software	\$0	\$0	\$250,000	\$0	\$0	\$250,000
Total	\$0	\$0	\$250,000	\$0	\$0	\$250,000

City of Lino Lakes
2024-2028 Financial Plan
 Projected Cash Balance
Office Equipment Replacement Fund
Fund 403

	2024	2025	2026	2027	2028
	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Revenues					
Property taxes	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Investment earnings	467	388	398	443	530
Miscellaneous	-	-	-	-	-
Total Revenues	25,467	25,388	25,398	25,443	25,530
Expenditures					
Current	33,329	24,393	20,880	16,744	20,636
Capital outlay	-	-	250,000	-	-
Debt service					
Principal	-	-	-	-	-
Interest	-	-	-	-	-
Total Expenditures	33,329	24,393	270,880	16,744	20,636
Revenues Over (Under) Expenditures	(7,862)	995	(245,482)	8,699	4,894
Other Financing Sources (Uses)					
Transfers in	-	-	250,000	-	-
Transfers out	-	-	-	-	-
Bond proceeds	-	-	-	-	-
Sale of capital assets	-	-	-	-	-
Interfund loan activity	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	250,000	-	-
Net Change in Cash Balance	(7,862)	995	4,518	8,699	4,894
Cash Balances, January 1	46,677	38,816	39,811	44,329	53,028
Cash Balances, December 31	\$ 38,816	\$ 39,811	\$ 44,329	\$ 53,028	\$ 57,922

**City of Lino Lakes
2024-2028 Financial Plan**

Transfers Summary

	2024	2025	2026	2027	2028
Transfers In					
101 General Fund	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
301 Closed Bond	68,638	-	194,614	-	-
332 2007A G.O. T.I.F Bonds	145,808	-	-	-	-
337 2014A G.O. Improvement Bonds	124,165	126,438	-	-	-
341 2016A G.O. Utility Revenue Bonds	155,350	152,450	154,500	-	-
345 2020A G.O. Utility Revenue Bonds	344,500	344,500	344,100	343,300	347,000
New 2024 Water Treatment Plant Funding	-	1,543,500	1,521,450	1,499,400	1,477,350
New 2025 Otter Lake Rd Extension Funding	-	-	1,146,600	1,120,140	1,093,680
New 2026 Public Works Facility Funding	-	-	-	882,000	865,464
New 2027 West Side Relief Sewer Funding	-	-	-	-	513,240
402 Capital Equipment Replacement	150,000	-	-	-	-
403 Office Equipment Replacement	-	-	250,000	-	-
406 Area & Unit Trunk	601,760	768,700	785,200	908,036	818,200
420 Municipal State Aid (MSA)	221,916	-	-	-	-
484 Comp Plan Updates	30,000	30,000	30,000	30,000	30,000
Total Transfers In	\$ 1,862,137	\$ 2,985,588	\$ 4,446,464	\$ 4,802,876	\$ 5,164,934
Transfers Out					
101 General Fund	\$ 180,000	\$ 30,000	\$ 130,000	\$ 30,000	\$ 30,000
204 Cable TV & Communications	20,000	20,000	20,000	20,000	20,000
301 Closed Bond	-	-	150,000	-	-
335 2012A G.O. Bonds	67,716	-	-	-	-
336 2013A G.O. Improvement Bonds	221,916	-	-	-	-
337 2014A G.O. Improvement Bonds	-	-	194,614	-	-
340 2016A G.O. Capital Note	922	-	-	-	-
341 2016A G.O. Utility Revenue Bonds	-	-	-	106,336	-
401 Building and Facilities	-	-	-	252,000	247,275
406 Area & Unit Trunk	624,015	2,166,888	2,415,900	2,439,415	2,921,233
420 Municipal State Aid	145,808	-	614,250	600,075	585,900
422 Surface Water Management	-	-	136,500	133,350	130,200
601 Water Operating	601,760	768,700	785,200	1,011,700	1,024,263
602 Sewer Operating	-	-	-	210,000	206,063
Total Transfers Out	\$ 1,862,137	\$ 2,985,588	\$ 4,446,464	\$ 4,802,876	\$ 5,164,934

**CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 5**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

WORK SESSION DATE: February 5, 2024

TOPIC: Water Treatment Plant Capacity Analysis

BACKGROUND

The City authorized the preparation of plans and specification for the Water Treatment Plant in August of 2022. The plant uses a gravity filtration process that is capable of operating either conventionally or biologically. Biological filters, where a microbial population is promoted in the filters to perform iron, manganese, and ammonia removal, can often be operated at higher loading rate, thereby increasing the WTP capacity. This increase is only feasible under biological filtration.

The plant is being designed to conventionally treat a volume of 6,000 gallons per minute (gpm) based on our 2040 forecasted demand. The City's Comprehensive Water Plan anticipates an ultimate treatment need of 10,000 gpm. This additional treatment is planned to be provided by a 2nd WTP and well field in the north side of Lino Lakes.

To minimize long term infrastructure costs staff requested WSB to complete a capacity analysis to determine what would be needed to maximize potential for biological treatment at the proposed plant. Based on the review the biological WTP capacity could potentially increase from 6,000 to 10,000 gpm with no change to filters. However, this would require oversizing of other components of the plant and distribution system to accommodate the higher flow rate.

While the projected post 2040 demand is well into the future, it is a sizable increase, and likely to change, oversizing of certain components within the plant would add future flexibility and redundancy to the plant's operations. Elimination of a future water treatment plant would result in substantial savings in future infrastructure costs. A high level estimate provided by WSB identified a potential cost savings of \$25 million.

After additional discussion with WSB, staff is recommending the addition of a fourth high service pump, expanded aerators and larger electrical service at the time of construction. This would improve operation and maintenance of the plant initially while providing future capacity.

These improvements can be incorporated at an estimated cost of \$500,000 to \$750,000 as part of the initial design. Upsizing of trunk water main necessary to meet the increased flows would happen in the future with planned capital improvements.

To accommodate the changes WSB is estimating a design fee change of approximately \$19,560 and an additional 4 - 6 weeks of design time. The project would still be on schedule for a bidding this spring.

REQUESTED COUNCIL DIRECTION

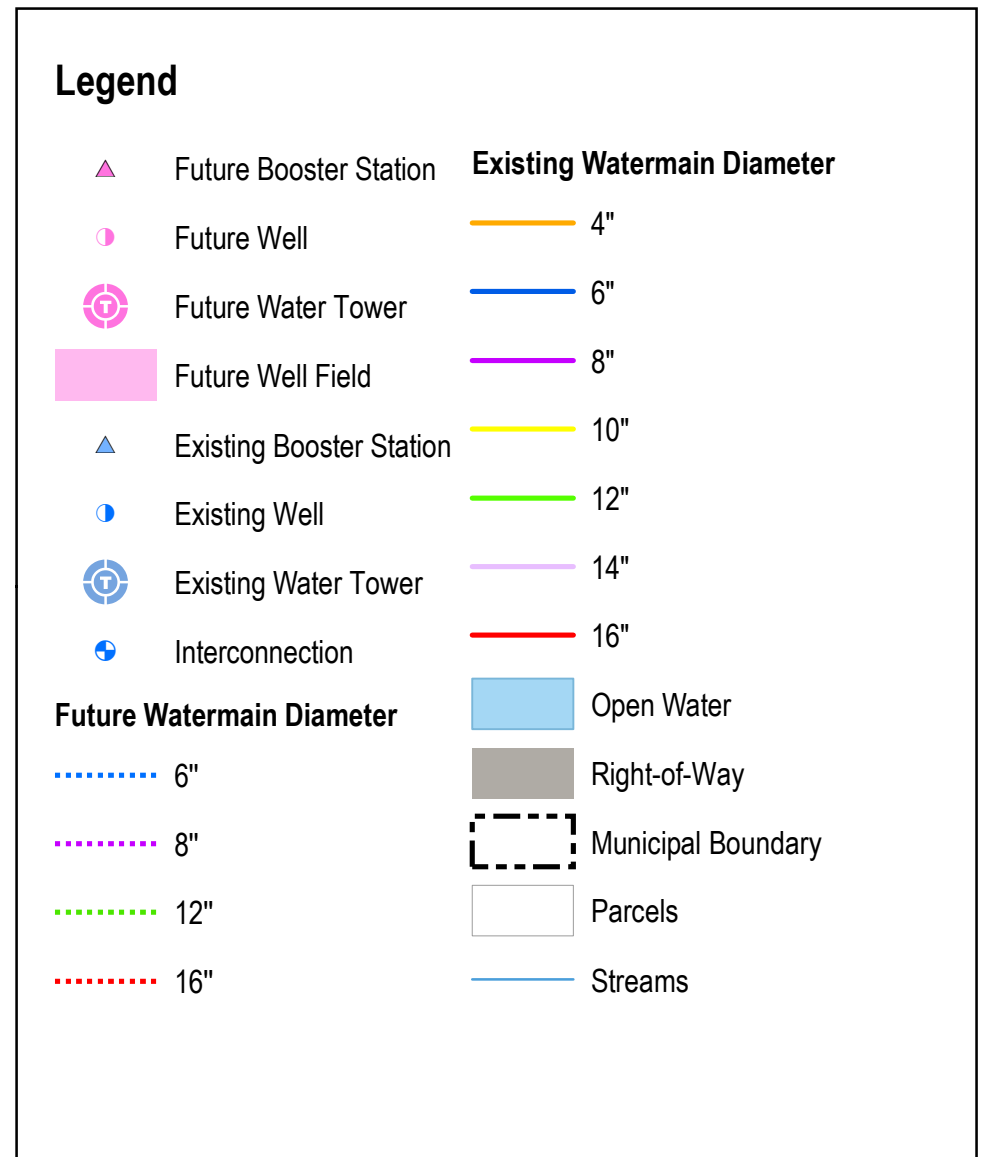
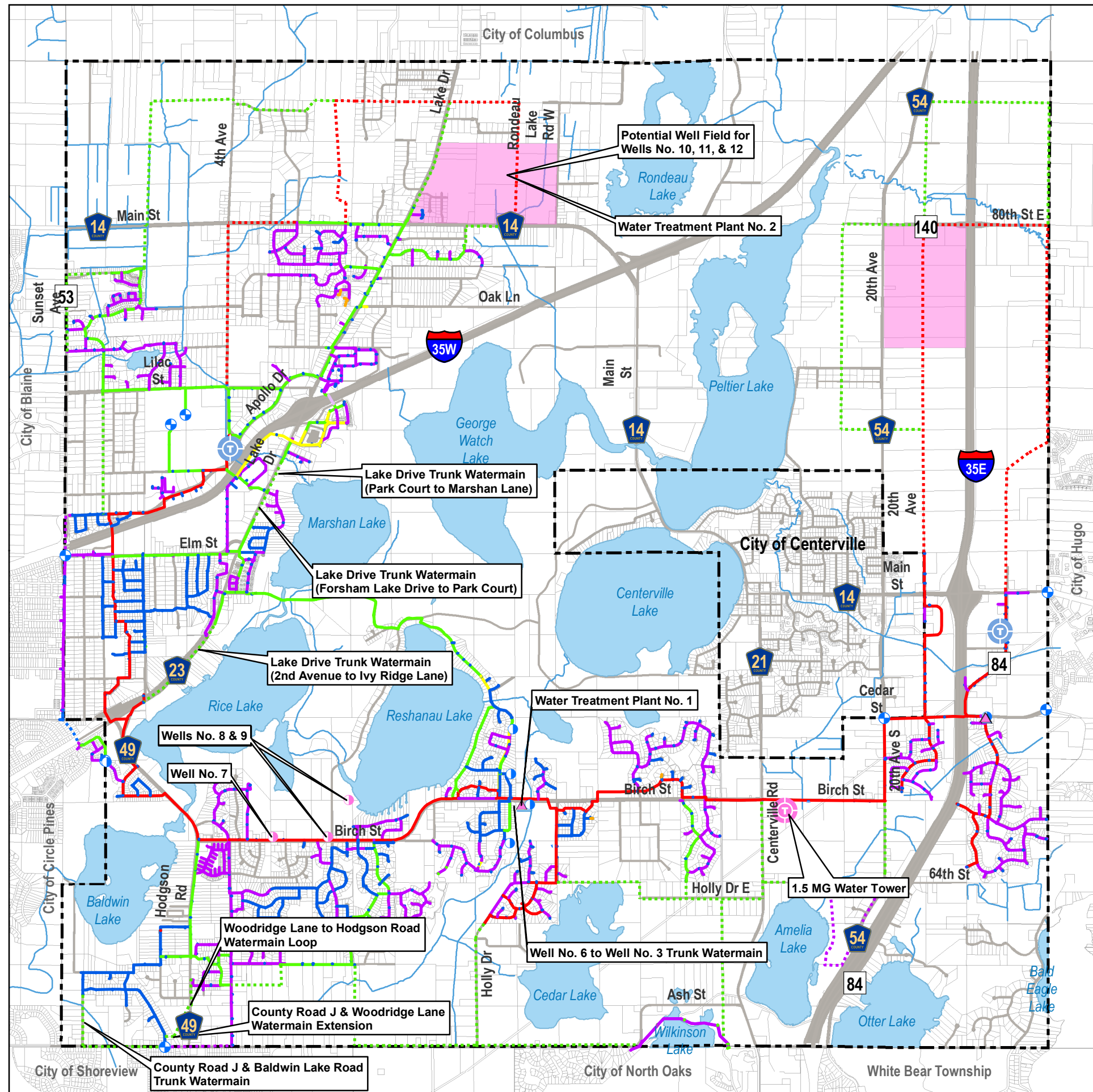
Staff is requesting City Council direction on whether to incorporate increased capacity in the WTP.

ATTACHMENTS

1. WSB Memo
2. Ultimate Water System Plan, 2040 Comprehensive Plan



Figure 9-21 Future System Improvements





Technical Memorandum

To: Michael Grochala, City of Lino Lakes
Diane Hankee, City of Lino Lakes
Justin Williams, City of Lino Lakes

From: Jon Christensen, WSB

Date: January 19, 2024

Re: Water Treatment Plant (WTP)
City of Lino Lakes, MN
WSB Project No. 021336-000

WSB is designing a gravity filtration water treatment plant (WTP) for the City of Lino Lakes that will be capable of operating either conventionally or biologically. Biological filters, where a microbial population is promoted in the filters to perform iron, manganese, and ammonia removal, can often be operated at a higher loading rate – thereby increasing the WTP capacity. Note that this capacity increase is only feasible under biological filtration, *not* conventional filtration.

In this case, the biological WTP capacity could potentially increase from 6,000 gallons per minute (gpm) to 10,000 gpm with no changes to the filters. However, oversizing of other components of the WTP and the water distribution system would be needed to accommodate the higher flow rate. This technical memorandum summarizes those impacts, to inform a decision on whether or not to proceed with the changes.

For context, the water demands and capacities considered in this memo are far in the future. The City's existing maximum day demand is about 3,150 gpm (based on a 20-hour supply window instead of 24-hour to be conservative). The City's projected 2040 max day demand is about 6,000 gpm, and the ultimate max day demand is about 10,000 gpm. Therefore, the capacities contemplated in this memo are looking ahead to roughly a doubling and tripling of existing water demands, and the City's Comprehensive Water Supply Plan will be revisited multiple times before these demands are realized.

The baseline WTP sizing and potential WTP upsizing are summarized in **Table 1** for comparison. The oversized components were limited to those considered absolutely necessary, and to allow for the modular addition of equipment wherever possible.

Table 1 – WTP Sizing Comparison

Component	6,000 gpm Sizing	10,000 gpm Sizing
Wells	1, 3, 5, 6 = 5,275 gpm Future 7 = 1,000 gpm	1, 3, 5, 6 = 5,275 gpm Fut. 7, 8, 9, 10, 11 = 5,000 gpm
Aerators	2 x 11' x 11'	4 x 11' x 11'
Detention Tank	180,000 gal	180,000 gal
Filters	6 x 15' x 22'	6 x 15' x 22'
Filter Loading Rate	3 gpm/ft ²	5 gpm/ft ²
Clearwell	364,000 gal	364,000 gal
Backwash Tank	230,000 gal	230,000 gal
High Service Pumps*	3 x 3,333 gpm	4 x 3,333 gpm

*High Service Pump (HSP) quantity is based on firm capacity with one pump out of service.

As shown in **Table 1**, two additional aerators and one additional high service pump would need to be added in the future to increase the WTP capacity from 6,000 gpm to 10,000 gpm. With some adjustment, space can be reserved in the WTP for this equipment. Provisions would need to be made to position a crane to lift the additional aerators into place through a removable wall or roof at the southwest corner of the building.

The filters, detention tank, clearwell, and backwash tank volumes would remain unchanged with the increase in capacity. This will result in a decrease of detention time in the detention tank and residence time in the clearwell when operating at 10,000 gpm, but the resulting times are acceptable for biological filtration. The filter backwash sequence and backwash waste volumes will remain the same, so the backwash tank volume does not need to change.

The increased capacity would also require improvements to the water distribution system as summarized in **Table 2**, to transmit the higher flow rate from the central WTP out to the northwestern and eastern parts of the system (and to Tower No. 1 in particular). These improvements were determined using an extended period simulation (EPS) in the City's water model during maximum day demand, and they are the minimum needed to maintain tower levels and AWWA-recommended hydraulic conditions in the distribution system.

Table 2 – Water Distribution System Comparison

Status	6,000 gpm Sizing	10,000 gpm Sizing
Completed	Pheasant Run 12" Trunk WM	Pheasant Run 12" Trunk WM
Planned	Black Duck 12" Trunk WM	Black Duck 12" Trunk WM
Additional	-	Lake Drive 12" Trunk WM Connections Hodson Road Parallel 16" Trunk WM North 16" Trunk WM Loop

As shown in **Table 2**, the higher flow rate would require more trunk watermain improvements than previously planned to convey flow from the central WTP location outward to the rest of the system. Although the North 16" Trunk WM Loop would be challenging to construct through the wetlands and highway corridor in the northern part of the City, it would provide benefits of looping and redundancy in addition to the transmission needed under the 10,000 gpm scenario.

Long-term (post-2040), the alternative to the biological 10,000 gpm WTP capacity would be to construct about four new wells and a second WTP in the northern portion of the system. This would eliminate the need for the additional trunk watermain improvements since the water supply would be decentralized or dispersed with a supply point in the north. However, the wells and WTP would also be costly. The order of magnitude cost difference between these two scenarios is summarized in **Table 3**.

Table 3 – Order of Magnitude Cost Comparison

Description	6,000 gpm WTP and Future Well Field and WTP	Biological 10,000 gpm WTP
Additional Facilities	4 Wells and 1 WTP	Trunk Watermain Improvements (see Table 2)
Order of Magnitude Cost	\$40 million	\$15 million

Table 3 suggests that the additional trunk watermain improvements are more cost-effective than the new well field and WTP. Therefore, we recommend proceeding with the adjustments to the WTP design to allow for the higher biological capacity and the addition of the two aerators and one HSP in the future. Given the long-term nature of these projections, there will be ample opportunity to further study and evaluate the City's water supply system.

**CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO.6**

STAFF ORIGINATOR: John Swenson, Public Safety Director

WORK SESSION DATE: February 6, 2024



TOPIC: Public Safety Update

Update

Staff will be on hand to present the 4th Quarter 2023 Public Safety Update

ATTACHMENTS

Q4 Quarterly Report

	Lino Lakes Public Safety Department QUARTERLY REPORT Q4 2023 10/01/2023 – 12/31/2023	
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CASE NUMBERS GENERATED					
YEAR	Q1	Q2	Q3	Q4	TOTAL
2023	3,144	3,660	3,626	3,620	14,050
2022	2,531	3,265	3,252	3,067	12,115

STACKED CALLS REPORT					
	Q1	Q2	Q3	Q4	TOTAL
2023	13:55:30	23:06:43	17:30:24	19:10:16	73:42:53
2022	11:06:10	15:27:17	18:11:15	23:40:16	68:24:58

- Average Response Time (emergency & non-emergency) 5 minutes and 34 seconds.

MEDICAL CALLS FOR SERVICE					
YEAR	Q1	Q2	Q3	Q4	TOTAL
2023	300	294	272	317	1,183
2022	222	235	248	249	954

- 2023 Q4 Average emergency response for medicals, 4 minutes and 30 seconds.
- 2023 Q4 Average non-emergency response for medicals, 5 minutes and 35 seconds.
- Police staff responded to all 317 medical calls for service (CFS) and Fire staff responded to 57 medical CFS.

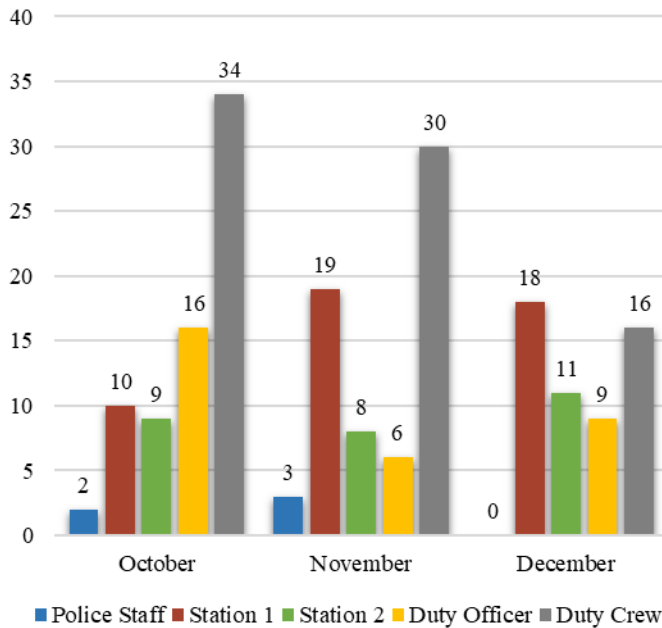
FIRE DIVISION



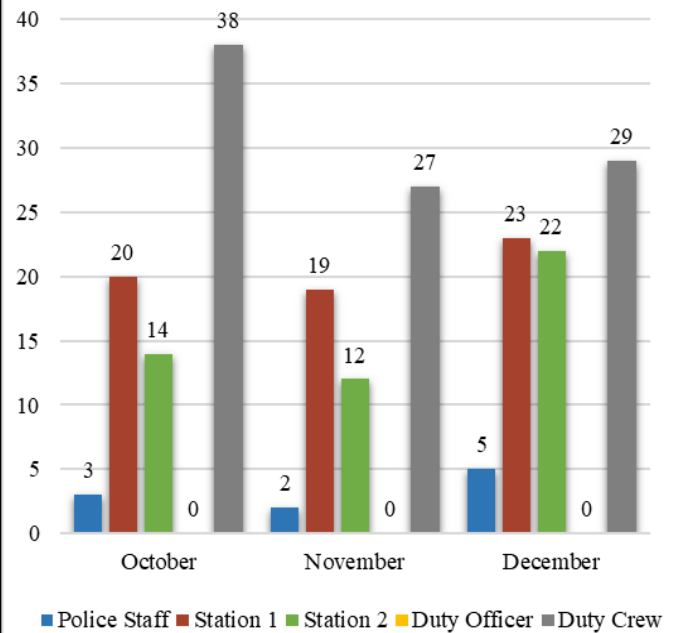
FIRE DIVISION					
NFR'S		Q4 2022	Q4 2023	Y-to-D 2022	Y-to-D 2023
100	Fire	9	5	36	27
200	Overpressure Explosion, Overheat - No Fire	1	0	1	0
300	Rescue & EMS Incidents	83	85	237	370
400	Hazardous Conditions - No Fire	16	12	55	63
500	Service Call	43	27	124	129
600	Good Intent Call	15	47	52	140
700	False Alarms & False Calls	24	28	80	96
800	Severe Weather & Natural Disaster	0	0	0	0
900	Special Incident	0	0	0	0
	TOTAL	191	204	585	825

Lino Lakes Public Safety Calls by Month and Station Q4						
YEAR	Station 1	Station 2	Duty Officer	Duty Crew	Total	Cross-trained Police Staff
2023	62	48	0	94	204	10 of the 204 calls
2022	47	28	31	80	191	5 of the 191 calls

**Lino Lakes Public Safety
Calls by Month & Station Q4 2022**



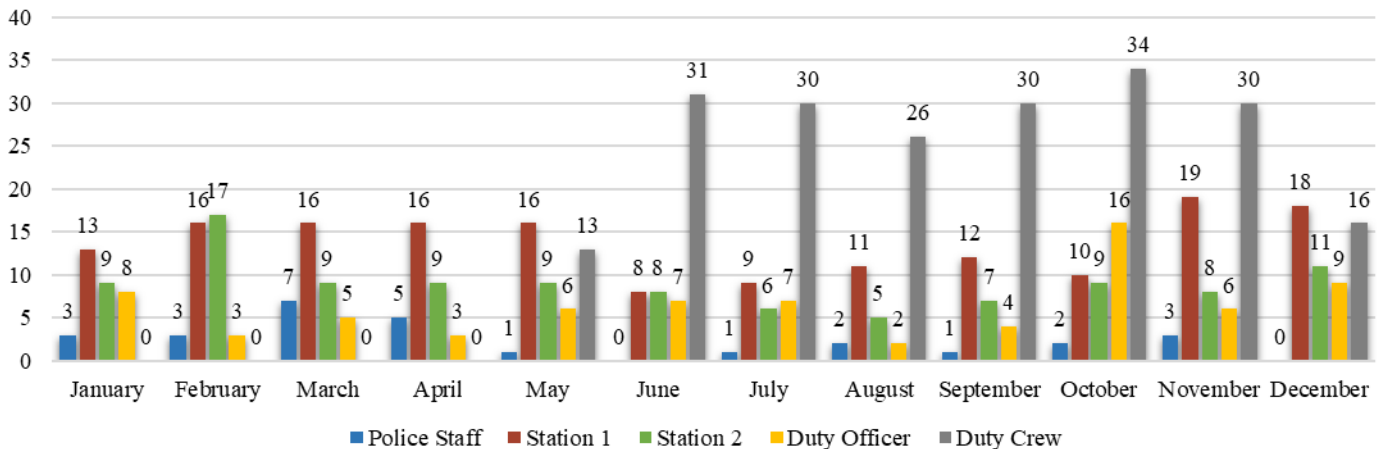
**Lino Lakes Public Safety
Calls by Month & Station Q4 2023**



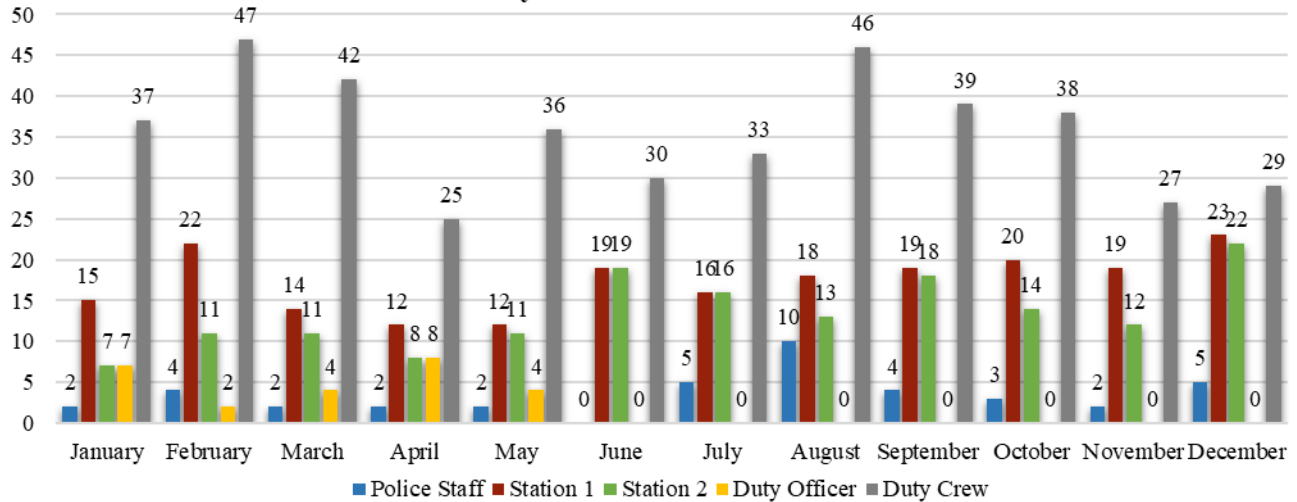
Lino Lakes Public Safety Calls by Month and Station YTD

YEAR	Station 1	Station 2	Duty Officer	Duty Crew	Total	Cross-trained Police Staff
2023	209	162	25	429	825	41 of the 825 calls
2022	164	107	76	210	585	28 of the 585 calls

**Lino Lakes Public Safety
Calls by Month & Station YTD 2022**



Lino Lakes Public Safety Calls by Month & Station YTD 2023



MUTUAL AID GIVEN					
	Q1	Q2	Q3	Q4	TOTAL
2023	16	9	5	7	37
2022	16	6	23	13	58

MUTUAL AID RECEIVED					
	Q1	Q2	Q3	Q4	TOTAL
2023	2	2	6	3	13
2022	2	5	3	3	13



NIBRS Description - Group A	Qtr 4 2022		Qtr 4 2023		Y-to-D 2022		Y-to-D 2023	
	Off	Arrest	Off	Arrest	Off	Arrest	Off	Arrest
Animal Cruelty	0	0	1	0	0	0	1	0
Arson	2	0	0	0	2	0	0	0
Aggravated Assault	2	2	3	2	10	10	8	7
Simple Assault	5	4	13	12	35	32	59	51
Intimidation	3	3	9	7	9	8	25	23
Burglary/Breaking & Entering	2	0	2	0	15	3	14	1
Counterfeiting/Forgery	2	2	1	1	11	6	9	6
Destruction / Damage / Vandalism of Property	20	3	8	2	61	12	44	12
Drugs/Narcotic Violation	6	6	2	2	48	44	27	24
Drug Equipment Violations	7	7	0	0	34	31	16	13
Embezzlement	0	0	0	0	0	0	0	0
Extortion / Blackmail	1	0	0	0	5	1	4	0
False Pretenses/Swindle/Con	3	0	4	0	17	4	18	6
Credit Card/Automated Teller Machine Fraud	2	1	1	1	5	1	9	2
Wire Fraud	0	0	2	0	1	1	4	0
Impersonation	0	0	2	2	4	4	9	9
Identity Theft	18	1	6	0	52	4	25	0
Hacking/Computer Invasion	0	0	0	0	1	0	1	0
Kidnapping/Abduction	0	0	1	1	0	0	3	3
Murder & Nonnegligent Manslaughter Person	0	0	0	0	0	0	0	0
Purse-Snatching	0	0	0	0	1	0	0	0
Pocket-Picking	0	0	0	0	0	0	1	0
Shoplifting	6	5	10	5	21	16	37	27
Theft from Building	2	0	2	0	8	2	7	1
Theft from Motor Vehicle	16	0	2	2	46	2	16	5
Theft of Motor Vehicle Parts or Accessories	1	0	2	0	13	1	6	0
All other Larceny	15	3	12	4	122	24	63	21
Motor Vehicle Theft	3	2	1	0	7	4	8	4
Robbery	0	0	1	1	0	0	1	1
Pornography/Obscene Material	1	0	1	0	2	0	5	1
Forcible Rape	0	0	0	0	1	1	1	0
Forcible Sodomy	0	0	0	0	1	1	1	0
Forcible Fondling	6	4	0	0	10	6	5	3
Stolen Property Offenses	5	2	1	1	9	6	9	6
Weapon Law Violations	1	0	4	3	4	3	14	9
TOTAL	129	45	91	46	555	227	450	235
Solve Rate	35%		51%		41%		52%	

	Qtr 4 2022		Qtr 4 2023		Y-to-D 2022		Y-to-D 2023	
NIBRS Description - Group B	Off	Arrest	Off	Arrest	Off	Arrest	Off	Arrest
Bad Checks	0	0	0	0	0	0	1	1
Curfew/Loitering/Vagrancy Violation	0	0	1	1	1	1	6	2
Disorderly Conduct	13	9	19	16	45	26	72	45
Driving Under Influence	32	32	73	73	111	111	254	250
Family Offenses, Nonviolent	0	0	0	0	0	0	2	1
Liquor Law Violations	6	6	2	2	15	15	16	16
Trespass of Real Property	2	1	1	1	23	21	7	6
TOTAL	53	48	96	93	195	174	358	321
SOLVE RATE	91%		97%		89%		90%	

	Q4 2022		Q4 2023		Y-to-D 2022		Y-to-D 2023	
2022/2023 Overall Clearance Rate	Off	Arrest	Off	Arrest	Off	Arrest	Off	Arrest
Group A	129	45	91	46	555	227	450	235
Group B	53	48	96	93	195	174	358	321
TOTAL	182	93	187	139	750	401	808	556
SOLVE RATE	51%		74%		53%		69%	

	Q4 2022			Q4 2023			Year-to-Date 2022			Year-to-Date 2023		
2022/2023 Clearance Rate	Off	Arrest	Solve Rate	Off	Arrest	Solve Rate	Off	Arrest	Solve Rate	Off	Arrest	Solve Rate
Property Crimes	97	19	20%	56	18	32%	396	90	23%	280	100	36%
Violent Crimes	13	10	77%	19	6	32%	57	50	88%	79	65	82%

FELONY CASE FILE SUBMISSIONS					
YEAR	Q1	Q2	Q3	Q4	TOTAL
2023	11	19	12	13	55
2022	4	15	20	22	61

Q4, 2023 Notable Actions & Events

- October 3, Our Savior's Church Women's Personal Safety and Self-defense Discussion
- October 10, St. Joseph's Church Scam Awareness Seminar
- October 11, Lyngblomsten Scam Awareness Seminar
- October 12, Target Starbucks Coffee with a Cop
- October 13, STEM Donut with an Adult
- October 16, Gracewood Scam Awareness Seminar
- October 17, Lino Lakes Elementary Kindergarten Truck Visit
- October 23, Lino Lakes Assisted Living Scam Awareness Seminar
- November 30, Lino Lakes Cub Scout Den Public Safety Talk and Tour
- November 25, Breakfast with Santa
- December 8, Rookery Secret Holiday Shop
- December 12, Blaine Target Heroes & Helpers