

EXPANDED AGENDA



**CITY COUNCIL AGENDA**

• MEETING •

**Monday, February 12, 2024**

**6:30 p.m.**

*(Scheduled to be broadcast on Channel 16)*

**City Council: Mayor Rafferty, Councilmembers Cavegn, Lyden, Ruhland and Stoesz**  
**City Administrator: Sarah Cotton**

**COUNCIL WORK SESSION, 6:00 P.M.**

**Community Room (not televised)**

1. Review Regular Agenda

**CITY COUNCIL MEETING, 6:30 P.M.**

- Call to Order and Roll Call

The meeting was called to order at 6:00 PM. All members of the Council were present.

- Pledge of Allegiance

- Public Comment *(in person or received in writing prior to meeting):*

The public comment period is a time to allow members of the public to speak to Council on City matters not on the agenda. Speakers are allowed four (4) minutes and 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.

There was no public comment.

**Motion to: Close Public Comment at 6:30 PM.**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Lyden</b>
<b>SECONDER:</b>	<b>Stoesz</b>
<b>AYES:</b>	<b>Lyden, Stoesz, Ruhland, Cavegn, Rafferty</b>

- Setting the Agenda: Addition or deletion of agenda items

The agenda was accepted as presented.



**1. CONSENT AGENDA**

- A. Consider Approval of Expenditures for February 12, 2024 (Check No. 120136 through 120243) in the Amount of \$606,145.82
- B. Consider Approval of January 22, 2024 Work Session Minutes
- C. Consider Approval of January 22, 2024 Council Meeting Minutes
- D. Consider Approval of the Hiring of Part-Time Staff for the Rookery Activity Center
- ~~E. Consider Approval of Appointments to Advisory Boards/Commissions~~
- F. Consider Approval of Application for Excluded Bingo for ARCHES
- G. Consider Resolution No. 24-15, Adopting the Lino Lakes City Council Code of Conduct and Rules of Decorum
- i. **Motion to: Approve Consent Agenda Items 1A -D, 1F-G with 1E removed until after a time when a meeting can be held to further discuss.**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Cavegn</b>
<b>SECONDER:</b>	<b>Lyden</b>
<b>AYES:</b>	<b>Cavegn, Lyden, Stoesz, Ruhland, Rafferty</b>

**2. COMMUNITY DEVELOPMENT REPORT**

- A. Zoning Ordinance Map Amendment, Katie Larsen
  - i. Consider 2nd Reading of Ordinance No. 02-24 Approving Zoning Ordinance Map Amendment-Water Treatment Plant (6590 12th Avenue) Rezoning from R-1X to PSP

**1. Motion to: Dispense with Full Reading of Ordinance 02-24**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Cavegn</b>
<b>SECONDER:</b>	<b>Ruhland</b>
<b>AYES:</b>	<b>Lyden, Stoesz, Ruhland, Cavegn, Rafferty</b>



**2. Motion to: Approve Second Reading of Ordinance 02-24**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Cavegn</b>
<b>SECONDER:</b>	<b>Ruhland</b>
<b>AYES/ROLL CALL:</b>	<b>Lyden, Stoesz, Ruhland, Cavegn, Rafferty</b>

- ii. Consider Resolution No. 24-16 Approving Summary Publication of Ordinance No. 02-24

**1. Motion to Approve Resolution 24-16, Approving Summary Publication**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Cavegn</b>
<b>SECONDER:</b>	<b>Ruhland</b>
<b>AYES/ROLL CALL:</b>	<b>Lyden, Stoesz, Ruhland, Cavegn, Rafferty</b>

- B. Consider Resolution No. 24-11 Approving Jansen Addition Preliminary Plat, Katie Larsen

i. **Motion to Approve Resolution 24-11, Approving Jansen Addition Preliminary Plat**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Lyden</b>
<b>SECONDER:</b>	<b>Stoesz</b>
<b>AYES:</b>	<b>Lyden, Stoesz, Ruhland, Cavegn, Rafferty</b>

- C. Zoning Ordinance Text Amendment, Katie Larsen

- i. Consider 2nd Reading of Ordinance No. 03-24 Approving Zoning Ordinance Text Amendment-Renumeration and Codification

**1. Motion to: Dispense with Full Reading of Ordinance 03-24**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Cavegn</b>
<b>SECONDER:</b>	<b>Ruhland</b>
<b>AYES:</b>	<b>Lyden, Stoesz, Ruhland, Cavegn, Rafferty</b>



**2. Motion to: Approve Second Reading of Ordinance 03-24**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Cavegn</b>
<b>SECONDER:</b>	<b>Ruhland</b>
<b>AYES:</b>	<b>Lyden, Stoesz, Ruhland, Cavegn, Rafferty</b>

- ii. Consider Resolution No. 24-07 Approving Summary Publication of Ordinance No. 03-24

**1. Motion to Approve Resolution 24-07, Approving Summary Publication**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Cavegn</b>
<b>SECONDER:</b>	<b>Ruhland</b>
<b>AYES:</b>	<b>Lyden, Stoesz, Ruhland, Cavegn, Rafferty</b>

- D. Consider Resolution No. 24-12, Approve Final Payment, 2022 East Shadow Lake Drive Project, Diane Hanke

i. **Motion to Approve Resolution 24-12, Approving Final Payment 2022 E. Shadow Lake Drive Project**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Lyden</b>
<b>SECONDER:</b>	<b>Stoesz</b>
<b>AYES:</b>	<b>Lyden, Stoesz, Ruhland, Cavegn, Rafferty</b>

- E. 2024 Street Rehabilitation and Trunk Watermain Project, Diane Hanke

- i. Consider Approval of Resolution No. 24-13, Accepting Bids, Awarding a Construction Contract

**1. Motion to Approve Resolution 24-13, Accepting Bids, Awarding a Construction Contract**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Ruhland</b>
<b>SECONDER:</b>	<b>Cavegn</b>
<b>AYES:</b>	<b>Lyden, Stoesz, Ruhland, Cavegn, Rafferty</b>



- ii. Consider Approval of Resolution No. 24-14, Approving Construction Services Contract with WSB LLC.

**1. Motion to Approve Resolution 24-14, Approving Construction Services Contract with WSB LLC.**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Ruhland</b>
<b>SECONDER:</b>	<b>Cavegn</b>
<b>AYES:</b>	<b>Lyden, Stoesz, Ruhland, Cavegn, Rafferty</b>

- F. Consideration of Resolution No. 23-130, Approving Utility Meter Reading Equipment Hardware and Customer Portal and Analytics, Michael Grochala

- i. **Motion to Further Postpone Consideration of Resolution 23-130 until March 11, 2024.**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Cavegn</b>
<b>SECONDER:</b>	<b>Ruhland</b>
<b>AYES:</b>	<b>Lyden, Stoesz, Ruhland, Cavegn, Rafferty</b>

**3. UNFINISHED BUSINESS**

None

**4. NEW BUSINESS**

None

**Adjournment**

Mayor Rafferty reviewed the Community Calendar. With no further business before the Council, the meeting was adjourned by Mayor Rafferty at 6:46 PM.

***Community Calendar – A Look Ahead***  
February 13, 2024 through February 23, 2024

- No meetings scheduled through February 23, 2023
- Presidents' Day will be observed on Monday, February 19, 2024





## CITY COUNCIL AGENDA

### • MEETING •

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***\*Roll call vote is required for adoption of the ordinance***
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- E. 2024 Street Rehabilitation and Trunk Watermain Project, Diane Hanke
  - i. Consider Approval of Resolution No. 24-13, Accepting Bids, Awarding a Construction Contract
  - ii. Consider Approval of Resolution No. 24-14, Approving Construction Services Contract with WSB LLC.
- F. Consideration of Resolution No. 23-130, Approving Utility Meter Reading Equipment Hardware and Customer Portal and Analytics, Michael Grochala

### **3. UNFINISHED BUSINESS**

None

### **4. NEW BUSINESS**

None

### **Adjournment**

#### ***Community Calendar – A Look Ahead***

February 13, 2024 through February 23, 2024

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# **Expenditures**

February 12, 2024

Check #120136 to #120243

\$606,145.82



# Accounts Payable

## Check Detail

User: jessica.eller  
 Printed: 02/07/2024 - 10:07AM



Check Number	Check Date	Amount
<b>2 - 1st Choice Document Destruction Line Item Account</b>		
120141	02/12/2024	
Inv 24-2682		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/20/2024	Shred Day Event 2,820 Pounds Recycled	101-462-4410-000
		840.00
Inv 24-2682 Total		840.00
120141 Total:		840.00
<b>2 - 1st Choice Document Destruction Total:</b>		840.00
<b>989 - ACE Supply Company, Inc. Line Item Account</b>		
120142	02/12/2024	
Inv 223292		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/29/2024	Radiant Heater	101-432-4211-500
		1,353.54
Inv 223292 Total		1,353.54
120142 Total:		1,353.54
<b>989 - ACE Supply Company, Inc. Total:</b>		1,353.54
<b>13 - AFLAC Line Item Account 101-000-2040-000</b>		
120143	02/12/2024	
Inv 646549		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/12/2024	January Insurance Premiums	101-000-2040-000
		361.30
Inv 646549 Total		361.30
120143 Total:		361.30
<b>13 - AFLAC Total:</b>		361.30
<b>14 - AFSCME Council #5 Line Item Account 101-000-2040-000</b>		
120137	02/02/2024	



Check Number		Check Date	10 Amount	
Inv				
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/31/2024	PR Batch 00002.02.2024 Union Dues AFSCME		101-000-2040-000	471.44
Inv Total				471.44
				<hr/>
120137 Total:				471.44
				<hr/>
14 - AFSCME Council #5 Total:				471.44
931 - American Environmental LLC Line Item Account				
120144	02/12/2024			
Inv 3440				
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/13/2024	Sewer Cleaning & CCTV Inspection of Sanitary Sewer		602-495-4300-000	4,082.50
Inv 3440 Total				4,082.50
				<hr/>
120144 Total:				4,082.50
				<hr/>
931 - American Environmental LLC Total:				4,082.50
2043 - American Red Cross Line Item Account				
120145	02/12/2024			
Inv 22656493				
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/17/2024	Lifeguard Certifications (4)		202-451-4330-000	184.00
Inv 22656493 Total				184.00
				<hr/>
120145 Total:				184.00
				<hr/>
2043 - American Red Cross Total:				184.00
33 - Anoka County Attorney's Office Line Item Account				
120146	02/12/2024			
Inv 21-048970				
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/18/2024	Forfeiture Distribution		207-420-4300-000	29.80
Inv 21-048970 Total				29.80
				<hr/>
120146 Total:				29.80
				<hr/>
33 - Anoka County Attorney's Office Total:				29.80



Check Number	Check Date			11 Amount
<b>34 - Anoka County Central Communications Line Item Account</b>				
120147	02/12/2024			
Inv	Q42023			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
12/31/2023	Q4 2023 TZD Grant	101-000-2080-000		5,744.79
Inv Q42023 Total				5,744.79
				<hr/>
120147 Total:				5,744.79
				<hr/>
<b>34 - Anoka County Central Communications Total:</b>				5,744.79
<b>42 - Anoka County Property Records &amp; Taxation Line Item Account</b>				
120148	02/12/2024			
Inv	2/1/2024			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
02/01/2024	2023 TIF	419-499-4915-000		599.26
02/01/2024	2023 Truth in Taxation	101-407-4342-000		2,472.52
02/01/2024	2023 TIF	418-499-4915-000		2,906.85
02/01/2024	2023 TIF	430-499-4915-000		999.00
02/01/2024	2023 TIF	301-499-4300-000		100.00
02/01/2024	2023 Special Assessments	301-499-4300-000		2,676.52
Inv 2/1/2024 Total				9,754.15
				<hr/>
120148 Total:				9,754.15
120149	02/12/2024			
Inv	24-2189			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/17/2024	Lyngblomsten PUD Amendment 32	801-000-2363-103		46.00
Inv 24-2189 Total				46.00
Inv	24-2686			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/22/2024	Temp Easement for Hodgson Rd Reconstruction	420-499-4300-151		46.00
Inv 24-2686 Total				46.00
Inv	24-2689			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/22/2024	Permanent Easement	420-499-4300-151		46.00
Inv 24-2689 Total				46.00
Inv	24-3892			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/30/2024	Easement Vacation Ord. No. 01-24	801-000-2300-000		46.00



Check Number    Check Date		12 Amount
Inv 24-3892 Total		46.00
120149 Total:		184.00
<b>42 - Anoka County Property Records &amp; Taxation Total:</b>		9,938.15
<b>43 - Anoka County Sheriff's Office Line Item Account</b>		
120150	02/12/2024	
Inv	Q42023	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
12/31/2023	Q4 2023 TZD Grant	101-000-2080-000
		6,506.35
Inv Q42023 Total		6,506.35
120150 Total:		6,506.35
<b>43 - Anoka County Sheriff's Office Total:</b>		6,506.35
<b>44 - Anoka County Treasury Office Line Item Account</b>		
120151	02/12/2024	
Inv	B240116L	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/16/2024	Site 116 Jan 2024 CAC Fiber	101-432-4300-501
		75.00
01/16/2024	Site 117 Jan 2024 CAC Fiber	101-432-4300-503
		75.00
01/16/2024	Site 115 Jan 2024 CAC Fiber	101-432-4300-500
		75.00
Inv B240116L Total		225.00
Inv	ES-00015408	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/30/2024	Used Oil Class I License Fee	101-431-4452-000
		100.00
Inv ES-00015408 Total		100.00
120151 Total:		325.00
<b>44 - Anoka County Treasury Office Total:</b>		325.00
<b>54 - Aspen Mills, Inc. Line Item Account</b>		
120152	02/12/2024	
Inv	326452	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/15/2024	Uniform Allowance - A. Hallin	101-420-4370-000
		34.50
Inv 326452 Total		34.50



Check Number		Check Date	13 Amount	
<hr/>				
Inv	326511			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/16/2024	Uniform Allowance - D. Thill		101-420-4370-000	328.85
Inv 326511 Total				328.85
Inv	326568			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/17/2024	Uniform Allowance - K. Wills		101-420-4370-000	380.10
Inv 326568 Total				380.10
Inv	326569			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/17/2024	Uniform Allowance - S. Bergeron		101-420-4370-000	151.00
Inv 326569 Total				151.00
Inv	326595			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/17/2024	Dept Exp - M. Carlson		101-421-4370-000	115.90
Inv 326595 Total				115.90
Inv	326734			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/19/2024	Uniform Allowance - E. Heu		101-420-4370-000	493.69
Inv 326734 Total				493.69
Inv	326765			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/22/2024	Uniform Allowance - M. DeMars		101-420-4370-000	207.95
Inv 326765 Total				207.95
Inv	326818			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/22/2024	Uniform Allowance - E. Heu		101-420-4370-000	6.99
Inv 326818 Total				6.99
120152 Total:				1,718.98
54 - Aspen Mills, Inc. Total:				1,718.98
1028 - Baycom, Inc. Line Item Account				
120153	02/12/2024			
Inv	EQUIPINV_047585			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	



Check Number      Check Date		14 Amount	
01/25/2024	Docking Stations (3)	101-420-4240-000	834.00
Inv EQUIPINV_047585 Total			834.00
120153 Total:			834.00
<b>1028 - Baycom, Inc. Total:</b>			834.00
<b>85 - Bluetarp Financial, Inc. Line Item Account</b>			
120154	02/12/2024		
Inv    H60410/G			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/24/2024	Lawn Rakes (3)	101-450-4211-000	89.97
Inv H60410/G Total			89.97
120154 Total:			89.97
<b>85 - Bluetarp Financial, Inc. Total:</b>			89.97
<b>92 - Boyer Trucks, Inc. Line Item Account</b>			
120155	02/12/2024		
Inv    091P3179			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	EGR Valve #215	101-431-4221-000	1,150.38
Inv 091P3179 Total			1,150.38
120155 Total:			1,150.38
<b>92 - Boyer Trucks, Inc. Total:</b>			1,150.38
<b>100 - Bureau of Criminal Apprehension Line Item Account</b>			
120140	02/02/2024		
Inv    2/1/2024			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2024	Background Check - J. Fisher	101-421-4410-000	33.25
Inv 2/1/2024 Total			33.25
120140 Total:			33.25
<b>100 - Bureau of Criminal Apprehension Total:</b>			33.25
<b>731 - Business Essentials Line Item Account</b>			
120156	02/12/2024		



Check Number		Check Date	15 Amount	
Inv	OE-634670-1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/31/2024	Can Liners	101-450-4211-000		181.74
Inv OE-634670-1 Total				181.74
120156 Total:				181.74
731 - Business Essentials Total:				181.74
2099 - BWSR Line Item Account				
120157	02/12/2024			
Inv	00000779710			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
02/06/2024	Woolan's Park Wetland Bank Annual Maintenance Fee	422-499-4300-000		500.00
Inv 00000779710 Total				500.00
120157 Total:				500.00
2099 - BWSR Total:				500.00
111 - Cartegraph Systems, Inc. Line Item Account				
120158	02/12/2024			
Inv	INV12543			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/31/2024	OMS Platform	101-431-4300-000		3,340.00
01/31/2024	OMS Platform	101-430-4300-000		5,019.18
01/31/2024	OMS Platform	101-450-4300-000		1,670.00
01/31/2024	OMS Platform	602-495-4300-000		3,340.00
01/31/2024	OMS Platform	601-494-4300-000		3,340.00
Inv INV12543 Total				16,709.18
120158 Total:				16,709.18
111 - Cartegraph Systems, Inc. Total:				16,709.18
1843 - Centennial Lakes Police Department Line Item Account				
120159	02/12/2024			
Inv	Q42023			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
12/31/2023	Q4 2023 TZD Grant	101-000-2080-000		403.08
Inv Q42023 Total				403.08
120159 Total:				403.08



Check Number	Check Date		16 Amount
<b>1843 - Centennial Lakes Police Department Total:</b>			403.08
<b>1093 - Centennial School District 12 Line Item Account</b>			
120160	02/12/2024		
Inv	1/30/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2024	Active Adult Paramount Theater Winter Dance Party Trip	202-451-4412-000	267.00
Inv 1/30/2024 Total			267.00
Inv	1/4/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/04/2024	Chanhassen Dinner Theater Trip	202-451-4410-607	180.00
Inv 1/4/2024 Total			180.00
120160 Total:			447.00
<b>1093 - Centennial School District 12 Total:</b>			447.00
<b>115 - Centennial Utilities Line Item Account</b>			
120161	02/12/2024		
Inv	137		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	1st Qtr 2024 Utilities	602-495-4382-000	285.45
01/19/2024	1st Qtr 2024 Utilities	601-494-4382-000	455.68
Inv 137 Total			741.13
120161 Total:			741.13
<b>115 - Centennial Utilities Total:</b>			741.13
<b>116 - CenterPoint Energy Line Item Account</b>			
120162	02/12/2024		
Inv	January 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/29/2024	Natural Gas	101-432-4383-502	738.77
01/29/2024	Natural Gas	101-450-4383-000	151.41
01/29/2024	Natural Gas	601-494-4383-000	372.27
01/29/2024	Natural Gas	101-432-4383-500	1,926.08
01/29/2024	Natural Gas	602-495-4383-000	145.03
01/29/2024	Natural Gas	101-432-4383-501	835.68
Inv January 2024 Total			4,169.24
120162 Total:			4,169.24



Check Number	Check Date		17 Amount
116 - CenterPoint Energy Total:			4,169.24
2095 - Central Equipment Sales, Inc. Line Item Account			
120163	02/12/2024		
Inv	117631		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	Electric Man Lift #100 (New to Fleet)	402-431-5000-000	12,500.00
Inv 117631 Total			12,500.00
120163 Total:			12,500.00
2095 - Central Equipment Sales, Inc. Total:			12,500.00
1842 - City of Anoka Line Item Account			
120164	02/12/2024		
Inv	Q42023		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2023	Q4 2023 TZD Grant	101-000-2080-000	2,897.40
Inv Q42023 Total			2,897.40
120164 Total:			2,897.40
1842 - City of Anoka Total:			2,897.40
129 - City of Blaine Line Item Account			
120165	02/12/2024		
Inv	Q42023		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2023	Q4 2023 TZD Grant	101-000-2080-000	17,444.89
Inv Q42023 Total			17,444.89
120165 Total:			17,444.89
129 - City of Blaine Total:			17,444.89
1848 - City of Columbia Heights Line Item Account			
120166	02/12/2024		
Inv	Q42023		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2023	Q4 2023 TZD Grant	101-000-2080-000	8,475.36
Inv Q42023 Total			8,475.36



Check Number	Check Date	18 Amount
120166 Total:		8,475.36
<b>1848 - City of Columbia Heights Total:</b>		8,475.36
<b>1845 - City of Coon Rapids Line Item Account</b>		
120167	02/12/2024	
Inv	Q42023	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
12/31/2023	Q4 2023 TZD Grant	101-000-2080-000
		7,054.74
Inv Q42023 Total		7,054.74
120167 Total:		7,054.74
<b>1845 - City of Coon Rapids Total:</b>		7,054.74
<b>132 - City of Fridley Line Item Account</b>		
120168	02/12/2024	
Inv	Q42023	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
12/31/2023	Q4 2023 TZD Grant	101-000-2080-000
		7,450.52
Inv Q42023 Total		7,450.52
120168 Total:		7,450.52
<b>132 - City of Fridley Total:</b>		7,450.52
<b>1844 - City of Ramsey Line Item Account</b>		
120169	02/12/2024	
Inv	Q42023	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
12/31/2023	Q4 2023 TZD Grant	101-000-2080-000
		8,383.67
Inv Q42023 Total		8,383.67
120169 Total:		8,383.67
<b>1844 - City of Ramsey Total:</b>		8,383.67
<b>1847 - City of St. Francis Line Item Account</b>		
120170	02/12/2024	
Inv	Q42023	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
12/31/2023	Q4 2023 TZD Grant	101-000-2080-000
		2,706.42



Check Number      Check Date		19 Amount
Inv Q42023 Total		2,706.42
120170 Total:		2,706.42
1847 - City of St. Francis Total:		2,706.42
761 - Comcast Line Item Account 101-432-4321-502		
120171	02/12/2024	
Inv    0131882		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/24/2024	Phone & Internet Services	101-432-4321-502
		379.21
Inv 0131882 Total		379.21
120171 Total:		379.21
761 - Comcast Total:		379.21
149 - Connexus Energy Line Item Account		
120172	02/12/2024	
Inv    January 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/30/2024	Electric	601-494-4381-000
		1,789.43
01/30/2024	Electric	101-420-4381-000
		31.50
01/30/2024	Electric	602-495-4381-000
		996.27
01/30/2024	Electric	101-450-4381-000
		70.57
01/30/2024	Electric	101-430-4385-000
		1,810.49
01/30/2024	Electric	101-432-4381-500
		1,163.27
Inv January 2024 Total		5,861.53
120172 Total:		5,861.53
149 - Connexus Energy Total:		5,861.53
1278 - Core & Main LP Line Item Account		
120173	02/12/2024	
Inv    T249583		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
02/05/2024	Meters	601-494-4215-000
		4,908.70
Inv T249583 Total		4,908.70
120173 Total:		4,908.70
1278 - Core & Main LP Total:		4,908.70



Check Number		Check Date	20 Amount	
167 - Dalco, Inc. Line Item Account				
120174		02/12/2024		
Inv		4185858		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/22/2024	Toilet Tissue, Paper Towel, Hand Sanitizer, Hair & Body Wash	202-451-4211-000		582.39
Inv 4185858 Total				582.39
Inv		4185907		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/22/2024	Paper Towel, Hair & Body Wash	202-451-4211-000		241.34
Inv 4185907 Total				241.34
Inv		4186555		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/23/2024	Disinfectant, Paper Towel, Toilet Tissue & Urinal Screens	101-432-4211-000		750.40
Inv 4186555 Total				750.40
Inv		4188918		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/29/2024	Scrubbing Pads, Hair & Body Wash	202-451-4211-000		164.53
Inv 4188918 Total				164.53
120174 Total:				1,738.66
167 - Dalco, Inc. Total:				1,738.66
954 - Davids Hydro Vac, Inc. Line Item Account				
120175		02/12/2024		
Inv		240045221		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
02/02/2024	Wet Well Cleaning - Lift Station 53	602-495-4300-000		2,915.00
Inv 240045221 Total				2,915.00
120175 Total:				2,915.00
954 - Davids Hydro Vac, Inc. Total:				2,915.00
172 - DeGardner, Richard Line Item Account				
120176		02/12/2024		
Inv		1/19/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/19/2024	Senate Meeting Supplies	101-401-4900-000		234.00
01/19/2024	Mileage Reimbursement & Leadership Book	101-450-4330-000		39.64



Check Number      Check Date		21 Amount
Inv 1/19/2024 Total		273.64
120176 Total:		273.64
<b>172 - DeGardner, Richard Total:</b>		273.64
<b>1261 - Dell Marketing LP Line Item Account</b>		
120177	02/12/2024	
Inv	10727509028	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/29/2024	Replacement Laptops - J. Williams & L. Chapman	602-495-4200-000
01/29/2024	Replacement Laptops - J. Williams & L. Chapman	601-494-4200-000
Inv 10727509028 Total		2,636.96
Inv	10728198013	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
02/01/2024	Computer - B. Olander	403-431-4240-000
02/01/2024	Computer & Docking Station - R. DeGardner	403-450-4240-000
02/01/2024	Computer & Docking Station - B. Freeman	403-422-4240-000
02/01/2024	Computer & Docking Station - D. Rozan	403-422-4240-000
02/01/2024	Computer & Docking Station - T. Payne	403-430-4240-000
Inv 10728198013 Total		6,582.05
120177 Total:		9,219.01
<b>1261 - Dell Marketing LP Total:</b>		9,219.01
<b>175 - Delta Dental of Minnesota Line Item Account</b>		
120178	02/12/2024	
Inv	February 2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
02/01/2024	Dental Insurance Premiums	101-000-2040-000
02/01/2024	Dental Insurance Premiums	202-451-4134-000
02/01/2024	Dental Insurance Premiums	101-407-4134-000
02/01/2024	Dental Insurance Premiums	101-463-4134-000
02/01/2024	Dental Insurance Premiums	101-432-4134-000
02/01/2024	Dental Insurance Premiums	101-402-4134-000
02/01/2024	Dental Insurance Premiums	101-420-4134-000
02/01/2024	Dental Insurance Premiums	602-495-4134-000
02/01/2024	Dental Insurance Premiums	101-430-4134-000
02/01/2024	Dental Insurance Premiums	101-462-4134-000
02/01/2024	Dental Insurance Premiums	101-000-2044-000
02/01/2024	Dental Insurance Premiums	101-431-4134-000
02/01/2024	Dental Insurance Premiums	101-421-4134-000
02/01/2024	Dental Insurance Premiums	101-422-4134-000
02/01/2024	Dental Insurance Premiums	601-494-4134-000
02/01/2024	Dental Insurance Premiums	101-461-4134-000
02/01/2024	Dental Insurance Premiums	101-416-4134-000



Check Number      Check Date		22 Amount	
02/01/2024	Dental Insurance Premiums	101-418-4134-000	51.04
02/01/2024	Dental Insurance Premiums	101-450-4134-000	234.81
02/01/2024	Dental Insurance Premiums	603-496-4134-000	122.49
Inv February 2024 Total			5,226.99
120178 Total:			5,226.99
175 - Delta Dental of Minnesota Total:			5,226.99
187 - Earl F. Andersen Line Item Account			
120179	02/12/2024		
Inv	0135274-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2024	Street Name Signs (344)	101-430-4223-000	8,403.02
Inv 0135274-IN Total			8,403.02
120179 Total:			8,403.02
187 - Earl F. Andersen Total:			8,403.02
1537 - Electro Watchman, Inc. Line Item Account			
120180	02/12/2024		
Inv	417366		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	Replaced Fire Alarm Main Control Panel Battery Backup	202-451-4410-000	86.20
Inv 417366 Total			86.20
120180 Total:			86.20
1537 - Electro Watchman, Inc. Total:			86.20
192 - Emergency Apparatus Maintenance Line Item Account			
120181	02/12/2024		
Inv	130594		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2023	Replaced Relay #622	101-431-4410-000	2,675.92
Inv 130594 Total			2,675.92
120181 Total:			2,675.92
192 - Emergency Apparatus Maintenance Total:			2,675.92
AP-Check Detail (2/7/2024 - 10:07 AM)			
			Page 14



Check Number		Check Date	23 Amount	
<b>1826 - Endurance Fitness of MN, LLC Line Item Account</b>				
120182		02/12/2024		
Inv	Q4 2023			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
12/31/2023	Q4 2023 Program Revenue Share		202-451-4411-000	3,073.72
Inv Q4 2023 Total				3,073.72
				<hr/>
120182 Total:				3,073.72
120183		02/12/2024		
Inv	February 2024			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
02/01/2024	February 2024 EF Monthly Fee		202-451-4411-000	11,665.00
Inv February 2024 Total				11,665.00
				<hr/>
120183 Total:				11,665.00
				<hr/>
<b>1826 - Endurance Fitness of MN, LLC Total:</b>				14,738.72
<b>204 - Factory Motor Parts Company Line Item Account</b>				
120184		02/12/2024		
Inv	159-089576			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
07/18/2023	Battery Core Return		101-431-4221-000	-16.00
Inv 159-089576 Total				-16.00
Inv	159-091486			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
08/15/2023	Battery Warranty Credit		101-431-4221-000	-131.22
Inv 159-091486 Total				-131.22
Inv	159-095728			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
10/13/2023	Battery Core Return		101-431-4221-000	-12.00
Inv 159-095728 Total				-12.00
Inv	159-102205			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/12/2024	Front & Rear Brakes #315		101-431-4221-000	438.96
Inv 159-102205 Total				438.96
Inv	159-102233			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	



**Check Number      Check Date**
**Amount**

01/12/2024	Batteries (2) #256	101-431-4221-000	258.88
Inv 159-102233 Total			258.88
Inv 159-102587			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/17/2024	Spark Plugs (6) & Intake Gasket #303	101-431-4221-000	43.25
Inv 159-102587 Total			43.25
Inv 159-102693			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2024	Battery #806 & Stock Filters	101-431-4221-000	178.49
Inv 159-102693 Total			178.49
Inv 159-103091			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2024	Spark Plugs (6) #304	101-431-4221-000	43.25
Inv 159-103091 Total			43.25
Inv 159-103419			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/29/2024	Brake Cleaner	101-431-4211-000	44.76
Inv 159-103419 Total			44.76
Inv 159-103462			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/29/2024	Stock Oil Filters (3)	101-431-4221-000	10.56
Inv 159-103462 Total			10.56
Inv 159-103464			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/29/2024	Rear Brake Rotors & Pads #314	101-431-4221-000	200.96
Inv 159-103464 Total			200.96
Inv 159-103765			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2024	Oil Pressure Switch #256	101-431-4221-000	16.80
Inv 159-103765 Total			16.80
Inv 1-9385107			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/29/2024	Battery #314	101-431-4221-000	141.82
Inv 1-9385107 Total			141.82



Check Number		Check Date	25 Amount	
Inv	19-922027			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/18/2024	Stock Oil Filter	101-431-4221-000		12.30
Inv 19-922027 Total				12.30
120184 Total:				1,230.81
204 - Factory Motor Parts Company Total:				1,230.81
209 - Fastenal Company Line Item Account				
120185	02/12/2024			
Inv	MNSPR192637			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/18/2024	Street Sign Hardware	101-430-4223-000		212.30
Inv MNSPR192637 Total				212.30
120185 Total:				212.30
209 - Fastenal Company Total:				212.30
1458 - Fidelity Security Life Insurance Co. Line Item Account 101-000-2048-000				
120186	02/12/2024			
Inv	166152256			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/22/2024	February Vision Insurance	101-000-2048-000		173.44
Inv 166152256 Total				173.44
120186 Total:				173.44
1458 - Fidelity Security Life Insurance Co. Total:				173.44
1302 - Fire Instruction Rescue Education Line Item Account				
120187	02/12/2024			
Inv	6653			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/20/2024	FIRE Training 2024	101-421-4330-000		17,200.00
Inv 6653 Total				17,200.00
120187 Total:				17,200.00
1302 - Fire Instruction Rescue Education Total:				17,200.00



Check Number      Check Date

**2097 - Fraser, Thomas Line Item Account**

120188                      02/12/2024

Inv      11/30/2023

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2023	Mediation Services for White Bear Lake Litigation	601-494-4301-000	1,996.00
Inv 11/30/2023 Total			1,996.00

120188 Total: 1,996.00

**2097 - Fraser, Thomas Total:**

1,996.00

**233 - GDO Law Line Item Account 101-414-4303-000**

120189                      02/12/2024

Inv      16155

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2024	February Prosecutor Contract	101-414-4303-000	8,750.00
Inv 16155 Total			8,750.00

120189 Total: 8,750.00

**233 - GDO Law Total:**

8,750.00

**244 - Gopher State One-Call Line Item Account**

120190                      02/12/2024

Inv      4010546

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2024	January Tickets	602-495-4410-000	117.48
01/31/2024	January Tickets	601-494-4410-000	117.47
Inv 4010546 Total			234.95

120190 Total: 234.95

**244 - Gopher State One-Call Total:**

234.95

**271 - Hawkins, Inc. Line Item Account**

120191                      02/12/2024

Inv      6669191

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/16/2024	Pool Chemical Supplies	202-451-4222-000	535.58
Inv 6669191 Total			535.58

120191 Total: 535.58



Check Number	Check Date		27 Amount
271 - Hawkins, Inc. Total:			535.58
1850 - Henry Schein, Inc. Line Item Account			
120192	02/12/2024		
Inv	68275032		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/04/2024	Spur Resuscitator Mask	101-420-4211-000	10.59
Inv 68275032 Total			10.59
120192 Total:			10.59
1850 - Henry Schein, Inc. Total:			10.59
UB*00136 - HINTZ, FRANK Line Item Account			
120193	02/12/2024		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/02/2024	Refund Check 006545-000, 7823 OAK CT	601-000-2020-000	37.92
Inv Total			37.92
120193 Total:			37.92
UB*00136 - HINTZ, FRANK Total:			37.92
1825 - Hotsy Minnesota Line Item Account			
120194	02/12/2024		
Inv	19868		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2024	Repair Pressure Washer	101-431-4300-000	364.82
Inv 19868 Total			364.82
120194 Total:			364.82
1825 - Hotsy Minnesota Total:			364.82
1749 - Huebsch Services Line Item Account			
120195	02/12/2024		
Inv	20097264		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2024	Shop Towels	101-431-4211-000	134.34
01/31/2024	Mats	101-432-4410-502	130.14
01/31/2024	Mats	101-432-4410-501	177.90
01/31/2024	Mats	101-432-4410-503	551.35



Check Number      Check Date		28 Amount
Inv 20097264 Total		993.73
120195 Total:		993.73
1749 - Huebsch Services Total:		993.73
298 - Hugo Equipment Company Line Item Account		
120196	02/12/2024	
Inv	185447	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
12/27/2023	Returned Blades (2)	101-431-4221-000
		-139.98
Inv 185447 Total		-139.98
Inv	201518	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/24/2024	Chain Saw, Oil & Case	101-450-4240-000
		644.47
Inv 201518 Total		644.47
Inv	201533	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/25/2024	Chain Saw Bar	101-430-4211-000
		34.49
Inv 201533 Total		34.49
120196 Total:		538.98
298 - Hugo Equipment Company Total:		538.98
1177 - Innovative Office Solutions LLC Line Item Account		
120197	02/12/2024	
Inv	SUM-077250	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/31/2024	Highlighters, Pens, Flags & Binding Covers	101-432-4200-000
		82.98
01/31/2024	Paper & Laminating Pouches	202-451-4200-000
		224.30
Inv SUM-077250 Total		307.28
120197 Total:		307.28
1177 - Innovative Office Solutions LLC Total:		307.28
311 - Instrumental Research, Inc. Line Item Account		
120198	02/12/2024	
Inv	5357	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>



Check Number      Check Date		29 Amount	
01/02/2024	December Water Testing	601-494-4410-000	270.00
Inv 5357 Total			270.00
120198 Total:			270.00
<b>311 - Instrumental Research, Inc. Total:</b>			270.00
<b>312 - International Union Line Item Account 101-000-2040-000</b>			
120138	02/02/2024		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2024	PR Batch 00002.02.2024 Union Dues 49ers	101-000-2040-000	595.00
Inv Total			595.00
120138 Total:			595.00
<b>312 - International Union Total:</b>			595.00
<b>313 - Interstate Power Systems, Inc. Line Item Account</b>			
120199	02/12/2024		
Inv R001200733:01			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/29/2024	Diagnosed Generator Alarm - 6300 Laurene Ave	602-495-4300-000	1,303.00
Inv R001200733:01 Total			1,303.00
Inv R001205514:01			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/29/2024	Installed New ASCO Valve & Block Heater - 6300 Laurene Ave	602-495-4300-000	1,945.40
Inv R001205514:01 Total			1,945.40
120199 Total:			3,248.40
<b>313 - Interstate Power Systems, Inc. Total:</b>			3,248.40
<b>317 - J.P. Cooke Company, Inc. Line Item Account</b>			
120200	02/12/2024		
Inv 817759			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/22/2024	Custom Stamper - J. Boyd	101-420-4200-000	51.45
Inv 817759 Total			51.45
120200 Total:			51.45



Check Number	Check Date		30 Amount
<b>317 - J.P. Cooke Company, Inc. Total:</b>			51.45
<b>338 - Kennedy &amp; Graven, Chartered Line Item Account</b>			
120201	02/12/2024		
Inv	179144		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/12/2024	December Legal Mountain Manufacturing Project	801-000-2300-000	238.50
Inv 179144 Total			238.50
120201 Total:			238.50
<b>338 - Kennedy &amp; Graven, Chartered Total:</b>			238.50
<b>365 - Law Enforcement Labor Services Line Item Account 101-000-2040-000</b>			
120139	02/02/2024		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2024	PR Batch 00002.02.2024 Union Dues LELS	101-000-2040-000	1,621.50
Inv Total			1,621.50
120139 Total:			1,621.50
<b>365 - Law Enforcement Labor Services Total:</b>			1,621.50
<b>1762 - LEAST Services/Counseling, LLC Line Item Account</b>			
120202	02/12/2024		
Inv	1353		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2024	On-Call Services	101-420-4300-000	180.00
Inv 1353 Total			180.00
120202 Total:			180.00
<b>1762 - LEAST Services/Counseling, LLC Total:</b>			180.00
<b>2096 - M&amp;G Trailer Sales, Service &amp; Rental Line Item Account</b>			
120203	02/12/2024		
Inv	1/23/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2024	Trailer #712 (Replaced #702)	402-431-5000-000	9,181.03
Inv 1/23/2024 Total			9,181.03



Check Number      Check Date		31 Amount
120203 Total:		9,181.03
<b>2096 - M&amp;G Trailer Sales, Service &amp; Rental Total:</b>		9,181.03
<b>394 - Macqueen Equipment, Inc. Line Item Account</b>		
120204	02/12/2024	
Inv	P24809	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/24/2024	Encapsulator Agent	214-421-5000-000
		2,100.00
Inv P24809 Total		2,100.00
120204 Total:		2,100.00
<b>394 - Macqueen Equipment, Inc. Total:</b>		2,100.00
<b>2098 - Malt Shop Melodies, LLC Line Item Account</b>		
120205	02/12/2024	
Inv	0189	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/17/2024	Active Adult Valentine's Day Party Performance	202-451-4412-000
		200.00
Inv 0189 Total		200.00
120205 Total:		200.00
<b>2098 - Malt Shop Melodies, LLC Total:</b>		200.00
<b>399 - Mansfield Oil Company Line Item Account 101-431-4212-000</b>		
120206	02/12/2024	
Inv	25003933	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/22/2024	Gasoline - 801 Gallons	101-431-4212-000
		1,839.72
Inv 25003933 Total		1,839.72
Inv	25003957	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/22/2024	Diesel - 1,601 Gallons	101-431-4212-000
		4,847.62
Inv 25003957 Total		4,847.62
120206 Total:		6,687.34
<b>399 - Mansfield Oil Company Total:</b>		6,687.34



Check Number      Check Date

**416 - Medica Line Item Account**

120207                      02/12/2024

Inv      February 2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/12/2024	Health Insurance Premiums	101-420-4131-000	20,332.96
01/12/2024	Health Insurance Premiums	101-407-4131-000	1,564.21
01/12/2024	Health Insurance Premiums	101-421-4131-000	1,540.45
01/12/2024	Health Insurance Premiums	101-000-2040-000	3,404.73
01/12/2024	Health Insurance Premiums	601-494-4131-000	1,362.72
01/12/2024	Health Insurance Premiums	101-450-4131-000	2,326.73
01/12/2024	Health Insurance Premiums	101-418-4131-000	621.07
01/12/2024	Health Insurance Premiums	101-463-4131-000	155.27
01/12/2024	Health Insurance Premiums	602-495-4131-000	1,362.72
01/12/2024	Health Insurance Premiums	101-461-4131-000	186.32
01/12/2024	Health Insurance Premiums	101-430-4131-000	2,199.27
01/12/2024	Health Insurance Premiums	101-000-2041-000	9,212.64
01/12/2024	Health Insurance Premiums	101-416-4131-000	621.07
01/12/2024	Health Insurance Premiums	101-462-4131-000	124.21
01/12/2024	Health Insurance Premiums	101-431-4131-000	957.11
01/12/2024	Health Insurance Premiums	202-451-4131-000	1,879.57
01/12/2024	Health Insurance Premiums	101-422-4131-000	1,258.50
01/12/2024	Health Insurance Premiums	101-432-4131-000	93.16
01/12/2024	Health Insurance Premiums	603-496-4131-000	1,428.46

Inv February 2024 Total 50,631.17

120207 Total: 50,631.17

**416 - Medica Total:** 50,631.17

**418 - Menards - Forest Lake Line Item Account**

120208                      02/12/2024

Inv      25619

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/17/2024	Spray Paint (6)	101-430-4211-000	35.88

Inv 25619 Total 35.88

Inv      25651

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/17/2024	Air Compressor Oil	101-431-4211-000	25.52

Inv 25651 Total 25.52

120208 Total: 61.40

**418 - Menards - Forest Lake Total:** 61.40

**1169 - Meridian Energy Products Line Item Account**

120209                      02/12/2024



Check Number      Check Date		33 Amount	
Inv      2402021			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/02/2024	Stock Street Light & Pole	101-430-4385-000	15,258.00
Inv 2402021 Total			15,258.00
120209 Total:			15,258.00
1169 - Meridian Energy Products Total:			15,258.00
423 - Met Council Environmental Services Line Item Account 602-495-4405-000			
120210              02/12/2024			
Inv      0001167881			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2024	March Waste Water Services	602-495-4405-000	107,598.21
Inv 0001167881 Total			107,598.21
120210 Total:			107,598.21
423 - Met Council Environmental Services Total:			107,598.21
420 - Met Council Environmental Services (SAC) Line Item Account			
120211              02/12/2024			
Inv      January 2024			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2024	January 2024 SAC	101-000-3414-000	-223.65
01/31/2024	January 2024 SAC	101-000-2120-000	22,365.00
Inv January 2024 Total			22,141.35
120211 Total:			22,141.35
420 - Met Council Environmental Services (SAC) Total:			22,141.35
421 - Metro Sales Incorporated Line Item Account			
120212              02/12/2024			
Inv      INV2447864			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2024	Copier Maintenance Contract Ricoh/IM C3500 Color Copier	202-451-4410-000	515.07
Inv INV2447864 Total			515.07
Inv      INV2449698			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/22/2024	Copier Maintenance Contract Ricoh/MP C307 Color Copier	101-432-4410-500	119.16
Inv INV2449698 Total			119.16



Check Number		Check Date	34 Amount	
Inv	INV2458069			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
02/01/2024	Copier Maintenance Contract Ricoh/IM C2500 Color Copier	101-432-4410-503	213.21	
Inv	INV2458069 Total		213.21	
Inv	INV2458070			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
02/01/2024	Copier Maintenance Contract Ricoh/IM C6000 Color Copier	101-432-4410-503	562.51	
Inv	INV2458070 Total		562.51	
120212 Total:			1,409.95	
421 - Metro Sales Incorporated Total:			1,409.95	
1969 - Metro-INET Line Item Account				
120213	02/12/2024			
Inv	1746			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
02/01/2024	February IT Services	601-494-4310-000	1,331.80	
02/01/2024	February IT Services	202-451-4310-000	2,663.60	
02/01/2024	February IT Services	602-495-4310-000	1,331.80	
02/01/2024	February IT Services	101-407-4310-000	21,308.80	
Inv	1746 Total		26,636.00	
120213 Total:			26,636.00	
1969 - Metro-INET Total:			26,636.00	
422 - Metropolitan Area Management Association Line Item Account				
120214	02/12/2024			
Inv	1813			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/09/2024	January MAMA Meeting - S. Cotton	101-402-4330-000	25.00	
Inv	1813 Total		25.00	
120214 Total:			25.00	
422 - Metropolitan Area Management Association Total:			25.00	
427 - Midway Ford Company Line Item Account				
120215	02/12/2024			

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Check Number		Check Date	35 Amount	
Inv	614364			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/11/2024	Replace AWD Control Module #316		101-431-4300-000	670.72
Inv 614364 Total				670.72
Inv	614366			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/11/2024	Claim #CA331572 Squad #316 Underbody Damage		101-431-4363-000	3,197.41
Inv 614366 Total				3,197.41
Inv	615582			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/31/2024	Warranty Work & Alignment #314		101-431-4300-000	110.94
Inv 615582 Total				110.94
Inv	814527			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/30/2024	Exhaust Flex Pipe #398		101-431-4221-000	262.90
Inv 814527 Total				262.90
120215 Total:				4,241.97
427 - Midway Ford Company Total:				4,241.97
455 - MN Metro North Tourism Board Line Item Account 101-415-4900-000				
120216	02/12/2024			
Inv	December 2023			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
12/31/2023	December 2023 Tourism Tax		101-415-4900-000	4,611.00
Inv December 2023 Total				4,611.00
120216 Total:				4,611.00
455 - MN Metro North Tourism Board Total:				4,611.00
2094 - Mooney, Austin Line Item Account				
120217	02/12/2024			
Inv	1/9/2024			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/09/2024	CDL Tuition		602-495-4330-000	745.00
01/09/2024	CDL Tuition		601-494-4330-000	745.00
Inv 1/9/2024 Total				1,490.00



Check Number	Check Date	36 Amount
120217 Total:		1,490.00
<b>2094 - Mooney, Austin Total:</b>		1,490.00
<b>2090 - Myers Tire Supply Line Item Account</b>		
120218	02/12/2024	
Inv	41600423	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/10/2024	Tire Changer & Balancer	402-431-5000-000
		20,949.00
Inv 41600423 Total		20,949.00
Inv	41600584	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/15/2024	Lift for Tire Changer	402-431-5000-000
		1,278.24
Inv 41600584 Total		1,278.24
120218 Total:		22,227.24
<b>2090 - Myers Tire Supply Total:</b>		22,227.24
<b>477 - NAC Mechanical &amp; Electrical Line Item Account</b>		
120219	02/12/2024	
Inv	221104	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/31/2024	PM Repairs on KN-10 Boiler	101-432-4300-503
		9,500.00
Inv 221104 Total		9,500.00
Inv	221493	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/25/2024	Start Up Boiler #2 & Create SOP	101-432-4300-503
		1,475.00
Inv 221493 Total		1,475.00
Inv	221494	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/25/2024	Installed Gas Valve	101-432-4300-501
		1,459.00
Inv 221494 Total		1,459.00
120219 Total:		12,434.00
<b>477 - NAC Mechanical &amp; Electrical Total:</b>		12,434.00
<b>1450 - Occupational Health Centers of MN, P.C. Line Item Account</b>		



Check Number      Check Date		37 Amount	
120220	02/12/2024		
Inv	103888733		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2023	OSHA Bloodborne Pathogens Standard	202-451-4300-000	214.00
Inv 103888733	Total		214.00
Inv	103910502		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2024	New Hire Testing	101-402-4300-000	96.00
Inv 103910502	Total		96.00
120220 Total:			310.00
<b>1450 - Occupational Health Centers of MN, P.C. Total:</b>			310.00
<b>1943 - Office of the Secretary of State - Notary Line Item Account</b>			
120136	01/22/2024		
Inv	1/19/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	Notary Renewal Fee - B. Freeman	101-422-4452-000	120.00
Inv 1/19/2024	Total		120.00
120136 Total:			120.00
<b>1943 - Office of the Secretary of State - Notary Total:</b>			120.00
<b>541 - Plunkett's Pest Control Inc. Line Item Account</b>			
120221	02/12/2024		
Inv	8402871		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2024	General Pest Control (2/1/2024 - 1/31/2025)	202-451-4410-000	768.47
Inv 8402871	Total		768.47
120221 Total:			768.47
<b>541 - Plunkett's Pest Control Inc. Total:</b>			768.47
<b>546 - Pomp's Tire Service, Inc. Line Item Account</b>			
120222	02/12/2024		
Inv	150178625		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2024	Stock Police Tires (4)	101-431-4221-000	584.00
Inv 150178625	Total		584.00



Check Number		Check Date	38 Amount	
<hr/>				
Inv	150178700			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
02/02/2024	Stock Police Tires (12)		101-431-4221-000	2,160.00
Inv 150178700 Total				2,160.00
				<hr/>
120222 Total:				2,744.00
				<hr/>
546 - Pomp's Tire Service, Inc. Total:				2,744.00
 2087 - PreCise MRM LLC Line Item Account				
120223	02/12/2024			
Inv	IN200-1046789			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/18/2024	Precise GPS Analytic Hardware		101-431-4300-000	78.58
Inv IN200-1046789 Total				78.58
				<hr/>
120223 Total:				78.58
				<hr/>
2087 - PreCise MRM LLC Total:				78.58
 551 - Premium Waters, Inc. Line Item Account 101-432-4410-500				
120224	02/12/2024			
Inv	608417-01-24			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/31/2024	Kandiyohi Water		101-432-4410-500	87.04
Inv 608417-01-24 Total				87.04
				<hr/>
120224 Total:				87.04
				<hr/>
551 - Premium Waters, Inc. Total:				87.04
 1914 - Quadient Leasing USA, Inc. Line Item Account				
120225	02/12/2024			
Inv	Q1147104			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/10/2024	Postage Machine Lease		101-432-4410-503	527.04
Inv Q1147104 Total				527.04
				<hr/>
120225 Total:				527.04
				<hr/>
1914 - Quadient Leasing USA, Inc. Total:				527.04
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AP-Check Detail (2/7/2024 - 10:07 AM)				
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Check Number		Check Date	39 Amount	
1816 - Recreation Supply Co., Inc Line Item Account				
120226		02/12/2024		
Inv	521747			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/23/2024	Play Raft & Teaching Platforms (2)		202-451-4200-805	1,750.60
Inv 521747 Total				1,750.60
120226 Total:				1,750.60
1816 - Recreation Supply Co., Inc Total:				1,750.60
1337 - Roadkill Animal Control Line Item Account				
120227		02/12/2024		
Inv	January 2024			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/11/2024	January Animal Pick-up/Disposal		101-430-4410-000	103.00
Inv January 2024 Total				103.00
120227 Total:				103.00
1337 - Roadkill Animal Control Total:				103.00
587 - Safe-Fast, Inc. Line Item Account				
120228		02/12/2024		
Inv	INV286156			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/31/2024	Uniform Allowance - T. Paulno		602-495-4370-000	20.48
01/31/2024	Uniform Allowance - T. Paulno		601-494-4370-000	20.47
Inv INV286156 Total				40.95
Inv	INV286157			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/31/2024	Gloves		601-494-4211-000	58.68
01/31/2024	Gloves		602-495-4211-000	58.68
Inv INV286157 Total				117.36
Inv	INV286158			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/31/2024	Vehicle Spill Kit		603-496-4211-000	82.00
Inv INV286158 Total				82.00
120228 Total:				240.31



Check Number	Check Date	40 Amount	
<hr/>			
587 - Safe-Fast, Inc. Total:		240.31	
<hr/>			
588 - Safety-Kleen Systems, Inc. Line Item Account			
120229	02/12/2024		
Inv	R003091980		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/20/2024	Solvent	101-431-4211-000	50.42
Inv R003091980 Total			50.42
<hr/>			
120229 Total:		50.42	
<hr/>			
588 - Safety-Kleen Systems, Inc. Total:		50.42	
<hr/>			
1578 - Springbrook Holding Company, LLC Line Item Account			
120230	02/12/2024		
Inv	INV-015670		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2024	December Civic Pay Credit Card Fees	101-407-4345-000	5.00
01/18/2024	December Civic Pay Credit Card Fees	602-495-4345-000	488.50
01/18/2024	December Civic Pay Credit Card Fees	601-494-4345-000	488.50
Inv INV-015670 Total			982.00
<hr/>			
Inv	INV-015967		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2024	January Civic Pay Credit Card Fees	601-494-4345-000	382.50
01/31/2024	January Civic Pay Credit Card Fees	101-407-4345-000	5.00
01/31/2024	January Civic Pay Credit Card Fees	602-495-4345-000	382.50
Inv INV-015967 Total			770.00
<hr/>			
120230 Total:		1,752.00	
<hr/>			
1578 - Springbrook Holding Company, LLC Total:		1,752.00	
<hr/>			
1410 - Squires, Waldspurger & Mace P.A. Line Item Account			
120231	02/12/2024		
Inv	19089		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/15/2024	November Legal Special Assessment Issue	488-499-4301-000	105.00
01/15/2024	November Legal Aqueous Film Forming Foams Prod Liab Litigation	601-494-4301-000	1,260.00
01/15/2024	November Legal DNR Water Appropriation Permit Contested	601-494-4301-000	473.00
01/15/2024	November Legal Miscellaneous	101-414-4301-000	2,975.00
Inv 19089 Total			4,813.00



Check Number	Check Date	41 Amount
120231 Total:		4,813.00
1410 - Squires, Waldspurger & Mace P.A. Total:		4,813.00
2091 - St. Cloud State University Line Item Account		
120232	02/12/2024	
Inv	217885-9387	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/19/2024	MCFOA Annual Conference - J. Chaika	101-402-4330-000
		375.00
Inv 217885-9387 Total		375.00
120232 Total:		375.00
2091 - St. Cloud State University Total:		375.00
1840 - Standard Insurance Company Line Item Account		
120233	02/12/2024	
Inv	February 2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/17/2024	Life Insurance Premiums	101-431-4133-000
		3.19
01/17/2024	Disability Insurance Premiums	101-407-4133-000
		47.30
01/17/2024	Disability Insurance Premiums	101-430-4133-000
		70.07
01/17/2024	Disability Insurance Premiums	101-463-4133-000
		4.77
01/17/2024	Life Insurance Premiums	101-432-4133-000
		0.19
01/17/2024	Life Insurance Premiums	603-496-4133-000
		3.51
01/17/2024	Life Insurance Premiums	101-462-4133-000
		0.25
01/17/2024	Life Insurance Premiums	101-422-4133-000
		5.63
01/17/2024	Life Insurance Premiums	101-000-2040-000
		1,270.90
01/17/2024	Disability Insurance Premiums	101-416-4133-000
		20.83
01/17/2024	Disability Insurance Premiums	101-422-4133-000
		74.14
01/17/2024	Disability Insurance Premiums	101-461-4133-000
		5.71
01/17/2024	Life Insurance Premiums	101-407-4133-000
		3.25
01/17/2024	Life Insurance Premiums	101-430-4133-000
		5.31
01/17/2024	Life Insurance Premiums	101-420-4133-000
		37.12
01/17/2024	Life Insurance Premiums	101-461-4133-000
		0.38
01/17/2024	Life Insurance Premiums	202-451-4133-000
		5.44
01/17/2024	Disability Insurance Premiums	601-494-4133-000
		51.97
01/17/2024	Disability Insurance Premiums	101-431-4133-000
		42.92
01/17/2024	Life Insurance Premiums	101-000-3730-000
		0.06
01/17/2024	Disability Insurance Premiums	101-421-4133-000
		47.86
01/17/2024	Life Insurance Premiums	101-450-4133-000
		7.00
01/17/2024	Disability Insurance Premiums	101-418-4133-000
		27.06
01/17/2024	Life Insurance Premiums	101-000-2040-000
		101.15
01/17/2024	Life Insurance Premiums	101-416-4133-000
		1.25
01/17/2024	Life Insurance Premiums	101-402-4133-000
		5.00
01/17/2024	Disability Insurance Premiums	101-462-4133-000
		3.81
01/17/2024	Disability Insurance Premiums	101-420-4133-000
		559.62
01/17/2024	Life Insurance Premiums	101-418-4133-000
		2.11
01/17/2024	Life Insurance Premiums	101-421-4133-000
		2.88
01/17/2024	Disability Insurance Premiums	202-451-4133-000
		75.28
01/17/2024	Disability Insurance Premiums	101-450-4133-000
		91.10



Check Number      Check Date		42 Amount	
01/17/2024	Life Insurance Premiums	601-494-4133-000	4.46
01/17/2024	Life Insurance Premiums	602-495-4133-000	4.41
01/17/2024	Disability Insurance Premiums	603-496-4133-000	41.45
01/17/2024	Disability Insurance Premiums	101-432-4133-000	3.12
01/17/2024	Disability Insurance Premiums	101-402-4133-000	77.04
01/17/2024	Life Insurance Premiums	101-463-4133-000	0.31
01/17/2024	Disability Insurance Premiums	602-495-4133-000	51.95
Inv February 2024 Total			2,759.80
120233 Total:			2,759.80
<b>1840 - Standard Insurance Company Total:</b>			2,759.80
<b>638 - State of MN - Department of Finance Line Item Account</b>			
120234	02/12/2024		
Inv	21-048970		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2024	Forfeiture Distribution	207-420-4300-000	14.90
Inv 21-048970 Total			14.90
120234 Total:			14.90
<b>638 - State of MN - Department of Finance Total:</b>			14.90
<b>1761 - T-Mobile USA Inc Line Item Account</b>			
120235	02/12/2024		
Inv	January 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/21/2024	Cell Phone/Wi-Fi Service	101-450-4321-000	45.56
01/21/2024	Cell Phone/Wi-Fi Service	601-494-4321-000	119.55
01/21/2024	Cell Phone/Wi-Fi Service	101-461-4321-000	55.34
01/21/2024	Cell Phone/Wi-Fi Service	602-495-4321-000	119.56
01/21/2024	Cell Phone/Wi-Fi Service	101-430-4321-000	115.25
01/21/2024	Cell Phone/Wi-Fi Service	202-451-4321-000	25.59
01/21/2024	Cell Phone/Wi-Fi Service	101-422-4321-000	166.02
Inv January 2024 Total			646.87
120235 Total:			646.87
<b>1761 - T-Mobile USA Inc Total:</b>			646.87
<b>675 - Tri-State Bobcat, Inc. Line Item Account</b>			
120236	02/12/2024		
Inv	S37818		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2024	Pile Driver Plow	402-431-5000-000	7,850.00



Check Number      Check Date		43 Amount
Inv S37818 Total		7,850.00
120236 Total:		7,850.00
<b>675 - Tri-State Bobcat, Inc. Total:</b>		7,850.00
<b>688 - ULine Line Item Account</b>		
120237	02/12/2024	
Inv	172868687	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/08/2024	Microwave	101-432-4211-503
		413.61
Inv 172868687 Total		413.61
Inv	173046672	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/11/2024	Shelf Bin Organizer	101-450-4211-000
		321.14
Inv 173046672 Total		321.14
Inv	173063967	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/11/2024	Vacuum	101-432-4211-503
		376.44
Inv 173063967 Total		376.44
120237 Total:		1,111.19
<b>688 - ULine Total:</b>		1,111.19
<b>690 - Unique Paving Materials Corporation Line Item Account</b>		
120238	02/12/2024	
Inv	78245	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/30/2024	Cold Mix	101-430-4224-000
		1,203.50
Inv 78245 Total		1,203.50
120238 Total:		1,203.50
<b>690 - Unique Paving Materials Corporation Total:</b>		1,203.50
<b>701 - Viking Electric Supply, Inc. Line Item Account</b>		
120239	02/12/2024	
Inv	S007689074.001	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>



Check Number      Check Date		44 Amount	
01/12/2024	Light Bulbs	101-432-4211-503	711.60
Inv S007689074.001 Total			711.60
120239 Total:			711.60
701 - Viking Electric Supply, Inc. Total:			711.60
1447 - Wheeler Hardware Company Line Item Account			
120240	02/12/2024		
Inv SPI147248			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2024	Door Handles (2)	202-451-4211-000	337.30
Inv SPI147248 Total			337.30
120240 Total:			337.30
1447 - Wheeler Hardware Company Total:			337.30
2093 - Winberg Companies, LLC Line Item Account			
120241	02/12/2024		
Inv 101835			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/17/2024	2023 Wetland Outlet Improvements - Pheasant Run LS	422-499-4400-000	12,869.00
Inv 101835 Total			12,869.00
Inv 101836			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/17/2024	2023 Wetland Outlet Improvements - Gaage Ln LS	421-499-4400-137	29,333.00
Inv 101836 Total			29,333.00
120241 Total:			42,202.00
2093 - Winberg Companies, LLC Total:			42,202.00
734 - Xcel Energy Line Item Account			
120242	02/12/2024		
Inv January 2024-1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/16/2024	Electric	101-430-4385-000	4,949.54
Inv January 2024-1 Total			4,949.54



Check Number		Check Date	45 Amount	
Inv		January 2024-2		
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/19/2024	Electric		101-430-4385-000	877.92
01/19/2024	Electric		101-432-4381-501	625.65
01/19/2024	Electric		101-432-4381-502	1,383.97
01/19/2024	Electric		601-494-4381-000	5,692.05
01/19/2024	Electric		101-450-4381-000	134.10
01/19/2024	Electric		101-432-4381-503	4,213.53
01/19/2024	Electric		101-420-4381-000	4.43
01/19/2024	Electric		202-451-4381-000	6,943.61
01/19/2024	Electric		101-432-4381-000	0.00
01/19/2024	Electric		602-495-4381-000	2,260.07
Inv January 2024-2 Total				22,135.33
				<hr/>
120242 Total:				27,084.87
				<hr/>
734 - Xcel Energy Total:				27,084.87
743 - Ziegler, Inc. Line Item Account				
120243	02/12/2024			
Inv	IN001337614			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
01/24/2024	Snow Tires for Skid Steer (4) - Pile Driver Plow		402-431-5000-000	2,625.00
Inv IN001337614 Total				2,625.00
				<hr/>
120243 Total:				2,625.00
				<hr/>
743 - Ziegler, Inc. Total:				2,625.00
				<hr/> <hr/>
Total:				606,145.82
				<hr/>





Electronic Funds Transfer  
MN Statute 471.38 Subd. 3

## Council Meeting February 12, 2024

Transfer In/(Out)

1/22/2024 Transfer from FRB Money Market	700,000.00
1/25/2024 Anoka County Tax Settlement	132,403.71
1/26/2024 PD Holiday Pay	(86,883.75)
1/26/2024 Payroll PD Holiday Pay Federal Deposit	(19,171.63)
1/26/2024 Payroll PD Holiday Pay PERA	(36,960.19)
1/26/2024 Payroll PD Holiday Pay State	(6,266.19)
2/2/2024 Council Payroll #02	(3,706.98)
2/2/2024 Council Payroll #02 Federal Deposit	(209.14)
2/2/2024 Council Payroll #02 PERA	(410.72)
2/2/2024 Council Payroll #02 State	(45.27)
2/2/2024 Payroll #03	(199,470.51)
2/2/2024 Payroll #03 Federal Deposit	(57,148.43)
2/2/2024 Payroll #03 PERA	(58,324.27)
2/2/2024 Payroll #03 State	(12,903.61)
2/2/2024 Payroll #03 Child Support	(923.22)
2/2/2024 Payroll #03 H.S.A. Bank Pretax	(3,200.24)
2/2/2024 Payroll #03 TASC Pretax	(867.27)
2/2/2024 Payroll #03 Mission Sq 457 Def. Comp #301596	(3,045.00)
2/2/2024 Payroll #03 Mission Sq Roth IRA #706155	(939.23)
2/2/2024 Payroll #03 MSRS HCSP #98946-01	(5,140.49)
2/2/2024 Payroll #03 MSRS Def. Comp #98945-01	(2,985.00)
2/2/2024 Payroll #03 MSRS Roth IRA #98945-01	(779.00)
2/15/2024 Bldg Permit Surcharge	(2,034.95)
2/20/2024 Sales & Use Tax	(9,178.00)



## LINO LAKES CITY COUNCIL WORK SESSION MINUTES

**DATE:** January 22, 2024  
**TIME STARTED:** 6:01 PM  
**TIME ENDED:** 6:22 PM  
**MEMBERS PRESENT:** Councilmembers Stoesz, Lyden, Ruhland, Cavegn, Mayor Rafferty

Staff Members Present: City Administrator Sarah Cotton; Public Safety Director John Swenson; Public Safety Deputy Director Dan L’Allier; Community Development Director Michael Grochala; City Planner Katie Larsen; City Engineer Diane Hankee; City Clerk Jolleen Chaika.

### 1. Councilmember Cellular Phones

City Administrator Sarah Cotton discussed with Councilmembers considering use of City-issued cellular phones in an effort to allow Councilmembers to better serve the public by having a dedicated phone number to make/receive calls to/from residents and to allow for easier access to City emails. City Administrator Cotton also highlighted that many cities are electing to issue mobile devices to Councilmembers to further protect any data or information that would be considered “not public” under the Minnesota Data Practices. She recommended each Councilmember obtain a City-issued cellular phone and encouraged Councilmembers to reach out to her to confirm interest in obtaining a City-issued cellular phone.

### 2. Fire Apparatus A1 Repair

Public Safety Deputy Director Dan L’Allier updated Council on repairs needed to Fire Apparatus A1 for replacement of the waterway which has failed. He discussed the two estimates received as outlined in the memo provided in the Council Packet. He recommended moving forward with the estimate received from Rosenbauer to construct a replacement waterway. Deputy Director L’Allier also commented that he believes with the repair, this specific truck would have at least 10 more years of use.

City Administrator Sarah Cotton advised Council that the 2024 budget for fleet repairs is \$66,000; and cautioned that moving forward with the repair will essentially wipe out that fund making it necessary to dip into contingency for any further fleet needs.

Council agreed that while this would eat up much of the fleet repair budget, the repairs are necessary; the Council further concurred with the staff recommendation to move forward with using Rosenbauer for the repairs and directed staff to proceed.



### **3. Review Regular Agenda**

Mayor Rafferty reviewed the meeting agenda. Staff provided an overview of the staff reports for each agenda item.

The work session concluded at 6:22 PM.

These minutes were considered and approved at the regular Council Meeting on February 12, 2024.

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Jolleen Chaika, City Clerk

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Rob Rafferty, Mayor



## LINO LAKES CITY COUNCIL REGULAR MEETING MINUTES

**DATE:** January 22, 2024  
**TIME STARTED:** 6:30 PM  
**TIME ENDED:** 6:53 PM  
**MEMBERS PRESENT:** Councilmembers, Lyden, Stoesz, Ruhland, Cavegn, Mayor Rafferty

Staff members present: City Administrator Sarah Cotton; Director of Public Safety John Swenson; Community Development Director Michael Grochala; City Planner Katie Larsen; City Engineer Diane Hankee; City Clerk Jolleen Chaika.

The meeting was called to order by Mayor Rafferty at 6:30 PM.

### **PUBLIC COMMENT**

A representative of Mediation & Restorative Services, a non-profit based out of Blaine, invited Council and the community to attend their 2024 annual summit: Rebuilding Community: Developing Alternative Ways to Resolve Conflict. A flyer for the event was provided to the City Clerk and has been attached to these minutes.

Christopher Stowe, 426 Pine Street. Mr. Stowe commented that the City, as the biggest business in the area, needs to work to keep costs down and pointed to expenses related to the joint project with Anoka County for a roundabout on Sunset. He added that the City is blowing through fire budgets. Mr. Stowe finished by remarking that he would like to see City Council vote to keep the historic Minnesota state flag.

#### **1. Motion to Close Public Comment at 6:35 PM**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Ruhland</b>
<b>SECONDER:</b>	<b>Cavegn</b>
<b>AYES:</b>	<b>Ruhland, Cavegn, Lyden, Stoesz, Rafferty</b>

### **SETTING THE AGENDA**

The agenda was accepted as presented.

#### **1. CONSENT AGENDA**

- A. Consider Approval of Expenditures for January 22, 2024 (Check No. 120038 through 120135) in the Amount of \$662,839.05
- B. Consider Approval of January 2, 2024 Work Session Minutes
- C. Consider Approval of January 8, 2024 Council Special Work Session Minutes (1)



- D. Consider Approval of January 8, 2024 Council Special Work Session Minutes (2)
- E. Consider Approval of January 8, 2024 Council Work Session Minutes
- F. Consider Approval of January 8, 2024 Council Meeting Minutes
- G. Consider Approval of Resolution 24-05, Approving an Edible Cannabinoid License for Corner Express
- H. Consider Approval of Resolution 24-06, Appointing Election Judges for the 2024 Presidential Nominating Primary
- I. Consider Approval of Resolution 24-10, Approving an Edible Cannabinoid License for Eagle Liquor

**i. Motion to: Approve Consent Agenda Items 1A-I**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Ruhland</b>
<b>SECONDER:</b>	<b>Lyden</b>
<b>AYES:</b>	<b>Ruhland, Lyden, Cavegn, Stoesz, Rafferty</b>

**2. ADMINISTRATION DEPARTMENT REPORT**

**A. Consider Appointment of Community Service Officer**

Public Safety Director John Swenson presented to Council a recommendation to hire Kayla McKinney as a part-time Community Service Officer.

**i. Motion to: Approve appointment of Kayla McKinney as PT CSO**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Lyden</b>
<b>SECONDER:</b>	<b>Stoesz</b>
<b>AYES:</b>	<b>Lyden, Stoesz, Cavegn, Rafferty Ruhland</b>

**B. Consider Appointment of Community Service Officer**

Public Safety Director John Swenson presented to Council a recommendation to hire Adam Crawl as a part-time Community Service Officer.

**i. Motion to: Approve appointment of Adam Crawl as a Part-Time Community Service Officer**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Ruhland</b>
<b>SECONDER:</b>	<b>Cavegn</b>
<b>AYES:</b>	<b>Ruhland, Cavegn, Lyden, Stoesz, Rafferty</b>



### **3. COMMUNITY DEVELOPMENT REPORT**

#### **A. Consider 1<sup>st</sup> Reading of Ordinance No. 02-24, Zoning Ordinance Map Amendment-Water Treatment Plant (6590 12<sup>th</sup> Avenue) Rezoning**

City Planner Katie Larsen presented to Council the first reading of a proposed ordinance related to a zoning map amendment for the future water treatment plant at 6590 12<sup>th</sup> Avenue. The ordinance considers a rezoning from R-1X (Single Family Executive) to PSP (Public and Semi-Public) as buildings such as a water treatment plant are permitted in PSP.

Planner Larsen advised that a Public Hearing was conducted at the Planning and Zoning Board on January 10, 2024. Public comments received at that hearing included questions and concerns about noise, odor, property values, landscaping, architecture, and costs. The Board recommended an Open House be held to provide more information to the community. The Board also voted 7-0 in favor of the proposed rezoning.

##### **i. Motion to: Dispense with Full reading of Ordinance 02-24**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Cavegn</b>
<b>SECONDER:</b>	<b>Ruhland</b>
<b>AYES:</b>	<b>Cavegn, Ruhland, Lyden, Stoesz, Rafferty</b>

##### **ii. Motion to: Approve First Reading of Ordinance 02-24**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Cavegn</b>
<b>SECONDER:</b>	<b>Ruhland</b>
<b>AYES:</b>	<b>Cavegn, Ruhland, Lyden, Stoesz, Rafferty</b>

#### **B. Consider 1<sup>st</sup> Reading of Ordinance No. 03-24, Zoning Ordinance Text Amendment: Renumeration and Codification**

City Planner Katie Larsen recommended approval of Ordinance 03-24 and provided background for the proposed Ordinance: Ordinance No. 08-22 amending City Code Chapter 1007: Zoning Code was adopted in November 2022 and went into effect in January 2023. The City is now incorporating the zoning code into the City's online version Code of Ordinances published by American Legal Publishing. As part of the codification and to make the code easier to read, some section numbers of the zoning code are being renumbered. She advised that the content of the zoning code is not changing; this is the formalization of putting the zoning ordinance online. This is simply renumbering some of 1007 to allow for better user ease online.



**i. Motion to: Dispense with Full Reading of Ordinance 03-24**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Lyden
<b>SECONDER:</b>	Stoesz
<b>AYES:</b>	Lyden, Stoesz, Ruhland, Cavegn, Rafferty

**ii. Motion to: Approve First Reading of Ordinance 03-24**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Cavegn
<b>SECONDER:</b>	Ruhland
<b>AYES:</b>	Cavegn, Ruhland, Lyden, Stoesz, Rafferty

**C. Vacating Drainage & Utility Easement, 6049 Sargent Court North**

City Engineer Diane Hankee presented, for Council consideration, the second reading of Ordinance 01-24, an ordinance to vacate a drainage and utility easement at 6049 Sargent Court North in the City of Lino Lakes. She highlighted that Council reviewed and approved the first reading on January 11, 2024. Engineer Hankee also proposed approval of Resolution 24-08, allowing for summary publication of the ordinance.

**i. Motion to: Dispense with Full Reading of Ordinance 01-24**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Cavegn
<b>SECONDER:</b>	Ruhland
<b>AYES:</b>	Cavegn, Ruhland, Lyden, Stoesz, Rafferty

**ii. Motion to: Approve Second Reading of Ordinance 01-24**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Ruhland
<b>SECONDER:</b>	Cavegn
<b>AYES:</b>	Ruhland, Cavegn, Lyden, Stoesz, Rafferty



**iii. Motion to: Approve Resolution 24-08**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Lyden</b>
<b>SECONDER:</b>	<b>Stoesz</b>
<b>AYES:</b>	<b>Lyden, Stoesz, Ruhland, Cavegn, Rafferty</b>

**D. Consider Resolution No. 24-09, Approving Site Improvement Performance Agreement, Culver's Site**

City Engineer Diane Hankee presented Resolution 24-09 for Council

**i. Motion to: Approve resolution 24-09**

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Lyden</b>
<b>SECONDER:</b>	<b>Stoesz</b>
<b>AYES:</b>	<b>Lyden, Stoesz, Ruhland, Cavegn, Rafferty</b>

Mayor Rafferty reviewed the Community Calendar as presented on the Agenda. With no further business before the Council, the meeting was adjourned by Mayor Rafferty at 6:53 PM.

These minutes were considered and approved at the regular Council Meeting on February 12, 2024.

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Jolleen Chaika, City Clerk

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Rob Rafferty, Mayor



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

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: February 12, 2024

TOPIC: Approval of the Hiring of Part-Time Staff for the Rookery Activity Center

VOTE REQUIRED: 3/5

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**INTRODUCTION**

The Council is being asked to approve the hiring of part-time staff for The Rookery.

**BACKGROUND**

Staff is seeking approval to hire part-time personnel to work at The Rookery. The recruiting process has identified candidates that will be a great addition to our staff at The Rookery.

**RECOMMENDATION**

Staff recommends the Council approve the hiring of the part-time personnel listed below:

First Name	Last Name	Title
Daniel	Grieman	Lifeguard
Ryan	Schuster	Lifeguard
Ava	Swanson	Lifeguard
Lily	Gulaid	Lifeguard
Carly	Meuwissen	Child Watch Attendant
Lucy	Le	Child Watch Attendant

Start dates vary based on position and training schedule.

Please approve the above personnel for the part-time positions at The Rookery Activity Center.



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

**STAFF ORIGINATOR:** Jolleen Chaika, City Clerk

**MEETING DATE:** February 12, 2024

**TOPIC:** Board/Commission Appointments - Amended with Correction

**VOTE REQUIRED:** 3/5

---

**INTRODUCTION**

Each year, the City Council considers the appointment of Lino Lakes residents to serve on various advisory boards and committees.

**BACKGROUND**

Openings for Lino Lakes Advisory Boards and Committees were advertised, applications were received and reviewed, and interviews were conducted by City Council. Following the interviews, the following applicants have been recommended for appointment:

**Planning & Zoning Board:** Three (3) vacancies, six (6) applications received

- Suzy Guthmueller
- Nate Vojtech
- Isaac Wipperfurth

**Park Board:** Two (2) vacancies, two (2) applications received

- Clark Gooder
- Jason Spitzer

**Environmental Board:** Two (2) vacancies, two (2) applications received

- John Sullivan
- Cassondra Cavegn

**Economic Development Advisory Committee:** ~~Three (3) vacancies~~ Two (2) vacancies, five (5) applications received:

- Andrew Cravero
- Chris Spenner

**RECOMMENDATION**

Consider approval of appointments to the Lino Lakes Advisory Board and Committees as listed above.



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

**STAFF ORIGINATOR:** Jolleen Chaika, City Clerk

**MEETING DATE:** February 12, 2024

**TOPIC:** Board/Commission Appointments

**VOTE REQUIRED:** 3/5

---

**INTRODUCTION**

Each year, the City Council considers the appointment of Lino Lakes residents to serve on various advisory boards and committees.

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Openings for Lino Lakes Advisory Boards and Committees were advertised, applications were received and reviewed, and interviews were conducted by City Council. Following the interviews, the following applicants have been recommended for appointment:

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- Cassondra Cavegn

**Economic Development Advisory Committee:** Three (3) vacancies, five (5) applications received:

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- Chris Spenner

**RECOMMENDATION**

Consider approval of appointments to the Lino Lakes Advisory Board and Committees as listed above.



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

**STAFF ORIGINATOR:** Jolleen Chaika, City Clerk

**MEETING DATE:** February 12, 2024

**TOPIC:** Exempt Gambling Permit: ARCHES

**VOTE REQUIRED:** 3/5

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**INTRODUCTION**

Aquinas Roman Catholic Home Education Services (ARCHES) has applied for an Excluded Gambling Permit to conduct bingo at St. Joseph's Catholic Church on March 9, 2024.

**BACKGROUND**

Pursuant to Minn. Stat. 349.166, organizations are eligible to obtain an excluded permit to conduct a raffle without obtaining a full gambling license and without abiding by all provisions required by licensed organizations if:

- The organization conducts lawful gambling on four or less days per year;
- The organization conducting the bingo is a 501(c)(3) and the total value of prizes donated and purchased does not exceed \$1,500;

Further, City Ordinance, Section 611.07 requires that any organization applying for any lawful gambling permit under Minn. Stat. 349.11 through 349.23, must receive approval from City Council. Although this application is for an excluded permit for a one-time event, Council approval is still required. ARCHES meets all requirements to obtain an exempt permit.

**RECOMMENDATION**

Approve Application for Exempt Permit and authorize City Clerk to sign the same to return to the MN Gambling Control Board.



**LG240B Application to Conduct Excluded Bingo****No Fee**11/17  
Page 1 of 2**ORGANIZATION INFORMATION**

Organization Name: Aquinas Roman Catholic Home Education Services Previous Gambling Permit Number: xb-36218

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Name of Chief Executive Officer (CEO): James Kostick

CEO Daytime Phone: \_\_\_\_\_ CEO Email: \_\_\_\_\_  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

**Attach a copy of at least one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **Current calendar year Certificate of Good Standing**

Don't have a copy? This certificate must be obtained each year from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

651-296-2803, or toll free 1-877-551-6767

☒ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**

Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

☐ **Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**EXCLUDED BINGO ACTIVITY**Has your organization held a bingo event in the current calendar year? ☐ Yes ☒ No

If yes, list the dates when bingo was conducted: \_\_\_\_\_

The proposed bingo event will be:

☒ one of four or fewer bingo events held this year. Dates: March 9, 2024**-OR-**☐ conducted on up to 12 consecutive days in connection with a:☐ county fair Dates: \_\_\_\_\_☐ civic celebration Dates: \_\_\_\_\_☐ Minnesota State Fair Dates: \_\_\_\_\_Person in charge of bingo event: Jenifer Latawicz Daytime Phone: \_\_\_\_\_Name of premises where bingo will be conducted: St. Jospehs Catholic ChurchPremises street address: 171 Elm St.City: Lino Lakes If township, township name: \_\_\_\_\_ County: Anoka



**LG240B Application to Conduct Excluded Bingo****LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL  
for a gambling premises  
located within city limits**

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county)**

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: James Kostick Date: 11/30/2024  
(Signature must be CEO's signature; designee may not sign)

Print Name: James Kostick

**MAIL OR FAX APPLICATION & ATTACHMENTS**

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113  
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

**Questions?**

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **LIST OF LICENSEES** tab, or call 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



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

**STAFF ORIGINATOR:** Sarah Cotton, City Administrator

**MEETING DATE:** February 12, 2024

**TOPIC:** Lino Lakes City Council Code of Conduct and Rules of Decorum

**VOTE REQUIRED:** 3/5

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**INTRODUCTION**

The City Council is being asked to consider Resolution No. 24-15, Adopting the Lino Lakes City Council Code of Conduct and 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 Lino Lakes Council Code of Conduct that have been adopted by Council, the most recent in 2018.

The current Code of Conduct requires that following each municipal election, the new Council shall ratify the Code of Conduct by resolution. Staff has drafted a proposed revision and update to the Code of Conduct for Council consideration.

Furthermore, staff is proposing that Council consider adopting 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, but that Council may place reasonable restrictions upon comments and questions. The proposed Rules of Decorum would accomplish the objectives 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.

The City Council reviewed the proposed Code of Conduct and Rules of Decorum at its February 5, 2024 Work Session.



**RECOMMENDATION**

Staff recommends approval of Resolution No. 24-15, Adopting the Lino Lakes City Council Code of Conduct and Rules of Decorum.

**ATTACHMENTS**

Resolution No. 24-15

Code of Conduct

Rules of Decorum w/ Sign-In Sheet



# 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.



The Lino Lakes City Council welcomes ideas or comments from the public during its Public Comment section of each regular Council Meeting. If you wish to speak during this time, you must sign in below prior to the start of the meeting.

[illegible]



**CITY OF LINO LAKES  
RESOLUTION NO. 24-15**

**ADOPTING THE LINO LAKES CITY COUNCIL CODE OF CONDUCT AND RULES OF  
DECORUM**

**WHEREAS**, the City Council adopted guidelines in 1999 defining how the Council operates; and

**WHEREAS**, in 2003 the City Council adopted a more comprehensive set of guidelines entitled the City Council Ethical Guidelines; and

**WHEREAS**, in 2010 the City Council adopted a Code of Conduct to more efficiently and effectively develop and carry out the mission, vision, goals and established policies of the City; and

**WHEREAS**, the Code of Conduct requires that after each municipal election, the new Council adopts the Code of Conduct by resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Lino Lakes, Minnesota that the City Council Code of Conduct is hereby adopted.

**BE IT FURTHER RESOLVED** by the City Council of Lino Lakes, Minnesota that the City Council Rules of Decorum are hereby adopted.

Adopted by the City Council of the City of Lino Lakes this 12<sup>th</sup> day of February, 2024.

\_\_\_\_\_  
Rob Rafferty, Mayor

ATTEST:

\_\_\_\_\_  
Jolleen Chaika, City Clerk



**CITY COUNCIL  
REGULAR MEETING STAFF REPORT  
AGENDA ITEM 2A**

**STAFF ORIGINATOR:** Katie Larsen, City Planner

**MEETING DATE:** February 12, 2024

**TOPIC:** Zoning Ordinance Map Amendment

i. Consider 2<sup>nd</sup> Reading of Ordinance No. 02-24 Approving Zoning Ordinance Map Amendment-Water Treatment Plant (6590 12<sup>th</sup> Avenue) Rezoning from R-1X to PSP

ii. Consider Resolution No. 24-16 Approving Summary Publication of Ordinance No. 02-24

**VOTE REQUIRED:** 3/5

**INTRODUCTION**

The City is rezoning the property located at 6590 12<sup>th</sup> Avenue from R-1X, Single Family Executive to PSP, Public and Semi-Public for the purpose of constructing a City water treatment plant.

**BACKGROUND**

The 2040 Comprehensive Plan identifies the need for a City water treatment plant. In June 2020, a water treatment plant feasibility study was completed which recommended the construction of a conventional gravity filtration system. The study identified the southwest intersection of Birch Street and 12<sup>th</sup> Avenue as the best location. The site is located just east of Well No. 3. and is also within a mile of Well No's. 1, 3, 5 and 6. Trunk watermain bisects the site and raw watermain can be installed efficiently to treat these four (4) wells at this central location. In May 2023, the City Council authorized purchase of the 6 acre parcel located at 6590 12<sup>th</sup> Avenue for the purpose of constructing the water treatment plant. The deed was recorded in August 2023. The property is currently zoned R-1X, Single Family Executive and will be rezoned to PSP, Public and Semi-Public to be consistent with the construction of a public building.

Tentative schedule is summer 2024 construction and 2026 operation.

The City Council approved the 1<sup>st</sup> reading on January 22, 2024.



## **ANALYSIS**

This land use application is for rezoning only. An Architectural Design Committee consisting of City staff, two (2) Council members, and Oertel Architects staff have been working on the building design. Staff will complete a full site and building plan review when final plans are complete. Attached is a draft site plan and architectural rendering for reference only.

### **Existing Site Conditions**

The 6 acre parcel is located at the southwest quadrant of CSAH 34 (Birch Street) and 12<sup>th</sup> Avenue. A minor subdivision was processed to subdivide this parcel from the larger parcel located at 6510 12<sup>th</sup> Avenue.

### **Land Use and Zoning**

The parcel is guided low density residential per the 2040 Comprehensive Land Use Plan. Per City Code Section 1007.070(5), essential services such as a water treatment plant are permitted in any zoning district. Therefore, a water treatment plant would be allowed in any land use classification.

The parcel is currently zoned R-1X, Single Family Executive and will be rezoned to PSP, Public and Semi-Public to be consistent with the construction of the water treatment plant. Public buildings such as a water treatment plant are permitted uses in the PSP district.

### **Surrounding Zoning and Land Use**

Direction	Zoning	Current Land Use	Future Land Use
North	PUD	Rural Residential	Low Density Sewered Residential
South	R-1X	Agricultural	Low Density Sewered Residential
East	R-1X	Single Family Residential	Low Density Sewered Residential
West	R-1X	Utility (City Wellhouse)	Civic/Institutional (City Wellhouse)

### **Findings of Fact**

The Findings of Fact are detailed in Ordinance No. 02-24.



**RECOMMENDATION**

The Planning & Zoning Board held a public hearing on January 10, 2024. Public comments included questions about noise, odor, property values, landscaping, architecture and cost. The Board voted 7-0 in favor of the proposed rezoning. The Board also recommended an Open House be held. The Open House is scheduled for February 15, 2024 with more details to follow.

Staff recommends approval of the 2<sup>nd</sup> reading of Ordinance No. 02-24 and summary publication.

**ATTACHMENTS**

1. Ordinance No. 02-24
2. Resolution No. 24-16



1 <sup>st</sup> Reading:	Publication:
2 <sup>nd</sup> Reading:	Effective:

**CITY OF LINO LAKES  
ORDINANCE NO. 02-24**

**ORDINANCE REZONING PROPERTY FROM R-1X, SINGLE FAMILY  
EXECUTIVE TO PSP, PUBLIC AND SEMI-PUBLIC FOR CITY WATER  
TREATMENT PLANT (6590 12<sup>TH</sup> AVENUE)**

The City Council of Lino Lakes ordains:

**Section 1. Findings of Fact.**

1. The City is rezoning the property located at 6590 12th Avenue from R-1X, Single Family Executive to PSP, Public and Semi-Public for the purpose of constructing a City water treatment plant.
2. The Planning & Zoning Board held a public hearing on January 10, 2024.
3. Per City Code Section 1007.015 (4):

(d) The Planning and Zoning Board shall hold the public hearing and consider possible adverse effects of the proposed amendment. Its judgement shall be based upon, but not limited to, the following factors:

1. The proposed action is consistent with the official City Comprehensive Plan.

*The proposed rezoning and future water treatment plant are consistent with the City Comprehensive Plan's Water Supply goal to provide the City's residents and businesses with affordable potable water that is safe and of high quality for daily consumption and fire demand.*

2. The proposed action is or will be compatible with present and future land uses of the area.

*The proposed rezoning and future water treatment plant are compatible with present and future land uses of the area.*

3. The proposed action conforms with all performance standards contained herein.

*The proposed future water treatment plant shall conform with all performance standards.*

4. The proposed action can be accommodated with existing public services and will not overburden the City's service capacity.

*The proposed future water treatment plant can be accommodated with existing public services*



*and will not overburden the City's service capacity.*

5. Traffic generation by the proposed action is within capabilities of streets serving the property as described in City Code Section 1007.020(4)(d).

*The proposed future water treatment plant is within the capabilities of the streets serving the property. CSAH 34 (Birch Street) is a minor arterial street. 12<sup>th</sup> Avenue is a major collector street.*

**Section 2. Amendment.** The Lino Lakes City Code Chapter 1007 is hereby amended to rezone Tract A as shown on Exhibit A from R-1X, Single Family Executive to PSP, Public and Semi-Public.

### **Section 3. Legal Description.**

That part of Anoka County Highway right-of-way Plat No. 11, Anoka County, Minnesota which lies within the Northeast Quarter of the Southeast Quarter of Section 28, Township 31, Range 22, Anoka County, Minnesota.

AND ALSO

That part of the following described tract:

The Northeast Quarter of the Southeast Quarter of Section 28, Township 31, Range 22, Anoka County, Minnesota, EXCEPTING ALL that part of Anoka County Highway right-of-way Plat No. 11, Anoka County, Minnesota, and EXCEPTING ALL that part of the Northeast Quarter of the Southeast Quarter of Section 28, Township 31 North, Range 22 West, Anoka County, Minnesota, described as follows:

Commencing at the Northeast corner of the Northeast Quarter of the Southeast Quarter of said Section 28; thence South 89 degrees 56 minutes 28 seconds West, 835.00 feet along the Northerly line of said Northeast Quarter of the Southeast Quarter (basis for bearings); thence South 00 degrees 03 minutes 32 seconds East, 88.66 feet to the Southerly right-of-way line of County State Aid Highway No. 10 according to the Anoka County Highway right-of-way Plat No. 11, as recorded in the Anoka County Recorder's Office in and for said Anoka County, and said point also being the point of beginning; thence continuing South 00 degrees 03 minutes 32 seconds East, 207.22 feet; thence South 89 degrees 56 minutes 28 seconds West, 208.00 feet; thence North 00 degrees 03 minutes 32 seconds West, 212.27 feet to said Southerly right-of-way of County State Aid Highway No. 10; thence Easterly along said Southerly right-of way, 208.06 feet along the arc of a non-tangential curve concave to the North having a central angle of 01 degrees 02 minutes 06 seconds, a radius of 11,519.16 feet, a chord bearing of South 88 degrees 40 minutes 07 seconds East, and a chord distance of 208.06 feet to the point of beginning.

Which lies easterly and northerly of the following described line:

Beginning at the aforementioned point of beginning; thence South 00 degrees 03 minutes 32



seconds East, 207.22 feet; thence South 76 degrees 18 minutes 03 seconds East, 320.00 feet; thence South 70 degrees 03 minutes 01 seconds East, 556.80 feet, more or less, to the East line of said Northeast Quarter of the Southeast Quarter and said line there terminating.

**Section 4: Effect.** This ordinance shall be in force and effect from and after its passage and publication according to the Lino Lakes City Charter.

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

BY: \_\_\_\_\_  
Rob Rafferty, Mayor

ATTEST:

\_\_\_\_\_  
Jolleen Chaika, City Clerk



**EXHIBIT A**  
**Certificate of Survey**



K:\02\3384-000\Survey\Drawing\ENR\02\3384-000-V-L01 SPLT 6510 12TH AVE.dwg 8/23/2023 1:59:35 PM

DRAFT - 2023-08-23

EXISTING PROPERTY DESCRIPTION

Per Property Report No. A22-09006, dated 8/31/2022, as provided by Registered Abstracters, Inc.

The Northeast Quarter of the Southeast Quarter of Section 28, Township 31, Range 22, Anoka County, Minnesota, EXCEPTING ALL that part of the Northeast Quarter of the Southeast Quarter of Section 28, Township 31 North, Range 22 West, Anoka County, Minnesota, described as follows:

Commencing at the Northeast corner of the Northeast Quarter of the Southeast Quarter of said Section 28; thence North 88 degrees 56 minutes 18 seconds West, 835.00 feet along the Northerly line of said Northeast Quarter of the Southeast Quarter (basis for bearings); thence South 01 degrees 03 minutes 42 seconds West, 88.66 feet to the Southerly right-of-way line of County State Aid Highway No. 10 according to the Anoka County Highway right-of-way Plat No. 11, as recorded in the Anoka County Recorder's Office in and for said Anoka County, and said point also being the point of beginning; thence continuing South 01 degrees 03 minutes 42 seconds West, 207.22 feet; thence North 88 degrees 56 minutes 18 seconds West, 208.00 feet; thence North 01 degrees 03 minutes 42 seconds East, 212.27 feet to said Southerly right-of-way of County State Aid Highway No. 10; thence Easterly along said Southerly right-of-way, 208.06 feet along the arc of a non-tangential curve concave to the North having a central angle of 01 degrees 02 minutes 06 seconds and a radius of 11,519.16 feet, the long chord of which bears South 87 degrees 32 minutes 52 seconds East, 208.06 feet to the point of beginning.

PROPERTY SUMMARY

- 1. Subject property's address is 6510 12th Ave, Lino Lakes, MN, 55038.
- 2. Subject property's property identification number is 28-31-22-41-0004.
- 3. The gross area of the subject property is 1,696,784 Square Feet or 38.95 acres.
- 4. The subject property is zoned R-1X - Single Family Executive, per the City of Anoka Zoning Map, dated 1/5/2023.

SURVEY NOTES

- 1. The bearing system is based on the Anoka County Coordinate System, NAD83 (1996 Adjust), having an assumed bearing of N00°02'29"E for the East line of the Northeast Quarter of the Southeast Quarter of Section 28, Township 31, Range 22.
- 2. Field work was completed on 7/10/2023.

SURVEYOR NOTES

- 1. This survey was prepared with the benefit of Property Report No. A22-09006, dated 8/31/2022, as provided by Registered Abstracters, Inc.
- 2. Possible encroachments along the west and south boundary lines.
- 3. Location, sizes and types of underground utilities shown are a combination of observed evidence. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. WSB, makes no guarantee that the utilities shown comprise all of the utilities in the area. Where additional or more detailed information is required, the client is advised that excavation and/or a private utility locate request may be necessary. Pursuant to MS 216.D contact Gopher State One Call at 651-454-0002 prior to any excavation.

PROPOSED PROPERTY DESCRIPTION - TRACT A

That part of Anoka County Highway right-of-way Plat No. 11, Anoka County, Minnesota which lies within the Northeast Quarter of the Southeast Quarter of Section 28, Township 31, Range 22, Anoka County, Minnesota.

AND ALSO

That part of the following described tract:

The Northeast Quarter of the Southeast Quarter of Section 28, Township 31, Range 22, Anoka County, Minnesota, EXCEPTING ALL that part of Anoka County Highway right-of-way Plat No. 11, Anoka County, Minnesota, and EXCEPTING ALL that part of the Northeast Quarter of the Southeast Quarter of Section 28, Township 31 North, Range 22 West, Anoka County, Minnesota, described as follows:

Commencing at the Northeast corner of the Northeast Quarter of the Southeast Quarter of said Section 28; thence South 89 degrees 56 minutes 28 seconds West, 835.00 feet along the Northerly line of said Northeast Quarter of the Southeast Quarter (basis for bearings); thence South 00 degrees 03 minutes 32 seconds East, 88.66 feet to the Southerly right-of-way line of County State Aid Highway No. 10 according to the Anoka County Highway right-of-way Plat No. 11, as recorded in the Anoka County Recorder's Office in and for said Anoka County, and said point also being the point of beginning; thence continuing South 00 degrees 03 minutes 32 seconds East, 207.22 feet; thence South 89 degrees 56 minutes 28 seconds West, 208.00 feet; thence North 00 degrees 03 minutes 32 seconds East, 212.27 feet to said Southerly right-of-way of County State Aid Highway No. 10; thence Easterly along said Southerly right-of-way, 208.06 feet along the arc of a non-tangential curve concave to the North having a central angle of 01 degrees 02 minutes 06 seconds, a radius of 11,519.16 feet, a chord bearing of South 88 degrees 40 minutes 07 seconds East, and a chord distance of 208.06 feet to the point of beginning.

Which lies easterly and northerly of the following described line:

Beginning at the aforementioned point of beginning; thence South 00 degrees 03 minutes 32 seconds East, 207.22 feet; thence South 76 degrees 18 minutes 03 seconds East, 320.00 feet; thence South 70 degrees 03 minutes 01 seconds East, 556.80 feet, more or less, to the East line of said Northeast Quarter of the Southeast Quarter and said line there terminating.

PROPOSED PROPERTY DESCRIPTION - TRACT B

That part of the following described tract:

The Northeast Quarter of the Southeast Quarter of Section 28, Township 31, Range 22, Anoka County, Minnesota, EXCEPTING ALL that part of Anoka County Highway right-of-way Plat No. 11, Anoka County, Minnesota, and EXCEPTING ALL that part of the Northeast Quarter of the Southeast Quarter of Section 28, Township 31 North, Range 22 West, Anoka County, Minnesota, described as follows:

Commencing at the Northeast corner of the Northeast Quarter of the Southeast Quarter of said Section 28; thence South 89 degrees 56 minutes 28 seconds West, 835.00 feet along the Northerly line of said Northeast Quarter of the Southeast Quarter (basis for bearings); thence South 00 degrees 03 minutes 32 seconds East, 88.66 feet to the Southerly right-of-way line of County State Aid Highway No. 10 according to the Anoka County Highway right-of-way Plat No. 11, as recorded in the Anoka County Recorder's Office in and for said Anoka County, and said point also being the point of beginning; thence continuing South 00 degrees 03 minutes 32 seconds East, 207.22 feet; thence South 89 degrees 56 minutes 28 seconds West, 208.00 feet; thence North 00 degrees 03 minutes 32 seconds East, 212.27 feet to said Southerly right-of-way of County State Aid Highway No. 10; thence Easterly along said Southerly right-of-way, 208.06 feet along the arc of a non-tangential curve concave to the North having a central angle of 01 degrees 02 minutes 06 seconds, a radius of 11,519.16 feet, a chord bearing of South 88 degrees 40 minutes 07 seconds East, and a chord distance of 208.06 feet to the point of beginning.

EXCEPT that part which lies easterly and northerly of the following described line:

Beginning at the aforementioned point of beginning; thence South 00 degrees 03 minutes 32 seconds East, 207.22 feet; thence South 76 degrees 18 minutes 03 seconds East, 320.00 feet; thence South 70 degrees 03 minutes 01 seconds East, 556.80 feet, more or less, to the East line of said Northeast Quarter of the Southeast Quarter and said line there terminating.

PROPOSED RIGHT OF WAY EASEMENT DESCRIPTION

A permanent easement for right of way purposes over, under, and across the East 40.00 feet of proposed TRACT A, EXCEPT that part which lies within Anoka County Highway right-of-way Plat. No. 11, Anoka County, Minnesota.

PROPOSED RIGHT OF WAY EASEMENT AREA = 18,609 Square Feet or 0.43 acres

CERTIFICATE OF SURVEY  
6510 12TH AVE, LINO LAKES, MINNESOTA

PROPOSED AREAS

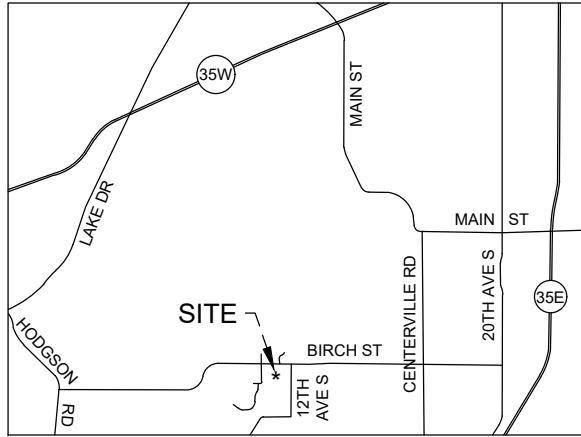
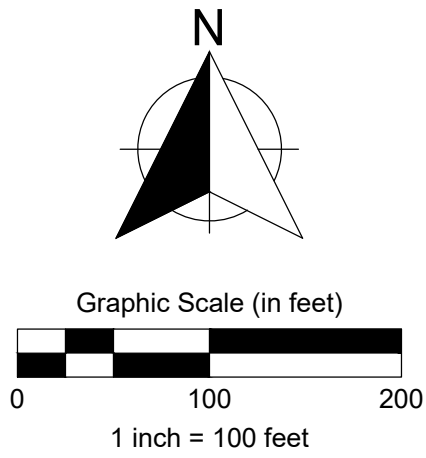
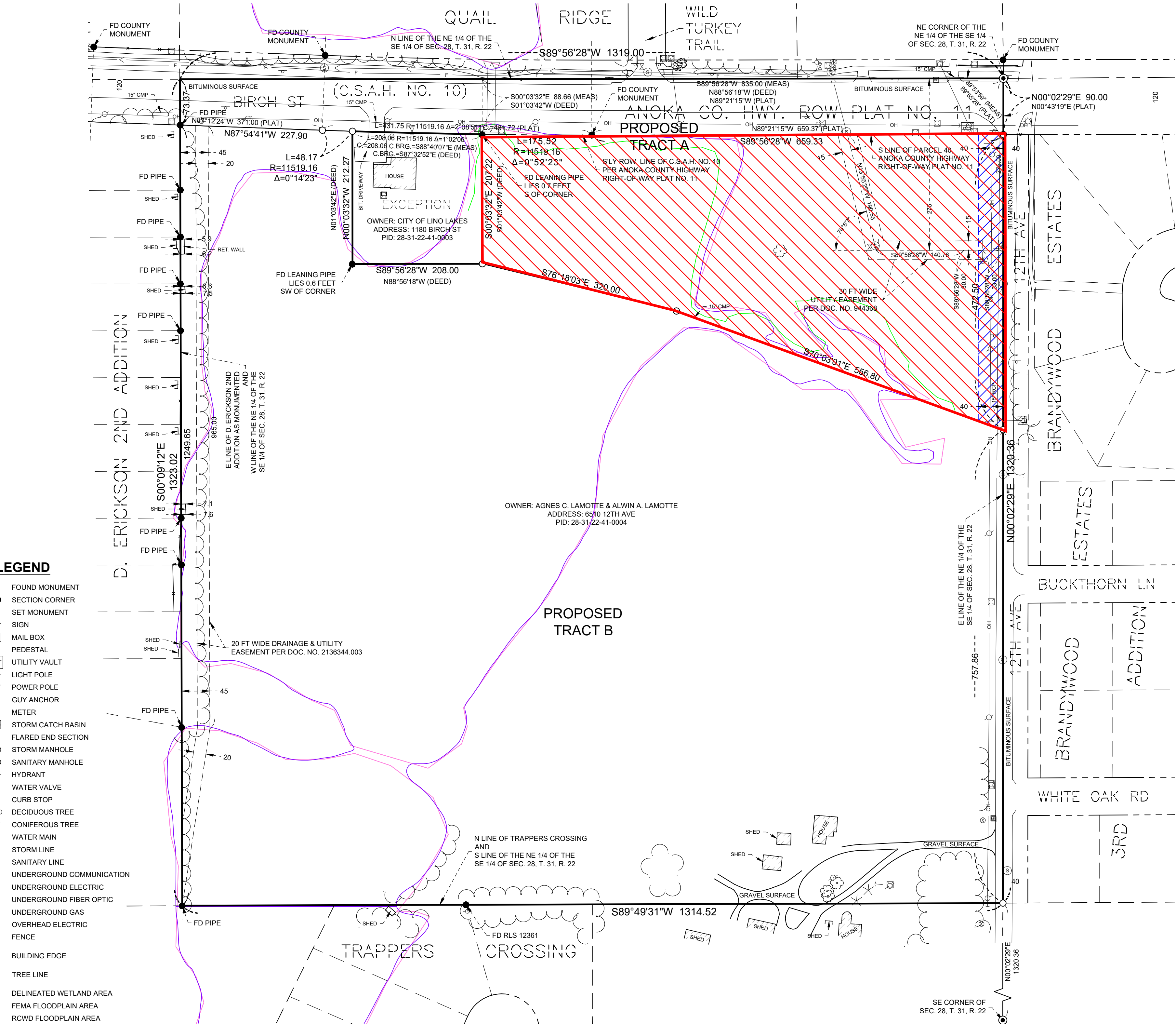
Total Area of Proposed Tract A = 388,184 Square Feet or 8.91 acres

Area of Tract A within Anoka County Highway right-of-way Plat No. 11 = 114,717 Square Feet or 2.63 acres  
Area of Tract A excepting Anoka County Highway right-of-way Plat No. 11 = 273,467 Square Feet or 6.28 acres

Area of Wetland (within Tract A excepting Anoka County Highway right-of-way Plat No. 11) = 104,981 Square Feet or 2.41 acres  
Area of Upland (within Tract A excepting Anoka County Highway right-of-way Plat No. 11) = 168,486 Square Feet or 3.87 acres

Total Area of Proposed Tract B = 1,308,600 Square Feet or 30.04 acres

Total Area of Proposed Right of Way Easement = 18,609 Square Feet or 0.43 acres



REVISIONS

NO.	DATE	DESCRIPTION

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

Jeremy R. Hanga

DATE: 8/23/2023 LIC. NO: 58013

CERTIFICATE OF SURVEY  
-  
LOT SPLIT

Lino Lakes Water Treatment Plant Site

City of Lino Lakes, Minnesota

WSB PROJECT NO.  
021336-000

SHEET

1 OF 1



**CITY OF LINO LAKES  
RESOLUTION NO. 24-16**

**RESOLUTION APPROVING SUMMARY OF  
ORDINANCE NO. 02-24 FOR PUBLICATION**

**WHEREAS**, the City Council has approved the first and second readings of Ordinance No. 02-24 amending City Code Chapter 1007: Zoning Code; and

**WHEREAS**, Ordinance No. 02-24 is lengthy and Minn. Statute 412.191 provides for a city to publish a summary of an ordinance; and

**WHEREAS**, the City Council determines that the summary clearly informs the public of the intent and effect of the ordinance; and

**WHEREAS**, the publication in the official newspaper will include a notice that a full printed copy of the ordinance is available at City Hall.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Lino Lakes, Minnesota that the summary of Ordinance No. 02-24, attached hereto as Exhibit A, for publication according to State Law and City Charter is approved.

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

\_\_\_\_\_  
Rob Rafferty, Mayor

ATTEST:

\_\_\_\_\_  
Jolleen Chaika, City Clerk



**EXHIBIT A****CITY OF LINO LAKES****SUMMARY OF ORDINANCE NO. 02-24 REZONING PROPERTY FROM  
R-1X, SINGLE FAMILY EXECUTIVE TO PSP, PUBLIC AND SEMI-PUBLIC FOR  
CITY WATER TREATMENT PLANT (6590 12<sup>TH</sup> AVENUE)**

The City Council of Lino Lakes ordains:

**Section 1.** The Lino Lakes City Code Chapter 1007: Zoning Code has been amended to rezone the property located at 6590 12<sup>th</sup> Avenue from R-1X, Single Family Executive to PSP, Public and Semi-Public.

Passed by the Lino Lakes City Council on February 12, 2024.

This is a summary of the adopted ordinance. A full printed copy of the ordinance is available at City Hall or on the City's website at <https://linolakes.us/163/City-Code-Zoning-Ordinances>.



**CITY COUNCIL  
REGULAR MEETING STAFF REPORT  
AGENDA ITEM 2B**

**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

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

### Surrounding Zoning and Land Use

<b>Direction</b>	<b>Zoning</b>	<b>Current Land Use</b>	<b>Future Land Use</b>
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.

<b>Gross Area (acres)</b>	<b>1.11</b>
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
<b>Net Area (acres)</b>	<b>1.11</b>
# of Units	3
<b>Gross Density (units/acre)</b>	<b>2.70</b>
<b>Net Density (units/acre)</b>	<b>2.70</b>

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)
<b>Min. Lot Size</b>	10,800 sf	10,867 sf	19,425 sf	12,075 sf <sup>a</sup>
<b>Min. Lot Width</b>				
--Corner Lot	100 ft	NA	NA	NA
--Interior Lot	80 ft	80.5 ft	84.5 ft	80.0 ft
<b>Min. Lot Depth</b>	135 ft	135.0 ft	135.0 ft	154 ft
<b>Building Setback (ft)</b>				
-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
<b>Impervious Surface</b>	65%	TBD w/ building permit	21.3%	TBD w/ building permit

<sup>a</sup> 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 4<sup>th</sup> 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
<b>= Total Due</b>	<b>\$6,600</b>



### *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](mailto:kkeller@wsbeng.com). You may also contact Diane Hanke at (651) 982-2430 or [dhanke@linolakes.us](mailto:dhanke@linolakes.us).





## Environmental Memo

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

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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
ENOKA01	CONNEXUS ENERGY	(763)323-4215	(763)323-2600	(763)323-2600
ENGAS03	CENTEX POINT ENERGY	(800)778-9140	(612)321-5200	(612)321-4421
XCELO3	XCEL ENERGY	(651)229-2427	(888)968-9235	(800)895-4999

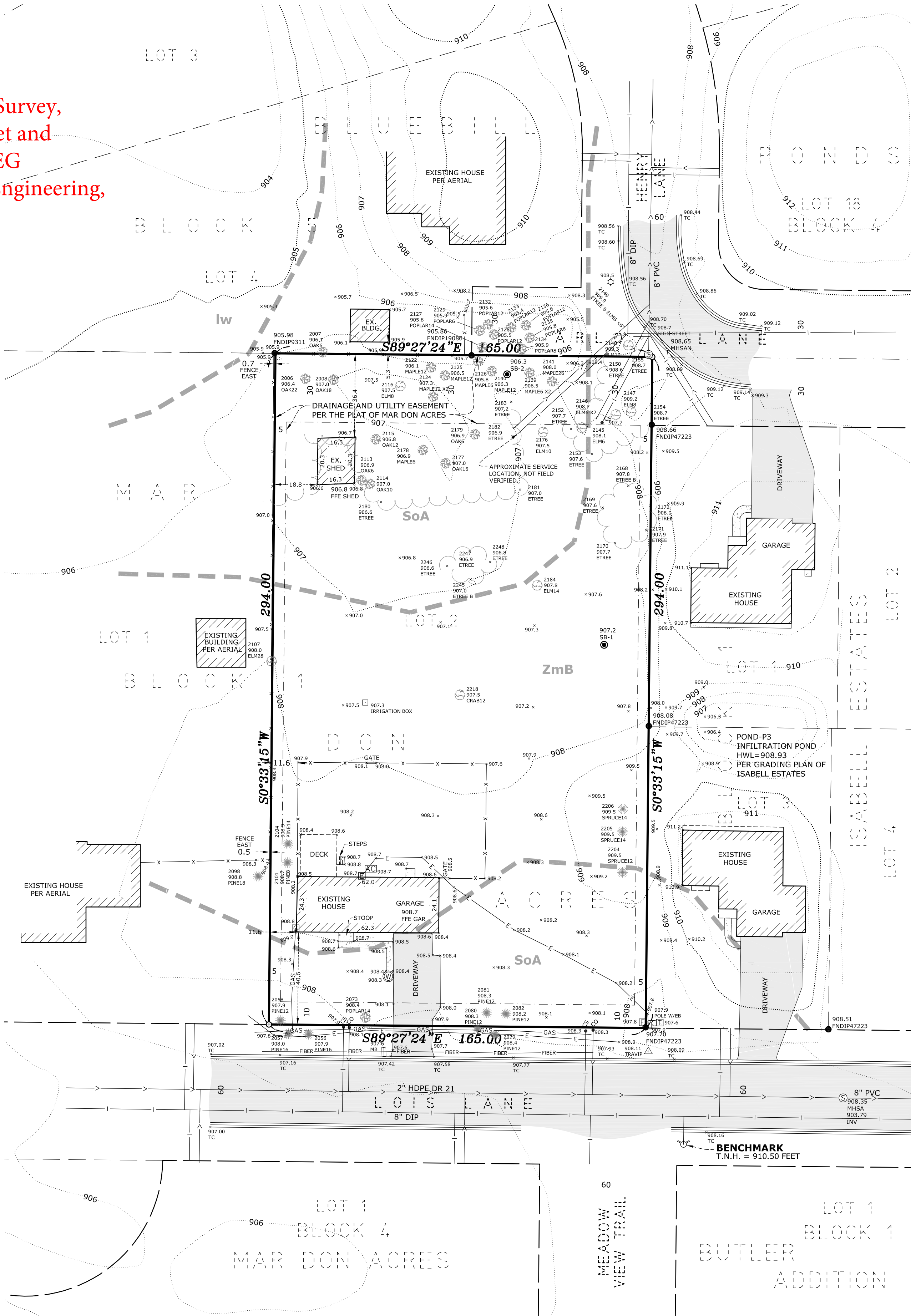
DRAWN BY: JEN		JOB NO: 231100PP	DATE: 12/07/23
CHECK BY: JER		FIELD CREW: RW-MR	
1			
2			
3			
NO.	DATE	DESCRIPTION	BY

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

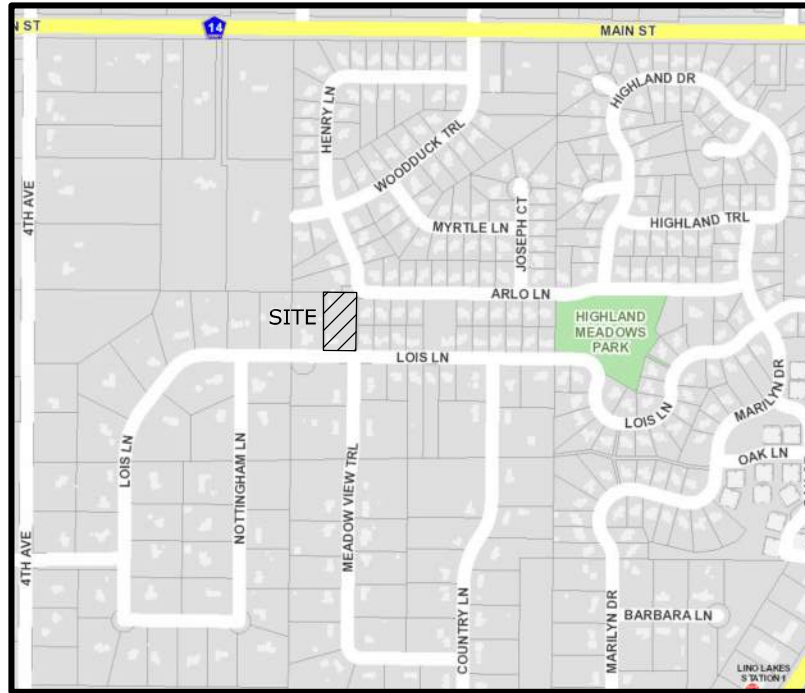
Attachment 3: Certificate of Survey,  
Preliminary Plat, Civil Plan Set and  
Landscape Plan prepared by EG  
Rud & Sons, Inc. and Plowe Engineering,  
Inc. dated December 7, 2023

**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

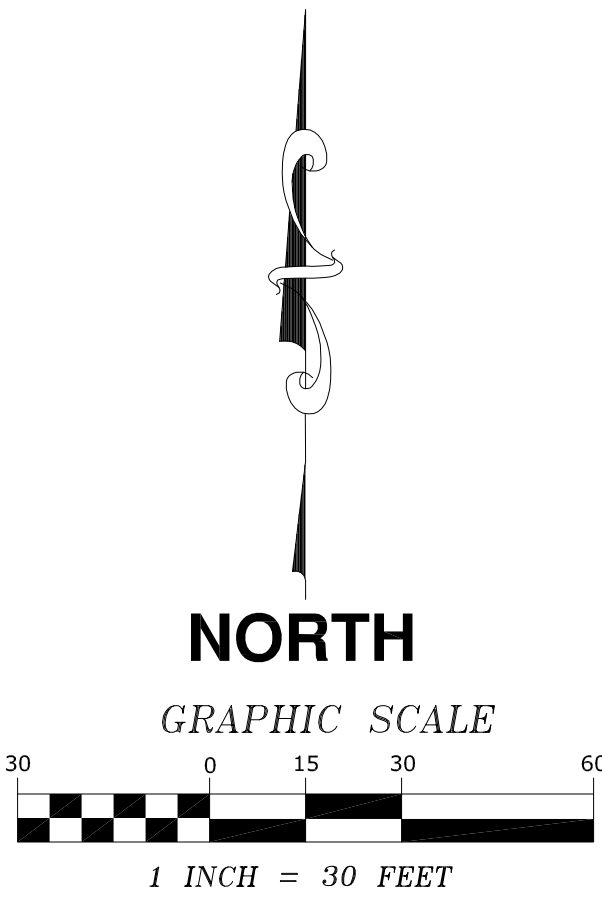


## VICINITY MAP

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'





~for~ BOULDER CONTRACTING  
~of~ JANSEN ADDITION

## DEVELOPER/BUILDER

BOULDER CONTRACTING  
16522 WAKE STREET N.E.  
HAM LAKE, MN 55304  
ATTN: BRIAN JANSEN  
TEL. 612-369-2746

**OWNER**

LOUISE KAY FORTUNA TRUSTEE  
523 LOIS LANE  
LINO LAKES, MN 55014

# CIVIL ENGINEER

PLOWE ENGINEERING, INC.  
 6776 LAKE DRIVE NE,  
 SUITE 110 LINO LAKES, MN 55014  
 TEL. 651.361.8210

## SURVEYOR

E.G. RUD & SONS, INC.  
6776 LAKE DRIVE NE,  
SUITE 110 LINO LAKES, MN 55014  
TEL. 651.361.8200

## PROPERTY DESCRIPTION

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

## AREA

TOTAL SITE AREA:	48,510 S.F. (1.114 ACRES)
PROPOSED LOTS:	3 SINGLE FAMILY RESIDENTIAL LOTS
PROPOSED PUBLIC RIGHT OF WAY:	2,400 S.F. (0.055 ACRES)
GROSS DENSITY:	2.69 LOTS/ACRE
NET DENSITY:	2.83 LOTS/ACRE

## 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

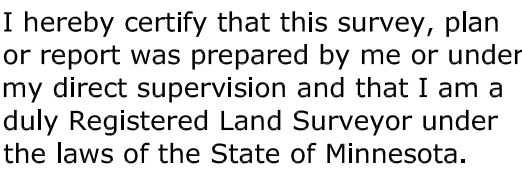
# CITY OF LINO LAKES 2040 COMPREHENSIVE PLAN

2017 EXISTING LAND USE:  
RURAL RESIDENTIAL

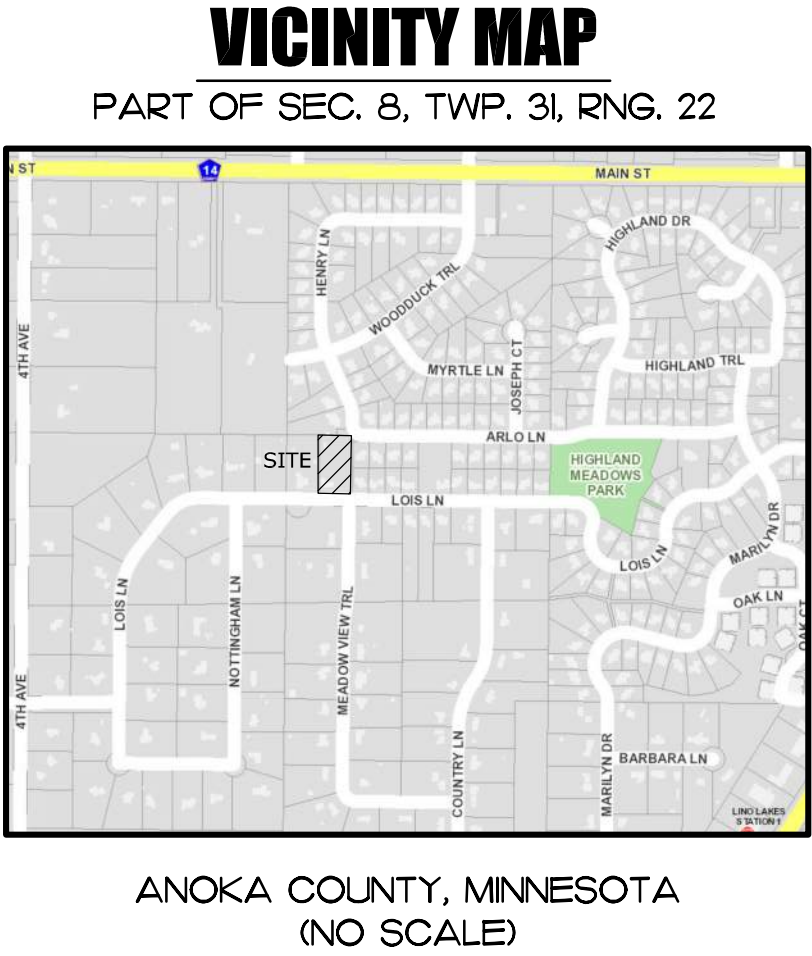
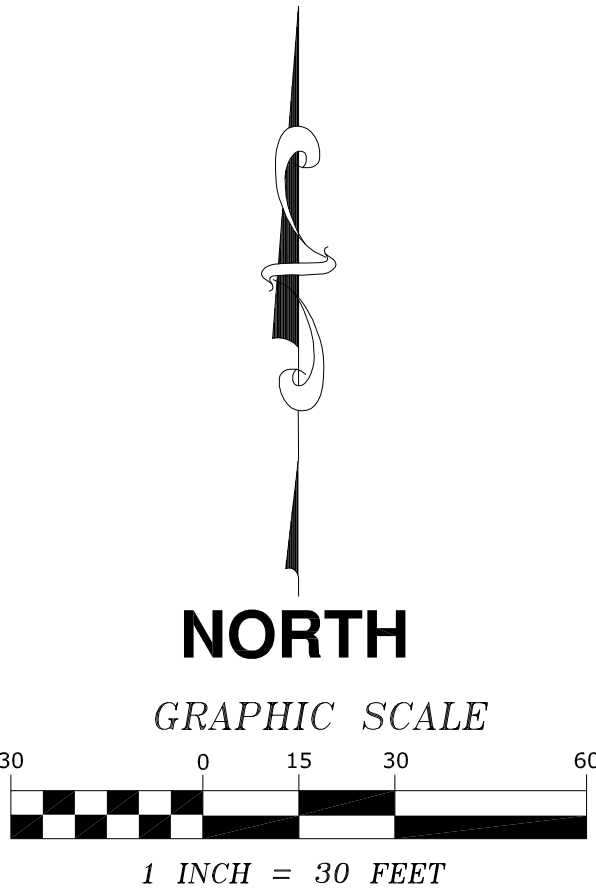
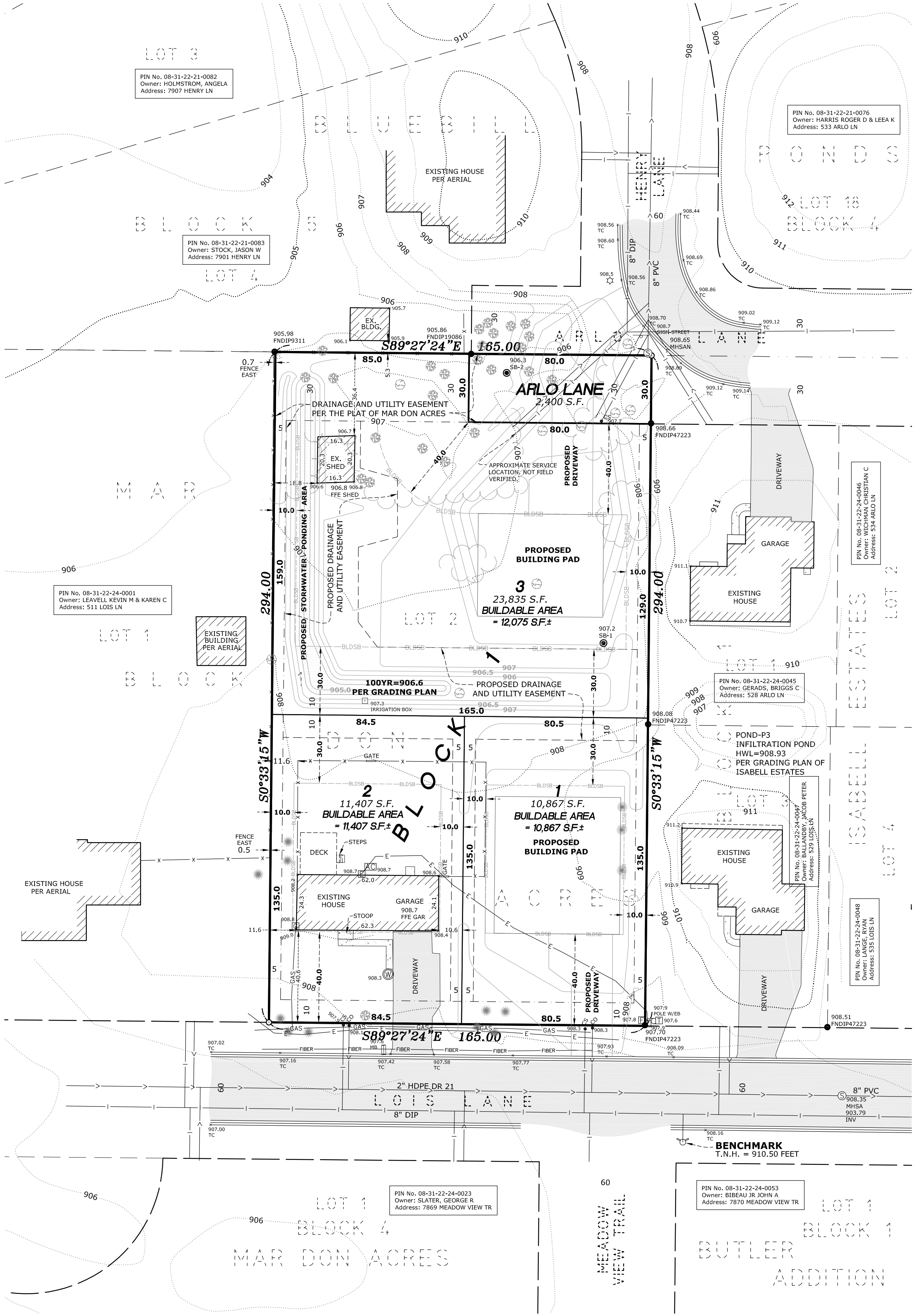
2040 FUTURE LAND USE:  
LOW DENSITY RESIDENTIAL

## 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
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  - Observed evidence.
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- Contours within the site were field shot. Contours shown offsite are from MNGEO LIDAR Topography.
- Proposed building pads , driveway and grading per Plowe Engineering plans.



JASON E. RUD  
Date: 12-07-23 License No. 41578



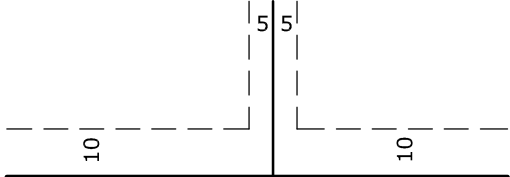
## LEGEND

- |              |   |
|--------------|---|
|              | 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<br> | DENOTES EXISTING SPOT ELEVATION   |
|              | DENOTES FIBER OPTIC BOX   |
|              | DENOTES GAS METER   |
|              | DENOTES HYDRANT   |
|              | DENOTES LIGHT POLE  |
|              | DENOTES MAILBOX   |
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|              | DENOTES BUILDING SETBACK LINE   |
|              | DENOTES TREE LINE   |
|              | DENOTES BITUMINOUS SURFACE  |
|              | DENOTES CONCRETE SURFACE  |
|              | DENOTES ADJACENT PARCEL OWNER INFORMATION<br>(PER ANOKA COUNTY TAX INFORMATION) |
|              | DENOTES TREE  |

## EASEMENT DETAIL

(NOT TO SCALE)

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS



BEING 5 FEET IN WIDTH, AND ADJOINING SIDE LOT LINES, AND 10 FEET IN WIDTH AND ADJOINING RIGHT OF WAY LINES, AND REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THIS PLAT.

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



# 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	X
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

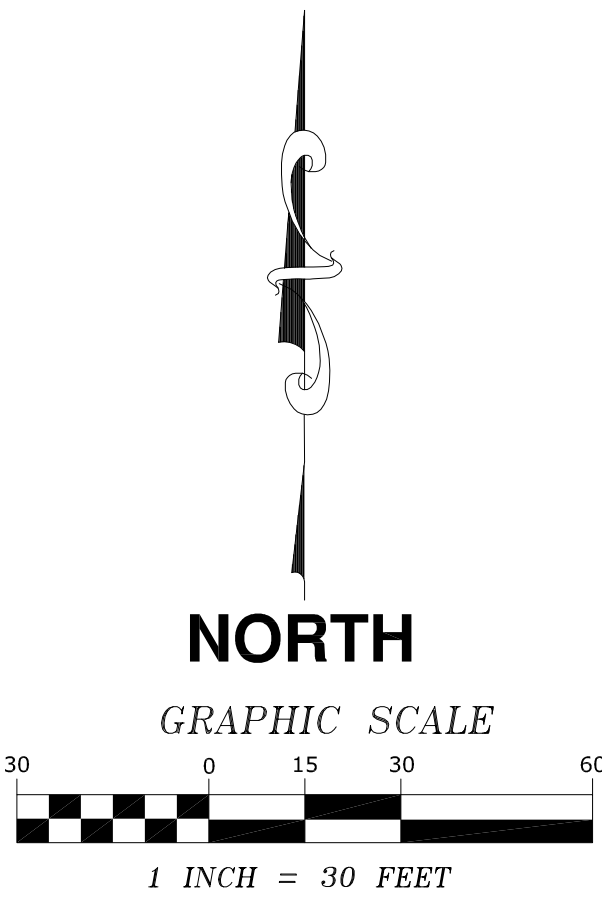
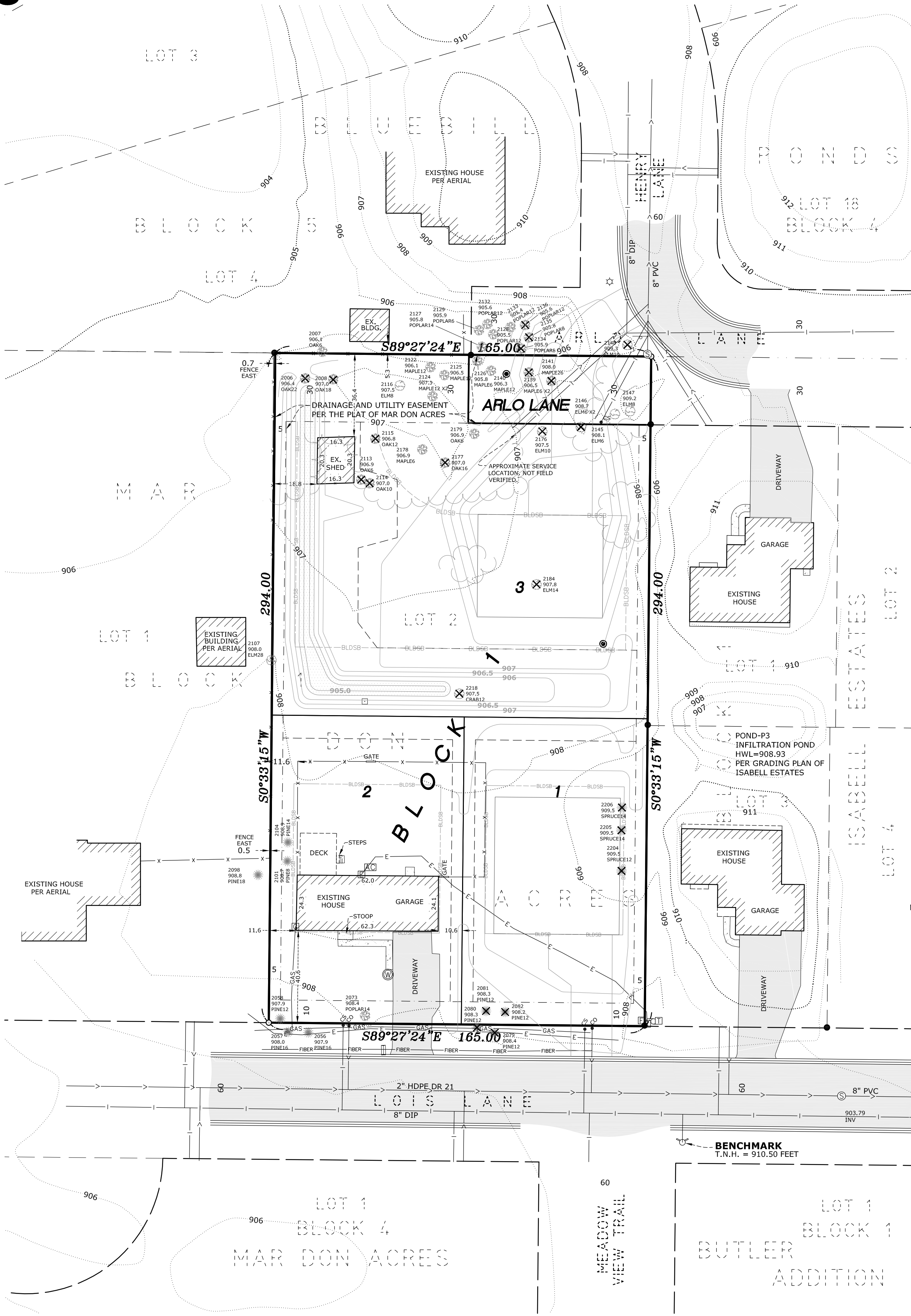
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  - Markings requested by E.G. Rud & Sons Inc. per Gopher State One Call Ticket No. 233102896.
  - Record drawings provided by the City of Lino Lakes' engineering department.
  - Excavations were not made during the process of this survey to locate 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

S:\RUD\CAD\23PROJ\231100PP\231100PP.DWG



## 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 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
- DENOTES UNDERGROUND ELECTRIC LINE
- DENOTES UNDERGROUND GAS LINE
- 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
- 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




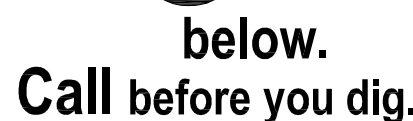
## LEGEND \*

## GENERAL NOTES

**011**

**LEGEND**

 EXISTING TREE TO BE REMOVED



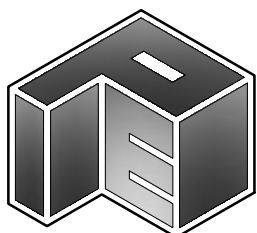
C0	TITLE SHEET, EXISTING CONDITIONS, & REMOVALS PLAN
C1.1	GRADING, DRAINAGE & EROSION CONTROL PLAN (1"=20' SCALE PLAN)
C1.2	PLAN TO SHOW ADJACENT TOPO BEYOND BOUNDARY (1"=30' SCALE PLAN)
C2	UTILITY PLAN
C3.1-3.2	DETAILS

## JANSEN ADDITION

## LINO LAKES, MINNESOTA

TITLE SHEET, LEGEND, EXISTING  
CONDITIONS & REMOVAL PLAN

PREPARED FOR:  
BOULDER  
CONTRACTING



**PLOWE**  
**ENGINEERING, INC.**

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

**NORTH**



CO



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.

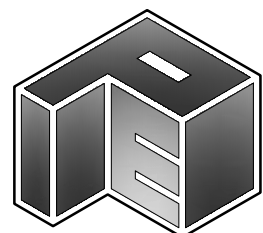
**QASEM M. ABUGHAZLEH**  
 DATE: 12.07.2023 LIC. NO. 56299

**JANSEN ADDITION**

**LINO LAKES, MINNESOTA**

GRADING, DRAINAGE, AND EROSION  
 CONTROL PLAN

PREPARED FOR:  
**BOULDER  
 CONTRACTING**



**PLOWE  
 ENGINEERING, INC.**

6776 LAKE DRIVE  
 SUITE 110  
 LINO LAKES, MN 55014

PHONE: (651) 361-8210

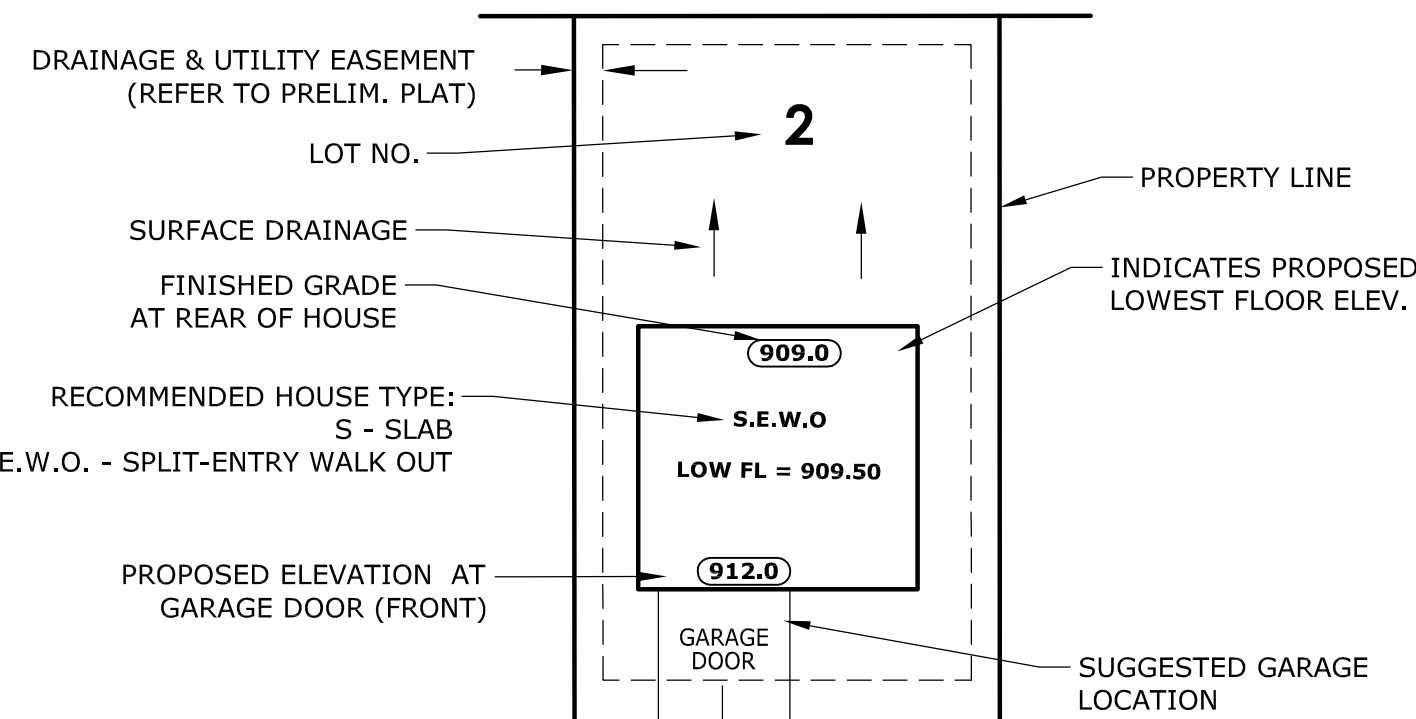
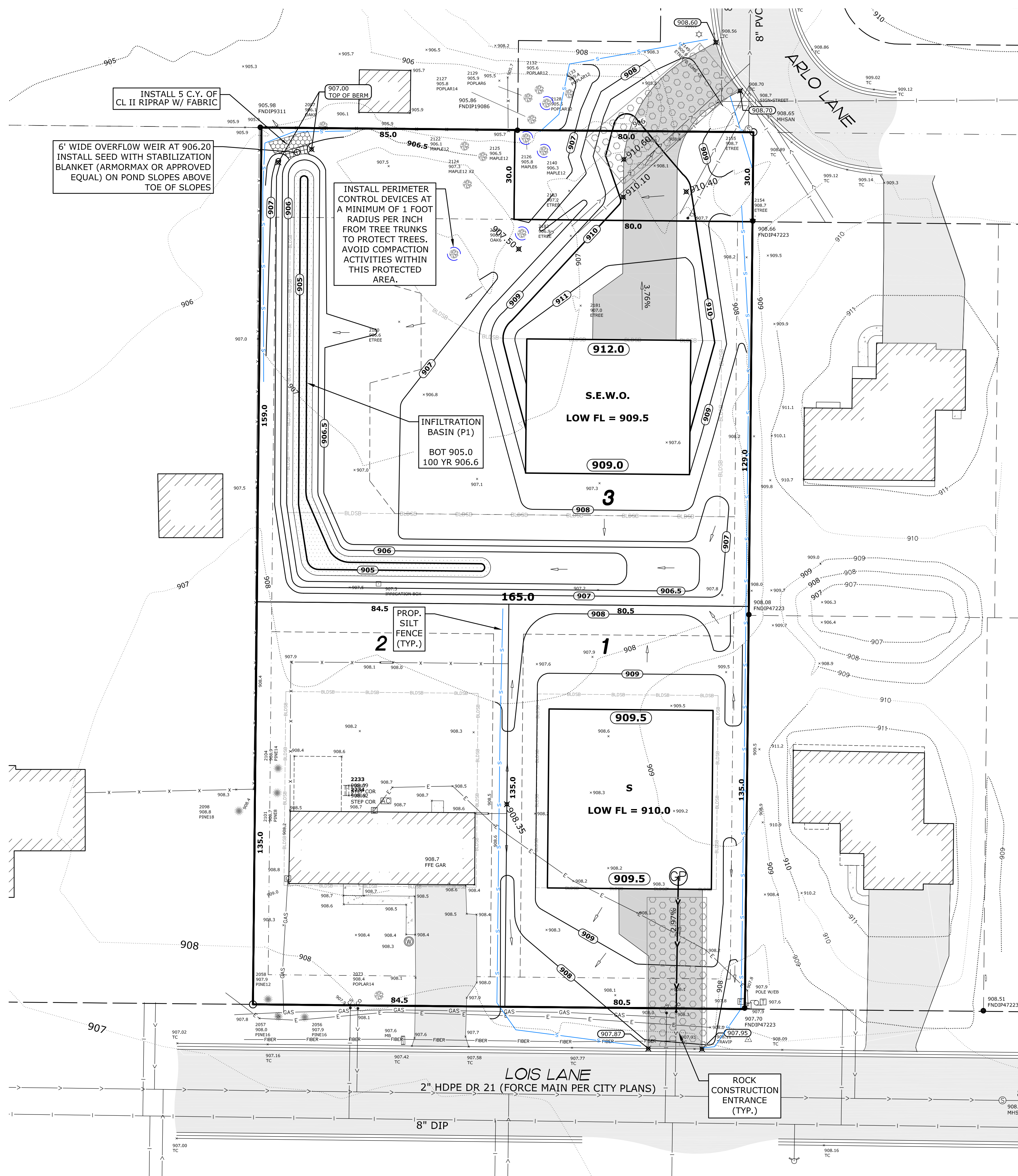
FAX: (651) 361-8701

**NORTH**



0 10 20  
 1 INCH = 20 FEET

**C1.1**



TYPICAL LOT LAYOUT



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.

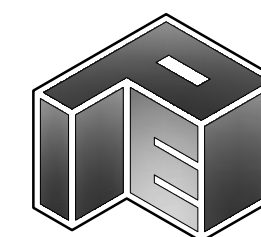
QASEM M. ABUGHAZLEH  
DATE: 12.07.2023 LIC. NO. 56299

**JANSEN ADDITION**

## KLING LAKES, MINNESOTA

## GRADING, DRAINAGE, AND EROSION CONTROL PLAN

PREPARED FOR:  
BOULDER  
CONTRACTING

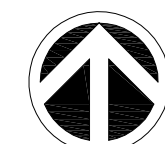


SITE PLANNING  
& ENGINEERING

**PLOWE**  
**ENGINEERING, INC.**

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

**NORTH**



## 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



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

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**  
DATE: 12.07.2023 LIC. NO. 56299

**JANSEN ADDITION**  
**LINO LAKES, MINNESOTA**  
UTILITY PLAN

PREPARED FOR:  
**BOULDER CONTRACTING**

**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

**C2**

### WATER MAIN NOTES

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.

### SANITARY SEWER NOTES

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.

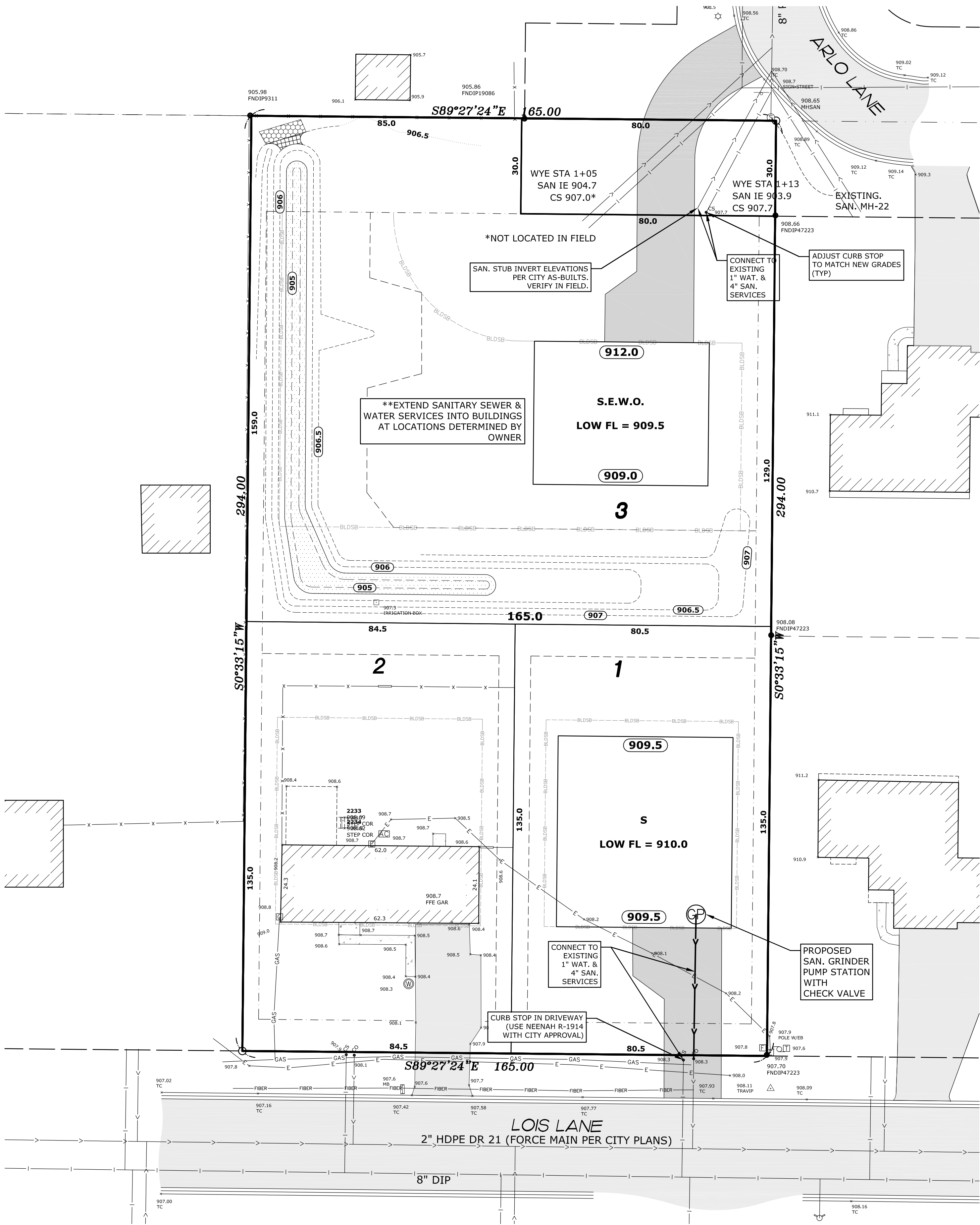
ALL PERMITS, INCLUDING BUT NOT LIMITED TO PERMITS FROM CITY OF LINO LAKES, RICE CREEK WATERSHED, AND THE MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY (IF APPLICABLE), SHALL BE OBTAINED PRIOR TO ORDERING OF MATERIAL AND STARTING OF CONSTRUCTION. NO INSTALLATION OF UTILITIES SHALL BE PERMITTED UNTIL ALL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



Know what's below.  
Call before you dig.

**UTILITY PLAN**  
**JANSEN ADDITION**





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

ORIGINAL DATE:  
 NOVEMBER 28, 2023

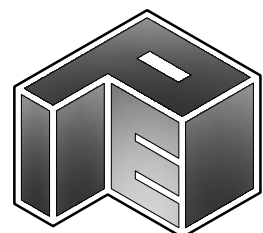
DATE	REVISION DESCRIPTION

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**  
 LIC. NO. 56299  
 DATE: 12.07.2023

**JANSEN ADDITION**  
**LINO LAKES, MINNESOTA**  
 LANDSCAPE PLAN

PREPARED FOR:  
**BOULDER CONTRACTING**



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

**NORTH**

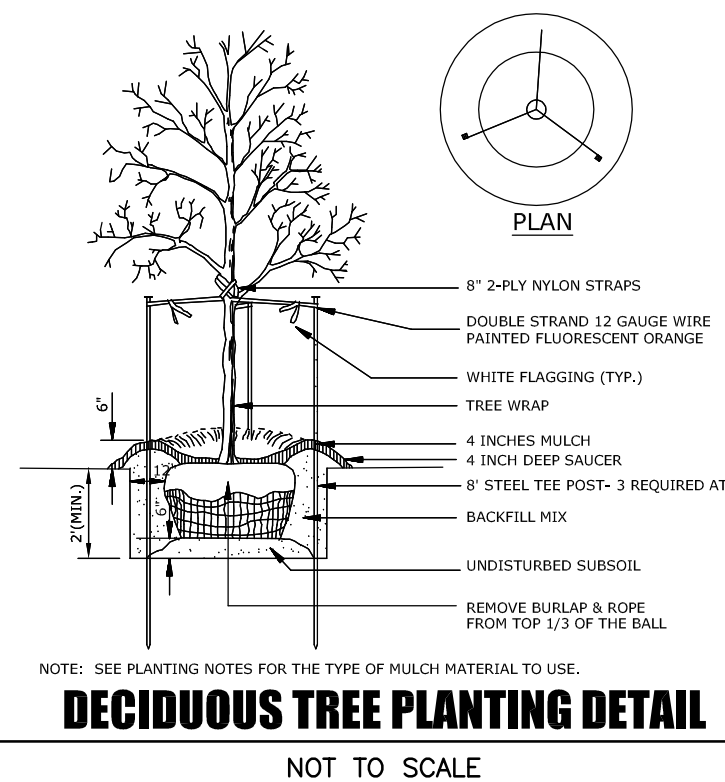


0 10 20  
 1 INCH = 20 FEET

**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.



## SITE-SPECIFIC NOTES

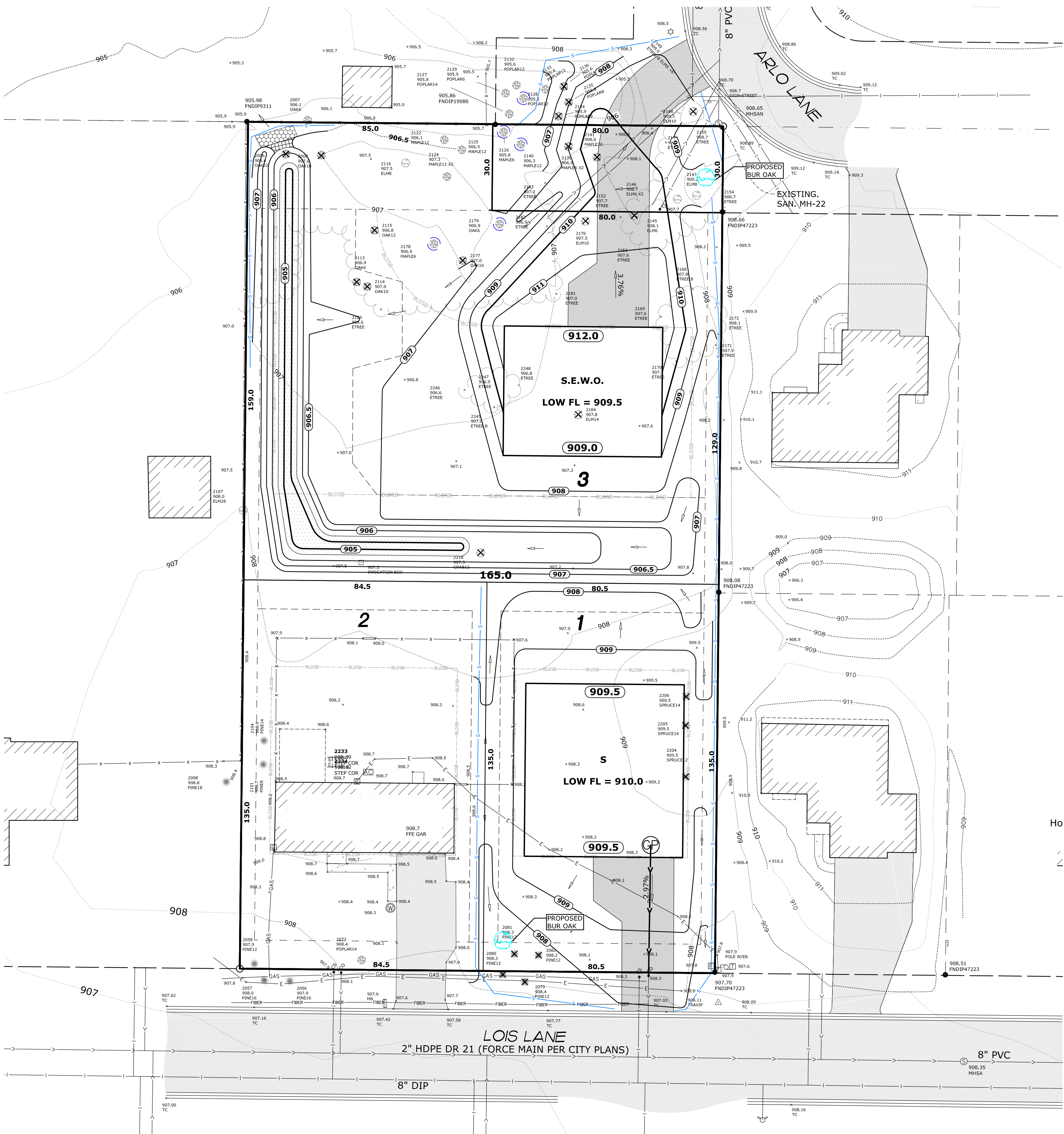
- ONE BOULEVARD TREE IS PROPOSED FOR EACH NEW PROPOSED LOT.

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  
REGULAR MEETING STAFF REPORT  
AGENDA ITEM 2C**

**STAFF ORIGINATOR:** Katie Larsen, City Planner

**MEETING DATE:** February 12, 2024

**TOPIC:** Zoning Ordinance Text Amendment

i. Consider 2nd Reading of Ordinance No. 03-24 Approving Zoning Ordinance Text Amendment-Renumeration and Codification

ii. Consider Resolution No. 24-07 Approving Summary Publication of Ordinance No. 03-24

**VOTE REQUIRED:** 3/5

---

**INTRODUCTION**

The City is renumbering and codifying the zoning ordinance.

**BACKGROUND**

Ordinance No. 08-22 amending City Code Chapter 1007: Zoning Code was adopted in November 2022 and went into effect in January 2023. The City is incorporating the zoning code into the City's online version Code of Ordinances published by American Legal Publishing. As part of the codification and to make the code easier to read, some section numbers of the zoning code are being renumbered. The content of the zoning code is not changing.

The 1<sup>st</sup> reading of the ordinance was approved by Council on January 22, 2024.

Minn. Statute 412.191 provides for a city to publish a summary of an ordinance. The summary is detailed in Resolution No. 03-24. A full printed copy of the ordinance is available at City Hall or on the City's website at <https://linolakes.us/163/City-Code-Zoning-Ordinances>.

**RECOMMENDATION**

Staff recommends approval of the above noted ordinance and resolution.



**ATTACHMENTS**

1. Ordinance No. 03-24
2. Resolution No. 24-07



1 <sup>st</sup> Reading:	Publication:
2 <sup>nd</sup> Reading:	Effective:

**CITY OF LINO LAKES  
ORDINANCE NO. 03-24**

**ORDINANCE AMENDING CITY CODE CHAPTER 1007 RELATED TO  
RENUMERATION AND CODIFICATION**

The City Council of Lino Lakes ordains:

**Section 1. Findings.** The City Council finds that the zoning ordinance text amendment protects the public health, safety, comfort, convenience and general welfare of the residents of the community.

**Section 2. Amendment.** The Lino Lakes City Code Chapter 1007 is hereby amended as follows:

<b>CURRENT CITY CODE CHAPTER 1007</b>	<b>AMENDED CITY CODE CHAPTER 1007</b>
§1007.000 TITLE AND APPLICATION	1007.000 Title and application
§1007.001 RULES AND DEFINITIONS	1007.001 Rules and definitions
§1007.015 AMENDMENTS: TEXT AND MAP.	1007.015 Amendments: text and map.
§1007.016 CONDITIONAL USE PERMITS	1007.016 Conditional use permits
§1007.017 INTERIM USE PERMITS	1007.017 Interim use permits
§1007.018 VARIANCES AND APPEALS.	1007.018 Variances and appeals.
§1007.019 ADMINISTRATION: ADMINISTRATIVE PERMITS AND APPROVALS.	1007.019 Administration: administrative permits and approvals.
§1007.020 SITE AND BUILDING PLAN REVIEW	1007.020 Site and building plan review
§1007.021 DUTIES OF CITY STAFF.	1007.021 Duties of city staff.
§1007.022 CERTIFICATE OF OCCUPANCY	1007.022 Certificate of occupancy
§1007.023 ENFORCEMENT AND PENALTIES	1007.023 Enforcement and penalties
§1007.024 PLANNED UNIT DEVELOPMENT (PUD)	1007.024 Planned unit development (PUD)
§1007.025 ENVIRONMENTAL REVIEW	1007.025 Environmental review
§1007.040 PURPOSE	1007.040 Purpose
§1007.041 NON-CONFORMING USES AND STRUCTURES	1007.041 Non-conforming uses and structures
§1007.042 GENERAL PARCEL, LOT AND YARD PROVISIONS	1007.042 General parcel, lot and yard provisions



§1007.043 GENERAL BUILDING AND USE PROVISIONS	1007.043 General building and use provisions
§1007.044 OFF-STREET PARKING	1007.044 Accessory buildings, structures and uses
§1007.045 OFF-STREET LOADING SPACES	1007.045 Refuse and recycling
§1007.046 PRIVATE STREETS	1007.046 Outdoor lighting
§1007.047 RELOCATED STRUCTURES	1007.047 Environmental Provisions
§1007.048 HOME OCCUPATION PERMITS	1007.048 Outdoor storage
§1007.049 ACCESSORY APARTMENTS	1007.049 Screening, landscaping, buffer yards and tree preservation
§1007.050 DRAINAGE	1007.050 Fences and retaining walls
§1007.051 EARTH MOVING AND LAND RECLAMATION	1007.051 Submission of permit and site plan
§1007.052 FARMING OPERATIONS	1007.052 Off-street parking
§1007.053 ADULT USES	1007.053 Off-street loading spaces
§1007.054 ANTENNAS	1007.054 Private streets
§1007.055 ACCESSORY OUTDOOR DINING AREAS	1007.055 Relocated structures
§1007.056 BATCH PLANTS	1007.056 Home occupation permits
§1007.057 OPT OUT OF MINN. STAT. 462.3593	1007.057 Accessory apartments
§1007.058 COMMERCIAL STABLES	1007.058 Drainage
§1007.059 AGRITOURISM	1007.059 Earth moving and land reclamation
§1007.060 WIND ENERGY CONVERSION SYSTEM (WECS)	1007.060 Farming operations
§1007.061 SOLAR ENERGY SYSTEM	1007.061 Adult uses
§1007.062 MODEL HOMES WITH TEMPORARY REAL ESTATE OFFICES	1007.062 Antennas
§1007.063 TEMPORARY STRUCTURES	1007.063 Accessory outdoor dining areas
§1007.064 MOTOR FUEL STATIONS	1007.064 Batch plants
§1007.065 AIR PARK HANGAR AND ACCESS PERFORMANCE STANDARDS	1007.065 Opt out of Minn. Stat. 462.3593
§1007.066 RURAL CLUSTER DEVELOPMENT.	1007.066 Commercial stables
	1007.067 Agritourism
	1007.068 Wind energy conversion system



	(WECS)
	1007.069 Solar energy systems
	1007.070 Model homes with temporary real estate offices
	1007.071 Temporary structures
	1007.072 Motor fuel stations
	1007.073 Air park hangar and access performance standards
	1007.074 Rural cluster development
§1007.070 GENERAL ZONING DISTRICT PROVISIONS	1007.090 General zoning district provisions
§1007.080 R, RURAL DISTRICT	1007.100 R, Rural District
§1007.081 R-X, RURAL EXECUTIVE DISTRICT	1007.101 R-X, Rural Executive District
§1007.090 R-1, SINGLE FAMILY RESIDENTIAL DISTRICT	1007.110 R-1, Single Family Residential District
§1007.091 R-1X, SINGLE FAMILY EXECUTIVE RESIDENTIAL DISTRICT.	1007.111 R-IX, Single Family Executive Residential District
§1007.092 R-2, TWO FAMILY RESIDENTIAL DISTRICT	1007.112 R-2, Two Family Residential District
§1007.093 R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT.	1007.113 R-3, Medium Density Residential district
§1007.094 R-4, HIGH DENSITY RESIDENTIAL DISTRICT	1007.114 R-4, High Density Residential District
§1007.095 R-5, HIGH DENSITY RESIDENTIAL AND BUSINESS DISTRICT.	1007.115 R-5, High Density Residential and Business District
§1007.096 R-6, MANUFACTURED HOME PARK DISTRICT	1007.116 R-6, Manufactured Home Park District
§1007.110 NB, NEIGHBORHOOD BUSINESS DISTRICT	1007.130 NB, Neighborhood Business District
§1007.111 LB, LIMITED BUSINESS DISTRICT	1007.131 LB, Limited Business District
§1007.112 GB, GENERAL BUSINESS DISTRICT	1007.132 GB, General Business District
§1007.120 LI, LIGHT INDUSTRIAL DISTRICT	1007.140 LI, Light Industrial District
§1007.121 GI, GENERAL INDUSTRIAL DISTRICT	1007.141 GI, General Industrial District
§1007.122 BC, BUSINESS CAMPUS DISTRICT	1007.142 BC, Business Campus District
§1007.130 PSP, PUBLIC AND SEMI-PUBLIC DISTRICT	1007.150 PSP, Public and Semi-Public District
§1007.131 PUD, PLANNED UNIT DEVELOPMENT	1007.151 PUD, Planned Unit



DISTRICT	Development
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Adopted by the Lino Lakes City Council this \_\_\_\_ day of \_\_\_\_\_, 2024.

BY: \_\_\_\_\_  
Rob Rafferty, Mayor

ATTEST:

\_\_\_\_\_  
Jolleen Chaika, City Clerk



**CITY OF LINO LAKES  
RESOLUTION NO. 24-07**

**RESOLUTION APPROVING SUMMARY OF  
ORDINANCE NO. 03-24 FOR PUBLICATION**

**WHEREAS**, the City Council has approved the first and second readings of Ordinance No. 03-24 amending City Code Chapter 1007: Zoning Code; and

**WHEREAS**, Ordinance No. 03-24 is lengthy and Minn. Statute 412.191 provides for a city to publish a summary of an ordinance; and

**WHEREAS**, the City Council determines that the summary clearly informs the public of the intent and effect of the ordinance; and

**WHEREAS**, the publication in the official newspaper will include a notice that a full printed copy of the ordinance is available at City Hall.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Lino Lakes, Minnesota that the summary of Ordinance No. 03-24, attached hereto as Exhibit A, for publication according to State Law and City Charter is approved.

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

\_\_\_\_\_  
Rob Rafferty, Mayor

ATTEST:

\_\_\_\_\_  
Jolleen Chaika, City Clerk



**EXHIBIT A****CITY OF LINO LAKES****SUMMARY OF ORDINANCE NO. 03-24  
ORDINANCE AMENDING CITY CODE CHAPTER 1007: ZONING CODE**

The City Council of Lino Lakes ordains:

**Section 1.** The Lino Lakes City Code Chapter 1007: Zoning Code has been amended to renumber sections for codification and to make the code easier to read. The content of the zoning code is not changing.

Passed by the Lino Lakes City Council on February 12, 2024.

This is a summary of the adopted ordinance. A full printed copy of the ordinance is available at City Hall or on the City's website at <https://linolakes.us/163/City-Code-Zoning-Ordinances>.



**CITY COUNCIL  
REGULAR MEETING STAFF REPORT  
AGENDA ITEM 2D**

**STAFF ORIGINATOR:** Diane Hankee, City Engineer

**MEETING DATE:** February 12, 2024

**TOPIC:** Consider Resolution No. 24-12, Approving Payment No. 4 and Final, 2022 East Shadow Lake Drive Project

**VOTE REQUIRED:** 3/5

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**INTRODUCTION**

Staff is requesting council consideration to finalize the 2022 East Shadow Lake Drive Utility Project.

**BACKGROUND**

On April 25, 2022 the City Council passed resolution 22-38, awarding the contract for the 2022 East Shadow Lake Drive Utility Project to Dresel Contracting, Inc. in the amount of \$547,438.11. The project has been completed and the site has been restored.

The final contract amount is \$529,164.58 for the 2022 East Shadow Lake Drive Utility Project. The project is funded through the City's Sewer Operating Fund.

**RECOMMENDATION**

Approve Resolution No. 24-12, Approving Payment No. 4 and Final, 2022 East Shadow Lake Drive Utility Project in the amount of \$41,240.17 to Dresel Contracting, Inc.

**ATTACHMENTS**

1. Resolution 24-12
2. Pay Request No. 4 & Final



**CITY OF LINO LAKES  
RESOLUTION NO. 24-12**

**APPROVING PAYMENT NO. 4 AND FINAL FOR THE 2022 EAST SHADOW LAKE  
DRIVE PROJECT**

**WHEREAS**, on April 25, 2022, the City Council passed resolution 22-38, awarding the contract for the 2022 East Shadow Lake Drive Utility Project to Dresel Contracting, Inc. in the amount of \$547,438.11;

**WHEREAS**, a complete summary of costs are detailed in Payment No. 4 (Final) where the final amount for the 2022 East Shadow Lake Drive Utility Project was \$529,164.58;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Lino Lakes that Payment Request No. 4 (Final) is approved for a final payment amount of \$41,240.17 for the 2022 East Shadow Lake Drive Utility Project.

Adopted by the Council of the City of Lino Lakes this 12<sup>th</sup> day of February, 2024.

\_\_\_\_\_  
Rob Rafferty, Mayor

ATTEST:

\_\_\_\_\_  
Jolleen Chaika, City Clerk



2022 East Shadow Lake Drive  
Utility Project

### Final Pay Voucher 4

<b>Client:</b> City of Lino Lakes 600 Town Center Parkway Lino Lakes, MN 55014-1182	<b>Contractor:</b> Dresel Contracting, Inc. 24044 July Ave Chisago City, MN 55013
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<b>WSB Project No.:</b> 017705-000
<b>Client Project No.:</b>
<b>State Project No.:</b>
<b>Federal Project No.:</b>

Contract Amount		Funds Encumbered	
Original Contract	\$547,438.11	Original	\$547,438.11
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$547,438.11	Total	\$547,438.11

Work Certified To Date	
Base Bid Items	\$529,164.58
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$529,164.58

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$15,559.94	\$529,164.58	\$0.00	\$487,924.41	\$41,240.17	\$529,164.58
Percent Retained: 0%			Percent Complete: 96.66%		

### FINAL PAY VOUCHER

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By WSB

  
Signature

Approved By Dresel Contracting, Inc.

  
Signature

February 6, 2024

Date

1-30-2024

Date

Approved By City of Lino Lakes

Signature

Date



2022 East Shadow Lake Drive  
Utility Project

### Final Pay Voucher 4

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	09/01/2022	\$163,648.15	\$8,182.41	\$155,465.74
2	09/27/2022	\$66,834.97	\$3,341.75	\$63,493.22
3	11/03/2022	\$283,121.52	\$14,156.07	\$268,965.45
4	01/30/2024	\$15,559.94	(\$25,680.23)	\$41,240.17

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local	\$529,164.58	\$0.00	\$487,924.41	\$41,240.17	\$529,164.58

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Local	\$41,240.17	\$547,438.11	\$547,438.11	\$529,164.58

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501/00010	MOBILIZATION	LS	\$54,450.00	1	0	\$0.00	1	\$54,450.00
2	2104.502/03300	SALVAGE SIGN	EACH	\$60.00	3	0	\$0.00	3	\$180.00
3	2104.503/00195	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$6.60	24	0	\$0.00	24	\$158.40
4	2104.503/00205	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$3.30	177	0	\$0.00	176	\$580.80
5	2104.503/00315	REMOVE CURB & GUTTER	L F	\$2.42	798	0	\$0.00	816	\$1,974.72
6	2104.504/00080	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$4.78	38	0	\$0.00	60	\$286.80
7	2104.504/00110	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$2.16	168	0	\$0.00	228	\$492.48
8	2104.504/00120	REMOVE BITUMINOUS PAVEMENT	S Y	\$1.93	1354	0	\$0.00	1306	\$2,520.58
9	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	L S	\$1,996.50	1	0	\$0.00	0	\$0.00
10	2106.507/00010	EXCAVATION - COMMON (P)	C Y	\$12.25	449	0	\$0.00	449	\$5,500.25
11	2106.507/00040	EXCAVATION - SUBGRADE (P)	C Y	\$17.87	942	0	\$0.00	942	\$16,833.54
12	2106.507/00080	SELECT GRANULAR EMBANKMENT (CV) (P)	C Y	\$22.53	942	0	\$0.00	942	\$21,223.26
13	2106.601/00015	DEWATERING	LS	\$0.01	1	0	\$0.00	0	\$0.00
14	2108.504/00035	GEOTEXTILE FABRIC TYPE 5	S Y	\$1.77	3552	0	\$0.00	2131	\$3,771.87
15	2112.519/00010	SUBGRADE PREPARATION	RDST	\$252.77	4.7	0	\$0.00	4.7	\$1,188.02



2022 East Shadow Lake Drive  
Utility Project

Final Pay Voucher 4

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
16	2123.610/00370	SKID LOADER	HOURL	\$99.00	10	0	\$0.00	2	\$198.00
17	2123.610/00410	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$147.84	25	19	\$2,808.96	19	\$2,808.96
18	2130.523/00010	WATER	MGAL	\$36.96	50	0	\$0.00	0	\$0.00
19	2211.507/00170	AGGREGATE BASE (CV) CLASS 5 (P)	C Y	\$35.43	329	0	\$0.00	329	\$11,656.47
20	2331.603/00070	JOINT ADHESIVE	L F	\$1.55	794	0	\$0.00	0	\$0.00
21	2360.504	TYPE SP 9.5 WEAR CRS MIX(2,C) 3.0" THICK	S Y	\$43.49	167	0	\$0.00	241	\$10,481.09
22	2360.509/12300	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	\$113.57	126	47.46	\$5,390.03	47.46	\$5,390.03
23	2360.509/22305	TYPE SP 12.5 NON WEAR COURSE MIX (2,C)	TON	\$102.46	251	0	\$0.00	323.21	\$33,116.10
24	2504.602/ar1	IRRIGATION SYSTEM REPAIR	EACH	\$420.00	3	0	\$0.00	2	\$840.00
25	2531.503/02315	CONCRETE CURB & GUTTER DESIGN B618	L F	\$26.78	794	0	\$0.00	816	\$21,852.48
26	2531.504/00070	7" CONCRETE DRIVEWAY PAVEMENT	S Y	\$101.97	38	0	\$0.00	60	\$6,118.20
27	2540.602	TEMPORARY MAIL BOX	EACH	\$36.00	16	0	\$0.00	16	\$576.00
28	2557.602/M7906	REPAIR DOG FENCE	EACH	\$594.00	3	0	\$0.00	0	\$0.00
29	2563.601/00010	TRAFFIC CONTROL	LS	\$1,740.00	1	0.05	\$87.00	1	\$1,740.00
30	2564.602/00101	INSTALL SALVAGED SIGN	EACH	\$440.00	3	0	\$0.00	3	\$1,320.00
31	2573.501/00025	STABILIZED CONSTRUCTION EXIT	LS	\$1,962.00	1	0	\$0.00	0	\$0.00
32	2573.502/00110	STORM DRAIN INLET PROTECTION	EACH	\$132.00	6	0	\$0.00	6	\$792.00
33	2573.503/00061	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$3.61	650	0	\$0.00	0	\$0.00
34	2574.507/00100	COMMON TOPSOIL BORROW	C Y	\$46.35	200	0	\$0.00	64.1	\$2,971.04
35	2575.504/00011	SODDING TYPE LAWN	S Y	\$11.40	1022	0	\$0.00	1100	\$12,540.00
36	2104.502/00780	REMOVE MANHOLE	EACH	\$550.00	2	0	\$0.00	2	\$1,100.00
37	2104.502/00820	REMOVE CASTING	EACH	\$275.00	2	0	\$0.00	2	\$550.00



2022 East Shadow Lake Drive  
Utility Project

Final Pay Voucher 4

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
38	2104.503/00290	REMOVE SEWER PIPE (SANITARY)	L F	\$16.84	392	0	\$0.00	386	\$6,500.24
39	2104.503/00840	REMOVE SANITARY SERVICE PIPE	L F	\$31.13	212	0	\$0.00	186	\$5,790.18
40	2123.610/010111	UTILITY CREW	HOURL	\$113.00	10	0	\$0.00	0	\$0.00
41	2503.601/M9498	SANITARY SEWER BYPASS PUMPING	L S	\$9,350.00	1	0	\$0.00	0	\$0.00
42	2503.602/00300	CONNECT TO EXISTING SANITARY SEWER	EACH	\$1,921.33	3	0	\$0.00	3	\$5,763.99
43	2503.602/00370	CONNECT TO EXISTING SANITARY SEWER SER	EACH	\$1,447.29	7	0	\$0.00	6	\$8,683.74
44	2503.602/13502	10"X4" PVC WYE	EACH	\$655.29	7	0	\$0.00	6	\$3,931.74
45	2503.603/M8626	10" PVC PIPE SEWER SDR 26	L F	\$98.75	392	0	\$0.00	386	\$38,117.50
46	2503.603/24004	4" PVC SANITARY SERVICE PIPE	L F	\$90.72	212	0	\$0.00	186	\$16,873.92
47	2506.502/06000	CASTING ASSEMBLY	EACH	\$605.00	2	0	\$0.00	2	\$1,210.00
48	2506.603/001010	CONSTRUCT 48" DIA SANITARY MANHOLE	L F	\$730.96	30.5	0	\$0.00	30.5	\$22,294.28
49	2104.502/00850	REMOVE GATE VALVE & BOX	EACH	\$709.33	3	0	\$0.00	3	\$2,127.99
50	2104.502/00860	REMOVE CURB STOP & BOX	EACH	\$608.00	7	0	\$0.00	7	\$4,256.00
51	2104.502/00880	REMOVE HYDRANT	EACH	\$1,064.00	1	0	\$0.00	1	\$1,064.00
52	2104.503/00270	REMOVE WATER MAIN	L F	\$8.92	358	0	\$0.00	358	\$3,193.36
53	2104.503/00850	REMOVE WATER SERVICE PIPE	L F	\$24.98	213	0	\$0.00	213	\$5,320.74
54	2123.610/010111	UTILITY CREW	HOURL	\$106.40	10	0	\$0.00	0	\$0.00
55	2504.601/00040	TEMPORARY WATER SERVICE	LS	\$7,616.00	1	0	\$0.00	1	\$7,616.00
56	2504.602/00010	CONNECT TO EXISTING WATER MAIN	EACH	\$1,941.33	3	0	\$0.00	4	\$7,765.32
57	2504.602/00014	CONNECT TO EXISTING WATER SERVICE	EACH	\$1,131.20	7	0	\$0.00	7	\$7,918.40
58	2504.602/00020	HYDRANT	EACH	\$7,952.00	1	0	\$0.00	1	\$7,952.00
59	2504.602/00410	1" CORPORATION STOP	EACH	\$1,006.40	7	0	\$0.00	7	\$7,044.80



2022 East Shadow Lake Drive  
Utility Project

### Final Pay Voucher 4

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
60	2504.602/00806	6" GATE VALVE & BOX	EACH	\$3,528.00	2	0	\$0.00	2	\$7,056.00
61	2504.602/00812	12" GATE VALVE & BOX	EACH	\$6,860.00	2	1	\$6,860.00	4	\$27,440.00
62	2504.602/03100	1" CURB STOP & BOX	EACH	\$1,000.53	6	0	\$0.00	7	\$7,003.71
63	2504.602/M8767	SACRIFICIAL ANODE BAG (32 LB)	EACH	\$722.40	2	0	\$0.00	2	\$1,444.80
64	2504.603/00710	1" TYPE K COPPER PIPE	L F	\$52.28	213	0	\$0.00	213	\$11,135.64
65	2504.603/02006	6" PVC WATERMAIN	L F	\$75.91	18	0	\$0.00	31	\$2,353.21
66	2504.603/02012	12" PVC WATERMAIN	L F	\$95.25	345	0	\$0.00	345	\$32,861.25
67	2504.604/01100	4" POLYSTYRENE INSULATION	S Y	\$58.91	25	0	\$0.00	14.2	\$836.52
68	2504.608/00020	DUCTILE IRON FITTINGS	LB	\$17.92	500	23.1	\$413.95	428.1	\$7,671.55
69	2104.502/00820	REMOVE CASTING	EACH	\$177.33	6	0	\$0.00	6	\$1,063.98
70	2104.502/00910	REMOVE DRAINAGE STRUCTURE	EACH	\$354.67	6	0	\$0.00	7	\$2,482.69
71	2104.503/00285	REMOVE SEWER PIPE (STORM)	L F	\$19.70	162	0	\$0.00	162	\$3,191.40
72	2502.503/10040	4" PERF PE PIPE DRAIN	L F	\$6.66	400	0	\$0.00	345	\$2,297.70
73	2503.503/19155	15" RC PIPE SEWER DES 3006 CL V	L F	\$75.76	93	0	\$0.00	93	\$7,045.68
74	2503.503/19243	24" RC PIPE SEWER DES 3006 CL III	L F	\$117.04	60	0	\$0.00	60	\$7,022.40
75	2503.602/00320	CONNECT TO EXISTING STORM SEWER	EACH	\$532.00	2	0	\$0.00	2	\$1,064.00
76	2506.502/06000	CASTING ASSEMBLY	EACH	\$672.00	3	0	\$0.00	3	\$2,016.00
77	2506.503/02420	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$699.22	9.3	0	\$0.00	9.3	\$6,502.75
78	2506.503/03020	CONST DRAINAGE STRUCTURE DES 60-4020	L F	\$1,346.67	4.2	0	\$0.00	4.2	\$5,656.01
79	2506.602/12568	CONST DRAINAGE STRUCTURE DESIGN SPEC (2'X3')	EACH	\$2,128.00	3	0	\$0.00	3	\$6,384.00
<b>Bid Totals:</b>							<b>\$15,559.94</b>		<b>\$529,164.58</b>



2022 East Shadow Lake Drive  
Utility Project

### Final Pay Voucher 4

Project Category Totals		
Category	Amount This Voucher	Amount To Date
A. SURFACE IMPROVEMENTS	\$8,285.99	\$221,561.09
B. SANITARY SEWER IMPROVEMENTS	\$0.00	\$110,815.59
C. WATER MAIN IMPROVEMENTS	\$7,273.95	\$152,061.29
D. STORM SEWER IMPROVEMENTS	\$0.00	\$44,726.61

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
Contract Change Totals:											

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining



**CITY COUNCIL  
REGULAR MEETING STAFF REPORT  
AGENDA ITEM 2E**

**STAFF ORIGINATOR:** Diane Hankee PE, City Engineer

**MEETING DATE:** February 12, 2024

**TOPIC:** 2024 Street Rehabilitation and Trunk Watermain Project

- i. Consider Resolution No. 24-13, Accepting bids, Awarding Construction Contract
- ii. Consider Resolution No. 24-14, Approving Construction Services Contract with WSB LLC

**VOTE REQUIRED:** 3/5

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**INTRODUCTION**

Staff is requesting Council's consideration to accept bids, award a construction contract, and approve a construction services contract for the 2024 Street Rehabilitation and Trunk Watermain Project.

**BACKGROUND**

On December 11, 2023, the City Council ordered the project and authorized the advertisement for bid for the 2024 Street Rehabilitation and Trunk Watermain Project. The street project is in conformance with the City's Pavement Management Program and Capital Improvement Planning. The Pavement Management Program evaluates the condition of the roadways and provides recommendations for maintenance for the City's entire network of roadways. The proposed improvements are as follows:

Mill and Overlay (approximately 1.7 miles) – Black Duck Circle (from Black Duck Drive to cul-de-sac), Black Duck Drive (from Black Duck Circle to Birch Street), Black Duck Court (from Black Duck Drive to cul-de-sac), Beaver Circle (from Deerwood Lane to cul-de-sac), Deerwood Circle (from Deerwood Lane to cul-de-sac), Deerwood Lane (cul-de-sac), Linda Lane (from Hodgson Road to 62<sup>nd</sup> St Trail Crossing), Linda Court (from Linda Lane to cul-de-sac), and Linda Circle (from Linda Lane to cul-de-sac), and Linda Ave (from Linda Lane to Ware Road).

Mill and Overlay Bid Alternate: Aspen Lane (from Killdeer Drive to cul-de-sac)



The City's Water Treatment Plant feasibility study identified the need for a new trunk watermain and a raw water supply line along Black Duck. Accordingly, in addition to the roadway project, the City will be installing trunk watermain improvements along Black Duck Drive. This will include directionally drilling 12" diameter watermain along the northern portion of Black Duck Drive. It will also include directional drilling 16" raw watermain along the southern portion of Black Duck Drive and under Birch Street. Throughout the project gate valves will be replaced if they have not been previously repaired.

Bids were received on Tuesday, February 6, 2024. A total of 5 bids were received and are summarized in the following table:

<b>Contractor</b>	<b>Base Bid</b>	<b>Alternate 1 - Aspen Lane</b>	<b>Base Bid and Alternate 1</b>
Park Construction Company	\$1,833,691.20	\$41,419.51	\$1,875,110.71
Bituminous Roadways, Inc.	\$2,113,118.00	\$37,020.50	\$2,150,138.50
Northdale Construction Co., Inc.	\$2,158,358.16	\$53,589.38	\$2,211,947.54
Minger Construction Co., Inc.	\$2,340,757.45	\$49,981.34	\$2,390,738.79
Meyer Contracting, Inc.	\$2,391,611.28	\$47,385.07	\$2,438,996.35

The low bid was submitted by Park Construction Company in the base bid amount of \$1,833,691.20 and alternate amount of \$41,419.51 for a total project cost of \$1,875,110.71 which is within the planned budget and is being recommended for award. Park Construction successfully completed the County's 2019 Birch Street Roundabout Reconstruction Project.

The estimated total project cost including soft costs and contingencies is \$2,225,000.00. Funding for the project is through the Pavement Management Fund, Stormwater Utility Fund, Trunk Water Fund and Water Operating Fund.

The substantial completion date which includes the first lift of paving is September 30, 2024 and the final completion date for this project is May 31, 2025.

WSB LLC has submitted a proposal to complete the construction services for the 2024 Street Rehabilitation and Trunk Watermain Project in the amount of \$149,860.00.

### **RECOMMENDATION**

Staff recommends adoption of Resolution No. 24-13, Accepting the Bid and Awarding a Construction Contract for 2024 Street Rehabilitation and Trunk Watermain Project in the amount of \$1,875,110.71 to Park Construction Company, and adoption of Resolution No. 24-14, Approving the Construction Services Contract with WSB LLC. for the 2024 Street Rehabilitation and Trunk Watermain Project, in the amount of \$149,860.00.



**ATTACHMENTS**

1. Resolutions 24-13 and 24-14
2. Project Map
3. Bid Summary
4. WSB Proposal



**CITY OF LINO LAKES  
RESOLUTION NO. 24-13**

**ACCEPT BID AND AWARDING A CONSTRUCTION CONTRACT  
2024 STREET REHABILITATION AND TRUNK WATERMAIN PROJECT**

**WHEREAS**, pursuant to an advertisement for bids for the construction of the 2024 Street Rehabilitation and Trunk Watermain Project, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement; and

<b>Contractor</b>	<b>Base Bid</b>	<b>Alternate 1 - Aspen Lane</b>	<b>Base Bid and Alternate 1</b>
Park Construction Company	\$1,833,691.20	\$41,419.51	\$1,875,110.71
Bituminous Roadways, Inc.	\$2,113,118.00	\$37,020.50	\$2,150,138.50
Northdale Construction Co., Inc.	\$2,158,358.16	\$53,589.38	\$2,211,947.54
Minger Construction Co., Inc.	\$2,340,757.45	\$49,981.34	\$2,390,738.79
Meyer Contracting, Inc.	\$2,391,611.28	\$47,385.07	\$2,438,996.35

**WHEREAS**, it appears that Park Construction Company is the lowest responsible bidder;  
and

**WHEREAS**, the City Council finds that it would be in the best interest of the city to proceed with the project,

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

1. The Mayor and Clerk are hereby authorized and directed to enter into a contract with Park Construction Company in the amount of \$1,875,110.71 by the name of the City of Lino Lakes for the construction of the 2024 Street Rehabilitation and Trunk Watermain Project according to the plans and specifications approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidder the Bid Bonds made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.



Adopted by the Council of the City of Lino Lakes this 12<sup>th</sup> day of February, 2024.

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Rob Rafferty, Mayor

ATTEST:

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Jolleen Chaika, City Clerk



**CITY OF LINO LAKES  
RESOLUTION NO. 24-14**

**APPROVING THE CONSTRUCTION SERVICES CONTRACT  
2024 STREET REHABILITATION AND TRUNK WATERMAIN PROJECT**

**WHEREAS**, pursuant to the City Council awarding a construction contract to Park Construction Company in the amount of \$1,875,110.71, on February 12, 2024; and

**WHEREAS**, WSB LLC has submitted a proposal to complete the construction services for the 2024 Street Rehabilitation and Trunk Watermain Project in the amount of \$149,860.00; and

**WHEREAS**, the City Council finds that it would be in the best interests of the City to proceed with the construction oversight and administration,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Lino Lakes, the Mayor and Clerk are hereby authorized and directed to enter into a contract with WSB LLC, in the name of the City of Lino Lakes for the construction services of the 2024 Street Rehabilitation and Trunk Watermain Project.

Adopted by the Council of the City of Lino Lakes this 12<sup>th</sup> day of February, 2024.

\_\_\_\_\_  
Rob Rafferty, Mayor

ATTEST:

\_\_\_\_\_  
Jolleen Chaika, City Clerk



# 2024 STREET REHABILITATION AND TRUNK WATER PROJECT

## CITY OF LINO LAKES, MINNESOTA

CONSTRUCTION PLAN FOR BITUMINOUS SURFACING, CONCRETE CURB & GUTTER, TRUNK WATERMAIN

LOCATED ON BLACK DUCK DR ASPEN LANE LINDA AVENUE LINDA LANE

BLACK DUCK CIR DEERWOOD CIR LINDA CT

BLACK DUCK CT BEAVER CIR LINDA CIR

SEE GENERAL LAYOUT FOR STREET CONSTRUCTION LIMITS

### EXISTING PLAN SYMBOLS

- PROPERTY LINES/RIGHT-OF-WAY  
DRAINAGE & UTILITY EASEMENT  
TREE LINE  
SIGN  
DECIDUOUS TREE  
SHRUB  
CONIFEROUS TREE

### EXISTING UTILITY SYMBOLS

- FIBER OPTIC LINE  
GAS LINE  
COMMUNICATION LINE  
ELECTRIC POWER LINE  
OVERHEAD ELECTRIC  
OVERHEAD COMMUNICATION  
WATER MAIN  
SANITARY SEWER  
STORM SEWER  
COMMUNICATIONS PEDESTAL  
POWER POLE  
ELECTRIC BOX  
CATCH BASIN  
STORM APRON  
STORM SEWER MANHOLE  
GATE VALVE  
HYDRANT  
SANITARY SEWER MANHOLE

### EXCAVATION NOTICE SYSTEM

A CALL TO GOPHER STATE ONE (651-454-0002) IS REQUIRED A MINIMUM OF 48 HOURS PRIOR TO PERFORMING ANY EXCAVATION.



PROJECT LOCATION  
COUNTY: ANOKA

SECT 28,29,30 TWP 31N, RNG 22W

HORIZONTAL DATUM:  
VERTICAL DATUM:

### PROJECT LOCATION MAP

#### UTILITY INFORMATION

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

GOPHER ONE CALL TICKET NUMBER: 233401622, 233401621, 233601613, 233401620, 233401619, 233401618, 233401617, 233401616, 23341614, 233401615

UTILITY COORDINATION MEETING HELD ON: 12/13/2023

### GOVERNING SPECIFICATIONS

THIS WORK SHALL BE DONE IN ACCORDANCE WITH THE 2024 EDITION OF THE CITY OF LINO LAKES "GENERAL SPECIFICATIONS AND STANDARD DETAIL PLATES FOR STREET AND UTILITY CONSTRUCTION."

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" 2020 SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

### PLAN SET INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	GENERAL LAYOUT
3	STATEMENT OF ESTIMATED QUANTITIES
4-5	STANDARD DETAILS
6-7	TYPICAL SECTIONS
8-9	TRAFFIC CONTROL PLAN
10-15	WATERMAIN CONSTRUCTION PLAN
16-22	CONSTRUCTION PLAN
23-29	EROSION CONTROL PLANS
30	BID ALTERNATE CONSTRUCTION PLAN
31	BID ALTERNATE EROSION CONTROL PLAN

THIS PLAN SET CONTAINS 31 SHEETS

THIS PLAN SET HAS BEEN PREPARED FOR:



CITY OF LINO LAKES  
600 TOWN CENTER PARKWAY  
LINO LAKES, MN 55014  
(651) 982-2400

ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES WILL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.



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.

DIANE L. HANKEE, P.E.

DATE: 01/12/2024

LICENSE NUMBER: 43338

PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY
1-23-24	1	ADDENDUM NO. 2

WSB PROJ. NO. 023839-000

SHEET  
1  
OF  
31

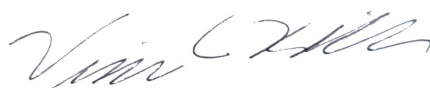


## BID TABULATION SUMMARY

**PROJECT:****2024 Street Rehabilitation and Trunk Water Main Project****OWNER:****City of Lino Lakes, MN****WSB PROJECT NO.:****023839-000****Bids Opened: Tuesday, February 6, 2024, at 10:00 am**

	<b>Contractor</b>	<b>Bid Security (5%)</b>	<b>Base Bid</b>	<b>Alternate 1 - Aspen Lane</b>	<b>Base Bid and Alternate 1</b>
1	Park Construction Company	X	\$1,833,691.20	\$41,419.51	\$1,875,110.71
2	Bituminous Roadways, Inc.	X	\$2,113,118.00	\$37,020.50	\$2,150,138.50
3	Northdale Construction Co., Inc.	X	\$2,158,358.16	\$53,589.38	\$2,211,947.54
4	Minger Construction Co., Inc.	X	\$2,340,757.45	\$49,981.34	\$2,390,738.79
5	Meyer Contracting, Inc.	X	\$2,391,611.28	\$47,385.07	\$2,438,996.35
Engineer's Opinion of Cost			\$1,935,642.68	\$40,805.50	\$1,976,448.18

I hereby certify that this is a true and correct tabulation of the bids as received on February 6, 2024.



Veronica Kubicek, Project Manager

Denotes corrected figure





February 7, 2024

Mr. Michael Grochala  
Community Development Director  
City of Lino Lakes  
600 Town Center Parkway  
Lino Lakes, MN 55014

Re: Proposal for Construction Services for 2024 Street Rehabilitation and Trunk Watermain Project  
WSB Project No. R-023839-000

Dear Mr. Grochala:

WSB & Associates, Inc. is pleased to provide a proposal for construction services associated with the 2024 Street Rehabilitation and Trunk Watermain Project. This construction services proposal would be subsequent to the City Council awarding the construction contract.

The project includes a mill and overlay of the following streets: Black Duck Circle (from Black Duck Drive to cul-de-sac), Black Duck Drive (from Black Duck Circle to Birch Street), Black Duck Court (from Black Duck Drive to cul-de-sac), Beaver Circle (from Deerwood Lane to cul-de-sac), Deerwood Circle (from Deerwood Lane to cul-de-sac), Deerwood Lane (cul-de-sac), Linda Lane (from Hodgson Road to 62nd St Trail Crossing), Linda Court (from Linda Lane to cul-de-sac), Linda Circle (from Linda Lane to cul-de-sac), Linda Ave (from Linda Lane to Ware Road), and the alternate on Aspen Lane (from Killdeer Drive to cul-de-sac).

In addition to the roadway rehabilitation, the City will be installing trunk water main improvements along Black Duck Drive. This will include directionally drilling a 12" diameter water main along the northern portion of Black Duck Drive. It will also include directional drilling 16" raw water main along the southern portion of Black Duck Drive. Throughout the entire street project, gate valves will be replaced if they have not been previously repaired.

### **Scope of Engineering Services**

WSB is pleased to provide professional construction engineering services for the 2024 Street Rehabilitation and Trunk Watermain Project including contract administration, construction observation, construction staking, and public notice and weekly updates for project stakeholders. Below is a detailed description of the engineering services and WSB's proposed approach.

#### **I. Construction Services**

##### **a. Project Management/Contract Administration**

Contract Administration includes holding meetings with the contractor & City of Lino Lakes (preconstruction & weekly construction), processing monthly quantities for pay vouchers, and communicating with residents on a regular basis.

##### **b. Construction Observation**

WSB will provide an experienced engineering specialist whose responsibilities will include communicating with the Contractor as an agent of the City, calculating and keeping track of daily construction quantities and costs, contact and meet with residents as necessary, and work with the Contractor to assist with a quality constructed product.

##### **c. Construction Staking (Survey)**



Mr. Michael Grochala  
February 7, 2024  
Page 2

WSB will provide Surveying staff as necessary to provide field staking for necessary utility alignments, elevations, and any necessary curbing or structure related information during construction. WSB will collect as-built information as necessary once construction is completed.

### **Proposed Fee**

WSB will complete the scope of work the project discussed herein on hourly basis for a not-to-exceed amount of \$149,860.00. Tasks not shown are considered outside of the scope of services. If additional work is necessary, we will prepare a detailed scope of work and include it as an addendum to this agreement.

This letter represents our complete understanding of the 2024 Street Rehabilitation and Trunk Watermain Project and the proposed scope of services. If you agree with the scope of services and proposed fee, please sign in the appropriate space below and return one copy to us.

If you have any questions about this proposal, please feel free to call me at 763-287-8536.

Sincerely,



Brian Bourassa  
Client Representative

*Mark Erichson*

Mark Erichson  
Director

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### **ACCEPTANCE:**

The City of Lino Lakes hereby accepts the WSB proposal of \$149,860.00 for services outlined in this letter.

### **City of Lino Lakes**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



**CITY COUNCIL  
REGULAR MEETING STAFF REPORT  
AGENDA ITEM 2F**

**STAFF ORIGINATOR:** Michael Grochala, Community Development Director

**MEETING DATE:** February 12, 2024

**TOPIC:** Consideration of Resolution No. 23-130, Approving Utility Meter Reading Equipment hardware and Customer Portal and Analytics Software

**VOTE REQUIRED:** 3/5

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**INTRODUCTION**

Staff is requesting City Council consideration to postpone action on Resolution 23-130 until the March 11, 2024 regular City Council meeting.

**BACKGROUND**

On December 11, 2023 the City Council discussed the purchase of utility meter reading equipment hardware and customer portal and analytics software. The item was tabled to the February 12, 2024 regular meeting to allow time for development of a policy regarding use of the data as it relates to code enforcement.

Staff is developing the policy in cooperation with the City Attorney. Staff is also reevaluating the software application and requesting that the item be postponed until the March 11, 2024 regular City Council meeting. The item will also be placed on the March 4, 2024 work session for discussion.

**RECOMMENDATION**

Motion the postpone consideration of Resolution No. 23-130 until March 11, 2024.

**ATTACHMENTS**

1. Resolution No. 23-130.



**CITY OF LINO LAKES  
RESOLUTION NO. 23-130**

**APPROVING UTILITY METER READING EQUIPMENT AND CUSTOMER PORTAL**

**WHEREAS**, a tower base station and antenna located at the Water Tower #3 (1750 Birch Street) will be installed.

**WHEREAS**, cloud storage and analytic software will support a customer portal and be available to all residents on the city water system.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Lino Lakes, Minnesota that the installation, cloud storage and analytic software be approved for installation and use.

Adopted by the City Council of the City of Lino Lakes this 11<sup>th</sup> day of December, 2023.

\_\_\_\_\_  
Rob Rafferty, Mayor

ATTEST:

\_\_\_\_\_  
Jolleen Chaika, City Clerk