



CITY COUNCIL AGENDA

Monday, January 27, 2025

Broadcast on Cable TV Channel 16
and northmetrotv.com/lino-lakes-stream

City Council: Mayor Rafferty, Councilmembers Cavegn, Lyden, Ruhland and Stoesz
Interim City Administrator: Dave Pecchia

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

Community Room (Not televised) | No Public Comment allowed per the Rules of Decorum

1. Call to Order and Roll Call
2. Setting the Agenda: Addition or Deletion of Agenda Items
3. Charter Commission – Annual Meeting, April 10, 2025
4. Review Regular Agenda
5. Adjournment

CITY COUNCIL MEETING, 6:30 P.M.

Council Chambers | Televised

- Call to Order and Roll Call
- Pledge of Allegiance
- Public Comment
Sign-in prior to start of meeting per Rules of Decorum
- Setting the Agenda: Addition or Deletion of Agenda Items

1. CONSENT AGENDA

- A. Approval of Expenditures for January 27, 2025 (Check No. 122121 through 122194) in the Amount of \$1,047,093.85
- B. Approval of January 6, 2025 Work Session Minutes
- C. Approval of January 13, 2025 Special Work Session Minutes
- D. Approval of January 13, 2025 Closed Meeting (Attorney/Client) Minutes
- E. Approval of January 13, 2025 Work Session Minutes
- F. Approval of January 13, 2025 Council Meeting Minutes
- G. January 13, 2025 Closed Meeting (Labor Negotiations) Minutes

- H. Approval of January 15, 2025 Special Work Session Minutes
- I. Resolution No. 25-01 Resolution of Support for MACTA Efforts to Modernize Public Education, and Government (PEG) Programming/Public Access Funding
- J. Approval of the 2025 Pay Equity Report

2. FINANCE DEPARTMENT REPORT

No Report

3. ADMINISTRATION DEPARTMENT REPORT

- A. Appointment of Interim Fire Chief, Meg Sawyer, HR & Communications Manager

4. PUBLIC SAFETY DEPARTMENT REPORT

No Report

5. PUBLIC SERVICES DEPARTMENT REPORT

No Report

6. COMMUNITY DEVELOPMENT REPORT

- A. Consider Resolution No. 25-11, Approving Professional Services Contract with Oertel Architects, Public Works Facility Design, Michael Grochala, Comm. Dev. Director

7. UNFINISHED BUSINESS

No Report

8. NEW BUSINESS

No Report

9. NOTICES AND COMMUNICATIONS

- A. Community Calendar: A Look Ahead
 - i. The City Council will be meeting with the consultant conducting the City Administrator hiring processes at a Special Work Session and then holding a Special Regular Meeting, to act on any approval steps required to move the process forward, following tonight's Council meeting. These meetings are open to the public. Copies of the agendas are available this evening on the entryway table and on the website.
 - ii. There is an Environmental Board Meeting on Wednesday, January 29, 2025 at 6:30 PM at City Hall.

ADJOURNMENT



Expenditures

January 27, 2025

Check #122121 to #122194

\$1,047,093.85

CHECK REGISTER FOR CITY OF LINO LAKES

CHECK NUMBER 122121 - 122194

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
01/17/2025	122121	BUREAU OF CRIMINAL APPREHENSION	PRE-EMPLOYMENT FINGERPRINTING- S. EYEST	33.25
01/17/2025	122122	CENTURYLINK	TELEPHONE - CIVIC COMPLEX FIRE PROTECTI TELEPHONE - ROOKERY FIRE PROTECTION EQU TELEPHONE - ROOKERY POOL EMERGENCY PHON	68.66 67.39 142.84 278.89
01/17/2025	122123	Xcel Energy	ELECTRIC ELECTRIC	41,699.34 (4,331.73) 37,367.61
01/17/2025	122124	XCEL ENERGY	ELECTRIC	3.93
01/17/2025	122125	NCBERS Group Life Insurance	JANUARY 2025 NCPERS LIFE INSURANCE PREM	336.00
01/27/2025	122126	1ST CHOICE DOCUMENT DESTRUCTI	JANUARY RECYCLING SATURDAY	840.00
01/27/2025	122127	AFLAC	JANUARY INSURANCE PREMIUMS	507.12
01/27/2025	122128	AMERICAN LEGAL PUBLISHING COR	CODE BOOK - PAGES CODE BOOK - ONLINE ACCOUNT CODE BOOK - LEGISLATIVE SERVICE & LINKS	4,531.27 477.75 150.00 5,159.02
01/27/2025	122129	ANOKA COUNTY TREASURY OFFICE	JLEC 2025 SHARED COSTS JAN 2025 CAC FIBER	26,430.00 225.00 26,655.00
01/27/2025	122130	ASPEN MILLS, INC.	DEPT EXP - M. JESSEN-OLSON	227.59
01/27/2025	122131	BATTERIES PLUS BULBS #784	EXIT LIGHT BATTERIES BATTERIES (4) #269	47.85 497.40 545.25
01/27/2025	122132	BAUER BUILT TIRE	TIRES FOR TRAILER (2) #700	182.60
01/27/2025	122133	BILDEAUX SERVICES	CHAINSAW SAFETY TRAINING	300.00
01/27/2025	122134	BOYER TRUCKS - ST. MICHAEL	(2) ELBOW AIR FITTINGS FOR AIR BRAKE RE	31.78
01/27/2025	122135	CARDINAL INVESTIGATIONS	BACKGROUNDS (2)	1,495.00
01/27/2025	122136	CENTENNIAL UTILITIES	1ST QTR 2025 UTILITIES	700.65
01/27/2025	122137	Centennial utilities	NATURAL GAS	9,590.32
01/27/2025	122138	CenterPoint Energy	Natural Gas	1,245.32
01/27/2025	122139	CENTURYLINK	TELEPHONE	108.08
01/27/2025	122140	CIVICPLUS	AGENDA MANAGEMENT PROGRAM	5,035.00
01/27/2025	122141	COMCAST	PHONE & INTERNET SERVICES	167.39
01/27/2025	122142	CORE & MAIN LP	WATER METERS WITH ADAPTERS	3,264.85
01/27/2025	122143	DELTA DENTAL OF MINNESOTA	DENTAL INSURANCE PREMIUMS	5,056.42
01/27/2025	122144	DEY DISTRIBUTING	DOOR SWITCH FOR PW FURNACE	10.53
01/27/2025	122145	EMERGENCY TECHNICAL DECON	DEPT EXP - TURNOUT GEAR	262.50
01/27/2025	122146	ENDURANCE FITNESS OF MN, LLC	Q4 2024 REVENUE SHARE	4,187.95
01/27/2025	122147	ENFORCEMENT LIGHTING LLC	SQUAD TEARDOWN CLAIM CA391481 #322	1,950.00
01/27/2025	122148	FACTORY MOTOR PARTS COMPANY	FUEL FILTERS (2) #413	24.08

CHECK REGISTER FOR CITY OF LINO LAKES

CHECK NUMBER 122121 - 122194

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
01/27/2025	122149	FREIMUTH ENTERPRISES, LLC	RECYCLING SATURDAY RECYCLING SATURDAY RECYCLING SATURDAY RECYCLING SATURDAY	550.00 550.00 550.00 550.00 <u>2,200.00</u>
01/27/2025	122150	GRAINGER	2 TRAILER JACK HANDLES #700 & #701 AIR RELIEF VALVE FOR FIRE DAMPERS WELL 5 HEATER THERMOSTAT	5.36 16.74 77.34 <u>99.44</u>
01/27/2025	122151	HAWKINS, INC.	CHEMICALS - FLUORIDE AND POLY CHEMICALS- CHLORINE GAS CYLINDERS	6,859.41 110.00 <u>6,969.41</u>
01/27/2025	122152	IMPERIAL DADE	PORTABLE KAIIVAC MACHINE AND CLEANER TOILET PAPER & TRASH CAN LINERS SURFACE SANITIZER KAIBOSH DISINFECTANT JANITORIAL SUPPLIES	4,974.16 228.24 47.55 133.53 117.86 <u>5,501.34</u>
01/27/2025	122153	INFINITE HEALTH COLLABORATIVE	FIRE HEALTH SERVICES	1,768.75
01/27/2025	122154	INSTRUMENTAL RESEARCH, INC.	DECEMBER WATER TESTING AND SPECIAL SAMP	432.00
01/27/2025	122155	J. BECHER & ASSOCIATES, INC.	TROUBLESHOOTING LIGHTS AND CINRCUITS AT	428.02
01/27/2025	122156	LAND TITLE INC.	EARNST MONEY DEPOSIT RES. NO. 25-05	10,000.00
01/27/2025	122157	LEAGUE OF MINNESOTA CITIES	MN CITIES STORMWATER CONTRIBUTIONS	1,440.00
01/27/2025	122158	LEAST SERVICES/COUNSELING, LL	CUFTNU & RETAINER FEE	320.00
01/27/2025	122159	LRS	TOILET RENTAL - LINO PARK TOILET RENTAL - SUNRISE PARK TOILET RENTAL - BIRCH PARK TOILET RENTAL - CITY HALL PARK TOILET RENTAL - TOWER PARK	65.00 65.00 65.00 65.00 (37.14) <u>222.86</u>
01/27/2025	122160	MACQUEEN EQUIPMENT, INC.	DEPT EXPENSE - FIRE DEPT EXP - FIRE ENCAPSULATING AGENT (10) DEPT EXPENSE - FIRE	71.00 1,190.00 1,750.00 1,466.35 <u>4,477.35</u>
01/27/2025	122161	MCMA	MCMA MEMBERSHIP - M. SAWYER	100.00
01/27/2025	122162	Medi ca	HEALTH INSURANCE PREMIUMS	54,610.04

CHECK REGISTER FOR CITY OF LINO LAKES

CHECK NUMBER 122121 - 122194

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
01/27/2025	122163	MENARDS - FOREST LAKE	FIRE STATION 1 LIGHTS FOR APP BAY	301.68
01/27/2025	122164	MET COUNCIL ENVIRONMENTAL SER	DECEMBER 2024 SAC	2,460.15
01/27/2025	122165	METRO SALES INCORPORATED	PUBLIC WORKS COPIER ROOKERY COPIER	96.84 489.16
01/27/2025	122166	MIDWAY FORD COMPANY	REPAIR TIRE PRESSURE MANAGEMENT SYSTEM	586.00
01/27/2025	122167	Mike Rowe	MILEAGE REIMBURSEMENT	1,420.95
01/27/2025	122168	MINNESOTA UNEMPLOYMENT INSURA	Q4 2024 UNEMPLOYMENT	40.59
01/27/2025	122169	MN DEPARTMENT OF HEALTH	4TH QTR 2024 WATER CONNECTION FEE	1,274.86
01/27/2025	122170	MN METRO NORTH TOURISM BOARD	DECEMBER 2024 TOURISM TAX	13,973.00
01/27/2025	122171	MN STATE FIRE CHIEFS ASSOCIAT	MEMBERSHIP-FINKE, FRONEK, GUSTAFSON, L'	5,170.00
01/27/2025	122172	MNSPECT, LLC	FIELD INSPECTIONS	340.00
01/27/2025	122173	NAC MECHANICAL & ELECTRICAL	ANNUAL AGREEMENT FOR ROOKERY BOILER PM	5,440.00
01/27/2025	122174	NORTHERN TOOL & EQUIPMENT	ANNUAL AGREEMENT FOR ROOKERY BOILER PM	1,470.00
01/27/2025	122175	O'REILLY AUTOMOTIVE STORES	INSTALLED NEW IGNITER IN LAP POOL BOILE	1,470.00
01/27/2025	122176	OTTER LAKE ANIMAL CARE CENTER		601.00
01/27/2025	122177	PERFORMANCE PLUS LLC		3,541.00
01/27/2025	122178	PRESS PUBLICATIONS, INC.	EMPLOYMENT TESTING	9.50
01/27/2025	122179	Quadtient Finance USA, Inc.	EMPLOYMENT TESTING - REIMBURSED	217.14
01/27/2025	122180	QUADIENT LEASING USA, INC.		8.06
01/27/2025	122181	RED CEDAR CONSULTING, LLC		344.00
01/27/2025	122182	SAFE-FAST, INC.		459.00
01/27/2025	122183	SQUIRE, WALDSPURGER & MACE P		803.00
01/27/2025	122184	STAAB CONSTRUCTION CORPORATIO		195.36
01/27/2025	122185	SYCOM, INC.		41.44
01/27/2025	122186	TASC - CLIENT INVOICES		316.76
01/27/2025	122187	TIMESAVER OFF-SITE SECRETARIA		553.56
01/27/2025	122188	TRAUT COMPANIES		531.35
01/27/2025	122189	W.W. GOETSCH ASSOCIATES, INC.		527.04
01/27/2025	122190	Walters Recycling & Refuse		2,001.87
01/27/2025	122191	Walters Recycling & Refuse		61.95
01/27/2025	122192	WINNICK SUPPLY, INC.		12,510.22
01/27/2025	122193	WSB & ASSOCIATES, INC.		631,431.75
01/27/2025	122194	WSB & ASSOCIATES, INC.		6,497.35
01/27/2025	122195	WSB & ASSOCIATES, INC.		73.70
01/27/2025	122196	WSB & ASSOCIATES, INC.		167.00
01/27/2025	122197	WSB & ASSOCIATES, INC.		1,015.00
01/27/2025	122198	WSB & ASSOCIATES, INC.		386.85
01/27/2025	122199	WSB & ASSOCIATES, INC.		308.02
01/27/2025	122200	WSB & ASSOCIATES, INC.		1,534.30
01/27/2025	122201	WSB & ASSOCIATES, INC.		139.18
01/27/2025	122202	WSB & ASSOCIATES, INC.		440.00

CHECK REGISTER FOR CITY OF LINO LAKES
CHECK NUMBER 122121 - 122194

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
			NOVEMBER MARKET PLACE DR REALIGNMENT	4,106.50
			NOVEMBER WATERMARK 4TH ADDITION	85.00
			NOVEMBER MADEAU ACRES 2ND ADDITION	340.00
			NOVEMBER WINTERS WETLAND BANK	1,303.50
			NOVEMBER BELLAND FARMS	220.00
			NOVEMBER WATERMARK 5TH ADDITION	2,763.00
			NOVEMBER BELLAND FARMS 2ND ADDITION	220.00
			NOVEMBER WATER TREATMENT PLANT	35,010.25
			NOVEMBER GATEWAY PLANNING	1,588.25
			NOVEMBER LAKE DRIVE TRUNK WATER MAIN IM	863.50
			NOVEMBER WATERMARK 6TH ADDITION	1,964.00
			NOVEMBER 440 PARK CT - LL TECH CENTER	2,108.00
			NOVEMBER 2300 MAIN ST - GLAMOS WIRE STO	813.25
			NOVEMBER OTTER LK ROAD EXTENSION DESIGN	13,204.50
			NOVEMBER 2025 STREET RECONSTRUCTION & U	30,236.25
			NOVEMBER NORTH OAKS EAW REVIEW	2,564.25
			NOVEMBER SHUDA FARMS BARN PROJECT	1,600.25
			NOVEMBER LYNGBLOMSTEN - NURSING HOME	1,575.50
			NOVEMBER JAVA PROPERTIES - LL 2.0	1,210.00
			NOVEMBER 2025 STREET REHABILITATION	18,321.00
			NOVEMBER SPARGUR ESTATES	1,245.50
			NOVEMBR SLATER ADDITION	777.50
			NOVEMBER 2025 BIRCH STREET SANITARY SEW	1,114.00
			NOVEMBER 2024 PAVEMENT INSPECTIONS	6,157.00
			NOVEMBER WATERMARK 8TH ADDITION	330.00
			NOVEMBER 455 PARK CT - FIJI CUBE	994.50
			NOVEMBER WATERMARK 7TH ADDITION	3,404.50
			NOVEMBER JANSEN ADDITION	134.25
			NOVEMBER LINO LAKES CULVERS	780.00
			NOVEMBER 2024 SURFACE WATER MGMT PROJEC	5,764.25
			NOVEMBER 2024 STREET REHAB & TRUNK WATE	2,304.50
			NOVEMBER 2024 PRIVATE UTILITY PERMITS	1,320.00
			NOVEMBER 2024 GPS/GIS MISC ASSISTANCE	1,185.00
			NOVEMBER 2024 GENERAL ENGINEERING SVCS	7,629.67
			NOVEMBER 2025 SURFACE WATER MGMT PROJEC	667.75
			NOVEMBER CONNEXUS SUBSTATION	158.00
			NOVEMBER WATERMARK PARK	896.00
				155,399.42
			ELECTRIC	4,234.02
01/27/2025	122194	XCEL ENERGY		
CKING TOTALS:				
Total of 74 Checks:				1,047,093.85
Less 0 Void Checks:				0.00
Total of 74 Disbursements:				1,047,093.85



Electronic Funds Transfer
MN Statute 471.38 Subd. 3

Council Meeting January 27, 2025

Transfer In/(Out)

1/13/2025 Transfer from FRB Money Market	4,000,000.00
1/17/2025 Sales & Use Tax	(9,099.00)
1/17/2025 Payroll #02	(221,894.42)
1/17/2025 Payroll #02 Federal Deposit	(57,622.43)
1/17/2025 Payroll #02 PERA	(59,227.70)
1/17/2025 Payroll #02 State	(12,302.66)
1/17/2025 Payroll #02 Child Support	(321.48)
1/17/2025 Payroll #02 H.S.A. Bank Pretax	(4,061.72)
1/17/2025 Payroll #02 TASC Pretax	(913.42)
1/17/2025 Payroll #02 Mission Sq 457 Def. Comp #301596	(2,395.00)
1/17/2025 Payroll #02 Mission Sq Roth IRA #706155	(669.23)
1/17/2025 Payroll #02 MSRS HCSP #98946-01	(5,028.14)
1/17/2025 Payroll #02 MSRS Def. Comp #98945-01	(2,355.00)
1/17/2025 Payroll #02 MSRS Roth IRA #98945-01	(749.00)

**Lino Lakes City Council
Work Session
Minutes**

DATE: January 6, 2025
TIME STARTED: 6:10 P.M.
TIME ENDED: 9:26 P.M.
LOCATION: Community Room
MEMBERS PRESENT: Mayor Rafferty Councilmembers Cavegn, Lyden, Stoesz and
Ruhland
MEMBERS ABSENT: None

Staff Members Present: Interim City Administrator Dave Pecchia, City Clerk Roberta Colotti, Community Development Director Michael Grochala, City Planner Katie Larsen, Deputy Public Safety Director Kyle Leibel, Police Captain William Owens, and Deputy Director/Fire Dan L'Allier.

1. Call to Order and Roll Call

Mayor Rafferty called the meeting to order at 6:10 p.m.

2. Setting the Agenda: Addition or Deletion of Agenda Items

The agenda topics were adopted as presented, with amendment to the order of business.

3. Police Capital Replacement Update

The Deputy Public Safety Director reported that due to significant manufacture delay the order of four police Chevrolet Tahoe's was delayed from one year to the next resulting in price increases for both the vehicle and equipment installation. Staff is asking for Council approval to increase the 2023 police fleet capital for three Tahoe's for a total increase of \$36,270.

The Council discussed the price increase. It was noted that the order would have been cancelled if the City did not wait for the vehicle order.

The Mayor suggested that alternative revenue sources such as the forfeiture fund be reviewed to possibly cover the cost increase.

4. Digital Evidence System Replacement

Police Captain Owens reported a committee was formed to review the public safety digital evidence system. All known vendors were reviewed with four vendors considered in greater detail. The system offered by Axon is recommended by the Committee and should result in lower staff costs related to data sharing and redaction. He reported that Public Safety Aid Funds had been previously identified for this expense by the City Council. The final cost is \$109,792.97 more than the budget estimate and he asked for

the Council's consideration of this request, given the competitive review of the available systems.

He reviewed the capabilities of the systems offered by Axon and noted that a five-year contract is being proposed.

Captain Owens introduced Lily Dokic, Axon Account Manager.

Ms. Dokic provided a detailed review of the products and online evidence management site offered by Axon. As well as the next-day shipping from within the United States of equipment, and vendor provided and/or supported installation.

Police Captain Owens requested City Council authorization to spend \$309,792.97, from the Public Safety Aid funds to purchase a five-year plan for an Axon digital mobile evidence system.

Council Consensus

It was the consensus of the City Council to support the Axon proposal as presented.

5. Peltier Ponds PUD Concept Plan

The City Planner stated that U.S. Home, LLC (dba Lennar), is proposing a master planned residential development located west of CSAH 54 (20th Ave N) across from Watermark, east of Peltier Lake, and north of the City of Centerville border. The development contains four parcels totaling approximately 125 gross acres and 262 housing units. The development is called Peltier Ponds.

The City Planner introduced Josh Metzger, Land Entitlement Manager with Lennar. She stated that there are a series of items the developer is seeking feedback on regarding the proposed development. A public hearing will be required as part of formal consideration.

The City Council discussed the development including municipal water supply capacity, lot size and development density, garage sizes, park/trail/open space requirements, shoreline improvements, future road construction and re-alignment, and buffers and setbacks from the road (120th) and from other residential development.

The Council noted that this is like the other development, Watermark, that was previously approved in the area.

Mr. Metzger confirmed that this is a similar project to the prior development and that Lennar plans to create trail connections and maintain the same feel as the other development.

6. Winter Property Purchase

The Community Development Director reviewed that the City Council discussed the possible purchase of four properties located at 7473 24th Avenue at a special meeting on October 7, 2023. The parcels being considered are identified as Anoka County Parcel Identification Numbers 13-31-22-12-0002, 13-31-22-11-0001, 13-31-22-13-0002 and 13-31-22-14-0001 all located in Northeast Quarter of Section 13. The property is proposed to be used for the establishment of a certified wetland bank. Portions of the property will also be needed for right-of-way for the Otter Lake Road extension project.

The Community Development Director stated that the City Council discussed a draft purchase agreement at the December 2, 2024, Work Session and directed staff to continue negotiations with the property owner and bring back a purchase agreement for Council consideration. Staff has reached an agreement with the property owners based on the City Council direction.

The Council discussed the proposed farm lease for 2025 and directed review by the City Attorney of the structure of the lease agreement between the current landowner and future city ownership.

Council Consensus

It was the consensus of the City Council to advance this item to the next regular Council Meeting for formal action.

7. Cannabis Ordinance

The Community Development Director presented a draft ordinance titled “Ordinance Amending 617 of the City Code Concerning the Regulation of Cannabis Businesses”. He stated that as discussed at the December 2, 2024, work session, Minnesota Statutes, Chapter 342, adopted in 2023 and amended in 2024 authorizes the cultivation, manufacturing and sale of cannabis products. Minnesota’s new Office of Cannabis Management (OCM) will be responsible for the licensing of cannabis businesses. The State is currently completing the rulemaking process.

The Community Development Director stated that there are 13 different types of business licenses. State law provides certain means of oversight by local units of government. However, the city cannot outright ban a cannabis business, or limit operations in a manner beyond those provided in state law.

The City Council reviewed the different rules and requirements of the proposed ordinance in relation to the state licensing requirements.

The Community Development Director stated that if there is support for the proposed licensing and registration requirements that the Planning and Zoning Board would be responsible for reviewing the zoning and land use requirements.

Council Consensus

It was the consensus of the Council to support the draft ordinance as presented.

8. CRJ-35E Interchange, Right-of-Way Transfer

The Community Development Director reported that Ramsey County continues to work toward completion of the plans and specifications of the I-35E/CRJ Interchange for proposed bid letting in spring of 2025. Staff is continuing to work with Anoka County, Ramsey County and MnDOT, regarding jurisdiction of the roadway between Centerville Road and 20th Avenue.

The Community Development Director stated that as previously explained, County Road J, between Centerville Road and Otter Lake Road is under the jurisdiction of multiple road authorities. The City of Lino Lakes, Anoka County, Ramsey County and Mn/DOT each share responsibility for certain portions of the roadway. The north half of CRJ, from Centerville Road to approximately 20th Avenue, is under the City's jurisdiction.

The Community Development Director stated that the road is not currently on the City or County's municipal state aid system. However, all parties are proposing the use of state aid as part of the funding. We have been informed by Mn/DOT that roadways cannot share Municipal and County State Aid Designations.

The Community Development Director stated that after considerable discussion Ramsey County is proposing to take over as the responsible road authority for this section. This would allow Ramsey County to designate this as a state aid roadway. City, County and Mn/DOT staff are working through the logistics of this transfer. At this time, it appears that City will need to transfer our roadway easement rights to Ramsey County. This likely will be done by granting Ramsey County a public road easement over the subject area.

The Council discussed the funding formula for the proposed state aid road designation.

The Council expressed interest in constructing City signage along the roadway as previously considered, under the proposed new roadway designation.

The Council was interested in a uniform streetscape design for the three roundabouts.

9. Public Safety Organization Update

The Interim City Administrator stated that to minimize disruption to the Lino Lakes Public Safety Department during the transition period of Director Swenson's retirement and the completion of the City Gate analysis, he is proposing the organization changes to the Lino Lakes Public Safety Department as presented in the staff report. The identified timeline will help strengthen the ability of the organization to maintain services to the community without interruption. He noted that City Gate has reviewed the proposal, and they support the recommendations.

The City Council discussed the proposed staffing changes. They reviewed the timeline for the proposed organizational changes. They reviewed emergency management planning responsibilities and funding.

Council Consensus

It was the consensus of the City Council to support the recommendations as presented and to place this item on the January 13th regular agenda for formal action.

10. Notices and Communications

None

11. Adjournment

Mayor Rafferty adjourned the meeting at 9:26 p.m.

These minutes were approved at the regular Council Meeting on January 27, 2025.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

**Lino Lakes City Council
Special Work Session
Minutes**

DATE: January 13, 2025
TIME STARTED: 5:30 P.M.
TIME ENDED: 6:24 P.M.
LOCATION: Community Room
MEMBERS PRESENT: Mayor Rafferty Councilmembers Cavegn, Lyden, Stoesz and
Ruhland
MEMBERS ABSENT: None

Staff Members Present: Interim City Administrator Dave Pecchia, City Clerk Roberta Colotti, and
Community Development Director Michael Grochala.

Also Attending: Attorney's John Baker and Kate Swenson.

1. Call to Order and Roll Call

Mayor Rafferty called the meeting to order at 5:30 p.m.

2. Setting the Agenda: Addition or Deletion of Agenda Items

The agenda topics were adopted as presented

3. Closed Meeting: Attorney-Client Privilege

Attorney John Baker stated that litigation is currently pending in a matter entitled Zikar Holdings LLC (and two others) against the City of Lino Lakes (and two others), filed in federal court in September 2024. Last month, the court entered two orders in that case, on December 10 and on December 26, 2024. The course of that litigation should be informed by a confidential briefing of the City Council by Ms. Swenson and me as the City's counsel in that case, under the attorney-client privilege. So, under Minnesota Statutes Section 13D.05, subdivision 3(b), I respectfully request the presiding officer to make a motion to close this meeting to the public.

To more clearly describe the subject of that closed meeting: The Zikar Holdings LLC pending matter arises from several publicly made decisions, including the City's adoption of a one-year moratorium last summer, and the response of the City Council and several boards appointed by the Council to a request by Zikar Holdings LLC for concept plan review. The closed meeting I request would not include a decision by the Council on whether to settle or continue the pending litigation, but would be limited to consequences of those publicly made decisions and the court's public orders last month.

Absolute confidentiality is necessary so that members of the Council are able to make an informed assessment of the available legal options and to provide guidance to us, as the City's legal counsel in that case, regarding some of those options. The need to have

confidential discussions with specially appointed counsel and to discuss strategies regarding the pending litigation outweighs the purposes of the Open Meeting Law, and is permitted by the attorney-client privilege and Section 13D.05, subdivision 3(b) of that law.

Mayor Rafferty requested a motion to close the meeting on the grounds just stated by the City's appointed legal counsel.

5:37 PM Meeting Closed by Council Motion

On the grounds just stated by the City's appointed legal counsel, I, Councilmember Ruhland do hereby move to close the City Council meeting under Section 13D.05, subdivision 3(b), and the attorney-client privilege, to discuss the lawsuit by Zikar Holdings LLC as described more specifically by Mr. Baker in the request that he just made. Motion seconded by Councilmember Stoesz. By Roll Call Vote, voting in favor: Mayor Rafferty, Councilmembers Cavegn, Lyden, Ruhland and Stoesz. Voting against: None. Motion passes.

6:24 PM Mayor Rafferty reconvened the open meeting.

4. Adjournment

Mayor Rafferty adjourned the meeting at 6:24 p.m.

These minutes were approved at the regular Council Meeting on January 27, 2025.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

**Lino Lakes City Council
Closed Meeting
Minutes**

DATE: January 13, 2025
TIME STARTED: 5:37 P.M.
TIME ENDED: 6:24 P.M.
LOCATION: Community Room
MEMBERS PRESENT: Mayor Rafferty, Councilmembers Cavegn, Lyden, Stoesz and Ruhland
MEMBERS ABSENT: None

Staff Present: Interim City Administrator Dave Pecchia, City Clerk Roberta Colotti, and Community Development Director Michael Grochala.

Also Attending: Attorney's John Baker and Kate Swenson

1. Call to Order and Roll Call

Mayor Rafferty called the meeting to order at 5:37 p.m.

2. Closed Session – Attorney-Client Privilege

Mayor Rafferty reviewed that Pursuant to Minnesota Statutes, Section 13D.05, subdivision 3(b) Attorney-Client Privilege, the meeting has been closed to discuss the Zikar Holdings, LLC vs. City of Lino Lakes lawsuit. The City Council discussed the lawsuit with the attorneys.

3. Adjournment

Motion to return to Open Session at 6:24 p.m.

RESULT:	CARRIED [5-0]
MOVER:	Ruhland
SECONDER:	Stoesz
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None
Roll Call Vote	

Mayor Rafferty adjourned the meeting at 6:24 p.m.

These minutes were approved at the regular Council Meeting on January 27, 2025.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

**Lino Lakes City Council
Work Session
Minutes**

DATE: January 13, 2025
TIME STARTED: 6:25 P.M.
TIME ENDED: 6:28 P.M.
LOCATION: Community Room
MEMBERS PRESENT: Mayor Rafferty Councilmembers Cavegn, Lyden, Stoesz and
Ruhland
MEMBERS ABSENT: None

Staff Members Present: Interim City Administrator Dave Pecchia, City Clerk Roberta Colotti, Community Development Director Michael Grochala, HR and Communications Manager Meg Sawyer, Police Sergeant Curt Boehme, and Deputy Director/Fire Dan L'Allier.

1. Call to Order and Roll Call

Mayor Rafferty called the meeting to order at 6:25 p.m.

2. Setting the Agenda: Addition or Deletion of Agenda Items

The agenda topics were adopted as presented.

3. Review Regular Agenda

The Mayor recognized Sergeant Curt Boehme as his appointment as Interim Public Safety Director is scheduled for formal action at the regular meeting this evening.

The HR and Communications Manager reviewed the Interim Finance Director contract that is being presented for consideration at the regular meeting.

4. Adjournment

Mayor Rafferty adjourned the meeting at 6:28 p.m.

These minutes were approved at the regular Council Meeting on January 27, 2025.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

**LINO LAKES CITY COUNCIL
REGULAR MEETING
MINUTES**

DATE: January 13, 2025
TIME STARTED: 6:30 PM
TIME ENDED: 7:49 PM
LOCATION: City Council Chambers
MEMBERS PRESENT: Mayor Rafferty, Councilmembers Cavegn, Lyden, Ruhland and Stoesz
MEMBERS ABSENT: None

Staff Members Present: Interim City Administrator Dave Pecchia, City Clerk Roberta Colotti, HR and Communications Manager Meg Sawyer, Community Development Director Michael Grochala, City Planner Katie Larsen, Engineer Diane Hankee, Sergeant Curt Boehme, and Deputy Director/Fire Dan L’Allier

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

Mayor Rafferty provided an overview of the Rules of Decorum.

PUBLIC COMMENT

Mayor Rafferty opened the public comment period.

Lilian Dabrowski, 6932 Lakeview Drive, Lino Lakes, stated that she has concerns about the traffic and pedestrian crosswalks that go to Centennial High School from the Lakeview neighborhood. She doesn’t feel like it's clearly marked and there are not sidewalks. There is a lot of traffic. She does not think it's very safe for students waiting for the bus or walking to school. It's not lit up, clearly. She stated that crosswalks with signs that are flashing for students to walk would be safer. She stated that if these students are expected to walk from this neighborhood as they don't have busting services, they should have something that is safer to get to school.

Mayor Rafferty requested that the City Engineer follow-up with Ms. Dabrowski after the meeting.

Mayor Rafferty closed the public comment period at 6:38 p.m.

SETTING THE AGENDA

The agenda was amended to include Item 4A, Sale of Fire Department Tender.

1. CONSENT AGENDA

Motion to Approve Consent Agenda Items #1A through 1I as presented.

RESULT:	CARRIED [5-0]
MOVER:	Ruhland
SECONDER:	Cavegn
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

2. FINANCE DEPARTMENT REPORT

None

3. ADMINISTRATION DEPARTMENT REPORT

A. Appointment of Interim Public Safety Director

Motion to appoint Sergeant Curt Boehme as Interim Public Safety Director at Step 6 of Public Safety Director position scale, effective February 1, 2025.

RESULT:	CARRIED [5-0]
MOVER:	Lyden
SECONDER:	Cavegn
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

B. Contract Services for Interim Finance Director

Motion to approve the Contracting Services Agreement with Ehlers Public Finance Advisors for the Interim Finance Director role, to beginning January 21, 2025.

RESULT:	CARRIED [5-0]
MOVER:	Lyden
SECONDER:	Stoesz
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

C. Axon Digital Mobile Evidence System

Motion by Councilmember Lyden and seconded by Councilmember Ruhland to approve an additional \$109,792.97, for a total of \$309,792.97, from the Public Safety Aid Funds to purchase a five-year plan for an Axon digital mobile evidence system. All voting in favor. Motion passed.

Mayor Rafferty requested that the motion be reconsidered to allow him to abstain from the vote. Due to a possible conflict of interest by association. Councilmembers voting in favor of the original motion were in favor of reconsidering the matter.

Motion to approve an additional \$109,792.97, for a total of \$309,792.97, from the Public Safety Aid Funds to purchase a five-year plan for an Axon digital mobile evidence system.

RESULT:	CARRIED [5-0]
MOVER:	Stoesz
SECONDER:	Lyden
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

D. Part-Time Firefighter Appointment

Motion to appoint Clayton Follett to the Part-Time Firefighter position, starting January 16, 2025 as presented.

RESULT:	CARRIED [5-0]
MOVER:	Cavegn
SECONDER:	Ruhland
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

E. Appointment of Paid On-Call Firefighter

Motion to appoint Benjamin Miller to the Paid On-Call Firefighter position, starting January 16, 2025, as presented.

RESULT:	CARRIED [5-0]
MOVER:	Cavegn
SECONDER:	Ruhland
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

F. Police Fleet Replacement Purchase

Motion to amend the 2023 Police Fleet Capital amount for three Tahoe's to \$72,700 per unit, for a total increase of \$36,270 over the original budget.

RESULT:	CARRIED [5-0]
MOVER:	Stoesz
SECONDER:	Ruhland
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

4. PUBLIC SAFETY DEPARTMENT REPORT

The Deputy Public Safety Director/Fire reported that fire tenders #610 and #609 have been listed for sale since May 13, 2024. Both trucks were replaced by the new pumper/tenders that the City purchased from Custom Fire in January of 2024. The City has received several calls on these trucks when they were first listed for sale. They were listed with Brindlee Mountain, and a few websites, Minnesota Fire Chief's, Custom Fire Apparatus and similar sites.

The Deputy Public Safety Director/Fire reported that on January 4, 2025 the City received an offer from the Goodman Fire Protection District for \$52,000 for both trucks. Goodman is in SW Missouri. The fire district services an area of 97 square miles and a population of 1,242. Staff's recommendation is to sell both fire tenders to the Goodman Fire Protection District as presented.

RESULT:	CARRIED [5-0]
MOVER:	Stoesz
SECONDER:	Ruhland
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

5. PUBLIC SERVICES DEPARTMENT REPORT

A. Resolution 25-02 Payment No. 4 (Final), Watermark Park Project

Motion to adopt Resolution No. 25-02, Approving Payment No. 4 and Final, Watermark Park Project in the amount of \$109,857.71 to Dimke Excavating, LLC.

RESULT:	CARRIED [5-0]
MOVER:	Cavegn
SECONDER:	Ruhland
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

6. COMMUNITY DEVELOPMENT REPORT

6A. Slater Addition

Motion to adopt Resolution No. 25-07 – Resolution Approving Slater Addition Final Plat.

RESULT:	CARRIED [5-0]
MOVER:	Lyden
SECONDER:	Stoesz
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

Motion to adopt Resolution No. 25-08 – Resolution Approving Slater Addition Development Agreement.

RESULT:	CARRIED [5-0]
MOVER:	Stoesz
SECONDER:	Lyden
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

6B. Spargur Estates

Motion to adopt Resolution No. 25-09 Approving Spargur Estates Final Plat.

RESULT:	CARRIED [5-0]
MOVER:	Cavegn
SECONDER:	Ruhland
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

Motion to adopt Resolution No. 25-10 Approving Spargur Estates Development Agreement.

RESULT:	CARRIED [5-0]
MOVER:	Cavegn
SECONDER:	Ruhland
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

6C. Resolution No. 25-04 – Market Place Drive Realignment Project

The City Engineer reviewed the traffic calming steps that were taken including an alternative alignment in response to the area residents' concerns.

Motion to adopt Resolution No. 25-04, Order Project, Approve the Plans and Specifications and Authorize the Ad for Bid, Market Place Drive Realignment Project.

RESULT:	CARRIED [5-0]
MOVER:	Stoesz
SECONDER:	Ruhland
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

6D. Resolution No. 25-05 Purchase Agreement Winter Property

Motion to adopt Resolution No. 25-05, Approving Purchase Agreement, Winter Property Acquisition.

RESULT:	CARRIED [5-0]
MOVER:	Ruhland
SECONDER:	Cavegn
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

6E. Resolution No. 25-06, I-35 Corridor AUAR – Professional Services Agreement

Motion to adopt Resolution No. 25-06, Authorizing Professional Services Agreement for Preparation of I-35E Corridor AUAR Update.

RESULT:	CARRIED [5-0]
MOVER:	Lyden
SECONDER:	Stoesz
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

6F. Resolution No. 25-03, Payment No. 1 (Final), Utility Repair Project

Motion to adopt Resolution No. 25-03, Approving Payment No. 1 (Final), Utility Repair Project.

RESULT:	CARRIED [5-0]
MOVER:	Cavegn
SECONDER:	Ruhland
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

None

9. NOTICES AND COMMUNICATIONS

A. Community Calendar: A Look Ahead

- i. January 15, 2025: Special City Council Work Session with Advisory Boards at 6:00 PM in the Council Chambers

CLOSED MEETING

Mayor Rafferty stated that pursuant to Minnesota Statutes §13D.03, the meeting will be closed to discuss labor negotiations, and the meeting will be held in the Council Work Room.

Motion to go into closed session pursuant to Minnesota Statutes §13D.03, the meeting will be closed to discuss labor negotiations at 7:21 PM.

RESULT:	CARRIED [5-0]
MOVER:	Ruhland
SECONDER:	Stoesz
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None
Roll Call Vote	

Mayor Rafferty reconvened the open meeting at 7:48 p.m.

ADJOURNMENT

Mayor Rafferty adjourned the meeting at 7:49 p.m.

These minutes were considered and approved at the City Council Meeting on January 27, 2025.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

**Lino Lakes City Council
Closed Meeting
Minutes**

DATE: January 13, 2025
TIME STARTED: 7:25 P.M.
TIME ENDED: 7:48 P.M.
LOCATION: Community Room
MEMBERS PRESENT: Mayor Rafferty, Councilmembers Cavegn, Lyden, Stoesz and Ruhland
MEMBERS ABSENT: None

Staff Present: Interim City Administrator Dave Pecchia, City Clerk Roberta Colotti, and HR and Communications Manager Meg Sawyer.

1. Call to Order and Roll Call

Mayor Rafferty called the meeting to order at 7:25 p.m.

2. Closed Session – Labor Negotiations

Mayor Rafferty reviewed that pursuant to Minnesota Statutes §13D.03, the meeting has been closed to discuss labor negotiations.

Motion to return to Open Session at 7:48 p.m.

RESULT:	CARRIED [5-0]
MOVER:	Lyden
SECONDER:	Ruhland
AYES:	Rafferty, Cavegn, Lyden, Ruhland and Stoesz
NAYS:	None
Roll Call Vote	

Mayor Rafferty adjourned the meeting at 7:48 p.m.

These minutes were approved at the regular Council Meeting on January 27, 2025.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

**Lino Lakes City Council
Special Work Session with Advisory Boards
Minutes**

DATE: January 15, 2025
TIME STARTED: 6:00 P.M.
TIME ENDED: 7:50 P.M.
LOCATION: Council Chambers
MEMBERS PRESENT: Mayor Rafferty, Councilmembers Cavegn, Lyden, and Stoesz
EXCUSED ABSENT: Councilmember Ruhland

Staff Members Present: Interim City Administrator Dave Pecchia, Community Development Director Michael Grochala, City Planner Katie Larsen, Environmental Coordinator Tom Hoffman, City Engineer Diane Hankee and City Clerk Roberta Colotti.

Consultants Attending: Kimley Horn Representatives, Brian Adams and Leila Bunge.

1. Call to Order and Roll Call

Mayor Rafferty called the meeting to order at 6:00 p.m.

Members of the Planning and Zoning Board, Parks and Recreation Board, Environmental Board and Economic Development Advisory Committee that were in attendance introduced themselves.

2. Setting the Agenda: Addition or Deletion of Agenda Items

The agenda was adopted as presented.

3. Main Street Corridor Master Plan and AUAR

Kimley Horn Representatives Brian Adams and Leila Bunge provided an overview of the planning effort and stakeholder meetings which have been held. They reviewed the design scenario alternatives. They facilitated a question-and-answer period with the Council and committee representatives. The discussion was focused on designing for the environment and wildlife protection, traffic impacts of design alternatives, impacts on adjacent communities and plans by adjacent communities for preservation and development, housing density requirements of the Metropolitan Council, land use options, and design alternatives.

Ms. Bunge announced that there is a Community Meeting scheduled for February 5, 2025 from 6-8 p.m. at the Rookery and the public is encouraged to attend.

4. Adjournment

Mayor Rafferty adjourned meeting at 7:50 p.m.

These minutes were approved at the regular Council Meeting on January 27, 2025.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

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

STAFF ORIGINATOR: Dave Pecchia, Interim City Administrator

MEETING DATE: January 27, 2025

TOPIC: Resolution No. 25-01 Resolution of Support for MACTA Efforts to Modernize Public Education, and Government (PEG) Programming/Public Access Funding

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City of Lino Lakes is a member of the North Metro TV consortium, which produces City Council meeting broadcasts and other city level programming.

BACKGROUND

Attached is a letter from North Metro TV requesting the City of Lino Lakes support for the Minnesota Association of Community Telecommunications Administrators (MACTA) efforts to modernize public education and government (PEG) programming/public access funding.

RECOMMENDATION

As the continued success and availability of local cable television programming, including the broadcast of City Council and Board meetings is important to the residents of Lino Lakes, and to the communications efforts of the City Council. It is therefore recommended that the City Council adopt the attached resolution of support for modernizing PEG funding as presented.

ATTACHMENTS

- Letter from North Metro TV
- Draft Resolution No. 25-01



January 7, 2025

TO: THE CITY OF LINO LAKES

RE: RESOLUTION OF SUPPORT FOR MODERNIZING PEG FUNDING

Enclosed, please find for the council's review and approval a resolution supporting the Minnesota Association of Community Telecommunications Administrators (MACTA) efforts to modernize public, education, and government (PEG) programming/public access funding.

North Metro TV and other PEG TV stations face a challenging future as traditional revenue streams decline. MACTA, along with the League of Minnesota Cities, the League of Women Voters, and other organizations, are pursuing multiple avenues to modernize that funding at the state legislature. Municipal support for these efforts is extremely important and influential.

Possible solutions include:

- The Equal Access to Broadband Bill: This is the bill that MACTA pursued at the state legislature last year. It would allow cities to franchise wireline broadband providers and to impose a franchise fee on providers for using the public rights-of-way. The franchise would allow for oversight over broadband companies and require build out for an entire franchise area. The requirements would be similar to those in current cable franchises.
- A General Fund Request: MACTA is working to draft a bill requesting an amount equal to one dollar for every state resident from the State General Fund. Since not every city in the state is covered by a PEG station, MACTA currently estimates that the PEG stations that do exist would receive somewhere between one and two dollars per resident for a proposed two years of funding.

Recommendation:

That the City pass the resolution as recommended by the Telecommunications Commission Operations Committee.

I want to thank the Commission directors, staff, and the Operations Committee for their efforts in pursuing more modern and fair funding for North Metro TV and other PEG stations. Please reach out to the NMTC Interim Co-Executive Directors if you have any questions about this ordinance or about the franchise in general.

Sincerely,

A handwritten signature in black ink that reads "Barbara Goodboe-Bisschoff". The signature is written in a cursive, flowing style.

Barbara Goodboe-Bisschoff
Chair, North Metro Telecommunications Commission

Enc.

12520 Polk St NE, Blaine, MN 55434-3148 Phone: (763) 780-8241 Fax: (763) 780-8242

Blaine • Centerville • Circle Pines • Ham Lake • Lexington • Lino Lakes • Spring Lake Park

**CITY OF LINO LAKES
ANOKA COUNTY, MINNESOTA
RESOLUTION NO. 25-01**

**RESOLUTION OF SUPPORT FOR MACTA EFFORTS TO MODERNIZE PUBLIC,
EDUCATION, AND GOVERNMENT (PEG)
PROGRAMMING/PUBLIC ACCESS FUNDING**

WHEREAS, community television programming allows community members to stay connected and entertained through public, education, and government (PEG) programming; and

WHEREAS, public television programming includes local community and nonprofit submissions, City Council and board and commission meetings, and community events; and

WHEREAS, public television programming has primarily been funded through franchise fees which allow cable providers to utilize the public right-of-way for private use; and

WHEREAS, with the recent consumer trend of moving from traditional cable providers to digital/video streaming services, the funds available for public television programming has decreased; and

WHEREAS, the Minnesota Association of Community Telecommunications Administrators (MACTA) is a statewide organization of municipal and nonprofit staff that advocates for cities and their residents; and

WHEREAS, MACTA is launching a campaign to create legislative changes at the state and federal level that will respond to consumer changes and allow current practices to modernize in response to these shifts; and

WHEREAS, MACTA is working with Minnesota cities to gain support for their legislative efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT: The Lino Lakes City Council offers their support to the Minnesota Association of Community Telecommunications Administrators (MACTA) effort to modernize local access funding through legislative change.

Adopted by the City Council of the City of Lino Lakes this 27th day of January 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

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

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: January 27, 2025

TOPIC: Consider Approval of the 2025 Pay Equity Report

VOTE REQUIRED: Simple Majority

INTRODUCTION

The Council is being asked to consider approval of the 2025 Pay Equity Report.

BACKGROUND

The Local Government Pay Equity Act, M.S. 471.991-471.999 and Minnesota Rules, Chapter 3920 require local government jurisdictions to submit a Pay Equity Report to the State of Minnesota every three years. The City last submitted the report in 2022. We are required to report in 2025. This report shows wages in place as of December 31, 2024.

The Minnesota Pay Equity Act was passed by the legislature in 1984. Pay Equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. Pay Equity attempts to eliminate gender-based inequalities. Minnesota Rules, Chapter 3920 specify the procedure for measuring and reporting compliance.

Staff has conducted the required statistical analysis for the 2025 Pay Equity Report. The City was found to be in compliance with the Act.

The Council is required to accept this report, which will then be forwarded to the Pay Equity Office of Minnesota Management & Budget for review.

RECOMMENDATION

Staff is recommending approval of the 2025 Pay Equity Report.

ATTACHMENTS

2025 Pay Equity Report

Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: Lino Lakes
600 Town Center Parkway

Jurisdiction Type: City

Lino Lakes, MN 55014

Contact: Meg Sawyer

Phone: (651) 982-2413

E-Mail: MSawyer@linolakes.us

Contact: General Mail

Phone: (651) 982-2410

E-Mail: cityadmin@linolakes.us

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used: Consultant

Description:

The City of Lino Lakes adopted a new job evaluation system effective January 1, 2021. The City has implemented the Keystone Compensation Classification System, as approved by the City Council on December 14, 2020.

2.

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

City Hall, Public Safety & Public Works
Facilities

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Lino Lakes City Council

(governing body)

Rob Rafferty

(chief elected official)

Mayor

(title)

Part C: Total Payroll

\$8459784.45

is the annual payroll for the calendar year just ended December 31.

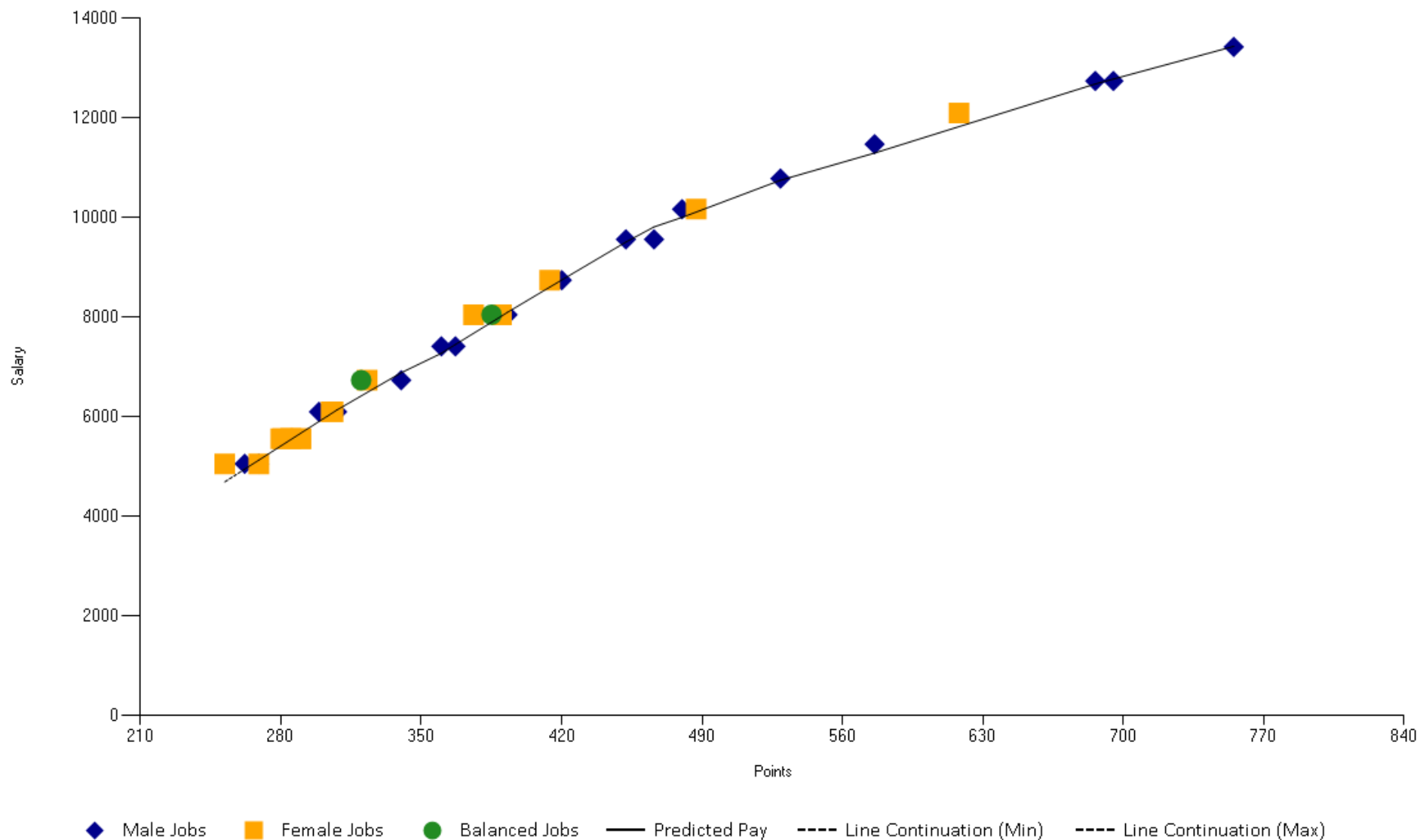
- [] Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 1/17/2025

Predicted Pay Report for: Lino Lakes

Case: 2025PayEquityReporting



Predicted Pay Report for: Lino Lakes

Case: 2025PayEquityReporting

Job Nbr	Job Title	Nbr Males	Nbr Females	Non- Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
1	Office Specialist	0	1	0	1	Female	252	5053.0000	4689.6642	363.3358
2	Building Custodial Maintenance	1	0	0	1	Male	262	5053.0000	4947.5688	105.4312
3	PT Community Service Officer	0	1			Female	269	5053.0000	5128.1670	-75.1670
4	Firefighter	8	2	0	10	Male	269	5053.0000	5128.1670	-75.1670
5	Accounting Clerk I	0	1	0	1	Female	280	5559.0000	5412.7066	146.2934
6	Police Records Technician	0	2	0	2	Female	281	5559.0000	5438.6919	120.3081
7	Public Safety Admin Assistant	0	1	0	1	Female	285	5559.0000	5541.9837	17.0163
8	Investigative Assistant	0	1	0	1	Female	285	5559.0000	5541.9837	17.0163
9	Administrative Assistant	0	2	0	2	Female	290	5559.0000	5670.6112	-111.6112
10	Building Permit Technician	0	1	0	1	Female	290	5559.0000	5670.6112	-111.6112
11	Parks Maintenance Worker	4	0	0	4	Male	299	6096.0000	5903.1801	192.8199
12	Streets Maintenance Worker	6	0			Male	303	6096.0000	6006.4718	89.5282
13	Accounting Clerk II	0	1	0	1	Female	305	6096.0000	6058.4425	37.5575
14	Human Resources Assistant	0	1	0	1	Female	306	6096.0000	6084.4279	11.5721
15	Utilities Maintenance Worker	5	0			Male	308	6096.0000	6135.7489	-39.7489
16	Activity Center Coordinator	1	2			Balanced	320	6731.0000	6428.6184	302.3816
17	Communications Specialist	0	1	0	1	Female	323	6731.0000	6489.9697	241.0303
18	Mechanic	2	0	0	2	Male	340	6731.0000	6881.4191	-150.4191
19	Building Maintenance Custodial	1	0	0	1	Male	360	7412.0000	7272.2057	139.7943
20	Building Inspector	1	0			Male	367	7412.0000	7449.1377	-37.1377
21	City Clerk	0	1	0	1	Female	376	8046.0000	7670.1801	375.8199
22	Police Officer	12	5			Balanced	385	8046.0000	7894.2870	151.7130
23	Accountant	0	1	0	1	Female	390	8046.0000	8018.8604	27.1396
24	Public Works Supervisor	2	0	0	2	Male	390	8046.0000	8018.8604	27.1396
25	Environmental Coordinator	1	0	0	1	Male	393	8046.0000	8096.5221	-50.5221
26	City Planner	0	1	0	1	Female	414	8739.0000	8608.0240	130.9760
27	Fire Inspector/Fire Lieutenant	1	0	0	1	Male	420	8739.0000	8743.8281	-4.8281
28	Sergeant	4	1			Male	452	9558.0000	9504.1085	53.8915
29	Building Official	1	0	0	1	Male	466	9558.0000	9808.9705	-250.9705
30	Public Works Superintendent	1	0	0	1	Male	480	10163.0000	9999.9871	163.0129
31	HR and Communications Manager	0	1	0	1	Female	487	10163.0000	10113.9376	49.0624
32	Public Safety Captain	1	0	0	1	Male	529	10778.0000	10744.5222	33.4778

Predicted Pay Report for: Lino Lakes

Case: 2025PayEquityReporting

Job Nbr	Job Title	Nbr Males	Nbr Females	Non- Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
33	Deputy Public Safety Director	2	0	0	2	Male	576	11469.0000	11291.0394	177.9606
34	Finance Director	0	1	0	1	Female	618	12093.0000	11903.9623	189.0377
35	Public Services Director	1	0	0	1	Male	686	12738.0000	12677.6885	60.3115
36	Community Development Director	1	0	0	1	Male	695	12738.0000	12776.1888	-38.1888
37	Public Safety Director	1	0	0	1	Male	755	13421.0000	13432.6737	-11.6737

Job Number Count: 37

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 3A**

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: January 27, 2025

TOPIC: Appointment of Interim Fire Chief

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to approve the appointment of Dan L’Allier to the Interim Fire Chief position within our Public Safety department.

BACKGROUND

Public Safety Director John Swenson will retire from the City of Lino Lakes, with his last day in the office on January 31, 2025. To ensure a smooth transition, staff recommends appointing Deputy Director Dan L’Allier to the position of Interim Fire Chief.

Deputy Director L’Allier brings 42 years of experience in Fire, EMS, and Emergency Management to Lino Lakes Public Safety. Since joining in 2014, he has led the development of the Fire Division, including staffing models, apparatus acquisition, and the construction of Fire Station 2. Prior to Lino Lakes, he served as Fire Chief/Emergency Manager/Tactical Paramedic for the Virginia Fire and EMS Department, overseeing a team of 32 full-time personnel. He has experience with agency studies and their implementation. He has successfully led fire departments with a mix of full-time, part-time, and paid-on-call firefighters.

The City of Lino Lakes does not currently have a compensation structure or job grade for the position of Fire Chief. To ensure a competitive and equitable wage, the City conducted a thorough market analysis. This analysis included data from the League of Minnesota Cities and a review of comparable compensation in similar-sized municipalities with comparable fire service models. Based on these findings, an hourly wage of \$74.00 has been established for the Interim Fire Chief position.

With Council approval, Deputy Director L’Allier will assume the role of Interim Fire Chief effective February 1, 2025.

RECOMMENDATION

Please approve the appointment of Deputy Director Dan L’Allier for Interim Fire Chief.

ATTACHMENTS

None

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

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: January 27, 2025

TOPIC: Consider Resolution No. 25-11 Awarding Professional Services Contract to Oertel Architects, Public Works Facility Design

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting City Council consideration to award a professional services contract to Oertel Architects to design the new Public Works facility.

BACKGROUND

Over the past 10 years, the City has been evaluating the construction of a new public works building to replace the existing facility at 1189 Main Street. Constructed in 1971, the buildings are substandard and do not meet the current and future needs of the City. The City Council has continued to express interest in moving forward with the project.

The proposed project includes construction of a Public Works Facility on approximately 10.0 acres owned by the City of Lino Lakes at 1189 Main St. A site tour of Hugo's facility was taken in 2022 to establish needs and the scope of the project. The council directed staff to move forward with obtaining architectural and engineering services in 2023. Staff has since worked with the finance department to identify potential funding sources. The project was included in the 5-year plan for a 2026 build. The Building and Facilities fund was identified as the funding source for design.

The site includes an adjacent 14 acres that includes park improvements and a materials yard. The project will include a public works facility with vehicle storage, vehicle maintenance, and office space, with parking lots, commodity bins, access roads, community meeting space, site work, and utilities. It is anticipated that the new facility will include community meeting space to accommodate election precinct operations, senior events, educational and training functions. The expected budget for this project is approximately \$16,400,000.

The City Council authorized the advertisement for Request for Proposals on November 12, 2024. The City received twelve proposals ranging from \$631,000 to \$1,230,012, including

reimbursables. The proposals were reviewed by a selection committee that included the Interim City Administrator, Public Works Director, Public Works Superintendent and Community Development Director. Based on the strength of their proposal, including cost, project understanding and experience, staff is recommending selection of Oertel Architects to complete the design work for the amount of \$677,506.50.

The City has previously worked with Oertel Architects on review of the public works facility cost estimates and they are the architect for the Water Treatment Facility which is under construction. Oertel is also the architect of record for the Hugo Public Works facility that the City Council previously toured.

RECOMMENDATION

Staff is recommending approval of Resolution No. 25-11.

ATTACHMENTS

1. Resolution No. 25-11
2. Oertel Proposal

**CITY OF LINO LAKES
RESOLUTION NO. 25-11**

**AWARDING PROFESSIONAL SERVICES CONTRACT TO OERTEL ARCHITECTS,
PUBLIC WORK FACILITY DESIGN**

WHEREAS, the City is proposing to construct a new Public Works facility to replace the existing building constructed in 1971, and

WHEREAS, November 12, 2024, the City Council approve Resolution No. 24-150, authorizing staff to advertise a Request for Proposals (RFP) to obtain architectural and engineering services for the design of the facility, and

WHEREAS, on December 20, 2024, the City received proposals from twelve firms proposing to complete such services, and

WHEREAS, City staff has completed a review of the proposals and recommends the selection of Oertel Architects based on value and previous experience designing public works facilities,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the professional services contract for the design of the Public Works facility is hereby awarded to Oertel Architects in the amount of \$677,506.50.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to execute a contract on behalf of the City following review and approval by the City Attorney.

Adopted by the City Council of the City of Lino Lakes this 27th day of January, 2025.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

PROPOSAL FOR:
**City of Lino Lakes
Public Works**

December 20 2024

SUBMITTED BY:

Oertel Architects, Ltd.

Thomas Stromsodt, Vice President

1795 Saint Clair Avenue

Saint Paul, MN 55105

(651) 696-5186 x314

tstromsodt@oertelarchitects.com

OERTEL ARCHITECTS



December 20, 2024

Dear Mr. Michael Grochala and Proposal Evaluation Committee,

Oertel Architects and our team of consultant partners are very pleased to submit this proposal for the design and construction of the Lino Lakes Public Works Facility. We are well versed in the design of this type of facility and possess the technical expertise needed to meet the City's high standards. Our design practice is centered on municipal architecture that holistically better the greater community health and well-being for which our projects reside. Our overall team has been assembled based on previous and current working relationships that will further this goal.

Experts in Municipal Infrastructure Services and Operations and Fleet Based Facilities. Our work as public works and municipal architects has defined Oertel Architects in our 28+ year history. Our passion and fascination with this type of project has driven our expert qualifications. Oertel will lead the entire planning, design and construction project. We are an award-winning Public Works Facility design firm. We have worked in every region of Minnesota, planning and designing over 100 separate facilities and comprehensive studies. We are a sought-after resource around the entire Midwest for the planning and design of public works facilities, working on projects in North Dakota, South Dakota, Kansas, Missouri, and Wisconsin.

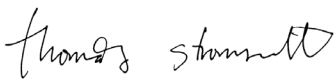
A proven engaged collaborative process. While we do consider ourselves expert in these facilities, our real expertise is derived from engaging operational staff to design their facility for them. We really focus each stage of our process on listening with the people who will live and work within this new building, providing them a facility that meets their needs, while benefiting from our collective experience.

Responsive and Responsible high design. Public Works Facilities are often seen as strictly utilitarian. While they are technical in nature, that does not preclude the facilities from providing spaces that promote employee well-being. Our design work focuses on including real materials, access to daylight and views, and integrating other sustainable strategies economically and responsibly into your design solution to create a beautiful and functional building.

Work capacity. We understand that the City has planned for construction in 2025. As this type of facility is our area of expertise, and these projects are the bulk of the work type in our office, we are well situated to provide services for your department within your stated schedule.

This is a project for which we are very excited to have the opportunity to be the City's partner. If you have any questions, please feel free to reach out and contact me at any time. We hope the following pages will demonstrate our commitment to elevating the structures that meet your operational goals and long-term vision.

Sincerely,



Thomas Stromsodt, AIA – Vice President
Oertel Architects, Ltd.





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Cover Letter

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FIRM PROFILE



DEDICATED EXPERTISE, PERSONAL APPROACH

Founded in 1996, Oertel Architects offers comprehensive consulting services, including condition assessments, planning, architectural and interior design, and construction-related support. Over nearly three decades, we've partnered with 69 cities, 18 counties, and numerous state agencies, building a reputation for thoughtful design and strong client relationships. Despite our extensive experience, we have intentionally remained a small, nimble team, allowing us to deliver a highly personal and hands-on approach to every project.

Specializing in the planning and design of public works facilities, Oertel Architects has focused on this sector for over 28 years. Our deep understanding of the unique needs of public works operations—including equipment, workflows, and seasonal demands—enables us to design facilities that improve functionality and efficiency for staff throughout the year.

We excel at managing large, multidisciplinary teams of consultants, ensuring seamless integration and collaboration throughout each project. Our well-established relationships with specialty consultants allow us to deliver comprehensive and innovative solutions tailored to our clients' needs.

Our strong regional ties further enhance our work. Our longstanding partnership with the city reflects our dedication to serving the unique needs of Lino Lakes. Our expertise is demonstrated through our successful completion of the Public Works Feasibility Study, which provided strategic insights into the city's infrastructure needs, and our ongoing work on the Water Treatment Facility. These projects underscore our commitment to enhancing the city's services and infrastructure, fostering a strong and resilient community for years to come.



OWNERSHIP

Jeff Oertel, Founder
Andrew Cooper, President
Deb Brandwick, Vice President
Thomas Stromsodt, Vice President
Brenda Dever, Associate Principal
Eric Werner, Associate Principal

LEGAL STATUS

S Corporation

YEAR INCORPORATED

1996

CONTACT NAME

Thomas Stromsodt, AIA, Vice President
p: (651) 696-5186 x 314
e: tstromsodt@oertelarchitects.com

FIRM QUALIFICATIONS & EXPERIENCE ON SIMILAR PROJECTS

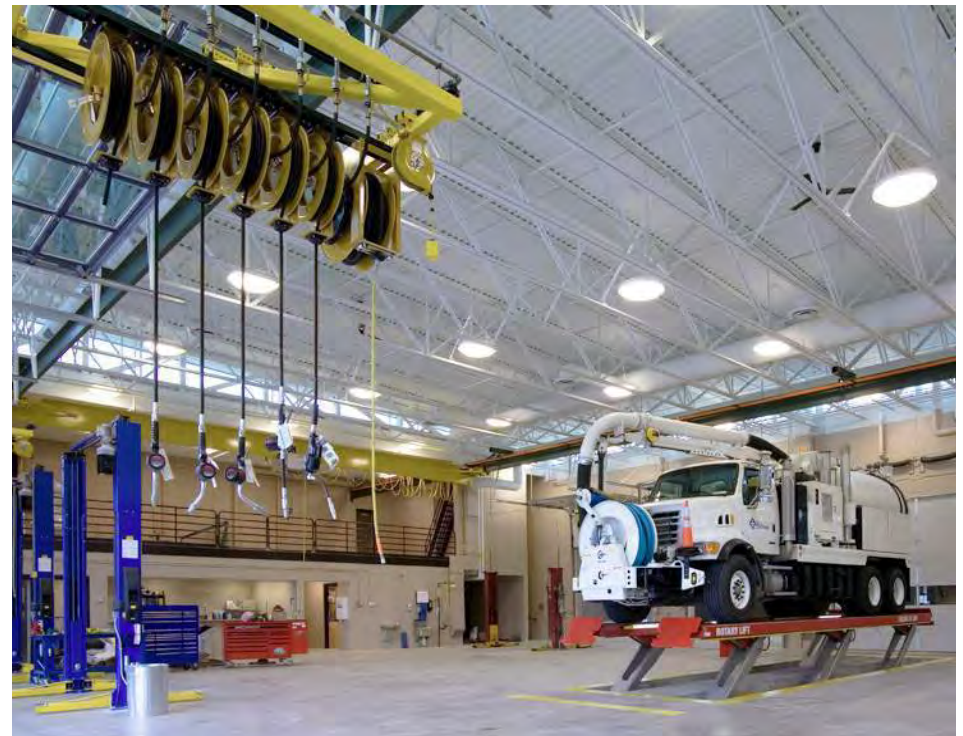
Oertel Architects and our team are uniquely suited to deliver a successful project for the City of Lino Lakes. Every single staff member in our office has worked on numerous public works and maintenance facilities. Our passion and fascination with this type of project has driven our expert qualifications. We are an award-winning public works facility design firm. We have worked on the planning and designing of over 100 separate facilities and comprehensive studies. We are a sought-after resource around the entire Midwest for the planning and design of public works facilities, working on projects in North Dakota, South Dakota, Kansas, Missouri, Iowa, Wisconsin and Michigan. We hope that our resumes indicating our extensive experience show our true dedication to these types of facilities.

Our proposed team members will be directly involved with your Public Works project from the initial kick-off meeting until the very end of on-site construction observation. We pride ourselves on keeping the same staffing from project inception through to the end of Construction Administration. This ensures the same people that worked on the initial design can be on the job site to make sure the project maintains the quality and detailing we design for, and to avoid costly changes during construction. Your primary points of contact throughout the design and construction process will be Thomas Stromsodt as Principal in Charge and Dan Greuel as Project Architect. The other main points of contact will be Janneke Schaap (Sustainability) and Brenda Dever (Interiors). All proposed Oertel staff have extensive experience with these types of facility, and directly communicate with each other on a daily basis. If any one of our team members is unavailable for any reason (i.e. vacation, sickness, etc.) one of the other team members will be fully committed and capable of providing any services or information which is needed at that time. We have an open studio office environment, which means every employee is aware of all of the other projects in the office. Our firm has weekly office staff meetings to efficiently and effectively manage all of the projects and to ensure they are all successfully completed on time and on budget. We will provide all required coordination with the entire remainder of our proposed team, including our engineers.

Quality Assurance and Quality Control are an integral part of our design process, throughout the entire project from the initial Preliminary Design check set to the entire construction process. As we have extensive experience with this project type, we are aware of coordination items which need to be detailed and aligned appropriately to avoid any surprises during construction. Something as seemingly simple as indicating the exact location of your air and water drops, and lube reels on the drawings is something that must be coordinated prior to going out to bid. If they are not indicated exactly where you would like them, you may not have the coverage you were anticipating, or the locations may impede internal traffic flow. Our experience allows us to not only discuss the pros and cons of potential locations for such items, but also to ensure they are included in the drawings exactly where you would like them. As a result of our open office studio environment and our ongoing relationships with our team consultants we are able to quickly and expertly respond to any owner's

concerns throughout the entire project. If by chance one of the team members working directly on your project hasn't had experience with the concern you may have, we are able to discuss that concern with others in our office and within our consultant's offices, to come to an educated and experienced resolution.

Our expert team manages every project from the initial project initiation through to the end of construction. As mentioned previously, an integral part of that is our quality assurance and quality control process. We also provide review and check sets throughout the design process, with sufficient time for you to review and provide feedback on. This ensures the project moves forward at the appropriate timeline to meet your construction schedule requirements. Our goal is to ensure all design, equipment, traffic, layout options are decided on before moving onto the next phase, beginning with the "big picture" through to the smallest detail. If changes are made during the design process, which there usually are, our goal is to minimize the impact on the previously completed design documents to keep the project on schedule. Sometimes changes are also requested by the owner during the construction project. As a result of having the same team members on the project from the inception through construction we can quickly provide insight into the pros and cons of any changes and coordinate with our internal team and our engineers to provide the most cost-effective means of implementing a successful revision to the project.



KEY STAFF RESUMES



THOMAS STROMSODT, AIA, VICE PRESIDENT | OERTEL
ROLE: PROJECT MANAGER, PRINCIPAL-IN-CHARGE

RELEVANT EXPERIENCE: Lino Lakes Water Treatment Facility, MnDOT Clearwater Truck Station, Orono Public Works Facility, RDO Equipment Company Retail Store- Dayton, MN, Apple Valley Central Maintenance Facility, Little Canada Public Works Facility, Vadnais Heights North Service Center, White Bear Lake Public Works, Chanhassen Public Works, Mahtomedi Public Works Facility, Maplewood Public Works Facility, Shakopee Public Works Facility

YEARS OF EXPERIENCE: 24 years with firm
REGISTRATION: MN-



DAN GREUEL, AIA | OERTEL ARCHITECTS
ROLE: PROJECT ARCHITECT

RELEVANT EXPERIENCE: Lino Lakes Water Treatment Facility, City of Rosemount, MN Public Works, City of Monticello, MN Public Works, MnDOT Clearwater Truck Station, City of Madison, WI Transit Facility, City of Delano, MN Public Works Facility, City of Detroit Lakes, MN Public Works Facility, City of Orono, MN Public Works Facility, Wright County- Otsego, MN Truck Station Improvements, City of Ramsey, MN Public Works Facility

YEARS OF EXPERIENCE: 10 years, 7 with firm
REGISTRATION: MN-59025



JANNEKE SCHAAP, ASSOCIATE AIA | OERTEL
ROLE: SUSTAINABILITY LEAD

RELEVANT EXPERIENCE: MnDOT Jordan Truck Station, MnDOT Clearwater Truck Station (while at Precipitate/with Oertel), City of Monticello Public Works Facility, City of Apple Valley Central Maintenance Facility (while at Precipitate & Oertel Architects), National Guard Vehicle Maintenance Facility- New Ulm MN (while at Precipitate/ with Oertel).

YEARS OF EXPERIENCE:
17.5 years, 1 with firm



BRENDA DEVER, ASSOCIATE PRINCIPAL | OERTEL
ROLE: INTERIORS

RELEVANT EXPERIENCE: City of Hugo Public Works, City of Detroit Lakes Public Works, City of Orono Public Works, City of Ramsey Public Works, MnDOT Clearwater Truck Station, Becker County Public Works, Waseca County Public Works Expansion, City of Waite Park Public Works, City of Mounds View Public Works, City of Andover Public Works, City of Little Canada Public Works, City of Maple Grove Public Works, National Guard Vehicle Maint-New Ulm

YEARS OF EXPERIENCE:
21 years with firm



PHIL HAIGHT, PE, MBA | DESIGN TREE ENGINEERING
ROLE: SENIOR ELECTRICAL ENGINEER

RELEVANT EXPERIENCE: New Public Works Facility- Orono, MN (with Oertel), Public Works to Fire Station Conversion- Orono, MN (with Oertel), White Earth Fleet Storage Schematic Design- Ogema, MN (with Oertel), Iowa Great Lakes Sanitary District Office and Garage- Millford, IA, Hutchinson District Office- Hutchinson, MN, New Fire Station- Johnson City, TN

YEARS OF EXPERIENCE: 15 years, 3 with firm
REGISTRATION: MN PE- 59791



PAUL QUIRIN, PE | DESIGN TREE ENGINEERING
ROLE: SENIOR MECHANICAL ENGINEER

RELEVANT EXPERIENCE: New Water Treatment Plant- Lino Lakes (with Oertel), MN, New Public Works Facility- Orono, MN (with Oertel), White Earth Fleet Storage Schematic Design- Ogema, MN (with Oertel), Wright County Satellite Building- Otsego, MN, New Fire Hall- Camp Ripley, MN, City Hall Remodel/Addition- St. Cloud, MN, Temporary Water Treatment Plant- Oakdale, MN (with Oertel)

YEARS OF EXPERIENCE: 29 years, 5 with firm
REGISTRATION: MN PE-26118



JOE NICHOLSON, PE | DESIGN TREE ENGINEERING
ROLE: STRUCTURAL ENGINEERING

RELEVANT EXPERIENCE: New Public Works Facility- Orono, MN (with Oertel), Public Works to Fire Station Conversion- Orono, MN (with Oertel), White Earth Joint Forestry and Wildland Fire Facility- Naytawash, MN (with Oertel), New Police Station- Alexandria, MN, New Fire Station- Beardsley, MN,

YEARS OF EXPERIENCE: 27 years, 10 with firm
REGISTRATION: MN PE-44104

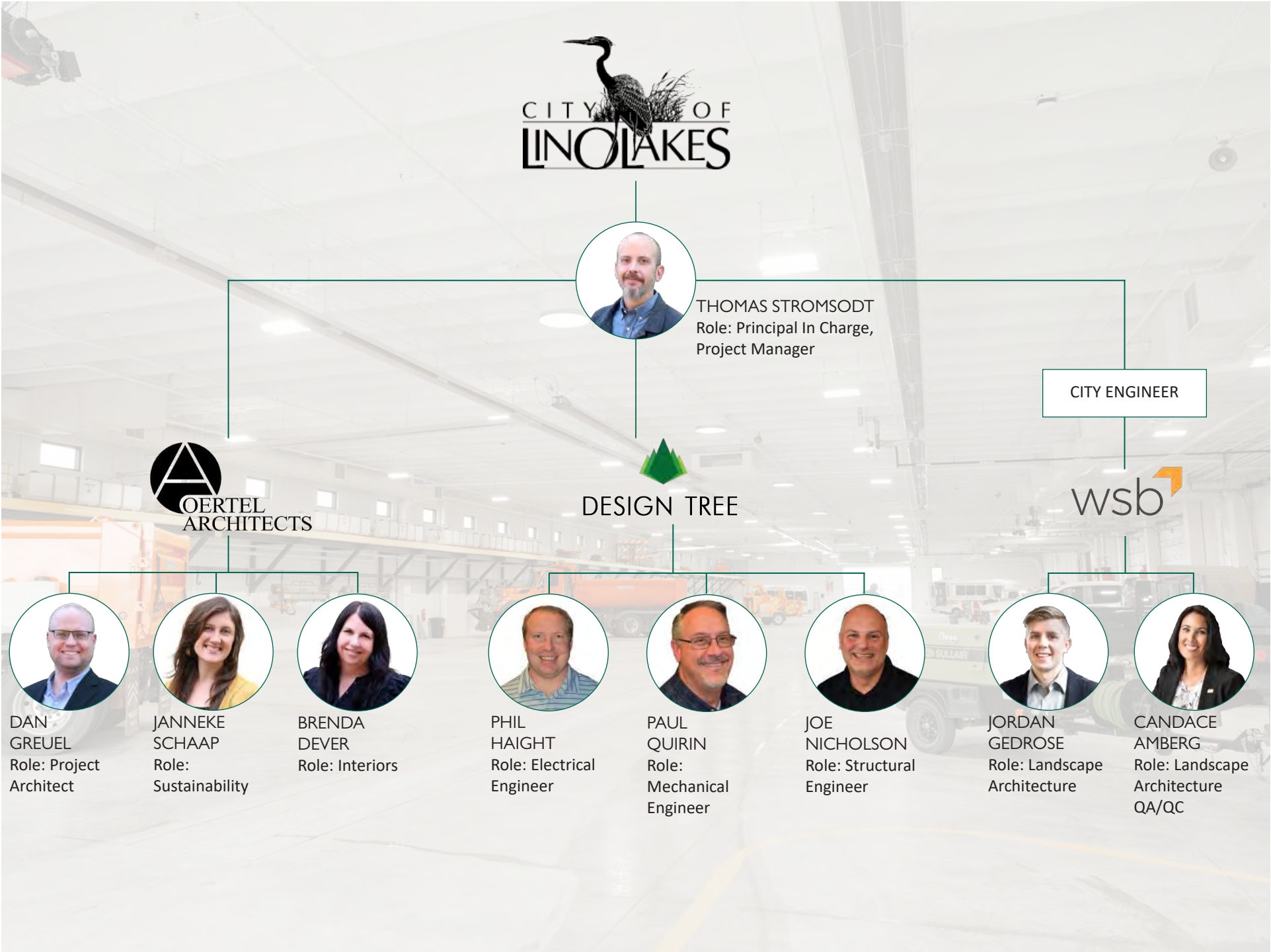


JORDAN GEDROSE, PLA | WSB ENGINEERING
ROLE: LANDSCAPE ARCHITECTURE

RELEVANT EXPERIENCE: City of Lino Lakes Hodgson Road and County Road J Gateway- developing a city standard roundabout, median, and boulevard design at key intersections and entrances into the city, City of Lino Lakes Tower Park- developing new parking, pickle ball & tennis courts, trails, and stormwater basins, City of Minneapolis landscape plans for 18 Fire stations, 4 Police stations, and 4 maintenance facilities for the city.

YEARS OF EXPERIENCE: 8 years
REGISTRATION: MN- 58254

ORGANIZATIONAL CHART



RELEVANT EXPERIENCE- last 5 years



HUGO PUBLIC WORKS

Completed in 2021, the Hugo Public Works facility was the culmination of a detailed planning process that explored various options for expanding and modernizing the city's existing building. The analysis considered critical factors such as site capacity, traffic flow, safety improvements, the feasibility of future expansions, and overall project costs. This rigorous evaluation provided a comprehensive understanding of the city's current and long-term needs.

The study ultimately determined that the existing site was insufficient to support the growing demands of the public works department or allow for future growth. As a result, the city opted to construct a new facility at an alternative location. The new facility was designed to optimize operational efficiency while providing flexibility for future expansions. This strategic move ensures that Hugo's public works operations will continue to serve the community effectively, with a modern and sustainable approach that meets evolving needs.

CONTACT

Scott Anderson, Public Works Director
e: sanderson@ci.hugo.mn.us
p: (651) 762-6326



ROSEMOUNT PUBLIC WORKS

Oertel Architects partnered with BKV Group to design a new state-of-the-art Public Works facility (Oertel) for the City of Rosemount, MN, as part of a combined 160,000 SF development shared with the city's police department (BKV Group). The facility is strategically located on a 20-acre site to centralize and enhance public works operations, accommodating both current needs and long-term growth. Key features include office and staff support spaces, expansive vehicle storage, and a modern maintenance shop equipped with dedicated vehicle wash bays. Outdoor site amenities such as a fuel island, material storage bins, and a salt shed ensure seamless operations and efficient resource management.

Our team collaborated closely with the Public Works Department to develop a comprehensive space program tailored to their operational workflows. By consolidating essential services in one location, the facility improves accessibility, functionality, and service delivery to the community. The design emphasizes durability, efficiency, and sustainability, creating a practical yet forward-thinking space that will serve as a critical hub for maintaining Rosemount's infrastructure. Construction was completed in November 2024, marking a significant milestone for the city's ability to meet the evolving demands of its growing population.

CONTACT

Nick Egger, Public Works Director
e: nick.egger@rosemountmn.gov
p: (651) 322-2022



MNDOT CLEARWATER TRUCK STATION

As the I-94 “Corridor of Commerce” continues to develop and evolve, so do the maintenance requirements for MnDOT. Additional lanes mean additional lane miles, plows, and increased time. In an effort to support operations in St. Cloud, the Agency identified the Clearwater site as the preferred site for a satellite Class 3 Truck Station. The building will house nine plow trucks, including a space for a future tow plow, 4 mechanics, and office support spaces for staff. In addition to the main building, the campus will include a salt building, storage bins, mechanic staging, and an outdoor storage area. This project is following the Minnesota B3 Sustainable Guidelines Program. This is new territory for the Agency. As such, the design team is worked to integrate common sense sustainability strategies into the building program in the hopes that this building can serve as a model for future truck station development.

CONTACT

Stephen Myslajek, MnDOT Project Manager
p: (612) 476-3378
e: stephen.myslajek@state.mn.us



RAMSEY PUBLIC WORKS

For over 15 years, the City of Ramsey operated out of a temporary trailer that no longer met its needs. In September 2021, the city completed a new 92,800-square-foot facility designed to address both current demands and future growth. The building includes 58,000 square feet of vehicle storage, 8,900 square feet of office and administrative space, and 26,000 square feet dedicated to vehicle maintenance and workshops.

The design process prioritized adherence to a critical city budget. From the earliest stages, conceptual designs were paired with cost evaluations to ensure feasibility and functionality. This approach enabled city staff to make informed decisions and advocate for key design elements with the City Council, building a strong case for the facility’s necessity. The project was designed and programmed during the early months of the COVID-19 pandemic, presenting unique challenges. However, the team’s integrated and collaborative approach ensured the project was delivered within an accelerated timeline for a facility of this scale and complexity.

CONTACT

Bruce Westby, Public Works Director
e: bwestby@ci.ramsey.mn.us
p: (763) 433-9863



DETROIT LAKES PUBLIC WORKS

The City of Detroit Lakes completed its new Public Works facility in the fall of 2024, addressing the inefficiencies of its previously scattered operations. The department had been spread across multiple facilities, each constrained by space limitations and failing to meet current building codes and industry standards. A comprehensive study evaluated the department's short- and long-term equipment, space, and staffing needs, concluding that none of the existing sites could accommodate the entire operation.

A new site was selected, coinciding with Oertel Architects' ongoing work with the Becker County Highway Department on their new facility. A collaborative site study revealed opportunities for cost savings and operational efficiency by co-locating the two departments. The shared campus includes separate main buildings for the City of Detroit Lakes and Becker County, while shared facilities—such as a fuel island, salt storage building, and stormwater management systems—maximize resources and streamline operations.

CONTACT

Kelcey Klemm, City Administrator
e: kklemm@cityofdetroitlakes.com
p: (218) 846-7130



BECKER COUNTY PUBLIC WORKS

Completed in the summer of 2023, the Becker County Highway Department facility was designed to address the department's growing space and operational needs. Oertel Architects provided programming, planning, and site selection services, evaluating options for expansion to meet both current demands and long-term requirements.

During the planning process, the City of Detroit Lakes also engaged Oertel Architects to assess their public works facility. A joint study determined that co-locating the two facilities would offer significant efficiencies. After evaluating several potential sites, a shared location in an industrial area was selected. The final design includes separate main buildings for the county and city, along with shared amenities such as stormwater management and outbuildings. Comprehensive master plans, site layouts, phased development strategies, and cost estimates guided the project to successful completion.

CONTACT

Jim Olson, County Engineer
e: jdolson@co.becker.mn.us
p: (218) 846-7200 x4106



ANDOVER PUBLIC WORKS

The city of Andover Public Works Facility project was programmed and designed as a two phase implementation to achieve the space needs of the department while meeting available funding resources. The first phase includes the vehicle and equipment maintenance facility, an unconditioned equipment storage building, fleet fueling facility, site development and improvements. The second phase, which is scheduled for funding and planning in 15 years, will include a complete heated storage building for the entire departments vehicle and equipment fleet and complete administrative and staff support spaces. Design began on the project in the summer of 2017 with construction starting in early 2019. A one-year delay was programmed at the beginning of the project to allow for the land acquisition process. Construction was complete in Spring of 2020.

CONTACT

David Berkowitz, Director of Public Works
e: d.berkowitz@andovermn.gov
p: (763) 767-5133



ORONO PUBLIC WORKS

The City of Orono engaged Oertel Architects to design its new Public Works campus, completed in the spring of 2024. This state-of-the-art facility encompasses a 60,000-square-foot full-service public works building that integrates vehicle storage, maintenance, offices, workshops, and support spaces. Additional site features include exterior covered and open storage bins, a dedicated salt building, a brine production facility, and a fuel island, all strategically arranged for optimal functionality.

The site, a former MnDOT property located off Old Crystal Bay Road and adjacent to Highway 12, presented significant design challenges. Its steep slopes, long and narrow footprint, and proximity to residential neighborhoods required innovative solutions. Oertel Architects collaborated closely with city staff, council members, easement stakeholders, and neighboring residents to create a thoughtfully planned campus.

CONTACT

Adam Edwards, City Administrator/ City Engineer
e: aedwards@ci.orono.mn.us
p: (952) 249-4600



LINO LAKES WATER TREATMENT FACILITY

Oertel Architects, in collaboration with WSB Engineers, is designing a state-of-the-art water treatment facility for the City of Lino Lakes, scheduled for completion in 2027. Located adjacent to a future residential development and surrounded by existing single-family homes, the facility is carefully designed to blend seamlessly with the surrounding community.

As Lino Lakes continues to grow rapidly, the water treatment plant will play a crucial role in meeting the city's current and future water quality needs. The design process has thoughtfully balanced advanced treatment technology with aesthetics, ensuring the facility serves both functional and visual needs. The result is a modern, efficient plant that will provide reliable service to the community while enhancing the local environment for years to come.

CONTACT

Michael Grochala, Community Development Director
e: mgrochala@linolakes.us
p: (651) 982-2427



ROBBINSDALE WATER TREATMENT FACILITY

The Robbinsdale Water Treatment Plant is a state-of-the-art municipal water treatment and softening facility located in Robbinsdale, Minnesota. Completed in 2022, this modern facility replaces two aging plants that had served the community for decades, ensuring a more efficient and sustainable water treatment process.

Designed to fit seamlessly within a limited footprint, the facility employs advanced treatment technologies to meet current and future water demands while improving water quality for residents. The project team carefully considered the surrounding context, integrating the scale, materiality, and aesthetics of adjacent properties into the overall design. This thoughtful approach has transformed the plant into an architectural asset that not only serves an essential function but also stands as a point of pride for the Robbinsdale community. The design emphasizes environmental responsibility and community connectivity, harmonizing utility with visual appeal. The Robbinsdale Water Treatment Plant's success has been recognized both locally and nationally, earning the MPWA Project of the Year Award in 2023 and the APWA National Project of the Year Award in 2024.

CONTACT

Richard McCoy, Public Works Director
e: rmccoy@ci.robbinsdale.mn.us
p: (763) 531-1260

PROJECT APPROACH

BASIC PROJECT UNDERSTANDING

The Public Works department currently occupies the existing Public Works Building (Built in 1971) and the former City Hall offices as well as several pre-engineered metal buildings, sheds, and mobile buildings. The City would like to make improvements to the operation within a set budget, schedule, and scope parameters.

The primary goal for the project is to provide a consolidated facility, sized appropriately for operational needs.

The benefits of this goal include:

1. Vehicles kept inside are less problematic in cold weather conditions and require less start-up time and prep in a snow and ice event. In addition, staff are better able to troubleshoot and address concerns and problems as they arise in a controlled environment.
2. The condition, maintenance requirements, security, and longevity of the fleet will be improved.
3. Consolidating operations in one building eliminates the need to maintain separate mechanical/electrical systems in multiple buildings. Newer buildings are dramatically more energy efficient in terms of insulation, lighting, water use, etc. making the operating cost per square foot lower.
4. A newer building addresses current code and OSHA compliance issues within the existing operation.

There are several items on-site that have been identified as key considerations in previous study and planning exercises. These include:

1. The existing salt and brine building
2. Cell phone tower
3. Emergency generator/vault
4. Adjacent city-owned property (including ball fields and park)
5. Buried septic and well

Any site review effort should consider how best to save and utilize these on-site features. However, the project will allow for the removal and/or relocation of some or all of these to accommodate the long-term vision of the department.

In addition, while the design team and Construction Manager will carefully plan for and consider careful phasing of the project, the City does have a realistic expectation that some operations will have to move off-site temporarily to facilitate new construction.

PROPOSED APPROACH

Our team approach to your Public Works project will include “Preliminary Design”: Pre-Design, Schematic Design, Design Development, “Design for Construction”: Construction Documents, Bidding, and Construction Administration. In the following pages we have provided a summary of the process and the critical tasks which will be

accomplished throughout the phases of the project. We have also outlined a proposed schedule, following the project approach summary, with associated meetings and milestones for your consideration. We would like to emphasize that the schedule is an initial proposal and the dates noted are flexible to meet the needs of all the City Stakeholders.

Some key design factors include:

1. Provide space programming that includes long-term planning forecasts to right size the facility for current and potential future needs.
2. Site access, vehicular circulation, and overall traffic flow.
3. Provide natural lighting throughout the facility.
4. Provide comfortable finishes and furnishings while maintaining a high-level of durability.
5. Provide adequate air ventilation, specifically at the vehicle areas. Ensure proper separation between vehicle and office/staff areas.
6. Overall office, shop, wash bay, and maintenance operational needs.
7. Vehicle and equipment storage requirements.
8. Provide safe but usable “common sense” security measures for staff, equipment, and materials.
9. Conveys the message of being a community service.
10. Provide design flexibility to adapt to the changing nature of the Public Works over time.

The project represents an important step for the department and for the City. It is critical that the entire project team is confident from a programmatic and financial standpoint before moving forward with the design. One way to accomplish this is to engage in a structured predesign phase prior to schematic design. This predesign phase is like a master planning exercise where the team reviews the project holistically to establish design parameters and metrics for all future decisions. We have had the good fortune to work with a number of cities, states, counties, and agencies who employ a predesign process which outlines the critical and important issues to ensure a successful project, and we have developed our own workflow based on these experiences.

The first step is direct engagement with staff through department interviews. These interviews establish a baseline of spaces and design criteria including:

- Space Size
- Adjacencies
- Fixtures and Equipment
- Architectural Finishes
- Lighting
- Mechanical/Electrical Systems
- Technological Requirements
- Special Criteria

All of the factors will be captured and tracked on a series of worksheets. These worksheets will be updated throughout the project for the Public Works, as part of an overall **“Department Snapshot”** to ensure that everyone is, quite literally, on the same page and will serve as the master reference for tracking the project’s program, scope, and detailed requirements.

In addition, the team will create a list of **“Design Imperatives”**. Like the Departmental Snapshots, the Design Imperatives will stay with and inform design decisions for the duration of the project. A list of proposed Design Imperatives for your project might include:

- A. Provide a consolidated facility that serves the department and community for up to 50 years
- B. Improve operational efficiencies and safety standards for staff
- C. Align building materials and design aesthetics to city standards for staff
- D. Good stewardship of public funds and resources
- E. Be a good neighbor

The Design Imperatives are a litmus test for all future decisions and will help the design align with the original goals of the project as it progresses. This ensures that everyone stays on task and on target and that all decisions are vetted and viewed through the same lens, keeping everyone on the same page.

Departmental Snapshot examples below:

Proposed Expansion Overview	
ROOM/SPACE NAME: HOURS OF OPERATION:	Vehicle Parking Day Shift/On Call - Typical Facility Hours are from 6:00 am – 3:00 pm
FUNCTION:	Storage/Parking of Fleet Vehicles
ADJACENCIES:	Existing Vehicle Parking/ Wash Bay
FURNITURE, FIXTURES & EQUIPMENT:	Eye Wash, Tire Rack Storage, Washer/Dryer
ARCHITECTURAL:	
FLOOR:	Concrete (Light Broom Finish)
WALLS:	Concrete
CEILING:	Open to Structure (Steel Joist & Deck)
HEIGHT:	Minimum Clearance of 20' 0"
DOORS/WINDOWS:	3" Insulated Overhead Doors at 16'x14' (standard) with (3) Rows of Vision Glazing
ACOUSTICAL REQUIREMENT:	NA
LIGHTING:	High Bay LED with Multi-Level Switching
MECHANICAL REQUIREMENTS:	High-Efficiency Unit Heaters with Make-Up Air Units. CO2 and NO2 sensors 6" Wide Prefab. Trench Drains with Trash Bin Clean-Out Air/Water Drops at Every other Parking Bay Dedicated Dryer Exhaust Utility Sink/Wash Fountain
ELECTRICAL REQUIREMENTS:	Standard electrical distribution Light and Power Reel Drops every other bay Special Purpose outlet for Washer/Dryer (220v)
TECHNOLOGY REQUIREMENTS:	
SPECIAL CRITERIA:	

Proposed Expansion Overview	
ROOM/SPACE NAME: HOURS OF OPERATION:	Repair Bays Day Shift/On Call - Typical Facility Hours are from 6:00 am – 3:00 pm Heavy Maintenance Bays for Fleet Vehicles
FUNCTION:	
ADJACENCIES:	Welding Shop, Storage Areas, Office, Crew Room
FURNITURE, FIXTURES & EQUIPMENT:	Work Benches Bridge crane, Vehicle Lifts
ARCHITECTURAL:	
FLOOR:	Concrete (Light Broom Finish)
WALLS:	Concrete
CEILING:	Open to Structure (Steel Joist & Deck)
HEIGHT:	Minimum Clearance of 20' 0"
DOORS/WINDOWS:	3" Insulated Overhead Doors at 18'x14' (standard) with (3) Rows of Vision Glazing
ACOUSTICAL REQUIREMENT:	
LIGHTING:	High Bay LED with Multi-Level Switching (no occupancy sensors) Task Lighting at Work Benches
MECHANICAL REQUIREMENTS:	In-Floor Radiant Heat with Make-Up Air Units Dedicated Vehicle Exhaust Reels (between bays) Gas Fired Unit Heaters at Overhead Doors CO2 and NO2 sensors 6" Wide Prefab. Trench Drains with Trash Bin Clean-Out Air, Water, and Oil Reels Utility Sink/Wash Fountain
ELECTRICAL REQUIREMENTS:	Standard Electrical Distribution Convenience Outlet Special Purpose Outlets at Equipment (220v outlet) Electric/Light Reels (2) outlets between each bay for mobile lift plug-in Voice/Data Distribution
TECHNOLOGY REQUIREMENTS:	
SPECIAL CRITERIA:	

PROJECT MANAGEMENT & PROJECT COORDINATION: Entire Duration of Project

Overall management of the project’s process will be administered by Thomas Stromsodt from Oertel Architects. Our approach to the management of projects of any size is to keep the project moving forward, this is especially critical in this project in order to maintain the City’s anticipation that construction begins in 2025. Early in the process we will identify critical informational exchanges and milestones within the project timeline to ensure that forward momentum. Some processes will rely on the expertise of the design team to advance work products, other processes need to allow for the presentation of materials to the City Stakeholders for feedback and critical direction.

KICK-OFF MEETING- 2-3 Hour Meeting

The kick-off meeting will be the formal introduction of the project to the entire team. This meeting will consist of the review of the project goals, review of project objectives, discuss any preconceptions from members of the project team, and refine the schedule for the process moving forward. A successful kick-off meeting requires project team and stakeholder participation and feedback. Oertel will provide the agenda for this meeting, take minutes, and distribute those to the attendees and keep them filed for reference. This meeting would also be considered the first of the monthly check-ins.

BI-WEEKLY CHECK-INS

We will implement bi-weekly check-ins with the City Project Management Team, to monitor progress on the project and review deliverables. The objective of these quick check-ins is to cover any immediate and formal informational requests, inform the client Project Manager on current work activities and any accelerated or delayed activities or events within the process. These check-ins can be conducted in person or over video conference and will be formalized with a simple agenda and will help both the client and design team manage the project. These check- ins occur during the entire project process, and depending on the content of the meeting, could be expanded based on the needs of the project.

LINO LAKES MEETINGS

As part of communication and inclusivity, we will present progress documents to the City Stakeholders, the Public Works Department, City Administration, and the City Council as required. The presentations and meetings may be considered to inform the rest of the community of the scope of the project and the anticipated design. We have included time for presentations to the City Stakeholders to illustrate the process, results, and recommendations of the project management team.

PRE-DESIGN & PROGRAMMING: February- March 2025

The goal of this phase will be to define the building and site design requirements. This phase will define building and site size and feature requirements, review site context and sensitivities, environmental responses, and other design strategies and requirements.

SPACE NEEDS PROGRAMMING

The space needs programming document is the most critical document for establishing long-term project success. We will develop the space program and explanatory diagrams to help prioritize City needs for the present and future, which are based on safe and efficient operational workflows. Building programs are divided by overall building function so they can be more easily reviewed. In the programming process we will coordinate closely with the City Stakeholders and provide space needs programming for current, 10-year, 20-year, and 30-year forecasts using historical data, and current industry standards.

EXISTING SITE, BUILDING ANALYSIS & CONTEXTUAL REVIEW

At our firm, we believe in a design approach that prioritizes responsiveness to the site and its surrounding context. To achieve this, we undertake a comprehensive assessment of the City's proposed site and existing building stock.

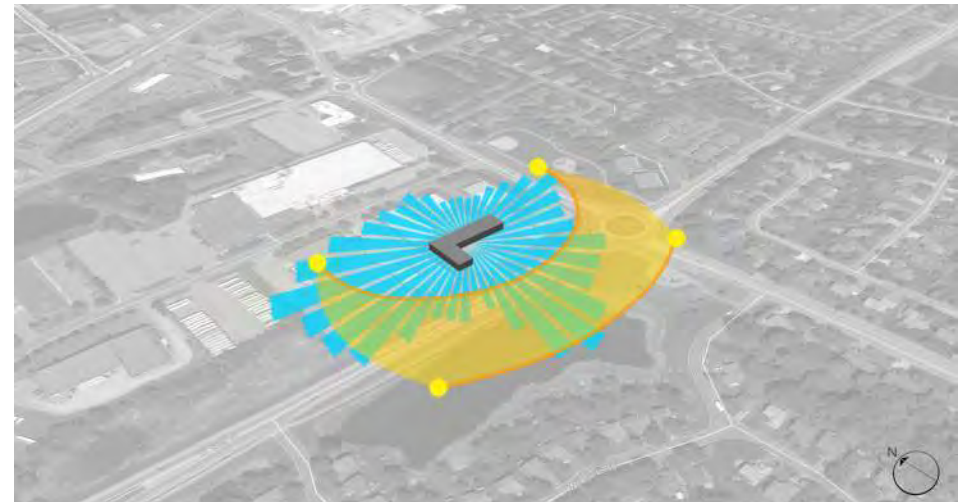
The previously mentioned Space Needs Program document will provide guidance in the Site analysis, by verifying the space and operational needs can be met by the proposed sites the City is currently utilizing. Assessing the existing conditions ensures we have a thorough understanding of the site's unique attributes. Key factors such as managing and mitigating water runoff responsibly, protecting the site and the surrounding environment from potential adverse effects will all be assessed. Additionally, we consider factors such as noise and vehicle exhaust generation and the views and vistas to ensure that the design is addressing the potential challenges, thereby creating a harmonious environment for both the Public Works and its neighbors.

Your city is home to beautiful forests, wetlands and bodies of water, and the way buildings are designed and constructed has an impact on these valued community ecosystems. Oertel Architects understands the connections between the buildings and sites we design and ecological health. We have in-house sustainability and passive building design expertise on staff to respect these connections, to identify areas and strategies where we can reduce the impact of our work in a way that best serves our clients' values and budgets.

We start with integration. This involves gathering a collaborative and capable team, having conversations early and often about opportunities for reducing impact, and communicating the impact of design decisions clearly throughout the process, focusing on areas for energy and carbon reduction that respect the project budget. Truly integrative design makes good buildings that save energy possible, as cost-effectively as possible.

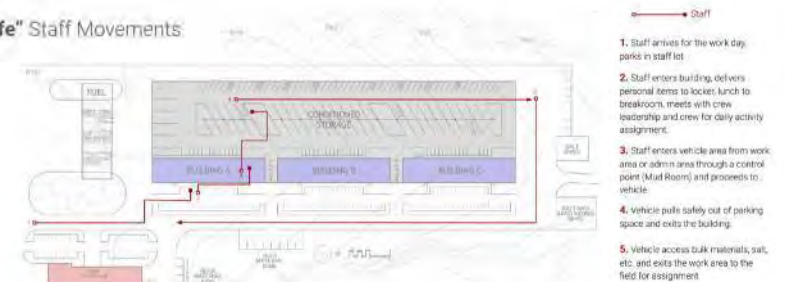
Another valuable component we would like to include during the initial phase is facility tours, either in person or via photography and plan review. Although we will be able to review and discuss examples of our past facilities quickly in terms of varying design features, amenities, etc., we also recognize that other facilities completed by other firms may also have features that the owner has identified as a desired aspect of the final design. The facility tours will provide actual physical examples of site planning and potential options for managing traffic flow and providing appropriate and safe site access.

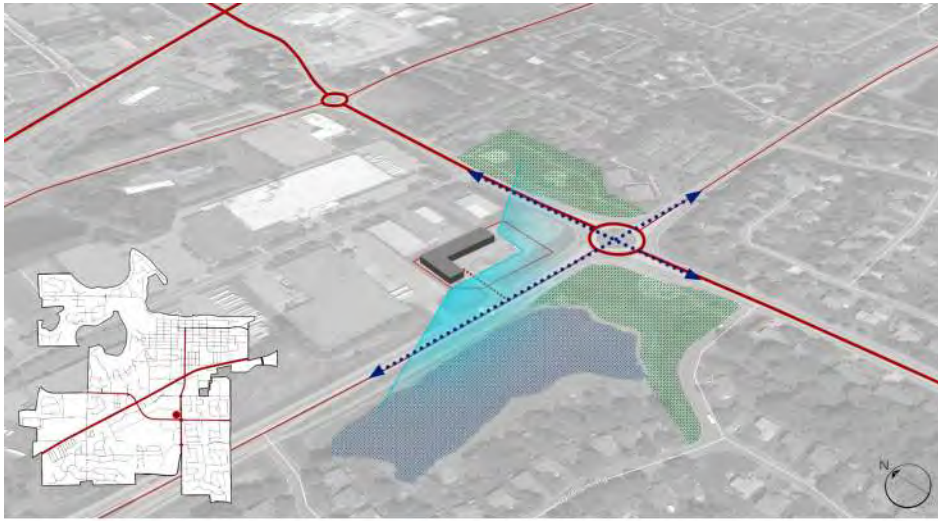
We will be visiting your existing Public Works facility to catalog and evaluate your existing vehicles, equipment and amenities. Cataloging and evaluating your existing equipment will allow the team to determine which equipment can be moved and reused at the renovated facility. As a team we may also determine that some of the equipment is dated, may not meet current code requirements, or may just need to be replaced by new equipment.



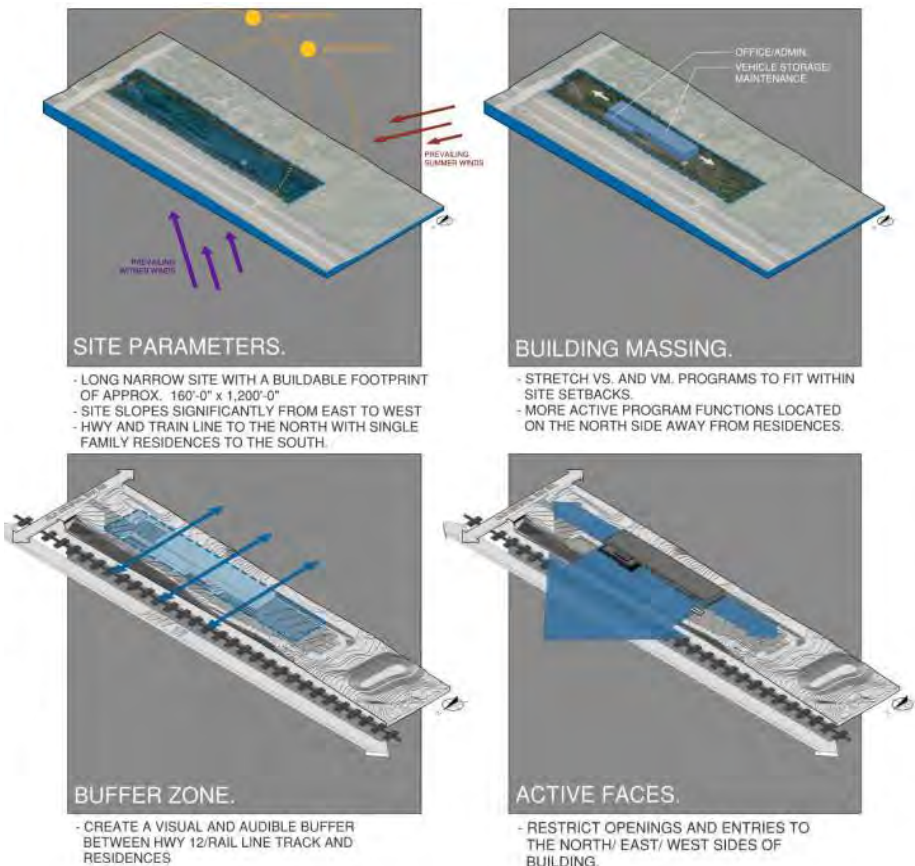
SUN AND WIND

"Day in the life" Staff Movements





VIEWS AND ACCESS



Facility tours also provide a unique opportunity to visualize individual elements and their associated components, such as dedicated point of capture vehicle exhaust, audio/visual training infrastructure, vehicle maintenance equipment, shop amenities, wash bay configurations, bulk fluid storage and distribution systems, and integral dedicated maintenance equipment. It will be critical to incorporate and customize those features as part of the overall concept. It is very likely that various departmental staff have worked in other departments or have already visited several facilities prior to beginning design, so getting to know what characteristics staff intends to incorporate or avoid in their dream facility and working through scenarios as a team will be critical to the success of the project.

Site and facility tours also provide the team with an opportunity to identify key site amenities and opportunities which we can incorporate into the City's proposed site. Site and facility tours will allow the team to visualize the impact of elements such as stormwater retention ponds, staff and City parking separations, secure and non-secure areas, materials storage structures, and maintaining appropriate access to salt storage. The tours will help provide clear direction for the development of the site and building layouts.

Phase Tasks and Deliverables:

- Project Kick-Off
- Space Needs Programming
- Test Fitting / Adjacency Study / Initial Site Analysis
- Site Evaluation
- Sustainable Design Project and Team Integration
- Conceptual Design + Project Phasing Study
- Conceptual Design Cost Estimating
- Report Narrative and Recommendations
- Bi-Weekly Check-ins (Owner + Design Team)



SCHEMATIC DESIGN: *March- June 2025*

The work completed in the Pre-Design and Programming phase will provide an excellent framework for review with the City staff and stakeholders. As with any project we are involved with we carefully review the findings of the previous phases to ensure the Public Works Facility is completed to the exact specifications of Lino Lakes.

Activities within the Schematic Design phase include design progress meetings with the owner's project team, design team coordination, and the City Stakeholder meeting at the end of the phase. We will work with City staff to schedule those within the project timeline but understand that the overall schedule will be adapted to reflect the City's meeting schedule.

The project team in this phase is almost entirely Architectural. However, we will draw in the Structural, Civil, Mechanical and Electrical Engineers from our highly qualified design team as necessary to inform initial space needs and construction costs. An important part of this phase is that the team incorporates a holistic approach to understand a complete scope and identify details that will be investigated, developed, and designed in later phases, thus using everyone's time as efficiently and effectively as possible.

We would also discuss general sustainability items that may be incorporated into the project at this time. Architecturally, we'll lean into 'passive' strategies first - site positioning, shape and orientation, wind protection/ capture, windows locations and sizing, reducing thermal bridging, and maintaining continuous insulation - to save energy without adding cost, and in some cases, even reducing it.

We will then focus our design efforts on a robust, high-performance envelope - working with mechanical to determine the 'sweet spot' for reducing building energy use enough to pull down mechanical system sizes. This is leaning into resilience - an envelope that saves energy using passive building methodologies is a building more resistant to temperature extremes, brownouts, and fluctuating utility rates. Resilience is a tool to create 100 year+ buildings, buildings with low maintenance costs that serve staff and the public well.

Throughout the design process, we'll rely on iterative energy modeling to make good decisions using data. This lets us see where the building is using most energy, and focus reduction efforts intelligently in areas of greatest impact. We'd also propose engaging life cycle costing in design, to provide understanding of the true cost of ownership with higher-performing systems using a holistic view through 5, 10, 20+ year outlooks, so you can make informed decisions.

During the Schematic Design phase we will incorporate the space needs assessment and associated program completed in the Pre-Design phase. We will have detailed discussions on specific spaces which are critical to the Public Works facility throughout the process. Components which may be required in your facility, such as vehicle and



equipment lifts, overhead bridge cranes, overhead and in-floor radiant heat, bulk fluid systems storage and distribution, vehicle and equipment exhaust systems, overhead doors, welding equipment, wash bays, vehicle storage, exterior storage, air and water distribution, office amenities, locker rooms, multi-purpose / training rooms, conference rooms, and tool and equipment storage will all be discussed with our experienced team. Our expert team can assist the City in choosing the appropriate types of systems for all the Department equipment efficiently and effectively, to meet all spatial and operational requirements.

Upon completion of the space needs assessment and program we will develop building spatial diagrams and initial site and building layout diagrams. The site will be analyzed for current and future space usage, determining viable locations for well and septic systems, including the feasibility of using or adding onto your existing systems, constructability of the site, stormwater control needs, pedestrian and vehicular traffic, staff and public safety, traffic patterns, maintaining appropriate access to your existing salt storage structure, and surrounding elements. The initial building and site layouts will be developed concurrently in close coordination with the City Stakeholders.

Towards the end of the schematic design phase our team will begin developing 3-D site and building renderings, indicating overall massing and initial building design. The 3-D model will continue to be updated throughout the entire design process, and into the Construction Documents phase. As the design progresses, we will continue to add further detail to the model, including building materials and additional site context.

At the end of this phase, the project team will have a fully updated space needs program, spatial data worksheets, initial site and building diagrams, and a preliminary project construction cost estimate. The project team will also have a building plan and site layout that is complete enough to begin some initial civil, structural, mechanical, electrical and plumbing narratives. The deliverables also include site and building graphics for presentation to City Stakeholders. All of the remaining project phases would build upon the solutions we develop as an expert team in the initial Pre-Design/Programming/Schematic design phases.

SUPPLEMENTAL ANALYSIS: Our team will perform Supplemental Analysis on several project specific tasks, including:

1. Turning Movement and Radii
2. Sustainability Concepts
3. Code Review
4. City Design Guidelines
5. Project Phasing and Scoping

Phase Tasks and Deliverables:

- Design Team and Owner SD Kick-Off
- Design Package Development - 30% Completion [All disciplines]
- Sustainable Design Integration and Strategy Analysis
- SD Cost Estimating process
- 3D Renderings
- Owner Design Package Review Period and Incorporation
- Design Package Revision and Owner Approval of Phase Deliverable
- Bi-Weekly Check-ins - Owner + Design Team
- Design Package Approvals and Reviews [AHJ's]



DESIGN DEVELOPMENT: June- August 2025

It is within this phase that most of the detail will be incorporated into the project. All of the work completed in the Pre-Design/Programming/Schematic design phases will be further developed in more detail. This includes final equipment selections for items which may be included in your facility such as technology requirements, audio/visual technology, data, security and control, vehicle and equipment lifts, manual or automated wash bay systems, bulk fluid storage and distribution systems, air and water distribution systems, vehicle, equipment, and welding exhaust systems, overhead door systems, overhead crane systems, tool storage, workbenches, parts storage systems, wheel and tire maintenance equipment, utility maintenance equipment, and all operationally required systems and equipment. Our expert team will also explain and provide knowledge in order to properly select building systems including HVAC, plumbing, lighting, power systems, and other building support systems. At this stage, site designs are finalized enough to begin official regulatory submittals if they haven't been initiated already.

Activities within this phase include design development progress meetings with City Stakeholders and internal design team coordination to create a 60% drawing set. As a result of the progress meetings and full exploration of the spatial programs, design elements and systems, the project scope may have changed and been affected by project costs, perhaps the project scope has grown or maybe it has been reduced. Cost estimates will be updated and reviewed with the City stakeholders.

At the end of the design development phase we will have thoroughly discussed and determined as a team all of the Civil, Architectural, Structural, Mechanical, and Electrical systems, elements, and items. Our team will also begin discussing Furnishings, Fixtures & Equipment during this phase. At the end of this phase we would like to have all of the minute details of your Public Works Facility "out on the table."

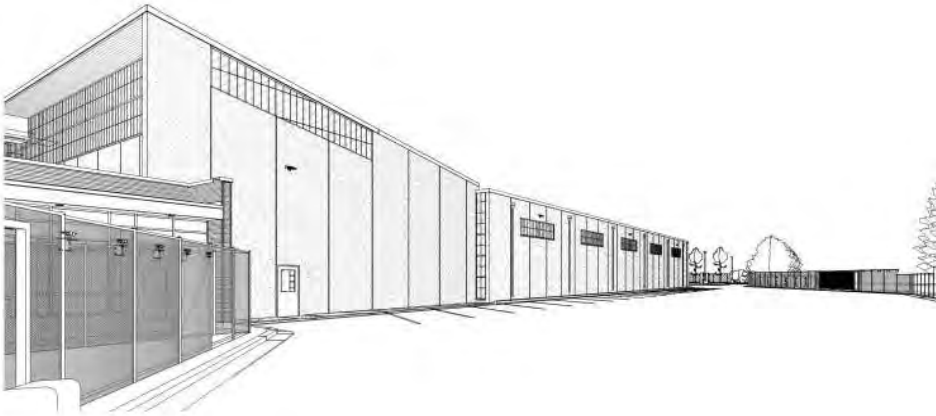
Deliverables at the end of the design development phase include a set of drawings that would be approximately 60% complete, including general building information (code review and plans), civil site plans including grading and utilities, detailed architectural floor plans, exterior and interior elevations, building sections and wall sections, structural layout plans, mechanical system selections and general layout plans, electrical system and lighting plans, and furnishings, fixtures, and equipment drawings. Also included would be the cost estimate to track the development of the design within the scope determined in the initial pre-design / schematic design phase.

Phase Tasks and Deliverables:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Design Team & Owner DD Kick-Off • Design Package Development - 60% Completion [All disciplines] • Sustainable Design Integration and Strategy Analysis • DD Cost Estimate update and design refinement • Updated 3D Renderings • Design Package Quality Management and Assurance | <p>Process</p> <ul style="list-style-type: none"> • Design Package Approvals and Reviews [AHJ's] • Owner Design Package Review Period and Incorporation • Design Package Revision and Owner Approval of Phase Deliverable • Bi-Weekly Check-ins - Owner + Design Team |
|---|---|

CONSTRUCTION DOCUMENTS: September 2025- February 2026

During this phase, design meetings are reduced in frequency as the final bid documents are prepared. We anticipate construction document progress meetings with the City staff and Stakeholders. Internal coordination meetings between design team members take place throughout the phase to prepare the bid documents. A final set of documents will be presented to City Stakeholders at the 95% point for review for compliance with staff expectations and conformance with final project expectations and understanding.



Quality Assurance and Quality Control checks are critical at this phase to ensure a smooth bidding and construction process. In total, the City's proposed schedule timeline is achievable with our team's staffing capacity to support the project. We are confident our entire experienced team will have sufficient time to develop a comprehensive, quality set of construction documents. Quality Assurance and Quality Control checks and meetings will take place periodically during design coordination among the design consultants, and at the 95%, 99%, and 100% completion time periods.

In addition to full bidding document preparation, additional regulatory submittals are prepared for any reviews that have not already taken place and that can be started or completed prior to bidding. (Example: City Site Plan Review). It is anticipated that within this phase there is the final presentation of completed documents to the City Stakeholders and staff for the authorization to release for bids.

Phase Tasks and Deliverables:

- | | |
|--|--|
| <ul style="list-style-type: none">• Design Team & Owner CD Kick-Off• Design Package Development - 100% Completion [All disciplines]• Sustainable Design Integration and Strategy Analysis• Final Cost Estimate Confirmation• Design Package Quality Management and Assurance | <ul style="list-style-type: none">• Process• Final Approvals and Reviews [AHJ's]• Owner Design Package Review Period and Incorporation• Bi-Weekly Check-ins - Owner + Design Team |
|--|--|

BIDDING:

The design team will coordinate and work with the City in the placement of bid advertisements, distribution of plan sets and the actual bidding process.

The design team will participate in this phase by answering all requests for information and clarifications, reviewing and approving where necessary requests for acceptable products, coordinating with other design consultants and authoring addenda for distribution. The design team will also attend a pre-bid conference and answer questions regarding the scope of design and project. The Architect will also attend the bid opening and assist in evaluating bids as qualified and responsible and recommend acceptance by City Stakeholders and authorization of the contracts.

CONSTRUCTION ADMINISTRATION: Spring 2026- Summer 2027

It is our firm's philosophy that it is critical for the same design team members be as involved in the construction process as they were in the initial design phases. These are the people who know the job best, so it is ideal to have that continuity during construction. It is also our firm's philosophy that it is critical to heavily participate in regular construction meetings and observe the construction on a regular basis. We do not administer the construction process from a distance. We have experience in these types of projects and have seen issues that may arise from the low bid contractors. That is why we believe close observation and involvement are necessary to alleviate issues right away or before issues arise. Our experienced team accomplishes this through active observation on the job site and through predicting issues based on prior experience. We strongly feel this is a benefit to the owner because it helps the contractor stay in-front of time and cost issues, gets any questions addressed quickly, and keeps the project on schedule and on cost.

We will administer the process by reviewing all shop drawings and submittals, reviewing with City leadership and City Stakeholders where applicable, answering requests for information (RFI), issuing additional instructions (ASI), issuing proposal requests or change directives, reviewing cost proposals, issuing change orders as required, reviewing the construction prior to periodic construction meetings, and conduct or assist in conducting specific pre-construction meetings such as concrete floor placement, roof installation and others, developing punch lists and reviewing and developing construction and contract closeout documents.

Phase Tasks and Deliverables:

- | | |
|---|--|
| <ul style="list-style-type: none">• Contract Review and Award• Construction Site Visits and Observations• Shop Drawings / Submittals / Mock-up Reviews• Construction Change / Additional Instruction Management• Construction Cost Management | <ul style="list-style-type: none">• and Pay Application Review• Construction Completion Observation / Final Reviews• Sustainable Design Integration and Assessment• Building Commissioning Processes• Project Closeout |
|---|--|

PROJECT VISION

Our team vision for your Public Works facility incorporates several strategies to ensure a successful, cost-effective solution to meet your current and potential future operational needs. The strategies we include a number of key elements including: Understanding the Site and Context, Functionality and Design, Communication, Facility Resiliency and Sustainability, Schedule, Quality Control, Working within Budget Constraints, & Cost Control.

SITE AND CONTEXT UNDERSTANDING

The existing Public Works facility is located at 1189 Main Street. The facility is bordered by park to the west, single-family residential to the east and south, and farmland to north. The facility is located on the corner and while set back and screened by a stormwater feature, it is highly visible from a well-trafficked Main Street.

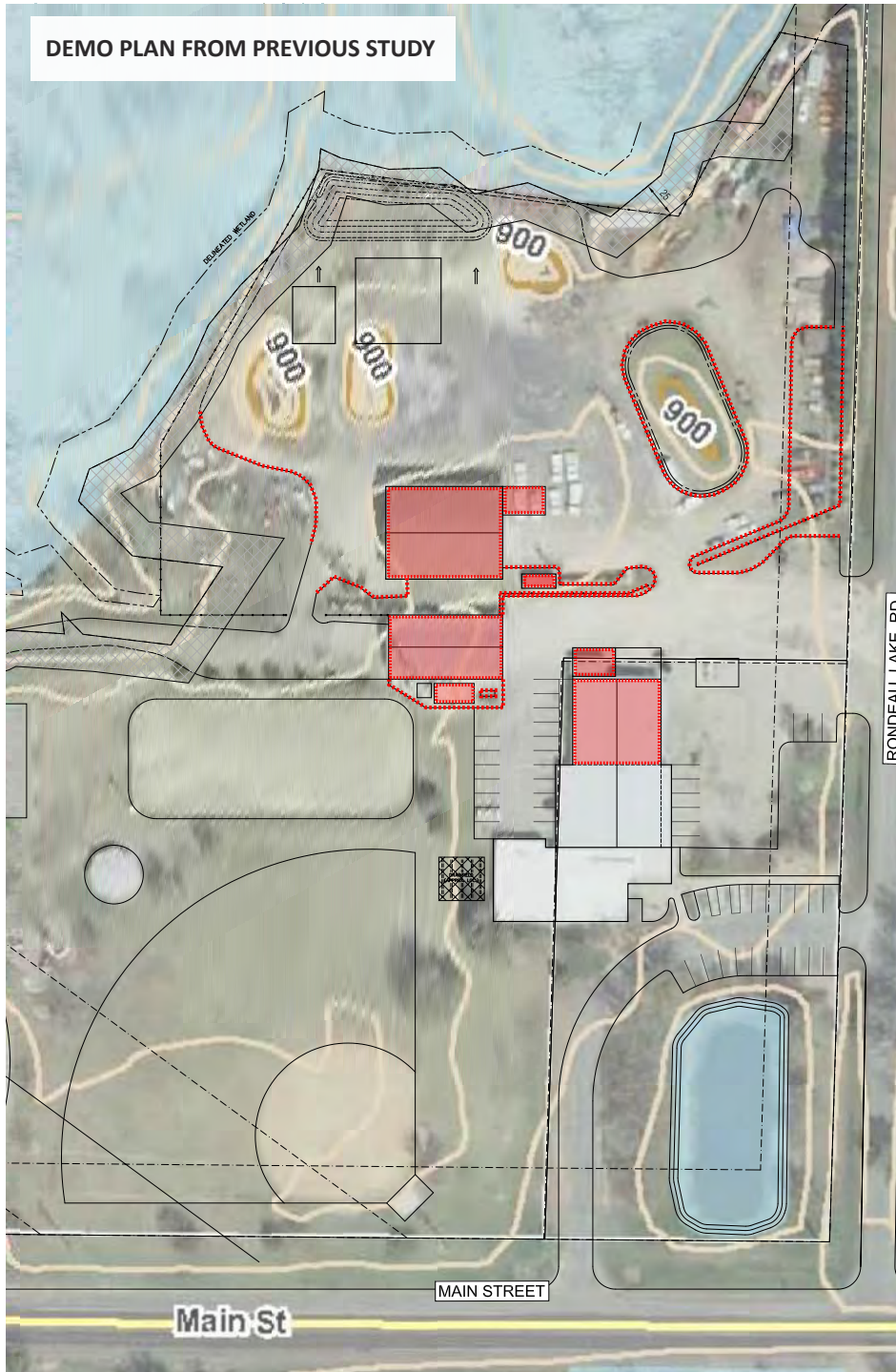
The facility will likely see the most vehicular traffic during early morning and early afternoon hours when staff arrive and depart for the day in their personal vehicles. Heavy vehicle traffic will also increase during the course of the day as equipment comes in and out of the site. Emergency situations, such as large snow events will likely result in increased traffic flow throughout the evenings, and potentially over multiple days. These types of scenarios will be closely studied to maximize operational efficiencies while maintaining operational safety at all times. We will explore contextual elements to inform the design process such as wind exposure, sun exposure, natural slopes and vegetation during the design. These are all factors that will contribute the siting and orientation of the facility in order to take advantage of passive solar, integrating daylighting, and determining heating and cooling load. In addition, how stormwater is collected and treated, the locations for your well and septic systems, and the salt storage operations are all critical factors to be evaluated to fully inform the project's complete goals.

Many of the ways buildings impact climate relate to the site, and have minimal cost if explored early in design. Saving water with drought tolerant plantings and creating areas for responsible infiltration; choosing planting types and locations appropriate for the area that shield from harsh winds and can store carbon; managing stormwater with thoughtful best management practices that reduce maintenance and provide opportunities for education any and all who engage with the site.

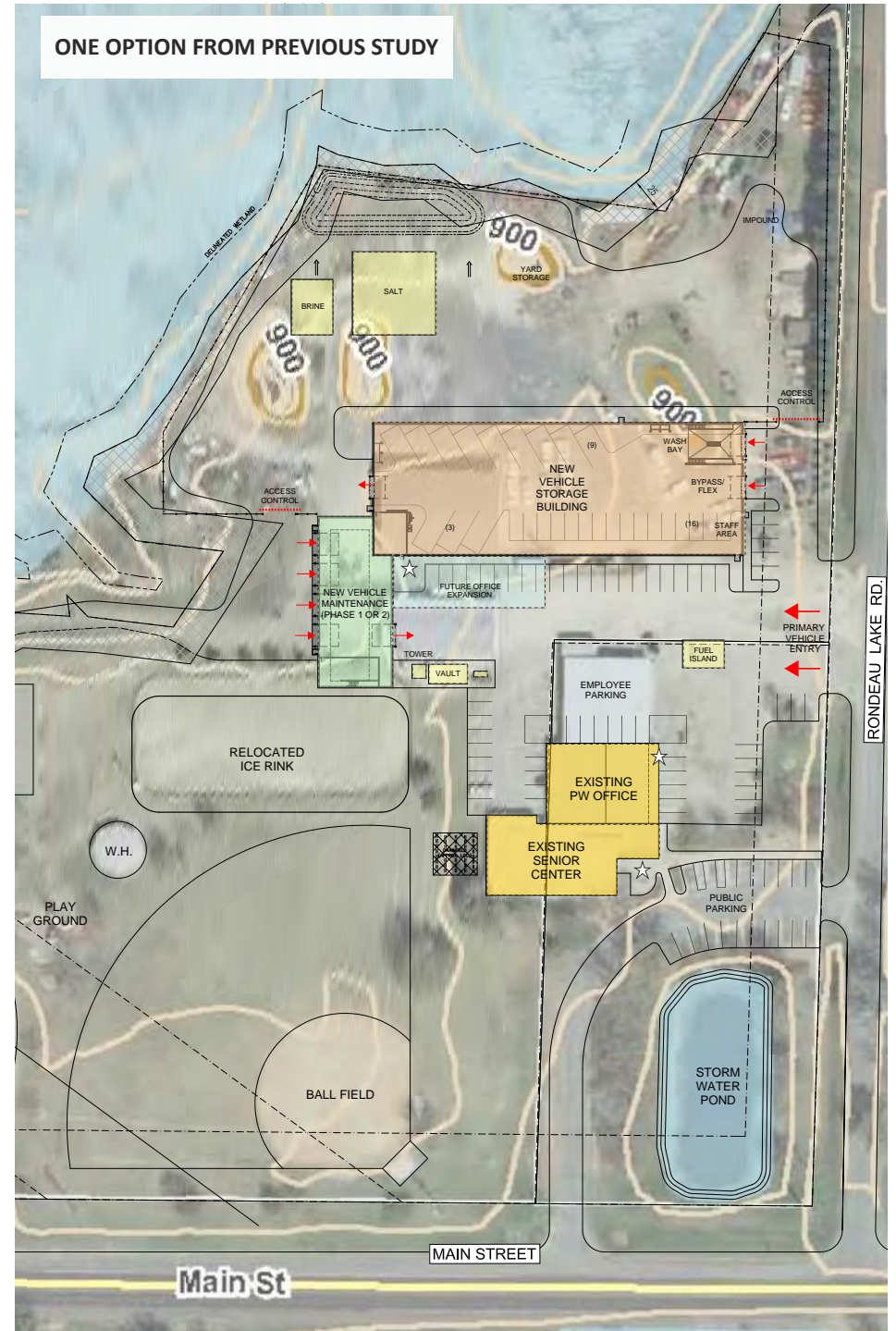
RIGHT: EXISTING SITE



DEMO PLAN FROM PREVIOUS STUDY



ONE OPTION FROM PREVIOUS STUDY



FUNCTIONALITY AND DESIGN

Functionality should not be sacrificed for a design idea, nor should a design idea be driven by a singular functional element. Our entire design team believes strongly that a good solution finds the right balance between design and utility, to provide the most functional facility possible.

Our initial stages of the project focus primarily on functionality of a fully operational maintenance facility by using pragmatic, common-sense in our approach to each project. Our advanced understanding of how maintenance facilities are constructed and how staff use them will allow us to quickly home in on a functioning operational building plan, which will allow us to also increase our focus on other aspects of designing a true asset for the City.

Functionality isn't just a cost-effective space enclosure. A fully functional space needs to find and take advantage of opportunities for aesthetics and other design features that enhance the performance of the building and its occupants through responsible and cost-effective use of materials and systems to create a space that will invoke community and employee pride, provide employees with a sense of security and purpose and set your facility apart.

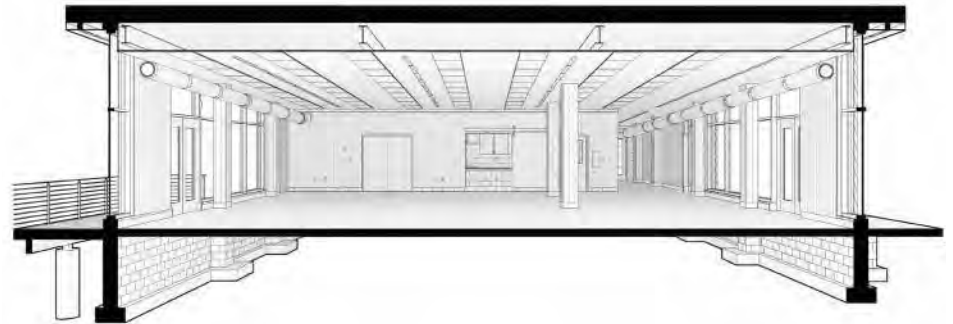


COMMUNICATION

One of our team's core values is developing open communication and a cooperative collaborative design effort with our clients and their stakeholders. We are partners in these projects and want to develop designs that are custom fit for Lino Lakes. We anticipate the City will have a designated Core Team in addition to User Groups for the facility. Our communication will flow through the Core Team and include the User Groups as directed by the Core. All meeting minutes will be distributed promptly to the entire group including the entire design to ensure all information and direction is understood and agreed by all. From our side, communication will flow through the principal in charge and the project manager. The PIC will ensure the project remains on schedule and budget, while the project managers will coordinate with our design team partners and ensure all disciplines are working within the City Design Standards for each project. By scheduling regular check-in meetings, the entire project team will remain informed and engaged. Our major check-in meetings will be held in person, with intermediate meetings online to facilitate that regular dialogue and ease the schedules of all participants.

Through those regular meetings and sharing of progress drawings, specifications and material samples, we will proceed from the selected schematic design, working toward each deadline as delineated in the RFP and noted in our proposed project schedule.

At the selection and approval of the schematic designs, the design team will work to complete all documentation required for fully executable projects. This includes all drawings, specifications and project narratives necessary for internal and external approvals at each phase.



FACILITY RESILIENCY & SUSTAINABILITY

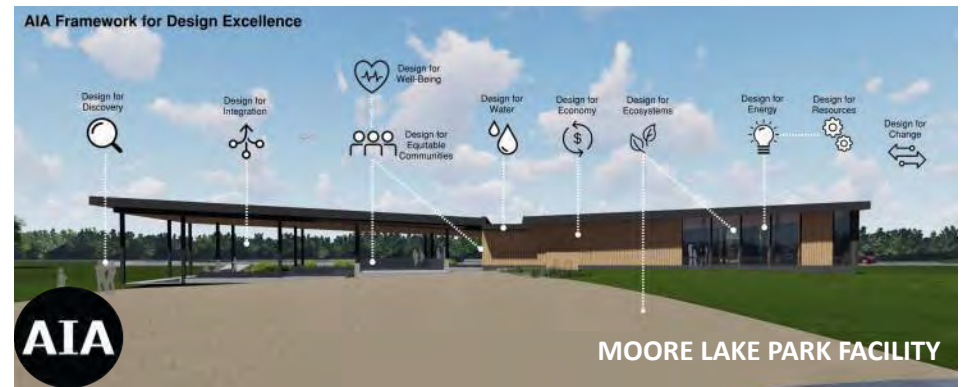
Building resiliency into a project is the understanding of the need to plan for a long-life facility that can adapt to change without sacrificing the original operational intent. Project sustainability is thus a pragmatic approach that identifies and seizes opportunities to increase adaptability, reduce energy usage and demonstrate responsible material usage are key contributors to resiliency and sustainability.

At maintenance facilities, we realize that the central focus is around the vehicles and the equipment used to maintain the City roads. But the people who utilize and operate this equipment are the key to keeping your City safe and beautiful. Sustainability and resiliency are about designing for staff's wellbeing and their experience. This includes integrating daylight into spaces that traditionally didn't include daylight. It includes thermal comfort and air quality within the space and how that is successfully achieved. It includes easy to maintain materials and finishes that allow work productivity to be focused on City maintenance. It includes spaces that are safe and secure. And it includes programming spaces and designing functions that enhance daily activity and allow the City to successfully recruit, train and retain employees, so focus can be on the operation and maintenance of the City.

Sustainability is also about overall stewardship of the environment. This site and project has an opportunity to incorporate strategies that can demonstrate energy efficiency, renewable energy integration, stormwater management, wildlife management and protection practices and other strategies that can be evaluated and prioritized based on community perception, facility performance, initial economic impact and long-term financial project impact. By integrating a simple, common-sense approach early and throughout the project, these strategies can be evaluated at any point in the process and our team is well versed in how they are integrated.



PROPOSAL FOR PROFESSIONAL SERVICES FOR THE LINO LAKES PUBLIC WORKS FACILITY



SCHEDULE

Following a regular/weekly check-in meeting process, the schedule will be discussed and updated every week. Our team has committed to the design schedule as outlined in the RFP and further described in the attached scheduling chart for the project, but the meetings will allow for shifting of intermediate dates or adjustments for any unforeseen circumstances. These meetings keep all parties accountable for their tasks, information production, and timeline for decisions which all work to keep the projects moving forward and on schedule.

QUALITY CONTROL

Prior to the issuing of official milestone sets, our projects go through a QA/QC process of review. First, our project architects utilize an internal checklist developed for a typical highway and maintenance facility. For these projects, this will also include a review for alignment with the City Design Standards. Then a BlueBeam session is created for inter-discipline review by the project managers of each consultant. Lastly, a 'fresh eyes' review by our in house QA/QC specialist is completed. The quality control process continues through the entire construction process as we work with the contractor, the City, and provide on-site observations of the progress of the site and facility



DESIGN TEAM CHANGE MANAGEMENT

While we never expect to change our design team, unforeseen issues do occur. Within Oertel Architects, our entire staff is deeply experienced with maintenance facilities, thus we always have someone ready to step in if needed. Our proposed team already includes redundancy with the **principal in charge and project manager, and project architect**, all being fully immersed in the projects and able to cover for one another through vacations or unforeseen circumstances. We have carefully reviewed our workload and are confident the listed personnel will have the capacity to dedicate themselves completely to your project.

WORKING WITHIN BUDGET CONSTRAINTS & COST CONTROL

As our firm's practice is rooted in municipal architecture, we are always cognizant of how design decisions at every stage impact a project budget, both at the initial stage and over the life of the project. Our extensive experience with public works, highway, maintenance, and municipal infrastructure departments all over the state and metro area have provided us with a unique insight into how projects can take advantage of local resources and how project budgets can be utilized to provide the most impact for the available project dollar. With our extensive history of similar project budgets to draw from, we are most comfortable with our in-house estimating. Providing our own estimating also allows for real-time budget updates as design decisions are refined. This process gives us great confidence in our ability to keep your project within your budget.

Our job as architects in the public realm of practice is to advise our clients in the best way to spend public funds on their projects. This may be on aesthetics, on quality or quantity of space or specific features, but it will be a collective decision among the entire project team to maximize the positive impacts for your project.



SCHEDULE

PHASE	MILESTONES/ TASKS	TIMELINE
PRE-DESIGN & PROGRAMMING	City to award project Project kick-off meeting Tour existing building and site Space needs analysis and programming Existing facilities tours Pre-Design and Programming Deliverables: <ul style="list-style-type: none"> Complete Building Program with Space Needs/Data Worksheets for each space Existing site and building analysis Recommendations for department, site, building functions to meet all operational needs Space Needs Assessment 	January 2025 February 2025 March 2025
SCHEMATIC DESIGN	Develop spatial building and site diagrams Continue analysis and programming Develop building plan and initial site plan options Begin 3-D renderings / model development 30% Deliverable <ul style="list-style-type: none"> Preferred Site Layout Diagram Preliminary Opinion of Cost Schematic Site Plan, Floor Plan, and Elevations Updated Building Program with Space Needs/ Data Worksheets for each space City Review and Approval of SD documents	March 2025 May 2025 June 2025
DESIGN DEVELOPMENT	Design Meetings and Progress Set Development Integrate revisions and modifications to previously issued documents and deliverables 60% Deliverable <ul style="list-style-type: none"> Code Review(s), Initial submittals for Approval (Site) Detailed Site Plan, Floor Plan, and Building Images Preliminary Structural, Mechanical, and Electrical layouts and detailed scope documents Design Development Opinion of Cost Updated 3-D renderings / model City review and approval of DD documents	June 2025 August 2025 August 2025
CONSTRUCTION DOCUMENTS	Construction drawings / detail and specifications / Project Manual Development 95% Deliverable <ul style="list-style-type: none"> Final Project Manual Final Construction Drawings Final Opinion of Cost City review and approval of construction drawings and specifications and Council approval to bid	September 2025 February 2026 March 2026
BIDDING PHASE	Pre-bid meeting Answer RFI's Issue Addenda as necessary Bid opening Bid award and contract execution and notice to proceed with construction	TBD April 2026 April 2026

PHASE	MILESTONES/ TASKS	TIMELINE
CONSTRUCTION ADMINISTRATION	Contractor/ CM Mobilize & Pre-construction submittals Groundbreaking for Site / Facility Substantial completion	May 2026 Fall/Winter 2027

TEAM SERVICES AND DELIVERABLES

CONCEPTUAL DESIGN & PROGRAMMING

- Complete Building Program
- Existing site and building analysis
- Recommendations for Facility
- Space Needs Assessment

SCHEMATIC DESIGN

- Preferred Site Layout Diagram
- Updated Building Program with Space Needs/ Data Worksheets for each space
- Design program, schedule, budget
- Initial Building Code Analysis
- Building Systems Design Concepts
 - Envelope
 - HVAC/Plumbing/Electrical
 - Structural
- Design Concept Drawings and 3-D Renderings
- Site Design, Utilities, Grading, and Drainage
- Building Design: Floor plans, Elevations, Concept Building Section(s)
- Design Concept Narrative
- Sustainable Design Concepts
- Schematic Design Opinion of Cost

DESIGN DEVELOPMENT

- Updated design program, schedule, budget
- Outline Specifications for all proposed material and equipment
- Interim Opinion of Cost

- Design Concept 3-D Renderings
- Design Development Drawings
 - Civil Drawings
 - Architectural Drawings
 - Structural Drawings
 - Mechanical Drawings
 - Electrical Drawings
- Informational Submittals
 - Proposed Equipment
 - Sustainable Design
 - Building Renderings for material selection
 - Materials Boards
 - Code and Quality Assurance

CONSTRUCTION DOCUMENTS

- Preparation of documents as required for agency bidding
- Construction Documents of Drawings and Project Manual for construction of the project.
- Manage and coordinate the drawings and specifications of consultants
- Assist in the development of bidding and procurement schedule
- Complete the final Opinion of Cost for the work
- Obtain all necessary applications and approvals from regulatory agencies

Deliverables

- Updated Project Design Schedule of Design Reviews

- Project Manual and Drawings for bidding and construction
 - *Civil Drawings*
 - *Architectural Drawings*
 - *Code Conformance Drawings*
 - *Structural Drawings*
 - *Mechanical Drawings*
 - *Electrical Drawings*
 - *Interior Drawings*
 - *Specifications*
- Final Opinion of Cost
- Project Schedule
- Final Building Code Analysis including responses and incorporation of plan review comments for regulatory agencies

BIDDING PHASE

- Assist in ad for bids and distribution
- Conduct pre-bid meeting with prime bidders
- Prepare Addenda & respond to Contractor questions
- Receive and evaluate Bids and Alternates
- Review and verify Bidder Qualifications
- Prepare Bid Tabulation
- Provide Recommendation of the award of contract

CONSTRUCTION ADMINISTRATION

- Pre-construction meetings
- Conformed Drawings and Project Manual

- Progress meeting minutes
- Pre-installation meeting minutes
- Submittal and shop drawing review
- Jobsite Observation Reports
- Respond to RFI's and other inquiries
- Maintenance Materials Transmittals
- Contractor's Close Out Manuals
- Project Documentation and Records including ASI's, RFI's, Requests for Proposals, and Construction Change Directives
- Issue Change Order requests at the request of the City
- Construction Administration Meetings
- Construction Progress Meetings
- Substantial Completion Punchlist and Meetings
- Warranty Inspections
- Review Payment Applications
- Post Occupancy Review



FEE PROPOSAL

PHASE	OERTEL ARCHITECTS	DESIGN TREE Mechanical, Electrical, & Structural Engineering	WSB Landscape Architecture	TOTALS
CONCEPTUAL DESIGN & PROGRAMMING	\$23,195.00	-	-	\$23,195.00
SCHEMATIC DESIGN	\$71,720.00	\$37,050.00	\$6,486.00	\$115,256.00
DESIGN DEVELOPMENT	\$86,837.50	\$49,400.00	\$5,575.00	\$141,812.50
CONSTRUCTION DOCUMENTS	\$128,630.00	\$111,150.00	\$6,115.00	\$245,895.00
BIDDING & NEGOTIATION	\$5,740.00	\$12,350.00	-	\$18,090.00
CONSTRUCTION ADMINISTRATION	\$84,648.00	\$37,050.00	\$2,682.00	\$124,380
POST CONSTRUCTION	\$7,628.00	-	-	\$7,628.00
TOTALS:	\$408,398.50	\$247,000.00	\$20,858.00	\$676,256.50

REIMBURSABLE EXPENSES: We anticipate no more than \$1,250 in reimbursable expenses.

EXCLUSIONS: B3 Compliance, LEED Compliance, Energy Modeling, Geotechnical Services, Site Survey, Advanced Building Systems Commissioning

HOURLY RATES

OERTEL ARCHITECTS

- Principal \$175.00 / hr
- Senior Project Manager \$150.00 / hr
- Senior Project Architect \$140.00 / hr
- Project Architect II \$125.00 / hr
- Project Architect I \$115.00 / hr
- Design Architect \$110.00 / hr
- Project Manager \$115.00 / hr
- Interior Designer \$115.00 / hr
- Designer III \$95.00 / hr
- Designer II \$90.00 / hr
- Designer I \$85.00 / hr
- Designer \$80.00 / hr
- Administrative \$95.00 / hr

DESIGN TREE ENGINEERING

- Principal \$240/hr
- Engineer/Land Surveyor IV \$200/hr
- Engineer/Land Surveyor III \$175/hr
- Engineer/Land Surveyor II \$155/hr
- Engineer/Land Surveyor I \$130/hr
- Technician IV \$155/hr
- Technician III \$140/hr
- Technician II \$115/hr
- Technician I \$100/hr
- Administrative Assistant \$80/hr

WSB

- Principal \$219/hr
- Landscape Architect \$149/hr

REIMBURSABLES

Mileage: Reimbursed at current IRS rate

Plan sheets: \$0.20 sq. ft.

8-1/2" x 11" bw: \$0.15 ea

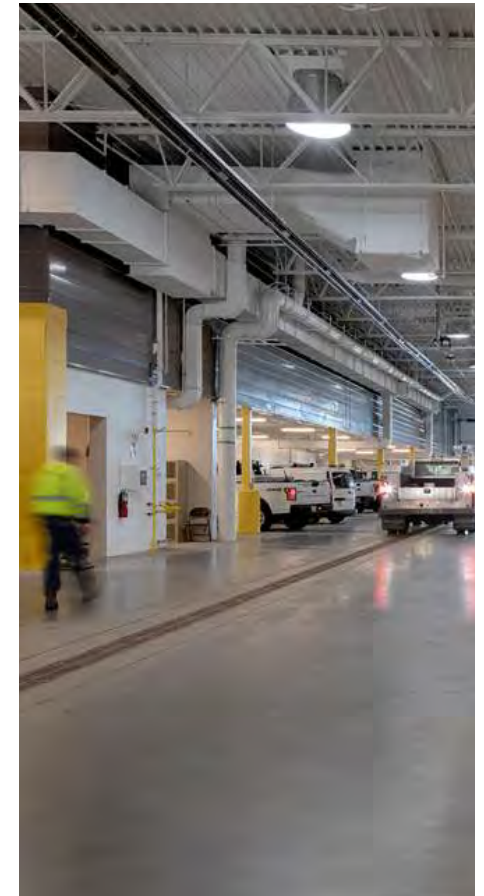
Colored 8-1/2" x 11": \$2.00 ea

Colored 11"x 17": \$3.50 ea

24" x 36" colored renderings: \$20.00 ea

Courier & mailings: billed at direct cost

FedEx & UPS: billed at direct cost



CONCLUSION

Oertel Architects is uniquely qualified to design a public works facility that will meet the City of Lino Lakes' current and future needs. Public works facilities have been our firm's primary focus for over 28 years, and we have built strong relationships with municipalities through our deep expertise in planning and designing these complex buildings.

Our successful partnership with the City of Lino Lakes on past projects, including the public works feasibility study and the water treatment facility project, has given us valuable insight into the city's needs and vision. Our extensive experience and commitment to thoughtful, sustainable designs ensure we offer unmatched expertise in delivering projects that align with both your operational goals and budget.

We are honored to submit our qualifications for your consideration and are excited about the possibility of collaborating with the City of Lino Lakes once again. Our approach emphasizes transparency, collaboration, and meticulous attention to detail, ensuring the facility will meet both immediate needs and long-term goals.

We invite you to contact the references provided in our proposal to hear firsthand about our quality of work and our collaborative process. Thank you for considering Oertel Architects for this important project. We look forward to the opportunity to continue our partnership and help shape the future of Lino Lakes' infrastructure.

