



CITY OF NORTH OAKS

**Special City Council Meeting
Wednesday, May 31, 2023**

5:30 PM, Community Meeting Room, 100 Village Center Drive

MEETING AGENDA

Remote Access - *City Council members will participate in person in Council Chambers (Community Room, 100 Village Center Drive, Suite 150, North Oaks, MN) during the meeting. Members of the public are welcome to attend. Any person wishing to monitor the meeting electronically from a remote location may do so by calling the following Zoom meeting videoconference number: 1-312-626-6799, Webinar ID: 882 6705 8734 or by joining the meeting via the following link: <https://us02web.zoom.us/j/88267058734>. Individuals wishing to monitor the meeting remotely without making public comment, may do so in real time by watching the livestream of the meeting on North Oaks Channel 16 and on the City's website.*

1. Call to Order

2. Roll Call

3. Discussion Items(s)

3a. Consider Application for Comprehensive Plan Amendment to amend City of North Oaks 2040 Comprehensive Plan to add additional properties within the areas designated for future municipal sewer and water service and within the area designated as emerging suburban edge. (Modification of Tables 12, 13, 14 and 15 of Chapter 3 and amendments to Maps 1, 16, 17 and 18 of the City of North Oaks 2040 Comprehensive Plan which would allow the installation of municipal sanitary sewer and water systems, as well as the addition to the Emerging Suburban Edge (Map 1), Future Sewer Area (Map 16), Future Service Area (Map 17), and Future Water Service Areas (Map 18). The areas proposed to be added to Maps 16, 17 are Tracts A through R of RLS 640. Maps 1 and 18 areas proposed to be added area Tracts A through R of RLS 640 and Tracts F and H of RLS 561.)

[NOC Comp Plan Amendment CC Packet.pdf](#)

3b. Discussion and possible action on Age-Friendly Minnesota Community Grant
[2023-05-31 Packet_AFMN Grant Modification.pdf](#)

3c. Discussion and possible action on infrastructure master planning proposals

4. Adjourn

PLANNING REPORT

TO: North Oaks City Council

FROM: Kendra Lindahl, City Planner
Kevin Kress, City Administrator
Bridget McCauley Nason, City Attorney
Tim Korby and John Morast, City Engineers

DATE: May 31, 2023

RE: Comprehensive Plan Amendment to allow sanitary sewer and water for Red Forest Way South

Date Application Submitted	February 28, 2023
Date Application Determined Complete:	March 8, 2023
Planning Commission Meeting Date:	April 12, 2023
60-day Review Date:	May 7, 2023
City Council Meeting Date:	May 31, 2023
120-day Review Date:	July 6, 2023

PLANNING COMMISSION REVIEW

The Planning Commission held a public hearing to review this item at their April 12, 2023 meeting. There was no one present to speak at the public hearing.

The Planning Commission voted unanimously to recommend approval of the request.

Since the Planning Commission meeting, the applicant has refined the request to include extension of sanitary sewer to only a portion of Red Forest Way South 1st Addition. Staff is preparing updated map exhibits for the Metropolitan Council submittal.

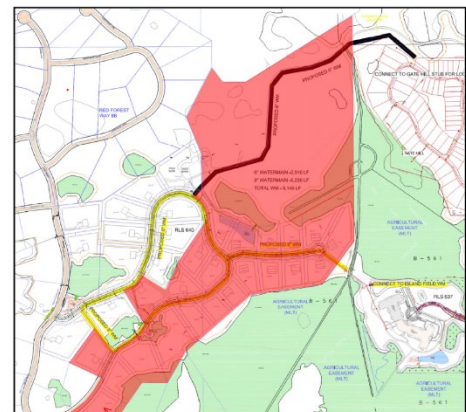


Exhibit 7
Figure 1 - Revised sewer request



p 651-792-7750
f 651-792-7751



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100 Village Center Drive, Suite 230
North Oaks, MN 55127



BACKGROUND

North Oaks Company, LLC has requested approval of a Comprehensive Plan Amendment to expand the Metropolitan Urban Service Area (MUSA) to add the properties in Red Forest Way South Phase 2 and part of Red Forest Way South Phase 1 developments. This would modify Maps 1, 16, 17 and 18 in the 2040 Comprehensive Plan and allow some of these properties to connect to sanitary sewer and water. The original areas proposed to be added to Maps 16, 17 are Tracts A through R of RLS 640.

The areas proposed to be added to Maps 1 (community designations) and 18 (water service) are Tracts C - R of RLS 640 and Tracts F and H of RLS 561.

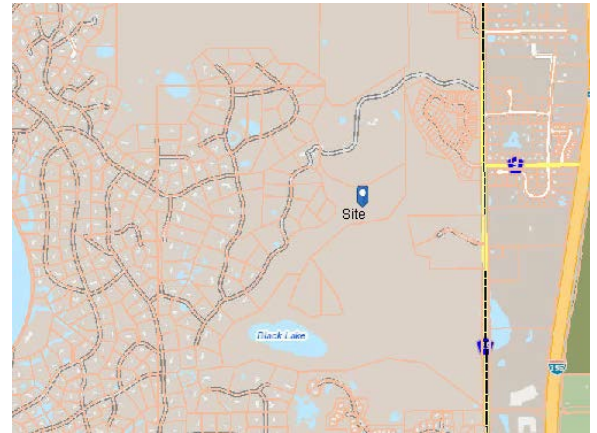


Figure 2 - Location Map

After Planning Commission review, the applicant requested that Maps 16 and 17 (sanitary sewer) only include the parcels that could be immediately provided with sanitary sewer (Tracts D, F, G, H, I, and R of RLS 640 and Tracts F (two connections) of RLS 561).

Staff finds that this amendment action would be consistent with the reference in Section H.3. (pg. 67) of the 2040 plan which states that *"For future developments in the East Oaks PUD area, the subdivider may utilize centralized sanitary sewer depending on sewer accessibility and sewer line capacities."*

The Comprehensive Plan notes that *"Many of the developments in the East Oaks PUD area are, or will be, served by private water systems that connect to the White Bear Township water system. A Joint Powers Agreement has been established between the City and the Township related to these services."*

Approval of the request would allow these lots to connect to the public sanitary sewer system. Denial of the request would require them to build an SSTS system and well on the lots if they are to construct a new home.

Attached for reference:

Exhibit A: Location Map

Exhibit B: PUD Update Map





- Exhibit C: Applicant Narrative and Exhibits received March 8, 2023
- Exhibit D: RLS 640 (Red Forest Way South phase 1)
- Exhibit E: Proposed applicant revisions to Tables 12 -15 of Comprehensive Plan
- Exhibit F: Revised MUSA request received April 13, 2023 (Figure 7)
- Exhibit G: Resolution Approving Comprehensive Plan Amendment

PLANNING ANALYSIS

The applicant requests that these properties be added to the MUSA so that they can connect to sanitary sewer and water. Staff believes this modification would be consistent with the language in Section H (Wastewater - Policies) and Section K (Water System – Policies) of the 2040 Comprehensive Plan. These sections also identify cost responsibilities and steps necessary for expanding a sewer or water district.

The City Code states that Title 150.083 of the Code shall regulate procedures for amendments. During the research on this section of the code, staff determined that the adoption of an ordinance on October 9, 2019 inadvertently struck Title 150.083 and several other important governing regulations from the Code.

Absent an ordinance with specific standards for a Comprehensive Plan amendment, staff defers to Minnesota statutes regarding amendments to the Comprehensive Plan. MN Statute §462.355, Subdivision 2 identifies a community's authority to amend a comprehensive plan. The text reads:

“The governing body may propose the comprehensive municipal plan and amendments to it by resolution submitted to the planning agency. Before adopting the comprehensive municipal plan or any section or amendment of the plan, the planning agency shall hold at least one public hearing thereon. A notice of the time, place and purpose of the hearing shall be published once in the official newspaper of the municipality at least ten days before the day of the hearing.”

The statute does not provide specific standards for the City to use when evaluating such amendments. The City Code in the Zoning Ordinance does not provide standards or factors for the City to consider when acting on a proposed amendment to the Comprehensive Plan or map. In deciding what action to take on such a request, the City has a high level of discretion.



To assist the Planning Commission in determining the effects of the proposed amendment, staff provides the following comments:

- The request is consistent with the Comprehensive Plan wastewater policies, which allow the use of centralized sanitary sewer in the East Oaks PUD if the service is accessible and has capacity. The property is able to connect to the sanitary sewer lift station at Island Field.
- Red Forest Way South includes a total of 34 parcels. The applicant has provided information to show that there is adequate sewer capacity to serve these parcels; however, the initial installation is proposed will allow for service to only 23 parcels (24 connections). The applicant has provided information to show that additional parcels in Red Forest Way South phase 1 could potentially connect to sanitary sewer in the future.
- The water service would be made available to 34 tracts in Red Forest Way.
- The existing surrounding land uses are residential to the north and west and open space to the south and east and would not be modified by the amendment request. The amendment would simply allow the properties to be serviced by public sanitary sewer rather than individual septic systems.
- The subdivision for Red Forest Way South phase 2 has been submitted for City review. The Planning Commission held a public hearing and recommended approval at their April 12th meeting. The item is scheduled for City Council review on June 8th. The plans show sanitary sewer and water service. If the Comprehensive Plan amendment is not approved, the plans would need to be revised to show individual septic systems and wells.

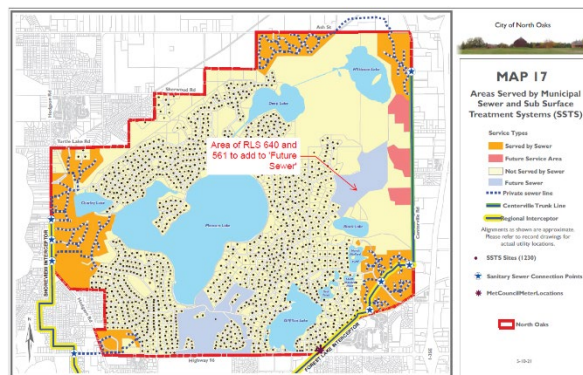


Figure 3 - Map 17 Amendment



- The parcels in Red Forest Way South phase 1 have already been approved. A plan amendment would be required to reflect the change from individual well and septic to sanitary sewer and water for the affected lots. An amendment to the Phase 1 Developer's Agreement would also be necessary if water and sanitary sewer are to be constructed in Phase 1.

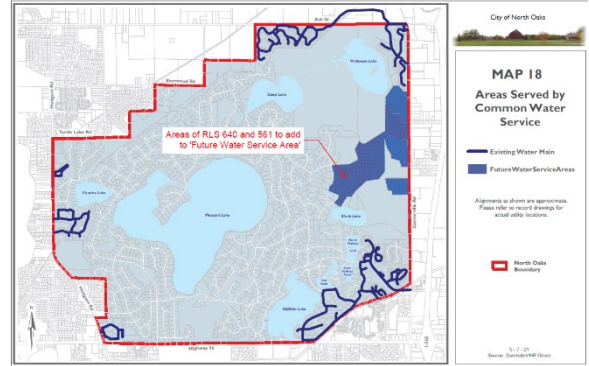


Figure 4 - Map 18 Amendment

- The proposed amendment would enable the property owner to connect the site to public sanitary sewer which would occur underground and should not cause any of the described nuisances differently than constructing a private Subsurface Treatment Systems (SSTS) on the sites.

- Construction of the sanitary sewer and water connections shall be the responsibility of the developer, not the City.
- The applicant indicates that installation of the sanitary sewer and water will allow them to preserve trees that would otherwise be removed from these wooded lots to install the septic system.

- White Bear Township provides water for Island Field and Gate Hill. The applicant proposes to connect to the watermain at Island Field to serve Red Forest Way South and connect to the Gate Hill water system to provide looping.

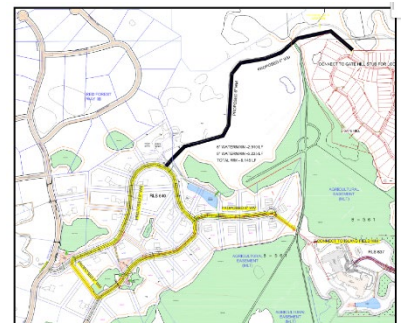


Figure 5 - Proposed Watermain Route

- The installation of the sanitary sewer and water as proposed would require an amendment to the Joint Powers Agreement with White Bear Township. The applicant indicates that they have contacted the township and believe they have support for the request. Ongoing maintenance would be the responsibility of the homeowners not the City.
- Approval from White Bear Township, the Minnesota Department of Health and the MPCA (Minnesota Pollution Control Agency) would be required prior to final approval to allow sanitary sewer and water.



Adjacent Review

A public hearing notice was published in the official newspaper and mailed to landowners with 350 feet of the property.

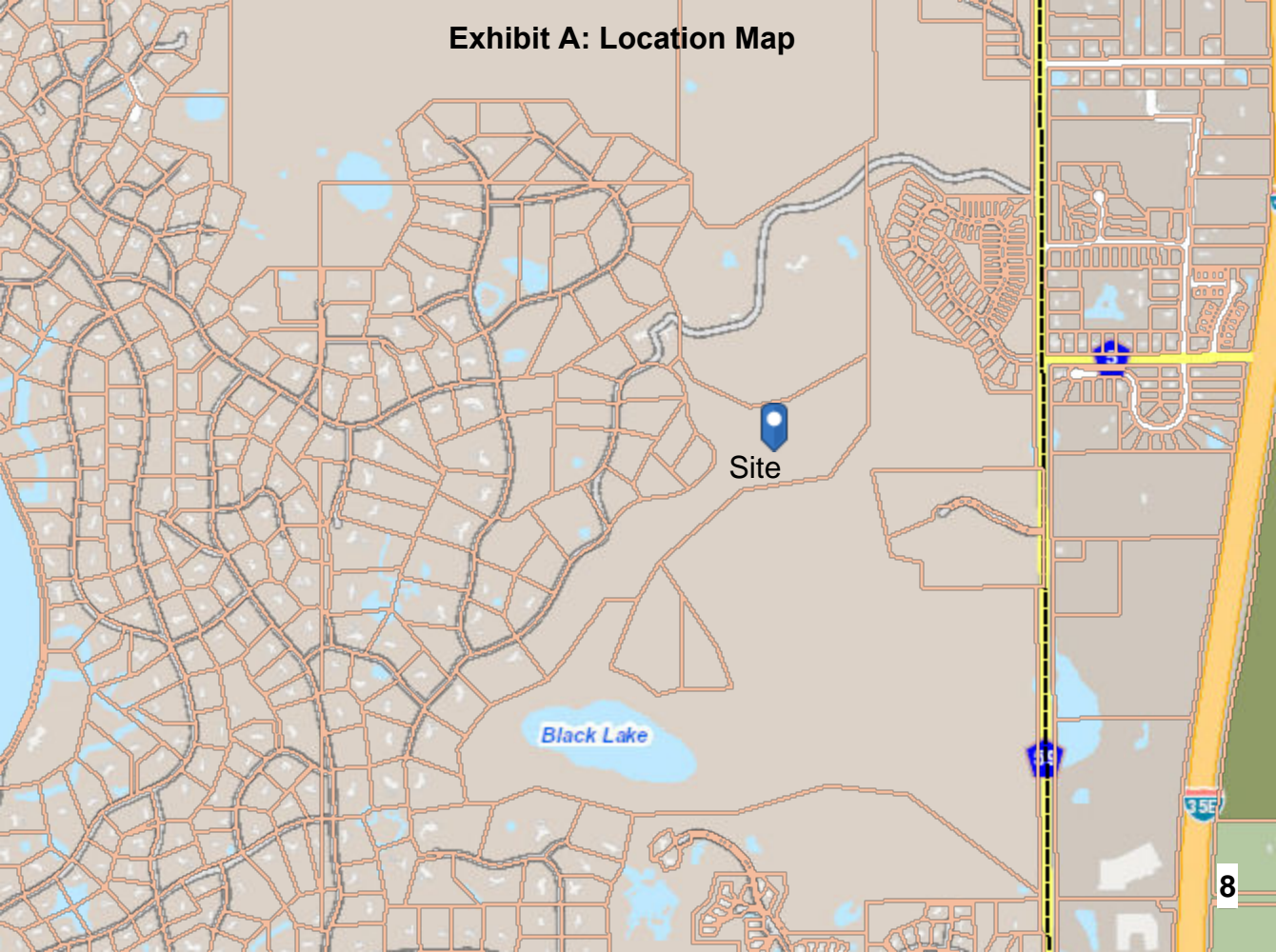
Additionally, all comprehensive plan amendments must be sent to adjacent cities, school districts, park districts and watershed districts. Notice was sent to the cities of Shoreview, Vadnais Heights, White Bear Lake, White Bear Township and Lino Lake, White Bear Lake School District, Ramsey County, Ramsey County Parks and Vadnais Lakes Area Watershed Management Organization (VLAWMO). These jurisdictions have until May 29th to provide comments. At the time of this report, Ramsey County Parks and the cities of Shoreview, Vadnais Height and Lino Lakes have responded that they have no comments. White Bear Township has provided comments about the subdivision that the applicant is working to address.

ACTION REQUESTED

Move to adopt the Resolution approving the Comprehensive Plan Amendment for Red Forest Way South.



Exhibit A: Location Map

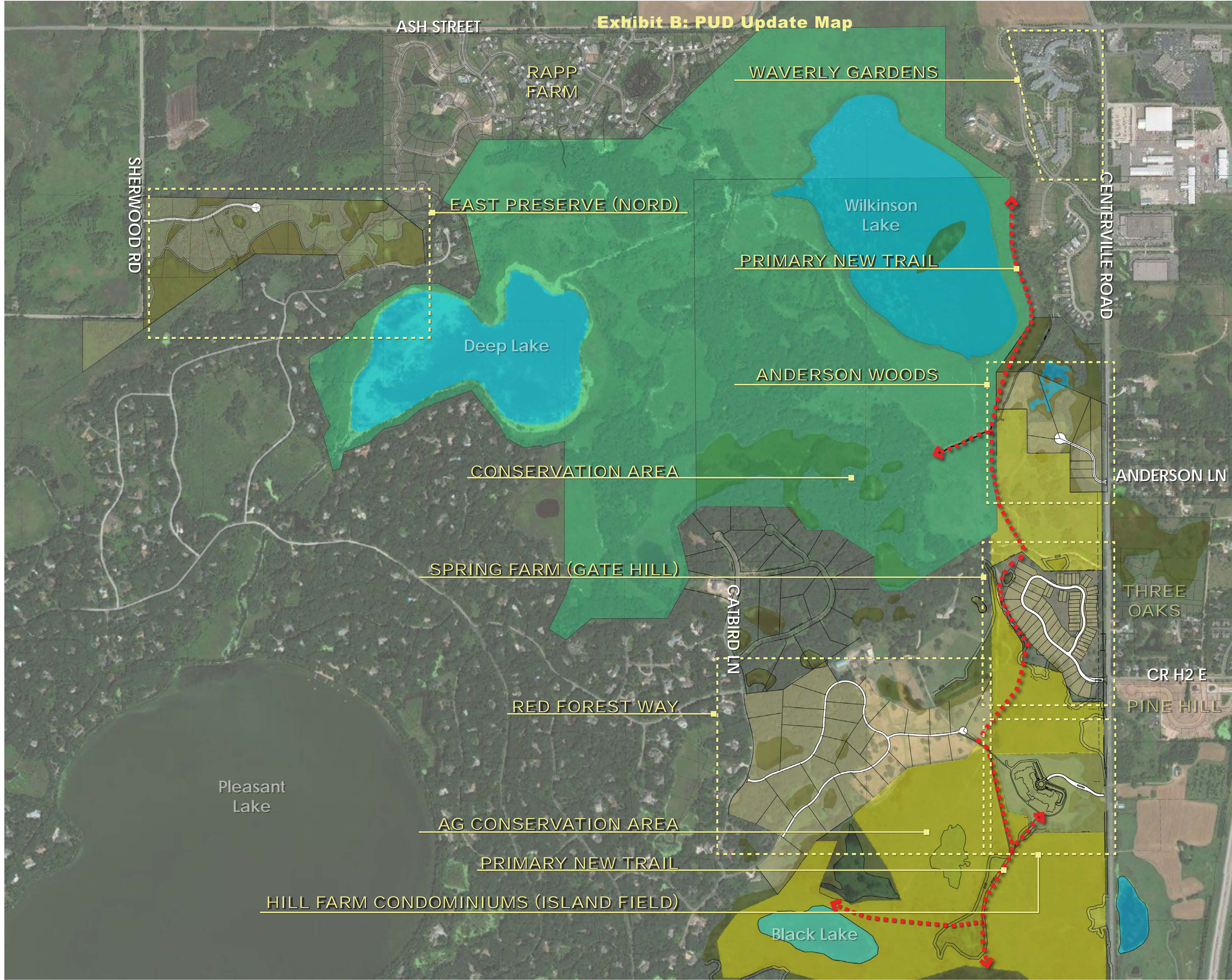


Site

Black Lake

35E

Exhibit B: PUD Update Map



LEGEND

- RESIDENTIAL LOT 
- CONSERVATION AREA 
- AG CONSERVATION AREA 
- WETLAND 
- POND 

Introduction

North Oaks Company, LLC is requesting modifications to Tables 12, 13, 14 and 15 of Chapter 3 and amendments to Maps 1, 16, 17 and 18 of the North Oaks 2040 Comprehensive Plan. The modifications to these tables and maps would allow, but not require the installation of sanitary sewer and water system changes proposed. The amendment would add additional area to the Emerging Suburban Edge (Map 1), Future Sewer Area (Map 16), Future Service Area (Map 17), and Future Water Service Areas (Map 18). The areas proposed to be added to Maps 16, 17 are Tracts A through R of RLS 640. Maps 1 and 18 areas proposed to be added area Tracts A through R of RLS 640 and Tracts F and H of RLS 561. Revisions proposed to the Maps are included in Appendix A, Exhibits 1 through 4.

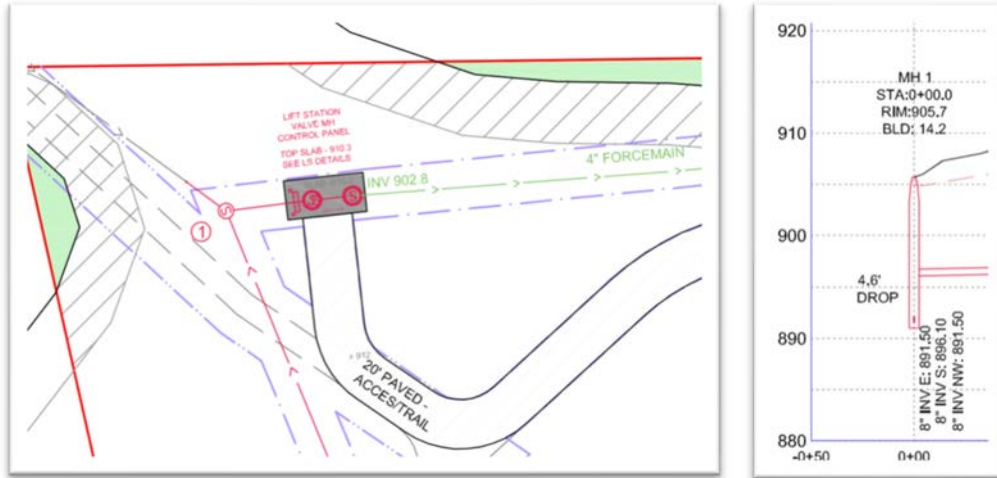
Properties adjacent to the proposed map change locations are zoned Residential Single-Family Low Density (RSL) to the north and west and recreation/open space to the east and south. There will not be any impacts to adjacent properties. Ultimately installing sanitary sewer and water within Red Forest Way South will bring a sanitary sewer and water connection point closer to the adjacent residential properties to the north and west.

Sanitary Sewer

The current Red Forest Way South Phase 1 and future Red Forest Way South Phase 2 developments (a portion of Neighborhood 20 as depicted on Map 3 of the 2040 Comprehensive Plan Appendix A) have the ability to connect to sanitary sewer located at the Island Field (Area 21 on Map 3 of the 2040 Comprehensive Plan Appendix A) lift station. This development offers a new opportunity for sewer to be extended further into North Oaks. Per the 2040 Comprehensive Plan Chapter 3, Section H. Wastewater – Policies, Item 3: “For future developments in the East Oaks PUD area, the subdivider may utilize centralized sanitary sewer depending on sewer accessibility and sewer line capabilities.” (page 67) Red Forest Way South, previously known as Site K – North Black Lake, is part of the East Oaks PDA.

The lift station constructed with the Island Field project was designed to convey the flows from 107 units (residential and condominiums) using the Minnesota Pollution Control (MPCA) Ten States Standards. Design average annual flow was based on utilizing 274 gallons per day (gpd) per residential unit and the condominium units were based on an estimate of having 80% of the residential unit’s flow. The average annual flow calculates to 18 gallons per minute (gpm). A peak factor of 4 was used for wet weather design flow for use in the Ten States Standards formula resulting in a peak design flow of 70 gpm. The forcemain from the lift station is a 4” C900 PVC (DR25) that connects to the Centerville Trunk Line located on the east side of Centerville Road. The Island Field – Red Forest Way (South) Lift Station Preliminary Design Report completed by AE₂S in March 16, 2021 is included with this application in Appendix B. Scenario #2 is ultimately what the lift station was designed to convey.

The existing infrastructure was installed in order to allow future connection from Red Forest Way South. Manhole 1 at Island Field was installed with an 8” stub to the northwest at an elevation of 891.50. The depth of this invert would allow the majority of the lots in Red Forest Way South project to connect to the lift station through gravity flow, several lots may need to connect with a pressure system (grinder pump). The images below show the location of Manhole 1 and the existing inverts within the manhole.



Images from Revision 05 of sheet 5D of 8 of Final Plat/Sanitary Sewer & Watermain Plan for Island Field dated 9/30/21.

Red Forest Way South in total proposes 33 residential units. Preliminary installation of sewer is proposed to service a portion of the 1st and 2nd Phases of Red Forest Way South with the remainder having the ability to connect at a later date. Easements are in place on lots that would allow sewer to be connected at a later date. A total of approximately 16 lots will be served by gravity sewer and 5 lots will be served by grinder pumps connected to the system with the preliminary sewer installation. A total of 12 additional residential lots in Red Forest Way South Phase 1 and the two homes located on Tract F of RLS 561 would have the ability to connect to the sanitary sewer system given the design capacity of the lift station after the preliminary sanitary sewer installation.

Installing a modern sanitary sewer system would eliminate the need to remove trees from one (1) or two (2) 5,000 square foot (sf) areas for a septic system. Typically, on the wooded lots within North Oaks the trees would have to be cleared for house construction and in addition the septic system. The wooded lots are currently design to accommodate a 5,000 sf area for septic systems along with a second 5,000 sf area for a future septic system after the first system has reached the end of life.

The image below represents how these septic areas are shown on the wooded lots along with the proposed house location. Lot 4 as presented in the image below is Tract D of RLS 640. The orange area is wooded and trees for the construction of the home would need to be removed from one of the septic areas along with the area around the proposed house for construction. By connecting to the proposed sanitary sewer system over 5,000 sf of trees would be preserved with the initial construction of the home and the additional 5,000 sf in the future for when that septic system would have to be replaced. It is proposed to connect this Tract D to the sanitary sewer system with a pressure system (grinder pump).

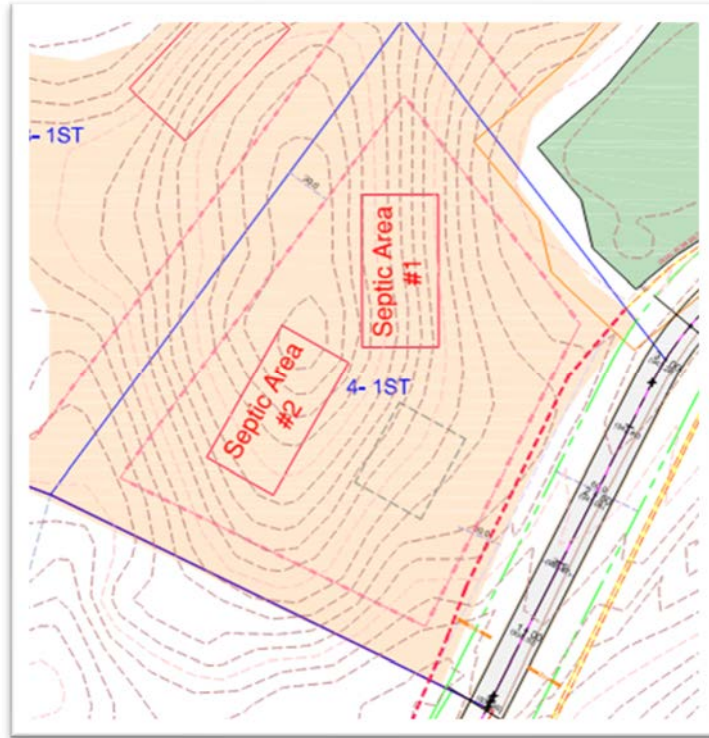


Image of Tract D of RLS 640 representing areas of septic system locations.

Water System

Currently White Bear Township supplies water to Island Field (Area 21 on Map 3 of the 2040 Comprehensive Plan Appendix A) and Gate Hill (Area 19 on Map 3 of the 2040 Comprehensive Plan Appendix A) developments located directly to the east of Red Forest Way South (portion of Area 20 on Map 3 of the 2040 Comprehensive Plan Appendix A). Island Field is looped to the site with two (2) 8" watermains located under the entrance to Island Field and connect to a 16" ductile iron watermain located on the east side of Centerville Road. There is an 8" stub installed to service future development. The image below shows how the water is installed at Island Field.



Image of watermain installation at Island Field (Area 21 on Map 3 of the 2040 Comprehensive Plan Appendix A)

Water is proposed to connect to the existing northern 8" water stub at Island Field and continue through the Red Forest Way South site. Exhibit 6 of Appendix A outlines the proposed route through Red Forest Way South and loops through Tract F of RLS 561 and connecting to the Gate Hill water system.

Watermain at Gate Hill is 8" diameter and loops under Spring Farm Road and connects to the White Bear Township 16" watermain east of Centerville Road at the entrance near County Road H2 and north of Mehegan Lane. Connection to the Gate Hill water system is possible with a 6" pipe in order to serve Tract F of RLS 561.

By installing a water system in Red Forest Way South wells will be eliminated from these future lots, which may reduce the draw from the Prairie du Chien aquifer that already has well restrictions in place for uses other than residential. The water system would include fire hydrants for fire protection within Red Forest Way South and afford the Lake Johann Fire Department a connection for water for emergencies further west within interior North Oaks.

Joint Powers Amendment

The installation and operations of the requested sewer and water system would require the City to amend the existing Joint Powers Agreement (JPA) with White Bear Township. North Oaks Company has started this conversation with White Bear Township and plans to have a meeting with the Township once there are more detailed engineering plans available. Initial conversations with White Bear Township indicate White Bear Township is willing and able to extend municipal water and sanitary sewer services to Red Forest Way South.

Appendix A

Exhibit 1

Map 1: Metropolitan Council Community Designation of Appendix A 2040 Comprehensive Plan Proposed Revisions

Exhibit 2

Map 16: 2017 North Oaks Neighborhood with Common Utilities Appendix A 2040 Comprehensive Plan Proposed Revisions

Exhibit 3

Map 17: Areas Served by Municipal Sewer and Sub Surface Treatment Systems (SSTS) Appendix A 2040 Comprehensive Plan Proposed Revisions

Exhibit 4

Map 18: Areas Served by Common Water Service Appendix A 2040 Comprehensive Plan Proposed Revisions

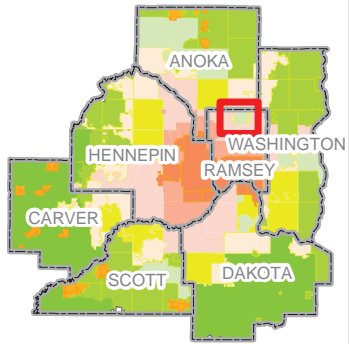
Exhibit 5

Proposed Routing of Gravity Sanitary Sewer through RLS 640 from RLS 637

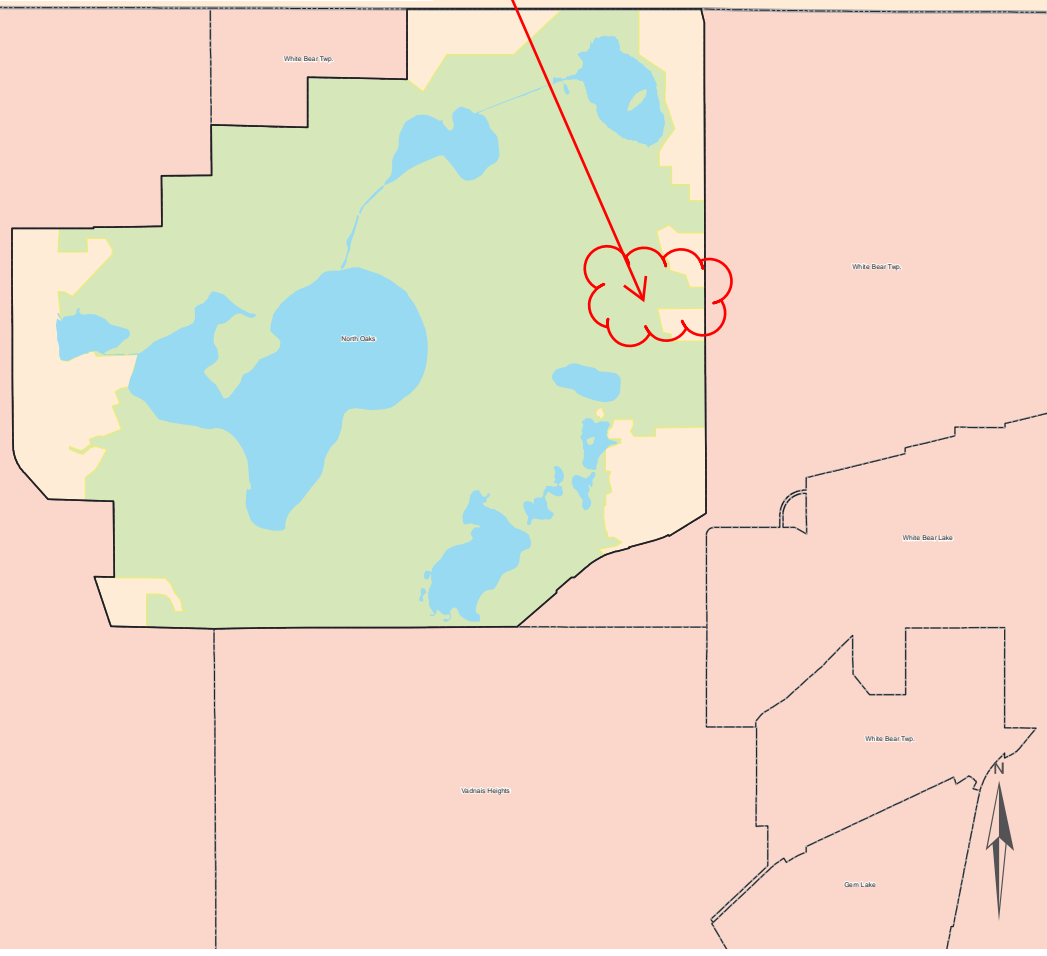
Exhibit 6

Proposed Routing of Watermain through RLS 561, 637 and 640

Metropolitan Area



Add to 'Emerging Suburban Edge'
 Tracts A-R of RLS 640
 Tracts F and H of RLS 561



City of North Oaks



MAP I
Metropolitan Council
Community
Designations

- North Oaks
- County Boundaries
- City and Township Boundaries

- Community Designations**
- Outside Council Planning Authority
 - Agricultural
 - Rural Residential
 - Diversified Rural
 - Rural Center
 - Emerging Suburban Edge
 - Suburban Edge
 - Suburban
 - Urban
 - Urban Center

10-31-2019
 Source: Met Council
 S A M B A T E K / HR Green



MAP 16

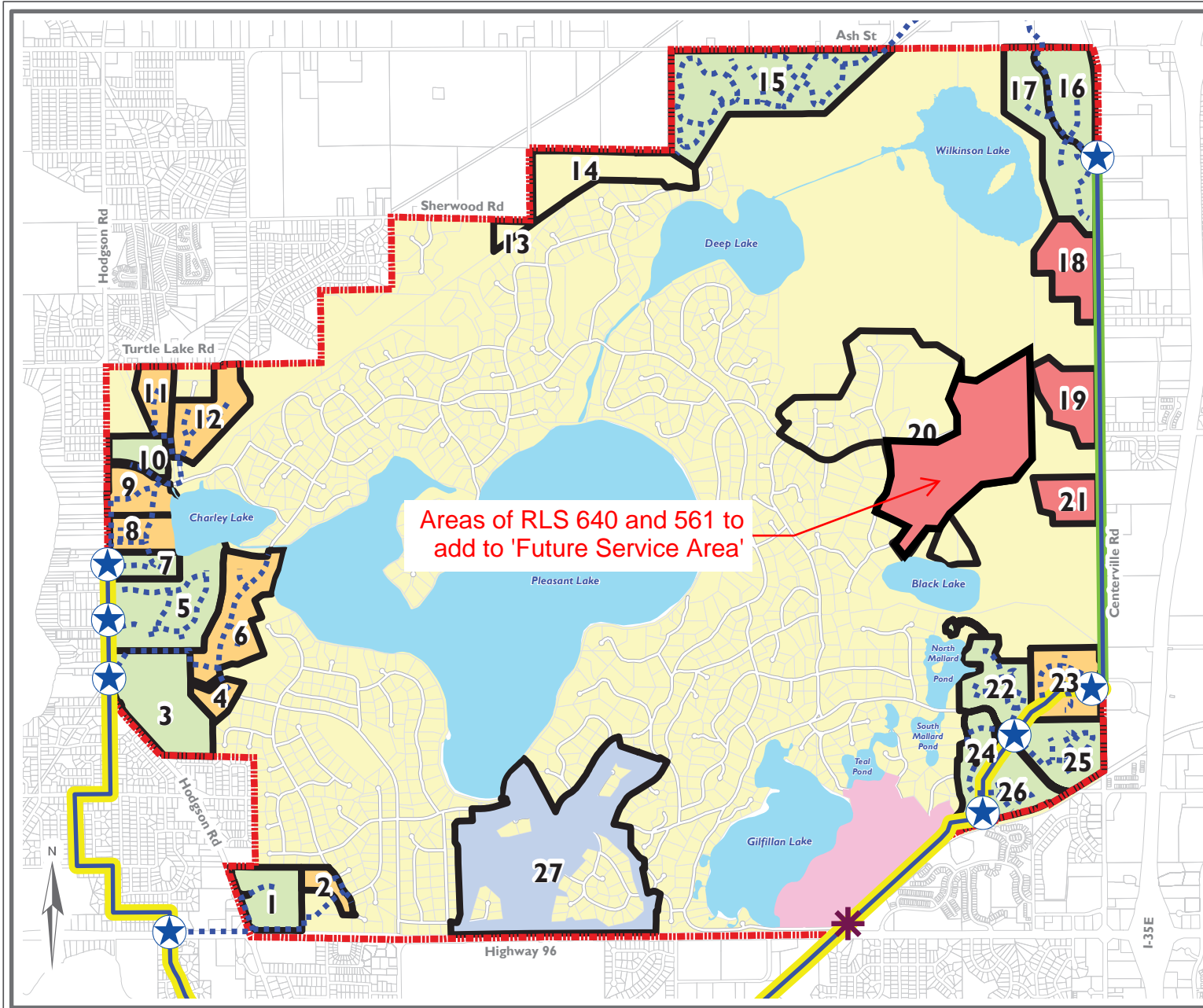
2017 North Oaks Neighborhoods with Common Utilities

- | | |
|-------------------------------|------------------------------|
| 1) Village Center | 13) East Preserve |
| 2) Southpointe | 14) Nord |
| 3) Institutional District | 15) Rapp Farm |
| 4) Capaul Woods | 16) Waverly Gardens |
| 5) Charley Lake Preserve | 17) Villas of Wilkinson Lake |
| 6) West Pleasant Lake | 18) Anderson Woods |
| 7) Red Pine Farm | 19) Gate Hill |
| 8) Lake Estates | 20) Red Forest |
| 9) South Wildflower | 21) Island Field |
| 10) Charley Lake Condominiums | 22) The Pines |
| 11) Creekside | 23) Deer Hills |
| 12) Peterson Place | 24) Ski Hill |
| | 25) South East Pines |
| | 26) Summits |
| | 27) North Oaks Golf Course |

- Sanitary Sewer Connection Points
- Met Council Meter Locations
- Centerville Trunk Line
- Private sewer line
- Regional Interceptor
- North Oaks Boundary

- Service Types**
- Future Service Area
 - Sewer Only
 - Sewer and Water
 - Water Only
 - Not served by common utilities
 - Future Sewer

5 - 10 - 21
Source: Sambatek/HR Green















MAP 17

Areas Served by Municipal Sewer and Sub Surface Treatment Systems (SSTS)

Service Types

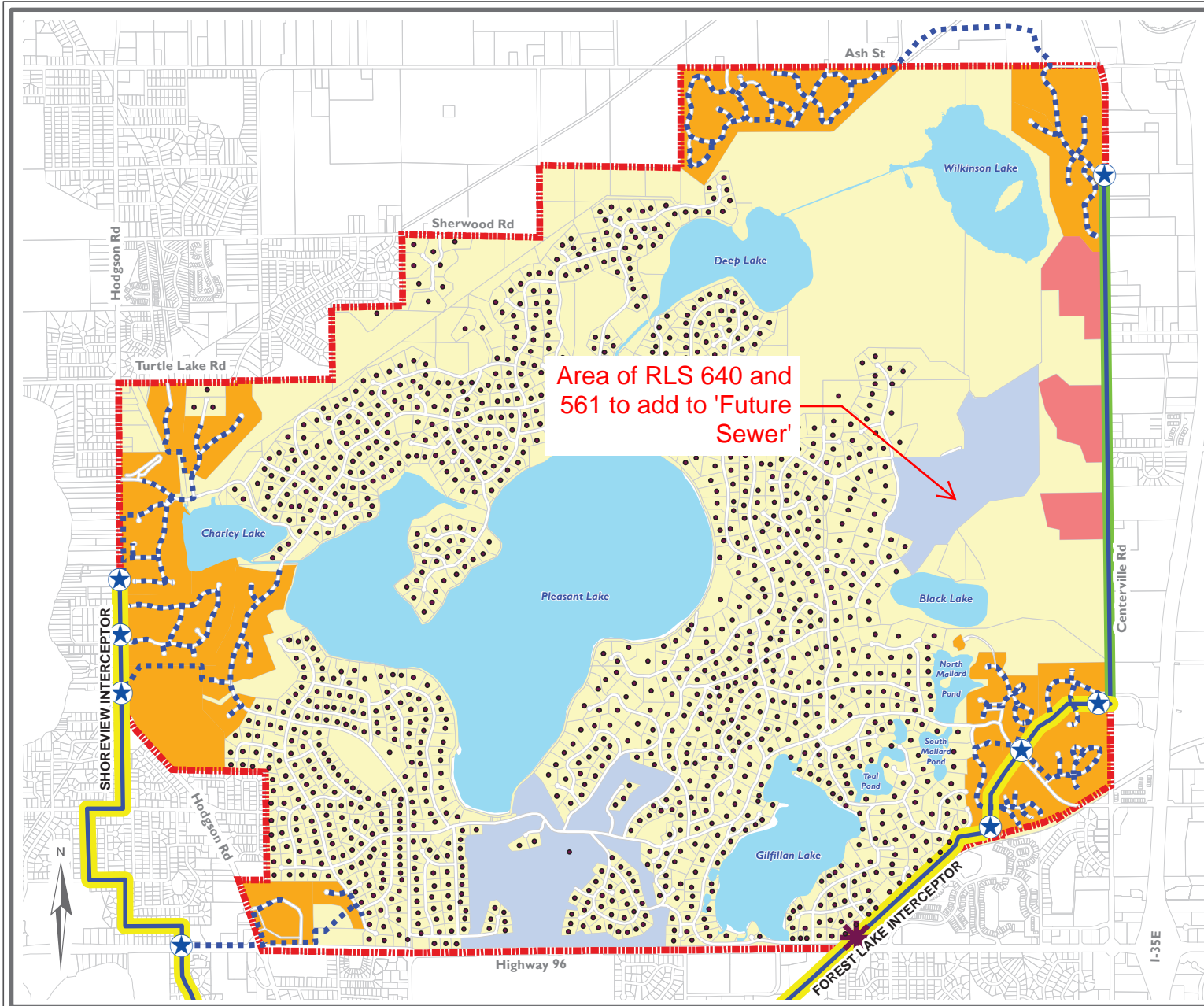
-  Served by Sewer
-  Future Service Area
-  Not Served by Sewer
-  Future Sewer
-  Private sewer line
-  Centerville Trunk Line
-  Regional Interceptor

Alignments as shown are approximate. Please refer to record drawings for actual utility locations.

-  SSTS Sites (1230)
-  Sanitary Sewer Connection Points
-  MetCouncilMeterLocations





5-10-21





MAP 18

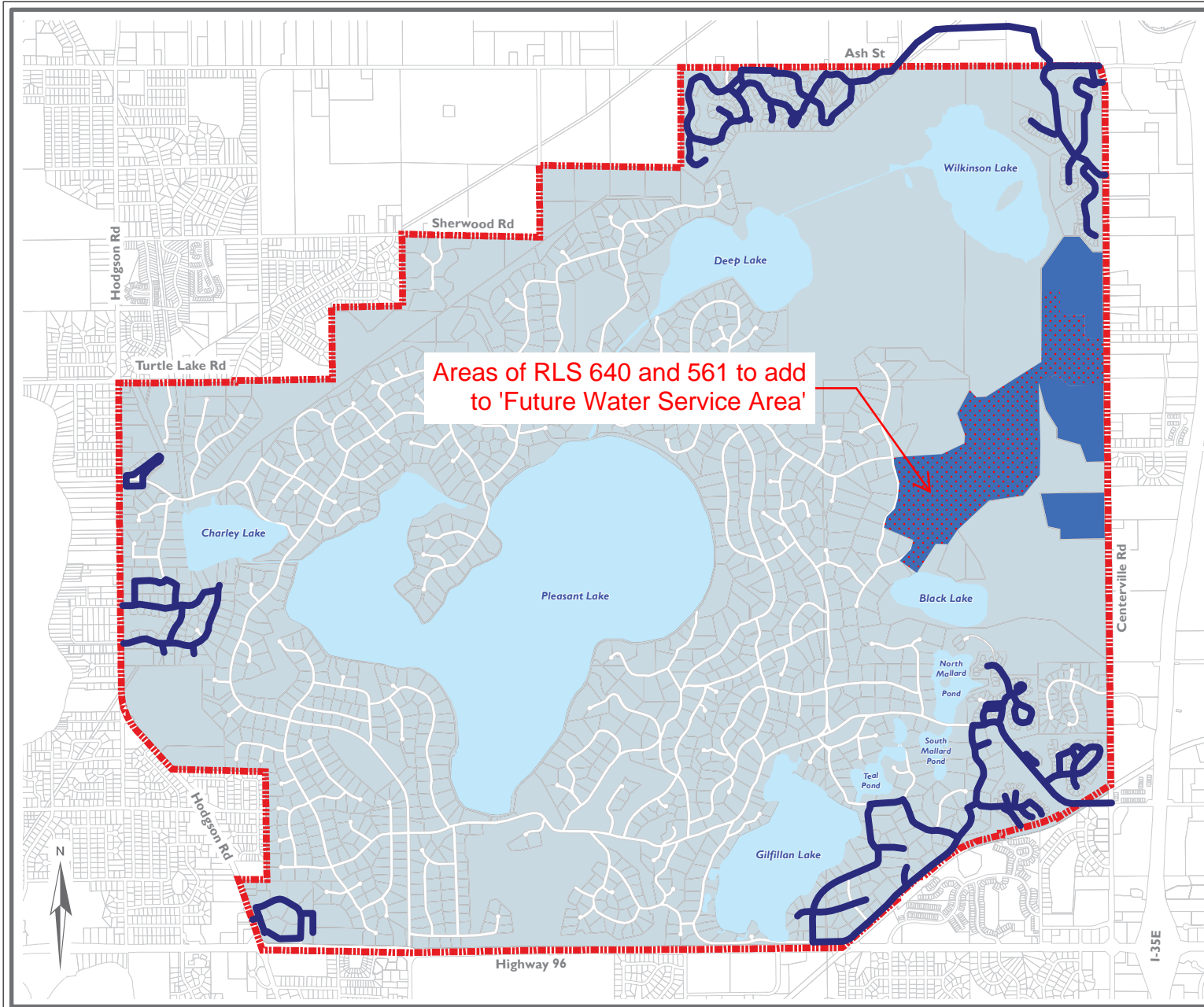
Areas Served by Common Water Service

-  Existing Water Main
-  Future Water Service Areas

Alignments as shown are approximate. Please refer to record drawings for actual utility locations.

-  North Oaks Boundary

5 - 7 - 21
Source: Sambatek/HR Green



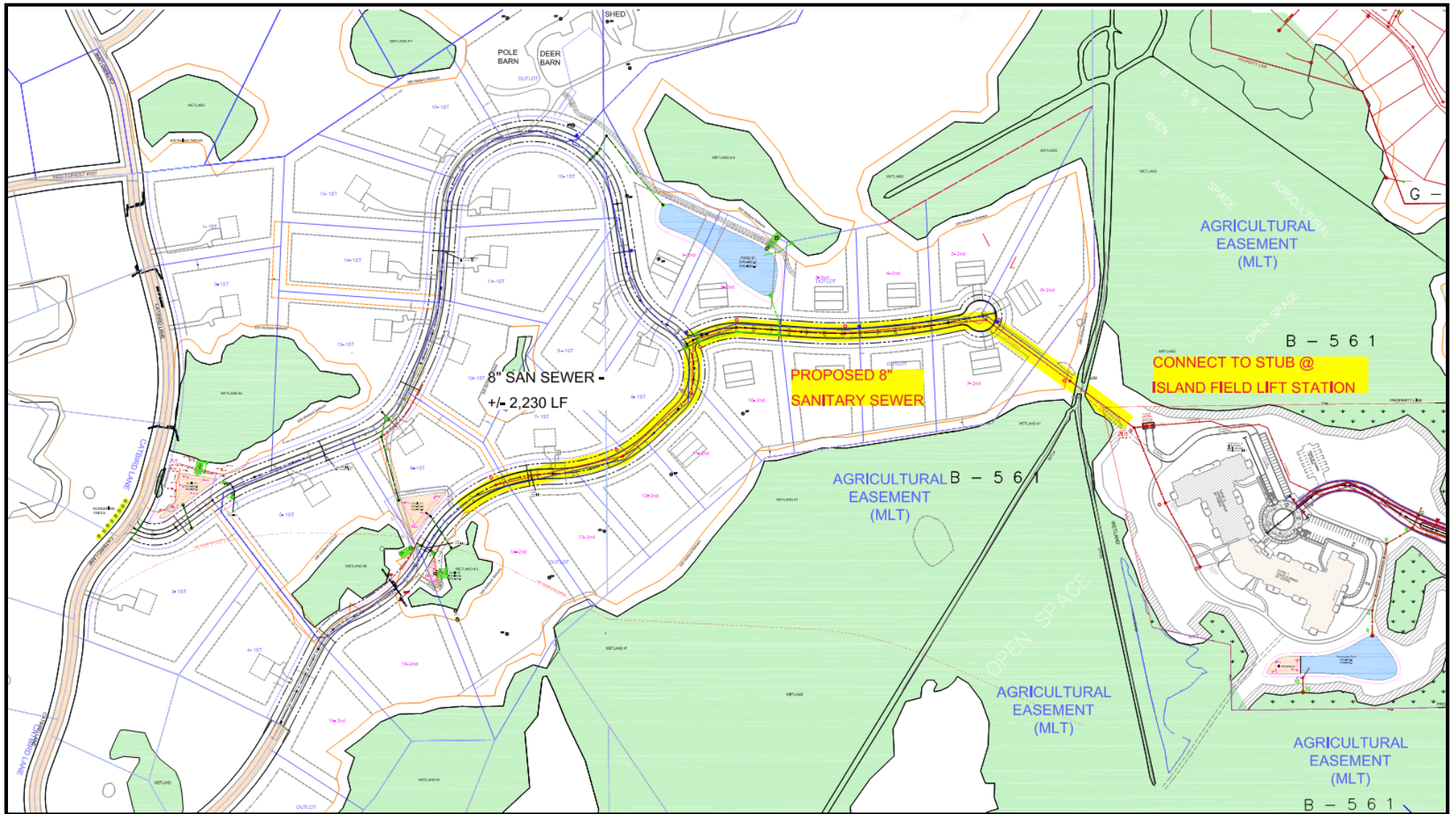


Exhibit 5

Proposed Route of Gravity Sanitary Sewer through RLS 640 from RLS 637

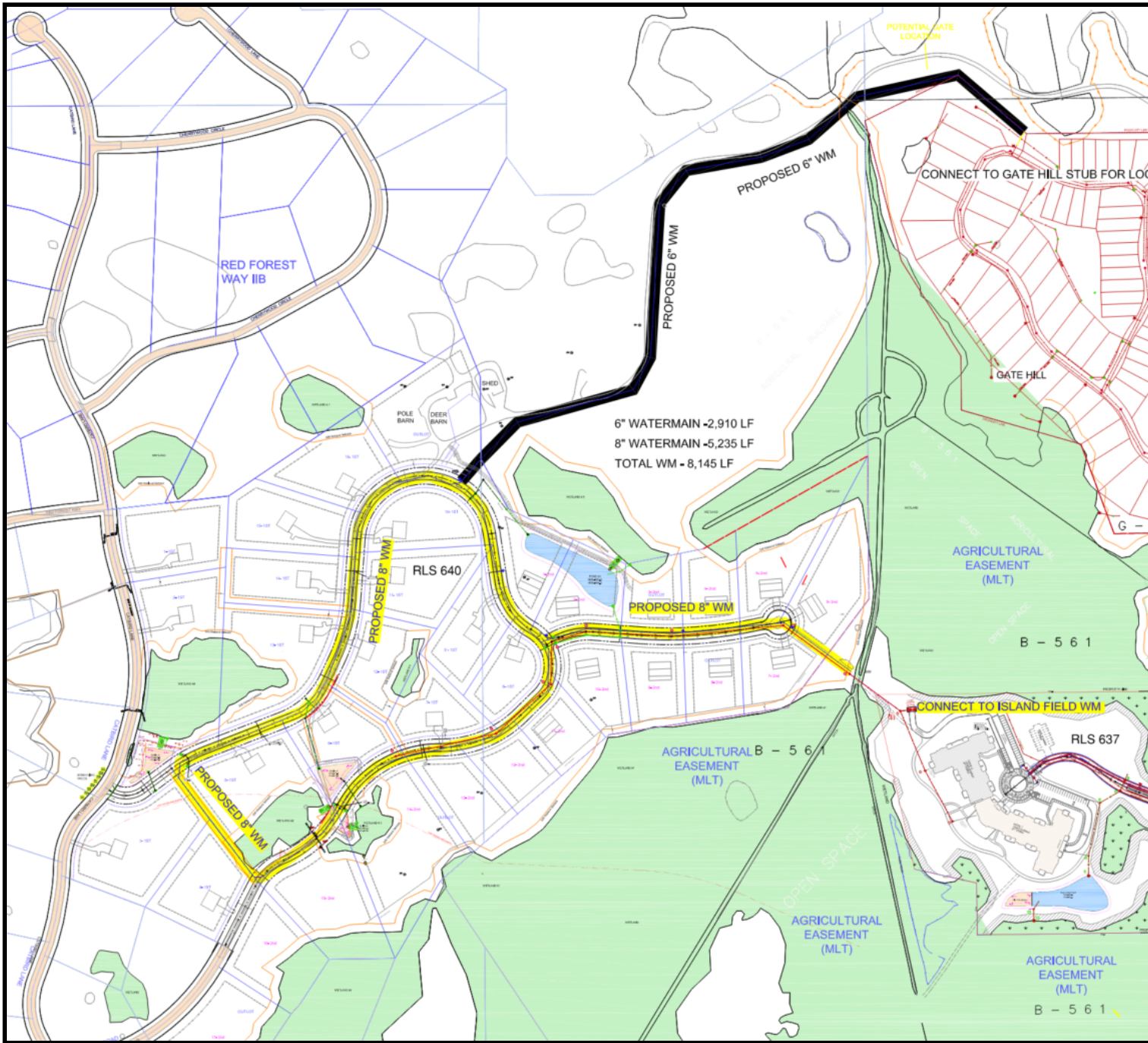


Exhibit 6

Proposed Route of Watermain through RLS 561, 637 and 640

Appendix B

Island Field – Red Forest Way (South) Lift Station Preliminary Design Report

AE₂S

March 16, 2021

Island Field- Red Forest Way (south) Lift Station Preliminary Design Report



North Oaks, Minnesota

March 16, 2021

I. Introduction

A. General

The Island Field development requires a lift station to serve approximately 37 condo units and 37,800 sf of commercial area or 74 condo units and no commercial areas. In addition, the lift station needs the ability to serve up to 33 residential units (single family) from Red Forest Way. The two different flow scenarios are summarized below.

Flow Scenario #1:

37 Condo Units
37,800 s.f. of Commercial
33 Residential units (single family) from Red Forest Way

Flow Scenario #2:

74 Condo Units
No commercial
33 residential units (single family) from Red Forest Way

The Minnesota Pollution Control Agency (MPCA) utilizes Ten States Standards as a guideline for the process design of lift stations. The lift stations are also required to meet the National Fire Protection Association (NFPA) Code 820, which governs the electrical classification and ventilation requirements for these types of structures. The City of North Oaks lift station standards will be followed.

B. Scope of Improvements

The general scope for the lift station is as follows:

- Process
 - Two (2) submersible pumps
 - 4-inch discharge elbows, DIP piping, check valves, and isolation valves
 - Connection to PVC forcemain
 - Approximately 1500 ft of 4-inch C900 PVC forcemain
 - Air Release Manhole Recommended at Forcemain High Point approximately 500 ft from Valve Vault
 - Valve vault drain piping
- Structural
 - 7' diameter precast concrete wet well
 - Top Slab Elev: +/- 910.30
 - Bottom (TOC) Elev: +/- 884.00
 - 7' diameter precast concrete valve vault
 - Top Slab Elev: +/- 910.30
 - Bottom Elev: +/- 899.80

- Access hatches for wet well and valve vault
- Electrical/I&C
 - New lift station control panel which houses all electrical power and control equipment required for lift station operation.
 - Variable frequency drives, for the pumps, housed in a control panel
 - Submersible level transducer with float backup for level control
 - Receptacle for standby power
 - Electrical grounding system
 - Utility electrical secondary service for lift station

II. Design Flow Analysis

A. Design Flows

The design average annual flow will be based upon utilizing 274 gallons per day per residential unit and 800 gallons per gross acre per day for commercial areas. Condo units are estimated to generate 80% of a residential unit’s flow. The gross commercial area has been estimated at 3 times the building area. To calculate the peak hour wet weather design flow, a peak hour flow factor will be established using the formula in Ten States Standards.

Flow Scenario #1	Units or gross sf	Average Annual Flow (GPD)	Average Annual Flow (GPM)	Peak Flow Factor	Peak Design Flow (GPM)
Condo Units	37	8,110	5.6	4	22
Residential Units (single family) Red Forest Way	33	9,042	6.3	4	25
37,800 sf Commercial	113,400	2,083	1.4	4	6
Total		19,235	13	4	53

Flow Scenario #2		Average Annual Flow (GPD)	Average Annual Flow (GPM)	Peak Flow Factor	Peak Design Flow (GPM)
Condo Units	74	16,221	11.3	4	45
Residential Units (single family) Red Forest Way	33	9,042	6.3	4	25
No Commercial		0	0	4	0
Total		25,263	18	4	70

B. Forcemain

Typical forcemain sizing is based upon maintaining a minimum velocity of two (2) ft/s and a maximum velocity of five (5) ft/s if possible. Often it is challenging to meet the full range of current and future design flows. Velocities higher than five (5) ft/s can be considered for peak flows due to the short durations, however, the frictional forcemain headloss implications need to be considered. Based upon a minimum forcemain size of four (4)-inches the recommended minimum flow to maintain two (2) ft/s is approximately 100 gallons per minute (gpm). The anticipated flow is 53 to 70 gpm. Therefore, pumps have been designed for 100 gpm to maintain 2 fps in the forcemain. The wet well has been designed to hold sufficient capacity so that pumps do not start more than 6 times an hour during peak demand. A four (4)-inch C900 PVC pipe (DR25) forcemain has been assumed for design purposes.

C. Hydraulic Calculations

The basis for the pumping hydraulics includes the static head plus the frictional losses in the individual pump discharge piping and forcemain. To calculate the overall system envelop for pumping conditions the range for minimum and maximum static head will be utilized along with a range of friction coefficients for frictional piping losses.

1. Static Head

The static head for lift station can be calculated by taking the high point in the forcemain and subtracting the operating levels in the wetwell. The operating range in the wetwell will provide the range in static head utilized to determine the overall for system conditions.

Forcemain High Point Elevation	Minimum Wetwell Level Elevation	Maximum Wetwell Level Elevation	Minimum Static Head (FT)	Maximum Static Head (FT)
912.50	885	891.20	21.3	27.5

2. Friction Head

The friction losses in the discharge piping and the forcemains will vary depending upon the roughness coefficient (C-factor) of the piping. A C-factor of 100 (assumes old/rough pipe) will be utilized to establish the worst case conditions and a C-factor of 140 (new pipe) will be utilized for best case conditions. The range of C-factors helps establish the overall envelop for system conditions.

3. Total Dynamic Head

The total dynamic head (TDH) is the static head plus the friction losses in the piping. The TDH is used to select and size the lift station pumps. The following table is a summary of the TDH for minimum and maximum conditions of the overall system envelope at the peak hour design flows.

Condition	Peak Hour Design Flow (GPM)	Pump Design Flow (GPM)	Minimum TDH – Wetwell Elev: 891.20, C = 140 (FT)	Maximum TDH – Wetwell Elev: 885.00, C = 100 (FT)
Flow Scenario #1	53	100	24	32
Flow Scenario #2	70	100	24	32

III. Pumping System

A. Pump Selection

According to the White Bear Township Public Works Director, Dale Reed, the preferred pump is manufactured by KSB. Based upon the above design conditions a pump selection was provided by Quality Flow Systems, Inc. The pump selection is a 3.5 horsepower (hp) submersible pump that will meet either design scenario.

The following graph show the pump curve and system design points.

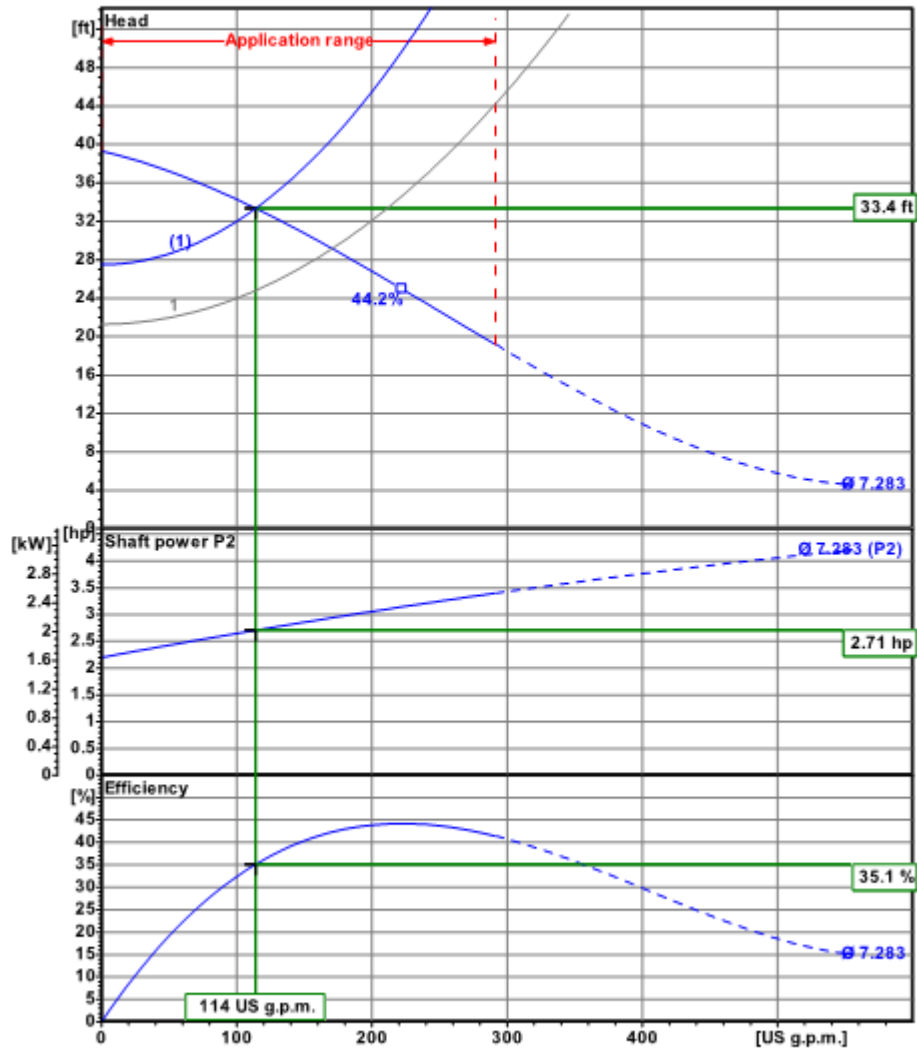
Project
 Customer pos.no
 Project ID
 Pos.no 1
 Created by



Page 3 / 5
 2021-03-16

Performance curve

Pump type **KRT F 80-200/24XG-S**



Impeller type	Vortex	Open	Curve number	K41651	
Free passage	3 1/8"	Density	62.322 lb/ft ³	Frequency	60 Hz
Impeller size	7 5/16"	(185) Viscosity	1.082E-5 ft ² /s	Speed	1750 1/min

KSB Inc., Richmond, VA / KSB Pumps Inc., Mississauga, Ontario / KSB AG, Halle (Germany)

IV. Electrical

A. NFPA 820 Requirements

The valve vault and wet well spaces need to meet the requirements of NFPA 820 and are considered rated spaces if not continuously ventilated appropriately.

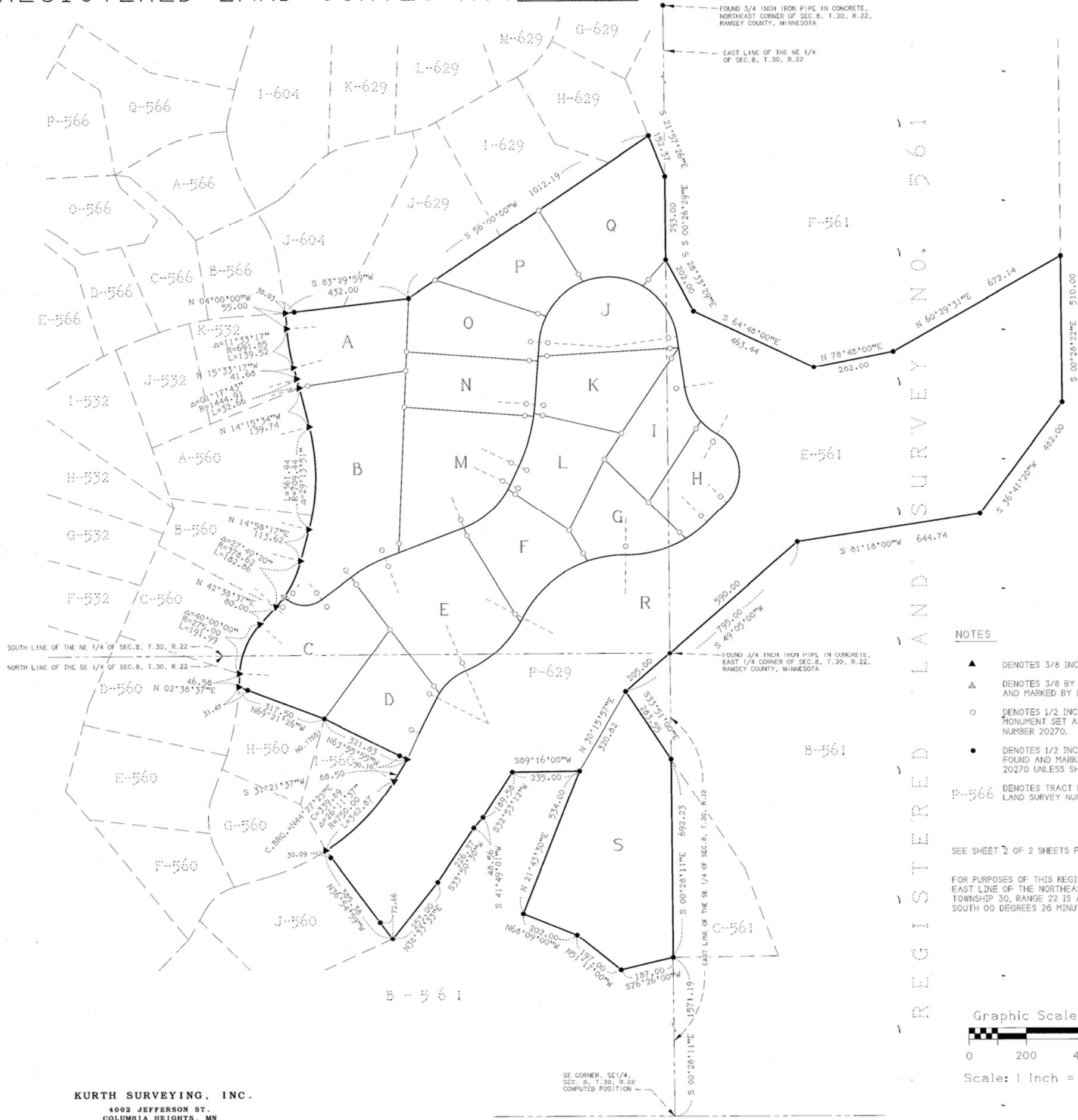
B. Electrical Design

A new control panel will be provided with a submersible level transducer and backup float system for level control. A receptacle will be provided on the panel for hookup of a portable standby power generator. The controls will be designed in accordance with the City of North Oaks lift station standards. The pumps will require 480 volt, 3 phase power. If 480 volt, 3 phase power is not available at the site it is recommended that variable frequency drives be utilized to convert the power to 3 phase.

Exhibit D: RLS 640 (Red Forest Way South Phase 1)

REGISTERED LAND SURVEY NO. 640

7701



I, Randy L. Kurth, Professional Land Surveyor, do hereby certify that, in accordance with the provisions of Minnesota Statutes, Section 508.47, have surveyed the following described property situated in the County of Ramsey, State of Minnesota:

Tract E, Registered Land Survey No. 561 and Tract P, Registered Land Survey No. 629;

I hereby certify that this Registered Land Survey is a correct representation of said parcels of land.

Dated this 22nd day of June, 2022.

Randy L. Kurth

Randy L. Kurth, Professional Land Surveyor Minnesota License No. 20270

State of Minnesota

County of Ramsey

This instrument has been acknowledged before me this 23rd day of June, 2022, by Randy L. Kurth

Signed *K. Chirbaert*

Printed Kathryn Chirbaert

Notary Public, Ramsey County, MN.

My commission expires January 31, 2025.

City of North Oaks

We do hereby certify that on the 24th day of June, 2022, the City Council of the City of North Oaks, Minnesota, has approved this Registered Land Survey.

Kara K. Mayor

M. K. City Clerk

Department of Property Tax, Records and Election Services

Pursuant to Minnesota Statutes, Section 508.47, Subd. 4, taxes payable in the year 2022 on the land herein before described have been paid. Also pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this 24 day of June, 2022.

Heather L. Bestler, Ramsey County Auditor/Treasurer

By *KMS*, Deputy

County Surveyor

Pursuant to Minnesota Statutes, Section 383A.42, this Registered Land Survey is approved this 24th day of June, 2022.

Daniel D. Baar
Daniel D. Baar, Land Surveyor
Ramsey County Surveyor

Registrar of Titles, County of Ramsey, State of Minnesota

I hereby certify that this Registered Land Survey No. 640 was filed in this office this 24th day of June, 2022, at 4:25 o'clock P.M., as Document No. 2735534

Barbara J. June
Deputy Registrar of Titles

NOTES

- ▲ DENOTES 3/8 INCH REBAR FOUND IN BITUMINOUS
- △ DENOTES 3/8 BY 6 INCH REBAR SET IN BITUMINOUS AND MARKED BY LICENSE NUMBER 20270
- DENOTES 1/2 INCH BY 14 INCH IRON PIPE MONUMENT SET AND MARKED WITH LICENSE NUMBER 20270.
- DENOTES 1/2 INCH IRON PIPE MONUMENT FOUND AND MARKED WITH LICENSE NUMBER 20270 UNLESS SHOWN OTHERWISE.
- P-566 DENOTES TRACT LETTER AND REGISTERED LAND SURVEY NUMBER

SEE SHEET 2 OF 2 SHEETS FOR TRACTS A THROUGH R

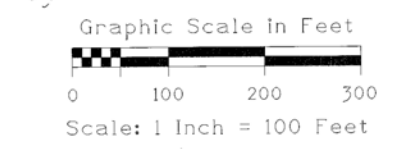
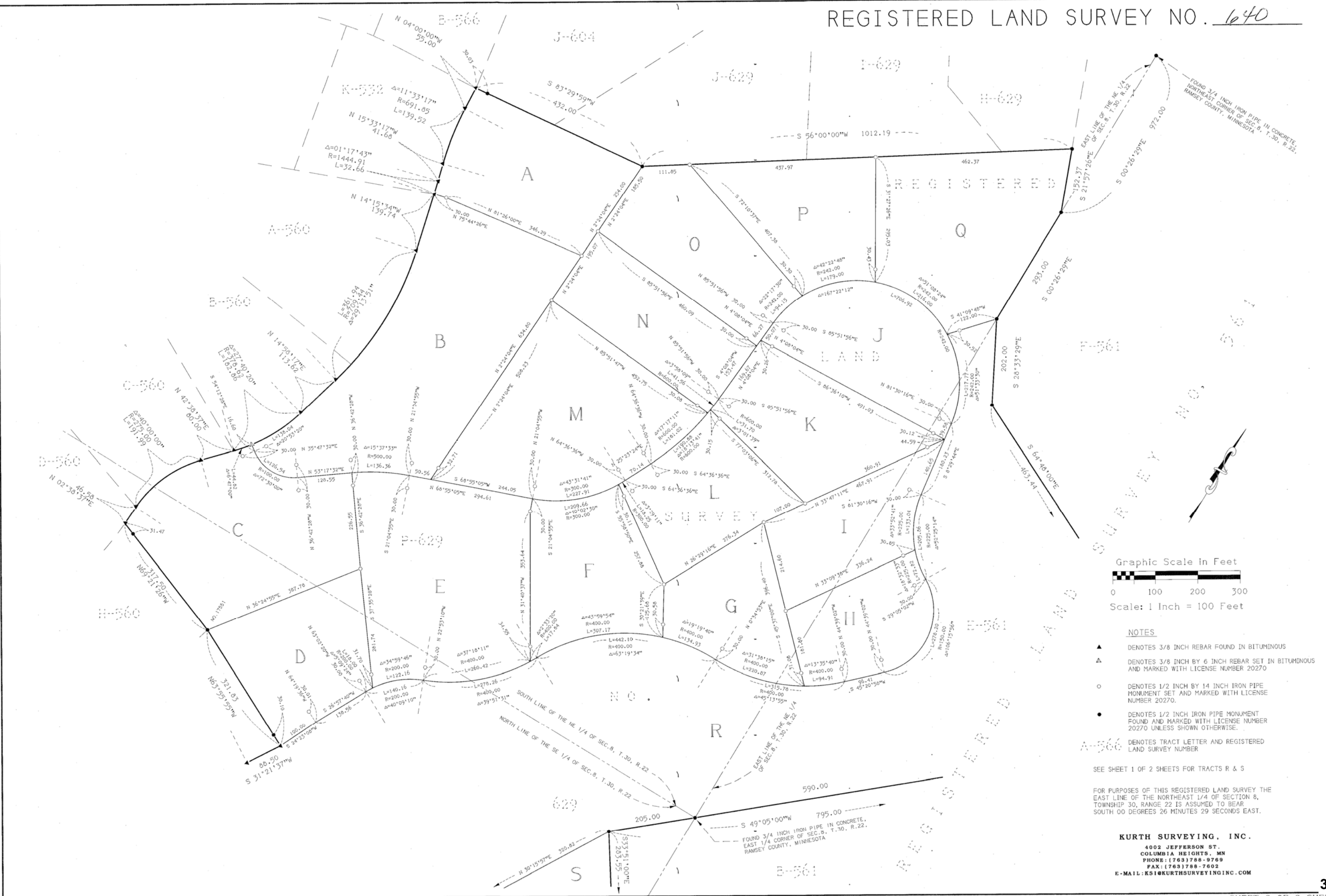
FOR PURPOSES OF THIS REGISTERED LAND SURVEY THE EAST LINE OF THE NORTHEAST 1/4 OF SECTION 8, TOWNSHIP 30, RANGE 22 IS ASSUMED TO BEAR SOUTH 00 DEGREES 26 MINUTES 29 SECONDS EAST.



KURTH SURVEYING, INC.
4002 JEFFERSON ST.
COLUMBIA HEIGHTS, MN
PHONE: (763) 788-9789
E-MAIL: ksl@kurthsurveyinginc.com

SE CORNER, SE 1/4,
SEC. 8, T.30, R.22
COMPUTED POSITION

7701



- NOTES**
- ▲ DENOTES 3/8 INCH REBAR FOUND IN BITUMINOUS
 - ▲ DENOTES 3/8 INCH BY 6 INCH REBAR SET IN BITUMINOUS AND MARKED WITH LICENSE NUMBER 20270
 - DENOTES 1/2 INCH BY 14 INCH IRON PIPE MONUMENT SET AND MARKED WITH LICENSE NUMBER 20270.
 - DENOTES 1/2 INCH IRON PIPE MONUMENT FOUND AND MARKED WITH LICENSE NUMBER 20270 UNLESS SHOWN OTHERWISE.
 - A-566 DENOTES TRACT LETTER AND REGISTERED LAND SURVEY NUMBER

SEE SHEET 1 OF 2 SHEETS FOR TRACTS R & S

FOR PURPOSES OF THIS REGISTERED LAND SURVEY THE EAST LINE OF THE NORTHEAST 1/4 OF SECTION 8, TOWNSHIP 30, RANGE 22 IS ASSUMED TO BEAR SOUTH 00 DEGREES 26 MINUTES 29 SECONDS EAST.

KURTH SURVEYING, INC.
 4002 JEFFERSON ST.
 COLUMBIA HEIGHTS, MN
 PHONE: (763) 788-9769
 FAX: (763) 788-7602
 E-MAIL: KSI@KURTHSURVEYINGINC.COM

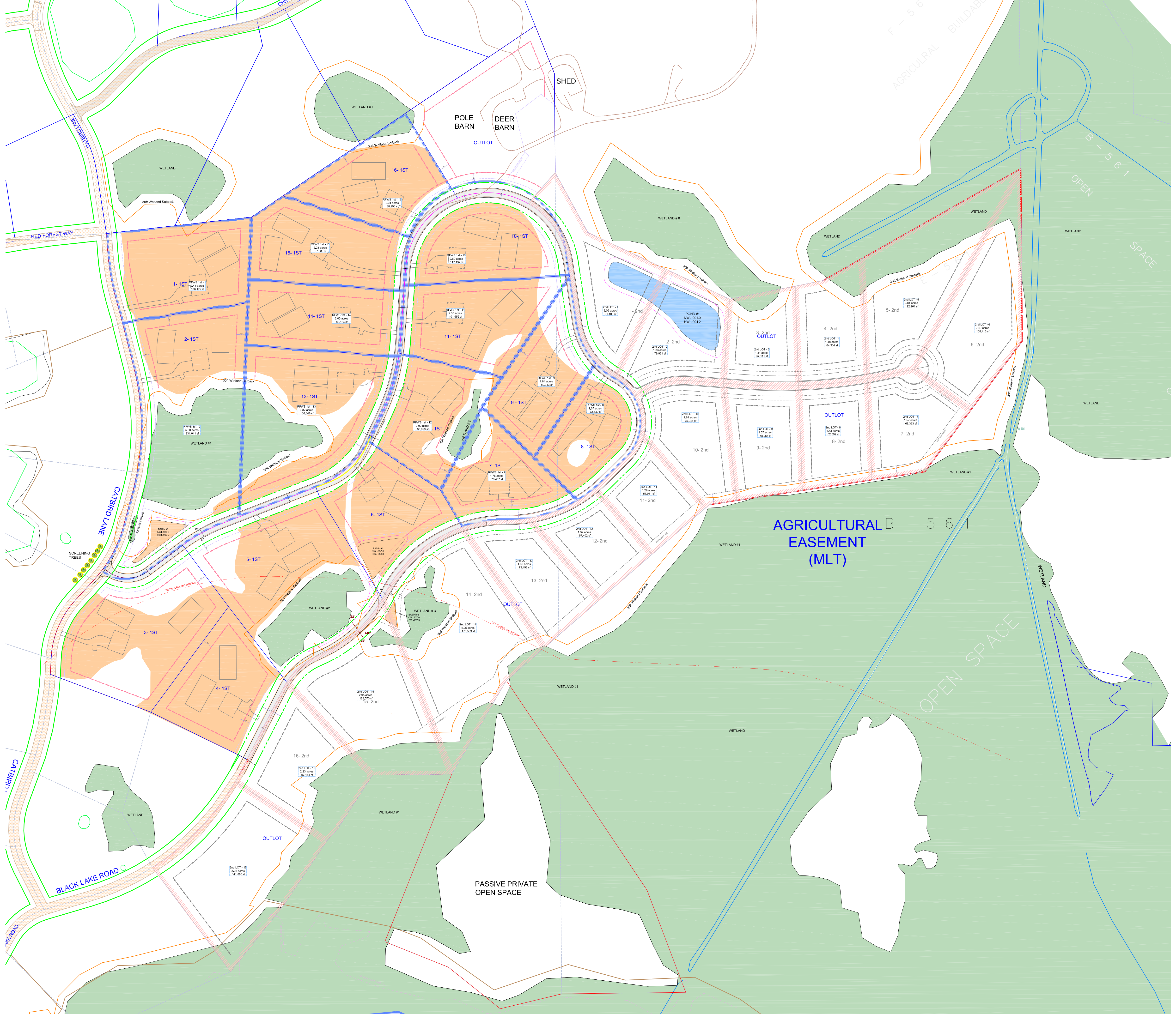


Exhibit E: Proposed applicant revisions to Tables 12 -15 of Comprehensive Plan

Table 12 2040 North Flow Comp Plan Current Flows to Interceptors			
Interceptor	Designation	Current Flow (MGD)	REVISED Current Flow (MGD)
Forest Lake	MSB6901	0.155	0.198
Shoreview	I - SV -436	0.107	0.107
Totals:		0.262	0.305
<i>MGD is millions of gallons per day. Source: Metropolitan Waste Control Commission and Sambatek.</i>			

Added Areas 18, 19, 21
Need to add Area 27

Additional Flow Calculations

	Households/Unit	Assumed Flow (GPD)	Estimate Flow (GPD)	Estimate Flow (MGD)
18. Anderson Woods	9	274	2,466	0.0025
19. Gate Hill	73	274	20,002	0.0200
20. RFWS	33	274	9,042	0.0090
21. Island Field	74	274	20,276	0.0203
27. Golf Course			-	0

Table 13 2040 North Flow Comp Plan Total Projected Sewer Flows By Interceptor							
Interceptor	Current MGD	Table 12 Current MGD	Difference between Table 13 and 12 Current MGD	Planned and Possible Future Development (MGD)	REVISED Planned and Possible Development (MGD)	TOTAL (MGD)	REVISED TOTAL (MGD)
Forest Lake (MSB6901)	0.176	0.155	0.021	0.054	0.097	0.230	0.273
Shoreview (I - SV - 436)	0.114	0.107	0.007	0.007	0.000	0.121	0.114
Totals:	0.290	0.262	0.028	0.061	0.097	0.351	0.387

Added Areas 18, 19, 21 to current MGD, RFWS to Planned and Possible Development
Need to add Area 27 to

MGD is millions of gallons per day. Source: Metropolitan Waste Control Commission and Sambatek.

28000 MGD
102 residential units

Table 14
 2040 North Flow Comp Plan
 Estimate Timing of Sewer Flows

Year	Shoreview (MGD)	REVISED Shoreview (MGD)	Forest Lake (MGD)	REVISED Forest Lake (MGD)
Existing	0.114	0.114	0.176	0.176
2020	0.115	0.115	0.181	0.181
2030	0.118		0.205	
2040	0.121		0.230	

MGD is millions of gallons per day. Source: City of North Oaks, Sambatek

Add Area 21

Add Areas 18, 19, 20, 21

Table 15 2040 North Flow Comp Plan Estimated Timing of Sewer Flow to Centerville Road Trunk					
Year	Commercial Acres	Dwelling Units	REVISED Dwelling Units	Flow (GPD)	REVISED Flow (GPD)
Existing	7.3	402	402	121,094	121,094
2020	8.1	416	416	126,031	126,031
2025	10.2	449	460	138,375	141,389
2030	12.3	483	516	150,719	159,761
2035	14.4	516	549	163,062	172,104
2040	16.47	550	583	175,406	184,448
<i>GPD is gallons per day. Source: East Oaks PDA, Sambatek</i>					

Added 11 RFWS units @274 GPD/unit

Added 22 RFWS units @ 274 GPD/unit

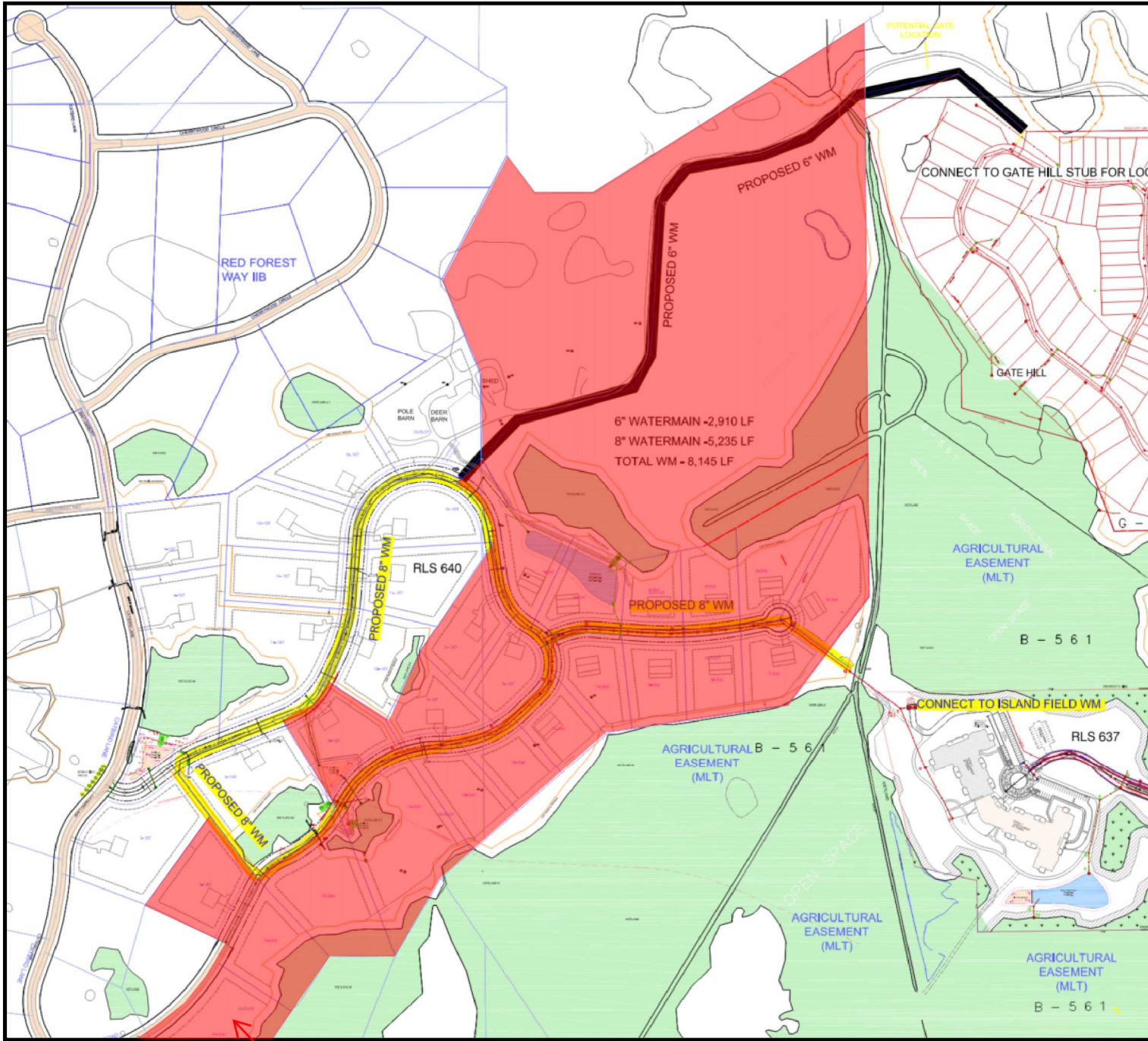


Exhibit 7

Include all of Lot Q

Proposed MUSA Line

Exhibit G: Resolution Approving Comprehensive Plan Amendment

**CITY OF NORTH OAKS
RAMSEY COUNTY, MINNESOTA
RESOLUTION NO. ____**

**RESOLUTION APPROVING A COMPREHENSIVE PLAN AMENDMENT TO
ADD ADDITIONAL PROPERTIES WITHIN THE METROPOLITAN URBAN
SERVICE AREA (MUSA) FOR WATER AND SEWER SERVICE**

WHEREAS, North Oaks Company, LLC has submitted an application to amend the City’s 2040 Comprehensive Plan (“2040 Plan”) to modify Maps 1, 16, 17 and 18 for the properties described as Tracts C - R of Registered Land Survey 640 and Tracts F and H of Registered Land Survey 561 (collectively, “Properties”) to classify the Properties as being within the Metropolitan Urban Service Area (MUSA) (collectively, the “Application”); and

WHEREAS, the Properties are located within the area subject to the East Oaks PDA, in and adjacent to the Red Forest Way South subdivision; and

WHEREAS the Applicant made the request so that Tracts C - R of Registered Land Survey 640 and Tracts F and H of Registered Land Survey 561 could connect to a public water system; and

WHEREAS the Applicant made the request so that Tracts D, F, G, H, I, and R of Registered Land Survey 640 and Tract F of Registered Land Survey 561 could connect to a public sanitary sewer system; and

WHEREAS a public hearing concerning the Application was held before the North Oaks Planning Commission in accordance with Minnesota Statutes, Section 462.357, subd. 3, on April 12, 2023 after which hearing the Planning Commission voted unanimously to recommend approval of the Comprehensive Plan amendment Application to the City Council.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH OAKS, that a Comprehensive Plan amendment to add additional properties within the MUSA for water and sewer service is approved subject to the following conditions:

1. Contingent on review and comment by the Metropolitan Council for compatibility with metropolitan system plans, maps 1, 16, 17 and 18 of the City’s 2040 Comprehensive Plan are modified to show that Tracts C - R of Registered Land Survey 640 and Tracts F and H of Registered Land Survey 561 could connect to a public water system, and Tracts D, F, G, H, I, and R of Registered Land Survey 640 and Tract F of Registered Land Survey 561 could connect to a public sanitary sewer system. This modification will result in the properties being within the Metropolitan Urban Service Area (MUSA) as shown in the staff report dated May 31, 2023.

2. The Red Forest Way Phase 1 Development Agreement must be revised to reflect that public water and sanitary sewer are to be constructed and provided for certain lots in Phase 1.
3. The applicant must work with the City to amend the Joint Powers Agreement with White Bear Township to provide the sanitary sewer and water services. Ongoing maintenance would be the responsibility of the homeowners served by water and sewer system, not the City.
4. Approval from White Bear Township, the Minnesota Department of Health and the MPCA (Minnesota Pollution Control Agency) is required prior to construction of sanitary sewer and water.

Adopted by the City Council of the City of North Oaks this 31st day of May, 2023.

By: _____
Krista Wolter
Its: Mayor

Attested:

By: _____
Kevin Kress
Its: City Administrator

EXHIBIT A
LEGAL DESCRIPTION OF PROPERTY

Real property located in Ramsey County, Minnesota legally described as follows:

Tract C, Registered Land Survey No. 640 Ramsey County, Minnesota.
PID: 083022140019
Torrens Property

and

Tract D, Registered Land Survey No. 640 Ramsey County, Minnesota.
PID: 083022410010
Torrens Property

and

Tract E, Registered Land Survey No. 640 Ramsey County, Minnesota.
PID: 083022140020
Torrens Property

and

Tract F, Registered Land Survey No. 640 Ramsey County, Minnesota.
PID: 083022140021
Torrens Property

and

Tract G, Registered Land Survey No. 640 Ramsey County, Minnesota.
PID: 083022140022
Torrens Property

and

Tract H, Registered Land Survey No. 640 Ramsey County, Minnesota.
PID: 093022230005
Torrens Property

and

Tract I, Registered Land Survey No. 640 Ramsey County, Minnesota.
PID: 083022140023
Torrens Property

and

Tract J, Registered Land Survey No. 640 Ramsey County, Minnesota.
PID: 083022140024
Torrens Property

and

Tract K, Registered Land Survey No. 640 Ramsey County, Minnesota.
PID: 083022140025
Torrens Property

and

Tract L, Registered Land Survey No. 640 Ramsey County, Minnesota.
PID: 083022140026
Torrens Property

and

Tract M, Registered Land Survey No. 640 Ramsey County, Minnesota.
PID: 083022140027
Torrens Property

and

Tract N, Registered Land Survey No. 640 Ramsey County, Minnesota.
PID: 083022140028
Torrens Property

and

Tract O, Registered Land Survey No. 640 Ramsey County, Minnesota.
PID: 083022140029
Torrens Property

and

Tract P, Registered Land Survey No. 640 Ramsey County, Minnesota.
PID: 083022140030
Torrens Property

and

Tract Q, Registered Land Survey No. 640 Ramsey County, Minnesota.
PID: 083022110024
Torrens Property

and

Tract R, Registered Land Survey No. 640 Ramsey County, Minnesota.

PID: 093022230006

Torrens Property

and

Tract F, Registered Land Survey No. 561, Ramsey County, Minnesota.

PID: 093022220001

Torrens Property

And

Tract H, Registered Land Survey No. 561, Ramsey County, Minnesota.

PID: 043022340001

Torrens Property

PLANNING REPORT

TO: North Oaks City Council

FROM: Kendra Lindahl, AICP, City Planner
Kevin Kress, City Administrator

DATE: May 31, 2023

RE: Grant Modification – Age-Friendly Minnesota Community Grant

BACKGROUND

On February 6, 2023, the City of North Oaks submitted an application to the Minnesota Department of Human Services (DHS) for an Age-Friendly Minnesota (AFMN) Community Grant in the amount of \$49,429. The proposed grant project was for a Community Visioning Project to identify improvements, ordinance and programs that could be implemented to help North Oaks be more age friendly and inclusive.

Attached for reference:

Exhibit A: AFMN Grant Application, Budget and Tasks dated February 6, 2023

Exhibit B: Modified Grant Contract dated May 24, 2023

ISSUES AND ANALYSIS

The City of North Oaks received approval from the DHS for the AFMN Community Grant that was submitted on February 6, 2023. However, due to the number of requests for funding received by the DHS they have offered a grant award for partial funding to some applicants' original requests.

The original grant application proposed funding for research, community surveys, an open house, stakeholder interviews, creating website content and hosting two community workshops to generate an age-friendly vision and strategic action plan for the City of North Oaks.





The DHS has provided a revised award amount of \$22,901, approximately half of the original amount requested. The DHS has also provided a revised task and budget worksheet with proposed funding changes to the project proposed by the City. DHS has offered three options for the City to consider:

- Option 1: Accept the modified grant amount and move forward with the project as outlined in the modified grant contract.
- Option 2: Accept the modified grant amount and direct it towards a different aspect of the project and/or modify the proposed activities.
- Option 3: Decline the offer for partial funding of the grant.

If the Council selects Options 1 or 2, Staff will update the grant proposal to revise the proposed activities and associated costs based on the new award amount.

ACTION REQUESTED

Motion to direct staff to proceed with one of the three options for the revised grant award provided by DHS.

cc: Roberta Colotti, NOHOA



SECTION 3: GRANT APPLICATION

A. Grant Application Narrative Section

1. Project Overview and Community Need

Describe the project and need for grant funding by providing a response to the items listed below. 150-word limit for each. [20 points]

a. With which of the AFMN Funding Areas does your project align? Check all that apply.

- Health and social services
- Transportation access
- Safe and affordable housing
- Social connection and inclusion
- Ageism and racism
- Outdoor spaces and buildings
- Communications and access to technology
- Opportunities to stay engaged and financially secure
- Emergency preparedness

b. Describe your proposed project and how your work will address community needs.

The City of North Oaks has proposed to contract the services of Landform Professional Services, LLC to conduct a Community Visioning Project to identify improvements, ordinances and programs that could be implemented to help North Oaks be more age friendly and inclusive. The Community Visioning Project includes community engagement and research of existing conditions, including physical constraints and policies/ordinances that could be modified to be more age friendly. The outcome of the Community Visioning Project will be a strategic framework for community and organizational engagement on age friendly initiatives. An age friendly vision statement, long-term and mid-term goals and budgeting opportunities to pursue that vision will be key outcomes of the Community Visioning Project.

c. Describe the community or communities to be served.

North Oaks is a City of 5,272 residents in Ramsey County, north of St. Paul. All land in the City is owned by homeowners and managed by the North Oaks Home Owners Association (NOHOA). The City is 8.6 square miles in area and the community is developed around Pleasant Lake in the center of the City.

The City of North Oaks has a rich history as a vibrant community--active with many community based organizations and a shared connection with the natural environment. Outdoor recreation is a core element of the North Oaks community with a beach and trails around Pleasant Lake. The North Oaks Home Owner's Association manages parks and recreational activities for the community. The median age in North Oaks is 49.3 years old. North Oaks is a mix of families

with young children, middle-aged professionals and seniors. As the population ages, the City and NOHOA wish to conduct this community visioning process to identify opportunities to ensure safe pedestrian and automobile safety, ensure access to recreation and other community services.

- d. Indicate current and/or proposed partners (if known).

The proposed partners are the City, NOHOA and Landform Professional Services, LLC (Landform). Landform will lead the Community Visioning Project to develop a framework of age friendly projects, services and resources for NOHOA and the City of North Oaks to implement. The project will include a task force made up of NOHOA and City representatives.

2. Equity Considerations

- a. **On the list below, check the group(s) that will be served through this project; check all that apply.** These groups were identified in the AFMN Council's recommendations. [25 points]

Older adults who:

- are low-income
- identify as indigenous American Indian
- identify as Black, African-American, Asian, Latinx
- identify as lesbian, gay, bisexual, transgender, queer (LGBTQ+)
- are new immigrants and/or refugees
- have limited English proficiency
- live in rural areas
- are veterans
- have disabilities
- Other, please specify:

- b. **Explain how you or your organization (staff and leadership) are qualified to serve the community or groups that are part of this grant.** This may include, for example, knowledge of or experience with specific cultures or communities; staff training related to greater understanding of a particular group or culture; organizational mission or demonstrated values related to Diversity, Equity, Inclusion, and Accessibility (DEIA); recruitment of staff and/or leadership who are part of the communities being served. *(100-word limit)*

Landform currently serves as the City Planner and has experience leading these types of efforts. The Landform team has led community visioning processes for a variety of communities in Minnesota and have the skills to engage the community, gather meaningful information and work with the community to develop an implementable action plan. Landform will also be well-positioned to help the City implement that action plan developed as part of this effort. The goal

of the project is to develop a plan that can be implemented in stages to make the community more age-friendly.

3. Work Plan and Budget

Anticipated Project Activities, Timeframe, and Budget [40 points]

Complete the table below to outline your work plan and budget. You may insert additional rows if needed. Refer to the example table that follows for additional guidance.

- a. Anticipated Project Activities: Describe the major activities you plan to undertake as part of this project.

Community Visioning Project activities include:

- Project Management
 - A kickoff meeting and regular status meetings with City Staff
- Discovery
 - Research of existing conditions.
 - This will include community windshield survey of existing site conditions, such as street width, pavement conditions, pedestrian routes and access to community facilities.
 - We will review the City code and existing policies to identify any barriers to an age-friendly community.
 - We will prepare an online survey to gather information from existing residents about existing conditions. This survey will also be mailed to all residents to give them the option of a digital or paper response.
 - Working with City staff and NOHOA we will conduct in-person interviews with 10 key stakeholders regarding existing conditions and barriers to an age-friendly community.
 - The results of all efforts in this stage will be compiled for use in the visioning process.
- Community engagement
 - We will prepare three articles for the City website. This information can also be distributed by NOHOA through their website and digital communications.
 - Community workshops. We will hold two community workshops
 - Workshop 1 will present the findings from the Discovery phase of the workshop and is intended to gather information from the community to identify age-friendly initiatives in response to the findings.
 - Workshop 2 will be a review of potential initiatives and community effort to prioritize these initiatives and strategies to implement the initiatives.
 - Engagement will focus on aspects of community life where all ages intersect and can benefit from age-friendly initiatives. Our focus will be on the following categories:

- a. Health and wellness.
 - b. Outdoor spaces and recreational activities.
 - c. Transportation and mobility.
 - d. Housing and Accessory Dwelling Units (ADUs) ordinances.
 - e. Social and civic inclusion.
 - f. Communication and information.
- Strategic Plan
 - As part of the final workshop, we will develop an age-friendly vision statement and principles for North Oaks to adopt.
 - We will use this statement to prepare a final Age-Friendly Community Vision and Strategic Action Plan.
 - We will present the final report to the City Council for adoption of vision and acceptance of the report.

b. Associated Budget Items: List the budget item(s) tied to the corresponding project activity.

[See attached Age Friendly Community Visioning Process Schedule and Budget spreadsheet.](#)

Budget items must:

- Tie clearly to the proposed grant project activities.
- Demonstrate a connection to the grant application narrative.
- Reflect a plan to spend the grant funding within the grant period (April 3, 2023 - March 31, 2024).
- Demonstrate that expenses appear **necessary** and **reasonable** for the success and purpose of the project. **Necessary** means it is important to the success of the project. **Reasonable** means fair market price is paid for the item or services.

c. Timeframe of Activities: Using the format noted here, indicate when during the grant period each activity will take place: Calendar Year 2023, Quarter 1 (January-March) = CY23 Q1. Community Grants run from CY23 Q2 through CY24 Q1.

[See attached Age Friendly Community Visioning Process Schedule and Budget spreadsheet.](#)

d. Associated Budget Amount: Enter the budget amount tied to the corresponding project activity.

[See attached Age Friendly Community Visioning Process Schedule and Budget spreadsheet.](#)

e. TOTAL: Enter the total budget request for this project. The amount must match the amount listed under "Funds requested" on your Cover Sheet.

[See attached Age Friendly Community Visioning Process Schedule and Budget spreadsheet.](#)

Workplan and Budget Table			
Anticipated Project Activities	Associated Budget Item(s)	Timeframe of activities <i>(Use format noted above)</i>	Associated Budget Amount
Project management	See attached	CY23 Q2-4	\$3,825.00
Discovery	See attached	CY23 Q2	\$25,004.00
Community Engagement	See attached	CY23 Q2-4	\$12,028.00
Strategic Action Plan	See attached	CY23 Q3-4	\$8,572.00
		TOTAL	\$49,429.00

Age Friendly Community Visioning Process North Oaks, MN

2023

	April	May	June	July	August	September	October	November	December	Principal	Planning Lead	Planner III	Planner II	TOTAL	TOTAL
										\$158	\$153	\$117	\$97	HOURS	FEE/EST
Project Management										15	0	0	15	30	\$3,825
Kickoff meeting with staff										3			3	6	\$765
Meetings with city staff with status report										12			12	24	\$3,060
Discovery										71	0	20	118	209	\$25,004
Research										24		12	48	84	\$9,852
On-Line Survey (with mailed paper alternative)										1			8	9	\$934
Community open house										8		8	8	24	\$2,976
Stakeholder Interviews (up to 10)										30			30	60	\$7,650
Written summary of findings										8			24	32	\$3,592
Community Engagement										26	0	8	72	106	\$12,028
Develop Content for Website										2			8	10	\$1,092
Community workshops (two workshops)										16		8	32	56	\$6,568
Council Meeting to adopt Vision Statement and accept final report										8			32	40	\$4,368
Strategic Plan										16	4	0	56	76	\$8,572
Vision Statement and Age-Inclusive Principles										8	4		24	36	\$4,204
Age-Friendly Community Vision and Strategic Action Plan										8			32	40	\$4,368

\$49,429.00

- Staff Meetings
- Community Meeting
- Workshop
- Planning Commission / City Council Meeting
- Major Deliverable

Age-Friendly Minnesota Community Grants

ATTACHMENT A: Deliverables/Cost Detail (REQUIRED)

GRANTEE: City of North Oaks

Requested Amount: \$49,429.00

Proposed Contract Amount: \$22,901

- a. The cost proposal below details deliverables by quarter and in total.
- b. GRANTEE's invoices must also include documentation for purchases made related to projects.
- c. GRANTEE is required to attend approximately 6-8 events (such as webinars, conferences, meetings, etc.) led by the Age-Friendly Minnesota (AFMN) Team. Events will include both virtual and in-person formats, including a regional conference, and will focus on peer-to-peer learning among AFMN GRANTEES.
- d. The STATE does not make regular payments based solely upon the passage of time; it only pays for services performed or work delivered after it is accomplished.

Deliverables/Project Activities	Associated Budget Item(s)	Timeframe of Activities	Associated Budget Amount
A. Project Management	1. Kickoff meeting with staff = \$765 \$200 2. Meetings with city staff with status report = \$3,060 \$800	CY23 Q3-Q4	\$1,000
B. Discovery	1. Research = \$9,852 \$3,000 2. On-line survey (with mailed paper alternative) = \$934 3. Community open house = \$2,976 \$1,500 4. Stakeholder interviews (up to 10) = \$7,650 \$3,825 5. Written summary of findings = \$3,592 \$1,796	CY23 Q3	\$11,055
C. Community Engagement	1. Develop content for website = \$1,092	CY23 Q3-Q4	\$6,560

Deliverables/Project Activities	Associated Budget Item(s)	Timeframe of Activities	Associated Budget Amount
	<p>2. Community workshops (two workshops) = \$6,568 \$3,284</p> <p>3. Council meeting to adopt Vision Statement and accept final report = \$4,368 \$2,184</p>		
D. Strategic Action Plan	<p>1. Vision Statement and Age-Inclusive Principals = \$4,204 \$2,143</p> <p>2. Age-Friendly Community Vision and Strategic Action Plan = \$4,368 \$2,143</p>	CY23 Q3-Q4	\$4,286
Total			\$22,901