

EXPANDED AGENDA



**CITY COUNCIL AGENDA**

**Monday, February 8, 2021**

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**6:30 p.m.**

*(Scheduled to be broadcast on Channel 16)*

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

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

**Council Chambers (not televised)**

1. Review Regular Agenda

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

- Call to Order and Roll Call - **Councilmembers Stoesz, Lyden, Cavegn, and Mayor Rafferty were present; Councilmember Ruhland was absent**
- Pledge of Allegiance
- Open Mike / Public Comment *(in person or received in writing prior to meeting)*  
**There was no one present wishing to comment.**
- Setting the Agenda: Addition or Deletion of Agenda Items  
**The agenda was approved as presented.**

**SPECIAL PRESENTATION**

*Special Presentation - Paula Andrzejewski 9 year Environmental Board Recognition*

**1. CONSENT AGENDA**

- A) Consideration of Expenditures:
- B) Consider Approval of January 25, 2021 Council Work Session Minutes
- C) Consider Approval of January 25, 2021 Council Meeting Minutes
- D) Consider Resolution No. 21-09, Amending the 2021 Charter Commission Budget  
**Action Taken: Motion by Cavegn, seconded by Lyden, to approve Consent Agenda Items 1A through 1D as presented, was adopted**

**2. FINANCE DEPARTMENT REPORT**

None

**3. ADMINISTRATION DEPARTMENT REPORT**

- A) Consider Appointment of Paid On-Call Firefighter, Meg Sawyer  
**Action Taken: Motion by Cavegn, seconded by Stoesz, to approve the appointment of Brett McReavy to the position of Paid On-Call Firefighter**

EXPANDED AGENDA

**4. PUBLIC SAFETY DEPARTMENT REPORT**

- A) Counseling Contract for Services – LE-AST Services /Counseling LLC, John Swenson

**Action Taken: Motion by Lyden, seconded by Stoesz, to approve the contract as presented, was adopted**

**5. PUBLIC SERVICES DEPARTMENT REPORT**

None

**6. COMMUNITY DEVELOPMENT REPORT**

- A) Consider Resolution No. 21-06, Declare Intent to Reimburse from Bond Proceeds, 2021 Street Improvement Project, Michael Grochala

**Action Taken: Motion by Lyden, seconded by Stoesz, to approve Resolution No. 21-06 as presented, was adopted**

- B) 2021 Street Improvement Project, Diane Hankee
  - i) Consider Resolution No. 21-07, Accepting bids, Awarding a Construction Contract

**Action Taken: Motion by Stoesz, seconded by Cavegn, to approve Resolution No. 21-07 as presented, was adopted**

- ii) Consider Resolution No. 21-08, Approving Construction Services Contract with WSB & Associates

**Action Taken: Motion by Stoesz, seconded by Cavegn, to approve Resolution No. 21-08 as presented, was adopted**

**7. UNFINISHED BUSINESS**






None

**8. NEW BUSINESS**

None

**Adjournment**

**Motion by Lyden, seconded by Cavegn, to adjourn at 6:55 p.m.**

<i>Community Calendar – A Look Ahead</i>		
February 8, 2021 through February 22, 2021		
	Tuesday, February 9	5:30 pm, YMCA Council Tour of YMCA Bldg.
	Wednesday, February 10	6:30 pm, Zoom Planning & Zoning Board
	Monday, February 15	CITY HALL CLOSED President’s Day
	Monday, February 22	6:00 pm, Council Chambers Council Work Session
	Monday, February 22	6:30 pm, Council Chambers City Council Meeting



# CITY COUNCIL AGENDA

Monday, February 8, 2021

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6:30 p.m.

(Scheduled to be broadcast on Channel 16)

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

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

Council Chambers (not televised)

1. Review Regular Agenda

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

- Call to Order and Roll Call
- Pledge of Allegiance
- Open Mike / Public Comment
- Setting the Agenda: Addition or Deletion of Agenda Items

## SPECIAL PRESENTATION

*Special Presentation - Paula Andrzejewski 9 year Environmental Board Recognition*

### 1. CONSENT AGENDA

- A) Consideration of Expenditures:
  - i) February 8, 2021 (Check No. 113785 through 113850) in the Amount of \$318,033.71
- B) Consider Approval of January 25, 2021 Council Work Session Minutes
- C) Consider Approval of January 25, 2021 Council Meeting Minutes
- D) Consider Resolution No. 21-09, Amending the 2021 Charter Commission Budget

### 2. FINANCE DEPARTMENT REPORT

None

### 3. ADMINISTRATION DEPARTMENT REPORT

- A) Consider Appointment of Paid On-Call Firefighter, Meg Sawyer

### 4. PUBLIC SAFETY DEPARTMENT REPORT

- A) Counseling Contract for Services – LE-AST Services /Counseling LLC, John Swenson

**5. PUBLIC SERVICES DEPARTMENT REPORT**

None

**6. COMMUNITY DEVELOPMENT REPORT**

- A) Consider Resolution No. 21-06, Declare Intent to Reimburse from Bond Proceeds, 2021 Street Improvement Project, Michael Grochala
- B) 2021 Street Improvement Project, Diane Hankee
  - i) Consider Resolution No. 21-07, Accepting bids, Awarding a Construction Contract
  - ii) Consider Resolution No. 21-08, Approving Construction Services Contract with WSB & Associates

**7. UNFINISHED BUSINESS**

None

**8. NEW BUSINESS**

None

**Adjournment**

<i>Community Calendar – A Look Ahead</i>		
February 8, 2021 through February 22, 2021		
✚ Tuesday, February 9	5:30 pm, YMCA	Council Tour of YMCA Bldg.
✚ Wednesday, February 10	6:30 pm, Zoom	Planning & Zoning Board
✚ Monday, February 15	CITY HALL CLOSED	President’s Day
✚ Monday, February 22	6:00 pm, Council Chambers	Council Work Session
✚ Monday, February 22	6:30 pm, Council Chambers	City Council Meeting



# **Expenditures**

February 8, 2021

Check #113785 to #113850

\$318,033.71

# Accounts Payable

## Check Detail

User: katie.christofferson  
Printed: 02/01/2021 - 10:58AM



Check Number	Check Date	Check Description	Amount
<b>2 - 1st Choice Document Destruction</b>			
113787	02/08/2021		
	Inv 21-2000	Recycled 3120 pounds of paperand cardbo	600.00
113787 Total:			600.00
<b>2 - 1st Choice Document Destruction Total:</b>			600.00
<b>13 - AFLAC 101-000-2040-000</b>			
113788	02/08/2021		
	Inv 105790	January Insurance Premium	232.74
113788 Total:			232.74
<b>13 - AFLAC Total:</b>			232.74
<b>44 - Anoka County Treasury Office</b>			
113789	02/08/2021		
	Inv AR017083	Q4 2020 State Access	900.00
	Inv AR017087	Housing Assembly	363.00
	Inv B210119L	Site 117 Feb 2021 Cac Fiber	225.00
	Inv EC010421Q	2021 Economic Dec Cost Share	1,193.00
	Inv HWYSQ32020	Signal damage and equipment	233.35
	Inv HWYSQ42020	Signal damage and equipment	3,827.35
113789 Total:			6,741.70
<b>44 - Anoka County Treasury Office Total:</b>			6,741.70
<b>1674 - Aramark Uniform &amp; Career Apparel Group, Inc.</b>			
113790	02/08/2021		
	Inv 1004964033	Towels	92.71
	Inv 1004969449	Mats	314.90
	Inv 1004969454	Mats	172.20
113790 Total:			579.81
<b>1674 - Aramark Uniform &amp; Career Apparel Group, Inc. Total:</b>			579.81
<b>53 - Aspen Equipment Company</b>			
113791	02/08/2021		
	Inv 10221217	Snowplow installation #418	7,025.00

Check Number	Check Date	Check Description	Amount
Inv 10221853		Snowplow installation #268	6,909.00
Inv 10222728		Snowplow installation #417	5,955.00
113791 Total:			19,889.00
<b>53 - Aspen Equipment Company Total:</b>			19,889.00
<b>60 - Avon Business Forms &amp; Promotions</b>			
113792	02/08/2021		
Inv 3619		Correction Notice	224.86
113792 Total:			224.86
<b>60 - Avon Business Forms &amp; Promotions Total:</b>			224.86
<b>1714 - Baker Ballistics LLC</b>			
113793	02/08/2021		
Inv 20570		Kevlar shield and batshields	5,290.00
113793 Total:			5,290.00
<b>1714 - Baker Ballistics LLC Total:</b>			5,290.00
<b>1556 - Bituminous Roadways, Inc.</b>			
113794	02/08/2021		
Inv R-014422-000-F		2019 Trail Project - Retainage	3,372.41
113794 Total:			3,372.41
<b>1556 - Bituminous Roadways, Inc. Total:</b>			3,372.41
<b>85 - Bluetarp Financial, Inc.</b>			
113795	02/08/2021		
Inv 4041125305		90lb sandblaster	546.57
113795 Total:			546.57
<b>85 - Bluetarp Financial, Inc. Total:</b>			546.57
<b>1715 - Bob's Heating &amp; Air Conditioning</b>			
113796	02/08/2021		
Inv 1/12/2021		Service call on furnace at warming house	300.00
113796 Total:			300.00
<b>1715 - Bob's Heating &amp; Air Conditioning Total:</b>			300.00
<b>95 - Brock White Company, LLC</b>			
113797	02/08/2021		
Inv 1428596-00		Stripe marker	358.44

Check Number	Check Date	Check Description	Amount
Inv 14286190-00		Spray paint	50.16
113797 Total:			408.60
<b>95 - Brock White Company, LLC Total:</b>			408.60
<b>100 - Bureau of Criminal Apprehension</b>			
113798	02/08/2021		
Inv 1/15/2021		Background check	33.25
113798 Total:			33.25
<b>100 - Bureau of Criminal Apprehension Total:</b>			33.25
<b>117 - Central Pension Fund 101-000-2040-000</b>			
113785	01/22/2021	January 2021	
Inv January 2021	January 2021	January 2021	3,840.00
113785 Total:			3,840.00
<b>117 - Central Pension Fund Total:</b>			3,840.00
<b>119 - Century College</b>			
113799	02/08/2021		
Inv 00736201		Fire Inspector Course Book	130.00
Inv 765046		Fire Inspector Course	425.00
113799 Total:			555.00
<b>119 - Century College Total:</b>			555.00
<b>121 - CenturyLink 101-432-4321-503</b>			
113800	02/08/2021		
Inv January 2021		Fire Protection Equipment	59.36
113800 Total:			59.36
<b>121 - CenturyLink Total:</b>			59.36
<b>129 - City of Blaine</b>			
113801	02/08/2021		
Inv 6003		Q4 2020 Utilities	2,548.27
113801 Total:			2,548.27
<b>129 - City of Blaine Total:</b>			2,548.27
<b>136 - City of Roseville</b>			
113802	02/08/2021		
Inv 0229829		Electronic Plan Review Laserfiche Licens	3,966.32



Check Number	Check Date	Check Description	Amount
113802 Total:			3,966.32
<b>136 - City of Roseville Total:</b>			3,966.32
<b>761 - Comcast 101-432-4321-502</b>			
113803	02/08/2021	Inv 1/5/2021 Phone & Internet - 1180 BirchStreet	115.24
113803 Total:			115.24
<b>761 - Comcast Total:</b>			115.24
<b>1278 - Core &amp; Main LP</b>			
113804	02/08/2021	Inv N430889 Horns	2,018.40
		Inv N598876 Water meters	4,153.79
113804 Total:			6,172.19
<b>1278 - Core &amp; Main LP Total:</b>			6,172.19
<b>1466 - Coverall of the Twin Cities</b>			
113805	02/08/2021	Inv 1590004989 Commercial cleaning	1,200.60
		Inv 1590004990 Commercial cleaning	573.00
		Inv 1590004991 Commercial cleaning	403.28
		Inv 1590004992 Commercial cleaning	140.00
		Inv 1590004993 Commercial cleaning	160.90
113805 Total:			2,477.78
<b>1466 - Coverall of the Twin Cities Total:</b>			2,477.78
<b>167 - Dalco, Inc.</b>			
113806	02/08/2021	Inv 3730921 Toilet tissue, papertowels, compostable	838.06
113806 Total:			838.06
<b>167 - Dalco, Inc. Total:</b>			838.06
<b>1261 - Dell Marketing LP</b>			
113807	02/08/2021	Inv 10456349826 Computer Monitor - M. Sawyer	124.54
113807 Total:			124.54
<b>1261 - Dell Marketing LP Total:</b>			124.54

Check Number	Check Date	Check Description	Amount
<b>175 - Delta Dental of Minnesota</b>			
113808	02/08/2021	140 Inv February 2021 145 Dental Insurance Premiums	4,056.28
113808 Total:			4,056.28
<b>175 - Delta Dental of Minnesota Total:</b>			4,056.28
<b>1673 - Ecological Strategies, LLC</b>			
113809	02/08/2021	Inv 12/11/2020 Management Planning and Oversight for Co	4,950.00
113809 Total:			4,950.00
<b>1673 - Ecological Strategies, LLC Total:</b>			4,950.00
<b>192 - Emergency Apparatus Maintenance</b>			
113810	02/08/2021	Inv 112868 Service pump and inspection #609	434.61
		Inv 113640 Repair strobe light	361.64
113810 Total:			796.25
<b>192 - Emergency Apparatus Maintenance Total:</b>			796.25
<b>204 - Factory Motor Parts Company</b>			
113811	02/08/2021	Inv 159-045333 Injector assembly, spark plug, upper int	61.08
		Inv 1-6720239 Ring sealing	3.89
113811 Total:			64.97
<b>204 - Factory Motor Parts Company Total:</b>			64.97
<b>1458 - Fidelity Security Life Insurance Co. 101-000-2048-000</b>			
113812	02/08/2021	Inv 164668966 February Vision Insurance	115.00
113812 Total:			115.00
<b>1458 - Fidelity Security Life Insurance Co. Total:</b>			115.00
<b>212 - Finance &amp; Commerce, Inc.</b>			
113813	02/08/2021	Inv 744934664 2021 Street Improvement Projects	251.04
113813 Total:			251.04
<b>212 - Finance &amp; Commerce, Inc. Total:</b>			251.04

Check Number	Check Date	Check Description	Amount
<b>244 - Gopher State One-Call</b>			
113814	02/08/2021		
	Inv 0120541	December tickets	245.70
	Inv 1000541	2021 Annual Facility OperatorFee	50.00
113814 Total:			295.70
<b>244 - Gopher State One-Call Total:</b>			295.70
<b>258 - H&amp;L Mesabi Company</b>			
113815	02/08/2021		
	Inv 07650	Plow cutting edge sections	909.40
	Inv 07651	Plow cutting edge sections	45.00
113815 Total:			954.40
<b>258 - H&amp;L Mesabi Company Total:</b>			954.40
<b>271 - Hawkins, Inc.</b>			
113816	02/08/2021		
	Inv 4862493	150 lb Chlorine Cylinder	3,102.88
113816 Total:			3,102.88
<b>271 - Hawkins, Inc. Total:</b>			3,102.88
<b>1712 - Hokanson Construction &amp; Development Co</b>			
113817	02/08/2021		
	Inv 1/14/2021	Turnberry Crossing Escrow Closure	19,516.57
113817 Total:			19,516.57
<b>1712 - Hokanson Construction &amp; Development Co Total:</b>			19,516.57
<b>311 - Instrumental Research, Inc.</b>			
113818	02/08/2021		
	Inv 3110	December Water Testing and Well #1 Sampl	250.00
113818 Total:			250.00
<b>311 - Instrumental Research, Inc. Total:</b>			250.00
<b>1697 - Isaac Sports Group, LLC</b>			
113819	02/08/2021		
	Inv 1003	Rec Center Feasibility Study	6,600.00
113819 Total:			6,600.00
<b>1697 - Isaac Sports Group, LLC Total:</b>			6,600.00

Check Number	Check Date	Check Description	Amount
<b>1717 - Jacon, LLC</b>			
113820	02/08/2021		
		Inv 013084-000-1 2020 NE Drainage Area Improvements	24,011.25
113820 Total:			24,011.25
<b>1717 - Jacon, LLC Total:</b>			24,011.25
<b>338 - Kennedy &amp; Graven, Chartered</b>			
113821	02/08/2021		
		Inv 158972 November & December Legal - Lino Lakes O	3,695.50
113821 Total:			3,695.50
<b>338 - Kennedy &amp; Graven, Chartered Total:</b>			3,695.50
<b>1224 - Lano Equipment</b>			
113822	02/08/2021		
		Inv 02-808481 7-pin Repair Kit	145.70
		Inv 02-809035 Glow plug, switch magnetic, brake cleane	667.32
113822 Total:			813.02
<b>1224 - Lano Equipment Total:</b>			813.02
<b>381 - Lincoln National Life Ins Co</b>			
113823	02/08/2021	115	
		Inv February 2021 110 Disability Insurance Premiums	1,394.97
113823 Total:			1,394.97
113824	02/08/2021	250	
		Inv February 2021 290 Life Insurance Premiums	1,377.95
113824 Total:			1,377.95
<b>381 - Lincoln National Life Ins Co Total:</b>			2,772.92
<b>399 - Mansfield Oil Company 101-431-4212-000</b>			
113825	02/08/2021		
		Inv 22153764 Gasoline	4,079.04
		Inv 22153792 Diesel	2,868.19
113825 Total:			6,947.23
<b>399 - Mansfield Oil Company Total:</b>			6,947.23
<b>1668 - Marsden Bldg Maintenance, LLC</b>			
113826	02/08/2021		
		Inv 333931 Commercial cleaning	2,892.00
		Inv 333932 Commercial cleaning	783.45

Check Number	Check Date	Check Description	Amount
Inv 333933	Commercial cleaning		473.69
Inv 333934	Commercial cleaning		518.87
113826 Total:			4,668.01
<b>1668 - Marsden Bldg Maintenance, LLC Total:</b>			4,668.01
<b>416 - Medica</b>			
113827	02/08/2021	175	
Inv February 2021	140 Health Insurance Premiums		47,570.00
113827 Total:			47,570.00
<b>416 - Medica Total:</b>			47,570.00
<b>418 - Menards - Forest Lake</b>			
113828	02/08/2021		
Inv 55306	Silicone caulk		12.28
Inv 55357	Light bulbs for Public Works		112.25
Inv 55358	Duct tape		19.98
Inv 55790	Temporary mailbox construction supplies		141.20
Inv 55792	Door sweep for City Hall lunchroom door		10.99
Inv 55795	Windshield washer		20.28
Inv 56137	Paint brushes & abrasive padsfor paint		44.79
113828 Total:			361.77
<b>418 - Menards - Forest Lake Total:</b>			361.77
<b>1169 - Meridian Energy Products</b>			
113829	02/08/2021		
Inv 2101201	Install 3 shower light fixtures at Polic		428.00
113829 Total:			428.00
<b>1169 - Meridian Energy Products Total:</b>			428.00
<b>421 - Metro Sales Incorporated</b>			
113830	02/08/2021		
Inv INV1744426	Copier Maintenance Contract Ricoh/IM C25		148.09
113830 Total:			148.09
<b>421 - Metro Sales Incorporated Total:</b>			148.09
<b>455 - MN Metro North Tourism Board 101-415-4900-000</b>			
113831	02/08/2021		
Inv 12/31/2020	December 2020 Tourism Tax		1,722.00
113831 Total:			1,722.00

Check Number	Check Date	Check Description	Amount
<b>455 - MN Metro North Tourism Board Total:</b>			1,722.00
<b>480 - NCPERS Group Life Insurance 101-000-2040-000</b>			
113786	01/22/2021	January 2020	
	Inv January 2021	January 2020 January 2021	240.00
113786 Total:			240.00
<b>480 - NCPERS Group Life Insurance Total:</b>			240.00
<b>492 - North Metrotelevision (NMTV)</b>			
113832	02/08/2021		
	Inv PTLL-01012021	December Council Meetings - 12/14/2020 &	103.34
113832 Total:			103.34
<b>492 - North Metrotelevision (NMTV) Total:</b>			103.34
<b>506 - Olson's Sewer Service, Inc.</b>			
113833	02/08/2021		
	Inv 01593-000-1	2020 Surface Water Maintenance Project	17,304.98
	Inv 93996	Shop holding tank pumped out	469.00
	Inv 94020	Drainage Improvement at 1054 Cripple Cre	3,120.82
	Inv R-013522-001-3	2020 Surface Water Maintenance Project	4,189.10
113833 Total:			25,083.90
<b>506 - Olson's Sewer Service, Inc. Total:</b>			25,083.90
<b>509 - O'Reilly Automotive Stores</b>			
113834	02/08/2021		
	Inv 5914-146578	Belt	15.89
	Inv 5914-146579	Belt	24.82
	Inv 5914-146619	Battery	133.78
	Inv 5914-147334	Mini lamp	7.58
	Inv 5914-147512	Battery	237.50
	Inv 5914-147517	Power belt	137.17
113834 Total:			556.74
<b>509 - O'Reilly Automotive Stores Total:</b>			556.74
<b>1651 - Personnel Evaluations, Inc.</b>			
113835	02/08/2021		
	Inv 38812	PEP Testing	174.00
113835 Total:			174.00
<b>1651 - Personnel Evaluations, Inc. Total:</b>			174.00

Check Number	Check Date	Check Description	Amount
<b>546 - Pomp's Tire Service, Inc.</b>			
113836	02/08/2021		
		Inv 150133786 Tires	582.40
		Inv 150134424 4 new tires #306	340.08
		Inv 150135481 Mount & balance new front tires #200	1,146.50
		Inv 150135688 Police SUV tires	2,316.94
		Inv 150136759 Tires #503 & #505	1,164.80
113836 Total:			5,550.72
<b>546 - Pomp's Tire Service, Inc. Total:</b>			5,550.72
<b>551 - Premium Waters, Inc. 101-432-4410-500</b>			
113837	02/08/2021		
		Inv 608417-12-20 5 gallon water	30.59
113837 Total:			30.59
<b>551 - Premium Waters, Inc. Total:</b>			30.59
<b>552 - Press Publications, Inc.</b>			
113838	02/08/2021		
		Inv 690422 2021 Street Improvement Project Bids	276.48
113838 Total:			276.48
<b>552 - Press Publications, Inc. Total:</b>			276.48
<b>1092 - Quadient Finance USA, Inc.</b>			
113839	02/08/2021		
		Inv 1/28/2021 Postage	500.00
113839 Total:			500.00
<b>1092 - Quadient Finance USA, Inc. Total:</b>			500.00
<b>1535 - S&amp;S Industrial Hardware Supply</b>			
113840	02/08/2021		
		Inv 315094 Nuts, bolts, washers	65.99
113840 Total:			65.99
<b>1535 - S&amp;S Industrial Hardware Supply Total:</b>			65.99
<b>609 - SHI International Corp</b>			
113841	02/08/2021		
		Inv B12886925 Microsoft Office Pro License - K. Larsen	365.00
		Inv B12908222 Docking Station - L. Hogstad-Osterhues	205.00
113841 Total:			570.00

Check Number	Check Date	Check Description	Amount
<b>609 - SHI International Corp Total:</b>			570.00
<b>1593 - Shred-it, c/o Stericycle, Inc.</b>			
113842	02/08/2021		
	Inv 8181237429	Document destruction	78.46
113842 Total:			78.46
<b>1593 - Shred-it, c/o Stericycle, Inc. Total:</b>			78.46
<b>645 - Streicher's, Inc.</b>			
113843	02/08/2021		
	Inv 1477455	Uniform Allowance - N. Hamann	76.95
	Inv I1477804	Flex cuffs	239.99
113843 Total:			316.94
<b>645 - Streicher's, Inc. Total:</b>			316.94
<b>655 - TASC - Client Invoices</b>			
113844	02/08/2021		
	Inv IN1940577	December Admin Fees	93.80
113844 Total:			93.80
<b>655 - TASC - Client Invoices Total:</b>			93.80
<b>656 - TDS Metrocom MN</b>			
113845	02/08/2021		
	Inv 1/13/2021	Fire Alarm System	239.63
113845 Total:			239.63
<b>656 - TDS Metrocom MN Total:</b>			239.63
<b>681 - Twin Cities Transport &amp; Recovery</b>			
113846	02/08/2021		
	Inv 21-0115-31033	Case #21008078	85.00
113846 Total:			85.00
<b>681 - Twin Cities Transport &amp; Recovery Total:</b>			85.00
<b>698 - Valley-Rich Co., Inc.</b>			
113847	02/08/2021		
	Inv 29107	Labor	4,310.06
113847 Total:			4,310.06



Check Number	Check Date	Check Description	Amount
<b>698 - Valley-Rich Co., Inc. Total:</b>			4,310.06
<b>700 - Verizon Wireless</b>			
113848	02/08/2021		
	Inv 20238243	Target	50.00
113848 Total:			50.00
<b>700 - Verizon Wireless Total:</b>			50.00
<b>733 - WSB &amp; Associates, Inc.</b>			
113849	02/08/2021		
	Inv 0-002029-633-18	November - Saddle Club 2nd Additon	81.00
	Inv 0-002988-560-29	November - Saddle Club 4th Additon	166.50
	Inv R-010701-000-18	November - Century Farms North 7th Addit	612.00
	Inv R-011406-000-15	November - Natures Refuge	219.50
	Inv R-011560-000-14	November - Main Street Shoppes 2nd Addit	81.00
	Inv R-012065-000-22	November - 49 & J Lift Station	273.00
	Inv R-012365-000-24	November - Lyngblomsten Senior Housing	115.00
	Inv R-012443-000-27	November - Watermark 1st Addition	147.00
	Inv R-012468-000-24	November - Lino Lakes Storage	145.50
	Inv R-012469-000-26	November - Eastside Villas	229.50
	Inv R-013091-000-25	November - Water Tower No 3	6,924.00
	Inv R-013577-000-21	November - GPS/GIS Miscellaneous Assista	143.00
	Inv R-013912-000-16	November - Well House No. 1 Rehabilitati	1,797.50
	Inv R-014546-000-8	November - Poehling Addition	34.00
	Inv R-014757-000-15	November - Watermark 2nd Addition	4,433.00
	Inv R-014846-000-7	November - Stern Addition	115.00
	Inv R-015220-000-11	November - 2020 Private Utility Permits	891.00
	Inv R-015221-444-11	November - 2020 General Engingeering Ser	7,400.00
	Inv R-015306-000-12	November - Nadeau Acres	5,683.00
	Inv R-015601-000-7	November - 2020 MS4 Services	294.00
	Inv R-015628-000-10	November - Watermark 3rd Addition	12,361.00
	Inv R-0157757-000-8	November - 2020 Trail Project	402.50
	Inv R-015935-000-8	November - 2020 Surface WaterMaintenanc	3,633.50
	Inv R-015965-000-6	November - Lift Station No. 5Forcemain	1,027.25
	Inv R-016591-000-5	November - 2021 Birch Street Watermain I	169.75
	Inv R-016665-000-4	November - Lift Station Standard Specifi	1,110.00
	Inv R-016848-000-3	November - 7685 Lake Dr Building Demolit	324.00
	Inv R-016936-000-2	November - 2063 Palm Street D&U Vacate	230.00
	Inv R-017006-000-2	November - 2021 Street Improvement Proje	21,257.00
113849 Total:			70,299.50
<b>733 - WSB &amp; Associates, Inc. Total:</b>			70,299.50
<b>734 - Xcel Energy</b>			
113850	02/08/2021	110	
	Inv Jan 2021-1	110 Electric-Street Lights	4,167.19
	Inv Jan 2021-2	125 Electric-Parks	12,234.79
113850 Total:			16,401.98

Check Number	Check Date	Check Description	Amount
			<hr/>
		734 - Xcel Energy Total:	16,401.98
			<hr/>
		Total:	318,033.71
			<hr/>
			<hr/>

City of Lino Lakes  
Activity Codes

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
401	Mayor/Council	817	Spring Fling
402	Administration	818	Winter Festival
403	Elections	819	Community Gardens
404	Cable TV	822	Family Corn Roast
405	Charter Administration	827	Gobbler Games
407	Finance	830	Adult Golf Lessons
414	Legal Consultants	835	Youth Skating Class
415	Economic Development	850	Golf Academy
416	Planning & Zoning	856	Youth Soccer
417	Engineering	857	Soccer Fundamentals
418	Community Development	860	Secret Shop
420	Police Protection	864	Preschool Playtime
421	Fire Protection	868	Little Goblins Party
422	Building Inspections	871	Flag Football
430	Streets	875	Snow Day
431	Fleet Management	876	Kite Day
432	Government Buildings	877	Rockin' in the Park
450	Parks	879	Movies in the Park
451	Recreation	890	Senior Programs
461	Environmental		
462	Solid Waste Abatement		
463	Forestry		
494	Water		
495	Sanitary Sewer		
499	Other		
802	Dodgeball Camp		
806	Youth T-Ball		
808	Youth Baseball Camp		
810	Youth Playground		
811	Youth Safety Camp		
812	Youth Art Camps		
814	Senior Programs/Book Club		



AP Checks by Account Number  
02/28/2021 City Council Meeting

Vendor	Fund/Dept	Account	Amount	Check #	Description	
AFLAC	101-000	101-000-2040-000	232.74	113788	January Insurance Premium	
Central Pension Fund	101-000	101-000-2040-000	3,840.00	113785		Jan-21
Delta Dental of Minnesota	101-000	101-000-2040-000	455.35	113808	Dental Insurance Premiums	
Fidelity Security Life Insurance Co.	101-000	101-000-2040-000	19.18	113812	February Vision Insurance	
Lincoln National Life Ins Co	101-000	101-000-2040-000	83.40	113824	Life Insurance Premiums	
Lincoln National Life Ins Co	101-000	101-000-2040-000	1,145.91	113824	Life Insurance Premiums	
Medica	101-000	101-000-2040-000	3,003.77	113827	Health Insurance Premiums	
NCPERS Group Life Insurance	101-000	101-000-2040-000	240.00	113786		Jan-21
Medica	101-000	101-000-2041-000	8,627.94	113827	Health Insurance Premiums	
Delta Dental of Minnesota	101-000	101-000-2044-000	1,263.96	113808	Dental Insurance Premiums	
Fidelity Security Life Insurance Co.	101-000	101-000-2048-000	95.82	113812	February Vision Insurance	
Lincoln National Life Ins Co	101-000	101-000-3416-000	0.14	113824	Life Insurance Premiums	
	101-000 Total		19,008.21			
Medica	101-402	101-402-4131-000	538.42	113827	Health Insurance Premiums	
Lincoln National Life Ins Co	101-402	101-402-4133-000	121.24	113823	Disability Insurance Premiums	
Lincoln National Life Ins Co	101-402	101-402-4133-000	11.25	113824	Life Insurance Premiums	
Delta Dental of Minnesota	101-402	101-402-4134-000	89.89	113808	Dental Insurance Premiums	
Kennedy & Graven Chartered	101-402	101-402-4310-000	3,695.50	113821	November & December Legal - Lino Lakes Officer 299A Claim	
Shred-it c/o Stericycle Inc.	101-402	101-402-4410-000	26.15	113842	Document destruction	
TASC - Client Invoices	101-402	101-402-4410-000	93.80	113844	December Admin Fees	
	101-402 Total		4,576.25			
North Metrotelevision (NMTV)	101-404	101-404-4410-000	103.34	113832	December Council Meetings - 12/14/2020 & 12/28/2020	
	101-404 Total		103.34			
Medica	101-407	101-407-4131-000	2,066.40	113827	Health Insurance Premiums	
Lincoln National Life Ins Co	101-407	101-407-4133-000	6.98	113824	Life Insurance Premiums	
Lincoln National Life Ins Co	101-407	101-407-4133-000	63.35	113823	Disability Insurance Premiums	
Delta Dental of Minnesota	101-407	101-407-4134-000	101.11	113808	Dental Insurance Premiums	
City of Roseville	101-407	101-407-4310-000	3,966.32	113802	Electronic Plan Review Laserfiche Licenses	
SHI International Corp	101-407	101-407-4310-000	365.00	113841	Microsoft Office Pro License - K. Larsen	
	101-407 Total		6,569.16			
Anoka County Treasury Office	101-415	101-415-4300-000	1,193.00	113789	2021 Economic Dec Cost Share	
Isaac Sports Group LLC	101-415	101-415-4300-000	6,600.00	113819	Rec Center Feasibility Study	
MN Metro North Tourism Board	101-415	101-415-4900-000	1,722.00	113831	December 2020 Tourism Tax	
	101-415 Total		9,515.00			
Medica	101-416	101-416-4131-000	538.43	113827	Health Insurance Premiums	
Lincoln National Life Ins Co	101-416	101-416-4133-000	2.25	113824	Life Insurance Premiums	
Lincoln National Life Ins Co	101-416	101-416-4133-000	25.19	113823	Disability Insurance Premiums	
Delta Dental of Minnesota	101-416	101-416-4134-000	44.94	113808	Dental Insurance Premiums	
	101-416 Total		610.81			
WSB & Associates Inc.	101-417	101-417-4300-000	891.00	113849	November - 2020 Private Utility Permits	
WSB & Associates Inc.	101-417	101-417-4300-000	294.00	113849	November - 2020 MS4 Services	
WSB & Associates Inc.	101-417	101-417-4410-000	5,180.00	113849	November - 2020 General Engineering Services	
	101-417 Total		6,365.00			
Medica	101-418	101-418-4131-000	538.42	113827	Health Insurance Premiums	
Lincoln National Life Ins Co	101-418	101-418-4133-000	4.50	113824	Life Insurance Premiums	
Lincoln National Life Ins Co	101-418	101-418-4133-000	43.08	113823	Disability Insurance Premiums	
Delta Dental of Minnesota	101-418	101-418-4134-000	44.94	113808	Dental Insurance Premiums	
	101-418 Total		630.94			
Medica	101-420	101-420-4131-000	19,322.49	113827	Health Insurance Premiums	
Lincoln National Life Ins Co	101-420	101-420-4133-000	630.06	113823	Disability Insurance Premiums	
Lincoln National Life Ins Co	101-420	101-420-4133-000	64.23	113824	Life Insurance Premiums	
Delta Dental of Minnesota	101-420	101-420-4134-000	1,058.38	113808	Dental Insurance Premiums	
Streicher's Inc.	101-420	101-420-4211-000	239.99	113843	Flex cuffs	
Anoka County Treasury Office	101-420	101-420-4240-000	363.00	113789	Housing Assembly	
Personnel Evaluations Inc.	101-420	101-420-4300-000	174.00	113835	PEP Testing	
Verizon Wireless	101-420	101-420-4300-000	50.00	113848	Target	
Streicher's Inc.	101-420	101-420-4370-000	76.95	113843	Uniform Allowance - N. Hamann	
Xcel Energy	101-420	101-420-4381-000	4.03	113850	Electric-Police	
Anoka County Treasury Office	101-420	101-420-4410-000	900.00	113789	Q4 2020 State Access	
Shred-it c/o Stericycle Inc.	101-420	101-420-4410-000	52.31	113842	Document destruction	
Twin Cities Transport & Recovery	101-420	101-420-4410-000	85.00	113846	Case #21008078	



AP Checks by Account Number  
02/28/2021 City Council Meeting

Vendor	Fund/Dept	Account	Amount	Check #	Description
Baker Ballistics LLC	101-420	101-420-5000-000	5,290.00	113793	Kevlar shield and batshields
	101-420 Total		28,310.44		
Medica	101-421	101-421-4131-000	1,885.18	113827	Health Insurance Premiums
Lincoln National Life Ins Co	101-421	101-421-4133-000	4.40	113824	Life Insurance Premiums
Lincoln National Life Ins Co	101-421	101-421-4133-000	50.52	113823	Disability Insurance Premiums
Delta Dental of Minnesota	101-421	101-421-4134-000	87.63	113808	Dental Insurance Premiums
Century College	101-421	101-421-4330-000	425.00	113799	Fire Inspector Course
Century College	101-421	101-421-4330-000	130.00	113799	Fire Inspector Course Book
Bureau of Criminal Apprehension	101-421	101-421-4410-000	33.25	113798	Background check
Emergency Apparatus Maintenance	101-421	101-421-4410-000	434.61	113810	Service pump and inspection #609
Emergency Apparatus Maintenance	101-421	101-421-4410-000	361.64	113810	Repair strobe light
	101-421 Total		3,412.23		
Medica	101-422	101-422-4131-000	2,252.23	113827	Health Insurance Premiums
Lincoln National Life Ins Co	101-422	101-422-4133-000	7.87	113824	Life Insurance Premiums
Lincoln National Life Ins Co	101-422	101-422-4133-000	72.38	113823	Disability Insurance Premiums
Delta Dental of Minnesota	101-422	101-422-4134-000	112.35	113808	Dental Insurance Premiums
Avon Business Forms & Promotions	101-422	101-422-4200-000	224.86	113792	Correction Notice
	101-422 Total		2,669.69		
Medica	101-430	101-430-4131-000	2,699.36	113827	Health Insurance Premiums
Lincoln National Life Ins Co	101-430	101-430-4133-000	116.08	113823	Disability Insurance Premiums
Lincoln National Life Ins Co	101-430	101-430-4133-000	14.06	113824	Life Insurance Premiums
Delta Dental of Minnesota	101-430	101-430-4134-000	191.01	113808	Dental Insurance Premiums
Brock White Company LLC	101-430	101-430-4211-000	50.16	113797	Spray paint
Brock White Company LLC	101-430	101-430-4211-000	358.44	113797	Stripe marker
H&L Mesabi Company	101-430	101-430-4211-000	909.40	113815	Plow cutting edge sections
H&L Mesabi Company	101-430	101-430-4211-000	45.00	113815	Plow cutting edge sections
Menards - Forest Lake	101-430	101-430-4211-000	141.20	113828	Temporary mailbox construction supplies
Xcel Energy	101-430	101-430-4385-000	674.67	113850	Electric-Street Lights
Xcel Energy	101-430	101-430-4385-000	4,167.19	113850	Electric-Street Lights
Anoka County Treasury Office	101-430	101-430-4410-000	3,827.35	113789	Signal damage and equipment
Anoka County Treasury Office	101-430	101-430-4410-000	233.35	113789	Signal damage and equipment
Olson's Sewer Service Inc.	101-430	101-430-4410-000	3,120.82	113833	Drainage Improvement at 1054 Cripple Creek Pass
	101-430 Total		16,548.09		
Medica	101-431	101-431-4131-000	1,084.08	113827	Health Insurance Premiums
Lincoln National Life Ins Co	101-431	101-431-4133-000	4.95	113824	Life Insurance Premiums
Lincoln National Life Ins Co	101-431	101-431-4133-000	41.93	113823	Disability Insurance Premiums
Delta Dental of Minnesota	101-431	101-431-4134-000	98.88	113808	Dental Insurance Premiums
Aramark Uniform & Career Apparel Group Inc.	101-431	101-431-4211-000	92.71	113790	Towels
Menards - Forest Lake	101-431	101-431-4211-000	5.16	113828	Antifreeze
Menards - Forest Lake	101-431	101-431-4211-000	15.12	113828	Windshield washer
Mansfield Oil Company	101-431	101-431-4212-000	4,079.04	113825	Gasoline
Mansfield Oil Company	101-431	101-431-4212-000	2,868.19	113825	Diesel
Factory Motor Parts Company	101-431	101-431-4221-000	61.08	113811	Injector assembly spark plug upper intake manifold
Factory Motor Parts Company	101-431	101-431-4221-000	3.89	113811	Ring sealing
Lano Equipment	101-431	101-431-4221-000	145.70	113822	7-pin Reapir Kit
Menards - Forest Lake	101-431	101-431-4221-000	12.28	113828	Silicone caulk
O'Reilly Automotive Stores	101-431	101-431-4221-000	24.82	113834	Belt
O'Reilly Automotive Stores	101-431	101-431-4221-000	133.78	113834	Battery
O'Reilly Automotive Stores	101-431	101-431-4221-000	15.89	113834	Belt
O'Reilly Automotive Stores	101-431	101-431-4221-000	237.50	113834	Battery
O'Reilly Automotive Stores	101-431	101-431-4221-000	7.58	113834	Mini lamp
Pomp's Tire Service Inc.	101-431	101-431-4221-000	582.40	113836	Tires
Pomp's Tire Service Inc.	101-431	101-431-4221-000	2,316.94	113836	Police SUV tires
Pomp's Tire Service Inc.	101-431	101-431-4221-000	1,164.80	113836	Tires #503 & #505
Pomp's Tire Service Inc.	101-431	101-431-4221-000	340.08	113836	4 new tires #306
S&S Industrial Hardware Supply	101-431	101-431-4221-000	65.99	113840	Nuts bolts washers
Lano Equipment	101-431	101-431-4300-000	667.32	113822	Glow plug switch magnetic brake cleaner fluid
Pomp's Tire Service Inc.	101-431	101-431-4300-000	1,146.50	113836	Mount & balance new front tires #200
	101-431 Total		15,216.61		
Dalco Inc.	101-432	101-432-4211-000	838.06	113806	Toilet tissue papertowels compostable roll liner
Menards - Forest Lake	101-432	101-432-4211-500	112.25	113828	Light bulbs for Public Works



AP Checks by Account Number  
02/28/2021 City Council Meeting

Vendor	Fund/Dept	Account	Amount	Check #	Description
Menards - Forest Lake	101-432	101-432-4211-503	10.99	113828	Door sweep for City Hall lunchroom door
O'Reilly Automotive Stores	101-432	101-432-4211-503	137.17	113834	Power belt
Anoka County Treasury Office	101-432	101-432-4300-500	75.00	113789	Site 115 Feb 2021 Cac Fiber
Anoka County Treasury Office	101-432	101-432-4300-501	75.00	113789	Site 116 Feb 2021 Cac Fiber
Anoka County Treasury Office	101-432	101-432-4300-503	75.00	113789	Site 117 Feb 2021 Cac Fiber
Meridian Energy Products	101-432	101-432-4300-503	428.00	113829	Install 3 shower light fixtures at Police Dept
TDS Metrocom MN	101-432	101-432-4321-000	199.82	113845	Fire Alarm System
CenturyLink	101-432	101-432-4321-503	59.36	113800	Fire Protection Equipment
Quadient Finance USA Inc.	101-432	101-432-4322-000	500.00	113839	Postage
Xcel Energy	101-432	101-432-4381-501	518.78	113850	Electric-Fire Station #1
Xcel Energy	101-432	101-432-4381-502	955.32	113850	Electric-Fire Station #2
Xcel Energy	101-432	101-432-4381-503	4,440.47	113850	Electric-Civic Complex
Olson's Sewer Service Inc.	101-432	101-432-4410-000	469.00	113833	Shop holding tank pumped out
Coverall of the Twin Cities	101-432	101-432-4410-500	403.28	113805	Commercial cleaning
Marsden Bldg Maintenance LLC	101-432	101-432-4410-500	783.45	113826	Commercial cleaning
Premium Waters Inc.	101-432	101-432-4410-500	30.59	113837	5 gallon water
Aramark Uniform & Career Apparel Group Inc.	101-432	101-432-4410-501	172.20	113790	Mats
Coverall of the Twin Cities	101-432	101-432-4410-501	140.00	113805	Commercial cleaning
Marsden Bldg Maintenance LLC	101-432	101-432-4410-501	473.69	113826	Commercial cleaning
Coverall of the Twin Cities	101-432	101-432-4410-502	160.90	113805	Commercial cleaning
Marsden Bldg Maintenance LLC	101-432	101-432-4410-502	518.87	113826	Commercial cleaning
Aramark Uniform & Career Apparel Group Inc.	101-432	101-432-4410-503	314.90	113790	Mats
Coverall of the Twin Cities	101-432	101-432-4410-503	1,200.60	113805	Commercial cleaning
Coverall of the Twin Cities	101-432	101-432-4410-503	573.00	113805	Commercial cleaning
Marsden Bldg Maintenance LLC	101-432	101-432-4410-503	2,892.00	113826	Commercial cleaning
Metro Sales Incorporated	101-432	101-432-4410-503	148.09	113830	Copier Maintenance Contract Ricoh/IM C2500 Color Copier
	101-432 Total		16,705.79		
Medica	101-450	101-450-4131-000	1,453.75	113827	Health Insurance Premiums
Lincoln National Life Ins Co	101-450	101-450-4133-000	93.08	113823	Disability Insurance Premiums
Lincoln National Life Ins Co	101-450	101-450-4133-000	11.13	113824	Life Insurance Premiums
Delta Dental of Minnesota	101-450	101-450-4134-000	177.52	113808	Dental Insurance Premiums
WSB & Associates Inc.	101-450	101-450-4300-000	402.50	113849	November - 2020 Trail Project
Xcel Energy	101-450	101-450-4381-000	149.88	113850	Electric-Parks
Bituminous Roadways Inc.	101-450	101-450-4410-000	3,372.41	113794	2019 Trail Project - Retainage
Bob's Heating & Air Conditioning	101-450	101-450-4410-000	300.00	113796	Service call on furnace at warming house
	101-450 Total		5,960.27		
Medica	101-461	101-461-4131-000	201.91	113827	Health Insurance Premiums
Lincoln National Life Ins Co	101-461	101-461-4133-000	7.28	113823	Disability Insurance Premiums
Lincoln National Life Ins Co	101-461	101-461-4133-000	0.85	113824	Life Insurance Premiums
Delta Dental of Minnesota	101-461	101-461-4134-000	16.85	113808	Dental Insurance Premiums
	101-461 Total		226.89		
Medica	101-462	101-462-4131-000	134.61	113827	Health Insurance Premiums
Lincoln National Life Ins Co	101-462	101-462-4133-000	4.85	113823	Disability Insurance Premiums
Lincoln National Life Ins Co	101-462	101-462-4133-000	0.56	113824	Life Insurance Premiums
Delta Dental of Minnesota	101-462	101-462-4134-000	11.24	113808	Dental Insurance Premiums
1st Choice Document Destruction	101-462	101-462-4410-000	600.00	113787	Recycled 3120 pounds of paper and cardboard
	101-462 Total		751.26		
Medica	101-463	101-463-4131-000	201.91	113827	Health Insurance Premiums
Lincoln National Life Ins Co	101-463	101-463-4133-000	0.84	113824	Life Insurance Premiums
Lincoln National Life Ins Co	101-463	101-463-4133-000	7.28	113823	Disability Insurance Premiums
Delta Dental of Minnesota	101-463	101-463-4134-000	16.85	113808	Dental Insurance Premiums
	101-463 Total		226.88		
Aspen Equipment Company	402-431	402-431-5000-000	7,025.00	113791	Snowplow installation #418
Aspen Equipment Company	402-431	402-431-5000-000	6,909.00	113791	Snowplow installation #268
Aspen Equipment Company	402-431	402-431-5000-000	5,955.00	113791	Snowplow installation #417
	402-431 Total		19,889.00		
Dell Marketing LP	403-402	403-402-4240-000	124.54	113807	Computer Monitor - M. Sawyer
SHI International Corp	403-402	403-402-4240-000	205.00	113841	Docking Station - L. Hogstad-Osterhues
	403-402 Total		329.54		
WSB & Associates Inc.	406-499	406-499-4304-123	273.00	113849	November - 49 & J Lift Station
WSB & Associates Inc.	406-499	406-499-4304-127	6,924.00	113849	November - Water Tower No 3



AP Checks by Account Number  
02/28/2021 City Council Meeting

Vendor	Fund/Dept	Account	Amount	Check #	Description
WSB & Associates Inc.	406-499	406-499-4304-136	460.00	113849	November - 2021 Street Improvement Projects
WSB & Associates Inc.	406-499	406-499-4304-136	169.75	113849	November - 2021 Birch Street Watermain Improvements
	406-499 Total		7,826.75		
WSB & Associates Inc.	420-499	420-499-4304-000	324.00	113849	November - 7685 Lake Dr Building Demolition
	420-499 Total		324.00		
WSB & Associates Inc.	421-499	421-499-4304-137	20,797.00	113849	November - 2021 Street Improvement Projects
Finance & Commerce Inc.	421-499	421-499-4340-137	251.04	113813	2021 Street Improvement Projects
Press Publications Inc.	421-499	421-499-4340-137	276.48	113838	2021 Street Improvement Project Bids
	421-499 Total		21,324.52		
Jacon LLC	422-499	422-499-4400-125	24,011.25	113820	2020 NE Drainage Area Improvements
	422-499 Total		24,011.25		
WSB & Associates Inc.	424-499	424-499-4304-000	3,633.50	113849	November - 2020 Surface Water Maintenance Project
Olson's Sewer Service Inc.	424-499	424-499-4400-000	4,189.10	113833	2020 Surface Water Maintenance Project
Olson's Sewer Service Inc.	424-499	424-499-4400-000	17,304.98	113833	2020 Surface Water Maintenance Project
	424-499 Total		25,127.58		
City of Blaine	601-000	601-000-2140-000	70.47	113801	Q4 2020 Utilities
	601-000 Total		70.47		
Medica	601-494	601-494-4131-000	1,510.54	113827	Health Insurance Premiums
Lincoln National Life Ins Co	601-494	601-494-4133-000	59.32	113823	Disability Insurance Premiums
Lincoln National Life Ins Co	601-494	601-494-4133-000	7.29	113824	Life Insurance Premiums
Delta Dental of Minnesota	601-494	601-494-4134-000	142.69	113808	Dental Insurance Premiums
Menards - Forest Lake	601-494	601-494-4211-000	19.98	113828	Duct tape
Menards - Forest Lake	601-494	601-494-4211-000	44.79	113828	Paint brushes & abrasive pads for paint at Well 3
Core & Main LP	601-494	601-494-4215-000	4,153.79	113804	Water meters
Core & Main LP	601-494	601-494-4215-000	2,018.40	113804	Horns
Hawkins Inc.	601-494	601-494-4222-000	3,102.88	113816	150 lb Chlorine Cylinder
Bluetarp Financial Inc.	601-494	601-494-4240-000	273.29	113795	90lb sandblaster
WSB & Associates Inc.	601-494	601-494-4304-000	1,110.00	113849	November - 2020 General Engineering Services
WSB & Associates Inc.	601-494	601-494-4304-000	143.00	113849	November - GPS/GIS Miscellaneous Assistance
Comcast	601-494	601-494-4321-000	115.24	113803	Phone & Internet - 1180 Birch Street
TDS Metrocom MN	601-494	601-494-4321-000	39.81	113845	Fire Alarm System
Xcel Energy	601-494	601-494-4381-000	3,343.69	113850	Electric-Water
City of Blaine	601-494	601-494-4382-000	617.80	113801	Q4 2020 Utilities
Gopher State One-Call	601-494	601-494-4410-000	50.00	113814	2021 Annual Facility Operator Fee
Gopher State One-Call	601-494	601-494-4410-000	122.85	113814	December tickets
Instrumental Research Inc.	601-494	601-494-4410-000	250.00	113818	December Water Testing and Well #1 Samples
Valley-Rich Co. Inc.	601-494	601-494-5000-000	838.06	113847	Labor
Valley-Rich Co. Inc.	601-494	601-494-5000-000	3,472.00	113847	Labor
WSB & Associates Inc.	601-494	601-494-5000-000	1,797.50	113849	November - Well House No. 1 Rehabilitation
	601-494 Total		23,232.92		
Medica	602-495	602-495-4131-000	1,510.56	113827	Health Insurance Premiums
Lincoln National Life Ins Co	602-495	602-495-4133-000	7.34	113824	Life Insurance Premiums
Lincoln National Life Ins Co	602-495	602-495-4133-000	59.33	113823	Disability Insurance Premiums
Delta Dental of Minnesota	602-495	602-495-4134-000	142.69	113808	Dental Insurance Premiums
Bluetarp Financial Inc.	602-495	602-495-4240-000	273.28	113795	90lb sandblaster
WSB & Associates Inc.	602-495	602-495-4300-000	1,027.25	113849	November - Lift Station No. 5 Forcemain Rehabilitation
WSB & Associates Inc.	602-495	602-495-4304-000	1,110.00	113849	November - Lift Station Standard Specification
WSB & Associates Inc.	602-495	602-495-4304-000	1,110.00	113849	November - 2020 General Engineering Services
Xcel Energy	602-495	602-495-4381-000	2,147.95	113850	Electric-Sewer
City of Blaine	602-495	602-495-4382-000	1,860.00	113801	Q4 2020 Utilities
Gopher State One-Call	602-495	602-495-4410-000	122.85	113814	December tickets
	602-495 Total		9,371.25		
WSB & Associates Inc.	801-000	801-000-2300-000	115.00	113849	November - Lyngblomsten Senior Housing
WSB & Associates Inc.	801-000	801-000-2300-000	230.00	113849	November - 2063 Palm Street D&U Vacate
WSB & Associates Inc.	801-000	801-000-2300-000	34.00	113849	November - Poehling Addition
WSB & Associates Inc.	801-000	801-000-2300-000	219.50	113849	November - Natures Refuge
WSB & Associates Inc.	801-000	801-000-2302-102	229.50	113849	November - Eastside Villas
WSB & Associates Inc.	801-000	801-000-2308-102	612.00	113849	November - Century Farms North 7th Addition
WSB & Associates Inc.	801-000	801-000-2309-102	115.00	113849	November - Stern Addition
Hokanson Construction & Development Co	801-000	801-000-2312-102	6,605.77	113817	Turnberry Crossing Escrow Closure
Hokanson Construction & Development Co	801-000	801-000-2312-103	7,591.80	113817	Turnberry Crossing Escrow Closure



**AP Checks by Account Number  
02/28/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
Hokanson Construction & Development Co	801-000	801-000-2312-105	3,739.00	113817	Turnberry Crossing Escrow Closure
Hokanson Construction & Development Co	801-000	801-000-2312-106	1,580.00	113817	Turnberry Crossing Escrow Closure
WSB & Associates Inc.	801-000	801-000-2316-102	81.00	113849	November - Saddle Club 2nd Additon
WSB & Associates Inc.	801-000	801-000-2328-102	81.00	113849	November - Main Street Shoppes 2nd Addition
WSB & Associates Inc.	801-000	801-000-2336-102	147.00	113849	November - Watermark 1st Addition
WSB & Associates Inc.	801-000	801-000-2338-102	5,683.00	113849	November - Nadeau Acres
WSB & Associates Inc.	801-000	801-000-2344-103	145.50	113849	November - Lino Lakes Storage
WSB & Associates Inc.	801-000	801-000-2355-102	12,361.00	113849	November - Watermark 3rd Addition
WSB & Associates Inc.	801-000	801-000-2359-102	166.50	113849	November - Saddle Club 4th Additon
WSB & Associates Inc.	801-000	801-000-2388-102	4,433.00	113849	November - Watermark 2nd Addition
	801-000 Total		44,169.57		
Ecological Strategies LLC	810-499	810-499-4410-000	4,950.00	113809	Management Planning and Oversight for Conservation Outlots
	810-499 Total		4,950.00		
	Grand Total		318,033.71		





Electronic Funds Transfer  
 MN Statute 471.38 Subd. 3

Council Meeting February 8, 2021

Transfer In/(Out)

1/22/2021 Payroll #02	(137,170.34)
1/22/2021 Payroll #02 Federal Deposit	(40,666.60)
1/22/2021 Payroll #02 PERA	(44,364.40)
1/22/2021 Payroll #02 State	(9,410.94)
1/22/2021 Payroll #02 Child Support	(276.29)
1/22/2021 Payroll #02 H.S.A. Bank Pretax	(3,293.95)
1/22/2021 Payroll #02 TASC Pretax	(749.96)
1/22/2021 Payroll #02 ICMA 457 Def. Comp #301596	(3,815.00)
1/22/2021 Payroll #02 ICMA Roth IRA #706155	(510.75)
1/22/2021 Payroll #02 MSRS HCSP #98946-01	(1,712.10)
1/22/2021 Payroll #02 MSRS Def. Comp #98945-01	(3,185.00)
1/22/2021 Payroll #02 MSRS Roth IRA #98945-01	(660.00)
1/22/2021 Wire from 4M (Gen Acct)	800,000.00
1/25/2021 PD Holiday Payroll 1/01/20-12/31/20	(76,473.93)
1/25/2021 PD Holiday Payroll 1/01/20-12/31/20 Federal Depos	(17,227.70)
1/25/2021 PD Holiday Payroll 1/01/20-12/31/20 PERA	(32,692.60)
1/25/2021 PD Holiday Payroll 1/01/20-12/31/20 State	(5,650.66)
1/27/2021 Anoka County Property Tax Settlement	342,972.33
2/1/2021 HSA Bank ER Contribution	(5,999.85)

**CITY COUNCIL WORK SESSION**

**DRAFT**

**CITY OF LINO LAKES  
MINUTES**

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**DATE** : **January 25, 2021**  
**TIME STARTED** : **6:00 p.m.**  
**TIME ENDED** : **6:30 p.m.**  
**MEMBERS PRESENT** : **Council Member Stoesz, Lyden, Ruhland,  
Cavegn and Mayor Rafferty**  
**MEMBERS ABSENT** : **None**

Staff members present: City Administrator Sarah Cotton; Community Development Director Michael Grochala; Director of Public Safety John Swenson; City Engineer Diane Hankee; Human Resources Manager Meg Sawyer; City Clerk Julie Bartell

**1. Police/Firefighter Position Update** – Public Safety Director Swenson provided a review of discussion on the position of police/firefighter. The City can create positions but labor representation has a role also. The position was included in the recent two year labor contract settlement. Keeping department personnel informed has been an important element, including a recent Zoom meeting where options were explained. Based on how things move forward in that area, there will be additional review and discussion on moving forward with fire service delivery. He reviewed the personnel numbers for firefighters and police officers.

Councilmember Lyden asked how many cross trained staff (police and fire) are needed? Director Swenson explained that those personnel are needed mainly during the daytime hours; approximately 50% of service calls come during those daytime hours.

Councilmember Cavegn asked how many responses have been received at this point and Director Swenson said that type of information has been deliberately directed to the Human Resources Manager.

Councilmember Ruhland discussed scheduling with Director Swenson. It was clarified that the department is still following the “platooning” plan to minimize contact (COVID).

Councilmember Stoesz asked if the department is seeing any individuals coming from the inner city area (wanting to work outside of Minneapolis) and Director Swenson explained that some of that occurred earlier in the year.

**2. Review Regular Agenda of January 25, 2021**

Item 3A – Lease with New Creations – Administrator Cotton explained that there are several New Creations facilities throughout the area and they as an entity are moving toward bringing the facilities under one position. The agreement provides for that business change.

**CITY COUNCIL WORK SESSION**

**DRAFT**

44 Councilmember Ruhland asked about the possibility of use of the YMCA facility; child  
45 care facilities may be in need in the future. Councilmember Lyden expressed his interest  
46 in that line of investigation also.

47

48 Item 3C – Human Resources Manager Sawyer reviewed her written report proposing  
49 approval of a policy relating to sick leave for COVID 19. Ms. Cotton added that there  
50 are some employees who have had to quarantine in 2021; how that time is counted will be  
51 determined based on this council’s decision on this policy.

52

53 Item 4A – Public Safety Director Swenson explained that this would continue the services  
54 of the current criminal attorney with minimal increase in fees.

55

56 The meeting was adjourned at 6:30 p.m.

57

58 These minutes were considered, corrected and approved at the regular Council meeting held on  
59 February 8, 2021.

60

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64 \_\_\_\_\_  
Julianne Bartell, City Clerk

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

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**COUNCIL MINUTES**

**DRAFT**

**LINO LAKES CITY COUNCIL  
REGULAR MEETING  
MINUTES**

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**DATE** : **January 25, 2021**  
**TIME STARTED** : **6:30 p.m.**  
**TIME ENDED** : **7:00 p.m.**  
**MEMBERS PRESENT** : **Councilmember Stoesz, Lyden,  
Ruhland, Cavegn and Mayor Rafferty**  
**MEMBERS ABSENT** :

Staff members present: City Administrator Sarah Cotton; Community Development Director Michael Grochala; City Engineer Diane Hankee; Human Resources Manager Meg Sawyer; Public Safety Director John Swenson; City Clerk Julie Bartell

**PUBLIC COMMENT**

Dean Hausladen, Lino Lakes resident, spoke to the matter of the City establishing a storm water utility. He noted that the concept has come forward before and he wonders if the same proposal is under consideration. Mayor Rafferty remarked that the council is looking at the possibility of a utility again, understanding the reality of the many services that are required of the City in the area of storm water management. Mr. Hausladen also noted that he lives by Sunrise Park and he’s concerned about the use of chemicals on the lawn there; he experienced a situation where chemicals were put down by the City and warning signs were posted but not soon enough to prevent him and his dog from being impacted.

**SETTING THE AGENDA**

The agenda was approved as presented.

**CONSENT AGENDA**

Councilmember Ruhland moved to approve the Consent Agenda, Items 1A through 1D as presented. Councilmember Lyden seconded the motion. Motion carried on a voice vote.

**ITEM** **ACTION**

**Consideration of Expenditures:**

- |    |   |          |
|----|---|----------|
| A) | January 25, 2021 (Check No. 113705 through 113784)<br>in the Amount of \$679,119.19 | Approved |
| B) | Consider Approval of January 4, 2021 Council<br>Work Session Minutes                | Approved |
| C) | Consider Approval of January 11, 2021 Council<br>Minutes                            | Approved |
| D) | Consider Approval of Advisory Board and EDAC Appts                                  | Approved |

**FINANCE DEPARTMENT REPORT**

There was no report from the Finance Department.

## COUNCIL MINUTES

### DRAFT

#### 42 ADMINISTRATION DEPARTMENT REPORT

43 **3A) Consider Approval of Assignment and Assumption of Lease – New Creations – City**  
44 Administrator Cotton explained that staff is presenting a lease change to the City’s tenants, New  
45 Creations Childcare. The company is transitioning and this change in the lease relates to that change  
46 from one entity to a new one. There is no change in the terms of the lease.

47 Councilmember Cavegn moved to approve the assignment and assumption of the lease as  
48 recommended. Councilmember Ruhland seconded the motion. Motion carried on a voice vote.

49 ~~**3B) Consider Appointment of Public Safety Police Officer, Meg Sawyer**~~ (removed from  
50 agenda prior to meeting)

51 **3C) Consider Approval of COVID-19 Medical and Personal Leave of Absence Policy – Human**  
52 Resources Manager Sawyer explained that staff is seeking council approval of a policy that will cover  
53 medical and personal leave of absences related to COVID 19.

54  
55 Councilmember Cavegn asked if staff expects to request another continuation when this policy expires;  
56 Ms. Sawyer said staff doesn’t have enough information at this time to know. The policy is something  
57 quite common at this time.

58 Councilmember Lyden moved to approve the policy as recommended. Councilmember Stoesz  
59 seconded the motion. Motion carried on a voice vote.

#### 60 PUBLIC SAFETY DEPARTMENT REPORT

61 **4A) Consider Approval of Prosecution Contract for Services – Public Safety Director**  
62 Swenson reported that staff is requesting approval of a new contract with the current provider of  
63 prosecution services to the City. He noted the basic terms of the proposed contract (including a  
64 slight increase in cost). Staff recommends approval.

65 Councilmember Stoesz asked how many individuals of the firm are available to the City for services.  
66 Director Swenson noted two attorneys and an administrative professional.

67 Councilmember Cavegn asked how many hours per month (estimate) are provided and Director  
68 Swenson reviewed the type of services provided.

69 Councilmember Lyden moved to approve contract as presented. Councilmember Stoesz seconded  
70 the motion. Motion carried on a voice vote.

#### 71 PUBLIC SERVICES DEPARTMENT REPORT

72 **5A) Oaks of Lino Park Property: i) Consider 2nd Reading of Ordinance No. 01-21,**  
73 **Vacating Oaks of Lino Park Property – City Engineer Hankee reviewed the written report**  
74 recommending that the council proceed with the vacation of land at Oaks of Lino Park. The matter  
75 was discussed when the ordinance had its first reading at the last council meeting. Mayor Rafferty  
76 noted his comfort with the sale; the Park Board has sent this forward.

77 Councilmember Ruhland moved to waive full reading of the ordinance as presented. Councilmember  
78 Lyden seconded the motion. Motion carried on a voice vote.

79

## COUNCIL MINUTES

### DRAFT

80 Councilmember Ruhland moved to approve the 2<sup>nd</sup> Reading of Ordinance No. 01-21 as presented.  
81 Councilmember Lyden seconded the motion. Motion carried: Yeas, 5; Nays none.

82 **ii) Consider Resolution No. 21-03, Approving Summary Publication of Ordinance No. 01-**  
83 **21;**

84 Councilmember Cavegn moved to approve Resolution No. 21-03 as presented. Councilmember  
85 Stoesz seconded the motion. Motion carried on a voice vote.

86 **iii) Consider Resolution No. 21-04 Authorizing the Conveyance of Land (Park, Oaks of**  
87 **Lino) to Adjacent Property Owners.**

88 Councilmember Cavegn moved to approve Resolution No. 21-04 as presented. Councilmember  
89 Ruhland seconded the motion. Motion carried on a voice vote.

### 90 COMMUNITY DEVELOPMENT REPORT

91 **6A) Consider Resolution No. 21-01, Accepting Quotes, and Awarding a Construction**  
92 **Contract, 2020 Surface Water Maintenance Project 2–** City Engineer Hankee reviewed her written  
93 report. She noted the work locations proposed, the low quote received, and the estimated cost of  
94 work. These are smaller sediment activities proposed and she noted that a storm water utility would  
95 allow the City to do more extensive work.

96 Councilmember Stoesz asked about access and control over impact on people's property; Ms. Hankee  
97 said necessary contracts have been made and erosion control will be handled appropriately.

98 Councilmember Cavegn moved to approve Resolution No. 21-01 as presented. Councilmember  
99 Lyden seconded the motion. Motion carried on a voice vote.

100 **6B) Consider Resolution No. 21-05, Approving Maintenance Agreement for Channel**  
101 **Crossing, Nature's Refuge -** City Engineer Hankee noted the City's approval of the final plat for this  
102 development, including a culvert and roadway crossing. This agreement would be specific to this  
103 culvert crossing and provides for City maintenance.

104 Councilmember Stoesz asked the average lifespan of a culvert and how replacement is handled; Ms.  
105 Hankee said the lifespan is about fifty years and stormwater maintenance funds are the source of  
106 replacement funding.

107 Councilmember Lyden moved to approve Resolution No. 21-05 as presented. Councilmember  
108 Stoesz seconded the motion. Motion carried on a voice vote.

### 109 UNFINISHED BUSINESS

110 There was no Unfinished Business.

111

### 112 NEW BUSINESS

113 There was no New Business.

114

### 115 COMMUNITY EVENTS

116 There were no events announced.

117

**COUNCIL MINUTES**

**DRAFT**

118 **COMMUNITY CALENDAR**

<i>Community Calendar – A Look Ahead</i>		
<b>January 25, 2021 through February 8, 2021</b>		
121	✚ Wednesday, January 27	6:30 pm, Zoom Environmental Board
122	✚ Monday, February 1	6:00 pm, Council Chambers Council Work Session
123	✚ Wednesday, February 3	6:30 pm, Zoom Park Board
124	✚ Thursday, February 4	8:00 am, Zoom EDAC
125	✚ Monday, February 8	6:30 pm, Council Chambers City Council Meeting

126  
127 **ADJOURN**

128  
129 There being no further business, Councilmember Ruhland moved to adjourn at 7:00 p.m.  
130 Councilmember Cavegn seconded the motion. Motion carried on a voice vote.

131  
132 These minutes were considered and approved at the regular Council Meeting on February 8, 2021.

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137 \_\_\_\_\_  
138 Julianne Bartell, City Clerk

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

**CITY COUNCIL  
AGENDA ITEM 1D**

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: February 8, 2021

TOPIC: Consider Resolution No. 21-09, Amending the 2021 Charter Commission Budget

VOTE REQUIRED: 3/5

**BACKGROUND**

Minnesota Statutes § 410.06 provides that cities shall pay for reasonable and necessary charter commission expenses.

The 2021 City of Lino Lakes adopted budget includes line items of \$1,500 for charter commission direct expenses and \$1,000 for expenses related to minute taking for commissions meetings.

Effective August 1, 2020, Minnesota Statutes § 410.06 was amended to increase the limit on annual charter commission expenses required to be reimbursed by the city. Under the new law, the charter commission reimbursable expense limit is a sliding schedule calculated as .07% of the city's current certified general property tax levy with a minimum of \$1,500 and a maximum of \$20,000. Prior to this law change the limit was set at \$1,500.

Under the new law and based on a 2021 General Operating Levy of \$9,232,367, the amount of charter commission expenses that would be required to be reimbursed by the city is \$6,462.00.

The Lino Lakes Charter Commission is requesting council consideration of a budget amendment to allocate \$4,962.00 of contingency funds towards charter commission direct expenditures. It should be noted that any funds allocated and not expended would but reflected in the city's General Fund fund balance at year-end.

**RECOMMENDATION**

Staff recommends the approval of Resolution No. 21-09, Amending the 2021 Charter Commission Budget

**ATTACHMENTS**

Resolution No. 21-09



**CITY OF LINO LAKES  
RESOLUTION NO. 21-09**

**RESOLUTION AMENDING THE 2021 CHARTER COMMISSION BUDGET**

**WHEREAS**, the City Council has adopted a general operating budget for 2021, and

**WHEREAS**, the City Council may authorize the transfer of unencumbered appropriations to other purposes, and

**WHEREAS**, effective August 1, 2020, Minnesota Statutes § 410.06 was amended to increase the limit on annual charter commission expenses required to be reimbursed by the city, and

**WHEREAS**, the Charter Commission is requesting a budget amendment to allocate contingency funds, and

**NOW, THEREFORE BE IT RESOLVED** by The City Council of The City of Lino Lakes, that the general operating budget for 2021 be amended as follows:

**EXPENDITURES**

<b>Account Number</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Adjustment Amount</b>
101-405-4300-999	Professional Services - Charter Comm	1,500.00	6,462.00	4,962.00
101-499-4905-000	Contingency	75,000.00	70,038.00	-4,962.00
				\$ -

Adopted by the Council of the City of Lino Lakes this 8<sup>th</sup> day of February, 2021.

The motion for the adoption of the foregoing resolution was introduced by Council Member \_\_\_\_\_ and was duly seconded by Council Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

The following voted against same:

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

ATTEST:

\_\_\_\_\_  
Julianne Bartell, City Clerk

**CITY COUNCIL  
AGENDA ITEM 3A**

STAFF ORIGINATOR: Meg Sawyer, Human Resources Manager

MEETING DATE: February 8, 2021

TOPIC: Consider Appointment of Paid On-Call Firefighter

VOTE REQUIRED: 3/5

**INTRODUCTION**

The Council is being asked to approve the appointment of Brett McReavy for a Paid On-Call Firefighter position at Fire Station 1.

**BACKGROUND**

Currently, the City has 8 firefighters at Fire Station 1 and 12 firefighters at Fire Station 2. A total count of 20 firefighters per station is considered fully staffed. At this time, staff has gone through a recruitment process, provided a conditional offer, and is recommending the approval of Brett McReavy for a Paid On-Call Firefighter position.

Brett comes to us with 5 years of firefighting experience with the St. Anthony Fire Department and is an EMT.

The hourly rate of pay would be at the 5 years of experience rate of \$13.50 an hour.

With the Council's approval, Brett would start in the position of Paid On-Call Firefighter on February 14, 2021.

**RECOMMENDATION**

Approve the appointment of Brett McReavy for a Paid On-Call Firefighter position.

**CITY COUNCIL  
AGENDA ITEM 4A**

STAFF ORIGINATOR: Public Safety Director John Swenson

MEETING DATE: February 8, 2021

TOPIC: Counseling Contract for Services – LE-AST Services/Counseling LLC

VOTE REQUIRED: 3/5

**INTRODUCTION**

The LE-AST Counseling Services specializes in first responder support services and has worked with numerous police and fire agencies and is highly recommended by those agencies.

**BACKGROUND**

As part of the 2021 budgeting process, staff requested funding for first responder wellness programming that provides annual mental health check-ins, training and other resources to our police and fire responders needed for a successful career. Staff requested \$5,000 in both the police (420) and fire (421) divisions' budgets for 2021 for this programming. Council approved the 2021 budget with a total of \$10,000 between the police and fire budgets for first responder wellness.

Staff has solicited information from police and fire staff as well as other agencies that have first responder wellness programs. After receiving feedback we are recommending that we enter into a one year contract with [LE-AST Counseling Services](#) for first responder wellness services.

Some of the examples of the services included in this contract are:

- Provide confidential counseling services to Department employees seeking assistance for stress related mental health issues that may affect work performance;
- Provide mental health check-ups known as Check Up From The Neck Up sessions;
- Provide training to the Department related to/and intended to promote the psychological and emotional health of Department employees;
- Respond, when requested and available, to incidents identified by Department supervisory personnel as critical incidents;
- Respond when requested and available, to support and advise the Crisis Intervention Team/Negotiators of the Department;
- Periodically perform ride alongs with Department personnel; and
- Any other services mutually agreed upon in writing between the parties.

Under the terms of this contract LE-AST Counseling Services will be compensated \$125 per hour for annual mental health check-ins for police and fire personnel, \$130 per hour for

individual counseling services, \$150 per hour for mental health training. There is a not to exceed clause in the contract of \$10,000.

**RECOMMENDATION**

Staff recommends approval of the counseling services contract with LE-AST Services/Counseling LLC.

**ATTACHMENTS**

Contract with LE-AST Services/Counseling LLC

PROFESSIONAL SERVICES AGREEMENT  
WITH LEAST SERVICES/COUNSELING LLC

Contract Number \_\_\_\_\_

Contractor SSN or Federal ID Number 45-5313928

**I. OPENING PARAGRAPH**

This Professional Services Agreement (“Agreement”) is made effective as of the 1st day of January, 2021 by and between the City of Lino Lakes, a Minnesota municipal corporation (the “City”) and LEAST Services/Counseling LLC, a Minnesota limited liability company (the “Contractor”) for services to be provided under the terms of this Agreement.

**II. RECITALS**

WHEREAS, the Contractor is a Minnesota limited liability company focused on counseling services for incidents arising in the City;

WHEREAS, the Contractor represents that it has the requisite skills to assist City employees, officials, contractors, and agents and policy makers in providing psychological services including counseling, consultation, and training to the Lino Lakes Department of Public Safety (“Professional Services”);

WHEREAS, the City believes that the provision of Contractor’s Professional Services to the Department promotes public health, safety, morals, and the general welfare;

WHEREAS, the City desires to engage the Professional Services of the Contractor, and the Contractor desires to assist the City with its Professional Services; and

WHEREAS, the parties wish to set forth in writing the terms and conditions of this Agreement.

NOW, THEREFORE, in return for the mutual agreements set forth below, the parties agree as follows:

**AGREEMENT**

**III. SCOPE OF AGREEMENT**

LEAST Services/Counseling agrees to provide psychological services including counseling, mental health check-ups, consultation, and training to the Lino Lakes Department of Public Safety. Examples of this service include:

- Provide confidential counseling services to Department employees seeking assistance for stress related mental health issues that may affect work performance;
- Provide mental health check ups known as Check Up From The Neck Up sessions;
- Provide training to the Department related to/and intended to promote the psychological and emotional health of Department employees;
- Respond, when requested and available, to incidents identified by Department supervisory personnel as critical incidents;
- Respond when requested and available, to support and advise the Crisis Intervention Team/Negotiators of the Department;
- Periodically perform ride along with to Department police officers; and
- Any other services mutually agreed upon in writing between the parties.

Confidential services will be provided via HIPPA compliant telehealth or at a location agreed upon by the Department employee and Contractor.

The Contractor shall provide the required personnel and related support services to effectively and efficiently provide its Professional Services.

#### **IV. COMPENSATION**

The Contractor shall be compensated at a rate of \$130 per hour for counseling and other general work, \$125 per hour for Mental Health Check-Ups and \$150 per hour for mental health-related training, so long as the Contractor is providing its Professional Services to the satisfaction of the City. The Contractor will be compensated \$150 per month for providing on-call services and for being available outside of normal business hours. This compensation is separate from any time spent responding to incidents where travel and crisis response is requested, or substantial time on the phone is requested. The total compensation under this Agreement for Professional Services (including reimbursement expenses) shall not exceed \$10,000.00 per 12-month period. Any expenses for supplies over \$50.00 per month must be approved in advance by the Lino Lakes Department of Public Safety. Receipts shall be provided to the City for all expenses for which reimbursement is sought. The Contractor shall be required to submit a monthly work time report to the Lino Lakes Department of Public Safety by the 15th of each month.

The City will honor no claim for services not specified in this Agreement.

#### **V. RECORDS**

The Contractor shall maintain such records as are deemed necessary by the City to insure that the Professional Services are provided as represented by the Contractor. The Contractor shall maintain the records in a manner that insures confidentiality to service recipients; however the Contractor shall provide disclosure of identities to the City or a third party if so required by law or regulation. All reports provided to the Contractor shall be securely maintained in secure HIPPA compliant systems, locked file drawers or a locked room.

**VI. EXCHANGE OF INFORMATION**

The Contractor acknowledges that the City may withhold information, data, or reports when the release of such information could compromise an ongoing criminal or civil investigation, when it contains information regarding child sexual abuse or juvenile offenders, or when dissemination is prohibited by law or regulation.

The Contractor agrees that it will not distribute City Police Department reports to any third party, except the following: Lino Lakes Department of Public Safety Attorney's Office, Anoka County Attorney's Office, and Anoka County Probation Office. The Contractor further agrees that it will not provide copies of City Police Department reports to victims or offenders and will refer any individual or entity that requests such information to the City Police Department. The Contractor agrees that it will not attach a City Police Department report to an Order for Protection. The Contractor's use of City Police Department reports for training or technical assistance must be pre-approved in writing by the City's Chief of Police, and Contractor's usage of such reports must be consistent with the requirements of any applicable local, state, or federal law, rule, or regulation.

**VII. EFFECTIVE DATE AND TERMINATION DATE**

This Agreement shall be in full force and effect from January 1, 2021 through December 31, 2021 unless otherwise extended by the Lino Lakes Department of Public Safety or terminated earlier under Paragraph XVII, Cancellation.

**VIII. ENTIRE AGREEMENT**

The entire agreement of the parties is contained in this document, Exhibit A, and any addenda or amendments signed by the parties. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter of this Agreement. This Agreement is valid only when signed by both parties.

**IX. SUBSTITUTIONS AND ASSIGNMENTS**

Professional Services by the Contractor will be performed by the Contractor. Upon the prior written approval of the City, the Contractor may substitute or assign the performance of the Professional Services. Said prior written approval must be evidenced by a written amendment of this Agreement signed by the City and the Contractor.

**X. CONTRACT ADMINISTRATION**

All provisions of this Agreement shall be coordinated and administered by the persons identified in Paragraph XVIII, Notices.

**XI. AMENDMENTS**

No amendments may be made to this Agreement after signing by the parties, except for extensions of time, increases in compensation, or increases or reduction of the Professional Services. All amendments shall be in writing, signed by the City and the Contractor.

## **XII. INDEPENDENT CONTRACTOR**

It is agreed that Contractor, its employees, officers, agents, and assignees, will act as an independent contractor and acquire no rights to tenure, workers' compensation benefits, unemployment compensation benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits, or other rights or benefits offered to employees of the City.

## **XIII. CONTRACTORS INSURANCE**

The Contractor shall maintain the insurance coverage as set forth in **Exhibit A** during the term of this Agreement.

## **XIV. DATA PRACTICES**

Data and information provided to Contractor under this Agreement or through the provision of services for the City under this Agreement shall be administered in accordance with Minnesota Statutes, Chapter 13, and all data on individuals shall be maintained in accordance with all applicable laws, rules, and regulations.

## **XV. DISCRIMINATION**

The Contractor agrees not to discriminate in providing Professional Services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion. Violation of any this section may lead to immediate termination of this Agreement.

## **XVI. APPLICABLE LAW**

The law of the State of Minnesota shall govern all interpretations of this Agreement, and the appropriate venue and jurisdiction for any litigation which may arise under the Agreement will be in and under those courts located within the State of Minnesota, regardless of the place of business, residence or incorporation of the Contractor.

## **XVII. CANCELLATION**

This Agreement may be terminated by either party at any time with or without cause, upon thirty days written notice. In that case, the City shall only pay on a pro rata basis for Professional Services rendered in accordance with this Agreement prior to the termination date.



**XVIII. NOTICES**

Any notice, approval, or demand authorized or required under this Agreement shall be in writing and shall be sent by U.S. first class mail to the other party as follows:

To the Contractor: LEAST Services/Counseling LLC  
Steven M Wickelgren LMFT  
14051 Burnhaven Dr. Suite 105  
Burnsville, MN 55337

To the City: Lino Lakes Department of Public Safety

**XIX. CONFLICT OF INTEREST/CODE OF ETHICS**

The Contractor shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety. In the event of a conflict, the Contractor, with the consent of the City, shall arrange for suitable alternative representation. It is the intent of the Contractor to refrain from handling matters for any other person or entity that may pose a conflict of interest, or may not be in the best interests of the City.

The Contractor agrees that it will not represent any other party or other client which may create a conflict of interest in its work with the City. If Contractor is unclear whether a conflict of interest exists, Contractor will immediately contact the Lino Lakes Department of Public Safety to request an interpretation.

The Contractor agrees to be bound by the State of Minnesota’s Code of Ethics. Contractor certifies that to the best of its knowledge all employees participating in this Agreement will comply with this Code. It is agreed by the parties that any violation of the Code of Ethics may be grounds for the termination of this Agreement.

[The rest of this page was left blank intentionally.]

IN WITNESS WHEREOF, by attaching my signature below I represent that I have the requisite authority to enter into this Agreement on behalf of the City of Lino Lakes or LEAST Services/Counseling LLC and have executed this Professional Services Agreement effective as of the date first written above.

CITY OF LINO LAKES

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
Public Safety Director

LEAST SERVICES/COUNSELING LLC

By Steve Wiseloff  
Its Owner

EXHIBIT A  
Insurance Requirements

**General Liability:**

\$1,000,000	Each Occurrence
\$1,000,000	Personal Injury/Advertising Injury
\$2,000,000	Annual Aggregate
\$5,000	Medical Payments (optional)

**Workers' Compensation:**

\$100,000	Each Accident
\$500,000	Policy Limit
\$100,000	Each Disease

Statutory Limits Apply

These Workers' Compensation requirements listed herein are not mandatory until and unless the Contractor hires an employee or is otherwise required by law to provide workers' compensation insurance.

**Umbrella/Excess Liability:**

\$1,000,000 Each Occurrence and Annual Aggregate

**CITY COUNCIL  
AGENDA ITEM 6A**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: February 8, 2021

TOPIC: Consideration of Resolution No. 21-06, Declare Intent to Reimburse from Bond Proceeds, 2021 Street Improvement Project

VOTE REQUIRED: 3/5

**INTRODUCTION**

Staff is requesting council approval to declare the City's intent to reimburse itself from bond proceeds for the proposed 2021 Street Improvement Projects.

**BACKGROUND**

On October 12, 2020 the City Council authorized the preparation of plans and specifications for the 2021 Street Improvement Project. The project includes street reconstruction and drainage improvements. The estimated project cost authorized in the 2021 – 2024 Street Reconstruction plan is \$2,600,000.

The projects will be financed by a combination of General Obligation Street Reconstruction Bonds and Municipal State Aid Street proceeds. The Internal Revenue Code requires cities to declare their intent to reimburse project costs incurred prior to receipt of bond proceeds. Preliminary expenditures such as architectural, engineering, surveying, bond issuance, and similar costs are exempt from this provision. The total amount of bonds issued may be less than the authorized limit.

Approval of the Intent to Bond resolutions does not obligate the City to issue bonds.

**RECOMMENDATION**

Staff is recommending adoption of Resolutions No. 21-06.

**ATTACHMENTS**

1. Resolution No. 21-06

**CITY OF LINO LAKES, MINNESOTA**

**RESOLUTION NO. 21-06**

**DECLARING THE OFFICIAL INTENT OF THE  
CITY OF LINO LAKES TO REIMBURSE  
CERTAIN EXPENDITURES FROM THE PROCEEDS  
OF BONDS TO BE ISSUED BY THE CITY  
(2021 Street Improvement Project)**

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent (“Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LINO LAKES AS FOLLOWS:

1. The City proposes to undertake certain street reconstruction and surface water management improvements on 4th Avenue (Main Street to Pine Street), Joyer Lane, Karth Road, Talle Lane, Canfield Road and Gaage Lane, as more fully described in the City’s 2020-2024 Street Reconstruction Plan (the “Project”).

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of \$2,600,000.00. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Adopted by the Council of the City of Lino Lakes this 8<sup>th</sup> day of February, 2021.

The motion for the adoption of the foregoing resolution was introduced by Council Member \_\_\_\_\_ and was duly seconded by Council Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

The following voted against same:




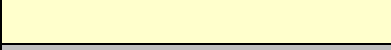

\_\_\_\_\_  
Rob Rafferty, Mayor

ATTEST:

\_\_\_\_\_  
Julianne Bartell, City Clerk

Document comparison by Workshare 10.0 on Monday, January 4, 2021 9:13:27 AM

Input:	
Document 1 ID	PowerDocs://DOCSOPEN/695982/1
Description	DOCSOPEN-#695982-v1-Reimbursement_Resolution_-_2021_Street_Improvement_Project
Document 2 ID	PowerDocs://DOCSOPEN/695982/2
Description	DOCSOPEN-#695982-v2-Reimbursement_Resolution_-_2021_Street_Improvement_Project
Rendering set	Standard

Legend:	
<a href="#">Insertion</a>	
<del>Deletion</del>	
Moved from	
<a href="#">Moved to</a>	
Style change	
Format change	
<del>Moved deletion</del>	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	3
Deletions	0
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	3

**CITY COUNCIL  
AGENDA ITEM 6B**

STAFF ORIGINATOR: Diane Hankee PE, City Engineer

MEETING DATE: February 8, 2021

TOPIC: 2021 Street Improvement Project

- i. Consider Resolution No. 21-07, Accepting bids, Awarding a Construction Contract
- ii. Consider Resolution No. 21-08, Approving Construction Services Contract with WSB & Associates

VOTE REQUIRED: 3/5

**INTRODUCTION**

Staff is requesting council’s consideration to accept bids, award a construction contract, and approve a construction services contract for the 2021 Street Improvement Project.

**BACKGROUND**

On December 14, 2020, the City Council ordered the project and authorized the advertisement for bid for the 2021 Street Improvement Projects. The proposed 2021 Street Improvement Project include:

**Base Bid:**

**Street Reconstruction-**

Full Depth Reclamation, spot subgrade repairs, and culvert replacements:

- 4<sup>th</sup> Avenue between Main Street and Pine Street
- Joyer Lane between Birch Street and Karth Road
- Karth Road between Joyer Lane and the cul-de-sac
- Talle Lane between Karth Road and Canfield Road
- Canfield Road between Talle Lane and Gaage Lane
- Gaage Lane between Canfield Road and Birch Street

**Street Rehabilitation-**

Full Depth Reclamation, spot curb and gutter and storm sewer repairs:

- Forsham Lake Drive between Lake Drive and Stage Coach Trail
- Stage Coach Trail from the cul-de-sac to approximately 1,400 feet north
- Post Road between Stage Coach Trail and Stage Coach Trail



Watermain Repair:

- Bolt replacement on identified gate valves and to check two water services on Forsham Lake Drive, Stage Coach Trail and Post Road.

The Street Rehabilitation project included two alternative bids, in the event bid prices permitted additional work within budget:

Alternate No. 1-

Bituminous Overlay of Oak Lane and Knoll Drive.

Alternate No. 2-

Bituminous Overlay of James Street.

Bids were received on Friday, January 29, 2021. A total of seven bids were received. As shown below:

<b>CONTRACTOR</b>	<b>TOTAL BASE BID</b>	<b>TOTAL BASE BID + ALT 1</b>	<b>TOTAL BASE BID + ALT 2</b>	<b>TOTAL (BASE BID + ALT 1 + ALT 2)</b>
T.A. Schifsky & Sons, Inc.	\$1,997,794.23	\$2,112,930.23	\$2,064,869.23	\$2,180,005.23
Valley Painting, Inc.	\$1,993,687.68	\$2,118,819.03	\$2,069,931.18	\$2,195,062.53
North Valley, Inc.	\$2,113,725.57	\$2,231,271.48	\$2,183,961.94	\$2,301,507.85
Forest Lake Contracting	\$2,324,517.70	\$2,475,256.82	\$2,419,483.94	\$2,570,223.06
Northwest	\$2,335,879.65	\$2,488,288.69	\$2,429,667.30	\$2,582,076.34
Park Construction Co., Inc.	\$2,479,866.35	\$2,617,859.75	\$2,559,990.35	\$2,697,983.75
Dresel Contracting	\$3,796,739.21	\$3,937,293.50	\$3,883,198.82	\$4,023,753.11

The low bid was submitted by T.A. Schifsky & Sons, Inc. in the amount of \$2,180,005.23 for the base bid and the bid alternates. Alternates 1 & 2, in the amounts of \$115,136.00 and \$67,075.00 respectively, are under the available budget and are being recommended for award.

The total estimated project cost for the Street Reconstruction portion of the project, including soft costs and contingencies, is \$1,800,000.00. This under the original \$2,600,000.00 authorized in the 2021-2024 Street Reconstruction Plan. This portion of the project will be funded through Street Reconstruction Bonds.

The total estimated project cost for the Street Rehabilitation portion of the project, including soft costs and contingencies, is \$823,000.00. This under the budget planned for 2021. This portion of the project will be funded through Pavement Management funds and the Water Operating fund.

The completion date for this project is October 29, 2021.

WSB and Associates has submitted a proposal to complete the construction services for the Street Reconstruction portion of the project in the amount of \$75,390.00 and for the Street Rehabilitation portion of the project \$35,798.00. For a total amount of \$111,188.00. This amount is 5.1 % of the construction cost.

### **RECOMMENDATION**

Staff recommends adoption of Resolution No. 21-07, Accepting the Bid and Awarding a Construction Contract for the 2021 Street Improvement Projects in the amount of \$2,180,005.23 to T.A. Schifsky & Sons, Inc., and adoption of Resolution No. 21-08 Approving the Construction Services Contract with WSB for the 2021 Street Improvement Projects, in the amount of \$111,188.00.

### **ATTACHMENTS**

1. Resolutions 21-07 & 21-08
2. Bid Tabulation
3. WSB Proposal

**CITY OF LINO LAKES  
RESOLUTION NO. 21-07**

**ACCEPTING BASE BID AND AWARDING A CONSTRUCTION CONTRACT  
2021 STREET IMPROVEMENT PROJECTS**

**WHEREAS**, pursuant to an advertisement for bids for the construction of the 2021 Street Improvement Projects, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement; and

<b>CONTRACTOR</b>	<b>TOTAL BASE BID</b>	<b>TOTAL BASE BID + ALT 1</b>	<b>TOTAL BASE BID + ALT 2</b>	<b>TOTAL (BASE BID + ALT 1 + ALT 2)</b>
T.A. Schifsky & Sons, Inc.	\$1,997,794.23	\$2,112,930.23	\$2,064,869.23	\$2,180,005.23
Valley Painting, Inc.	\$1,993,687.68	\$2,118,819.03	\$2,069,931.18	\$2,195,062.53
North Valley, Inc.	\$2,113,725.57	\$2,231,271.48	\$2,183,961.94	\$2,301,507.85
Forest Lake Contracting	\$2,324,517.70	\$2,475,256.82	\$2,419,483.94	\$2,570,223.06
Northwest	\$2,335,879.65	\$2,488,288.69	\$2,429,667.30	\$2,582,076.34
Park Construction Co., Inc.	\$2,479,866.35	\$2,617,859.75	\$2,559,990.35	\$2,697,983.75
Dresel Contracting	\$3,796,739.21	\$3,937,293.50	\$3,883,198.82	\$4,023,753.11

**WHEREAS**, it appears that T.A. Schifsky & Sons, Inc. is the lowest responsible bidder; and

**WHEREAS**, the City Council finds that it would be in the best interest of the city to proceed with Base Bid and Alternates 1 and 2,

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

1. The Mayor and Clerk are hereby authorized and directed to enter into a contract with T.A. Schifsky & Sons, Inc., in the amount of \$2,180,005.23 by the name of the City of Lino Lakes for the Base Bid, Alternate 1, and Alternate 2 construction of the 2021 Street Improvement Projects according to the plans and specifications approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidder the Bid Bonds made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

Adopted by the Council of the City of Lino Lakes this 8<sup>th</sup> day of February, 2021.

The motion for the adoption of the foregoing resolution was introduced by Council Member

\_\_\_\_\_ and was duly seconded by Council Member \_\_\_\_\_ and upon  
vote being taken thereon, the following voted in favor thereof:

The following voted against same:

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

ATTEST:

\_\_\_\_\_  
Julianne Bartell, City Clerk

**CITY OF LINO LAKES  
RESOLUTION NO. 21-08**

**APPROVING THE CONSTRUCTION SERVICES CONTRACT  
2021 STREET IMPROVEMENT PROJECTS**

**WHEREAS**, pursuant to the City Council awarding a construction contract to T.A. Schifsky & Sons, Inc. in the amount of \$2,180,005.23, on February 8, 2021 ; and

**WHEREAS**, WSB and Associates has submitted a proposal to complete the construction services for the 2021 Street Improvement Projects in the amount of \$111,188.00; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Lino Lakes, the Mayor and Clerk are hereby authorized and directed to enter into a contract with WSB, in the name of the City of Lino Lakes for the construction services of 2021 Street Improvement Projects.

Adopted by the Council of the City of Lino Lakes this 8<sup>th</sup> day of February, 2021.

The motion for the adoption of the foregoing resolution was introduced by Council Member \_\_\_\_\_ and was duly seconded by Council Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

The following voted against same:

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

ATTEST:

\_\_\_\_\_  
Julianne Bartell, City Clerk

## BID TABULATION SUMMARY

**PROJECT:**  
**2021 Street Improvement Projects**  
**S.A.P. 210-103-003**

**OWNER:**  
**City of Lino Lakes, MN**

**WSB PROJECT NO.:**  
**017006-000**

**Bids Opened: Friday, January 29, 2021, at 10:00 am**

		BASE BID	ALTERNATE 1 Oak Neighborhood Overlay Surface Improvements	ALTERNATE 2 James Street Overlay Surface Improvements	GRAND TOTAL BID  BASE BID AND ALT 1 AND ALT 2
Contractor	Bid Security (5%)				
1 T. A. Schifsky & Sons, Inc.	X	\$1,997,794.23	\$115,136.00	\$67,075.00	\$2,180,005.23
2 Valley Paving, Inc.	X	\$1,993,687.68	\$125,131.35	\$76,243.50	\$2,195,062.53
3 North Valley, Inc.	X	\$2,113,725.57	\$117,545.91	\$70,236.37	\$2,301,507.85
4 Forest Lake Contracting	X	\$2,324,517.70	\$150,739.12	\$94,966.24	\$2,570,223.06
5 Northwest	X	\$2,335,879.65	\$152,409.04	\$93,787.65	\$2,582,076.34
6 Park Construction Company	X	\$2,479,866.35	\$137,993.40	\$80,124.00	\$2,697,983.75
7 Dresel Contracting	X	\$3,796,739.21	\$140,554.29	\$86,459.61	\$4,023,753.11
Engineer's Opinion of Cost		\$2,218,729.00	\$128,132.20	\$74,450.00	\$2,421,311.20

I hereby certify that this is a true and correct tabulation of the bids as received on January 29, 2021



Diane Hankee, PE

Denotes corrected figure



January 29, 2021

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

Re: **Proposal to Complete 2021 Street Improvement Project Construction Inspection Services**

Dear Mr. Grochala:

WSB & Associates, Inc. is pleased to present this proposal to you for construction administration and inspection services associated with the City's 2021 Street Improvement Project. The project includes:

**2021 Street Reconstruction Project:**

Full Depth Reclamation (approximately 2.2 miles) – Joyer Lane, Karth Road, Talle Lane, Canfield Road, and Gaage Lane neighborhood roadways, and 4<sup>th</sup> Avenue (Main Street to Pine Street). The engineer's estimated construction cost is \$1,699,000.00.

**2021 Street Rehabilitation Project:**

Full Depth Mill and Overlay / Reclamation (approximately 0.6 miles) – Forsham Lake Drive, Post Road, and Stage Coach Trail (from cul du sac north 1,400 feet) and water system repairs. The engineer's estimated construction cost is \$520,000.00.

Thin Overlay (approximately 1.6 miles) – James Street, Knoll Drive and Oak Lane as a \* Bid Alternate. The engineer's estimated construction cost is \$204,000.00.

**Scope of Engineering Services**

The construction engineering services for the 2021 Street Improvement Project include contract administration, municipal state aid reporting, construction observation, construction staking, and construction coordination with adjacent landowners. Below is a detailed description of the engineering services and WSB's proposed approach.

- a. *Project Management/Contract Administration*  
Contract Administration includes holding meetings with the contractor & City of Lino Lakes (preconstruction & weekly construction), material tracking and measurement, processing monthly quantities for pay vouchers, and resident communication.

*b. Construction Observation*

WSB will provide an experienced engineering specialist whose responsibilities will include communicating with the Contactor as an agent of the City, calculating and keeping track of daily construction quantities and costs, addressing public comments, and work with the Contractor to assist with a quality constructed product. The construction observer will use the City's Standard Specifications for Construction for construction standards. They will track and measure quantities for payment on a daily basis and coordinate material testing.

*c. Construction Staking (Survey)*

WSB will provide construction survey including blue top alignment grading and record data for the storm sewer on Talle Lane.

**Proposed Fee**

The construction services engineering fee to complete the Street Reconstruction Project is \$75,390.00 and for the Street Rehabilitation Project is \$35,798.00. For a total not to exceed amount of \$111,188.00. Materials testing will be covered under a separate scope of services.

This letter represents our understanding of the 2021 Street Improvement Project and the proposed scope of services. If you are in agreement with the scope of services and proposed fee, please sign in the appropriate space below and return one copy to us.

If you have any questions, please feel free to call me at 763-287-7167. Thank you.

Sincerely,



Edward C. Youngquist  
Project Engineer



Brian Bourassa  
Client Representative

---

**ACCEPTANCE:**

The City of Lino Lakes hereby accepts the WSB proposal of \$111,188.00 for all services outlined in this letter.

**City of Lino Lakes**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_