

EXPANDED AGENDA



CITY COUNCIL AGENDA

Monday, February 22, 2021

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, Ruhland and Mayor Rafferty were present**
- 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.

1. CONSENT AGENDA

- A) Consideration of Expenditures:
 - i) February 22, 2021 (Check No. 113851 through 113939) in the Amount of \$642,771.94
- B) Consider Approval of February 1, 2021 Work Session Minutes
- C) Consider Approval of February 8, 2021 Council Meeting Minutes
- D) Consider Approval of February 8, 2021 Work Session Minutes
- E) Consider Resolution No. 21-10, Approving Wetland Credit Sale, TEG Land Holdings, Michael Grochala
- F) Consider Resolution No. 21-11, Accepting Conveyance of YMCA Property and Approving Execution of Documents, Michael Grochala

Action Taken: Motion by Cavegn, seconded by Lyden, to approve Consent Agenda Items 1A through 1F as presented, was adopted

2. FINANCE DEPARTMENT REPORT

A) Consider Resolution No. 21-12, Authorizing Preparation of Utility Rate Study, Hannah Lynch

Action Taken: Motion by Stoesz, seconded by Ruhland, to approve Resolution No. 21-12 as presented, was adopted (Councilmember Stoesz confirmed that staff would investigate the cost of adding a flat utility rate option and report on that)

3. ADMINISTRATION DEPARTMENT REPORT

No report

4. PUBLIC SAFETY DEPARTMENT REPORT

No report

5. PUBLIC SERVICES DEPARTMENT REPORT

No report

6. COMMUNITY DEVELOPMENT REPORT

No report

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 22, 2021 through March 8, 2021		
✚ Monday, March 1	6:00 pm, Council Chambers	Council Work Session
✚ Wednesday, March 3	6:30 pm, Zoom	Park Board
✚ Thursday, March 4	8:00 am, Zoom	EDAC
✚ Monday, March 8	6:00 pm, Council Chambers	Council Work Session
✚ Monday, March 8	6:30 pm, Council Chambers	City Council Meeting

EXPANDED AGENDA



CITY COUNCIL AGENDA

Monday, February 22, 2021

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, Ruhland and Mayor Rafferty were present**
- 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.

1. CONSENT AGENDA

- A) Consideration of Expenditures:
 - i) February 22, 2021 (Check No. 113851 through 113939) in the Amount of \$642,771.94
- B) Consider Approval of February 1, 2021 Work Session Minutes
- C) Consider Approval of February 8, 2021 Council Meeting Minutes
- D) Consider Approval of February 8, 2021 Work Session Minutes
- E) Consider Resolution No. 21-10, Approving Wetland Credit Sale, TEG Land Holdings, Michael Grochala
- F) Consider Resolution No. 21-11, Accepting Conveyance of YMCA Property and Approving Execution of Documents, Michael Grochala

Action Taken: Motion by Cavegn, seconded by Lyden, to approve Consent Agenda Items 1A through 1F as presented, was adopted

2. FINANCE DEPARTMENT REPORT

A) Consider Resolution No. 21-12, Authorizing Preparation of Utility Rate Study, Hannah Lynch

Action Taken: Motion by Stoesz, seconded by Ruhland, to approve Resolution No. 21-12 as presented, was adopted (Councilmember Stoesz confirmed that staff would investigate the cost of adding a flat utility rate option and report on that)

3. ADMINISTRATION DEPARTMENT REPORT

No report

4. PUBLIC SAFETY DEPARTMENT REPORT

No report

5. PUBLIC SERVICES DEPARTMENT REPORT

No report

6. COMMUNITY DEVELOPMENT REPORT

No report

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

None

Adjournment

Motion by Stoesz, seconded by Lyden, to adjourn at 6:40 p.m.

<i>Community Calendar – A Look Ahead</i>		
February 22, 2021 through March 8, 2021		
✚ Monday, March 1	6:00 pm, Council Chambers	Council Work Session
✚ Wednesday, March 3	6:30 pm, Zoom	Park Board
✚ Thursday, March 4	8:00 am, Zoom	EDAC
✚ Monday, March 8	6:00 pm, Council Chambers	Council Work Session
✚ Monday, March 8	6:30 pm, Council Chambers	City Council Meeting



CITY COUNCIL AGENDA

Monday, February 22, 2021

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

1. CONSENT AGENDA

- A) Consideration of Expenditures:
 - i) February 22, 2021 (Check No. 113851 through 113939) in the Amount of \$642,771.94
- B) Consider Approval of February 1, 2021 Work Session Minutes
- C) Consider Approval of February 8, 2021 Council Meeting Minutes
- D) Consider Approval of February 8, 2021 Work Session Minutes
- E) Consider Resolution No. 21-10, Approving Wetland Credit Sale, TEG Land Holdings, Michael Grochala
- F) Consider Resolution No. 21-11, Accepting Conveyance of YMCA Property and Approving Execution of Documents, Michael Grochala

2. FINANCE DEPARTMENT REPORT

- A) Consider Resolution No. 21-12, Authorizing Preparation of Utility Rate Study, Hannah Lynch

3. ADMINISTRATION DEPARTMENT REPORT

No report

4. PUBLIC SAFETY DEPARTMENT REPORT

No report

5. PUBLIC SERVICES DEPARTMENT REPORT

No report

6. COMMUNITY DEVELOPMENT REPORT

No report

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

None

Adjournment

Community Calendar – A Look Ahead
February 22, 2021 through March 8, 2021

✚ Monday, March 1	6:00 pm, Council Chambers	Council Work Session
✚ Wednesday, March 3	6:30 pm, Zoom	Park Board
✚ Thursday, March 4	8:00 am, Zoom	EDAC
✚ Monday, March 8	6:00 pm, Council Chambers	Council Work Session
✚ Monday, March 8	6:30 pm, Council Chambers	City Council Meeting



Expenditures

February 22, 2021

Check #113851 to #113939

\$643,771.94



Expenditures

February 22, 2021

Check #113851 to #113939

\$643,771.94

Accounts Payable

Check Detail

User: katie.christofferson
Printed: 02/17/2021 - 12:08PM



Check Number	Check Date	Check Description	Amount
988 - 3SI Security Systems			
113855	02/22/2021		
		Inv INV874003 2021 Contract Renewal	528.00
113855 Total:			528.00
988 - 3SI Security Systems Total:			528.00
1402 - A.X. Lino Lakes L.P.			
113856	02/22/2021		
		Inv 2/1/2021 TIF Pay-As-You-Go 2nd Half Settlement 20	101,647.00
113856 Total:			101,647.00
1402 - A.X. Lino Lakes L.P. Total:			101,647.00
11 - Ace Solid Waste, Inc.			
113857	02/22/2021	10	
		Inv February 2021 54 Organic Recycling - Lino Park	1,716.21
113857 Total:			1,716.21
11 - Ace Solid Waste, Inc. Total:			1,716.21
14 - AFSCME Council #5 101-000-2040-000			
113852	02/05/2021	PR Batch 00002.02.2021 Union Dues A	
		Inv PR Batch 00002.02.2021 Union Dues AFSCME PR Batch 00002.02.2021 Union Dues AFSCME	419.76
113852 Total:			419.76
14 - AFSCME Council #5 Total:			419.76
16 - Aid Electric Corporation			
113858	02/22/2021		
		Inv 64548 Troubleshoot lights	115.82
		Inv 64549 Rework power to heaters	287.39
		Inv 64550 Wire timer for make up air	252.06
		Inv 64551 Replace ballasts	253.63
		Inv 64621 Electrical timers installed at Sunrise P	3,051.36
113858 Total:			3,960.26

Check Number	Check Date	Check Description	Amount
16 - Aid Electric Corporation Total:			3,960.26
18 - All Seasons Rental, Inc.			
113859	02/22/2021	Inv 1-70287 Post hole auger rental	88.00
113859 Total:			88.00
18 - All Seasons Rental, Inc. Total:			88.00
26 - American Planning Association			
113860	02/22/2021	Inv 115228-2113 APA and AICP Membership - Zoning Practic	653.00
113860 Total:			653.00
26 - American Planning Association Total:			653.00
42 - Anoka County Property Records & Taxation			
113861	02/22/2021	Inv 2/17/2021 Deed Tax due on conveyance ofproperty,	3.30
		Inv 21-1188 Vacate	46.00
		Inv 21-1950 Vacate Street Easement (Elmcrest Ave) La	46.00
		Inv 21-1960 Easement	46.00
113861 Total:			141.30
42 - Anoka County Property Records & Taxation Total:			141.30
44 - Anoka County Treasury Office			
113862	02/22/2021	Inv ES-00006878 Used Oil Class I License Fee	100.00
113862 Total:			100.00
44 - Anoka County Treasury Office Total:			100.00
1674 - Aramark Uniform & Career Apparel Group, Inc.			
113863	02/22/2021	Inv 1004971322 Mats	198.36
113863 Total:			198.36
1674 - Aramark Uniform & Career Apparel Group, Inc. Total:			198.36
50 - Arnt Construction, Inc.			
113864	02/22/2021	Inv 015935-000-1 2020 Surface Water Maintenance Project 2	33,580.00
113864 Total:			33,580.00

Check Number	Check Date	Check Description	Amount
50 - Arnt Construction, Inc. Total:			33,580.00
54 - Aspen Mills, Inc.			
113865	02/22/2021		
		Inv 268383 Uniform Allowance - New Hire	53.95
113865 Total:			53.95
54 - Aspen Mills, Inc. Total:			53.95
55 - Auto Nation Ford White Bear Lake			
113866	02/22/2021		
		Inv 11873 Rear seat latch #383	31.90
		Inv 11877 Turn signal module/socket #394	283.03
		Inv 16959 Lock assembly #255	252.56
		Inv 18798 Wiper arm assembly #392	30.47
		Inv 19354 Assembly cover	4.64
		Inv 555566 Transmission diagnose and replace #392	3,850.35
113866 Total:			4,452.95
55 - Auto Nation Ford White Bear Lake Total:			4,452.95
85 - Bluetarp Financial, Inc.			
113867	02/22/2021		
		Inv 0361057256 Utility heater	39.98
		Inv 0363189566 Duracell 1 Amp battery charger	22.49
113867 Total:			62.47
85 - Bluetarp Financial, Inc. Total:			62.47
1544 - Capital City Firefighter's Association			
113868	02/22/2021		
		Inv 102 2021 Membership dues	50.00
113868 Total:			50.00
1544 - Capital City Firefighter's Association Total:			50.00
1163 - Cargill, Inc.			
113869	02/22/2021		
		Inv 2905980535 Deicer - 99,080.000 LB	4,288.18
		Inv 2905987826 Deicer - 49,780.000 LB	2,154.48
		Inv 2905991261 Deicer - 47,860.000 LB	2,071.38
		Inv 2905994806 Deicer - 96,080.000 LB	4,158.34
		Inv 2905999156 Deicer - 48,280.000 LB	2,089.56
113869 Total:			14,761.94

Check Number	Check Date	Check Description	Amount
1163 - Cargill, Inc. Total:			14,761.94
115 - Centennial Utilities			
113870	02/22/2021	100 Inv January 2021 130 Natural Gas-7204 Lake Drive	3,294.29
113870 Total:			3,294.29
115 - Centennial Utilities Total:			3,294.29
116 - CenterPoint Energy			
113871	02/22/2021	180 Inv January 2021 150 Natural Gas-6482 Pheasant RunS	3,547.90
113871 Total:			3,547.90
116 - CenterPoint Energy Total:			3,547.90
122 - CES Imaging 101-432-4410-503			
113872	02/22/2021	Inv INV123210 January Plotter/Scanner Maintenance	80.00
113872 Total:			80.00
122 - CES Imaging Total:			80.00
127 - Circle Pines Post Office			
113851	02/04/2021	Inv 2/4/2021 UB Postage	829.38
113851 Total:			829.38
127 - Circle Pines Post Office Total:			829.38
136 - City of Roseville			
113873	02/22/2021	Inv 0229853 February IT Services	18,216.98
113873 Total:			18,216.98
136 - City of Roseville Total:			18,216.98
761 - Comcast 101-432-4321-502			
113874	02/22/2021	Inv 1/24/2021 Phone & Internet - 1710 BirchSt	355.89
113874 Total:			355.89
761 - Comcast Total:			355.89

Check Number	Check Date	Check Description	Amount
149 - Connexus Energy			
113875	02/22/2021	01 Inv January 2021 05 Electric	6,198.42
113875 Total:			6,198.42
149 - Connexus Energy Total:			6,198.42
1278 - Core & Main LP			
113876	02/22/2021	Inv N521460 Smart Radio Reader	24,900.00
		Inv N657478 1.5 inch Meters & 2 inch Meters	3,919.15
		Inv N657511 2 inch Meters	1,072.31
113876 Total:			29,891.46
1278 - Core & Main LP Total:			29,891.46
157 - Crown Marking, Inc.			
113877	02/22/2021	Inv OE-81422 Name Plates - M. Sawyer, C. Cavegn, I. W	85.81
113877 Total:			85.81
157 - Crown Marking, Inc. Total:			85.81
1720 - Custom Manufacturing, Inc			
113878	02/22/2021	Inv 5576 Wenzel Farms Boardwalk	1,064.00
113878 Total:			1,064.00
1720 - Custom Manufacturing, Inc Total:			1,064.00
167 - Dalco, Inc.			
113879	02/22/2021	Inv 3732123 Toilet tissue	294.00
		Inv 3733866 Hand soap	310.15
		Inv 3733877 Hand soap	248.12
		Inv 3735238 Auto-scrubber	5,863.00
113879 Total:			6,715.27
167 - Dalco, Inc. Total:			6,715.27
1537 - Electro Watchman, Inc.			
113880	02/22/2021	Inv 362011 Installed Materials Access & Install Lab	5,334.65
113880 Total:			5,334.65

Check Number	Check Date	Check Description	Amount
1537 - Electro Watchman, Inc. Total:			5,334.65
192 - Emergency Apparatus Maintenance			
113881	02/22/2021		
Inv 112871		Service EAM pump, truck inspection, serv	1,433.80
Inv 112872		NFPA Pump Test completed #622	265.00
113881 Total:			1,698.80
192 - Emergency Apparatus Maintenance Total:			1,698.80
193 - Emergency Automotive Technologies			
113882	02/22/2021		
Inv DL011121-20		Spotlight handle #392	50.05
Inv SVC28402		Install stalker dual DSR radar	370.00
113882 Total:			420.05
193 - Emergency Automotive Technologies Total:			420.05
204 - Factory Motor Parts Company			
113883	02/22/2021		
Inv 159-046005		Battery	124.64
Inv 1-6728583		3 new batteries #210	269.07
113883 Total:			393.71
204 - Factory Motor Parts Company Total:			393.71
211 - Filtration Systems, Inc.			
113884	02/22/2021		
Inv 101281		Air Filters - City Hall, Police, New Cre	765.96
113884 Total:			765.96
211 - Filtration Systems, Inc. Total:			765.96
225 - Frattallone's/Circle Pines Ace			
113885	02/22/2021		
Inv 074088/G		Well 6 venting repair	7.99
113885 Total:			7.99
225 - Frattallone's/Circle Pines Ace Total:			7.99
1386 - Frontier Ag & Turf			
113886	02/22/2021		
Inv P21749		Hydraulic fluid #117	149.10

Check Number	Check Date	Check Description	Amount
113886 Total:			149.10
1386 - Frontier Ag & Turf Total:			149.10
233 - GDO Law 101-414-4303-000			
113887	02/22/2021		
		Inv 5822 January Forfeitures	42.00
		Inv 5823 February Prosecutor Contract	8,500.00
113887 Total:			8,542.00
233 - GDO Law Total:			8,542.00
242 - Goodin Company Wholesalers			
113888	02/22/2021		
		Inv 01004293-00 Vent kit	113.36
113888 Total:			113.36
242 - Goodin Company Wholesalers Total:			113.36
244 - Gopher State One-Call			
113889	02/22/2021		
		Inv 1010541 January Tickets	124.20
113889 Total:			124.20
244 - Gopher State One-Call Total:			124.20
1442 - GovOffice LLC			
113890	02/22/2021		
		Inv INV206804 2021 Annual Hosting Fee	1,500.00
113890 Total:			1,500.00
1442 - GovOffice LLC Total:			1,500.00
249 - Grainger			
113891	02/22/2021		
		Inv 9790263629 Garage heater	304.92
113891 Total:			304.92
249 - Grainger Total:			304.92
271 - Hawkins, Inc.			
113892	02/22/2021		
		Inv 4867013 150 LB Chlorine Cylinder	55.00

Check Number	Check Date	Check Description	Amount
113892 Total:			55.00
271 - Hawkins, Inc. Total:			55.00
1721 - Holiday Stationstores, LLC			
113893	02/22/2021	Inv 072101022100 January 2021 Carwashes	242.00
113893 Total:			242.00
1721 - Holiday Stationstores, LLC Total:			242.00
1177 - Innovative Office Solutions LLC			
113894	02/22/2021	Inv SUM-059390 Paper, toner, wall clock, tape, post-its	473.12
113894 Total:			473.12
1177 - Innovative Office Solutions LLC Total:			473.12
311 - Instrumental Research, Inc.			
113895	02/22/2021	Inv 3153 January Water Testing	150.00
113895 Total:			150.00
311 - Instrumental Research, Inc. Total:			150.00
312 - International Union 101-000-2040-000			
113853	02/05/2021	PR Batch 00002.02.2021 Union Dues 4	
		Inv PR Batch 00002.02.2021 Union Dues 49ers PR Batch 00002.02.2021 Union Dues 49ers	560.00
113853 Total:			560.00
312 - International Union Total:			560.00
313 - Interstate Power Systems, Inc.			
113896	02/22/2021	Inv R001171479:01 Generator repair	1,883.92
113896 Total:			1,883.92
313 - Interstate Power Systems, Inc. Total:			1,883.92
1717 - Jacon, LLC			
113897	02/22/2021	Inv 013084-000-2 2020 Northeast Drainage Area Improvement	33,231.00
113897 Total:			33,231.00

Check Number	Check Date	Check Description	Amount
1717 - Jacon, LLC Total:			33,231.00
757 - Jimmy's Johnnys 101-450-4410-000			
113898	02/22/2021		
Inv 177573		Toilet Rental - City Hall Park	60.00
Inv 177574		Toilet Rental - Sunrise Park	60.00
Inv 177575		Toilet Rental - Birch Park	60.00
Inv 177576		Toilet Rental - Lino Park	60.00
113898 Total:			240.00
757 - Jimmy's Johnnys Total:			240.00
1224 - Lano Equipment			
113899	02/22/2021		
Inv 02-811199		5600 Hydro Leak - Coupler, kit seal, hyd	589.90
113899 Total:			589.90
1224 - Lano Equipment Total:			589.90
365 - Law Enforcement Labor Services 101-000-2040-000			
113854	02/05/2021	PR Batch 00002.02.2021 Union Dues L	
Inv		PR Batch 00002.02.2021 Union Dues LELS PR Batch 00002.02.2021 Union Dues LELS	1,397.00
113854 Total:			1,397.00
365 - Law Enforcement Labor Services Total:			1,397.00
387 - Little Falls Machine, Inc.			
113900	02/22/2021		
Inv 360579		New plow lift cylinder #117	547.32
113900 Total:			547.32
387 - Little Falls Machine, Inc. Total:			547.32
394 - Macqueen Equipment, Inc.			
113901	02/22/2021		
Inv P32339		6 foot pole	130.00
113901 Total:			130.00
394 - Macqueen Equipment, Inc. Total:			130.00
399 - Mansfield Oil Company 101-431-4212-000			
113902	02/22/2021		
Inv 22192255		Diesel fuel	3,114.34
Inv 22192328		Gasoline	4,602.27

Check Number	Check Date	Check Description	Amount
113902 Total:			7,716.61
399 - Mansfield Oil Company Total:			7,716.61
1668 - Marsden Bldg Maintenance, LLC			
113903	02/22/2021		
Inv 335223	February	Janitorial Services	3,856.00
Inv 335224	February	Janitorial Services	1,044.60
Inv 335225	February	Janitorial Services	631.58
Inv 335226	February	Janitorial Services	691.82
113903 Total:			6,224.00
1668 - Marsden Bldg Maintenance, LLC Total:			6,224.00
1719 - McCarthy Well Company			
113904	02/22/2021		
Inv 29026		Pump performance inspection	285.00
113904 Total:			285.00
1719 - McCarthy Well Company Total:			285.00
418 - Menards - Forest Lake			
113905	02/22/2021		
Inv 56226		Female leader hose	6.99
Inv 56771		Ice control supplies	19.99
113905 Total:			26.98
418 - Menards - Forest Lake Total:			26.98
423 - Met Council Environmental Services 602-495-4405-000			
113906	02/22/2021		
Inv 000119423	March	Waste Water Services	82,374.02
113906 Total:			82,374.02
423 - Met Council Environmental Services Total:			82,374.02
420 - Met Council Environmental Services (SAC)			
113907	02/22/2021		
Inv 1/31/2021	January	SAC Report	44,282.70
113907 Total:			44,282.70
420 - Met Council Environmental Services (SAC) Total:			44,282.70
421 - Metro Sales Incorporated			

Check Number	Check Date	Check Description	Amount
113908	02/22/2021		
		Inv INV1745594 Copier Maintenance Contract Ricoh/MP6002	490.02
		Inv INV1750588 Copier Maintenance Contract Ricoh/IM C25	180.35
113908 Total:			670.37
421 - Metro Sales Incorporated Total:			670.37
422 - Metropolitan Area Management Association			
113909	02/22/2021		
		Inv 2/1/2021 2021 Membership Dues - S. Cotton	45.00
113909 Total:			45.00
422 - Metropolitan Area Management Association Total:			45.00
1722 - Minnesota Fire Service Certification Board			
113910	02/22/2021		
		Inv 8419 Firefighter Certification I,II, & HazMat	820.00
113910 Total:			820.00
1722 - Minnesota Fire Service Certification Board Total:			820.00
1726 - Minnesota Society of CPAs			
113911	02/22/2021		
		Inv 278946 CPA Membership (3 Year) - S. Cotton	315.00
113911 Total:			315.00
1726 - Minnesota Society of CPAs Total:			315.00
437 - MN DNR Ecological & Water Resources			
113912	02/22/2021		
		Inv 1985-6168 Annual Water permit for wateruse	9,398.09
113912 Total:			9,398.09
437 - MN DNR Ecological & Water Resources Total:			9,398.09
1624 - Municipal Builders, Inc.			
113913	02/22/2021		
		Inv 13912-000-9 Well House #1 Rehabilitation	9,274.49
113913 Total:			9,274.49
1624 - Municipal Builders, Inc. Total:			9,274.49
477 - NAC Mechanical & Electrical			
113914	02/22/2021		

Check Number	Check Date	Check Description	Amount
Inv 180677		Repair control sequence at New Creations	500.00
113914 Total:			500.00
477 - NAC Mechanical & Electrical Total:			500.00
499 - Nuss Truck & Equipment			
113915	02/22/2021		
Inv 4026509		Starter repair #210	361.66
113915 Total:			361.66
499 - Nuss Truck & Equipment Total:			361.66
506 - Olson's Sewer Service, Inc.			
113916	02/22/2021		
Inv 015935-000-3		2020 Surface Water Maintenance Project	8,289.97
113916 Total:			8,289.97
506 - Olson's Sewer Service, Inc. Total:			8,289.97
508 - Optum			
113917	02/22/2021		
Inv 10199051681		January Retiree & Cobra Fees	95.00
113917 Total:			95.00
508 - Optum Total:			95.00
509 - O'Reilly Automotive Stores			
113918	02/22/2021		
Inv 5914-148025		Belts for air handler motors	297.04
Inv 5914-148026		Push nut	3.99
113918 Total:			301.03
509 - O'Reilly Automotive Stores Total:			301.03
522 - Performance Plus LLC			
113919	02/22/2021		
Inv 9203		New Hire Testing - B. McReavy	295.00
113919 Total:			295.00
522 - Performance Plus LLC Total:			295.00
523 - Permitworks LLC			
113920	02/22/2021		
Inv 2021-0025		2021 Software Support Plan	6,575.00

Check Number	Check Date	Check Description	Amount
113920 Total:			6,575.00
523 - Permitworks LLC Total:			6,575.00
552 - Press Publications, Inc.			
113921	02/22/2021		
	Inv 692094	Ordinance No 01-21 - VacatingPark, Oaks	46.08
113921 Total:			46.08
552 - Press Publications, Inc. Total:			46.08
553 - Primary Products Company			
113922	02/22/2021		
	Inv 72421	Nitrile Exam Gloves	264.87
113922 Total:			264.87
553 - Primary Products Company Total:			264.87
1092 - Quadient Finance USA, Inc.			
113923	02/22/2021		
	Inv 2/12/2021	Postage Machine	500.00
113923 Total:			500.00
1092 - Quadient Finance USA, Inc. Total:			500.00
1184 - Redpath and Company			
113924	02/22/2021		
	Inv 150458477	2020 Audit	6,116.00
113924 Total:			6,116.00
1184 - Redpath and Company Total:			6,116.00
571 - Republic Services #899 101-432-4384-503			
113925	02/22/2021		
	Inv 0899-003672689	February 2021 Organics - CityHall	139.50
113925 Total:			139.50
571 - Republic Services #899 Total:			139.50
1578 - SBRK Finance Holdings, Inc			
113926	02/22/2021		
	Inv INV-005368	January UB Web Payments TransFee/Active	616.00
113926 Total:			616.00

Check Number	Check Date	Check Description	Amount
1578 - SBRK Finance Holdings, Inc Total:			616.00
1724 - Schreiner, David			
113927	02/22/2021		
		Inv 2016-00990 Escrow Release - 6165 OakwoodDr (Releas	5,800.00
113927 Total:			5,800.00
1724 - Schreiner, David Total:			5,800.00
745 - Silver Star Industries			
113928	02/22/2021		
		Inv BLN-64500-01 Running boards and mounting kits for #41	802.84
113928 Total:			802.84
745 - Silver Star Industries Total:			802.84
634 - Staples Business Credit			
113929	02/22/2021		
		Inv 1632923658 Toner, 3-hole punch, label maker, post-i	701.76
113929 Total:			701.76
634 - Staples Business Credit Total:			701.76
643 - Storey Kenworthy/Matt Parrott			
113930	02/22/2021		
		Inv PINV868248 2020 W-2's and 1099's	279.77
113930 Total:			279.77
643 - Storey Kenworthy/Matt Parrott Total:			279.77
655 - TASC - Client Invoices			
113931	02/22/2021		
		Inv IN1961413 January Admin Fees & 2021 Renewal Fee	282.50
113931 Total:			282.50
655 - TASC - Client Invoices Total:			282.50
665 - TimeSaver Off-Site Secretarial			
113932	02/22/2021		
		Inv M26185 Charter Commission Meeting - 1 Hour	151.00
113932 Total:			151.00

Check Number	Check Date	Check Description	Amount
665 - TimeSaver Off-Site Secretarial Total:			151.00
669 - Towmaster			
113933	02/22/2021		
	Inv 435687	Replace wing toe cylinder, saddle, & sli	2,913.00
113933 Total:			2,913.00
669 - Towmaster Total:			2,913.00
687 - U.S. Bank Visa			
113934	02/22/2021		
	Inv 2/11/2021	BCA/Tuition for DMT-G recertification W.	20,916.95
113934 Total:			20,916.95
687 - U.S. Bank Visa Total:			20,916.95
1723 - VirTra, Inc			
113935	02/22/2021		
	Inv 8410	Virtual Interactive Coursework & Trainin	47,222.85
113935 Total:			47,222.85
1723 - VirTra, Inc Total:			47,222.85
733 - WSB & Associates, Inc.			
113936	02/22/2021		
	Inv 0-002988-220-43	December - St. Clair Estates	324.00
	Inv 0-002988-560-30	December - Saddle Club 4th Addition	126.00
	Inv R-010301-000-25	December - All Seasons Rental	277.00
	Inv R-010701-000-19	December - Century Farms North 7th Addit	217.00
	Inv R-011406-000-16	December - Natures Refuge	729.00
	Inv R-012443-000-28	December - Watermark 1st Addition	270.00
	Inv R-012468-000-25	December - Lino Lakes Storage	84.00
	Inv R-012469-000-27	December - Eastside Villas	504.00
	Inv R-013084-000-24	December - Northeast Lino Lakes Drainage	2,548.00
	Inv R-013091-000-26	December - Water Tower No. 3	5,351.00
	Inv R-013577-000-22	December - GPS/GIS Miscellaneous Assista	1,144.00
	Inv R-013912-000-17	December - Well House No. 1 Rehabilitati	1,242.00
	Inv R-014757-000-16	December - Watermark 2nd Addition	2,368.00
	Inv R-015220-000-12	December - 2020 Private Utility Permits	162.00
	Inv R-015221-444-12	December - 2020 General Engineering Serv	7,400.00
	Inv R-015294-000-6	December -2019 Source Water Protection P	5,531.25
	Inv R-015306-000-13	December - Nadeau Acres	1,326.00
	Inv R-015544-000-10	December - 2020 MiscellaneousEscrow Acc	475.00
	Inv R-015628-000-11	December - Watermark 3rd Addition	13,418.25
	Inv R-015690-000-2	December - 2020 Special Economic Develop	300.00
	Inv R-015935-000-9	December - 2020 Surface WaterMaintenanc	1,898.00
	Inv R-015965-000-7	December - Lift Station No. 5Forcemain	319.50
	Inv R-016591-000-6	December - 2021 Birch Street Watermain I	770.50
	Inv R-016598-000-4	December - Noren Minor Subdivision	744.00

Check Number	Check Date	Check Description	Amount
Inv R-01665-000-5	December	Lift Station Standard Specifi	698.00
Inv R-016678-000-4	December	2020 Lino Park Improvements	3,511.50
Inv R-016848-000-4	December	7685 Lake Dr Building Demolit	287.50
Inv R-017006-000-3	December	2021 Street Improvement Proje	16,822.50
Inv R-017210-000-1	December	77th Street Feasibility Repor	947.50
Inv R-017363-000-1	December	Watermark 4th Addition	2,616.00
113936 Total:			72,411.50
733 - WSB & Associates, Inc. Total:			72,411.50
1725 - Wu, Jianfeng			
113937	02/22/2021		
Inv 2/9/2021		Return fee for massage license applicati	100.00
113937 Total:			100.00
1725 - Wu, Jianfeng Total:			100.00
1727 - Young Men's Christian Association of the North			
113938	02/22/2021		
Inv 2/17/2021		YMCA Exercise equipment	15,000.00
113938 Total:			15,000.00
1727 - Young Men's Christian Association of the North Total:			15,000.00
UB*00078 - ZELENAK, JULIE			
113939	02/22/2021		
Inv		Refund Check 010560-000, 6285 COYOTE TR	110.80
113939 Total:			110.80
UB*00078 - ZELENAK, JULIE Total:			110.80
Total:			643,771.94

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
02/22/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
AFSCME Council #5	101-000	101-000-2040-000	419.76	113852	PR Batch 00002.02.2021 Union Dues AFSCME
International Union	101-000	101-000-2040-000	560.00	113853	PR Batch 00002.02.2021 Union Dues 49ers
Law Enforcement Labor Services	101-000	101-000-2040-000	1,397.00	113854	PR Batch 00002.02.2021 Union Dues LELS
Anoka County Property Records & Taxation	101-000	101-000-2081-000	46.00	113861	Easement
Met Council Environmental Services (SAC)	101-000	101-000-2120-000	44,730.00	113907	January SAC Report
Wu Jianfeng	101-000	101-000-3222-000	100.00	113937	Return fee for massage license application
Met Council Environmental Services (SAC)	101-000	101-000-3414-000	-447.30	113907	January SAC Report
U.S. Bank Visa	101-000	101-000-3730-000	22.15	113934	Target/Transaction processed in error
		101-000 Total	46,827.61		
U.S. Bank Visa	101-401	101-401-4900-000	105.67	113934	Target/Quarterly Employee Recognition Program
U.S. Bank Visa	101-401	101-401-4900-000	122.99	113934	Shoots & Stems/Flowers for R. Boldt Family
		101-401 Total	228.66		
Performance Plus LLC	101-402	101-402-4300-000	295.00	113919	New Hire Testing - B. McReavy
U.S. Bank Visa	101-402	101-402-4300-000	25.00	113934	Clearing House/CDL Query Upload
Optum	101-402	101-402-4310-000	95.00	113917	January Retiree & Cobra Fees
U.S. Bank Visa	101-402	101-402-4330-000	11.89	113934	Amazon/Leadership Book
Press Publications Inc.	101-402	101-402-4340-000	46.08	113921	Ordinance No 01-21 - Vacating Park Oaks of Lino
GovOffice LLC	101-402	101-402-4410-000	1,500.00	113890	2021 Annual Hosting Fee
TASC - Client Invoices	101-402	101-402-4410-000	282.50	113931	January Admin Fees & 2021 Renewal Fee
Metropolitan Area Management Association	101-402	101-402-4452-000	45.00	113909	2021 Membership Dues - S. Cotton
Minnesota Society of CPAs	101-402	101-402-4452-000	315.00	113911	CPA Membership (3 Year) - S. Cotton
		101-402 Total	2,615.47		
TimeSaver Off-Site Secretarial	101-405	101-405-4300-000	151.00	113932	Charter Commission Meeting - 1 Hour
		101-405 Total	151.00		
Storey Kenworthy/Matt Parrott	101-407	101-407-4200-000	279.77	113930	2020 W-2's and 1099's
Redpath and Company	101-407	101-407-4308-000	5,703.28	113924	2020 Audit
City of Roseville	101-407	101-407-4310-000	16,758.98	113873	February IT Services
U.S. Bank Visa	101-407	101-407-4330-000	85.00	113934	GFOA/Webinar - Essential Tools for effective policies H. Lynch
U.S. Bank Visa	101-407	101-407-4452-000	315.00	113934	MNCPA/MNCPA 2021 Renewal Membership - H. Lynch
U.S. Bank Visa	101-407	101-407-4452-000	70.00	113934	MNGFOA/2021 Renewal Membership H. Lynch
		101-407 Total	23,212.03		
GDO Law	101-414	101-414-4303-000	42.00	113887	January Forfeitures
GDO Law	101-414	101-414-4303-000	8,500.00	113887	February Prosecutor Contract
		101-414 Total	8,542.00		
WSB & Associates Inc.	101-415	101-415-4300-000	119.00	113936	December - GPS/GIS Miscellaneous Assistance
WSB & Associates Inc.	101-415	101-415-4300-000	300.00	113936	December - 2020 Special Economic Development Projects
		101-415 Total	419.00		
Permitworks LLC	101-416	101-416-4410-000	2,400.00	113920	2021 Software Support Plan
American Planning Association	101-416	101-416-4452-000	653.00	113860	APA and AICP Membership - Zoning Practice subscription
		101-416 Total	3,053.00		
WSB & Associates Inc.	101-417	101-417-4300-000	115.00	113936	December - 2020 Miscellaneous Escrow Account
WSB & Associates Inc.	101-417	101-417-4300-000	162.00	113936	December - 2020 Private Utility Permits
WSB & Associates Inc.	101-417	101-417-4300-000	947.50	113936	December - 77th Street Feasibility Report Amendment
WSB & Associates Inc.	101-417	101-417-4410-000	5,180.00	113936	December - 2020 General Engineering Services
		101-417 Total	6,404.50		
WSB & Associates Inc.	101-418	101-418-4300-000	192.00	113936	December - GPS/GIS Miscellaneous Assistance
Anoka County Property Records & Taxation	101-418	101-418-4340-000	46.00	113861	Vacate Street Easement (Elmcrest Ave) Laborer's Training Ctr Exp
		101-418 Total	238.00		
Staples Business Credit	101-420	101-420-4200-000	405.21	113929	Toner 3-hole punch label maker post-its
U.S. Bank Visa	101-420	101-420-4200-000	18.89	113934	Amazon/Desk light for Virtra system
U.S. Bank Visa	101-420	101-420-4200-000	34.49	113934	The Home Depot/Evidence boxes for 21003830
U.S. Bank Visa	101-420	101-420-4200-000	21.43	113934	Vistaprint/Business cards - J. Crowe
U.S. Bank Visa	101-420	101-420-4200-000	67.98	113934	Amazon/USB drives for external discovery requests
Primary Products Company	101-420	101-420-4211-000	264.87	113922	Nitrile Exam Gloves
U.S. Bank Visa	101-420	101-420-4211-000	13.99	113934	Amazon/Battery for investigations unit camera
U.S. Bank Visa	101-420	101-420-4211-000	1,981.40	113934	Axon/Taser cartridges - 60 training 4 Duty
U.S. Bank Visa	101-420	101-420-4211-000	69.18	113934	Chewy.com/Argos Food
U.S. Bank Visa	101-420	101-420-4211-000	202.72	113934	Axon/4 DPM's (batteries) for X26 Tasers
U.S. Bank Visa	101-420	101-420-4211-000	29.94	113934	Minneapolis Oxygen/Carbon Dioxide 20lb tank refill for Virtra
U.S. Bank Visa	101-420	101-420-4211-000	55.98	113934	Amazon/AA and AAA batteries
U.S. Bank Visa	101-420	101-420-4211-000	69.18	113934	Chewy.com/Argos Food
U.S. Bank Visa	101-420	101-420-4240-000	9.27	113934	The Home Depot/Padlock to secure evidence 21008078
U.S. Bank Visa	101-420	101-420-4240-000	24.95	113934	Amazon/Oxygen regulator for patrol medical bag
U.S. Bank Visa	101-420	101-420-4240-000	846.29	113934	Varidesk/Standing desk for N. Hamann & M. Paulson



**AP Checks by Account Number
02/22/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
U.S. Bank Visa	101-420	101-420-4240-000	245.85	113934	Tactical Gear/ASP - Scarab Restraint Cutter
U.S. Bank Visa	101-420	101-420-4240-000	557.05	113934	Varidesk/Standing desk for C. Boehme
U.S. Bank Visa	101-420	101-420-4321-000	1,787.17	113934	Verizon/Phone & Internet
U.S. Bank Visa	101-420	101-420-4330-000	259.00	113934	Calibre/Tuition M. Carlson - Street survival training
U.S. Bank Visa	101-420	101-420-4330-000	119.00	113934	Calibre/Tuition N. Hamann - Human behavior & body language
U.S. Bank Visa	101-420	101-420-4330-000	450.00	113934	Defensive Edge Training/Tuition M. Carlson shotgun armorer
U.S. Bank Visa	101-420	101-420-4330-000	95.00	113934	Dolan Cons Group/Tuition V. Klosner - Investigator training
U.S. Bank Visa	101-420	101-420-4330-000	375.00	113934	BCA/Tuition G. Carlson to attend DMT training
U.S. Bank Visa	101-420	101-420-4330-000	700.00	113934	MCPA/Tuition D. Thill - Leadership Academy
U.S. Bank Visa	101-420	101-420-4330-000	75.00	113934	BCA/Tuition J. Crowe to attend CJDN TAC and NIBRS training
U.S. Bank Visa	101-420	101-420-4330-000	318.00	113934	Blue to Gold Training/Tuition P. Noll & K. Moberaten
U.S. Bank Visa	101-420	101-420-4330-000	399.00	113934	STORM Training/Tuition A. Riehm - Building searching
U.S. Bank Visa	101-420	101-420-4330-000	450.00	113934	Defensive Edge Training/Tuition A. Riehm AR15 armorer
U.S. Bank Visa	101-420	101-420-4330-000	500.00	113934	MN Chief of Police/Critical Issues Series Webinars - unlimited
U.S. Bank Visa	101-420	101-420-4330-000	99.00	113934	Calibre/Tuition for A. Hallin financial planning law enforcement
U.S. Bank Visa	101-420	101-420-4330-000	75.00	113934	BCA/Tuition for DMT-G recertification W. Owens
U.S. Bank Visa	101-420	101-420-4330-000	75.00	113934	BCA/Tuition C. Boehme DMT recertification training
U.S. Bank Visa	101-420	101-420-4330-000	119.00	113934	Calibre/Tuition for N. Hamann detecting deception training
Aspen Mills Inc.	101-420	101-420-4370-000	53.95	113865	Uniform Allowance - New Hire
U.S. Bank Visa	101-420	101-420-4370-000	190.93	113934	Amazon/Uniform Allowance - J. Cree
U.S. Bank Visa	101-420	101-420-4370-000	-200.00	113934	Xtreme/40% refund for hats
U.S. Bank Visa	101-420	101-420-4370-000	224.81	113934	Streichers/Uniform Allowance - W. Owens
U.S. Bank Visa	101-420	101-420-4370-000	79.86	113934	Amazon/Uniform Allowance - A. Riehm
U.S. Bank Visa	101-420	101-420-4370-000	14.99	113934	Amazon/Uniform Allowance - A. Ng
U.S. Bank Visa	101-420	101-420-4370-000	94.97	113934	Amazon/Uniform Allowance - N. Hamann
U.S. Bank Visa	101-420	101-420-4370-000	14.46	113934	Amazon/Uniform Allowance - V. Klosner
U.S. Bank Visa	101-420	101-420-4370-000	19.98	113934	Amazon/Uniform Allowance - M. Carlson
U.S. Bank Visa	101-420	101-420-4370-000	14.99	113934	Amazon/Uniform Allowance - M. Carlson
U.S. Bank Visa	101-420	101-420-4370-000	14.99	113934	Amazon/Uniform Allowance - J. Cree
U.S. Bank Visa	101-420	101-420-4370-000	249.00	113934	Amazon/Uniform Allowance - Halverson
Connexus Energy	101-420	101-420-4381-000	30.35	113875	Electric
3SI Security Systems	101-420	101-420-4410-000	528.00	113855	2021 Contract Renewal
U.S. Bank Visa	101-420	101-420-4410-000	102.72	113934	Northway Sports/UTV Service/1st Polaris Maintenance #312
		101-420 Total	12,247.84		
Staples Business Credit	101-421	101-421-4200-000	296.55	113929	Toner 3-hole punch label maker post-its
U.S. Bank Visa	101-421	101-421-4200-000	44.98	113934	Amazon/USB speaker USB hub
U.S. Bank Visa	101-421	101-421-4240-000	202.97	113934	Dive Rescue/Trident ankle weights & freight
U.S. Bank Visa	101-421	101-421-4240-000	31.88	113934	Amazon/Lighted male plug ends
U.S. Bank Visa	101-421	101-421-4240-000	148.30	113934	Amazon/10pk of lighted 15 amp plugs
U.S. Bank Visa	101-421	101-421-4321-000	146.53	113934	Verizon/Phone & Internet
Minnesota Fire Service Certification Board	101-421	101-421-4330-000	820.00	113910	Firefighter Certification II & HazMat - B. Byrne N. Clausen
U.S. Bank Visa	101-421	101-421-4330-000	495.00	113934	Century College/Tuition B. Finke - Fire Instructor 2 training
U.S. Bank Visa	101-421	101-421-4330-000	93.95	113934	Amazon/Textbook B. Finke - Fire instructor class
U.S. Bank Visa	101-421	101-421-4330-000	118.86	113934	Jones & Bartlett Learning/Textbook B. Finke fire instructor class
U.S. Bank Visa	101-421	101-421-4370-000	-184.00	113934	Xtreme/40% refund for hats
Emergency Apparatus Maintenance	101-421	101-421-4410-000	265.00	113881	NFPA Pump Test completed #622
Capital City Firefighter's Association	101-421	101-421-4452-000	50.00	113868	2021 Membership dues
U.S. Bank Visa	101-421	101-421-4452-000	280.00	113934	MNState Fire Chiefs/2021 Renewal Swenson L'Allier Menne Finke
		101-421 Total	2,810.02		
Permitworks LLC	101-422	101-422-4300-000	4,175.00	113920	2021 Software Support Plan
U.S. Bank Visa	101-422	101-422-4321-000	193.17	113934	Verizon/Phone & Internet
U.S. Bank Visa	101-422	101-422-4330-000	100.00	113934	ICC Region III/Continuing Ed - B. Finke
U.S. Bank Visa	101-422	101-422-4330-000	200.00	113934	ICC Region III/Continuing Ed - P. Moonen & J. Boonstra
U.S. Bank Visa	101-422	101-422-4370-000	290.57	113934	Aspen Mills & Lands End/Uniform Allowance - B. Finke
		101-422 Total	4,958.74		
Cargill Inc.	101-430	101-430-4228-000	2,154.48	113869	Deicer - 49 780.000 LB
Cargill Inc.	101-430	101-430-4228-000	4,158.34	113869	Deicer - 96 080.000 LB
Cargill Inc.	101-430	101-430-4228-000	2,089.56	113869	Deicer - 48 280.000 LB
Cargill Inc.	101-430	101-430-4228-000	4,288.18	113869	Deicer - 99 080.000 LB
Cargill Inc.	101-430	101-430-4228-000	2,071.38	113869	Deicer - 47 860.000 LB
U.S. Bank Visa	101-430	101-430-4321-000	41.50	113934	Verizon/Phone & Internet
U.S. Bank Visa	101-430	101-430-4330-000	129.00	113934	MN Erosion Control Association/2021 Renewal & Webinar
Connexus Energy	101-430	101-430-4385-000	1,633.36	113875	Electric
All Seasons Rental Inc.	101-430	101-430-4415-000	88.00	113859	Post hole auger rental



**AP Checks by Account Number
02/22/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
U.S. Bank Visa	101-430	101-430-4452-000	307.50	113934	Envirocert/Stormwater Certification Renewals CPESC/CPSWQ
	101-430 Total		16,961.30		
Mansfield Oil Company	101-431	101-431-4212-000	4,602.27	113902	Gasoline
Mansfield Oil Company	101-431	101-431-4212-000	3,114.34	113902	Diesel fuel
U.S. Bank Visa	101-431	101-431-4212-000	28.77	113934	Bill's Superette/11.5 gallons diesel fuel #218
U.S. Bank Visa	101-431	101-431-4212-000	14.49	113934	Bill's Superette/Non-oxy fuel for snowmobile #305
U.S. Bank Visa	101-431	101-431-4212-000	31.30	113934	One Stop/Diesel fuel for Toolcat
U.S. Bank Visa	101-431	101-431-4212-000	8.88	113934	Lakes One Stop/Non-oxy fuel for UTV
U.S. Bank Visa	101-431	101-431-4212-000	125.00	113934	Bill's Superette/50 gallons diesel fuel #218
U.S. Bank Visa	101-431	101-431-4212-000	27.64	113934	Holiday Stationstore/Diesel fuel for Toolcat
U.S. Bank Visa	101-431	101-431-4212-000	125.00	113934	Holiday Stationstore/Fuel A-21 #622
Auto Nation Ford White Bear Lake	101-431	101-431-4221-000	30.47	113866	Wiper arm assembly #392
Auto Nation Ford White Bear Lake	101-431	101-431-4221-000	31.90	113866	Rear seat latch #383
Auto Nation Ford White Bear Lake	101-431	101-431-4221-000	4.64	113866	Assembly cover
Auto Nation Ford White Bear Lake	101-431	101-431-4221-000	252.56	113866	Lock assembly #255
Auto Nation Ford White Bear Lake	101-431	101-431-4221-000	283.03	113866	Turn signal module/socket #394
Emergency Automotive Technologies	101-431	101-431-4221-000	50.05	113882	Spotlight handle #392
Emergency Automotive Technologies	101-431	101-431-4221-000	370.00	113882	Install stalker dual DSR radar
Factory Motor Parts Company	101-431	101-431-4221-000	124.64	113883	Battery
Factory Motor Parts Company	101-431	101-431-4221-000	269.07	113883	3 new batteries #210
Frontier Ag & Turf	101-431	101-431-4221-000	149.10	113886	Hydraulic fluid #117
Little Falls Machine Inc.	101-431	101-431-4221-000	547.32	113900	New plow lift cylinder #117
O'Reilly Automotive Stores	101-431	101-431-4221-000	3.99	113918	Push nut
Silver Star Industries	101-431	101-431-4221-000	802.84	113928	Running boards and mounting kits for #417 & #255
Anoka County Treasury Office	101-431	101-431-4300-000	100.00	113862	Used Oil Class I License Fee
Auto Nation Ford White Bear Lake	101-431	101-431-4300-000	3,850.35	113866	Transmission diagnose and replace #392
Holiday Stationstores LLC	101-431	101-431-4300-000	242.00	113893	January 2021 Carwashes
Lano Equipment	101-431	101-431-4300-000	589.90	113899	5600 Hydro Leak - Coupler kit seal hydraulic fluid #414
Nuss Truck & Equipment	101-431	101-431-4300-000	361.66	113915	Starter repair #210
Towmaster	101-431	101-431-4300-000	2,913.00	113933	Replace wing toe cylinder saddle & slide mechanism #218
Emergency Apparatus Maintenance	101-431	101-431-4410-000	1,433.80	113881	Service EAM pump truck inspection service hydraulic generator
	101-431 Total		20,488.01		
Crown Marking Inc.	101-432	101-432-4200-000	85.81	113877	Name Plates - M. Sawyer C. Cavegn I. Wipperfurth J. Zilka
Innovative Office Solutions LLC	101-432	101-432-4200-000	473.12	113894	Paper toner wall clock tape post-its
U.S. Bank Visa	101-432	101-432-4200-000	-25.35	113934	Amazon/Return - Storage boxes
U.S. Bank Visa	101-432	101-432-4200-000	13.99	113934	Amazon/Replacement wall clock
U.S. Bank Visa	101-432	101-432-4200-000	33.34	113934	Amazon/Storage boxes and pens
U.S. Bank Visa	101-432	101-432-4200-000	9.68	113934	Amazon/DisplayPort Cable for M. Sawyer
U.S. Bank Visa	101-432	101-432-4200-000	41.43	113934	Target/Antibacterial hand soap for City Hall and Police
U.S. Bank Visa	101-432	101-432-4200-000	-7.99	113934	Amazon/Return pens
U.S. Bank Visa	101-432	101-432-4200-000	25.35	113934	Amazon/Invoice storage boxes for finance
U.S. Bank Visa	101-432	101-432-4200-000	31.07	113934	Amazon/Pens HDMI Adapter wireless portable mouse
U.S. Bank Visa	101-432	101-432-4200-000	78.81	113934	Amazon/New parts for scanner and paperclips
U.S. Bank Visa	101-432	101-432-4200-000	12.99	113934	Amazon/USB-C to HDMI cord
Dalco Inc.	101-432	101-432-4211-000	248.12	113879	Hand soap
Dalco Inc.	101-432	101-432-4211-000	310.15	113879	Hand soap
Dalco Inc.	101-432	101-432-4211-000	294.00	113879	Toilet tissue
U.S. Bank Visa	101-432	101-432-4211-000	388.40	113934	Amazon/Samsung TV and HDMI for new meeting room at City Hall
U.S. Bank Visa	101-432	101-432-4211-000	20.81	113934	Target/Softsoap and Dawn dishsoap for Fire #2 and Police
Menards - Forest Lake	101-432	101-432-4211-500	6.99	113905	Female leader hose
U.S. Bank Visa	101-432	101-432-4211-500	22.73	113934	Amazon/Cover for fuel keypad on island at Public Works
Grainger	101-432	101-432-4211-502	304.92	113891	Garage heater
U.S. Bank Visa	101-432	101-432-4211-502	613.02	113934	Senneca Holdings/Safety edge switch & clips Fire #2 door sensor
U.S. Bank Visa	101-432	101-432-4211-502	28.70	113934	The Home Depot/Furnace filters
Filtration Systems Inc.	101-432	101-432-4211-503	765.96	113884	Air Filters - City Hall Police New Creations
O'Reilly Automotive Stores	101-432	101-432-4211-503	297.04	113918	Belts for air handler motors
U.S. Bank Visa	101-432	101-432-4211-503	18.94	113934	The Home Depot/Grout sponge color match caulk
U.S. Bank Visa	101-432	101-432-4211-503	98.93	113934	The Home Depot/Grout trowel grout float grout removal mortar
U.S. Bank Visa	101-432	101-432-4211-503	41.31	113934	Amazon/Gates BX52 belts at City Hall
U.S. Bank Visa	101-432	101-432-4211-503	99.00	113934	The Home Depot/Garbage disposal - City Hall breakroom
Aid Electric Corporation	101-432	101-432-4300-500	287.39	113858	Rework power to heaters
Aid Electric Corporation	101-432	101-432-4300-501	253.63	113858	Replace ballasts
Aid Electric Corporation	101-432	101-432-4300-502	252.06	113858	Wire timer for make up air
Interstate Power Systems Inc.	101-432	101-432-4300-502	1,883.92	113896	Generator repair



**AP Checks by Account Number
02/22/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
Aid Electric Corporation	101-432	101-432-4300-503	115.82	113858	Troubleshoot lights
NAC Mechanical & Electrical	101-432	101-432-4300-503	500.00	113914	Repair control sequence at New Creations
Comcast	101-432	101-432-4321-502	355.89	113874	Phone & Internet - 1710 Birch St
Quadient Finance USA Inc.	101-432	101-432-4322-000	500.00	113923	Postage Machine
Connexus Energy	101-432	101-432-4381-500	1,254.35	113875	Electric
CenterPoint Energy	101-432	101-432-4383-500	486.10	113871	Natural Gas-1189 Main Street
CenterPoint Energy	101-432	101-432-4383-500	488.05	113871	Natural Gas-1189 Main Street
CenterPoint Energy	101-432	101-432-4383-500	590.69	113871	Natural Gas-1187 Main Street
CenterPoint Energy	101-432	101-432-4383-501	663.89	113871	Natural Gas-7741 Lake Drive
CenterPoint Energy	101-432	101-432-4383-502	767.31	113871	Natural Gas-1710 Birch Street
Centennial Utilities	101-432	101-432-4383-503	2,901.50	113870	Natural Gas-600 Town Center Pkwy
Ace Solid Waste Inc.	101-432	101-432-4384-500	360.50	113857	Trash & Recycling - 1189 Main Street
Ace Solid Waste Inc.	101-432	101-432-4384-500	62.71	113857	Commingle Recycling 1189 Main Street
Ace Solid Waste Inc.	101-432	101-432-4384-501	80.33	113857	Trash & Recycling - 7741 Lake Drive
Ace Solid Waste Inc.	101-432	101-432-4384-502	148.74	113857	Trash & Recycling - 1710 Birch Street
Ace Solid Waste Inc.	101-432	101-432-4384-503	434.80	113857	Trash & Recycling - 640 Town Center Pkwy
Republic Services #899	101-432	101-432-4384-503	139.50	113925	February 2021 Organics - City Hall
Marsden Bldg Maintenance LLC	101-432	101-432-4410-500	1,044.60	113903	February Janitorial Services
Metro Sales Incorporated	101-432	101-432-4410-500	59.16	113908	Copier Maintenance Contract Ricoh/MP6002SP & C3504 Copiers
Marsden Bldg Maintenance LLC	101-432	101-432-4410-501	631.58	113903	February Janitorial Services
Aramark Uniform & Career Apparel Group Inc.	101-432	101-432-4410-502	198.36	113863	Mats
Marsden Bldg Maintenance LLC	101-432	101-432-4410-502	691.82	113903	February Janitorial Services
CES Imaging	101-432	101-432-4410-503	80.00	113872	January Plotter/Scanner Maintenance
Marsden Bldg Maintenance LLC	101-432	101-432-4410-503	3,856.00	113903	February Janitorial Services
Metro Sales Incorporated	101-432	101-432-4410-503	180.35	113908	Copier Maintenance Contract Ricoh/IM C2500 Color Copier
Metro Sales Incorporated	101-432	101-432-4410-503	430.86	113908	Copier Maintenance Contract Ricoh/MP6002SP & C3504 Copiers
Dalco Inc.	101-432	101-432-5000-000	5,863.00	113879	Auto-scrubber
	101-432 Total		29,894.18		
Custom Manufacturing Inc	101-450	101-450-4211-000	1,064.00	113878	Wenzel Farms Boardwalk
U.S. Bank Visa	101-450	101-450-4211-000	49.23	113934	The Home Depot/2x6x12 for rink gates at Birch Park
U.S. Bank Visa	101-450	101-450-4211-000	48.27	113934	Dey Distributing/Igniter for Marshan Park Building
WSB & Associates Inc.	101-450	101-450-4300-000	3,511.50	113936	December - 2020 Lino Park Improvements
U.S. Bank Visa	101-450	101-450-4321-000	81.51	113934	Verizon/Phone & Internet
Connexus Energy	101-450	101-450-4381-000	67.74	113875	Electric
Centennial Utilities	101-450	101-450-4383-000	132.44	113870	Natural Gas-7204 Lake Drive
Centennial Utilities	101-450	101-450-4383-000	25.91	113870	Natural Gas-6811 Lake Drive
Centennial Utilities	101-450	101-450-4383-000	214.43	113870	Natural Gas-6918 Sunrise
CenterPoint Energy	101-450	101-450-4383-000	81.94	113871	Natural Gas-6520 Pheasant Run
CenterPoint Energy	101-450	101-450-4383-000	81.29	113871	Natural Gas-1179 Main Street
Ace Solid Waste Inc.	101-450	101-450-4384-000	0.00	113857	Trash & Recycling - Sunrise Park
Aid Electric Corporation	101-450	101-450-4410-000	3,051.36	113858	Electrical timers installed at Sunrise Park & Birch park rink
Anoka County Property Records & Taxation	101-450	101-450-4410-000	3.30	113861	Deed Tax due on conveyance of property Oaks of Lino Lakes
Jimmy's Johnnys	101-450	101-450-4410-000	60.00	113898	Toilet Rental - Birch Park
Jimmy's Johnnys	101-450	101-450-4410-000	60.00	113898	Toilet Rental - City Hall Park
Jimmy's Johnnys	101-450	101-450-4410-000	60.00	113898	Toilet Rental - Lino Park
Jimmy's Johnnys	101-450	101-450-4410-000	60.00	113898	Toilet Rental - Sunrise Park
	101-450 Total		8,652.92		
U.S. Bank Visa	101-461	101-461-4321-000	46.50	113934	Verizon/Phone & Internet
U.S. Bank Visa	101-461	101-461-4330-000	129.00	113934	MECA@MNerosion.com/Tuition A. Nelson MECA Conference
	101-461 Total		175.50		
Ace Solid Waste Inc.	101-462	101-462-4410-000	190.04	113857	Organic Recycling - Birch Park
Ace Solid Waste Inc.	101-462	101-462-4410-000	236.21	113857	Organic Recycling - Marshan Park
Ace Solid Waste Inc.	101-462	101-462-4410-000	94.66	113857	Organic Recycling - Clearwater Creek
Ace Solid Waste Inc.	101-462	101-462-4410-000	108.22	113857	Organic Recycling - Lino Park
	101-462 Total		629.13		
Young Men's Christian Association of the North	202-451	202-451-4240-000	15,000.00	113938	YMCA Exercise equipment
	202-451 Total		15,000.00		
U.S. Bank Visa	207-420	207-420-4410-000	3,582.00	113934	Archive Social/2021 subscription Archive Social Data retention
	207-420 Total		3,582.00		
VirTra Inc	210-420	210-420-5000-000	47,222.85	113935	Virtual Interactive Coursework & Training simulator
	210-420 Total		47,222.85		
U.S. Bank Visa	211-420	211-420-4240-000	33.01	113934	Elite K9/Bite training sleeve for K9 training
	211-420 Total		33.01		
Redpath and Company	301-499	301-499-4308-000	12.32	113924	2020 Audit



**AP Checks by Account Number
02/22/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
	301-499 Total		12.32		
Electro Watchman Inc.	401-432	401-432-5000-000	5,334.65	113880	Installed Materials Access & Install Labor Access
	401-432 Total		5,334.65		
U.S. Bank Visa	403-402	403-402-4240-000	26.99	113934	Amazon/ Surface case
U.S. Bank Visa	403-402	403-402-4240-000	173.85	113934	Amazon/Docking station for Surface (PC)
	403-402 Total		200.84		
ZELENAK JULIE	406-000	406-000-2020-000	10.00	113939	Refund Check 010560-000 6285 COYOTE TRL
	406-000 Total		10.00		
WSB & Associates Inc.	406-499	406-499-4304-000	5,531.25	113936	December -2019 Source Water Protection Plan Implementation Grant
WSB & Associates Inc.	406-499	406-499-4304-127	5,351.00	113936	December - Water Tower No. 3
WSB & Associates Inc.	406-499	406-499-4304-136	770.50	113936	December - 2021 Birch Street Watermain Improvements
Redpath and Company	406-499	406-499-4308-000	160.16	113924	2020 Audit
	406-499 Total		11,812.91		
A.X. Lino Lakes L.P.	419-531	419-531-4404-000	101,647.00	113856	TIF Pay-As-You-Go 2nd Half Settlement 2020
	419-531 Total		101,647.00		
WSB & Associates Inc.	420-499	420-499-4304-000	287.50	113936	December - 7685 Lake Dr Building Demolition
	420-499 Total		287.50		
WSB & Associates Inc.	421-499	421-499-4304-137	16,822.50	113936	December - 2021 Street Improvement Projects
	421-499 Total		16,822.50		
WSB & Associates Inc.	422-499	422-499-4304-125	2,548.00	113936	December - Northeast Lino Lakes Drainage Improvement Project
Jacon LLC	422-499	422-499-4400-125	33,231.00	113897	2020 Northeast Drainage Area Improvements
	422-499 Total		35,779.00		
WSB & Associates Inc.	424-499	424-499-4304-000	1,898.00	113936	December - 2020 Surface Water Maintenance Project
Arnt Construction Inc.	424-499	424-499-4400-000	33,580.00	113864	2020 Surface Water Maintenance Project 2
Olson's Sewer Service Inc.	424-499	424-499-4400-000	8,289.97	113916	2020 Surface Water Maintenance Project
	424-499 Total		43,767.97		
ZELENAK JULIE	601-000	601-000-2020-000	2.43	113939	Refund Check 010560-000 6285 COYOTE TRL
ZELENAK JULIE	601-000	601-000-2020-000	39.47	113939	Refund Check 010560-000 6285 COYOTE TRL
	601-000 Total		41.90		
Bluetarp Financial Inc.	601-494	601-494-4211-000	39.98	113867	Utility heater
Frattallone's/Circle Pines Ace	601-494	601-494-4211-000	7.99	113885	Well 6 venting repair
Goodin Company Wholesalers	601-494	601-494-4211-000	113.36	113888	Vent kit
Menards - Forest Lake	601-494	601-494-4211-000	19.99	113905	Ice control supplies
U.S. Bank Visa	601-494	601-494-4211-000	39.05	113934	Allied Supply HVAC/Rubber gasket for Well 6 heater
U.S. Bank Visa	601-494	601-494-4211-000	60.39	113934	The Home Depot/Dust collector shop vac attachment
Core & Main LP	601-494	601-494-4215-000	1,072.31	113876	2 inch Meters
Core & Main LP	601-494	601-494-4215-000	3,919.15	113876	1.5 inch Meters & 2 inch Meters
Hawkins Inc.	601-494	601-494-4222-000	55.00	113892	150 LB Chlorine Cylinder
McCarthy Well Company	601-494	601-494-4300-000	285.00	113904	Pump performance inspection
MN DNR Ecological & Water Resources	601-494	601-494-4300-000	9,398.09	113912	Annual Water permit for water use
Redpath and Company	601-494	601-494-4300-000	92.40	113924	2020 Audit
WSB & Associates Inc.	601-494	601-494-4300-000	416.50	113936	December - GPS/GIS Miscellaneous Assistance
WSB & Associates Inc.	601-494	601-494-4304-000	360.00	113936	December - 2020 Miscellaneous Escrow Account
WSB & Associates Inc.	601-494	601-494-4304-000	1,110.00	113936	December - 2020 General Engineering Services
City of Roseville	601-494	601-494-4310-000	729.00	113873	February IT Services
U.S. Bank Visa	601-494	601-494-4321-000	46.50	113934	Verizon/Phone & Internet
U.S. Bank Visa	601-494	601-494-4321-000	208.03	113934	Verizon/Phone & Internet
Circle Pines Post Office	601-494	601-494-4322-000	414.69	113851	UB Postage
Connexus Energy	601-494	601-494-4381-000	2,522.48	113875	Electric
CenterPoint Energy	601-494	601-494-4383-000	74.90	113871	Natural Gas-6786 Clearwater Creek
CenterPoint Energy	601-494	601-494-4383-000	17.06	113871	Natural Gas-6774 Black Duck Drive
CenterPoint Energy	601-494	601-494-4383-000	127.78	113871	Natural Gas-1180 Birch Street
CenterPoint Energy	601-494	601-494-4383-000	68.90	113871	Natural Gas-6482 Pheasant Run S
Gopher State One-Call	601-494	601-494-4410-000	62.10	113889	January Tickets
Instrumental Research Inc.	601-494	601-494-4410-000	150.00	113895	January Water Testing
SBRK Finance Holdings Inc	601-494	601-494-4410-000	308.00	113926	January UB Web Payments Trans Fee/Active Acct Fee
Core & Main LP	601-494	601-494-5000-000	24,900.00	113876	Smart Radio Reader
Municipal Builders Inc.	601-494	601-494-5000-000	9,274.49	113913	Well House #1 Rehabilitation
WSB & Associates Inc.	601-494	601-494-5000-000	1,242.00	113936	December - Well House No. 1 Rehabilitation
	601-494 Total		57,135.14		
ZELENAK JULIE	602-000	602-000-2020-000	3.21	113939	Refund Check 010560-000 6285 COYOTE TRL
ZELENAK JULIE	602-000	602-000-2020-000	55.69	113939	Refund Check 010560-000 6285 COYOTE TRL
	602-000 Total		58.90		
Bluetarp Financial Inc.	602-495	602-495-4211-000	22.49	113867	Duracell 1 Amp battery charger



**AP Checks by Account Number
02/22/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
Macqueen Equipment Inc.	602-495	602-495-4211-000	130.00	113901	6 foot pole
Redpath and Company	602-495	602-495-4300-000	147.84	113924	2020 Audit
WSB & Associates Inc.	602-495	602-495-4300-000	416.50	113936	December - GPS/GIS Miscellaneous Assistance
WSB & Associates Inc.	602-495	602-495-4304-000	319.50	113936	December - Lift Station No. 5 Forcemain Rehabilitation
WSB & Associates Inc.	602-495	602-495-4304-000	1,110.00	113936	December - 2020 General Engineering Services
WSB & Associates Inc.	602-495	602-495-4304-000	698.00	113936	December - Lift Station Standard Specification
City of Roseville	602-495	602-495-4310-000	729.00	113873	February IT Services
U.S. Bank Visa	602-495	602-495-4321-000	123.01	113934	Verizon/Phone & Internet
Circle Pines Post Office	602-495	602-495-4322-000	414.69	113851	UB Postage
Connexus Energy	602-495	602-495-4381-000	690.14	113875	Electric
Centennial Utilities	602-495	602-495-4383-000	20.01	113870	Natural Gas-Sunrise
CenterPoint Energy	602-495	602-495-4383-000	19.88	113871	Natural Gas-1473 Snow Goose Trail
CenterPoint Energy	602-495	602-495-4383-000	21.29	113871	Natural Gas-6300 Laurene Ave
CenterPoint Energy	602-495	602-495-4383-000	21.29	113871	Natural Gas-6666 Black Duck Drive
CenterPoint Energy	602-495	602-495-4383-000	19.78	113871	Natural Gas-2028 Cypress Street
CenterPoint Energy	602-495	602-495-4383-000	17.75	113871	Natural Gas-2200 E. Cedar Street
Met Council Environmental Services	602-495	602-495-4405-000	82,374.02	113906	March Waste Water Services
Gopher State One-Call	602-495	602-495-4410-000	62.10	113889	January Tickets
SBRK Finance Holdings Inc	602-495	602-495-4410-000	308.00	113926	January UB Web Payments Trans Fee/Active Acct Fee
	602-495 Total		87,665.29		
WSB & Associates Inc.	801-000	801-000-2300-000	729.00	113936	December - Natures Refuge
WSB & Associates Inc.	801-000	801-000-2300-000	744.00	113936	December - Noren Minor Subdivision
WSB & Associates Inc.	801-000	801-000-2300-000	2,616.00	113936	December - Watermark 4th Addition
WSB & Associates Inc.	801-000	801-000-2302-102	504.00	113936	December - Eastside Villas
WSB & Associates Inc.	801-000	801-000-2308-102	217.00	113936	December - Century Farms North 7th Addition
Schreiner David	801-000	801-000-2318-000	5,800.00	113927	Escrow Release - 6165 Oakwood Dr (Releasing both escrows)
Anoka County Property Records & Taxation	801-000	801-000-2333-103	46.00	113861	Vacate
WSB & Associates Inc.	801-000	801-000-2336-102	270.00	113936	December - Watermark 1st Addition
WSB & Associates Inc.	801-000	801-000-2338-102	1,326.00	113936	December - Nadeau Acres
WSB & Associates Inc.	801-000	801-000-2344-103	84.00	113936	December - Lino Lakes Storage
WSB & Associates Inc.	801-000	801-000-2349-102	277.00	113936	December - All Seasons Rental
WSB & Associates Inc.	801-000	801-000-2353-102	324.00	113936	December - St. Clair Estates
WSB & Associates Inc.	801-000	801-000-2355-102	13,418.25	113936	December - Watermark 3rd Addition
WSB & Associates Inc.	801-000	801-000-2359-102	126.00	113936	December - Saddle Club 4th Addition
WSB & Associates Inc.	801-000	801-000-2388-102	2,368.00	113936	December - Watermark 2nd Addition
	801-000 Total		28,849.25		
	Grand Total		643,771.94		



Electronic Funds Transfer
MN Statute 471.38 Subd. 3

Council Meeting February 22, 2021

Transfer In/(Out)

2/5/2021 Payroll #03	(135,053.22)
2/5/2021 Payroll #03 Federal Deposit	(41,801.36)
2/5/2021 Payroll #03 PERA	(44,922.94)
2/5/2021 Payroll #03 State	(9,538.47)
2/5/2021 Payroll #03 Child Support	(276.29)
2/5/2021 Payroll #03 H.S.A. Bank Pretax	(3,138.18)
2/5/2021 Payroll #03 TASC Pretax	(749.96)
2/5/2021 Payroll #03 ICMA 457 Def. Comp #301596	(8,197.00)
2/5/2021 Payroll #03 ICMA Roth IRA #706155	(515.75)
2/5/2021 Payroll #03 MSRS HCSP #98946-01	(1,737.94)
2/5/2021 Payroll #03 MSRS Def. Comp #98945-01	(4,828.00)
2/5/2021 Payroll #03 MSRS Roth IRA #98945-01	(675.00)
2/5/2021 Council #02 Payroll	(3,304.93)
2/5/2021 Council #02 Federal Deposit	(196.60)
2/5/2021 Council #02 PERA	(367.62)
2/5/2021 Council #02 State	(43.95)
2/12/2021 Building Permit Surcharge	(2,072.36)
2/20/2021 Sales & Use Tax	(1,632.00)

CITY COUNCIL WORK SESSION

DRAFT

**CITY OF LINO LAKES
MINUTES**

1
2
3
4
5
6
7
8
9

10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43

DATE : February 1, 2021
TIME STARTED : 6:00 p.m.
TIME ENDED : 8:15 p.m.
MEMBERS PRESENT : Councilmember 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; Deputy Director of Public Safety – Fire, Dan L’Allier; Public Services Director Rick DeGardner; Environmental Coordinator Andy Nelson; City Clerk Julie Bartell

1. 2021 Park Board Recommendations – Pat Huelman, Chairman of the Park Board, presented the Board’s recommendations for parks and trails projects in 2021. He noted previously recommended projects that have been completed. Mr. Huelman explained the Board’s recommendation criteria - greatest needs greatest impact and best distribution. Recommendations:

- Lino Park (preferred concept plan included in staff report, including what could be done by city employees);
- Clearwater Creek Playground Equipment (geographic consideration).

The also fully supports moving ahead with plans for “Tower Park” projects (hard court facilities).

Mayor Rafferty noted that there is one City tennis court and one City pickleball court in the whole of the city. While there are some facilities through the schools that is all for the City.

Councilmember Stoesz noted that Lino Park is also used for Recycle Day. Staff replied that work will be done to make sure that coexistence can continue.

Councilmember Lyden thanked Mr. Huelman for his long service on the Park Board.

Public Service Director DeGardner provided information on utilities, including water, to the Lino Park.

Councilmember Lyden asked if funding provided for “Tower Park” was exclusive to development of the hard courts and Mr. DeGardner noted that funds for the courts relate to a council fund designation in 2018. Councilmember Lyden suggested that he is reviewing the use of funds for the courts versus neighborhood park facilities.

CITY COUNCIL WORK SESSION

DRAFT

44 Councilmember Ruhland asked if there is a check list for the Lino Park project; Mr.
45 DeGardner suggested that the list is currently a rough draft but will be finalized in coming
46 weeks. Staff is estimating project cost total at \$250,000. Councilmember Ruhland asked
47 how much the park building is proposed to cost and Mr. DeGardner said it's still under
48 discussion as to what type of shelter will be added. Councilmember Ruhland remarked
49 that the current shelter seems to be a good structure and he wonders if it could be saved.

50

51 Councilmember Cavegn asked if there are plans to extend the off road trail in the area of
52 Lino Park and Mr. DeGardner explained that would probably have to happen in
53 conjunction with an Anoka County road project on Lake Drive because trail development
54 is expensive. Councilmember Cavegn explained the danger that is posed for people
55 trying to get to the park using the shoulder of the road.

56

57 Councilmember Lyden asked for an update on dog park discussions. Mr. Huelman said
58 the Park Board has been informed that there's interest in that type of facility. Mr.
59 DeGardner suggested that the discussion would probably be appropriate as part of a
60 strategic planning session.

61

62 Mayor Rafferty said he's pleased about the attention to the Clearwater Creek area
63 considering its location. He also noted that he's watching the types of parks being
64 developed in other cities currently. They are larger and multi-use and he's interested in
65 that discussion.

66

67 Public Services Director DeGardner explained how staff is drilling down on the details;
68 tonight he's hoping to get a preliminary approval to proceed with planning.

69

70 Councilmember Cavegn noted that staff plans to utilize the services of Landscape
71 Structures – aren't they an expensive option? Mr. DeGardner said staff has worked with
72 them in the past and he feels the quality is there for the price; also they are included in the
73 State level contract.

74

75 Councilmember Stoesz noted that there is currently a sign at Lino Park for Lions
76 International; perhaps that is a funding source.

77

78 Councilmember Ruhland asked, what are the major reasons that Clearwater Creek Park
79 was selected? Mr. Huelmann noted high use, wear and tear on the equipment and
80 geographic location. Councilmember Ruhland asked what park would be the next
81 priority? Mr. DeGardner noted parks that were built earlier and plans for work on some
82 of those.

83

84 Councilmember Lyden said he supports the plans for the park facilities but he's
85 concerned about 1) having water (fountains) in the parks and 2) hard court plans for
86 "Tower Park".

87

88 The council concurred in supporting the recommendations and planning at this time.

CITY COUNCIL WORK SESSION

DRAFT

89

90 **2. YMCA Update** – Community Development Director Grochala noted that the City
91 is 28 days out from taking possession of the property. The attorney representing the City
92 is working on documents relating to transfer of the property ownership to the City. As far
93 as the facilities study that is underway, conversations are moving ahead including with
94 the council and school district. He’s hoping for a preliminary report within the next
95 couple weeks. There is a tour tentatively set up for next Monday to see the facility
96 (Councilmember Ruhland is not available). The council changed the tour date to
97 Tuesday, February 9th.

98

99 Mr. Grochala said the YMCA is offering some of the equipment in the building for sale
100 or continue a lease arrangement. Staff is proposing passing on the equipment lease since
101 it’s a monthly cost. The equipment for sale is being considered by staff. The consultant
102 is looking at the equipment to make a recommendation as well. He noted that the
103 YMCA sign is coming down very soon. The council would like the opportunity to see
104 the equipment.

105

106 Councilmember Stoesz asked if there is an alarm system on the building. Mr. Grochala
107 said there’s a fire alarm system. Transfer of the facilities is already including education
108 on facility maintenance.

109

110 The mayor asked about utility costs and staff estimated the cost at about \$5,000 a month.
111 Councilmember Ruhland asked if there are costs involved in winterizing the facility and
112 the council remarked that it is already so; the mechanical systems have been kept well.

113

114 **3. Smart Irrigation Controller Program** – Environmental Coordinator Nelson
115 reported. Mr. Nelson noted that irrigation is a big use of water in the City and water
116 waste can be up to fifty percent. He explained the proposal to institute a controller
117 program (as outlined in the staff report). He noted that the Environmental Board did
118 recommend proceeding with the program. When asked by the mayor about the funding
119 and turn around sale of equipment to residents, Mr. Nelson explained that the proposal is
120 based on programs already in place in other cities, including the possibility of grant
121 funding those cities have received.

122

123 Community Development Director Grochala added that the ultimate goal is to reduce
124 infrastructure needs down the line, something that could be a huge economic savings. He
125 also noted that it’s based on equipment that the City has already used for City property.
126 Currently staff is proposing that this be funded through the City with the possibility of
127 grant funding down the line.

128

129 Councilmember Cavegn asked if the conversion is an easy transition that people will be
130 able to handle. Mr. Nelson explained that experience in other cities has brought forward
131 information on what equipment works the best for residents so that should be helpful.
132 Councilmember Cavegn asked how staff would handle a citizen requesting to be removed
133 from the program and Mr. Nelson explained that the equipment is controlled by the owner

CITY COUNCIL WORK SESSION

DRAFT

134 so they can make the settings as they chose and wouldn't need to remove the equipment
135 for a change in preferences.

136

137 Councilmember Ruhland asked how long the City of Hugo has had the program and Mr.
138 Nelson said it's been two years (they've sold approximately 100 units and have 150 left).
139 Councilmember Ruhland also asked what's to stop a person from buying the units at this
140 discount and selling them for a profit; Mr. Nelson said the program allows for the City to
141 check and ensure equipment is being used.

142

143 Councilmember Stoesz expressed concern that the City may be competing with private
144 retailers who would be selling this equipment.

145

146 Councilmember Lyden remarked that he has questions about the program. He sees it
147 differently than as used for City property.

148

149 City Administrator Cotton remarked that, from a utility billing perspective, she has seen
150 bills that indicate people have programs that run the same amount of water year after
151 year, never taking into consideration the type of control offered by this program
152 equipment that would save water and costs.

153

154 Mr. Nelson noted that the number one water usage in the city is irrigation and
155 communicating to the residents on the matter can be very effective. This program would
156 be an additional tool. He noted that if every household in the City were hooked up, the
157 water savings could be 20 percent across the board. Although technology changes, this
158 is the best equipment available now.

159

160 Councilmember Cavegn said he's in support of the program and he's aware that the
161 technology has been around for a while and is tested. He likes the long term benefits.

162

163 Councilmember Ruhland said he agrees with much of what Councilmember Cavegn has
164 said; he is in favor of the program.

165

166 Councilmember Stoesz remarked that infrastructure requires internet connection and that
167 could be an issue for some people. He is opposed to the program; he will probably be
168 purchasing a system on his own and thinks that communication is the best way to handle
169 conservation.

170

171 Mayor Rafferty remarked that he understands remarks heard on both sides of the matter.
172 But he knows that water conservation is an important issue to the City. If this starts to
173 spread the word, all the better. There is subsidy of the City involved so there will be
174 scrutiny but you still have to solve problems.

175

176 Councilmember Lyden asked if the City could provide the equipment paid through utility
177 billing.

178

CITY COUNCIL WORK SESSION

DRAFT

179 If directed, staff would expect to provide information on the program through the next
180 newsletter with availability probably in April.

181

182 Community Development Director Grochala suggested that staff could work to address
183 questions and report back at the next work session. The council concurred.

184

185 4. **Fire Services** – Public Safety Director Swenson and Public Safety Deputy
186 Director L’Allier were present. Chief Swenson explained that police personnel had until
187 today to indicate their interest in the new position. Only one person is interested in the
188 new Police Officer / Firefighter position so staff recommends looking at other options:
189 daytime fire duty crew; contracting with an outside vendor to provide daytime fire
190 response; collaborating with another jurisdiction for daytime fire response. Staff is
191 looking for council suggestions as well.

192

193 Mayor Rafferty asked staff to work with personnel and administrative staff on viable
194 options. There is some staff work involved.

195

196 Director Swenson said staff will continue with the options they have presented. Staff is
197 bringing this forward in order to be proactive to ensure the resources are in place long
198 term to provide this vital service.

199

200 Councilmember Lyden noted that fire service is a core responsibility. He quoted the late
201 President John F. Kennedy who suggested seeking neither a Republican nor Democrat
202 answer but rather the right answer. Responsibility for the future in this case is to be open
203 to all suggestions. He’s open to all conversations for potential solutions.

204

205 Councilmember Ruhland asked about paid on-call – aren’t they working from home
206 now? Director Swenson said that the number of paid on-call members responding during
207 the weekday daytime hours has been reduced in recent weeks. This is likely a result of
208 the paid on-call firefighters no longer working from home.

209

210 Councilmember Stoesz asked about the process of consideration by officers. Director
211 Swenson explained that Human Resources was involved and a form created that was
212 distributed to police personnel. Director Swenson added that police personnel are
213 concerned about the permanency of the position – the City needs to have permanency for
214 the long term stability of fire service delivery and the officers seem to prefer flexibility.

215

216 Mayor Rafferty asked about the possibility of bringing new people in under this new
217 position. Director Swenson remarked that there aren’t a lot of candidates who would
218 meet the requirements; he added information on how the City of Woodbury hires officers
219 with an understanding that the job could change.

220

221 Councilmember Lyden said the residents need the services and doing the same thing over
222 and over isn’t working. Using the vendor scenario, what happens to cross trained officers
223 currently in the department? Director Swenson said they are currently paid an hourly

CITY COUNCIL WORK SESSION

DRAFT

224 stipend, providing services on a voluntary basis through a Memo of Understanding
225 attached to their labor contract; if the need for cross trained officers ends, then the stipend
226 would probably end also.

227

228 Mayor Rafferty suggested allowing staff to continue their approach of reviewing
229 options. The council will receive a report back.

230

231 **5. Charter Commission Expenditures** – Administrator Cotton reviewed her
232 written report on Charter Commission expenditures. The Commission is requesting an
233 increase in their budget based on a recent state law amendment allowing an increase in
234 charter commission expenses that are reimbursed by municipalities. If the authorized by
235 the council, the additional funds would be designated from the contingency fund in the
236 amount indicated in the report. The commission has not indicated that they have a
237 specific use but would like the funds to be available.

238

239 Councilmember Lyden noted that the amount allowed to charter commissions under state
240 law hasn't increased probably since the 1960's. Also he asked how much has the Lino
241 Lakes Charter Commission returned because they haven't used funds in past years. City
242 Administrator Cotton replied that the commission has returned about \$12,000 to the
243 general fund in the last six years. Councilmember Lyden noted the previous amount
244 allowed (\$1,500) and how difficult it is for a charter commission to actually engage an
245 attorney at that amount. He supports the Commission's request.

246

247 The council confirmed that if the funds aren't used within the year, they would return to
248 the general fund.

249

250 When Mayor Rafferty asked, why provide the funds now and instead wait to see if they
251 need the funds? Administrator Cotton explained that the Commission has some concern
252 that they'd had to come to the council in order to have the funds become available.
253 Mayor Rafferty said he is hesitant because the Commission can make the request when
254 necessary.

255

256 Councilmembers Cavegn, Stoesz, Ruhland and Lyden expressed support. A budget
257 amendment will be brought forward for council action.

258

259 **6. Council Updates on Boards/Commissions:**

260

261 Mayor Rafferty – VLAWMO is working on employee health plans;
262 Councilmember Stoesz – NorthMetro TV will be seeing some new membership;
263 Councilmember Ruhland – Anoka County Law Enforcement; John Swenson is stepping
264 down as secretary; otherwise normal actions

265

266 **7. Review Regular Agenda**

267

CITY COUNCIL WORK SESSION

DRAFT

268 Administrator Cotton asked if the council would like to change its schedule to allow for a
269 half hour work session prior to the first council meeting of the month, so all meetings will
270 begin at 6:00 p.m. The council concurred. The regular council agenda will no longer be
271 reviewed at the first work session of the month.

272

273 The meeting was adjourned at 8:15 p.m.

274

275 These minutes were considered, corrected and approved at the regular Council meeting held on
276 February 22, 2021.

277

278

279

280

281 _____
Julianne Bartell, City Clerk

Rob Rafferty, Mayor

282

COUNCIL MINUTES

DRAFT

**LINO LAKES CITY COUNCIL
REGULAR MEETING
MINUTES**

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39

DATE : February 8, 2021
TIME STARTED : 6:30 p.m.
TIME ENDED : 6:55 p.m.
MEMBERS PRESENT : Councilmember Stoesz, Lyden,
Cavegn and Mayor Rafferty
MEMBERS ABSENT : Councilmember Ruhland

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

PUBLIC COMMENT

There were no public comments.

SETTING THE AGENDA

The agenda was approved as presented.

SPECIAL PRESENTATION

A plaque was presented to Paula Andrzejewski for her years of service to the Environmental Board.

CONSENT AGENDA

Councilmember Cavegn 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) | February 8, 2021 (Check No. 113785 through 113850) in the Amount of \$318,033.71 | Approved |
| B) | Consider Approval of January 25, 2021 Council Work Session Minutes | Approved |
| C) | Consider Approval of January 25, 2021 Council Minutes | Approved |
| D) | Consider Resolution No. 21-09, Amending the 2021 Charter Commission Budget | Approved |

FINANCE DEPARTMENT REPORT

There was no report from the Finance Department.

ADMINISTRATION DEPARTMENT REPORT

COUNCIL MINUTES

DRAFT

40 **3A) Consider Appointment of Paid On-Call Firefighter** – Public Safety Director Swenson
41 reviewed the request to hire Brett McReavy as a Paid On-Call Firefighter. Director Swenson
42 reviewed Mr. McReavy’s experience and qualifications for the position.

43 Councilmember Cavegn moved to approve the appointment of Brett McReavy to the position of
44 Paid On-Call Firefighter. Councilmember Stoesz seconded the motion. Motion carried on a voice
45 vote.

PUBLIC SAFETY DEPARTMENT REPORT

47 **4A) Counseling Contract for Services – LE-AST Services /Counseling LLC** – Public Safety
48 Director Swenson explained that staff is seeking authorization to enter into a service contract for
49 first responder support services. The provider agency is highly recommended. This service is seen
50 as a way to help first responders take care of themselves as they work to take care of us. The
51 program provides for additional counseling and department training as needed.

52 Mayor Rafferty spoke in favor of the services. Councilmember Lyden added that those that serve
53 us deserve to have the proper mental health services available to them.

54 Councilmember Lyden moved to approve execution of the contract as recommended by staff.
55 Councilmember Stoesz seconded the motion. Motion carried on a voice vote.

PUBLIC SERVICES DEPARTMENT REPORT

57 There was no report from the Public Services Department.

COMMUNITY DEVELOPMENT REPORT

59 **6A) Consider Resolution No. 21-06, Declare Intent to Reimburse from Bond Proceeds, 2021**
60 **Street Improvement Project** – Community Development Director Grochala reported that staff is
61 requesting that the council move forward with this resolution. The council has discussed at past
62 meetings the proposed street program for 2021.

63 Mayor Rafferty noted that the City has been utilizing this street reconstruction program for a number
64 of years and it has worked well.

65 Councilmember Lyden moved to approve Resolution No. 21-06 as presented. Councilmember
66 Stoesz seconded the motion. Motion carried on a voice vote.

6B) 2021 Street Improvement Project, Diane Hankee

68 **i) Consider Resolution No. 21-07, Accepting bids, Awarding a Construction Contract; ii)**
69 **Consider Resolution No. 21-08, Approving Construction Services Contract with WSB**
70 **& Associates** – City Engineer Hankee reviewed her written staff report. She reviewed streets and
71 the type of improvements that would be included in the 2021 project. She noted overlay projects
72 that were considered alternates and that now appear to be possible to include in the project based on
73 the results of a bid process. She reviewed the proposed budget and funding source. Ms. Hankee
74 also reviewed the proposal to execute a construction services contract with WSB & Associates.

75 Councilmember Lyden said he is excited for the project to move forward and expects the
76 improvements will be welcomed by residents. He appreciates staff’s work to keep the costs low.

COUNCIL MINUTES

DRAFT

77 Councilmember Stoesz moved to approve Resolution No. 21-07 and Resolution No. 21-08 as
78 presented. Councilmember Cavegn seconded the motion. Motion carried on a voice vote.

79 **UNFINISHED BUSINESS**

80 There was no Unfinished Business.

81
82 **NEW BUSINESS**

83 There was no New Business.

84
85 **COMMUNITY EVENTS**

86 There were no events announced.

87 **COMMUNITY CALENDAR**

<i>Community Calendar – A Look Ahead</i>		
February 8, 2021 through February 22, 2021		
89		
90		
91	✚ Tuesday, February 9	5:30 pm, YMCA Council Tour of YMCA Bldg.
92	✚ Wednesday, February 10	6:30 pm, Zoom Planning & Zoning Board
93	✚ Monday, February 15	CITY HALL CLOSED President’s Day
94	✚ Monday, February 22	6:00 pm, Council Chambers Council Work Session
95	✚ Monday, February 22	6:30 pm, Council Chambers City Council Meeting

96
97 **ADJOURN**

98
99 There being no further business, Councilmember Lyden moved to adjourn at 6:55 p.m.
100 Councilmember Cavegn seconded the motion. Motion carried on a voice vote.

101
102 These minutes were considered and approved at the regular Council Meeting on February 22, 2021.

103
104
105
106

107 _____
Julianne Bartell, City Clerk

107 _____
Rob Rafferty, Mayor

108

CITY COUNCIL WORK SESSION

DRAFT

**CITY OF LINO LAKES
MINUTES**

1
2
3
4
5
6
7
8
9

10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

DATE : February 8, 2021
TIME STARTED : 6:00 p.m.
TIME ENDED : 6:20 p.m.
MEMBERS PRESENT : Councilmember Stoesz, Lyden,
Cavegn and Mayor Rafferty
MEMBERS ABSENT : Councilmember Ruhland

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

1. Review Regular Agenda of February 8, 2021 –

Item 1D – Charter Commission Budget – Mayor Rafferty noted the state law change that precedes this amendment to the commission’s budget. It was discussed at the work session.

Item 3A – Appointment of Paid On-Call Firefighter – Public Safety Director Swenson reviewed Mr. McReavy’s qualifications.

Item 4A – Counseling Service Contract – Public Safety Director Swenson explained that this is intended to be a service that is proactive in assisting officers. Other departments are utilizing these services more and more.

There was discussion about the possibility of having things such as speakers for all the staff. The council expressed support.

Item 6A – Notice of Intent on Street Reconstruction Bonds – Community Development Director Grochala explained that this is a technical action required as the City moves forward with plans for a 2021 Street Reconstruction Project.

Item 6B – 2021 Street Improvement Project – City Engineer Hankee reviewed the elements of this year’s proposed 2021 Street Improvement Project, including planning to go forward with the alternates that were included in the bid process.

The meeting was adjourned at 6:20 p.m.

These minutes were considered, corrected and approved at the regular Council meeting held on February 22, 2021.

Julianne Bartell, City Clerk

Rob Rafferty, Mayor

**CITY COUNCIL
AGENDA ITEM 1E**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: February 22, 2021

TOPIC: Consider Resolution No. 21-10, Approving Sale of Wetland Bank Credits, TEG Land Holdings

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting City Council consideration to approve the sale of .7007 acres (30,523 SF) of wetland credit from bank 1601 (Wollan) for a total purchase price of \$76,306.23 plus transaction fees.

BACKGROUND

The Wetland Conservation Act (WCA) requires replacement of any construction related wetland impacts on a per square foot basis. Minnesota's wetland banking program includes both private and state-sponsored wetland banks which have "credits" that are used to offset (mitigate) authorized wetland impacts. The banks are subject to approval of both the Minnesota Board of Water and Soil Resources (BWSR) and the Army Corps of Engineers (ACOE). The City currently has one bank remaining with available credits.

The City has one remaining wetland bank. Bank No. 1601 (Wollan) is located west of Lake Drive and north of Main Street. The bank has 3.3424 acres of ACOE approved credits. Bank No. 1122 has been closed following approval of credit sale in December of 2020.

Staff has received a request to purchase wetland credits from TEG Land Holdings. The purchase agreement provides for the sale of credits subject to approval of the wetland mitigation plan by the local, state, and federal regulator agencies.

The buyer is requesting purchase of .7007 acres of credit from bank 1601 in the amount of \$76,306.23.57 (\$2.50/SF).

RECOMMENDATION

With this purchase, bank 1601 will have 2.6417 acres of credit remaining. Sale of the credits will be used to fund ongoing maintenance of the bank areas and development of new restoration/banking opportunities.

Staff is proposing, at this time, that the remaining credit balance be reserved for local projects (city or economic development related), until another bank can be established.

Staff is recommending approval of Resolution No. 21-10.

ATTACHMENTS

1. Resolution No. 21-10
2. Bank Location Map

**CITY OF LINO LAKES
RESOLUTION NO. 21-10**

**AUTHORIZING SALE OF WETLAND CREDITS
TEG LAND HOLDINGS**

WHEREAS, The City has established a wetland bank to preserve and restore open space and to mitigate the local impacts to wetlands associated with public and private development improvements; and

WHEREAS, The City has received a request to purchase a total of .7007 acres (30,523 SF) of Army Corps of Engineers certified credits from the Wollan Bank (BWSR Acct.1601), in the amount of \$76,306.23, and

WHEREAS, The City Council finds it is in the best interests of the City to make such credit sale;

NOW, THEREFORE BE IT RESOLVED by The City Council of The City of Lino Lakes that staff is authorized to enter into a purchase agreement with TEG Land Holdings, in the amount of \$76,306.23, for purchase of .7007 acres of wetland credit. The price may be adjusted to reflect the final approved credit amount determined by the Local Governmental Unit (LGU).

BE IT FURTHER RESOLVED that TEG Land Holdings, shall be responsible for payment of the withdrawal and stewardship fees associated with said transaction.

Adopted by the Council of the City of Lino Lakes this 22nd 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

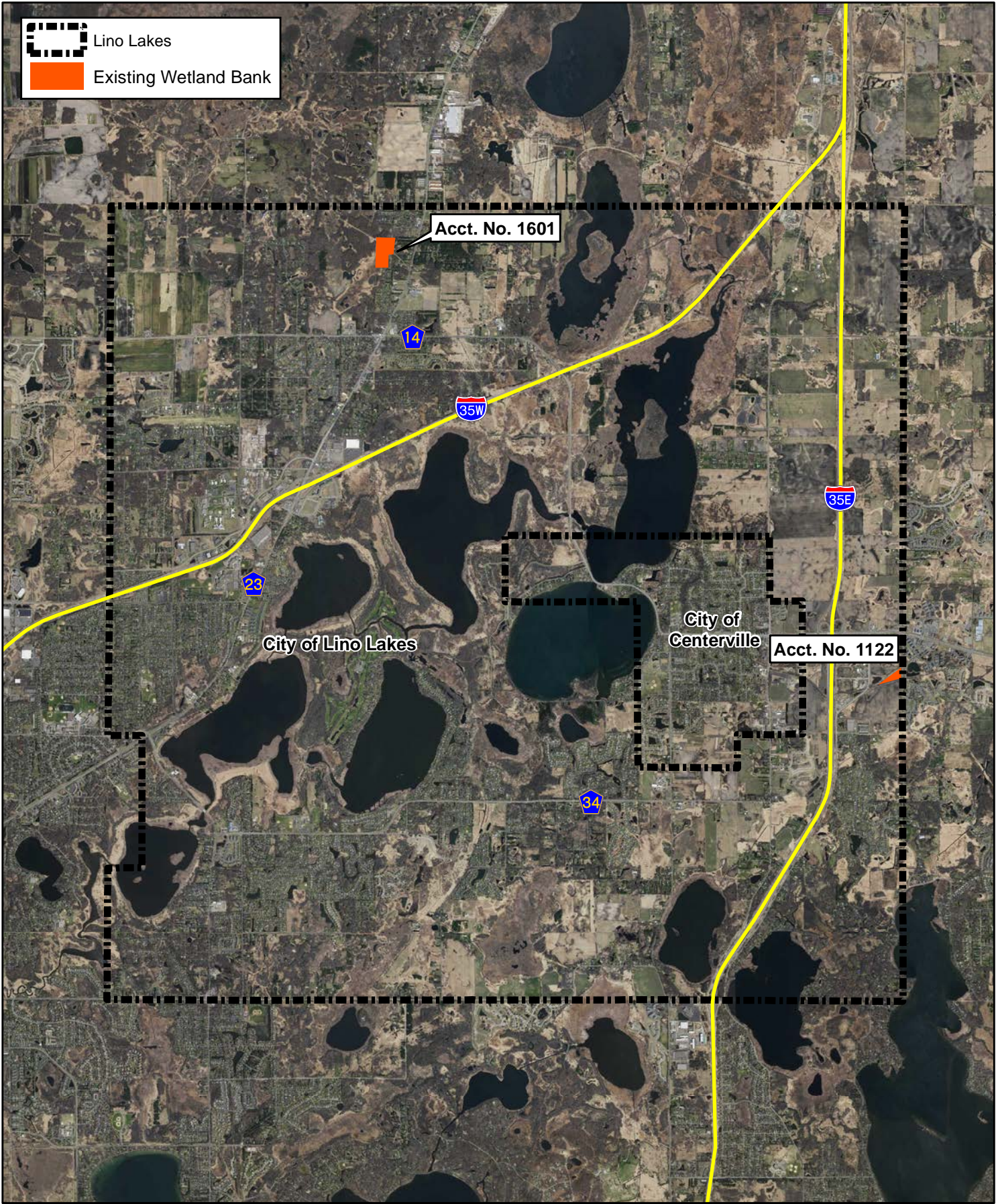
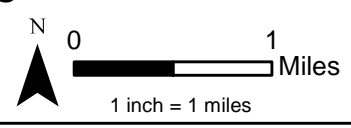


Figure 5: Existing Wetland Bank Locations

Natural Resources Revolving Fund Plan
City of Lino Lakes



**CITY COUNCIL
AGENDA ITEM 1F**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: February 22, 2021

TOPIC: Consider Resolution No. 21-11, Accepting Property from the YMCA of the North and Approving Execution of Documents in Connection Therewith

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting City Council consideration to accept property from the YMCA and authorize executing of documents including sale of equipment.

BACKGROUND

Pursuant to a notice provided by the YMCA on January 4, 2021 and in accordance with the development agreement between the YMCA and the City, the YMCA will be transferring their property and building to the City on March 1, 2021. As part of the transfer, the City will be assuming existing warranties, including the roof and pool heater, and purchasing a number of exercise machines/equipment in the amount of \$15,000.

The City Attorney has worked with the YMCA's legal team to complete the necessary items for transfer. Both an Assignment and Assumption of Warranties document and a Bill of Sale identifying the equipment to be purchased have been prepared for execution by the City.

All necessary transfers of utilities and service contracts are underway and effective as of March 1. The building will remain closed pending City Council determination of future facility purpose and use. A preliminary report regarding potential operating options will be presented to the City Council on March 1, 2021.

RECOMMENDATION

Staff is recommending approval of Resolution No. 21-11.

ATTACHMENTS

1. Resolution No. 21-11
2. Assignment and Assumption of Warranties
3. Bill of Sale

**CITY OF LINO LAKES
RESOLUTION NO. 21-11**

**RESOLUTION ACCEPTING PROPERTY FROM THE
YMCA OF THE NORTH AND APPROVING THE
EXECUTION OF DOCUMENTS IN CONNECTION
THEREWITH**

BE IT RESOLVED by the City Council (the “City Council”) of the City of Lino Lakes (the “City”), as follows:

Section 1. Background.

1.01. The Young Men’s Christian Association of the North, a Minnesota nonprofit corporation doing business as the YMCA of the North and formerly known as the Young Men’s Christian Association of the Greater Twin Cities (the “YMCA”), owns the property and the building located at 7690 Village Drive in the City (the “Property”), which the YMCA operates as a fitness and recreation facility.

1.02. Due to the COVID-19 pandemic, the YMCA has determined that it will not reopen the Property and has proposed to transfer the Property and sell certain equipment located in the building and described in the Bill of Sale described below (the “Equipment”) to the City.

1.03. There have been presented to the City Council the following documents: (i) a Bill of Sale between the YMCA and the City; (ii) a Limited Warranty Deed from the YMCA to the City; and (iii) an Assignment and Assumption of Warranties between the YMCA and the City.

Section 2. Approvals.

2.01. The City hereby accepts the Property from the YMCA and authorizes the purchase of the Equipment in the approximate principal amount of \$15,000.

2.02. The City Council hereby authorizes the Mayor and the City Clerk to execute the Bill of Sale and the Assignment and Assumption of Warranties (together, the “City Documents”) in substantially the forms on file with the City, subject to modifications that do not alter the substance of the transaction and are approved by such officials, provided that execution of the City Documents by such officials is conclusive evidence of their approval.

2.03. City staff are authorized and directed to take all other actions necessary to carry out the intent of this resolution.

Adopted by the City Council of the City of Lino Lakes, Minnesota this 22nd 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

ASSIGNMENT AND ASSUMPTION OF WARRANTIES

THIS ASSIGNMENT AND ASSUMPTION OF WARRANTIES (this “Assignment”) is entered into this 1st day of March, 2021 (the “Effective Date”), by and between YOUNG MEN’S CHRISTIAN ASSOCIATION OF THE NORTH, a Minnesota nonprofit corporation (the “YMCA”), and CITY OF LINO LAKES, a Minnesota municipal corporation (the “City”).

RECITALS:

WHEREAS, YMCA and City executed that certain Limited Warranty Deed effective as of March 1, 2021 (the “Deed”) for the sale of certain improved real property located in Anoka County, Minnesota, having the legal description as set forth on **Exhibit A** attached hereto and incorporated herein by this reference (the “Property”); and

WHEREAS, in connection with the Deed, YMCA desires to assign to City and City desires to assume from YMCA, certain rights and obligations more particularly described herein.

NOW, THEREFORE, in consideration of the foregoing Property and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto do covenant and agree as follows:

1. Assignment. YMCA hereby sells and assigns to City those certain warranties with regards to the Property set forth on **Exhibit B** (collectively, the “Warranties”):

2. Assumption. City accepts the assignment of all of the Warranties pursuant to Section 1 hereof, and City does hereby assume and undertake to abide by the same according to their respective terms and conditions insofar as they pertain to the Property, as such obligations arise on or after the Effective Date (the “Assignment and Assumption”).

3. Mutual Indemnification. City hereby agrees to indemnify, defend and hold YMCA harmless from any and all expenses, charges, claims and liabilities, including reasonable attorneys’ fees, associated with the Assignment and Assumption occurring from and after the Effective Date. YMCA agrees to indemnify, defend and hold City harmless from any and all expenses, charges, claims and liabilities, including reasonable attorneys’ fees, associated with the Assignment and Assumption occurring prior to the Effective Date.

4. Counterparts. This Assignment may be executed in multiple counterparts, and all such executed counterparts shall constitute the same agreement. It shall not be necessary that the signatures of all parties be contained on any one counterpart. It shall be necessary to account for only one such counterpart in proving the existence or terms of this Assignment.

5. Governing Law. This Assignment constitutes a contract made under and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

6. Modification. Neither this Assignment nor any term hereof may be changed, waived, discharged or terminated orally, or by any action or inaction, but only by an instrument in writing signed by both the City and YMCA.

IN WITNESS WHEREOF, the parties hereto have executed this Assignment on the Effective Date.

YMCA:

YOUNG MEN'S CHRISTIAN ASSOCIATION
OF THE NORTH, a Minnesota nonprofit
corporation

By: _____
Name: _____
Its: _____

CITY:

CITY OF LINO LAKES, a Minnesota municipal
corporation

By: _____
Name: Rob Rafferty
Its: Mayor

By: _____
Name: Julianne Bartell
Its: City Clerk

Exhibit A

Legal Description

Lot 1, Block 1, The Village No. 3

Exhibit B

List of Warranties

1. Pool Heater Warranty from Lochinvar, LLC
2. Roof Warranty from Red Shield Roofing System, warranty number RD064645, for a period of fifteen (15) years beginning on December 29, 2006.

BILL OF SALE

FOR FIFTEEN THOUSAND AND NO/100 DOLLARS (\$15,000.00), **YOUNG MEN'S CHRISTIAN ASSOCIATION OF THE NORTH**, a Minnesota nonprofit corporation ("YMCA"), does hereby release, transfer, sell and assign to **CITY OF LINO LAKES**, a Minnesota municipal corporation ("City") all personal property (the "Personal Property"), if any, owned by YMCA and located in the property located at 7690 Village Drive, Lino Lakes, Minnesota 55014, as of March 1, 2021. The Personal Property shall include the items set forth on Exhibit A attached hereto and incorporated herein by reference,

TO HAVE AND TO HOLD the same unto City, its successors and assigns to and for its own use and behalf forever.

This Bill of Sale shall be without representation or warranty by, and without recourse to, YMCA.

This Bill of Sale may be executed in any number of counterparts, each of which so executed shall be deemed original; such counterparts shall together constitute but one agreement.

[Remainder of page intentionally left blank; Signature page follows]

IN WITNESS WHEREOF, YMCA and City have caused these presents to be signed by their duly authorized officers as of March 1, 2021.

YMCA:

YOUNG MEN'S CHRISTIAN ASSOCIATION OF THE NORTH, a Minnesota nonprofit corporation

By: _____
Name: _____
Its: _____

CITY:

CITY OF LINO LAKES, a
Minnesota municipal corporation

By: _____
Name: Rob Rafferty
Its: Mayor

By: _____
Name: Julianne Bartell
Its: City Clerk

Exhibit A

Purchase	Brand	Equipment Description	Model No.	serial number	Owned	Value For Sale	City Purchase
Freemotion		45 degree back extension	gzfw2061.3	v22269486	Owned	\$ 600.00	
Matrix		abdominal crunch	g7s519	g7gm48e1611ga059	Owned	\$ 600.00	
Freemotion		Adjustable bench	mga695-02	mgfw2331602040	Owned	\$ 100.00	
Freemotion		Adjustable bench	mga695-02	mgfw2331602041	Owned	\$ 100.00	
Freemotion		Adjustable bench	mga695-02	mgfw2331605016	Owned	\$ 100.00	
Freemotion		Adjustable bench (free motion)	No tag	v32269785	Owned	\$ 100.00	
Freemotion		Adjustable bench (free motion)	Same as above (no tag)		Owned	\$ 100.00	
Matrix		Pullup_Assisted	g3s607	g3gm21e1702ga007	Owned	\$ 600.00	
Freemotion		Bench Press	gzfw2021.5	v42270022	Owned	\$ 50.00	
Matrix		biceps curl	g7s409	g7gm46e1701ga022	Owned	\$ 600.00	
		Body Solid Bar Rack			Owned	\$ 50.00	
Matrix		Chest Press	g7s139	g7gm41e1702ga008	Owned	\$ 600.00	
		Dip chin	gzfw2071.3	v42270037	Owned	\$ 600.00	
Matrix		Leg extension	g7s529	g7gm53e1606ga002	Owned	\$ 600.00	
Matrix		Functional Trainer	G3msft402	g3ms11be1703ga005	Owned	\$ 600.00	
Matrix		Functional Trainer	G3msft402	g3ms11be1703ga007	Owned	\$ 1,000.00	
Matrix		Glute	g7s789	G7GM55E1610GA017	Owned	\$ 600.00	
Matrix		Hip Abductor	VS-574	VSGM69E1701GA009	Owned	\$ 1,000.00	
Matrix		lat pull down	g7s339	g7gm42e1702ga008	Owned	\$ 600.00	
Matrix		leg ext	g7s719	g7gm44e1612ga030	Owned	\$ 600.00	
Matrix		Leg Press	G7S709	G7gm49e1609ga018	Owned	\$ 1,000.00	
Freemotion		Leg Press (free motion)	gzfw2185.2	v42270083	Owned	\$ 600.00	
Matrix		leg curl	g7s729	g7gm45e1610ga032	Owned	\$ 600.00	
Matrix		Pec Fly			Owned	\$ 600.00	
		Power System Corner Stand			Owned	\$ 50.00	
Freemotion		Preacher Curl Seat	No tag		Owned	\$ 600.00	
Matrix		should press	g7s239	g7gm40e1701ga042	Owned	\$ 600.00	
freemotion		Smith Machine	gzfw2114.1	v42270065	Owned	\$ 800.00	
Matrix		Squat Rack	mga69005	mgpr801606011	Owned	\$ 150.00	
Matrix		Squat Rack	mga69005	mgpr801606012	Owned	\$ 150.00	
Matrix		Squat Rack	mga69005	mgpr801606013	Owned	\$ 150.00	
Matrix		Seated row	g7s349	g7gm43e1701ga011	Owned	\$ 600.00	
Torque		Torque	br101	40118000422	Owned	\$ 600.00	
Matrix		Tri Press	g7s429	g7gm47e1612ga004	Owned	\$ 600.00	
Torque		X Rack	xrack-6ts101	41213000125	Owned	\$ 50.00	
Total Owned						\$ 16,350.00	\$ 15,000.00

**CITY COUNCIL
AGENDA ITEM 2A**

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: February 22, 2021

TOPIC: Consider Resolution No. 21-12, Authorizing Preparation of Utility Rate Study

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting council consideration to authorize preparation of a Utility Rate Study.

BACKGROUND

The purpose of the utility rate study is to ensure adequate funding to cover the cost of operations, current and future bonding, and to maintain adequate cash reserves to continually update and maintain the capital infrastructure. The last study was performed in 2012 and rates were last increased in 2015.

Furthermore, in July 2020, the City Council reviewed the Water Treatment Plant Feasibility Study and directed staff to explore potential funding sources and impacts to user rates. Staff received eight proposals for the utility rate study and are recommending the authorization of Baker Tilly to conduct the study.

Baker Tilly performed rate studies for the City in both 2008 and 2012. They have provided a comprehensive project approach/work plan and have extensive experience with long-term financial forecasts, cost of service and rate studies. Baker Tilly is proposing to complete the study by the target date of May 19, 2021 in the amount of \$17,730.

RECOMMENDATION

Staff is recommending acceptance of the proposal and authorization to enter into a Professional Services Agreement with Baker Tilly.

ATTACHMENTS

1. Resolution 21-12
2. Baker Tilly Proposal

**CITY OF LINO LAKES
RESOLUTION NO. 21-12**

AUTHORIZING PREPARATION OF UTILITY RATE STUDY

WHEREAS, the city has identified the need to ensure adequate funding for the water and sewer utilities operations, debt service, and capital infrastructure; and

WHEREAS, Baker Tilly has submitted a proposal to provide professional services to assist the City in conducting a Utility Rate Study; and

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

That Staff is authorized to enter into a professional services agreement with Baker Tilly for the preparation of a Utility Rate Study for the amount of \$17,730.

Adopted by the City Council of the City of Lino Lakes this 22nd day of February, 2021

The motion for the adoption of the foregoing resolution was introduced by Councilmember _____ and was duly seconded by Councilmember _____ 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, Minnesota

Proposal to provide a utility rate study

February 11, 2021



Baker Tilly US, LLP
380 Jackson Street, Suite 300
St. Paul, MN 55101
+1 (651) 223 3000
+1 (651) 223 3046
bakertilly.com

A. Letter of transmittal

February 11, 2021

Ms. Hannah Lynch
Finance Director
City of Lino Lakes
600 Town Center Parkway
Lino Lakes, MN 55014

Dear Ms. Lynch:

Enclosed is Baker Tilly US, LLP's (Baker Tilly) response to the City of Lino Lakes' Request for Proposal (RFP) for a comprehensive analysis of the City's water and sanitary sewer rates. We have prepared this proposal based on our understanding of the scope from the City's RFP and our extensive experience in developing utility rates, fees and charges for local governments. Our team will work closely with the City to develop a compelling business case for the City's water sewer rates based on the application of proven best practices and a sophisticated appreciation for the unique challenges local governments face in the current environment. The enclosed proposal response demonstrates that Baker Tilly possesses the expertise and capability to assist Lino Lakes with this important project. We assisted the City with a rate study in 2008 and again in 2012. We would be fortunate to be able to do so again in 2021.

As you review our proposal, we would ask you to focus on the following key qualifications that demonstrate our services and depth of experience:

- 1. Baker Tilly is a leader in consulting services on both national and local levels**
- 2. Baker Tilly brings idea and service innovations for our clients**
- 3. Baker Tilly's project team is designed specifically for the City of Lino Lakes and has prior knowledge of the utilities**
- 4. The team members assigned to this project have extensive experience in assisting local governments with utility rate studies and the development of rate models**

Helping public leaders succeed is not just our livelihood, it is our passion. Over our careers as both operating managers and consultants, each member of the Baker Tilly team has built a record of client success with municipal governments and their services across the United States. We are confident that after a careful review of our proposal, the qualifications and experience of our team and our prior work with similar organizations will convince you that the Baker Tilly team should be selected as your business advisor for this utility rate study. Should you have any questions or desire further information, please feel free to contact me at any time.

This proposal will provide you the details about our approach, expertise, client references and pricing for your engagement. Our team would consider it a professional privilege to provide these services to the City.

Very truly yours,

BAKER TILLY US, LLP



Nicholas Dragisich, P.E.

Firm Director

+1 (651) 223 3012

nick.dragisich@bakertilly.com

B. Table of contents

A. LETTER OF TRANSMITTAL	1
B. TABLE OF CONTENTS	3
C. CONSULTANT QUALIFICATIONS/PROFILE	4
FIRM INTRODUCTION.....	4
MUNICIPAL UTILITY RATE STUDY EXPERIENCE.....	5
REFERENCES	6
EXPERIENCE	7
D. KEY PERSONNEL.....	8
PROJECT TEAM	8
E. PROJECT APPROACH/WORK PLAN.....	10
OUR UNDERSTANDING OF LINO LAKES' NEEDS	10
WHY BAKER TILLY IS IDEALLY SUITED TO SERVE LINO LAKES.....	10
ACHIEVING YOUR OBJECTIVES	10
EXPECTATIONS	13
F. PROJECT SCHEDULE	14
G. COST	16
H. ADDITIONAL INFORMATION	18
APPENDIX I: KEY PERSONNEL RESUMES.....	I

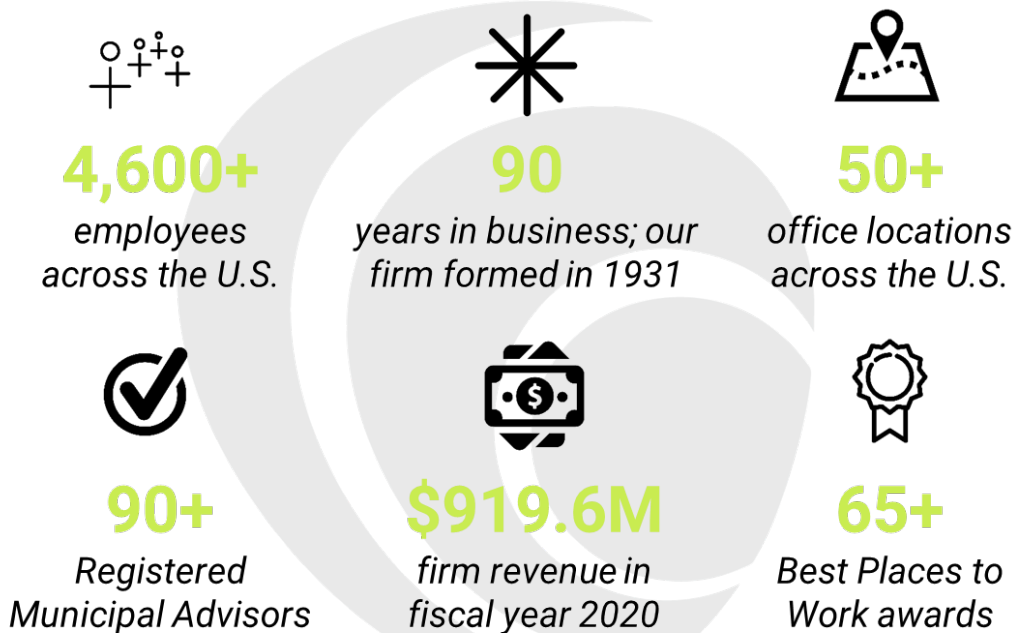
C. Consultant qualifications/profile

Firm introduction

Baker Tilly is a wholly-owned subsidiary of Baker Tilly US, LLP. For more than eight decades, we have understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client. We pair the independence, ethics, structure, quality control and business discipline of a certified public accounting firm with the skills and specialized knowledge of municipal advisors to serve you better.

Key facts about Baker Tilly:

- Headquartered in Chicago and employing more than 1,400 throughout the Midwest
- Employs nearly 400 professionals in the Twin Cities
- Provides a wide range of accounting, tax, assurance and consulting services by more than 4,600 total staff members, including 440 partners
- Serving clients with industry-focused teams
- Named a “Top Workplace” by the Minneapolis Star Tribune for nine consecutive years — the only accounting firm to receive such an honor



Municipal utility rate study experience

For nearly 50 years, our specialists have worked with communities to review utility rates and connection/impact fees, explore available financing for project improvements, and perform long-range financial forecasting. **We help as many as 50 utility clients each year** plan for the future through long-term forecasting and planning for major capital projects that require creative rate and funding solutions. This experience gives Baker Tilly a broad view of industry issues and a specific familiarity with municipal utility goals.

Industry involvement

Our memberships in national and local industry organizations and our involvement as authors, speakers, trainers and promoters of governmental finance helps us actively assist you with the implementation of new regulations or the adoption of new standards.

Industry involvement	
American Water Works Association (AWWA)	Association of Government Accountants
Water Environment Federation	Government Finance Officers Association
Central States Water Environment Association	National Association of Municipal Advisors (NAMA)
International City/County Management Association	Association of Certified Fraud Examiners

We do not just belong to these organizations; we are active members who serve on boards and committees and support the organizations with our leadership and financial support.

We are often called upon by the different local governmental associations to analyze proposed changes and to provide recommendations to improve these proposals and/or to identify elements within the proposed changes that impact our clients and their operations. In recent years, Baker Tilly has conducted training or developed educational programs on utility rates and financing, strategic planning, GASB pronouncements, budgeting, taxation, local income taxes (LIT), and other legislative impacts as well as various other topics where significant changes have occurred.

Keeping you up-to-date

Consistent communication is a critical component of the value we provide to our municipal clients. We will share relevant thought-leadership and other resources on issues that impact local governments and utilities to keep the City up-to-date.

Read our recently published article on Utility Billing [here](#).

References

The City of Lino Lakes will benefit from Baker Tilly's experience conducting more than 90 utility rate studies in 12 different states since 2016. Our clients have ranged from very large utilities to relatively small utilities and have included utilities experiencing rapid growth as well as utilities experiencing a decline in their customer base. We have built numerous Microsoft® Excel based integrated financial planning models that include various types of enterprise funds and we have built several Microsoft® Excel based rate models for individual utilities.

We encourage you to contact the clients listed below to learn more about the value of their relationship with Baker Tilly. Each may have a different perspective that you may find valuable in relation to the City's needs.

Saint Paul Regional Water Services, Minnesota			
Name	Steve Schneider	Title	General Manager
Phone	(651) 266 6274	Email	Steve.schneider@ci.stpaul.mn.us
Services	Water Rate Study and model		
Team member involvement	Nick Dragisich and Patty Kettles were consultants on this project. Matt Stark provided analytical support.		
City of New Prague, Minnesota			
Name	Michael Johnson	Title	City Administrator
Phone	(952) 758-4401	Email	mjohnson@ci.new-prague.mn.us
Services	Water, Sewer, Stormwater Rate Updates		
Team member involvement	Patty Kettles was the lead consultant. Nick Dragisich provided input into the financial analysis and quality control. Matt Stark provided analytical support.		
City of Wyoming, Minnesota			
Name	Robb Linwood	Title	City Administrator
Phone	(651) 462 0575	Email	rlinwood@wyomingmn.org
Services	Utility Rate Study		
Team member involvement	Nick Dragisich was the lead consultant; Patty Kettles provided input into the rate design ,reviewed the financial projections, and was responsible for quality control. Matt Stark provided analytical support		
City Saint Paul, Minnesota			
Name	Michael Solomon	Title	Treasurer
Phone	(651) 266 6274	Email	Michael.solomon@ci.stpaul.mn.us
Services	Sewer Rate Study and Model		
Team member involvement	Nick Dragisich was the lead consultant. Patty Kettles developed the necessary rate increases and the Excel-based computer model.		
City of Savage, Minnesota			
Name	Julie Stahl	Title	Finance Director
Phone	(952) 882-2691	Email	jstahl@ci.savage.mn.us
Services	Water and Sewer Utility Rate Study		
Team member involvement	Patty Kettles was the lead consultant.		

Experience

Following is a partial list of Baker Tilly's previous utility rate studies performed for Minnesota clients.


List of relevant projects: Present – 2016		
Year	Client	Project
Current	Chisholm	Water, Sewer and Garbage Rate Study
Current	Cologne	Water, Sewer and Storm Water Rate Study
Current	Montgomery	Water, Sewer and Storm Water Rate Study
2020	Oakdale	Water Sewer Storm Street Rate Study
2020	Shakopee	Review Water Connection Fees and Trunk Area Charge
2020	Stacy	Water & Sewer Rate Study
2019	Hibbing	Utility Rate Study
2019	Le Sueur	Wastewater Study
2019	New Prague	Debt Model & Rate Updates
2019	Savage	Water and Sewer Utility Rate Study
2019	Stillwater	Sewer Rate Study
2018	Blaine	Water Rate Study
2018	Excelsior	Water Rate Study
2018	Mankato	Wastewater Rate Study
2018	Marshall	Wastewater Rate Study
2018	New Prague	Utility Rate Updates
2018	Northfield	Water, Sewer, Storm, Garbage Rate Study
2018	St. Paul Regional Water Services	Analysis of Fire Accounts
2018	Saint Paul	Sewer Rate Study
2018	Stacy	Financial Assistance
2018	Virginia	Sewer Rate Study
2018	Willmar	Utility Rate Study
2018	Wyoming	Utility Rate Study
2017	Mankato	Wastewater Utility Financial Analysis
2017	Metropolitan Council	Wastewater Reuse Study
2017	Minnnetonka	Water & Sewer Rate Update
2017	New Prague	Utility Rate Updates
2017	Virginia	Sewer Rate Study
2017	Waseca	Water and Sewer Rate Review
2016	Bloomington	Review and Update of Existing Stormwater Utility
2016	Cologne	Water Rate Study Update
2016	New Prague	Cedar Lake Litigation
2016	New Prague	Utility Rate Updates
2016	Proctor	Water, Sewer, Electric Rate Study
2016	Rochester	Storm Water Study Update
2016	Savage	Debt Analysis & Rate Study Updates
2016	Stacy	Financial Assistance
2016	West St. Paul	Sewer Rate Study

D. Key personnel

Project team

We know Lino Lakes expects to work with professionals who are experienced municipal advisors, who understand the City's needs, who are proactive and creative in identifying issues, and who are flexible in providing solutions. Baker Tilly has the capacity and knowledge to provide the rate studies request by the City. The timing of this project coincides with the completion of other projects by the team assigned to your project so that they will be ready to move into this project upon award.

Your engagement team consists of dedicated professionals who are utility and public sector specialists as well as experienced business advisors, who understand your needs, are proactive in identifying issues, and creative and flexible in providing solutions. Each member of this team is deeply committed to providing you with Exceptional Client Service. The following tables describe the roles and qualifications of your engagement team members.

Client Liaison	Terri Heaton, CIPMA, Principal
	Qualifications: Terri Heaton serves clients in the upper Midwest, assisting them in attaining their financial goals through effective public finance, economic and housing development, operational and structural alignment, investment strategies and developing strong human resource teams. She has more than 30 years of experience in local government finance and economic development. Terri has assisted issuers in developing unique and complex financings using tax increment, abatement, conduit debt, tax credits and other funding structures to build a capital stack for public and private development. Terri has assisted in the issuance of more than 500 bond issues to finance government facilities, roads and streets, utilities, economic development projects, housing, hospitals, theaters, community centers, civic centers, airports, transportation systems and park and recreation amenities. Terri is a Past President of the National Association of Municipal Advisors (NAMA) and a Minnesota Institute of Public Finance Board member. She is a Certified Independent Professional Municipal Advisor and is also MSRB Municipal Advisor Series 50 Qualified.
Lead Client Service Contact	Nicholas Dragisich, P.E., Firm Director
	Qualifications: Nick is team leader for Baker Tilly's financial management practice. He has more than 30 years of management experience, including service as a city administrator, assistant city manager and city engineer. As the Assistant City Manager – Operations for Spokane, Washington, his departments included Capital Programs Planning/G.I.S., Engineering Services, Real Estate, Building Codes, Environmental Programs, General Services, Planning, Solid Waste Collection and Recycling, Transportation, Wastewater and Stormwater Management, and

Water and Hydroelectricity. He joined Baker Tilly in 2000 and became the management consulting services practice group leader in 2003. Nick has been directly responsible for or involved in numerous utility rate studies and cost analyses, long-range financial planning models, organizational management studies, staffing analyses, fiscal impact studies, as well as developing many Excel®-based computer models for clients in California, Iowa, Illinois, Indiana, Kansas, Maryland, Minnesota, Montana, Missouri, Nebraska, New York, North Carolina, North Dakota, Texas, Utah, Virginia, Washington and Wisconsin. He holds a Master of Business Administration, a bachelor's degree in civil engineering and is a licensed professional engineer in Minnesota and Washington. Nick is also MSRB Municipal Advisor Series 50 Qualified.

Project Manager	Patty Kettles, Director
	Qualifications: Patty has more than 25 years of experience working with Baker Tilly clients on various projects, including performing utility rate analyses and financial feasibilities, financing options, capital improvement programming and debt management. Patty holds a Master of Business Administration from the University of St. Thomas and a Bachelor of Science degree in Finance from the University of Minnesota. She is also MSRB Municipal Advisor Series 50 Qualified.
Project Support	Matt Stark, Manager
	Qualifications: Matt Stark is a manager with Baker Tilly's municipal advisory team. With the firm since 2002, he applies his analytical expertise to new challenges within the fields of community surveys, operational finance and economic development. He provides technical assistance on community surveys, and has developed a variety of tools for financial planning and cost-benefit analysis of tax incentives on economic development projects. Since 2015, Matt has served as the primary analytical resource for Baker Tilly's scientific survey group, applying his talents to survey structure and language, methodology, analysis, and presentation of responses. Matt holds a degree in Physics from Penn State University.

Detailed project team resumes are available in [Appendix I](#).

E. Project approach/work plan

Our understanding of Lino Lakes' needs

The City is requesting proposals from qualified firms to perform a comprehensive water and sewer rate study. The purpose of the study is to ensure adequate funding to cover the cost of operation, current and future bonding, and to maintain adequate cash reserves to continually update and maintain the capital infrastructure.

Our overall objective is to recommend rates and fees that will equitably recover the cost of providing water and sewer services to customers. Our recommended rates and fees will ensure adequate funding for operating and maintenance costs, and capital needs, while minimizing the impact on rates to the greatest extent possible. New rates recommended as a result of this study should be fair and equitable to all customers.

Why Baker Tilly is ideally suited to serve Lino Lakes

- **Municipal utility rate study experience.** For more than 50 years, our specialists have worked with communities to review utility rates and connection/impact fees, explore available financing for project improvements and perform long-range financial forecasting. We help as many as 50 utility clients each year plan for the future through long-term forecasting and planning for major capital projects that require creative rate and funding solutions. This experience gives Baker Tilly a broad view of industry issues and a specific familiarity with municipal utility goals.
- **User charge analysis experience.** Baker Tilly has completed more than 90 utility rate studies in several states since 2016. Our clients have ranged from very large utilities to relatively small utilities and have included utilities experiencing rapid growth, as well as utilities experiencing a decline in their customer base.
- **Meeting project schedules.** Baker Tilly has a long history of successfully meeting our clients' schedules and we are committed to meeting every deadline set forth by the City. We believe in extensive planning and continuous project management to ensure that key personnel is available when needed to ensure all deliverables are completed on time or ahead of schedule.
- **Lino Lakes is a long-standing Baker Tilly client.** Baker Tilly has a long history of working with the City on various projects, including bond issuances, tax increment financing, compensation projects and prior utility rate studies. Our team has a thorough understanding of the City and strives to continue this relationship.

Achieving your objectives

Baker Tilly has extensive experience with long-term financial forecasts, cost of service and rate studies. Our utility specialization uniquely qualifies our firm to provide value-added consulting services to the City of Lino Lakes. Our dedicated utility professionals will provide you with realistic ideas and solutions to your challenges. We understand your unique business needs and our principal objective is to provide you with strategic insights and assist you in achieving your long-term goals.

E. Project approach/work plan

Our process to help the City achieve its objectives and our approach to this project is shown in the diagram below. Further details are provided in the tasks that follow.



Project approach

Task 1 – Administration/coordination/meeting

- Project kick-off meeting
 - Introduce Baker Tilly project team to the City's Project Management Team
 - Review project approach and revise as required
 - Discuss and confirm the study objectives, scope and approach presented in this proposal
 - Arrange logistics including data collection, specific dates for status reports and meetings, contact persons at the City, and any remaining contractual matters
 - Finalize work plan including any revisions to the proposed objectives, scope and approach, as well as consultant assignments and specific schedules for the project tasks
 - Provide data requests listing key data and documents needed by Baker Tilly for the study

Task 2 – Review background information

- Review background information for each Utility
 - Review the City's current water and sewer rates
 - Review the City's current policies, goals and objectives
 - Review historical financial information, volumetric rates, system fees, meter fees, and other fees and charges that provide sources of revenue
 - Review relevant current financial and operating information including Adopted Budgets, Comprehensive Annual Financial Reports, and internal financial forecasts and financial reports
 - Review historical trends in revenues, expenditures and ending cash balances
 - Evaluate the current rate schedule's ability to adequately fund future operational and capital requirements; estimates will include optimistic, pessimistic and most likely assumptions
 - Review the equity of the current rate structure including conservation elements initially established in our 2008 rate study
 - Review projected maintenance, repair and/or replacement costs of existing utility assets
 - Review any current allocation of costs to functional cost components and to rates and charges

Project approach

- Review any current allocations of capital costs to system development fees, connection fees and other charges
- Review current and historical billing data, including water consumption history
- Review current funding practices, funding sources and policies related to financing capital improvements
- Review and update the existing capital improvement plan identifying the sources of funding for each improvement
- Review outstanding debt service related to the water and sewer utilities
- Review any existing debt service coverage requirements for both senior and subordinate debt and the impact of adding additional debt to finance new capital improvements.

Task 3 – Analyze existing rate structure/conduct rate study

- Develop a 10-year financial projection for each utility that integrates all anticipated revenue sources, anticipated operating expenditures including existing and projected new depreciation, anticipated capital expenditures, existing and projected debt service and changes in the customer base over the planning period:
 - Develop recommendations for the financing of the anticipated capital improvements
 - Evaluate financing alternatives and structures to minimize rate impacts to the greatest extent possible
 - Develop recommendations for funding infrastructure replacement/renewal
 - Develop recommendations for cash reserve balances
 - Review the 2020 Water Treatment Plant Feasibility Study and explore potential funding scenarios
 - Identify the overall change in revenue required to provide for adequate funding for major capital improvement programs, to fund infrastructure replacement/renewal, to meet all recurring annual operating and capital expenditures, to cover all debt service requirements, to comply with any existing revenue bond and loan covenants, and to maintain sufficient cash balances and capital reserves. The projections will be made using an income statement approach and will include a yearly cash flow analysis.
 - Develop a range of alternative rate structures that provide revenue recovery at levels necessary to support each utility's operation as defined above for a 10-year period. Rates developed will include fixed and variable user fees, system fees, and other fees and charges that provide sources of revenue to each utility. Our recommended fee/rate structure will result in no decrease in the stability of revenue streams for each utility, as compared to the current rate structures. Rate structures will take into consideration the following:
 - Current and future cost of providing utility services in accordance with established and anticipated standards and regulations
 - Projected demand
 - The need to fund both long-term capital improvements and replacements and annual capital reinvestment, including the proposed Water Treatment Plant
 - Funding requirements for all current and anticipated long-term liabilities and debt obligations (bonds and loans)
 - Impact of current and future environmental regulations
 - Maintenance of existing utility assets and infrastructure
 - Direct identification of revenues appropriate to fund utility operating activities and infrastructure
 - Base rates to cover fixed costs and consumption rates to cover variable costs
 - Ability of each alternative water rate structures' potential to reduce per-capita demand and the impact on overall demand
 - The City's Springbrook utility billing system
 - Weigh the benefits of any proposed charges in rate structures against the financial impacts on ratepayers, including an affordability analysis for residential customers
 - Perform a sensitivity analysis to illustrate the impacts of adverse assumption changes (e.g. future customer growth, water sales, reasonable aberrations, operating costs, capital costs)

Project approach

- Compare the proposed fees and charges to the current rates, fees and charges and demonstrate the effect of proposed rates on typical utility customers. A minimum of five customers in each rate classification will be compared.
 - Evaluate and compare the proposed fee structure to each utility's current fee structure and to the fee structures of at least five neighboring local government utilities
 - Make recommendations for reasonable operational or policy level strategies (i.e. refinancing, combining or paying off outstanding bond issues, deferring or accelerating capital investment, which the City may reasonably consider for mitigating the impact of any proposed/required rate increases
 - Make recommendations on any changes in miscellaneous fees and charges to ensure they are reasonable; compare these to the fees and charges of the five neighboring communities selected.
- Review the rate study with City staff. Based on this review, we will modify or change the rate study, incorporating the City staff's comments as appropriate

Task 4 – Prepare and present report of findings and recommendations

- Baker Tilly will prepare a Draft Report of Findings for discussion with the Project Management Team. All changes will be incorporated in the Final Report of Findings and Recommendations.
- Baker Tilly will prepare and present a Report of Findings and Recommendations that will contain our findings and recommended rate structures to the City Council in a workshop session
 - We will provide an electronic copy in PDF format

Expectations

In order to conduct this study, the City will need to designate a staff member to serve as a project manager (noted as Ms. Lynch in the RFP). This person will be responsible for assisting Baker Tilly with any questions that may arise regarding the utilities and reviewing the draft and final reports.

F. Project schedule

Baker Tilly has the resources to begin your Utility Rate Study immediately upon receiving the notice to proceed. We will complete the project with a draft report by April 21, 2021 and a final report by May 19, 2021 provided that all necessary information is made available to Baker Tilly in a timely manner and the City staff are available for meetings as needed according to the approved schedule.

Below is a tentative timeline based on previous rate studies conducted for similar Minnesota municipalities. Upon selection, we will work with you to further refine the timing of project milestones to meet City deadlines and objectives.

Task	Month 1	Month 2	Month 3	City involvement
Task 1				Meet with Baker Tilly staff
Task 2				Provide information necessary to complete rate study
Task 3				Provide feedback on initial recommendations
Task 4				Assist with City Council questions

Timeline	Milestone
Month 1	<ul style="list-style-type: none"> – Project kick-off meeting – Develop mutually agreed-upon timeline and work plan
Month 2	<ul style="list-style-type: none"> – Review of data provided by staff – Fieldwork to finalize analysis of historical data, assumptions and forecasted results – Consultant draft and review preliminary report
Month 3	<ul style="list-style-type: none"> – Staff review of preliminary findings and recommendations – Preliminary findings presented to staff – Final report presented to City Council

Meeting project schedules

Baker Tilly has a long history of successfully meeting our clients' schedules and we are committed to meeting every deadline set forth by the City. We believe in extensive planning and continuous project management to ensure that key personnel is available when needed and all deliverables are completed on time or ahead of schedule.

Remote work



For Baker Tilly, the safety of our people is paramount. We are committed to playing our part in containing COVID-19 by practicing responsible social distancing. In most cases, our firm has directed all professionals to work remotely for the time being. We are prepared to deliver exceptional client service though remote means.

The City’s engagement team has various tools enabling them to assist you from any location. Baker Tilly professionals each receive their own laptop and remote access credentials to connect to our internal network from outside the office. When Baker Tilly and the City are not able to meet in person, we have web conferencing software – including Zoom, WebEx and Microsoft® Teams – to quickly set up online meetings.

Additionally, we use Huddle, a secure cloud collaboration software, to work together anywhere, anytime and on any device. Huddle provides a platform for the City and Baker Tilly to come together, share files, assign tasks and track activity in a secure environment. Using Huddle as a central hub of activity means we all spend less time organizing documents, chasing approvals and searching through email – and more time achieving tangible results. The platform also enables real-time communication, meaning the status of your engagement will always be available. We also recently began using Microsoft® Teams, which facilitates easier communication and project management.

G. Cost

Value for fees

We have prepared a fee estimate for the City of Lino Lakes based on the needs and objectives you have shared with us and our experience conducting similar utility rate studies. Our estimate allows for thorough and insightful advice and services from experienced professionals, providing a high value for fees.

Our proposed fixed dollar amount for this project is **\$17,730**, which includes all direct and indirect costs to complete the work as described in this proposal, including meeting and presentation costs. Costs per task noted above are estimated to be:

Task	Fee
Task 1 – Administration/coordination/meeting	\$ 590
Task 2 – Review background information	\$8,300
Task 3 – Analyze existing rate structure/conduct rate study	\$5,600
Task 4 – Prepare and present report of findings and recommendations	\$3,240

Assumptions

We based our estimate on the assumptions detailed below. Should any of these change during the engagement, we will bring the matter to the City's attention immediately and prepare a change order detailing the new requirements and corresponding budget impact. We will not undertake additional work without the City's written approval.

Assumptions include:

- The City's senior management are fully committed to the success of this project
- The City recognizes that the services provided are advisory in nature only and that the City will assume full responsibility for implementation decisions
- Baker Tilly will have access to, and be provided with, electronic or other readily available data without the need to conduct data extraction or comprehensive synthesis
- Information will be provided within the specified timeframes and format
- No significant changes in scope from that outlined in this proposal
- The City's project manager will be responsible for coordinating activities with the consulting team and City personnel, as needed, throughout the project
- If selected, in order to ensure the final contract accurately reflects the services to be provided, we look forward to the opportunity to negotiate a contract with mutually acceptable terms and conditions for execution by each party

Additional work

Should the City of Lino Lakes request and authorize additional work outside the scope of services described in our proposal we would invoice the City at either our standard hourly fees or at an agreed upon fee based on the additional scope requested. Additional work includes work outside the scope of services as described in this work plan including, but not limited to:

- Work related to a special request
- Additional meetings or presentations
- Additional city utilities for comparison purposes
- Project delays exceeding four weeks attributable to the City

Title	Hourly Rate
Principal, Partner, Firm Director	\$320
Senior Manager, Director	\$270
Manager, Senior Staff	\$225
Staff	\$165
Support	\$80

H. Additional information

No additional information is provided.

Appendix I: Key personnel resumes

Terri Y. Heaton, CIPMA

Terri Heaton, a principal at Baker Tilly Municipal Advisors, LLC, has more than 30 years of experience in local government finance and economic development.



Baker Tilly Municipal Advisors, LLC

Principal

380 Jackson Street
Suite 300
Saint Paul, MN 55101
United States

T +1 (651) 223 3022

terri.heaton@bakertilly.com

bakertilly.com

Education

Master of Business Administration
University of St. Thomas (Saint Paul, Minnesota)

Bachelor of Science, Accounting
Saint Cloud State University (Saint Cloud, Minnesota)

Registered Municipal Advisor with the Securities
and Exchange Commission

Terri’s primary focus is municipalities and agencies in metropolitan and regional centers in the upper Midwest. She has assisted clients with the issuance of more than 500 bond issues to finance government facilities, roads and streets, utilities, economic development projects, housing, hospitals, theaters, community centers, civic centers, airports, transportation systems and park and recreation amenities.

Specific experience

- Municipal advisor since 2002
- Assists clients in attaining financial goals through effective public financial management and economic development
- Assists issuers in developing unique and complex financings supported with:
 - tax increment
 - hospitality or sales taxes
 - abatement
 - private fees
 - tax credits
 - federal and state funding
 - assessments
 - utility revenues
 - revolving loan funds for public and private development
- Manages operational and structural challenges
- Develops strong organizational management and human resource teams
- Served as chief financial officer for the City of Bloomington and its HRA and Port Authority
- Served as senior auditor at the Minnesota Office of the State Auditor

Terri Y. Heaton, page 2

Industry involvement

- National Association of Independent Public Finance Advisors (NAIPFA), board member (2010-2012), vice president (2013-2014) president (2015-2016)
- Minnesota Institute of Public Finance (MIPF), member of the board
- Government Finance Officers Association (GFOA), national and state associations
- League of Minnesota Cities (LMC)
- Association of Minnesota Counties (AMC)
- International City/County Management Association (ICMA)
- Minnesota City/County Management Association (MCMA)
- Economic Development Association of Minnesota (EDAM)
- Public Employees Retirement Association, past president

Continuing professional education

- Certified Public Accountant (inactive license)
- Certified Independent Professional Municipal Advisor (CIPMA)
- Hamline Public Works Academy guest faculty
- Frequent Speaker on Public Finance

Nicholas R. Dragisich, P.E.

Nick Dragisich, a firm director at Baker Tilly US, LLP, has more than 30 years of management experience.



Baker US, LLP
Firm Director
 380 Jackson Street
 Suite 300
 Saint Paul, MN 55101
 United States

T +1 (651) 223-3012
nick.dragisich@bakertilly.com
 bakertilly.com

Education

Master of Business Administration
 University of St. Thomas (Saint Paul, Minnesota)

Bachelor of Science Civil Engineering
 University of Minnesota – Minneapolis

Registered Municipal Advisor with the Securities
 and Exchange Commission

Registered Professional Engineer in Minnesota and
 Washington

Nick has been directly responsible for or involved in numerous organizational management studies, staffing analyses, utility expense and cost analysis studies, fiscal impact studies, as well as in the development of Excel®-based computer models for clients in California, Indiana, Iowa, Kansas, Louisiana, Maryland, Minnesota, Montana, Missouri, Nebraska, New York, North Carolina, North Dakota, South Carolina, Utah, Virginia, Washington and Wisconsin.

Specific experience

- Leads the management consulting services practice
- Performs management studies for clients in areas that include long-range financial planning, financial feasibility, utility rates, capital improvement planning, organizational management and debt management
- More than 30 years of experience in engineering
- Served as a project engineer for a private firm
- Managed the design and construction of projects for municipal and private sector clients
- Served as a city administrator, assistant city manager and city engineer

Industry involvement

- International City/County Management Association (ICMA)
- Minnesota City/County Management Association (MCMA)
- Minnesota Government Finance Officers Association (MNGFOA)
- American Society of Civil Engineers (ASCE)
- American Public Works Association (APWA)
- Central States Water Environment Association (CSWEA)
- Water Environment Federation (WEF)
- American Water Works Association (AWWA)

Continuing professional education

- Employee Labor Relations Law Course, Institute of Applied Management and Law
- Economic Development Professional Course, National Development Council
- Delineation of Wetlands in Minnesota, Minnesota Board of Water and Soil Resources

Patricia L. Kettles, CIPMA

Patty Kettles, a director at Baker Tilly US, LLP, has been with the firm since 1995.



Baker Tilly US, LLP

Director

380 Jackson Street
Suite 300
Saint Paul, MN 55101
United States

T +1 (651) 223 3040

M +1 (651) 271 9010

patty.kettles@bakertilly.com

bakertilly.com

Education

Master of Business Administration
University of St. Thomas (Saint Paul, Minnesota)

Bachelor of Science, Business
University of Minnesota – Minneapolis
Curtis L. Carlson School of Management

Registered Municipal Advisor with the Securities
and Exchange Commission

Patty has nearly 25 years of experience working with clients on various projects, including performing utility rate analyses and financial feasibilities, financing options, capital improvement programming and debt management.

Specific experience

- Completes management studies for a wide array of clients in areas such as:
 - Fiscal impact analysis
 - Utility rate analysis
 - Revenue diversification/cost recovery
 - Financial feasibility
 - Financing options
 - Capital improvement programming
 - Debt management
- Created several complex financial forecasting models for major metropolitan clients
- Mentors new staff members
- Experienced in project support services, including structuring debt, reviewing financing options with consultants and clients, writing recommendations that explain the plan of finance, reviewing Official Statements and legal documents related to financing and assisting clients with general questions
- Works with clients in Virginia, Iowa, Illinois, Kansas, Minnesota, Missouri, North Dakota, Washington, Wisconsin and Maryland

Industry involvement

- Government Finance Officers Association of the United States and Canada (GFOA)
- Minnesota Government Finance Officers Association (MNGFOA)
- National Association of Municipal Advisors (NAMA)

Continuing professional education

- Certified Independent Professional Municipal Advisor (CIPMA)

Matthew Stark

Matt Stark, a manager at Baker Tilly, has more than 16 years of experience providing clients with the tools and information needed to make informed policy decisions.



Baker Tilly US, LLP
Manager

380 Jackson Street
Suite 300
Saint Paul, MN 55101
United States

T +1 (651) 223 3043
matt.stark@bakertilly.com
bakertilly.com

Education

Bachelor of Science, Physics
Penn State University (University Park, Pennsylvania)

Matt's primary responsibilities are the design and implementation of scientific random-sample and online surveys. These surveys help elected officials and professional staff to understand the perceptions, opinions and motivations of their communities, providing feedback from residents who would not otherwise make their voices heard. These surveys help inform decisions about spending priorities and long-term planning.

In addition to his survey work, Matt assists a number of Baker Tilly practice groups with his analytical expertise, helping to find solutions to new challenges within the fields of operational finance, economic development and compensation studies.

Specific experience

- Designs and conducts random-sample telephone and online surveys for school districts, cities and counties
- Develops analytical tools for Baker Tilly practice groups in operational finance, capital planning, economic development, employee compensation and transportation planning

Industry involvement

- American Association for Public Opinion Research (AAPOR)