

EXPANDED AGENDA



CITY COUNCIL AGENDA

Monday, May 24, 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

CLOSED COUNCIL SESSION, 5:30 P.M.

1. Discuss Sale of Land at Lake Drive and 77th Street, Lots 12 & 13, Carole Estates 2nd Addition

COUNCIL WORK SESSION, 6:00 P.M.

Council Chambers (not televised)

1. Police Division Staffing, John Swenson
2. 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)*
Bernadine Skoglund, 7481 Lake Drive, reported overnight parking at the gas station adjacent to her home
- Setting the Agenda: Addition or Deletion of Agenda Items
The agenda was approved as presented.

1. CONSENT AGENDA

- A) May 24, 2021 (Check No.114360 through 114435) in the Amount of \$547,584.35
- B) Consider Approval of May 03, 2021 Work Session Minutes
- C) Consider Approval of May 10, 2021 Council Meeting Minutes
- D) Consider Approval of Resolution 21-44, Approving a Permit for Consumer Firework Sales at Super Target
- E) Consider Approval of May 10, 2021 Board of Appeal Minutes
- F) Consider Approval of May 10, 2021 Work Session Minutes

- G) Consider Approval of Resolution 21-47. Approving a Special Event Permit for Bill’s Superette
- H) Consider Approval of Resolution 21-48, Approving a Peddler License for Aptive Pest Control

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

2. FINANCE DEPARTMENT REPORT

No report

3. ADMINISTRATION DEPARTMENT REPORT

No report

4. PUBLIC SAFETY DEPARTMENT REPORT

- A) Consider Donation of Property, John Swenson

Action Taken: Motion by Stoesz, seconded by Cavegn, to authorize the donation of property as recommended, was adopted

5. PUBLIC SERVICES DEPARTMENT REPORT

No report

6. COMMUNITY DEVELOPMENT REPORT

- A) Consider First Reading of Ordinance 04-21, Sale of Property, Lots 12 & 13, Carole Estates 2nd Addition, Michael Grochala

Action Taken: Motion by Cavegn, seconded by Lyden, to approve the 1st Reading of Ordinance No. 04-21 as presented, was adopted

7. UNFINISHED BUSINESS






None



8. NEW BUSINESS

None

Adjournment

Motion by Ruhland, seconded by Stoesz, to adjourn at 6:50 p.m.

<i>Community Calendar – A Look Ahead</i>		
May 24, 2021 through June 14, 2021		
 Wednesday, May 26	6:30 pm, Zoom	Environmental Board
 Wednesday, June 2	6:30 pm, Council Chambers	Park Board
 Thursday, June 3	8:00 am, Community Room	EDAC
 Monday, June 7	5:00 pm, Council Chambers	Council Work Session
 Wednesday, June 9	6:30 pm, Council Chambers	Planning & Zoning Board

 Monday, June 14	6:00 pm, Council Chambers	Council Work Session
 Monday, June 14	6:30 pm, Council Chambers	City Council Meeting



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No report

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No report

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None

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None

Adjournment

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WORK SESSION STAFF REPORT
Work Session Item 1

Date: May 24, 2021
To: City Council
From: John Swenson, Public Safety Director
Re: Police Division Staffing

Background

During the last 18 to 24 months staff has been engaged in a nearly continuous hiring processes for the position of Police Officer in an effort to reach and maintain full staffing. We have also lost staff due to medical reasons and we are currently working through a staffing shortage at the rank of Sergeant due to a medical reason.

These staff shortages have led to the filling of shifts with overtime and the staffing shortage at the Sergeant rank has created supervision gaps, increased workload for other department supervisors, and scheduling conflicts with vacation usage.

Staff is recommending that we temporarily promote/detail an officer to the rank of Sergeant to alleviate some of the staffing shortage issues we are currently experiencing.

This would be a temporary promotion until the Sergeant returns to work or, if needed, a promotional process is completed to fill the Sergeant vacancy permanently.

Staff is also recommending, the start date of the 28th police officer position that is authorized to start on September 1, 2021 be moved up to a July 1, 2021 start date. There is an on-going police hiring process taking place currently and there are good viable police officer candidates available in this process. This would also eliminate the need to engage in another police officer hiring process.

The recommended staffing adjustments would not increase the 2021 adopted Police Division budget. Staff has completed an analysis of the Police Division personnel expenditures to date in 2021 and determined that based on the personnel vacancies to date in the Police Division there would be \$93,523 available to fund this recommendation.

Staff estimates that the cost of starting the 28th police officer on July 1, 2021 versus September 1, 2021 would be approximately \$12,619. The temporary promotion of a police officer to a sergeant position is difficult to estimate because we are not able to determine return to work date, but we know that even the worst case scenarios would not exceed \$93,523.

Staff is seeking Council direction on this matter.

Attachments



Expenditures

May 24, 2021

Check #114360 to #114435

\$547,584.35

Accounts Payable

Check Detail

User: katie.christofferson
Printed: 05/18/2021 - 2:58PM



Check Number	Check Date	Check Description	Amount
2 - 1st Choice Document Destruction			
114363	05/24/2021		
	Inv 21-2055	Recycling 2925 pounds of paper and cardb	600.00
	Inv 21-2075	Recycling 2910 pounds of paper and cardb	600.00
114363 Total:			1,200.00
2 - 1st Choice Document Destruction Total:			1,200.00
4 - A&L Superior Quality Sod, Inc.			
114364	05/24/2021		
	Inv 9227	3 Rolls Turfgrass sod	8.40
114364 Total:			8.40
4 - A&L Superior Quality Sod, Inc. Total:			8.40
13 - AFLAC 101-000-2040-000			
114365	05/24/2021		
	Inv 716777	May Insurance Premiums	232.74
114365 Total:			232.74
13 - AFLAC Total:			232.74
14 - AFSCME Council #5 101-000-2040-000			
114360	05/14/2021	PR Batch 00002.05.2021 Union Dues A	
	Inv	PR Batch 00002.05.2021 Union Dues AFSCME PR Batch 00002.05.2021 Union Dues AFSCME	419.76
114360 Total:			419.76
14 - AFSCME Council #5 Total:			419.76
42 - Anoka County Property Records & Taxation			
114366	05/24/2021		
	Inv 21-27349	Easement - 2052 Diamond Ln	138.00
	Inv 21-30717	Easement - 6625 Tele Lane	230.00
	Inv 5/6/2021	2020 TIF	9,046.93
114366 Total:			9,414.93

Check Number	Check Date	Check Description	Amount
42 - Anoka County Property Records & Taxation Total:			9,414.93
54 - Aspen Mills, Inc.			
114367	05/24/2021		
	Inv 274041	Uniform Allowance - D. Thill	219.00
	Inv 274044	Uniform Allowance - A. Ng	428.70
114367 Total:			647.70
54 - Aspen Mills, Inc. Total:			647.70
55 - Auto Nation Ford White Bear Lake			
114368	05/24/2021		
	Inv 46433	Sockets #617	283.03
114368 Total:			283.03
55 - Auto Nation Ford White Bear Lake Total:			283.03
1547 - Baker Tilly Municipal Advisors, LLC			
114369	05/24/2021		
	Inv BT1824591	Utility Rate Study	17,730.00
114369 Total:			17,730.00
1547 - Baker Tilly Municipal Advisors, LLC Total:			17,730.00
69 - Batteries Plus Bulbs			
114370	05/24/2021		
	Inv P39405973	3.6V NICAD Battery	95.70
114370 Total:			95.70
69 - Batteries Plus Bulbs Total:			95.70
111 - Cartegraph Systems, Inc.			
114371	05/24/2021		
	Inv BD0002354	6 month subscription	15,000.00
114371 Total:			15,000.00
111 - Cartegraph Systems, Inc. Total:			15,000.00
115 - Centennial Utilities			
114372	05/24/2021	120	
	Inv April 2021	100 Natural Gas-600 Town Center Pkwy	3,233.12
114372 Total:			3,233.12

Check Number	Check Date	Check Description	Amount
115 - Centennial Utilities Total:			3,233.12
116 - CenterPoint Energy			
114373	05/24/2021	180 Inv April 2021 250 Natural Gas-6300 Laurene Ave	1,495.76
114373 Total:			1,495.76
116 - CenterPoint Energy Total:			1,495.76
119 - Century College			
114374	05/24/2021	Inv 81821 Fire Officer II	500.00
114374 Total:			500.00
119 - Century College Total:			500.00
122 - CES Imaging 101-432-4410-503			
114375	05/24/2021	Inv INV127119 May Plotter/Scanner Maintenance	80.00
114375 Total:			80.00
122 - CES Imaging Total:			80.00
1758 - Chiodo, John			
114376	05/24/2021	Inv 4/27/2021 Irrigation Controller Refund	50.88
114376 Total:			50.88
1758 - Chiodo, John Total:			50.88
136 - City of Roseville			
114377	05/24/2021	Inv 0230056 May IT Services	18,216.98
114377 Total:			18,216.98
136 - City of Roseville Total:			18,216.98
138 - City of St. Paul			
114378	05/24/2021	Inv IN45392 Asphalt	5,419.70
114378 Total:			5,419.70
138 - City of St. Paul Total:			5,419.70

Check Number	Check Date	Check Description	Amount
761 - Comcast 101-432-4321-502			
114379	05/24/2021		
	Inv 4/24/2021	Phone & Internet	357.22
114379 Total:			357.22
761 - Comcast Total:			357.22
149 - Connexus Energy			
114380	05/24/2021	01	
	Inv April 2021	03 Electric	6,467.52
114380 Total:			6,467.52
149 - Connexus Energy Total:			6,467.52
1278 - Core & Main LP			
114381	05/24/2021		
	Inv O127142	Meters	917.18
	Inv O187492	Meters	2,400.00
114381 Total:			3,317.18
1278 - Core & Main LP Total:			3,317.18
157 - Crown Marking, Inc.			
114382	05/24/2021		
	Inv OE-81993	Name Plate - P. Davis & J. Eller	53.04
114382 Total:			53.04
157 - Crown Marking, Inc. Total:			53.04
167 - Dalco, Inc.			
114383	05/24/2021		
	Inv 3775189	Brute trash can lids	338.13
114383 Total:			338.13
167 - Dalco, Inc. Total:			338.13
954 - Davids Hydro Vac, Inc.			
114384	05/24/2021		
	Inv 45399	Cleaning Lift 2 & 4	2,582.00
114384 Total:			2,582.00
954 - Davids Hydro Vac, Inc. Total:			2,582.00

Check Number	Check Date	Check Description	Amount
1757 - Davis, Phillip			
114385	05/24/2021		
	Inv 5/12/2021	Mileage reimbursement	32.70
114385 Total:			32.70
1757 - Davis, Phillip Total:			
			32.70
192 - Emergency Apparatus Maintenance			
114386	05/24/2021		
	Inv 118450	Repair to passenger side dumpchute valv	1,534.75
114386 Total:			1,534.75
192 - Emergency Apparatus Maintenance Total:			
			1,534.75
204 - Factory Motor Parts Company			
114387	05/24/2021		
	Inv 159-050010	Ignition knock, sensor kittire #231	106.88
	Inv 159-050049	Battery #250	124.64
	Inv 1-6908865	Starter motor assembly #250	154.79
114387 Total:			386.31
204 - Factory Motor Parts Company Total:			
			386.31
1529 - Ferguson Enterprises LLC #3326			
114388	05/24/2021		
	Inv 0190001	Metal locator repair	178.94
	Inv 0471764	Metal locator	750.00
114388 Total:			928.94
1529 - Ferguson Enterprises LLC #3326 Total:			
			928.94
210 - Ferguson Waterworks #2518			
114389	05/24/2021		
	Inv 0473313	White, blue, green paint, blue marking f	982.47
114389 Total:			982.47
210 - Ferguson Waterworks #2518 Total:			
			982.47
233 - GDO Law 101-414-4303-000			
114390	05/24/2021		
	Inv 6333	April Forfeitures	115.50
	Inv 6334	May Prosecutor Contract	8,500.00
114390 Total:			8,615.50

Check Number	Check Date	Check Description	Amount
233 - GDO Law Total:			8,615.50
244 - Gopher State One-Call			
114391	05/24/2021	Inv 1040539 April Tickets	722.25
114391 Total:			722.25
244 - Gopher State One-Call Total:			722.25
1594 - Governmentjobs.com, Inc			
114392	05/24/2021	Inv INV-15333 Subscription Fee 1/28/2021-1/27/2022	3,665.55
114392 Total:			3,665.55
1594 - Governmentjobs.com, Inc Total:			3,665.55
271 - Hawkins, Inc.			
114393	05/24/2021	Inv 4924068 150 LB Chlorine Cylinder	50.00
		Inv 4924743 LPC-5 Chemicals	2,714.64
		Inv 4924777 Chlorine	224.22
114393 Total:			2,988.86
271 - Hawkins, Inc. Total:			2,988.86
1749 - Huebsch Services			
114394	05/24/2021	Inv 20073126 Mats	48.71
		Inv 20074498 Mats	48.71
114394 Total:			97.42
1749 - Huebsch Services Total:			97.42
1002 - i:Space Environments, Inc.			
114395	05/24/2021	Inv 15230 Desks, overhead cabinets, file cabinet	3,341.63
114395 Total:			3,341.63
1002 - i:Space Environments, Inc. Total:			3,341.63
1177 - Innovative Office Solutions LLC			
114396	05/24/2021	Inv IN3334950 Chair	173.80
		Inv IN3336910 Markers and toner	208.76
		Inv IN3339596 Toner	70.84

Check Number	Check Date	Check Description	Amount
		Inv SUM-061002 Envelopes, paper, packing tape, pens, fo	256.87
114396 Total:			710.27
1177 - Innovative Office Solutions LLC Total:			710.27
312 - International Union 101-000-2040-000			
114361	05/14/2021	PR Batch 00002.05.2021 Union Dues 4	
		Inv PR Batch 00002.05.2021 Union Dues 49ers PR Batch 00002.05.2021 Union Dues 49ers	560.00
114361 Total:			560.00
312 - International Union Total:			560.00
313 - Interstate Power Systems, Inc.			
114397	05/24/2021		
		Inv R001174355:01 Replace LED board	648.14
114397 Total:			648.14
313 - Interstate Power Systems, Inc. Total:			648.14
365 - Law Enforcement Labor Services 101-000-2040-000			
114362	05/14/2021	PR Batch 00002.05.2021 Union Dues L	
		Inv PR Batch 00002.05.2021 Union Dues LELS PR Batch 00002.05.2021 Union Dues LELS	1,333.50
114362 Total:			1,333.50
365 - Law Enforcement Labor Services Total:			1,333.50
394 - Macqueen Equipment, Inc.			
114398	05/24/2021		
		Inv P00063 Firefighter boots	9.93
114398 Total:			9.93
394 - Macqueen Equipment, Inc. Total:			9.93
399 - Mansfield Oil Company 101-431-4212-000			
114399	05/24/2021		
		Inv 22336901 Gasoline	4,851.26
		Inv 22336906 Diesel Fuel	2,288.80
114399 Total:			7,140.06
399 - Mansfield Oil Company Total:			7,140.06
1668 - Marsden Bldg Maintenance, LLC			
114400	05/24/2021		
		Inv 339461 Deep cleaning	2,028.21

Check Number	Check Date	Check Description	Amount
Inv 341640	May	Janitorial Services	3,856.00
Inv 341641	May	Janitorial Services	1,044.60
Inv 341642	May	Janitorial Services	631.58
Inv 341643	May	Janitorial Services	691.82
114400 Total:			8,252.21
1668 - Marsden Bldg Maintenance, LLC Total:			8,252.21
404 - Martin-McAllister			
114401	05/24/2021		
Inv 13719		Public Safety Assessment - A.Schommer &	1,100.00
114401 Total:			1,100.00
404 - Martin-McAllister Total:			1,100.00
418 - Menards - Forest Lake			
114402	05/24/2021		
Inv 61135		Lumber, load binder, 16 qt crate, padded	801.04
114402 Total:			801.04
418 - Menards - Forest Lake Total:			801.04
423 - Met Council Environmental Services 602-495-4405-000			
114403	05/24/2021		
Inv 0001124313		June Waste Water Services	82,374.02
114403 Total:			82,374.02
423 - Met Council Environmental Services Total:			82,374.02
420 - Met Council Environmental Services (SAC)			
114404	05/24/2021		
Inv 4/30/2021		April SAC Report	95,945.85
114404 Total:			95,945.85
420 - Met Council Environmental Services (SAC) Total:			95,945.85
421 - Metro Sales Incorporated			
114405	05/24/2021		
Inv INV1808649		Copier Maintenance Contract Ricoh/MP 405	36.00
114405 Total:			36.00
421 - Metro Sales Incorporated Total:			36.00
430 - Midwest Radar & Equipment, Inc			

Check Number	Check Date	Check Description	Amount
114406	05/24/2021		
	Inv 5/5/2021	Radar Detectors #302 396 394 393 303 304	520.00
114406 Total:			520.00
430 - Midwest Radar & Equipment, Inc Total:			520.00
1036 - Minnesota Petroleum Service			
114407	05/24/2021		
	Inv 0000085086	Repair diesel fuel pump	790.50
114407 Total:			790.50
1036 - Minnesota Petroleum Service Total:			790.50
450 - MN Department of Health			
114408	05/24/2021		
	Inv 4/19/2021	Certification Fee for Water License - J.	23.00
114408 Total:			23.00
450 - MN Department of Health Total:			23.00
452 - MN Department of Public Safety			
114409	05/24/2021		
	Inv M-118754	Hazardous Chemical Inventory Fee	25.00
114409 Total:			25.00
452 - MN Department of Public Safety Total:			25.00
477 - NAC Mechanical & Electrical			
114410	05/24/2021		
	Inv 183721	Shower valve replacement - Men's Locker	936.96
114410 Total:			936.96
477 - NAC Mechanical & Electrical Total:			936.96
479 - Nardini Fire Equipment Co			
114411	05/24/2021		
	Inv IV00169493	Safety Compliance	17.76
	Inv IV00171271	Annual compliance and safety inspection	511.50
114411 Total:			529.26
479 - Nardini Fire Equipment Co Total:			529.26
1057 - Northland Recreation, LLC			
114412	05/24/2021		

Check Number	Check Date	Check Description	Amount
Inv 2325		Lino Park Improvements	8,575.00
114412 Total:			8,575.00
1057 - Northland Recreation, LLC Total:			8,575.00
1040 - Office of the Secretary of State			
114413	05/24/2021		
Inv 5/4/2021		Notary Commission Fee - J. Crowe	120.00
114413 Total:			120.00
1040 - Office of the Secretary of State Total:			120.00
980 - OPG-3, Inc.			
114414	05/24/2021		
Inv 4913		Plumbing Fee Question Verbiage	185.00
114414 Total:			185.00
980 - OPG-3, Inc. Total:			185.00
508 - Optum			
114415	05/24/2021		
Inv 10199055736		April Retiree & Cobra Fees	90.00
114415 Total:			90.00
508 - Optum Total:			90.00
509 - O'Reilly Automotive Stores			
114416	05/24/2021		
Inv 5914-158079		Battery #504	55.35
Inv 5914-158209		Core return	-10.00
Inv 5914-158212		Dielectric	6.29
114416 Total:			51.64
509 - O'Reilly Automotive Stores Total:			51.64
1651 - Personnel Evaluations, Inc.			
114417	05/24/2021		
Inv 40091		Personnel Evaluation - J. Carlson	20.00
114417 Total:			20.00
1651 - Personnel Evaluations, Inc. Total:			20.00
546 - Pomp's Tire Service, Inc.			
114418	05/24/2021		

Check Number	Check Date	Check Description	Amount
Inv 150141386	New rear tires #252		797.90
Inv 150141599	Flat tire #622		64.00
Inv 150141781	New tires #231		490.64
114418 Total:			1,352.54
546 - Pomp's Tire Service, Inc. Total:			1,352.54
551 - Premium Waters, Inc. 101-432-4410-500			
114419	05/24/2021		
Inv 608417-04-21	Kandiyohi Water		58.34
114419 Total:			58.34
551 - Premium Waters, Inc. Total:			58.34
1092 - Quadient Finance USA, Inc.			
114420	05/24/2021		
Inv 5/16/2021	Postage machine postage		500.00
114420 Total:			500.00
1092 - Quadient Finance USA, Inc. Total:			500.00
571 - Republic Services #899 101-432-4384-503			
114421	05/24/2021		
Inv 0899-003717890	May Organics City Hall		141.46
114421 Total:			141.46
571 - Republic Services #899 Total:			141.46
575 - Rivard Electric Company, Inc.			
114422	05/24/2021		
Inv 4/23/2021	Weather proof receptacle and 4 in-use bu		341.00
114422 Total:			341.00
575 - Rivard Electric Company, Inc. Total:			341.00
1337 - Roadkill Animal Control			
114423	05/24/2021		
Inv 4/30/2021	April Animal Pick-up/Disposal		93.00
114423 Total:			93.00
1337 - Roadkill Animal Control Total:			93.00
1410 - Rupp, Anderson, Squires & Waldspurger, P.A.			
114424	05/24/2021		

Check Number	Check Date	Check Description	Amount
Inv 12769	February	Legal Services - Miscellaneous	6,053.02
114424 Total:			6,053.02
1410 - Rupp, Anderson, Squires & Waldspurger, P.A. Total:			6,053.02
1578 - SBRK Finance Holdings, Inc			
114425	05/24/2021		
Inv INV-006153	April	UB Web Payments Trans Fee/Active A	570.00
114425 Total:			570.00
1578 - SBRK Finance Holdings, Inc Total:			570.00
634 - Staples Business Credit			
114426	05/24/2021		
Inv 1635114838		Paper, file folders, paper dividers	36.26
114426 Total:			36.26
634 - Staples Business Credit Total:			36.26
645 - Streicher's, Inc.			
114427	05/24/2021		
Inv I1501251		Ammunition	148.40
114427 Total:			148.40
645 - Streicher's, Inc. Total:			148.40
651 - T.A. Schifsky and Sons, Inc.			
114428	05/24/2021		
Inv 017006-000-1	2021	Street Improvement Projects - Pay V	101,865.25
114428 Total:			101,865.25
651 - T.A. Schifsky and Sons, Inc. Total:			101,865.25
655 - TASC - Client Invoices			
114429	05/24/2021		
Inv IN2018735		Current active & 2020 carryover	100.50
114429 Total:			100.50
655 - TASC - Client Invoices Total:			100.50
1759 - TD Construction Inc			
114430	05/24/2021		
Inv 1130		Police Locker Room shower removal/instal	9,796.82

Check Number	Check Date	Check Description	Amount
114430 Total:			9,796.82
1759 - TD Construction Inc Total:			9,796.82
671 - Trans Union LLC			
114431	05/24/2021	Inv 04106180 Background check	65.80
114431 Total:			65.80
671 - Trans Union LLC Total:			65.80
687 - U.S. Bank Visa			
114432	05/24/2021	Inv 5/13/2021 The Home Depot/Hardware for pole shed do	16,273.91
114432 Total:			16,273.91
687 - U.S. Bank Visa Total:			16,273.91
733 - WSB & Associates, Inc.			
114433	05/24/2021	Inv 0-002988-560-33 March Saddle Club 4th Addition	106.25
		Inv R-011560-000-16 March Main Street Shoppes 2ndAddition	82.00
		Inv R-012365-000-26 March Lyngblomsten Senior Housing	936.50
		Inv R-012443-000-3 March Watermark 1st Addition	1,776.25
		Inv R-012468-000-26 March Lino Lakes Storage	42.50
		Inv R-012469-000-29 March Eastside Villas	188.25
		Inv R-013084-000-27 March NE Lino Lakes Drainage Improvement	17,356.00
		Inv R-013091-000-29 March Water Tower No. 3	492.50
		Inv R-013578-000-4 March Traffic Safety Committee	197.00
		Inv R-013912-000-20 March Well House No. 1 Rehabilitation	1,198.50
		Inv R0147574-000-19 March Watermark 2nd Addition	82.00
		Inv R-014846-000-8 March Stern Addition	246.00
		Inv R-015120-000-3 March Otter Lake Road Preliminary Design	2,032.00
		Inv R-015306-000-16 March Nadeau Acres	1,066.25
		Inv R-015601-000-10 March MS4 Services	1,926.25
		Inv R-015628-000-4 March Watermark 3rd Addition	386.50
		Inv R-016201-000-8 March Laborers Training Center	538.50
		Inv R-016587-000-4 March Lino B Otter Crossing	2,189.00
		Inv R-016926-000-4 March Woods Edge Sign	465.75
		Inv R-017006-000-6 March 2021 Street ImprovementProjects	2,995.75
		Inv R-017210-000-4 March 77th Street FeasibilityReport Ame	1,585.00
		Inv R-017363-000-4 March Watermark 4th Addition	6,508.50
		Inv R-017371-000-3 March 2021 General Engineering Services	7,400.00
		Inv R-017372-000-3 March 2021 Miscellaneous Escrow Account	1,519.00
		Inv R-017373-000-3 March 2021 Private Utility Permits	1,148.00
		Inv R-017374-000-3 March 2021 GPS/GIS Miscellaneous Assista	4,788.00
		Inv R-017458-000-3 March 2021 Tower Park Site Improvements	14,544.00
		Inv R-017464-000-3 March SWAMP	3,856.00
		Inv R-017518-000-3 March Storm Water Utility	2,931.50
		Inv R-017644-000-2 March 2021 Special Economic Development	579.50

Check Number	Check Date	Check Description	Amount
Inv R-017704-000-1	March 2021	Trail Maintenance Project	2,245.25
Inv R-017705-000-1	March 2021	East Shadow Lake Drive I&I Pr	2,153.50
Inv R-017706-000-1	March 2021	Street MaintenanceProject	4,311.50
Inv R-017853-000-1	March	FEMA Draft Floodplain Map Review 2	423.00
114433 Total:			88,296.50
733 - WSB & Associates, Inc. Total:			88,296.50
741 - Zarnoth Brush Works, Inc.			
114434	05/24/2021		
Inv 0184614-IN		Cablewrap broom refill #252	504.00
114434 Total:			504.00
741 - Zarnoth Brush Works, Inc. Total:			504.00
743 - Ziegler, Inc.			
114435	05/24/2021		
Inv IN000085685		Hydraulic hammer	170.00
114435 Total:			170.00
743 - Ziegler, Inc. Total:			170.00
Total:			547,584.35

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
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Vendor	Fund/Dept	Account	Amount	Check #	Description
AFLAC	101-000	101-000-2040-000	232.74	114365	May Insurance Premiums
AFSCME Council #5	101-000	101-000-2040-000	419.76	114360	PR Batch 00002.05.2021 Union Dues AFSCME
International Union	101-000	101-000-2040-000	560.00	114361	PR Batch 00002.05.2021 Union Dues 49ers
Law Enforcement Labor Services	101-000	101-000-2040-000	1,333.50	114362	PR Batch 00002.05.2021 Union Dues LELS
Anoka County Property Records & Taxation	101-000	101-000-2081-000	46.00	114366	Easement - 853 Kelly St
Anoka County Property Records & Taxation	101-000	101-000-2081-000	46.00	114366	Easement - 6676 Clearwater Creek Dr
Anoka County Property Records & Taxation	101-000	101-000-2081-000	46.00	114366	Easement - 6625 Tele Lane
Anoka County Property Records & Taxation	101-000	101-000-2081-000	46.00	114366	Easement - 2024 Diamond Ln
Anoka County Property Records & Taxation	101-000	101-000-2081-000	46.00	114366	Easement - 933 Pheasant Run S
Anoka County Property Records & Taxation	101-000	101-000-2081-000	46.00	114366	Easement - 2092 Chestnut St
Anoka County Property Records & Taxation	101-000	101-000-2081-000	46.00	114366	Easement - 7132 2nd Ave
Anoka County Property Records & Taxation	101-000	101-000-2081-000	46.00	114366	Easement - 2052 Diamond Ln
Met Council Environmental Services (SAC)	101-000	101-000-2120-000	96,915.00	114404	April SAC Report
Met Council Environmental Services (SAC)	101-000	101-000-3414-000	-969.15	114404	April SAC Report
	101-000 Total		98,859.85		
U.S. Bank Visa	101-401	101-401-4900-000	50.00	114432	Target/2 Gift cards for Employee Quarterly Recognition
U.S. Bank Visa	101-401	101-401-4900-000	50.00	114432	Jersey Mikes/2 Gift cards for Employee Quarterly Recognition
U.S. Bank Visa	101-401	101-401-4900-000	25.00	114432	Campanelle/Gift card for Employee Quarterly Recognition
U.S. Bank Visa	101-401	101-401-4900-000	50.00	114432	Target/2 Gift cards for Employee Quarterly Recognition
U.S. Bank Visa	101-401	101-401-4900-000	3.22	114432	Walgreens/Pictures for Lino Lakes Photo Contest
	101-401 Total		178.22		
Martin-McAllister	101-402	101-402-4300-000	1,100.00	114401	Public Safety Assessment - A. Schommer & B. McReavy
Optum	101-402	101-402-4310-000	90.00	114415	April Retiree & Cobra Fees
Rupp Anderson Squires & Waldspurger P.A.	101-402	101-402-4310-000	1,312.00	114424	February Legal Services - Miscellaneous Legal Services
U.S. Bank Visa	101-402	101-402-4330-000	235.00	114432	Professional Education/Family & Medical Leave Employment Laws
Governmentjobs.com Inc	101-402	101-402-4410-000	3,665.55	114392	Subscription Fee 1/28/2021-1/27/2022
TASC - Client Invoices	101-402	101-402-4410-000	100.50	114429	Current active & 2020 carryover
	101-402 Total		6,503.05		
City of Roseville	101-407	101-407-4310-000	16,758.98	114377	May IT Services
Anoka County Property Records & Taxation	101-407	101-407-4342-000	2,009.94	114366	2020 Truth In Taxation
	101-407 Total		18,768.92		
Rupp Anderson Squires & Waldspurger P.A.	101-414	101-414-4301-000	1,879.02	114424	February Legal Services - Miscellaneous Legal Services
GDO Law	101-414	101-414-4303-000	115.50	114390	April Forfeitures
GDO Law	101-414	101-414-4303-000	8,500.00	114390	May Prosecutor Contract
	101-414 Total		10,494.52		
Rupp Anderson Squires & Waldspurger P.A.	101-415	101-415-4300-000	16.00	114424	February Legal Services - Vaquero Ventures Land Sale
WSB & Associates Inc.	101-415	101-415-4300-000	579.50	114433	March 2021 Special Economic Development Projects
	101-415 Total		595.50		
Rupp Anderson Squires & Waldspurger P.A.	101-416	101-416-4300-000	384.00	114424	February Legal Services - Miscellaneous Legal Services
WSB & Associates Inc.	101-416	101-416-4300-000	174.00	114433	March 2021 GPS/GIS Miscellaneous Assistance
WSB & Associates Inc.	101-416	101-416-4300-000	60.50	114433	March 2021 GPS/GIS Miscellaneous Assistance
WSB & Associates Inc.	101-416	101-416-4300-000	348.00	114433	March 2021 GPS/GIS Miscellaneous Assistance
	101-416 Total		966.50		
WSB & Associates Inc.	101-417	101-417-4300-000	1,585.00	114433	March 77th Street Feasibility Report Amendment
WSB & Associates Inc.	101-417	101-417-4300-000	164.00	114433	March 2021 Miscellaneous Escrow Account
WSB & Associates Inc.	101-417	101-417-4300-000	2,032.00	114433	March Otter Lake Road Preliminary Design/Concept Layout
WSB & Associates Inc.	101-417	101-417-4300-000	484.00	114433	March 2021 GPS/GIS Miscellaneous Assistance
WSB & Associates Inc.	101-417	101-417-4300-000	423.00	114433	March FEMA Draft Floodplain Map Review 2021
WSB & Associates Inc.	101-417	101-417-4300-000	1,148.00	114433	March 2021 Private Utility Permits
WSB & Associates Inc.	101-417	101-417-4300-000	197.00	114433	March Traffic Safety Committee
WSB & Associates Inc.	101-417	101-417-4410-000	5,180.00	114433	March 2021 General Engineering Services
	101-417 Total		11,213.00		
WSB & Associates Inc.	101-418	101-418-4300-000	726.00	114433	March 2021 GPS/GIS Miscellaneous Assistance
	101-418 Total		726.00		
Innovative Office Solutions LLC	101-420	101-420-4200-000	208.76	114396	Markers and toner
Innovative Office Solutions LLC	101-420	101-420-4200-000	70.84	114396	Toner
Innovative Office Solutions LLC	101-420	101-420-4200-000	173.80	114396	Chair
Office of the Secretary of State	101-420	101-420-4200-000	120.00	114413	Notary Commission Fee - J. Crowe
Staples Business Credit	101-420	101-420-4200-000	36.26	114426	Paper file folders paper dividers
U.S. Bank Visa	101-420	101-420-4200-000	63.94	114432	Amazon/USB headset and bluetooth headset with microphone
U.S. Bank Visa	101-420	101-420-4200-000	103.89	114432	Amazon/Magnetic In/Out board for vehicles
U.S. Bank Visa	101-420	101-420-4200-000	26.67	114432	Amazon/USB jump drive for external discovery



**AP Checks by Account Number
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Vendor	Fund/Dept	Account	Amount	Check #	Description
U.S. Bank Visa	101-420	101-420-4200-000	21.43	114432	Vistaprint/Business cards T. Schaaf
Streicher's Inc.	101-420	101-420-4211-000	148.40	114427	Ammunition
U.S. Bank Visa	101-420	101-420-4211-000	23.98	114432	Amazon/9-volt batteries
U.S. Bank Visa	101-420	101-420-4211-000	75.09	114432	Chewy.com/Argos Food
U.S. Bank Visa	101-420	101-420-4211-000	11.49	114432	Amazon/Batteries for less lethal shotguns
Personnel Evaluations Inc.	101-420	101-420-4300-000	20.00	114417	Personnel Evaluation - J. Carlson
U.S. Bank Visa	101-420	101-420-4300-000	443.31	114432	Heartland/Repair of BWC QJA01880
U.S. Bank Visa	101-420	101-420-4330-000	259.00	114432	Calibre Press/Tuition M. Carlson
U.S. Bank Visa	101-420	101-420-4330-000	75.00	114432	BCA/Tuition A. Hallin
U.S. Bank Visa	101-420	101-420-4330-000	75.00	114432	BCA/Tuition D. Thill
U.S. Bank Visa	101-420	101-420-4330-000	75.00	114432	BCA/Tuition M. DeMars
U.S. Bank Visa	101-420	101-420-4330-000	-259.00	114432	Calibre Press/Refund Tuition M. Carlson
U.S. Bank Visa	101-420	101-420-4330-000	750.00	114432	MN CIT/Tuition A. Ng
U.S. Bank Visa	101-420	101-420-4330-000	1,500.00	114432	MN CIT/Tuition K. Sinna & N. Hamann
U.S. Bank Visa	101-420	101-420-4330-000	75.00	114432	BCA/Tuition A. Reihm
U.S. Bank Visa	101-420	101-420-4330-000	145.00	114432	Dolan Consulting Group/Tuition K. Leibel & W. Owens
U.S. Bank Visa	101-420	101-420-4330-000	55.00	114432	Safe Kids/License fee for G. Carlson to recertify as CPS tech
Aspen Mills Inc.	101-420	101-420-4370-000	428.70	114367	Uniform Allowance - A. Ng
Aspen Mills Inc.	101-420	101-420-4370-000	219.00	114367	Uniform Allowance - D. Thill
U.S. Bank Visa	101-420	101-420-4370-000	179.94	114432	Galls/Uniform Allowance W. Owens
U.S. Bank Visa	101-420	101-420-4370-000	16.45	114432	Amazon/Uniform Allowance W. Owens
U.S. Bank Visa	101-420	101-420-4370-000	10.99	114432	Amazon/Uniform Allowance J. Swenson
Connexus Energy	101-420	101-420-4381-000	30.35	114380	Electric
U.S. Bank Visa	101-420	101-420-4386-000	48.99	114432	Amazon/10 pk Medical Emergency Tourniquet
Metro Sales Incorporated	101-420	101-420-4410-000	36.00	114405	Copier Maintenance Contract Ricoh/MP 4055SP
Midwest Radar & Equipment Inc	101-420	101-420-4410-000	520.00	114406	Radar Detectors #302 396 394 393 303 304 315 314 317 316 392 399
Trans Union LLC	101-420	101-420-4410-000	65.80	114431	Background check
U.S. Bank Visa	101-420	101-420-4410-000	3,173.00	114432	LeadsOnline LLC/2021/2022 subscription LeadsOnline software
U.S. Bank Visa	101-420	101-420-4452-000	35.00	114432	Chrimata (PLEAA)/Membership dues for J. Crowe
101-420 Total			9,062.08		
U.S. Bank Visa	101-421	101-421-4211-000	99.80	114432	LTG Power Equipment/True fuel 4 cycle gas
Menards - Forest Lake	101-421	101-421-4240-000	801.04	114402	Lumber load binder 16 qt crate padded tie down straps
U.S. Bank Visa	101-421	101-421-4240-000	106.69	114432	Amazon/Extraction Tools
U.S. Bank Visa	101-421	101-421-4240-000	196.99	114432	Amazon/Extraction Tools
U.S. Bank Visa	101-421	101-421-4300-000	150.00	114432	MN Board Firefighter Training/Licensure Byrne McReavy Clausen
U.S. Bank Visa	101-421	101-421-4300-000	155.00	114432	Minn Fire Svc Cert Board/Renewal B. Finke Instructor II Exam
Macqueen Equipment Inc.	101-421	101-421-4322-000	9.93	114398	Firefighter boots
Century College	101-421	101-421-4330-000	500.00	114374	Fire Officer II
U.S. Bank Visa	101-421	101-421-4330-000	125.00	114432	Century College/Tuition D/ Sadowski
101-421 Total			2,144.45		
OPG-3 Inc.	101-422	101-422-4300-000	185.00	114414	Plumbing Fee Question Verbiage
U.S. Bank Visa	101-422	101-422-4370-000	28.41	114432	Lands End/Uniform Allowance B. Finke
101-422 Total			213.41		
City of St. Paul	101-430	101-430-4224-000	5,419.70	114378	Asphalt
A&L Superior Quality Sod Inc.	101-430	101-430-4229-000	8.40	114364	3 Rolls Turfgrass sod
U.S. Bank Visa	101-430	101-430-4240-000	55.93	114432	The Home Depot/Hex wrench set amd two garden cultivators
Cartegraph Systems Inc.	101-430	101-430-4300-000	4,500.00	114371	6 month subscription
Connexus Energy	101-430	101-430-4385-000	1,666.82	114380	Electric
Roadkill Animal Control	101-430	101-430-4410-000	93.00	114423	April Animal Pick-up/Disposal
101-430 Total			11,743.85		
U.S. Bank Visa	101-431	101-431-4211-000	335.50	114432	Holiday Stations/April carwashes
U.S. Bank Visa	101-431	101-431-4211-000	41.14	114432	The Home Depot/Caulk grout tape ant killer treated 2x8
Mansfield Oil Company	101-431	101-431-4212-000	2,288.80	114399	Diesel Fuel
Mansfield Oil Company	101-431	101-431-4212-000	4,851.26	114399	Gasoline
Auto Nation Ford White Bear Lake	101-431	101-431-4221-000	283.03	114368	Sockets #617
Factory Motor Parts Company	101-431	101-431-4221-000	154.79	114387	Starter motor assembly #250
Factory Motor Parts Company	101-431	101-431-4221-000	106.88	114387	Ignition knock sensor kittire #231
Factory Motor Parts Company	101-431	101-431-4221-000	124.64	114387	Battery #250
O'Reilly Automotive Stores	101-431	101-431-4221-000	6.29	114416	Dielectric
O'Reilly Automotive Stores	101-431	101-431-4221-000	-10.00	114416	Core return
O'Reilly Automotive Stores	101-431	101-431-4221-000	55.35	114416	Battery #504
Pomp's Tire Service Inc.	101-431	101-431-4221-000	490.64	114418	New tires #231



**AP Checks by Account Number
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Vendor	Fund/Dept	Account	Amount	Check #	Description
U.S. Bank Visa	101-431	101-431-4221-000	26.10	114432	Amazon/2 - 2.5" to 2" trailer receiver hitch adapters
U.S. Bank Visa	101-431	101-431-4221-000	-19.98	114432	AutoAnything.com/Refund sales tax
U.S. Bank Visa	101-431	101-431-4221-000	-16.46	114432	AutoAnything.com/Refund sales tax
Zarnoth Brush Works Inc.	101-431	101-431-4221-000	504.00	114434	Cablewrap broom refill #252
U.S. Bank Visa	101-431	101-431-4240-000	337.71	114432	Amazon/Zero turn mower jack for lawn mower maintenance
U.S. Bank Visa	101-431	101-431-4240-000	37.29	114432	Amazon/Brake calper compressor tool
Cartegraph Systems Inc.	101-431	101-431-4300-000	3,000.00	114371	6 month subscription
Pomp's Tire Service Inc.	101-431	101-431-4300-000	797.90	114418	New rear tires #252
U.S. Bank Visa	101-431	101-431-4300-000	68.25	114432	MN DVS/2 Titles #316 #317 Tabs #311
U.S. Bank Visa	101-431	101-431-4300-000	1.67	114432	MN DVS/Convenience Fee - 2 Titles #316 #317 Tabs #311
Emergency Apparatus Maintenance	101-431	101-431-4410-000	1,534.75	114386	Repair to passenger side dump chute valve #610
Pomp's Tire Service Inc.	101-431	101-431-4410-000	64.00	114418	Flat tire #622
101-431 Total			15,063.55		
Crown Marking Inc.	101-432	101-432-4200-000	53.04	114382	Name Plate - P. Davis & J. Eller
i:Space Environments Inc.	101-432	101-432-4200-000	3,341.63	114395	Desks overhead cabinets file cabinet
Innovative Office Solutions LLC	101-432	101-432-4200-000	256.87	114396	Envelopes paper packing tape pens folders white-out
U.S. Bank Visa	101-432	101-432-4200-000	32.17	114432	Target/5 3-ring binders and 2 notebooks
U.S. Bank Visa	101-432	101-432-4200-000	43.36	114432	My Name Badges/Badges for Mayor Administrator MR TC & CL
U.S. Bank Visa	101-432	101-432-4211-000	105.60	114432	Twin City Powder Coating/Steel basket
U.S. Bank Visa	101-432	101-432-4211-503	34.87	114432	The Home Depot/Caulk grout tape ant killer treated 2x8
U.S. Bank Visa	101-432	101-432-4211-503	79.56	114432	Amazon/4 Stainless steel corner shelves for locker room
U.S. Bank Visa	101-432	101-432-4240-503	1,497.80	114432	Amazon/Back up battery power for PD server room
U.S. Bank Visa	101-432	101-432-4240-503	298.94	114432	The Home Depot/Brad nailer and nails
Minnesota Petroleum Service	101-432	101-432-4300-500	790.50	114407	Repair diesel fuel pump
NAC Mechanical & Electrical	101-432	101-432-4300-503	936.96	114410	Shower valve replacement - Men's Locker Room
Comcast	101-432	101-432-4321-502	357.22	114379	Phone & Internet
Quadient Finance USA Inc.	101-432	101-432-4322-000	500.00	114420	Postage machine postage
Connexus Energy	101-432	101-432-4381-500	967.70	114380	Electric
CenterPoint Energy	101-432	101-432-4383-500	97.61	114373	Natural Gas-1189 Main Street
CenterPoint Energy	101-432	101-432-4383-500	143.14	114373	Natural Gas-1187 Main Street
CenterPoint Energy	101-432	101-432-4383-500	127.10	114373	Natural Gas-1189 Main Street
CenterPoint Energy	101-432	101-432-4383-501	229.59	114373	Natural Gas-7741 Lake Drive
CenterPoint Energy	101-432	101-432-4383-502	452.86	114373	Natural Gas-1710 Birch Street
Centennial Utilities	101-432	101-432-4383-503	1,797.04	114372	Natural Gas-600 Town Center Pkwy
Republic Services #899	101-432	101-432-4384-503	141.46	114421	May Organics City Hall
Marsden Bldg Maintenance LLC	101-432	101-432-4410-500	1,044.60	114400	May Janitorial Services
Premium Waters Inc.	101-432	101-432-4410-500	58.34	114419	Kandiyohi Water
Marsden Bldg Maintenance LLC	101-432	101-432-4410-501	631.58	114400	May Janitorial Services
Marsden Bldg Maintenance LLC	101-432	101-432-4410-502	691.82	114400	May Janitorial Services
CES Imaging	101-432	101-432-4410-503	80.00	114375	May Plotter/Scanner Maintenance
Marsden Bldg Maintenance LLC	101-432	101-432-4410-503	3,856.00	114400	May Janitorial Services
Nardini Fire Equipment Co	101-432	101-432-4410-503	17.76	114411	Safety Compliance
MN Department of Public Safety	101-432	101-432-4452-000	25.00	114409	Hazardous Chemical Inventory Fee
101-432 Total			18,690.12		
U.S. Bank Visa	101-450	101-450-4211-000	2.36	114432	The Home Depot/Hardware for pole shed door
U.S. Bank Visa	101-450	101-450-4211-000	36.00	114432	Image Printing/Lino Park Playground Closed sign
U.S. Bank Visa	101-450	101-450-4211-000	549.70	114432	Kromer/Replacement tines for ballfield groomer
U.S. Bank Visa	101-450	101-450-4211-000	713.28	114432	The Home Depot/Material for Wenzel Farms Boardwalk
U.S. Bank Visa	101-450	101-450-4211-000	1,374.51	114432	The Home Depot/Wenzel Boardwalk
U.S. Bank Visa	101-450	101-450-4211-000	154.95	114432	Nature's Mace/Pest control products
U.S. Bank Visa	101-450	101-450-4211-000	133.16	114432	The Home Depot/Material for Wenzel Farms Boardwalk
U.S. Bank Visa	101-450	101-450-4240-000	169.00	114432	The Home Depot/Drill/driver kit for Wenzel Boardwalk
Cartegraph Systems Inc.	101-450	101-450-4300-000	1,500.00	114371	6 month subscription
Rivard Electric Company Inc.	101-450	101-450-4300-000	341.00	114422	Weather proof receptacle and 4 in-use bubble covers
Rupp Anderson Squires & Waldspurger P.A.	101-450	101-450-4300-000	208.00	114424	February Legal Services - Park Vacate Legal Services
WSB & Associates Inc.	101-450	101-450-4300-000	2,245.25	114433	March 2021 Trail Maintenance Project
Connexus Energy	101-450	101-450-4381-000	68.57	114380	Electric
Centennial Utilities	101-450	101-450-4383-000	101.26	114372	Natural Gas-6918 Sunrise
Centennial Utilities	101-450	101-450-4383-000	122.32	114372	Natural Gas-7204 Lake Drive
Centennial Utilities	101-450	101-450-4383-000	26.68	114372	Natural Gas-6811 Lake Drive
CenterPoint Energy	101-450	101-450-4383-000	63.05	114373	Natural Gas-1179 Main Street
CenterPoint Energy	101-450	101-450-4383-000	62.65	114373	Natural Gas-6520 Pheasant Run



**AP Checks by Account Number
5/24/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
Ziegler Inc.	101-450	101-450-4415-000	170.00	114435	Hydraulic hammer
WSB & Associates Inc.	101-450	101-450-5000-000	14,544.00	114433	March 2021 Tower Park Site Improvements
	101-450 Total		22,585.74		
Rupp Anderson Squires & Waldspurger P.A.	101-461	101-461-4300-000	80.00	114424	February Legal Services - Tree Treatment
	101-461 Total		80.00		
Davis Phillip	101-462	101-462-4330-000	32.70	114385	Mileage reimbursement
1st Choice Document Destruction	101-462	101-462-4410-000	600.00	114363	Recycling 2925 pounds of paper and cardboard
1st Choice Document Destruction	101-462	101-462-4410-000	600.00	114363	Recycling 2910 pounds of paper and cardboard
	101-462 Total		1,232.70		
Batteries Plus Bulbs	202-451	202-451-4211-000	95.70	114370	3.6V NICAD Battery
Dalco Inc.	202-451	202-451-4211-000	338.13	114383	Brute trash can lids
U.S. Bank Visa	202-451	202-451-4211-000	154.60	114432	The Home Depot/Mortar mix expansion joint tape measure level
U.S. Bank Visa	202-451	202-451-4211-000	17.97	114432	The Home Depot/Mortar mix
Nardini Fire Equipment Co	202-451	202-451-4300-000	511.50	114411	Annual compliance and safety inspection
Centennial Utilities	202-451	202-451-4383-000	1,165.81	114372	Natural Gas-7690 Village Drive
Huebsch Services	202-451	202-451-4410-000	48.71	114394	Mats
Huebsch Services	202-451	202-451-4410-000	48.71	114394	Mats
Marsden Bldg Maintenance LLC	202-451	202-451-4410-000	2,028.21	114400	Deep cleaning
	202-451 Total		4,409.34		
U.S. Bank Visa	207-420	207-420-4240-000	347.41	114432	Rogue/Exercise equipment for Public Safety PT room
U.S. Bank Visa	207-420	207-420-4240-000	-6.41	114432	Titan/Sales tax refund
U.S. Bank Visa	207-420	207-420-4240-000	514.00	114432	Torque Fitness/Supplies for Public Safety PT room
	207-420 Total		855.00		
Anoka County Property Records & Taxation	301-499	301-499-4300-000	3,166.63	114366	2020 Special Assessments
	301-499 Total		3,166.63		
TD Construction Inc	401-432	401-432-5000-000	9,796.82	114430	Police Locker Room shower removal/installation
U.S. Bank Visa	401-432	401-432-5000-000	185.60	114432	Twin City Powder Coating/Steel basket - PD Remodel
	401-432 Total		9,982.42		
WSB & Associates Inc.	405-499	405-499-4300-120	465.75	114433	March Woods Edge Sign
	405-499 Total		465.75		
Baker Tilly Municipal Advisors LLC	406-499	406-499-4300-000	5,910.00	114369	Utility Rate Study
WSB & Associates Inc.	406-499	406-499-4304-127	492.50	114433	March Water Tower No. 3
WSB & Associates Inc.	406-499	406-499-4304-136	164.00	114433	March 2021 Miscellaneous Escrow Account
	406-499 Total		6,566.50		
Anoka County Property Records & Taxation	411-499	411-499-4915-000	452.79	114366	2020 TIF
	411-499 Total		452.79		
Anoka County Property Records & Taxation	417-499	417-499-4915-000	499.59	114366	2020 TIF
	417-499 Total		499.59		
Anoka County Property Records & Taxation	418-499	418-499-4915-000	2,449.59	114366	2020 TIF
	418-499 Total		2,449.59		
Anoka County Property Records & Taxation	419-499	419-499-4915-000	468.39	114366	2020 TIF
	419-499 Total		468.39		
WSB & Associates Inc.	421-499	421-499-4304-137	2,995.75	114433	March 2021 Street Improvement Projects
WSB & Associates Inc.	421-499	421-499-4304-140	4,311.50	114433	March 2021 Street Maintenance Project
T.A. Schifsky and Sons Inc.	421-499	421-499-4400-137	101,865.25	114428	2021 Street Improvement Projects - Pay Voucher 1
	421-499 Total		109,172.50		
Rupp Anderson Squires & Waldspurger P.A.	422-499	422-499-4301-125	464.00	114424	February Legal Services -NE Drainage Area Phase I Legal Services
WSB & Associates Inc.	422-499	422-499-4304-000	1,926.25	114433	March MS4 Services
WSB & Associates Inc.	422-499	422-499-4304-000	2,931.50	114433	March Storm Water Utility
WSB & Associates Inc.	422-499	422-499-4304-125	17,356.00	114433	March NE Lino Lakes Drainage Improvement Project
	422-499 Total		22,677.75		
WSB & Associates Inc.	424-499	424-499-4304-000	3,856.00	114433	March SWAMP
	424-499 Total		3,856.00		
Northland Recreation LLC	425-499	425-499-4300-138	8,575.00	114412	Lino Park Improvements
	425-499 Total		8,575.00		
Chiodo John	601-000	601-000-2110-000	3.38	114376	Irrigation Controller Refund
Chiodo John	601-000	601-000-3407-000	47.50	114376	Irrigation Controller Refund
	601-000 Total		50.88		
Ferguson Enterprises LLC #3326	601-494	601-494-4211-000	750.00	114388	Metal locator
Ferguson Waterworks #2518	601-494	601-494-4211-000	982.47	114389	White blue green paint blue marking flags curb stop parts
Core & Main LP	601-494	601-494-4215-000	917.18	114381	Meters
Core & Main LP	601-494	601-494-4215-000	2,400.00	114381	Meters



**AP Checks by Account Number
5/24/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
Hawkins Inc.	601-494	601-494-4222-000	224.22	114393	Chlorine
Hawkins Inc.	601-494	601-494-4222-000	2,714.64	114393	LPC-5 Chemicals
Hawkins Inc.	601-494	601-494-4222-000	50.00	114393	150 LB Chlorine Cylinder
U.S. Bank Visa	601-494	601-494-4240-000	209.95	114432	Amazon/Circular saw
U.S. Bank Visa	601-494	601-494-4240-000	144.88	114432	The Home Depot/4 foot levels 6 foot level and hammer
U.S. Bank Visa	601-494	601-494-4240-000	49.89	114432	Amazon/Battery charger
Baker Tilly Municipal Advisors LLC	601-494	601-494-4300-000	5,910.00	114369	Utility Rate Study
Cartegraph Systems Inc.	601-494	601-494-4300-000	3,000.00	114371	6 month subscription
Ferguson Enterprises LLC #3326	601-494	601-494-4300-000	178.94	114388	Metal locator repair
WSB & Associates Inc.	601-494	601-494-4304-000	1,110.00	114433	March 2021 General Engineering Services
WSB & Associates Inc.	601-494	601-494-4304-000	65.00	114433	March 2021 Miscellaneous Escrow Account
WSB & Associates Inc.	601-494	601-494-4304-000	544.50	114433	March 2021 GPS/GIS Miscellaneous Assistance
WSB & Associates Inc.	601-494	601-494-4304-000	152.00	114433	March 2021 GPS/GIS Miscellaneous Assistance
City of Roseville	601-494	601-494-4310-000	729.00	114377	May IT Services
Connexus Energy	601-494	601-494-4381-000	2,912.90	114380	Electric
CenterPoint Energy	601-494	601-494-4383-000	51.80	114373	Natural Gas-6482 Pheasant Run S
CenterPoint Energy	601-494	601-494-4383-000	64.70	114373	Natural Gas-6786 Clearwater Creek
CenterPoint Energy	601-494	601-494-4383-000	84.44	114373	Natural Gas-1180 Birch Street
CenterPoint Energy	601-494	601-494-4383-000	17.06	114373	Natural Gas-6774 Black Duck Drive
Gopher State One-Call	601-494	601-494-4410-000	361.12	114391	April Tickets
SBRK Finance Holdings Inc	601-494	601-494-4410-000	285.00	114425	April UB Web Payments Trans Fee/Active Acct Fee
MN Department of Health	601-494	601-494-4452-000	23.00	114408	Certification Fee for Water License - J. Williams
U.S. Bank Visa	601-494	601-494-5000-000	152.17	114432	Zoro.com/New amber beacon/strobe for #510
WSB & Associates Inc.	601-494	601-494-5000-000	1,198.50	114433	March Well House No. 1 Rehabilitation
		601-494 Total	25,283.36		
Baker Tilly Municipal Advisors LLC	602-495	602-495-4300-000	5,910.00	114369	Utility Rate Study
Cartegraph Systems Inc.	602-495	602-495-4300-000	3,000.00	114371	6 month subscription
Dauids Hydro Vac Inc.	602-495	602-495-4300-000	2,582.00	114384	Cleaning Lift 2 & 4
Interstate Power Systems Inc.	602-495	602-495-4300-000	648.14	114397	Replace LED board
WSB & Associates Inc.	602-495	602-495-4304-000	544.50	114433	March 2021 GPS/GIS Miscellaneous Assistance
WSB & Associates Inc.	602-495	602-495-4304-000	484.00	114433	March 2021 GPS/GIS Miscellaneous Assistance
WSB & Associates Inc.	602-495	602-495-4304-000	260.00	114433	March 2021 Miscellaneous Escrow Account
WSB & Associates Inc.	602-495	602-495-4304-000	2,153.50	114433	March 2021 East Shadow Lake Drive I&I Project
WSB & Associates Inc.	602-495	602-495-4304-000	544.50	114433	March 2021 GPS/GIS Miscellaneous Assistance
WSB & Associates Inc.	602-495	602-495-4304-000	1,110.00	114433	March 2021 General Engineering Services
City of Roseville	602-495	602-495-4310-000	729.00	114377	May IT Services
Connexus Energy	602-495	602-495-4381-000	821.18	114380	Electric
Centennial Utilities	602-495	602-495-4383-000	20.01	114372	Natural Gas-Sunrise
CenterPoint Energy	602-495	602-495-4383-000	22.65	114373	Natural Gas-2028 Cypress Street
CenterPoint Energy	602-495	602-495-4383-000	19.79	114373	Natural Gas-1473 Snow Goose Trail
CenterPoint Energy	602-495	602-495-4383-000	17.72	114373	Natural Gas-2200 E. Cedar Street
CenterPoint Energy	602-495	602-495-4383-000	20.45	114373	Natural Gas-6666 Black Duck Drive
CenterPoint Energy	602-495	602-495-4383-000	21.15	114373	Natural Gas-6300 Laurene Ave
Met Council Environmental Services	602-495	602-495-4405-000	82,374.02	114403	June Waste Water Services
Gopher State One-Call	602-495	602-495-4410-000	361.13	114391	April Tickets
SBRK Finance Holdings Inc	602-495	602-495-4410-000	285.00	114425	April UB Web Payments Trans Fee/Active Acct Fee
U.S. Bank Visa	602-495	602-495-5000-000	152.16	114432	Zoro.com/New amber beacon/strobe for #510
		602-495 Total	102,080.90		
Rupp Anderson Squires & Waldspurger P.A.	801-000	801-000-2300-000	225.00	114424	February Legal Services - Lyngblomsten Senior
Rupp Anderson Squires & Waldspurger P.A.	801-000	801-000-2300-000	1,125.00	114424	February Legal Services - Watermark 4th Addition
WSB & Associates Inc.	801-000	801-000-2300-000	164.00	114433	March 2021 Butler Addition Miscellaneous Escrow Account
WSB & Associates Inc.	801-000	801-000-2300-000	2,189.00	114433	March Lino B Otter Crossing
WSB & Associates Inc.	801-000	801-000-2300-000	6,508.50	114433	March Watermark 4th Addition
WSB & Associates Inc.	801-000	801-000-2300-000	526.50	114433	March 2021 Butler Addition Miscellaneous Escrow Account
WSB & Associates Inc.	801-000	801-000-2300-000	936.50	114433	March Lyngblomsten Senior Housing
WSB & Associates Inc.	801-000	801-000-2302-102	188.25	114433	March Eastside Villas
WSB & Associates Inc.	801-000	801-000-2309-102	246.00	114433	March Stern Addition
WSB & Associates Inc.	801-000	801-000-2328-103	82.00	114433	March Main Street Shoppes 2nd Addition
WSB & Associates Inc.	801-000	801-000-2331-102	58.50	114433	March 2021 Miscellaneous Escrow Account
WSB & Associates Inc.	801-000	801-000-2331-102	117.00	114433	March 2021 Miscellaneous Escrow Account
Rupp Anderson Squires & Waldspurger P.A.	801-000	801-000-2331-103	360.00	114424	February Legal Services - Bald Eagle Addition
WSB & Associates Inc.	801-000	801-000-2336-102	1,776.25	114433	March Watermark 1st Addition



**AP Checks by Account Number
5/24/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
WSB & Associates Inc.	801-000	801-000-2338-102	1,066.25	114433	March Nadeau Acres
WSB & Associates Inc.	801-000	801-000-2338-103	484.00	114433	March 2021 GPS/GIS Miscellaneous Assistance
WSB & Associates Inc.	801-000	801-000-2338-103	242.00	114433	March 2021 GPS/GIS Miscellaneous Assistance
WSB & Associates Inc.	801-000	801-000-2344-103	42.50	114433	March Lino Lakes Storage
WSB & Associates Inc.	801-000	801-000-2351-103	538.50	114433	March Laborers Training Center
WSB & Associates Inc.	801-000	801-000-2355-102	386.50	114433	March Watermark 3rd Addition
WSB & Associates Inc.	801-000	801-000-2359-102	106.25	114433	March Saddle Club 4th Addition
WSB & Associates Inc.	801-000	801-000-2388-102	82.00	114433	March Watermark 2nd Addition
	801-000 Total		17,450.50		
	Grand Total		547,584.35		



Electronic Funds Transfer
MN Statute 471.38 Subd. 3

Council Meeting May 24, 2021

Transfer In/(Out)

5/14/2021 Building Permit Surcharge	(6,149.34)
5/13/2021 Returned Direct Deposit ACH - Schaaf	762.57
5/14/2021 Payroll #10	(131,459.87)
5/14/2021 Payroll #10 Federal Deposit	(40,523.57)
5/14/2021 Payroll #10 PERA	(43,517.05)
5/14/2021 Payroll #10 State	(9,293.27)
5/14/2021 Payroll #10 Child Support	(284.77)
5/14/2021 Payroll #10 H.S.A. Bank Pretax	(3,173.18)
5/14/2021 Payroll #10 TASC Pretax	(749.96)
5/14/2021 Payroll #10 ICMA 457 Def. Comp #301596	(3,845.00)
5/14/2021 Payroll #10 ICMA Roth IRA #706155	(855.75)
5/14/2021 Payroll #10 MSRS HCSP #98946-01	(1,616.21)
5/14/2021 Payroll #10 MSRS Def. Comp #98945-01	(3,458.00)
5/14/2021 Payroll #10 MSRS Roth IRA #98945-01	(675.00)
5/20/2021 Sales & Use Tax	(2,732.00)

CITY COUNCIL WORK SESSION

DRAFT

**CITY OF LINO LAKES
MINUTES**

1
2
3
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9

DATE : **May 3, 2021**
TIME STARTED : **6:00 p.m.**
TIME ENDED : **10:45 p.m.**
MEMBERS PRESENT : **Council Member Stoesz, Lyden, Ruhland,
Cavegn and Mayor Rafferty**
MEMBERS ABSENT : **None**

10 Staff members present: City Administrator Sarah Cotton; Finance Director Hanna Lynch;
11 Director of Public Safety John Swenson; Environmental Coordinator Andrew Nelson;
12 Community Development Director Michael Grochala; City Planner Katie Larsen; Public
13 Services Director Rick DeGardner; City Clerk Julie Bartell

14 **1. Anoka County Assessor – Preview for Board of Appeals and Equalization -**
15 County Assessor Alex Guggenberger reviewed the written board report as well as the
16 process expected for the board meeting. He also reviewed the Assessor’s Office staff
17 who have worked with Lino Lakes properties; they have changed process to have all staff
18 looking at all cities for certain processes.

19
20 Councilmember Ruhland noted that the number of sales has increased from October 2019
21 to October 2020. What’s normal in a typical year? Assessor Guggenberger replied that
22 he expects this year the sales will go down and the price will go up; it depends on the year
23 and situation and he doesn’t see anything unusual in Lino Lakes; also when it’s new
24 homes it can drive up the cost figure. Councilmember Ruhland asked if the county’s
25 goal is to visit properties at least every five years and Mr. Guggenberger said yes and
26 noted new process that helps get as accurate data as possible.

27
28 Councilmember Stoesz noted a new area in the City (technology corridor) and he
29 wonders if there is any policy that could be helpful. Mr. Guggenberger suggested that
30 the assessor doesn’t really get involved in the taxing element for properties but would in
31 the area of valuation and they have a process that includes data for that market; they work
32 with the community development professionals as well.

33
34 There was also discussion about what happens when unpermitted improvements are
35 encountered.

36
37 Councilmember Lyden thanked Mr. Guggenberger for his professional service.

38 **2. Utility Rate Study Presentation –** Patty Kettles, Baker Tilly, reviewed a
39 PowerPoint Presentation that included information on the following:
40 - Purpose (determine the appropriate rate structures and other revenue sources needed for
41 operations and the financing of capital improvements to the water and sewer system);
42 - History of Water and Sewer Fund Observations; expenses have been greater than

CITY COUNCIL WORK SESSION

DRAFT

- 43 revenues but fund balances are healthy;
- 44 - Assumptions (background information was provided by staff);
- 45 - Capital Outlay Assumptions (includes water treatment plant);
- 46 - Rate Equity (looking at current rate structure and users and uses; residential users are
- 47 80+ percent; looked at charges separated by residential and non-residential, and found all
- 48 to be equitable);
- 49 - Water Use History (89% of users fall within the lowest rate);
- 50 - Projections with no water rate increase;
- 51 - Projections with water treatment plant added (recommended increases);
- 52 - Volume and fixed fee charges good source;
- 53 - Projections with no treatment plant;
- 54 - Proposed Quarterly Water Rates (with and without addition of a treatment plant);
- 55 - Sewer Utility (with or without rate increases);
- 56 - Sample Quarterly Bills for Various Users; notable how single family is impacted
- 57 differently than larger volume;
- 58 - Comparable communities data;
- 59 - Conclusions and recommendations.

60

61 Mayor Rafferty noted the comparable data and confirmed they are quarterly rates. He
62 also noted the winter v. summer usage data and Ms. Kettles reviewed the calculations for
63 sewer charges.

64

65 Councilmember Cavegn asked about the possibility of increasing only usage fees since
66 that would have less impact in some areas. Ms. Kettles suggested that the City could
67 choose areas that are affected.

68

69 Councilmember Ruhland asked about the percentages presented for irrigation and asked
70 what period the data came from; Ms. Kettles noted the recent winter quarter.

71 Councilmember Ruhland remarked that the irrigation fixtures that the City is selling may
72 have a usage impact; Director DeGardner suggested it would be a small impact.

73

74 Councilmember Lyden noted the obvious cost impact of a treatment facility. While it's
75 not glamorous he sees that it is important for the City.

76

77 Councilmember Stoesz asked if the treatment costs should be tied to volume or REUs.
78 Ms. Kettle's noted different impacts of doing each way.

79

80 Mayor Rafferty remarked that he's curious about what is unknown, i.e. does the council
81 needs to think about such things as high construction costs right now? There has been
82 much information provided and perhaps time is needed to review. This is an important
83 future aspect for this City.

84

85 Councilmember Stoesz asked if the council could receive a spreadsheet showing the users
86 that have two or more REU's. Administrator Cotton said staff can bring forward that
87 information.

CITY COUNCIL WORK SESSION

DRAFT

88
89 Councilmember Cavegn remarked that the City could remove the increase after the
90 twenty year capital payoff.
91
92 Mayor Rafferty said he is in favor of the directions presented. Ms. Lynch said if there is
93 concurrence this would be the final presentation on a rate increase. Councilmember
94 Cavegn said he'd like to have more time to think and more discussion about a treatment
95 facility and details. Community Development Director Grochala remarked if there is a
96 desire to move forward with the plant, there are development items that would need to get
97 underway. It was noted that the rate increase would be in 2022. Public Services
98 Director DeGardner suggested that the council accept the report with the understanding
99 that there will be more discussion. Councilmember Stoesz asked staff to consider how
100 the subject will be communicated to the community.

101 **3. Boulevard Tree Injections for EAB** – Environmental Coordinator Nelson noted
102 the current arrangement with Rainbow Tree Care to provide injection services to residents
103 for trees on private property. Occasionally the question arises about injecting trees on
104 public property (i.e. boulevard in front of home). Mr. Nelson presented information and
105 background on why the City currently has a policy of removing ash trees on public
106 property. The Environmental Board considered the matter of changing policy to allow
107 private property owners to treat ash trees on public property (with the Rainbow discount).
108 The Board did not ultimately support a change in the current policy directing tree
109 removal. Mr. Nelson said he is now requesting council direction on the same subject.
110

111 Mayor Rafferty asked if residents could still get a discount if they choose to treat for
112 boulevard trees; will the City still move forward with removal of boulevard trees. Mr.
113 Nelson said the recommendation is to not extend the offer of providing injections and to
114 continue the current policy of removing diseased trees.
115

116 Councilmember Stoesz asked how residents can determine if trees are on City property?
117 Mr. Nelson said there could a need for more outreach and communication on that subject;
118 property lines are involved and that information is generally available on line.
119

120 Councilmember Cavegn asked for clarification that Rainbow will be familiar enough with
121 this policy that there won't be confusion for residents resulting in them providing
122 treatment and then having the tree cut down by the City. Mr. Nelson said the contract
123 with Rainbow provides clear direction on what's included.
124

125 Councilmember Lyden noted that he can support the Environmental Board and he'd like
126 staff to pass along thanks to the City crews that are removing trees.
127

128 The council concurred with the staff recommendation with the understanding that there
129 should be clarification on the question asked by Councilmember Cavegn.

CITY COUNCIL WORK SESSION

DRAFT

- 130 **4. 23 Century Trail Second Driveway Variance Request** – City Planner Larsen
131 reviewed a PowerPoint presentation that included information on the following:
132 - Background (property owner request for second driveway after constructing second
133 garage);
134 - Site location and aerial Map;
135 - Variance required for driveway; application has been made;
136 - Review of permits, issues and communication on second driveway request;
137 - Historically, there is a tree preservation area included (trees were removed 2005-2008);
138 - Zoning ordinance language was reviewed; need for variance relates to the residential
139 nature;
140 - Applicant’s narrative (full request, communications and implications, situations
141 currently existing in the City);
142 - Building permit approval process review (information from Planning & Zoning; staff
143 assumptions; permit application);
144 - Off-Street Parking Regulations (review/reasoning);
145 - Findings of Fact (all criteria must be met; review of criteria; variance request does not
146 meet the criteria);
147 - Staff recommendation for denial;
148 - Planning & Zoning Board action reviewed which was basically no recommendation;
149 (Planning & Zoning Board did recommend review of zoning ordinance regarding need to
150 change language on second driveways and staff suggests taking that matter up as part of
151 ordinance review in comp plan implementation process);
152 - Action to be presented to council would deny variance request.

153
154 Councilmember Ruhland acknowledged that the permit application contained no request
155 for a driveway but most garages have driveways; perhaps the assumption was that it
156 would happen in the future? Planner Larsen said staff will attempt to make the
157 process/regulations clearer for the permit process. Councilmember Ruhland noted the
158 findings on the criteria and some areas where this property would be different. He does
159 have concern though about setting a precedent because it could be far reaching. He thinks
160 looking at a change to regulations is a good way to go. Councilmember Ruhland asked
161 about the timing of the ordinance updates and Ms. Larsen remarked that this could be
162 included in the larger process of updating zoning regulations based on the comp plan
163 update and that process tends to come through in pieces and could take perhaps up to a
164 year. Councilmember Ruhland asked about the term “tree preservation area” and
165 suggested that’s mainly for the development process and staff concurred that while the
166 intent would be to have the preservation be more permanent there are not a lot of
167 regulatory teeth to provide for that.

168
169 Councilmember Cavegn asked the applicant how he intended to access his garage.

170
171 Applicant Derek Sadowski said he intended to put in a driveway eventually so as a part of
172 work in progress, he talked to the cement contractor about a driveway and found an
173 efficiency and by the time he talked to the City he already had made a significant
174 investment in a driveway project. He is unfamiliar with the building permit process

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175 (hasn't had a lot of permit experience) but the intent was to put in a driveway this year.
176 Councilmember Cavegn asked about the vehicles being housed and Mr. Sadowski noted
177 the presence of his children's vehicles and a work vehicle. Councilmember Cavegn
178 noted the driveway location and suggested that safety isn't a factor; he feels that the City
179 has some responsibility to consider how a garage will be accessed when it is requested.
180 Further the council has the power to make exceptions and there are reasons when that
181 should happen. Councilmember Cavegn said he is in favor of allowing the access.

182

183 Councilmember Lyden said this is a simple question to him. Just requesting a variance
184 should not be a vehicle for denial. He asks what would be the downside for the City if
185 this were granted. He measured the site and sees the curb cut is appropriate. He
186 supports the request.

187

188 Councilmember Ruhland asked about implications of granting the request. Is the City
189 opening itself up to other situations? That is a concern for him even though he sees that
190 the driveway makes some sense.

191

192 City Planner Larsen revisited the variance criteria that isn't met by this request. She
193 noted that the Planning & Zoning Board did recognize the reasoning behind granting the
194 request and therefore looked at the concept of reviewing the regulations. City Planner
195 Larsen pointed out that approval would set a precedent.

196

197 Mr. Sadowski pointed out that he follows council actions and has seen variances
198 approved. That is sometimes the job of the council. He has tried to do the right thing
199 but he really didn't have the expertise going into this. He finds the criteria difficult and
200 not allowing of any consideration. At the end of the day, it shouldn't be "no" just
201 because it isn't usually done.

202

203 Councilmember Cavegn noted training with the City Attorney on zoning a few weeks
204 back. He heard then that there are different situations and the council has the right to
205 make individual choices.

206

207 City Planner Larsen asked the council to consider if they would have a different position
208 if the driveway was requested before it was built or if it came forward with a
209 development. The City should look at the uniqueness of the parcel and there is no
210 uniqueness in this case; he has the one allowed driveway. Hopefully the ordinance
211 change will have an impact.

212

213 Councilmember Lyden pointed out that this would allow one driveway per street.

214

215 Councilmember Stoesz said he supports looking at a change in ordinance but is leaning
216 toward staff recommendation to deny the variance request.

217

218 Councilmember Ruhland would like to see the ordinance change move as quickly as
219 possible.

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220

221 Mayor Rafferty noted there is availability of access so he can use the structure and he sees
222 the hope of change through an ordinance amendment. Having looked at the property and
223 hearing staff, he is not favoring the variance request.

224

225 Councilmember Ruhland asked about process. Since the council is strongly discussing
226 an ordinance change, can't the City say this is in the works so granting the variance
227 makes sense in that light? City Planner Larsen remarked that she wouldn't recommend
228 circumventing the ordinance amendment process (i.e. public hearing); staff could
229 certainly try and put something together sooner rather than later.

230

231 Councilmember Lyden asked if the matter will go forward to council no matter what
232 happens; staff concurred.

233

234 The matter will be considered at Monday's council meeting. Mr. Sadowski thanked the
235 council for their consideration and time spent up to this point.

236 **5. Utility Billing Statement Processing** – Finance Director Lynch reviewed the
237 written report outlining options staff is presenting to deal with the breakdown of the
238 machine used by City staff for utility billing. She reviewed the recommendation to either
239 outsource the function or purchase new equipment. There is some timing involved since
240 staff is having to utilize Centennial Utilities' equipment. Ms. Lynch reviewed what was
241 included in the analysis of options.

242

243 Mayor Rafferty noted the \$1,100+ that was being paid annually for equipment
244 maintenance and he asked why that was required on such a new machine? Ms. Lynch
245 explained why that is normal. Mayor Rafferty asked about the possibility of leasing
246 equipment for a year to see how it works. Ms. Lynch said that is possible. Ms. Lynch
247 provided additional information on the envelopes and statement costs. Mayor Rafferty
248 asked if there is a way to determine when less is needed (people aren't using a return
249 envelope). The mayor also asked about mailing needs for other departments and
250 received information.

251

252 Councilmember Cavegn asked what staff is recommending. Ms. Lynch said staff is
253 recommending either purchase or outsourcing.

254

255 Councilmember Cavegn said he likes the idea of outsourcing since it saves on equipment
256 repairs and presents some cost savings.

257

258 Councilmember Lyden suggested that staff has prepared a good deal of information and
259 he wonders what their bottom line recommendation would be.

260

261 Councilmember Stoesz asked if there are rules on non-utility billing staff seeing data and
262 Ms. Lynch said it is all basically public data. On the question of return envelopes and if
263 the City can provide them to only people who use them, it seems to be everyone or no

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264 one.

265

266 Councilmember Cavegn asked if the City could put a big bold message on the statement
267 that on-line payment is available. Staff explained that the current size of the message is
268 limited; auto pay is promoted as much as possible. Councilmember Cavegn said the
269 secret would be to allow people (even those on auto pay) to not receive a paper bill in the
270 mail.

271

272 Councilmember Ruhland said his sister works for Curtis 1000; is there a conflict of
273 interest for him to consider the matter (Administrator Cotton said no). Also he receives a
274 postcard quarterly at a property out of the city; it seems to be a more efficient billing
275 process and he wonders if that is that an option. Director Lynch said the current
276 equipment is very limited so probably no postcard. Administrator Cotton recalled her
277 experience at the City of Isanti where a postcard was utilized; there is no savings but
278 rather the process is staff heavy; also postcards can get lost in the shuffle with junk mail.

279

280 Councilmember Ruhland asked about the lease option and Ms. Lynch said that's
281 something that could be explored.

282

283 Administrator Cotton noted that the City will continue to grow and that will mean more
284 accounts and looking long term there will be a day in the future that outsourcing will be
285 necessary. The impact on the person that currently provides utility billing services will
286 be that they have more time for their other duties.

287

288 Councilmember Stoesz said he supports outsourcing. Mayor Rafferty said he does as
289 well; he wonders about the timing. Staff explained why they recommend Image Printing
290 over Curtis 1000 if outsourcing occurs.

291

292 Councilmember Ruhland suggested he is for outsourcing but would also like to
293 understand if leasing is possible. He also wonders about the use of services that employ
294 disabled individuals.

295

296 Councilmember Stoesz suggested doing three months of outsourcing and then get
297 information on leasing in order to see comparative data. Ms. Lynch noted that an annual
298 agreement with Image would provide savings; perhaps looking at a comparison after a
299 year would be more appropriate. The council concurred to move forward with Image
300 Printing services. Councilmember Ruhland asked about including information in the
301 next bill on paperless as well as water plant.

302

303 **6. 1st Quarter 2021 Financial Report** – Finance Director Lynch explained that staff
304 will be bringing forward this report quarterly (except fourth quarter). It will also be good
305 information to provide to the rating agencies. The council can decide to receive this
306 information through email rather than at a meeting as well.

306

307 Ms. Lynch reviewed the written report and asked for council direction on how they would

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308 like to receive the report going forward.

309

310 The council will continue to receive the report as a presentation and would also like it
311 provided electronically (through the weekly update).

312 **7. 2022 Budget Kick-Off** – Finance Director Lynch reviewed key dates and
313 refreshed the council on overall budget process. She’d be open to hearing any high level
314 goals from the council as staff begins to put together the 2022 budget.

315

316 Mayor Rafferty noted the water treatment facility discussion and the vacant YMCA
317 facility. A flat tax rate is an obvious goal.

318

319 Councilmember Ruhland remarked that a flat tax rate is his number one goal. He
320 wonders when the County proposes their tax rate and staff responded that it would be the
321 same timeframe as for the City, with preliminary adoption in September.

322

323 Councilmember Stoesz asked if there are any ideas on getting community input. Ms.
324 Lynch recognized the value of such input and explained that communities tend to do it
325 differently; she envisions working with the City’s communications specialist.
326 Administrator Cotton noted that the level of community engagement varies from city to
327 city; sometimes a larger city will establish an advisory committee.

328

329 Councilmember Stoesz asked his “annual” question about how IT costs are included in
330 the budget. He continues to support providing a different budget vision other than the
331 current piecemeal approach in budget documents. He envisions an IT position in the
332 future as the City grows and starting that awareness now would be helpful.

333 Administrator Cotton asked the council if they found last year’s budget information
334 separating IT costs useful; she is hesitant to do the process again unless it is helpful.

335

336 Councilmember Lyden said he links information with the value to the council’s decision
337 making process.

338 **8. Public Safety Update** – Public Safety Director Swenson reviewed a PowerPoint
339 presentation including information from the 2020 annual report and 2021 data as well.
340 He pointed out that there is great focus in the department on prevention goals – it’s the
341 biggest bang for the buck. Also the Facebook page is becoming more active and staff is
342 more cognizant of archiving requirements; also monitoring comments is very time
343 consuming.

344

345 Statistical information for police and fire service was reviewed. Areas of focus for 2021
346 were also reviewed.

347

348 Councilmember Lyden is pleased to hear the effort is being made to address mental health
349 components. Is the response time where the department wants to be? Director Swenson

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350 noted geographic challenges in this city – he feels the department provides a good
351 response time. Councilmember Lyden said he loves the statement – a healthy and safe
352 community and he'd even take that further.

353

354 Public Safety Director Swenson updated the council on staffing, including job offers that
355 are outstanding. It's possible the council could see a hire recommendation on Monday's
356 agenda if it comes through in time.

357

358 Councilmember Lyden mentioned the department's canine – Argo scored very well in
359 trials recently.

360

361 Councilmember Ruhland remarked that everything looks good – it's a given that 2020
362 was a different year. He added that as member of the Anoka County law enforcement
363 group, he has witnessed Director's Swenson's expertise and how well he represents the
364 City with that group.

365 **Daytime Fire Response** – Public Safety Director Swenson noted his written report. He
366 feels that the council has the background on the matter.

367

368 Mayor Rafferty asked staff to explain how discussions have fit into discussion about the
369 labor contract. Director Swenson recalled conversations with the council and their
370 support of the new position. As a result contract negotiations occurred and contracts
371 were ratified; there were conversations with police staff about a position description, a
372 wage was agreed upon, all police staff were informed, staff were asked through human
373 resources if they would be interested in transitioning to the new position that included fire
374 duties; one person was interested and that was not sufficient to proceed. Feedback he
375 received identified concern about the permanency of moving to a different job and ability
376 to move out if they wish. The whole exercise is to ensure there is a platform for
377 necessary services. Director Swenson added that his experience tells him there will
378 always be changes needed in the future.

379

380 Topics reviewed by staff:

381 Private vendor – not a viable option; not being done in the state;

382 Other communities – Forest Lake is not in a position to have more collaboration; Spring
383 Lake Park/Blaine/Moundsview District (SBM) has full time staff;

384 Centennial Fire District – are considering collaborations themselves and conversations
385 have occurred; decisions on their leadership and how they will run will be important to
386 know; City would be asked to provide a contract for services to them;

387 Daytime Duty Crew – serves where the demand exists; recommending day time duty
388 crew of four firefighters for the hours of 6 am to 6 pm; recommending utilizing part time
389 staff (but do risk retention problem with part time) at cost of about \$300,000 annually.

390

391 Director Swenson said if there is interest in sending a proposal to Centennial Fire, he
392 would recommend costs be based on the fire duty crew personnel administrative costs
393 apportioned using the ACFPC cost sharing (numbers were reviewed).

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394

395 Mayor Rafferty asked about how the proposed positions would be utilized if there were
396 two incidents at the same time. Director Swenson said the process is set and services
397 would be provided as well as possible.

398

399 Director Swenson added that the numbers have not been presented to anyone else at this
400 time; he believes this is a good place to start the conversation. Centennial Fire District
401 has asked for a proposal by May 10th. This would be an outline for a proposal, to see if
402 they are interested and what needs to be discussed further.

403

404 Councilmember Lyden said he is comfortable moving forward with the understanding
405 that there will be more discussion and it may not fit forever.

406

407 Councilmember Cavegn said he supports proceeding with the proposal.

408

409 Councilmember Stoesz said he feels the Anoka County cost sharing formula is a good
410 start but he'd like to see some consideration of the City's oversight. Staff noted that the
411 oversight is included although they are making an estimate on what that oversight will
412 look like.

413

414 Councilmember Ruhland said he is in favor of the City having the four part time duty
415 crew members.

416

417 The council concurred.

418

419 Staff would intend that the direction is to start looking at specifics around a daytime duty
420 crew (creating a position). There will be more than a couple opportunities for the council
421 to continue to work through this. A framework for a proposal will be created, shared
422 with the council and provided to them by May 10th.

423

424 **9. Council Updates on Boards/Commission** – Mayor Rafferty noted that the
425 Vadnais Lakes Area Water Management Organization (VLAWMO) is currently looking
426 at fee structures.

427

428 The meeting was adjourned at 10:45 p.m.

429

430 These minutes were considered, corrected and approved at the regular Council meeting held on
431 May 24, 2021.

432

433

434

435

436 _____
Julianne Bartell, City Clerk

Rob Rafferty, Mayor

437

COUNCIL MINUTES

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**LINO LAKES CITY COUNCIL
REGULAR MEETING
MINUTES**

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DATE : **May 10, 2021**
TIME STARTED : **6:30 p.m.**
TIME ENDED : **7:25 p.m.**
MEMBERS PRESENT : **Councilmember Stoesz, Lyden,
Ruhland, Cavegn and Mayor Rafferty**
MEMBERS ABSENT :

Staff members present: City Administrator Sarah Cotton; Public Safety Director John Swenson;
Finance Director Hannah Lynch; City Planner Katie Larsen; City Clerk Julie Bartell

PUBLIC COMMENT

There were no public comments.

SETTING THE AGENDA

The agenda was approved as presented.

CONSENT AGENDA

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

ITEM **ACTION**

Consideration of Expenditures:

- | | | |
|----|--|----------|
| A) | May 10, 2021 (Check No. 114273 through 114358) in the
Amount of \$236,071.25 | Approved |
| B) | Consider Approval of April 26, 2021 Council
Work Session Minutes | Approved |
| C) | Consider Approval of April 26, 2021 Council
Minutes | Approved |
| D) | Consider Approval of Resolution No. 21-37, Approving a
Special Event Permit for Hammerheart Brewing Co. | Approved |
| E) | Consider Approval an Exempt Permit for Lawful Gambling at
St. Joseph of the Lakes Catholic Church | Approved |
| F) | Consider Acceptance of the Water and Sewer Utility Rate Study | Approved |

FINANCE DEPARTMENT REPORT

**2A) Consider Resolution No. 21-43, Providing for the Issuance and Sale of General
Obligation Street Reconstruction Bonds, Series 2021A, in the Proposed Aggregate Principal
Amount of \$1,815,000** – Finance Director Lynch reviewed the written staff report. The bonds
would be used to finance the 2021 Street Reconstruction Project, as approved by the council. She

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42 introduced the City's financial advisor Terri Heaton, Baker Tilly, to review the bond issuance
43 details.

44 Ms. Heaton reviewed the request, the amount, and the purpose. The sale would occur on June 14,
45 2021 and the results would be provided to the City that evening. The bonds are a ten year fund,
46 payments are about 194,000 annually for repayment. The interest is 1.35% (at this time); a low bid
47 on the date of the sale actually determines the rate. They did look at other issuances to consider
48 refunding and are holding off based on the possibility of impacting legislation. The bond rating is
49 AA+ although there will be another rating of the bonds through this process.

50 Mayor Rafferty remarked that the council has supported moving the street projects forward and is
51 looking for the best possible rate to fund the work.

52 Councilmember Stoesz asked if rates change, can the bidder change anything? Ms. Heaton said
53 typically there are multiple bids, there is a council acceptance proces and there is normally no
54 change.

55 The council discussed the City's credit rating and possibilites for improvement or of being
56 downgraded. Ms. Heaton explained that she doesn't anticipate a change at this time.

57 Councilmember Stoesz moved to approve Resolution No. 20-43 as presented. Councilmember
58 Ruhland seconded the motion. Motion carried on a voice vote.

ADMINISTRATION DEPARTMENT REPORT

60 **3A) Consider Appointment of Police Officer** – Public Safety Director Swenson reviewed the
61 written recommendation to hire Daniel Swenson to an open police officer position with the City. If
62 hired, he would begin on June 1, 2021. Mr. Swenson noted Candidate Swenson's experience and
63 the recommendation to start him at salary Step 4.

64 Councilmember Lyden moved to approve the appointment of Daniel Swenson as recommended.
65 Councilmember Stoesz seconded the motion. Motion carried on a voice vote.

PUBLIC SAFETY DEPARTMENT REPORT

67 **4A) Consider Converting Seized Property to City Property for City Use** – Public Safety
68 Director Swenson explained that the staff report denotes the items they are proposing to convert.
69 All items have gone through the statutory requirements for converting seized property.

70 Councilmember Cavegn moved to approve the conversion of property as recommended by staff.
71 Councilmember Ruhland seconded the motion. Motion carried on a voice vote.

72 **4B) Consider Donation of Seized Property** – Public Safety Director Swenson explained that
73 staff is requesting authority to donate certain seized property. In the past the department has
74 utilized a service and it has not been the best result. In lieu they recommend that these items be
75 donated to Family Pathways, a non-profit, to be sold in their thrift store.

76 Councilmember Stoesz discussed the possibility of storing some items off site but Director Swenson
77 explained why that would not work (chain of custody issues).

78 Councilmember Ruhland moved to approve the donation of property as recommended by staff.
79 Councilmember Lyden seconded the motion. Motion carried on a voice vote.

PUBLIC SERVICES DEPARTMENT REPORT

80
81 There was no report from the Public Services Department.

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82 COMMUNITY DEVELOPMENT REPORT

83 **6A) Butler Addition: i) Consider 1st Reading of Ordinance No. 03-21, Rezoning Property**
84 **from R, Rural to R-1, Single Family Residential; ii) Consider Resolution No. 21-39 Approving**
85 **Preliminary Plat** – City Planner Larsen reviewed a PowerPoint presentation including information on
86 the following:

- 87 - Land Use Application – subdivide to two lots;
- 88 - Aerial of location;
- 89 - Zoning Map – rezoning would be consistent with neighborhood;
- 90 - Density – subdivision is consistent with requirements;
- 91 - Preliminary Plat – includes storm water pond; public land dedication;
- 92 - Zoning Requirements;
- 93 - Comprehensive Plan – project is consistent;
- 94 - Recommendations – Planning & Zoning recommends approval;
- 95 - Findings of Fact – reviewed.

96 Councilmember Ruhland moved to approve the 1st Reading of Ordinance No. 03-21 as presented.

97 Councilmember Cavegn seconded the motion. Motion carried on a voice vote

98 Councilmember Ruhland moved to approve Resolution No. 21-39 as presented. Councilmember

99 Cavegn seconded the motion. Motion carried on a voice vote.

100 **6B) Otter Crossing: i) Consider Resolution No. 21-40 Approving Final Plat; ii) Consider**
101 **Resolution No. 21-41 Approving Development Agreement; iii) Consider Resolution No. 21-42**
102 **Approving Declaration of Access Control** – City Planner Larsen reviewed a PowerPoint presentation
103 that included information on the following:

- 104 - Land Use Application for the final plat of Otter Crossing; 1.46 acre parcel for the purpose of
105 constructing a 7,800 square foot commercial retail building.;
- 106 - Aerial view of location – vacant commercial land;
- 107 - Original preliminary plat and revisions shown;
- 108 - Site plan review;
- 109 - Building Elevations;
- 110 - Storm water maintenance pond will be expanded; wetland mitigation plans (approved by
111 watershed district);
- 112 - Additional comments – signage, surface, land dedication;
- 113 - Required Agreements – Stormwater, development, site improvement, driveway easement,
114 access control;
- 115 - Findings of Fact;
- 116 - Recommendations – Planning & Zoning Board recommends approval.

117 Councilmember Lyden expressed some concern about the drive-through. The location is noisy and he
118 wonders if the developer is aware of the possible impact. Ms. Larsen noted that the developer is aware
119 and the site plan meets requirements (including screening).

COUNCIL MINUTES

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120 Councilmember Stoesz asked if there are pedestal signs planned for freeway view? Ms. Larsen
121 explained there is nothing planned for the interstate signage.

122 Paul Schier, Maplewood, developer. There is much that goes into this type of process; staff has been
123 very helpful. They (developers) are interested in getting it open and providing services as soon as the
124 development process will allow.

125 Councilmember Lyden moved to approve Resolution No. 21-40, Resolution No. 21-41 and Resolution
126 No. 21-42 as presented. Councilmember Ruhland seconded the motion. Motion carried on a voice
127 vote.

128 **6C) Consider Resolution No. 21-38 Denying a Variance for a Second Driveway at 23 Century**
129 **Trail** – City Planner Larsen reviewed a PowerPoint presentation (on file); she was brief as the matter
130 was fully reviewed at the council’s last work session. The application is for a variance to allow a
131 second driveway for a second constructed garage. The Planning & Zoning Board did not approve a
132 motion on the matter; they did recommend review of the ordinance impacting driveway regulations.
133 Staff is recommending denial of this variance request as outlined in the staff report.

134 Councilmember Stoesz moved to approve Resolution No. 21-38 as presented. Motion failed for lack
135 of second.

136 Councilmember Lyden moved to approve the variance request. Councilmember Cavegn seconded the
137 motion.

138 Councilmember Stoesz asked if staff expects there will be additional variance requests if this were
139 approved; staff explained that they couldn’t know that in advance but it would be a precedent.

140 Councilmember Ruhland said it sounds like there was some miscommunication between the City and
141 the homeowner as he developed his second garage. Staff will now have a new process that is clear.
142 He is in favor of looking at an ordinance change and he sees no reason to have a citizen wait a year
143 when there seems to be council support. He supports the variance.

144 Councilmember Cavegn said he reviewed the recent zoning training information provided by City
145 Attorney Squires. It’s notable that the training recommends that the council practice reasonableness
146 when that is called for and he sees it applies in this case.

147 Councilmember Ruhland noted the location of the applicant’s property on a cul-de-sac; he expects this
148 driveway may be an improvement.

149 Councilmember Lyden noted the aerial view of the property and why he thinks this passes the test
150 conformance to the area. The number of driveway(s) issue is different here because the two driveways
151 will be on different streets.

152 Derek Sadowski, applicant, noted that this has been discussed at great length and the site visited by
153 some councilmembers. He will leave the decision in the council’s hands.

154 Mayor Rafferty remarked that while he is twisted, he would like to see the things fall into place the
155 proper way.

156 Councilmember Stoesz explained that he supports handling this matter through proper channels – by an
157 ordinance change.

158 Motion carried; Councilmember Stoesz and Mayor Rafferty voted no.

159 **UNFINISHED BUSINESS**

COUNCIL MINUTES

DRAFT

160 There was no Unfinished Business.

161

162 **NEW BUSINESS**

163 There was no New Business.

164

165 **COMMUNITY EVENTS**

166 There were no events announced.

167 **COMMUNITY CALENDAR**

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<i>Community Calendar – A Look Ahead</i>		
May 10, 2021 through May 24, 2021		
✚ Wednesday, May 12	6:30 pm, Zoom	Planning & Zoning Board
✚ Monday, May 24	6:00 pm, Council Chambers	Council Work Session
✚ Monday, May 24	6:30 pm, Council Chambers	City Council Meeting

174

175 **ADJOURN**

176

177 There being no further business, Councilmember Ruhland moved to adjourn at 7:25 p.m.

178 Councilmember Cavegn seconded the motion. Motion carried on a voice vote.

179

180 These minutes were considered and approved at the regular Council Meeting on May 24, 2021.

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183

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185

186

Julianne Bartell, City Clerk

Rob Rafferty, Mayor

**CITY COUNCIL
AGENDA ITEM 1D**

STAFF ORIGINATOR: Lisa Hogstad-Osterhues, Deputy City Clerk

MEETING DATE: May 24, 2021

TOPIC: Resolution No. 21-44, Approving a Permit for Consumer Firework Sales at Target Store 1448

VOTE REQUIRED: 3/5

INTRODUCTION

Chapter 1002 of the City Code sets forth the City's regulations in regard to the sale of consumer fireworks. The City's regulations mirror those provided by state statute with the addition of certain terms and conditions for issuance of a local permit.

BACKGROUND

The City has received an application from Target Store 1448 requesting a permit to sell fireworks at 749 Apollo Drive. With the permit application the City has received verification of the required liability insurance.

In turn the applicant will be provided with a copy of the City's regulations concerning the sale, possession and use of consumer fireworks (Section 1002 of the Lino Lakes Code of Ordinances).

The application and plans have been reviewed and approved by Deputy Director Dan L'Allier, Public Safety Department – Fire Division.

RECOMMENDATION

Staff recommends that the city council approve Resolution No. 21-44, Authorizing issuance of an annual permit for Consumer Firework Sales to Target Store 1448 located at 749 Apollo Drive.

**CITY OF LINO LAKES
RESOLUTION NO. 21-44**

**APPROVING ISSUANCE OF AN ANNUAL PERMIT ALLOWING THE SALE OF
CONSUMER FIREWORKS AT TARGET STORE 1448**

WHEREAS, the City has received an application from Target Store 1448 requesting permission to sell consumer fireworks at the 749 Apollo Drive in the City of Lino Lakes; and

WHEREAS, the Public Service Department has reviewed the application and finds the request to be in compliance with applicable fire codes and fire prevention regulations; and

WHEREAS, Target has paid the required license fees and is in compliance with city ordinance;

NOW, THEREFORE, BE IT RESOLVED that the Lino Lakes City Council hereby approves the request of Target to sell consumer fireworks for a period of 1 year.

Adopted by the Council of the City of Lino Lakes this 24th day of May, 2021

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

The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Julianne Bartell, City Clerk

CITY COUNCIL WORK SESSION

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**CITY OF LINO LAKES
MINUTES**

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DATE : **May 10, 2021**
TIME STARTED : **6:00 p.m.**
TIME ENDED : **6:28 p.m.**
MEMBERS PRESENT : **Council Member Stoesz, Lyden, Ruhland,
Cavegn and Mayor Rafferty**
MEMBERS ABSENT : **None**

Staff members present: City Administrator Sarah Cotton; Finance Director Hannah Lynch; Director of Public Safety John Swenson; City Planner Katie Larsen; City Clerk Julie Bartell

1. Review Regular Agenda of May 10, 2021

Item 2A – Issuance of Bonds, Series, 2021A – Finance Director Lynch noted that the issuance is related to financing the City’s Street Reconstruction Project. The City’s financial advisor, Terri Heaton of Baker Tilly will be present to review the proposed issuance at the council meeting.

Item 3A – Hiring of Police Officer – Public Safety Director Swenson reviewed the written report recommending the appointment of Daniel Swenson. He reviewed candidate Swenson’s experience and noted that staff is recommending a salary starting at Step 4.

Councilmember Lyden asked about the number of applications normally received for a Lino Lakes police officer opening. Director Swenson explained that the number this time was around 60; they have received more and less than that amount in the past.

Item 4A – Acceptance of Seized Property – Public Safety Director Swenson reviewed the written report. Staff is trying to get the property and evidence room cleared somewhat.

Item 4B – Donation of Seized Property – Public Safety Director Swenson explained that staff has identified a non-profit organization that could use the items for sale at a thrift store.

The council discussed the disposal process for seized firearms and Director Swenson explained his recommendation in that area.

Item 6A – Butler Addition – City Planner Larsen explained the proposal to divide an existing residential lot and the actions being requested.

CITY COUNCIL WORK SESSION

DRAFT

44 Councilmember Lyden stated that there is a pond involved; is there any reason to be
45 concerned. City Planner Larsen remarked that staff is very comfortable with the
46 ponding situation.

47

48 **Item 6B – Otter Crossing** - City Planner Larsen explained that the report relates to a
49 land use application for the final plat of Otter Crossing. The plat creates a 1.46 acre
50 parcel for the purpose of constructing a 7,800 square foot commercial retail building.

51

52 Mayor Rafferty asked about the park dedication included in the project (a trail project and
53 balance forward).

54

55 **Item 6C – Variance for Second Driveway at 23 Century Trail** – City Planner Larsen
56 noted that the council discussed this matter at their last work session. It relates to an
57 application for a variance to add a second driveway to a residential property. She will be
58 giving an abbreviated review of the request to council this evening.

59

60 **Not on Printed Agenda**

61 Update by Mayor Rafferty on moving advisory board meetings from Zoom to live. That
62 is being formulated.

63

64 Update by Councilmember Stoesz on plans moving forward for Blue Heron Days; the
65 county is currently not considering road closure requests but it is anticipated they will in
66 the future.

67

68 The meeting was adjourned at 6:28 p.m.

69

70 These minutes were considered, corrected and approved at the regular Council meeting held on
71 May 24, 2021.

72

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76 _____
Julianne Bartell, City Clerk

Rob Rafferty, Mayor

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DRAFT

**CITY OF LINO LAKES
MINUTES
BOARD OF APPEAL AND EQUALIZATION**

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DATE : **May 10, 2021**
TIME STARTED : **6:00 p.m.**
TIME ENDED : **6:10 p.m.**
MEMBERS PRESENT : **Councilmember Ruhland, Lyden, Cavegn, Stoesz
and Mayor Rafferty**
MEMBERS ABSENT : **none**

Staff members present: City Clerk Julie Bartell; Finance Director Sarah Cotton

Anoka County Assessor Staff present: Alex Guggenberger (County Assessor); Shawn Halligan & James Hughes (Appraiser staff)

City Board of Appeal members who had completed training for the meeting were Councilmembers Lyden and Ruhland and Mayor Rafferty.

Mayor Rafferty called the meeting to order; all members were present.

Mr. Guggenberg explained that there will be two properties entered into the records. Statute requires if they are changed within a period close the Board date, they must be considered by the Board.

PID 17-31-22-22-0022, reduced from \$606,600 to \$357,600; the property is a commercial pole barn and when the County’s property system was recently converted, the property ended up in an less appropriate valuation category; staff is recommending that be recognized by a change in valuation.

PID 27-31-22-11-0050, reduced from \$653,700 to \$574,000; a residential property and staff is recommending changes to both 2021 payable and 2022 payable valuations. There was a clerical error a couple years ago related to the tuck under garage and a staff error that overly increased the value.

It was noted that property owners of these properties still reserve the right to appeal to the County Board of Appeal.

Motion by Councilmember Lyden, seconded by Councilmember Cavegn, to approve the adjustments noted by the County Assessor, was approved on a voice vote.

The council had reviewed the official board report (on file) at a recent work session.

There were no property owners wishing to speak.

Councilmember Cavegn moved to adjourn at 6:10 p.m. Councilmember Lyden seconded the motion. Motion carried on a voice vote.

46 These minutes were considered and approved at the regular Council Meeting on May 24, 2021.

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52 _____
Julianne Bartell, City Clerk

Rob Rafferty, Mayor

**CITY COUNCIL
AGENDA ITEM 1G**

STAFF ORIGINATOR: Lisa Hogstad-Osterhues, Deputy City Clerk

MEETING DATE: May 24, 2021

TOPIC Consider Resolution No. 21-47, Authorizing issuance of a Special Event Permit to Bill's Superette

VOTE REQUIRED: 3/5

INTRODUCTION

City Code Chapter 615 are the City's regulations regarding special events. The purpose of these regulations is to protect the health, safety and welfare of citizens by regulating time, place and manner of conduct by establishing permit requirements. The City charges a fee of \$50 for a special event permit.

BACKGROUND

The City has received an application from Bill's Superette to have a food truck vendor on their property one weekend a month, Thursday – Sunday, between the hours of 11:00 a.m. to 8:00 p.m. The special event permit will allow the food truck vendor in their parking lot, serving customers. The special event permit for a food truck is good for 6 months.

The Public Safety Department has reviewed the application and have signed off on the permit to allow the food vendor. Since food service is involved, a condition is being attached to the permit requiring food vendors to receive a food license from the Anoka County Environmental Services and to provide their licensing information to Bill's Superette.

RECOMMENDATION

Bill's Superette's application for a special event permit meets the requirements of the city code and the food truck has not been found to present any safety concerns. Therefore, staff recommends that the council approve Resolution No. 21-47, Authorizing issuance of a Special Event Permit. Final approval is contingent upon final review and sign off by city staff.

ATTACHMENTS

Resolution No. 21-47.

**CITY OF LINO LAKES
RESOLUTION NO. 21-47**

APPROVING A SPECIAL EVENT PERMIT FOR BILL'S SUPERETTE

WHEREAS, Bill's Superette has submitted an application for a special event permit; and

WHEREAS, Bill's Superette wishes to allow a food truck vendor at their business; and

WHEREAS, a food truck vendor would be permitted to operate a food truck 7 days a week from the hours of 11:00 a.m. and 8:00 p.m.; and

WHEREAS, Bill's Superette has submitted a plot plan of where a food truck will be located on their property; and

WHEREAS, food truck vendors are required to contact the Anoka County Environmental Services at 763-324-4260 for permission to operate in the City.

WHEREAS, food truck vendors are required to provide their state licensing information as well as Anoka County Environmental Services licensing to Bill's Superette.

WHEREAS, the Public Safety Department requires food vendor to be at least 20 feet from the structure as well as 20 feet away from any pump dispensing flammable materials;

WHEREAS, city staff has reviewed the special event plans and have determined that they meet the requirements of the City's ordinances;

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

That the City Council hereby authorizes the issuance of a Special Event Permit to Bill's Superette to operate a food truck at their location 7 days of the week.

Adopted by the Council of the City of Lino Lakes this 24th day of May, 2021.

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

The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Julianne Bartell, City Clerk

**CITY COUNCIL
AGENDA ITEM 1H**

STAFF ORIGINATOR: Lisa Hogstad-Osterhues, Deputy Clerk

MEETING DATE: May 24, 2021

TOPIC: Resolution No. 21-48, Approving a Peddler License for
Aptive Pest Control

VOTE REQUIRED: 3/5

BACKGROUND

A representative from Aptive Pest Control, 6705 Oak Grove Parkway, Brooklyn Park, Minnesota have submitted a peddler's license application to the City Clerk's office.

The company representatives who would be working in Lino Lakes are Wyatt Meng, Jesus Carranza, Rebecca Yorke, Jessiny Howard, Devon Cardon, Jaden Sitteru, Brooklin Petersen, Harper Clayton, Hunter Burton, Dexter Mortensen, Tanner High, Scott Schley, Colman Petersen, Bryan Acre, Aaron Williams, Kutler Byington, Evan Mitchell, Lee Morris, Bryson Hendricks, Madison Meng, Brooklyn Byington, and Brady Abbott.

The company representatives plan to travel through Lino Lakes' neighborhoods going door to door offering pest control services to interested potential clients.

The City has received all the necessary forms required to issue this company a license.

The Lino Lakes Public Safety Department has performed a background check and indicated no reason to deny the application.

The application and all other required information is on file in the city clerk's office for review.

RECOMMENDATION

Approve Resolution No. 21-48, approving the issuance of a Peddler License for a six month period.

**CITY OF LINO LAKES
RESOLUTION NO. 21-48**

APPROVING A PEDDLER LICENSE FOR APTIVE PEST CONTROL

WHEREAS, A Representative for Aptive Pest Control, has submitted a peddlers license application to the city clerk's office; and

WHEREAS, Aptive Pest Control has complied with all of the provisions of Chapter 613 of the Lino Lakes City Code for obtaining the necessary license; and

WHEREAS, Aptive Pest Control is required to have a plan established and implement a COVID-19 Preparedness Plan. Each Plan must provide for the business's implementation of Minnesota OSHA Standards and MDH and CDC Guidelines.

WHEREAS, Aptive Pest Control has a Stay Safe Preparedness Plan submitted and on file in the City Clerk's office.

WHEREAS, the Lino Lakes Public Safety Department has conducted a background check on the company representatives that will be working in Lino Lakes;

NOW, THEREFORE, BE IT RESOLVED that the Lino Lakes City Council hereby approves the request of Aptive Pest Control, to travel throughout Lino Lakes offering pest control services for a period of six-months commencing May 25th through November 25th, 2021.

Adopted by the Council of the City of Lino Lakes this 24th day of May, 2021.

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

The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Julianne Bartell, City Clerk

**CITY COUNCIL
AGENDA ITEM 4A**

STAFF ORIGINATOR: John Swenson, Public Safety Director

MEETING DATE: May 24, 2021

TOPIC: Donation of Property

VOTE REQUIRED: 3/5

INTRODUCTION

The City of Lino Lakes Ordinance 213.07 authorizes the Public Safety Department to dispose of property in a manner authorized by a majority vote of the City Council.

BACKGROUND

There was a large steel VHF radio antenna affixed to the back of the Public Safety Department since the City Hall complex was constructed in 1999. This VHF radio antenna was needed at the time to support the operation of the police and fire radios that were used at that time.

In 2004 all public safety radios were converted to 800 MHz technology rendering the VHF technology obsolete. Since there is no VHF radio use there is no need for the VHF antenna and the antenna was obstructing the building camera system, this antenna was removed by City staff.

Staff contacted Anoka County Radio and Anoka County Emergency Management to determine if there was any need for this antenna within Anoka County. Staff has determined that the antenna is not needed by any government entity.

Staff recommends donating this VHF antenna to the Anoka County Radio Club and Emergency Services.

Anoka County Radio Club and Emergency Services was founded in 1955 by a group of Ham radio enthusiasts who live in and around Anoka County. This group assists communities with special events and SkyWarn Training. Here is a link to their [website](#).

RECOMMENDATION

Authorize the Public Safety Department to donate the VHF antenna to Anoka County Radio Club and Emergency Services.

ATTACHMENTS

Tower Picture



**CITY COUNCIL
AGENDA ITEM 6A**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: May 24, 2021

TOPIC: Consider First Reading of Ordinance 04-21, Approving Sale of Land to Vaquero Ventures Management, LLC.

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting City Council consideration for the sale of land to Vaquero Ventures Management, LLC (Buyer).

BACKGROUND

In 1990 the Lino Lakes Economic Development Authority purchased lots 12-16, Block 2, Carole's Estates as part of a Public Safety complex including construction of a new Fire Station. The properties were transferred to the City as part of the project financing. In 1999, following completion of the Civic Complex, the City sold the former Police Station (Lot 15) to the American Legion. In 2017 the City sold Lot 14 to the American Legion for parking expansion.

Lots 12 & 13, Block 2 of Carole's Estates 2nd Addition are immediately south of the American Legion and currently undeveloped. The property is approximately 2 acres in area. The property was being used for community gardens as a temporary use pending its sale and development.

Through negotiations with Vaquero Management the City has reached a sale price of \$525,000 (\$6.00 SF) The purchase is subject to a 120 day buyer contingency period with options for 2-60 day extensions. Under the terms of the agreement buyer will execute a restrictive covenant prohibiting use of property for automobile/truck repair, or a Motor Fuel station with the exception of ancillary operations customary to a retail store selling automobile parts and accessories. The city will also retain the right to repurchase the property at the original sale price if buyer does not procure a building permit and commence construction within two years.

The sale is also contingent on approval between both parties of a subsequent agreement regarding relocation of 77th Street, vacation of existing 77th Street, and provision of drainage easements for existing ponding on the site. The purchase is also contingent on the acquisition of an adjacent residential property, south of 77th, by the buyer.

EDAC reviewed the sale at their May 6, 2021 meeting and supported the sale.

RECOMMENDATION

Staff is recommending approval of the 1st Reading of Ordinance No. 04-21.

ATTACHMENTS

1. Ordinance No. 04-21
2. General Location Map

1 st Reading:	Publication:
2 nd Reading:	Effective:

**CITY OF LINO LAKES
ORDINANCE NO. 04-21**

**ORDINANCE APPROVING SALE OF LAND TO
VAQUERO VENUTURES MANAGEMENT, LLC**

The City Council of Lino Lakes ordains:

Section 1. Property. The City is the fee owner of the Property legally described as:

Lot 12 and Lot 13, Block 2, Carole's Estates 2nd Addition

Section 2. Findings.

1. The Property is excess property identified for sale to promote economic development.
2. The Property is guided for Commercial use in the City's 2040 Comprehensive Plan and zoned GB, General Business District.
3. The sale of property will result in development of the property and enhancement of the City's tax base.
4. The sale of property will facilitate realignment of the 77th Street to provide improved commercial and residential access to property west of Lake Drive.

Section 3. Authorization

The City Council approves the sale of the Property to Vaquero Ventures Management, LLC. The Mayor and City Clerk are hereby authorized and directed to execute a purchase agreement, deed and other documents as may be necessary in order to sell the Property. Proceeds from the sale of the Property shall be used in accordance with the requirements of the City Charter.

Section 4. Effective Date.

This ordinance shall be in full force and effect from and after 30 days following its passage and publication, in accordance with section 3.09 of the City Charter.

Adopted by the Lino Lakes City Council this 24th day of May, 2021.

The motion for the adoption of the foregoing ordinance 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

77th and Lake Property



1 in = 188 ft

