

EXPANDED AGENDA



CITY COUNCIL AGENDA

Monday, September 13, 2021

6:30 p.m.

(Scheduled to be broadcast on Channel 16)

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

COUNCIL WORK SESSION, 6:00 P.M.

Community Room (not televised)

1. Employee Appreciation Event, Sarah Cotton
2. Review Regular Agenda

CITY COUNCIL MEETING, 6:30 P.M.

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

PROCLAMATION

Proclaiming the week of September 17-23 as United States Constitution Week

1. CONSENT AGENDA

- A) Consideration of Expenditures:
 - i) September 13, 2021 (Check No.114947 through 115044 in the Amount of \$939,545.06.
- B) Consider Approval of August 9, 2021 Work Session Minutes
- C) Consider Approval of August 23, 2021 Work Session Minutes
- D) Consider Approval of August 23, 2021 Council Meeting Minutes
- E) Consider Approval of August 23, 2021 Closed Session Minutes
- F) Consider Approval of August 23, 2021 Special Session Minutes (budget)
- G) Consider approval of Resolution 21-89, Application for Temporary On-Sale Liquor and Exempt Gambling Permit for the Lino Lakes Lions Club
- H) Consider Approval of School Resource Officer 2021/22 Contract

- I) Consider Approval of August 9, 2021 Special Session Minutes (budget)
- J) Consider Approval of Resolution 21-96, Approving On-Sale Wine, 3.2 On-Sale and Sunday Sales Liquor License for Mac Kitchen

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

2. FINANCE DEPARTMENT REPORT

None

3. ADMINISTRATION DEPARTMENT REPORT

- A) Consider Resolution 21-95 Denying Application for Joshua's Pest Control Peddler License Application, Julie Bartell

Action Taken: Motion by Lyden, seconded by Cavegn, to approve Resolution No. 21-95 as presented, was adopted

4. PUBLIC SAFETY DEPARTMENT REPORT

None

5. PUBLIC SERVICES DEPARTMENT REPORT

- A) Consider Resolution 21-92, Approving GameDay Sports Lino Lakes Recreation Center Brand/Marketing Proposal, Rick DeGardner

Action Taken: Motion by Stoesz, seconded by Lyden, to approve Resolution No. 21-92 as presented, was adopted

- B) Consider Resolution 21-93, Approving DSGW Architectural Services Proposal, Rick DeGardner

Action Taken: Motion by Cavegn, seconded by Stoesz, to approve Resolution No. 21-93 as presented, was adopted

- C) Consider Resolution 21-94, Naming Park at Centerville Road and Birch Street and Consider Renaming Current City Hall Park, Rick DeGardner

Action Taken: Motion by Stoesz, seconded by Lyden, to approve Resolution No. 21-94 as amended (City Hall Park renaming postponed), was adopted

6. COMMUNITY DEVELOPMENT REPORT

- A) Consider 1st Reading of Ordinance No. 09-21 Interim Ordinance Creating a Moratorium for Mini Self-Storage Facilities, Katie Larsen

Action Taken: Motion by Lyden, seconded by Cavegn, to approve the 1st Reading of Ordinance No. 09-21 as presented, was adopted

- B) Consider Resolution No. 21-97, Accepting Quote and Awarding Contract, 2021 Water Service Condition Review, Diane Hankee

Action Taken: Motion by Cavegn, seconded by Stoesz, to approve Resolution No. 21-97 as presented, was adopted

- C) Consider Resolution No. 21-98, Approving Participation in the Local Housing Incentives Account Program Under the Metropolitan Livable Communities Act, Michael Grochala

Action Taken: Motion by Cavegn, seconded by Lyden, to approve Resolution No. 21-98 as presented, was adopted

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS


None

Adjournment

Motion to adjourn at 7:00 p.m. was adopted

Community Calendar – A Look Ahead

September 13, 2021 through September 27, 2021

 Monday, September 27	6:00 pm, Community Room	Council Work Session
 Monday, September 27	6:30 pm, Council Chambers	City Council Meeting



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- Call to Order and Roll Call
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None

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None

Adjournment

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	Monday, September 27	6:30 pm, Council Chambers	City Council Meeting



PROCLAMATION

CONSTITUTION WEEK SEPTEMBER 17-23, 2021

WHEREAS, September 17, 2021, marks the two hundred thirty-fourth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and,

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

NOW THEREFORE, BE IT RESOLVED that I, Rob Rafferty, Mayor of the City of Lino Lakes, do hereby proclaim the week of September 17 through 23, 2021 as

CONSTITUTION WEEK

and urge all citizens to study the Constitution, and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Lino Lakes to be affixed.

Adopted by the Lino Lakes City Council on September 13th, 2021.

Rob Rafferty, Mayor

Attest: Julie Bartell, City Clerk



Expenditures

September 13, 2021

Check #114947 to #115044

\$939,545.06

Accounts Payable

Check Detail

User: katie.christofferson
Printed: 09/08/2021 - 9:05AM



Check Number	Check Date	Check Description	Amount
800 - Advanced Graphix Inc.			
114954	09/13/2021		
		Inv 207396 Custom graphics for Tahoes #318, #319, #	800.00
		Inv 207404 Reflective graphics #623	47.50
114954 Total:			847.50
800 - Advanced Graphix Inc. Total:			847.50
13 - AFLAC 101-000-2040-000			
114955	09/13/2021		
		Inv 914620 August Insurance Premiums	232.74
114955 Total:			232.74
13 - AFLAC Total:			232.74
14 - AFSCME Council #5 101-000-2040-000			
114951	09/03/2021	PR Batch 00001.09.2021 Union Dues A	
		Inv PR Batch 00001.09.2021 Union Dues AFSCME PR Batch 00001.09.2021 Union Dues AFSCME	524.70
114951 Total:			524.70
14 - AFSCME Council #5 Total:			524.70
16 - Aid Electric Corporation			
114956	09/13/2021		
		Inv 66609 Replace ground box cover in sidewalk	275.85
114956 Total:			275.85
16 - Aid Electric Corporation Total:			275.85
1781 - Air Mechanical Inc			
114957	09/13/2021		
		Inv 2021-01764 Permit voided	55.20
114957 Total:			55.20
1781 - Air Mechanical Inc Total:			55.20

Check Number	Check Date	Check Description	Amount
1020 - Allina Health System			
114958	09/13/2021	Inv CI00007743 Q3 Education - July - September	960.00
114958 Total:			960.00
1020 - Allina Health System Total:			960.00
33 - Anoka County Attorney's Office			
114959	09/13/2021	Inv 17-112961-C Forfeiture Distribution - Cash	10.40
		Inv 17-112961-J Forfeiture Distribution - Jewelry	19.59
114959 Total:			29.99
33 - Anoka County Attorney's Office Total:			29.99
42 - Anoka County Property Records & Taxation			
114960	09/13/2021	Inv 8/25/2021 Return of TIF 1-5 Excess Increment	60,829.00
114960 Total:			60,829.00
42 - Anoka County Property Records & Taxation Total:			60,829.00
44 - Anoka County Treasury Office			
114961	09/13/2021	Inv B210810L Site 115 Sept 2021 Cac Fiber	225.00
114961 Total:			225.00
114962	09/13/2021	Inv AR018726 July 2021 Language Line	19.57
114962 Total:			19.57
114963	09/13/2021	Inv HWYSQ122021 June Signal - Q2	419.25
114963 Total:			419.25
44 - Anoka County Treasury Office Total:			663.82
54 - Aspen Mills, Inc.			
114964	09/13/2021	Inv 279059 Uniforms - Police Reserve J. Martelli	109.90
		Inv 279134 Uniform Allowance - New Hire - S. Berger	167.35
		Inv 279223 Uniform Allowance - New Hire - S. Berger	7.85
114964 Total:			285.10

Check Number	Check Date	Check Description	Amount
54 - Aspen Mills, Inc. Total:			285.10
55 - Auto Nation Ford White Bear Lake			
114965	09/13/2021		
		Inv 89722 Cap #418	99.57
114965 Total:			99.57
55 - Auto Nation Ford White Bear Lake Total:			99.57
85 - Bluetarp Financial, Inc.			
114966	09/13/2021		
		Inv 70060 Sand Blasting Abrasive	26.97
114966 Total:			26.97
85 - Bluetarp Financial, Inc. Total:			26.97
93 - Braun Intertec			
114967	09/13/2021		
		Inv B255419 Construction Material Testing	845.00
114967 Total:			845.00
93 - Braun Intertec Total:			845.00
95 - Brock White Company, LLC			
114968	09/13/2021		
		Inv 14826957-00 Grass repair at Lift Station #2	119.92
		Inv 14856056-00 Grass repair at Lift Station #2	122.52
114968 Total:			242.44
95 - Brock White Company, LLC Total:			242.44
106 - C.W. Houle, Inc.			
114969	09/13/2021		
		Inv 11375 Catch basin repairs and restoration work	7,316.00
114969 Total:			7,316.00
106 - C.W. Houle, Inc. Total:			7,316.00
117 - Central Pension Fund 101-000-2040-000			
114947	08/20/2021	August 2021	
		Inv August 2021 August 2021 August 2021	4,992.00
114947 Total:			4,992.00

Check Number	Check Date	Check Description	Amount
117 - Central Pension Fund Total:			4,992.00
118 - Central Wood Products - Rivard Companies			
114970	09/13/2021	Inv 465686 Mulch	1,610.00
114970 Total:			1,610.00
118 - Central Wood Products - Rivard Companies Total:			1,610.00
120 - Century Fence Company, Inc.			
114971	09/13/2021	Inv 213027002 Striping - 21st Ave & Bald Eagle Blvd af	2,953.44
114971 Total:			2,953.44
120 - Century Fence Company, Inc. Total:			2,953.44
121 - CenturyLink 101-432-4321-503			
114972	09/13/2021	Inv August 2021 Phone Services	59.08
114972 Total:			59.08
121 - CenturyLink Total:			59.08
138 - City of St. Paul			
114973	09/13/2021	Inv IN46042 Tuition - G. Carlson & A. Ng	600.00
114973 Total:			600.00
138 - City of St. Paul Total:			600.00
761 - Comcast 101-432-4321-502			
114974	09/13/2021	Inv 8/5/2021 Phone & Internet Services	114.26
114974 Total:			114.26
761 - Comcast Total:			114.26
149 - Connexus Energy			
114975	09/13/2021	Inv LGT0000887 4 - Light Fixtures, 480 - Lighting Condu	7,940.00
114975 Total:			7,940.00
149 - Connexus Energy Total:			7,940.00

Check Number	Check Date	Check Description	Amount
157 - Crown Marking, Inc.			
114976	09/13/2021		
		Inv OE-82728 Name Plates - A. Turner	37.09
		Inv OE-82921 Name Plates - C. Gooder	20.46
114976 Total:			57.55
157 - Crown Marking, Inc. Total:			57.55
167 - Dalco, Inc.			
114977	09/13/2021		
		Inv 3820076 Hand wash, toilet tissue, paper towels,	249.64
114977 Total:			249.64
167 - Dalco, Inc. Total:			249.64
1757 - Davis, Phillip			
114978	09/13/2021		
		Inv 9/2/2021 Organic Site Tours	70.17
114978 Total:			70.17
1757 - Davis, Phillip Total:			70.17
175 - Delta Dental of Minnesota			
114979	09/13/2021	310	
		Inv September 2021 180 Dental Insurance Premiums	3,786.00
114979 Total:			3,786.00
175 - Delta Dental of Minnesota Total:			3,786.00
1635 - Dusty's Drain Cleaning			
114980	09/13/2021		
		Inv 2021-00893 Plumbing Permit refunded	55.20
114980 Total:			55.20
1635 - Dusty's Drain Cleaning Total:			55.20
187 - Earl F. Andersen			
114981	09/13/2021		
		Inv 0127376-IN Street Signs - Pondview Cir & Sherman La	187.50
114981 Total:			187.50
187 - Earl F. Andersen Total:			187.50

Check Number	Check Date	Check Description	Amount
192 - Emergency Apparatus Maintenance			
114982	09/13/2021		
	Inv 119427	Replace breakaway tip on ladder #611	903.68
	Inv 119918	Check brakes on engine warning light #62	323.46
114982 Total:			1,227.14
192 - Emergency Apparatus Maintenance Total:			1,227.14
1529 - Ferguson Enterprises LLC #3326			
114983	09/13/2021		
	Inv 0196802	Curb and Valve Box Cleaner	65.05
114983 Total:			65.05
1529 - Ferguson Enterprises LLC #3326 Total:			65.05
1458 - Fidelity Security Life Insurance Co. 101-000-2048-000			
114984	09/13/2021		
	Inv 9/1/2021	September Vision Insurance	110.62
114984 Total:			110.62
1458 - Fidelity Security Life Insurance Co. Total:			110.62
1014 - Finke, Brian			
114985	09/13/2021		
	Inv 8/12/2021	Tuition Reimbursement - B. Finke	731.27
114985 Total:			731.27
1014 - Finke, Brian Total:			731.27
220 - Ford Construction Co. Inc.			
114986	09/13/2021		
	Inv 1900	Replace Air Relief Valve - Birch Street	1,876.52
114986 Total:			1,876.52
220 - Ford Construction Co. Inc. Total:			1,876.52
225 - Frattallone's/Circle Pines Ace			
114987	09/13/2021		
	Inv 075782/G	Brass shutoff hose and spray paint	37.24
	Inv 075788/G	12 cans - Hornet & Wasp Spray	64.69
	Inv 75659/G	Spare keys for voting room padlock	5.18
114987 Total:			107.11
225 - Frattallone's/Circle Pines Ace Total:			107.11

Check Number	Check Date	Check Description	Amount
1018 - Gary Carlson Equipment Co.			
114988	09/13/2021		
		Inv 121585-1 Roller rental while the City's was being	1,136.00
114988 Total:			1,136.00
1018 - Gary Carlson Equipment Co. Total:			1,136.00
233 - GDO Law 101-414-4303-000			
114989	09/13/2021		
		Inv 7064 August Forfeitures	199.50
		Inv 7065 September Prosecutor Contract	8,500.00
114989 Total:			8,699.50
233 - GDO Law Total:			8,699.50
1042 - Gerten Greenhouses & Garden Center, Inc.			
114990	09/13/2021		
		Inv 511923/1 Town Center Landscape	14.39
		Inv 513149/6 Town Center Landscape	3,357.50
114990 Total:			3,371.89
1042 - Gerten Greenhouses & Garden Center, Inc. Total:			3,371.89
271 - Hawkins, Inc.			
114991	09/13/2021		
		Inv 6004388 Chlorine	25.00
		Inv 6006646 Chlorine and LPC-5	12,972.29
114991 Total:			12,997.29
271 - Hawkins, Inc. Total:			12,997.29
298 - Hugo Equipment Company			
114992	09/13/2021		
		Inv 171234 Pole saw parts/repair	174.98
		Inv 171682 Hand held blower	237.79
114992 Total:			412.77
298 - Hugo Equipment Company Total:			412.77
306 - Image Printing & Graphics, Inc			
114993	09/13/2021		
		Inv 159506 Property sheets	152.38
114993 Total:			152.38

Check Number	Check Date	Check Description	Amount
306 - Image Printing & Graphics, Inc Total:			152.38
1431 - Initial Defense Customized Training LLC			
114994	09/13/2021		
	Inv 21-26	Tuition - D. Thill, W. Owens	790.00
114994 Total:			790.00
1431 - Initial Defense Customized Training LLC Total:			790.00
1177 - Innovative Office Solutions LLC			
114995	09/13/2021		
	Inv IN3454560	Toner	126.21
	Inv IN3461995	Marker, White Board	48.78
	Inv SUM-062558	Paper, tape, folders, pens, envelopes	107.65
114995 Total:			282.64
1177 - Innovative Office Solutions LLC Total:			282.64
311 - Instrumental Research, Inc.			
114996	09/13/2021		
	Inv 3536	July Water Testing	190.00
114996 Total:			190.00
311 - Instrumental Research, Inc. Total:			190.00
312 - International Union 101-000-2040-000			
114952	09/03/2021	PR Batch 00001.09.2021 Union Dues 4	
	Inv	PR Batch 00001.09.2021 Union Dues 49ers PR Batch 00001.09.2021 Union Dues 49ers	560.00
114952 Total:			560.00
312 - International Union Total:			560.00
313 - Interstate Power Systems, Inc.			
114997	09/13/2021		
	Inv R001177752:01	Generator/Alternator repair -6666 Black	630.00
114997 Total:			630.00
313 - Interstate Power Systems, Inc. Total:			630.00
757 - Jimmy's Johnnys 101-450-4410-000			
114998	09/13/2021		
	Inv 188748	Toilet Rental - City Hall Park	60.00
	Inv 188749	Toilet Rental - Marshan Park	60.00
	Inv 188750	Toilet Rental - Sunrise Park	180.00
	Inv 188751	Toilet Rental - Birch Park	60.00

Check Number	Check Date	Check Description	Amount
Inv 188752		Toilet Rental - Clearwater Creek Park	60.00
Inv 188753		Toilet Rental - Lino Park	60.00
Inv 188754		Toilet Rental - Behm's Park	60.00
Inv 188755		Toilet Rental - Highland Meadows Park	60.00
Inv 188756		Toilet Rental - Sunset Oaks Park	60.00
114998 Total:			660.00
757 - Jimmy's Johnnys Total:			660.00
338 - Kennedy & Graven, Chartered			
114999	09/13/2021		
Inv 162660		Lakewood Apartments Legal Fees	2,007.50
114999 Total:			2,007.50
338 - Kennedy & Graven, Chartered Total:			2,007.50
782 - L.T.G. Power Equipment			
115000	09/13/2021		
Inv 261663		Compact Chainsaw	349.99
115000 Total:			349.99
782 - L.T.G. Power Equipment Total:			349.99
359 - Landform			
115001	09/13/2021		
Inv 31987		Zoning Ordinance and Map Update	4,480.75
115001 Total:			4,480.75
359 - Landform Total:			4,480.75
360 - Lang Builders, Inc.			
115002	09/13/2021		
Inv 2021-00228		Escrow Release - 6299 Red FoxRd	900.00
115002 Total:			900.00
360 - Lang Builders, Inc. Total:			900.00
365 - Law Enforcement Labor Services 101-000-2040-000			
114953	09/03/2021	PR Batch 00001.09.2021 Union Dues L	
Inv		PR Batch 00001.09.2021 Union Dues LELS PR Batch 00001.09.2021 Union Dues LELS	1,397.00
114953 Total:			1,397.00
365 - Law Enforcement Labor Services Total:			1,397.00

Check Number	Check Date	Check Description	Amount
370 - League of MN Cities Insurance Trust			
115003	09/13/2021	700 Inv 2021-2022P&C 340 Property & Casualty Ins 2021-2022	261,251.00
115003 Total:			261,251.00
370 - League of MN Cities Insurance Trust Total:			261,251.00
1762 - LEAST Services/Counseling, LLC			
115004	09/13/2021	Inv 506 Counseling Services	275.00
115004 Total:			275.00
1762 - LEAST Services/Counseling, LLC Total:			275.00
1615 - Lennar MN Division			
115005	09/13/2021	Inv 9/2/2021 Escrow Release - 2111 Balsam Way	43,500.00
115005 Total:			43,500.00
1615 - Lennar MN Division Total:			43,500.00
381 - Lincoln National Life Ins Co			
115006	09/13/2021	145 Inv September 2021 135 Disability Insurance Premiums	1,435.25
115006 Total:			1,435.25
115007	09/13/2021	120 Inv September 2021 115 Life Insurance Premiums	1,357.30
115007 Total:			1,357.30
381 - Lincoln National Life Ins Co Total:			2,792.55
399 - Mansfield Oil Company 101-431-4212-000			
115008	09/13/2021	Inv 22545624 700 gallons diesel fuel	1,899.18
		Inv 22546566 2,000 gallons gasoline	5,453.46
115008 Total:			7,352.64
399 - Mansfield Oil Company Total:			7,352.64
1668 - Marsden Bldg Maintenance, LLC			
115009	09/13/2021	Inv 349530 September Janitorial Services	3,856.00
		Inv 349531 September Janitorial Services	1,044.60
		Inv 349532 September Janitorial Services	631.58

Check Number	Check Date	Check Description	Amount
Inv 349533	September	Janitorial Services	691.82
115009 Total:			6,224.00
1668 - Marsden Bldg Maintenance, LLC Total:			6,224.00
416 - Medica			
115010	09/13/2021	192	
Inv September 2021	170	Health Insurance Premiums	44,404.38
115010 Total:			44,404.38
416 - Medica Total:			44,404.38
418 - Menards - Forest Lake			
115011	09/13/2021		
Inv 68613		Poly plastic covering to protect landsca	269.97
Inv 68734		Vent painting project	98.56
115011 Total:			368.53
418 - Menards - Forest Lake Total:			368.53
421 - Metro Sales Incorporated			
115012	09/13/2021		
Inv INV1871786		Copier Maintenance Contract Ricoh/MP C30	97.27
115012 Total:			97.27
421 - Metro Sales Incorporated Total:			97.27
1465 - MHSRC			
115013	09/13/2021		
Inv 629430-8777		Tuition - A. Halverson	455.00
Inv 629430-8783		Tuition - G. Carlson, A. Ng, A. Hallin,	2,400.00
115013 Total:			2,855.00
1465 - MHSRC Total:			2,855.00
429 - Midwest Landscapes, Inc.			
115014	09/13/2021		
Inv 17716		Spring Tree Installation - 62Trees	27,584.00
Inv 17717		Spring Tree Installation - 2 Trees	15,102.00
115014 Total:			42,686.00
429 - Midwest Landscapes, Inc. Total:			42,686.00
450 - MN Department of Health			

Check Number	Check Date	Check Description	Amount
114949	08/23/2021		
	Inv 7/20/2021	Class D Water Operators Testing Fee - K.	32.00
114949 Total:			32.00
114950	08/23/2021		
	Inv 7/20/2021	Class D Water Operators Test Fee - L. Ch	32.00
114950 Total:			32.00
450 - MN Department of Health Total:			64.00
455 - MN Metro North Tourism Board 101-415-4900-000			
115015	09/13/2021		
	Inv July 2021	July 2021 Tourism Tax	7,333.00
115015 Total:			7,333.00
455 - MN Metro North Tourism Board Total:			7,333.00
1677 - MNSPECT, LLC			
115016	09/13/2021		
	Inv 8718	Field Inspections	10,880.00
115016 Total:			10,880.00
1677 - MNSPECT, LLC Total:			10,880.00
477 - NAC Mechanical & Electrical			
115017	09/13/2021		
	Inv 186537	Backflow annual testing - Community Gard	1,405.92
	Inv 188085	Fuse blown on air handler #3,Compressor	1,649.43
115017 Total:			3,055.35
477 - NAC Mechanical & Electrical Total:			3,055.35
480 - NCPERS Group Life Insurance 101-000-2040-000			
114948	08/20/2021	Life Insurance Premiums	
	Inv August 2021	Life Insurance Premiums August 2021 Life Insurance Premiums	240.00
114948 Total:			240.00
480 - NCPERS Group Life Insurance Total:			240.00
1543 - Newco Homes, LLC			
115018	09/13/2021		
	Inv 2021-00128	Escrow Release - 889 Fox Rd	900.00
115018 Total:			900.00

Check Number	Check Date	Check Description	Amount
1543 - Newco Homes, LLC Total:			900.00
497 - Northway Irrigation/Landscape			
115019	09/13/2021		
Inv 111967		Pipe, fittings, clamp, sidewalk bore rep	475.43
Inv 112572		Sprinkler Repair - Birch Park	527.75
Inv 112575		Sprinkler Repair - Marshan Park	681.22
Inv 112690		Sprinkler Repair - Sunrise Park	124.00
Inv 112800		Sprinkler Repair - Marshan Park	74.50
115019 Total:			1,882.90
497 - Northway Irrigation/Landscape Total:			1,882.90
500 - Nystrom Publishing Company			
115020	09/13/2021		
Inv 44514		Lino Lakes New Letter - Fall 2021 - 20 p	5,110.19
115020 Total:			5,110.19
500 - Nystrom Publishing Company Total:			5,110.19
1450 - Occupational Health Centers of MN, P.C.			
115021	09/13/2021		
Inv 103414353		Background Check - A. Turner	31.50
115021 Total:			31.50
1450 - Occupational Health Centers of MN, P.C. Total:			31.50
506 - Olson's Sewer Service, Inc.			
115022	09/13/2021		
Inv 015935-000-3		Surface Maintenance Project	7,957.77
115022 Total:			7,957.77
506 - Olson's Sewer Service, Inc. Total:			7,957.77
509 - O'Reilly Automotive Stores			
115023	09/13/2021		
Inv 5914-171077		Oil and fuel filters	53.11
115023 Total:			53.11
509 - O'Reilly Automotive Stores Total:			53.11
511 - Otter Lake Animal Care Center			
115024	09/13/2021		
Inv 217017		Animal Rescue	183.00

Check Number	Check Date	Check Description	Amount
115024 Total:			183.00
511 - Otter Lake Animal Care Center Total:			183.00
UB*00098 - PASCUAL, MILES & MASE			
115025	09/13/2021		
Inv		Refund Check 019154-000, 467AQUA CIR	88.10
115025 Total:			88.10
UB*00098 - PASCUAL, MILES & MASE Total:			88.10
552 - Press Publications, Inc.			
115026	09/13/2021		
Inv	710785	Blue Heron Days Parade Map Inserts	800.00
Inv	711411	TIF Disclosure	69.12
Inv	712736	Public Hearing Lake Amelia Woods	40.96
115026 Total:			910.08
552 - Press Publications, Inc. Total:			910.08
557 - Q3 Contracting			
115027	09/13/2021		
Inv	TMN2882840	Road signs for Blue Heron Day's Parade R	795.00
115027 Total:			795.00
557 - Q3 Contracting Total:			795.00
900 - Registered Abstracters, Inc.			
115028	09/13/2021		
Inv	A21-08042	77th Street Title Search	75.00
Inv	A21-08043	77th Street Title Search	75.00
115028 Total:			150.00
900 - Registered Abstracters, Inc. Total:			150.00
1451 - Ritter & Ritter Sewer Service, Inc.			
115029	09/13/2021		
Inv	173131	Lift Station Wet Well Cleaning	657.50
115029 Total:			657.50
1451 - Ritter & Ritter Sewer Service, Inc. Total:			657.50
1410 - Rupp, Anderson, Squires & Waldspurger, P.A.			
115030	09/13/2021		

Check Number	Check Date	Check Description	Amount
Inv 13411		Miscellaneous Legal Services	4,612.51
115030 Total:			4,612.51
1410 - Rupp, Anderson, Squires & Waldspurger, P.A. Total:			4,612.51
588 - Safety-Kleen Systems, Inc.			
115031	09/13/2021		
Inv CN13300260		Solvent	100.84
115031 Total:			100.84
588 - Safety-Kleen Systems, Inc. Total:			100.84
1593 - Shred-it, c/o Stericycle, Inc.			
115032	09/13/2021		
Inv 8182614203		Document destruction	84.16
115032 Total:			84.16
1593 - Shred-it, c/o Stericycle, Inc. Total:			84.16
638 - State of MN - Department of Finance			
115033	09/13/2021		
Inv 17-112961-C		Forfeiture Distribution - Cash	5.20
Inv 17-112961-J		Forfeiture Distribution - Jewelry	9.79
115033 Total:			14.99
638 - State of MN - Department of Finance Total:			14.99
UB*00099 - STOLTZ, DANIEL			
115034	09/13/2021		
Inv Refund Check 013191-000, 6731 TEAL CT			100.00
115034 Total:			100.00
UB*00099 - STOLTZ, DANIEL Total:			100.00
647 - Summit Fire Protection, Inc.			
115035	09/13/2021		
Inv 130024130		Annual sprinkler inspection of 3 wet sys	460.00
115035 Total:			460.00
647 - Summit Fire Protection, Inc. Total:			460.00
651 - T.A. Schifsky and Sons, Inc.			
115036	09/13/2021		
Inv 017006-000-7		2021 Street Improvement Project	305,623.58

Check Number	Check Date	Check Description	Amount
115036 Total:			305,623.58
651 - T.A. Schifsky and Sons, Inc. Total:			305,623.58
655 - TASC - Client Invoices			
115037	09/13/2021		
		Inv IN2118027 Government Regulatory Change Compliance	250.00
115037 Total:			250.00
655 - TASC - Client Invoices Total:			250.00
659 - Tessman Company			
115038	09/13/2021		
		Inv S342307-IN Herbicide spray	98.91
115038 Total:			98.91
659 - Tessman Company Total:			98.91
681 - Twin Cities Transport & Recovery			
115039	09/13/2021		
		Inv 21-0817-60056 ICR#19-327665	50.00
		Inv 21-0817-60057 ICR#19-298270	50.00
		Inv 21-0817-60058 ICR#18-076629	50.00
		Inv 21-0817-60062 ICR#20-261742	50.00
115039 Total:			200.00
681 - Twin Cities Transport & Recovery Total:			200.00
1447 - Wheeler Hardware Company			
115040	09/13/2021		
		Inv SPI121608 Armory door operator repair	280.00
		Inv SPI122165 Council Workroom door switch addition	1,183.56
		Inv SPI122168 Vestibule entry sliding door repair	596.00
115040 Total:			2,059.56
1447 - Wheeler Hardware Company Total:			2,059.56
731 - Wipers & Wipes, Inc.			
115041	09/13/2021		
		Inv OE-578296-1 Garbage bag liners	372.45
115041 Total:			372.45
731 - Wipers & Wipes, Inc. Total:			372.45

Check Number	Check Date	Check Description	Amount
1779 - WS & D Permit Service Inc			
115042	09/13/2021	Inv 2021-01585 Permit Refund	126.40
115042 Total:			126.40
1779 - WS & D Permit Service Inc Total:			126.40
734 - Xcel Energy			
115043	09/13/2021	110-Street Lights	
		Inv August 2021-1 110-Street Lights Electric	4,079.87
		Inv August 2021-2 122 Electric	30,136.15
115043 Total:			34,216.02
734 - Xcel Energy Total:			34,216.02
743 - Ziegler, Inc.			
115044	09/13/2021	Inv IN000206938 Cover assembly #251	83.63
115044 Total:			83.63
743 - Ziegler, Inc. Total:			83.63
Total:			939,545.06

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
9/13/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
League of MN Cities Insurance Trust	101-000	101-000-1550-000	148,449.00	115003	Property & Casualty Ins 2021-2022
AFLAC	101-000	101-000-2040-000	232.74	114955	August Insurance Premiums
AFSCME Council #5	101-000	101-000-2040-000	524.70	114951	PR Batch 00001.09.2021 Union Dues AFSCME
Central Pension Fund	101-000	101-000-2040-000	4,992.00	114947	
Delta Dental of Minnesota	101-000	101-000-2040-000	415.40	114979	Dental Insurance Premiums
Fidelity Security Life Insurance Co.	101-000	101-000-2040-000	14.31	114984	September Vision Insurance
International Union	101-000	101-000-2040-000	560.00	114952	PR Batch 00001.09.2021 Union Dues 49ers
Law Enforcement Labor Services	101-000	101-000-2040-000	1,397.00	114953	PR Batch 00001.09.2021 Union Dues LELS
Lincoln National Life Ins Co	101-000	101-000-2040-000	83.40	115007	Life Insurance Premiums
Lincoln National Life Ins Co	101-000	101-000-2040-000	1,127.51	115007	Life Insurance Premiums
Medica	101-000	101-000-2040-000	1,595.02	115010	Health Insurance Premiums
NCPERS Group Life Insurance	101-000	101-000-2040-000	240.00	114948	August 2021 Life Insurance Premiums
Medica	101-000	101-000-2041-000	8,013.62	115010	Health Insurance Premiums
Delta Dental of Minnesota	101-000	101-000-2044-000	1,123.52	114979	Dental Insurance Premiums
Fidelity Security Life Insurance Co.	101-000	101-000-2048-000	96.31	114984	September Vision Insurance
WS & D Permit Service Inc	101-000	101-000-3250-000	126.40	115042	Permit Refund
Dusty's Drain Cleaning	101-000	101-000-3253-000	55.20	114980	Plumbing Permit refunded
Air Mechanical Inc	101-000	101-000-3254-000	55.20	114957	Permit voided
Lincoln National Life Ins Co	101-000	101-000-3416-000	0.14	115007	Life Insurance Premiums
		101-000 Total	169,101.47		
Nystrom Publishing Company	101-401	101-401-4343-000	5,110.19	115020	Lino Lakes New Letter - Fall 2021 - 20 pages
		101-401 Total	5,110.19		
Medica	101-402	101-402-4131-000	538.42	115010	Health Insurance Premiums
Lincoln National Life Ins Co	101-402	101-402-4133-000	96.35	115006	Disability Insurance Premiums
Lincoln National Life Ins Co	101-402	101-402-4133-000	9.00	115007	Life Insurance Premiums
Delta Dental of Minnesota	101-402	101-402-4134-000	89.89	114979	Dental Insurance Premiums
Occupational Health Centers of MN P.C.	101-402	101-402-4300-000	31.50	115021	Background Check - A. Turner
Shred-it c/o Stericycle Inc.	101-402	101-402-4410-000	27.97	115032	Document destruction
TASC - Client Invoices	101-402	101-402-4410-000	250.00	115037	Government Regulatory Change Compliance Fee
		101-402 Total	1,043.13		
Medica	101-407	101-407-4131-000	2,066.40	115010	Health Insurance Premiums
Lincoln National Life Ins Co	101-407	101-407-4133-000	67.00	115006	Disability Insurance Premiums
Lincoln National Life Ins Co	101-407	101-407-4133-000	6.98	115007	Life Insurance Premiums
Delta Dental of Minnesota	101-407	101-407-4134-000	101.11	114979	Dental Insurance Premiums
Press Publications Inc.	101-407	101-407-4340-000	69.12	115026	TIF Disclosure
		101-407 Total	2,310.61		
Rupp Anderson Squires & Waldspurger P.A.	101-414	101-414-4301-000	702.51	115030	Miscellaneous Legal Services
GDO Law	101-414	101-414-4303-000	199.50	114989	August Forfeitures
GDO Law	101-414	101-414-4303-000	8,500.00	114989	September Prosecutor Contract
		101-414 Total	9,402.01		
Kennedy & Graven Chartered	101-415	101-415-4300-000	287.00	114999	Lakewood Apartments Legal Fees
Registered Abstracters Inc.	101-415	101-415-4300-000	75.00	115028	77th Street Title Search
Registered Abstracters Inc.	101-415	101-415-4300-000	75.00	115028	77th Street Title Search
Rupp Anderson Squires & Waldspurger P.A.	101-415	101-415-4300-000	80.00	115030	Vaquero Ventures Land Sale Legal Services
MN Metro North Tourism Board	101-415	101-415-4900-000	7,333.00	115015	July 2021 Tourism Tax
		101-415 Total	7,850.00		
Medica	101-416	101-416-4131-000	538.43	115010	Health Insurance Premiums
Lincoln National Life Ins Co	101-416	101-416-4133-000	25.84	115006	Disability Insurance Premiums
Lincoln National Life Ins Co	101-416	101-416-4133-000	2.25	115007	Life Insurance Premiums
Delta Dental of Minnesota	101-416	101-416-4134-000	44.94	114979	Dental Insurance Premiums
Rupp Anderson Squires & Waldspurger P.A.	101-416	101-416-4300-000	944.00	115030	Miscellaneous Legal Services
		101-416 Total	1,555.46		
Medica	101-418	101-418-4131-000	538.42	115010	Health Insurance Premiums
Lincoln National Life Ins Co	101-418	101-418-4133-000	44.00	115006	Disability Insurance Premiums
Lincoln National Life Ins Co	101-418	101-418-4133-000	4.50	115007	Life Insurance Premiums
Delta Dental of Minnesota	101-418	101-418-4134-000	44.94	114979	Dental Insurance Premiums
		101-418 Total	631.86		
Medica	101-420	101-420-4131-000	18,718.37	115010	Health Insurance Premiums
Lincoln National Life Ins Co	101-420	101-420-4133-000	669.13	115006	Disability Insurance Premiums
Lincoln National Life Ins Co	101-420	101-420-4133-000	64.23	115007	Life Insurance Premiums
Delta Dental of Minnesota	101-420	101-420-4134-000	1,013.43	114979	Dental Insurance Premiums

Aug-21



**AP Checks by Account Number
9/13/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
Image Printing & Graphics Inc	101-420	101-420-4200-000	152.38	114993	Property sheets
Innovative Office Solutions LLC	101-420	101-420-4200-000	48.78	114995	Marker White Board
Innovative Office Solutions LLC	101-420	101-420-4200-000	126.21	114995	Toner
Anoka County Treasury Office	101-420	101-420-4300-000	19.57	114962	July 2021 Language Line
Allina Health System	101-420	101-420-4330-000	500.87	114958	Q3 Education - July - September
City of St. Paul	101-420	101-420-4330-000	600.00	114973	Tuition - G. Carlson & A. Ng
Initial Defense Customized Training LLC	101-420	101-420-4330-000	790.00	114994	Tuition - D. Thill W. Owens
MHSRC	101-420	101-420-4330-000	2,400.00	115013	Tuition - G. Carlson A. Ng A. Hallin J. Cree
MHSRC	101-420	101-420-4330-000	455.00	115013	Tuition - A. Halverson
League of MN Cities Insurance Trust	101-420	101-420-4360-000	16,654.00	115003	Property & Casualty Ins 2021-2022
Aspen Mills Inc.	101-420	101-420-4370-000	7.85	114964	Uniform Allowance - New Hire - S. Bergeron
Aspen Mills Inc.	101-420	101-420-4370-000	167.35	114964	Uniform Allowance - New Hire - S. Bergeron
Xcel Energy	101-420	101-420-4381-000	3.60	115043	Electric
Aspen Mills Inc.	101-420	101-420-4386-000	109.90	114964	Uniforms - Police Reserve J. Martelli
Otter Lake Animal Care Center	101-420	101-420-4410-000	183.00	115024	Animal Rescue
Shred-it c/o Stericycle Inc.	101-420	101-420-4410-000	56.19	115032	Document destruction
	101-420 Total		42,739.86		
Medica	101-421	101-421-4131-000	1,313.91	115010	Health Insurance Premiums
Lincoln National Life Ins Co	101-421	101-421-4133-000	51.17	115006	Disability Insurance Premiums
Lincoln National Life Ins Co	101-421	101-421-4133-000	4.40	115007	Life Insurance Premiums
Delta Dental of Minnesota	101-421	101-421-4134-000	65.16	114979	Dental Insurance Premiums
LEAST Services/Counseling LLC	101-421	101-421-4300-000	275.00	115004	Counseling Services
Allina Health System	101-421	101-421-4330-000	459.13	114958	Q3 Education - July - September
Finke Brian	101-421	101-421-4330-000	731.27	114985	Tuition Reimbursement - B. Finke
	101-421 Total		2,900.04		
Medica	101-422	101-422-4131-000	2,285.07	115010	Health Insurance Premiums
Lincoln National Life Ins Co	101-422	101-422-4133-000	76.13	115006	Disability Insurance Premiums
Lincoln National Life Ins Co	101-422	101-422-4133-000	7.87	115007	Life Insurance Premiums
Delta Dental of Minnesota	101-422	101-422-4134-000	89.88	114979	Dental Insurance Premiums
MNSPECT LLC	101-422	101-422-4410-000	10,880.00	115016	Field Inspections
	101-422 Total		13,338.95		
Medica	101-430	101-430-4131-000	2,699.36	115010	Health Insurance Premiums
Lincoln National Life Ins Co	101-430	101-430-4133-000	121.17	115006	Disability Insurance Premiums
Lincoln National Life Ins Co	101-430	101-430-4133-000	14.06	115007	Life Insurance Premiums
Delta Dental of Minnesota	101-430	101-430-4134-000	191.01	114979	Dental Insurance Premiums
Frattallone's/Circle Pines Ace	101-430	101-430-4211-000	5.18	114987	Spare keys for voting room padlock
Earl F. Andersen	101-430	101-430-4223-000	187.50	114981	Street Signs - Pondview Cir & Sherman Lake Rd
Hugo Equipment Company	101-430	101-430-4240-000	237.79	114992	Hand held blower
L.T.G. Power Equipment	101-430	101-430-4240-000	349.99	115000	Compact Chainsaw
Xcel Energy	101-430	101-430-4385-000	759.15	115043	Electric
Xcel Energy	101-430	101-430-4385-000	4,079.87	115043	Electric
Anoka County Treasury Office	101-430	101-430-4410-000	419.25	114963	June Signal - Q2
C.W. Houle Inc.	101-430	101-430-4410-000	7,316.00	114969	Catch basin repairs and restoration work - Lois Ln & Arabian Ct
Century Fence Company Inc.	101-430	101-430-4410-000	2,953.44	114971	Striping - 21st Ave & Bald Eagle Blvd after oil application
Gary Carlson Equipment Co.	101-430	101-430-4415-000	1,136.00	114988	Roller rental while the City's was being repaired
	101-430 Total		20,469.77		
Medica	101-431	101-431-4131-000	1,084.08	115010	Health Insurance Premiums
Lincoln National Life Ins Co	101-431	101-431-4133-000	42.83	115006	Disability Insurance Premiums
Lincoln National Life Ins Co	101-431	101-431-4133-000	4.95	115007	Life Insurance Premiums
Delta Dental of Minnesota	101-431	101-431-4134-000	98.88	114979	Dental Insurance Premiums
Safety-Kleen Systems Inc.	101-431	101-431-4211-000	100.84	115031	Solvent
Mansfield Oil Company	101-431	101-431-4212-000	1,899.18	115008	700 gallons diesel fuel
Mansfield Oil Company	101-431	101-431-4212-000	5,453.46	115008	2 000 gallons gasoline
Auto Nation Ford White Bear Lake	101-431	101-431-4221-000	99.57	114965	Cap #418
Bluetarp Financial Inc.	101-431	101-431-4221-000	26.97	114966	Sand Blasting Abrasive
Hugo Equipment Company	101-431	101-431-4221-000	174.98	114992	Pole saw parts/repair
O'Reilly Automotive Stores	101-431	101-431-4221-000	53.11	115023	Oil and fuel filters
Ziegler Inc.	101-431	101-431-4221-000	83.63	115044	Cover assembly #251
League of MN Cities Insurance Trust	101-431	101-431-4363-000	12,947.00	115003	Property & Casualty Ins 2021-2022
Emergency Apparatus Maintenance	101-431	101-431-4410-000	323.46	114982	Check brakes on engine warning light #620
Emergency Apparatus Maintenance	101-431	101-431-4410-000	903.68	114982	Replace breakaway tip on ladder #611



**AP Checks by Account Number
9/13/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
	101-431 Total		23,296.62		
Crown Marking Inc.	101-432	101-432-4200-000	37.09	114976	Name Plates - A. Turner
Crown Marking Inc.	101-432	101-432-4200-000	20.46	114976	Name Plates - C. Gooder
Innovative Office Solutions LLC	101-432	101-432-4200-000	107.65	114995	Paper tape folders pens envelopes
Aid Electric Corporation	101-432	101-432-4211-000	275.85	114956	Replace ground box cover in sidewalk
Dalco Inc.	101-432	101-432-4211-000	249.64	114977	Hand wash toilet tissue paper towels sanitizer garbage bags
Menards - Forest Lake	101-432	101-432-4211-503	269.97	115011	Poly plastic covering to protect landscape
Anoka County Treasury Office	101-432	101-432-4300-500	75.00	114961	Site 115 Sept 2021 Cac Fiber
Anoka County Treasury Office	101-432	101-432-4300-501	75.00	114961	Site 116 Sept 2021 Cac Fiber
Anoka County Treasury Office	101-432	101-432-4300-503	75.00	114961	Site 117 Sept 2021 Cac Fiber
NAC Mechanical & Electrical	101-432	101-432-4300-503	1,649.43	115017	Fuse blown on air handler #3 Compressor #2 out
Summit Fire Protection Inc.	101-432	101-432-4300-503	460.00	115035	Annual sprinkler inspection of 3 wet systems
Wheeler Hardware Company	101-432	101-432-4300-503	280.00	115040	Armory door operator repair
Wheeler Hardware Company	101-432	101-432-4300-503	596.00	115040	Vestibule entry sliding door repair
Wheeler Hardware Company	101-432	101-432-4300-503	1,183.56	115040	Council Workroom door switch addition
League of MN Cities Insurance Trust	101-432	101-432-4361-000	44,612.00	115003	Property & Casualty Ins 2021-2022
Xcel Energy	101-432	101-432-4381-501	786.61	115043	Electric
Xcel Energy	101-432	101-432-4381-502	1,094.31	115043	Electric
Xcel Energy	101-432	101-432-4381-503	9,322.20	115043	Electric
Marsden Bldg Maintenance LLC	101-432	101-432-4410-500	1,044.60	115009	September Janitorial Services
Metro Sales Incorporated	101-432	101-432-4410-500	97.27	115012	Copier Maintenance Contract Ricoh/MP C307
Marsden Bldg Maintenance LLC	101-432	101-432-4410-501	631.58	115009	September Janitorial Services
Marsden Bldg Maintenance LLC	101-432	101-432-4410-502	691.82	115009	September Janitorial Services
Marsden Bldg Maintenance LLC	101-432	101-432-4410-503	3,856.00	115009	September Janitorial Services
	101-432 Total		67,491.04		
Medica	101-450	101-450-4131-000	1,453.75	115010	Health Insurance Premiums
Lincoln National Life Ins Co	101-450	101-450-4133-000	96.72	115006	Disability Insurance Premiums
Lincoln National Life Ins Co	101-450	101-450-4133-000	11.13	115007	Life Insurance Premiums
Delta Dental of Minnesota	101-450	101-450-4134-000	177.52	114979	Dental Insurance Premiums
Central Wood Products - Rivard Companies	101-450	101-450-4211-000	1,610.00	114970	Mulch
Frattallone's/Circle Pines Ace	101-450	101-450-4211-000	37.24	114987	Brass shutoff hose and spray paint
Frattallone's/Circle Pines Ace	101-450	101-450-4211-000	64.69	114987	12 cans - Hornet & Wasp Spray
Tessman Company	101-450	101-450-4211-000	98.91	115038	Herbicide spray
Wipers & Wipes Inc.	101-450	101-450-4211-000	372.45	115041	Garbage bag liners
NAC Mechanical & Electrical	101-450	101-450-4300-000	351.48	115017	Backflow annual testing - Lake Drive
NAC Mechanical & Electrical	101-450	101-450-4300-000	351.48	115017	Backflow annual testing - Community Gardens
NAC Mechanical & Electrical	101-450	101-450-4300-000	351.48	115017	Backflow annual testing - Behm's Park
Xcel Energy	101-450	101-450-4381-000	182.89	115043	Electric
Gerten Greenhouses & Garden Center Inc.	101-450	101-450-4410-000	3,357.50	114990	Town Center Landscape
Gerten Greenhouses & Garden Center Inc.	101-450	101-450-4410-000	14.39	114990	Town Center Landscape
Jimmy's Johnnys	101-450	101-450-4410-000	60.00	114998	Toilet Rental - Highland Meadows Park
Jimmy's Johnnys	101-450	101-450-4410-000	60.00	114998	Toilet Rental - Lino Park
Jimmy's Johnnys	101-450	101-450-4410-000	60.00	114998	Toilet Rental - Behm's Park
Jimmy's Johnnys	101-450	101-450-4410-000	60.00	114998	Toilet Rental - Sunset Oaks Park
Jimmy's Johnnys	101-450	101-450-4410-000	180.00	114998	Toilet Rental - Sunrise Park
Jimmy's Johnnys	101-450	101-450-4410-000	60.00	114998	Toilet Rental - Marshan Park
Jimmy's Johnnys	101-450	101-450-4410-000	60.00	114998	Toilet Rental - City Hall Park
Jimmy's Johnnys	101-450	101-450-4410-000	60.00	114998	Toilet Rental - Birch Park
Jimmy's Johnnys	101-450	101-450-4410-000	60.00	114998	Toilet Rental - Clearwater Creek Park
Northway Irrigation/Landscape	101-450	101-450-4410-000	527.75	115019	Sprinkler Repair - Birch Park
Northway Irrigation/Landscape	101-450	101-450-4410-000	475.43	115019	Pipe fittings clamp sidewalk bore repair - City Green Park
Northway Irrigation/Landscape	101-450	101-450-4410-000	74.50	115019	Sprinkler Repair - Marshan Park
Northway Irrigation/Landscape	101-450	101-450-4410-000	124.00	115019	Sprinkler Repair - Sunrise Park
Northway Irrigation/Landscape	101-450	101-450-4410-000	681.22	115019	Sprinkler Repair - Marshan Park
	101-450 Total		11,074.53		
Medica	101-461	101-461-4131-000	201.91	115010	Health Insurance Premiums
Lincoln National Life Ins Co	101-461	101-461-4133-000	8.19	115006	Disability Insurance Premiums
Lincoln National Life Ins Co	101-461	101-461-4133-000	0.85	115007	Life Insurance Premiums
Delta Dental of Minnesota	101-461	101-461-4134-000	16.85	114979	Dental Insurance Premiums
	101-461 Total		227.80		
Medica	101-462	101-462-4131-000	134.61	115010	Health Insurance Premiums



**AP Checks by Account Number
9/13/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
Lincoln National Life Ins Co	101-462	101-462-4133-000	5.46	115006	Disability Insurance Premiums
Lincoln National Life Ins Co	101-462	101-462-4133-000	0.56	115007	Life Insurance Premiums
Delta Dental of Minnesota	101-462	101-462-4134-000	11.24	114979	Dental Insurance Premiums
Davis Phillip	101-462	101-462-4330-000	70.17	114978	Organic Site Tours
	101-462 Total		222.04		
Medica	101-463	101-463-4131-000	201.91	115010	Health Insurance Premiums
Lincoln National Life Ins Co	101-463	101-463-4133-000	8.19	115006	Disability Insurance Premiums
Lincoln National Life Ins Co	101-463	101-463-4133-000	0.84	115007	Life Insurance Premiums
Delta Dental of Minnesota	101-463	101-463-4134-000	16.85	114979	Dental Insurance Premiums
Midwest Landscapes Inc.	101-463	101-463-4410-000	27,584.00	115014	Spring Tree Installation - 62 Trees
	101-463 Total		27,811.79		
League of MN Cities Insurance Trust	202-000	202-000-1550-000	5,510.00	115003	Property & Casualty Ins 2021-2022
	202-000 Total		5,510.00		
CenturyLink	202-451	202-451-4321-000	59.08	114972	Phone Services
League of MN Cities Insurance Trust	202-451	202-451-4361-000	2,755.00	115003	Property & Casualty Ins 2021-2022
Xcel Energy	202-451	202-451-4381-000	5,110.71	115043	Electric
	202-451 Total		7,924.79		
Press Publications Inc.	205-497	205-497-4300-000	800.00	115026	Blue Heron Days Parade Map Inserts
Q3 Contracting	205-497	205-497-4410-000	795.00	115027	Road signs for Blue Heron Day's Parade Road Closure
	205-497 Total		1,595.00		
Anoka County Attorney's Office	207-420	207-420-4300-000	19.59	114959	Forfeiture Distribution - Jewelry
Anoka County Attorney's Office	207-420	207-420-4300-000	10.40	114959	Forfeiture Distribution - Cash
State of MN - Department of Finance	207-420	207-420-4300-000	5.20	115033	Forfeiture Distribution - Cash
State of MN - Department of Finance	207-420	207-420-4300-000	9.79	115033	Forfeiture Distribution - Jewelry
	207-420 Total		44.98		
Twin Cities Transport & Recovery	208-420	208-420-4300-000	50.00	115039	ICR#19-298270
Twin Cities Transport & Recovery	208-420	208-420-4300-000	50.00	115039	ICR#20-261742
Twin Cities Transport & Recovery	208-420	208-420-4300-000	50.00	115039	ICR#19-327665
Twin Cities Transport & Recovery	208-420	208-420-4300-000	50.00	115039	ICR#18-076629
	208-420 Total		200.00		
Advanced Graphix Inc.	402-420	402-420-5000-000	800.00	114954	Custom graphics for Tahoes #318 #319 #320
	402-420 Total		800.00		
Advanced Graphix Inc.	402-421	402-421-5000-000	47.50	114954	Reflective graphics #623
	402-421 Total		47.50		
PASCUAL MILES & MASE	406-000	406-000-2020-000	8.44	115025	Refund Check 019154-000 467 AQUA CIR
STOLTZ DANIEL	406-000	406-000-2020-000	0.92	115034	Refund Check 013191-000 6731 TEAL CT
	406-000 Total		9.36		
Anoka County Property Records & Taxation	411-499	411-499-4410-000	60,829.00	114960	Return of TIF 1-5 Excess Increment
	411-499 Total		60,829.00		
T.A. Schifsky and Sons Inc.	421-499	421-499-4400-137	305,623.58	115036	2021 Street Improvement Project
	421-499 Total		305,623.58		
Braun Intertec	422-499	422-499-4300-125	845.00	114967	Construction Material Testing
Rupp Anderson Squires & Waldspurger P.A.	422-499	422-499-4301-125	496.00	115030	NE Drainage Area Legal Services
	422-499 Total		1,341.00		
Olson's Sewer Service Inc.	424-499	424-499-4400-000	7,957.77	115022	Surface Maintenance Project
	424-499 Total		7,957.77		
Landform	484-499	484-499-4300-000	4,480.75	115001	Zoning Ordinance and Map Update
	484-499 Total		4,480.75		
League of MN Cities Insurance Trust	601-000	601-000-1550-000	8,275.00	115003	Property & Casualty Ins 2021-2022
PASCUAL MILES & MASE	601-000	601-000-2020-000	22.44	115025	Refund Check 019154-000 467 AQUA CIR
PASCUAL MILES & MASE	601-000	601-000-2020-000	2.05	115025	Refund Check 019154-000 467 AQUA CIR
STOLTZ DANIEL	601-000	601-000-2020-000	93.21	115034	Refund Check 013191-000 6731 TEAL CT
STOLTZ DANIEL	601-000	601-000-2020-000	0.22	115034	Refund Check 013191-000 6731 TEAL CT
	601-000 Total		8,392.92		
Medica	601-494	601-494-4131-000	1,510.54	115010	Health Insurance Premiums
Lincoln National Life Ins Co	601-494	601-494-4133-000	61.53	115006	Disability Insurance Premiums
Lincoln National Life Ins Co	601-494	601-494-4133-000	7.29	115007	Life Insurance Premiums
Delta Dental of Minnesota	601-494	601-494-4134-000	142.69	114979	Dental Insurance Premiums
Hawkins Inc.	601-494	601-494-4222-000	12,972.29	114991	Chlorine and LPC-5
Hawkins Inc.	601-494	601-494-4222-000	25.00	114991	Chlorine
Ferguson Enterprises LLC #3326	601-494	601-494-4240-000	65.05	114983	Curb and Valve Box Cleaner



**AP Checks by Account Number
9/13/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
NAC Mechanical & Electrical	601-494	601-494-4300-000	351.48	115017	Backflow annual testing - Well House #3
Rupp Anderson Squires & Waldspurger P.A.	601-494	601-494-4301-000	500.00	115030	DNR Water Appropriation Permit Legal Services
Comcast	601-494	601-494-4321-000	114.26	114974	Phone & Internet Services
League of MN Cities Insurance Trust	601-494	601-494-4360-000	3,822.00	115003	Property & Casualty Ins 2021-2022
League of MN Cities Insurance Trust	601-494	601-494-4363-000	314.00	115003	Property & Casualty Ins 2021-2022
Xcel Energy	601-494	601-494-4381-000	11,021.29	115043	Electric
Instrumental Research Inc.	601-494	601-494-4410-000	190.00	114996	July Water Testing
MN Department of Health	601-494	601-494-4452-000	32.00	114949	Class D Water Operators Testing Fee - K. Gray - Replace #114914
MN Department of Health	601-494	601-494-4452-000	32.00	114950	Class D Water Operators Test Fee - L. Chapman - Replace #114914
601-494 Total			31,161.42		
League of MN Cities Insurance Trust	602-000	602-000-1550-000	11,943.00	115003	Property & Casualty Ins 2021-2022
PASCUAL MILES & MASE	602-000	602-000-2020-000	8.13	115025	Refund Check 019154-000 467 AQUA CIR
PASCUAL MILES & MASE	602-000	602-000-2020-000	47.04	115025	Refund Check 019154-000 467 AQUA CIR
STOLTZ DANIEL	602-000	602-000-2020-000	0.50	115034	Refund Check 013191-000 6731 TEAL CT
STOLTZ DANIEL	602-000	602-000-2020-000	5.15	115034	Refund Check 013191-000 6731 TEAL CT
602-000 Total			12,003.82		
Medica	602-495	602-495-4131-000	1,510.56	115010	Health Insurance Premiums
Lincoln National Life Ins Co	602-495	602-495-4133-000	61.54	115006	Disability Insurance Premiums
Lincoln National Life Ins Co	602-495	602-495-4133-000	7.34	115007	Life Insurance Premiums
Delta Dental of Minnesota	602-495	602-495-4134-000	142.69	114979	Dental Insurance Premiums
Brock White Company LLC	602-495	602-495-4211-000	122.52	114968	Grass repair at Lift Station #2
Brock White Company LLC	602-495	602-495-4211-000	119.92	114968	Grass repair at Lift Station #2
Ford Construction Co. Inc.	602-495	602-495-4211-000	1,300.00	114986	Replace Air Relief Valve - Birch Street
Menards - Forest Lake	602-495	602-495-4211-000	98.56	115011	Vent painting project
Ford Construction Co. Inc.	602-495	602-495-4300-000	576.52	114986	Replace Air Relief Valve - Birch Street
Interstate Power Systems Inc.	602-495	602-495-4300-000	630.00	114997	Generator/Alternator repair - 6666 Black Duck Dr
Ritter & Ritter Sewer Service Inc.	602-495	602-495-4300-000	657.50	115029	Lift Station Wet Well Cleaning
League of MN Cities Insurance Trust	602-495	602-495-4360-000	5,656.00	115003	Property & Casualty Ins 2021-2022
League of MN Cities Insurance Trust	602-495	602-495-4363-000	314.00	115003	Property & Casualty Ins 2021-2022
Xcel Energy	602-495	602-495-4381-000	1,855.39	115043	Electric
602-495 Total			13,052.54		
Kennedy & Graven Chartered	801-000	801-000-2300-000	1,720.50	114999	Lyngblomsten Senior Housing Legal Fees
Press Publications Inc.	801-000	801-000-2300-000	40.96	115026	Public Hearing Lake Amelia Woods
Rupp Anderson Squires & Waldspurger P.A.	801-000	801-000-2300-000	1,665.00	115030	Lyngblomsten Senior Housing Legal Services
Midwest Landscapes Inc.	801-000	801-000-2302-105	1,302.00	115014	Spring Tree Installation - 3 Trees
Rupp Anderson Squires & Waldspurger P.A.	801-000	801-000-2304-103	225.00	115030	Butler Addition Legal Services
Midwest Landscapes Inc.	801-000	801-000-2306-103	878.00	115014	Spring Tree Installation - 2 Trees
Connexus Energy	801-000	801-000-2315-106	7,940.00	114975	4 - Light Fixtures 480 - Lighting Conductors
Midwest Landscapes Inc.	801-000	801-000-2316-105	1,027.00	115014	Spring Tree Installation - 2 Trees
Lang Builders Inc.	801-000	801-000-2318-000	900.00	115002	Escrow Release - 6299 Red Fox Rd
Lennar MN Division	801-000	801-000-2318-000	5,400.00	115005	Escrow Release - 7313 Crane Dr
Lennar MN Division	801-000	801-000-2318-000	6,300.00	115005	Escrow Release - 7308 Crane Dr
Lennar MN Division	801-000	801-000-2318-000	5,400.00	115005	Escrow Release - 2091 Balsam Way
Lennar MN Division	801-000	801-000-2318-000	5,400.00	115005	Escrow Release - 7277 Watermark Way
Lennar MN Division	801-000	801-000-2318-000	5,400.00	115005	Escrow Release - 2039 Diamond Ln
Lennar MN Division	801-000	801-000-2318-000	5,400.00	115005	Escrow Release - 2023 Diamond Ln
Lennar MN Division	801-000	801-000-2318-000	2,400.00	115005	Escrow Release - 2035 Diamond Ln
Lennar MN Division	801-000	801-000-2318-000	5,400.00	115005	Escrow Release - 7216 Crane Dr
Lennar MN Division	801-000	801-000-2318-000	2,400.00	115005	Escrow Release - 2111 Balsam Way
Newco Homes LLC	801-000	801-000-2318-000	900.00	115018	Escrow Release - 889 Fox Rd
Midwest Landscapes Inc.	801-000	801-000-2319-105	437.00	115014	Spring Tree Installation - 1 Tree
Midwest Landscapes Inc.	801-000	801-000-2332-105	848.00	115014	Spring Tree Installation - 2 Trees
Midwest Landscapes Inc.	801-000	801-000-2339-105	2,751.00	115014	Spring Tree Installation - 6 Trees
Midwest Landscapes Inc.	801-000	801-000-2347-105	898.00	115014	Spring Tree Installation - 2 Trees
Midwest Landscapes Inc.	801-000	801-000-2348-105	6,961.00	115014	Spring Tree Installation - 16 Trees
801-000 Total			71,993.46		
Grand Total			939,545.06		



Electronic Funds Transfer
 MN Statute 471.38 Subd. 3

Council Meeting September 13, 2021 Transfer In/(Out)

8/18/2021 Transfer from FRB Money Market	1,000,000.00
8/20/2021 Sales & Use Tax	(3,718.00)
8/20/2021 Payroll #17	(149,286.06)
8/20/2021 Payroll #17 Federal Deposit	(43,940.66)
8/20/2021 Payroll #17 PERA	(46,430.29)
8/20/2021 Payroll #17 State	(10,214.11)
8/20/2021 Payroll #17 Child Support	(284.77)
8/20/2021 Payroll #17 H.S.A. Bank Pretax	(3,232.64)
8/20/2021 Payroll #17 TASC Pretax	(749.96)
8/20/2021 Payroll #17 TASC (Diff between payroll & TASC pull)	(0.02)
8/20/2021 Payroll #17 ICMA 457 Def. Comp #301596	(4,345.00)
8/20/2021 Payroll #17 ICMA Roth IRA #706155	(880.75)
8/20/2021 Payroll #17 MSRS HCSP #98946-01	(12,923.34)
8/20/2021 Payroll #17 MSRS Def. Comp #98945-01	(3,543.00)
8/20/2021 Payroll #17 MSRS Roth IRA #98945-01	(755.00)
9/1/2021 HSA Bank ER Contribution	(6,124.85)
8/6/2021 Council #09 Payroll	(3,304.93)
8/6/2021 Council #09 Federal Deposit	(196.60)
8/6/2021 Council #09 PERA	(367.62)
8/6/2021 Council #09 State	(43.95)
9/3/2021 Payroll #18	(139,454.24)
9/3/2021 Payroll #18 Federal Deposit	(42,338.64)
9/3/2021 Payroll #18 PERA	(45,586.48)
9/3/2021 Payroll #18 State	(9,836.73)
9/3/2021 Payroll #18 Child Support	(284.77)
9/3/2021 Payroll #18 H.S.A. Bank Pretax	(3,078.79)
9/3/2021 Payroll #18 TASC Pretax	(644.20)
9/3/2021 Payroll #18 ICMA 457 Def. Comp #301596	(4,395.00)
9/3/2021 Payroll #18 ICMA Roth IRA #706155	(880.75)
9/3/2021 Payroll #18 MSRS HCSP #98946-01	(1,634.71)
9/3/2021 Payroll #18 MSRS Def. Comp #98945-01	(3,543.00)
9/3/2021 Payroll #18 MSRS Roth IRA #98945-01	(755.00)
9/7/2021 Wire from 4M (Gen Acct)	600,000.00

CITY COUNCIL WORK SESSION

DRAFT

**CITY OF LINO LAKES
MINUTES**

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DATE : August 9, 2021
TIME STARTED : 6:00 p.m.
TIME ENDED : 6:25 p.m.
MEMBERS PRESENT : Council Member Stoesz, Lyden, Ruhland,
Cavegn and Mayor Rafferty
MEMBERS ABSENT : None

Staff members present: City Administrator Sarah Cotton; City Attorney Jay Squires; Finance Director Hannah Lynch; Human Resources Coordinator Meg Sawyer; Community Development Director Michael Grochala; City Planner Katie Larsen; Jessica Eller, Community Development Intern; Director of Public Safety John Swenson

1. Review Regular Agenda of August 9, 2021

Item 1A, Expenditures – Mayor Rafferty noted Ryland and Thayer escrow accounts and he sees there are charges appearing for some time after actions was taken on those matters. He’s suggesting that process be improved to speed that up. City Planner Larsen responded that some staffing situations have resulted in a delay in some cases but they will work to improve that process.

Item 3A, Communications Specialist Position – Human Resources Manager Sawyer reviewed Ms. Turner’s qualifications and experience and noted the recommended salary rate.

Item 3B, Paid On Call Compensation – Human Resources Manager Sawyer noted that the council discussed this matter in detail at the last work session. This action reflect that discussion. Mayor Rafferty noted that the pre-training pay level is very low and Ms. Sawyer clarified that staff has decided to stop using that level and will start people at the first step.

Item 6A, Storm Water Utility Ordinance – Community Development Director Grochala explained that the council will receive a presentation from WSB & Associates staff Bob Barth. A public hearing should be opened and closed is appropriate. He noted that cemeteries have been moved to the exempt category per the council’s work session direction. Councilmember Stoesz received confirmation that there were no written or emailed comments received.

Item 6B, Butler Addition – Jessica Eller, Community Development Intern, noted that the council will consider a subdivision request (two single family lots) in this matter.

Item 6C, 429 Pine St, CUP and Variance Request - City Planner Larsen noted previous council consideration and the applicant request for the council to visit the property. She

CITY COUNCIL WORK SESSION

DRAFT

45 reviewed the history of use at the property. Basically the council is being asked to
46 consider a conditional use permit and a variance. She noted that the Planning and Zoning
47 board approved the CUP request and voted to deny the variance request. City Attorney
48 Squires noted the CUP history of the property; there were ordinances changes along the
49 way, the use became nonconforming and a change in use lost their grandfather rights, and
50 now they are applying for a new CUP.

51
52 Councilmember Lyden remarked that the issue with the use began when the property was
53 inspected after a complaint was received; he asked how many complaints were received?
54 Planner Larsen said complaints are anonymous but she can report that there was one
55 complaint initially and that some people spoke at the Planning and Zoning Board public
56 hearing as well. Councilmember Lyden noted that he has done some research on “animal
57 units” and has seen that the City of Ramsey has no limit on properties over 20 acres. For
58 him, it’s a question of reasonable and fair use of one’s property.

59
60 Councilmember Ruhland asked if the applicant’s attorney is comfortable with the finding
61 that the 1960’s CUP is no longer valid and City Attorney Square said not but that he is
62 comfortable with his finding. Councilmember Ruhland asked if it is an assumption that
63 there were no animals present when the property began being used for BMX; Mr. Squire
64 said there are facts and he is comfortable in the finding. Councilmember Ruhland noted
65 that there was some question about the waste management plan since the applicant didn’t
66 feel that staff was able to give any direction in that area. Councilmember Ruhland asked
67 about how the acreage was determined; did staff’s determination include such things as
68 wetlands and easements? Planner Larsen explained that there was not an official survey
69 so staff utilized Anoka County GIS to find the property lines and determine the size so
70 there was nothing subtracted.

71
72 The meeting was adjourned at 6:25 p.m.

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74 These minutes were considered, corrected and approved at the regular Council meeting held on
75 September 13, 2021.

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80 _____
Julianne Bartell, City Clerk

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Rob Rafferty, Mayor

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CITY COUNCIL WORK SESSION

DRAFT

**CITY OF LINO LAKES
MINUTES**

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DATE : August 23, 2021
TIME STARTED : 5:58 p.m.
TIME ENDED : 6:26 p.m.
MEMBERS PRESENT : Councilmember Stoesz, Lyden,
Cavegn and Mayor Rafferty
MEMBERS ABSENT : Councilmember Ruhland

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

1. (5:00 p.m.) Closed Session – Pending litigation regarding St. Clair Estates (see separate minutes)

2. Lyngblomsten Development Update – Community Development Director Grochala updated the council on the status of the development, including assistance that was planned from the City. The development contract needs to be updated since it is two years old and while that is more of an administrative process, the developer is now requesting additional assistance in the amount of \$500,000. Staff has looked at the available budget in the tax increment district and feels the City can go up to \$400,000 without having to modify the district. Anything over that amount would necessitate a modification to the district as it is currently established and a process that would extend a couple of months. Staff has provided the suggestion of \$400,000 to the developer and they are still asking if the City would be able to provide the remainder of the requesting assistance (\$100,000) in any other way. Mr. Grochala noted that this will be coming to the council (Economic Development Authority) as soon as the council deems possible.

Councilmember Cavegn asked when the project was supposed to be completed and staff said they were shooting for fall of 2019 for the start, however, the pandemic shut down industry. Councilmember Cavegn asked if there is an additional funding possibility they'd recommend. Mr. Grochala noted that the \$400,000 is available through TIF but above that he would probably have to look at roadway funding in conjunction with improvements that will be occurring in the area.

Councilmember Stoesz remarked that there was discussion about the payback period and wonders where that discussion stands. Community Development Director Grochala updated the council on that schedule. Councilmember Stoesz asked if extending the TIF timeframe would provide the additional funds and Mr. Grochala said yes, but that would push the project ahead another year because an amendment process would be required.

Councilmember Lyden asked how much assistance was planned and Mr. Grochala said \$3.6 million; they are requesting an additional \$500,000. When asked about the total valuation at the end, Mr. Grochala suggested \$33 million for the building, with land \$45

CITY COUNCIL WORK SESSION

DRAFT

45 million, and with all costs \$65 million.

46

47 The council discussed options and directed staff to offer the \$400,000. Staff will work
48 on a date for an Economic Development Agency (EDA) meeting (August 30th or
49 September 7th).

50 Administrator Cotton noted that the Minnesota Department of Health has been in contact
51 with her about using the former YMCA facility for COVID testing and that type of action
52 could possibly be coordinated together for a special meeting. Councilmember Stoesz
53 added that, should the City enter an agreement for a testing site, he'd like assurance that
54 cleaning will be included.

55 **3. Review Regular Council Agenda of August 23, 2021 -**

56

57 Item 1A – Expenditure for newsletter. Mayor Rafferty asked how the new
58 Communications position will impact those costs and Administrator Cotton explained
59 that staff intends that the function of design be brought in house but mailing and printing
60 services will still be outsourced.

61 Item 3A – Mayor Rafferty remarked that there is energy to move ahead but he feels there
62 are questions remaining. It seems to make sense to look to ISG for more information.

63 Item 3B – Administrator Cotton explained that staff is recommending that the current
64 Human Resources Manager be appointed to a new position of Human Resources and
65 Communications Manager based on her new duties. The salary step recommended is the
66 same as where Ms. Sawyer is at on her current wage scale.

67 Mayor Rafferty asked if there is opportunity to downscale the position if perhaps the
68 communications position were to begin reporting to the City Administrator. Ms. Cotton
69 explained how the position and function have been designed to be a part of the Human
70 Resources Manager responsibilities.

71 Item 6A – Storm Water Utility – Second reading on the ordinance.

72 Item 6B – CRJ/CSAH 49 (Hodgson Road) Truck Utility Improvement Project – City
73 Engineer Hankee explained the pending project and how the improvements will impact
74 existing lines.

75

76 The meeting was adjourned at 6:26 p.m.

77

78 These minutes were considered, corrected and approved at the regular Council meeting held on
79 September 13, 2021.

80

81

82

83

84 _____
Julianne Bartell, City Clerk

84 _____
Rob Rafferty, Mayor

85

COUNCIL MINUTES

DRAFT

**LINO LAKES CITY COUNCIL
REGULAR MEETING
MINUTES**

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DATE : August 23, 2021
TIME STARTED : 6:33 p.m.
TIME ENDED : 6:50 p.m.
MEMBERS PRESENT : Councilmember Stoesz, Lyden,
Cavegn and Mayor Rafferty
MEMBERS ABSENT : Councilmember Ruhland

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

PUBLIC COMMENT

There were no public comments.

SETTING THE AGENDA

The agenda was approved as presented.

CONSENT AGENDA

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

ITEM **ACTION**

Consideration of Expenditures:

- | | | |
|----|---|----------|
| A) | August 23, 2021 (Check No. 114870 through 114946 in the Amount of \$1,121,918.75 | Approved |
| B) | Consider Approval of August 2, 2021 Council Work Session Minutes | Approved |
| C) | Consider Approval of August 9, 2021 Council Minutes | Approved |
| D) | Consider Approval of 2nd Quarter 2021 Financial Report | Approved |
| E) | Consider Resolution No. 21-86 Approving an Extension to Start Construction of Distinctive Elements Tile and Design, LLC | Approved |
| F) | Consider Resolution No. 21-88 Extending the Recording Date for PUD Final Plan/Final Plat of Natures Refuge | Approved |

FINANCE DEPARTMENT REPORT

There was no report from the Finance Department.

COUNCIL MINUTES

DRAFT

40 ADMINISTRATION DEPARTMENT REPORT

41 **3A) Consider Resolution No. 21-85, Accepting ISG Consulting Services Proposal** – Public
42 Services Director DeGardner reviewed his written report requesting that the council consider
43 authorize execution of a services contract with ISG Consulting to provide additional service to assist
44 in development of the hybrid-management model for the Recreation and Community Center facility.
45 He reviewed the services provided to date by ISG Consulting. There are efficiencies in continuing
46 to work with ISG.

47 Mayor Rafferty noted that the City has received a feasibility report that was prepared by ISG. He
48 recognizes that there are many things to explore yet; this will allow more info to come forward.

49 Councilmember Stoesz asked if there is a deadline for completing the service contract and Mr.
50 DeGardner remarked that there is not and it is appropriate that the contract can spread forward.

51 Councilmember Lyden moved to approve Resolution No. 21-85 as presented. Councilmember
52 Cavegn seconded the motion. Motion carried on a voice vote.

53 **3B) Consider Appointment of Human Resources and Communications Manager** – City
54 Administrator Cotton reviewed her written report outlining the process that brought a new
55 communications position to the City. The City's current Human Resources Manager, Ms. Meg
56 Sawyer, will supervise that position. Staff is recommending that Ms. Sawyer be appointed to a new
57 position in recognition of those new duties.

58 Councilmember Cavegn moved to approve the appointment of Meg Sawyer as recommended.
59 Councilmember Lyden seconded the motion. Motion carried on a voice vote.

60 PUBLIC SAFETY DEPARTMENT REPORT

61 There was no report from the Public Safety Department.

62 PUBLIC SERVICES DEPARTMENT REPORT

63 There was no report from the Public Services Department.

64 COMMUNITY DEVELOPMENT REPORT

65 **6A) Consider 2nd Reading of Ordinance No. 07-21, Establishing a Storm Water Utility** –
66 Community Development Director Grochala asked the council to consider approval of the second
67 reading and passage of an ordinance that will establish a City of Lino Lakes storm water utility. This
68 would provide the City with a dedicated funding source for storm water activities. He reviewed past
69 consideration and the public input element. Staff proposes operation of a utility by January 1, 2022.

70 Mayor Rafferty noted that establishment of a storm water utility would bring transparency to how the
71 City funds storm water maintenance activities. I would also augment funding for important work
72 including funds from non-residential properties.

73 Councilmember Cavegn moved to waive the full reading of Ordinance No. 07-21. Councilmember
74 Lyden seconded the motion. Motion carried on a voice vote.

75 Councilmember Lyden moved to approve the second reading and passage of Ordinance No. 07-21
76 as presented. Councilmember Cavegn seconded the motion. Motion carried: Yeas, 3; Nays, 1
77 (Stoesz). Councilmember Ruhland was absent.

COUNCIL MINUTES

DRAFT

78 Councilmember Stoesz remarked that he is voting no because he sees this as a fee that will not show
79 up on property tax statements and one that will impact certain nonprofit and properties in the City.

80 **6B) Consider Resolution 21-87, Order Project, Approve the Plans and Specifications and**
81 **Authorize the Ad for Bid, CRJ/CSAH 49 (Hodgson Road) Trunk Utility Improvements – City**
82 Engineer Hankee reviewed her written report outlining a utility improvement project in the Hodgson
83 Road area. She noted how the improvements will provide additional services to current and future
84 development. Staff will hold up on bidding the project until certain development funding issues
85 (Lyngblomsten) are resolved.

86 Councilmember Stoesz asked if the pipe will impact the new trail in the area of Lyngblomsten. Ms.
87 Hankee noted that the side of the street for the trail has not been determined but a trail will still work on
88 top of this piping.

89 Councilmember Cavegn asked what would happen with this project if Lyngblomsten were to be
90 postponed. Ms. Hankee said this would be postponed as well. Community Development Director
91 Grochala added that staff would probably relook and decide what would be feasible.

92 Councilmember Lyden remarked that the council has discussed lift station design in the past; he
93 wonders if there is a point where you have to look at that cost. Ms. Hankee noted the City’s standard
94 for that work; there is analysis available when making funding decisions.

95 Councilmember Stoesz moved to approve Resolution No. 21-87 as presented. Councilmember
96 Cavegn seconded the motion. Motion carried on a voice vote.

97 **UNFINISHED BUSINESS**

98 There was no Unfinished Business.

99

100 **NEW BUSINESS**

101 There was no New Business.

102

103 **COMMUNITY EVENTS**

104 There were no events announced.

105 **COMMUNITY CALENDAR**

106

107

<i>Community Calendar – A Look Ahead</i>			
August 23, 2021 through September 13, 2021			
108	✚ Wednesday, August 25	6:30 pm, Council Chambers	Environmental Board
109	✚ Wednesday, September 1	6:30 pm, Council Chambers	Park Board
110	✚ Thursday, September 2	8:00 am, Community Room	EDAC
111	✚ Tuesday, September 7	6:00 pm, Community Room	Council Work Session
112	✚ Wednesday, September 8	6:30 pm, Council Chambers	Planning & Zoning Board
113	✚ Tuesday, September 13	6:00 pm, Community Room	Council Work Session
114	✚ Tuesday, September 13	6:30 pm, Council Chambers	City Council Meeting

115

116 **ADJOURN**

117

118 Prior to adjournment, Mayor Rafferty thanked Councilmember Stoesz for his assistance in
119 organizing the Blue Heron Days event; he thanked the Public Safety department for their assistance
120 with the events.

COUNCIL MINUTES

DRAFT

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There being no further business, Councilmember Cavegn moved to adjourn at 6:50 p.m.
Councilmember Stoesz seconded the motion. Motion carried on a voice vote.

Following adjournment of the regular council meeting, the City Council reconvened for a special work session to discuss the 2022 Budget.

These minutes were considered and approved at the regular Council Meeting on September 13, 2021.

Julianne Bartell, City Clerk

Rob Rafferty, Mayor

CLOSED COUNCIL SESSION

DRAFT

**CITY OF LINO LAKES
MINUTES
CLOSED COUNCIL SESSION**

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DATE : August 23, 2021
TIME STARTED : 5:00 p.m.
TIME ENDED : 5:30 p.m.
MEMBERS PRESENT : Councilmembers Cavegn, Lyden, Stoesz,
Ruhland (by telephone), Mayor Rafferty
MEMBERS ABSENT :

Staff present: City Administrator Sarah Cotton; Community Development Director Michael Grochala; City Engineer Diane Hankee; City Clerk Julie Bartell; Attorney Jason Kuboushek (assigned by the League of Minnesota Cities Insurance Trust)

Mayor Rafferty convened the meeting at 5:00 p.m. at Lino Lakes City Hall. Before the meeting was closed, Mayor Rafferty noted the purpose of the meeting. The meeting was closed as a session of the city council pursuant to the Open Meeting Law for the purpose of discussing pending litigation relating to the St. Clair Estates development.

The meeting was not recorded (attorney-client privilege).

The meeting was adjourned at 5:30 p.m.

These minutes were considered at the regular Council meeting held on September 13, 2021.

Julianne Bartell, City Clerk

Rob Rafferty, Mayor

**CITY COUNCIL SPECIAL WORK SESSION
DRAFT**

**CITY OF LINO LAKES
MINUTES**

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DATE : August 23, 2021
TIME STARTED : 7:00 p.m.
TIME ENDED : 8:45 p.m.
MEMBERS PRESENT : Council Member Stoesz, Lyden,
Cavegn and Mayor Rafferty
MEMBERS ABSENT : Councilmember Ruhland

Staff members present: City Administrator Sarah Cotton; Finance Director Hannah Lynch; Community Development Director Michael Grochala; Director of Public Safety John Swenson; Public Services Director Rick DeGardner; City Clerk Julie Bartell

1. 2022 Draft Budget & Tax Levy – Finance Director Lynch noted the budget memorandum included in the packet and highlights noted therein. The only updates to the preliminary budget book relate to the capture value from tax increment in the county valuation numbers and fiscal disparities; they impact the tax rate slightly. Three memos have been provided in response to discussion at the last budget session. She reviewed the memos:

- Computer Replacement Memo – a response from Metro INET explaining that the City’s computer replacement plan is within their recommendations. Looking at lease options would fall on City staff to investigate and implement. The memo provides information on services as well. Councilmember Stoesz remarked that leasing is a trend that will probably become more reliable in the future.
- Car Wash Detail and Large Fleet Washes Memo – providing more information as requested at last session.
- Vehicle #617 Memo - providing more information as requested at last session.

Mayor Rafferty discussed the option of adding a wash bay at the Public Works facility. Public Services Director DeGardner expanded on the idea, noting that staff tried to look at that as a more permanent option as well as options to outsource washing.

Councilmember Lyden noted that he likes the idea of in-floor heating. He also wonders what \$250,000 gets you in the way of how many vehicles could be stored in a heated space? Director DeGardner remarked that staff really looked this from a high level view – how to address concern of vehicle washing – and came up with the estimate for having an in-house washing facility as well as other options.

Councilmember Cavegn asked how much this would extend the life of vehicles and Mr. DeGardner said significantly, adding that rust is a big problem.

Mayor Rafferty asked, regarding Vehicle #617, is there a safety issue (doors). Mr. DeGardner pointed out the picture in the budget packet, and added that the vehicle was found without a charge earlier today and that isn’t a good condition for public safety

**CITY COUNCIL SPECIAL WORK SESSION
DRAFT**

45 vehicles. Mr. DeGardner reviewed what would be covered by the estimate. Director
46 Swenson added that this vehicle is a 2013 model and it is indicative of aged fleet
47 vehicles. He noted the importance of having public safety vehicles that are reliable.
48

49 Councilmember Cavegn noted his opinion regarding the following budget matters:

- 50 - Aesthetics is not a concern;
- 51 - Additional training for Fire Department (training is good; is additional needed?)
- 52 - MNSPECT inspections services (needs refresher); Mr. Grochala said that is
53 contract inspection services for summer;
- 54 - Woodridge Estate lights – postpone for this year;
- 55 - Salt spreader – do without this year;
- 56 - Lois Lane trail – get by without for a year or two;
- 57 - Hockey rink – delay;
- 58 - Resurfacing basketball courts – not sure about funding that work;
- 59 - Flushing (Director Lynch explained that it was within the water fund and it is
60 being taken out anyway).

61

62 Administrator Cotton noted pull back discussed at the last meeting on the trail and hockey
63 rink as well as basketball courts and Birch Park lighting; seems like the council wanted
64 more discussion.

65

66 Councilmember Stoesz asked if there is any improvement possible on contracted street
67 lighting. Director DeGardner said the City is locked in with Xcel and Connexus on those.
68 When Councilmember Stoesz asked about upgrade, Mr. DeGardner explained that
69 upgrades are being accomplished by Xcel/Connexus on their schedule and any
70 acceleration would mean the City would have to fund the work. Councilmember Stoesz
71 asked if there will be any revenue from small cell; Mr. DeGardner indicated that is a few
72 years out. When asked about additional water tower revenue (new tower), Mr.
73 DeGardner indicated that unfortunately there is no expectation.

74

75 Councilmember Lyden said it's hard to go about the budget this way; he would do better
76 with a different perspective. He'd like to start with priorities first; a lens through which
77 the council can look at the community with a mission statement and core values. He
78 suggests they begin with whether or not there will be a tax rate increase and how much;
79 and then have staff bring back options.

80

81 The mayor pointed out that staff has brought forward a budget and the elected officials
82 are responsible for deciding what's funded.

83

84 Mayor Rafferty offered his opinion on the following line items:

- 85 - Woodbridge lights (no problem delaying);
- 86 - Lois Lane (agree to delay);
- 87 - Sunrise Park hockey rink (walked it and doesn't see problems);
- 88 - Basketball courts (visited and saw variety of decay);
- 89 - Hockey lights – he likes the ability for users to manage rather than paid staff;

**CITY COUNCIL SPECIAL WORK SESSION
DRAFT**

90 - Duty crew – concern about having a revolving door;

91

92 He asked if the Public Safety Department has come up with the plan for half the units for
93 a duty crew?

94

95 Public Safety Director Swenson concurred that there is turnover risk with park time staff
96 (Fire duty crew) but they are trying to keep costs down. The number of part time staff
97 proposed is based on the research they've done and based on the lowest possible cost.
98 Mayor Rafferty asked if there is a way to be transitional while still meeting the goals;
99 there is something that needs to be accomplished and he's committed to it. Public Safety
100 Director Swenson explained the need in the police division to have resources; the time to
101 respond to low level calls is growing. When the mayor asked about adding fire personnel
102 through police hiring, Director Swenson explained the history of bringing forward the
103 duty crew idea after much work by the department and with the idea that there could be a
104 situation where public safety is under resourced.

105

106 Councilmember Lyden noted that the Public Safety Director is consistently giving the
107 council the information needed to understand how to provide adequate public safety
108 services.

109

110 Councilmember Cavegn asked if the council will decide on a tax rate that is acceptable.

111

112 The mayor remarked that he is not comfortable with the current number.

113

114 Councilmember Lyden said he'd be happy with a flat tax rate but he isn't sure it's
115 realistic; he'd like to see what a flat tax would look like.

116

117 Councilmember Stoesz noted that he's been looking at basically the same budget for all
118 the years he's served on the council. He struggles with what to cut and has great respect
119 for public safety.

120

121 Administrator Cotton remarked that there have been a few cuts noted and she has
122 quantified that to a reduction \$106,500 and that would result in a tax rate of 41.966 (\$157
123 tax increase to \$300,000 home with \$96 of that being valuation increase). She added that
124 staff has reviewed how American Rescue Act funds could impact the budget and have not
125 found additional areas (beyond negative impacts of COVID) but some of the surplus
126 funds that will be available in the City budget are probably related to CARES funds.

127

128 The council received an update on the Watermark development and when that tax
129 valuation will be included on the City's tax rolls.

130

131 Mayor Rafferty asked what it would take to get down to last year's rate (40.109) or 41.0.
132 Roughly \$350,000 to get to 41.0.

133

**CITY COUNCIL SPECIAL WORK SESSION
DRAFT**

134 Councilmember Cavegn noted that Blue Heron activities and a coordinator to run them
135 are not currently included in the budget and he feels that is needed.

136

137 Mayor Rafferty noted interest in getting the dump truck purchase back into the budget
138 (\$250,000). Also getting something going to look at public works facility (planning
139 discussion). Those would be one-time costs so maybe an appropriate use for surplus. Is
140 there a way for staff to come back with cuts that total \$350,000?

141

142 The council discussed the rec center and staffing and the possibility of having staff do
143 City work as well. Director DeGardner remarked that it really depends on what duties are
144 assigned for one area and if there is room to expand responsibilities. Administrator
145 Cotton suggested that ultimately the structure of how a facility is operated will determine
146 staffing.

147

148 Councilmember Lyden noted that he likes the idea of asking staff to come back with
149 options to reach a determined rate.

150

151 Director DeGardner noted that it was helpful for him to look at Page 10 and 11 of the
152 budget information – it shows what is added; if you were to delete every single one of
153 those it would equate to savings of just over \$267,000.

154

155 Councilmember Lyden noted surplus funds and wonders about how those could best be
156 utilized.

157

158 Mayor Rafferty remarked that in some ways it comes down to personnel and isn't it better
159 to not increase in that area rather than cut; and in the area of upgrading vehicles, he
160 doesn't think there is a taxpayer value there. Councilmember Lyden argued for the value
161 of quality vehicles.

162

163 Councilmember Stoesz asked about the impact of dipping below the reserve policy level.
164 Ms. Cotton explained that the greatest implication would probably be to the bond rating
165 agencies and it would be difficult to make the argument that it's all pandemic related.

166

167 Mayor Rafferty reviewed those things that had been discussed for removal and suggested
168 they could go to surplus (except Woodbridge, Lois Lane, hockey rinks) and he'd like to
169 go back to the Ford Explorer vehicles. He believes that the City should stay away from
170 using one time funds for personnel. He'd like to see what staff can come up with for the
171 rest (to reach a tax rate of 41.0).

172

173 Dorothy Rademacher (audience), Quad Chamber, noted her involvement in the
174 community. She supports public safety and addressing staffing needs in that area. From
175 observing the conversation tonight, she cannot determine if the goal of the council is to
176 hold the tax rate firm, increase it or decrease it. She suggests that the budget should be
177 looked at like a business whereby you must deal with realities. Ms. Rademacher added,

**CITY COUNCIL SPECIAL WORK SESSION
DRAFT**

178 regarding Blue Heron activities, that she is currently looking at the four days of activities
179 to determine what was profitable and paid the expenses.

180
181 The council had provided information on possible budget reductions for staff to work
182 with and identification of some items to be funded by surplus.

183
184 The mayor said he would prefer to remove Alexandra House funding; Councilmembers
185 Cavegn and Lyden disagreed. Councilmember Stoesz said he supports that program but
186 doesn't believe City funding is appropriate.

187
188 Administrator Cotton noted an increase of \$71,000 to the Pavement Management Fund
189 and a \$30,000 (back to budget level) increase to the Parks and Trails Fund. Mayor
190 Rafferty remarked that he would like to see those line items funded and is comfortable
191 utilizing surplus funds. Councilmember Cavegn noted that he'd prefer to not utilize
192 surplus funds for those expenses because he considers them ongoing.

193
194 Administrator Cotton noted capital expenses and that many cities utilize their surplus
195 dollars to pay for capital expenses because they are near onetime expenses. She asked if
196 the council is comfortable with that concept.

197
198 Mayor Rafferty asked about adding some funding to move forward and get more
199 information on public works facility needs and possible planning. Administrator Cotton
200 noted that a traditional source of funding for that type of look would be the Closed Bond
201 Fund. Director DeGardner remarked that there has been a lot of time and money spent on
202 options and concepts and the next step would be looking at financing that would be
203 available. As far as the concepts that have been presented, Mr. DeGardner added that
204 things have changed that would impact planning. Considering that as part of a full view
205 of future needs will be a future work session discussion.

206

207 **2. Set Meeting Date for Next Budget Work Session**

208

209 Mayor Rafferty suggested that the next regular work session (September 7) would work
210 for the next budget discussion.

211

212 The meeting was adjourned at 8:45 p.m.

213

214 These minutes were considered, corrected and approved at the regular Council meeting held on
215 September 13, 2021.

216

217

218

219

220 _____
Julianne Bartell, City Clerk

220 _____
Rob Rafferty, Mayor

221

**CITY COUNCIL
AGENDA ITEM 1G**

STAFF ORIGINATOR: Lisa Hogstad-Osterhues, Deputy City Clerk

MEETING DATE: September 13, 2021

TOPIC: Consider Approval of Resolution No. 21-89, Application for Temporary On-Sale Liquor License and Exempt Gambling Permit for and for Lino Lakes Lions Club

VOTE REQUIRED: 3/5

INTRODUCTION

The Lino Lakes Lions Club is planning its annual fundraising “prime rib dinner” to be held on Saturday, October 9, 2021 at St. Joseph Catholic Church, 171 Elm Street.

BACKGROUND

The Lions Club is requesting approval of a 1 to 4 Day Temporary On-Sale Liquor License, which is necessary to allow the group to mix and dispense liquor that will be served as part of the dinner.

In addition, they are requesting approval of a LG220 Exempt Gambling Permit for a raffle. Non-profit organizations are allowed, under the State Gambling Statutes, to apply for an exemption from a gambling license if they conduct five (5) or fewer gambling occasions per calendar year. The Lino Lakes Lions Club conducts five (5) or less per calendar and, therefore, remains exempt from requiring a gambling license.

Minnesota Statutes, Chapter 349, Section 349.166, Subd. 2 does, however, require that the non-profit organizations applying for the exemption permit, notify the city that they are applying for the exemption and receive local approval.

Staff has determined that the Lino Lakes Lions Club is eligible for the licenses under city regulations. The Public Safety Department has conducted the required background check on the applicant has found no reason to deny.

A copy of the application and a copy of the certificate of liquor liability insurance are on file in the city clerk's office.

RECOMMENDATION

Approve Resolution No. 21-89, approving a 1 to 4 Day Temporary On-Sale liquor license and Adopt a motion approving the application for exemption of the Gambling Permit with no waiting period.

**CITY OF LINO LAKES
RESOLUTION NO. 21-89**

**RESOLUTION APPROVING LINO LAKES LIONS CLUB
APPLICATION FOR A 1- 4 DAY TEMPORARY ON-SALE
LIQUOR LICENSE APPLICATION AND EXEMPT GAMBLING PERMIT**

WHEREAS, Minnesota Statutes, Chapter 340A, allows the city council to issue a temporary on-sale liquor license to a non-profit organization in connection with a social event sponsored by the licensee and held within the city limits; and

WHEREAS, Minnesota Statutes, Chapter 349, allows non-profit organizations to conduct 5 or less events per calendar year;

WHEREAS, the Lino Lakes Lions Club has submitted applications for a temporary on-sale liquor license and Exempt Gambling Permit; and

WHEREAS, the Lino Lakes Lions Club has paid the required fee for these permits, and

WHEREAS, the Alcohol & Gambling Enforcement Division and the Minnesota Gambling Control Board requires that the applications be approved by the City of Lino Lakes City Council before submitting for approval;

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

That the Lino Lakes City Council hereby approves the request of the Lino Lakes Lions Club for a temporary on-sale liquor license to be held at St. Joseph Catholic Church on October 9, 2021.

Adopted by the Council of the City of Lino Lakes this 13th day of September, 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 H**

STAFF ORIGINATOR: John Swenson, Public Safety Director

MEETING DATE: September 13, 2021

TOPIC: School Resource Officer 2021/22 Contract

VOTE REQUIRED: 3/5

INTRODUCTION

The Lino Lakes Public Safety Department is requesting Council approval to continue the on-going contact with Centennial School District for one Lino Lakes police officer to serve as School Resource Officer (SRO) at the Centennial Middle School.

BACKGROUND

The City of Lino Lakes and Centennial School District has a long standing contract for SRO services; in which the City of Lino Lakes provide one police officer during the school year to serve at SRO at the Centennial Middle School.

The Centennial School District reimburses the City of Lino Lakes for all hours worked as SRO. The reimbursement is based on hourly wages including all applicable benefits costs. This contract is renewed on annual basis.

Please note that the only changes to the 2021/22 SRO Contract from previous years are the wages reflect the current police officer wages and bill cycle was change to monthly rather quarterly. Both changes were at the request of the City.

RECOMMENDATION

Staff recommends approval of the 2021/22 SRO Contract between the City of Lino Lakes and Centennial School District.

ATTACHMENTS

2021/22 SRO Contract

**YOUTH RESOURCE OFFICER
CITY OF LINO LAKES/CENTENNIAL SCHOOL DISTRICT NO. 12
SERVICE CONTRACT**

This agreement is made this 30th day of August, 2021, pursuant to Minnesota Statute §471.59 by and between the City of Lino Lakes (City) and Independent School District #12 (School District).

1. **PURPOSE** The City of Lino Lakes and the Centennial School District wish to participate in a Youth Resource Officer Program. Both the City and the School District agree that a more formalized approach to the Youth Resource Officer Program is needed to improve understanding and promote mutual respect between police, school, staff, counselors, parents and students. The purpose of this Agreement is to set forth in writing the terms and conditions of the mutual duties and obligations and to create, fund and implement the position of Youth Resource Officer.
2. **FUNDING** The School District will fund the following expenses in connection with the Youth Resource Officer:

Officer's salary and related benefits are estimated at \$95639.50 for the 2021-22 school year. This expenditure shall be determined by the number of hours assigned to the school district. The hourly rate for 2021-22 shall be \$69.51. The School District officials and Lino Lakes Police Chief shall determine the specific days/hours of work.
3. **SERVICES** The City shall provide the services of one licensed police officer and related support services and supplies to assist the School District in establishing a Youth Resource Officer Program. The Officer will have primary responsibility in serving as a resource person to faculty, classroom members and school administrators in the promoting of positive juvenile behavior. The School District agrees to provide adequate office space, telephone and other reasonable clerical support services. This officer will not act as an education or related service provider under the Individuals with Disabilities Education Act or related state law for any student.
4. **PAYMENT** The City shall provide billing to the School District for services provided in this Agreement on a monthly basis.
5. **TERM** This Agreement shall commence on the 30th day of August, 2021, and shall end on/or about June 8, 2022. Thereafter, it shall be renewed on a yearly basis by mutual agreement. This Agreement may be canceled by either party by a 30 day written notice.
6. **GENERAL PROVISIONS** it is expressly agreed that the Youth Resource Officer is a City employee and shall not be considered an employee of the School District for any purpose including but not limited to salaries, wages, other compensations or fringe benefits, Workers Compensation, Unemployment Compensation, P.E.R.A, Social Security, Liability Insurance, keeping of personnel records, termination of employment, individual contracts or other contractual rights. The City shall assume all liability for the actions taken by the Officer in the performance of his/her duty as a Peace Officer. The Officer will report to and be directed by the Chief of Police, but will consult regularly with School District

Officials. Resolution of unforeseen problems arising in this program shall be negotiated by representatives of the School District and the Chief of Police.


- 7. **SCHEDULING** The duty hours of the Youth Resource Officer are flexible and will be primarily coordinated with the school day and activities. The Officer will make daily contact with the Police Department for the purpose of keeping abreast of incident reports and other City activity. During non-school periods, the Officer duties and schedule will be determined by the City.
- 8. **DISCRIMINATION** The City and the School District agree not to discriminate in providing services under this Agreement on the basis of race, sex, creed, national origin, age, or religion.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year last written below.

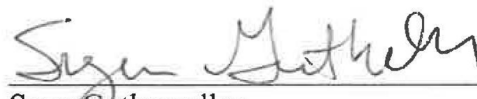
CITY OF LINO LAKES

CENTENNIAL SCHOOL DISTRICT #12

John Swenson Date
Chief of Police

 _____
Superintendent of Schools Date 8/23/21

City Representative Date

 _____
Suzy Guthmueller Date
Board Chairperson

 _____
Kathryn Timm Date August 23, 2021
School Board Clerk

**CITY COUNCIL SPECIAL WORK SESSION
DRAFT**

**CITY OF LINO LAKES
MINUTES**

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DATE : August 9, 2021
TIME STARTED : 8:20 p.m.
TIME ENDED : 11:00 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 Hannah
11 Lynch; Community Development Director Michael Grochala; Director of Public Safety
12 John Swenson; Public Services Director Rick DeGardner

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1. 2022 Draft Budget & Tax Levy – Finance Director Lynch provided a general overview. The first two pages of the budget book provide summary and comparison information to the 2021 budget. As the council makes decisions on the budget, these summaries can change. She noted that with the current numbers, the tax rate would rise from 40.10 to 42.06. Changes were made at the last meeting to the Capital Equipment Replacement Fund (a reduction and a transfer from reserves – total funding of \$250,000); the single axle dump truck purchase is shown in the budget but not funded currently. Regarding the fleet, staff is providing some comparison data for the Ford Explorer and the Chevy Tahoe as requested by the council. The proposed budget also moves \$295,000 into the storm water utility fund with its own budget, assuming passage of the storm water utility fee. She also noted the adjustments proposed at the department level. Ms. Lynch pointed out the Enterprise Funds (water and sewer), including some increases based on proposed rate changes (2.5% increase). Also provided are comparisons to tax rates in other cities of comparable size, etc. The council discussed the impact on cities of Local Government Aid (LGA) and Fiscal Disparities. The valuation numbers from Anoka County should be clear in late August/early September. The council reviewed the personnel changes proposed. In regard to American Rescue Act funds, staff indicated that it would be best to assume that those funds are not available to augment the budget unless staff has specified so.

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Questions from the council:

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- City marketing – the mayor asked if that item is related to the duties of the new communications position; Administrator Cotton explained the line item represents a contribution to the Lino Lakes Ambassador’s program, employee appreciation and recognition, plaques and awards, and food for special meeting situations;
- Subscriptions – Councilmember Cavegn asked about the jump in the budget and Ms. Cotton explained that has to do with her assuming the position of Administrator and her involvement in more organizations as well as presuming the communications person will want to be involved in some organizations;

**CITY COUNCIL SPECIAL WORK SESSION
DRAFT**

- 44 - Advertising, Printing and Publishing – Ms. Cotton pointed out that staff has found
45 that advertising on social media has been the most effective tool in recruiting for
46 positions and moving toward that effort is reflected in the proposed budget;
- 47 - Contracted Services – Councilmember Stoesz remarked that the total of
48 contracted services throughout the budget totals \$684,000 and he wonders if those
49 contracts are reviewed/renegotiated regularly; Ms. Cotton reviewed a few
50 contracts to explain how they vary in how they can be renegotiated or if it’s
51 appropriate; she considers it staff’s responsibility to stay on top of the contracts
52 they manage and make sure the City continues to get the best for the money;
- 53 - Elections – when the mayor questioned the reduction, Ms. Lynch explained that
54 the base budget is 2020 and in 2022 there will be two fewer elections;
- 55 - Cable TV – Ms. Cotton noted the service of a video tech is now provided through
56 NorthMetro TV rather than as a City function;
- 57 - Charter Commission – the council was informed that the budget has been
58 developed based on staff’s best estimate of the levy (state law authorizes a
59 percentage); the commission’s costs have been low the last few years and the
60 remaining budget returns to the general fund surplus;
- 61 - Finance Department – credit card fees for the new credit card system are included
62 but as an estimate because staff doesn’t know how much that new service will be
63 utilized;
- 64 - County Assessor Contract – cost has been reduced based on county staff
65 innovations in the assessment process; Councilmember Stoesz remarked that the
66 City may reach a point where it isn’t cost efficient to outsource the services and
67 he hopes staff will monitor for that;
- 68 - Criminal Attorney – the contract is five years (at a static cost); new contract brings
69 an increase but the fees are set again for five years;
- 70 - WSB Retainer – Mr. Grochala noted that some funding will be coming from the
71 storm water utility; there will be additional billings for specific work;
- 72 - Anoka County Aerial Photography – Mr. Grochala explained that new flyover
73 photos are created every couple years by the county; there is a charge to
74 developers (per property) devoted to this cost;
- 75 - Police Services – The mayor would like to remove the line item for Alexandra
76 House (he supports their work but feels it is a service not appropriate for city
77 funding); Director Swenson noted that Alexandra House would like to come
78 before the council to speak on the services they provide (he noted that other
79 Anoka County cities are providing funding to them) (later in the meeting a
80 majority of councilmembers requested to hear from Alexandra House);
- 81 - Small Tools – the specifications provided for replacement computers would be for
82 new units; staff indicated that the units are about four years old so replacement is
83 recommended; Councilmember Cavegn noted his experience indicates that
84 computers do not need to be replaced after just four years; Councilmember Stoesz
85 remarked that a lease agreement is another option;
- 86 - Zoom Fees – Administrator Cotton is keeping an eye on user fees; the Public
87 Safety division continues to utilize Zoom for some functions;

**CITY COUNCIL SPECIAL WORK SESSION
DRAFT**

- 88 - Fire Department – the mayor noted the proactive approach of moving to part time
89 duty crews and suggested that the City start with a two position base rather than
90 four; Director Swenson explained OSHA regulations that require a certain level of
91 staffing in order to perform certain functions; the mayor challenged Director
92 Swenson to work on possibilities, taking into consideration current cross trained
93 staff. Mayor Rafferty suggested that new police officers could perhaps be
94 required to be cross trained for a minimum of five years; he suggests management
95 staff work on ideas in that area; the council received an update on how the cross
96 trained concept has worked and concerns about services going forward;
- 97 - Adding Computers to E11 and E12 (vehicles) – Director Swenson explained the
98 benefit of having computers added;
- 99 - Building Inspections – a part time building inspector would change to full time,
100 taking on the half time duties that are currently covered by the fire inspector; the
101 average wait time for inspection has been brought down to within a week (from
102 12 working days); moving to some Zoom inspections has been a mixed bag;
- 103 - Woodridge Estates lighting - 15 lights and electrical line need to be replaced; staff
104 is proposing to spread the significant budget cost over four years;
- 105 - Salt Spreader – Director DeGardner noted that the City currently has one but it
106 would improve services to add another unit;
- 107 - Vehicle Washing – The mayor asked for a run down on what vehicles are washed
108 and also how that is accomplished; Director DeGardner explained that even the
109 large vehicles are power washed in house; the mayor asked staff to investigate the
110 best process for vehicle washing going forward;
- 111 - Civic Grounds Maintenance – Councilmember Cavegn said he is not in favor of
112 spending additional funds to add to current landscaping around City Hall because
113 he feels it is adequate now; Director DeGardner noted that they have ongoing
114 maintenance needs, i.e. replace winter kill and pay for mulch, and that is the bulk
115 of the budget request;
- 116 - Parks Maintenance Position – Director DeGardner explained that the current
117 staffing level goes back to 1997 but many responsibilities and park properties
118 have been added since then; Councilmember Stoesz asked for a comparison with
119 other cities and park service workers (withdrew his request later); Administrator
120 Cotton added that there have been increased phone calls, etc. indicating that
121 additional service to the parks is needed;
- 122 - Lois Lane – Director DeGardner explained this is a “next phase” for improving
123 the trail; long term expectation is lengthening; Mr. DeGardner noted also that the
124 other park project included in the budget is replacement of one of the Sunrise Park
125 hockey rinks; Mayor Rafferty suggested that this could be an item held for a year
126 or so;
- 127 - Resurfacing Basketball Courts – Mayor Rafferty asked about holding off for this
128 year and Mr. DeGardner said it’s a need for regular maintenance issue but it
129 probably wouldn’t be drastic if not done next year (to be discussed further);
- 130 - Park Lighting for Rinks – Mayor Rafferty asked about the status of having all self-
131 operating lighting and Director DeGardner updated the council and noted that the

**CITY COUNCIL SPECIAL WORK SESSION
DRAFT**

132 Birch park lighting is currently manual so is a needed update (council directed
133 pull it off for more discussion);

134 -

135 The council discussed capital equipment; there are more expenditures listed than
136 budgeted funds:

- 137 - Tahoe versus Ford – Public Safety has prepared information indicating the value
138 in resale, savings in service and preference of drivers; the resale history is based
139 on data received from an auction house; Mayor Rafferty pointed out that
140 consideration should include the higher up-front cost of the Tahoe;
- 141 - Vehicle Rotation – Mayor Rafferty noted a rotation for a vehicle with 10,000
142 miles (#617) and he'd like more staff research on not rotating for another year (by
143 getting repair work done); he's not concerned about rust if it isn't a safety issue;
- 144 - Bobcat and Ford F350 with Dump box – Mayor feels those are important
145 purchases and he'd also like to find a way to get the dump truck;

146

147 The council discussed the Enterprise Funds:

- 148 - Water Fund – Ms. Lynch noted that the projections assume a rate increase (four
149 percent); expenditures include a new employee (50 percent) as anticipated in rate
150 study; Councilmember Stoesz asked why the water sales are so much higher than
151 in 2019 and Ms. Cotton explained that water use is cyclical relating to rainfall,
152 temperature, prison usage and other variables; Councilmember Stoesz asked for
153 an update at some point on progress toward fixed meter reading;
- 154 - Unidirectional Flushing (Water Fund) – Councilmember Cavegn suggested that be
155 removed from the budget; Staff will provide additional information;
- 156 - Mailed Consumer Confidence Report (Water Fund)– Councilmember Cavegn
157 asked if it has to be mailed out; Director DeGardner explained that there are
158 requirements to provide information to the public and the City has chosen to mail;
159 it's possible there will be information that needs to go out regarding water
160 treatment so this funding could go for either that or a CCR and he feels both are
161 important efforts;
- 162 - Sewer Fund – There is a ten percent increase in street maintenance; the FTE and
163 vehicle for the new position is fifty percent charged to this fund;
- 164 - Storm Water (new enterprise fund) - first year for this enterprise so budget is
165 predicted.

166

167 Park Board Chair Pat Huelman announced that he is attending to let the council know that
168 the Park Board takes it role in park improvement planning very seriously and supports a
169 continuing budget for those efforts and to the Parks and Trails Fund.

170

171 **2. Set Meeting Date for Next Budget Work Session** – The council will meet at a
172 special budget session on August 23rd, following the regular City Council meeting.

173

174 The meeting was adjourned at 11:00 p.m.

175

**CITY COUNCIL SPECIAL WORK SESSION
DRAFT**

176 These minutes were considered, corrected and approved at the regular Council meeting held on
177 September 13, 2021.

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182 _____
Julianne Bartell, City Clerk

Rob Rafferty, Mayor

183

AGENDA ITEM 1J

STAFF ORIGINATOR: Lisa Hogstad-Osterhues, Deputy Clerk

MEETING DATE: September 13, 2021

TOPIC Consider Resolution 21-96, Approving
On-Sale Wine, Sunday Sales and 3.2 Beer Licenses
for Mac Kitchen

VOTE REQUIRED: 3/5

INTRODUCTION

Mac Kitchen is an established restaurant located at 717 Apollo Drive, Suite 140. The applicant Trang Mac is applying for On-Sale Wine, Sunday Sales and 3.2 Beer liquor licenses.

This location has previously held the same licenses applied for by Chili, Sushi & Thai.

BACKGROUND

The application submitted to the City is complete, the related fees have been paid and insurance information has been provided to the City as required. The Lino Lakes Public Safety Department has conducted a background on the current owner and found no reason to deny.

In accordance with the Lino Lakes Code of Ordinances, Section 701 relating to Liquor Licensing, this application requires approval by the City Council. The code also requires that opportunity shall be given to any person to be heard for or against the granting of the license. The council may then, in its discretion, grant or refuse the application.

If local approval is granted, the application for an On-Sale Wine and Sunday Sales licenses will be forwarded to the Minnesota Alcohol & Gambling Enforcement Division for review. The State of Minnesota is the licensing authority for wine and Sunday sales licenses; the City is the licensing authority for the 3.2 beer license.

The applicant is aware that approval is subject to all the provisions, approvals, conditions and waiting periods of the laws of the city, state and federal government.

RECOMMENDATION

Staff recommends the approval of the On-Sale Wine, Sunday Sales and 3.2 Beer License for Mac Kitchen.

ATTACHMENTS

Resolution No. 21-96

**CITY OF LINO LAKES
RESOLUTION NO. 21-96**

**APPROVING ISSUANCE OF A NEW ON-SALE WINE, SUNDAY
AND BEER LICENSES FOR MAC KITCHEN**

WHEREAS, the city has received an application for an on-sale wine, Sunday sales and 3.2 beer license from Trang Mac, owner of Mac Kitchen, located at 717 Apollo Drive, Suite 140; and

WHEREAS, the Public Safety Department has conducted an investigation of the applicants and found no reason to deny; and

WHEREAS, the applicant has provided proof of insurance as required and paid the necessary fees;

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Lino Lakes hereby approves a new on-sale wine, Sunday sales and beer license for Mac Kitchen. All the fees, provisions and conditions of the laws of the city, state and federal government and the applicant will comply with all said laws.

Adopted by the Lino Lakes City Council this 13th day of September, 2021.

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

The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Julianne Bartell, City Clerk

**CITY COUNCIL
AGENDA ITEM 3A**

STAFF ORIGINATOR: Lisa Hogstad-Osterhues, City Clerk

MEETING DATE: September 13, 2021

TOPIC: Consider Resolution No. 21-95, Denying an Application for Transient Merchant/Peddler's License for Moxie Services Minnesota LLC, DBA Joshua's Pest Control

VOTE REQUIRED: 3/5

INTRODUCTION

City Code, Chapter 613, regulates transient merchant, peddler, canvasser and solicitor license.

The City has received the following application:

- Application for Transient Merchant/Peddler's License from Dayne Schouten, Moxie Services Minnesota LLD, DBA Joshua's Pest Control.

BACKGROUND

The license application was reviewed by the City Clerk's office in regard to information required for issuance and other City requirements. A background investigation on the applicant was conducted by the public safety department.

RECOMMENDATION

Based on the findings of the review and the background investigation, staff is recommending that the City Council consider Resolution No. 21-95, denying the application for Transient Merchant/Peddler's License for Dayne Schouten, Moxie Services Minnesota LLD, DBA Joshua's Pest Control.

ATTACHMENTS

Denial Letter
BBB Findings
City of Big Lake Revocation of Peddler License
Resolution No. 21-95
Lino Lakes City Code, Section 613.01



September 2, 2021

Dayne Schouten
Moxie Services Minnesota LLC
DBA, Joshua's Pest Control
771 Harding Street NE
Suite 150
Minneapolis, MN 55413

Dear Mr. Schouten,

Please be informed that the City of Lino Lakes has received your application for a Transient Merchant/Peddler License.

The Lino Lakes Public Safety Department performed the background investigation for Moxie Services Minnesota LLC/DBA Joshua's Pest Control and found it to be in non-compliance with the City of Lino Lakes Code Section 613.05. Therefore, your request will be recommended for denial at the September 13, 2021 City Council meeting as outlined below.

- The revocation within the past five years of any license issued to the applicant for the purpose of conducting business as a peddler, solicitor or transient merchant; and
- The applicant is found to have a bad business reputation. Evidence of a bad business reputation shall include, but not be limited to, the existence of more than three complaints against the applicant with the Better Business Bureau, the Attorney General's office or other similar business or consumer rights office or agency, within the preceding 12 months.

Your check in the amount of \$355.00 is enclosed.

If you have any questions, please feel free to contact me.

Sincerely,

Lisa Hogstad-Osterhues
Deputy City Clerk

Joshua's Pest Control

This business is not BBB Accredited

Years in Business: 6

BBB Rating

NR

Customer Reviews are not used in the calculation of BBB Rating

Contact Information

771 Harding St NE Ste 140

Minneapolis, MN 55413

<http://www.joshuaspestcontrol.com>

Email this Business

(612) 474-2288

Customer Reviews

1.38/5

All customer reviews are handled by the BBB where the company is Headquartered or a central customer review processing location.

Average of 21 Customer Reviews

Reasons for BBB Rating

Customer Complaints Summary

21 total complaints in the last 3 years

of those, 15 complaints were closed in last 12 months

Complaint Type

Advertising/Sales	5
Billing/Collections	4
Delivery Issues	1
Guarantee/Warranty	1
Problem with a Product or Service	10
Totals	21

21 Complaints

Show

Complaint Type: Billing/Collection Issues

Status: Answered

08/24/2021

A salesman for the company stopped by while I was out and spoke to my elderly and confused father. They ended up calling me and offering service. I told them I was busy. They said if I wanted a service that day they would give me a \$99 treatment. They told me later that they did not do the interior since we were currently moving and that they would return. And they would contact me in the future for quarterly services. We began having a big problem with bites to the kids so I called them to have the interior sprayed. They charged me \$149 for the treatment. It was supposed to be free since they did not complete the first treatment. In addition they said if I have them come quarterly they will return for free in between if there is a problem. When I contacted them they refused to reverse the charge, less than thirty days from the original incomplete service. I told them I would not have them back out and they have since called and emailed me to let me know there is a cancellation fee.

Response

08/25/2021

We request the customer calls or emails us to discuss these concerns further, please just ask for *****
The allegation that services were sold to her father who is unable to understand the agreement is extremely serious and we would like to investigate this further. We have a service agreement with *** *****, not her father. We need clarification on if this is a situation where her father signed up on her behalf, the signed service agreement has been attached for review.
Interior services and reservices between regular maintenance services are always free. The only services scheduled for this customer's home were regular maintenance services, on the schedule shown in the signed agreement. The first two services are spaced 4 to 6 weeks apart to break down pest breeding cycles, then proceed on a quarterly maintenance schedule.
The customer received a discount in exchange for agreeing to a year's worth of maintenance service. This agreement is contingent on the customer reimbursing us for this discount if they do not follow through with the year's worth of maintenance services. This is the "cancellation" fee the customer is referring to, and was waived by us prior to the submission of this complaint.
It is always our goal to part ways on good terms, we urge the customer to call or email us to discuss their concerns with our manager, *****

Customer Response

08/26/2021

I am rejecting this response because: I was not home so they have no contract with me. I agreed to the initial service only, no commitment. They were pushy to perform the initial service. I called to complete the first service not to request a second. They ask for me to contact them but I did so immediately upon seeing the charge and they had no interest in resolving this until I filed with the BBB.

Complaint Type: Problems with Product/Service

Status: Answered

08/16/2021

On Saturday August 13th an unsolicited girl on a Segway came up to my house offering professional extermination services for \$99.00. She said it was a deal because they were in our neighborhood. I agreed to the service and signed the form on her IPAD. I explained we have a issue with bugs in kitchen and I'd been spraying and spraying but they continue to come back. She said the service was familiar with this type of situation, and said they would spray in baseboards because that is where they hide. The "service" came today. It was one girl with a bottle of spray. It was obvious she did not know what she was doing. She sprayed a few times around the refrigerator and I had to tell her where to spray and to spray the baseboards. I then pulled up the fraudulent agreement-it is not \$99.00, is a year contract they're trying to hook me into. I called, text, and emailed the company saying I wanted to cancel.

Response

08/17/2021

We apologize that you have had a bad experience, and want more details on what happened. We've been trying to contact you regarding your concerns unsuccessfully - it looks like we have had the wrong email on file ***** and haven't been able to reach via call. Dale will be reaching out to go over the situation shortly. It does look like you were billed incorrectly, so the charge from 8/16/21 has been reversed and should reflect on your account in 3-5 business days.

Complaint Type: Advertising/Sales Issues

Status: Resolved

07/19/2021

A sales person came to our house when I was at work told my husband who has early dementia that his wife sent him. told my husband that I wanted service and had him get his debit card to pay for the first service. I have 5 dogs and would never spray pesticides around them. I called right away and they said they would cancel and not take money from his account but they did. I am going to call them again tomorrow but from reading the reviews I doubt we will have much luck. Basically they scammed a senior with a medical issue

Response

07/22/2021

We take an accusation like this very seriously. When reviewing this person's account - it appears they had never been charged for a service.

Customer Response

07/22/2021

[A default letter is provided here which indicates your acceptance of the business's response. If you wish, you may update it before sending it.]

Better Business Bureau:

I have reviewed the response made by the business in reference to complaint ID *****, and find that this resolution is satisfactory to me.

Regards,

***** **

Complaint Type: Problems with Product/Service

Status: Answered

06/07/2021

A salesman came to my door offering me services for \$90. I was under the impression this was a one time service. After signing the paper contract, I found out through reading the fine print on the website that this was a recurring charge, not a one time thing. When I tried to cancel, I was informed that since it was past 24hrs of me signing, and I would be breaking the contract. I feel as though I was scammed.

Response

06/14/2021

We'd really appreciate a call or email from this customer so we can get more feedback and investigate his concerns further, our goal is always to part ways on good terms - just call and ask for *****.

There was a \$210.00 discount given to the customer on their initial flushout service in exchange for signing up for a year's worth of service, the customer requested to cancel about 3 weeks after this service was performed.

Her original complaint from July 2020 is that she thought the quarterly service would be cheaper, not that she believed it was a one-time only service. No service was priced at \$90 like mentioned, the first service was \$29, and subsequent services were \$119. Our agreement is that this discount be returned to us if the service subscription is cancelled before a year's worth of services are performed.

We take several steps to prevent misunderstandings regarding our service agreement, including:

We've verified that the agreement cannot be presented to a customer in a way that does not disclose cost, or that it is a 12 month agreement.

(For example, the agreement cannot be zoomed in on an iPad to show only the signature line, and directly above the signature line we've noted in bold "This agreement is for an initial period of 12 months.")

We send the customer copies of their agreement for review before starting services

We emailed a copy of this customer's agreement to the email address provided, ***** , a day before services began

We texted a link to this consumer's agreement to the number she provided, *****

Complaint Type: Billing/Collection Issues

Status: Resolved

05/01/2021

I had Joshua's pest service since mid 2020 but recently attempted to cancel service due to sale of property. I contacted Joshua's on at least four occasions to cancel service and was always told that only a supervisor could cancel but that none was available and they would call me. No calls were ever returned. I then sent multiple inquiries via email also with no response and finally deleted my payment info and disallowed any further charges. Joshua's however continues to send me bills and refuses to cancel and close my account.

Response

05/03/2021

This customer's account with us was cancelled on 4/10/2021. We left the customer several voicemails and apologize for the game of phone tag, we certainly do not want her to think her request was ignored.

Customer Response

05/03/2021

[To assist us in bringing this matter to a close, you must give us a reason why you are rejecting the response. If no reason is received your complaint will be closed as Assumed Answered]

Complaint: *****

I am rejecting this response because: The account is still active on the web portal and I received a bill as recently as May 1st so I am not confident that the account is actually closed. Pardon my skepticism but after repeated calls to the contact center and commitments for a supervisor to call me back, I've received no call

backs and continued to have bills arrive. Attached is the copy of the email from Joshua's on May 1st asking for payment so if the account was closed on April 21st, why are billing requests continuing? Additionally, I am also including a screen shot of the account details which show my email and phone number are both accurate and up to date in Joshua's system. If repeated attempts to contact me have been made, then I'm at a loss as to why no voicemail was ever left.

Bottom line... I need some evidence of account closure to be confident that at some point I won't be dealing with derogatory reports to my credit.

Regards,

M

Response

05/04/2021

Attached are screenshots from our customer service system showing the account is frozen, the balance is \$0, and a few shots of outbound call attempts from our phone system. Please let me know if this suffices and if there is anything else we can provide to you that would put you at ease that your account with us has been permanently closed and you owe no balance.

Customer Response

05/04/2021

[A default letter is provided here which indicates your acceptance of the business's response. If you wish, you may update it before sending it.]

Better Business Bureau:

I have reviewed the response made by the business in reference to complaint ID *****, and find that this resolution is satisfactory to me.

Regards,

Complaint Type: Problems with Product/Service

Status: Answered

04/29/2021

I had a year contract of termite treatment with Joshua's pest control. I paid \$160 for installment the bait and I was heard they would come and check every 3-6 months but nobody visited the site for a year. I did not want to renew my contract due to the quality of service and the teller said they will take termite treatment bait out from my house. I already paid for that a year ago. I want them to refund \$160 if they take termite treatment bait out or leave the termite treatment bait.

S

Response

04/29/2021

It is standard and effective to check Sentricon bait stations annually, it is a best practice to disturb the stations minimally so that the pests are not deterred from feeding. We reviewed this with the customer at the time he agreed to the service and are attaching a copy of his signed service agreement.

The disputed \$160 charge from July 2020 was not actually for the customer's termite service, he had another subscription for general pests, we are attaching a copy of this service agreement also.

Customer Response

04/29/2021

I added the wrong receipt. That was mosquito control and I cancelled right after a month later because the service was not effective. Termite control was \$300 and I paid in full last year for 2 year contract. You guys pulled out termite stations I installed before you guys started. You need to put it back. I paid it. [To assist us in bringing this matter to a close, you must give us a reason why you are rejecting the response. If no reason is received your complaint will be closed as Assumed Answered]

Complaint: *****

I am rejecting this response because:

Regards,

***** **

Response

05/04/2021

We request that the customer gives our office and call and requests to speak to our manager, *****, to clear up any confusion. The termite stations are owned by *****. They were pulled from the ground due to non-payment. The service for the stations is ongoing and servicing the stations is what we charge for - we do not own the stations and cannot give them to the customer.

Customer Response

05/04/2021

[To assist us in bringing this matter to a close, you must give us a reason why you are rejecting the response. If no reason is received your complaint will be closed as Assumed Answered]

Complaint: *****

I am rejecting this response because:

Regards,

***** **

\$300 was paid in full last year for 2year and I did not want to extend. You guys need to leave until the contract ends or refund the rest of the period. You guys pulled some of stations I installed prior you.



June 30, 2021

Moxie Services, LLC
Dba: Joshua's Pest Control
771 Harding Street NE, #150
Minneapolis, MN 55413

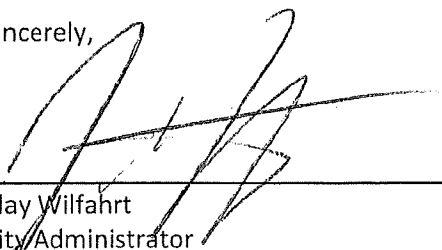
RE: SOLICITOR LICENSE DENIAL NOTICE

In May of 2020, a call for service complaint was received by the Big Lake Police Department regarding obscene behavior by a representative of Moxie Services, LLC dba Joshua's pest control. The action resulted in a citation for public nuisance, and the revocation of Moxie LLC's solicitor license for violating City ordinance.

The City code states that the City has the right to deny solicitor licenses due to "The revocation within the past five years of any license issued to the applicant for the purpose of conducting business as a peddler, solicitor, or transient merchant." Due to this incident and subsequent revocation of the solicitor license, we are denying Moxie Services' request for a solicitor license.

You have the right to appeal this process by requesting a public hearing of the City Council of the City of Big Lake within 10 regular business days of receiving this notice. If requested, the City Council would schedule a public hearing to hear the appeal within 20 days of the request.

Sincerely,



Clay Wilfahrt
City Administrator
City of Big Lake

Cc: Dayne Schouten, Joshua's Pest Control

**CITY OF LINO LAKES
RESOLUTION NO. 21-95**

**RESOLUTION DENYING AN APPLICATION FOR
TRANSIENT MERCHANT/PEDDLER LICENSE FOR JOSHUA’S PEST CONTROL**

WHEREAS, the City received an application for a Transient Merchant/Peddler’s License for Moxie Services Minnesota LLC, DBA Joshua’s Pest Control; and

WHEREAS, the Lino Lakes Public Safety Department has conducted a background check on the applicant; and

WHEREAS, the City Clerk’s office has completed a review of the application;

Based on the record before it, the City Council of the City of Lino Lakes hereby finds the following:

FINDINGS

Lino Lakes City Code, Section 613.05, Subd. 3 & 4 as follows:

- (3) The revocation within the past five years of any license issued to the applicant for the purpose of conducting business as a peddler, solicitor or transient merchant; and
- (4) The applicant is found to have a bad business reputation. Evidence of a bad business reputation shall include, but not be limited to, the existence of more than three complaints against the applicant with the Better Business Bureau, the Attorney General's office or other similar business or consumer rights office or agency, within the preceding 12 months.

BASED ON THESE FINDINGS, the City Council hereby denies the application of Dayne Schouten, Moxie Services Minnesota LLD, DBA Joshua’s Pest Control.

Adopted by the Council of the City of Lino Lakes this 13rd day of September, 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

CHAPTER 613: TRANSIENT MERCHANT, PEDDLER, CANVASSER AND SOLICITOR

Section

- 613.01 Definitions
- 613.02 Exceptions to definitions
- 613.03 Religious and charitable organizations
- 613.04 Licensing; exemptions
- 613.05 License ineligibility
- 613.06 License suspension and revocation
- 613.07 License transferability
- 613.08 Prohibited activities
- 613.09 Penalties

§ 613.01 DEFINITIONS.

For the purposes of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

PEDDLER. A person who goes from house-to-house, door-to-door, business-to-business, street-to-street or any other type of place-to-place, for the purpose of offering for sale, displaying or exposing for sale, selling or attempting to sell and delivering immediately upon sale, the goods, wares, products, merchandise or other personal property that the person is carrying or otherwise transporting. The term **PEDDLER** shall mean the same as the term hawkler.

PERSON. Any natural individual, group, organization, corporation, partnership or association. As applied to groups, organizations, corporations, partnerships and associations, the terms shall include each member, officer, partner, associate, agent or employee.

SOLICITOR. A person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place, for the purpose of obtaining or attempting to obtain orders for goods, wares, products, merchandise, other personal property or services of which he or she may be carrying or transporting samples, or that may be described in a catalog or by other means, and for which delivery or performance shall occur at a later time. The absence of samples or catalogs shall not remove a person from the scope of this provision if the actual purpose of the person's activity is to obtain or attempt to obtain orders as discussed above. The term shall mean the same as the term canvasser.

TRANSIENT MERCHANT. Any person whose business in the city is temporary or seasonal and consists of selling and delivering merchandise within the city, and who in furtherance of the purpose uses or occupies any structure, vehicle or other place for the exhibition and sale of the merchandise.

(Prior Code, § 612.01) (Ord. 01-89, passed 2-13-1989)

§ 613.02 EXCEPTIONS TO DEFINITIONS.

(1) For the purpose of this chapter, the terms peddler, solicitor and transient merchant shall not apply to the following:

- (a) Persons doing business by appointment;
- (b) Persons selling or attempting to sell at wholesale their goods, wares, products or merchandise to retail, wholesale, professional or industrial establishments;
- (c) Persons conducting the type of sales commonly known as garage sales, rummage sales or estate sales, as well as anyone conducting an auction as a properly licensed auctioneer or any officer of the court conducting a court-ordered sale;
- (d) No licenses shall be required for vendors as a preliminary step to the establishment of a regular route service for the sale and delivery of commodities or the providing of services to regular customers; and
- (e) School aged children selling items for fund raisers.
- (f) Persons selling only farm products they have grown themselves.

(2) Exception from the definitions for the scope of this chapter shall not excuse any person from complying with any other applicable statutory provision or local ordinance.

(Prior Code, § 612.03) (Ord. 01-89, passed 2-13-1989; Am. Ord. 01-11, passed 1-24-2011)

§ 613.03 RELIGIOUS AND CHARITABLE ORGANIZATIONS.

(1) Any organization, society, association or corporation desiring to solicit or have solicited in its name money, donations of money or property or financial assistance of any kind or desiring to sell or distribute any item of literature or merchandise

for which a fee is charged or solicited from persons other than members of the organizations upon the streets, in office or business buildings, by house to house canvass or in public places for a charitable, religious, patriotic, philanthropic or otherwise non-profit purpose shall be exempt from § 613.04 of this chapter, provided a sworn application in writing on a form furnished by the city is filed which shall include the following information:

- (a) Name and purpose of the cause for which the license is sought;
- (b) Names and addresses of the officers and/or directors of the organization;
- (c) The period during which the solicitation is to be carried on; and
- (d) Whether or not any commission, fee, wages or emoluments are to be expended in connection with the solicitation.

(2) Upon the foregoing being satisfied, the organization, association or corporation shall furnish all its members, agents or representatives conducting the solicitation credentials in writing stating the name of the organization, name of the agent and the purpose of the solicitation. The credentials shall be kept on the person of the members, agents or representatives during the actual solicitation and be presented to anyone requesting to see same.

(Prior Code, § 612.04) (Ord. 01-89, passed 2-13-1989)

§ 613.04 LICENSING; EXEMPTIONS.

(1) *County license required.* No person shall conduct business as a peddler, solicitor or transient merchant within the city limits without first having obtained the appropriate license from the county as required by M.S. Ch. 329, as it may be amended from time to time, if the county issues a license for the activity.

(2) *City license required.* Except as otherwise provided for by this chapter, no person shall conduct business as either a peddler, solicitor or transient merchant without first having obtained a license from the city. The license period will be no longer than six months from the date of issuance. A single license may be issued to a company covering its employees or agents as long as an application, as described herein, is completed, for each individual person operating in the city.

(3) *Application.* Application for a city license to conduct business as a peddler, transient merchant or solicitor shall be made at least ten regular business days before the applicant desires to begin conducting business on an application form available from the office of the City Clerk. All applications shall be signed by the applicant and shall include the following information:

- (a) Applicant's full legal name, name of business and applicant's current position;
- (b) All other names under which the applicant conducts business or to which applicant officially answers;
- (c) Applicant's permanent home and business address as well as a local address for correspondence;
- (d) Any and all business related telephone numbers, including a number where the applicant can be reached while conducting business in the city;
- (e) A brief written description of the nature of the business, the goods to be sold and the applicant's method of operation;
- (f) A brief statement of the nature, character and content of the advertising done or proposed to be done in order to attract customers (samples may be requested);
- (g) Full legal name of any and all business operations owned, managed or operated by applicant, or for which the applicant is an employee or agent;
- (h) The length of time which the applicant intends to do business in the city with the approximate dates;
- (i) A statement as to whether or not the applicant or the person managing the business activities has been convicted within the last five years of any felony, gross misdemeanor or misdemeanor for violation of any state or federal statute or any local ordinance, other than traffic offenses;
- (j) The applicant's driver's license number or other acceptable form of identification.
- (k) If a vehicle is to be used, a description of the same together with license number or other means of identification;
- (l) A photograph of the applicant, taken within 60 days immediately prior to the date of filing of the application, which picture shall be two inches by two inches showing the head and shoulders of the applicant in a clear and distinguishing manner;
- (m) A list of the three most recent locations where the applicant has conducted business as a peddler, solicitor or transient merchant; and
- (n) Transient merchants shall include the addresses of all places where the business is to be located along with written consent of the owners or occupants.

(Prior Code, § 612.06) (Ord. 01-89, passed 2-13-1989)

(4) *Fee.* All applications for a license under this chapter shall be accompanied by the fee established by ordinance annually in the city fee schedule, as it may be amended from time to time.

(5) *Procedure.* Upon receipt of the completed application and payment of the license fee, the City Clerk must determine if the application is complete. An application is determined to be complete only if all required information is provided. If the City Clerk determines that the application is incomplete, the City Clerk must inform the applicant of the required or necessary information that is missing. If the application is complete, the City Clerk must order any investigation, including background checks, necessary to verify the information provided with the application. The City Clerk will present the license request to the Council as soon as possible. If there exists grounds for denying the license under § 613.05, the Clerk will present that information to the City Council. If the Council denies the license, the applicant must be notified in writing of the decision, the reason for denial and of the applicant's right to appeal the denial by requesting, within 20 days of receiving notice of rejection, a public hearing before the City Council. The City Council shall hear the appeal within 20 days of the date of the request.

(6) *License exemptions.*

(a) No license shall be required of any person going from house-to-house, door-to-door, business-to-business, street-to-street or other type of place-to-place when the activity is for the purpose of exercising that person's state or federal constitutional rights such as the freedom of speech, press, religion and the like, except that this exemption may be lost if the person's exercise of constitutional rights is merely incidental to a commercial activity.

(b) Professional fundraisers working on behalf of an otherwise exempt person or group shall not be exempt from the licensing requirements of this chapter.

§ 613.05 LICENSE INELIGIBILITY.

The following shall be grounds for denying a license under this chapter:

(1) The failure of the applicant to truthfully provide any of the information requested by the city as part of the application, or the failure to sign the application or the failure to pay the required fee at the time of application;

(2) The conviction of the applicant within the past five years from the date of application for any violation of any federal or state statute or regulation, or of any local ordinance, which adversely reflects on the person's ability to conduct the business for which the license is being sought in an honest and legal manner. Those violations shall include but not be limited to burglary, theft, larceny, swindling, fraud, unlawful business practices and any form of actual or threatened physical harm against another person;

(3) The revocation within the past five years of any license issued to the applicant for the purpose of conducting business as a peddler, solicitor or transient merchant; and

(4) The applicant is found to have a bad business reputation. Evidence of a bad business reputation shall include, but not be limited to, the existence of more than three complaints against the applicant with the Better Business Bureau, the Attorney General's office or other similar business or consumer rights office or agency, within the preceding 12 months.

§ 613.06 LICENSE SUSPENSION AND REVOCATION.

(1) *Generally.* Any license issued under this section may be suspended or revoked at the discretion of the City Council for violation of any of the following:

- (a) Fraud, misrepresentation or incorrect statements on the application form;
- (b) Fraud, misrepresentation or false statements made during the course of the licensed activity;
- (c) Conviction of any offense for which granting of a license could have been denied under §613.05; and
- (d) Violation of any provision of this chapter.

(2) *Multiple persons under one license.* The suspension or revocation of any license issued for the purpose of authorizing multiple persons to conduct business as peddlers or transient merchants on behalf of the licensee shall serve as a suspension or revocation of each authorized person's authority to conduct business as a peddler or transient merchant on behalf of the licensee whose license is suspended or revoked.

(3) *Notice.* Prior to revoking or suspending any license issued under this chapter, the city shall provide the license holder with written notice of the alleged violations and inform the licensee of his or her right to a hearing on the alleged violation. Notice shall be delivered in person or by mail to the local address given on the application.

(4) *Public hearing.* Upon receiving the notice provided in division (3) of this section, the licensee shall have the right to request a public hearing. If no request for a hearing is received by the City Clerk within ten regular business days following the service of the notice, the city may proceed with the suspension or revocation. For the purpose of mailed notices, service shall be considered complete as of the date the notice is placed in the mail. If a public hearing is requested within the stated time frame, a hearing shall be scheduled within 20 days from the date of the request. Within three regular business days of the hearing, the City Council shall notify the licensee of its decision.

(5) *Emergency.* If, in the discretion of the City Council, imminent harm to the health or safety of the public may occur because of the actions of a peddler or transient merchant licensed under this chapter, the City Council may immediately suspend the person's license and provide notice of the right to hold a subsequent public hearing as prescribed in division (4) of this section.

§ 613.07 LICENSE TRANSFERABILITY.

No license issued under this chapter shall be transferred to any person other than the person to whom the license was issued.

§ 613.08 PROHIBITED ACTIVITIES.

(1) Sell or solicit before the hour of 9:00 a.m. or after one-half hour past sunset unless a previous appointment has been made.

(2) Enter or conduct business upon any premise where a sign or plaque is conspicuously posted stating in effect that no peddlers or solicitors are allowed. The signs shall have letters a minimum of one-half inch high.

(3) Occupy for the purpose of advertising and/or conducting business any area within a sight triangle, at any road intersection.

(4) Occupy as a transient merchant, solicitor or peddler, any public right-of-way or other public property for the purpose of advertising and/or conducting business.

(5) Obstruct the free flow of either vehicular or pedestrian traffic on any street, alley, sidewalk or other public right of way.

(6) Conduct business in a way as to create a threat to the health, safety and welfare of any individual or the general public.

(7) Call attention to business or items to be sold by means of blowing any horn or whistle, ringing any bell, crying out or by any other noise, so as to be unreasonably audible within an enclosed structure.

(8) Failing to provide proof of license and identification, when requested.

(9) Making false or misleading statements about the product or service being sold, including untrue statements of endorsement. No peddler, solicitor or transient merchant shall claim to have the endorsement of the city solely based on the city having issued a license or registration to that person.

(10) Remaining on the property of another when requested to leave or to otherwise conduct business in a manner a reasonable person would find obscene, threatening, intimidating or abusive.

§ 613.09 PENALTIES.

Whoever does any act forbidden by this chapter or omits or fails to do any act required by this chapter shall be guilty of a misdemeanor and subject to all penalties provided for under Minnesota law.

**CITY COUNCIL
AGENDA ITEM 5A**

STAFF ORIGINATOR: Rick DeGardner, Public Services Director

MEETING DATE: September 13, 2021

TOPIC: Consider Resolution 21-92, Approving GameDay Sports Lino Lakes Recreation Center Brand/Marketing Proposal

VOTE REQUIRED: 3/5

INTRODUCTION

The Council is being asked to approve a brand and marketing proposal for the Recreation Center.

BACKGROUND

The City Council accepted the ISG Scope of Services Proposal during the August 23, 2021 City Council meeting to develop potential fitness and aquatic partnerships, and provide management support and development. Staff continues to review the necessary steps to move toward a successful debut of the Rec Center.

A primary key to success of launching the former YMCA facility is to create a brand identity for the new recreation center. The attached proposal from GameDay Sports provides an overview of the company and identifies three phases:

- Brand Development - Develop brand strategy, create name, brand logo and slogan (\$12,000 - \$17,000)
- Marketing Plan - Develop and implement a marketing platform to promote our new facility brand, develop merchandising plan (\$5,000 - \$10,000)
- Grand Opening Events - Create and manage a Grand Opening Event for the facility. Staff is not sure at this time the extent (if any) of this phase, so this can be discussed at a future time.

Please note the timelines identified within each phase is to illustrate the time frame typically needed and will be adjusted once a commitment to open the facility from the city council occurs, along with identifying the target opening date.

To further enhance these efforts, WSB has generously offered to provide the consulting services of Mr. Ben Maurer, Vice President of Marketing and Communications, and Mr. Brian Bourassa, Principal Senior Project Manager at no charge.

RECOMMENDATION

Approve Resolution 21-92.

ATTACHMENTS

Resolution 21-92
GameDay Sports Lino Lakes Recreation Center Brand/Marketing Proposal

**CITY OF LINO LAKES
RESOLUTION NO. 21-92**

**RESOLUTION APPROVING GAMEDAY SPORTS LINO LAKES
RECREATION CENTER BRAND/MARKETING PROPOSAL**

WHEREAS, a primary key to success of opening the former YMCA facility is to create a brand identity for the new recreation center; and

WHEREAS, the proposal from GameDay Sports provides an overview of the company and identifies three phases:

- Brand Development - Develop brand strategy, create name, brand logo and slogan (\$12,000 - \$17,000)
- Marketing Plan - Develop and implement a marketing platform to promote our new facility brand, develop merchandising plan (\$5,000 - \$10,000)
- Grand Opening Events - Create and manage a Grand Opening Event for the facility. Staff is not sure at this time the extent (if any) of this phase, so this can be discussed at a future time.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Lino Lakes, Minnesota hereby authorizes the Public Services Director to enter into an agreement with GameDay Sports for the branding and marketing of the recreation center.

Adopted by the Council of the City of Lino Lakes this 13th day of September, 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



GAMEDAY SPORTS + WSB

LINO LAKES RECREATION CENTER BRAND/MARKETING PROPOSAL

9.1.21

Overview

GameDay Sports is a full-service sports marketing firm based in Minneapolis, Minnesota. Founded in 2001, GameDay Sports Marketing is a sports media and marketing firm that specializes in branding, marketing, events and experiences, revenue generating solutions, negotiation, publishing, and multi-media rights. Our team brings decades of experience to our clients that range from NFL, MLB and NHL franchises, to colleges, universities and Fortune 500 companies.

WSB is a forward-thinking design and consulting firm specializing in engineering, community planning, environmental, and construction services. A partner of the City of Lino Lakes, WSB currently delivers City Engineering services.

Goals

In partnership with Minnesota-based WSB, GameDay Sports will evaluate and utilize Lino Lake's mission, vision, and values to create a brand identity for the new Recreation Center (former YMCA) the city and your residents will be proud to own. In addition, GameDay Sports/WSB can also create and execute a marketing campaign, a grand opening event, as well as opportunities to create new revenue for the city through sponsorships/advertising partnerships.

Timeline

This proposal has been created with an estimated opening date of April 1, 2022. The timelines listed below can be adjusted should the city decide to an earlier opening.

Phase 1 – Brand Development (September 7 – September 30)

SCOPE: Utilizing Lino Lakes mission and values, we will create a story around the new Recreation Center. From this story, we will develop the brand including:

- Brand Discovery/Research
 - What will the Rec Center's promise to the community be? What is our Why?
 - How do we want residents to perceive the Rec center, and how will they describe their experience after visiting?
 - How you are different, trustworthy, memorable, and likable by your residents?
- Execute Competitor Research
 - Identify competitors and key differentiators between the Rec Center and our competition.
 - Recommend Integrations that will differentiate Rec Center.

- Develop Brand Strategy – Create a positive image that stands out and provides solutions for residents.
- Key Messages for the Brand – Communicate our value proposition and promise to the community.
- Create Brand Logo & Slogan

Phase 1 Investment Range: \$12,000 to \$17,000

Phase 2 – Marketing Plan (October 1, 2021 – March 30, 2022)

SCOPE: Develop and implement a turn-key marketing platform to promote our new facility brand and communicate key differentiators – with the goal of generating memberships and creating a buzz around the new facility.

- Write and execute Press Release
- Communicate the brand’s promise to residents through multiple platforms
- Develop merchandising plan
- Integrate brand within city communications
- Co-Branding partnership with potential local fitness provider
- Create and Activate Social Media Platforms
- Communicate updates to the community as progress continues and new integrations are being made
- Invitations to community for Grand Opening event

Phase 2 Investment Range: \$5,000 to \$10,000

Phase 3 – Grand Opening Events (Saturday, April 2, 2022)

SCOPE: Create and manage a Grand Opening Event for the facility.

- Tours
- Meet/Greet Instructors
- Catering
- Games
- Ribbon Cutting
- Appearances & Autographs
- 5k Run/Walk (free to members – bring new prospects to the facility)
- Live Music
- Discounts for membership registration that day

***Phase 3 Investment Range: TBD As Needed
Commitment on or before March 1, 2022***

The Team



Marc Morgan, GameDay Sports Marketing
Managing Partner
mmorgan@gamedaysportsmarketing.com
612.327.7091



Ben Maurer, WSB & Associates
Vice President of Marketing and Communications
bmaurer@wsbeng.com
763.512.5252



Brian Bourassa, WSB & Associates
Principal & Senior Project Manager
bbourassa@wsbeng.com

**CITY COUNCIL
AGENDA ITEM 5B**

STAFF ORIGINATOR: Rick DeGardner, Public Services Director

MEETING DATE: September 13, 2021

TOPIC: Consider Resolution 21-93, Approving DSGW Architectural Services Proposal

VOTE REQUIRED: 3/5

INTRODUCTION

The Council is being asked to approve an interior design and architectural services proposal for the Recreation Center.

BACKGROUND

Prior to reopening, the existing facility is in need of renovation and enhancements including revamped locker rooms, wall and floor finishes, interior signage, and FFE. We are also exploring the feasibility of combining existing rooms to create a birthday party/meeting room.

Attached is the proposal from DSGW Architecture outlining the project scope and phasing plan. Estimated fees are broken down into three phases with a total not to exceed amount of \$6,550.

Mr. Brian Bourassa has offered his services to assist with the coordination between GameDay Sports and DSGW Architecture to ensure we maximize the effectiveness of both consultants.

RECOMMENDATION

Approve Resolution 21-93.

ATTACHMENTS

Resolution 21-93
DSGW Proposal - Sept, 2021

**CITY OF LINO LAKES
RESOLUTION NO. 21-93**

**RESOLUTION APPROVING DSGW ARCHITECTURAL
SERVICES PROPOSAL**

WHEREAS, prior to opening the recreation center, the existing facility is in need of renovation and enhancements including revamped locker rooms, wall and floor finishes, interior signage and FFE; and

WHEREAS, the proposal from DSGW Architecture outlines the project scope and phasing plan. Estimated fees are broken down into three phases with a total not to exceed amount of \$6,550.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Lino Lakes, Minnesota hereby authorizes the Public Services Director to enter into an agreement with DSGW Architecture for interior remodeling and architecture services for the recreation center.

Adopted by the Council of the City of Lino Lakes this 13th day of September, 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



Sept 2021

Attn: Rick DeGardner
Public Services Director
City of Lino Lakes
600 Town Center Parkway, Lino Lakes, MN 55014
(651-982-2444

RE: Proposal for Architectural services for the City of Lino Lakes

Dear Rick DeGardner,

We appreciate the opportunity to provide a proposal for architectural services for the Remodel and finish upgrade of the new Community and Recreation Center in Lino Lakes.

DSGW Architect's services include the following:

- Survey and as-built drawings for the existing office spaces as required
- Space planning for improvements
- Signed construction drawings

PROJECT SCOPE OF WORK:

- Provide finish specification and design for Lower-Level Lobby, Administration Space, Activity Room, Gymnasium, Main Staircase, and Upper Level. Including wall and Floor finishes, ceiling tile and grid, cabinetry, door finishes, and signage/branding.

PROJECT ORGANIZATION:

Programming and Schematic Design Phase

Programming and Schematic Design Phase: the stage in which the general scope and conceptual design of a project are established.

Architectural Design/Documentation - responding to program requirements and preparing:

- One (1) site visit to survey the existing space as required
- Discuss the build-out program and requirements for the space.
- Design and layout of the space to satisfy the clients program and requirements.
- Review the current edition of the Minnesota State Building Code, and the Minnesota Accessibility Code as they apply to the project.
- Schematic plans to be used for preliminary bidding and project budgeting.

PROJECT PHASE:

Construction Documents Phase

Stage in which the requirements for the work are set forth in adequate detail to be used for construction. Architectural Design/Documentation - consisting of:

- Preparation of permit ready drawings. Architectural construction drawings include cover sheet, code analysis and building data, floor plan, enlarged special area plans(s), reflected ceiling plan with schematic lighting layout shown, door schedule, hardware schedule, room finish schedule, wall assembly schedule, and demolition plan
- DSGW will provide one (1) set of stamped Construction Documents, via PDF; this will include: Architectural.
- Drawings to be used for final bidding, to secure building permit and for construction. DSGW will work with city building officials during the plan review and approval process.



- Meetings on location as required

REIMBURSABLE EXPENSES

- Postage, shipping & messenger service
- Mileage
- Printing and reproduction

SERVICES NOT INCLUDED IN THIS PROPOSAL

- Structural design consultants
- Site design & reporting, incl.: Geotechnical exploration and reporting, landscape design services, civil engineering
- Mechanical, Electrical, Plumbing and Fire Sprinkler Engineering
- Marketing drawings
- Additions to existing buildings or exterior work

COMPENSATION

City of Lino Lake will be billed on an hourly basis

Existing Site Survey	\$1,250.00
• 1 staff @\$125/hr for 2 hours on site	
• 1 staff @ \$125/hr for 8 hours drafting	
Programming and Schematic Design Phase.....	\$2,025.00
• 1 staff @ \$125/hr for 15 hours Design	
• 1 principal @ \$150/hr for 1 hours	
Construction Documents Phase.....	\$3,275.00
• 1 staff @ \$125/hr for 25 hours drafting	
• 1 principal @ \$150/hr for 1 hours	

ESTIMATED TOTAL / NOT TO EXCEED.....\$6,550.00

Design will commence once notified to proceed has been received. If this proposal is acceptable, we will submit an AIA Owner-Architect Agreement as our agreement for the project. If you have any questions, please contact me at 651-894-6493 or email at aswartzwelder@dsgw.com. We thank you for the opportunity to present this proposal.

Sincerely,

DSGW Architects, Inc.

Angela Swartzwelder
Interior Designer
DSGW Architects

OWNER AUTHORIZATION:

Signature

Print Name

Date

**CITY COUNCIL
AGENDA ITEM 5C**

STAFF ORIGINATOR: Rick DeGardner, Public Services Director

MEETING DATE: September 13, 2021

TOPIC: Consider Resolution 21-94, Naming Park at Centerville Road and Birch Street and Consider Renaming Current City Hall Park

VOTE REQUIRED: 3/5

INTRODUCTION

The Council is being asked to determine the official name for the park area currently being constructed at Centerville Road and Birch Street as well as consider renaming City Hall Park.

BACKGROUND

The Park Board created a process for naming the new park at Centerville Road and Birch Street as well as considering the renaming of City Hall Park during the June, 2021 Park Board meeting. The first survey produced 19 different name suggestions for Centerville Road/Birch Street Park and eight different name suggestions for City Hall Park. During the August 4, 2021 meeting, the Park Board decided to move forward with the following names for the final feedback survey:

Centerville Road & Birch Street Park (1750 Birch Street)

- Tower Park
- Blue Heron Park
- Water Tower Park

City Hall Park (1189 Main Street)

- Old City Hall Park
- Main Street Park

There were 76 respondents. Approximately 50% voted for Tower Park, with Blue Heron Park and Water Tower Park each around 25%.

An overwhelming majority (approximately 75%) voted for Main Street Park, over Old City Hall Park.

The following motions were presented during the September 1, 2021 Park Board meeting:

Bill Kusterman made a motion to recommend to the City Council that the park at Centerville Road and Birch Street be officially named "Tower Park." Seconded by John Nordlund. Motion passed 5-2 (Clark Gooder and Pat Huelman dissented).

Bill Kusterman made a motion to recommend to the City Council that the current City Hall

Park be renamed “Main Street Park.” Seconded by Richard Jensen. Motion passed 6-1 (Clark Gooder dissented).

RECOMMENDATION

Officially name the park at Centerville Road and Birch Street and consider whether to rename the current City Hall Park.

**CITY OF LINO LAKES
RESOLUTION NO. 21-94**

**RESOLUTION NAMING PARK AT CENTERVILLE ROAD AND
BIRCH STREET AND CONSIDER RENAMING CURRENT CITY HALL PARK**

WHEREAS, the Park Board created a process for naming the new park at Centerville Road and Birch Street as well as considering the renaming of City Hall Park during the June, 2021 Park Board meeting; and

WHEREAS, the first survey produced 19 different name suggestions for Centerville Road/Birch Street Park and eight different name suggestions for City Hall Park. During the August 4, 2021 meeting, the Park Board decided to move forward with the following names for the final feedback survey:

Centerville Road & Birch Street Park (1750 Birch Street)

- Tower Park
- Blue Heron Park
- Water Tower Park

City Hall Park (1189 Main Street)

- Old City Hall Park
- Main Street Park

WHEREAS, there were 76 respondents. Approximately 50% voted for Tower Park, with Blue Heron Park and Water Tower Park each around 25%. An overwhelming majority (approximately 75%) voted for Main Street Park, over Old City Hall Park.

WHEREAS, the following motions were presented during the September 1, 2021 Park Board meeting:

Bill Kusterman made a motion to recommend to the City Council that the park at Centerville Road and Birch Street be officially named “Tower Park.” Seconded by John Nordlund. Motion passed 5-2 (Clark Gooder and Pat Huelman dissented).

Bill Kusterman made a motion to recommend to the City Council that the current City Hall Park be renamed “Main Street Park.” Seconded by Richard Jensen. Motion passed 6-1 (Clark Gooder dissented).

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Lino Lakes, Minnesota hereby declares the park at Centerville Road and Birch Street be named Tower Park. In addition, the current City Hall Park located at 1189 Main Street shall be renamed Main Street Park.

Adopted by the Council of the City of Lino Lakes this 13th day of September, 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 6A**

STAFF ORIGINATOR: Katie Larsen, City Planner

MEETING DATE: September 13, 2021

TOPIC: Consider 1st Reading of Ordinance No. 09-21 Interim Ordinance Creating a Moratorium for Mini Self-Storage Facilities

VOTE REQUIRED: 3/5

INTRODUCTION

At the October 9, 2019 Planning & Zoning Board meeting, staff and the Board discussed the potential need for additional regulations related to mini self-storage facilities. Staff has recently received inquiries from developers wanting to construct more mini self-storage facilities. Since the City is currently updating its zoning ordinance, staff recommends a one (1) year moratorium on mini self-storage facilities to allow time to review and possibly amend the ordinance.

BACKGROUND

Mini self-storage facilities are only allowed in the City’s industrial zoning districts with a conditional use permit. The following conditions apply:

1. No single building shall be greater than one hundred fifty (150) feet in length.
2. If an “on-premises” caretaker dwelling unit is provided on site, construction of said dwelling unit shall conform to all design standard regulations for multiple family dwelling units of the Minnesota State Building Code 8-5.
3. No retailing, wholesaling, manufacturing, repair, or other such activity other than storage is to occur within the mini self-storage facility.

There are currently no regulations regarding the number or types of buildings allowed on site or building design standards. In October 2019, the Board and staff discussed the interest in indoor, climate controlled self-storage facilities that are housed in one building as shown below.



As we work through the zoning ordinance updates, staff will present additional information for consideration regarding individual mini self-storage facilities, indoor climate controlled single buildings, design standards, location, etc.

RECOMMENDATION

Staff recommends approval of the interim ordinance creating a 1 year moratorium for mini self-storage facilities.

The Planning & Zoning Board held a public hearing on September 8, 2021. Board members expressed concerns regarding the length of the moratorium. Staff explained the 1 year was a maximum timeframe and the ordinance amendment could occur sooner than that. There were no public comments. The Board recommended the interim ordinance creating a 1 year moratorium for mini self-storage facilities with a 5-1 vote.

ATTACHMENTS

1. Ordinance No. 09-21

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

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

**INTERIM ORDINANCE CREATING A MORATORIUM FOR MINI
SELF-STORAGE FACILITIES WITHIN THE
CITY OF LINO LAKES**

The City Council of Lino Lakes ordains:

Section 1. Purpose and Intent. The purpose and intent of this Ordinance is to exercise the City’s authority under Minnesota Statutes 462.355, Subd. 4 by the creation of an interim ordinance which has the effect of creating a moratorium on all mini self-storage facilities in Lino Lakes.

Section 2. Preliminary Findings: The City Council hereby makes the following preliminary findings to serve as the basis for the necessary study to be made during the moratorium, which serve as the reasons why it is in the public interest for the City to declare a moratorium by virtue of this Ordinance:

- 1) City staff has determined that current regulations do not adequately address and regulate mini and self-storage uses, particularly given the increase in the prevalence of this type of use in metro area suburban communities.
- 2) A moratorium will provide sufficient time for the City to review the City’s Zoning Ordinance, and study alternative regulations that might be adopted to adequately address the uses within the moratorium enacted by this ordinance.
- 3) A moratorium will also ensure that ordinance changes will not need to be expedited and that all issues related to mini and self-storage uses can be completely examined.

Section 3. Moratorium: Until the Planning & Zoning Board and City Council complete studies related to the aforementioned findings, the City shall not accept or continue to process any land use applications for mini self-storage facilities. The study period will last no longer than one (1) year from the effective date of this Ordinance, unless further extended by the City in accordance with Minnesota Statutes 462.355, Subd. 4.

Section 4. Effective Date: This Ordinance is effective upon publication of the Ordinance in accordance with the City Charter.

Adopted by the Lino Lakes City Council this 27th day of September, 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

**CITY COUNCIL
AGENDA ITEM 6B**

STAFF ORIGINATOR: Diane Hankee, City Engineer

MEETING DATE: September 13, 2021

TOPIC: Resolution No. 21-97, Accepting Quotes and Awarding a Construction Contract, 2021 Water Service Condition Review

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting authorization to accept quotes and award the construction contract for the 2021 Water Service Condition Review.

BACKGROUND

In preparation for the City’s annual mill and overlay road improvement project, a review and maintenance of the water system is performed on streets where public utilities exist. In the past several years, more water service saddles needed to be replaced than initially anticipated. Due to the similar age of the infrastructure within the proposed 2022 street project, staff is proposing to investigate the condition and type of the water services. This will allow staff to properly plan for water service repair quantities and determine the type of pavement restoration to be used for the 2022 project.

The 2021 Water Service Condition Review includes replacing eight (8) service saddles on Hawthorn Road, West Shadow Lake Drive (south of Birch Street), River Birch Place, and Ironwood Circle. Public Works staff and engineering staff reviewed record drawings and locations of services to determine which would be best to replace as part of this project. The selected services were chosen to minimize impacts to driveways and concrete curb and gutter. A map of selected services is attached.

Quotes for the project were received in September, 2021 as follows:

CONTRACTOR	TOTAL QUOTE
A-1 Excavating, Inc.	Did Not Quote
Bituminous Roadways, Inc.	Did Not Quote
C.W. Houle, Inc.	\$82,593.20
Jacon, LLC	\$151,608.00
North Valley, Inc.	Did Not Quote
T.A. Schifsky’s & Sons, Inc.	\$58,800.00
Valley-Rich Co., Inc.	\$73,870.00
S.R. Weidema	Did Not Quote

The low bid was submitted by T.A. Schifsky's & Sons, Inc. of North St. Paul, Minnesota, in the amount of \$58,800.00. T.A. Schifsky's & Sons, Inc. has adequately completed numerous projects in the City of Lino Lakes. The completion date for this project is November 30, 2021. Funding for this project is from the City's Water Operating Fund.

RECOMMENDATION

Staff recommends adoption of Resolution No. 21-97 accepting quotes and awarding a construction contract for the 2021 Water Service Condition Review, in the amount of \$58,800.00 to T.A. Schifsky's & Sons, Inc.

ATTACHMENTS

1. Resolution No. 21-97
2. Location Map

**CITY OF LINO LAKES
RESOLUTION NO. 21-97**

**RESOLUTION ACCEPTING QUOTES, AND AWARDING A CONSTRUCTION
CONTRACT, 2021 WATER SERVICE CONDITION REVIEW**

WHEREAS, pursuant to a request for quotes for the construction of the 2021 Water Service Condition Review, quotes were received, and tabulated:

CONTRACTOR	TOTAL QUOTE
A-1 Excavating, Inc.	Did Not Quote
Bituminous Roadways, Inc.	Did Not Quote
C.W. Houle, Inc.	\$82,593.20
Jacon, LLC	\$151,608.00
North Valley, Inc.	Did Not Quote
T.A. Schifsky's & Sons, Inc.	\$58,800.00
Valley-Rich Co., Inc.	\$73,870.00
S.R. Weidema	Did Not Quote

WHEREAS, it appears that T.A. Schifsky's & Sons, Inc. of North St. Paul, Minnesota, is the lowest responsible bidder; and

WHEREAS, the funding for the project is from the water operating fund; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lino Lakes that the Mayor and Clerk are hereby authorized and directed to enter into a contract with T.A. Schifsky's & Sons, Inc. for the construction of the 2021 Water Service Condition Review in the amount of \$58,800.00;

Adopted by the Council of the City of Lino Lakes this 13th day of September, 2021.

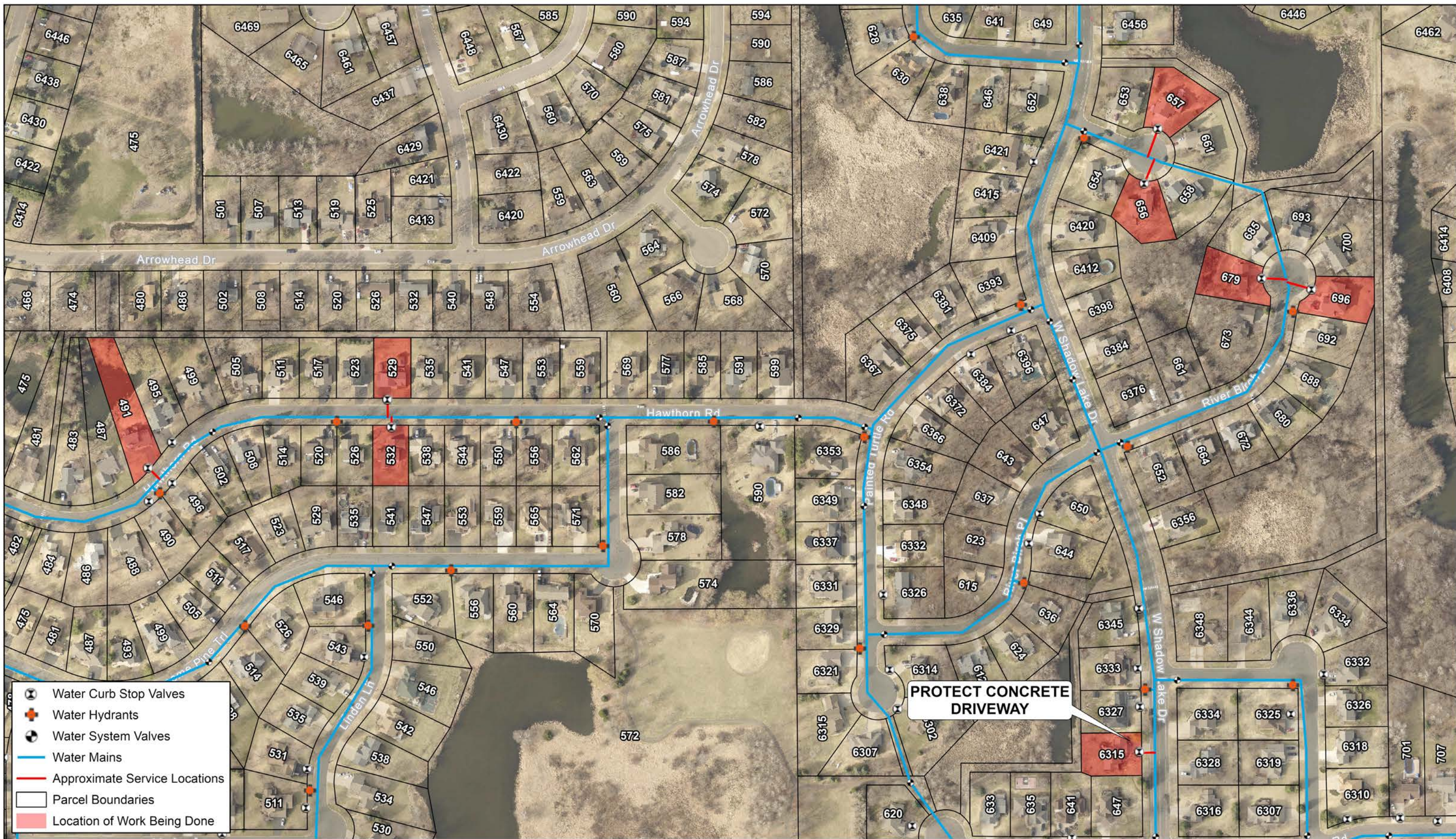
The motion for the adoption of the foregoing resolution was introduced by Council Member _____ and was duly seconded by Council Member _____ and upon vote being taken thereon, the following voted in favor thereof:








The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Julianne Bartell, City Clerk

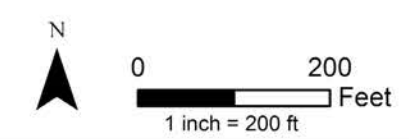


-  Water Curb Stop Valves
-  Water Hydrants
-  Water System Valves
-  Water Mains
-  Approximate Service Locations
-  Parcel Boundaries
-  Location of Work Being Done

PROTECT CONCRETE DRIVEWAY

Water Service Condition Review

Water Service Condition Review
City of Lino Lakes, MN



**CITY COUNCIL
AGENDA ITEM 6C**

STAFF ORIGINATOR: Michael Grochala

MEETING DATE: September 13, 2021

TOPIC: Consider Resolution No. 21-98 Approving Participation in the Local Housing Incentives Account Program under the Metropolitan Livable Communities Act

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting City Council consideration to participate in the Livable Communities Act Local Housing Incentives Account Program.

BACKGROUND

The Livable Communities Act (LCA) was adopted by the Minnesota Legislature in 1995. The Metropolitan Council administers the Livable Communities program. The LCA provides funding for communities to invest in local economic revitalization, work force housing initiatives, and development or redevelopment that connects different land uses and transportation. The program is a voluntary, incentive-based approach to help communities grow and redevelop, and to address the region's affordable and lifecycle housing needs.

The City has participated in this program since 1996 and has benefited from four grants totaling \$1,645,000 in funding for past projects. Reenrollment is now necessary for participation in the program from 2021 through 2030. Participation has three primary requirements:

1. Establish a Housing Action Plan
2. Spend an affordable and life-cycle housing opportunity amount (ALHOA)
3. Adopt Affordable and life-cycle housing goals

Additionally, the community must adopt its 2040 Comprehensive Plan Update to participate. The Metropolitan Council authorized the City to put the plan into effect in October of 2020. The plan was accepted by the Metropolitan Council in November of 2020.

Housing Action Plan

The City's housing element of the 2040 Plan serves as the Housing Action Plan for purposes of the LCA participation.

Spend ALOHA Amount

The City's ALHOA for 2021 is \$75,979. This is the amount of your City budget that must be spent on affordable or life-cycle housing opportunities to participate in the LCA programs. At

least 85% (64,582) must be spent on activities that help to create, sustain, preserve, or advance affordable and/or life-cycle housing opportunities. Examples include direct housing expenses, debt service on affordable housing projects, and staff time administering programs that create affordable housing. The City has previously met this requirement through Tax Increment Financing payments for the Willow Ponds Senior rentals and the Legacy at Woods Edge projects. TIF currently proposed for the Lyngblomsten project would be an eligible expenditure.

Adopt Affordable and Life Cycle Housing Goals

The 2040 Comprehensive Plan has land guided at densities that can accommodate our affordable housing need allocation of 515 units between 2021 and 2030. The forecasted growth between 2020 and 2030 is 1,700 new households. The affordable allocation amounts to approximately 30% of new household growth. As shown in Table 4-10 of the 2040 Comprehensive Plan, approximately 50% of the City’s existing households units were affordable (2017).

Table 4-10. Units Affordable by Household Income

	Units	% of All Units
Affordable to Households with Income at or below 30% of AMI (less than or equal to \$27,120)	163	2%
Affordable to Households with Income 31% to 50% of AMI (over \$27,100 and less than or equal to \$45,200)	492	7%
Affordable to Households with Income 51% to 80% of AMI (over \$45,200 and less than or equal to \$72,320)	2,696	41%
Affordable to Households with Income Above 80% of AMI (over \$72,320)	3,312	50%
Total Housing Units	6,663	100%

Source: Metropolitan Council, November 2017, Lino Lakes Existing Housing Assessment, Local Planning Handbook

The LCA program establishes a goal range of 283 – 515 for affordable units and a goal of 790 for Life-cycle units.

Affordable is defined as housing that is affordable to low and moderate income families making no more than 80% of the area median income (AMI). In 2020, the area median income (AMI) for a household of four is \$103,400. An affordable home price for a family of four with a household income of 80% AMI (\$78,500) is \$293,500. Examples of both rental costs and home price at various income levels are attached.

“Lifecycle” refers to housing, other than single family detached, which meets the needs of the community in all age ranges. This can include twin homes, townhomes, or multi-family for example.

EDAC reviewed the program at their October 1, 2020 regular meeting and recommended the City pursue reenrollment. The Planning and Zoning Board reviewed the program at their October 14, 2020 regular meeting and recommended approval.

As noted the program is voluntary. Failure to meet goals and spending requirements will only result in being ineligible for grant opportunities.

RECOMMENDATION

Staff recommends approval of Resolution No. 21-98.

ATTACHMENTS

1. Affordable Housing Rates
2. Resolution No. 21-98

Attachment 1

2021 Affordable Housing Rates

Rental housing

Rents include tenant-paid utilities. We have not separated tenant-paid utilities from the rent value because we want to consider all housing costs to determine affordability, rather than just rent alone.

# Bedrooms	30% AMI	50% AMI	60% AMI	80% AMI
Efficiency	\$550	\$918	\$1,101	\$1,468
1 Bedroom	\$590	\$984	\$1,180	\$1,574
2 Bedrooms	\$708	\$1,181	\$1,417	\$1,889
3 Bedrooms	\$817	\$1,363	\$1,635	\$2,180
4 Bedroom	\$912	\$1,521	\$1,825	\$2,433

2021 Rental Housing

Ownership housing

For owner-occupied housing, the income limit includes principal, interest, property taxes and home insurance.

Assumptions include:

- Fixed-interest, 30-year home loan
- Interest rate of 3.000%*
- A 29% housing debt-to-household income ratio
- A 3.5% down payment
- A property tax rate of 1.25% of the property sales price
- Mortgage insurance at 0.85% of unpaid principal
- \$100/month for hazard insurance

Household Income Level	Affordable Home Price
80% AMI (\$79,900)	\$316,000
60% AMI (\$62,940)	\$245,300
50% AMI (\$52,450)	\$201,500
30% AMI (\$31,450)	\$113,900

2021 Home Ownership

Applying an interest rate of 3.000% on a 30-year fixed-rate home loan for 2021 and other standard mortgage assumptions listed above to the 80% of AMI amount for a family of four (\$79,900), yields an affordable purchase price of \$316,000. With ongoing increases in HUD income limits and the recent decline in mortgage interest rates, the affordable purchase price has increased from the 2020 limit of \$213,500 and the 2019 limit of \$254,500.

*This is the interest rate offered in April 2021 by the Minnesota Housing Finance Agency to first-time homebuyers with no origination fee. In previous years, this number was raised slightly to reflect likely increases in interest rates over the course of the year. This year, in a time of uncertain economic recovery, we have chosen to make no modifications to the interest rate currently offered.

**CITY OF LINO LAKES
RESOLUTION NO. 21-98**

**RESOLUTION ELECTING TO PARTICIPATE IN
THE LOCAL HOUSING INCENTIVES ACCOUNT PROGRAM
UNDER THE METROPOLITAN LIVABLE COMMUNITIES ACT**

CALENDAR YEARS 2021 THROUGH 2030

WHEREAS, the Metropolitan Livable Communities Act (Minnesota Statutes sections 473.25 to 473.255) establishes a Metropolitan Livable Communities Fund which is intended to address housing and other development issues facing the metropolitan area defined by Minnesota Statutes section 473.121; and

WHEREAS, the Metropolitan Livable Communities Fund, comprising the Tax Base Revitalization Account, the Livable Communities Demonstration Account, the Local Housing Incentive Account and the Inclusionary Housing Account, is intended to provide certain funding and other assistance to metropolitan-area municipalities; and

WHEREAS, a metropolitan-area municipality is not eligible to receive grants or loans under the Metropolitan Livable Communities Fund or eligible to receive certain polluted sites cleanup funding from the Minnesota Department of Employment and Economic Development unless the municipality is participating in the Local Housing Incentives Account Program under Minnesota Statutes section 473.254; and

WHEREAS, the Metropolitan Livable Communities Act requires that each municipality establish affordable and life-cycle housing goals for that municipality that are consistent with and promote the policies of the Metropolitan Council as provided in the adopted Metropolitan Development Guide; and

WHEREAS, a metropolitan-area municipality can participate in the Local Housing Incentives Account Program under Minnesota Statutes section 473.254 if: (a) the municipality elects to participate in the Local Housing Incentives Program; (b) the Metropolitan Council and the municipality successfully negotiate new affordable and life-cycle housing goals for the municipality; (c) the Metropolitan Council adopts by resolution the new negotiated affordable and life-cycle housing goals for the municipality; and (d) the municipality establishes it has spent or will spend or distribute to the Local Housing Incentives Account the required Affordable and Life-Cycle Housing Opportunities Amount (ALHOA) for each year the municipality participates in the Local Housing Incentives Account Program.

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

1. Elects to participate in the Local Housing Incentives Program under the Metropolitan Livable Communities Act for calendar years 2021 through 2030.
2. Agrees to the following affordable and life-cycle housing goals for calendar years 2021 through 2030:

Affordable Housing Goals Range	Life-Cycle Housing Goal
283-515	790

3. Will prepare and submit to the Metropolitan Council a plan identifying the actions it plans to take to meet its established housing goals.

Adopted by the City Council of the City of Lino Lakes this 13th day of September, 2021.

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

The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Julianne Bartell, City Clerk