

EXPANDED AGENDA



CITY COUNCIL AGENDA

Monday, October 11, 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. Polling Locations and Redistricting Update, Julie Bartell
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 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.

SPECIAL PRESENTATION

Public Safety Department Volunteer Recognition

Lino Lakes Ambassadors – Introduction of 2021-2022 Ambassadors

1. CONSENT AGENDA

- A) Consideration of Expenditures:
 - i) October 11, 2021 (Check No. 115123 through 115226) in the Amount of \$569,381.71
- B) Consider Approval of September 27, 2020 Work Session Minutes
- C) Consider Approval of September 27, 2020 Council Meeting Minutes
- D) Consider Resolution 21-107, Declaring Cost to Be Assessed and Calling Hearing on Proposed Assessment, 2021 Weed Abatement Charges, Michael Grochala
- E) Consider Resolution No. 21-113, Authorizing Joint Powers Agreement with Anoka County for Allocation of Elections Expenses

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

2. FINANCE DEPARTMENT REPORT

None

3. ADMINISTRATION DEPARTMENT REPORT

- A) Approval of COVID-19 Leave of Absence Policy, Meg Sawyer

Action Taken: Motion by Cavegn, seconded by Lyden, to approve the policy as presented, was adopted

4. PUBLIC SAFETY DEPARTMENT REPORT

- A) Consider Approval of Resolution 21-108, Authorizing Executive of Toward Zero Death (TZD) Enforcement Grant Agreement, John Swenson

Action Taken: Motion by Stoesz, seconded by Lyden, to approve Resolution No. 21-108, as presented, was adopted

5. PUBLIC SERVICES DEPARTMENT REPORT

None

6. COMMUNITY DEVELOPMENT REPORT

- A) Consider Approval of Resolution No. 21-109, Approving Payment No. 2 and Final, 2020 Surface Water Maintenance Project 2, Diane Hanke

Action Taken: Motion by Cavegn, seconded by Lyden, to approve Resolution No. 21-109, as presented, was adopted

- B) Consider Approval of Resolution No. 21-110, Approving Payment No. 2 and Final, 2021 Street Maintenance Project, Diane Hanke

Action Taken: Motion by Lyden, seconded by Stoesz, to approve Resolution No. 21-110, as presented, was adopted

- C) 2022 77th Street Realignment Project, Diane Hanke
 - i. Consider Resolution 21-111, Authorize the Preparation of Plans and Specs
 - ii. Consider Resolution No. 21-112, Approving Design Engineering Services Contract with WSB & Associates

Action Taken: Motion by Lyden, seconded by Cavegn, to approve Resolution No. 21-111 as presented, was adopted


Action Taken: Motion by Stoesz, seconded by Cavegn, to approve Resolution No. 21-112 as presented, was adopted

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS




Proclamations and Special Recognition

 Proclaiming October as Toastmasters Month

Adjournment

*Economic Development Authority Meeting to following the regular city council meeting
(See separate agenda.)*

Community Calendar – A Look Ahead
October 11, 2021 through October 25, 2021

 Wednesday, October 13	6:30 pm, Council Chambers	Planning & Zoning Board
 Monday, October 25	6:00 pm, Community Room	Council Work Session
 Monday, October 25	6:30 pm, Council Chambers	City Council Meeting



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WORK SESSION STAFF REPORT
Work Session Item No. 1

Date: October 11, 2021
To: City Council
From: Julie Bartell, City Clerk
Re: 2022 Election Polling Locations and Redistricting Update

Background

Staff has been reviewing election polling places within the City in light of the following:

- Moving away from school facilities for election polling and the need to designate a new polling location;
- Redistricting that will occur in 2022, possibility necessitating a process of drawing new voting precinct lines for the City;
- New residential development.

Move from School Building – Rice Lake Elementary has been the Precinct 7 polling location for many years. Staff is planning that the 2021 election will be the last where school facilities are utilized and recommends designating Lino Lakes Fire Station No. 2 as a new polling place. Cities are required to pass a resolution annually designating polling locations for the coming year.

Redistricting - Data (from the state redistricting process) should be available to the county in mid-February and moved on to cities within a month. Changes are required if state legislative lines change – precincts cannot cross those lines.

Residential Development – As new residential development occurs in the City, it's important to ensure that adequate and convenient polling locations are in place.

Additions or changes to polling locations and precinct lines would best be addressed as part of the redistricting process in 2022.

Requested Council Direction

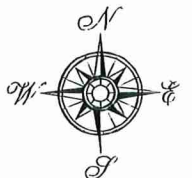
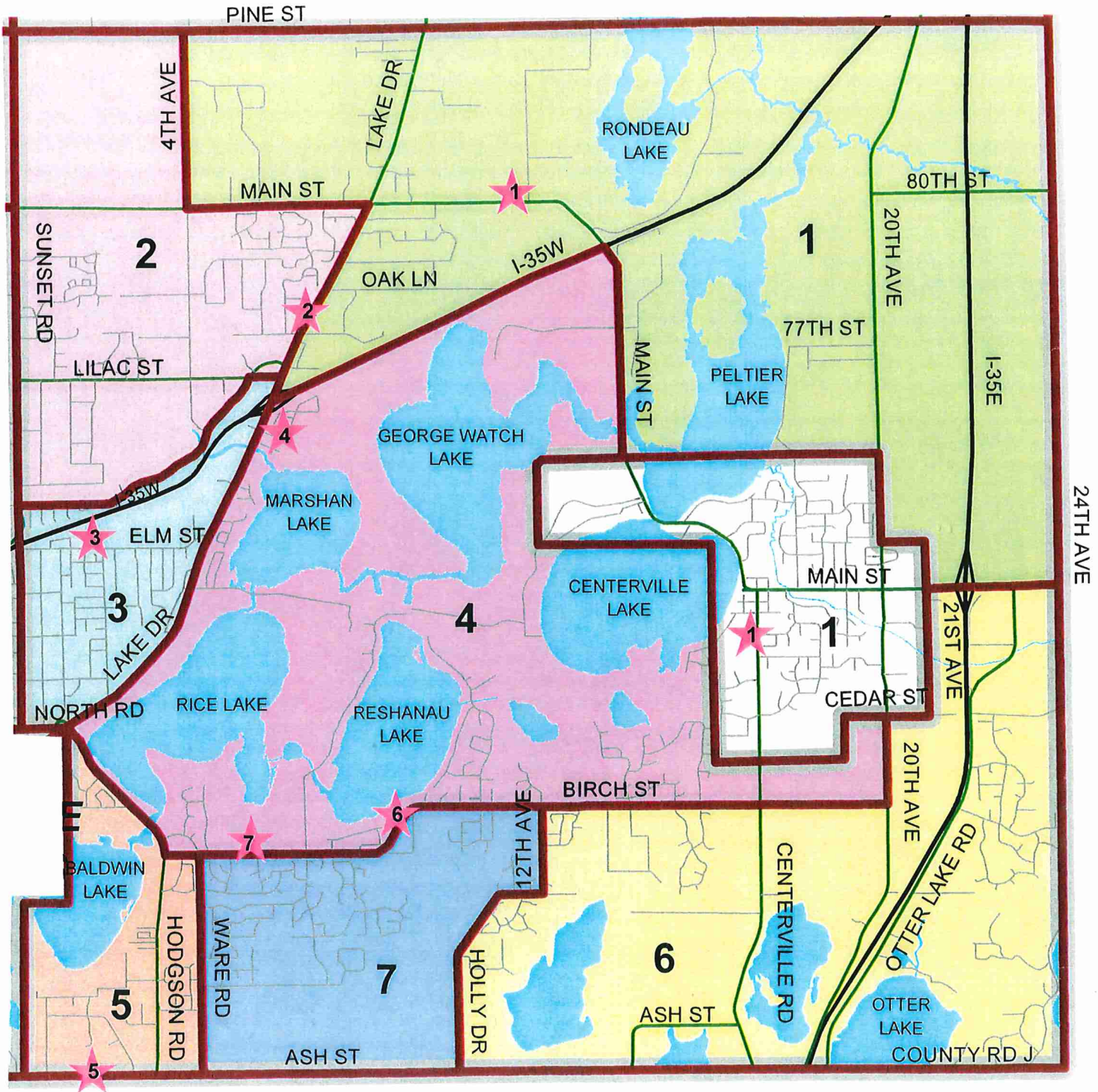
1. Authorize staff to bring forward a resolution designating 2022 polling locations with a change from the school to the fire station.
2. Direct staff to continue to review options to meet the City's future polling place needs.

Attachments

Lino Lakes Precinct Map
Polling Locations for 2021 and 2022 Proposed

Precinct Map

Lino Lakes and Centerville



2021 LINO LAKES POLLING LOCATIONS

Precinct #1	Lino Lakes Senior Center, 1189 Main Street
Precinct #2	Lino Lakes Fire Station #1, 7741 Lake Drive
Precinct #3	St. Joseph Catholic Church, 171 Elm Street
Precinct #4	Lino Lakes City Hall, 600 Town Center Parkway
Precinct #5	Rice Creek Covenant Church, 125 Ash Street
Precinct #6	Living Waters Lutheran Church, 865 Birch Street
Precinct #7	Rice Lake Elementary School, 575 Birch Street

PROPOSED 2022 LINO LAKES POLLING LOCATIONS

Precinct #1	Lino Lakes Senior Center, 1189 Main Street
Precinct #2	Lino Lakes Fire Station #1, 7741 Lake Drive
Precinct #3	St. Joseph Catholic Church, 171 Elm Street
Precinct #4	Lino Lakes City Hall, 600 Town Center Parkway
Precinct #5	Rice Creek Covenant Church, 125 Ash Street
Precinct #6	Lino Lakes Fire Station #2, 1710 Birch Street
Precinct #7	Living Waters Lutheran Church, 865 Birch Street



Expenditures

October 11, 2021

Check #115123 to #115226

\$569,381.71

Accounts Payable

Check Detail

User: katie.christofferson
Printed: 10/06/2021 - 11:16AM



Check Number	Check Date	Check Description	Amount
2 - 1st Choice Document Destruction			
115128	10/11/2021		
		Inv 21-2165	600.00
115128 Total:			600.00
2 - 1st Choice Document Destruction Total:			600.00
14 - AFSCME Council #5 101-000-2040-000			
115125	10/01/2021	PR Batch 00001.10.2021 Union Dues A	
		Inv	524.70
115125 Total:			524.70
14 - AFSCME Council #5 Total:			524.70
16 - Aid Electric Corporation			
115129	10/11/2021		
		Inv 66936	28,000.00
		Inv 67063	20,110.00
115129 Total:			48,110.00
16 - Aid Electric Corporation Total:			48,110.00
44 - Anoka County Treasury Office			
115130	10/11/2021		
		Inv B210920L	225.00
115130 Total:			225.00
44 - Anoka County Treasury Office Total:			225.00
50 - Arnt Construction, Inc.			
115131	10/11/2021		
		Inv 015935-000-F	7,860.00
115131 Total:			7,860.00
50 - Arnt Construction, Inc. Total:			7,860.00

Check Number	Check Date	Check Description	Amount
54 - Aspen Mills, Inc.			
115132	10/11/2021		
		Inv 280942	219.00
115132 Total:			219.00
54 - Aspen Mills, Inc. Total:			219.00
55 - Auto Nation Ford White Bear Lake			
115133	10/11/2021		
		Inv 104512	25.89
		Inv 105818	67.65
		Inv 106104	13.70
		Inv 106759	127.55
		Inv 107191	21.99
		Inv 107400	166.03
		Inv 109266	25.74
		Inv 574788	99.95
115133 Total:			548.50
55 - Auto Nation Ford White Bear Lake Total:			548.50
1556 - Bituminous Roadways, Inc.			
115134	10/11/2021		
		Inv 30722	76,000.00
115134 Total:			76,000.00
1556 - Bituminous Roadways, Inc. Total:			76,000.00
85 - Bluetarp Financial, Inc.			
115135	10/11/2021		
		Inv 207243	108.74
115135 Total:			108.74
85 - Bluetarp Financial, Inc. Total:			108.74
860 - Board of Water & Soil Resources			
115123	09/23/2021		
		Inv 1601AMF	500.00
115123 Total:			500.00
115124	09/23/2021		
		Inv 1122AMF	21.08
115124 Total:			21.08
860 - Board of Water & Soil Resources Total:			521.08

Check Number	Check Date	Check Description	Amount
1709 - Bonfe Builders			
115136	10/11/2021		
		Inv 2021-01524	55.20
		Inv 2021-01525	55.20
115136 Total:			110.40
1709 - Bonfe Builders Total:			110.40
100 - Bureau of Criminal Apprehension			
115137	10/11/2021		
		Inv 9/27/2021	66.50
115137 Total:			66.50
100 - Bureau of Criminal Apprehension Total:			66.50
1751 - Cavegn, Cassandra			
115138	10/11/2021		
		Inv Q32021	150.00
115138 Total:			150.00
1751 - Cavegn, Cassandra Total:			150.00
120 - Century Fence Company, Inc.			
115139	10/11/2021		
		Inv 218773001	8,275.00
115139 Total:			8,275.00
120 - Century Fence Company, Inc. Total:			8,275.00
121 - CenturyLink 101-432-4321-503			
115140	10/11/2021		
		Inv 7637869015785	68.25
115140 Total:			68.25
115141	10/11/2021		
		Inv 6517843659805	61.33
115141 Total:			61.33
121 - CenturyLink Total:			129.58
1278 - Core & Main LP			
115142	10/11/2021		
		Inv P613730	917.18

Check Number	Check Date	Check Description	Amount
115142 Total:			917.18
1278 - Core & Main LP Total:			917.18
1406 - Corrective Asphalt Materials, LLC			
115143	10/11/2021	Inv 017706-000-F	76,695.04
115143 Total:			76,695.04
1406 - Corrective Asphalt Materials, LLC Total:			76,695.04
167 - Dalco, Inc.			
115144	10/11/2021	Inv 3829881	496.24
		Inv 3833796	1,402.88
		Inv 3836064	1,098.09
		Inv 3837249	81.42
115144 Total:			3,078.63
167 - Dalco, Inc. Total:			3,078.63
170 - Davis Equipment Corporation			
115146	10/11/2021	Inv EI14905	47.15
115146 Total:			47.15
170 - Davis Equipment Corporation Total:			47.15
1757 - Davis, Phillip			
115145	10/11/2021	Inv 10/1/2021	63.90
115145 Total:			63.90
1757 - Davis, Phillip Total:			63.90
1261 - Dell Marketing LP			
115147	10/11/2021	Inv 10517343860	160.30
115147 Total:			160.30
1261 - Dell Marketing LP Total:			160.30
175 - Delta Dental of Minnesota			
115148	10/11/2021	180	

Check Number	Check Date	Check Description	Amount
		Inv October 2021	3,756.35
		115148 Total:	3,756.35
175 - Delta Dental of Minnesota Total:			3,756.35
1635 - Dusty's Drain Cleaning			
115149	10/11/2021	Inv 11712	325.00
		115149 Total:	325.00
1635 - Dusty's Drain Cleaning Total:			325.00
187 - Earl F. Andersen			
115150	10/11/2021	Inv 0127520-IN	1,109.77
		115150 Total:	1,109.77
187 - Earl F. Andersen Total:			1,109.77
1537 - Electro Watchman, Inc.			
115151	10/11/2021	Inv 372648	17,736.48
		Inv 372649	888.40
		115151 Total:	18,624.88
1537 - Electro Watchman, Inc. Total:			18,624.88
192 - Emergency Apparatus Maintenance			
115152	10/11/2021	Inv 119999	3,350.61
		115152 Total:	3,350.61
192 - Emergency Apparatus Maintenance Total:			3,350.61
193 - Emergency Automotive Technologies			
115153	10/11/2021	Inv SVC29266	180.00
		115153 Total:	180.00
193 - Emergency Automotive Technologies Total:			180.00
202 - Evenson, Neil 101-416-4331-000			
115154	10/11/2021	Inv Q32021	225.00

Check Number	Check Date	Check Description	Amount
115154 Total:			225.00
202 - Evenson, Neil Total:			225.00
204 - Factory Motor Parts Company			
115155	10/11/2021		
		Inv 159-056305	42.98
		Inv 159-056383	7.98
115155 Total:			50.96
204 - Factory Motor Parts Company Total:			50.96
210 - Ferguson Waterworks #2518			
115156	10/11/2021		
		Inv 0482637	231.00
		Inv 0482892	3,427.07
115156 Total:			3,658.07
210 - Ferguson Waterworks #2518 Total:			3,658.07
1458 - Fidelity Security Life Insurance Co. 101-000-2048-000			
115157	10/11/2021		
		Inv 164981899	86.38
115157 Total:			86.38
1458 - Fidelity Security Life Insurance Co. Total:			86.38
225 - Frattallone's/Circle Pines Ace			
115158	10/11/2021		
		Inv 076039/G	50.99
115158 Total:			50.99
225 - Frattallone's/Circle Pines Ace Total:			50.99
1789 - GameDay Sports Media & Marketing			
115159	10/11/2021		
		Inv 3985	6,000.00
		Inv 3986	6,000.00
115159 Total:			12,000.00
1789 - GameDay Sports Media & Marketing Total:			12,000.00
233 - GDO Law 101-414-4303-000			
115160	10/11/2021		

Check Number	Check Date	Check Description	Amount
Inv 7223			52.50
Inv 7224			8,500.00
115160 Total:			8,552.50
233 - GDO Law Total:			8,552.50
1042 - Gerten Greenhouses & Garden Center, Inc.			
115161	10/11/2021		
Inv 382561/1			44.95
115161 Total:			44.95
1042 - Gerten Greenhouses & Garden Center, Inc. Total:			44.95
UB*00101 - GINDELE, ELIZABETH			
115162	10/11/2021		
Inv			129.94
115162 Total:			129.94
UB*00101 - GINDELE, ELIZABETH Total:			129.94
902 - Gooder, Clark J. 101-450-4331-000			
115163	10/11/2021		
Inv Q32021			75.00
115163 Total:			75.00
902 - Gooder, Clark J. Total:			75.00
1264 - Hach Company			
115164	10/11/2021		
Inv 12645819			629.10
115164 Total:			629.10
1264 - Hach Company Total:			629.10
1658 - Harold's Trucking			
115165	10/11/2021		
Inv 9/21/2021			2,000.00
115165 Total:			2,000.00
1658 - Harold's Trucking Total:			2,000.00
271 - Hawkins, Inc.			
115166	10/11/2021		
Inv 6026442			4,536.12

Check Number	Check Date	Check Description	Amount
		Inv 6028846	25.00
		115166 Total:	4,561.12
271 - Hawkins, Inc. Total:			4,561.12
1222 - Haworth, Abby 101-450-4331-000			
115167	10/11/2021	Inv Q32021	150.00
		115167 Total:	150.00
1222 - Haworth, Abby Total:			150.00
1189 - Holmes, Shawn C. 101-461-4331-000			
115168	10/11/2021	Inv Q32021	150.00
		115168 Total:	150.00
1189 - Holmes, Shawn C. Total:			150.00
294 - Hotsy Equipment of Minnesota			
115169	10/11/2021	Inv 10700	218.00
		115169 Total:	218.00
294 - Hotsy Equipment of Minnesota Total:			218.00
1749 - Huebsch Services			
115170	10/11/2021	Inv 20082296	49.10
		115170 Total:	49.10
1749 - Huebsch Services Total:			49.10
297 - Huelman, Patrick H. 101-450-4331-000			
115171	10/11/2021	Inv Q32021	200.00
		115171 Total:	200.00
297 - Huelman, Patrick H. Total:			200.00
304 - Hydraulics Plus & Consulting			
115172	10/11/2021	Inv 14692	21.49

Check Number	Check Date	Check Description	Amount
115172 Total:			21.49
304 - Hydraulics Plus & Consulting Total:			21.49
1431 - Initial Defense Customized Training LLC			
115173	10/11/2021		
		Inv 21-33	790.00
115173 Total:			790.00
1431 - Initial Defense Customized Training LLC Total:			790.00
1177 - Innovative Office Solutions LLC			
115174	10/11/2021		
		Inv IN3487328	134.11
115174 Total:			134.11
1177 - Innovative Office Solutions LLC Total:			134.11
311 - Instrumental Research, Inc.			
115175	10/11/2021		
		Inv 3597	230.00
115175 Total:			230.00
311 - Instrumental Research, Inc. Total:			230.00
312 - International Union 101-000-2040-000			
115126	10/01/2021	PR Batch 00001.10.2021 Union Dues 4	
		Inv	560.00
115126 Total:			560.00
312 - International Union Total:			560.00
1697 - Isaac Sports Group, LLC			
115176	10/11/2021		
		Inv 1028	5,000.00
115176 Total:			5,000.00
1697 - Isaac Sports Group, LLC Total:			5,000.00
1004 - Ivy Ridge Home Builders, Inc.			
115177	10/11/2021		
		Inv 2019-01606	900.00
		Inv 2019-02009	900.00

Check Number	Check Date	Check Description	Amount
115177 Total:			1,800.00
1004 - Ivy Ridge Home Builders, Inc. Total:			1,800.00
326 - Jensen, Richard 101-450-4331-000			
115178	10/11/2021	Inv Q32021	150.00
115178 Total:			150.00
326 - Jensen, Richard Total:			150.00
1745 - Kusterman, William			
115179	10/11/2021	Inv Q32021	150.00
115179 Total:			150.00
1745 - Kusterman, William Total:			150.00
782 - L.T.G. Power Equipment			
115180	10/11/2021	Inv 262269	9.16
115180 Total:			9.16
782 - L.T.G. Power Equipment Total:			9.16
356 - Laden, Perry 101-416-4331-000			
115181	10/11/2021	Inv Q32021	150.00
115181 Total:			150.00
356 - Laden, Perry Total:			150.00
UB*00100 - LALLY, STEVEN J			
115182	10/11/2021	Inv	81.02
115182 Total:			81.02
UB*00100 - LALLY, STEVEN J Total:			81.02
1224 - Lano Equipment			
115183	10/11/2021	Inv 02-862201	263.86
		Inv 02-862473	20.85

Check Number	Check Date	Check Description	Amount
115183 Total:			284.71
1224 - Lano Equipment Total:			284.71
365 - Law Enforcement Labor Services 101-000-2040-000			
115127	10/01/2021	PR Batch 00001.10.2021 Union Dues L	
		Inv	1,397.00
115127 Total:			1,397.00
365 - Law Enforcement Labor Services Total:			1,397.00
1762 - LEAST Services/Counseling, LLC			
115184	10/11/2021		
		Inv 507	400.00
115184 Total:			400.00
1762 - LEAST Services/Counseling, LLC Total:			400.00
1615 - Lennar MN Division			
115185	10/11/2021		
		Inv 2020-00006	4,400.00
		Inv 2020-00520	3,400.00
		Inv 2020-00521	3,400.00
		Inv 2020-00522	3,400.00
		Inv 2020-00967	5,400.00
		Inv 2020-01292	5,400.00
		Inv 2020-02172	4,400.00
		Inv 2020-02202	5,400.00
		Inv 2021-00048	5,400.00
		Inv 2021-00049	5,400.00
		Inv 2021-00050	5,400.00
		Inv 2021-00067	3,400.00
		Inv 2021-00098	5,400.00
		Inv 2021-00099	3,400.00
		Inv 2021-00112	3,400.00
		Inv 2021-00124	3,400.00
		Inv 2021-00181	900.00
		Inv 2021-00237	900.00
115185 Total:			72,200.00
1615 - Lennar MN Division Total:			72,200.00
381 - Lincoln National Life Ins Co			
115186	10/11/2021	165	
		Inv October 2021	1,480.88
115186 Total:			1,480.88

Check Number	Check Date	Check Description	Amount
115187	10/11/2021	290 Inv October 2021	1,226.10
115187 Total:			1,226.10
381 - Lincoln National Life Ins Co Total:			2,706.98
394 - Macqueen Equipment, Inc.			
115188	10/11/2021	Inv P37041	2,083.65
115188 Total:			2,083.65
394 - Macqueen Equipment, Inc. Total:			2,083.65
399 - Mansfield Oil Company 101-431-4212-000			
115189	10/11/2021	Inv 22638989	2,668.42
		Inv 22638990	546.95
		Inv 22638994	5,442.26
115189 Total:			8,657.63
399 - Mansfield Oil Company Total:			8,657.63
1668 - Marsden Bldg Maintenance, LLC			
115190	10/11/2021	Inv 350415	1,383.41
115190 Total:			1,383.41
1668 - Marsden Bldg Maintenance, LLC Total:			1,383.41
1672 - McNulty, Ella M.			
115191	10/11/2021	Inv Q32021	150.00
115191 Total:			150.00
1672 - McNulty, Ella M. Total:			150.00
416 - Medica			
115192	10/11/2021	150 Inv October 2021	43,008.08
115192 Total:			43,008.08
416 - Medica Total:			43,008.08
418 - Menards - Forest Lake			

Check Number	Check Date	Check Description	Amount
115193	10/11/2021		
		Inv 70417	13.93
		Inv 70689	61.08
		Inv 71339	53.52
		Inv 71419	59.99
115193 Total:			188.52
418 - Menards - Forest Lake Total:			188.52
421 - Metro Sales Incorporated			
115194	10/11/2021		
		Inv INV1891441	96.41
115194 Total:			96.41
421 - Metro Sales Incorporated Total:			96.41
1465 - MHSRC			
115195	10/11/2021		
		Inv 629430-8850	550.00
		Inv 629430-8855	550.00
115195 Total:			1,100.00
1465 - MHSRC Total:			1,100.00
455 - MN Metro North Tourism Board 101-415-4900-000			
115196	10/11/2021		
		Inv 10/1/2021	7,101.00
115196 Total:			7,101.00
455 - MN Metro North Tourism Board Total:			7,101.00
490 - Nordlund, John 101-450-4331-000			
115197	10/11/2021		
		Inv Q32021	150.00
115197 Total:			150.00
490 - Nordlund, John Total:			150.00
1253 - North Country Auto Body & Mechanical			
115198	10/11/2021		
		Inv 22916	274.00
115198 Total:			274.00
1253 - North Country Auto Body & Mechanical Total:			274.00

Check Number	Check Date	Check Description	Amount
497 - Northway Irrigation/Landscape			
115199	10/11/2021		
		Inv 111389	1,208.26
115199 Total:			1,208.26
497 - Northway Irrigation/Landscape Total:			1,208.26
980 - OPG-3, Inc.			
115200	10/11/2021		
		Inv 5127	185.00
		Inv 5197	4,625.00
115200 Total:			4,810.00
980 - OPG-3, Inc. Total:			4,810.00
509 - O'Reilly Automotive Stores			
115201	10/11/2021		
		Inv 5914-174113	11.98
		Inv 5914-174743	13.91
		Inv 5914-175006	72.50
115201 Total:			98.39
509 - O'Reilly Automotive Stores Total:			98.39
546 - Pump's Tire Service, Inc.			
115202	10/11/2021		
		Inv 150147168	1,254.70
115202 Total:			1,254.70
546 - Pump's Tire Service, Inc. Total:			1,254.70
558 - Quad Area Chamber Of Commerce			
115203	10/11/2021		
		Inv 1371	2,775.00
115203 Total:			2,775.00
558 - Quad Area Chamber Of Commerce Total:			2,775.00
1788 - Rainbow Treecare			
115204	10/11/2021		
		Inv 412670	8,034.75
115204 Total:			8,034.75

Check Number	Check Date	Check Description	Amount
1788 - Rainbow Treecare Total:			8,034.75
1044 - Reinert, Jeffrey A.			
115205	10/11/2021	Inv Q32021	150.00
115205 Total:			150.00
1044 - Reinert, Jeffrey A. Total:			150.00
582 - Root, Michael 101-416-4331-000			
115206	10/11/2021	Inv Q32021	225.00
115206 Total:			225.00
582 - Root, Michael Total:			225.00
1535 - S&S Industrial Hardware Supply			
115207	10/11/2021	Inv 319003	348.88
115207 Total:			348.88
1535 - S&S Industrial Hardware Supply Total:			348.88
1787 - Sadowski, Derek & Sabrina			
115208	10/11/2021	Inv 10/1/2021	35.09
115208 Total:			35.09
1787 - Sadowski, Derek & Sabrina Total:			35.09
750 - Schwartz, Alexander P. 101-461-4331-000			
115209	10/11/2021	Inv Q32021	75.00
115209 Total:			75.00
750 - Schwartz, Alexander P. Total:			75.00
1401 - Sharper Homes Inc. 801-000-2318-000			
115210	10/11/2021	Inv 2018-02615	4,425.00
115210 Total:			4,425.00
1401 - Sharper Homes Inc. Total:			4,425.00

Check Number	Check Date	Check Description	Amount
609 - SHI International Corp			
115211	10/11/2021	Inv B14067711	326.00
115211 Total:			326.00
609 - SHI International Corp Total:			326.00
635 - Star Tribune			
115212	10/11/2021	Inv 3426484	149.40
115212 Total:			149.40
635 - Star Tribune Total:			149.40
751 - Sullivan, John E. 101-461-4331-000			
115213	10/11/2021	Inv Q32021	300.00
115213 Total:			300.00
751 - Sullivan, John E. Total:			300.00
651 - T.A. Schifsky and Sons, Inc.			
115214	10/11/2021	Inv 017006-000-9	72,133.53
115214 Total:			72,133.53
651 - T.A. Schifsky and Sons, Inc. Total:			72,133.53
659 - Tessman Company			
115215	10/11/2021	Inv S344260-IN	3,019.50
115215 Total:			3,019.50
659 - Tessman Company Total:			3,019.50
1761 - T-Mobile USA Inc			
115216	10/11/2021	40 Inv September 2021	488.23
115216 Total:			488.23
1761 - T-Mobile USA Inc Total:			488.23
1786 - Top Notch Floors and More, LLC			

Check Number	Check Date	Check Description	Amount
115217	10/11/2021		
		Inv 2021-01711	126.40
115217 Total:			126.40
1786 - Top Notch Floors and More, LLC Total:			126.40
670 - Tralle, Paul 101-416-4331-000			
115218	10/11/2021		
		Inv Q32021	300.00
115218 Total:			300.00
670 - Tralle, Paul Total:			300.00
1767 - TreeBiz LLC			
115219	10/11/2021		
		Inv 1013	275.00
115219 Total:			275.00
1767 - TreeBiz LLC Total:			275.00
681 - Twin Cities Transport & Recovery			
115220	10/11/2021		
		Inv 21-0927-65900	185.00
115220 Total:			185.00
681 - Twin Cities Transport & Recovery Total:			185.00
1633 - Vojtech, Nathan 101-416-4331-000			
115221	10/11/2021		
		Inv Q32021	225.00
115221 Total:			225.00
1633 - Vojtech, Nathan Total:			225.00
729 - Winnick Supply, Inc.			
115222	10/11/2021		
		Inv 439601	198.12
115222 Total:			198.12
729 - Winnick Supply, Inc. Total:			198.12
731 - Wipers & Wipes, Inc.			
115223	10/11/2021		
		Inv OE-581282-1	352.28

Check Number	Check Date	Check Description	Amount
115223 Total:			352.28
731 - Wipers & Wipes, Inc. Total:			352.28
1718 - Wipperfurth, Isaac			
115224	10/11/2021		
		Inv Q32021	225.00
115224 Total:			225.00
1718 - Wipperfurth, Isaac Total:			225.00
734 - Xcel Energy			
115225	10/11/2021	110-Street Lights	
		Inv September 2021-1	4,133.70
		Inv September 2021-2	28,508.89
115225 Total:			32,642.59
734 - Xcel Energy Total:			32,642.59
1747 - Zilka, James			
115226	10/11/2021		
		Inv Q32021	150.00
115226 Total:			150.00
1747 - Zilka, James Total:			150.00
Total:			569,381.71

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
10/11/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
AFSCME Council #5	101-000	101-000-2040-000	524.70	115125	PR Batch 00001.10.2021 Union Dues AFSCME
Delta Dental of Minnesota	101-000	101-000-2040-000	415.40	115148	Dental Insurance Premiums
Fidelity Security Life Insurance Co.	101-000	101-000-2040-000	-14.31	115157	October Vision Insurance
International Union	101-000	101-000-2040-000	560.00	115126	PR Batch 00001.10.2021 Union Dues 49ers
Law Enforcement Labor Services	101-000	101-000-2040-000	1,397.00	115127	PR Batch 00001.10.2021 Union Dues LELS
Lincoln National Life Ins Co	101-000	101-000-2040-000	1,155.11	115187	Life Insurance Premiums
Lincoln National Life Ins Co	101-000	101-000-2040-000	-79.90	115187	Life Insurance Premiums
Medica	101-000	101-000-2040-000	1,595.02	115192	Health Insurance Premiums
Medica	101-000	101-000-2041-000	8,166.94	115192	Health Insurance Premiums
Delta Dental of Minnesota	101-000	101-000-2044-000	1,093.84	115148	Dental Insurance Premiums
Fidelity Security Life Insurance Co.	101-000	101-000-2048-000	100.69	115157	October Vision Insurance
Top Notch Floors and More LLC	101-000	101-000-3250-000	126.40	115217	Void Permit #2021-01711
Bonfe Builders	101-000	101-000-3253-000	55.20	115136	Void permit #2021-01525
Bonfe Builders	101-000	101-000-3254-000	55.20	115136	Void permit #2021-01524
Lincoln National Life Ins Co	101-000	101-000-3416-000	0.14	115187	Life Insurance Premiums
		101-000 Total	15,151.43		
Medica	101-402	101-402-4131-000	538.42	115192	Health Insurance Premiums
Lincoln National Life Ins Co	101-402	101-402-4133-000	117.82	115186	Disability Insurance Premiums
Lincoln National Life Ins Co	101-402	101-402-4133-000	11.25	115187	Life Insurance Premiums
Delta Dental of Minnesota	101-402	101-402-4134-000	89.89	115148	Dental Insurance Premiums
		101-402 Total	757.38		
Medica	101-407	101-407-4131-000	2,895.72	115192	Health Insurance Premiums
Lincoln National Life Ins Co	101-407	101-407-4133-000	67.00	115186	Disability Insurance Premiums
Lincoln National Life Ins Co	101-407	101-407-4133-000	6.98	115187	Life Insurance Premiums
Delta Dental of Minnesota	101-407	101-407-4134-000	101.13	115148	Dental Insurance Premiums
		101-407 Total	3,070.83		
GDO Law	101-414	101-414-4303-000	8,500.00	115160	October Prosecutor Contract
GDO Law	101-414	101-414-4303-000	52.50	115160	September Forfeitures
		101-414 Total	8,552.50		
MN Metro North Tourism Board	101-415	101-415-4900-000	7,101.00	115196	August 2021 Tourism Tax
		101-415 Total	7,101.00		
Medica	101-416	101-416-4131-000	538.43	115192	Health Insurance Premiums
Lincoln National Life Ins Co	101-416	101-416-4133-000	25.84	115186	Disability Insurance Premiums
Lincoln National Life Ins Co	101-416	101-416-4133-000	2.25	115187	Life Insurance Premiums
Delta Dental of Minnesota	101-416	101-416-4134-000	44.94	115148	Dental Insurance Premiums
Evenson Neil	101-416	101-416-4331-000	225.00	115154	3rd Qtr 2021 Stipend
Laden Perry	101-416	101-416-4331-000	150.00	115181	3rd Qtr 2021 Stipend
Reinert Jeffrey A.	101-416	101-416-4331-000	150.00	115205	3rd Qtr 2021 Stipend
Root Michael	101-416	101-416-4331-000	225.00	115206	3rd Qtr 2021 Stipend
Tralle Paul	101-416	101-416-4331-000	300.00	115218	3rd Qtr 2021 Stipend
Vojtech Nathan	101-416	101-416-4331-000	225.00	115221	3rd Qtr 2021 Stipend
Wipperfurth Isaac	101-416	101-416-4331-000	225.00	115224	3rd Qtr 2021 Stipend
		101-416 Total	2,111.46		
Medica	101-418	101-418-4131-000	538.42	115192	Health Insurance Premiums
Lincoln National Life Ins Co	101-418	101-418-4133-000	44.00	115186	Disability Insurance Premiums
Lincoln National Life Ins Co	101-418	101-418-4133-000	4.50	115187	Life Insurance Premiums
Delta Dental of Minnesota	101-418	101-418-4134-000	44.94	115148	Dental Insurance Premiums
		101-418 Total	631.86		
Medica	101-420	101-420-4131-000	17,678.28	115192	Health Insurance Premiums
Lincoln National Life Ins Co	101-420	101-420-4133-000	693.29	115186	Disability Insurance Premiums
Lincoln National Life Ins Co	101-420	101-420-4133-000	66.48	115187	Life Insurance Premiums
Delta Dental of Minnesota	101-420	101-420-4134-000	1,013.44	115148	Dental Insurance Premiums
Innovative Office Solutions LLC	101-420	101-420-4200-000	134.11	115174	Toner & post-it notes
Dell Marketing LP	101-420	101-420-4240-000	160.30	115147	Dell Monitor
SHI International Corp	101-420	101-420-4240-000	326.00	115211	Printer
LEAST Services/Counseling LLC	101-420	101-420-4300-000	200.00	115184	Counseling Services
Initial Defense Customized Training LLC	101-420	101-420-4330-000	790.00	115173	State Mandated Training - Tuition - B. Strub C. Schirmers
Aspen Mills Inc.	101-420	101-420-4370-000	219.00	115132	Uniform Allowance - M. DeMars
Xcel Energy	101-420	101-420-4381-000	3.99	115225	Electric
		101-420 Total	21,284.89		
Medica	101-421	101-421-4131-000	1,313.91	115192	Health Insurance Premiums



**AP Checks by Account Number
10/11/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
Lincoln National Life Ins Co	101-421	101-421-4133-000	51.17	115186	Disability Insurance Premiums
Lincoln National Life Ins Co	101-421	101-421-4133-000	4.40	115187	Life Insurance Premiums
Delta Dental of Minnesota	101-421	101-421-4134-000	65.16	115148	Dental Insurance Premiums
LEAST Services/Counseling LLC	101-421	101-421-4300-000	200.00	115184	Counseling Services
Bureau of Criminal Apprehension	101-421	101-421-4410-000	66.50	115137	2 - Criminal History checks - B. Kisch B. Beaulieu
101-421 Total			1,701.14		
Medica	101-422	101-422-4131-000	2,285.07	115192	Health Insurance Premiums
Lincoln National Life Ins Co	101-422	101-422-4133-000	76.13	115186	Disability Insurance Premiums
Lincoln National Life Ins Co	101-422	101-422-4133-000	7.87	115187	Life Insurance Premiums
Delta Dental of Minnesota	101-422	101-422-4134-000	89.88	115148	Dental Insurance Premiums
OPG-3 Inc.	101-422	101-422-4300-000	185.00	115200	LaserFiche Services
T-Mobile USA Inc	101-422	101-422-4321-000	149.30	115216	Cell Phone/Wi-Fi Service
101-422 Total			2,793.25		
Medica	101-430	101-430-4131-000	2,699.36	115192	Health Insurance Premiums
Lincoln National Life Ins Co	101-430	101-430-4133-000	121.17	115186	Disability Insurance Premiums
Lincoln National Life Ins Co	101-430	101-430-4133-000	14.06	115187	Life Insurance Premiums
Delta Dental of Minnesota	101-430	101-430-4134-000	191.01	115148	Dental Insurance Premiums
Bluetarp Financial Inc.	101-430	101-430-4211-000	108.74	115135	Tarp for salt/sand mix
Menards - Forest Lake	101-430	101-430-4211-000	13.93	115193	Trailer hitch pins
Earl F. Andersen	101-430	101-430-4223-000	1,109.77	115150	9 - Directional arrow signs 16 - Dot markers
T-Mobile USA Inc	101-430	101-430-4321-000	92.55	115216	Cell Phone/Wi-Fi Service
MHSRC	101-430	101-430-4330-000	550.00	115195	Snow Plow Operator Class - Tuition - E. Olson R. Boldt
MHSRC	101-430	101-430-4330-000	550.00	115195	Snow Plow Operator Class - Tuition - E. Olson R. Boldt
Xcel Energy	101-430	101-430-4385-000	4,133.70	115225	Electric
Xcel Energy	101-430	101-430-4385-000	661.40	115225	Electric
Corrective Asphalt Materials LLC	101-430	101-430-4410-000	17,969.25	115143	2021 Street Maintenance Project
101-430 Total			28,214.94		
Medica	101-431	101-431-4131-000	1,084.08	115192	Health Insurance Premiums
Lincoln National Life Ins Co	101-431	101-431-4133-000	42.83	115186	Disability Insurance Premiums
Lincoln National Life Ins Co	101-431	101-431-4133-000	4.95	115187	Life Insurance Premiums
Delta Dental of Minnesota	101-431	101-431-4134-000	98.88	115148	Dental Insurance Premiums
Menards - Forest Lake	101-431	101-431-4211-000	53.52	115193	4 boxes - Disposable rubber gloves for shop
Mansfield Oil Company	101-431	101-431-4212-000	5,442.26	115189	2000 gallons gasoline
Mansfield Oil Company	101-431	101-431-4212-000	546.95	115189	201 gallons gasoline
Mansfield Oil Company	101-431	101-431-4212-000	2,668.42	115189	900 gallons diesel fuel
Auto Nation Ford White Bear Lake	101-431	101-431-4221-000	21.99	115133	1 - Remote key blade #806
Auto Nation Ford White Bear Lake	101-431	101-431-4221-000	127.55	115133	1 - Washer nozzle 1 - Keyfob #806
Auto Nation Ford White Bear Lake	101-431	101-431-4221-000	25.89	115133	1 - Moulding bumper bar #256
Auto Nation Ford White Bear Lake	101-431	101-431-4221-000	13.70	115133	1 - Windshield hose #396
Auto Nation Ford White Bear Lake	101-431	101-431-4221-000	25.74	115133	1 - Window switch #317
Auto Nation Ford White Bear Lake	101-431	101-431-4221-000	166.03	115133	1 - Wheel assembly 4 - bolts 1 - nut #393
Auto Nation Ford White Bear Lake	101-431	101-431-4221-000	67.65	115133	1 - Refrigerant discharge hose #392
Davis Equipment Corporation	101-431	101-431-4221-000	47.15	115146	Hub caps #409
Factory Motor Parts Company	101-431	101-431-4221-000	42.98	115155	Transmission filter and screen assembly
Factory Motor Parts Company	101-431	101-431-4221-000	7.98	115155	Battery cleaner
Hydraulics Plus & Consulting	101-431	101-431-4221-000	21.49	115172	Repair pressure washer hose in shop
L.T.G. Power Equipment	101-431	101-431-4221-000	9.16	115180	1 - Fuel filter #415
Lano Equipment	101-431	101-431-4221-000	263.86	115183	1 - Alternator 1 - Belt Alternator #404
Lano Equipment	101-431	101-431-4221-000	20.85	115183	1 - Belt compressor
Macqueen Equipment Inc.	101-431	101-431-4221-000	2,083.65	115188	Street sweeper gutter brooms #252
O'Reilly Automotive Stores	101-431	101-431-4221-000	11.98	115201	Protectant
O'Reilly Automotive Stores	101-431	101-431-4221-000	72.50	115201	Oil filters & Wix filters
O'Reilly Automotive Stores	101-431	101-431-4221-000	13.91	115201	Adhesive
Auto Nation Ford White Bear Lake	101-431	101-431-4300-000	99.95	115133	Erased and programmed 2 keys #806
Emergency Automotive Technologies	101-431	101-431-4300-000	180.00	115153	Siren maintenance
North Country Auto Body & Mechanical	101-431	101-431-4300-000	274.00	115198	Damage ICR#21200487 #302 - Bumper & Wheel flare
Pomp's Tire Service Inc.	101-431	101-431-4300-000	1,254.70	115202	4 tires torqued and aligned #262
Emergency Apparatus Maintenance	101-431	101-431-4410-000	3,350.61	115152	Nozzle assembly installed #611
101-431 Total			18,145.21		
Dalco Inc.	101-432	101-432-4211-000	496.24	115144	8 cases - hand wash
Dalco Inc.	101-432	101-432-4211-000	81.42	115144	2 cs urinal screens



**AP Checks by Account Number
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Vendor	Fund/Dept	Account	Amount	Check #	Description
Dalco Inc.	101-432	101-432-4211-000	1,402.88	115144	12 cs paper towel 2 cs toilet tissue 6 cs hand sanitizer
Dalco Inc.	101-432	101-432-4211-000	574.75	115144	3 cs compostable liners 3 cs hand wash 2 cs urinal screens
Wipers & Wipes Inc.	101-432	101-432-4211-000	352.28	115223	2 cases Paper towels and 2 cases toilet tissue
Winnick Supply Inc.	101-432	101-432-4211-501	198.12	115222	Toilet replacement supplies
Anoka County Treasury Office	101-432	101-432-4300-500	75.00	115130	Site 115 Oct 2021 Cac Fiber
Hotsy Equipment of Minnesota	101-432	101-432-4300-500	218.00	115169	Pressure washer repair in Streets Shed at PW
Anoka County Treasury Office	101-432	101-432-4300-501	75.00	115130	Site 116 Oct 2021 Cac Fiber
Anoka County Treasury Office	101-432	101-432-4300-503	75.00	115130	Site 117 Oct 2021 Cac Fiber
Electro Watchman Inc.	101-432	101-432-4300-503	888.40	115151	Fire alarm system monitorings annual lease & inspection
CenturyLink	101-432	101-432-4321-503	61.33	115141	Phone Services - Acct #6517843659805
Xcel Energy	101-432	101-432-4381-501	860.72	115225	Electric
Xcel Energy	101-432	101-432-4381-502	1,093.43	115225	Electric
Xcel Energy	101-432	101-432-4381-503	8,940.74	115225	Electric
Metro Sales Incorporated	101-432	101-432-4410-500	96.41	115194	Copier Maintenance Contract Ricoh/MP307
Star Tribune	101-432	101-432-4410-503	149.40	115212	Star Tribune (10/9/2021-1/1/2022 -13 weeks) - Subscriber 3426484
	101-432 Total		15,639.12		
Medica	101-450	101-450-4131-000	323.04	115192	Health Insurance Premiums
Lincoln National Life Ins Co	101-450	101-450-4133-000	96.72	115186	Disability Insurance Premiums
Lincoln National Life Ins Co	101-450	101-450-4133-000	11.13	115187	Life Insurance Premiums
Delta Dental of Minnesota	101-450	101-450-4134-000	177.52	115148	Dental Insurance Premiums
Fratallone's/Circle Pines Ace	101-450	101-450-4211-000	50.99	115158	All seasons hose
Menards - Forest Lake	101-450	101-450-4211-000	59.99	115193	2" Brass valve
Tessman Company	101-450	101-450-4211-000	1,680.25	115215	Clearwater Park Seed
T-Mobile USA Inc	101-450	101-450-4321-000	50.29	115216	Cell Phone/Wi-Fi Service
Goeder Clark J.	101-450	101-450-4331-000	75.00	115163	3rd Qtr 2021 Stipend
Haworth Abby	101-450	101-450-4331-000	150.00	115167	3rd Qtr 2021 Stipend
Huelman Patrick H.	101-450	101-450-4331-000	200.00	115171	3rd Qtr 2021 Stipend
Jensen Richard	101-450	101-450-4331-000	150.00	115178	3rd Qtr 2021 Stipend
Kusterman William	101-450	101-450-4331-000	150.00	115179	3rd Qtr 2021 Stipend
Nordlund John	101-450	101-450-4331-000	150.00	115197	3rd Qtr 2021 Stipend
Zilka James	101-450	101-450-4331-000	150.00	115226	3rd Qtr 2021 Stipend
Xcel Energy	101-450	101-450-4381-000	206.69	115225	Electric
Aid Electric Corporation	101-450	101-450-4410-000	20,110.00	115129	Sunrise Park - New hockey rink lighting
Bituminous Roadways Inc.	101-450	101-450-4410-000	76,000.00	115134	2021 Trail Maintenance Project
Gerten Greenhouses & Garden Center Inc.	101-450	101-450-4410-000	44.95	115161	5 - Mulch 4lbs
Northway Irrigation/Landscape	101-450	101-450-4410-000	1,208.26	115199	Irrigation repair - Community Greens
Tessman Company	101-450	101-450-5000-000	1,339.25	115215	Tower Park Seed
	101-450 Total		102,384.08		
Medica	101-461	101-461-4131-000	201.91	115192	Health Insurance Premiums
Lincoln National Life Ins Co	101-461	101-461-4133-000	8.19	115186	Disability Insurance Premiums
Lincoln National Life Ins Co	101-461	101-461-4133-000	0.85	115187	Life Insurance Premiums
Delta Dental of Minnesota	101-461	101-461-4134-000	16.85	115148	Dental Insurance Premiums
TreeBiz LLC	101-461	101-461-4240-000	275.00	115219	Tree inventory/GIS vest
T-Mobile USA Inc	101-461	101-461-4321-000	29.16	115216	Cell Phone/Wi-Fi Service
Cavegn Cassandra	101-461	101-461-4331-000	150.00	115138	3rd Qtr 2021 Stipend
Holmes Shawn C.	101-461	101-461-4331-000	150.00	115168	3rd Qtr 2021 Stipend
McNulty Ella M.	101-461	101-461-4331-000	150.00	115191	3rd Qtr 2021 Stipend
Schwartz Alexander P.	101-461	101-461-4331-000	75.00	115209	3rd Qtr 2021 Stipend
Sullivan John E.	101-461	101-461-4331-000	300.00	115213	3rd Qtr 2021 Stipend
	101-461 Total		1,356.96		
Medica	101-462	101-462-4131-000	134.61	115192	Health Insurance Premiums
Lincoln National Life Ins Co	101-462	101-462-4133-000	5.46	115186	Disability Insurance Premiums
Lincoln National Life Ins Co	101-462	101-462-4133-000	0.56	115187	Life Insurance Premiums
Delta Dental of Minnesota	101-462	101-462-4134-000	11.24	115148	Dental Insurance Premiums
Davis Phillip	101-462	101-462-4330-000	63.90	115145	Organic Site Tours
1st Choice Document Destruction	101-462	101-462-4410-000	600.00	115128	Recycled 2140 pounds of paper and cardboard
	101-462 Total		815.77		
Medica	101-463	101-463-4131-000	201.91	115192	Health Insurance Premiums
Lincoln National Life Ins Co	101-463	101-463-4133-000	8.19	115186	Disability Insurance Premiums
Lincoln National Life Ins Co	101-463	101-463-4133-000	0.84	115187	Life Insurance Premiums
Delta Dental of Minnesota	101-463	101-463-4134-000	16.85	115148	Dental Insurance Premiums



**AP Checks by Account Number
10/11/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
Rainbow Treecare	101-463	101-463-4410-000	8,034.75	115204	102 Emerald Ash Borer Tree Injection - City owned trees
	101-463 Total		8,262.54		
Dalco Inc.	202-451	202-451-4211-000	523.34	115144	5 cs small can liners 6 cs large can liners
GameDay Sports Media & Marketing	202-451	202-451-4300-000	6,000.00	115159	Rec Center Marketing Services
GameDay Sports Media & Marketing	202-451	202-451-4300-000	6,000.00	115159	Rec Center Marketing Services
Isaac Sports Group LLC	202-451	202-451-4300-000	5,000.00	115176	Rec Center Consulting Services
CenturyLink	202-451	202-451-4321-000	68.25	115140	Phone Services - Acct #7637869015785
Xcel Energy	202-451	202-451-4381-000	4,333.30	115225	Electric
Huebsch Services	202-451	202-451-4410-000	49.10	115170	Mats
Marsden Bldg Maintenance LLC	202-451	202-451-4410-000	1,383.41	115190	September Janitorial Services
	202-451 Total		23,357.40		
Quad Area Chamber Of Commerce	205-497	205-497-4410-000	2,775.00	115203	Blue Heron Days Marketing
	205-497 Total		2,775.00		
Twin Cities Transport & Recovery	208-420	208-420-4300-000	185.00	115220	ICR #21-217401
	208-420 Total		185.00		
Electro Watchman Inc.	401-432	401-432-5000-000	17,736.48	115151	Fire Alarm Systems Replacement - Civic Complex
	401-432 Total		17,736.48		
OPG-3 Inc.	403-418	403-418-4300-000	4,625.00	115200	LaserFiche Integrated Property Files Capture Filing Project
	403-418 Total		4,625.00		
LALLY STEVEN J	406-000	406-000-2020-000	5.00	115182	Refund Check 011176-000 451 LONESOME PINE TRL
	406-000 Total		5.00		
T.A. Schifsky and Sons Inc.	421-499	421-499-4400-137	72,133.53	115214	2021 Street Improvement Projects
Corrective Asphalt Materials LLC	421-499	421-499-4410-140	58,725.79	115143	2021 Street Maintenance Project
	421-499 Total		130,859.32		
Board of Water & Soil Resources	422-499	422-499-4300-000	500.00	115123	Wetland Bank #1601 AMF
Board of Water & Soil Resources	422-499	422-499-4300-000	21.08	115124	Wetland Bank #1122 AMF
	422-499 Total		521.08		
Arnt Construction Inc.	424-499	424-499-4400-000	7,860.00	115131	Surface Water Maintenance Project 2
	424-499 Total		7,860.00		
Century Fence Company Inc.	425-450	425-450-5000-138	8,275.00	115139	118' Straight parking lot fence - Lino Park
	425-450 Total		8,275.00		
LALLY STEVEN J	601-000	601-000-2020-000	1.22	115182	Refund Check 011176-000 451 LONESOME PINE TRL
LALLY STEVEN J	601-000	601-000-2020-000	46.94	115182	Refund Check 011176-000 451 LONESOME PINE TRL
	601-000 Total		48.16		
Medica	601-494	601-494-4131-000	1,406.47	115192	Health Insurance Premiums
Lincoln National Life Ins Co	601-494	601-494-4133-000	61.53	115186	Disability Insurance Premiums
Lincoln National Life Ins Co	601-494	601-494-4133-000	7.29	115187	Life Insurance Premiums
Delta Dental of Minnesota	601-494	601-494-4134-000	142.69	115148	Dental Insurance Premiums
Ferguson Waterworks #2518	601-494	601-494-4211-000	3,427.07	115156	Gate valve extensions
Harold's Trucking	601-494	601-494-4211-000	1,000.00	115165	10 loads - Sandfill
Menards - Forest Lake	601-494	601-494-4211-000	61.08	115193	Ground splicing kits
S&S Industrial Hardware Supply	601-494	601-494-4211-000	348.88	115207	Nuts & bolts inventory
Core & Main LP	601-494	601-494-4215-000	917.18	115142	100 - Touchpads
Hach Company	601-494	601-494-4222-000	629.10	115164	Sampling reagents
Hawkins Inc.	601-494	601-494-4222-000	25.00	115166	Chemical cylinders
Hawkins Inc.	601-494	601-494-4222-000	4,536.12	115166	Chlorine Hydrofluosilicic Acid LPC-5
Dusty's Drain Cleaning	601-494	601-494-4300-000	325.00	115149	Drain cleaning at Well 4
T-Mobile USA Inc	601-494	601-494-4321-000	83.46	115216	Cell Phone/Wi-Fi Service
Xcel Energy	601-494	601-494-4381-000	10,199.63	115225	Electric
Instrumental Research Inc.	601-494	601-494-4410-000	230.00	115175	August Water Testing
	601-494 Total		23,400.50		
GINDELE ELIZABETH	602-000	602-000-2020-000	129.94	115162	Refund Check 019513-000 6457 TOMAHAWK CT
LALLY STEVEN J	602-000	602-000-2020-000	27.86	115182	Refund Check 011176-000 451 LONESOME PINE TRL
	602-000 Total		157.80		
Medica	602-495	602-495-4131-000	1,406.49	115192	Health Insurance Premiums
Lincoln National Life Ins Co	602-495	602-495-4133-000	61.54	115186	Disability Insurance Premiums
Lincoln National Life Ins Co	602-495	602-495-4133-000	7.34	115187	Life Insurance Premiums
Delta Dental of Minnesota	602-495	602-495-4134-000	142.69	115148	Dental Insurance Premiums
Ferguson Waterworks #2518	602-495	602-495-4211-000	231.00	115156	2 - Locator Probes
Harold's Trucking	602-495	602-495-4211-000	1,000.00	115165	10 loads - Sandfill
T-Mobile USA Inc	602-495	602-495-4321-000	83.47	115216	Cell Phone/Wi-Fi Service



**AP Checks by Account Number
10/11/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
Xcel Energy	602-495	602-495-4381-000	2,208.99	115225	Electric
Aid Electric Corporation	602-495	602-495-5000-000	28,000.00	115129	Lift Station 8 - New generator installation
	602-495 Total		33,141.52		
Sadowski Derek & Sabrina	801-000	801-000-2300-000	35.09	115208	Escrow Release - 23 Century Trail
Ivy Ridge Home Builders Inc.	801-000	801-000-2318-000	900.00	115177	Escrow Release - 6738 Ivywood Ave
Ivy Ridge Home Builders Inc.	801-000	801-000-2318-000	900.00	115177	Escrow Release - 6734 Ivywood Ave
Lennar MN Division	801-000	801-000-2318-000	3,400.00	115185	Escrow Release - 2067 Balsam Way
Lennar MN Division	801-000	801-000-2318-000	3,400.00	115185	Escrow Release - 1992 Diamond Lane
Lennar MN Division	801-000	801-000-2318-000	4,400.00	115185	Escrow Release - 7290 Geneva Court
Lennar MN Division	801-000	801-000-2318-000	5,400.00	115185	Escrow Release - 2134 Itasca Circle
Lennar MN Division	801-000	801-000-2318-000	900.00	115185	Escrow Release - 7329 Crane Drive
Lennar MN Division	801-000	801-000-2318-000	5,400.00	115185	Escrow Release - 7280 Watermark Way
Lennar MN Division	801-000	801-000-2318-000	3,400.00	115185	Escrow Release - 2019 Diamond Lane
Lennar MN Division	801-000	801-000-2318-000	5,400.00	115185	Escrow Release - 2094 Itasca Circle
Lennar MN Division	801-000	801-000-2318-000	5,400.00	115185	Escrow Release - 2032 Diamond Lane
Lennar MN Division	801-000	801-000-2318-000	3,400.00	115185	Escrow Release - 7281 Watermark Way
Lennar MN Division	801-000	801-000-2318-000	5,400.00	115185	Escrow Release - 2098 Itasca Circle
Lennar MN Division	801-000	801-000-2318-000	5,400.00	115185	Escrow Release - 2102 Itasca Circle
Lennar MN Division	801-000	801-000-2318-000	3,400.00	115185	Escrow Release - 2004 Diamond Lane
Lennar MN Division	801-000	801-000-2318-000	5,400.00	115185	Escrow Release - 2101 Itasca Circle
Lennar MN Division	801-000	801-000-2318-000	4,400.00	115185	Escrow Release - 2016 Diamond Lane
Lennar MN Division	801-000	801-000-2318-000	3,400.00	115185	Escrow Release - 7376 Emily Circle
Lennar MN Division	801-000	801-000-2318-000	900.00	115185	Escrow Release - 7325 Crane Drive
Lennar MN Division	801-000	801-000-2318-000	3,400.00	115185	Escrow Release - 2028 Diamond Lane
Sharper Homes Inc.	801-000	801-000-2318-000	4,425.00	115210	Escrow Release - 6570 Enid Trail
	801-000 Total		78,460.09		
	Grand Total		569,381.71		



Electronic Funds Transfer
 MN Statute 471.38 Subd. 3

Council Meeting October 11, 2021

Transfer In/(Out)

9/22/2021 Wire to US Bank - 10/1 Debt Service Payment	(58,393.75)
10/1/2021 Payroll #20	(140,208.57)
10/1/2021 Council #10 Payroll	(3,304.93)
10/1/2021 HSA Bank ER Contribution	(6,124.85)
10/1/2021 Payroll #20 Federal Deposit	(42,228.57)
10/1/2021 Payroll #20 PERA	(46,625.52)
10/1/2021 Payroll #20 State	(9,909.43)
10/1/2021 Payroll #20 Child Support	(284.77)
10/1/2021 Payroll #20 H.S.A. Bank Pretax	(3,078.79)
10/1/2021 Payroll #20 TASC Pretax	(644.20)
10/1/2021 Payroll #20 ICMA 457 Def. Comp #301596	(4,470.00)
10/1/2021 Payroll #20 ICMA Roth IRA #706155	(880.75)
10/1/2021 Payroll #20 MSRS HCSP #98946-01	(1,732.52)
10/1/2021 Payroll #20 MSRS Def. Comp #98945-01	(3,543.00)
10/1/2021 Payroll #20 MSRS Roth IRA #98945-01	(755.00)
10/1/2021 Council #10 Federal Deposit	(196.60)
10/1/2021 Council #10 PERA	(367.62)
10/1/2021 Council #10 State	(43.95)

CITY COUNCIL WORK SESSION

DRAFT

**CITY OF LINO LAKES
MINUTES**

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DATE : September 27, 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; Finance Director Hannah Lynch; Human Resources Coordinator Meg Sawyer; Communications Specialist Andrea Turner; Community Development Director Michael Grochala; City Planner Katie Larsen; City Engineer Diane Hankee; Director of Public Safety John Swenson; City Clerk Julie Bartell

1. Review Regular Agenda of September 27, 2021 –

Item 2A – 2C – Finance Director Lynch reviewed her written reports noting changes impacted by the tax capacity and health insurance rates. Also added is a part time recreation coordinator and warming houses funding. She noted the tax rate ceiling. The council can certainly meet further and can decrease the number. Actions are also included on the council agenda to set the taxation public hearing and cancel unneeded debt service.

Item 3A – Hiring of Police Officer – HR and Communications Manager Sawyer reviewed the applicant’s education. Public Safety Director Swenson explained that officers that come to the department with no experience will typically receive additional training.

Item 3B – Increasing Pension Benefit to Firefighters – Ms. Sawyer reviewed the proposal noting it would come at no cost to the City. Administrator Cotton noted that this action wouldn’t impact the stability of the City’s position and would in fact help retain personnel.

Item 3C – Allocation of Fire Aid to Pension Contributions – Ms. Sawyer explained that this will start the process for reimbursement. Director Swenson added that this is a separate action to Item 3B.

Item 6A – Moratorium Ordinance on Mini Self Storage Facilities – Planner Larsen explained staff’s recommendation for a one year moratorium to give staff and the council time to review the situation and consider appropriate regulation updates. Councilmember Lyden remarked that he is interested in looking at the whole concept of storage facilities.

CITY COUNCIL WORK SESSION

DRAFT

44 **Item 6B – Change Order for NE Drainage Area Improvement Project** – City
45 Engineer Hankee explained the importance of the drainage project. During the
46 construction project, some poor soils were encountered at an additional cost.

47
48 **Domestic Violence Week Proclamation** – Councilmember Lyden suggested more
49 visibility and accessibility for domestic violence services (i.e. website link).

50
51 The meeting was adjourned at 6:25 p.m.

52
53 These minutes were considered, corrected and approved at the regular Council meeting held on
54 October 11, 2021.

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59 _____
Julianne Bartell, City Clerk

Rob Rafferty, Mayor

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COUNCIL MINUTES

DRAFT

**LINO LAKES CITY COUNCIL
REGULAR MEETING
MINUTES**

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DATE : September 27, 2021
TIME STARTED : 6:30 p.m.
TIME ENDED : 6:50 p.m.
MEMBERS PRESENT : Councilmember Stoesz, Lyden,
Ruhland, Cavegn and Mayor Rafferty
MEMBERS ABSENT :

Staff members present: City Administrator Sarah Cotton; Finance Director Hannah Lynch; Human Resources and Communications Manager Meg Sawyer; Communications Specialist Andrea Turner; Community Development Director Michael Grochala; Public Safety Director John Swenson; City Planner Katie Larsen; City Engineer Diane Hankee; City Clerk Julie Bartell

PUBLIC COMMENT

There were no public comments.

SETTING THE AGENDA

The agenda was approved as presented.

PROCLAMATION

Proclaiming October 2021 as Domestic Violence Awareness Month.

CONSENT AGENDA

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

ITEM **ACTION**

Consideration of Expenditures:

- | | | |
|----|--|----------|
| A) | September 27, 2021 (Check No. 115045 through 115122 in the Amount of \$776,636.95 | Approved |
| B) | Consider Approval of September 13, 2021 Council Work Session Minutes | Approved |
| C) | Consider Approval of September 13, 2021 Council Minutes | Approved |
| D) | Consider Approval of September 7, 2021 Special Council Minutes | Approved |
| E) | Consider Approval of Environmental Board Appointments | Approved |
| F) | Consider Approval of Application for Exempt Gambling Permit from the Knights of Columbus #9905 | Approved |

COUNCIL MINUTES

DRAFT

- 41 G) Consider Resolution No. 21-105, Appointing Election Judges for
42 2021 General Election Approved
- 43 H) Consider Approval of September 7, 2021 Work Session Minutes Approved

FINANCE DEPARTMENT REPORT

45 **2A) Consider Resolution No. 21-99, Adopting the Preliminary 2021 Tax Levy, Collectible in**
46 **2022** – Finance Director Lynch noted the council’s review and meetings on the proposed budget, a
47 comparison of the proposed levy to the last year’s levy, and the ability of the council to decrease the
48 levy but not to increase it once the preliminary figure is approved.

49 Mayor Rafferty noted the council’s work to this point and more to come.

50 Councilmember Ruhland moved to approve Resolution No. 21-99 as presented. Councilmember
51 Stoesz seconded the motion. Motion carried on a voice vote.

52 Councilmember Stoesz requested that the preliminary budget be posted on the website.

53 **2B) Consider Resolution No. 21-100, Setting the Date and Time for a Public Hearing for the**
54 **Proposed 2022 Operating Budget and 2021 Tax Levy, Collectible in 2022** - Finance Director
55 Lynch noted the action setting the City’s public hearing on the upcoming year’s budget.

56 Councilmember Ruhland moved to approve Resolution No. 21-100 as presented. Councilmember
57 Cavegn seconded the motion. Motion carried on a voice vote.

58 **3C) Cancelling Debt Service Tax Levy(s): i. Consider Resolution No. 21-101, Canceling the**
59 **2021/2022 Debt Service Tax Levy for G.O. Improvement Bond, Series 2013A; ii. Consider**
60 **Resolution No. 21-102, Canceling the 2021/2022 Debt Service Tax Levy for G.O. Capital Note,**
61 **Series 2016A** - Finance Director Lynch noted that staff is recommending that the council approve
62 these two resolutions that would cancel levy of taxes for debt service on bonds in cases where the levy
63 of funds is not required.

64 Councilmember Lyden moved to approve Resolution No. 21-101 as presented. Councilmember
65 Stoesz seconded the motion. Motion carried on a voice vote.

66 Councilmember Lyden moved to approve Resolution No. 21-102 as presented. Councilmember
67 Stoesz seconded the motion. Motion carried on a voice vote.

ADMINISTRATION DEPARTMENT REPORT

69 **3A) Consider Appointment of Police Officer** – Human Resources and Communications
70 Manager Sawyer reviewed her written report outlining the staff recommendation to hire a police
71 officer based on a standard hiring process and the qualifications of the candidate.

72 Councilmember Ruhland moved to approve the appointment of Shelby Bonczek as recommended.
73 Councilmember Lyden seconded the motion. Motion carried on a voice vote.

74 **3B) Consider Resolution No. 21-103, Increasing the Benefit Level for Firefighters Vested in**
75 **the Statewide Volunteer Firefighters Retirement Plan** – Human Resources and Communications
76 Manager Sawyer reviewed her written report recommending that the council authorize an increase in
77 the benefit level for firefighters (vested). Staff has studied the situation, finds the fund to be in good
78 condition, and finds that an increase would require no City contribution.

79 Councilmember Cavegn moved to approve Resolution No. 21-103 as presented. Councilmember
80 Ruhland seconded the motion. Motion carried on a voice vote.

COUNCIL MINUTES

DRAFT

81 **C) Consider Resolution No. 21-104, Authorizing the Allocation of Fire State Aid to Cover**
82 **Employer Contributions to the PERA Police and Fire Plan**– Human Resources and
83 Communications Manager Sawyer reviewed her written report requesting authorization to allocate
84 certain fire state aid funds to cover pension employer contributions. State law authorizes this action.
85 Councilmember Cavegn moved to approve Resolution No. 21-104 as presented. Councilmember
86 Stoesz seconded the motion. Motion carried on a voice vote.

PUBLIC SAFETY DEPARTMENT REPORT

87 There was no report from the Public Safety Department.

PUBLIC SERVICES DEPARTMENT REPORT

88 There was no report from the Public Services Department.

COMMUNITY DEVELOPMENT REPORT

89 **6A) Consider 2nd Reading of Ordinance No. 09-21 Interim Ordinance Creating a**
90 **Moratorium for Mini Self-Storage Facilities** – City Planner Larsen noted that staff is requesting
91 second reading of an ordinance that would put on pause development of certain storage facilities.
92 The ordinance allows for a year pause and staff will be reviewing the situation as part of ongoing
93 ordinance updates.

94 Mayor Rafferty asked if any comments from the public have been received. Staff said no.

95 Councilmember Stoesz moved to waive the full reading of Ordinance No. 09-21 as presented.
96 Councilmember Lyden seconded the motion. Motion carried on a voice vote.

97 Councilmember Stoesz moved to approve the 2nd Reading and adoption of Ordinance No. 09-21 as
98 presented. Councilmember Ruhland seconded the motion. Motion carried; Yeas, 5; Nays none.

99 **6B) Consider Resolution No. 21-91, Approve Change Order No. 1, Northeast Drainage**
100 **Area Improvement Project** – City Engineer Hankee remarked on the importance of the NE
101 Drainage Improvement Project that will serve a good portion of the eastern side of the City. She
102 noted that in the course of the project, poor soils were discovered and that incurred additional cost
103 to the project and resulting in this request for a change order; the additional cost is within the project
104 contingency.

105 Councilmember Stoesz moved to approve Resolution No. 20-91 as presented. Councilmember
106 Cavegn seconded the motion. Motion carried on a voice vote.

UNFINISHED BUSINESS

107 There was no Unfinished Business.

NEW BUSINESS

108 There was no New Business.

COMMUNITY EVENTS

109 There were no events announced.

COMMUNITY CALENDAR

COUNCIL MINUTES

DRAFT

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<i>Community Calendar – A Look Ahead</i>			
September 27, 2021 through October 11, 2021			
✚	Wednesday, September 29	6:30 pm, Council Chambers	Environmental Board
✚	Monday, October 4	6:00 pm, Community Room	Council Work Session
✚	Wednesday, October 6	6:30 pm, Council Chambers	Park Board
✚	Thursday, October 7	8:00 am, Community Room	EDAC
✚	Monday, October 11	6:00 pm, Community Room	Council Work Session
✚	Monday, October 11	6:30 pm, Council Chambers	City Council Meeting

ADJOURN

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

These minutes were considered and approved at the regular Council Meeting on October 11, 2021.

Julianne Bartell, City Clerk

Rob Rafferty, Mayor

**CITY COUNCIL
AGENDA ITEM 1D**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: October 11, 2021

TOPIC: i. Consider Resolution No. 21-107, Declaring Cost to Be Assessed, Ordering Preparation of Assessment Role, and Calling for Hearing on Proposed Assessment, 2021 Weed Abatement Charges

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting City Council consideration to declare the cost to be assessed for delinquent weed abatement charges and call for a hearing on proposed assessments.

BACKGROUND

City Code section 904 establishes weeds or grass growing in excess of eight inches in height to be a public nuisance. Property owners in violation of this requirement are notified and provided an opportunity to cure the nuisance. If the violation is not addressed within a specified period of time, City staff and/or private contractors are directed to abate the nuisance. The cost of abatement is charged to the property owner. In the event that the property owner fails to pay the costs incurred, the City may certify the charges against the property for collection with property taxes as a special assessment.

Minnesota Statutes § 429.101 provides for the special assessment of certain service including weed elimination from properties. Special Assessments levied under this statute are subject to the procedural requirements of M.S. § 429.061 which requires the determination of the costs to be assessed and a public hearing to adopt the assessments.

There is one property proposed to be assessed. The total amount to be assessed is \$198.75. The amount charged is based on staff time for completing the work and administrative costs.

RECOMMENDATION

Staff recommends approval of Resolution No. 21-107.

ATTACHMENTS

1. Resolution No. 21-107

**CITY OF LINO LAKES
RESOLUTION NO. 21-107**

**RESOLUTION DECLARING COSTS TO BE ASSESSED AND CALLING HEARING ON
PROPOSED ASSESSMENT
2021 WEED ABATEMENT CHARGES**

WHEREAS, pursuant to City Code Section 904, any weeds or grass growing upon any lot or parcel of land in the City of Lino Lakes to a greater height than eight (8’), or which have gone or about to go to seed are declared to be a nuisance, and

WHEREAS, certain property owners in noncompliance with such code requirements were notified and provided the opportunity to comply with such provisions, and

WHEREAS, upon failure of the property owner to comply with the provisions of said notice, the City Weed Inspector ordered the abatement of such nuisance, in accordance with the City Code Section 904, and charged the property owner thereof for expenses incurred by the City, and

WHEREAS, the total cost incurred by the City is \$198.75.

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

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be \$198.75.
2. Assessments shall be payable in equal annual installments extending over a period of one year, the first of the installments to be payable on or before the first Monday in January 2022, and shall bear interest at the rate of 8% percent per annum from the date of the adoption of the assessment resolution.
3. The city clerk shall forthwith calculate the proper amount to be specially assessed for such work against every property where work was completed by the City, as provided by law, and he/she shall file a copy of such proposed assessment in her office for public inspection.
4. The clerk shall upon the completion of such proposed assessment, notify the council thereof.

BE IT FURTHER RESOLVED by the City Council of the City of Lino Lakes, Minnesota that:

1. A hearing shall be held at 6:30 p.m. on November 8, 2021 in the city hall located at 600 Town Center Parkway to pass upon such proposed assessment. All persons owning property affected by such Weed Abatement charges will be given an opportunity to be heard with reference to such assessment.
2. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall

state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the City the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

Adopted by the Council of the City of Lino Lakes this 11th day of October, 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 1E**

STAFF ORIGINATOR: Julie Bartell, City Clerk

MEETING DATE: October 11, 2021

TOPIC: Consider Resolution No. 21-113, Authorizing Execution of Joint Powers Agreement with Anoka County for Election Equipment and Expenses

VOTE REQUIRED: 3/5

BACKGROUND

In 2013, the City entered into a joint powers agreement with Anoka County that manages replacement of voting equipment and certain ongoing election costs. The joint powers entities are all cities and school districts in the county. The agreement provides for equitable distribution of costs and has been successful in managing the replacement and upkeep of vote scanning equipment (2013), introduction of electronic poll books (2016), and replacement of ADA voter assist equipment (2021), while providing a stable cost to jurisdictions for annual budgeting.

The Anoka County Board of Commissioners recently approved an updated joint powers agreement to allocate costs for election expenses. This updated agreement includes minor changes relating to dates, removal of hospital districts, and allocation of absentee ballot mailing costs. The agreement is proposed to be in effect for a four-year term, beginning January 1, 2022 until December 31, 2025, subject to automatic renewal on January 1 of each subsequent calendar year beginning January 1, 2026.

RECOMMENDATION

Staff is recommending approval of Resolution No. 21-113, Authorizing Execution of Joint Powers Agreement with Anoka County for Election Equipment and Expenses.

ATTACHMENTS

Joint Power Agreement
2020-2028 JPA Cost Sharing Estimate

**CITY OF LINO LAKES
RESOLUTION NO. 21-113**

**AUTHORIZING EXECUTION OF A JOINT POWERS AGREEMENT
WITH ANOKA COUNTY REGARDING CONDUCT OF ELECTIONS**

WHEREAS, Anoka County provides assistance to cities in conducting elections; and

WHEREAS, when appropriate, Anoka County Elections Department implements the replacement of voting equipment throughout the county; and

WHEREAS, a multi-jurisdictional joint powers agreement has been in place since 2013 that provides for purchase of voting equipment, cost sharing and addresses elections duties and responsibilities; and

WHEREAS, Anoka County Elections has prepared and is recommending execution of a new joint powers agreement with updated language; and

WHEREAS, the Anoka County Board of Commissioners approved the joint powers agreement and requested consideration by local jurisdictions;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lino Lakes, Minnesota that the Joint Powers Agreement between Anoka County and the municipalities, townships and school districts in Anoka County regarding allocation of election expenses be approved for the term beginning January 1, 2022 through December 31, 2025 with provisions for renewal.

Adopted by the City Council of the City of Lino Lakes this 11th day of October, 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

Anoka County Contract No. _____
JOINT POWERS AGREEMENT BETWEEN
ANOKA COUNTY AND THE MUNICIPALITIES, TOWNSHIPS AND SCHOOL DISTRICTS
IN ANOKA COUNTY
TO ALLOCATE COSTS FOR ELECTION EXPENSES

This is a joint Powers Agreement (“JPA”) between the County of Anoka (“County”) and THE MUNICIPALITIES, TOWNSHIPS AND SCHOOL DISTRICTS IN ANOKA COUNTY (“Governmental Entities”) entered into pursuant to Minn. Stat. § 471.59, for the purchase, maintenance and use of election equipment, including conducting elections, by the County on behalf of the County and the Governmental Entities.

Section 1
Term

1. This JPA shall be in effect for a four-year term, beginning January 1, 2022 until December 31, 2025, subject to automatic renewal on January 1 of each subsequent calendar year beginning January 1, 2026.

Section 2
Contract Termination

2. During the initial four-year term, this JPA may only be terminated by written agreement of the County with the affected Governmental Entity. Beginning January 1, 2026, a Governmental Entity’s participation in this agreement may be terminated by that Governmental Entity providing written notice to the remaining parties no later than June 1 of any year, effective on January 1 of the following year.

Upon termination of the agreement, all right, title, and interest in any election equipment purchased by the County under the terms of this agreement for use by the Governmental Entity shall remain with the County. Any Governmental Entity withdrawing from this agreement assumes all costs, responsibilities and liabilities related to the purchase, maintenance and use of voting equipment in the conduct of elections in that jurisdiction. Any amounts of the Governmental Entity’s share of the cost of procurement of the Voting Equipment System and their proportional share of any other costs incurred by the County on their behalf that remain unpaid as of the date of termination shall become immediately due and payable by the Governmental Entity to the County.

Section 3
Voting Equipment System Definition

3. For purposes of this agreement, the Anoka County Voting Equipment System means a system in which the voter records votes by means of marking a ballot, so that votes may be counted by automatic tabulating equipment in the polling place where the ballot is cast or at a counting center. An electronic voting system includes automatic tabulating equipment; non-electronic ballot markers; electronic ballot markers, including electronic ballot display, audio ballot reader, and devices by which the voter will register the voter’s voting intent; software used to program automatic tabulators and layout ballots; computer programs used to accumulate precinct results; ballots; system documentation; and system testing as well as software used to manage the

assignment, deployment, chain of custody, and associated logistical operations of said equipment in Anoka County.

Section 4 Applicability

4. This agreement, and the use of the Voting Equipment System defined herein, between the County and the Governmental Entities is applicable for any election at which offices or questions for the following categories are voted on:

- Category A: Federal Offices
State Offices or Constitutional Amendments
Judicial Offices
County Offices or Ballot Questions
Soil and Water District Offices or Ballot Questions
- Category B: Municipal (Township) Offices or Ballot Questions
- Category C: School District Offices or Ballot Questions

Section 5 County Responsibilities

5. Except as otherwise provided in this contract or required by statute or state or federal rule, the County shall be responsible for preparing the specifications for the purchase and maintenance of the Voting Equipment System as defined herein and for the purchase and maintenance of the system, including making all payments and expenditures for capital and on-going operating costs related to the voting equipment system. In addition, for all Category A, B, and C Elections, Anoka County shall:
 - 5.1. Perform voting equipment system programming including ballots, ballot counters, ballot markers, and other components of the voting equipment system used to mark, count, record or report election returns and statistics.
 - 5.2. Perform programming and testing of the State Election Reporting System interface, subject to policies of the State.
 - 5.3. Program and develop a voting equipment testing plan for each election according to statutory requirements.
 - 5.4. Provide ballot design and layout services and arrange for the printing of ballots to be used in the elections.

Section 6 Governmental Entities' Responsibilities

6. Except as otherwise provided in this contract, each individual Governmental Entity shall be responsible for and shall perform all duties and assume all costs associated with the production of test decks, and conduct of pre-election and post-election tests and audits of

precinct voting equipment for each election and shall utilize county-provided software, as determined necessary by the County, to track the testing, assignment, deployment, chain of custody, and associated logistical operations of said equipment in Anoka County, as follows:

6.1. When Category A and/or B offices or questions appear on the ballot:

- 6.1.1. The municipality shall be responsible for and assume all costs associated with the production of test decks, and conduct of pre-election and post-election tests and audits of precinct voting equipment for all elections which include a Category A and/or B office or question.
- 6.1.2. The municipality shall assume all costs required to arrange for the use of polling places in the manner required by the Minnesota election law, for ensuring the physical set up of rooms and furnishings are conducive to the voting process, and for ensuring that all necessary equipment and supplies are delivered to the polling place for use on Election Day.
- 6.1.3. The municipality shall assume all costs related to picking up ballots, supplies and equipment from the Anoka County Elections and Voter Registration Office in Anoka and other storage locations that may be arranged from time to time, and transporting them to and from the polling place.
- 6.1.4. The municipality shall assume all costs related to issuing, receiving and processing absentee ballots cast by in-person absentee voters in that municipality including procurement and preparation of physical spaces, equipment, and staff needed to administer the process, and costs for delivery of voted ballots to the Anoka County Central Count Absentee Precinct.
- 6.1.5. The municipality shall assume all costs related to recruiting, hiring, and paying Election Judges for all hours served including training, testing, election day assignments, and any other work assignments associated with the election.

6.2. When only Category C offices or questions appear on the ballot:

- 6.2.1. The School District shall be responsible and shall assume all costs associated with the production of test decks and conduct of pre-election and post-election tests and audits of precinct voting equipment for all elections which include only Category C offices or questions.
- 6.2.2. The school district shall assume all costs required to arrange for the use of polling places in the manner required by law, for ensuring the physical set up of rooms and furnishings are conducive to the voting process, and for ensuring that all necessary equipment and supplies are delivered to the polling place for use on Election Day.
- 6.2.3. The school district shall assume all costs related to picking up ballots, supplies and equipment from the Anoka County Elections and Voter Registration Office in Anoka and other storage locations that may be arranged from time to time, and transporting them to and from the polling place.

6.2.4. The school district shall assume all costs related to issuing, receiving and processing absentee ballots cast by in-person absentee voters in the school district including procurement and preparation of physical spaces, equipment, and staff needed to administer the process, and costs for delivery of voted ballots to the Anoka County Central Count Absentee Precinct.

6.2.5. The school district shall assume all costs related to recruiting, hiring, and paying Election Judges for all hours served including training, testing, election day assignments, and any other work assignments associated with the election.

Section 7

Allocation of Election Expenses

7. Except as already specifically provided for herein, the Voting Equipment System procurement, maintenance and support cost shall be divided between the county, its municipalities, and school districts as follows:

7.1. The County shall incur 55% of the actual cost of procurement, operation, and maintenance of the system over the duration of this contract.

7.2. Municipalities located wholly or in part in Anoka County shall, collectively, incur 30% of the actual cost of procurement, operation, and maintenance of the system over the duration of this contract.

7.3. School Districts located wholly or in part in Anoka County shall incur 15% of the actual cost of procurement, operation, and maintenance of the system over the duration of this contract.

7.4. Anoka County shall make all payments and expenditures for capital and on-going operating and maintenance costs related to the system throughout the duration of this contract.

7.5. The annual fee for each jurisdiction shall be established as follows:

7.5.1. Each individual municipality shall pay a fee equal to that percentage of the total Anoka County population residing in that municipality at the time of the most recent census multiplied by the municipal share (30%) of the actual cost of procurement, plus the actual cost of operation and maintenance of the system, as solely determined by the County, calculated annually throughout the duration of the contract

7.5.2. Each individual school district shall pay a fee equal to that percentage of the total Anoka County population residing in that school district at the time of the most recent census multiplied by the school district share (15%) of the actual cost of procurement, plus the actual cost of operation and maintenance of the system, as solely determined by the County, calculated annually throughout the duration of the contract.

- 7.5.3. Each Governmental Entity shall be invoiced annually by June 1 for each calendar year of the agreement for the above referenced fees. Said fees shall be due and payable within thirty (30) calendar days of invoicing.
- 7.5.4. The Governmental Entities hereby agree that they will not reallocate any of the costs incurred herein.
- 7.6. For each governmental entity, the County shall determine that proportion of the ballot devoted to offices and questions for that entity as a percentage of the total number of column inches on the ballot, and provide an invoice to the governmental entity for that share of the cost of ballot printing, paper and normal delivery charges.
- 7.7. For each governmental entity, the County shall determine that proportion of the ballot devoted to offices and questions for that entity as a percentage of the total number of column inches on the ballot, and provide an invoice to the governmental entity for that share of the cost of postage for domestic mailed absentee ballots and absentee ballots cast under the Uniformed Overseas Citizens Absentee Voting Act (UOCAVA).

Section 8 Documentation of Election Expenses

8. Documentation of actual expenditures as required by the County is required for the allocation of election expenses pursuant to this agreement. Invoices or billing statements are acceptable documentation for goods or services purchased for vendors.

Section 9 Ownership

9. The Governmental Entities acknowledge that the County owns the Voting Equipment System and that the Governmental Entities are authorized to use said Voting Equipment System for official election related purposes. Use of the Voting Equipment System by the Governmental Entities for any other purpose is strictly prohibited absent express written consent of the County. The Governmental Entities hereby acknowledge and agree that the Voting Equipment System may contain proprietary and trade secret information that is owned by a third party and is protected under federal copyright law or other laws, rules, regulations, and decisions. The Governmental Entities shall protect and maintain the proprietary and trade secret status of the Voting Equipment System in their possession.

Section 10 Handling Of Equipment and Insurance

10. Each municipality shall be responsible for storage of elections equipment assigned by the county to that municipality. Municipalities shall make all necessary elections equipment in its possession available to other entities as directed by the county.

Each Governmental Entity acknowledges that it shall be responsible for the Voting Equipment System while it is in the Governmental Entity's custody. Each Governmental Entity, either through insurance or a self-insurance program, shall be responsible for all costs, fees, damages and expenses including but not limited to personal injury, storage, damage, repair and/or replacement of the Voting Equipment System while it is in the

Governmental Entity's custody and this contract is in effect unless such costs, fees, damages, and expenses are then currently covered under a manufacturer warranty covering said equipment. The Governmental Entities shall be responsible for, provide coverage for and shall provide proof of general liability and worker's compensating insurance (Hold Harmless Agreement) for all individuals providing services required by this contract. In addition to the foregoing, the Governmental Entities shall, during the term of this contract, maintain, through commercially available insurance or on a self-insured basis, property insurance coverage on all of the voting systems used or intended for use in this agreement to cover all repairs or replacement of the voting equipment if damaged or stolen. The Governmental Entities are responsible for any deductible under their policy.

Section 11 Independent Contractor

11. It is agreed that nothing in this contract is intended or should be construed as creating the relationship of agents, partners, joint ventures, or associates between the parties hereto or as constituting the County or the Governmental Entities as the employee of the other entity for any purpose or in any manner whatsoever. The County is an independent contractor and neither it, its employees, agents, nor its representatives are employees of the Governmental Entities. From any amounts due the County, there shall be no deductions for federal income tax or FICA payments, nor for any state income tax, nor for any other purposes which are associated with an employer-employee relationship unless required by law.

Section 12 Data Practices

12. All data created, collected, received, maintained, or disseminated for any purpose in the course of this contract is governed by the Minnesota Government Data Practices Act, any other applicable statute, or any rules adopted to implement the Act or statute, as well as federal statutes and regulations on data privacy.

Section 13 No Waiver

13. No delay or omission by either party hereto to exercise any right or power occurring upon any noncompliance or default by the other party with respect to any of the terms of this Agreement shall impair any such right or power or be construed to be a waiver thereof unless the same is consented to in writing. A waiver by either of the parties hereto of any of the covenants, conditions, or agreements to be observed by the other shall not be construed to be a waiver of any succeeding breach thereof or of any covenant, condition, or agreement herein contained. All remedies provided for in this Agreement shall be cumulative and in addition to, and not in lieu of, any other remedies available to either party at law, in equity, or otherwise.

Section 14 Governing Law

14. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

Section 15
Entire Agreement

15. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof and hereby rescinds and replace all prior Agreements with the respective Governmental Entities with this Agreement. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties hereto.

Section 16
No Assignment

16. Neither party shall assign, sublet, or transfer this Agreement, either in whole or in part, without the prior written consent of the other party, and any attempt to do so shall be void and of no force and effect.

Section 17
No Warranty

17. The Governmental Entities agree that the County is furnishing the Voting Equipment System on an "as is" basis, without representation or any express or implied warranties, other than those provided by any maintenance agreement entered into by the County for the maintenance of the Voting Equipment System, including but not limited to, fitness for particular purpose, merchantability or the accuracy and completeness of the Voting Equipment System.

The Governmental Entity's exclusive remedy and the County's sole liability for any substantial defect which impairs the use of the Voting Equipment System for the purposes stated herein shall be the right to terminate this agreement.

The County does not warrant that the Election Voting Equipment System will be error free.

The County disclaims any other warranties, express or implied, respecting this agreement or the Voting Equipment System.

In no event shall the County be liable for actual, direct, indirect, special, incidental, consequential damages (even if the County has been advised of the possibility of such damage) or loss of profit, loss of business or any other financial loss or any other damage arising out of performance or failure of performance of this Agreement by the County. Except as otherwise specifically provided for in this agreement, County and the Governmental Entities agree each will be responsible for their own acts and omissions under this Agreement and the results thereof and shall to the extent authorized by law defend, indemnify and hold harmless the other party for such acts. Each party shall not be responsible for the acts, errors or omissions of any other party under the Agreement and the results thereof. The parties' respective liabilities shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law. This paragraph shall not be construed to bar legal remedies one party may have for the other party's failure to fulfill its obligations under this Agreement. Nothing in this Agreement

constitutes a waiver by the Governmental Entities or County of any statutory or common law defenses, immunities, or limits on liability.

**Section 18
Notice**

18. Any notice or demand shall be in writing and shall be sent registered or certified mail to the other party addressed as follows:

To the Governmental Entity: To the person and address designated by each Governmental Entity in writing.

To the County: Anoka County Administrator
 2100 3rd Avenue, Suite 700
 Anoka MN 55303

Copy to: Anoka County Elections Manager
 2100 3rd Avenue, Suite 160
 Anoka MN 55303

**Section 19
Audit Provision**

19. Both parties agree that either party, the State Auditor, or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other party and involve transactions relating to this Agreement. Such materials shall be maintained, and such access and rights shall be in force and effect during the period of the contract and for six (6) years after its termination or cancellation.

**Section 20
Survival of Provisions**

20. It is expressly understood and agreed that the obligations and warranties of the Governmental Entity and County hereof shall survive the completion of performance and termination or cancellation of this Agreement.

**Section 21
Authority**

21. The person or persons executing this Joint Powers Agreement on behalf of the Governmental Entity and County represent that they are duly authorized to execute this Joint Powers Agreement on behalf of the Governmental Entity and the County and represent and warrant that this Joint Powers Agreement is a legal, valid and binding obligation and is enforceable in accordance with its terms.

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IN WITNESS WHEREOF, the parties hereto have hereunto set their hands.

COUNTY OF ANOKA

By: _____
Scott Schulte, Chair,
Anoka County Board of Commissioners

Dated: _____

By: _____
Rhonda Sivarajah,
Anoka County Administrator

Dated: _____

APPROVED AS TO FORM:

By: _____
Jason Stover
Assistant Anoka County Attorney

Dated: _____

CITY OF LINO LAKES

By: _____
Rob Rafferty, Its Mayor

Dated: _____

By: _____
Julianne Bartell, Its City Clerk

Dated: _____

***** SCHOOL DISTRICT *****

By:

***, Its Superintendent

Dated: _____

By:

***, Its ***

Dated: _____

LOCAL JURISDICTION FEE CALCULATION
Contract #2013-0164

Municipal 30%	2010 Census Population	Proportion of Population	DS-200 Capital Payments			Omni Ballot Tablet Capital Payments						Total Contribution 2020-2028
			2020	2021	2022	2023	2024	2025	2026	2027	2028	
City of Andover	30,587	9.24%	\$7,077	\$8,994	\$7,217	\$7,034	\$7,175	\$7,189	\$7,343	\$7,360	\$7,517	\$66,905
City of Anoka	17,153	5.18%	\$3,969	\$5,044	\$4,047	\$3,944	\$4,024	\$4,032	\$4,118	\$4,127	\$4,216	\$37,520
City of Bethel	488	0.15%	\$113	\$143	\$115	\$112	\$114	\$115	\$117	\$117	\$120	\$1,067
City of Blaine	57,186	17.28%	\$13,231	\$16,815	\$13,493	\$13,150	\$13,415	\$13,441	\$13,728	\$13,760	\$14,054	\$125,088
City of Centerville	3,792	1.15%	\$877	\$1,115	\$895	\$872	\$890	\$891	\$910	\$912	\$932	\$8,295
City of Circle Pines	4,918	1.49%	\$1,138	\$1,446	\$1,160	\$1,131	\$1,154	\$1,156	\$1,181	\$1,183	\$1,209	\$10,758
City of Columbia Heights	19,486	5.89%	\$4,508	\$5,730	\$4,598	\$4,481	\$4,571	\$4,580	\$4,678	\$4,689	\$4,789	\$42,623
City of Columbus	3,914	1.18%	\$906	\$1,151	\$924	\$900	\$918	\$920	\$940	\$942	\$962	\$8,561
City of Coon Rapids	61,476	18.57%	\$14,223	\$18,076	\$14,505	\$14,137	\$14,421	\$14,449	\$14,758	\$14,793	\$15,109	\$134,471
City of East Bethel	11,603	3.51%	\$2,685	\$3,412	\$2,738	\$2,668	\$2,722	\$2,727	\$2,785	\$2,792	\$2,852	\$25,380
City of Fridley	27,208	8.22%	\$6,295	\$8,000	\$6,420	\$6,257	\$6,383	\$6,395	\$6,532	\$6,547	\$6,687	\$59,514
City of Ham Lake	15,296	4.62%	\$3,539	\$4,498	\$3,609	\$3,517	\$3,588	\$3,595	\$3,672	\$3,681	\$3,759	\$33,458
City of Hilltop	754	0.23%	\$174	\$222	\$178	\$173	\$177	\$177	\$181	\$181	\$185	\$1,649
City of Lexington	2,049	0.62%	\$474	\$602	\$483	\$471	\$481	\$482	\$492	\$493	\$504	\$4,482
City of Lino Lakes	20,216	6.11%	\$4,677	\$5,944	\$4,770	\$4,649	\$4,742	\$4,751	\$4,853	\$4,864	\$4,968	\$44,220
Linwood Township	5,123	1.55%	\$1,185	\$1,506	\$1,209	\$1,178	\$1,202	\$1,204	\$1,230	\$1,233	\$1,259	\$11,206
City of Nowthen	4,443	1.34%	\$1,028	\$1,306	\$1,048	\$1,022	\$1,042	\$1,044	\$1,067	\$1,069	\$1,092	\$9,719
City of Oak Grove	8,031	2.43%	\$1,858	\$2,361	\$1,895	\$1,847	\$1,884	\$1,888	\$1,928	\$1,932	\$1,974	\$17,567
City of Ramsey	23,668	7.15%	\$5,476	\$6,959	\$5,584	\$5,443	\$5,552	\$5,563	\$5,682	\$5,695	\$5,817	\$51,771
City of Saint Francis	7,219	2.18%	\$1,670	\$2,123	\$1,703	\$1,660	\$1,693	\$1,697	\$1,733	\$1,737	\$1,774	\$15,791
City of Spring Lake Park	6,412	1.94%	\$1,484	\$1,885	\$1,513	\$1,474	\$1,504	\$1,507	\$1,539	\$1,543	\$1,576	\$14,025
TOTAL	331,022	100.00%	\$76,587	\$97,333	\$78,105	\$76,120	\$77,653	\$77,801	\$79,467	\$79,651	\$81,354	\$724,071

School 15%	2010 Census Population	Proportion of Population	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total Contribution 2020-2028
Anoka-Hennepin ISD #11	177,169	53.55%	\$20,506	\$26,061	\$20,913	\$20,381	\$20,792	\$20,832	\$21,278	\$21,327	\$21,783	\$193,872
Centennial ISD #12	32,249	9.75%	\$3,733	\$4,744	\$3,807	\$3,710	\$3,785	\$3,792	\$3,873	\$3,882	\$3,965	\$35,289
Columbia Heights ISD #13	25,195	7.62%	\$2,916	\$3,706	\$2,974	\$2,898	\$2,957	\$2,962	\$3,026	\$3,033	\$3,098	\$27,570
Fridley ISD #14	15,504	4.69%	\$1,795	\$2,281	\$1,830	\$1,784	\$1,819	\$1,823	\$1,862	\$1,866	\$1,906	\$16,966
Saint Francis ISD #15	29,168	8.82%	\$3,376	\$4,291	\$3,443	\$3,355	\$3,423	\$3,430	\$3,503	\$3,511	\$3,586	\$31,918
Spring Lake Park ISD #16	30,548	9.23%	\$3,536	\$4,494	\$3,606	\$3,514	\$3,585	\$3,592	\$3,669	\$3,677	\$3,756	\$33,428
Elk River ISD #724	4057	1.23%	\$470	\$597	\$479	\$467	\$476	\$477	\$487	\$488	\$499	\$4,439
White Bear Lake ISD #624	1722	0.52%	\$199	\$253	\$203	\$198	\$202	\$202	\$207	\$207	\$212	\$1,884
Forest Lake ISD #831	15,232	4.60%	\$1,763	\$2,241	\$1,798	\$1,752	\$1,788	\$1,791	\$1,829	\$1,834	\$1,873	\$16,668
Total	330,844	100.00%	\$38,293	\$48,666	\$39,052	\$38,060	\$38,827	\$38,901	\$39,734	\$39,826	\$40,677	\$362,036

Cost to Partners			\$114,880	\$145,999	\$117,157	\$114,179	\$116,480	\$116,702	\$119,201	\$119,477	\$122,031	\$1,086,107
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Fee Calc 55-30-15

*Note: Calculations will be updated once 2020 census data is published

**CITY COUNCIL
AGENDA ITEM 3A**

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager
MEETING DATE: October 11, 2021
TOPIC: COVID-19 Leave of Absence Policy
VOTE REQUIRED: 3/5

INTRODUCTION

The Council is being asked to consider approval of the COVID-19 Leave of Absence Policy.

BACKGROUND

The Families First Coronavirus Response Act (FFCRA) expired on December 31, 2020. The City of Lino Lakes continued to offer 80 hours of COVID sick leave to our employees from January 1, 2021 - March 31, 2021. After reviewing recent data on the virus, the City would like to offer a new bank of 40 hours of COVID leave starting on October 1, 2021.

Staff feels this is our best option moving forward to keep City Hall, Public Safety and Public Works as safe as possible during this pandemic.

The City plans to get reimbursed for COVID sick leave hours through the American Rescue Plan funds.

Employees eligible for a COVID Leave of Absence will be allowed up to 40 hours of sick leave from October 1, 2021 - March 31, 2022.

RECOMMENDATION

Staff is recommending approval of the COVID-19 Leave of Absence Policy.

ATTACHMENTS

1. COVID-19 Leave of Absence Policy.



COVID-19 Leave of Absence Policy

The City of Lino Lakes acknowledges that employees continue to be impacted by the COVID-19 pandemic. The health, safety and wellbeing of all employees is our top priority. Employees should continue to implement precautions to minimize the risk of spreading the virus, such as social distancing, wearing face coverings, staying home when sick, and washing hands.

As of October 1, 2021, the City of Lino Lakes will provide 40 hours of COVID leave credits to employees to use for COVID-19 medical and personal related leave. The credits will expire on March 31, 2022 and cannot be used for other types of leave, PTO, vacation or sick time. Employees should communicate with their supervisor and Human Resources regarding COVID related absences to discuss the benefits available.

This temporary policy is intended for the COVID-19 pandemic and will work jointly with other applicable policies such as FMLA, Short-Term Disability, workplace accommodations, and any other related policies when overlap exists.

All requests under this policy should be made to the supervising director and Human Resources, providing as much detail and notice as possible. This will allow the City of Lino Lakes the necessary time to review the request and identify coverage during an absence. The City may also require confirmation for the leave to verify the nature and length of each leave request. Employees may be allowed to work remote, if appropriate, instead of taking a leave of absence.

Examples of reasons for COVID Leave of Absence

- Employee or immediate household/family member experiencing symptoms of COVID-19
- Employee or immediate household/family member confirmed positive for COVID-19
- Employee's children are home due to school or childcare closure

As was allowed under the FFCRA, short-term disability, and other paid leave laws, all leaves of absence and paid time off benefits run concurrently and may not be stacked for more time off than allowed under the most generous leave policy applicable to the employee's situation. Once paid time off leave has been exhausted, the remainder of the leave of absence will be unpaid.

Return to Work

Employees must contact Human Resources prior to the end of their leave to confirm their return to work date and fitness for duty, if applicable. Employees are not to return to work without prior approval from Human Resources.

A request for an extension of a leave of absence may be considered and must be submitted to Human Resources in writing prior to the expiration of the original leave of absence; however,

extensions cannot be guaranteed. Unless there are extenuating circumstances, failure to return to work after the expiration of leave may be considered a voluntary resignation.

Tested Positive for COVID-19

Employees who have tested positive for the virus or have been exposed to the virus must follow CDC and Anoka County Public Health guidance regarding return from isolation or quarantine, as follows:

Individuals with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least one day (24 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and
- Improvement in symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed since symptom onset

Individuals with COVID-19 who have not had any symptoms may discontinue isolation when at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic.

Individuals who are fully vaccinated and exposed to COVID-19 who have not had any symptoms may remain at work and follow these steps:

- Regularly self-monitor symptoms; and,
- Get tested 3-5 days after exposure, even if asymptomatic; and,
- Wear a mask in public for 14 days following exposure

Individuals who are not vaccinated and exposed to COVID-19 should exclude from work for 14 days since date of last exposure.

We will continue to monitor new legislation as it passes and will communicate changes to employees as they are made. Human Resources remains available to provide resources, answer questions, and support you through this pandemic.

**CITY COUNCIL
AGENDA ITEM 4A**

STAFF ORIGINATOR: John Swenson, Public Safety Director

MEETING DATE: October 11, 2021

TOPIC: Anoka County Toward Zero Deaths (TZD) Grant

VOTE REQUIRED: 3/5

BACKGROUND:

The Lino Lakes Public Safety Department continues to participate in the Toward Zero Deaths (TZD) program as part of the Anoka County TZD group. TZD is a statewide program that uses a collaborate approach of education, enforcement, engineering, emergency medical services, and “everyone” to work towards the goal of reducing traffic fatalities and serious injuries on Minnesota roadways to zero.

Members from Lino Lakes Public Safety work together with members of other law enforcement agencies within Anoka County to provide high visibility enforcement efforts throughout Anoka County, focusing on impaired driving, speed violations, distracted driving, and seatbelt violations. The costs associated with providing Lino Lakes Police Officers to provide this high visibility enforcement activity is reimbursed through the TZD grant, provided by the Minnesota Office of Traffic Safety (OTS).

In an effort to share responsibilities of the administration of the grant, each Anoka County partner law enforcement agency rotates which agency is the grant administrator. Lino Lakes has volunteered to administer the grant for the next three years. The public safety department has applied for the grant through the Minnesota OTS and it has been approved. With the approval of Council, Lino Lakes will accept the TZD grant and begin administering it in October 2021 through September 2024.

RECOMMENDATION:

Staff is seeking Council approval to accept the Office of Traffic Safety’s Toward Zero Deaths grant.

ATTACHMENTS:

Informational sheet for the Minnesota Toward Zero Deaths program

**CITY OF LINO LAKES
RESOLUTION NO. 21-108**

**AUTHORIZING EXECUTION OF TOWARD ZERO DEATHS (TZD)
ENFORCEMENT GRANT AGREEMENT**

WHEREAS, the City of Lino Lakes recognizes the importance of the safe and efficient movement of traffic in and through the community; and

WHEREAS, the City of Lino Lakes Public Safety Department works to improve the safe and efficient movement of traffic through education and enforcement; and

WHEREAS, in recognition of adverse impact on lives and property resulting from impaired or negligent driving and the non-use of seat belts, the State of Minnesota, Minnesota Department of Public Safety, and the Officer of Traffic Safety, have developed the Toward Zero Deaths (TZD) Enforcement Program to fund traffic safety education and enforcement; and

WHEREAS, the County of Anoka has proposed participation in the education and enforcement of the TZD Program; and

WHEREAS, the City of Lino Lakes, at the request of Anoka County, shall serve as the fiscal agent and grant administrator for the TZD Program for a three-year period ending in 2024.

NOW, THEREFORE BE IT RESOLVED that The City Council of The City of Lino Lakes, Minnesota:

That the City Council authorizes the Lino Lakes Public Safety Director to execute and administer a Toward Zero Deaths grant agreement with the Minnesota Department of Public Safety, Office of Traffic Safety, for traffic safety enforcement projects effective October 1, 2021 through September 30th, 2022.

Adopted by the City Council of the City of Lino Lakes this 11th day of October, 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



MINNESOTA TOWARD ZERO DEATHS

TZD'S STATEWIDE GOAL: Fewer than 225 fatalities and 980 serious injuries on Minnesota's roads by 2025

Key accomplishments

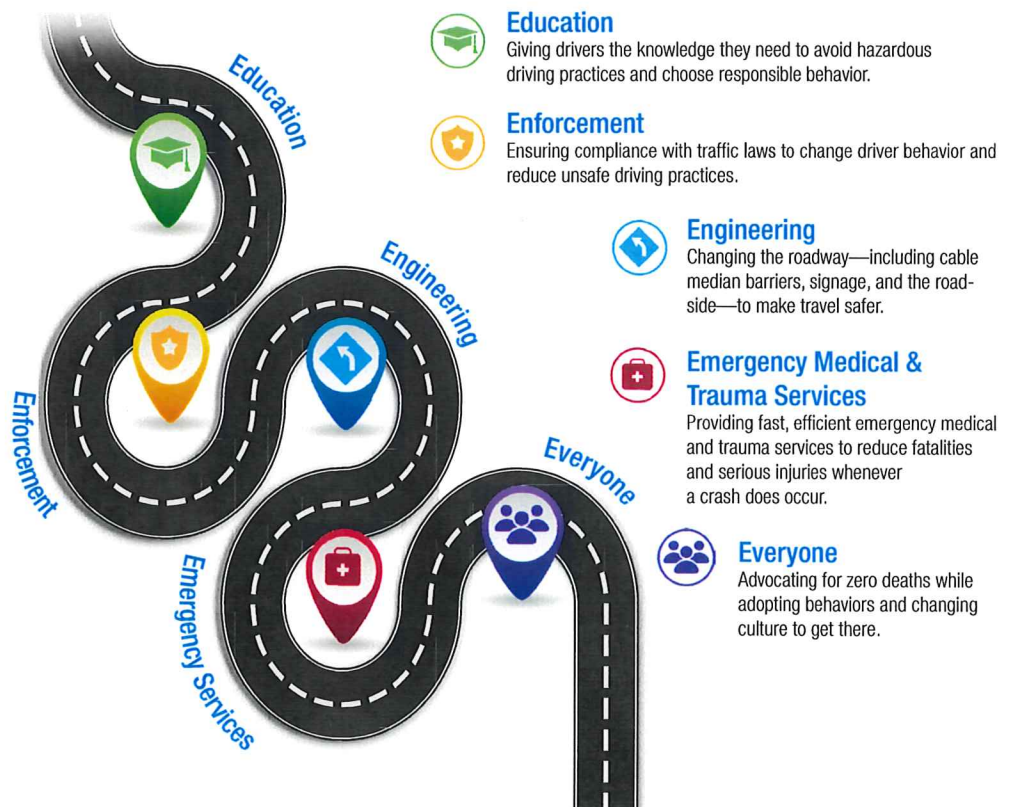
- A 39 percent reduction in the number of traffic deaths since TZD was launched in 2003.
- A statewide seat belt use rate of 93 percent.
- Passage of stronger traffic safety policies related to seat belt use, texting while driving, ignition interlock, graduated driving licensing, impaired driving, and speeding in work zones.
- Eight regional partnerships statewide that collaborate and build local relationships to implement TZD.
- A statewide trauma system enabling 99 percent of Minnesotans to reach a trauma hospital within 60 minutes.
- Implementation of low-cost, high-benefit strategies for intersection and lane-departure crashes on state and local roads.
- More than 950 statewide conference participants annually.

WHAT IS THE MINNESOTA TOWARD ZERO DEATHS PROGRAM?

Minnesota TZD is the state's cornerstone traffic safety program that employs an interdisciplinary approach to reducing traffic crashes, injuries, and deaths on Minnesota roads. The program's vision is to reduce fatalities and serious injuries to zero.

The program is a partnership between the Minnesota Departments of Public Safety, Transportation, and Health; the University of Minnesota; and other stakeholders.

Minnesota TZD works to create a culture in which traffic deaths and serious injuries are no longer acceptable through the integrated application of the "4 E's": Education, Enforcement, Engineering, and Emergency Medical and Trauma Services. The program also uses data to target areas for improvement, employ proven countermeasures, implement best practices, and advance innovations and new technologies.



Program goals

- Pursue public support of traffic safety as a priority
- Strengthen TZD as a priority for all units of government and traffic safety partnerships
- Promote and implement effective traffic safety initiatives

Traffic safety is everyone's responsibility: Get involved!

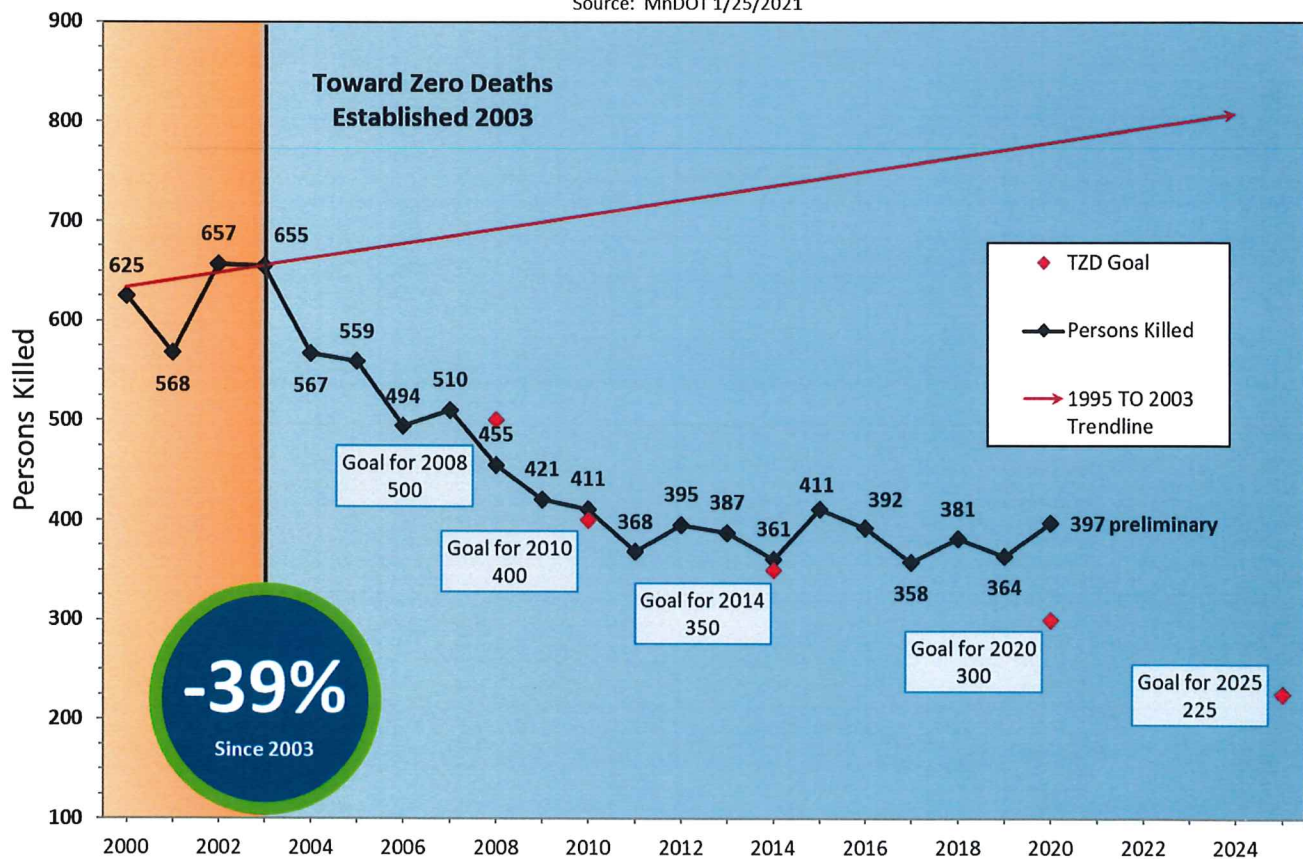
- Contact your regional TZD coordinator and/or participate in a local TZD safety coalition (minnesotatzd.org/initiatives/regions).
- Attend the annual statewide TZD conference and/or regional workshops (minnesotatzd.org/events).
- Attend the TZD stakeholder breakfasts in person or participate online (minnesotatzd.org/events/breakfasts).
- Request to be added to the TZD mailing list: ldolan@umn.edu.

For more information

- Contact Kristine Hernandez, State TZD Program Coordinator, 507-273-0677, kristine.hernandez@state.mn.us
- Contact Linda Dolan, Program Coordinator, 612-625-4533, ldolan@umn.edu
- Visit the TZD website: MinnesotaTZD.org

Minnesota Roadway Fatalities

Source: MnDOT 1/25/2021



In 2003, 655 traffic deaths occurred on Minnesota's roads. That same year, the statewide TZD program was launched as a deliberate, interdisciplinary approach to traffic safety. Despite increases in the number of licensed drivers, registered motor vehicles, and vehicle miles traveled, there were 397* traffic deaths in Minnesota in 2020—a 39 percent reduction from 2003.

*preliminary count

**CITY COUNCIL
AGENDA ITEM 6A**

STAFF ORIGINATOR: Diane Hankee, City Engineer

MEETING DATE: October 11, 2021

TOPIC: Consider Resolution No. 21-109, Approving Payment No. 2 and Final, 2020 Surface Water Maintenance Project 2

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting council consideration to finalize the 2020 Surface Water Maintenance Project 2.

BACKGROUND

On January 25, 2021, the City Council passed resolution 21-01, awarding the contract for the 2020 Surface Water Maintenance Project 2 to Arnt Construction Company, Inc. in the amount of \$41,440.00. Construction of the project began in early February. All three excavation sites were completed by March. Restoration of the Black Duck Drive site was not satisfactorily completed until late August.

The final contract amount is \$41,440.00 for 2020 Surface Water Maintenance Project 2.

Funding for the project is from the General Fund Streets Budget, which includes \$140,000 for the Surface Water Maintenance projects.

RECOMMENDATION

Approve Resolution No. 21-109, Approving Payment No. 2 and Final, 2020 Surface Water Maintenance Project 2 in the amount of \$7,860.00 to Arnt Construction Company, Inc.

ATTACHMENTS

1. Resolution 21-109
2. Pay Request No. 2 & Final – Surface Water Maintenance Project 2

**CITY OF LINO LAKES
RESOLUTION NO. 21-109**

**APPROVING PAYMENT NO. 2 AND FINAL FOR THE 2020 SURFACE WATER
MAINTENANCE PROJECT 2**

WHEREAS, on January 25, 2021, the City Council passed resolution 21-01, awarding the contract for the 2020 Surface Water Maintenance Project 2 to Arnt Construction Company, Inc. in the amount of \$41,440.00;

WHEREAS, a complete summary of costs are detailed in Payment No. 2 (Final) where the final Base Bid amount for the 2020 Surface Water Maintenance Project 2 was \$41,440.00;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes that Payment Request No. 2 (Final) is approved for a final contract amount of \$41,440.000 for the 2020 Surface Water Maintenance Project 2.

Adopted by the Council of the City of Lino Lakes this 11th day of October, 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

2020 SURFACE WATER
MAINTENANCE PROJECT 2

Pay Voucher No. 2 - Final



Client: CITY OF LINO LAKES 600 TOWN CENTER PARKWAY LINO LAKES, MN 55194	Contractor: ARNT CONSTRUCTION COMPANY, INC. PO BOX 549 LINO LAKES, MN 55038
---	---

WSB Project No.: 015935-000	DATE: September 16, 2021
Client Project No.: NA	
State Project No.: NA	
Federal Project No.: NA	

Contract Amount		Funds Encumbered	
Original Contract	\$ 41,440.00	Original	\$ 41,440.00
Contract Changes	\$ -	Additional	NA
Revised Contract	\$ 41,440.00	Total	\$ 41,440.00

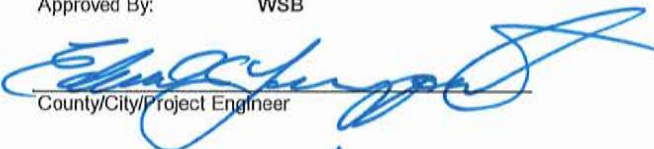
Work Certified To Date	
Base Bid Items	\$ 41,440.00
Contract Changes	\$ -
Material On Hand	
Total	\$ 41,440.00

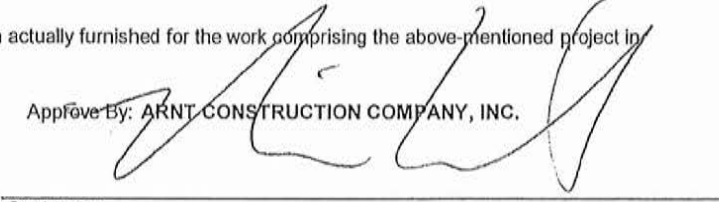
Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid to Date
\$ 7,860.00	\$ 41,440.00	\$ -	\$ 33,580.00	\$ 7,860.00	\$ 41,440.00
Percent Retained:		0%	Percent Complete: 100.00		

This is to certify that the items of work shown on this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications hereof approved.

Approved By: WSB

Approved By: ARNT CONSTRUCTION COMPANY, INC.





County/City/Project Engineer

Contractor

9/28/21
Date

9-23-21
Date

Approved By: CITY OF LINO LAKES

424 499 4400 000

Date

PROJECT PAYMENT STATUS

Pay Voucher No. 2 - Final

OWNER:

CITY OF LINO LAKES

CONTRACTOR:

ARNT CONSTRUCTION COMPANY, INC.

CHANGE ORDERS

No.	Date	Description	Amount
Total Change Orders			\$0.00

PAYMENT SUMMARY

No.	From	To	Current Payment	Total Retainage	Total Amount Earned
1	01/25/21	02/03/21	\$ 33,580.00	\$ -	\$ 33,580.00
2	02/03/21	09/15/21	\$7,860.00	\$ -	\$41,440.00

Material on Hand

Total Payment to Date	\$ 41,440.00	Original Contract	\$41,440.00
Total Retainage to Date	\$0.00	Change Orders	\$0.00
Total Amount Earned	\$41,440.00	Revised Contract Amount	\$41,440.00

2020 SURFACE WATER MAINTENANCE PROJECT 2

DETAIL SHEET

Pay Voucher No. 2 - Final

OWNER:
CITY OF LINO LAKES

CONTRACTOR:
ARNT CONSTRUCTION COMPANY, INC.

POND MAINTENANCE - SEDIMENT REMOVAL									
#	Item	Units	Contract Qty	Unit Price	Contract Amount	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity to Date	Amount to Date
1	SITE 1 - 6998 BLACK DUCK DRIVE	LS	1	28,940.00	\$28,940.00	0.25	\$ 7,235.00	1.00	\$ 28,940.00
2	SITE 2 - BRANDYWOOD ESTATES	LS	1	9,830.00	\$9,830.00	0.05	\$ 491.50	1.00	\$ 9,830.00
3	SITE 3 - CIVIC COMPLEX	LS	1	2,670.00	\$2,670.00	0.05	\$ 133.50	1.00	\$ 2,670.00
CONTRACT TOTAL					\$41,440.00		\$ 7,860.00		\$ 41,440.00
CONTRACT CHANGES									
CHANGE ORDER TOTAL					\$0.00		\$ -		\$ -
TOTAL CONTRACT					\$41,440.00		\$ 7,860.00		\$ 41,440.00

**CITY COUNCIL
AGENDA ITEM 6B**

STAFF ORIGINATOR: Diane Hankee, City Engineer

MEETING DATE: October 11, 2021

TOPIC: Consider Resolution No. 21-110, Approving Payment No. 2 and Final, 2021 Street Maintenance Project

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting council consideration to finalize the 2021 Street Maintenance Project.

BACKGROUND

On June 14, 2021, the City Council passed resolution 21-57, awarding the contract for the 2021 Street Maintenance Project to Corrective Asphalt Materials, LLC in the amount of \$212,037.07. Construction of the project began in early July. All of the streets receiving the rejuvenator treatment were completed in July and all crack filling was completed in September.

The final contract amount is \$201,007.19 for the 2021 Street Maintenance Project which was \$11,029.88 under budget.

The project is funded through the Pavement Management fund which includes development fees collected for the applicable roadways.

RECOMMENDATION

Approve Resolution No. 21-110, Approving Payment No. 2 and Final, 2021 Street Maintenance Project in the amount of \$76,695.04 to Corrective Asphalt Materials, LLC

ATTACHMENTS

1. Resolution 21-110
2. Pay Request No. 2 & Final – 2021 Street Maintenance Project

**CITY OF LINO LAKES
RESOLUTION NO. 21-110**

**APPROVING PAYMENT NO. 2 AND FINAL FOR THE 2021 STREET MAINTENANCE
PROJECT**

WHEREAS, on June 14, 2021, the City Council passed resolution 21-57, awarding the contract for the 2021 Street Maintenance Project to Corrective Asphalt Materials, LLC in the amount of \$212,037.07;

WHEREAS, a complete summary of costs are detailed in Payment No. 2 (Final) where the final Base Bid + Alt 1 amount for the 2021 Street Maintenance Project was \$201,007.19;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes that Payment Request No. 2 (Final) is approved for a final contract amount of \$201,007.19 for the 2021 Street Maintenance Project.

Adopted by the Council of the City of Lino Lakes this 11th day of October, 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

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	08/04/2021	\$130,854.90	\$6,542.75	\$124,312.15
2	09/27/2021	\$70,152.29	(\$6,542.75)	\$76,695.04

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local	\$201,007.19	\$0.00	\$124,312.15	\$76,695.04	\$201,007.19

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Local	\$76,695.04			\$201,007.19

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2356.504	EMULSIFIED MALTENE BASED REJUVENATOR	S Y	\$0.95	150109	0	\$0.00	137742	\$130,854.90
2	2331.619	ROUT & SEAL BITUMINOUS PAVEMENT CRACKS	RDST	\$116.48	448	448	\$52,183.04	448	\$52,183.04
3	2331.619	ROUT & SEAL BITUMINOUS PAVEMENT CRACKS	RDST	\$37.83	456	475	\$17,969.25	475	\$17,969.25
Bid Totals:							\$70,152.29		\$201,007.19

Project Category Totals			Amount This Voucher	Amount To Date
Category				
ALTERNATE 1 -CRACK SEAL STREETS RECEIVING REJUVENATOR TREATMENT			\$17,969.25	\$17,969.25
SCHEDULE A - BASE BID			\$52,183.04	\$183,037.94

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
Contract Change Totals:											

Contract Change Totals				Amount This Voucher	Amount To Date
No.	Contract Change	Description			

Client: City of Lino Lakes 600 Town Center Parkway Lino Lakes, MN 55014-1182	Contractor: Corrective Asphalt Materials, LLC 300 Daniel Boone Trail South Roxana, IL 62087
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WSB Project No.: 017706-000
Client Project No.:
State Project No.:
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$212,037.07	Original	\$212,037.07
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$212,037.07	Total	\$212,037.07

Work Certified To Date	
Base Bid Items	\$201,007.19
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$201,007.19

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$70,152.29	\$201,007.19	\$0.00	\$124,312.15	\$76,695.04	\$201,007.19
Percent Retained: 0%			Percent Complete: 94.8%		

FINAL PAY VOUCHER

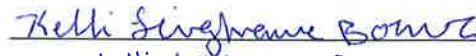
I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By WSB


Project Engineer

9/28/2021
Date

Approved By Corrective Asphalt Materials, LLC


Kelli Leighanne Barnes, Manager

9/28/2021
Date

Approved By City of Lino Lakes

Date

**CITY COUNCIL
AGENDA ITEM 6C**

STAFF ORIGINATOR: Diane Hankee, PE City Engineer

C. C. MEETING DATE: October 11, 2021

TOPIC: 2022 77th Realignment Project

- i. Consider Resolution 21-111, Authorize the Preparation of Plans and Specs
- ii. Consider Resolution No. 21-112, Approving Design Engineering Services Contract and with WSB & Associates

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting Council authorization to prepare plans and specifications for the 2022 77th Street Realignment Project and to approve the design engineering services contract with WSB & Associates.

BACKGROUND

The City of Lino Lakes plans to realign 77th Street between Marilyn Drive and Lake Drive so that the 77th Street aligns with Market Place Drive at Lake Drive. This is part of an overall redevelopment plan for a future commercial area and is in coordination with the City's Economic Development Authority. Additionally, the project would aid in development of City owned properties north of 77th Street and properties to the south.

Funding the project is from land sale proceeds and state aid funds. WSB & Associates has submitted a proposal to complete the plans and specifications, a signal justification report, and provide bid documents for the 2022 77th Street Realignment Project in the amount of \$34,030.00. The design engineering, construction plans and specifications, and bidding administration in the amount of \$27,190.00 is less than 5% of the estimated project construction costs of \$569,000.00.

The project schedule:

Order Improvement, Authorize Plans and Specifications	October 11, 2021
Approve Plans and Specifications, Authorize Ad for Bids	December 13, 2021
City Opens Bids	January 26, 2022
City Council Awards Contract	February 14, 2022
Construction Begins	May, 2022
Final Completion	September, 2022

RECOMMENDATION

Staff is recommending approval of Resolution No. 21-111, Authorizing the Preparation of Plans and Specifications, and Resolution 21-112 Approving Design Engineering Services Contract with WSB & Associates, 2022 77th Street Realignment Project.

ATTACHMENTS

1. Resolution No. 21-111
2. Resolution No. 21-112
3. Project Location Map
4. WSB and Associates Proposal

CITY OF LINO LAKES

RESOLUTION NO. 21-111

**RESOLUTION AUTHORIZING PREPARATION OF PLANS AND SPECIFICATIONS
FOR THE 2022 77TH STREET REALIGNMENT PROJECT**

WHEREAS, the City Council finds that it would be in the best interest of the City to proceed with the preparation of plans and specifications for the 2022 77th Street Realignment Project:

NOW, THEREFORE BE IT RESOLVED by The City Council of the City of Lino Lakes authorizes the preparation of the plans and specifications for the 2022 77th Street Realignment Project.

Adopted by the Council of the City of Lino Lakes this 11th day of October, 2021.

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

The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Julianne Bartell, City Clerk

**CITY OF LINO LAKES
RESOLUTION NO. 21-112**

**APPROVING DESIGN ENGINEERING SERVICES CONTRACT
2022 77TH REALIGNMENT PROJECT**

WHEREAS, pursuant to the City Council authorizing the preparation of the plans and specifications for the 2022 77th Street Realignment Project; and

WHEREAS, WSB and Associates has submitted a proposal to complete the plans and specifications, and provide bid documents for the 2022 77th Street Realignment Project in the amount of \$34,030.00; and

WHEREAS, the City Council finds that it would be in the best interests of the city to proceed with preparing the plans and specification required to bid the 2022 77th Street Realignment Project,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lino Lakes, the Mayor and Clerk are hereby authorized and directed to enter into a contract with WSB, in the name of the City of Lino Lakes, for the preparation of the plans and specifications for the 2022 77th Street Realignment Project.

Adopted by the Council of the City of Lino Lakes this 11th day of October, 2021.

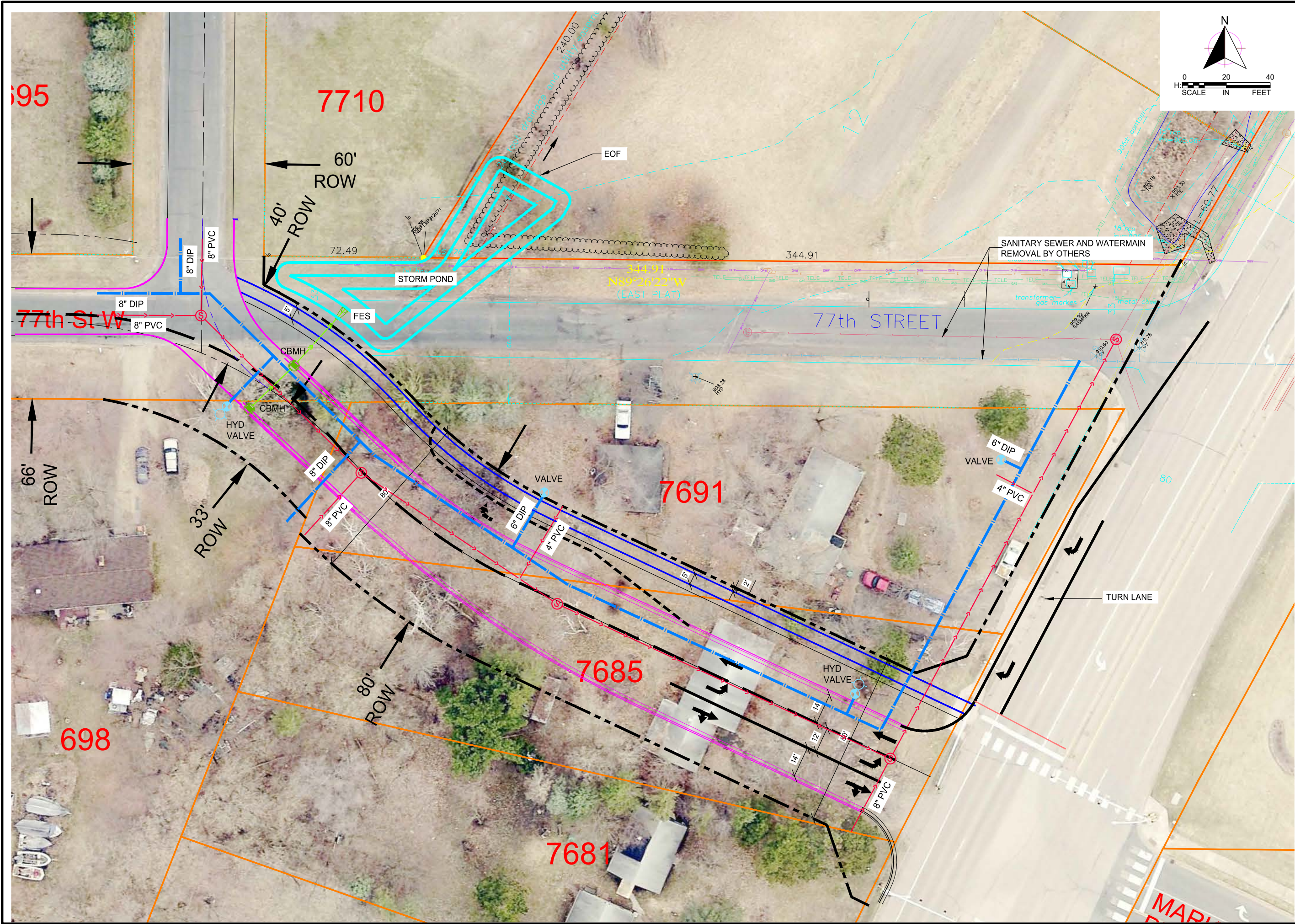
The motion for the adoption of the foregoing resolution was introduced by Council Member _____ and was duly seconded by Council Member _____ and upon vote being taken thereon, the following voted in favor thereof:

The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Julianne Bartell, City Clerk



K:\017210-000\City\Exhibits\017210-000 Exhibit A-2.dwg 7/29/2021 10:38:48 AM



WSB PROJECT NO.:
R-017210-000

SCALE: ##### DESIGN BY: #####
PLAN BY: ##### CHECK BY: #####

REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: _____ LIC. NO.: _____
#####

**77TH STREET EXTENSION
CONCEPT PLAN
CITY OF LINO LAKES**

EXHIBIT A

SHEET
1
OF
1



October 6, 2021

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

**Re: Engineering Proposal for Design, and Bidding of the 77th Street
Realignment Project**

Dear Mr. Grochala:

The City of Lino Lakes is moving forward with the the 77th Street Realignment Project and would like to start the preparation of the bid documents and signal justification report (SJR). The project includes the removal of the existing portion of 77th Street W between Marilyn Drive and Lake Drive, realigning and constructing a new portion of 77th Street W between Marilyn Drive and Lake Drive, realigning and installing public utilities, coordinating the relocation of private utilities, and working with Anoka County on signal improvements. The estimated construction cost is \$568,000.00.

Based on the project scope, WSB would perform the following tasks:

I. Prepare Final Project Construction Plans

Final construction plans will be prepared showing the new roadway alignment, public utility locations, drainage ponds, and signal modifications. The plans will include topographic survey and be shown in plan and profile views.

II. Final Quantities

A bid item quantity take off and engineer's opinion of probable cost will be completed on the final construction plans. A proposal form will be generated for the contractor bidding process.

III. Prepare Permits, Specifications and Bidding Documents

WSB will assist the City in preparing permit application(s) and/or approval requests and will assist the City with submitting the applications/approval requests to the appropriate regulatory agencies. Permit applications and/or agency review submittals are anticipated for: (1) RCWD – erosion control, and (2) Anoka County – work in right of way.

WSB will develop the final project plans and specifications based on the agency review comments. This task will include a constructability review and QA/QC review of the final plans, quantities, and specifications.

Upon completion of permitting, and agency review and approval, a final set of construction documents will be prepared for electronic bidding.

WSB will print, assemble, and submit the final contract documents to the City and request authorization to advertise the project for bidding. WSB will receive and respond to bidder inquiries concerning the plans, specifications, and intent of the project. Logs of all inquiries will be kept and maintained to document inquiries. WSB will attend the project bid opening with the City.

WSB will review the low bidder's bid proposal, contractor's and subcontractor's personnel proposed for the project and relative experience, quality and availability of equipment, performance on similar projects, references, nature and extent of other similar contracts, whether or not the contractor or subcontractors have ever been denied contract award, and any other information that would affect the ability of the contractor to perform the work.

The engineering fee to complete the 77th Street Realignment Project is \$34,030.00 and will be billed on a not to exceed hourly basis.

This letter represents our understanding of the 77th Street Realignment Project and the proposed scope of services. If you are in agreement with the scope of services and proposed fee, please sign in the appropriate space below and return one copy to us.

If you have any questions about this proposal, please feel free to call me at 612-709-4897.

Sincerely,

WSB



Kelsey Gelhar
Project Manager



Brian Bourassa
Principal

ACCEPTANCE:

The City of Lino Lakes hereby accepts the WSB proposal of \$34,030.00 for services outlined in this letter.

City of Lino Lakes

Name _____

Title _____

Date _____



Engineering Fee Estimate
77th Street Realignment Project
 For the City of Lino Lakes

13-Sep-21

Description	Senior Project Manager	Engineering Specialist VI	Project Engineer	Traffic Engineer	Traffic Tech	Water Resources Project Engineer	Office Technician	Survey Coordinator	Environmental Scientist	Two Person Survey Crew	Total Hours	Cost
SJR Letter				8	8						16	\$2,200.00
Signal Design		14		8	12						34	\$4,640.00
Total Signal Modification Costs												\$6,840.00
Construction Plans												
Survey	1							2		8	11	\$2,084.00
Private Utility Coordination	2	2	2				2				8	\$1,056.00
Road Design (Alignment, X-Section)	4	4	4						2		14	\$2,008.00
CAD for Roadway	2	16	40								58	\$7,440.00
Drainage Design	4	4	4			12			2		26	\$3,724.00
Quality Review	4										4	\$656.00
RCWD Preparation & Permit	4	4	6			16					30	\$4,254.00
Specifications and Bidding Administration												
Specifications	2	2	8	2			4				18	\$2,342.00
Bid Documents		1	2				10				13	\$1,336.00
Cost Estimate	2	2	8	2							14	\$1,962.00
Quality Review	2										2	\$328.00
Total Plan Hours	27	35	74	4	0	28	16	2	4	8	198	
<i>Hourly Rate</i>	\$164.00	\$152.00	\$117.00	\$197.00	\$78.00	\$143.00	\$95.00	\$164.00	\$138.00	\$199.00		
Total Direct Labor Costs	\$4,428.00	\$5,320.00	\$8,658.00	\$788.00	\$0.00	\$4,004.00	\$1,520.00	\$328.00	\$552.00	\$1,592.00		\$27,190.00
Grand Total Fee (Hourly not to exceed)												\$34,030.00



**PROCLAMATION
HONORING TOASTMASTERS MONTH
OCTOBER, 2021**

WHEREAS, Toastmasters International, the world’s leading organization devoted to communication, public speaking and leadership skills, provides a mutually-supportive and positive learning environment in which every member has the opportunity to develop their communication and leadership skills which, in turn, fosters self-confidence and personal growth; and

WHEREAS, Toastmasters, founded October 1924, has over 350,000 members in 143 countries, with over 16,600 clubs worldwide; and

WHEREAS, Toastmasters clubs are made up of 20-30 people who gather weekly to follow an agenda of prepared speeches, impromptu speeches and evaluations as members learn through practice, by listening to one another, and by studying educational manuals from Toastmasters International which offer guidelines for speeches, and the monthly Toastmaster magazine is an excellent source to gain everyday speaking tips – for both personal and professional use.

NOW, THEREFORE, I, Rob Rafferty, Mayor of the City of Lino Lakes, do hereby proclaim October 2021 in the City of Lino Lakes as:

“TOASTMASTERS MONTH”

in the City of Lino Lakes and urge all citizens to join me in congratulating Toastmasters for the inspiring role they play in assisting individuals develop self-confidence and communication skills which enhance all aspects of their lives.

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 October 11, 2021

Rob Rafferty, Mayor

Attest: Julie Bartell, City Clerk