

EXPANDED AGENDA



CITY COUNCIL AGENDA

Monday, December 13, 2021

6:30 p.m.

(Scheduled to be broadcast on Channel 16)

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

ADVISORY BOARD INTERVIEWS, 5:00 P.M.

Council Workroom (not televised)

(Applicant information will be distributed to council by email prior to meeting)

COUNCIL WORK SESSION, 6:00 P.M.

Community Room (not televised)

1. Review Regular Agenda

CITY COUNCIL MEETING, 6:30 P.M.

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

1. CONSENT AGENDA

- A) Consideration of Expenditures:
 - i) December 13, 2021 (Check No. 115485 through 115572) in the Amount of \$671,437.45
- B) Consider Approval of November 22, 2021 Work Session Minutes
- C) Consider Approval of November 22, 2021 Council Meeting Minutes
- D) Consider Approval of November 17, 2021 Special Council Mtg Minutes
- E) Consider Approval of November 22, 2021 Special Work Session Minutes (budget)
- F) Consider Approval of Resolution 21-144, Accepting the Redistribution of Unrequested American Rescue Plan Act Funds
- G) Consider Approval of November 1, 2021 Work Session Minutes
- H) Consider Approval of December 6, 2021 Work Session Minutes
- I) Consider Approval of December 6, 2021 Special Council Meeting Minutes
- J) Consider Approval of Personnel Policy Update

- K) Consider Approval of Flexible Work Arrangement Policy
- L) Consider Approval of Rookery Activity Center Expenditures

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

2. FINANCE DEPARTMENT REPORT

- A) Public Hearing – 2021/22 Property Tax Levy and 2022 Budget, Hannah Lynch
 - i) Consider Resolution No. 21-145, Adopting the Final 2021 Tax Levy, Collectible in 2022
Action Taken: Motion by Cavegn seconded by Ruhland, to approve Resolution No. 21-145 as presented, was adopted; Rafferty voted no
 - ii) Consider Resolution No. 21-146, Adopting the Final 2022 General Fund Operating Budget
Action Taken: Motion by Lyden, seconded by Cavegn to approve Resolution No. 21-146 as presented, was adopted; Rafferty voted no
 - iii) Consider Resolution No. 21-147, Adopting the 2022 Enterprise Funds Operating Budgets
Action Taken: Motion by Lyden, seconded by Cavegn, to approve Resolution No. 21-147 as presented, was adopted
- B) Consider Resolution No. 21-149, Committing General Fund Balance, Hannah Lynch
Action Taken: Motion by Ruhland, seconded by Lyden, to approve Resolution No. 21-149 as presented, was adopted
- C) Consider Resolution No. 21-150, Approving ARPA Spending Plan, Hannah Lynch
Action Taken: Motion by Ruhland, seconded by Cavegn, to approve Resolution No. 21-150 as presented, was adopted

3. ADMINISTRATION DEPARTMENT REPORT

- A) Consider Appointment of Police Officer, Meg Sawyer
Action Taken: Motion by Lyden, seconded by Stoesz, to approve the appointment of Matthew DeBois was adopted

4. PUBLIC SAFETY DEPARTMENT REPORT

None

5. PUBLIC SERVICES DEPARTMENT REPORT

None

6. COMMUNITY DEVELOPMENT REPORT

- A) Consider Resolution 21-152, Approving Preparing for EAB Grant Funds and Contract with State of Minnesota, Andy Nelson

Action Taken: Motion by Ruhland, seconded by Lyden, to approve Resolution No. 21-152 as presented, was adopted

- B) Consider Resolution 21-153, Approving Temporary Occupancy Agreement for Model Homes Watermark 4th Addition, Diane Hankee

Action Taken: Motion by Cavegn, seconded by Ruhland, to approve Resolution No. 21-153 as presented, was adopted

- C) Consider Resolution 21-154, Authorize the Preparation of Plans and Specs, 2022 East Shadow Lake Drive Utility Project, Diane Hankee

Action Taken: Motion by Lyden, seconded by Stoesz, to approve Resolution No. 21-154 as presented, was adopted

- D) Consider Approval of Resolution No. 21-155, Approving Payment No. 4 and Final, 2020 Surface Water Maintenance Project, Diane Hankee

Action Taken: Motion by Cavegn, seconded by Ruhland, to approve Resolution No. 21-155 as presented, was adopted

- E) Consider Resolution 21-156, Authorize the Preparation of Plans and Specs, 2022 I35E Pipe Crossing Project, Diane Hankee

Action Taken: Motion by Cavegn, seconded by Stoesz, to approve Resolution No. 21-156 as presented, was adopted

- F) Consider Approval of Resolution No. 21-157, Order Project, Approve the Plans and Specifications and Authorize the Ad for Bid, 2022 Street Rehabilitation Project, Diane Hankee

Action Taken: Motion by Cavegn, seconded by Ruhland, to approve Resolution No. 21-157 as presented, was adopted

- G) Consider Resolution No. 21-158, Adopting Economic Development Strategic Plan, Michael Grochala

Action Taken: Motion by Lyden, seconded by Ruhland, to approve Resolution No. 21-158 as presented, was adopted

7. UNFINISHED BUSINESS

None




8. NEW BUSINESS

None

Adjournment

The meeting was adjourned at 7:08 p.m.

Following adjournment of the regular meeting, the Council will reconvene for a special work session regarding Activity Center Financial and Staffing Update)

Community Calendar – A Look Ahead		
December 13, 2021 through December 27, 2021		
 Monday, December 20	5:00 pm, Council Workroom	Advisory Board Interviews
 Monday, December 27	6:00 pm, Community Room	Council Work Session
 Monday, December 27	6:30 pm, Council Chambers	City Council Meeting



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None

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6. COMMUNITY DEVELOPMENT REPORT

- A) Consider Resolution 21-152, Approving Preparing for EAB Grant Funds and Contract with State of Minnesota, Andy Nelson
- B) Consider Resolution 21-153, Approving Temporary Occupancy Agreement for Model Homes Watermark 4th Addition, Diane Hankee
- C) Consider Resolution 21-154, Authorize the Preparation of Plans and Specs, 2022 East Shadow Lake Drive Utility Project, Diane Hankee
- D) Consider Approval of Resolution No. 21-155, Approving Payment No. 4 and Final, 2020 Surface Water Maintenance Project, Diane Hankee
- E) Consider Resolution 21-156, Authorize the Preparation of Plans and Specs, 2022 I35E Pipe Crossing Project, Diane Hankee
- F) Consider Approval of Resolution No. 21-157, Order Project, Approve the Plans and Specifications and Authorize the Ad for Bid, 2022 Street Rehabilitation Project, Diane Hankee
- G) Consider Resolution No. 21-158, Adopting Economic Development Strategic Plan, Michael Grochala

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Adjournment

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the Council will reconvene for a special work session
(Activity Center Financial and Staffing Update)*

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Expenditures

December 13, 2021

Check #115485 to #115572

\$671,437.45

Accounts Payable

Check Detail

User: katie.christofferson
Printed: 12/03/2021 - 3:14PM



Check Number	Check Date	Check Description	Amount
2 - 1st Choice Document Destruction			
115488	12/13/2021		
Inv 21-2209		Recycled 3120 pounds of paperand cardbo	600.00
115488 Total:			600.00
2 - 1st Choice Document Destruction Total:			600.00
13 - AFLAC 101-000-2040-000			
115489	12/13/2021		
Inv 096606		November Insurance Premiums	310.22
115489 Total:			310.22
13 - AFLAC Total:			310.22
44 - Anoka County Treasury Office			
115490	12/13/2021		
Inv AR019134		October 2021 Language Line	36.05
Inv B211116L		Site 116 Dec 2021 Cac Fiber	225.00
Inv ELEC11222106		Ballots 11/2/21 Election	1,402.37
Inv HWYSQ32021		3rd Qtr 2021 Signal Billing	1,047.55
115490 Total:			2,710.97
44 - Anoka County Treasury Office Total:			2,710.97
1807 - Aquarius Water Conditioning Inc			
115491	12/13/2021		
Inv 2021-02427		Permit pulled in error #2021-02427	55.20
115491 Total:			55.20
1807 - Aquarius Water Conditioning Inc Total:			55.20
1809 - Aurora Asphalt & Concrete			
115492	12/13/2021		
Inv 2021-01972		Refund of permit #2021-01972	55.20
115492 Total:			55.20

Check Number	Check Date	Check Description	Amount
1809 - Aurora Asphalt & Concrete Total:			55.20
55 - Auto Nation Ford White Bear Lake			
115493	12/13/2021		
	Inv 578575	Instrument cluster repair #306	336.00
115493 Total:			336.00
55 - Auto Nation Ford White Bear Lake Total:			336.00
1028 - Baycom, Inc.			
115494	12/13/2021		
	Inv 033604	Uniform Allowance - W. Owens	55.00
115494 Total:			55.00
1028 - Baycom, Inc. Total:			55.00
1359 - Blaine Lock & Safe, Inc.			
115495	12/13/2021		
	Inv 31740	Padlock shackles	195.00
115495 Total:			195.00
1359 - Blaine Lock & Safe, Inc. Total:			195.00
115 - Centennial Utilities			
115496	12/13/2021	120 - 6918 Sunrise	
	Inv October 2021	150 - 7690 Village Dr Natural Gas	2,888.29
115496 Total:			2,888.29
115 - Centennial Utilities Total:			2,888.29
117 - Central Pension Fund 101-000-2040-000			
115487	11/26/2021		
	Inv November 2021	Central Pension Fund	4,992.00
115487 Total:			4,992.00
117 - Central Pension Fund Total:			4,992.00
121 - CenturyLink 101-432-4321-503			
115497	12/13/2021		
	Inv 6517843659805	Phone Services	60.65
	Inv 7637869015785	Phone Services	64.03
115497 Total:			124.68

Check Number	Check Date	Check Description	Amount
121 - CenturyLink Total:			124.68
122 - CES Imaging 101-432-4410-503			
115498	12/13/2021		
		Inv INV133646 November Plotter/Scanner Maintenance	80.00
115498 Total:			80.00
122 - CES Imaging Total:			80.00
138 - City of St. Paul			
115499	12/13/2021		
		Inv IN47398 August Asphalt	4,722.65
		Inv IN47476 September Asphalt	3,940.97
115499 Total:			8,663.62
138 - City of St. Paul Total:			8,663.62
761 - Comcast 101-432-4321-502			
115500	12/13/2021		
		Inv 0131882 Phone Services	355.61
		Inv 877210520016308 Phone Services	123.95
115500 Total:			479.56
761 - Comcast Total:			479.56
1278 - Core & Main LP			
115501	12/13/2021		
		Inv P515419 Meter Adapters	548.42
		Inv P956783 Meter Adapters	453.06
		Inv P958342 Meters	1,517.40
		Inv P958347 Cast Iron Flange Kits	42.91
		Inv Q001222 Meters and Cast Iron Flange Kits	1,354.64
115501 Total:			3,916.43
1278 - Core & Main LP Total:			3,916.43
167 - Dalco, Inc.			
115502	12/13/2021		
		Inv 3857470 Toilet tissue and hand wash	294.00
		Inv 3857532 Toilet rim hanger	26.06
		Inv 3860827 Hand wash, toilet tissue, facial tissue,	559.66
115502 Total:			879.72
167 - Dalco, Inc. Total:			879.72

Check Number	Check Date	Check Description	Amount
1757 - Davis, Phillip			
115503	12/13/2021		
	Inv 11/15/2021	Organic Site Tour mileage reimbursement	21.56
115503 Total:			21.56
1757 - Davis, Phillip Total:			21.56
1261 - Dell Marketing LP			
115504	12/13/2021		
	Inv 10530777035	Monitor	129.74
	Inv 10535368726	Computer - Economic Development Intern	618.46
	Inv 10535368734	Computer - M. Hoffman	618.46
115504 Total:			1,366.66
1261 - Dell Marketing LP Total:			1,366.66
175 - Delta Dental of Minnesota			
115505	12/13/2021	140	
	Inv December 2021	190 Dental Insurance Premiums	3,701.11
115505 Total:			3,701.11
175 - Delta Dental of Minnesota Total:			3,701.11
1805 - DSGW			
115506	12/13/2021		
	Inv 021121.00-2	RAC Renovation	2,135.00
115506 Total:			2,135.00
1805 - DSGW Total:			2,135.00
193 - Emergency Automotive Technologies			
115507	12/13/2021		
	Inv OAK21135	2021 Chevrolet Tahoe #319 - Build Out	14,175.41
	Inv SVC29337	2021 Chevrolet Tahoe #318 - Build Out	14,084.94
115507 Total:			28,260.35
193 - Emergency Automotive Technologies Total:			28,260.35
197 - Entenmann-Rovin			
115508	12/13/2021		
	Inv 0162446-IN	Dome Badges	256.00
115508 Total:			256.00
197 - Entenmann-Rovin Total:			256.00

Check Number	Check Date	Check Description	Amount
204 - Factory Motor Parts Company			
115509	12/13/2021		
		Inv 159-060017 Coolant/Anti-freeze	12.72
115509 Total:			12.72
204 - Factory Motor Parts Company Total:			12.72
1458 - Fidelity Security Life Insurance Co. 101-000-2048-000			
115510	12/13/2021		
		Inv 165061843 December Vision Insurance	105.56
115510 Total:			105.56
1458 - Fidelity Security Life Insurance Co. Total:			105.56
225 - Frattallone's/Circle Pines Ace			
115511	12/13/2021		
		Inv 076513/G Clips for Holiday lights	33.78
115511 Total:			33.78
225 - Frattallone's/Circle Pines Ace Total:			33.78
227 - Freimuth Enterprises, LLC			
115512	12/13/2021		
		Inv July2021 40,614 Pounds Recycled - Recycling Satur	375.00
		Inv October2021 39,507 Pounds Recycled - Recycling Satur	375.00
		Inv September2021 40,805 Pounds Recycled - Recycling Satur	375.00
115512 Total:			1,125.00
227 - Freimuth Enterprises, LLC Total:			1,125.00
1386 - Frontier Ag & Turf			
115513	12/13/2021		
		Inv P29136 Hy-Gard Transmission and Hydraulic Oil 5	117.42
115513 Total:			117.42
1386 - Frontier Ag & Turf Total:			117.42
1789 - GameDay Sports Media & Marketing			
115514	12/13/2021		
		Inv 3992 RAC Consulting Services	5,000.00
115514 Total:			5,000.00
1789 - GameDay Sports Media & Marketing Total:			5,000.00

Check Number	Check Date	Check Description	Amount
264 - Hardwood Creek Lumber, Inc.			
115515	12/13/2021		
		Inv 12344 Snowstake materials	408.00
		Inv 12360 Snowstake materials	144.80
115515 Total:			552.80
264 - Hardwood Creek Lumber, Inc. Total:			552.80
271 - Hawkins, Inc.			
115516	12/13/2021		
		Inv 6065391 Chlorine and LPC-5	4,629.04
		Inv 6069150 Chlorine Cylinder change out	60.00
115516 Total:			4,689.04
271 - Hawkins, Inc. Total:			4,689.04
298 - Hugo Equipment Company			
115517	12/13/2021		
		Inv 171834 Cutting chaps	123.98
115517 Total:			123.98
298 - Hugo Equipment Company Total:			123.98
306 - Image Printing & Graphics, Inc			
115518	12/13/2021		
		Inv 160266 Performance Evaluations for Public Safet	47.53
115518 Total:			47.53
306 - Image Printing & Graphics, Inc Total:			47.53
1177 - Innovative Office Solutions LLC			
115519	12/13/2021		
		Inv SUM-064154 Planner, permanent markers, paper, pens,	222.83
115519 Total:			222.83
1177 - Innovative Office Solutions LLC Total:			222.83
1697 - Isaac Sports Group, LLC			
115520	12/13/2021		
		Inv 1032 Consulting Services	5,000.00
115520 Total:			5,000.00
1697 - Isaac Sports Group, LLC Total:			5,000.00

Check Number	Check Date	Check Description	Amount
1004 - Ivy Ridge Home Builders, Inc.			
115521	12/13/2021		
		Inv 2020-01383 Escrow Release - 6778 IvywoodAve	4,400.00
		Inv 2020-01806 Escrow Release - 6762 IvywoodAve	3,400.00
		Inv 2020-01808 Escrow Release - 6746 Ivywood	3,400.00
115521 Total:			11,200.00
1004 - Ivy Ridge Home Builders, Inc. Total:			11,200.00
UB*00105 - JAMES, REGINALD & CARRIE			
115522	12/13/2021		
		Inv Refund Check 020025-000, 194SHETLAND L	72.94
115522 Total:			72.94
UB*00105 - JAMES, REGINALD & CARRIE Total:			72.94
UB*00103 - JENSEN, LINDA			
115523	12/13/2021		
		Inv Refund Check 020427-000, 798MAIN ST	54.30
115523 Total:			54.30
UB*00103 - JENSEN, LINDA Total:			54.30
338 - Kennedy & Graven, Chartered			
115524	12/13/2021		
		Inv 164543 October Legal	51.25
115524 Total:			51.25
338 - Kennedy & Graven, Chartered Total:			51.25
359 - Landform			
115525	12/13/2021		
		Inv 32267 Zoning Ordinance and Map Update	7,416.75
115525 Total:			7,416.75
359 - Landform Total:			7,416.75
1597 - Landmark Structures I, LP			
115486	11/26/2021		
		Inv 13091-000-16 Water Tower No. 3 Final Payment	210,452.63
115486 Total:			210,452.63
1597 - Landmark Structures I, LP Total:			210,452.63

Check Number	Check Date	Check Description	Amount
1224 - Lano Equipment			
115526	12/13/2021		
		Inv 02-875833 Hose assembly #404	139.57
115526 Total:			139.57
1224 - Lano Equipment Total:			139.57
1762 - LEAST Services/Counseling, LLC			
115527	12/13/2021		
		Inv 558 Counseling Services	150.00
115527 Total:			150.00
1762 - LEAST Services/Counseling, LLC Total:			150.00
1615 - Lennar MN Division			
115528	12/13/2021		
		Inv 2020-00387 Escrow Release - 7310 Geneva Court	3,400.00
		Inv 2020-01482 Escrow Release - 7298 Geneva Court	5,400.00
		Inv 2020-01567 Escrow Release - 7302 Geneva Court	6,300.00
		Inv 2020-01679 Escrow Release - 2089 HarrietLane	6,300.00
		Inv 2020-02065 Escrow Release - 7268 Watermark Way	5,400.00
		Inv 2020-02200 Escrow Release - 2122 Itasca Circle	5,400.00
		Inv 2020-02245 Escrow Release - 2117 HarrietLane	5,400.00
115528 Total:			37,600.00
1615 - Lennar MN Division Total:			37,600.00
381 - Lincoln National Life Ins Co			
115529	12/13/2021	140	
		Inv December 2021 130 Life Insurance Premiums	1,306.50
115529 Total:			1,306.50
115530	12/13/2021	115	
		Inv December 2021 100 Disability Insurance Premiums	1,509.21
115530 Total:			1,509.21
381 - Lincoln National Life Ins Co Total:			2,815.71
396 - Magtech Ammunition, Inc.			
115531	12/13/2021		
		Inv 25113 9MM Luger 115 FMC	240.00
		Inv EX25113 Excise Tax Credits	-23.78
115531 Total:			216.22

Check Number	Check Date	Check Description	Amount
396 - Magtech Ammunition, Inc. Total:			216.22
399 - Mansfield Oil Company 101-431-4212-000			
115532	12/13/2021		
		Inv 22767508 Diesel Fuel - 1,002 gallons	3,066.33
		Inv 22767544 Gasoline - 1,600 gallons	4,493.65
115532 Total:			7,559.98
399 - Mansfield Oil Company Total:			7,559.98
UB*00102 - MCGINNITY, PATRICK & LAUREL			
115533	12/13/2021		
		Inv Refund Check 018494-000, 6700 CLEARWATE	139.72
115533 Total:			139.72
UB*00102 - MCGINNITY, PATRICK & LAUREL Total:			139.72
416 - Medica			
115534	12/13/2021	160	
		Inv December 2021 150 Health Insurance Premiums	45,063.19
115534 Total:			45,063.19
416 - Medica Total:			45,063.19
418 - Menards - Forest Lake			
115535	12/13/2021		
		Inv 72324 2-way signal splitter and cord	14.18
		Inv 73061 HDMI Cable and HDMI coupler/extender	11.98
		Inv 74301 Tower 3 storage shelving	77.98
		Inv 74315 City Hall ceiling repair supplies	5.27
		Inv 74602 Replacement door hinges for chipper box	27.96
115535 Total:			137.37
418 - Menards - Forest Lake Total:			137.37
1169 - Meridian Energy Products			
115536	12/13/2021		
		Inv 2111175 Repair 2 non-operative fixtures with new	973.00
115536 Total:			973.00
1169 - Meridian Energy Products Total:			973.00
421 - Metro Sales Incorporated			
115537	12/13/2021		
		Inv INV1922083 Copier Maintenance Contract Ricoh/MP 405	36.00

Check Number	Check Date	Check Description	Amount
		Inv INV1933047 Copier Maintenance Contract Ricoh/MP C30	94.16
115537 Total:			130.16
421 - Metro Sales Incorporated Total:			130.16
455 - MN Metro North Tourism Board 101-415-4900-000			
115538	12/13/2021		
	Inv 11/1/2021	October 2021 Tourism Tax	5,843.00
115538 Total:			5,843.00
455 - MN Metro North Tourism Board Total:			5,843.00
477 - NAC Mechanical & Electrical			
115539	12/13/2021		
	Inv 190835	Discharge air temperature program update	287.00
	Inv 190884	Troubleshoot economizer for air temperatu	611.00
	Inv 191155	Tower 3 irrigation plumbing	2,453.87
115539 Total:			3,351.87
477 - NAC Mechanical & Electrical Total:			3,351.87
479 - Nardini Fire Equipment Co			
115540	12/13/2021		
	Inv IV00189072	Recharge and inspect fire extinguisher	75.16
115540 Total:			75.16
479 - Nardini Fire Equipment Co Total:			75.16
480 - NCPERS Group Life Insurance 101-000-2040-000			
115485	11/26/2021		
	Inv November 2021	Life Insurance Premiums	272.00
115485 Total:			272.00
480 - NCPERS Group Life Insurance Total:			272.00
497 - Northway Irrigation/Landscape			
115541	12/13/2021		
	Inv 111518	Put zones in order at SunrisePark	396.25
	Inv 114851	Repair valve at Birch Park	173.50
115541 Total:			569.75
497 - Northway Irrigation/Landscape Total:			569.75
499 - Nuss Truck & Equipment			

Check Number	Check Date	Check Description	Amount
115542	12/13/2021		
	Inv 4689666P	Transmission fluid & transmission filter	672.05
115542 Total:			672.05
499 - Nuss Truck & Equipment Total:			672.05
500 - Nystrom Publishing Company			
115543	12/13/2021		
	Inv 44833	Lino Lakes Winter Newsletter	5,487.82
115543 Total:			5,487.82
500 - Nystrom Publishing Company Total:			5,487.82
506 - Olson's Sewer Service, Inc.			
115544	12/13/2021		
	Inv 015935-000-F	2020 Surface Water Maintenance Project F	6,901.81
115544 Total:			6,901.81
506 - Olson's Sewer Service, Inc. Total:			6,901.81
509 - O'Reilly Automotive Stores			
115545	12/13/2021		
	Inv 5914-174845	Oil filters	95.66
	Inv 5914-176416	Transmission mount #302	118.70
	Inv 5914-177945	Torque mount #396	56.34
	Inv 5914-178278	Oil filters	11.94
	Inv 5914-180948	Oil filters	13.17
	Inv 5914-182155	Butt connectors	10.18
	Inv 5914-182220	Oil filters, fuel filters, lubricant	107.24
	Inv 5914-182774	Oil filters	8.78
115545 Total:			422.01
509 - O'Reilly Automotive Stores Total:			422.01
546 - Pomp's Tire Service, Inc.			
115546	12/13/2021		
	Inv 150149982	Tires #255	748.40
	Inv 150150493	Tires #308	335.76
115546 Total:			1,084.16
546 - Pomp's Tire Service, Inc. Total:			1,084.16
UB*00104 - POWELL, MARK & CLAIRE			
115547	12/13/2021		
	Inv	Refund Check 017870-000, 6507 CLEARWATE	26.06

Check Number	Check Date	Check Description	Amount
115547 Total:			26.06
UB*00104 - POWELL, MARK & CLAIRE Total:			26.06
1632 - Prairie Restorations, Inc.			
115548	12/13/2021		
	Inv 29994	Mowing St. Clair Estates	800.00
	Inv 30838	Mowing St. Clair Estates	800.00
115548 Total:			1,600.00
1632 - Prairie Restorations, Inc. Total:			1,600.00
1806 - Pro Care Companies, Inc			
115549	12/13/2021		
	Inv 11/16/2021	Hydroseeding Tower Park	7,267.40
115549 Total:			7,267.40
1806 - Pro Care Companies, Inc Total:			7,267.40
1808 - Quality Counts, LLC			
115550	12/13/2021		
	Inv 154746	Directional counts	9,400.00
115550 Total:			9,400.00
1808 - Quality Counts, LLC Total:			9,400.00
575 - Rivard Electric Company, Inc.			
115551	12/13/2021		
	Inv 12/1/2021	2 street light repairs	197.00
115551 Total:			197.00
575 - Rivard Electric Company, Inc. Total:			197.00
1535 - S&S Industrial Hardware Supply			
115552	12/13/2021		
	Inv 320565	Nuts, bolts, zipties	89.28
115552 Total:			89.28
1535 - S&S Industrial Hardware Supply Total:			89.28
588 - Safety-Kleen Systems, Inc.			
115553	12/13/2021		
	Inv CN13627051	Solvent	50.42
	Inv CN13783800	Solvent	50.42

Check Number	Check Date	Check Description	Amount
115553 Total:			100.84
588 - Safety-Kleen Systems, Inc. Total:			100.84
1593 - Shred-it, c/o Stericycle, Inc.			
115554	12/13/2021	Inv 80000343393 Document destruction	82.97
115554 Total:			82.97
1593 - Shred-it, c/o Stericycle, Inc. Total:			82.97
745 - Silver Star Industries			
115555	12/13/2021	Inv BLN-67547-01 Seat cover	177.95
115555 Total:			177.95
745 - Silver Star Industries Total:			177.95
854 - Spartan Promotional Group, Inc			
115556	12/13/2021	Inv 602964 Police badge decal	326.54
115556 Total:			326.54
854 - Spartan Promotional Group, Inc Total:			326.54
645 - Streicher's, Inc.			
115557	12/13/2021	Inv 1532738 Uniform Allowance - V. Klosner	64.98
		Inv 1533713 Uniform Allowance - B. Strub	130.00
115557 Total:			194.98
645 - Streicher's, Inc. Total:			194.98
651 - T.A. Schifsky and Sons, Inc.			
115558	12/13/2021	Inv 017006-000-10 2021 Street Improvement Projects	33,889.06
		Inv 018678-000-1 2021 Water Service Condition Review	47,242.17
115558 Total:			81,131.23
651 - T.A. Schifsky and Sons, Inc. Total:			81,131.23
656 - TDS Metrocom MN			
115559	12/13/2021	Inv 651-464-1150 Phone services	241.19

Check Number	Check Date	Check Description	Amount
115559 Total:			241.19
656 - TDS Metrocom MN Total:			241.19
659 - Tessman Company			
115560	12/13/2021	Inv S347683-IN Ice melt and wood chip wattle	669.50
115560 Total:			669.50
659 - Tessman Company Total:			669.50
1761 - T-Mobile USA Inc			
115561	12/13/2021	40 Inv 972592179 10 Cell Phone/Wi-Fi Service	486.47
115561 Total:			486.47
1761 - T-Mobile USA Inc Total:			486.47
671 - Trans Union LLC			
115562	12/13/2021	Inv 11105935 Background checks	32.90
115562 Total:			32.90
671 - Trans Union LLC Total:			32.90
1476 - Traut Companies			
115563	12/13/2021	Inv 343909 Well sealing at 7685 Lake Drive	1,596.50
115563 Total:			1,596.50
1476 - Traut Companies Total:			1,596.50
1094 - Truax Patient Services			
115564	12/13/2021	Inv 2969 Narcan	750.00
115564 Total:			750.00
1094 - Truax Patient Services Total:			750.00
681 - Twin Cities Transport & Recovery			
115565	12/13/2021	Inv 21-1120-73434 ICR #21263371	85.00
115565 Total:			85.00

Check Number	Check Date	Check Description	Amount
681 - Twin Cities Transport & Recovery Total:			85.00
1588 - Tyme Properties LLC			
115566	12/13/2021		
	Inv 11/30/2021	Meter change due to sizing error	219.61
115566 Total:			219.61
1588 - Tyme Properties LLC Total:			219.61
698 - Valley-Rich Co., Inc.			
115567	12/13/2021		
	Inv 30054	W Shadow Lk Dr/Fox Rd Watermain repair	3,642.00
	Inv 30058	Fox Rd Watermain repair	2,617.00
115567 Total:			6,259.00
698 - Valley-Rich Co., Inc. Total:			6,259.00
729 - Winnick Supply, Inc.			
115568	12/13/2021		
	Inv 443995	Air gap fixture	36.76
115568 Total:			36.76
729 - Winnick Supply, Inc. Total:			36.76
733 - WSB & Associates, Inc.			
115569	12/13/2021		
	Inv 0-002988-560-40	October Saddle Club 4th Addition	138.00
	Inv R-011560-000-19	October Main Street Shoppes 2nd Addition	726.00
	Inv R-012365-000-33	October Lyngblomsten Senior Housing	1,064.00
	Inv R-012443-000-37	October Watermark 1st Addition	1,036.50
	Inv R-012468-000-28	October Lino Lakes Storage	82.00
	Inv R-012469-000-36	October Eastside Villas	220.00
	Inv R-013091-000-36	October Water Tower No. 3	262.50
	Inv R-015306-000-23	October Nadeau Acres	2,721.50
	Inv R-015628-000-21	October Watermark 3rd Addition	1,472.00
	Inv R-016587-000-11	October Lino B - Otter Crossing	618.00
	Inv R-016591-000-13	October 2021 Birch Street Watermain Impr	972.50
	Inv R-017006-000-13	October 2021 Street Improvement Projects	8,050.25
	Inv R-017210-000-9	October Market Place Dr Realignment	23,136.50
	Inv R-017363-000-11	October Watermark 4th Addition	7,221.00
	Inv R-017371-000-10	October 2021 General Engineering Service	7,400.00
	Inv R-017372-000-10	October 2021 Miscellaneous Escrow Accoun	4,910.50
	Inv R-017373-000-10	October 2021 Private Utility Permits	1,394.00
	Inv R-017374-000-10	October 2021 GPS/GIS Miscellaneous Assis	968.50
	Inv R-017458-000-9	October 2021 Tower Park Site Improvement	8,620.50
	Inv R-017505-000-8	October 2021 Surface Water Maintenance P	2,060.50
	Inv R-017517-000-8	October Risk Assessment and Emergency Re	1,828.25
	Inv R-017644-000-9	October 2021 Special Economic Developmen	418.00

Check Number	Check Date	Check Description	Amount
Inv R-017704-000-5	October 2021	Trail Maintenance Project	966.50
Inv R-017706-000-8	October 2021	Street Maintenance Project	286.00
Inv R-018131-000-7	October	Nadeau Acres 2nd Addition	3,095.50
Inv R-018272-000-5	October	East Region Plan - NEDrainage A	2,943.50
Inv R-018390-000-3	October	Bald Eagle Addition	872.75
Inv R-018391-000-5	October	Butler Addition	82.00
Inv R-018524-000-5	October	Winters Wetland Bank	416.50
Inv R-018601-000-3	October	Water Treatment PlantPilot Stud	2,543.50
Inv R-018762-000-3	October	East Region NE Drainage Area Wet	1,914.00
Inv R-018781-000-3	October	Lake Amelia Woods	1,203.00
Inv R-018854-000-1	October	Pavement Coring	3,457.00
Inv R-018901-000-2	October	Shenandoah Park Wetland BMP	85.00
Inv R-018937-000-2	October	Pavement Management 2021	9,937.50
Inv R-018966-000-2	October	Belland Farms	1,148.00
Inv R-019038-000-2	October	Belland Farms - Associated Eye C	2,343.00
Inv R-019135-000-1	October 2022	Street Rehabilitation Proje	2,231.25
Inv R-019261-000-1	October	Stormwater Ordinance Update	671.00
115569 Total:			109,517.00
733 - WSB & Associates, Inc. Total:			109,517.00
734 - Xcel Energy			
115570	12/13/2021	110-Street Lights	
Inv November 2021-1		110-Street Lights Electric	4,283.75
Inv November 2021-2		170 Electric	18,575.52
115570 Total:			22,859.27
115571	12/13/2021		
Inv 51-0013455644-7		Electric - 520 Birch St	61.98
115571 Total:			61.98
115572	12/13/2021		
Inv 51-0013455633-4		Electric - 638 Birch St	62.37
115572 Total:			62.37
734 - Xcel Energy Total:			22,983.62
Total:			671,437.45

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
12/13/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
AFLAC	101-000	101-000-2040-000	310.22	115489	November Insurance Premiums
Central Pension Fund	101-000	101-000-2040-000	4,992.00	115487	Central Pension Fund
Delta Dental of Minnesota	101-000	101-000-2040-000	325.52	115505	Dental Insurance Premiums
Lincoln National Life Ins Co	101-000	101-000-2040-000	-1.75	115529	Life Insurance Premiums
Lincoln National Life Ins Co	101-000	101-000-2040-000	1,155.11	115529	Life Insurance Premiums
Medica	101-000	101-000-2040-000	3,156.58	115534	Health Insurance Premiums
NCPERS Group Life Insurance	101-000	101-000-2040-000	272.00	115485	Life Insurance Premiums
Medica	101-000	101-000-2041-000	7,663.76	115534	Health Insurance Premiums
Delta Dental of Minnesota	101-000	101-000-2044-000	1,083.56	115505	Dental Insurance Premiums
Fidelity Security Life Insurance Co.	101-000	101-000-2048-000	105.56	115510	December Vision Insurance
Tyme Properties LLC	101-000	101-000-2110-000	14.61	115566	Meter change due to sizing error
Aquarius Water Conditioning Inc	101-000	101-000-3254-000	55.20	115491	Permit pulled in error #2021-02427
Aurora Asphalt & Concrete	101-000	101-000-3266-000	55.20	115492	Refund of permit #2021-01972
Lincoln National Life Ins Co	101-000	101-000-3416-000	0.14	115529	Life Insurance Premiums
		101-000 Total	19,187.71		
Nystrom Publishing Company	101-401	101-401-4343-000	5,487.82	115543	Lino Lakes Winter Newsletter
		101-401 Total	5,487.82		
Medica	101-402	101-402-4131-000	538.42	115534	Health Insurance Premiums
Lincoln National Life Ins Co	101-402	101-402-4133-000	11.25	115529	Life Insurance Premiums
Lincoln National Life Ins Co	101-402	101-402-4133-000	117.82	115530	Disability Insurance Premiums
Delta Dental of Minnesota	101-402	101-402-4134-000	89.89	115505	Dental Insurance Premiums
Shred-it c/o Stericycle Inc.	101-402	101-402-4410-000	27.65	115554	Document destruction
		101-402 Total	785.03		
Anoka County Treasury Office	101-403	101-403-4340-000	1,402.37	115490	Ballots 11/2/21 Election
		101-403 Total	1,402.37		
Medica	101-407	101-407-4131-000	2,066.40	115534	Health Insurance Premiums
Lincoln National Life Ins Co	101-407	101-407-4133-000	6.98	115529	Life Insurance Premiums
Lincoln National Life Ins Co	101-407	101-407-4133-000	65.90	115530	Disability Insurance Premiums
Delta Dental of Minnesota	101-407	101-407-4134-000	101.11	115505	Dental Insurance Premiums
		101-407 Total	2,240.39		
WSB & Associates Inc.	101-415	101-415-4300-000	418.00	115569	October 2021 Special Economic Development Projects
MN Metro North Tourism Board	101-415	101-415-4900-000	5,843.00	115538	October 2021 Tourism Tax
		101-415 Total	6,261.00		
Medica	101-416	101-416-4131-000	538.43	115534	Health Insurance Premiums
Lincoln National Life Ins Co	101-416	101-416-4133-000	2.25	115529	Life Insurance Premiums
Lincoln National Life Ins Co	101-416	101-416-4133-000	25.84	115530	Disability Insurance Premiums
Delta Dental of Minnesota	101-416	101-416-4134-000	44.94	115505	Dental Insurance Premiums
WSB & Associates Inc.	101-416	101-416-4300-000	242.00	115569	October 2021 GPS/GIS Miscellaneous Assistance
		101-416 Total	853.46		
Quality Counts LLC	101-417	101-417-4300-000	4,700.00	115550	Directional counts
WSB & Associates Inc.	101-417	101-417-4300-000	738.00	115569	October 2021 Miscellaneous Escrow Account
WSB & Associates Inc.	101-417	101-417-4300-000	423.50	115569	October 2021 GPS/GIS Miscellaneous Assistance
WSB & Associates Inc.	101-417	101-417-4300-000	61.00	115569	October 2021 GPS/GIS Miscellaneous Assistance
WSB & Associates Inc.	101-417	101-417-4300-000	731.00	115569	October 2021 Miscellaneous Escrow Account
WSB & Associates Inc.	101-417	101-417-4300-000	1,394.00	115569	October 2021 Private Utility Permits
WSB & Associates Inc.	101-417	101-417-4410-000	5,180.00	115569	October 2021 General Engineering Services
		101-417 Total	13,227.50		
Medica	101-418	101-418-4131-000	538.42	115534	Health Insurance Premiums
Lincoln National Life Ins Co	101-418	101-418-4133-000	4.50	115529	Life Insurance Premiums
Lincoln National Life Ins Co	101-418	101-418-4133-000	44.00	115530	Disability Insurance Premiums
Delta Dental of Minnesota	101-418	101-418-4134-000	44.94	115505	Dental Insurance Premiums
WSB & Associates Inc.	101-418	101-418-4300-000	242.00	115569	October 2021 GPS/GIS Miscellaneous Assistance
		101-418 Total	873.86		
Medica	101-420	101-420-4131-000	18,703.91	115534	Health Insurance Premiums
Lincoln National Life Ins Co	101-420	101-420-4133-000	70.98	115529	Life Insurance Premiums
Lincoln National Life Ins Co	101-420	101-420-4133-000	738.17	115530	Disability Insurance Premiums
Delta Dental of Minnesota	101-420	101-420-4134-000	1,103.32	115505	Dental Insurance Premiums
Image Printing & Graphics Inc	101-420	101-420-4200-000	47.53	115518	Performance Evaluations for Public Safety
Truax Patient Services	101-420	101-420-4211-000	750.00	115564	Narcan
Spartan Promotional Group Inc	101-420	101-420-4214-000	326.54	115556	Police badge decal
Dell Marketing LP	101-420	101-420-4240-000	129.74	115504	Monitor
Anoka County Treasury Office	101-420	101-420-4300-000	36.05	115490	October 2021 Language Line
LEAST Services/Counseling LLC	101-420	101-420-4300-000	75.00	115527	Counseling Services

Baycom Inc.	101-420	101-420-4370-000	13.00	115494	Uniform Allowance - W. Owens
Baycom Inc.	101-420	101-420-4370-000	42.00	115494	Uniform Allowance - G. Carlson
Entenmann-Rovin	101-420	101-420-4370-000	256.00	115508	Dome Badges
Streicher's Inc.	101-420	101-420-4370-000	64.98	115557	Uniform Allowance - V. Klosner
Streicher's Inc.	101-420	101-420-4370-000	130.00	115557	Uniform Allowance - B. Strub
Xcel Energy	101-420	101-420-4381-000	3.62	115570	Electric
Magtech Ammunition Inc.	101-420	101-420-4386-000	-23.78	115531	Excise Tax Credits
Magtech Ammunition Inc.	101-420	101-420-4386-000	240.00	115531	9MM Luger 115 FMC
Metro Sales Incorporated	101-420	101-420-4410-000	36.00	115537	Copier Maintenance Contract Ricoh/MP 4055SP
Shred-it c/o Stericycle Inc.	101-420	101-420-4410-000	55.32	115554	Document destruction
Trans Union LLC	101-420	101-420-4410-000	32.90	115562	Background checks
	101-420 Total		22,831.28		
Medica	101-421	101-421-4131-000	1,313.91	115534	Health Insurance Premiums
Lincoln National Life Ins Co	101-421	101-421-4133-000	4.40	115529	Life Insurance Premiums
Lincoln National Life Ins Co	101-421	101-421-4133-000	51.17	115530	Disability Insurance Premiums
Delta Dental of Minnesota	101-421	101-421-4134-000	65.16	115505	Dental Insurance Premiums
Nardini Fire Equipment Co	101-421	101-421-4211-000	75.16	115540	Recharge and inspect fire extinguisher
Menards - Forest Lake	101-421	101-421-4240-000	11.98	115535	HDMI Cable and HDMI coupler/extender
Menards - Forest Lake	101-421	101-421-4240-000	14.18	115535	2-way signal splitter and cord
LEAST Services/Counseling LLC	101-421	101-421-4300-000	75.00	115527	Counseling Services
	101-421 Total		1,610.96		
Medica	101-422	101-422-4131-000	2,285.07	115534	Health Insurance Premiums
Lincoln National Life Ins Co	101-422	101-422-4133-000	7.87	115529	Life Insurance Premiums
Lincoln National Life Ins Co	101-422	101-422-4133-000	76.13	115530	Disability Insurance Premiums
Delta Dental of Minnesota	101-422	101-422-4134-000	89.88	115505	Dental Insurance Premiums
T-Mobile USA Inc	101-422	101-422-4321-000	148.82	115561	Cell Phone/Wi-Fi Service
	101-422 Total		2,607.77		
Medica	101-430	101-430-4131-000	2,153.70	115534	Health Insurance Premiums
Lincoln National Life Ins Co	101-430	101-430-4133-000	14.06	115529	Life Insurance Premiums
Lincoln National Life Ins Co	101-430	101-430-4133-000	121.17	115530	Disability Insurance Premiums
Delta Dental of Minnesota	101-430	101-430-4134-000	191.01	115505	Dental Insurance Premiums
Hardwood Creek Lumber Inc.	101-430	101-430-4211-000	408.00	115515	Snowstake materials
Hardwood Creek Lumber Inc.	101-430	101-430-4211-000	144.80	115515	Snowstake materials
Hugo Equipment Company	101-430	101-430-4211-000	123.98	115517	Cutting chaps
City of St. Paul	101-430	101-430-4224-000	4,722.65	115499	August Asphalt
City of St. Paul	101-430	101-430-4224-000	3,940.97	115499	September Asphalt
T-Mobile USA Inc	101-430	101-430-4321-000	92.39	115561	Cell Phone/Wi-Fi Service
Rivard Electric Company Inc.	101-430	101-430-4385-000	197.00	115551	2 street light repairs
Xcel Energy	101-430	101-430-4385-000	619.38	115570	Electric
Xcel Energy	101-430	101-430-4385-000	4,283.75	115570	Electric
Xcel Energy	101-430	101-430-4385-000	61.98	115571	Electric - 520 Birch St
Xcel Energy	101-430	101-430-4385-000	62.37	115572	Electric - 638 Birch St
Anoka County Treasury Office	101-430	101-430-4410-000	1,047.55	115490	3rd Qtr 2021 Signal Billing
Meridian Energy Products	101-430	101-430-4410-000	973.00	115536	Repair 2 non-operative fixtures with new wiring and fuses
	101-430 Total		19,157.76		
Medica	101-431	101-431-4131-000	1,629.74	115534	Health Insurance Premiums
Lincoln National Life Ins Co	101-431	101-431-4133-000	4.95	115529	Life Insurance Premiums
Lincoln National Life Ins Co	101-431	101-431-4133-000	42.83	115530	Disability Insurance Premiums
Delta Dental of Minnesota	101-431	101-431-4134-000	98.88	115505	Dental Insurance Premiums
Safety-Kleen Systems Inc.	101-431	101-431-4211-000	50.42	115553	Solvent
Safety-Kleen Systems Inc.	101-431	101-431-4211-000	50.42	115553	Solvent
Mansfield Oil Company	101-431	101-431-4212-000	3,066.33	115532	Diesel Fuel - 1 002 gallons
Mansfield Oil Company	101-431	101-431-4212-000	4,493.65	115532	Gasoline - 1 600 gallons
Factory Motor Parts Company	101-431	101-431-4221-000	12.72	115509	Coolant/Anti-freeze
Frontier Ag & Turf	101-431	101-431-4221-000	117.42	115513	Hy-Gard Transmission and Hydraulic Oil 5 Gallon #117
Lano Equipment	101-431	101-431-4221-000	139.57	115526	Hose assembly #404
Menards - Forest Lake	101-431	101-431-4221-000	27.96	115535	Replacement door hinges for chipper box
Nuss Truck & Equipment	101-431	101-431-4221-000	672.05	115542	Transmission fluid & transmission filter kit #260
O'Reilly Automotive Stores	101-431	101-431-4221-000	11.94	115545	Oil filters
O'Reilly Automotive Stores	101-431	101-431-4221-000	56.34	115545	Torque mount #396
O'Reilly Automotive Stores	101-431	101-431-4221-000	10.18	115545	Butt connectors
O'Reilly Automotive Stores	101-431	101-431-4221-000	118.70	115545	Transmission mount #302
O'Reilly Automotive Stores	101-431	101-431-4221-000	13.17	115545	Oil filters
O'Reilly Automotive Stores	101-431	101-431-4221-000	107.24	115545	Oil filters fuel filters lubricant
O'Reilly Automotive Stores	101-431	101-431-4221-000	8.78	115545	Oil filters
O'Reilly Automotive Stores	101-431	101-431-4221-000	95.66	115545	Oil filters
Pomp's Tire Service Inc.	101-431	101-431-4221-000	335.76	115546	Tires #308
S&S Industrial Hardware Supply	101-431	101-431-4221-000	89.28	115552	Nuts bolts zipties
Silver Star Industries	101-431	101-431-4221-000	177.95	115555	Seat cover
Auto Nation Ford White Bear Lake	101-431	101-431-4300-000	336.00	115493	Instrument cluster repair #306
Pomp's Tire Service Inc.	101-431	101-431-4300-000	748.40	115546	Tires #255

	101-431 Total		12,516.34	
Innovative Office Solutions LLC	101-432	101-432-4200-000	222.83	115519 Planner permanent markers paper pens notepads whiteout
Dalco Inc.	101-432	101-432-4211-000	294.00	115502 Toilet tissue and hand wash
Frattallone's/Circle Pines Ace	101-432	101-432-4211-000	33.78	115511 Clips for Holiday lights
Menards - Forest Lake	101-432	101-432-4211-503	5.27	115535 City Hall ceiling repair supplies
Winnick Supply Inc.	101-432	101-432-4211-503	36.76	115568 Air gap fixture
Anoka County Treasury Office	101-432	101-432-4300-500	75.00	115490 Site 115 Dec 2021 Cac Fiber
Anoka County Treasury Office	101-432	101-432-4300-501	75.00	115490 Site 116 Dec 2021 Cac Fiber
Anoka County Treasury Office	101-432	101-432-4300-503	75.00	115490 Site 117 Dec 2021 Cac Fiber
NAC Mechanical & Electrical	101-432	101-432-4300-503	287.00	115539 Discharge air temperature program update
NAC Mechanical & Electrical	101-432	101-432-4300-503	611.00	115539 Troubleshoot economizer for air temperature
TDS Metrocom MN	101-432	101-432-4321-000	201.78	115559 Phone services
Comcast	101-432	101-432-4321-502	355.61	115500 Phone Services
CenturyLink	101-432	101-432-4321-503	60.65	115497 Phone Services
Xcel Energy	101-432	101-432-4381-501	550.34	115570 Electric
Xcel Energy	101-432	101-432-4381-502	934.35	115570 Electric
Xcel Energy	101-432	101-432-4381-503	6,283.68	115570 Electric
Centennial Utilities	101-432	101-432-4383-503	2,174.09	115496 Natural Gas
Metro Sales Incorporated	101-432	101-432-4410-500	94.16	115537 Copier Maintenance Contract Ricoh/MP C307
CES Imaging	101-432	101-432-4410-503	80.00	115498 November Plotter/Scanner Maintenance
	101-432 Total		12,450.30	
Medica	101-450	101-450-4131-000	1,453.75	115534 Health Insurance Premiums
Lincoln National Life Ins Co	101-450	101-450-4133-000	11.13	115529 Life Insurance Premiums
Lincoln National Life Ins Co	101-450	101-450-4133-000	96.72	115530 Disability Insurance Premiums
Delta Dental of Minnesota	101-450	101-450-4134-000	177.52	115505 Dental Insurance Premiums
Tessman Company	101-450	101-450-4211-000	669.50	115560 Ice melt and wood chip wattle
WSB & Associates Inc.	101-450	101-450-4300-000	966.50	115569 October 2021 Trail Maintenance Project
T-Mobile USA Inc	101-450	101-450-4321-000	50.13	115561 Cell Phone/Wi-Fi Service
Xcel Energy	101-450	101-450-4381-000	114.10	115570 Electric
Centennial Utilities	101-450	101-450-4383-000	20.01	115496 Natural Gas
Centennial Utilities	101-450	101-450-4383-000	35.74	115496 Natural Gas
Centennial Utilities	101-450	101-450-4383-000	82.11	115496 Natural Gas
Northway Irrigation/Landscape	101-450	101-450-4410-000	173.50	115541 Repair valve at Birch Park
Northway Irrigation/Landscape	101-450	101-450-4410-000	396.25	115541 Put zones in order at Sunrise Park
Pro Care Companies Inc	101-450	101-450-5000-000	7,267.40	115549 Hydroseeding Tower Park
WSB & Associates Inc.	101-450	101-450-5000-000	8,620.50	115569 October 2021 Tower Park Site Improvements
	101-450 Total		20,134.86	
DSGW	101-451	101-451-4300-000	2,135.00	115506 RAC Renovation
GameDay Sports Media & Marketing	101-451	101-451-4300-000	5,000.00	115514 RAC Consulting Services
Isaac Sports Group LLC	101-451	101-451-4300-000	5,000.00	115520 Consulting Services
	101-451 Total		12,135.00	
Medica	101-461	101-461-4131-000	201.91	115534 Health Insurance Premiums
Lincoln National Life Ins Co	101-461	101-461-4133-000	0.85	115529 Life Insurance Premiums
Lincoln National Life Ins Co	101-461	101-461-4133-000	8.19	115530 Disability Insurance Premiums
Delta Dental of Minnesota	101-461	101-461-4134-000	16.85	115505 Dental Insurance Premiums
T-Mobile USA Inc	101-461	101-461-4321-000	29.00	115561 Cell Phone/Wi-Fi Service
	101-461 Total		256.80	
Medica	101-462	101-462-4131-000	134.61	115534 Health Insurance Premiums
Lincoln National Life Ins Co	101-462	101-462-4133-000	0.56	115529 Life Insurance Premiums
Lincoln National Life Ins Co	101-462	101-462-4133-000	5.46	115530 Disability Insurance Premiums
Delta Dental of Minnesota	101-462	101-462-4134-000	11.24	115505 Dental Insurance Premiums
Davis Phillip	101-462	101-462-4330-000	21.56	115503 Organic Site Tour mileage reimbursement
1st Choice Document Destruction	101-462	101-462-4410-000	600.00	115488 Recycled 3120 pounds of paper and cardboard
Freimuth Enterprises LLC	101-462	101-462-4410-000	375.00	115512 40 614 Pounds Recycled - Recycling Saturday
Freimuth Enterprises LLC	101-462	101-462-4410-000	375.00	115512 40 805 Pounds Recycled - Recycling Saturday
Freimuth Enterprises LLC	101-462	101-462-4410-000	375.00	115512 39 507 Pounds Recycled - Recycling Saturday
	101-462 Total		1,898.43	
Medica	101-463	101-463-4131-000	201.91	115534 Health Insurance Premiums
Lincoln National Life Ins Co	101-463	101-463-4133-000	0.84	115529 Life Insurance Premiums
Lincoln National Life Ins Co	101-463	101-463-4133-000	8.19	115530 Disability Insurance Premiums
Delta Dental of Minnesota	101-463	101-463-4134-000	16.85	115505 Dental Insurance Premiums
	101-463 Total		227.79	
Dalco Inc.	202-451	202-451-4211-000	559.66	115502 Hand wash toilet tissue facial tissue garbage bag liners
Dalco Inc.	202-451	202-451-4211-000	26.06	115502 Toilet rim hanger
CenturyLink	202-451	202-451-4321-000	64.03	115497 Phone Services
Xcel Energy	202-451	202-451-4381-000	3,053.27	115570 Electric
Centennial Utilities	202-451	202-451-4383-000	556.33	115496 Natural Gas
	202-451 Total		4,259.35	
Twin Cities Transport & Recovery	209-420	209-420-4300-000	85.00	115565 ICR #21263371
	209-420 Total		85.00	
Emergency Automotive Technologies	402-420	402-420-5000-000	14,084.94	115507 2021 Chevrolet Tahoe #318 - Build Out

Emergency Automotive Technologies	402-420	402-420-5000-000	14,175.41	115507	2021 Chevrolet Tahoe #319 - Build Out
	402-420 Total		28,260.35		
Dell Marketing LP	403-415	403-415-4240-000	618.46	115504	Computer - Economic Development Intern
	403-415 Total		618.46		
Dell Marketing LP	403-450	403-450-4240-000	618.46	115504	Computer - M. Hoffman
	403-450 Total		618.46		
JAMES REGINALD & CARRIE	406-000	406-000-2020-000	4.07	115522	Refund Check 020025-000 194 SHETLAND LN
MCGINNITY PATRICK & LAUREL	406-000	406-000-2020-000	6.30	115533	Refund Check 018494-000 6700 CLEARWATER CRK DR
	406-000 Total		10.37		
Kennedy & Graven Chartered	406-499	406-499-4301-000	51.25	115524	October Legal
WSB & Associates Inc.	406-499	406-499-4304-000	295.50	115569	October 2021 Miscellaneous Escrow Account
WSB & Associates Inc.	406-499	406-499-4304-000	276.00	115569	October 2021 Miscellaneous Escrow Account
WSB & Associates Inc.	406-499	406-499-4304-000	2,543.50	115569	October Water Treatment Plant Pilot Study
WSB & Associates Inc.	406-499	406-499-4304-127	262.50	115569	October Water Tower No. 3
WSB & Associates Inc.	406-499	406-499-4304-136	972.50	115569	October 2021 Birch Street Watermain Improvements
Landmark Structures I LP	406-499	406-499-4400-127	210,452.63	115486	Water Tower No. 3 Final Payment
	406-499 Total		214,853.88		
Quality Counts LLC	420-499	420-499-4304-000	4,700.00	115550	Directional counts
WSB & Associates Inc.	420-499	420-499-4304-141	23,136.50	115569	October Market Place Dr Realignment
	420-499 Total		27,836.50		
WSB & Associates Inc.	421-499	421-499-4304-000	3,457.00	115569	October Pavement Coring
WSB & Associates Inc.	421-499	421-499-4304-000	9,937.50	115569	October Pavement Management 2021
WSB & Associates Inc.	421-499	421-499-4304-137	8,050.25	115569	October 2021 Street Improvement Projects
WSB & Associates Inc.	421-499	421-499-4304-140	286.00	115569	October 2021 Street Maintenance Project
WSB & Associates Inc.	421-499	421-499-4304-142	2,231.25	115569	October 2022 Street Rehabilitation Project
T.A. Schifsky and Sons Inc.	421-499	421-499-4400-137	33,889.06	115558	2021 Street Improvement Projects
	421-499 Total		57,851.06		
Prairie Restorations Inc.	422-499	422-499-4300-000	800.00	115548	Mowing St. Clair Estates
Prairie Restorations Inc.	422-499	422-499-4300-000	800.00	115548	Mowing St. Clair Estates
WSB & Associates Inc.	422-499	422-499-4304-000	671.00	115569	October Stormwater Ordinance Update
WSB & Associates Inc.	422-499	422-499-4304-000	2,943.50	115569	October East Region Plan - NE Drainage Area
WSB & Associates Inc.	422-499	422-499-4304-000	1,914.00	115569	October East Region NE Drainage Area Wetland Delineation
WSB & Associates Inc.	422-499	422-499-4304-000	85.00	115569	October Shenandoah Park Wetland BMP
WSB & Associates Inc.	422-499	422-499-4304-000	416.50	115569	October Winters Wetland Bank
	422-499 Total		7,630.00		
WSB & Associates Inc.	424-499	424-499-4304-000	2,060.50	115569	October 2021 Surface Water Maintenance Project
Olson's Sewer Service Inc.	424-499	424-499-4400-000	6,901.81	115544	2020 Surface Water Maintenance Project Final Payment
	424-499 Total		8,962.31		
Landform	484-499	484-499-4300-000	7,416.75	115525	Zoning Ordinance and Map Update
	484-499 Total		7,416.75		
JAMES REGINALD & CARRIE	601-000	601-000-2020-000	45.39	115522	Refund Check 020025-000 194 SHETLAND LN
JAMES REGINALD & CARRIE	601-000	601-000-2020-000	0.97	115522	Refund Check 020025-000 194 SHETLAND LN
JENSEN LINDA	601-000	601-000-2020-000	54.30	115523	Refund Check 020427-000 798 MAIN ST
MCGINNITY PATRICK & LAUREL	601-000	601-000-2020-000	96.13	115533	Refund Check 018494-000 6700 CLEARWATER CRK DR
MCGINNITY PATRICK & LAUREL	601-000	601-000-2020-000	1.54	115533	Refund Check 018494-000 6700 CLEARWATER CRK DR
POWELL MARK & CLAIRE	601-000	601-000-2020-000	26.06	115547	Refund Check 017870-000 6507 CLEARWATER CRK DR
Tyme Properties LLC	601-000	601-000-3406-000	205.00	115566	Meter change due to sizing error
	601-000 Total		429.39		
Medica	601-494	601-494-4131-000	1,241.33	115534	Health Insurance Premiums
Lincoln National Life Ins Co	601-494	601-494-4133-000	6.17	115529	Life Insurance Premiums
Lincoln National Life Ins Co	601-494	601-494-4133-000	53.81	115530	Disability Insurance Premiums
Delta Dental of Minnesota	601-494	601-494-4134-000	120.22	115505	Dental Insurance Premiums
Blaine Lock & Safe Inc.	601-494	601-494-4211-000	195.00	115495	Padlock shackles
Menards - Forest Lake	601-494	601-494-4211-000	77.98	115535	Tower 3 storage shelving
Core & Main LP	601-494	601-494-4215-000	1,517.40	115501	Meters
Core & Main LP	601-494	601-494-4215-000	1,354.64	115501	Meters and Cast Iron Flange Kits
Core & Main LP	601-494	601-494-4215-000	548.42	115501	Meter Adapters
Core & Main LP	601-494	601-494-4215-000	42.91	115501	Cast Iron Flange Kits
Core & Main LP	601-494	601-494-4215-000	453.06	115501	Meter Adapters
Hawkins Inc.	601-494	601-494-4222-000	4,629.04	115516	Chlorine and LPC-5
Hawkins Inc.	601-494	601-494-4222-000	60.00	115516	Chlorine Cylinder change out
NAC Mechanical & Electrical	601-494	601-494-4300-000	2,453.87	115539	Tower 3 irrigation plumbing
T.A. Schifsky and Sons Inc.	601-494	601-494-4300-000	47,242.17	115558	2021 Water Service Condition Review
Traut Companies	601-494	601-494-4300-000	1,596.50	115563	Well sealing at 7685 Lake Drive
Valley-Rich Co. Inc.	601-494	601-494-4300-000	2,617.00	115567	Fox Rd Watermain repair
Valley-Rich Co. Inc.	601-494	601-494-4300-000	3,642.00	115567	W Shadow Lk Dr/Fox Rd Watermain repair
WSB & Associates Inc.	601-494	601-494-4300-000	1,828.25	115569	October Risk Assessment and Emergency Response Plan
WSB & Associates Inc.	601-494	601-494-4304-000	1,110.00	115569	October 2021 General Engineering Services
Comcast	601-494	601-494-4321-000	123.95	115500	Phone Services
TDS Metrocom MN	601-494	601-494-4321-000	39.41	115559	Phone services
T-Mobile USA Inc	601-494	601-494-4321-000	83.06	115561	Cell Phone/Wi-Fi Service

Xcel Energy	601-494	601-494-4381-000	5,309.66	115570 Electric
	601-494 Total		76,345.85	
JAMES REGINALD & CARRIE	602-000	602-000-2020-000	22.51	115522 Refund Check 020025-000 194 SHETLAND LN
MCGINNITY PATRICK & LAUREL	602-000	602-000-2020-000	35.08	115533 Refund Check 018494-000 6700 CLEARWATER CRK DR
MCGINNITY PATRICK & LAUREL	602-000	602-000-2020-000	0.67	115533 Refund Check 018494-000 6700 CLEARWATER CRK DR
	602-000 Total		58.26	
Medica	602-495	602-495-4131-000	1,241.34	115534 Health Insurance Premiums
Lincoln National Life Ins Co	602-495	602-495-4133-000	6.21	115529 Life Insurance Premiums
Lincoln National Life Ins Co	602-495	602-495-4133-000	53.81	115530 Disability Insurance Premiums
Delta Dental of Minnesota	602-495	602-495-4134-000	120.22	115505 Dental Insurance Premiums
WSB & Associates Inc.	602-495	602-495-4304-000	1,110.00	115569 October 2021 General Engineering Services
T-Mobile USA Inc	602-495	602-495-4321-000	83.07	115561 Cell Phone/Wi-Fi Service
Xcel Energy	602-495	602-495-4381-000	1,707.12	115570 Electric
Centennial Utilities	602-495	602-495-4383-000	20.01	115496 Natural Gas
	602-495 Total		4,341.78	
WSB & Associates Inc.	801-000	801-000-2300-000	1,148.00	115569 October Belland Farms
WSB & Associates Inc.	801-000	801-000-2300-000	1,203.00	115569 October Lake Amelia Woods
WSB & Associates Inc.	801-000	801-000-2300-000	2,343.00	115569 October Belland Farms - Associated Eye Care Partners
WSB & Associates Inc.	801-000	801-000-2302-102	220.00	115569 October Eastside Villas
WSB & Associates Inc.	801-000	801-000-2304-102	82.00	115569 October Butler Addition
WSB & Associates Inc.	801-000	801-000-2315-102	3,095.50	115569 October Nadeau Acres 2nd Addition
Ivy Ridge Home Builders Inc.	801-000	801-000-2318-000	3,400.00	115521 Escrow Release - 6746 Ivywood
Ivy Ridge Home Builders Inc.	801-000	801-000-2318-000	3,400.00	115521 Escrow Release - 6762 Ivywood Ave
Ivy Ridge Home Builders Inc.	801-000	801-000-2318-000	4,400.00	115521 Escrow Release - 6778 Ivywood Ave
Lennar MN Division	801-000	801-000-2318-000	5,400.00	115528 Escrow Release - 2122 Itasca Circle
Lennar MN Division	801-000	801-000-2318-000	5,400.00	115528 Escrow Release - 7268 Watermark Way
Lennar MN Division	801-000	801-000-2318-000	5,400.00	115528 Escrow Release - 2117 Harriet Lane
Lennar MN Division	801-000	801-000-2318-000	3,400.00	115528 Escrow Release - 7310 Geneva Court
Lennar MN Division	801-000	801-000-2318-000	5,400.00	115528 Escrow Release - 7298 Geneva Court
Lennar MN Division	801-000	801-000-2318-000	6,300.00	115528 Escrow Release - 2089 Harriet Lane
Lennar MN Division	801-000	801-000-2318-000	6,300.00	115528 Escrow Release - 7302 Geneva Court
WSB & Associates Inc.	801-000	801-000-2321-102	618.00	115569 October Lino B - Otter Crossing
WSB & Associates Inc.	801-000	801-000-2327-102	7,221.00	115569 October Watermark 4th Addition
WSB & Associates Inc.	801-000	801-000-2328-102	726.00	115569 October Main Street Shoppes 2nd Addition
WSB & Associates Inc.	801-000	801-000-2331-102	872.75	115569 October Bald Eagle Addition
WSB & Associates Inc.	801-000	801-000-2336-102	1,036.50	115569 October Watermark 1st Addition
WSB & Associates Inc.	801-000	801-000-2338-102	2,721.50	115569 October Nadeau Acres
WSB & Associates Inc.	801-000	801-000-2344-103	82.00	115569 October Lino Lakes Storage
WSB & Associates Inc.	801-000	801-000-2353-102	2,870.00	115569 October 2021 Miscellaneous Escrow Account
WSB & Associates Inc.	801-000	801-000-2355-102	1,472.00	115569 October Watermark 3rd Addition
WSB & Associates Inc.	801-000	801-000-2359-102	138.00	115569 October Saddle Club 4th Addition
WSB & Associates Inc.	801-000	801-000-2363-102	1,064.00	115569 October Lyngblomsten Senior Housing
	801-000 Total		75,713.25	
	Grand Total		671,437.45	



Electronic Funds Transfer
 MN Statute 471.38 Subd. 3

Council Meeting December 13, 2021

Transfer In/(Out)

11/23/2021 Transfer from Money Market	700,000.00
11/23/2021 Election Payroll ACH Return Utecht	266.00
11/26/2021 Payroll #24	(146,044.88)
11/26/2021 Payroll #24 Federal Deposit	(43,319.91)
11/26/2021 Payroll #24 PERA	(47,813.06)
11/26/2021 Payroll #24 State	(10,239.80)
11/26/2021 Payroll #24 Child Support	(284.77)
11/26/2021 Payroll #24 H.S.A. Bank Pretax	(2,978.79)
11/26/2021 Payroll #24 TASC Pretax	(669.20)
11/26/2021 Payroll #24 ICMA 457 Def. Comp #301596	(4,470.00)
11/26/2021 Payroll #24 ICMA Roth IRA #706155	(880.75)
11/26/2021 Payroll #24 MSRS HCSP #98946-01	(1,757.86)
11/26/2021 Payroll #24 MSRS Def. Comp #98945-01	(3,543.00)
11/26/2021 Payroll #24 MSRS Roth IRA #98945-01	(765.00)
11/24/2021 Transfer to MCM (ARPA Funds)	(38,323.56)
HSA Bank ER Contribution	(5,791.52)
12/3/2021 Council #11 Payroll	(3,304.93)
12/3/2021 Council #11 Federal Deposit	(196.60)
12/3/2021 Council #11 PERA	(367.62)
12/3/2021 Council #11 State	(43.95)

CITY COUNCIL WORK SESSION

DRAFT

**CITY OF LINO LAKES
MINUTES**

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DATE : **November 22, 2021**
TIME STARTED : **5:30 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; Public Services Director Rick DeGardner; Community Development Director Michael Grochala; City Planner Katie Larsen; Director of Public Safety John Swenson; City Clerk Julie Bartell

1. Update on Lino Lakes Activity Center Branding – Regular Agenda Item 5A
– Consultants Marc Morgan, Managing Partner of GameDay Sports, and Ryan Delwiche, WSB & Associates, presented four suggestions for branding/logo. Mr. Morgan reviewed discussions to this point and the basis for the proposed branding (blue heron background).

Logo concepts were presented (slides shown). One logo/brand was recommended and Councilmember Lyden expressed support. The consultants explained uses of a logo and possibilities for a color scheme.

Councilmember Ruhland asked why the words “Activity Center” are recommended on the logo; other name connections were discussed. Mr. Morgan explained the community connection they are trying to create. The name “Community Center” feels older to him. Councilmember Ruhland noted that it’s important that people understand what the facility offers.

Councilmember Stoesz asked several questions about the logo specifics. He expressed support for the recommendation.

Councilmember Cavegn noted that he likes the logo. However, he did do some homework (searched on line) regarding the “rookery” name and got some definitions that he feels are not what the City would want for identification. Mr. Morgan suggested that they haven’t heard the negative definitions mentioned. Mr. Delwiche suggested that there are ways to make sure the rookery facility website shows up first on searches; Councilmember Cavegn noted that is an expensive proposition. The consultants defended the name based on the unique community connection that it makes; people in the community know about the herons.

Mayor Rafferty noted that there is definitely a story behind the name and that’s a story that needs to be told.

CITY COUNCIL WORK SESSION

DRAFT

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Councilmember Lyden said he had reservations about the name but when he learned about the focus to the community and the narrower audience, he sees it would work. Mr. Morgan remarked that it’s an opportunity to educate.

Mayor Rafferty said he can see the logo working well, understanding that there will be people who like or dislike it throughout the process.

Director DeGardner remarked that if other definitions aren’t lost in the campaign to educate about this facility, then the City isn’t doing the job. Staff is looking for something unique but if the council wants “Lino Lakes Activity Center” that is fine because staff needs to move ahead with the process.

Councilmember Stoesz asked for clarification of including the word “the” as that could cause confusion when searching or identifying the facility. The consultants said they support the word “the” as it denotes it as a place.

Mayor Rafferty spoke in favor of “The Rookery” name. He can envision the name in lights and that it would be quite nice.

There is an item on the agenda for action related to this subject. Councilmember Lyden remarked that it would be great if everyone on the council supports moving forward.

Based on a council approval, staff would move forward in development of the logo and bring forward more information on logo/branding and other steps moving toward opening.

2. Double Garage Interpretation – City Planner Larsen explained that the council requested a discussion of this subject. Ms. Larsen reviewed the history of a building request involving a double garage door. A building permit was denied in that case because it didn’t meet staff’s interpretation of a “double garage”. City code requires a double garage and includes a definition of a garage but no definition of double garage. She explained staff’s developed definition (that would allow for two cars to enter and exit). Staff is interested in understanding the council’s definition. A definition would, of course, apply to all properties in the city and not just the property that brings this question forward. Questions to the council are outlined in the staff report.

Councilmember Cavegn remarked that, if the council wishes, adding language defining a double garage would be appropriate. However the situation that brings this up should be judged on current language, not what the language becomes.

Councilmember Lyden said he understands the discussion about impact on neighborhoods. This location is an older neighborhood. The ten foot door doesn’t bother him in this location. He is open to allowing people to use their garage property the way they see fit.

CITY COUNCIL WORK SESSION

DRAFT

89 The council will consider approval of a definition as a new item under New Business on
90 the council agenda.

91 **3. Review Regular Agenda** – There were no changes to the regular agenda.

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93 The meeting was adjourned at 6:25 p.m.

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95 These minutes were considered, corrected and approved at the regular Council meeting held on
96 December 13, 2021.

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101 _____
Julianne Bartell, City Clerk

Rob Rafferty, Mayor

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COUNCIL MINUTES

DRAFT

LINO LAKES CITY COUNCIL
REGULAR MEETING
MINUTES

DATE : November 22, 2021
TIME STARTED : 6:30 p.m.
TIME ENDED : 7:05 p.m.
MEMBERS PRESENT : Councilmember Stoesz, Lyden,
Ruhland, Cavegn and Mayor Rafferty
MEMBERS ABSENT :

Staff members present: City Administrator Sarah Cotton; Community Development Director Michael Grochala; Public Services Director Rick DeGardner; Finance Director Hannah Lynch; Public Safety Director John Swenson; Human Resources and Communications Manager Meg Sawyer; Communications Specialist Andrea Turner; City Clerk Julie Bartell

PUBLIC COMMENT

There were no public comments.

SETTING THE AGENDA

The agenda was amended to add Item 8A under New Business entitled *Continue Discussion of Double Garage Interpretation* from the work session.

CONSENT AGENDA

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

ITEM **ACTION**

Consideration of Expenditures:

- | | | | |
|----|----|------------------------------------------------------------|----------|
| 29 | A) | November 22, 2021 (Check No. 115388 through 115483) in the | |
| 30 | | Amount of \$504,237.82 | Approved |
| 31 | B) | Consider Approval of November 8, 2021 Work Session Minutes | Approved |
| 32 | C) | Consider Approval of November 8, 2021 Council Minutes | Approved |
| 33 | D) | Consider Approval of November 8, 2021 Canvassing Board | |
| 34 | | Minutes | Approved |
| 35 | E) | Consider Approval of Excluded Bingo Event for the Aquinas | |
| 36 | | Roman Catholic Home Education Services | Approved |
| 37 | F) | Consider Approval of Activity Center Expenditures | Approved |

FINANCE DEPARTMENT REPORT

2A) 2022 Fee Schedule: i) Consider Approval of Second Reading and Adoption of Ordinance No. 08-21, Establishing the 2022 City Fee Schedule; ii) Consider Approval of

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41 **Resolution No. 21-139, Approving Summary Publication of Ordinance** – Finance Director Lynch
42 reported that the City approves a fee schedule annually. The schedule presented has been reviewed by
43 staff and recommended changes are noted in the ordinance. The council approved the first reading of
44 the Fee Schedule ordinance on November 8th. Staff is recommending approval of the second reading
45 and adoption of the ordinance establishing fees for 2022.

46 Councilmember Cavegn asked for an explanation of the “batch plant” permit. Community
47 Development Director Grochala noted a couple locations in the City – they are basically industrial
48 locations where they make batches of product, such as asphalt.

49 Mayor Rafferty noted the escrow deposit for an interim use. That fee went from \$1,000 to \$7,500.
50 Community Development Director noted that the change brings that process into the same fee
51 structure as for regular projects.

52 Councilmember Lyden asked about the fees for building permits. Is there a case where an
53 improvement would actually cost less than the permit? Community Development Director Grochala
54 suggested that he couldn’t think of a case where that would occur; there is a minimum for the
55 requirement of a permit.

56 Councilmember Stoesz asked if the filing fee is appropriate for related costs to the City. City Clerk
57 Bartell responded that the cost is appropriate considering the process of receiving an Affidavit of
58 Candidacy is an easy one and the current fee amount is common among cities.

59 Councilmember Stoesz moved to waive the full reading of Ordinance No. 08-21 as presented.
60 Councilmember Lyden seconded the motion. Motion carried on a voice vote.

61 Councilmember Stoesz moved to approve the 2nd reading and adoption of Ordinance No. 08-21 as
62 presented. Councilmember Cavegn seconded the motion. Motion carried: Yeas, 5; Nays none.

63 Councilmember Stoesz moved to approve Resolution No. 21-139 as presented. Councilmember
64 Ruhland seconded the motion. Motion carried on a voice vote.

ADMINISTRATION DEPARTMENT REPORT

66 **3A) Consider Appointment of Accounting Clerk II** – Human Resources and Communications
67 Director Sawyer reviewed her written report. The report includes information on the staff
68 recommendation to appointment Ms. Christopherson to the vacated position of Accounting Clerk II.

69 Councilmember Lyden moved to approve the appointment of Katie Sue Christopherson to the
70 position of Accounting Clerk II. Councilmember Ruhland seconded the motion. Motion carried on
71 a voice vote.

PUBLIC SAFETY DEPARTMENT REPORT

73 **4A) Consider Resolution No. 21-129 Approving State of Minnesota Joint Powers**
74 **Agreements with the City of Lino Lakes on Behalf of its City Attorney and Police Department**
75 – Public Safety Director Swenson explained that staff is requesting authorization to enter a joint
76 powers agreement with the State of Minnesota that authorizes access to certain state criminal justice
77 networks as appropriate and as needed to provide services.

78 Councilmember Ruhland moved to approve Resolution No. 21-129 as presented. Councilmember
79 Cavegn seconded the motion. Motion carried on a voice vote.

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80 PUBLIC SERVICES DEPARTMENT REPORT

81 **5A) Consider Resolution No. 21-142, Approving the Name and Logo of The Rookery**
82 **Activity Center** – Public Services Director DeGardner reviewed his written report. He showed the
83 proposed logo/brand for the rec center. The council had reviewed the logo proposal at the pre-council
84 work session and approved consideration. Mr. DeGardner reviewed some renderings of the logo as a
85 sign on the facility and on merchandize.

86 Councilmember Ruhland moved to approve Resolution No. 21-142 as presented. Councilmember
87 Lyden seconded the motion.

88 Councilmember Cavegn said he loves the logo but he doesn't approve of the name "The Rookery",
89 based on definitions of that word that don't carry the identity he'd like to promote.

90 Mayor Rafferty remarked that this project, opening the facility, is moving forward as it should
91 Motion carried on a voice vote (Councilmember Cavegn voted no).

92 **5B) Consider Resolution No. 21-143, Approving Contract with Endurance Fitness** – Public
93 Services Director DeGardner reviewed his written staff report. He noted steps that have brought the
94 council to this point in implementing the rec center hybrid concept that came forward in the feasibility
95 report. Endurance Fitness is now ready to enter a contract to utilize a portion of The Rookery Activity
96 Center. They will be a great partner.

97 The owner of Endurance Fitness explained that he and his wife feel this is a great opportunity to move
98 into the recreation center facility. He explained how they came to be in their current location (the
99 YMCA turned away from the programming they needed).

100 Mayor Rafferty remarked that the City is looking forward to the partnership; they want success for the
101 business and the members they serve.

102 Administrator Cotton explained that staff will work hard to prepare the fitness space to allow them to
103 move in around February.

104 Councilmember Cavegn noted that he visited the current facility and was impressed with the
105 equipment and programming.

106 Councilmember Ruhland moved to approve Resolution No. 21-143 as presented. Councilmember
107 Lyden seconded the motion. Motion carried on a voice vote

108 COMMUNITY DEVELOPMENT REPORT

109 **6A) Consider Resolution No. 21-141, Approving Change Order No. 2 and Final Payment No.**
110 **16, Water Tower No. 3**– Community Development Director Grochala reviewed the written report
111 and the staff request to approve a change order and final payment. The project is successfully
112 completed. The change order is actually a credit.

113 Mayor Rafferty noted that the project went great and the product is wonderful. Even the tower
114 painting has garnered state recognition.

115 Councilmember Cavegn moved to approve Resolution No. 21-141 as presented. Councilmember
116 Ruhland seconded the motion. Motion carried on a voice vote.

117 UNFINISHED BUSINESS

118 There was no Unfinished Business.

COUNCIL MINUTES

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120 **NEW BUSINESS**

121 **8A) Definition of Double Garage** – Community Development Director Grochala explained that
122 staff discussed this matter at the council work session. Currently staff’s interpretation is that two
123 cars must be able to enter the garage (independently). The work session direction indicates a
124 different interpretation by the council. To make the council’s direction official, a motion is
125 recommended.

126 Councilmember Cavegn moved to approve the interpretation of a double garage as one with a door
127 that is wide enough to accommodate ingress and egress of a single vehicle. Councilmember Lyden
128 seconded the motion. Motion carried on a voice vote.

129

130 **COMMUNITY EVENTS**

131 There were no events announced.

132 **COMMUNITY CALENDAR**

133

<i>Community Calendar – A Look Ahead</i>			
November 22, 2021 through December 13, 2021			
136	✚ Wednesday, November 24	6:30 pm, Council Chambers	Environmental Board
137	✚ Wednesday, December 1	6:30 pm, Council Chambers	Park Board
138	✚ Thursday, December 2	8:00 am, Community Room	EDAC
139	✚ Monday, December 6	6:00 pm, Community Room	Council Work Session
140	✚ Monday, December 13	6:00 pm, Community Room	Council Work Session
141	✚ Monday, December 13	6:30 pm, Council Chambers	City Council Meeting

142

143 **ADJOURN**

144

145 There being no further business, a motion to adjourn at 7:05 p.m. was adopted on a voice vote.

146

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

149

150 These minutes were considered and approved at the regular Council Meeting on December 13,
151 2021.

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156 _____
Julianne Bartell, City Clerk

_____ Rob Rafferty, Mayor

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COUNCIL MINUTES

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**LINO LAKES CITY COUNCIL
SPECIAL MEETING
MINUTES**

DATE : **November 17, 2021**
TIME STARTED : **5:35 p.m.**
TIME ENDED : **6:00 p.m.**
MEMBERS PRESENT : **Councilmember Lyden, Ruhland and Mayor Rafferty**
MEMBERS ABSENT : **Councilmember Stoesz**

Staff members present: City Administrator Sarah Cotton; Public Services Director Rick DeGardner; Communications Specialist Andrea Turner; Administrative Assistant Kellie Schmidt; City Clerk Julie Bartell

PUBLIC COMMENT

There were no public comments.

SETTING THE AGENDA

The agenda was approved as presented.

PUBLIC SERVICES DEPARTMENT REPORT

5A) Consider Resolution No. 21-140, Approving Facility Management Software Contract with CivicPlus – Director DeGardner reviewed his written staff report.

Andrea Turner, Communications Specialist, and Kellie Schmidt, Administrative Assistant, reported. Ms. Turner noted that staff is proposing that the City move its website from the Gov Office platform to CivicPlus to better meet the needs of the City. She noted the benefits of a change, including a better fit for the City’s brand and identity. Samples of CivicPlus guided websites were shown. Ms. Schmidt pointed out that CivicPlus can provide better search options and noted that search is a widely utilized element of the website. Ms. Turner added that CivicPlus also better allows for future updating. She presented a slide indicating how the City of Blaine utilizes CivicPlus for their recreation and other programs on a very user friendly platform.

Ms. Turner reviewed other features and benefits of CivicPlus:

- Cohesive user experience and efficiency for staff;
- Custom designed site;
- Email connection with residents (resident opt in);
- Recreation center subsite;
- Technical on-line support;
- Pricing (eligible for ARPA Funding).

Adminstrator Cotton added that the recreation center was a catalyst for change but it’s a good time to enhance the website overall; this would be a technology improvement that will grow.

COUNCIL MINUTES

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42 Councilmember Cavegn agreed that the current website is antiquated. He received information on
43 the cost of the current platform (\$1,500 per year). He also asked about integration of current
44 programs and Ms. Turner explained how the financial system could fit in.

45 Director DeGardner added that CivicPlus offers many modules for services (HR, Elections e.g.).
46 The current request is for two.

47 Councilmember Cavegn noted the redesign option every four years and he wonders if CivicPlus will
48 allow intermittent change needs. Ms. Turner responded that the company is good at locking in brand
49 identity and there are many customizable opportunities; the City will have the opportunity to liven it
50 up.

51 The council heard about implementation, driven by the planned opening of the recreation center on
52 April 1.

53 Councilmember Lyden said he recognizes that this is current technology and the website is very
54 important for citizens. He understands the impact and savings part. He is a bit of a technology
55 dinosaur so he wonders how usable this would be for him. Staff responded that the website should
56 be usable on a basic level (not using an app for instance) as well.

57 Councilmember Lyden asked staff to explore the possibility of utilizing some funding from the
58 communications fund.

59 Councilmember Lyden moved to approve Resolution No. 21-140 as presented. Councilmember
60 Cavegn seconded the motion. Motion carried on a voice vote.

UNFINISHED BUSINESS

62 There was no Unfinished Business.

63

NEW BUSINESS

65 There was no New Business.

66

ADJOURN

68

69 There being no further business, Councilmember Cavegn moved to adjourn at 6:00 p.m.

70 Councilmember Ruhland seconded the motion. Motion carried on a voice vote.

71

72 These minutes were considered and approved at the regular Council Meeting on December 13,
73 2021.

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78 _____
Julianne Bartell, City Clerk

78 _____
Rob Rafferty, Mayor

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**CITY COUNCIL SPECIAL WORK SESSION
DRAFT**

**CITY OF LINO LAKES
MINUTES**

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DATE : **November 22, 2021**
TIME STARTED : **7:15 p.m.**
TIME ENDED : **8:15 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; Public Safety Director John Swenson; Public Services Director Rick DeGardner; City Clerk Julie Bartell

1. 2022 Budget – Mayor Rafferty noted that staff has done a good job to this point, bringing in a lower than last year 40.107 tax rate.

Ms. Lynch noted the scheduled public hearing preceding council consideration of passing the 2022 budget on December 13, 2021 during the regular scheduled council meeting. The staff report outlines where the council started and has landed at this point. It also details changes that were made to the budget; biggest factor being due to personnel and insurance assumptions which are now finalized. She reviewed the changes noted in the report. She reviewed the tax capacity numbers that bring the tax rate where it is proposed tonight. Ms. Lynch also pointed out the total levy and her research of other cities indicating that the City is slightly below the average. Staff is prepared to discuss the budget.

Mayor Rafferty noted the rec center budget and how that appears in the 2022 budget. Ms. Lynch noted the levy is related to the bonds for the facility. The levy disappears in 2026 at which time those funds would shift to operating if directed by the council.

Mayor Rafferty recalled recent work (and a study) on water mains. He is looking for a line item he recalls being under the Water budget for certain flushing activities. Mr. DeGardner said the request was a comprehensive analysis of the entire water system to assist with identifying problems areas and other information; it would be a water flow analysis and other data. Staff is comfortable waiting for a future year discussion. Mayor Rafferty asked if this would help with water conservation and Mr. DeGardner explained what he sees as the goal of a study and that he would see it fitting in further down the line.

Mayor Rafferty noted Page 10, contractual services for Alexandra House (\$500). He has been clear that he supports the cause of their services but he doesn't feel it belongs in the City budget. Councilmember Stoesz expressed support for the Mayor's statement. Councilmember Lyden said he supports including the funds in the budget. Councilmember Ruhland said he understands the need and would donate to the

**CITY COUNCIL SPECIAL WORK SESSION
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45 organization as an individual but he cannot support taxpayer dollars. Councilmember
46 Cavegn said he supports funds staying in the budget. Councilmember Lyden asked
47 Public Safety Director Swenson to comment on the services provided to the City.
48 Director Swenson explained the role of Alexandra House in the county and more
49 specifically in this City. The council had received a presentation from the executive
50 director at a recent work session. They are a good partner mainly in the area of domestic
51 violence, a situation that does occur in this community. Councilmember Cavegn asked
52 if they are called to assist in domestic violence situations and Director Swenson said it is
53 protocol that officers bring in Alexandra House for their assistance. Councilmember
54 Cavegn asked, if Alexandra House were not providing that service, how would the
55 service be provided in Lino Lakes? Director Swenson said Alexandra House is the
56 provider to this community and while other areas have other options, another would have
57 to be identified for the City. Councilmember Cavegn asked the Finance Director the
58 impact (to a taxpayer in the City) of this funding. It was estimated at about \$.50 per
59 resident. Councilmember Lyden noted that he sees this as a very important service.
60 Councilmember Ruhland said he is trying to represent the majority of taxpayers in the
61 City as well as wondering what other service that would be just as important.
62 Councilmember Cavegn noted with that same theory, he would have a hard time
63 supporting funding for Blue Heron Days. Mayor Rafferty remarked that the item will be
64 removed from the budget.

65
66 Mayor Rafferty noted that the Park Board is requesting additional funding to the Parks
67 and Trails funds. There has also been discussion about replacement of vehicles within
68 the Public Safety Department.

69
70 On the vehicle question, the Public Safety Department is requesting three new vehicles.
71 One current vehicle would be rotated to the fire division. The mayor said one vehicle that
72 would be changed out has 15,000 miles on it and that would replace a fire department
73 vehicle with 6,000+. The mayor has asked what it would take to keep that vehicle in
74 place. The mayor also mentioned the option to replace Ford Explorer vehicles with a
75 more expensive Chevrolet Tahoe and possible cost savings there. He would propose
76 taking the savings of \$17,000 and moving it to the parks budget. Councilmember
77 Cavegn noted the vehicle discussion and that he is in favor of the purchasing the Tahoe.
78 Councilmember Lyden remarked that the value includes the value when it is sold but the
79 mayor remarked that isn't the discussion now. Councilmember Ruhland noted that
80 models have changed since the discussion has commenced; he sees that it would be a
81 wash if the vehicles don't increase in value any differently, i.e. one vehicle would gain
82 value in a greater fashion. Councilmember Stoesz remarked that Explorer's have worked
83 well in the past so he would support purchasing them. Mayor Rafferty argued for the
84 \$17,000 that could be used in another way. Councilmember Lyden noted that the
85 Explorer vehicle has inherent problems that cause mechanical repair cost. When asked
86 to comment, Director Swenson said he has provided information and a recommendation
87 and would welcome a council direction at this point.

88
89 Mayor Rafferty spoke in favor of reallocating savings (by purchase of Explorer instead of

**CITY COUNCIL SPECIAL WORK SESSION
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90 Tahoe) to the parks and trails fund, providing funding in an area where it's been
91 requested by the Park Board. Councilmember Ruhland asked that the matter be tabled
92 and the council concurred.

93
94 Mayor Rafferty asked if the council supports not replacing auto unit 617. Director
95 Swenson asked if the discussion is that the unit would not be replaced and the City would
96 still purchase three additional vehicles; the mayor concurred. It was clarified that that
97 three vehicles would come in and three would go out of the fleet. Director Swenson
98 added that the council direction of the past has been to not move new vehicles into the
99 fire division where they receive less use. Mayor Rafferty remarked that in this case
100 keeping the car in the police division for another year would probably bring the mileage
101 up to about 40,000 and that to him is a better fit for a fire division vehicle.

102
103 The budget discussion will continue at the next work session.

104
105 Mayor Rafferty asked if the purchase of certain vehicles (box loader was mentioned) is
106 authorized. A fleet cat, 350 dump and water and sewer vehicle were mentioned. Ms.
107 Lynch noted the new storm fund and the vehicle that is being purchased for that position.
108 The council concurred with those purchases.

109
110 Mayor Rafferty noted general fund surpluses that occur most years. Looking forward to
111 coming surpluses (possible 2023), he would like the council to consider future use. He'd
112 like to consider 50% to capital equipment, 25% parks and trail and 25% to gaps, etc. at
113 council discretion. Councilmember Lyden suggested that would be a good discussion at
114 a strategic planning session. Director Lynch remarked that it could be put into a formal
115 policy as some other cities do in regard to their reserve funds. Councilmember Ruhland
116 suggested he likes the freedom a yearly consideration offers to the council.

117
118 Councilmember Stoesz asked how The Rookery will show up in the 2023 budget. Ms.
119 Lynch suggested that she expects that function would best be managed by a revenue
120 enterprise fund.

121
122 Ms. Lynch clarified that the council tabled the discussion of the type vehicle (Tahoe or
123 Explorer) and the rotation of vehicle #317 to the fire division. They will be discussed at
124 the December 6th work session. It is understood that Alexandra House will be removed
125 from the final consideration budget.

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

127
128 These minutes were considered, corrected and approved at the regular Council meeting held on
129 December 13, 2021.

130
131
132
133 _____
Julianne Bartell, City Clerk

Rob Rafferty, Mayor

**CITY COUNCIL
AGENDA ITEM 1F**

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: December 13, 2021

TOPIC: Accepting the Redistribution of Unrequested American Rescue Plan Act Funds

VOTE REQUIRED: 3/5

INTRODUCTION

Local governments were required to request American Rescue Plan Act (ARPA) funds by October 11, 2021. After the deadline passed, the state of Minnesota redistributed remaining funds amongst eligible local governments who requested ARPA funds. The City of Lino Lakes was allocated an additional \$76,647.12 in the redistribution. Half was distributed on November 22, 2021 and the remaining balance will follow in 2022 unless guidance changes.

BACKGROUND

The City of Lino Lakes received \$1,170,283.35 in July and a supplemental distribution of \$38,323.56 in November. With the second payment anticipated in the Summer of 2022, the City of Lino Lakes total ARPA allocation is expected to be \$2,417,213.82.

The League of Minnesota Cities developed a model resolution to accept ARPA funds. There is not a specific requirement in the law that cities pass a resolution but it is a formal way to acknowledge that the city will be receiving the funds and grants staff the authority to take the necessary steps once the process is open through Minnesota Management and Budget.

RECOMMENDATION

Staff is recommending approval of Resolution No. 21-144.

ATTACHMENTS

Resolution 21-144

**CITY OF LINO LAKES
RESOLUTION NO. 21-144**

**A RESOLUTION TO ACCEPT THE REDISTRIBUTION OF
UNREQUESTED CORONAVIRUS LOCAL FISCAL RECOVERY FUND
ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT**

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country.

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

WHEREAS, The Fiscal Recovery Funds provides for \$19.53 billion in payments to be made to States and territories which will distribute the funds to nonentitlement units of local government (NEUs).

WHEREAS, NEUs generally have populations below 50,000.

WHEREAS, The ARPA requires that States and territories allocate funding to NEUs in an amount that bears the same proportion as the population of the NEU bears to the total population of all NEUs in the State or territory.

WHEREAS, after the deadline of October 11, 2021, passed for NEUs to request ARPA funds, nearly \$12 million of the \$377 million available to Minnesota’s NEUs remained unrequested.

WHEREAS, as allowed by the U.S. Treasury, the State of Minnesota has redistributed these remaining funds amongst eligible local governments who requested ARPA funds.

WHEREAS, the redistribution amount is approximately \$3.47 per capita, capped at 75% of the most recent budget adopted as of January 27, 2020.

WHEREAS, \$76,647.12 has been allocated to the City of Lino Lakes (“City”) pursuant to the ARPA (Redistribution).

WHEREAS, the Redistribution will be distributed in two tranches with half received in 2021 and the second half in 2022.

WHEREAS, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds.

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

1. The City accepts the Redistribution of coronavirus local fiscal recovery fund established under the ARPA to be used in a manner consistent with guidance adopted by the United State Department of Treasury.
2. The City Clerk and Mayor are authorized to take actions to secure the Redistribution for the City, if necessary.

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

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

The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Julianne Bartell, City Clerk

CITY COUNCIL WORK SESSION

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**CITY OF LINO LAKES
MINUTES**

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DATE : **November 1, 2021**
TIME STARTED : **6:00 p.m.**
TIME ENDED : **9:55 p.m.**
MEMBERS PRESENT : **Council Member Stoesz, Lyden, Ruhland,
Cavegn and Mayor Rafferty**
MEMBERS ABSENT : **None**

1. Recreation Center Update – Public Services Director DeGardner reviewed his written report that included information on the following:

- Branding/Marketing concepts;
- Proposed membership rates;
- Fitness programming;
- Aquatics programming;
- Ongoing evaluation of existing building.

Mr. DeGardner also reviewed proposed next steps toward the goal of reopening the center, including staffing needs and additions to City staff.

Marc Morgan, GameDay Sports, and Ryan DelWiche of WSB & Associates were present to discuss development of marketing plans; both reviewed their background. There has been much research and brainstorming within the marketing team; they are looking at the many benefits the center could bring to the area. The group is announcing a theme that they feel represents the uniqueness of the Lino Lakes’ community and one that can grow into the future – “The Rookery”. The connection is the blue heron community which is unique to this city. They have discussed who they are trying to reach now and in the future and came to believe a key is to reach families, along with seniors and others; that goals aligns with the idea of a rookery that includes young and old. There is also an alignment with the water/land nature of the blue herons – the center offers both aquatic and non-aquatic activities. They also suggested the possibility of membership fees tied to a contribution back to the heron rookery. They also discussed the industrial area adjacent to the interstate and how to tie that into plans; the industrial site (and future residential) could utilize the facility. They would expect that activity rooms within the facility could be named within the rookery theme (and decorating of the facility as well). Other themes they discussed were “The Nest” or “The Link”; they landed on The Rookery as best.

Mayor Rafferty remarked that he likes the direction.

Councilmember Lyden explained his perspective. He was hoping for a WOW moment. What he sees in the name is a good intellectual approach but moving toward the feeling

CITY COUNCIL WORK SESSION

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43 end of things, he's not getting the connection. Mr. Morgan said he could see more
44 connection as they work toward logos and colors.

45

46 Councilmember Stoesz asked if there has been any investigation of the name and possible
47 other meanings. Mr. Morgan said they have done a cursory search.

48

49 Councilmember Ruhland remarked that in his real estate background, he hasn't typically
50 heard any reference to the rookery in connection with this area.

51

52 Councilmember Cavegn noted his concern that people may not make the connection with
53 the name easily. Mr. Morgan suggested that they are going for the super unique and that
54 means that people have to become familiar with it but it is special enough to merit that;
55 also he suggested that curiosity about the name could be a good thing.

56

57 Mr. Morgan and Mr. DelWiche added that the focus has really been toward the facility
58 serving this community and they feel the community generally has familiarity with the
59 herons. If the goal is to attract outside the community, then it's a different approach.

60

61 Director DeGardner remarked that he believes that a unique name should be a goal. It's
62 going to be more defined through website, colors and logos. The group bringing this
63 together feels The Rookery brings the best options for the future.

64

65 Councilmember Ruhland said he likes the name more as he thinks about it. He can see
66 how it can be a unique theme; it ties into the City's logo as well.

67

68 Councilmember Cavegn added that he sees the benefit of bringing in people from other
69 nearby communities.

70

71 Councilmember Stoesz asked if the name is copyrighted at all or should it be on the
72 City's behalf. Marketing staff said they would check further based on direction to
73 continue with it.

74

75 Mayor Rafferty remarked that he isn't disappointed with the work presented but he is
76 wondering if it wouldn't be appropriate to hear other options at this point. He also asked
77 if there are next step marketing concepts to discuss.

78

79 Director DeGardner remarked that staff has worked hard toward the possibility of
80 opening the center April 1, 2022, if directed by the council. There is timing involved in
81 that goal and based on the strong recommendation of the group bringing this forward,
82 they didn't feel options were warranted. The mayor thanked staff for that explanation.

83

84 There was general council concurrence to move forward. The council will be receiving
85 more options on logos, color palates, etc.

86

CITY COUNCIL WORK SESSION

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87 After the marketing consultant presentation, Director DeGardner reviewed information on
88 a proposed membership rate structure. Rates are reduced from current market rates.
89 Councilmember Lyden remarked that the rates look attractive; he wonders if there could
90 be a virtual membership included. Councilmember Stoesz suggested offering a break for
91 auto payment. Councilmember Ruhland commented that with a school partner element,
92 perhaps think about cameras where parents could watch kids' events; he also wonders
93 about the possibility of twenty-four hour fitness availability. Councilmember Cavegn
94 asked about fees that are more ala carte to allow people to pay for their use.
95 Councilmember Lyden suggested some type of code of conduct that keeps the
96 environment appropriate; Mr. DeGardner noted that the current model requires
97 supervision under 14 years of age. Mr. DeGardner noted that they also plan for a senior
98 center component in the future.

99

100 Director DeGardner touched on plans to partner with a fitness provider (for
101 programming) for five years. They continue to work on a partnership with Centennial
102 School District on an aquatics program. Staff continues to evaluate the condition of the
103 facility as well. Staff is requesting support to proceed with work to open the recreation
104 on a target date of April 1. He noted the staff hiring and organizational changes that
105 would be involved.

106

107 Councilmember Cavegn said he favors opening the facility but has concern about the
108 large financial commitment without more information (on partners for instance).

109

110 Councilmember Ruhland remarked that he heard about the financials from ISG
111 consultants and understands the needs at the onset of the project.

112

113 Administrator Cotton added, regarding the fitness provider, there is a term sheet in place
114 and staff expects to be coming to the council very soon with a memorandum of
115 understanding and details. Staff is working off the analysis and trying to move to what is
116 needed to meet an opening goal.

117

118 Councilmember Cavegn asked about partners for aquatics and recreation. Director
119 DeGardner remarked that those are actually the best revenue producers so the City may be
120 best off keeping them. Councilmember Cavegn remarked that the hybrid plan called for
121 partnerships. Administrator Cotton added running the recreation center was always
122 going to be a City responsibility; partners were planned only for aquatics and fitness. Mr.
123 DeGardner noted that the Centennial aquatics program is actually smaller than
124 anticipated.

125

126 Councilmember Ruhland remarked that the council must have some trust in staff's work
127 and staff is obviously working very diligently on the project.

128

129 Director DeGardner added that, if the project goes forward, staff is recommending that
130 the council receive updates (and potential requests for action) each meeting (three times
131 per month).

CITY COUNCIL WORK SESSION

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132

133 Councilmember Lyden thanked staff for making a commitment to an opening date and
134 noted that the selection of the right facility director is crucial. He supports moving
135 forward.

136

137 Councilmember Stoesz said he is one hundred percent in favor of moving forward. It's
138 an opportunity to have the building in place and offer the services; it would cost more to
139 start from the ground up.

140

141 Mr. DeGardner added that another opportunity is the availability of ARP (American
142 Rescue Plan) funds. He remarked that he hopes each councilmember will approach him
143 for additional details to ensure that they are completely comfortable.

144

2. Main & Lake Drive Redevelopment – Community Development Director
145 Grochala introduced Greg Anderson (Anderson Companies). Staff has had ongoing
146 conversations with the Carpenter family and the City has already bought their property at
147 77th; the family also own property at Lake and Main. They are interested in selling and
148 are working with the City on what is allowed/planned; it is guided for multi-
149 family/commercial. Another land owner in the area is interested in joining on a
150 development. Staff has subsequently talked with the Anderson Companies about their
151 interest in developing; they want to talk about mutual goals and possible scope.

152

153 Greg Anderson of Anderson Companies, Rod Bader of Bader Development and Mike
154 Waldo of Ron Clark Construction and Design, noted their respective backgrounds and
155 experience in development. Mr. Anderson noted his discussions with property owners
156 and his vision of developing housing and medical. They are interested in hearing the
157 council's view especially in the area of density. They would like to learn about the
158 council's goals for the property.

159

160 Councilmember Lyden asked what the developer sees as a breakdown of use. Mr.
161 Anderson mentioned 300+ housing units (market rate and senior), 20,000-30,000 sf
commercial space (medical?) and a home for the current Tavern on Main.

162

163 The Mayor asked about the designation of the area as "signature gateway" even though
164 it's not right at the border of the City. Staff explained other gateways that aren't
necessarily at the border.

165

166 Councilmember Cavegn remarked that, based on the location, he's favoring what he is
167 hearing. He noted that traffic is already a concern and would be more so with housing
168 development. The developer remarked that there would be growth in traffic control
points.

169

170 Councilmember Stoesz remarked that his goal for the city is to bring in jobs and a
171 medical element would be a good start. A developer remarked that there are 26,000 jobs
172 in senior care that are not filled just in this state and senior care facilities favor adjacent
housing to attract workers.

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173 Councilmember Ruhland asked about components envisioned and the developer
174 explained that they see the initial stage of about 100+ market rate homes. They are
175 looking at four stories for housing. They are looking forward as they consider possible
176 residents – younger people who want certain amenities – empty nesters who are renting
177 by choice – 30 somethings who come from outstate – and younger people who wish to
178 come back to the community where they grew up. The property is envisioned as
179 intergenerational. The developers also noted that there could be soil challenges where
180 the car lot has existed for many years; fortunately they have experience with super fund
181 sites.

182 Councilmember Lyden asked about having a four story building and how that can be
183 buffered from neighbors. Developer noted that the site provides for good buffering in
184 space and wooded area.

185 Councilmember Stoesz remarked that he's seen some developments with tunnels to allow
186 access to multiple buildings. The developer noted the walkability of the area and the
187 positive culture that getting out in the neighborhood provides.

188 The developers explained the concept further. They added that they would envision
189 buildings with no more than 160 units. The mayor asked about the combination of
190 residential and retail on the bottom; the developers noted situations where that has not
191 been successful.

192 Councilmember Cavegn asked for public safety comments. Public Safety Director
193 Swenson said he expects there will be a review period for his department with more
194 details. Director Swenson added that there has been good experience with good
195 management so he knows that is key.

196 Community Development Director Grochala spoke on the issue of available utilities,
197 noting that the site has access to trunk lines for water and sewer. He also discussed
198 comprehensive plan guidance in the area of density; it does allow options for the council
199 to consider increases. Mr. Grochala remarked that staff wanted the council to hear about
200 this concept early rather than later; he is hoping to set up a joint meeting of the council
201 and advisory boards to hear about this proposal.

202 Councilmember Lyden remarked that the City is excited about the 49/J development and
203 that is a community gateway project. He hopes this can be the same; he wonders about
204 having a sign or something significant to indicate the gateway.

205 The council concurred with the concept of a joint meeting to review information on this
206 redevelopment idea.

207 **3. Lake Amelia Woods Preliminary Plat** – City Planner Larsen reviewed a
208 presentation that included information on the following:

209

210 - Land use application to subdivide two existing parcels into four rural lots to

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- 211 construct four new single family homes;
- 212 - Site location and aerial map;
- 213 - Zoning and density analysis;
- 214 - Preliminary Plat;
- 215 - Zoning requirements (specific);
- 216 - Stormwater management plan requirements;
- 217 - Sanitary sewer and water (private for each lot);
- 218 - Public land dedication plans;
- 219 - Wetland considerations (involvement of Vadnais Lake Area Water Management
- 220 Organization);
- 221 - Shoreland management overlay implications;
- 222 - Advisory board review and comments;
- 223 - Staff findings of fact.

224

225 Councilmember Lyden asked if future upgrades to the interstate could impact this
226 development. Ms. Larsen explained there shouldn't be any impact due to adequate right
227 of way in place.

228 Mayor Rafferty remarked that this is an extreme change from a previous proposal and he
229 sees an opportunity for some fine homes there.

230 The council concurred that the matter would move to the council agenda.

231 **4. Belland Farms-Associate Eye Care Partners Preliminary Plat & Site Plan**
232 **Review** – City Planner Larsen reviewed a PowerPoint presentation that included
233 information on the following:

234

- 235 - Land use application by Rehbein Properties for two commercial lots;
- 236 - Aerial site map and site plan map;
- 237 - Zoning analysis;
- 238 - Preliminary plat map;
- 239 - Transportation analysis;
- 240 - Exterior renderings;
- 241 - Proposed drainage and stormwater information;
- 242 - Proposed water and sanitary information;
- 243 - Wetland review using map;
- 244 - Public land dedication data, necessary legal agreements;
- 245 - Review of advisory board consideration;
- 246 - Staff findings of fact.

247

248 Mayor Rafferty asked about the roadway system and the private road serving a nearby
249 restaurant; he would like more information on the impact of a change.

250

251 The council will consider the matter at the council meeting.

252

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253 **5. Mn/DNR Water Appropriation Permit – Residential Irrigation Ban –**
254 Community Development Director Grochala recalled information, as included in his staff
255 report, on certain legal actions relating to water use, levels, White Bear Lake and
256 surrounding communities. Regulations of the Minnesota Department of Natural
257 Resources (DNR) are part of the consideration. There was an appeal process undertaken
258 regarding certain orders and, after further court consideration, some requirements were
259 confirmed; an appeal process continues. Director Grochala noted that the City recently
260 received notification that the lake has fallen below the designated mark for instituting
261 certain restrictions/actions. The City has been asked to comply voluntarily and
262 recognizing the time of the year (end of irrigation season), staff feels the City is in good
263 shape in complying. The DNR will be attending a future work session to discuss the
264 matter. He added that there are also implications on new wells.

265 **6. Rice Creek Watershed District Appointment –** City Administrator Cotton
266 reviewed her written staff report. Staff is seeking council direction on this appointment
267 process. The City and council have received notice of vacancy of a manager position.
268 Individuals can submit their names to Anoka County for consideration. Scott Robinson,
269 Lino Lakes resident, has applied. Ms. Cotton reviewed the statutory process guiding
270 appointments. Some other cities will be nominating individuals and, considering the
271 process, she is recommending that the council approval a resolution joining in submitting
272 a list of nominees, helping to ensure that the City has representative on the board.

273
274 Councilmember Stoesz asked if there is compensation for these positions; Administrator
275 Cotton will provide that information. Councilmember Stoesz asked if it would be
276 appropriate to interview an applicant. Ms. Cotton suggested that the council has not done
277 so in the past and ultimately the appointing authority belongs with the Anoka County
278 Board.

279
280 Mayor Rafferty supported staff's recommendation with the understanding that the name
281 of Scott Robinson will be included. The council will consider the resolution at the
282 regular meeting.

283 **7. 2022 Police Division Staffing –** Public Safety Director Swenson explained that
284 there is information he'd like the council to have as well as make a request. There would
285 be a change in the budget related to his recommendation but no change to the preliminary
286 budget amount.

287
288 Director Swenson noted that the police division has been facing vacancies and has been
289 in a continual hiring cycle. The department is authorized at 28 sworn personnel and is
290 currently at 26. One sergeant is currently on light duty, one out on FMLA and three
291 officers are currently in the training program (finishing in December, January and spring).
292 He is proposing to delay the hiring of the 28th officer until July 2022 and using those
293 funds to hire a third Community Service Officer (CSO) and using savings to bring on a
294 retired officer part time to work on background checks. He explained that the CSO
295 program has been a good feeder program to hiring officers but there is some difficulty in
296 aligning openings. Now the department has identified two good candidates for one CSO

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297 opening and they have a strong candidate for police officer currently as CSO. On the
298 possibility of contracting for a background worker, the work needed would be specific to
299 police and fire candidates. He noted the challenge the department has faced in having
300 candidates hire onto other departments mainly because other background processes are
301 faster. The contract for services would pay \$35 per hour with no benefits.

302

303 Director Swenson reviewed his request to delay the hiring of the 28th police officer,
304 authorize a third CSO position and allow contracting for background services.

305

306 Mayor Rafferty asked for more information on the contracted position; he asked how
307 much time usually goes into a background check. Director Swenson said the cost varies
308 but typically costs \$1,000 to \$2,000 per candidate; an investigation of outsourcing
309 indicated a bottom cost of \$3,000 per background. Councilmember Cavegn asked if this
310 would be an intermittent position and Director Swenson said yes, it would be as needed.

311

312 The council concurred with the plan as presented.

313 **8. Q3 2021 Public Safety Update** – Director Swenson reviewed the data presented
314 in his written report. Director Swenson concluded with an update on staffing for both
315 police and fire division and review of event participation.

316 **9. Council Updates on Boards/Commissions, City Council**

317 Councilmember Cavegn reported on recent work at the Joint Law Enforcement Council.
318 They are looking at needs for protective fencing (in case of unrest situations) and the
319 possibility of sharing those resources (joint collaborative purchase). A subcommittee has
320 been formed to discuss further.

321

322 The meeting was adjourned at 9:55 p.m.

323

324 These minutes were considered, corrected and approved at the regular Council meeting held on
325 December 13, 2021.

326

327

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329

330 _____
Julianne Bartell, City Clerk

Rob Rafferty, Mayor

331

CITY COUNCIL WORK SESSION

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**CITY OF LINO LAKES
MINUTES**

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DATE : **December 6, 2021**
TIME STARTED : **6:00 p.m.**
TIME ENDED : **7:55 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 and Communications Manager Meg Sawyer; Community Development Director Michael Grochala; Public Services Director Rick DeGardner; City Planner Katie Larsen; Director of Public Safety John Swenson; City Clerk Julie Bartell

1. **Civil Legal Services** – Administrator Cotton reviewed her written staff report. The City’s current legal services contract has been in place for three and a half years. The service provider has proposed an increase to hourly rates for the coming three years. Staff is recommending reengaging the current provider.

The council concurred that they will consider the new contract at the next council meeting.

2. **Take 5 Express Car Wash & Oil Change PUD Concept Plan** – City Planner Larson reviewed a PowerPoint presentation that included information on the following:

- Information on land use application for car wash facility at 601 Apollo Drive;
- Existing site conditions;
- Council ability to allow a different use;
- Concept plan view and elements;
- Exterior view (preliminary);
- EDAC comments; do not support changing the land use due to location;
- Planning & Zoning; overall the board was supportive of a car wash in the City but not necessarily at this location; the board vote was three for and three against;
- Staff comments; what would lie ahead for the project to continue;
- Seeking council input.

Mayor Rafferty noted that he has touched base with the Planning and Zoning Board. He also likes a car wash but not at this location; basically not this product at this location.

Councilmember Ruhland said he feels similar. He doesn’t feel this is a good spot, especially with the rooftop restaurant developing nearby.

Councilmember Cavegn concurred; this is the main corner of the City and this wouldn’t be the use he’d like to see.

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44 Councilmember Stoesz remarked that he also doesn't see this type of development
45 working out at this site.

46
47 Councilmember Lyden said he wants more at this location.

48
49 Mayor Rafferty suggested that there are other areas within the City that he thinks would
50 be more appropriate.

51
52 Jerod Hanaman with Driven Brands, Inc. representing applicant Boing US HOLD CO.
53 Inc. addressed the council. He lives in the metro region. He noted brands they develop
54 and that this is a newer business they are rolling out. They do work to make the
55 architecture work in the area. He realizes this lot was planned to be a bank but there has
56 been no interest in bank development. For the developer, they don't see another area of
57 the City that would work. They are willing to work on the site plan if that would make it
58 more attractive. Mayor Rafferty noted the mostly Texas location of the developments
59 done by this company. Mr. Hanaman concurred that developments are mostly in the
60 south but the company has plans moving ahead in this region also.

61
62 Councilmember Lyden asked about a location behind Casey's General Store on Lake
63 Drive. Staff suggested the area south of Sheet Metal Workers Credit Union also as an
64 alternative location.

65
66 Councilmember Stoesz remarked that Kohl's parking lot seems to be oversized and he
67 wonders if that is an area of possible change. Planner Larsen said if Kohl's were to come
68 forward, that could be discussed.

69
70 Mayor Rafferty remarked that the council has concurred that it doesn't appear to be the
71 right site. Mr. Hanaman said he will check further but he doesn't believe there is
72 another site in this City that would work for them.

73
74 **3. Economic Development Strategic Plan** – Community Development Director
75 Grochala noted that staff is working with the Economic Development Advisory
76 Committee (EDAC) on a five year economic development plan. He reviewed the
77 elements recommended in the plan:

- 78
- 79 - Develop balance of Woods Edge property;
 - 80 - Business expansion/retention;
 - 81 - Workforce development; County plays a big role so the City will work with them
82 on setting up a mini-plan;
 - 83 - Identify redevelopment areas and make strategic acquisitions;
 - 84 - Continue development of 35E/Main Street corridor; still working with adjacent
85 communities on tech corridor concept;
 - 86 - updating and expanding City marketing materials.

87

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88 Councilmember Lyden asked if staff is also thinking about water treatment facility land
89 needs and Mr. Grochala concurred that is on the radar. Councilmember Lyden asked if
90 the City tracks vacancies and Mr. Grochala said there is some tracking, especially in the
91 industrial area.

92

93 Councilmember Stoesz asked about use of highway signs to bring people into the City, as
94 is done by an adjacent City. Mr. Grochala remarked that the process is handled by
95 MnDOT and comes with some requirements; the City doesn't control the signs so
96 businesses must seek those signs themselves.

97

98 Councilmember Cavegn asked if the goals come with any definition of success. What is
99 success and how do we get there? Director Grochala said a work plan would follow the
100 council's approval of the work plan. Staff would work each goal with appropriate steps.
101 He noted accomplishments since the last plan was adopted (2014).

102

103 Councilmember Stoesz suggested adding language supporting the sale of land that is no
104 longer needed. Mr. Grochala explained that there are really only two pieces of land at
105 this time owned by the City and he doesn't believe they should be sold.

106

107 Councilmember Ruhland asked about opportunities for the tech corridor? Mr. Grochala
108 remarked that there is a website sponsored by the multi-jurisdictional group that leads the
109 tech corridor effort; there is energy in the data center community and they are working
110 toward that. There have been a lot of looks on the corridor and it is an attractive site so
111 he feels it's just a matter of time. Mayor Rafferty suggested that the lack of municipal
112 utilities and roadway is an issue so he wonders how staff is working on that; Mr.
113 Grochala explained the current process for a route; there are some pieces in progress and
114 others moving forward.

115

116 The council concurred that they would consider the plan at the next council meeting.

117

118 **4. Personnel Policy 8.10 - Professional Appearance Policy Update** – Human
119 Resources and Communications Manager Sawyer reviewed her written report. Staff is
120 recommending that the City's Personnel Policy be amended by deleting the current
121 language relative to "Professional Appearance" and inserting a "Dress for Your Day"
122 dress code. Staff suggests this will be a positive change for employees and improve
123 morale. Staff seeks council direction and approval.

124

125 Councilmember Lyden said he spent some time with staff on his questions about this
126 change and is satisfied at this time.

127

128 City Administrator Cotton gave some examples of what would be allowed and what
129 wouldn't; staff feels that a policy update is warranted.

130

131 The council concurred on the policy change. Formal council action will follow.

132

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133 **5. Flexible Work Arrangement Policy** – Human Resources and Communications
134 Manager Sawyer read her written report. Staff is presenting a proposed policy for a
135 flexible work arrangement for the reasons presented.
136

137 Councilmember Lyden noted the no appeal element of the criteria decision; employees
138 understand that? Ms. Sawyer said the process allows for ample discussion but once the
139 decision is made, that would be final; Administrator Cotton added that there would be
140 sound reasoning behind decisions and she will work with employees on flexibility.
141

142 Mayor Rafferty asked if flexibility includes working from home and Ms. Sawyer said yes.
143 Mayor Rafferty noted that many positions in the City wouldn't qualify so that is a
144 consideration for him. Ms. Sawyer explained that positions are accepted with clear
145 understanding of working conditions; she added that management is ready to do what is
146 necessary to implement a process. Ms. Cotton added that she had questions about the
147 policy but staff has done the background and she supports implementation. Ms. Cotton
148 added that, in her experience, if an employee has performance issues they would probably
149 occur in the office as well as out of the office. Ms. Cotton added that the policy would
150 limit employees to two days per week working out of the office; the goal is to continue
151 accessibility to City staff on a consistent and high level.
152

153 Mayor Rafferty said he understands that the world has changed somewhat but he is still
154 concerned about impacts on lines of communication.
155

156 Councilmember Ruhland said he can see both sides, especially from his own work
157 experience. The checks and balances are an important element.
158

159 Councilmember Stoesz said he well understands a flexible work situation; he is an
160 example and will support the plan.
161

162 Councilmember Cavegn said he sees it's a part of the workplace today and he works in an
163 environment where it has been successful.
164

165 Administrator Cotton added that the ability to retain and recruit is a concern for her; she
166 sees flexibility is important to employees, prospective and active. Also the size of this
167 organization was a concern but staff is committed to making sure there is no loss of
168 service to our customers.
169

170 Councilmember Stoesz said he is also recommending a policy that guides City services to
171 meet customers where they are at.
172

173 A majority of the council concurred with the policy.
174

175 **6. Annual Advisory Board Appointments** – Administrator Cotton reviewed the
176 written report presenting information on upcoming openings. She added that Planning
177 and Zoning Board Member Reinert has submitted his resignation, thereby creating

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178 another vacancy on that board. The Environmental Board appointments were handled
179 recently and the council agreed they would be reaffirming those appointments also.

180

181 Councilmember Ruhland said he would be okay reappointing incumbents and
182 interviewing only new applicants.

183

184 Councilmember Lyden and Cavegn concurred.

185

186 The council will set up an interview process – including the Park Board applicant.

187

188 The council will be available on December 13th and December 20th beginning at 5:00
189 p.m. Staff will check with applicants on their availability.

190

191 **7. 2021 Budget Discussion – Public Safety Capital Equipment** – Finance Director
192 Lynch noted that based on the council’s previous discussion, staff is planning to remove
193 funding for Alexandra House from the budget. The discussion of moving a public safety
194 vehicle from police to fire was tabled by the council.

195

196 Mayor Rafferty noted his recommendation to not move Vehicle 317 to Fire, thereby
197 having Fire continue to utilize Vehicle 617. Also he prefers that the budget include
198 purchase of Explorers rather than Tahoes.

199

200 Councilmember Ruhland said he visited with four police officers at his house
201 (specifically to look at their vehicles). He saw an officer riding (training) with another
202 officer and him being a larger person did not fit well in the Ford; to him, that represents a
203 need for the larger vehicle to accommodate officers. He has also done research on the
204 vehicles and sees the Tahoe has superior carriage space and that works well for cross
205 trained officers now and fire personnel when those vehicles get handed down. Safety
206 concerns also come into play; he saw a situation where a vehicle has a spare tire removed
207 and that could have an impact in a rear end collision situation. Councilmember Ruhland
208 added that he has seen that getting out of a window in an emergency situation could be an
209 issue in the Ford also. He sees the percentage savings as very small in consideration of
210 the size of the City’s budget and especially with the rationale he’s presented.

211

212 Councilmember Stoesz said he thinks it’s good to have a mix; there are some Tahoe
213 vehicles currently in the fleet. Councilmember Ruhland suggested that a mix isn’t ideal
214 when equipment may be located in different places in different vehicles.

215 Councilmember Stoesz remarked that differences will occur no matter but he likes the
216 idea of comparing vehicles and a mix allows for that; he supports the savings.

217

218 Mayor Rafferty asked for comments on holding Vehicle 317 in the police division.
219 Councilmember Ruhland said he doesn’t like the idea of moving the car with more miles
220 because there is an inherent cost to equip the vehicle for Fire. Mayor Rafferty said the
221 vehicle currently has 15,000 miles on it. Director Swenson remarked that there is a
222 chance that the vehicle wouldn’t be replaced until the end of the next year (due to

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223 availability issues) so it may have more like 30,000 or 35,000 miles on it when it was
224 rotated. Mayor Rafferty remarked that there are other needs and this would provide some
225 funds; also probably ninety percent of the public safety vehicles used in the county are
226 Fords so he raises that in light of the safety questions noted.

227

228 Councilmember Lyden and Cavegn announced that they support the staff
229 recommendation and purchasing the Tahoe's.

230

231 Finance Director Lynch said staff will bring forward a budget with Alexandra House
232 removed and no other changes.

233

234 Mayor Rafferty asked if staff could provide options to provide additional parks and trails
235 funding. Administration Cotton suggested that the council could seek more of a plan
236 from the Park Board for coming years so the council could see what is to be accomplished
237 and then consider surplus funding in 2022. Public Services Director DeGardner said it's
238 a bit of a chicken and egg situation - the Park Board did put together a plan in the past
239 few years and, at some level, needs to understand the funding to make decisions about
240 what they would recommend. Councilmember Cavegn suggested a planning session of
241 the council to decide where they are interested in going. Councilmember Lyden
242 suggested the Park Board could also identify priorities without consideration of funding.
243 Administrator Cotton noted that staff time availability for additional projects must be a
244 consideration also.

245

246 Councilmember Stoesz asked if park amenities have been categorized and analyzed based
247 on people that could use them (based on location). Director DeGardner explained that the
248 planning process is based on that consideration and is based on regional and local uses.

249

250 Councilmember Lyden said he'd like the council to talk more about the Alexandra House
251 donation in an overall discussion.

252

253 Administrator Cotton remarked that there will be a point when the budget surplus is clear
254 and that could be a good time for the council to discuss use of those funds, including
255 possible parks and trails funding.

256

257 **7. Council Updates on Boards/Commissions, City Council**

258

259 VLAWMO – Mayor Rafferty noted a recent tour that was very informative; also work
260 that Community Development Director Grochala plans for the group.

261

262 North Metro – Councilmember Stoesz noted that the Board has had far fewer meetings in
263 the past year (COVID related) and so now has decided to meet quarterly rather than
264 monthly.

265

266 **8. Adjourn**

267

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268 The meeting was adjourned at 7:55 p.m.

269

270 These minutes were considered, corrected and approved at the regular Council meeting held on
271 December 27, 2021.

272

273

274

275

276 _____
Julianne Bartell, City Clerk

Rob Rafferty, Mayor

277

COUNCIL MINUTES

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**LINO LAKES CITY COUNCIL
SPECIAL MEETING
MINUTES**

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DATE : **December 6, 2021**
TIME STARTED : **5:00 p.m.**
TIME ENDED : **5:55 p.m.**
MEMBERS PRESENT : **Councilmember Stoesz, Lyden,
Ruhland, Cavegn and Mayor Rafferty**
MEMBERS ABSENT :

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

FACILITY TOUR

Prior to convening in the council chambers, the council toured The Rookery Activity Center (former YMCA building).

PUBLIC COMMENT

There were no public comments.

SETTING THE AGENDA

The agenda was approved as presented.

PUBLIC SERVICES DEPARTMENT REPORT

1A) Consider Approval of Expenditures for The Rookery Activity Center – Director DeGardner reviewed his written staff report. Staff is recommending approval of seven items for payment. He reviewed each expenditure.

Mayor Rafferty thanked staff for their effort in bringing the council to the facility and moving on necessary expenditures.

Councilmember Lyden asked staff if this large project is on schedule. Director DeGardner said he’s not exactly certain as yet; while that’s certainly the goal, the availability of necessary product will be key to staying on schedule. He updated the council on progress and promised to keep the council up to date. Mr. DeGardner noted that the City is now looking at not hiring a general contractor but rather handling that work in house; they would utilize WSB construction management services on an as needed basis.

Mayor Rafferty asked about the pool area specifically. Director DeGardner reported that staff is still working with a professional organization as expertise is much needed in that area of the facility.

COUNCIL MINUTES

DRAFT

44 Councilmember Ruhland said believes it is a good idea for staff to manage the construction; it will
45 increase chances of opening on time. He also noted a company in the area, Amazon Paint that he
46 has used for services at a good discount.

47 Councilmember Stoesz said he has looked at the fiber proposal and finds it acceptable after looking
48 at other options.

49 Councilmember Ruhland moved to approve the expenditures as presented. Councilmember Lyden
50 seconded the motion. Motion carried on a voice vote.

51 **UNFINISHED BUSINESS**

52 There was no Unfinished Business.

53

54 **NEW BUSINESS**

55 There was no New Business.

56

57 **ADJOURN**

58

59 There being no further business, Councilmember Lyden moved to adjourn at 5:55 p.m.
60 Councilmember Ruhland seconded the motion. Motion carried on a voice vote.

61

62 The regularly scheduled council work session followed the special council meeting.

63

64 These minutes were considered and approved at the regular Council Meeting on December 13,
65 2021.

66

67

68

69

70 _____
Julianne Bartell, City Clerk

Rob Rafferty, Mayor

**CITY COUNCIL
AGENDA ITEM 1J**

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: December 13, 2021

TOPIC: Personnel Policy Update

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting a Personnel Policy update to section 8.10 Professional Appearance. The current policy encourages a “business casual” attire. Staff is requesting a dress code change to “dress for your day.” We believe the change in dress code will improve employee morale and job satisfaction, which in turn will increase productivity.

BACKGROUND

The City of Lino Lakes Dress for Your Day policy will allow for non-uniformed employees to use their best judgment when deciding what to wear to work every day, with some basic guidelines. The idea is that each employee should consider what their workday looks like and dress accordingly.

For example, employees are allowed to wear casual clothing on workdays when they do not have council meetings, work sessions, conferences, or meetings with residents or other outside third parties. Employees are still expected to wear clothing appropriate for an office environment, and traditional business attire is always acceptable.

RECOMMENDATION

Staff is recommending approval of Personnel Policy modification of section 8.10 - Professional Appearance.

ATTACHMENTS

Personnel Policy 8.10 - Professional Appearance



Personnel Policy

8.10 Professional Appearance

Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs.

Dress for Your Day

The City of Lino Lakes Dress for Your Day policy allows for non-uniformed employees to use their best judgment when deciding what to wear to work every day, with some basic guidelines. The idea is that each employee should consider what their workday looks like and dress accordingly.

For example, employees are allowed to wear casual clothing on workdays when they do not have council meetings, work sessions, conferences, or meetings with residents or other outside third parties. Employees are still expected to wear clothing appropriate for an office environment, and traditional business attire is always acceptable.

There may be days when special visitors are expected at city facilities and all staff may be required to forgo Dress for Your Day and required to wear business casual attire. These days will be announced in advance so employees can plan accordingly.

In all instances clothing must be neat, clean, not ripped, heavily frayed or worn, and not expose an excessive amount of skin.

The following are examples of clothing and shoe choices that are never acceptable, but it is not an exhaustive list. When in doubt, consult with Human Resources.

- Clothing and/or accessories that include offensive/inappropriate images or words, including images/words that are discriminatory or sexual
- Sweatpants, yoga pants and other exercise apparel
- Leggings unless combined with a skirt, dress or top that reaches at least mid-thigh
- Beach wear and shorts
- Overalls
- Very short skirts or dresses
- Clothing and accessories with writing or large logos (unless city or affiliated business organization logo)
- Spaghetti-strap tops or dresses unless covered by a jacket or sweater (at all times)
- Tank tops, halter tops, crop tops or any clothing showing midriffs
- Sheer or revealing clothing
- Hats or caps (excluding public services and building inspectors)

- Sports jerseys (unless part of a planned employee event/theme day)
- House slippers

Employees **are allowed to wear jeans** that are clean, not faded, free of rips, tears, fraying and not excessively tight or revealing.

Employees **are allowed to wear tasteful sneakers** that are clean, well kept, and in good condition.

Employees **are allowed to wear dress sandals** that are professional, clean, well kept, and in good condition. Beach flip flops are not allowed.

Employees who need an accommodation associated with a protected status such as religion or disability should speak with Human Resources to obtain approval to deviate from this policy.

**CITY COUNCIL
AGENDA ITEM 1K**

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: December 13, 2021

TOPIC: Flexible Work Arrangement Policy

VOTE REQUIRED: 3/5

INTRODUCTION

In an effort to create a work environment that helps the City of Lino Lakes attract the best talent and improve employee retention, staff is requesting Council approval on the newly created Flexible Work Arrangement policy.

BACKGROUND

The City's goal is to maintain or improve employee productivity while providing employees scheduling options that encourage a productive, healthy and safe workplace; and helps employees effectively integrate and manage their work and personal life responsibilities, and can enhance their overall well-being and improve job satisfaction.

By allowing employees to have a better work-life balance, we are encouraging them to become more fulfilled in their personal lives, as well as having them hold their work in much higher regard. An increase in employee happiness, engagement, and morale means employees that are more productive.

Flexible work arrangements will be offered to designated employees as determined by the City Administrator. Flexible work arrangements are not appropriate for all employees or positions and no employee is entitled or guaranteed the opportunity for a flexible work arrangement.

RECOMMENDATION

Staff is recommending approval of the Flexible Work Arrangement Policy.

ATTACHMENTS

Flexible Work Arrangement Policy



City of Lino Lakes Flexible Work Arrangement Policy

Purpose

The purpose of this policy is to establish guidelines for a flexible work arrangement at the City of Lino Lakes. This policy governs work-life opportunities for the staff at the City of Lino Lakes. Flexible work arrangements may be offered to designated employees as determined by the City Administrator. Flexible work arrangements are not appropriate for all employees or positions and no employee is entitled or guaranteed the opportunity for a flexible work arrangement. It is a management option, rather than a universal employee benefit.

Goal

The City's goal is to maintain or improve employee productivity while providing employees scheduling options that encourage a productive, healthy and safe workplace; and helps employees effectively integrate and manage their work and personal life responsibilities, and can enhance their overall well-being and improve job satisfaction.

A flexible work arrangement is a business and workplace strategy, not an employee benefit or employee right, and approval or denial is at the sole discretion of the City Administrator. The City seeks to effectively address the personal needs of employees and the needs of their respective departments and strives to provide for a responsibly managed workplace through careful selection, preparation, and accountability of supervisors, managers and leaders.

Criteria

The City supports a flexible work arrangement when it is reasonable and practical to do so and where operational needs will not be adversely affected. The City has sole discretion to determine which positions are appropriate for a flexible work arrangement. The City reserves the right to identify positions where work cannot be performed on a flexible basis and exempt those positions from being eligible for a flexible work arrangement.

Several criteria will be considered when determining whether an individual employee will be successful in their job in a flexible work arrangement including, but not limited to:

- The ability for the employee's work to be performed remotely or in a flexible schedule
- The employee's job knowledge and demonstrated dependability
- The ability to establish clear objectives and work independently

The City Administrator and department directors will be responsible for identifying all roles within the City where work can be performed on a remote or flexible basis either continuously or with intermittent rotation into the workplace.

The City will consider requests to work a flextime schedule or telework on a case-by-case basis considering the following non-exclusive factors: tenure, position, performance, manager support,

customer service needs, departmental/City needs, budget impact, access to support staff, and administrative burden. Not all positions may be suitable for teleworking and/or flextime scheduling. The City reserves the right to grant or deny requests in its sole discretion.

A flexible work arrangement does not change the terms and conditions of employment with the City. This program does not create a contract of employment and does not alter the employee's status. The terms and conditions of employment are governed by applicable rules, laws, City policies and practices.

The employee's duties, obligations, and responsibilities with the City remain unchanged. In a flexible work arrangement, the employee is expected to maintain the same level of performance, responsiveness and customer service whether they are teleworking or working on-site.

This program may be revoked or changed at any time at the City's sole discretion based on operational needs, position requirements, employee work performance, or other factors.

The City Administrator or department director may discontinue the approved flexible work arrangement in accordance with this policy at any time. Discontinuance, change or denial of a flexible work arrangement is not subject to appeal.

Types of Flexible Work Arrangements - Flextime

Flextime is an arrangement in which an individual's total number of hours worked over the course of a workweek (non-exempt employees) or a two-week pay period (exempt employees) does not change, but there is flexibility in an individual's scheduled starting and ending times; Starting/ending times may vary by day (example: Mon start at 7:30am, Tues-Friday start at 8:00am).

Process for Requesting Flextime

An employee must complete a flexible work arrangement request form and submit the form to their department director. The department director will meet with the employee to discuss the flexible work arrangement request and approve or deny the request. The department director will then route the approval form to the City Administrator who has the final approval. Once completely approved, the form is returned to Human Resources to be placed in the employees personnel file.

Types of Flexible Work Arrangements – Teleworking

Teleworking is a regular, routine arrangement that allows the employee to perform a portion of their job outside of the City office. This type of arrangement specifies the number of hours to be worked outside of the office and the specific days on which the work will occur. Employees must be self-disciplined, self-motivated, and comfortable working away from the office and without direct oversight. Positions suited for teleworking are those that can be performed successfully with minimal supervision and limited face-to-face contact. Teleworking is limited to a maximum of two days per week, depending on position. A reoccurring teleworking schedule cannot be changed due to holidays, weather, conferences, required meetings, etc.

Teleworking Work Hours

- Core Work Hours are defined as the hours between 8:00am - 4:30pm.
- All employees who are teleworking are expected to be available and working during the core business hours.
- Most employees will maintain a typical 8:00am - 4:30pm schedule. However due to individual circumstances, certain employees may maintain a different 8 hours work schedule with approval from their department director and the City Administrator.
- Any changes to the individual teleworking schedule must be communicated to all City employees.
- All employees are required to be logged on and active on Cisco Jabber during core business hours.

Teleworking Guidelines

- Each Department Director must ensure complete departmental coverage at all times.
- Work expectations will be established prior to authorizing the flexible work arrangement status for an employee.
- Employees must adhere to core business hours and will not be allowed to randomly, on any given day, decide what time they will start or end their work day.
- PTO/Sick/Vacation leave will be charged for any actual hours scheduled but not worked on a workday.
- Modified work schedules that result in additional overtime liability will not be allowed.
- The employee work location is assumed to be their principal residence/home.
- Workers compensation is not available for accidents occurred while teleworking in employee's principal residence/home.
- All City of Lino Lakes' policies, procedures, city rules, administrative directives, etc. are still in effect while teleworking. (i.e. drug and alcohol policy). In addition, the City dress code policy will be enforced for video conference meetings (cameras are required to be on).

Teleworking and Childcare

The focus of a telework arrangement remains on job performance and meeting City needs. A flexible work arrangement is not a substitute for dependent or childcare. Time spent working

cannot also be used for the care of dependents. Employees must report any work/child care scheduling conflicts to their director so schedule adjustments can be considered.

Teleworking Equipment and Work Environment

The employee is responsible for providing a telework environment that is safe and as conducive to productivity. The employee agrees to provide a secure location for City-owned equipment and materials, and will use such equipment for City business purposes only. The employee agrees to maintain a safe, secure and ergonomic work environment.

The employee may be required to provide personal furniture, phone, equipment, desktop or laptop computer, scanner, printer, and software, as well as internet connectivity. These expenses will not be reimbursed by the City. When city equipment is supplied, it must be used in an order to maintain compliance with data practices laws.

The cost associated with the initial and ongoing setup of the telework area at the employee's home is the sole responsibility of the employee. This includes payment of the teleworking employee's utilities (heat, electricity, etc.), internet, phone, printer, ink, and other expenses and supplies. Office supplies may be provided by the City and should be obtained in-office. Unused supplies should be returned to the City.

The City of Lino Lakes assumes no responsibility for any use, wear and tear, loss, or maintenance of employee-owned devices or systems.

Teleworking Security

Work done at the telework site is considered official City business. All City records, papers, and correspondence must be safeguarded and protected from unauthorized use or disclosure.

Employees are expected to ensure the protection of information and to adhere to data privacy and records retention laws. Employees must take care to ensure private and/or confidential data is not accessible and that proper methods are used to transmit any private/confidential data electronically.

Employees are required to comply with all data security standards established by the City. When allowed to telework, the employee must use an internet connection that is secure and locked to the public. The method of connecting to the City's network infrastructure must use the IT approved method of remote access and authentication. No telework will be done on a non-password protected Wi-Fi, or in any public place, or on a public Wi-Fi connection.

If the employee has access to confidential information or related infrastructure, then they also need to ensure that their telework environment complies with security rules related to maintaining the confidentiality of such information.

At no time may a computer that is connected remotely to the City network be left unattended without locking the screen. The employee must alert the IT staff if they believe their connection has been compromised in any way.

Employee Responsibilities during Teleworking

- Employees agree to be available during core business hours and fully accessible.
- Employees are responsible for providing a work area suitable to completing the work assigned. The area should be ergonomically appropriate, safe, and free from distraction.
- Employees agree to be responsive to Jabber, emails, telephone calls, voicemails, and text messages in the same manner they are when physically in the workplace. This includes participating in meetings via video, telephone or teleconference.
- Employees agree to either forward calls from their work phone to a cell/home phone or access voicemails through Outlook email during the hours of teleworking and must respond within a reasonable timeframe.

Note: All phone calls on a teleworker's personal phone are subject to the FOIA (Freedom of Information Act) rules and procedures.

- If any assignments or meetings take place that require the employee's physical presence in the office or other location, the employee is required to report to work or to said location and cannot be reimbursed for travel related expenses to the office.
- If an employee is required to step away from their work during the course of the workday and this absence would normally result in the employee using PTO/Vacation/Sick leave, the employee will need to notify supervisor and use leave for those hours.
- Hourly (non-exempt) employees are expected to accurately track all of their work hours in Employee Self Service. Failure to comply with time reporting and work schedule procedures could result in a flexible work arrangement privileges being revoked or reduced and could result in discipline.
- Hourly (non-exempt) employees are not permitted to work unauthorized overtime under any circumstances, unless they have received prior written approval from their department director and City Administrator.
- Employees are responsible for reading and understanding this policy.

If an employee has any questions regarding this policy or any questions regarding flextime or teleworking that are not addressed in this policy, please contact Human Resources.

**CITY COUNCIL
AGENDA ITEM 1L**

STAFF ORIGINATOR: Rick DeGardner, Public Services Director

MEETING DATE: December 13, 2021

TOPIC: Consider Approval of Rookery Activity Center Expenditures

VOTE REQUIRED: 3/5

BACKGROUND

Staff is recommending approval of the following expenditures for the Rookery Activity Center:

Touchless plumbing fixtures - Recommend approving a contract with NAC in the amount of \$12,750.00 to furnish labor and materials for hands free plumbing fixtures throughout the Rookery including:

- Demo (22) existing manual flush valves
- Demo (13) top mounted 4" base faucets
- Mount (22) new battery operated automatic flush valves
- Mount (17) 4" base battery operated deck mounted automatic faucet
- Mount and install control box for each faucet
- Install mixing valve and set to customer desired temperature
- Install water connections to the faucet and control box
- Run power wiring between the faucet and the controls
- Startup and verify operation

Paint metal railings and door frames on mezzanine level - Recommend approving a contract with Edina Painting Company in the amount of \$3,900.00 to furnish labor and materials for two coats of paint for the metal railings and prep/paint the metal door frames.

Electronic door access - Recommend approving a contract with Electro Watchman, Inc. in the amount of \$13,129.07 to install card readers for the main doors and administrative offices area. This is the same system currently in operation at all City buildings.

Paint Natatorium and Locker Rooms – Scope of project not to exceed \$65,000.00. Consists of painting entire pool area and the three locker rooms including:

- Apply two coats of Epoxy coating to the walls in the pool area including the two offices, and the three locker rooms.
- Clean ceiling in pool area as needed.
- Apply paint to the ceiling areas and the blue ductwork.
- Apply two coats of Procustic paint to the sound panels.
- Includes all materials
- Includes lift

**CITY COUNCIL
AGENDA ITEM 2A (i)**

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: December 13, 2021

TOPIC: Consider Resolution No. 21-145, Adopting the Final 2021 Tax Levy, Collectible in 2022

VOTE REQUIRED: 3/5

BACKGROUND

Minnesota State Statutes require the City of Lino Lakes to adopt and certify a final 2021 tax levy, collectible in 2022 on or before December 28, 2021.

The total levy includes both an operating levy and debt service levy. The operating levy provides resources for general city operations, Blue Heron Days, equipment replacement, street maintenance, and park and trail improvements. The debt levy provides resources for the payment of interest and repayment of principal on bond issues. The debt levy also includes voter-approved levies of \$178,794 to service debt for the Birch/Ware and Lake/Main intersection signalization projects and \$216,497 to service debt for the Shenandoah Street Reconstruction project.

The total proposed tax levy for 2021/22 is \$11,819,287 which is \$49,757 or 0.42% lower than the preliminary levy adopted in September. The proposed levy represents an increase of \$677,472, or 6.08% over the 2020/21 tax levy. The tax rate is estimated to decrease for 2022 from 40.109% to 40.088%.

A public hearing was held on the tax levy this evening. Tax levy information was presented and discussed during the public hearing and public testimony was received.

The City Council needs to take final action on the tax levy at this time.

RECOMMENDATION

Staff recommends the approval of Resolution No. 21-145.

ATTACHMENTS

2022 Final Proposed Budget & Tax Levy
Resolution No. 21-145

2022 ANNUAL BUDGET

Final Adoption – December 13, 2021



**CITY OF LINO LAKES
2021-2022 BUDGET SUMMARY**

	Adopted 2021	12/13/2021 Proposed 2022	\$ Change	% Change
<u>Tax Levy</u>				
Operating Levy	9,232,367	9,790,843	558,476	6.05%
Debt Levy	1,909,448	2,028,444	118,996	6.23%
Total Tax Levy	<u>11,141,815</u>	<u>11,819,287</u>	<u>677,472</u>	<u>6.08%</u>

General Fund Budget

Revenues				
Property Taxes	9,271,367	8,789,119	(482,248)	-5.20%
Special Assessments	-	-	-	***
Business Licenses and Permits	143,959	143,175	(784)	-0.54%
Non-Business Licenses and Permits	799,060	889,627	90,567	11.33%
Intergovernmental	631,523	668,512	36,989	5.86%
Charges for Services	305,059	292,172	(12,887)	-4.22%
Fines and Forfeits	106,100	101,100	(5,000)	-4.71%
Investment Earnings	30,000	30,000	-	0.00%
Miscellaneous	210,500	211,057	557	0.26%
Use of Reserves	21,832	500,000	478,168	2190.22%
Transfer From Other Funds	-	40,000	40,000	***
Total Revenues	<u>11,519,400</u>	<u>11,664,762</u>	<u>145,362</u>	<u>1.26%</u>

Expenditures				
Administration	1,487,143	1,580,437	93,294	6.27%
Community Development	834,741	773,124	(61,617)	-7.38%
Public Safety	5,443,612	5,912,366	468,754	8.61%
Public Services	2,752,791	3,052,085	299,294	10.87%
Other	1,001,113	346,750	(654,363)	-65.36%
Total Expenditures	<u>11,519,400</u>	<u>11,664,762</u>	<u>145,362</u>	<u>1.26%</u>

Tax Rate

<u>40.109%</u>	<u>40.088%</u>
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**CITY OF LINO LAKES
2022 PROPOSED BUDGET SUMMARY**

	7/26/2021 Proposed 2022	8/9/2021 Proposed 2022	8/23/2021 Proposed 2022	9/7/2021 Proposed 2022	9/27/2021 Preliminary 2022	11/22/2021 Proposed 2022	12/13/2021 Proposed 2022	\$ Change	% Change
<u>Tax Levy</u>									
Operating Levy	10,670,130	10,191,063	10,191,063	9,842,848	9,840,600	9,795,843	9,790,843	(5,000)	-0.05%
Debt Levy	2,028,444	2,028,444	2,028,444	2,028,444	2,028,444	2,028,444	2,028,444	-	0.00%
Total Tax Levy	<u>12,698,574</u>	<u>12,219,507</u>	<u>12,219,507</u>	<u>11,871,292</u>	<u>11,869,044</u>	<u>11,824,287</u>	<u>11,819,287</u>	<u>(5,000)</u>	<u>-0.04%</u>
<u>General Fund Budget</u>									
Revenues									
Property Taxes	9,438,406	9,184,339	9,184,339	8,851,124	8,838,876	8,794,119	8,789,119	(5,000)	-0.06%
Special Assessments	-	-	-	-	-	-	-	-	***
Business Licenses and Permits	143,175	143,175	143,175	143,175	143,175	143,175	143,175	-	0.00%
Non-Business Licenses and Perr	888,627	888,627	888,627	888,627	888,627	889,627	889,627	-	0.00%
Intergovernmental	657,981	652,864	652,864	674,567	674,504	668,512	668,512	-	0.00%
Charges for Services	287,672	287,672	287,672	287,672	287,672	292,172	292,172	-	0.00%
Fines and Forfeits	100,600	100,600	100,600	100,600	100,600	101,100	101,100	-	0.00%
Investment Earnings	30,000	30,000	30,000	30,000	30,000	30,000	30,000	-	0.00%
Miscellaneous	211,057	211,057	211,057	211,057	211,057	211,057	211,057	-	0.00%
Use of Reserves	-	100,000	100,000	500,000	500,000	500,000	500,000	-	0.00%
Transfer From Other Funds	40,000	40,000	40,000	40,000	40,000	40,000	40,000	-	0.00%
Total Revenues	<u>11,797,518</u>	<u>11,638,334</u>	<u>11,638,334</u>	<u>11,726,822</u>	<u>11,714,511</u>	<u>11,669,762</u>	<u>11,664,762</u>	<u>(5,000)</u>	<u>-0.04%</u>
Expenditures									
Administration	1,644,608	1,610,678	1,610,678	1,617,545	1,600,783	1,580,437	1,580,437	-	0.00%
Community Development	866,845	779,198	779,198	773,898	773,005	773,124	773,124	-	0.00%
Public Safety	6,185,154	6,147,801	6,147,801	5,981,884	5,961,511	5,917,366	5,912,366	(5,000)	-0.08%
Public Services	3,025,911	2,925,657	2,925,657	2,994,245	3,032,462	3,052,085	3,052,085	-	0.00%
Other	75,000	175,000	175,000	359,250	346,750	346,750	346,750	-	0.00%
Total Expenditures	<u>11,797,518</u>	<u>11,638,334</u>	<u>11,638,334</u>	<u>11,726,822</u>	<u>11,714,511</u>	<u>11,669,762</u>	<u>11,664,762</u>	<u>(5,000)</u>	<u>-0.04%</u>
<u>Tax Rate</u>									
	<u>44.533%</u>	<u>42.620%</u>	<u>42.388%</u>	<u>41.000%</u>	<u>40.373%</u>	<u>40.107%</u>	<u>40.088%</u>		

**General Fund Budget and Operating Tax Levy
Changes from 11/22/2021 Preliminary**

Amount (1)	Fund	Dept	Account	Description	Reserves (2)
(5,000)	101	420	4410	Alexandra House	
(5,000)					-

(1) Effect on Operating Levy
(2) Effect on Use of Reserves

**Enterprise Fund Budgets
Changes from 11/22/2021 Preliminary**

Amount	Fund	Dept	Account	Description
-				

**CITY OF LINO LAKES
2022 PROPOSED TAX LEVY**

			Adopted 2019	Adopted 2020	Adopted 2021	Proposed 2022	2021-2022	
							\$ Change	% Change
Operating Levy	Fund							
General Fund	101		7,298,124	7,440,756	8,306,254	8,748,619	442,365	5.33%
Summer Playground Program (1)	201		-	11,500	-	-	-	0.00%
Blue Heron Days (1)	205		10,000	10,000	-	10,000	10,000	0.00%
Capital Equipment Replacement (2)	402		-	-	-	150,000	150,000	0.00%
Office Equipment Replacement (1)	403		25,000	25,000	25,000	25,000	-	0.00%
Street Maintenance (1)	421		630,000	661,500	711,113	782,224	71,111	10.00%
Storm Water Maintenance (1)	424		140,000	130,000	130,000	-	(130,000)	(100.00%)
Park and Trail Improvements (1)	425		90,000	90,000	60,000	75,000	15,000	25.00%
Total Operating Levy			8,193,124	8,368,756	9,232,367	9,790,843	558,476	6.05%
Debt Levy	Final Levy Year	Purpose						
Certificate of Indebtedness 2015B	2020	Fire Capital Equipment	213,119	214,216	-	-	-	***
Certificate of Indebtedness 2016	2020	Police/Fleet Capital Equipment	167,559	-	-	-	-	***
Certificate of Indebtedness 2017	2020	Police/Fleet Capital Equipment	111,395	111,353	-	-	-	***
Certificate of Indebtedness 2018	2021	Police/Fleet Capital Equipment	115,211	107,100	106,050	-	(106,050)	(100.00%)
Certificate of Indebtedness 2019	2022	Police/Fleet Capital Equipment	-	140,119	140,307	139,493	(814)	(0.58%)
Certificate of Indebtedness 2020	2023	Police/Fleet Capital Equipment	-	-	105,929	106,042	113	***
G.O. Bond 2012A (3)	2023	Main St/Lake Dr & Birch St/Ware Rd Traffic Signals/Refund 2003A Series Bonds (Elm Street, Twilight Acres Water Main, Century Farm Lift Station)	180,012	178,080	175,896	178,794	2,898	1.65%
G.O. Bond 2015A (3)	2030	Shenandoah Area Street Reconstruction Improv	215,972	222,692	219,227	216,497	(2,730)	(1.25%)
G.O. Bond 2015A - Abatement Portion	2026	Birch Street Sanitary Sewer Ext & Turn Lanes	54,206	48,536	47,696	51,372	3,676	7.71%
EDA Lease/Revenue Bond 2015	2035	Fire Station #2	315,722	317,297	316,877	316,300	(577)	(0.18%)
G.O. Tax Abatement Refunding Bond 2016C	2022	City's Participation in YMCA Project	289,097	301,571	313,567	325,054	11,487	3.66%
G.O Bond 2018A	2033	West Shadow Lake Dr & LaMotte Area Street Reconstruction Improv/Lake Dr Watermain/Tri	200,000	481,799	483,899	485,212	1,313	0.27%
G.O Bond 2021A	2031	4th Ave, Joyer Ln, Karth Rd, Talle Ln, Canfield Rd, and Gaage Ln Street Reconstruction Improv	-	-	-	209,680	209,680	***
Total Debt Levy			1,862,292	2,122,762	1,909,448	2,028,444	118,996	6.23%
Total Levy			10,055,416	10,491,518	11,141,815	11,819,287	677,472	6.08%

(1) Levied in General Fund and transferred to respective funds prior to 2022. Shown separately for comparison purposes.
(2) Pay-As-You-Go capital equipment funding (Certificates of Indebtedness issued in prior years).
(3) Levy result of Voter-Approved Referendum.

**CITY OF LINO LAKES
2022 PROPOSED TAX CAPACITY RATE**

	Actual 2019	Actual 2020	Adopted 2021	Actual 2021	Proposed 2022
Taxable Market Value	2,082,803,803	2,299,471,394	2,456,365,382	2,435,156,410	2,591,670,167
<i>Annual % Change</i>	6.27%	10.40%	6.82%	5.90%	6.43%
Total Tax Capacity Value	22,687,236	24,887,837	26,835,151	26,491,445	27,950,000
Less FD Contribution in Value	1,322,808	1,486,924	1,537,086	1,537,086	1,643,524
Less Captured Value for Tax Increment	606,568	717,399	777,720	845,716	783,368
Total Net Tax Capacity Value	20,757,860	22,683,514	24,520,345	24,108,643	25,523,108
<i>Annual % Change</i>	5.63%	9.28%	8.10%	6.28%	5.87%
	Actual 2019	Actual 2020	Adopted 2021	Actual 2021	Proposed 2022
Total Levy	10,055,416	10,491,518	11,141,815	11,141,815	11,819,287
Less FD Distribution	1,375,292	1,447,780	1,472,118	1,472,118	1,587,612
Total Net Levy for Tax Rate	8,680,124	9,043,738	9,669,697	9,669,697	10,231,675
<i>Annual % Change</i>	3.14%	4.19%	6.92%	6.92%	5.81%
City Tax Capacity Rate	41.817%	39.870%	39.437%	40.109%	40.088%

**CITY OF LINO LAKES
2022 PROPOSED GENERAL FUND REVENUE**

	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	\$ Increase/ Decrease	% Increase/ Decrease
Property Taxes	8,161,217	8,342,664	9,271,367	4,849,687	9,271,367	(482,248)	8,789,119	(482,248)	(5.20%)
Special Assessments	106	0	0	185	0	0	0	0	***
Business Licenses and Permits	145,822	94,758	143,959	70,809	143,959	(784)	143,175	(784)	(0.54%)
Non-Business Licenses and Permits	795,747	877,693	799,060	1,257,393	799,060	90,567	889,627	90,567	11.33%
Intergovernmental	623,256	617,816	631,523	584,526	656,523	11,989	668,512	36,989	5.86%
Charges for Services	344,685	273,285	305,059	267,469	280,059	12,113	292,172	(12,887)	(4.22%)
Fines and Forfeits	98,390	76,811	106,100	64,297	106,100	(5,000)	101,100	(5,000)	(4.71%)
Investment Earnings	159,482	122,482	30,000	(5,656)	30,000	0	30,000	0	0.00%
Miscellaneous	902,133	191,069	210,500	165,007	210,500	557	211,057	557	0.26%
Other Financing Sources	256,480	380,560	21,832	0	0	540,000	540,000	518,168	2373.43%
TOTAL REVENUES	11,487,319	10,977,138	11,519,400	7,253,716	11,497,568	167,194	11,664,762	145,362	1.26%

**CITY OF LINO LAKES
2022 PROPOSED GENERAL FUND REVENUE**

	Account Number	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
Property Taxes									
Current Taxes	101-000-3010-000	7,026,344	8,292,860	9,232,367	4,773,706	9,232,367	(483,748)	8,748,619	Levy for General Operations
Delinquent Taxes	101-000-3020-000	30,708	49,225	35,000	75,105	35,000	5,000	40,000	Prior Year(s) Delinquencies
Fiscal Disparities	101-000-3040-000	1,102,010	0	0	0	0	0	0	
Excess Tax Increments	101-000-3050-000	1	0	0	0	0	0	0	
Tax Forfeits	101-000-3060-000	1,509	0	0	0	0	0	0	
Penalties & Interest	101-000-3150-000	645	578	4,000	876	4,000	(3,500)	500	
		8,161,217	8,342,664	9,271,367	4,849,687	9,271,367	(482,248)	8,789,119	
Special Assessments									
Current Assessments	101-000-3110-000	106	0	0	185	0	0	0	
		106	0	0	185	0	0	0	
Business Licenses and Permits									
Liquor License - Bar	101-000-3201-000	27,750	25,133	32,000	(391)	32,000	0	32,000	License to Sell Liquor for On-Premises Consumption
Liquor License - Beer	101-000-3202-000	950	750	1,000	97	1,000	0	1,000	License to Sell Beer for On-Premises Consumption
Off-Sale Liquor	101-000-3203-000	2,000	2,483	2,000	1,600	2,000	0	2,000	License to Sell Packaged Liquor for Off-Premises Consumption
Sunday Liquor License	101-000-3204-000	1,600	3,883	1,900	142	1,900	0	1,900	License to Sell Liquor for On-Premises Consumption on Sunday
Club Liquor License	101-000-3205-000	300	250	300	0	300	0	300	
Investigation Fee	101-000-3208-000	838	810	1,000	423	1,000	0	1,000	Fee to Perform Background Investigation for Liquor License Apps
Garbage Removal License	101-000-3209-000	1,830	1,740	1,700	1,930	1,700	0	1,700	Annual License to Collect Refuse in the City
Temporary Consumption Permit	101-000-3210-000	350	0	300	250	300	0	300	
Cigarette License	101-000-3211-000	700	700	600	650	600	0	600	Annual License to Sell Cigarettes in the City
Contractor's License	101-000-3213-000	13,310	12,230	17,103	8,666	17,103	(812)	16,291	
Rental Housing License	101-000-3215-000	6,532	5,422	5,906	5,733	5,906	28	5,934	
Dance License	101-000-3219-000	35	0	35	70	35	0	35	
Fireworks License	101-000-3220-000	200	100	200	400	200	0	200	
Massage License	101-000-3222-000	1,300	916	1,100	800	1,100	0	1,100	
Peddlers License	101-000-3223-000	2,875	2,900	2,500	1,665	2,500	0	2,500	License for Door-to-Door Sales
Gambling Tax	101-000-3224-000	0	0	0	0	0	0	0	
Lodging Tax	101-000-3225-000	85,252	37,441	76,315	48,775	76,315	0	76,315	
		145,822	94,758	143,959	70,809	143,959	(784)	143,175	
Non-Business Licenses and Permits									
Building Permits	101-000-3250-000	412,691	453,039	445,221	669,870	445,221	70,510	515,731	Value-Based Fee-Covers the Cost of Inspec. & Code Compl.
Plan Inspection Fees	101-000-3251-000	198,309	240,977	200,873	370,513	200,873	1,898	202,771	65% of Bldg Permit Fee to Cover Cost of Plan Review
Erosion Control Permits	101-000-3252-000	19,040	26,400	24,800	41,280	24,800	4,800	29,600	
Plumbing Permits	101-000-3253-000	31,017	38,884	27,227	47,722	27,227	4,483	31,710	
Mechanical Permits	101-000-3254-000	70,300	73,547	58,441	86,561	58,441	7,652	66,093	
Septic Plumbing Permit	101-000-3255-000	5,030	5,750	5,718	5,080	5,718	(141)	5,577	
Septic System Permit	101-000-3256-000	6,000	9,750	6,342	7,800	6,342	525	6,867	
Fence Permit	101-000-3259-000	5,025	5,360	4,063	7,657	4,063	415	4,478	
Dog License	101-000-3260-000	1,375	1,190	1,250	1,063	1,250	0	1,250	
Sign Permit	101-000-3262-000	1,070	125	1,158	75	1,158	(232)	926	
Road Overweight Permit	101-000-3263-000	0	0	0	0	0	0	0	
Underground Utility Permit	101-000-3264-000	36,738	18,939	15,467	14,030	15,467	3,157	18,624	
Miscellaneous Permits	101-000-3266-000	9,152	3,731	8,500	5,742	8,500	(2,500)	6,000	
		795,747	877,693	799,060	1,257,393	799,060	90,567	889,627	
Intergovernmental									
TZD Safe Roads Grant	101-000-3314-000	0	0	0	27,029	25,000	0	25,000	Office of Traffic Safety (OTS) Grant Funding
Other Federal Revenue	101-000-3319-000	0	0	0	0	0	0	0	
Local Government Aid	101-000-3340-000	0	0	0	0	0	0	0	
Market Value Homestead Credit	101-000-3341-000	5,412	5,377	4,000	1,750	4,000	0	4,000	
Municipal State Aid	101-000-3345-000	255,335	272,021	270,000	246,536	270,000	(20,000)	250,000	For Maintenance of City-Designated State-Aid Roads
Police State Aid	101-000-3346-000	251,553	263,430	255,000	246,117	255,000	5,000	260,000	Aid for Police Retirement Plan and POST Training
Other State Revenue	101-000-3348-000	15,666	10,707	10,000	0	10,000	0	10,000	Other State Grants & Aids
Fire State Aid	101-000-3349-000	0	0	0	0	0	21,703	21,703	
Other Fire Aid	101-000-3351-000	24,272	3,780	14,000	32,242	14,000	6,000	20,000	Fire Training/Ed
Anoka County Solid Waste	101-000-3360-000	71,018	62,502	78,523	30,852	78,523	(714)	77,809	SCORE Grant for Recycling Efforts
Other Anoka County Revenue	101-000-3364-000	0	0	0	0	0	0	0	
		623,256	617,816	631,523	584,526	656,523	11,989	668,512	

**CITY OF LINO LAKES
2022 PROPOSED GENERAL FUND REVENUE**

Account Number	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
Charges for Services								
Land Use Fee	12,562	18,164	7,333	14,229	7,333	2,690	10,023	
Sale of Supplies	51	63	100	36	100	0	100	
Assessment Searches	3,460	9,640	3,500	10,180	3,500	5,500	9,000	
Election Filing Fees	50	20	0	20	0	0	0	
Return Check Fee	0	30	0	30	0	0	0	
SAC/Surcharge Fee	3,741	5,225	4,000	7,925	4,000	4,000	8,000	
Materials for Resale	0	0	0	0	0	0	0	
GIS Map Fee	27,090	9,540	12,000	22,230	12,000	0	12,000	
Police Reports	866	526	800	603	800	0	800	
Police Other Revenues	203,025	138,315	190,000	136,450	165,000	0	165,000	\$25,000 of base budget moved to TZD Safe Roads Grant
Public Works Fees	13,674	8,265	7,500	2,148	7,500	0	7,500	
Other Park Revenues	705	143	750	2,647	750	0	750	
Other Recreation Fees	0	0	0	0	0	0	0	
Administrative Charge - Bonds	0	0	0	0	0	0	0	
Engineering/Planning Charges	29,461	33,354	29,076	33,472	29,076	(77)	28,999	
Investment Management Charge	50,000	50,000	50,000	37,500	50,000	0	50,000	
	344,685	273,285	305,059	267,469	280,059	12,113	292,172	
Fines and Forfeits								
Fines & Forfeits	97,290	76,111	105,500	63,297	105,500	(5,500)	100,000	
Driving Diversion Program (DDP)	1,100	700	600	1,000	600	500	1,100	
	98,390	76,811	106,100	64,297	106,100	(5,000)	101,100	
Investment Earnings								
Interest on Investments	94,230	83,333	30,000	(5,656)	30,000	0	30,000	
Change in Fair Value of Investments	65,252	39,149	0	0	0	0	0	
	159,482	122,482	30,000	(5,656)	30,000	0	30,000	
Miscellaneous								
Circle Pines Gas Franchise	58,706	50,142	55,000	45,261	55,000	0	55,000	
Other Solid Waste	3,837	14	3,000	0	3,000	(3,000)	0	
Tree Refunds - Escrows	(951)	0	0	0	0	0	0	
Building Rents	0	0	0	200	0	0	0	
Donations	550	0	500	0	500	0	500	
Refunds & Reimbursements	731,908	29,501	35,000	16,852	35,000	0	35,000	
Bldg Lease Revenue	107,963	110,384	115,000	102,047	115,000	3,557	118,557	
Miscellaneous Revenue	120	1,027	2,000	647	2,000	0	2,000	
	902,133	191,069	210,500	165,007	210,500	557	211,057	
Other Financing Sources								
Use of Fund Reserves	0	0	21,832	0	0	500,000	500,000	Transfer to Capital Equipment Replacement Fund (\$271,750), Transfer to Park and Trail Improvement Fund (\$15,000), Woodridge Estates Street Lights and Wiring (\$125,000), Install Base Lois Lane Trail (\$10,000), Replace Sunrise Park Hockey Rink (\$21,000), Resurface Six 1/2 Court Basketball Courts (\$25,250), Replace Birch Park Rink Lighting (\$9,000), Replace Hydraulic Hoist (\$23,000)
Sale of Fixed Assets	0	560	0	0	0	0	0	
Transfer From Other Funds	256,480	380,000	0	0	0	40,000	40,000	\$40K from Cable TV/Communications Fund
	256,480	380,560	21,832	0	0	540,000	540,000	
Total Revenues	11,487,319	10,977,138	11,519,400	7,253,716	11,497,568	167,194	11,664,762	

**CITY OF LINO LAKES
PERSONNEL TOTALS**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Adopted 2021</u>	<u>Proposed 2022</u>
ADMINISTRATION	4.000	4.000	4.000	5.000 (1)
FINANCE	3.250	3.100	3.100	3.100
ECONOMIC DEVELOPMENT	-	-	-	-
PLANNING & ZONING	1.000	1.000	1.000	1.000
COMMUNITY DEVELOPMENT	2.000	2.000	2.000	1.700 (2)
ENVIRONMENTAL	0.350	0.375	0.375	0.300 (3)
SOLID WASTE	0.300	0.250	0.250	0.200 (3)
FORESTRY	0.350	0.375	0.375	0.250 (3)
POLICE	30.550	30.550	32.550	32.550
FIRE	1.950	1.950	1.950	6.950 (4)
BUILDING INSPECTIONS	3.500	3.500	3.500	4.000 (5)
STREETS	6.650	6.500	6.250	5.900 (6)
FLEET	1.500	1.500	2.200	2.200
GOVERNMENT BUILDINGS	-	-	-	-
PARKS	5.200	5.200	4.950	5.900 (7)
RECREATION	1.350	0.200	-	0.500 (8)
TOTAL GENERAL FUND	61.950	60.500	62.500	69.550
WATER FUND	3.325	3.250	3.250	3.850 (9)
SEWER FUND	3.325	3.250	3.250	3.850 (9)
STORM WATER FUND	-	-	-	1.750 (10)
GRAND TOTAL	68.600	67.000	69.000	79.000

Personnel are shown as Full Time Equivalents (FTE)

- (1) Communications Specialist
- (2) Community Development Director allocated to Water, Sewer and Storm Water
- (3) Environmental Coordinator allocated to Storm Water
- (4) PT Firefighter Duty Crew (4.5 FTE) and Fire Lieutenant/Fire Inspector (0.5 FTE)
- (5) Building Inspector
- (6) Public Services Director and Streets Supervisor allocated to Storm Water
- (7) General Maintenance Worker and allocation of Public Services Director to Storm Water
- (8) PT Recreation Coordinator
- (9) General Maintenance Worker and allocation of Community Development Director
- (10) General Maintenance Worker and allocation of Public Services Director, Community Development Director, Streets Supervisor and Environmental Coordinator

**CITY OF LINO LAKES
2022 PROPOSED GENERAL FUND EXPENDITURES**

DEPT#	DESCRIPTION	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	\$ Increase/ Decrease	% Increase/ Decrease
ADMINISTRATION										
401	MAYOR AND COUNCIL	78,646	82,571	89,763	80,390	92,283	1,090	93,373	3,610	4.02%
402	ADMINISTRATION	513,626	625,479	551,835	456,689	650,101	3,261	653,362	101,527	18.40%
403	ELECTIONS	15,599	54,003	19,160	15,184	19,060	15,490	34,550	15,390	80.32%
404	CABLE TV	2,471	1,269	2,658	3	2,658	(2,658)	0	(2,658)	(100.00%)
405	CHARTER ADMINISTRATION	325	148	2,500	302	2,500	4,963	7,463	4,963	198.52%
407	FINANCE	674,407	630,191	686,227	606,945	698,468	(44,779)	653,689	(32,538)	(4.74%)
414	LEGAL CONSULTANTS	132,226	119,360	135,000	107,468	135,000	3,000	138,000	3,000	2.22%
TOTAL ADMINISTRATION		1,417,300	1,513,022	1,487,143	1,266,982	1,600,070	(19,633)	1,580,437	93,294	6.27%
COMMUNITY DEVELOPMENT										
415	ECONOMIC DEVELOPMENT	112,912	67,244	108,484	95,836	111,759	1,910	113,669	5,185	4.78%
416	PLANNING AND ZONING	124,094	131,074	168,048	114,441	173,116	(5,000)	168,116	68	0.04%
417	ENGINEERING	103,307	110,152	109,760	80,030	107,160	(9,795)	97,365	(12,395)	(11.29%)
418	COMMUNITY DEVELOPMENT	216,050	203,204	235,180	197,572	196,808	(300)	196,508	(38,672)	(16.44%)
461	ENVIRONMENTAL	60,147	47,140	63,341	42,108	59,620	0	59,620	(3,721)	(5.87%)
462	SOLID WASTE ABATEMENT	76,493	55,093	78,523	47,780	77,809	0	77,809	(714)	(0.91%)
463	FORESTRY	71,279	58,653	71,405	70,070	60,037	0	60,037	(11,368)	(15.92%)
TOTAL COMMUNITY DEVELOPMENT		764,282	672,560	834,741	647,837	786,309	(13,185)	773,124	(61,617)	(7.38%)
PUBLIC SAFETY										
420	POLICE PROTECTION	3,845,003	3,874,098	4,368,047	3,335,513	4,545,691	16,325	4,562,016	193,969	4.44%
421	FIRE PROTECTION	564,939	514,564	698,885	464,749	613,339	272,760	886,099	187,214	26.79%
422	BUILDING INSPECTIONS	321,206	348,427	376,680	349,605	382,812	81,439	464,251	87,571	23.25%
TOTAL PUBLIC SAFETY		4,731,147	4,737,089	5,443,612	4,149,868	5,541,842	370,524	5,912,366	468,754	8.61%
PUBLIC SERVICES										
430	STREETS	943,756	847,628	1,008,752	840,820	941,526	92,450	1,033,976	25,224	2.50%
431	FLEET MANAGEMENT	432,828	380,468	559,159	477,099	564,840	24,100	588,940	29,781	5.33%
432	GOVERNMENT BUILDINGS	1,436,942	477,011	494,586	469,306	494,595	49,925	544,520	49,934	10.10%
450	PARKS DEPARTMENT	743,143	582,178	690,294	917,289	684,133	158,078	842,211	151,917	22.01%
451	RECREATION	167,314	101,154	0	713	0	42,438	42,438	42,438	***
TOTAL PUBLIC SERVICES		3,723,983	2,388,439	2,752,791	2,705,227	2,685,094	366,991	3,052,085	299,294	10.87%
OTHERS										
499	CONTINGENCY/TRANSFERS/OTHERS	943,554	931,500	1,001,113	926,113	75,000	271,750	346,750	(654,363)	(65.36%)
TOTAL OTHERS		943,554	931,500	1,001,113	926,113	75,000	271,750	346,750	(654,363)	(65.36%)
TOTAL GENERAL FUND EXPENDITURES		11,580,266	10,242,609	11,519,400	9,696,026	10,688,315	976,447	11,664,762	145,362	1.26%

**CITY OF LINO LAKES
2022 BASE BUDGET ADJUSTMENTS**

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Mayor and Council	4452	Subscriptions & Dues	LMC membership dues	\$ 590
Mayor and Council	4900	City Marketing	Employee recognition and appreciation	\$ 500
Administration	4340	Printing & Publishing	Recruiting and social media advertisements	\$ 500
Administration	4410	Contracted Services	Reflect true cost of web hosting, NeoGov, doc destruction, and TASC	\$ 1,261
Administration	4452	Subscriptions & Dues	Admin staff membership dues	\$ 1,500
Elections	41xx	Personal Services	Increase in election judges for Primary and General Election	\$ 16,090
Elections	4200	Supplies	Supplies for elections	\$ (600)
Cable TV	4410	Contracted Services	NMTV services at meetings	\$ (2,658)
Charter Administration	4300	Professional Services	Increase in statutory limit on charter directed expenses	\$ 4,963
Finance	4300	Professional Services	Credit card processing fees	\$ 2,000
Finance	4310	Other Consultants	Allocation of Metro iNet and Springbrook subscriptions	\$ (30,639)
Finance	4340	Printing & Publishing	Publishing financial reports in newspaper	\$ 100
Finance	4342	Truth in Taxation	County mailing of TNT notices	\$ 160
Finance	4410	Contracted Services	County Assessment Contract	\$ (16,500)
Finance	4452	Subscriptions & Dues	Finance staff membership dues	\$ 100
Legal	4303	Criminal Attorney	2021-2025 legal services contract	\$ 3,000
Economic Development	4300	Professional Services	Consultant assistance and membership contribution to ACRED	\$ 1,910
Planning	4410	Contracted Services	Zoning Ordinance Updates	\$ (5,000)
Engineering	4410	Contracted Services	Allocation of WSB retainer	\$ (12,795)
Engineering	4410	Contracted Services	Anoka County aerial photography	\$ 3,000
Community Development	4410	Contracted Services	Anoka County GIS	\$ (300)
Police	4211	Maintenance Supplies	Ammunition	\$ (1,000)
Police	4240	Small Tools	Computer replacements and purchase of tasers	\$ 7,575
Police	4300	Professional Services	POST license renewals, bi-annual video systems audit	\$ 1,770
Police	4321	Telephone	Cell phone and wifi increased cost	\$ 696
Police	4330	Travel & Tuition	Tuition reimbursement program	\$ 2,000
Police	4370	Uniforms	Uniform allowance COLA	\$ 368
Police	4410	Contracted Services	Zoom (\$2,400) and reflect true cost of other services	\$ 4,666
Police	4452	Subscriptions & Dues	Police staff membership dues	\$ 250
Fire	41xx	Personal Services	0.5 FTE Fire Lieutenant/Fire Inspector and Duty Crew	\$ 211,820
Fire	4211	Maintenance Supplies	N95 masks, fire suppress foam, floor dry & blades	\$ 975
Fire	4321	Telephone	Two new Verizon air cards for E11 & E12	\$ 840
Fire	4330	Travel & Tuition	Additional training	\$ 5,000
Fire	4370	Uniforms	Duty Crew turn-out gear (\$48,000), other turn-out gear (\$700)	\$ 48,700
Fire	4410	Contracted Services	Decrease from budget to actual analysis	\$ (3,485)
Fire	4452	Subscriptions & Dues	Fire staff membership dues	\$ 310
Fire	5000	Equipment	2 Toughbooks for E11 & E12	\$ 8,600

2022 BASE BUDGET ADJUSTMENTS

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Building Inspection	41xx	Personal Services	0.5 FTE Building Inspector	\$ 49,989
Building Inspection	4321	Telephone	Increased cell phone and wifi costs	\$ 200
Building Inspection	4410	Contracted Services	MNSPECT inspection services	\$ 31,250
Streets	4300	Professional Services	Cartograph	\$ 450
Streets	4410	Contracted Services	Contract median and round-a-bout maintenance	\$ 15,000
Streets	4410	Contracted Services	Storm water utility costs moved to utility fund	\$ (48,000)
Streets	5000	Equipment	Replace Woodridge Estates Street Lights and Wiring with reserves	\$ 125,000
Fleet	4211	Maintenance Supplies	Vehicle washes (\$7,300), increase in other supplies (\$1,000)	\$ 8,300
Fleet	4300	Professional Services	Cartograph	\$ 300
Fleet	4410	Contracted Services	Decrease from budget to actual analysis	\$ (7,500)
Fleet	5000	Equipment	Replace Hydraulic Hoist with reserves	\$ 23,000
Government Buildings	41xx	Personal Services	New seasonal to maintain civic complex grounds	\$ 9,721
Government Buildings	4211	Maintenance Supplies	Civic Complex landscape plants and supplies	\$ 5,000
Government Buildings	4361	Insurance	LMCIT general liability, property, and excess liability insurance	\$ 8,204
Government Buildings	4410	Contracted Services	Reflect true cost of copier maintenance, mat service, and cleaning services	\$ 27,000
Parks	41xx	Personal Services	1 FTE Parks Maintenance Staff	\$ 92,678
Parks	4211	Maintenance Supplies	Install Base Lois Lane Trail (\$10,000) and Replace Sunrise Park Hockey Rink (\$21,000) with reserves	\$ 31,000
Parks	4300	Professional Services	Cartograph	\$ 150
Parks	4410	Contracted Services	Resurface Six 1/2 Court Basketball Courts (\$25,250) and Replace Birch Park Rink Lighting (\$9,000) with reserves	\$ 34,250
Recreation	41xx	Personal Services	PT Recreation Coordinator & Warming House Attendants	\$ 42,438
Others	4905	Contingency	Decrease due to settled union contracts for 2022	\$ (15,000)
Others	4910	Operating Transfers	Transfer of General Fund reserves to Capital Equipment Replacement Fund	\$ 271,750
Others	4910	Operating Transfers	Transfer of General Fund reserves to Park and Trail Improvement Fund	\$ 15,000
Total 2022 Adjustments Requested				\$ 976,447
General Fund Expenditure Base Budget Increase				\$ 95,028
General Fund Non-General Property Tax Revenue Increase				\$ (110,942)
General Fund Use of Reserves and Transfers From Other Funds Increase				\$ (518,168)
Increase in Blue Heron Days Levy				\$ 10,000
Increase in Capital Equipment Levy				\$ 150,000
Increase in Pavement Management Levy				\$ 71,111
Decrease in Storm Water Maintenance Levy				\$ (130,000)
Increase in Parks and Trails Improvement Levy				\$ 15,000
Decrease in Existing Debt				\$ (90,684)
Increase in New Debt				\$ 209,680
Total 2022 Tax Levy Increase				\$ 677,472

CITY OF LINO LAKES

MAYOR AND COUNCIL (101-401)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
PERSONAL SERVICES									
SALARIES	4101-000	38,106	42,695	44,512	40,436	46,858	0	46,858	100% Mayor 4 - 100% Councilmembers 2 EDA Meetings @ \$40/mtg - \$400
PERA	4121-000	1,876	2,175	2,226	2,022	2,343	0	2,343	
SOCIAL SECURITY	4122-000	1,084	629	645	586	679	0	679	
LIFE & DISABILITY INSURANCE	4133-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	67	70	180	72	203	0	203	
		41,133	45,569	47,563	43,116	50,083	0	50,083	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	0	0	0	0	0	0	Signature stamps, name plates, special meeting expenses
		0	0	0	0	0	0	0	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	0	200	4,000	0	4,000	0	4,000	Strategic Planning/Goal Setting Facilitator
TRAVEL & TUITION	4330-000	1,435	550	1,500	0	1,500	0	1,500	LMC Conference, Elected Officials Conference
PRINTING & PUBLISHING	4340-000	28	0	200	31	200	0	200	Meeting Notices
NEWSLETTER	4343-000	14,172	15,953	13,000	14,955	13,000	0	13,000	Spring/Summer, Fall & Winter Newsletters
		15,635	16,703	18,700	14,986	18,700	0	18,700	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	0	103	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	18,061	18,356	18,500	18,627	18,500	590	19,090	League of MN Cities, MN Mayors Association
CITY MARKETING	4900-000	3,818	1,840	5,000	3,661	5,000	500	5,500	Flowers, Plaques & Awards, Employee Appreciation, Lino Lakes Ambassadors
		21,879	20,299	23,500	22,288	23,500	1,090	24,590	
TOTAL MAYOR AND COUNCIL		78,646	82,571	89,763	80,390	92,283	1,090	93,373	

CITY OF LINO LAKES

ADMINISTRATION (101-402)

Description	Object Code	Actual 2019	Actual 2020	Adopted 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	376,559	437,027	389,218	343,080	480,789	0	480,789	100% City Administrator
OVERTIME	4102-000	0	377	0	0	0	0	0	100% Human Resource Manager
TEMPORARIES	4106-000	13,016	13,226	16,500	11,131	16,500	0	16,500	100% Communications Specialist*
WELLNESS PROGRAM	4108-000	1,165	476	720	0	720	0	720	100% City Clerk
PERA	4121-000	28,509	28,661	30,429	27,569	37,297	0	37,297	100% Deputy City Clerk
SOCIAL SECURITY	4122-000	28,807	29,228	31,037	26,964	38,043	0	38,043	Temporaries: Scanner Operator
ICMA EMPLOYER	4123-000	0	0	1,694	1,739	1,970	0	1,970	*\$40,000 Transfer from the Cable TV/Communication Fund
HEALTH INSURANCE	4131-000	18,634	17,511	30,871	16,739	22,249	0	22,249	
LIFE & DISABILITY INSURANCE	4133-000	1,085	1,187	1,439	1,209	1,277	0	1,277	
DENTAL INSURANCE	4134-000	2,117	1,764	2,157	989	2,696	0	2,696	
VEHICLE ALLOWANCE	4135-000	3,600	1,650	0	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	2,285	2,466	2,371	2,439	3,161	0	3,161	
		475,776	533,573	506,436	431,858	604,702	0	604,702	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	24	0	5	0	0	0	
		0	24	0	5	0	0	0	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	23,610	19,029	15,000	7,161	15,000	0	15,000	Drug/alcohol testing, pre-employment assessments, training, web consulting
LABOR CONSULTANTS	4310-000	1,070	55,651	9,000	2,514	9,000	0	9,000	Labor relations, employment law, contract negotiations, arbitration
TELEPHONE	4321-000	360	360	360	405	360	0	360	Cell Phone Reimbursement
TRAVEL & TUITION	4330-000	5,444	2,572	8,500	4,271	8,500	0	8,500	LMC Conference, ICMA Conference, MAMA Meetings, MCMA Conference, MPELRA Conferences, TCHRA Conference, NPELRA Webinars, City Clerk Certification, MCFOA Conference, Tuition Reimbursement
PRINTING & PUBLISHING	4340-000	852	380	2,000	664	2,000	500	2,500	Legal publications, employment ads, etc.
		31,336	77,991	34,860	15,015	34,860	500	35,360	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	5,284	11,654	9,039	7,215	9,039	1,261	10,300	Gov Office Website, American Legal Online City Code, Document Destruction, TASC, NeoGov
SUBSCRIPTIONS & DUES	4452-000	1,230	2,237	1,500	2,596	1,500	1,500	3,000	MAMA, ICMA, MCMA, MCFOA, MPELRA, IPMA-HR, TCHRA, Chain of Lakes Rotary
		6,513	13,891	10,539	9,812	10,539	2,761	13,300	
TOTAL ADMINISTRATION		513,626	625,479	551,835	456,689	650,101	3,261	653,362	

CITY OF LINO LAKES

ELECTIONS AND VOTERS REGISTRATION (101-403)

Description	Object Code	Actual 2019	Actual 2020	Adopted 2021	November	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
PERSONAL SERVICES									
SALARIES	4101-000	8,716	45,490	10,000	9,936	10,000	16,000	26,000	Primary and General Election Judges (Even Years) General Election Judges (Odd Years)
PERA	4121-000	23	243	0	60	0	0	0	
SOCIAL SECURITY	4122-000	25	795	30	56	30	70	100	
WORKER'S COMPENSATION	4151-000	115	163	130	164	130	20	150	
		8,879	46,691	10,160	10,217	10,160	16,090	26,250	
SUPPLIES									
OFFICE SUPPLIES	4200-000	461	1,104	500	373	1,600	(600)	1,000	Supplies for Elections
		461	1,104	500	373	1,600	(600)	1,000	
OTHER SERVICES AND CHARGES									
POSTAGE	4322-000	34	0	0	0	0	0	0	
TRAVEL & TUITION	4330-000	0	138	0	0	0	0	0	
PRINTING & PUBLISHING	4340-000	1,484	345	2,000	379	800	0	800	Election Ballots (Odd years - City pays cost of municipal election ballots)
		1,518	483	2,000	379	800	0	800	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	4,741	1,048	6,500	4,215	6,500	0	6,500	Voting Equipment System per Anoka County Agreement, Election Polling Site Supervisor (Centennial)
		4,741	1,048	6,500	4,215	6,500	0	6,500	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	4,677	0	0	0	0	0	
		0	4,677	0	0	0	0	0	
TOTAL ELECTIONS		15,599	54,003	19,160	15,184	19,060	15,490	34,550	

CITY OF LINO LAKES

CABLE TV (101-404)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
TEMPORARIES	4106-000	2,219	561	0	0	0	0	0	
PERA	4121-000	77	42	0	0	0	0	0	
SOCIAL SECURITY	4122-000	170	43	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	5	3	0	3	0	0	0	
		2,471	649	0	3	0	0	0	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	0	620	2,658	0	2,658	(2,658)	0	
		0	620	2,658	0	2,658	(2,658)	0	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
TOTAL CABLE TV		2,471	1,269	2,658	3	2,658	(2,658)	0	

CITY OF LINO LAKES

CHARTER ADMINISTRATION (101-405)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
OTHER SERVICES AND SUPPLIES									
PROFESSIONAL SERVICES	4300-000	325	148	1,000	302	1,000	0	1,000	Time Savers - Minutes
PROF SERVICES - CHARTER COMM	4300-999	0	0	1,500	0	1,500	4,963	6,463	Charter Commission Directed Expenses
PRINTING & PUBLISHING	4340-000	0	0	0	0	0	0	0	
		325	148	2,500	302	2,500	4,963	7,463	
TOTAL CHARTER ADMINISTRATION		325	148	2,500	302	2,500	4,963	7,463	

CITY OF LINO LAKES

FINANCE (101-407)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	273,623	203,175	244,406	206,859	254,127	0	254,127	85% Finance Director 100% Accountant 75% Accounting Clerk II 50% Office Specialist
OVERTIME	4102-000	0	0	0	0	0	0	0	
TEMPORARIES	4106-000	0	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	720	0	720	0	720	0	720	
PERA	4121-000	19,511	15,003	18,330	16,130	19,060	0	19,060	
SOCIAL SECURITY	4122-000	18,912	14,589	18,697	15,034	19,441	0	19,441	
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	33,826	33,725	32,971	31,058	34,078	0	34,078	
LIFE & DISABILITY INSURANCE	4133-000	777	741	944	808	695	0	695	
DENTAL INSURANCE	4134-000	1,114	1,124	1,672	1,112	1,672	0	1,672	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	1,712	1,317	1,428	1,550	1,616	0	1,616	
		350,195	269,675	319,168	272,551	331,409	0	331,409	
SUPPLIES									
OFFICE SUPPLIES	4200-000	202	467	1,000	280	1,000	0	1,000	Payroll & Accounts Payable Checks, W-2 Forms, 1099 Forms, Other Financial Forms
		202	467	1,000	280	1,000	0	1,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	0	3,750	0	104	0	2,000	2,000	Credit Card Processing Fees and Other Finance Charges
AUDITOR	4308-000	13,609	14,621	15,000	17,668	15,000	0	15,000	General Fund portion of Independent Annual Audit
OTHER CONSULTANTS	4310-000	196,005	227,451	231,859	219,403	231,859	(30,639)	201,220	Metro-iNet Services, Programs & Support (Includes Cisco Telephone), Springbrook License Subscription, OPG-3 CCP
TRAVEL & TUITION	4330-000	6,415	1,428	6,000	1,995	6,000	0	6,000	MNGFOA Conference, Continuing Professional Education, Other Training, Tuition Reimbursement
PRINTING & PUBLISHING	4340-000	981	1,074	1,000	827	1,000	100	1,100	Publish Budget and Financial Reports
TRUTH IN TAXATION	4342-000	0	1,874	1,900	2,010	1,900	160	2,060	City Share of Property Specific Notices
		217,010	250,199	255,759	242,008	255,759	(28,379)	227,380	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	105,692	108,516	109,000	90,810	109,000	(16,500)	92,500	Assessing Services - Anoka County - Based on Number of Parcels, Classification, and (Un)/Improved
SUBSCRIPTIONS & DUES	4452-000	1,307	1,335	1,300	1,297	1,300	100	1,400	MNGFOA Membership, GFOA Membership, Certificate of Achievement Program, MN Board of Accountancy, MNCPA Membership, MCFOA Membership
		106,999	109,851	110,300	92,107	110,300	(16,400)	93,900	
TOTAL FINANCE		674,407	630,191	686,227	606,945	698,468	(44,779)	653,689	

CITY OF LINO LAKES

LEGAL CONSULTANTS (101-414)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
OTHER SERVICES AND CHARGES									
MUNICIPAL ATTORNEY	4301-000	18,923	24,474	30,000	11,805	30,000	0	30,000	Consulting Attorney to City Council & Staff
CRIMINAL ATTORNEY	4303-000	113,304	94,886	105,000	95,663	105,000	3,000	108,000	Consulting Services for Criminal Prosecutions
		132,226	119,360	135,000	107,468	135,000	3,000	138,000	
TOTAL LEGAL CONSULTANTS		132,226	119,360	135,000	107,468	135,000	3,000	138,000	

CITY OF LINO LAKES

ECONOMIC DEVELOPMENT (101-415)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
PERSONAL SERVICES									
SALARIES	4101-000	0	0	0	0	0	0	0	Temporaries: Economic Development Intern (29 hrs/wk @ \$15/hr)
TEMPORARIES	4106-000	14,532	9,098	19,604	19,247	22,620	0	22,620	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	0	0	0	1,486	0	0	0	
SOCIAL SECURITY	4122-000	1,112	696	1,500	1,472	1,730	0	1,730	
HEALTH INSURANCE	4131-000	0	0	0	0	0	0	0	
LIFE & DISABILITY INSURANCE	4133-000	0	0	0	0	0	0	0	
DENTAL INSURANCE	4134-000	0	0	0	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	0	97	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	83	57	115	118	144	0	144	
		15,727	9,948	21,219	22,323	24,494	0	24,494	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	15,342	20,519	13,440	31,967	13,440	1,910	15,350	Marketing Materials /Proposal Assistance \$4,000 BRE Program Assistance 10 hrs @ \$175/hr Pre Application Assistance 40 hrs @ \$190/hr ACRED Contribution \$2,000
TRAVEL & TUITION	4330-000	160	0	300	208	300	0	300	Econ Workshops/EDAM Annual Conference
PRINTING & PUBLISHING	4340-000	0	0	300	0	300	0	300	Marketing Brochure
		15,502	20,519	14,040	32,175	14,040	1,910	15,950	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	0	762	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	695	445	725	845	725	0	725	EDAM, Sensible Land Use Coalition, Chamber of Commerce, Memberships
CITY MARKETING	4900-000	80,988	35,570	72,500	40,494	72,500	0	72,500	Lodging Tax Remittals - Pass through to Twin Cities Gateway Convention and Tourism Bureau
		81,683	36,777	73,225	41,339	73,225	0	73,225	
TOTAL ECONOMIC DEVELOPMENT		112,912	67,244	108,484	95,836	111,759	1,910	113,669	

CITY OF LINO LAKES

PLANNING AND ZONING (101-416)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
PERSONAL SERVICES									
SALARIES	4101-000	86,130	89,054	91,014	77,067	95,025	0	95,025	100% Planner
OVERTIME	4102-000	0	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	6,431	6,623	6,826	6,009	7,127	0	7,127	
SOCIAL SECURITY	4122-000	6,340	6,563	6,963	5,673	7,269	0	7,269	
HEALTH INSURANCE	4131-000	7,834	7,461	7,461	6,839	7,849	0	7,849	
LIFE & DISABILITY INSURANCE	4133-000	284	328	338	309	253	0	253	
DENTAL INSURANCE	4134-000	529	529	539	494	539	0	539	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	511	500	457	529	604	0	604	
		108,060	111,058	113,598	96,922	118,666	0	118,666	
SUPPLIES									
OFFICE SUPPLIES	4200-000	186	0	200	0	200	0	200	Public/Advisory Meeting Supplies
		186	0	200	0	200	0	200	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	3,598	5,731	7,950	5,783	7,950	0	7,950	Legal Assistance - Ordinance Updates, GIS Mapping Updates - FEMA/Zoning/Other
									Workshops - \$250 MnAPA Conference - \$500 P&Z Workshops (7 Members) - \$400 Misc Mileage - \$150 Computer Training - \$150
TRAVEL & TUITION	4330-000	664	130	1,450	130	1,450	0	1,450	Commissioners - 6 @ \$75 x 12 mtgs; Chair \$100 x 12 mtgs
STIPEND	4331-000	5,800	4,500	6,600	4,500	6,600	0	6,600	Maps, Non-Chargeable Hearing Notices
PRINTING & PUBLISHING	4340-000	489	0	250	287	250	0	250	
		10,551	10,361	16,250	10,700	16,250	0	16,250	
CONTRACTUAL SERVICES									
									Zoning Ord Updates - \$20,000 Permit Works Annual Maintenance - \$2,400 ArcGIS Annual Maintenance - \$500 Misc Deliveries/Other - \$400 Consultant Services - Small Area Plans - 60 hrs @ \$150/hr
CONTRACTED SERVICES	4410-000	4,663	9,003	37,300	6,166	37,300	(5,000)	32,300	APA Membership, Misc Reference Materials
SUBSCRIPTIONS & DUES	4452-000	634	653	700	653	700	0	700	
		5,297	9,656	38,000	6,819	38,000	(5,000)	33,000	
TOTAL PLANNING AND ZONING		124,094	131,074	168,048	114,441	173,116	(5,000)	168,116	

CITY OF LINO LAKES

ENGINEERING (101-417)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	45,112	44,133	44,500	29,900	44,500	0	44,500	Traffic Counts - \$2,500 Engineering Consultant (Hourly) - \$42,000
		45,112	44,133	44,500	29,900	44,500	0	44,500	
CONTRACTUAL SERVICES									
ENGINEERING CONSULTANT	4410-000	58,195	66,019	62,160	47,120	62,160	(12,795)	49,365	Engineering Consultant (Retainer) - \$89,760 CD (55%) - \$49,365 Sewer Utility (15%) - \$13,465 Water Utility (15%) - \$13,465 Storm Utility (15%) - \$13,465
CONTRACTED SERVICES	4410-000	0	0	500	0	500	3,000	3,500	ArcGIS Annual Maintenance - \$500 Aerial Photos/LIDAR - \$3,000
		58,195	66,019	62,660	47,120	62,660	(9,795)	52,865	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	2,600	3,010	0	0	0	
		0	0	2,600	3,010	0	0	0	
TOTAL ENGINEERING		103,307	110,152	109,760	80,030	107,160	(9,795)	97,365	

CITY OF LINO LAKES

COMMUNITY DEVELOPMENT (101-418)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
PERSONAL SERVICES									
SALARIES	4101-000	172,423	160,764	183,798	155,579	151,496	0	151,496	70% Community Development Director (100% in 2021) 100% Administrative Assistant
OVERTIME	4102-000	0	101	0	127	0	0	0	
WELLNESS PROGRAM	4108-000	720	312	720	0	720	0	720	
PERA	4121-000	12,860	11,852	13,785	12,137	11,362	0	11,362	
SOCIAL SECURITY	4122-000	13,761	12,388	14,061	11,717	11,589	0	11,589	
ICMA EMPLOYER CONTRIBUTION	4123-000	2,129	2,397	0	0	46	0	46	
HEALTH INSURANCE	4131-000	7,050	9,196	11,061	9,989	10,369	0	10,369	
LIFE & DISABILITY INSURANCE	4133-000	508	521	683	531	409	0	409	
DENTAL INSURANCE	4134-000	0	397	1,079	494	917	0	917	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	958	880	968	995	875	0	875	
		210,409	198,808	226,155	191,569	187,783	0	187,783	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	48	100	30	100	0	100	
		0	48	100	30	100	0	100	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	4,038	3,383	7,000	5,076	7,000	0	7,000	DataLink (GIS) Annual Service and Maintenance - \$5,000 Mapping and Database Design - \$2,000
TRAVEL & TUITION	4330-000	979	130	900	149	900	0	900	Seminars, Conference, Training & Mileage
PRINTING & PUBLISHING	4340-000	0	133	0	46	0	0	0	
		5,016	3,646	7,900	5,271	7,900	0	7,900	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	0	0	300	0	300	(300)	0	Anoka County GIS
SUBSCRIPTIONS & DUES	4452-000	625	702	725	702	725	0	725	APA/AICP Membership
		625	702	1,025	702	1,025	(300)	725	
TOTAL COMMUNITY DEVELOPMENT		216,050	203,204	235,180	197,572	196,808	(300)	196,508	

CITY OF LINO LAKES

ENVIRONMENTAL (101-461)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	38,536	26,629	28,953	24,425	24,237	0	24,237	30% Environmental Coordinator (37.5% in 2021) Temporaries: Summer Staff (2 staff @ 13 wks @ 40 hrs/wk @ \$15/hr)
OVERTIME	4102-000	0	0	500	0	500	0	500	
TEMPORARIES	4106-000	7,361	6,753	13,520	5,047	15,600	0	15,600	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	970	1,975	2,209	1,904	1,855	0	1,855	
SOCIAL SECURITY	4122-000	3,086	2,551	3,287	2,248	3,086	0	3,086	
ICMA EMPLOYER CONTRIBUTION	4123-000	411	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	1,216	2,798	2,798	2,565	2,355	0	2,355	
LIFE & DISABILITY INSURANCE	4133-000	96	97	126	99	76	0	76	
DENTAL INSURANCE	4134-000	186	198	202	185	162	0	162	
WORKER'S COMPENSATION	4151-000	167	166	216	219	219	0	219	
		52,029	41,168	51,811	36,693	48,090	0	48,090	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	84	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	1,384	775	700	442	700	0	700	Chemicals, Seed, etc. Includes rookery supplies
SMALL TOOLS	4240-000	0	187	300	303	300	0	300	Sprayers, Soil Probes, etc.
		1,384	1,046	1,000	744	1,000	0	1,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	145	128	1,000	982	1,000	0	1,000	Ecologist, Hydrologist - Environmental Reviews/Research & Development, Resource Management Planning
TELEPHONE	4321-000	714	556	730	322	730	0	730	Staff Cell Phone
TRAVEL & TUITION	4330-000	1,406	248	1,100	717	1,100	0	1,100	Various Training Seminars, Conferences, Mileage - 1 Staff & Environmental Board, Erosion Control Cert State
STIPEND	4331-000	3,300	2,950	6,600	2,650	6,600	0	6,600	Commissioners - 6 @ \$75 x 12 mtgs, Chair \$100 x 12 mtgs
UNIFORMS	4370-000	0	0	0	0	0	0	0	
		5,565	3,882	9,430	4,671	9,430	0	9,430	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	1,169	919	1,000	0	1,000	0	1,000	ArcGIS Annual Maintenance
SUBSCRIPTIONS & DUES	4452-000	0	125	100	0	100	0	100	Professional Memberships - MECA & MSA
		1,169	1,044	1,100	0	1,100	0	1,100	
TOTAL ENVIRONMENTAL		60,147	47,140	63,341	42,108	59,620	0	59,620	

CITY OF LINO LAKES

SOLID WASTE ABATEMENT (101-462)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
PERSONAL SERVICES									
SALARIES	4101-000	32,432	17,753	19,302	16,283	16,158	0	16,158	20% Environmental Coordinator (25% in 2021)
OVERTIME	4102-000	1,629	0	1,600	0	1,600	0	1,600	Overtime: Recycle Days Equipment Operators & Staff Assistance
TEMPORARIES	4106-000	12,236	10,423	19,604	10,119	22,620	0	22,620	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	Temporaries: Solid Waste Intern (29hrs/wk @ \$15/hr)
PERA	4121-000	1,152	2,023	1,568	1,275	1,332	0	1,332	
SOCIAL SECURITY	4122-000	3,172	2,153	3,099	2,015	3,089	0	3,089	
ICMA EMPLOYER	4123-000	352	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	996	1,865	1,865	1,710	1,570	0	1,570	
LIFE & DISABILITY INSURANCE	4133-000	81	65	93	66	55	0	55	
DENTAL INSURANCE	4134-000	157	132	135	124	108	0	108	
WORKER'S COMPENSATION	4151-000	217	192	237	240	257	0	257	
		52,423	34,606	47,503	31,831	46,789	0	46,789	
SUPPLIES									
OFFICE SUPPLIES	4200-000	872	437	1,100	428	1,100	0	1,100	Recycling Day Supplies, Corn Roast Trash Bags
MAINTENANCE SUPPLIES	4211-000	588	191	0	0	0	0	0	
		1,460	628	1,100	428	1,100	0	1,100	
OTHER SERVICES AND CHARGES									
TRAVEL & TUITION	4330-000	0	0	220	647	220	0	220	Association of Recycling Managers Workshops
PRINTING & PUBLISHING	4340-000	766	5,298	7,000	2,202	7,000	0	7,000	Notices for Recycling Days, Earth Day, Etc.
UNIFORMS	4370-000	0	0	0	0	0	0	0	
		766	5,298	7,220	2,849	7,220	0	7,220	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	21,844	14,560	22,700	12,672	22,700	0	22,700	Recycling & Earth Day Vendors, Organics Service
		21,844	14,560	22,700	12,672	22,700	0	22,700	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
TOTAL SOLID WASTE ABATEMENT		76,493	55,093	78,523	47,780	77,809	0	77,809	

Note: Solid Waste Expenditures are reimbursed from Anoka County through the Solid Waste Management Coordinating Board (SCORE) grant.

CITY OF LINO LAKES

FORESTRY (101-463)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
PERSONAL SERVICES									
SALARIES	4101-000	38,536	26,629	28,953	24,425	20,197	0	20,197	25% Environmental Coordinator (37.5% in 2021)
OVERTIME	4102-000	0	0	0	0	0	0	0	
TEMPORARIES	4106-000	0	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	970	1,975	2,171	1,904	1,515	0	1,515	
SOCIAL SECURITY	4122-000	2,534	2,041	2,215	1,890	1,545	0	1,545	
ICMA EMPLOYER	4123-000	411	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	1,216	2,798	2,798	2,565	1,962	0	1,962	
LIFE & DISABILITY INSURANCE	4133-000	96	97	126	99	65	0	65	
DENTAL INSURANCE	4134-000	186	198	202	185	135	0	135	
WORKER'S COMPENSATION	4151-000	1,281	1,149	1,310	1,325	988	0	988	
		45,230	34,887	37,775	32,394	26,407	0	26,407	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	1,943	3,230	3,000	513	3,000	0	3,000	Fertilizers, Staking Material, EAB Chemicals - Treat 100 Ash Annually - 3 Yr Cycle
SMALL TOOLS	4240-000	0	0	250	0	250	0	250	
		1,943	3,230	3,250	513	3,250	0	3,250	
OTHER SERVICES AND CHARGES									
UNIFORMS	4370-000	271	229	380	373	380	0	380	
		271	229	380	373	380	0	380	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	23,836	20,307	30,000	36,790	30,000	0	30,000	Damaged/Diseased Tree Removal/Oakwilt Control \$7,500 Emerald Ash Borer Tree Replacement Program \$15,000 Blvd Tree Replacement \$7,500
		23,836	20,307	30,000	36,790	30,000	0	30,000	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
TOTAL FORESTRY		71,279	58,653	71,405	70,070	60,037	0	60,037	

CITY OF LINO LAKES

POLICE (101-420)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	2,585,958	2,495,757	2,905,790	2,117,467	3,058,939	0	3,058,939	85% Public Safety Director
OVERTIME	4102-000	115,647	90,731	90,000	119,004	90,000	0	90,000	100% Deputy Director Police
TEMPORARIES	4106-000	0	0	0	0	0	0	0	85% Public Safety Captain
TRAFFIC PROJECTS SALARIES	4107-000	0	0	0	0	0	0	0	5 - 100% Sergeants
WELLNESS PROGRAM	4108-000	1,672	287	2,052	480	2,027	0	2,027	20 - 100% Patrol Officers
PERA	4121-000	428,156	426,532	504,303	404,118	529,572	0	529,572	2 - 100% Records Techs
SOCIAL SECURITY	4122-000	49,692	47,787	59,214	43,082	62,552	0	62,552	2 - 0.5 FTE Community Service Officers
ICMA EMPLOYER	4123-000	10,610	9,854	1,286	4,174	3,226	0	3,226	85% Administrative Assistant
HEALTH INSURANCE	4131-000	323,377	454,566	394,586	268,930	342,502	0	342,502	100% Investigative Assistant
LIFE & DISABILITY INSURANCE	4133-000	8,003	8,427	10,795	8,236	8,112	0	8,112	Overtime: Patrol, Court, Training, Special Events, DWI Enforcement
DENTAL INSURANCE	4134-000	12,640	12,286	17,058	11,867	17,554	0	17,554	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	103,447	102,129	114,870	129,381	170,369	0	170,369	
		3,639,201	3,648,358	4,099,954	3,106,738	4,284,853	0	4,284,853	
SUPPLIES									
OFFICE SUPPLIES	4200-000	6,733	6,572	8,100	5,554	8,100	0	8,100	Business Cards, Letterhead and Envelopes, Toner/Printer Cartridges, Paper, DVD Discs, Misc Supplies, Ticketwriter Paper Rolls
MAINTENANCE SUPPLIES	4211-000	9,169	9,980	16,450	10,144	16,450	(1,000)	15,450	Ammo, Taser Supplies, Range Supplies, Simunition, DMT Gas, Property Evidence Supplies, N95 Masks
YOUTH PROGRAMS	4213-000	1,729	865	3,100	541	3,100	0	3,100	Supplies, Youth Safety Camp, Firearms Safety Camp, Snowmobile Safety, Explorers, Junior Citizen's Academy
CRIME PREVENTION/SAFETY	4214-000	3,971	2,711	7,400	3,223	7,400	0	7,400	Night to Unite, Volunteer Appreciation, Open House, Promotional Materials, Volunteer Clothing, Citizens Academy Supplies and Shirts, CERT
SMALL TOOLS	4240-000	9,108	13,121	11,580	13,382	7,425	7,575	15,000	Tasers, Computers & Peripherals, Equipment Replacement
		30,709	33,249	46,630	32,845	42,475	6,575	49,050	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	1,273	3,781	6,970	6,636	6,970	1,770	8,740	Critical Incident Debriefing, POST License Renewal, Employee Mental Health Program
TELEPHONE	4321-000	17,718	21,513	22,664	18,435	22,664	696	23,360	Cell Phones, Mobile Hot Spot, Cell Stipend
POSTAGE	4322-000	828	869	1,000	667	1,000	0	1,000	
TRAVEL & TUITION	4330-000	26,283	25,978	43,250	40,626	43,250	2,000	45,250	Anoka Chief, Century Slot Program, POST Mandate, Range Fees, Conference, IACP, Instructor Training, K-9, Conference, EMR Training, Tuition Reimbursement
INSURANCE	4360-000	40,574	46,450	52,818	51,868	52,818	0	52,818	Police Liability Insurance
UNIFORMS	4370-000	29,410	33,709	37,402	26,382	37,402	368	37,770	Officers, Sergeants, Admin., Unused Uniform Allowance, Ballistic Vests, Replacement Uniforms, CSO
ELECTRICITY	4381-000	398	408	420	341	420	0	420	Emergency Siren Electricity
RESERVES	4386-000	1,434	834	2,000	861	2,000	0	2,000	Uniforms, Equipment, Training, Supplies

CITY OF LINO LAKES

POLICE (101-420)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
EXPLORERS	4387-000	0	0	0	0	0	0	0	
		117,918	133,541	166,524	145,814	166,524	4,834	171,358	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	38,001	43,685	50,639	45,975	50,639	4,666	55,305	RMS - JLEC, 800 MHz Contract, State of MN CJDN, Emergency Sirens, LEXIPOL, Target Solutions, Shredding, Otter Lake Animal Hospital, Video Redaction Subscription, DETOX Dakota County, Metro Sales, Schedule Anywhere, 3SI Security, Midwest Radar, ZOOM Video Conferencing
SUBSCRIPTIONS & DUES	4452-000	1,086	1,066	1,200	1,041	1,200	250	1,450	Professional Memberships & Subscriptions: IACP, MCPA, AMEM, Col Rotary, Press Publications, MACIA, PLEAA, Tri-County, FBI NA, PERF
		39,087	44,751	51,839	47,016	51,839	4,916	56,755	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	18,087	14,199	3,100	3,100	0	0	0	
		18,087	14,199	3,100	3,100	0	0	0	
TOTAL POLICE DEPARTMENT		3,845,003	3,874,098	4,368,047	3,335,513	4,545,691	16,325	4,562,016	

CITY OF LINO LAKES

FIRE (101-421)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
PERSONAL SERVICES									
SALARIES	4101-000	264,671	269,859	318,945	246,806	301,396	159,725	461,121	15% Public Safety Director 100% Deputy Director Fire 15% Public Safety Captain 15% Administrative Assistant 100% Fire Lieutenant/Fire Inspector (50% Building/Fire Inspector in 2021) Part-time Daytime Duty Crew Fire Response Personnel - 12 hr shifts, 5 days/week (covered by Cross-trained Fire/Rescue in 2021) Paid-On-Call Firefighters - Calls/Training Drills/Command Stipends Stipend: Cross-trained Fire/Rescue
OVERTIME	4102-000	3,472	2,073	0	1,166	3,000	0	3,000	
FIRE STIPEND	4109-000	58,882	36,060	72,675	15,486	16,057	0	16,057	
WELLNESS PROGRAM	4108-000	54	0	108	0	133	0	133	
PERA	4121-000	39,360	37,160	49,870	31,755	36,866	19,477	56,343	
SOCIAL SECURITY	4122-000	11,741	11,533	13,796	10,575	12,931	7,662	20,593	
ICMA EMPLOYER	4123-000	276	84	0	0	0	0	0	
HEALTH INSURANCE	4131-000	21,454	21,522	27,827	20,134	22,147	12,162	34,309	
LIFE & DISABILITY INSURANCE	4133-000	582	657	855	611	613	88	701	
DENTAL INSURANCE	4134-000	767	768	1,052	739	1,051	180	1,231	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	41,039	39,280	50,732	42,369	58,120	12,526	70,646	
		442,298	418,995	535,860	369,640	452,314	211,820	664,134	
SUPPLIES									
OFFICE SUPPLIES	4200-000	1,073	680	1,000	890	1,000	0	1,000	Paper, Toner/Printer Cartridges, Business Cards, Pens
MAINTENANCE SUPPLIES	4211-000	2,508	2,177	6,700	2,297	6,700	975	7,675	Foam, Saw Blades, Floor Dry, Batteries, N95 Masks
YOUTH PROGRAM	4213-000	0	0	1,700	0	1,700	0	1,700	Safety Camp
FIRE PREVENTION	4214-000	2,890	2,210	3,000	251	3,000	0	3,000	Citizen Academy, Marketing Materials
SMALL TOOLS	4240-000	9,031	12,643	14,500	12,048	12,500	0	12,500	Rescue Tool Replacement, Ropes, 4 Gas Monitor, Wildland Tools, Patient Rescue, A11 Nozzles
		15,503	17,710	26,900	15,485	24,900	975	25,875	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	1,179	2,852	5,500	4,472	5,500	0	5,500	FF Certification, FF Licensure, Hepatitis Vaccination Series, Medical/Drug Exam, Employee Mental Health Program
OTHER CONSULTANTS	4310-000	0	0	0	0	0	0	0	
TELEPHONE	4321-000	1,971	2,180	3,010	1,827	3,010	840	3,850	Cell Phones, Mobile Hot Spot, Cell Stipend, Air Cards
POSTAGE	4322-000	110	115	500	13	500	0	500	
TRAVEL & TUITION	4330-000	23,813	18,964	33,050	35,795	33,050	5,000	38,050	Fire Inc., Training Supplies, Medical Training, AWAIR/OSHA Training Staff Development, Conference, FF1, FF2, HazMat Initial Training
PRINTING & PUBLISHING	4340-000	521	307	500	0	500	0	500	Marketing Materials
UNIFORMS	4370-000	18,216	16,953	49,000	5,146	49,000	48,700	97,700	New Hire Turn-out & Wildland Fire Gear, Misc Uniform Items, Turn-out Gear Replacement (\$48,000)
		45,810	41,371	91,560	47,254	91,560	54,540	146,100	
CONTRACTUAL SERVICES									

CITY OF LINO LAKES

FIRE (101-421)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
CONTRACTED SERVICES	4410-000	30,081	35,157	43,485	30,589	43,485	(3,485)	40,000	Ladder Testing, SCBA Flow Testing, PSDS, Dispatch Application, Foam System Service, Pump Testing, Pump Service, Aerial Service, LEXIPOL, Target Solutions, Accessory Svc for Fans, Generators, Extraction, and Saws, Alex Air Compressor Annual Maintenance & Test, Transunion Backgrounds, Motorola 800 MHz Contract
SUBSCRIPTIONS & DUES	4452-000	1,483	1,331	1,080	1,781	1,080	310	1,390	MN IAAL, Metro Fire Chiefs, Anoka Co. Fire Protection Assn, MSFCA, International Assn
		31,564	36,488	44,565	32,370	44,565	(3,175)	41,390	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	29,764	0	0	0	0	8,600	8,600	Toughbooks
		29,764	0	0	0	0	8,600	8,600	
TOTAL FIRE DEPARTMENT		564,939	514,564	698,885	464,749	613,339	272,760	886,099	

CITY OF LINO LAKES

BUILDING INSPECTIONS (101-422)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
PERSONAL SERVICES									
SALARIES	4101-000	236,002	253,885	268,052	221,762	279,185	41,324	320,509	100% Building Official 100% Building Permit Technician 2 - 100% Building Inspectors (1.5 FTE in 2021) Temporaries: 2022 - Utilization of Contracted Services 2021 - Inspector (13 wks @ 24hrs/wk @ \$30/hr)
OVERTIME SALARIES	4102-000	0	0	500	4,151	500	0	500	
TEMPORARIES	4106-000	0	0	9,360	1,200	0	0	0	
WELLNESS PROGRAM	4108-000	420	450	720	0	720	0	720	
PERA	4121-000	17,544	18,855	20,141	17,603	20,977	3,099	24,076	
SOCIAL SECURITY	4122-000	17,452	18,875	21,260	16,668	21,396	3,161	24,557	
ICMA EMPLOYER	4123-000	0	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	33,173	29,072	35,377	32,053	38,908	1,800	40,708	
LIFE & DISABILITY INSURANCE	4133-000	775	949	1,025	921	750	111	861	
DENTAL INSURANCE	4134-000	1,103	1,058	1,887	1,011	1,888	269	2,157	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	1,278	1,283	1,443	1,432	1,573	225	1,798	
		307,747	324,427	359,765	296,801	365,897	49,989	415,886	
SUPPLIES									
OFFICE SUPPLIES	4200-000	914	2,149	2,000	801	2,000	0	2,000	Card Stock for Building Permits, Correction Notice Forms, Septic System Pumping Forms, Code Books
SMALL TOOLS	4240-000	307	1,552	150	36	150	0	150	
		1,221	3,701	2,150	837	2,150	0	2,150	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	4,175	4,175	5,000	4,730	5,000	0	5,000	Permit Works Annual Maintenance & Assistance
TELEPHONE	4321-000	1,996	2,243	2,000	1,965	2,000	200	2,200	Inspections Cell Phones & Wi-Fi
TRAVEL & TUITION	4330-000	2,730	2,064	3,300	3,014	3,300	0	3,300	Staff Training & Mileage, SSTS Cert
UNIFORMS	4370-000	1,096	811	1,140	709	1,140	0	1,140	Building Inspections Staff
		9,997	9,293	11,440	10,418	11,440	200	11,640	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	2,240	10,891	3,000	41,549	3,000	31,250	34,250	Large Format Scanning \$500 Back-Up Inspection Services \$33,750 (450hrs @ \$75/hr)
SUBSCRIPTIONS & DUES	4452-000	0	115	325	0	325	0	325	AMBO \$200, 10K Lakes Chapter \$125
		2,240	11,006	3,325	41,549	3,325	31,250	34,575	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
TOTAL BUILDING INSPECTIONS		321,206	348,427	376,680	349,605	382,812	81,439	464,251	

CITY OF LINO LAKES

STREETS (101-430)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Adopted 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	418,588	403,170	431,085	363,333	420,534	0	420,534	20% Public Services Director (25% in 2021) 70% Streets Supervisor (100% in 2021) 5 - 100% General Maintenance Workers Overtime: Snowplowing, Street Repairs, Unforeseen Emergencies Temporaries: Seasonal Summer Maintenance Workers Streets - 2 staff @ 500 hrs @ \$15/hr Streets - 1 staff @ 200 hrs @ \$15/hr Stormwater - 2 staff @ 400 hrs @ \$15/hr
OVERTIME	4102-000	18,099	11,172	14,000	5,164	14,000	0	14,000	
ON CALL/PAGER	4105-000	5,180	5,169	4,996	16,052	5,000	0	5,000	
TEMPORARIES	4106-000	26,548	544	26,000	17,102	30,000	0	30,000	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	33,547	31,914	33,756	30,261	32,965	0	32,965	
SOCIAL SECURITY	4122-000	34,579	31,244	36,420	29,156	35,919	0	35,919	
ICMA EMPLOYER CONTRIBUTION	4123-000	1,794	1,743	491	0	577	0	577	
HEALTH INSURANCE	4131-000	53,451	46,362	41,097	34,445	38,235	0	38,235	
LIFE & DISABILITY INSURANCE	4133-000	1,428	1,551	1,660	1,473	1,154	0	1,154	
DENTAL INSURANCE	4134-000	2,994	2,628	3,370	2,101	3,182	0	3,182	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	36,812	30,813	33,277	34,652	35,860	0	35,860	
		633,021	566,309	626,152	533,738	617,426	0	617,426	
SUPPLIES									
									Boulevard & Median Maintenance Materials: Geo-fabric, Fertilizers, Pesticides, Irrigation Components, Erosion Prevention and Sediment Control Products, Grass Seed/Sod. Construction Materials: Lumber, Plywood, Screws, Nails, Nuts/Bolts/Washers, Bagged Concrete, Grout, Bentonite, Stakes/Lathe. Equipment Wear Items: Street Sweeper Center Brooms and Gutter Brooms, Plow Blades/Cutting Edges, Ditch Mower Blades, Saw Blades. Safety Items: High Visibility Vests, Shirts, Eye Protection, Ear Protection, Insect Repellent, Sunscreen, Hardhats, Chainsaw PPE. Any Products or Parts Intended for Streets Maintenance and Equipment Electrical Cords, Batteries, Rope, Tape, Cable, Glue, Paints & Solvents, Plumbing
MAINTENANCE SUPPLIES	4211-000	6,462	8,560	23,000	8,625	12,000	0	12,000	
SHOP PARTS	4221-000	0	0	0	0	0	0	0	
									Traffic Regulatory Signs, Parking Signs, Warning Signs, Construction Signs, Work Zone Signs, Public Awareness Signs, School Signs, Trail Signs, Reflective Tape/Sheeting, Barricades, Traffic Cones, Sign Posts, Hardware, Any Materials and Supplies Purchased Specifically for the Construction or Maintenance of Signs & Barricades.
STREET SIGNS	4223-000	8,346	14,361	12,000	8,579	12,000	0	12,000	
									Hot Asphalt, Cold Asphalt (i.e. UPM Bagged and Bulk), Asphalt Emulsion (tack), Crackfill Material, Detackifier (for Crackfill Operations).
PATCHING MATERIALS	4224-000	45,484	32,718	50,000	36,012	50,000	0	50,000	
									Regular Road Salt, Treated Road Salt, Bagged Sidewalk Salt, Sand used for Snow and Ice Management, Any Materials and Supplies Purchased Specifically to Facilitate the use of Salt (Brine or Solid) for Snow and Ice Management.
SALT/SAND	4228-000	41,856	57,304	55,000	44,565	55,000	0	55,000	

CITY OF LINO LAKES

STREETS (101-430)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Adopted 2022	Budget Detail
GRAVEL AND MISCELLANEOUS	4229-000	11,842	1,166	7,000	253	7,000	0	7,000	Class V, Sand (not for Winter Operations), Rock, Chip Rock, Rip-rap, Topsoil, Compost, Mulch, and Woodchips
SMALL TOOLS	4240-000	236	4,150	4,000	1,442	4,000	0	4,000	Rakes, Snow Shovels, Flat Shovels, Spades, Loots, Sprayers, Pitch Forks, Push Brooms, Hand Tools, Power Tools, Tool Boxes & Containers, Jacks, Trailer Jacks, Winches, Chains/Binders, Ratchet Straps, Ladders, Chainsaws, Chainsaw Sharpeners, Weed Whips, manual/electric/gas engine pumps, locks.
		114,226	118,259	151,000	99,476	140,000	0	140,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	357	10,500	12,000	9,000	12,000	450	12,450	Consulting, Engineering, Hazardous Waste Recycling, Cartagraph
TELEPHONE	4321-000	635	556	1,000	794	1,000	0	1,000	
TRAVEL & TUITION	4330-000	2,115	1,972	2,000	1,752	2,000	0	2,000	Staff Training & Mileage
UNIFORMS	4370-000	2,434	2,075	2,600	511	2,600	0	2,600	
STREET LIGHTS	4385-000	75,414	80,049	93,000	76,076	82,000	0	82,000	Electricity & Repair of City-Owned Street Lights
		80,955	95,151	110,600	88,133	99,600	450	100,050	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	93,715	67,143	99,000	99,771	80,000	(33,000)	47,000	Patching/Spray Patching, Dead Deer Removal, Signal Maintenance, Weed Control Medians, 2022 - Contract Median and Round-A-Bout Maintenance (\$15,000)
RENTED EQUIPMENT	4415-000	3,710	478	1,000	1,386	1,000	0	1,000	Traffic Control Sign Rental, Crack Fill Kettle, Rented Skidsteer/Toolcat Attachments, Tools, Vehicles, Equipment.
CONTRACTED STORM SYSTEM MAINT	4421-000	0	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	9,286	286	3,500	308	3,500	0	3,500	Professional Memberships & Journals (incl State/County Contract) Purchasing Membership
		106,711	67,908	103,500	101,465	84,500	(33,000)	51,500	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	8,843	0	17,500	18,007	0	125,000	125,000	Replace Woodridge Estates Street Lights and Wiring
		8,843	0	17,500	18,007	0	125,000	125,000	
TOTAL STREETS		943,756	847,628	1,008,752	840,820	941,526	92,450	1,033,976	

CITY OF LINO LAKES

FLEET MANAGEMENT (101-431)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November	2022	2022	Adopted 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
PERSONAL SERVICES									
SALARIES	4101-000	93,392	96,522	158,082	133,818	163,887	0	163,887	20% Public Services Director 100% Mechanic 100% General Maintenance Worker/Mechanic Overtime: Emergency Repairs, Snowplowing
OVERTIME	4102-000	4,549	2,645	2,000	944	2,000	0	2,000	
TEMPORARIES	4106-000	0	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	7,334	7,354	12,006	10,463	12,442	0	12,442	
SOCIAL SECURITY	4122-000	6,875	6,986	12,246	9,269	12,690	0	12,690	
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	393	0	570	0	570	
HEALTH INSURANCE	4131-000	15,866	15,259	26,913	21,765	25,323	0	25,323	
LIFE & DISABILITY INSURANCE	4133-000	319	366	622	526	455	0	455	
DENTAL INSURANCE	4134-000	794	794	1,186	1,088	1,186	0	1,186	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	3,241	3,317	4,846	3,924	5,422	0	5,422	
		132,371	133,243	218,294	181,797	223,975	0	223,975	
SUPPLIES									
MAINTENANCE SUPPLIES	4211-000	2,394	2,184	1,000	4,810	1,000	8,300	9,300	Shop Supplies (Brake Clean, Windex, Paper Towels, Spray Bottles, Penetrating Oils, WD40), 2022 - Vehicle Washes (\$7,300 - 2 Times/Month Apr-Oct, 4 Times/Month Nov-Mar)
FUELS	4212-000	109,556	71,854	110,000	113,279	110,000	0	110,000	Gasoline & Diesel for all City Vehicles (Includes Police/Fire & Equipment)
SHOP PARTS	4221-000	46,410	54,129	65,000	51,953	65,000	0	65,000	All Replacement Parts to Repair Vehicles, All Maintenance Parts (Including Filters, Bulk Lubricants, Engine Oils, ATF's, Gear Lubes, Coolants, etc.)
SMALL TOOLS	4240-000	6,657	4,941	7,000	2,280	7,000	0	7,000	New and/or Replacement Tools for the Shop (Hand tools, Battery Powered Tools, Specialty Tools, etc.)
		165,017	133,108	183,000	172,322	183,000	8,300	191,300	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	55,064	15,168	44,000	36,400	44,000	300	44,300	Annual DOT Inspections, Annual Boom/Hoist Inspections, Alignments, Repairs, Cartograph
TELEPHONE	4321-000	0	0	0	63	0	0	0	
TRAVEL & TUITION	4330-000	30	0	500	0	500	0	500	Training & Testing to Maintain Required Licenses and Certificates (ASE Certification & Testing, Automotive Training Classes or Seminars)
PRINTING & PUBLISHING	4340-000	0	0	0	0	0	0	0	
INSURANCE	4360-000	0	0	0	0	0	0	0	
AUTO INSURANCE	4363-000	39,340	42,342	40,795	44,620	40,795	0	40,795	Insurance for Entire Fleet, Including Police & Fire
UNIFORMS	4370-000	563	570	570	35	570	0	570	
		94,997	58,080	85,865	81,118	85,865	300	86,165	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	28,333	50,427	61,000	40,363	61,000	(7,500)	53,500	Maintain, Repair, and Certify Fire Equipment

CITY OF LINO LAKES

FLEET MANAGEMENT (101-431)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November	2022	2022	Adopted 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
SUBSCRIPTIONS AND DUES	4452-000	7,625	1,600	6,000	1,500	6,000	0	6,000	Fleet Mgmt Update, ALLData Online Repair Manual Subscription
		35,958	52,027	67,000	41,863	67,000	(7,500)	59,500	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	4,485	4,010	5,000	0	5,000	23,000	28,000	Skid Steer Buyback Program (\$5,000), 2022 - Replace Hydraulic Hoist (\$23,000)
		4,485	4,010	5,000	0	5,000	23,000	28,000	
TOTAL FLEET MANAGEMENT		432,828	380,468	559,159	477,099	564,840	24,100	588,940	

CITY OF LINO LAKES

GOVERNMENT BUILDINGS (101-432)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
PERSONAL SERVICES									
SALARIES	4101-000	2,120	2,120	2,080	1,760	2,080	0	2,080	Boiler Tech Endorsement
OVERTIME SALARIES	4102-000	0	232	0	0	0	0	0	Temporaries: 1 Staff @ 560 hrs @ \$15/hr
TEMPORARIES	4106-000	0	0	0	0	0	8,400	8,400	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	90	173	156	138	156	0	156	
SOCIAL SECURITY	4122-000	92	175	159	130	159	643	802	
HEALTH INSURANCE	4131-000	0	0	0	0	0	0	0	
LIFE & DISABILITY INSURANCE	4133-000	0	0	0	0	0	0	0	
DENTAL INSURANCE	4134-000	0	0	0	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	72	113	116	115	125	678	803	
		2,374	2,813	2,511	2,143	2,520	9,721	12,241	
SUPPLIES									
OFFICE SUPPLIES	4200-000	7,861	8,614	10,000	8,617	10,000	0	10,000	Supplies for Office Operations
MAINTENANCE SUPPLIES	4211-000	27,311	33,463	30,000	25,243	30,000	5,000	35,000	Replacement Parts, Janitorial Supplies, Landscaping Materials
SMALL TOOLS	4240-000	111	3,123	2,400	1,888	2,400	0	2,400	
		35,284	45,200	42,400	35,749	42,400	5,000	47,400	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	64,893	64,483	59,000	45,421	59,000	0	59,000	Repair/Calibration of HVAC System, Repairs in City Buildings, Safety Systems Monitoring, Internet Access
TELEPHONE	4321-000	24,954	7,081	6,864	6,064	6,864	0	6,864	Telephone Service Charges (excludes Metro I-net)
POSTAGE	4322-000	4,293	3,837	5,000	4,683	5,000	0	5,000	
TRAVEL & TUITION	4330-000	20	0	0	0	0	0	0	
PRINTING & PUBLISHING	4340-000	0	0	0	0	0	0	0	
INSURANCE	4361-000	111,365	118,952	130,111	131,357	130,111	8,204	138,315	General Liability, Property, Excess Liability
ELECTRICITY	4381-000	78,601	89,136	96,500	94,206	96,500	0	96,500	For all City Facilities
UTILITIES	4382-000	17,508	13,833	21,000	10,249	21,000	0	21,000	Water & Sewer Service
HEAT	4383-000	39,627	35,144	48,000	31,675	48,000	0	48,000	Civic Complex & Other City Facilities
SANITATION	4384-000	13,422	16,159	12,000	13,241	12,000	0	12,000	Refuse Collection for City Complex & Other City Facilities
		354,684	348,626	378,475	336,895	378,475	8,204	386,679	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	72,668	80,281	71,000	88,322	71,000	27,000	98,000	Pest Control, Copier Maintenance, Fire Extinguisher Maintenance, Postage Machine Rental, Shredder, Roof Inspections, Read/Calibrate Scales, Garage Door Maintenance, Cleaning Services
RENTED EQUIPMENT	4415-000	0	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	2,619	91	200	334	200	0	200	Newspaper

CITY OF LINO LAKES

GOVERNMENT BUILDINGS (101-432)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
		75,287	80,371	71,200	88,656	71,200	27,000	98,200	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	969,314	0	0	5,863	0	0	0	
		969,314	0	0	5,863	0	0	0	
TOTAL GOVERNMENT BUILDINGS		1,436,942	477,011	494,586	469,306	494,595	49,925	544,520	

CITY OF LINO LAKES

PARKS (101-450)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
PERSONAL SERVICES									
SALARIES	4101-000	347,067	342,918	347,789	294,965	357,139	62,656	419,795	20% Public Services Director (25% in 2021) 100% Parks Supervisor 4 - 100% General Maintenance Workers (3 in 2021) 70% Administrative Assistant Temporaries: Seasonal Summer Park Staff 5 Staff @ 560 hrs @ \$15/hr
OVERTIME	4102-000	6,952	1,476	2,000	306	2,000	0	2,000	
TEMPORARIES	4106-000	32,929	16,322	39,200	27,536	42,000	0	42,000	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	26,350	25,581	26,234	23,033	26,936	4,699	31,635	
SOCIAL SECURITY	4122-000	28,716	26,653	29,758	23,990	30,687	4,793	35,480	
ICMA EMPLOYER	4123-000	0	1,082	1,922	1,618	1,719	0	1,719	
HEALTH INSURANCE	4131-000	34,894	35,143	31,397	25,554	29,112	16,754	45,866	
LIFE & DISABILITY INSURANCE	4133-000	1,132	1,332	1,351	1,184	982	172	1,154	
DENTAL INSURANCE	4134-000	2,192	2,199	2,669	1,953	2,643	539	3,182	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	13,190	12,927	14,724	14,864	16,665	3,065	19,730	
		493,421	465,633	497,044	415,002	509,883	92,678	602,561	
SUPPLIES									
									Engineered Wood Fiber, Fencing & Netting, Trees, Plantings, Rock, Ag-Lime, Pea Rock, Class V, Fertilizer, Seed, Herbicides, Line Chalk, Field Marking Paint, Clay, Sod, Irrigation System Maint/Repair/Upgrade, Paint, Lumber, Dog Waste Bags, 2022- Install Base Lois Lane Trail (\$10,000), Replace Sunrise Park Hockey Rink
MAINTENANCE SUPPLIES	4211-000	43,838	16,204	42,000	32,004	42,000	31,000	73,000	
SMALL TOOLS	4240-000	12,381	0	3,000	1,062	3,000	0	3,000	Hand Tools, Small Power Tools, Mowers, Chain Saws, Weed Whips
		56,219	16,204	45,000	33,065	45,000	31,000	76,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	30,715	23,084	7,000	12,083	7,000	150	7,150	Cartegraph, Engineering
TELEPHONE	4321-000	1,346	907	2,000	653	2,000	0	2,000	Cell Phones, Ipads
TRAVEL & TUITION	4330-000	2,001	773	2,000	1,077	2,000	0	2,000	Certification Training, Seminars, Computer Training, Mileage
STIPEND - PARK COMM	4331-000	2,175	1,575	2,750	2,731	2,750	0	2,750	Board Members - 6 @ \$75 x 5 mtgs; Chair \$100 x 5 mtgs
UNIFORMS	4370-000	1,514	1,517	1,500	1,071	1,500	0	1,500	
ELECTRICITY	4381-000	2,758	2,961	3,500	2,733	3,500	0	3,500	Park Buildings and Shelters, Security Lighting, Hockey Rink Lights
UTILITIES (WATER/SEWER)	4382-000	28,057	23,665	25,000	25,229	25,000	0	25,000	Sewer, Water, Irrigation
HEAT	4383-000	3,973	3,463	5,000	3,240	5,000	0	5,000	
SANITATION	4384-000	2,017	936	1,800	1,215	1,800	0	1,800	Trash/Recycling - Sunrise Park
		74,555	58,882	50,550	50,031	50,550	150	50,700	
CONTRACTUAL SERVICES									

CITY OF LINO LAKES

PARKS (101-450)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
CONTRACTED SERVICES	4410-000	111,091	41,015	97,000	127,846	78,000	34,250	112,250	Portable Restrooms, Weed Control, Tree/Stump Removal, Trail Construction/Repair/Maint. Irrigation Systems, 2022 - Resurface Six 1/2 Court Basketball Courts (\$25,250), Replace Birch Park Rink Lighting (\$9,000)
RENTED EQUIPMENT	4415-000	920	380	500	281	500	0	500	
SUBSCRIPTIONS & DUES	4452-000	116	65	200	111	200	0	200	Professional Memberships & Subscriptions
		112,128	41,460	97,700	128,239	78,700	34,250	112,950	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	6,820	0	0	290,951	0	0	0	
		6,820	0	0	290,951	0	0	0	
TOTAL PARKS		743,143	582,178	690,294	917,289	684,133	158,078	842,211	

CITY OF LINO LAKES

RECREATION (101-451)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	100,533	70,828	0	0	0	22,713	22,713	0.5 FTE PT Recreation Coordinator
OVERTIME	4102-000	0	0	0	0	0	0	0	Temporaries: Warming House Attendants
TEMPORARIES	4106-000	8,829	8,189	0	0	0	15,855	15,855	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	7,513	3,787	0	0	0	0	0	
SOCIAL SECURITY	4122-000	8,090	5,698	0	0	0	2,950	2,950	
ICMA EMPLOYER	4123-000	0	176	0	0	0	0	0	
HEALTH INSURANCE	4131-000	11,203	6,417	0	0	0	0	0	
LIFE & DISABILITY INSURANCE	4133-000	326	173	0	0	0	0	0	
DENTAL INSURANCE	4134-000	719	309	0	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	1,328	983	0	713	0	920	920	
		138,541	96,559	0	713	0	42,438	42,438	
SUPPLIES									
OFFICE SUPPLIES	4200-000	52	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	2,465	0	0	0	0	0	0	
		2,518	0	0	0	0	0	0	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	0	0	0	0	0	0	0	
TELEPHONE	4321-000	72	72	0	0	0	0	0	
TRAVEL & TUITION	4330-000	685	0	0	0	0	0	0	
PRINTING & PUBLISHING	4340-000	75	0	0	0	0	0	0	
NEWSLETTER - PROGRAM SCHEDULE	4343-000	15,228	4,223	0	0	0	0	0	
		16,060	4,295	0	0	0	0	0	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	0	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	300	300	0	0	0	0	0	
		300	300	0	0	0	0	0	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	9,895	0	0	0	0	0	0	
		9,895	0	0	0	0	0	0	
TOTAL RECREATION		167,314	101,154	0	713	0	42,438	42,438	

CITY OF LINO LAKES

OTHERS (101-499)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
CONTINGENCY	4905-000	0	0	75,000	0	75,000	(15,000)	60,000	Operating Contingency
OPERATING TRANSFERS	4910-000	943,554	931,500	926,113	926,113	0	286,750	286,750	Capital Equipment Replacement Fund (\$271,750), Park and Trail Improvement Fund (\$15,000)
TOTAL OTHERS		943,554	931,500	1,001,113	926,113	75,000	271,750	346,750	

SUMMARY BY CATEGORY

PERSONAL SERVICES	7,151,305	6,982,969	7,720,968	6,076,050	7,905,451	422,736	8,328,187
SUPPLIES	426,334	373,979	504,230	392,152	488,175	51,250	539,425
OTHER SERVICES AND CHARGES	1,275,810	1,302,191	1,443,553	1,225,760	1,431,353	50,672	1,482,025
CONTRACTUAL SERVICES	736,057	629,084	821,336	755,021	783,336	23,439	806,775
CAPITAL OUTLAY	1,047,208	22,886	28,200	320,931	5,000	156,600	161,600
OTHERS	943,554	931,500	1,001,113	926,113	75,000	271,750	346,750
TOTAL EXPENDITURES	11,580,266	10,242,609	11,519,400	9,696,026	10,688,315	976,447	11,664,762

**City of Lino Lakes
2022 Capital Equipment Replacement**

<u>Department</u>	<u>Description</u>	<u>Amount</u>
Police	Primary Response Vehicle (Replaces Vehicle #317 Rotated to Fire)	57,680
	Primary Response Vehicle (Replaces Vehicle #392)	57,680
	Primary Response Vehicle (Replaces Vehicle #399)	57,680
	Total Police	<u>\$ 173,040</u>
Fire	Primary Response Vehicle (Replaces Vehicle #617 with Vehicle #317)	2,000
	Total Fire	<u>\$ 2,000</u>
Fleet	Bobcat Toolcat 5600 (Replaces Vehicle #404)	32,000
	Ford F-350 w/ Dump Box (New to Fleet - New Hire)	65,000
	Total Fleet	<u>\$ 97,000</u>
	Grand Total	<u><u>\$ 272,040</u></u>

CITY OF LINO LAKES

2022 PROPOSED CAPITAL EQUIPMENT REPLACEMENT REVENUE

	Account Number	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
Property Taxes									
General Property Tax	402-000-3010-000	0	0	0	0	0	150,000	150,000	
		0	0	0	0	0	150,000	150,000	
Investment Earnings									
Interest on Investments	402-000-3620-000	13,699	12,775	0	(875)	0	0	0	
		13,699	12,775	0	(875)	0	0	0	
Miscellaneous									
Refunds & Reimbursements	402-000-3730-000	973	0	0	0	0	0	0	
		973	0	0	0	0	0	0	
Other Financing Sources									
Use of Fund Reserves	402-000-3900-000	0	0	485,000	0	0	0	0	
Sale of Fixed Assets	402-000-3910-000	71,591	15,365	0	97,301	0	0	0	
Transfer From Other Funds	402-000-3920-000	0	0	0	0	0	271,750	271,750	Transfer from General Fund
Bond Proceeds	402-000-3930-000	388,535	294,235	0	0	0	0	0	Certificates of Indebtedness
		460,126	309,600	485,000	97,301	0	271,750	271,750	
Total Revenues		474,798	322,375	485,000	96,426	0	421,750	421,750	

CITY OF LINO LAKES

Capital Equipment Replacement

Description	Object Code	Actual 2019	Actual 2020	Adopted 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
CAPITAL OUTLAY									
POLICE EQUIPMENT	402-420-5000-000	71,079	104,902	168,000	113,832	0	173,040	173,040	
FIRE EQUIPMENT	402-421-5000-000	0	0	45,000	37,725	0	2,000	2,000	
FLEET EQUIPMENT	402-431-5000-000	298,024	261,688	272,000	263,850	0	97,000	97,000	
		369,103	366,590	485,000	415,407	0	272,040	272,040	
TOTAL CAPITAL EQUIPMENT REPLACEMENT		369,103	366,590	485,000	415,407	0	272,040	272,040	

**CITY OF LINO LAKES
WATER OPERATING FUND (601)
2022 PROPOSED REVENUE BUDGET**

	Account Number	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
Operating Revenue									
Current Assessments	601-000-3110-000	0	0	0	0	0	0	0	
Delinquent Assessments	601-000-3120-000	137	0	0	0	0	0	0	
Penalties & Interest	601-000-3150-000	35	141	0	171	0	0	0	
Water Hook-Up Charge	601-000-3248-000	31,510	43,260	36,500	67,520	36,500	4,750	41,250	
Other State Revenue	601-000-3348-000	0	0	0	0	0	0	0	
Other Grants	601-000-3372-000	0	42,152	0	0	0	0	0	
Water Meter Sales	601-000-3406-000	37,442	72,825	50,000	129,517	50,000	28,260	78,260	
Irrigation Controller Sales	601-000-3407-000	0	0	0	4,750	0	5,000	5,000	
Interest on Investments	601-000-3620-000	122,121	100,912	50,000	(9,959)	50,000	0	50,000	
Change in Fair Value of Investments	601-000-3621-000	87,935	48,711	0	0	0	0	0	
Miscellaneous Revenue	601-000-3714-000	2,953	982	2,500	1,568	2,500	0	2,500	
Refunds and Reimbursements	601-000-3730-000	0	0	0	0	0	0	0	
Flat Water Charge	601-000-3850-000	0	0	0	0	0	287,680	287,680	Quarterly Base Fee
Water Sales	601-000-3855-000	1,079,470	1,210,916	1,080,000	1,241,998	1,080,000	188,772	1,268,772	Volume Charges
Water Penalties	601-000-3858-000	21,033	13,435	22,000	17,944	22,000	0	22,000	
Sale of Capital Assets	601-000-3910-000	(2,035)	0	0	15,291	0	0	0	
Operating Transfers	601-000-3920-000	0	0	0	0	0	0	0	
		1,380,602	1,533,333	1,241,000	1,468,800	1,241,000	514,462	1,755,462	
Other Sources									
Use of Reserves		0	0	282,918	0	0	1,409,645	1,409,645	
		0	0	282,918	0	0	1,409,645	1,409,645	
Total Operating Revenue & Other Sources		1,380,602	1,533,333	1,523,918	1,468,800	1,241,000	1,924,107	3,165,107	

CITY OF LINO LAKES

WATER (601-494)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	202,465	207,181	221,373	188,473	244,957	31,328	276,285	15% Public Service Director
OVERTIME	4102-000	9,326	8,659	7,000	5,677	7,000	0	7,000	10% Community Development Director
ON CALL	4105-000	5,176	5,163	4,996	(201)	5,000	0	5,000	50% Utility Supervisor
TEMPORARIES	4106-000	8,005	5,746	9,240	5,989	9,900	0	9,900	4 - 50% General Maintenance Workers (3 in 2021)
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	15% Administrative Assistant
PERA	4121-000	15,571	15,406	17,503	15,227	19,271	2,350	21,621	7.5% Finance Director
FICA/MEDICARE	4122-000	15,853	15,994	18,560	14,470	20,414	2,397	22,811	50% Accounting Clerk I
ICMA EMPLOYER	4123-000	0	132	294	0	428	0	428	12.5% Accounting Clerk II
PENSION EXPENSE	4125-000	3,179	16,489	0	0	0	0	0	25% Office Specialist
HEALTH INSURANCE	4131-000	29,655	25,742	25,528	21,812	29,467	8,377	37,844	Temporaries: Seasonal Utilities Staff
LIFE & DISABILITY INSURANCE	4133-000	690	762	1,027	756	778	93	871	1.5 Staff @ 11 wks @ 40 hrs/wk @ \$15/hr
DENTAL INSURANCE	4134-000	1,752	1,630	1,753	1,570	1,807	269	2,076	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	5,683	4,808	5,463	5,395	6,247	1,064	7,311	
		297,355	307,711	312,737	259,167	345,269	45,878	391,147	
SUPPLIES									
OFFICE SUPPLIES	4200-000	1,993	4,407	2,500	1,542	2,500	0	2,500	Utility Billing Forms, Computer and General Supplies
MAINTENANCE SUPPLIES	4211-000	36,807	26,602	45,000	35,755	45,000	0	45,000	Fire Hydrants, Hydrant Hoses, Flushing Equipment, Gate Valves, Hardware for Repairs, Replacement Plumbing Supplies, Heaters, Dehumidifiers, Locate Paint and Flags, Gravel, Rock, Sand, Property Maintenance Supplies
FUELS	4212-000	10,000	10,000	10,000	0	10,000	0	10,000	
METERS	4215-000	36,934	74,483	80,000	85,360	80,000	0	80,000	New/Replacement Meters, New/Replacement MXU'S, Irrigation Meters, Commercial Meters
IRRIGATION CONTROLLERS	4216-000	0	61,029	20,000	18,999	20,000	0	20,000	
SHOP PARTS	4221-000	0	0	0	0	0	0	0	
CHEMICALS	4222-000	87,329	111,420	80,000	123,166	80,000	45,000	125,000	Polyphosphate, Fluoride, Chlorine, Chemical Pumps, Chemical Containment, Reagents for Water Sampling
SMALL TOOLS	4240-000	1,807	2,336	2,500	1,902	2,500	0	2,500	Wrenches, Drills, Saws
		174,870	290,276	240,000	266,725	240,000	45,000	285,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	87,259	147,980	125,000	103,595	100,000	300	100,300	Water Main Breaks, Well/Tower Maintenance, Scada Maintenance/Upgrades, Fire Hydrant Painting, RPZ Testing, Cartograph, DNR Appropriations
MUNICIPAL ATTORNEY	4301-000	0	0	0	1,100	0	0	0	
MUNICIPAL ENGINEER	4304-000	22,091	27,309	25,000	19,949	25,000	0	25,000	
OTHER CONSULTANT	4310-000	2,589	10,999	11,347	10,873	11,347	13,028	24,375	Springbrook License Subscription - UB Module, Metro-iNet Services, Programs & Support (Includes Cisco Telephone)
TELEPHONE	4321-000	4,092	5,056	5,000	2,934	5,000	0	5,000	Cellular Phones, Well House Land Line Back-up
POSTAGE	4322-000	5,600	4,859	5,500	4,945	5,500	0	5,500	Utility Billing Postage, Postage Meter Charge, Certified Mail, General Shipping
TRAVEL & TUITION	4330-000	414	1,000	3,000	1,740	3,000	0	3,000	
PRINTING & PUBLISHING	4340-000	2,389	3,598	3,500	4,196	3,500	6,500	10,000	Consumer Confidence Reports, Mass Mailing
INSURANCE	4360-000	7,569	9,514	10,374	10,111	10,374	1,476	11,850	
AUTO INSURANCE	4363-000	644	783	700	941	700	260	960	
UNIFORMS	4370-000	649	833	760	511	760	0	760	Clothing Allowance
ELECTRICITY	4381-000	88,335	76,731	90,000	86,945	90,000	0	90,000	Well House Lighting and Pump Usage
UTILITIES (WATER/SEWER)	4382-000	5,557	6,021	15,000	5,559	15,000	0	15,000	Blaine, Shoreview, and Centennial Utilities - Utility Connections
HEAT	4383-000	3,332	2,496	5,000	1,669	5,000	0	5,000	Well House Heating
		230,519	297,177	300,181	255,069	275,181	21,564	296,745	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	13,802	19,463	10,000	13,816	10,000	8,520	18,520	Gopher One-Call, Monthly Lab Testing, Credit Card Processing Fees, Utility Statement Processing
SUBSCRIPTIONS & DUES	4452-000	671	760	1,000	1,556	1,000	0	1,000	AWWA, Water Operators Licenses
		14,473	20,223	11,000	15,372	11,000	8,520	19,520	
DEPRECIATION									
ASSET DEPRECIATION	4510-000	603,557	616,893	605,000	0	605,000	178,605	783,605	Annual Depreciation Expense - Water Infrastructure & Equip
		603,557	616,893	605,000	0	605,000	178,605	783,605	
OTHER									
OPERATING TRANSFERS	4910-000	226,722	127,357	0	0	0	407,680	407,680	Flat Water Charge Transferred to Area and Unit Fund (\$287,680), Water Fund Portion of 2022 Street Rehabilitation (\$120,000)
		226,722	127,357	0	0	0	407,680	407,680	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	55,000	86,928	0	1,765,015	1,765,015	50% Utilities Vehicle (\$33,015), Water Tower #2 Refurbish (\$1,700,000), Towable Generator (\$32,000)
		0	0	55,000	86,928	0	1,765,015	1,765,015	
TOTAL WATER FUND		1,547,496	1,659,638	1,523,918	883,260	1,476,450	2,472,262	3,948,712	

**CITY OF LINO LAKES
SEWER OPERATING FUND (602)
2022 PROPOSED REVENUE BUDGET**

Account Number	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
Operating Revenue								
Current Assessments	602-000-3110-000	708	708	0	354	0	0	0
Delinquent Assessments	602-000-3120-000	137	0	0	0	0	0	0
Penalties & Interest	602-000-3150-000	35	141	0	171	0	0	0
Sewer Hook-Up Charge	602-000-3249-000	25,434	35,187	29,000	55,597	29,000	4,000	33,000
Interest on Investments	602-000-3620-000	182,252	157,998	80,000	(15,691)	80,000	0	80,000
Change in Fair Value of Investments	602-000-3621-000	131,246	76,343	0	0	0	0	0
Refunds and Reimbursements	602-000-3730-000	0	0	0	15,276	0	0	0
Sewer Sales	602-000-3856-000	1,718,649	1,750,010	1,700,000	1,549,376	1,700,000	62,586	1,762,586
Sewer Penalties	602-000-3858-000	26,180	17,185	26,000	19,793	26,000	0	26,000
Sale of Capital Assets	602-000-3910-000	0	0	0	15,291	0	0	0
Operating Transfers	602-000-3920-000	0	83,821	0	0	0	0	0
		2,084,639	2,121,392	1,835,000	1,640,167	1,835,000	66,586	1,901,586
Other Sources								
Use of Reserves		0	0	392,698	0	0	70,299	70,299
		0	0	392,698	0	0	70,299	70,299
Total Operating Revenue & Other Sources		2,084,639	2,121,392	2,227,698	1,640,167	1,835,000	136,885	1,971,885

CITY OF LINO LAKES

SEWER (602-495)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	202,464	207,180	221,373	188,473	244,957	31,328	276,285	15% Public Service Director
OVERTIME	4102-000	9,327	8,659	7,000	5,677	7,000	0	7,000	10% Community Development Director
ON CALL	4105-000	5,176	5,163	4,996	(201)	5,000	0	5,000	50% Utility Supervisor
TEMPORARIES	4106-000	8,005	5,746	9,240	5,989	9,900	0	9,900	4 - 50% General Maintenance Workers (3 in 2020)
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	15% Administrative Assistant
PERA	4121-000	15,571	15,407	17,503	15,227	19,271	2,350	21,621	7.5% Finance Director
FICA/MEDICARE	4122-000	15,853	15,993	18,560	14,470	20,414	2,397	22,811	50% Accounting Clerk I
ICMA EMPLOYER	4123-000	0	132	294	0	428	0	428	12.5% Accounting Clerk II
PENSION EXPENSE	4125-000	3,179	18,808	0	0	0	0	0	25% Office Specialist
HEALTH INSURANCE	4131-000	29,654	25,742	25,528	21,813	29,467	8,377	37,844	Temporaries: Seasonal Utilities Staff
LIFE & DISABILITY INSURANCE	4133-000	689	763	1,027	757	778	93	871	1.5 Staff @ 11 wks @ 40 hrs/wk @ \$15/hr
DENTAL INSURANCE	4134-000	1,752	1,630	1,753	1,570	1,807	269	2,076	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	13,975	10,865	12,334	12,179	14,008	2,528	16,536	
		305,645	316,087	319,608	265,952	353,030	47,342	400,372	
SUPPLIES									
OFFICE SUPPLIES	4200-000	1,451	4,231	5,809	1,471	2,500	0	2,500	Utility Billing Forms, Computer and General Supplies
MAINTENANCE SUPPLIES	4211-000	17,159	16,759	59,769	16,569	45,000	0	45,000	Impellers, Screens, UPS, Heaters, Batteries, Manhole Repair Supplies, Check Valves, Gate Valves, Road Repair Materials
FUELS	4212-000	10,000	10,000	10,000	0	10,000	0	10,000	
SMALL TOOLS	4240-000	1,882	2,254	4,521	829	2,500	0	2,500	Valve Keys, Locators, Wrenches, Plumbing Tools
		30,492	33,244	80,099	18,868	60,000	0	60,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	91,955	184,009	105,000	67,657	105,000	60,300	165,300	Lift Station Cleaning, Lift Station Repairs/Upgrades, Sewer Line Cleaning/Camera, Sycom, Generator Maintenance/Inspection, Pump Repair/Service, Sewer Line Breaks, Cartograph, 2022- Sanitary Sewer/Manhole Lining
MUNICIPAL ENGINEER	4304-000	17,713	23,749	25,000	19,222	25,000	0	25,000	
OTHER CONSULTANTS	4310-000	2,589	10,999	11,347	10,873	11,347	13,028	24,375	Springbrook License Subscription - UB Module, Metro-iNet Services, Programs & Support (Includes Cisco Telephone)
TELEPHONE	4321-000	2,166	1,603	1,500	949	1,500	0	1,500	Cellular Phones, Lift Stations
POSTAGE	4322-000	5,600	4,837	5,000	4,683	5,000	0	5,000	Utility Billing Postage
TRAVEL & TUITION	4330-000	1,304	1,000	3,000	1,000	3,000	0	3,000	OSHA Compliance Safety Training
PRINTING & PUBLISHING	4340-000	0	0	500	532	500	0	500	
INSURANCE	4360-000	14,736	15,500	18,896	17,627	18,896	(1,356)	17,540	
AUTO INSURANCE	4363-000	644	783	700	941	700	260	960	
UNIFORMS	4370-000	649	765	760	511	760	0	760	Clothing Allowance
ELECTRICITY	4381-000	30,207	31,682	30,000	27,109	30,000	2,000	32,000	Power to Run Lift Station Pumps and Controls
UTILITIES (WATER/SEWER)	4382-000	13,290	13,949	15,000	10,677	15,000	0	15,000	Blaine, Shoreview, and Centennial Utilities - Utility Connections
HEAT	4383-000	1,430	1,537	1,800	1,219	1,800	0	1,800	Natural Gas for On-site Generators
		182,283	290,413	218,503	163,000	218,503	74,232	292,735	
CONTRACTUAL SERVICES									
MCES TREATMENT CHARGES	4405-000	977,612	1,035,391	988,488	988,488	988,488	99,255	1,087,743	MCES Sewer Treatment Costs
CONTRACTED SERVICES	4410-000	10,282	11,333	9,000	11,156	9,000	6,020	15,020	Gopher One-Call, Credit Card Processing Fees, Utility Statement Processing
RENTED EQUIPMENT	4415-000	0	329	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	580	295	1,000	124	1,000	0	1,000	Sewer Operators Licenses, APWA Membership
		988,474	1,047,348	998,488	999,769	998,488	105,275	1,103,763	
DEPRECIATION									
ASSET DEPRECIATION	4510-000	495,816	512,771	500,000	0	500,000	74,323	574,323	Annual Depreciation Expense - Sewer Infrastructure & Equip
		495,816	512,771	500,000	0	500,000	74,323	574,323	
OTHER									
OPERATING TRANSFERS	4910-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	111,000	88,502	0	115,015	115,015	50% Utilities Vehicle (\$33,015), Push Camera/line tracer (\$15,000), Lift #7 Generator Replacement (\$35,000), Towable Generator (\$32,000)
		0	0	111,000	88,502	0	115,015	115,015	
TOTAL SEWER FUND		2,002,710	2,199,863	2,227,698	1,536,091	2,130,021	416,187	2,546,208	

**CITY OF LINO LAKES
STORM WATER OPERATING FUND (603)
2022 PROPOSED REVENUE BUDGET**

Account Number	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
Operating Revenue								
Current Assessments	603-000-3110-000	0	0	0	0	0	0	0
Delinquent Assessments	603-000-3120-000	0	0	0	0	0	0	0
Penalties & Interest	603-000-3150-000	0	0	0	0	0	0	0
Interest on Investments	603-000-3620-000	0	0	0	0	0	0	0
Change in Fair Value of Investments	603-000-3621-000	0	0	0	0	0	0	0
Refunds and Reimbursements	603-000-3730-000	0	0	0	0	0	0	0
Storm Water Fee	603-000-3859-000	0	0	0	0	583,000	583,000	
Sale of Capital Assets	603-000-3910-000	0	0	0	0	0	0	0
Operating Transfers	603-000-3920-000	0	0	0	0	0	0	0
		0	0	0	0	583,000	583,000	
Other Sources								
Use of Reserves		0	0	0	0	0	0	0
		0	0	0	0	0	0	0
Total Operating Revenue & Other Sources		0	0	0	0	583,000	583,000	

CITY OF LINO LAKES

STORM WATER (603-496)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	November YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	0	0	0	0	74,137	62,656	136,793	10% Public Service Director
OVERTIME	4102-000	0	0	0	0	0	0	0	10% Community Development Director
ON CALL	4105-000	0	0	0	0	0	0	0	30% Streets Supervisor
TEMPORARIES	4106-000	0	0	0	0	0	0	0	25% Environmental Coordinator
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	1 - 100% General Maintenance Worker (New Hire)
PERA	4121-000	0	0	0	0	5,560	4,699	10,259	
FICA/MEDICARE	4122-000	0	0	0	0	5,672	4,793	10,465	
ICMA EMPLOYER	4123-000	0	0	0	0	285	0	285	
PENSION EXPENSE	4125-000	0	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	0	0	0	0	3,762	16,754	20,516	
LIFE & DISABILITY INSURANCE	4133-000	0	0	0	0	245	172	417	
DENTAL INSURANCE	4134-000	0	0	0	0	405	539	944	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	0	0	0	0	3,307	5,057	8,364	
		0	0	0	0	93,373	94,670	188,043	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	0	0	0	0	0	17,000	17,000	
FUELS	4212-000	0	0	0	0	0	4,000	4,000	
SMALL TOOLS	4240-000	0	0	0	0	0	3,000	3,000	
		0	0	0	0	0	24,000	24,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	0	0	0	0	0	7,000	7,000	Public Education, Consultant Services
MUNICIPAL ENGINEER	4304-000	0	0	0	0	0	35,000	35,000	Retainer (\$13,465), Project Development (\$21,535)
OTHER CONSULTANTS	4310-000	0	0	0	0	0	8,550	8,550	Metro-iNet Services, Programs & Support
TELEPHONE	4321-000	0	0	0	0	0	350	350	
POSTAGE	4322-000	0	0	0	0	0	955	955	Utility Billing Postage
TRAVEL & TUITION	4330-000	0	0	0	0	0	2,500	2,500	
PRINTING & PUBLISHING	4340-000	0	0	0	0	0	0	0	
INSURANCE	4360-000	0	0	0	0	0	0	0	
AUTO INSURANCE	4363-000	0	0	0	0	0	260	260	
UNIFORMS	4370-000	0	0	0	0	0	0	0	
ELECTRICITY	4381-000	0	0	0	0	0	0	0	
UTILITIES (WATER/SEWER)	4382-000	0	0	0	0	0	0	0	
HEAT	4383-000	0	0	0	0	0	0	0	
		0	0	0	0	0	54,615	54,615	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	0	0	0	0	0	247,255	247,255	Sweeping/Repairs, SWMP (Ditch, Pipe, Pond) Cleaning, Credit Card Processing Fees, Utility Statement Processing
RENTED EQUIPMENT	4415-000	0	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	0	0	0	0	0	500	500	
		0	0	0	0	0	247,755	247,755	
DEPRECIATION									
ASSET DEPRECIATION	4510-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
OTHER									
OPERATING TRANSFERS	4910-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	0	0	0	68,587	68,587	Capital Equipment Reserve, 2022 - Storm Utility Vehicle
		0	0	0	0	0	68,587	68,587	
TOTAL SEWER FUND		0	0	0	0	93,373	489,627	583,000	

**CITY OF LINO LAKES
RESOLUTION NO. 21-145**

RESOLUTION ADOPTING THE FINAL 2021 TAX LEVY, COLLECTIBLE IN 2022

WHEREAS, the City of Lino Lakes has budgeted to pay expenditures for operating costs anticipated in the year 2022, and

WHEREAS, the City of Lino Lakes has budgeted to pay the annual debt service on outstanding indebtedness, and

WHEREAS, the City Council adopted its preliminary 2021 tax levy, collectible in 2022, in anticipation of the above expenses, and

WHEREAS, the City Council has published in the official newspaper all notices required by Minnesota State Statutes and the City Charter, and

WHEREAS, the City Council held its public hearing on December 13, 2021.

NOW, THEREFORE BE IT RESOLVED that The City Council of The City of Lino Lakes, approves its final 2021 tax levy, collectible in 2022, upon taxable property within the City of Lino Lakes as follows:

1. Total amount levied in the year 2021 to be spread for taxes due and payable in the year 2022 is \$11,819,287.
2. The total amount levied above is for the following purposes:

<u>Operating Levy</u>	\$9,790,843
<u>Bonded Indebtedness</u>	
G.O. Bond 2012A	178,794
G.O. Bond 2015A	267,869
EDA Lease/Revenue Bond 2015	316,300
G.O. Tax Abatement Refunding Bonds 2016C	325,054
G.O. Bond 2018A	485,212
G.O. Bond 2021A	209,680
Equipment Certificates 2019	139,493
Equipment Certificates 2020	106,042
Total Bonded Indebtedness:	<u>\$2,028,444</u>
TOTAL LEVIES	<u>\$11,819,287</u>

Adopted by the Council of the City of Lino Lakes this 13th day of December, 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 2A (ii)**

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: December 13, 2021

TOPIC: Consider Resolution No. 21-146, Adopting the Final 2022 General Fund Operating Budget

VOTE REQUIRED: 3/5

BACKGROUND

A public hearing was held tonight to take public comment on the budget. A summary of the proposed budget and tax levy was presented and discussed during the public hearing.

The final 2022 budget is balanced with revenues and expenditures of \$11,664,762, which represents a 1.26% increase over the 2021 adopted budget. The total increase to the base budget for 2022 is \$976,447 and items contributing to the increase are outlined on pages 11-12 of the 2022 Final Proposed Budget & Tax Levy.

The 2022 budget is balanced with \$500,000 of reserves and \$40,000 transfers from other funds. This maintains an Unassigned Fund Balance of 55% of operating expenditures, consistent with the current Fund Balance policy. It should be noted that \$21,832 of reserves were used to balance the 2021 adopted budget.

The City Council needs to take final action to approve the budget at this time.

RECOMMENDATION

Staff recommends the approval of Resolution No. 21-146.

ATTACHMENTS

Resolution No. 21-146

**CITY OF LINO LAKES
RESOLUTION NO. 21-146**

**RESOLUTION ADOPTING THE FINAL 2022 GENERAL FUND OPERATING
BUDGET**

WHEREAS, pursuant to Minnesota State Statute, the Lino Lakes City Council is required to adopt a resolution setting the final General Fund revenues and expenditures for the upcoming fiscal year.

NOW, THEREFORE BE IT RESOLVED by The City Council of The City of Lino Lakes, that the following final General Fund operating budget be adopted for 2022:

2022 FINAL GENERAL FUND BUDGET

REVENUES:

Property Taxes	\$8,789,119
Licenses & Permits	1,032,802
Intergovernmental	668,512
Charges for Services	292,172
Fines & Forfeitures	101,100
Interest on Investments	30,000
Miscellaneous	211,057
Other Financing Sources	540,000
TOTAL FINAL GENERAL FUND REVENUES	\$11,664,762

EXPENDITURES:

Administration	\$1,580,437
Community Development	773,124
Public Safety	5,912,366
Public Services	3,052,085
Other	346,750
TOTAL FINAL GENERAL FUND EXPENDITURES	\$11,664,762

Adopted by the Council of the City of Lino Lakes this 13th day of December, 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 2A (iii)**

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: December 13, 2021

TOPIC: Consider Resolution No. 21-147, Adopting the 2022 Enterprise Funds Operating Budgets

VOTE REQUIRED: 3/5

BACKGROUND

The City Council has reviewed the proposed 2022 Water, Sewer, and Storm Water Operating Budgets during their scheduled budget work sessions. It has been the practice of the City Council to adopt the Enterprise Funds Operating Budgets by resolution. It should be noted that the budgets include the cost of depreciation of infrastructure as an expense, and recovery of this cost is incorporated into the utility rate structure.

RECOMMENDATION

Staff recommends the approval of Resolution No. 21-147.

ATTACHMENTS

Resolution No. 21-147

**CITY OF LINO LAKES
RESOLUTION NO. 21-147**

RESOLUTION ADOPTING THE 2022 ENTERPRISE FUNDS OPERATING BUDGETS

WHEREAS, the City Council has reviewed the proposed 2022 Enterprise Funds Operating Budgets during their budget work sessions, and

WHEREAS, the City Council each year adopts the Enterprise Funds Operating Budgets by resolution.

NOW, THEREFORE BE IT RESOLVED by The City Council of The City of Lino Lakes, that the following Water, Sewer, and Storm Water Operating Budgets for the year 2022 are hereby adopted:

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Strom Water Fund</u>
Operating Revenues	\$1,755,462	\$1,901,586	\$ 583,000
Use of Reserves	<u>\$1,409,645</u>	<u>\$ 70,299</u>	<u>\$ -0-</u>
Total Revenues	\$3,165,107	\$1,971,885	\$ 583,000
Operating Expenses	\$ 992,412	\$1,856,870	\$ 514,413
Operating Transfers	\$ 407,680	\$ -0-	\$ -0-
Capital Outlay	<u>\$1,765,015</u>	<u>\$ 115,015</u>	<u>\$ 68,587</u>
Total Expenses	\$3,165,107	\$1,971,885	\$ 583,000
Non-Cash Depreciation Expense	\$ 783,605	\$ 574,323	\$ -0-

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

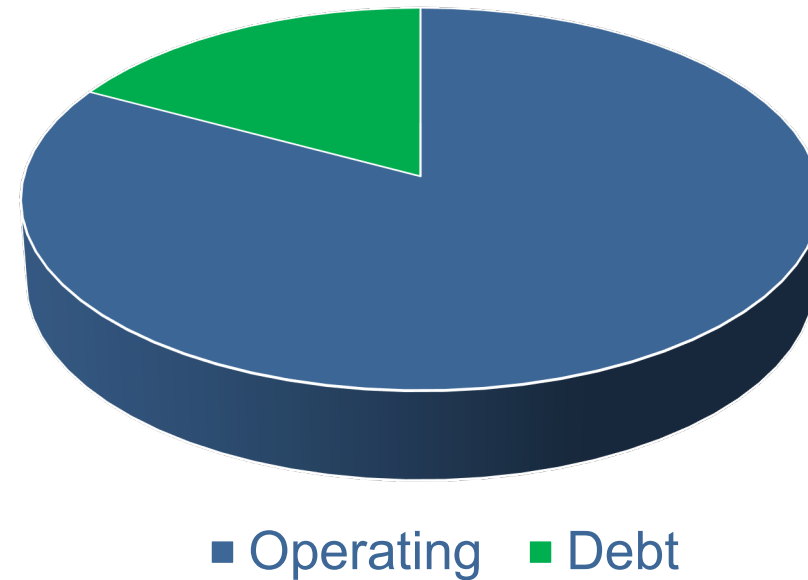
2022 Tax Levy & Budget

December 13, 2021



Tax Levy

	2022
Operating Levy	\$9,790,843
Debt Levy	<u>2,028,444</u>
Total Levy	\$11,819,287



Tax Levy

	2021	2022	\$ Increase	% Increase
Operating Levy	\$9,232,367	\$9,790,843	\$558,476	6.05%
Debt Levy	<u>1,909,448</u>	<u>2,028,444</u>	<u>118,996</u>	<u>6.23%</u>
Total Levy	\$11,141,815	\$11,819,287	\$677,472	6.08%

Tax Capacity & Rate

Net Tax Capacity

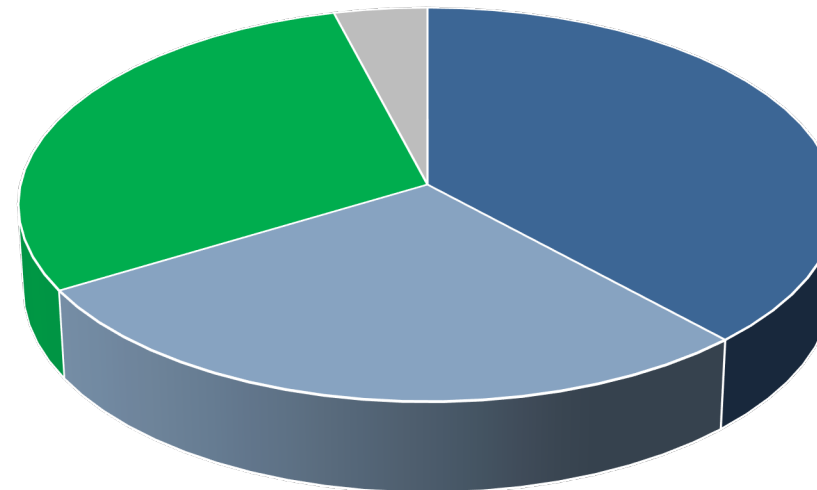
	2021	2022
Tax Capacity	\$26,491,445	\$27,950,000
FD Contribution	(1,537,086)	(1,643,524)
Captured TIF	<u>(845,716)</u>	<u>(783,368)</u>
Net Tax Capacity	\$24,108,643	\$25,523,108
% Increase		5.87%

Tax Rate

	2021	2022
Total Levy	\$11,141,815	\$11,819,287
FD Distribution	<u>(1,472,118)</u>	<u>(1,587,612)</u>
Net Levy	\$9,669,697	\$10,231,675
% Increase		5.81%
Tax Rate	40.109%	40.088%

Total Tax Rate

	2022
City of Lino Lakes	40.088
Anoka County	29.602
Centennial ISD	31.031
Other	<u>4.266</u>
Total Tax Rate	104.987



- Lino Lakes
- Anoka County
- Centennial ISD
- Other

City Tax Rate Impact

0.00% Increase in Market Value

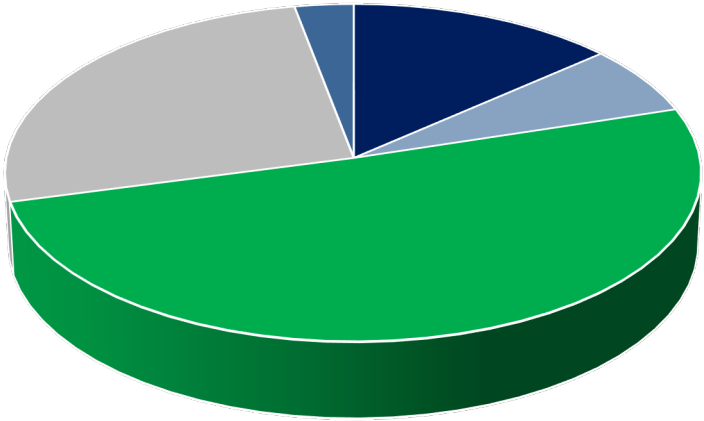
- ▶ Residential Property
 - ▶ \$315,000 Market Value
 - ▶ \$1 Decrease in City Taxes
- ▶ Commercial Property
 - ▶ \$900,000 Market Value
 - ▶ \$2 Decrease in City Taxes

7.00% Increase in Market Value

- ▶ Residential Property
 - ▶ \$337,050 Market Value
 - ▶ \$88 Increase in City Taxes
- ▶ Commercial Property
 - ▶ \$963,000 Market Value
 - ▶ \$313 Increase in City Taxes

General Fund Budget

	2022
Administration	\$1,580,437
Community Development	773,124
Public Safety	5,912,366
Public Services	3,052,085
Other	<u>346,750</u>
Total Expenditures	\$11,664,762



- Administration
- Community Development
- Public Safety
- Public Services
- Other

General Fund Budget

	2021	2022
Personal Services	\$7,720,968	\$8,328,187
Supplies	504,230	539,425
Other Services	1,443,553	1,482,025
Contracted Services	821,336	806,775
Capital Outlay	28,200	161,600
Other	<u>1,001,113</u>	<u>346,750</u>
Total Expenditures	\$11,519,400	\$11,664,762
\$ Increase		\$145,362
% Increase		1.26%

- ▶ \$607,219 or 7.86% increase in personal services
- ▶ \$133,400 or 473.05% increase in capital outlay
- offset by-
- ▶ \$654,363 or 65.36% decrease in other

Enterprise Fund Budgets

	Water	Sewer	Storm Water
Operating Revenues	\$1,755,462	\$1,901,586	\$583,000
Use of Reserves	<u>1,409,645</u>	<u>70,299</u>	<u>-0-</u>
Total Revenues	\$3,165,107	\$1,971,885	\$583,000
Operating Expenses	\$992,412	\$1,856,870	\$514,413
Operating Transfers	407,680	-0-	-0-
Capital Outlay	<u>1,765,015</u>	<u>115,015</u>	<u>68,587</u>
Total Expenses	\$3,165,107	\$1,971,885	\$583,000
Non-Cash Depreciation Exp	\$783,605	\$574,323	\$-0-

**CITY COUNCIL
AGENDA ITEM 2B**

STAFF ORIGINATOR: Hannah Lynch, Finance Director
MEETING DATE: December 13, 2021
TOPIC: Committing General Fund Balance
VOTE REQUIRED: 3/5

BACKGROUND

Fire turn-out gear budgeted and ordered in 2021 in the amount of \$36,622 is not expected to be received until 2022 due to supply chain delays. The unspent funds will remain in the City's General Fund Balance at 12/31/2021.

Staff recommends committing the funds within the General Fund. Committed funds will allow the use of 2021 budgeted funds in fiscal year 2022 without having a budget impact. Funds can only be spent for the reason specified. Any unspent funds will no longer be committed after the expenditure for 2021 Fire Turn-Out Gear has been made.

RECOMMENDATION

Staff recommends approving Resolution No. 21-149.

ATTACHMENTS

Resolution No. 21-149

**CITY OF LINO LAKES
RESOLUTION NO. 21-149**

COMMITTING FUND BALANCE IN THE GENERAL FUND

WHEREAS, the city fund balance is comprised of distinct components with very distinct purposes. Under GASB 54, Minnesota cities need to report five different components of fund balances to the OSA each year; a) nonspendable, b) restricted, c) committed, d) assigned, and e) unassigned.

WHEREAS, the City Council may set aside funds for a specific purpose by committing funds.

WHEREAS, funds were budgeted, but left unspent in the General Fund in 2021. Fire turn-out gear was ordered in 2021 as part of the fire gear replacement plan, but due to supply chain delays it will not be received until 2022.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lino Lakes that \$36,622 will be committed within the General Fund for 2021 Fire Turn-Out Gear.

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

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

The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Julianne Bartell, City Clerk

**CITY COUNCIL
AGENDA ITEM 2C**

STAFF ORIGINATOR: Hannah Lynch, Finance Director
MEETING DATE: December 13, 2021
TOPIC: Approving ARPA Spending Plan
VOTE REQUIRED: 3/5

BACKGROUND

The City has been allocated \$2,417,213.82 of American Rescue Plan Act (ARPA) funds. The funds have been accepted and are planned to be used in a manner consistent with guidance adopted by the United States Department of Treasury.

Under current guidance the city is able to calculate lost revenue at four points in time: December 31, 2020; December 31, 2021; December 31, 2022; and December 31, 2023. As of December 31, 2020, the City of Lino Lakes has calculated \$1,458,716.00 of lost revenue.

The City intends to use the lost revenue funds for the provision of government services to re-open the Rookery Activity Center and, if needed, other pay-go spending for capital improvements and purchases.

The City is re-opening the vacated YMCA with the goal of creating a community space which promotes physical health and mental well-being. Re-opening costs consist of creating a sustainable recreation center and setting up for a new management model. Physical adaptations for COVID-19 will be considered throughout the project as well as the long-term success of promoting a healthy community.

The Remaining ARPA funds of \$958,497.82 are planned to be used to make necessary investments in water, sewer, or broadband infrastructure. The specific project(s) have not been identified at this time.

This ARPA Spending Plan is intended to represent the City's current plan for the funds and can be amended, if needed, in the future.

RECOMMENDATION

Staff recommends approving Resolution No. 21-150, Approving ARPA Spending Plan.

ATTACHMENTS

Resolution No. 21-150

**CITY OF LINO LAKES
RESOLUTION NO. 21-150**

APPROVING AMERICAN RESCUE PLAN ACT SPENDING PLAN

WHEREAS, The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021 and provides relief to cities to enable them to continue to support the response to the pandemic and lay the foundation for a strong economic recovery.

WHEREAS, Cities may utilize Local Fiscal Recovery Funds to mitigate the effects of COVID-19, replace lost revenue, support premium pay, and invest in infrastructure, including water, sewer, and broadband.

WHEREAS, the City of Lino Lakes has been allocated \$2,417,213.82 of ARPA funds.

WHEREAS, as of December 31, 2020 the City has calculated a \$1,458,716.00 reduction in revenue presumed to have been due to the COVID-19 public health emergency. The City intends to use these funds for the provision of government services to re-open the Rookery Activity Center and pay-go spending for capital improvements and purchases.

WHEREAS, the City is re-opening the vacated YMCA with the goal of creating a community space which promotes physical health and mental well-being. Re-opening costs consist of creating a sustainable recreation center and setting up for a new management model. Physical adaptations for COVID-19 will be considered throughout the project as well as the long-term success of promoting a healthy community.

WHEREAS, in addition, pay-go spending for other city facility improvements and the purchase of capital equipment may be considered.

WHEREAS, the remaining funds of \$958,497.82 will be used to make necessary investments in water, sewer, or broadband infrastructure.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lino Lakes the ARPA Spending Plan is approved as outlined above.

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

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

The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Julianne Bartell, City Clerk

**CITY COUNCIL
AGENDA ITEM 3A**

STAFF ORIGINATOR: Meg Sawyer, Human Resources Manager
MEETING DATE: December 13, 2021
TOPIC: Consider Appointment of Police Officer
VOTE REQUIRED: 3/5

INTRODUCTION

The Council is being asked to approve the appointment of Matthew DuBois to a vacant Police Officer position in the Public Safety Department.

BACKGROUND

There is currently one vacant Police Officer positions within the Public Safety Department. At this time, staff has completed the recruitment process, provided a conditional offer, and is recommending the approval of Matthew DuBois for the position.

DuBois has an Associates degree in Law Enforcement from Rasmussen College. He has met all POST mandates.

The hourly rate of pay would be \$36.66, which is the Starting Step of the union wage schedule. The wage schedule has six steps.

With the Council's approval, Matthew DuBois would start in the position of Police Officer on January 3, 2022.

RECOMMENDATION

Request for approval of the appointment of Matthew DuBois for the Police Officer position.

**CITY COUNCIL
AGENDA ITEM 6A**

STAFF ORIGINATOR: Andy Nelson, Environmental Coordinator

MEETING DATE: December 13th, 2021

TOPIC: Consideration of Resolution No. 21-152, Approving 2021
Preparing for Emerald Ash Borer Grant Contract with Minnesota
Department of Natural Resources

VOTE REQUIRED: 3/5

BACKGROUND

Emerald ash borer (EAB), a non-native, invasive beetle that kills ash trees, was first confirmed in Lino Lakes in 2017. Since then, the rates of infestation and tree mortality have increased rapidly throughout the city.

Our response to EAB includes removals of boulevard ash trees, replacement of these trees with a diverse mix of species, and insecticide injections that allow us to stagger removals over time. We currently remove and replace approximately 30 boulevard ash trees per year. It will take approximately 10 years to complete removals and replacements at this rate.

The State of Minnesota has made grant funds available for the removal and replacement of ash trees on public land through the 2021 Preparing for EAB Grant. Staff submitted a grant proposal for this program that has been approved for funding. To accept these funds, the city must enter into a contract with the state, ensuring work is completed as described in the plan.

The plan includes 91 boulevard ash tree removals; 31 removals performed by Parks staff, and 60 removals performed by a contractor. Parks staff will be planting 91 bare root trees as replacements. The grant funds will cover the 60 contracted removals and stump grinding, the 91 bare root replacement trees, and planting supplies. The 25% match required from the city will be provided through staff time spent on removals, planting, watering, pruning, training, outreach, and inspections. Estimated project costs are included below:

Description	Grant Funded	City Match
Contracted removals	\$25,109.50	
Staff removals		\$10,755.50
Trees	\$6,825.00	
Planting materials	\$976.36	
Maintenance, inspections		\$6,082.44
Total:	\$32,910.86	\$16,837.94
Project Total: \$49,748.80		

RECOMMENDATION

Staff recommends approval of Resolution No. 21-152, accepting the 2021 Preparing for Emerald Ash Borer Grant Contract with the Minnesota Department of Natural Resources.

ATTACHMENTS

1. Resolution 21-152
2. EAB Grant Contract

**CITY OF LINO LAKES
RESOLUTION NO. 21-152**

**ACCEPTING MINNESOTA DEPARTMENT OF NATURAL RESOURCES
2021 PREPARING FOR EMERALD ASH BORER GRANT AWARD**

WHEREAS, emerald ash borer, a non-native beetle that kills ash trees, was first confirmed in Lino Lakes in 2017; and

WHEREAS, incidents of infestation and mortality of ash trees have increased rapidly since 2017; and

WHEREAS, the City has an emerald ash borer response plan to mitigate the impacts of this damaging pest that includes removal of boulevard ash trees and their replacement with a diverse mix of species; and

WHEREAS, the Minnesota Department of Natural Resources is offering a 2021 Preparing for Emerald Ash Borer Grant for the removal and replacement of ash trees on public land; and

WHEREAS, the City of Lino Lakes was awarded \$32,910.86 to be used for removals of ash trees, planting replacement trees, and planting supplies; and

WHEREAS, the City match funds of \$16,837.94 will be in the form of labor for removals, planting, watering, pruning, inspections, and in-house training;

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

That the Minnesota Department of Natural Resources 2021 Preparing for Emerald Ash Borer Grant is accepted, and hereby authorizes the Mayor and Clerk to execute the agreement on behalf of the City.

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

STATE OF MINNESOTA GRANT CONTRACT

This grant contract is between the State of Minnesota, acting through its Commissioner of Natural Resources, Division of Forestry, 500 Lafayette Rd., St. Paul, MN 55155 (“State”) and the City of Lino Lakes, 600 Town Center Parkway, Lino Lakes, MN 55014 (“Grantee”).

Recitals

1. Under Minn. Stat. §84.026, §84.085, Subd. 1, and Minnesota Session Law 2021, 1st Special Session, Chapter 6, Article 1, Section 3, Subdivision 4(j), the State is empowered to enter into this grant.
2. The State is in need of Urban and Community Forestry Services.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), Subd. 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract

1 Term of Grant Contract

1.1 *Effective date:*

November 30, 2021, or the date the State obtains all required signatures under [Minn. Stat.§16B.98](#), Subd. 5, whichever is later. Per [Minn.Stat.§16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed.

1.2 *Expiration date:*

June 30, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 *Survival of Terms.*

The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 Grantee’s Duties

The Grantee, who is not a state employee, will:

Comply with required grants management policies and procedures set forth through [Minn.Stat.§16B.97](#), Subd. 4 (a) (1).

Perform the duties specified in Exhibit A, Exhibit B, and Exhibit C, which are incorporated and made a part of this agreement.

3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 *Consideration.*

The State will pay for all services performed by the Grantee under this grant contract as follows:

(a) *Compensation*

The Grantee will be paid compensation in an amount not to exceed \$32,910.86 on a reimbursement basis for qualifying purchases. The Grantee shall submit payment requests with required expenditure documentation.

According to the breakdown of costs contained in Exhibit B, which is attached and incorporated into this grant contract, the Grantee certifies that a minimum 25% matching requirement for the grant will be met by the City of Lino Lakes. The total project cost is \$49,748.80. Grantee agrees to match at least \$16,837.94 of this project cost.

(b) Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will not exceed \$0.00; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) Total Obligation.

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$32,910.86.

4.2 Payment**(a) Invoices**

The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

1. 1. June 30, 2022
2. 2. December 30, 2022
3. 3. June 30, 2023

All project work must be completed and the final request for reimbursement (along with final reports) must be submitted by June 30, 2023.

(b) Unexpended Funds

The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

4.3 Subcontractors, Contracting, and Bidding Requirements

The Grantee agrees that if it subcontracts any portion of this project to another entity, the agreement with the subcontractor will contain all applicable provisions of the agreement with the State.

Per [Minnesota Statute 471.345](#), **Municipalities** as defined in Subd.1 must follow that Uniform Municipal Contracting Law if contracting funds from this grant contract agreement for any supplies, materials, equipment, or the rental thereof, or the construction, alteration, repair, or maintenance of real or personal property.

(a) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

(b) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statute 177.41](#) through [177.44](#). Consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is *Emma Schultz, Community Forest Project Specialist, 500 Lafayette Rd., St. Paul, MN 55155, (651) 259-5274, emma.schultz@state.mn.us*, or her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is *Andy Nelson, Environmental Coordinator, 600 Town Center Parkway, Lino Lakes, MN 55014, ANelson3@linolakes.us, (651) 982-2465*. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Complete

7.1 Assignment

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments

Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Complete

This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

9 State Audits

Under [Minn. Stat. § 16B.98](#), Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable laws.

10.2 *Intellectual Property Rights - Not Applicable*

11 **Workers Compensation**

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 **Publicity and Endorsement**

The Grantee will publicly post and promote project information and purpose as pertains to this grant contract.

12.1 *Publicity*

Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

12.2 *Endorsement*

The Grantee must not claim that the State endorses its products or services.

13 **Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 **Termination**

14.1 *Termination by the State*

The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 *Termination for Cause*

The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 *Termination for Insufficient Funding*

The State may immediately terminate this grant contract if:

(a) It does not obtain funding from the Minnesota Legislature.

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 *Additional Alternate Termination Language*

Additional alternate termination language may be negotiated on a case-by-case basis after the state agency has consulted with their legal and finance teams.

15 **Data Disclosure**

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

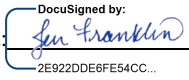
16 **Non-Discrimination Requirements**

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. ' ' 16A.15 and 16C.05

Signed:  _____

Date: November 24, 2021

SWIFT Contract/PO No(s). 204020 / 3-201037

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Exhibit A: Grant Project Deliverables

2021 Preparing for EAB Grants

City of Lino Lakes Deliverables

Grant Sum Total: \$32,910.86

Grant Contact Deliverables

- Adopting an EAB management plan through this grant process if the community does not yet have one in place
- Each ash tree removed must be replaced with a newly planted tree
- Grantee must be willing to participate in work by the Minnesota Department of Agriculture and University of Minnesota to evaluate project impacts

Regardless of requests for reimbursement, a written update must be submitted by each reporting deadline, to ensure project is moving forward and on track to completion. Add written reports below corresponding to each reporting date:

June 30, 2022 Update:

December 30, 2022 Update:

June 30, 2023 Update:

*As work is completed, thoroughly address all applicable bullet points below. Add in the date of reporting (i.e. 6/30/22) and change the font color of your update to **red**, to show where information has been added. Continually add to this document over the lifetime of your grant, making sure that all bullet points are addressed by the time of the grant's completion.*

Work with DNR to fully execute and report on the impacts of the work plan by meeting the requirements as submitted in the City of Lino Lakes's application:

Project Overview

Emerald ash borer was first confirmed in Lino Lakes in 2017. Since then, the rates of infestation and tree mortality have increased rapidly throughout the City. Rice Creek Chain of Lakes Park, a county park that our City completely surrounds, has a large number of ash trees, many of which are currently infested. The Department of Agriculture holds field sessions at Wargo Nature Center because there are plenty of infested trees there to use as examples.

Our Parks crew has been aggressively removing ash trees from boulevards, parks, and natural areas since 2010. We currently have 287 boulevard ash trees remaining. Resources allow us to treat 100 trees per year to allow for staggered removals over time. Budget allows for removal and replacement of 30 boulevard ash trees per year, along with additional removals and replacements of hazard trees of other species. At this rate, it will take 10 years to remove and replace all boulevard ash in the City. 2024 will be the first year that we can dependably treat half of our remaining boulevard trees, so for the next three years, trees will be on a 3 year treatment cycle, leaving trees less protected against ash borer damage.

While removals in parks and natural areas are ongoing, our inventory of these areas is far from complete. The sooner we can complete removals and replacements of boulevard trees, the sooner we can focus our efforts entirely on parks, trails, and natural areas.

- The plan we are submitting will allow for three years worth of removals and replacements in one year, which will bring our number of remaining boulevard ash below 200 so we can continue to remove them safely.
- The plan involves contracted removal of 60 trees that are large enough to be beyond the scope of what can be safely handled with our aerial truck, which has a 30 foot reach.

- Our Parks crew will be supplementing this contracted work with 31 removals of slightly smaller trees. This crew will also be planting and maintaining all 91 replacement trees.

Timeline

- All 91 tree removals, stump grinding, and turf restoration will occur between October 1, 2021 and April 30th, 2022.
- Bare root trees will be ordered by January 1st, 2022.
- Trees will be delivered in Spring of 2022. Utility locates and planting locations will be determined a week prior to delivery date. Trees will be kept moist and shaded, then installed, mulched, and watered within two weeks of delivery.
- Residents will be encouraged in the informational letter to provide 20 gallons of water for every week in which at least an inch of rain does not fall. This watering will be supplemented by our Parks crew with a water tanker truck, which will run the route weekly throughout the growing season.
- Deer and rodent guards will be installed by August 1st of 2022 and removed by June 1st of 2023.
- Pruning will be performed at installation (only dead branches), at year 3, and every 5 years from that point on (as needed and as dictated by resources). Pruning techniques employed by our crew follow the Gilman method and ISA recommendations.
- Inspections for tree health, proper mulching, and pruning needs will be performed once at installation, again by August 1st, and annually in Spring thereafter until final report submittal in 2024.

Project Budget Explanation

Our project involves 91 boulevard tree removals and replacements. A contractor will be performing 60 of the removals and stump grinding. Parks staff will be removing 31 trees, grinding stumps and restoring turf. They will also be planting all 91 bare root trees and performing maintenance thereafter.

- Our request is strictly for funds related to contracted removals, replacement trees, and planting materials. We are asking for \$32,910.86 to cover these three items.
- In turn, our in-kind match will be in labor, equipment use, and other staff time related to inspections and maintenance of the trees. These efforts are valued at \$16,837.94. Explanations of this amount is given on the budget form, as well as an excel spreadsheet "Bonding Grant Plan" that will be included with our submitted application materials.
- The price of 1.25-2" inch caliper bare root trees was approximated to \$75.00 to allow for flexibility in acquiring these trees and an acknowledgment that availability may force us to make minor changes in size or species.

Project Impacts on Priority Landscapes and Populations

While Lino Lakes does not have notable disparities in health and environmental quality for diverse populations, nor does the MPCA environmental justice interactive map identify any areas of concern related to income level or ethnic background, there is still an exceptional need in our community for trees to replace the heavy losses that EAB is currently inflicting. There is a strong level of support and commitment in Lino Lakes for ensuring that our urban forest is managed with care for generations to follow, as evinced by 30 years of acknowledgment as a Tree City USA.

- With the high level of growth that is expected to continue, our efforts to increase canopy cover and maintain a resilient assemblage of species and plant communities remains a focal point of our environmental efforts. These efforts will benefit all members of our community into the future.

Communication

- Information about this grant will be included in the City newsletter, in letters to affected homeowners, and on the City Facebook page.
- We include content on EAB and the newly founded discount tree injection program that is available to residents in quarterly newsletters that are mailed to all households in the City. The newsletter also includes content on other forestry-related matters, including proper mulching techniques and City-coordinated tree sales.
- The letters to homeowners will include information about EAB, the grant itself, and proper mulching and watering techniques.
- The City Facebook page will contain a post about the grant program and what residents should expect to see as the program is executed.
- Additionally, the grant will be discussed during monthly Environmental Board meetings, which are televised.

Personnel

Staff that will be directly involved with this project include:

- Andy Nelson-Environmental Coordinator. I have a B.S. in Conservation Biology from the U of MN, ISA certified arborist (MN 4755-A), and a MN DNR tree inspector certification. I have 13 years of forestry experience, including 10 years with Anoka County working on all aspects of forestry, 1.5 years as City Forester for Mounds View, and over 1.5 years with the City of Lino Lakes as City Forester. I will be working directly with the field crew on techniques, and coordinating outreach efforts for the public.
- Mike Hoffman -Parks Supervisor. Mike has an Associate's degree in Natural Resource Conservation and a MN DNR tree inspector certification. He has been working for the City for 37 years, and forestry has always been an integral component of the position. He is adept at all aspects of forestry in the City, including planting, pruning, maintaining and removing trees in parks and on boulevards. Throughout his career, Mike has sought to increase his forestry knowledge through regular attendance at the Shade Tree Short Course and other MnSTAC events. He will be supervising the field crew during removals, planting, pruning, and maintenance.
- Tracey Urich-Parks Maintenance. In his 32 years with the City, Tracey has worked on all aspects of forestry performed in the City. He will be working on all removals, planting, pruning, and maintenance.
- Taylor Drahota-Parks Maintenance. Taylor has been with the City for 3 years. He has a B.S. in Natural Resources Management, and a DNR tree inspector certification. He will be working on all removals, planting, pruning, and maintenance.

Tree Planting

Grant funds will not fund the purchase of trees that are over-represented in your community. Any genera that comprise 10% or more of the community forest make-up will not be funded. Numbers derived from the Minnesota Department of Natural Resources 2010 Rapid Assessment will be used unless an updated inventory is provided. For Lino Lakes this means grant funds cannot be spent on purchasing:

- *Acer (maple)*: 25.9%
- *Picea (spruce)*: 18.8%

All trees planted with grant funds are expected to be maintained based on the City of Lino Lakes's Three Year Tree Maintenance Plan submitted as Exhibit C. Trees that do not survive will need to be replaced prior to grant close-out utilizing the warranty the city has with the nursery that stock was purchased from, or at the expense of the City of Lino Lakes.

Requesting Reimbursement

Accomplishment reports and maps of completed work will be submitted with all requests for reimbursement.

- Partial payment form along with invoices and proof of payment for grant-funded purchases, Cash Match form along with proof of payment, and In-Kind Match form
- Partial payments may be submitted as needed and must include all up-to-date required documents and accomplishment reports, including a relevant certification and/or declaration
- Accomplishment reports will include grant contract deliverables and their impacts
- Photo documentation of the project's progress at appropriate phases, and illustrations, diagrams, charts, graphs, and maps to show results
- Maps will:
 - Identify the location of ash that have been removed
 - Identify the location of ash stumps that have been ground
 - Identify the location and species of trees that have been planted
- All trees removed, treated, and planted will be mapped and submitted as shapefiles, with the planted trees identified by species, to obtain grant fund reimbursement. If your community does not have access to shapefile-generating software, please notify your DNR Urban and Community Forestry Team Member, and they will work to assist you.

Following the submission of invoices and accomplishment reports, a compliance check will be conducted by Minnesota Department of Natural Resources staff. Staff will do a site evaluation ensuring that tree species submitted on maps are correctly identified and planted in accordance with the standards set in the Minnesota Department of Natural Resources Pocket Guide to Planting Trees.

Staff will also ensure that the project adheres to the 20-10-5 guideline which means that following planting, a community has no more than 20% of their trees within a single family, no more than 10% of their trees within a single genus, and no more than 5% of their trees within a single species. Staff will confirm that planted tree stock is 1-2" caliper bareroot or a container class size #20 or smaller.

Acknowledgment

The Minnesota Department of Natural Resources needs to be acknowledged in publications, audiovisuals, and electronic media developed as a result of this award.

- Including any publications or outreach materials related to this grant or agreement, a statement of affiliation with Minnesota Department of Natural Resources, e.g., "This publication made possible through a grant from the Minnesota Department of Natural Resources." OR "This project was conducted in cooperation with the Minnesota Department of Natural Resources."
- Logo is permitted for use and can be obtained by contacting an Urban and Community Forestry Team Member.

Exhibit B: Project Budget
2021 Preparing for EAB Grants
 City of Lino Lakes

Item	State Grant Funds	Cash Match	In-kind Match	Total
Personnel and Owned Equipment			\$16,837.94	\$16,837.94
Eligible Expenses	\$32,910.86			\$32,910.86
Totals	\$32,910.86	\$0.00	\$16,837.94	\$49,748.80



3-Year Tree Maintenance Plan Template for Newly Planted Trees

LUG: City of Lino Lakes, MN

Year and Season of Planting: Spring of 2022

Project Coordinator: Andy Nelson, Environmental Coordinator

Phone: 651-982-2465

Email: ANelson3@linolakes.us

of Trees to be Planted: 91

Size (caliper for deciduous, height for conifers): 1.25"-2"

Type of Stock to be Planted (Bare root, etc.): Bare root

Describe how the activities below will be completed.

1. Tree Maintenance Personnel

- a. Describe who is responsible for maintenance.

The City will be responsible for installation and maintenance of these 91 trees. Our crew will plant, mulch, and prune these trees. The City Parks crew has an extensive background in maintaining boulevard trees.

- b. Volunteers, homeowners, or inexperienced staff that will provide maintenance should receive basic training and literature on proper maintenance techniques. Is training needed and how will you do it?

Training will not be needed for the Parks crew, as they have extensive experience working with planting and maintaining boulevard trees. We will review planting, mulching, and watering practices just prior to planting. Homeowners will have limited roles in tree maintenance, but they will receive instructions regarding leaving mulch in place and about how frequently to water the trees.

- c. How will you inspect tree maintenance work periodically to make sure it is being done correctly?

I will be present at the first several plantings to refresh the crew on techniques. Inspections will follow after all trees are planted, again by August 1st, and annually in spring thereafter. The "How to Plant Trees" brochure will be provided to all staff involved in the project.

2. Tree Watering Process

Describe in detail how trees will be watered, the time period and frequency of watering. Trees should be watered weekly for the first 3 to 5 years when the ground is thawed, unless it has rained 1 inch in a week.

Trees will be kept moist until planting, then watered thoroughly directly after planting. All residents receive a letter encouraging them to leave the mulch in place as installed and to provide 20 gallons of water per week on weeks that don't receive an inch or more of rain. The efforts of the homeowners will be supplemented by Parks crew members running a weekly route with a water tanker truck, checking soil moisture and watering accordingly. Extra care will be given during the hotter periods of the summer.

3. Mulching Trees

Will you mulch your trees and if so, how will you maintain mulch?

We will be applying roughly 0.25 cubic yards of mulch to each tree. Mulch will be 3-4 inches deep and approximately 2.5 foot radius around each tree. Care will be taken to ensure that no mulch is touching the trunk, and that mulch is level to avoid creating mulch volcanoes. Additionally, we distribute proper mulching advice in our city newsletter and in a letter that all homeowners will receive to explain care of the new boulevard trees. We will also post mulching advice on our facebook page closer to planting time.

4. Staking and Tying Trees

Explain if staking is necessary due to mowing, vandalism, or wind conditions, and describe plans for inspection and removal.

Staking has not been required for most boulevard trees in the City. In the rare cases that wind makes staking necessary, we use a three-point method with nylon straps and slack rope that will only become taut with wind. These stakes are removed within one year to encourage proper root anchoring from the tree itself. In cases of heavier leaning, we re-dig to make adjustments to soil levels to reposition the tree.

5. Checking Tree Health

The grantee will check trees every 6 – 12 months to identify and address problems. Describe inspection process and follow-up.

The inspection process will include visits to each tree by the Environmental Coordinator (ISA arborist #4755-A). Any corrective actions needed will be noted during an inspection at installation, again by August 1st, and annually in spring thereafter. Corrective actions will be performed by the Parks crew.

6. Tree Protection

Young trees in busy urban areas may be easily damaged by human activity, animals, and equipment. Describe how planted trees will be protected.

Deer/rodent guards will be installed by August 1st and removed by June 1st each year.

7. Pruning

Newly planted trees should need little pruning, if they were properly cared for in the nursery. In the first year after planting, remove only dead or broken branches. In later years, weakly attached limbs can be removed, and corrective pruning can be done if needed. Describe your pruning maintenance cycle.

We will prune once at installation to remove dead or broken branches. Trees will be pruned in year 3 for structure correction, removal of codominant stems, and removal of any dead branches. Trees will be pruned every five years after that as needed and as resources allow. Pruning will follow the Gilman method and ISA recommendations.

8. Tree Warranty

Tree planting should include a warranty from the nursery for replacement (due to poor condition or mortality). The grantee should be prepared to fully replace all trees that are in poor condition or die prior to inspection at the end of the project grant agreement, unless loss was due to natural disaster. Describe your tree warranty or how trees will be replaced.

We will request a one-year warranty be included in the bare root stock that we purchase. The City replaces all trees that die outside of the warranty period on any project. We will include any trees that die outside of the warranty period in the planting that occurs the next spring.



Minnesota Department of Natural Resources

Conflict of Interest Disclosure

Conflict of Interest:

A conflict of interest occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper or illegal act results from it.

Actual Conflict of Interest:

An actual conflict of interest occurs when a person's decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict. Examples include, but are not limited to:

- One party uses his or her position to obtain special advantage, benefit, or access to the other party's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.
- One party receives or accepts money (or anything else of value) from another party or has equity or a financial interest in or partial or whole ownership of the other party's organization.
- One party is an employee, board member or family member of the other party.

Potential Conflict of Interest:

A potential conflict of interest may exist if a person has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.

Organizational Conflict of Interest:

A conflict of interest can also occur with an organization that is a grant applicant in a competitive grant process or grantee of a state agency. Organizational conflicts of interest occur when:

- A grantee's objectivity in carrying out the grant is impaired or compromised due to competing duties or loyalties
- A grantee, potential grantee or grant applicant has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors

This section to be completed by Grantee’s Authorized Representative (AR):

I certify that we will maintain an adequate Conflict of Interest Policy, and throughout the term of our agreement, we will monitor and report any actual, potential, individual, or organizational conflicts of interest to the State’s Authorized Representative.

I also certify that I have read and understand the description of conflict of interest above and as of this date (check one of the two boxes below):

- I do not have any conflicts of interest relating to this project.
- I have an actual, potential, individual, or organizational (*indicate below*) conflict of interest. The nature of the conflict is as follows:

If at any time during the grant project I discover a conflict of interest, I will disclose that conflict immediately to the State’s Authorized Representative.

Grantee AR’s Printed Name: Andy Nelson Date: _____

Grantee AR’s Signature: _____

Organization Name: City of Lino Lakes, Minnesota

Project Name: _____

Legal Citation: ML_____, Chapter _____, Article ____, Section ____, Subdivision ____

State AR’s Printed Name: _____ Date: _____

State AR’s Signature: _____

**CITY COUNCIL
AGENDA ITEM 6B**

STAFF ORIGINATOR: Diane Hankee, PE City Engineer

MEETING DATE: December 13, 2021

TOPIC: Consider Resolution No. 21-153 Approving Temporary
Occupancy Agreement for Model Homes, Watermark 4th
Addition

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting council consideration to approve a Temporary Occupancy Agreement for Model Homes for the Watermark 4th Addition project.

ANALYSIS

On April 12, 2021, the City Council passed Resolution No. 21-20 approving the Watermark 4th Addition Final Plat. City code allows for model homes to be constructed prior to having the roadways fully completed. The overall Watermark development is eligible for 37 model homes total. The developer Lennar is requesting 26 of the model homes be constructed as part the Watermark 4th Addition plat. Lennar has previously used 7 of their model home allotment. The requested model homes are within the total allotted amount.

RECOMMENDATION

Staff recommends Council approval of Resolution No. 21-153 Approving Temporary Occupancy Agreement for Model Homes for Watermark 4th Addition.

ATTACHMENTS

1. Resolution No. 21-153
2. Temporary Occupancy Agreement for Model Homes

**CITY OF LINO LAKES
RESOLUTION NO. 21-153**

**RESOLUTION APPROVING TEMPORARY OCCUPANCY AGREEMENT FOR
MODEL HOMES, WATERMARK 4TH ADDITION**

WHEREAS, on April 12, 2021 the City Council passed Resolution No. 21-20 approving the Watermark 4th Addition Final Plat; and

WHEREAS, the developer, US Home Corporation, would like to construct model homes as allowed by City code and the Watermark 4th Addition Development Agreement; and

NOW, THEREFORE BE IT RESOLVED by The City Council of The City of Lino Lakes hereby approves the Temporary Occupancy Agreement for Model Homes between US Home Corporation and the City of Lino Lakes and authorizes the Community Development Director to execute such agreement on behalf of the City.

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

TEMPORARY OCCUPANCY AGREEMENT

FOR MODEL HOMES

This Agreement is entered into by and between the City of Lino Lakes, Minnesota, a municipal corporation, and U.S. Home Corporation, a Delaware corporation (“Developer”)

Recitals

1. Developer and the City entered into a Development Contract & Planned Unit Development Agreement dated March 7, 2019, 2021, for development of the (“Watermark plat.”). Developer and the City have also entered into a Development Contract for development, specifically, of the 4th Addition of the Watermark plat (collectively the “Development Agreement”).
2. Developer seeks to construct homes within the development on the parcels legally described as Lots 1-8, Block 1, Lots 1-4, Block 2, Lots 1-6, Block 4, and Lots 1-6, Block 5, Watermark 4th Addition (“Subject Properties”). Developer acknowledges that they are eligible for 37 total model homes for the Watermark plat, and that with the 7 prior model homes allowed in the Watermark plat and the proposed additional 26 model homes, that there are 4 remaining model home allowances for all future Watermark plats as allowed under City Code. If the Developer does not obtain model home permits for all 24 Subject Properties the balance shall carryover to future additions.
3. The Development Agreement and City Code prohibit the building and occupancy of homes, whether by Developer, another builder or a private owner, unless all required Developer improvements are completed and accepted by the City.

4. All improvements required under the Development Agreement are not yet completed, so building permits would normally not be issued for any of the Subject Properties. However, Developer wishes to be able to apply for building permits on the Subject Properties to allow it to continue to construct model homes during the winter season.
5. Section 1001.145 (5)(c) of City Code provides an exception for model homes, provided this Occupancy Agreement is entered into setting forth the requisite restrictions on the use and occupancy of the model homes and the conveyance of the Subject Properties.

Agreement

In consideration for permission to construct a model home prior to completion of all required improvements, the parties agree as follows:

1. **Effective Date.** The effective date of this Occupancy Agreement is _____, 2021.
2. **Building Permit.** The City's issuance of a building permit for any of the Subject Properties that would otherwise be deemed premature under the Development Agreement or City Code is contingent upon Developer executing this Occupancy Agreement and abiding by its terms.
3. **Limited Occupancy and Use.** Developer agrees that the model homes and any other structures built on the Subject Properties with City approval shall not be occupied for residential purposes, or for any other purposes, until all improvements required under the Development Agreement are installed and the appropriate certificate of occupancy is issued.
4. **Restrictions on Conveyance.** Developer shall not convey the home or Subject Property to another person or entity while the Subject Property is subject to this Occupancy Agreement, except as otherwise approved in writing by the City. Regardless of City approval, this Occupancy Agreement shall be effective against all successors and assigns of Developer and Builder.
5. **Fire Code.** This Occupancy Agreement only applies to structures with all exterior walls within 150 feet of a street improved, at minimum, with gravel, in accordance with the State Fire Code. Such minimum street access must be maintained by the Developer at all times that a certificate of occupancy is in effect for the structure. Structures that do not meet State Fire Code access requirements are not permitted under this Occupancy Agreement.

6. **Agreement Duration.** This Occupancy Agreement shall continue in effect until all of the improvements required under the Development Agreement are installed and accepted by the City.
7. **Development Agreement.** Except as otherwise set forth in this Occupancy Agreement, the Development Agreement shall remain in effect in accordance with its terms.
8. **Amendment.** Any amendments to this Occupancy Agreement must be set forth in writing and signed by all parties in order to be effective.
9. **Breach.** The parties agree that any breach by Developer of this Occupancy Agreement that remains after the City provides Developer 14 days written notice of the breach shall result in an immediate revocation of any certificate of occupancy without further action by the City.
10. **Security.** In consideration of the terms of this Agreement, Developer shall post security in the amount of \$260,000 in the form of a letter of credit, or alternate security acceptable to the City. The security shall cover the costs of installation of private utilities, or the demolition of structures constructed on the Subject Properties should Developer fail to install the improvements required under the Development Agreement.
11. **Indemnity.** Developer, in consideration of the terms of this Agreement, agrees to defend, indemnify and hold the City and its officers, employees, and agents harmless from any loss, claim or damage related in any way to the early construction of homes permitted on the Subject Properties under this Agreement, except for any loss, claim, or damage arising from the intentional acts or gross negligence of the City, and it's officers, employees and agents.

CITY OF LINO LAKES

By: _____
 Director of Community Development

STATE OF MINNESOTA)
) ss.
 COUNTY OF ANOKA)

On this _____ day of _____, 2021, before me, a Notary Public within and for Anoka County, personally appeared Michael Grochala, to me known to be

the Director of Community Development for Lino Lakes, and executed the foregoing instrument on behalf of the City.

U.S. HOME CORPORATION

By: _____

Its: _____

On this this ____ day of _____, 2021, before me, a Notary Public within and for _____ County, personally appeared _____, the _____ of _____, the Developer, and executed the foregoing instrument on behalf of the Developer.

This instrument drafted by:
Rupp, Anderson, Squires & Waldspurger,
P.A.
333 South Seventh St., Ste. 2800
Minneapolis, MN 55044
(612) 436-4300

**CITY COUNCIL
AGENDA ITEM 6C**

STAFF ORIGINATOR: Diane Hankee, PE City Engineer

C. C. MEETING DATE: December 13, 2021

TOPIC: Consider Resolution 21-154, Authorize the Preparation of Plans and Specs, 2022 East Shadow Lake Drive Utility Project

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting Council authorization to prepare plans and specifications for the 2022 East Shadow Lake Drive Utility Project.

BACKGROUND

Through routine maintenance and pipe investigation, staff has identified sewer mains that have settled and are sagging along East Shadow Lake Drive and Lantern Lane. This has led to water infiltration and impacts to sewer flows. The project will include replacement of sagging sanitary pipes, manholes, water system replacement, roadway reconstruction and restoration of adjacent property. The project will result in reduced inflow and infiltration of ground water in the sanitary sewer system.

WSB & Associates has submitted a proposal to complete the plans and specifications, and provide bid documents for the 2022 East Shadow Lake Drive Utility Project in the amount of \$22,500.00.

The estimated total project cost is \$510,000. The project is funded through the City's Sewer Operating Fund.

The project schedule:

Authorize Preparation of Plans and Specifications	December 13, 2021
Order Improvement, Approve Plans and Specs, Authorize Ad for Bids	January 24, 2022
City Opens Bids	February 22, 2022
City Council Awards Contract	February 28, 2022
Construction Begins	April-May, 2022
Final Completion	October, 2022

RECOMMENDATION

Staff is recommending approval of Resolution No. 21-154, Authorizing the Preparation of Plans and Specifications, 2022 East Shadow Lake Drive Utility Project.

ATTACHMENTS

1. Resolution No. 21-154
2. Project Location Map
3. WSB and Associates Proposal

**CITY OF LINO LAKES
RESOLUTION NO. 21-154**

**RESOLUTION AUTHORIZING PREPARATION OF PLANS AND SPECIFICATIONS
FOR THE 2022 EAST SHADOW LAKE DRIVE UTILITY 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 East Shadow Lake Drive Utility Project:

WHEREAS, WSB, the City Engineer, has submitted a proposal to prepare plans and specifications.

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

1. WSB and Associates, Inc., is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
2. City staff is authorized to execute a professional services agreement with WSB and Associate, Inc., in the amount of \$22,500.00.

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



1 in = 94 ft



- | | | | |
|---------------------------------|--------------------------------|----------------------------------|------------------------|
| Sewer Manhole Labels | Sewer Pressurized Mains | Water Hydrants - Flushing | Production Well |
| Sewer Manholes | Active | Water Hydrants - Flushing | Production Well |
| Sewer Network Structures | Abandoned | Water Hydrants | Water Fittings |
| Flow Meter | Sewer Gravity Mains | Water Curb Stop Valves | Reducer |
| Lift Station | MCES Liftstation | Water System Valves | Reducing Cross |
| Plug | MCES Meter | Water Network Structures | Tee |
| Service Connection | MCES Interceptor | Enclosed Storage Facility | Water Mains |
| | | Meter Station | Parcels |

N

 December 3, 2021
 Map Powered By DataLink





December 6, 2021

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

**Re: Proposal to Complete 2022 East Shadow Lake Dr Utility Project
Construction Plans and Specifications**

Dear Mr. Grochala:

WSB and Associates is providing this proposal for the design and bidding services for the 2022 East Shadow Lake Drive Utility Project. The project includes replacing sanitary sewer mains that have settled and are “sagging”, water system review and replacement as necessary within the construction limits, roadway reconstruction and restoration. The project is located at the intersection of East Shadow Lake Drive and Lantern Lane.

I. Prepare Final Project Plans/Maps

Final construction plans and/or maps will be prepared indicating the project locations and plan view sheets for the proposed construction. Base drawing information will include GSOC design locates, televising reports, city parcel map information and record plans. Surveyed topographic information was previously obtained and is not included in this scope of work.

II. Final Quantities

An Engineer’s Opinion of Probable Cost will be completed on the final construction plans and maps.

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.

WSB will develop the final project plans/maps and specifications based on the agency review comments. This task will include an internal 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.

The engineering fee to complete the 2022 East Shadow Lake Drive Utility Project is \$22,500.00 (not to exceed). This letter represents our understanding of the 2022 East Shadow Lake Drive Utility 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.

WSB & Associates, Inc. will provide a separate proposal to the City for construction services once the final plans are completed and the project is bid.

If you have any questions about this proposal, please feel free to call me at 763-762-2801.

Sincerely,

WSB & Associates, Inc.

Mark Erichson

Mark Erichson
Director

Brian J. Bourassa

Brian Bourassa
Client Representative

ACCEPTANCE:

The City of Lino Lakes hereby accepts the WSB proposal of \$22,500.00 for all services outlined in this letter.

City of Lino Lakes

Name _____

Title _____

Date _____

**CITY COUNCIL
AGENDA ITEM 6D**

STAFF ORIGINATOR: Diane Hankee, City Engineer

MEETING DATE: December 13, 2021

TOPIC: Consider Resolution No. 21-155, Approving Payment No. 4 and Final, 2020 Surface Water Maintenance Project

VOTE REQUIRED: 3/5

INTRODUCTION

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

BACKGROUND

On December 14, 2020, the City Council passed resolution 20-153, awarding the contract for the 2020 Surface Water Maintenance Project to Olson's Sewer Service/Olson's Excavating Services in the amount of \$40,304.53. Construction of the project began in November 2020 and was completed in November 2021.

The final contract amount is \$40,454.53 for 2020 Surface Water Maintenance Project.

Funding for the project is from the Stormwater Maintenance Fund.

RECOMMENDATION

Approve Resolution No. 21-155, Approving Payment No. 4 and Final, 2020 Surface Water Maintenance Project in the amount of \$6,901.81 to Olson's Sewer Service/ Olson's Excavating Services.

ATTACHMENTS

1. Resolution 21-155
2. Pay Request No. 4 & Final – Surface Water Maintenance Project

**CITY OF LINO LAKES
RESOLUTION NO. 21-155**

**APPROVING PAYMENT NO. 4 AND FINAL FOR THE 2020 SURFACE WATER
MAINTENANCE PROJECT**

WHEREAS, on December 14, 2020, the City Council passed resolution 20-153, awarding the contract for the 2020 Surface Water Maintenance Project to Olson's Sewer Service/Olson's Excavating Services in the amount of \$40,304.53;

WHEREAS, a complete summary of costs are detailed in Payment No. 4 (Final) where the final Base Bid amount for the 2020 Surface Water Maintenance Project was \$40,454.53;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes that Payment Request No. 4 (Final) is approved for a final payment amount of \$6,901.81 for the 2020 Surface Water Maintenance Project.

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

Pay Voucher No. 4



Client: CITY OF LINO LAKES 600 TOWN CENTER PARKWAY LINO LAKES, MN 55194	Contractor: OLSON'S SEWER SERVICE, INC./OLSON'S EXCAVATING 17638 LYONS STREET NE FOREST LAKE, MN 55025
--------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------

WSB Project No.: 015935-000	DATE: November 29, 2021
Client Project No.: NA	
State Project No.: NA	
Federal Project No.: NA	

Contract Amount		Funds Encumbered	
Original Contract	\$ 40,304.53	Original	\$ 40,304.53
Contract Changes	\$ 0.00	Additional	NA
Revised Contract	\$ 40,304.53	Total	\$ 40,304.53

Work Certified To Date	
Base Bid Items	\$ 40,454.53
Contract Changes	\$ -
Material On Hand	
Total	\$ 40,454.53

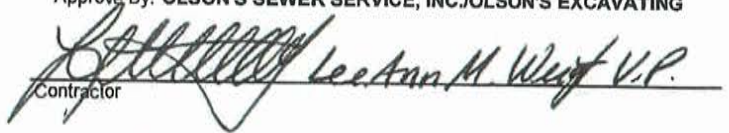
Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid to Date
\$ 6,901.81	\$ 40,454.53	\$ -	\$ 33,552.72	\$ 6,901.81	\$ 40,454.53
Percent Retained: 0%		Percent Complete: 100.37			

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 herefore approved.

Approved By: WSB

Approve By: OLSON'S SEWER SERVICE, INC./OLSON'S EXCAVATING


County/City/Project Engineer



Contractor

11/30/21
Date

11/30/2021
Date

Approved By: CITY OF LINO LAKES

424 499 4400 000


Date

11/30/21
Date

PROJECT PAYMENT STATUS

Pay Voucher No. 3

OWNER:

CITY OF LINO LAKES

CONTRACTOR:

OLSON'S SEWER SERVICE, INC./OLSON'S EXCAVATING

CHANGE ORDERS

No.	Date	Description	Amount
Total Change Orders			\$0.00

PAYMENT SUMMARY

No.	From	To	Current Payment	Total Retainage	Total Amount Earned
1	12/14/20	01/14/21	\$ 17,304.98	\$ -	\$ 17,304.98
2	01/15/21	02/08/21	\$8,289.97		\$25,594.95
3	02/09/21	08/30/21	\$7,957.77		\$33,552.72
4	08/31/21	11/29/21	\$6,901.81		\$40,454.53

Material on Hand

Total Payment to Date	\$ 40,454.53	Original Contract	\$40,304.53
Total Retainage to Date	\$0.00	Change Orders	\$0.00
Total Amount Earned	\$40,454.53	Revised Contract Amount	\$40,304.53

2020 SURFACE WATER MAINTENANCE PROJECT

DETAIL SHEET

Pay Voucher No. 4

OWNER:

CITY OF LINO LAKES

CONTRACTOR:

OLSON'S SEWER SERVICE, INC./OLSON'S EXCAVATING

2020 SURFACE WATER MAINTENANCE PROJECT

#	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 - 2237 LACASSE DRIVE	LS	1	8,289.97	\$8,289.97		\$ -	1	\$ 8,289.97
2	SITE 2 - 6344 RED HAWK TRAIL	LS	1	6,901.81	\$6,901.81	1	\$ 6,901.81	1	\$ 6,901.81
3	SITE 3 - 8215 BLACKBIRD LANE	LS	1	4,430.37	\$4,430.37		\$ -	1	\$ 4,430.37
4	SITE 4 - HOLLY DRIVE / 12TH AVENUE	LS	1	3,965.37	\$3,965.37		\$ -	1	\$ 3,965.37
5	SITE 5 - 6800 LAKE DRIVE	LS	1	7,807.77	\$7,807.77		\$ -	1.02	\$ 7,957.77
6	SITE 6 - 6381 HOLLY DRIVE	LS	1	4,899.32	\$4,899.32		\$ -	1	\$ 4,899.32
7	SITE 7 - 7785 LAKE DRIVE	LS	1	4,009.92	\$4,009.92		\$ -	1	\$ 4,009.92
CONTRACT TOTAL					\$40,304.53		\$ 6,901.81		\$ 40,454.53

CONTRACT CHANGES

CHANGE ORDER TOTAL

					\$0.00		\$ -		\$ -
--	--	--	--	--	--------	--	------	--	------

TOTAL CONTRACT

					\$40,304.53		\$ 6,901.81		\$ 40,454.53
--	--	--	--	--	-------------	--	-------------	--	--------------



Olson's Sewer Service, Inc.
Olson's Excavating Service

17638 Lyons Street NE
 Forest Lake, Minnesota 55025
 www.olsonsinthepink.com

Ph (651) 464-2082
 Fax (651) 464-9029

INVOICE

DATE 11/30/2021 INVOICE # 96831

BILL TO:

City of Lino Lakes
 Lino Lakes City Hall
 600 Town Center Parkway
 Lino Lakes, MN 55014
 Attn: Justin Williams

P.O. NUMBER	TERMS	PROJECT
	Due on receipt	Site 2 - 6344 ...

QUANTITY	DESCRIPTION	RATE	AMOUNT
	This work was preformed at 6344 Red Hawk Trail in Lino Lakes; 2020 SWMP Site #2; As bid:	6,901.81	6,901.81
1½% interest will be charged after 30 days, (a minimum charge of \$.50).			

Thank you for your business! Credit card purchases over \$2000.00 are subject to a 3% convenience fee.

TOTAL \$6,901.81

Please note the invoice number on your payment and retain this copy for your records. Thank you!

**CITY COUNCIL
AGENDA ITEM 6E**

STAFF ORIGINATOR: Diane Hankee, PE City Engineer

C. C. MEETING DATE: December 13, 2021

TOPIC: Consider Resolution 21-156, Authorize the Preparation of Plans and Specs, 2022 I35E Pipe Crossing Project

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting Council authorization to prepare plans and specifications for the 2022 I35E Pipe Crossing Project.

BACKGROUND

The 2022 I35E Pipe Crossing Project is the second phase of the NE Drainage Improvements as outlined in the Comprehensive Stormwater Management Plan. The first phase was the construction of the Peltier Lake outlet. This second phase project includes constructing a stormwater conveyance system under I35E to the east side of the freeway, north of Main Street. The pipe system will tie into the Watermark Development systems.

WSB & Associates has submitted a proposal to complete the plans and specifications, and provide bid documents for the 2022 I35E Pipe Crossing Project in the amount of \$31,600.00.

The estimated total project cost is \$750,000.00. The project is funded through the City's Surface Water Management Fund.

The project schedule:

Authorize Preparation of Plans and Specifications	December 13, 2021
Order Improvement, Approve Plans and Specs, Authorize Ad for Bids	February 14, 2022
City Opens Bids	March 22, 2022
City Council Awards Contract	March 28, 2022
Construction Begins	May, 2022
Final Completion	October, 2022

RECOMMENDATION

Staff is recommending approval of Resolution No. 21-156, Authorizing the Preparation of Plans and Specifications, 2022 I35E Pipe Crossing Project.

ATTACHMENTS

1. Resolution No. 21-156
2. Project Location Map
3. WSB and Associates Proposal

**CITY OF LINO LAKES
RESOLUTION NO. 21-156**

**RESOLUTION AUTHORIZING PREPARATION OF PLANS AND SPECIFICATIONS
FOR THE 2022 I35E PIPE CROSSING 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 I35E Pipe Crossing Project:

WHEREAS, WSB, the City Engineer, has submitted a proposal to prepare plans and specifications.

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

1. WSB and Associates, Inc., is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
2. City staff is authorized to execute a professional services agreement with WSB and Associate, Inc., in the amount of \$31,600.00

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



1 in = 752 ft

□ Parcels





December 6, 2021

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

Re: Proposal to Complete 2022 I 35E Pipe Crossing Project Construction Plans and Specifications

Dear Mr. Grochala:

WSB and Associates is providing this proposal for the design and bidding services for the 2022 I 35E Pipe Crossing Project. The project is the second phase of the NE Drainage Improvements as outlined the Comprehensive Surfacewater Management Plan. The project includes constructing a storm sewer pipe under I 35E north of Main Street. WSB will use the recently completed wetland delineations to determine the east side impacts. It is assumed that wetland credits will be used to mitigate impacts.

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

I. Prepare Final Project Plans/Maps

Final construction plans and/or maps will be prepared indicating the project locations and plan view sheets for the storm sewer construction. Base drawing information will include GSOC design locates, wetland boundaries, city parcel map information and record plans. Surveyed topographic information has already been obtained and will be used.

II. Final Quantities

An Engineer's Opinion of Probable Cost will be completed on the final construction plans and maps.

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 wetland alteration, and (2) MnDOT – work in right of way.

WSB will develop the final project plans/maps and specifications based on the agency review comments. This task will include an internal 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.

The engineering fee to complete the 2022 I 35E Pipe Crossing Project is \$31,600.00 (not to exceed). Easement acquisition is not included as part of this proposal. This letter represents our understanding of the 2022 I 35E Pipe Crossing 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 763-762-2801.

Sincerely,

WSB & Associates, Inc.

Mark Erichson

Mark Erichson
Director



Brian Bourassa
Client Representative

ACCEPTANCE:

The City of Lino Lakes hereby accepts the WSB proposal of \$31,600.00 for all services outlined in this letter.

City of Lino Lakes

Name _____

Title _____

Date _____

**CITY COUNCIL
AGENDA ITEM 6F**

STAFF ORIGINATOR: Diane Hankee, PE City Engineer

C. C. MEETING DATE: December 13, 2021

TOPIC: Consider Resolution 21-157, Order Project, Approve the Plans and Specifications and Authorize the Ad for Bid, 2022 Street Rehabilitation Project

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting Council approval to authorize the ad for bid for the 2022 Street Rehabilitation Project.

BACKGROUND

On November 8, 2021, the City Council approved the preparation of the plans and specifications for the 2022 Street Rehabilitation Project. The proposed improvements are as follows:

Mill and Overlay (approximately 1.5 miles) – West Shadow Lake Drive (from Birch Street to Fox Road), Painted Turtle Road (from West Shadow Lake Drive to Hawthorn Road), Hawthorn Road, Hickory Place, Ironwood Circle, River Birch Place (West Shadow Lake Drive east to the cul-de-sac), White Owl Drive, Fox Circle, and Fox Road (West Shadow Lake Drive west to the cul-de-sac). Including water system repairs.

Thin Overlay (approximately 3.2 miles) – Rondeau Lake Road W (from Main Street to the northern city limits), 81st Street W (from Rondeau Lake Road W to the cul-de-sac), and Rondeau Lake Road E (from Main Street to the northern city limits). Thin overlays are planned to address Problem roadways in need of reconstruction that the City cannot fund in the short term. This portion of the project will be bid as an alternate to maintain project flexibility.

The estimated total project cost is \$1,622,000. Funding for the project is expected to be from the Pavement Management Fund, Water Operating Fund, and Municipal State Aid Fund. Final funding sources and amounts will be determined upon completion of design.

The estimated schedule for the project:

Authorize Preparation of Plans and Specifications	November 8, 2021
Order Improvement, Approve Plans and Specs, Authorize Ad for Bids	December 13, 2021
City Opens Bids	January 26, 2022
City Council Awards Contract	February 14, 2022

Construction Begins
Final Completion

April-May, 2022
October, 2022

RECOMMENDATION

Staff is recommending approval of Resolution No. 21-157, Order Project, Approve the Plans and Specifications and Authorize the Ad for Bid for the 2022 Street Rehabilitation Project.

ATTACHMENTS

1. Resolution No. 21-157
2. Construction Plans

**CITY OF LINO LAKES
RESOLUTION NO. 21-157**

**RESOLUTION ORDER PROJECT, APPROVE PLANS AND SPECIFICATIONS, AND
AUTHORIZE ADVERTISEMENT FOR BIDS FOR 2022 STREET REHABILITATION
PROJECT**

WHEREAS, the City Engineer has prepared plans and specifications for the 2022 Street Rehabilitation Project. Project plans and specifications have been presented to the City Council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.

2. The City Clerk shall prepare and cause to be inserted in the official paper and in Finance and Commerce an advertisement for bids for the making of such improvement under such approved plans and specifications. The advertisement shall be published for two weeks, shall specify the work to be done, shall state that bids will be received by the Clerk, at which time they will be publicly opened at the City Hall by the City Clerk and Engineer, will then be tabulated, and will be considered by the Council at 6:30 p.m. on February 14th, 2022, in the Council chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for five (5) percent of the amount of such bid.

Adopted by the Council of the City of Lino Lakes this 13th day of December 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:

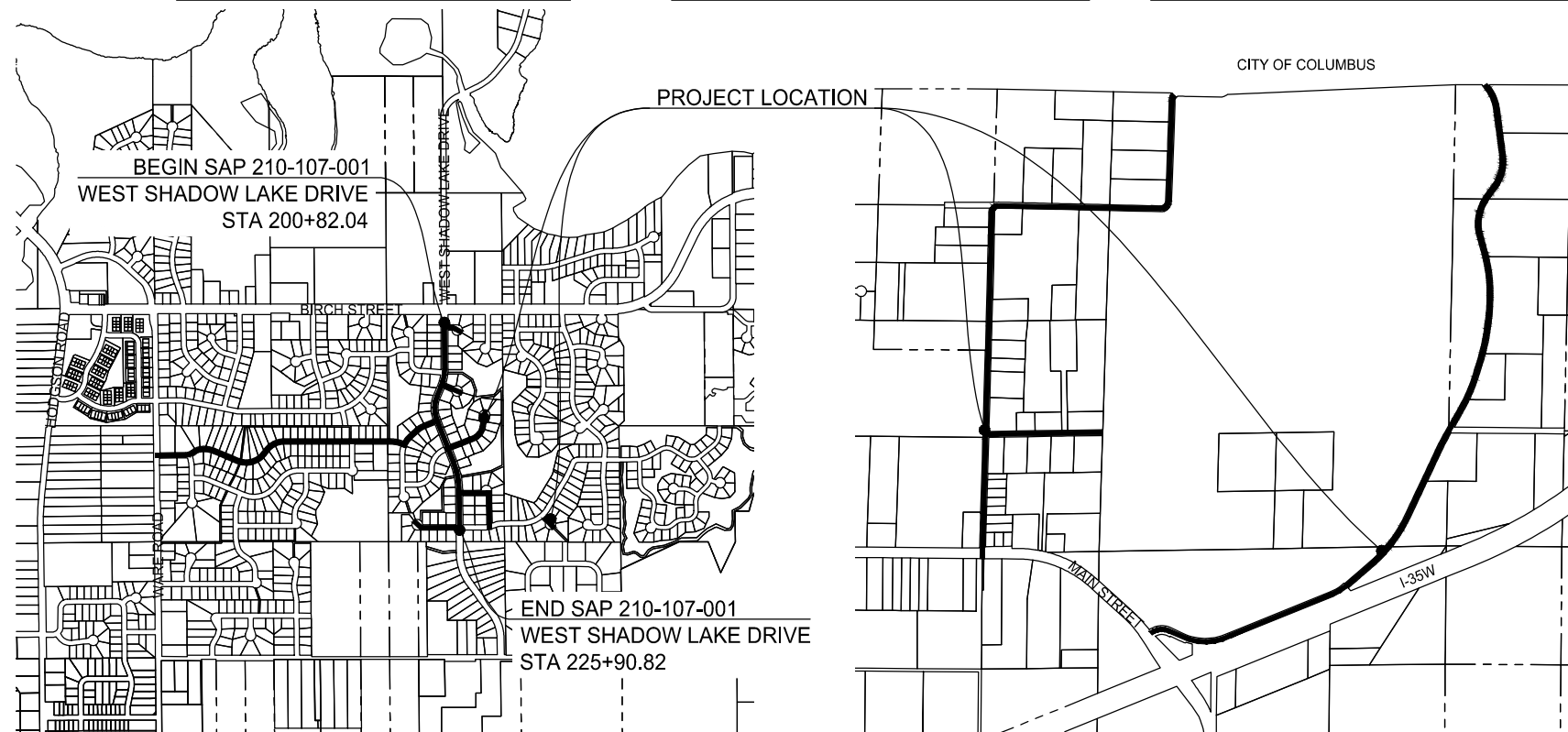
Julianne Bartell, City Clerk

MINNESOTA DEPARTMENT OF TRANSPORTATION

CITY OF LINO LAKES, MN

CONSTRUCTION PLAN FOR MILL & OVERLAY AND STREET IMPROVMENTS

LOCATED ON	HAWTHORN ROAD	FROM	WARE ROAD	TO	PAINTED TURTLE ROAD
	WEST SHADOW LAKE DRIVE	FROM	BIRCH STREET	TO	FOX ROAD
	PAINTED TURTLE ROAD	FROM	HAWTHORN ROAD	TO	WEST SHADOW LAKE DRIVE
	RIVER BIRCH PLACE	FROM	WEST SHADOW LAKE DRIVE	TO	CUL-DE-SAC
	IRONWOOD CIRCLE	FROM	WEST SHADOW LAKE DRIVE	TO	CUL-DE-SAC
	HICKORY PLACE	FROM	WEST SHADOW LAKE DRIVE	TO	CUL-DE-SAC
	WHITE OWL DRIVE	FROM	WEST SHADOW LAKE DRIVE	TO	FOX ROAD
	FOX ROAD	FROM	WEST SHADOW LAKE DRIVE	TO	CUL-DE-SAC
	FOX CIRCLE	FROM	FOX ROAD	TO	CUL-DE-SAC
	81ST STREET W	FROM	RONDEAU LAKE ROAD W	TO	TERMINI
	RONDEAU LAKE ROAD W	FROM	MAIN STREET	TO	CITY LIMITS
	RONDEAU LAKE ROAD E	FROM	MAIN STREET	TO	CITY LIMITS



PROJECT LOCATION MAP

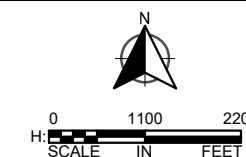
EXCAVATION NOTICE SYSTEM

A CALL TO GOPHER STATE ONE (651-454-0002) IS REQUIRED A MINIMUM OF 48 HOURS PRIOR TO PERFORMING ANY EXCAVATION.

UTILITY INFORMATION

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

GOPHER ONE CALL TICKET NUMBER: 213370675, 213370676, 213370677, 213370678, 213370679, 213370680, 213370681, 213370683, 213370684, 213370755, 213370756, 213370757, 213370758



PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY

EXISTING PLAN SYMBOLS

PROPERTY LINES/RIGHT-OF-WAY	---
UTILITY EASEMENT	---
TREE LINE	~~~~~
SIGN	+
DECIDUOUS TREE	⊗
SHRUB	⊗
CONIFEROUS TREE	⊗

EXISTING UTILITY SYMBOLS

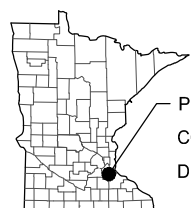
FIBER OPTIC LINE	---	F
GAS LINE	---	G
COMMUNICATION LINE	---	C
ELECTRIC POWER LINE	---	E
WATER MAIN	---	W
SANITARY SEWER	---	S
STORM SEWER	---	ST
COMMUNICATIONS PEDESTAL	⊗	CP
POWER POLE	⊗	PP
ELECTRIC BOX	⊗	EB
CATCH BASIN	⊗	CB
STORM APRON	⊗	SA
STORM SEWER MANHOLE	⊗	SSM
GATE VALVE	⊗	GV
HYDRANT	⊗	H
SANITARY SEWER MANHOLE	⊗	SSM

DESIGN DESIGNATION - SAP 210-107-001

R VALUE	=	20
PRESENT ADT (2018)	=	1,100
PROJECTED ADT (2022)	=	1,220
ESALS	=	142,000
DESIGN SPEED	=	30 MPH
BASED ON:		STOPPING SIGHT DISTANCE
HEIGHT OF EYE	=	3.5
HEIGHT OF OBJECT	=	2.0

DESIGN SPEED NOT ACHIEVED AT:

FUNCTIONAL CLASSIFICATION:
 NO. OF TRAFFIC LANES: 2
 NO. OF PARKING LANES: 2
 SHOULDER WIDTH: 8'
 STRUCTURAL DESIGN STRENGTH: 10 TON



PROJECT LOCATION
 COUNTY: ANOKA
 DISTRICT: METRO

STATE AID PROJ. NO. 210-107-001

GROSS LENGTH	2508.78 FEET	0.475 MILES
BRIDGES-LENGTH	NA FEET	NA MILES
EXCEPTIONS-LENGTH	0.000 FEET	0.000 MILES
NET LENGTH	2508.78 FEET	0.475 MILES

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

PLAN SET INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	GENERAL LAYOUT
3	STATEMENT OF ESTIMATED QUANTITIES
4-5	GENERAL DETAILS
6	TYPICAL SECTIONS
7-15	CONSTRUCTION PLANS
16-22	BID ALTERNATE 1 PLANS
23-29	BID ALTERNATE 2 PLANS



CITY OF LINO LAKES
 600 TOWN CENTER PARKWAY
 LINO LAKES, MN 55014
 (651) 982-2400

THIS PLAN SET CONTAINS XXX SHEETS

APPROVED: _____ DATE: _____
 CITY OF LINO LAKES ENGINEER

DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY
 DATE: _____

APPROVED FOR STATE AID AND FEDERAL AID FUNDING:
 STATE AID ENGINEER
 DATE: _____

ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES WILL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.



I HEREBY CERTIFY THAT THIS PLAN 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.

DIANE L. HANKEE, PE, P.E.

DATE: 12/13/2021 LICENSE NUMBER: 43338

WSB PROJ. NO. 019135-000

S.A.P. 210-107-001

SHEET
 1
 OF
 XXX

**CITY COUNCIL
AGENDA ITEM 6G**

STAFF ORIGINATOR: Michael Grochala, Community Development

MEETING DATE: December 13, 2021

TOPIC: Consider Resolution No. 21-158, Approving Economic Development Strategic Plan, Michael Grochala

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting City Council approval of the Economic Development Strategic Plan.

BACKGROUND

As part of the City’s economic development efforts, EDAC is responsible for the preparation of a 5-year Economic Development Strategic Plan. The plan was last updated in 2014. Over the past 11 months, staff and EDAC committee members have been working on updating this plan.

From our past discussion and review of the 2014 Strategic Plan, staff and the EDAC has assembled a draft 5-year plan for the City Council’s review and consideration. The document is intended to be a guide to help prioritize the City’s economic development efforts.

The Plan identifies six main priorities which include:

Priority 1: Develop Balance of Woods Edge Property

Summary: The site is located at Interstate 35W and Lake Drive. The City retains approximately 9 acres of property. The area is guided and zoned for a mix of commercial and high-density residential uses intended to serve as the City’s “Town Center”. The transition of the YMCA to a City facility provides an opportunity to revisit the vision for the area and create an identity for future development. The EDAC recognizes the private market will prescribe the ultimate development scenario; however, there are key elements which are within the City’s sphere of influence. Lino Lakes ability to be flexible both on land sale pricing and type of development, plus the potential to assist with financing gaps will ultimately assist in the facilitation of a development plan that meets the city’s goals.

Priority 2: Business Retention and Expansion Program

Summary: Retention and expansion of key businesses is an important strategy in promoting continued economic growth. It is an avenue by which communities promote reinvestment and facilitate employment growth. By establishing a formal Business Retention and Expansion (BRE) Program, Lino Lakes can enhance its relationship with key existing businesses. The BRE program is an avenue to gather information about local business activity, anticipate changes in a company’s status, and work to retain the businesses that

provide the greatest positive economic impact. The EDAC identified business retention as a high priority for the City's economic development efforts.

Priority 3: Workforce Development Plan

Summary: Access to labor pools and a skilled workforce is critical to retention of existing businesses and facilitating new opportunities. Linking local businesses with workforce development resources is an important role for City Economic Development efforts.

Priority 4: Identification of Potential Redevelopment Areas and Strategic Acquisitions

Summary: Reinvesting in underutilized property is a valuable tool for City economic development efforts. The City should also be ready to act when property becomes available to meet long term development and infrastructure needs.

Priority 5: Continue to Promote Development of the I-35E/Main Street Corridor

Summary: Development in this area will be predominantly market driven. The construction of the Watermark housing development creates additional commercial opportunities. Industrial development interest is increasing, but will be dependent on the availability of public infrastructure to serve the sites and active landowner participation. Infrastructure improvements and "readiness" will be a driving factor in attracting new development. The City's partnership with the Minnesota Technology Corridor provides regional exposure to the locational benefits of the area.

Priority 6: Updating and Expanding the City Marketing Materials

Summary: The development and updating of the marketing materials for the community to be able to readily react to opportunities for new projects and the expansion of existing businesses.

EDAC RECOMMENDATION

The EDAC recommended approval of the Strategic Plan.

RECOMMENDATION

Staff is recommending approval of Resolution No. 21-158

ATTACHMENTS

1. Resolution No. 21-158
2. Economic Development Strategic Plan

**CITY OF LINO LAKES
RESOLUTION NO. 21-158**

APPROVING ECONOMIC DEVELOPMENT STRATEGIC PLAN

WHEREAS, the City's 2040 Comprehensive Plan establishes goals and policies for economic development, and

WHEREAS, implementation of the plan calls for the preparation of an economic development strategic plan, and

WHEREAS, the City's Economic Development Advisory Committee has prepared said plan for City Council consideration,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lino Lakes that the Economic Development Strategic Plan is hereby adopted.

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



Lino Lakes Economic Development Strategic Plan

NOVEMBER 2021

CITY OF LINO LAKES
600 TOWN CENTER PARKWAY
LINO LAKES, MN 55014
651.982.2400





Lino Lakes

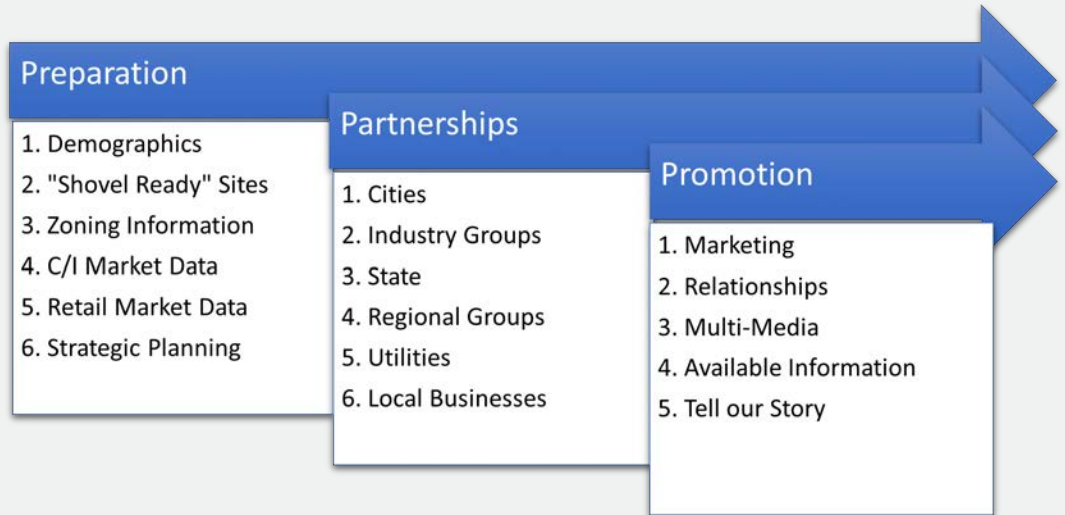
Economic Development Strategic Plan

The Lino Lakes Economic Development Advisory Committee (EDAC) assists community leaders and staff in the continued development and growth of the City. As part of this assistance, the EDAC develops a strategic plan to identify priorities for the community and the EDAC over the course of the next 5 years.

The EDAC last completed a strategic plan in 2014 to provide focus on the economic development priorities that will provide the greatest value to the community as it continues to grow and develop. The development of these goals and focuses in 2014 provided the basis for the plan but didn't prevent the city from actively working on and responding to project requests from the state, GREATERMSP and other partners. The updated strategic plan will continue to build upon this flexibility in the plan to react to the conditions and opportunities facing the community.



Economic development does not operate in a vacuum and touches several different areas in a community outside of traditionally recognized job and tax base development. These areas can include the development of housing opportunities, workforce development (development of people with the skills for new positions), infrastructure planning, and quality of life issues. The understanding of the complexity of economic development results in the creation of the 3 Ps of economic development. These tenants of economic development are:



The successful implementation of these principles will result in the community gaining the most coveted of the "Ps" of a new project.

As the EDAC is currently in the process of updating its strategic plan for the next 5 years, the areas that have been identified as the focuses and goals fit within the Ps of economic development. This preparation includes the development of programs and focuses to allow for the city to be successful in the attraction and retention of businesses to the community. In addition, the priorities will also include how the community can improve the quality of life for the residents of Lino Lakes. With the final priority being the development of new and updated marketing materials or the process of telling our story.

As the EDAC knows, over 85% of business growth is from currently existing businesses in the community. The active retention of those businesses is facilitated by the development of relationships with the company, the ability to understand their needs, and how the city can assist in meeting those needs therefore helping the company to grow and prosper. This methodology is used to also advance the other priorities identified with the development of strong relationships with the affected parties and property owners.

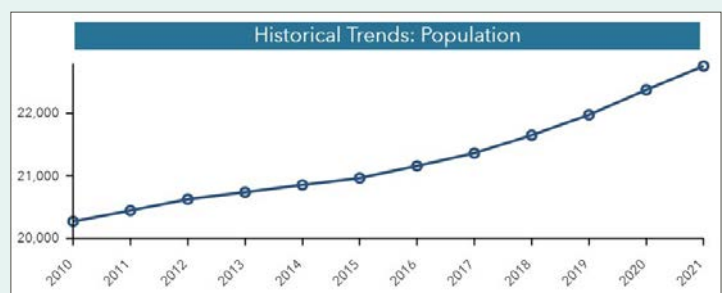


Demographics

The development of these relationships often starts with the understanding of the communities' demographics and how they affect the potential projects and the businesses in the community. This information provides the basis for the objectives that the community will begin to work towards solving in the future. The demographics of Lino Lakes has seen significant change in several demographic areas over the last few years.

POPULATION

The population for Lino Lakes has grown steadily since 2010, resulting in a 10% increase in the population. This continued steady growth will help the community as local companies grow and new companies join the community accessing new employees. It will also affect the need for additional housing and may drive the value of existing housing higher, causing additional strain on housing affordability in the community.

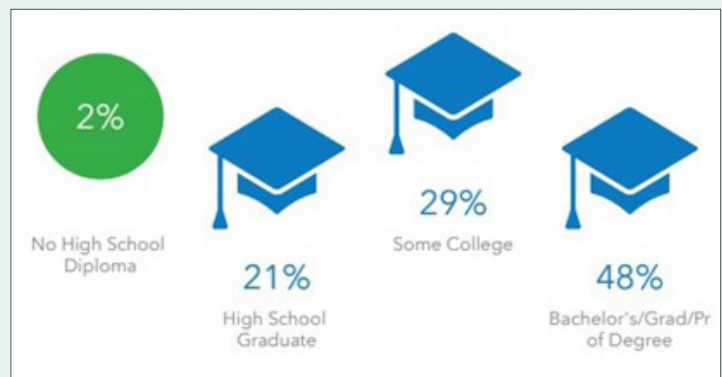


MEDIAN AGE

In addition to the continuing growth of the population of the community, the median age also affects many aspects of the economic wellbeing of the City. Lino Lakes currently has a median age of 38 years old compared to the states median age of 39 years and is in-line with the Minneapolis/St. Paul MSA's of 37.9 years. The younger median age of the population provides the future opportunity for continued growth of the median income as these residents reach their maximum earning years. The lower median age also provides the potential opportunity for future workforce growth as they graduate and become members of the workforce. This opportunity also allows for the development of long-term relationships with the community and businesses as they continue to age.

EDUCATION

The City also has a well-educated workforce, with more than 77% of the workforce having some college experience. This includes 48% with a bachelors or higher degree. Technical Colleges or 2 year degrees are included in the some college number of residents at 29%. This high level of education compared to the states overall education level of 32% with some college and 37% with a bachelors degree or higher.



INCOME

This higher level of education also provides the additional support of the higher median income for the City. Lino Lakes currently has a median household income of \$115,519 compared to Minnesota's median household income of \$69,559. The City is also significantly above the MSA which is at \$83,904. In addition to the higher household income, the City also has a significantly higher per capita income for the community. In 2021, Lino Lakes has a per capita income of \$43,617 compared to the states per capita income of \$36,727 and the MSA's of \$42,459. The lower separation of the per capita income level reflects the younger age in the community, resulting in families with children still living with their parents.

This higher median income also has the advantage of the City having a wealth index of 190 compared to the MSA's index of 127 indicating that the city has significantly above average wealth (an index of 100 would indicate average wealth). The wealth index is based upon the entire wealth of a household including material possessions and resources.

Housing

While population growth and a higher per capita income are a positive for the community, they can present several challenges for the City. One of these challenges is the availability and cost of new housing for new residents and residents looking to move up in the type of housing. This housing market activity can cause an increase in the selling price and value of homes resulting in homes being less affordable for new and younger families.

MEDIAN HOME VALUE

The City currently has a median home value of \$333,076 compared to the Minneapolis/St. Paul MSA value of \$297,739. While this higher value has advantages for the City and current homeowners, it may prevent new families from owning a home.

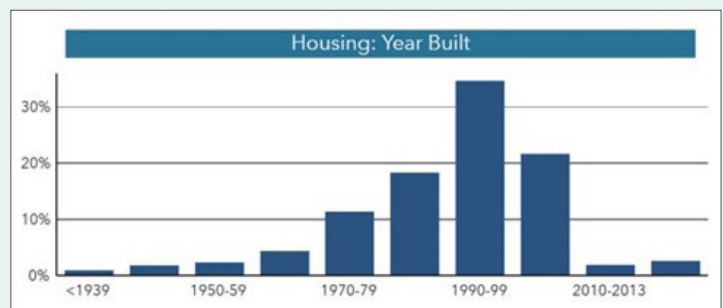


AFFORDABILITY

When looking at the affordability of housing, the City has a housing affordability index of 185 compared to the MSA rating of 146. The housing affordability index is based on the level of the median income of an area to qualify for a mortgage on a home at the median home price. An index of 100 means that households with a median income will not be a cost burden for housing costs.

AGE OF HOUSING STOCK

Lino Lakes is a young community that has seen significant growth over the last 20 years. The City is now seeing an aging of the current housing stock with a majority of the housing being constructed prior to 2000. Over 73% of the current housing stock is 20 years old or older.



The aging of the housing stock will also present opportunities for the community as those moving into those units begin to update and replace systems (e.g., furnaces, air conditioning, and appliances) increasing the need for additional services. Areas with housing stock that has outlived its useful life span may provide the opportunity for redevelopment as the city continues to grow and develop.

Goals

The EDAC has recognized these demographic changes in the community and incorporated them in the updated goals and focuses of the EDAC over the next 5 years. The updated plan has also incorporated the goals from the recently completed 2040 Comprehensive Plan as the basis for the areas of focus of the plan:



Expand and diversify the City's tax base by encouraging commercial and industrial development in the Planned Residential/ Commercial, Office Residential, Signature Gateway and Town Center Areas to lessen the tax burden on residential properties.



Work with developers to identify innovative strategies for attracting entry level and smaller entrepreneurial businesses to Lino Lakes.



Attract and encourage new light industrial, high tech, business and professional services enterprises and maintain and expand existing businesses in Lino Lakes.



Promote efficient, planned commercial and industrial expansion within the City's growth areas, accessible to public infrastructure and transportation.



Promote Lino Lakes' location within the metropolitan region as an advantage in doing business.

Priorities

Using those goals as a template, the EDAC has developed the following list of priorities to focus on for the implementation of the goals from the comprehensive plan.

PRIORITY 1:

Develop Balance of Woods Edge Property

The site is located at Interstate 35W and Lake Drive. The City retains approximately 9 acres of property. The area is guided and zoned for a mix of commercial and high-density residential uses intended to serve as the City's "Town Center". The transition of the YMCA to a City facility provides an opportunity to revisit the vision for the area and create an identity for future development.

EDAC recognizes that the private market will prescribe the ultimate development scenario; however, there are key elements which are within the City's sphere of influence. Lino Lakes ability to be flexible both on land sale pricing and type of development, plus the potential to assist with financing gaps will ultimately assist in the facilitation of a development plan that meets the city's goals.



PRIORITY 2:

Business Retention and Expansion Program

Retention and expansion of key businesses is an important strategy in promoting continued economic growth. It is an avenue by which communities promote reinvestment and facilitate employment growth. By establishing a formal Business Retention and Expansion (BRE) Program, Lino Lakes can enhance its relationship with key existing businesses. The BRE is an avenue to gather information about local business activity, anticipate changes in a company's status, and work to retain the businesses that provide the greatest positive economic impact.

EDAC identified business retention as a high priority for the City's economic development efforts.

PRIORITY 3:

Workforce Development Plan

Access to labor pools and a skilled workforce is critical to retention of existing businesses and facilitating new opportunities. Linking local businesses with workforce development resources is an important role for City Economic Development efforts.

PRIORITY 4:

Identification of potential redevelopment areas and strategic acquisitions

Reinvesting in underutilized property is a valuable tool for City economic development efforts. The City should also be ready to act when property becomes available to meet long term development and infrastructure needs.

PRIORITY 5:

Continue to promote development of the I-35E/Main Street Corridor

Development in this area will be predominantly market driven. The construction of the Watermark housing development creates additional commercial opportunities. Industrial development interest is increasing but will be dependent on the availability of public infrastructure to serve the sites and active landowner participation. Infrastructure improvements and “readiness” will be a driving factor in attracting new development. The City’s partnership with the Minnesota Technology Corridor provides regional exposure to the locational benefits of the area.



PRIORITY 6:

Updating and Expanding the City Marketing Materials

The development and updating of the marketing materials for the community to be able to readily react to opportunities for new projects and the expansion of existing businesses.

The development and adoption of a strategic plan requires that the EDAC also develop and implement a process for completing the priorities and the regular review of those priorities to adjust as required by the economic environment and conditions. This allows for the EDAC to be successful in their goals for the continued development and growth of the community.

The development of this process and tracking system is most easily completed by the creation of a matrix with the goals listed and the steps for the completion of those goals listed and assigned. This allows for the EDAC to readily track their progress and what changes need to be made based on economic conditions.

In addition to allowing the EDAC to track their progress, it also allows for the EDAC to show progress and communicate successes for the community.

Implementation

EDAC Strategic Plan Implementation Matrix

PRIORITY 1:

Develop Balance of Woods Edge Property

ACTION STEPS	ASSIGNED TO	DEADLINE	STATUS
a. Conduct a Market Study to evaluate options for highest and best use and evaluate market support			
b. Revisit Master Plan, if necessary, based on information received from Market Study			
c. Coordinate development opportunities with City/Rec Center development			
d. Solicit development interest through an RFP process for the site			

PRIORITY 2:

Business Retention and Expansion Program

ACTION STEPS	ASSIGNED TO	DEADLINE	STATUS
a. Identify business and industry sectors to target			
b. Coordinate BR&E program with other economic development organizations such as Chambers, Anoka County and GREATERMSP.			
c. Develop process for setting up retention visits.			
d. Develop process for conducting the visits.			
e. Develop matrix and schedule for reporting out feedback from the retention visits.			

PRIORITY 3:

Workforce Development Plan

ACTION STEPS	ASSIGNED TO	DEADLINE	STATUS
a. Determine workforce needs of current businesses using information from BRE visits.			
b. Presentation from Anoka County Careerforce about potential programs and opportunities.			
c. Host workforce development event with Anoka County on potential opportunities			
d. Create workforce development program to assist and attract new businesses and industries.			

PRIORITY 4:

Identification of Potential Redevelopment Areas and Strategic Acquisitions

ACTION STEPS	ASSIGNED TO	DEADLINE	STATUS
a. Identify areas for potential redevelopment and those needed for infrastructure expansion based on land use plan.			
b. Develop strategy for City acquisition of land when available.			
c. Develop policy for the use and type of assistance for redevelopment projects.			
d. Develop and implement strategy to encourage redevelopment of sites.			

PRIORITY 5:

Continue to Promote Development of the I-35E/Main Street Corridor

ACTION STEPS	ASSIGNED TO	DEADLINE	STATUS
a. Identify targeted industries for attraction.			
b. Coordinate information from BRE program to help identify businesses considering expansion.			
c. Strengthen relationship with GREATERMSP and DEED to receive "Requests for Information" from national and local site selection firms.			
d. Pursue planning and development of key infrastructure improvements			

PRIORITY 6:

Updating and Expanding the City Marketing Materials

ACTION STEPS	ASSIGNED TO	DEADLINE	STATUS
a. Review current materials and update community profile.			
b. Coordinate marketing efforts and materials with other organizations.			
c. Identify information for targeted industries to include in materials.			
d. Develop material that explains available programs and the City's policy on incentives.			