

EXPANDED AGENDA



CITY COUNCIL AGENDA

Monday, December 27, 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, 5:30 P.M.

Council Workroom

CITY COUNCIL MEETING, 6:30 P.M.

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

1. CONSENT AGENDA

- A) December 27, 2021 (Check No. 115573 through 115654) in the Amount of \$1,102,557.34
- B) Consider Approval of December 13, 2021 Work Session Minutes
- C) Consider Approval of December 13, 2021 Council Meeting Minutes
- D) Consider Approval of December 13, 2021 Special Work Session Minutes
- E) Consider Approval of December 20, 2021 Special Council Minutes
- F) Consider Approval of Rookery Activity Center Expenditures

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

2. FINANCE DEPARTMENT REPORT

None

3. ADMINISTRATION DEPARTMENT REPORT

- A) Appointment of Accounting Clerk I, Meg Sawyer

Action Taken: Motion by Ruhland, seconded by Stoesz, to approve the appointment of Jessica Eller as recommended, was adopted

B) Appointment of Public Safety CSO, Meg Sawyer

Action Taken: Motion by Lyden, seconded by Ruhland, to approve the appointment of Jacob Mullen as recommended, was adopted

4. PUBLIC SAFETY DEPARTMENT REPORT

No report

5. PUBLIC SERVICES DEPARTMENT REPORT

No report

6. COMMUNITY DEVELOPMENT REPORT

No report

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

None

Adjournment

Action Taken: Motion by Ruhland, seconded by Stoesz, to adjourn at 6:45 p.m. was adopted

Community Calendar – A Look Ahead
December 28, 2021 through January 10, 2022

✚ Tuesday, January 4	6:30 pm, Council Chambers	Environmental Board
✚ Wednesday, January 5	6:30 pm, Council Chambers	Park Board
✚ Thursday, January 6	8:00 am, Community Room	EDAC
✚ Monday, January 3	6:00 pm, Community Room	Council Work Session
✚ Tuesday, January 10	6:00 pm, Community Room	Council Work Session
✚ Tuesday, January 10	6:30 pm, Council Chambers	City Council Meeting



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- C) Consider Approval of December 13, 2021 Council Meeting Minutes
- D) Consider Approval of December 13, 2021 Special Work Session Minutes
- E) Consider Approval of December 20, 2021 Special Council Minutes
- F) Consider Approval of Rookery Activity Center Expenditures

2. FINANCE DEPARTMENT REPORT

None

3. ADMINISTRATION DEPARTMENT REPORT

- A) Appointment of Accounting Clerk I, Meg Sawyer
- B) Appointment of Public Safety CSO, Meg Sawyer

4. PUBLIC SAFETY DEPARTMENT REPORT

No report

5. PUBLIC SERVICES DEPARTMENT REPORT

No report

6. COMMUNITY DEVELOPMENT REPORT

No report



7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

None

Adjournment

<i>Community Calendar – A Look Ahead</i>		
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Expenditures

December 27, 2021

Check #115573 to #115654

\$1,102,557.34

Accounts Payable

Check Detail

User: tracy.thoma
Printed: 12/17/2021 - 1:49PM



Check Number	Check Date	Check Description	Amount
13 - AFLAC 101-000-2040-000			
115579	12/27/2021	Inv 484185 December Insurance Premiums	310.22
115579 Total:			310.22
13 - AFLAC Total:			310.22
14 - AFSCME Council #5 101-000-2040-000			
115576	12/10/2021	PR Batch 00002.12.2021 Union Dues A	
		Inv PR Batch 00002.12.2021 Union Dues AFSCME PR Batch 00002.12.2021 Union Dues AFSCME	524.70
115576 Total:			524.70
14 - AFSCME Council #5 Total:			524.70
16 - Aid Electric Corporation			
115580	12/27/2021	Inv 67855 Wire Door Operators Senior Center	396.70
		Inv 67923 Repair LED Lights Police Department	728.12
115580 Total:			1,124.82
16 - Aid Electric Corporation Total:			1,124.82
1020 - Allina Health System			
115581	12/27/2021	Inv CI00012165 Q4 2021 Education	960.00
		Inv CI00012189 First Responder Training Class	56.25
115581 Total:			1,016.25
1020 - Allina Health System Total:			1,016.25
40 - Anoka County Highway Department			
115582	12/27/2021	Inv SAP002-634-003 Joint Powers Agreement #C0007977 Project	653,043.69
115582 Total:			653,043.69
40 - Anoka County Highway Department Total:			653,043.69

Check Number	Check Date	Check Description	Amount
42 - Anoka County Property Records & Taxation			
115583	12/27/2021		
		Inv 21-78137 Easement Encroachment Agreements	276.00
		Inv 21-80517 Easement Encroachment Agreements	322.00
115583 Total:			598.00
42 - Anoka County Property Records & Taxation Total:			598.00
44 - Anoka County Treasury Office			
115584	12/27/2021		
		Inv AR019259 Replacement for APX 6000 Serial #755CRR0	106.50
115584 Total:			106.50
44 - Anoka County Treasury Office Total:			106.50
53 - Aspen Equipment Company			
115585	12/27/2021		
		Inv 10233462 #255 & #268 Plow Repair Parts	942.98
115585 Total:			942.98
53 - Aspen Equipment Company Total:			942.98
54 - Aspen Mills, Inc.			
115586	12/27/2021		
		Inv 280454 Uniform Allowance K. Sinna	64.84
		Inv 285034 New Hire Uniform S. Bonczek	49.25
115586 Total:			114.09
54 - Aspen Mills, Inc. Total:			114.09
1359 - Blaine Lock & Safe, Inc.			
115587	12/27/2021		
		Inv 31786 Key Cut	26.50
115587 Total:			26.50
1359 - Blaine Lock & Safe, Inc. Total:			26.50
85 - Bluetarp Financial, Inc.			
115588	12/27/2021		
		Inv 213007 Ratchets	39.96
115588 Total:			39.96
85 - Bluetarp Financial, Inc. Total:			39.96

Check Number	Check Date	Check Description	Amount
1290 - Boonstra, Jason			
115589	12/27/2021		
	Inv 12/07/2021	Mileage Septic Class	82.88
115589 Total:			82.88
1290 - Boonstra, Jason Total:			82.88
1810 - Breach Point Consulting, Inc.			
115590	12/27/2021		
	Inv 12/08/2021	Seminar Personal & Professional Breakthr	1,900.00
115590 Total:			1,900.00
1810 - Breach Point Consulting, Inc. Total:			1,900.00
106 - C.W. Houle, Inc.			
115591	12/27/2021		
	Inv 11443	Raise Hydrants to City Spec Height	1,755.00
115591 Total:			1,755.00
106 - C.W. Houle, Inc. Total:			1,755.00
115 - Centennial Utilities			
115592	12/27/2021	140 - 6811 Lake Drive	
	Inv November 2021	150 - 7690 Village Dr Natural Gas	5,060.34
115592 Total:			5,060.34
115 - Centennial Utilities Total:			5,060.34
116 - CenterPoint Energy			
115593	12/27/2021	160	
	Inv November 2021	120 Natural Gas	1,712.19
115593 Total:			1,712.19
116 - CenterPoint Energy Total:			1,712.19
122 - CES Imaging 101-432-4410-503			
115594	12/27/2021		
	Inv INV134593	December Plotter/Scanner Maintenance	80.00
	Inv INV134616	Plotter/Scanner Repair	21.95
115594 Total:			101.95
122 - CES Imaging Total:			101.95

Check Number	Check Date	Check Description	Amount
133 - City of Hugo			
115595	12/27/2021		
	Inv 12/07/2021	Used Darley Hose Tester	1,000.00
115595 Total:			1,000.00
133 - City of Hugo Total:			1,000.00
136 - City of Roseville			
115596	12/27/2021		
	Inv 0230555	December IT Services	18,216.98
115596 Total:			18,216.98
136 - City of Roseville Total:			18,216.98
138 - City of St. Paul			
115597	12/27/2021		
	Inv IN47712	October Asphalt	2,442.75
115597 Total:			2,442.75
138 - City of St. Paul Total:			2,442.75
1815 - CivicPlus			
115598	12/27/2021		
	Inv 219104	CivicEngage Annual Fee, Training & Consu	31,520.01
	Inv 219109	CivicRec Annual Fee, Training& Consulti	14,042.50
115598 Total:			45,562.51
1815 - CivicPlus Total:			45,562.51
761 - Comcast 101-432-4321-502			
115599	12/27/2021		
	Inv 12/10/2021	Phone & Internet Service	123.95
115599 Total:			123.95
761 - Comcast Total:			123.95
149 - Connexus Energy			
115600	12/27/2021	03	
	Inv November 2021	01 Electric	4,200.74
115600 Total:			4,200.74
149 - Connexus Energy Total:			4,200.74
1278 - Core & Main LP			

Check Number	Check Date	Check Description	Amount
115601	12/27/2021		
		Inv Q058583 Meters	3,416.14
115601 Total:			3,416.14
1278 - Core & Main LP Total:			3,416.14
165 - Dakota Co. Financial Services			
115602	12/27/2021		
		Inv 00042623 CJN eBriefing Fee	99.00
115602 Total:			99.00
165 - Dakota Co. Financial Services Total:			99.00
167 - Dalco, Inc.			
115603	12/27/2021		
		Inv 3866889 Foam Hand Wash	316.65
115603 Total:			316.65
167 - Dalco, Inc. Total:			316.65
1261 - Dell Marketing LP			
115604	12/27/2021		
		Inv 10537243764 Computer & Dock K. Christofferson	1,154.37
		Inv 10537243772 Computer & Dock T. Thoma	1,154.37
		Inv 10537243780 Computer & Dock Acct Clerk I	1,154.37
		Inv 10541404577 Computer E. Youngquist	657.00
115604 Total:			4,120.11
1261 - Dell Marketing LP Total:			4,120.11
1811 - Dimke Excavating, Inc.			
115605	12/27/2021		
		Inv 017505-000-1 2021 Surface Water Maintenance Project	23,997.00
115605 Total:			23,997.00
1811 - Dimke Excavating, Inc. Total:			23,997.00
187 - Earl F. Andersen			
115606	12/27/2021		
		Inv 0128533-IN Speed Limit & Dip Signs	254.45
115606 Total:			254.45
187 - Earl F. Andersen Total:			254.45

Check Number	Check Date	Check Description	Amount
193 - Emergency Automotive Technologies			
115607	12/27/2021		
		Inv SVC29449 #317 Swap Out Blue Sea Sure Eject Part	57.50
115607 Total:			57.50
193 - Emergency Automotive Technologies Total:			57.50
204 - Factory Motor Parts Company			
115608	12/27/2021		
		Inv 159-060491 #617 Warranty Replacement Part	126.04
		Inv 1-7279126 Stock Oil Filters	15.36
		Inv 1-7293677 #210 Coolant Filter	25.44
115608 Total:			166.84
204 - Factory Motor Parts Company Total:			166.84
210 - Ferguson Waterworks #2518			
115609	12/27/2021		
		Inv 0487673 Marking Paint for Locates	85.86
115609 Total:			85.86
210 - Ferguson Waterworks #2518 Total:			85.86
1014 - Finke, Brian			
115610	12/27/2021		
		Inv 12/14/2021 Tuition Reimbursement - Finke	334.48
115610 Total:			334.48
1014 - Finke, Brian Total:			334.48
220 - Ford Construction Co. Inc.			
115611	12/27/2021		
		Inv 1901 Lift #8 Mixer Rail Install	8,028.00
115611 Total:			8,028.00
220 - Ford Construction Co. Inc. Total:			8,028.00
225 - Frattallone's/Circle Pines Ace			
115612	12/27/2021		
		Inv 076599/G Snow Pushers & Leaf Rakes	270.93
115612 Total:			270.93
225 - Frattallone's/Circle Pines Ace Total:			270.93

Check Number	Check Date	Check Description	Amount
233 - GDO Law 101-414-4303-000			
115613	12/27/2021	Inv 7708 December Prosecutor Contract	8,500.00
115613 Total:			8,500.00
233 - GDO Law Total:			8,500.00
244 - Gopher State One-Call			
115614	12/27/2021	601 Inv 1110540 602 November Tickets	368.55
115614 Total:			368.55
244 - Gopher State One-Call Total:			368.55
1659 - Haugo Geo Technical Services, LLC			
115615	12/27/2021	Inv 10651 2021 Street Improvement Project	1,168.00
115615 Total:			1,168.00
1659 - Haugo Geo Technical Services, LLC Total:			1,168.00
271 - Hawkins, Inc.			
115616	12/27/2021	Inv 6038353 Chlorine Vacuum Regulator	2,613.00
115616 Total:			2,613.00
271 - Hawkins, Inc. Total:			2,613.00
298 - Hugo Equipment Company			
115617	12/27/2021	Inv 175417 Chainsaw Repair Parts	20.93
115617 Total:			20.93
298 - Hugo Equipment Company Total:			20.93
301 - Hugo Plumbing & Pump Service			
115618	12/27/2021	Inv 25768 Replaced Flush Valve on Urinal in Cell #	190.00
115618 Total:			190.00
301 - Hugo Plumbing & Pump Service Total:			190.00
UB*00106 - HUNTER, DAVID			
115619	12/27/2021		

Check Number	Check Date	Check Description	Amount
Inv		Refund Check 005592-000, 263PALOMINO L	26.02
115619 Total:			26.02
115620	12/27/2021		
Inv		Refund Check 015551-000, 263PALOMINO L	50.51
115620 Total:			50.51
UB*00107 - HUNTER, DAVID Total:			76.53
306 - Image Printing & Graphics, Inc			
115621	12/27/2021		
Inv	159336	Watering Violation Door Hangers	353.14
115621 Total:			353.14
306 - Image Printing & Graphics, Inc Total:			353.14
1812 - Innovative High Performance Coatings			
115622	12/27/2021		
Inv	2021-253	Manhole Rehab	60,989.02
115622 Total:			60,989.02
1812 - Innovative High Performance Coatings Total:			60,989.02
1177 - Innovative Office Solutions LLC			
115623	12/27/2021		
Inv	SUM-064676	Toner, USB Drives, Paper	283.23
115623 Total:			283.23
1177 - Innovative Office Solutions LLC Total:			283.23
311 - Instrumental Research, Inc.			
115624	12/27/2021		
Inv	3802	November Water Testing	1,485.00
115624 Total:			1,485.00
311 - Instrumental Research, Inc. Total:			1,485.00
312 - International Union 101-000-2040-000			
115577	12/10/2021	PR Batch 00002.12.2021 Union Dues 4	
Inv		PR Batch 00002.12.2021 Union Dues 49ers PR Batch 00002.12.2021 Union Dues 49ers	560.00
115577 Total:			560.00
312 - International Union Total:			560.00

Check Number	Check Date	Check Description	Amount
359 - Landform			
115625	12/27/2021		
	Inv 32388	November Zoning Ordinance & Map Update	8,142.50
115625 Total:			8,142.50
359 - Landform Total:			8,142.50
365 - Law Enforcement Labor Services 101-000-2040-000			
115578	12/10/2021	PR Batch 00002.12.2021 Union Dues L	
	Inv	PR Batch 00002.12.2021 Union Dues LELS PR Batch 00002.12.2021 Union Dues LELS	1,397.00
115578 Total:			1,397.00
365 - Law Enforcement Labor Services Total:			1,397.00
1461 - Leadership Growth Groups LLC			
115626	12/27/2021		
	Inv 22214	2022 Leadership Growth Group Series	600.00
115626 Total:			600.00
1461 - Leadership Growth Groups LLC Total:			600.00
1762 - LEAST Services/Counseling, LLC			
115627	12/27/2021		
	Inv 572	On Call After Hours Availability - Novem	150.00
115627 Total:			150.00
1762 - LEAST Services/Counseling, LLC Total:			150.00
394 - Macqueen Equipment, Inc.			
115628	12/27/2021		
	Inv P01311	Mask Bags	274.93
115628 Total:			274.93
394 - Macqueen Equipment, Inc. Total:			274.93
UB*00108 - MAGES, SANDRA			
115629	12/27/2021		
	Inv	Refund Check 007733-000, 7115 IVY RIDGE	91.70
115629 Total:			91.70
UB*00108 - MAGES, SANDRA Total:			91.70
1668 - Marsden Bldg Maintenance, LLC			

Check Number	Check Date	Check Description	Amount
115630	12/27/2021		
Inv 355849	December Janitorial Services		3,856.00
Inv 355850	December Janitorial Services		1,044.60
Inv 355851	December Janitorial Services		631.58
Inv 355852	December Janitorial Services		691.82
Inv 355867	December Janitorial Services		1,809.08
Inv 356195	Electrostatic Spraying		351.88
115630 Total:			8,384.96
1668 - Marsden Bldg Maintenance, LLC Total:			8,384.96
418 - Menards - Forest Lake			
115631	12/27/2021		
Inv 74955	Drain Supplies		16.14
Inv 75159	#302 Silicone		5.95
Inv 75610	Wire Brushes		39.96
115631 Total:			62.05
418 - Menards - Forest Lake Total:			62.05
423 - Met Council Environmental Services 602-495-4405-000			
115632	12/27/2021		
Inv 0001132921	January Waste Water Services		90,644.91
115632 Total:			90,644.91
423 - Met Council Environmental Services Total:			90,644.91
420 - Met Council Environmental Services (SAC)			
115633	12/27/2021		
Inv Nov 2021	November 2021 SAC		46,742.85
115633 Total:			46,742.85
420 - Met Council Environmental Services (SAC) Total:			46,742.85
421 - Metro Sales Incorporated			
115634	12/27/2021		
Inv INV1940174	Copier Maintenance Contract Ricoh/MP 405		36.00
Inv INV1940178	Copier Maintenance Contract Ricoh/IM C25		195.49
Inv INV1940179	Copier Maintenance Contract Ricoh/IM C60		530.41
115634 Total:			761.90
421 - Metro Sales Incorporated Total:			761.90
451 - MN Department of Labor & Industry 101-432-4452-000			
115635	12/27/2021		
Inv ABR0271493X	Pressure Vessel		10.00

Check Number	Check Date	Check Description	Amount
115635 Total:			10.00
451 - MN Department of Labor & Industry Total:			10.00
1813 - Ng, Anissa			
115636	12/27/2021		
	Inv 11/29-12/3/2021	Meals for Training	54.42
115636 Total:			54.42
1813 - Ng, Anissa Total:			54.42
506 - Olson's Sewer Service, Inc.			
115637	12/27/2021		
	Inv 96920	Unplug Sewer Line at Public Works	464.75
115637 Total:			464.75
506 - Olson's Sewer Service, Inc. Total:			464.75
508 - Optum			
115638	12/27/2021		
	Inv 10199064883	November Retiree & Cobra Fees	85.00
115638 Total:			85.00
508 - Optum Total:			85.00
509 - O'Reilly Automotive Stores			
115639	12/27/2021		
	Inv 5914-184272	Stock Oil & Hyd Filters	51.74
	Inv 5914-184308	#605 Headlight	25.73
	Inv 5914-185103	#210 Anti-Freeze	92.72
	Inv 5914-185222	#210 Anti-Freeze	101.94
115639 Total:			272.13
509 - O'Reilly Automotive Stores Total:			272.13
552 - Press Publications, Inc.			
115640	12/27/2021		
	Inv 722136	Public Hearing Precision Tune	40.96
	Inv 722713	Summary of Ord. No. 08-21	81.92
115640 Total:			122.88
552 - Press Publications, Inc. Total:			122.88
1535 - S&S Industrial Hardware Supply			

Check Number	Check Date	Check Description	Amount
115641	12/27/2021		
		Inv 320926 Stock Bolts	105.74
115641 Total:			105.74
1535 - S&S Industrial Hardware Supply Total:			105.74
588 - Safety-Kleen Systems, Inc.			
115642	12/27/2021		
		Inv CN13951628 Solvent	50.42
115642 Total:			50.42
588 - Safety-Kleen Systems, Inc. Total:			50.42
1578 - SBRK Finance Holdings, Inc			
115643	12/27/2021		
		Inv INV-004743 Import New Storm Water Utility Accounts	268.50
		Inv INV-008002 November Civic Pay Credit Card Fees	711.00
115643 Total:			979.50
1578 - SBRK Finance Holdings, Inc Total:			979.50
854 - Spartan Promotional Group, Inc			
115644	12/27/2021		
		Inv 602963 Fire Badge Decals	358.21
		Inv 602965 Learn About 911 Coloring Books	610.04
115644 Total:			968.25
854 - Spartan Promotional Group, Inc Total:			968.25
645 - Streicher's, Inc.			
115645	12/27/2021		
		Inv I1534197 Uniform Allowance M. Paulson	74.99
		Inv I1539115 Uniform Allowance N. Hamann	29.99
115645 Total:			104.98
645 - Streicher's, Inc. Total:			104.98
656 - TDS Metrocom MN			
115646	12/27/2021		
		Inv 12/13/2021 Phone Service	241.24
115646 Total:			241.24
656 - TDS Metrocom MN Total:			241.24

Check Number	Check Date	Check Description	Amount
1814 - The Locker Guy			
115647	12/27/2021	Inv TC210920-Rev1 Rec Center Lockers - Down Payment	57,500.00
115647 Total:			57,500.00
1814 - The Locker Guy Total:			57,500.00
686 - U.S. Bank			
115648	12/27/2021	Inv 6333291 2012A Paying Agent Fee	500.00
		Inv 6333372 2014A Paying Agent Fee	500.00
115648 Total:			1,000.00
686 - U.S. Bank Total:			1,000.00
687 - U.S. Bank Visa			
115649	12/27/2021	Inv 12/06/2021 Dolan Consulting/Performance Evaluation	23,449.68
115649 Total:			23,449.68
687 - U.S. Bank Visa Total:			23,449.68
693 - Upper Cut Tree Service			
115650	12/27/2021	Inv 5222 Tree Removal 497 Post Road	725.00
115650 Total:			725.00
693 - Upper Cut Tree Service Total:			725.00
695 - UPS/United Parcel Service			
115651	12/27/2021	Inv 0000A91R28491 Shipping Postage	14.54
115651 Total:			14.54
695 - UPS/United Parcel Service Total:			14.54
1104 - Walters Recycling & Refuse			
115652	12/27/2021	Inv 5812876 Trash & Recycling	129.42
		Inv 5812966 40 - Clearwater Creek Park Organic Recycling	1,092.31
115652 Total:			1,221.73
1104 - Walters Recycling & Refuse Total:			1,221.73

Check Number	Check Date	Check Description	Amount
1447 - Wheeler Hardware Company			
115653	12/27/2021	Inv SPI125550 Key Cut	130.19
115653 Total:			130.19
1447 - Wheeler Hardware Company Total:			130.19
734 - Xcel Energy			
115654	12/27/2021	Inv 12/03/2021 November Electric Birch Street Roundabou	42.73
115654 Total:			42.73
734 - Xcel Energy Total:			42.73
Total:			1,102,557.34

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
12/27/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
Leadership Growth Groups LLC	101-000	101-000-1550-000	600.00	115626	2022 Leadership Growth Group Series
U.S. Bank Visa	101-000	101-000-1550-000	102.00	115649	MN Board of Accountancy/2022 CPA License Renewal S. Cotton
AFLAC	101-000	101-000-2040-000	310.22	115579	December Insurance Premiums
AFSCME Council #5	101-000	101-000-2040-000	524.70	115576	PR Batch 00002.12.2021 Union Dues AFSCME
International Union	101-000	101-000-2040-000	560.00	115577	PR Batch 00002.12.2021 Union Dues 49ers
Law Enforcement Labor Services	101-000	101-000-2040-000	1,397.00	115578	PR Batch 00002.12.2021 Union Dues LELS
Anoka County Property Records & Taxation	101-000	101-000-2081-000	276.00	115583	Easement Encroachment Agreements
Anoka County Property Records & Taxation	101-000	101-000-2081-000	322.00	115583	Easement Encroachment Agreements
Met Council Environmental Services (SAC)	101-000	101-000-2120-000	47,215.00	115633	November 2021 SAC
Met Council Environmental Services (SAC)	101-000	101-000-3414-000	-472.15	115633	November 2021 SAC
U.S. Bank Visa	101-000	101-000-3730-000	-953.65	115649	U.S. Bank Visa Rebate
	101-000 Total		49,881.12		
U.S. Bank Visa	101-401	101-401-4900-000	24.00	115649	Facebook/Ad Campaign
U.S. Bank Visa	101-401	101-401-4900-000	60.00	115649	HyVee/CIC Visit Baked Goods
U.S. Bank Visa	101-401	101-401-4900-000	21.41	115649	Target/CIC Visit Supplies
U.S. Bank Visa	101-401	101-401-4900-000	52.48	115649	Caribou/CIC Visit Coffee
	101-401 Total		157.89		
Optum	101-402	101-402-4310-000	85.00	115638	November Retiree & Cobra Fees
U.S. Bank Visa	101-402	101-402-4330-000	15.59	115649	Amazon/Leadership Book
Press Publications Inc.	101-402	101-402-4340-000	81.92	115640	Summary of Ord. No. 08-21
	101-402 Total		182.51		
SBRK Finance Holdings Inc	101-407	101-407-4300-000	3.00	115643	November Civic Pay Credit Card Fees
City of Roseville	101-407	101-407-4310-000	16,758.98	115596	December IT Services
	101-407 Total		16,761.98		
GDO Law	101-414	101-414-4303-000	8,500.00	115613	December Prosecutor Contract
	101-414 Total		8,500.00		
U.S. Bank Visa	101-416	101-416-4200-000	32.73	115649	Pizza T/Pizza for Joint Council & Board Meeting
U.S. Bank Visa	101-416	101-416-4200-000	126.39	115649	Pizza T/Pizza for Joint Council & Board Meeting
	101-416 Total		159.12		
U.S. Bank Visa	101-420	101-420-4200-000	84.36	115649	Vista Print/Business Cards Heu Bergeron Bonczek
U.S. Bank Visa	101-420	101-420-4200-000	33.73	115649	Adobe/Redaction Software Subscription Fee
U.S. Bank Visa	101-420	101-420-4200-000	5.53	115649	Amazon/Pens
U.S. Bank Visa	101-420	101-420-4200-000	256.97	115649	Adobe/Redaction Software Subscription Fee
U.S. Bank Visa	101-420	101-420-4200-000	177.60	115649	Amazon/Thermal Transfer Labels for Evidence Printer
U.S. Bank Visa	101-420	101-420-4200-000	-32.57	115649	Adobe/Redaction Software Subscription Fee Refund
U.S. Bank Visa	101-420	101-420-4200-000	31.99	115649	Amazon/Ink Cartridges
U.S. Bank Visa	101-420	101-420-4200-000	88.00	115649	MN County Attorneys Assoc/Forfeiture Forms
Anoka County Treasury Office	101-420	101-420-4211-000	106.50	115584	Replacement for APX 6000 Serial #755CRR090
U.S. Bank Visa	101-420	101-420-4211-000	233.60	115649	Amazon/Medical V-Vac Starter Kits
U.S. Bank Visa	101-420	101-420-4211-000	25.98	115649	Amazon/Batteries
U.S. Bank Visa	101-420	101-420-4211-000	680.37	115649	Lynn Peavey/Evidence Supplies
U.S. Bank Visa	101-420	101-420-4211-000	355.30	115649	Axon/Taser X26P DPMS
U.S. Bank Visa	101-420	101-420-4211-000	439.96	115649	Amazon/Lightning X Trauma Bags
U.S. Bank Visa	101-420	101-420-4211-000	659.94	115649	Amazon/Lightning X Trauma Bags
Spartan Promotional Group Inc	101-420	101-420-4214-000	305.02	115644	Learn About 911 Coloring Books
LEAST Services/Counseling LLC	101-420	101-420-4300-000	75.00	115627	On Call After Hours Availability - November
U.S. Bank Visa	101-420	101-420-4321-000	1,816.42	115649	Verizon/Phone & Internet
UPS/United Parcel Service	101-420	101-420-4322-000	14.54	115651	Shipping Postage
Allina Health System	101-420	101-420-4330-000	36.75	115581	First Responder Training Class
Allina Health System	101-420	101-420-4330-000	480.00	115581	Q4 2021 Education
Breach Point Consulting Inc.	101-420	101-420-4330-000	1,900.00	115590	Seminar Personal & Professional Breakthroughs First Responders
Ng Anissa	101-420	101-420-4330-000	54.42	115636	Meals for Training
U.S. Bank Visa	101-420	101-420-4330-000	75.00	115649	BCA/DMT Recertification Training M. Paulson
U.S. Bank Visa	101-420	101-420-4330-000	-975.00	115649	Public Agency Training/Refund for Cancelled Training
Aspen Mills Inc.	101-420	101-420-4370-000	64.84	115586	Uniform Allowance K. Sinna
Aspen Mills Inc.	101-420	101-420-4370-000	49.25	115586	New Hire Uniform S. Bonczek
Streicher's Inc.	101-420	101-420-4370-000	29.99	115645	Uniform Allowance N. Hamann
Streicher's Inc.	101-420	101-420-4370-000	74.99	115645	Uniform Allowance M. Paulson
U.S. Bank Visa	101-420	101-420-4370-000	149.11	115649	Uniform Allowance M. DeMars
U.S. Bank Visa	101-420	101-420-4370-000	317.94	115649	Uniform Allowance A. Halverson
U.S. Bank Visa	101-420	101-420-4370-000	46.24	115649	Uniform Allowance K. Sinna
U.S. Bank Visa	101-420	101-420-4370-000	514.50	115649	Uniform Allowance K. Leibel
U.S. Bank Visa	101-420	101-420-4370-000	18.99	115649	Uniform Allowance A. Halverson
Connexus Energy	101-420	101-420-4381-000	30.35	115600	Electric
Blaine Lock & Safe Inc.	101-420	101-420-4386-000	26.50	115587	Key Cut
U.S. Bank Visa	101-420	101-420-4386-000	201.00	115649	Emblem Authority/Reserve Officer Rocker Patches
U.S. Bank Visa	101-420	101-420-4386-000	200.00	115649	Tipsy Steer/Reserve Holiday Party Gift Card
U.S. Bank Visa	101-420	101-420-4386-000	28.13	115649	Vista Print/Business Cards Reserve Officers
Dakota Co. Financial Services	101-420	101-420-4410-000	99.00	115602	CJN eBriefing Fee



**AP Checks by Account Number
12/27/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
Metro Sales Incorporated	101-420	101-420-4410-000	36.00	115634	Copier Maintenance Contract Ricoh/MP 4055SP
	101-420 Total		8,816.24		
U.S. Bank Visa	101-421	101-421-4211-000	79.60	115649	LTG Power Equip/Canned Fuel Qts
U.S. Bank Visa	101-421	101-421-4211-000	109.27	115649	AED/Disposable Lifepak Cuffs
U.S. Bank Visa	101-421	101-421-4211-000	759.95	115649	Amazon/5 Cases Black Disposable Surgical Masks
U.S. Bank Visa	101-421	101-421-4211-000	17.99	115649	Amazon/Batteries
U.S. Bank Visa	101-421	101-421-4211-000	40.62	115649	Amazon/Batteries
Spartan Promotional Group Inc	101-421	101-421-4214-000	358.21	115644	Fire Badge Decals
Spartan Promotional Group Inc	101-421	101-421-4214-000	305.02	115644	Learn About 911 Coloring Books
City of Hugo	101-421	101-421-4240-000	1,000.00	115595	Used Darley Hose Tester
U.S. Bank Visa	101-421	101-421-4240-000	8.99	115649	Amazon/Blood Glucose Monitoring System
LEAST Services/Counseling LLC	101-421	101-421-4300-000	75.00	115627	On Call After Hours Availability - November
U.S. Bank Visa	101-421	101-421-4321-000	146.28	115649	Verizon/Phone & Internet
Allina Health System	101-421	101-421-4330-000	480.00	115581	Q4 2021 Education
Allina Health System	101-421	101-421-4330-000	19.50	115581	First Responder Training Class
Finke Brian	101-421	101-421-4330-000	334.48	115610	Tuition Reimbursement - Finke
U.S. Bank Visa	101-421	101-421-4330-000	2,975.00	115649	Dolan Consulting/Performance Evaluation Training Public Safety
Macqueen Equipment Inc.	101-421	101-421-4370-000	274.93	115628	Mask Bags
U.S. Bank Visa	101-421	101-421-4370-000	2,180.00	115649	Aspen Mills/Fire Division Polo Shirts
U.S. Bank Visa	101-421	101-421-4370-000	96.20	115649	Uniform Allowance D. L'Allier
	101-421 Total		9,261.04		
U.S. Bank Visa	101-422	101-422-4300-000	5.35	115649	Apple/Apple TV Subscription Fee to be Refunded
U.S. Bank Visa	101-422	101-422-4321-000	35.01	115649	Verizon/Phone & Internet
Boonstra Jason	101-422	101-422-4330-000	82.88	115589	Mileage Septic Class
	101-422 Total		123.24		
U.S. Bank Visa	101-430	101-430-4211-000	24.65	115649	Home Depot/Mailbox
U.S. Bank Visa	101-430	101-430-4211-000	83.76	115649	Home Depot/Snow Stake Paint
Earl F. Andersen	101-430	101-430-4223-000	254.45	115606	Speed Limit & Dip Signs
City of St. Paul	101-430	101-430-4224-000	2,442.75	115597	October Asphalt
Connexus Energy	101-430	101-430-4385-000	1,685.50	115600	Electric
Upper Cut Tree Service	101-430	101-430-4410-000	725.00	115650	Tree Removal 497 Post Road
	101-430 Total		5,216.11		
Safety-Kleen Systems Inc.	101-431	101-431-4211-000	50.42	115642	Solvent
Menards - Forest Lake	101-431	101-431-4212-000	29.98	115631	Blue DEF
U.S. Bank Visa	101-431	101-431-4212-000	96.30	115649	Bill's Superette/Non-Oxy Gas
U.S. Bank Visa	101-431	101-431-4212-000	34.46	115649	Casey's/#307 Fuel
Aspen Equipment Company	101-431	101-431-4221-000	942.98	115585	#255 & #268 Plow Repair Parts
Emergency Automotive Technologies	101-431	101-431-4221-000	57.50	115607	#317 Swap Out Blue Sea Sure Eject Part
Factory Motor Parts Company	101-431	101-431-4221-000	15.36	115608	Stock Oil Filters
Factory Motor Parts Company	101-431	101-431-4221-000	126.04	115608	#617 Warranty Replacement Part
Factory Motor Parts Company	101-431	101-431-4221-000	25.44	115608	#210 Coolant Filter
Hugo Equipment Company	101-431	101-431-4221-000	20.93	115617	Chainsaw Repair Parts
Menards - Forest Lake	101-431	101-431-4221-000	5.95	115631	#302 Silicone
O'Reilly Automotive Stores	101-431	101-431-4221-000	101.94	115639	#210 Anti-Freeze
O'Reilly Automotive Stores	101-431	101-431-4221-000	51.74	115639	Stock Oil & Hyd Filters
O'Reilly Automotive Stores	101-431	101-431-4221-000	25.73	115639	#605 Headlight
O'Reilly Automotive Stores	101-431	101-431-4221-000	92.72	115639	#210 Anti-Freeze
S&S Industrial Hardware Supply	101-431	101-431-4221-000	105.74	115641	Stock Bolts
U.S. Bank Visa	101-431	101-431-4221-000	375.00	115649	Batteries Plus/#399 Rear Battery
U.S. Bank Visa	101-431	101-431-4221-000	372.67	115649	Amazon/Drill Bits Bolts Screws Pipe Remover LED Bulbs
U.S. Bank Visa	101-431	101-431-4221-000	358.03	115649	EBay/Shell Gadus Grease
U.S. Bank Visa	101-431	101-431-4221-000	47.94	115649	Fleet Farm/Lubricants & Grease Fittings
U.S. Bank Visa	101-431	101-431-4240-000	171.69	115649	Snap-On/Wrenches Sockets Butane Torch
U.S. Bank Visa	101-431	101-431-4240-000	221.91	115649	Amazon/Sledge Hammers
U.S. Bank Visa	101-431	101-431-4240-000	329.80	115649	Amazon/Sledge Hammers
U.S. Bank Visa	101-431	101-431-4240-000	1,552.99	115649	Elite Truck Boxes/#807 Diesel Transfer Tank & Toolbox
U.S. Bank Visa	101-431	101-431-4300-000	176.00	115649	Holiday/November Car Washes
	101-431 Total		5,389.26		
Innovative Office Solutions LLC	101-432	101-432-4200-000	283.23	115623	Toner USB Drives Paper
U.S. Bank Visa	101-432	101-432-4200-000	20.98	115649	Amazon/Embossed Certificate Seals
U.S. Bank Visa	101-432	101-432-4200-000	48.99	115649	Amazon/Wireless Mouse
U.S. Bank Visa	101-432	101-432-4200-000	3.49	115649	Amazon/Margin Tabs for Binder
U.S. Bank Visa	101-432	101-432-4200-000	12.76	115649	Amazon/Post-it Flags
U.S. Bank Visa	101-432	101-432-4200-000	59.97	115649	Amazon/Digital AV Adapters to HDMI for Conference Room
U.S. Bank Visa	101-432	101-432-4200-000	41.32	115649	Amazon/Desk Calendars
U.S. Bank Visa	101-432	101-432-4200-000	17.85	115649	Amazon/AdirPro Sharp Point for Tripod/Prism Pole
U.S. Bank Visa	101-432	101-432-4200-000	99.37	115649	Kohl's/Plates Bowls Toaster
U.S. Bank Visa	101-432	101-432-4200-000	68.86	115649	Amazon/Cannon Replacement Roller Kit for Desk Scanner
U.S. Bank Visa	101-432	101-432-4200-000	9.69	115649	Amazon/Self-Inking Approved Stamp



**AP Checks by Account Number
12/27/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
Dalco Inc.	101-432	101-432-4211-000	316.65	115603	Foam Hand Wash
U.S. Bank Visa	101-432	101-432-4211-000	8.09	115649	Amazon/Raid Ant Bait
U.S. Bank Visa	101-432	101-432-4211-503	4.99	115649	Target/Clorox Wipes
U.S. Bank Visa	101-432	101-432-4211-503	53.28	115649	Amazon/Batteries
U.S. Bank Visa	101-432	101-432-4211-503	53.97	115649	Fleet Farm/Timers for Holiday Lights
U.S. Bank Visa	101-432	101-432-4211-503	17.76	115649	Amazon/Batteries
Aid Electric Corporation	101-432	101-432-4300-500	396.70	115580	Wire Door Operators Senior Center
Olson's Sewer Service Inc.	101-432	101-432-4300-500	464.75	115637	Unplug Sewer Line at Public Works
Aid Electric Corporation	101-432	101-432-4300-503	728.12	115580	Repair LED Lights Police Department
Hugo Plumbing & Pump Service	101-432	101-432-4300-503	190.00	115618	Replaced Flush Valve on Urinal in Cell #1
U.S. Bank Visa	101-432	101-432-4300-503	715.50	115649	Blaine Lock & Safe/Tahoe Valet Keys for Patrol
TDS Metrocom MN	101-432	101-432-4321-000	201.83	115646	Phone Service
Connexus Energy	101-432	101-432-4381-500	948.34	115600	Electric
CenterPoint Energy	101-432	101-432-4383-500	706.70	115593	Natural Gas
CenterPoint Energy	101-432	101-432-4383-501	437.27	115593	Natural Gas
CenterPoint Energy	101-432	101-432-4383-502	246.02	115593	Natural Gas
Centennial Utilities	101-432	101-432-4383-503	3,337.95	115592	Natural Gas
Walters Recycling & Refuse	101-432	101-432-4384-500	248.47	115652	Trash & Recycling
Walters Recycling & Refuse	101-432	101-432-4384-501	34.51	115652	Trash & Recycling
Walters Recycling & Refuse	101-432	101-432-4384-502	179.47	115652	Trash & Recycling
Walters Recycling & Refuse	101-432	101-432-4384-503	340.17	115652	Trash & Recycling
Marsden Bldg Maintenance LLC	101-432	101-432-4410-500	1,044.60	115630	December Janitorial Services
Marsden Bldg Maintenance LLC	101-432	101-432-4410-501	631.58	115630	December Janitorial Services
Marsden Bldg Maintenance LLC	101-432	101-432-4410-502	691.82	115630	December Janitorial Services
CES Imaging	101-432	101-432-4410-503	80.00	115594	December Plotter/Scanner Maintenance
CES Imaging	101-432	101-432-4410-503	21.95	115594	Plotter/Scanner Repair
Marsden Bldg Maintenance LLC	101-432	101-432-4410-503	351.88	115630	Electrostatic Spraying
Marsden Bldg Maintenance LLC	101-432	101-432-4410-503	3,856.00	115630	December Janitorial Services
Metro Sales Incorporated	101-432	101-432-4410-503	195.49	115634	Copier Maintenance Contract Ricoh/IM C2500
Metro Sales Incorporated	101-432	101-432-4410-503	530.41	115634	Copier Maintenance Contract Ricoh/IM C6000
MN Department of Labor & Industry	101-432	101-432-4452-000	10.00	115635	Pressure Vessel
	101-432 Total		17,710.78		
U.S. Bank Visa	101-450	101-450-4211-000	121.00	115649	Polar Snow Products/Slitted Plastic
U.S. Bank Visa	101-450	101-450-4211-000	126.77	115649	Home Depot/Lock Mouse Traps Graphite Dry Lube Spruce Tops
Fratallone's/Circle Pines Ace	101-450	101-450-4240-000	270.93	115612	Snow Pushers & Leaf Rakes
U.S. Bank Visa	101-450	101-450-4330-000	90.00	115649	MPSTMA/Fall Workshop
Connexus Energy	101-450	101-450-4381-000	69.30	115600	Electric
Xcel Energy	101-450	101-450-4381-000	42.73	115654	November Electric Birch Street Roundabout Irrigation Cabinet
Centennial Utilities	101-450	101-450-4383-000	139.17	115592	Natural Gas
Centennial Utilities	101-450	101-450-4383-000	186.78	115592	Natural Gas
Centennial Utilities	101-450	101-450-4383-000	20.01	115592	Natural Gas
CenterPoint Energy	101-450	101-450-4383-000	52.75	115593	Natural Gas
	101-450 Total		1,119.44		
Marsden Bldg Maintenance LLC	101-451	101-451-4410-000	1,809.08	115630	December Janitorial Services
	101-451 Total		1,809.08		
U.S. Bank Visa	101-462	101-462-4200-000	285.35	115649	Green Paper Products/Organic Plates Bowls Forks
Walters Recycling & Refuse	101-462	101-462-4410-000	76.70	115652	Organic Recycling
Walters Recycling & Refuse	101-462	101-462-4410-000	64.90	115652	Organic Recycling
Walters Recycling & Refuse	101-462	101-462-4410-000	76.70	115652	Organic Recycling
Walters Recycling & Refuse	101-462	101-462-4410-000	71.39	115652	Organic Recycling
	101-462 Total		575.04		
CivicPlus	202-000	202-000-1550-000	31,520.01	115598	CivicEngage Annual Fee Training & Consulting
CivicPlus	202-000	202-000-1550-000	14,042.50	115598	CivicRec Annual Fee Training & Consulting
The Locker Guy	202-000	202-000-1550-000	57,500.00	115647	Rec Center Lockers - Down Payment
	202-000 Total		103,062.51		
U.S. Bank Visa	202-451	202-451-4211-301	245.57	115649	Home Depot/Rookery Maintenance Supplies
U.S. Bank Visa	202-451	202-451-4211-301	90.32	115649	Home Depot/Rookery Maintenance Supplies
Wheeler Hardware Company	202-451	202-451-4300-301	130.19	115653	Key Cut
Centennial Utilities	202-451	202-451-4383-000	1,356.42	115592	Natural Gas
Walters Recycling & Refuse	202-451	202-451-4384-000	129.42	115652	Trash & Recycling
	202-451 Total		1,951.92		
U.S. Bank Visa	204-499	204-499-4452-000	59.98	115649	Adobe/Stock Photos
U.S. Bank Visa	204-499	204-499-4452-000	29.00	115649	Shutterstock/Stock Photos
	204-499 Total		88.98		
U.S. Bank Visa	206-420	206-420-4330-000	2,975.00	115649	Dolan Consulting/Performance Evaluation Training Public Safety
	206-420 Total		2,975.00		
U.S. Bank Visa	211-420	211-420-4211-000	81.27	115649	Chewy.com/Canine Food
U.S. Bank Visa	211-420	211-420-4240-000	1,154.10	115649	Impact/High Anxiety Canine Crate for Argos
	211-420 Total		1,235.37		



**AP Checks by Account Number
12/27/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
U.S. Bank	335-470	335-470-6030-000	500.00	115648	2012A Paying Agent Fee
	335-470 Total		500.00		
U.S. Bank	337-470	337-470-6030-000	500.00	115648	2014A Paying Agent Fee
	337-470 Total		500.00		
Dell Marketing LP	403-407	403-407-4240-000	1,154.37	115604	Computer & Dock K. Christofferson
Dell Marketing LP	403-407	403-407-4240-000	1,154.37	115604	Computer & Dock Acct Clerk I
Dell Marketing LP	403-407	403-407-4240-000	1,154.37	115604	Computer & Dock T. Thoma
	403-407 Total		3,463.11		
Dell Marketing LP	403-417	403-417-4240-000	657.00	115604	Computer E. Youngquist
	403-417 Total		657.00		
MAGES SANDRA	406-000	406-000-2020-000	10.44	115629	Refund Check 007733-000 7115 IVY RIDGE LN
	406-000 Total		10.44		
Anoka County Highway Department	406-499	406-499-4400-000	653,043.69	115582	Joint Powers Agreement #C0007977 Project #SAP 002-634-003
	406-499 Total		653,043.69		
Haugo Geo Technical Services LLC	421-499	421-499-4400-137	1,168.00	115615	2021 Street Improvement Project
	421-499 Total		1,168.00		
SBRK Finance Holdings Inc	422-499	422-499-4300-000	268.50	115643	Import New Storm Water Utility Accounts
	422-499 Total		268.50		
Dimke Excavating Inc.	424-499	424-499-4400-000	23,997.00	115605	2021 Surface Water Maintenance Project
	424-499 Total		23,997.00		
Landform	484-499	484-499-4300-000	8,142.50	115625	November Zoning Ordinance & Map Update
	484-499 Total		8,142.50		
HUNTER DAVID	601-000	601-000-2020-000	26.02	115619	Refund Check 005592-000 263 PALOMINO LN
HUNTER DAVID	601-000	601-000-2020-000	50.51	115620	Refund Check 015551-000 263 PALOMINO LN
MAGES SANDRA	601-000	601-000-2020-000	2.53	115629	Refund Check 007733-000 7115 IVY RIDGE LN
MAGES SANDRA	601-000	601-000-2020-000	16.08	115629	Refund Check 007733-000 7115 IVY RIDGE LN
	601-000 Total		95.14		
U.S. Bank Visa	601-494	601-494-4200-000	25.90	115649	Amazon/Desktop Organizer
Bluetarp Financial Inc.	601-494	601-494-4211-000	19.98	115588	Ratchets
Ferguson Waterworks #2518	601-494	601-494-4211-000	85.86	115609	Marking Paint for Locates
Menards - Forest Lake	601-494	601-494-4211-000	16.14	115631	Drain Supplies
U.S. Bank Visa	601-494	601-494-4211-000	291.13	115649	Viking Electric/Electric Heater Well #3
U.S. Bank Visa	601-494	601-494-4211-000	19.80	115649	Amazon/Photo Cells for Well #5 & #3
U.S. Bank Visa	601-494	601-494-4211-000	106.91	115649	Home Depot/Outside Light Fixtures for Well #3
U.S. Bank Visa	601-494	601-494-4211-000	29.99	115649	Amazon/Well House Light Bulbs
U.S. Bank Visa	601-494	601-494-4211-000	59.81	115649	Home Depot/Bit Set Outlet Cover Timer
Core & Main LP	601-494	601-494-4215-000	3,416.14	115601	Meters
Hawkins Inc.	601-494	601-494-4222-000	2,613.00	115616	Chlorine Vacuum Regulator
Menards - Forest Lake	601-494	601-494-4240-000	9.98	115631	Wire Brushes
U.S. Bank Visa	601-494	601-494-4240-000	21.31	115649	Amazon/Streamlight
C.W. Houle Inc.	601-494	601-494-4300-000	1,755.00	115591	Raise Hydrants to City Spec Height
City of Roseville	601-494	601-494-4310-000	729.00	115596	December IT Services
Comcast	601-494	601-494-4321-000	123.95	115599	Phone & Internet Service
TDS Metrocom MN	601-494	601-494-4321-000	39.41	115646	Phone Service
U.S. Bank Visa	601-494	601-494-4322-000	430.35	115649	Image Printing/UB Statement & Mail Prep
Image Printing & Graphics Inc	601-494	601-494-4340-000	353.14	115621	Watering Violation Door Hangers
Connexus Energy	601-494	601-494-4381-000	696.69	115600	Electric
CenterPoint Energy	601-494	601-494-4383-000	128.19	115593	Natural Gas
Gopher State One-Call	601-494	601-494-4410-000	184.28	115614	November Tickets
Instrumental Research Inc.	601-494	601-494-4410-000	1,485.00	115624	November Water Testing
SBRK Finance Holdings Inc	601-494	601-494-4410-000	354.00	115643	November Civic Pay Credit Card Fees
U.S. Bank Visa	601-494	601-494-4410-000	152.05	115649	Image Printing/UB Statement & Mail Prep
	601-494 Total		13,147.01		
Met Council Environmental Services	602-000	602-000-1550-000	90,644.91	115632	January Waste Water Services
MAGES SANDRA	602-000	602-000-2020-000	58.18	115629	Refund Check 007733-000 7115 IVY RIDGE LN
MAGES SANDRA	602-000	602-000-2020-000	4.47	115629	Refund Check 007733-000 7115 IVY RIDGE LN
	602-000 Total		90,707.56		
Bluetarp Financial Inc.	602-495	602-495-4211-000	19.98	115588	Ratchets
Ford Construction Co. Inc.	602-495	602-495-4211-000	1,383.20	115611	Lift #7 Mixer Rail Repair
U.S. Bank Visa	602-495	602-495-4240-000	21.31	115649	Amazon/Streamlight
Ford Construction Co. Inc.	602-495	602-495-4300-000	1,505.00	115611	Lift #7 Mixer Rail Repair
City of Roseville	602-495	602-495-4310-000	729.00	115596	December IT Services
U.S. Bank Visa	602-495	602-495-4322-000	430.34	115649	Image Printing/UB Statement & Mail Prep
Connexus Energy	602-495	602-495-4381-000	770.56	115600	Electric
Centennial Utilities	602-495	602-495-4383-000	20.01	115592	Natural Gas
CenterPoint Energy	602-495	602-495-4383-000	141.26	115593	Natural Gas
Gopher State One-Call	602-495	602-495-4410-000	184.27	115614	November Tickets
SBRK Finance Holdings Inc	602-495	602-495-4410-000	354.00	115643	November Civic Pay Credit Card Fees
U.S. Bank Visa	602-495	602-495-4410-000	152.05	115649	Image Printing/UB Statement & Mail Prep



**AP Checks by Account Number
12/27/2021 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
Ford Construction Co. Inc.	602-495	602-495-5000-000	5,139.80	115611	Lift #8 Mixer Rail Install
Innovative High Performance Coatings	602-495	602-495-5000-000	60,989.02	115622	Manhole Rehab
	602-495 Total		71,839.80		
Press Publications Inc.	801-000	801-000-2300-000	40.96	115640	Public Hearing Precision Tune
	801-000 Total		40.96		
	Grand Total		1,102,557.34		



Electronic Funds Transfer
MN Statute 471.38 Subd. 3

Council Meeting December 27, 2021

Transfer In/(Out)

12/1/2021 Anoka County Property Tax Settlement	5,913,073.21
12/6/2021 Transfer to Money Market	(5,500,000.00)
12/10/2021 Payroll #25	(148,168.79)
12/10/2021 Payroll #25 Federal Deposit	(44,842.63)
12/10/2021 Payroll #25 PERA	(48,920.97)
12/10/2021 Payroll #25 State	(10,722.85)
12/10/2021 Payroll #25 Child Support	(284.77)
12/10/2021 Payroll #25 H.S.A. Bank Pretax	(2,978.79)
12/10/2021 Payroll #25 TASC Pretax	(669.20)
12/10/2021 Payroll #25 ICMA 457 Def. Comp #301596	(4,470.00)
12/10/2021 Payroll #25 ICMA Roth IRA #706155	(905.75)
12/10/2021 Payroll #25 MSRS HCSP #98946-01	(1,744.41)
12/10/2021 Payroll #25 MSRS Def. Comp #98945-01	(3,743.00)
12/10/2021 Payroll #25 MSRS Roth IRA #98945-01	(765.00)
12/15/2021 Building Permit Surcharge	(946.82)
12/20/2021 Sales & Use Tax	(664.00)

CITY COUNCIL WORK SESSION

DRAFT

**CITY OF LINO LAKES
MINUTES**

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DATE : **December 13, 2021**
TIME STARTED : **6:00 p.m.**
TIME ENDED : **6:25 p.m.**
MEMBERS PRESENT : **Council Member Stoesz, Lyden, Ruhland,
Cavegn and Mayor Rafferty**
MEMBERS ABSENT : **None**

Staff members present: City Administrator Sarah Cotton; Finance Director Hannah Lynch; Human Resources and Communications Manager Meg Sawyer; Public Services Director Rick DeGardner; Community Development Director Michael Grochala; Environmental Coordinator Andrew Nelson; City Engineer Diane Hankee; Director of Public Safety John Swenson; City Clerk Julie Bartell

1. Review Regular Council Agenda of December 13, 2021

Item 2A) 2021/22 Property Tax Levy and 2022 Budget – Finance Director Lynch said she would be overviewing the budget at the council meeting, utilizing PowerPoint slides. The council is required to hold a public hearing before considering adoption.

Item 2B) Resolution No. 21-147, Committing General Funds – Finance Director Lynch explained that there is some public safety equipment anticipated for delivery in 2022 but budgeted in 2021. The resolution indicates the City’s commitment to paying for the equipment when it is appropriate.

Item 2C) Resolution No. 21-150, Approving ARPA Spending Plan – Finance Director Lynch reviewed her written report. The City has a spending plan but there is some flexibility moving forward.

Item 3A) Appointment of Police Officer – Manager Sawyer reviewed her written staff report recommending appointment of Matthew DuBois. She reviewed his qualifications and proposed starting date.

Item 6A) Resolution No. 21-152, Emerald Ash Borer Grant Funds – Environmental Coordinator Nelson explained that the City has the opportunity to receive a grant to assist with Emerald Ash Borer (EAB) efforts.. He noted that 91 boulevard, right of way ash trees will be removed, with work partially done by parks crew and partially by contractor. Bare root trees will be planted in the spring as replacement.

Item 6B) Resolution No. 21-153, Temporary Occupancy Agreement for Watermark Model Homes - City Engineer Hankee explained that Watermark is requesting temporary permits for certain model homes within their project. This agreement would keep their work product moving and certain workers in place. These will not be occupied homes

CITY COUNCIL WORK SESSION

DRAFT

45 under the agreement. The homes would not receive occupancy permits until they meet all
46 requirements.

47

48 **Item 6C) Resolution No. 21-154, Plans and Specifications for 2022 East Shadow**
49 **Lake Drive Utility Project** – City Engineer Hankee explained the project location. Staff
50 has identified through televising that there is a sagging line and some settlement in utility
51 lines. It could lead to back-ups if not repaired. Excavation will result in the need to
52 repair curbs and gutters. Mayor Rafferty asked about the diagonal water pipe in the road;
53 staff explained that the diagonal is a storm sewer line and is not involved in this project.

54

55 **Item 6D, Resolution No. 21-155, Payment for 2020 Surface Water Maintenance**
56 **Project** – City Engineer Hankee reported that there were two contracts for this year’s
57 project; one has been fully paid. This request would finalize the second contract with
58 Olson; their work is finished. Councilmember Stoesz noted that the percentage complete
59 noted in the report is over 100 percent. Ms. Hankee explained that additional work was
60 performed.

61

62 **Item 6E, Resolution No. 21-156, Plans and Specifications for the 2022 I-35E Pipe**
63 **Crossing Project** – City Engineer Hankee noted the east side drainage project and the
64 need to pipe under the freeway as well as add adjacent ponding. The project is funded
65 through the Surface Water Management Fund. Councilmember Stoesz suggested keeping
66 NorthMetro TV informed on the project; it could be an interesting project to the
67 community.

68

69 **Item 6F, Resolution No. 21-157, Project, Plans and Specifications, Ad for Bid, 2022**
70 **Street Rehabilitation Project-** City Engineer Hankee reviewed areas that would be
71 included in the 2022 project. Staff will attempt to bid the project at the most opportune
72 time (for best price).

73

74 **Item 6G, Resolution No. 21-158, Economic Development Strategic Plan** – Community
75 Development Director Grochala recalled that this plan was presented and discussed at the
76 work session. Councilmember Cavegn asked when staff would assign dates; Mr.
77 Grochala said staff will be updating items as certain actions are taken; there will probably
78 be check-in points for some items, rather than dates.

79

80 Mayor Rafferty suggested that the council remain informed on the larger projects such as
81 water towers and wells. Perhaps as weather allows, the council can view some of the
82 work in person.

83

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

85

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

88

89

CITY COUNCIL WORK SESSION

DRAFT

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Julianne Bartell, City Clerk

Rob Rafferty, Mayor

COUNCIL MINUTES

APPROVED

**LINO LAKES CITY COUNCIL
REGULAR MEETING
MINUTES**

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DATE : **December 13, 2021**
TIME STARTED : **6:30 p.m.**
TIME ENDED : **7:08 p.m.**
MEMBERS PRESENT : **Councilmember Stoesz, Lyden,
Ruhland, Cavegn and Mayor Rafferty**
MEMBERS ABSENT :

Staff members present: City Administrator Sarah Cotton; Finance Director Hannah Lynch; Community Development Director Michael Grochala; Public Safety Director John Swenson; City Engineer Diane Hankee; Environmental Coordinator Andrew Nelson; Human Resources and Communications Manager Meg Sawyer; City Clerk Julie Bartell

ADVISORY BOARD INTERVIEWS

Prior to the regular meeting, the Council interviewed three applicants for City advisory boards.

PUBLIC COMMENT

There were no public comments.

SETTING THE AGENDA

The agenda was approved as presented.

CONSENT AGENDA

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

ITEM **ACTION**

Consideration of Expenditures:

- | | | |
|----|--|----------|
| A) | December 13, 2021 (Check No. 115485 through 115572) in the Amount of \$671,437.45 | Approved |
| B) | Consider Approval of Nov. 22, 2021 Work Session Minutes | Approved |
| C) | Consider Approval of Nov. 22, 2021 Council Meeting Minutes | Approved |
| D) | Consider Approval of Nov. 17, 2021 Special Council Minutes | Approved |
| E) | Consider Approval of Nov. 22, 2021 Special Work Session Minutes (budget) | Approved |
| F) | Consider Approval of Resolution 21-144, Accepting the Redistribution of Unrequested American Rescue Plan Act Funds | Approved |
| G) | Consider Approval of Nov. 1, 2021 Work Session Minutes | Approved |

COUNCIL MINUTES

APPROVED

- | | | | |
|----|----|---|----------|
| 42 | H) | Consider Approval of Dec. 6, 2021 Work Session Minutes | Approved |
| 43 | I) | Consider Approval of Dec. 6, 2021 Special Council Minutes | Approved |
| 44 | J) | Consider Approval of Personnel Policy Update | Approved |
| 45 | K) | Consider Approval of Flexible Work Arrangement Policy | Approved |
| 46 | L) | Consider Approval of Rookery Activity Center Expenditures | Approved |

FINANCE DEPARTMENT REPORT

48 **2A) Public Hearing – 2021/22 Property Tax Levy and 2022 Budget: i) Consider Resolution**
49 **No. 21-145, Adopting the Final 2021 Tax Levy, Collectible in 2022; ii) Consider Resolution No.**
50 **21-146, Adopting the Final 2022 General Fund Operating Budget; iii) Consider Resolution**
51 **No. 21-147, Adopting the 2022 Enterprise Funds Operating Budgets** – Finance Director Lynch
52 reviewed slides using a PowerPoint presentation that included information on:

- 53 - Tax levy (operating and debt);
- 54 - Levy comparison to 2021;
- 55 - Tax Capacity and Rate;
- 56 - Total Tax Rate (including county, school district and other taxing districts);
- 57 - City Tax Rate Impact to Residential and Commercial Properties;
- 58 - General Fund Budget, Departmental Overview and Expenditure Overview;
- 59 - Enterprise Fund Budgets – Water, Sewer and Storm Water.

60 Mayor Rafferty opened the public hearing. There was no one present wishing to speak.

61 Councilmember Cavegn moved to approve Resolution No. 21-145 as presented. Councilmember
62 Ruhland seconded the motion. Mayor Rafferty noted that staff and the council have worked hard
63 on this budget. He said there is an item (minor) that he feels could be addressed differently (want is
64 not need) and so he will not be supporting adoption of the tax levy resolution. Mayor Rafferty noted
65 his concern about a public safety vehicle being purchased and the direction to purchase Tahoe
66 vehicles rather than the less expensive Ford Explorer vehicle.

67 Motion carried on a voice vote. Mayor Rafferty recorded as voting no.

68 Councilmember Lyden moved to approve Resolution No. 21-146 as presented. Councilmember
69 Cavegn seconded the motion. Motion carried on a voice vote. Mayor Rafferty recorded as voting
70 no.

71 Councilmember Lyden moved to approve Resolution No. 21-147 as presented. Councilmember
72 Cavegn seconded the motion. Motion carried on a voice vote. Mayor Rafferty recorded as voting no.

73 Councilmember Lyden thanked Ms. Lynch for her work throughout the year; she is a splendid
74 addition to the City staff; Mayor Rafferty echoed the compliment.

75 **2B) Consider Resolution No. 21-149, Committing General Fund Balance** - Finance Director
76 Lynch explained that certain fire turnout gear was ordered and budgeted in 2021; that equipment
77 will not be available for delivery until 2022 and this resolution identifies that commitment of funds
78 moving forward.

79 Councilmember Ruhland moved to approve Resolution No. 21-149 as presented. Councilmember
80 Lyden seconded the motion. Motion carried on a voice vote.

COUNCIL MINUTES

APPROVED

81 **2C) Consider Resolution No. 21-150, Approving ARPA Spending Plan**– Finance Director
82 Lynch noted the City’s allocation of funds through the ARPA and the City’s commitment of a
83 certain amount for the activity center project. The plan for utilizing funds is presented in the staff
84 report; it can be amended in the future.

85 Councilmember Ruhland moved to approve Resolution No. 21-150 as presented. Councilmember
86 Cavegn seconded the motion. Motion carried on a voice vote.

ADMINISTRATION DEPARTMENT REPORT

88 **A) Consider Appointment of Police Officer** – Human Resources and Communications
89 Manager Sawyer reviewed her written report recommending the appointment of Matthew DuBois to
90 an open police officer position. She reviewed Mr. DuBois’ qualifications and the hiring process.

91 Councilmember Lyden moved to approve the appointment of Matthew DeBois as recommended.
92 Councilmember Stoesz seconded the motion. Motion carried on a voice vote.

PUBLIC SAFETY DEPARTMENT REPORT

94 There was no report from the Public Safety Department.

PUBLIC SERVICES DEPARTMENT REPORT

96 There was no report from the Public Services Department.

COMMUNITY DEVELOPMENT REPORT

98 **6A) Consider Resolution 21-152, Approving Preparing for EAB Grant Funds and Contract**
99 **with State of Minnesota** – Environmental Coordinator Nelson explained that staff would like
100 authorization to accept grant funds from the state; funds would support the City’s Emerald Ash
101 Borer program (including removal and replanting). Mayor Rafferty commended staff for identifying
102 the potential for this grant funding.

103 Councilmember Ruhland moved to approve Resolution No. 21-152 as presented. Councilmember
104 Lyden seconded the motion. Motion carried on a voice vote.

105 **6B) Consider Resolution 21-153, Approving Temporary Occupancy Agreement for Model**
106 **Homes, Watermark 4th Addition** – City Engineer Hankee reviewed her written staff report that
107 outlines the status of the 4th Addition of the Watermark Development. The developer is requesting
108 that 24 model homes receive a temporary occupancy agreement to allow their work to continue; the
109 homes would not be occupied as yet.

110 Councilmember Cavegn moved to approve Resolution No. 21-153 as presented. Councilmember
111 Ruhland seconded the motion. Motion carried on a voice vote.

112 **6C) Consider Resolution 21-154, Authorize the Preparation of Plans and Specs, 2022 East**
113 **Shadow Lake Drive Utility Project**– City Engineer Hankee noted, in preparation of the upcoming
114 road project on Black Duck Drive, staff identified some sagging utility lines. Staff would like to
115 proceed with a project to deal with the utility line and follow through with curb and gutter
116 replacement as needed. She noted the proposed project cost. Councilmember Stoesz asked about
117 the age of the current pipe – staff estimated late 80’s or early 90’s.

118 Councilmember Lyden moved to approve Resolution No. 21-154 as presented. Councilmember
119 Stoesz seconded the motion. Motion carried on a voice vote.

COUNCIL MINUTES

APPROVED

120 **6D) Consider Approval of Resolution No. 21-155, Approving Payment No. 4 and Final,**
121 **2020 Surface Water Maintenance Project**– City Engineer Hankee asked for council authorization
122 to proceed with a final payment to the final contractor for the 2020 project. The final payment
123 would wrap up the entire project.

124 Councilmember Cavegn moved to approve Resolution No. 21-155 as presented. Councilmember
125 Ruhland seconded the motion. Motion carried on a voice vote.

126 **6E) Consider Resolution 21-156, Authorize the Preparation of Plans and Specs, 2022 I35E**
127 **Pipe Crossing Project**– City Engineer Hankee reviewed her written report outlining the northeast
128 drainage area and the project underway in that area. This pipe project is the next phase. She
129 reviewed the proposed cost. Councilmember Cavegn asked if this pipe will cover drainage for the
130 entire east side and Ms. Hankee said there are other pipes.

131 Councilmember Cavegn moved to approve Resolution No. 21-156 as presented. Councilmember
132 Stoesz seconded the motion. Motion carried on a voice vote.

133 **6F) Consider Approval of Resolution No. 21-157, Order Project, Approve the Plans and**
134 **Specifications and Authorize the Ad for Bid, 2022 Street Rehabilitation Project**– City Engineer
135 Hankee noted that plans and specs will be ready for a bidding process. She noted what would be
136 included in this project and the proposed cost.

137 Councilmember Cavegn moved to approve Resolution No. 21-157 as presented. Councilmember
138 Ruhland seconded the motion. Motion carried on a voice vote.

139 **6G) Consider Resolution No. 21-158, Adopting Economic Development Strategic Plan**–
140 Community Development Director Grochala explained that staff is presenting this plan, formulated
141 by the City’s Economic Development Advisory Committee (EDAC). He reviewed the six main
142 priorities established in the plan.

143 Councilmember Lyden moved to approve Resolution No. 21-158 as presented. Councilmember
144 Ruhland seconded the motion. Motion carried on a voice vote.

UNFINISHED BUSINESS

145 There was no Unfinished Business.

147

NEW BUSINESS

148 There was no New Business.

150

COMMUNITY EVENTS




151 There were no events announced.

COMMUNITY CALENDAR

154

Community Calendar – A Look Ahead

December 13, 2021 through December 27, 2021

156	 Monday, December 20	5:00 pm, Council Workroom	Advisory Board Interviews
157	 Monday, December 27	6:00 pm, Community Room	Council Work Session
158	 Monday, December 27	6:30 pm, Council Chambers	City Council Meeting

159

ADJOURN

160

**CITY COUNCIL SPECIAL WORK SESSION
DRAFT**

**CITY OF LINO LAKES
MINUTES**

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- DATE** : **December 13, 2021**
- TIME STARTED** : **7:19 p.m.**
- TIME ENDED** : **8:40 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; Community Development Director Michael Grochala; Director of Public Services Rick DeGardner; Director of Public Safety John Swenson; Human Resources and Communications Manager Meg Sawyer; City Clerk Julie Bartell

1) Activity Center Financial and Staffing Update – Finance Director Lynch reviewed PowerPoint slides including information on:

Special Revenue fund – separate fund that stands on its own:

- Fund review;
- purchase of equipment;
- Testing site lease (revenue);
- Excel energy bill;
- Maintenance, supplies, etc.
- Consulting services (ISG, GameDay, DSGW) were funded through the General Fund.

Rookery Budget

- Items approved by council;
- Revenue anticipated is ARPA funding (\$1,458,716), prepaid memberships from Endurance Fitness, and facility and program revenue;
- Staff would intend to come forward with big ticket items but want council authorization to handle smaller items without council action; the council concurred with a ceiling of \$50,000 or items that staff identify – those should be seen by the council.

Council asked if there is any view of actual project cost. Finance Director Lynch said what staff has to work with is the ISG study which included estimates (chart shown). Operating deficits are planned to be covered by ARPA funds.

- 2022 budget worksheet has been developed and is being updated regularly by Ms. Lynch as hires, purchases, etc. occur.
- Ms. Cotton noted that most expenditures included in the Rookery budget sheet were not included in the ISG estimate but staff has identified ARPA funding and feels the improvements are needed;

**CITY COUNCIL SPECIAL WORK SESSION
DRAFT**

45 - Director DeGardner updated the council on some large ticket improvements
46 that are planned and possible costs; staff is already pulling back based on costs
47 and implications and trying to remain at the \$900,000 funding mark (covered by
48 ARPA);

49
50 Councilmember Stoesz asked what other cities are using ARPA dollars for. Ms. Lynch
51 noted that this City is using it for lost revenue, water, sewer and broadband; the main
52 requirement is that it be spent on improvements and not used for debt service or a rainy
53 day fund. Ms. Cotton explained that use allowed under the lost revenue category is more
54 open; she is seeing some use in other cities for capital costs such as parks and trails.
55 Councilmember Stoesz asked if the City should consider spending some ARPA funds for
56 other needs and Ms. Cotton noted approximately \$900,000 remaining.

57
58 Councilmember Stoesz asked about the role of the new position managing the facility –
59 would that person be presenting to the council? Ms. Cotton said she can foresee some
60 reporting but generally Mr. DeGardner will be reporting on the project and the activity
61 center to the council.

62
63 **2. Public Services Department and Organizational Chart** – City Administrator
64 Cotton reviewed an organizational chart for the Public Services Department. Staff is
65 proposing to add a Public Works Superintendent position which would oversee utilities,
66 streets and maintenance. The parks supervisor would remain separate. She reviewed
67 additional positions proposed for the future (see chart – green boxes). She provided
68 information on the general responsibilities foreseen for the Public Works Superintendent
69 Position. On paying for this new position, she presented a scenario that has an \$87
70 impact to the General Fund.

71
72 Councilmember Stoesz asked about the title and how jobs get scored. Ms. Cotton said
73 the value of the position will ultimately be dictated by the tasks required.

74
75 Councilmember Cavegn said he understands the need to get additional staff but he wants
76 to understand the worst case scenario; Ms. Cotton said the numbers presented are that.

77
78 With approval, staff would further develop the position description, post it internally and
79 move forward with recruitment.

80
81 Councilmember Stoesz said he struggles with limiting it to internal candidates. Mayor
82 Rafferty said he stands in favor of the internal process because he sees talent there.
83 Councilmember Ruhland said he strongly believes in promoting from within.

84
85 Staff anticipates bringing forward a recommendation for council consideration on January
86 7, 2022.

87

**CITY COUNCIL SPECIAL WORK SESSION
DRAFT**

88 The council also discussed staff's question about substituting a senior citizen area instead
89 of child care area, noting that there are staffing issues with child care right now. The
90 council expressed varying opinions and there will be additional discussion on the matter.

91

92 The meeting was adjourned at 8:40 p.m.

93

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

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100 _____
Julianne Bartell, City Clerk

Rob Rafferty, Mayor

101

COUNCIL MINUTES

DRAFT

**LINO LAKES CITY COUNCIL
SPECIAL MEETING
MINUTES**

DATE : **December 20, 2021**
TIME STARTED : **6:10 p.m.**
TIME ENDED : **7:25 p.m.**
MEMBERS PRESENT : **Councilmember Stoesz, Lyden,
Ruhland, Cavegn and Mayor Rafferty**
MEMBERS ABSENT : **None**

Staff members present: Public Services Director Rick DeGardner; City Clerk Julie Bartell

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 – Public Services Director DeGardner reviewed his written report. He noted four expenditure items presented to the council and reviewed them with building plans shown on the overhead:

- **Party Room Renovation.** Staff is not recommending moving forward with the consulting room. Councilmember Stoesz asked if a furniture upgrade is planned and Mr. DeGardner confirmed. Councilmember Lyden noted the gym floor redo and confirmed the logo would be in the floor; pickle ball, volley ball and basketball will be use options. Councilmember Ruhland asked if there is a security system in place and Mr. DeGardner explained that the wiring is present but otherwise that will be a project and it will include outdoor cameras.

- **Flooring and Tiling Contract.** Noting the building plans, Director DeGardner reviewed areas of the facility where ceramic tile installation is planned. There’s been discussion about what could be saved; generally the color scheme of the previous tenant isn’t appropriate and a new scheme is planned. Staff investigated the possibility of placing new tiles on top of existing but have scrapped that idea to allow for removal and replacement for better long term results. Councilmember Ruhland asked about the grout color and heard that will it be dark; Mr. DeGardner noted samples available at City Hall and the work of the advisory committee on choices.

- **Mechanical Units.** Based on an audit and review of equipment; one unit has been found to be defective and is recommended for replacement with inclusion of a dehumidifier; also looking at the pool units. Mr. DeGardner added that, with the recommended work, he feels the mechanics should be good for several years. Councilmember Stoesz asked if staff has heard about hot yoga, a popular club offering these days, and Mr. DeGardner said that type of class is not planned for The Rookery;

COUNCIL MINUTES

DRAFT

42 - Sanding and Finishing Gym and Studio Floor. Mr. DeGardner explained plans to have the
43 work done as the current tenant moves out at the end of the year and that will allow a couple of
44 weeks before Endurance Fitness moves in. Staff will be checking to see if permanent post holes for
45 pickle ball is feasible. Councilmember Stoesz asked if the divider would be changed at all, and Mr.
46 DeGardner said there is no plan for change of the divider and the gym is undersized already.

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

49 **1B) Consider Disposition of City-Owned Fitness Equipment** – Public Services Director
50 DeGardner reviewed his written report. Noted was the City’s past decision to purchase certain
51 fitness equipment from the YMCA. With Endurance Fitness moving in and having equipment of
52 their own, staff has investigated options. The existing equipment has been posted for sale and
53 results are mixed; some equipment has value and some not as much. The challenge is moving the
54 equipment which is an expensive proposition; the elevator is not large enough for some equipment
55 so there is disassembly involved; the cost of moving is in the range of \$10,000. In the meantime,
56 staff has identified a fitness company that is willing to move the equipment out for receipt of the
57 equipment. The City could also move the equipment, at a cost, to an area where it could more
58 easily be sold. The equipment needs to be removed by January 4, 2022. Mr. DeGardner also noted
59 his concern with having people in and out of the building disassembling and moving heavy
60 equipment (City liability for injury).

61 Mayor Rafferty asked if any equipment would be appropriate for City staff. Mr. DeGardner said he
62 understands the Public Safety Department has expressed some interest but that permission hasn’t
63 been granted.

64 Councilmember Ruhland asked if the manufacturer has been contacted about their interest; Mr.
65 DeGardner said they’ve mainly talked to second hand fitness providers.

66 Mr. DeGardner added that a liability waiver would also be required of a provider that comes and
67 takes the equipment.

68 Councilmember Ruhland and Lyden spoke in favor of the recommendation.

69 Councilmember Cavegn asked for more information on allowing equipment to go to the Public
70 Safety Department. Mr. DeGardner suggested that the council could authorize movement of the
71 equipment as they see fit.

72 Mr. DeGardner suggested that there is some potential to move pieces of equipment and still have the
73 deal with a provider to take the equipment.

74 Mayor Rafferty supports allowing the Police Department to have equipment and he also supports
75 taking the time to find out if there is money to recoup prior to giving away the equipment.

76 Councilmember Stoesz noted the bidding website and a deadline of just over a day; it would seem
77 that the best bids usually come in last so would be good to wait.

78 Council directed staff to sell equipment until at least until next week (council meeting on December
79 27th) to see what revenue is possible.

80 Councilmember Lyden noted that the staff time involved in the work should be a consideration also.

COUNCIL MINUTES

DRAFT

81 **UNFINISHED BUSINESS**

82 There was no Unfinished Business.

83

84 **NEW BUSINESS**

85 There was no New Business.

86

87 **ADJOURN**

88

89 There being no further business, Councilmember Ruhland moved to adjourn at 6:15 p.m.

90 Councilmember Stoesz seconded the motion. Motion carried on a voice vote.

91

92 These minutes were considered and approved at the regular Council Meeting on December 27,
93 2021.

94

95

96

97

98 _____
99 Julianne Bartell, City Clerk

Rob Rafferty, Mayor

**CITY COUNCIL
AGENDA ITEM 1F**

STAFF ORIGINATOR: Rick DeGardner, Public Services Director

MEETING DATE: December 27, 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:

Mechanical Systems Replacement and Repairs for Natatorium - Recommend upgrading the existing mechanical systems that serve the aquatics area. The Mechanical Equipment Assessment conducted earlier this year indicates these systems are in poor condition.

Initially, staff recommends replacing and installing new fans, assemblies, motors, belts, and balancing the ventilation system. Total cost is \$51,930.

The Dectron unit supplies heating, cooling, and dehumidification to the pool area. The unit contains a boiler, an air conditioning unit, and several fans, motors, dampers and louvers. Air conditioning is used in the dehumidification process as well as cooling during the warmer months. The existing Dectron unit is in poor condition and needs to be replaced before summer temperatures arrive. Project cost not to exceed \$130,600. Estimated lead time is expected to be 12 weeks.



1001 Labore Industrial Court, Suite B
Vadnais Heights, Minnesota 55110
service@nac-hvac.com

651 490-9868
651 490-1636 Fax
www.nac-hvac.com

QUOTE

Quote Number:
10686

Work Order Id:

Date:
12/10/2021
Submitted By:

Page: 1 of 1

Proposal To:
LINO LAKES -OLD YMCA LOCATION
7690 VILLAGE DRIVE
LINO LAKES MN 55014-1188
7690VILLAGEDR

Service Location:
LINO LAKES -OLD YMCA LOCATION
7690 VILLAGE DRIVE
LINO LAKES MN 55014-1188
7690VILLAGEDR

Option # 1

City of Lino Lakes
7690 Village Drive
Lino Lakes, MN 55014

Re: 25 HP, 10 HP, and 7.5 HP fan assembly.

Mr. Williams

NAC Proposes to furnish labor and materials to replace one 25 HP supply fan assembly, 7.5 HP exhaust fan assembly, and 10 HP purge fan assembly

Services Included:

- Coordination with client
- Crane and rigging
- Demo (1) 25 HP supply fan assembly, 7.5 HP exhaust fan assembly, and 10 HP purge fan assembly
- Furnish and install (3) fan assemblies
- Reconnect electrical
- Test operation
- Clean-up of work area

Sincerely,

Stephen Kotzmacher
Account Manager
651-230-8971

Initial: _____

Total

51,930.00

Notes:

1. Proposal based upon normal working hours.
2. Any additional work beyond the above scope will be billed at time and materials rates upon prior approval.
3. This proposal is a budget cost to replace the motors and fan assemblies.
4. Proposal valid for a period of 30 days.

Accepted By: _____

Date: _____



1001 Labore Industrial Court, Suite B
Vadnais Heights, Minnesota 55110
service@nac-hvac.com

651 490-9868
651 490-1636 Fax
www.nac-hvac.com

QUOTE

Quote Number:
10705

Work Order Id:

Date:
12/22/2021
Submitted By:

Page: 1 of 2

Proposal To:
LINO LAKES -OLD YMCA LOCATION
7690 VILLAGE DRIVE
LINO LAKES MN 55014-1188
7690VILLAGEDR

Service Location:
LINO LAKES -OLD YMCA LOCATION
7690 VILLAGE DRIVE
LINO LAKES MN 55014-1188
7690VILLAGEDR

Option # 1

Justin Williams
City of Lino Lakes
7690 Village Drive
Lino Lakes, MN 55014

Re: Old YMCA Dectron Cooling System Replacement

NAC proposes to furnish labor and materials to install a new dual circuit Carrier or Dectron condensing with new evaporator coils to match the new 410A refrigerant.

SERVICES INCLUDE:

- Coordination with client
- Crane and rigging
- Isolate and demo electrical
- Demo and recycle refrigeration lines, outdoor condensing unit, and evaporator coil
- Furnish and install new refrigeration lines
- Recycling and disposal of old unit
- Furnish and install (1) new condensing unit and (2) evaporator coil
- Install removable core filter driers with isolation valves
- Install electrical
- Reconnect building controls wiring and program as needed
- Install thermostatic expansion valve (TXV)
- Install all new refrigeration lines
- Leak check and charge the unit
- Start up and test
- Clean up of all work related materials

Sincerely,

Stephen Kotzmacher
Account Manager
651-230-8971

Initial: _____

Total

130,600.00

Notes:

1. Proposal based upon normal working hours.
2. Any additional work beyond the above scope will be billed at time and materials rates upon prior approval.
3. Building automation by others
4. Proposal and scope of work valid for a period of 30 days.

**CITY COUNCIL
AGENDA ITEM 3A**

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: December 27, 2021

TOPIC: Appointment of Accounting Clerk I

VOTE REQUIRED: 3/5

INTRODUCTION

The Council is being asked to approve the appointment of Jessica Eller for the vacant Accounting Clerk I position in the Finance Department.

BACKGROUND

The previous Accounting Clerk I was promoted to Accounting Clerk II on December 6, 2021. At this time, staff has completed the recruitment process, provided a conditional offer, and is recommending the approval of Jessica Eller for the Accounting Clerk II position.

Eller has interned for the City as the Community Development Intern since February of 2020. She has a Bachelor's degree from the University of Minnesota. Eller has been a valuable asset to the City and comes highly recommended from the Community Development Director.

The hourly rate of pay would be \$25.33, which is Starting Rate of the Accounting Clerk I wage scale. The pay scale has 6 steps. With the Council's approval, Eller would start in the position on Monday, January 10, 2022.

RECOMMENDATION

Approve the appointment of Jessica Eller for the Accounting Clerk I position.

**CITY COUNCIL
AGENDA ITEM 3B**

STAFF ORIGINATOR: Meg Sawyer, Human Resources Manager

MEETING DATE: December 27, 2021

TOPIC: Appointment of Community Service Officer

VOTE REQUIRED: 3/5

INTRODUCTION

The Council is being asked to approve the appointment of Jacob Mullen for the vacant Community Service Officer position.

BACKGROUND

There is currently a Community Service Officer vacancy within the Public Safety Department. At this time, staff has completed the recruitment process, provided a conditional offer, and is recommending the approval of Mullen for the position.

Mullen is working towards an associate's degree in law enforcement, is currently a Police Reserve Officer for the City of Lino Lakes, and holds basic first aid and CPR certifications.

The hourly rate would be \$23.02, which is the starting rate of the AFSCME Labor Contract. The wage schedule has six steps. With the Council's approval, Mullen would start in the position of Community Service Officer on January 3, 2022.

RECOMMENDATION

Approve the appointment of Jacob Mullen to the Community Service Officer position.