

**CITY COUNCIL WORK SESSION AGENDA  
CITY OF LINO LAKES**

**Monday, April 4, 2022  
Community Room  
6:00 P.M.**

1. Lakeview Area Storm Drainage Plan, Diane Hankee
2. Water Treatment Plant Next Steps, Michael Grochala
3. Rookery Policies, Holiday Schedule, and Rental Fee Structure Discussion, Lisa Lamey
4. Blue Heron Days Update, Rick DeGardner
5. Public Services Department Staffing Adjustments, Rick DeGardner
6. Liquor License Fee Discussion, Julie Bartell
7. Personnel Policy Revisions, Sarah Cotton
8. Council Updates on Boards/Commissions, City Council
9. Adjourn

**WORK SESSION STAFF REPORT**  
**Work Session Item No. 1**

**Date:** April 4, 2022  
**To:** City Council  
**From:** Diane Hankee PE, City Engineer  
**Re:** Lakeview Area Storm Drainage Plan

**Background**

The Lakeview Drainage Area, located on the City's western border with Blaine, is an urban area that drains poorly and does not have a storm sewer system. It is bound by Elm Street, Sunset Avenue, North Road, and Sunrise Drive. This area, which encompasses the Lexington Park and Lakeview neighborhood, was platted in 1946. In 1987, the City completed a Comprehensive Storm Drainage Plan for the area that is yet to be implemented. There are areas in the neighborhood that do not drain well especially in the springtime. City public works staff annually pumps surface water in certain locations during spring thaw conditions.

The roadways in this neighborhood are planned to be reconstructed in 2027. This area is currently served by private wells and individual onsite septic systems. Due to the limited lot sizes, the City would coordinate the extension of municipal sanitary sewer and water with the roadway and drainage improvements.

As a first step, staff is looking to update the Lakeview Area Storm Drainage Plan to reflect current design requirements, evaluate potential ponding areas, and identify/confirm the preferred storm water routing. The City currently owns two parcels available for stormwater ponding in the area. The City also has open space in Sunrise Park that could be used if necessary.

This information would be used to determine the extent of the 2027 Street Reconstruction project.

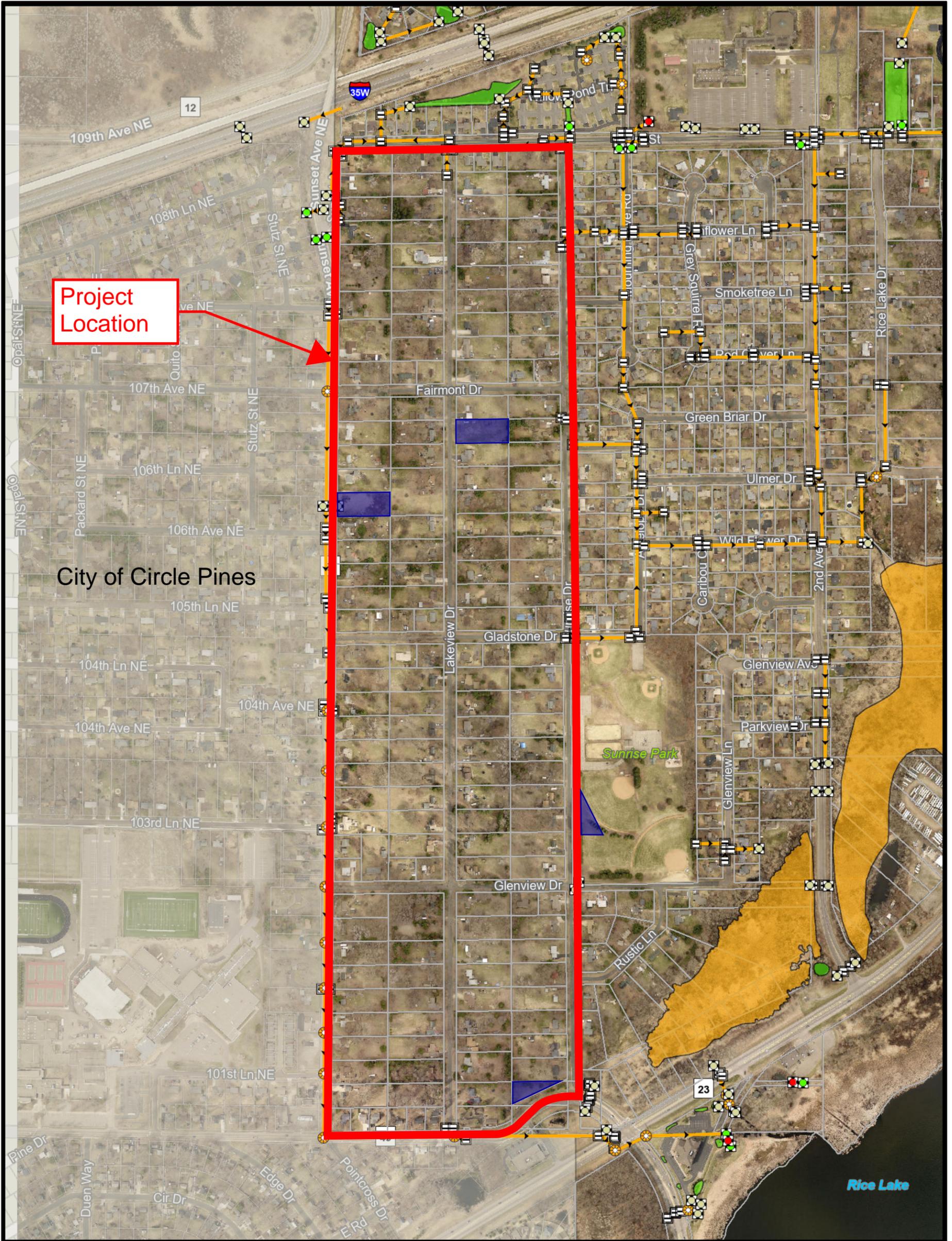
**Requested Council Direction**

Staff is requesting City Council direction to request a proposal from WSB to update the Lakeview Area Storm Drainage Plan.

**Attachments**

1. Project Location Map

# Lakeview Drainage Area Study



**Project Location**

City of Circle Pines

- |  |  |  |                      |
|--|--|--|----------------------|
|  | Standard Outlet (Apons)                |  | Drain                |
|  | Outfall                                |  | Other                |
|  | Conveyance                             |  | Active Gravity Mains |
|  | Structural Pollution Prevention Device |  | Storm Ponds          |
|  | Storm Manholes                         |  | Wetlands             |
|  | Catchbasin                             |  | Parcels              |
|  | Open Lid Manhole                       |  | City Mask            |
|  | Standard (Apron)                       |  | City Owned Property  |

1 in = 500 Ft



March 30, 2022  
Map Powered By Datafi



**WORK SESSION STAFF REPORT**  
**Work Session Item No. 2**

**Date:** April 4, 2022  
**To:** City Council  
**From:** Michael Grochala, Community Development Director  
**Re:** Water Treatment Plant Next Steps

**Background**

The water treatment plant feasibility study, completed in June of 2020, recommended the construction of a conventional gravity filtration system that is modified to provide for biological filtration with an initial treatment capacity of approximately 6,000 gallons per minute (gpm). In March of 2022, WSB and Associates presented the results of the Pilot Study, undertaken during the fall of 2021.

The study confirmed the effectiveness of biological filtration to meet the treatment goals of the study. Manganese, Iron and Amonia concentrations where reduced to levels below the designated targets. Furthermore, the biological filtration is expected to reduce both chemical and water use when compared to a conventional gravity system without the biological filtration modification.

As a result of the study, WSB and Associates have reaffirmed their recommendation to construct a conventional gravity filtration system, modified for biological filtration. The plant would be designed with an initial treatment capacity of 6,000 gpm. This design volume is anticipated the meet the city’s needs through 2040. The plant would be designed to accommodate future expansion.

If the City Council decides to move forward our next step would be to authorize preparation of plans and specifications. The project schedule is tentatively as follows:

<b>Task</b>	<b>Date</b>
Authorize Preparation of Plans and Specs	May 2022
Authorize Land Acquisition	June 2022
Approve Plans and Specs Authorize Ad for Bid	October 2022
Approve Utility Rate adjustment	November 2022
Award Contract	November 2022
Complete Construction and start up	October 2023

The estimated project cost, adjusted for inflation, is \$25,000,000. The estimated design fee is approximately \$1,800,000.

**Requested Council Direction**

Staff is requesting City Council direction to move forward and request a proposal from WSB for the preparation of plans and specifications.

**Attachments**

1. None.

**WORK SESSION STAFF REPORT**  
**Work Session Item No. 3**

**Date:** April 4, 2022  
**To:** City Council  
**From:** Lisa Lamey, Rookery Activity Center Manager  
**Re:** Rookery Activity Center Holiday Schedule, Policies and Code of Conduct, and Rental Fee Schedule

**Background**

The Rookery Activity Center staff has developed a holiday schedule indicating the days that the Rookery Activity Center will be closed through the year. The Rookery is proposing to have 6 identified closure dates, 2 dates with reduced hours, and one unidentified maintenance/cleaning closure in a calendar year.

Staff has developed the policies, procedures, and code of conduct that will govern behavior and the management of the activity center and the members and guests. This document will be used to train staff, develop interior signage, and inform members of the proper behaviors while using the facility. This document will be made available to all members and guests through the website. This document will be reviewed after the first 6 months of operations and then annually.

A rental fee schedule is being proposed to identify 2022 rental rates for the birthday party room (to the left of entrance), multipurpose room, and the gymnasium. Staff reviewed rates of other facilities in the area to determine the proposed schedule for The Rookery. These rates will be evaluated annually in the regular fee schedule process.

**Requested Council Direction**

The Council will be asked to approve these documents for the Rookery Activity Center at the April 11<sup>th</sup> regular meeting.

**Attachments**

Draft – Rookery Activity Center Holiday Schedule  
Draft – The Rookery Activity Center Policies and Code of Conduct – to come on Monday  
Draft – Rental Fee Schedule



## **Hours of Operation**

The Rookery Activity Center will be open during the following times as specified below.

### **General Hours:**

Monday-Friday: 5:00 a.m. – 10 p.m.

Saturday & Sunday: 6 a.m. – 8 p.m.

### **Holiday Schedule:**

\*New Year's Day - Closed

\*MLK DAY - Regular Hours

\*President's Day - Regular Hours

\*Easter – Regular Hours

\*Memorial Day – Closed

\*4<sup>th</sup> of July – Closed

\*\*Labor Day – Closed

Veterans Day – Regular Hours

\*Thanksgiving - Closed

\*Day after Thanksgiving – Regular Hours

\*Christmas Eve, December 24 - Reduced Hours

\*Christmas Day, December 25 - Closed

\*New Year's Eve, December 31 - Reduced Hours

### **Other Modified hours:**

\*The Rookery may be closed on identified dates throughout the year for annual maintenance and/or cleaning.

\*Parts of the facility and/or the entire facility may unexpectedly close due to unanticipated equipment or system failures. The closures are intended for the safety of all members and guests.

# Proposed 2022 Rental Rates



<b>2022 Rental Rates</b>		
<b><u>Location</u></b>	<b><u>Resident Rate</u></b>	<b><u>Non-Resident Rate</u></b>
Meeting Room	\$30/hour	\$40/hour
Multipurpose Room	\$40/hour	\$50/hour
Gymnasium – full gym	\$60/hour	\$75/hour
Gymnasium – ½ gym	\$30/hour	\$37.50/hour

DRAFT



## **The Rookery Activity Center Code of Conduct and Policies**

### **The Rookery Activity Center Policies**

The following policies have been adopted by the City of Lino Lakes in order to ensure a safe positive and healthy environment. Additional policies may be added as circumstances warrant.

### **Code of Conduct**

The Rookery Activity Center is a family-based facility and all patrons are expected to conduct themselves accordingly. Patrons are responsible for their children's and/or guests' conduct. The Rookery Activity Center staff is responsible for enforcing all established policies. If a patron or staff engages in the following behaviors or actions including, but not limited to the following: profanity, rowdy or disruptive behavior, verbal or physical harm, mischief, verbal or physical harassment and/or intimidation, menacing behavior towards patrons or staff, demonstration of sexual activity or sexual contact with patrons or staff, theft, destruction of property or trespassing, and tobacco/alcohol/drug/other substance use or possession – disciplinary actions may result. Disciplinary action could result in being temporarily or permanently expelled from the facility and/or the loss of membership or guest privileges.

### **Enforcement**

Patrons are encouraged to contact a staff member if they witness any person(s) violating the policies or code of conduct of the facility. Staff will address the issue and document the incident. Individual(s) may be asked to leave the facility, or the police may be contacted depending on the incident, and surrounding circumstances. The management will investigate all reported incidents of a violation. All documents will be filed and used in further cases of violation.

A violation of the Code of Conduct or other rules and policies of the Activity Center may result in an enforcement action ranging from a verbal warning, temporary or permanent expulsion from the facility, and/or the revocation of membership or guest privileges.

1. *First Violation* - a verbal warning will be given, and the patron may be asked to leave the Rookery based on the severity of the violation. A written report will be filed.
2. *Second Violation* - The patron's membership or guest privileges will be suspended, and the patron will be asked to leave the Rookery and not return until a staff member contacts them. A written incident report will be filed. A staff member will schedule a meeting with the patron to discuss the incident. The length of the suspension will be at the discretion of the Activity Center Manager based upon the severity of the violation and surrounding circumstances.



- a. For minors under the age of 18, a parent/guardian will be notified of his/her actions. If a parent/guardian is not present, the minor may be required to wait in an assigned area while staff contacts a parent/guardian to inform them of the violation with the expectation that the parent will pick up their child.
3. *Third Violation* – The patron’s membership and daily privileges will be revoked, and the offender will not be allowed back into the Rookery Activity Center.

### *Appeal of Suspension or Termination of Membership Privileges*

A patron whose membership privileges are suspended or revoked may appeal such a suspension or revocation to the Director of Public Services. A patron who wishes to appeal to the suspension or revocation of their membership privileges shall file a written request to appeal the suspension or revocation with the Director of Public Services within five (5) business days of the date the notice of the suspension or revocation is delivered in person, emailed, or mailed to the patron. The Director of Public Services shall hear all appeals of membership suspensions and revocations, and may uphold, modify, or overturn the suspension or revocation of the membership. If the member is not satisfied with the outcome they can appeal to the City Administrator following the same five (5) day process. If the patron is not satisfied with the outcome they may appeal the suspension or revocation to then to the City Council following the same five (5) day process.

### **General Policies:**

- ◆ All members must check in with a valid Rookery Activity Center membership or purchase a daily pass upon entering.
- ◆ Food and drink are only permitted on the 1<sup>st</sup> floor lobby areas and identified programs.
- ◆ Water in a closed container only is allowed on the Endurance Fitness floor.
- ◆ All children 14 years of age and under are required to have adult supervision.
- ◆ Children ages 11 and under are not permitted on the Endurance Fitness floor, unless in a program specified for children. Children ages 12-15 are allowed on the Endurance Fitness Floor after completing an orientation session with an Endurance Fitness staff member and an adult is with the child. Ages 16 and up are allowed to use the fitness floor without supervision.
- ◆ Non-marking athletic shoes must be worn in all activity areas. Examples of prohibited shoes include, but are not limited to, cleats, sandals, stocking feet and/or hard soled shoes.
- ◆ Shirts must be worn at all times in public areas except for the pool, sauna and locker rooms.
- ◆ Please practice proper hygiene while using the Rookery Activity Center.
- ◆ Skateboards, roller-skates, rollerblades and non-electric scooters are not allowed to be operated in the facility.
- ◆ Chewing gum is not allowed in the following activity areas; gym, Endurance Fitness floor, fitness studio, pool and multipurpose rooms.
- ◆ Pets, with the exception of service animals, are not allowed.
- ◆ Use of recording devices (phones, cameras, video cameras, etc.) within the facility requires approval of Rookery Activity Center staff and cell phones or cameras may not be used in the locker rooms and restrooms.



- ◆ Any announcements, fliers, posters, or any other marketing materials must be submitted to Rookery Activity Center staff for approval and to be displayed in the facility.
- ◆ The Rookery Activity Center is not responsible for personal items damaged, lost, stolen, left on site or left in vehicle.
- ◆ The use and/or possession of tobacco/alcohol/drugs/illegal substances and paraphernalia are prohibited.
- ◆ Lost and Found is located at the Front Desk. Items will be held for 30 days. The Rookery Activity Center is not responsible for Lost and Found items that are being held.

#### **Towel Service:**

- ◆ Towels are available to all members and guests for a fee. Members may add towel service to their monthly membership billing or pay for annual towel service. Guest may rent a towel at the daily fee.
- ◆ Towels are available at the Front Desk and returned to any towel return bin located throughout the facility.
- ◆ Theft, misuse or damage to towels is subject to loss of membership or guest privileges.

#### **Locker Room and Locker Usage:**

- ◆ Any open locker is available for day use only, patrons must provide their own lock.
- ◆ Please keep clothing and valuables locked in lockers. The Rookery Activity Center is not responsible for lost or stolen items.
- ◆ Lockers in use after close each night will be opened and contents removed by staff. Contents will be stored for 30 days; after which the contents will be discarded.
- ◆ The use of electronic devices and cell phones are allowed but recording video or taking pictures is strictly prohibited in any locker room or restroom.
- ◆ Children 4 and under may use the appropriate locker room with an adult of the same sex.
- ◆ Children ages 5 and older with an adult, and those with opposite sex children may use Alternative locker room.
- ◆ The Rookery Activity Center honors the stated gender identity of our patrons. Patrons looking for additional privacy are welcome to use the Alternative locker room or restrooms located throughout the building,
- ◆ Alternative locker room is located in-between the Men's and Women's locker room and are free for anyone to use.
- ◆ Lockers may be used for legitimate recreational purposes only.

#### **Drop-In Child Watch:**

- Childcare is available for children ages 6 months to 11 years.
- Parents must sign each child in and out of the room and show a picture ID.
- Children may only be in the childcare area for a maximum of 2.5 hours per day.



- The same parent needs to drop off and pick up the child and must stay on premises while the child is in the child watch area.
- Parents will be contacted if your child needs a diaper change.

## Facility Policies and Guidelines

### Fitness Area:

- ◆ Proper work out attire is recommended and appropriate shoes (closed-toed sneakers or tennis shoes) and a shirt must be worn at all times.
- ◆ Please wipe down machines and equipment after use.
- ◆ Chewing gum is not allowed.
- ◆ Outside personal trainers not employed by Endurance Fitness may not accept personal payment from a client for training. Staff reserves the right to remove non-employee trainers and members being trained by non-employee trainers from the facility.
- ◆ Personal items such as backpacks, bags and purses must be kept in a locker. The staff is not responsible for lost or stolen items. Lockers are available in the locker rooms on the 1<sup>st</sup> floor.
- ◆ Beverages must be in a closed, non-glass container.
- ◆ Chalk is not allowed.
- ◆ Food, gum, juice and soda are not allowed.
- ◆ Children ages 11 and under are not permitted on the Endurance Fitness floor, unless in a program specified for children. Children ages 12-15 are allowed on the Endurance Fitness Floor after completing an orientation session with an Endurance Fitness staff member and an adult is with the child. Ages 16 and up are allowed to use the fitness floor without supervision.
- ◆ No foul language or horseplay is allowed in the fitness center.
- ◆ Cell phones are allowed but recording video or taking pictures are not allowed. Please keep phones on silent or vibrate, refrain from loud phone conversations, and keep conversations to a minimum.
- ◆ All equipment must be used in the manner for which it is designed. Do not attempt to modify equipment.
- ◆ Standing on benches or equipment frames is prohibited.

### Fitness Studios:

- ◆ No gum or beverages, with the exception of water in a closed, non-glass container, is permitted in the studio at any time.
- ◆ No outside shoes allowed.
- ◆ Basic Fitness Classes are available to anyone 16 years of age and older. Ages 10-15 may attend specified classes with an adult.
- ◆ Cell phones should be placed on vibrate in studios while class in session.
- ◆ Be discrete if entering after a class has begun.



**Pool: General:**

- ◆ Please shower before entering the pool.
- ◆ Proper swimwear is required at all times.
- ◆ Children 14 years of age and under must be accompanied by an adult.
- ◆ No Running or horseplay allowed.
- ◆ No Diving allowed.
- ◆ A person under the influence of alcohol or exhibiting erratic behavior shall not be permitted in the pool area.
- ◆ No glass objects are allowed in the pool areas or locker rooms,
- ◆ Food, drinks, chewing gum, spitting or urinating is prohibited.
- ◆ Please adhere to the designated activities scheduled in the pool at all times - see the Pool Schedule.
- ◆ No persons with or suspected of having a communicable disease which could be transmitted through use of the pool, shall use the pool.
- ◆ All Pool Staff reserve the right to remove any member or guest from the pool if exhibiting behavior that is believed to be unsafe or inappropriate.
- ◆ Individuals of any age who appear to lack adequate swimming skills may be required, by a lifeguard, to pass a skills test to enter the pool.
- ◆ The pool will close 30 minutes prior to the facility closing.

**Pool: Children:**

- ◆ Children requiring the use of diapers during their normal daily activities must wear approved swim diapers with tight elastic opening while using the pool.
- ◆ Parents that would like to take pictures or videos of their children swimming will be limited to instructional programs with the approval of the instructor/coach.

**Sauna:**

- ◆ Must be 16 years of age or older to enter.
- ◆ Elderly persons, pregnant women, persons using prescription medications, and persons suffering from heart disease, diabetes or high blood pressure should consult a physician before using the sauna.
- ◆ Must have a barrier (clothing or a towel) between skin and surface of the sauna.
- ◆ Persons should not spend more than 15 minutes in one session, as excessive exposure can be harmful.
- ◆ For health reasons, exercise and grooming is not permitted in the sauna.
- ◆ Notify staff members immediately with safety concerns.
- ◆ People with open wounds or infectious diseases are not permitted.
- ◆ Oils, creams, cosmetic products, air fresheners are not to be used in the sauna.
- ◆ No glass bottles or containers permitted in the sauna.
- ◆ The sauna may be closed periodically without notice for necessary cleaning.

**Gymnasium:**

- ◆ Non-marking athletic shoes must be worn in all activity areas. Examples of prohibited shoes include, but are not limited to, cleats, sandals, stocking feet and/or hard soled shoes.
- ◆ Shirts must be worn at all times.



- ◆ Personal items such as backpacks, bags and purses must be kept in a locker. The staff is not responsible for lost or stolen items. Lockers are available in the locker rooms.
- ◆ Staff reserves the right to determine all gym use and inappropriate behavior by users.
- ◆ Please refrain from:
  - Dunking, slamming or hanging on nets.
  - Running or bouncing balls in the hallways.
  - Spitting, rough housing, wrestling, fighting or pushing.
  - Swearing, abusive, or inappropriate gestures.
- ◆ Please adhere to the designated activities scheduled in the gymnasium at all times.
- ◆ Please see the rental policies and procedures for private rentals of the gym.

### **Daily Guest Passes:**

Daily Guest passes will be available at a cost of \$10 for adult residents, \$7 for youth residents (18 and under), \$12 for adult non-residents, and \$8 for youth non-residents. Guest are required to be 15 years of age or older to enter the facility by themselves. Guests will have access to basic fitness classes and open recreation areas but must enroll and pay the additional fee for any premium programs or services to attend. The daily pass is good for one entry to the facility; guests may not exit the facility and re-enter at a later time. Guests are required to abide by all code of conduct and facility policies while on the premises.

**WORK SESSION STAFF REPORT**  
**Work Session Item 4**

**Date:** April 4, 2022  
**To:** City Council  
**From:** Rick DeGardner, Public Services Director  
**Re:** Blue Heron Days Update

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**Background**

The initial meeting of the Blue Heron Days Committee in February was attended by representatives from the Quad Area Chamber, Rotary, Legion, Lino Lakes Ambassadors, Councilmember Cavegn, Public Services Administrative Assistant Kellie Schmidt, and myself. Discussion topics included the structure of the committee, selecting the 2022 BHD dates, parade route options, identifying potential events, and exploring funding opportunities.

The second meeting was held on March 31. The recommended dates for the 2022 Blue Heron Days is August 18 - 21. The primary location of events is recommended to take place in the Town Center area (near the Rookery Activity Center and Community Green). There has been quite extensive discussion revolving around whether to retain the parade route along Lake Drive in front of the American Legion, or move it to the Town Center area.

The tentative schedule of events will be distributed at Monday's work session.

# Blue Heron Days

Thursday, August 18<sup>th</sup> – Sunday, August 21<sup>st</sup>, 2022

## *Tentative Schedule of Events*

### Thursday, August 18<sup>th</sup>

- Car Show & MN Sings at the Centennial Middle School

### Friday, August 19<sup>th</sup>

- Lino Lakes Ambassador Coronation at Centennial School
- Goons 4 Good Hockey Tournament at Centennial School High School Ice Arena

### Saturday, August 20<sup>th</sup>

- 5K Rotary Run
- Parade
- Quad Area Chamber Expo
- Community Green/Rookery Family Activities
- Goons 4 Good Hockey Tournament at Centennial School High School Ice Arena

### Sunday, August 21<sup>st</sup>

- Waldoch Farm Garden Tour and Corn Feed 11am – 4pm
- Goons 4 Good Hockey Tournament at Centennial School High School Ice Arena

(Legion Events TBD)

**WORK SESSION STAFF REPORT**  
**Work Session Item 5**

**Date:** April 4, 2022  
**To:** City Council  
**From:** Rick DeGardner, Public Services Director  
**Re:** Public Services Department Staffing Adjustments

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**Background**

The 2022 adopted Recreation Budget provides for the hiring of a .5 FTE Recreation Coordinator. The intent of this position is to allow for the reinstatement of some of the programs that had been discontinued due to the elimination of the Recreation Department. The primary driver behind this position was bringing back a more extensive Blue Heron Days (BHD) community celebration. Other special events such as the Family Corn Roast and instructional programs such as T-ball and pickleball lessons were also planned.

Several factors have led to the recommendation to modify our plans to hire a .5 FTE Recreation Coordinator. With the creation of the BHD Committee, we anticipate more community support to make the 2022 BHD events a success (reducing the reliance on city staff). The Legion plans on again hosting the Family Corn Roast this year, lessening the need for the City to plan and host another Family Corn Roast. The Centennial Community Education Department, with assistance of the Public Services Department, is offering T-ball classes and pickleball lessons.

Kellie Schmidt, Public Services Administrative Assistant, has been involved in all aspects of Blue Heron Days planning and has done a fantastic job providing her expertise and guidance to making past Blue Heron Days a huge success. I am recommending that Kellie be appointed to be staff liaison with the BHD Committee and become the primary employee to oversee all BHD events.

To offset the time Kellie will be attending to BHD planning, I recommend hiring a temporary part time Office Assistant position. With the approved, budgeted amount of the Recreation Coordinator position at \$24,595 and the Office Assistant position amounting to \$16,330, 2022 budget savings would be \$8,265.

**WORK SESSION STAFF  
REPORT Work Session Item No. 6**

**Date:** April 4, 2022  
**To:** City Council  
**From:** Julie Bartell, City Clerk  
Lisa Hogstad Osterhues, Deputy City Clerk  
**Re:** Intoxicating Liquor Fees, June 2022 – July 2023

**BACKGROUND**

The City issues licenses for on-sale intoxicating beverages. The annual license period runs from July 1<sup>st</sup> through June 30<sup>th</sup> and staff is currently in the process of providing renewal materials to restaurants and bars in the City.

In the past two years, the council has provided fee refunds or waivers in recognition that these on-sale intoxicating beverage establishments were impacted by mandated closures and the COVID 19 situation in general.

*First Refund in May of 2020* - Pro rata refund (as a future credit) of license fees for months when establishments were not able to be open for a majority of days in the month due to the Governor's emergency orders;

*Second Refund approved in December 2020* - credit to fees based on months under emergency orders; credit applied to all fees for the liquor license period commencing July 1, 2021 – June 30, 2022.

**RECOMMENDATION**

Staff is asking if the council would like to consider any fee waiver or refund for the July 1, 2022 – June 30, 2023 license period.

**ATTACHMENT**

List of On-Sale Intoxicating Beverage License

<i><b>Applicant</b></i>	<i><b>License Type</b></i>	<i><b>Fees</b></i>
<b>American Legion Post 566 7731 Lake Drive Lino Lakes, MN 55014</b>	On Sale Club Sunday	\$300 \$200
<b>The Tavern on Main 8001 Lake Drive Lino Lakes, MN 55014</b>	On Sale Sunday	\$4,500 \$200
<b>Trapper's Bar &amp; Grill 6810 Lake Drive Lino Lakes, MN 55014</b>	On Sale Sunday	\$4,500 \$200
<b>Chomonix Golf Course 700 Aqua Lane Lino Lakes, MN 55014</b>	On Sale Sunday	\$4,500 \$200
<b>Fiesta Mexican Grill &amp; Bar 7090 – 21<sup>st</sup> Avenue North Lino Lakes, MN 55038</b>	On Sale Sunday	\$4,500 \$200
<b>Don Julio Mexican Restaurant 701 Apollo Drive, Suite #130 Lino Lakes, MN 55014</b>	On Sale Sunday	\$4,500 \$200
<b>Chili Thai Cuisine 730 Apollo Drive, Suite 110 Lino Lakes, MN 55014</b>	3.2 On-Sale Wine	\$300 \$500
<b>El Zocala Grill &amp; Cantina 566 Lilac Street Lino Lakes, MN 55014</b>	On Sale Sunday	\$4,500 \$200
<b>Campanelle Restaurant &amp; Bar 7114 Otter Lake Road, #150 Lino Lakes, MN 55028</b>	On Sale Sunday	\$4,500 \$200
<b>Mac Kitchen Vietnamese Cuisine 717 Apollo Drive, Suite 140 Lino Lakes, MN 55014</b>	3.2 On-Sale Wine Sunday	\$300 \$500 \$200
<b>MAMA Mia Mexican Grill 7997 Lake Drive, Suite 110 Lino Lakes, MN 55014</b>	3.2 On-Sale Wine Sunday	\$300 \$500 \$200

**WORK SESSION STAFF REPORT**  
**Work Session Item No. 7**

**Date:** April 4, 2022  
**To:** City Council  
**From:** Sarah Cotton, City Administrator  
**Re:** Personnel Policy Revisions

**Background**

Staff periodically reviews the City’s Personnel Policy and recommends updates as needed. Due to changes in service delivery models and the addition of many part-time, seasonal, and temporary staff at the City, staff is recommending several revisions to the Personnel Policy.

Attached is a draft of the revised sections of City of Lino Lakes Personnel Policy.

**Requested Council Direction**

The Council will be asked to approve these revisions at the April 11<sup>th</sup> regular meeting.

**Attachments**

Draft – Revised Sections of Personnel Policy

## SECTION 2: DEFINITIONS

### 2.1 Definitions

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The following words and phrases will have the meaning as defined herein:

1. Absent without Leave. Any absence of an employee from duty, including any absence for a single day or part of a day, which is not authorized by a specific leave of absence or time off under the provisions of this policy.
2. Administrative Leave. Paid leave granted to an employee, who is the subject of an investigation, when the City Administrator determines it is in the best interest of City employees and the public that the employee be removed from duty until the investigation is complete.
3. Anniversary Date. The month and day of initial hiring or promotion of a regular full-time or regular part-time employee.
4. Child. Stepchild, biological, adopted, or foster child under 18, or under 20 if still attending secondary school.
5. Compensation Plan. A schedule of pay ranges for all job classifications within the City.
6. Computers. Includes desktops, laptops, tablets, notebooks, mobile devices, smart phones, servers, and other network equipment.
7. ~~7.~~ Exempt Employee. Executive, administrative, and professional employees who are exempt from overtime pay as defined by the federal Fair Labor Standards Act.
8. ~~8.~~ Full-Time Employee. Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.
9. Immediate Family Member. An immediate family member shall be defined as spouse, parent, spouse's parent, child, brother, sister, brother-in-law, sister-in-law, niece, nephew, grandparent of the employee or employee's spouse, and grandchild.
10. ~~9.~~ Job Classification. A position assigned to its appropriate pay range based on the duties performed and the responsibilities assumed.
- 8-11. Job Reclassification. A change in a class of an individual position on the basis of revisions to job duties and responsibilities, which places the position in a higher or lower pay grade.
12. ~~10.~~ Non-Exempt Employee. Not exempt from the provisions of the Fair Labor Standards Act and is subject to overtime pay.
13. ~~11.~~ Part-Time Employee. Employees who are required to work less than (40) hours per week year-round in an ongoing position.
14. Pay Grade. A grouping of positions considered substantially equal and are paid the same wage.

~~15. 12.~~ Pay Range. A schedule of minimum and maximum pay rates, which are established for each job classification.

## **SECTION 5: EMPLOYEE BENEFITS**

### ***5.1 Health Care Benefits***

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The City provides a combination of health care benefits, such as medical, dental, long-term disability, and life insurance. Regular full-time and part-time employees who work at least 30 hours per week on a regular basis are eligible for the health care benefit package commencing on the first of the month following date of hire. Benefits for regular part-time employees are pro-rated. Employees are responsible for participating in the cost of health care benefits pursuant to the City's annual review of participation levels.

Employees who provide proof of insurance through an immediate family member, or who are eligible for Medicare, may waive insurance coverage and receive a monthly cash payment, which is established by the City Council annually.

### ***5.4 Deferred Compensation***

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The City will provide regular full-time ~~and part-time~~ employees the opportunity to participate in a pre-tax retirement savings program through payroll deductions. This voluntary retirement saving plan is designed to allow tax savings for employees.

Full-time employees will be permitted to receive a cash payment for 50 percent of their unused annual sick leave accrual exceeding 720 hours at the conclusion of each calendar year. The balance of the unused sick leave will be added to the employee's sick leave bank up to the maximum accrual of 960 hours. The cash payment will be paid at the conclusion of each calendar year into the employee's designated deferred compensation plan as authorized by the City.

### ***5.5 Long-Term Disability***

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Long-term disability insurance is provided to regular full-time and part-time employees who work at least 30 hours per week on a regular basis. Long-term disability benefits for part-time employees are pro-rated based on the number of hours worked per week. Long-term disability benefits are available based upon the terms and conditions contained in the contract with the long-term disability insurer. Terms and benefits under the program are subject to change from time to time.

### ***5.11 College Savings Plan***

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Regular full-time ~~and part-time~~ employees may elect to contribute to the 529 Minnesota College Savings Plan through payroll deductions. The plan has special tax advantages that are designed to help college savings grow. All investment earnings and gains are income tax-free if used to pay

for qualified higher education expenses. The Finance Department has more information on the 529 Minnesota College Savings Plan.

## SECTION 6: LEAVES

### 6.1 *Holidays*

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Regular full-time ~~and part-time~~ employees are entitled to the holidays described herein. Part-time employees who work at least 30 hours per week on a regular basis, receive a prorated amount based on the number of hours worked each week. Temporary and seasonal employees are not entitled to holiday pay.

New Year's Day	Veteran's Day
Martin Luther King, Jr. Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

When a holiday falls on a Sunday, the following Monday is considered the holiday. When a holiday falls on a Saturday, the preceding Friday is considered a holiday. In order to be eligible for paid holidays, employees must work on the day before and the day after such holiday, unless on paid leave.

Rookery Activity Center employees who are required to work on a holiday recognized by the City will accrue a floating holiday to be used within 60 days of receipt. Accrued floating holidays are not paid out at time of separation.

### 6.2 *Vacation Leave*

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Paid vacation leave is available to eligible employees in accordance with the schedule below. Part-time employees who work at least ~~20-30~~ hours per week on a regular basis will accrue vacation leave on a prorated basis. Temporary and seasonal employees will not earn or accrue vacation leave. Probationary employees may not take vacation during their probationary period without prior approval of the department director.

<u>Years of Continuous Service</u>	<u>Per Year</u>	<u>Per Pay Period</u>
Start through 4 <sup>th</sup> Year	80 hours	3.08 hours
Beginning 5 <sup>th</sup> Year	120 hours	4.62 hours
Beginning 11 <sup>th</sup> Year	128 hours	4.92 hours
Beginning 12 <sup>th</sup> Year	136 hours	5.23 hours
Beginning 13 <sup>th</sup> Year	144 hours	5.54 hours
Beginning 14 <sup>th</sup> Year	152 hours	5.85 hours
Beginning 15 <sup>th</sup> Year	160 hours	6.15 hours
Beginning 16 <sup>th</sup> Year	168 hours	6.46 hours

Beginning 17 <sup>th</sup> Year	176 hours	6.77 hours
Beginning 18 <sup>th</sup> Year	184 hours	7.08 hours
Beginning 19 <sup>th</sup> Year	192 hours	7.38 hours
Beginning 20 <sup>th</sup> Year	200 hours	7.69 hours

Employees may not carry over more than 240 hours of accrued vacation into the next calendar year without approval from the City Administrator.

Employees may elect to use up to four weeks of accrued vacation or PTO at the end of their employment with the City, but are not eligible for holidays, leave accruals, or paid benefits during this period.

### **6.3 Sick Leave**

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Sick leave is an authorized absence from work with pay, granted to qualified full-time and part-time employees who work at least 30 hours per week on a regular basis. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

- Full-time employees accumulate sick leave at a rate of one day per month. The maximum accumulation is 960 hours.
- Part-time employees regularly scheduled to work at least ~~20~~30 hours per week will accrue sick leave on a pro-rated basis.
- Temporary and seasonal employees will not earn or accrue sick leave.
- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental or other care provider appointments.
- To care for children on the same basis as an employee.
- To take children or other immediate family members to medical, dental or other care provider appointments.
- To care for an ill or injured spouse, adult child, sibling, parent, grandparent, stepparent, parent in-laws, or grandchild, but is limited to a combined total of 160 hours for these relatives within a 12-month period.

To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor as soon as possible after the scheduled start of the work day, for each day absent.

- Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member.
- Submit a physician's statement upon request.

After an absence of three or more consecutive days, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and to safely perform the essential functions of the job with or without reasonable accommodation. To control abuse, an employee with a pattern of frequent absences may be required to provide a physician's statement for absences of less than three days.

All work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator.

[See also Deferred Compensation Section 5.4 and Severance Section 9.4 for applicability to sick leave.]

## ***6.7 Funeral Leave***

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Regular full-time employees ~~An employee shall~~ shall be granted paid funeral leave of up to: (1) five days for the death of a spouse, child, or stepchild; (2) up to three days for a parent, stepparent, sibling, or grandchild of the employee or employee's spouse; and (3) one day for a grandparent, niece, or nephew of the employee or employee's spouse.

## ***6.10 Jury Duty***

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Regular full-time ~~or part-time~~ employees called to serve as a juror, or subpoenaed as a court witness, shall receive their regular pay as if they were working. Any compensation the employee may receive as a result of jury duty or a witness fee, excluding mileage reimbursement if provided by the court, shall be turned over to the City. Employees are expected to report to work when they are released from court during regular office hours when practicable, and to make every effort to complete the work assigned to them during the time they are serving as jurors or witnesses.

## ***6.18 Personal Time Off (PTO) Leave***

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The personal time off (PTO) program combines vacation and sick leave benefits into a single pool of paid time off benefits. PTO can be utilized for any purpose, subject only to necessary request and approval procedures consistent with City and departmental policies.

### **A. Implementation**

PTO leave will be implemented for newly hired benefit-earning non-union employees and for union employees who elect to receive such paid time off benefits within a specific time period.

### **B. Accrual Rates for Full-Time Employees**

Full-time employees accrue personal time off based on the schedule below. A part-time employee who works a minimum of ~~20~~30 hours per week accrues PTO on a prorated basis according to the number of hours budgeted for that position.

<i>Years of Service</i>	<i>Hours Earned Each Pay Period</i>	<i>Annual Accrual in Hours per Year</i>	<i>Days</i>
0-4	4.615	120	15
5-10	6.153	160	20
11	6.461	168	21
12	6.769	176	22
13	7.076	184	23
14	7.384	192	24
15	7.692	200	25
16	8.000	208	26
17	8.307	216	27
18	8.615	224	28
19	8.923	232	29
20+	9.230	240	30

PTO is accrued each pay period. The PTO year for each new employee will begin on the date of employment with the City, or if there is a change of status, on the date the employee is eligible for PTO.

Employees may not use personal time off until it has been credited to the employee's bank in the payroll system. Personal leave may be used in increments of ½ hour or more. The maximum amount of personal leave that can be carried into the next year is 600 hours.

### **C. Use of Personal Time Off**

This PTO policy encourages advance planning of absences from work. To ensure necessary departmental coverage, non-emergency (planned) use of PTO should be requested in advance. Employees should give their supervisor advance notice equal to the amount of requested time off. Unplanned use of PTO may require documentation and requires notice within a timely manner of your scheduled work day. Established departmental rules and requirements concerning employee absences from work will be applied.

In order to allow coordination of PTO with Family Medical Leave, employees seeking to use PTO may be required to provide pertinent information as to the purpose of the time off to allow a

determination of whether the time will also qualify for Family and Medical Leave. If the PTO qualifies for Family and Medical Leave, the employee must take both leaves simultaneously.

Probationary employees may use no more than 24 hours of PTO during the first six months of their probationary period without the approval of the City Administrator. This provision does not apply to employees serving a probationary period following a promotion, transfer, or demotion.

#### **D. General Provisions**

1. Maximum Accrual. An employee may not carry over more than 600 hours of PTO from one year to the next unless a written request has been submitted to and approved by the City Administrator prior to December 15. Such waiver may be considered in the event of a special circumstance.
2. Denial of PTO Leave. A department director may deny a request for planned PTO leave when granting such leave would result in insufficient personnel to carry out necessary functions of the City.
3. Impact on Other Benefits. Employees using PTO will be considered working for the purpose of accumulating additional personal leave. The City will continue to make its contribution toward an employee's group insurance benefits. PTO will not continue to accrue during a suspension or while an employee is on an unpaid leave of absence.

#### **E. Conversion of Vacation Days and Sick Leave Accruals**

For employees who convert to the PTO plan, all accrued vacation leave (at hour for hour) and ½ of accrued sick leave (480 hours maximum) will be converted to PTO leave up to a balance of 600 hours. Unconverted sick leave will be placed into an extended illness leave bank.

#### **F. Severance Payment**

Upon separation, employees will be compensated for any unused PTO balance provided the employee leaves the City in good standing.