



## CITY COUNCIL AGENDA

Monday, July 25, 2022

\*\*\*\*\*

6:30 p.m.

(Scheduled to be broadcast on Channel 16)

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

### COUNCIL WORK SESSION, 6:00 P.M.

#### Council Chambers (not televised)

1. Determine Date for Rookery Ribbon Cutting Ceremony
2. Review Regular Agenda

### CITY COUNCIL MEETING, 6:30 P.M.

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

### SPECIAL PRESENTATION

Oath of Fire Service – Firefighters Brian Kisch, Jacob Bogdanovich, and Brian Pevito

Lino Lakes Ambassadors - Update on Activities and Introduction of Candidates

### 1. CONSENT AGENDA

- A) Consider Approval of Expenditures for July 25, 2022 (Check No. 116833 through 116903) in the Amount of \$569,008.63
- B) Consider Approval of July 11, 2022 Work Session Minutes
- C) Consider Approval of July 11, 2022 Council Meeting Minutes
- D) Consider Approval of Postage Machine Lease
- E) Consider Resolution No. 22-72, Approving an Application for a Temporary On-Sale Liquor License and Special Event Permit for the American Legion Post 566 Lino Lakes Blue Heron Days

- F) Consider Resolution No. 22-73, Approving an Application for a Special Event Permit to Living Waters Lutheran Church Summer Outdoor Concert
- G) Approve the Hiring of Part-Time Staff for The Rookery  
**Action Taken: Motion by Ruhland seconded by Cavegn, to approve Consent Agenda Items 1A through 1G, as presented, was adopted**

**2. FINANCE DEPARTMENT REPORT**

No report

**3. ADMINISTRATION DEPARTMENT REPORT**

- A) Consider Approval of Police Officer, John Swenson  
**Action Taken: Motion by Cavegn, seconded by Ruhland, to approve the appointment of Zachary Beddow as recommended, was adopted**

**4. PUBLIC SAFETY DEPARTMENT REPORT**

- A) Approval of School Resource Officer Contract, John Swenson  
**Action Taken: Motion by Ruhland, seconded by Lyden, to approve the contract as presented, was adopted**

**5. PUBLIC SERVICES DEPARTMENT REPORT**

No report

**6. COMMUNITY DEVELOPMENT REPORT**

- A) Consider Approval of Resolution No. 22-74 Approving Lot Combination Variance for 6966 and 6970 Lake Drive, Katie Larsen

**7. UNFINISHED BUSINESS**

None

**8. NEW BUSINESS**

None

**Adjournment**

**Action Taken: Motion by Lyden, seconded by Cavegn, to adjourn at was adopted**

<i>Community Calendar – A Look Ahead</i>		
<b>July 25, 2022 through August 8, 2022</b>		
 Wednesday, July 27	6:30 pm, Council Chambers	Environmental Board
 Monday, August 1	5:30 pm, Community Room	Council Work Session – Early
 Wednesday, August 3	6:30 pm, Council Chambers	Park Board
 Thursday, August 4	8:00 am, Community Room	EDAC
 Monday, August 8	6:00 pm, Community Room	Council Work Session
 Monday, August 8	6:30 pm, Council Chambers	City Council Meeting



# CITY COUNCIL AGENDA

**Monday, July 25, 2022**

\*\*\*\*\*

**6:30 p.m.**

*(Scheduled to be broadcast on Channel 16)*

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

## COUNCIL WORK SESSION, 6:00 P.M.

### Council Chambers (not televised)

1. Determine Date for Rookery Ribbon Cutting Ceremony
2. Review Regular Agenda

## CITY COUNCIL MEETING, 6:30 P.M.

- Call to Order and Roll Call
- Pledge of Allegiance
- Open Mike / Public Comment *(in person or received in writing prior to meeting)*
- Setting the Agenda: Addition or deletion of agenda items

## SPECIAL PRESENTATION

Oath of Fire Service – Firefighters Brian Kisch, Jacob Bogdanovich, and Brian Pevito

Lino Lakes Ambassadors - Update on Activities and Introduction of Candidates

## 1. CONSENT AGENDA

- A) Consider Approval of Expenditures for July 25, 2022 (Check No. 116833 through 116903) in the Amount of \$569,008.63
- B) Consider Approval of July 11, 2022 Work Session Minutes
- C) Consider Approval of July 11, 2022 Council Meeting Minutes
- D) Consider Approval of Postage Machine Lease
- E) Consider Resolution No. 22-72, Approving an Application for a Temporary On-Sale Liquor License and Special Event Permit for the American Legion Post 566 Lino Lakes Blue Heron Days
- F) Consider Resolution No. 22-73, Approving an Application for a Special Event Permit to Living Waters Lutheran Church Summer Outdoor Concert
- G) Approve the Hiring of Part-Time Staff for The Rookery

**2. FINANCE DEPARTMENT REPORT**

No report

**3. ADMINISTRATION DEPARTMENT REPORT**

A) Consider Approval of Police Officer, John Swenson

**4. PUBLIC SAFETY DEPARTMENT REPORT**

A) Approval of School Resource Officer Contract, John Swenson

**5. PUBLIC SERVICES DEPARTMENT REPORT**

No report

**6. COMMUNITY DEVELOPMENT REPORT**

A) ~~Consider Approval of Resolution No. 22-74 Approving Lot Combination Variance for 6966 and 6970 Lake Drive, Katie Larsen~~







**7. UNFINISHED BUSINESS**

None

**8. NEW BUSINESS**

None

**Adjournment**

<i>Community Calendar – A Look Ahead</i>		
<b>July 25, 2022 through August 8, 2022</b>		
 Wednesday, July 27	6:30 pm, Council Chambers	Environmental Board
 Monday, August 1	5:30 pm, Community Room	Council Work Session – Early
 Wednesday, August 3	6:30 pm, Council Chambers	Park Board
 Thursday, August 4	8:00 am, Community Room	EDAC
 Monday, August 8	6:00 pm, Community Room	Council Work Session
 Monday, August 8	6:30 pm, Council Chambers	City Council Meeting

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

**Date:** July 25, 2022  
**To:** City Council  
**From:** Rick DeGardner, Public Services Director  
**Re:** Determine Date for Rookery Ribbon Cutting Ceremony

**Background**

With the Rookery Activity Center fully open, it's time to prepare for the Grand Opening!!

Staff proposes to hold the Grand Opening the week of September 19-24, 2022. The idea would be to coordinate a ribbon cutting during the week (or Saturday) followed by a large open house on Saturday, September 24 that would involve multiple activities. Access would be free for everyone!

The Grand Opening would be the main focus of our membership push for fall. Having the ribbon cutting and open house later in September will have more community members focused on thinking about their outdoor workouts needing to come indoors, and looking for indoor activities to entertain their kids and us hitting the 'sweet spot' for capturing attention.

**Requested Council Direction**

Select a date and time for the Rookery Activity Center ribbon cutting ceremony.



# **Expenditures**

July 25, 2022

Check #116833 to #116903

\$569,008.63

# Accounts Payable

## Check Detail

User: jessica.eller  
Printed: 07/20/2022 - 10:38AM



Check Number	Check Date		Amount
<b>2 - 1st Choice Document Destruction Line Item Account</b>			
116833	07/25/2022		
Inv	22-2358		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/16/2022	1740 lbs of recycled paper & cardboard	101-462-4410-000	840.00
Inv 22-2358 Total			840.00
116833 Total:			840.00
<b>2 - 1st Choice Document Destruction Total:</b>			840.00
<b>1402 - A.X. Lino Lakes L.P. Line Item Account</b>			
116834	07/25/2022		
Inv	7/11/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2022	TIF Pay-As-You-Go 1st Half Settlement 2022	419-531-4404-000	89,273.00
Inv 7/11/2022 Total			89,273.00
116834 Total:			89,273.00
<b>1402 - A.X. Lino Lakes L.P. Total:</b>			89,273.00
<b>1888 - Adolph Kiefer &amp; Associates LLC Line Item Account</b>			
116835	07/25/2022		
Inv	INV001181049		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2022	Rescue tube (8)	202-451-4240-000	427.76
Inv INV001181049 Total			427.76
Inv	INV001183134		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/05/2022	Rescue Timmy	202-451-4240-000	258.92
Inv INV001183134 Total			258.92
Inv	INV001187006		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
05/12/2022	Plastic floatkeepers (20)	202-451-4240-000	179.00
	Inv INV001187006 Total		179.00
116835 Total:			865.68
<b>1888 - Adolph Kiefer &amp; Associates LLC Total:</b>			865.68
<b>13 - AFLAC Line Item Account 101-000-2040-000</b>			
116836	07/25/2022		
Inv	149464		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/12/2022	July Insurance Premiums	101-000-2040-000	310.22
Inv	149464 Total		310.22
Inv	777037		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/12/2022	June Insurance Premiums	101-000-2040-000	310.22
Inv	777037 Total		310.22
116836 Total:			620.44
<b>13 - AFLAC Total:</b>			620.44
<b>16 - Aid Electric Corporation Line Item Account</b>			
116837	07/25/2022		
Inv	70144		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	Troubleshoot & repair lights in supply room	101-432-4300-503	168.00
Inv	70144 Total		168.00
Inv	70145		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	Troubleshoot & repair GFI's	101-432-4300-503	762.14
Inv	70145 Total		762.14
Inv	70146		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	Wire T.V. receipts & add 4plex for fire alarm panel	202-451-4300-000	473.00
Inv	70146 Total		473.00
Inv	70147		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	Troubleshoot sauna	202-451-4300-000	192.00



Check Number	Check Date		Amount
Inv 70147 Total			192.00
Inv 70148			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	Wire new cubicles	101-432-4300-503	185.10
Inv 70148 Total			185.10
Inv 70149			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	Repair civil siren - Main St	101-420-4410-000	1,147.51
Inv 70149 Total			1,147.51
116837 Total:			2,927.75
<b>16 - Aid Electric Corporation Total:</b>			2,927.75
<b>1827 - All State Communications, Inc Line Item Account</b>			
116838	07/25/2022		
Inv 327241			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2022	Cabling of new cubicles	401-432-5000-000	2,610.00
Inv 327241 Total			2,610.00
116838 Total:			2,610.00
<b>1827 - All State Communications, Inc Total:</b>			2,610.00
<b>33 - Anoka County Attorney's Office Line Item Account</b>			
116839	07/25/2022		
Inv 19-325394-C			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2022	Forfeiture Distribution (cash)	207-420-4300-000	6,707.75
Inv 19-325394-C Total			6,707.75
116839 Total:			6,707.75
<b>33 - Anoka County Attorney's Office Total:</b>			6,707.75
<b>42 - Anoka County Property Records &amp; Taxation Line Item Account</b>			
116840	07/25/2022		
Inv 22-32622			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
06/21/2022	Easement Encroachment Agreements	101-000-2081-000	368.00
Inv 22-32622	Total		368.00
Inv 22-33227			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/23/2022	Resolution No. 22-56 - Tidal Wave Auto Spa	801-000-2300-000	46.00
Inv 22-33227	Total		46.00
Inv 22-33417			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/24/2022	Resolution No. 22-58 - Otter Lake Animal Care Center	801-000-2300-000	46.00
Inv 22-33417	Total		46.00
116840	Total:		460.00
116841	07/25/2022		
Inv 283122330021			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/06/2022	Saddle Club 4th Outlot B 2022 Property Tax PIN #28-31-22-33-002	801-000-2359-103	1.40
Inv 283122330021	Total		1.40
116841	Total:		1.40
<b>42 - Anoka County Property Records &amp; Taxation Total:</b>			461.40
<b>1819 - Aqua Logic, Inc Line Item Account</b>			
116842	07/25/2022		
Inv 564			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/29/2022	Drain grates & sliding rings w/eye bolts	202-451-4300-301	3,195.00
Inv 564	Total		3,195.00
116842	Total:		3,195.00
<b>1819 - Aqua Logic, Inc Total:</b>			3,195.00
<b>54 - Aspen Mills, Inc. Line Item Account</b>			
116843	07/25/2022		
Inv 295500			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/15/2022	Dept Exp - C. Jenkins	101-421-4370-000	103.84
Inv 295500	Total		103.84

Check Number	Check Date		Amount
Inv	296149		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/27/2022	Dept Exp - K. McLaughlin	101-421-4370-000	288.54
Inv 296149 Total			288.54
Inv	296617		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/06/2022	Dept Exp - J. Bogdanovich	101-421-4370-000	337.04
Inv 296617 Total			337.04
Inv	296634		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/06/2022	Dept Exp - B. Opem	101-421-4370-000	337.04
Inv 296634 Total			337.04
Inv	296655		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2022	Uniform Allowance - K. Leibel	101-420-4370-000	227.65
07/07/2022	Uniform Allowance - Dept Exp	101-420-4370-000	849.00
Inv 296655 Total			1,076.65
Inv	296663		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2022	Dept Exp - B. Pevito	101-421-4370-000	357.04
Inv 296663 Total			357.04
Inv	296664		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2022	Uniform Allowance - K. Leibel	101-420-4370-000	914.44
Inv 296664 Total			914.44
Inv	296669		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2022	Dept Exp - K. McLaughlin	101-421-4370-000	198.50
Inv 296669 Total			198.50
116843 Total:			3,613.09
<b>54 - Aspen Mills, Inc. Total:</b>			3,613.09
<b>1894 - Best Outdoor Services Line Item Account</b>			
116844	07/25/2022		

Check Number	Check Date		Amount
Inv	23111		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/08/2022	Plow damage repair to irrigation system - 6718 Sherman Lake Rd	101-430-4410-000	373.75
Inv 23111 Total			373.75
			<hr/>
116844 Total:			373.75
			<hr/>
<b>1894 - Best Outdoor Services Total:</b>			373.75
<b>1556 - Bituminous Roadways, Inc. Line Item Account</b>			
116845	07/25/2022		
Inv	019862-000-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/14/2022	2022 Parking Lot Improvement	202-451-4410-301	101,436.23
Inv 019862-000-2 Total			101,436.23
			<hr/>
116845 Total:			101,436.23
			<hr/>
<b>1556 - Bituminous Roadways, Inc. Total:</b>			101,436.23
<b>85 - Bluetarp Financial, Inc. Line Item Account</b>			
116846	07/25/2022		
Inv	G53244/G		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2022	Sign installation materials	101-430-4223-000	11.76
Inv G53244/G Total			11.76
Inv	G53245/G		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2022	Returned sign installation materials	101-430-4223-000	-1.00
Inv G53245/G Total			-1.00
Inv	G55923/G		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/12/2022	Ignitors for tailgate paver burners	101-430-4211-000	15.18
Inv G55923/G Total			15.18
			<hr/>
116846 Total:			25.94
			<hr/>
<b>85 - Bluetarp Financial, Inc. Total:</b>			25.94
<b>1900 - Bluewaters Construction Inc Line Item Account</b>			

Check Number	Check Date		Amount
116847	07/25/2022		
Inv	7/19/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/19/2022	Short Term Escrow Closure - Bluewaters Companies	801-000-2300-000	7,500.00
Inv 7/19/2022 Total			7,500.00
116847 Total:			7,500.00
<b>1900 - Bluewaters Construction Inc Total:</b>			7,500.00
<b>98 - BSN Sports LLC Line Item Account</b>			
116848	07/25/2022		
Inv	917436554		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/24/2022	Gym equipment	202-451-4240-000	4,709.59
Inv 917436554 Total			4,709.59
Inv	917448499		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/27/2022	Base pad & sand bags	202-451-4240-000	555.00
Inv 917448499 Total			555.00
116848 Total:			5,264.59
<b>98 - BSN Sports LLC Total:</b>			5,264.59
<b>100 - Bureau of Criminal Apprehension Line Item Account</b>			
116849	07/25/2022		
Inv	00000707210		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	CJDN Access Fee	101-420-4410-000	390.00
Inv 00000707210 Total			390.00
116849 Total:			390.00
<b>100 - Bureau of Criminal Apprehension Total:</b>			390.00
<b>115 - Centennial Utilities Line Item Account</b>			
116850	07/25/2022		
Inv	June 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	Natural Gas	101-450-4383-000	32.20
06/30/2022	Natural Gas	101-450-4383-000	20.01
06/30/2022	Natural Gas	101-450-4383-000	26.53

Check Number	Check Date		Amount
06/30/2022	Natural Gas	101-432-4383-503	1,724.54
06/30/2022	Natural Gas	202-451-4383-000	1,590.66
06/30/2022	Natural Gas	602-495-4383-000	20.01
Inv June 2022 Total			3,413.95
116850 Total:			3,413.95
<b>115 - Centennial Utilities Total:</b>			3,413.95
<b>120 - Century Fence Company, Inc. Line Item Account</b>			
116851	07/25/2022		
Inv	223036101		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	Road striping	101-430-4410-000	8,275.00
Inv 223036101 Total			8,275.00
116851 Total:			8,275.00
<b>120 - Century Fence Company, Inc. Total:</b>			8,275.00
<b>122 - CES Imaging Line Item Account 101-432-4410-503</b>			
116852	07/25/2022		
Inv	INV141750		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/08/2022	July Plotter/Scanner Maintenance	101-432-4410-503	80.00
Inv INV141750 Total			80.00
116852 Total:			80.00
<b>122 - CES Imaging Total:</b>			80.00
<b>137 - City of Shoreview Line Item Account</b>			
116853	07/25/2022		
Inv	Q22022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	2nd Qtr 2022 Utilities	601-000-2140-000	17.01
06/30/2022	2nd Qtr 2022 Utilities	602-495-4382-000	1,065.90
06/30/2022	2nd Qtr 2022 Utilities	601-494-4382-000	478.84
Inv Q22022 Total			1,561.75
116853 Total:			1,561.75

Check Number	Check Date		Amount
<b>137 - City of Shoreview Total:</b>			1,561.75
<b>138 - City of St. Paul Line Item Account</b>			
116854	07/25/2022		
Inv	IN49937		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	Tuition - A. Halverson & K. Tracy	101-420-4330-000	300.00
Inv IN49937 Total			300.00
116854 Total:			300.00
<b>138 - City of St. Paul Total:</b>			300.00
<b>761 - Comcast Line Item Account 101-432-4321-502</b>			
116855	07/25/2022		
Inv	0163083		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/05/2022	Phone & Internet Services	601-494-4321-000	115.99
Inv 0163083 Total			115.99
116855 Total:			115.99
<b>761 - Comcast Total:</b>			115.99
<b>175 - Delta Dental of Minnesota Line Item Account</b>			
116856	07/25/2022		
Inv	August 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2022	Dental Insurance Premiums	101-420-4134-000	1,020.16
08/01/2022	Dental Insurance Premiums	101-462-4134-000	8.99
08/01/2022	Dental Insurance Premiums	603-496-4134-000	13.49
08/01/2022	Dental Insurance Premiums	101-422-4134-000	134.83
08/01/2022	Dental Insurance Premiums	101-463-4134-000	11.24
08/01/2022	Dental Insurance Premiums	602-495-4134-000	113.48
08/01/2022	Dental Insurance Premiums	101-450-4134-000	135.95
08/01/2022	Dental Insurance Premiums	101-418-4134-000	44.94
08/01/2022	Dental Insurance Premiums	202-451-4134-000	195.52
08/01/2022	Dental Insurance Premiums	101-407-4134-000	78.65
08/01/2022	Dental Insurance Premiums	101-402-4134-000	89.88
08/01/2022	Dental Insurance Premiums	101-000-2040-000	280.26
08/01/2022	Dental Insurance Premiums	101-416-4134-000	44.94
08/01/2022	Dental Insurance Premiums	101-431-4134-000	85.40
08/01/2022	Dental Insurance Premiums	101-461-4134-000	13.47
08/01/2022	Dental Insurance Premiums	601-494-4134-000	113.48
08/01/2022	Dental Insurance Premiums	101-451-4134-000	-1.13
08/01/2022	Dental Insurance Premiums	101-430-4134-000	175.27
08/01/2022	Dental Insurance Premiums	101-421-4134-000	58.42
08/01/2022	Dental Insurance Premiums	101-000-2044-000	1,314.20

Check Number	Check Date		Amount
		Inv August 2022 Total	3,931.44
		116856 Total:	3,931.44
		<b>175 - Delta Dental of Minnesota Total:</b>	3,931.44
		<b>1898 - DreamScapes Landscaping &amp; Design Line Item Account</b>	
116857	07/25/2022		
Inv	64462		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/22/2022	Rookery landscaping	202-451-4300-301	24,235.18
		Inv 64462 Total	24,235.18
		116857 Total:	24,235.18
		<b>1898 - DreamScapes Landscaping &amp; Design Total:</b>	24,235.18
		<b>187 - Earl F. Andersen Line Item Account</b>	
116858	07/25/2022		
Inv	0130137-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2022	Bracket plates (24)	101-430-4223-000	1,140.95
		Inv 0130137-IN Total	1,140.95
		116858 Total:	1,140.95
		<b>187 - Earl F. Andersen Total:</b>	1,140.95
		<b>1826 - Endurance Fitness of MN, LLC Line Item Account</b>	
116859	07/25/2022		
Inv	Q2 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	Q2 2022 Program Revenue Share	202-451-4411-000	1,158.75
		Inv Q2 2022 Total	1,158.75
		116859 Total:	1,158.75
		<b>1826 - Endurance Fitness of MN, LLC Total:</b>	1,158.75
		<b>216 - First Advantage Occ. Line Item Account</b>	
116860	07/25/2022		



Check Number	Check Date		Amount
Inv	2506272206		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	Employee Drug Testing	101-402-4300-000	50.74
Inv 2506272206 Total			50.74
			<hr/>
116860 Total:			50.74
			<hr/>
<b>216 - First Advantage Occ. Total:</b>			50.74
<b>1264 - Hach Company Line Item Account</b>			
116861	07/25/2022		
Inv	13069731		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2022	Sampling supplies for Chlorine	601-494-4222-000	176.40
Inv 13069731 Total			176.40
			<hr/>
116861 Total:			176.40
			<hr/>
<b>1264 - Hach Company Total:</b>			176.40
<b>270 - Hauglies, Inc. Line Item Account</b>			
116862	07/25/2022		
Inv	13644		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/12/2022	Remove & install new flooring - Family locker room	202-451-4300-301	36,673.09
Inv 13644 Total			36,673.09
			<hr/>
116862 Total:			36,673.09
			<hr/>
<b>270 - Hauglies, Inc. Total:</b>			36,673.09
<b>271 - Hawkins, Inc. Line Item Account</b>			
116863	07/25/2022		
Inv	6232699		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/08/2022	Chlorine & LPC-5	601-494-4222-000	13,068.86
Inv 6232699 Total			13,068.86
			<hr/>
116863 Total:			13,068.86
			<hr/>
<b>271 - Hawkins, Inc. Total:</b>			13,068.86

Check Number	Check Date		Amount
<b>1850 - Henry Schein, Inc. Line Item Account</b>			
116864	07/25/2022		
Inv	22235151		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/23/2022	Spur resuscitators, non-rebreather masks & single airways	101-421-4211-000	119.99
Inv 22235151 Total			119.99
116864 Total:			119.99
<b>1850 - Henry Schein, Inc. Total:</b>			119.99
<b>1177 - Innovative Office Solutions LLC Line Item Account</b>			
116865	07/25/2022		
Inv	SUM-068444		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	Envelopes, notebooks & paper	101-432-4200-000	293.72
06/30/2022	Deposit bags (10), sponge & detergent	202-451-4200-000	41.68
Inv SUM-068444 Total			335.40
116865 Total:			335.40
<b>1177 - Innovative Office Solutions LLC Total:</b>			335.40
<b>311 - Instrumental Research, Inc. Line Item Account</b>			
116866	07/25/2022		
Inv	4187		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2022	June Water Testing	601-494-4410-000	337.00
Inv 4187 Total			337.00
116866 Total:			337.00
<b>311 - Instrumental Research, Inc. Total:</b>			337.00
<b>1877 - iSpace Environments Line Item Account</b>			
116867	07/25/2022		
Inv	20126		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2022	Cart	202-451-4211-000	179.55
Inv 20126 Total			179.55
116867 Total:			179.55

Check Number	Check Date		Amount
<b>1877 - iSpace Environments Total:</b>			179.55
<b>1717 - Jacon, LLC Line Item Account</b>			
116868	07/25/2022		
Inv	013084-000-9		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/19/2022	2022 Northeast Drainage Area Improvements - Final	422-499-4400-125	25,683.54
Inv 013084-000-9 Total			25,683.54
116868 Total:			25,683.54
<b>1717 - Jacon, LLC Total:</b>			25,683.54
<b>1889 - Jeff Ellis &amp; Associates, Inc. Line Item Account</b>			
116869	07/25/2022		
Inv	20107354		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/21/2022	ILTP Training Center Provider Fees	202-451-4330-000	900.00
Inv 20107354 Total			900.00
Inv	20107866		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/21/2022	LGI Class Registration	202-451-4330-000	425.00
Inv 20107866 Total			425.00
Inv	20108063		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/27/2022	Pool Certificate	202-451-4330-000	550.00
Inv 20108063 Total			550.00
116869 Total:			1,875.00
<b>1889 - Jeff Ellis &amp; Associates, Inc. Total:</b>			1,875.00
<b>338 - Kennedy &amp; Graven, Chartered Line Item Account</b>			
116870	07/25/2022		
Inv	168491		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2022	2022 Legacy Woods Development	101-415-4300-000	645.75
Inv 168491 Total			645.75
116870 Total:			645.75

<b>338 - Kennedy &amp; Graven, Chartered Total:</b>	645.75
---	--------

**1899 - KLMB Transportation, Inc. Line Item Account**

116871	07/25/2022		
Inv	7/19/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/19/2022	Short Term Escrow Closure - KLMB Transportation Warehouse	801-000-2300-000	7,373.50
Inv 7/19/2022 Total			7,373.50

116871 Total:	7,373.50
---------------	----------

<b>1899 - KLMB Transportation, Inc. Total:</b>	7,373.50
--	----------

**1762 - LEAST Services/Counseling, LLC Line Item Account**

116872	07/25/2022		
Inv	1068		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2022	Counseling Services	101-421-4300-000	280.00
Inv 1068 Total			280.00

116872 Total:	280.00
---------------	--------

<b>1762 - LEAST Services/Counseling, LLC Total:</b>	280.00
---	--------

**1615 - Lennar MN Division Line Item Account**

116873	07/25/2022		
Inv	2021-00476		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2022	Escrow Release - 2094 Balsam Way	801-000-2318-000	2,900.00
Inv 2021-00476 Total			2,900.00

Inv 2021-00561

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2022	Escrow Release - 2117 Itasca Circle	801-000-2318-000	5,700.00

Inv 2021-00561 Total	5,700.00
----------------------	----------

Inv 2021-00621

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2022	Escrow Release - 7283 Crane Drive	801-000-2318-000	4,400.00

Inv 2021-00621 Total	4,400.00
----------------------	----------

Check Number	Check Date		Amount
Inv	2021-00789		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2022	Escrow Release - 7269 Crane Drive	801-000-2318-000	4,400.00
Inv 2021-00789 Total			4,400.00
116873 Total:			17,400.00
<b>1615 - Lennar MN Division Total:</b>			17,400.00
<b>394 - Macqueen Equipment, Inc. Line Item Account</b>			
116874	07/25/2022		
Inv	P02787		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2022	Firefighting boots	101-421-4370-000	4,199.62
Inv P02787 Total			4,199.62
Inv	P02829		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2022	Turnout Gear	101-421-4370-000	30,077.07
Inv P02829 Total			30,077.07
Inv	P02849		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/08/2022	Saw & window punch (2)	101-421-4240-000	299.80
Inv P02849 Total			299.80
Inv	P02858		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2022	Fire Helmets	101-421-4370-000	14,570.00
Inv P02858 Total			14,570.00
116874 Total:			49,146.49
<b>394 - Macqueen Equipment, Inc. Total:</b>			49,146.49
<b>1793 - Main Street Marketers Line Item Account</b>			
116875	07/25/2022		
Inv	1566		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2022	Blue Heron Days logo & materials and cancelation fee	205-497-4410-000	298.75
Inv 1566 Total			298.75

116875 Total:	298.75
---------------	--------

<b>1793 - Main Street Marketers Total:</b>	298.75
--	--------

**404 - Martin-McAllister Line Item Account**

116876            07/25/2022

Inv    14698

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	Personnel Evaluations	206-420-4300-000	6,500.00
06/30/2022	Public Safety Assessment	101-402-4300-000	600.00

Inv 14698 Total	7,100.00
-----------------	----------

116876 Total:	7,100.00
---------------	----------

<b>404 - Martin-McAllister Total:</b>	7,100.00
---------------------------------------	----------

**416 - Medica Line Item Account**

116877            07/25/2022

Inv    August 2022

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/12/2022	Health Insurance Premiums	101-420-4131-000	18,942.46
07/12/2022	Health Insurance Premiums	101-462-4131-000	114.15
07/12/2022	Health Insurance Premiums	202-451-4131-000	5,181.62
07/12/2022	Health Insurance Premiums	101-430-4131-000	2,105.19
07/12/2022	Health Insurance Premiums	101-450-4131-000	993.36
07/12/2022	Health Insurance Premiums	601-494-4131-000	1,035.09
07/12/2022	Health Insurance Premiums	101-418-4131-000	570.73
07/12/2022	Health Insurance Premiums	101-431-4131-000	1,577.80
07/12/2022	Health Insurance Premiums	101-463-4131-000	142.68
07/12/2022	Health Insurance Premiums	101-402-4131-000	570.73
07/12/2022	Health Insurance Premiums	101-461-4131-000	171.22
07/12/2022	Health Insurance Premiums	603-496-4131-000	142.68
07/12/2022	Health Insurance Premiums	101-407-4131-000	1,612.83
07/12/2022	Health Insurance Premiums	101-421-4131-000	1,537.25
07/12/2022	Health Insurance Premiums	101-451-4131-000	-148.10
07/12/2022	Health Insurance Premiums	101-422-4131-000	3,560.49
07/12/2022	Health Insurance Premiums	602-495-4131-000	1,035.07
07/12/2022	Health Insurance Premiums	101-000-2041-000	9,314.10
07/12/2022	Health Insurance Premiums	101-416-4131-000	570.72
07/12/2022	Health Insurance Premiums	101-000-2040-000	1,081.71

Inv August 2022 Total	50,111.78
-----------------------	-----------

116877 Total:	50,111.78
---------------	-----------

<b>416 - Medica Total:</b>	50,111.78
----------------------------	-----------

**418 - Menards - Forest Lake Line Item Account**

116878            07/25/2022

Check Number	Check Date		Amount
Inv	88023		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2022	Curb stop repair parts	601-494-4211-000	22.60
Inv 88023 Total			22.60
Inv	88072		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/08/2022	Sander, hand trucks & stain pads & disks	601-494-4211-000	130.64
Inv 88072 Total			130.64
116878 Total:			153.24
<b>418 - Menards - Forest Lake Total:</b>			153.24
<b>420 - Met Council Environmental Services (SAC) Line Item Account</b>			
116879	07/25/2022		
Inv	6/30/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	June 2022 SAC	101-000-2120-000	14,910.00
06/30/2022	June 2022 SAC	101-000-3414-000	-149.10
Inv 6/30/2022 Total			14,760.90
116879 Total:			14,760.90
<b>420 - Met Council Environmental Services (SAC) Total:</b>			14,760.90
<b>421 - Metro Sales Incorporated Line Item Account</b>			
116880	07/25/2022		
Inv	INV2079482		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/06/2022	Copier Maintenance Contract Ricoh/IM C2500 Color Copier	101-432-4410-503	274.41
Inv INV2079482 Total			274.41
Inv	INV2079483		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/06/2022	Copier Maintenance Contract Ricoh/IM C6000 Color Copier	101-432-4410-503	416.88
Inv INV2079483 Total			416.88
116880 Total:			691.29
<b>421 - Metro Sales Incorporated Total:</b>			691.29

Check Number	Check Date		Amount
<b>1551 - Michael Lee Homes Line Item Account</b>			
116881	07/25/2022		
Inv	2020-00824		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/19/2022	Escrow Release - 898 Fox Road	801-000-2318-000	5,400.00
Inv 2020-00824 Total			5,400.00
Inv	2020-01107		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/19/2022	Escrow Release - 892 Fox Road	801-000-2318-000	5,400.00
Inv 2020-01107 Total			5,400.00
116881 Total:			10,800.00
<b>1551 - Michael Lee Homes Total:</b>			10,800.00
<b>759 - Midwest Groundcover Line Item Account</b>			
116882	07/25/2022		
Inv	22077		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2022	Installation of Engineered Wood Fiber - Sunrise Park	101-450-4211-000	930.00
Inv 22077 Total			930.00
Inv	22081		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/08/2022	Installation of Engineered Wood Fiber - Woods Edge Park	101-450-4211-000	1,860.00
Inv 22081 Total			1,860.00
116882 Total:			2,790.00
<b>759 - Midwest Groundcover Total:</b>			2,790.00
<b>1722 - Minnesota Fire Service Certification Board Line Item Account</b>			
116883	07/25/2022		
Inv	10341		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2022	Instructor 1 Exam - V. Kasprowicz	101-421-4300-000	120.00
Inv 10341 Total			120.00
Inv	10350		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	Firefighter I & II Exam and Haz Mat Operations - B. Kisch	101-421-4300-000	410.00
Inv 10350 Total			410.00



Check Number	Check Date		Amount
116883 Total:			530.00
<b>1722 - Minnesota Fire Service Certification Board Total:</b>			530.00
<b>639 - MN Department of Transportation - Commissioner Line Item Account</b>			
116884	07/25/2022		
Inv	P00015453		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/28/2022	Concrete/Bituminous plant & material testing inspections	421-499-4300-142	1,139.31
Inv P00015453 Total			1,139.31
116884 Total:			1,139.31
<b>639 - MN Department of Transportation - Commissioner Total:</b>			1,139.31
<b>1450 - Occupational Health Centers of MN, P.C. Line Item Account</b>			
116885	07/25/2022		
Inv	103591299		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/16/2022	New Hire Testing	101-402-4300-000	31.50
Inv 103591299 Total			31.50
116885 Total:			31.50
<b>1450 - Occupational Health Centers of MN, P.C. Total:</b>			31.50
<b>508 - Optum Line Item Account</b>			
116886	07/25/2022		
Inv	10199072472		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/07/2022	May Retiree & Cobra Fees	101-402-4410-000	85.00
Inv 10199072472 Total			85.00
Inv	10199073843		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/08/2022	June Retiree & Cobra Fees	101-402-4410-000	85.00
Inv 10199073843 Total			85.00
116886 Total:			170.00
<b>508 - Optum Total:</b>			170.00

**551 - Premium Waters, Inc. Line Item Account 101-432-4410-500**

116887	07/25/2022		
Inv	608417-06-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	Kandiyohi water	101-432-4410-500	110.14
Inv 608417-06-22 Total			110.14
116887 Total:			110.14

**551 - Premium Waters, Inc. Total:** 110.14

**552 - Press Publications, Inc. Line Item Account**

116888	07/25/2022		
Inv	744553		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2022	Statement of Revenues, Expenses & Changes in Fund Net Position	101-407-4340-000	193.50
Inv 744553 Total			193.50
Inv	744554		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2022	Statement of Cash Flows	101-407-4340-000	193.50
Inv 744554 Total			193.50
Inv	744555		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2022	Summary Financial Report	101-407-4340-000	193.50
Inv 744555 Total			193.50
Inv	744556		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2022	Statement of Net Position	101-407-4340-000	193.50
Inv 744556 Total			193.50
116888 Total:			774.00

**552 - Press Publications, Inc. Total:** 774.00

**1092 - Quadient Finance USA, Inc. Line Item Account**

116889	07/25/2022		
Inv	7/15/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/15/2022	Postage Machine Postage	101-432-4322-000	500.00

Check Number	Check Date		Amount
	Inv 7/15/2022 Total		500.00
			<hr/>
	116889 Total:		500.00
			<hr/>
	<b>1092 - Quadient Finance USA, Inc. Total:</b>		500.00
	<b>1861 - Recreonics, Inc Line Item Account</b>		
	116890 07/25/2022		
	Inv 0889345-IN		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	06/06/2022	Portable guard chair	202-451-4240-301
			3,830.22
	Inv 0889345-IN Total		3,830.22
			<hr/>
	116890 Total:		3,830.22
			<hr/>
	<b>1861 - Recreonics, Inc Total:</b>		3,830.22
	<b>1337 - Roadkill Animal Control Line Item Account</b>		
	116891 07/25/2022		
	Inv June 2022		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	06/19/2022	June Animal Pick-up/Disposal	101-430-4410-000
			95.00
	Inv June 2022 Total		95.00
			<hr/>
	116891 Total:		95.00
			<hr/>
	<b>1337 - Roadkill Animal Control Total:</b>		95.00
	<b>1746 - SCR Line Item Account</b>		
	116892 07/25/2022		
	Inv W77113		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	06/30/2022	Programmed RTU-1	202-451-4300-000
			126.00
	Inv W77113 Total		126.00
			<hr/>
	116892 Total:		126.00
			<hr/>
	<b>1746 - SCR Total:</b>		126.00
	<b>634 - Staples Business Credit Line Item Account</b>		
	116893 07/25/2022		
	Inv 1642804440		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>

Check Number	Check Date		Amount
06/25/2022		Toner, notepads, post-it notes, label tape & file organizer	253.92
06/25/2022		Binder (3)	11.34
Inv 1642804440 Total			265.26
116893 Total:			265.26
<b>634 - Staples Business Credit Total:</b>			265.26
<b>638 - State of MN - Department of Finance Line Item Account</b>			
116894	07/25/2022		
Inv		19-325394-C	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2022	Forfeiture Distribution (cash)	207-420-4300-000	3,353.87
Inv 19-325394-C Total			3,353.87
116894 Total:			3,353.87
<b>638 - State of MN - Department of Finance Total:</b>			3,353.87
<b>655 - TASC - Client Invoices Line Item Account</b>			
116895	07/25/2022		
Inv		IN2434390	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2022	June Admin Fees	101-402-4410-000	120.60
Inv IN2434390 Total			120.60
116895 Total:			120.60
<b>655 - TASC - Client Invoices Total:</b>			120.60
<b>656 - TDS Metrocom MN Line Item Account</b>			
116896	07/25/2022		
Inv		651-464-1150	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2022	Phone Services	601-494-4321-000	39.71
07/13/2022	Phone Services	101-432-4321-000	199.42
Inv 651-464-1150 Total			239.13
116896 Total:			239.13
<b>656 - TDS Metrocom MN Total:</b>			239.13

**659 - Tessman Company Line Item Account**

116897            07/25/2022

Inv    S360351-IN

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/14/2022	Glyphosate Plus	101-450-4211-000	520.49

Inv S360351-IN Total 520.49

116897 Total: 520.49

**659 - Tessman Company Total:**

520.49

**671 - Trans Union LLC Line Item Account**

116898            07/25/2022

Inv    06205745

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/25/2022	Background Checks	101-420-4410-000	32.90
06/25/2022	Background Checks	101-421-4410-000	16.45

Inv 06205745 Total 49.35

116898 Total: 49.35

**671 - Trans Union LLC Total:**

49.35

**687 - U.S. Bank Visa Line Item Account**

116899            07/25/2022

Inv    7/6/2022

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/06/2022	Walmart/Q-tips	101-420-4211-000	5.65
07/06/2022	Tactical Gear/Uniform Allowance - G. Carlson	101-420-4370-000	100.00
07/06/2022	Amazon/Window cleaning tool & bucket	101-432-4211-000	46.27
07/06/2022	Pier B Resort Hotel/LMC Conference Lodging - S. Cotton	101-402-4330-000	506.90
07/06/2022	Mission Critical Concepts/Tuition - M. Carlson	101-420-4330-000	525.00
07/06/2022	Whole Sale Frames/Polystyrene sheets for pictures frames	202-451-4211-000	281.43
07/06/2022	Costco/Dishsoap	101-420-4211-000	11.77
07/06/2022	Amazon/USB hub, wireless keyboard & mouse	101-420-4240-000	42.40
07/06/2022	NeoGov/Job posting - Aquatics Lead	101-402-4340-000	130.00
07/06/2022	Fleet Farm/Uniform Allowance - A. Nelson	101-463-4370-000	61.23
07/06/2022	Bill's Superette/Diesel fuel #256 & asphalt heater	101-431-4212-000	125.00
07/06/2022	Anoka County/April 2022 Language Line	101-420-4300-000	28.84
07/06/2022	NeoGov/Job posting - Lifeguard	101-402-4340-000	130.00
07/06/2022	Target/Swearing-In supplies	101-420-4211-000	8.38
07/06/2022	Site One Landscape/Spinkler heads	101-450-4211-000	522.74
07/06/2022	Amazon/Hose reel cart & scrub brushes	202-451-4240-000	230.33
07/06/2022	VistaPrint/Business cards - D. Thill & J. Crowe	101-420-4200-000	66.99
07/06/2022	Home Depot/Sprinkler heads	101-450-4211-000	140.87
07/06/2022	Amazon/Uniform Allowance - Dep Exp	101-420-4370-000	39.99
07/06/2022	Amazon/Sauna timer	202-451-4240-000	65.98
07/06/2022	Costco/Costco membership	101-420-4452-000	60.00
07/06/2022	Amazon/Vinyl tablecloth	101-420-4200-000	28.99

Check Number	Check Date		Amount
07/06/2022	Meta/Rookery facebook ads	202-451-4900-000	34.99
07/06/2022	Shutterstock/Stock photos monthly license fee	204-499-4452-000	29.00
07/06/2022	Frattallone's/Garden Spade	101-461-4240-000	32.99
07/06/2022	AV Now/Aqua fitness speaker/mic	202-451-4240-000	799.98
07/06/2022	Walmart/Batteries	202-451-4211-000	36.21
07/06/2022	Lehigh Valley Abrasives/4.5" abrasive cutoff wheels for the shop	101-431-4211-000	137.29
07/06/2022	Amazon/Window cleaning soap	101-432-4211-000	10.97
07/06/2022	Street Smart Cop/Tuition - A. Ng	101-420-4330-000	299.00
07/06/2022	Canva/Monthly subscription	202-451-4410-000	12.99
07/06/2022	WhenIWork/Monthly subscription fee	202-451-4310-000	220.00
07/06/2022	Amazon/Battery	101-421-4211-000	17.99
07/06/2022	Amazon/Rebreather oxygen masks	202-451-4240-000	20.00
07/06/2022	Image Printing/June UB Statements	602-495-4322-000	328.07
07/06/2022	Costco/Swearing-In supplies	101-420-4211-000	39.97
07/06/2022	Amazon/Returned armory cleaning supplies	101-420-4211-000	-11.10
07/06/2022	Amazon/Pool wristbands	202-451-4240-000	9.99
07/06/2022	Amazon/AED kit	202-451-4200-000	19.00
07/06/2022	All Seasons Rental/Sod cutter for town center sod repair	101-450-4415-000	50.70
07/06/2022	Amazon/Thermal laminating pouches	101-432-4200-000	67.59
07/06/2022	All Seasons Rental/Mixing trailer for Clearwater Creek project	101-450-4415-000	276.10
07/06/2022	Lynn Peavey Company/Evidence packaging	101-420-4211-000	219.67
07/06/2022	UofM/Tuition - T. Paulno	602-495-4330-000	330.00
07/06/2022	Amazon/Paper letter tray organizers	101-421-4200-000	47.70
07/06/2022	Amazon/Cleaning cloths, front desk bell & sign	101-432-4200-000	34.96
07/06/2022	Home Depot/Hockey boards replacement - Sunrise Park	101-450-4211-000	11,300.58
07/06/2022	Amazon/Printer cable	101-420-4200-000	6.11
07/06/2022	Amazon/Uniform Allowance - W. Owens	101-420-4370-000	39.99
07/06/2022	Amazon/Swim lesson toys	202-451-4200-603	35.97
07/06/2022	LTG Power/4 gallon cans of straight gas & 28 quarts mixed gas	101-421-4211-000	199.40
07/06/2022	Amazon/Aquatics supplies	202-451-4200-000	586.40
07/06/2022	Amazon/Mobile charging cart for election poll pads	101-403-4200-000	261.79
07/06/2022	Home Depot/Reciprical saw blades	101-430-4224-000	29.97
07/06/2022	Amazon/Business Prime Renewal Membership	101-432-4452-000	179.00
07/06/2022	Amazon/Trailer plugs	101-431-4221-000	200.65
07/06/2022	Amazon/Pulse oximeter & blood pressure monitor	101-421-4240-000	50.90
07/06/2022	Amazon/Pool wristbands	202-451-4240-000	14.99
07/06/2022	Amazon/Swim lesson toy & clipboard	202-451-4200-603	23.72
07/06/2022	Amazon/Planner	101-432-4200-000	9.89
07/06/2022	Image Printing/June UB Statements	601-494-4322-000	328.07
07/06/2022	Zoom/Zoom Standard Pro Annual License (Pro-Rated) - HR Asst	101-407-4310-000	109.65
07/06/2022	NeoGov/Job posting - Swim Instructor	101-402-4340-000	130.00
07/06/2022	Target/Gift cards for employee recognition program	101-401-4900-000	100.00
07/06/2022	Amazon/Carpet chairmats & command hooks	101-432-4200-000	873.32
07/06/2022	Amazon/Masks, label tape, cleaning brushes, wall clock & markers	202-451-4240-000	150.35
07/06/2022	Amazon/Swim lesson toys	202-451-4200-603	59.97
07/06/2022	BCA Training/Cancelled Tuition - A. Turner	101-402-4330-000	-250.00
07/06/2022	Verizon/Monthly cell phone service	101-421-4321-000	181.25
07/06/2022	Home Depot/Mounting hardware & wasp spray	602-495-4211-000	56.32
07/06/2022	Amazon/Swim lesson storage bins (4)	202-451-4200-603	111.96
07/06/2022	Verizon/Monthly cell phone service	101-420-4321-000	1,876.49
07/06/2022	Main Street Marketers/Logo for Rookery & Endurance Fitness	202-451-4900-000	200.00
07/06/2022	All Seasons Rental/Mixing trailer for Clearwater Creek project	101-450-4415-000	276.10
07/06/2022	Amazon/Keyboard & batteries	101-432-4200-000	34.71
07/06/2022	Image Printing/June UB Statements	602-495-4410-000	124.42
07/06/2022	Lands End/Uniform Allowance - B. Holmes	101-422-4370-000	168.18
07/06/2022	Amazon/Armory cleaning supplies	101-420-4211-000	11.10
07/06/2022	PetSuites Blaine/Deposit to hold a boarding spot for Argos	211-420-4330-000	25.00
07/06/2022	Home Depot/Adhesive felt for squad rifle locks	101-420-4240-000	13.72

Check Number	Check Date		Amount
07/06/2022	Holiday/May car washes	101-431-4300-000	478.50
07/06/2022	DigiQuatics/Records software	202-451-4310-000	199.52
07/06/2022	Watersafety/CPR masks, whistles & lifeguard incentive charms	202-451-4240-000	326.51
07/06/2022	Anoka County/Radio battery	101-420-4211-000	106.50
07/06/2022	Home Depot/Mounting tape	202-451-4211-000	45.76
07/06/2022	Anoka County/Permit fee for working in ROW	101-430-4410-000	150.00
07/06/2022	Home Depot/Rug - Aquatics office	202-451-4240-000	188.75
07/06/2022	Amazon/Pool net	202-451-4240-000	36.43
07/06/2022	Amazon/Armory cleaning supplies	101-420-4211-000	111.73
07/06/2022	WhenIWork/Added 20 employees	202-451-4310-000	80.00
07/06/2022	Amazon/Swim lesson toys	202-451-4200-603	36.94
07/06/2022	Amazon/Water filter for ice machine	101-432-4211-500	34.82
07/06/2022	Costco/Retirement cakes	101-420-4211-000	39.98
07/06/2022	GFOA/Certificate of Achievement Review Fee FY2021	101-407-4452-000	530.00
07/06/2022	Amazon/Uniform Allowance - K. Kraemer	101-420-4370-000	103.93
07/06/2022	Home Depot/Replacement reciprical saw	101-430-4240-000	179.00
07/06/2022	Canvas On Demand/Rookery posters	202-451-4900-000	201.88
07/06/2022	Amazon/Aquatics supplies	202-451-4200-603	129.33
07/06/2022	Amazon/Extension cord	202-451-4240-000	10.81
07/06/2022	Calibre Press/Tuition - S. Bergeron	101-420-4330-000	359.00
07/06/2022	Zoro/Replacement lightbar/strobe #117	101-431-4221-000	271.63
07/06/2022	Image Printing/June UB Statements	601-494-4410-000	124.42
07/06/2022	MBFTE/Firefighter licenses	101-421-4300-000	150.00
07/06/2022	Displays2Go/Sign holders & flag	202-451-4240-000	652.31
07/06/2022	Amazon/Glucose gel for crash bag	202-451-4211-000	20.52
07/06/2022	Verizon/Monthly cell phone service	101-420-4321-000	1,876.51
07/06/2022	Target/Returned baby gate	202-451-4211-301	-79.99
07/06/2022	All Seasons Rental/Mixing trailer for Clearwater Creek project	101-450-4415-000	227.56
07/06/2022	Amazon/Hose	202-451-4240-000	99.95
07/06/2022	Home Depot/Air freshner, paint brushes, sponge & cleaner	202-451-4211-000	24.67
07/06/2022	Amazon/Band-Aids	101-420-4211-000	13.94
07/06/2022	Amazon/Retirement banner	101-420-4200-000	7.98
07/06/2022	Anoka County/Battery	101-420-4211-000	106.50
07/06/2022	Pizza-T/Interview supplies	101-420-4211-000	41.20
07/06/2022	Dolan Consulting Group/Tuition - D. Thill	101-420-4330-000	95.00
07/06/2022	LTG Power/Repair chainsaw	101-421-4240-000	148.03
07/06/2022	Home Depot/Drill bits for Clearwater Creek project	101-450-4211-000	39.35
07/06/2022	Home Depot/Scour pad	202-451-4211-000	10.16
07/06/2022	Site One Landscape/Spinkler heads	101-450-4211-000	196.36
07/06/2022	Imprint.com/Rookery yard signs	202-451-4900-000	307.35
07/06/2022	Anoka County/May 2022 Language Line	101-420-4300-000	120.51
07/06/2022	All Seasons Rental/Mixing trailer for Clearwater Creek project	101-450-4415-000	276.10
07/06/2022	Amazon/Cake knife & server sets (2)	101-420-4200-000	23.98
07/06/2022	Elite Survival Systems/Uniform Allowance - K. Kraemer	101-420-4370-000	83.45
07/06/2022	Home Depot/Wall anchors & screws	202-451-4240-000	36.11
07/06/2022	Amazon/Expo markers & eraser	101-420-4200-000	13.81
07/06/2022	Amazon/Armory cleaning supplies	101-420-4211-000	16.61
07/06/2022	Amazon/Swim lesson toys	202-451-4200-603	62.95
07/06/2022	Meta/Rookery facebook ads	202-451-4900-000	8.38
07/06/2022	STORM/Tuition Refund - N. Hamann & M. Carlson	101-420-4330-000	-1,047.90
07/06/2022	MRWA/Tuition - K. Dubois	602-495-4330-000	175.00
07/06/2022	Amazon/Batteries	202-451-4240-000	22.85
07/06/2022	Amazon/Coffee pot cleaning brush, laptop cable lock & label tape	202-451-4200-000	50.26
07/06/2022	Amazon/Calculators	202-451-4200-000	25.94
07/06/2022	Bill's Superette/Non-oxy fuel	101-431-4212-000	119.75
07/06/2022	Amazon/Pool volleyball	202-451-4240-000	20.98
07/06/2022	Amazon/Green coded stickers for CD	101-432-4200-000	7.99
07/06/2022	Amazon/Push bumper trim strip #316	101-431-4221-000	15.56

Check Number	Check Date		Amount
07/06/2022	Home Depot/Cleaning spray & toggle bolt	202-451-4240-000	19.04
07/06/2022	MRWA/Tuition - L. Chapman	602-495-4330-000	175.00
07/06/2022	Site One Landscape/PVC pipe	101-450-4211-000	21.36
07/06/2022	Amazon/Label tape	202-451-4200-000	25.99
07/06/2022	Chewy/Canine food	211-420-4211-000	52.06
07/06/2022	Verizon/Monthly cell phone service	101-421-4321-000	181.25
07/06/2022	Home Depot/Drain tile & connectors for Clearwater Creek project	101-450-4211-000	189.32
07/06/2022	PetSuites Blaine/Canine lodging	211-420-4330-000	101.00
07/06/2022	Anoka County/Speaker microphone	101-420-4240-000	107.73
07/06/2022	Amazon/Pool wristbands	202-451-4240-000	14.99
07/06/2022	Mission Critical Concepts/Tuition - N. Hamann	101-420-4330-000	525.00
07/06/2022	Kaplan/Chairs for child watch area (12)	202-451-4240-301	701.52
07/06/2022	Amazon/Pool basketball	202-451-4240-000	25.98
07/06/2022	Amazon/2 boxes of velcro	101-421-4211-000	39.88
Inv 7/6/2022 Total			33,638.08
116899 Total:			33,638.08
<b>687 - U.S. Bank Visa Total:</b>			33,638.08
<b>1896 - Utility Logic, LLC Line Item Account</b>			
116900	07/25/2022		
Inv	13500		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2022	Locator	601-494-4240-000	566.00
07/11/2022	Locator	602-495-4240-000	566.00
Inv 13500 Total			1,132.00
116900 Total:			1,132.00
<b>1896 - Utility Logic, LLC Total:</b>			1,132.00
<b>698 - Valley-Rich Co., Inc. Line Item Account</b>			
116901	07/25/2022		
Inv	30900		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/19/2022	Traffic control services for Otter Lake Rd water main break	601-494-4300-000	9,873.02
Inv 30900 Total			9,873.02
116901 Total:			9,873.02
116902	07/25/2022		
Inv	7/14/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/14/2022	Hydrant Meter Rental Refund	601-000-3855-000	-20.00
07/14/2022	Hydrant Meter Rental Refund	801-000-2301-000	600.00
07/14/2022	Hydrant Meter Rental Refund	601-000-3714-000	-25.00



Check Number	Check Date	Amount
Inv 7/14/2022 Total		555.00
116902 Total:		555.00
<b>698 - Valley-Rich Co., Inc. Total:</b>		10,428.02
<b>1104 - Walters Recycling &amp; Refuse Line Item Account</b>		
116903	07/25/2022	
Inv 6289491		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
07/10/2022	Trash & Recycling	202-451-4384-000
		237.33
Inv 6289491 Total		237.33
Inv 6289576		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
07/10/2022	Trash & Recycling	101-450-4384-000
		161.53
07/10/2022	Organic Recycling	101-462-4410-000
		107.42
07/10/2022	Trash & Recycling	101-432-4384-502
		118.64
07/10/2022	Trash & Recycling	101-432-4384-501
		40.83
07/10/2022	Organic Recycling	101-462-4410-000
		85.15
07/10/2022	Trash & Recycling	101-432-4384-500
		294.51
07/10/2022	Organic Recycling	101-462-4410-000
		72.05
07/10/2022	Trash & Recycling	101-432-4384-503
		401.18
07/10/2022	Organic Recycling	101-462-4410-000
		68.12
Inv 6289576 Total		1,349.43
116903 Total:		1,586.76
<b>1104 - Walters Recycling &amp; Refuse Total:</b>		1,586.76
Total:		569,008.63



Electronic Funds Transfer  
MN Statute 471.38 Subd. 3

### Council Meeting July 25, 2022

Transfer In/(Out)

7/15/2022 HAS Bank ER Contribution (Natzke)	(125.00)
7/8/2022 Payroll #14	(194,282.76)
7/8/2022 Payroll #14 Federal Deposit	(57,940.88)
7/8/2022 Payroll #14 PERA	(51,677.18)
7/8/2022 Payroll #14 State	(12,754.99)
7/8/2022 Payroll #14 Child Support	(1,020.80)
7/8/2022 Payroll #14 H.S.A. Bank Pretax	(4,069.40)
7/8/2022 Payroll #14 TASC Pretax	(1,100.78)
7/8/2022 Payroll #14 ICMA 457 Def. Comp #301596	(4,045.00)
7/8/2022 Payroll #14 ICMA Roth IRA #706155	(905.75)
7/8/2022 Payroll #14 MSRS HCSP #98946-01	(2,079.67)
7/8/2022 Payroll #14 MSRS Def. Comp #98945-01	(3,957.00)
7/8/2022 Payroll #14 MSRS Roth IRA #98945-01	(834.00)
7/8/2022 Transfer to FRB Money Market	(3,800,000.00)
7/11/2022 Transfer to 4M/PMA	(1,567,235.00)
7/11/2022 Transfer to MCM	(1,567,235.00)
7/13/2022 Sales & Use Tax	(2,847.00)
7/15/2022 Building & Permit Surcharge	(1,236.13)
7/18/2022 Debt Service Wire	(220,201.88)
7/18/2022 Debt Service Wire	(9,637.50)
7/18/2022 Debt Service Wire	(17,347.50)

**CITY COUNCIL WORK SESSION**

**DRAFT**

**CITY OF LINO LAKES  
MINUTES**

1  
2  
3  
4  
5  
6  
7  
8  
9  
  
10  
11  
12  
  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44

**DATE** : July 11, 2022  
**TIME STARTED** : 6:00 p.m.  
**TIME ENDED** : 6:25 p.m.  
**MEMBERS PRESENT** : Councilmember Stoesz, Lyden, Ruhland,  
Cavegn and Mayor Rafferty  
**MEMBERS ABSENT** :

Staff members present: City Administrator Sarah Cotton; Director of Public Safety John Swenson; Human Resources and Communications Manager Meg Sawyer; City Clerk Julie Bartell

**1. Review Regular Agenda –**

The council received an update on staffing at The Rookery. Human Resources and Communications Manager Sawyer noted that staffing has gone well, only one position was vacated and there will be some additional hiring required as summer-only personnel moves on.

City Clerk Bartell provided an update on the upcoming election, including election judge hiring.

**Item 3A – Record Tech Position –** Human Resources and Communications Manager Sawyer reviewed her report recommending the appointment of Daniel Howell.

Not on Printed Agenda – Mayor Rafferty asked for an update on fire equipment needs. Public Safety Director Swenson explained that the department has formed a committee that will develop specifications for the new tenders. Recommendations, possibly ready for the August work session, are forthcoming.

The Rookery Update – Administrator Cotton noted that membership is trickling in, about as expected for the summer. A grand opening will be planned for September with participation from the council. Improvements to the facility are pretty much done. Feedback has been very good as far as improvements and there is excitement on the part of former members to return to the facility. Mayor Rafferty noted that staff from across the departments has helped to bring it together; he is excited to watch the project come together. Councilmember Stoesz asked if there has been any rental activity and Ms. Cotton remarked that there has been a couple of birthday parties as well as a wedding request. All activity is expected to pick up after summer. Councilmember Lyden noted that the City watches pay equity and he wonders if there is anything to report in that area; Administrator Cotton remarked that she feels like pay equity numbers for the City have leveled out although she isn't familiar with how part time workers are impacting those figures.

**CITY COUNCIL WORK SESSION**

**DRAFT**

45 Public Works Facility Tour – Mayor Rafferty suggested that the council tour the new  
46 Hugo public works facility, sooner rather than later. Councilmember Lyden suggested  
47 that, ahead of any tour, he’d like staff to provide their opinion on what is needed; where  
48 updates are needed for this City. Mayor Rafferty noted his rationale for seeking an  
49 improved facility. Councilmember Lyden remarked that considering finances is an  
50 important element as well.

51 **2. Adjourn**

52  
53 The meeting was adjourned at 6:25 p.m.

54  
55 These minutes were considered, corrected and approved at the regular Council meeting held on  
56 July 25, 2022.

57  
58  
59  
60  
61  
62

---

Julianne Bartell, City Clerk

---

Rob Rafferty, Mayor

**COUNCIL MINUTES**

**DRAFT**

**LINO LAKES CITY COUNCIL  
REGULAR MEETING  
MINUTES**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38

**DATE** : July 11, 2022  
**TIME STARTED** : 6:30 p.m.  
**TIME ENDED** : 6:35 p.m.  
**MEMBERS PRESENT** : Councilmember Stoesz, Lyden,  
Ruhland, Cavegn and Mayor Rafferty  
**MEMBERS ABSENT** :

Staff members present: City Administrator Sarah Cotton; Human Resources and Communications Manager Meg Sawyer; Director of Public Safety John Swenson; City Clerk Julie Bartell

**PUBLIC COMMENT**

There were no public comments.

**SETTING THE AGENDA**

The agenda was approved as presented.

**CONSENT AGENDA**

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

**ITEM** **ACTION**

**Consideration of Expenditures:**

- |    |   |          |
|----|---|----------|
| A) | Consider Approval of Expenditures for July 11, 2022 (Check No. 116725 through 116832) in the Amount of \$701,120.93 | Approved |
| B) | Consider Approval of June 27, 2022 Work Session Minutes   | Approved |
| C) | Consider Approval of June 27, 2022 Council Minutes  | Approved |
| D) | Consider Approval of Appointment of Rookery Part-Time Staff   | Approved |
| E) | Consider Approval of Resolution No. 22-69, Election Judge Appointments  | Approved |
| F) | Consider Approval of Resolution No. 22-70, Peddler License for Daniel Chrzanowski, Edward Jones Financial           | Approved |
| G) | Consider Approval of Separation Agreement 2022-01   | Approved |

**FINANCE DEPARTMENT REPORT**

There was no report from the Finance Department.

**ADMINISTRATION DEPARTMENT REPORT**

**COUNCIL MINUTES**

**DRAFT**

39 **3A) Consider Approval of Appointment of Streets and Stormwater Maintenance Worker –**  
40 Human Resources and Communications Manager Sawyer reviewed her written staff report. Staff is  
41 recommending the appointment of Daniel Howell, who is currently working as a temporary in the  
42 Public Works Department.

43 Councilmember Ruhland moved to approve the appointment of Danial Howell as recommended.  
44 Councilmember Cavern seconded the motion. Motion carried on a voice vote.

45 **3B) Consider Approval of Appointment of Records Technician -** Human Resources and  
46 Communications Manager Sawyer reviewed her written staff report. Staff is recommending the  
47 appointment of AnnMarie Busack, at the Step 4 rate of pay.

48 Councilmember Cavegn moved to approve the appointment of AnnMarie Busack as recommended.  
49 Councilmember Lyden seconded the motion. Motion carried on a voice vote. .

50 **PUBLIC SAFETY DEPARTMENT REPORT**

51 There was no report from the Public Safety Department.

52 **PUBLIC SERVICES DEPARTMENT REPORT**

53 There was no report from the Public Safety Department.

54 **COMMUNITY DEVELOPMENT REPORT**

55 There was no report from the Community Development Department.

56 **UNFINISHED BUSINESS**

57 There was no Unfinished Business.

58

59 **NEW BUSINESS**

60 There was no New Business.

61

62 **COMMUNITY EVENTS**

63 There were no events announced.

64 **COMMUNITY CALENDAR**

<i>Community Calendar – A Look Ahead</i>		
<b>July 11, 2022 through July 25, 2022</b>		
67	🚦 Wednesday, July 13	6:30 pm, Council Chambers Planning & Zoning Board
68	🚦 Monday, July 25	6:00 pm, Community Room Council Work Session
69	🚦 Monday, July 25	6:30 pm, Council Chambers City Council Meeting

70

71 **ADJOURN**

72

73 There being no further business, Councilmember Ruhland moved to adjourn at 6:35 p.m.  
74 Councilmember Cavegn seconded the motion. Motion carried on a voice vote.

75

76 These minutes were considered and approved at the regular Council Meeting on July 25, 2022.

77

78

**COUNCIL MINUTES**

**DRAFT**

79  
80  
81  
82

---

Julianne Bartell, City Clerk

---

Rob Rafferty, Mayor

**CITY COUNCIL  
AGENDA ITEM 1D**

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: July 25, 2022

TOPIC: Postage Machine Lease

VOTE REQUIRED: 3/5

**INTRODUCTION**

The City owns its current postage machine and recently received the annual invoice for standard maintenance which increased 25% from the previous year. The increase is due to the age of the machine which prompted City staff to analyze buying vs. leasing a new machine.

**BACKGROUND**

The City’s current postage machine is an IN-700. It was purchased in 2016 for \$3,825. An invoice is received annually for the standard maintenance contract, meter rental, and rate maintenance. The current annual invoice totals \$1,826.31. In addition, the machine will be non-compliant with the USPS within 2 years because of a new IMI barcode requirement which is not present on the machine.

Quadient provided a proposal, including lease and buy options, for an iX-5 machine. The iX-5 is a smaller machine than the IN-700 which is more appropriate for the City’s postage volume. The iX-5 also has the IMI barcode needed to be compliant with the USPS.

Leasing the iX-5 will save money over the life of the lease compared to owning the machine and paying the increased standard maintenance every year. A lease locks in the 5-year monthly payment, is part of the State of Minnesota negotiated pricing, and the 1<sup>st</sup> year of standard maintenance is free which is calculated into the lease amount.

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Total</u>
Lease	\$ 2,108.16	\$ 2,108.16	\$ 2,108.16	\$ 2,108.16	\$ 2,108.16	\$ 10,540.80
Buy						
Machine	\$ 3,985.00	\$ -	\$ -	\$ -	\$ -	\$ 3,985.00
Meter Rental	\$ 480.00	\$ 480.00	\$ 480.00	\$ 480.00	\$ 480.00	\$ 2,400.00
Maint Contract	\$ 768.00	\$ 806.40	\$ 887.04	\$ 1,020.10	\$ 1,224.12	\$ 4,705.65
	\$ 5,233.00	\$ 1,286.40	\$ 1,367.04	\$ 1,500.10	\$ 1,704.12	\$ 11,090.65

The old machine has no salvage value and will be disposed of. Quadient will deliver and provide training on the new iX-5 machine.



**RECOMMENDATION**

Staff recommends disposing of the current IN-700 Postage Machine and leasing an iX-5 Postage Machine from Quadient.

**ATTACHMENTS**

Quadient iX-5 Postage Machine Proposal



# BUSINESS CASE

## iX-5 Auto Feed Mailing Machine

Prepared for: **City of Lino Lakes**

Proposal date: **7/11/22**

Valid until: **7/31/22**

Submitted by: **Brian Dykhuizen**  
**Senior Account Executive**  
[b.Dykhuizen@quadiant.com](mailto:b.Dykhuizen@quadiant.com)  
**(320) 282-2305**



## Executive Summary

---

The City of Lino Lakes has been a customer of Quadient for over 16 years. During my meeting with Hannah Lynch, we discussed how the mail volume has decreased because the utility bills are being outsourced. Hannah also presented the current annual maintenance invoice, and it has increased on a yearly basis. Currently the City of Lino Lakes owns their mailing machine and pays for the meter rental and annual maintenance. I also informed Hannah that the current mailing machine will be non-compliant with the USPS within 2 years because of the new IMI barcode required on the meter. I agreed to provide Hannah with pricing and information on a new machine and provide both purchase and leasing options that she could present at the July 25<sup>th</sup> meeting.

### Current Mailing Situation

- Currently own an IN-700 mailing machine that is now a larger machine than is needed for their current volume.
- The annual maintenance continues to increase due to the age and size of the machine.
- The USPS is requiring all mailing machines to have the new IMI barcode within the next 2 years so the IN-700 will be non-compliant.
- The machine is over 6 years old and starting to show its age.

### Quadient Recommendations

- Quadient recommends right sizing the mailing machine to an iX-5 auto feed which is more appropriate for the volume.
- The new iX-5 has the IMI barcode needed to be compliant with the USPS.
- Quadient also recommends leasing the new machine to help control costs by locking in the monthly amount for 5 years.

### New Equipment Impact

- The Quadient iX-5 mailing machine is very similar to the current machine so there will be minimal disruption with the installation.
- The new iX-5 is already manufactured with the new USPS IMI barcode requirements so there will be no down time when the process is implemented.
- The proposed lease amount will save money over the life of the lease vs owning the current machine and paying the increased maintenance every year.



# Financial Considerations

## Product Summary

- iX-5 Auto feed mailing machine
- 5lb. Scale
- USPS compliant meter with new IMI barcode
- NASPO – State of MN negotiated pricing
- 1<sup>st</sup> year maintenance is free calculated into the lease amount
- Lease includes: Meter rental, maintenance and machine all in one amount

Investment Summary: Lease		Valid Until: 7/31/22
01	60-month lease	\$175.68/month
02	Freight, delivery & installation	Included
03	Meter rental	Included
04	Equipment maintenance	Included
05	Software license & support	Included
<b>Total Monthly Cost</b>		<b>\$175.68/month</b>

## Additional Business Impact/Notes

- Includes professional installation and expert training
- Currently pay \$152.20/mo. for maintenance and meter rental.
- The next yearly invoice will increase to \$182.44/mo. which is more than the new lease amount will be for the 60 months.



# Financial Considerations

## Product Summary: Purchase

- iX-5 Auto feed mailing machine
- 5lb. Scale
- USPS compliant meter with new IMI barcode
- NASPO – State of MN negotiated pricing
- 1<sup>st</sup> year maintenance is free
- Yearly maintenance cost subject to increase

Investment Summary		Valid Until: 7/31/22
01	iX-5 Auto feed mailing machine purchase	\$3,985
02	Freight, delivery & installation	Included
03	Meter rental	\$40/mo.
04	Equipment maintenance	\$768/yr.
05	Software license & support	Included

## Additional Business Impact/Notes

- Includes professional installation and expert training
- Currently pay \$152.20/mo. for maintenance and meter rental.
- The next yearly invoice will increase to \$182.44/mo. which is more than the new lease amount will be for the 60 months.



# Financial Analysis

Expense Description	Current	Proposed
Cost Factor A	\$XX,XXX	\$XX,XXX
Cost Factor B	\$XX,XXX	\$XX,XXX
Cost Factor C	\$XX,XXX	\$XX,XXX
Cost Factor D	\$XX,XXX	\$XX,XXX
Cost Factor E	\$XX,XXX	\$XX,XXX
<b>Total Monthly Operational Costs</b>	<b>\$XX,XXX</b>	<b>\$XX,XXX</b>
<b>Monthly Lease Investment</b>		<b>\$XX,XXX</b>
<b>Projected Monthly Savings</b>		<b>\$XX,XXX</b>
<b>Projected Savings Over Lease Term</b>		<b>\$XX,XXX</b>

## TITLE OF ADDITIONAL INFO SECTION

- Text 1
- Text 2
- Text 3
- Text 4
- Text 5
- Text 6



## Product Overview



### iX-5 AF MAILING SYSTEM

A compact and efficient  
automatic-feed mail  
processing solution

#### Key Capabilities

- Intuitive control panel with a color screen and shortcut keys for your most-used rates and imprints
- Quiet inkjet printing with convenient low-ink alerts sent automatically via email
- Meets the latest Intelligent Mail Indicia (IMI) and Dimensional Weighing (DIM) USPS® requirements
- Automatic feeding of postcards, letters or large envelopes up to 1/2" thick
- Dependable envelope sealing that secures the contents of your mail pieces
- Weigh platform auto-adjusts the postage amount for extra-thick envelopes or boxed packages
- Integrated postage label dispenser for easy processing of bulky letters and large envelopes
- Reach productivity levels as high as 110 metered letters per minute
- Safeguard your stored postage with PIN code access for each of your operators
- Track pieces processed and postage used for 100 or more accounts/departments
- LAN or wireless connection to refill postage instantly and update postal rates automatically
- Download artwork to print onto your mail pieces – use our free library or create your own
- Uploads postage usage data to your Myquadiant online account for quick and easy analysis
- Download postage anytime and pay for it later using Quadiant Postage Funding



# Customer Quotes

## Government – Quadiant customers tell an independent third party what they think about us:

QUADIANT CUSTOMER SATISFACTION RATING

Angelia Stovall, an Operations Manager at City of Los Angeles, would be very likely to recommend Quadiant for this reason:

**“The team has provided excellent service over the years.**

Source: Angelia Stovall, Operations Manager, City of Los Angeles

Validated Published: Nov. 9, 2021 TVID: 13C-A9F-11F



Based on a response of 10 to the question "On a scale of 0-10, how likely would you be to recommend Quadiant?"

QUADIANT CUSTOMER SATISFACTION RATING

Carl Larkerbrink, a Business Professional at City of Warrensburg, would be very likely to recommend Quadiant for this reason:

**“Reliable equipment**

Source: Carl Larkerbrink, Business Professional, City of Warrensburg

Validated Published: Nov. 9, 2021 TVID: 7DB-E36-2F4



Based on a response of 10 to the question "On a scale of 0-10, how likely would you be to recommend Quadiant?"

QUADIANT CUSTOMER SATISFACTION RATING

Tony Brito, a Compliance Officer at New Jersey Local Government – Contract, would be very likely to recommend Quadiant for this reason:

**“The system is easy to operate and it's more affordable than the competitor.”**

Source: Tony Brito, Compliance Officer, New Jersey Local Government - Contract

Validated Published: Jan. 15, 2020 TVID: FBC-94D-634



Based on a response of 10 to the question "On a scale of 0-10, how likely would you be to recommend Quadiant?"

QUADIANT CUSTOMER SATISFACTION RATING

Gary Easton, a Procurement Director at Lapeer County Medical Care Facility, would be very likely to recommend Quadiant for this reason:

**“I would be very likely to recommend Quadiant because of their professional customer service and ease of use of the product.**

Source: Gary Easton, Procurement Director, Lapeer County Medical Care Facility

Validated Published: Jan. 7, 2020 TVID: C30-F99-FC0



Based on a response of 10 to the question "On a scale of 0-10, how likely would you be to recommend Neopost?"

QUADIANT CUSTOMER SATISFACTION RATING

Adolfo Castano, a Supervisor Reprographcis / IT at City of Beverly Hills, would be likely to recommend Quadiant for this reason:

**“Because the Tech's are great and friendly!**

Source: Adolfo Castano, Supervisor Reprographcis / IT, City of Beverly Hills

Validated Published: Nov. 9, 2021 TVID: 532-F90-29E



Based on a response of 8 to the question "On a scale of 0-10, how likely would you be to recommend Quadiant?"

QUADIANT CUSTOMER TESTIMONIAL

**“Automated absentee ballot insertion will revolutionize our operations**

— Andy Lokken, Director, Dakota County

Source: Andy Lokken, Director, Dakota County

Validated Published: Nov. 9, 2021 TVID: F68-F73-230







Quadi<sup>ent</sup> Leasing, the financial services arm of Quadi<sup>ent</sup>, Inc., is a multi-million-dollar leasing company that provides single-source, customized and customer-friendly leasing programs.

Because leasing leverages technology while providing simplified financing and cash flow forecasting, most customers choose to lease their Quadi<sup>ent</sup> product solutions. Other unique benefits of leasing with Quadi<sup>ent</sup> Leasing include:

**No Need to Compromise.** Leasing offers you the technology and associated productivity you require while meeting cash flow needs. Lease term lengths typically correspond to the useful life of hardware, so you're paying for the equipment as you use it rather than all at once.

**Conserve Working Capital and Credit.** By leasing with Quadi<sup>ent</sup> Leasing, your organization can retain available lines of credit at other lending institutions and preserve valuable working capital to grow and manage your business.

**Leasing Is 100% Financing.** Unlike a bank loan, there is no down payment required to lease with Quadi<sup>ent</sup> Leasing. Soft costs such as meter rental, maintenance agreements and software subscriptions can also be included in your lease payment and fixed for the entire term.

**Overcome Budget Limitations.** In situations where active budgets would ordinarily delay or prevent new equipment acquisitions, Quadi<sup>ent</sup> Leasing can customize your lease agreement to accommodate both current and future budgetary requirements.

**Flexibility.** As a Quadi<sup>ent</sup> customer, we provide your organization with maximum flexibility to upgrade or add equipment at any time in order to satisfy changes in your business requirements.

**Keep Pace with Technology.** Technology advances so rapidly that equipment can become obsolete within a few years. Leasing allows you to regularly upgrade systems to a state-of-the-art level, eliminating the inefficiencies associated with owning outdated equipment.



**EXPERIENCE**  
A rich history of  
world-class leadership



**PROVEN RESULTS**  
96% customer  
satisfaction rate



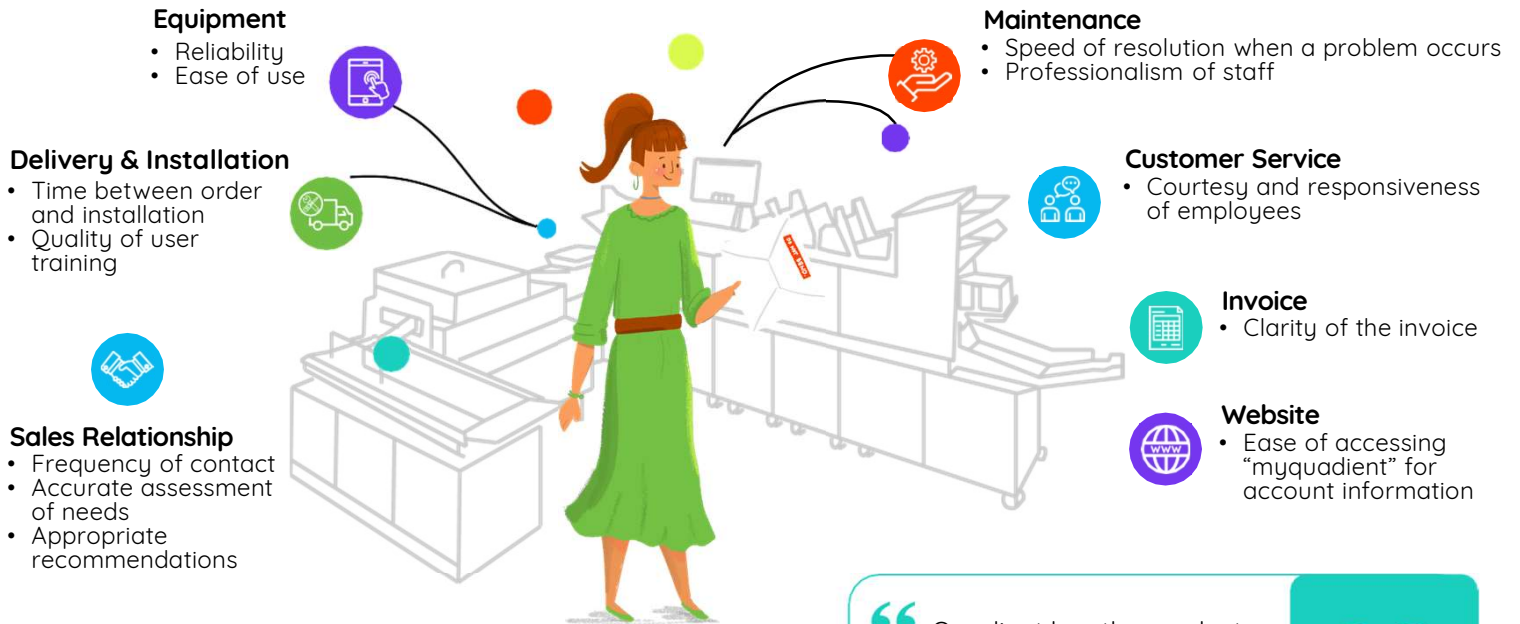
**EXPERTISE**  
8 billion personalized  
experiences annually



**BACKED BY THE EXPERTS**  
Gartner, Forrester,  
and Aspire

A 2020 survey by Init Satisfaction, an independent market research agency, found that **Quadiant customers are highly satisfied** with the company. Insight from 1,900 customers depicts that customers view their partnership with Quadiant very highly, with an **overall satisfaction rate of 97%**. They view Quadiant as a **trusted partner that cares about their customers**.

## Key Satisfaction Reasons:



“ The equipment helps my team perform timely and accurate communications to our customers. ”  
- Facilities Manager, Enterprise Bank Company

“ Quadiant has the products to elevate your business. ”  
- Tyler Fuerst, Director, RAS

“ The Quadiant system makes mailing jobs much easier to finish on time and to increase the amount of mailings we do. ”  
- Charleigh Nelson, Distribution Specialist, International Business Ventures

“ We have gained the ability to process high volumes of documents as well as overall cost savings in mailing operations. ”  
- Janet Lee Preston, Operations Supervisor, United Parcel Service

“ Quadiant has a very good selection of products to choose from. Their equipment helps us get mailings together in a neat, timely manner. ”  
- Dave Ebert, Logistics Manager, Pittsburgh Pirates

Source: Customer satisfaction survey conducted among 1,900 MRS customers in USA, France, Benelux & UK, Oct-Nov 2020, performed by Init Satisfaction, an independent market research agency



**Maximize productivity and efficiency with proven customer support**

With 95 years of experience and a robust nationwide network, Quadiant is the right business partner to keep your mail and parcel operations running smoothly.

**Comprehensive support includes:**

- US-Based Customer Service**  
Local support staff with the knowledge and resources to answer your questions and schedule on-site service.
- Support Options**  
Choose self-help, assisted help, or speak live with trained experts.
- Large Installation Project Management**  
Coordination, site preparation, equipment delivery, and training to ensure successful implementation of new technology.
- Customer Satisfaction**  
The highest customer satisfaction index in the industry, as indicated by the statistics below:

**Overall Customer Satisfaction Index**

Customer Care, Dispatch, Service, Software Support & Project Mgmt.	<b>95.3%</b>
--	--------------

**2020 Customer Satisfaction Survey Results**

Field service technicians?	<b>97.0%</b>
Customer service department?	<b>92.1%</b>
Project implementation team?	<b>96.2%</b>

*"We don't call Quadiant service often, but when we do they are here and resolve our issue in no time flat!"*

**CITY COUNCIL  
AGENDA ITEM 1E**

STAFF ORIGINATOR: Lisa Hogstad-Osterhues, Deputy City Clerk

MEETING DATE: July 25, 2022

TOPIC: Consider Resolution No. 22-72 Approving an Application for a Temporary On-Sale Liquor License and Special Event Permit for the American Legion Post 566 Lino Lakes Blue Heron Days

VOTE REQUIRED: Simple Majority (3/5 Vote Required)

**BACKGROUND:**

The American Legion Post 566 has applied for a Temporary On-Sale Liquor License and a Special Event Permit for Lino Lakes Blue Heron Days August 19<sup>th</sup> and 20<sup>th</sup>, 2022.

The American Legion will be fencing off a portion of their property for this event.

The Minnesota Alcohol and Gambling Enforcement Division requires a 1 – 4 Day Temporary On-Sale Liquor License to allow the consumption of alcohol in an outdoor area. The applicant is required to submit their request to the City for local approval before the application is submitted to the state for final consideration.

The American Legion has submitted to the City an application for a Special Event Permit. The application has been reviewed by staff, including the public safety department. The applicant will be provided with a list of safety conditions. The applicant has agreed to comply with the conditions and to address any other safety considerations that may arise.

Therefore, staff is presenting for city council consideration of Resolution 22-72 authorizing the issuance of a Temporary On-Sale Liquor License and a Special Event Permit for the American Legion Post 566.

**RECOMMENDATION:**

Approve Resolution No. 22-72 authorizing issuance of a 1-4 Day Temporary On-Sale Liquor License and a Special Event Permit for the American Legion Post 566 Lino Lakes Blue Heron Days.

**ATTACHMENTS:**

Resolution 22-72

**CITY OF LINO LAKES  
RESOLUTION NO. 22-72**

**APPROVING APPLICATION FOR A TEMPORARY ON-SALE LIQUOR LICENSE  
AND A SPECIAL EVENT FOR THE AMERICAN LEGION FAMILY BLUE HERON  
DAYS EVENTS AUGUST 19 – 20, 2022**

**WHEREAS**, the Commander of American Legion Post 566 has submitted an application for a special event permit; and

**WHEREAS**, the event plan includes live music outside from 4:00 p.m. to 8:00 p.m. on Friday, August 19, and Saturday, August 20, 2022; and

**WHEREAS**, applicant has indicated that all patrons or members attending the event will receive a proper identification check to ensure no underage alcohol service will occur; and

**WHEREAS**, applicant will ensure that event is compliant with City Ordinance 901.03 (4a) Public Nuisances Affecting Peace and Safety; and

**WHEREAS**, proof of general liability insurance has been submitted by the American Legion to cover all events held on their property as well as the event held on city property;

**WHEREAS**, the Lino Lakes Public Safety Department has the following conditions:

- (1) Applicant will provide security on premise ensuring there is no violations of laws and ordinances or disruptive behavior.
- (2) Applicant will provide all staff and/or volunteers working this event with training that focuses on prevention of over service of alcohol and other means to safely serve customers.
- (3) Plans for sound control and sound amplification, if any, including number, location, and power of amplifiers and speakers; all reasonably necessary precautions shall be taken by the applicant to insure that the sound of the assembly will not carry unreasonably beyond the enclosed boundaries of the location of the assembly.
- (4) Plans to meet the requirements of the State Fire Code, including but not limited to the following:
  - i. Minimum of three 2A10BC fire extinguishers need to be on location in the tent area;
  - ii. “No Smoking” signs need to be displayed throughout the area.
  - iii. No pyrotechnics are allowed.
  - iv. No parking within 20 feet of the tent. Measured from stakes.
  - v. Clearance to property line needed to 20 feet. Measured from stakes;
  - vi. Certificate of flame retardant for all panels of tent.
- (5) Telephone service shall be in place sufficient to connect to emergency services.
- (6) Event will end as articulated in the application.

**WHEREAS**, all trash and cans from the event shall be cleaned up by the next morning both days.

**WHEREAS**, city staff has reviewed the Application for Permit for the festival event for concurrence with city regulations; and

**WHEREAS**, the Lino Lakes Public Safety Department has conducted a background and found no reason to deny; and

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

That the City Council hereby approves the applications for a Temporary On-Sale Liquor License, and a Special Event permit.

Adopted by the Council of the City of Lino Lakes this 25<sup>th</sup> day of July, 2022.

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

The following voted against same:

\_\_\_\_\_  
Rob Rafferty, Mayor

ATTEST:

\_\_\_\_\_  
Julianne Bartell, City Clerk

**CITY COUNCIL  
AGENDA ITEM 1F**

STAFF ORIGINATOR: Lisa Hogstad-Osterhues, Deputy City Clerk

MEETING DATE: July 25, 2022

TOPIC: Consider Resolution No. 22-73, Approving an Application from Living Waters Lutheran Church for their 2<sup>nd</sup> Annual Outdoor Special Event

VOTE REQUIRED: Simple Majority (3/5 Vote Required)

**BACKGROUND:**

Pastor Ivy Huston has applied for a Special Event Permit to hold a special event at Living Waters Lutheran Church on Thursday, July 28.

Applicant has proposed to have a classic rock band covering 1960's to 2000's called the Flying Train Wreck. The event will take place 5:00 p.m. to 9:00 p.m. on designated evening.

The applicant has proposed to have food trucks at the event as well as informational tables from ABC Preschool and the Boy Scouts.

The application has been reviewed by staff, including the Public Safety Department. The applicant has been provided with a list of safety conditions. The applicant has agreed to comply with the conditions and to address any other safety considerations that may arise.

The applicant has provided a Certificate of Insurance covering this event.

Therefore, staff is presenting for city council consideration of a resolution authorizing the issuance of a Special Event Permit for Living Waters Lutheran Church.

**RECOMMENDATION:**

Approve Resolution No. 22-73 authorizing issuance of a Special Event Permit for a Living Waters Lutheran Church 2<sup>nd</sup> Annual Outdoor Special Event.

**ATTACHMENT:**

Resolution No. 23-73

**CITY OF LINO LAKES  
RESOLUTION NO. 22-73**

**APPROVING APPLICATION FOR A SPECIAL EVENT PERMIT  
FOR AN EVENT HELD AT LIVING WATERS LUTHERAN CHURCH  
THURSDAY, JULY 28, 2022**

**WHEREAS**, Pastor Ivy Huston of Living Waters Lutheran Church has submitted an application for a special event permit; and

**WHEREAS**, the event plan includes live music outside from 5:00 p.m. to 9:00 p.m. July 28, 2022; and

**WHEREAS**, Food truck vendors are required to contact the Anoka County Environmental Services at 763-324-4260 for permission to operate in the City; and

**WHEREAS**, Food truck vendors are required to provide state licensing information as well as Anoka County Environmental Services licensing to Living Waters Lutheran Church; and

**WHEREAS**, Food vendors are required to be at least 20 feet from structures; and

**WHEREAS**, Applicant will ensure that event is compliant with City Ordinance 901.03 (4a) Public Nuisances Affecting Peace and Safety; and

**WHEREAS**, Telephone service shall be in place sufficient to connect to emergency services; and

**WHEREAS**, Event will end as articulated in the application; and

**WHEREAS**, the Public Safety Department has reviewed the application and event plans; and

**WHEREAS**, proof of general liability insurance has been submitted by Living Waters Lutheran Church to cover all events held on their property;

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

That the City Council authorizes issuance of a Special Event Permit to the Living Waters Lutheran Church for the July 28, 2022.

Adopted by the Council of the City of Lino Lakes this 25<sup>th</sup> day of July, 2022.

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



The following voted against same:

---

Rob Rafferty, Mayor

ATTEST:

---

Julianne Bartell, City Clerk

**CITY COUNCIL  
AGENDA ITEM 1G**

STAFF ORIGINATOR: Meg Sawyer, HR and Communications Manager

MEETING DATE: July 25, 2022

TOPIC: Approve the Hiring of Part-Time Staff for The Rookery

VOTE REQUIRED: 3/5

**INTRODUCTION**

The Council is being asked to approve the hiring of part-time staff for The Rookery.

**BACKGROUND**

As we continue to move forward with the opening of the new activity center, staff is seeking approval to hire part-time personnel to work at The Rookery.

The recruiting process continues with interviewing and background investigations. This process has identified candidates that will be a great addition to our staff at The Rookery.

**RECOMMENDATION**

Staff recommends the Council approve the hiring of the part-time personnel listed below:

<b>First Name</b>	<b>Last Name</b>	<b>Position</b>
George	Atkinson	Lifeguard
Tyson	Bautch	Lifeguard
Tyler	Celotta	Lifeguard
Jacob	Digre	Lifeguard
Jackson	Driessen	Lifeguard
Lily	Gulaid	Swim Instructor
George	Huynh	Lifeguard
Andrew	Jensen	Lifeguard
Daniel	Kjonaas	Lifeguard
Jenna	Moffatt	Swim Instructor
Alexander	Persing	Lifeguard
Emily	Stokkleand	Lifeguard
Isaiah	Theisen	Lifeguard
Megan	Valerius	Aquatics Lead

Start dates vary based on position and training schedule.

Please approve the above personnel for the part-time positions at The Rookery Activity Center.

**CITY COUNCIL  
AGENDA ITEM 3A**

STAFF ORIGINATOR: Meg Sawyer, Human Resources Manager

MEETING DATE: July 25, 2022

TOPIC: Consider Appointment of Police Officer

VOTE REQUIRED: 3/5

**INTRODUCTION**

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

**BACKGROUND**

There are currently two vacant Police Officer positions within the Public Safety Department. At this time, staff has provided a conditional offer, and is recommending the approval of Zachary Beddow for the position.

Beddow is currently employed as a part-time CSO for the City of Lino Lakes. Beddow graduated from Metro State with Bachelor's Degree in Law Enforcement. He will have met all POST mandates by July 25, 2022.

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

With the Council's approval, Beddow would start in the position of Police Officer on July 31, 2022.

**RECOMMENDATION**

Approve the appointment of Zachary Beddow for the Police Officer position.

**CITY COUNCIL  
AGENDA ITEM 1H**

STAFF ORIGINATOR: John Swenson, Public Safety Director

MEETING DATE: July 25, 2022

TOPIC: Approval of School Resource Officer Contract

VOTE REQUIRED: 3/5

**INTRODUCTION**

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

**BACKGROUND**

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

The Centennial School District reimburses the City of Lino Lakes for all hours worked as SRO. The reimbursement is based on hourly wages including all applicable benefits costs. The attached contract is multiple year contact cover the 2022/23, 2023/24, 2024/25 school years.

**RECOMMENDATION**

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

**ATTACHMENTS**

SRO Contract

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

This contract by and between the City of Lino Lakes (hereafter referred to as “City”) and Independent School District #12 (hereafter referred to as “District”) is made this 25 day of July 2022, pursuant to Minnesota Statute §471.59, and is effective June 10, 2022.

**1. PURPOSE**

The purpose of this contract is to create, fund, and implement the position of school liaison/school resource officer, hereafter referred to as “SRO”, to provide services to the District and specifically Centennial Senior High School during the School Years occurring in the contract term.

“School Year” is the number of days from September through June in which the District regularly provides instruction and offers classes to the student body at Centennial High School. “School day” means a day on which school is in session and general student attendance is required, including any make-up days that are scheduled because school was canceled for any reason. School days are identified on the District calendar. Days on which students attend summer school are not school days.

**2. SELECTION PROCESS**

From application of qualified applicants for the assignment as SRO, oral interviews will be administered by representatives from the District and Lino Lakes Police Department. Final selection of the SRO assigned to the District is at the discretion of the City.

**3. OFFICER EMPLOYED BY CITY**

The City shall employ, or assign, in accordance with applicable state statutes, city policies, and union agreements, a licensed police officer to serve as SRO for Centennial Senior High School. The City shall assume all obligations and payments with regard to the SRO’s salary and benefits including workers’ compensation, PERA, withholding taxes, etc. The SRO provided by the City will carry out SRO duties beginning on the first day of the regular school year through the last day of the regular school year, except for any days in which students are not in attendance due to a school closure or distance learning. The SRO will maintain all rights accorded by provisions of any applicable labor agreement during the period of assignment. Nothing in this agreement requires the City to staff the SRO position when the City’s assigned SRO is on an authorized leave, including training, vacation leave, sick leave, etc.

**4. PAYMENTS**

The District will pay the City for all SRO services, excluding additional services, as follows:

- a. 2022-2023 School Year. The District will pay the City for the services the SRO provides pursuant to this Agreement at the hourly rate of the specific SRO

providing services, up to a maximum of \$71.83 per hour. The cumulative amount will be paid in two equal installments by January 31, 2023 and June 30, 2023.

- b. 2023-2024 School Year. The District will pay the City for the services the SRO provides pursuant to this Agreement at the hourly rate of the specific SRO providing services, up to a maximum of to \$74.24 per hour. The cumulative amount will be paid in two equal installments on January 31, 2024 and June 30, 2024.
- c. 2024-2025 School Year. The District will pay the City for the services the SRO provides pursuant to this Agreement at the hourly rate of the specific SRO providing services, up to a maximum of \$76.73 per hour. The cumulative amount will be paid in two equal installments on January 31, 2025 and June 30, 2025.

## **5. INVOICE FOR ADDITIONAL SERVICES**

District administrators and school administrators may request in writing that the City assign one or more peace officers to provide “additional services” as defined in this Agreement. The City will make reasonable efforts to accommodate such requests. When the City assigns an officer to provide additional services, the District will be responsible for paying the City for the hours worked by the officer at the City’s reimbursable police services (RPS) rate. On or before January 1 of each year, the City will provide the District with the upcoming year’s RPS rate. The City will submit an itemized invoice to the District describing the additional services that were provided, the location where the additional services were provided, and the costs the City incurred in providing the additional services.

## **6. DUTIES OF OFFICER**

The list of basic duties and work schedule of the SRO shall include, but not necessarily be limited to, the following:

- protecting persons who are present on school property or at a school sponsored event or activity;
- protecting real and personal property;
- deterring and addressing truancy;
- serving as a role model for students, parents, and community members;
- conferring with students, parents, and community members for the purpose of deterring or addressing criminal behavior on school property or at a school sponsored event or activity;
- identifying and advising on security vulnerabilities in the District’s schools;
- visiting and inspecting high delinquency areas on school property;
- being present and visible on school property;
- deterring all forms of criminal activity on school property and at school sponsored events and activities;
- serving as a resource for school officials regarding the prevention of criminal activity on school property and at school sponsored events and activities;
- serving as a mentor and resource for students;

- giving presentations to students and staff that are designed to promote safety or to deter, decrease, or otherwise address drug use or other potential criminal activity by students;
- investigating and otherwise addressing criminal activity that has occurred, is alleged to have occurred, may have occurred, or is expected to occur on school property or at a school sponsored event or activity;
- conducting searches of students, student lockers, student backpacks, school property, and student vehicles as authorized by law, including but not limited to pursuant to a properly issued search warrant.
- conducting searches of students, student lockers, student backpacks, school property, and student vehicles at the request of a school official when the school official has reasonable grounds to believe the search will result in the discovery of drugs, a weapon, or any other item that is unlawful for a student to possess on school property, or the discovery of other evidence establishing that a student has committed a crime that has a direct nexus to school property or a school sponsored event or activity;
- recovering lost or stolen property;
- enforcing all criminal laws on school property and at school sponsored events and activities;
- apprehending and prosecuting criminals, including suspected criminals;
- responding to emergencies including, but not limited to, medical emergencies and situations involving a threat of violence or harm to property or to any person who is on school property or is at a school sponsored event or activity;
- attending trainings provided by the District;
- meeting and collaborating with school administrators and District administrators to develop and work toward mutually agreed upon goals; and
- other tasks as assigned by the City.

In the absence of exigent circumstances, the SRO may not interview a student on school property about criminal activity or potential criminal activity unless: (a) the officer is conducting a maltreatment of minor investigation; (b) the crime has occurred, is alleged to have occurred, may have occurred, is occurring, or is reasonably expected to occur in the near future on school property or at a school sponsored event or activity; or (c) the officer has obtained prior written permission from the building principal and from the student's parent or guardian or the student, if the student is eighteen (18) years of age or older. In addition, the SRO may not participate in recommending or determining student discipline or in investigating incidents of student discipline which do not involve potential criminal activity.

## 7. **CLOTHING, EQUIPMENT, AND SUPPLIES**

The City shall provide any required clothing, uniforms, vehicle, and necessary equipment and supplies for the SRO to perform law enforcement duties. The District shall provide the SRO with work space, a telephone, and supplies necessary at the Centennial High School for the officer to perform SRO duties.



8. **LEVELS OF SERVICE**

The SRO may have to respond to emergency calls within the boundaries of the City, attend training, appear in court, and perform special duties as assigned by the City while fulfilling the requirements of this contract. Time in excess of eight hours per day shall be paid according to the officer's union contract, providing such additional time has been approved in advance by the City and the District. Blanket approvals will not be accepted. Scheduled adjustments are allowed so long as they are agreed upon by the SRO and the District, and that they are completed within the framework of the pay period in which they occur.

9. **ADMINISTRATIVE RESPONSIBILITIES**

Law enforcement services rendered to the District shall be at the sole discretion of the City. Standards of performance, discipline of the SRO assigned, and other internal matters shall be under the authority of the City. If the assigned SRO were to have difficulties in the school setting, both the school administration and the Chief of Police (or designee) would work with the officer. If the assigned SRO's work in the school were still deemed unsatisfactory by the District or the City, the assigned SRO would be replaced. The Chief of Police (or designee) would work with the District to select a suitable replacement.

10. **SCHOOL CALENDAR**

The District shall provide the City with a school calendar, which shall reflect the school days making up the School Year.

11. **TERMINATION**

Either party may terminate this agreement upon ninety (90) days written notice of such termination. All payment due hereunder shall be prorated in the event of such termination.

12. **INDEMNIFICATION BY CITY**

The SRO is a City employee. The City shall indemnify, hold harmless, and defend the District, its elected officials and employees against any and all liability, loss, costs, damages, expenses, claims or actions which the District, its officers and employees may hereafter sustain, incur or be required to pay arising out of or by reason of any negligent or willful act or omission of the City, its agents or employees, in the execution, performance, or failure to adequately perform the City's obligations pursuant to this contract. Nothing herein shall be deemed a waiver by either party of the limitations on liability set forth in Minnesota Statutes, Chapter 466.

13. **INDEMNIFICATION BY DISTRICT**

To the extent permitted by law, the District shall indemnify, hold harmless, and defend the City, its officers, elected officials and employees against any and all liability, loss, costs, damages, expenses, claims or actions which the City, its officers, elected officials and employees may hereafter sustain, incur, or be required to pay arising out of or by reason of any negligent or willful act or omission of the District, its agents or employees, in the District's obligations pursuant to this contract. Nothing herein shall be deemed a waiver by either party of the limitations on liability set forth in Minnesota Statutes, Chapter 466.

