

EXPANDED AGENDA



**CITY COUNCIL AGENDA**

**Monday, December 12, 2022**

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**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. Review Regular Agenda

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

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

**SPECIAL PRESENTATION**

*Special Recognition – Retiring Anoka County Attorney Tony Palumbo*

**1. CONSENT AGENDA**

- A) Consider Approval of Expenditures for December 12, 2022 (Check No. 117666 through 117732) in the Amount of \$365,567.81
- B) Consider Approval of November 28, 2022 Work Session Minutes
- C) Consider Approval of November 28, 2022 Council Meeting Minutes
- D) Consider Resolution No. 22-143, Establishing Polling Locations for 2023 Election
- E) Consider Approval of November 28, 2022 Council Closed Session Minutes
- F) Consider Approval of the Hiring of Part-Time Staff for The Rookery
- G) Consider Approval of December 5, 2022 Work Session Minutes

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

**2. FINANCE DEPARTMENT REPORT**

- A) Public Hearing – 2022/23 Property Tax Levy and 2023 Budget, Hannah Lynch

- i) Consider Resolution No. 22-144, Adopting the Final 2022 Tax Levy, Collectible in 2023

**Action Taken: Motion by Lyden, seconded by Ruhland, to approve Resolution No. 22-144 as presented, was adopted**

- ii) Consider Resolution No. 22-145, Adopting the Final 2023 General Fund Operating Budget

**Action Taken: Motion by Cavegn, seconded by Ruhland, to approve Resolution No. 22-145 as presented, was adopted**

- iii) Consider Resolution No. 22-146, Adopting the 2023 Rookery Activity Center Fund Budget

**Action Taken: Motion by Stoesz, seconded by Cavegn, to approve Resolution No. 22-146 as presented, was adopted**

- iv) Consider Resolution No. 22-147, Adopting the 2023 Enterprise Funds Operating Budgets

**Action Taken: Motion by Cavegn, seconded by Lyden, to approve Resolution No. 22-147 as presented, was adopted**

- v) Consider Resolution No. 22-159, Adopting the 2023 Capital Equipment Fund Budget

**Action Taken: Motion by Lyden, seconded by Cavegn, to approve Resolution No. 22-159 as presented, was adopted**

- B) Consider Resolution No. 22-148, Committing General Fund Balance, Hannah Lynch

**Action Taken: Motion by Lyden, seconded by Ruhland, to approve Resolution No. 22-148 as presented, was adopted**

- C) Consider Resolution No. 22-157, Amending the 2022 General Fund Operating Budget, Hannah Lynch

**Action Taken: Motion by Ruhland, seconded by Cavegn, to approve Resolution No. 22-157 as presented, was adopted**

### **3. ADMINISTRATION DEPARTMENT REPORT**

- A) Consider 2<sup>nd</sup> Reading and Adoption of Amendments to the Lino Lakes Code of Ordinances, Julie Bartell

- i. Ordinance No. 05-22, Amending Chapter 701 regarding Liquor Licensing

**Action Taken: Motion by Cavegn, seconded by Ruhland, to approve the 2<sup>nd</sup> Reading and Adoption of Ordinance No. 05-22 as presented, was adopted: Yays, 5; Nays none**

- ii. Ordinance No. 06-22, Amending Chapter 602 regarding Tobacco Products

**Action Taken: Motion by Cavegn, seconded by Ruhland, to approve the 2<sup>nd</sup> Reading and Adoption of Ordinance No. 06-22 as presented, was adopted: Yays, 5; Nays none**

- iii. Consider Resolution No. 22-150 and No. 22-151 , Authorizing Summary Publication of Ordinances

**Action Taken: Motion by Stoesz, seconded by Ruhland, to approve Resolution No. 22-150 and Resolution No. 22-151 as presented, was adopted: Yays, 5; Nays none**

- B) Consider Appointment of Community Service Officer, Meg Sawyer

**Action Taken: Motion by Cavegn, seconded by Lyden, to approve the appointment of Justin O'Brien as recommended, was adopted**

- C) Consider Resolution No. 22-155, Authorizing the Appointment of Hannah Lynch as Interim City Clerk, Sarah Cotton

**Action Taken: Motion by Ruhland, seconded by Cavegn, to approve Resolution No. 22-155 as presented, was adopted**

- D) Consider Resolution No. 22-156, Approving the 2023-2024 Labor Agreement with LELS, Local No. 260, Sarah Cotton

**Action Taken: Motion by Lyden, seconded by Ruhland, to approve Resolution No. 22-156 as presented, was adopted**

- E) Consider Appointment of Public Works Mechanic, Meg Sawyer

**Action Taken: Motion by Lyden, seconded by Stoesz, to approve the appointment of Patrick Doyle as recommended, was adopted**

#### **4. PUBLIC SAFETY DEPARTMENT REPORT**

No Report

#### **5. PUBLIC SERVICES DEPARTMENT REPORT**

- A) Consider Resolution No. 22-154, Order Project, Approve Plans and Specifications, and Authorize Ad for Bids for Watermark Park, Rick DeGardner

**Action Taken: Motion by Ruhland, seconded by Cavegn, to approve Resolution No. 22-154 as presented, was adopted**

#### **6. COMMUNITY DEVELOPMENT REPORT**

- A) Consider Approval of Resolution No. 22-152, Approving Emerald Ash Borer Injection Program Contract, Andy Nelson

**Action Taken: Motion by Cavegn, seconded by Lyden, to approve Resolution No. 22-152 as presented, was adopted**

- B) Consider Approval Of Resolution No. 22-153, Approving Ash Tree Removal Contract, Andy Nelson

**Action Taken: Motion by Lyden, seconded by Ruhland, to approve Resolution No. 22-153 as presented, was adopted**

- C) Consider Approval of Resolution No. 22-149, Order Project, Approve the Plans and Specifications and Authorize the Ad for Bid, 2023 Street Rehabilitation Project, Diane Hankee

**Action Taken: Motion by Lyden, seconded by Ruhland, to approve Resolution No. 22-149 as presented, was adopted**

- D) Consider 1<sup>st</sup> Reading Ordinance No. 10-22, Amending Chapter 1011, Stormwater, Erosion and Sediment Control Requirements, Michael Grochala

**Action Taken: Motion by Lyden, seconded by Ruhland, to approve the 1<sup>st</sup> Reading of Ordinance No. 10-22 as presented, was adopted**

- E) Consider Resolution No. 22-158, Supporting Ramsey County Interstate 35E/County Road J Corridors of Commerce Grant Application, Michael Grochala

**Action Taken: Motion by Ruhland, seconded by Cavegn, to approve Resolution No. 22-158 as presented, was adopted**

**7. UNFINISHED BUSINESS**

None



**8. NEW BUSINESS**

None

**Adjournment**

**Motion by Cavegn, seconded by Lyden, to adjourn at 7:30 p.m., was adopted**

*Economic Development Authority Meeting to follow the Regular City Council Meeting  
(See separate agenda)*

<b><i>Community Calendar – A Look Ahead</i></b>		
<b>December 12, 2022 through December 27, 2022</b>		
 Tuesday, December 27	6:00 pm, Community Room	Council Work Session
 Tuesday, December 27	6:30 pm, Council Chambers	City Council Meeting





# CITY COUNCIL AGENDA

Monday, December 12, 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. 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

*Special Recognition – Retiring Anoka County Attorney Tony Palumbo*

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- iii) Consider Resolution No. 22-146, Adopting the 2023 Rookery Activity Center Fund Budget
- iv) Consider Resolution No. 22-147, Adopting the 2023 Enterprise Funds Operating Budgets
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### **3. ADMINISTRATION DEPARTMENT REPORT**

- A) Consider 2<sup>nd</sup> Reading and Adoption of Amendments to the Lino Lakes Code of Ordinances, Julie Bartell
  - i. Ordinance No. 05-22, Amending Chapter 701 regarding Liquor Licensing
  - ii. Ordinance No. 06-22, Amending Chapter 602 regarding Tobacco Products
    - \*Council may vote to dispense with full reading of ordinance*
    - \* Roll call vote is required for adoption of the ordinance*
  - iii. Consider Resolution No. 22-150 and No. 22-151 , Authorizing Summary Publication of Ordinances
- B) Consider Appointment of Community Service Officer, Meg Sawyer
- C) Consider Resolution No. 22-155, Authorizing the Appointment of Hannah Lynch as Interim City Clerk, Sarah Cotton
- D) Consider Resolution No. 22-156, Approving the 2023-2024 Labor Agreement with LELS, Local No. 260, Sarah Cotton
- E) Consider Appointment of Public Works Mechanic, Meg Sawyer

### **4. PUBLIC SAFETY DEPARTMENT REPORT**

No Report

### **5. PUBLIC SERVICES DEPARTMENT REPORT**

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### **6. COMMUNITY DEVELOPMENT REPORT**

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- B) Consider Approval Of Resolution No. 22-153, Approving Ash Tree Removal Contract, Andy Nelson

- C) Consider Approval of Resolution No. 22-149, Order Project, Approve the Plans and Specifications and Authorize the Ad for Bid, 2023 Street Rehabilitation Project, Diane Hankee
- D) Consider 1<sup>st</sup> Reading Ordinance No. 10-22, Amending Chapter 1011, Stormwater, Erosion and Sediment Control Requirements, Michael Grochala
- E) Consider Resolution No. 22-158, Supporting Ramsey County Interstate 35E/County Road J Corridors of Commerce Grant Application, Michael Grochala

**7. UNFINISHED BUSINESS**



None

**8. NEW BUSINESS**

None

**Adjournment**

*Economic Development Authority Meeting to follow the Regular City Council Meeting  
(See separate agenda)*

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<b>December 12, 2022 through December 27, 2022</b>		
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 Tuesday, December 27	6:30 pm, Council Chambers	City Council Meeting



# **Expenditures**

December 12, 2022

Check #117666 to #117732

\$365,567.81

# Accounts Payable

## Check Detail

User: jessica.eller  
Printed: 12/07/2022 - 10:11 AM



Check Number	Check Date		Amount
<b>800 - Advanced Graphix Inc. Line Item Account</b>			
117669	12/12/2022		
Inv	210391		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	Custom graphic for 2023 UTV	402-421-5000-421	700.00
Inv 210391 Total			700.00
117669 Total:			700.00
<b>800 - Advanced Graphix Inc. Total:</b>			
			700.00
<b>16 - Aid Electric Corporation Line Item Account</b>			
117670	12/12/2022		
Inv	71985		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2022	Repair mixer pump wiring - 6998 21st Ave S	602-495-4300-000	665.50
Inv 71985 Total			665.50
Inv 71986			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2022	Clear cover for transfer switch - 6998 21st Ave S	602-495-4211-000	469.01
Inv 71986 Total			469.01
117670 Total:			1,134.51
<b>16 - Aid Electric Corporation Total:</b>			
			1,134.51
<b>44 - Anoka County Treasury Office Line Item Account</b>			
117671	12/12/2022		
Inv	HWYSQ32022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2022	3rd Qtr 2022 Signal Billing	101-430-4410-000	263.51
Inv HWYSQ32022 Total			263.51
117671 Total:			263.51

<b>44 - Anoka County Treasury Office Total:</b>	263.51
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**54 - Aspen Mills, Inc. Line Item Account**

117672      12/12/2022

Inv    295349

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/13/2022	Dept Exp - N. Potzmann	101-421-4370-000	58.55

Inv 295349 Total	58.55
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Inv    303377

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	Dept Exp - J. Fronck	101-421-4370-000	65.30

Inv 303377 Total	65.30
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Inv    304194

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2022	Dept Exp - I. Simon	101-420-4370-000	1,206.60

Inv 304194 Total	1,206.60
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Inv    304229

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2022	Dept Exp - Duty Crew Polos	101-421-4370-000	753.20

Inv 304229 Total	753.20
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Inv    304270

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2022	Dept Exp - W. Ricci	101-421-4370-000	239.98

Inv 304270 Total	239.98
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Inv    304378

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2022	Dept Exp - T. Andres	101-421-4370-000	699.79

Inv 304378 Total	699.79
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Inv    304385

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2022	Dept Exp - M. Jessen-Olson	101-421-4370-000	40.70

Inv 304385 Total	40.70
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Inv    304405

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2022	Dept Exp - A. Ulvenes	101-420-4370-000	358.70

Check Number	Check Date		Amount
Inv 304405	Total		358.70
Inv 304503			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	Reserve Jackets	101-420-4386-000	27.00
Inv 304503	Total		27.00
Inv 304508			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	Uniform Allowance - N. Hamann	101-420-4370-000	358.60
Inv 304508	Total		358.60
Inv 304540			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2022	Uniform Allowance - B. Finke	101-421-4370-000	421.25
Inv 304540	Total		421.25
117672	Total:		4,229.67
<b>54 - Aspen Mills, Inc. Total:</b>			4,229.67
<b>1957 - BENCO - Hopkins Line Item Account</b>			
117673	12/12/2022		
Inv 406005194			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	Disassemble, move & re-install automotive hoist	101-431-4300-000	900.00
Inv 406005194	Total		900.00
117673	Total:		900.00
<b>1957 - BENCO - Hopkins Total:</b>			900.00
<b>1556 - Bituminous Roadways, Inc. Line Item Account</b>			
117674	12/12/2022		
Inv 019862-000-3			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2022	2022 Parking Lot Improvement Project	202-451-4410-301	7,711.04
Inv 019862-000-3	Total		7,711.04
117674	Total:		7,711.04
<b>1556 - Bituminous Roadways, Inc. Total:</b>			7,711.04

**85 - Bluetarp Financial, Inc. Line Item Account**

117675	12/12/2022		
Inv	0361108130		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2022	O-rings for garden hoses & pressure washers	601-494-4211-000	19.99
Inv 0361108130 Total			19.99
			19.99
117675 Total:			19.99

**85 - Bluetarp Financial, Inc. Total:** 19.99

**864 - Boulder Contracting LLC Line Item Account**

117676	12/12/2022		
Inv	2021-00955		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	Escrow Release - 6695 21st Ave S	801-000-2318-000	3,400.00
Inv 2021-00955 Total			3,400.00
Inv	2022-00250		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2022	Escrow Release - 1958 William Ln	801-000-2318-000	3,400.00
Inv 2022-00250 Total			3,400.00
			6,800.00
117676 Total:			6,800.00

**864 - Boulder Contracting LLC Total:** 6,800.00

**92 - Boyer Trucks, Inc. Line Item Account**

117677	12/12/2022		
Inv	007P43271		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2022	Replacement mudflaps #215 & #218	101-431-4221-000	112.24
Inv 007P43271 Total			112.24
			112.24
117677 Total:			112.24

**92 - Boyer Trucks, Inc. Total:** 112.24

**100 - Bureau of Criminal Apprehension Line Item Account**

117666	11/25/2022		
Inv	11/22/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	



Check Number	Check Date		Amount
11/22/2022	Background Check - A. Wald	101-421-4410-000	33.25
Inv 11/22/2022 Total			33.25
117666 Total:			33.25
<b>100 - Bureau of Criminal Apprehension Total:</b>			33.25
<b>116 - CenterPoint Energy Line Item Account</b>			
117678	12/12/2022		
Inv	November 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	Natural Gas	602-495-4383-000	138.72
11/29/2022	Natural Gas	101-432-4383-502	405.29
11/29/2022	Natural Gas	101-432-4383-500	895.33
11/29/2022	Natural Gas	101-432-4383-501	404.77
11/29/2022	Natural Gas	601-494-4383-000	132.58
11/29/2022	Natural Gas	101-450-4383-000	109.93
Inv November 2022 Total			2,086.62
117678 Total:			2,086.62
<b>116 - CenterPoint Energy Total:</b>			2,086.62
<b>117 - Central Pension Fund Line Item Account 101-000-2040-000</b>			
117667	11/25/2022		
Inv	11/25/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/25/2022	Central Pension Fund	101-000-2040-000	6,205.56
Inv 11/25/2022 Total			6,205.56
117667 Total:			6,205.56
<b>117 - Central Pension Fund Total:</b>			6,205.56
<b>122 - CES Imaging Line Item Account 101-432-4410-503</b>			
117679	12/12/2022		
Inv	INV146217		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	November Plotter/Scanner Maintenance	101-432-4410-503	80.00
Inv INV146217 Total			80.00
117679 Total:			80.00

<b>122 - CES Imaging Total:</b>	80.00
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**136 - City of Roseville Line Item Account**

117680            12/12/2022

Inv    0231447

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	December IT Services	601-494-4310-000	1,781.52
12/01/2022	December IT Services	602-495-4310-000	1,781.52
12/01/2022	December IT Services	101-407-4310-000	14,030.73
12/01/2022	December IT Services	603-496-4310-000	712.61

Inv 0231447 Total	18,306.38
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117680 Total:	18,306.38
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<b>136 - City of Roseville Total:</b>	18,306.38
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**138 - City of St. Paul Line Item Account**

117681            12/12/2022

Inv    IN51214

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2022	Asphalt	101-430-4224-000	3,289.35

Inv IN51214 Total	3,289.35
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Inv    IN51848

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	Asphalt	101-430-4224-000	32,199.62

Inv IN51848 Total	32,199.62
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117681 Total:	35,488.97
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<b>138 - City of St. Paul Total:</b>	35,488.97
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**761 - Comcast Line Item Account 101-432-4321-502**

117682            12/12/2022

Inv    0131882

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2022	Phone & Internet Services	101-432-4321-502	360.92

Inv 0131882 Total	360.92
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117682 Total:	360.92
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<b>761 - Comcast Total:</b>	360.92
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**149 - Connexus Energy Line Item Account**

117683            12/12/2022

Inv    November 2022

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	Electric	101-430-4385-000	1,846.09
11/29/2022	Electric	101-420-4381-000	30.35
11/29/2022	Electric	602-495-4381-000	839.38
11/29/2022	Electric	101-432-4381-500	941.78
11/29/2022	Electric	601-494-4381-000	1,888.24
11/29/2022	Electric	101-450-4381-000	69.64

Inv November 2022 Total 5,615.48

117683 Total: 5,615.48

**149 - Connexus Energy Total:**

5,615.48

**1278 - Core & Main LP Line Item Account**

117684            12/12/2022

Inv    R574976

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	Meters	601-494-4215-000	1,487.42

Inv R574976 Total 1,487.42

117684 Total: 1,487.42

**1278 - Core & Main LP Total:**

1,487.42

**167 - Dalco, Inc. Line Item Account**

117685            12/12/2022

Inv    4013038

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2022	Soap dispenser (12) , hair & body wash (6)	202-451-4211-000	562.60

Inv 4013038 Total 562.60

Inv    4013184

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2022	Paper towel, toilet tissue, multi purpose cleaner & gloves	202-451-4211-000	765.77

Inv 4013184 Total 765.77

Inv    4014992

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2022	Hair & body wash (4)	202-451-4211-000	296.32

Inv 4014992 Total 296.32

Check Number	Check Date		Amount
117685	Total:		1,624.69
<b>167 - Dalco, Inc. Total:</b>			1,624.69
<b>1826 - Endurance Fitness of MN, LLC Line Item Account</b>			
117686	12/12/2022		
Inv	December 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	December 2022 EF Monthly Fee	202-451-4411-000	12,500.00
Inv	December 2022 Total		12,500.00
117686	Total:		12,500.00
<b>1826 - Endurance Fitness of MN, LLC Total:</b>			12,500.00
<b>1388 - Eternity Homes LLC Line Item Account 801-000-2318-000</b>			
117687	12/12/2022		
Inv	2019-00561		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2022	Escrow Release - 6774 21st Ave S	801-000-2318-000	3,400.00
Inv	2019-00561 Total		3,400.00
Inv	2019-01109		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2022	Escrow Release - 6778 21st Ave S	801-000-2318-000	3,400.00
Inv	2019-01109 Total		3,400.00
117687	Total:		6,800.00
<b>1388 - Eternity Homes LLC Total:</b>			6,800.00
<b>204 - Factory Motor Parts Company Line Item Account</b>			
117688	12/12/2022		
Inv	159-075939		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2022	Serpentine belt #382	101-431-4221-000	24.80
Inv	159-075939 Total		24.80
117688	Total:		24.80
<b>204 - Factory Motor Parts Company Total:</b>			24.80

Check Number	Check Date		Amount
<b>1458 - Fidelity Security Life Insurance Co. Line Item Account 101-000-2048-000</b>			
117689	12/12/2022		
Inv	165552056		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	December Vision Insurance	101-000-2048-000	153.47
Inv 165552056 Total			153.47
117689 Total:			153.47
<b>1458 - Fidelity Security Life Insurance Co. Total:</b>			153.47
<b>219 - Force America Distributing LLC Line Item Account</b>			
117690	12/12/2022		
Inv	001-1685161		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2022	Replacement auger speed sensor #210	101-431-4221-000	695.12
Inv 001-1685161 Total			695.12
117690 Total:			695.12
<b>219 - Force America Distributing LLC Total:</b>			695.12
<b>1223 - Frontier Concrete &amp; Masonry Line Item Account</b>			
117691	12/12/2022		
Inv	0047		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	Pad for lift	101-431-5000-000	3,200.00
Inv 0047 Total			3,200.00
117691 Total:			3,200.00
<b>1223 - Frontier Concrete &amp; Masonry Total:</b>			3,200.00
<b>233 - GDO Law Line Item Account 101-414-4303-000</b>			
117692	12/12/2022		
Inv	10829		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	November Forfeitures	101-414-4303-000	63.00
Inv 10829 Total			63.00
Inv	10830		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	December Prosecutor Contract	101-414-4303-000	8,750.00

Check Number	Check Date		Amount
Inv 10830 Total			8,750.00
			<hr/>
117692 Total:			8,813.00
			<hr/>
<b>233 - GDO Law Total:</b>			8,813.00
<b>1659 - Haugo Geo Technical Services, LLC Line Item Account</b>			
117693	12/12/2022		
Inv 11827			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2022	2022 E Shadow Lake Dr - Material Testing	602-495-4300-146	3,640.00
Inv 11827 Total			3,640.00
			<hr/>
117693 Total:			3,640.00
			<hr/>
<b>1659 - Haugo Geo Technical Services, LLC Total:</b>			3,640.00
<b>1850 - Henry Schein, Inc. Line Item Account</b>			
117694	12/12/2022		
Inv 28521311			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2022	Non-rebreather mask (6) & nasal cannula (2)	101-420-4211-000	6.54
Inv 28521311 Total			6.54
			<hr/>
117694 Total:			6.54
			<hr/>
<b>1850 - Henry Schein, Inc. Total:</b>			6.54
<b>1749 - Huebsch Services Line Item Account</b>			
117695	12/12/2022		
Inv 20068676			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2022	Shop towels	101-431-4211-000	87.22
11/30/2022	Mats	101-432-4410-503	473.96
11/30/2022	Mats	202-451-4410-000	280.68
11/30/2022	Mats	101-432-4410-501	115.44
11/30/2022	Mats	101-432-4410-502	63.32
Inv 20068676 Total			1,020.62
			<hr/>
117695 Total:			1,020.62
			<hr/>
<b>1749 - Huebsch Services Total:</b>			1,020.62

Check Number	Check Date		Amount
<b>304 - Hydraulics Plus &amp; Consulting Line Item Account</b>			
117696	12/12/2022		
Inv 16023			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	Hydraulic coupler #200	101-431-4221-000	37.25
Inv 16023 Total			37.25
117696 Total:			37.25
<b>304 - Hydraulics Plus &amp; Consulting Total:</b>			37.25
<b>306 - Image Printing &amp; Graphics, Inc Line Item Account</b>			
117697	12/12/2022		
Inv 162942			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2022	Swim brochure	202-451-4900-000	442.00
Inv 162942 Total			442.00
117697 Total:			442.00
<b>306 - Image Printing &amp; Graphics, Inc Total:</b>			442.00
<b>1177 - Innovative Office Solutions LLC Line Item Account</b>			
117698	12/12/2022		
Inv SUM-071046			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2022	Toner, paper, address labels, planner, calendar & flash drives	101-432-4200-000	604.50
Inv SUM-071046 Total			604.50
117698 Total:			604.50
<b>1177 - Innovative Office Solutions LLC Total:</b>			604.50
<b>757 - Jimmy's Johnnys Line Item Account 101-450-4410-000</b>			
117699	12/12/2022		
Inv MP214416			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2022	Toilet Rental - City Hall Park	101-450-4410-000	65.00
Inv MP214416 Total			65.00
Inv MP214417			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2022	Toilet Rental - Sunrise Park	101-450-4410-000	90.00

Check Number	Check Date		Amount
		Inv MP214417 Total	90.00
		Inv MP214418	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		11/17/2022      Toilet Rental - Birch Park      101-450-4410-000	65.00
		Inv MP214418 Total	65.00
		Inv MP214419	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		11/17/2022      Toilet Rental - Lino Park      101-450-4410-000	65.00
		Inv MP214419 Total	65.00
		117699 Total:	285.00
		<b>757 - Jimmy's Johnnys Total:</b>	285.00
		<b>338 - Kennedy &amp; Graven, Chartered Line Item Account</b>	
		117700      12/12/2022	
		Inv 171204	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		11/26/2022      2022 Legacy Woods Development      101-415-4300-000	88.00
		Inv 171204 Total	88.00
		117700 Total:	88.00
		<b>338 - Kennedy &amp; Graven, Chartered Total:</b>	88.00
		<b>1615 - Lennar MN Division Line Item Account</b>	
		117701      12/12/2022	
		Inv 2020-00383	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		12/05/2022      Escrow Release - 7303 Watermark Way      801-000-2318-000	5,400.00
		Inv 2020-00383 Total	5,400.00
		Inv 2021-01293	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		12/06/2022      Escrow Release - 7265 Crane Drive      801-000-2318-000	4,400.00
		Inv 2021-01293 Total	4,400.00
		117701 Total:	9,800.00
		<b>1615 - Lennar MN Division Total:</b>	9,800.00



**UB\*00123 - LONG, MATT & JESSICA Line Item Account**

117702	12/12/2022		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2022	Refund Check 005381-000, 997 KELLY ST	601-000-2020-000	22.37
Inv Total			22.37
			22.37
117702 Total:			22.37

**UB\*00123 - LONG, MATT & JESSICA Total:** 22.37

**394 - Macqueen Equipment, Inc. Line Item Account**

117703	12/12/2022		
Inv P08459			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2022	Pike pole	101-421-4240-000	126.55
Inv P08459 Total			126.55
Inv P08605			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2022	Turnout gear	101-421-4370-000	12,930.94
Inv P08605 Total			12,930.94
Inv W11078			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	Street sweeper repair #252	101-431-4300-000	968.70
Inv W11078 Total			968.70
117703 Total:			14,026.19

**394 - Macqueen Equipment, Inc. Total:** 14,026.19

**399 - Mansfield Oil Company Line Item Account 101-431-4212-000**

117704	12/12/2022		
Inv 23787882			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2022	Gasoline - 1,600 gallons	101-431-4212-000	4,097.49
Inv 23787882 Total			4,097.49
Inv 23787970			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2022	Diesel - 1,200 gallons	101-431-4212-000	5,323.44

Check Number	Check Date		Amount
Inv 23787970	Total		5,323.44
			<hr/>
117704	Total:		9,420.93
			<hr/>
<b>399 - Mansfield Oil Company Total:</b>			9,420.93
<b>1668 - Marsden Bldg Maintenance, LLC Line Item Account</b>			
117705	12/12/2022		
Inv	376131		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	December Janitorial Services	101-432-4410-503	4,048.80
Inv 376131	Total		4,048.80
Inv	376132		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	December Janitorial Services	101-432-4410-500	1,096.83
Inv 376132	Total		1,096.83
Inv	376133		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	December Janitorial Services	101-432-4410-501	663.16
Inv 376133	Total		663.16
Inv	376134		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	December Janitorial Services	101-432-4410-502	726.41
Inv 376134	Total		726.41
			<hr/>
117705	Total:		6,535.20
			<hr/>
<b>1668 - Marsden Bldg Maintenance, LLC Total:</b>			6,535.20
<b>418 - Menards - Forest Lake Line Item Account</b>			
117706	12/12/2022		
Inv	96373		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2022	Trailer wheel chocks, lock pin (2), surface mount d-ring (2)	402-421-4240-421	37.47
Inv 96373	Total		37.47
Inv	96733		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2022	Holiday lighting replacements	101-432-4211-000	130.79
Inv 96733	Total		130.79

Check Number	Check Date		Amount
Inv 97334			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2022	Personal heater (3)	101-421-4240-000	74.97
Inv 97334 Total			74.97
Inv 97413			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	Antifreeze (3)	101-421-4211-000	9.87
12/01/2022	Antifreeze (3)	101-420-4211-000	9.87
Inv 97413 Total			19.74
117706 Total:			262.97
<b>418 - Menards - Forest Lake Total:</b>			262.97
<b>423 - Met Council Environmental Services Line Item Account 602-495-4405-000</b>			
117707	12/12/2022		
Inv 0001148947			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	January Waste Water Services	602-000-1550-000	97,129.04
Inv 0001148947 Total			97,129.04
117707 Total:			97,129.04
<b>423 - Met Council Environmental Services Total:</b>			97,129.04
<b>421 - Metro Sales Incorporated Line Item Account</b>			
117708	12/12/2022		
Inv INV2168885			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2022	Copier Maintenance Contract Ricoh/MP C307 Color Copier	101-432-4410-500	110.33
Inv INV2168885 Total			110.33
Inv INV2176285			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	Copier Maintenance Contract Ricoh/IM C2500 Color Copier	101-432-4410-503	170.73
Inv INV2176285 Total			170.73
Inv INV2176286			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	Copier Maintenance Contract Ricoh/IM C6000 Color Copier	101-432-4410-503	822.71
Inv INV2176286 Total			822.71

Check Number	Check Date		Amount
117708	Total:		1,103.77
<b>421 - Metro Sales Incorporated Total:</b>			1,103.77
<b>422 - Metropolitan Area Management Association Line Item Account</b>			
117709	12/12/2022		
Inv	12/1/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	2023 Membership Dues - S. Cotton	101-000-1550-000	45.00
Inv 12/1/2022 Total			45.00
117709	Total:		45.00
<b>422 - Metropolitan Area Management Association Total:</b>			45.00
<b>1107 - MHSRC/Range Line Item Account</b>			
117710	12/12/2022		
Inv	337900-9588		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2022	Tuition - T. Drahota, T. Payne & L. Chapman	101-430-4330-000	855.00
Inv 337900-9588 Total			855.00
117710	Total:		855.00
<b>1107 - MHSRC/Range Total:</b>			855.00
<b>1918 - Midwest Machinery Co Line Item Account</b>			
117711	12/12/2022		
Inv	9425099		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2022	Install block heater & new battery	101-431-4300-000	469.89
Inv 9425099 Total			469.89
Inv	9427214		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	Replace hydraulic valves for remote hydraulics #117	101-431-4300-000	4,527.61
Inv 9427214 Total			4,527.61
117711	Total:		4,997.50
<b>1918 - Midwest Machinery Co Total:</b>			4,997.50

**469 - MRPA Line Item Account**

117712            12/12/2022  
 Inv    10437

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/29/2022	Membership - R. DeGardner, L. Lamey & B. Natzke	202-451-4452-000	1,009.00
Inv 10437 Total			1,009.00

117712 Total:  1,009.00

**469 - MRPA Total:**  1,009.00

**1956 - Natzke, Ben Line Item Account**

117713            12/12/2022  
 Inv    11/14/2022

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2022	Coffee supplies	202-451-4200-000	14.79
Inv 11/14/2022 Total			14.79

117713 Total:  14.79

**1956 - Natzke, Ben Total:**  14.79

**480 - NCPERS Group Life Insurance Line Item Account 101-000-2040-000**

117668            11/25/2022  
 Inv    November 2022

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/25/2022	November 2022 Life Insurance Premiums	101-000-2040-000	272.00
Inv November 2022 Total			272.00

117668 Total:  272.00

**480 - NCPERS Group Life Insurance Total:**  272.00

**500 - Nystrom Publishing Company Line Item Account**

117714            12/12/2022  
 Inv    46120

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	Winter 2023 Newsletter	101-401-4343-000	7,522.68
Inv 46120 Total			7,522.68

117714 Total:  7,522.68

Check Number	Check Date		Amount
<b>500 - Nystrom Publishing Company Total:</b>			7,522.68
<b>506 - Olson's Sewer Service, Inc. Line Item Account</b>			
117715	12/12/2022		
Inv	99592		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2022	Wastewater removal & disposal - 1189 Main St	101-432-4300-500	577.00
Inv	99592 Total		577.00
Inv	99633		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	Ditch clearing/re-grading	603-496-4410-000	6,404.83
Inv	99633 Total		6,404.83
117715 Total:			6,981.83
<b>506 - Olson's Sewer Service, Inc. Total:</b>			6,981.83
<b>522 - Performance Plus LLC Line Item Account</b>			
117716	12/12/2022		
Inv	123157		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2022	New Hire Testing	101-402-4300-000	345.00
Inv	123157 Total		345.00
117716 Total:			345.00
<b>522 - Performance Plus LLC Total:</b>			345.00
<b>546 - Pomp's Tire Service, Inc. Line Item Account</b>			
117717	12/12/2022		
Inv	150164344		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/04/2022	Stock tires	101-431-4221-000	1,635.76
Inv	150164344 Total		1,635.76
117717 Total:			1,635.76
<b>546 - Pomp's Tire Service, Inc. Total:</b>			1,635.76
<b>552 - Press Publications, Inc. Line Item Account</b>			
117718	12/12/2022		

Check Number	Check Date		Amount
Inv	739227		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/26/2022	Rookery ad	202-451-4340-000	457.56
Inv 739227 Total			457.56
Inv	759400		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2022	Summary of Ordinance No. 07-22 - 2023 City Fee Schedule	101-402-4340-000	86.00
Inv 759400 Total			86.00
117718 Total:			543.56
<b>552 - Press Publications, Inc. Total:</b>			543.56
<b>1816 - Recreation Supply Co., Inc Line Item Account</b>			
117719	12/12/2022		
Inv	483785		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2022	Foam buddies, swim bars, flotation belts & play foam rafts (3)	202-451-4200-603	763.50
Inv 483785 Total			763.50
117719 Total:			763.50
<b>1816 - Recreation Supply Co., Inc Total:</b>			763.50
<b>1861 - Recreonics, Inc Line Item Account</b>			
117720	12/12/2022		
Inv	0903775-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	Benches (6)	202-451-4240-301	3,701.55
Inv 0903775-IN Total			3,701.55
117720 Total:			3,701.55
<b>1861 - Recreonics, Inc Total:</b>			3,701.55
<b>1410 - Rupp, Anderson, Squires &amp; Waldspurger, P.A. Line Item Account</b>			
117721	12/12/2022		
Inv	16444		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	October Legal - NE Drainage Area Phase 1	422-499-4301-125	51.00
12/01/2022	October Legal - Miscellaneous	101-414-4301-000	459.00
12/01/2022	October Legal - Kwik Trip Development	801-000-2300-000	235.00

Check Number	Check Date		Amount
Inv 16444	Total		745.00
			<hr/>
117721	Total:		745.00
			<hr/>
<b>1410 - Rupp, Anderson, Squires &amp; Waldspurger, P.A.</b>	<b>Total:</b>		745.00
<b>1593 - Shred-it, c/o Stericycle, Inc. Line Item Account</b>			
117722	12/12/2022		
Inv	8002923611		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/03/2022	Document destruction	101-420-4410-000	66.68
12/03/2022	Document destruction	101-402-4410-000	33.34
Inv 8002923611	Total		100.02
			<hr/>
117722	Total:		100.02
			<hr/>
<b>1593 - Shred-it, c/o Stericycle, Inc.</b>	<b>Total:</b>		100.02
<b>1840 - Standard Insurance Company Line Item Account</b>			
117723	12/12/2022		
Inv	December 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	Disability Insurance Premiums	101-462-4133-000	3.45
11/16/2022	Disability Insurance Premiums	101-463-4133-000	4.31
11/16/2022	Life Insurance Premiums	101-430-4133-000	7.68
11/16/2022	Disability Insurance Premiums	101-421-4133-000	45.91
11/16/2022	Disability Insurance Premiums	202-451-4133-000	102.24
11/16/2022	Disability Insurance Premiums	101-407-4133-000	44.20
11/16/2022	Life Insurance Premiums	101-000-3730-000	0.06
11/16/2022	Life Insurance Premiums	601-494-4133-000	3.52
11/16/2022	Life Insurance Premiums	101-451-4133-000	0.13
11/16/2022	Life Insurance Premiums	602-495-4133-000	3.48
11/16/2022	Disability Insurance Premiums	101-431-4133-000	21.88
11/16/2022	Life Insurance Premiums	101-422-4133-000	5.00
11/16/2022	Life Insurance Premiums	101-000-2040-000	1,216.80
11/16/2022	Disability Insurance Premiums	101-450-4133-000	78.85
11/16/2022	Disability Insurance Premiums	101-451-4133-000	2.08
11/16/2022	Disability Insurance Premiums	101-422-4133-000	63.90
11/16/2022	Disability Insurance Premiums	101-416-4133-000	19.80
11/16/2022	Life Insurance Premiums	101-420-4133-000	38.37
11/16/2022	Life Insurance Premiums	101-461-4133-000	0.38
11/16/2022	Disability Insurance Premiums	101-461-4133-000	5.16
11/16/2022	Life Insurance Premiums	101-463-4133-000	0.31
11/16/2022	Disability Insurance Premiums	101-420-4133-000	535.83
11/16/2022	Life Insurance Premiums	202-451-4133-000	8.13
11/16/2022	Life Insurance Premiums	101-431-4133-000	1.81
11/16/2022	Life Insurance Premiums	101-450-4133-000	6.69
11/16/2022	Disability Insurance Premiums	101-418-4133-000	25.87
11/16/2022	Disability Insurance Premiums	101-402-4133-000	75.57
11/16/2022	Disability Insurance Premiums	603-496-4133-000	27.15
11/16/2022	Disability Insurance Premiums	601-494-4133-000	39.89



Check Number	Check Date		Amount
11/16/2022		Life Insurance Premiums	101-421-4133-000 2.88
11/16/2022		Disability Insurance Premiums	101-430-4133-000 89.48
11/16/2022		Life Insurance Premiums	603-496-4133-000 2.26
11/16/2022		Life Insurance Premiums	101-462-4133-000 0.25
11/16/2022		Life Insurance Premiums	101-402-4133-000 4.57
11/16/2022		Life Insurance Premiums	101-407-4133-000 3.25
11/16/2022		Life Insurance Premiums	101-418-4133-000 2.11
11/16/2022		Disability Insurance Premiums	602-495-4133-000 39.86
11/16/2022		Life Insurance Premiums	101-416-4133-000 1.25

Inv December 2022 Total 2,534.36

117723 Total: 2,534.36

**1840 - Standard Insurance Company Total:** 2,534.36

**659 - Tessman Company Line Item Account**

117724 12/12/2022

Inv S367474-IN

Line Item Date	Line Item Description	Line Item Account	Amount
11/21/2022	Ice melt	101-430-4228-000	521.50

Inv S367474-IN Total 521.50

117724 Total: 521.50

**659 - Tessman Company Total:** 521.50

**1553 - Thomas Motors, Inc. Line Item Account**

117725 12/12/2022

Inv 34436

Line Item Date	Line Item Description	Line Item Account	Amount
10/23/2022	DOT Inspection #413	101-431-4300-000	163.00

Inv 34436 Total 163.00

Inv 34443

Line Item Date	Line Item Description	Line Item Account	Amount
10/25/2022	DOT Inspection #200	101-431-4300-000	176.00

Inv 34443 Total 176.00

Inv 34447

Line Item Date	Line Item Description	Line Item Account	Amount
10/26/2022	DOT Inspection #215	101-431-4300-000	124.00

Inv 34447 Total 124.00

Inv 34458

Line Item Date	Line Item Description	Line Item Account	Amount
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Check Number	Check Date		Amount
10/31/2022	DOT Inspection #260	101-431-4300-000	124.00
Inv 34458 Total			124.00
Inv 34459			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	DOT Inspection #210	101-431-4300-000	124.00
Inv 34459 Total			124.00
Inv 34476			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	DOT Inspection #239	101-431-4300-000	151.00
Inv 34476 Total			151.00
Inv 34478			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	DOT Inspection #218	101-431-4300-000	124.00
Inv 34478 Total			124.00
117725 Total:			986.00
<b>1553 - Thomas Motors, Inc. Total:</b>			986.00
<b>1435 - TJB Remodeling, LLC Line Item Account 801-000-2318-000</b>			
117726	12/12/2022		
Inv 11/28/2022			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2022	Long Term Escrow Reduction - MTO Properties/Thrivent Financial	801-000-2303-106	35,903.00
Inv 11/28/2022 Total			35,903.00
117726 Total:			35,903.00
<b>1435 - TJB Remodeling, LLC Total:</b>			35,903.00
<b>1761 - T-Mobile USA Inc Line Item Account</b>			
117727	12/12/2022		
Inv November 2022			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2022	Cell Phone/Wi-Fi Service	601-494-4321-000	130.90
11/21/2022	Cell Phone/Wi-Fi Service	202-451-4321-000	28.57
11/21/2022	Cell Phone/Wi-Fi Service	101-430-4321-000	91.24
11/21/2022	Cell Phone/Wi-Fi Service	101-422-4321-000	177.72
11/21/2022	Cell Phone/Wi-Fi Service	602-495-4321-000	130.90
11/21/2022	Cell Phone/Wi-Fi Service	101-450-4321-000	49.46
11/21/2022	Cell Phone/Wi-Fi Service	101-461-4321-000	28.57

Check Number	Check Date		Amount
Inv November 2022 Total			637.36
117727 Total:			637.36
<b>1761 - T-Mobile USA Inc Total:</b>			637.36
<b>671 - Trans Union LLC Line Item Account</b>			
117728	12/12/2022		
Inv	11205522		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/25/2022	Background Check	101-420-4410-000	16.45
Inv 11205522 Total			16.45
117728 Total:			16.45
<b>671 - Trans Union LLC Total:</b>			16.45
<b>686 - U.S. Bank Line Item Account</b>			
117729	12/12/2022		
Inv	6734334		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/25/2022	2012A Paying Agent Fee	335-470-6030-000	550.00
Inv 6734334 Total			550.00
Inv	6734402		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/25/2022	2014A Paying Agent Fee	337-470-6030-000	550.00
Inv 6734402 Total			550.00
117729 Total:			1,100.00
<b>686 - U.S. Bank Total:</b>			1,100.00
<b>734 - Xcel Energy Line Item Account</b>			
117730	12/12/2022		
Inv	November 2022-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2022	Electric	101-432-4381-503	6,772.52
11/21/2022	Electric	101-432-4381-000	0.00
11/21/2022	Electric	101-432-4381-501	498.38
11/21/2022	Electric	601-494-4381-000	5,699.80
11/21/2022	Electric	602-495-4381-000	1,918.29
11/21/2022	Electric	101-420-4381-000	4.25
11/21/2022	Electric	101-432-4381-502	890.44
11/21/2022	Electric	101-450-4381-000	148.65

Check Number	Check Date		Amount
11/21/2022	Electric	202-451-4381-000	6,354.31
11/21/2022	Electric	101-430-4385-000	813.42
Inv November 2022-2 Total			23,100.06
117730 Total:			23,100.06
<b>734 - Xcel Energy Total:</b>			23,100.06
<b>739 - Zahl Petroleum Maintenance Co. Line Item Account</b>			
117731	12/12/2022		
Inv	0276090-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2022	Diagnose pump issue	101-431-4300-000	508.00
11/19/2022	Pulser part	101-431-4211-000	708.75
Inv 0276090-IN Total			1,216.75
117731 Total:			1,216.75
<b>739 - Zahl Petroleum Maintenance Co. Total:</b>			1,216.75
<b>743 - Ziegler, Inc. Line Item Account</b>			
117732	12/12/2022		
Inv	IN000792943		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	Replacement hydraulic hoses for Bobcat snowblower attachment	101-431-4221-000	249.12
Inv IN000792943 Total			249.12
117732 Total:			249.12
<b>743 - Ziegler, Inc. Total:</b>			249.12
Total:			365,567.81



Electronic Funds Transfer  
 MN Statute 471.38 Subd. 3

Council Meeting December 12, 2022

Transfer In/(Out)

11/23/2022 Election Payroll Return (Penn)	227.50
11/23/2022 Election Payroll Return (Hesseltine)	256.00
11/28/2022 Election Payroll Resent (Penn)	(227.50)
11/28/2022 Election Payroll Resent (Hesseltine)	(256.00)
11/23/2022 Transfer from FRB Money Market	700,000.00
11/23/2022 Wire to MCM	(150,000.00)
11/25/2022 Payroll #23	(188,232.37)
11/25/2022 Payroll #23 Federal Deposit	(52,808.11)
11/25/2022 Payroll #23 PERA	(54,479.93)
11/25/2022 Payroll #23 State	(11,799.02)
11/25/2022 Payroll #23 Child Support	(856.06)
11/25/2022 Payroll #23 H.S.A. Bank Pretax	(2,255.47)
11/25/2022 Payroll #23 TASC Pretax	(1,475.17)
11/25/2022 Payroll #23 ICMA 457 Def. Comp #301596	(2,770.00)
11/25/2022 Payroll #23 ICMA Roth IRA #706155	(755.75)
11/25/2022 Payroll #23 MSRS HCSP #98946-01	(2,163.17)
11/25/2022 Payroll #23 MSRS Def. Comp #98945-01	(3,757.00)
11/25/2022 Payroll #23 MSRS Roth IRA #98945-01	(834.00)
12/1/2022 Anoka County Tax Settlement	6,077,072.37
12/1/2022 Transfer to FRB Money Market	(6,077,072.37)
12/2/2022 Council #12 Payroll	(3,821.43)
12/2/2022 Council #12 Federal Deposit	(212.74)
12/2/2022 Council #12 PERA	(423.16)
12/2/2022 Council #12 State	(47.12)
12/2/2022 HSA Bank ER Contribution	(7,085.12)
12/7/2022 Transfer from FRB Money Market	150,000.00

**CITY COUNCIL WORK SESSION**

**DRAFT**

**CITY OF LINO LAKES  
MINUTES**

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**DATE** : **November 28, 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; Community Development Director Michael Grochala; City Planner Katie Larsen; City Engineer Diane Hankee; Director of Public Safety John Swenson; Human Resources and Communications Manager Meg Sawyer; City Clerk Julie Bartell

**1. Review Regular Council Agenda of November 28, 2022.**

The agenda items were reviewed. Comments as follows:

**Item 3A – Liquor and Tobacco Ordinance Code Amendments** – City Clerk Bartell explained the amendments requested. These ordinances would amend the code to include compliance and violations language that would mirror the process included in the recent cannabinoid ordinance.

**Item 3B through 3D, Hiring Recommendations** – Human Resources and Communications Manager Sawyer reviewed the recommendation to fill four positions.

**Item 4A – Resolution Supporting Public Safety County Tax Levy** – Public Safety Director Swenson explained the staff recommendation to approve a resolution supporting the continuation of a levy that supports public safety activities in Anoka County. Mayor Rafferty asked if the City Attorney has reviewed this matter; Director Swenson noted that has not occurred but the language that would be added to statute is minimal. Councilmember Stoesz asked if any municipalities have declined to support and Director Swenson said the status with others is that some cities have approved and others are slated to do so in the near future.

**Item 5A – 2022 Parking Lot Improvement Project** – City Engineer Hankee explained that staff is requesting authorization to make a final payment on the project. Funding is available for this action.

**Item 5B – Ordinance Relating to Solid Waste Storage** – Staff requested that this item be tabled discussed at a future work session.

**CITY COUNCIL WORK SESSION**

**DRAFT**

43 **Item 6A – Zoning Ordinance Text and Map Amendment** – City Planner Larsen noted  
44 that staff is asking the council to approve the final passage of this ordinance that has been  
45 under development and review for nearly two years. A small change from the 1<sup>st</sup>  
46 reading will be explained and requested at the council meeting.

47

48 Councilmember Ruhland asked about “holding zones” and land pointing to a future land  
49 use map. Can changes be accomplished without council consideration; staff said no.

50

51 Councilmember Lyden asked what the minimum size is to divide a property that is rural.  
52 Staff said that would be ten acres lot minimum. Councilmember Lyden remarked that  
53 perhaps a small lot would be appropriate, i.e. 2.5 acres. Planner Larsen explained that  
54 there is an option for “cluster” development. Community Development Director  
55 Grochala explained that those areas without public utilities are usually guided for such  
56 and it would seem not appropriate to have septic installed. Councilmember Lyden  
57 remarked that a nice 2.5 acre lot is perhaps something that is wanted and that Lino Lakes  
58 could provide. Mayor Rafferty remarked that this is late in the game for this type of  
59 discussion. Community Development Director Grochala explained that the suggestion  
60 is a comprehensive land use discussion rather than a land use discussion.

61

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

63

64 These minutes were considered, corrected and approved at the regular Council meeting held on  
65 December 12, 2022.

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

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

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**COUNCIL MINUTES**

**DRAFT**

**LINO LAKES CITY COUNCIL  
REGULAR MEETING  
MINUTES**

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**DATE** : November 28, 2022  
**TIME STARTED** : 6:30 p.m.  
**TIME ENDED** : 7:05 p.m.  
**MEMBERS PRESENT** : Councilmember Stoesz, Lyden,  
Ruhland, Cavegn and Mayor Rafferty  
**MEMBERS ABSENT** :

Staff members present: City Administrator Sarah Cotton; Human Resources and Communications Manager Meg Sawyer;; Community Development Director Michael Grochala; City Planner Katie Larsen; City Engineer Diane Hankee; 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 1D as presented. Councilmember Lyden seconded the motion. Motion carried on a voice vote.

**ITEM** **ACTION**

**Consideration of Expenditures:**

- |    |   |          |
|----|---|----------|
| A) | Consider Approval of Expenditures for November 28, 2022 (Check No. 117584 through 117665) in the Amount of \$605,206.43 | Approved |
| B) | Consider Approval of November 14, 2022 Council Work Session Minutes   | Approved |
| C) | Consider Approval of November 14, 2022 Council Minutes  | Approved |
| D) | Consider Approval of November 7, 2022 Council Work Session Minutes  | Approved |

**FINANCE DEPARTMENT REPORT**

There was no report from the Finance Department.

**ADMINISTRATION DEPARTMENT REPORT**



## COUNCIL MINUTES

### DRAFT

39 **3A) Consider 1st Reading of Amendments to the Code of Ordinances: i. Ordinance No. 05-**  
40 **22, Amending Chapter 701 regarding Liquor Licensing; ii. Ordinance No. 06-22, Amending**  
41 **Chapter 602 regarding Tobacco Products** – City Clerk Bartell explained that staff is presenting  
42 amendments to the City Code regulations regarding tobacco and alcohol licensing. The amendments  
43 will change language relating to compliance checks and violations. The new language will mirror the  
44 compliance process and violations recently established for cannabinoid licensing. Staff is also  
45 recommending updating the liquor ordinance by including beer and updating the tobacco ordinance to  
46 reflect the new legal age to purchase these products.

47 Councilmember Ruhland moved to approve the 1<sup>st</sup> Reading of Ordinances No. 05-22 and No. 06-22 as  
48 presented. Councilmember Cavegn seconded the motion. Motion carried on a voice vote.

49 **3B) Consider Appointment of Utility Maintenance Worker** – Human Resources and  
50 Communications Manager Sawyer reviewed her written staff report that included information on the  
51 qualifications and background of applicant Will Peterson. She noted that staff is recommending the  
52 appointment of Mr. Peterson.

53 Councilmember moved Ruhland to approve the appointment of Will Peterson as recommended.  
54 Councilmember Cavegn seconded the motion. Motion carried on a voice vote.

55 **3C) Consider Appointment of Office Specialist** – Human Resources and Communications  
56 Manager Sawyer reviewed her written staff report that included information on the qualifications of  
57 applicant Dana Ram. Staff is recommending the appointment of Dana Ram.

58 Councilmember Lyden said he is particularly excited about this hire.

59 Councilmember Cavegn moved to approve the appointment of Dana Ram as recommended.  
60 Councilmember Ruhland seconded the motion. Motion carried on a voice vote.

61 **3D) Consider Appointment of Part Time Firefighter** – Human Resources and Communications  
62 Manager Sawyer reviewed her written staff report that included information on the qualifications of  
63 firefighter Anthony Wald. Staff is recommending the appointment of Mr. Wald.

64 Councilmember Lyden moved to approve the appointment of Anthony Wald as recommended.  
65 Councilmember Cavegn seconded the motion. Motion carried on a voice vote.

66 **3E) Consider Appointment of Building Custodial Maintenance Worker** – Human Resources  
67 and Communications Manager Sawyer reviewed her written staff report that included information on  
68 the qualifications of applicant Gary Williams. Staff is recommending his appointment.

69 Councilmember Ruhland moved to approve the appointment of Gary Williams as recommended.  
70 Councilmember Lyden seconded the motion. Motion carried on a voice vote.

### PUBLIC SAFETY DEPARTMENT REPORT

72 **4A) Consider Resolution No. 22-141, Supporting MN Statute 383E.31 Establishing a County**  
73 **Public Safety Levy** – Public Safety Director Swenson reviewed his written staff report requesting  
74 council consideration of a resolution supporting a legislative effort to extend a public safety levy for  
75 Anoka County. There was one language change to the statute that would enable the Anoka County  
76 Board to put this outside of their levy cap.

77 Councilmember Ruhland moved to approve Resolution No. 22-141 as presented.. Councilmember  
78 Cavegn seconded the motion. Motion carried on a voice vote.

## COUNCIL MINUTES

### DRAFT

#### 79 PUBLIC SERVICES DEPARTMENT REPORT

80 **5A) Consider Resolution No. 22-139, Approving Payment No. 3 and Final, 2022 Parking Lot**  
81 **Improvement Project** – City Engineer Hankee reviewed her written staff report outlining the request to  
82 approve a final payment for the noted project. Funds were withheld to ensure completion of the work  
83 and are available for payment.

84 Councilmember Lyden moved to approve Resolution No. 22-36 as presented. Councilmember Stoesz  
85 seconded the motion. Motion carried on a voice vote.

#### 86 COMMUNITY DEVELOPMENT REPORT

87 **6A) Zoning Ordinance Text and Map Amendment: i. Consider 2nd Reading of Ordinance**  
88 **No. 08-22, Zoning Ordinance Text and Map Amendment; ii. Consider Resolution No. 22-140,**  
89 **Authorizing Summary Publication** – City Planner Larsen noted that staff is requesting 2<sup>nd</sup> Reading  
90 and final adoption of this ordinance. It comes after several years of work and review, after adoption of  
91 the Comprehensive Plan update, to bring the Zoning Ordinance forward with appropriate changes.  
92 The ordinance will become effective 30 days after publication, if it is approved.

93 Councilmember Lyden said he has some concern about density. People move to Lino Lakes for open  
94 space and larger lots. He is afraid that this zoning ordinance doesn't do enough to preserve the  
95 opportunity for larger lots (such as with a 2.5 minimum). Mayor Rafferty remarked that he sees the  
96 value in that comment but it really has more to do with land planning rather than land use (which  
97 would relate to this ordinance).

98 Councilmember Cavegn moved to waive the full reading of the Ordinance as presented.  
99 Councilmember Stoesz seconded the motion. Motion carried on a voice

100 Councilmember Cavegn moved to approve the 2<sup>nd</sup> Reading and adoption of Ordinance No. 08-22 as  
101 presented. Councilmember Stoesz seconded the motion. Motion carried: Yeas, 4 Nays, 1 (Lyden)

102 Councilmember Cavegn moved to approve Resolution No. 22-140 as presented. Councilmember  
103 Stoesz seconded the motion. Motion carried on a voice vote.

104 **6B) Consider Resolution No. 22-142, Authorizing Preparation of Plans and Specifications,**  
105 **2023 Lake Drive Trunk Water Main Improvements** – City Engineer Hankee reviewed her  
106 written staff report that outlines staff's recommendation to authorize moving forward with plans and  
107 specifications on the noted project. She showed a map indicating the location of the project, noted  
108 the funding source and estimated cost. The elements that would be included in the project and the  
109 proposed schedule were also noted.

110 Councilmember Stoesz asked how much would it cost to add a trail? City Engineer Hankee  
111 remarked that \$100,000 was the cost of the last trail project she recalls. There would probably be storm  
112 water, easement, and land use implications with costs involved also.

113 Councilmember Lyden moved to approve Resolution No. 22-142 as presented. Councilmember  
114 Ruhland seconded the motion. Motion carried on a voice vote.

#### 115 UNFINISHED BUSINESS

116 There was no Unfinished Business.

117

#### 118 NEW BUSINESS

**COUNCIL MINUTES**

**DRAFT**

119 There was no New Business.

120

121 **COMMUNITY EVENTS**

122 There were no events announced.

123 **COMMUNITY CALENDAR**

124

*Community Calendar – A Look Ahead*

125

**November 28, 2022 through December 12, 2022**

126

✚ Wednesday, November 30 6:30 pm, Council Chambers Environmental Board

127

✚ Thursday, December 1 8:00 am, Community Room EDAC

128

✚ Monday, December 5 6:00 pm, Community Room Council Work Session

129

✚ Monday, December 12 6:00 pm, Community Room Council Work Session

130

✚ Monday, December 12 6:30 pm, Council Chambers City Council Meeting

131

132 **ADJOURN**

133

134 There being no further business, Councilmember Ruhland moved to adjourn at 7:05 p.m.

135 Councilmember Lyden seconded the motion. Motion carried on a voice vote.

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137 These minutes were considered and approved at the regular Council Meeting on December 12,  
138 2022.

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

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

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**CITY COUNCIL  
AGENDA ITEM 1D**

STAFF ORIGINATOR: Julie Bartell, City Clerk

MEETING DATE: December 12, 2022

TOPIC: Consider Resolution No. 22-143, Establishing Polling Places,  
2023 Election

VOTE REQUIRED: 3/5

**INTRODUCTION**

All cities conducting elections in 2023 are required to adopt a resolution establishing their polling places before the end of this year. The City of Lino Lakes will administer a General Election on November 7, 2023.

**BACKGROUND**

The City's polling locations were reestablished with redistricting that occurred in 2022. The attached resolution establishes those polling places for the 2023 election.

Staff monitors the need to update polling place locations and precinct lines and will report to the council as that need develops.

**RECOMMENDATION**

Staff recommends adoption of Resolution No. 22-143, Establishing Polling Places for the 2023 Election.

**ATTACHMENTS**

Resolution No. 22-143

**CITY OF LINO LAKES  
RESOLUTION NO. 20-143**

**RESOLUTION ESTABLISHING POLLING LOCATIONS FOR 2023 ELECTION YEAR**

**WHEREAS**, Minnesota Statute 204B.16, subd. 1 requires the governing body of each municipality to designate by ordinance or resolution polling places for each election precinct each year no later than December 31<sup>st</sup>; and

**WHEREAS**, the polling places designated by resolution in December of each year are the polling places to be used for elections in the following calendar year;

**NOW, THEREFORE BE IT RESOLVED** by The City Council of The City of Lino Lakes that the polling locations to be used for municipal precincts in calendar year 2023 are as follows:

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

**BE IT FURTHER RESOLVED** that the City Council directs the City Clerk to make all necessary notifications and preparations for elections to be held in 2023 as required by MN Statute, Rule and Administrative Policy of the City.

Adopted by the Council of the City of Lino Lakes this 12th day of December, 2022.

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

The following voted against same:

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

ATTEST:

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

**CLOSED COUNCIL SESSION**

**DRAFT**

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**CITY OF LINO LAKES  
MINUTES  
CLOSED COUNCIL SESSION**

**DATE** : **November 28, 2022**  
**TIME STARTED** : **7:16 p.m.**  
**TIME ENDED** : **8:51 p.m.**  
**MEMBERS PRESENT** : **Council Members Ruhland, Lyden,  
Cavegn, Stoesz and Mayor Rafferty**  
**MEMBERS ABSENT** : **none**

Staff present: Sarah Cotton, City Administrator; Meg Sawyer, Human Resources and Communications Manager; Public Safety Director John Swenson

Mayor Rafferty called the meeting to order at 7:16 p.m. in the Council Work Room at Lino Lakes City Hall. Before the meeting was closed, Mayor Rafferty read a statement on the purpose of the meeting. The meeting was closed as a session of the city council pursuant to the Open Meeting Law for the purpose of discussing labor negotiations.

The meeting was recorded and the recording will be maintained as required in the Office of the City Clerk.

The meeting was adjourned at 8:51 p.m.

These minutes were considered, corrected and approved at the regular Council meeting held on December 12, 2022.

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

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

**CITY COUNCIL  
AGENDA ITEM 1F**

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: December 12, 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**

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>Title</b>
Becky	Coons	Aquatics Lead
Ava	Eastman	Lifeguard
Delana	Glunz	Child Watch Attendant
Erica	Johnson	Lifeguard
Brady	O'Leary	Lifeguard

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 WORK SESSION**

**DRAFT**

**CITY OF LINO LAKES  
MINUTES**

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**DATE : December 5, 2022**  
**TIME STARTED : 6:00 p.m.**  
**TIME ENDED : 7:45 p.m.**  
**MEMBERS PRESENT : Councilmember Stoesz, Lyden, Ruhland,  
Cavegn**  
**MEMBERS ABSENT : Mayor Rafferty**

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

Mayor Rafferty was absent; Acting Mayor Stoesz was in the chair.

1. **Otter Lake Road Master Plan** – Lori Johnson, Senior Planner with WSB & Associates, reviewed a PowerPoint presentation that included information on the following:

- Study Area – 400 Acres;
- Background – Zoning and Land Use;
- Site Constraints;
- Natural Resources/Drainage;
- Pros and Cons of Regional System;
- Wetlands;
- Transportation;
- Considerations for Alignment Alternatives;
- Alignment Alternatives;
- No Build Alternative;
- Road Design;
- Land Use Considerations;
- Final Road Alignment & Recommended Future Land Use;
- Utilities;
- Wetlands and Wetland Bank;
- Road Construction;
- Economic Development.

Acting Mayor Stoesz noted that it’s difficult to know how the area will develop in the years or decades ahead and he wonders if utility easements in advance would prevent future digging. Community Development Director Grochala explained how the process usually occurs, including installing conduits for future users.

Councilmember Lyden asked if there is any outside funding possible to assist. Director Grochala said the road will be a Minnesota State Aid roadway (designated already) and staff is seeking other funding involvement.



## CITY COUNCIL WORK SESSION

### DRAFT

43 Councilmember Cavegn asked about the possibility of moving a frontage road next to the  
44 freeway for visibility and desirability. Director Grochala remarked that buildings will  
45 front the freeway so will have visibility.

46

47 Director Grochala said that if the council is comfortable, staff will focus back to the  
48 property owners and eventually bring something back to the council.

49 **2. Cleaning Proposal for City Owned Buildings** – Director DeGardner reviewed  
50 his written report. Based on services received and satisfaction level, staff is  
51 recommending that the contract for cleaning services be terminated and staff be  
52 authorized to hire part time workers. The change would result in a savings to the City  
53 and staff feels a better service will be received.

54 Administrator Cotton explained the challenging situation she sees with an outside  
55 cleaning company. The results have not been good and she is especially concerned at  
56 what the public sees when they come to the civic buildings. She's hopeful that a new  
57 situation will work much better.

58

59 Public Safety Director Swenson added his support for trying a new approach; they are  
60 experiencing difficulties in the cleaning area in his department.

61 The council concurred with the staff recommendation.

62 **3. Stormwater Management Ordinance Update** – Community Development  
63 Director Grochala reviewed a PowerPoint presentation that included information on the  
64 following:

- 65 - Proposed ordinance update involves changes/updates to the City Code, Chapter 1011;
- 66 - Would include adoption of certain rule changes of Rice Creek Watershed District  
67 (RCWD) to ordinance;
- 68 - Vadnais Lake Area Water Management Organization (VLAMO) has their own  
69 requirements and jurisdictions are supposed to adopt those rules; since VLAWMO  
70 rules can differ from RCWD, the ordinance language clarifies regulations follow the  
71 water regulation organization.

72 Director Grochala said he will bring forward changes for council consideration.

73 **4. Bulk Deicing Material Storage** – Community Development Director Grochala  
74 reviewed his written report relating to a requirement for cities to adopt an ordinance that  
75 requires that any salt storage areas be covered or be indoors as well as located on an  
76 impervious surface and handled in a certain way. Salt storage regulations apply only to  
77 large scale. The Environmental Board did review this and they requested that staff speak  
78 with businesses and others who may have larger salt supplies; at this point it appears it is  
79 only the City that has such a supply, with the possible exception of area contractors who

**CITY COUNCIL WORK SESSION**

**DRAFT**

80 provide winter services. Staff will be doing more public outreach and ultimately plan to  
81 bring an ordinance to the council in January.

82 **5. Appointment to Lino Lakes Advisory Boards** – City Administrator Cotton  
83 explained that at this point staff is waiting to hear back from several applicants so she'd  
84 recommend that the matter be tabled. That does mean that the appointment interviews  
85 would be delayed past the end of the year. The Planning and Zoning Board has enough  
86 applicants so those interviews could be scheduled now if the council desires.

87  
88 Acting Mayor Stoesz deferred the question of scheduling to the Mayor (who was not  
89 present). City Administrator Cotton remarked that she would reach out to the mayor on  
90 scheduling and also explore the possibility of not interviewing incumbents.

91 **6. 2023 Budget & Tax Levy** – Finance Director Lynch noted that she has provided  
92 the council with the final proposed budget; it is the budget staff will include for the  
93 upcoming budget hearing. That hearing is scheduled at the December 12th council  
94 meeting. She reviewed the small changes (as noted in the staff report).

95  
96 Acting Mayor Stoesz remarked that he expects that citizen focus is now on valuations and  
97 not the tax rate that will be considered at the hearing.

98  
99 Councilmember Cavegn noted that one added vehicle for the police department is still  
100 included. Ms. Lynch remarked that she didn't hear a consensus to take that out at the last  
101 discussion. Councilmember Cavegn noted that finances are not good for people this year  
102 so things that are not necessary shouldn't be included in his opinion; he has heard Public  
103 Safety Director Swenson say that this vehicle is not crucial. Director Swenson explained  
104 that the vehicle is included to try and flatten the peaks and valleys on the replacement  
105 schedule; that as well as consideration that there are cosmetic items that need to be fixed  
106 on a vehicle to the tune of \$5,000 to \$6,000. This is a vehicle that is used by a member of  
107 the leadership team but not for front line response. When asked if a reduction for this  
108 vehicle would be a direct reduction in levy, Ms. Lynch explained that it could be but she  
109 would warn that reductions to the capital budget will have a downstream impact.

110  
111 A majority of the council did not agree with taking the vehicle out of the budget.

112  
113 Councilmember Lyden said he'd like the council to fund an Alexandra House donation.  
114 He supports their work in the community.

115  
116 It was noted that the council received a presentation on the services of Alexandra House  
117 in the past. That information is still valid and referrals to the services of Alexandra  
118 House are still offered by the Public Safety Department regularly.

119  
120 Acting Mayor Stoesz remarked that it is his belief and one that he believes is shared by  
121 the Mayor that the activities are important but aren't appropriately funded by taxpayer  
122 dollars.

123

**CITY COUNCIL WORK SESSION**

**DRAFT**

124 Chief Swenson noted that he submitted the Public Safety Department budget and did not  
125 include funding for Alexandra House because he didn't see there was a change in the  
126 council's sentiment.

127

128 Councilmembers Lyden and Cavegn expressed support for providing funding to  
129 Alexandra House. There was not a clear direction but a councilmember indicated that he  
130 would communicate with staff with a direction prior to next Monday.

131

132 Finance Director Lynch noted that the levy could be increased without going over the  
133 preliminary cap or the funding could be identified from the contingency.

134 **7. 2023 Hodgson Road Trail Extension (49&J Improvement Project) –**

135 Community Development Director noted that, based on council direction, staff has  
136 approached Anoka County on the matter of extending the pedestrian trail along the west  
137 side of Hodgson from the Lyngblomsten project to Rohavic Lane. The extension can be  
138 accomplished but the City will be responsible for obtaining the necessary right of way.  
139 With council permission, staff will begin speaking with property owners to discuss an  
140 acquisition and improvement process.

141 **8. Council Updates on Boards/Commissions, City Council –** There were no  
142 updates.

143 Special Item – City Administrator Cotton asked the Council for support to close City Hall  
144 for a portion of the day for the employee Christmas Party on December 15<sup>th</sup>. The council  
145 supported the request.

146 The meeting was adjourned at 7:45 p.m.

147

148 These minutes were considered, corrected and approved at the regular Council meeting held on  
149 December 27, 2022.

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151

152

153

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

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

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

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: December 12, 2022

TOPIC: Consider Resolution No. 22-144, Adopting the Final 2022 Tax Levy, Collectible in 2023

VOTE REQUIRED: 3/5

**BACKGROUND**

Minnesota State Statutes require the City of Lino Lakes to adopt and certify a final 2022 tax levy, collectible in 2023 on or before December 28, 2022.

The total levy includes both an operating and debt service levy. The operating levy provides resources for general city operations, the Rookery Activity Center, equipment replacement, street maintenance, and park and trail improvements. The debt levy provides resources for the payment of interest and repayment of principal on bond issuances. The debt levy also includes voter-approved levies of \$176,109 to service debt for the Birch/Ware and Lake/Main intersection signalization projects and \$223,532 to service debt for the Shenandoah Street Reconstruction project.

The total proposed tax levy for 2022/23 is \$12,893,915 which is \$73,142 or 0.56% lower than the preliminary levy adopted in September. The proposed levy represents an increase of \$1,074,628, or 9.09% over the 2021/22 tax levy. The tax rate is estimated to decrease for 2023 from 40.154% to 34.935%.

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

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

**RECOMMENDATION**

Staff recommends the approval of Resolution No. 22-144.

**ATTACHMENTS**

2023 Proposed Final Budget & Tax Levy  
Resolution No. 22-144

**CITY OF LINO LAKES  
2022-2023 BUDGET SUMMARY**

	<b>Adopted 2022</b>	<b>Proposed 2023</b>	<b>\$ Change</b>	<b>% Change</b>
<b><u>Tax Levy</u></b>				
Operating Levy	9,790,843	11,319,531	1,528,688	15.61%
Debt Levy	2,028,444	1,574,384	(454,060)	-22.38%
Total Tax Levy	<u>11,819,287</u>	<u>12,893,915</u>	<u>1,074,628</u>	<u>9.09%</u>

**General Fund Budget**

<b>Revenues</b>				
Property Taxes	8,789,119	9,734,585	945,466	10.76%
Business Licenses and Permits	143,175	151,360	8,185	5.72%
Non-Business Licenses and Permits	889,627	952,041	62,414	7.02%
Intergovernmental	668,512	687,417	18,905	2.83%
Charges for Services	292,172	292,422	250	0.09%
Fines and Forfeits	101,100	101,100	-	0.00%
Investment Earnings	30,000	30,000	-	0.00%
Miscellaneous	211,057	208,491	(2,566)	-1.22%
Use of Reserves	500,000	-	(500,000)	-100.00%
Transfer From Other Funds	40,000	20,000	(20,000)	-50.00%
Total Revenues	<u>11,664,762</u>	<u>12,177,416</u>	<u>512,654</u>	<u>4.39%</u>

<b>Expenditures</b>				
Administration	1,580,437	1,639,462	59,025	3.73%
Community Development	773,124	822,638	49,514	6.40%
Public Safety	5,912,366	6,231,750	319,384	5.40%
Public Services	3,052,085	3,249,566	197,481	6.47%
Other	346,750	234,000	(112,750)	-32.52%
Total Expenditures	<u>11,664,762</u>	<u>12,177,416</u>	<u>512,654</u>	<u>4.39%</u>

<b><u>Tax Rate</u></b>	<u>40.154%</u>	<u>34.935%</u>
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**CITY OF LINO LAKES  
2023 PROPOSED BUDGET SUMMARY**

	<b>8/8/2022 Proposed 2023</b>	<b>9/6/2022 Proposed 2023</b>	<b>9/26/2022 Preliminary 2023</b>	<b>10/3/2022 Proposed 2023</b>	<b>10/24/2022 Proposed 2023</b>	<b>12/5/2022 Proposed 2023</b>	<b>\$ Change</b>	<b>% Change</b>
<b><u>Tax Levy</u></b>								
Operating Levy	11,092,673	11,092,673	<b>11,392,673</b>	11,353,392	11,353,392	<b>11,319,531</b>	(33,861)	-0.30%
Debt Levy	1,574,384	1,574,384	<b>1,574,384</b>	1,574,384	1,574,384	<b>1,574,384</b>	-	0.00%
Total Tax Levy	<u>12,667,057</u>	<u>12,667,057</u>	<u><b>12,967,057</b></u>	<u>12,927,776</u>	<u>12,927,776</u>	<u><b>12,893,915</b></u>	<u>(33,861)</u>	<u>-0.26%</u>
<b><u>General Fund Budget</u></b>								
Revenues								
Property Taxes	9,507,727	9,507,727	<b>9,807,727</b>	9,768,446	9,768,446	<b>9,734,585</b>	(33,861)	-0.35%
Business Licenses and Permits	151,360	151,360	<b>151,360</b>	151,360	151,360	<b>151,360</b>	-	0.00%
Non-Business Licenses and Perr	952,041	952,041	<b>952,041</b>	952,041	952,041	<b>952,041</b>	-	0.00%
Intergovernmental	687,431	687,431	<b>687,431</b>	687,417	687,417	<b>687,417</b>	-	0.00%
Charges for Services	292,422	292,422	<b>292,422</b>	292,422	292,422	<b>292,422</b>	-	0.00%
Fines and Forfeits	101,100	101,100	<b>101,100</b>	101,100	101,100	<b>101,100</b>	-	0.00%
Investment Earnings	30,000	30,000	<b>30,000</b>	30,000	30,000	<b>30,000</b>	-	0.00%
Miscellaneous	208,491	208,491	<b>208,491</b>	208,491	208,491	<b>208,491</b>	-	0.00%
Use of Reserves	176,000	176,000	-	-	-	-	-	#DIV/0!
Transfer From Other Funds	20,000	20,000	<b>20,000</b>	20,000	20,000	<b>20,000</b>	-	0.00%
Total Revenues	<u>12,126,572</u>	<u>12,126,572</u>	<u><b>12,250,572</b></u>	<u>12,211,277</u>	<u>12,211,277</u>	<u><b>12,177,416</b></u>	<u>(33,861)</u>	<u>-0.28%</u>
Expenditures								
Administration	1,635,218	1,635,218	<b>1,635,218</b>	1,634,999	1,634,999	<b>1,639,462</b>	4,463	0.27%
Community Development	832,240	832,240	<b>832,240</b>	822,638	822,638	<b>822,638</b>	-	0.00%
Public Safety	6,279,149	6,279,149	<b>6,279,149</b>	6,273,456	6,273,456	<b>6,231,750</b>	(41,706)	-0.66%
Public Services	3,269,965	3,269,965	<b>3,269,965</b>	3,246,184	3,246,184	<b>3,249,566</b>	3,382	0.10%
Other	110,000	110,000	<b>234,000</b>	234,000	234,000	<b>234,000</b>	-	0.00%
Total Expenditures	<u>12,126,572</u>	<u>12,126,572</u>	<u><b>12,250,572</b></u>	<u>12,211,277</u>	<u>12,211,277</u>	<u><b>12,177,416</b></u>	<u>(33,861)</u>	<u>-0.28%</u>
<b><u>Tax Rate</u></b>								
	<u>33.873%</u>	<u>34.073%</u>	<u><b>34.979%</b></u>	<u>34.861%</u>	<u>34.861%</u>	<u><b>34.935%</b></u>		

**CITY OF LINO LAKES  
2023 PROPOSED TAX LEVY**

			Adopted 2020	Adopted 2021	Adopted 2022	Proposed 2023	2022-2023	
							\$ Change	% Change
<b>Operating Levy</b>	<b>Fund</b>							
General Fund	101		7,440,756	8,306,254	8,748,619	9,694,085	945,466	10.81%
Summer Playground Program (1)	201		11,500	-	-	-	-	0.00%
Rookery Activity Center	202		-	-	-	325,000	325,000	0.00%
Blue Heron Days (1)	205		10,000	-	10,000	-	(10,000)	(100.00%)
Capital Equipment Replacement (2)	402		-	-	150,000	325,000	175,000	116.67%
Office Equipment Replacement (1)	403		25,000	25,000	25,000	25,000	-	0.00%
Street Maintenance (1)	421		661,500	711,113	782,224	860,446	78,222	10.00%
Storm Water Maintenance (1)	424		130,000	130,000	-	-	-	0.00%
Park and Trail Improvements (1)	425		90,000	60,000	75,000	90,000	15,000	20.00%
<b>Total Operating Levy</b>			<b>8,368,756</b>	<b>9,232,367</b>	<b>9,790,843</b>	<b>11,319,531</b>	<b>1,528,688</b>	<b>15.61%</b>
<b>Debt Levy</b>	<b>Final Levy Year</b>	<b>Purpose</b>						
Certificate of Indebtedness 2015B	2020	Fire Capital Equipment	214,216	-	-	-	-	***
Certificate of Indebtedness 2017	2020	Police/Fleet Capital Equipment	111,353	-	-	-	-	***
Certificate of Indebtedness 2018	2021	Police/Fleet Capital Equipment	107,100	106,050	-	-	-	***
Certificate of Indebtedness 2019	2022	Police/Fleet Capital Equipment	140,119	140,307	139,493	-	(139,493)	(100.00%)
Certificate of Indebtedness 2020	2023	Police/Fleet Capital Equipment	-	105,929	106,042	106,299	257	0.24%
G.O. Bond 2012A (3)	2023	Main St/Lake Dr & Birch St/Ware Rd Traffic Signals/Refund 2003A Series Bonds (Elm Street, Twilight Acres Water Main, Century Farm Lift Station)	178,080	175,896	178,794	176,109	(2,685)	(1.50%)
G.O. Bond 2015A (3)	2030	Shenandoah Area Street Reconstruction Improv	222,692	219,227	216,497	223,532	7,035	3.25%
G.O. Bond 2015A - Abatement Portion	2026	Birch Street Sanitary Sewer Ext & Turn Lanes	48,536	47,696	51,372	50,427	(945)	(1.84%)
EDA Lease/Revenue Bond 2015	2035	Fire Station #2	317,297	316,877	316,300	320,815	4,515	1.43%
G.O. Tax Abatement Refunding Bond 2016C	2022	City's Participation in YMCA Project	301,571	313,567	325,054	-	(325,054)	(100.00%)
G.O Bond 2018A	2033	West Shadow Lake Dr & LaMotte Area Street Reconstruction Improv/Lake Dr Watermain/Tri	481,799	483,899	485,212	485,737	525	0.11%
G.O Bond 2021A	2031	4th Ave, Joyer Ln, Karth Rd, Talle Ln, Canfield Rd, and Gaage Ln Street Reconstruction Improv	-	-	209,680	211,465	1,785	0.85%
<b>Total Debt Levy</b>			<b>2,122,762</b>	<b>1,909,448</b>	<b>2,028,444</b>	<b>1,574,384</b>	<b>(454,060)</b>	<b>(22.38%)</b>
<b>Total Levy</b>			<b>10,491,518</b>	<b>11,141,815</b>	<b>11,819,287</b>	<b>12,893,915</b>	<b>1,074,628</b>	<b>9.09%</b>

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

**CITY OF LINO LAKES  
2023 PROPOSED TAX CAPACITY RATE**

	Actual 2020	Actual 2021	Adopted 2022	Actual 2022	Proposed 2023
<b>Taxable Market Value</b>	<b>2,299,471,394</b>	<b>2,435,156,410</b>	<b>2,591,670,167</b>	<b>2,587,650,762</b>	<b>3,291,197,633 *</b>
<i>Annual % Change</i>	<i>10.40%</i>	<i>5.90%</i>	<i>6.43%</i>	<i>6.26%</i>	<i>27.19%</i>
	<b>Actual 2020</b>	<b>Actual 2021</b>	<b>Adopted 2022</b>	<b>Actual 2022</b>	<b>Proposed 2023</b>
Total Tax Capacity Value	24,887,837	26,491,445	27,950,000	27,908,349	35,485,183 *
Less FD Contribution in Value	(1,486,924)	(1,537,086)	(1,643,524)	(1,643,524)	(1,502,577)
Less Captured Value for Tax Increment	(717,399)	(845,716)	(783,368)	(783,140)	(1,037,875) *
<b>Total Net Tax Capacity Value</b>	<b>22,683,514</b>	<b>24,108,643</b>	<b>25,523,108</b>	<b>25,481,685</b>	<b>32,944,731</b>
<i>Annual % Change</i>	<i>9.28%</i>	<i>6.28%</i>	<i>5.87%</i>	<i>5.70%</i>	<i>29.29%</i>
Total Levy	10,491,518	11,141,815	11,819,287	11,819,287	12,893,915
Less FD Distribution	(1,447,780)	(1,472,118)	(1,587,612)	(1,587,612)	(1,384,776)
<b>Total Net Levy for Tax Rate</b>	<b>9,043,738</b>	<b>9,669,697</b>	<b>10,231,675</b>	<b>10,231,675</b>	<b>11,509,139</b>
<i>Annual % Change</i>	<i>4.19%</i>	<i>6.92%</i>	<i>5.81%</i>	<i>5.81%</i>	<i>12.49%</i>
<b>City Tax Capacity Rate</b>	<b>39.870%</b>	<b>40.109%</b>	<b>40.088%</b>	<b>40.154%</b>	<b>34.935%</b>

\*Preliminary values from Anoka County



**CITY OF LINO LAKES  
2023 PROPOSED GENERAL FUND REVENUE**

	<b>Actual 2020</b>	<b>Actual 2021</b>	<b>Adopted 2022</b>	<b>Base Budget 2023</b>	<b>Adjustments Requested 2023</b>	<b>Proposed 2023</b>	<b>\$ Increase/ Decrease</b>	<b>% Increase/ Decrease</b>
Property Taxes	8,342,664	9,280,146	8,789,119	8,789,119	945,466	9,734,585	945,466	10.76%
Special Assessments	0	185	0	0	0	0	0	***
Business Licenses and Permits	94,758	83,347	143,175	143,175	8,185	151,360	8,185	5.72%
Non-Business Licenses and Permits	877,693	1,317,407	889,627	889,627	62,414	952,041	62,414	7.02%
Intergovernmental	617,816	626,278	668,512	668,512	18,905	687,417	18,905	2.83%
Charges for Services	273,285	337,289	292,172	292,172	250	292,422	250	0.09%
Fines and Forfeits	76,811	73,206	101,100	101,100	0	101,100	0	0.00%
Investment Earnings	122,482	(50,817)	30,000	30,000	0	30,000	0	0.00%
Miscellaneous	191,069	244,328	211,057	211,057	(2,566)	208,491	(2,566)	(1.22%)
Other Financing Sources	380,560	0	540,000	0	20,000	20,000	(520,000)	(96.30%)
<b>TOTAL REVENUES</b>	<b>10,977,138</b>	<b>11,911,370</b>	<b>11,664,762</b>	<b>11,124,762</b>	<b>1,052,654</b>	<b>12,177,416</b>	<b>512,654</b>	<b>4.39%</b>

**CITY OF LINO LAKES  
2023 PROPOSED GENERAL FUND REVENUE**

	Account Number	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>Property Taxes</b>								
Current Taxes	101-000-3010-000	8,292,860	9,146,333	8,748,619	8,748,619	945,466	9,694,085	Levy for General Operations
Delinquent Taxes	101-000-3020-000	49,225	98,537	40,000	40,000	0	40,000	Prior Year(s) Delinquencies
Excess Tax Increments	101-000-3050-000	0	23,653	0	0	0	0	
Tax Forfeits	101-000-3060-000	0	0	0	0	0	0	
Penalties & Interest	101-000-3150-000	578	11,623	500	500	0	500	
		<b>8,342,664</b>	<b>9,280,146</b>	<b>8,789,119</b>	<b>8,789,119</b>	<b>945,466</b>	<b>9,734,585</b>	
<b>Special Assessments</b>								
Current Assessments	101-000-3110-000	0	185	0	0	0	0	
		<b>0</b>	<b>185</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Business Licenses and Permits</b>								
Liquor License - Bar	101-000-3201-000	25,133	(391)	32,000	32,000	0	32,000	License to Sell Liquor for On-Premises Consumption
Liquor License - Beer	101-000-3202-000	750	97	1,000	1,000	0	1,000	License to Sell Beer for On-Premises Consumption
Off-Sale Liquor	101-000-3203-000	2,483	1,600	2,000	2,000	0	2,000	License to Sell Packaged Liquor for Off-Premises Consumption
Sunday Liquor License	101-000-3204-000	3,883	142	1,900	1,900	0	1,900	License to Sell Liquor for On-Premises Consumption on Sunday
Club Liquor License	101-000-3205-000	250	0	300	300	0	300	
Beer Permit	101-000-3206-000	0	0	0	0	0	0	
Investigation Fee	101-000-3208-000	810	423	1,000	1,000	0	1,000	Fee to Perform Background Investigation for Liquor License Apps
Garbage Removal License	101-000-3209-000	1,740	1,930	1,700	1,700	300	2,000	Annual License to Collect Refuse in the City
Temporary Consumption Permit	101-000-3210-000	0	250	300	300	0	300	
Tobacco License	101-000-3211-000	700	650	600	600	0	600	Annual License to Sell Tobacco in the City
Contractor's License	101-000-3213-000	12,230	11,891	16,291	16,291	(600)	15,691	
Rental Housing License	101-000-3215-000	5,422	5,871	5,934	5,934	(100)	5,834	
Dance License	101-000-3219-000	0	70	35	35	0	35	
Fireworks License	101-000-3220-000	100	400	200	200	0	200	
Massage License	101-000-3222-000	916	800	1,100	1,100	(100)	1,000	
Peddlers License	101-000-3223-000	2,900	1,665	2,500	2,500	0	2,500	License for Door-to-Door Sales
Lodging Tax	101-000-3225-000	37,441	57,950	76,315	76,315	8,685	85,000	
		<b>94,758</b>	<b>83,347</b>	<b>143,175</b>	<b>143,175</b>	<b>8,185</b>	<b>151,360</b>	
<b>Non-Business Licenses and Permits</b>								
Building Permits	101-000-3250-000	453,039	699,892	515,731	515,731	36,404	552,135	Value-Based Fee-Covers the Cost of Inspec. & Code Compl.
Plan Inspection Fees	101-000-3251-000	240,977	387,910	202,771	202,771	25,555	228,326	65% of Bldg Permit Fee to Cover Cost of Plan Review
Erosion Control Permits	101-000-3252-000	26,400	42,400	29,600	29,600	1,600	31,200	
Plumbing Permits	101-000-3253-000	38,884	51,170	31,710	31,710	0	31,710	
Mechanical Permits	101-000-3254-000	73,547	92,612	66,093	66,093	(1,500)	64,593	
Septic Plumbing Permit	101-000-3255-000	5,750	5,580	5,577	5,577	0	5,577	
Septic System Permit	101-000-3256-000	9,750	8,300	6,867	6,867	133	7,000	
Fence Permit	101-000-3259-000	5,360	7,933	4,478	4,478	222	4,700	
Dog License	101-000-3260-000	1,190	1,145	1,250	1,250	0	1,250	
Sign Permit	101-000-3262-000	125	100	926	926	0	926	
Underground Utility Permit	101-000-3264-000	18,939	14,528	18,624	18,624	0	18,624	
Miscellaneous Permits	101-000-3266-000	3,731	5,837	6,000	6,000	0	6,000	
		<b>877,693</b>	<b>1,317,407</b>	<b>889,627</b>	<b>889,627</b>	<b>62,414</b>	<b>952,041</b>	
<b>Intergovernmental</b>								
TZD Safe Roads Grant	101-000-3314-000	0	29,163	25,000	25,000	0	25,000	Office of Traffic Safety (OTS) Grant Funding
Local Government Aid	101-000-3340-000	0	0	0	0	0	0	
Market Value Homestead Credit	101-000-3341-000	5,377	3,500	4,000	4,000	(500)	3,500	
Municipal State Aid	101-000-3345-000	272,021	246,536	250,000	250,000	25,000	275,000	For Maintenance of City-Designated State-Aid Roads
Police State Aid	101-000-3346-000	263,430	246,117	260,000	260,000	0	260,000	Aid for Police Retirement Plan and POST Training
Other State Revenue	101-000-3348-000	10,707	0	10,000	10,000	(10,000)	0	
Fire State Aid	101-000-3349-000	0	0	21,703	21,703	0	21,703	
Other Fire Aid	101-000-3351-000	3,780	32,242	20,000	20,000	0	20,000	Fire Training/Ed
Anoka County Solid Waste	101-000-3360-000	62,502	68,721	77,809	77,809	4,405	82,214	SCORE Grant for Recycling Efforts
Other Anoka County Revenue	101-000-3364-000	0	0	0	0	0	0	
		<b>617,816</b>	<b>626,278</b>	<b>668,512</b>	<b>668,512</b>	<b>18,905</b>	<b>687,417</b>	

**CITY OF LINO LAKES  
2023 PROPOSED GENERAL FUND REVENUE**

	<b>Account Number</b>	<b>Actual 2020</b>	<b>Actual 2021</b>	<b>Adopted 2022</b>	<b>Base Budget 2023</b>	<b>Adjustments Requested 2023</b>	<b>Proposed 2023</b>	<b>Budget Detail</b>
<b>Charges for Services</b>								
Land Use Fee	101-000-3265-000	18,164	15,989	10,023	10,023	0	10,023	
Sale of Supplies	101-000-3404-000	63	57	100	100	0	100	
Assessment Searches	101-000-3405-000	9,640	11,420	9,000	9,000	0	9,000	
Election Filing Fees	101-000-3409-000	20	20	0	0	0	0	
Return Check Fee	101-000-3413-000	30	30	0	0	0	0	
SAC/Surcharge Fee	101-000-3414-000	5,225	8,447	8,000	8,000	(3,000)	5,000	
Materials for Resale	101-000-3416-000	0	0	0	0	0	0	
Aerial Map Fee	101-000-3417-000	9,540	24,660	12,000	12,000	0	12,000	
Police Reports	101-000-3420-000	526	725	800	800	0	800	
Police Other Revenues	101-000-3422-000	138,315	173,767	165,000	165,000	0	165,000	Included TZD Safe Roads Grant prior to 2021
Public Works Fees	101-000-3433-000	8,265	3,749	7,500	7,500	0	7,500	
Other Park Revenues	101-000-3470-000	143	4,042	750	750	3,250	4,000	
Administrative Charge - Bonds	101-000-3490-000	0	0	0	0	0	0	
Engineering/Planning Charges	101-000-3492-000	33,354	44,385	28,999	28,999	0	28,999	
Investment Management Charge	101-000-3494-000	50,000	50,000	50,000	50,000	0	50,000	
		<b>273,285</b>	<b>337,289</b>	<b>292,172</b>	<b>292,172</b>	<b>250</b>	<b>292,422</b>	
<b>Fines and Forfeits</b>								
Fines & Forfeits	101-000-3510-000	76,111	72,206	100,000	100,000	0	100,000	
Driving Diversion Program (DDP)	101-000-3512-000	700	1,000	1,100	1,100	0	1,100	
		<b>76,811</b>	<b>73,206</b>	<b>101,100</b>	<b>101,100</b>	<b>0</b>	<b>101,100</b>	
<b>Investment Earnings</b>								
Interest on Investments	101-000-3620-000	83,333	(50,817)	30,000	30,000	0	30,000	Includes Unrealized Gain (Loss) on Investments
Change in Fair Value of Investments	101-000-3621-000	39,149	0	0	0	0	0	
		<b>122,482</b>	<b>(50,817)</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>	
<b>Miscellaneous</b>								
Circle Pines Gas Franchise	101-000-3350-000	50,142	67,620	55,000	55,000	0	55,000	
Other Solid Waste	101-000-3361-000	14	0	0	0	0	0	
Building Rents	101-000-3640-000	0	250	0	0	200	200	
Donations	101-000-3720-000	0	0	500	500	(500)	0	
Refunds & Reimbursements	101-000-3730-000	29,501	59,468	35,000	35,000	(5,000)	30,000	
Bldg Lease Revenue	101-000-3740-000	110,384	114,154	118,557	118,557	2,734	121,291	
Miscellaneous Revenue	101-000-3810-000	1,027	2,837	2,000	2,000	0	2,000	
		<b>191,069</b>	<b>244,328</b>	<b>211,057</b>	<b>211,057</b>	<b>(2,566)</b>	<b>208,491</b>	
<b>Other Financing Sources</b>								
Use of Fund Reserves	101-000-3900-000	0	0	500,000	0	0	0	
Sale of Fixed Assets	101-000-3910-000	560	0	0	0	0	0	
Transfer From Other Funds	101-000-3920-000	380,000	0	40,000	0	20,000	20,000	\$20K from Cable TV/Communications Fund
		<b>380,560</b>	<b>0</b>	<b>540,000</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	
<b>Total Revenues</b>		<b>10,977,138</b>	<b>11,911,370</b>	<b>11,664,762</b>	<b>11,124,762</b>	<b>1,052,654</b>	<b>12,177,416</b>	

**CITY OF LINO LAKES  
2023 PROPOSED GENERAL FUND EXPENDITURES**

DEPT#	DESCRIPTION	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	\$ Increase/ Decrease	% Increase/ Decrease
<b>ADMINISTRATION</b>									
401	MAYOR AND COUNCIL	82,571	90,924	93,373	93,010	11,145	104,155	10,782	11.55%
402	ADMINISTRATION	625,479	545,472	653,362	663,392	19,120	682,512	29,150	4.46%
403	ELECTIONS	54,003	16,445	34,550	34,550	(13,800)	20,750	(13,800)	(39.94%)
404	CABLE TV	1,269	(2)	0	0	0	0	0	***
405	CHARTER ADMINISTRATION	148	302	7,463	7,463	0	7,463	0	0.00%
407	FINANCE	630,191	666,793	653,689	627,082	59,500	686,582	32,893	5.03%
414	LEGAL CONSULTANTS	119,360	119,890	138,000	138,000	0	138,000	0	0.00%
TOTAL ADMINISTRATION		1,513,022	1,439,824	1,580,437	1,563,497	75,965	1,639,462	59,025	3.73%
<b>COMMUNITY DEVELOPMENT</b>									
415	ECONOMIC DEVELOPMENT	67,244	115,285	113,669	116,984	8,300	125,284	11,615	10.22%
416	PLANNING AND ZONING	131,074	134,705	168,116	174,211	0	174,211	6,095	3.63%
417	ENGINEERING	110,152	114,139	97,365	97,365	(1,011)	96,354	(1,011)	(1.04%)
418	COMMUNITY DEVELOPMENT	203,204	231,344	196,508	202,022	0	202,022	5,514	2.81%
461	ENVIRONMENTAL	47,140	48,674	59,620	60,494	(130)	60,364	744	1.25%
462	SOLID WASTE ABATEMENT	55,093	58,096	77,809	82,214	0	82,214	4,405	5.66%
463	FORESTRY	58,653	75,478	60,037	62,189	20,000	82,189	22,152	36.90%
TOTAL COMMUNITY DEVELOPMENT		672,560	777,721	773,124	795,479	27,159	822,638	49,514	6.40%
<b>PUBLIC SAFETY</b>									
420	POLICE PROTECTION	3,874,098	4,013,620	4,562,016	4,704,865	63,213	4,768,078	206,062	4.52%
421	FIRE PROTECTION	514,564	558,785	886,099	920,881	39,028	959,909	73,810	8.33%
422	BUILDING INSPECTIONS	348,427	400,905	464,251	500,098	3,665	503,763	39,512	8.51%
TOTAL PUBLIC SAFETY		4,737,089	4,973,310	5,912,366	6,125,844	105,906	6,231,750	319,384	5.40%
<b>PUBLIC SERVICES</b>									
430	STREETS	847,628	971,377	1,033,976	985,965	13,000	998,965	(35,011)	(3.39%)
431	FLEET MANAGEMENT	380,468	530,373	588,940	612,626	51,625	664,251	75,311	12.79%
432	GOVERNMENT BUILDINGS	477,011	529,687	544,520	570,935	1,475	572,410	27,890	5.12%
450	PARKS	582,178	1,083,192	842,211	831,540	182,400	1,013,940	171,729	20.39%
451	RECREATION	101,154	34,745	42,438	0	0	0	(42,438)	(100.00%)
TOTAL PUBLIC SERVICES		2,388,439	3,149,374	3,052,085	3,001,066	248,500	3,249,566	197,481	6.47%
<b>OTHERS</b>									
499	CONTINGENCY/TRANSFERS/OTHERS	931,500	951,113	346,750	60,000	174,000	234,000	(112,750)	(32.52%)
TOTAL OTHERS		931,500	951,113	346,750	60,000	174,000	234,000	(112,750)	(32.52%)
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>10,242,609</b>	<b>11,291,342</b>	<b>11,664,762</b>	<b>11,545,886</b>	<b>631,530</b>	<b>12,177,416</b>	<b>512,654</b>	<b>4.39%</b>

**CITY OF LINO LAKES  
2023 BASE BUDGET ADJUSTMENTS**

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Mayor and Council	4343	Newsletter	Newsletter design and printing	\$ 10,475
Mayor and Council	4452	Subscriptions/Dues	League of MN Cities (LMC) Dues	\$ 670
Administration	4300	Professional Services	Transfer expense to Contracted Services	\$ (1,100)
Administration	4321	Telephone	Employee Cell Phone Stipends	\$ 720
Administration	4410	Contracted Services	Benefit Administration, Shredding, HR Software, Website Maintenance	\$ 19,500
Elections	4101	Salaries	Election Judges	\$ (15,000)
Elections	4340	Printing & Publishing	Election ballot printing	\$ 1,200
Finance	4308	Auditor	Single Audit due to ARPA Expenditures	\$ 5,500
Finance	4310	Other Consultants	Metro-iNet JPA Services, Programs & Support and Springbrook Maintenance	\$ 46,380
Finance	4342	Truth in Taxation	TnT notices mailed by Anoka County	\$ 120
Finance	4410	Contracted Services	Anoka County Assessing Services JPA	\$ 7,500
Economic Development	4330	Travel/Tuition	Annual Econ Dev Conference	\$ 50
Economic Development	4900	City Marketing	Pass Through Lodging Tax Remittance (offset - revenue increased \$8,685)	\$ 8,250
Engineering	4300	Professional Services	WSB hourly services & traffic counts	\$ 1,000
Engineering	4410	Contracted Services	WSB Retainer	\$ 989
Engineering	4410	Contracted Services	Biennial aerial photo cost share	\$ (3,000)
Environment	4321	Telephone	Mobile Hot Spots	\$ (330)
Environment	4452	Subscriptions/Dues	Tree Organization Memberships and MN Dept of Ag Annual Registry	\$ 200
Forestry	4410	Contracted Services	Tree Removal and Replacement - Emerald Ash Borer	\$ 20,000
Police	41xx	Personnel	Additional CSO	\$ 16,748
Police	41xx	Personnel	PT Temporary Background Investigators	\$ 16,793
Police	4211	Maintenance Supplies	Ammunition cost increase, 40 MM launchers supplies and	\$ 3,750
Police	4213	Youth Program	Based on previous years actual expenses	\$ (1,400)
Police	4214	Crime Prevention/Safety	Based on previous years actual expenses	\$ (1,000)
Police	4240	Small Tools	Computers and 40 MM launchers	\$ 18,400
Police	4360	Insurance	LMCIT Police Liability Insurance Coverage	\$ 7,902
Police	4370	Uniforms	Uniform Allowance COLA	\$ 495
Police	4410	Contracted Services	Video Redaction Software, Annual FIT Tests	\$ 1,525
Fire	4200	Office Supplies	Office supply needs for additional staff	\$ 600
Fire	4213	Youth Program	Reducing previous allocation of funds	\$ (700)
Fire	4240	Small Tools	2 Computers, 2 Alerting and Radio Systems for Fire Stations , 2 Water Rescue Systems for Engines	\$ 25,000
Fire	4300	Professional Services	Licensure and employee wellness for additional staff	\$ 2,160
Fire	4322	Postage	POC Direct Mailing Recruitment	\$ 500
Fire	4330	Travel/Tuition	Fire Inc training, additional supervisor training for newly promoted employees	\$ 1,950
Fire	4340	Printing & Publishing	POC recruitment materials	\$ 500
Fire	4370	Uniforms	Turn out gear cost increase, Duty Crew turnover	\$ 11,800
Fire	4410	Contracted Services	Schedule of engine testing	\$ (2,912)
Fire	4452	Subscriptions/Dues	Anoka County Fire Protection Council & Metro Fire Chief's cost	\$ 130
Building Inspections	4200	Office Supplies	Reducing previous allocation of funds	\$ (500)
Building Inspections	4300	Professional Services	Technology subscriptions, maintenance, updates for permitting and plan review	\$ 1,000
Building Inspections	4410	Contracted Services	Contracted Building Inspections	\$ 2,970
Building Inspections	4452	Subscriptions/Dues	Professional organization costs and inspector licensing	\$ 195
Streets	4228	Salt/Sand	Price increases in salt/sand	\$ 10,000
Streets	4330	Travel/Tuition	Equipment/plow operation training	\$ 3,000
Fleet	4212	Vehicle Fuel	Price increases in fuel	\$ 50,000
Fleet	4330	Travel/Tuition	Automotive technology classes/training	\$ 1,000
Fleet	4360	Insurance	LMCIT Auto Insurance Coverage	\$ (875)
Fleet	4410	Contracted Services	Maintenance and repair of fire vehicles and equipment	\$ 6,500

**2023 BASE BUDGET ADJUSTMENTS**

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Fleet	5000	Capital Outlay	Annual Skid Steer trade-in	\$ (5,000)
Government Buildings	4383	Heat	Price increases in natural gas	\$ 6,000
Government Buildings	4361	Insurance	LMCIT General Liability, Property, and Excess Liability Insurance	\$ (4,525)
Parks	4211	Maintenance Supplies	Foxborough Development Boardwalk Replacement	\$ 5,000
Parks	4370	Uniforms	Additional parks maintenance employee	\$ 400
Parks	4330	Travel/Tuition	Safety and maintenance training, certified playground inspector	\$ 1,000
Parks	4410	Contracted Services	Rice Lake Elementary Replace Full Basketball Court	\$ 40,000
Parks	4410	Contracted Services	Sunrise Parks Parking Lots Chip Seal	\$ 54,000
Parks	4410	Contracted Services	North Pointe Park Pickle Ball Courts Painting	\$ 7,000
Parks	4410	Contracted Services	Country Lakes Lane Trail Repair	\$ 75,000
Others	4905	Contingency	Unsettled labor contracts and other uncertainties	\$ 174,000
			<b>Total 2023 Adjustments Requested</b>	<b>\$ 631,530</b>
			General Fund Base Budget Changes	\$ 313,936 *
			Increase in Rookery Activity Center Levy	\$ 325,000
			Decrease in Blue Heron Days Levy	\$ (10,000)
			Increase in Capital Equipment Levy	\$ 175,000
			Increase in Pavement Management Levy	\$ 78,222
			Increase in Parks and Trails Improvement Levy	\$ 15,000
			Decrease in Existing Debt	\$ (454,060)
			<b>Total 2023 Tax Levy Increase</b>	<b>\$ 1,074,628</b>
			<i>*General Fund Base Budget Change Detail:</i>	
			General Fund Expenditure Base Budget Increase	\$ 167,874
			General Fund Use of Reserves (net operating transfers out) Decrease	\$ 213,250
			General Fund Revenues (excluding property taxes) Increase	\$ (87,188)
			General Fund Transfers From Other Funds Decrease	\$ 20,000

**CITY OF LINO LAKES  
PERSONNEL TOTALS**

	<u>Actual 2020</u>	<u>Actual 2021</u>	<u>Adopted 2022</u>	<u>Proposed 2023</u>
ADMINISTRATION	4.000	5.000	5.000	5.000
FINANCE	3.100	3.100	3.100	2.600 (1)
PLANNING & ZONING	1.000	1.000	1.000	1.000
COMMUNITY DEVELOPMENT	2.000	2.000	1.700	1.700
ENVIRONMENTAL	0.375	0.375	0.300	0.300
SOLID WASTE	0.250	0.250	0.200	0.200
FORESTRY	0.375	0.375	0.250	0.250
POLICE	30.550	32.550	32.550	33.050 (2)
FIRE	1.950	1.950	6.950	6.950
BUILDING INSPECTIONS	3.500	3.500	4.000	4.500 (1)
STREETS	6.500	6.250	5.900	6.250 (3)
FLEET	1.500	2.200	2.200	2.550 (3)
GOVERNMENT BUILDINGS	-	-	-	0.150 (3)
PARKS	5.200	4.950	5.900	5.600 (3)
RECREATION	0.200	-	0.500	- (3)
<b>TOTAL GENERAL FUND</b>	<b>60.500</b>	<b>63.500</b>	<b>69.550</b>	<b>70.100</b>
ROOKERY ACTIVITY CENTER FUND	-	-	8.650	7.000 (3)
WATER FUND	3.250	3.250	3.850	4.050 (3)
SEWER FUND	3.250	3.250	3.850	4.050 (3)
STORM WATER FUND	-	-	1.750	1.800 (3)
<b>GRAND TOTAL</b>	<b>67.000</b>	<b>70.000</b>	<b>87.650</b>	<b>87.000</b>

Personnel are shown as Full Time Equivalent (FTE)

(1) 50% of Office Specialist allocation moved from Finance to Building Inspections

(2) Addition of 0.5 FTE CSO

(3) Reallocation of Public Services Director, Superintendent, and Administrative Assistant

**CITY OF LINO LAKES**

**MAYOR AND COUNCIL (101-401)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	42,695	44,112	46,858	46,458	0	46,458	100% Mayor 4 - 100% Councilmembers
PERA	4121-000	2,175	2,206	2,343	2,323	0	2,323	
SOCIAL SECURITY	4122-000	629	640	679	674	0	674	
LIFE & DISABILITY INSURANCE	4133-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	70	72	203	265	0	265	
		<b>45,569</b>	<b>47,029</b>	<b>50,083</b>	<b>49,720</b>	<b>0</b>	<b>49,720</b>	
<b>SUPPLIES</b>								
OFFICE SUPPLIES	4200-000	0	0	0	0	0	0	Signature stamps, name plates, special meeting expenses
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	200	0	4,000	4,000	0	4,000	Strategic Planning/Goal Setting Facilitator
TRAVEL & TUITION	4330-000	550	0	1,500	1,500	0	1,500	LMC Conference, Elected Officials Conference
PRINTING & PUBLISHING	4340-000	0	31	200	200	0	200	Meeting Notices
NEWSLETTER	4343-000	15,953	20,443	13,000	13,000	10,475	23,475	Spring/Summer, Fall & Winter Newsletters
		<b>16,703</b>	<b>20,474</b>	<b>18,700</b>	<b>18,700</b>	<b>10,475</b>	<b>29,175</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	103	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	18,356	18,627	19,090	19,090	670	19,760	League of MN Cities, MN Mayors Association
CITY MARKETING	4900-000	1,840	4,794	5,500	5,500	0	5,500	Flowers, Plaques & Awards, Employee Appreciation, Lino Lakes Ambassadors
		<b>20,299</b>	<b>23,421</b>	<b>24,590</b>	<b>24,590</b>	<b>670</b>	<b>25,260</b>	
<b>TOTAL MAYOR AND COUNCIL</b>		<b>82,571</b>	<b>90,924</b>	<b>93,373</b>	<b>93,010</b>	<b>11,145</b>	<b>104,155</b>	



**CITY OF LINO LAKES**

**ADMINISTRATION (101-402)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	437,027	414,555	480,789	501,184	0	501,184	100% City Administrator
OVERTIME	4102-000	377	0	0	0	0	0	100% Human Resources and Communications Manager
TEMPORARIES	4106-000	13,226	11,131	16,500	0	0	0	100% Communications Specialist*
WELLNESS PROGRAM	4108-000	476	0	720	720	0	720	100% City Clerk
PERA	4121-000	28,661	31,590	37,297	37,589	0	37,589	100% Deputy City Clerk
SOCIAL SECURITY	4122-000	29,228	32,145	38,043	38,341	0	38,341	*\$20,000 Transfer from the Cable TV/Communication Fund (previously \$40,000 in 2022)
ICMA EMPLOYER	4123-000	0	1,739	1,970	1,604	0	1,604	
HEALTH INSURANCE	4131-000	17,511	19,161	22,249	26,927	0	26,927	
LIFE & DISABILITY INSURANCE	4133-000	1,187	1,338	1,277	1,153	0	1,153	
DENTAL INSURANCE	4134-000	1,764	1,079	2,696	3,062	0	3,062	
VEHICLE ALLOWANCE	4135-000	1,650	0	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	2,466	2,147	3,161	4,152	0	4,152	
		<b>533,573</b>	<b>514,884</b>	<b>604,702</b>	<b>614,732</b>	<b>0</b>	<b>614,732</b>	
<b>SUPPLIES</b>								
OFFICE SUPPLIES	4200-000	24	5	0	0	0	0	
		<b>24</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	19,029	9,410	15,000	15,000	(1,100)	13,900	Drug/Alcohol Testing, Pre-employment Assessments, Training, Web Consulting
LABOR CONSULTANTS	4310-000	55,651	2,684	9,000	9,000	0	9,000	Labor Relations, Employment Law, Contract Negotiations, Arbitration
TELEPHONE	4321-000	360	540	360	360	720	1,080	Cell Phone Reimbursement
TRAVEL & TUITION	4330-000	2,572	4,302	8,500	8,500	0	8,500	LMC Conference, ICMA Conference, MAMA Meetings, MCMA Conference, MPELRA Conferences, TCHRA Conference, NPELRA Webinars, City Clerk Certification, MCFOA Conference, Tuition Reimbursement
PRINTING & PUBLISHING	4340-000	380	1,101	2,500	2,500	0	2,500	Legal Publications, Employment Ads, etc.
		<b>77,991</b>	<b>18,036</b>	<b>35,360</b>	<b>35,360</b>	<b>(380)</b>	<b>34,980</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	11,654	9,951	10,300	10,300	19,500	29,800	CivicPlus Website, American Legal Online City Code, Document Destruction, TASC, NeoGov
SUBSCRIPTIONS & DUES	4452-000	2,237	2,596	3,000	3,000	0	3,000	MAMA, ICMA, MCMA, MCFOA, MPELRA, IPMA-HR, TCHRA, Chain of Lakes Rotary
		<b>13,891</b>	<b>12,548</b>	<b>13,300</b>	<b>13,300</b>	<b>19,500</b>	<b>32,800</b>	
<b>TOTAL ADMINISTRATION</b>		<b>625,479</b>	<b>545,472</b>	<b>653,362</b>	<b>663,392</b>	<b>19,120</b>	<b>682,512</b>	

**CITY OF LINO LAKES**

**ELECTIONS (101-403)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	45,490	9,936	26,000	26,000	(15,000)	11,000	Primary and General Election Judges (Even Years) General Election Judges (Odd Years)
PERA	4121-000	243	60	0	0	0	0	
SOCIAL SECURITY	4122-000	795	56	100	100	0	100	
WORKER'S COMPENSATION	4151-000	163	23	150	150	0	150	
		<b>46,691</b>	<b>10,076</b>	<b>26,250</b>	<b>26,250</b>	<b>(15,000)</b>	<b>11,250</b>	
<b>SUPPLIES</b>								
OFFICE SUPPLIES	4200-000	1,104	373	1,000	1,000	0	1,000	Supplies for Elections
		<b>1,104</b>	<b>373</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	
<b>OTHER SERVICES AND CHARGES</b>								
TRAVEL & TUITION	4330-000	138	0	0	0	0	0	
PRINTING & PUBLISHING	4340-000	345	1,781	800	800	1,200	2,000	Election Ballots (Odd years - City pays cost of municipal election ballots)
		<b>483</b>	<b>1,781</b>	<b>800</b>	<b>800</b>	<b>1,200</b>	<b>2,000</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	1,048	4,215	6,500	6,500	0	6,500	Voting Equipment System per Anoka County Agreement, Election Polling Site Supervisor (Centennial)
		<b>1,048</b>	<b>4,215</b>	<b>6,500</b>	<b>6,500</b>	<b>0</b>	<b>6,500</b>	
<b>CAPITAL OUTLAY</b>								
EQUIPMENT	5000-000	4,677	0	0	0	0	0	
		<b>4,677</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL ELECTIONS</b>		<b>54,003</b>	<b>16,445</b>	<b>34,550</b>	<b>34,550</b>	<b>(13,800)</b>	<b>20,750</b>	

**CITY OF LINO LAKES**

**CABLE TV (101-404)**

<b>Description</b>	<b>Object Code</b>	<b>Actual 2020</b>	<b>Actual 2021</b>	<b>Adopted 2022</b>	<b>Base Budget 2023</b>	<b>Adjustments Requested 2023</b>	<b>Proposed 2023</b>	<b>Budget Detail</b>
<b>PERSONAL SERVICES</b>								
TEMPORARIES	4106-000	561	0	0	0	0	0	
PERA	4121-000	42	0	0	0	0	0	
SOCIAL SECURITY	4122-000	43	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	3	(2)	0	0	0	0	
		<b>649</b>	<b>(2)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	620	0	0	0	0	0	
		<b>620</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL CABLE TV</b>		<b>1,269</b>	<b>(2)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**CITY OF LINO LAKES**

**CHARTER ADMINISTRATION (101-405)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>OTHER SERVICES AND SUPPLIES</b>								
PROFESSIONAL SERVICES	4300-000	148	302	1,000	1,000	0	1,000	Time Savers - Minutes
PROF SERVICES - CHARTER COMM	4300-999	0	0	6,463	6,463	0	6,463	Charter Commission Directed Expenses
		<b>148</b>	<b>302</b>	<b>7,463</b>	<b>7,463</b>	<b>0</b>	<b>7,463</b>	
<b>TOTAL CHARTER ADMINISTRATION</b>		<b>148</b>	<b>302</b>	<b>7,463</b>	<b>7,463</b>	<b>0</b>	<b>7,463</b>	

**CITY OF LINO LAKES**

**FINANCE (101-407)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	203,175	241,458	254,127	237,715	0	237,715	85% Finance Director 100% Accountant 75% Accounting Clerk II
OVERTIME	4102-000	0	0	0	0	0	0	
TEMPORARIES	4106-000	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	345	720	720	0	720	
PERA	4121-000	15,003	18,014	19,060	17,829	0	17,829	
SOCIAL SECURITY	4122-000	14,589	17,570	19,441	18,185	0	18,185	
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	33,725	33,882	34,078	26,164	0	26,164	
LIFE & DISABILITY INSURANCE	4133-000	741	881	695	628	0	628	
DENTAL INSURANCE	4134-000	1,124	1,213	1,672	1,592	0	1,592	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	1,317	1,262	1,616	1,969	0	1,969	
		<b>269,675</b>	<b>314,624</b>	<b>331,409</b>	<b>304,802</b>	<b>0</b>	<b>304,802</b>	
<b>SUPPLIES</b>								
OFFICE SUPPLIES	4200-000	467	280	1,000	1,000	0	1,000	Payroll & Accounts Payable Checks, W-2 Forms, 1099 Forms, Other Financial Forms
		<b>467</b>	<b>280</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	3,750	373	0	0	0	0	
AUDITOR	4308-000	14,621	17,668	15,000	15,000	5,500	20,500	General Fund portion of Independent Annual Audit
OTHER CONSULTANTS	4310-000	227,451	236,251	201,220	201,220	46,380	247,600	Metro-iNet Services, Programs & Support (Includes Cisco Telephone), Springbrook License Subscription, OPG-3 CCP
TRAVEL & TUITION	4330-000	1,428	1,995	6,000	6,000	0	6,000	MNGFOA Conference, Continuing Professional Education, Other Training, Tuition Reimbursement
PRINTING & PUBLISHING	4340-000	1,074	1,012	1,100	1,100	0	1,100	Publish Budget and Financial Reports
TRUTH IN TAXATION	4342-000	1,874	2,010	2,060	2,060	120	2,180	City Share of Property Specific Notices
PAYMENT PROCESSING	4345-000	0	473	2,000	2,000	0	2,000	Credit Card Processing Fees and Other Finance Charges
		<b>250,199</b>	<b>259,783</b>	<b>227,380</b>	<b>227,380</b>	<b>52,000</b>	<b>279,380</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	108,516	90,810	92,500	92,500	7,500	100,000	Assessing Services - Anoka County - Based on Number of Parcels, Classification, and (Un)/Improved
SUBSCRIPTIONS & DUES	4452-000	1,335	1,297	1,400	1,400	0	1,400	MNGFOA Membership, GFOA Membership, Certificate of Achievement Program, MN Board of Accountancy, MNCPA Membership, MCFOA Membership
		<b>109,851</b>	<b>92,107</b>	<b>93,900</b>	<b>93,900</b>	<b>7,500</b>	<b>101,400</b>	
<b>TOTAL FINANCE</b>		<b>630,191</b>	<b>666,793</b>	<b>653,689</b>	<b>627,082</b>	<b>59,500</b>	<b>686,582</b>	

**CITY OF LINO LAKES**

**LEGAL CONSULTANTS (101-414)**

<b>Description</b>	<b>Object Code</b>	<b>Actual 2020</b>	<b>Actual 2021</b>	<b>Adopted 2022</b>	<b>Base Budget 2023</b>	<b>Adjustments Requested 2023</b>	<b>Proposed 2023</b>	<b>Budget Detail</b>
<b>OTHER SERVICES AND CHARGES</b>								
MUNICIPAL ATTORNEY	4301-000	24,474	15,286	30,000	30,000	0	30,000	Consulting Attorney to City Council & Staff
CRIMINAL ATTORNEY	4303-000	94,886	104,604	108,000	108,000	0	108,000	Consulting Services for Criminal Prosecutions
		<b>119,360</b>	<b>119,890</b>	<b>138,000</b>	<b>138,000</b>	<b>0</b>	<b>138,000</b>	
<b>TOTAL LEGAL CONSULTANTS</b>		<b>119,360</b>	<b>119,890</b>	<b>138,000</b>	<b>138,000</b>	<b>0</b>	<b>138,000</b>	

**CITY OF LINO LAKES**

**ECONOMIC DEVELOPMENT (101-415)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	0	0	0	0	0	0	Temporaries: Intern (29 hrs/wk @ \$17/hr)
TEMPORARIES	4106-000	9,098	22,285	22,620	25,636	0	25,636	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	
PERA	4121-000	0	1,663	0	0	0	0	
SOCIAL SECURITY	4122-000	696	1,705	1,730	1,961	0	1,961	
HEALTH INSURANCE	4131-000	0	0	0	0	0	0	
LIFE & DISABILITY INSURANCE	4133-000	0	0	0	0	0	0	
DENTAL INSURANCE	4134-000	0	0	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	97	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	57	122	144	212	0	212	
		<b>9,948</b>	<b>25,775</b>	<b>24,494</b>	<b>27,809</b>	<b>0</b>	<b>27,809</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	20,519	33,403	15,350	15,350	0	15,350	Marketing Materials/Proposal Assistance - \$4,500 BRE Program Assistance - 10 hrs @ \$175/hr Pre Application Assistance - 40 hrs @ \$190/hr ACRED Contribution - \$1,500
TRAVEL & TUITION	4330-000	0	208	300	300	50	350	Econ Workshops/EDAM Annual Conference
PRINTING & PUBLISHING	4340-000	0	0	300	300	0	300	Marketing Brochure - Notices - Advertising
		<b>20,519</b>	<b>33,611</b>	<b>15,950</b>	<b>15,950</b>	<b>50</b>	<b>16,000</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	762	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	445	845	725	725	0	725	EDAM, Sensible Land Use Coalition, Chamber of Commerce, Memberships
CITY MARKETING	4900-000	35,570	55,054	72,500	72,500	8,250	80,750	Lodging Tax Remittals - Pass through to Twin Cities Gateway Convention and Tourism Bureau
		<b>36,777</b>	<b>55,899</b>	<b>73,225</b>	<b>73,225</b>	<b>8,250</b>	<b>81,475</b>	
<b>TOTAL ECONOMIC DEVELOPMENT</b>		<b>67,244</b>	<b>115,285</b>	<b>113,669</b>	<b>116,984</b>	<b>8,300</b>	<b>125,284</b>	

**CITY OF LINO LAKES**

**PLANNING AND ZONING (101-416)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	89,054	91,016	95,025	99,863	0	99,863	100% Planner
OVERTIME	4102-000	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	
PERA	4121-000	6,623	6,794	7,127	7,490	0	7,490	
SOCIAL SECURITY	4122-000	6,563	6,698	7,269	7,640	0	7,640	
HEALTH INSURANCE	4131-000	7,461	7,461	7,849	8,064	0	8,064	
LIFE & DISABILITY INSURANCE	4133-000	328	337	253	265	0	265	
DENTAL INSURANCE	4134-000	529	540	539	612	0	612	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	500	524	604	827	0	827	
		<b>111,058</b>	<b>113,369</b>	<b>118,666</b>	<b>124,761</b>	<b>0</b>	<b>124,761</b>	
<b>SUPPLIES</b>								
OFFICE SUPPLIES	4200-000	0	159	200	200	0	200	Public/Advisory Meeting Supplies
		<b>0</b>	<b>159</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>200</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	5,731	7,054	7,950	7,950	0	7,950	Legal Assistance - Ordinance Updates, GIS Mapping Updates - FEMA/Zoning/Other Workshops - \$250 MnAPA Conference - \$500 P&Z Workshops (7 Members) - \$400 Misc Mileage - \$150 Computer Training - \$150
TRAVEL & TUITION	4330-000	130	130	1,450	1,450	0	1,450	
STIPEND	4331-000	4,500	5,975	6,600	6,600	0	6,600	Commissioners - 6 @ \$75 x 12 mtgs, Chair \$100 x 12 mtgs
PRINTING & PUBLISHING	4340-000	0	287	250	250	0	250	Maps, Non-Chargeable Hearing Notices
		<b>10,361</b>	<b>13,445</b>	<b>16,250</b>	<b>16,250</b>	<b>0</b>	<b>16,250</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	9,003	7,078	32,300	32,300	0	32,300	Ord Updates/Zoning Codification (exp incurred in Fund 484 Comp Plan Update) - \$20,000 Permit Works Annual Maintenance - \$2,400 ArcGIS & Blue Beam Annual Maintenance - \$600 Misc Deliveries/Other - \$300 Consultant Services - Small Area Plans - 60 hrs @ \$150/hr
SUBSCRIPTIONS & DUES	4452-000	653	653	700	700	0	700	APA Membership, Misc Reference Materials
		<b>9,656</b>	<b>7,731</b>	<b>33,000</b>	<b>33,000</b>	<b>0</b>	<b>33,000</b>	
<b>TOTAL PLANNING AND ZONING</b>		<b>131,074</b>	<b>134,705</b>	<b>168,116</b>	<b>174,211</b>	<b>0</b>	<b>174,211</b>	



**CITY OF LINO LAKES**

**ENGINEERING (101-417)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	44,133	48,469	44,500	44,500	1,000	45,500	Traffic Counts - \$3,500 Engineering Consultant (Hourly) - \$42,000
		<b>44,133</b>	<b>48,469</b>	<b>44,500</b>	<b>44,500</b>	<b>1,000</b>	<b>45,500</b>	
<b>CONTRACTUAL SERVICES</b>								
ENGINEERING CONSULTANT	4410-000	66,019	62,660	49,365	49,365	989	50,354	Engineering Consultant (Retainer) - \$91,556 CD (55%) - \$50,354 Sewer Utility (15%) - \$13,734 Water Utility (15%) - \$13,734 Storm Utility (15%) - \$13,734
CONTRACTED SERVICES	4410-000	0	0	3,500	3,500	(3,000)	500	ArcGIS Annual Maintenance - \$500
		<b>66,019</b>	<b>62,660</b>	<b>52,865</b>	<b>52,865</b>	<b>(2,011)</b>	<b>50,854</b>	
<b>CAPITAL OUTLAY</b>								
EQUIPMENT	5000-000	0	3,010	0	0	0	0	
		<b>0</b>	<b>3,010</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL ENGINEERING</b>		<b>110,152</b>	<b>114,139</b>	<b>97,365</b>	<b>97,365</b>	<b>(1,011)</b>	<b>96,354</b>	

**CITY OF LINO LAKES**

**COMMUNITY DEVELOPMENT (101-418)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	160,764	183,780	151,496	155,453	0	155,453	70% Community Development Director 100% Administrative Assistant
OVERTIME	4102-000	101	127	0	0	0	0	
WELLNESS PROGRAM	4108-000	312	480	720	504	0	504	
PERA	4121-000	11,852	13,723	11,362	11,659	0	11,659	
SOCIAL SECURITY	4122-000	12,388	13,881	11,589	11,892	0	11,892	
ICMA EMPLOYER CONTRIBUTION	4123-000	2,397	0	46	257	0	257	
HEALTH INSURANCE	4131-000	9,196	11,061	10,369	10,584	0	10,584	
LIFE & DISABILITY INSURANCE	4133-000	521	579	409	419	0	419	
DENTAL INSURANCE	4134-000	397	539	917	1,041	0	1,041	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	880	928	875	1,488	0	1,488	
		<b>198,808</b>	<b>225,099</b>	<b>187,783</b>	<b>193,297</b>	<b>0</b>	<b>193,297</b>	
<b>SUPPLIES</b>								
OFFICE SUPPLIES	4200-000	48	30	100	100	0	100	
		<b>48</b>	<b>30</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>100</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	3,383	5,318	7,000	7,000	0	7,000	DataLink (GIS) Annual Service and Maintenance - \$5,000 Mapping and Database Design - \$2,000
TRAVEL & TUITION	4330-000	130	149	900	900	0	900	Seminars, Conference, Training & Mileage
PRINTING & PUBLISHING	4340-000	133	46	0	0	0	0	
		<b>3,646</b>	<b>5,513</b>	<b>7,900</b>	<b>7,900</b>	<b>0</b>	<b>7,900</b>	
<b>CONTRACTUAL SERVICES</b>								
SUBSCRIPTIONS & DUES	4452-000	702	702	725	725	0	725	APA/AICP Membership
		<b>702</b>	<b>702</b>	<b>725</b>	<b>725</b>	<b>0</b>	<b>725</b>	
<b>TOTAL COMMUNITY DEVELOPMENT</b>		<b>203,204</b>	<b>231,344</b>	<b>196,508</b>	<b>202,022</b>	<b>0</b>	<b>202,022</b>	

**CITY OF LINO LAKES**

**ENVIRONMENTAL (101-461)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	26,629	28,952	24,237	25,525	0	25,525	30% Environmental Coordinator
OVERTIME	4102-000	0	0	500	0	0	0	Temporaries: 900 hrs @ \$17/hr
TEMPORARIES	4106-000	6,753	5,264	15,600	15,300	0	15,300	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	
PERA	4121-000	1,975	2,159	1,855	1,914	0	1,914	
SOCIAL SECURITY	4122-000	2,551	2,608	3,086	3,123	0	3,123	
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	2,798	2,798	2,355	2,419	0	2,419	
LIFE & DISABILITY INSURANCE	4133-000	97	108	76	79	0	79	
DENTAL INSURANCE	4134-000	198	202	162	184	0	184	
WORKER'S COMPENSATION	4151-000	166	159	219	420	0	420	
		<b>41,168</b>	<b>42,250</b>	<b>48,090</b>	<b>48,964</b>	<b>0</b>	<b>48,964</b>	
<b>SUPPLIES</b>								
OFFICE SUPPLIES	4200-000	84	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	775	442	700	700	0	700	Chemicals, Seed, etc. (Includes Blue Heron Rookery Supplies)
SMALL TOOLS	4240-000	187	303	300	300	0	300	Sprayers, Soil Probes, etc.
		<b>1,046</b>	<b>744</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	128	982	1,000	1,000	0	1,000	Ecologist, Hydrologist - Environmental Reviews/Research & Development, Resource Management Planning
TELEPHONE	4321-000	556	380	730	730	(330)	400	Staff Cell Phone
TRAVEL & TUITION	4330-000	248	717	1,100	1,100	0	1,100	Various Training Seminars, Conferences, Mileage - 1 Staff & Environmental Board, Erosion Control Cert State
STIPEND	4331-000	2,950	3,600	6,600	6,600	0	6,600	Commissioners - 6 @ \$75 x 12 mtgs, Chair \$100 x 12 mtgs
		<b>3,882</b>	<b>5,679</b>	<b>9,430</b>	<b>9,430</b>	<b>(330)</b>	<b>9,100</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	919	0	1,000	1,000	0	1,000	ArcGIS Annual Maintenance
SUBSCRIPTIONS & DUES	4452-000	125	0	100	100	200	300	Professional Memberships - ISA, MWPA, Tree Care
		<b>1,044</b>	<b>0</b>	<b>1,100</b>	<b>1,100</b>	<b>200</b>	<b>1,300</b>	
<b>TOTAL ENVIRONMENTAL</b>		<b>47,140</b>	<b>48,674</b>	<b>59,620</b>	<b>60,494</b>	<b>(130)</b>	<b>60,364</b>	

**CITY OF LINO LAKES**

**SOLID WASTE ABATEMENT (101-462)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	17,753	19,301	16,158	17,017	0	17,017	20% Environmental Coordinator
OVERTIME	4102-000	0	0	1,600	1,600	0	1,600	Overtime: Recycle Days Equipment Operators & Staff Assistance
TEMPORARIES	4106-000	10,423	12,891	22,620	25,636	0	25,636	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	
PERA	4121-000	2,023	1,602	1,332	1,396	0	1,396	Temporaries: Intern (29 hrs/wk @ \$17/hr)
SOCIAL SECURITY	4122-000	2,153	2,456	3,089	3,385	0	3,385	
ICMA EMPLOYER	4123-000	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	1,865	1,865	1,570	1,613	0	1,613	
LIFE & DISABILITY INSURANCE	4133-000	65	72	55	58	0	58	
DENTAL INSURANCE	4134-000	132	135	108	122	0	122	
WORKER'S COMPENSATION	4151-000	192	154	257	367	0	367	
		<b>34,606</b>	<b>38,476</b>	<b>46,789</b>	<b>51,194</b>	<b>0</b>	<b>51,194</b>	
<b>SUPPLIES</b>								
OFFICE SUPPLIES	4200-000	437	713	1,100	1,100	0	1,100	Recycling Day Supplies, Corn Roast Trash Bags
MAINTENANCE SUPPLIES	4211-000	191	0	0	0	0	0	
		<b>628</b>	<b>713</b>	<b>1,100</b>	<b>1,100</b>	<b>0</b>	<b>1,100</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	0	0	0	0	0	0	
TRAVEL & TUITION	4330-000	0	669	220	220	0	220	Association of Recycling Managers Workshops
PRINTING & PUBLISHING	4340-000	5,298	2,202	7,000	7,000	0	7,000	Notices for Recycling Days, Earth Day, Etc.
		<b>5,298</b>	<b>2,870</b>	<b>7,220</b>	<b>7,220</b>	<b>0</b>	<b>7,220</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	14,560	16,036	22,700	22,700	0	22,700	Recycling & Earth Day Vendors, Organics Service
		<b>14,560</b>	<b>16,036</b>	<b>22,700</b>	<b>22,700</b>	<b>0</b>	<b>22,700</b>	
<b>TOTAL SOLID WASTE ABATEMENT</b>		<b>55,093</b>	<b>58,096</b>	<b>77,809</b>	<b>82,214</b>	<b>0</b>	<b>82,214</b>	

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

**CITY OF LINO LAKES**

**FORESTRY (101-463)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	26,629	28,952	20,197	21,271	0	21,271	25% Environmental Coordinator
OVERTIME	4102-000	0	0	0	0	0	0	
TEMPORARIES	4106-000	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	
PERA	4121-000	1,975	2,158	1,515	1,595	0	1,595	
SOCIAL SECURITY	4122-000	2,041	2,234	1,545	1,627	0	1,627	
ICMA EMPLOYER	4123-000	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	2,798	2,798	1,962	2,016	0	2,016	
LIFE & DISABILITY INSURANCE	4133-000	97	108	65	68	0	68	
DENTAL INSURANCE	4134-000	198	202	135	153	0	153	
WORKER'S COMPENSATION	4151-000	1,149	1,251	988	1,829	0	1,829	
		<b>34,887</b>	<b>37,704</b>	<b>26,407</b>	<b>28,559</b>	<b>0</b>	<b>28,559</b>	
<b>SUPPLIES</b>								
MAINTENANCE SUPPLIES	4211-000	3,230	513	3,000	3,000	0	3,000	Fertilizers, Staking Material, EAB Chemicals - Treat 100 Ash Annually - 3 Yr Cycle
SMALL TOOLS	4240-000	0	98	250	250	0	250	
		<b>3,230</b>	<b>611</b>	<b>3,250</b>	<b>3,250</b>	<b>0</b>	<b>3,250</b>	
<b>OTHER SERVICES AND CHARGES</b>								
UNIFORMS	4370-000	229	373	380	380	0	380	
		<b>229</b>	<b>373</b>	<b>380</b>	<b>380</b>	<b>0</b>	<b>380</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	20,307	36,790	30,000	30,000	20,000	50,000	Damaged/Diseased Tree Removal/Oakwilt Control - \$7,500 Emerald Ash Borer Tree Replacement Program - \$35,000 Blvd Tree Replacement - \$7,500
RENTED EQUIPMENT	4415-000	0	0	0	0	0	0	
		<b>20,307</b>	<b>36,790</b>	<b>30,000</b>	<b>30,000</b>	<b>20,000</b>	<b>50,000</b>	
<b>TOTAL FORESTRY</b>		<b>58,653</b>	<b>75,478</b>	<b>60,037</b>	<b>62,189</b>	<b>20,000</b>	<b>82,189</b>	

**CITY OF LINO LAKES**

**POLICE (101-420)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	2,495,757	2,654,929	3,058,939	3,081,129	25,334	3,106,463	85% Public Safety Director 100% Deputy Director Police
OVERTIME	4102-000	90,731	148,513	90,000	90,000	(13,400)	76,600	85% Public Safety Captain
TEMPORARIES	4106-000	0	0	0	0	15,600	15,600	5 - 100% Sergeants
WELLNESS PROGRAM	4108-000	287	720	2,027	1,440	0	1,440	20 - 100% Patrol Officers
PERA	4121-000	426,532	462,953	529,572	530,126	1,900	532,026	2 - 100% Records Techs 3 - 0.5 FTE Community Service Officers
SOCIAL SECURITY	4122-000	47,787	53,429	62,552	63,289	3,131	66,420	85% Administrative Assistant 100% Investigative Assistant
ICMA EMPLOYER	4123-000	9,854	4,174	3,226	3,604	0	3,604	
HEALTH INSURANCE	4131-000	454,566	293,827	342,502	315,337	0	315,337	Overtime: Patrol, Court, Training, Special Events, DWI Enforcement
LIFE & DISABILITY INSURANCE	4133-000	8,427	9,020	8,112	7,703	0	7,703	
DENTAL INSURANCE	4134-000	12,286	12,970	17,554	19,324	0	19,324	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	Temporaries: Background Investigators
WORKER'S COMPENSATION	4151-000	102,129	118,816	170,369	315,750	976	316,726	
		<b>3,648,358</b>	<b>3,759,351</b>	<b>4,284,853</b>	<b>4,427,702</b>	<b>33,541</b>	<b>4,461,243</b>	
<b>SUPPLIES</b>								
OFFICE SUPPLIES	4200-000	6,572	6,702	8,100	8,100	0	8,100	Business Cards, Letterhead and Envelopes, Toner/Printer Cartridges, Paper, DVD Discs, Misc Supplies, Ticketwriter Paper Rolls
MAINTENANCE SUPPLIES	4211-000	9,980	14,140	15,450	15,450	3,750	19,200	Ammo, Taser Supplies, Range Supplies, Simunition, DMT Gas, Property Evidence Supplies, N95 Masks
YOUTH PROGRAMS	4213-000	865	541	3,100	3,100	(1,400)	1,700	Supplies, Youth Safety Camp, Firearms Safety Camp, Snowmobile Safety, Explorers, Junior Citizen's Academy
CRIME PREVENTION/SAFETY	4214-000	2,711	4,212	7,400	7,400	(1,000)	6,400	Night to Unite, Volunteer Appreciation, Open House, Promotional Materials, Volunteer Clothing, Citizens Academy Supplies and Shirts, CERT
SMALL TOOLS	4240-000	13,121	13,569	15,000	15,000	18,400	33,400	Tasers, Computers & Peripherals, Equipment Replacement, 2023 - 40 MM Launchers
		<b>33,249</b>	<b>39,164</b>	<b>49,050</b>	<b>49,050</b>	<b>19,750</b>	<b>68,800</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	3,781	6,913	8,740	8,740	0	8,740	Critical Incident Debriefing, POST License Renewal, Employee Mental Health Program
TELEPHONE	4321-000	21,513	22,116	23,360	23,360	0	23,360	Cell Phones, Mobile Hot Spot, Cell Stipend
POSTAGE	4322-000	869	908	1,000	1,000	0	1,000	
TRAVEL & TUITION	4330-000	25,978	43,697	45,250	45,250	0	45,250	Anoka Chief, Century Slot Program, POST Mandate, Range Fees, Conference, IACP, Instructor Training, K-9, Conference, EMR Training, Tuition Reimbursement
INSURANCE	4360-000	46,450	51,868	52,818	52,818	7,902	60,720	Police Liability Insurance
UNIFORMS	4370-000	33,709	35,248	37,770	37,770	495	38,265	Officers, Sergeants, Admin., Unused Uniform Allowance, Ballistic Vests, Replacement Uniforms, CSO
ELECTRICITY	4381-000	408	409	420	420	0	420	Emergency Siren Electricity
RESERVES	4386-000	834	1,726	2,000	2,000	0	2,000	Uniforms, Equipment, Training, Supplies
		<b>133,541</b>	<b>162,886</b>	<b>171,358</b>	<b>171,358</b>	<b>8,397</b>	<b>179,755</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	43,685	48,078	55,305	55,305	1,525	56,830	RMS - JLEC, 800 MHz Contract, State of MN CJDN, Emergency Sirens, LEXIPOL, Target Solutions, Shredding, Otter Lake Animal Hospital, Video Redaction Subscription, DETOX Dakota County, Metro Sales, Schedule Anywhere, 3SI Security, Midwest Radar
SUBSCRIPTIONS & DUES	4452-000	1,066	1,041	1,450	1,450	0	1,450	Professional Memberships & Subscriptions: IACP, MCPA, AMEM, Col Rotary, Press Publications, MACIA, PLEAA, Tri-County, FBI NA, PERF
		<b>44,751</b>	<b>49,119</b>	<b>56,755</b>	<b>56,755</b>	<b>1,525</b>	<b>58,280</b>	
<b>CAPITAL OUTLAY</b>								
EQUIPMENT	5000-000	14,199	3,100	0	0	0	0	
		<b>14,199</b>	<b>3,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL POLICE DEPARTMENT</b>		<b>3,874,098</b>	<b>4,013,620</b>	<b>4,562,016</b>	<b>4,704,865</b>	<b>63,213</b>	<b>4,768,078</b>	

**CITY OF LINO LAKES**

**FIRE (101-421)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base	Adjustments	Proposed 2023	Budget Detail
					Budget 2023	Requested 2023		
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	269,859	293,581	250,574	276,214	0	276,214	15% Public Safety Director
OVERTIME	4102-000	2,073	1,387	3,000	2,000	0	2,000	100% Deputy Director Fire
PART-TIME WAGES	4103-000	0	0	127,547	184,013	0	184,013	15% Public Safety Captain
PAID ON CALL FIREFIGHTERS	4104-000	0	0	83,000	83,000	0	83,000	15% Administrative Assistant
WELLNESS PROGRAM	4108-000	0	0	133	0	0	0	100% Fire Lieutenant/Fire Inspector
FIRE STIPEND	4109-000	36,060	18,971	16,057	9,850	0	9,850	Part-time Daytime Duty Crew Firefighters - 12 hr shifts, 5 days/week
PERA	4121-000	37,160	35,893	56,343	63,870	0	63,870	Paid-On-Call Firefighters - Calls/Training Drills/Command Stipends
SOCIAL SECURITY	4122-000	11,533	12,666	20,593	25,162	0	25,162	
ICMA EMPLOYER	4123-000	84	0	0	0	0	0	Stipend: Cross-trained Fire/Rescue
HEALTH INSURANCE	4131-000	21,522	22,047	34,309	25,633	0	25,633	
LIFE & DISABILITY INSURANCE	4133-000	657	667	701	688	0	688	
DENTAL INSURANCE	4134-000	768	804	1,231	1,501	0	1,501	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	39,280	41,290	70,646	83,585	0	83,585	
		<b>418,995</b>	<b>427,307</b>	<b>664,134</b>	<b>755,516</b>	<b>0</b>	<b>755,516</b>	
<b>SUPPLIES</b>								
OFFICE SUPPLIES	4200-000	680	901	1,000	1,000	600	1,600	Paper, Toner/Printer Cartridges, Business Cards, Pens
MAINTENANCE SUPPLIES	4211-000	2,177	5,824	7,675	7,675	0	7,675	Foam, Saw Blades, Floor Dry, Batteries, N95 Masks
YOUTH PROGRAM	4213-000	0	0	1,700	1,700	(700)	1,000	Safety Camp
FIRE PREVENTION	4214-000	2,210	1,271	3,000	3,000	0	3,000	Citizen Academy, Marketing Materials
SMALL TOOLS	4240-000	12,643	15,601	12,500	12,500	25,000	37,500	Rescue Tool Replacement, Ropes, Wildland Tools, 2023 - Computers, Water Rescue Systems, Fire Station Alerting Systems
		<b>17,710</b>	<b>23,597</b>	<b>25,875</b>	<b>25,875</b>	<b>24,900</b>	<b>50,775</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	2,852	5,082	5,500	5,500	2,160	7,660	FF Certification, FF Licensure, Hepatitis Vaccination Series, Medical/Drug Exam, Employee Mental Health Program
TELEPHONE	4321-000	2,180	2,172	3,850	3,850	0	3,850	Cell Phones, Mobile Hot Spot, Cell Stipend, Air Cards
POSTAGE	4322-000	115	13	500	500	500	1,000	
TRAVEL & TUITION	4330-000	18,964	39,604	38,050	38,050	1,950	40,000	Fire Inc., Training Supplies, Medical Training, AWAIR/OSHA Training Staff Development, Conference, FF1, FF2, HazMat Initial Training
PRINTING & PUBLISHING	4340-000	307	0	500	500	500	1,000	Marketing Materials
UNIFORMS	4370-000	16,953	28,624	97,700	49,700	11,800	61,500	New Hire Turn-out & Wildland Fire Gear, Misc Uniform Items, Turn-out Gear Replacement
		<b>41,371</b>	<b>75,495</b>	<b>146,100</b>	<b>98,100</b>	<b>16,910</b>	<b>115,010</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	35,157	30,605	40,000	40,000	(2,912)	37,088	Ladder Testing, SCBA Flow Testing, PSDS, Dispatch Application, Foam System Service, Pump Testing, Pump Service, Aerial Service, LEXIPOL, Target Solutions, Accessory Svc for Fans, Generators, Extraction, and Saws, Alex Air Compressor Annual Maintenance & Test, Transunion Backgrounds, Motorola 800 MHz Contract
SUBSCRIPTIONS & DUES	4452-000	1,331	1,781	1,390	1,390	130	1,520	MN IAAI, Metro Fire Chiefs, Anoka Co. Fire Protection Assn, MSFCA, International Assn
		<b>36,488</b>	<b>32,386</b>	<b>41,390</b>	<b>41,390</b>	<b>(2,782)</b>	<b>38,608</b>	
<b>CAPITAL OUTLAY</b>								
EQUIPMENT	5000-000	0	0	8,600	0	0	0	
		<b>0</b>	<b>0</b>	<b>8,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL FIRE DEPARTMENT</b>		<b>514,564</b>	<b>558,785</b>	<b>886,099</b>	<b>920,881</b>	<b>39,028</b>	<b>959,909</b>	

**CITY OF LINO LAKES**

**BUILDING INSPECTIONS (101-422)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base	Adjustments	Proposed 2023	Budget Detail
					Budget 2023	Requested 2023		
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	253,885	262,856	320,509	348,075	0	348,075	100% Building Official
OVERTIME SALARIES	4102-000	0	4,230	500	0	0	0	2 - 100% Building Inspectors
TEMPORARIES	4106-000	0	1,200	0	0	0	0	100% Building Permit Technician
WELLNESS PROGRAM	4108-000	450	399	720	720	0	720	50% Office Specialist
PERA	4121-000	18,855	19,920	24,076	26,106	0	26,106	
SOCIAL SECURITY	4122-000	18,875	19,701	24,557	26,628	0	26,628	
ICMA EMPLOYER	4123-000	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	29,072	35,430	40,708	43,112	0	43,112	
LIFE & DISABILITY INSURANCE	4133-000	949	1,005	861	929	0	929	
DENTAL INSURANCE	4134-000	1,058	1,101	2,157	2,756	0	2,756	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	1,283	1,401	1,798	3,407	0	3,407	
		<b>324,427</b>	<b>347,244</b>	<b>415,886</b>	<b>451,733</b>	<b>0</b>	<b>451,733</b>	
<b>SUPPLIES</b>								
OFFICE SUPPLIES	4200-000	2,149	801	2,000	2,000	(500)	1,500	Card Stock for Building Permits, Correction Notice Forms, Septic System Pumping Forms, Code Books
SMALL TOOLS	4240-000	1,552	169	150	150	0	150	
		<b>3,701</b>	<b>971</b>	<b>2,150</b>	<b>2,150</b>	<b>(500)</b>	<b>1,650</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	4,175	4,735	5,000	5,000	1,000	6,000	Permit Works Annual Maintenance & Assistance
TELEPHONE	4321-000	2,243	2,328	2,200	2,200	0	2,200	Inspections Cell Phones & Wi-Fi
TRAVEL & TUITION	4330-000	2,064	3,097	3,300	3,300	0	3,300	Staff Training & Mileage, SSTS Cert
UNIFORMS	4370-000	811	982	1,140	1,140	0	1,140	Building Inspections Staff
		<b>9,293</b>	<b>11,142</b>	<b>11,640</b>	<b>11,640</b>	<b>1,000</b>	<b>12,640</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	10,891	41,549	34,250	34,250	2,970	37,220	Large Format Scanning - \$500 Back-Up Inspection Services - \$36,720
SUBSCRIPTIONS & DUES	4452-000	115	0	325	325	195	520	AMBO - \$200, 10K Lakes Chapter - \$125, Inspector Certs
		<b>11,006</b>	<b>41,549</b>	<b>34,575</b>	<b>34,575</b>	<b>3,165</b>	<b>37,740</b>	
<b>TOTAL BUILDING INSPECTIONS</b>		<b>348,427</b>	<b>400,905</b>	<b>464,251</b>	<b>500,098</b>	<b>3,665</b>	<b>503,763</b>	



**CITY OF LINO LAKES**

**STREETS (101-430)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	403,170	430,104	420,534	466,965	0	466,965	15% Public Services Director
OVERTIME	4102-000	11,172	9,875	14,000	14,000	0	14,000	20% Public Services Superintendent
ON CALL/PAGER	4105-000	5,169	6,222	5,000	5,000	0	5,000	70% Streets Supervisor
TEMPORARIES	4106-000	544	17,102	30,000	29,920	0	29,920	5 - 100% General Maintenance Workers
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	20% Administrative Assistant
PERA	4121-000	31,914	34,437	32,965	36,447	0	36,447	Overtime: Snowplowing, Street Repairs, Unforeseen Emergencies
SOCIAL SECURITY	4122-000	31,244	34,682	35,919	39,465	0	39,465	Temporaries: 1,760 hrs @ \$17/hr
ICMA EMPLOYER CONTRIBUTION	4123-000	1,743	0	577	326	0	326	
HEALTH INSURANCE	4131-000	46,362	37,944	38,235	48,179	0	48,179	
LIFE & DISABILITY INSURANCE	4133-000	1,551	1,608	1,154	1,299	0	1,299	
DENTAL INSURANCE	4134-000	2,628	2,292	3,182	3,828	0	3,828	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	30,813	32,866	35,860	48,986	0	48,986	
		<b>566,309</b>	<b>607,132</b>	<b>617,426</b>	<b>694,415</b>	<b>0</b>	<b>694,415</b>	
<b>SUPPLIES</b>								
MAINTENANCE SUPPLIES	4211-000	8,560	9,772	12,000	12,000	0	12,000	Boulevard & Median Maintenance Materials: Geo-fabric, Fertilizers, Pesticides, Irrigation Components, Erosion Prevention and Sediment Control Products, Grass Seed/Sod. Construction Materials: Lumber, Plywood, Screws, Nails, Nuts/Bolts/Washers, Bagged Concrete, Grout, Bentonite, Stakes/Lathe. Equipment Wear Items: Street Sweeper Center Brooms and Gutter Brooms, Plow Blades/Cutting Edges, Ditch Mower Blades, Saw Blades. Safety Items: High Visibility Vests, Shirts, Eye Protection, Ear Protection, Insect Repellent, Sunscreen, Hardhats, Chainsaw PPE. Any Products or Parts Intended for Streets Maintenance and Equipment Electrical Cords, Batteries, Rope, Tape, Cable, Glue, Paints & Solvents, Plumbing Supplies, Fittings
STREET SIGNS	4223-000	14,361	9,028	12,000	12,000	0	12,000	Traffic Regulatory Signs, Parking Signs, Warning Signs, Construction Signs, Work Zone Signs, Public Awareness Signs, School Signs, Trail Signs, Reflective Tape/Sheeting, Barricades, Traffic Cones, Sign Posts, Hardware, Any Materials and Supplies Purchased Specifically for the Construction or Maintenance of Signs & Barricades
PATCHING MATERIALS	4224-000	32,718	47,459	50,000	50,000	0	50,000	Hot Asphalt, Cold Asphalt (i.e. UPM Bagged and Bulk), Asphalt Emulsion (tack), Crack Fill Material, Detackifier (for Crack Fill Operations)
SALT/SAND	4228-000	57,304	66,733	55,000	55,000	10,000	65,000	Regular Road Salt, Treated Road Salt, Bagged Sidewalk Salt, Sand used for Snow and Ice Management, Any Materials and Supplies Purchased Specifically to Facilitate the use of Salt (Brine or Solid) for Snow and Ice Management
GRAVEL AND MISCELLANEOUS	4229-000	1,166	253	7,000	7,000	0	7,000	Class V, Sand (not for Winter Operations), Rock, Chip Rock, Rip-rap, Topsoil, Compost, Mulch, and Woodchips
SMALL TOOLS	4240-000	4,150	1,442	4,000	4,000	0	4,000	Rakes, Snow Shovels, Flat Shovels, Spades, Loots, Sprayers, Pitch Forks, Push Brooms, Hand Tools, Power Tools, Tool Boxes & Containers, Jacks, Trailer Jacks, Winches, Chains/Binders, Ratchet Straps, Ladders, Chainsaws, Chainsaw Sharpeners, Weed Whips, Manual/Electric/Gas Engine Pumps, Locks
		<b>118,259</b>	<b>134,686</b>	<b>140,000</b>	<b>140,000</b>	<b>10,000</b>	<b>150,000</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	10,500	9,000	12,450	12,450	0	12,450	Consulting, Engineering, Hazardous Waste Recycling, Cartograph
TELEPHONE	4321-000	556	990	1,000	1,000	0	1,000	
TRAVEL & TUITION	4330-000	1,972	1,752	2,000	2,000	3,000	5,000	Staff Training & Mileage
UNIFORMS	4370-000	2,075	2,190	2,600	2,600	0	2,600	
STREET LIGHTS	4385-000	80,049	78,528	82,000	82,000	0	82,000	Electricity & Repair of City-Owned Street Lights
		<b>95,151</b>	<b>92,461</b>	<b>100,050</b>	<b>100,050</b>	<b>3,000</b>	<b>103,050</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	67,143	117,398	47,000	47,000	0	47,000	Patching/Spray Patching, Dead Deer Removal, Signal Maintenance, Contract Median and Round-A-Bout Maintenance
RENTED EQUIPMENT	4415-000	478	1,386	1,000	1,000	0	1,000	Traffic Control Sign Rental, Crack Fill Kettle, Rented Skid Steer/Tractor Attachments, Tools, Vehicles, Equipment
SUBSCRIPTIONS & DUES	4452-000	286	308	3,500	3,500	0	3,500	Professional Memberships & Journals (including State/County Contract) Purchasing Membership
		<b>67,908</b>	<b>119,092</b>	<b>51,500</b>	<b>51,500</b>	<b>0</b>	<b>51,500</b>	
<b>CAPITAL OUTLAY</b>								
EQUIPMENT	5000-000	0	18,007	125,000	0	0	0	
		<b>0</b>	<b>18,007</b>	<b>125,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL STREETS</b>		<b>847,628</b>	<b>971,377</b>	<b>1,033,976</b>	<b>985,965</b>	<b>13,000</b>	<b>998,965</b>	

**CITY OF LINO LAKES**

**FLEET MANAGEMENT (101-431)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	96,522	157,839	163,887	197,752	0	197,752	15% Public Services Director
OVERTIME	4102-000	2,645	1,989	2,000	2,000	0	2,000	20% Public Services Superintendent
TEMPORARIES	4106-000	0	0	0	0	0	0	2 - 100% Mechanic
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	20% Administrative Assistant
PERA	4121-000	7,354	11,892	12,442	14,981	0	14,981	Overtime: Emergency Repairs, Snowplowing
SOCIAL SECURITY	4122-000	6,986	11,023	12,690	15,281	0	15,281	
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	570	326	0	326	
HEALTH INSURANCE	4131-000	15,259	23,777	25,323	30,460	0	30,460	
LIFE & DISABILITY INSURANCE	4133-000	366	573	455	569	0	569	
DENTAL INSURANCE	4134-000	794	1,187	1,186	1,562	0	1,562	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	3,317	4,683	5,422	7,730	0	7,730	
		<b>133,243</b>	<b>212,962</b>	<b>223,975</b>	<b>270,661</b>	<b>0</b>	<b>270,661</b>	
<b>SUPPLIES</b>								
MAINTENANCE SUPPLIES	4211-000	2,184	5,272	9,300	9,300	0	9,300	Shop Supplies (Brake Clean, Windex, Paper Towels, Spray Bottles, Penetrating Oils, WD40), Vehicle Washes (\$7,300 - 2 Times/Month Apr-Oct, 4 Times/Month Nov-Mar)
FUELS	4212-000	71,854	109,070	110,000	110,000	50,000	160,000	Gasoline & Diesel for all City Vehicles (Includes Police/Fire & Equipment)
SHOP PARTS	4221-000	54,129	61,583	65,000	65,000	0	65,000	All Replacement Parts to Repair Vehicles, All Maintenance Parts (Including Filters, Bulk Lubricants, Engine Oils, ATF's, Gear Lubes, Coolants, etc.)
SMALL TOOLS	4240-000	4,941	4,568	7,000	7,000	0	7,000	New and/or Replacement Tools for the Shop (Hand tools, Battery Powered Tools, Specialty Tools, etc.)
		<b>133,108</b>	<b>180,493</b>	<b>191,300</b>	<b>191,300</b>	<b>50,000</b>	<b>241,300</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	15,168	41,967	44,300	44,300	0	44,300	Annual DOT Inspections, Annual Boom/Hoist Inspections, Alignments, Repairs, Cartograph
TELEPHONE	4321-000	0	72	0	0	0	0	
TRAVEL & TUITION	4330-000	0	0	500	500	1,000	1,500	Training & Testing to Maintain Required Licenses and Certificates (ASE Certification & Testing, Automotive Training Classes or Seminars)
AUTO INSURANCE	4363-000	42,342	44,620	40,795	40,795	(875)	39,920	Insurance for Entire Fleet, Including Police & Fire
UNIFORMS	4370-000	570	760	570	570	0	570	
		<b>58,080</b>	<b>87,419</b>	<b>86,165</b>	<b>86,165</b>	<b>125</b>	<b>86,290</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	50,427	43,320	53,500	53,500	6,500	60,000	Maintain and Repair Fire Equipment
SUBSCRIPTIONS AND DUES	4452-000	1,600	1,500	6,000	6,000	0	6,000	Fleet Mgmt Update, ALLData Online Repair Manual Subscription
		<b>52,027</b>	<b>44,820</b>	<b>59,500</b>	<b>59,500</b>	<b>6,500</b>	<b>66,000</b>	
<b>CAPITAL OUTLAY</b>								
EQUIPMENT	5000-000	4,010	4,680	28,000	5,000	(5,000)	0	
		<b>4,010</b>	<b>4,680</b>	<b>28,000</b>	<b>5,000</b>	<b>(5,000)</b>	<b>0</b>	
<b>TOTAL FLEET MANAGEMENT</b>		<b>380,468</b>	<b>530,373</b>	<b>588,940</b>	<b>612,626</b>	<b>51,625</b>	<b>664,251</b>	

**CITY OF LINO LAKES**

**GOVERNMENT BUILDINGS (101-432)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	2,120	2,080	2,080	23,379	0	23,379	15% Public Services Director
OVERTIME SALARIES	4102-000	232	0	0	0	0	0	Boiler Tech Endorsement
TEMPORARIES	4106-000	0	0	8,400	8,330	0	8,330	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	Temporaries: 490 hrs @ \$17/hr
PERA	4121-000	173	156	156	1,753	0	1,753	
SOCIAL SECURITY	4122-000	175	153	802	2,426	0	2,426	
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	0	326	0	326	
HEALTH INSURANCE	4131-000	0	0	0	1,210	0	1,210	
LIFE & DISABILITY INSURANCE	4133-000	0	0	0	68	0	68	
DENTAL INSURANCE	4134-000	0	0	0	92	0	92	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	113	121	803	1,072	0	1,072	
		<b>2,813</b>	<b>2,510</b>	<b>12,241</b>	<b>38,656</b>	<b>0</b>	<b>38,656</b>	
<b>SUPPLIES</b>								
OFFICE SUPPLIES	4200-000	8,614	9,830	10,000	10,000	0	10,000	Supplies for Office Operations
MAINTENANCE SUPPLIES	4211-000	33,463	26,281	35,000	35,000	0	35,000	Replacement Parts, Janitorial Supplies, Landscaping Materials
SMALL TOOLS	4240-000	3,123	1,888	2,400	2,400	0	2,400	
		<b>45,200</b>	<b>37,999</b>	<b>47,400</b>	<b>47,400</b>	<b>0</b>	<b>47,400</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	64,483	57,259	59,000	59,000	0	59,000	Repair/Calibration of HVAC System, Repairs in City Buildings, Safety Systems Monitoring
TELEPHONE	4321-000	7,081	7,300	6,864	6,864	0	6,864	Telephone & Internet Service Charges
POSTAGE	4322-000	3,837	4,977	5,000	5,000	0	5,000	
TRAVEL & TUITION	4330-000	0	0	0	0	0	0	
INSURANCE	4361-000	118,952	131,357	138,315	138,315	(4,525)	133,790	General Liability, Property, Excess Liability
ELECTRICITY	4381-000	89,136	110,958	96,500	96,500	0	96,500	For all City Facilities
UTILITIES	4382-000	13,833	14,365	21,000	18,000	0	18,000	Water & Sewer Service
HEAT	4383-000	35,144	45,031	48,000	48,000	6,000	54,000	Civic Complex & Other City Facilities
SANITATION	4384-000	16,159	14,044	12,000	15,000	0	15,000	Refuse Collection for City Complex & Other City Facilities
		<b>348,626</b>	<b>385,292</b>	<b>386,679</b>	<b>386,679</b>	<b>1,475</b>	<b>388,154</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	80,281	97,679	98,000	98,000	0	98,000	Pest Control, Copier Maintenance, Fire Extinguisher Maintenance, Postage Machine Rental, Shredder, Roof Inspections, Read/Calibrate Scales, Garage Door Maintenance, Cleaning Services
SUBSCRIPTIONS & DUES	4452-000	91	344	200	200	0	200	Newspaper
		<b>80,371</b>	<b>98,023</b>	<b>98,200</b>	<b>98,200</b>	<b>0</b>	<b>98,200</b>	
<b>CAPITAL OUTLAY</b>								
EQUIPMENT	5000-000	0	5,863	0	0	0	0	
		<b>0</b>	<b>5,863</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL GOVERNMENT BUILDINGS</b>		<b>477,011</b>	<b>529,687</b>	<b>544,520</b>	<b>570,935</b>	<b>1,475</b>	<b>572,410</b>	

**CITY OF LINO LAKES**

**PARKS (101-450)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	342,918	348,684	419,795	435,548	0	435,548	40% Public Services Director
OVERTIME	4102-000	1,476	781	2,000	2,000	0	2,000	100% Parks Supervisor
TEMPORARIES	4106-000	16,322	27,536	42,000	57,265	0	57,265	4 - 100% General Maintenance Workers
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	20% Administrative Assistant
PERA	4121-000	25,581	26,090	31,635	32,816	0	32,816	Temporaries:
SOCIAL SECURITY	4122-000	26,653	27,999	35,480	37,853	0	37,853	Summer Seasonal Staff (2,470 hrs @ \$17/hr)
ICMA EMPLOYER	4123-000	1,082	1,618	1,719	2,638	0	2,638	Winter Warming House Attendants (1,175 @ \$13/hr)
HEALTH INSURANCE	4131-000	35,143	28,245	45,866	47,020	0	47,020	
LIFE & DISABILITY INSURANCE	4133-000	1,332	1,292	1,154	1,194	0	1,194	
DENTAL INSURANCE	4134-000	2,199	2,130	3,182	3,430	0	3,430	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	12,927	13,423	19,730	37,376	0	37,376	
		<b>465,633</b>	<b>477,797</b>	<b>602,561</b>	<b>657,140</b>	<b>0</b>	<b>657,140</b>	
<b>SUPPLIES</b>								
MAINTENANCE SUPPLIES	4211-000	16,204	33,318	73,000	42,000	5,000	47,000	Engineered Wood Fiber, Fencing & Netting, Trees, Plantings, Rock, Ag-Lime, Pea Rock, Class V, Fertilizer, Seed, Herbicides, Line Chalk, Field Marking Paint, Clay, Sod, Irrigation System Maint/Repair/Upgrade, Paint, Lumber, Dog Waste Bags, 2023 - Materials to Repair Foxborough Boardwalk 200' (\$15,000)
SMALL TOOLS	4240-000	0	1,333	3,000	3,000	0	3,000	Hand Tools, Small Power Tools, Mowers, Chain Saws, Weed Whips
		<b>16,204</b>	<b>34,650</b>	<b>76,000</b>	<b>45,000</b>	<b>5,000</b>	<b>50,000</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	23,084	13,323	7,150	7,150	0	7,150	Cartegraph, Engineering
TELEPHONE	4321-000	907	802	2,000	2,000	0	2,000	Cell Phones, iPads
TRAVEL & TUITION	4330-000	773	1,167	2,000	2,000	1,000	3,000	Certification Training, Seminars, Computer Training, Mileage
STIPEND - PARK COMM	4331-000	1,575	3,206	2,750	2,750	0	2,750	Board Members - 6 @ \$75 x 5 mtgs; Chair \$100 x 5 mtgs
UNIFORMS	4370-000	1,517	1,520	1,500	1,500	400	1,900	
ELECTRICITY	4381-000	2,961	3,162	3,500	3,500	0	3,500	Park Buildings and Shelters, Security Lighting, Hockey Rink Lights
UTILITIES (WATER/SEWER)	4382-000	23,665	43,268	25,000	25,000	0	25,000	Sewer, Water, Irrigation
HEAT	4383-000	3,463	4,359	5,000	5,000	0	5,000	
SANITATION	4384-000	936	1,215	1,800	1,800	0	1,800	Trash/Recycling
		<b>58,882</b>	<b>72,021</b>	<b>50,700</b>	<b>50,700</b>	<b>1,400</b>	<b>52,100</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	41,015	128,896	112,250	78,000	176,000	254,000	Portable Restrooms, Weed Control, Tree/Stump Removal, Trail Construction/Repair/Maint, Irrigation Systems, 2023 - Replace RLE Basketball Court (\$40,000), Chip Seal Sunrise Park Parking Lots (\$54,000), North Pointe Pickle Ball Court Painting (\$7,000), Country Lakes Lane Trail Repair (\$75,000)
RENTED EQUIPMENT	4415-000	380	281	500	500	0	500	
SUBSCRIPTIONS & DUES	4452-000	65	111	200	200	0	200	Professional Memberships & Subscriptions
		<b>41,460</b>	<b>129,289</b>	<b>112,950</b>	<b>78,700</b>	<b>176,000</b>	<b>254,700</b>	
<b>CAPITAL OUTLAY</b>								
EQUIPMENT	5000-000	0	369,434	0	0	0	0	
		<b>0</b>	<b>369,434</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL PARKS</b>		<b>582,178</b>	<b>1,083,192</b>	<b>842,211</b>	<b>831,540</b>	<b>182,400</b>	<b>1,013,940</b>	

**CITY OF LINO LAKES**

**RECREATION (101-451)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	70,828	0	22,713	0	0	0	
OVERTIME	4102-000	0	0	0	0	0	0	
TEMPORARIES	4106-000	8,189	0	15,855	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	
PERA	4121-000	3,787	0	0	0	0	0	
SOCIAL SECURITY	4122-000	5,698	0	2,950	0	0	0	
ICMA EMPLOYER	4123-000	176	0	0	0	0	0	
HEALTH INSURANCE	4131-000	6,417	0	0	0	0	0	
LIFE & DISABILITY INSURANCE	4133-000	173	0	0	0	0	0	
DENTAL INSURANCE	4134-000	309	0	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	983	0	920	0	0	0	
		<b>96,559</b>	<b>0</b>	<b>42,438</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>SUPPLIES</b>								
OFFICE SUPPLIES	4200-000	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	0	0	0	0	0	0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	0	34,745	0	0	0	0	
TELEPHONE	4321-000	72	0	0	0	0	0	
TRAVEL & TUITION	4330-000	0	0	0	0	0	0	
PRINTING & PUBLISHING	4340-000	0	0	0	0	0	0	
NEWSLETTER - PROGRAM SCHEDULE	4343-000	4,223	0	0	0	0	0	
		<b>4,295</b>	<b>34,745</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	300	0	0	0	0	0	
		<b>300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL RECREATION</b>		<b>101,154</b>	<b>34,745</b>	<b>42,438</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**CITY OF LINO LAKES**

**OTHERS (101-499)**

<b>Description</b>	<b>Object Code</b>	<b>Actual 2020</b>	<b>Actual 2021</b>	<b>Adopted 2022</b>	<b>Base Budget 2023</b>	<b>Adjustments Requested 2023</b>	<b>Proposed 2023</b>	<b>Budget Detail</b>
CONTINGENCY	4905-000	0	0	60,000	60,000	174,000	234,000	Operating Contingency
OPERATING TRANSFERS	4910-000	931,500	951,113	286,750	0	0	0	
<b>TOTAL OTHERS</b>		<b>931,500</b>	<b>951,113</b>	<b>346,750</b>	<b>60,000</b>	<b>174,000</b>	<b>234,000</b>	

**SUMMARY BY CATEGORY**

PERSONAL SERVICES	6,982,969	7,203,586	8,328,187	8,765,911	18,541	8,784,452
SUPPLIES	373,979	454,475	539,425	508,425	109,150	617,575
OTHER SERVICES AND CHARGES	1,302,191	1,451,687	1,482,025	1,434,025	96,322	1,530,347
CONTRACTUAL SERVICES	629,084	826,386	806,775	772,525	238,517	1,011,042
CAPITAL OUTLAY	22,886	404,094	161,600	5,000	(5,000)	-
OTHERS	931,500	951,113	346,750	60,000	174,000	234,000
<b>TOTAL EXPENDITURES</b>	<b>10,242,609</b>	<b>11,291,342</b>	<b>11,664,762</b>	<b>11,545,886</b>	<b>631,530</b>	<b>12,177,416</b>

**CITY OF LINO LAKES  
THE ROOKERY ACTIVITY CENTER FUND (202)  
2023 PROPOSED BUDGET**

Description	Account Number	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>Property Taxes</b>								
General Property Tax	202-000-3010-000	0	0	0	0	325,000	325,000	
		0	0	0	0	325,000	325,000	
<b>Intergovernmental</b>								
Other Federal Revenue	202-000-3319-000	0	0	500,000	0	0	0	American Rescue Plan Act (ARPA) Funds
Other Grants	202-000-3372-000	0	0	0	0	0	0	
		0	0	500,000	0	0	0	
<b>Charges For Services</b>								
Return Check Fee	202-000-3413-000	0	0	0	0	0	0	
Annual Membership Fees	202-000-3470-000	0	0	61,374	61,374	75,844	137,218	
Monthly Membership Fees	202-000-3471-000	0	0	260,653	260,653	475,460	736,113	
Daily Use Fees	202-000-3472-000	0	0	11,453	11,453	56,215	67,668	
EF Basic Classes/Programs	202-000-3473-000	0	0	1,000	1,000	(1,000)	0	
EF Personal & Specialty Train	202-000-3474-000	0	0	29,600	29,600	80,400	110,000	
EF Spinning Classes	202-000-3475-000	0	0	8,500	8,500	16,500	25,000	
Gym Rentals	202-000-3476-000	0	0	11,667	11,667	3,333	15,000	
Pool Rentals	202-000-3477-000	0	0	21,240	21,240	8,760	30,000	
Room Rentals	202-000-3478-000	0	0	500	500	6,000	6,500	
Birthday Party Rentals	202-000-3479-000	0	0	10,000	10,000	(10,000)	0	Accounted for in Program Revenue in 2023
Retail Sales	202-000-3480-000	0	0	3,500	3,500	3,000	6,500	
Enrollment Fees	202-000-3481-000	0	0	11,750	11,750	3,070	14,820	
Locker Rental	202-000-3482-000	0	0	0	0	9,000	9,000	\$15/locker - 25 in each locker room
								Swim Lessons, Youth Programming, Gym Programs, Adult/Family Programs, Community Programs, Birthday Parties
Program Revenue	202-000-3485-000	0	0	41,096	41,096	99,136	140,232	
Child Watch	202-000-3485-601	0	0	6,160	6,160	(5,160)	1,000	
Towel Service	202-000-3485-602	0	0	4,363	4,363	14,132	18,495	
		0	0	482,856	482,856	834,690	1,317,546	
<b>Investment Earnings</b>								
Interest On Investments	202-000-3620-000	0	0	0	0	0	0	Includes Unrealized Gain/Loss on Investments
		0	0	0	0	0	0	
<b>Miscellaneous</b>								
Refunds & Reimbursements	202-000-3730-000	0	0	0	0	0	0	
Silver Sneakers	202-000-3731-000	0	0	17,234	17,234	16,998	34,232	
Renew Active/One Pass	202-000-3732-000	0	0	16,684	16,684	32,062	48,746	
Cash Over (Short)	202-000-3800-000	0	0	0	0	0	0	
Miscellaneous Revenue	202-000-3810-000	0	0	0	0	0	0	
		0	0	33,918	33,918	49,060	82,978	
<b>Other</b>								
Operating Transfers	202-000-3920-000	0	0	0	0	0	0	
		0	0	0	0	0	0	
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>1,016,774</b>	<b>516,774</b>	<b>1,208,750</b>	<b>1,725,524</b>	
<b>Program Revenue Reconciliation</b>								
	Less: Net Program Revenue			(41,096)			(140,232)	
	Plus: Gross Program Revenue			64,442			237,529	
	<b>Total Revenues</b>			<b>1,040,120</b>			<b>1,822,821</b>	

**CITY OF LINO LAKES**

**THE ROOKERY ACTIVITY CENTER (202-451)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	0	0	433,606	517,067	0	517,067	100% Activity Center Manager
OVERTIME	4102-000	0	0	0	0	0	0	100% Aquatic Supervisor
PART-TIME	4103-000	0	0	270,000	270,000	225,000	495,000	2 - 100% Activity Center Coordinator
TEMPORARIES	4106-000	0	0	0	0	0	0	100% HR Assistant
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	100% Bldg Custodial/Maintenance Supervisor
PERA	4121-000	0	0	42,645	48,905	8,438	57,343	100% Bldg Custodial/Maintenance Worker
SOCIAL SECURITY	4122-000	0	0	53,826	60,211	17,212	77,423	
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	0	0	0	0	Part-time: Aquatics Fitness Instructor, Aquatics Lead, Child
HEALTH INSURANCE	4131-000	0	0	67,176	56,575	0	56,575	Watch Attendant, Custodial Worker, Guest Services
LIFE & DISABILITY INSURANCE	4133-000	0	0	1,234	1,398	0	1,398	Representative, Lifeguard, Manager On Duty, Recreation
DENTAL INSURANCE	4134-000	0	0	3,028	4,287	0	4,287	Attendant
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	0	0	22,633	23,298	5,934	29,232	
		<b>0</b>	<b>0</b>	<b>894,148</b>	<b>981,741</b>	<b>256,584</b>	<b>1,238,325</b>	
<b>SUPPLIES</b>								
OFFICE SUPPLIES	4200-000	0	0	5,500	5,500	0	5,500	Supplies for Office Operations
MAINTENANCE SUPPLIES	4211-000	0	0	46,500	46,500	0	46,500	Janitorial Supplies
CHEMICALS	4222-000	0	0	5,250	5,250	1,950	7,200	Pool Chemicals
RESALE ITEMS	4235-000	0	0	0	0	5,000	5,000	Purchases for Retail Sales
SMALL TOOLS	4240-000	0	0	9,000	9,000	1,000	10,000	Tools, Cleaning Equipment, CPR Mannequins, Gym Equipment
		<b>0</b>	<b>0</b>	<b>66,250</b>	<b>66,250</b>	<b>7,950</b>	<b>74,200</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	0	0	5,000	5,000	5,000	10,000	Repair/Calibration of HVAC System, Repairs in Building, Safety Systems Monitoring
MUNICIPAL ATTORNEY	4301-000	0	0	3,333	3,333	(3,333)	0	
MUNICIPAL ENGINEER	4304-000	0	0	0	0	0	0	
OTHER CONSULTANT	4310-000	0	0	2,750	2,750	55,029	57,779	Metro-iNet Services, Computer Programs & Support, CivicRec License Subscription, WheniWork Scheduling Software
TELEPHONE	4321-000	0	0	2,750	2,750	0	2,750	
POSTAGE	4322-000	0	0	0	0	2,500	2,500	
TRAVEL & TUITION	4330-000	0	0	3,000	3,000	0	3,000	
PRINTING & PUBLISHING	4340-000	0	0	667	667	0	667	
PAYMENT PROCESSING	4345-000	0	0	38,997	38,997	0	38,997	
INSURANCE	4361-000	0	0	10,000	10,000	16,290	26,290	General Liability & Property Insurance
UNIFORMS	4370-000	0	0	2,000	2,000	850	2,850	
ELECTRICITY	4381-000	0	0	88,000	88,000	0	88,000	
UTILITIES	4382-000	0	0	10,920	10,920	0	10,920	Water & Sewer Service
HEAT	4383-000	0	0	55,750	55,750	0	55,750	
SANITATION	4384-000	0	0	6,000	6,000	0	6,000	Refuse Collection
		<b>0</b>	<b>0</b>	<b>229,167</b>	<b>229,167</b>	<b>76,336</b>	<b>305,503</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	0	0	12,500	12,500	0	12,500	Copier Maintenance, Rug Service, Cleaning Services, Pest Control, Healthy Contributions
CONT SRVS - FITNESS PROVIDER	4411-000	0	0	172,775	172,775	68,455	241,230	Endurance Fitness Monthly Fee and Share of Program Revenue
SPECIAL PROJECTS	4418-000	0	0	8,750	8,750	0	8,750	Scholarship/Financial Aid
SUBSCRIPTIONS & DUES	4452-000	0	0	500	500	500	1,000	
MARKETING	4900-000	0	0	11,000	11,000	0	11,000	
		<b>0</b>	<b>0</b>	<b>205,525</b>	<b>205,525</b>	<b>68,955</b>	<b>274,480</b>	
<b>CAPITAL OUTLAY</b>								
EQUIPMENT	5000-000	0	0	0	0	0	0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL ROOKERY ACTIVITY CENTER</b>		<b>0</b>	<b>0</b>	<b>1,395,090</b>	<b>1,482,683</b>	<b>409,825</b>	<b>1,892,508</b>	
<i>Program Expenditure Reconciliation</i>								
					23,346		97,297	
					<b>1,418,436</b>		<b>1,989,805</b>	



# CITY OF LINO LAKES

## THE ROOKERY ACTIVITY CENTER NET PROGRAM REVENUE

<u>Program</u>	<u>Revenue</u>	<u>Expenditures</u>			<u>Total</u>	<u>Net +/-</u>
		<u>Personal Services</u>	<u>Supplies</u>	<u>Contract Services</u>		
	<b>3485</b>	<b>41xx</b>	<b>4200</b>	<b>4410</b>		
<b>603 Swim Lessons</b>						
Winter Group Swim Lessons	35,793	8,821	500		9,321	26,472
Winter Private Swim	3,000	1,800			1,800	1,200
Summer Group Swim	41,062	9,029			9,029	32,033
Summer Private Swim	3,400	2,500			2,500	900
Fall Group Swim Lessons	39,524	8,997	500		9,497	30,027
Fall Private Swim	3,200	2,300			2,300	900
	<b>125,979</b>	<b>33,447</b>	<b>1,000</b>	-	<b>34,447</b>	<b>91,532</b>
<b>604 Youth Programming</b>						
Out of School Time	10,000	5,000	300		5,300	4,700
Kid Create Paint	2,000	150			150	1,850
Kids Night Out	5,000	3,000	400		3,400	1,600
Letters to Santa	350	-	100		100	250
Summer Camp	40,000	25,000	6,500		31,500	8,500
Other Programs	5,000	1,000	750		1,750	3,250
	<b>62,350</b>	<b>34,150</b>	<b>8,050</b>	-	<b>42,200</b>	<b>20,150</b>
<b>605 Gym Programs</b>						
Adult Leagues	4,000	950	100		1,050	2,950
Kids Sports	3,000	750	250		1,000	2,000
Other Programs	1,500	250			250	1,250
	<b>8,500</b>	<b>1,950</b>	<b>350</b>	-	<b>2,300</b>	<b>6,200</b>
<b>606 Adult/Family Programs</b>						
Aquatic Special Events	2,450	800	2,000	800	3,600	(1,150)
Valentine's Dance	2,000	200			200	1,800
	<b>4,450</b>	<b>1,000</b>	<b>2,000</b>	<b>800</b>	<b>3,800</b>	<b>650</b>
<b>607 Active Adult Programs</b>						
AARP Classes	850				-	850
Card Games	-		500		500	(500)
	<b>850</b>	-	<b>500</b>	-	<b>500</b>	<b>350</b>
<b>608 Community Programs</b>						
CPR Training Classes	2,600	1,000	1,000		2,000	600
Adult Day Trips	4,800			4,000	4,000	800
Secret Holiday Shop	3,000	200		1,250	1,450	1,550
Misc. Programs	5,000	500	1,000	1,500	3,000	2,000
	<b>15,400</b>	<b>1,700</b>	<b>2,000</b>	<b>6,750</b>	<b>10,450</b>	<b>4,950</b>
<b>609 Birthday Parties</b>						
Birthday Parties	20,000	2,600	1,000		3,600	16,400
	<b>20,000</b>	<b>2,600</b>	<b>1,000</b>	-	<b>3,600</b>	<b>16,400</b>
<b>GRAND TOTALS</b>	<b>237,529</b>	<b>74,847</b>	<b>14,900</b>	<b>7,550</b>	<b>97,297</b>	<b>140,232</b>

**City of Lino Lakes  
2023 Capital Equipment Replacement**

<u>Department</u>	<u>Description</u>	<u>Amount</u>
Police	Primary Response Vehicle (Replaces Vehicle # 302)	60,610
	Primary Response Vehicle (Replaces Vehicle # 303)	60,610
	Primary Response Vehicle (Replaces Vehicle # 382)	60,610
	Admin Response Vehicle (Replaces Vehicle #397)	51,000
	 Total Police	 <u>\$ 232,830</u>
Fleet	John Deere Tractor (Replaces #119)	20,000
	1 Ton Truck w/ Dump Box and Plow (Replaces #214)	87,000
	Zero Turn Mower (Replaces #405)	17,000
	Dump Truck w/ Plow (Replaces #200)	305,000
	 Total Fleet	 <u>\$ 429,000</u>
	 <b>Grand Total</b>	 <b><u>\$ 661,830</u></b>

**CITY OF LINO LAKES  
CAPITAL EQUIPMENT REPLACEMENT FUND (402)  
2022 PROPOSED BUDGET**

	Account Number	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>Property Taxes</b>								
General Property Tax	402-000-3010-000	0	0	150,000	150,000	175,000	325,000	
		<b>0</b>	<b>0</b>	<b>150,000</b>	<b>150,000</b>	<b>175,000</b>	<b>325,000</b>	
<b>Investment Earnings</b>								
Interest on Investments	402-000-3620-000	12,775	(2,348)	0	0	0	0	Includes Unrealized Gain/Loss on Investments
		<b>12,775</b>	<b>(2,348)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Miscellaneous</b>								
Contributions/Donations Police	402-000-3623-420	0	0	0	0	0	0	Donation Restricted for Police Equipment Use
Contributions/Donations Fire	402-000-3623-421	0	0	0	0	0	0	Donation Restricted for Fire Equipment Use
Refunds & Reimbursements	402-000-3730-000	0	2,371	0	0	0	0	
Miscellaneous Revenue	402-000-3810-000	0	0	0	0	0	0	
		<b>0</b>	<b>2,371</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Financing Sources</b>								
Use of Fund Reserves	402-000-3900-000	0	0	0	0	271,750	271,750	General Fund 2022 Reserves for 2023 Purchase of Plow Truck
Sale of Fixed Assets	402-000-3910-000	15,365	140,120	0	0	66,964	66,964	
Transfer From Other Funds	402-000-3920-000	0	0	271,750	0	0	0	Transfer from General Fund
Bond Proceeds	402-000-3930-000	294,235	0	0	0	0	0	Certificates of Indebtedness
		<b>309,600</b>	<b>140,120</b>	<b>271,750</b>	<b>0</b>	<b>338,714</b>	<b>338,714</b>	
<b>Total Revenues</b>		<b>322,375</b>	<b>140,143</b>	<b>421,750</b>	<b>150,000</b>	<b>513,714</b>	<b>663,714</b>	

**CITY OF LINO LAKES**

**Capital Equipment Replacement**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>SUPPLIES</b>								
SMALL TOOLS	402-420-4240-420	0	0	0	0	0	0	Spend of Police Donation
SMALL TOOLS	402-421-4240-421	0	0	0	0	0	0	Spend of Fire Donation
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CAPITAL OUTLAY</b>								
POLICE EQUIPMENT	402-420-5000-000	104,902	154,719	173,040	0	232,830	232,830	
FIRE EQUIPMENT	402-421-5000-000	0	50,713	2,000	0	0	0	
FLEET EQUIPMENT	402-431-5000-000	261,688	263,850	97,000	0	429,000	429,000	
		<b>366,590</b>	<b>469,282</b>	<b>272,040</b>	<b>0</b>	<b>661,830</b>	<b>661,830</b>	
<b>TOTAL CAPITAL EQUIPMENT REPLACEMENT</b>		<b>366,590</b>	<b>469,282</b>	<b>272,040</b>	<b>0</b>	<b>661,830</b>	<b>661,830</b>	

**CITY OF LINO LAKES  
WATER OPERATING FUND (601)  
2023 PROPOSED BUDGET**

	Account Number	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>Operating Revenue</b>								
Penalties & Interest	601-000-3150-000	141	762	0	0	0	0	
Water Hook-Up Charge	601-000-3248-000	43,260	68,770	41,250	41,250	0	41,250	
Other Grants	601-000-3372-000	42,152	0	0	0	0	0	
Water Meter Sales	601-000-3406-000	72,825	134,559	78,260	78,260	(28,260)	50,000	
Irrigation Controller Sales	601-000-3407-000	0	4,750	5,000	5,000	0	5,000	
Interest on Investments	601-000-3620-000	100,912	(34,068)	50,000	50,000	0	50,000	Includes Unrealized Gain/Loss on Investments
Change in Fair Value of Investments	601-000-3621-000	48,711	0	0	0	0	0	
Miscellaneous Revenue	601-000-3714-000	982	1,698	2,500	2,500	(700)	1,800	
Refunds and Reimbursements	601-000-3730-000	0	0	0	0	0	0	
Flat Water Charge	601-000-3850-000	0	0	287,680	287,680	153,740	441,420	Quarterly Base Fee - \$5/quarter YoY Increase
Water Sales	601-000-3855-000	1,210,916	1,450,985	1,268,772	1,268,772	40,069	1,308,841	Volume Charges - 4.0% YoY Increase
Water Penalties	601-000-3858-000	13,435	21,766	22,000	22,000	0	22,000	
Sale of Capital Assets	601-000-3910-000	0	14,506	0	0	0	0	
		<b>1,533,333</b>	<b>1,663,729</b>	<b>1,755,462</b>	<b>1,755,462</b>	<b>164,849</b>	<b>1,920,311</b>	
<b>Other Sources</b>								
Use of Reserves		0	0	1,409,645	0	202,051	202,051	
		<b>0</b>	<b>0</b>	<b>1,409,645</b>	<b>0</b>	<b>202,051</b>	<b>202,051</b>	
<b>Total Operating Revenue &amp; Other Sources</b>		<b>1,533,333</b>	<b>1,663,729</b>	<b>3,165,107</b>	<b>1,755,462</b>	<b>366,900</b>	<b>2,122,362</b>	

**CITY OF LINO LAKES**

**WATER (601-494)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	207,181	223,966	276,285	285,610	0	285,610	5% Public Services Director
OVERTIME	4102-000	8,659	7,267	7,000	7,000	0	7,000	10% Community Development Director
ON CALL	4105-000	5,163	6,222	5,000	5,000	0	5,000	25% Public Works Superintendent
TEMPORARIES	4106-000	5,746	6,291	9,900	9,860	0	9,860	5 - 50% General Maintenance Workers
WELLNESS PROGRAM	4108-000	0	0	0	72	0	72	20% Administrative Assistant
PERA	4121-000	15,406	17,128	21,621	22,321	0	22,321	7.5% Finance Director
FICA/MEDICARE	4122-000	15,994	17,206	22,811	23,521	0	23,521	12.5% Accounting Clerk II
ICMA EMPLOYER	4123-000	132	0	428	145	0	145	50% Accounting Clerk I
PENSION EXPENSE	4125-000	16,489	(20,087)	0	0	0	0	25% Office Specialist
HEALTH INSURANCE	4131-000	25,742	43,199	37,844	35,939	0	35,939	Temporaries: 580 hrs @ \$17/hr
LIFE & DISABILITY INSURANCE	4133-000	762	816	871	905	0	905	
DENTAL INSURANCE	4134-000	1,630	1,690	2,076	2,481	0	2,481	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	4,808	5,278	7,311	10,406	0	10,406	
		<b>307,711</b>	<b>308,974</b>	<b>391,147</b>	<b>403,260</b>	<b>0</b>	<b>403,260</b>	
<b>SUPPLIES</b>								
OFFICE SUPPLIES	4200-000	4,407	2,341	2,500	2,500	0	2,500	Utility Billing Forms, Computer and General Supplies
MAINTENANCE SUPPLIES	4211-000	26,602	36,658	45,000	45,000	0	45,000	Fire Hydrants, Hydrant Hoses, Flushing Equipment, Gate Valves, Hardware for Repairs, Replacement Plumbing Supplies, Heaters, Dehumidifiers, Locate Paint and Flags, Gravel, Rock, Sand, Property Maintenance Supplies
FUELS	4212-000	10,000	10,000	10,000	10,000	2,000	12,000	
METERS	4215-000	74,483	95,479	80,000	80,000	70,000	150,000	New/Replacement Meters, New/Replacement MXU'S, Irrigation Meters, Commercial Meters, Meter Technology Upgrades
IRRIGATION CONTROLLERS	4216-000	61,029	18,999	20,000	20,000	0	20,000	
CHEMICALS	4222-000	111,420	139,837	125,000	125,000	0	125,000	Polyphosphate, Fluoride, Chlorine, Chemical Pumps, Chemical Containment, Reagents for Water Sampling
SMALL TOOLS	4240-000	2,336	5,958	2,500	2,500	0	2,500	Wrenches, Drills, Saws
		<b>290,276</b>	<b>309,271</b>	<b>285,000</b>	<b>285,000</b>	<b>72,000</b>	<b>357,000</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	147,980	183,834	100,300	100,300	0	100,300	Water Main Breaks, Well/Tower Maintenance, Scada Maintenance/Upgrades, Fire Hydrant Painting, RPZ Testing, Cartograph, DNR Appropriations
MUNICIPAL ATTORNEY	4301-000	0	1,180	0	0	0	0	
MUNICIPAL ENGINEER	4304-000	27,309	24,325	25,000	25,000	0	25,000	
OTHER CONSULTANT	4310-000	10,999	11,602	24,375	24,375	(7,828)	16,547	Springbrook License Subscription - UB Module, Metro-iNet Services, Programs & Support (Includes Cisco Telephone)
TELEPHONE	4321-000	5,056	3,434	5,000	5,000	0	5,000	Cellular Phones, Well House Land Line Back-up
POSTAGE	4322-000	4,859	5,706	5,500	5,500	0	5,500	Utility Billing Postage, Postage Meter Charge, Certified Mail, General Shipping
TRAVEL & TUITION	4330-000	1,000	1,740	3,000	3,000	1,500	4,500	
PRINTING & PUBLISHING	4340-000	3,598	4,549	10,000	10,000	0	10,000	Consumer Confidence Reports, Mass Mailing
PAYMENT PROCESSING	4345-000	0	0	9,262	9,262	1,738	11,000	
INSURANCE	4360-000	9,514	10,111	11,850	11,850	14,990	26,840	
AUTO INSURANCE	4363-000	783	941	960	960	40	1,000	
UNIFORMS	4370-000	833	744	760	760	140	900	Clothing Allowance
ELECTRICITY	4381-000	76,731	100,877	90,000	90,000	0	90,000	Well House Lighting and Pump Usage
UTILITIES (WATER/SEWER)	4382-000	6,021	5,973	15,000	15,000	0	15,000	Blaine, Shoreview, and Centennial Utilities - Utility Connections
HEAT	4383-000	2,496	1,999	5,000	5,000	0	5,000	Well House Heating
		<b>297,177</b>	<b>357,015</b>	<b>306,007</b>	<b>306,007</b>	<b>10,580</b>	<b>316,587</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	19,463	19,131	9,258	9,258	55,237	64,495	Gopher One-Call, Monthly Lab Testing, Utility Statement Processing, 2023 - Well House 3 Exterior Upgrades (\$40,000) and Well 5 New Roof (\$12,500)
SUBSCRIPTIONS & DUES	4452-000	760	1,556	1,000	1,000	0	1,000	AWWA, Water Operators Licenses
		<b>20,223</b>	<b>20,687</b>	<b>10,258</b>	<b>10,258</b>	<b>55,237</b>	<b>65,495</b>	
<b>DEPRECIATION</b>								
ASSET DEPRECIATION	4510-000	616,893	625,544	783,605	605,000	(605,000)	0	Annual Depreciation Expense - Water Infrastructure & Equip
		<b>616,893</b>	<b>625,544</b>	<b>783,605</b>	<b>605,000</b>	<b>(605,000)</b>	<b>0</b>	
<b>OTHER</b>								
OPERATING TRANSFERS	4910-000	127,357	322,933	407,680	441,420	538,600	980,020	Flat Water Charge Transferred to Area and Unit Fund (\$441,420) Water Fund Portion of 2023 Street Reconstruction (\$205,600), 2023 Street Rehab Program (\$125,000), WTP Trunk Water Upgrade (\$208,000)
		<b>127,357</b>	<b>322,933</b>	<b>407,680</b>	<b>441,420</b>	<b>538,600</b>	<b>980,020</b>	
<b>CAPITAL OUTLAY</b>								
EQUIPMENT	5000-000	0	0	1,765,015	0	0	0	
		<b>0</b>	<b>0</b>	<b>1,765,015</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL WATER FUND</b>		<b>1,659,638</b>	<b>1,944,424</b>	<b>3,948,712</b>	<b>2,050,945</b>	<b>71,417</b>	<b>2,122,362</b>	

**CITY OF LINO LAKES  
SEWER OPERATING FUND (602)  
2023 PROPOSED BUDGET**

	Account Number	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>Operating Revenue</b>								
Current Assessments	602-000-3110-000	708	708	0	0	0	0	
Delinquent Assessments	602-000-3120-000	0	0	0	0	0	0	
Penalties & Interest	602-000-3150-000	141	762	0	0	0	0	
Sewer Hook-Up Charge	602-000-3249-000	35,187	56,597	33,000	33,000	0	33,000	
Interest on Investments	602-000-3620-000	157,998	(52,696)	80,000	80,000	0	80,000	Includes Unrealized Gain/Loss on Investments
Change in Fair Value of Investments	602-000-3621-000	76,343	0	0	0	0	0	
Refunds and Reimbursements	602-000-3730-000	0	15,276	0	0	0	0	
Sewer Sales	602-000-3856-000	1,750,010	1,793,546	1,762,586	1,762,586	64,424	1,827,010	2.5% YoY Increase
Sewer Penalties	602-000-3858-000	17,185	25,151	26,000	26,000	0	26,000	
Sale of Capital Assets	602-000-3910-000	0	14,506	0	0	500	500	
Operating Transfers	602-000-3920-000	83,821	0	0	0	0	0	
		<b>2,121,392</b>	<b>1,853,849</b>	<b>1,901,586</b>	<b>1,901,586</b>	<b>64,924</b>	<b>1,966,510</b>	
<b>Other Sources</b>								
Use of Reserves		0	0	70,299	0	322,652	322,652	
		<b>0</b>	<b>0</b>	<b>70,299</b>	<b>0</b>	<b>322,652</b>	<b>322,652</b>	
<b>Total Operating Revenue &amp; Other Sources</b>		<b>2,121,392</b>	<b>1,853,849</b>	<b>1,971,885</b>	<b>1,901,586</b>	<b>387,576</b>	<b>2,289,162</b>	

**CITY OF LINO LAKES**

**SEWER (602-495)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	207,180	223,966	276,285	285,610	0	285,610	5% Public Services Director
OVERTIME	4102-000	8,659	7,266	7,000	7,000	0	7,000	10% Community Development Director
ON CALL	4105-000	5,163	6,222	5,000	5,000	0	5,000	25% Public Works Superintendent
TEMPORARIES	4106-000	5,746	6,290	9,900	9,860	0	9,860	5 - 50% General Maintenance Workers
WELLNESS PROGRAM	4108-000	0	0	0	72	0	72	20% Administrative Assistant
PERA	4121-000	15,407	17,128	21,621	22,321	0	22,321	7.5% Finance Director
FICA/MEDICARE	4122-000	15,993	17,206	22,811	23,521	0	23,521	12.5% Accounting Clerk II
ICMA EMPLOYER	4123-000	132	0	428	145	0	145	50% Accounting Clerk I
PENSION EXPENSE	4125-000	18,808	(20,087)	0	0	0	0	25% Office Specialist
HEALTH INSURANCE	4131-000	25,742	43,199	37,844	35,939	0	35,939	Temporaries: 580 hrs @ \$17/hr
LIFE & DISABILITY INSURANCE	4133-000	763	817	871	905	0	905	
DENTAL INSURANCE	4134-000	1,630	1,690	2,076	2,481	0	2,481	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	10,865	10,444	16,536	23,602	0	23,602	
		<b>316,087</b>	<b>314,141</b>	<b>400,372</b>	<b>416,456</b>	<b>0</b>	<b>416,456</b>	
<b>SUPPLIES</b>								
OFFICE SUPPLIES	4200-000	4,231	2,243	2,500	2,500	0	2,500	Utility Billing Forms, Computer and General Supplies
MAINTENANCE SUPPLIES	4211-000	16,759	26,513	45,000	45,000	0	45,000	Impellers, Screens, UPS, Heaters, Batteries, Manhole Repair Supplies, Check Valves, Gate Valves, Road Repair Materials
FUELS	4212-000	10,000	10,000	10,000	10,000	2,000	12,000	
SMALL TOOLS	4240-000	2,254	5,835	2,500	2,500	0	2,500	Valve Keys, Locators, Wrenches, Plumbing Tools
		<b>33,244</b>	<b>44,591</b>	<b>60,000</b>	<b>60,000</b>	<b>2,000</b>	<b>62,000</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	184,009	166,803	165,300	165,300	0	165,300	Lift Station Cleaning, Lift Station Repairs/Upgrades, Sewer Line Cleaning/Camera, Sycom, Generator Maintenance/Inspection, Pump Repair/Service, Sewer Line
MUNICIPAL ENGINEER	4304-000	23,749	23,541	25,000	25,000	0	25,000	
OTHER CONSULTANTS	4310-000	10,999	11,602	24,375	24,375	(7,828)	16,547	Springbrook License Subscription - UB Module, Metro-iNet Services, Programs & Support (Includes Cisco Telephone)
TELEPHONE	4321-000	1,603	1,122	1,500	1,500	0	1,500	Cellular Phones, Lift Stations
POSTAGE	4322-000	4,837	5,443	5,000	5,000	0	5,000	Utility Billing Postage
TRAVEL & TUITION	4330-000	1,000	1,000	3,000	3,000	1,500	4,500	OSHA Compliance Safety Training
PRINTING & PUBLISHING	4340-000	0	532	500	500	0	500	
PAYMENT PROCESSING	4345-000	0	0	9,262	9,262	1,738	11,000	
INSURANCE	4360-000	15,500	17,627	17,540	17,540	4,590	22,130	
AUTO INSURANCE	4363-000	783	941	960	960	40	1,000	
UNIFORMS	4370-000	765	744	760	760	140	900	Clothing Allowance
ELECTRICITY	4381-000	31,682	32,548	32,000	32,000	0	32,000	Power to Run Lift Station Pumps and Controls
UTILITIES (WATER/SEWER)	4382-000	13,949	12,069	15,000	15,000	0	15,000	Blaine, Shoreview, and Centennial Utilities - Utility Connections
HEAT	4383-000	1,537	1,536	1,800	1,800	0	1,800	Natural Gas for On-site Generators
		<b>290,413</b>	<b>275,508</b>	<b>301,997</b>	<b>301,997</b>	<b>180</b>	<b>302,177</b>	
<b>CONTRACTUAL SERVICES</b>								
MCES TREATMENT CHARGES	4405-000	1,035,391	988,488	1,087,743	1,087,743	77,806	1,165,549	MCES Sewer Treatment Costs
CONTRACTED SERVICES	4410-000	11,333	14,123	5,758	5,758	75,802	81,560	Gopher One-Call, Utility Statement Processing, 2023 - Sanitary Sewer Lining Project
RENTED EQUIPMENT	4415-000	329	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	295	124	1,000	1,000	0	1,000	Sewer Operators Licenses, APWA Membership
		<b>1,047,348</b>	<b>1,002,735</b>	<b>1,094,501</b>	<b>1,094,501</b>	<b>153,608</b>	<b>1,248,109</b>	
<b>DEPRECIATION</b>								
ASSET DEPRECIATION	4510-000	512,771	550,018	574,323	574,323	(574,323)	0	Annual Depreciation Expense - Sewer Infrastructure & Equip
		<b>512,771</b>	<b>550,018</b>	<b>574,323</b>	<b>574,323</b>	<b>(574,323)</b>	<b>0</b>	
<b>OTHER</b>								
OPERATING TRANSFERS	4910-000	0	0	0	0	225,420	225,420	Sewer Fund Portion of 2023 Street Reconstruction
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>225,420</b>	<b>225,420</b>	
<b>CAPITAL OUTLAY</b>								
EQUIPMENT	5000-000	0	0	115,015	0	35,000	35,000	Lift 2 Generator Replacement \$35,000
		<b>0</b>	<b>0</b>	<b>115,015</b>	<b>0</b>	<b>35,000</b>	<b>35,000</b>	
<b>TOTAL SEWER FUND</b>		<b>2,199,863</b>	<b>2,186,993</b>	<b>2,546,208</b>	<b>2,447,277</b>	<b>(158,115)</b>	<b>2,289,162</b>	



**CITY OF LINO LAKES  
STORM WATER OPERATING FUND (603)  
2023 PROPOSED BUDGET**

Account Number	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>Operating Revenue</b>							
Interest on Investments	603-000-3620-000	0	0	0	0	0	Includes Unrealized Gain/Loss on Investments
Storm Water Penalties	603-000-3858-000	0	0	0	0	0	
Storm Water Fee	603-000-3859-000	0	0	583,000	583,000	(46,530)	536,470
		<b>0</b>	<b>0</b>	<b>583,000</b>	<b>583,000</b>	<b>(46,530)</b>	<b>536,470</b>
<b>Other Sources</b>							
						0	
Use of Reserves		0	0	0	0	0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Operating Revenue &amp; Other Sources</b>		<b>0</b>	<b>0</b>	<b>583,000</b>	<b>583,000</b>	<b>(46,530)</b>	<b>536,470</b>

**CITY OF LINO LAKES**

**STORM WATER (603-496)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>								
SALARIES	4101-000	0	0	136,793	150,293	0	150,293	5% Public Services Director
OVERTIME	4102-000	0	0	0	0	0	0	10% Community Development Director
ON CALL	4105-000	0	0	0	0	0	0	10% Public Works Superintendent
TEMPORARIES	4106-000	0	0	0	0	0	0	30% Streets Supervisor
WELLNESS PROGRAM	4108-000	0	0	0	72	0	72	25% Environmental Coordinator
PERA	4121-000	0	0	10,259	11,272	0	11,272	1 - 100% General Maintenance Worker
FICA/MEDICARE	4122-000	0	0	10,465	11,497	0	11,497	
ICMA EMPLOYER	4123-000	0	0	285	145	0	145	
PENSION EXPENSE	4125-000	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	0	0	20,516	7,819	0	7,819	
LIFE & DISABILITY INSURANCE	4133-000	0	0	417	466	0	466	
DENTAL INSURANCE	4134-000	0	0	944	1,102	0	1,102	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	0	0	8,364	12,719	0	12,719	
		<b>0</b>	<b>0</b>	<b>188,043</b>	<b>195,385</b>	<b>0</b>	<b>195,385</b>	
<b>SUPPLIES</b>								
OFFICE SUPPLIES	4200-000	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	0	0	17,000	17,000	0	17,000	
FUELS	4212-000	0	0	4,000	4,000	0	4,000	
SMALL TOOLS	4240-000	0	0	3,000	3,000	0	3,000	
		<b>0</b>	<b>0</b>	<b>24,000</b>	<b>24,000</b>	<b>0</b>	<b>24,000</b>	
<b>OTHER SERVICES AND CHARGES</b>								
PROFESSIONAL SERVICES	4300-000	0	0	7,000	7,000	(2,000)	5,000	Public Education, Consultant Services
MUNICIPAL ENGINEER	4304-000	0	0	35,000	35,000	2,000	37,000	Retainer (\$13,734), Project Development (\$23,266)
OTHER CONSULTANTS	4310-000	0	0	8,550	8,550	(8,550)	0	Metro-iNet Services, Programs & Support
TELEPHONE	4321-000	0	0	350	350	0	350	
POSTAGE	4322-000	0	0	955	955	0	955	Annual Utility Billing Postage
TRAVEL & TUITION	4330-000	0	0	2,500	2,500	(800)	1,700	
PRINTING & PUBLISHING	4340-000	0	0	0	0	0	0	
PAYMENT PROCESSING	4345-000	0	0	9,262	9,262	(9,262)	0	
INSURANCE	4360-000	0	0	0	0	40	40	Property Insurance
AUTO INSURANCE	4363-000	0	0	260	260	0	260	
UNIFORMS	4370-000	0	0	0	0	0	0	
ELECTRICITY	4381-000	0	0	0	0	0	0	
UTILITIES (WATER/SEWER)	4382-000	0	0	0	0	0	0	
HEAT	4383-000	0	0	0	0	0	0	
		<b>0</b>	<b>0</b>	<b>63,877</b>	<b>63,877</b>	<b>(18,572)</b>	<b>45,305</b>	
<b>CONTRACTUAL SERVICES</b>								
CONTRACTED SERVICES	4410-000	0	0	237,993	237,993	(10,993)	227,000	Sweeping/Repairs, SWMP (Ditch, Pipe, Pond) Cleaning, Annual Utility Statement Processing (\$300)
RENTED EQUIPMENT	4415-000	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	0	0	500	500	0	500	
		<b>0</b>	<b>0</b>	<b>238,493</b>	<b>238,493</b>	<b>(10,993)</b>	<b>227,500</b>	
<b>DEPRECIATION</b>								
ASSET DEPRECIATION	4510-000	0	0	0	0	0	0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OTHER</b>								
OPERATING TRANSFERS	4910-000	0	0	0	0	0	0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CAPITAL OUTLAY</b>								
EQUIPMENT	5000-000	0	0	68,587	58,953	(14,673)	44,280	Capital Equipment Reserve
		<b>0</b>	<b>0</b>	<b>68,587</b>	<b>58,953</b>	<b>(14,673)</b>	<b>44,280</b>	
<b>TOTAL SEWER FUND</b>		<b>0</b>	<b>0</b>	<b>583,000</b>	<b>580,708</b>	<b>(44,238)</b>	<b>536,470</b>	

**CITY OF LINO LAKES  
RESOLUTION NO. 22-144**

**ADOPTING THE FINAL 2022 TAX LEVY, COLLECTIBLE IN 2023**

**WHEREAS**, the City of Lino Lakes has budgeted to pay expenditures for operating costs anticipated in the year 2023, and

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

**WHEREAS**, the City Council adopted its preliminary 2022 tax levy, collectible in 2023, in anticipation of the above expenses, and

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

**WHEREAS**, the City Council held its public hearing on December 12, 2022.

**NOW, THEREFORE BE IT RESOLVED** that The City Council of The City of Lino Lakes, approves its final 2022 tax levy, collectible in 2023, upon taxable property within the City of Lino Lakes as follows:

1. Total amount levied in the year 2022 to be spread for taxes due and payable in the year 2023 is \$12,893,915.
2. The total amount levied above is for the following purposes:

<u>Operating Levy</u>	\$11,319,531
<u>Bonded Indebtedness</u>	
G.O. Bond 2012A	176,109
G.O. Bond 2015A	273,959
EDA Lease/Revenue Bond 2015	320,815
G.O. Bond 2018A	485,737
G.O. Bond 2021A	211,465
Equipment Certificates 2020	106,299
Total Bonded Indebtedness:	<u>\$1,574,384</u>
TOTAL LEVIES	<u>\$12,893,915</u>

Adopted by the Council of the City of Lino Lakes this 12<sup>th</sup> day of December, 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:

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Rob Rafferty, Mayor

ATTEST:

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Julianne Bartell, City Clerk

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

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: December 12, 2022

TOPIC: Consider Resolution No. 22-145, Adopting the Final 2023 General Fund Operating Budget

VOTE REQUIRED: 3/5

**BACKGROUND**

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

The final 2023 budget is balanced with revenues and expenditures of \$12,177,416, which represents a 4.39% increase over the 2022 adopted budget. The total increase to the base budget for 2023 is \$631,530 and items contributing to the increase are outlined on pages 9-10 of the 2023 Proposed Final Budget & Tax Levy.

The 2023 budget is balanced with no use of reserves and \$20,000 in transfers from other funds. This maintains an Unassigned Fund Balance of 59% of operating expenditures, consistent with the current Fund Balance Policy. It should be noted that \$500,000 of reserves were used to balance the 2022 adopted budget.

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

**RECOMMENDATION**

Staff recommends the approval of Resolution No. 22-145.

**ATTACHMENTS**

Resolution No. 22-145

**CITY OF LINO LAKES  
RESOLUTION NO. 22-145**

**ADOPTING THE FINAL 2023 GENERAL FUND OPERATING BUDGET**

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

**NOW, THEREFORE BE IT RESOLVED** by The City Council of The City of Lino Lakes, that the following final General Fund operating budget be adopted for 2023:

2023 FINAL GENERAL FUND BUDGET

REVENUES:

Property Taxes	\$9,734,585
Licenses & Permits	1,103,401
Intergovernmental	687,417
Charges for Services	292,422
Fines & Forfeitures	101,100
Interest on Investments	30,000
Miscellaneous	208,491
Other Financing Sources	20,000
TOTAL FINAL GENERAL FUND REVENUES	\$12,177,416

EXPENDITURES:

Administration	\$1,639,462
Community Development	822,638
Public Safety	6,231,750
Public Services	3,249,566
Other	234,000
TOTAL FINAL GENERAL FUND EXPENDITURES	\$12,177,416

Adopted by the Council of the City of Lino Lakes this 12<sup>th</sup> day of December, 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 2A (iii)**

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: December 12, 2022

TOPIC: Consider Resolution No. 22-146, Adopting the 2023 Rookery Activity Center Fund Budget

VOTE REQUIRED: 3/5

**BACKGROUND**

The City Council has reviewed the proposed 2023 Rookery Activity Center Fund Budget during their scheduled budget work sessions. The Rookery Activity Center Fund is a special revenue fund and operates from revenues collected from user fees. A small portion of the operating tax levy is used to help balance the budget, although the budget for 2023 estimates that a deficit in the amount of \$166,984 could be realized in the Rookery Activity Center Fund.

**RECOMMENDATION**

Staff recommends the approval of Resolution No. 22-146.

**ATTACHMENTS**

Resolution No. 22-146

**CITY OF LINO LAKES  
RESOLUTION NO. 22-146**

**ADOPTING THE 2023 ROOKERY ACTIVITY CENTER FUND BUDGET**

**WHEREAS**, the Rookery Activity Center Fund is a special revenue fund, funded through user fees, and

**WHEREAS**, special revenue funds are required to adopt a budget for the forthcoming year.

**NOW, THEREFORE BE IT RESOLVED** by The City Council of The City of Lino Lakes, that the following Rookery Activity Center Fund Budget for the year 2023 is hereby adopted:

2023 ROOKERY ACTIVITY CENTER FUND BUDGET

	<u>REVENUES</u>	<u>EXPENDITURES</u>
Fund 202	\$1,822,821	\$1,989,805
Operating Surplus (Deficit)		<u>(166,984)</u>

Adopted by the Council of the City of Lino Lakes this 12<sup>th</sup> day of December, 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 2A (iv)**

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: December 12, 2022

TOPIC: Consider Resolution No. 22-147, Adopting the 2023 Enterprise Funds Operating Budgets

VOTE REQUIRED: 3/5

**BACKGROUND**

The City Council has reviewed the proposed 2023 Water, Sewer, and Storm Water Operating Budgets during their scheduled budget work sessions. It has been the practice of the City Council to adopt the Enterprise Funds Operating Budgets by resolution.

**RECOMMENDATION**

Staff recommends the approval of Resolution No. 22-147.

**ATTACHMENTS**

Resolution No. 22-147

**CITY OF LINO LAKES  
RESOLUTION NO. 22-147**

**ADOPTING THE 2023 ENTERPRISE FUNDS OPERATING BUDGETS**

**WHEREAS**, the City Council has reviewed the proposed 2023 Enterprise Funds Operating Budgets during their budget work sessions, and

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

**NOW, THEREFORE BE IT RESOLVED** by The City Council of The City of Lino Lakes, that the following Water, Sewer, and Storm Water Operating Budgets for the year 2023 are hereby adopted:

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Strom Water Fund</u>
Operating Revenues	\$1,920,311	\$1,966,510	\$ 536,470
Use of Reserves	<u>\$ 202,051</u>	<u>\$ 322,652</u>	<u>\$ -0-</u>
<b>Total Revenues</b>	<b>\$2,122,362</b>	<b>\$2,289,162</b>	<b>\$ 536,470</b>
Operating Expenses	\$1,142,342	\$2,028,742	\$ 492,190
Operating Transfers	\$ 980,020	\$ 225,420	\$ -0-
Capital Outlay	<u>\$ -0-</u>	<u>\$ 35,000</u>	<u>\$ 44,280</u>
<b>Total Expenses</b>	<b>\$2,122,362</b>	<b>\$2,289,162</b>	<b>\$ 536,470</b>

Adopted by the Council of the City of Lino Lakes this 12<sup>th</sup> day of December, 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 2A (v)**

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: December 12, 2022

TOPIC: Consider Resolution No. 22-159, Adopting the 2023 Capital Equipment Fund Budget

VOTE REQUIRED: 3/5

**BACKGROUND**

The City Council has reviewed the proposed 2023 Capital Equipment Replacement Fund Budget during their scheduled budget work sessions. The Capital Equipment Replacement Fund is a capital project fund which replaces and adds capital vehicles and equipment for the Public Safety and Public Services departments. The fund is supported by an operating tax levy, but is also utilizing fund reserves in 2023.

**RECOMMENDATION**

Staff recommends the approval of Resolution No. 22-159.

**ATTACHMENTS**

Resolution No. 22-159

**CITY OF LINO LAKES  
RESOLUTION NO. 22-159**

**ADOPTING THE 2023 CAPITAL EQUIPMENT FUND BUDGET**

**WHEREAS**, the City Council has reviewed the proposed 2023 Capital Equipment Replacement Fund budget during their budget works sessions, and

**NOW, THEREFORE BE IT RESOLVED** by The City Council of The City of Lino Lakes, that the following Capital Equipment Replacement Fund Budget for the year 2023 is hereby adopted:

2023 CAPITAL EQUIPMENT FUND BUDGET

<u>REVENUES</u>	<u>\$663,714</u>
Operating Tax Levy	\$325,000
Use of Fund Reserves	\$271,750
Sale of Fixed Assets	\$66,964
 <u>EXPENDITURES</u>	 <u>\$661,830</u>
Police	
Primary Response Vehicle	\$60,610
Primary Response Vehicle	\$60,610
Primary Response Vehicle	\$60,610
Admin Response Vehicle	\$51,000
Public Services	
John Deere Tractor	\$20,000
1 Ton Truck w/ Dump Box and Plow	\$87,000
Zero Turn Mower	\$17,000
Dump Truck w/ Plow	\$305,000

Adopted by the Council of the City of Lino Lakes this 12<sup>th</sup> day of December, 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 2B**

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: December 12, 2022

TOPIC: Committing General Fund Balance

VOTE REQUIRED: 3/5

**BACKGROUND**

The 2022 General Fund Budget includes \$8,600 within Fire Capital Outlay for 2 ToughBook FZ55 laptops to be mounted in E11 and E21. The laptops will be a resource for fire responders and provide vital information regarding fire calls for services. Public Safety staff has been working to obtain a grant to cover the laptop purchase and have yet to hear back on the availability/award of the funds. If grant funds cannot be obtained the budgeted dollars will be needed to make the laptop purchase. The unspent funds will remain in the City's General Fund Balance at 12/31/2022.

Staff recommends committing the funds within the General Fund. Committed funds will allow the use of 2022 budgeted funds in fiscal year 2023 without having a budget impact. Funds can only be spent for the reason specified. Any unspent funds will no longer be committed after the expenditure for laptops has been made.

**RECOMMENDATION**

Staff recommends approving Resolution No. 22-148.

**ATTACHMENTS**

Resolution No. 22-148

**CITY OF LINO LAKES  
RESOLUTION NO. 22-148**

**COMMITTING FUND BALANCE IN THE GENERAL FUND**

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

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

**WHEREAS**, funds were budgeted, but left unspent in the General Fund in 2022.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Lino Lakes that \$8,600 will be committed within the General Fund for fire laptops.

Adopted by the City Council of the City of Lino Lakes this 12<sup>th</sup> day of December, 2022.

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

The following voted against same:

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

ATTEST:

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

**CITY COUNCIL  
AGENDA ITEM 2C**

STAFF ORIGINATOR: Hannah Lynch

MEETING DATE: December 12, 2022

TOPIC: Consider Resolution No. 22-157, Amending the 2022 General Fund Operating Budget

VOTE REQUIRED: 3/5

**BACKGROUND**

Adopted budgets are amended over the course of the year for a variety of reasons. Factors that lead to budget amendments include fiscal decisions made throughout the year, economic conditions, and changes in budget projections. Staff has prepared a listing of proposed budget adjustments for conditions that are known today. Significant amendments are outlined below.

On the revenue side, permit revenue from the Lyngblomsten Senior Housing project and residential development along with Municipal State Aid (MSA) street maintenance aid contributed to more revenue than anticipated. The increase in revenue was offset by less revenue than anticipated for liquor license fees and interest on investments. The City Council waived on-sale liquor license fees for the 2022-2023 licensing period and while the City earned interest on investments it was overshadowed by unrealized losses on investments due to rising interest rates. The loss will not become realized since the investments will be held to maturity and future gains and interest earnings on investments will recoup the losses experienced in this fiscal year.

On the expenditure side, vacancies in various departments (Administration, Community Development, Police, Building Inspections, and Parks) contributed to a decrease in personnel costs. The decrease in expenditures was partially offset by more expenditures than anticipated for fuel, maintaining and repairing fire equipment, and electricity in government buildings.

The net decrease in expenditures of \$101,113 allowed the use of reserves to decrease from the anticipated \$500,000 to \$398,887.

**RECOMMENDATION**

Staff recommends the approval of Resolution No. 22-157.

**ATTACHMENTS**

Resolution No. 22-157

**CITY OF LINO LAKES  
RESOLUTION NO. 22-157**

**AMENDING THE 2022 GENERAL OPERATING BUDGET**

**WHEREAS**, the City Council has adopted a general operating budget for 2022, and

**WHEREAS**, changes in economic conditions and changes in budget forecasts have made it necessary for the City Council to reconsider portions of the adopted general operating budget, and

**WHEREAS**, it is good management and accounting practice to amend the general operating budget to reflect such changes.

**NOW, THEREFORE BE IT RESOLVED** by The City Council of The City of Lino Lakes, that the general operating budget for 2022 be amended as follows:

**REVENUES**

<b>Account Number</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Adjustment Amount</b>
101-000-3020-000	Delinquent Taxes	40,000.00	32,600.00	-7,400.00
101-000-3201-000	Liquor License - Bar	32,000.00	3,800.00	-28,200.00
101-000-3202-000	Liquor License - Beer	1,000.00	0.00	-1,000.00
101-000-3203-000	Off Sale Liquor License	2,000.00	1,600.00	-400.00
101-000-3204-000	Sunday Liquor License	1,900.00	200.00	-1,700.00
101-000-3205-000	Club Liquor License	300.00	0.00	-300.00
101-000-3213-000	Contractor's License	16,291.00	10,291.00	-6,000.00
101-000-3250-000	Building Permits	515,731.00	630,731.00	115,000.00
101-000-3251-000	Plan Inspection Fee	202,771.00	362,771.00	160,000.00
101-000-3252-000	Erosion Control Permit	29,600.00	22,600.00	-7,000.00
101-000-3253-000	Plumbing Permit	31,710.00	43,710.00	12,000.00
101-000-3254-000	Heating & Air Conditioning	66,093.00	106,093.00	40,000.00
101-000-3264-000	Underground Utility Permit	18,624.00	31,624.00	13,000.00
101-000-3266-000	Miscellaneous Permits	6,000.00	16,000.00	10,000.00
101-000-3345-000	Municipal State Aid (MSA)	250,000.00	276,000.00	26,000.00
101-000-3348-000	Other State Revenue	10,000.00	30,000.00	20,000.00
101-000-3351-000	Other Fire Aid	20,000.00	14,000.00	-6,000.00
101-000-3360-000	Solid Waste (Anoka County)	77,809.00	62,809.00	-15,000.00
101-000-3265-000	Land Use Administration Fee	10,023.00	18,023.00	8,000.00
101-000-3417-000	Aerial Map Fee	12,000.00	23,500.00	11,500.00
101-000-3470-000	Other Park Revenues	750.00	6,250.00	5,500.00
101-000-3492-000	Engineering/Planning Fees	28,999.00	45,999.00	17,000.00
101-000-3510-000	Fines & Forfeits	100,000.00	60,000.00	-40,000.00
101-000-3620-000	Interest On Investments	30,000.00	-320,000.00	-350,000.00
101-000-3350-000	Circle Pines Gas Franchise	55,000.00	70,000.00	15,000.00
101-000-3730-000	Refunds & Reimbursements	35,000.00	45,000.00	10,000.00
101-000-3900-000	General Fund Reserves	500,000.00	398,887.00	-101,113.00
				<u>\$ (101,113.00)</u>



**EXPENDITURES**

<b>Account Number</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Adjustment Amount</b>
101-401-4300-000	Professional Services - Mayor/Council	4,000.00	0.00	-4,000.00
101-401-4343-000	Newsletter - Mayor/Council	13,000.00	32,000.00	19,000.00
101-402-41xx-000	Personal Services - Admin	604,702.00	614,102.00	9,400.00
101-403-41xx-000	Personal Services - Elections	26,250.00	30,750.00	4,500.00
101-403-4410-000	Contracted Services-Elections	6,500.00	4,500.00	-2,000.00
101-405-4300-000	Professional Services-Charter	1,000.00	200.00	-800.00
101-405-4300-999	Professional Services-Charter	6,463.00	0.00	-6,463.00
101-407-41xx-000	Personal Services - Finance	331,409.00	314,809.00	-16,600.00
101-407-4330-000	Travel/Tuition-Finance	6,000.00	2,000.00	-4,000.00
101-407-4410-000	Contracted Services-Finance	92,500.00	95,000.00	2,500.00
101-414-4301-000	Consultants Municipal Atto	30,000.00	20,000.00	-10,000.00
101-414-4303-000	Consultants Criminal Attor	108,000.00	106,000.00	-2,000.00
101-415-41xx-000	Personal Services - Econ Dev	24,494.00	12,694.00	-11,800.00
101-415-4300-000	Professional Services-Econ Dev	15,350.00	9,350.00	-6,000.00
101-416-4300-000	Professional Services-P&Z	7,950.00	3,950.00	-4,000.00
101-416-4330-000	Travel/Tuition-P&Z	1,450.00	450.00	-1,000.00
101-416-4331-000	Stipend P&Z Board	6,600.00	5,600.00	-1,000.00
101-416-4410-000	Contracted Services-P&Z	32,300.00	3,300.00	-29,000.00
101-418-41xx-000	Personal Services - Comm Dev	187,783.00	180,983.00	-6,800.00
101-420-41xx-000	Personal Services - Police	4,284,853.00	4,209,603.00	-75,250.00
101-420-4240-000	Small Tools/Equip-Police	15,000.00	29,400.00	14,400.00
101-420-4300-000	Professional Services-Police	8,740.00	10,740.00	2,000.00
101-420-4410-000	Contracted Services-Police	55,305.00	58,805.00	3,500.00
101-421-41xx-000	Personal Services - Fire	664,134.00	632,134.00	-32,000.00
101-421-5000-000	Capital Outlay Fire	8,600.00	0.00	-8,600.00
101-422-41xx-000	Personal Services - Bldg Inspections	415,886.00	388,886.00	-27,000.00
101-422-4240-000	Small Tools/Equip-Bldg Inspections	150.00	3,450.00	3,300.00
101-422-4410-000	Contracted Services-Bldg Inspections	34,250.00	24,750.00	-9,500.00
101-430-41xx-000	Personal Services - Streets	617,426.00	643,926.00	26,500.00
101-430-4224-000	Patching Materials	50,000.00	65,000.00	15,000.00
101-430-4385-000	Street Lights-Streets	82,000.00	102,000.00	20,000.00
101-430-4452-000	Subscriptions/Dues-Streets	3,500.00	0.00	-3,500.00
101-430-5000-000	Capital Outlay Streets	125,000.00	89,500.00	-35,500.00
101-431-41xx-000	Personal Services - Fleet	223,975.00	229,975.00	6,000.00
101-431-4212-000	Vehicle Fuel	110,000.00	195,000.00	85,000.00
101-431-4221-000	Shop Parts	65,000.00	59,000.00	-6,000.00
101-431-4300-000	Professional Services-Fleet	44,300.00	50,300.00	6,000.00
101-431-4363-000	Auto Insurance	40,795.00	43,295.00	2,500.00
101-431-4410-000	Contracted Services-Fleet	53,500.00	98,500.00	45,000.00
101-431-4452-000	Subscriptions/Dues-Fleet	6,000.00	1,500.00	-4,500.00
101-432-4211-000	Maintenance Supplies-Govt Bldg	35,000.00	30,500.00	-4,500.00
101-432-4240-000	Small Tools/Equip-Govt Bldg	2,400.00	6,900.00	4,500.00
101-432-4361-000	Building Insurance	138,315.00	124,815.00	-13,500.00
101-432-4381-000	Electricity-Gov't Bldgs	96,500.00	129,500.00	33,000.00
101-432-4383-000	Heat-Gov't Buildings	48,000.00	55,000.00	7,000.00
101-432-4410-000	Contracted Services-Govt Bldg	98,000.00	113,000.00	15,000.00
101-450-41xx-000	Personal Services - Parks	602,561.00	488,561.00	-114,000.00
101-450-4211-000	Maintenance Supplies-Parks	73,000.00	75,000.00	2,000.00
101-450-4240-000	Small Tools/Equip-Parks	3,000.00	5,500.00	2,500.00
101-450-4300-000	Professional Services-Parks	7,150.00	8,150.00	1,000.00
101-450-4382-000	Utilities-Parks	25,000.00	33,000.00	8,000.00
101-450-4410-000	Contracted Services-Parks	112,250.00	98,750.00	-13,500.00
101-450-5000-000	Capital Outlay Parks	0.00	5,500.00	5,500.00
101-451-41xx-000	Personal Services - Recreation	42,438.00	44,538.00	2,100.00
101-461-41xx-000	Personal Services - Environmental	48,090.00	44,590.00	-3,500.00
101-462-41xx-000	Personal Services - Solid Waste	46,789.00	39,689.00	-7,100.00
101-462-4340-000	Advertising-Solid Waste	7,000.00	3,000.00	-4,000.00

<b>Account Number</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Adjustment Amount</b>
101-462-4410-000	Contracted Services-So. Waste	22,700.00	18,800.00	-3,900.00
101-463-4410-000	Contracted Services-Forestry	30,000.00	80,000.00	50,000.00
101-499-4905-000	Contingency	60,000.00	0.00	-60,000.00
101-499-4910-000	Operating Transfers	286,750.00	321,750.00	35,000.00
				<u>\$ (101,113.00)</u>

Adopted by the Council of the City of Lino Lakes this 12<sup>th</sup> day of December, 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

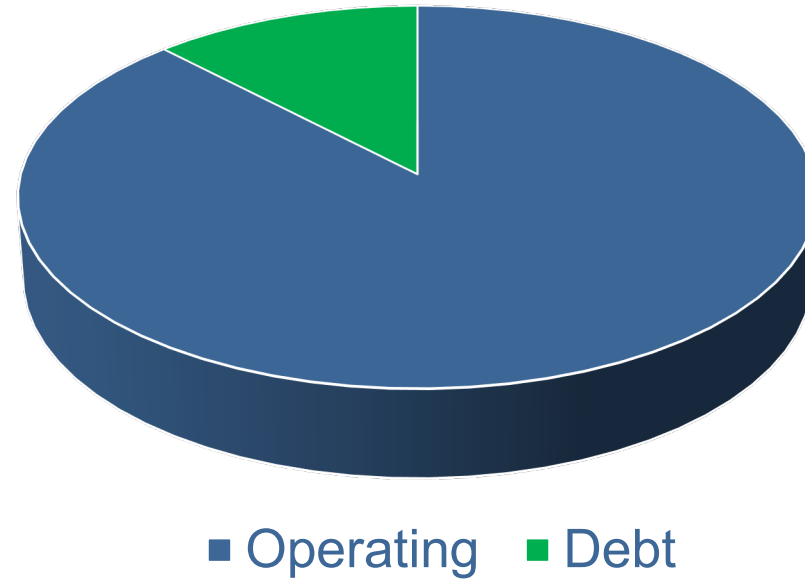
# 2023 Tax Levy & Budget

December 12, 2022

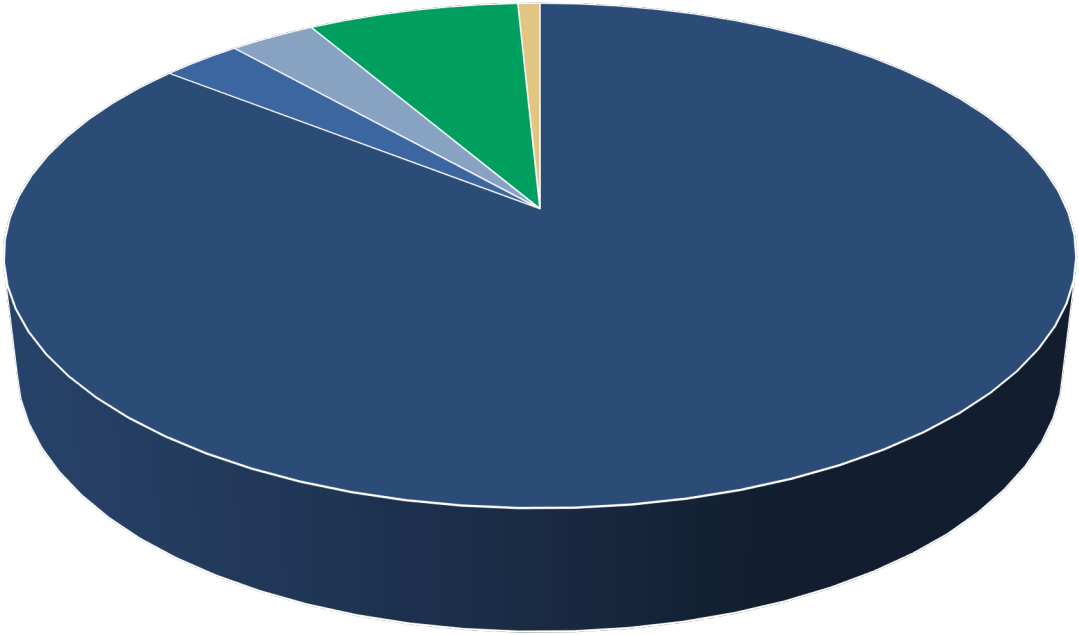


# Tax Levy

	2023
Operating Levy	\$11,319,531
Debt Levy	<u>1,574,384</u>
<b>Total Levy</b>	<b>\$12,893,915</b>



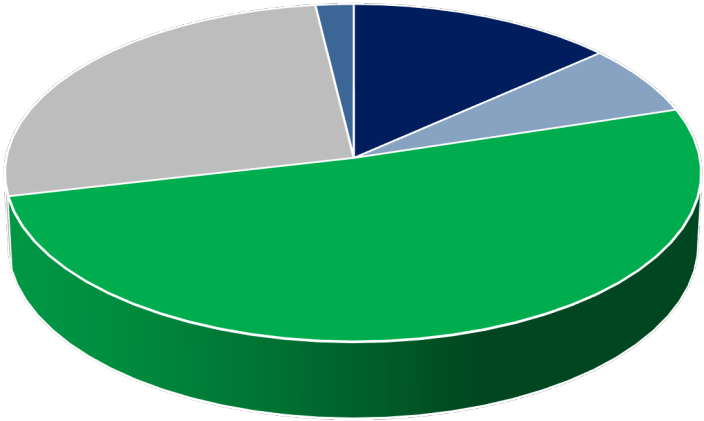
# Operating Tax Levy



- General Fund
- Rookery Activity Center
- Equipment Replacement
- Street Maintenance
- Park & Trail Improvements

# General Fund Budget

	2023
Administration	\$1,639,462
Community Development	822,638
Public Safety	6,231,750
Public Services	3,249,566
Other	<u>234,000</u>
<b>Total Expenditures</b>	<b>\$12,177,416</b>



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

# General Fund Budget

	2022	2023
Personal Services	\$8,328,187	\$8,784,452
Supplies	539,425	617,575
Other Services	1,482,025	1,530,347
Contracted Services	806,775	1,011,042
Capital Outlay	161,600	-0-
Other	<u>346,750</u>	<u>234,000</u>
<b>Total Expenditures</b>	<b>\$11,664,762</b>	<b>\$12,177,416</b>
\$ Increase		\$512,654
% Increase		4.39%

- ▶ \$456,265 or 5.48% increase in personal services
- ▶ \$204,267 or 25.32% increase in contracted services

# Tax Levy

	2022	2023	\$ Increase	% Increase
Operating Levy	\$9,790,843	\$11,319,531	\$1,528,688	15.61%
Debt Levy	<u>2,028,444</u>	<u>1,574,384</u>	<u>(454,060)</u>	<u>(22.38)%</u>
<b>Total Levy</b>	<b>\$11,819,287</b>	<b>\$12,893,915</b>	<b>\$1,074,628</b>	<b>9.09%</b>



# Tax Capacity & Rate

## Net Tax Capacity

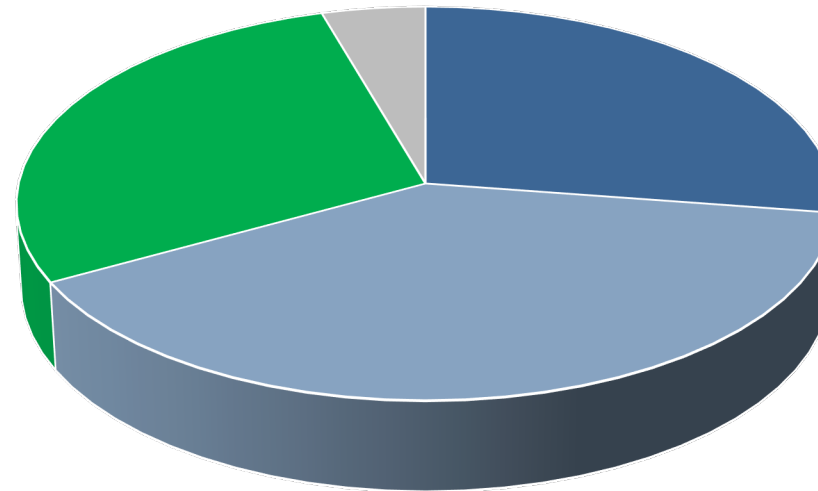
	2022	2023
Tax Capacity	\$27,908,349	\$35,485,183
FD Contribution	(1,643,524)	(1,502,577)
Captured TIF	<u>(783,140)</u>	<u>(1,037,875)</u>
<b>Net Tax Capacity</b>	<b>\$25,481,685</b>	<b>\$32,944,731</b>
% Increase		29.29%

## Tax Rate

	2022	2023
Total Levy	\$11,819,287	\$12,893,915
FD Distribution	<u>(1,587,612)</u>	<u>(1,384,776)</u>
<b>Net Levy</b>	<b>\$10,231,675</b>	<b>\$11,509,139</b>
% Increase		12.49%
<b>Tax Rate</b>	<b>40.154%</b>	<b>34.935%</b>

# Total Tax Rate

	<b>2023</b>
Anoka County	24.136
City of Lino Lakes	34.935
Centennial ISD	25.143
Other	<u>3.980</u>
<b>Total Tax Rate</b>	<b>88.194</b>



- Anoka County
- Lino Lakes
- Centennial ISD
- Other

# Proposed Taxes 2023 – Values

## Taxes Payable 2022

- ▶ Residential Homestead Property
  - ▶ \$325,514 Estimated Market Value
  - ▶ (\$7,944) Homestead Exclusion
  - ▶ \$317,570 Taxable Market Value

## Taxes Payable 2023

- ▶ Residential Homestead Property
  - ▶ \$402,400 Estimated Market Value
  - ▶ (\$1,024) Homestead Exclusion
  - ▶ \$401,376 Taxable Market Value
  
- ▶ 23.62% Increase in EMV
- ▶ 26.39% Increase in TMV

# Proposed Taxes 2023 – Proposed Tax

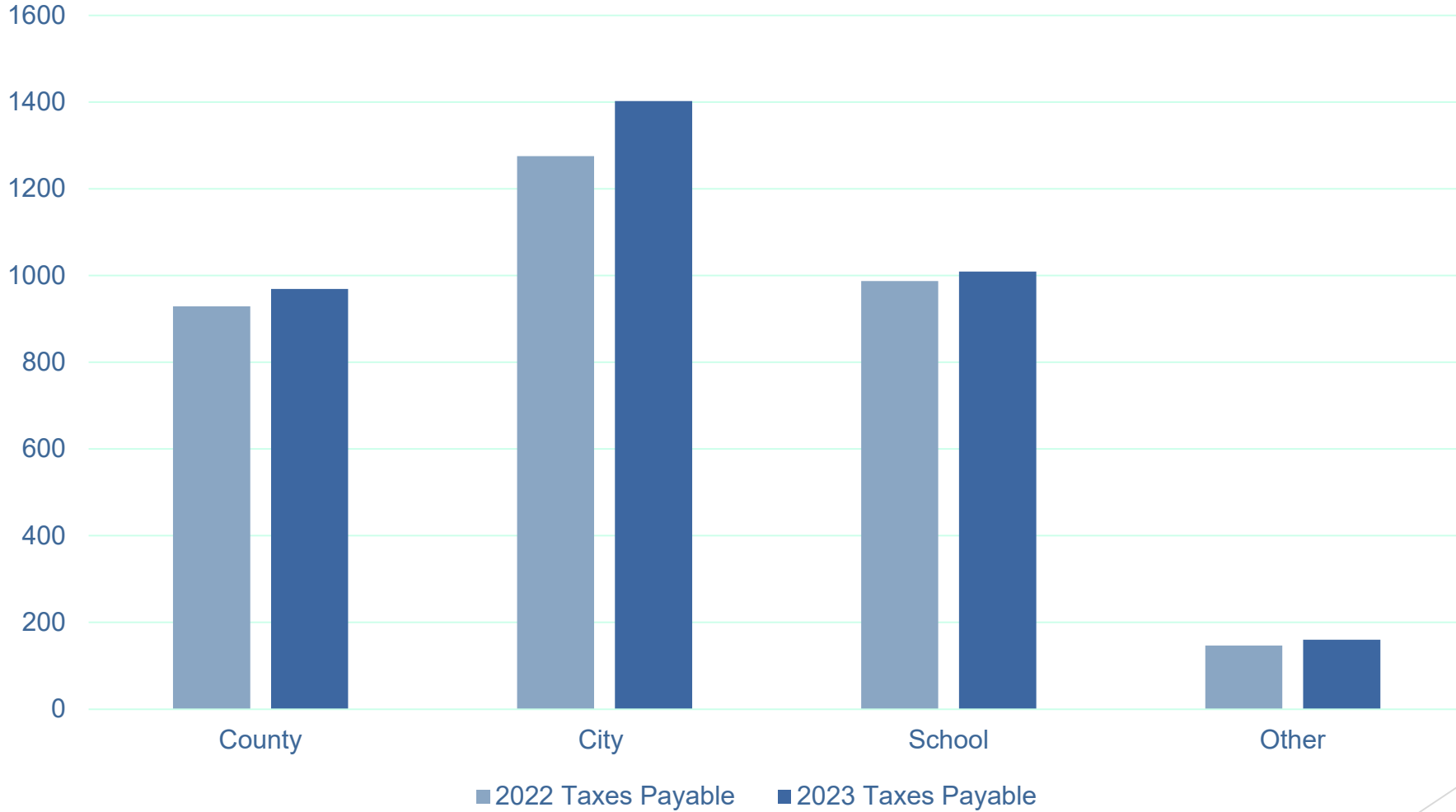
## Taxes Payable 2022

- ▶ Residential Homestead Property
  - ▶ \$929 County Taxes
  - ▶ \$1,275 City Taxes
  - ▶ \$987 School Taxes
  - ▶ \$147 Other District Taxes

## Taxes Payable 2023

- ▶ Residential Homestead Property
  - ▶ \$969 County Taxes
  - ▶ \$1,402 City Taxes
  - ▶ \$1,009 School Taxes
  - ▶ \$160 Other District Taxes

## Median Residential Home Taxes Payable



# Other Budget Approvals

## Tax Levy Supported

- ▶ Rookery Activity Center
- ▶ Capital Equipment Fund
  - ▶ Police Vehicles
  - ▶ Public Services Vehicles & Equip

## User Fee Supported

- ▶ Rookery Activity Center
- ▶ Enterprise Funds
  - ▶ Water Operating
  - ▶ Sewer Operating
  - ▶ Storm Water Operating

**CITY COUNCIL  
AGENDA ITEM 3A**

STAFF ORIGINATOR: Julie Bartell, City Clerk

MEETING DATE: December 12, 2022

TOPIC: Consider 2<sup>nd</sup> Reading and Adoption of Amendments to the Lino Lakes Code of Ordinances relating to Licensing of Liquor and Tobacco Products

VOTE REQUIRED: 3/5

**INTRODUCTION**

The City Council is being asked to consider the 2<sup>nd</sup> Reading and adoption of two ordinances:

- i. Ordinance No. 05-22, Amending Chapter 701 regarding Liquor Licensing by adding new language related to compliance checks and violations/penalties, and deleting Chapter 702 regarding Beer Licensing and incorporating regulations into Chapter 701;
- ii. Ordinance No. 06-22, Amending Chapter 602 regarding Sales, Possession and Use of Tobacco Products by adding new subdivisions related to compliance checks and violations/penalties.

**BACKGROUND**

In October, the council approved an ordinance adding language to the City Code that regulates the possession and sale of certain cannabinoid (CBD) products. These regulations included a process for compliance checks and violations/penalties. Public Safety Director Swenson has recommended that the same process be adopted related to the City's liquor and tobacco regulations.

As a part of this update to the liquor regulations for the City, staff is also recommending that the chapter of the Code relating to beer licensing be incorporated into the liquor licensing chapter. The language on beer licensing generally relates to regulations for 3.2 malt liquor and can easily be condensed into the liquor licensing chapter.

The tobacco regulations will also be amended to reflect the current law prohibiting sales to, possession of, use of and procurement to individuals under the age of 21.

The 1<sup>st</sup> Reading of these ordinances was approved by the council on November 28, 2022.

**RECOMMENDATION**

Staff recommends: a) Consideration of the 2<sup>nd</sup> Reading and adoption of Ordinance No. 05-22 and Ordinance No. 06-22 as presented; and b) Passage of Resolutions No. 22-150 and No. 22-151 authorizing summary publication of the ordinances.

**ATTACHMENTS**

Ordinance No. 05-22 and Ordinance No. 06-22  
Resolution No. 22-150 and No. 22-151



1 <sup>st</sup> Reading: November 14, 2022	Publication:
2 <sup>nd</sup> Reading:	Effective:

**CITY OF LINO LAKES  
ORDINANCE NO. 05-22**

**AMENDING CHAPTER 701 ENTITLED LIQUOR LICENSING BY ADDING  
NEW SUBDIVISIONS RELATED TO COMPLIANCE CHECKS, VIOLATIONS AND  
PENALTIES; DELETING CHAPTER 702 ENTITLED BEER LICENSING AND  
INCORPORATING 3.2 PERCENT MALT LIQUOR INTO CHAPTER 701**

The City Council of Lino Lakes ordains:

**Section 1. That Section 701.10 of the Lino Lakes Code of Ordinances be amended to read as follows:**

**701.10 REVOCATION, DENIAL OR SUSPENSION.**

(1) General. A license issued or to be issued by the city may be denied, suspended or revoked by the City Council for any of the following causes:

(a) Fraud, misrepresentation or incorrect statement contained in the application for license or made in carrying on the licenses activity;

(b) Conviction of any crime or misdemeanor, pertaining to license held or applied for, subject to the provisions of M.S. Ch. 364, as it may be amended from time to time;

(c) Conducting a licensed activity in a manner as to constitute a breach of the peace, or a menace to the health, safety and welfare of the public, or a disturbance of the peace or comfort of the residents of the city, upon recommendation of the city health authorities or other appropriate city official;

(d) Expiration or cancellation of any required bond or insurance, or failure to notify the city within a reasonable time of changes in the terms of the insurance or the carriers;

(e) Actions unauthorized or beyond the scope of the license granted;

(f) Violation of any regulation or provision of this code applicable to the activity for which the license has been granted or any regulation or law of the state so applicable; or

(g) Failure to continuously comply with all conditions as required as precedent to the approval of the license.

~~(2) Notice. Except in the case of a suspension pending a hearing on revocation, ten days written notice of suspension or revocation shall be given to the licensee. The notice shall contain the date, time and place of the hearing as well as the nature of the charges against the license. Except in the cases of lapse of financial responsibility, no suspension or revocation shall take~~

~~effect until the licensee has been afforded an opportunity for a hearing pursuant to the Administrative Procedures Act, M.S. §§ 14.57 to 14.70, as they may be amended from time to time. The Council may act as the hearing body under that act, or it may contract with the Office of Hearing Examiners for a hearing officer.~~

(3) (2) Suspension pending a hearing. The Council may for cause, when in its judgment the public health, safety and welfare is endangered and without advance notice, temporarily suspend any license pending a hearing on revocation for a period not to exceed 30 days.

**Section 2. That Chapter 701 of the Lino Lakes Code of Ordinances be amended to add a new Section 701.11 to read as follows:**

**701.11 Compliance Checks.**

All licensed premises shall be open to inspection by the City Police or other authorized City official during regular business hours. From time to time, but at least once per year, the City shall conduct compliance checks by engaging persons at least 17 years of age, but less than 21 years of age, to enter each licensed premises to attempt to purchase intoxicating liquor. Prior written consent from a parent or guardian is required for any person under the age of 18 to participate in a compliance check. Persons used for the purpose of compliance checks shall be supervised by City designated law enforcement officers or other designated City personnel. No persons used in compliance checks shall attempt to use a false identification misrepresenting the person's age, and all persons lawfully engaged in a compliance check shall answer all questions about the person's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked. Nothing in this Section shall prohibit compliance checks authorized by State or Federal laws for educational, research, training purposes or required for enforcement of a particular State or Federal law.

**Section 3. That Chapter 701 of the Lino Lakes Code of Ordinances be amended to add a new Section 701.12 to read as follows:**

**701.12 Violations and Penalty.**

(1) Administrative Civil Penalties—Individuals. If a person who is not a licensee is found to have violated this article, the person shall be charged an administrative penalty as follows:

(a) First Violation. The Council shall impose a civil fine not to exceed \$50.00.

(b) Second Violation within 12 months. The Council shall impose a civil fine not to exceed \$100.00.

(c) Third Violation within 12 months. The Council shall impose a civil fine not to exceed \$150.00.

(2) Same—Licensee. If a licensee or an employee of a licensee is found to have violated this article, the licensee shall be charged an administrative penalty as follows:

(a) First Violation. The Council shall impose a civil fine of \$500.00 and suspend the license for not less than 1 day.

(b) Second Violation within 36 Months. The Council shall impose a civil fine of \$1,000.00 and suspend the license for not less than 3 consecutive days.

(c) Third Violation within 36 Months. The Council shall impose a civil fine of \$2,000.00 and suspend the license for not less than 10 consecutive days.

(d) Fourth Violation within 36 Months. The Council shall revoke the license for at least one year.

(3) **Administrative Penalty Procedures.** Notwithstanding anything to the contrary in this section:

(a) Any of the administrative civil penalties set forth in this section that may be imposed by the Council, may in the alternative be imposed by an administrative citation.

(b) If one of the foregoing penalties is imposed by an action of the Council, no penalty shall take effect until the licensee or person has received notice (served personally or by mail) of the alleged violation and of the opportunity for a hearing before the Council, and such notice must be in writing and must provide that a right to a hearing before the Council must be requested within 10 business days of receipt of the notice or such right shall terminate.

(4) **Misdemeanor Prosecution.** Nothing in this section shall prohibit the City from seeking prosecution as a misdemeanor for any alleged violation of this article.

**Section 4. That Section 701.02 of the Lino Lakes Code of Ordinances be amended to read as follows:**

**§ 701.02 LICENSE REQUIRED.**

**(1) General requirements.**

(a) No person, except a wholesaler or manufacturer, to the extent authorized under state license, shall directly or indirectly deal in, sell or keep for sale in the city any intoxicating liquor without first obtaining a license to do so as provided in this chapter. Each license shall be issued for a maximum period of one year, expiring on June 30 of each year. All licenses shall expire on the same date, except temporary licenses that shall expire according to their terms. Liquor licenses shall be of ~~nine~~ eleven kinds:

1. On-sale;
2. On-sale wine;
3. On-sale 3.2 percent malt liquor;
4. Off-sale 3.2 percent malt liquor;
5. Off-sale;
6. Club license;
7. Sunday on-sale;
8. Temporary set-up license;

9. Temporary on-sale;
10. On-sale brewer taproom; and
11. Off-sale growler.

(b) For the purposes of this ordinance, the term RESTAURANT is defined as an eating facility, other than a hotel, under the control of a single proprietor or manager, where meals are regularly prepared on the premises, where full waitress/waiter table service is provided, where a customer orders food from printed menus and where the main food course is served and consumed while seated at a single location. To be a restaurant as defined by this chapter, an establishment shall have a license from the state as required by M.S. § 157.16, as it may be amended from time to time, and meet the definition of either a "small establishment," "medium establishment" or "large establishment" as defined in M.S. § 157.16, Subd. 3d, as it may be amended from time to time. An establishment which serves prepackaged food that receives heat treatment and is served in the package or frozen pizza that is heated and served, shall not be considered to be a restaurant for the purposes of this chapter unless it meets the definitions of an establishment under M.S. § 157.16, as it may be amended from time to time.

(2) *On-sale license.* On-sale licenses shall be issued only to hotels, clubs, restaurants and exclusive liquor stores and shall permit on-sale of liquor only.

(3) *On-sale wine license.*

(a) On-sale wine licenses. On-sale wine license shall be issued only to restaurants that have facilities for seating at least 25 guests at one time and meet the criteria of M.S. § 340A.404, Subd. 5, as it may be amended from time to time and which meet the definition of restaurant in division (1)(b) above and shall permit only the sale of wine ~~not exceeding 14% alcohol by volume~~ for consumption on the licensed premises only in conjunction with the sale of food.

(b) Strong beer sales in conjunction with wine and 3.2% beer licenses. Licensees who hold both an on-sale wine license and an on-sale 3.2% malt liquor license and whose gross receipts are at least 60% attributable to the sale of food may sell intoxicating malt liquor (strong beer) at on-sale without an additional license, as allowed by M.S. § 340A.404, Subd. 5, as it may be amended from time to time.

(4) On-sale 3.2 percent malt liquor license. On-Sale 3.2 percent malt liquor means malt liquor containing not less than one-half of one percent alcohol by volume nor more than 3.2 percent alcohol by weight. License may be granted only to golf courses, bona fide clubs, beer stores, exclusive on-sale liquor stores, restaurants and hotels where food is prepared and served for consumption on the premises. On-sale licenses shall permit the sale for consumption on the premises only.

(5) Off-sale 3.2 percent malt liquor license. Off-sale 3.2 percent malt liquor licenses shall permit the sale of 3.2 percent malt liquor at retail in the original package for consumption off the premises only.

(4) *Off-sale license.* Off-sale licenses shall be issued only to exclusive liquor stores and shall permit off-sale of liquor only. Off-sale liquor may be conducted on Sundays. All Sunday off-sale liquor sales must be made between the hours of 11:00 a.m. and 6:00 p.m.

(5) *Club license.* Club licenses shall be issued only to incorporated clubs which have been in existence for 15 years or more, or to congressionally chartered veterans' organizations which have been in existence for ten years, and shall permit on-sale of liquor to members and bona fide guests only.

(6) *Sunday on-sale license.* Sunday on-sale licenses may be issued to any hotel, restaurant or club which has facilities for serving at least 30 guests at one time and meets the definition of restaurant in division (1)(b) above, and which has an on-sale license and shall permit on-sale of liquor on Sunday in conjunction with the serving of meals only. A special license authorizing sales on Sunday may be issued to a license holder of an on-sale brewer taproom license for the operation of a taproom on Sundays.

(7) *Temporary set up license.* A one-day intoxicating liquor consumption and display permit may be issued to any non-profit organization in connection with a social activity occurring within the city and sponsored by the organization. No more than ten licenses shall be issued in the city in any year. The fee for the license shall be as established in the city fee schedule. A permit shall allow consumption or display of intoxicating liquor and the serving of liquids for the purpose of mixing with intoxicating liquor, but shall not allow the sale of intoxicating liquor. This permit shall be valid only for the day indicated on it. No permit issued pursuant to this division shall be valid unless first approved by the Commissioner of Public Safety.

(8) *Temporary on-sale intoxicating liquor and 3.2 percent malt liquor license.* License may be issued only in connection with a social event sponsored by a club, charitable, religious or other non-profit corporation that has existed for at least three years. No license shall be for longer than four consecutive days and the city shall issue no more than 12 days' worth of temporary licenses to any one organization in one calendar year. No permit issued pursuant to this division shall be valid unless first approved by the Commissioner of Public Safety.

(9) *On-sale brewer taproom.* On-sale brewer taproom license authorizes on-sale of malt liquor produced by the brewer for consumption on the premises of or adjacent to one brewery location owned by the brewer, subject to the restrictions of this chapter and M.S. § 340A.301, ~~Subd. 6b~~, as it may be amended from time to time.

(10) *Off-sale growler.* An off-sale growler license authorizes off-sale of malt liquor produced by a brewer and packaged in 64-ounce or 750-milliliter containers that are designed, sealed and labeled pursuant to M.S. § 340A.301, ~~Subd. 7(b)~~, as it may be amended from time to time. Only brewers licensed under M.S. § 340A.301, ~~Subd. 6(d)~~, (i) or (j) are eligible for an off-sale growler license, subject to the limitations set forth in ~~Subd. 7(b)~~ of that statute. The off-sale of growlers may be conducted on Sundays. All Sunday growler sales must be made between the hours of 8:00 a.m. and 10:00 p.m.

**Section 5. That Chapter 702 of the Lino Lakes Code of Ordinances be and hereby is deleted.**

Adopted by the Lino Lakes City Council this \_\_\_\_ day of \_\_\_\_\_ 2022.

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

The following voted against same:

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

ATTEST:

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

1 <sup>st</sup> Reading:	Publication:
2 <sup>nd</sup> Reading:	Effective:

**CITY OF LINO LAKES  
ORDINANCE NO. 06-22**

**AMENDING CHAPTER 602 OF THE LINO LAKES CODE OF ORDINANCES  
REGULATING THE SALE, POSSESSION AND USE OF TOBACCO PRODUCTS AND  
TOBACCO RELATED DEVICES**

The City Council of Lino Lakes ordains:

**Section 1. That Chapter 602 of the Lino Lakes Code of Ordinances be amended to read as follows:**

**602.01 PURPOSE.**

Because the City of Lino Lakes recognizes that many people under the age of ~~18~~ 21 purchase or otherwise obtain, possess and use tobacco, tobacco products and tobacco related devices, and these sales, possession and use are violations of state and federal laws; and because smoking has been shown to be the cause of several serious health problems which place a financial burden on all levels of government; this chapter shall be intended to regulate the sale, possession and use of tobacco, tobacco products and tobacco related devices for the purpose of enforcing and furthering existing laws, to protect minors against the serious effects associated with the illegal use of tobacco, tobacco products and tobacco related devices, and to further the official public policy of the State of Minnesota in regard to preventing young people from starting to smoke as stated in M.S. § 144.391, as it may be amended from time to time.

**602.02 DEFINITIONS AND INTERPRETATIONS.**

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

*COMPLIANCE CHECKS.* The system the City of Lino Lakes uses to investigate and ensure that those authorized to sell tobacco, tobacco products or tobacco related devices are following and complying with the requirements of this chapter. COMPLIANCE CHECKS shall involve the use of ~~minors~~ persons under the age of 21 as authorized by this chapter. COMPLIANCE CHECKS shall also mean the use of ~~minors~~ persons under the age of 21 who attempt to purchase tobacco, tobacco products or tobacco related devices for educational, research and training purposes as authorized by state and federal laws. COMPLIANCE CHECKS may also be conducted by other units of government for the purpose of enforcing appropriate federal, state or local laws and regulations relating to tobacco, tobacco products or tobacco related devices.

*INDIVIDUALLY PACKAGED.* The practice of selling any tobacco or tobacco product wrapped individually for sale. Individually wrapped tobacco and tobacco products shall include but not be limited to single cigarette packs, single bags or cans of loose tobacco in any form, and single cans or other packaging of snuff or chewing tobacco. Cartons or other packaging containing more than a single pack or other container as described in this definition shall not be considered individually packaged.

*LOOSIES.* The common term used to refer to a single or individually packaged cigarette.

~~*MINOR.* Any natural person who has not yet reached the age of 18 years.~~

*MOVEABLE PLACE OF BUSINESS.* Any form of business operated out of a truck, van, automobile or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

*RETAIL ESTABLISHMENT.* Any place of business where tobacco, tobacco products or tobacco related devices are available for sale to the general public.

*SALE.* Any transfer of goods for money, trade, barter or other consideration.

*SELF SERVICE MERCHANDISING.* Open displays of tobacco, tobacco products or tobacco related devices in any manner where any person shall have access to those items without the assistance or intervention of the licensee or the licensee's employees. The assistance or intervention shall entail the actual physical exchange of the tobacco, tobacco product or tobacco related device between the customer or the licensee or employee. The phrase shall not include vending machines. Self-service sales are interpreted as being any sale where there is not an actual physical exchange of tobacco between the clerk and the customer.

*TOBACCO or TOBACCO PRODUCTS.* Any substance or item containing tobacco leaf, including but not limited to, cigarettes; cigars; pipe tobacco; snuff; fine cut or other chewing tobacco; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready-rubbed and other smoking tobacco; snuff flowers; cavendish; shorts; plug and twist tobaccos; dipping tobaccos; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco leaf prepared in a manner as to be suitable for chewing, sniffing or smoking.

*TOBACCO RELATED DEVICES.* Any tobacco product as well as a pipe, rolling papers or other device intentionally designed or intended to be used in a manner which enables the chewing, sniffing or smoking of tobacco or tobacco products.

*VENDING MACHINE.* Any mechanical, electric or electronic or other type of device which dispenses tobacco, tobacco products or tobacco related devices upon insertion of money, tokens or other form of payment directly into the device by the person seeking to purchase the tobacco, tobacco product or tobacco related devices.

### **602.03 LICENSE.**

(1) License required. No person shall sell or offer to sell any tobacco, tobacco products or tobacco related device without first having obtained a license to do so from the city.



(2) Application. An application for a license to sell tobacco, tobacco products or tobacco related devices shall be made on a form provided by the city. The application is to be returned to the City of Lino Lakes at which time the application will be forwarded to the Police Department for background checks. If the application is deemed incomplete it shall be returned to the applicant with a notice of the missing data. No incomplete applications will be reviewed. The application shall contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the name of the business for which the license is sought and any additional information the city deems necessary. Upon receipt of a completed application, the City Clerk shall forward the application to the City Council for action. If the City Clerk shall determine that an application is incomplete, he or she shall return the application to the applicant with notice of the information necessary to make the application complete.

(3) Action. The City Council may either approve or deny the license, or it may delay action for a reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the City Council shall approve the license, the City Clerk shall issue the license to the applicant.

(4) Term. The licensing period for licenses issued under this chapter shall be one year, commencing July 1 and ending on June 30 of the following year. New licenses may be issued throughout the licensing period however there shall be no reduction in the yearly license fee.

(5) Revocation or suspension. Any license issued under this chapter may be revoked or suspended as provided in the Sections 602.13 and 602.14 of this chapter.

(6) Transfers. All licenses issued under this chapter shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued.

(7) Moveable place of business. No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this chapter.

(8) Display. All licenses shall be posted and displayed in plain view of the general public on the licensed premises.

(9) Renewals. Renewals of a license issued under this section shall be handled in the same manner as the original application. The request for a renewal shall be made at least 30 days, but no more than 60 days before the expiration of the current license.

(10) Issuance as privilege and not a right. The issuance of a license issued under this chapter shall be considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.

#### **602.04 FEE.**

No license shall be issued under this chapter until the appropriate license fee shall be paid in full. The fee for a license under this chapter shall be as determined in the city's adopted fee schedule.

#### **602.05 BASIS FOR DENIAL OF LICENSE.**

The following shall be grounds for denying the issuance or renewal of a license under this chapter; however, except as may otherwise be provided by law, the existence of any

particular ground for denial does not mean that the city must deny the license. If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this section. (Note: The following is not an exclusive nor an exhaustive list.)

- (1) The applicant is under the age of 18 years.
- (2) The applicant has been convicted within the past five years of any violation of a federal, state or local law, ordinance provision or other regulation relating to tobacco, tobacco products or product related devices.
- (3) The applicant has had a license to sell tobacco, tobacco products or tobacco related devices revoked within the preceding 12 months of the date of application.
- (4) The applicant fails to provide any information required on the application or provides false or misleading information.
- (5) The applicant is prohibited by federal, state or other local law, ordinance or other regulation, from holding a license.

#### **602.06 PROHIBITED SALES.**

It shall be a violation of this chapter for any person to sell or offer to sell any tobacco, tobacco product or tobacco related device:

- (1) To any person under the age of ~~18~~ 21 years;
- (2) By means of any type of vending machine, except as may otherwise be provided in this chapter (See Section 602.07, Vending Machines);
- (3) By means of self-service methods whereby the customer does not need to make a verbal or written request to an employee of the licensed premise in order to receive the tobacco, tobacco product or tobacco related device and whereby there is not a physical exchange of the tobacco, tobacco product or tobacco related device between the licensee or the licensee's employee and the customer;
- (4) By means of loosies as defined Section 602.02;
- (5) Containing opium, morphine, jimson weed, bella donna, strychnos, cocaine, marijuana or other deleterious, hallucinogenic, toxic or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process. It is not the intention of this provision to ban the sale of lawfully manufactured cigarettes or other tobacco products; or
- (6) By any other means, to any other person, in any manner or form prohibited by federal, state or other local law, ordinance provision or other regulation.

#### **602.07 VENDING MACHINES.**

It shall be unlawful for any person licensed under this chapter to allow the sale of tobacco, tobacco products or tobacco related devices by means of a vending machine unless ~~minors~~ persons under the age of 21 years are at all times prohibited from entering the licensed establishment.

#### **602.08 SELF-SERVICE SALES.**

It shall be unlawful for a licensee under this chapter to allow the sale of tobacco, tobacco products or tobacco related devices by any means whereby the customer may have access to the items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, tobacco products or the tobacco related device between the licensee or his or her clerk and the customer. All tobacco, tobacco products and tobacco related devices shall either be stored behind a counter or other area not freely accessible to the general public.

#### **602.09 RESPONSIBILITY.**

All licensees under this chapter shall be responsible for the actions of their employees in regard to the sale of tobacco, tobacco products or tobacco related devices on the licensed premises, and the sale of the item by an employee shall be considered a sale by the license holder. Nothing in this section shall be construed as prohibiting the City of Lino Lakes from also subjecting the clerk to whatever penalties are appropriate under this chapter, state or federal law, or other applicable law or regulation.

#### **602.10 COMPLIANCE CHECKS ~~AND INSPECTIONS.~~**

~~All licensed premises shall be open to inspection by the Lino Lakes Police Department or other authorized city official during regular business hours. From time to time, but at least once per year, the city shall conduct compliance checks by engaging, with written consent of their parents or guardians, minors over the age of 15 years but less than 18 years, to enter the licensed premise to attempt to purchase tobacco, tobacco products or tobacco related devices. Minors used for the purpose of compliance checks shall be supervised by city designated law enforcement officers or other designated city personnel. Minors used for the compliance checks shall not be guilty of the unlawful purchase or attempted purchase, nor the unlawful possession of tobacco, tobacco products or tobacco related devices when the items are obtained or attempted to be obtained as a part of the compliance check. No minors used in compliance checks shall attempt to use false identification misrepresenting the minor's age, and all minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked. Nothing in this section shall prohibit compliance checks authorized by state or federal laws for educational, research or training purposes, or required for the enforcement of a particular state or federal law.~~ All licensed premises shall be open to inspection by the City Police or other authorized City official during regular business hours. From time to time, but at least once per year, the City shall conduct compliance checks by engaging persons at least 17 years of age, but less than 21 years of age, to enter each licensed premises to attempt to purchase intoxicating liquor. Prior written consent from a parent or guardian is required for any person under the age of 18 to participate in a compliance check. Persons used for the purpose of compliance checks shall be supervised by City designated law enforcement officers or other designated City personnel. No persons used in compliance checks shall attempt to use a false

identification misrepresenting the person's age, and all persons lawfully engaged in a compliance check shall answer all questions about the person's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked. Nothing in this Section shall prohibit compliance checks authorized by State or Federal laws for educational, research, training purposes or required for enforcement of a particular State or Federal law.

#### **602.11 OTHER ILLEGAL ACTS.**

Unless otherwise provided, the following acts shall be a violation of this chapter.

(1) Illegal sales. It shall be a violation of this chapter for any person to sell or otherwise provide any tobacco, tobacco product or tobacco related device to any ~~minor~~ person under the age of 21 years.

(2) Illegal possession. It shall be a violation of this chapter for any ~~minor~~ person under the age of 21 years to have in his or her possession any tobacco, tobacco product or tobacco related device. This division shall not apply to ~~minor~~ a person under the age of 21 years lawfully involved in a compliance check.

(3) Illegal use. It shall be a violation of this chapter for any ~~minor~~ person under the age of 21 years to smoke, chew, sniff or otherwise use any tobacco, tobacco product or tobacco related device.

(4) Illegal procurement. It shall be a violation of this chapter for any ~~minor~~ person under the age of 21 years to purchase or attempt to purchase or otherwise obtain any tobacco, tobacco product or tobacco related device, and it shall be a violation of this chapter for any person to purchase or otherwise obtain these items on behalf of a ~~minor~~ person under the age of 21 years. It shall further be a violation for any person to coerce or attempt to coerce a ~~minor~~ person under the age of 21 years to illegally purchase or otherwise obtain or use any tobacco, tobacco product or tobacco related device. This division shall not apply to ~~minor~~ a person under the age of 21 years lawfully involved in a compliance check.

(5) Use of false identification. It shall be a violation of this chapter for any ~~minor~~ person under the age of 21 years to attempt to disguise his or her true age by use of a false form of identification, whether the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.

#### **602.12 EXCEPTIONS AND DEFENSES.**

Nothing in this chapter shall prevent the providing of tobacco, tobacco products or tobacco related devices to a ~~minor~~ person under the age of 21 years as part of a lawfully recognized religious, spiritual or cultural ceremony. It shall be an affirmative defense to the violation of this chapter for a person to have reasonably relied on proof of age as described by state law.

#### **~~602.13 VIOLATIONS.~~**

~~—(1) Notice. Upon discovery of a suspected violation, the alleged violator shall be issued, either personally or by mail, a citation that sets forth the alleged violation and which shall inform the violator of his or her rights to be heard on the accusation.~~

~~—(21) Hearings. If a person accused of violating this chapter so requests, a hearing shall be scheduled, the time and place of which shall be published and provided to the accused violator.~~

~~—(32) Hearing officer. The City Council shall serve as the hearing officer. (The City Council may appoint an independent hearing officer.)~~

~~—(43) Decision. If the hearing officer determines that a violation of this chapter did occur, that decision, along with the hearing officer's reasons for finding a violation and the penalty to be imposed, shall be recorded in writing, a copy of which shall be provided to the accused violator. Likewise, if the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, the findings shall be recorded and a copy provided to the acquitted accused violator.~~

~~—(54) Appeals. Appeals of any decision made by the hearing officer shall be filed in the district court for the jurisdiction of the City of Lino Lakes.~~

~~—(6) Misdemeanor prosecution. Nothing in this section shall prohibit the city from seeking prosecution as a misdemeanor for any alleged violation of this chapter.~~

~~—(75) Continued violation. Each violation, and every day in which a violation occurs or continues, shall constitute a separate offense.~~

#### **602.14 PENALTIES.**

~~—(1) Licensees. Any licensee found to have violated this chapter, or whose employee shall have violated this chapter, shall be charged an administrative fine of \$75 for a first violation of this chapter; \$200 for a second offense at the same licensed premises within a 24-month period; and \$250 for a third or subsequent offense at the same location within a 24-month period. In addition, after the third offense, the license shall be suspended for not less than seven days.~~

~~—(2) Other individuals. Other individuals, other than minors regulated by division (3) below of this section, found to be in violation of this chapter shall be charged an administrative fine of \$50.~~

~~—(3) Minors. Minors found in unlawful possession of or who unlawfully purchase or attempt to purchase tobacco, tobacco products or tobacco related devices, shall be subject to an administrative fine, or may be subject to tobacco related education classes, diversion programs, community services or another penalty that the city believes will be appropriate and effective. The administrative fine or other penalty shall be established by City Council ordinance upon the city's consultation with interested parties of the courts, educators, parents and children to determine an appropriate penalty for minors in the city. This administrative fine or other penalty may also be established from time to time in the city fee schedule.~~

~~—(4) Misdemeanor. Nothing in this section shall prohibit the city from seeking prosecution as a misdemeanor for any violation of this chapter.~~

~~—(5) Statutory penalties. If the administrative penalties authorized to be imposed by M.S. § 461.12, as it may be amended from time to time, differ from those established in this section, then the statutory penalties shall prevail.~~

### **602.13 VIOLATIONS AND PENALTIES**

**(1) Administrative Civil Penalties—Individuals.** If a person who is not a licensee is found to have violated this article, the person shall be charged an administrative penalty as follows:

(a) First Violation. The Council shall impose a civil fine not to exceed \$50.00.

(b) Second Violation within 12 months. The Council shall impose a civil fine not to exceed \$100.00.

(c) Third Violation within 12 months. The Council shall impose a civil fine not to exceed \$150.00.

**(2) Same—Licensee.** If a licensee or an employee of a licensee is found to have violated this article, the licensee shall be charged an administrative penalty as follows:

(a) First Violation. The Council shall impose a civil fine of \$500.00 and suspend the license for not less than 1 day.

(b) Second Violation within 36 Months. The Council shall impose a civil fine of \$1,000.00 and suspend the license for not less than 3 consecutive days.

(c) Third Violation within 36 Months. The Council shall impose a civil fine of \$2,000.00 and suspend the license for not less than 10 consecutive days.

(d) Fourth Violation within 36 Months. The Council shall revoke the license for at least one year.

**(3) Administrative Penalty Procedures.** Notwithstanding anything to the contrary in this section:

(a) Any of the administrative civil penalties set forth in this section that may be imposed by the Council, may in the alternative be imposed by an administrative citation.

(b) If one of the foregoing penalties is imposed by an action of the Council, no penalty shall take effect until the licensee or person has received notice (served personally or by mail) of the alleged violation and of the opportunity for a hearing before the Council, and such notice must be in writing and must provide that a right to a hearing before the Council must be requested within 10 business days of receipt of the notice or such right shall terminate.

**(4) Misdemeanor Prosecution.** Nothing in this section shall prohibit the City from seeking prosecution as a misdemeanor for any alleged violation of this article.

Adopted by the Lino Lakes City Council this \_\_\_\_ day of \_\_\_\_\_ 2022.

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

The following voted against same:

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

ATTEST:

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

**CITY OF LINO LAKES  
RESOLUTION NO. 22-150**

**APPROVING A SUMMARY OF ORDINANCE NO. 05-22 FOR PUBLICATION**

**WHEREAS**, the City Council approved Ordinance No. 05-22, amending Chapter 701 regarding Liquor Licensing; and

**WHEREAS**, the City Council approved the first reading on November 28, 2022, and the second reading and final passage on December 12, 2022; and

**WHEREAS**, Ordinance No. 05-22 is lengthy and MN statute 412.191 allows the city to publish a summary of an ordinance, and

**WHEREAS**, the City Council has determined that the summary clearly informs the public of the intent and effect of the ordinance, and

**WHEREAS**, the publication in the official newspaper will include a notice that a full printed copy of the ordinance is available at City Hall;

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by The City Council of The City of Lino Lakes, Minnesota that the City Council approves the summary in Attachment A for publication according to state law and the City Charter.

Adopted by the Council of the City of Lino Lakes this 12<sup>th</sup> day of December, 2022.

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

The following voted against same:

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

ATTEST:

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



**ATTACHMENT A**

**CITY OF LINO LAKES  
SUMMARY OF ORDINANCE NO. 05-22**

**AN ORDINANCE AMENDING CHAPTER 701 OF THE CITY CODE REGARDING  
LIQUOR LICENSING**

**Section 1. Amendments.**

**Section 701.10, Revocation, Denial or Suspension,** is amended by removing language relative to notice of suspension or revocation;

**Section 701.11, Compliance Checks,** is amended to add a compliance check process;

**Section 701.12, Violations and Penalty,** is amended to add administrative civil penalties and procedures;

**Section 701.02, License Required,** is amended to add 3.2 percent malt liquor on-sale and off-sale to required licenses.

**Chapter 702, Beer Licensing,** is deleted because beer licensing language is added to the liquor licensing chapter.

**Section 2: Effect**

This ordinance shall be in force and effect from and after its passage and publication according to the Lino Lakes City Charter.

Passed by the Lino Lakes City Council on December 12, 2022.

This is a summary of the adopted ordinance. A full printed copy of the ordinance is available at City Hall.

**CITY OF LINO LAKES  
RESOLUTION NO. 22-151**

**APPROVING A SUMMARY OF ORDINANCE NO. 06-22 FOR PUBLICATION**

**WHEREAS**, the City Council approved Ordinance No. 06-22, amending Chapter 602 regulating Tobacco Products; and

**WHEREAS**, the City Council approved the first reading on November 28, 2022, and the second reading and final passage on December 12, 2022 and

**WHEREAS**, Ordinance No. 06-22 is lengthy and MN statute 412.191 allows the city to publish a summary of an ordinance, and

**WHEREAS**, the City Council has determined that the summary clearly informs the public of the intent and effect of the ordinance, and

**WHEREAS**, the publication in the official newspaper will include a notice that a full printed copy of the ordinance is available at City Hall;

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by The City Council of The City of Lino Lakes, Minnesota that the City Council approves the summary in Attachment A for publication according to state law and the City Charter.

Adopted by the Council of the City of Lino Lakes this 12<sup>th</sup> day of December, 2022.

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

The following voted against same:

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

ATTEST:

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

**ATTACHMENT A**

**CITY OF LINO LAKES  
SUMMARY OF ORDINANCE NO. 06-22**

**AN ORDINANCE AMENDING CHAPTER 602 OF THE CITY CODE REGARDING  
TOBACCO PRODUCTS**

**Section 1. Amendments.**

Amending all sections of the chapter to indicate that the legal age for sales to, possession of, use of and procurement of tobacco produced is 21 years.

**Section 602.10**, is amended to add a compliance check process;

**Section 602.13**, is added so as to include administrative civil penalties and procedures.

**Section 2: Effect**

This ordinance shall be in force and effect from and after its passage and publication according to the Lino Lakes City Charter.

Passed by the Lino Lakes City Council on December 12, 2022.

This is a summary of the adopted ordinance. A full printed copy of the ordinance is available at City Hall.

**CITY COUNCIL  
AGENDA ITEM 3B**

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: December 12, 2022

TOPIC: Appointment of Community Service Officer

VOTE REQUIRED: 3/5

**INTRODUCTION**

The Council is being asked to approve the appointment of Justin O'Brien for the vacant Community Service Officer position.

**BACKGROUND**

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

O'Brien is working towards an associate's degree in law enforcement, is currently in the Explorer program for the City of Lino Lakes, and holds basic First Aid and CPR certifications.

The hourly rate would be \$23.02, which is the starting rate of the AFSCME Labor Contract. The wage schedule has six steps. With the Council's approval, O'Brien would start in the position of Community Service Officer on December 18, 2022.

**RECOMMENDATION**

Approve the appointment of Justin O'Brien to the Community Service Officer position.

**CITY COUNCIL  
AGENDA ITEM 3C**

STAFF ORIGINATOR: Sarah Cotton, City Administrator  
MEETING DATE: December 12, 2022  
TOPIC: Appointment of Interim City Clerk  
VOTE REQUIRED: 3/5

**INTRODUCTION**

The City Council is being asked to consider Resolution 22-155, Authorizing the Appointment of Hannah Lynch as Interim City Clerk.

**BACKGROUND**

The Lino Lakes City Charter requires the Council to appoint a City Clerk. The City Clerk should report directly to the City Administrator and have the duties and responsibilities determined by applicable state law and city ordinances.

City Clerk, Julie Bartell will be retiring from the city effective December 31, 2022. In order to allow for a transition period until a permanent replacement can be identified and appointed by the Council, staff is recommending the interim appointment of Finance Director Hannah Lynch to the position. With this appointment, Hannah will have the ability to perform any and all functions the City Clerk might perform.

**RECOMMENDATION**

Staff recommends approval of Resolution No. 22-155, Authorizing the Appointment of Hannah Lynch as Interim City Clerk.

**ATTACHMENTS**

Resolution No. 22-155

**CITY OF LINO LAKES  
RESOLUTION NO. 22-155**

**AUTHORIZING THE APPOINTMENT OF HANNAH LYNCH AS INTERIM CITY  
CLERK**

**WHEREAS**, Section 6.04 of the Lino Lakes Charter provides that:

- The Council shall appoint a City Clerk. The City Clerk shall:
  - 1) Report directly to the City Administrator, and
  - 2) Have the duties and responsibilities determined by applicable state law and City ordinances; and

**WHEREAS**, City Clerk, Julie Bartell is retiring from the City effective December 31, 2022; and

**WHEREAS**, to allow for a transition period until the City Clerk position is filled by Council appointment, the appointment of an Interim City Clerk is necessary; and

**WHEREAS**, Hannah Lynch is willing and able to serve as Interim City Clerk.

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

- 1) Hannah Lynch is hereby appointed as Interim City Clerk, with the ability to perform any and all functions the City Clerk might perform.

Adopted by the City Council of the City of Lino Lakes this 12<sup>th</sup> day of December 2022.

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

The following voted against same:

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

ATTEST:

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

**CITY COUNCIL  
AGENDA ITEM 3D**

STAFF ORIGINATOR: Sarah Cotton, City Administrator

MEETING DATE: December 12, 2022

TOPIC: 2023-2024 Labor Agreement with LELS, Local No. 260

VOTE REQUIRED: 3/5

**INTRODUCTION**

The City Council is being asked to consider Resolution 22-156, Approving the 2023-2024 Labor Agreement between the City of Lino Lakes and LELS, Local No. 260.

**BACKGROUND**

A tentative agreement has been reached for a two-year contract with LELS, Local No. 260. A tentative agreement was reached after three meetings and the union members voted in favor of the following terms:

1. COMPENSATION:
  - a) 3% general wage increase, plus 0.75% market adjustment effective January 1, 2023
  - b) 3% general wage increase, plus 0.75% market adjustment effective January 1, 2024
  - c) Availability Pay – The stipend (which will now be reflected as an hourly amount) increases by any annual wage adjustment; therefore, the Sergeants will be provided an hourly stipend of \$0.77 in 2023 and \$0.79 in 2024.
  
2. INSURANCE: Article 17.1 (Health) revised to read:
  - a) Effective January 1, 2023, the Employer will contribute 100% (\$588.64) of the monthly base single premium and \$1,212.98 toward the monthly base family premium.
  - b) Effective January 1, 2024, the Employer will contribute 100% of the base single plan and \$1,212.98 plus 50% of the 2024 premium increase toward the base family plan.
  - c) The Employer’s contributions toward the Health Savings Account and the cash option for waiving coverage remain the same.
  
3. CLOTHING ALLOWANCE: The annual clothing allowance increases by any annual wage adjustment; therefore, the annual clothing allowance will be \$911.18 in 2023 and \$938.52 in 2024.
  
4. POST RETIREMENT HEALTH SAVINGS PLAN: Updated to reflect a change in years of service tiers for employee contributions, addition of a third tier, and clarifying language regarding the meaning of “all eligible severance pay” and “years of service”.

5. **FIREFIGHTER STIPEND:** The cross-trained firefighter stipend increases by any annual wage adjustment; therefore, the hourly stipend will increase to \$1.59 in 2023 and \$1.64 in 2024.

**RECOMMENDATION**

Staff recommends approval of Resolution No. 22-156, Approving the 2023-2024 Labor Agreement between the City of Lino Lakes and LELS Local No. 260.

**ATTACHMENTS**

Resolution No. 22-156



**CITY OF LINO LAKES  
RESOLUTION NO. 22-156**

**APPROVING THE 2023-2024 LABOR AGREEMENT BETWEEN THE CITY OF LINO  
LAKES AND LELS, LOCAL NO. 260**

**WHEREAS**, the City of Lino Lakes and Law Enforcement Labor Services, Local No. 260, representing the sergeants, have reached an agreement for 2023-2024;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lino Lakes approve the terms of the labor agreement, as follows:

- 1) **COMPENSATION:**
  - a) 3% general wage increase, plus 0.75% market adjustment effective January 1, 2023
  - b) 3% general wage increase, plus 0.75% market adjustment effective January 1, 2024
  - c) Availability Pay – The stipend (which will now be reflected as an hourly amount) increases by any annual wage adjustment; therefore, the Sergeants will be provided an hourly stipend of \$0.77 in 2023 and \$0.79 in 2024.
  
- 2) **INSURANCE:** Article 17.1 (Health) revised to read:
  - a) Effective January 1, 2023, the Employer will contribute 100% (\$588.64) of the monthly base single premium and \$1,212.98 toward the monthly base family premium.
  - b) Effective January 1, 2024, the Employer will contribute 100% of the base single plan and \$1,212.98 plus 50% of the 2024 premium increase toward the base family plan.
  - c) The Employer’s contributions toward the Health Savings Account and the cash option for waiving coverage remain the same.
  
- 3) **CLOTHING ALLOWANCE:** The annual clothing allowance increases by any annual wage adjustment; therefore, the annual clothing allowance will be \$911.18 in 2023 and \$938.52 in 2024.
  
- 4) **POST RETIREMENT HEALTH SAVINGS PLAN:** Updated to reflect a change in years of service tiers for employee contributions, addition of a third tier, and clarifying language regarding the meaning of “all eligible severance pay” and “years of service”.
  
- 5) **FIREFIGHTER STIPEND:** The cross-trained firefighter stipend increases by any annual wage adjustment; therefore, the hourly stipend will increase to \$1.59 in 2023 and \$1.64 in 2024.

Adopted by the Council of the City of Lino Lakes this 12<sup>th</sup> day of December 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:

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Rob Rafferty, Mayor

ATTEST:

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Julianne Bartell, City Clerk

**CITY COUNCIL  
AGENDA ITEM 3E**

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: December 12, 2022

TOPIC: Consider Appointment of Public Works Mechanic

VOTE REQUIRED: 3/5

**INTRODUCTION**

The City Council is being asked to approve the appointment of Patrick Doyle to the open Mechanic position in the Public Works department.

**BACKGROUND**

Staff has completed the recruitment process, provided a conditional offer, and is recommending the approval of Patrick Doyle for the position.

Doyle graduated from Wyoming Technical Institute in Laramie, Wyoming and attended Centennial Senior High School. He is the owner/operator of DG Auto Repair and Service in Columbus, MN. Prior to that he worked as a Technician at Morrie's Hyundai in Brooklyn Park, MN.

The hourly rate of pay would be \$33.26, which is Step 3 of the current 6 step wage schedule.

With Council's approval, Doyle would start in the position on January 3, 2023.

**RECOMMENDATION**

Please approve the appointment of Patrick Doyle to the Mechanic position.

**CITY COUNCIL  
AGENDA ITEM 5A**

STAFF ORIGINATOR: Rick DeGardner, Public Services Director

MEETING DATE: December 12, 2022

TOPIC: Consider Resolution No. 22-154, Order Project, Approve Plans and Specifications, and Authorize Ad For Bids For Watermark Park, Rick DeGardner

VOTE REQUIRED: 3/5

**INTRODUCTION**

Staff is requesting City Council approval of the Plans and Specifications and authorize the Advertisement for Bids for the development of Watermark Park.

**BACKGROUND**

Watermark is an 864 housing unit development located along 20<sup>th</sup> Avenue, north of County Road 14. Watermark Park is a 5.39 acre park. The bid package includes earthwork and removals, two pickleball courts, ½ court basketball court, looped trail, pier, pergola, signage, irrigation, landscaping, seeding, storm sewer utilities, and restoration. The estimated bid package amounts to \$1,100,000.

Additional amenities that the City will be coordinating outside the bid package include playground equipment, fitness circuit, open air park shelter, parking lot, and site amenities including picnic tables, benches, and bike racks. The master plan is attached.

Funding has been identified through Dedicated Parks Funds received from the Watermark development.

The anticipated schedule for the project:

Approve Plans and Specs, Authorize Ad for Bids	December 12, 2022
City Opens Bids	February 7, 2023
City Council Awards Contract	February 13, 2023
Construction Begins	April 15, 2023
Final Completion	October 31, 2023

**RECOMMENDATION**

Staff is recommending approval of Resolution No. 22-154.

**ATTACHMENTS**

1. Resolution 22-154
2. Plans and Specs Cover Sheet
3. Master Plan of Watermark Park

**CITY OF LINO LAKES  
RESOLUTION NO. 22-154**

**ORDER PROJECT, APPROVE PLANS AND SPECIFICATIONS, AND AUTHORIZE  
ADVERTISEMENT FOR BIDS FOR WATERMARK PARK**

**WHEREAS**, WSB Engineering has prepared plans and specifications for Watermark Park. The project plans and specifications have been presented to the City Council for approval.

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

Approves the plans and specifications, a copy of which is on file at City Hall. The Public Services Director is directed to advertise for bids, and provide bidding administration.

The City Clerk shall prepare and cause to be inserted in the official paper and in Finance and Commerce an advertisement for bids for the making of such improvements under such approved plans and specifications. The advertisement shall be published for two weeks, shall specify the work to be done, shall state that bids will be received by the Clerk electronically, at which time they will be publicly opened at the City Hall by the City Clerk and Public Services Director, will then be tabulated, and will be considered by the Council at 6:30 p.m. on February 13, 2023, in the Council chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless filed electronically through QuestCDN accompanied by a cash deposit, cashier's check, bid bond or certified check for five (5) percent of the amount of such bid.

Adopted by the Council of the City of Lino Lakes this 12<sup>th</sup> day of December, 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



# WATERMARK PARK IMPROVEMENTS

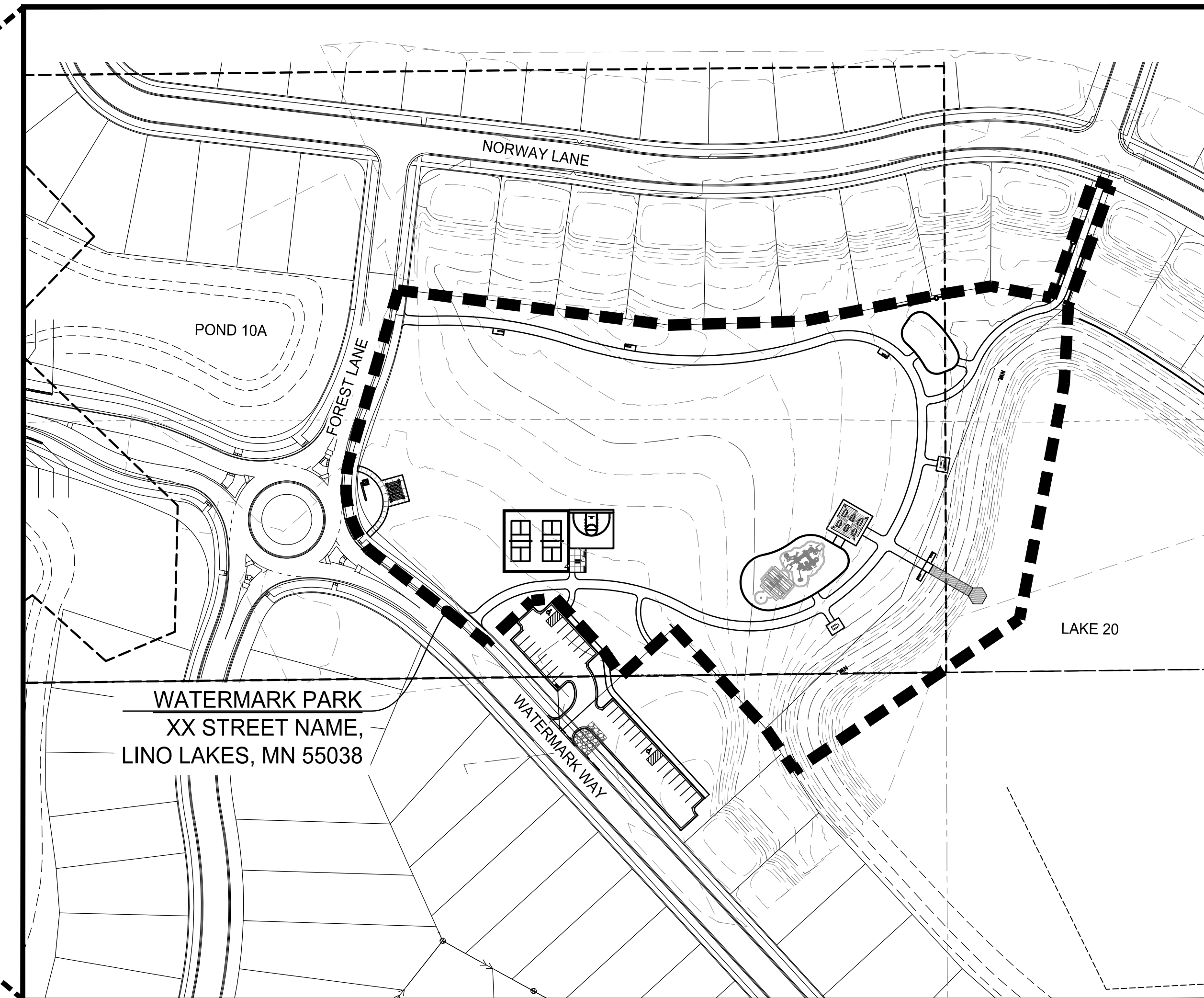
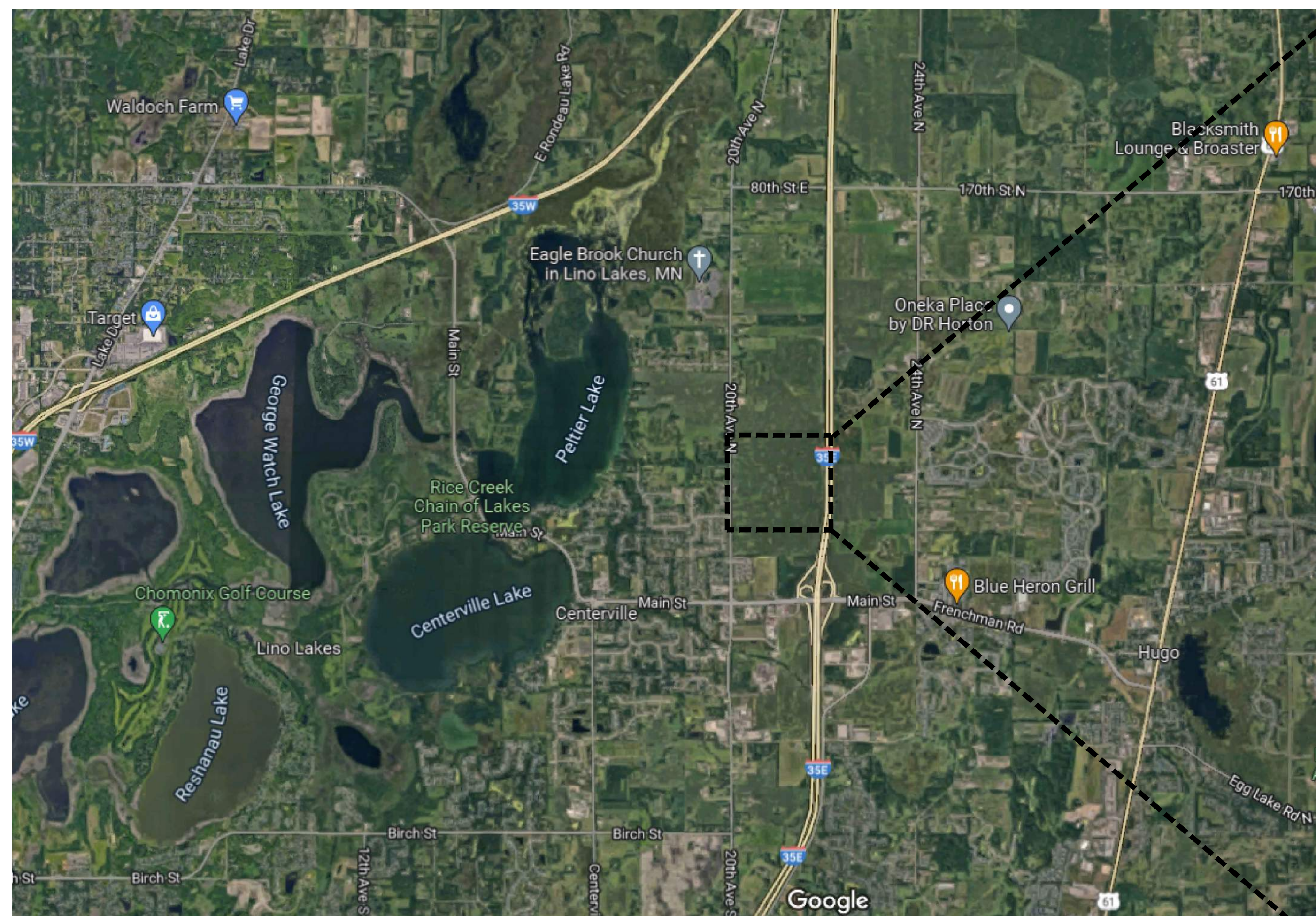
Lino Lakes, Minnesota

City Improvement Project No.....  
 WSB Project No. .... 019496-000  
 Issue Date..... 11/21/2022

SCALE: DESIGN BY:  
 PLAN BY: CHECK BY:

Sheet List Table	
Sheet Number	Sheet Title
L1.1	TITLE SHEET
L2.1	REMOVALS PLAN
L3.1	OVERALL SITE PLAN
L4.1	GRADING PLAN
L5.1	LANDSCAPE PLAN
L6.1	MISCELLANEOUS DETAILS
L6.2	COURT DETAILS
L6.3	COURT DETAILS
L6.4	PERGOLA DETAILS
L6.5	MONUMENT SIGN DETAILS
L6.6	SECTIONS

NO.	DATE	REVISIONS	
		DESCRIPTION	

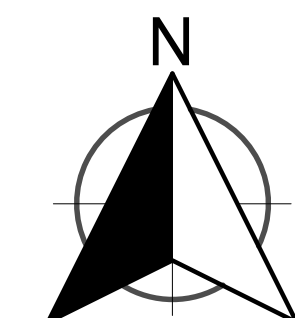


60% PLANS  
 NOT FOR  
 CONSTRUCTION

TITLE SHEET

WATERMARK PARK  
 CITY OF LINO LAKES

1 PROJECT LOCATION MAP  
 L1.1 SCALE: NOT TO SCALE



CLIENT PROJECT NO. XXXXXX  
 WSB PROJECT NO. 019496-000  
 SHEET L1.1

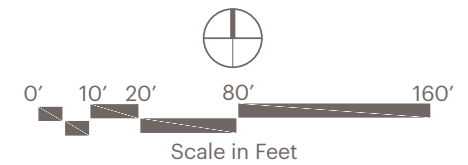




# Watermark Park | Master Plan

Lino Lakes, Minnesota

September 29, 2022 | WSB Project number: 019496-000





**CITY COUNCIL  
AGENDA ITEM 6A**

STAFF ORIGINATOR: Andy Nelson, Environmental Coordinator

MEETING DATE: December 12, 2022

TOPIC: Consider Resolution No. 22-152, Accepting Quotes and Awarding an Emerald Ash Borer Injection Program Contract

VOTE REQUIRED: 3/5

**INTRODUCTION**

Staff is requesting authorization to accept quotes and award an Emerald ash borer injection program contract for 2023-2024.

**BACKGROUND**

Emerald ash borer (*Agrilus planipennis*, EAB) is a non-native invasive beetle that is causing widespread ash tree mortality in much of the eastern half of the United States. Lino Lakes is within the heavily infested area in the metro. In the next few years, the vast majority of ash trees in the city will be killed, removed, or treated with insecticides.

The city response to EAB with respect to public trees includes removals of boulevard ash trees, replacement of these trees with a diverse mix of species, and insecticide injections that allow us to stagger removals over time. Options for homeowners with privately owned ash trees include removal or treatment with insecticides.

To ensure that the City is able to hit our treatment goals for boulevard trees while also providing a clear pathway for residents to get private trees treated at a discounted rate, an ash tree injection program was initiated in 2021.

The Environmental Board supported the creation of this program on October 28<sup>th</sup>, 2020.

The City Council approved the program on December 7<sup>th</sup>, 2020.

The City contracted with Rainbow Tree Care in 2021 and 2022 to provide discounted ash injections for City boulevard trees and private trees for interested homeowners. The results of the first two years of the program are listed below.

	<b>City boulevard trees</b>	<b>Cost</b>	<b>Private trees</b>	<b>Cost</b>
2021	102	\$8,093.25	163	\$15,956.55
2022	100	\$7,087.50	194	\$19,160.84
Total:	<b>202</b>	<b>\$15,180.75</b>	<b>357</b>	<b>\$35,117.39</b>



The initial two years of the EAB injection program have been successful. The Environmental Board recommended that the program continue for 2023-2024 at the November 30<sup>th</sup>, 2022 meeting.

Staff requested bids from two companies to provide tree injection services, pending City Council approval. The two quotes are provided below, along with example program costs that are based upon the tree injections performed in 2022. Prices for injections are listed as a price per inch diameter at breast height (DBH).

Quotes for injection services for 2023-2024

<b>Rainbow Treecare</b>	City boulevard	Private
Price/inch DBH	\$4.85	\$7.25
<b>YTS Companies, LLC.</b>	City boulevard	Private
Price/inch DBH	\$5.75	\$6.50-\$10.00

Example program costs of the two quotes using tree injection data from 2022

	City boulevard	Private	Total Program Cost
<b>Rainbow Treecare</b>	\$7,638.75	\$23,545.10	\$31,183.85
<b>YTS Companies, LLC.</b>	\$8,194.75	\$23,210.82	\$31,405.57

The quotes were evaluated based upon company details, qualifications of staff, fee schedules for public and private trees, example outreach materials, overall program costs, and references from other municipalities operating similar programs.

Staff evaluated the quotes and recommends the program continue with Rainbow Treecare due to the following factors: the cost for public tree treatments is lower, a single price per inch treated is provided, outreach materials were provided (YTS did not provide outreach materials), and the overall program cost is lower.

**RECOMMENDATION**

Staff recommends adoption of Resolution No. 22-152, accepting quotes and awarding an Emerald ash borer injection program contract to Rainbow Treecare for 2023-2024.

**ATTACHMENTS**

1. Resolution No. 22-152

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

**RESOLUTION ACCEPTING QUOTES AND AWARDING AN EMERALD ASH BORER  
INJECTION PROGRAM CONTRACT**

**WHEREAS**, pursuant to a request for quotes for an ash tree injection program for City boulevard and private trees for 2023-2024, quotes were received and evaluated:

<b>Rainbow Treecare</b>	City boulevard	Private
Price/inch DBH	\$4.85	\$7.25
<b>YTS Companies, LLC.</b>	City boulevard	Private
Price/inch DBH	\$5.75	\$6.50-\$10.00

**WHEREAS**, it appears that Rainbow Treecare is the lowest responsible bidder for City boulevard trees, lowest in overall program cost, and has provided outreach material to support the program; and

**WHEREAS**, the funding for the City boulevard tree treatments will come from the General Fund Forestry Budget; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Lino Lakes that the Mayor and Clerk are hereby authorized and directed to enter into a contract with Rainbow Treecare for city boulevard and private ash tree injections for 2023-2024.

**BE IT FURTHER RESOLVED**

Adopted by the City Council of the City of Lino Lakes this \_\_\_ day of \_\_\_\_\_ 2022.

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

The following voted against same:

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

ATTEST:

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

**CITY COUNCIL  
AGENDA ITEM 6B**

STAFF ORIGINATOR: Andy Nelson, Environmental Coordinator

MEETING DATE: December 12<sup>th</sup>, 2022

TOPIC: Resolution No. 22-153, Accepting Quotes and Awarding an Ash Tree Removal Contract

VOTE REQUIRED: 3/5

**INTRODUCTION**

Staff is requesting authorization to accept quotes and award an ash tree removal contract for the winter of 2022-2023.

**BACKGROUND**

Emerald ash borer is a non-native invasive beetle that is killing ash trees. The City response to EAB includes removing boulevard ash trees and replacing them with a diverse mix of species. There are currently approximately 200 boulevard ash trees remaining.

There are 37 boulevard ash trees scheduled for removal this winter. 23 of these trees will be removed by the Parks crew, and 14 of the more technical removals that require additional equipment should be contracted. Parks staff will be performing the stump grinding and restoration work on the contracted trees as well in an effort to keep costs down.

<b>CONTRACTOR</b>	<b>TOTAL QUOTE</b>
YTS Companies, LLC.	\$ 9,350
Upper Cut Tree Service	\$15,700

**RECOMMENDATION**

Staff recommends adoption of Resolution No. 22-153, accepting quotes and awarding an ash tree removal contract in the amount of \$9,350 to YTS Companies, LLC.

**ATTACHMENTS**

1. Resolution No. 22-153

**CITY OF LINO LAKES  
RESOLUTION NO. 22-153**

**RESOLUTION ACCEPTING QUOTES AND AWARDING AN ASH TREE REMOVAL  
CONTRACT**

**WHEREAS**, pursuant to a request for quotes for boulevard ash tree removal to take place in the winter of 2022-2023, quotes were received and tabulated:

<b>CONTRACTOR</b>	<b>TOTAL QUOTE</b>
YTS Companies, LLC.	\$ 9,350
Upper Cut Tree Service	\$15,700

**WHEREAS**, it appears that YTS Companies, LLC. is the lowest responsible bidder; and

**WHEREAS**, the funding for the project is from the General Fund Forestry Budget; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Lino Lakes that the Mayor and Clerk are hereby authorized and directed to enter into a contract with YTS Companies, LLC. for boulevard ash tree removals in the amount of \$9,350.

Adopted by the City Council of the City of Lino Lakes this \_\_\_ day of \_\_\_\_\_ 2022.

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

The following voted against same:

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

ATTEST:

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

**CITY COUNCIL  
AGENDA ITEM 6C**

STAFF ORIGINATOR: Diane Hankee, PE City Engineer  
Kelsey Gelhar, PE Project Manager

C. C. MEETING DATE: December 12, 2022

TOPIC: Consider Resolution No. 22-149, Order Project, Approve the Plans and Specifications and Authorize the Ad for Bid, 2023 Street Rehabilitation Project

VOTE REQUIRED: 3/5

**INTRODUCTION**

Staff is requesting Council approval to authorize the ad for bid for the 2023 Street Rehabilitation Project.

**BACKGROUND**

On October 24, 2022, the City Council approved the preparation of the plans and specifications for the 2023 Street Rehabilitation Project. The scope of the 2023 Street Rehabilitation Project is from the City’s Pavement Management Program and Capital Improvement Planning. The Pavement Management Program evaluates the condition of the roadways and provides recommendations for maintenance for the City’s entire network of roadways. The proposed improvements are as follows:

Full Depth Reclamation (approximately 0.25 miles) – Black Duck Drive (from 200 ft north of Crystal Court to the cul-de-sac).

Mill and Overlay (approximately 1.29 miles) – Black Duck Drive (from 100 ft south of East Shadow Lake Drive to 200 ft north of Crystal Court), Crystal Court, Mallard Lane, East Shadow Lake Drive (from Black Duck Drive to the cul-de-sac (excluding the recently reconstructed intersection of East Shadow Lake Drive at Lantern Lane), Lantern Lane, Lantern Circle, and Partridge Place.

Within the mill and overlay and full depth reclamation areas, gate valves will be replaced if they have not been previously repaired. Black Duck Drive south of the East Shadow Lake Drive intersection is planned to be overlaid in 2024. Part of Black Duck Drive and Black Duck Circle have 6-inch diameter water main, which likely has saddled services. Saddled services of this age and material have historically been corroded. Thus, we plan to include a few service repair investigations along Black Duck Drive and Lantern Lane in the 2023 project scope to prepare for the 2024 project.

The estimated total project cost is \$1,219,000.00. Funding for the project is expected to be from the Pavement Management Fund and Water Operating Fund.

The estimated schedule for the project:

Authorize Preparation of Plans and Specifications	October 24, 2022
Order Improvement, Approve Plans and Specs, Authorize Ad for Bids	December 12, 2022
City Opens Bids	January 26, 2023
City Council Awards Contract	February 13, 2023
Construction Begins	April-May, 2023
Final Completion	August 31, 2023

### **RECOMMENDATION**

Staff is recommending approval of Resolution No. 22-149, Order Project, Approve the Plans and Specifications and Authorize the Ad for Bid for the 2023 Street Rehabilitation Project.

### **ATTACHMENTS**

1. Resolution No. 22-149
2. Construction Plans

**CITY OF LINO LAKES  
RESOLUTION NO. 22-149**

**RESOLUTION ORDER PROJECT, APPROVE PLANS AND SPECIFICATIONS, AND  
AUTHORIZE ADVERTISEMENT FOR BIDS FOR 2023 STREET REHABILITATION  
PROJECT**

**WHEREAS**, the City Engineer has prepared plans and specifications for the 2023 Street Rehabilitation Project. Project plans and specifications have been presented to the City Council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
  
2. The City Clerk shall prepare and cause to be inserted in the official paper and in Finance and Commerce an advertisement for bids for the making of such improvement under such approved plans and specifications. The advertisement shall be published for two weeks, shall specify the work to be done, shall state that bids will be received by the Clerk, at which time they will be publicly opened at the City Hall by the City Clerk and Engineer, will then be tabulated, and will be considered by the Council at 6:30 p.m. on February 13<sup>th</sup>, 2023, in the Council chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for five (5) percent of the amount of such bid.

Adopted by the Council of the City of Lino Lakes this 12<sup>th</sup> day of December 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

**EXISTING PLAN SYMBOLS**

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

**EXISTING UTILITY SYMBOLS**

- FIBER OPTIC CABLE
- UNDERGROUND TELEPHONE
- GAS LINE
- UNDERGROUND CABLE
- CABLE TV
- OVERHEAD COMMUNICATIONS LINE
- UNDERGROUND POWER
- OVERHEAD POWER
- UNDERGROUND ELECTRIC
- OVERHEAD TELEPHONE
- WATER MAIN
- SANITARY SEWER
- STORM SEWER
- CATV VAULT
- POWER POLE
- ELECTRIC BOX
- CATCH BASIN
- STORM APRON
- STORM SEWER MANHOLE
- GATE VALVE
- HYDRANT
- SANITARY SEWER MANHOLE

# 2023 STREET REHABILITATION PROJECT

## CITY OF LINO LAKES

**CONSTRUCTION PLAN FOR RECLAIMING, MILLING, PAVING, STORM SEWER & WATERMAIN REPAIRS**

LOCATED ON

<u>E SHADOW LAKE DRIVE</u>	FROM <u>CUL DE SAC</u>	TO <u>BLACK DUCK DRIVE</u>
<u>BLACK DUCK DRIVE</u>	FROM <u>150 FT EAST OF E SHADOW LAKE DRIVE</u>	TO <u>CUL DE SAC</u>
<u>LANTERN LANE</u>	FROM <u>E SHADOW LAKE DRIVE</u>	TO <u>BLACK DUCK DRIVE</u>
<u>LANTERN CIRCLE</u>	FROM <u>LANTERN LANE</u>	TO <u>CUL DE SAC</u>
<u>PARTRIDGE PLACE</u>	FROM <u>BLACK DUCK DRIVE</u>	TO <u>BLACK DUCK DRIVE</u>
<u>MALLARD LANE</u>	FROM <u>BLACK DUCK DRIVE</u>	TO <u>CUL DE SAC</u>
<u>CRYSTAL COURT</u>	FROM <u>BLACK DUCK DRIVE</u>	TO <u>CUL DE SAC</u>

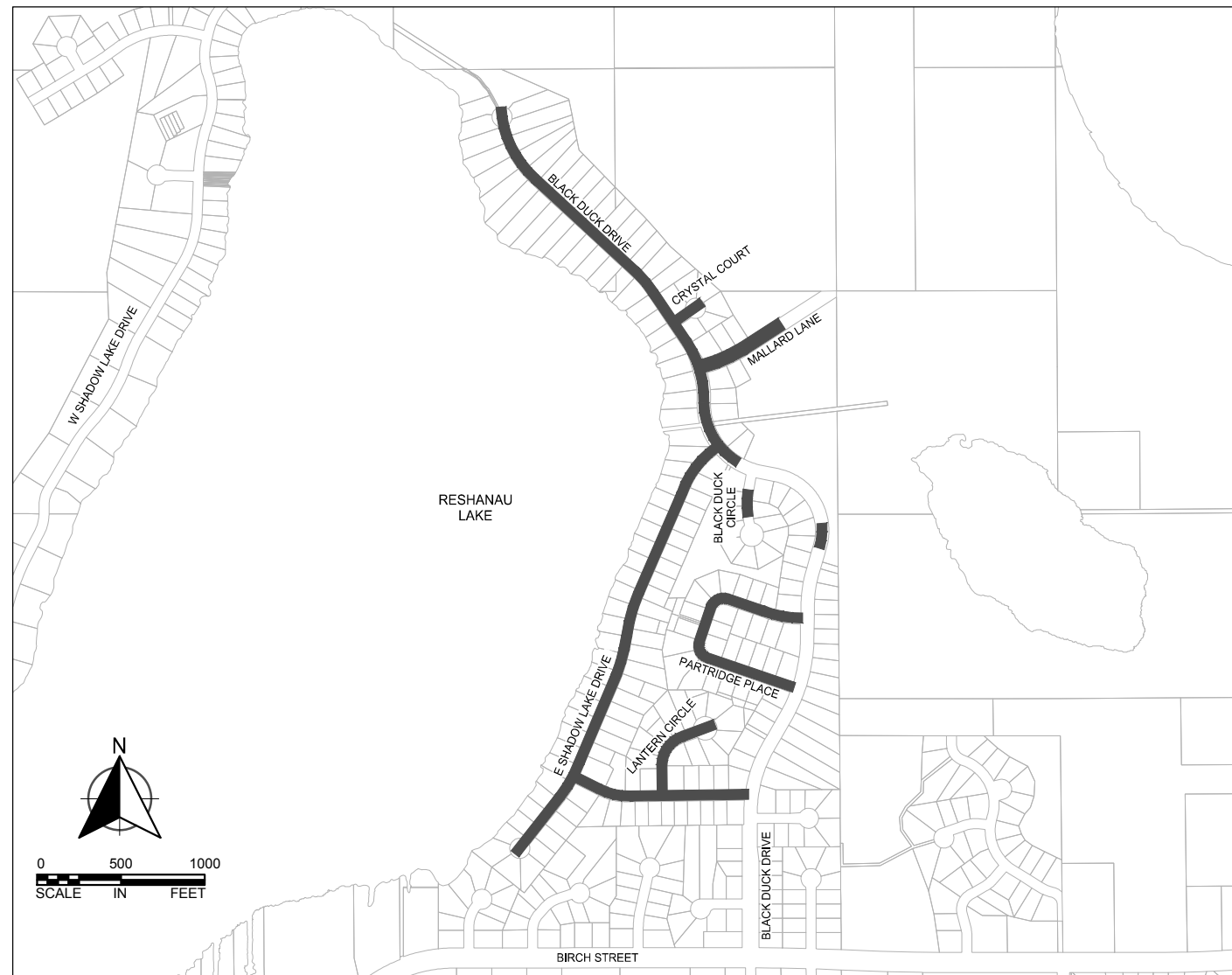
**GOVERNING SPECIFICATIONS**

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

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

**PLAN SET INDEX**

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	GENERAL LAYOUT
3	STATEMENT OF ESTIMATED QUANTITIES
4-6	CITY STD DETAILS
7	TYPICAL SECTIONS
8-17	CONSTRUCTION PLANS
18-27	EROSION CONTROL PLANS



THIS PLAN SET CONTAINS 27 SHEETS

THIS PLAN SET HAS BEEN PREPARED FOR:

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

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



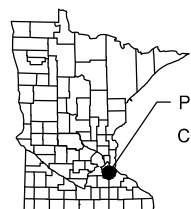
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

KELSEY J. GELHAR, P.E.

DATE: 12/12/2022 LICENSE NUMBER: 60639

**EXCAVATION NOTICE SYSTEM**

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



PROJECT LOCATION  
COUNTY: ANOKA

SECT 21 & 28, TWP 31 N, RNG 22 W

**PROJECT LOCATION MAP**

**UTILITY INFORMATION**

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

GOPHER ONE CALL TICKET NUMBER: 223121491, 223121492, 223121493, 223121494, 223121495, 223121496, 223121497, 223121498

UTILITY COORDINATION MEETING HELD ON: 12/07/2022

PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY

WSB PROJ. NO. 021745-000

SHEET  
1  
OF  
27

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**CITY COUNCIL  
AGENDA ITEM 6D**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: December 12, 2022

TOPIC: Consider 1<sup>st</sup> Reading of Ordinance 10-22, Amending City Code Chapter 1011, Stormwater, Erosion and Sediment Control

VOTE REQUIRED: 3/5

**INTRODUCTION**

Staff is requesting City Council consideration to amend City Code Chapter 1011 relating to Stormwater, Erosion and Sediment Control requirements.

**BACKGROUND**

City Code section 1011 regulates development activities that disturbs land and generates the need for storm water management. The City is required to adopt an ordinance consistent with the requirements of the State’s General Permit to operate a municipal separate storm sewer system (MS4). The City was issued a new permit in October of 2021. Additionally, the City is required to be in conformance with the rules and requirements of the local water management organizations (WMO’s) – the Rice Creek Watershed District (RCWD) and Vadnais Lakes Water Management Organization.

The proposed ordinance amendment is to bring our code requirements into conformance with the permit and WMO’S standards and simplify administration of the code.

The RCWD covers the majority of the city with VLAWMO jurisdiction limited to a few hundred acres in the southeast portion of the City. For purpose of applying requirements uniformly the ordinance adopts the stormwater management requirements of the RCWD.

New language is shown as underlined text and deleted text is shown with a ~~striketrough~~.

**ANALYSIS**

Sections 1011.001 through 1011.005:

These sections were modified to remove superfluous language and recognize the adoption of certain code amendments by reference to RCWD or VLAWMO rules

Section 1011.006 Definitions:

The definition section was amended to update definitions for consistency with WMO’s and the MS4 permit, and delete unnecessary terminology.

Section 1011.007 through 1011.009:

These sections were modified to remove superfluous language and correct references.

Section 1011.010. Erosion and Sediment Control Requirements

These sections were modified to remove superfluous language and conform to similar requirements of RCWD.

Section 1011.011 Stormwater Management Requirements.

Permit applicability was amended to generally match RCWD permit requirements and meets the requirements for the MS4 permit as well.

The Comprehensive Stormwater Management Plan (CSMP's) section was added, as provided for by RCWD. The City has two CSMP's currently in effect – one for Legacy at Woods Edge (City Hall and surrounding complex) and the NE Drainage Area (from Peltier Lake to City of Hugo). Stormwater Management in those areas are governed by these requirements.

Subparts 5 through 7 adopts the RCWD requirements by reference as amended. This keeps our ordinance consistent with the RCWD. The RCWD Rules cover the same items shown as deleted in our ordinance.

Subpart 9 was added to establish wetland buffers consistent with the RCWD and VLAWMO requirements.

Sections 1011.012 through 016

No changes are proposed other than minor clerical references.

Environmental Board

The Environmental Board reviewed the proposed amendment at its October 26, 2022 meeting and recommended adoption of the ordinance.

**RECOMMENDATION**

Staff is recommending approval of the Ordinance No. 10-22.

**ATTACHMENTS**

1. Ordinance 10-22

1 <sup>st</sup> Reading:	Publication:
2 <sup>nd</sup> Reading:	Effective:

**DRAFT**

**CITY OF LINO LAKES  
ORDINANCE NO. 10-22**

**AN ORDINANCE AMENDING SECTION 1011 RELATING TO THE REGULATION  
OF STORMWATER, EROSION AND SEDIMENT CONTROL**

The City Council of Lino Lakes ordains:

Section 1. The Lino Lakes Code of Ordinance, Chapter 1011 Stormwater, Erosion and Sediment Control is hereby amended as follows:

**CHAPTER 1011: STORMWATER, EROSION AND SEDIMENT CONTROL**

**Section**

- 1011.001 Title
- 1011.002 ~~Purpose~~Findings
- 1011.003 Jurisdiction
- 1011.004 Statutory authority
- 1011.005 ~~Findings~~Adoption by reference
- 1011.006 Definitions
- 1011.007 Applicability
- 1011.008 Exemptions
- 1011.009 ~~Technical reference~~Reserved
- 1011.010 Grading, erosion and sediment control requirements
- 1011.011 Stormwater management requirements
- 1011.012 Inspections and maintenance
- 1011.013 Plan review procedure
- 1011.014 Financial securities
- 1011.015 Enforcement
- 1011.016 Abrogation and greater restrictions

§ 1011.001 TITLE.

This chapter shall be known as the Lino Lakes Stormwater, Erosion and Sediment Control Chapter and will be referred to herein as this chapter.

(Ord. 09-15, passed 10-26-2015)

§ 1011.002 PURPOSE/FINDINGS.

~~The general purpose of this chapter is to set forth regulatory requirements for land development and land disturbing activities aimed at minimizing threats to public health, safety, public and private property, and natural resources within the city from construction site erosion and post-construction stormwater runoff. Specific purposes are to establish performance standards that will:~~

- ~~—(1) Protect life and property from dangers associated with flooding;~~
- ~~—(2) Protect public and private property and the natural resources from damage resulting from runoff and construction site erosion;~~
- ~~—(3) Ensure land development that minimizes the generation of stormwater runoff volumes and peak rates and maximizes pervious areas for stormwater treatment;~~
- ~~—(4) Promote regional stormwater management by subwatershed;~~
- ~~—(5) Provide a single, consistent set of performance standards that apply to all developments;~~
- ~~—(6) Protect water quality from nutrients, heavy metals, bacteria, pathogens, debris, thermal stress, and other urban pollutants;~~
- ~~—(7) Promote infiltration and groundwater recharge;~~
- ~~—(8) Protect functional values of all types of natural water bodies (e.g., rivers, streams, wetlands, lakes, seasonal ponds); and~~
- ~~—(9) Sustain or enhance biodiversity (native plant and animal habitat) and support riparian ecosystems.~~

~~(Ord. 09-15, passed 10-26-2015)~~

The city finds that uncontrolled stormwater runoff and construction site erosion from land development and land disturbing activity can have significant adverse impacts upon local and regional water resources, diminishing the quality of public health, safety, public and private property, and natural resources of the city. Specifically, uncontrolled construction site erosion and stormwater runoff can:

- (1) Threaten public health, safety, property, and general welfare by increasing runoff volumes, peak flood flows, and overburdening storm sewers, drainage ways, and other storm drainage systems;
- (2) Diminish the capacity of lakes and streams to support fish, aquatic life, recreational uses and water supply uses by increasing pollutant loadings of total sediment, suspended solids, nutrients, heavy metals, bacteria, pathogens, and other urban pollutants;

—(3) Degrade physical stream habitat by increasing stream bank erosion, increasing stream bed scour, diminishing groundwater recharge, diminishing stream base flows, and increasing stream temperatures;

—(4) Undermine floodplain management efforts by increasing the incidence and levels of flooding;

—(5) Alter wetland communities by changing wetland hydrology and increasing pollutant loading; and

—(6) Generate airborne particulate concentrations that are health-threatening or may cause other damage to property or the environment.

(Ord. 09-15, passed 10-26-2015)

### **§ 1011.003 JURISDICTION.**

The provisions of this chapter shall apply to all lands within the incorporated boundaries of Lino Lakes.

(Ord. 09-15, passed 10-26-2015)

### **§ 1011.004 STATUTORY AUTHORITY.**

This chapter is adopted pursuant to the authorization and policies contained in M.S. Chs. 103B, 103F, and 462 and Minn. Rules Chs. 7050, 7090, and 8410. This chapter is intended to meet the current construction site erosion and sediment control and post-construction stormwater management regulatory requirements for construction activity and small construction activity as defined in the standards of the NPDES construction general permit, as amended.

(Ord. 09-15, passed 10-26-2015)

### **§ 1011.005 ~~FINDINGS~~ ADOPTION BY REFERENCE.**

~~—The city finds that uncontrolled stormwater runoff and construction site erosion from land development and land disturbing activity can have significant adverse impacts upon local and regional water resources diminishing the quality of public health, safety, public and private property, and natural resources of the city. Specifically, uncontrolled construction site erosion and stormwater runoff can:~~

~~—(1) Threaten public health, safety, property, and general welfare by increasing runoff volumes, peak flood flows, and overburdening storm sewers, drainage ways, and other storm drainage systems;~~

~~—(2) Diminish the capacity of lakes and streams to support fish, aquatic life, recreational and water supply uses by increasing pollutant loadings of total sediment, suspended solids, nutrients, heavy metals, bacteria, pathogens, and other urban pollutants;~~

- ~~—(3) Degrade physical stream habitat by increasing stream bank erosion, increasing stream bed scour, diminishing groundwater recharge, diminishing stream base flows, and increasing stream temperatures;~~
- ~~—(4) Undermine floodplain management efforts by increasing the incidence and levels of flooding;~~
- ~~—(5) Alter wetland communities by changing wetland hydrology and increasing pollutant loading; and~~
- ~~—(6) Generate airborne particulate concentrations that are health threatening or may cause other damage to property or the environment.~~

~~(Ord. 09-15, passed 10-26-2015)~~

Certain Rules of the Rice Creek Watershed District (the “Rules”) and Standards of the Vadnais Lake Area Water Management Organization (the “Standards”) and any amendments or revisions thereto referenced herein are adopted as ordinances of the city. Where the Rules refer to the “District” they shall be deemed as referring to the city. Where the Standards refer to the “VLAWMO” they shall be deemed as referring to the city. Where conflicts exist between this Ordinance and the Rules or Standards, the greater requirement shall apply.

## § 1011.006 DEFINITIONS.

—Unless specifically defined below, words or phrases used in this chapter shall be interpreted so as to give them the same meaning as they have in common usage and to give this chapter its most reasonable application. For the purpose of this chapter, the words **MUST** and **SHALL** are mandatory and not permissive. All distances, unless otherwise specified, shall be measured horizontally. As used in this chapter, the following words and terms shall have the meanings ascribed to them in this section.

**100-YEAR FLOOD ELEVATION.** The elevation of water resulting from the Critical Duration Flood Event. See definition of Critical Duration Flood event.

**BEST MANAGEMENT PRACTICES (BMP's).** Measures taken to minimize negative effects on water resources and systems as documented in the Minnesota Construction Site Erosion and Sediment Control Planning Handbook (MBWSR, 1988), Protecting Water Quality in Urban Areas (MPCA, 2000) and the Minnesota Stormwater Manual (MPCA, 2014) as amended.

**BETTER SITE DESIGN (BSD).** An approach to managing runoff that seeks to attain post development hydrology which mimics the undeveloped condition in terms of volume, rate and timing of runoff. The goals of **BETTER SITE DESIGN** include reducing the amount of impervious cover, increasing the amount of natural lands set aside for conservation, using pervious areas for more effective stormwater treatment, innovative grading and drainage techniques and through the review of every aspect of the project site planning process. **BETTER SITE DESIGN** involves techniques applied early in the design process to reduce impervious cover, conserve natural areas and use pervious areas to more effectively treat stormwater runoff and promote a treatment train approach to runoff management.

**BIOFILTRATION.** ~~A stormwater quality and quantity BMP that utilizes vegetation and soil to filter and absorb pollutants including nutrients, hydrocarbons and metals and remove water volume through evapotranspiration. A bioretention practice in which an underdrain is used. Typically, most of the water entering the biofiltration practice enters the underdrain and is returned to the stormwater system, but some water infiltrates (unless the BMP has an impermeable liner) or evapotranspires. The underdrain may be at or elevated above the bottom of the practice (i.e. at the media-soil interface).~~

**BIORETENTION.** A soil and plant-based stormwater management best management practice (BMP) used to filter runoff.

**BRIDGE.** A road, path, railroad or utility crossing over a waterbody, wetland, ditch, ravine, road, railroad or other obstacle.

**BRIDGE SPAN.** The clear span between the inside surfaces of a bridge's terminal supports.

**CHANNEL.** A perceptible natural or artificial depression, with a defined bed and banks that confine and conduct water flowing either continuously or periodically.

**CONSTRUCTION ACTIVITY.** Activities including clearing, grading, and excavating, that result in land disturbance of equal to or greater than one acre, including the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one acre. This includes a disturbance to the land that results in a change in the topography, existing soil cover, (both vegetative and nonvegetative), or the existing soil topography that may result in accelerated stormwater runoff that may lead to soil erosion and movement of sediment. Construction activity does not include a disturbance to the land of less than five acres for the purpose of routine maintenance performed to maintain the original line and grade, hydraulic capacity, and original purpose of the facility. Routine maintenance does not include activities such as repairs, replacement and other types of non-routine maintenance. Pavement rehabilitation that does not disturb the underlying soils (e.g., mill and overlay projects) is not construction activity.

~~Includes construction activity as defined in 40 C.F.R. pt. 122.26(b)(14)(x) and small construction activity as defined in 40 C.F.R. pt. 122.26(b)(15). This includes a disturbance to the land that results in a change in the topography, existing soil cover (both vegetative and non-vegetative), or the existing soil topography that may result in accelerated stormwater runoff, leading to soil erosion and movement of sediment into surface waters or drainage systems. Examples of CONSTRUCTION ACTIVITY may include clearing, grading, filling, and excavating. CONSTRUCTION ACTIVITY includes the disturbance of less than one acre of total land area that is a part of a larger common plan of development or sale if the larger common plan will ultimately disturb one acre or more.~~

**CONVEYANCE SYSTEM.** Open channel, pipe or tile that is not a Public Drainage System. A portion of a conveyance system is defined as "regional" if it carries flows from a drainage area of greater than 200 acres.

**CRITICAL DURATION FLOOD EVENT.** The 100-year precipitation or snow melt event with a duration resulting in the maximum 100-year return period water surface

elevation. The **CRITICAL DURATION FLOOD EVENT** is generally either the 100-year, 24 hour rainfall event as found in NOAA Atlas 14 or the ten-day snow melt event assumed to be 7.2 inches of runoff occurring on frozen ground (CN=100); however, other durations (e.g., 6-hour) may result in the maximum 100-year return period water surface elevation.

**DETENTION BASIN.** Any natural or man-made depression that stores stormwater runoff temporarily.

**DEVELOPMENT.** Any land-disturbing activity resulting in creation or reconstruction of impervious surface including, but not limited to, municipal road construction. Normal farming practices part of an ongoing farming operation shall not be considered a **DEVELOPMENT**.

**DRAINAGE SYSTEM.** A system of open channel, pipe or tile, to drain property, including laterals, improvements, and improvements of outlets, which may or may not be a public system under the jurisdiction of a watershed district under M.S. Chs. 103B, 103D, or 103E.

**EMERGENCY OVERFLOW (EOF).** A primary overflow to pass flows above the design capacity around the principal outlet safely downstream without causing flooding.

~~—EROSION AND SEDIMENT CONTROL PLAN. A plan of BMPs or equivalent measures designed to control runoff and erosion and to retain or control sediment on land during the period of land disturbance in accordance with the standards set forth in this chapter.~~

~~—EROSION PREVENTION. Measures employed to prevent erosion including, but not limited to, soil stabilization practices, limited grading, mulch, temporary or permanent cover, and construction phasing.~~

**EXCAVATION.** The displacement or removal of soil, sediment or other material.

**FILTRATION.** A stormwater quality BMP that uses either natural media such as soil or vegetation or manufactured media to trap pollutants such as nutrients and particles in surface water.

~~—FINAL STABILIZATION. All soil disturbing activities at the site have been completed and all soils have to be stabilized by a uniform perennial vegetative cover with a density of 70% over the entire pervious surface area, or other equivalent means necessary to prevent soil failure under erosive conditions.~~

**FLOODPLAIN.** The beds proper and areas adjoining a waterbody wetland, lake or watercourse that are inundated which have been or hereafter may be covered by the during the 100-year regional flood.

**FLOODWAY FRINGE.** That portion of the floodplain outside of the floodway. Flood fringe is synonymous with the term FLOODWAY FRINGE used in the Flood Insurance study for Anoka County. ~~The area between the floodway and the boundary of the 100-year flood.~~

~~—FLOODWAY. The channel of a watercourse, the bed of water basins and those portions of adjoining floodplains that must be kept free of encroachment to~~



accommodate the 100-year flood. The bed of a wetland or lake and the channel of a watercourse and those portions of the adjoining floodplain which are reasonably required to carry or store the regional flood discharge.

~~**FLOODWAY FRINGE.** The area between the floodway and the boundary of the 100-year flood. The portion of the one-percent annual chance floodplain located outside of the floodway. This district also includes any additional area encompassed by the horizontal extension of the Regulatory Flood Protection Elevation.~~

**FREEBOARD.** Vertical distance between the 100-year flood elevation or emergency overflow elevation of a water basin or watercourse and the elevation of the regulatory elevation of a structure.

**IMPERVIOUS SURFACE.** A compacted surface or a surface covered with material (i.e., gravel, asphalt, concrete, Class 5, etc.) that increases the depth of runoff compared to natural soils and land cover. Including but not limited to roads, driveways, parking areas, sidewalks and trails, patios, tennis courts, basketball courts, swimming pools, building roofs, covered decks, and other structures.

**INFILTRATION.** Water entering the ground through the soil.

**LAND-DISTURBING ACTIVITY.** Any disturbance to the ground surface that, through the action of wind or water, may result in soil erosion or the movement of sediment into waters, wetlands or storm sewers or onto adjacent property. **LAND-DISTURBING ACTIVITY** includes but is not limited to the demolition of a structure or surface, soil stripping, clearing, grubbing, grading, excavating, filling and the storage of soil or earth materials. The term does not include normal farming practices as part of an ongoing farming operation.

**LANDLOCKED BASIN.** A water basin lacking an outlet at an elevation at or below the water level produced by the critical duration flood event, generally the ten-day snowmelt event.

**LOW ENTRY ELEVATION.** The elevation of the lowest opening in a structure.

**LOW FLOOR ELEVATION.** The elevation of the lowest floor of a habitable or uninhabitable structure, which is often the elevation of the basement floor or walk-out level.

**MILL, RECLAMATION AND OVERLAY.** Removal of the top layer(s) of an impervious surface (e.g. roadway, parking lot, sport court) by mechanical means, followed by the placement of a new layer of impervious surface, without exposure of the underlying native soil.

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORMWATER DISCHARGE PERMIT.** A permit issued by the Minnesota Pollution Control Agency that authorizes the discharge of pollutants to the waters of the state.

**NATIONWIDE URBAN RUNOFF PROGRAM (NURP).** Urban Runoff Program developed by the Environmental Protection Agency to study stormwater runoff from urban development.

**ORDINARY HIGH WATER LEVEL (OHWL).** The highest water level elevation that has been maintained for a sufficiently long period of time to leave evidence upon the landscape. The OHWL is commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. If an OHWL has been established for a waterbody by the Minnesota Department of Natural Resources, it will constitute the OHWL under this definition.

**OWNER.** The person or party possessing the title of the land on which the construction activities will occur; or if the construction activity is for a lease, easement, or mineral rights license holder, the party or individual identified as the lease, easement, or mineral rights license holder; or the contracting government agency responsible for the construction activity.

**POLLUTANT.** A substance that pollutes something, especially water or the atmosphere.

**PUBLIC LINEAR PROJECT.** A project involving a roadway, sidewalk, trail or utility not part of an industrial, commercial, institutional or residential development.

**RECONSTRUCTION.** Removal of an impervious surface such that the underlying structural aggregate base is effectively removed and the underlying native soil exposed.

**REGIONAL FLOOD.** A flood which is representative of large floods known to have occurred generally in Minnesota and reasonably characteristic of what can be expected to occur on an average frequency in the magnitude of the 1% chance or 100-year recurrence interval. REGIONAL FLOOD is synonymous with the term BASE FLOOD used in the Flood Insurance Study.

**SEASONAL HIGH WATER TABLE.** The highest known seasonal elevation of groundwater as indicated by redoximorphic features such as mottling within the soil.

~~—SATURATED SOIL. The highest seasonal elevation in the soil that is in a reduced chemical state because of soil voids being filled with water. Saturated soil is evidenced by the presence of mottled features or other information.~~

**SEDIMENT CONTROL.** Methods employed to prevent sediment from leaving the site. **SEDIMENT CONTROL** practices include silt fences, sediment traps, earth dikes, drainage swales, check dams, subsurface drains, pipe slope drains, storm drain inlet protection, and temporary or permanent sedimentation basins.

**SHORELAND.** Land located within the following distances from the ordinary high water elevation of public waters:

(a) Land within 1,000 feet from the normal high watermark of a lake, pond or flowage; and

(b) Land within 300 feet of a river or stream or the landward size of a floodplain delineated by ordinance on the river or stream, whichever is greater.

**STABILIZED.** The exposed ground surface has been covered by appropriate materials such as mulch, staked sod, riprap, erosion control blanket, mats or other material that prevents erosion from occurring. Applying mulch, hydromulch, tackifier,

polyacrylamide, or similar erosion prevention practices is not acceptable stabilization in temporary or permanent drainage ditches or areas where concentrated overland flow occurs. Grass seeding is not stabilization.

~~—STANDARD PLATES. General drawings having or showing similar characteristics or qualities that are representative of a construction activity or practice.~~

**STORM SEWER.** A pipe system for stormwater conveyance.

**STORMWATER.** Defined under Minn. Rules 7077.0105, Subd. 41(b), meaning precipitation runoff, stormwater runoff, snowmelt runoff, and any other surface runoff and drainage.

**STORMWATER FACILITY, PRIVATE.** Any BMP that is maintained by a private property owner, or other private entity and not maintained by a public agency.

**STORMWATER MANAGEMENT PLAN.** A plan for the permanent management and control of runoff prepared and implemented in accordance with the standards set forth in this chapter.

~~—STORMWATER POLLUTION PREVENTION PLAN. A document which describes the best management practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to stormwater, stormwater conveyance systems, and/or waterbodies to the maximum extent practicable.~~

**STORMWATER POND.** Constructed basins placed in the landscape to capture stormwater runoff.

**SUBDIVISION.** The legal separation of an area, parcel, or tract of land under single ownership into two or more parcels, tracts, lots.

**SURFACE WATERS.** All streams, lakes, ponds, marshes, wetlands, reservoirs, springs, rivers, drainage systems, waterways, watercourses, and irrigation systems whether natural or artificial, public or private.

**UNDERGROUND WATERS.** Water contained below the surface of the earth in the saturated zone including, without limitation, all waters whether under confined, unconfined, or perched conditions, in near surface unconsolidated sediment or regolith, or in rock formations deeper underground. The term GROUND WATER shall be synonymous with underground water.

**WATER QUANTITY BEST MANAGEMENT PRACTICE.** The use of on-site runoff management practices such as biofiltration, infiltration, buffers/conservation areas, impervious disconnection, and greenway connections to satisfy stormwater management requirements.

**WATERS OF THE STATE.** As defined in M.S. § ~~115.01, Subd. 22, 103G.005, Subd. 17~~ means surface or underground waters, except surface waters that are not confined but are spread and diffused over the land. Waters of the state includes boundary and inland waters, means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems, and all other bodies or accumulations of water, surface or underground, natural or artificial, public or

~~private, which are contained within, flow through, or border upon the state or any portion thereof.~~

**WETLAND.** Land transitional between terrestrial and aquatic systems, as defined in M.S. § 103G.005, Subd. 19.

(Ord. 09-15, passed 10-26-2015)

### **§ 1011.007 APPLICABILITY.**

All ~~land land~~-disturbing activity may be subject to standard erosion and sediment control BMPs. A ~~grading, erosion and sediment control permit and/or a stormwater management~~ permit shall be required for projects that meet or exceed the thresholds established in §§ ~~1011.009-010~~ and ~~1011.010011~~.

(Ord. 09-15, passed 10-26-2015)

### **§ 1011.008 EXEMPTIONS.**

The following ~~land land~~-disturbing activities will be exempt from the ~~grading, erosion and sediment control and stormwater management~~ permit requirements of this chapter:

- (1) Cemetery graves;
- (2) Routine agricultural activity such as tilling, planting, or harvesting of agricultural, horticultural, or silvicultural (forestry) crops; and
- (3) Emergency work necessary to protect life, limb, or property.

(Ord. 09-15, passed 10-26-2015)

### ~~§ 1011.009 TECHNICAL REFERENCES.~~

~~The following documents shall be used for technical reference:~~

- ~~(1) The Lino Lakes Surface Water Management Plan.~~
- ~~(2) The Lino Lakes Engineering Design Details.~~
- ~~(3) The Lino Lakes Standard City Specifications.~~
- ~~(4) The Rice Creek Watershed District (RCWD) Rules.~~
- ~~(5) The Vadnais Lakes Area Watershed Management Organization (VLAWMO) Rules.~~

~~(Ord. 09-15, passed 10-26-2015)~~

### **§ 1011.010 GRADING, EROSION AND SEDIMENT CONTROL REQUIREMENTS.**

(1) *Grading, erosion and sediment control (ESC)*. A ~~grading, erosion and sediment control (ESC)~~ permit ~~including a grading, erosion and sediment control plan~~ shall be required for all proposed ~~land-land~~-disturbing activity unless otherwise exempted in this chapter that meets any or all of the following:

(a) Includes excavation, filing, or stockpiling of erodible material in excess of 50 cubic yards per acre;

~~(b) Involves the laying, repairing, replacing, or enlarging of an underground utility, pipe or other facility, or the disturbance of road ditch, grass swale, or other open channel for a distance of 500 feet or more;~~

~~(e)(b)~~ Disturbs more than one acre of land or 10,000 square feet if any part of the disturbed area is within 300 feet of a lake, stream or wetland and drains towards it; and/or

~~(d)(c)~~ A ~~land-land~~-disturbing activity, regardless of size, that the city determines is likely to cause an adverse impact to an environmentally sensitive area or other property.

(2) *Grading, erosion and sediment control plan design standards*. Grading, erosion and sediment control plans must comply with the following criteria:

~~(a) All plans shall be consistent with national pollutant discharge elimination permit (NPDES) requirements, the city engineering design standards, the Lino Lakes stormwater detail plates, and the filing or approval requirements of Rice Creek Watershed District, Vadnais Lakes Watershed Management Organization, Anoka County, Minnesota Department of Natural Resources, Minnesota Department of Transportation, Minnesota Pollution Control Agency, U.S. Army Corps of Engineers, State of Minnesota Stormwater Manual or other regulatory agencies; All site erosion and sediment control practices shall be consistent with Minnesota Pollution Control Agency document "Protecting water Quality in Urban Areas (1994) as amended and City of Lin Lakes General Specifications and Standard Detail Plates for Street and Utility Construction (January 2022 or current addition, as amended.~~

(b) Natural site topography and soil conditions must be specifically addressed to reduce erosion and sedimentation during construction and after project completion;

~~(c) Site erosion and sediment control practices must be consistent with the Minnesota Pollution Control Agency document Protecting Water Quality in Urban Areas (2000), as amended, city-specific written design guidance, and be sufficient to retain sediment on-site;~~

~~(d)(c)~~ The project must be phased as best as possible to minimize disturbed areas and removal of existing vegetation until necessary for project progress;

~~(e)(d)~~ The city may require additional erosion and sediment control measures on areas with a continuous slope leading to a sensitive, impaired or special water body, stream, ditch or wetland to assure retention of sediment on site;

~~(f) When site restrictions do not allow for a temporary sediment basin or less than the required acreage is being developed, temporary sediment basins, where appropriate, are encouraged. They are not required in areas with steep slopes, highly~~

~~erodible soils, or to take equivalent measures such as smaller basins, check dams, and vegetated buffer strips;~~

~~(g)(e)~~ The plan must include conditions adequate to protect facilities to be used for post-construction stormwater infiltration;

~~(h) The plan must include conditions to minimize off-site sediment transport on trucks and equipment, such as rock entrances;~~

~~(i) The plan must minimize work in and adjacent to water bodies and wetlands;~~

~~(j) Stable slopes shall be maintained throughout the construction process.~~

~~(k) Steep slopes and the need for high cuts and fills shall be avoided (no slopes greater than 3(h): 1(v), except as approved by the City Engineer).~~

~~(l)(f)~~ Protection shall be provided to minimize disturbance to surrounding soils, root systems and trunks of trees adjacent to site activity that are intended to be left standing.

~~(m)(g)~~ Compaction of site soils shall be minimized.

~~(n)(h)~~ All imported materials shall be approved by the City Engineer prior to placement on the site.

~~(o)(i)~~ Appropriate on-site containment must be provided for all trash, solid waste, construction debris, floating debris, and hazardous materials. Disposal of collected sediment shall be deposited only in approved locations.

(3) *Grading, erosion and sediment control (ESC) required exhibits.* The plan shall be prepared and signed by a duly licensed professional engineer in the State of Minnesota. The following exhibits must accompany the permit application: two plan sets, full size (22 inches by 34 inches); ~~and one electronic copy in a .pdf format, one plan set, reduced to maximum size of 11 inches by 17 inches. Additional copies may be required in accordance with applicable zoning and subdivision provisions of city code.~~ All plan sets shall also be submitted electronically in a .dwg format or as otherwise determined by the City Engineer. The minimum requirements of the grading, erosion, and sediment control plan shall be consistent with the most recent version of the NPDES permit requirements and include the following information:

(a) Project name ~~and type (residential, commercial, industrial, road construction, or other)~~ and location;

~~(b) Project location;~~

~~(c)(b)~~ Address, cCounty parcel identification number ~~(and~~ legal description of the property);

~~(d)(c)~~ Names and addresses of the record owner, developer, land surveyor, engineer, designer of the plat, and any agents, contractors, and subcontractors who will be responsible for project implementation, including the name, address and phone number of the party responsible for maintenance of all erosion and sediment control measures;



~~(e)~~(d) Tabulation of construction implementation schedule, including: estimated start date, time frames, and schedules for each construction phase, and completion date;

~~(f)~~(e) Copies of permits or permit applications required by any other government entity or agencies including mitigation measures required as a result of any review for the project (e.g., wetland mitigation, EAW, EIS, archaeology survey);

~~(g)~~(f) *Existing conditions map*. An existing topographic site map, drawn to a legible scale and clearly labeled with a north arrow and date of preparation. The plan, based on a certificate of survey, shall include the following information:

1. Property lines and lot dimensions;
2. Existing zoning classifications for land within and abutting the development, including shoreland, floodway, floodway fringe, or general floodplain, and other natural resource overlay districts;
3. All buildings and outdoor uses including all dimensions and setbacks;
4. All public and private roads, interior roads, driveways and parking lots;
5. Show ordinary high ~~water marks~~water levels of all navigable waters, 100-year critical flood duration event elevations, and delineated wetland boundaries, if any. If not available, appropriate flood zone determination or wetland delineation, or both, may be required at the applicant's expense;
6. Identify all special waters and impaired waters, as identified in the most recent listing by the MPCA, within one mile of the project that receive runoff from the project;
7. Location of drainage areas, existing storm sewer facilities, including pipes, manholes, catch basins, ponds, swales and drainage channels within 100 feet of the subject property. Existing pipe sizes, grades, rim and invert elevations, and normal and high water elevations must be included;
8. Existing contours at one foot intervals, shown as dashed lines for the subject property and extending 100 feet beyond the outside boundary of the proposed plat;
9. Location of any Steep slopes where areas ~~with~~have an average slope of more than 12% over a distance of at least 50 feet, or bluff areas as defined in the ~~shoreland~~Shoreland ordinance, whichever is applicable; and
10. Location of Wooded areas, high quality native plant communities, or other officially designated natural resource areas.

~~(h)~~(g) Proposed conditions map.

1. Maps identifying areas discussed in (3)~~(gf)~~1. through ~~(gf)~~10. of this section.
2. Location, size, and approximate grade of proposed public sewer and water mains.

3. Elevations, sections, profiles, and details as needed to describe all natural and artificial features of the project.
4. Proposed grade contours at one-foot intervals shown as solid lines.
5. An estimate of the total volume (cubic yards) of materials proposed to be imported to or exported from the site.
6. Provisions for groundwater management (dewatering), including subsurface drains, disposals, ponding and flood controls.
7. Spot elevations at drainage break points and directional arrows indicating site swale and lot drainage.
8. Proposed lot lines, lot and block numbers, building style, building pad location and elevations at the lowest floor and garage slab, if applicable, for each lot.
9. Locations, sizes, grades, rim and invert elevations of all proposed stormwater facilities, including ponds, proposed to serve the subject property.
10. The location of all oversized, non-typical easements including conservation easements, if applicable.
11. Show the boundary of the 100-year flood elevations of all waterbodies.
12. Locations of all stormwater management practices, infiltration areas, and areas not to be disturbed during construction.
13. Normal water level, high water level, and emergency overflow elevations for the site and all associated ponding systems.
14. Location of areas where construction will be phased to minimize duration of exposed soil areas. Include map and calculations as necessary of areas of grubbing, clearing, tree removal, grading, excavation, fill, and other disturbance; areas of soil or earth material storage; quantities of soil or earth material to be removed, placed, stored, or otherwise moved on site, and delineated limits of disturbance.
15. Location and type of all temporary and permanent erosion prevention, sediment control, stormwater runoff, and soil stabilization BMPs, along with procedures to be used to establish additional temporary BMPs as necessary for the site conditions during construction. Standard plates and/or specifications for the BMP's used on the project must be included in the final plans and specifications for the project. Location and design of temporary sediment basins where ten acres or more (five acres or more for special or impaired waters) are disturbed and drained to a single point. When site restrictions do not allow for a temporary sediment basin or less than the required acreage is being developed, temporary sediment basins where appropriate are encouraged, but not required in areas with steep slopes or highly erodible soils or to take equivalent measures such as smaller basins, check dams, and vegetated buffer strips.
16. Methods to be used for final stabilization of all exposed soil areas.
17. Documentation that the project applicant has applied for the NPDES permit from the Minnesota Pollution Control Agency (MPCA), when applicable.



18. A stormwater pollution prevention plan for projects that require an NPDES permit.

(4) *Construction activity requirements.* Any activity subject to a permit under this chapter must conform to the standards of the NPDES general permit regarding construction-site erosion and sediment control.

(5) Inspections. (See also § 1101.011.)

(a) The applicant shall be responsible for inspection, maintenance and effectiveness of all erosion and sediment control measures until final soil stabilization is achieved.

(b) The city may inspect the project site and require the applicant to provide additional erosion control measures as it determined conditions warrant.

(6) *Final stabilization.*

(a) Erosion and sediment control measures must be maintained until final vegetation and ground cover is established to a density of 70% over the entire pervious surface area.

(b) All temporary erosion and sediment control BMPs will be removed, by owner, after all disturbed areas have been permanently stabilized.

(Ord. 09-15, passed 10-26-2015)

#### **§ 1011.011 STORMWATER MANAGEMENT REQUIREMENTS.**

(1) *Stormwater management.* A permit incorporating an approved stormwater management plan shall be required for all proposed land development activity including public linear projects, unless otherwise exempted in this chapter, which meets any or all of the following:

(a) A development, redevelopment or reconstruction, except public linear projects, that creates or reconstructs 10,000 square feet or more of impervious surface, including smaller individual sites that are part of a common plan of development that may be constructed at different times.

(b) A subdivision of an area exceeding one acre. This includes subdivision for single-family residential, multi-unit residential, commercial, industrial, or institutional development.

(c) For public linear projects, a permit is required when one or more acres of impervious surface will be created or reconstructed 10,000 square feet or more of impervious surface through multiple phases or connected actions of a single project, as defined by the city.

~~(d) The site is within the 100-year floodplain; within 1,000 feet of a public water or protected wetland; impacts a wetland; and/or within 300 feet of Rice Creek, Clearwater Creek, Hardwood Creek, or a public ditch.~~

~~(e)~~(d) Any ~~land-land-~~disturbing activity, regardless of size, that the city determines would otherwise cause an adverse impact to an environmentally sensitive area or other property including areas within floodplain and shoreland districts.

(2) Exceptions

~~(f)~~(a) A permit is not required for single family residential construction on an individual lot of record, if the proposed impervious surface of the lot is less than 10,000 square feet, excluding the driveway. Stormwater management requirements do not apply to development of an individual lot within a residential subdivision if it conforms to an approved development plan.

~~(g)~~(b) Stormwater management requirements do not apply to sidewalks and trails ten feet wide or less that are bordered down-gradient by vegetated open space or vegetated filter strip with a minimum width of five feet, ~~however the grading, erosion and sediment control requirements are still effective.~~

~~(h)~~(c) Stormwater management requirements do not apply to bridge spans, mill, reclamation and overlay projects ~~that do not expose underlying soils.~~

~~(i)~~ ~~Stormwater Management Requirements do not apply to bridge span projects, however grading, erosion and sediment control requirements are still effective.~~

(d) Stormwater Management Requirements do not apply to single family residential subdivisions creating seven or fewer lots that:

1. Establish no new public roadway; and

2. Includes no private roadway/driveway serving three or more lots

~~(2)~~(3) Stormwater management performance standards. Site plans for new development of any kind will be assessed for stormwater quantity control and stormwater quality management. A stormwater management plan shall be submitted with the permit application for a project equaling or exceeding the threshold of Section 1011.011 (1). ~~The plan shall be designed general policy on stormwater runoff rates is~~ to reduce the impacts of development by maintaining predevelopment hydrological conditions in the following ways:

(a) *Use of natural topography.* The applicant shall incorporate the use of natural topography and land cover such as natural swales and depressions as they exist before development to the degree that they can accommodate the additional flow of water without compromising the integrity or quality of the receiving waterbody.

(b) *Minimize impact to natural features.* The development shall minimize impact to significant natural features. Applicant shall review the site for natural features protected under city, state or ~~Federal~~federal requirements, including steep slopes, wetlands, wooded areas, endangered or threatened species, or species of concern habitat, areas designated by the county biological survey, greenways, parks and open space, groundwater recharge areas, wellhead or surface water protection areas or regional stormwater pond locations.

(c) *Conveyance system.* Wherever possible untreated and treated stormwater runoff shall be conveyed in facilities open to the atmosphere (e.g. swales, vegetated

buffer strips, energy-dissipating structures, and the like) rather than through enclosed pipes, so as to decrease runoff velocity, allow for natural infiltration, allow suspended sediment particles to settle, and to remove pollutants.

(d) *Proposed development design shall:*

1. Maintain or decrease runoff volume, where practicable as determined by the City Engineer;
2. Decrease erosion and sedimentation;
3. Maintain or decrease flow frequency, duration, and peak runoff rates;
4. Increase infiltration (groundwater recharge) or filtration;
5. Maintain existing flow patterns;
6. Reduce time to peak flows by increasing the time of concentration to and through storm sewers;
7. Provide storage of stormwater runoff on site;
8. Avoid channel erosion;
9. The proposed project must not adversely affect water level off the site during or after construction; and

10. The proposed activity may not reduce hydraulic efficiency of the drainage ways at any point up-gradient of the applicant's parcel boundary.

~~10.11.~~ A combination of Stormwater BMPs may be used to meet the requirements of section(s) 6, 7, or 8

(e) *Landlocked basins.* A landlocked basin may be provided an outlet only if it:

1. Retains a hydrologic regime that complies with the requirements of the local governmental unit (LGU) responsible for administration of the Wetland Conservation Act (WCA);
2. Provides sufficient dead storage volume to retain back to back 100-year, 24-hour rainfalls and runoff; and
3. Does not create adverse downstream flooding or water quality conditions as a result of increased discharge rate or volume, or other factors.

(f) All plans shall be consistent with National Pollutant Discharge Elimination permit (NPDES) requirements, the Lino Lakes engineering design standards, the Lino Lakes stormwater design standards, and the filing or approval requirements of Rice Creek Watershed District, Vadnais Lakes Watershed Management Organization, Anoka County, Minnesota Department of Natural Resources, Minnesota Department of Transportation, Minnesota Pollution Control Agency, U.S. Army Corps of Engineers, State of Minnesota Stormwater Manual or other regulatory agencies.

~~(3)(4)~~ Stormwater management plan modeling requirements. The City adopts by reference RCWD Rule C4. Modeling for Stormwater Management Plans, as amended.

~~A hydrograph method or computer program based on Natural Resources Conservation Service Technical Release #20 (TR-20) and subsequent guidance must be used to analyze stormwater runoff for the design or analysis of flows and water levels within and off the project site. Composite curve numbers shall not include directly connected impervious surfaces.~~

~~(b) In determining curve numbers to model runoff in the post-development condition, the hydrologic soil group (HSG) of areas within construction limits is to be shifted down one classification (or one-half classification for HSG A) to account for the impacts of grading on soil structure unless the project specifications incorporate soil amendments in accordance with Rice Creek Watershed District Soil Amendment guidelines.~~

~~(c) The following curve numbers (Table 1) shall be utilized for modeling of those site areas not covered by impervious surface:~~

<b>Table 1. Curve numbers for use with pervious areas</b>			
Hydrologic Soil Group	Existing Runoff Curve Number *	Post-Construction Runoff Curve Number**	
		Undisturbed Land	Disturbed Land
A	39	39	49
B	61	61	74
C	74	74	80
D	80	80	80
* Curve numbers from USDA NRCS, Technical Release 55			
** Rice Creek Watershed District 2013 Rules			

~~The analysis of flood levels, storage volumes, and discharge rates for waterbodies and stormwater management basins must include the NOAA Atlas 14 values, as amended, for the two-year, ten-year and 100-year return period, 24-hour rainfall events and the ten-day snowmelt event, in order to identify the critical duration flood event. The ten-day snowmelt event is simulated by a 7.2 inch, ten-day spring runoff event during which it is assumed the ground is frozen solid and no infiltration occurs (CN set to 100 for all areas). The City Engineer may require analysis of additional precipitation durations to determine the critical duration flood event. Analysis of the ten-day snowmelt event is not required for stormwater management detention basins with a defined outlet elevation at or below the 100-year, 24-hour event elevation.~~

~~(4)(5) **Water quality treatment.** The City Adopts by reference RCWD Rule C6. Water Quality Treatment as amended.~~

~~(d) Land development activities creating impervious surface shall address the use of better site design (BSD) techniques as outlined in the better site design and low impact development sections of the Minnesota Stormwater Manual (MPCA, 2014 and subsequent revisions).~~

~~(e) The water quality treatment volume standard for all projects, except public linear projects, is determined as follows (Table 2):~~

<b>Table 2. Required quality volume calculations for new or reconstructed developments</b>		
<b>BMP</b>	<b>BMP Design Variation</b>	<b>Water Treatment Volume Calculation [ft<sup>3</sup>]</b>
Infiltration	Infiltration Feature	$\text{Impervious surface [ft}^2\text{]} * 1.1 \text{ [in]} / 12 \text{ [in/ft]}$
Water Reuse	Irrigation	$\text{Impervious surface [ft}^2\text{]} * 1.1 \text{ [in]} / 12 \text{ [in/ft]}$
Biofiltration	Underdrain	$\text{Impervious surface [ft}^2\text{]} * 1.1 \text{ [in]} / (0.65 * 12 \text{ [in/ft]})$
Filtration	Sand or Rock Filter	$\text{Impervious surface [ft}^2\text{]} * 1.1 \text{ [in]} / (0.50 * 12 \text{ [in/ft]})$
Stormwater Wetlands	Shallow Wetland	$\text{Impervious surface [ft}^2\text{]} * 1.1 \text{ [in]} / (0.40 * 12 \text{ [in/ft]})$
	Pond/Wetland	$\text{Impervious surface [ft}^2\text{]} * 1.1 \text{ [in]} / (0.55 * 12 \text{ [in/ft]})$
Stormwater Pond	Wet Pond	$\text{Impervious surface [ft}^2\text{]} * 1.1 \text{ [in]} / (0.50 * 12 \text{ [in/ft]})$
	Multiple Pond	$\text{Impervious surface [ft}^2\text{]} * 1.1 \text{ [in]} / (0.60 * 12 \text{ [in/ft]})$

-

~~(f) The required water quality treatment volume standard for public linear projects is determined as follows:~~

$$\text{Required Water Quality Treatment Volume [ft}^3\text{]} = \text{Area of New or Reconstructed Impervious Surface [ft}^2\text{]} \times 0.7 \div 2 \text{ [in/ft]} \times 5 \text{ [in]}$$

~~(g) Public linear projects shall meet the requirements of the Rice Creek Watershed District (RCWD) or Vadnais Lakes Area Water Management Organization (VLAWMO) as applicable.~~

~~(h) Infiltration BMPs (see city BMP standard plates and design criteria) are to be incorporated in areas with A and B hydrologic soil groups. Stormwater from impervious surfaces other than rooftops must be pretreated before discharge to infiltration BMPs, to remove sediment and floatables, or other materials that would restrict the BMP's capacity or contaminate ground water.~~

~~(i) If the project meets any of the following conditions listed in Table 3, infiltration is prohibited and the water quality volume requirements shall be provided the remaining options in Table 2:~~

~~-~~

<b><i>Table 3. Specific conditions that may restrict infiltration.</i></b>	
<b><i>Type</i></b>	<b><i>Specific Site Conditions</i></b>
<b>Potential Contamination</b>	Potential stormwater hotspots [PSH]
	Contaminated soils
	Vehicle fueling and maintenance areas
<b>Physical Limitations</b>	Low permeability soils [HSG C and D]
	Bedrock within three vertical feet of bottom of infiltration area
	Seasonal high water table within three vertical feet of bottom of infiltration area
	Where soil infiltration tests are more than 8.3 inches per hour

Land Use Limitations	Utility locations
	Adjacent wells

~~BMPs must provide infiltration where feasible. If the city concurs that the infiltration BMPs are not feasible or directs that infiltration not be used, then any BMP may be chosen. If infiltration is feasible on-site, then a regionally-sited BMP must provide equivalent runoff volume reduction.~~

~~(5)(6) **Peak stormwater runoff control.** The City adopts by reference RCWD Rule C7. Peak Stormwater Runoff Control as amended.~~

~~(a) Stormwater runoff rates for the proposed project at the site boundary, in aggregate, must not exceed existing runoff rates for the critical two-, ten-, and 100-year frequency events.~~

~~(j) Any increase in a critical event rate at a specific point of discharge from the site must be limited and cause no adverse down-gradient impact. The project must meet the hydroperiod standards found in Table 4 with respect to all down-gradient wetlands.~~

<b>Table 4. Hydroperiod standards</b>			
<b>Wetland Susceptibility Class</b>	<b>Permitted Storm Bounce for 2-year and 10-year Event*</b>	<b>Inundation Period for 2-year Event*</b>	<b>Inundation Period for 10-year Event*</b>
Highly Susceptible	Existing	Existing	Existing
Moderately Susceptible	Existing + 0.5 ft	Existing + 1 day	Existing + 7 days
Slightly Susceptible	Existing + 1.0 ft	Existing + 2 days	Existing + 14 days
Least Susceptible	No Limit	Existing + 7 days	Existing + 21 days
* Duration of 24 hours for the return periods utilizing NOAA Atlas 14 precipitation data. Source: Adapted from Rice Creek Watershed District 2013 Rules.			

~~Wetland Susceptibility Class is determined based on wetland type, as follows:  
Highly susceptible wetland types include: sedge meadows, bogs, coniferous bogs, open bogs, calcareous fens, low prairies, coniferous swamps, lowland hardwood forests, and seasonally flooded water basins.~~

~~Moderately susceptible wetland types include: shrub carrs, alder thickets, fresh (wet) meadows, and shallow and deep marshes.~~

~~Slightly susceptible wetland types include: floodplain forests and fresh wet meadows or shallow marshes dominated by cattail giant reed, reed canary grass or purple loosestrife.~~

~~Least susceptible wetland includes severely degraded wetlands. Examples of this condition include cultivated hydric soils, dredge/fill disposal sites and some gravel pits.~~

~~Exceptions. Rate control criteria of division (5) may be waived if the site discharges directly to a water body with large storage capacity (such as a public water) that has a time-to-peak elevation greater than that for an on-site pond and the volume discharged from the on-site pond is negligible, relative to the volume of runoff entering the water body.~~

~~(6)(7) Design criteria. Best Management Practices shall be designed in accordance with the following standards:~~

~~(a) Infiltration BMPs. Infiltration BMPs must be designed to provide: The City adopts by reference RCWD Rules C.9.(a) as amended.~~

~~1. Adequate pretreatment measures to remove sediment before runoff enters the primary infiltration area;~~

~~2. Drawdown within 48 hours or 72 hours from the end of a storm event, for surface or sub-surface features, respectively. Soil infiltration rates shall be based on the appropriate HSG classification and associated infiltration rates (Table 5). Infiltration area will be limited to the horizontal areas subject to prolonged wetting;~~

<b>Table 5. Soil Infiltration Rates.</b>				
<b>HSG</b>	<b>Soil Tecture*</b>	<b>Corresponding Unified Soil Classification**</b>		<b>Infiltration Rate [in/hr]</b>
<b>A</b>	Gravel Sandy Gravel Silty Gravel	<b>GW</b>	Well-graded gravels, sandy gravels	<b>1.63</b>
		<b>GP</b>	Gap-graded or uniform gravels, sandy gravels	
		<b>GM</b>	Silty Gravels, silty-sandy gravels	
		<b>SW</b>	Well-graded or uniform sands, gravelly sands	
	<b>Sand</b>	<b>SP</b>	Gap-graded or uniform sands, gravelly sands	<b>0.8</b>



	Loamy Sand Sandy Loam			
B	Loam Silt Loam	SM	Silty sands, silty gravelly sands	0.45
		MH	Micaceous silts, diatomaceous silts-volcanic ash	0.3
C	Sandy Clay Loam	ML	Silts, very fine sands, silty or clayey fine sands	0.2
D	Clay Loam Silty Clay Loam Sandy Clay Silty Clay Clay	GC	Clayey gravels, clayey sandy gravels	.06
		SG	Clayey sands, clayey sandy gravels	
		CL	Low plasticity clays, sandy or silty clays	
		OL	Organic silts and clays of low plasticity	
		CH	Highly plastic clays and sandy clays	
		OH	Organic silts and clays of high plasticity	

Source: Adapted from the "Design Infiltration Rates" table from the Minnesota Stormwater Manual, MPCA (January 2014).

~~\* U.S. Department of Agriculture, Natural Resources Conservation Service, 2005. National Soil Survey Handbook, title 430-VI. (Online) Available: <http://soils.usda.gov/technical/handbook/>. \*\* ASTM standard D2487-00~~

~~3. A minimum of three feet of separation from the seasonal high water table.~~

~~4. Design and placement in accordance with the 2007 Minnesota Department of Health guidance Evaluating Proposed Stormwater Infiltration Projects in Vulnerable Wellhead Protection Areas.~~

~~(b) *Water reuse*. The City adopts by reference RCWD Rules C.9.(b) as amended. Water reuse BMPs must be designed to provide:~~

~~i. design An maximum irrigation rate of one inch per week over the irrigated lawn/turf grass area(s);~~

~~ii. No greater than a 26 week (April 15 to October 15) growing season; and~~

~~2. No increase in stormwater runoff from the irrigated area or project site.~~

~~i. The amount of water quality treatment volume credit given will be based upon the three year average of the volume irrigated, determined by the average of three years of monitoring records.~~

~~(c) *Biofiltration and filtration BMPs*. The City adopts by reference RCWD Rules C.9.(c) as amended. Biofiltration and filtration BMPs must be designed to provide:~~

~~1. Adequate pretreatment measures to remove sediment before runoff enters the primary biofiltration area;~~

~~2. Drawdown within 48 hours or 72 hours from the end of the storm event for surface or sub-surface features, respectively;~~

~~3. A minimum of 12 inches of organic material or sand above the rock trench or drain tile system; and~~

~~4. Drain tile system must be designed above the seasonal high water table.~~

~~(d) *Stormwater ponds*. The City adopts by reference RCWD Rules C.9.(d) as amended.~~

~~(d)(e) *Soil Borings*. The City adopts by reference RCWD Rules C.9.(e) as amended. Stormwater ponds must be designed to provide:~~

~~1. Water quality features consistent with NURP criteria and city standard plate;~~

~~2. Permanent wet pool with dead storage at least equal to the runoff from a two and one half inch rainfall over the area tributary to the pond~~

~~3. An outlet structure capable of preventing migration of floating debris and oils for at least the one-year storm.~~

~~4. An outlet structure to control the two-year, ten-year and 100-year frequency events to existing peak runoff sites; and~~

~~5. An identified overflow spill way sufficiently stabilized to convey flows greater than the 100-year critical storm event.~~

~~(e)(f) Outfalls. An outfall structure discharging to a wetland, public water or public water wetland must incorporate a stilling basin, surge basin, energy dissipater, placement of ungrouted natural rock riprap or other feature to minimize disturbance and erosion of natural shoreline and bed resulting from stormwater discharges. The City adopts by reference RCWD Rules C.9.(f) as amended.~~

~~(f)(g) Freeboard requirements. All new residential, commercial, industrial and other habitable or non-habitable structures, and all stormwater basins, must be constructed so that the lowest floor and lowest entry elevations of structures comply with the following: Table 1.~~

**Table 1. Low floor and low entry freeboard requirements**

	<b>Regional Flood Elevations</b>	<b>Local Detention Basins &amp; Wetlands</b>			<b>Infiltration Basins</b>			<b>Rain Gardens</b>	<b>Groundwater<sup>1</sup></b>
		EOF	100 year	EOF	Bottom	100 year	EOF		
Elevation	100 year	EOF	100 year	EOF	Bottom	100 year	EOF	EOF	Seasonal High Level
Low Floor Freeboard	<del>2-ft.</del>	1-ft	0-ft	N/A	0-ft	N/A	N/A	N/A	4-ft
Low Entry Freeboard	N/A	N/A	2-ft	1-ft	N/A	2-ft	1-ft	0.5-ft	N/A

<sup>1</sup> The seasonal high groundwater level shall be determined within 12 months of proposed construction of the structure by a soil scientist or geotechnical engineer registered in the State of Minnesota as indicated by redoximorphic features such as mottling within the soil or by direct groundwater observation.

~~(g)(h)~~ Within a landlocked basin, lowest floor elevations must be at least one foot above the surveyed basin overflow elevation. Where a structure is proposed below the runoff elevation of a land-locked basin, the low-floor elevation will be a minimum of two feet above the high water level as determined from an estimate of high water levels determined from the highest of either the 100-year, ten-day runoff event or back-to-back 100-year, 24-hour rainfalls. Aerial photos, vegetation, soils, and topography will be used to derive a "normal" water elevation for the basin for the purpose of computing the 100-year elevation.

~~(7)(8)~~ Drainage and utility easements.

(a) If a stormwater management plan involves direction of some or all runoff off of the site, it shall be the responsibility of the applicant to obtain from adjacent property owners any necessary easements or other property interests concerning flowage of water.

(b) Easements are required for all stormwater management facilities, stormwater conveyances and on-site floodplain and shall extend a minimum of ten feet beyond the basin's normal water level or the 100-year storm high water level elevation, whichever is greater.

(c) Easements are required for all outlet swales and ditches, and for overland overflow routes located downstream of basins located on site.

(d) If the storm sewer is to be installed less than ten feet deep within private property, the easement shall be a minimum of 20 feet wide. If the storm sewer is ten feet or greater, the easement shall be twice as wide as the depth.

(e) Easements necessary for maintenance vehicle access are required for all of the above where not directly available on a public road.

(9) Wetlands. Runoff shall not be routed directly to wetlands without first passing through an appropriate settling or approved pre-treatment basin. Said basins must meet standards for volume and flow directed to the basin.

(a) A protective buffer strip of natural vegetation shall surround all wetlands as follows:

1. Where RCWD is the Local Government Unit (LGU) for administration of the Minnesota Wetland Conservation Act (WCA) the City adopts RCWD Rule F.6.(e), as amended. Wetlands not subject to RCWD Rule F.6. (e) shall have a minimum buffer width of 10'.

2. Where Vadnais Lakes Area Water Management Organization (VLAWMO) is the LGU for administration of WCA, the City adopts VLAWMO Water Quality Standards Section 11, as amended.

(b) Wetlands must not be drained, filled, or altered, wholly or partially, unless in compliance with and permitted under the most current rules adopted by the Minnesota Board of Water and Soil Resources in the Wetland Conservation Act (WCA). Wetland replacement must be guided by the following principles in descending order:

1. Avoidance.

2. Minimization.

3. Mitigation.

(c) Permits to work in wetlands must be obtained from the local water management organizations, acting as local governmental units (LGU), with respective jurisdiction with the City of Lino Lakes to administer the WCA.

(d) Permanent boundary markers, in the form of signage approved by the City of Lino lakes, should be installed prior to final approval of the required clearing and grading plan.

(10) Comprehensive Stormwater Management Plan. The City of Lino Lakes may develop a comprehensive stormwater management plan (CSMP) as an alternative way to meet the stormwater requirements of the local watershed agencies for development within a defined area and a common resource of concern (ROC). The CSMP will be submitted to the applicable watershed district for review and must comply with the requirements of the watershed district.

The following Comprehensive Stormwater Management Plans are adopted and in effect:

(a) Legacy at Woods Edge Development (LWED) CSMP (August 2016): The LWED is defined as that area within the City of Lino Lakes bounded by I-35W to the north, Town Center Parkway to the south, and Lake Drive to the west. The following LWED CSMP policies and regulations supersede portions of Sections 1011.011 within the LWED as follows:

1. Subpart (5) Water Quality Treatment and Subpart (6) Peak Stormwater Runoff Control: Private development shall not exceed the impervious areas listed in Appendix E of the LWED CSMP. If developers choose to exceed the impervious limits, they will be required to address any additional stormwater requirements within that parcel at their own expense and demonstrate how the additional runoff will be treated to meet the applicable Rice Creek Watershed District rules. Any such best management practices (BMPs) will be considered private and be maintained by the owner/developer of the parcel.

(b) Northeast Lino Lakes Drainage Area (NEDA) CSMP (September 2018): The NEDA is defined as that area within the City of Lino Lakes bounded by Main Street to the south, the City of Hugo to the east, Lake Peltier to the west and Rehbein Street to the north. The following NEDA CSMP policies and regulations supersede portions of Section 1011.011 with the NEDA as follows:

1. Subpart (5). Water Quality Treatment: Water quality treatment requirements shall be met through a variety of measures as is feasible on a regional or development- by-development basis. On-site infiltration is not feasible for most of the NEDA due to poor soils, high groundwater and the presence of wetlands. As development proceeds within the NEDA, developers shall be required to demonstrate that infiltration is not feasible on-site before utilizing any regional basins or other BMP alternatives.

2. Subpart (6). Peak Stormwater Runoff Control: Private development shall be restricted to an allowable flow rate of 0.1 cubic feet per second (cfs) per acre for the 100-year, 24-hour peak discharge rate. This will result in a maximum peak discharge rate from the NEDA into Peltier Lake of no more than 135 cfs. This restriction may be met through a combination of rate control practices on a regional or development-by-development basis.

~~(8)~~ (11) Stormwater management plan required exhibits. The stormwater management plan shall be prepared and signed by a duly licensed engineer in the State of Minnesota. The following exhibits must accompany the permit application: two plan

sets, full size (22 inches by 34 inches); ~~and one electronic copy in a .pdf one plan set, reduced to maximum size of 11 inches by 17 inches. Additional copies may be required in accordance with applicable zoning and subdivision provisions of city code. All format.~~ All plan sets shall also be submitted electronically in a .dwg format or as otherwise determined by the City Engineer. ~~The minimum information requirements of the stormwater management plan shall be consistent with the most recent version of the NPDES permit requirements and include the following information:~~

(a) A grading, erosion and sediment control plan and, for projects that require a NPDES permit, a stormwater pollution prevention plan (SWPPP) ~~is required~~;

(b) Stormwater management plan including existing and proposed hydrologic calculations for total runoff volume and peak discharge rates as described in this chapter, including:

1. A narrative including a project description, discussion of BMP selection, incorporation of infiltration BMPs, and revegetation plan for the project site;
2. Delineation of all drainage areas, including contributing runoff from off-site areas, proposed and existing subwatersheds on-site, emergency overflows, and drainage ways;
3. Existing, proposed, and total amount of impervious surfaces created by the project;
4. Existing and proposed runoff curve numbers;
5. Time of concentration used in calculations; and
6. Existing and proposed total runoff volume and peak discharge rates for the two-, ten-, and 100-year critical events utilizing NOAA Atlas 14.

(c) Property of lines and delineation of lands under ownership of the applicant.

(d) Locations of all stormwater management practices, infiltration areas, and areas not to be disturbed during construction.

(e) Location of all drain tiles on the project site shall be identified.

(f) Location and engineered designs for structural stormwater management practices including stormwater treatment devices that remove oil and floatable material (e.g., basin outlets with submerged inlets).

(g) Normal water level, high water level, and emergency overflow elevations for the site and all ponding systems related to NAVD88.

(h) Identification of existing and proposed one-foot contour elevations within the project site related to NAVD88.

(i) Geotechnical analysis including soil borings at all proposed stormwater management facility locations ~~ASTM D5921 and D2488~~;

(j) Provisions for groundwater management (dewatering), including subsurface drains, disposals, ponding and flood controls.

(k) Completed city-Rice Creek Watershed District worksheet explaining better site design techniques that were evaluated during project design, the results of the evaluation of each and for any techniques deemed infeasible.

(l) A long-term maintenance plan and schedule for all permanent stormwater practices, along with the identity of the party responsible for the maintenance of the project. The maintenance responsibility must be memorialized in a document executed by the property owner in a form acceptable to the city and filed for record on the deed.

(m) Before work is deemed complete, as-built plans must be submitted demonstrating that at the time of final stabilization, stormwater facilities conform to design specifications.

(n) Other project site-specific submittal requirements as may be required by the city.

(Ord. 09-15, passed 10-26-2015)

## **§ 1011.012 INSPECTIONS AND MAINTENANCE.**

(1) *Inspections.* The applicant is responsible for inspections and record keeping in accordance with the NPDES permit requirements. The city shall conduct inspections on a regular basis to ensure that both stormwater and erosion and sediment control measures are properly installed and maintained prior to construction, during construction, and at the completion of the project. In all cases the inspectors will attempt to work with the applicant or developer to maintain proper stormwater management. Mandatory inspections, conducted by the city, are required as follows:

- (a) Before any land-land-disturbing activity begins;
- (b) Five working days after footing inspections;
- (c) At the completion of the project; and
- (d) Prior to the release of financial securities.

(2) Post-construction inspection and maintenance of stormwater facilities.

(a) *Private stormwater facilities.* No private stormwater facility may be approved unless a maintenance agreement is provided that defines who will conduct maintenance, the type of maintenance, and the maintenance intervals. All private stormwater facilities shall be inspected by the owner and maintained in proper condition consistent with the performance standards for which they were originally designed.

1. *Facility access.* Access to all stormwater facilities must be inspected annually and maintained as necessary. It shall be the responsibility of the applicant to obtain any necessary easements or other property interests to allow access to the facilities for inspection or maintenance for both the responsible party and the city.

2. *Maintenance.* All settled materials from ponds, sumps, grit chambers, and other devices, including settled solids, shall be removed and properly disposed of once capacity is reduced by 30%.



3. *Inspection.* All private stormwater facilities must submit an as-built record plan of the facility and must provide documentation to the city of an inspection during construction, during the first year of operation, and at least once every five years thereafter. Private facilities are subject to city inspection at any time to ensure compliance.

(b) *Public stormwater facilities.*

1. *Acceptance of publicly owned facilities.* Before work under the permit is deemed complete, as-builts and certification must be submitted demonstrating at the time of final stabilization that the stormwater facilities conform to design specifications. A final inspection shall be required before the city accepts ownership of the stormwater facilities.

2. *Inventory of stormwater facilities.* The city shall inventory and maintain a database for all public stormwater facilities within the city requiring maintenance to ensure compliance with this chapter.

(3) *Maintenance.* The city shall perform maintenance of publicly owned stormwater facilities within the city as provided for in the local surface water management plan.

(Ord. 09-15, passed 10-26-2015)

### **§ 1011.013 PLAN REVIEW PROCEDURE.**

      —*Plan review.* The applicant shall not commence any construction activity subject to this chapter until the stormwater management plan and/or the grading, erosion and sediment control plan have been approved by the city. The submittal shall be processed in accordance with:

~~Ch. 1007.020 of city code as applicable. § 2 of the Zoning Ordinance or Ch. 1011 of city code as applicable.~~ City approval is contingent on issuance of all other permits required by the city or other agencies having jurisdiction on the project. The following standards shall apply to all developments within the city:

(1) *Plan approval.* If the city determines that the stormwater management plan and/or the grading, erosion and sediment control plan meets the requirements of this chapter, the city shall issue a plan approval valid for a specified period of time that authorizes the land disturbance activity contingent on the implementation and completion of this plan.

(2) *Plan denial.* If the city determines that the plan does not meet the requirements of this chapter, the city shall not issue plan approval for the land disturbance activity. This plan must be resubmitted for approval before the land disturbance activity begins. All land use and building permits shall be suspended until the developer has an approved ~~ESC or stormwater management~~ permit for ESC or stormwater management.

(3) *Modification of plan.* The applicant must amend the plan as necessary to include additional requirements such as additional or modified BMPs designed to correct problems identified or address situations whenever:



(a) A change in design, construction, operation, maintenance, weather, or seasonal conditions that has a significant effect on the discharge or pollutants to surface waters or underground waters;

(b) Inspections or investigations indicate the plans are not effective in eliminating or significantly minimizing the discharge or pollutants to surface waters or underground waters or that the discharges are causing water quality degradation;

(c) The plan is not achieving the general objectives of minimizing pollutants in stormwater discharges associated with construction activity; or

(d) The plan is not consistent with the terms and conditions of this chapter.

(Ord. 09-15, passed 10-26-2015)

### **§ 1011.014 FINANCIAL SECURITIES.**

The applicant shall be subject to the financial security provisions of the city development agreement, site improvement performance agreement and/or the city public improvement financing policy, as applicable.

(Ord. 09-15, passed 10-26-2015)

### **§ 1011.015 ENFORCEMENT.**

(1) *Notification of failure of the permit.* The city shall notify the permit holder of the failure of the permit's measures.

(a) *Initial contact.* The initial contact will be to the party or parties listed on the application and/or the SWPPP as contacts. Except during an emergency action, 48 hours after notification by the city or 72 hours after the failure of erosion and sediment control measures, whichever is less, the city at its discretion may begin corrective work. Such notification should be in writing, but if it is verbal, a written notification should follow as quickly as practical. If after making a good faith effort to notify the responsible party or parties, the city has been unable to establish contact, the city may proceed with corrective work. There are conditions when time is of the essence in controlling erosion. During such a condition, the city may take immediate action and then notify the applicant as soon as possible.

(b) *Emergency action.* If circumstances exist such that non-compliance with this chapter poses an immediate danger to the public health, safety and welfare, as determined by the city, the city may take emergency preventative action. The city shall also take every reasonable action possible to contact and direct the applicant to take any necessary action. Any cost to the city may be recovered from the applicant's financial security.

(c) *Erosion off site.* If erosion breaches the perimeter of the site, the applicant shall clean up and repair or supplement with functional BMPs within 24 hours of discovery or immediately as conditions allow. If, in the discretion of the city, the permit holder does not repair the damage caused by the erosion, the city may do the remedial

work required and charge the cost to the applicant. When restoration to wetlands and other resources are required, the applicant shall be required to work with the appropriate agency to ensure that the work is done properly.

(d) *Erosion into streets, wetlands, or water bodies.* If eroded soils (including tracked soils from construction activities) enter or appear likely to enter streets, wetlands, or other water bodies, cleanup and repair shall be immediate. The applicant shall provide all traffic control and flagging required to protect the traveling public during the cleanup operations.

(e) *Failure to do corrective work.* When an applicant fails to conform to any provision of this [policy chapter](#) within the time stipulated, the city may take the following actions:

1. Issue a stop work order, withhold the scheduling of inspections, and/or the issuance of a certificate of occupancy.

2. Revoke any permit issued by the city to the applicant for the site in question or any other of the applicant's sites within the city's jurisdiction.

3. Correct the deficiency or hire a contractor to correct the deficiency.

4. Require reimbursement to the city for all costs incurred in correcting stormwater pollution control deficiencies. If payment is not made within 30 days after costs are incurred by the city, payment will be made from the applicant's financial securities as described above.

5. If there is an insufficient financial amount in the applicant's financial securities as described above, then the city may assess the remaining amount against the property. As a condition of the permit, the owner shall waive notice of any assessment hearing to be conducted by the city, concur that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of M.S. § 429.081 to challenge the amount or validity of assessment.

(2) *Enforcement.* The city shall be responsible for enforcing this chapter.

(a) *Penalties.* Any person, firm, or corporation failing to comply with or violating any of these regulations shall be deemed guilty of a misdemeanor and be subject to a fine or imprisonment or both. All land use and building permits shall be suspended until the applicant has corrected the violation. Each day that a separate violation exists shall constitute a separate offense.

(b) *Right-of-entry and inspection; powers.* The issuance of a permit constitutes a right-of-entry for the city or its contractor to enter upon the construction site. The applicant shall allow the city and their authorized representatives, upon presentation of credentials, to:

1. Enter upon the permitted site for the purpose of obtaining information, examination of records, conducting investigations or surveys;

2. Bring such equipment upon the permitted site as is necessary to conduct such surveys and investigations;

3. Examine and copy any books, papers, records, or memoranda pertaining to activities or records required to be kept under the terms and conditions of the permitted site;

4. Inspect the stormwater pollution control measures; and

5. Sample and monitor any items or activities pertaining to stormwater pollution control measures;

6. Correcting deficiencies in stormwater and erosion and sediment control measures.

(Ord. 09-15, passed 10-26-2015)

#### **§ 1011.016 ABROGATION AND GREATER RESTRICTIONS.**

In the event of any conflict between the provisions of this chapter and the provisions of any other city ordinance adopted by the City Council, the more restrictive standard prevails.

(Ord. 09-15, passed 10-26-2015)

**CITY COUNCIL  
AGENDA ITEM 6E**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: December 12, 2022

TOPIC: Consider Resolution No. 21-158, Supporting Ramsey County Interstate 35E/County Road J Corridors of Commerce Grant Application

VOTE REQUIRED: 3/5

**INTRODUCTION**

Staff is requesting City Council’s consideration to support the Ramsey County 2022-2023 Corridors of Commerce grant application to MnDOT for the Interstate 35E/County Road J interchange project.

**BACKGROUND**

The Minnesota Department of Transportation (MnDOT) is soliciting candidate projects for its 2022-2023 Corridors of Commerce grant solicitation. The 2022-2023 Corridors of Commerce grant solicitation will provide approximately \$250 million statewide for locally led construction projects that make improvements to the MnDOT state highway and interstate system and promote economic development and job growth.

Ramsey County is currently planning to reconstruct the Interstate 35E/County Road J interchange in 2024 and is developing a final design for this project in partnership with MnDOT, Anoka County, the City of North Oaks, the City of Lino Lakes, and White Bear Township.

Ramsey County was recently awarded a \$10 million federal grant from Metropolitan Council’s Regional Solicitation to reduce construction costs associated with the Interstate 35E/County Road J interchange project and has submitted a grant application to MnDOT for 2022-2023 Corridors of Commerce funding to further reduce construction costs associated with the Interstate 35E/County Road J interchange project.

The Interstate 35E/County Road J interchange project will improve interstate access, bicycle and pedestrian mobility, and overall congestion and safety for transportation users while creating new economic development opportunities for the immediate project area.

Corridors of Commerce project scopes must be reviewed and approved by MnDOT to be eligible. Awards for the current Corridors of Commerce grant solicitation will be announced in May of 2023.

**RECOMMENDATION**

Staff recommends adoption of Resolution No. 21-158 supporting Ramsey County Interstate 35E/County Road J Corridors of Commerce Grant Application.

**ATTACHMENTS**

1. Resolution No. 21-158

**CITY OF LINO LAKES  
RESOLUTION NO. 21-158**

**RESOLUTION APPROVING  
RAMSEY COUNTY INTERSTATE 35E/COUNTY ROAD J  
CORRIDORS OF COMMERCE GRANT APPLICATION**

**WHEREAS**, the Minnesota Department of Transportation (MnDOT) is currently soliciting candidate projects for its 2022-2023 Corridors of Commerce grant solicitation, and

**WHEREAS**, the 2022-2023 Corridors of Commerce grant solicitation will provide approximately \$250 million statewide for locally led construction projects that make improvements to the MnDOT state highway and interstate system and promote economic development and job growth; and

**WHEREAS**, Ramsey County is currently planning to reconstruct the Interstate 35E/County Road J interchange in 2024 and is developing a final design for this project in partnership with MnDOT, Anoka County, the City of North Oaks, the City of Lino Lakes and White Bear Township, and

**WHEREAS**, Ramsey County was recently awarded a \$10 million federal grant from Metropolitan Council's Regional Solicitation to reduce construction costs associated with the Interstate 35E/County Road J interchange project; and

**WHEREAS**, Ramsey County has submitted a grant application to MnDOT for 2022-2023 Corridors of Commerce funding to further reduce construction costs associated with the Interstate 35E/County Road J interchange project; and

**WHEREAS**, the Interstate 35E/County Road J interchange project will improve interstate access, bicycle and pedestrian mobility and overall congestion and safety for transportation users while also creating new economic development opportunities for the immediate project area.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Lino Lakes that it hereby supports the Ramsey County 2022-2023 Corridors of Commerce grant application to MnDOT for the Interstate 35E/County Road J interchange project.

Adopted by the City Council of the City of Lino Lakes this 12<sup>th</sup> day of December, 2022.

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

The following voted against same:

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

ATTEST:

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