



CITY COUNCIL AGENDA

Tuesday, May 28, 2024

Broadcast on Cable TV Channel 16
and northmetrotv.com/lino-lakes-stream

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

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

Council Chambers (not televised)

No Public Comment Allowed at Work Sessions per the Rules of Decorum

1. Call to Order and Roll Call
2. Setting the Agenda: Addition or Deletion of Agenda Items
3. Discussion Regarding Potential Interim Ordinance on Residential Development, Michael Grochala and City Attorney Jay Squires
4. Review Regular Agenda
5. Adjournment

CITY COUNCIL MEETING, 6:30 P.M. OR IMMEDIATELY FOLLOWING THE WORK SESSION

Council Chambers (televised)

- Call to Order and Roll Call
- Pledge of Allegiance
- Public Comment (*sign-in prior to start of meeting per Rules of Decorum*)
- Setting the Agenda: Addition or Deletion of Agenda Items

1. CONSENT AGENDA

- A. Consider Approval of Expenditures for May 28, 2024 (Check No. 120749 through 120823) in the Amount of \$602,186.99
- B. Consider Approval of April 22, 2024 City Council Work Session Minutes
- C. Consider Approval of April 22, 2024 City Council Meeting Minutes
- D. Consider Approval of Hiring Part-Time Rookery Activity Center Staff
- E. Consider Resolution No. 24-62, Authorizing the Issuance of a Special Event Permit for the MN Wheels of Honor Fallen Hero Visit
- F. Consider Approval of 1st Quarter 2024 Financial Report

- G. Consider Approval of Not Waiving Monetary Limits on Municipal Tort Liability
- H. Consider Resolution No. 24-63, Authorizing the Issuance of a Special Event Permit, On-Sale Temporary Liquor License, and Cabaret License for St. Joseph’s Catholic Church
- I. Consider Resolution No. 24-67, Approving Site Performance Agreement, 455 Park Court (Fiji Cube)

2. FINANCE DEPARTMENT REPORT

No Report

3. ADMINISTRATION DEPARTMENT REPORT

- A. Consider Appointment of Building Permit Technician, Meg Sawyer
- B. Consider Appointment of Government Buildings Custodial Worker, Meg Sawyer

4. PUBLIC SAFETY DEPARTMENT REPORT

No Report

5. PUBLIC SERVICES DEPARTMENT REPORT

- A. Ordinance No. 09-24, Vacating Trail Easement on Shores of Marshan Lake Plat, Rick DeGardner
 - i. Public Hearing
 - ii. Consider 1st Reading of Ordinance No. 09-24

6. COMMUNITY DEVELOPMENT REPORT

- A. Ordinance No. 06-24, Vacating Drainage & Utility Easement, 202 Elm Street, Diane Hankee
 - i. Consider 2nd Reading of Ordinance No. 06-24
 - *Council may vote to dispense with the full reading of the ordinance***
 - *Roll call vote is required for adoption of the ordinance***
 - ii. Consider Resolution No. 24-54, Approving Summary Publication of Ordinance No. 06-24
- B. Ordinance No. 08-24, Vacating Drainage & Utility Easement, 6590 12th Avenue, Diane Hankee
 - i. Consider 2nd Reading of Ordinance No. 08-24
 - *Council may vote to dispense with the full reading of the ordinance***
 - *Roll call vote is required for adoption of the ordinance***
 - ii. Consider Resolution No. 24-55, Approving Summary Publication of Ordinance No. 08-24

- C. 2024 Rejuvenator Project, Diane Hankee
 - i. Consider Resolution No. 24-57, Rescinding Resolution No. 24-37, Accepting Bids, Awarding a Construction Contract
 - ii. Consider Resolution No. 24-58, Rejecting Bids and Authorizing Re-Bidding
- D. Decorative Lighting for the CSAH 49/CRJ Roundabout Project, Diane Hankee
 - i. Consider Resolution No. 24-56, Accepting Bids, Awarding a Construction Contract
 - ii. Consider Resolution No. 24-68, Approving Construction Services Contract with WSB LLC
- E. Ordinance No. 04-24, Zoning Ordinance Text Amendment-Sacred Communities and Micro-Unit Dwellings, Katie Larsen
 - i. Consider 2nd Reading of Ordinance No. 04-24
 - *Council may vote to dispense with the full reading of the ordinance***
 - *Roll call vote is required for adoption of the ordinance***
 - ii. Consider Resolution No. 24-46. Approving Summary Publication of Ordinance No. 04-24
- F. Ordinance No. 05-24, Zoning Ordinance Text Amendment-Building Type and Construction, Katie Larsen
 - i. Consider 2nd Reading of Ordinance No. 05-24
 - *Council may vote to dispense with the full reading of the ordinance***
 - *Roll call vote is required for adoption of the ordinance***
 - ii. Consider Resolution No. 24-61, Approving Summary Publication of Ordinance No. 05-24
- G. Grant of Easements, Water Treatment Plant, Michael Grochala
 - i. Consider Resolution No. 24-64, Approving Grant of Right-of-Way Easement to Anoka County (Birch Street)
 - ii. Consider Resolution No. 24-65, Approving Grant of Right-of-Way Easement to the Public (12th Avenue)
 - iii. Consider Resolution No. 24-66, Approving Wetland Buffer Declaration and Grant of Wetland Easement to Rice Creek Watershed District

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

None

9. NOTICES AND COMMUNICATIONS

- A. Community Calendar: A Look Ahead May 29, 2024 – June 3, 2024
- i. May 29, 2024, 6:30 PM: Environmental Board Meeting
 - ii. June 3, 2024, 6:00 PM: City Council Work Session

ADJOURNMENT

**CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 3**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

WORK SESSION DATE: May 28, 2024

TOPIC: Discussion Regarding Potential Interim Ordinance on Residential Development

BACKGROUND

The northwest quadrant of the City, generally referred to as “the Sod Farms”, has received significant development interest over the past two years. Two development interests have recently presented or submitted concepts for discussion with the City Council. These concepts include development of approximately 400 acres and 900 residential housing units along the Main Street corridor. In reaction to the development interest, the City Council has discussed the possible need for a moratorium to further study the corridor in preparation for development.

The City’s 2040 Comprehensive Plan identifies Main Street, at Sunset, as a key “Gateway” into the City. The plan also recommends that a master plan be completed for the Main Street Corridor from 4th Avenue to Sunset Avenue. No master plan has been completed to date. Prior development concepts have not moved forward for development approvals.

The Main Street corridor has been planned for urban residential development for the past two decades; however, the area has seen limited development over the past 14 years. Since 2010, a total of approximately 140 new residential units have been built in the City northwest of I-35W. The influx of new development interest provides an opportunity to collaborate on a larger planning scale to ensure a coordinated and efficient extension of public facilities that address the cumulative impacts of the broader development area.

Master planning is not new to the City of Lino Lakes; previous studies include the Town Center (I-35W/Lake Drive), CR 49 (Hodgson Road) and CR J (Ash Street) Master Plan, the I-35E Corridor Alternative Urban Areawide Review (AUAR), and most recently the Otter Lake Road Master Plan. Each of these plans were completed to create a more detailed development framework from the Comprehensive Plan in advance of development.

A proposed moratorium would allow time for the City to complete the master planning process within a larger geographic area to address land use, transportation, environmental resources,

parks and open space, surface water management and utility issues. Staff would also suggest incorporating into the process the preparation of an Alternative Urban Areawide Review (AUAR). The AUAR is an environmental review document that would allow more in-depth analysis of the Master Plan and provide a mitigation document for implementation.

The suggested study area would encompass the area between 4th Avenue on the east, Sunset Avenue to the west, Pine Street on the north, and Carl Street/Century Trail on the south.

Should the City Council determine to move forward with the moratorium, a tentative schedule would be as follows:

Planning and Zoning Board Public Hearing	June 17
City Council Public Hearing and 1st Reading of Interim Ordinance	June 24
City Council 2nd Reading of Interim Ordinance	July 8
Moratorium in Effect	August 15

If the City Council is interested in moving forward with the process, staff will prepare the required public notices for publication and set the schedule.

REQUESTED COUNCIL DIRECTION

Staff is requesting City Council direction on whether to initiate the process to consider a residential moratorium.

ATTACHMENTS

- 1. Draft Interim Ordinance
- 2. Proposed Study Area

1 st Reading:	Publication:
2 nd Reading:	Effective:

**CITY OF LINO LAKES
ORDINANCE NO. XX-24_____**

**INTERIM ORDINANCE CREATING A MORATORIUM ON THE CREATION OF
NEW LOTS FOR RESIDENTIAL PURPOSES IN A CERTAIN PART OF THE
CITY OF LINO LAKES**

The City Council of Lino Lakes ordains:

Section 1. Purpose and Intent. The purpose and intent of this Ordinance is to exercise the City’s authority under Minnesota Statutes 462.355, Subd. 4 by the creation of an interim ordinance which has the effect of creating a moratorium on the subdivision of lands for residential uses in that part of the City of Lino Lakes described and depicted in the attached Exhibit A.

Section 2. Preliminary Findings: The City Council hereby makes the following preliminary findings to serve as the basis for the necessary study to be made during the moratorium, which serve as the reasons why it is in the public interest for the City to declare a moratorium by virtue of this Ordinance:

- 1) Main Street at Sunset Avenue (CR 53) is identified as a “gateway” in the City’s 2040 Comprehensive Plan.
- 2) The City’s 2040 Comprehensive Plan recommends the preparation of a Master Plan for the Main Street corridor between 4th Avenue and Sunset Avenue (CR 53). No such plan presently exists.
- 3) The City has been presented with two development proposals within the Exhibit A area that total 400 acres with approximately 900 new lots for residential use.
- 4) A moratorium will provide the City with time to study and work towards preparation of a Master Plan for the Exhibit A area that will address land uses, transportation, environmental resources preservation, parks, surface waters, and utility issues. A moratorium also presents the possibility of conducting an Alternative Urban Areawide Review (AUAR) environment study for the area.

Section 3. Moratorium: Until the Planning & Zoning Board and City Council complete studies related to the aforementioned findings, the City shall not accept or continue to process any land use applications for land use proposals which propose in

whole or in part, the creation of new lots for residential purposes. Notwithstanding the moratorium imposed herein, a land use application for a minor subdivision in compliance with City Code Section 1001.075 thru 1001.081 may be processed. The study period will last no longer than one (1) year from the effective date of this Ordinance, unless further extended by the City in accordance with Minnesota Statutes 462.355, Subd. 4.

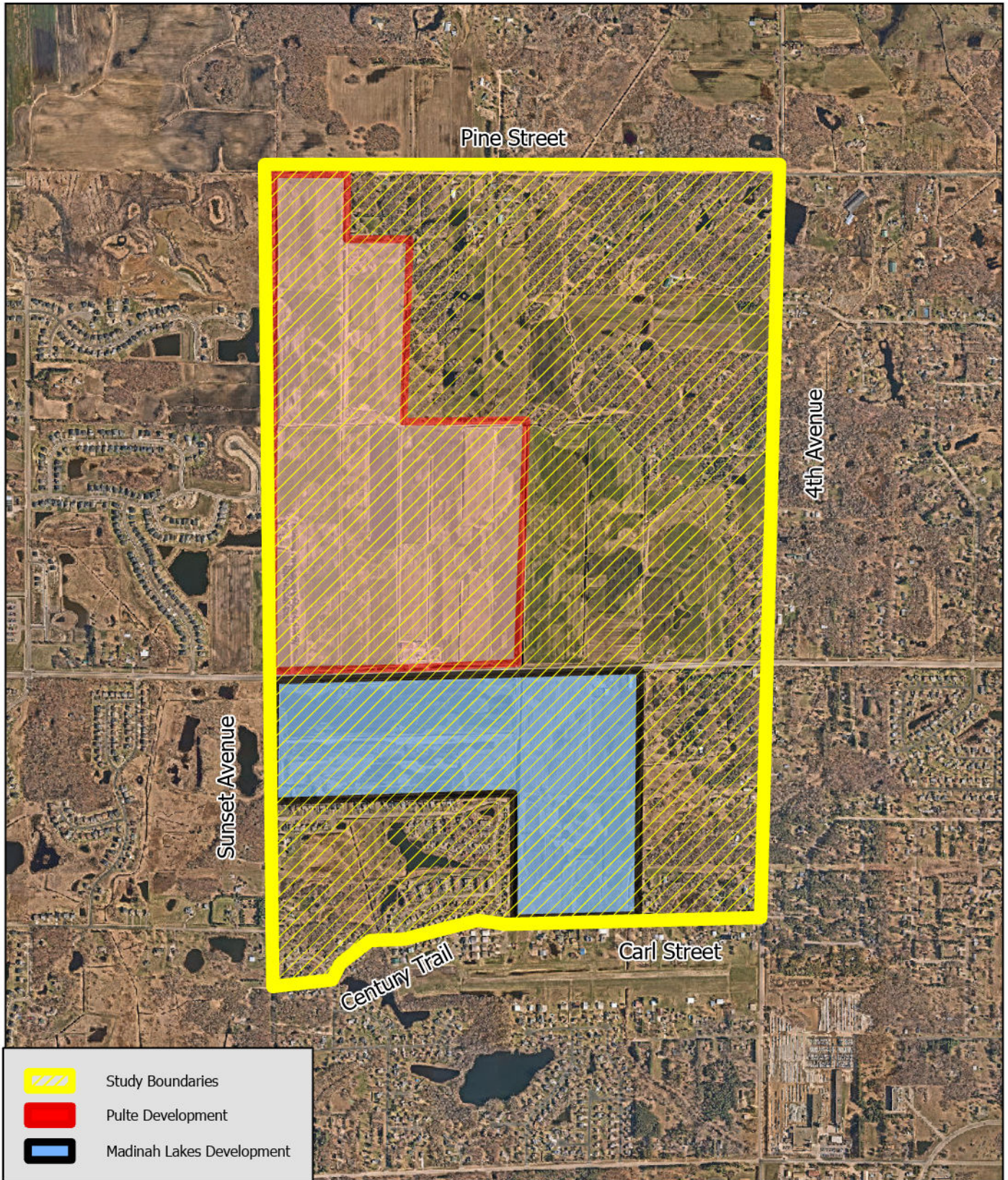
Section 4. Effective Date: This Ordinance is effective upon publication of the Ordinance in accordance with the City Charter.

Adopted by the Lino Lakes City Council this ____ day of _____, 2024.

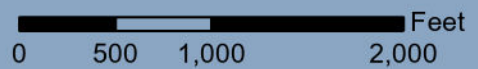
Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk



Proposed Project Area





Expenditures

May 28, 2024

Check #120749 to #120823

\$602,186.99

Accounts Payable

Check Detail

User: jessica.eller
 Printed: 05/22/2024 - 10:34AM



Check Number	Check Date		Amount
2 - 1st Choice Document Destruction Line Item Account			
120753	05/28/2024		
Inv	24-2771		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2024	Shred Day Event 1,580 Pounds Recycled	101-462-4410-000	840.00
Inv 24-2771 Total			840.00
120753 Total:			840.00
2 - 1st Choice Document Destruction Total:			840.00
1834 - Active911, Inc. Line Item Account			
120754	05/28/2024		
Inv	567058		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/17/2024	ActiveAlert Additional Licenses (4)	101-421-4410-000	54.72
Inv 567058 Total			54.72
120754 Total:			54.72
1834 - Active911, Inc. Total:			54.72
13 - AFLAC Line Item Account 101-000-2040-000			
120755	05/28/2024		
Inv	025648		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/12/2024	May Insurance Premiums	101-000-2040-000	361.30
Inv 025648 Total			361.30
120755 Total:			361.30
13 - AFLAC Total:			361.30
14 - AFSCME Council #5 Line Item Account 101-000-2040-000			
120749	05/10/2024		

Check Number Check Date

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2024	PR Batch 00002.05.2024 Union Dues AFSCME	101-000-2040-000	412.51

Inv Total 412.51

120749 Total: 412.51

14 - AFSCME Council #5 Total: 412.51

2131 - Anoka County Line Item Account

120756 05/28/2024

Inv SAP 002-634-003

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2024	Project #SAP 002-634-003 Reimbursement	406-499-4400-136	58,739.24

Inv SAP 002-634-003 Total 58,739.24

120756 Total: 58,739.24

2131 - Anoka County Total: 58,739.24

42 - Anoka County Property Records & Taxation Line Item Account

120757 05/28/2024

Inv 5/16/2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2024	2024 Assessment Contract	101-407-4410-000	100,378.00

Inv 5/16/2024 Total 100,378.00

120757 Total: 100,378.00

42 - Anoka County Property Records & Taxation Total: 100,378.00

44 - Anoka County Treasury Office Line Item Account

120758 05/28/2024

Inv B240516L

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2024	Site 117 May 2024 CAC Fiber	101-432-4300-503	75.00
05/16/2024	Site 115 May 2024 CAC Fiber	101-432-4300-500	75.00
05/16/2024	Site 116 May 2024 CAC Fiber	101-432-4300-501	75.00

Inv B240516L Total 225.00

120758 Total: 225.00

Check Number Check Date

44 - Anoka County Treasury Office Total: 225.00

54 - Aspen Mills, Inc. Line Item Account

120759 05/28/2024

Inv 325313

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/21/2023	Dept Exp - S. Sampey	101-421-4370-000	444.95

Inv 325313 Total 444.95

Inv 332698

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2023	Uniform Allowance - J. Swenson	101-420-4370-000	39.99
05/10/2023	Uniform Allowance - W. Owens	101-420-4370-000	39.99

Inv 332698 Total 79.98

Inv 333004

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2023	Uniform Allowance - K. Wills	101-420-4370-000	275.93

Inv 333004 Total 275.93

120759 Total: 800.86

54 - Aspen Mills, Inc. Total: 800.86

92 - Boyer Trucks, Inc. Line Item Account

120760 05/28/2024

Inv 091P3937

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2024	EGR Valve Core Return #215	101-431-4221-000	-93.76

Inv 091P3937 Total -93.76

Inv 091P5043

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2024	Brake Chambers & Slack Adjusters #215	101-431-4221-000	502.75

Inv 091P5043 Total 502.75

Inv 091S102655

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2024	Diagnose Brake & Engine Issues #215	101-431-4300-000	1,127.50

Inv 091S102655 Total 1,127.50

120760 Total: 1,536.49

Check Number Check Date

92 - Boyer Trucks, Inc. Total: 1,536.49

100 - Bureau of Criminal Apprehension Line Item Account

120752 05/14/2024

Inv 5/10/2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2024	Background Check - R. Dowd	101-421-4410-000	33.25

Inv 5/10/2024 Total 33.25

120752 Total: 33.25

100 - Bureau of Criminal Apprehension Total: 33.25

1163 - Cargill, Inc. Line Item Account

120761 05/28/2024

Inv 2909504745

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/06/2024	Deicer - 47,280 LB	101-430-4228-000	2,733.02

Inv 2909504745 Total 2,733.02

120761 Total: 2,733.02

1163 - Cargill, Inc. Total: 2,733.02

1030 - CCP Industries Line Item Account

120762 05/28/2024

Inv IN05003663

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/06/2024	Safety Pants (5)	101-430-4211-000	104.00

Inv IN05003663 Total 104.00

120762 Total: 104.00

1030 - CCP Industries Total: 104.00

1093 - Centennial School District 12 Line Item Account

120763 05/28/2024

Inv 5/10/2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2024	Active Adult Plymouth Playhouse Trip	202-451-4412-000	178.00

Inv 5/10/2024 Total 178.00

Check Number Check Date

120763 Total: 178.00

1093 - Centennial School District 12 Total: 178.00

115 - Centennial Utilities Line Item Account

120764 05/28/2024

Inv April 2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2024	Natural Gas	101-450-4383-000	76.39
04/30/2024	Natural Gas	602-495-4383-000	22.46
04/30/2024	Natural Gas	202-451-4383-000	2,329.03
04/30/2024	Natural Gas	602-495-4383-000	20.80
04/30/2024	Natural Gas	101-450-4383-000	64.72
04/30/2024	Natural Gas	101-432-4383-503	1,257.58

Inv April 2024 Total 3,770.98

120764 Total: 3,770.98

115 - Centennial Utilities Total: 3,770.98

121 - CenturyLink Line Item Account 101-432-4321-503

120765 05/28/2024

Inv 333266979

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2024	Phone & Internet Services	202-451-4321-000	64.51

Inv 333266979 Total 64.51

Inv 333786176

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2024	Pool Emergency Phone Services	202-451-4321-000	136.54

Inv 333786176 Total 136.54

Inv 334027044

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2024	Phone & Internet Services	101-432-4321-503	65.97

Inv 334027044 Total 65.97

Inv 503783784

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2024	SCADA Phone Services	601-494-4321-000	47.94
05/18/2024	Phone Services	101-432-4321-500	47.94

Inv 503783784 Total 95.88

Check Number Check Date

120765 Total: 362.90

121 - CenturyLink Total: 362.90

138 - City of St. Paul Line Item Account

120766 05/28/2024

Inv IN58263

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2024	Tuition - M. Carlson, M. Paulson, A. Riehm & D. Thill	101-420-4330-000	2,000.00

Inv IN58263 Total 2,000.00

120766 Total: 2,000.00

138 - City of St. Paul Total: 2,000.00

761 - Comcast Line Item Account 101-432-4321-502

120767 05/28/2024

Inv 0163083

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/05/2024	Phone & Internet Services	601-494-4321-000	166.65

Inv 0163083 Total 166.65

120767 Total: 166.65

761 - Comcast Total: 166.65

1278 - Core & Main LP Line Item Account

120768 05/28/2024

Inv U850327

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2024	Valve Stem Oiler Kit	601-494-4211-000	263.96

Inv U850327 Total 263.96

Inv U887578

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2024	Sensus Command Link	601-494-4211-000	712.50

Inv U887578 Total 712.50

120768 Total: 976.46

1278 - Core & Main LP Total: 976.46

Check Number Check Date

156 - Cross Nurseries, Inc. Line Item Account

120769 05/28/2024

Inv 051848

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2024	2024 Tree Sale	101-463-4410-000	540.90
05/09/2024	2024 Tree Sale	801-000-2027-000	4,679.55
Inv 051848 Total			5,220.45

120769 Total: 5,220.45

156 - Cross Nurseries, Inc. Total:

5,220.45

2026 - Data Practices Office Line Item Account

120770 05/28/2024

Inv 00000795590

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2024	Tuition - M. Sawyer	101-402-4330-000	250.00
Inv 00000795590 Total			250.00

120770 Total: 250.00

2026 - Data Practices Office Total:

250.00

175 - Delta Dental of Minnesota Line Item Account

120771 05/28/2024

Inv June 2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/01/2024	Dental Insurance Premiums	601-494-4134-000	172.26
06/01/2024	Dental Insurance Premiums	101-462-4134-000	10.21
06/01/2024	Dental Insurance Premiums	101-402-4134-000	0.00
06/01/2024	Dental Insurance Premiums	101-000-2040-000	319.88
06/01/2024	Dental Insurance Premiums	101-431-4134-000	130.16
06/01/2024	Dental Insurance Premiums	101-407-4134-000	89.32
06/01/2024	Dental Insurance Premiums	101-450-4134-000	234.81
06/01/2024	Dental Insurance Premiums	101-430-4134-000	232.23
06/01/2024	Dental Insurance Premiums	101-000-2044-000	1,575.72
06/01/2024	Dental Insurance Premiums	101-461-4134-000	15.31
06/01/2024	Dental Insurance Premiums	101-463-4134-000	12.76
06/01/2024	Dental Insurance Premiums	101-432-4134-000	7.66
06/01/2024	Dental Insurance Premiums	101-416-4134-000	51.04
06/01/2024	Dental Insurance Premiums	101-418-4134-000	51.04
06/01/2024	Dental Insurance Premiums	603-496-4134-000	71.45
06/01/2024	Dental Insurance Premiums	101-420-4134-000	1,253.10
06/01/2024	Dental Insurance Premiums	602-495-4134-000	172.26
06/01/2024	Dental Insurance Premiums	101-421-4134-000	74.03
06/01/2024	Dental Insurance Premiums	101-422-4134-000	76.58
06/01/2024	Dental Insurance Premiums	202-451-4134-000	204.17

Inv June 2024 Total 4,753.99

Check Number Check Date

120771 Total: 4,753.99

175 - Delta Dental of Minnesota Total: 4,753.99

1637 - Ehlers and Associates Line Item Account

120772 05/28/2024

Inv 97594

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2024	General Consulting	101-415-4300-000	137.50

Inv 97594 Total 137.50

Inv 97595

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2024	TIF Administration	430-499-4300-000	550.00

Inv 97595 Total 550.00

120772 Total: 687.50

1637 - Ehlers and Associates Total: 687.50

192 - Emergency Apparatus Maintenance Line Item Account

120773 05/28/2024

Inv 130801

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/06/2024	Installed Pump & Shaft #610	101-431-4410-000	3,203.19

Inv 130801 Total 3,203.19

Inv 131448

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/06/2024	Programmed Brake Controller on Vehicle Computer #620	101-431-4410-000	2,855.10

Inv 131448 Total 2,855.10

Inv 131545-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2024	Reseal Exhaust Manifold #625	101-431-4410-000	11,325.15

Inv 131545-1 Total 11,325.15

Inv 132008

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2024	Inspected for Air Leak #610	101-431-4410-000	440.67

Inv 132008 Total 440.67

Check Number	Check Date		19	Amount
120773 Total:				17,824.11
192 - Emergency Apparatus Maintenance Total:				17,824.11
193 - Emergency Automotive Technologies Line Item Account				
120774	05/28/2024			
Inv	BA042624-30			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/13/2024	Claim # CA350148 Squad #316 Struck Deer 4/9/2024		101-431-4363-000	989.17
Inv BA042624-30 Total				989.17
Inv	OAK24015			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/06/2024	Build-Out #331		402-420-5000-000	6,203.17
Inv OAK24015 Total				6,203.17
Inv	OAK24016			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/06/2024	Build-Out #332		402-420-5000-000	6,203.17
Inv OAK24016 Total				6,203.17
Inv	OAK24017			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/06/2024	Build-Out #327		402-420-5000-000	6,203.17
Inv OAK24017 Total				6,203.17
Inv	SERV24249			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/06/2024	Arbitrator Repair #315		101-420-4410-000	230.00
Inv SERV24249 Total				230.00
120774 Total:				19,828.68
193 - Emergency Automotive Technologies Total:				19,828.68
204 - Factory Motor Parts Company Line Item Account				
120775	05/28/2024			
Inv	159-109854			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/07/2024	Glow Plug #508		101-431-4221-000	20.45
Inv 159-109854 Total				20.45

Check Number Check Date

Inv	159-110109			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/09/2024	Stock Oil Filter	101-431-4221-000	10.56

Inv 159-110109 Total 10.56

Inv	159-110271			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/13/2024	Rear Brake Pads #321	101-431-4221-000	56.08

Inv 159-110271 Total 56.08

Inv	159-110413			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/14/2024	Stock Engine Coolant	101-431-4221-000	104.04

Inv 159-110413 Total 104.04

Inv	159-Z13216			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/16/2024	Battery Core Returns	101-431-4221-000	-51.70

Inv 159-Z13216 Total -51.70

Inv	165-031763			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/09/2024	Stock Fuel Filter	101-431-4221-000	9.12

Inv 165-031763 Total 9.12

Inv	1-9695718			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/09/2024	Stock Filters (5)	101-431-4221-000	78.48

Inv 1-9695718 Total 78.48

Inv	6-1672274			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	05/06/2024	Stock Air Filters (2)	101-431-4221-000	26.16

Inv 6-1672274 Total 26.16

120775 Total: 253.19

204 - Factory Motor Parts Company Total: 253.19

216 - First Advantage Occ. Line Item Account

120776 05/28/2024

Inv 2504982404

	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date			Amount
04/30/2024	Employee Drug Testing		101-402-4300-000	68.24
Inv 2504982404 Total				68.24
120776 Total:				68.24
216 - First Advantage Occ. Total:				68.24
1223 - Frontier Concrete & Masonry Line Item Account				
120777	05/28/2024			
Inv	24-003			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/08/2024	Concrete Repair		101-430-4410-000	6,000.00
Inv 24-003 Total				6,000.00
120777 Total:				6,000.00
1223 - Frontier Concrete & Masonry Total:				6,000.00
1264 - Hach Company Line Item Account				
120778	05/28/2024			
Inv	14024350			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/07/2024	Reagents for Sampling		601-494-4222-000	720.34
Inv 14024350 Total				720.34
120778 Total:				720.34
1264 - Hach Company Total:				720.34
1659 - Haugo Geo Technical Services, LLC Line Item Account				
120779	05/28/2024			
Inv	13751			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/10/2024	2024 Street Material Testing		421-499-4300-154	905.00
Inv 13751 Total				905.00
120779 Total:				905.00
1659 - Haugo Geo Technical Services, LLC Total:				905.00
271 - Hawkins, Inc. Line Item Account				
120780	05/28/2024			

Check Number Check Date

Inv 6750242

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/06/2024	Pool Chemical Supplies	202-451-4222-000	838.89

Inv 6750242 Total 838.89

Inv 6752501

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2024	Chlorine, Hydrofluosilicic Acid & LPC-5	601-494-4222-000	8,327.25

Inv 6752501 Total 8,327.25

Inv 6757022

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2024	Chlorine Cylinders	601-494-4222-000	170.00

Inv 6757022 Total 170.00

Inv 6762007

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/20/2024	Centrifugal Pump	202-451-4211-000	1,043.50

Inv 6762007 Total 1,043.50

120780 Total: 10,379.64

271 - Hawkins, Inc. Total: 10,379.64

167 - Imperial Dade Line Item Account

120781 05/28/2024

Inv 4230583

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2024	Urinal Screens (2)	202-451-4211-000	89.20

Inv 4230583 Total 89.20

Inv 4231242

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2024	Dish & Hand Soap	202-451-4211-000	12.33

Inv 4231242 Total 12.33

Inv 4232541

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2024	Paper Towel, Toilet Tissue, Can Liners, Wipes & Hand Wash	101-432-4211-000	842.49

Inv 4232541 Total 842.49

Inv 4232872

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date			Amount
05/13/2024	Stain Remover		202-451-4211-000	21.10
Inv 4232872 Total				21.10
120781 Total:				965.12
167 - Imperial Dade Total:				965.12
1955 - Infinite Health Collaborative, PA Line Item Account				
120782	05/28/2024			
Inv	1004			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/07/2024	Team Wellness Education - Grant Reimbursed		101-421-4410-000	2,940.00
Inv 1004 Total				2,940.00
Inv	TCOINV08171			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/30/2024	Team Wellness Education		210-420-4410-000	1,491.25
Inv TCOINV08171 Total				1,491.25
120782 Total:				4,431.25
1955 - Infinite Health Collaborative, PA Total:				4,431.25
311 - Instrumental Research, Inc. Line Item Account				
120783	05/28/2024			
Inv	5540			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/09/2024	April Water Testing		601-494-4410-000	240.00
Inv 5540 Total				240.00
120783 Total:				240.00
311 - Instrumental Research, Inc. Total:				240.00
312 - International Union Line Item Account 101-000-2040-000				
120750	05/10/2024			
Inv				
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/09/2024	PR Batch 00002.05.2024 Union Dues 49ers		101-000-2040-000	595.00
Inv Total				595.00
120750 Total:				595.00

Check Number Check Date

312 - International Union Total: 595.00

313 - Interstate Power Systems, Inc. Line Item Account

120784 05/28/2024

Inv R001207360:01

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/17/2024	Semi-Annual Inspection - 600 Town Center Pkwy	101-432-4300-503	395.00

Inv R001207360:01 Total 395.00

120784 Total: 395.00

313 - Interstate Power Systems, Inc. Total: 395.00

2042 - J. Becher & Associates, Inc. Line Item Account

120785 05/28/2024

Inv 2413111-F

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/06/2024	Rewire Booster Pump at Well #4	601-494-4300-000	139.06

Inv 2413111-F Total 139.06

Inv 2413552-F

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/13/2024	Rewire Exhaust Fan in Mechanical Room	202-451-4300-000	276.19

Inv 2413552-F Total 276.19

120785 Total: 415.25

2042 - J. Becher & Associates, Inc. Total: 415.25

344 - KLM Engineering, Inc. Line Item Account

120786 05/28/2024

Inv 10190

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2024	Tower No. 1 Antenna Inspection Services	801-000-2300-000	5,050.00

Inv 10190 Total 5,050.00

120786 Total: 5,050.00

344 - KLM Engineering, Inc. Total: 5,050.00

782 - L.T.G. Power Equipment Line Item Account

120787 05/28/2024

Check Number Check Date

Inv 285299

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2024	Valve Cover Gasket & Pushrods #405	101-431-4221-000	38.08

Inv 285299 Total 38.08

120787 Total: 38.08

782 - L.T.G. Power Equipment Total: 38.08

1974 - Language Line Services Line Item Account

120788 05/28/2024

Inv 11281757

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2024	April Language Line Services	101-420-4300-000	122.57

Inv 11281757 Total 122.57

120788 Total: 122.57

1974 - Language Line Services Total: 122.57

365 - Law Enforcement Labor Services Line Item Account 101-000-2040-000

120751 05/10/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2024	PR Batch 00002.05.2024 Union Dues LELS	101-000-2040-000	1,551.00

Inv Total 1,551.00

120751 Total: 1,551.00

365 - Law Enforcement Labor Services Total: 1,551.00

1762 - LEAST Services/Counseling, LLC Line Item Account

120789 05/28/2024

Inv 1424

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2024	Monthly Retainer Fee	101-420-4300-000	180.00

Inv 1424 Total 180.00

120789 Total: 180.00

1762 - LEAST Services/Counseling, LLC Total: 180.00

Check Number Check Date

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

120790 05/28/2024

Inv 25367868

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/20/2024	Diesel - 900 Gallons	101-431-4212-000	2,539.58

Inv 25367868 Total 2,539.58

120790 Total: 2,539.58

399 - Mansfield Oil Company Total:

2,539.58

416 - Medica Line Item Account

120791 05/28/2024

Inv June 2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/12/2024	Health Insurance Premiums	101-420-4131-000	20,349.31
05/12/2024	Health Insurance Premiums	603-496-4131-000	807.39
05/12/2024	Health Insurance Premiums	101-422-4131-000	1,258.50
05/12/2024	Health Insurance Premiums	101-418-4131-000	621.07
05/12/2024	Health Insurance Premiums	202-451-4131-000	1,879.57
05/12/2024	Health Insurance Premiums	101-000-2040-000	1,142.90
05/12/2024	Health Insurance Premiums	101-430-4131-000	2,820.34
05/12/2024	Health Insurance Premiums	101-450-4131-000	2,326.73
05/12/2024	Health Insurance Premiums	101-431-4131-000	957.11
05/12/2024	Health Insurance Premiums	101-421-4131-000	1,540.45
05/12/2024	Health Insurance Premiums	101-432-4131-000	93.16
05/12/2024	Health Insurance Premiums	101-462-4131-000	124.21
05/12/2024	Health Insurance Premiums	601-494-4131-000	1,362.72
05/12/2024	Health Insurance Premiums	101-416-4131-000	621.07
05/12/2024	Health Insurance Premiums	101-000-2041-000	9,697.30
05/12/2024	Health Insurance Premiums	101-463-4131-000	155.27
05/12/2024	Health Insurance Premiums	101-407-4131-000	1,564.21
05/12/2024	Health Insurance Premiums	602-495-4131-000	1,362.72
05/12/2024	Health Insurance Premiums	101-461-4131-000	186.32

Inv June 2024 Total 48,870.35

120791 Total: 48,870.35

416 - Medica Total:

48,870.35

418 - Menards - Forest Lake Line Item Account

120792 05/28/2024

Inv 32985

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/06/2024	Wire Brushes, Painter's Tape, Rust Stopper & Spray Paint (4)	101-421-4211-000	97.84

Inv 32985 Total 97.84

Check Number Check Date

120792 Total: 97.84

418 - Menards - Forest Lake Total: 97.84

421 - Metro Sales Incorporated Line Item Account

120793 05/28/2024

Inv INV2525175

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2024	Copier Maintenance Contract Ricoh/IM CW2200 Wide Format	101-432-4410-503	102.48

Inv INV2525175 Total 102.48

Inv INV2527629

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/20/2024	Copier Maintenance Contract Ricoh/MP C307 Color Copier	101-432-4410-500	119.93

Inv INV2527629 Total 119.93

Inv INV2527630

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/20/2024	Copier Maintenance Contract Ricoh/IM C3500 Color Copier	202-451-4410-000	612.43

Inv INV2527630 Total 612.43

120793 Total: 834.84

421 - Metro Sales Incorporated Total: 834.84

1969 - Metro-INET Line Item Account

120794 05/28/2024

Inv 1930

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2024	RAM Upgrade - K. Larsen	403-416-4240-000	19.99

Inv 1930 Total 19.99

120794 Total: 19.99

1969 - Metro-INET Total: 19.99

427 - Midway Ford Company Line Item Account

120795 05/28/2024

Inv 829624

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2024	Exhaust Pipe #314	101-431-4221-000	174.90

Inv 829624 Total 174.90

Check Number Check Date

120795 Total: 174.90

427 - Midway Ford Company Total: 174.90

1918 - Midwest Machinery Co Line Item Account

120796 05/28/2024

Inv 10048409

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/20/2024	Lawn Mower Blades #422	101-431-4221-000	66.18

Inv 10048409 Total 66.18

120796 Total: 66.18

1918 - Midwest Machinery Co Total: 66.18

455 - MN Metro North Tourism Board Line Item Account 101-415-4900-000

120797 05/28/2024

Inv April 2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2024	April 2024 Tourism Tax	101-415-4900-000	5,171.00

Inv April 2024 Total 5,171.00

120797 Total: 5,171.00

455 - MN Metro North Tourism Board Total: 5,171.00

477 - NAC Mechanical & Electrical Line Item Account

120798 05/28/2024

Inv 225167

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2024	Replacement Motor for AHU-1	202-451-4300-000	824.62

Inv 225167 Total 824.62

Inv 225294

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2024	Decommissioned Face & Bypass Dampers on AHU-1	101-432-4300-503	2,000.00

Inv 225294 Total 2,000.00

120798 Total: 2,824.62

477 - NAC Mechanical & Electrical Total: 2,824.62

Check Number Check Date

1253 - North Country Auto Body & Mechanical Line Item Account

120799 05/28/2024

Inv 26586

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2024	Claim # CA350148 Squad #316 Struck Deer 4/9/2024	101-431-4363-000	11,505.54

Inv 26586 Total 11,505.54

120799 Total: 11,505.54

1253 - North Country Auto Body & Mechanical Total: 11,505.54

492 - North Metrotelevision (NMTV) Line Item Account

120800 05/28/2024

Inv 2024-E-08

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2024	Wireless Speaker & Transmitter	204-499-4240-000	1,428.00

Inv 2024-E-08 Total 1,428.00

120800 Total: 1,428.00

492 - North Metrotelevision (NMTV) Total: 1,428.00

1863 - NovaCare Rehabilitation Line Item Account

120801 05/28/2024

Inv 847542372

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/14/2024	Employment Testing	101-402-4300-000	185.00

Inv 847542372 Total 185.00

120801 Total: 185.00

1863 - NovaCare Rehabilitation Total: 185.00

1450 - Occupational Health Centers of MN, P.C. Line Item Account

120802 05/28/2024

Inv 103981692

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2024	New Hire Testing	101-402-4300-000	36.00

Inv 103981692 Total 36.00

120802 Total: 36.00

Check Number Check Date

1450 - Occupational Health Centers of MN, P.C. Total:

36.00

506 - Olson's Sewer Service, Inc. Line Item Account

120803 05/28/2024

Inv 103210

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2024	Wastewater Removal & Disposal - 1189 Main St	101-432-4300-500	607.00

Inv 103210 Total 607.00

120803 Total: 607.00

506 - Olson's Sewer Service, Inc. Total:

607.00

509 - O'Reilly Automotive Stores Line Item Account

120804 05/28/2024

Inv 3472-331568

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2024	Stock Air Filter	101-431-4221-000	13.96

Inv 3472-331568 Total 13.96

Inv 3472-331570

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2024	Stock Oil Filter	101-431-4221-000	12.20

Inv 3472-331570 Total 12.20

Inv 3472-331571

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2024	Stock Oil Filters (2)	101-431-4221-000	14.48

Inv 3472-331571 Total 14.48

Inv 3472-332345

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/13/2024	Engine Mount #308	101-431-4221-000	72.33

Inv 3472-332345 Total 72.33

Inv 3472-333891

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/20/2024	Oil Switch Pigtail Connector #256	101-431-4221-000	23.06

Inv 3472-333891 Total 23.06

120804 Total: 136.03

Check Number Check Date

509 - O'Reilly Automotive Stores Total: 136.03

511 - Otter Lake Animal Care Center Line Item Account

120805 05/28/2024
Inv 245944

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2024	Argos Medication	211-420-4300-000	64.00

Inv 245944 Total 64.00

120805 Total: 64.00

511 - Otter Lake Animal Care Center Total: 64.00

552 - Press Publications, Inc. Line Item Account

120806 05/28/2024
Inv 805766

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2024	AFB Hodgson Road & County Road J Decorative Lighting	420-499-4340-157	248.64

Inv 805766 Total 248.64

120806 Total: 248.64

552 - Press Publications, Inc. Total: 248.64

1092 - Quadient Finance USA, Inc. Line Item Account 101-432-4322-000

120807 05/28/2024
Inv 5/15/2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2024	Postage Machine Postage	101-432-4322-000	1,000.00

Inv 5/15/2024 Total 1,000.00

120807 Total: 1,000.00

1092 - Quadient Finance USA, Inc. Total: 1,000.00

900 - Registered Abstracters, Inc. Line Item Account

120808 05/28/2024
Inv 05008 & 05009

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2024	School District Property Easement Search	406-499-4300-147	175.00

Inv 05008 & 05009 Total 175.00

Check Number Check Date

120808 Total: 175.00

900 - Registered Abstracters, Inc. Total: 175.00

1451 - Ritter & Ritter Sewer Service, Inc. Line Item Account

120809 05/28/2024

Inv 173354

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/06/2024	Mainline Televising - Trappers to Lift Station	602-495-4300-000	975.00

Inv 173354 Total 975.00

120809 Total: 975.00

1451 - Ritter & Ritter Sewer Service, Inc. Total: 975.00

1949 - Rowe, Mike Line Item Account

120810 05/28/2024

Inv 5/8/2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2024	Mileage Reimbursement	202-451-4330-000	71.56

Inv 5/8/2024 Total 71.56

120810 Total: 71.56

1949 - Rowe, Mike Total: 71.56

2116 - SafeAssure Consultants, Inc. Line Item Account

120811 05/28/2024

Inv 3578

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2024	Safety Training	603-496-4330-000	853.67
05/02/2024	Safety Training	101-450-4330-000	853.67
05/02/2024	Safety Training	601-494-4330-000	853.67
05/02/2024	Safety Training	101-430-4330-000	853.66
05/02/2024	Safety Training	101-431-4330-000	853.66
05/02/2024	Safety Training	602-495-4330-000	853.67

Inv 3578 Total 5,122.00

120811 Total: 5,122.00

2116 - SafeAssure Consultants, Inc. Total: 5,122.00

1578 - Springbrook Holding Company, LLC Line Item Account

120812 05/28/2024

Check Number Check Date

Inv INV-017058

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2024	April Civic Pay Credit Card Fees	101-407-4345-000	6.50
Inv INV-017058 Total			6.50

120812 Total: 6.50

1578 - Springbrook Holding Company, LLC Total: 6.50

2119 - Staples Inc. Line Item Account

120813 05/28/2024

Inv 7000451831

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	Toner & Paper	101-421-4200-000	115.70
04/25/2024	Toner, Paper, Staples, Pens, Memo Pads & Tape	101-420-4200-000	673.57
Inv 7000451831 Total			789.27

120813 Total: 789.27

2119 - Staples Inc. Total: 789.27

1116 - Twin Cities Flag Source, Inc. Line Item Account

120814 05/28/2024

Inv 38976

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2024	New Minnesota State Flag	101-432-4211-000	99.00
Inv 38976 Total			99.00

120814 Total: 99.00

1116 - Twin Cities Flag Source, Inc. Total: 99.00

687 - U.S. Bank Visa Line Item Account

120815 05/28/2024

Inv 5/6/2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/06/2024	Outback/Dept Meeting Supplies	101-421-4211-000	7.01
05/06/2024	Caribou Coffee/Dept Meeting Supplies	101-421-4211-000	4.45
05/06/2024	Amazon/Coat Rack Wall Mount	202-451-4211-000	13.49
05/06/2024	Amazon/Volunteer Appreciation Event Supplies	101-420-4214-000	17.98
05/06/2024	Home Depot/Microwave & Range for PD Break Room Remodel	101-420-4240-000	2,025.00
05/06/2024	Home Depot/Plywood & Paint	202-451-4211-000	314.54
05/06/2024	Cub Foods/Water for Recruitment Events	101-401-4900-000	3.99
05/06/2024	Target/Lifesaving Award Presentation Supplies	101-420-4211-000	3.56
05/06/2024	Caribou Coffee/Coffee for EDAC Meeting	101-415-4200-000	19.45

Check Number	Check Date	Amount
05/06/2024	Fleet Farm/Chains for Trailer #703	101-431-4221-000 49.53
05/06/2024	Olive Garden/Dept Meeting Supplies	101-420-4211-000 5.92
05/06/2024	Amazon/Volunteer Appreciation Event Supplies	101-420-4214-000 26.97
05/06/2024	Home Depot/Pest Block Spray Foam	101-432-4211-503 9.97
05/06/2024	Sunset Law Enforcement/Sales Tax Reimbursed	101-420-4211-000 -91.15
05/06/2024	Baby I'm A Star/Floor Mats	202-451-4240-000 1,040.00
05/06/2024	Amazon/Paper Towels	202-451-4211-000 69.95
05/06/2024	Next Day Flyers/Rookery Stickers	202-451-4900-000 140.79
05/06/2024	Fleet Farm/Hydraulic Fluid #273	101-431-4221-000 179.97
05/06/2024	MN Chiefs of Police Association/2024 ETI Conference - J. Swenson	101-420-4330-000 675.00
05/06/2024	MNAWWA/Tuition - A. Mooney	601-494-4330-000 360.00
05/06/2024	Amazon/Mouse Pad	202-451-4200-000 7.95
05/06/2024	Amazon/Trash Can (2)	202-451-4211-000 50.94
05/06/2024	Amazon/Returned EGGstravaganza Hunt Event Coloring Book (7)	202-451-4205-000 -50.34
05/06/2024	Caribou Coffee/Lifesaving Award Presentation Supplies	101-421-4211-000 3.90
05/06/2024	Home Depot/Table Saw Blade	101-431-4240-000 39.97
05/06/2024	Walmart/Coffee Supplies	202-451-4200-000 37.32
05/06/2024	Costco/Lifesaving Award Presentation Supplies	101-420-4211-000 15.98
05/06/2024	Pizza T/Pizza for Employee Spring Cleaning Event	101-401-4900-000 508.08
05/06/2024	Amazon/Tape for Label Maker (2)	602-495-4200-000 14.74
05/06/2024	Amazon/Bubble Mailers	101-420-4200-000 20.10
05/06/2024	Holiday/April Car Washes	101-431-4211-000 412.50
05/06/2024	MN Fire Cert Board/Recertification - B. Finke	101-421-4300-000 78.75
05/06/2024	Amazon/Wall Mount Fans (2)	202-451-4211-000 149.98
05/06/2024	Sauna Supply Co, LLC/Room Temp Sensor	202-451-4211-000 70.87
05/06/2024	Indeed/April Job Postings - Summer Camp Counselor & City Clerk	101-402-4340-000 55.42
05/06/2024	Best Western/Lodging - K. Leibel	101-420-4330-000 479.79
05/06/2024	Bill's Superette/Vehicle Fuel	101-431-4212-000 43.65
05/06/2024	Target/Dept Meeting Supplies	101-420-4211-000 8.70
05/06/2024	Holiday/Vehicle Fuel	101-431-4212-000 515.89
05/06/2024	Sauna Supply Co, LLC/Room Temp Sensor	202-451-4211-000 77.87
05/06/2024	Party City/Birthday Parties Paper Products, Tablecloths & Decor	202-451-4205-000 80.30
05/06/2024	Amazon/Printer	101-420-4240-000 529.00
05/06/2024	Pace Systems, Inc/2024 Subscription	101-420-4410-000 2,400.00
05/06/2024	Fleet Farm/Bolt #273	101-431-4221-000 7.78
05/06/2024	When I Work/Monthly Subscription Fee	202-451-4310-000 460.00
05/06/2024	Target/Candy for Recruitment Events	101-401-4900-000 32.97
05/06/2024	Holiday/Vehicle Fuel	101-431-4212-000 92.27
05/06/2024	Indeed/May Job Postings - Summer Camp Counselor & City Clerk	101-402-4340-000 500.61
05/06/2024	Amazon/Clipboard Holder	202-451-4200-000 28.99
05/06/2024	Bright Eyes Vision Clinic/Prescription Lenses for MSA SCBA Mask	101-421-4370-000 240.00
05/06/2024	Image Printing & Graphics/Annual Storm Water Statements	603-496-4410-000 287.67
05/06/2024	Retekess/Waterproof Receivers (5)	202-451-4200-000 39.99
05/06/2024	Home Depot/Refrigerator for PD Break Room Remodel	101-420-4240-000 2,027.00
05/06/2024	Xtreme Custom Apparel/Apparel - M. Bagley	202-451-4370-000 93.00
05/06/2024	Amazon/Hand, Hair & Body Wash (2)	202-451-4211-000 117.58
05/06/2024	Amazon/Label Maker	602-495-4200-000 40.00
05/06/2024	Amazon/Needle Nose Pliers & Socket Organizers	101-431-4240-000 134.28
05/06/2024	Amazon/Label Maker	601-494-4200-000 39.99
05/06/2024	Image Printing & Graphics/April UB Statements	602-495-4410-000 163.96
05/06/2024	Amazon/Batteries	202-451-4200-000 4.99
05/06/2024	Image Printing & Graphics/April UB Statements	602-495-4322-000 510.44
05/06/2024	Amazon/Wireless Mouse, Batteries & USB Charger	202-451-4200-000 36.77
05/06/2024	Home Depot/Boardwalk Replacement Board	101-450-4211-000 14.68
05/06/2024	Amazon/Severe Weather Sign (2) & Emergency Sign (2)	202-451-4211-000 73.80
05/06/2024	Amazon/Toilet Tissue (2)	202-451-4211-000 85.98
05/06/2024	Holiday/Vehicle Fuel	101-431-4212-000 94.99
05/06/2024	Amazon/Coat Rack Wall Mount (2), Hand, Hair & Body Wash (2)	202-451-4211-000 145.49

Check Number	Check Date		Amount
05/06/2024	Amazon/Drinking Fountain Replacement Filters	202-451-4211-000	221.99
05/06/2024	Webstaurant/Custodial Supplies	101-432-4211-503	253.35
05/06/2024	Emblem Authority/Subdued Police Patch	402-420-4240-420	721.00
05/06/2024	Amazon/Screen Protector & Phone Case	101-432-4200-000	47.79
05/06/2024	Amazon/Banquet Chairs (12)	202-451-4240-000	564.48
05/06/2024	What's The Scoop/Volunteer Appreciation Event Supplies	101-420-4214-000	950.00
05/06/2024	Amazon/Valve Stem Extensions #266	101-431-4221-000	9.58
05/06/2024	Amazon/Tape for Label Maker (2)	601-494-4200-000	14.74
05/06/2024	Amazon/Birthday Parties Paint Brushes, Cars, Door Hooks & Cones	202-451-4205-000	96.30
05/06/2024	Amazon/Hydraulic Coupler Set #224	101-431-4221-000	73.93
05/06/2024	Best Western/Lodging - J. Swenson	101-420-4330-000	479.79
05/06/2024	Domain Listings LLC/Website Domain Listing Refunded	101-402-4410-000	-288.00
05/06/2024	Amazon/Hand, Hair & Body Wash (2)	202-451-4211-000	117.58
05/06/2024	Amazon/Uniform Allowance - N. Hamann	101-420-4370-000	107.17
05/06/2024	Costco/Lifesaving Award Presentation Supplies	101-421-4211-000	15.00
05/06/2024	Bildeaux Services/Chainsaw Training	101-430-4330-000	170.00
05/06/2024	Bricks Kitchen & Pub/Dept Meeting Supplies	101-420-4211-000	12.45
05/06/2024	Dollar Tree/Volunteer Appreciation Event Supplies	101-420-4214-000	21.63
05/06/2024	Pirtek Midway/Fire Station 2 Air Line Drop Repair	101-432-4240-000	83.08
05/06/2024	Amazon/Silverware Set for City Hall	101-432-4200-000	49.98
05/06/2024	Dollar Tree/Balloons for Job Fair	101-401-4900-000	9.73
05/06/2024	Target/Battery Acid Clean-Up on Civil Siren	101-420-4211-000	3.39
05/06/2024	Home Depot/Miscellaneous Maintenance Supplies	101-432-4211-503	34.09
05/06/2024	Vortex Optics/Uniform Allowance - K. Sinna	101-420-4370-000	214.06
05/06/2024	Home Depot/D-Handle Hand Truck	101-430-4211-000	85.42
05/06/2024	Bildeaux Services/Chainsaw Training	101-450-4330-000	170.00
05/06/2024	Party City/Birthday Parties Paper Products, Tablecloths & Decor	202-451-4205-000	374.85
05/06/2024	Caribou Coffee/Volunteer Appreciation Event Supplies	101-420-4214-000	3.90
05/06/2024	Broadway Awards/Citizen Award	101-420-4214-000	63.50
05/06/2024	Target/Volunteer Appreciation Event Supplies	101-420-4214-000	6.91
05/06/2024	Amazon/Paper Towels (2)	202-451-4211-000	139.90
05/06/2024	Image Printing & Graphics/Annual Storm Water Statements	603-496-4322-000	867.50
05/06/2024	Costco/Volunteer Appreciation Event Supplies	101-420-4214-000	34.17
05/06/2024	Costco/Volunteer Appreciation Event Supplies	101-420-4214-000	156.01
05/06/2024	Tractor Supply/Uniform Allowance - P. Moonen	101-422-4370-000	154.95
05/06/2024	Amazon/Uniform Allowance - J. Swenson	101-420-4370-000	99.89
05/06/2024	Amazon/Flash Drives	101-420-4211-000	84.33
05/06/2024	Amazon/Toilet Tissue (2)	202-451-4211-000	134.48
05/06/2024	Kwik Trip/Volunteer Appreciation Event Supplies	101-420-4214-000	8.64
05/06/2024	Costco/Swearing In Supplies	101-420-4211-000	15.73
05/06/2024	Shutterstock/Stock Photos Monthly License Fee	204-499-4452-000	29.00
05/06/2024	White Cap/Sandbags (100) & Cable Ties	101-430-4211-000	59.21
05/06/2024	Costco/Swearing In Supplies	101-421-4211-000	9.26
05/06/2024	Amazon/Batteries	101-432-4200-000	14.36
05/06/2024	Image Printing & Graphics/April UB Statements	601-494-4322-000	510.43
05/06/2024	Amazon/Dust Ejector Valves (2) #137	101-431-4221-000	7.99
05/06/2024	Chewy/Canine Food	211-420-4211-000	124.44
05/06/2024	Equiparts/Bathroom Faucet Sensor	202-451-4211-000	80.25
05/06/2024	Amazon/Swim Lessons Water Gear Replacement Belt	202-451-4205-000	10.88
05/06/2024	Amazon/Returned Coat Rack Wall Mount, Hand, Hair & Body Wash	202-451-4211-000	-145.49
05/06/2024	LMS Irrigation, Inc./Plow Damage Irrigation Repair	101-430-4211-000	40.83
05/06/2024	Target/Swearing In Supplies	101-421-4211-000	6.47
05/06/2024	Image Printing & Graphics/April UB Statements	601-494-4410-000	163.96
05/06/2024	Amazon/Coat Rack Wall Mount	202-451-4211-000	14.99
05/06/2024	Deputy Registrar 150/Vehicle Tabs #311 & #398	101-431-4300-000	33.20
05/06/2024	Amazon/Uniform Allowance - W. Owens	101-420-4370-000	83.35
05/06/2024	Fleet Farm/Hydraulic Fluid #273	101-431-4221-000	294.95
05/06/2024	Home Depot/Concrete Wall Anchors & Multi Purpose Cleaner	202-451-4211-000	18.00

Check Number Check Date

Inv 5/6/2024 Total 23,440.38

120815 Total: 23,440.38

687 - U.S. Bank Visa Total: 23,440.38

688 - ULine Line Item Account

120816 05/28/2024

Inv 177490970

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/29/2024	Stanchions (4)	101-432-4211-503	892.00

Inv 177490970 Total 892.00

120816 Total: 892.00

688 - ULine Total: 892.00

703 - W S & D Permit Service Line Item Account

120817 05/28/2024

Inv 2024-00454

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/14/2024	Permit Voided	101-000-3250-000	126.40

Inv 2024-00454 Total 126.40

120817 Total: 126.40

703 - W S & D Permit Service Total: 126.40

545 - Walser Polar Chevrolet Line Item Account

120818 05/28/2024

Inv 94902P22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/07/2024	Transmission Filter #508	101-431-4221-000	69.57

Inv 94902P22 Total 69.57

120818 Total: 69.57

545 - Walser Polar Chevrolet Total: 69.57

1104 - Walters Recycling & Refuse Line Item Account

120819 05/28/2024

Check Number Check Date

Inv 7893354

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2024	Trash & Recycling	202-451-4384-000	291.29

Inv 7893354 Total 291.29

Inv 7893423

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2024	Trash & Recycling	101-432-4384-502	141.48
05/10/2024	Organic Recycling	101-462-4410-000	80.08
05/10/2024	Trash & Recycling	101-432-4384-501	49.10
05/10/2024	Trash & Recycling	101-432-4384-500	353.53
05/10/2024	Organic Recycling	101-462-4410-000	100.11
05/10/2024	Organic Recycling	101-462-4410-000	84.70
05/10/2024	Trash & Recycling	101-432-4384-503	441.57
05/10/2024	Organic Recycling	101-462-4410-000	187.49
05/10/2024	Trash & Recycling	101-450-4384-000	202.61

Inv 7893423 Total 1,640.67

120819 Total: 1,931.96

1104 - Walters Recycling & Refuse Total: 1,931.96

1447 - Wheeler Hardware Company Line Item Account

120820 05/28/2024

Inv SPI150014

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2024	Sliding Entry Repair	101-432-4300-503	402.00

Inv SPI150014 Total 402.00

120820 Total: 402.00

1447 - Wheeler Hardware Company Total: 402.00

2130 - Williams, Gary Line Item Account

120821 05/28/2024

Inv 5/10/2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2024	Mileage Reimbursement	202-451-4330-000	4.69
05/10/2024	Paint Supplies	202-451-4211-000	41.34

Inv 5/10/2024 Total 46.03

120821 Total: 46.03

2130 - Williams, Gary Total: 46.03

Check Number Check Date

733 - WSB & Associates, Inc. Line Item Account

120822 05/28/2024

Inv R-012365-000-62

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March Lyngblomsten Site Study	801-000-2363-102	220.00

Inv R-012365-000-62 Total 220.00

Inv R-014757-000-50

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March Watermark 2nd Addition	801-000-2388-102	110.00

Inv R-014757-000-50 Total 110.00

Inv R-015628-000-46

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March Watermark 3rd Addition	801-000-2355-102	906.50

Inv R-015628-000-46 Total 906.50

Inv R-017210-000-31

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March Market Place Dr Realignment	420-499-4304-141	10,265.75

Inv R-017210-000-31 Total 10,265.75

Inv R-017363-000-38

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March Watermark 4th Addition	801-000-2327-102	110.00

Inv R-017363-000-38 Total 110.00

Inv R-018131-000-27

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March Nadeau Acres 2nd Addition	801-000-2315-102	220.00

Inv R-018131-000-27 Total 220.00

Inv R-018966-000-25

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March Belland Farms	801-000-2354-102	220.00

Inv R-018966-000-25 Total 220.00

Inv R-019485-000-26

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March 2022 I35E Pipe Crossing Project	422-499-4304-145	237.00

Inv R-019485-000-26 Total 237.00

Check Number Check Date

Inv	R-019565-000-26			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/25/2024	March NorthPointe Gardens Estates	801-000-2361-102		4,013.50
Inv R-019565-000-26 Total				4,013.50
Inv	R-019724-000-17			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/25/2024	March 2022 Surface Water Management Project	603-496-4304-000		294.00
Inv R-019724-000-17 Total				294.00
Inv	R-020301-000-16			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/25/2024	March Otter Crossing 2nd Addition	801-000-2366-102		770.00
Inv R-020301-000-16 Total				770.00
Inv	R-020640-000-21			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/25/2024	March Watermark 5th Addition	801-000-2376-102		1,504.00
Inv R-020640-000-21 Total				1,504.00
Inv	R-020899-000-16			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/25/2024	March Belland Farms 2nd Addition	801-000-2307-102		220.00
Inv R-020899-000-16 Total				220.00
Inv	R-021336-000-19			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/25/2024	March Water Treatment Plant	406-499-4304-147		129,977.89
Inv R-021336-000-19 Total				129,977.89
Inv	R-021397-000-19			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/25/2024	March 2022 Gateway Planning	301-499-4300-000		3,808.75
Inv R-021397-000-19 Total				3,808.75
Inv	R-021892-000-14			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/25/2024	March 2023 Lake Drive Trunk Water Main Improvements	406-499-4304-150		220.00
Inv R-021892-000-14 Total				220.00
Inv	R-021970-000-12			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/25/2024	March Watermark 6th Addition	801-000-2377-102		734.00

Check Number Check Date

Inv R-021970-000-12 Total 734.00

Inv R-022580-000-12

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March 2023 Surface Water Management Project	603-496-4304-000	588.00

Inv R-022580-000-12 Total 588.00

Inv R-022658-000-12

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March Lil Explorers Childcare Center	801-000-2394-102	270.00

Inv R-022658-000-12 Total 270.00

Inv R-023187-000-8

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March 440 Park Ct - Lino Lakes Tech Center	801-000-2300-000	1,021.75

Inv R-023187-000-8 Total 1,021.75

Inv R-023534-000-6

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March 2300 Main St - Glamos Wire Storage	801-000-2383-103	1,258.50

Inv R-023534-000-6 Total 1,258.50

Inv R-023584-000-8

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March Otter Lake Road Extension Design & Construction	420-499-4304-156	9,484.25

Inv R-023584-000-8 Total 9,484.25

Inv R-023620-000-8

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March 2024 Street Reconstruction Project	488-499-4304-000	1,870.00

Inv R-023620-000-8 Total 1,870.00

Inv R-023778-000-3

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March 2024 General Engineering Services	603-496-4304-000	1,144.50
04/25/2024	March 2024 General Engineering Services	602-495-4304-000	1,144.50
04/25/2024	March 2024 General Engineering Services	601-494-4304-000	1,144.50
04/25/2024	March 2024 General Engineering Services	101-417-4410-000	4,196.17

Inv R-023778-000-3 Total 7,629.67

Inv R-023779-000-2

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March 2024 Miscellaneous Escrow Account	101-417-4300-000	170.00

Check Number Check Date

Inv R-023779-000-2 Total 170.00

Inv R-023780-000-3

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March 2024 GPS/GIS Miscellaneous Assistance	101-417-4300-000	948.00
04/25/2024	March 2024 GPS/GIS Miscellaneous Assistance	602-495-4304-000	237.00

Inv R-023780-000-3 Total 1,185.00

Inv R-023781-000-3

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March 2024 Private Utility Permits	101-417-4300-000	3,850.00

Inv R-023781-000-3 Total 3,850.00

Inv R-023839-000-6

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March 2024 Street Rehab & Trunk Water Main Project	421-499-4304-154	12,027.00

Inv R-023839-000-6 Total 12,027.00

Inv R-023898-000-4

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March Natures Refuge North	801-000-2300-000	770.00

Inv R-023898-000-4 Total 770.00

Inv R-023899-000-5

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March Lino Lakes Culver's	801-000-2300-000	110.00

Inv R-023899-000-5 Total 110.00

Inv R-024081-000-4

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March Lead Service Line Inventory Support	406-499-4304-000	1,185.00

Inv R-024081-000-4 Total 1,185.00

Inv R-024233-000-4

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March Jansen Addition	801-000-2335-102	990.00

Inv R-024233-000-4 Total 990.00

Inv R-024407-000-3

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March 375 Apollo Dr - Sterling Plastics	801-000-2300-000	533.25

Inv R-024407-000-3 Total 533.25

Check Number Check Date

Inv R-024622-000-2

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March 2024 Reclamite Project	421-499-4304-155	3,831.00

Inv R-024622-000-2 Total 3,831.00

Inv R-024693-000-2

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March Watermark 7th Addition	801-000-2378-102	2,881.25

Inv R-024693-000-2 Total 2,881.25

Inv R-024708-000-2

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March 2024 Trail Maintenance Project	101-450-4300-000	3,894.00

Inv R-024708-000-2 Total 3,894.00

Inv R-025013-000-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	March 455 Park Ct - Fiji Cube	801-000-2300-000	2,061.25

Inv R-025013-000-1 Total 2,061.25

120822 Total: 209,441.31

733 - WSB & Associates, Inc. Total: 209,441.31

734 - Xcel Energy Line Item Account

120823 05/28/2024

Inv May 2024-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2024	Electric	101-430-4385-000	5,168.48

Inv May 2024-1 Total 5,168.48

Inv May 2024-2

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/20/2024	Electric	101-432-4381-501	581.48
05/20/2024	Electric	602-495-4381-000	1,923.88
05/20/2024	Electric	101-430-4385-000	680.17
05/20/2024	Electric	101-432-4381-502	959.71
05/20/2024	Electric	601-494-4381-000	6,387.12
05/20/2024	Electric	101-432-4381-503	5,412.30
05/20/2024	Electric	101-450-4381-000	104.96
05/20/2024	Electric	101-432-4381-000	0.00
05/20/2024	Electric	101-420-4381-000	3.64
05/20/2024	Electric	202-451-4381-000	7,019.97

Inv May 2024-2 Total 23,073.23

Check Number	Check Date	43 Amount
120823 Total:		28,241.71
734 - Xcel Energy Total:		28,241.71
Total:		602,186.99



Electronic Funds Transfer
MN Statute 471.38 Subd. 3

Council Meeting May 28, 2024

Transfer In/(Out)

5/10/2024 Payroll #10	(200,602.71)
5/10/2024 Payroll #10 Federal Deposit	(58,233.35)
5/10/2024 Payroll #10 PERA	(57,113.68)
5/10/2024 Payroll #10 PERA - DIE Credit Danzl Pierson	553.36
5/10/2024 Payroll #10 State	(13,404.48)
5/10/2024 Payroll #10 Child Support	(321.48)
5/10/2024 Payroll #10 H.S.A. Bank Pretax	(3,546.20)
5/10/2024 Payroll #10 TASC Pretax	(867.27)
5/10/2024 Payroll #10 Mission Sq 457 Def. Comp #301596	(2,645.00)
5/10/2024 Payroll #10 Mission Sq Roth IRA #706155	(939.23)
5/10/2024 Payroll #10 MSRS HCSP #98946-01	(4,949.40)
5/10/2024 Payroll #10 MSRS Def. Comp #98945-01	(3,035.00)
5/10/2024 Payroll #10 MSRS Roth IRA #98945-01	(779.00)
5/13/2024 Transfer from FRB Money Market	1,000,000.00
5/15/2024 Bldg Permit Surcharge	(2,872.21)

**LINO LAKES CITY COUNCIL
WORK SESSION
MINUTES**

DATE: April 22, 2024
TIME STARTED: 6:00 PM
TIME ENDED: 6:19 PM
MEMBERS PRESENT: Councilmembers, Lyden, Stoesz, Cavegn, Mayor Rafferty
MEMBERS ABSENT: Ruhland

Staff Members Present: City Administrator Sarah Cotton; Public Safety Director John Swenson; Community Development Director Michael Grochala; City Planner Katie Larsen, Environmental Coordinator Andy Nelson, WSB Project Engineer Veronica Kubicek.

1. Review Regular Agenda

Mayor Rafferty reviewed the meeting agenda. Staff provided an overview of the staff reports for each agenda item.

Mayor Rafferty asked that the March 25, 2024, Council Meeting Minutes be revised as follows: The Public Comment made by Randy Rennacker should be updated to state the Carl Street residents have a “strong opposition of any connection from the development to the Carl Street neighborhood” from the currently reflected “strong opposition of any development to the Carl Street neighborhood”.

The work session concluded at 6:19 PM.

These minutes were considered and approved at the regular Council Meeting on May 28, 2024.

Hannah Lynch, City Clerk

Rob Rafferty, Mayor

**LINO LAKES CITY COUNCIL
REGULAR MEETING
MINUTES**

DATE: April 22, 2024
TIME STARTED: 6:41 PM
TIME ENDED: 8:33 PM
MEMBERS PRESENT: Councilmembers, Lyden, Stoesz, Cavegn, Mayor Rafferty
MEMBERS ABSENT: Councilmember, Ruhland

Staff Members Present: City Administrator Sarah Cotton; Public Safety Director John Swenson; Community Development Director Michael Grochala; City Planner Katie Larsen, Environmental Coordinator Andy Nelson, WSB Project Engineer Veronica Kubicek.

The meeting was called to order by Mayor Rafferty at 6:41 PM.

SETTING THE AGENDA

Staff suggested moving the Arbor Day Proclamation and Public Safety Life Saving Award Presentation before Public Comment. Councilmember Cavegn requested further discussion regarding the Fire Department Analysis under New Business.

1. Motion to: Approve the changes and additions to the agenda as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Cavegn
SECONDER:	Lyden
AYES:	Lyden, Stoesz, Cavegn, Rafferty
ABSENT:	Ruhland

PROCLAMATION

An Arbor Day Proclamation was issued by Mayor Rafferty, Declaring April 26, 2024 Arbor Day in Lino Lakes, Minnesota.

SPECIAL PRESENTATION

Public Safety Director John Swenson presented the Citizen Life Saving Award to Tatum Stewart for providing lifesaving care to her father Eric Stewart on October 19, 2023. Mr. Swenson also presented the Life Saving Award to Sgt. Chad Schirmers, Investigator Bob Strub, Officer Anissa Ng, Officer Shelby Bonczek, Officer Beck Petrie, Deputy Director Dan L'Allier, Firefighter Taylor Andres, and Firefighter Ryan Olson.

PUBLIC COMMENT

Luke Walter, 7800 Marilyn Drive, talked about a previous meeting where a developer discussed his prior legal troubles. According to Mr. Walter, those in favor of the Madinah Lakes project are spreading a falsehood, claiming that there were no objections to the earlier plan for development on this property. Concerns raised by Mr. Walter include the development's inclusivity, traffic issues, the mosque's parking plan, the effects on the school system, and infrastructure costs that will raise taxes.

Dean Dovolis, 333 Washington Ave, Minneapolis, advised that he is an urban planner and architect and that he received his education from Harvard University and the University of Minnesota. The Madinah Lakes developer contacted Mr. Dovolis to talk about the issues raised in a flyer that is being distributed. According to Mr. Dovolis, the development in terms of speed and density is less dense. There will be a traffic study done in response to the traffic-related complaints. The parking lot at the mosque will adhere to city code. Dovolis stated that the development is open to anyone and not restricted.

Maysoon Wazwaz, 7991 Highland Drive, declared that the purpose of her visit was to discuss the controversy around the housing units and the mosque. Before Madinah Lakes signed the purchase agreement, there was a previous buyer who proposed a larger development, and she could not find any comments to oppose that development. Another point is that there are hundreds of houses being proposed on the other side of Main Street. The argument that the schools will not be able to accommodate the students' needs, conflicts with the open enrollment policy.

Samia Ali, 139 Morgan Lane, stated she has lived in Lino Lakes for the past 4 years and has children who attend Centennial Middle and High School. She supports the Madinah Lakes development. She wants to address the misconceptions about the development, which are that the development is open to everyone and that the planned restaurants, coffee shops, and grocery stores will serve as essential amenities. It was discussed that the school district will benefit from more students due to the increased funding. Ali asked that the City Council support the Madinah Lakes Development and reject any calls for the moratorium.

Matt Duffy, 7760 France Ave, stated he represents Zikar Holdings and a development proposal was submitted last week and that it is going through the process of making sure it's complete. If it's complete, he asked that it be considered on its merits. Also discussed as part of the process is an environmental assessment worksheet, which will address a lot of the concerns that have been raised. Mr. Duffy requested that the merits of the application be considered and that the City follow the process already in place to get a development going.

Feneti Mohamed, 7264 Watermark Way, stated she is in support of the Madinah Lakes development, which is open to any faith and background. She has lived in Lino Lakes for four years and has siblings in the school district. The proposed development adheres to current

zoning rules and aligns with the comprehensive plan set up by the City of Lino Lakes. She urges the City Council to carefully consider the implications of imposing a moratorium.

Salahadin Abda, 7264 Watermark Way, stated he has lived in Lino Lakes for four years. Abda discussed his process of moving to the area. The complaining of the new development does not make any sense to him.

Jeff Johnson, 6965 Sunrise Drive, has been a resident of Lino Lakes for 25 years and has seen growth in the city. Johnson discussed the impacts of rapid growth and the struggle with adding an additional 450 houses.

Darren Zabinski, 6711 Pine Street, discussed his reading of the 2040 comprehensive plan. His questions to City Council include: Does this fit with the future vision of Lino Lakes? Do we have the infrastructure to provide services to a development this size? What about water issues, classroom sizes, enough law enforcement, city roads, parks, and walking paths?

Elizabeth Larkin, 980 Aspen Lane, discussed her children attending Centennial district and the classroom sizes. Larkin would like to see the city council follow the 2040 comprehensive plan. Larkin expressed concern for the law enforcement and the number of calls they could receive in the future. She would like the council to look into the developer's background.

Chris Stowe, 426 Pine Street, stated that he is opposed to any developments around Lino Lakes. New developments mean higher taxes. Mr. Stowe talked about attending the Planning and Zoning meeting the week before, where they talked about sacred homes. Additionally, he opposes the construction of any new churches or mosques.

Catherine Decker, 614 Pine Street, stated she would like City Council deny the request to share the cost of the water treatment with Rice Creek Watershed District. The first reason is that there are only thirteen Lino Lakes households located on Centerville Lake. This proposal directly affects .1% of Lino Lakes taxpayers. Second, she talked about how the Rice Creek Watershed District and the Centerville Lakes Association describe themselves and why they ought to be the only two organizations providing funds for this project. The third reason discussed was the 2024 reserved budget. Fourth, Rice Creek Watershed District has made no financial commitment beyond this grant. The final reason is that three separate taxes will be imposed on the people of Lino Lakes, even though 99.9% of them are not represented in this proposal.

Justin Houck, 490 Pine Street, stated he is opposed to any new development in Lino Lakes. His family moved to Lino Lakes due to the small community, rural feel, and wide open spaces. Houck discussed the state mandate regarding housing on religious properties; items that need to be under consideration are schools, infrastructure, and police.

Jason Donahue, 8204 Wood Duck Trail, stated he is opposed to any major development. Donahue stated infrastructure is not here including water and water towers, classroom sizes are too large. He has concerns with the poor condition of the city roads, parking lots, and the park system. He questioned the safety of residents living in the development.

Sam Bennett, 6841 Lakeview Drive, wanted to invite residents May 4th from 9:00am to 12:00 to help clean Hodgson Road. Pizza will be provided for volunteers.

1. Motion to: Close Public Comment at 7:54 PM.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Lyden
SECONDER:	Cavegn
AYES:	Lyden, Stoesz, Cavegn, Rafferty
ABSENT:	Ruhland

1. CONSENT AGENDA

- A. Consider Approval of Expenditures for April 22, 2024 (Check No. 120553 through 120635) in the Amount of \$669,949.91
- B. Consider Approval of March 25, 2024 Council Meeting Minutes (Amended)
- C. Consider Approval of April 8, 2024 Work Session Minutes
- D. Consider Approval of April 8, 2024 Council Meeting Minutes
- E. Consider Approval of the Hiring of Part-Time Staff for the Rookery Activity Center

i. Motion to: Approve Consent Agenda Items 1A – 1E

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Lyden
SECONDER:	Stoesz
AYES:	Lyden, Stoesz, Cavegn, Rafferty
ABSENT:	Ruhland

2. FINANCE DEPARTMENT

No report was presented.

3. ADMINISTRATION DEPARTMENT

No report was presented.

4. PUBLIC SAFETY DEPARTMENT

No report was presented.

5. PUBLIC SERVICES DEPARTMENT

A. Consider Resolution No. 24-22, Accepting Quotes and Awarding a Construction Contract, 2024 Trail Maintenance Project

WSB Project Engineer Veronica Kubicek requested approval of Resolution 24-22 to accept quotes and to award a construction contract for the 2024 Trail Maintenance

Project for the Base, Alternate 2, and Alternate 3. She noted they are deferring Alternate 1 Country Lake Drive West to a future year due to budget. Two quotes were received, and staff recommended acceptance of the lowest quote from Winberg Companies, which came in at \$137,455.50.

i. Motion to: Approve Resolution 24-22, Accepting Quotes and Awarding a Construction Contract, 2024 Trail Maintenance Project

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Cavegn
SECONDER:	Stoesz
AYES:	Lyden, Stoesz, Cavegn, Rafferty
ABSENT:	Ruhland

6. COMMUNITY DEVELOPMENT DEPARTMENT

A. Consider Resolution No. 24-44, Approving Centerville Lake Alum Treatment Cost-Share Agreement with Rice Creek Watershed District

Environmental Coordinator Andy Nelson requested the approval of Resolution 24-44 for a cost-share agreement with Rice Creek Watershed District (RCWD) for an aluminum sulfate treatment for Centerville Lake in an amount not to exceed \$35,000.

i. Motion to: Approve Resolution 24-44, Approving Centerville Lake Alum Treatment Cost-Share Agreement with Rice Creek Watershed District

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Lyden
SECONDER:	Stoesz
AYES:	Lyden, Stoesz, Cavegn, Rafferty
ABSENT:	Ruhland

B. Consider Resolution No. 24-42, Accepting Quotes and Awarding a Contract for 2024 Spring Boulevard Tree Planting

Environmental Coordinator Andy Nelson requested approval of Resolution 24-42 to accept quotes and to award a contract for the Boulevard Tree Planting. Three quotes were received and staff recommended acceptance of the lowest quote from Hoffman and McNamara which came in at \$35,209.00.

i. Motion to: Approve Resolution 24-42, Accepting Quotes and Awarding a Contract for 2024 Spring Boulevard Tree Planting

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Cavegn
SECONDER:	Stoesz
AYES:	Lyden, Stoesz, Cavegn, Rafferty
ABSENT:	Ruhland

C. Consider Resolution No. 24-37, Accepting Bids and Awarding a Construction Contract, 2024 Rejuvenator Project

WSB Project Engineer Veronica Kubicek requested approval of Resolution 24-37 to accept quotes and to award a construction contract for the 2024 Rejuvenator Project. She noted that funding for this project is from the Pavement Management Fund. Two quotes were received and staff recommended acceptance of the lowest quote from Allied Blacktop Company which came in at \$110,464.00.

i. Motion to: Approve Resolution 24-37, Accepting Bids and Awarding a Construction Contract, 2024 Rejuvenator Project

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Lyden
SECONDER:	Stoesz
AYES:	Lyden, Stoesz, Cavegn, Rafferty
ABSENT:	Ruhland

D. Consider Resolution No. 24-38, Approving the CSAH 49/CRJ Reconstruction Project Joint Powers Agreement with the City of Shoreview

Community Development Director Michael Grochala presented Resolution 24-38, approving a Joint Powers Agreement (JPA) with the City of Shoreview for the Roundabout Landscaping and Storm Sewer Maintenance at the CSAH 49 (Hodgson Rd) and CSAH 32 (County Road J) Roundabout.

i. Motion to: Approve Resolution 24-38, Approving the CSAH 49/CRJ Reconstruction Project Joint Powers Agreement with the City of Shoreview

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Stoesz
SECONDER:	Cavegn
AYES:	Lyden, Stoesz, Cavegn, Rafferty
ABSENT:	Ruhland

E. Consider Resolution No. 24-39, Ordering Project, Approving Plans, Authorizing Ad For Bids, Decorative Lighting for the CSAH 49/CRJ Roundabout Project

Community Development Director Michael Grochala requested approval of Resolution 24-39 to order project, approve the plans and specifications, and to authorize the ad for bid for decorative lighting for the CSAH 49/CRJ roundabout project.

i. Motion to: Approve Resolution 24-39, Ordering Project, Approving Plans, Authorizing Ad For Bids, Decorative Lighting for the CSAH 49/CRJ Roundabout Project

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Lyden
SECONDER:	Stoesz
AYES:	Lyden, Stoesz, Cavegn, Rafferty
ABSENT:	Ruhland

F. 440 Park Court (Lino Lakes Tech Center & Storage Facility)

City Planner Katie Larsen requested consideration and approval of Resolutions 24-34, 24-35, and 24-36 related to the Conditional Use Permit and Site & Building Plan Review for 440 Park Court (Lino Lakes Tech Center and Storage Facility).

- i. Consider Resolution No. 24-34 Approving Conditional Use Permit for Two (2) or More Principal Buildings
- ii. Consider Resolution No. 24-35 Approving Parking Deferment Agreement
- iii. Consider Resolution No. 24-36 Approving Site Improvement Performance Agreement

a. Motion to: Approve Resolution 24-34, Approving Conditional Use Permit for Two (2) or More Principal Buildings

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Stoesz
SECONDER:	Cavegn
AYES:	Lyden, Stoesz, Cavegn, Rafferty
ABSENT:	Ruhland

b. Motion to: Approve Resolution 24-35, Approving Parking Deferment Agreement

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Lyden
SECONDER:	Stoesz
AYES:	Lyden, Stoesz, Cavegn, Rafferty
ABSENT:	Ruhland

c. Motion to: Approve Resolution 24-36, Approving Site Improvement Performance Agreement

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Stoesz
SECONDER:	Lyden
AYES:	Lyden, Stoesz, Cavegn, Rafferty
ABSENT:	Ruhland

G. Jansen Addition

City Planner Katie Larsen presented Resolution 24-40 to approve the Final Plat for the Jansen Addition, as well as Resolution 24-41 approving the final Development Agreement for the Jansen Addition. Planner Larsen noted that the Planning and Zoning Board reviewed the Jansen Addition Final Plat on April 10, 2024, and recommended approval with a 6-0 vote.

- i. Consider Resolution No. 24-40 Approving Final Plat
- ii. Consider Resolution No. 24-41 Approving Development Agreement

a. Motion to: Approve Resolution 24-40, Approving Final Plat

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Cavegn
SECONDER:	Stoesz
AYES:	Lyden, Stoesz, Cavegn, Rafferty
ABSENT:	Ruhland

b. Motion to: Approve Resolution 24-41, Approving Development Agreement

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Cavegn
SECONDER:	Stoesz
AYES:	Lyden, Stoesz, Cavegn, Rafferty
ABSENT:	Ruhland

H. Water Treatment Plant Funding

Community Development Director Michael Grochala requested consideration and approval of Resolutions 24-43 and 24-45, related to the Minnesota Public Facilities Authority Application for Water Treatment Plant Grant and Loan Agreement.

- i. Consider Resolution No. 24-43 Authorizing Minnesota Public Facilities Authority Application for Water Treatment Plant Grant Agreement
- ii. Consider Resolution No. 24-45 Authorizing Minnesota Public Facilities Authority Application for Water Treatment Plant Loan Agreement

a. Motion to: Approve Resolution 24-43, Authorizing Minnesota Public Facilities Authority Application for Water Treatment Plant Grant Agreement

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Lyden
SECONDER:	Stoesz
AYES:	Lyden, Stoesz, Cavegn, Rafferty
ABSENT:	Ruhland

b. Motion to: Approve Resolution 24-45, Authorizing Minnesota Public Facilities Authority Application for Water Treatment Plant Loan Agreement

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Cavegn
SECONDER:	Lyden
AYES:	Lyden, Stoesz, Cavegn, Rafferty
ABSENT:	Ruhland

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

Councilmember Cavegn stated at the April 1, 2024, work session that the Council gave Public Safety Director John Swenson a directive to request proposals (RFP) from other cities. At the April 8, 2024, work session, the subject was discussed again, which was not on the agenda, did not follow the protocol for adding items to the agenda, and there was no discussion after the subject. The directive for Public Safety Director John Swenson was altered without conversation or a vote. Councilmember Cavegn would like to return to the April 1, 2024, order that was approved by the Council.

Mayor Rafferty asked for an update. City Administrator Sarah Cotton stated staff has worked to gather examples of RFPs from other agencies, has drafted an RFP, and plans to bring this to the May 6 work session for Council review.

ADJOURNMENT

Mayor Rafferty reviewed the Community Calendar as presented on the Agenda. With no further business before the Council, the meeting was adjourned by Mayor Rafferty at 8:33 PM.

These minutes were considered and approved at the regular Council Meeting on May 28, 2024.

Hannah Lynch, City Clerk

Rob Rafferty, Mayor

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 1D**

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: May 28, 2024

TOPIC: Hiring Part-Time Rookery Activity Center Staff

VOTE REQUIRED: Simple Majority

INTRODUCTION

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

BACKGROUND

The recruiting process has identified candidates that will be a great addition to the staff at the Rookery.

RECOMMENDATION

Staff recommends the Council approve the hiring of the part-time Rookery Activity Center staff listed below:

First Name	Last Name	Position
Soren	Wilkes	Lifeguard
Carly	McKinney	Child Watch
Riley	Wallace	Lifeguard
Chad	Prater	Lifeguard

Start dates vary based on position and training schedule.

ATTACHMENTS

None

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 1E**

STAFF ORIGINATOR: Sarah Cotton, City Administrator

MEETING DATE: May 28, 2024

TOPIC: Consider Resolution No. 24-62, Authorizing the Issuance of a Special Event Permit for the Minnesota Wheels of Honor Fallen Hero Visit

VOTE REQUIRED: Simple Majority

INTRODUCTION

The Council is being asked to consider approval of Resolution No. 24-62, authorizing the issuance of a Special Event Permit for the Minnesota Wheels of Honor Fallen Hero Visit.

BACKGROUND

James Woodruff, Vice Chair and Road Captain of the Minnesota Wheels of Honor, has applied for a Special Event Permit for the Fallen Hero Visit on Saturday, June 8, 2024.

The applicant is proposing to honor Fallen Hero, Shawn Silvera, by organizing a motorcycle ride to visit the Shawn Silvera Memorial located at 699 Town Center Parkway.

The application has been reviewed by staff, including the Public Safety Department. Proof of general liability insurance has been submitted by Minnesota Wheels of Honor to cover the event.

The full application is on file in the Clerk's Office for review.

RECOMMENDATION

Consider Resolution No. 24-62, Authorizing the Issuance of a Special Event Permit for the Minnesota Wheels of Honor Fallen Hero Visit

ATTACHMENTS

Resolution No. 24-62

**CITY OF LINO LAKES
RESOLUTION NO. 24-62**

**AUTHORIZING THE ISSUANCE OF A SPECIAL EVENT PERMIT FOR THE
MINNESOTA WHEELS OF HONOR FALLEN HERO VISIT**

WHEREAS, James Woodruff, Vice Chair and Road Captain of the Minnesota Wheels of Honor, has applied for a special event permit; and,

WHEREAS, the event plan includes a motorcycle ride to visit the Shawn Silvera Memorial located at 699 Town Center Parkway; and,

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

WHEREAS, proof of general liability insurance has been submitted by the Minnesota Wheels of Honor to cover the event; and,

WHEREAS, EMT's travel with the group and provide first aid if necessary; and,

WHEREAS, portable toilets will be available for use by attendees; and,

WHEREAS, city staff has reviewed the Special Event Permit application and plan for the event for compliance with city ordinance and regulations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the City Council authorizes issuance of a Special Event Permit to the Minnesota Wheels of Honor for the event scheduled Saturday, June 8, 2024.

Adopted by the City Council of the City of Lino Lakes this 28th day of May, 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 1F**

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: May 28, 2024

TOPIC: 1st Quarter 2024 Financial Report

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff has prepared the 1st Quarter 2024 Financial Report for Council's review and approval.

BACKGROUND

Staff has reconciled all bank and investment account through March 31, 2024. The Quarterly Financial Report contains unaudited information as follows:

- Investments Summary
- Cash Balance by Fund
- General Fund Budget to Actual
- Rookery Activity Center Fund Budget to Actual
- Water Fund Budget to Actual
- Sewer Fund Budget to Actual
- Storm Water Fund Budget to Actual

Each Budget to Actual analysis provides a summary of significant activity. Full general ledger detail can be found on pages 10-23.

RECOMMENDATION

Consider approval of the 1st Quarter 2024 Financial Report.

ATTACHMENTS

1st Quarter 2024 Financial Report



1st Quarter 2024 Financial Report

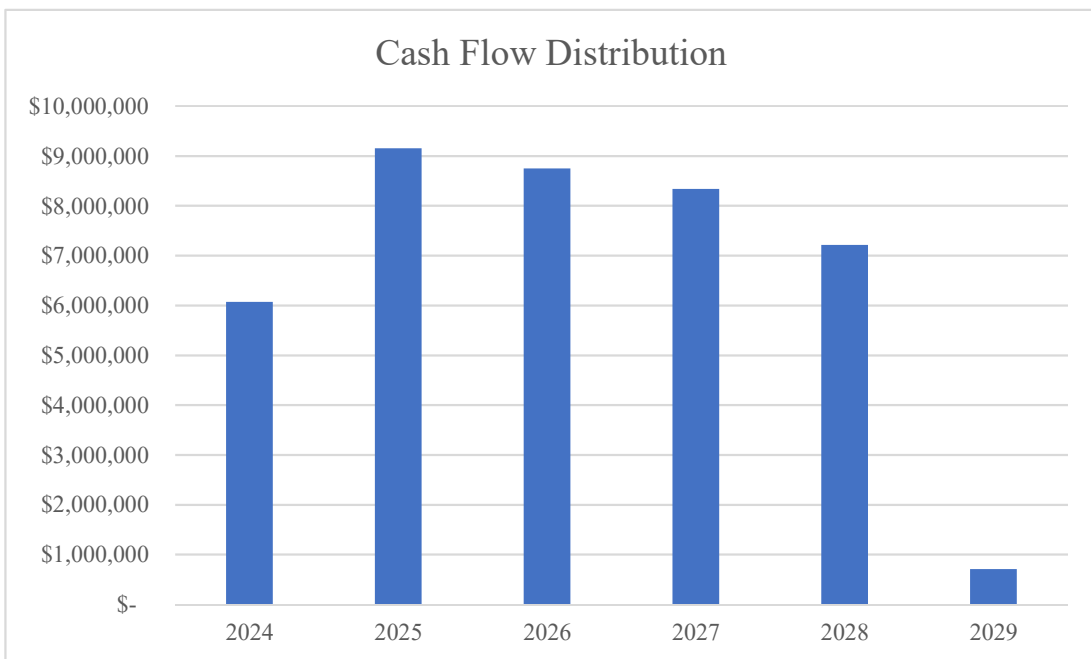
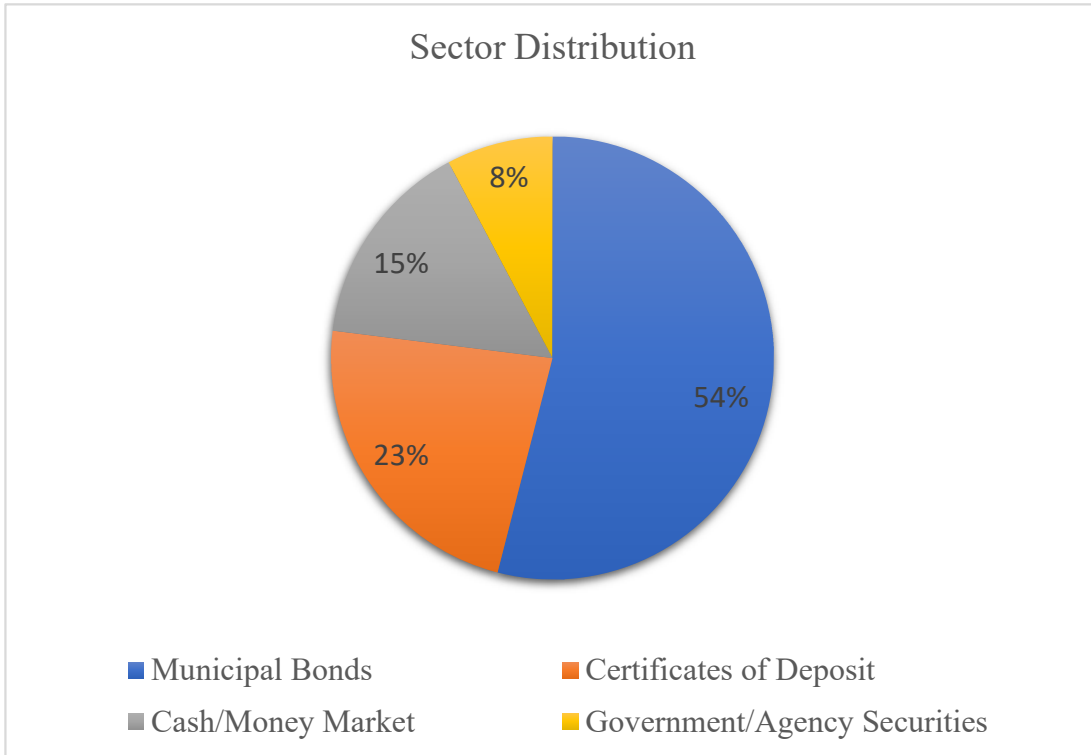
**City of Lino Lakes
Investments Summary
For the Quarter Ended March 31, 2024**

Portfolio Characteristics

Market Value	\$47,468,887
Number of Investments	145
Average Maturity (Date)	8/30/2026
Average Maturity (Years)	2.34
Yield To Maturity (YTM)	4.87%

YTD Performance

Interest Earnings	\$351,527
Unrealized Gain (Loss)	\$69,721



City of Lino Lakes
Cash Balance by Fund
For the Quarter Ended March 31, 2024

Fund	Cash Balance
101 General Fund	\$ 5,711,017
202 Rookery Activity Center	48,316
203 Economic Development Authority	249,451
204 Cable TV & Communications	264,805
205 Blue Heron Days	5,494
207 State Narcotics Forfeiture	32,842
208 DUI Forfeitures	53,848
209 Forfeitures - Other	1,511
210 Federal Forfeiture - Treasury	12,624
211 K9 Unit	12,389
214 Public Safety Aid	557,152
301 Closed Bond	536,385
333 2009A G.O. Improvement Note	-
337 2014A G.O. Improvement Bonds	279,742
338 2015A G.O. Bonds	458,347
339 2015 EDA Lease Revenue Bonds	128,907
340 2016A G.O. Capital Note	1,147
341 2016A G.O. Utility Revenue Bonds	271,010
344 2018A G.O. Bond	1,135,808
345 2020A G.O. Utility Revenue Bonds	278,337
346 2021A G.O. Street Reconstruction Bonds	21,743
401 Building and Facilities	1,854,798
402 Capital Equipment Replacement	931,034
403 Office Equipment Replacement	47,884
405 Dedicated Parks	1,324,500
406 Area & Unit Trunk	9,043,089
417 T.I.F District 1-10	1,246
418 T.I.F District 1-11	(1,772)
419 T.I.F District 1-12	273,377
420 Municipal State Aid (MSA)	4,935,228
421 Pavement Management	134,501
422 Surface Water Management	1,980,894
423 Street Reconstruction	455,596
425 Park & Trail Improvements	238,026
430 T.I.F. District 1-13	1,182
484 Comp Plan Updates	18,172
487 Pheasant Run Reconstruction	46,290
488 2024 Street Reconstruction	(63,449)
601 Water Operating	5,299,556
602 Sewer Operating	7,189,452
603 Storm Water Operating	370,305
801 Contractor Deposits	3,190,084
810 Foxborough Environmental & Stewardship	123,565
811 Preserve Environmental & Stewardship	14,456
	<u>\$ 47,468,887</u>

City of Lino Lakes
General Fund Budget to Actual (Unaudited)
For the Quarter Ended March 31, 2024

	Annual Budget	Budget Thru 03/31/2024	Actuals Thru 03/31/2024	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget Thru 03/31/2024
Revenues					
Property Taxes	\$ 10,429,606	\$ 2,607,402	\$ -	\$ (2,607,402) *	- %
Other Taxes	185,000	46,250	38,472	(7,778)	83.2
Licenses and Permits	1,097,415	274,354	222,241	(52,113)	81.0
Intergovernmental Revenue	692,622	173,156	147,057	(26,099)	84.9
Charges For Services	456,325	114,081	100,141	(13,940)	87.8
Fines & Forfeits	76,000	19,000	25,864	6,864	136.1
Investment Income	30,000	7,500	60,811	53,311 (1)	810.8
Miscellaneous Revenue	32,000	8,000	8,251	251	103.1
Transfers In	20,000	5,000	20,000	15,000	400.0
Total Revenues	13,018,968	3,254,742	622,836	(2,631,906)	19.1
Expenditures					
Mayor & Council	109,274	27,319	13,733	13,585	50.3
Administration	712,764	178,191	170,207	7,984	95.5
Elections	49,000	12,250	13,943	(1,693)	113.8
Charter Administration	8,920	2,230	-	2,230	-
Finance	748,840	187,210	167,761	19,449	89.6
Legal Consultants	138,000	34,500	36,963	(2,463)	107.1
Economic Development	98,135	24,534	10,941	13,592	44.6
Planning & Zoning	181,529	45,382	38,360	7,022	84.5
Engineering	97,463	24,366	12,384	11,982	50.8
Community Development	308,682	77,171	51,365	25,806 (2)	66.6
Police	5,062,622	1,265,656	1,313,847	(48,192)	103.8
Fire	1,094,025	273,506	315,166	(41,660)	115.2
Building Inspections	537,078	134,270	110,119	24,151	82.0
Streets	1,146,013	286,503	233,255	53,248	81.4
Fleet Management	704,061	176,015	162,878	13,137	92.5
Government Buildings	624,081	156,020	192,687	(36,667) (3)	123.5
Parks	1,081,779	270,445	179,252	91,193 (4)	66.3
Environmental	65,523	16,381	17,200	(819)	105.0
Solid Waste	87,417	21,854	12,244	9,610	56.0
Forestry	84,515	21,129	8,533	12,596	40.4
Other	229,247	57,312	150,000	(92,688) (5)	261.7
Total Expenditures	13,168,968	3,292,242	3,210,839	81,403	97.5
Revenues Over (Under) Expenditures	\$ (150,000)	\$ (37,500)	\$ (2,588,003)	\$ (2,550,503)	

* Property tax settlements are received from Anoka County in July (with 70% advance in June) and December.

Item Explanation of items with variance greater than \$15,000 and percentage less than 80% or greater than 120%

- (1) Interest rates are favorable and surpassing budget expectations. Portfolio YTM is 4.87% compared to 4.49% at March 31, 2023.
- (2) Favorable variance due to Community Development Specialist vacancy; new position in the 2024 Budget that has yet to be filled.

City of Lino Lakes
General Fund Budget to Actual (Unaudited)
For the Quarter Ended March 31, 2024

- (3) Unfavorable variance due to Building Insurance paid through August 2024 partially offset with a favorable variance in electricity.
- (4) Favorable variance due to Temporaries, Utilities, and Contracted Services which are seasonal in nature (i.e. seasonal workers, irrigation, portable restrooms, weed control, trail maintenance, etc.) and will be utilized throughout the Summer/Fall.
- (5) Budgeted transfers are recorded in full each January slightly offset by a favorable contingency variance. Contingency does not get any expenditures coded to it, instead that budget is allocated to other line items with budget amendments as needed.

City of Lino Lakes
Rookery Activity Center Fund Budget to Actual (Unaudited)
For the Quarter Ended March 31, 2024

	Annual Budget	Budget Thru 03/31/2024	Actuals Thru 03/31/2024	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget Thru 03/31/2024
Revenues					
Property Taxes	\$ 500,000	\$ 125,000	\$ -	\$ (125,000) *	- %
Charges For Services	1,366,820	341,705	379,837	38,132	111.2
Investment Income	-	-	655	655	-
Miscellaneous Revenue	95,100	23,775	20,073	(3,702)	84.4
Total Revenues	<u>1,961,920</u>	<u>490,480</u>	<u>400,564</u>	<u>(89,916)</u>	<u>81.7</u>
Expenditures					
Personal Services	1,291,354	322,839	273,910	48,928	84.8
Supplies	98,862	24,716	16,476	8,240	66.7
Services & Charges	307,108	76,777	86,740	(9,963)	113.0
Contractual Services	253,330	63,333	45,954	17,379 (1)	72.6
Total Expenditures	<u>1,950,654</u>	<u>487,664</u>	<u>423,080</u>	<u>64,584</u>	<u>86.8</u>
Revenues Over (Under) Expenditures	<u>\$ 11,266</u>	<u>\$ 2,817</u>	<u>\$ (22,515)</u>	<u>\$ (25,332)</u>	

* Property tax settlements are received from Anoka County in July (with 70% advance in June) and December.

Item Explanation of items with variance greater than \$15,000 and percentage less than 80% or greater than 120%

- (1) Favorable variance primarily a result of fees due to Endurance Fitness in accordance with the Professional Management Services Agreement. The monthly fee is remitted within the applicable month, but the quarterly fee is remitted within 45 day of quarter end (timing difference). The quarterly fee accounts for revenue sharing of personal training and spinning classes.

City of Lino Lakes
Water Fund Budget to Actual (Unaudited)
For the Quarter Ended March 31, 2024

	Annual Budget	Budget Thru 03/31/2024	Actuals Thru 03/31/2024	Prior Year Thru 03/31/2023	Variance - Favorable (Unfavorable)
Revenues					
Water Hook Up Charge	\$ 41,250	\$ 10,313	\$ 7,000	\$ 5,250	\$ 1,750
Water Meter Sales	100,000	25,000	17,116	25,010	(7,893)
Irrigation Controller Sales	5,000	1,250	45	140	(95)
Interest On Investments	50,000	12,500	39,105	30,237	8,868
Change in FV of Investments	-	-	7,769	52,599	(44,830) (1)
Miscellaneous Revenue	1,800	450	405	120	285
Flat Water Charge	601,760	150,440	137,268	95,156	42,112 (2)
Water Sales	1,450,533	362,633	184,633	174,132	10,501
Penalty	34,000	8,500	9,687	8,901	786
Total Revenues	2,284,343	571,086	403,028	391,545	11,483
Expenditures					
Personal Services	415,378	103,845	86,577	85,800	(777)
Supplies	387,000	96,750	75,681	25,450	(50,231) (3)
Services & Charges	356,257	89,064	87,672	63,320	(24,352) (4)
Contractual Services	12,995	3,249	3,177	1,680	(1,496)
Capital Outlay	157,500	39,375	-	(10,456)	(10,456)
Transfers Out	731,760	182,940	-	-	-
Total Expenditures	2,060,890	515,223	253,106	165,794	(87,312)
Revenues Over (Under) Expenditures	\$ 223,453	\$ 55,863	\$ 149,922	\$ 225,751	\$ (75,829)

Item Explanation of items with variance greater than \$20,000

- (1) Interest rates are favorable and surpassing budget expectations. Portfolio YTM is 4.87% compared to 4.49% at March 31, 2023. A net unrealized gain on investments is still reported in the current year, although at a lesser amount than the previous year due to stability in the interest rate.
- (2) Increase in water rates combined with an increase in accounts. The Flat Water Charge increased from \$15/Quarter/REU to \$20/Quarter/REU in Q1 2024 due to financing a Water Treatment Plant. In addition, there were 5,802 accounts in Q1 2024 compared to 5,637 in Q1 2023.
- (3) The supply chain for water meters has continued to be delayed after the COVID-19 Pandemic. Meters are purchased when available from the supplier.
- (4) Unfavorable variance due to an increase in the cost of the MN Department of Natural Resources Appropriation Permit combined with the legal costs for the contested permit.

City of Lino Lakes
Sewer Fund Budget to Actual (Unaudited)
For the Quarter Ended March 31, 2024

	Annual Budget	Budget Thru 03/31/2024	Actuals Thru 03/31/2024	Prior Year Thru 03/31/2023	Variance - Favorable (Unfavorable)
Revenues					
Sewer Hook Up Charge	\$ 33,000	\$ 8,250	\$ 5,820	\$ 4,400	\$ 1,420
Interest On Investments	80,000	20,000	53,398	52,705	693
Change in FV of Investments	-	-	10,734	89,666	(78,932) (1)
Sewer Sales	1,979,432	494,858	519,386	492,022	27,364 (2)
Penalty	30,000	7,500	8,581	8,114	467
Total Revenues	2,122,432	530,608	597,919	646,907	(48,987)
Expenditures					
Personal Services	428,714	107,179	95,096	92,491	(2,606)
Supplies	90,200	22,550	18,383	5,712	(12,671)
Services & Charges	348,113	87,028	83,030	77,096	(5,935)
Contractual Services	1,373,738	343,435	438,461	388,841	(49,620) (3)
Capital Outlay	157,500	39,375	-	-	-
Total Expenditures	2,398,265	599,566	634,971	564,140	(70,831)
Revenues Over (Under) Expenditures	\$ (275,833)	\$ (68,958)	\$ (37,052)	\$ 82,767	\$ (119,819)

Item Explanation of items with variance greater than \$20,000

- (1) Interest rates are favorable and surpassing budget expectations. Portfolio YTM is 4.87% compared to 4.49% at March 31, 2023. A net unrealized gain on investments is still reported in the current year, although at a lesser amount than the previous year due to stability in the interest rate.
- (2) Increase in sewer rates combined with an increase in accounts. 5,802 accounts in Q1 2024 compared to 5,637 in Q1 2023.
- (3) Met Council Environmental Services Sewer Charges increased 10.78% in 2024.

City of Lino Lakes
Storm Water Fund Budget to Actual (Unaudited)
For the Quarter Ended March 31, 2024

	Annual Budget	Budget Thru 03/31/2024	Actuals Thru 03/31/2024	Prior Year Thru 03/31/2023	Variance - Favorable (Unfavorable)
Revenues					
Interest On Investments	\$ 3,000	\$ 750	\$ 2,604	\$ 1,471	\$ 1,133
Change in FV of Investments	-	-	400	3,067	(2,667)
Penalty	10,000	2,500	1,691	2,086	(395)
Storm Water Utility	536,470	134,118	116,550	113,716	2,834
Total Revenues	549,470	137,368	121,245	120,340	904
Expenditures					
Personal Services	199,361	49,840	52,060	41,625	(10,435)
Supplies	24,000	6,000	487	-	(487)
Services & Charges	45,150	11,288	3,636	4,178	541
Contractual Services	227,500	56,875	(13,678)	116,505	130,183 (1)
Capital Outlay	53,459	13,365	-	-	-
Total Expenditures	549,470	137,368	42,506	162,308	119,802
Revenues Over (Under) Expenditures	\$ -	\$ -	\$ 78,738	\$ (41,968)	\$ 120,706

Item Explanation of items with variance greater than \$20,000

- (1) Negative expense in current year due to reversal of 2023 Surface Water Management Project retainage at 12/31/2023 that has yet to be paid to the contractor in 2024. Favorable variance due to timing difference in expenditures as projects are typically completed in the winter spanning multiple fiscal years.

General Ledger

Budget to Actual

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 Period 01 - 03
 Fiscal Year 2024



Account Number	Description	Budget	YTD Budget	End Bal	YTD Bgt Var
101	General Fund				
	Property Taxes				
101-000-3010-000	Current Taxes	-10,394,606.00	-2,598,651.50	0.00	-2,598,651.50
101-000-3020-000	Delinquent Taxes	-30,000.00	-7,500.00	0.00	-7,500.00
101-000-3150-000	Penalties & Interest	-5,000.00	-1,250.00	0.00	-1,250.00
	Property Taxes	-10,429,606.00	-2,607,401.50	0.00	-2,607,401.50
	All Other Taxes				
101-000-3225-000	Lodging Tax	-85,000.00	-21,250.00	-12,349.00	-8,901.00
101-000-3350-000	Circle Pines Gas Franchise	-100,000.00	-25,000.00	-26,122.74	1,122.74
	All Other Taxes	-185,000.00	-46,250.00	-38,471.74	-7,778.26
	Licenses & Permits				
101-000-3201-000	Liquor License - Bar	-42,000.00	-10,500.00	0.00	-10,500.00
101-000-3203-000	Off Sale Liquor License	-1,400.00	-350.00	0.00	-350.00
101-000-3204-000	Sunday Liquor License	-1,800.00	-450.00	0.00	-450.00
101-000-3205-000	Club Liquor License	-500.00	-125.00	0.00	-125.00
101-000-3208-000	Investigation Fee	-3,000.00	-750.00	-245.00	-505.00
101-000-3209-000	Garbage Removal License	-2,000.00	-500.00	0.00	-500.00
101-000-3210-000	Temporary Consumption Permi	-300.00	-75.00	0.00	-75.00
101-000-3211-000	Tobacco License	-600.00	-150.00	0.00	-150.00
101-000-3212-000	Cannabinoid License	-600.00	-150.00	-400.00	250.00
101-000-3213-000	Contractor's License	-11,890.00	-2,972.50	-4,500.00	1,527.50
101-000-3215-000	Rental Housing License	-5,900.00	-1,475.00	-2,459.75	984.75
101-000-3219-000	Dance	-35.00	-8.75	0.00	-8.75
101-000-3220-000	Fireworks License	-200.00	-50.00	0.00	-50.00
101-000-3222-000	Massage License	-1,000.00	-250.00	-83.56	-166.44
101-000-3223-000	Peddler's License	-1,000.00	-250.00	-500.00	250.00
101-000-3250-000	Building Permits	-588,135.00	-147,033.75	-112,173.35	-34,860.40
101-000-3251-000	Plan Inspection Fee	-258,325.00	-64,581.25	-59,074.78	-5,506.47
101-000-3252-000	Erosion Control Permit	-32,000.00	-8,000.00	-4,320.00	-3,680.00
101-000-3253-000	Plumbing Permit	-33,710.00	-8,427.50	-9,147.20	719.70
101-000-3254-000	Heating & Air Conditioning	-69,195.00	-17,298.75	-17,418.18	119.43
101-000-3255-000	Septic Plumbing Permit	-5,680.00	-1,420.00	-510.00	-910.00
101-000-3256-000	Septic System Permit	-7,100.00	-1,775.00	-750.00	-1,025.00
101-000-3259-000	Fence Permit	-5,000.00	-1,250.00	-872.00	-378.00
101-000-3260-000	Dog License	-1,000.00	-250.00	-167.00	-83.00
101-000-3262-000	Sign Permit	-1,025.00	-256.25	-25.00	-231.25
101-000-3264-000	Underground Utility Permit	-18,020.00	-4,505.00	-8,806.80	4,301.80
101-000-3266-000	Miscellaneous Permits	-6,000.00	-1,500.00	-788.00	-712.00
	Licenses & Permits	-1,097,415.00	-274,353.75	-222,240.62	-52,113.13
	Intergovernmental Revenues				
101-000-3314-000	TZD Safe Roads Grant	-25,000.00	-6,250.00	0.00	-6,250.00
101-000-3341-000	Market Value Credit	-3,500.00	-875.00	0.00	-875.00
101-000-3345-000	Municipal State Aid (MSA)	-275,000.00	-68,750.00	-147,057.00	78,307.00
101-000-3346-000	Police State Aid	-260,000.00	-65,000.00	0.00	-65,000.00
101-000-3349-000	Fire State Aid	-21,705.00	-5,426.25	0.00	-5,426.25
101-000-3351-000	Other Fire Aid	-20,000.00	-5,000.00	0.00	-5,000.00
101-000-3360-000	Solid Waste (Anoka County)	-87,417.00	-21,854.25	0.00	-21,854.25
	Intergovernmental Revenues	-692,622.00	-173,155.50	-147,057.00	-26,098.50
	Charges for Service				
101-000-3265-000	Land Use Administration Fee	-10,225.00	-2,556.25	-3,950.00	1,393.75
101-000-3404-000	Sales Of Supplies (MapsEtc)	-25.00	-6.25	-20.95	14.70
101-000-3405-000	Assessment Searches	-8,000.00	-2,000.00	-1,100.00	-900.00
101-000-3414-000	SACSurcharge Fee	-6,000.00	-1,500.00	-581.63	-918.37
101-000-3417-000	Aerial Map Fee	-20,000.00	-5,000.00	0.00	-5,000.00

Account Number	Description	Budget	YTD Budget	End Bal	YTD Bgt Var
101-000-3420-000	Police Reports	-800.00	-200.00	-138.00	-62.00
101-000-3422-000	Police Other Revenues	-190,000.00	-47,500.00	-35,220.58	-12,279.42
101-000-3433-000	Public Works Fees	-8,000.00	-2,000.00	0.00	-2,000.00
101-000-3470-000	Other Park Revenues	-5,000.00	-1,250.00	0.00	-1,250.00
101-000-3492-000	EngineeringPlanning Fees	-34,000.00	-8,500.00	-8,085.00	-415.00
101-000-3494-000	Investment Management Fees	-50,000.00	-12,500.00	-12,500.01	0.01
101-000-3640-000	Building Rents	-200.00	-50.00	0.00	-50.00
101-000-3740-000	Lease Revenue	-124,075.00	-31,018.75	-38,544.83	7,526.08
	Charges for Service	-456,325.00	-114,081.25	-100,141.00	-13,940.25
	Fines & Forfeits				
101-000-3510-000	Fines & Forfeits	-75,000.00	-18,750.00	-25,264.29	6,514.29
101-000-3512-000	Driving Diversion Prog (DDP)	-1,000.00	-250.00	-600.00	350.00
	Fines & Forfeits	-76,000.00	-19,000.00	-25,864.29	6,864.29
	Investment Income				
101-000-3620-000	Interest On Investments	-30,000.00	-7,500.00	-49,494.29	41,994.29
101-000-3621-000	Chg in Fair Value of Invest	0.00	0.00	-11,316.60	11,316.60
	Investment Income	-30,000.00	-7,500.00	-60,810.89	53,310.89
	Miscellaneous Revenues				
101-000-3720-000	ContributionsDonations	0.00	0.00	-54.65	54.65
101-000-3730-000	Refunds & Reimbursements	-30,000.00	-7,500.00	-6,090.38	-1,409.62
101-000-3810-000	Miscellaneous Revenue	-2,000.00	-500.00	-2,105.82	1,605.82
	Miscellaneous Revenues	-32,000.00	-8,000.00	-8,250.85	250.85
	Other Financing Sources				
101-000-3900-000	General Fund Reserves	-150,000.00	-37,500.00	0.00	-37,500.00
101-000-3920-000	Operating Transfers	-20,000.00	-5,000.00	-20,000.00	15,000.00
	Other Financing Sources	-170,000.00	-42,500.00	-20,000.00	-22,500.00
101	General Fund	-13,168,968.00	-3,292,242.00	-622,836.39	-2,669,405.61

General Ledger

Budget to Actual

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 Period 01 - 03
 Fiscal Year 2024



Account Number	Description	Budget	YTD Budget	End Bal	YTD Bgt Var
101	General Fund				
401	MayorCouncil				
101-401-4101-000	Salaries - MayorCouncil	49,286.00	12,321.50	12,321.54	-0.04
101-401-4121-000	PERA	2,464.00	616.00	616.08	-0.08
101-401-4122-000	FICA MayorCouncil	715.00	178.75	178.71	0.04
101-401-4151-000	Worker's Compensation	269.00	67.25	64.00	3.25
101-401-4200-000	Office Supplies-MayorCouncil	0.00	0.00	18.95	-18.95
101-401-4300-000	Professional Services	4,000.00	1,000.00	0.00	1,000.00
101-401-4321-000	Telephone	0.00	0.00	223.55	-223.55
101-401-4330-000	TravelTuition-MayorCouncil	1,500.00	375.00	13.00	362.00
101-401-4340-000	Advertising	200.00	50.00	0.00	50.00
101-401-4343-000	Newsletter - MayorCouncil	24,690.00	6,172.50	0.00	6,172.50
101-401-4452-000	SubscriptionsDues	20,650.00	5,162.50	0.00	5,162.50
101-401-4900-000	Marketing & Education	5,500.00	1,375.00	297.25	1,077.75
401	MayorCouncil	109,274.00	27,318.50	13,733.08	13,585.42
402	Administration				
101-402-4101-000	Salaries - Administration	532,813.00	133,203.25	105,484.83	27,718.42
101-402-4121-000	PERA	39,961.00	9,990.25	9,182.76	807.49
101-402-4122-000	FICA Admin	40,760.00	10,190.00	8,055.82	2,134.18
101-402-4131-000	Health Insurance	22,853.00	5,713.25	3,600.00	2,113.25
101-402-4133-000	Life Insurance	1,175.00	293.75	244.84	48.91
101-402-4134-000	Dental Insurance	3,062.00	765.50	204.20	561.30
101-402-4151-000	Workers Compensation	4,360.00	1,090.00	2,745.00	-1,655.00
101-402-4300-000	Professional Services-Admin	13,900.00	3,475.00	1,171.42	2,303.58
101-402-4310-000	Other Consultant-Admin	9,000.00	2,250.00	4,098.00	-1,848.00
101-402-4321-000	Telephone	1,080.00	270.00	253.94	16.06
101-402-4330-000	TravelTuition-Admin	8,500.00	2,125.00	6,880.95	-4,755.95
101-402-4340-000	Advertising-Admin	2,500.00	625.00	220.96	404.04
101-402-4410-000	Contracted Services-Admin	29,800.00	7,450.00	27,482.68	-20,032.68
101-402-4452-000	SubscriptionsDues-Admin	3,000.00	750.00	582.00	168.00
402	Administration	712,764.00	178,191.00	170,207.40	7,983.60
403	Elections				
101-403-4101-000	Salaries - Elections	41,000.00	10,250.00	10,880.25	-630.25
101-403-4106-000	Temporaries - Elections	0.00	0.00	2,255.00	-2,255.00
101-403-4121-000	PERA	50.00	12.50	0.00	12.50
101-403-4122-000	FICA Elections	100.00	25.00	172.52	-147.52
101-403-4151-000	Workers Compensation	150.00	37.50	193.00	-155.50
101-403-4200-000	Office Supplies-Elections	1,000.00	250.00	239.17	10.83
101-403-4330-000	TravelTuition-Elections	0.00	0.00	179.56	-179.56
101-403-4340-000	Advertising-Elections	200.00	50.00	23.68	26.32
101-403-4410-000	Contracted Services-Elections	6,500.00	1,625.00	0.00	1,625.00
403	Elections	49,000.00	12,250.00	13,943.18	-1,693.18
405	Charter				
101-405-4300-000	Professional Services-Charter	1,000.00	250.00	0.00	250.00
101-405-4300-999	Professional Services-Charter	7,920.00	1,980.00	0.00	1,980.00
405	Charter	8,920.00	2,230.00	0.00	2,230.00
407	Finance				
101-407-4101-000	Salaries - Finance	258,774.00	64,693.50	58,566.88	6,126.62
101-407-4121-000	PERA	19,408.00	4,852.00	5,098.19	-246.19
101-407-4122-000	FICA Finance	19,796.00	4,949.00	4,395.19	553.81
101-407-4131-000	Health Insurance	24,715.00	6,178.75	7,734.34	-1,555.59
101-407-4133-000	Life Insurance	659.00	164.75	150.60	14.15
101-407-4134-000	Dental Insurance	1,592.00	398.00	357.28	40.72
101-407-4151-000	Workers Compensation	2,086.00	521.50	1,333.00	-811.50

Account Number	Description	Budget	YTD Budget	End Bal	YTD Bgt Var
101-407-4200-000	Office Supplies-Finance	1,000.00	250.00	305.34	-55.34
101-407-4308-000	Auditor	17,500.00	4,375.00	2,830.24	1,544.76
101-407-4310-000	Other Consultant-Finance	290,310.00	72,577.50	83,741.24	-11,163.74
101-407-4330-000	TravelTuition-Finance	6,000.00	1,500.00	89.00	1,411.00
101-407-4340-000	Advertising-Finance	1,100.00	275.00	0.00	275.00
101-407-4342-000	Truth In Taxation	2,500.00	625.00	2,472.52	-1,847.52
101-407-4345-000	Payment Processing	2,000.00	500.00	150.10	349.90
101-407-4410-000	Contracted Services-Finance	100,000.00	25,000.00	0.00	25,000.00
101-407-4452-000	SubscriptionsDues-Finance	1,400.00	350.00	537.00	-187.00
407	Finance	748,840.00	187,210.00	167,760.92	19,449.08
414	Legal Consultants				
101-414-4301-000	Consultants Municipal Atto	30,000.00	7,500.00	10,713.14	-3,213.14
101-414-4303-000	Consultants Criminal Attor	108,000.00	27,000.00	26,250.00	750.00
414	Legal Consultants	138,000.00	34,500.00	36,963.14	-2,463.14
415	Economic Development				
101-415-4101-000	Salaries - Econ Dev	400.00	100.00	200.00	-100.00
101-415-4121-000	PERA	20.00	5.00	10.00	-5.00
101-415-4122-000	FICA Econ Dev	6.00	1.50	2.90	-1.40
101-415-4151-000	Workers Compensation	4.00	1.00	167.00	-166.00
101-415-4200-000	Office Supplies-Econ Dev	180.00	45.00	0.00	45.00
101-415-4300-000	Professional Services-Econ Dev	15,350.00	3,837.50	1,505.00	2,332.50
101-415-4330-000	TravelTuition-Econ Dev	400.00	100.00	350.00	-250.00
101-415-4340-000	Advertising-Econ Dev	300.00	75.00	118.44	-43.44
101-415-4452-000	SubscriptionsDues-Econ Dev	725.00	181.25	930.00	-748.75
101-415-4900-000	Marketing	80,750.00	20,187.50	7,658.00	12,529.50
415	Economic Development	98,135.00	24,533.75	10,941.34	13,592.41
416	Planning & Zoning				
101-416-4101-000	Salaries - P&Z	105,686.00	26,421.50	24,201.60	2,219.90
101-416-4121-000	PERA	7,926.00	1,981.50	2,106.72	-125.22
101-416-4122-000	FICA P&Z	8,085.00	2,021.25	1,774.85	246.40
101-416-4131-000	Health Insurance	8,453.00	2,113.25	2,734.27	-621.02
101-416-4133-000	Life Insurance	265.00	66.25	66.24	0.01
101-416-4134-000	Dental Insurance	612.00	153.00	204.16	-51.16
101-416-4151-000	Workers Compensation	1,052.00	263.00	681.00	-418.00
101-416-4200-000	Office Supplies-P&Z	200.00	50.00	0.00	50.00
101-416-4300-000	Professional Services-P&Z	7,950.00	1,987.50	1,605.50	382.00
101-416-4330-000	TravelTuition-P&Z	1,450.00	362.50	96.00	266.50
101-416-4331-000	Stipend P&Z Board	6,600.00	1,650.00	1,025.00	625.00
101-416-4340-000	Advertising-P&Z	250.00	62.50	41.44	21.06
101-416-4410-000	Contracted Services-P&Z	32,300.00	8,075.00	3,140.00	4,935.00
101-416-4452-000	SubscriptionsDues-P&Z	700.00	175.00	683.00	-508.00
416	Planning & Zoning	181,529.00	45,382.25	38,359.78	7,022.47
417	Engineering				
101-417-4300-000	Professional Services-Engineer	45,500.00	11,375.00	7,637.83	3,737.17
101-417-4410-000	Contracted Services-Engineer	51,963.00	12,990.75	4,746.17	8,244.58
417	Engineering	97,463.00	24,365.75	12,384.00	11,981.75
418	Comm Dev				
101-418-4101-000	Salaries - Comm Dev	236,753.00	59,188.25	38,506.95	20,681.30
101-418-4108-000	Wellness Program-Comm Dev	504.00	126.00	0.00	126.00
101-418-4121-000	PERA	17,756.00	4,439.00	3,344.65	1,094.35
101-418-4122-000	FICA Comm Dev	18,112.00	4,528.00	2,977.80	1,550.20
101-418-4123-000	Def Comp Employer Contribution	0.00	0.00	702.81	-702.81
101-418-4131-000	Health Insurance	19,426.00	4,856.50	3,634.27	1,222.23
101-418-4133-000	Life Insurance	617.00	154.25	87.06	67.19
101-418-4134-000	Dental Insurance	1,654.00	413.50	204.16	209.34
101-418-4151-000	Workers Compensation	2,383.00	595.75	1,087.00	-491.25
101-418-4200-000	Office Supplies-Comm Dev	100.00	25.00	0.00	25.00
101-418-4300-000	Professional Services-Comm Dev	7,000.00	1,750.00	0.00	1,750.00
101-418-4330-000	TravelTuition-Comm Dev	1,600.00	400.00	96.00	304.00
101-418-4410-000	Contracted Services-Comm Dev	1,352.00	338.00	0.00	338.00
101-418-4452-000	SubscriptionsDues-Comm Dev	1,425.00	356.25	724.00	-367.75
418	Comm Dev	308,682.00	77,170.50	51,364.70	25,805.80
420	Police				
101-420-4101-000	Salaries - Police	3,276,864.00	819,216.00	668,721.38	150,494.62
101-420-4102-000	Overtime - Police	100,000.00	25,000.00	27,472.62	-2,472.62
101-420-4106-000	Temporaries - Police	15,600.00	3,900.00	2,222.50	1,677.50

Account Number	Description	Budget	YTD Budget	End Bal	YTD Bgt Var
101-420-4108-000	Wellness Program-Police	1,500.00	375.00	0.00	375.00
101-420-4121-000	PERA	565,743.00	141,435.75	157,720.62	-16,284.87
101-420-4122-000	FICA Police	69,586.00	17,396.50	13,716.79	3,679.71
101-420-4123-000	Def Comp Employer Contribution	0.00	0.00	1,438.12	-1,438.12
101-420-4131-000	Health Insurance	325,916.00	81,479.00	100,577.66	-19,098.66
101-420-4133-000	Life Insurance	7,876.00	1,969.00	1,777.00	192.00
101-420-4134-000	Dental Insurance	19,324.00	4,831.00	5,420.72	-589.72
101-420-4151-000	Workers Compensation	335,197.00	83,799.25	214,067.00	-130,267.75
101-420-4200-000	Office Supplies-Police	8,100.00	2,025.00	337.49	1,687.51
101-420-4211-000	Maintenance Supplies-Police	19,200.00	4,800.00	5,088.29	-288.29
101-420-4213-000	Youth Program	3,310.00	827.50	150.00	677.50
101-420-4214-000	Crime Prevention	6,400.00	1,600.00	286.00	1,314.00
101-420-4240-000	Small ToolsEquip-Police	45,502.00	11,375.50	15,073.75	-3,698.25
101-420-4300-000	Professional Services-Police	11,670.00	2,917.50	396.05	2,521.45
101-420-4321-000	Telephone-Police	24,760.00	6,190.00	3,707.56	2,482.44
101-420-4322-000	Postage-Police	1,000.00	250.00	0.00	250.00
101-420-4330-000	TravelTuition-Police	48,755.00	12,188.75	13,195.10	-1,006.35
101-420-4360-000	Insurance	64,250.00	16,062.50	41,723.00	-25,660.50
101-420-4370-000	Uniforms-Police	40,023.00	10,005.75	11,480.24	-1,474.49
101-420-4381-000	Electricity-Police	420.00	105.00	67.43	37.57
101-420-4386-000	Police Reserves	2,000.00	500.00	412.98	87.02
101-420-4410-000	Contracted Services-Police	67,932.00	16,983.00	27,181.87	-10,198.87
101-420-4452-000	SubscriptionsDues-Police	1,694.00	423.50	1,613.28	-1,189.78
420	Police	5,062,622.00	1,265,655.50	1,313,847.45	-48,191.95
421	Fire				
101-421-4101-000	Salaries - Fire	294,952.00	73,738.00	67,214.94	6,523.06
101-421-4102-000	Overtime - Fire	500.00	125.00	0.00	125.00
101-421-4102-421	Overtime - Fire Stipend	0.00	0.00	39.98	-39.98
101-421-4103-000	Part-time Wages - Fire	244,814.00	61,203.50	58,157.23	3,046.27
101-421-4104-000	Paid On Call Firefighters	137,000.00	34,250.00	22,683.01	11,566.99
101-421-4109-000	Fire Stipend	10,234.00	2,558.50	0.00	2,558.50
101-421-4109-421	Fire Stipend	0.00	0.00	1,572.94	-1,572.94
101-421-4121-000	PERA	71,480.00	17,870.00	18,404.87	-534.87
101-421-4121-421	PERA	0.00	0.00	405.70	-405.70
101-421-4122-000	FICA Fire	34,242.00	8,560.50	7,243.59	1,316.91
101-421-4122-421	FICA Fire Stipend	0.00	0.00	19.55	-19.55
101-421-4131-000	Health Insurance	25,651.00	6,412.75	7,953.04	-1,540.29
101-421-4133-000	Life Insurance	709.00	177.25	151.51	25.74
101-421-4134-000	Dental Insurance	1,501.00	375.25	296.12	79.13
101-421-4151-000	Workers Compensation	84,318.00	21,079.50	54,241.00	-33,161.50
101-421-4200-000	Office Supplies-Fire	1,600.00	400.00	0.00	400.00
101-421-4211-000	Maintenance Supplies-Fire	7,675.00	1,918.75	263.00	1,655.75
101-421-4213-000	Youth Program	1,000.00	250.00	0.00	250.00
101-421-4214-000	Fire Prevention	3,000.00	750.00	90.50	659.50
101-421-4240-000	Small ToolsEquip-Fire	18,750.00	4,687.50	554.51	4,132.99
101-421-4300-000	Professional Services-Fire	9,525.00	2,381.25	105.00	2,276.25
101-421-4321-000	Telephone-Fire	4,450.00	1,112.50	745.90	366.60
101-421-4322-000	Postage-Fire	1,000.00	250.00	0.00	250.00
101-421-4330-000	TravelTuition-Fire	30,000.00	7,500.00	18,326.00	-10,826.00
101-421-4340-000	Advertising-Fire	1,000.00	250.00	0.00	250.00
101-421-4370-000	Uniforms-Fire	61,500.00	15,375.00	27,598.76	-12,223.76
101-421-4410-000	Contracted Services-Fire	47,604.00	11,901.00	28,238.68	-16,337.68
101-421-4452-000	SubscriptionsDues-Fire	1,520.00	380.00	860.00	-480.00
421	Fire	1,094,025.00	273,506.25	315,165.83	-41,659.58
422	Building Inspections				
101-422-4101-000	Salaries - Building	376,353.00	94,088.25	74,062.66	20,025.59
101-422-4121-000	PERA	28,227.00	7,056.75	6,509.97	546.78
101-422-4122-000	FICA Building	28,791.00	7,197.75	5,585.08	1,612.67
101-422-4131-000	Health Insurance	44,204.00	11,051.00	9,331.67	1,719.33
101-422-4133-000	Life Insurance	977.00	244.25	203.02	41.23
101-422-4134-000	Dental Insurance	2,756.00	689.00	357.37	331.63
101-422-4151-000	Workers Compensation	3,640.00	910.00	2,303.00	-1,393.00
101-422-4200-000	Office Supplies-Building	1,500.00	375.00	226.12	148.88
101-422-4240-000	Small ToolsEquip-Bldg	250.00	62.50	0.00	62.50
101-422-4300-000	Professional Services-Bldg	6,000.00	1,500.00	0.00	1,500.00
101-422-4321-000	Telephone-Building Inspections	2,200.00	550.00	332.04	217.96

Account Number	Description	Budget	YTD Budget	End Bal	YTD Bgt Var
101-422-4330-000	TravelTuition-Bldg	3,300.00	825.00	810.00	15.00
101-422-4370-000	Uniforms-Building	1,140.00	285.00	77.93	207.07
101-422-4410-000	Contracted Services-Bldg	37,220.00	9,305.00	10,200.00	-895.00
101-422-4452-000	SubscriptionsDues-Bldg Insp	520.00	130.00	120.00	10.00
422	Building Inspections	537,078.00	134,269.50	110,118.86	24,150.64
430	Streets				
101-430-4101-000	Salaries - Streets	488,150.00	122,037.50	94,183.62	27,853.88
101-430-4102-000	Overtime - Streets	12,000.00	3,000.00	1,341.86	1,658.14
101-430-4105-000	On CallStandby	6,000.00	1,500.00	4,306.67	-2,806.67
101-430-4106-000	Temporaries - Streets	43,320.00	10,830.00	108.00	10,722.00
101-430-4121-000	PERA	37,961.00	9,490.25	8,686.98	803.27
101-430-4122-000	FICA Streets	42,034.00	10,508.50	7,145.80	3,362.70
101-430-4131-000	Health Insurance	50,293.00	12,573.25	13,523.74	-950.49
101-430-4133-000	Life Insurance	1,348.00	337.00	264.65	72.35
101-430-4134-000	Dental Insurance	3,828.00	957.00	928.92	28.08
101-430-4151-000	Workers Compensation	50,529.00	12,632.25	31,626.00	-18,993.75
101-430-4211-000	Maintenance Supplies-Streets	12,000.00	3,000.00	2,138.58	861.42
101-430-4223-000	Street Signs	15,000.00	3,750.00	11,213.59	-7,463.59
101-430-4224-000	Patching Materials	87,500.00	21,875.00	2,551.80	19,323.20
101-430-4228-000	SaltSand	97,500.00	24,375.00	22,041.06	2,333.94
101-430-4229-000	GravelMisc	7,000.00	1,750.00	973.35	776.65
101-430-4240-000	Small ToolsEquip-Streets	4,000.00	1,000.00	380.06	619.94
101-430-4300-000	Professional Services-Streets	12,450.00	3,112.50	5,019.18	-1,906.68
101-430-4321-000	Telephone-Streets	1,000.00	250.00	244.00	6.00
101-430-4330-000	TravelTuition-Streets	5,000.00	1,250.00	1,027.66	222.34
101-430-4370-000	Uniforms-Streets	2,600.00	650.00	241.19	408.81
101-430-4385-000	Street Lights-Streets	95,000.00	23,750.00	24,712.61	-962.61
101-430-4410-000	Contracted Services-Streets	70,500.00	17,625.00	596.00	17,029.00
101-430-4415-000	Rental Equipment	1,000.00	250.00	0.00	250.00
430	Streets	1,146,013.00	286,503.25	233,255.32	53,247.93
431	Fleet				
101-431-4101-000	Salaries - Fleet	219,874.00	54,968.50	50,167.90	4,800.60
101-431-4102-000	Overtime - Fleet	3,000.00	750.00	1,208.50	-458.50
101-431-4121-000	PERA	16,716.00	4,179.00	4,442.14	-263.14
101-431-4122-000	FICA Fleet	17,050.00	4,262.50	3,724.65	537.85
101-431-4131-000	Health Insurance	17,561.00	4,390.25	5,320.94	-930.69
101-431-4133-000	Life Insurance	622.00	155.50	136.19	19.31
101-431-4134-000	Dental Insurance	1,562.00	390.50	520.64	-130.14
101-431-4151-000	Workers Compensation	8,556.00	2,139.00	5,417.00	-3,278.00
101-431-4211-000	Maintenance Supplies-Fleet	9,300.00	2,325.00	1,594.13	730.87
101-431-4212-000	Vehicle Fuel	160,000.00	40,000.00	26,616.50	13,383.50
101-431-4221-000	Shop Parts	70,000.00	17,500.00	11,943.02	5,556.98
101-431-4240-000	Small ToolsEquip-Fleet	7,000.00	1,750.00	684.79	1,065.21
101-431-4300-000	Professional Services-Fleet	60,500.00	15,125.00	21,638.99	-6,513.99
101-431-4321-000	Telephone-Fleet	1,920.00	480.00	173.50	306.50
101-431-4330-000	TravelTuition-Fleet	1,500.00	375.00	355.66	19.34
101-431-4363-000	Auto Insurance	40,640.00	10,160.00	28,297.11	-18,137.11
101-431-4370-000	Uniforms-Fleet	760.00	190.00	9.90	180.10
101-431-4410-000	Contracted Services-Fleet	66,000.00	16,500.00	526.34	15,973.66
101-431-4452-000	SubscriptionsDues-Fleet	1,500.00	375.00	100.00	275.00
431	Fleet	704,061.00	176,015.25	162,877.90	13,137.35
432	Government Buildings				
101-432-4101-000	Salaries - Gov't Bldgs	25,184.00	6,296.00	5,731.18	564.82
101-432-4103-000	Part-time Wages - Gov't Bldgs	53,820.00	13,455.00	6,409.50	7,045.50
101-432-4106-000	Temporaries - Gov't Bldgs	9,880.00	2,470.00	0.00	2,470.00
101-432-4121-000	PERA	5,925.00	1,481.25	840.01	641.24
101-432-4122-000	FICA Gov't Bldgs	6,800.00	1,700.00	900.59	799.41
101-432-4131-000	Health Insurance	1,268.00	317.00	410.14	-93.14
101-432-4133-000	Life Insurance	73.00	18.25	9.93	8.32
101-432-4134-000	Dental Insurance	92.00	23.00	30.64	-7.64
101-432-4151-000	Workers Compensation	5,429.00	1,357.25	3,432.00	-2,074.75
101-432-4200-000	Office Supplies-Govt Buildings	10,000.00	2,500.00	560.45	1,939.55
101-432-4211-000	Maintenance Supplies-Govt Bldg	35,000.00	8,750.00	2,537.04	6,212.96
101-432-4211-500	Maintenance Supplies-PW Bldg	0.00	0.00	3,188.14	-3,188.14
101-432-4211-503	Maintenance Supplies-Civ Comp	0.00	0.00	2,415.29	-2,415.29
101-432-4240-000	Small ToolsEquip-Govt Bldg	2,400.00	600.00	44.85	555.15

Account Number	Description	Budget	YTD Budget	End Bal	YTD Bgt Var
101-432-4300-000	Professional Services-Govt Bld	59,000.00	14,750.00	0.00	14,750.00
101-432-4300-500	Professional Services-PW Bldg	0.00	0.00	1,853.96	-1,853.96
101-432-4300-501	Professional Services-Fire #1	0.00	0.00	2,004.00	-2,004.00
101-432-4300-502	Professional Services-Fire #2	0.00	0.00	1,902.56	-1,902.56
101-432-4300-503	Professional Services-Civ Comp	0.00	0.00	17,676.24	-17,676.24
101-432-4321-000	Telephone-Govt Buildings	8,000.00	2,000.00	13.50	1,986.50
101-432-4321-500	Telephone-PW Bldg	0.00	0.00	97.64	-97.64
101-432-4321-502	Telephone-Fire Station #2	0.00	0.00	1,137.73	-1,137.73
101-432-4321-503	Telephone-Civic Complex	0.00	0.00	199.92	-199.92
101-432-4322-000	Postage-Gov't Buildings	5,500.00	1,375.00	2,000.00	-625.00
101-432-4361-000	Building Insurance	160,310.00	40,077.50	104,103.00	-64,025.50
101-432-4381-000	Electricity-Gov't Bldgs	125,000.00	31,250.00	0.00	31,250.00
101-432-4381-500	Electricity-Public Works Bldg	0.00	0.00	2,210.29	-2,210.29
101-432-4381-501	Electricity-Fire Station #1	0.00	0.00	625.65	-625.65
101-432-4381-502	Electricity-Fire Station #2	0.00	0.00	1,383.97	-1,383.97
101-432-4381-503	Electricity-Civic Complex	0.00	0.00	4,213.53	-4,213.53
101-432-4382-000	Utilities-Gov't Bldgs	18,000.00	4,500.00	5,061.87	-561.87
101-432-4383-000	Heat-Gov't Buildings	54,000.00	13,500.00	0.00	13,500.00
101-432-4383-500	Heat-Public Works Bldg	0.00	0.00	3,198.79	-3,198.79
101-432-4383-501	Heat-Fire Station #1	0.00	0.00	1,411.34	-1,411.34
101-432-4383-502	Heat-Fire Station #2	0.00	0.00	1,928.65	-1,928.65
101-432-4383-503	Heat-Civic Complex	0.00	0.00	8,373.47	-8,373.47
101-432-4384-000	Sanitation-Gov't Bldgs	15,000.00	3,750.00	0.00	3,750.00
101-432-4384-500	Sanitation-Public Works Bldg	0.00	0.00	1,044.48	-1,044.48
101-432-4384-501	Sanitation-Fire Station #1	0.00	0.00	145.08	-145.08
101-432-4384-502	Sanitation-Fire Station #2	0.00	0.00	417.75	-417.75
101-432-4384-503	Sanitation-Civic Complex	0.00	0.00	1,304.37	-1,304.37
101-432-4410-000	Contracted Services-Govt Bldg	23,000.00	5,750.00	0.00	5,750.00
101-432-4410-500	Contracted Services-PW Bldg	0.00	0.00	415.68	-415.68
101-432-4410-501	Contracted Services-Fire #1	0.00	0.00	296.50	-296.50
101-432-4410-502	Contracted Services-Fire #2	0.00	0.00	195.21	-195.21
101-432-4410-503	Contracted Services-Civic Comp	0.00	0.00	2,937.17	-2,937.17
101-432-4452-000	SubscriptionsDues-Gov't Bldgs	400.00	100.00	25.00	75.00
432	Government Buildings	624,081.00	156,020.25	192,687.11	-36,666.86
450	Parks				
101-450-4101-000	Salaries - Parks	464,222.00	116,055.50	106,058.32	9,997.18
101-450-4102-000	Overtime - Parks	2,000.00	500.00	395.66	104.34
101-450-4106-000	Temporaries - Parks	78,080.00	19,520.00	939.00	18,581.00
101-450-4121-000	PERA	34,967.00	8,741.75	9,254.38	-512.63
101-450-4122-000	FICA Parks	41,639.00	10,409.75	7,738.14	2,671.61
101-450-4131-000	Health Insurance	43,757.00	10,939.25	13,106.90	-2,167.65
101-450-4133-000	Life Insurance	1,263.00	315.75	291.30	24.45
101-450-4134-000	Dental Insurance	3,430.00	857.50	939.24	-81.74
101-450-4151-000	Workers Compensation	40,621.00	10,155.25	24,110.00	-13,954.75
101-450-4211-000	Maintenance Supplies-Parks	47,000.00	11,750.00	7,794.09	3,955.91
101-450-4240-000	Small ToolsEquip-Parks	3,000.00	750.00	2,318.85	-1,568.85
101-450-4300-000	Professional Services-Parks	8,150.00	2,037.50	1,670.00	367.50
101-450-4321-000	Telephone-Parks	1,000.00	250.00	127.12	122.88
101-450-4330-000	TravelTuition-Parks	3,000.00	750.00	1,255.98	-505.98
101-450-4331-000	Stipend Park Board	2,750.00	687.50	725.00	-37.50
101-450-4370-000	Uniforms-Parks	1,900.00	475.00	248.98	226.02
101-450-4381-000	Electricity-Parks	3,500.00	875.00	275.43	599.57
101-450-4382-000	Utilities-Parks	40,000.00	10,000.00	142.74	9,857.26
101-450-4383-000	Heat-Parks	5,000.00	1,250.00	1,200.38	49.62
101-450-4384-000	Sanitation-Parks	1,800.00	450.00	0.00	450.00
101-450-4410-000	Contracted Services-Parks	254,000.00	63,500.00	650.00	62,850.00
101-450-4415-000	Rental Equipment	500.00	125.00	0.00	125.00
101-450-4452-000	SubscriptionsDues-Parks	200.00	50.00	10.22	39.78
450	Parks	1,081,779.00	270,444.75	179,251.73	91,193.02
461	Environmental				
101-461-4101-000	Salaries - Environmental	27,751.00	6,937.75	6,333.00	604.75
101-461-4106-000	Temporaries - Environmental	17,100.00	4,275.00	6,412.50	-2,137.50
101-461-4121-000	PERA	2,081.00	520.25	551.30	-31.05
101-461-4122-000	FICA Environmental	3,431.00	857.75	968.46	-110.71
101-461-4131-000	Health Insurance	2,536.00	634.00	820.28	-186.28
101-461-4133-000	Life Insurance	84.00	21.00	18.08	2.92

Account Number	Description	Budget	YTD Budget	End Bal	YTD Bgt Var
101-461-4134-000	Dental Insurance	184.00	46.00	61.24	-15.24
101-461-4151-000	Workers Compensation	447.00	111.75	277.00	-165.25
101-461-4211-000	Maintenance Supplies-Env	700.00	175.00	0.00	175.00
101-461-4240-000	Small ToolsEquip-Env	300.00	75.00	0.00	75.00
101-461-4300-000	Professional Services-Env	1,000.00	250.00	0.00	250.00
101-461-4321-000	Telephone-Environmental	400.00	100.00	110.68	-10.68
101-461-4330-000	TravelTuition-Env	1,500.00	375.00	609.68	-234.68
101-461-4331-000	Stipend Environmental Board	6,600.00	1,650.00	-150.00	1,800.00
101-461-4410-000	Contracted Services-Env	1,109.00	277.25	1,013.00	-735.75
101-461-4452-000	SubscriptionsDues-Env	300.00	75.00	175.00	-100.00
461	Environmental	65,523.00	16,380.75	17,200.22	-819.47
462	Solid Waste				
101-462-4101-000	Salaries - Solid Waste	18,500.00	4,625.00	4,222.20	402.80
101-462-4106-000	Temporaries - Solid Waste	28,652.00	7,163.00	2,465.00	4,698.00
101-462-4121-000	PERA	1,388.00	347.00	367.52	-20.52
101-462-4122-000	FICA Solid Waste	3,607.00	901.75	507.25	394.50
101-462-4131-000	Health Insurance	1,691.00	422.75	546.85	-124.10
101-462-4133-000	Life Insurance	61.00	15.25	12.04	3.21
101-462-4134-000	Dental Insurance	122.00	30.50	40.84	-10.34
101-462-4151-000	Workers Compensation	376.00	94.00	227.00	-133.00
101-462-4200-000	Office Supplies-Solid Waste	1,100.00	275.00	0.00	275.00
101-462-4330-000	TravelTuition-Solid Waste	220.00	55.00	0.00	55.00
101-462-4340-000	Advertising-Solid Waste	7,000.00	1,750.00	0.00	1,750.00
101-462-4343-000	Newsletter - Solid Waste	2,000.00	500.00	0.00	500.00
101-462-4410-000	Contracted Services-So. Waste	22,700.00	5,675.00	3,855.24	1,819.76
462	Solid Waste	87,417.00	21,854.25	12,243.94	9,610.31
463	Forestry				
101-463-4101-000	Salaries - Forestry	23,125.00	5,781.25	5,277.60	503.65
101-463-4121-000	PERA	1,734.00	433.50	459.40	-25.90
101-463-4122-000	FICA Forestry	1,769.00	442.25	398.26	43.99
101-463-4131-000	Health Insurance	2,113.00	528.25	683.57	-155.32
101-463-4133-000	Life Insurance	73.00	18.25	15.06	3.19
101-463-4134-000	Dental Insurance	153.00	38.25	51.04	-12.79
101-463-4151-000	Workers Compensation	1,918.00	479.50	1,240.00	-760.50
101-463-4211-000	Maintenance Supplies-Forestry	3,000.00	750.00	246.79	503.21
101-463-4240-000	Small ToolsEquip-Forestry	250.00	62.50	0.00	62.50
101-463-4370-000	Uniforms-Forestry	380.00	95.00	161.50	-66.50
101-463-4410-000	Contracted Services-Forestry	50,000.00	12,500.00	0.00	12,500.00
463	Forestry	84,515.00	21,128.75	8,533.22	12,595.53
499	Other				
101-499-4905-000	Contingency	79,247.00	19,811.75	0.00	19,811.75
101-499-4910-000	Operating Transfers	150,000.00	37,500.00	150,000.00	-112,500.00
499	Other	229,247.00	57,311.75	150,000.00	-92,688.25
101	General Fund	13,168,968.00	3,292,242.00	3,210,839.12	81,402.88

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Account Number	Description	Budget	YTD Budget	End Bal	YTD Bgt Var
202	The Rookery Activity Center				
	Property Taxes				
202-000-3010-000	Current Taxes	-500,000.00	-125,000.00	0.00	-125,000.00
	Property Taxes	-500,000.00	-125,000.00	0.00	-125,000.00
	Charges for Service				
202-000-3470-000	Annual Membership Fees	-208,000.00	-52,000.00	-32,074.57	-19,925.43
202-000-3471-000	Monthly Membership Fees	-655,200.00	-163,800.00	-151,327.34	-12,472.66
202-000-3472-000	Daily Use Fees	-80,600.00	-20,150.00	-19,107.43	-1,042.57
202-000-3473-000	EF Basic ClassesPrograms	0.00	0.00	0.00	0.00
202-000-3474-000	EF Personal & Specialty Train	-75,000.00	-18,750.00	-15,822.00	-2,928.00
202-000-3475-000	EF Spinning Classes	-25,000.00	-6,250.00	-1,018.20	-5,231.80
202-000-3476-000	Gym Rentals	-5,000.00	-1,250.00	-772.50	-477.50
202-000-3477-000	Pool Rentals	-15,000.00	-3,750.00	-8,762.50	5,012.50
202-000-3478-000	Room Rentals	-7,500.00	-1,875.00	-3,182.00	1,307.00
202-000-3480-000	Retail	-3,000.00	-750.00	-246.81	-503.19
202-000-3481-000	Enrollment Fees	-30,000.00	-7,500.00	-3,627.00	-3,873.00
202-000-3482-000	Locker Rental	-4,500.00	-1,125.00	-300.00	-825.00
202-000-3483-000	Towel Service	-7,000.00	-1,750.00	-1,085.33	-664.67
202-000-3484-000	Child Watch	-1,000.00	-250.00	-411.00	161.00
202-000-3485-000	Program Revenue	-250,020.00	-62,505.00	-142,100.10	79,595.10
	Charges for Service	-1,366,820.00	-341,705.00	-379,836.78	38,131.78
	Investment Income				
202-000-3620-000	Interest On Investments	0.00	0.00	-589.92	589.92
202-000-3621-000	Chg in Fair Value of Invest	0.00	0.00	-65.16	65.16
	Investment Income	0.00	0.00	-655.08	655.08
	Miscellaneous Revenues				
202-000-3731-000	Silver Sneakers	-42,100.00	-10,525.00	-10,266.00	-259.00
202-000-3732-000	Renew ActiveOne Pass	-53,000.00	-13,250.00	-9,800.00	-3,450.00
202-000-3800-000	Cash OverShort	0.00	0.00	-6.62	6.62
	Miscellaneous Revenues	-95,100.00	-23,775.00	-20,072.62	-3,702.38
202	The Rookery Activity Center	-1,961,920.00	-490,480.00	-400,564.48	-89,915.52

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Account Number	Description	Budget	YTD Budget	End Bal	YTD Bgt Var
202	The Rookery Activity Center				
	Personal Services				
202-451-4101-000	Salaries - RAC	556,367.00	139,091.75	83,035.22	56,056.53
202-451-4102-000	Overtime - RAC	0.00	0.00	0.00	0.00
202-451-4103-000	Part-time Wages - RAC	500,000.00	125,000.00	131,105.33	-6,105.33
202-451-4103-603	Part-time Wages RAC Swim Less	0.00	0.00	0.00	0.00
202-451-4103-604	Part-time Wages RAC Youth Prog	0.00	0.00	0.00	0.00
202-451-4103-609	Part-time Wages RAC Birthdays	0.00	0.00	0.00	0.00
202-451-4121-000	PERA RAC	60,478.00	15,119.50	12,601.28	2,518.22
202-451-4121-604	PERA RAC Youth Prog	0.00	0.00	0.00	0.00
202-451-4122-000	FICA RAC	80,812.00	20,203.00	16,063.93	4,139.07
202-451-4122-603	FICA RAC Swim Less	0.00	0.00	0.00	0.00
202-451-4122-604	FICA RAC Youth Prog	0.00	0.00	0.00	0.00
202-451-4122-609	FICA RAC Birthdays	0.00	0.00	0.00	0.00
202-451-4131-000	Health Insurance	58,057.00	14,514.25	11,093.26	3,420.99
202-451-4133-000	Life Insurance	1,495.00	373.75	238.51	135.24
202-451-4134-000	Dental Insurance	4,287.00	1,071.75	816.68	255.07
202-451-4151-000	Workers Compensation	29,858.00	7,464.50	18,956.00	-11,491.50
	Personal Services	1,291,354.00	322,838.50	273,910.21	48,928.29
	Supplies				
202-451-4200-000	Office Supplies-RAC	7,000.00	1,750.00	1,739.83	10.17
202-451-4200-805	Office Supplies RAC Misc Prog	0.00	0.00	2,118.74	-2,118.74
202-451-4205-000	Program Supplies	24,062.00	6,015.50	3,289.89	2,725.61
202-451-4211-000	Maintenance Supplies-RAC	44,300.00	11,075.00	7,352.67	3,722.33
202-451-4222-000	Chemicals	12,000.00	3,000.00	1,562.41	1,437.59
202-451-4235-000	Resale Items	2,500.00	625.00	21.99	603.01
202-451-4240-000	Small ToolsEquip-RAC	9,000.00	2,250.00	390.17	1,859.83
	Supplies	98,862.00	24,715.50	16,475.70	8,239.80
	Services & Charges				
202-451-4300-000	Professional Services-RAC	10,000.00	2,500.00	4,307.80	-1,807.80
202-451-4310-000	Other Consultant	59,000.00	14,750.00	29,805.80	-15,055.80
202-451-4321-000	Telephone- RAC	5,400.00	1,350.00	774.86	575.14
202-451-4322-000	Postage-RAC	500.00	125.00	0.00	125.00
202-451-4330-000	TravelTuition-RAC	6,000.00	1,500.00	1,742.39	-242.39
202-451-4345-000	Payment Processing	30,000.00	7,500.00	5,725.04	1,774.96
202-451-4361-000	Building Insurance-RAC	30,458.00	7,614.50	19,760.00	-12,145.50
202-451-4370-000	Uniforms-RAC	2,000.00	500.00	1,215.00	-715.00
202-451-4381-000	Electricity-RAC	88,000.00	22,000.00	6,943.61	15,056.39
202-451-4382-000	Utilities-RAC	14,000.00	3,500.00	3,222.82	277.18
202-451-4383-000	Heat-RAC	55,750.00	13,937.50	12,382.42	1,555.08
202-451-4384-000	Sanitation-RAC	6,000.00	1,500.00	860.49	639.51
	Services & Charges	307,108.00	76,777.00	86,740.23	-9,963.23
	Contractual Services				
202-451-4410-000	Contracted Services-RAC	14,000.00	3,500.00	2,876.29	623.71
202-451-4411-000	Cont Srvs - Fitness Provider	214,980.00	53,745.00	34,995.00	18,750.00
202-451-4412-000	Cont Srvs - Programs	6,350.00	1,587.50	3,392.00	-1,804.50
202-451-4418-000	Special Projects	5,000.00	1,250.00	0.00	1,250.00
202-451-4452-000	SubscriptionsDues-RAC	2,000.00	500.00	0.00	500.00
202-451-4900-000	Marketing	11,000.00	2,750.00	4,690.23	-1,940.23
	Contractual Services	253,330.00	63,332.50	45,953.52	17,378.98
202	The Rookery Activity Center	1,950,654.00	487,663.50	423,079.66	64,583.84

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Account Number	Description	Budget	YTD Budget	End Bal	One Year Prior Actual
601	Water Operating				
601-000-3248-000	Water Hook Up Charge	-41,250.00	-10,312.50	-7,000.00	-5,250.00
601-000-3406-000	Water Meter Sales	-100,000.00	-25,000.00	-17,116.37	-25,009.68
601-000-3407-000	Irrigation Controller Sales	-5,000.00	-1,250.00	-45.00	-140.00
601-000-3620-000	Interest On Investments	-50,000.00	-12,500.00	-39,105.00	-30,237.37
601-000-3621-000	Chg in Fair Value of Invest	0.00	0.00	-7,768.69	-52,598.85
601-000-3714-000	Miscellaneous Revenue	-1,800.00	-450.00	-405.00	-120.00
601-000-3850-000	Flat Water Charge	-601,760.00	-150,440.00	-137,268.09	-95,155.69
601-000-3855-000	Water Sales	-1,450,533.00	-362,633.25	-184,632.93	-174,132.42
601-000-3858-000	Penalty	-34,000.00	-8,500.00	-9,686.71	-8,901.04
601	Water Operating	-2,284,343.00	-571,085.75	-403,027.79	-391,545.05
602	Sewer Operating				
602-000-3249-000	Sewer Hook Up Charge	-33,000.00	-8,250.00	-5,820.00	-4,400.00
602-000-3620-000	Interest On Investments	-80,000.00	-20,000.00	-53,397.69	-52,704.59
602-000-3621-000	Chg in Fair Value of Invest	0.00	0.00	-10,734.43	-89,665.97
602-000-3856-000	Sewer Sales	-1,979,432.00	-494,858.00	-519,385.80	-492,021.80
602-000-3858-000	Penalty	-30,000.00	-7,500.00	-8,581.13	-8,114.16
602	Sewer Operating	-2,122,432.00	-530,608.00	-597,919.05	-646,906.52
603	Storm Water Operating				
603-000-3620-000	Interest On Investments	-3,000.00	-750.00	-2,603.93	-1,470.57
603-000-3621-000	Chg in Fair Value of Invest	0.00	0.00	-400.27	-3,067.26
603-000-3858-000	Penalty	-10,000.00	-2,500.00	-1,690.64	-2,086.11
603-000-3859-000	Storm Water Utility	-536,470.00	-134,117.50	-116,549.99	-113,716.47
603	Storm Water Operating	-549,470.00	-137,367.50	-121,244.83	-120,340.41

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601	Water Operating				
	Personal Services				
601-494-4101-000	Salaries - Water	298,975.00	74,743.75	60,800.52	57,918.59
601-494-4102-000	Overtime - Water	7,000.00	1,750.00	764.54	2,006.92
601-494-4105-000	On CallStandby	6,000.00	1,500.00	0.00	0.00
601-494-4106-000	Temporaries - Water	9,880.00	2,470.00	0.00	684.00
601-494-4108-000	Wellness Program-Water	72.00	18.00	0.00	0.00
601-494-4121-000	PERA	23,398.00	5,849.50	5,358.78	5,229.13
601-494-4122-000	FICA Water	24,622.00	6,155.50	4,533.16	4,449.09
601-494-4123-000	Def Comp Employer Contribution	0.00	0.00	100.40	0.00
601-494-4131-000	Health Insurance	31,506.00	7,876.50	7,462.14	7,685.69
601-494-4133-000	Life Insurance	941.00	235.25	160.51	165.99
601-494-4134-000	Dental Insurance	2,481.00	620.25	689.04	689.04
601-494-4151-000	Workers Compensation	10,503.00	2,625.75	6,708.00	6,972.00
	Personal Services	415,378.00	103,844.50	86,577.09	85,800.45
	Supplies				
601-494-4200-000	Office Supplies-Water	2,500.00	625.00	1,623.75	913.71
601-494-4211-000	Maintenance Supplies-Water	45,000.00	11,250.00	150.07	1,618.05
601-494-4212-000	Vehicle Fuel	12,000.00	3,000.00	0.00	0.00
601-494-4215-000	Water Meters	150,000.00	37,500.00	62,498.97	6,106.56
601-494-4216-000	Irrigation Controllers	20,000.00	5,000.00	0.00	0.00
601-494-4222-000	Chemicals	155,000.00	38,750.00	10,885.27	16,410.14
601-494-4240-000	Small ToolsEquip-Water	2,500.00	625.00	522.53	401.46
	Supplies	387,000.00	96,750.00	75,680.59	25,449.92
	Services & Charges				
601-494-4300-000	Professional Services-Water	103,300.00	25,825.00	25,290.64	15,118.40
601-494-4301-000	Municipal Attorney	5,000.00	1,250.00	17,737.50	1,612.50
601-494-4304-000	Municipal Engineer	25,000.00	6,250.00	2,282.83	1,144.50
601-494-4308-000	Auditor	7,000.00	1,750.00	1,061.34	1,500.00
601-494-4310-000	Other Consultant-Water	19,286.00	4,821.50	6,162.09	5,408.51
601-494-4321-000	Telephone-Water	5,000.00	1,250.00	1,633.67	808.85
601-494-4322-000	Postage-Water	6,000.00	1,500.00	1,072.00	596.92
601-494-4330-000	TravelTuition-Water	4,500.00	1,125.00	1,100.67	97.50
601-494-4340-000	Advertising-Water	5,000.00	1,250.00	0.00	0.00
601-494-4345-000	Payment Processing	13,000.00	3,250.00	1,978.98	1,755.20
601-494-4360-000	Insurance	27,078.00	6,769.50	17,584.00	17,316.00
601-494-4363-000	Auto Insurance	953.00	238.25	619.00	645.00
601-494-4370-000	Uniforms-Water	1,140.00	285.00	350.44	198.94
601-494-4381-000	Electricity-Water	120,000.00	30,000.00	8,572.07	15,001.79
601-494-4382-000	Utilities-Water	9,000.00	2,250.00	1,337.23	1,217.40
601-494-4383-000	Heat-Water	5,000.00	1,250.00	889.59	898.31
	Services & Charges	356,257.00	89,064.25	87,672.05	63,319.82
	Contractual Services				
601-494-4410-000	Contracted Services-Water	11,995.00	2,998.75	1,972.55	1,625.25
601-494-4415-000	Rental Equipment	0.00	0.00	113.95	0.00
601-494-4452-000	SubscriptionsDues-Water	1,000.00	250.00	1,090.00	55.00
	Contractual Services	12,995.00	3,248.75	3,176.50	1,680.25
	Capital Outlay				
601-494-5000-000	Capital Outlay	157,500.00	39,375.00	0.00	-10,455.98
	Capital Outlay	157,500.00	39,375.00	0.00	-10,455.98
	Operating Transfers				
601-494-4910-000	Operating Transfers	731,760.00	182,940.00	0.00	0.00
	Operating Transfers	731,760.00	182,940.00	0.00	0.00

Account Number	Description	Budget	YTD Budget	End Bal	One Year Prior Actual
601	Water Operating	2,060,890.00	515,222.50	253,106.23	165,794.46
602	Sewer Operating				
	Personal Services				
602-495-4101-000	Salaries - Sewer	298,975.00	74,743.75	60,800.51	57,918.57
602-495-4102-000	Overtime - Sewer	7,000.00	1,750.00	764.53	2,006.89
602-495-4105-000	On CallStandby	6,000.00	1,500.00	0.00	0.00
602-495-4106-000	Temporaries - Sewer	9,880.00	2,470.00	0.00	684.00
602-495-4108-000	Wellness Program-Sewer	72.00	18.00	0.00	0.00
602-495-4121-000	PERA	23,398.00	5,849.50	5,358.70	5,228.81
602-495-4122-000	FICA Sewer	24,622.00	6,155.50	4,532.83	4,448.98
602-495-4123-000	Def Comp Employer Contribution	0.00	0.00	100.41	0.00
602-495-4131-000	Health Insurance	31,506.00	7,876.50	7,462.11	7,685.63
602-495-4133-000	Life Insurance	941.00	235.25	160.31	165.72
602-495-4134-000	Dental Insurance	2,481.00	620.25	689.04	689.04
602-495-4151-000	Workers Compensation	23,839.00	5,959.75	15,228.00	13,663.00
	Personal Services	428,714.00	107,178.50	95,096.44	92,490.64
	Supplies				
602-495-4200-000	Office Supplies-Sewer	2,500.00	625.00	1,623.78	913.70
602-495-4211-000	Maintenance Supplies-Sewer	45,000.00	11,250.00	169.16	4,213.04
602-495-4212-000	Vehicle Fuel	12,000.00	3,000.00	0.00	0.00
602-495-4240-000	Small ToolsEquip-Sewer	30,700.00	7,675.00	16,589.72	585.42
	Supplies	90,200.00	22,550.00	18,382.66	5,712.16
	Services & Charges				
602-495-4300-000	Professional Services-Sewer	185,300.00	46,325.00	41,888.27	40,715.72
602-495-4304-000	Municipal Engineer	25,000.00	6,250.00	2,282.84	1,144.50
602-495-4308-000	Auditor	10,000.00	2,500.00	1,556.63	2,300.00
602-495-4310-000	Other Consultant-Sewer	19,286.00	4,821.50	6,162.08	5,408.51
602-495-4321-000	Telephone-Sewer	2,000.00	500.00	243.62	249.33
602-495-4322-000	Postage-Sewer	6,000.00	1,500.00	1,072.00	494.39
602-495-4330-000	TravelTuition-Sewer	4,500.00	1,125.00	1,100.67	741.04
602-495-4340-000	Advertising-Sewer	500.00	125.00	0.00	0.00
602-495-4345-000	Payment Processing	13,000.00	3,250.00	1,978.99	1,755.21
602-495-4360-000	Insurance	28,634.00	7,158.50	18,614.00	14,281.00
602-495-4363-000	Auto Insurance	953.00	238.25	619.00	645.00
602-495-4370-000	Uniforms-Sewer	1,140.00	285.00	350.49	198.93
602-495-4381-000	Electricity-Sewer	38,000.00	9,500.00	4,331.37	6,667.28
602-495-4382-000	Utilities-Sewer	12,000.00	3,000.00	2,455.45	2,178.03
602-495-4383-000	Heat-Sewer	1,800.00	450.00	375.08	317.00
	Services & Charges	348,113.00	87,028.25	83,030.49	77,095.94
	Contractual Services				
602-495-4405-000	MCES Sewer Charges	1,291,178.00	322,794.50	430,392.84	388,516.16
602-495-4410-000	Contracted Services-Sewer	81,560.00	20,390.00	8,068.58	301.59
602-495-4452-000	SubscriptionsDues-Sewer	1,000.00	250.00	0.00	23.49
	Contractual Services	1,373,738.00	343,434.50	438,461.42	388,841.24
	Capital Outlay				
602-495-5000-000	Capital Outlay	157,500.00	39,375.00	0.00	0.00
	Capital Outlay	157,500.00	39,375.00	0.00	0.00
602	Sewer Operating	2,398,265.00	599,566.25	634,971.01	564,139.98
603	Storm Water Operating				
	Personal Services				
603-496-4101-000	Salaries - Storm	150,060.00	37,515.00	34,322.61	26,868.99
603-496-4102-000	Overtime - Storm	0.00	0.00	292.38	855.36
603-496-4108-000	Wellness Program	72.00	18.00	0.00	0.00
603-496-4121-000	PERA	11,255.00	2,813.75	3,014.80	2,452.10
603-496-4122-000	FICA Storm Water	11,480.00	2,870.00	2,509.94	2,066.53
603-496-4123-000	Def Comp Employer Contribution	0.00	0.00	100.40	0.00
603-496-4131-000	Health Insurance	12,789.00	3,197.25	3,644.55	1,471.36
603-496-4133-000	Life Insurance	465.00	116.25	92.80	90.24
603-496-4134-000	Dental Insurance	1,102.00	275.50	285.80	81.64
603-496-4151-000	Workers Compensation	12,138.00	3,034.50	7,797.00	7,739.00
	Personal Services	199,361.00	49,840.25	52,060.28	41,625.22
	Supplies				

Account Number	Description	Budget	YTD Budget	End Bal	One Year Prior Actual
603-496-4211-000	Maintenance Supplies-Storm	17,000.00	4,250.00	487.17	0.00
603-496-4212-000	Vehicle Fuel	4,000.00	1,000.00	0.00	0.00
603-496-4240-000	Small ToolsEquip-Storm	3,000.00	750.00	0.00	0.00
	Supplies	24,000.00	6,000.00	487.17	0.00
	Services & Charges				
603-496-4300-000	Professional Services-Storm	5,000.00	1,250.00	0.00	0.00
603-496-4304-000	Municipal Engineer	37,000.00	9,250.00	1,704.00	3,829.25
603-496-4321-000	Telephone-Storm	20.00	5.00	4.50	4.50
603-496-4322-000	Postage-Storm	955.00	238.75	0.00	0.00
603-496-4330-000	TravelTuition-Storm	1,700.00	425.00	1,865.89	315.00
603-496-4360-000	Insurance	95.00	23.75	62.00	29.00
603-496-4370-000	Uniforms	380.00	95.00	0.00	0.00
	Services & Charges	45,150.00	11,287.50	3,636.39	4,177.75
	Contractual Services				
603-496-4410-000	Contracted Services-Storm	227,000.00	56,750.00	-14,039.76	116,140.06
603-496-4452-000	SubscriptionsDues-Storm	500.00	125.00	362.26	364.95
	Contractual Services	227,500.00	56,875.00	-13,677.50	116,505.01
	Capital Outlay				
603-496-5000-000	Capital Outlay	53,459.00	13,364.75	0.00	0.00
	Capital Outlay	53,459.00	13,364.75	0.00	0.00
603	Storm Water Operating	549,470.00	137,367.50	42,506.34	162,307.98

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 1G**

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: May 28, 2024

TOPIC: Monetary Limits on Municipal Tort Liability

VOTE REQUIRED: Simple Majority

INTRODUCTION

As a part of the annual insurance renewal process, the City Council is being asked by the League of Minnesota Cities Insurance Trust to update the Liability Coverage Waiver Form.

BACKGROUND

The City of Lino Lakes has never waived its monetary limits on tort liability.

The decision to waive or not waive must be made annually by the City Council. The decision has the following effects:

- If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

RECOMMENDATION

The City does not waive the monetary limits on municipal tort liability established by Minnesota Statute 466.04.

ATTACHMENTS

Liability Coverage Waiver Form

LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. [Email completed form to your city's underwriter, to pstech@lmc.org](mailto:pstech@lmc.org), or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____

Position: _____

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 1H**

STAFF ORIGINATOR: Sarah Cotton, City Administrator

MEETING DATE: May 28, 2024

TOPIC: Consider Resolution No. 24-63, Authorizing the Issuance of a Special Event Permit, On-Sale Temporary Liquor License, and Cabaret License for St. Joseph’s Catholic Church

VOTE REQUIRED: Simple Majority

INTRODUCTION

The Council is being asked to consider approval of Resolution No. 24-63, authorizing the issuance of a Special Event Permit, On-Sale Temporary Liquor License and Cabaret License for St. Joseph’s Catholic Church Summer Festival.

BACKGROUND

St. Joseph’s Catholic Church has applied for a Special Event Permit, On-Sale Temporary Liquor License and Cabaret License for their summer festival scheduled for August 10-11, 2024.

The applicant is proposing to have food, games, a live band/music, fundraising activities, and a bar at St. Joseph’s Church at 171 Elm Street.

The applications have been reviewed by staff, including the Public Safety Department. The applicant will be required to submit proof of general liability insurance to cover all events held on church property.

The full applications are on file in the Clerk’s Office for review.

RECOMMENDATION

Consider Resolution No. 24-63, Authorizing the Issuance of a Special Event Permit, On-Sale Temporary Liquor License, and Cabaret License for St. Joseph’s Catholic Church

ATTACHMENTS

Resolution No. 24-63

**CITY OF LINO LAKES
RESOLUTION NO. 24-63**

**AUTHORIZING THE ISSUANCE OF A SPECIAL EVENT PERMIT, ON-SALE
TEMPORARY LIQUOR LICENSE, AND CABARET LICENSE FOR ST. JOSEPH’S
CATHOLIC CHURCH**

WHEREAS, St. Joseph’s Catholic Church has applied for a Special Event Permit, a Cabaret License, and a Temporary On-Sale Liquor License for their annual summer festival on August 10-11, 2024; and,

WHEREAS, the event plan includes two days of music, food, beverages, games, and fundraising activities; and,

WHEREAS, proof of general liability insurance is required to be submitted by St. Joseph’s Catholic Church to cover all events held on the church property; and,

WHEREAS, hired security will be onsite during the event and wristbands will be required for any sale of alcoholic beverages; and,

WHEREAS, city staff has reviewed the applications, as well as the event site plan for compliance with City ordinances and regulations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the City Council authorizes the issuance of a Special Event Permit, Cabaret License, and Temporary On-Sale Liquor License to St. Joseph’s Catholic Church for August 10-11, 2024.

Adopted by the City Council of the City of Lino Lakes this 28th day of May, 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 11**

STAFF ORIGINATOR: Diane Hankee, City Engineer

MEETING DATE: May 28, 2024

TOPIC: Consider Resolution No. 24-67 Approving Site Improvement Performance Agreement, 455 Park Court (Fiji Cube)

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting City Council consideration to approve the site improvement performance agreement for 455 Park Court (Fiji Cube) project.

BACKGROUND

The City reviewed a land use application site and building plan for the Fiji Cube project to be located at 455 Park Court. The 3.76 acre site is currently vacant commercial land. The plans include a 32,644sf building office/warehouse building.

The proposed Fiji Cube plan meets ordinance and performance standards and staff recommends approval of the project.

RECOMMENDATION

Staff is recommending the City Council approve Resolution 24-67 approving the site improvement performance agreement for the Fiji Cube project.

ATTACHMENTS

1. Resolution No. 24-67
2. Project Location Map
3. Site Improvement Performance Agreement

**CITY OF LINO LAKES
RESOLUTION NO. 24-67**

**APPROVING SITE IMPROVEMENT PERFORMANCE AGREEMENT WITH FIJI CUBE
455 PARK COURT**

WHEREAS, the City has completed review of the site and building plans for Fiji Cube; and

WHEREAS, the legal description of the property is Lot 1, Block 1, Marshan Lake Industrial Park; and

WHEREAS, City Code Section 1007.020(5)(d) requires the execution of a site performance agreement prior to issuance of a building permit.

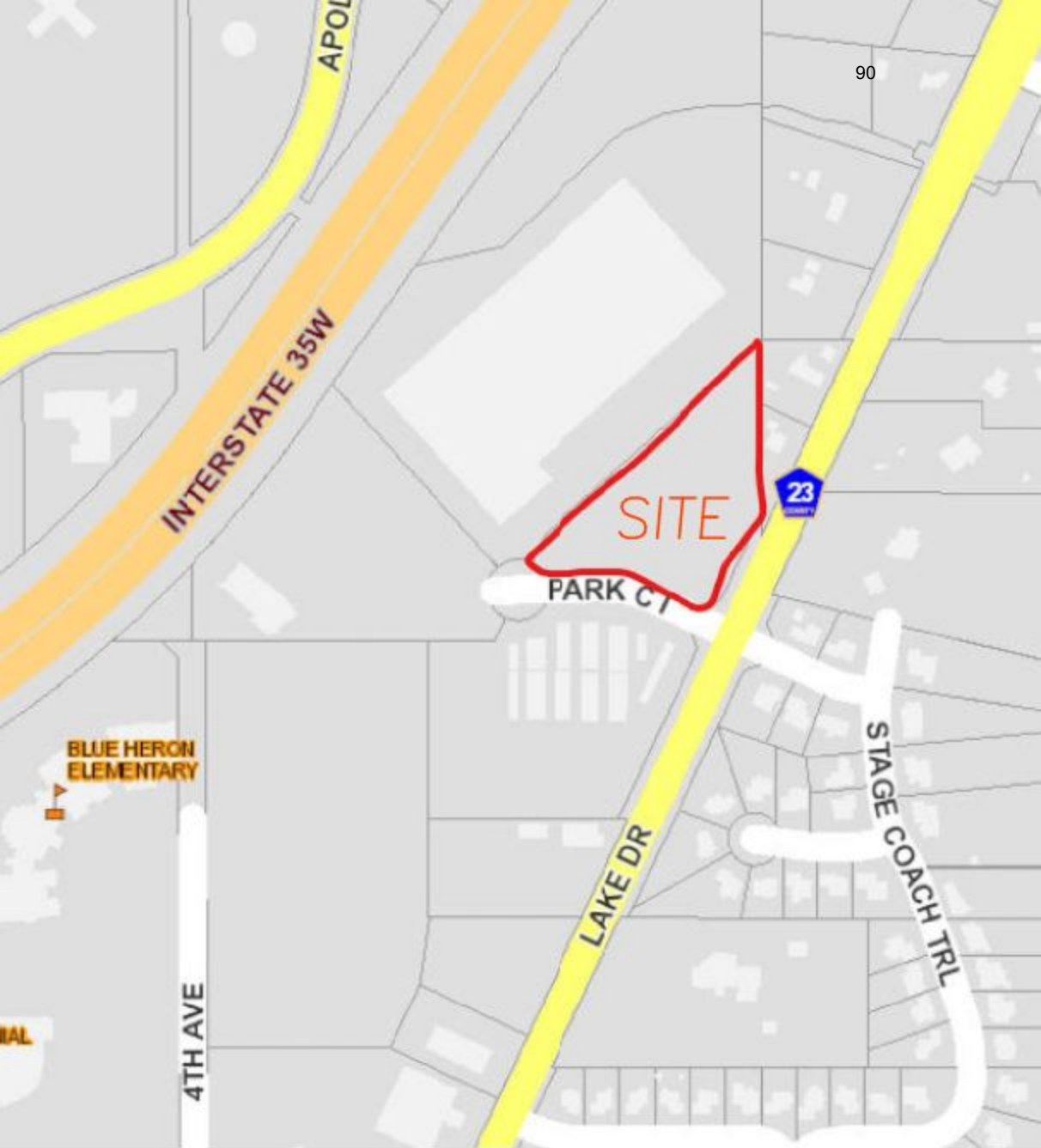
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lino Lakes that the Site Improvement Performance Agreement between the City of Lino Lakes and Fiji Cube, LLC is hereby approved and the Mayor and City Clerk are authorized to execute such agreements on behalf of the City.

Adopted by the Council of the City of Lino Lakes this 28th day of May, 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk



VICINITY MAP

**CITY OF LINO LAKES, MINNESOTA
SITE IMPROVEMENT PERFORMANCE AGREEMENT**

THIS AGREEMENT made this _____ day of _____, 2024, is by and between the **City of Lino Lakes**, a municipal corporation organized under the laws of the State of Minnesota, and Genice Management LLC (455 Park Court, Lino Lakes, MN 55014) "Developer".

WHEREAS, the Developer has received approval of Site Development Plans, hereinafter called the "Plans", by the City of Lino Lakes on the 30th day of April, 2024, and in accordance with the Plans all of which are made a part hereof by reference. In consideration of such approval, the Developer, its successors and assigns, does covenant and agree to perform the work as set forth in the Plans, in the aforesaid approval, and as hereinafter set forth upon the real estate (hereinafter referred to as "Property") described as follows:

Lot 1, Block 1, Marshan Lake Industrial Park

NOW, THEREFORE, in consideration of the mutual promises of the parties made herein,

IT IS AGREED BY AND BETWEEN THE PARTIES HERETO:

I. DESIGNATION OF IMPROVEMENTS.

- A. Improvements on the project site to be installed at the Developer's expense by the Developer as hereinafter provided are hereinafter referred to as "On-site Work".
- B. Improvements off the project site to be installed at the Developer's expense, if any, by the Developer as hereinafter provided are hereinafter referred to as "Off-Site Work".
- C. Developer shall enter into a Declaration for Maintenance of Stormwater Facilities.

II. ON-SITE WORK.

- A. On-Site Work. The On-Site Work shall consist of the improvements described in the approved Plans, to include any approved subsequent amendments, and shall be in compliance with all applicable statutes, codes and ordinances of the City. The On-Site Work includes all on-site exterior amenities as shown on the approved Plans and as required by the plan approval, such as, but not limited to: landscaping, private driveways, parking areas, sanitary sewer extension, water system extension, storm drainage

systems, curbing, lighting, fencing, fire lanes, sidewalks, exterior building architectural design and building elements, site grading and erosion control measures.

Such improvements shall be completed in accordance with Section IV herein.

- B. Cost Estimates. The Developer shall provide the City with a written estimate of all applicable costs of the On-Site Work, itemized by type; the estimates shall be based upon the actual estimates provided by the contractors who are to do the Work. Said cost estimates shall be reviewed by the City, and the City shall establish the actual amount of the financial guarantee. The description and estimated cost of Developer's On-Site Work are as follows:

	Description of Improvements	Estimated Costs
1.	Lighting	\$ 13,500.00
2.	Fences / Screen Structures	\$ 8,500.00
3.	Trash Disposal Structures	\$ 0.00
4.	Curbing / Islands / Delineators	\$ 36,600.00
5.	Storm Drainage Systems / Sewers / Catch Basins / Culverts / Swales	\$ 70,000.00
6.	Public Trails and / or Sidewalk	\$ 0.00
7.	Private Trails and / or Sidewalk	\$ 0.00
8.	Driveway / Curb cut / Parking Lot / Fire Lane	\$ 182,500.00
9.	Water mains / Hydrants / Sanitary Sewers	\$ 70,000.00
10.	Landscaping	\$ 60,000.00
11.	Site Grading	\$ 180,000.00
12.	Erosion Control	\$ 0.00
	Total Estimated Cost of Developer Improvements	\$ 621,100.00
	Security Requirement (Total * 35%)	\$ 217,385.00

III. DEVELOPER FEES.

A. Trunk Sanitary Sewer Connection Fees

The City established trunk utility connection fees to uniformly distribute the costs of public trunk sanitary sewer infrastructure. The Trunk Utility Connection Fee consists of two components; a Trunk Charge and an Availability Charge.

Trunk Charge

The trunk charge shall be paid at the time of subdivision approval or at the time of hook-up, whichever is first. The Sanitary Sewer Trunk Charge is \$1,737.00 per unit. Commercial/Industrial/Institutional (CII) trunk charges are based on a factor of 2.92 units per acre.

Availability Charge

For residential properties, the availability charge shall be paid at the time of subdivision approval or at the time of hook-up, whichever is first. Commercial/Industrial/Institutional availability charges shall be paid at the time of building permit. Fees are based on the number of sanitary access charge (SAC) units assigned by Metropolitan Council Environmental Services (MCES).

City Sewer (CSAC)	\$1,626.00 Per SAC Unit
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Trunk sewer unit charges addressed under this paragraph are in addition to any SAC charges imposed by Metropolitan Council Environmental Services.

B. Trunk Water Connection Fees

The City established trunk utility connection fees to uniformly distribute the costs of public trunk water infrastructure. The Trunk Utility Connection Fee consists of two components; a Trunk Charge and an Availability Charge.

Trunk Charge

The trunk charge shall be paid at the time of subdivision approval or at the time of hook-up, whichever is first. The Water Trunk Charge is \$2,496.00 per unit. Commercial/Industrial/Institutional (CII) trunk charges are based on a factor of 2.92 units per acre.

Availability Charge

For residential properties, the availability charge shall be paid at the time of subdivision approval or at the time of hook-up, whichever is first. Commercial/Industrial/Institutional availability charges shall be paid at the time of building permit. Fees are based on the number of sanitary access charge (SAC) units assigned by Metropolitan Council Environmental Services (MCES).

City Water (CWAC)	\$1,570.00 Per SAC Unit
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C. Surface Water Management Area Charges

The City established a trunk area charge to uniformly distribute the costs of public trunk surface water infrastructure and water quality improvements. The Surface Water Management Charge shall be based on developable acreage, in the amount specified in Exhibit C.

		Acre	Fee
1.	Sanitary Sewer Trunk Unit Fee (\$1,737/unit; 2.92 units/Acre)		Paid Previously
2.	City Sewer Availability Fee (\$1,626/SAC Unit)		To be Paid w/Building Permit
3.	Water Trunk Unit Fee (\$2,496/unit; 2.92 units/Acre)		Paid Previously
4.	City Water Availability Fee (\$1,570/SAC Unit)		To be Paid w/Building Permit
5.	City Surface Water Management Fee (\$/Acre)		Paid Previously
	Total Estimated (Budget) Developer Fees		w/Building Permit

D. Metropolitan Council Environmental Services (MCES) Sewer Availability Charges (SAC) are in addition to the fees referenced above and shall be determined by MCES, and shall be paid with the Building Permit.

IV. RECORD DRAWINGS.

A. Upon project completion, Developer shall submit record drawings, in electronic format, of all public and private infrastructure improvements, including grading, sanitary sewer, water main, storm sewer facilities, and roads, constructed by Developer. The as-built survey must include, but is not limited to, proposed and final contours with adequate elevation shots to show conformance, property irons (to be exposed in field), low floor and low opening elevations, and the 100-Year High Water Level (HWL) of all ponds, lakes, and wetland areas. The files shall be drawn in Anoka County NAD 83 Coordinate system and provided in both AutoCAD .dwg and Adobe .pdf file formats. The plans shall include accurate locations, dimensions, elevations, grades, slopes and all other pertinent information concerning the complete work. The Developer shall also

submit certified compaction testing results for the site grading operations.

- B. A summary of the record plan attribute data for the storm sewer, water main, and sanitary sewer structures and pipes shall be submitted in the form of an Excel Spreadsheet as provided by the City Engineer.
- C. No securities will be fully released until all record drawings have been submitted and accepted by the City Engineer.

V. COMPLETION DATE.

If the activities authorized by site and building plan approval are not initiated within twelve (12) months from the final execution of this agreement, then Developer will need to start the site and building plan approval process from the beginning.

VI. GUARANTEE.

- A. The Developer will fully and faithfully comply with all terms and conditions of any and all contracts entered into by the Developer. Concurrently with the execution hereof by the Developer, the Developer will furnish to, and at all times thereafter maintain with the City, a cash deposit, certified check, or Irrevocable Letter of Credit, based on thirty-five (35%) percent of the total estimated cost of Developer's On-site Work. An Irrevocable Letter of Credit shall be for the exclusive use and benefit of the City of Lino Lakes and shall state thereon that the same is issued to guarantee and assure performance by the Developer of all the terms and conditions of this Development Contract, construction of all required improvements in accordance with the ordinances and specifications of the City and guarantees the workmanship and materials for the landscape improvements for a period of one year following the City's acceptance of the landscape improvements. The City reserves the right to draw, in whole or in part, on any portion of the Irrevocable Letter of Credit for the purpose of guaranteeing the terms and conditions of this contract, if Developer has been found to be in default of this agreement and only after providing Developer with written notice and opportunity to cure any default. The Irrevocable Letter of Credit shall be automatically extended for additional periods of one year from present or future expiration dates unless sixty (60) days prior to such the City Clerk or Administrator is notified in writing by certified mail or overnight mail that the Letter of Credit will not be renewed.

- B. Upon written request, The City will grant a reduction of the Letter of Credit, or cash deposit based on prepayment or the value of the completed improvements at the time of the requested reduction. The Developer may make such requests three times throughout the life of this agreement, with the third and/or final request being at the completion of the project. The City will respond to such request within 30 days time. Prior to the final acceptance of the Developer's Improvements the City shall require a Letter of Credit or Cash Escrow to cover the warranty provisions of the agreement. The amount shall be agreed to by the City Engineer and Developer and Developer may use the Letter of Credit discussed in Section VI.A above.

VII. REIMBURSEMENT OF COSTS.

- A. The Developer agrees to establish a non-interest bearing escrow account with the City in an amount established by the City Engineer or his designee for the payment of all City fees and costs incurred by the City related to the On-site Work, including, but not limited to, the following:

1.	Site Plan Review Fee	\$5,500
2.	Administration (Legal, Engineering, Planning and Contract Administration)	\$23,900
3.	Negative Short Term Escrow Balance	\$0
	Total Estimated (Budget) Costs for Escrow Account	\$29,400

- B. If it appears that the actual costs incurred will exceed the estimate or that the actual costs incurred will be less than the estimate, then Developer and City shall review the costs required to complete the project. In such case, if the actual costs exceed the estimate, then Developer shall promptly pay the additional sums to the City to pay for the agreed upon increase. However, in such case where the actual costs are less than the estimate, the City shall promptly reimburse to Developer any amounts overpaid by the Developer. The Developer may request a statement of the account each month for review.
- C. Intentionally Deleted.

VIII. REMEDIES FOR BREACH.

- A. The City shall give prior written notice to the Developer of any default hereunder before proceeding to enforce such financial guarantee or before the City undertakes any work for which the City will be reimbursed through the financial guarantee. If within twenty

(20) days after receipt of such written notice to it, the Developer has not notified the City by stating in writing the manner in which the default will be cured and the time within which such default will be cured, the City will proceed with the remedy it deems reasonably appropriate.

- B. At any time after the completion date and any extensions thereof, if any of the work is deemed incomplete, the City may proceed in any one or more of the following ways to enforce the undertakings herein set forth, and to collect any and all expenses reasonably incurred by the City in connection therewith, including, but not limited to, engineering, legal, planning and litigation costs and expense. The enumeration of the remedies hereunder shall be in addition to any other remedies available to the City.
1. Specific Performance. The City may in writing direct the surety or the Developer to cause the Work to be undertaken and completed within a specified reasonable time. If the Developer fails to cause the Work to be done and completed in a manner and time reasonably acceptable to the City, the City may proceed to bring an action for specific performance to require work to be undertaken.
 2. Completion by the City. The City, after written notice, may enter the premises and proceed to have the Work done either by contract, by day labor or by regular City forces. The Developer may not question the manner of doing such work or the letting of any such contracts for the doing of any such work; provided that all such work is performed in a reasonable manner, the costs are reasonable and the work is completed in a good and workman-like manner and in accordance with the approved plans and specifications. Upon completion of such work, the Developer shall promptly pay the City the full cost thereof as aforesaid.
 3. Deposit of Financial Guarantee. In the event the financial guarantee has been submitted in the form of a Letter of Credit, the City may draw on the Letter of Credit the sum equal to the reasonably estimated cost of completing the Work, plus the City's reasonably estimated expenses as defined herein, including any other reasonable costs, expenses, and damages for which the surety may be liable hereunder, but not exceeding the amount set forth on the Letter of Credit. The money shall be deemed to be held by the City for the purpose of reimbursing the City for any reasonable costs incurred in completing the Work as

hereinafter specified. Any funds remaining after completion of the project shall be promptly returned to the Developer.

IX. OCCUPATION OF PREMISES.

The Developer agrees that it will not cause to be occupied any portion of the building or improvements to be constructed upon the premises until completion of the building and site improvements as more fully described in the approved plans and following issuance of a Certificate of Occupancy.

X. INSURANCE.

Developer or its general contractor shall take out and maintain until one year after the City accepted the Developer Improvements, public liability and property damage insurance covering personal injury, including death, and claims for property damage which may arise out of the Developer's or general contractor's work, as the case may be, or the work of its subcontractors or by one directly or indirectly employed by any of them. Limits for bodily injury and death shall be not less than Five Hundred Thousand and no/100 (\$500,000.00) Dollars for one person and One Million and no/100 (\$1,000,000.00) Dollars for each occurrence; limits for property damage shall be not less than One Million and no/100 (\$1,000,000.00) Dollars for each occurrence; or a combination single limit policy of Two Million and no/100 (\$2,000,000.00) Dollars or more. The City, its employees, its agents and assigns shall be named as an additional insured on the policy, and the Developer or its general contractor shall file with the City a certificate evidencing coverage prior to the City signing the plat. The certificate shall provide that the City must be given ten days advance written notice of the cancellation of the insurance. The certificate may not contain any disclaimer for failure to give the required notice.

XI. REIMBURSEMENT FOR LITIGATION EXPENSES.

The City and Developer agree that the prevailing party in any litigation pertaining to the enforcement of this Agreement shall be entitled to reimbursement from the non-prevailing party for all reasonable costs incurred by said prevailing party including court costs and reasonable engineering and attorneys' fees.

XII. VALIDITY.

If a portion, section, subsection, sentence, clause, paragraph or phrase in this Agreement is for any reason held to be invalid by a court of competent

jurisdiction, such decision shall not affect or void any of the other provisions of the Site Improvement Performance Agreement.

XIII. GENERAL.

- A. Binding Effect. The terms and provisions hereof shall be binding upon and inure to the benefit of the heirs, representatives, successors and assigns of the parties hereto and shall be binding upon all future owners of all or any part of the Property and shall be deemed covenants running with the land.
- B. Notices. Whenever in this Agreement it shall be required or permitted that notice or demand be given or served by either party to this Agreement to or on the other party, such notice or demand shall be delivered personally or (i) mailed by United States mail by certified mail (return receipt requested) or (ii) sent by nationally recognized overnight carrier to the addresses hereinbefore set forth on Page 1. Such notice or demand shall be deemed timely given when delivered personally or when deposited in the mail or the overnight carrier in accordance with the above. The addresses of the parties hereto are as set forth on Page 1 until changed by notices given as above.
- C. Incorporation by Reference. All plans, special provisions, proposals, specifications and contracts for the improvements furnished and let pursuant to this Agreement shall be and hereby are made a part of this Agreement by reference as fully as if set out herein in full.
- D. Hours of Construction Activity. Construction activity shall be limited to the hours set out as follows:

Monday through Friday	7:00 a.m. to 7:00 p.m.
Saturday	9:00 a.m. to 5:00 p.m.
Sunday and Holidays	No working hours allowed

XIV. VIOLATIONS/BUILDING PERMITS.

In the event that Developer violates any of the covenants and agreements contained in this Site Improvement Performance Agreement and to be performed by the Developer, the City, at its option, and after providing written notice and opportunity to cure to Developer in addition to the rights and remedies as set out hereunder may refuse to issue building permits to any property within the development and/or stop building construction within the development until such time as such default has been corrected to the satisfaction of the City.

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 3A**

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: May 28, 2024

TOPIC: Appointment of Building Permit Technician

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to approve the appointment of May Vang to the Building Permit Technician position within the Community Development Department.

BACKGROUND

Staff has completed the recruitment process, provided a conditional offer, and is recommending the approval of Vang for the full-time position.

Vang has over 20 years of experience as a Permit Technician. She currently works for the Town of Oro Valley in Arizona. Prior to that, she worked for the City of New Brighton in similar role for over 10 years.

The starting wage for Vang will be at \$31.22 per hour, which is Step 5 of a 6 step wage scale for the Building Permit Technician position. With the Council's approval, Vang would start in the position on June 3, 2024.

The hiring of Vang will backfill the Building Permit Technician vacancy that was created on March 15, 2024. The 2024 Adopted Budget includes one full-time Building Permit Technician.

RECOMMENDATION

Please approve the appointment of May Vang to the Building Permit Technician position.

ATTACHMENTS

None

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 3B**

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: May 28, 2024

TOPIC: Appointment of Government Buildings Custodial Worker

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to approve the appointment of Alison Gronning to the part-time Custodial Worker position for Government Buildings within the Public Services Department.

BACKGROUND

Staff has completed the recruitment process, provided a conditional offer, and is recommending the approval of Gronning for the part-time position.

The wage for Gronning will be at \$20.00 per hour, which is the starting rate for the Custodial Worker position.

With the Council's approval, Gronning would start in the part-time position on May 29, 2024.

RECOMMENDATION

Please approve the appointment of Alison Gronning to the Government Buildings Custodial Worker position.

ATTACHMENTS

None

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 5A**

STAFF ORIGINATOR: Rick DeGardner, Public Services Director

MEETING DATE: May 28, 2024

TOPIC: Ordinance No. 09-24, Vacating Trail Easement on Shores of Marshan Lake Plat

- i. Public Hearing
- ii. Consider 1st Reading of Ordinance No. 09-24

VOTE REQUIRED: 4/5

INTRODUCTION

Staff is requesting City Council consideration of Ordinance No. 09-24 Vacating Trail Easement on the Shores of Marshan Lake plat.

BACKGROUND

At the June 7, 2023 Park Board meeting, the Board discussed vacating the trail easement as shown on the plat of Shores of Marshan Lake. The trail easement is located on Lots 1-14, Block 5, Shores of Marshan Lake. The property addresses range from 7200-7290 Stage Coach Trail. The boardwalk has been removed and the trail easement is no longer needed. The Board recommended to the City Council the trail easement be vacated.

Attached is the Park Board staff report and minutes that provide more background and analysis.

RECOMMENDATION

Staff is recommending approval of the 1st Reading of Ordinance No. 09-24 Vacating Trail Easement on Shores of Marshan Lake plat.

ATTACHMENTS

1. Ordinance No. 09-24
2. June 7, 2023 Park Board Staff Report
3. June 7, 2023 Park Board Minutes

**CITY OF LINO LAKES
ORDINANCE NO. 09-24**

**TRAIL EASEMENT VACATION
SHORES OF MARSHAN LAKE**

The City Council of Lino Lakes ordains:

Section 1: Findings of Fact

1. The City Council of Lino Lakes has determined to vacate a TRAIL EASEMENT ("Easement") dedicated over, under, and across property legally described as follows:

Lots 1-14, Block 5, Shores of Marshan Lake, City of Lino Lakes, Anoka County, MN; and
2. The area of the vacated Easement is legally described as follows and is depicted on Attachment A and Attachment B.

Attachment A -Trail Easement Vacation Exhibit (Lots 8-14, Block 5, Shores of Marshan Lake)

Description of Trail Easement area to be vacated (Doc. No. 1218320):

All that part of that particular trail easement, reserved in Doc. No. 1218320, and now to be vacated, described as follows:

An easement for trail purposes over that part of Lot 11, Block 5, SHORES OF MARSHAN LAKE, according to the recorded plat thereof, Anoka County, Minnesota, which lies within a 15.00 foot wide strip of land, the center line of which is described as follows:

Commencing at the southwest corner of Lot 13, Block 5, said SHORES OF MARSHAN LAKE; thence South 89 degrees 03 minutes 42 seconds East, assumed bearing, along the south line of said Lot 13, a distance of 124.39 feet; thence North 14 degrees 56 minutes 30 seconds East, a distance of 33.54 feet to the point of beginning of the center line to be described; thence northeasterly to the southeast corner of Lot 4, Block 5, said SHORES OF MARSHAN LAKE, and there terminating.

The side lines of said strip of land shall be lengthened or shortened to terminate on the north line of Lot 8, Block 5, said SHORES OF MARSHAN LAKE and on the easterly line of the trail easement in said Lot 13, as dedicated in said SHORES OF MARSHAN LAKE.

Description of Trail Easement area to be vacated (Doc. No. 1218321):

All that part of that particular trail easement, reserved in Doc. No. 1218321, and now to be vacated, described as follows:

An easement for trail purposes over that part of Lot 12, Block 5, SHORES OF MARSHAN LAKE, according to the recorded plat thereof, Anoka County, Minnesota, which lies within a 15.00 foot wide strip of land, the center line of which is described as follows:

Commencing at the southwest corner of Lot 13, Block 5, said SHORES OF MARSHAN LAKE; thence South 89 degrees 03 minutes 42 seconds East, assumed bearing, along the south line of said Lot 13, a distance of 124.39 feet; thence North 14 degrees 56 minutes 30 seconds East, a distance of 33.54 feet to the point of beginning of the center line to be described; thence northeasterly to the southeast corner of Lot 4, Block 5, said SHORES OF MARSHAN LAKE, and there terminating.

The side lines of said strip of land shall be lengthened or shortened to terminate on the north line of Lot 8, Block 5, said SHORES OF MARSHAN LAKE and on the easterly line of the trail easement in said Lot 13, as dedicated in said SHORES OF MARSHAN LAKE.

Description of Trail Easement area to be vacated (Doc. No. 1218322):

All that part of that particular trail easement, reserved in Doc. No. 1218322, and now to be vacated, described as follows:

An easement for trail purposes over that part of Lot 13, Block 5, SHORES OF MARSHAN LAKE, according to the recorded plat thereof, Anoka County, Minnesota, which lies within a 15.00 foot wide strip of land, the center line of which is described as follows:

Commencing at the southwest corner of Lot 13, Block 5, said SHORES OF MARSHAN LAKE; thence South 89 degrees 03 minutes 42 seconds East, assumed bearing, along the south line of said Lot 13, a distance of 124.39 feet to the point of beginning of the center line to be described; thence Northeasterly to a point on the north line of said Lot 13, distant 166.00 feet easterly of the northwest corner of said Lot 13; thence northeasterly to the southeast corner of Lot 4, Block 5, said SHORES OF MARSHAN LAKE, and there terminating.

The side lines of said strip of land shall be lengthened or shortened to terminate on the north line of Lot 8, Block 5, said SHORES OF MARSHAN LAKE and on the easterly line of the trail easement in Lots 13 and 14, Block 5, said SHORES OF MARSHAN LAKE, as dedicated in said plat.

Description of Trail Easement area to be vacated (Doc. No. 1218323):

All that part of that particular trail easement, reserved in Doc. No. 1218323, and now to be vacated, described as follows:

An easement for trail purposes over that part of Lots 8 & 10, Block 5, SHORES OF MARSHAN LAKE, according to the recorded plat thereof, Anoka County, Minnesota, which lies within a 15.00 foot wide strip of land, the center line of which is described as follows:

Commencing at the southwest corner of Lot 13, Block 5, said SHORES OF MARSHAN LAKE; thence South 89 degrees 03 minutes 42 seconds East, assumed bearing, along the south line of said Lot 13, a distance of 124.39 feet; thence North 14 degrees 56 minutes 30 seconds East, a distance of 33.54 feet to the point of beginning of the center line to be described; thence northeasterly to the southeast corner of Lot 4, Block 5, said SHORES OF MARSHAN LAKE, and there terminating.

The side lines of said strip of land shall be lengthened or shortened to terminate on the north line of Lot 8, Block 5, said SHORES OF MARSHAN LAKE and on the easterly line of the trail easement in said Lot 13, as dedicated in said SHORES OF MARSHAN LAKE.

Description of Trail Easement area to be vacated (Doc. No. 1218324):

All that part of that particular trail easement, reserved in Doc. No. 1218324, and now to be vacated, described as follows:

An easement for trail purposes over the South 10 feet of the West 165.00 feet of Lot 14, Block 5, SHORES OF MARSHAN LAKE, according to the recorded plat thereof, Anoka County, Minnesota.

Description of Trail Easement area to be vacated (Doc. No. 1218325):

All that part of that particular trail easement, reserved in Doc. No. 1218325, and now to be vacated, described as follows:

An easement for trail purposes over that part of Lot 9, Block 5, SHORES OF MARSHAN LAKE, according to the recorded plat thereof, Anoka County, Minnesota, which lies within a 15.00 foot wide strip of land, the center line of which is described as follows:

Commencing at the southwest corner of Lot 13, Block 5, said SHORES OF MARSHAN LAKE; thence South 89 degrees 03 minutes 42 seconds East, assumed bearing, along the south line of said Lot 13, a distance of 124.39 feet; thence North 14 degrees 56 minutes 30 seconds East, a distance of 33.54 feet to the point of beginning of the center line to

be described; thence northeasterly to the southeast corner of Lot 4, Block 5, said SHORES OF MARSHAN LAKE, and there terminating.

The side lines of said strip of land shall be lengthened or shortened to terminate on the north line of Lot 8, Block 5, said SHORES OF MARSHAN LAKE and on the easterly line of the trail easement in said Lot 13, as dedicated in said SHORES OF MARSHAN LAKE.

Attachment B – Trail Easement Vacation Exhibit (Lots 1-4, 13 and 14, Block 5, Shores of Marshan Lake)

Description of Trail Easement area to be vacated:

All remaining trail easements in Lots 1, 2, 3, 4, 13 and 14, Block 5, SHORES OF MARSHAN LAKE, according to the recorded plat thereof, Anoka County, Minnesota, as dedicated by said plat, which were not previously vacated by Document No. 1182624, are now to be vacated.

3. A public hearing was held on May 28, 2024 before the City Council in the City Hall Council Chambers after due published and posted notice had been given and reasonable attempts were made to give personal notice to all affected property owners, and all persons interested were given an opportunity to be heard; and
4. The Shores of Marshan Lake was platted in 1992. The boardwalk and trail within the plat have been removed and the Easement is no longer needed; and
5. Resolution No. 95-89 (Document #1182624) previously vacated portions of the Easement dedicated on the plat over Lots 4 -13, Block 5, Shores of Marshan Lake; and
6. It appears to be in the best interest of the City to vacate such Easement; and
7. This ordinance shall be recorded with Anoka County; and
8. Four-fifths of all members of the City Council concur with this ordinance.

Section 2: Easement Vacated

The Easement described herein is hereby vacated.

Section 3: Effect

This ordinance shall be in force and effect from and after its passage and publication according to the Lino Lakes City Charter and upon filing of the Easement Vacation Ordinance.

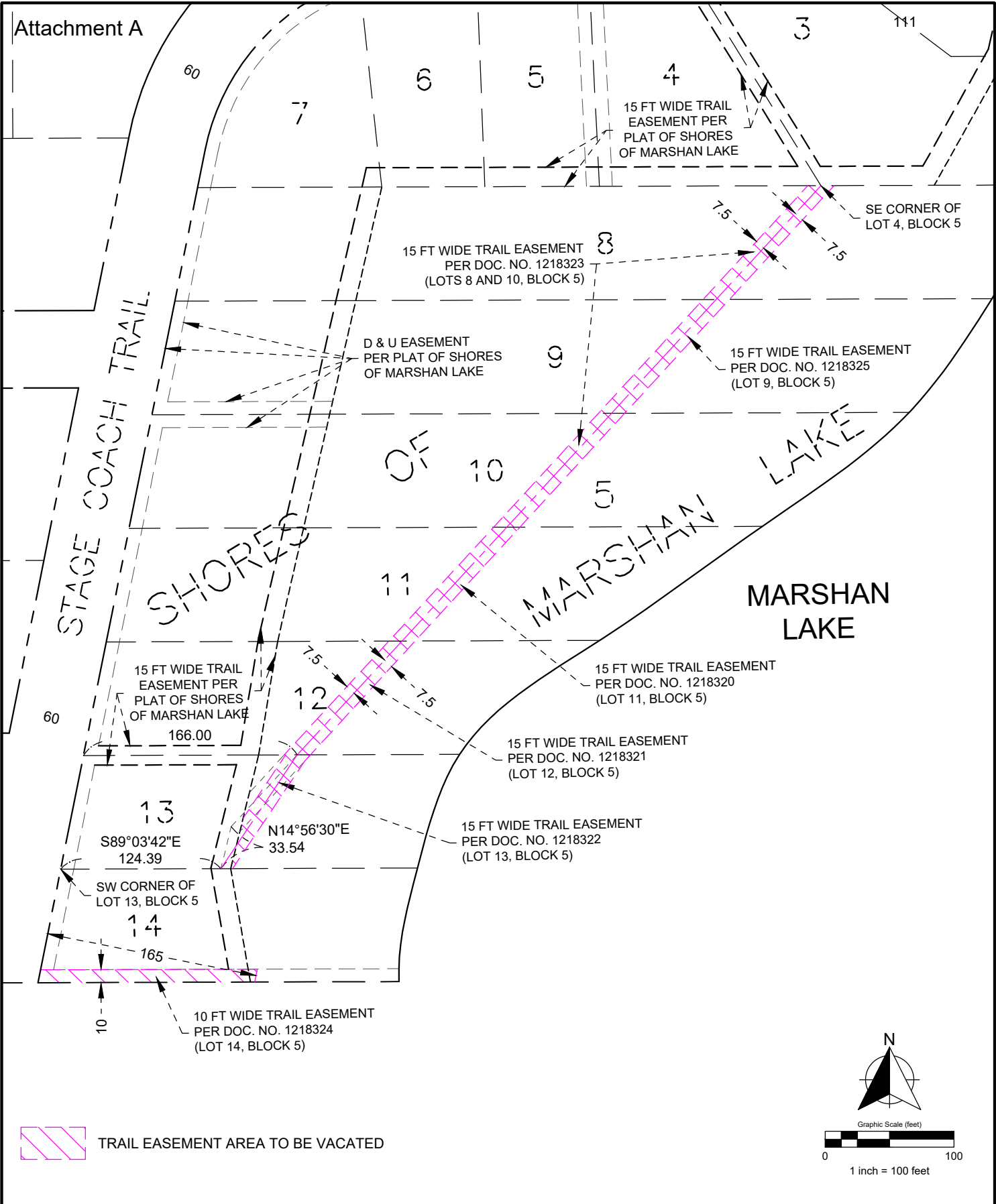
Adopted by the Lino Lakes City Council this ____ day of _____, 2024.

BY: _____
Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

Attachment A
Trail Easement Vacation Exhibit
(Lots 8-14, Block 5, Shores of Marshan Lake)



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Prepared by:

Trail Easement Vacation Exhibit

Lots 8, 9, 10, 11, 12, 13 and 14, Block 5,
Shores of Marshan Lake
City of Lino Lakes, Minnesota

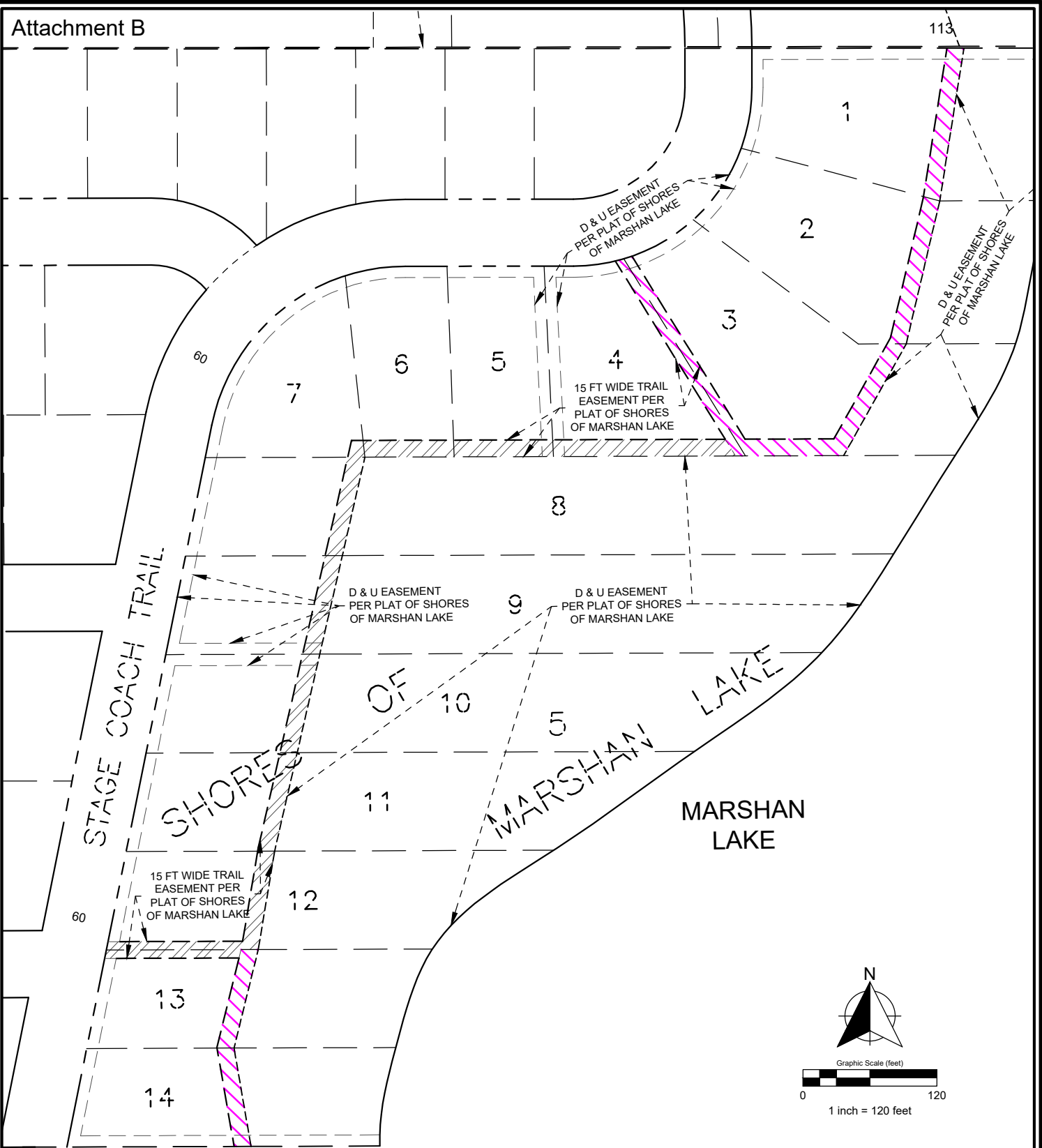
WSB Project No. 022154-000 Date: 4/23/2024



Attachment B

Trail Easement Vacation Exhibit

(Lots 1-4, 13 and 14, Block 5, Shores of Marshan Lake)

Attachment B



-  TRAIL EASEMENT AREA TO BE VACATED
-  TRAIL EASEMENT AREA PREVIOUSLY VACATED PER DOC. NO. 1182624

Prepared by:



Trail Easement Vacation Exhibit

Lots 1, 2, 3, 4, 13 and 14, Block 5,
Shores of Marshan Lake
City of Lino Lakes, Minnesota

WSB Project No. 022154-000

Date: 5/1/2024





DATE: June 7, 2023

TO: Park Board

FROM: Rick DeGardner, Public Services Director

RE: Easement Vacation – Shores of Marshan Lake Boardwalk

The boardwalk section in the Shores of Marshan development was built in 1995. The original intent of the boardwalk was to continue northward resulting in an eventual circular loop around Marshan Lake, but the concept was eventually abandoned.

The continued deterioration and heaving of the aging boardwalk sections became more of a safety issue in 2017, with “Caution-Uneven Surface” signs being installed. In July 2019 Park Maintenance staff placed barricades at both entrances, essentially closing down the Marshan Boardwalk. Subsequently, the entire boardwalk section (approximately 700 feet), along with the bituminous pathways leading to Stagecoach Trail, were removed in December 2020.

With the removal of the boardwalk and trail sections, there is no feasible plan to replace this trail segment. Replacement costs would amount to well over \$100,000. If no trail is ever envisioned or needed, there is no need to retain the trail easements for public purposes. In order to vacate the trail easements, the Park Board needs to approve a recommendation that the trail easements are, “no longer needed for a public purpose.”

Mr. DeGardner gave a summary of his written report that the Lyngblomsten development recently constructed paved trail connecting to the existing trail segment near Woodridge Lane. The existing 200 feet of trail is in poor condition and is being replaced.

7. UNFINISHED BUSINESS

Mr. Gooder stated a few residents from the Pheasant Hills development stated a 12-foot section of a trail has risen about six inches and people can't cross the roots. Mr. DeGardner stated he has been in contact with a resident, and the cottonwood trees are located on the HOA side. The city will have to work with the HOA.

Mr. Gooder also stated that there is a trail along Birch Street where the trees need to be trimmed. Mr. DeGardner said he would look into this.

Mr. Cutts asked for any updates about when the bridge behind Rice Lake Elementary will be open. Mr. DeGardner stated that it is an Anoka County project.

8. NEW BUSINESS

A. Easement Vacation – Shores of Marshan Lake Boardwalk

Mr. DeGardner gave a summary of his written report. The boardwalk section in the Shores of Marshan development was built in 1995. The original intent of the boardwalk was to continue northward resulting in an eventual circular loop around Marshan Lake, but the concept was eventually abandoned.

The continued deterioration and heaving of the aging boardwalk sections became more of a safety issue in 2017, with "Caution-Uneven Surface" signs being installed. In July 2019 Park Maintenance staff placed barricades at both entrances, essentially closing down the Marshan Boardwalk. Subsequently, the entire boardwalk section (approximately 700 feet), along with the bituminous pathways leading to Stagecoach Trail, was removed in December 2020.

With the removal of the boardwalk and trail sections, there is no feasible plan to replace this trail segment. Replacement costs would amount to well over \$100,000. If no trail is ever envisioned or needed, there is no need to retain the trail easements for public purposes. In order to vacate the trail easements, the Park Board needs to approve a recommendation that the trail easements are, "no longer needed for a public purpose."

Mr. Termont moved to vacate the Shores of Marshan Lake Boardwalk Easement. Motion seconded by Mr. Gooder. Motion carried 6 – 0.

B. Discuss 2024 Goals

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 6A**

STAFF ORIGINATOR: Diane Hankee, City Engineer

MEETING DATE: May 28, 2024

TOPIC: Ordinance No. 06-24, Vacating Drainage & Utility Easement, 202 Elm Street

- i. Consider 2nd Reading of Ordinance No. 06-24
- ii. Consider Resolution No. 24-54, Approving Summary Publication of Ordinance No. 06-24

VOTE REQUIRED: 4/5

INTRODUCTION

Staff is requesting City Council consideration of the 2nd Reading of Ordinance No. 06-24, vacating Drainage and Utility easement, Lot 1, Block 1, Bald Eagle Addition.

BACKGROUND

202 Elm Street a residential parcel owned by, John Grattan III. The property owner submitted a land use application requesting the vacation, of a portion, of a drainage easement on their property.

The drainage and utility easement was dedicated to the City of Lino Lakes with the 2021 Bald Eagle Addition plat. The easement is intended to perpetuate drainage across the parcel. The current owner would like to vacate a portion of the easement area where there is an existing concrete pad. He plans to construct a 16X20' building in this location. The City doesn't allow for structures larger than 120 sf within drainage and utility easements. The property owner would like to vacate the easement so their property is in compliance.

The Drainage and Utility Easement Vacation Description Sketch prepared by EG Rud and Sons, Inc. received on April 18, 2024 details the proposed drainage and utility area to be vacated where the existing concrete slab is located.

RECOMMENDATION

Staff is recommending approval of the 2nd Reading of Ordinance No. 06-24 Vacating Drainage & Utility Easements, Lot 1, Block 1, Bald Eagle Addition and Resolution 24-54 Approving Summary Publication of Ordinance 06-24.

ATTACHMENTS

1. Ordinance No. 06-24
2. Drainage and Utility Easement Vacation Description Sketch
3. Resolution 24-54

1 st Reading:	Publication:
2 nd Reading:	Effective:

**CITY OF LINO LAKES
ORDINANCE NO. 06-24**

**ORDINANCE VACATING DRAINAGE AND UTILITY EASEMENT
(202 ELM STREET, LOT 1, BLOCK 1, BALD EAGLE ADDITION,
ANOKA COUNTY, MINNESOTA.)**

The City Council of Lino Lakes ordains:

Section 1: Findings of Fact

1. The City Council of Lino Lakes has determined to vacate a portion of the drainage and utility easement dedicated over, under, and across that part of Lot 1, Block 1, BALD EAGLE ADDITION, Anoka County, Minnesota, described as follows:

That part of the drainage and utility easement dedicated on Lot 1, Block 1, BALD EAGLE ADDITION, Anoka County, Minnesota, which lies within the westerly 5 feet of the easterly 10 feet, of the northerly 25 feet of the southerly 30 feet of said Lot 1, Block 1.

AND

That part of the drainage and utility easement dedicated on Lot 1, Block 1, BALD EAGLE ADDITION, Anoka County, Minnesota, which lies within the northerly 5 feet of the southerly 10 feet, of the westerly 20 feet of the easterly 25 feet of said Lot 1, Block 1.

2. A public hearing was held on May 13, 2024 before the City Council in the City Hall Council Chambers after due published and posted notice had been given and reasonable attempts were made to give personal notice to all affected property owners, and all persons interested were given an opportunity to be heard; and
3. It appears to be in the best interest of the City to vacate such drainage and utility easements; and
4. The Drainage and Utility Easement Vacation shall be recorded through Anoka County Recorder’s Office; and
5. Four-fifths of all members of the City Council concur with this ordinance.

Section 2: Easement Vacated

The drainage and utility easement legally described herein and shown on Attachment A is hereby vacated.

Section 3: Effect

This ordinance shall be in force and effect from and after its passage and publication according to the Lino Lakes City Charter and upon filing of the Drainage and Utility Easement Vacation for Lot 7, Block 1, OTTER BAY.

Adopted by the Lino Lakes City Council this 28th day of May, 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

ATTACHMENT A

EASEMENT VACATION EXHIBIT

~for~ JOHN GRATTAN III
~of~ 202 ELM STREET
LINO LAKES, MN 55014

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 3/21/2024.
- Bearings shown are on Anoka County datum.
- Parcel ID Number: 19-31-22-12-0087

PROPERTY DESCRIPTION


Lot 1, Block 1, BALD EAGLE ADDITION, Anoka County, Minnesota.

DESCRIPTION OF EASEMENT TO BE VACATED

That part of the drainage and utility easement dedicated on Lot 1, Block 1, BALD EAGLE ADDITION, Anoka County, Minnesota, which lies within the westerly 5 feet of the easterly 10 feet, of the northerly 25 feet of the southerly 30 feet of said Lot 1, Block 1.

AND

That part of the drainage and utility easement dedicated on Lot 1, Block 1, BALD EAGLE ADDITION, Anoka County, Minnesota, which lies within the northerly 5 feet of the southerly 10 feet, of the westerly 20 feet of the easterly 25 feet of said Lot 1, Block 1.

 DENOTES EASEMENT TO BE VACATED (AREA = 317 SQ. FT.)

LEGEND

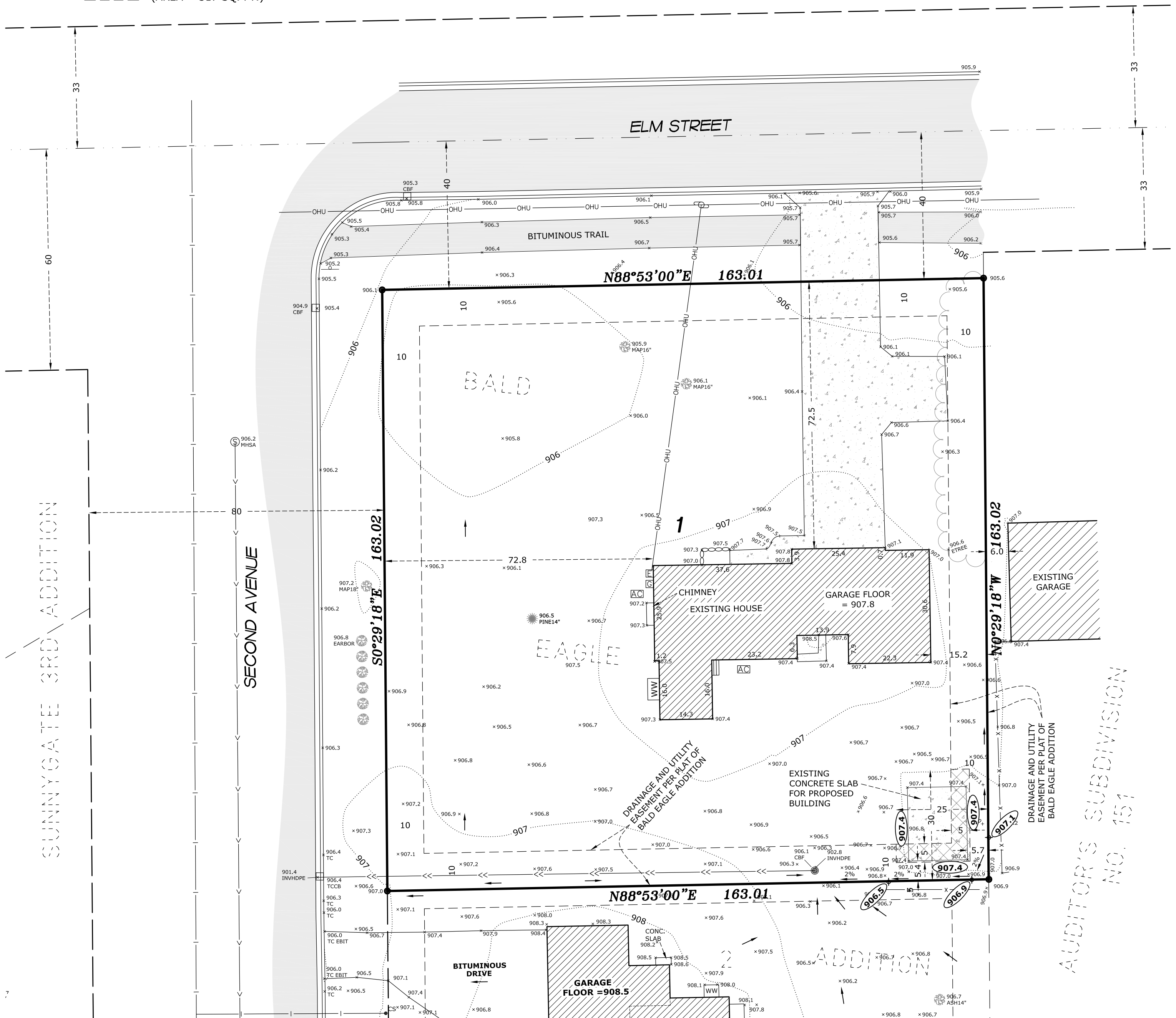
- DENOTES IRON MONUMENT FOUND AS LABELED
- AC DENOTES AIR CONDITIONING UNIT
- EM DENOTES ELECTRICAL METER
- GM DENOTES GAS METER
- TP DENOTES TELEPHONE PEDESTAL
- FB DENOTES FIBER OPTIC BOX
- SM DENOTES SANITARY SEWER MANHOLE
- CB DENOTES CATCH BASIN
- OP DENOTES POWER POLE AND OVERHEAD WIRES
- FE DENOTES FENCE
- SE DENOTES EXISTING SPOT ELEVATION
- CO DENOTES EXISTING CONTOURS
- TL DENOTES TREE LINE
- BS DENOTES BITUMINOUS SURFACE
- CS DENOTES CONCRETE SURFACE

IMPERVIOUS COVERAGE

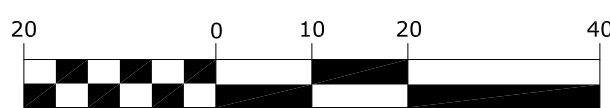
TOTAL LOT AREA = 26,571 SF

EXISTING HOUSE = 2,246 SF
EXISTING CONCRETE DRIVEWAY AND FRONT WALK = 1,976 SF
EXISTING CONCRETE REAR WALK = 27 SF
EXISTING CONCRETE SLAB FOR FUTURE BUILDING = 317 SF

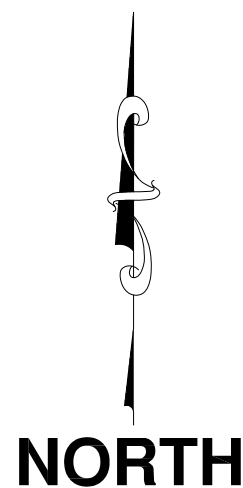
TOTAL IMPERVIOUS AREA = 4,566 SF (17.2%)



GRAPHIC SCALE



1 INCH = 20 FEET



I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD
Date: 4/18/2024 License No. 41578

BENCHMARK

MNDOT STATION: OTTER MNDT RESET
ELEVATION: 941.08 (NAVD 88)

DRAWN BY: BAB	JOB NO: 240260ED	DATE: 3/22/2024	
CHECK BY: JER	FIELD CREW: BH/BJ		
1	4/12/24	REVISED PROPOSED GRADES	BAB
2	4/18/24	CITY COMMENTS	BAB
3			
NO.	DATE	DESCRIPTION	BY

 **E. G. RUD & SONS, INC.**
EST. 1977
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

**CITY OF LINO LAKES
RESOLUTION NO. 24-54**

APPROVING A SUMMARY OF ORDINANCE NO. 06-24 FOR PUBLICATION

WHEREAS, the City Council approved Ordinance No. 06-24, vacating a drainage & utility easement on Lot 1, Block 1, Bald Eagle Addition; and

WHEREAS, the City Council approved the first reading on May 13, 2024, and the second reading and final passage on May 28, 2024; and

WHEREAS, Ordinance No. 06-24 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 City Council of the City of Lino Lakes this 28th day of May, 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

ATTACHMENT A

CITY OF LINO LAKES SUMMARY OF ORDINANCE NO. 06-24

AN ORDINANCE VACATING DRAINAGE AND UTILITY EASEMENT

Section 1: Findings

The City Council of Lino Lakes has determined to vacate a portion of the drainage and utility easement dedicated over, under, and across Lot 1, Block 1, Bald Eagle Addition; and

A public hearing was held on May 13, 2024 before the City Council in the City Hall Council Chambers after due published and posted notice had been given and a reasonable attempts were made to give personal notice to all affected property owners, and all persons interested were given an opportunity to be heard; and

Section 3: Effect

This ordinance shall be in force and effect from and after its passage and publication according to the Lino Lakes City Charter and upon recording of the Drainage and Utility Easement Vacation.

Passed by the Lino Lakes City Council on May 28, 2024.

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

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 6B**

STAFF ORIGINATOR: Diane Hankee, City Engineer

MEETING DATE: May 28, 2024

TOPIC: Ordinance No. 08-24, Vacating Drainage & Utility Easement, 6590 12th Avenue

- i. Consider 2nd Reading of Ordinance No. 08-24,
- ii. Consider Resolution No. 24-55, Approving Summary Publication of Ordinance No. 08-24

VOTE REQUIRED: 4/5

INTRODUCTION

Staff is requesting City Council consideration of the 2nd Reading of Ordinance No. 08-24, vacating Drainage and Utility easement, Water Treatment Plant (6590 12th Avenue).

BACKGROUND

The Water Treatment Plant (6590 12th Avenue) parcel was purchased by the City in 2023 for the purpose of constructing a new Water Treatment Plant that would be located near the City's existing transmission lines and municipal water supply wells.

The site has an existing drainage and utility easement that was dedicated to the City of Lino Lakes in 1991 for the purpose of extending sanitary sewer and watermain to serve development to the east. With the Water Treatment Plant project the sanitary sewer and watermain will be re-routed and the Water Treatment Plant building will be constructed in the center of the site. The easement will no longer be needed.

The Drainage and Utility Easement Vacation Description Sketch prepared by WSB LLC. and dated April 17, 2024 details the proposed drainage and utility area to be vacated.

RECOMMENDATION

Staff is recommending approval of the 2nd Reading of Ordinance No. 08-24 Vacating Drainage & Utility Easements, Water Treatment Plant (6590 12th Avenue) and Resolution 24-55 Approving Summary Publication of Ordinance 08-24.

ATTACHMENTS

1. Ordinance No. 08-24
2. Drainage and Utility Easement Vacation Description Sketch
3. Resolution 24-55

**CITY OF LINO LAKES
ORDINANCE NO. 08-24**

**UTILITY EASEMENT VACATION
(6590 12TH AVENUE)**

The City Council of Lino Lakes ordains:

Section 1: Findings of Fact

1. The City Council of Lino Lakes has determined to vacate a utility easement ("Easement") dedicated over, under, and across property legally described as follows:

That part of Anoka County Highway right-of-way Plat No. 11, Anoka County, Minnesota which lies within the Northeast Quarter of the Southeast Quarter of Section 28, Township 31, Range 22, Anoka County, Minnesota.

AND ALSO

That part of the following described tract:

The Northeast Quarter of the Southeast Quarter of Section 28, Township 31, Range 22, Anoka County, Minnesota, EXCEPTING ALL that part of Anoka County Highway right-of-way Plat No. 11, Anoka County, Minnesota, and EXCEPTING ALL that part of the Northeast Quarter of the Southeast Quarter of Section 28, Township 31 North, Range 22 West, Anoka County, Minnesota, described as follows:

Commencing at the Northeast corner of the Northeast Quarter of the Southeast Quarter of said Section 28; thence South 89 degrees 56 minutes 28 seconds West, 835.00 feet along the Northerly line of said Northeast Quarter of the Southeast Quarter (basis for bearings); thence South 00 degrees 03 minutes 32 seconds East, 88.66 feet to the Southerly right-of-way line of County State Aid Highway No. 10 according to the Anoka County Highway right-of-way Plat No. 11, as recorded in the Anoka County Recorder's Office in and for said Anoka County, and said point also being the point of beginning; thence continuing South 00 degrees 03 minutes 32 seconds East, 207.22 feet; thence South 89 degrees 56 minutes 28 seconds West, 208.00 feet; thence North 00 degrees 03 minutes 32 seconds West, 212.27 feet to said Southerly right-of-way of County State Aid Highway No. 10; thence Easterly along said Southerly right-of way, 208.06 feet along the arc of a non-tangential curve concave to the North having a central angle of 01 degrees 02 minutes 06 seconds, a radius of 11,519.16 feet, a chord bearing of South 88 degrees 40 minutes 07 seconds East, and a chord distance of 208.06 feet to the point of beginning.

Which lies easterly and northerly of the following described line:

Beginning at the aforementioned point of beginning; thence South 00 degrees 03 minutes 32 seconds East, 207.22 feet; thence South 76 degrees 18 minutes 03 seconds East, 320.00 feet; thence South 70 degrees 03 minutes 01 seconds East, 556.80 feet, more or less, to the East line of said Northeast Quarter of the Southeast Quarter and said line there terminating.

2. The legal description of the vacated Easement is legally described as follows and shown in Attachment A-Easement Vacation Exhibit.

All of the easements, reserved in Doc. No. 944368, and now to be vacated, described as follows:

A 30.00 foot perpetual easement and a 150.00 foot temporary construction easement for the purpose of construction, operation and maintenance of underground utilities over, under and across the following described property:

The Northeast Quarter of the Southeast Quarter (N.E. 1/4 of S.E. 1/4) of Section 28, Township 31, Range 22, Anoka County, Minnesota, except Parcel 40, Anoka County Highway Right-Of-Way Plat No. 11.

Said perpetual easement being 15.00 feet on each side of the following described line, and said temporary construction easement being 45.00 feet to the right and 105 feet to the left of the following described line. Said line is described as follows:

Commencing at the East Quarter corner of Section 28, Township 31, Range 22; thence southerly along the East line of Section 28, a distance of 275.00 feet; thence westerly along a line 275.00 feet South of, and parallel to the North line of the Southeast Quarter of Section 28, a distance of 33.00 feet to the beginning of the line to be described; thence continuing westerly along the prolongation of said line, a distance of 30.00 feet, and said line there terminating.

Together with a 30.00 foot perpetual easement and a 45.00 foot temporary construction easement for the purpose of construction, operation and maintenance of underground utilities over, under and across the above described property. Said Perpetual easement being 15.00 feet on each side of the following described line, and said temporary construction easement being 45.00 feet to the right of the following described line. Said line is described as follows:

Beginning at the terminus of the above described line; thence continuing westerly along the prolongation of said line, a distance of 140.76 feet, and said line there terminating.

Together with a 30.00 foot perpetual easement and a 35.00 foot temporary construction easement for the purpose of construction, operation and maintenance of underground utilities over, under and across the first described property. Said Perpetual easement being 15.00 feet on each side of the following described line, and said temporary construction easement being 35.00 feet to the right of the following described line. Said line is described as follows:

Beginning at the terminus of the above described line; thence deflecting to the right 76 degrees 08 minutes 07 seconds from the westerly prolongation of the last described line, a distance of 190.55 feet, more or less, to the South line of Parcel 40, Anoka County Highway Right-Of-Way Plat No. 11, and said line there terminating.

The sidelines of said easements are prolonged or shortened to form a vertex at deflection points and to terminate on the West line of the 12th Avenue roadway easement and on the South line of Parcel 40, Anoka County Highway Right-Of-Way Plat No. 11.

Said temporary easement expires on November 1, 1992.

3. A public hearing was held on May 13, 2024 before the City Council in the City Hall Council Chambers after due published and posted notice had been given and reasonable attempts were made to give personal notice to all affected property owners, and all persons interested were given an opportunity to be heard; and
4. It appears to be in the best interest of the City to vacate such Easement; and
5. This ordinance shall be recorded with Anoka County; and
6. Four-fifths of all members of the City Council concur with this ordinance.

Section 2: Easement Vacated

The Easement described herein is hereby vacated.

Section 3: Effect

This ordinance shall be in force and effect from and after its passage and publication according to the Lino Lakes City Charter and upon filing of the Easement Vacation Ordinance.

Adopted by the Lino Lakes City Council this ____ day of _____, 2024.

BY: _____
Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

ATTACHMENT A
Easement Vacation Exhibit

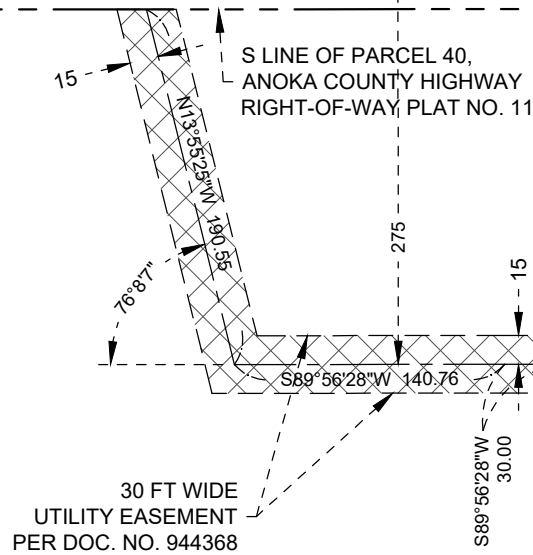
WILD
TURKEY
TRAIL

N LINE OF THE NE 1/4 OF THE
SE 1/4 OF SEC. 28, T. 31, R. 22

NE CORNER OF THE
NE 1/4 OF THE SE 1/4
OF SEC. 28, T. 31, R. 22

ANOKA CO. HWY. ROW PLAT NO. 11

S'LY ROW LINE OF C.S.A.H. NO. 10
PER ANOKA COUNTY HIGHWAY
RIGHT-OF-WAY PLAT NO. 11



30 FT WIDE
UTILITY EASEMENT
PER DOC. NO. 944368

E LINE OF THE NE 1/4 OF THE
SE 1/4 OF SEC. 28, T. 31, R. 22

40

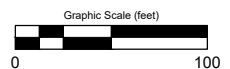
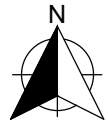
12TH AVE

ESTATES

BRANDYWOOD



EXISTING 30 FT WIDE UTILITY EASEMENT PER DOC. NO. 944368 TO BE VACATED



1 inch = 100 feet

Prepared by:



Utility Easement Vacation Exhibit

PID: 28-31-22-41-0005
Address: 6590 12th Ave
City of Lino Lakes, Minnesota

WSB Project No. 021336-000

Date: 4/17/2024



**CITY OF LINO LAKES
RESOLUTION NO. 24-55**

APPROVING A SUMMARY OF ORDINANCE NO. 08-24 FOR PUBLICATION

WHEREAS, the City Council approved Ordinance No. 08-24, vacating a drainage & utility easement at the Water Treatment Plant (6590 12th Avenue) site; and

WHEREAS, the City Council approved the first reading on May 13, 2024, and the second reading and final passage on May 28, 2024; and

WHEREAS, Ordinance No. 08-24 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 City Council of the City of Lino Lakes this 28th day of May, 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

ATTACHMENT A

**CITY OF LINO LAKES
SUMMARY OF ORDINANCE NO. 08-24**

AN ORDINANCE VACATING DRAINAGE AND UTILITY EASEMENT

Section 1: Findings

The City Council of Lino Lakes has determined to vacate a portion of the drainage and utility easement dedicated over, under, and across Water Treatment Plant (6590 12th Avenue) site; and

A public hearing was held on May 13, 2024 before the City Council in the City Hall Council Chambers after due published and posted notice had been given and a reasonable attempts were made to give personal notice to all affected property owners, and all persons interested were given an opportunity to be heard; and

Section 3: Effect

This ordinance shall be in force and effect from and after its passage and publication according to the Lino Lakes City Charter and upon recording of the Drainage and Utility Easement Vacation.

Passed by the Lino Lakes City Council on May 28, 2024.

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

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 6C**

STAFF ORIGINATOR: Diane Hankee, PE City Engineer

MEETING DATE: May 28, 2024

TOPIC: 2024 Rejuvenator Project

- i. Consider Resolution No. 24-57, Rescinding Resolution No. 24-37, Accepting Bids, Awarding a Construction Contract
- ii. Consider Resolution No. 24-58, Rejecting Bids and Authorizing Re-Bidding

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting Council approval to rescind the acceptance of bids and construction contract award for the 2024 Rejuvenator Project. Staff is also requesting Council reject bids and authorize re-bidding.

BACKGROUND

On March 25th, 2024 the City Council ordered the project and authorized the advertisement for bid for the 2024 Rejuvenator Project. On April 22nd, 2024 the City Council accepted bids, and awarded a construction contract for the 2024 Rejuvenator Project.

The rejuvenator maintenance project includes the following:

Area A: 4th Ave

Area B: Forsham Lake Dr, Stage Coach Tr, Post Rd

Area C: W Shadow Lake, Shadow Ct , Sandpiper Dr,

Area D: Fox Rd

Area E: Joyer Ln, Karth Rd, Talle Ln, Canfield, Gaage Ln

Area F: Dogwood St, Ivywood Ave, Butternut St

Area G: 21st Ave, Crane Dr, Balsam Way, Diamond Ln, Forest, Eden Cir, Emily Cir, Watermark Way, Harriet Ln, Geneva Ct, Itasca Cir, Johanna Cir, Cass Dr, Ada Dr, Bay Dr, Jasper Ct, Island Ct, Heron Ct, Gull Dr, Dora Dr, Elmo Ct, Fall Dr

Bids were received on Wednesday, April 17, 2024. A total of 2 bids were received and are summarized in the following table:

Contractor	Base Bid
Allied Blacktop Company	\$110,464.00
Corrective Asphalt Materials	\$191,109.00

The low bid was submitted by Allied Blacktop Company in the amount of \$110,464.00 which is within the planned budget and was awarded. The project is still within the 60 day bid holding period and the contracts have not been executed.

After bids were accepted and the construction contract was awarded, it was determined that the low bidder's materials did not meet the specifications. After conversations with the low bidder and their materials supplier, they agree they do not meet specifications and understand the City's need to reject bids.

New rejuvenator products are coming into the market making it a more competitive. For a long time Corrective Asphalt Materials was the only rejuvenator contractor. The City of Lino Lakes and most Cities use MnDOT specifications as a basis for bidding and constructing road projects. During the time of bidding this project, MnDOT provided specifications that opened up the rejuvenator sources to additional contractors. This is after years of MnRoad testing and evaluation.

Staff plans to use the new MnDOT specifications and rebid the project. After talking with both contractors, that bid the 2024 Rejuvenator Project, they understood the City's plan to rebid under the new specifications. The City will not be charged for rebidding services.

RECOMMENDATION

Staff is recommending approval of Resolution No. 24-57, Rescinding Resolution No. 24-37 Accepting Bids, Awarding a Construction Contract for the 2024 Rejuvenator Project.

Staff is recommending approval of Resolution No. 24-58, Rejecting Bids and Authorizing Re-Bidding.

ATTACHMENTS

1. Resolution No. 24-57
2. Resolution No. 24-58
3. Project Location Map

**CITY OF LINO LAKES
RESOLUTION NO. 24-57**

**RESOLUTION RESCINDING RESOLUTION 24-37 ACCEPT BIDS, AWARDING A
CONSTRUCTION CONTRACT, 2024 REJUVENATOR PROJECT**

WHEREAS, pursuant to an advertisement for bids for the construction of the 2024 Rejuvenator Project, bids were received, opened and tabulated according to law, and the following bids were received; and

Contractor	Base Bid
Allied Blacktop Company	\$110,464.00
Corrective Asphalt Materials	\$191,109.00

WHEREAS, on April 22nd, 2024 the City Council accepted bids, and awarded a construction contract for the 2024 Rejuvenator Project; and

WHEREAS, the project is within the 60 day bid holding period and the Contract has not been executed; and

WHEREAS, it was determined that the low bidder’s materials did not meet the project specifications; and

WHEREAS, the City Council finds that it would be in the best interest of the city to rescind Resolution No. 24-37 accepting bids and awarding a construction contract for the 2024 Rejuvenator Project. The low bidder has agreed to the revision,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota hereby rescinds Resolution No. 24-37 entering into a contract with Allied Blacktop Company in the amount of \$110,464.00 for the construction of the 2024 Rejuvenator Project.

NOW, THEREFORE, BE IT FURTHER RESOLVED The City Clerk is hereby authorized and directed to return forthwith to all bidder the Bid Bonds made with their bids.

Adopted by the City Council of the City of Lino Lakes this 28th day of May, 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

**CITY OF LINO LAKES
RESOLUTION NO. 24-58**

**RESOLUTION REJECTING BIDS AND AUTHORIZING RE-BIDDING, 2024
REJUVENATOR PROJECT**

WHEREAS, on April 22nd, 2024 the City Council accepted bids, and awarded a construction contract for the 2024 Rejuvenator Project; and

WHEREAS, it was determined that the low bidder’s materials did not meet the project specifications and on March 28, 2024 the City Council Rescinded Resolution No. 24-37 accepting bids and awarding a construction contract for the 2024 Rejuvenator Project; and

WHEREAS, the project is within the 60 day bid holding period and the low bidder has agreed to the revision; and

WHEREAS, the City Council finds that it would be in the best interest of the city to reject all bids and authorize re-bidding of the 2024 Rejuvenator Project,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes rejects bids for the 2024 Rejuvenator Project.

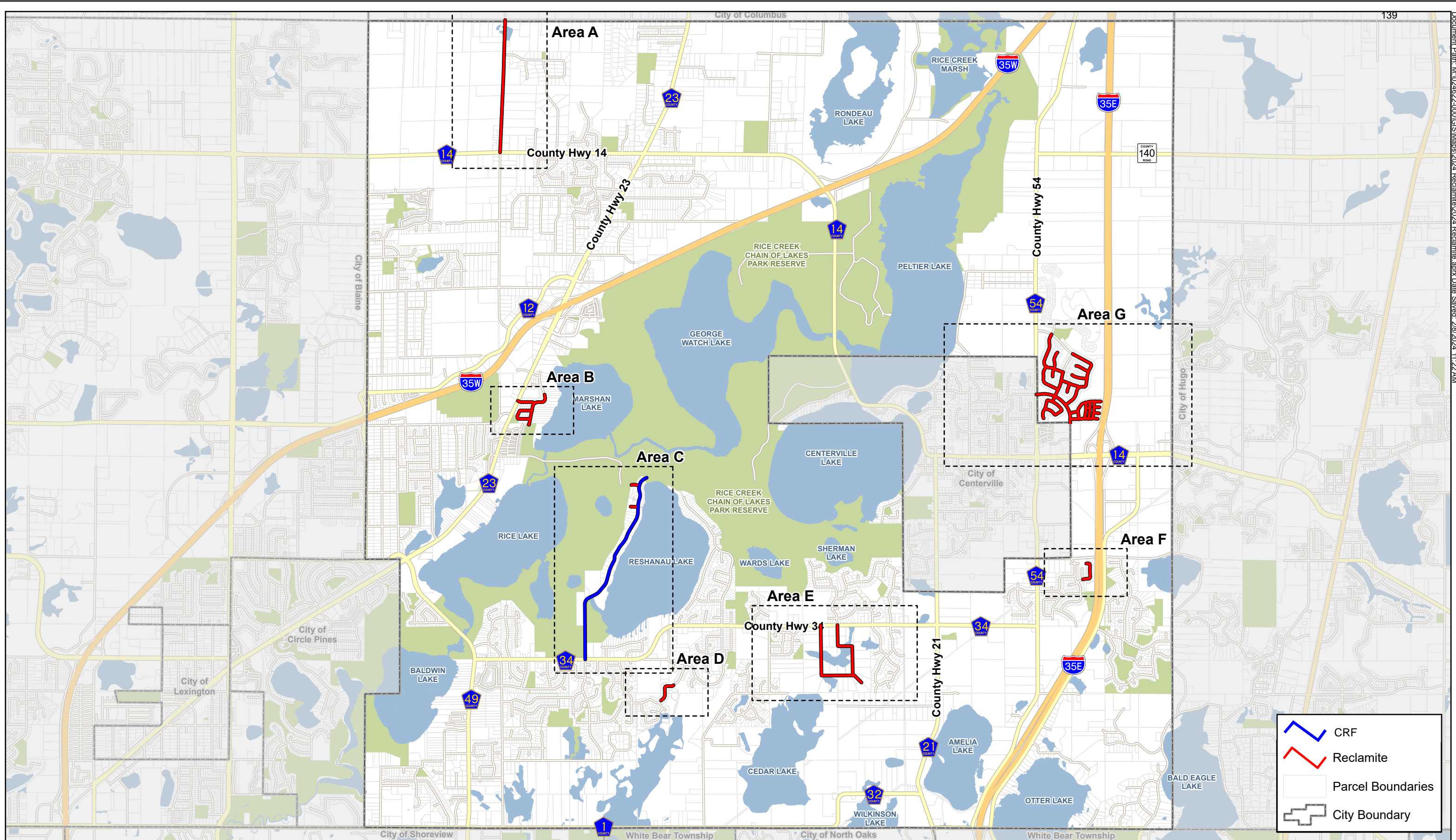
NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of Lino Lakes authorizes re-bidding of the 2024 Rejuvenator Project.

Adopted by the City Council of the City of Lino Lakes this 28th day of May, 2024.

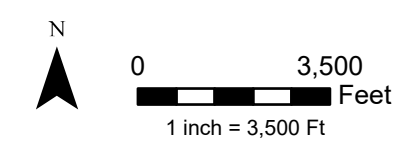
Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk



2024 Rejuvenator
 General Layout
 City of Lino Lakes, Minnesota



**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 6D**

STAFF ORIGINATOR: Diane Hankee, PE City Engineer

MEETING DATE: May 28, 2024

TOPIC: Decorative Lighting for the CSAH 49/CRJ Roundabout Project

- i. Consider Approval of Resolution No. 24-56, Accepting Bids, Awarding a Construction Contract
- ii. Consider Resolution No. 24-68, Approving Construction Services Contract with WSB LLC

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting Council approval to accept bids and award a construction contract for the Decorative Lighting at the CSAH 49/CRJ Roundabout Project.

BACKGROUND

The City’s Gateway Design for the CSAH 49 (Hodgson Road) and CR J (Ash Street) improvement project includes decorative lighting. On April 22nd, 2024 the City Council ordered the project and authorized the advertisement for bid for the Decorative Lighting at the CSAH 49/CRJ Roundabout Project.

Bids were received on Friday, May 17, 2024. A total of 4 bids were received and are summarized in the following table:

Contractor	Total Bid
Killmer Electric Company, Inc.	\$127,776.00
Granite Ledge Electrical Contractors, Inc.	\$137,135.00
NEI Electric, Inc.	\$150,912.00
Egan Company	\$164,782.50

The low bid was submitted by Killmer Electric Company, Inc. in the bid amount of \$127,776.00 which is within the planned budget and is being recommended for award. Killmer Electric is a subcontractor on the CSAH 49/CRJ Roundabout Project.

The project is funded through a combination of developer contributions and municipal state aid streets funds.

The estimated schedule for the project is as follows:

Order Improvement, Approve Plans & Specs, and Authorize Ad for Bids	April 22, 2024
City Council Awards Contract	May 28, 2024
Construction Begins	June, 2024
Completion	September 31, 2024

WSB LLC has submitted a proposal to complete the construction services for the Decorative Lighting at the CSAH 49/CRJ Roundabout Project in the amount of \$12,660.00.

RECOMMENDATION

Staff recommends adoption of Resolution No. 24-56, Accepting the Bid and Awarding a Construction Contract for Decorative Lighting at the CSAH 49/CRJ Roundabout Project in the amount of \$127,776.00 to Killmer Electric Company, Inc, and adoption of Resolution No. 24-68, Approving the Construction Services Contract with WSB LLC. for the Decorative Lighting at the CSAH 49/CRJ Roundabout Project, in the amount of \$12,660.00.

ATTACHMENTS

1. Resolution No. 24-56 & 24-68
2. Project Location Map
3. Bid Summary
4. WSB LLC. Proposal

**CITY OF LINO LAKES
RESOLUTION NO. 24-56**

**RESOLUTION ACCEPT BIDS, AWARDING A CONSTRUCTION CONTRACT,
DECORATIVE LIGHTING AT THE CSAH 49/CR J ROUNDABOUT PROJECT**

WHEREAS, pursuant to an advertisement for bids for the construction of the Decorative Lighting at the CSAH 49/CRJ Roundabout Project, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement; and

Contractor	Total Bid
Killmer Electric Company, Inc.	\$127,776.00
Granite Ledge Electrical Contractors, Inc.	\$137,135.00
NEI Electric, Inc.	\$150,912.00
Egan Company	\$164,782.50

WHEREAS, it appears that Killmer Electric Company, Inc. is the lowest responsible bidder; and

WHEREAS, the City Council finds that it would be in the best interest of the city to proceed with the project,

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

1. The Mayor and Clerk are hereby authorized and directed to enter into a contract with Killmer Electric Company, Inc. in the amount of \$127,776.00 by the name of the City of Lino Lakes for the construction of the Decorative Lighting at the CSAH 49/CRJ Roundabout Project according to the plans and specifications approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidder the Bid Bonds made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted by the City Council of the City of Lino Lakes this 28th day of May, 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

**CITY OF LINO LAKES
RESOLUTION NO. 24-68**

**APPROVING THE CONSTRUCTION SERVICES CONTRACT
DECORATIVE LIGHTING AT THE CSAH 49/CR J ROUNDABOUT PROJECT**

WHEREAS, pursuant to the City Council awarding a construction contract to Killmer Electric Company, Inc in the amount of \$127,776.00, on April 22nd, 2024; and

WHEREAS, WSB LLC has submitted a proposal to complete the construction services for the Decorative Lighting at the CSAH 49/CRJ Roundabout Project in the amount of \$12,660.00; and

WHEREAS, the City Council finds that it would be in the best interests of the City to proceed with the construction oversight and administration,

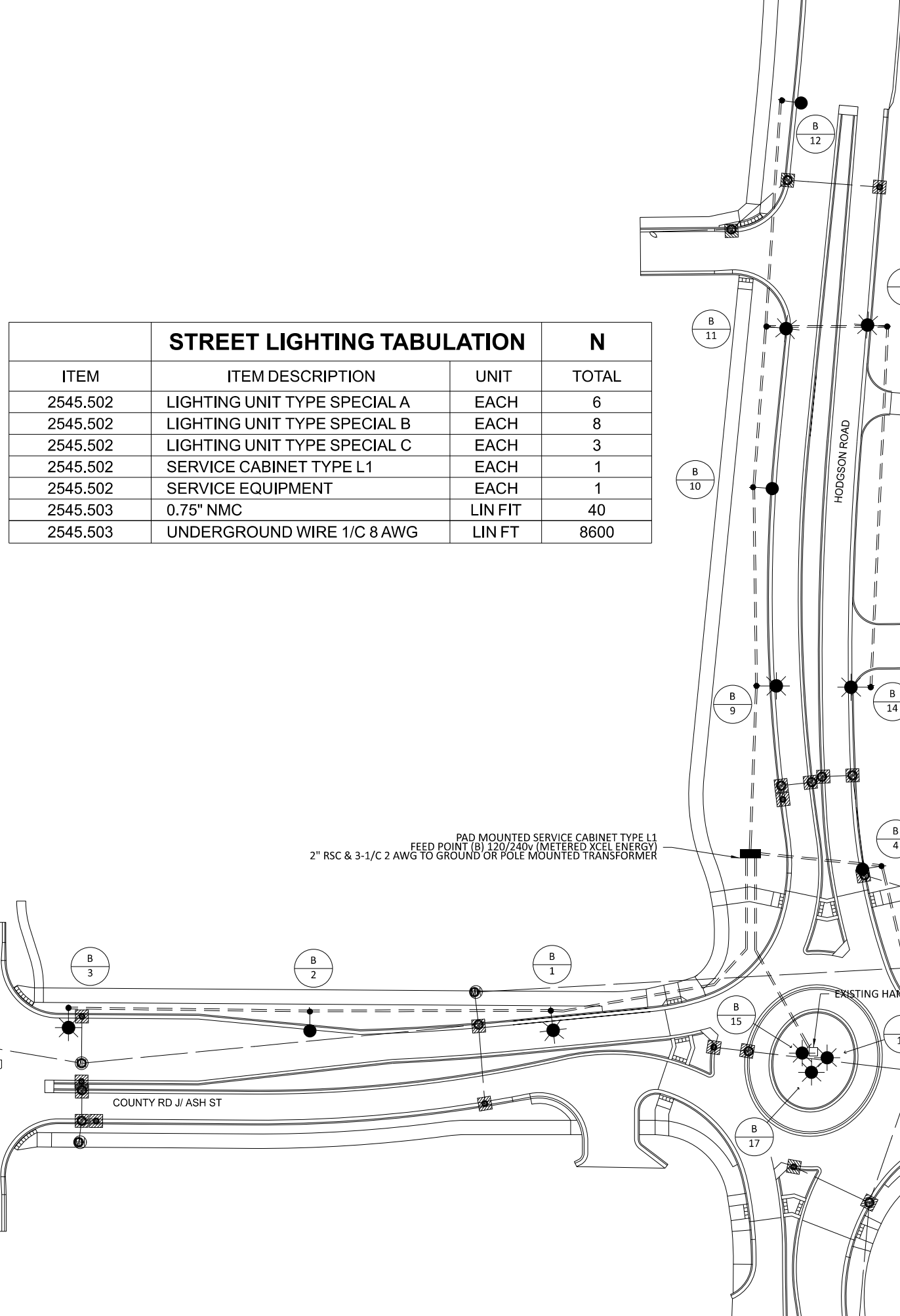
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lino Lakes, the Mayor and Clerk are hereby authorized and directed to enter into a contract with WSB LLC, in the name of the City of Lino Lakes for the construction services of the Decorative Lighting at the CSAH 49/CRJ Roundabout Project.

Adopted by the Council of the City of Lino Lakes this 28th day of May, 2024.

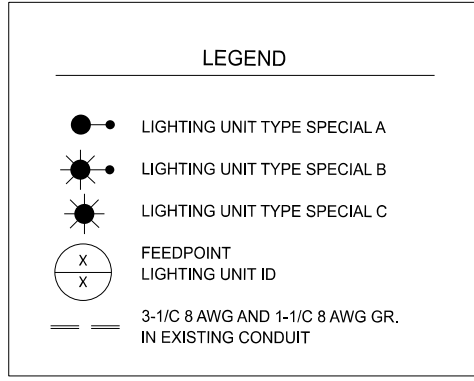
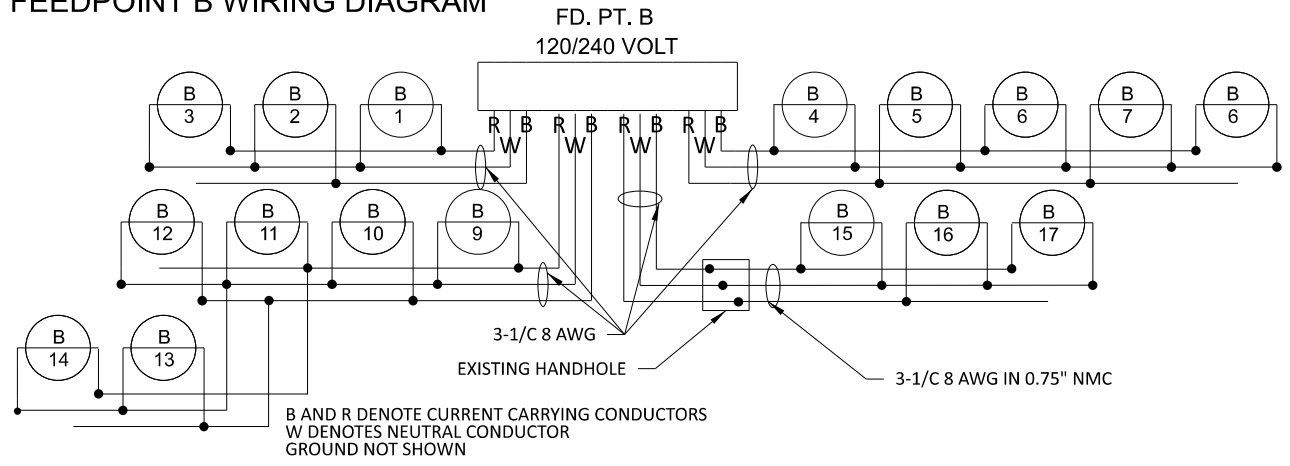
Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk



FEEDPOINT B WIRING DIAGRAM



STREET LIGHTING TABULATION			N
ITEM	ITEM DESCRIPTION	UNIT	TOTAL
2545.502	LIGHTING UNIT TYPE SPECIAL A	EACH	6
2545.502	LIGHTING UNIT TYPE SPECIAL B	EACH	8
2545.502	LIGHTING UNIT TYPE SPECIAL C	EACH	3
2545.502	SERVICE CABINET TYPE L1	EACH	1
2545.502	SERVICE EQUIPMENT	EACH	1
2545.503	0.75" NMC	LIN FIT	40
2545.503	UNDERGROUND WIRE 1/C 8 AWG	LIN FT	8600

EQUIPMENT SCHEDULE					
SYMBOL	DESCRIPTION	LAMP SOURCE	MOUNTING	OPTICS	MANUFACTURER & SERIES #
●	LIGHTING UNIT TYPE SPECIAL 1 PENDANT SYLE LUMINAIRE ON ROUND TAPERED ALUMINUM POLE		18' POLE W/ CONCRETE BASE		
●	LIGHTING UNIT TYPE SPECIAL 2 PENDANT SYLE LUMINAIRE ON ROUND TAPERED ALUMINUM POLE		18' POLE W/ CONCRETE BASE		
●	LIGHTING UNIT TYPE SPECIAL 3 DESIGNER FLOODLIGHT WITH STANCHION AND CUTOFF HOOD BTM	4300 LUMENS	HORIZONTAL FLOOD		SIGNIFY:DFC7-RM-16L-700-NW-G2-BZ-F1

REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT 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.

SEAN DELMORE, PE
LIC. NO.: 40945
DATE: 3/18/2024

HODGSON ROAD AND COUNTY ROAD J
LANDSCAPE IMPROVEMENTS
CITY OF LINO LAKES



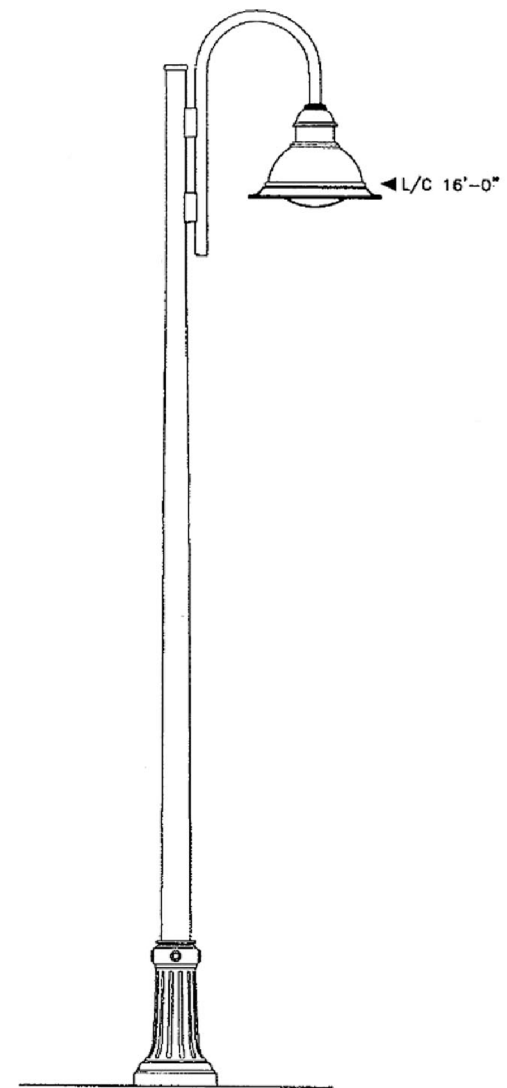
K:\021397-000\Cad\Plan\021397-000-L-PL-LIGHT-LOCATIONS.dwg

SCALE: AS SHOWN
DESIGN BY: XXX
PLAN BY: XXX
CHECK BY: XXX

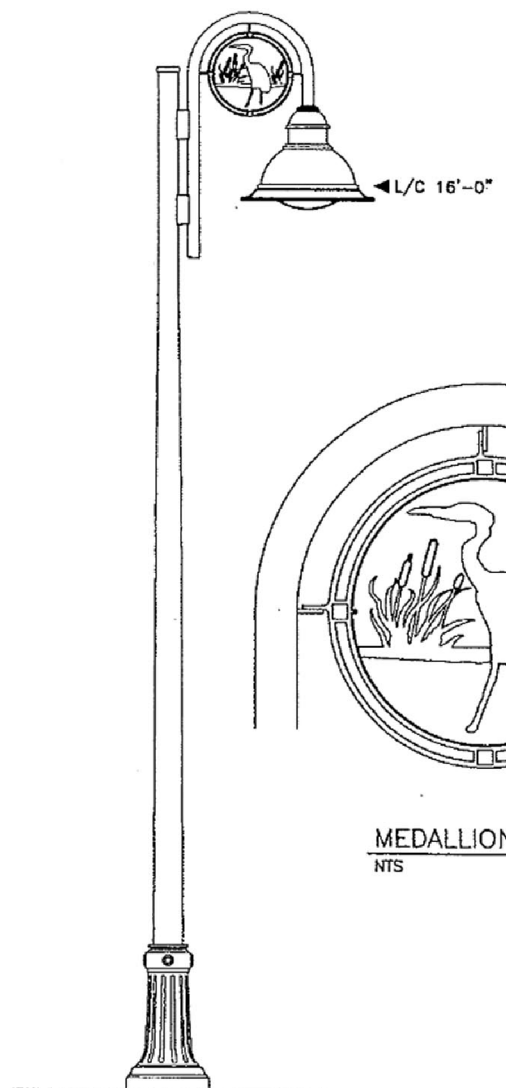
REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT 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.

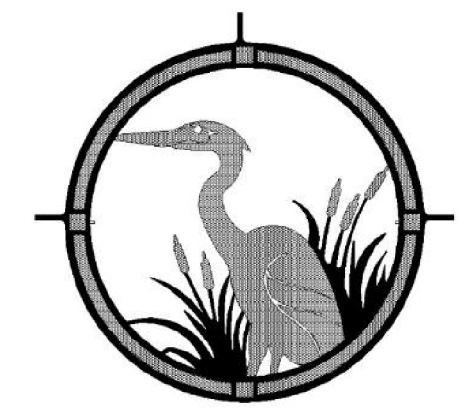
SEAN DELMORE, PE
DATE: 3/18/2024 LIC. NO.: 40945



LIGHTING UNIT TYPE SPECIAL A DETAIL

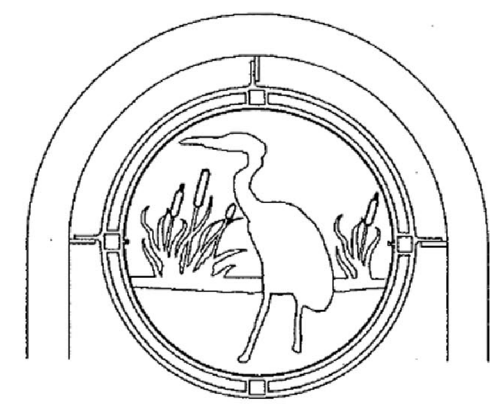


LIGHTING UNIT TYPE SPECIAL B DETAIL



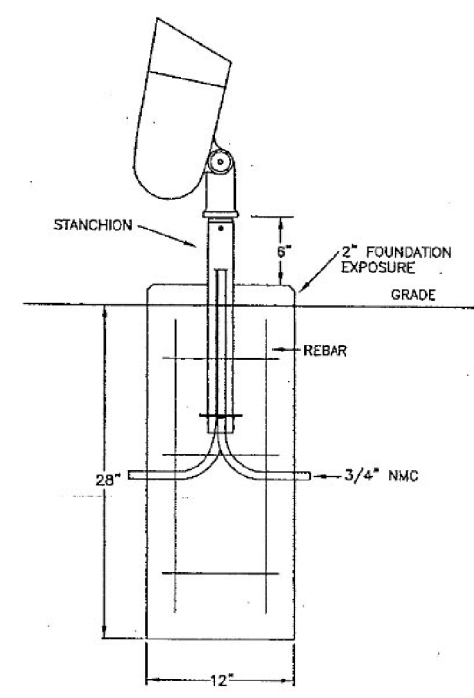
- Painted black
- Painted gold
- No material

MEDALLION COLOR DETAIL



MEDALLION DETAIL
NTS

NOTES:
1. CONCRETE FOOTING AND CONDUIT PROVIDED BY OTHERS
2. COORDINATE INSTALLATION WITH ROADWAY CONTRACTOR



LIGHTING UNIT TYPE SPECIAL C DETAIL

HODGSON ROAD AND COUNTY ROAD J
LANDSCAPE IMPROVEMENTS
CITY OF LINO LAKES

WSB PROJECT NO.
021397-000

BID TABULATION SUMMARY

PROJECT:
Hodgson Road & County Road J Decorative Lighting

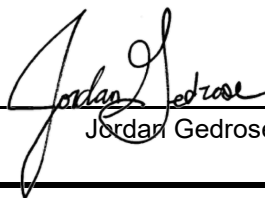
OWNER:
City of Lino Lakes, MN

WSB PROJECT NO.:
021397-000

Bids Opened: Friday, May 17, 2024, at 10:00 am

Contractor	Bid Security (5%)	Total Bid
1 Killmer Electric Company, Inc.	X	\$127,776.00
2 Granite Ledge Electrical Contractors, Inc.	X	\$137,135.00
3 NEI Electric, Inc.	X	\$150,912.00
4 Egan Company	X	\$164,782.50
Opinion of Cost		\$155,473.50

I hereby certify that this is a true and correct tabulation of the bids as received on May 17, 2024



Jordan Gedrose, PLA

Denotes corrected figure



May 20, 2024

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

Re: Contract Amendment Request #2 for construction administration services related to the Hodgson Road and County Road J Decorative Lighting project. This phase is part of the Community Gateway Planning project.
 WSB Project No. 021397-000

Dear Mr. Grochala:

WSB is pleased to present this contract amendment request to the City of Lino Lakes for the construction administrative services related to the Hodgson Road and County Road J Decorative Lighting project you have requested. Our project understanding, scope of work, and proposed fee are listed below.

I. PROJECT UNDERSTANDING

This project requires construction administrative services related to the implementation of decorative lighting units, conduit, wiring, and electrical connections. Coordination with city and county staff is required as this project is constructed in tandem with the Hodgson Road and County Road J County roadway project. Construction for this project is anticipated to occur between May and September of 2024.

II. SCOPE OF SERVICES

1. CONSTRUCTION ADMINISTRATION

- A. Project Management
 - 1) Managing the scope of services, budget, and schedule.
- B. Site Progress Meetings
 - 1) Attend up to (3) three site progress meetings during periods of active construction during the project to allow for pro-active communication with the Contractor and Owner, which will maximize efficiency during construction. Meeting minutes will be distributed to all attendees.
 - 2) (1) One substantial completion site meeting and punch list.
 - 3) (1) One final project completion site review meeting.
- C. Construction Administration and Submittal Review
 - 1) Answer contractor questions and provide design intent and clarification for any issues that may arise during the project
 - 2) Review pay applications prepared by contractor and make recommendations regarding payment
 - 3) In the event of changed conditions during the project, WSB will prepare and distribute any necessary change orders to expedite the work in the field
- D. Construction Inspections

- 1) WSB will provide construction inspection services for conduit and electrical service equipment installation. We included a total of (20) twenty hours for inspection of these improvements.

III. ADDITIONAL SERVICES

Additional services may be added upon approval by both Client and Consultant via amendment to this Agreement.

IV. PROPOSED FEES, SCHEDULE AND ACCEPTANCE

Services outlined in Paragraphs above will be provided for an hourly not-to-exceed fee based on the table below:

Description	Total
Construction Administration	\$12,660
Total Amendment Amount	\$12,660

ACCEPTANCE

This letter represents our entire understanding of the project scope. All work under this letter proposal will be governed by the Professional Services Agreement entered into between the City of Lino Lakes and WSB on January 1, 2014. If the scope and fee appear to be appropriate, please sign on the space provided and return one copy to our office. We are available to begin work once we receive signed authorization.”

Sincerely,

WSB

Monica Heil
VP of Municipal Services
Ph. (952) 737-4675

Jordan Gedrose, PLA
Landscape Architect
Ph. (612) 263-0687

I hereby authorize WSB to proceed with the above-referenced work under the terms and conditions of the Professional Services Agreement entered into between the City of Lino Lakes and WSB on January 1, 2014.

By: _____

Name: _____

Date: _____

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 6E**

STAFF ORIGINATOR: Katie Larsen, City Planner

MEETING DATE: May 28, 2024

TOPIC: Ordinance No. 04-24, Zoning Ordinance Text Amendment-
Sacred Communities and Micro-Unit Dwellings

- i. Consider 2nd Reading of Ordinance No. 04-24
- ii. Consider Resolution No. 24-46 Approving Summary
Publication of Ordinance No. 04-24

VOTE REQUIRED: Simple Majority

INTRODUCTION

Beginning January 1, 2024, Minnesota Statute 327.30 requires that cities must allow religious institutions to site micro units on religious property. This is not related to the recently submitted land use application for Madinah Lakes PUD Concept Plan and their proposed Robinson Sod Farm development. This is a requirement of State law.

The 1st reading of the ordinance was approved by Council on May 13, 2024.

BACKGROUND

See attached League of Minnesota Cities summary. During the 2023 legislative session, the Legislature passed a bill authorizing religious institutions beginning January 1, 2024 to site micro-unit dwellings on religious institution property. The State statute also requires cities to permit sacred settlements of micro units either via a permitted use or conditional use.

See attached Minnesota Statute 327.30 for detailed requirements. State statute defines the following:

(e) "Micro unit" means a mobile residential dwelling providing permanent housing within a sacredcommunity that meets the requirements of subdivision 4.

(f) "Religious institution" means a church, synagogue, mosque, or other religious organization organizedunder chapter 315.

(g) "Sacred community" means a residential settlement established on or contiguous to the grounds of a religious institution's primary worship location primarily for the purpose of

providing permanent housing for chronically homeless persons, extremely low-income persons, and designated volunteers that meets the requirements of subdivision 3.

Staff recommends a conditional use permit be required for sacred community and micro units as an accessory to public, educational, and religious uses. Public, educational, and religious uses are currently allowed with a conditional use permit in the City's rural, residential, LB-Limited Business, and GB-General Business zoning districts.

Minn. Statute 412.191 provides for a city to publish a summary of an ordinance. The summary is detailed in Resolution No. 24-46. A full printed copy of the ordinance is available at City Hall or on the City's website at <https://linolakes.us/163/City-Code-Zoning-Ordinances>.

RECOMMENDATION

Staff is requesting Council consideration of the 2nd reading of Ordinance No. 04-24 and summary publication.

ATTACHMENTS

1. LMC Focus on New Laws: Sacred Settlements
2. Minnesota Statute 327.30
3. Ordinance No. 04-24
4. Resolution No. 24-46



Focus on New Laws: Sacred Settlements

September 5, 2023

Beginning Jan. 1, 2024, cities must allow faith communities to site micro units on religious property to house chronically homeless individuals, extremely low-income individuals, and volunteers.

During the 2023 legislative session, the Legislature passed a bill authorizing religious institutions beginning Jan. 1, 2024, to site micro-unit dwellings on religious institution property. It also requires cities to permit sacred settlements of micro units either via a permitted use or conditional use.

The bill was signed into law as Chapter 53 in 2023 Session Law. The language can be found in [Chapter 53, Article 11, Section 57](#).

Micro-unit eligibility

Micro-unit dwellings within sacred settlements are intended to provide an additional means for faith communities to serve chronically homeless individuals, designated volunteers, and extremely low-income individuals in accordance with their religious vocations.

- An individual who meets the definition of being chronically homeless is someone who is unhoused and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least one year, or on at least four separate occasions in the last three years.
- An individual who meets the definition of being extremely low income has an income that is equal to or less than 30% of the area median income.
- A designated volunteer is an individual who has not experienced homelessness and is approved by the religious institution to live in the sacred settlement as their sole form of housing.
- The language defines a religious institution to include a church, synagogue, mosque, or religious organization organized under Minnesota Statutes Chapter 315.

Micro-unit requirements

There are myriad of requirements and minimum standards in the statutory language that address both the standards for the micro units themselves as well as requirements and restrictions for faith communities that chose to establish a sacred settlement of micro units on their religious property.

Under the new law, micro units must meet certain building requirements and standards to be allowed for placement in a sacred settlement on religious property.

All micro units must be built to the requirements of the American National Standards Institute (ANSI) Code 119.5, which includes standards for heating, electrical, fire, and life safety.

Additionally, micro units are subject to inspection for compliance with statutory standards and must meet the following minimum requirements:

- Be no more than 400 gross square feet.
- Be built on a permanent chassis and anchored to pin foundations with engineered fasteners.
- Have exterior material compatible in composition, appearance, and durability to materials used in standard residential construction.
- Meet minimum framing standards and insulation ratings for doors and windows and include a dry, compostable, or plumbed toilet meeting Minnesota Pollution Control Agency rules.
- Include smoke and carbon monoxide detectors and comply with municipal setback requirements if established by ordinance or be set back on all sides by at least 10 feet if no ordinance exists.
- Have access to water and electric utilities either by connecting the units to the principal building or by providing access to permanent common kitchen facilities and common facilities for toilet, bathing, and laundry consistent with boarding house requirements under Minnesota Rules, part 1305.2902.

Minimum standards for settlements

In addition to the requirements for individual units, the law establishes minimum standards for the religious institution's operation of the settlement itself, which will be important to reference if a city chooses to permit settlements and units via a conditional use permit to ensure compliance.

Minimum standards for settlements include:

- Appropriate level of insurance and have between one-third and 40% of the micro units occupied by designated volunteers.
- Adherence to all laws governing landlord and tenants under Minnesota Statutes Chapter 504B.
- A written plan provided to the city in which the settlement is approved by the religious institution's governing board that includes:
 - Plans for disposal of water and sewage if not plumbed and septic tank drainage if plumbed units are not connected to the primary worship location's system.
 - Adequate parking, lighting, and access to units by emergency vehicles.
 - Protocols for security and addressing conduct within the settlement as well as safety protocols for severe weather.
- Authorization by a municipality as either a permitted use or conditional use without the application of additional standards not included in the bill.

Further considerations

The League recommends that cities be in communication with the religious institutions in their community and inquire about their plans with respect to this new law.

Additionally, consider specific parameters in a conditional use permit or ordinance to ensure compliance for micro units and sacred settlements that are outlined in statute leading up to the effective date of Jan. 1, 2024.

The League will continue to closely monitor the impacts of this language and continue to help provide guidance to cities on this new law.

[Read more news articles](#)

Your LMC Resource

Daniel Lightfoot

IGR Representative & Federal Relations Manager

(651) 281-1295 or (800) 925-1122

dlightfoot@lmc.org

327.30 SACRED COMMUNITIES AND MICRO-UNIT DWELLINGS.

Subdivision 1. **Definitions.** (a) For the purposes of this section, the following terms have the meanings given.

(b) "Chronically homeless" means an individual who:

(1) is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter;

(2) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last three years; and

(3) has an adult head of household, or a minor head-of-household if no adult is present in the household, with a diagnosable substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of two or more of those conditions.

(c) "Designated volunteers" means persons who have not experienced homelessness and have been approved by the religious institution to live in a sacred community as their sole form of housing.

(d) "Extremely low income" means an income that is equal to or less than 30 percent of the area median income, adjusted for family size, as estimated by the Department of Housing and Urban Development.

(e) "Micro unit" means a mobile residential dwelling providing permanent housing within a sacred community that meets the requirements of subdivision 4.

(f) "Religious institution" means a church, synagogue, mosque, or other religious organization organized under chapter 315.

(g) "Sacred community" means a residential settlement established on or contiguous to the grounds of a religious institution's primary worship location primarily for the purpose of providing permanent housing for chronically homeless persons, extremely low-income persons, and designated volunteers that meets the requirements of subdivision 3.

Subd. 2. **Dwelling in micro units in sacred communities authorized.** Religious institutions are authorized to provide permanent housing to people who are chronically homeless, extremely low-income, or designated volunteers, in sacred communities composed of micro units subject to the provisions of this section. Each religious institution that has sited a sacred community must annually certify to the local unit of government that it has complied with the eligibility requirements for residents of a sacred community in this section.

Subd. 3. **Sacred community requirements.** (a) A sacred community must provide residents of micro units access to water and electric utilities either by connecting the micro units to the utilities that are serving the principal building on the lot or by other comparable means, or by providing the residents access to permanent common kitchen facilities and common facilities for toilet, bathing, and laundry with the number and type of fixtures required for an R-2 boarding house under Minnesota Rules, part 1305.2902. Any units that are plumbed shall not be included in determining the minimum number of fixtures required for the common facilities.

(b) A sacred community under this section must:

(1) be appropriately insured;

(2) have between one-third and 40 percent of the micro units occupied by designated volunteers; and

(3) provide the municipality with a written plan approved by the religious institution's governing board that outlines:

- (i) disposal of water and sewage from micro units if not plumbed;
- (ii) septic tank drainage if plumbed units are not hooked up to the primary worship location's system;
- (iii) adequate parking, lighting, and access to units by emergency vehicles;
- (iv) protocols for security and addressing conduct within the settlement; and
- (v) safety protocols for severe weather.

(c) Unless the municipality has designated sacred communities meeting the requirements of this section as permitted uses, a sacred community meeting the requirements of this section shall be approved and regulated as a conditional use without the application of additional standards not included in this section. When approved, additional permitting is not required for individual micro units.

(d) Sacred communities are subject to the laws governing landlords and tenants under chapter 504B.

Subd. 4. **Micro unit requirements.** (a) In order to be eligible to be placed within a sacred community, a micro unit must be built to the requirements of the American National Standards Institute (ANSI) Code 119.5, which includes standards for heating, electrical systems, and fire and life safety. A micro unit must also meet the following technical requirements:

- (1) be no more than 400 gross square feet;
- (2) be built on a permanent chassis and anchored to pin foundations with engineered fasteners;
- (3) have exterior materials that are compatible in composition, appearance, and durability to the exterior materials used in standard residential construction;
- (4) have a minimum insulation rating of R-20 in walls, R-30 in floors, and R-38 in ceilings, as well as residential grade insulated doors and windows;
- (5) have a dry, compostable, or plumbed toilet or other system meeting the requirements of the Minnesota Pollution Control Agency, Chapters 7035, 7040, 7049, and 7080, or other applicable rules;
- (6) have either an electrical system that meets NFPA 70 NEC, section 551 or 552 as applicable or a low voltage electrical system that meets ANSI/RVIA Low Voltage Standard, current edition;
- (7) have minimum wall framing with two inch by four inch wood or metal studs with framing of 16 inches to 24 inches on center, or the equivalent in structural insulated panels, with a floor load of 40 pounds per square foot and a roof live load of 42 pounds per square foot; and
- (8) have smoke and carbon monoxide detectors installed.

(b) All micro units, including their anchoring, must be inspected and certified for compliance with these requirements by a licensed Minnesota professional engineer or qualified third-party inspector for ANSI compliance accredited pursuant to either the American Society for Testing and Materials Appendix E541 or ISO/IEC 17020.

(c) Micro units that connect to utilities such as water, sewer, gas, or electric, must obtain any permits or inspections required by the municipality or utility company for that connection.

(d) Micro units must comply with municipal setback requirements established by ordinance for manufactured homes. If a municipality does not have such an ordinance, micro units must be set back on all sides by at least ten feet.

History: 2023 c 53 art 11 s 57

**CITY OF LINO LAKES
ORDINANCE NO. 04-24**

**ORDINANCE AMENDING CITY CODE CHAPTER 1007 RELATED TO
SACRED COMMUNITIES AND MICRO-UNIT DWELLINGS**

The City Council of Lino Lakes ordains:

Section 1. Findings of Fact. The City Council finds that the zoning ordinance text amendment protects the public health, safety, comfort, convenience and general welfare of the residents of the community and is in compliance with Minnesota Statute 327.30.

Section 2. Amendment. The Lino Lakes City Code Chapter 1007 is hereby amended as follows:

- Section 1007.100(7)
 - (k) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.
- Section 1007.101(7)
 - (h) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.
- Section 1007.110(8)
 - (e) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.
- Section 1007.111(8)
 - (e) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.
- Section 1007.112(8)
 - (d) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.
- Section 1007.113(8)
 - (d) Sacred communities and micro-unit dwellings accessory to religious uses in

compliance with Minnesota Statute 327.30.

- Section 1007.114(11)
 - (e) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.
- Section 1007.115(11)
 - (g) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.
- Section 1007.131(8)
 - (i) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.
- Section 1007.132(8)
 - (n) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.

Section 3: Effect

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

Adopted by the Lino Lakes City Council this ____ day of _____, 2024.

BY: _____
Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

**CITY OF LINO LAKES
RESOLUTION NO. 24-46**

**RESOLUTION APPROVING SUMMARY OF
ORDINANCE NO. 04-24 FOR PUBLICATION**

WHEREAS, the City Council has approved the first and second readings of Ordinance No. 04-24 amending City Code Chapter 1007: Zoning Code; and

WHEREAS, Ordinance No. 04-24 is lengthy and Minn. Statute 412.191 provides for a city to publish a summary of an ordinance; and

WHEREAS, the City Council determines 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 RESOLVED by the City Council of Lino Lakes, Minnesota that the summary of Ordinance No. 04-24, attached hereto as Exhibit A, for publication according to State Law and City Charter is approved.

Adopted by the City Council of the City of Lino Lakes this _____ day of _____, 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

EXHIBIT A**CITY OF LINO LAKES, MINNESOTA****SUMMARY OF ORDINANCE NO. 04-24
ORDINANCE AMENDING CITY CODE CHAPTER 1007: ZONING CODE**

The City Council of Lino Lakes ordains:

Section 1. The Lino Lakes City Code Chapter 1007: Zoning Code has been amended to permit by conditional use sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.

Passed by the Lino Lakes City Council on May 28, 2024.

This is a summary of the adopted ordinance. A full printed copy of the ordinance is available at City Hall or on the City's website at <https://linolakes.us/163/City-Code-Zoning-Ordinances>.

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 6F**

STAFF ORIGINATOR: Katie Larsen, City Planner

MEETING DATE: May 28, 2024

TOPIC: Ordinance No. 05-24, Zoning Ordinance Text Amendment-
Building Type and Construction

- i. Consider 2nd Reading of Ordinance No. 05-24
- ii. Consider Resolution No. 24-61 Approving Summary
Publication of Ordinance No. 05-24

VOTE REQUIRED: Simple Majority

INTRODUCTION

Recent site and building plan reviews have led staff and the Planning & Zoning Board to consider amending the City's zoning ordinance related to building exterior materials.

The 1st reading of the ordinance was approved by Council on May 13, 2024. There is one minor change to the ordinance from the 1st reading. Under City Code Section 1007.043(2)(d)1. Definitions, the reference to Sections 1007.44 through 1007.051 was shown as deleted because they were not correct. This deletion was already made in a previous codification.

BACKGROUND

In January 2024, 424 Apollo Drive (Rice Industries) formally appealed staff's interpretation of the zoning code relating to building type and construction and exterior wall finishes. The applicant proposed to use pre-engineered Kingspan Granitstone Insulated Metal Panels (IMP's) with embossed stucco coating for a building addition. They considered the product to be a Class 2 material of masonry stucco and architectural metal cladding. Staff supported treating the Insulated Metal Panel (IMP) similar to Class 3 Exterior Insulation and Finish System (EIFS). The material would be limited to no more than 25% per wall elevation of the building addition. The City Council concurred. The applicant resubmitted plans proposing another type of insulated wall panel system claiming it as architectural metal cladding which it is not.

Ordinance Amendment

Staff met with an independent architect to review the City's zoning ordinance to see if there were any changes we should make to help clarify definitions and allowed exterior materials. The

architect felt the City's ordinance is clearly written and that our 3 classes of primary materials are consistent with current industry standards.

Staff and the Planning & Zoning Board recommend reclassifying Masonry Stucco from Class 2 to Class 3. Staff also recommends amendments to clarify that primary material requirements apply to each exterior wall.

Minn. Statute 412.191 provides for a city to publish a summary of an ordinance. The summary is detailed in Resolution No. 24-61. A full printed copy of the ordinance is available at City Hall or on the City's website at <https://linolakes.us/163/City-Code-Zoning-Ordinances>.

RECOMMENDATION

Staff is requesting Council consideration of the 2nd reading of Ordinance No. 05-24 and summary publication.

ATTACHMENTS

1. Ordinance No. 05-24
2. Resolution No. 24-61

**CITY OF LINO LAKES
ORDINANCE NO. 05-24**

**ORDINANCE AMENDING CITY CODE CHAPTER 1007 RELATED TO
BUILDING TYPE AND CONSTRUCTION**

The City Council of Lino Lakes ordains:

Section 1. Findings of Fact. The City Council finds that the zoning ordinance text amendment protects the public health, safety, comfort, convenience and general welfare of the residents of the community.

Section 2. Amendment. The Lino Lakes City Code Chapter 1007 is hereby amended as follows:

- City Code Section 1007.043(2):
 - (c) *Multiple-Family Dwelling Construction Standards.* All multiple-family dwellings shall comply with the following requirements:
 1. The exterior ~~walls of multiple family dwelling structures~~ shall include a variation in building materials ~~which are to be~~ distributed throughout the building ~~walls~~ and coordinated into the ~~architectural~~ design of the structure to create an architecturally balanced appearance.
 2. ~~A minimum of~~ At least 33% of all ~~each building~~ exterior walls ~~of a structure~~ shall ~~have an exterior finish~~ be composed of brick, natural stone, or artificial stone.
 3. For the purposes of this section, the area of ~~the building~~ each exterior wall shall not include area devoted to windows, entrance doors, garage doors, or roof areas.
 4. ~~Each building elevations~~ exterior wall shall be articulated to add visual interest. Large blank exterior walls shall be prohibited. Variation in ~~elevations~~ exterior walls can be accomplished with projections or recesses, material changes, or other methods of building articulation.
 - (d) *Commercial, industrial, and institutional.* All buildings constructed on land within commercial, industrial, public and semi-public zoning districts, and all institutional buildings (such as public, education, and religious buildings) in residential and rural zoning districts shall conform with the following:
 1. *Definitions.* For the purpose of this section, the following definitions shall apply:

ARCHITECTURAL METAL CLADDING. Refers to decorative, metal cladding systems such as copper, zinc, titanium, stainless steel and painted steel components fixed to the outside of the primary wall system.

ARCHITECTURAL REVEALS. A groove or a step in a panel face generally used to create a desired architectural effect.

2. All ~~sides~~ exterior walls of the principal and accessory structures are to have essentially the same or a coordinated harmonious finish treatment.

3. *Classes of primary materials.* For the purpose of this section, primary materials shall be divided into class 1, class 2, and class 3 categories as follows:

<i>Classes of <u>Primary</u> Materials</i>		
<i>Class 1</i>	<i>Class 2</i>	<i>Class 3</i>
Brick	Precast concrete panels with at least two architectural reveals per panel	Exterior Insulation and Finish Systems (EIFS)
Glass, or other glazing materials	Specialty concrete block including textured, burnished block or rock faced block	Fiber Cement Exterior Siding
Natural or cultured stone	Ceramic Tile (masonry, stone or clay),	Glass Block
Architecturally textured concrete precast or poured in place panels	Masonry Stucco	<u>Masonry Stucco</u>
	Architectural metal cladding	Wood
Other materials not listed that are of equal quality to materials in a specific class may be approved for use by the Community Development Director.		

4. Buildings shall incorporate classes of primary material in the following manner:

a. Commercial, public, educational and religious buildings. At least 50% of ~~all~~ each exterior wall ~~finishes~~ shall be composed of at least three class 1 materials. Class 3 materials shall not comprise more than 25% of each exterior wall ~~finishes~~.

b. Industrial and warehouse buildings, multi-tenant office/industrial/warehouse or showroom/warehouse or other combinations. At least 75% of ~~all~~ each exterior wall ~~finishes~~ shall be composed of at least two different class 1 or 2 materials. Class 3 materials shall not comprise more than 25% of ~~the building~~ each exterior wall.

c. To be counted as a primary material, the product must comprise at least 5% of the exterior wall ~~surface~~.

17. For the purposes of this section, the area of each exterior wall shall not include area devoted to garage doors, window trim, and flashing ~~shall not constitute required materials that make up exterior finish of a building for purposes of this section.~~

Section 3: Effect

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

Adopted by the Lino Lakes City Council this ____ day of _____, 2024.

BY: _____
Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

**CITY OF LINO LAKES
RESOLUTION NO. 24-61**

**RESOLUTION APPROVING SUMMARY OF
ORDINANCE NO. 05-24 FOR PUBLICATION**

WHEREAS, the City Council has approved the first and second readings of Ordinance No. 05-24 amending City Code Chapter 1007: Zoning Code; and

WHEREAS, Ordinance No. 05-24 is lengthy and Minn. Statute 412.191 provides for a city to publish a summary of an ordinance; and

WHEREAS, the City Council determines 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 RESOLVED by the City Council of Lino Lakes, Minnesota that the summary of Ordinance No. 05-24, attached hereto as Exhibit A, for publication according to State Law and City Charter is approved.

Adopted by the City Council of the City of Lino Lakes this _____ day of _____, 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

EXHIBIT A**CITY OF LINO LAKES, MINNESOTA****SUMMARY OF ORDINANCE NO. 05-24
ORDINANCE AMENDING CITY CODE CHAPTER 1007: ZONING CODE**

The City Council of Lino Lakes ordains:

Section 1. The Lino Lakes City Code Section 1007.043 has been amended to clarify exterior wall requirements and reclassify masonry stucco from a Class 2 to Class 3 Primary Material.

Passed by the Lino Lakes City Council on May 28, 2024.

This is a summary of the adopted ordinance. A full printed copy of the ordinance is available at City Hall or on the City's website at <https://linolakes.us/163/City-Code-Zoning-Ordinances>.

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 6G**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: May 28, 2024

TOPIC: Grant of Easements, Water Treatment Plant

- i. Consider Resolution No. 24-64, Approving Grant of Right-of-Way Easement to Anoka County (Birch Street)
- ii. Consider Resolution No. 24-65, Approving Grant of Right-of-Way Easement to the Public (12th Avenue)
- iii. Consider Resolution No. 24-66, Approving Buffer Declaration and Grant of Wetland Easement to the Rice Creek Watershed District

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting City Council consideration to grant easements to Anoka County, the Public, and the Rice Creek Watershed District, respectively, as part of the Water Treatment Plant project.

BACKGROUND

The minor subdivision of the Water Treatment Plant parcel required the dedication of public right-of-way along both Birch Street and 12th Avenue. The Birch Street Right-of-Way (ROW), included in Anoka County Right-of-Way Plat No. 11, will be provided in the form of an easement to Anoka County. The 12th Avenue ROW will be granted by easement to the Public.

As part of the City's Rice Creek Watershed District permit a wetland buffer declaration is required along with a wetland easement over the existing wetland on site.

RECOMMENDATION

Staff recommends approval of Resolution No. 24-64, No. 24- 65, No. 24-66.

ATTACHMENTS

1. Resolution No. 24-64
2. Resolution No. 24-65
3. Resolution No. 24-66
4. Birch Street and 12th Avenue Easement Exhibit
5. Wetland Buffer Exhibit

**CITY OF LINO LAKES
RESOLUTION NO. 24-64**

APPROVING GRANT OF RIGHT-OF-WAY EASEMENT TO ANOKA COUNTY

WHEREAS, the City completed a minor subdivision and acquired land for the purposes of constructing a Water Treatment Plant, and

WHEREAS, the property acquired included land within Anoka County Right-of-Way Plat No. 11, filed for record in September of 1978 as Document No. 508243, and

WHEREAS, the property is used for public road purposes as County State Aid Highway 10 (Birch Street), and

WHEREAS, it is in the best interest of the City and County to provide an easement over a portion of the property, for public road purposes, legally described as:

That part of Anoka County Highway Right-of-Way Plat No. 11, Anoka County, Minnesota which lies within the Northeast Quarter of the Southeast Quarter of Section 28, Township 31, Range 22, Anoka County Minnesota.

NOW, THEREFORE BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the City hereby grants to the County of Anoka a right-of-way easement over, under and across the above referenced property.

BE IT FURTHER RESOLVED, that the City Attorney is authorized to draft the easement, subject to County review, for execution by the Mayor and Clerk.

Adopted by the City Council of the City of Lino Lakes this 28th day of May 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

**CITY OF LINO LAKES
RESOLUTION NO. 24-65**

APPROVING GRANT OF RIGHT-OF-WAY EASEMENT TO THE PUBLIC

WHEREAS, the City completed a minor subdivision and acquired land for the purposes of constructing a Water Treatment Plant, and

WHEREAS, 12th Avenue abuts the east side of the property and is identified as a collector road in the City’s 2040 Comprehensive Plan, and

WHEREAS, collector roads require a right-of-way width of 80 feet, and

WHEREAS, the minor subdivision of land requires the dedication of right-of-way for abutting roadways, and

WHEREAS, it is necessary to dedicate the easterly 40 feet of the property, for public road purposes, as legally described in Exhibit A,

NOW, THEREFORE BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the City hereby grants to the Public a right-of-way easement over, under and across the property so described herein.

BE IT FURTHER RESOLVED, that the City Attorney is authorized to draft the easement for execution by the Mayor and Clerk.

Adopted by the City Council of the City of Lino Lakes this 28th day of May 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

EXHIBIT A

A permanent easement for drainage, utility, roadway, trail and sidewalk purposes, together with the unrestricted right to improve the same, within, over, under and across the following described easement area in the County of Anoka, State of Minnesota:

The East 40.00 feet of the following described tract:

The Northeast Quarter of the Southeast Quarter of Section 28, Township 31, Range 22, Anoka County, Minnesota, EXCEPTING ALL that part of Anoka County Highway right-of-way Plat No. 11, Anoka County, Minnesota, and EXCEPTING ALL that part of the Northeast Quarter of the Southeast Quarter of Section 28, Township 31 North, Range 22 West, Anoka County, Minnesota, described as follows:

Commencing at the Northeast corner of the Northeast Quarter of the Southeast Quarter of said Section 28; thence South 89 degrees 56 minutes 28 seconds West, 835.00 feet along the Northerly line of said Northeast Quarter of the Southeast Quarter (basis for bearings); thence South 00 degrees 03 minutes 32 seconds East, 88.66 feet to the Southerly right-of-way line of County State Aid Highway No. 10 according to the Anoka County Highway right-of-way Plat No. 11, as recorded in the Anoka County Recorder's Office in and for said Anoka County, and said point also being the point of beginning; thence continuing South 00 degrees 03 minutes 32 seconds East, 207.22 feet; thence South 89 degrees 56 minutes 28 seconds West, 208.00 feet; thence North 00 degrees 03 minutes 32 seconds West, 212.27 feet to said Southerly right-of-way of County State Aid Highway No. 10; thence Easterly along said Southerly right-of way, 208.06 feet along the arc of a non-tangential curve concave to the North having a central angle of 01 degrees 02 minutes 06 seconds, a radius of 11,519.16 feet, a chord bearing of South 88 degrees 40 minutes 07 seconds East, and a chord distance of 208.06 feet to the point of beginning.

Which lies easterly and northerly of the following described line:

Beginning at the aforementioned point of beginning; thence South 00 degrees 03 minutes 32 seconds East, 207.22 feet; thence South 76 degrees 18 minutes 03 seconds East, 320.00 feet; thence South 70 degrees 03 minutes 01 seconds East, 556.80 feet, more or less, to the East line of said Northeast Quarter of the Southeast Quarter and said line there terminating.

**CITY OF LINO LAKES
RESOLUTION NO. 24-66**

**APPROVING GRANT OF WETLAND BUFFER DECLARATION AND WETLAND
EASEMENT TO RICE CREEK WATERSHED DISTRICT**

WHEREAS, the City completed a minor subdivision and acquired land for the purposes of constructing a Water Treatment Plant, and

WHEREAS, development of the site is subject to a permit from the Rice Creek Watershed District (RCWD), and

WHEREAS, the City received a conditional permit approval from the RCWD on April 24, 2024 (Permit No. 24-009) subject to the provision of a wetland buffer declaration and wetland easement in favor of the RCWD,

NOW, THEREFORE BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the City hereby grants to the RCWD a wetland buffer declaration and a wetland easement as described in Exhibit A, attached hereto.

BE IT FURTHER RESOLVED, that the City Attorney is authorized to draft the necessary documents for execution by the Mayor and Clerk.

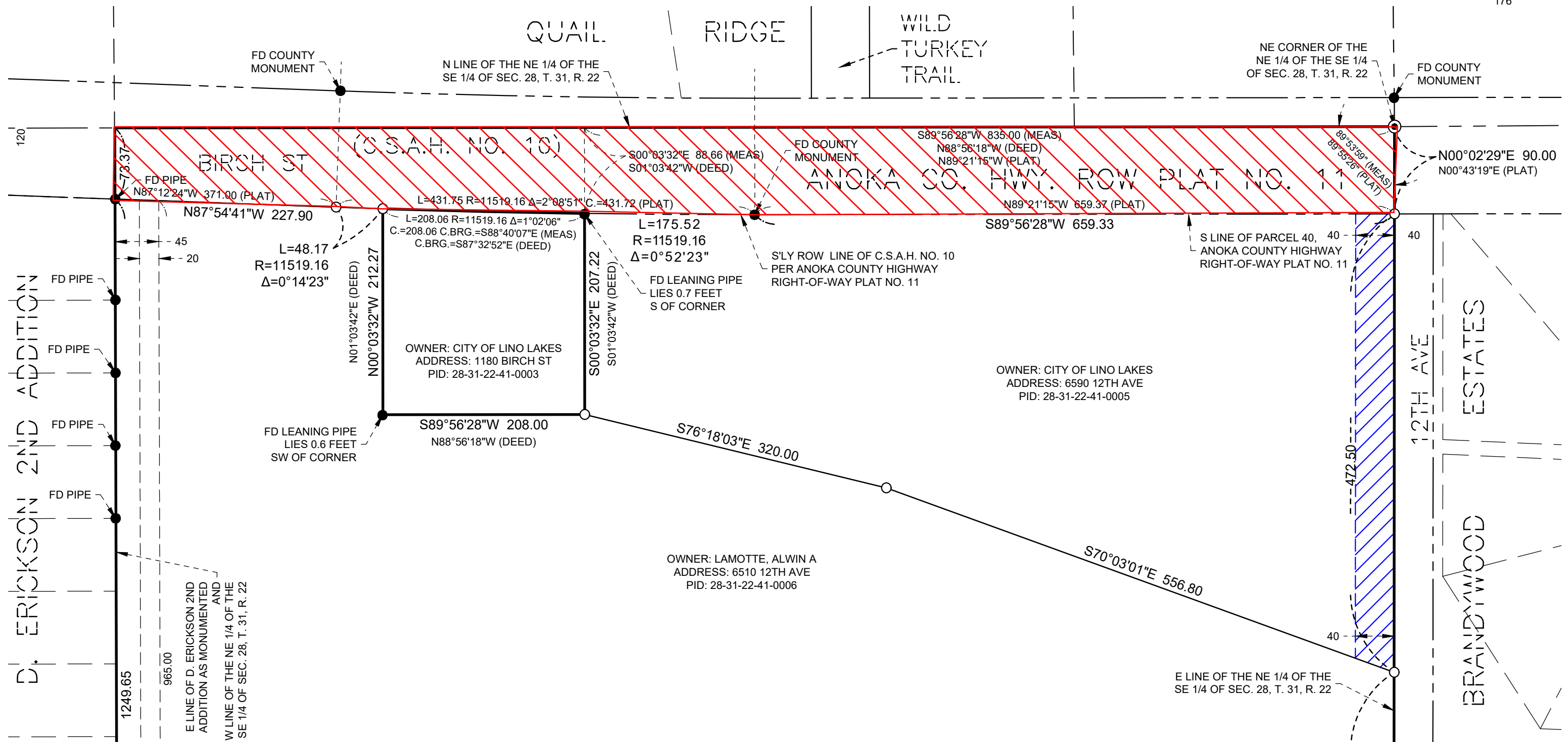
Adopted by the City Council of the City of Lino Lakes this 28th day of May 2024.

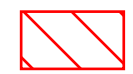
Rob Rafferty, Mayor


ATTEST:

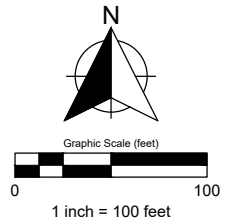
Hannah Lynch, City Clerk

EXHIBIT A



 BIRCH STREET PERMANENT RIGHT OF WAY EASEMENT AREA

 PERMANENT RIGHT OF WAY EASEMENT AREA = 18,609 Square Feet or 0.43 acres




Prepared by:



Right of Way Easement Exhibit

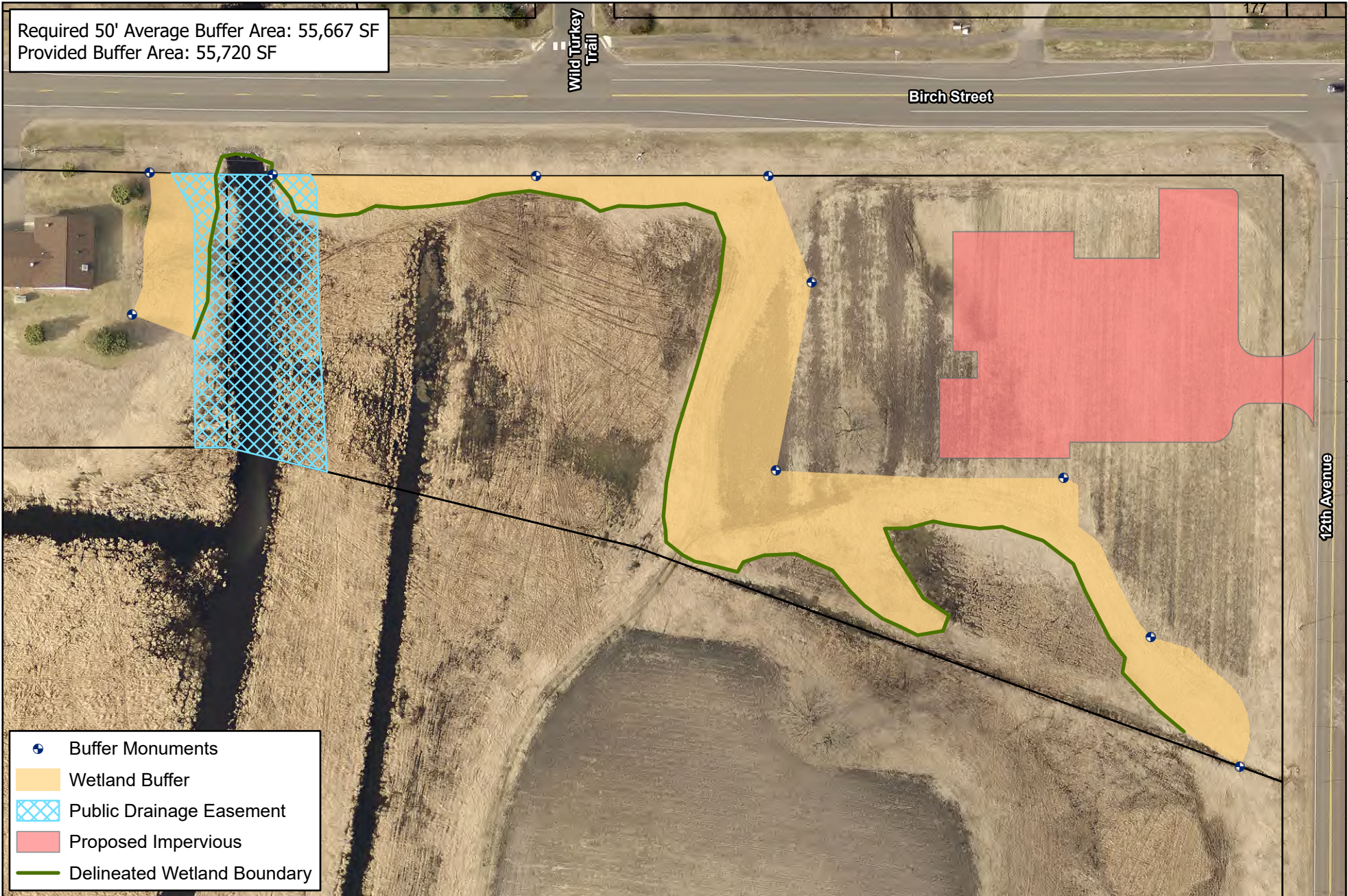
PID: 28-31-22-41-0005
 Address: 6590 12th Ave
 City of Lino Lakes, Minnesota

WSB Project No. 021336-000 Date: 4/17/2024



K:\021336-000\Survey\Drawings\Exhibits\Existing Easement Vacation and Proposed Easement\021336-000-V-ESMT-Lino Lakes 12th Avenue ROW.dwg, 4/17/2024 10:17:16 AM

Required 50' Average Buffer Area: 55,667 SF
Provided Buffer Area: 55,720 SF



- Buffer Monuments
- Wetland Buffer
- Public Drainage Easement
- Proposed Impervious
- Delineated Wetland Boundary

Document Path: K:\021336-000\GIS\Mapsets\021336 Line WTP - WRP\permit Map Date Saved: 3/29/2024



Wetland Buffer Exhibit

Water Treatment Plant
City of Lino Lakes, MN



0 100 Feet
1 inch = 100 feet

