



CITY COUNCIL AGENDA

Updated 10/25/24

Monday, October 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.

Regular Work Session Meeting Cancelled

CITY COUNCIL MEETING, 6:30 P.M.

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

SPECIAL PRESENTATIONS

- 2024-2025 Newly Selected Lino Lakes Ambassadors

1. CONSENT AGENDA

- A. Consider Approval of Expenditures for October 28, 2024 (Check No. 121592 through 121676) in the Amount of \$611,884.32
- B. Consider Hiring Part-Time Rookery Activity Center Staff
- C. Consider Approval of Exempt Gambling Permit for ARCHES
- D. Consider Resolution No. 24-140, Approving 2025 Agreement for Residential Recycling Program with Anoka County

2. FINANCE DEPARTMENT REPORT

- A. Consider 1st Reading of Ordinance 16-24, Repeal and Replace of Chapter 218 (Fee Schedule), Hannah Lynch
****Council may vote to dispense with the full reading of the ordinance***

3. ADMINISTRATION DEPARTMENT REPORT

- A. Consider Appointment of Public Works Maintenance Worker, Meg Sawyer
- B. Consider Appointment of Administrative Assistant, Meg Sawyer
- C. Consider Appointment of Part-Time Firefighter, Meg Sawyer

D. Consider Appointment of Part-Time Firefighter, Meg Sawyer

4. PUBLIC SAFETY DEPARTMENT REPORT

A. Approval of Resolution 24-141, Authorizing Grant Agreement for the 2025 Intensive Comprehensive Peace Officer Education and Training Grant, Kyle Leibel

5. PUBLIC SERVICES DEPARTMENT REPORT

No Report

6. COMMUNITY DEVELOPMENT REPORT

No Report

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

None

9. NOTICES AND COMMUNICATIONS

A. Community Calendar: A Look Ahead October 29, 2024 – November 12, 2024

- i. October 29, 2024, 5:30 PM: Special City Council Work Session
- ii. October 30, 2024, 5:30 PM: Special City Council Work Session
- iii. November 4, 2024, 5:30 PM: Special City Council Work Session
- iv. November 4, 2024, 6:00 PM: City Council Work Session
- v. November 5, 2024, from 7 AM to 8 PM: General Election
- vi. November 6, 2024, 6:30 PM: Park Board Meeting
- vii. November 7, 2024, 8:00 AM: Economic Development Advisory Comm. Meeting
- viii. November 11, 2024, City Hall will be Closed in Observance of Veterans Day
- ix. November 12, 2024, 6:00 PM Council Work Session | 6:30 PM Regular Meeting

ADJOURNMENT

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM SPECIAL PRESENTATIONS**

STAFF ORIGINATOR: Roberta Colotti, CMC, City Clerk

MEETING DATE: October 28, 2024

TOPIC: 2024-2025 Lino Lakes Ambassadors

Overview

This summer the City Council met the 2023-2024 Lino Lakes Ambassadors and candidates. At the October 28th meeting, the Council will hear a presentation from the newly selected 2024-2025 Ambassadors. The Ambassadors will give a short presentation introducing themselves and talk about their year so far.

It is requested that time be permitted for a photo after the presentation.



Expenditures

October 28, 2024

Check #121592 to #121676

\$611,884.32

Accounts Payable

Check Detail

User: jessica.eller
Printed: 10/24/2024 - 1:21PM



Check Number	Check Date		Amount
2 - 1st Choice Document Destruction Line Item Account			
121597	10/28/2024		
Inv	24-2852		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2024	Shred Day Event 2,530 Pounds Recycled	101-462-4410-000	840.00
Inv 24-2852 Total			840.00
Inv	24-2871		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2024	Shred Day Event 2,080 Pounds Recycled	101-462-4410-000	840.00
Inv 24-2871 Total			840.00
121597 Total:			1,680.00
2 - 1st Choice Document Destruction Total:			
			1,680.00
9 - Able Hose & Rubber LLC Line Item Account			
121598	10/28/2024		
Inv	235403-001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	Gaskets for Hydrant Flushing Equipment	601-494-4211-000	11.46
Inv 235403-001 Total			11.46
121598 Total:			11.46
9 - Able Hose & Rubber LLC Total:			
			11.46
13 - AFLAC Line Item Account 101-000-2040-000			
121599	10/28/2024		
Inv	724948		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2024	October Insurance Premiums	101-000-2040-000	361.30
Inv 724948 Total			361.30
121599 Total:			361.30

13 - AFLAC Total:		361.30
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14 - AFSCME Council #5 Line Item Account 101-000-2040-000

121592 10/11/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2024	PR Batch 00002.10.2024 Union Dues AFSCME	101-000-2040-000	471.44

Inv Total		471.44
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121592 Total:		471.44
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14 - AFSCME Council #5 Total:		471.44
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44 - Anoka County Treasury Office Line Item Account

121600 10/28/2024

Inv B241017L

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2024	Site 116 Oct 2024 CAC Fiber	101-432-4300-501	75.00
10/15/2024	Site 115 Oct 2024 CAC Fiber	101-432-4300-500	75.00
10/15/2024	Site 117 Oct 2024 CAC Fiber	101-432-4300-503	75.00

Inv B241017L Total		225.00
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121600 Total:		225.00
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44 - Anoka County Treasury Office Total:		225.00
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54 - Aspen Mills, Inc. Line Item Account

121601 10/28/2024

Inv 340972

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2024	Uniform Allowance - A. Riehm	101-420-4370-000	46.85

Inv 340972 Total		46.85
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Inv 340984

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2024	Dept Exp - Z. Crowley	101-420-4370-000	664.59

Inv 340984 Total		664.59
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121601 Total:		711.44
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54 - Aspen Mills, Inc. Total:		711.44
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Check Number	Check Date		Amount
1262 - B&B Commercial Coating LLC Line Item Account			
121602	10/28/2024		
Inv	1068		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2024	Sandblast & Paint Fire Hydrants (117)	601-494-4300-000	15,210.00
Inv 1068 Total			15,210.00
121602 Total:			15,210.00
1262 - B&B Commercial Coating LLC Total:			15,210.00
1800 - BluePearl Veterinary Line Item Account			
121603	10/28/2024		
Inv	455248		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/08/2024	K9 Argos Emergency Services	211-420-4300-000	3,880.37
Inv 455248 Total			3,880.37
121603 Total:			3,880.37
1800 - BluePearl Veterinary Total:			3,880.37
85 - Bluetarp Financial, Inc. Line Item Account			
121604	10/28/2024		
Inv	108013/G		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2024	Fasteners for PD Evidence Cage	101-432-4211-503	4.30
Inv 108013/G Total			4.30
Inv	108131/G		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2024	Fasteners for PD Evidence Cage	101-432-4211-503	6.72
Inv 108131/G Total			6.72
121604 Total:			11.02
85 - Bluetarp Financial, Inc. Total:			11.02
211 - Camfil USA, Inc Line Item Account			
121605	10/28/2024		
Inv	30505570		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2024	HVAC Filters	202-451-4211-000	338.54

Check Number	Check Date		Amount
Inv 30505570	Total		338.54
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121605	Total:		338.54
			<hr/>
211 - Camfil USA, Inc	Total:		338.54
115 - Centennial Utilities Line Item Account			
121606	10/28/2024		
Inv	142		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2024	4th Qtr 2024 Utilities	601-494-4382-000	490.47
10/16/2024	4th Qtr 2024 Utilities	602-495-4382-000	369.18
Inv 142	Total		859.65
Inv	September 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2024	Natural Gas	602-495-4383-000	20.80
09/30/2024	Natural Gas	202-451-4383-000	1,406.40
09/30/2024	Natural Gas	602-495-4383-000	22.64
09/30/2024	Natural Gas	101-432-4383-503	1,110.38
09/30/2024	Natural Gas	101-450-4383-000	23.87
09/30/2024	Natural Gas	101-450-4383-000	20.80
Inv September 2024	Total		2,604.89
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121606	Total:		3,464.54
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115 - Centennial Utilities	Total:		3,464.54
117 - Central Pension Fund Line Item Account 101-000-2040-000			
121595	10/25/2024		
Inv	October 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2024	October 2024 Central Pension Fund	101-000-2040-000	6,912.00
Inv October 2024	Total		6,912.00
			<hr/>
121595	Total:		6,912.00
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117 - Central Pension Fund	Total:		6,912.00
121 - CenturyLink Line Item Account 101-432-4321-503			
121607	10/28/2024		
Inv	333266979		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Phone & Internet Services	202-451-4321-000	67.03

Check Number	Check Date		Amount
Inv 333266979	Total		67.03
Inv 333786176			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Pool Emergency Phone Services	202-451-4321-000	141.66
Inv 333786176	Total		141.66
Inv 334027044			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Phone & Internet Services	101-432-4321-503	68.32
Inv 334027044	Total		68.32
Inv 503783784			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2024	Phone Services	101-432-4321-500	50.77
10/18/2024	SCADA Phone Services	601-494-4321-000	50.77
Inv 503783784	Total		101.54
121607	Total:		378.55
121 - CenturyLink	Total:		378.55
129 - City of Blaine	Line Item Account		
121608	10/28/2024		
Inv 6987			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/22/2024	4th Qtr 2024 Utilities	601-000-2140-000	70.47
10/22/2024	4th Qtr 2024 Utilities	602-495-4382-000	2,495.50
10/22/2024	4th Qtr 2024 Utilities	601-494-4382-000	1,208.89
Inv 6987	Total		3,774.86
121608	Total:		3,774.86
129 - City of Blaine	Total:		3,774.86
138 - City of St. Paul	Line Item Account		
121609	10/28/2024		
Inv IN60165			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/07/2024	Asphalt	101-430-4224-000	308.50
Inv IN60165	Total		308.50
121609	Total:		308.50

138 - City of St. Paul Total:	308.50
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761 - Comcast Line Item Account 101-432-4321-502

121610 10/28/2024

Inv 0163083

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2024	Phone & Internet Services	601-494-4321-000	167.32

Inv 0163083 Total	167.32
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121610 Total:	167.32
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761 - Comcast Total:	167.32
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1278 - Core & Main LP Line Item Account

121611 10/28/2024

Inv V848816

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2024	Meter	601-494-4215-000	124.00

Inv V848816 Total	124.00
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121611 Total:	124.00
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1278 - Core & Main LP Total:	124.00
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2169 - Crowe, Jessica Line Item Account

121612 10/28/2024

Inv 10/11/2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2024	Mileage Reimbursement	101-420-4330-000	149.34

Inv 10/11/2024 Total	149.34
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121612 Total:	149.34
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2169 - Crowe, Jessica Total:	149.34
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157 - Crown Marking, Inc. Line Item Account

121613 10/28/2024

Inv OE-89846

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2024	Name Badges - City Council	101-432-4200-000	133.31

Inv OE-89846 Total	133.31
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121613 Total:	133.31
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157 - Crown Marking, Inc. Total:	133.31
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1261 - Dell Marketing LP Line Item Account

121614 10/28/2024

Inv 10776392563

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Computer Power Cord	202-451-4240-000	60.12

Inv 10776392563 Total	60.12
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121614 Total:	60.12
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1261 - Dell Marketing LP Total:	60.12
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175 - Delta Dental of Minnesota Line Item Account

121615 10/28/2024

Inv November 2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2024	Dental Insurance Premiums	202-451-4134-000	153.12
11/01/2024	Dental Insurance Premiums	101-463-4134-000	0.00
11/01/2024	Dental Insurance Premiums	101-402-4134-000	51.05
11/01/2024	Dental Insurance Premiums	101-420-4134-000	1,311.80
11/01/2024	Dental Insurance Premiums	101-461-4134-000	0.00
11/01/2024	Dental Insurance Premiums	101-422-4134-000	127.62
11/01/2024	Dental Insurance Premiums	101-407-4134-000	89.32
11/01/2024	Dental Insurance Premiums	603-496-4134-000	58.69
11/01/2024	Dental Insurance Premiums	602-495-4134-000	172.26
11/01/2024	Dental Insurance Premiums	101-418-4134-000	51.04
11/01/2024	Dental Insurance Premiums	101-431-4134-000	130.16
11/01/2024	Dental Insurance Premiums	101-432-4134-000	7.66
11/01/2024	Dental Insurance Premiums	101-430-4134-000	232.23
11/01/2024	Dental Insurance Premiums	101-000-2040-000	268.83
11/01/2024	Dental Insurance Premiums	601-494-4134-000	172.27
11/01/2024	Dental Insurance Premiums	101-416-4134-000	51.04
11/01/2024	Dental Insurance Premiums	101-462-4134-000	0.00
11/01/2024	Dental Insurance Premiums	101-450-4134-000	234.81
11/01/2024	Dental Insurance Premiums	101-421-4134-000	66.37
11/01/2024	Dental Insurance Premiums	101-000-2044-000	1,691.42

Inv November 2024 Total	4,869.69
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121615 Total:	4,869.69
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175 - Delta Dental of Minnesota Total:	4,869.69
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1811 - Dimke Excavating, Inc. Line Item Account

121616 10/28/2024

Check Number	Check Date		Amount
Inv	022580-000-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2024	2023 Surface Water Management Project	603-496-4410-000	10,120.25
Inv 022580-000-2 Total			10,120.25
121616 Total:			10,120.25
1811 - Dimke Excavating, Inc. Total:			10,120.25
2170 - Drilling, Lloyd Line Item Account			
121617	10/28/2024		
Inv	9/16/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2024	Short Term Escrow Closure - Drilling Estates	801-000-2300-000	389.14
Inv 9/16/2024 Total			389.14
121617 Total:			389.14
2170 - Drilling, Lloyd Total:			389.14
1637 - Ehlers and Associates Line Item Account			
121618	10/28/2024		
Inv	99286		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/08/2024	Wetland Bank Credit Analysis	422-499-4300-000	232.50
Inv 99286 Total			232.50
121618 Total:			232.50
1637 - Ehlers and Associates Total:			232.50
1537 - Electro Watchman, Inc. Line Item Account			
121619	10/28/2024		
Inv	431315		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2024	Replaced Fire Alarm Battery Backups	101-432-4410-503	456.00
Inv 431315 Total			456.00
121619 Total:			456.00
1537 - Electro Watchman, Inc. Total:			456.00

1826 - Endurance Fitness of MN, LLC Line Item Account

121620	10/28/2024		
Inv	Q3 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2024	Q3 2024 Program Revenue Share	202-451-4411-000	1,881.22
Inv Q3 2024 Total			1,881.22
			1,881.22
121620 Total:			1,881.22

1826 - Endurance Fitness of MN, LLC Total: 1,881.22

204 - Factory Motor Parts Company Line Item Account

121621	10/28/2024		
Inv	1-10141755		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/08/2024	Rear Brake Pads #267	101-431-4221-000	39.99
Inv 1-10141755 Total			39.99
Inv	1-10170156		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2024	Fuel Filters #210	101-431-4221-000	74.80
Inv 1-10170156 Total			74.80
Inv	159-120421		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/08/2024	Front Brake Pads #267	101-431-4221-000	71.40
Inv 159-120421 Total			71.40
Inv	159-120546		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2024	Battery #398	101-431-4221-000	105.55
Inv 159-120546 Total			105.55
Inv	159-120685		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2024	Ball Joints & Tie Rod End #505	101-431-4221-000	219.66
Inv 159-120685 Total			219.66
Inv	159-121231		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2024	Stock Oil Filters	101-431-4221-000	37.04
Inv 159-121231 Total			37.04

Check Number	Check Date		Amount
Inv	159-121282		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2024	Stock Heavy Duty Truck Coolant	101-431-4221-000	104.04
Inv 159-121282 Total			104.04
			<hr/>
121621 Total:			652.48
			<hr/>
204 - Factory Motor Parts Company Total:			652.48
210 - Ferguson Waterworks #2518 Line Item Account			
121622	10/28/2024		
Inv	0538704		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Locating Paint & Flags	601-494-4211-000	235.00
Inv 0538704 Total			235.00
			<hr/>
121622 Total:			235.00
			<hr/>
210 - Ferguson Waterworks #2518 Total:			235.00
216 - First Advantage Occ. Line Item Account			
121623	10/28/2024		
Inv	2504362408		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2024	Employee Drug Testing Refund	101-402-4300-000	-68.24
Inv 2504362408 Total			-68.24
Inv	2504502409		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2024	Annual Enrollment	101-402-4300-000	73.42
Inv 2504502409 Total			73.42
			<hr/>
121623 Total:			5.18
			<hr/>
216 - First Advantage Occ. Total:			5.18
1594 - Governmentjobs.com, Inc Line Item Account			
121624	10/28/2024		
Inv	INV-37505		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	2024 NEOGOV Subscription	101-402-4410-000	4,767.97
Inv INV-37505 Total			4,767.97

Check Number	Check Date		Amount
121624 Total:			4,767.97
1594 - Governmentjobs.com, Inc Total:			4,767.97
249 - Grainger Line Item Account			
121625	10/28/2024		
Inv	9275856061		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2024	Anchors for PD Evidence Cage	101-432-4211-503	41.10
Inv 9275856061 Total			41.10
121625 Total:			41.10
249 - Grainger Total:			41.10
271 - Hawkins, Inc. Line Item Account			
121626	10/28/2024		
Inv	6888268		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2024	Chlorine Cylinders	601-494-4222-000	120.00
Inv 6888268 Total			120.00
Inv	6890158		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2024	Pool Chemical Supplies	202-451-4222-000	20.00
Inv 6890158 Total			20.00
Inv	6892155		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2024	Chlorine, Hydrofluosilicic Acid & LPC-5	601-494-4222-000	14,290.96
Inv 6892155 Total			14,290.96
121626 Total:			14,430.96
271 - Hawkins, Inc. Total:			14,430.96
1850 - Henry Schein, Inc. Line Item Account			
121627	10/28/2024		
Inv	15271321		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2024	Spur Resuscitator, Non-Rebreather Mask (4) & Ice Pack (5)	101-420-4211-000	17.70

Check Number	Check Date		Amount
Inv 15271321	Total		17.70
			<hr/>
121627	Total:		17.70
			<hr/>
1850 - Henry Schein, Inc.	Total:		17.70
2080 - Hugo's Tree Care, Inc Line Item Account			
121628	10/28/2024		
Inv	18444		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2024	Tree Removal	101-450-4410-000	1,150.00
Inv 18444	Total		1,150.00
			<hr/>
121628	Total:		1,150.00
			<hr/>
2080 - Hugo's Tree Care, Inc	Total:		1,150.00
310 - Hydro Klean LLC Line Item Account			
121629	10/28/2024		
Inv	091110		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2024	Clean Storm Culverts	603-496-4410-000	3,600.00
Inv 091110	Total		3,600.00
			<hr/>
121629	Total:		3,600.00
			<hr/>
310 - Hydro Klean LLC	Total:		3,600.00
306 - Image Printing & Graphics, Inc Line Item Account			
121630	10/28/2024		
Inv	168413		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2024	Emergency Repair Notice Door Hangers	601-494-4340-000	79.88
Inv 168413	Total		79.88
			<hr/>
Inv	168449		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2024	Curbside Voting Signs	101-403-4200-000	391.30
Inv 168449	Total		391.30
			<hr/>
121630	Total:		471.18

Check Number	Check Date		Amount
306 - Image Printing & Graphics, Inc Total:			471.18
167 - Imperial Dade Line Item Account			
121631	10/28/2024		
Inv	4292914		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/07/2024	Paper Towel, Disinfectant, Facial & Toilet Tissue	101-432-4211-000	598.15
Inv 4292914 Total			598.15
Inv	4292916		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/07/2024	Paper Towel, Disinfecting Wipes & Toilet Bowl Cleaner	202-451-4211-000	125.92
Inv 4292916 Total			125.92
Inv	4298795		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2024	Paper Towel, Urinal Screen, Facial & Toilet Tissue	101-432-4211-000	548.41
Inv 4298795 Total			548.41
121631 Total:			1,272.48
167 - Imperial Dade Total:			1,272.48
311 - Instrumental Research, Inc. Line Item Account			
121632	10/28/2024		
Inv	5909		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/08/2024	September Water Testing	601-494-4410-000	348.00
Inv 5909 Total			348.00
121632 Total:			348.00
311 - Instrumental Research, Inc. Total:			348.00
312 - International Union Line Item Account 101-000-2040-000			
121593	10/11/2024		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2024	PR Batch 00002.10.2024 Union Dues 49ers	101-000-2040-000	630.00
Inv Total			630.00
121593 Total:			630.00

312 - International Union Total:	630.00
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313 - Interstate Power Systems, Inc. Line Item Account

121633 10/28/2024

Inv R001213475:01

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Annual Inspection - 1189 Main St	101-432-4300-500	837.00

Inv R001213475:01 Total	837.00
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Inv R001213476:01

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2024	Annual Inspection - 1189 Main St	101-432-4300-500	695.00

Inv R001213476:01 Total	695.00
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Inv R001213477:01

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Annual Inspection - 6300 Laurene Ave	602-495-4300-000	576.00

Inv R001213477:01 Total	576.00
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Inv R001213478:01

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Annual Inspection - 1473 Snowgoose Trl	602-495-4300-000	645.00

Inv R001213478:01 Total	645.00
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Inv R001213479:01

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Annual Inspection - 130 Gladstone Dr	602-495-4300-000	595.00

Inv R001213479:01 Total	595.00
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Inv R001213480:01

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Annual Inspection - 6666 Black Duck Dr	602-495-4300-000	595.00

Inv R001213480:01 Total	595.00
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Inv R001213481:01

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2024	Annual Inspection - 7199 Stage Coach Trl	602-495-4300-000	561.00

Inv R001213481:01 Total	561.00
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Inv R001213484:01

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2024	Annual Inspection - 1710 Birch St	101-432-4300-502	771.00

Check Number	Check Date		Amount
Inv R001213484:01		Total	771.00
Inv R001213485:01			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2024	Annual Inspection - 7741 Lake Dr	101-432-4300-501	556.00
Inv R001213485:01		Total	556.00
Inv R001213486:01			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Annual Inspection - 2028 Cypress St	602-495-4300-000	577.00
Inv R001213486:01		Total	577.00
Inv R001213487:01			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Annual Inspection - 2200 E Cedar St	602-495-4300-000	645.00
Inv R001213487:01		Total	645.00
Inv R001213488:01			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2024	Annual Inspection - 6998 21st Ave	602-495-4300-000	645.00
Inv R001213488:01		Total	645.00
Inv R001213489:01			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2024	Annual Inspection - 6611 Lake Dr	602-495-4300-000	635.00
Inv R001213489:01		Total	635.00
121633		Total:	8,333.00
313 - Interstate Power Systems, Inc. Total:			8,333.00
2042 - J. Becher & Associates, Inc. Line Item Account			
121634	10/28/2024		
Inv 2413116-F			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2024	Replace GFI's on Light Poles	101-432-4300-503	358.58
Inv 2413116-F		Total	358.58
Inv 2413117-F			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2024	Troubleshoot Tripping Light Circuit in Bathrooms	101-432-4300-502	568.00
Inv 2413117-F		Total	568.00

Check Number	Check Date		Amount
121634	Total:		926.58
2042 - J. Becher & Associates, Inc. Total:			926.58
317 - J.P. Cooke Company, Inc. Line Item Account			
121635	10/28/2024		
Inv	852715		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/07/2024	Dog License Tags	101-420-4211-000	93.95
Inv 852715	Total		93.95
121635	Total:		93.95
317 - J.P. Cooke Company, Inc. Total:			93.95
365 - Law Enforcement Labor Services Line Item Account 101-000-2040-000			
121594	10/11/2024		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2024	PR Batch 00002.10.2024 Union Dues LELS	101-000-2040-000	1,551.00
Inv	Total		1,551.00
121594	Total:		1,551.00
365 - Law Enforcement Labor Services Total:			1,551.00
1762 - LEAST Services/Counseling, LLC Line Item Account			
121636	10/28/2024		
Inv	1532		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2024	Counseling Services & Monthly Retain Fee	101-420-4300-000	885.00
Inv 1532	Total		885.00
Inv	1533		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2024	Counseling Services	101-421-4300-000	1,400.00
Inv 1533	Total		1,400.00
121636	Total:		2,285.00
1762 - LEAST Services/Counseling, LLC Total:			2,285.00

1615 - Lennar MN Division Line Item Account

121637 10/28/2024

Inv 2022-00414

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2024	Escrow Release - 7373 Crane Dr	801-000-2318-000	5,900.00

Inv 2022-00414 Total 5,900.00

Inv 2022-01603

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2024	Escrow Release - 7376 Crane Dr	801-000-2318-000	5,900.00

Inv 2022-01603 Total 5,900.00

Inv 2023-00091

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2024	Escrow Release - 2133 Watermark Way	801-000-2318-000	4,900.00

Inv 2023-00091 Total 4,900.00

Inv 2023-00449

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2024	Escrow Release - 7416 Forest Ln	801-000-2318-000	3,900.00

Inv 2023-00449 Total 3,900.00

Inv 2023-00809

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Escrow Release - 2063 Norway Ln	801-000-2318-000	5,400.00

Inv 2023-00809 Total 5,400.00

Inv 2023-00938

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2024	Escrow Release - 2126 Watermark Way	801-000-2318-000	3,900.00

Inv 2023-00938 Total 3,900.00

Inv 2023-00945

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2024	Escrow Release - 7428 Forest Ln	801-000-2318-000	3,900.00

Inv 2023-00945 Total 3,900.00

Inv 2023-01567

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2024	Escrow Release - 2091 Norway Ln	801-000-2318-000	5,400.00

Inv 2023-01567 Total 5,400.00

Check Number	Check Date		Amount
Inv	2023-01613		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Escrow Release - 2046 Norway Ln	801-000-2318-000	5,900.00
Inv 2023-01613 Total			5,900.00
Inv	2023-01643		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Escrow Release - 2099 Norway Ln	801-000-2318-000	4,400.00
Inv 2023-01643 Total			4,400.00
Inv	2023-01651		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Escrow Release - 2042 Norway Ln	801-000-2318-000	4,400.00
Inv 2023-01651 Total			4,400.00
Inv	2023-01760		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2024	Escrow Release - 2038 Norway Ln	801-000-2318-000	4,400.00
Inv 2023-01760 Total			4,400.00
Inv	2023-01784		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Escrow Release - 2103 Norway Ln	801-000-2318-000	5,400.00
Inv 2023-01784 Total			5,400.00
Inv	2023-02022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Escrow Release - 2111 Norway Ln	801-000-2318-000	5,400.00
Inv 2023-02022 Total			5,400.00
Inv	2023-02035		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Escrow Release - 2115 Norway Ln	801-000-2318-000	3,900.00
Inv 2023-02035 Total			3,900.00
121637 Total:			73,000.00
121638	10/28/2024		
Inv	10/16/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2024	Short Term Escrow Closure - Watermark PUD Amend #4 - Final	801-000-2300-000	7,705.94
Inv 10/16/2024 Total			7,705.94

121638 Total:			7,705.94
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1615 - Lennar MN Division Total:			80,705.94
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2044 - M/I Homes Line Item Account

121639	10/28/2024		
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Inv 2024-00235

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2024	Escrow Release - 8042 Hazelwood Ct	801-000-2318-000	900.00

Inv 2024-00235 Total			900.00
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Inv 2024-00292

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2024	Escrow Release - 613 Haywood Dr	801-000-2318-000	900.00

Inv 2024-00292 Total			900.00
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Inv 2024-00308

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2024	Escrow Release - 8096 Haywood Dr	801-000-2318-000	900.00

Inv 2024-00308 Total			900.00
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Inv 2024-00415

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2024	Escrow Release - 8104 Haywood Dr	801-000-2318-000	900.00

Inv 2024-00415 Total			900.00
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Inv 2024-00567

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2024	Escrow Release - 8151 Haywood Dr	801-000-2318-000	900.00

Inv 2024-00567 Total			900.00
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121639 Total:			4,500.00
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2044 - M/I Homes Total:			4,500.00
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416 - Medica Line Item Account

121640	10/28/2024		
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Inv November 2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2024	Health Insurance Premiums	101-407-4131-000	1,564.21
10/12/2024	Health Insurance Premiums	101-450-4131-000	2,326.73
10/12/2024	Health Insurance Premiums	202-451-4131-000	621.07
10/12/2024	Health Insurance Premiums	101-416-4131-000	621.07
10/12/2024	Health Insurance Premiums	101-461-4131-000	0.00

Check Number	Check Date		Amount
10/12/2024	Health Insurance Premiums	603-496-4131-000	652.12
10/12/2024	Health Insurance Premiums	101-402-4131-000	1,214.34
10/12/2024	Health Insurance Premiums	101-462-4131-000	0.00
10/12/2024	Health Insurance Premiums	101-000-2041-000	10,103.20
10/12/2024	Health Insurance Premiums	101-463-4131-000	0.00
10/12/2024	Health Insurance Premiums	601-494-4131-000	1,969.89
10/12/2024	Health Insurance Premiums	101-432-4131-000	93.16
10/12/2024	Health Insurance Premiums	101-421-4131-000	1,447.29
10/12/2024	Health Insurance Premiums	602-495-4131-000	1,969.89
10/12/2024	Health Insurance Premiums	101-422-4131-000	1,258.50
10/12/2024	Health Insurance Premiums	101-418-4131-000	621.07
10/12/2024	Health Insurance Premiums	101-430-4131-000	2,820.34
10/12/2024	Health Insurance Premiums	101-431-4131-000	957.11
10/12/2024	Health Insurance Premiums	101-420-4131-000	20,442.48
10/12/2024	Health Insurance Premiums	101-000-2040-000	1,142.90
Inv November 2024 Total			49,825.37
121640 Total:			49,825.37
416 - Medica Total:			49,825.37
418 - Menards - Forest Lake Line Item Account			
121641	10/28/2024		
Inv	44011		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/08/2024	Supplies for PD Evidence Cage	101-432-4211-503	10.97
Inv 44011 Total			10.97
Inv	44704		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2024	Hose for Brine System #210	101-431-4221-000	33.22
Inv 44704 Total			33.22
121641 Total:			44.19
418 - Menards - Forest Lake Total:			44.19
421 - Metro Sales Incorporated Line Item Account			
121642	10/28/2024		
Inv	INV2624757		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2024	Copier Maintenance Contract Ricoh/IM CW2200 Wide Format	101-432-4410-503	56.38
Inv INV2624757 Total			56.38
Inv	INV2625794		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
10/16/2024		Copier Maintenance Contract Ricoh/IM C3500 Color Copier	647.25
		202-451-4410-000	
Inv INV2625794		Total	647.25
Inv INV2629901			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2024	Copier Maintenance Contract Ricoh/MP C307 Color Copier	101-432-4410-500	121.40
Inv INV2629901		Total	121.40
121642 Total:			825.03
421 - Metro Sales Incorporated Total:			825.03
427 - Midway Ford Company Line Item Account			
121643	10/28/2024		
Inv 627483			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/07/2024	Steering Dampner Recall & Front End Alignment #416	101-431-4300-000	99.95
Inv 627483		Total	99.95
Inv CM845611			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2024	Starter Motor Core Return #628	101-431-4221-000	-20.00
Inv CM845611		Total	-20.00
121643 Total:			79.95
427 - Midway Ford Company Total:			79.95
759 - Midwest Groundcover Line Item Account			
121644	10/28/2024		
Inv 24118			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2024	Installation of Engineered Wood Fiber - Clearwater Creek Park	101-450-4410-000	5,040.00
Inv 24118		Total	5,040.00
Inv 24121			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2024	Installation of Engineered Wood Fiber - Birchwood Acres Park	425-499-4211-000	15,120.00
Inv 24121		Total	15,120.00
Inv 24124			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2024	Installation of Engineered Wood Fiber - North Pointe Park	101-450-4410-000	2,520.00

Check Number	Check Date		Amount
Inv 24124 Total			2,520.00
Inv 24128			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2024	Installation of Engineered Wood Fiber - Highland Meadows Park	101-450-4410-000	5,040.00
Inv 24128 Total			5,040.00
121644 Total:			27,720.00
759 - Midwest Groundcover Total:			27,720.00
1918 - Midwest Machinery Co Line Item Account			
121645	10/28/2024		
Inv 10250070			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2024	Engine Serpentine Belt #142	101-431-4221-000	52.70
Inv 10250070 Total			52.70
121645 Total:			52.70
1918 - Midwest Machinery Co Total:			52.70
443 - Minnesota Unemployment Insurance Line Item Account			
121646	10/28/2024		
Inv Q2 2024			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/09/2024	Q2 2024 Unemployment	602-495-4141-000	349.30
07/09/2024	Q2 2024 Unemployment	202-451-4141-000	-1,097.17
07/09/2024	Q2 2024 Unemployment	601-494-4141-000	349.31
07/09/2024	Q2 2024 Unemployment	101-450-4141-000	2.33
Inv Q2 2024 Total			-396.23
Inv Q3 2024			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/08/2024	Q3 2024 Unemployment	602-495-4141-000	1,029.48
10/08/2024	Q3 2024 Unemployment	601-494-4141-000	1,029.48
10/08/2024	Q3 2024 Unemployment	202-451-4141-000	392.19
Inv Q3 2024 Total			2,451.15
121646 Total:			2,054.92
443 - Minnesota Unemployment Insurance Total:			2,054.92

Check Number	Check Date		Amount
450 - MN Department of Health Line Item Account			
121647	10/28/2024		
Inv	10/23/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2024	Water Supply System Operator Class B Cert. Fee - L. Chapman	601-494-4452-000	23.00
Inv 10/23/2024 Total			23.00
121647 Total:			23.00
450 - MN Department of Health Total:			23.00
451 - MN Department of Labor & Industry Line Item Account 101-432-4452-000			
121648	10/28/2024		
Inv	ABR0336477X		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2024	Boiler (3)	101-432-4452-000	30.00
Inv ABR0336477X Total			30.00
121648 Total:			30.00
451 - MN Department of Labor & Industry Total:			30.00
469 - MRPA Line Item Account			
121649	10/28/2024		
Inv	11091		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2024	Job Posting - Activity Center Coordinator	101-402-4340-000	175.00
Inv 11091 Total			175.00
121649 Total:			175.00
469 - MRPA Total:			175.00
477 - NAC Mechanical & Electrical Line Item Account			
121650	10/28/2024		
Inv	40002269		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	Repaired Compressor Oil Return Line & Fitting	202-451-4300-000	8,125.00
Inv 40002269 Total			8,125.00
Inv	40002819		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/08/2024	Troubleshoot RTU 4 Not Cooling	202-451-4300-000	590.50

Check Number	Check Date		Amount
Inv 40002819	Total		590.50
Inv 40002847			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/08/2024	Repaired Lap Pool Boiler Pump	202-451-4300-000	3,390.00
Inv 40002847	Total		3,390.00
121650	Total:		12,105.50
477 - NAC Mechanical & Electrical Total:			12,105.50
480 - NCPERS Group Life Insurance Line Item Account 101-000-2040-000			
121596	10/25/2024		
Inv	October 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2024	October 2024 NCPERS Life Insurance Premium	101-000-2040-000	320.00
Inv	October 2024	Total	320.00
121596	Total:		320.00
480 - NCPERS Group Life Insurance Total:			320.00
1943 - Office of the Secretary of State - Notary Line Item Account			
121651	10/28/2024		
Inv	10/16/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2024	Notary Application Fee - M. Ertel	101-422-4452-000	120.00
Inv	10/16/2024	Total	120.00
121651	Total:		120.00
1943 - Office of the Secretary of State - Notary Total:			120.00
506 - Olson's Sewer Service, Inc. Line Item Account			
121652	10/28/2024		
Inv	104521		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2024	Catch Basin Repair	603-496-4410-000	4,669.56
Inv	104521	Total	4,669.56
121652	Total:		4,669.56

506 - Olson's Sewer Service, Inc. Total: 4,669.56

509 - O'Reilly Automotive Stores Line Item Account

121653 10/28/2024

Inv 3472-358890

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2024	Battery #267	101-431-4221-000	146.08

Inv 3472-358890 Total 146.08

Inv 3472-360671

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2024	Battery (2) #251	101-431-4221-000	370.04

Inv 3472-360671 Total 370.04

Inv 3472-360682

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2024	Battery Core Return	101-431-4221-000	-22.00

Inv 3472-360682 Total -22.00

Inv 3472-360728

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2024	4WD Hub Seal #505	101-431-4221-000	48.17

Inv 3472-360728 Total 48.17

Inv 3472-361056

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2024	Battery (3) #210	101-431-4221-000	484.95

Inv 3472-361056 Total 484.95

121653 Total: 1,027.24

509 - O'Reilly Automotive Stores Total: 1,027.24

511 - Otter Lake Animal Care Center Line Item Account

121654 10/28/2024

Inv 252032

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/08/2024	Boarding & Rescue Placement Fee	101-420-4410-000	145.00

Inv 252032 Total 145.00

121654 Total: 145.00

Check Number	Check Date		Amount
511 - Otter Lake Animal Care Center Total:			145.00
1099 - Park Construction Company Line Item Account			
121655	10/28/2024		
Inv	023839-000-5		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2024	2024 Street Rehabilitation & Trunk Water Main Project	421-499-4400-154	107,390.82
Inv 023839-000-5 Total			107,390.82
121655 Total:			107,390.82
1099 - Park Construction Company Total:			107,390.82
2159 - Parkstone Contracting, LLC Line Item Account			
121656	10/28/2024		
Inv	023947-000-3		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2024	2024 Woods Edge Permeable Paver Project Phase 1	603-496-4410-000	9,737.51
Inv 023947-000-3 Total			9,737.51
121656 Total:			9,737.51
2159 - Parkstone Contracting, LLC Total:			9,737.51
522 - Performance Plus LLC Line Item Account			
121657	10/28/2024		
Inv	09162058		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2024	New Hire Testing	101-402-4300-000	459.00
Inv 09162058 Total			459.00
121657 Total:			459.00
522 - Performance Plus LLC Total:			459.00
1092 - Quadient Finance USA, Inc. Line Item Account 101-432-4322-000			
121658	10/28/2024		
Inv	10/15/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2024	Postage Machine Postage	101-432-4322-000	500.00
Inv 10/15/2024 Total			500.00

Check Number	Check Date		Amount
121658 Total:			500.00
1092 - Quadient Finance USA, Inc. Total:			500.00
1914 - Quadient Leasing USA, Inc. Line Item Account			
121659	10/28/2024		
Inv	Q1550053		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Postage Machine Lease	101-432-4410-503	527.04
Inv Q1550053 Total			527.04
121659 Total:			527.04
1914 - Quadient Leasing USA, Inc. Total:			527.04
1788 - Rainbow Treecare Line Item Account			
121660	10/28/2024		
Inv	503708		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/07/2024	Diseased Tree Treatment	601-494-4300-000	232.80
Inv 503708 Total			232.80
121660 Total:			232.80
1788 - Rainbow Treecare Total:			232.80
587 - Safe-Fast, Inc. Line Item Account			
121661	10/28/2024		
Inv	INV298154		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2024	Barrier Tape	101-430-4211-000	175.20
Inv INV298154 Total			175.20
121661 Total:			175.20
587 - Safe-Fast, Inc. Total:			175.20
1746 - SCR Line Item Account			
121662	10/28/2024		
Inv	AW14025		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/08/2024	Troubleshoot Heating Valve on Pool Unit	202-451-4300-000	130.00

Check Number	Check Date		Amount
		Inv AW14025 Total	130.00
		121662 Total:	130.00
		1746 - SCR Total:	130.00
		1593 - Shred-it, c/o Stericycle, Inc. Line Item Account	
121663	10/28/2024	Inv 8008624512	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		10/03/2024	Document Destruction
		10/03/2024	Document Destruction
			<u>Line Item Account</u>
			101-402-4410-000
			101-420-4410-000
		Inv 8008624512 Total	37.89
			75.78
			113.67
		121663 Total:	113.67
		1593 - Shred-it, c/o Stericycle, Inc. Total:	113.67
		1410 - Squires, Waldspurger & Mace P.A. Line Item Account	
121664	10/28/2024	Inv 00315	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		10/09/2024	August Legal Miscellaneous
		10/09/2024	August Legal Special Assessment Issue
		10/09/2024	August Legal Class Action Settlement
		10/09/2024	August Legal DNR Water Appropriation Permit Contested
			<u>Line Item Account</u>
			101-414-4301-000
			488-499-4301-000
			601-494-4301-000
			601-494-4301-000
		Inv 00315 Total	3,156.71
			87.50
			35.00
			3,354.00
			6,633.21
		121664 Total:	6,633.21
		1410 - Squires, Waldspurger & Mace P.A. Total:	6,633.21
		2119 - Staples Inc. Line Item Account	
121665	10/28/2024	Inv 7002314367	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		09/25/2024	Toner, Memo Pads, Paper Clips, Pens & Label Maker Tape
			<u>Line Item Account</u>
			101-420-4200-000
		Inv 7002314367 Total	187.29
		121665 Total:	187.29
		2119 - Staples Inc. Total:	187.29

645 - Streicher's, Inc. Line Item Account

121666 10/28/2024

Inv I1722185

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2024	Uniform Allowance - A. Riehm	101-420-4370-000	582.93

Inv I1722185 Total 582.93

Inv I1722625

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/07/2024	MFF Shirt Alteration	402-420-4240-420	165.00

Inv I1722625 Total 165.00

121666 Total: 747.93

645 - Streicher's, Inc. Total:

747.93

681 - Twin Cities Transport & Recovery Line Item Account

121667 10/28/2024

Inv 24-1011-211976

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2024	Tow Charge ICR #23233260 2007 Mitsubishi Galant	208-420-4300-000	50.00
10/11/2024	Tow Charge ICR #24082987 2008 Dodge Ram 1500	208-420-4300-000	50.00
10/11/2024	Tow Charge ICR #23306303 2005 Chrysler 300	208-420-4300-000	50.00
10/11/2024	Tow Charge ICR #23016114 2005 Chevrolet Colorado	208-420-4300-000	50.00

Inv 24-1011-211976 Total 200.00

121667 Total: 200.00

681 - Twin Cities Transport & Recovery Total:

200.00

687 - U.S. Bank Visa Line Item Account

121668 10/28/2024

Inv 10/7/2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/07/2024	GFOA/Membership Renewal - H. Lynch	101-407-4452-000	150.00
10/07/2024	GFOA/Tuition - T. Thoma	101-407-4330-000	50.00
10/07/2024	IPTM/Tuition - M. Paulson	101-420-4330-000	495.00
10/07/2024	Amazon/Respirator, Respirator Cartridge, Hand, Hair & Body Wash	202-451-4211-000	346.47
10/07/2024	Axon/Tuition - N. Hamann & M. Paulson	101-420-4330-000	990.00
10/07/2024	LMC/Tuition - K. Leibel & W. Owens	101-420-4330-000	60.00
10/07/2024	Athletic Outfitters/Dept Shirts	101-421-4370-000	305.46
10/07/2024	Shutterstock/Stock Photos Monthly License Fee	204-499-4452-000	29.00
10/07/2024	Home Depot/Paint & Lumber Supplies for Park Benches	101-450-4211-000	131.86
10/07/2024	Amazon/Swim Lessons Collapsible Bucket (2)	202-451-4205-000	39.98
10/07/2024	BCA/Tuition - M. Reineke	101-420-4330-000	325.00
10/07/2024	Amazon/Toilet Paper	101-432-4211-000	98.00
10/07/2024	Pizza T/Dept Meeting Supplies	101-420-4211-000	57.59

Check Number	Check Date		Amount
10/07/2024	U of M/Tuition - R. Kissick	603-496-4330-000	400.00
10/07/2024	Interstate Parking/Parking Fee	101-402-4330-000	11.40
10/07/2024	Amazon/Active Adult Program Domino Holder Trays Rack	202-451-4205-000	16.29
10/07/2024	Coverking/Front & Rear Seat Covers #514	101-431-4221-000	431.92
10/07/2024	Amazon/Wireless Mouse & 3 Hole Punch	101-432-4200-000	18.68
10/07/2024	Target/Dept Meeting Supplies	101-420-4211-000	19.43
10/07/2024	Amazon/Blood Pressure Monitor	101-420-4240-000	29.95
10/07/2024	Holiday/August Car Washes	101-431-4211-000	379.50
10/07/2024	Country Inn & Suites/Lodging - L. Hawkinson	101-420-4330-000	134.25
10/07/2024	Amazon/Swim Lessons PVC Pipe Fitting (2) for Platforms	202-451-4205-000	25.33
10/07/2024	Target/Crisis Communication Tabletop Training Supplies	101-401-4900-000	19.43
10/07/2024	Home Depot/Metal Cutting Diamond Blade	101-430-4211-000	39.94
10/07/2024	Amazon/Toilet Bowl Cleaner	101-432-4211-000	8.14
10/07/2024	Amazon/Tape (3)	101-403-4200-000	35.46
10/07/2024	Home Depot/Paint Supplies for Park Benches	101-450-4211-000	18.52
10/07/2024	Sensible Land Use Coalition/Tuition - M. Grochala	101-418-4330-000	48.00
10/07/2024	Amazon/Shell High Temp Grease #409	101-431-4211-000	62.50
10/07/2024	CoverTrack Group, Inc./Annual Fee for GPS Tracking Devices	101-420-4410-000	960.00
10/07/2024	MN Pollution Control Agency/Tuition - R. Meyer	602-495-4330-000	597.58
10/07/2024	Amazon/Swimming Pool Rope with Floats	202-451-4211-000	319.88
10/07/2024	SHRM/Annual Professional HR Membership - M. Sawyer	101-402-4452-000	264.00
10/07/2024	Escalade Sports/Hardware Kit for Goalsetter Jack	101-450-4211-000	119.00
10/07/2024	Amazon/USB Adapter (6)	101-431-4221-000	12.80
10/07/2024	Home Depot/Molding, Chip Brush (2), Wood Stain & Finish	202-451-4211-000	49.86
10/07/2024	Amazon/Tab Dividers	202-451-4200-000	7.49
10/07/2024	Amazon/Paper Towel	202-451-4211-000	62.89
10/07/2024	Amazon/Window Intercom	101-432-4200-000	71.00
10/07/2024	Amazon/Magnet Bulletin Board Strip	202-451-4200-000	11.99
10/07/2024	DMV/Title Transfer Fees for DWI Forfeitures	208-420-4300-000	116.45
10/07/2024	Loomly/Social Media Scheduling Software Annual Membership	204-499-4452-000	684.00
10/07/2024	Amazon/USB Adapter	101-420-4240-000	8.99
10/07/2024	Image Printing & Graphics/September UB Statements	602-495-4410-000	155.45
10/07/2024	Pizza T/Dept Meeting Supplies	101-421-4211-000	57.59
10/07/2024	Amazon/Uniform Allowance - A. Halverson	101-420-4370-000	132.63
10/07/2024	Sushi Train/Meal - M. Sawyer	101-402-4330-000	6.04
10/07/2024	Amazon/USB Charger Cable (6)	101-431-4221-000	10.48
10/07/2024	Home Depot/Lumber & Hardware for Foxborough Boardwalk	101-450-4211-000	7,221.79
10/07/2024	Amazon/Compostable Paper Plates	101-462-4200-000	53.34
10/07/2024	Target/Dept Meeting Supplies	101-420-4211-000	20.62
10/07/2024	Oriental Trading/Bobbing for Pumpkins Event Supplies	202-451-4205-000	104.99
10/07/2024	Amazon/DYMO Labels	101-403-4200-000	107.91
10/07/2024	Amazon/Broom & Dustpan Set (2)	101-432-4211-000	53.98
10/07/2024	Webstaurant Store/Compostable Trash Can Liners (4)	101-462-4200-000	290.72
10/07/2024	Amazon/Hand Cleaner	101-421-4211-000	21.94
10/07/2024	U of M/Tuition - T. Payne	603-496-4330-000	400.00
10/07/2024	Amazon/Dishwasher Cleaner	101-432-4211-000	8.99
10/07/2024	When I Work/Monthly Subscription Fee	202-451-4310-000	460.00
10/07/2024	Police Technical/Tuition - J. Crowe	101-420-4330-000	250.00
10/07/2024	Escalade Sports/Replacement Jack & Handle for Basketball Hoop	101-450-4211-000	335.00
10/07/2024	Daigle Law Group/Tuition - N. Hamann	101-420-4330-000	295.00
10/07/2024	Image Printing & Graphics/September UB Statements	602-495-4322-000	427.92
10/07/2024	Image Printing & Graphics/September UB Statements	601-494-4322-000	427.92
10/07/2024	Amazon/Nitrile Gloves	101-403-4200-000	8.13
10/07/2024	Police Technical/Tuition - J. Crowe	101-420-4330-000	275.00
10/07/2024	Home Depot/Paint, Paint Brush, Wall Plate & Low Voltage Box	202-451-4211-000	44.22
10/07/2024	Amazon/Extreme Portable SSD Storage Devices (2)	101-420-4240-000	299.98
10/07/2024	Image Printing & Graphics/September UB Statements	601-494-4410-000	155.44
10/07/2024	Arrowwood Resort/Lodging - H. Lynch	101-407-4330-000	408.69

Check Number	Check Date	Amount		
	10/07/2024	MN Chiefs of Police Association/Tuition - PD Leadership	101-420-4330-000	650.00
	10/07/2024	Lynn Peavey Company/TranZport Hood (5) & Evidence Adjusta-Tul	101-420-4211-000	102.79
	10/07/2024	MN Pollution Control Agency/Tuition - A. Mooney	602-495-4330-000	597.58
	10/07/2024	Amazon/Toilet Paper & Paper Towel	202-451-4211-000	209.86
	10/07/2024	Daigle Law Group/Tuition - W. Owens	101-420-4330-000	595.00
	10/07/2024	Amazon/File Pockets	101-432-4200-000	69.49
	10/07/2024	Sensible Land Use Coalition/Tuition - K. Larsen	101-416-4330-000	48.00
	10/07/2024	Walmart/First Aid Supplies & Craft Paper	202-451-4200-000	53.40
	10/07/2024	Image Printing & Graphics/August UB Statements	602-495-4322-000	637.26
	10/07/2024	Home Depot/Paint & Supplies for Painting Well #3 Doors	601-494-4211-000	57.39
	10/07/2024	Caribou Coffee/Coffee for EDAC Meeting	101-415-4200-000	19.45
	10/07/2024	Amazon/Human Resources City Cell Phone Equipment	101-432-4200-000	25.98
	10/07/2024	VistaPrint/Business Cards - K. Kraemer	101-420-4200-000	54.05
	10/07/2024	Amazon/Paper Towel	202-451-4211-000	62.89
	10/07/2024	Costco/Crisis Communication Tabletop Training Supplies	101-401-4900-000	8.75
	10/07/2024	USPCA/Tuition - K. Wills	101-420-4330-000	150.00
	10/07/2024	Ebay/Module for Garage Door Sensors	601-494-4211-000	58.89
	10/07/2024	Caribou Coffee/Crisis Communication Tabletop Training Supplies	101-401-4900-000	8.90
	10/07/2024	Sam's Club/Community Program Wellness Fair Supplies	202-451-4205-000	62.27
	10/07/2024	ProCare Software, LLC/Child Watch Check In Software Monthly Fe	202-451-4310-000	59.00
	10/07/2024	Amazon/Cleaning Cards for Check Scanners	101-432-4200-000	35.99
	10/07/2024	Amazon/Backpack	202-451-4200-000	15.15
	10/07/2024	GunMag Warehouse/Uniform Allowance - A. Hallin	101-420-4370-000	82.81
	10/07/2024	Sauna Supply Co, LLC/Sauna Temp Sensor (2)	202-451-4211-000	148.74
	10/07/2024	Home Depot/Cleaning Supplies, Screws & Drill Bit	202-451-4211-000	20.47
	10/07/2024	Image Printing & Graphics/August UB Statements	601-494-4322-000	637.26
	10/07/2024	Costco/Dept Meeting Supplies	101-420-4211-000	12.71
	10/07/2024	MN Pollution Control Agency/Tuition - R. Meyer	602-495-4330-000	56.18
	10/07/2024	Amazon/Calendar	101-420-4200-000	8.45
	10/07/2024	Chewy/Canine Food	211-420-4211-000	124.44
	10/07/2024	ProCare Software, LLC/Summer Day Camp Check In Software	202-451-4205-000	59.00
	10/07/2024	North Country Chevrolet/Backup Camera Installation Kit #423	402-431-5000-000	202.50
	10/07/2024	Image Printing & Graphics/August UB Statements	602-495-4410-000	178.21
	10/07/2024	Amazon/Voting Booth Shields (7)	101-403-4200-000	1,047.90
	10/07/2024	Amazon/Binder	202-451-4200-000	7.20
	10/07/2024	Sauna Supply Co, LLC/Sauna Temp Control Board	202-451-4211-000	358.19
	10/07/2024	Home Depot/Mounting Hardware for PD Evidence Cage	101-432-4211-503	52.34
	10/07/2024	Amazon/USB Charger Cable (6)	101-431-4211-000	15.58
	10/07/2024	VistaPrint/Business Cards - A. Hallin	101-420-4200-000	54.05
	10/07/2024	Jersey Mike's/Crisis Communication Tabletop Training Supplies	101-401-4900-000	261.50
	10/07/2024	Amazon/UTV Light	101-421-4240-000	5.01
	10/07/2024	Amazon/Pool Chemical Supplies	202-451-4222-000	29.51
	10/07/2024	BCA/Tuition - K. Sinna	208-420-4330-000	75.00
	10/07/2024	DOLI/License Renewal Fee - P. Moonen	101-422-4452-000	85.00
	10/07/2024	Arrowwood Resort/Lodging - S. Cotton	101-402-4330-000	272.46
	10/07/2024	Amazon/Pressure Gauge (3)	101-420-4240-000	30.32
	10/07/2024	VistaPrint/Business Cards - K. Kraemer	101-420-4200-000	54.05
	10/07/2024	Amazon/Miscellaneous Maintenance Supplies	202-451-4211-000	275.27
	10/07/2024	Costco/Crisis Communication Tabletop Training Supplies	101-401-4900-000	39.87
	10/07/2024	DMV/Title & Registration for Police & Fire Vehicles	101-431-4300-000	148.12
	10/07/2024	LMC/Tuition - H. Lynch	101-407-4330-000	30.00
	10/07/2024	Walmart/Summer Day Camp Storage Bins	202-451-4205-000	17.96
	10/07/2024	Holiday/September Car Washes	101-431-4211-000	440.00
	10/07/2024	National Registry of EMT's/Recertification Fee Voucher (4)	101-421-4300-000	114.00
	10/07/2024	Amazon/Vacuum Belt (2)	101-432-4211-500	17.91
	10/07/2024	BCA/Tuition - L. Hawkinson	101-420-4330-000	300.00
	10/07/2024	Aspen Mills/Uniform Allowance - J. Swenson	101-420-4370-000	180.26
	10/07/2024	University of Minnesota/Tuition - A. Halverson	101-420-4330-000	150.00

Check Number	Check Date		Amount
10/07/2024	Amazon/Human Resources City Cell Phone Equipment	101-432-4200-000	5.57
10/07/2024	Image Printing & Graphics/August UB Statements	601-494-4410-000	178.22
Inv 10/7/2024 Total			29,454.95
121668 Total:			29,454.95
687 - U.S. Bank Visa Total:			29,454.95
1723 - VirTra, Inc Line Item Account			
121669	10/28/2024		
Inv	232781		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/02/2024	Replace Check #121241 Virtual Interactive Simulator Annual Fee	101-420-4410-000	4,481.70
Inv 232781 Total			4,481.70
121669 Total:			4,481.70
1723 - VirTra, Inc Total:			4,481.70
704 - W.W. Goetsch Associates, Inc. Line Item Account			
121670	10/28/2024		
Inv	113339		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2024	Pump Lift Station 7	601-494-4240-000	9,926.00
Inv 113339 Total			9,926.00
Inv	113340		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2024	Pump Lift Station 3	601-494-4240-000	21,287.00
Inv 113340 Total			21,287.00
Inv	113341		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2024	Replacement Flange Lift Station 8	602-495-4211-000	1,460.58
Inv 113341 Total			1,460.58
121670 Total:			32,673.58
704 - W.W. Goetsch Associates, Inc. Total:			32,673.58
545 - Walser Polar Chevrolet Line Item Account			
121671	10/28/2024		

Inv 97978P22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2024	PCV Hose #319	101-431-4221-000	11.10

Inv 97978P22 Total 11.10

Inv 98178P22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2024	Fuel Cap (2) #214	101-431-4221-000	68.84

Inv 98178P22 Total 68.84

121671 Total: 79.94

545 - Walser Polar Chevrolet Total: 79.94

1104 - Walters Recycling & Refuse Line Item Account

121672 10/28/2024

Inv 8263466

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

Inv 8263466 Total 291.29

Inv 8263532

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

Inv 8263532 Total 1,640.67

121672 Total: 1,931.96

1104 - Walters Recycling & Refuse Total: 1,931.96

1447 - Wheeler Hardware Company Line Item Account

121673 10/28/2024

Inv SPI153897

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2024	Sliding Entry Motor Replacement	101-432-4300-503	2,246.00

Inv SPI153897 Total 2,246.00

Check Number	Check Date		Amount
121673 Total:			2,246.00
1447 - Wheeler Hardware Company Total:			2,246.00
2145 - White Cap, LP Line Item Account			
121674	10/28/2024		
Inv	10020668209		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2024	Crack Sealer Kettle Rental	101-430-4415-000	2,500.00
Inv 10020668209 Total			2,500.00
121674 Total:			2,500.00
2145 - White Cap, LP Total:			2,500.00
733 - WSB & Associates, Inc. Line Item Account			
121675	10/28/2024		
Inv	R-011406-000-52		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August Natures Refuge	801-000-2314-102	892.50
Inv R-011406-000-52 Total			892.50
Inv	R-012365-000-64		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August Lyngblomsten Site Study	801-000-2363-102	660.00
Inv R-012365-000-64 Total			660.00
Inv	R-015628-000-49		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August Watermark 3rd Addition	801-000-2355-102	170.00
Inv R-015628-000-49 Total			170.00
Inv	R-017210-000-35		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August Market Place Dr Realignment	420-499-4304-141	611.75
Inv R-017210-000-35 Total			611.75
Inv	R-017363-000-40		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August Watermark 4th Addition	801-000-2327-102	1,247.50
Inv R-017363-000-40 Total			1,247.50

Check Number	Check Date		Amount
Inv	R-018131-000-32		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August Nadeau Acres 2nd Addition	801-000-2315-102	637.50
Inv R-018131-000-32 Total			637.50
Inv	R-019496-000-30		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August Watermark Park	405-499-5000-143	1,248.75
Inv R-019496-000-30 Total			1,248.75
Inv	R-019565-000-31		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August NorthPointe Gardens Estates	801-000-2361-102	906.75
Inv R-019565-000-31 Total			906.75
Inv	R-020640-000-26		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August Watermark 5th Addition	801-000-2376-102	1,732.50
Inv R-020640-000-26 Total			1,732.50
Inv	R-020894-000-23		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August Kwik Trip	801-000-2343-103	270.00
Inv R-020894-000-23 Total			270.00
Inv	R-020899-000-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August Belland Farms 2nd Addition	801-000-2307-102	526.00
Inv R-020899-000-21 Total			526.00
Inv	R-021336-000-24		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August Water Treatment Plant	406-499-4304-147	25,124.00
Inv R-021336-000-24 Total			25,124.00
Inv	R-021397-000-24		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August 2022 Gateway Planning	420-499-4304-151	2,626.25
Inv R-021397-000-24 Total			2,626.25
Inv	R-021412-000-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August Pheasant Run Reconstruction Project	487-499-4304-000	123.00

Check Number	Check Date	Amount
Inv R-021412-000-22 Total		123.00
Inv R-021892-000-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/23/2024	August 2023 Lake Drive Trunk Water Main Improvements	406-499-4301-150
		611.50
Inv R-021892-000-18 Total		611.50
Inv R-021970-000-17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/23/2024	August Watermark 6th Addition	801-000-2377-102
		220.00
Inv R-021970-000-17 Total		220.00
Inv R-022580-000-14		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/23/2024	August 2023 Surface Water Management Project	603-496-4304-000
		123.00
Inv R-022580-000-14 Total		123.00
Inv R-022658-000-17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/23/2024	August Lil Explorers Childcare Center	801-000-2394-102
		1,168.00
Inv R-022658-000-17 Total		1,168.00
Inv R-023187-000-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/23/2024	August 440 Park Ct - Lino Lakes Tech Center	801-000-2331-103
		510.00
Inv R-023187-000-12 Total		510.00
Inv R-023534-000-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/23/2024	August 2300 Main St - Glamis Wire Storage	801-000-2383-103
		637.50
Inv R-023534-000-11 Total		637.50
Inv R-023584-000-13		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/23/2024	August Otter Lake Road Extension Design & Construction	420-499-4304-156
		9,354.75
Inv R-023584-000-13 Total		9,354.75
Inv R-023778-000-8		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/23/2024	August 2024 General Engineering Services	603-496-4304-000
		1,144.50
09/23/2024	August 2024 General Engineering Services	101-417-4410-000
		4,196.17
09/23/2024	August 2024 General Engineering Services	601-494-4304-000
		1,144.50
09/23/2024	August 2024 General Engineering Services	602-495-4304-000
		1,144.50

Check Number	Check Date		Amount
Inv R-023778-000-8		Total	7,629.67
Inv R-023780-000-8			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August 2024 GPS/GIS Miscellaneous Assistance	101-417-4300-000	711.00
Inv R-023780-000-8		Total	711.00
Inv R-023781-000-8			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August 2024 Private Utility Permits	101-417-4300-000	1,980.00
Inv R-023781-000-8		Total	1,980.00
Inv R-023839-000-11			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August 2024 Street Rehab & Trunk Water Main Project	421-499-4304-154	2,054.00
Inv R-023839-000-11		Total	2,054.00
Inv R-023898-000-6			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August Natures Refuge North	801-000-2300-000	767.50
Inv R-023898-000-6		Total	767.50
Inv R-023899-000-9			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August Lino Lakes Culver's	801-000-2312-103	467.50
Inv R-023899-000-9		Total	467.50
Inv R-023947-000-9			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August 2024 Surface Water Management Project	603-496-4304-000	559.75
Inv R-023947-000-9		Total	559.75
Inv R-024622-000-4			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August 2024 Rejuvenator Project	421-499-4304-155	293.00
Inv R-024622-000-4		Total	293.00
Inv R-024693-000-7			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August Watermark 7th Addition	801-000-2378-102	14,864.00
Inv R-024693-000-7		Total	14,864.00

Check Number	Check Date		Amount
Inv	R-025013-000-6		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August 455 Park Ct - Fiji Cube	801-000-2326-103	4,826.50
Inv R-025013-000-6 Total			4,826.50
Inv	R-025370-000-5		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August 49 & CR J Roundabout Construction	420-499-4304-151	770.00
Inv R-025370-000-5 Total			770.00
Inv	R-026120-000-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August Watermark 8th Addition	801-000-2300-000	2,785.50
Inv R-026120-000-2 Total			2,785.50
Inv	R-026123-000-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August 2024 Pavement Inspections	421-499-4304-000	1,521.00
Inv R-026123-000-2 Total			1,521.00
Inv	R-026133-000-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August 424 Apollo Drive - Rice Industries	801-000-2300-000	1,417.00
Inv R-026133-000-2 Total			1,417.00
Inv	R-026378-000-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August Slater Addition	801-000-2300-000	772.00
Inv R-026378-000-1 Total			772.00
Inv	R-026489-000-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August 904 Kelly St Easement Vacate	801-000-2300-000	1,210.00
Inv R-026489-000-1 Total			1,210.00
Inv	R-026515-000-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2024	August Wilkinson Waters	801-000-2300-000	885.50
Inv R-026515-000-1 Total			885.50
121675 Total:			92,915.17

Check Number	Check Date		Amount
733 - WSB & Associates, Inc. Total:			92,915.17
734 - Xcel Energy Line Item Account			
121676	10/28/2024		
Inv	October 2024-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2024	Electric	101-430-4385-000	5,131.67
Inv October 2024-1 Total			5,131.67
Inv	October 2024-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2024	Electric	101-432-4381-503	6,954.01
10/21/2024	Electric	202-451-4381-000	10,908.72
10/21/2024	Electric	601-494-4381-000	9,217.79
10/21/2024	Electric	101-430-4385-000	771.47
10/21/2024	Electric	602-495-4381-000	2,047.55
10/21/2024	Electric	101-450-4381-000	114.17
10/21/2024	Electric	101-432-4381-502	1,161.53
10/21/2024	Electric	101-420-4381-000	3.78
10/21/2024	Electric	101-432-4381-000	0.00
10/21/2024	Electric	101-432-4381-501	698.97
Inv October 2024-2 Total			31,877.99
121676 Total:			37,009.66
734 - Xcel Energy Total:			37,009.66
Total:			611,884.32



Electronic Funds Transfer
 MN Statute 471.38 Subd. 3

Council Meeting October 28, 2024

Transfer In/(Out)

10/11/2024 Payroll #21	(195,217.91)
10/11/2024 Payroll #21 Federal Deposit	(55,595.95)
10/11/2024 Payroll #21 PERA	(55,565.47)
10/11/2024 Payroll #21 State	(12,549.87)
10/11/2024 Payroll #21 Child Support	(321.48)
10/11/2024 Payroll #21 H.S.A. Bank Pretax	(3,651.45)
10/11/2024 Payroll #21 TASC Pretax	(655.74)
10/11/2024 Payroll #21 Mission Sq 457 Def. Comp #301596	(2,520.00)
10/11/2024 Payroll #21 Mission Sq Roth IRA #706155	(939.23)
10/11/2024 Payroll #21 MSRS HCSP #98946-01	(4,777.83)
10/11/2024 Payroll #21 MSRS Def. Comp #98945-01	(3,340.00)
10/11/2024 Payroll #21 MSRS Roth IRA #98945-01	(724.00)
10/15/2024 Building Permit Surcharge	(1,616.41)
10/18/2024 Sales & Use Tax	(7,323.00)
10/23/2024 Transfer from FRB Money Market	250,000.00
10/25/2024 Payroll #22	(203,184.17)
10/25/2024 Payroll #22 Federal Deposit	(57,277.06)
10/25/2024 Payroll #22 PERA	(56,873.92)
10/25/2024 Payroll #22 State	(12,832.05)
10/25/2024 Payroll #22 Child Support	(321.48)
10/25/2024 Payroll #22 MN Wage Levy	(425.33)
10/25/2024 Payroll #22 H.S.A. Bank Pretax	(3,516.83)
10/25/2024 Payroll #22 TASC Pretax	(655.74)
10/25/2024 Payroll #22 Mission Sq 457 Def. Comp #301596	(2,420.00)
10/25/2024 Payroll #22 Mission Sq Roth IRA #706155	(939.23)
10/25/2024 Payroll #22 MSRS HCSP #98946-01	(4,863.13)
10/25/2024 Payroll #22 MSRS Def. Comp #98945-01	(3,340.00)
10/25/2024 Payroll #22 MSRS Roth IRA #98945-01	(724.00)

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

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: October 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 who 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
Avery	Novatney	Child Watch Attendant

Start dates vary based on position and training schedule.

ATTACHMENTS

None

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

STAFF ORIGINATOR: Roberta Colotti, CMC, City Clerk

MEETING DATE: October 28, 2024

TOPIC: Approval of Exempt Gambling for ARCHES

VOTE REQUIRED: Simple Majority

INTRODUCTION

The Minnesota Department of Public Safety, Alcohol and Gambling Enforcement division issues Exempt Permits to nonprofit organizations that conduct lawful gambling on five or few days and awards less than \$50,000 in prizes during a calendar year. This is not a regular gambling permit which requires a City Council resolution. Instead, the City is asked to acknowledge the permit with either; no waiting period, require a 30-day waiting period or deny the application.

BACKGROUND

The City is in receipt of the following application:

- Aquinas Roman Catholic Home Education Services (ARCHES), exempt gambling permit for November 23, 2024 at St. Joseph of the Lakes Catholic Church

RECOMMENDATION

Motion to acknowledge and approve the application for Exempt and Excluded Gambling Permit for ARCHES as presented, with no waiting period.

ATTACHMENTS

None

**CITY COUNCIL
AGENDA ITEM 1D**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: October 28th, 2024

TOPIC: Consideration of Resolution 24-140, Approving 2024 Anoka County Recycling Grant Agreement

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City of Lino Lakes receives Select Committee on Recycling and the Environment (SCORE) funds each year from Anoka County. Cities using SCORE funds allocated from Anoka County are required to enter into a cooperative agreement with the county.

BACKGROUND

In 1989, the Governor’s Select Committee on Recycling and the Environment recommended to the Legislature to adopt a comprehensive set of laws referred to as SCORE. This act initiated a state funding source for recycling programs, waste reduction initiatives, management of household hazardous waste, and problem materials. Locally, Anoka County distributes these funds to cities for use on residential recycling programs.

These funds are available for specific program areas, such as drop-off events (Recycling Saturday), promotional materials, the organics drop-off program, and labor and staffing.

Total SCORE grant amount available to Lino Lakes for 2025 is \$91,995.56.

RECOMMENDATION

Approve Resolution No. 24-140, Approving Anoka County Contract No. C0011019, 2025 Agreement for Residential Recycling Program.

ATTACHMENTS

1. Resolution No. 24-140
2. Anoka County Contract # C0011019 – 2025 Agreement for Residential Recycling Program

**CITY OF LINO LAKES
RESOLUTION NO. 24-140**

APPROVING 2025 ANOKA COUNTY RECYCLING GRANT

WHEREAS, The City of Lino Lakes has entered into an agreement with Anoka County over the years to cooperatively work on solid waste abatement and recycling; and

WHEREAS, Anoka County receives funding from the Solid Waste Management Coordinating Board and the State of Minnesota in the form of "SCORE" funds; and

WHEREAS, The County wishes to assist municipalities in meeting recycling goals established by the Anoka County Board of Commissioners by providing SCORE funds to cities in the County for solid waste recycling programs; and

WHEREAS, The City of Lino Lakes is eligible for grant funding in the amount of \$91,995.56 for the operation of residential recycling program elements, including but not limited to: monthly drop-off events, Parks recycling, promotional materials, the organics drop-off program, and labor and staffing; and

WHEREAS, Anoka County Agreement No. C0011019 provides for the cooperative effort between Anoka County and the City of Lino Lakes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that Anoka County Agreement No. C0011019, Agreement for Residential Recycling Program is hereby approved, and the Mayor and City Clerk are hereby authorized to execute the agreement on behalf of the city.

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

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, City Clerk

Anoka County Contract # C0011019

2025 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

THIS AGREEMENT made and entered into on the 1st day of January 2025, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF LINO LAKES, hereinafter referred to as the "MUNICIPALITY".

WITNESSETH:

WHEREAS, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557, the Select Committee on Recycling and the Environment (hereinafter "SCORE funds") during 2025 which must be used to encourage and improve recycling and a portion must be specifically directed to recycling source-separated compostable materials; and

WHEREAS, the County will also receive funding pursuant to Minn. Stat. § 473.8441, Local Recycling Development Grants (hereinafter "LRDG funds") during 2025; and

WHEREAS, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is \$1,620,370.50; and

WHEREAS, the County Solid Waste Management Master Plan 2018 (Master Plan 2018) and the Minnesota Pollution Control Agency (hereinafter "MPCA") Metropolitan Solid Waste Management Policy Plan 2016-2036 state that MSW generated in the County that is not reused, recycled, or composted, will be processed to the extent that processing capacity is available; and

WHEREAS, the Master Plan 2018 was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).; and

WHEREAS, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE, LRDG, and County budgeted program funds to cities and townships in the County for solid waste recycling programs.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE AND CONTRACT DOCUMENTS.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Master Plan. The County and the Municipality agree that the information provided in the recitals above is to be incorporated into the purpose of this agreement.

The Anoka County Municipal Waste Abatement Grant Program (hereinafter "Grant Program") Contract Documents include: the **Anoka County Municipal Waste**

Abatement Grant Funding Application submitted by the Municipality for the current contract year, and the **Grant Funding Award** issued by Anoka County for the current contract year. These documents are incorporated into this agreement by reference and are components of the entire contract package. The order of precedence of these documents in the event of inconsistency or ambiguity shall be resolved in the following order: 1) this **Agreement for Residential Recycling Program**; 2) **Grant Funding Award**; and 3) **Anoka County Municipal Waste Abatement Grant Funding Application**.

2. **TERM.** The term of this Agreement is from January 1, 2025, through December 31, 2025, unless earlier terminated as provided herein.
3. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. § 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. Additionally:
 - a. "Full-Service Recycling Drop-off Center" means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, furniture, source-separated compostable materials, electronics, etc.
 - b. "Multi-family dwellings" means households within apartment complexes, condominiums, townhomes, mobile homes, and senior housing complexes.
 - c. "Community Partner" means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by a municipality or an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.
4. **ELIGIBILITY FOR FUNDS.** Per Minn. Stat. § 115A.557, Subd. 1, funding eligibility is based primarily on population, with a minimum funding floor. For 2025, the County has determined that funding will be determined by the Grant Program funding application. The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum, which shall not exceed \$91,995.56. The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the approved 2025 Grant Program Funding Application.

The County reserves the right to assess reimbursement reporting status for each municipality mid-year and recommend funding adjustments as determined by the County Program Specialist managing the Grant Program.

The County also reserves the right to withdraw reimbursement of approved expenses if the requirements noted in section 6. of this contract are not met.

The County also reserves the ability to assess the programs and reallocate unused SCORE and/or, LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available. The Municipality shall be provided documentation of the Grant Program funding award determination and rationale as indicated by the 2025 Grant Program Funding Award.

5. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 2,405 tons of recyclable and source-separated compostable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling or composting.
- a. The Municipal recycling program shall include the following components:
- i. Per Minn. Stat. § 115A.552, each household (including both single and Multi-family dwellings) in the Municipality shall have the Opportunity to Recycle at least four broad types of materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic, and metal.
 - ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules, and regulations.
 - iii. The Municipality shall implement a public information program that contains at least one of the following components:
 - (1) One promotional mailing to each household focused exclusively on the Municipality's recycling and source-separated compostable materials program;
 - (2) One promotional advertisement detailing recycling and source-separated compostable materials opportunities available for residents included in the Municipality's newsletter or local newspaper; or
 - (3) Two community outreach activities at Municipal or Community Partner events to inform residents about recycling and source-separated compostable materials opportunities.
 - iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle and compost source-separated compostable materials within the Municipality. The Municipality shall incorporate County/regional/State campaigns and images and use the toolkits provided by the County when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials to the County for review prior to publication to ensure accuracy.
 - v. The Municipality shall offer a minimum of one spring or fall recycling drop-off event where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described below, the spring/fall recycling drop-off events may be included within that program.
- b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.

- i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.
 - ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Community Partner events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding source-separated compostable material collection at the event will be explored, and if feasible, implemented as an enhancement to the waste abatement program.
 - iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Community Partner facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.
 - iv. Organize and manage a Full-Service Recycling Drop-off Center.
 - v. Implement enhanced recycling promotion and assistance for Multi-family dwellings.
 - vi. Develop additional opportunities for source-separated compostable materials collection.
 - vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g., appliances, batteries, electronics, fluorescent lamps, mattresses, oil, scrap metal, etc.) from residents on an on-going basis either curbside or at a drop-off.
- c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.
 - d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.
 - e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151.
 - f. If the Municipality requests reimbursement for park/public entity recycling/organics/trash waste systems/containers, the Municipality needs to work with the County before an order is placed to make sure the containers are consistent with the requirements set forth by the County for colors e.g. (blue for recycling, green for organics and gray or black for trash), openings and labels.

- g. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by municipal government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for municipalities that arrange for waste services on behalf of their residents (organized collection)) shall be delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.
6. **REPORTING.** The Municipality shall submit the following forms via Re-TRAC: application, reimbursement, and tonnage report forms to the County on the schedule noted below:
- a. June 2, 2025 – Deadline for submitting via Re-TRAC the 2026 Anoka County Municipal Waste Abatement Grant Funding Application and all required attachments
- b. July 11, 2025 – Deadline for submitting via Re-TRAC the 2025 January – June Anoka County Municipal Reimbursement Report Form and all required attachments
- c. July 31, 2025 – Deadline for submitting via Re-TRAC the 2025 January – June Anoka County Municipal Tonnage Report Form and all required attachments
- d. November 14, 2025 – Deadline for submitting via DocuSign the signed 2026 Agreement for Residential Recycling Program
- e. January 9, 2026 – Deadline for submitting via Re-TRAC the 2025 July – December Anoka County Municipal Reimbursement Report Form and all required attachments
- f. January 30, 2026 – Deadline for submitting via Re-TRAC the 2025 July – December Anoka County Municipal Tonnage Report Form and all required attachments
- g. For the Anoka County **Municipal Waste Abatement Grant Funding Application, using set categories in Re-TRAC**, the:
- Municipality is required to follow application instructions
 - Municipality must refer to list of eligible expenses when completing the application
 - Municipality is required to upload in Re-TRAC a complete and accurate 2025 Staffing Metric and Drop-off Calculator
 - Municipality is required to upload in Re-TRAC a complete and accurate .pdf file of up-to-date promotions listing collection opportunities at curbside, permanent drop-off centers or other special events
- h. For the Anoka County **Municipal Reimbursement Report Form, using set categories in Re-TRAC**, the:
- Municipality is required to follow reimbursement form instructions

- Municipality must refer to list of eligible expenses when completing the reimbursement form
 - If the Municipality is being audited, the Municipality must provide a full accounting of the expenses incurred that have been approved in the 2025 Municipal Waste Abatement Grant Funding Application
 - Municipality is required to upload in Re-TRAC a complete and accurate Reimbursement Worksheet which matches the amounts entered in the associated sections in the Re-TRAC Reimbursement Report Form
 - Information regarding any revenue received from sources other than the County, for the Municipality's recycling and source-separated organics programs, i.e., revenue taken in from the sale of recyclables and fees collected from residents, shall be reported
 - Copies of all promotional materials that have been prepared by the Municipality during each reporting period shall be uploaded in the Re-TRAC Reimbursement Report Form
- i. For the **Municipal Tonnage Report Form, using set categories in Re-TRAC**, the:
- Municipality is required to follow tonnage report form instructions
 - Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement
 - When calculating all tonnage categories, weight slips from haulers and end markets are required. If weight slips cannot be obtained, written documentation of the quantity and type of material being reused, recycled, or composted must be provided
 - Using quantity and type of material, the Municipality shall use the conversion factors provided by the County to determine the tonnage
 - If County conversion factors do not apply to any given materials, a description of the methodology used for calculations must be provided to the County
 - If the Municipality is being audited, the Municipality must provide a full accounting of the amount of waste which has been reused, recycled, and composted due to the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers
 - Municipality is required to upload in Re-TRAC a complete and accurate Tonnage Worksheet which matches the amounts entered in the associated sections in the Re-TRAC Tonnage Report Form
 - For waste abatement programs run by other persons or entities, the Municipality shall provide documentation of materials recycled by the Municipality's residents through these other programs
- j. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.
- k. The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.

7. **REIMBURSEMENT PAYMENT PROCEDURE.** Approved grant reimbursement payments shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners. Payments will not be made until the set contract deadlines are met.

8. **PUBLICATIONS.** The Municipality shall acknowledge the financial assistance of Anoka County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE funds." The Municipality shall provide to the County copies of all promotional materials funded by this grant.

The County shall provide to the Municipalities printed public information pieces about County programs and topics developed by the Recycling Education Committee (REC). The Municipality shall not modify County provided publications and promotional materials.

Information about all County programs and drop-off sites that a Municipality plans to publish in a Municipal communication, printed, electronic, or on social media platforms shall be provided to the County for review and approved by the County prior to publication. This includes all information related to County waste prevention, reduction, recycling programs, County household hazardous waste operations and the County compost sites.

To ensure content accuracy and message consistency throughout the region, any technical information about waste prevention, reduction, recycling, composting and household hazardous waste should be provided to the County for review, before it is printed, to verify that it is correct information for Anoka County. Information copied from the Internet may not be accurate for the twin cities metro area.

9. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

10. **GENERAL PROVISIONS.**
 - a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state, or local laws, ordinances, rules, regulations, or

standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.

- b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
- c. It is understood and agreed that the entire agreement is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.
- d. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
- e. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
- f. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents, or representatives be considered employees, agents, or representatives of the County for any purpose.
- g. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
- h. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the

Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.

- i. The County reserves the right to withdraw reimbursement of approved expenses if the Municipality does not comply with state law or the County's Solid Waste Ordinance.

11. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

IN WITNESS WHEREOF, the parties hereunto set their hands.

CITY OF LINO LAKES

COUNTY OF ANOKA

By: _____
 G.R. Rafferty
 Mayor

By: _____
 Cindy Cesare, Chief Officer
 Anoka County Human Services

Date: _____

Date: _____

By: _____
 Jolleen Chaika
 City Clerk

By: _____
 Jim Dickinson
 County Administrator

Date: _____

Date: _____

Approved as to form and legality:

Approved as to form and legality:

By: _____

By: _____
 Kurt Deile
 Assistant County Attorney

Date: _____

Date: _____

Attachment A

Minnesota Statutes Referenced in Agreement for Residential Recycling Program

Chapter 115A WASTE MANAGEMENT

Minn. Stat. §115A.03 Definitions

Subdivision 1. **Applicability.**

For the purposes of this chapter, the terms defined in this section have the meanings given them, unless the context requires otherwise.

Subd. 2. **Agency.**

"Agency" means the Pollution Control Agency.

Subd. 3.

[Repealed, [1989 c 335 art 1 s 270](#)]

Subd. 3a. **Arrange for management.**

"Arrange for management" means an activity undertaken by a person that determines the ultimate disposition of solid waste that is under the control of the person, including delivery of the waste to a transfer station for transport to another solid waste management facility. Knowledge of the destination of waste by a generator is by itself insufficient for arranging for management unless the generator knows that the destination is an environmentally inferior facility as defined in this section, has the ability to redirect the waste to an environmentally superior facility and ensure its delivery to that facility, and chooses not to redirect the waste.

Subd. 4. **Cities.**

"Cities" means statutory and home rule charter cities and towns authorized to plan under sections [462.351](#) to [462.364](#).

Subd. 5. **Collection.**

"Collection" means the aggregation of waste from the place at which it is generated and includes all activities up to the time the waste is delivered to a waste facility.

Subd. 6. **Commercial waste facility.**

"Commercial waste facility" means a waste facility established and permitted to sell waste processing or disposal services to generators other than the owner and operator of the facility.

Subd. 6a. **Commissioner.**

"Commissioner" means the commissioner of the Pollution Control Agency.

Subd. 7. Construction debris.

"Construction debris" means waste building materials, packaging, and rubble resulting from construction, remodeling, repair, and demolition of buildings and roads.

Subd. 7a. Containment.

"Containment" means isolating, controlling, and monitoring waste in a waste facility in order to prevent a release of waste from the facility that would have an adverse impact upon human health and the environment.

Subd. 8. Development region.

"Development region" means a region designated pursuant to sections [462.381](#) to [462.397](#).

Subd. 8a.

[Repealed, [1Sp2005 c 1 art 2 s 162](#)]

Subd. 9. Disposal or dispose.

"Disposal" or "dispose" means the discharge, deposit, injection, dumping, spilling, leaking, or placing of any waste into or on any land or water so that the waste or any constituent thereof may enter the environment or be emitted into the air, or discharged into any waters, including groundwaters.

Subd. 10. Disposal facility.

"Disposal facility" means a waste facility permitted by the agency that is designed or operated for the purpose of disposing of waste on or in the land, together with any appurtenant facilities needed to process waste for disposal or transfer to another waste facility.

Subd. 10a. Environmentally inferior.

"Environmentally inferior" means a solid waste management method that is lower on the list of preferred waste management methods in section [115A.02](#) than a solid waste management method chosen by a county or, as applied to a facility, means a waste management facility that utilizes a waste management method that is lower on the list of preferred waste management methods than the waste management method chosen by a county. In addition, as applied to disposal facilities, a facility that does not meet the standards for new facilities in Code of Federal Regulations, title 40, chapters 257 and 258, is environmentally inferior to a facility that does meet these standards.

Subd. 11. Generation.

"Generation" means the act or process of producing waste.

Subd. 12. Generator.

"Generator" means any person who generates waste.

Subd. 13. Hazardous waste.

"Hazardous waste" has the meaning given it in section [116.06, subdivision 11](#).

Subd. 13a. Industrial waste.

"Industrial waste" means solid waste resulting from an industrial, manufacturing, service, or commercial activity that is managed as a separate waste stream.

Subd. 14. Intrinsic hazard.

"Intrinsic hazard" of a waste means the propensity of the waste to migrate in the environment, and thereby to become exposed to the public, and the significance of the harm or damage likely to result from exposure of natural resources or the public to the waste, as a result of such inherent or induced attributes of the waste as its chemical and physical stability, solubility, bioconcentratability, toxicity, flammability, and corrosivity.

Subd. 15. Intrinsic suitability.

(a) "Intrinsic suitability" of a land area or site means that, based on existing data on the inherent and natural attributes, physical features, and location of the land area or site, there is no known reason why the waste facility proposed to be located in the area or site cannot reasonably be expected to qualify for permits in accordance with agency rules. Agency certification of intrinsic suitability shall be based on data submitted to the agency by the proposing entity and data included by the administrative law judge in the record of any public hearing on recommended certification, and applied against criteria in agency rules and any additional criteria developed by the agency in effect at the time the proposing entity submits the site for certification.

(b) In the event that all candidate sites selected by the board before May 3, 1984, are eliminated from further consideration and a new search for candidate sites is commenced, "intrinsic suitability" of a land area or site shall mean that, because of the inherent and natural attributes, physical features, and location of the land area or site, the waste facility proposed to be located in the area or site would not be likely to result in material harm to the public health and safety and natural resources and that therefore the proposed facility can reasonably be expected to qualify for permits in accordance with agency rules.

Subd. 16.

[Repealed, [1997 c 7 art 1 s 26](#)]

Subd. 17. Local government unit.

"Local government unit" means cities, towns, and counties.

Subd. 17a. Major appliances.

"Major appliances" means clothes washers and dryers, dishwashers, hot water heaters, heat pumps, furnaces, garbage disposals, trash compactors, conventional and microwave ovens, ranges and stoves, air conditioners, dehumidifiers, refrigerators, and freezers.

Subd. 18. Metropolitan area.

"Metropolitan area" has the meaning given it in section [473.121](#).

Subd. 19. Metropolitan Council.

"Metropolitan Council" means the council established in chapter 473.

Subd. 20.

[Repealed, [1994 c 628 art 3 s 209](#)]

Subd. 21. **Mixed municipal solid waste.**

(a) "Mixed municipal solid waste" means garbage, refuse, and other solid waste from residential, commercial, industrial, and community activities that the generator of the waste aggregates for collection, except as provided in paragraph (b).

(b) Mixed municipal solid waste does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.

Subd. 22. **Natural resources.**

"Natural resources" has the meaning given it in chapter 116B.

Subd. 22a.

[Repealed, [1Sp2005 c 1 art 2 s 162](#)]

Subd. 22b. **Packaging.**

"Packaging" means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product. "Packaging" includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels.

Subd. 23. **Person.**

"Person" has the meaning given it in section [116.06](#), but does not include the Pollution Control Agency.

Subd. 24. **Political subdivision.**

"Political subdivision" means any municipal corporation, governmental subdivision of the state, local government unit, special district, or local or regional board, commission, or authority authorized by law to plan or provide for waste management.

Subd. 24a. **Problem material.**

"Problem material" means a material that, when it is processed or disposed of with mixed municipal solid waste, contributes to one or more of the following results:

(1) the release of a hazardous substance, or pollutant or contaminant, as defined in section [115B.02, subdivisions 8, 13, and 15](#);

(2) pollution of water as defined in section [115.01, subdivision 13](#);

(3) air pollution as defined in section [116.06, subdivision 4](#); or

(4) a significant threat to the safe or efficient operation of a solid waste facility.

Subd. 24b. Postconsumer material.

"Postconsumer material" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.

Subd. 24d. Prepared sewage sludge.

"Prepared sewage sludge" means exceptional quality sewage sludge, as defined in Minnesota Rules, part 7041.0100, subpart 20, applied to a lawn or home garden and sold or given away in a bag or other container that:

- (1) meets low limits on metal concentrations;
- (2) has been treated to ensure pathogens, pollutants, and vectors that can transport disease have been carefully managed; and
- (3) is labeled with the nutrient content.'

Subd. 25. Processing.

"Processing" means the treatment of waste after collection and before disposal. Processing includes but is not limited to reduction, storage, separation, exchange, resource recovery, physical, chemical, or biological modification, and transfer from one waste facility to another.

Subd. 25a. Recyclable materials.

"Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material.

Subd. 25b. Recycling.

"Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form or using them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.

Subd. 25c. Recycling facility.

"Recycling facility" means a facility at which materials are prepared for reuse in their original form or for use in manufacturing processes that do not cause the destruction of the materials in a manner that precludes further use.

Subd. 25d. Refuse-derived fuel.

"Refuse-derived fuel" means a product resulting from the processing of mixed municipal solid waste in a manner that reduces the quantity of noncombustible material present in the waste, reduces the size of waste components through shredding or other mechanical means, and produces a fuel suitable for combustion in existing or new solid fuel-fired boilers.

Subd. 26. Regional development commission.

"Regional development commission" means a commission established pursuant to sections [462.381](#) to [462.397](#).

Subd. 26a. Resource conservation.

"Resource conservation" means the reduction in the use of water, energy, and raw materials.

Subd. 27. Resource recovery.

"Resource recovery" means the reclamation for sale, use, or reuse of materials, substances, energy, or other products contained within or derived from waste.

Subd. 28. Resource recovery facility.

"Resource recovery facility" means a waste facility established and used primarily for resource recovery, including related and appurtenant facilities such as transmission facilities and transfer stations primarily serving the resource recovery facility.

Subd. 28a. Retrievable storage.

"Retrievable storage" means a method of disposal whereby wastes are placed in a facility established pursuant to sections [115A.18](#) to [115A.30](#) for an indeterminate period in a manner designed to allow the removal of the waste at a later time.

Subd. 28b. Sanitary district.

"Sanitary district" means a sanitary district with the authority to regulate solid waste.

Subd. 29. Sewage sludge.

"Sewage sludge" means solid, semisolid, or liquid residue generated during the treatment of domestic sewage in a treatment works. It includes, but is not limited to, scum or solids removed in primary, secondary, or advanced wastewater treatment processes and a material derived from sewage sludge. Sewage sludge does not include ash generated during the firing of sewage sludge in a sewage sludge incinerator or grit and screenings generated during preliminary treatment of domestic sewage in a treatment works. Sewage sludge that is acceptable and beneficial for recycling on land as a soil conditioner and nutrient source is also known as biosolids.

Subd. 30. Sewage sludge disposal facility.

"Sewage sludge disposal facility" means property owned or leased by a political subdivision and used for interim or final disposal or land spreading of sewage sludge.

Subd. 31. Solid waste.

"Solid waste" has the meaning given it in section [116.06, subdivision 22](#).

Subd. 32. Solid waste management district or waste district.

"Solid waste management district" or "waste district" means a geographic area extending into two or more counties in which the management of solid waste is vested in a special district established pursuant to sections [115A.62](#) to [115A.72](#).

Subd. 32a.

MS 1994 [Renumbered subd 32c]

Subd. 32a. **Source-separated compostable materials.**

"Source-separated compostable materials" means materials that:

(1) are separated at the source by waste generators for the purpose of preparing them for use as compost;

(2) are collected separately from mixed municipal solid waste, and are governed by the licensing provisions of section [115A.93](#);

(3) are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the commissioner has determined that no other person is willing to accept the paper for recycling;

(4) are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the agency's class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and

(5) may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the commissioner determines that no other person is willing to accept the materials.

Subd. 32b.

MS 1994 [Renumbered subd 32d]

Subd. 32b. **Source-separated recyclable materials.**

"Source-separated recyclable materials" means recyclable materials, including commingled recyclable materials, that are separated by the generator.

Subd. 32c. **Stabilization.**

"Stabilization" means a chemical or thermal process in which materials or energy are added to waste in order to reduce the possibility of migration of any hazardous constituents of the resulting stabilized waste in preparation for placement of the waste in a stabilization and containment facility.

Subd. 32d. **Stabilization and containment facility.**

"Stabilization and containment facility" means a waste facility that is designed for stabilization and containment of waste, together with other appurtenant facilities needed to process waste for stabilization, containment, or transfer to another facility.

Subd. 33. **Transfer station.**

"Transfer station" means an intermediate waste facility in which waste collected from any source is temporarily deposited to await transportation to another waste facility.

Subd. 34. **Waste.**

"Waste" means solid waste, sewage sludge, and hazardous waste.

Subd. 35. Waste facility.

"Waste facility" means all property, real or personal, including negative and positive easements and water and air rights, which is or may be needed or useful for the processing or disposal of waste, except property for the collection of the waste and property used primarily for the manufacture of scrap metal or paper. Waste facility includes but is not limited to transfer stations, processing facilities, and disposal sites and facilities.

Subd. 36. Waste management.

"Waste management" means activities which are intended to affect or control the generation of waste and activities which provide for or control the collection, processing and disposal of waste.

Subd. 36a. Waste management method chosen by a county.

"Waste management method chosen by a county" means:

(1) a waste management method that is mandated for waste generated in the county by section [115A.415](#), [473.848](#), [473.849](#), or other state law, or by county ordinance based on the county solid waste management plan developed, adopted, and approved under section [115A.46](#) or [458D.05](#) or the county solid waste management master plan developed, adopted, and approved under section [473.803](#); or

(2) a waste management facility or facilities, developed under the county solid waste management plan or master plan, to which solid waste generated in a county is directed by an ordinance developed, adopted, and approved under sections [115A.80](#) to [115A.893](#).

Subd. 36b. Waste reduction or source reduction.

"Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:

- (1) reusing a product in its original form;
- (2) increasing the life span of a product;
- (3) reducing material or the toxicity of material used in production or packaging; or
- (4) changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

Subd. 37. Waste rendered nonhazardous.

"Waste rendered nonhazardous" means (1) waste excluded from regulation as a hazardous waste under the delisting requirements of United States Code, title 42, section 6921 and any federal and state delisting rules, and (2) other nonhazardous residual waste from the processing of hazardous waste.

Subd. 38. Yard waste.

"Yard waste" means garden wastes, leaves, lawn cuttings, weeds, shrub and tree waste, and prunings.

History:

[1980 c 564 art 1 s 3](#); [1981 c 352 s 1,2](#); [1983 c 373 s 5,6](#); [1984 c 640 s 32](#); [1984 c 644 s 1,2](#); [1985 c 274 s 1-3](#); [1986 c 425 s 12-17](#); [1987 c 348 s 1,2](#); [1988 c 524 s 1](#); [1988 c 685 s 3,4,21](#); [1989 c 325 s 3](#); [1989 c 335 art 1 s 128,129,269](#); [1Sp1989 c 1 art 18 s 3](#); [art 20 s 1,2](#); [1991 c 303 s 1](#); [1991 c 337 s 6,7,44](#); [1992 c 593 art 1 s 5-7,28](#); [1993 c 249 s](#)

[7,8,61](#); [1994 c 548 s 1](#); [1994 c 585 s 3](#); [1994 c 639 art 5 s 3](#); [1995 c 220 s 96](#); [1995 c 247 art 1 s 66](#); [1996 c 470 s 2-5](#); [1Sp2005 c 1 art 2 s 161](#); [2008 c 357 s 32,33](#); [2011 c 107 s 81](#); [2014 c 248 s 14](#); [1Sp2015 c 4 art 4 s 104,105](#)

Minn. Stat. § 115A.151 RECYCLING REQUIREMENTS; PUBLIC ENTITIES; COMMERCIAL BUILDINGS; SPORTS FACILITIES.

(a) A public entity, the owner of a sports facility, and an owner of a commercial building shall:

- (1) ensure that facilities under its control, from which mixed municipal solid waste is collected, also collect at least three recyclable materials, such as, but not limited to, paper, glass, plastic, and metal; and
- (2) transfer all recyclable materials collected to a recycler.

(b) For the purposes of this section:

(1) "public entity" means the state, an office, agency, or institution of the state, the Metropolitan Council, a metropolitan agency, the Metropolitan Mosquito Control Commission, the legislature, the courts, a county, a statutory or home rule charter city, a town, a school district, a special taxing district, or any entity that receives an appropriation from the state for a capital improvement project after August 1, 2002;

(2) "metropolitan agency" and "Metropolitan Council" have the meanings given them in section [473.121](#);

(3) "Metropolitan Mosquito Control Commission" means the commission created in section [473.702](#);

(4) "commercial building" means a building that:

- (i) is located in a metropolitan county, as defined in section [473.121](#);
- (ii) contains a business classified in sectors 42 to 81 under the North American Industrial Classification System; and
- (iii) contracts for four cubic yards or more per week of solid waste collection; and

(5) "sports facility" means a professional or collegiate sports facility at which competitions take place before a public audience.

History: [1Sp1989 c 1 art 18 s 9](#); [1991 c 337 s 12](#); [1996 c 457 s 10](#); [2002 c 312 s 2](#); [2014 c 225 s 4](#); [2014 c 312 art 13 s 24](#)

Minn. Stat. §115A.46 REGIONAL AND LOCAL SOLID WASTE MANAGEMENT PLAN; REQUIREMENTS.

Subdivision 1. **General.**

(a) Plans shall address the state policies and purposes expressed in section [115A.02](#) and may not be inconsistent with state law.

(b) Plans for the location, establishment, operation, maintenance, and postclosure use of facilities and facility sites, for ordinances, and for licensing, permit, and enforcement activities shall be consistent with the rules adopted by the agency pursuant to chapter 116.

(c) Plans shall address:

- (1) the resolution of conflicting, duplicative, or overlapping local management efforts;
- (2) the establishment of joint powers management programs or waste management districts where appropriate; and
- (3) other matters as the rules of the agency may require consistent with the purposes of sections [115A.42](#) to [115A.46](#).

(d) Political subdivisions preparing plans under sections [115A.42](#) to [115A.46](#) shall consult with persons presently providing solid waste collection, processing, and disposal services.

(e) Plans must be submitted to the commissioner for approval. When a county board is ready to have a final plan approved, the county board shall submit a resolution requesting review and approval by the commissioner. After receiving the resolution, the commissioner shall notify the county within 45 days whether the plan as submitted is complete and, if not complete, the specific items that need to be submitted to make the plan complete. Within 90 days after a complete plan has been submitted, the commissioner shall approve or disapprove the plan. If the plan is disapproved, reasons for the disapproval must be provided.

(f) After initial approval, each plan must be updated and submitted for approval at least every ten years. The plan must be revised as necessary so that it is not inconsistent with state law.

(g) Rules that regulate plan content under subdivision 2 must reflect demographic, geographic, regional, and solid waste system differences that exist among the counties.

Subd. 2. Contents.

(a) The plans shall describe existing collection, processing, and disposal systems, including schedules of rates and charges, financing methods, environmental acceptability, and opportunities for improvements in the systems.

(b) The plans shall include an estimate of the land disposal capacity in acre-feet which will be needed through the year 2000, on the basis of current and projected waste generation practices. In assessing the need for additional capacity for resource recovery or land disposal, the plans shall take into account the characteristics of waste stream components and shall give priority to waste reduction, separation, and recycling.

(c) The plans shall require the most feasible and prudent reduction of the need for and practice of land disposal of mixed municipal solid waste.

(d) The plans shall address at least waste reduction, separation, recycling, and other resource recovery options, and shall include specific and quantifiable objectives, immediately and over specified time periods, for reducing the land disposal of mixed municipal solid waste and for the implementation of feasible and prudent reduction, separation, recycling, and other resource recovery options. These objectives shall be consistent with statewide objectives as identified in statute. The plans shall describe methods for identifying the portions of the waste stream such as leaves, grass, clippings, tree and plant residue, and paper for application and mixing into the soil and use in agricultural practices. The plans shall describe specific functions to be performed and activities to be undertaken to achieve the abatement, reduction, separation, recycling, and other resource recovery objectives and shall describe the estimated cost, proposed manner of financing, and timing of the functions and activities. The plans shall describe proposed mechanisms for complying with the recycling requirements of section [115A.551](#), and the household hazardous waste management requirements of section [115A.96, subdivision 6](#).

(e) The plans shall include a comparison of the costs of the activities to be undertaken, including capital and operating costs, and the effects of the activities on the cost to generators and on persons currently providing solid waste collection, processing, and disposal services. The plans shall include

alternatives which could be used to achieve the abatement objectives if the proposed functions and activities are not established.

(f) The plans shall designate how public education shall be accomplished. The plans shall, to the extent practicable and consistent with the achievement of other public policies and purposes, encourage ownership and operation of solid waste facilities by private industry. For solid waste facilities owned or operated by public agencies or supported primarily by public funds or obligations issued by a public agency, the plans shall include criteria and standards to protect comparable private and public facilities already existing in the area from displacement unless the displacement is required in order to achieve the waste management objectives identified in the plan.

(g) The plans shall establish a siting procedure and development program to assure the orderly location, development, and financing of new or expanded solid waste facilities and services sufficient for a prospective ten-year period, including estimated costs and implementation schedules, proposed procedures for operation and maintenance, estimated annual costs and gross revenues, and proposals for the use of facilities after they are no longer needed or usable.

(h) The plans shall describe existing and proposed county and municipal ordinances and license and permit requirements relating to solid waste management and shall describe existing and proposed regulation and enforcement procedures.

Subd. 3.

[Repealed, [1984 c 644 s 82](#)]

Subd. 4. Delegating solid waste responsibilities.

A county or a solid waste management district established under sections [115A.62](#) to [115A.72](#) may not delegate to another governmental unit or other person any portion of its responsibility for solid waste management unless it establishes a funding mechanism to assure the ability of the entity to which it delegates responsibility to adequately carry out the responsibility delegated.

Subd. 5. Jurisdiction of plan.

(a) After a county plan has been submitted for approval under subdivision 1, a public entity, as defined in section [16C.073, subdivision 1](#), within the county may not enter into a binding agreement governing a solid waste management activity that is inconsistent with the county plan without the consent of the county.

(b) After a county plan has been approved under subdivision 1, the plan governs all solid waste management in the county and a public entity, as defined in section [16C.073, subdivision 1](#), within the county may not develop or implement a solid waste management activity, other than an activity to reduce waste generation or reuse waste materials, that is inconsistent with the county plan that the county is actively implementing without the consent of the county.

History:

[1980 c 564 art 5 s 5](#); [1982 c 569 s 13](#); [1984 c 644 s 32,33](#); [1987 c 404 s 140](#); [1989 c 131 s 3](#); [1989 c 325 s 6](#); [1989 c 335 art 1 s 269](#); [1Sp1989 c 1 art 20 s 3,4](#); [1991 c 337 s 15,16](#); [1995 c 247 art 1 s 8](#); [art 2 s 12](#); [2003 c 13 s 1](#); [1Sp2005 c 1 art 2 s 161](#); [2014 c 196 art 1 s 5](#)

Minn. Stat. §115A.471 PUBLIC ENTITIES; MANAGING SOLID WASTE.

Subdivision 1. Definitions.

(a) Prior to entering into or approving a contract for the management of mixed municipal solid waste which would manage the waste using a waste management practice that is ranked lower on the list of preferred waste management practices in section [115A.02, paragraph \(b\)](#), than the waste management practice selected for such waste in the county plan for the county in which the waste was generated, a public entity must:

- (1) determine the potential liability to the public entity and its taxpayers for managing the waste in this manner;
- (2) develop and implement a plan for managing the potential liability; and
- (3) submit the information from clauses (1) and (2) to the agency.

(b) For the purpose of this subdivision, "public entity" means the state; an office, agency, or institution of the state; the Metropolitan Council; a metropolitan agency; the Metropolitan Mosquito Control District; the legislature; the courts; a county; a statutory or home rule charter city; a town; a school district; another special taxing district; or any other general or special purpose unit of government in the state.

History: [1995 c 247 art 1 s 9](#)

Minn Stat. §115A.551 RECYCLING.

Subdivision 1. Definitions.

(a) For the purposes of this section, "recycling" means, in addition to the meaning given in section [115A.03, subdivision 25b](#), yard waste and source-separated compostable materials composting and recycling that occurs through mechanical or hand separation of materials that are then delivered for use in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.

- (b) For the purposes of this section, "total solid waste generation" means the total by weight of:
- (1) materials separated for recycling;
 - (2) materials separated for yard waste and source-separated compostable materials composting;
 - (3) mixed municipal solid waste plus motor and vehicle fluids and filters, tires, lead acid batteries, and major appliances; and
 - (4) residential waste materials that would be mixed municipal solid waste but for the fact that they are not collected as such.

Subd. 2

[Repealed, [2014 c 312 art 13 s 48](#)]

Subd. 2a. **County recycling goals.**

- (a) By December 31, 2030, each county will have as a goal to recycle the following amounts:
- (1) for a county outside of the metropolitan area, 35 percent by weight of total solid waste generation; and
 - (2) for a metropolitan county, 75 percent by weight of total solid waste generation.

(b) Each county will develop and implement or require political subdivisions within the county to develop and implement programs, practices, or methods designed to meet its recycling goal. Nothing in

this section or in any other law may be construed to prohibit a county from establishing a higher recycling goal.

(c) Any quantified recyclable materials that meet the definition in subdivision 1, paragraph (a), or section [115A.03, subdivision 25a](#), are eligible to be counted toward a county's recycling goal under this subdivision.

Subd. 3. Interim goals; nonmetropolitan counties.

The commissioner shall establish interim recycling goals for the nonmetropolitan counties to assist them in meeting the goals established in subdivision 2a.

Subd. 4. Interim monitoring.

The commissioner shall monitor the progress of each county toward meeting the recycling goals in subdivision 2a. The commissioner shall report to the senate and house of representatives committees having jurisdiction over environment and natural resources as part of the report required under section [115A.411](#). If the commissioner finds that a county is not progressing toward the goals in subdivision 2a, the commissioner shall negotiate with the county to develop and implement solid waste management techniques designed to assist the county in meeting the goals, such as organized collection, curbside collection of source-separated materials, and volume-based pricing.

Subd. 5. Failure to meet goal.

(a) A county failing to meet the interim goals in subdivision 3 shall, as a minimum:

- (1) notify county residents of the failure to achieve the goal and why the goal was not achieved; and
- (2) provide county residents with information on recycling programs offered by the county.

(b) If, based on the recycling monitoring described in subdivision 4, the commissioner finds that a county will be unable to meet the recycling goals established in subdivision 2a, the commissioner shall, after consideration of the reasons for the county's inability to meet the goals, recommend legislation for consideration by the senate and house of representatives committees having jurisdiction over environment and natural resources and environment and natural resources finance to establish mandatory recycling standards and to authorize the commissioner to mandate appropriate solid waste management techniques designed to meet the standards in those counties that are unable to meet the goals.

Subd. 6. County solid waste plans.

Each county shall include in its solid waste management plan described in section [115A.46](#), or its solid waste master plan described in section [473.803](#), a recycling implementation strategy for meeting the recycling goal established in subdivision 2a along with mechanisms for providing financial incentives to solid waste generators to reduce the amount of waste generated and to separate recyclable materials from the waste stream.

Subd. 7. Recycling implementation strategy.

Each county shall submit to the commissioner for approval the recycling implementation strategy required in subdivision 6. The recycling implementation strategy must be submitted by October 31, 1995, and must:

- (1) be consistent with the approved county solid waste management plan;

(2) identify the materials that are being and will be recycled in the county to meet the goals under this section and the parties responsible and methods for recycling the material;

(3) provide a budget to ensure adequate funding for needed county and local programs and demonstrate an ongoing commitment to spending the money on recycling programs; and

(4) include a schedule for implementing recycling activities needed to meet the goals in subdivision 2a.

History:

[1Sp1989 c 1 art 18 s 12](#); [1991 c 337 s 19-21](#); [1992 c 593 art 1 s 14-16,54](#); [1993 c 249 s 13,14,61](#); [1994 c 639 art 5 s 3](#); [1995 c 247 art 1 s 14-17](#); [art 2 s 15](#); [1996 c 470 s 27](#); [1999 c 73 s 4](#); [1Sp2005 c 1 art 2 s 161](#); [2012 c 272 s 67,68](#); [2014 c 312 art 13 s 26,27](#); [1Sp2015 c 4 art 4 s 108](#); [2016 c 158 art 1 s 26-28](#)

Minn. Stat. §115A.552 OPPORTUNITY TO RECYCLE.

Subdivision 1. County requirement.

Counties shall ensure that residents, including residents of single and multifamily dwellings, have an opportunity to recycle. At least one recycling center shall be available in each county. Opportunity to recycle means availability of recycling and curbside pickup or collection centers for recyclable materials at sites that are convenient for persons to use. Counties shall also provide for the recycling of problem materials and major appliances. Counties shall assess the operation of existing and proposed recycling centers and shall give due consideration to those centers in ensuring the opportunity to recycle. To the extent practicable, the costs incurred by a county for collection, storage, transportation, and recycling of major appliances must be collected from persons who discard the major appliances.

Subd. 2. Recycling opportunities.

An opportunity to recycle must include:

(1) a local recycling center in the county and sites for collecting recyclable materials that are located in areas convenient for persons to use them;

(2) curbside pickup, centralized drop-off, or a local recycling center for at least four broad types of recyclable materials in cities with a population of 5,000 or more persons; and

(3) monthly pickup of at least four broad types of recyclable materials in cities of the first and second class and cities with 5,000 or more population in the metropolitan area.

Subd. 3. Recycling information, education, and promotion.

(a) Each county shall provide information on how, when, and where materials may be recycled, including a promotional program that publishes notices at least once every three months and encourages source separation of residential, commercial, industrial, and institutional materials.

(b) The commissioner shall develop materials for counties to use in providing information on and promotion of recycling.

(c) The commissioner shall provide technical assistance to counties to help counties implement recycling programs.

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Subd. 4 .Nonresidential recycling.

Each county shall encourage building owners and managers, business owners and managers, and collectors of commercial mixed municipal solid waste to provide appropriate recycling services and opportunities to generators of commercial, industrial, and institutional solid waste in the county.

History: [1Sp1989 c 1 art 18 s 13](#); [1991 c 337 s 22-24](#); [1994 c 639 art 5 s 3](#); [1Sp2005 c 1 art 2 s 16l](#)

Minn. Stat. §115A.557 COUNTY WASTE REDUCTION AND RECYCLING FUNDING.

Subdivision 1. Distribution; formula.

Any funds appropriated to the commissioner for the purpose of distribution to counties under this section must be distributed each fiscal year by the commissioner based on population, except a county may not receive less than \$55,000 in a fiscal year. If the amount available for distribution under this section is less or more than the amount available in fiscal year 2001, the minimum county payment under this section is reduced or increased proportionately. For purposes of this subdivision, "population" has the definition given in section [477A.011, subdivision 3](#). A county that participates in a multicounty district that manages solid waste and that has responsibility for recycling programs as authorized in section [115A.552](#), must pass through to the districts funds received by the county in excess of the minimum county payment under this section in proportion to the population of the county served by that district.

Subd. 2. Permissible expenditures.

(a) A county receiving money distributed by the commissioner under this section may use the money only for the development and implementation of programs to:

- (1) reduce the amount of solid waste generated;
- (2) recycle the maximum amount of solid waste technically feasible;
- (3) create and support markets for recycled products;
- (4) remove problem materials from the solid waste stream and develop proper disposal options for them;
- (5) inform and educate all sectors of the public about proper solid waste management procedures;
- (6) provide technical assistance to public and private entities to ensure proper solid waste management;
- (7) provide educational, technical, and financial assistance for litter prevention;
- (8) process mixed municipal solid waste generated in the county at a resource recovery facility located in Minnesota;
- (9) compost source-separated compostable materials, including the provision of receptacles for residential composting;
- (10) prevent food waste or collect and transport food donated to humans or to be fed to animals; and
- (11) process source-separated compostable materials that are to be used to produce class I or class II compost, as defined in Minnesota Rules, part [7035.2836](#), after being processed in an anaerobic digester, but not to construct buildings or acquire equipment.

(b) Beginning in fiscal year 2015 and continuing thereafter, of any money distributed by the commissioner under this section to a metropolitan county, as defined in section [473.121, subdivision 4](#), that exceeds the amount the county was eligible to receive under this section in fiscal year 2014: (1) at

least 50 percent must be expended on activities in paragraph (a), clauses (9) to (11); and (2) the remainder must be expended on activities in paragraph (a), clauses (1) to (7) and (9) to (11), that advance the county toward achieving its recycling goal under section [115A.551](#).

Subd. 3. Eligibility.

(a) To be eligible to receive money distributed by the commissioner under this section, a county shall within one year of October 4, 1989:

- (1) create a separate account in its general fund to credit the money; and
- (2) set up accounting procedures to ensure that money in the separate account is spent only for the purposes in subdivision 2.

(b) In each following year, each county shall also:

(1) have in place an approved solid waste management plan or master plan including a recycling implementation strategy under section [115A.551, subdivision 7](#), and a household hazardous waste management plan under section [115A.96, subdivision 6](#), by the dates specified in those provisions;

(2) submit a report by April 1 of each year to the commissioner, which may be submitted electronically and must be posted on the agency's website, detailing for the previous calendar year:

(i) how the money was spent including, but not limited to, specific recycling and composting activities undertaken to increase the county's proportion of solid waste recycled in order to achieve its recycling goal established in section [115A.551](#); specific information on the number of employees performing SCORE planning, oversight, and administration; the percentage of those employees' total work time allocated to SCORE planning, oversight, and administration; the specific duties and responsibilities of those employees; and the amount of staff salary for these SCORE duties and responsibilities of the employees; and

(ii) the resulting gains achieved in solid waste management practices; and

(3) provide evidence to the commissioner that local revenue equal to 25 percent of the money sought for distribution under this section will be spent for the purposes in subdivision 2.

(c) The commissioner shall withhold all or part of the funds to be distributed to a county under this section if the county fails to comply with this subdivision and subdivision 2.

Subd. 4. Report.

The commissioner shall report on how the money was spent and the resulting statewide improvements in solid waste management to the senate and house of representatives committees having jurisdiction over ways and means, finance, environment and natural resources, and environment and natural resources finance. The report shall be included in the report required under section [115A.411](#).

History:

[1Sp1989 c 1 art 19 s 1](#); [1991 c 337 s 26](#); [1992 c 593 art 1 s 17,54](#); [1994 c 585 s 13](#); [1994 c 639 art 5 s 3](#); [1995 c 247 art 1 s 19,20](#); [1996 c 470 s 27](#); [2000 c 490 art 10 s 1](#); [1Sp2001 c 2 s 125](#); [2002 c 374 art 6 s 2](#); [2004 c 284 art 2 s 11](#); [1Sp2005 c 1 art 2 s 161](#); [2009 c 37 art 1 s 42](#); [2012 c 272 s 69](#); [2014 c 312 art 13 s 28,29](#); [1Sp2015 c 4 art 4 s 109](#)

Chapter 473 METROPOLITAN GOVERNMENT

Minn. Stat. §473.8441 LOCAL RECYCLING DEVELOPMENT PROGRAM.

Subdivision 1. Definitions.

"Number of households" has the meaning given in Minnesota Statutes 1992, section [477A.011, subdivision 3a](#).

Subd. 2. Program.

The commissioner shall encourage the development of permanent local recycling programs throughout the metropolitan area. The commissioner shall make grants to qualifying metropolitan counties as provided in this section.

Subd. 3. Grants; eligible costs.

Grants may be used to pay for planning, developing, and operating yard waste composting and recycling programs.

Subd. 4. Grant conditions.

The commissioner shall administer grants so that the following conditions are met:

- (a) A county must apply for a grant in the manner determined by the commissioner. The application must describe the activities for which the grant will be used.
- (b) The activities funded must be consistent with the metropolitan policy plan and the county master plan.
- (c) A grant must be matched by equal local expenditures for the activities for which the grant is made. A local expenditure may include, but is not limited to, an expenditure by a local unit of government, tribal government, or private sector or nonprofit organization.
- (d) All grant funds must be used for new activities or to enhance or increase the effectiveness of existing activities in the county. Grant funds shall not be used for research or development of a product that would be patented, copyrighted, or a subject of trade secrets.
- (e) Counties shall provide support to maintain effective municipal recycling where it is already established.

Subd. 5. Grant allocation procedure.

- (a) The commissioner shall distribute the funds annually so that each qualifying county receives an equal share of 50 percent of the allocation to the program described in this section, plus a proportionate share of the remaining funds available for the program. A county's proportionate share is an amount that has the same proportion to the total remaining funds as the number of households in the county has to the total number of households in all metropolitan counties.
- (b) To qualify for distribution of funds, a county, by April 1 of each year, must submit to the commissioner for approval a report on expenditures and activities under the program during the preceding fiscal year and any proposed changes in its recycling implementation strategy or performance funding system. The report shall be included in the county report required by section [473.803, subdivision 3](#).

History: [1987 c 348 s 46](#); [1989 c 325 s 63](#); [1993 c 249 s 41](#); [1995 c 247 art 2 s 47-49](#); [1Sp2005 c 1 art 2 s 161](#); [2016 c 158 art 1 s 194](#); [2018 c 134 s 1](#)

Minn. Stat. § 473.848 RESTRICTION ON DISPOSAL.

Subdivision 1. Restriction.

(a) For the purposes of implementing the waste management policies in section [115A.02](#) and metropolitan area goals related to landfill abatement established under this chapter, a person may not dispose of unprocessed mixed municipal solid waste generated in the metropolitan area at a waste disposal facility unless the waste disposal facility meets the standards in section [473.849](#) and:

- (1) the waste has been certified as unprocessable by a county under subdivision 2; or
- (2)(i) the waste has been transferred to the disposal facility from a resource recovery facility;
- (ii) no other resource recovery facility serving the metropolitan area is capable of processing the waste; and
- (iii) the waste has been certified as unprocessable by the operator of the resource recovery facility under subdivision 3.

(b) For purposes of this section, mixed municipal solid waste does not include street sweepings, construction debris, mining waste, foundry sand, and other materials, if they are not capable of being processed by resource recovery as determined by the council.

Subd. 2. County certification; office approval.

(a) By April 1 of each year, each county shall submit an annual certification report to the office detailing:

- (1) the quantity of waste generated in the county that was not processed prior to transfer to a disposal facility during the year preceding the report;
- (2) the reasons the waste was not processed;
- (3) a strategy for development of techniques to ensure processing of waste including a specific timeline for implementation of those techniques; and
- (4) any progress made by the county in reducing the amount of unprocessed waste.

The report shall be included in the county report required by section [473.803, subdivision 3](#).

(b) The Pollution Control Agency shall approve a county's certification report if it determines that the county is reducing and will continue to reduce the amount of unprocessed waste, based on the report and the county's progress in development and implementation of techniques to reduce the amount of unprocessed waste transferred to disposal facilities. If the Pollution Control Agency does not approve a county's report, it shall negotiate with the county to develop and implement specific techniques to reduce unprocessed waste. If the Pollution Control Agency does not approve two or more consecutive reports from any one county, the Pollution Control Agency shall develop specific reduction techniques that are designed for the particular needs of the county. The county shall implement those techniques by specific dates to be determined by the Pollution Control Agency.

Subd. 3. Facility certification.

The operator of each resource recovery facility that receives waste from counties in the metropolitan area shall certify as unprocessable each load of mixed municipal solid waste it does not process. Certification must be made to each county that sends its waste to the facility at intervals specified by the county. Certification must include at least the number and size of loads certified as unprocessable and the reasons the waste is unprocessable. Loads certified as unprocessable must include the loads that would otherwise have been processed but were not processed because the facility was not in operation,

but nothing in this section relieves the operator of its contractual obligations to process mixed municipal solid waste.

Subd. 4. Pollution Control Agency report.

The Pollution Control Agency shall include, as part of its report to the Environment and Natural Resources Committees of the senate and house of representatives, the Finance Division of the senate Committee on Environment and Natural Resources, and the house of representatives Committee on Environment and Natural Resources Finance required under section [473.149](#), an accounting of the quantity of unprocessed waste transferred to disposal facilities, the reasons the waste was not processed, a strategy for reducing the amount of unprocessed waste, and progress made by counties to reduce the amount of unprocessed waste. The Pollution Control Agency may adopt standards for determining when waste is unprocessable and procedures for expediting certification and reporting of unprocessed waste.

Subd. 5. Definition.

For the purpose of this section, waste is "unprocessed" if it has not, after collection and before disposal, undergone separation of materials for resource recovery through recycling, incineration for energy production, production and use of refuse-derived fuel, composting, or any combination of these processes so that the weight of the waste remaining that must be disposed of in a mixed municipal solid waste disposal facility is not more than 35 percent of the weight before processing, on an annual average.

History:

[1985 c 274 s 35](#); [1989 c 325 s 66](#); [1991 c 337 s 81,82](#); [1993 c 249 s 43,44](#); [1994 c 585 s 49,50](#); [1995 c 247 art 2 s 51,52](#); [1996 c 470 s 27](#); [1Sp2005 c 1 art 2 s 161](#)

CHAPTER 16C. STATE PROCUREMENT

Minn. Stat. § 16C.05 CONTRACT MANAGEMENT; VALIDITY AND REVIEW.

Subdivision 1. Agency cooperation and delegation.

Agencies shall fully cooperate with the commissioner in the creation, management, and oversight of state contracts. Authority delegated to agencies shall be exercised in the name of the commissioner and under the commissioner's direct supervision and control. A delegation of duties may include, but is not limited to, allowing individuals within agencies to acquire goods, services, construction, and utilities within dollar limitations and for designated types of acquisitions. Delegation of contract management and review functions must be filed with the secretary of state. The commissioner may withdraw any delegation at the commissioner's sole discretion. The commissioner may require an agency head or subordinate to accept delegated responsibility to procure goods, services, or construction intended for the exclusive use of the agency receiving the delegation.

Subd. 2. Creation and validity of contracts.

(a) A contract and amendments are not valid and the state is not bound by them and no agency, without the prior written approval of the commissioner granted pursuant to subdivision 2a, may authorize work to begin on them unless:

(1) they have first been executed by the head of the agency or a delegate who is a party to the contract;

(2) they have been approved by the commissioner; and

(3) the accounting system shows an encumbrance for the amount of the contract liability, except as allowed by policy approved by the commissioner and commissioner of management and budget for routine, low-dollar procurements and section 16B.98, subdivision 11.

(b) Grants, interagency agreements, purchase orders, work orders, and annual plans need not, in the discretion of the commissioner and attorney general, require the signature of the commissioner and/or the attorney general. A signature is not required for work orders and amendments to work orders related to Department of Transportation contracts. Bond purchase agreements by the Minnesota Public Facilities Authority do not require the approval of the commissioner.

(c) Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under section [16C.03, subdivision 16](#), must determine that an amendment would serve the interest of the state better than a new contract and would cost no more.

(d) A record must be kept of all responses to solicitations, including names of bidders and amounts of bids or proposals. A fully executed copy of every contract, amendments to the contract, and performance evaluations relating to the contract must be kept on file at the contracting agency for a time equal to that specified for contract vendors and other parties in subdivision 5. These records are open to public inspection, subject to section [13.591](#) and other applicable law.

(e) The attorney general must periodically review and evaluate a sample of state agency contracts to ensure compliance with laws.

(f) Before executing a contract or license agreement involving intellectual property developed or acquired by the state, a state agency shall seek review and comment from the attorney general on the terms and conditions of the contract or agreement.

Subd. 2a. Emergency authorization.

The commissioner may grant an agency approval to authorize work to begin on a contract prior to the full execution of the contract in the event of an emergency as defined in section [16C.10, subdivision 2](#).

Subd. 3.

[Repealed by amendment, [2014 c 196 art 2 s 4](#)]

Subd. 4. Contract administration.

A contracting agency shall diligently administer and monitor any contract it has entered into. The commissioner may require an agency to report to the commissioner at any time on the status of any contracts to which the agency is a party.

Subd. 5. Subject to audit.

A contract or any pass-through disbursement of public funds to a vendor of goods or services or a grantee made by or under the supervision of the commissioner or any county or unit of local government must include, expressed or implied, an audit clause that provides that the books, records, documents, and accounting procedures and practices of the vendor or other party, that are relevant to the contract or transaction, are subject to examination by the contracting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years. If the contracting agency is a local unit of government, and the governing body of the local unit of government requests that the state auditor examine the books, records, documents, and accounting procedures and practices of the vendor or other party pursuant to this subdivision, the contracting agency shall be liable for the cost of the examination. If the contracting agency is a local unit of government, and the grantee, vendor, or other party requests that the state auditor examine all books, records, documents, and accounting procedures and practices related to the contract, the grantee, vendor, or other party that requested the examination shall be liable for the cost of the examination. An agency contract made for purchase, lease, or license of software and data from the state is not required to contain this audit clause.

Subd. 6. Authority of attorney general.

The attorney general may pursue remedies available by law to avoid the obligation of an agency to pay under a contract or to recover payments made if services performed or goods received under the contract are so unsatisfactory, incomplete, or inconsistent that payment would involve unjust enrichment. The contrary opinion of the contracting agency does not affect the power of the attorney general under this subdivision.

Subd. 7. Contracts with Indian tribes and bands.

Notwithstanding any other law, an agency may not require an Indian tribe or band to deny its sovereignty as a requirement or condition of a contract with an agency.

History:

[1994 c 632 art 3 s 33](#); [1998 c 386 art 1 s 6](#); [1999 c 86 art 1 s 11](#); [1999 c 230 s 1](#); [2000 c 488 art 2 s 1](#); [1Sp2001 c 8 art 2 s 10](#); [1Sp2001 c 10 art 2 s 37](#); [2003 c 130 s 12](#); [1Sp2003 c 1 art 2 s 48,49](#); [2004 c 206 s 7](#); [2007 c 148 art 2 s 35,36](#); [2009 c 101 art 2 s 109](#); [2014 c 187 s 3](#); [2014 c 196 art 1 s 5](#); [art 2 s 4](#)

Anoka County Municipal Waste Abatement Grant Funding Application

Cycle: *Annual* | Year: *2024* | Status: *Verified*

Member Name: *City of Lino Lakes*

2025 Applications are due June 3, 2024.

City of Lino Lakes is requesting the following funding for their 2025 Anoka County municipal waste abatement program efforts.

General Instructions

This application is provided to each municipality in Anoka County for funds to support and increase recycling activities and programs within the municipality.

The funds allocated in this application are based on the number of households in the municipality. The number of households is determined using the most current Met Council household data available. For calendar year 2025, 2022 Met Council data has been used to determine the number of households for this application.

There are three sections in this funding application:

- Base Funding
- Enhancement Funding
- Supplemental Funding

The Enhancement Funding section of the application also has three parts:

- Drop-off
- General Enhancement
- Organics Program Funding

Please complete each section of the grant application. A number value must be entered in each field before submitting the application. If no funds are being requested for any given field, enter a zero. **If a completed funding application isn't submitted by June 3, 2024, the municipality will not be eligible for funding.**

In a separate Re-TRAC form, reimbursement requests will be submitted twice a year.

USER TIPS

To contact support from within this form: Click "Support" at the top of the screen or "Program Support Request" in the green bar at the top of the form.

To print this form: Click the "Export" button found on upper top right corner of the form. You must save the form before you can export it.

To see eligible expenses within each section: Click "view eligible expense" in each section.

Click [here](#) to download the full Eligible Expenses document.

To save this form while working on it: Click "Save" at the bottom of the form and select "Save as Draft".

To submit this form: Click "Save" at the bottom of the form and if there are no errors, click the "Mark as Complete" option. Note

that once you mark the form as complete, you cannot make changes to it.

Eligible Expenses

The following items are examples of eligible expenses allowed for reimbursement.

Collection Expenses: If residents are charged recycling fees for curbside or recycling events, waste abatement funds will reimburse the difference between the fees collected and the cost of recycling or composting the materials.

Equipment: The cost to purchase, maintain and repair equipment that is used exclusively to operate the recycling or composting program.

Containers: The cost for recycling or organics containers.

Promotion: The entire cost of a publication if totally dedicated to waste reduction, recycling or composting information or a percentage of the cost for the portion of a municipal publication dedicated to waste management information.

Staffing: Labor and staffing directly related to recycling program administration and implementation may be funded up to 75% of total funding allocation (not including Supplemental Funding). See Labor & Staffing section below for more information.

Ineligible Expenses

The following general operating expenses should NOT be submitted for reimbursement.

Standard Operational Expenses/Building Overhead: Since most of the municipal recycling coordinators are part-time positions and staff serve multiple roles at the municipality, standard operating expenses including office space rental, leasing office equipment and general office supplies, are not eligible for reimbursement.

Project Expenses: Specific to transportation, energy or ground water protection.

Collection Costs: The costs for general waste and recycling collection at municipal buildings, trash costs when advertised as being accepted at a recycling/cleanup day, and costs associated with road side cleanup of illegally dumped materials should not be included in this application.

General Municipal Staff: Staff time related to standard municipal operations (city administrator, office administration, facilities management, finance and legal staff) are not eligible for reimbursement. If municipal staff do not assist the recycling coordinator directly on activities to help the municipality achieve its recycling goal, e.g. communications and collecting, processing or marketing recyclable materials and organics, their time will not be reimbursed.

Click here to view previous years application:

Click [here](#) to download the full Eligible Expenses document.

2025 Total Funding Allocation

 MANAGE ONLY

Your Community has access to the following funds for 2025:

\$ 75,694.00

(An additional \$20,000 in discretionary funds may be available through the Supplemental Funding section.)

2025 BASE Funding Allocation

All municipalities are eligible for base waste abatement grant funding. When completing this application, base funding requests should fall under one of the following categories:

- regular curbside collection,
- general operations of a drop-off center,
- costs for spring and fall recycling days,
- basic promotion,
- yard waste collection and
- percentage of time the recycling coordinator spends on waste abatement activities.

Base Funding is \$10,000.00 base, plus \$5.00/household (household counts are based on 2022 Met Council estimates)

Municipality Name:

City of Lino Lakes

 **MANAGE ONLY**

of households

7,242

Base Funding

\$ 10,000.00

Base Funding Additional (based on \$5/household)

\$ 36,210.00

Total Base Funding Allocation

\$ 46,210.00

Curbside Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Click [here](#) to download the Curbside Collection Eligible Expenses document.

Collection Service Provider Expenses

\$ 0.00

Contamination Fees

\$ 0.00

Additional Expenses

\$ 0.00

Curbside Collection Expense Subtotal

\$ 0.00

Estimated Revenue

\$ 0.00

Curbside Collection Expenses

\$ 0.00

Negative values here will not carry forward to other sections.

General Operations of a Drop-Off Center/Spring or Fall Recycling Day(s)

Click [here](#) to download the General Operations of a Drop-off Center/Spring or Fall Recycling Days Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

DO NOT include any expenses for tires, oil, antifreeze & oil filters. These expenses should be listed in the Problem Materials section.

Collection Service Provider Expenses	\$ 0.00
Equipment	\$ 0.00
Facility Expenses	\$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

General Operations of a Drop-off Expense Subtotal

\$ 0.00

Estimated Revenue

\$ 0.00

General Operations of a Drop-off Expenses

\$ 0.00	<i>Negative values here will not carry forward to other sections.</i>
---------	---

Promotion -- Base Funding

Click [here](#) to download the Promotion Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Printing	\$ 2,400.00
Postage	\$ 2,200.00
Advertising	\$ 0.00
Volunteer Incentives	\$ 0.00
Educational Entertainment	\$ 1,500.00

Promotion -- Base Funding Expenses

\$ 6,100.00

Yard Waste/Tree Waste

Click [here](#) to download the Yard/Tree Waste Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses

Equipment

Yard Waste/Tree Waste Expenses Subtotal

Estimated Revenue

Yard Waste/Tree Waste Expenses
 Negative values here will not carry forward to other sections.

Problem Materials (Tires, Oil, Antifreeze, and Oil Filters)

Click [here](#) to download the Problem Materials Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Service Provider Expenses

Estimated Revenue

Problem Material Expenses
 Negative values here will not carry forward to other sections.

Program Administration -- Base Funding

Click [here](#) to download the Program Administration Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Office supplies

Training

Mileage

Membership Dues, Periodicals

Professional Services

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Program Administration- Base Funding Expenses

\$ 300.00

Total BASE Funding Requested

\$ 6,400.00

Funding Remaining

\$ 69,294.00

2025 ENHANCEMENT Funding Allocation

The purpose of the Anoka County Municipal Waste Abatement grant funding program is to increase recycling and organics diversion and help the County achieve the State mandated goal of 75% recycling/composting by 2030. The County recognizes that this funding is needed to support established infrastructure costs that exceed the Base and each communities funding. To be eligible for grant funds, municipalities must apply for these funds. Applicants must itemize expenditures within each of the three grant sections, Drop-off, General Enhancement and Organics Program, below and calculate the total grant request for each category.

Drop-off Grant

This grant is allocated to cover additional drop-off center costs or events beyond the regularly scheduled spring and fall recycling days.

The grant for this section is \$10,000.00 for municipalities with up to 4,999 households and \$15,000.00 for municipalities with household counts 5,000 and over.

Below are examples of materials that can be collected for reuse or recycling. Only list organics expenses in the organics section.

Additional Reusable or Recyclable Materials Collected at Permanent Drop-off Centers or Special Events:

Appliances, Electronics, Mattresses*, Confidential Document Destruction, Fluorescent Bulbs, Household Batteries, Fire Extinguishers, Propane Tanks, Bicycles**, and Clothing**.

Additional Items:

Block and Shape Polystyrene, Cell Phones, Film Plastic/Bags, Furniture* **, Household Goods**, String Lights/Extension Cords, Printer Cartridges

* None of these materials should be advertised as being collected on a Recycling Day and then disposed of as trash

** Items that should be evaluated for reuse prior to recycling

 **MANAGE ONLY**

Drop-off Grant Amount Available
\$ 15,000.00

Click [here](#) to download the Drop-off Eligible Expenses document.

Permanent Drop-off Center Enhancements

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \$ 0.00

New Equipment & Supplies

New Construction

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Permanent Drop-off Center Enhancement Expenses Subtotal

Estimated Revenue

Permanent Drop-off Center Enhancement Expenses

 Negative values here will not carry forward to other sections.

Monthly or Quarterly Drop-off Events

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses

New Equipment & Supplies

User Coupon Incentives

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Monthly or Quarterly Drop-off Events Expense Subtotal

Estimated Revenue

Monthly or Quarterly Drop-off Event Expenses

 Negative values here will not carry forward to other sections.

Total Drop-off Grant Requested

General Enhancement Grant

The grant amount available for this section is calculated using \$1.00/household.

General Enhancement Grant Amount Available

Click [here](#) to download the General Enhancement Eligible Expenses document.

Park Recycling

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses

Recycling Containers

Recycling Bags

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Park Recycling Expenses

Special Municipal Programs or Events - Please list any organics expenses in the organics section.

Complete ALL required fields below, if value is zero, enter "0.00".

Service Provider Expenses

Supplies & Containers

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Special Municipal Program or Event Expenses Subtotal

Estimated Revenue

Special Municipal Program or Event Expenses *Negative values here will not carry forward to other sections.*

Special Curbside Recycling Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses

Subsidy to Resident

Special Curbside Recycling Collection Expenses Subtotal

Estimated Revenue

Special Curbside Recycling Collection Expenses

\$ 0.00

Negative values here will not carry forward to other sections.

Multi-Family Recycling Outreach

Complete ALL required fields below, if value is zero, enter "0.00".

Supplies & Containers

\$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Multi-Family Recycling Outreach Expenses

\$ 0.00

Promotion -- Enhancement Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Printing

\$ 0.00

Postage

\$ 0.00

Advertising

\$ 0.00

Volunteer Incentives

\$ 0.00

Educational Entertainment

\$ 0.00

Promotion -- Enhancement Funding Expenses

\$ 0.00

Total General Enhancement Grant Requested

\$ 1,600.00

Organics Program Grant

The grant amount for this section is \$0.50/household if additional curbside or drop-off grant programs are not offered to residents or \$1.00/household if curbside or drop-off organics programs are offered to residents.

Does your municipality offer curbside or drop-off organics programs to your residents? *

Yes

No

Amount Available

\$ 7,242.00

Click [here](#) to download the Organics Eligible Expenses document.

Organics Program Expenses

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses	\$ 7,842.90
Organics Equipment	\$ 0.00
Organics Only - Promotion	\$ 500.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Organics Program Expenses Subtotal

\$ 8,342.90

Estimated Revenue * 0.00

Organics Program Expenses

\$ 8,342.90 *Negative values here will not carry forward to other sections.*

Total ENHANCEMENT Funding Requested	\$ 26,882.90
Maximum Funding Available	\$ 75,694.00
<i>(Base plus Enhancement NOT including Supplemental)</i>	
Total Funding Requested	\$ 33,282.90
<i>(not including Staffing)</i>	
Funding Remaining	\$ 42,411.10
<i>(Total Requested minus Max Amount available)</i>	

Labor & Staffing (All Programs)

Salary and labor expenses must be directly related to recycling program operations and administration. These expenses may be funded up to 75% of funding allocation (not including supplemental funding). The final % and expense amount for salary and labor will be determined after Anoka County approves the submitted staffing and labor metric.

Upload 2025 Staffing Metric and Drop-off Calculator *
 2025 Staffing Metric and Drop-off Calculator.xlsx

Upload a scanned pdf of recent promotion for your current curbside or drop-off opportunities. It can be from a brochure, newsletter or from your website, for how your special curbside collection program works, and/or what is accepted at your city or town offices (during business hours), spring recycling event, permanent drop-off centers or other drop-off events. *
 Organics Newsletter Article.pdf

Click [here](#) to download the Curbside Collection Eligible Expenses document.

 **MANAGE ONLY**

Admin only: The approved Labor and Staffing % from your 2024 Staffing Metric has been inserted to provide an estimate of typical Labor and Staffing costs for your community. In general, this percentage has not changed much over the last several years.

72 %

 MANAGE ONLY

Labor & Staffing Maximum Funds Available

\$ 54,499.68

General Program Administration

\$ 53,512.66

Program Implementation

\$ 0.00

Total Labor & Staffing Expenses Requested:

\$ 53,512.66

Supplemental Funding Request

Supplemental grant funding is currently available to help support municipal waste abatement programs and/or new program development. Supplemental funding, however, should not be depended on for long-term program sustainability. Before requesting supplemental additional grant program dollars, it is critical that your municipality is willing to support and sustain the services before implementation.

Please be aware that there is a limited amount of supplemental funding available for this section. If the County receives more funding requests than funds, the funds may be reduced or denied for a municipalities supplemental funding request. Grants will be evaluated based on which projects best help the County meet the State mandated goal of 75% by 2030.

The maximum supplemental grant available may be up to \$20,000.00 per municipality.

Supplemental Funding – may include:

- Collection service provider expenses for additional materials
- Additional expenses from construction and paving projects
- Large equipment purchases
- New program expenses

Do you need additional funds to grow existing waste abatement programs? *

Yes No

In the box below, please include the following information:

- Identify need for supplemental funding;
- Describe project scope and design;
- Describe how the project may benefit multiple municipalities or the County as a whole;
- Note key stakeholders participating in project activities, including project collaborators;
- Quantify and list expected outcomes, such as, new materials to be collected, projected amount to be collected, percentage increase of currently collected materials if supplemental grant funding is approved. *

Parks staff labor and vehicle use for gathering recycling from parks.

Project Budget

List all project elements that require funding. Use the ADD button to add elements to the chart.

Project Element *	Expense *
Parks Recycling City Staff Labor	3,000.00
Parks Recycling City Vehicle Use	2,200.00
Additional amount for intern salary	11,101.56

Total Supplemental Funding Requested

\$ 16,301.56

Summary of Funding Requested

Base Funding Requested

\$ 6,400.00

Enhancement Funding Requested

Drop-off Grant Requested

\$ 16,940.00

General Enhancement Grant Requested

\$ 1,600.00

Organics Program Grant Requested

\$ 8,342.90

Total Enhancement Funding Requested

\$ 26,882.90

Labor & Staffing Funding Requested

\$ 53,512.66

Supplemental Funding Requested

\$ 16,301.56

Total Funding Requested

103,097.12

MUST BE LESS THAN OR EQUAL TO MAX FUNDING AVAILABLE (TOTAL ALLOCATED PLUS SUPPLEMENTAL TOTAL)

Date: *

05/31/2024

Name: *

Andy Nelson

Title: *

Environmental Coordinator

Total Funding Granted

 MANAGE ONLY

Base Funding Granted

6,400.00

 MANAGE ONLY

Drop-off Funding Granted

16,940.00

 MANAGE ONLY

General Enhancement Funding Granted

1,600.00

 MANAGE ONLY

Organics Program Funding Granted

8,342.90

 MANAGE ONLY

Labor & Staffing Funding Granted

42,411.10

 MANAGE ONLY

Supplemental Funding Granted

16,301.56

Total Funding Granted

\$ 91,995.56

 MANAGE ONLY

*****Office Use Only*****

Received By:

Sue Doll

Date:

05/31/2024

Manager Notes for Reporters:

Lino Lakes Base + Enhancement + Labor & Staffing expenses cannot exceed \$75,694.00. The amounts listed above add up to \$86,795.56 which is \$11,101.56 more than \$75,694.00. Re-TRAC should not have allowed the city to request more funding in these categories than available. I thought this was going to be fixed for this years application but it is not. Re-TRAC does state that after Base + Enhancement Funds are subtracted, the city has \$42,411.10 remaining for Labor & Staffing expenses. The city requested \$53,512.66 for Labor & Staffing so you need to ask for \$11,101.56 additional Supplemental Funding to off-set your additional intern expenses and to reach your anticipated budget of \$91,995.56.

Created: Apr 25, 2024 at 03:10 PM CDT

Robin Wodziak

Robin.wodziak@anokacountymn.gov

Last Updated: Jul 25, 2024 at 11:09 AM CDT

Sue Doll

Sue.doll@anokacountymn.gov

**ANOKA COUNTY HUMAN SERVICES
CONTRACTOR INFORMATION SHEET**

Please review the following information for accuracy and completeness, indicate any changes, sign and return to:

Angie Rodine
Anoka County Human Services
2100 3rd Ave, Suite 500
Anoka, MN 55303

LEGAL NAME FOR CONTRACTOR: Lino Lakes, City of
(Legal name and name on Certificate of Insurance must be exactly the same in order for County Signatures to be obtained on the Contract.)

Doing Business As: Lino Lakes, City of

Business/Corporate Address: 600 Town Center Pkwy

Lino Lakes, MN 55014

National Provider Identification (NPI) #: _____

Federal Tax Identification #: 41-0883446

NOTICE: Federal Business Tax ID/Social Security Number is needed for tax purposes as mandated by Section 1211 of the Tax Reform Act of 1976 and Minn. Stat 270.66. This information will be shared with the Minnesota Department of Revenue, the Minnesota Department of Human Services, the Internal Revenue Service, and the U.S. Department of Health, Education and Welfare for the purposes of administering the income tax, child support obligation and social security tax programs.

Individual who Contractor is designating to receive notice under the contract and to act as the responsible authority for data requests under the Minnesota government data practices act (Minn. Stat. Chap. 13):

Name:	Phone:	Fax:	Email:
<u>Andrew Nelson</u>	<u>651-982-2465</u>	<u>651-982-2499</u>	<u>anelson3@ci.linolakes.us</u>

Signature (Required): _____ **Date:** _____

Insurance Agency: _____ **Name of Agent:** _____

Telephone Number of Insurance Agent: _____

Person Completing this Form:

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Certificate Of Completion

Envelope Id: 5D66C3E7F3E144CE81D86D9698D8B023
Subject: City of Lino Lakes SCORE Contract# C0011019
Source Envelope:
Document Pages: 46
Certificate Pages: 5
AutoNav: Enabled
Envelopeld Stamping: Enabled
Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent

Envelope Originator:
Angie Rodine
Anoka County Government Center
2100 3rd Avenue
Anoka, MN 55303
angela.rodine@anokacountymn.gov
IP Address: 156.98.106.233

Record Tracking

Status: Original 10/21/2024 3:05:16 PM	Holder: Angie Rodine angela.rodine@anokacountymn.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: HS-Public Health & Environmental Services	Location: DocuSign

Signer Events

Signature

Timestamp

Andrew Nelson ANelson3@LinoLakes.us Security Level: Email, Account Authentication (None)		Sent: 10/21/2024 3:12:08 PM Viewed: 10/21/2024 3:30:44 PM
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Electronic Record and Signature Disclosure:
Accepted: 10/21/2024 3:30:44 PM
ID: 4550ff95-511e-4242-971b-9878d042fdcf
Company Name: Anoka County

Rob Rafferty
rrafferty@linolakes.us
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Accepted: 10/27/2021 3:07:43 PM
ID: 05c01a0a-41c4-4ffe-8885-c59c4cf0837a
Company Name: Anoka County

Jolleen Chaika
jchaika@linolakes.us
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Accepted: 10/16/2023 3:08:39 PM
ID: 4322240f-9db6-40aa-8484-7b6363d0788a
Company Name: Anoka County

Cindy Cesare
Cindy.Cesare@anokacountymn.gov
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Accepted: 10/7/2024 1:18:52 PM
ID: 2f97d095-b96d-4a42-89f1-cfcb2e6c108e
Company Name: Anoka County

Jim Dickinson
Jim.Dickinson@anokacountymn.gov
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
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Accepted: 9/18/2024 11:28:17 AM
ID: bc9ccb33-25fc-44c4-b097-01e5af457ee6
Company Name: Anoka County

Kurt Deile
Kurt.Deile@anokacountymn.gov
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Accepted: 2/2/2023 10:41:39 AM
ID: d9e5e25e-2da7-4076-90b4-c0aef4e53110
Company Name: Anoka County

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Angie Rodine
angela.rodine@anokacountymn.gov
Security Level: Email, Account Authentication
(None)
Electronic Record and Signature Disclosure:
Accepted: 1/8/2021 1:44:58 PM
ID: 6e2d50ad-740c-4672-beb3-aa4bab51e013
Company Name: Anoka County

Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
------------------------------	--------	-----------

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
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Intern
recyclingintern@linolakes.us
Security Level: Email, Account Authentication
(None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Jill Rykhus
Jill.Rykhus@anokacountymn.gov
Security Level: Email, Account Authentication
(None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Jill Rykhus
Jill.Rykhus@anokacountymn.gov
Security Level: Email, Account Authentication
(None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Glenna Anderson
Glenna.Anderson@anokacountymn.gov
Security Level: Email, Account Authentication
(None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
---------------------------	---------------	------------------

Robin Wodziak

Robin.Wodziak@anokacountymn.gov

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**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 2A**

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: October 28, 2024

TOPIC: 1st Reading of Ordinance 16-24, Repeal and Replace of Chapter 218 (Fee Schedule)

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to consider the first reading of Ordinance 16-24, Repeal and Replace of Chapter 218 (Fee Schedule).

Following the first reading, the second reading and adoption of Ordinance 16-24 is anticipated at the November 12, 2024 City Council Meeting. The 2025 Fee Schedule will then be effective on January 1, 2025.

BACKGROUND

Fees are consolidated into one schedule to be reviewed and adopted on an annual basis to provide for an efficient and timely method of reviewing and adjusting the various fees charged by the city. Staff has reviewed the fees in place to ensure their ongoing equity and cost recovery ability. Recommended changes from the 2024 Fee Schedule are shown on the attached 2025 Fee Schedule – Red Lined.

Fees with proposed changes include:

- Business & Miscellaneous
 - City Code Book
 - Pawn Shop/Precious Metal Dealer/Secondhand Goods Dealer
- Building Permit Fee Schedule
 - Grading Permit – Surface Water Management Plan
 - Sign Permit
- Right of Way Management
 - Excavation Permit Fees
- Utility Fees
 - Water Utility Rates
 - Sewer Utility Rates
 - Trunk Charge

- Availability Charge
- Lateral Service Connection
- Surface Water Management
- Land Use
 - Alternative Urban Area-wide Review (I-35E AUAR)
 - Zoning Confirmation Letter
- Escrow Deposits
 - Comprehensive Plan Amendment
 - Environmental Review
 - Planned Unit Development
- Development Fees
 - Park Dedication
 - Tree Preservation Mitigation Fee
- Economic Development Assistance
 - Tax Increment Financing or Tax Abatement

RECOMMENDATION

Staff recommends approving the 1st reading of Ordinance 16-24, Repeal and Replace of Chapter 218 (Fee Schedule).

ATTACHMENTS

1. 2025 Fee Schedule – Red Lined
2. 2025 Fee Schedule – Final

Public Hearing:	N/A	Draft Posted to Website:	October 29, 2024
1st Reading:	October 28, 2024	Publication:	November 19, 2024
2nd Reading:	November 12, 2024	Effective:	January 1, 2025

**CITY OF LINO LAKES
ORDINANCE NO. 16-24**

Repeal and Replace of Chapter 218 (Fee Schedule)

The City Council of Lino Lakes ordains:

Section 1. Findings. Pursuant to Minnesota Law, the Lino Lakes City Charter, and the Lino Lakes City Code, a fee schedule for city services and licensing is hereby adopted as follows:

2025 FEE SCHEDULE

ALCOHOLIC BEVERAGES

3.2 Beer Off-Sale	\$	200.00	/Year
3.2 Beer On-Sale	\$	300.00	/Year
3.2 Beer On-Sale Temporary	\$	50.00	Plus \$5.00/Day
Club License	\$	300.00	/Year
Liquor License Investigation (Initial Application Only)	\$	267.75	1 or 2
	\$	471.75	3+
Liquor License On-Sale	\$	4,500.00	/Year
Liquor License Off-Sale	\$	200.00	/Year
Liquor Temporary Permit	\$	50.00	
Wine License	\$	500.00	/Year
Sunday Liquor	\$	200.00	/Year
On-Sale Brewer Taproom	\$	500.00	/Year
Off-Sale Growler	\$	200.00	/Year

AMUESMENT & COMMERCIAL RECREATION

Cabaret License	\$	35.00	
Dances	\$	200.00	/Year
Gambling Permit Application	\$	10.00	

BUSINESS & MISCELLANEOUS

Assessment Search Fee	\$	20.00	/Search
Background Check Fee	\$	35.00	/Background
Cannabinoid License Investigation (Initial Application Only)	\$	267.75	1 or 2

	\$	471.75	3+
Cannabinoid License	\$	250.00	/Year
CD or DVD	\$	7.00	
City Charter	\$	-	First Copy
	\$	10.00	Each Additional Copy
City Code Book	\$	140.00	No Binder or Tabs
	\$	75.00	
City Map	\$	2.50	
Comp. Plan	\$	55.00	
Copies: Large Scale (>11"x17")	\$	0.50	/Square Foot
Copies: New Resident Labels	\$	5.00	/Month Flat Fee
Copies: Per Page	\$	-	/Page (1-10 Pages)
	\$	0.25	/Page (11-100 Pages)
		Actual Cost	100+ Pages
Dog Kennel - Private	\$	20.00	/Year
Dog Kennel – Commercial	\$	105.00	/Year
Dog License Male/Female	\$	11.00	Not Spayed or Neutered
	\$	6.00	Spayed or Neutered
Election Filing Fee	\$	5.00	
Fax Charge	\$	-	1-10 Pages
	\$	0.25	/Page 11+ Pages
Garbage Hauler License	\$	100.00	First Truck
	\$	45.00	Each Additional Truck
Massage Therapist License (Individual)	\$	50.00	Annually
Overweight Permit	\$	50.00	
Pawn Shop Class A, Class B, and Class C	\$	10,000.00	
Pawn Shop Class A	\$	10,000.00	
Pawn Shop Class B	\$	7,000.00	
Pawn Shop/Precious Metal Dealer/Secondhand Goods Dealer Class A Background Investigation (In State)	\$	775.00	Fee
	\$	15,000.00	Escrow Deposit
Pawn Shop/Precious Metal Dealer/Secondhand Goods Dealer Class A Background Investigation (Out State)	\$	20,000.00	Fee & Escrow Deposit
Pawn Shop Investigation	\$	15,400.00	Deposit on Costs
Pawn Shop In-State Investigation	\$	765.00	
Pawn Shop Out-State Investigation	\$	20,400.00	
Peddler, Solicitor, Transient Merchant	\$	250.00	/6 Months
Precious Metal Dealer	\$	10,000.00	
Secondhand Goods Dealer Class A	\$	10,000.00	
Secondhand Goods Dealer Class B and Class C	\$	300.00	
Class A Secondhand Goods Dealer	\$	720.00	
Class B Secondhand Goods Dealer	\$	105.00	
Class C Secondhand Goods Dealer	\$	————	No Fee

Return Check Charge	\$	30.00	
Rental Housing License (Annual)	\$	73.00	1 or 2 Units plus \$15.00/Unit for 3 or More Units (fee to be reduced by 50% if issued less than six months from expiration date)
Rental License Re-Inspection Fee	\$	73.00	
Special Event Permit	\$	50.00	
Therapeutic Massage Business License	\$	200.00	Annually
Tobacco License	\$	250.00	
Weed & Mowing Violation	\$	150.00	First Hour
	\$	75.00	Each Additional Hour
Additional Admin Fee	\$	100.00	2nd Offense in Calendar Yr
	\$	200.00	3rd and Each Additional Offense in Calendar Yr
Non-Payment Certification Fee	\$	30.00	
Zoning Maps	\$	5.00	Large or Colored
Zoning Ordinance	\$	25.00	

FIRE REGULATIONS

Annual Permit for Sale of Consumer Fireworks	\$	350.00	Exclusive Retail Seller
	\$	100.00	In Conjunction with Existing Retail Store
Burning Permit	\$	50.00	
Day Care/Foster Care Inspection	\$	50.00	
False Fire Alarms	\$	-	/Alarm (1-3) in Calendar Yr
	\$	100.00	/Alarm (4-10) in Calendar Yr
	\$	200.00	/Alarm (11+) in Calendar Yr
Fire Watch	\$	50.00	/Hour
Fireworks Display Permit	\$	100.00	
Food Truck Inspection	\$	50.00	
Inspection Outside Business Hours	\$	75.00	/Hour (2 Hour Minimum)

POLICE FEES

Copy of Report	\$	-	To Subject of Data up to 3 Pages
	\$	1.00	4th Page
	\$	0.25	/Page 5-100 Pages
Copy of Report – Mail In	\$	4.00	Up to 4 Pages
	\$	0.25	/Page Thereafter
Vehicle Lockouts	\$	-	No Fee

Clearance Letter	\$	15.00	
Fingerprinting	\$	15.00	By Appointment
Digital Photographs	\$	25.00	Up to 16gb Flash Drive
Other Digital Documentation/Video	\$	50.00	Up to 16gb Flash Drive
False Police Alarms	\$	-	/Alarm (1-3) in Calendar Yr
	\$	52.50	/Alarm (4-10) in Calendar Yr
	\$	105.00	/Alarm (11+) in Calendar Yr
Vehicle Forfeiture Fee	\$	300.00	/Vehicle
Dangerous Dog Registration	\$	255.00	/Year

RENTALS & RESERVATIONS

Civic Complex Room Reservations			
Non-Residents & Businesses - Up to 4 Hours	\$	100.00	
Non-Residents & Businesses - Up to 8 Hours	\$	200.00	
Field Rental			
Baseball/Softball Drag Only	\$	25.00	/Evening
Baseball/Softball Drag & Chalk	\$	50.00	/Evening
Picnic Shelter Reservation	\$	25.00	

BUILDING - CONSTRUCTION UTILITES

Building Permit Fee Schedule

Building Permit Fees shall be based on the Fee Table.

Fire Suppression Permit Fee shall be based on Fee Table.

Minimum fee of \$73.00 for all permits.

Fee Table

Total Valuation	Fee
\$1.00 to \$1,360.00	\$73.00
\$1,361.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00. Min. Fee \$73.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00

\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof
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Other Inspections and Fees

Work Commencing Before Permit Issuance	Double Permit Fee
Erosion Control Inspection Fee	
Single, Two-Family, Townhomes up to 8 Units, Multi-Family > 8 Units	\$ 160.00
Commercial, Industrial, and Institutional	Determined by Separate Agreement
Change of Use/Occupancy Inspections	\$ 73.00 /Trip
Inspections Outside of Normal Business Hours	\$ 73.00 /Hour*
Re-Inspection Fee	\$ 73.00 /Trip
Inspections for which no fee is specifically designed	\$ 73.00 /Trip
Additional Plan Review Required by Changes, Additions, or Revisions	\$ 73.00 /Hour**
For use of outside consultants for plan checking and inspections, or both	Actual Cost***
Plan Review Fee	
a. 65% of the Building Permit Fee	
b. 25% of the Building Permit Fee for review of similar plans (Master Plan) in a 12 month period	
Easement Encroachment Fee	County Recording Fee plus \$25.00
Antenna, City Owned Property	\$ 250.00 Plus \$6,000 Escrow
Antenna, Private Property	See Building Fee Table
Accessory Building Permit: 200 sq. ft. or under in size	\$ 73.00
Accessory Building Permit: over 200 sq. ft. in size	See Building Fee Table
Fence Permit: 6 feet or under in height	\$ 73.00
Fence Permit: over 6 feet in height	See Building Fee Table
Grading Permit	\$ 160.00
Grading Permit Escrow Deposit (if not included in Dev. Contract)	\$ 300.00
Surface Water Management Plan (if applicable and not covered in Site Performance or Development Contract Escrow)	\$ 3,500.00
Roofing Permit	\$ 106.00
Siding Permit	\$ 106.00
Swimming Pool Permit	\$ 160.00 In Ground
	\$ 106.00 Above Ground
Window/Door Replacement Permit	\$ 79.00 /Unit (max \$158.00)
Retaining Wall Permit	\$ 73.00

Mechanical (HVAC) permit: Gas Fireplace	\$	73.00	Plus \$34.50 for Each Additional Fireplace
Mechanical (HVAC) Permit: Residential	\$	73.00	Except New Construction Includes AC/Furnace Combined
Mechanical (HVAC) Fee: New Construction Residential	\$	158.00	Does Not Include Fireplaces
Mechanical (HVAC) Permit: Commercial			2% of the Contract Price (\$73.00 Minimum Fee)
Manufactured Home Permits	\$	250.00	
Plumbing Permit	\$	11.00	/Fixture (\$73.00 Min. Fee)
Sewer Connection Inspection Fee	\$	200.00	
Water Connection Inspection Fee	\$	250.00	
Contractor License Verification	\$	5.00	/Permit
Contractor Lead Certification Verification	\$	5.00	/Permit
Contractor License	\$	50.00	
Metropolitan Council SAC (Sewer Availability Charge)			Per Met Council
Water Meter			City Cost plus \$50.00
MXU Unit			City Cost plus \$50.00
Water Meter + MXU Unit			City Cost plus \$50.00
Touch Pad	\$	18.00	
Curb Stop Covers	\$	70.00	
Septic Installation or Repair Permit	\$	250.00	
Septic Pumping Permit	\$	10.00	
Demolition Permit	\$	73.00	
Lawn Sprinkler/Irrigation System Permit	\$	73.00	
Irrigating or Watering of New Landscaping Permit (Sod or Seed)	\$	-	No Fee
Driveway Replacement Permit	\$	73.00	
Sign Permit: Existing Billboard	\$	85.00	/Year
Sign Permit: Permanent			See Building Fee Table
Sign Permit: Sandwich Board	\$	35.00	
	\$	25.00	
Sign Permit: Temporary (portable/banner)	\$	35.00	/Term
	\$	25.00	
Storm Pond Aeration Permit	\$	150.00	

Fee Refund – Per applicant request, City staff may refund permit fees up to 80% for voided permits. Plan review fees and state surcharge fees are non-refundable. No refund shall be provided if permit has expired.

All permits issued are subject to applicable State surcharge fees.

* Inspections made outside of normal business hours is a three-hour minimum charge.

** Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

*** Actual costs include administrative and overhead costs.

An escrow may be required, as determined by the City Engineer, to cover all costs incurred by the City for plan revision and construction observation.

ESCROW DEPOSITS

In order to obtain a Certificate of Occupancy, escrow deposits shall be collected if exterior work cannot be completed due to inclement weather, as determined by City Staff, whereupon a Temporary Certificate of Occupancy would be issued subject to the execution of an escrow agreement and payment thereof. Any unfinished work must be completed within six months (weather permitting) from the date of issuance. The following escrow amounts are hereby established:

- a. Driveway - \$1,000.00
- b. Exterior Concrete - \$1,000.00
- c. As-built Surveys - \$1,000.00
- d. Stucco (final coat only) - \$1,000.00
- e. Garage Floor - \$1,000.00
- f. Landscaping - \$2,500.00 (landscaping may be escrowed year-round per City Staff)
- g. Other – Determined by City staff at a rate of 125% of the actual improvement costs

Escrow deposits will be charged a \$100.00 non-refundable administrative fee.

Escrow deposits can be submitted through one of the following procedures:

- a. Escrow can be paid to the City upon execution of an agreement signed by both the payee and the City.
- b. The title company or lending institution can hold the escrow upon execution of an agreement signed by both the title company or lending institution and the City.

A partial release, of a multi-item escrow, will be charged a \$75.00 non-refundable administrative fee.

RIGHT-OF-WAY MANAGEMENT

Excavation Permit Fees

Hole (includes administration, plan review, inspection, testing and mapping)	\$ 150.00
	\$ 125.00
Trench (includes administration, plan review, inspection, testing & mapping)	\$ 70.00 /100 Lineal Feet plus Hole Fee

Obstruction Permit Fee

Includes administration, recording, review & inspection	\$ 50.00 Plus \$0.50/ Lineal Foot
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Permit Extension Fee

Includes administration, recording & review	\$ 55.00
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Delay Penalty

For up to three days of non-completion and non-prior notice before specified date. After three days an additional charge of \$10.00 per day will be levied. \$ 60.00

Degradation Fee

Degradation Fee Formula:

This formula covers degradation for depreciation caused by intrusion into the right-of-way. The depreciation applies to the original surface of the right-of-way and to the overlays and seal-coats applied to the surface. The formula includes life expectancy schedules for each and has an estimated cost per square yard based on the quality of the right-of-way surface required for different levels of traffic. This formula creates a degradation fee which is determined by the cost per square yard for street, overlay, and seal-coat, multiplied by the depreciation schedule, multiplied by the area of the street patch.

Degradation Fee:

(cost per square yard for street overlay and seal-coat x depreciation schedule rates) x area of street patch = degradation fee

UTILITY FEES

Water Utility Rates

Residential

Base Fee	\$ 25.00 /Quarter/REU*
	\$ 20.00 /Quarter/REU*
Consumption Fee	
0 - 20,000 Gallons	\$ 2.19 /Thousand Gallons
	\$ 2.10 /Thousand Gallons
20,001 - 40,000 Gallons	\$ 2.43 /Thousand Gallons
	\$ 2.34 /Thousand Gallons
40,001 - 80,000 Gallons	\$ 3.04 /Thousand Gallons
	\$ 2.92 /Thousand Gallons
80,001 - 120,000 Gallons	\$ 3.65 /Thousand Gallons
	\$ 3.51 /Thousand Gallons
Over 120,000 Gallons	\$ 4.26 /Thousand Gallons
	\$ 4.09 /Thousand Gallons

Non-Residential

Base Fee	\$ 25.00 /Quarter/REU*
	\$ 20.00 /Quarter/REU*
Consumption Fee	
0 - 20,000 Gallons	\$ 2.19 /Thousand Gallons

	\$ 2.10 /Thousand Gallons
20,001 - 40,000 Gallons	\$ 2.43 /Thousand Gallons
	\$ 2.34 /Thousand Gallons
Over 40,000 Gallons	\$ 2.75 /Thousand Gallons
	\$ 2.64 /Thousand Gallons

Non-Residential Irrigation**

Consumption Fee

0 - 40,000 Gallons	\$ 3.04 /Thousand Gallons
	\$ 2.92 /Thousand Gallons
40,001 - 80,000 Gallons	\$ 3.65 /Thousand Gallons
	\$ 3.51 /Thousand Gallons
Over 80,000 Gallons	\$ 4.27 /Thousand Gallons
	\$ 4.11 /Thousand Gallons

*REU = a residential equivalent connection:

1. Residential - a single housing unit
2. Non-Residential - per Met Council Service Availability Charge Procedures Manual

**Non-Residential users with irrigation systems that do not have a separate irrigation meter will be charged at residential rates until such time that a separate irrigation meter is installed and inspected.

Sewer Utility Rates

Metered Sewer

Base Fee	\$ 61.48 /Quarter/REU*
	\$ 59.98 /Quarter/REU*
Consumption Fee	
Over 10,000 Gallons (based on winter average)	\$ 1.18 /Thousand Gallons
	\$ 1.15 /Thousand Gallons

Flat Sewer

\$ 72.52 /Quarter/REU*
\$ 70.75 /Quarter/REU*

*REU = a residential equivalent connection:

1. Residential - a single housing unit
2. Non-Residential - per Met Council Service Availability Charge Procedures Manual

Storm Water Utility Rates

Quarterly Base Rate

Residential Fee	\$ 12.00 /Parcel
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Non-Residential Fee	\$ 175.00 /Acre of Impervious (\$12.00 minimum)
Late Penalty	10% of Unpaid Balance, Assessed per Billing Cycle
Non-Payment Certification Fee	\$ 30.00
Meter Testing (Our Cost, Delivered to Minneapolis)	\$ 100.00 5/8" - 3/4" Meter Test \$ 150.00 1" Meter Test \$ 250.00 1-1/2" - 2" Meter Test
Water Meter Rental	\$ 600.00 Deposit \$ 25.00 /Month
Additional Accessories	\$ 25.00 /Month
Water Usage Fee	\$ 5.00 /Thousand Gallons
Water Use Violation	\$ 25.00 1st Violation \$ 50.00 2nd and Subsequent Violations

City Trunk Utility Connection Fees - 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. Residential trunk charges are based on one unit per dwelling unit. Commercial/Industrial/Institutional (CII) trunk charges are based on a factor of 2.92 units per acre.

Sanitary Sewer	\$ 1,801.00 /Unit \$ 1,737.00
Water	\$ 2,588.00 /Unit \$ 2,496.00

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). Residential uses shall be assigned one unit per dwelling unit unless otherwise noted by MCES.

City Sewer (CSAC)	\$ 1,686.00 /SAC Unit \$ 1,626.00
City Water (CWAC)	\$ 1,628.00 /SAC Unit \$ 1,570.00

The Lateral Service Connection Fee shall be in addition to the City Trunk Utility Connection Fees.

Lateral Service Connection Fees

If the lot or tract of land, or portion thereof, to be served by a lateral connection has not been assessed for the cost of construction, then the applicant shall pay, upon hook-up, a lateral connection in accordance with Resolution No. 02-149 (Bisel Amendment) based on the following front foot charges:

Sanitary Sewer	\$ 80.10 /Front Foot
	\$ 77.20
Watermain	\$ 75.10 /Front Foot
	\$ 73.00

Vacant Buildings: Owners of a commercial/industrial building(s) connected to City water and/or sewer utilities that are vacant due to business closures or other reasons may apply to have the number of billed REU’s reduced to one (1) REU for purposes of calculating utility fees effective from the date the building(s) were vacated for as long as the building(s) remain unoccupied. When the building(s) again becomes occupied the owner must inform the City of such occupation, at which time the number of REU’s will be determined and utility fees assessed according to the current fee structure. (Ordinance No. 06-13, passed 8-26-13)

REU = a residential equivalent connection:

1. Residential – a single housing unit
2. Non-Residential REU = per Met Council Service Availability Charge Procedures Manual

Surface Water Management

	Single/Two Family Lots	Multi Family Lots	Commercial/Industrial/Institutional Property
Fee Charge per Acre of Development	\$8,217.00	\$11,051.00	\$12,241.00
	\$7,924.00	\$10,657.00	\$11,804.00

Fees are based on developable land in accordance with the policy provisions established in Resolution No. 92-70. Credits may be earned for sub-watershed trunk improvements.

CULVERT PRICES

All culvert prices are based on market prices and include tax & delivery and 15% administration fee.

LAND USE

Fees

Alternative Urban Area-wide Review (I-35E AUAR)	\$ 325.00 /Acre
To be charged at the time of land use approval for projects within the I-35E Corridor AUAR area that require preliminary plats; conditional use permits;	\$ 300.00

site and building plans; and planned unit developments. Once paid, the same land will not be charged again.

Administrative Permit (no fee for Transient Merchant if issued by City Clerk)	\$ 73.00
Zoning Confirmation Letter	\$ 75.00 \$ 50.00

Escrow Deposits (Application Fee Required With Each Submittal)

Application Fee	\$ 200.00
Comprehensive Plan Amendment	\$ 5,000.00 40 Acres or Less \$ 3,000.00 \$ 7,500.00 Over 40 Acres \$ 5,000.00
Conditional Use Permit	\$ 1,000.00 Residential/Rural \$ 7,500.00 Commercial/Industrial/ Institutional
Environmental Assessment Worksheet Review	\$ 12,500.00 \$ 10,000.00
Interim Use Permit	\$ 7,500.00
Ordinance Amendment	
Map Amendment (Rezone)	\$ 1,500.00 40 Acres or Less \$ 5,000.00 Over 40 Acres
Text Amendment	\$ 1,500.00
Planned Unit Development	\$ 5,000.00 General Concept Plan \$ 3,000.00 \$ 12,500.00 Preliminary Plan Development Stage Plan \$ 7,500.00 Final Plan
Site Plan Review	\$ 7,500.00
Subdivision	
Concept Plan Review	\$ 1,500.00
Minor Subdivision	\$ 3,000.00
Preliminary Plat	\$ 5,000.00 Less than 5 Acres \$ 7,500.00 5-40 Acres \$ 12,500.00 Over 40 Acres
Final Plat	\$ 1,500.00 Less than 5 Acres \$ 5,000.00 5-40 Acres \$ 7,500.00 Over 40 Acres
Vacation (Street, Utility, Drainage)	\$ 1,500.00
Variance or appeal	\$ 750.00

An escrow account shall be established as indicated above to cover all expenses incurred by the City as part of the plan review. In the case of applications including multiple requests the highest escrow deposit amount will be the only one initially required. The applicant is responsible for all costs incurred by the City during plan review. If the escrow account drops below 10% of the original deposit amount the City will require the submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon City determination that the project is complete or expired, the City will return the remaining escrow deposit to the applicant.

DEVELOPMENT FEES

GIS Mapping Fee	\$	90.00	/Lot
Park Dedication			
Commercial/Industrial/Assisted-Living/Skilled Nursing	\$	2,600.00	/Acre
Residential	\$	3,500.00	/Unit
		3,300.00	
Tree Preservation Mitigation Fee	\$	500.00	/Tree
		600.00	
Street Lighting Operation Fee (New Development)	\$	120.00	/Light (\$8/mo/light x 15 months)

ECONOMIC DEVELOPMENT ASSISTANCE

Tax Increment Financing or Tax Abatement	\$	12,500.00	Escrow Deposit
		10,000.00	
Tax Exempt Financing	\$	2,500.00	Application Fee, plus 1% Administration Fee

STAFF TIME

Staff time for chargeable event/projects shall be charged as the employee’s hourly rate of pay plus benefits plus calculated overhead costs (when applicable). Overtime will be charged at 1.5 times the calculated hourly rate.

LATE FEE

Late penalty fee: a late charge of 10% or \$25.00, whichever is greater, will be charged for fees not paid when due.

Section 2. Effective Date of Ordinance. This ordinance shall be in force and effect on January 1, 2025 and from and after its passage and publication according to the Lino Lakes City Charter.

Adopted by the Lino Lakes City Council on this 12th day of November, 2024.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

Public Hearing:	N/A	Draft Posted to Website:	October 29, 2024
1st Reading:	October 28, 2024	Publication:	November 19, 2024
2nd Reading:	November 12, 2024	Effective:	January 1, 2025

**CITY OF LINO LAKES
ORDINANCE NO. 16-24**

Repeal and Replace of Chapter 218 (Fee Schedule)

The City Council of Lino Lakes ordains:

Section 1. Findings. Pursuant to Minnesota Law, the Lino Lakes City Charter, and the Lino Lakes City Code, a fee schedule for city services and licensing is hereby adopted as follows:

2025 FEE SCHEDULE

ALCOHOLIC BEVERAGES

3.2 Beer Off-Sale	\$	200.00	/Year
3.2 Beer On-Sale	\$	300.00	/Year
3.2 Beer On-Sale Temporary	\$	50.00	Plus \$5.00/Day
Club License	\$	300.00	/Year
Liquor License Investigation (Initial Application Only)	\$	267.75	1 or 2
	\$	471.75	3+
Liquor License On-Sale	\$	4,500.00	/Year
Liquor License Off-Sale	\$	200.00	/Year
Liquor Temporary Permit	\$	50.00	
Wine License	\$	500.00	/Year
Sunday Liquor	\$	200.00	/Year
On-Sale Brewer Taproom	\$	500.00	/Year
Off-Sale Growler	\$	200.00	/Year

AMUESMENT & COMMERCIAL RECREATION

Cabaret License	\$	35.00	
Dances	\$	200.00	/Year
Gambling Permit Application	\$	10.00	

BUSINESS & MISCELLANEOUS

Assessment Search Fee	\$	20.00	/Search
Background Check Fee	\$	35.00	/Background
Cannabinoid License Investigation (Initial Application Only)	\$	267.75	1 or 2

	\$	471.75	3+
Cannabinoid License	\$	250.00	/Year
CD or DVD	\$	7.00	
City Charter	\$	-	First Copy
	\$	10.00	Each Additional Copy
City Code Book	\$	140.00	No Binder or Tabs
City Map	\$	2.50	
Comp. Plan	\$	55.00	
Copies: Large Scale (>11"x17")	\$	0.50	/Square Foot
Copies: New Resident Labels	\$	5.00	/Month Flat Fee
Copies: Per Page	\$	-	/Page (1-10 Pages)
	\$	0.25	/Page (11-100 Pages)
		Actual Cost	100+ Pages
Dog Kennel - Private	\$	20.00	/Year
Dog Kennel – Commercial	\$	105.00	/Year
Dog License Male/Female	\$	11.00	Not Spayed or Neutered
	\$	6.00	Spayed or Neutered
Election Filing Fee	\$	5.00	
Fax Charge	\$	-	1-10 Pages
	\$	0.25	/Page 11+ Pages
Garbage Hauler License	\$	100.00	First Truck
	\$	45.00	Each Additional Truck
Massage Therapist License (Individual)	\$	50.00	Annually
Overweight Permit	\$	50.00	
Pawn Shop Class A, Class B, and Class C	\$	10,000.00	
Pawn Shop/Precious Metal Dealer/Secondhand Goods Dealer Class A Background Investigation (In State)	\$	775.00	Fee
	\$	15,000.00	Escrow Deposit
Pawn Shop/Precious Metal Dealer/Secondhand Goods Dealer Class A Background Investigation (Out State)	\$	20,000.00	Fee & Escrow Deposit
Peddler, Solicitor, Transient Merchant	\$	250.00	/6 Months
Precious Metal Dealer	\$	10,000.00	
Secondhand Goods Dealer Class A	\$	10,000.00	
Secondhand Goods Dealer Class B and Class C	\$	300.00	
Return Check Charge	\$	30.00	
Rental Housing License (Annual)	\$	73.00	1 or 2 Units plus \$15.00/Unit for 3 or More Units (fee to be reduced by 50% if issued less than six months from expiration date)
Rental License Re-Inspection Fee	\$	73.00	
Special Event Permit	\$	50.00	
Therapeutic Massage Business License	\$	200.00	Annually

Tobacco License	\$	250.00	
Weed & Mowing Violation	\$	150.00	First Hour
	\$	75.00	Each Additional Hour
Additional Admin Fee	\$	100.00	2nd Offense in Calendar Yr
	\$	200.00	3rd and Each Additional Offense in Calendar Yr
Non-Payment Certification Fee	\$	30.00	
Zoning Maps	\$	5.00	Large or Colored
Zoning Ordinance	\$	25.00	

FIRE REGULATIONS

Annual Permit for Sale of Consumer Fireworks	\$	350.00	Exclusive Retail Seller
	\$	100.00	In Conjunction with Existing Retail Store
Burning Permit	\$	50.00	
Day Care/Foster Care Inspection	\$	50.00	
False Fire Alarms	\$	-	/Alarm (1-3) in Calendar Yr
	\$	100.00	/Alarm (4-10) in Calendar Yr
	\$	200.00	/Alarm (11+) in Calendar Yr
Fire Watch	\$	50.00	/Hour
Fireworks Display Permit	\$	100.00	
Food Truck Inspection	\$	50.00	
Inspection Outside Business Hours	\$	75.00	/Hour (2 Hour Minimum)

POLICE FEES

Copy of Report	\$	-	To Subject of Data up to 3 Pages
	\$	1.00	4th Page
	\$	0.25	/Page 5-100 Pages
Copy of Report – Mail In	\$	4.00	Up to 4 Pages
	\$	0.25	/Page Thereafter
Vehicle Lockouts	\$	-	No Fee
Clearance Letter	\$	15.00	
Fingerprinting	\$	15.00	By Appointment
Digital Photographs	\$	25.00	Up to 16gb Flash Drive
Other Digital Documentation/Video	\$	50.00	Up to 16gb Flash Drive
False Police Alarms	\$	-	/Alarm (1-3) in Calendar Yr
	\$	52.50	/Alarm (4-10) in Calendar Yr
	\$	105.00	/Alarm (11+) in Calendar Yr
Vehicle Forfeiture Fee	\$	300.00	/Vehicle
Dangerous Dog Registration	\$	255.00	/Year

RENTALS & RESERVATIONS

Civic Complex Room Reservations		
Non-Residents & Businesses - Up to 4 Hours	\$	100.00
Non-Residents & Businesses - Up to 8 Hours	\$	200.00
Field Rental		
Baseball/Softball Drag Only	\$	25.00 /Evening
Baseball/Softball Drag & Chalk	\$	50.00 /Evening
Picnic Shelter Reservation	\$	25.00

BUILDING - CONSTRUCTION UTILITES

Building Permit Fee Schedule

Building Permit Fees shall be based on the Fee Table.

Fire Suppression Permit Fee shall be based on Fee Table.

Minimum fee of \$73.00 for all permits.

Fee Table

Total Valuation	Fee
\$1.00 to \$1,360.00	\$73.00
\$1,361.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00. Min. Fee \$73.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof

Other Inspections and Fees

Work Commencing Before Permit Issuance	Double Permit Fee
Erosion Control Inspection Fee	
Single, Two-Family, Townhomes up to 8 Units, Multi-Family > 8 Units	\$ 160.00
Commercial, Industrial, and Institutional	Determined by Separate Agreement
Change of Use/Occupancy Inspections	\$ 73.00 /Trip

Inspections Outside of Normal Business Hours	\$ 73.00 /Hour*
Re-Inspection Fee	\$ 73.00 /Trip
Inspections for which no fee is specifically designed	\$ 73.00 /Trip
Additional Plan Review Required by Changes, Additions, or Revisions	\$ 73.00 /Hour**
For use of outside consultants for plan checking and inspections, or both	Actual Cost***
Plan Review Fee	
a. 65% of the Building Permit Fee	
b. 25% of the Building Permit Fee for review of similar plans (Master Plan) in a 12 month period	
Easement Encroachment Fee	County Recording Fee plus \$25.00
Antenna, City Owned Property	\$ 250.00 Plus \$6,000 Escrow
Antenna, Private Property	See Building Fee Table
Accessory Building Permit: 200 sq. ft. or under in size	\$ 73.00
Accessory Building Permit: over 200 sq. ft. in size	See Building Fee Table
Fence Permit: 6 feet or under in height	\$ 73.00
Fence Permit: over 6 feet in height	See Building Fee Table
Grading Permit	\$ 160.00
Grading Permit Escrow Deposit (if not included in Dev. Contract)	\$ 300.00
Surface Water Management Plan (if applicable and not covered in Site Performance or Development Contract Escrow)	\$ 3,500.00
Roofing Permit	\$ 106.00
Siding Permit	\$ 106.00
Swimming Pool Permit	\$ 160.00 In Ground
	\$ 106.00 Above Ground
Window/Door Replacement Permit	\$ 79.00 /Unit (max \$158.00)
Retaining Wall Permit	\$ 73.00
Mechanical (HVAC) permit: Gas Fireplace	\$ 73.00 Plus \$34.50 for Each Additional Fireplace
Mechanical (HVAC) Permit: Residential	\$ 73.00 Except New Construction Includes AC/Furnace Combined
Mechanical (HVAC) Fee: New Construction Residential	\$ 158.00 Does Not Include Fireplaces
Mechanical (HVAC) Permit: Commercial	2% of the Contract Price (\$73.00 Minimum Fee)
Manufactured Home Permits	\$ 250.00
Plumbing Permit	\$ 11.00 /Fixture (\$73.00 Min. Fee)
Sewer Connection Inspection Fee	\$ 200.00
Water Connection Inspection Fee	\$ 250.00
Contractor License Verification	\$ 5.00 /Permit

Contractor Lead Certification Verification	\$ 5.00 /Permit
Contractor License	\$ 50.00
Metropolitan Council SAC (Sewer Availability Charge)	Per Met Council
Water Meter	City Cost plus \$50.00
MXU Unit	City Cost plus \$50.00
Water Meter + MXU Unit	City Cost plus \$50.00
Touch Pad	\$ 18.00
Curb Stop Covers	\$ 70.00
Septic Installation or Repair Permit	\$ 250.00
Septic Pumping Permit	\$ 10.00
Demolition Permit	\$ 73.00
Lawn Sprinkler/Irrigation System Permit	\$ 73.00
Irrigating or Watering of New Landscaping Permit (Sod or Seed)	\$ - No Fee
Driveway Replacement Permit	\$ 73.00
Sign Permit: Existing Billboard	\$ 85.00 /Year
Sign Permit: Permanent	See Building Fee Table
Sign Permit: Sandwich Board	\$ 35.00
Sign Permit: Temporary (portable/banner)	\$ 35.00 /Term
Storm Pond Aeration Permit	\$ 150.00

Fee Refund – Per applicant request, City staff may refund permit fees up to 80% for voided permits. Plan review fees and state surcharge fees are non-refundable. No refund shall be provided if permit has expired.

All permits issued are subject to applicable State surcharge fees.

- * Inspections made outside of normal business hours is a three-hour minimum charge.
- ** Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.
- *** Actual costs include administrative and overhead costs.

An escrow may be required, as determined by the City Engineer, to cover all costs incurred by the City for plan revision and construction observation.

ESCROW DEPOSITS

In order to obtain a Certificate of Occupancy, escrow deposits shall be collected if exterior work cannot be completed due to inclement weather, as determined by City Staff, whereupon a Temporary Certificate of Occupancy would be issued subject to the execution of an escrow agreement and payment thereof. Any unfinished work must be completed within six months (weather permitting) from the date of issuance. The following escrow amounts are hereby established:

- a. Driveway - \$1,000.00
- b. Exterior Concrete - \$1,000.00

- c. As-built Surveys - \$1,000.00
- d. Stucco (final coat only) - \$1,000.00
- e. Garage Floor - \$1,000.00
- f. Landscaping - \$2,500.00 (landscaping may be escrowed year-round per City Staff)
- g. Other – Determined by City staff at a rate of 125% of the actual improvement costs

Escrow deposits will be charged a \$100.00 non-refundable administrative fee.

Escrow deposits can be submitted through one of the following procedures:

- a. Escrow can be paid to the City upon execution of an agreement signed by both the payee and the City.
- b. The title company or lending institution can hold the escrow upon execution of an agreement signed by both the title company or lending institution and the City.

A partial release, of a multi-item escrow, will be charged a \$75.00 non-refundable administrative fee.

RIGHT-OF-WAY MANAGEMENT

Excavation Permit Fees

Hole (includes administration, plan review, inspection, testing and mapping)	\$	150.00
Trench (includes administration, plan review, inspection, testing & mapping)	\$	70.00 /100 Lineal Feet plus Hole Fee

Obstruction Permit Fee

Includes administration, recording, review & inspection	\$	50.00 Plus \$0.50/ Lineal Foot
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Permit Extension Fee

Includes administration, recording & review	\$	55.00
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Delay Penalty

For up to three days of non-completion and non-prior notice before specified date. After three days an additional charge of \$10.00 per day will be levied.	\$	60.00
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Degradation Fee

Degradation Fee Formula:

This formula covers degradation for depreciation caused by intrusion into the right-of-way. The depreciation applies to the original surface of the right-of-way and to the overlays and seal-coats applied to the surface. The formula includes life expectancy schedules for each and has an estimated cost per square yard based on the quality of the right-of-way surface required for different levels of traffic. This formula creates a degradation fee which is determined by the cost per square yard for street, overlay, and seal-coat, multiplied by the depreciation schedule, multiplied by the area of the street patch.

Degradation Fee:

(cost per square yard for street overlay and seal-coat x depreciation schedule rates) x
area of street patch = degradation fee

UTILITY FEES

Water Utility Rates

Residential

Base Fee	\$	25.00 /Quarter/REU*
Consumption Fee		
0 - 20,000 Gallons	\$	2.19 /Thousand Gallons
20,001 - 40,000 Gallons	\$	2.43 /Thousand Gallons
40,001 - 80,000 Gallons	\$	3.04 /Thousand Gallons
80,001 - 120,000 Gallons	\$	3.65 /Thousand Gallons
Over 120,000 Gallons	\$	4.26 /Thousand Gallons

Non-Residential

Base Fee	\$	25.00 /Quarter/REU*
Consumption Fee		
0 - 20,000 Gallons	\$	2.19 /Thousand Gallons
20,001 - 40,000 Gallons	\$	2.43 /Thousand Gallons
Over 40,000 Gallons	\$	2.75 /Thousand Gallons

Non-Residential Irrigation**

Consumption Fee		
0 - 40,000 Gallons	\$	3.04 /Thousand Gallons
40,001 - 80,000 Gallons	\$	3.65 /Thousand Gallons
Over 80,000 Gallons	\$	4.27 /Thousand Gallons

*REU = a residential equivalent connection:

1. Residential - a single housing unit
2. Non-Residential - per Met Council Service Availability Charge Procedures Manual

**Non-Residential users with irrigation systems that do not have a separate irrigation meter will be charged at residential rates until such time that a separate irrigation meter is installed and inspected.

Sewer Utility Rates

Metered Sewer

Base Fee	\$	61.48 /Quarter/REU*
Consumption Fee		
Over 10,000 Gallons (based on winter average)	\$	1.18 /Thousand Gallons

Flat Sewer \$ 72.52 /Quarter/REU*

*REU = a residential equivalent connection:

1. Residential - a single housing unit
2. Non-Residential - per Met Council Service Availability Charge Procedures Manual

Storm Water Utility Rates

Quarterly Base Rate

Residential Fee	\$ 12.00 /Parcel
Non-Residential Fee	\$ 175.00 /Acre of Impervious (\$12.00 minimum)

Late Penalty	10% of Unpaid Balance, Assessed per Billing Cycle
Non-Payment Certification Fee	\$ 30.00
Meter Testing (Our Cost, Delivered to Minneapolis)	\$ 100.00 5/8" - 3/4" Meter Test
	\$ 150.00 1" Meter Test
	\$ 250.00 1-1/2" - 2" Meter Test
Water Meter Rental	\$ 600.00 Deposit
	\$ 25.00 /Month
Additional Accessories	\$ 25.00 /Month
Water Usage Fee	\$ 5.00 /Thousand Gallons
Water Use Violation	\$ 25.00 1st Violation
	\$ 50.00 2nd and Subsequent Violations

City Trunk Utility Connection Fees - 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. Residential trunk charges are based on one unit per dwelling unit. Commercial/Industrial/Institutional (CII) trunk charges are based on a factor of 2.92 units per acre.

Sanitary Sewer	\$ 1,801.00 /Unit
Water	\$ 2,588.00 /Unit

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). Residential uses shall be assigned one unit per dwelling unit unless otherwise noted by MCES.

City Sewer (CSAC)	\$ 1,686.00 /SAC Unit
City Water (CWAC)	\$ 1,628.00 /SAC Unit

The Lateral Service Connection Fee shall be in addition to the City Trunk Utility Connection Fees.

Lateral Service Connection Fees

If the lot or tract of land, or portion thereof, to be served by a lateral connection has not been assessed for the cost of construction, then the applicant shall pay, upon hook-up, a lateral connection in accordance with Resolution No. 02-149 (Bisel Amendment) based on the following front foot charges:

Sanitary Sewer	\$ 80.10 /Front Foot
Watermain	\$ 75.10 /Front Foot

Vacant Buildings: Owners of a commercial/industrial building(s) connected to City water and/or sewer utilities that are vacant due to business closures or other reasons may apply to have the number of billed REU's reduced to one (1) REU for purposes of calculating utility fees effective from the date the building(s) were vacated for as long as the building(s) remain unoccupied. When the building(s) again becomes occupied the owner must inform the City of such occupation, at which time the number of REU's will be determined and utility fees assessed according to the current fee structure. *(Ordinance No. 06-13, passed 8-26-13)*

REU = a residential equivalent connection:

1. Residential – a single housing unit
2. Non-Residential REU = per Met Council Service Availability Charge Procedures Manual

Surface Water Management

	Single/Two Family Lots	Multi Family Lots	Commercial/Industrial/Institutional Property
Fee Charge per Acre of Development	\$8,217.00	\$11,051.00	\$12,241.00

Fees are based on developable land in accordance with the policy provisions established in Resolution No. 92-70. Credits may be earned for sub-watershed trunk improvements.

CULVERT PRICES

All culvert prices are based on market prices and include tax & delivery and 15% administration fee.

LAND USE

Fees

Alternative Urban Area-wide Review (I-35E AUAR)	\$ 325.00 /Acre
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To be charged at the time of land use approval for projects within the I-35E Corridor AUAR area that

require preliminary plats; conditional use permits; site and building plans; and planned unit developments. Once paid, the same land will not be charged again.

Administrative Permit (no fee for Transient Merchant if issued by City Clerk)	\$	73.00
Zoning Confirmation Letter	\$	75.00

Escrow Deposits (Application Fee Required With Each Submittal)

Application Fee	\$	200.00
Comprehensive Plan Amendment	\$	5,000.00 40 Acres or Less
	\$	7,500.00 Over 40 Acres
Conditional Use Permit	\$	1,000.00 Residential/Rural
	\$	7,500.00 Commercial/Industrial/ Institutional
Environmental Review	\$	12,500.00
Interim Use Permit	\$	7,500.00
Ordinance Amendment		
Map Amendment (Rezone)	\$	1,500.00 40 Acres or Less
	\$	5,000.00 Over 40 Acres
Text Amendment	\$	1,500.00
Planned Unit Development	\$	5,000.00 General Concept Plan
	\$	12,500.00 Preliminary Plan
	\$	7,500.00 Final Plan
Site Plan Review	\$	7,500.00
Subdivision		
Concept Plan Review	\$	1,500.00
Minor Subdivision	\$	3,000.00
Preliminary Plat	\$	5,000.00 Less than 5 Acres
	\$	7,500.00 5-40 Acres
	\$	12,500.00 Over 40 Acres
Final Plat	\$	1,500.00 Less than 5 Acres
	\$	5,000.00 5-40 Acres
	\$	7,500.00 Over 40 Acres
Vacation (Street, Utility, Drainage)	\$	1,500.00
Variance or appeal	\$	750.00

An escrow account shall be established as indicated above to cover all expenses incurred by the City as part of the plan review. In the case of applications including multiple requests the highest escrow deposit amount will be the only one initially required. The applicant is responsible for all costs incurred by the City during plan review. If the escrow account drops below 10% of the original deposit amount the City will require the

submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon City determination that the project is complete or expired, the City will return the remaining escrow deposit to the applicant.

DEVELOPMENT FEES

GIS Mapping Fee	\$ 90.00 /Lot
Park Dedication	
Commercial/Industrial/Assisted-Living/Skilled Nursing	\$ 2,600.00 /Acre
Residential	\$ 3,500.00 /Unit
Tree Preservation Mitigation Fee	\$ 500.00 /Tree
Street Lighting Operation Fee (New Development)	\$ 120.00 /Light (\$8/mo/light x 15 months)

ECONOMIC DEVELOPMENT ASSISTANCE

Tax Increment Financing or Tax Abatement	\$ 12,500.00 Escrow Deposit
Tax Exempt Financing	\$ 2,500.00 Application Fee, plus 1% Administration Fee

STAFF TIME

Staff time for chargeable event/projects shall be charged as the employee’s hourly rate of pay plus benefits plus calculated overhead costs (when applicable). Overtime will be charged at 1.5 times the calculated hourly rate.

LATE FEE

Late penalty fee: a late charge of 10% or \$25.00, whichever is greater, will be charged for fees not paid when due.

Section 2. Effective Date of Ordinance. This ordinance shall be in force and effect on January 1, 2025 and from and after its passage and publication according to the Lino Lakes City Charter.

Adopted by the Lino Lakes City Council on this 12th day of November, 2024.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

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

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: October 28, 2024

TOPIC: Consider Appointment of Public Works Maintenance Worker

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to approve the appointment of Christopher Heck to the full-time Streets Maintenance Worker position within the Public Works Department.

BACKGROUND

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

Heck is currently working as a Carpenter at Welsh Construction. He has over 15 years of relevant experience.

The starting wage for Heck will be \$32.43 per hour, which is Step 3 in a 6 step wage scale for the Maintenance Worker position.

With the Council's approval, Heck would start in the Utilities Maintenance Worker position on November 12, 2024.

The hiring of Heck will backfill the Streets Maintenance Worker vacancy that was created due to a resignation on August 9, 2024. The 2024 Adopted Budget includes five full-time Streets Maintenance Worker positions.

RECOMMENDATION

Please approve the appointment of Christopher Heck to the Streets Maintenance Worker position.

ATTACHMENTS

None

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

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: October 28, 2024

TOPIC: Appointment of Administrative Assistant

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to approve the appointment of Marjorie Schlueter to the Administrative Assistant position for the Public Safety Department.

BACKGROUND

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

Schlueter is currently working as an Executive Assistant to the President at Anoka-Ramsey Community College. She has an Associate's degree from Century College.

The starting wage for Schlueter will be at \$32.07 per hour, which is step 6 of a 6 step wage scale for the Administrative Assistant position. With the Council's approval, Schlueter would start in the position on November 14, 2024.

The hiring of Schlueter will backfill the Administrative Assistant vacancy that was created on July 28, 2024. The 2024 Adopted Budget includes one full-time Administrative Assistant in the Public Safety Department.

RECOMMENDATION

Please approve the appointment of Marjorie Schlueter to the Administrative Assistant position.

ATTACHMENTS

None

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

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: October 28, 2024

TOPIC: Appointment of Part-Time Firefighter

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to approve the appointment of Cole Heather to the Part-Time Firefighter position within the Public Safety Department.

BACKGROUND

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

Heather has completed Firefighter 1 & 2 as well as Hazardous Materials training and certification.

The starting wage for Heather will be at \$24.78 per hour, which is Starting Step of a 6 step wage scale for the Part-Time Firefighting position.

With the Council's approval, Heather would start in the position on November 5, 2024.

The Public Safety Department currently has 9 Part-Time Firefighters on staff.

RECOMMENDATION

Please approve the appointment of Cole Heather to the Part-Time Firefighter position.

ATTACHMENTS

None

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

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: October 28, 2024

TOPIC: Appointment of Part-Time Firefighter

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to approve the appointment of Tim Bertz to the Part-Time Firefighter position within the Public Safety Department.

BACKGROUND

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

Bertz has completed Firefighter 1 & 2 as well as Hazardous Materials training and certification.

The starting wage for Bertz will be at \$24.78 per hour, which is Starting Step of a 6 step wage scale for the Part-Time Firefighting position.

With the Council's approval, Bertz would start in the position on October 29th, 2024.

The Public Safety Department currently has 9 Part-Time Firefighters on staff.

RECOMMENDATION

Please approve the appointment of Tim Bertz to the Part-Time Firefighter position.

ATTACHMENTS

None

**CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 4A**

STAFF ORIGINATOR: Kyle Leibel, Deputy Director

MEETING DATE: October 28, 2024

TOPIC: Approval of Resolution 24-141 Authorizing Grant Agreement for 2025 Intensive Comprehensive Peace Officer Education & Training

VOTE REQUIRED: Simple Majority

INTRODUCTION

In an effort to expand the applicant pool for current and future police officer vacancies, the Public Safety Department applied for and was awarded grant funding under the 2025 Intensive Comprehensive Peace Officer Education and Training (ICPOET) grant program.

BACKGROUND

There is currently a shortage of applicants for vacant police officer positions throughout the state of Minnesota. Through the legislative process this year, the Minnesota Department of Public Safety Office of Justice Programs created a grant program called the Intensive Comprehensive Peace Officer Education and Training Program.

This grant program enables agencies to hire individuals who have a 2- or 4-year degree in any field and want to make a career transition into law enforcement. The City received and approved two ICPOET grants in 2024 and we've now been approved for another in 2025.

The grant award is \$50,000 for expenses covering wages, benefits, recruitment, pre-hire assessments, and training at Hennepin Technical College which will meet the MN POST Board requirements to become a police officer in Minnesota.

RECOMMENDATION

Approve Resolution 24-141 authorizing staff to enter into the grant agreement for 2025 ICPOET grant program.

ATTACHMENTS

Resolution 24-141
ICPOET Grant Agreement Lino Lakes

**CITY OF LINO LAKES
RESOLUTION NO. 24-141**

**AUTHORIZING EXECUTION OF GRANT AGREEMENT FOR THE 2025 INTENSIVE
COMPREHENSIVE PEACE OFFICER EDUCATION and TRAINING GRANT**

WHEREAS, policing agencies throughout the State of Minnesota are experiencing a low number of applicants for vacant police officer positions; and,

WHEREAS, the Minnesota Department of Public Safety established grant funding to assist Minnesota agencies expand the applicant pool to fill vacant police officer positions: and,

WHEREAS, the Lino Lakes Public Safety Department has police officer vacancies to fill; and,

WHEREAS, in an effort to expand the police officer applicant pool the Lino Lakes Public Safety Department applied for and was awarded grant funding under the 2025 Intensive Comprehensive Peace Officer Education and Training Grant;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the Lino Lakes Public Safety Department be authorized to enter into a grant agreement with the Minnesota Department of Public Safety, for the 2025 Intensive Comprehensive Peace Officer Education and Training during the period from December 1, 2024 through September 30, 2025.

BE IT FURTHER RESOLVED that the Public Safety Director of the Lino Lakes Public Safety Department is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Lino Lakes Public Safety Department and to be the fiscal agent and administer the grant.

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

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, City Clerk



Minnesota Department of Public Safety (“State”) Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	Grant Program: Intensive Comprehensive Peace Officer Education and Training 2025 Grant Contract Agreement No.: A-ICPOE-2025-LINOLKPD-029
Grantee: City of Lino Lakes, Public Safety Department 600 Town Center Parkway Lino Lakes, Minnesota 55014	Grant Contract Agreement Term: Effective Date: 12/1/2024 Expiration Date: 9/30/2025
Grantee’s Authorized Representative: John Swenson, Public Safety Director City of Lino Lakes, Public Safety Department 640 Town Center Parkway Lino Lakes, Minnesota 55014 (651) 982-2301 jswenson@linolakes.us	Grant Contract Agreement Amount: Original Agreement \$50,000.00 Matching Requirement \$0.00
State’s Authorized Representative: Kristin Lail, Grants Specialist Coordinator Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139 (651) 230-3358 Kristin.lail@state.mn.us	Federal Funding: CFDA/ALN: None FAIN: N/A State Funding: Minnesota Session Laws of 2023, Chapter 52, Article 2, Section 3, Subdivision 8. Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: Per Minn. Stat. § 16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. § 16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved Intensive Comprehensive Peace Officer Education and Training 2025 Application [“Application”] which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota 55101-2139. The Grantee shall also comply with all requirements referenced in the Intensive Comprehensive Peace Officer Education and Training 2025 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-ICPOE-2025-LINOLKPD-029 / 3-98833

Project No.(indicate N/A if not applicable): N/A

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State’s Authorized Representative

Organization: Lino Lakes Police Department

A-ICPOE-2025-LINOLKPD-029

Budget Summary

ICPOE: 2025 ICPOET				
Budget Category		Award		
Personnel				
Wages		\$25,510.00		
Total		\$25,510.00		
Payroll Taxes and Fringe				
Payroll Taxes and Fringe		\$2,000.00		
Total		\$2,000.00		
Contracted Services				
Recruitment and pre-hire assessments		\$1,890.00		
Total		\$1,890.00		
Travel and Training				
Educational Expenses		\$20,600.00		
Total		\$20,600.00		
Total		\$50,000.00		