CITY COUNCIL AGENDA

Monday, September 22, 2025

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

Mayor Rafferty, Councilmembers Cavegn, Lyden, Ruhland and Stoesz
City Administrator: Karen Anderson

CITY COUNCIL WORK SESSION, 5:30 P.M.
Community Room (not televised)

A. Call to Order and Roll Call

B. Setting the Agenda: Addition or Deletion of Agenda Items

C. Sunset Avenue Reconstruction Project — Presentation, Michael Grochala

D. Schedule Special (Budget) Work Session: October 20, 2025, Roberta Colotti

E. Review Proposed Purchase of Fitness Equipment for the Rookery Activity Center, Rick DeGardner

F. Review Regular Agenda

G. Adjourn

CITY COUNCIL MEETING, 6:30 PM
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 PRESENTATION

1. Consent Agenda

A. Approval of Expenditures for September 22, 2025 (Check No. 123522 through 123611) in the Amount of $3,617,768.17

B. Approval of September 2, 2025, City Council Work Session Minutes

C. Approval of September 8, 2025, City Council Work Session Minutes

D. Approval of September 8, 2025, City Council Meeting Minutes

E. Approval of Resolution No. 25-126, Special Event Permit for Artoberfest Lino Lakes

F. Approval of Resolution No. 25-132, Purchasing Fitness Equipment for the Rookery Activity Center

G. Approval of Resolution No. 25-127, Approving an Interfund Transfer from the General Fund to the Park & Trail Improvement Fund

H. Accept the Q2 2025 Financial Report for Filing

I. Approval of Resolution No. 25-128, Authorization to Declare Surplus and Sell Unused Public Works Equipment

J. Approval of Resolution No. 25-133, Declaring Costs to be Assessed and Calling for Public Hearing on Proposed Assessments - 2025 Delinquent Utility Charges

2. Finance Department Report

A. Consider Resolution No. 25-129, Adopting the 2026 Preliminary Levy, Tracy Thoma

B. Consider Resolution No. 25-130, Announcing the Public Hearing on the 2026 Budget and Levy, Tracy Thoma

C. Resolution No 25-131, Canceling the 2026 Levy for the G.O. Capital Note, Series 2016A., Tracy Thoma

3. Administration Department Report

A. Second Reading and Adoption of Ordinance No. 16-25, Amending Chapter 202, Council and Commission Procedures, Roberta Colotti

B. Personnel Policy Updates, Meg Sawyer

C. Consider Appointment of Police Records Technician, Meg Sawyer

4. Police Department Report

5. Fire Department Report

A. Capital City Regional Firefighters' Association, Reciprocal Fire Service Agreement (Updated Mutual Aid Agreement), Dan L'Allier

6. Public Services Department Report

7. Community Development Report

A. Consider Resolution No. 25-134, Approving Payment No. 1 and Final, Test Well No. 7B Grading, Diane Hankee

8. Unfinished Business

9. New Business

10. Notices and Communications

- Environmental Board Meeting, September 24th at 6:30 PM

- Absentee Voting for the November 4, 2025, Election began on Friday, September 19th. Lino Lakes voters can vote by absentee ballot in-person at the Anoka County Government Center or request a ballot be mailed to them by completing the absentee ballot application form on the Secretary of State's website and also available from Anoka County. There will not be an absentee site at City Hall this year. All seven polling locations for in-person election day voting on November 4, 2025, will remain the same as in 2024.

ADJOURNMENT

CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM C

STAFF ORIGINATOR: Michael Grochala, Community Development Director

WORK SESSION DATE: September 22, 2025

TOPIC: Sunset Avenue Reconstruction

BACKGROUND

Anoka County is proposing to reconstruct Sunset Avenue (CR 53) from Apollo Drive (CSAH 12) to Main Street (CSAH 14). A public open house was held on Tuesday, February 25, 2025 and a virtual open house was made available to the public from February 14, 2025 to March 31, 2025, to obtain feedback regarding the project.

Feedback was received in relation to the proposed median placed along Sunset Boulevard. Some residents along Sunset were concerned about accessing their driveways as a right-in/right-out. Additionally, there was concern about the number of motorists that may navigate through the neighborhoods, rather than using access points along Sunset and utilizing the roundabouts at Lilac Avenue and 121st Avenue.

In an effort to alleviate some of the neighborhood traffic concern, the County requested WSB complete a traffic study that attempts to answer the question of the anticipated traffic using versus avoiding Sunset Avenue. The traffic model indicates that navigating Sunset Avenue will be more convenient than utilizing the local roadways.

Representatives of WSB and Anoka County will be present to discuss the project, share the results of the traffic memo and obtaining feedback from the council.

REQUESTED COUNCIL DIRECTION

None required. Discussion only.

ATTACHMENTS

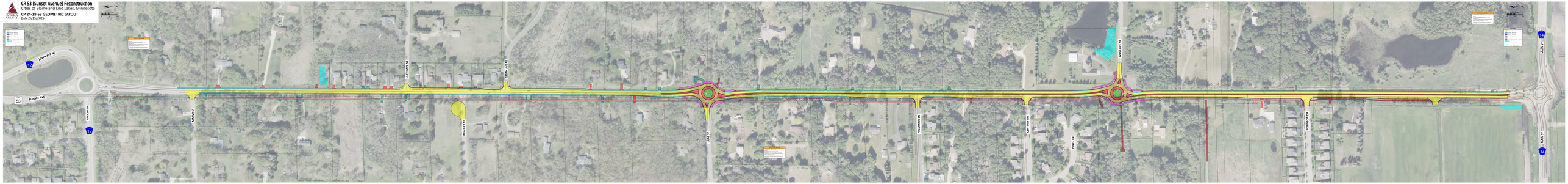
1. Updated Concept Layout
2. Traffic Impact Memorandum

CR 53 (Sunset Avenue) Reconstruction

Cities of Blaine and Lino Lakes, Minnesota

CP 24-15-53 GEOMETRIC LAYOUT

Date: 9/15/2025



Memorandum

To: Sean Thiel, PE
Manager, Engineering, Signal – Anoka County, Minnesota

From: Do Nam, PE, Traffic Lead - WSB
Josh Maus, PE - WSB

C/C: Andrew Plowman, PE
Project Manager – WSB

Date: August 5, 2025

Re: Sunset Avenue (County Road 53) Reconstruction & Northwest Main Street Development - Potential Traffic impacts on Local Residential Streets (WSB Project No: 026758)

WSB was retained by Anoka County to assess, from a system-level perspective, the potential traffic impacts of the upcoming Sunset Avenue (County Road 53) Reconstruction Project in Lino Lakes, Minnesota, particularly on surrounding local residential streets along Sunset Avenue.

The Sunset Avenue (County Road 53) Reconstruction Project includes the installation of a continuous median between Main Street (County Road 14) to the north and Lilac Street to the south (approximately 1.0 mile) in 2027. Existing intersections at 121st Street NE and Lilac Street will be converted to roundabouts, while intersections at Robinson Drive, Century Trail, and Palomino Lane will be converted from stop-controlled to right-in/right-out (RIRO) configuration.

Regarding the Sunset Avenue Reconstruction Project and the proposed Northwest Main Street Development, two main concerns have been raised by the community as follows:

1. **Traffic Impacts from the Northwest Main Street Development**
   The TIA projected that traffic volumes on Robinson Drive and Century Trail could more than double during the 2045 morning and afternoon peak hours due to development-generated site trips.

2. **Traffic Pattern Changes due to Sunset Avenue Reconstruction**
   The conversion of existing intersections at Robinson Drive, Century Trail, and Palomino Lane to RIRO configurations is expected to result in up to 0.8 miles of additional travel distance for some local trips. These trips would need to use nearby roundabouts to complete U-turns before continuing toward their destinations. Community members expressed concerns that this may lead to increased traffic on adjacent local streets as drivers seek alternative routes.

This study incorporates information from a Traffic Impact Analysis (TIA) prepared by Kimley-Horn for the proposed Northwest Main Street Development. Figure 1 displays the future roadway network and proposed development area.

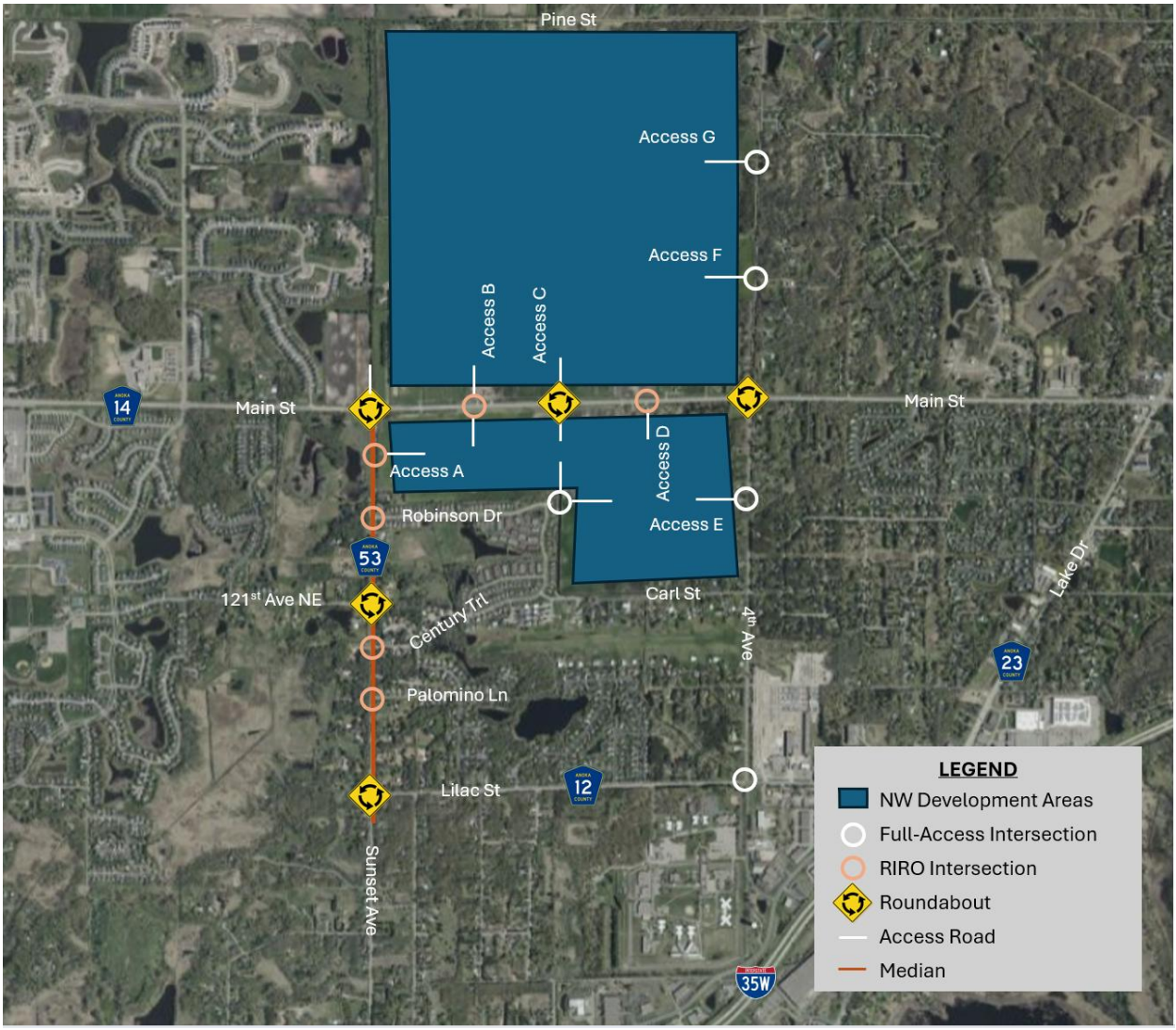


Figure 1 – Study Area

Traffic Analysis Methodology

TransModeler, a simulation-based traffic analysis platform, was used to analyze traffic patterns and travel time estimates from a system perspective. This platform keeps track of individual vehicle movements and considers interactions between upstream and downstream intersections. Its flexible modeling capabilities and visual interface enhance both accuracy and interpretation.

Using traffic volumes and turning movement data reported in the TIA, WSB developed a systemwide origin-destination (O-D) table. This table was then strategically disaggregated into:

- Local residential trips
- Proposed development ("Site") trips
- Thru trips

O-D trip tables were iteratively adjusted to obtain balanced and realistic traffic patterns based on travel time analysis. Scenario 2 of the 2045 design year was analyzed for this study.

Proposed Development Trip Routing

The Northwest Main Street development will provide multiple access points to the surrounding road network as shown in Figure 1. Access A and Access C are expected to serve as the primary outbound routes during the morning peak hour, as they offer direct and efficient access to major roads.

The TIA assumed that a large share of site trips would travel through local residential streets. These routes would result in longer travel distances, increased travel times and require passing through multiple stop-controlled intersections—despite minimal congestion being expected on major roads.

This study reevaluated routes that new development trips would use and it was determined that these trips would use Access A and Access C, thereby minimizing impacts on the local residential streets. This revised routing approach maintains a Level of Service (LOS) A at all major intersections during the 2045 morning peak hour.

Tables A through D present a comparison of trip routing assumptions between the TIA and this study. Figures 2 and 4 present intersection turning movement estimates for local residential, site, and all trips under Design Year (2045) Scenario 2, respectively.

Table A - 2045 AM Outbound Local Residential Trips

Local Residential Street	TIA			This Study		
	Local	Site	Total	Local	Site	Total
Robinson Drive	65	89	154	60	5	65
Century Trail	73	59	132	80	5	85
Palomino Lane				20	0	20

Note: Palomino Lane was not included in the TIA

Table B - 2045 AM Outbound Site Trips

Access Point	TIA	This Study
Access A	119	220
Access B	45	45
Access C	237	275
Access E	89	90
Local Residential Street	148	10
Total	638	640

Table C - 2045 PM Inbound Local Residential Trips

Street	TIA			This Study		
	Local	Site	Total	Local	Site	Total
Robinson Drive	51	102	153	50	5	55
Century Trail	66	68	134	65	5	70
Palomino Lane				45	0	45

Note: Palomino Lane was not included in the TIA

Table D - 2045 PM Inbound Site Trips

Access Point	TIA	This Study
Access A	119	230
Access B	85	85
Access C	238	290
Access E	102	105
Local Residential Street	170	10
Total	714	720

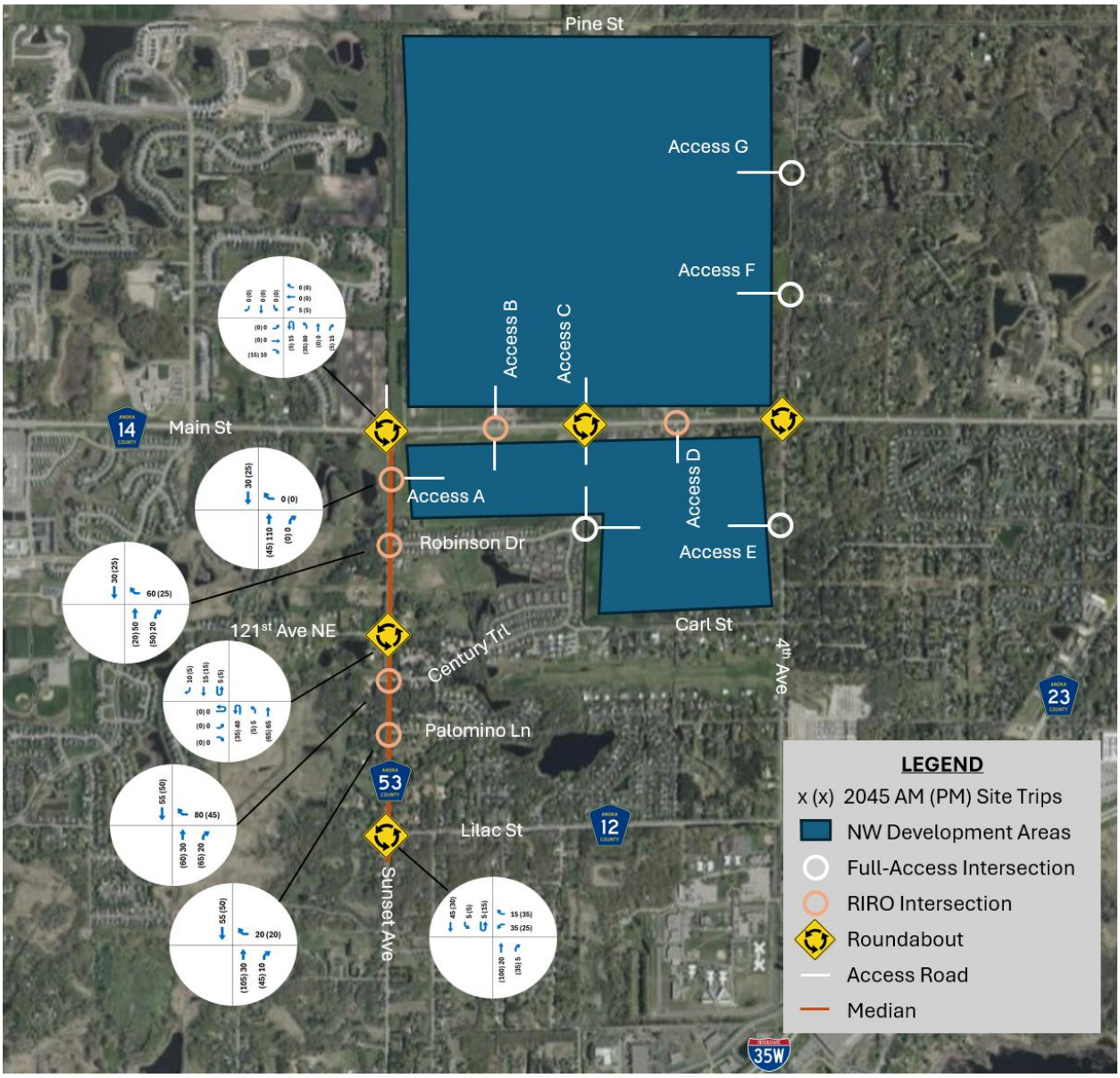


Figure 2 – Design Year (2045) Scenario 2 Local Residential Trips

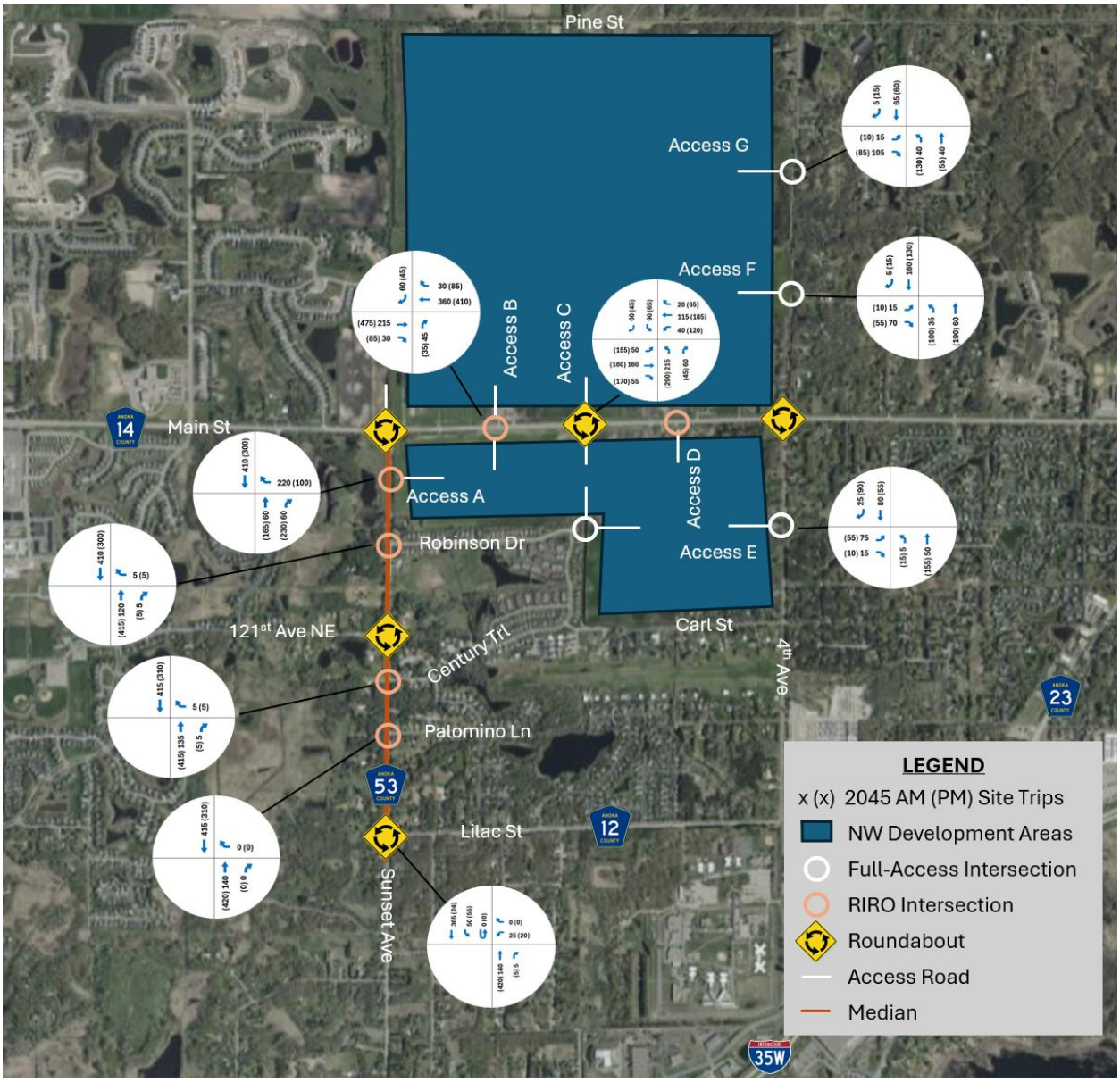


Figure 3 – Design Year (2045) Scenario 2 Site Trips

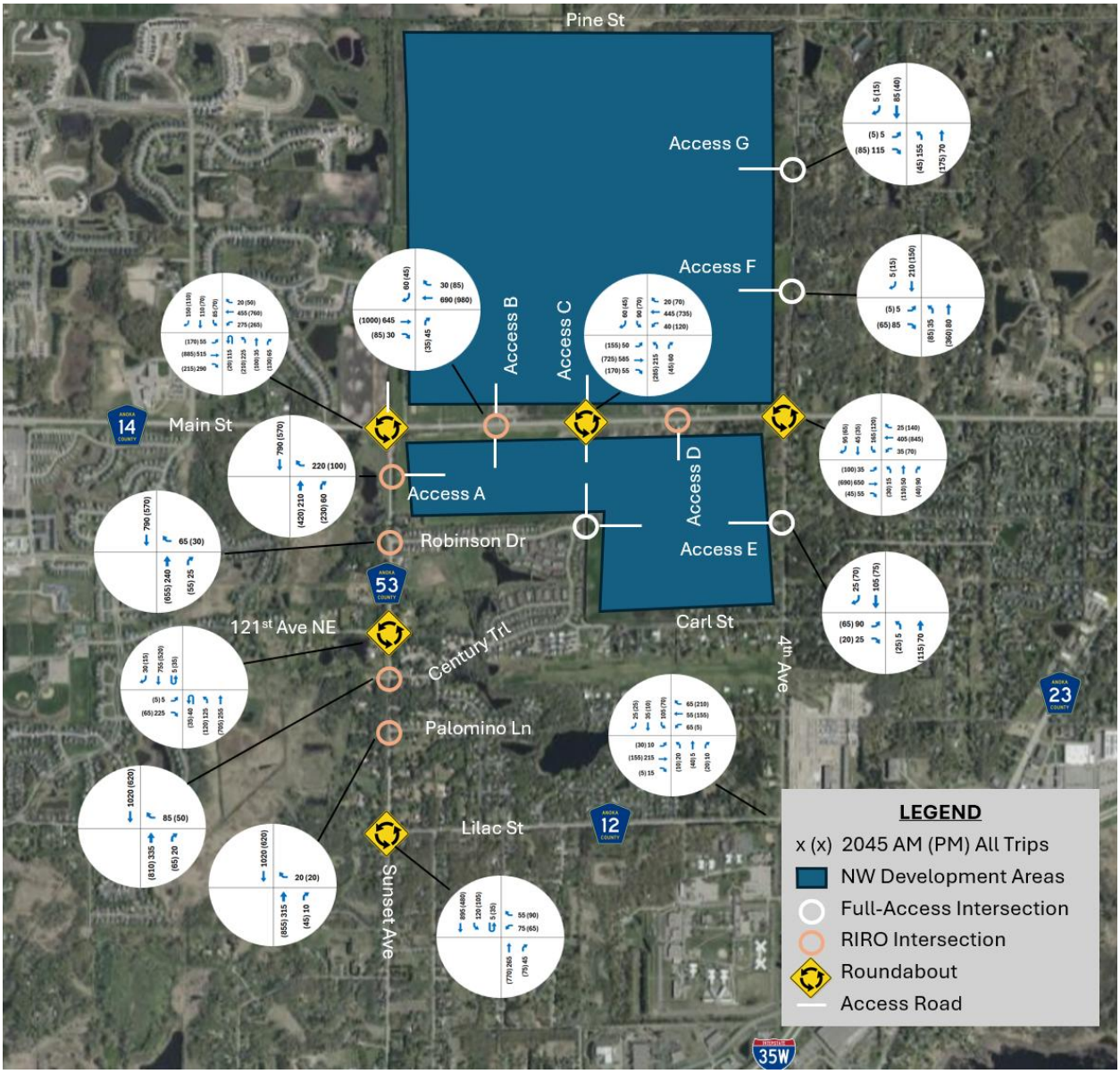


Figure 4 – Design Year (2045) Scenario 2 All Trips

Local Residential Trip Travel Time Analysis

The RIRO configuration at Robinson Drive, Century Trail, and Palomino Lane will restrict left-turns movements, requiring drivers to use nearby roundabouts to make U-turns. A travel time analysis was conducted to assess the impacts of this configuration on local residential trips affected by the RIRO conversions. Only the left-turns from the local roadways to Sunset Avenue were evaluated since they are larger in magnitude.

1. **Robinson Drive**
   - Morning outbound trips heading south will first travel north on Sunset Avenue, then use the roundabout at Main Street for U-turns. This route adds approximately 0.6 miles of travel distance but offers the most efficient travel time, with roundabouts projected to operate at LOS A.
   - Alternative local routes through Century Trail and Palomino Lane are available; however, these alternative routes include:
     - Compatible travel distances
     - Lower speed limits (20 to 25 mph)
     - Multiple stop signs
     - Longer travel times (up to 2 minutes)

   Figure 5 illustrates the primary and alternative local routes for morning outbound trips from Robinson Drive.

2. **Century Trail**
   - Similarly, morning outbound trips heading south via Sunset Avenue and a U-turn at the 121st Avenue NE roundabout add less than 0.3 miles of travel distance but result in the most efficient travel time.
   - Alternative local routes through Palomino Lane and Lilac Street are slower, with travel times up to 1 minute longer due to lower speed limits and multiple stop signs.

   Figure 6 illustrates the primary and alternative local routes for morning outbound trips from Century Trail.

3. **Palomino Lane**
   - Similarly, morning outbound trips heading south via Sunset Avenue and a U-turn at the 121st Avenue NE roundabout add approximately 0.5 miles of travel distance but will offer efficient traffic conditions with minimal delays.
   - Alternative local routes through Lilac Street provide travel times that are slightly less, which may result in some trips navigating the local system and accessing Sunset Avenue at Lilac Street. This route does require motorists to pass through multiple stop signs. The expected number of vehicles that would take the local route is less than 10 during peak hour conditions.

   Figure 7 illustrates the primary and local routes for morning outbound trips from Palomino Lane.

Conclusions

Sunset Avenue is expected to **remain** the primary route for local community traffic accessing southbound Sunset Avenue from Robinson Drive, Century Trail, and Palomino Lane. The analysis demonstrates that traffic from Robinson Drive and Century Trail will have shorter travel times using Sunset Avenue than cutting through the neighborhoods on local roadways. Some traffic that currently turns left from Palomino Lane to southbound Sunset Avenue will use the local roadway system to access Sunset Avenue at Lilac Street. However, these trips are expected to be less than 10 vehicles during the peak hours.

In addition, converting the intersections at Robinson Drive and Century Trail into right-in/right-out access, will discourage future development trips from cutting through the existing neighborhoods. These trips will more likely access Main Street from the new access points and stay off the local roadways of Robinson Drive and Century Trial.

Figure 5 – Primary Route vs. Local Route for Local Trips Leaving Robinson Drive

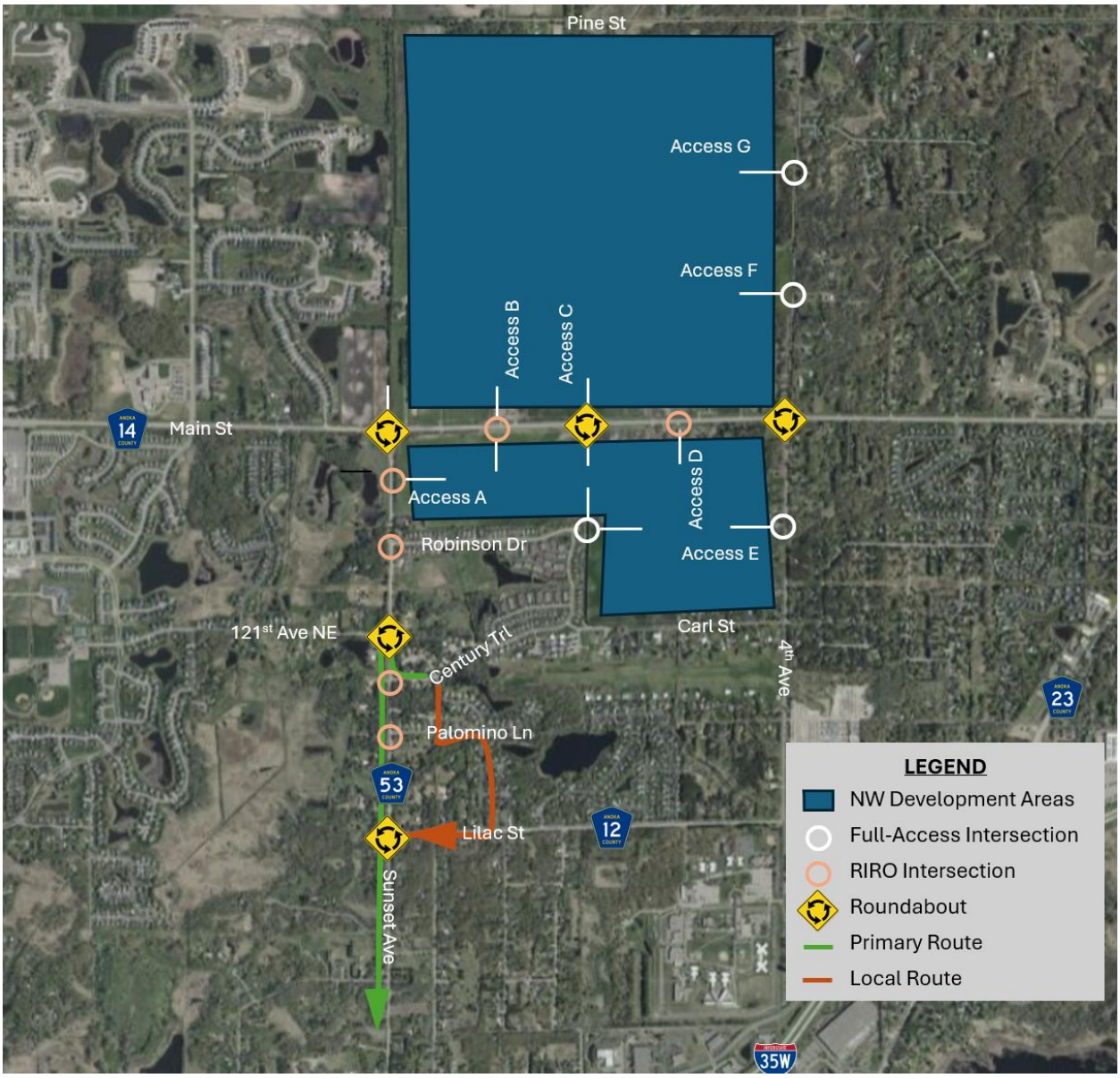


Figure 6 – Primary Route vs. Local Route for Local Trips Leaving Century Trail

Figure 7 – Primary Route vs. Local Route for Local Trips Leaving Palomino Lane

Expenditures

September 22, 2025

Check #123522 to #123611

$3,617,768.17

Significant Disbursements this Period:

- Custom Truck One Source - $183,000.00 – Bucket Truck
- Northdale Construction Company - $249,879.37 – 2025 Market Place Drive Realignment Project
- R.L. Larson Excavating Inc. - $157,346.98 – 2025 Street Reconstruction Project
- Staab Construction Corporation - $1,852,161.80 – Water Treatment Plant
- Towmaster - $174,073.00 – Outfitting for New Volvo Plow Truck #274

CHECK REGISTER FOR CITY OF LINO LAKES

CHECK NUMBER 123522 - 123611

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
09/12/2025	123522	AFSCME COUNCIL #5	Remittance Check	612.20
09/12/2025	123523	INTERNATIONAL UNION OF OPERAT	Remittance Check	560.00
09/12/2025	123524	LAW ENFORCEMENT LABOR SERVICE	Remittance Check	1,606.00
09/12/2025	123525	U.S. DEPARTMENT OF THE TREASU	Remittance Check	138.98
09/22/2025	123526	AARP	AARP DRIVER SAFETY COURSE	175.00
09/22/2025	123527	AARP	AARP DRIVER SAFETY COURSE	185.00
09/22/2025	123528	ADVANCED GRAPHIX INC.	GRAPHICS FOR SQUADS	4,032.50
09/22/2025	123529	AFLAC	AUGUST INSURANCE PREMIUMS	419.48
09/22/2025	123530	AFLAC	SEPTEMBER INSURANCE PREMIUMS	419.48
09/22/2025	123531	ANOKA COUNTY PROPERTY RECORDS	COUNTY RECORDING	92.00
09/22/2025	123532	ARNT CONSTRUCTION, INC.	TEST WELL NO 7B	69,846.75
09/22/2025	123533	ASPEN MILLS, INC.	UNIFORM ALLOWANCE - I. SIMON	16.85
			DEPT EXP - C. SOLORZANO	72.95
			DEPT EXP - B. POTHEN	155.80
			DEPT EXP - C. SOLORZANO	138.65
				384.25
09/22/2025	123534	AVON BUSINESS FORMS & PROMOTI	#10 ENVELOPES	1,265.73
09/22/2025	123535	BITUMINOUS ROADWAYS, INC.	ASPHALT HOT MIX	9,451.73
			ASPHALT HOT MIX	10,305.36
				19,757.09
09/22/2025	123536	BLAINE BROTHERS	AIR FITTINGS #210	9.42
09/22/2025	123537	BRIAN FINKE	TUITION REIMBURSEMENT	507.15
09/22/2025	123538	CENTENNIAL UTILITIES	NATURAL GAS	1,985.45
09/22/2025	123539	CENTURYLINK	TELEPHONE - CIVIC COMPLEX FIRE PROTECTI	67.91
			TELEPHONE - ROOKERY FIRE PROTECTION EQU	66.59
			TELEPHONE - ROOKERY POOL EMERGENCY PHON	142.01
				276.51
09/22/2025	123540	CHAD CARPENTER	ESCROW RELEASE - 5979 HOBE CT N	3,400.00
09/22/2025	123541	CHAIN OF LAKES ROTARY CLUB	MEMBERSHIP DUES - K. ANDERSON	300.00
09/22/2025	123542	CINTAS CORPORATION	MATS AND SHOP TOWELS	509.23
09/22/2025	123543	CLARK J. GOODER	3RD QTR 2025 STIPEND	100.00
09/22/2025	123544	COMCAST	PHONE & INTERNET SERVICES	398.28
			PHONE & INTERNET SERVICES	167.40
				565.68
09/22/2025	123545	CONNEXUS ENERGY	ELECTRICITY	6,734.31
09/22/2025	123546	CUSTOM FIRE APPARATUS, INC.	EMERGENCY LIGHTS #630	300.00
			VEHICLE REPAIR #629	2,249.50
				2,549.50
09/22/2025	123547	CUSTOM TRUCK ONE SOURCE	BUCKET TRUCK	183,000.00
09/22/2025	123548	DANE ALLEN HOMES	ESCROW RELEASE - 6685 HERITAGE AVE	5,400.00

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
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09/22/2025	123549	EARL F. ANDERSEN	SPEED LIMIT SIGN (2)	71.00
09/22/2025	123550	EMERGENCY APPARATUS MAINTENAN	VEHICLE REPAIR #630	75.41
09/22/2025	123551	EMERGENCY AUTOMOTIVE TECHNOLO	BUILD-OUT #328	14,655.12
			BUILD-OUT #329	12,631.71
			BUILD-OUT #330	14,134.48
			CREDIT FOR SQUAD #329 BUILD-OUT	(69.60)
			CREDIT FOR SQUAD #302 STRIP/BUILD-OUT	(500.00)
				40,851.71
09/22/2025	123552	FACTORY MOTOR PARTS COMPANY	NITRILE GLOVES	73.36
			(6) GALLONS HD ANTIFREEZE	108.60
			(3) TAHOE TRANSMISSION FILTERS (STOCK)	176.97
			BATTERY TERMINAL CLEANER (STOCK)	14.09
				373.02
09/22/2025	123553	FIRE INSTRUCTION RESCUE EDUCA	FIRE TRAINING	650.00
09/22/2025	123554	GOPHER STATE ONE-CALL	AUGUST 2025 LOCATES	585.90
09/22/2025	123555	GRAINGER	LOBBY DRINKING FOUNTAIN	2,140.52
			DRINKING FOUNTAIN	1,389.20
				3,529.72
09/22/2025	123556	HAWKINS, INC.	WATER TREATMENT CHEMICALS	12,738.92
			CHLORINE CYLINDERS	80.00
				12,818.92
09/22/2025	123557	IMAGE PRINTING & GRAPHICS, IN	UB STATEMENT PAPER	105.88
09/22/2025	123558	IMPERIAL DADE	JANITORIAL SUPPLIES	59.78
			SHOWER CURTAIN	57.66
			PAPER TOWELS & DISINFECTANT	196.03
			LAUNDRY SOFTNER	135.20
				448.67
09/22/2025	123559	INGAUGE ENGINEERING & TECHNOL	ESCROW RELEASE - 7800 SUNSET AVE	3,400.00
09/22/2025	123560	INNOVATIVE HIGH PERFORMANCE C	2025 MANHOLE REHAB	53,415.00
09/22/2025	123561	INSTRUMENTAL RESEARCH, INC.	AUGUST WATER TESTING	500.00
09/22/2025	123562	J. BECHER & ASSOCIATES, INC.	OUTLETS FOR NEW DRINKING FOUNTAINS	1,406.01
09/22/2025	123563	JULIE CUTTS	3RD QTR 2025 STIPEND	75.00
09/22/2025	123564	LANGUAGE LINE SERVICES	AUGUST INTERPRETATION SERVICES	87.55
09/22/2025	123565	LEAGUE OF MN CITIES INSURANCE	PROPERTY & CASUALTY INS 2025-2026	369,127.00
09/22/2025	123566	LEAST SERVICES/COUNSELING, LL	COUNSELING SERVICES & MONTHLY RETAINER	780.00
09/22/2025	123567	M/I HOMES	ESCROW RELEASE - 8083 HAYWOOD DR	900.00
			ESCROW RELEASE - 8091 HAYWOOD DR	900.00
			ESCROW RELEASE - 8050 GLENWOOD DR	4,400.00

Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
			ESCROW RELEASE - 8055 GLENWOOD DR	5,400.00
				11,600.00
09/22/2025	123568	MANSFIELD OIL COMPANY	1,300 GALLONS DIESEL, 1,798 GALLONS GAS	9,754.20
09/22/2025	123569	MENARDS - BLAINE	PVC FITTINGS	17.73
09/22/2025	123570	MENARDS - FOREST LAKE	BOLTS	5.29
			PLUMBING SUPPLIES	27.65
			PLUMBING SUPPLIES	37.82
			WATER FOR TRAINING	23.76
			PLUMBING SUPPLIES	9.78
			WASP SPRAY & PVC CAP	47.91
			DRANO & PLUNGERS (3)	23.46
				175.67
09/22/2025	123571	MET COUNCIL ENVIRONMENTAL SER	AUGUST 2025 SAC	7,380.45
09/22/2025	123572	METRO SALES INCORPORATED	CITY HALL COPY ROOM COPIER	656.74
			CITY HALL CD COPIER	236.85
			CITY HALL WIDE FORMAT COPIER	113.11
				1,006.70
09/22/2025	123573	METRO-INET	SEPTEMBER IT SERVICES	29,240.00
09/22/2025	123574	MIDWEST MACHINERY CO.	MOWER CHUTE	116.51
09/22/2025	123575	MIDWEST MACHINERY CO.	PARTNER SAW AND WATER TANK	1,079.98
09/22/2025	123576	MIKE ROWE	MILEAGE REMIBURSEMENT	66.92
09/22/2025	123577	MN DEPARTMENT OF LABOR & INDU	PRESSURE VESSEL CERTIFICATION	50.00
09/22/2025	123578	MNSPECT, LLC	FIELD INSPECTIONS AUGUST 2025	10,550.00
09/22/2025	123579	NORTHDALE CONSTRUCTION COMPAN	2025 MARKET PLACE DRIVE REALIGNMENT PRO	249,879.37
09/22/2025	123580	NORTHERN TOOL COMMERCIAL ACCO	WHEEL CHOCKS (2)	22.78
09/22/2025	123581	NORTHWAY IRRIGATION/LANDSCAPE	IRRIGATION REPAIR - SUNRISE PARK	2,161.24
			IRRIGATION INSTALL - SUNRISE PARK	16,449.26
			IRRIGATION REPAIR - BIRCHWOOD ACRES PAR	233.00
				18,843.50
09/22/2025	123582	O'REILLY AUTOMOTIVE STORES	BATTERY TERMINAL CLEANER	7.99
			(2) BATTERIES #807	297.14
				305.13
09/22/2025	123583	OCCUPATIONAL HEALTH CENTERS O	NEW HIRE TESTING	100.00
			NEW HIRE TESTING	100.00
				200.00
09/22/2025	123584	OPENGOV, INC.	OPENGOV OMS	17,544.63

Check Date	Check	Vendor Name	Description	Amount
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			OPENGOV ASSET BUILDER	2,772.00
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09/22/2025	123585	OTTER LAKE ANIMAL CARE CENTER	K9 MEDICATION	71.99
			RESCUE BOARDING	95.00
				166.99
09/22/2025	123586	PATRICK H. HUELMAN	3RD QTR 2025 STIPEND	75.00
09/22/2025	123587	PHILIP KERN	LINO LAKES STRATEGIC PLANNING	3,700.00
09/22/2025	123588	PREMIUM WATERS, INC.	KANDIYOHI WATER	162.84
09/22/2025	123589	PRESS PUBLICATIONS, INC.	BLUE HERON DAYS FESTIVAL HALF PAGE AD	500.00
09/22/2025	123590	QUADIENT FINANCE USA, INC.	POSTAGE MACHINE POSTAGE	500.00
09/22/2025	123591	R.L. LARSON EXCAVATING INC	2025 STREET RECONSTRUCTION PROJECT	157,346.98
09/22/2025	123592	RAINBOW TREECARE	2025 EAB INJECTIONS	7,291.97
09/22/2025	123593	REHBEIN TRANSIT CO, INC.	SUMMER CAMP TRANSPORTATION TO CASCADE	589.36
			SUMMER CAMP TRANSPORTATION TO NINJA CO	426.22
			SUMMER CAMP TRANSPORTATION TO BUNKER B	603.46
				1,619.04
09/22/2025	123594	ROADKILL ANIMAL CONTROL	AUGUST ROADKILL PICK UP SERVICES	129.00
09/22/2025	123595	SAFE-FAST, INC.	UNIFORM ALLOWANCE - T. PAULNO	34.23
09/22/2025	123596	SHI INTERNATIONAL CORP	SCANNER	712.00
09/22/2025	123597	SHRED-IT, C/O STERICYCLE, INC	DOCUMENT DESTRUCTION	121.17
09/22/2025	123598	SOCCER SHOTS TWIN CITIES	SOCCER SHOTS PROGRAM JULY - AUGUST 2025	1,325.00
09/22/2025	123599	STAAB CONSTRUCTION CORPORATIO	WATER TREATMENT PLANT	1,852,161.80
09/22/2025	123600	STATE SUPPLY COMPANY	BEARING SHAFT	210.13
09/22/2025	123601	TASC - CLIENT INVOICES	ADMIN FEES AUGUST 2025	93.80
09/22/2025	123602	TESSMAN COMPANY	STRAW BLANKET & STAPLES	172.00
			LANDSCAPE FABRIC	75.00
				247.00
09/22/2025	123603	TOWMASTER	SERVICE BOX, PLOW, WING AND SANDER TRUC	174,073.00
09/22/2025	123604	TRANS UNION LLC	PRE-EMPLOYMENT CREDIT CHECK	16.49
09/22/2025	123605	TWIN CITY FAB, INC.	BACKER PLATES FOR DRINKING FOUNTAINS	640.00
09/22/2025	123606	WALTERS RECYCLING & REFUSE	TRASH & RECYCLING	312.43
			TRASH & RECYCLING	1,792.84
				2,105.27
09/22/2025	123607	WEBBER RECREATIONAL DESIGN, I	BASKETBALL BACKBOARD	1,030.00
09/22/2025	123608	WILLIAM KUSTERMAN	3RD QTR 2025 STIPEND	75.00
09/22/2025	123609	WSB & ASSOCIATES, INC.	JULY WILKINSON WATERS	3,986.25
			JULY WATERMARK 8TH ADDITION	17,531.00
			JULY WATERMARK 7TH ADDITION	251.00

Check Date	Check	Vendor Name	Description	Amount
Bank CKING POOLED CHECKING				
			JULY NATURES REFUGE NORTH	4,954.00
			JULY 2024 STREET REHAB & TRUNK WATER MA	727.50
			JULY 2025 STREET RECON & MUNICIPAL UTIL	79,794.00
			JULY OTTER LAKE RD EXT DESIGN & CONST	16,411.00
			JULY 440 PARK CT - LINO LAKES TECH CENT	411.50
			JULY WATER TREATMENT PLANT	33,020.75
			JULY KWIK TRIP	125.50
			JULY WINTERS WETLAND BANK	5,672.50
			JULY MARKET PLACE DR REALIGNMENT	27,084.50
			JULY 2025 LUMEN FIBER EXTENSION	20,237.25
			JULY 2025 TRUNK WATERMAIN PROJECT	3,114.00
			JULY CLEARWATER COMMONS	1,007.50
			JULY JAVA LINO LAKES - 2ND ADDITION	522.50
			JULY HAMPTON ADDITION (ERICKSON)	251.00
			JULY MAIN STREET MASTER PLAN	2,356.00
			JULY OTTER CROSSING SOUTH	1,007.50
			JULY ALDI	376.50
			JULY I35E CORRIDOR AUAR 2025 UPDATE	643.50
			JULY TEST WELL NO. 7B	138.75
			JULY 2025 SURFACE WATER MANAGEMENT PROJ	2,433.00
			JULY PELTIER PONDS	4,224.00
			JULY OTTER LAKE RD EXT PROJECT - ROW SE	1,816.00
			JULY 2025 STREET REHABILITATION	3,509.75
			JULY JAVA PROPERTIES - LINO LAKES 2.0	502.00
			JULY SP 062-660-013 I35E & CR J INTERCH	1,129.50
			JULY 2025 GENERAL ENGINEERING SERVICES	8,088.30
			JULY 2025 PRIVATE UTILITY PERMITS	4,141.50
			SANITARY SEWER FLOW METERING	4,240.25
			ENGINEERING MISC SERVICES	3,243.00
			ENG GPS/GIS MISC	350.00
			2025 TRAIL MAINTENANCE PROJECT	1,114.25
				254,415.55
09/22/2025	123610	XCEL ENERGY	ELECTRIC	4,927.84
09/22/2025	123611	XTREME CUSTOM APPAREL & PROMO	ROOKERY APPAREL	350.00

CKING TOTALS:

Total of 90 Checks:	3,617,768.17
Less 0 Void Checks:	0.00
Total of 90 Disbursements:	3,617,768.17

Electronic Funds Transfer
MN Statute 471.38 Subd. 3

Council Meeting September 22, 2025

		Transfer In/(Out)
9/5/2025	Council Payroll #09	(3,707.30)
9/5/2025	Council Payroll #09 Federal Deposit	(209.16)
9/5/2025	Council Payroll #09 PERA	(410.72)
9/5/2025	Council Payroll #09 State	(44.94)
9/12/2025	Building Surcharge	(1,284.16)
9/20/2025	Sales & Use Tax	(6,098.00)
9/12/2025	Payroll #19	(216,000.14)
9/12/2025	Payroll #19 Federal Deposit	(60,772.31)
9/12/2025	Payroll #19 PERA	(63,127.80)
9/12/2025	Payroll #19 State	(14,033.58)
9/12/2025	Payroll #19 H.S.A. Bank Pretax	(4,388.24)
9/12/2025	Payroll #19 TASC Pretax	(1,145.03)
9/12/2025	Payroll #19 Wage Garnishment 216	(138.98)
9/12/2025	Payroll #19 Mission Sq 457 Def. Comp #301596	(2,850.00)

Lino Lakes City Council
Work Session
Minutes

DATE:	September 2, 2025
TIME STARTED:	6:00 P.M.
TIME ENDED:	9:05 P.M.
LOCATION:	Community Room
MEMBERS PRESENT:	Mayor Rafferty Councilmembers Ruhland, Lyden, Stoesz, and Cavegn
ABSENT:	None

Staff Members Present: City Administrator Karen Anderson, City Clerk Roberta Colotti, Interim Finance Director Kelly Horn, Finance Director Tracy Thoma, Community Development Director Mike Grochala, Human Resources and Communications Manager Meg Sawyer, Chief of Police Curt Boehme, Fire Chief Dan L'Allier, Fire Lieutenant Brian Finke, Public Services Director Rick DeGardner, and Public Works Superintendent Justin Williams.

1. **Call to Order and Roll Call**
   Mayor Rafferty called the meeting to order at 6:00 p.m.

2. **Setting the Agenda: Addition or Deletion of Agenda Items**
   The agenda was adopted as presented.

3. **Public Works Building Design Update**
   The Community Development Director introduced Dan Greuel from Oertel Architects. The City has retained Oertel's services to design a new public works building to replace the current building at the same site.

   Mr. Greuel presented the public works building site layout. He reviewed the site constraints, access, vehicle flow and exterior operations.

   The Public Works Superintendent stated that the building was being designed to meet current and future needs of the department. That the truck storage area cost the least and yet was the most important element of the plan. That the building included space to work on all types of city vehicles, a wash bay, vehicle storage, offices and a community meeting space that would be able to serve as an election polling location as the current building does.

   The Public Works Superintendent noted that there is a smaller building on-site and that during construction that space would be used by the department. After construction it would be demolished or used for cold storage. It was noted that there is a cost for each month of construction and so allowing the contractor to move forward in a timely manner was important.

The Community Development Director reviewed the impact on the adjacent recreation facilities including a ballfield, ice rink and playground.

The Public Services Director stated that the Park Board would need to develop a new Master Park Plan for the area.

4. **2026 Preliminary Budget and Levy**
The Finance Director presented a summary of the changes made since the Budget Work Session on August 18th. The levy was proposed at $18,217,980 on August 18th and is now proposed at $18,186,218.

The Interim Finance Director requested Council Direction on several items that were discussed at the last budget meeting.

Council direction to remove the Flock/Axon License Plate Readers from the 2026 budget.

Council direction to keep the Police K9 Unit, new expenses that were previously not budgeted, in the 2026 budget and to continue to accept donations as provided by local organizations.

Council direction to keep the Public Services Department forklift in the 2026 budget.

Council direction to remove the rescue/mud motorboat from the 2026 budget and to work with Anoka County to secure rescue equipment for Lino Lakes through coverage by the Anoka County Sheriff's Office. With the option to bring this item back as a future year consideration if needed.

Council direction to staff to prepare a report related to the request for a min-excavator in 2026, to include the cost of contracting out work and the estimated maintenance costs and staff time costs if the excavator is purchased.

<u>Council Consensus</u>
It was the consensus of the City Council to move the proposed Preliminary 2026 Budget and Levy forward as presented with the amendments noted, for approval on September 22, 2025.

Mayor Rafferty asked for a status update on the personnel policy amendments related to the Fire Fighter medical insurance required to allow the proposed scheduling program to move forward.

The Human Resources and Communications Manager reported that the personnel policy amendments are scheduled to be presented to the City Council for approval in September. That would allow for the shift schedule change to be effective October 5th.

5. **Rookery Budget**
   The Interim Finance Director presented the Rookery budget, highlighting the different revenue sources.

   The Public Services Director stated that to increase membership revenues, they are preparing a marketing campaign to increase awareness of the facility and the number of new members. He reviewed the contract with Endurance Fitness noting that it was proposed that the contract be re-negotiated to increase Endurance Fitness incentive to invest in the facility, programing and marketing and city benefit from the contract as well.

   Councilmember Stoesz requested that the ISG Report be sunset either formally or informally as it was no longer valid when preparing future reports for the Rookery operations.

   Mayor Rafferty requested that the Parks & Trails fund be increased by $90,000 in the current year (2025), with the planned future year increases to remain as proposed.

   The Interim Finance Director stated that a General Fund Adjustment in 2025 could be made to fund the Parks & Trails fund.

   <u>Council Consensus</u>
   It was the consensus of the City Council to direct staff to prepare a report for future approval, for a General Fund Adjustment in 2025, to transfer $90,000 to the Parks & Trails fund.

6. **Water/Sewer/Storm Water Utility Enterprise Budgets**
   The Interim Finance Director reviewed the costs and revenues associated with the Water & Sewer funds. The city water and sewer rates are proposed to be increased in 2026. The storm sewer rates are not proposed to be amended in 2026.

7. **Financial Management Plan**
   The Interim Finance Director presented the draft five-year financial outlook for the City. The projected tax rate increases from 43.358% to 46.523% in 2030. There is a projected 10% increase in 2027 in the General Fund due to a full-year Fire and Police Department implementations planned for only half-year impact in 2026 and a 5% increase in General Fund for subsequent years. Planned increase for other Operating Levies (Capital Equipment, Park and Trail, Pavement Management). Public Works Facility 2026 Planned Bonding, Otter Lake Road Extension 2026 Planned Bonding, 2027 Planned Bonding for Street Reconstruction, 2029 Planned Bonding for a Fire Pumper Truck.

8. **2026 Budget Next Steps**
   The Interim Finance Director summarized the direction received this evening regarding the amendments to the 2026 Preliminary Budget and Levy. She stated that the next step would be the presentation of the Preliminary Budget and Levy for formal approval on September 22, 2025. The 2026 Preliminary Budget and Levy must be submitted to the county by the end of September. The 2026 Final Budget & Levy will be presented for approval at the December meeting and the levy can be reduced by not increased at that time.

9. **White Bear Township/City of North Oaks, Water and Sanitary Sewer JPA Update**
   The Community Development Director reported that the Wilkinson Waters development, located in the northwest quadrant of Centerville Road and County Road J, is proposed to be served by White Bear Township water and sanitary sewer utilities through the City of North Oaks. Staff have been working with both the Township and the City of North Oaks on a joint powers agreement (JPA) to secure access to these utilities since August of 2024.

   The Community Development Director reported that the City of Lino Lakes approved a grading agreement with the developer in June of 2025 which allowed the developer to proceed, at their own risk, with grading activities. However, little progress has been made on the JPA as White Bear Township and the City of North Oaks continue discussions to amend their existing master water and sewer JPA. That needs to be completed prior to the execution of a three party JPA. Additionally, the Metropolitan Council has determined that the City's CPA application is incomplete pending submittal of an approved JPA.

   The Community Development Director reported that the developer has since submitted a Planned Unit Development (PUD) Final Plan/Final Plat application for Phase 1 of the development. The application is scheduled for review by the Planning and Zoning Board in September. However, the CPA and JPA conditions will need to be completed prior to City Council consideration. At this time staff do not have an estimate of when these items will be addressed. This will continue to delay consideration of the Wilkinson Waters Plat. Staff is continuing to monitor discussions between White Bear Township and the City of North Oaks. Both communities have indicated their interest in working with Lino Lake and we are continuing to discuss agreement parameters.

10. **Adjournment**
    Mayor Rafferty adjourned the meeting at 9:05 p.m.

These minutes were approved at the regular Council Meeting on September 22, 2025.

_____	_____
Roberta Colotti, CMC	Rob Rafferty,
City Clerk	Mayor

Lino Lakes City Council
Work Session
Minutes

DATE:	September 8, 2025
TIME STARTED:	6:01 P.M.
TIME ENDED:	6:25 P.M.
LOCATION:	Community Room
MEMBERS PRESENT:	Mayor Rafferty Councilmembers Ruhland, Lyden, Cavegn and Stoesz
MEMBERS ABSENT:	None

Staff Members Present: City Administrator Karen Anderson, City Clerk Roberta Colotti, City Planner Katie Larsen, City Engineer Diane Hankee, Environmental Specialist Tom Hoffman and Chief of Police Curt Boehme.

1. **Call to Order and Roll Call**
   Mayor Rafferty called the meeting to order at 6:01 p.m.

2. **Setting the Agenda: Addition or Deletion of Agenda Items**
   The agenda was adopted as presented.

3. **Franchise Agreements**
   The City Administrator provided an overview of the City franchise agreement requirements outlined in the City Charter. She stated that on the regular agenda this evening there is a proposal to authorize North Metro Telecommunications Commission (NMTC) to administer the broadband provider franchising process. She stated that NMTC had facilitated the cable franchise process earlier this year.

   Eric Houston, NMTC Co-Executive Director, provided an overview of the purpose of franchise agreements. He reviewed the aspects of a franchise agreement related to broadband providers and the administration of the agreement. He stated that right-of-way permits are more specific to project construction.

4. **Review Regular Agenda**
   The City Council reviewed the regular agenda.

5. **Adjournment**
   Mayor Rafferty adjourned the meeting at 6:25 p.m.

These minutes were approved at the regular Council Meeting on September 22, 2025.

_____	_____
Roberta Colotti, CMC	Rob Rafferty,
City Clerk	Mayor

LINO LAKES CITY COUNCIL
REGULAR MEETING
MINUTES

DATE:	**September 8, 2025**
TIME STARTED:	**6:30 PM**
TIME ENDED:	**7:02 PM**
LOCATION:	**City Council Chambers**
MEMBERS PRESENT:	**Mayor Rafferty, Councilmembers Cavegn, Lyden, Ruhland and Stoesz**
MEMBERS ABSENT:	**None**

Staff Members Present: City Administrator Karen Anderson, City Clerk Roberta Colotti, City Planner Katie Larsen, City Engineer Diane Hankee, Environmental Specialist Tom Hoffman and Chief of Police Curt Boehme.

The meeting was called to order by Mayor Rafferty at 6:30 PM.

Mayor Rafferty provided an overview of the Rules of Decorum.

PUBLIC COMMENT
No one was present for public comment.

SETTING THE AGENDA
The agenda was adopted as presented.

SPECIAL PRESENTATIONS
Mayor Rafferty issued a Proclamation declaring September 17-23, 2025 as Constitution Week.

1. **CONSENT AGENDA**

   A. Consider Approval of Expenditures for September 8, 2025 (Check No. 123463 through 123521) in the Amount of $408,125.56

   B. Approval of August 4, 2025, Work Session Minutes

   C. Approval of August 6, 2025, Special Work Session (Strategic Plan) Minutes

   D. Approval of August 18, 2025, City Council Closed Meeting Minutes

   E. Approval of August 18, 2025, Special Work Session (Budget) Minutes

   F. Approval of August 25, 2025, City Council Work Session Minutes

   G. Approval of August 25, 2025 City Council Regular Meeting Minutes

H. Approval of Hiring of Part-Time Staff for the Rookery Activity Center

I. Approval of Resolution No. 25-122, Declaring Cost to be Assessed and Calling Hearing on Proposed Assessment, 2025 Weed Abatement Charges

J. Approve Disposal of Obsolete Police Department Property

K. Approval of Resolution No. 25-125, Special Event Permit and Temporary Liquor License, American Legion Post 566, Oktoberfest Event

L. Authorize North Metro Telecommunications Commission (NMTC) to Administer Broadband Provider Franchising Process

Motion to Approve Consent Agenda Items 1A through 1L as presented.

RESULT:	**CARRIED [5-0]**
MOVER:	**Cavegn**
SECONDER:	**Lyden**
AYES:	**Rafferty, Cavegn, Lyden, Ruhland and Stoesz**
NAYS:	**None**

2. FINANCE DEPARTMENT REPORT

No Report

3. ADMINISTRATION DEPARTMENT REPORT

A. Biennial Review of Council Compensation

Motion to waive full reading of Ordinance No. 15-25, Amending Chapter 203 of the Lino Lakes City Code by Adjusting the Salaries of the Mayor and Councilmembers.

RESULT:	**CARRIED [5-0]**
MOVER:	**Cavegn**
SECONDER:	**Lyden**
AYES:	**Rafferty, Cavegn, Lyden, Ruhland and Stoesz**
NAYS:	**None**

Motion to provide second reading and adopt Ordinance No. 15-25, Amending Chapter 203 of the Lino Lakes City Code by Adjusting the Salaries of the Mayor and Councilmembers

RESULT:	**CARRIED [5-0]**
MOVER:	**Cavegn**
SECONDER:	**Lyden**
AYES:	**Rafferty, Cavegn, Lyden, Ruhland and Stoesz**
NAYS:	**None**
Roll Call Vote	

B. Motion to waive full reading of Ordinance No. 16-25, Amending Chapter 202, Council and Commission Procedures.

RESULT:	**CARRIED [5-0]**
MOVER:	**Ruhland**
SECONDER:	**Stoesz**
AYES:	**Rafferty, Cavegn, Lyden, Ruhland and Stoesz**
NAYS:	**None**

Motion to provide first reading of Ordinance No. 16-25, Amending Chapter 202, Council and Commission Procedures.

RESULT:	**CARRIED [5-0]**
MOVER:	**Ruhland**
SECONDER:	**Stoesz**
AYES:	**Rafferty, Cavegn, Lyden, Ruhland and Stoesz**
NAYS:	**None**

C. Motion to adopt Resolution No. 25-123, Appointing Deputy City Clerk.

RESULT:	**CARRIED [5-0]**
MOVER:	**Lyden**
SECONDER:	**Stoesz**
AYES:	**Rafferty, Cavegn, Lyden, Ruhland and Stoesz**
NAYS:	**None**

4. **POLICE DEPARTMENT REPORT**
   A. **Motion to approve the contract as presented for Criminal Prosecution Services with GDO Law Firm, and authorize the Mayor and Chief of Police to sign the contract.**

RESULT:	**CARRIED [5-0]**
MOVER:	**Ruhland**
SECONDER:	**Lyden**
AYES:	**Rafferty, Cavegn, Lyden, Ruhland and Stoesz**
NAYS:	**None**

5. **FIRE DEPARTMENT REPORT**
   No Report

6. **PUBLIC SERVICES DEPARTMENT REPORT**
   No Report

7. **COMMUNITY DEVELOPMENT REPORT**
   A. **Motion to adopt Resolution Number No. 25-124, Authorize the Preparation of Plans and Specs, 2026 Street Rehabilitation Project.**

RESULT:	**CARRIED [5-0]**
MOVER:	**Cavegn**
SECONDER:	**Ruhland**
AYES:	**Rafferty, Cavegn, Lyden, Ruhland and Stoesz**
NAYS:	**None**

   B. **Natures Refuge North**

      i. **Motion to adopt Resolution No. 25-118, Approving Natures Refuge North PUD Final Plan/Final Plat.**

RESULT:	**CARRIED [5-0]**
MOVER:	**Lyden**
SECONDER:	**Cavegn**
AYES:	**Rafferty, Cavegn, Lyden, Ruhland and Stoesz**
NAYS:	**None**

ii. Motion to adopt Resolution No. 25-119, Approving Natures Refuge North Development Agreement.

RESULT:	**CARRIED [5-0]**
MOVER:	**Cavegn**
SECONDER:	**Ruhland**
AYES:	**Rafferty, Cavegn, Lyden, Ruhland and Stoesz**
NAYS:	**None**

C. Clearwater Commons

i. Motion to adopt Resolution No. 25-120, Approving Clearwater Commons Final Plat.

RESULT:	**CARRIED [5-0]**
MOVER:	**Stoesz**
SECONDER:	**Ruhland**
AYES:	**Rafferty, Cavegn, Lyden, Ruhland and Stoesz**
NAYS:	**None**

ii. Motion to adopt Resolution No. 25-121, Approving Clearwater Commons Development Agreement.

RESULT:	**CARRIED [5-0]**
MOVER:	**Stoesz**
SECONDER:	**Ruhland**
AYES:	**Rafferty, Cavegn, Lyden, Ruhland and Stoesz**
NAYS:	**None**

8. <u>UNFINISHED BUSINESS</u>
None

9. <u>NEW BUSINESS</u>
None

10. <u>NOTICES AND COMMUNICATIONS</u>

- Planning & Zoning Board Meeting, September 10, 2025 at 6:30 p.m.

<u>ADJOURNMENT</u>

Mayor Rafferty adjourned the meeting at 7:02 p.m.

These minutes were approved at the City Council Meeting on September 22, 2025.

_____	_____
Roberta Colotti, CMC	Rob Rafferty,
City Clerk	Mayor

CITY COUNCIL
STAFF REPORT
AGENDA ITEM 1.E.

STAFF ORIGINATOR: Roberta Colotti, City Clerk

MEETING DATE September 22, 2025

AGENDA ITEM: Approval of Resolution No. 25-126, Special Event Permit for Artoberfest Lino Lakes

VOTE REQUIRED: Simple Majority

INTRODUCTION

Blue Turtles Art and Wellness has applied for a Special Event Permit to host an Artoberfest Lino Lakes event on October 4, 2025.

BACKGROUND

Blue Turtles Art and Wellness, 7525 Village Drive, Lino Lakes is planning an Artoberfest Lino Lakes event. They have reserved use of the community green outside the Rookery for the event. This is a new event. They have requested to rent the City barricades, signage and stage as part of this event. They have been in contact with the Public Services Department regarding the event logistics and equipment rental.

RECOMMENDATION

Motion to adopt Resolution No. 25-126, Special Event Permit for Artoberfest Lino Lakes

ATTACHMENTS

1. Artoberfest Flyer 2025
2. 25-126 - Resolution Artoberfest - Special Event Permit

LINO LAKES 1ST EVER

ARTOBERFEST

OCTOBER 4TH, 11AM-5PM

HOSTED BY BLUE TURTLES ART AND WELLNESS

NOW ACCEPTING VENDOR SIGN UPS!

LINK ON WEBSITE

LOCAL ARTISTS AND SMALL BUSINESS VENDORS

RAFFLE, DEMOS, AND MAKE AND TAKES!

FOOD TRUCKS

7525 VILLAGE DR LINO LAKES, MINNESOTA | WWW.ARTOBERFESTMN.COM

CITY OF LINO LAKES

RESOLUTION NO. 25-126

SPECIAL EVENT PERMIT FOR ARTOBERFEST LINO LAKES

WHERAS, Blue Turtles Art and Wellness, 7525 Village Drive, Suite 150, 160, 170, Lino Lakes, MN is planning an Artoberfest Lino Lakes event on October 4, 2025; and,

WHEREAS, they have requested use of the City barricades, signage and stage; and,

WHEREAS, this is a first-year event, and they have provided the city with information on their event plans and have reserved use the community green outside the Rookery for the event; and

WHEREAS, the permit applications and plan for the event will be required to be in compliance with city code and regulations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lino Lakes, Minnesota, that the City Council authorizes issuance of a Special Event Permit for the Blue Turtles Art and Wellness, Artoberfest Lino Lakes event to be held on October 4, 2025. An alternative date in 2025 may be approved by the City Administrator in the event of inclement weather. Approval is contingent on approval by the police and fire departments, and compliance with all city regulations, completed application, any required insurance policies, and payment of any fees.

Adopted by the Council of the City of Lino Lakes on this 22nd day of September 2025.

_____
Rob Rafferty, Mayor

ATTEST:

_____
Roberta Colotti, CMC
City Clerk

CITY COUNCIL
STAFF REPORT
AGENDA ITEM 1.F.

STAFF ORIGINATOR: Rick DeGardner, Public Services Director

MEETING DATE September 22, 2025

AGENDA ITEM: Approval of Resolution No. 25-132, Purchasing Fitness Equipment for the Rookery Activity Center

VOTE REQUIRED: Simple Majority

INTRODUCTION

The Rookery Activity Center requests approval for the replacement of outdated and failing treadmill equipment. Investment in modern treadmill equipment is essential to maintain service quality, prevent membership loss, and attract new users to our facility.

BACKGROUND

Since the opening of the Rookery Activity Center in May of 2022, the fitness equipment continues to be heavily utilized by Rookery members and guests. Treadmills consistently rank as the most popular cardiovascular equipment in fitness facilities. The eight treadmills were originally purchased in 2017 with current average useage of 23,250 miles (Range 17,719 - 31,509 miles). Treadmills average 20,540 start-ups per unit.

Despite proactive maintenance efforts including replacing belts, decks were flipped in 2024, and quarterly inspections, the existing treadmills are experiencing frequent mechanical failures. Multiple components including computers, rollers, and belts have been replaced. Many replacement parts are no longer manufactured or available from suppliers.

This unreliable equipment directly threatens our membership base and associated revenue streams. Members expect functional, safe equipment as part of their membership benefits, and equipment downtime risks member cancellations and impedes our ability to attract new members.

Staff is recommending entering into a contract with Life Fitness via Sourcewell for 8 - Integrity Treadmills (INT-SE424-XF-14) in the amount of $90,823.09. This includes a tariff surcharge of $1,606.70 and freight/fuel/installation charges of $8,881.59.

Sourcewell is a public corporation serving as a municipal contracting agency for government and education agencies. Sourcewell serves member agencies under the legislative authority

established and granted by Minnesota Statute 123A.21. This agreement fulfills the competitive solicitation and contract process required of governmental agencies.

Modern, reliable treadmill equipment is fundamental to operating a successful community fitness facility. The proposed treadmills include current user expectations such as entertainment systems, workout tracking, heart rate monitoring, along with safety features such as emergency stops, handrail sensors, and cushioned running surfaces. This new equipment will better serve community members of all fitness levels and ages.

Funding has been identified through the Rookery Capital Outlay Account 202-451-5000. Lead time is 7-9 weeks.

RECOMMENDATION

Motion to approve Resolution No. 25-132, Purchasing Fitness Equipment for the Rookery Activity Center

ATTACHMENTS

1. Resolution No. 25-132
2. Life Fitness Equipment Quote CPQ-25300 dated 9-16-2025

CITY OF LINO LAKES
RESOLUTION NO. 25-132

PURCHASING FITNESS EQUIPMENT FOR THE ROOKERY ACTIVITY CENTER

WHEREAS, since the opening of the Rookery Activity Center in May of 2022, the fitness equipment continues to be heavily utilized by Rookery members and guests. Treadmills consistently rank as the most popular cardiovascular equipment in fitness facilities. The eight treadmills were originally purchased in 2017; and

WHEREAS, despite proactive maintenance efforts including belts and decks were flipped in 2024 and quarterly inspections, the existing treadmills are experiencing frequent mechanical failures. Multiple components including computers, rollers, and belts have been replaced. Many replacement parts are no longer manufactured or available from suppliers; and

WHEREAS, staff is recommending entering into a contract with Life Fitness via Sourcewell for 8 - Integrity Treadmills (INT-SE424-XF-14) in the amount of $90,823.09. This includes a tariff surcharge of $1,606.70 and freight/fuel/installation charges of $8,881.59; and

WHEREAS, Sourcewell is a public corporation serving as a municipal contracting agency for government and education agencies. Sourcewell serves member agencies under the legislative authority established and granted by Minnesota Statute 123A.21. This agreement fulfills the competitive solicitation and contract process required of governmental agencies; and

WHEREAS, funding has been identified through the Rookery Capital Outlay Account 202-451-5000.

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

The Public Services Director is hereby authorized and directed to enter into a contract with Life Fitness for 8 - Integrity Treadmills in the amount of $90,823.09.

Adopted by the Council of the City of Lino Lakes this 22nd day of September, 2025.

_____
Rob Rafferty, Mayor

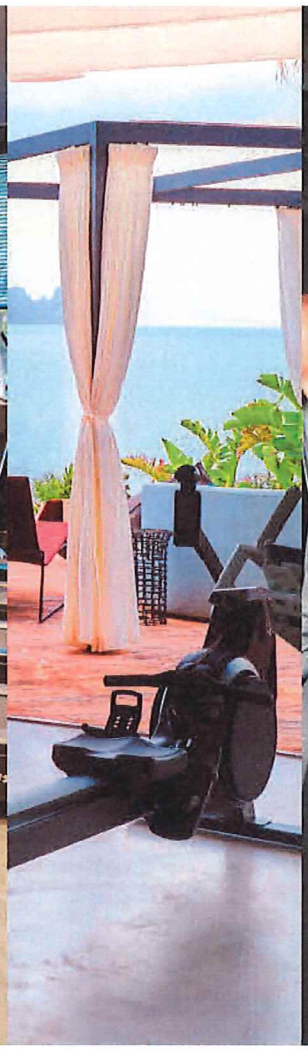
ATTEST:

_____
Roberta Colotti, CMC
City Clerk

847.288.3300 | LIFEFITNESS.COM

LifeFitness / HAMMER STRENGTH

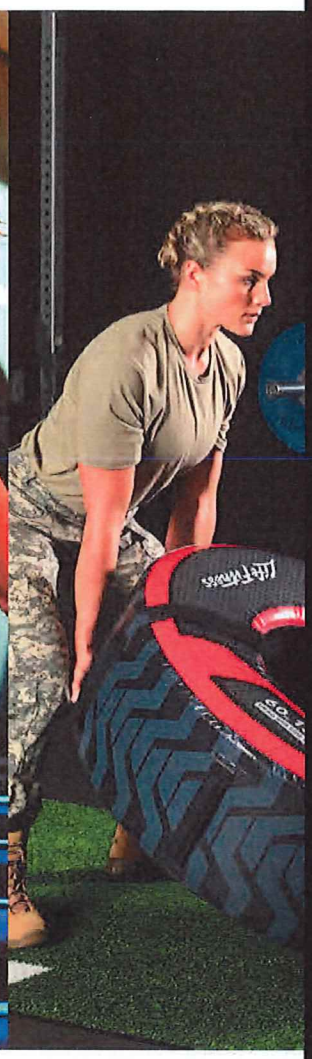
HEALTH CLUBS



HOSPITALITY

ATHLETICS

MULTI-UNIT HOUSING



UNIFORMED SERVICE

Jared Allen

Email: jared.allen@lifefitness.com

Phone: (763) 300-4217

Inspiring the world to work out

QUOTE : CPQ-25300

DATE : 09-16-2025

BILL TO : THE ROOKERY
7690 VILLAGE DR
LINO LAKES
MN 55014-1188
US

SHIP TO : THE ROOKERY
7690 VILLAGE DR
LINO LAKES
MN 55014-1188
US

ONSITE CONTACT
ron carlson
(651) 982-2484
ron@endurancefitnessofmn.com

Thank you for the opportunity to present a comprehensive equipment recommendation. It is an honor to be considered and we hope you will select us to partner with you to create a premier fitness facility for your organization.

Choosing the right fitness equipment can be daunting. The products you select must be easy to use and inviting for a variety of exercisers. They must be durable and reliable -- capable of standing up to the rigors of continued daily use. That is why partnering with an industry-leading manufacturer uniquely qualified to guide you through the process is so important.

Life Fitness has over 30 years' experience helping facilities select their fitness equipment and create customized fitness environments that encourage exercisers to work out more often and lead healthier lives. We offer the largest breadth of cardio, strength and performance-training equipment, value-added services, and ongoing support to ensure that your facilities' needs will be met in the years to come.

If you have any questions or comments regarding our proposal, please contact us as indicated below. The Life Fitness team looks forward to supporting you in the future.

Sincerely,

Jared

THIS IS A DRAFT QUOTE AND NOT A CONTRACT - SUBJECT TO MANAGEMENT APPROVAL

#	DESCRIPTION	CONFIGURATION DETAILS	QTY	MSRP	UNIT PRICE	TOTAL PRICE
1	INTEGRITY+ TREADMILL w/ SE4 24 INT-SE424-XF-14	SE4 24 Eng NFC PROIDIOM Coax Power Cord DOM Low Volt 90 DEG 96 IN Int Plus Tread SE4 Smooth Charcoal Low Volt Base	8	$15,449.00	$10,041.85	$80,334.80

IMAGES DISPLAYED ARE STOCK IMAGES ONLY

THIS IS A DRAFT QUOTE AND NOT A CONTRACT - SUBJECT TO MANAGEMENT APPROVAL

QUOTE :	CPQ-25300	**DATE :**	09-16-2025
BILL TO :	THE ROOKERY	**SHIP TO :**	THE ROOKERY

SHIPMENT :	STANDARD
FREIGHT TERMS :	Prepaid
FOB :	Shipping Point
PAYMENT TERM :	CC - FULL PMT

TOTAL MSRP	:	$123,592.00
CUSTOMER DISCOUNT	:	- $43,257.20
SELLING PRICE	:	$80,334.80
TARIFF SURCHARGE	:	$1,606.70
FREIGHT / FUEL/ INSTALLATION	:	$8,881.59
ESTIMATED SALES TAX	:	AS APPLICABLE
TOTAL (USD)	:	$90,823.09

REMITTANCE ADDRESS

2716 NETWORK PLACE
CHICAGO, IL 60673
USA

Sourcewell cooperative purchasing agreement contract: https://www.sourcewell-mn.gov/cooperative-purchasing/052324-LFF

THIS IS A DRAFT QUOTE AND NOT A CONTRACT - SUBJECT TO MANAGEMENT APPROVAL

TERMS & CONDITIONS

This order quote is valid for 30 days. Buyer may accept by either (1) returning this quote with Buyer's signature or (2) by Buyer issuing a Purchase Order against this quote to Life Fitness. In all cases, this order quote and its acceptance are subject to the Life Fitness Commercial Terms & Conditions of Sale posted online at www.lifefitness.com/en-us/legal/terms-conditions which supersede any terms in Buyer's purchase orders, policies, vendor guidelines and any other documents that pre-date or post-date this purchase. Any inconsistent terms in Buyer's documents are deemed to have been rejected. Upon acceptance by Buyer and then Life Fitness, this Agreement shall become legally binding and constitutes the sole and complete agreement of the parties.

For avoidance of doubt, if Buyer and Life Fitness executed an active Master Agreement, the applicable Master Agreement will govern this Agreement and the Life Fitness Standard Terms and Conditions will supplement.

THIS IS A DRAFT QUOTE AND NOT A CONTRACT - SUBJECT TO MANAGEMENT APPROVAL

CITY COUNCIL
STAFF REPORT
AGENDA ITEM 1.G.

STAFF ORIGINATOR: Tracy Thoma, Finance Director

MEETING DATE September 22, 2025

AGENDA ITEM: Approval of Resolution No. 25-127, Approving an Interfund Transfer from the General Fund to the Park & Trail Improvement Fund

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff have prepared a resolution approving the transfer of $90,000 from the General Fund to the Park & Trail Improvement Fund.

BACKGROUND

During the 2026 Budget Council Work Session #2 on September 2nd, the Council directed staff to prepare a transfer of $90,000 from the General Fund to the Park & Trail Improvement Fund.

Annually, and during budget discussions, the Council reviews the planned uses and allocations of the Operating Levy. The Park and Trail Improvement Fund is proposed to receive $180,000 in levied property tax revenues in 2026, which is the same amount that was levied in 2025. The City's General Fund Balance (reserves) is currently over the policy requirements. A one-time transfer from the General Fund to the Park & Trail Improvement Fund will allow for additional Park & Trail capital improvements to occur in 2026, without a 2026 tax levy impact.

RECOMMENDATION

Adopt Resolution #25-127 Approving an Interfund Transfer.

ATTACHMENTS

1. 25-127 - Approving Interfund Transfers

CITY OF LINO LAKES
RESOLUTION NO. 25-127

APPROVING AN INTERFUND TRANSFER FROM THE GENERAL FUND TO THE PARK & TRAIL IMPROVEMENT FUND

WHEREAS, the City Council of Lino Lakes may direct that money held in any fund or account may be transferred to another fund or account of the City; and

WHEREAS, the City Council of Lino Lakes desires to transfer a sum of $90,000 from the General Fund to the Park & Trail Improvement Fund; and

WHEREAS, the City's Fund Balance Policy indicates the General Fund is to maintain 40 – 50% of the General Fund operating expenditures in its Unassigned General Fund Balance; and

WHEREAS, the City's Unassigned General Fund balance is above the desired range per its policy.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Lino Lakes, Minnesota hereby directs its Finance Director to transfer funds totaling $90,000 from the General Fund (101) to the Park & Trail Improvement Fund (425).

Adopted by the City Council of the City of Lino Lakes on September 22, 2025.

_____
Rob Rafferty, Mayor

ATTEST:

_____
Roberta Colotti, CMC
City Clerk

CITY COUNCIL
STAFF REPORT
AGENDA ITEM 1.H.

STAFF ORIGINATOR: Tracy Thoma, Finance Director

MEETING DATE September 22, 2025

AGENDA ITEM: Accept the Q2 2025 Financial Report for Filing

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff has prepared the Quarter 2 - 2025 Financial Report.

BACKGROUND

Attached is the Second Quarter 2025 Financial Report for the following funds:

- General Fund
- Rookery
- Water
- Sewer
- Storm Water

Also included is a summary of the city's cash and investment activity for the first quarter of 2025.

RECOMMENDATION

Accept the Q2 2025 Financial Report for filing

ATTACHMENTS

1. Q2 2025 Financial Report

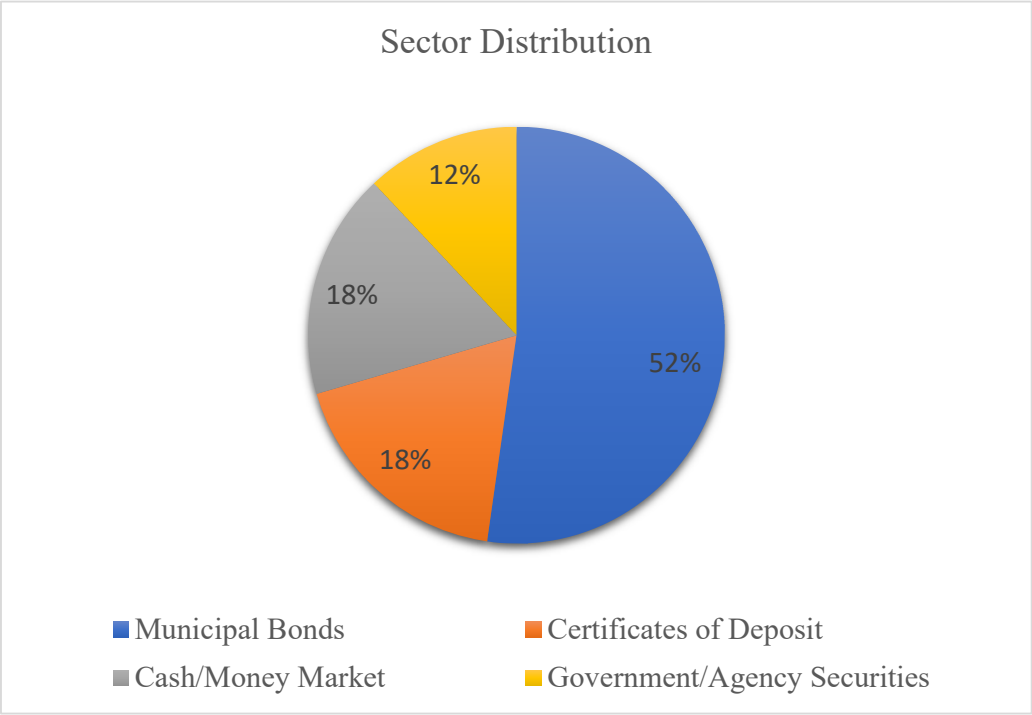
CITY OF LINO LAKES

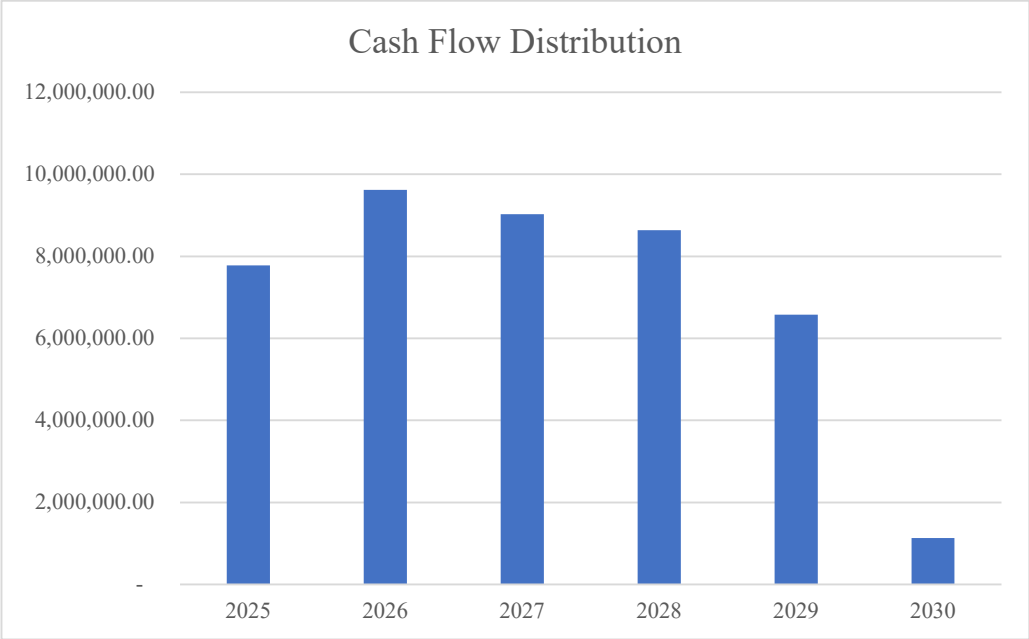
2nd Quarter 2025 Financial Report

City of Lino Lakes
Investments Summary
For the Quarter Ended June 30, 2025

Portfolio Characteristics	
Market Value	$ 50,240,853
Number of Investments	141
Average Maturity (Date)	7/18/2027
Average Maturity (Years)	1.95
Yield to Maturity	4.426%

YTD Performance	**2025**
Interest Earnings	$423,492
Unrealized Gain (Loss)	$768,527





City of Lino Lakes
Cash Balance by Fund
For the Quarter Ended June 30, 2025

	Fund	Cash Balance
101	General Fund	7,349,574
202	Rookery Activity Center	449,518
203	Economic Development Authority	266,406
204	Cable TV & Communications	291,605
205	Blue Heron Days	22,808
207	State Narcotics Forfeiture	27,394
208	DUI Forfeitures	55,726
209	Forfeitures - Other	1,615
210	Federal Forfeiture - Treasury	1,614
211	K9 Unit	2,725
214	Public Safety Aid	376,352
215	Local Affordable Housing Aid	92,292
301	Closed Bond	466,680
337	2014A G.O. Improvement Bonds	258,710
338	2015A G.O. Bonds	642,732
339	2015 EDA Lease Revenue Bonds	321,880
341	2016A G.O. Utility Revenue Bonds	287,098
344	2018A G.O. Bond	1,336,307
345	2020A G.O. Utility Revenue Bonds	289,864
346	2021A G.O. Street Reconstruction Bonds	141,706
401	Building and Facilities	2,592,286
402	Capital Equipment Replacement	1,473,509
403	Office Equipment Replacement	30,419
405	Dedicated Parks	1,296,930
406	Area & Unit Trunk	8,705,906
418	T.I.F District 1-11	(2,244)
419	T.I.F District 1-12	417,347
420	Municipal State Aid (MSA)	4,654,928
421	Pavement Management	236,476
422	Surface Water Management	2,725,153
423	Street Reconstruction	488,340
425	Park & Trail Improvements	161,223
430	T.I.F. District 1-13	11,753
484	Comp Plan Updates	(213,213)
488	2024 Street Reconstruction	(2,192,007)
489	Public Works Facility Project	(16,552)
601	Water Operating	5,772,874
602	Sewer Operating	7,152,711
603	Storm Water Operating	502,781
801	Contractor Deposits	3,572,735
802	Interim Assessments	34,000
810	Foxborough Environmental & Stewardship	137,450
811	Preserve Environmental & Stewardship	15,439
		$ 50,240,853

City of Lino Lakes
General Fund Budget to Actual (Unaudited)
For the Quarter Ended June 30, 2025

	Annual Budget	Budget Thru 06/30/2025	Actuals Thru 06/30/2025	Variance - Favorable (Unfavorable)		Percent Received or Expended Based on Budget Thru 06/30/2025
Revenues						
Property Taxes	$ 11,349,814	$ 5,674,907	$ 3,103,730	$ (2,571,177)	*	54.7 %
Other Taxes	155,000	77,500	76,822	(678)		99.1
Licenses and Permits	973,709	486,855	640,915	154,061	(A)	131.6
Intergovernmental Revenue	921,804	460,902	250,210	(210,692)	(B)	54.3
Charges For Services	450,996	225,498	282,707	57,209	(C)	125.4
Fines & Forfeits	76,000	38,000	48,017	10,017		126.4
Investment Income	75,000	37,500	189,989	152,489	(D)	506.6
Miscellaneous Revenue	48,000	24,000	11,652	(12,348)		48.6
Transfers In	-	-	-	-		-
Total Revenues	14,050,323	7,025,162	4,604,042	(2,421,120)		65.5
Expenditures						
Mayor & Council	158,575	79,288	53,579	25,709		67.6
Administration	718,433	359,217	364,644	(5,428)		101.5
Elections	21,367	10,684	204	10,480		1.9
Charter Administration	9,980	4,990	1,314	3,676		26.3
Finance	840,540	420,270	579,628	(159,358)	(E)	137.9
Legal Consultants	148,000	74,000	97,888	(23,888)		132.3
Economic Development	98,359	49,180	44,327	4,853		90.1
Planning & Zoning	195,076	97,538	76,260	21,278		78.2
Engineering	100,459	50,230	41,741	8,489		83.1
Community Development	328,245	164,123	100,792	63,331	(F)	61.4
Police	5,373,348	2,686,674	2,426,023	260,651		90.3
Fire	1,306,895	653,448	682,883	(29,436)		104.5
Building Inspections	564,944	282,472	208,740	73,732	(G)	73.9
Streets	1,284,077	642,039	603,281	38,758		94.0
Fleet Management	790,727	395,364	379,121	16,243		95.9
Government Buildings	654,746	327,373	363,732	(36,359)		111.1
Parks	1,103,332	551,666	379,368	172,298	(H)	68.8
Environmental	71,060	35,530	28,018	7,512		78.9
Solid Waste	93,304	46,652	27,111	19,541		58.1
Forestry	113,856	56,928	28,224	28,704		49.6
Other	75,000	37,500	25,000	12,500		66.7
Total Expenditures	14,050,323	7,025,162	6,511,878	513,284		92.7
Revenues Over (Under) Expenditures	$ -	$ -	$ (1,907,836)	$ (1,907,836)		

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

Item Explanation of items with both a variance greater than $50,000 and percentage less than 80% or greater than 120%

(A) Strong Building permit revenues, primarily related to Watermark, already at 66% of the annual budget, and approximately $100,000 ahead of 2024 activity.

(B) Most of these annual, formula-based intergovernmental revenues are received during the 3rd and 4th quarters.

(C) Favorable variance due to Police Other Revenues for the School Resource Officer reimbursement (January to June) and Engineering/Planning Fees for development fees.

(D) Interest rates are favorable and surpassing budget expectations and Q2 2024 performance.

(E) Annual fees of $105K for (2025) financial ERP software (BS&A) and Annual Assessor Contract ($105K) were paid in first-half 2025. Unbudgeted professional services expense for finance operations support.

(F) Low level of activity in Q1 of 2025, as most Engineering activity year-to-date has been projects-related and/or developer paid activity. Open CD Specialist position for portion of year. Expense is approximately $3K less than Q2 of 2024.

(G) Under budget for Q1 2025 but comparable to prior year Q2 activity. Vacant Building Inspector position for portion of year. Expense is approximately $4K less than Q2 of 2024.

(H) Favorable variances Temporary/Seasonal Wages, Utilities, and Contracted Services which are seasonal in nature (i.e. seasonal workers, irrigation, portable restrooms, weed control, trail maintenance, etc.) and will be utilized throughout the Summer/Fall.

City of Lino Lakes
Rookery Activity Center Fund Budget to Actual (Unaudited)
For the Quarter Ended June 30, 2025

	Annual Budget	Budget Thru 06/30/2025	Actuals Thru 06/30/2025	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget Thru 06/30/2025
Revenues					
Property Taxes	$ 600,000	$ 300,000	$ 300,000	$ - *	100.0 %
Intergovernmental	8,000	4,000	$ -	(4,000)	-
Charges For Services	1,244,969	622,485	769,113	146,629 (A)	123.6
Investment Income	200	100	6,700	6,600	6,700.0
Miscellaneous Revenue	79,100	39,550	46,197	6,647	116.8
Total Revenues	1,932,269	966,135	1,122,010	155,876	116.1
Expenditures					
Personal Services	1,223,343	611,672	504,853	106,819	82.5
Supplies	84,900	42,450	42,441	9	100.0
Services & Charges	330,780	165,390	180,902	(15,512)	109.4
Contractual Services	222,724	111,362	103,282	8,080	92.7
Total Expenditures	1,861,747	930,874	831,478	99,396	89.3
Revenues Over (Under) Expenditures	$ 70,522	$ 35,261	$ 290,532	$ 255,271	

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

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

(A) Both Membership and Program revenues are ahead of budget, and are approximately $60,000 more than Q2 2024.

City of Lino Lakes
Water Fund Budget to Actual (Unaudited)
For the Quarter Ended June 30, 2025

	Annual Budget	Budget Thru 06/30/2025	Actuals Thru 06/30/2025	Prior Year Thru 06/30/2024	Variance - Favorable (Unfavorable)	
Revenues						
Water Hook Up Charge	$ 41,250	$ 20,625	$ 20,760	$ 16,250	$ 4,510	
Water Meter Sales	85,000	42,500	54,647	43,472	11,175	
Irrigation Controller Sales	5,000	2,500	1,485	1,980	(495)	
Interest On Investments	60,000	30,000	73,577	65,892	7,685	
Change in FV of Investments	-	-	90,369	21,896	68,473	(A)
Miscellaneous Revenue	1,800	900	5,171	695	4,476	
Flat Water Charge	768,700	384,350	379,119	291,374	87,745	(B)
Water Sales	1,538,774	769,387	558,861	384,791	174,070	(C)
Penalty	40,000	20,000	5,108	20,557	(15,449)	
Total Revenues	2,540,524	1,270,262	1,189,097	846,907	342,190	
Expenditures						
Personal Services	439,852	219,926	186,967	172,848	(14,119)	
Supplies	438,000	219,000	136,497	191,174	54,677	(D)
Services & Charges	549,285	274,643	308,967	143,471	(165,496)	(E)
Contractual Services	12,995	6,498	12,866	8,160	(4,706)	
Capital Outlay	741,000	370,500	34,270	32,608	(1,662)	
Transfers Out	888,700	444,350	-	-	-	
Total Expenditures	3,069,832	1,534,916	679,567	548,261	(131,306)	
Revenues Over (Under) Expenditures	$ (529,308)	$ (264,654)	$ 509,530	$ 298,646	$ 210,884	

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

(A) Interest rates and unrealized gains are favorable and surpassing budget expectations and Q2 2024 performance.

(B) Increase in water rates combined with an increase in accounts. The Flat Water Charge increased from $20/Quarter/REU to $25/Quarter/REU in Q1 2025 due to financing a Water Treatment Plant. In addition, there are 40 additional water accounts at the end of Q2 2025, compared to Q2 2024.

(C) Approximately 30% increase in water consumption through Q2 2025 vs 2024, with the remaing revenue increase due to the increased number of billed accounts, and rate increase.

(D) Supplies variance to Q1 2024 is due to $40,000 less in Water Meters purchased in 2025, timing differences in purchases. Water meter inventory is purchased on a periodic basis to anticipate new connections and replacement needs, supply chain/availability issues have persisted in recent years.

(E) Approximately $100K in 2025 expenses for well and pump rehabs, and watermain repairs, no similar activity through Q2 2024.

City of Lino Lakes
Sewer Fund Budget to Actual (Unaudited)
For the Quarter Ended June 30, 2024

	Annual Budget	Budget Thru 06/30/2025	Actuals Thru 06/30/2025	Prior Year Thru 06/30/2024	Variance - Favorable (Unfavorable)	
Revenues						
Sewer Hook Up Charge	$ 33,000	$ 16,500	$ 16,600	$ 13,260	$ 3,340	
Interest On Investments	70,000	35,000	98,322	89,303	9,019	
Change in FV of Investments	-	-	122,179	29,384	92,795	(A)
Sewer Sales	2,071,925	1,035,963	1,111,818	1,043,361	68,457	(B)
Penalty	35,000	17,500	6,472	19,179	(12,707)	
Total Revenues	2,209,925	1,104,963	1,355,391	1,194,487	160,904	
Expenditures						
Personal Services	450,592	225,296	193,376	181,366	(12,010)	
Supplies	91,200	45,600	3,192	22,725	19,533	
Services & Charges	355,405	177,703	111,163	182,261	71,098	(C)
Contractual Services	2,127,555	1,063,778	788,331	762,741	(25,590)	(D)
Capital Outlay	821,000	410,500	719,256	32,608	(686,648)	(E)
Total Expenditures	3,845,752	1,922,876	1,815,318	1,181,701	(633,617)	
Revenues Over (Under) Expenditures	$ (1,635,827)	$ (817,914)	$ (459,927)	$ 12,786	$ (472,713)	

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

(A) Interest rates and unrealized gains are favorable and surpassing budget expectations and Q2 2024 performance.

(B) Increase in sewer rates combined with an increase in accounts. In addition, there are 40 additional sewer accounts at the end of Q2 2025, compared to Q2 2024.

(C) Additional professional services in Q1 & Q2 in 2024 for lift station maintenance activities with no similar level of activity through Q2 2025.

(D) Met Council MCES charges increased 4.2% over 2024 rate.

(E) 2025 CIP Items - Purchase of Vactor Truck (#518) - $637,341, Utilities Truck (#317) - $33,035 (Sewer Portion), Lift Station #53 Generator Replacement - $37,375

City of Lino Lakes
Storm Water Fund Budget to Actual (Unaudited)
For the Quarter Ended June 30, 2025

	Annual Budget	Budget Thru 06/30/2025	Actuals Thru 06/30/2025	Prior Year Thru 06/30/2024	Variance - Favorable (Unfavorable)	
Revenues						
Interest On Investments	$ 3,000	$ 1,500	$ 6,099	$ 4,884	$ 1,215	
Change in FV of Investments	-	-	7,303	1,988	5,315	
Penalty	10,000	5,000	3,454	5,828	(2,374)	
Storm Water Utility	541,540	270,770	314,111	312,208	1,903	
Total Revenues	554,540	277,270	330,967	324,908	6,059	
Expenditures						
Personal Services	211,693	105,847	97,725	94,788	(2,937)	
Supplies	24,000	12,000	2,928	604	(2,324)	
Services & Charges	48,905	24,453	12,845	10,429	(2,416)	
Contractual Services	227,500	113,750	89,178	(4,190)	(93,368)	(A)
Capital Outlay	-	-	-	-	-	
Total Expenditures	512,098	256,049	202,676	101,631	(101,045)	
Revenues Over (Under) Expenditures	$ 42,442	$ 21,221	$ 128,291	$ 223,277	$ (94,986)	

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

(A) Annual Surface Water Management Projects in 2025, Negative expense in 2024 due to reversal of 2023 Surface Water Management Project retainage at 12/31/2023 that had yet to be paid to the contractor in 2024.

CITY COUNCIL
STAFF REPORT
AGENDA ITEM 1.I.

STAFF ORIGINATOR: Justin Williams, Public Services Superintentent

MEETING DATE September 22, 2025

AGENDA ITEM: Approval of Resolution No. 25-128, Authorization to Declare Surplus and Sell Unused Public Works Equipment

VOTE REQUIRED: Simple Majority

INTRODUCTION

City staff seeks authorization from the City Council to declare various unused Public Works equipment as surplus and to sell these items through a public auction.

BACKGROUND

Public Works staff has reviewed the department's equipment inventory and identified several pieces of equipment and attachments that are no longer in use, are no longer compatible with current operational needs, or have been replaced by newer equipment. Retaining this equipment offers no operational benefit and creates unnecessary storage and maintenance costs.

Declaring the following equipment as surplus will allow the City to dispose of these assets in a cost-effective manner through a public auction, while returning value to the City:

1. Titan Pump Jack Scaffolding Equipment
2. Stock Tires from 2023 Cat 420XE Backhoe #275
3. 84" Bobcat V-Plow Attachment
4. 90" Bobcat Finish Mower Attachment (2011)
5. Case 80" Snow Bucket Attachment
6. 72" Grapple Bucket Attachment
7. Sidney Mfg. Timberline Tree Shear Attachment
8. Lowe 1650 Auger Drive Unit Assembly
9. Turf Tires from 2002 John Deere 6410 #117
10. 2019 VJ700 Jetting Trailer #509

Proceeds from the sale will be deposited into the City's General Fund, Capital Equipment Fund,

or Forfeiture Fund, based on the original funding source for each item.

RECOMMENDATION

Staff recommends that the City Council approve declaring the listed Public Works equipment as surplus and authorize their sale via public auction, with proceeds deposited into the appropriate City fund (General Fund, Capital Equipment Fund, or Forfeiture Fund) based on each item's original funding source.

ATTACHMENTS

1. 25-128 - Resolution Declaring Certain Public Works Equipment as Surplus and Authorizing The Sale by Public Auction

CITY OF LINO LAKES
RESOLUTION NO. 25-128

Declaring Certain Public Works Equipment as Surplus and Authorizing the Sale by Public Auction

WHEREAS, the City has reviewed its Public Works equipment inventory and identified certain equipment that is no longer in use, is no longer compatible with operational needs, or has been replaced by newer equipment; and

WHEREAS, retaining this unused equipment provides no operational benefit to the City and incurs unnecessary storage and maintenance costs; and

WHEREAS, it is in the best interest of the City to declare this equipment as surplus and to dispose of it in a cost-effective manner through public auction; and

WHEREAS, the proceeds from the sale of this surplus equipment shall be deposited into the City's General Fund, Capital Equipment Fund, or Forfeiture Fund, based on the original funding source of each item;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that that the following Public Works equipment is hereby declared surplus property and authorized for sale via public auction:

1. Titan Pump Jack Scaffolding Equipment
2. Stock Tires from 2023 Cat 420XE Backhoe #275
3. 84" Bobcat V-Plow Attachment
4. 90" Bobcat Finish Mower Attachment (2011)
5. Case 80" Snow Bucket Attachment
6. 72" Grapple Bucket Attachment
7. Sidney Mfg. Timberline Tree Shear Attachment
8. Lowe 1650 Auger Drive Unit Assembly
9. Turf Tires from 2002 John Deere 6410 #117
10. 2019 VJ700 Jetting Trailer #509

BE IT FURTHER RESOLVED that City staff is hereby authorized to take all necessary steps to facilitate the public auction and sale of these items, and to deposit the sale proceeds into the appropriate fund (General Fund, Capital Equipment Fund, or Forfeiture Fund).

Adopted by the City Council of the City of Lino Lakes this 22nd day of September, 2025.

_____
Rob Rafferty, Mayor

ATTEST:

_____
Roberta Colotti, CMC, City Clerk

CITY COUNCIL
STAFF REPORT
AGENDA ITEM 1.J.

STAFF ORIGINATOR: Tracy Thoma, Finance Director

MEETING DATE September 22, 2025

AGENDA ITEM: Approval of Resolution No. 25-133, Declaring Costs to be Assessed and Calling for Public Hearing on Proposed Assessments - 2025 Delinquent Utility Charges

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff have prepared a resolution requesting the Council declare delinquent utility accounts to be assessed and to call for a public hearing on the proposed assessment thereof.

BACKGROUND

The purpose of this agenda item is for the City Council to set an assessment hearing date for 2025 Delinquent Utility Accounts. The assessment roll that will be prepared for the public hearing will include the unpaid balances by PID number and property street address information.

State Statutes 429.101 and 444.075 and Sections 401.3, 402.14 & 404.10 of the Lino Lakes City Code state that a city may certify unpaid special charges, including unpaid utility bills, to the County Auditor as a special assessment against the property.

To recover unpaid past due utility accounts, the City must follow State Statute 429.101 procedures. These procedures require that the City must adopt a resolution declaring the past due accounts to be assessed and establish a date for the assessment hearing for those charges.

The assessment shall include the annual principal (unpaid charges and penalty balance due), an administration filing fee of $30.00, and shall bear interest at the rate of 5.00% per annum. In relation to the delinquent accounts being considered as part of this resolution, property owners have been provided the opportunity to pay the charges prior to the assessment certification.

Staff is proposing a public hearing date be set for October 13, 2025. Property owners who pay

any outstanding balances due to the City prior to the public hearing will be removed from the assessment roll and will not incur the $30.00 administrative filing fee.

Staff will provide the Council with the current proposed assessment roll at the public hearing. Currently, there are 839 accounts with balances more than 60 days overdue, totaling $192,504.13.

RECOMMENDATION

Adopt Resolution #25-133, Declaring Costs to be Assessed and Calling for Public Hearing on Proposed Assessments – 2025 Delinquent Utility Charges.

ATTACHMENTS

1. 25-133 - Declaring Costs to be Assessed And Calling Hearing on Proposed Assessment - Delinquent Utility Charges

CITY OF LINO LAKES
RESOLUTION NO. 25-133

RESOLUTION DECLARING COSTS TO BE ASSESSED AND CALLING HEARING ON PROPOSED ASSESSMENT
2025 DELINQUENT UTILITY CHARGES

WHEREAS, pursuant to City Code Sections 401.3, 402.14 & 404.10, any delinquent utility accounts may be presented for as an assessment against the property.

WHEREAS, the City has incurred delinquent utility balances in 2025.

WHEREAS, the total cost delinquent utility balances due to the City are $192,504.13.

WHEREAS, the Finance Director notifies the City Council that such proposed assessments will be completed and filed with the City Clerk's office for public inspection.

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

1. The portion of the cost of such services to be assessed against benefited property owners is declared to be 192,504.13.

2. Assessments shall be payable in equal annual installments extending over a period of one year, the first of the installments to be payable on or before the first Monday in January 2026 and shall bear interest at the rate of 5% percent per annum from the date of the adoption of the assessment resolution.

3. The Finance Director shall submit a list of the costs for services the City has incurred for past due utility accounts, as provided by law, and shall file a copy of such proposed assessment in the office of the City Clerk for public inspection, as provided by law, and he/she shall file a copy of such proposed assessment in her office for public inspection.

4. The clerk shall upon the completion of such proposed assessment, notify the council thereof.

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

1. A hearing shall be held at 6:30 p.m. on October 13, 2025, in the city hall located at 600 Town Center Parkway to pass upon such proposed assessment. All persons owning property affected by will be given an opportunity to be heard with reference to such assessment.

2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given

to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may, at any time thereafter, pay to the City the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 13, or interest will be charged through December 31 of the succeeding year.

Adopted by the Council of the City of Lino Lakes this 22nd day of September 2025.

_____
Rob Rafferty, Mayor

ATTEST:

_____
Roberta Colotti, CMC
City Clerk

CITY COUNCIL
STAFF REPORT
AGENDA ITEM 2.A.

STAFF ORIGINATOR: Tracy Thoma, Finance Director

MEETING DATE September 22, 2025

AGENDA ITEM: Consider Resolution No. 25-129, Adopting the 2026 Preliminary Levy

VOTE REQUIRED: Simple Majority

INTRODUCTION

Minnesota Statutes require the City of Lino Lakes to adopt and certify a preliminary property tax levy for taxes payable in the following year on or before September 30th.

The 2026 preliminary levy of $18,120,307, represents a $2,529,217 or 16.22% increase over the 2025 levy. With the projected net tax capacity value increasing 6.75%, the tax rate is anticipated to increase to 43.186% from 39.373%.

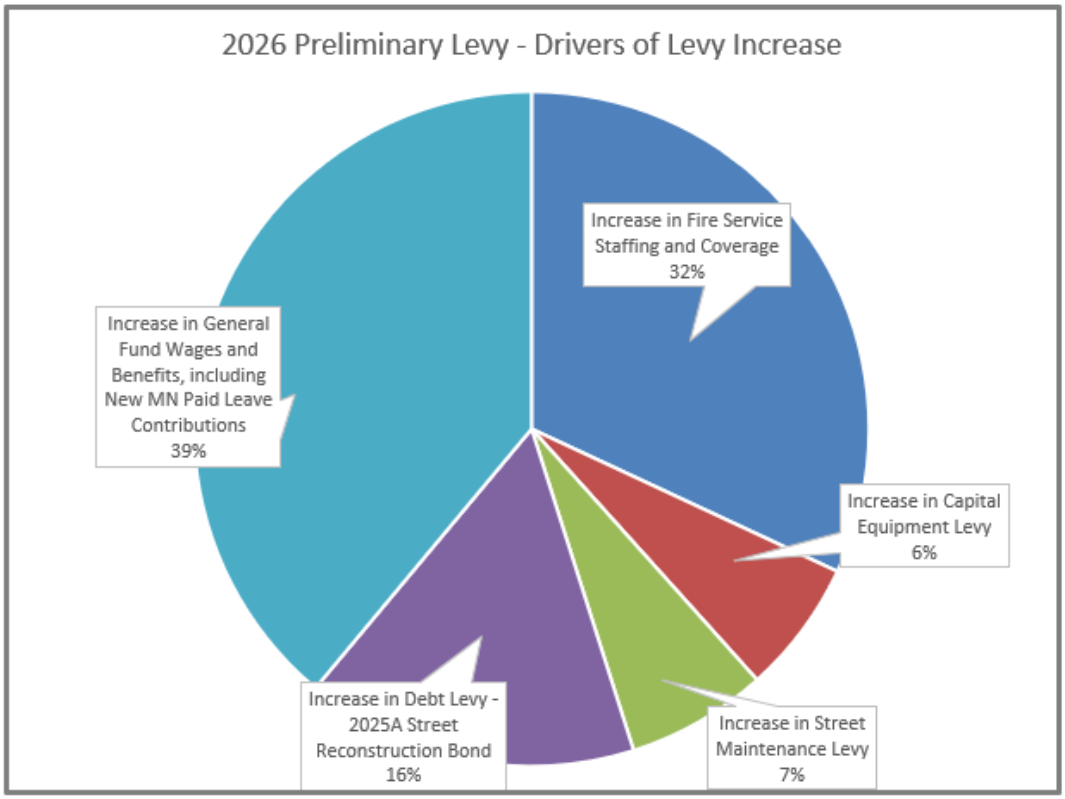
The preliminary levy in Resolution No. 25-129 represents the City's maximum levy for 2026. The final levy may be decreased but cannot be raised when it is adopted in December.

BACKGROUND

The City Council held two budget work sessions where the following were discussed as it relates to the draft 2026 Annual Budget and 2026-2030 Financial Plan:

August 18, 2025: Tax Levy, 2026 Capital, General Fund Budget
September 2, 2025: Enterprise and Rookery Activity Center Fund Budgets

The preliminary levy maintains essential services and programs while the city continues to experience rising costs in the current inflationary environment. Additionally, the City's preliminary budget and levy anticipates significant increases in the staffing and coverage levels of the Lino Lakes Fire Department. Highlights of the levy increase are depicted in the graph below.



The Preliminary Levy is estimated to result in an annual increase of approximately $151 to the Average-valued Residential home ($397,300 for taxes payable 2026).

City of Lino Lakes						
Average Residential Property						
City Tax Impact Calculator						
9/15/2025						
Taxes Payable 2025 Estimated Market Value (EMV)		**$ 396,400**	*****			
Taxes Payable 2026 Estimated Market Value (EMV)		**$ 397,300**	*****			
City of Lino Lakes 2025 Tax Rate		**39.373%**				
City of Lino Lakes Projected 2026 Tax Rate		**43.186%**				
	Pay 2025		Pay 2026			
	EMV	$ 396,400	EMV	$ 397,300	*0%*	*EMV % Increase*
	Homestead Exclusion	$ 10,874	Homestead Exclusion	$ 10,793		
	TMV	$ 385,526	TMV	$ 386,507	*0%*	*TMV % Decrease*
	Net Tax Capacity	$ 3,855	Net Tax Capacity	$ 3,865		
	City Tax Rate	39.373%	City Tax Rate	43.186%		
	City Tax	$ 1,519	City Tax	$ 1,669	**$ 151**	**Increase in 2026 city taxes for the average residential property**

RECOMMENDATION

Adopt Resolution #25-129 Adopting the 2026 Preliminary Tax Levy.

ATTACHMENTS

1. Resolution No. 25-129 - Resolution Adopting 2026 Preliminary Levy
2. 2026 Annual Budget - Preliminary Adoption

CITY OF LINO LAKES

RESOLUTION NO. 25-129

ADOPTING THE 2026 PRELIMINARY LEVY

WHEREAS, Minnesota Statutes grant local governments authority to levy property taxes to finance the operations of the local jurisdiction; and

WHEREAS, the City of Lino Lakes annually levies property taxes to finance general operating costs and annual debt service on outstanding indebtedness; and

WHEREAS, the City Council has reviewed the 2026 preliminary levy and must certify it to Anoka County on or before September 30, 2025.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the following be levied for taxes payable 2026:

General Levies	$16,432,704
Bonded Indebtedness	
2015A G.O.	219,236
2015A G.O. Abatement	50,562
2015 EDA Lease Revenue	317,192
2018A G.O.	482,640
2021A G.O.	211,150
2025A G.O.	406,823
	$1,687,603
Total 2026 Preliminary Levy	$18,120,307

Adopted by the City Council of the City of Lino Lakes on this 22nd day of September 2025.

_____
Rob Rafferty, Mayor

ATTEST:

_____
Roberta Colotti, CMC
City Clerk

CITY OF LINO LAKES
2025-2026 BUDGET SUMMARY

	Adopted 2025	Proposed 2026	$ Change	% Change
Tax Levy				
Operating Levy	14,308,879	16,432,704	2,123,825	14.84%
Debt Levy	1,282,211	1,687,603	405,392	31.62%
Total Tax Levy	15,591,090	18,120,307	2,529,217	16.22%
General Fund Budget				
Revenues				
Property Taxes	11,349,814	13,144,871	1,795,057	15.82%
Other Taxes	155,000	145,000	(10,000)	-6.45%
Business Licenses and Permits	80,748	73,865	(6,883)	-8.52%
Non-Business Licenses and Permits	892,961	970,724	77,763	8.71%
Intergovernmental	921,804	1,008,168	86,364	9.37%
Charges for Services	450,996	463,013	12,017	2.66%
Fines and Forfeits	76,000	81,000	5,000	6.58%
Investment Earnings	75,000	85,000	10,000	13.33%
Miscellaneous	48,000	48,000	-	0.00%
Use of Reserves	-	-	-	0.00%
Transfer From Other Funds	-	-	-	0.00%
Total Revenues	14,050,323	16,019,641	1,969,318	14.02%
Expenditures				
Administration	1,896,895	2,111,016	214,121	11.29%
Community Development	1,000,359	1,058,407	58,048	5.80%
Public Safety	7,245,187	9,018,178	1,772,991	24.47%
Public Services	3,832,882	3,757,039	(75,843)	-1.98%
Other	75,000	75,000	-	0.00%
Total Expenditures	14,050,323	16,019,641	1,969,318	14.02%
Tax Rate	39.065%	43.186%		

CITY OF LINO LAKES
2026 PROPOSED TAX LEVY

		Adopted 2023	Adopted 2024	Adopted 2025	Proposed 2026	2025-2026 $ Change	2025-2026 % Change
Operating Levy	**Fund**						
General Fund	101	9,694,085	10,394,606	11,323,814	13,116,871	1,793,057	15.83%
Rookery Activity Center	202	325,000	500,000	600,000	600,000	-	0.00%
Blue Heron Days	205	-	10,000	10,000	10,000	-	0.00%
Capital Equipment Replacement	402	325,000	600,000	810,000	972,000	162,000	20.00%
Capital Fire Water Tender Replacement	402	-	223,598	221,565	219,533	(2,032)	(0.92%)
Office Equipment Replacement	403	25,000	25,000	25,000	25,000	-	0.00%
Street Maintenance	421	860,446	990,000	1,138,500	1,309,300	170,800	15.00%
Park and Trail Improvements	425	90,000	90,000	180,000	180,000	-	0.00%
		11,319,531	**12,833,204**	**14,308,879**	**16,432,704**	**2,123,825**	**14.84%**
Debt Levy	**Final Levy Year**						
Certificate of Indebtedness 2020	2023	106,299	-	-	-	-	0.00%
G.O. Bond 2012A (1)	2023	176,109	-	-	-	-	0.00%
G.O. Bond 2015A (1)	2030	223,532	219,857	216,182	219,236	3,054	1.41%
G.O. Bond 2015A - Abatement Portion	2026	50,427	54,732	53,682	50,562	(3,120)	(5.81%)
EDA Lease/Revenue Bond 2015	2035	320,815	319,765	318,557	317,192	(1,365)	(0.43%)
G.O Bond 2018A	2033	485,737	485,475	484,215	482,640	(1,575)	(0.33%)
G.O Bond 2021A	2031	211,465	207,895	209,575	211,150	1,575	0.75%
G.O. Bond 2025A	2040	-	-	-	406,823	406,823	0.00%
		1,574,384	**1,287,724**	**1,282,211**	**1,687,603**	**405,392**	**31.62%**
Total Levy		**12,893,915**	**14,120,928**	**15,591,090**	**18,120,307**	**2,529,217**	**16.22%**

CITY OF LINO LAKES
2026 PROPOSED GENERAL FUND REVENUE

	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	$ Increase/ Decrease	% Increase/ Decrease
Property Taxes	9,666,211	10,399,167	11,349,814	5,752,394	11,349,814	1,795,057	13,144,871	1,795,057	15.82%
Other Taxes	147,131	133,969	155,000	87,291	155,000	(10,000)	145,000	(10,000)	(6.45%)
Special Assessments	1,185	382	-	109	-	-	-	-	***
Business Licenses and Permits	72,610	81,533	80,748	16,720	80,748	(6,883)	73,865	(6,883)	(8.52%)
Non-Business Licenses and Permits	901,042	1,062,454	892,961	768,307	892,961	77,763	970,724	77,763	8.71%
Intergovernmental	908,267	1,057,662	921,804	451,545	921,804	81,364	1,008,168	86,364	9.37%
Charges for Services	442,560	557,880	450,996	321,152	450,996	12,017	463,013	12,017	2.66%
Fines and Forfeits	85,400	96,282	76,000	55,971	76,000	5,000	81,000	5,000	6.58%
Investment Earnings	307,403	301,634	75,000	189,989	75,000	10,000	85,000	10,000	13.33%
Miscellaneous	50,285	35,218	48,000	48,694	48,000	-	48,000	-	0.00%
Other Financing Sources	21,213	22,040	-	144	-	-	-	-	0.00%
TOTAL REVENUES	**12,603,307**	**13,748,221**	**14,050,323**	**7,692,314**	**14,050,323**	**1,964,318**	**16,019,641**	**1,969,318**	**14.02%**

CITY OF LINO LAKES
2026 PROPOSED GENERAL FUND EXPENDITURES

DEPT#	DESCRIPTION	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	$ Increase/ Decrease	% Increase/ Decrease
	ADMINISTRATION									
401	MAYOR AND COUNCIL	97,952	90,960	158,575	67,539	164,138	2,939	167,077	8,502	5.36%
402	ADMINISTRATION	561,264	691,961	718,433	534,843	756,316	7,253	763,569	45,136	6.28%
403	ELECTIONS	15,383	92,644	21,367	1,243	21,478	45,131	66,609	45,242	211.74%
405	CHARTER ADMINISTRATION	668	167	9,980	1,385	9,980	(3,000)	6,980	(3,000)	(30.06%)
407	FINANCE	667,663	846,209	840,540	694,904	867,000	51,781	918,781	78,241	9.31%
414	LEGAL CONSULTANTS	189,796	174,203	148,000	106,638	148,000	40,000	188,000	40,000	27.03%
	TOTAL ADMINISTRATION	1,532,725	1,896,144	1,896,895	1,406,552	1,966,912	144,104	2,111,016	214,121	11.29%
	COMMUNITY DEVELOPMENT									
415	ECONOMIC DEVELOPMENT	94,697	84,203	98,359	55,083	98,361	(1,100)	97,261	(1,098)	(1.12%)
416	PLANNING AND ZONING	146,769	150,136	195,076	105,179	204,261	15,000	219,261	24,185	12.40%
417	ENGINEERING	103,120	101,244	100,459	66,504	100,459	1,335	101,794	1,335	1.33%
418	COMMUNITY DEVELOPMENT	204,692	218,340	328,245	149,821	352,898	0	352,898	24,653	7.51%
461	ENVIRONMENTAL	46,772	51,459	71,060	41,502	73,756	0	73,756	2,696	3.79%
462	SOLID WASTE ABATEMENT	98,726	67,058	93,304	37,887	95,149	2,812	97,961	4,657	4.99%
463	FORESTRY	92,487	129,394	113,856	37,325	115,476	0	115,476	1,620	1.42%
	TOTAL COMMUNITY DEVELOPMENT	787,263	801,834	1,000,359	493,302	1,040,360	18,047	1,058,407	58,048	5.80%
	PUBLIC SAFETY									
420	POLICE PROTECTION	4,581,552	4,789,052	5,373,348	3,350,330	5,958,568	159,982	6,118,550	745,202	13.87%
421	FIRE PROTECTION	1,029,456	1,185,685	1,306,895	976,795	1,347,935	954,326	2,302,261	995,366	76.16%
422	BUILDING INSPECTIONS	487,252	460,380	564,944	298,414	596,517	850	597,367	32,423	5.74%
	TOTAL PUBLIC SAFETY	6,098,260	6,435,117	7,245,187	4,625,539	7,903,020	1,115,158	9,018,178	1,772,991	24.47%
	PUBLIC SERVICES									
430	STREETS	939,447	1,017,198	1,284,077	834,475	1,318,864	(51,000)	1,267,864	(16,213)	(1.26%)
431	FLEET MANAGEMENT	778,513	770,543	790,727	578,717	808,801	14,615	823,416	32,689	4.13%
432	GOVERNMENT BUILDINGS	578,975	584,744	654,746	397,458	654,100	41,000	695,100	40,354	6.16%
450	PARKS	924,207	997,320	1,103,332	566,643	1,121,659	(151,000)	970,659	(132,673)	(12.02%)
451	RECREATION	0	0	0	0	0	0	0	0	0.00%
	TOTAL PUBLIC SERVICES	3,221,142	3,369,805	3,832,882	2,377,293	3,903,424	(146,385)	3,757,039	(75,843)	(1.98%)
	OTHERS									
499	CONTINGENCY/TRANSFERS/OTHERS	466,554	286,590	75,000	25,000	75,000	0	75,000	0	0.00%
	TOTAL OTHERS	466,554	286,590	75,000	25,000	75,000	0	75,000	-	0.00%
	TOTAL GENERAL FUND EXPENDITURES	**12,105,944**	**12,789,490**	**14,050,323**	**8,927,686**	**14,888,716**	**1,130,925**	**16,019,641**	**1,969,318**	**14.02%**

CITY OF LINO LAKES
GENERAL FUND
2026 BASE BUDGET ADJUSTMENTS

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Administration	4300	Professional Services	Increased costs related to pre-employment assessment and training	7,253
Building Inspection	4310	Technology Services	BS&A software annual increases	850
Charter	4300	Prof Services - Charter Con	Decrease due to historic trends	(3,000)
Council	4452	Subscriptions & Dues	Annual increases in membership fees/dues	973
Council	4343	Newsletter	Additional Printing Costs	801
Council	4900	Marketing	Increased planned activities and historical trend	1,165
Econ Development	4330	Travel and Tuition	Adjustment education budget for staff training	400
Econ Development	4410	Contracted Services	Decrease for ACRED contribution. County is funding 100%	(1,500)
Elections	41XX	Wages & Benefits	Increase for election judges in even year election	46,431
Elections	4330	Travel & Tuition	Clerk Training, Transport of ballots to Anoka County	500
Elections	4340	Advertising	Reduce for even year election	(1,800)
Engineering	4410	Contracted Services	2.5% increase in Engineering retainer	1,335
Finance	4310	Technology Services	Metro-INET, BS&A, Easy CIP software annual increases	42,981
Finance	4410	Contracted Services	County Assessor Contract	5,000
Finance	4308	Auditor	Inflationary Fee Increases	3,500
Finance	4342	Truth in Taxation	Per Parcel Fees - Additional Parcels	300
Fire	41XX	Wages & Benefits	Payroll Budget Requests	807,428
Fire	4370	Uniforms	Moving from CIP to general budget and spreading out over 6 years	54,600
Fire	4330	Travel & Tuition	8 2025 new hires @ $2750 ea	16,500
Fire	4370	Uniforms	4 @ $8400 each set	14,400
Fire	4410	Contracted Services	Previously in-house & not budgeted, estimated based on 2025	12,000
Fire	4330	Travel & Tuition	Fire training	10,200
Fire	4330	Travel & Tuition	Sending 5 per year until all EMRs are trained	10,000
Fire	4410	Contracted Services	Not budgeted in 2025, Anoka County service allocation & First Due	10,000
Fire	4330	Travel & Tuition	4 at $2000 each, not previously budgeted	8,000
Fire	4370	Uniforms	Increase in number of FF	5,100
Fire	4370	Uniforms	13 @ $800 each	4,400
Fire	4410	Contracted Services	7 AED, 1 heart monitor	3,232
Fire	4300	Professional Services	FF must be certified to be licensed, 3 cert ea x 46 FF x $75	3,050
Fire	4330	Travel & Tuition	Increase in training expenses	2,400
Fire	4300	Professional Services	46 FF x $75 ea for fully licensed dept.	2,325
Fire	4321	Telephone	Addition of 2 new sim cards for mobile computers + 1 moved from PD to FD	2,088
Fire	4330	Travel & Tuition	Fire Officer, Operators, Leadership, Conference	1,850
Fire	4330	Travel & Tuition	1 paramedic, 29 EMT @ $100, EMR 14 @ $100	1,600
Fire	4211	Maintenance Supplies	Inflationary costs	1,300
Fire	4330	Travel & Tuition	2 people in attendance instead of 1	1,150
Fire	4321	Telephone	Addition of 4 new cell phones	1,058
Fire	4240	Small Tools	Replace	900
Fire	4330	Travel & Tuition	Auto extraction, doors, etc.	900
Fire	4410	Contracted Services	22 ground ladders @$110	880
Fire	4410	Contracted Services	Clarey's @ $95 per SCBA x 45	540
Fire	4410	Contracted Services	Dues increase	500
Fire	4410	Contracted Services	Increase in firefighters	345
Fire	4211	Maintenance Supplies	Purchase additional masks/expired masks replacement	258
Fire	4214	Fire Prevention	Inflationary costs	200
Fire	4410	Contracted Services	Annual Maint & test	200
Fire	4452	Subscriptions & Dues	Dues increase	200
Fire	4410	Contracted Services	Estimated price increase per vendor	167
Fire	4410	Contracted Services	Price increase	65
Fire	4452	Subscriptions & Dues	Dues increase	60
Fire	4452	Subscriptions & Dues	Dues increase	50
Fire	4452	Subscriptions & Dues	Dues increase	10
Fire	4452	Subscriptions & Dues	Reduce from 2 to 1 subscriptions	(130)
Fire	4410	Contracted Services	Annual testing to City Hall budget	(500)

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Fire	4240	Small Tools	Removed	(2,000)
Fire	4410	Contracted Services	Not needed in 2026	(2,400)
Fire	4410	Contracted Services	Estimated price based on last 2 invoices	(4,000)
Fire	4410	Contracted Services	Cancelling contract end of 2025	(5,400)
Fire	4370	Uniforms	5 PT @ $8400 each	(9,200)
Fleet	4240	Small Tools	A/C Recharge Machine	12,000
Fleet	41XX	Overtime Wages & Bens	Increase Overtime Wages and Benefits to reflect actual	2,375
Fleet	4321	Telephone	Additional Plow Truck GPS	240
Govt Buildings	5000	Equipment	Alerton Software Update City Hall and Fire 2 ($25,000)	25,000
Govt Buildings	4300	Professional Services	Increase to Reflect Actual	17,000
Govt Buildings	4200	Office Supplies	Reduction in Office Supplies	(1,000)
Legal	4301	Legal Services	Increase per historical trend and increased data practices compliance	40,000
Parks	4415	Rented Equipment	Mastic Kettle Rental	1,000
Parks	4240	Small Tools	Reduction Due to 2025 Purchases	(16,000)
Parks	4410	Contracted Services	Reduction Due to 2025 Project Completions, Add Fog Seal Trails ($40,000)	(136,000)
Planning	4410	Contracted Services	Set aside for 2050 Comprensive Plan Update (1 of 3)	15,000
Police	41XX	Overtime Wages & Bens	Historical Trends, historically underbudgeted	62,561
Police	41XX	Part-time Wages & Bens	Police Trainer and Background Investigator - Additional hours	22,321
Police	4410	Contracted Services	Increased fee for Anoka County JLEC RMS, increased cost for Embedded Systems sirens, Replace flooring and cabinets in DMT & detention room to improve safety	21,990
Police	41XX	Full-time Wages & Benefits	Selected promotions/position adjustments	12,097
Police	4200	Office Supplies	Purchase office furniture for two new sergeant positions	8,600
Police	4300	Professional Services	Promotional testing for Sergeants positions, BWC and squad video audit, language line services	5,970
Police	4240	Small Tools	Purchase 28 holsters x $199 = $5,572 for Glock 45 with red dot optics.	5,600
Police	4240	Small Tools	Purchase 2 non-lethal PepperBall launchers that shoot projectiles with irratant and accessories	5,300
Police	4211	Maintenance Supplies	Expenses related to repairs of VirTra system that is no longer covered by warranty	4,800
Police	4300	Professional Services	K9 Vet Bills and Lodging - Previously not budgeted	4,000
Police	4360	Insurance	Increase in rates	250
Police	4370	Uniforms	COLA Adjustments for uniforms and replacements for on-duty damaged uniforms	4,706
Police	4200	Office Supplies	Purchase replacement chairs for roll call room (x14)	2,800
Police	4211	Maintenance Supplies	Ammo-Price increase and additional ammo needed for red dot optic qualification	2,170
Police	4211	Maintenance Supplies	K9 Food and Supplies - Previously not budgeted	2,000
Police	4321	Telephone	Add mobile hotspots to cell phone due to computers no longer having aircards, Add two additional cell phone lines for future officers #27-29	1,882
Police	4240	Small Tools	Purchase patrol rapid response trauma kits (8 patrol bags and 1 SRO bag)	1,800
Police	4200	Office Supplies	Purchase cubicle name plates for officers and monitor for roll call room	1,160
Police	4200	Office Supplies	Price increase for toner/printer cartridges	1,100
Police	4211	Maintenance Supplies	Seat covers for 318, 319, 320, and squad cleaning supplies - Previously not budgeted	1,000
Police	4211	Maintenance Supplies	Not previously budgeted - replace expired/used N95/gas masks	800
Police	4240	Small Tools	Purchase 8 ($89.00 each) tint meters to be used for traffic enforcement	750
Police	4240	Small Tools	Purchase 12 handheld tire deflation tools ($41 each) and nylon bags for storage ($10.65)	650
Police	4240	Small Tools	Price increase for 5 Taser replacements	500
Police	4240	Small Tools	Purchase 2 replacement patrol medical bags	325
Police	4211	Maintenance Supplies	Medical supplies to restock patrol medical bags - Previously not budgeted	250
Police	4214	Crime Prevention	Previously not budgeted -Tactacam subscription for trail cameras	225

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Police	4211	Maintenance Supplies	Range Supplies-Price increase for targets, cleaning supplies, and range supplies, Increased cost for simunition rounds	200
Police	4211	Maintenance Supplies	Increased cost for regular and tornado emergency siren batteries	200
Police	4200	Office Supplies	Replace staff business cards with new logo reflecting change to police department	150
Police	4200	Office Supplies	Reduction in need for USB drives due to transition to AXON	(1,250)
Police	4240	Small Tools	Squad Computers - Replace schedule - 6 computers versus 9	(4,200)
Police	4240	Small Tools	Gas masks - Don't need to purchase	(10,724)
Solid Waste	4410	Contracted Services	increase in contracted services - recycling/earth day	1,922
Solid Waste	4200	Office Supplies	replacement signs and bases - score reimbursables	1,340
Solid Waste	4340	Advertising	reclassification of expenditures	350
Solid Waste	4343	Newsletter	reclassification of expenditures	(800)
Streets	4410	Contracted Services	Painting City Hall Sidewalk Fence ($11,000), Replacement Sidewalk Pavers ($13,000), Painting 4-Way Signals ($12,000)	36,000
Streets	4211	Maintenance Supplies	Mastic Material Sealing Roads	15,000
Streets	4415	Rented Equipment	Mastic Kettle Rental	4,000
Streets	4229	Gravel & Similar Material	Gravel and Similar Material	3,000
Streets	4385	Street Lighting	Reduction Due to Completion of 2025 Projects	(109,000)

Total 2026 Adjustments Requested	**1,130,925**
Increase in General Fund Base Budget	838,394
Less the increase in non-property tax revenues	(176,261)
Increase in Capital Equipment Levy	162,000
Decrease in Capital Fire Water Tender Levy	(2,033)
Increase in Pavement Management Levy	170,800
Increase in Existing Debt Levies	405,392
Total 2026 Tax Levy Increase	**2,529,217**
	-

CITY OF LINO LAKES
2026 PROPOSED TAX CAPACITY RATE

	Actual 2023	Actual 2024	*Adopted 2025*	Actual 2025	Proposed 2026	
Taxable Market Value	**3,287,882,335**	**3,539,171,941**	**3,581,879,847**	**3,565,047,754**	**3,776,348,611**	*
Annual % Change	*27.06%*	*7.64%*	*1.21%*	*0.73%*	*5.93%*	

	Actual 2023	Actual 2024	*Adopted 2025*	Actual 2025	Adopted 2026	
Total Tax Capacity Value	35,452,015	38,846,166	*39,533,445*	39,247,363	41,640,292	*
Less FD Contribution in Value	(1,502,577)	(1,820,393)	*(2,342,867)*	(2,342,867)	(2,318,228)	
Less Captured Value for Tax Increment	(1,041,739)	(1,399,596)	*(1,017,937)*	(1,013,861)	(1,009,794)	*
Total Net Tax Capacity Value	**32,907,699**	**35,626,177**	***36,172,641***	**35,890,635**	**38,312,270**	
Annual % Change	*29.14%*	*8.26%*	*1.53%*	*0.74%*	*6.75%*	
Total Levy	12,893,915	14,120,928	15,591,090	15,591,090	18,120,307	
Less FD Distribution	(1,384,776)	(1,260,837)	(1,460,414)	(1,460,414)	(1,574,621)	
Total Net Levy for Tax Rate	**11,509,139**	**12,860,091**	***14,130,676***	**14,130,676**	**16,545,686**	
Annual % Change	*12.49%*	*11.74%*	*9.88%*	*9.88%*	*17.09%*	
City Tax Capacity Rate	**34.974%**	**36.097%**	***39.065%***	**39.373%**	**43.186%**	

*Anoka County payable 2026 proposed values as of 07/30/2025. Final values are subject to change.

CITY OF LINO LAKES
2026 PROPOSED GENERAL FUND REVENUE

	Account Number	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
Property Taxes									
Current Taxes	101-000-3010	9,623,450	10,249,177	11,323,814	5,837,730	11,323,814	1,793,057	13,116,871	Levy for General Operations
Delinquent Taxes	101-000-3020	19,968	48,568	25,000	(32,324)	25,000	0	25,000	Prior Year(s) Delinquencies
Tax Increments	101-000-3050	21,567	97,137	0	(51,574)	0	0	0	
Tax Forfeits	101-000-3060	0	0	0	0	0	0	0	
Penalties & Interest	101-000-3150	1,226	4,285	1,000	(1,439)	1,000	2,000	3,000	
		9,666,211	**10,399,167**	**11,349,814**	**5,752,394**	**11,349,814**	**1,795,057**	**13,144,871**	
Other Taxes									
Lodging Tax	101-000-3180	79,581	76,669	85,000	47,801	85,000	0	85,000	Twin Cities Gateway Pass-Through
Circle Pines Gas Franchise	101-000-3185	67,550	57,300	70,000	39,490	70,000	(10,000)	60,000	
		147,131	**133,969**	**155,000**	**87,291**	**155,000**	**(10,000)**	**145,000**	
Special Assessments									
Current Assessments	101-000-3110	968	382	0	109	0	0	0	
Delinquent Assessments	101-000-3120	217	0	0	0	0	0	0	
		1,185	**382**	**0**	**109**	**0**	**0**	**0**	
Business Licenses and Permits									
Liquor License - On-Sale	101-000-3201	42,200	41,440	42,000	0	42,000	(1,500)	40,500	License to Sell Liquor for On-Premises Consumption
Liquor License - 3.2 Beer	101-000-3202	0	1,000	0	0	0	400	400	License to Sell Packaged Liquor for Off-Premises Consumption
Liquor License - Off Sale	101-000-3203	1,600	1,200	1,400	0	1,400	(400)	1,000	License to Sell Packaged Liquor for Off-Premises Consumption
Liquor License - Sunday	101-000-3204	1,800	2,000	1,800	0	1,800	(200)	1,600	License to Sell Liquor for On-Premises Consumption on Sunday
Liquor License - Club	101-000-3205	500	300	500	0	500	(200)	300	
Temporary Consumption Permit	101-000-3207	100	100	200	0	200	0	200	
Investigation Fee	101-000-3208	3,779	3,710	3,500	0	3,500	0	3,500	Fee to Perform Background Investigation for License Applicants
Tobacco License	101-000-3211	742	3,500	3,500	0	3,500	(250)	3,250	Annual License to Sell Tobacco in the City
Cannabinoid License	101-000-3212	950	2,067	1,900	0	1,900	(1,900)	0	The City no longer issues this license
Contractor's License	101-000-3213	8,080	13,200	14,858	6,330	14,858	(3,283)	11,575	
Garbage Removal License	101-000-3214	2,155	3,145	2,750	3,460	2,750	0	2,750	Annual License to Collect Refuse in the City
Rental Housing License	101-000-3215	8,329	6,252	6,105	5,780	6,105	0	6,105	
Dance License	101-000-3219	35	35	35	0	35	0	35	
Fireworks License	101-000-3220	200	100	200	100	200	0	200	
Mobile Food Vendor Permit	101-000-3221	0	350	0	50	0	400	400	
Massage License	101-000-3222	1,141	1,384	1,000	250	1,000	50	1,050	
Peddler's License	101-000-3223	1,000	1,750	1,000	750	1,000	0	1,000	License for Door-to-Door Sales
		72,610	**81,533**	**80,748**	**16,720**	**80,748**	**(6,883)**	**73,865**	
Non-Business Licenses and Permits									
Building Permits	101-000-3250	448,045	531,347	495,243	333,451	495,243	45,015	540,258	Value-Based Fee-Covers the Cost of Inspec. & Code Compl.
Plan Inspection Fees	101-000-3251	259,455	308,707	224,170	192,316	224,170	30,539	254,709	65% of Bldg Permit Fee to Cover Cost of Plan Review
Erosion Control Permits	101-000-3252	18,880	20,480	24,000	15,040	24,000	0	24,000	
Plumbing Permits	101-000-3253	30,554	37,030	33,396	28,930	33,396	300	33,696	
Heating & Air Conditioning Permits	101-000-3254	85,327	81,268	70,804	47,172	70,804	1,000	71,804	
Septic Plumbing Permit	101-000-3255	5,890	5,340	5,694	2,000	5,694	0	5,694	
Septic System Permit	101-000-3256	6,500	7,000	7,035	3,500	7,035	0	7,035	
Fence Permit	101-000-3259	6,624	7,000	5,189	4,088	5,189	150	5,339	
Dog License	101-000-3260	720	830	1,000	1,080	1,000	0	1,000	
Sign Permit	101-000-3262	1,085	75	941	0	941	59	1,000	
Road Overweight Permit	101-000-3263	150	0	0	0	0	0	0	
Underground Utility Permit	101-000-3264	32,462	26,737	19,489	137,663	19,489	700	20,189	
Miscellaneous Permits	101-000-3266	5,350	4,887	6,000	3,067	6,000	0	6,000	
Refunds & Reimbursements	101-000-3626	0	31,753	0	0	0	0	0	
		901,042	**1,062,454**	**892,961**	**768,307**	**892,961**	**77,763**	**970,724**	
Intergovernmental									
Federal Grants Revenue	101-000-3310	0	26,481	0	31,080	0	0	0	
TZD Safe Roads Grant	101-000-3312	37,515	26,479	30,000	12,474	30,000	0	30,000	Office of Traffic Safety (OTS) Grant Funding
State Revenue	101-000-3320	3,291	13,353	0	0	0	0	0	
Market Value Credit	101-000-3321	3,788	7,251	3,500	0	3,500	0	3,500	
Police State Aid	101-000-3325	299,203	341,688	300,000	0	300,000	45,000	345,000	Aid for Police Retirement Plan and POST Training
Public Safety State Grant	101-000-3326	0	45,929	0	64,863	0	0	0	Aid for Police Retirement Plan and POST Training
Fire State Aid	101-000-3330	169,000	192,547	180,000	0	180,000	15,000	200,000	PERA SVF Contribution of $200,000, Net Revenue $50,000
State Grants - Fire	101-000-3331	30,255	32,391	20,000	16,942	20,000	7,000	27,000	Fire Training/Ed
Municipal State Aid	101-000-3340	266,516	294,114	295,000	326,186	295,000	30,000	325,000	For Maintenance of City-Designated State-Aid Roads
County Grants - SCORE	101-000-3351	98,699	77,429	93,304	0	93,304	(15,636)	77,668	SCORE Grant for Recycling Efforts
		908,267	**1,057,662**	**921,804**	**451,545**	**921,804**	**81,364**	**1,008,168**	

CITY OF LINO LAKES
2026 PROPOSED GENERAL FUND REVENUE

	Account Number	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
Charges for Services									
Aerial Map Fee	101-000-3402	4,410	18,450	15,000	0	15,000	0	15,000	
Assessment Search Fee	101-000-3403	5,560	4,920	4,500	3,325	4,500	500	5,000	
Election Filing Fees	101-000-3404	25	0	0	0	0	0	0	
Engineering/Planning Charges	101-000-3405	48,751	84,233	35,486	26,933	35,486	4,400	39,886	
Investment Management Charge	101-000-3406	50,000	50,000	50,000	25,000	50,000	0	50,000	
Land Use Administration Fee	101-000-3407	16,699	17,966	10,860	15,150	10,860	650	11,510	
Sale of Supplies	101-000-3410	294	615	200	38	200	0	200	Incudes Data Request Searches & Retrieval of Responsive Data Fees
City Hall Rental	101-000-3411	125	25	200	0	200	0	200	
CFS - Public Safety	101-000-3420	171,820	243,699	190,000	149,984	190,000	2,500	192,500	
Police Reports	101-000-3421	975	269	800	419	800	0	800	
Police Training Fees	101-000-3422	0	0	0	150	0	0	0	
CFS - Public Works	101-000-3430	11,299	3,313	8,000	4,115	8,000	0	8,000	
SAC/Surcharge Fee	101-000-3432	5,524	5,091	4,000	3,083	4,000	1,000	5,000	
CFS - Culture & Rec	101-000-3460	5,787	5,171	5,000	450	5,000	0	5,000	
Bldg Lease Revenue	101-000-3623	121,291	124,073	126,950	92,504	126,950	2,967	129,917	New Creations Child Care
Contributions & Donations	101-000-3622	0	55	0	0	0	0	0	
		442,560	**557,880**	**450,996**	**321,152**	**450,996**	**12,017**	**463,013**	
Fines and Forfeits									
Fines & Forfeits	101-000-3510	84,800	95,682	75,000	55,971	75,000	5,000	80,000	
Driving Diversion Program	101-000-3512	600	600	1,000	0	1,000	0	1,000	
		85,400	**96,282**	**76,000**	**55,971**	**76,000**	**5,000**	**81,000**	
Investment Earnings									
Interest Earnings	101-000-3620	163,200	179,428	75,000	84,144	75,000	10,000	85,000	2.00% Interest Rate Assumption
Change in Fair Value of Investments	101-000-3621	144,203	122,206	0	105,845	0	0	0	
		307,403	**301,634**	**75,000**	**189,989**	**75,000**	**10,000**	**85,000**	
Miscellaneous									
Donations	101-000-3622	1,000	0	0	0	0	0	0	
Miscellaneous Revenue	101-000-3625	442	2,364	2,000	408	2,000	0	2,000	
Refunds & Reimbursements	101-000-3626	48,841	32,854	46,000	48,285	46,000	0	46,000	P-Card Rebates, LMC Ins Div, Peace Officer Benefit, Police Vest Reimbursement
Cash Over/Short	101-000-3800	2	0	0	0	0	0	0	
		50,285	**35,218**	**48,000**	**48,694**	**48,000**	**0**	**48,000**	
Other Financing Sources									
Use of Fund Reserves	101-000-3900	0	0	0	0	0	0	0	
Sale of Fixed Assets	101-000-3910	1,213	2,040	0	144	0	0	0	
Interfund Transfers In	101-000-3920	20,000	20,000	0	0	0	0	0	
		21,213	**22,040**	**0**	**144**	**0**	**0**	**0**	
Total Revenues		**12,603,307**	**13,748,221**	**14,050,323**	**7,692,314**	**14,050,323**	**1,964,318**	**16,019,641**	

CITY OF LINO LAKES
PERSONNEL TOTALS

	Adopted 2025	Proposed 2026
ADMINISTRATION	4.000	4.000
FINANCE	2.600	2.600
PLANNING & ZONING	1.000	1.000
COMMUNITY DEVELOPMENT	2.700	2.700
ENVIRONMENTAL	0.300	0.300
SOLID WASTE	0.200	0.200
FORESTRY	0.250	0.250
POLICE	33.050	34.950
FIRE	6.950	15.800
BUILDING INSPECTIONS	4.500	4.500
STREETS	6.250	6.250
FLEET	2.550	2.550
GOVERNMENT BUILDINGS	0.150	1.280
PARKS	5.600	5.600
RECREATION	-	-
TOTAL GENERAL FUND	**70.100**	**81.980**
ROOKERY ACTIVITY CENTER FUND	6.000	6.000
WATER FUND	4.050	4.050
SEWER FUND	4.050	4.050
STORM WATER FUND	1.800	1.800
GRAND TOTAL	**86.000**	**97.880**

Personnel are shown as Full Time Equivalents (FTE)

Part-time Rookery Staff, Temporary Summer Seasonals, and Interns are not included

CITY OF LINO LAKES

MAYOR AND COUNCIL (101-401)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	46,458	49,286	49,286	32,857.00	54,092	0	54,092	100% Mayor 4 - 100% Councilmembers
PERA CONTRIBUTIONS	4121	2,323	2,464	2,464	1,643.00	2,705	0	2,705	
FICA CONTRIBUTIONS	4122	709	748	715	511.00	784	0	784	
MN PAID LEAVE	4126	0	0	0	0	427	0	427	
LIFE & DISABILITY INSURANCE	4133	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151	95	86	80	80	100	0	100	
		49,585	**52,584**	**52,545**	**35,091**	**58,108**	**0**	**58,108**	
SUPPLIES									
OFFICE SUPPLIES	4200	0	19	0	0	0	0	0	
		0	**19**	**0**	**0**	**0**	**0**	**0**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	0	0	49,000	905	49,000	0	49,000	Strategic Planning Workplan Development Facilitator, Compensation Plan Study
TELEPHONE	4321	0	2,174	3,000	1,198	3,000	0	3,000	Cellular Phones
TRAVEL & TUITION	4330	0	13	1,500	1,090	1,500	45	1,545	LMC Conference, Elected Officials Conference
ADVERTI SING	4340	113	0	200	114	200	0	200	Meeting Notices
NEWSLETTER	4343	22,991	23,601	25,200	1,500	25,200	756	25,956	Spring/Summer, Fall & Winter Newsletters
		23,104	**25,788**	**78,900**	**4,807**	**78,900**	**801**	**79,701**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	0	0	0	781	0	0	0	
SUBSCRIPTIONS & DUES	4452	20,034	7,186	21,630	21,587	21,630	973	22,603	League of MN Cities, MN Mayors Association
CITY MARKETING	4900	5,230	5,383	5,500	5,273	5,500	1,165	6,665	Awards & Plaques, Employee Recognition & Appreciation, Lino Lakes Ambassadors $2,000), Job Fair Supplies
		25,264	**12,569**	**27,130**	**27,641**	**27,130**	**2,138**	**29,268**	
TOTAL MAYOR AND COUNCIL		**97,952**	**90,960**	**158,575**	**67,539**	**164,138**	**2,939**	**167,077**	

CITY OF LINO LAKES

ADMINISTRATION (101-402)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	414,232	483,264	503,413	249,213	540,423	0	540,423	100% City Administrator 100% Human Resources and Communications Manager 100% Communications Specialist 100% City Clerk
OVERTIME WAGES	4102	0	0	0	0	0	0	0	
TEMPORARY WAGES	4106	0	20,800	0	144,315	0	0	0	
EMPLOYEE WELLNESS PROGRAM	4108	0	0	0	0	0	0	0	
PERA CONTRIBUTIONS	4121	31,018	32,386	37,756	25,284	40,532	0	40,532	
FICA CONTRIBUTIONS	4122	31,377	33,974	38,511	29,848	41,342	0	41,342	
MN PAID LEAVE	4126	0	0	0	0	4,269	0	4,269	
DEFERRED COMP CONTRIBUTION	4123	0	0	0	0	0	0	0	
HEALTH INSURANCE	4131	13,200	20,236	43,192	17,935	35,828	0	35,828	
LIFE & DISABILITY INSURANCE	4133	886	925	1,022	546	990	0	990	
DENTAL INSURANCE	4134	408	511	2,499	521	2,499	0	2,499	
VEHICLE ALLOWANCE	4135	0	0	0	0	0	0	0	
UNEMPLOYMENT INSURANCE	4141	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151	3,341	3,320	3,088	2,566	1,481	0	1,481	
		494,462	**595,416**	**629,481**	**470,228**	**667,364**	**0**	**667,364**	
SUPPLIES									
OFFICE SUPPLIES	4200	0	0	0	20	0	0	0	
		0	**0**	**0**	**20**	**0**	**0**	**0**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	20,591	22,285	19,972	17,327	19,972	5,528	25,500	Drug/Alcohol Testing, Pre-employment Assessments, Citywide Training, Data Practices Compliance
TECHNOLOGY SERVICES	4310	3,421	4,098	9,000	343	9,000	0	9,000	Labor Relations, Employment Law, Contract Negotiations, Arbitration, Compensation Consultant
TELEPHONE	4321	1,141	1,579	1,975	1,438	1,975	59	2,034	Cellular Phones
TRAVEL & TUITION	4330	6,082	6,415	8,500	1,572	8,500	255	8,755	LMC Conference, ICMA Conference, MAMA Meetings, MCMA Conference, MPELRA Conferences, TCHRA Conference, NPELRA Webinars, City Clerk Certification, MCFOA Conference, Tuition Reimbursement
ADVERTISING	4340	2,860	1,396	2,500	969	2,500	0	2,500	Legal Publications, Job Postings
		34,096	**35,773**	**41,947**	**21,649**	**41,947**	**5,842**	**47,789**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	29,097	58,598	43,305	41,826	43,305	1,300	44,605	CivicEngage, CivicClerk, American Legal Online City Code, Document Destruction, TASC, NeoGov
SUBSCRIPTIONS & DUES	4452	3,608	2,174	3,700	1,120	3,700	111	3,811	MAMA, ICMA, MCMA, MCFOA, SHRM, GFOA, MNGFOA, MNCPA, Chain of Lakes Rotary, Dropbox, Notary
		32,705	**60,772**	**47,005**	**42,946**	**47,005**	**1,411**	**48,416**	
TOTAL ADMINISTRATION		**561,264**	**691,961**	**718,433**	**534,843**	**756,316**	**7,253**	**763,569**	

CITY OF LINO LAKES

ELECTIONS (101-403)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	8,034	58,594	12,750	0	12,750	(12,750)	0	Part-time: Election Assistant
PART-TIME WAGES	4103	0	13,800	5,000	870	5,000	8,000	13,000	Temporary: Primary and General Election Judges (Even Years)
TEMPORARY WAGES	4106	0	13,800	0	0	0	50,000	50,000	General Election Judges (Odd Years)
PERA CONTRIBUTIONS	4121	0	0	0	0	0	0	0	
FICA CONTRIBUTIONS	4122	0	1,256	383	66	383	612	995	
MN PAID LEAVE	4126	0	0	0	0	156	342	498	
WORKER'S COMPENSATION	4151	230	317	134	86	89	227	316	
		8,264	**87,767**	**18,267**	**1,022**	**18,378**	**46,431**	**64,809**	
SUPPLIES									
OFFICE SUPPLIES	4200	159	2,019	1,000	0	1,000	0	1,000	Supplies for Elections
		159	**2,019**	**1,000**	**0**	**1,000**	**0**	**1,000**	
OTHER SERVICES AND CHARGES									
TECHNOLOGY SERVICES	4310	0	0	0	155	0	0	0	
POSTAGE	4322	4	6	0	0	0	50	50	
TRAVEL & TUITION	4330	168	427	0	28	0	450	450	Transportation of ballots to Anoka County, Clerk training
ADVERTISING	4340	2,081	77	2,100	38	2,100	(1,800)	300	Election Ballots (Odd years - City pays cost of municipal election ballots); Public Notices
		2,252	**510**	**2,100**	**221**	**2,100**	**(1,300)**	**800**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	4,708	2,348	0	0	0	0	0	Voting Equipment System per Anoka County Agreement
		4,708	**2,348**	**0**	**0**	**0**	**0**	**0**	
CAPITAL OUTLAY									
EQUIPMENT	5000	0	0	0	0	0	0	0	
		0	**0**	**0**	**0**	**0**	**0**	**0**	
TOTAL ELECTIONS		**15,383**	**92,644**	**21,367**	**1,243**	**21,478**	**45,131**	**66,609**	

CITY OF LINO LAKES

CHARTER ADMINISTRATION (101-405)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
OTHER SERVICES AND SUPPLIES									
PROFESSIONAL SERVICES	4300-000	318	167	1,000	557	1,000	0	1,000	Time Savers - Minutes
PROF SERVICES - CHARTER COMM	4300-999	350	0	8,980	828	8,980	(3,000)	5,980	Charter Commission Directed Expenses
		668	**167**	**9,980**	**1,385**	**9,980**	**(3,000)**	**6,980**	
TOTAL CHARTER ADMINISTRATION		**668**	**167**	**9,980**	**1,385**	**9,980**	**(3,000)**	**6,980**	

CITY OF LINO LAKES

FINANCE (101-407)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	233,292	258,773	280,485	115,568	282,228	0	282,228	85% Finance Director 100% Accountant 75% Accounting Clerk II
OVERTIME WAGES	4102	302	857	0	12,446	0	0	0	
TEMPORARY WAGES	4106	0	0	0	0	0	0	0	
EMPLOYEE WELLNESS PROGRAM	4108	0	0	0	0	0	0	0	
PERA CONTRIBUTIONS	4121	17,477	19,212	21,036	10,248	21,167	0	21,167	
FICA CONTRIBUTIONS	4122	17,527	19,292	21,457	9,355	21,590	0	21,590	
MN PAID LEAVE	4126	0	0	0	0	2,230	0	2,230	
DEFERRED COMP CONTRIBUTION	4123	0	0	0	0	0	0	0	
HEALTH INSURANCE	4131	21,049	24,681	18,344	12,092	41,528	0	41,528	
LIFE & DISABILITY INSURANCE	4133	553	611	645	301	636	0	636	
DENTAL INSURANCE	4134	995	1,072	1,624	690	1,624	0	1,624	
UNEMPLOYMENT INSURANCE	4141	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151	1,758	1,891	1,715	1,285	763	0	763	
		292,952	**326,389**	**345,306**	**161,985**	**371,766**	**0**	**371,766**	
SUPPLIES									
OFFICE SUPPLIES	4200	289	840	1,000	560	1,000	0	1,000	Accounts Payable Checks, W-2 Forms, 1099 Forms, Other Financial Forms
SMALL TOOLS	4240	0	2,941	0	0	0	0	0	
		289	**3,781**	**1,000**	**560**	**1,000**	**0**	**1,000**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	1,030	0	0	109,065	0	0	0	
AUDITOR	4308	22,775	19,630	21,500	21,911	21,500	3,500	25,000	General Fund Portion of Independent Annual Audit
TECHNOLOGY SERVICES	4310	246,839	388,083	358,134	292,613	358,134	42,981	401,115	Metro-INET Services, Programs & Support BS&A Software Annual Maintenance (Financial Modules) EasyCIP Annual Maintenance
TRAVEL & TUITION	4330	1,022	1,545	6,000	8	6,000	0	6,000	MNGFOA Conference, Continuing Professional Education, Other Finance Trainings
ADVERTISING	4340	1,209	1,285	1,500	1,052	1,500	0	1,500	Publish Budget and Financial Reports
TRUTH IN TAXATION	4342	2,295	2,473	2,700	2,618	2,700	300	3,000	City Share of Property Specific Notices
PAYMENT PROCESSING	4345	1,014	1,358	0	420	0	0	0	Credit Card Processing Fees and Other Finance Charges
		276,184	**414,374**	**389,834**	**427,687**	**389,834**	**46,781**	**436,615**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	97,030	100,378	103,000	104,072	103,000	5,000	108,000	Assessing Services - Anoka County - Based on Number of Parcels, Classification, and (Un)/Improved
SUBSCRIPTIONS & DUES	4452	1,207	1,287	1,400	600	1,400	0	1,400	MNGFOA Membership, GFOA Membership, MN Board of Accountancy, MNCPA Membership, GFOA Certificate of Achievement (COA) Program
		98,237	**101,665**	**104,400**	**104,672**	**104,400**	**5,000**	**109,400**	
TOTAL FINANCE		**667,663**	**846,209**	**840,540**	**694,904**	**867,000**	**51,781**	**918,781**	

CITY OF LINO LAKES

LEGAL CONSULTANTS (101-414)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
OTHER SERVICES AND CHARGES									
LEGAL SERVICES	4301	83,568	68,499	40,000	36,512	40,000	40,000	80,000	Consulting Attorney to City Council & Staff
CRIMINAL ATTORNEY SERVICES	4303	106,229	105,704	108,000	70,126	108,000	0	108,000	Consulting Services for Criminal Prosecutions
		189,796	**174,203**	**148,000**	**106,638**	**148,000**	**40,000**	**188,000**	
TOTAL LEGAL CONSULTANTS		**189,796**	**174,203**	**148,000**	**106,638**	**148,000**	**40,000**	**188,000**	

CITY OF LINO LAKES

ECONOMIC DEVELOPMENT (101-415)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	10,496	200	400	200	400	0	400	EDA Board Stipends
TEMPORARY WAGES	4106	0	0	0	0	0	0	0	
EMPLOYEE WELLNESS PROGRAM	4108	0	0	0	0	0	0	0	
PERA CONTRIBUTIONS	4121	64	10	20	10	20	0	20	
FICA CONTRIBUTIONS	4122	803	3	6	3	6	0	6	
MN PAID LEAVE	4126	0	0	0	0	3	0	3	
HEALTH INSURANCE	4131	0	0	0	0	0	0	0	
LIFE & DISABILITY INSURANCE	4133	0	0	0	0	0	0	0	
DENTAL INSURANCE	4134	0	0	0	0	0	0	0	
UNEMPLOYMENT INSURANCE	4141	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151	130	(53)	3	3	2	0	2	
		11,493	**160**	**429**	**216**	**431**	**0**	**431**	
SUPPLIES									
OFFICE SUPPLIES	4200	135	136	180	106	180	0	180	EDAC Meeting Supplies
		135	**136**	**180**	**106**	**180**	**0**	**180**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	6,547	9,673	13,850	8,770	13,850	0	13,850	Marketing Materials/Proposal Assistance - $4,500 BRE Program Assistance - 10 hrs @ $175/hr Pre Application Assistance - 40 hrs @ $190/hr
TRAVEL & TUITION	4330	350	350	400	0	400	400	800	Econ Workshops/EDAM Annual Conference
ADVERTISING	4340	0	118	300	0	300	0	300	Marketing Brochure - Notices - Advertising
		6,897	**10,141**	**14,550**	**8,770**	**14,550**	**400**	**14,950**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	0	0	1,500	0	1,500	(1,500)	0	
SUBSCRIPTIONS & DUES	4452	570	930	950	580	950	0	950	EDAM, Sensible Land Use Coalition, Chamber of Commerce, Memberships
CITY MARKETING	4900	75,602	72,836	80,750	45,411	80,750	0	80,750	Lodging Tax Remittals - Pass through to Twin Cities Gateway Convention and Tourism Bureau
		76,172	**73,766**	**83,200**	**45,991**	**83,200**	**(1,500)**	**81,700**	
TOTAL ECONOMIC DEVELOPMENT		**94,697**	**84,203**	**98,359**	**55,083**	**98,361**	**(1,100)**	**97,261**	

CITY OF LINO LAKES

PLANNING AND ZONING (101-416)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	101,088	105,680	111,594	71,837.00	118,300	0	118,300	100% Planner
OVERTIME WAGES	4102	0	0	0	0	0	0	0	
EMPLOYEE WELLNESS PROGRAM	4108	0	0	0	0	0	0	0	
PERA CONTRIBUTIONS	4121	7,564	7,855	8,370	5,751.00	8,872	0	8,872	
FICA CONTRIBUTIONS	4122	7,419	7,742	8,537	5,265.00	9,050	0	9,050	
MN PAID LEAVE	4126	0	0	0	0	935	0	935	
HEALTH INSURANCE	4131	8,064	8,453	8,734	5,822.00	9,524	0	9,524	
LIFE & DISABILITY INSURANCE	4133	262	265	265	177.00	252	0	252	
DENTAL INSURANCE	4134	612	612	625	416.00	625	0	625	
UNEMPLOYMENT INSURANCE	4141	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151	811	749	841	700	593	0	593	
		125,820	**131,356**	**138,966**	**89,968**	**148,151**	**0**	**148,151**	
SUPPLIES									
OFFICE SUPPLIES	4200	0	0	200	102	200	0	200	Public/Advisory Meeting Supplies
		0	**0**	**200**	**102**	**200**	**0**	**200**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	6,299	3,166	7,950	2,893	7,950	0	7,950	Legal Assistance - Ordinance Updates, GIS Mapping Updates - FEMA/Zoning/Other
TRAVEL & TUITION	4330	1,859	231	1,450	353	1,450	0	1,450	Workshops - $250 MnAPA Conference - $500 P&Z Workshops (7 Members) - $400 Misc Mileage - $150 Computer Training - $150
BOARD STIPEND	4331	5,375	6,000	6,600	3,075	6,600	0	6,600	Commissioners - 6 @ $75 x 12 mtgs, Chair $100 x 12 mtgs
ADVERTISING	4340	116	509	250	1,213	250	0	250	Maps, Non-Chargeable Hearing Notices
		13,649	**9,906**	**16,250**	**7,534**	**16,250**	**0**	**16,250**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	7,300	8,191	38,960	6,892	38,960	15,000	53,960	Ord Updates - Comp Plan Update - $25,000 - >$40,000 BS&A Software Annual Maintenance - $4,060 ArcGIS & Blue Beam Annual Maintenance - $610 Misc Deliveries/Other - $290 Consultant Services - Small Area Plans - 50 hrs @ $180/hr - $9,000
SUBSCRIPTIONS & DUES	4452	0	683	700	683	700	0	700	APA Membership, Misc Reference Materials
		7,300	**8,874**	**39,660**	**7,575**	**39,660**	**15,000**	**54,660**	
TOTAL PLANNING AND ZONING		**146,769**	**150,136**	**195,076**	**105,179**	**204,261**	**15,000**	**219,261**	

CITY OF LINO LAKES

ENGINEERING (101-417)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
SUPPLIES									
SMALL TOOLS	4240	3,676	0	0	0	0	0	0	
		3,676	**0**	**0**	**0**	**0**	**0**	**0**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	45,179	49,221	45,500	38,077	45,500	0	45,500	Traffic Counts - $3,500 Engineering Consultant (Hourly) - $42,000
		45,179	**49,221**	**45,500**	**38,077**	**45,500**	**0**	**45,500**	
CONTRACTUAL SERVICES									
ENGINEERING CONSULTANT	4410	52,212	52,023	53,350	28,427	53,350	1,335	54,685	Engineering Consultant (Retainer) - $99,487 CD (55%) - $54718 Sewer Utility (15%) - $14,923 Water Utility (15%) - $14,923 Storm Utility (15%) - $14,923
CONTRACTED SERVICES	4410	2,053	0	1,609	0	1,609	0	1,609	ArcGIS Annual Maintenance - $500 Bluebeam Annual Maintenance - $109 Aerial Photo - $1,000
		54,265	**52,023**	**54,959**	**28,427**	**54,959**	**1,335**	**56,294**	
CAPITAL OUTLAY									
EQUIPMENT	5000	0	0	0	0	0	0	0	
		0	**0**	**0**	**0**	**0**	**0**	**0**	
TOTAL ENGINEERING		**103,120**	**101,244**	**100,459**	**66,504**	**100,459**	**1,335**	**101,794**	

CITY OF LINO LAKES

COMMUNITY DEVELOPMENT (101-418)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	157,356	169,685	251,770	115,096	270,413	0	270,413	70% Community Development Director 100% Community Development Specialist 100% Administrative Assistant
OVERTIME WAGES	4102	0	0	0	847	0	0	0	
EMPLOYEE WELLNESS PROGRAM	4108	504	504	504	0	504	0	504	
PERA CONTRIBUTIONS	4121	11,774	12,600	18,883	9,230	20,281	0	20,281	
FICA CONTRIBUTIONS	4122	12,066	12,990	19,260	8,791	20,687	0	20,687	
MN PAID LEAVE	4126	0	0	0	0	2,136	0	2,136	
DEFERRED COMP CONTRIBUTIONS	4123	0	703	0	592	0	0	0	
HEALTH INSURANCE	4131	11,664	11,963	19,987	6,608	21,567	0	21,567	
LIFE & DISABILITY INSURANCE	4133	340	350	560	227	578	0	578	
DENTAL INSURANCE	4134	612	612	1,687	364	1,687	0	1,687	
UNEMPLOYMENT INSURANCE	4141	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151	1,415	1,608	1,917	1,576	1,368	0	1,368	
		195,730	**211,015**	**314,568**	**143,331**	**339,221**	**0**	**339,221**	
SUPPLIES									
OFFICE SUPPLIES	4200	45	50	100	20	100	0	100	
		45	**50**	**100**	**20**	**100**	**0**	**100**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	7,003	4,765	7,000	3,600	7,000	0	7,000	DataLink (GIS) Annual Service and Maintenance - $5,000 Mapping and Database Design - $2,000
TELEPHONE	4321	0	425	600	300	600	0	600	Staff Cell Phone
TRAVEL & TUITION	4330	679	790	3,200	1,716	3,200	0	3,200	Seminars, Conference, Training & Mileage
ADVERTISING	4340	203	452	0	0	0	0	0	
		7,885	**6,432**	**10,800**	**5,616**	**10,800**	**0**	**10,800**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	109	119	1,352	130	1,352	0	1,352	Bluebeam Annual Maintenance, ESRI
SUBSCRIPTIONS & DUES	4452	922	724	1,425	724	1,425	0	1,425	APA/AICP Membership
		1,031	**843**	**2,777**	**854**	**2,777**	**0**	**2,777**	
TOTAL COMMUNITY DEVELOPMENT		**204,692**	**218,340**	**328,245**	**149,821**	**352,898**	**0**	**352,898**	

CITY OF LINO LAKES

POLICE (101-420)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	2,957,286	3,031,507	3,440,871	1,955,286	3,920,476	10,714	3,931,190	1 Chief 7 Sergeants 2 Lieutenants (starting 7/1) 19 Officers (18 authorized+ 1 extra) 2 Records Technicians 1 Evidence/Intel Specialist 1 Administrative Assistant (promoted to superviosr)
OVERTIME WAGES	4102	130,091	145,659	100,000	135,980	100,000	50,000	150,000	
PART-TIME WAGES	4103	0	6,051	99,801	49,499	102,480	19,935	122,415	
TEMPORARY WAGES	4106	18,708	16,275	0	0	0	0	0	
POLICE CADETS	4107	0	23,987	0	39,420	0	0	0	
EMPLOYEE WELLNESS PROGRAM	4108	1,094	1,056	1,203	0	1,162	0	1,162	
PERA CONTRIBUTIONS	4121	509,856	520,815	605,273	382,484	686,682	9,654	696,336	Overtime: Patrol, Court, Training, Special Events, DWI Enforcement
FICA CONTRIBUTIONS	4122	61,757	63,207	75,861	44,996	85,258	3,070	88,328	
DEFERRED COMP CONTRIBUTION	4123	1,652	1,438	0	2,127	0	0	0	Part-time: 3 - 0.5 FTE Community Service Officers 1 - Background Investigator 1 - Trainer (position is sporadic and as needed)
MN PAID LEAVE	4126	0	0	0	0	33,208	0	33,208	
HEALTH INSURANCE	4131	288,910	313,809	377,872	221,529	428,264	0	428,264	
LIFE & DISABILITY INSURANCE	4133	6,793	6,871	8,038	4,772	8,151	0	8,151	
DENTAL INSURANCE	4134	15,956	15,833	19,710	11,016	20,616	0	20,616	
UNEMPLOYMENT INSURANCE	4141	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151	290,198	290,882	268,233	225,382	195,785	3,606	199,391	
		4,282,300	**4,437,390**	**4,996,862**	**3,072,491**	**5,582,082**	**96,979**	**5,679,061**	
SUPPLIES									
OFFICE SUPPLIES	4200	6,567	6,667	8,100	3,694	8,100	12,560	20,660	Business Cards, Letterhead and Envelopes, Toner/Printer Cartridges, Paper, DVD Discs, Misc Supplies, Ticketwriter Paper Rolls
MAINTENANCE SUPPLIES	4211	16,662	19,526	20,000	13,290	20,000	11,420	31,420	Ammo, Taser Supplies, Range Supplies, Simunition, DMT Gas, Property Evidence Supplies, N95 Masks, Portable Radio Batteries, K9 food and supplies
YOUTH PROGRAMS	4213	2,279	3,037	3,310	1,617	3,310	0	3,310	Supplies, Youth Safety Camp, Firearms Safety Camp, Snowmobile Safety, Explorers, Junior Citizen's Academy
CRIME PREVENTION/SAFETY	4214	5,230	5,023	6,400	2,025	6,400	225	6,625	Night to Unite, Volunteer Appreciation, Open House, Promotional Materials, Volunteer Clothing, Citizens Academy Supplies and Shirts, CERT
SMALL TOOLS	4240	33,399	44,626	58,700	26,712	58,700	0	58,700	Tasers, Computers & Peripherals, UAS Ground Station, Gas Masks, Emergency Warning System Equipment Upgrade & Replacement
		64,138	**78,879**	**96,510**	**47,338**	**96,510**	**24,205**	**120,715**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	9,642	10,746	10,200	10,966	10,200	9,970	20,170	Critical Incident Debriefing, POST License Renewal, Employee Mental Health Program, K9 Vet bills and lodging
TELEPHONE	4321	21,006	22,529	24,000	11,898	24,000	1,882	25,882	Cell Phones, Mobile Hot Spot
POSTAGE	4322	973	746	500	35	500	0	500	
TRAVEL & TUITION	4330	45,609	67,598	48,755	53,064	48,755	0	48,755	Anoka Chief, POST Mandate, Range Fees, Conference, IACP, Instructor Training, K-9 Conference, EMR Training, Tuition Reimbursement, LMC Patrol
INSURANCE	4360	60,033	62,460	63,875	41,481	63,875	250	64,125	Police Liability Insurance
UNIFORMS	4370	35,387	32,170	49,323	33,408	49,323	4,706	54,029	Uniform Allowance (Officers, Sergeants, Admin), CSO Uniforms, Ballistic Vests, Replacement Uniforms
ELECTRICITY	4381	434	425	500	261	500	0	500	Emergency Siren Electricity
POLICE RESERVES	4386	1,235	853	2,000	0	2,000	0	2,000	Uniforms, Equipment, Training, Supplies
		174,319	**197,527**	**199,153**	**151,113**	**199,153**	**16,808**	**215,961**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	58,727	73,319	79,129	76,315	79,129	21,990	101,119	RMS - JLEC, 800 MHz Contract, State of MN CJDN, Virtra Annual Contract, Emergency Sirens, LEXIPOL, Vector Solutions, Shredding, Otter Lake Animal Hospital, Video Redaction Subscription, DETOX Dakota County, Metro Sales, Schedule Anywhere, 3SI Security, Midwest Radar, LEADS, Archive Social, Health Strategies FIT
SUBSCRIPTIONS & DUES	4452	2,068	1,937	1,694	1,658	1,694	0	1,694	Professional Memberships & Subscriptions: IACP, MCPA, MN Criminal Intelligence Association, MAPET, MACIA, PLEAA, Tri-County, PERF
		60,795	**75,256**	**80,823**	**77,973**	**80,823**	**21,990**	**102,813**	
CAPITAL OUTLAY									
EQUIPMENT	5000	0	0	0	1,415	0	0	0	
		0	**0**	**0**	**1,415**	**0**	**0**	**0**	
TOTAL POLICE DEPARTMENT		**4,581,552**	**4,789,052**	**5,373,348**	**3,350,330**	**5,958,568**	**159,982**	**6,118,550**	

CITY OF LINO LAKES

FIRE (101-421)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	284,680	294,671	314,612	191,022	349,499	13,662	363,161	100% Fire Chief 100% Fire Lieutenant/Inspector 100% Firefighter Administrative Asst
OVERTIME WAGES	4102	581	1,092	500	518	0	0	0	
PART-TIME WAGES	4103	135,325	249,016	281,178	246,554	281,178	539,704	820,882	4 Part-time Lieutenants - 28 hr/week *Part-time Daytime Duty Crew Firefighters - 12 hr shifts, 7 days/week, 2 per Station (Estimating 15 health benefit eligible)*
PAID ON CALL FIREFIGHTERS	4104	99,638	122,735	134,000	132,897	128,210	0	128,210	
EMPLOYEE WELLNESS PROGRAM	4108	0	0	0	0	0	0	0	
CROSS-TRAINED FIRE STIPEND	4109	7,652	7,137	10,541	2,853	0	0	0	
PERA CONTRIBUTIONS	4121	59,970	70,069	77,643	61,959	82,950	42,896	125,846	2 POC District Chief Command Stipends 4 POC Lieutenant Command Stipends
FICA CONTRIBUTIONS	4122	22,843	33,151	37,143	32,386	36,386	41,485	77,871	
PERA SVF CONTRIBUTION	4124	147,297	152,178	139,631	0	150,000	0	150,000	26 Paid-On-Call Firefighters
DEFERRED COMP CONTRIBUTIONS	4123	0	0	0	0	0	0	0	
MN PAID LEAVE	4126	0	0	0	0	10,367	0	10,367	
HEALTH INSURANCE	4131	25,633	25,228	26,145	17,115	43,191	141,903	185,094	
LIFE & DISABILITY INSURANCE	4133	596	611	651	406	695	0	695	
DENTAL INSURANCE	4134	888	858	1,531	541	1,874	0	1,874	
UNEMPLOYMENT INSURANCE	4141	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151	63,726	51,414	58,002	53,778	38,267	27,778	66,045	
		848,829	**1,008,160**	**1,081,577**	**740,029**	**1,122,617**	**807,428**	**1,930,045**	
SUPPLIES									
OFFICE SUPPLIES	4200	1,086	1,357	1,600	496	1,600	0	1,600	Paper, Toner/Printer Cartridges, Business Cards, Pens
MAINTENANCE SUPPLIES	4211	7,550	7,374	7,675	4,658	7,675	1,558	9,233	Foam, Saw Blades, Floor Dry, Batteries, N95 Masks
YOUTH PROGRAM	4213	196	260	1,000	0	1,000	0	1,000	Safety Camp
FIRE PREVENTION	4214	2,863	2,982	3,000	1,763	3,000	200	3,200	Citizen Academy, Marketing Materials
SMALL TOOLS	4240	44,985	3,164	18,750	8,448	18,750	(1,100)	17,650	Tool Replacement and Repairs, Outfit Vehicles
		56,679	**15,137**	**32,025**	**15,365**	**32,025**	**658**	**32,683**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	7,045	8,682	9,525	6,026	9,525	5,375	14,900	FF Certification, FF Licensure, Hepatitis Vaccination Series, Medical/Drug Exam, Employee Mental Health Program
TELEPHONE	4321	4,118	4,199	4,110	2,087	4,110	3,146	7,256	Cell Phones, Mobile Hot Spot, Cell Stipend, Air Cards
POSTAGE	4322	1,620	18	1,000	105	1,000	0	1,000	
TRAVEL & TUITION	4330	40,700	30,751	40,000	20,314	40,000	52,600	92,600	Fire Inc., Training Supplies, Medical Training, AWAIR/OSHA Training Staff Development, Conference, FF1, FF2, HazMat Initial Training
ADVERTISING	4340	3,150	0	1,000	0	1,000	0	1,000	Marketing Materials
UNIFORMS	4370	31,324	46,582	85,900	109,862	85,900	69,300	155,200	New Hire Turn-out & Wildland Fire Gear, Misc Uniform Items, Turn-out Gear Replacement
		87,956	**90,232**	**141,535**	**138,394**	**141,535**	**130,421**	**271,956**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	34,371	70,751	50,063	81,666	50,063	15,629	65,692	Ladder Testing, SCBA Flow Testing, PSDS, Dispatch Application, Foam System Service, Pump Testing, Pump Service, Aerial Service, LEXIPOL, Vector, Accessory Svc for Fans, Generators, Extraction, Saws, Alex Air Compressor Annual Maintenance & Test, Transunion Backgrounds, Motorola 800 MHz Contract, Archive Social, Health Strategies FIT
SUBSCRIPTIONS & DUES	4452	1,620	1,405	1,695	1,340	1,695	190	1,885	MN IAAI, Metro Fire Chiefs, Anoka Co. Fire Protection Assn, MSFCA, International Assn, NFPA
		35,991	**72,156**	**51,758**	**83,006**	**51,758**	**15,819**	**67,577**	
CAPITAL OUTLAY									
EQUIPMENT	5000	0	0	0	0	0	0	0	
		0	**0**	**0**	**0**	**0**	**0**	**0**	
TOTAL FIRE DEPARTMENT		**1,029,456**	**1,185,685**	**1,306,895**	**976,795**	**1,347,935**	**954,326**	**2,302,261**	

CITY OF LINO LAKES

ENVIRONMENTAL (101-461)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	25,835	27,530	30,153	19,317	31,967	0	31,967	30% Environmental Coordinator
OVERTIME WAGES	4102	0	0	0	0	0	0	0	Temporaries: Seasonal Position
TEMPORARY W AGES	4106	4,480	7,776	17,100	7,362	17,100	0	17,100	
EMPLOYEE WELLNESS PROGRAM	4108	0	0	0	0	0	0	0	
PERA CONTRIBUTIONS	4121	1,933	1,628	2,261	1,546	2,398	0	2,398	
FICA CONTRIBUTIONS	4122	2,306	2,622	3,615	1,997	3,754	0	3,754	
MN PAID LEAVE	4126	0	0	0	0	388	0	388	
DEFERRED COMP CONTRIBUTION	4123	0	0	0	0	0	0	0	
HEALTH INSURANCE	4131	2,419	2,948	5,399	3,504	5,731	0	5,731	
LIFE & DISABILITY INSURANCE	4133	68	61	80	53	76	0	76	
DENTAL INSURANCE	4134	184	153	187	125	187	0	187	
UNEMPLOYMENT INSURANCE	4141	0	1,268	0	2,396	0	0	0	
WORKER'S COMPENSATION	4151	268	400	356	297	246	0	246	
		37,493	**44,386**	**59,151**	**36,597**	**61,847**	**0**	**61,847**	
SUPPLIES									
OFFICE SUPPLIES	4200	0	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211	536	11	700	0	700	0	700	Chemicals, Seed, etc. (Includes Blue Heron Rookery Supplies)
SMALL TOOLS	4240	223	0	300	0	300	0	300	Sprayers, Soil Probes, etc.
		759	**11**	**1,000**	**0**	**1,000**	**0**	**1,000**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	1,262	0	1,000	-	1,000	0	1,000	Ecologist, Hydrologist - Environmental Reviews/Research & Development, Resource Management Planning
TELEPHONE	4321	368	665	400	876.00	400	0	400	Staff Cell Phone
TRAVEL & TUITION	4330	1,136	610	1,500	-	1,500	0	1,500	Various Training Seminars, Conferences, Mileage - 1 Staff & Environmental Board, Wetland Delineation Training
BOARD STIPEND	4331	4,525	4,450	6,600	2,875	6,600	0	6,600	Commissioners - 6 @ $75 x 12 mtgs, Chair $100 x 12 mtgs
		7,292	**5,725**	**9,500**	**3,751**	**9,500**	**0**	**9,500**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	1,028	1,132	1,109	1,154	1,109	0	1,109	ArcGIS Annual Maintenance - $1,000 Bluebeam Annual Maintenance - $109
SUBSCRIPTIONS & DUES	4452	201	205	300	0	300	0	300	Professional Memberships - ISA, MWPA, Tree Care
		1,229	**1,337**	**1,409**	**1,154**	**1,409**	**0**	**1,409**	
TOTAL ENVIRONMENTAL		**46,772**	**51,459**	**71,060**	**41,502**	**73,756**	**0**	**73,756**	

CITY OF LINO LAKES

SOLID WASTE ABATEMENT (101-462)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	17,224	18,354	20,102	12,878	21,311	0	21,311	20% Environmental Coordinator
OVERTIME WAGES	4102	0	0	0	0	0	0	0	Temporaries: Recycling Intern
TEMPORARY W AGES	4106	18,519	15,946	28,652	3,528	28,652	0	28,652	
EMPLOYEE WELLNESS PROGRAM	4108	0	0	0	0	0	0	0	
PERA CONTRIBUTIONS	4121	2,022	1,085	1,508	1,031	1,598	0	1,598	
FICA CONTRIBUTIONS	4122	2,726	2,571	3,730	1,056	3,822	0	3,822	
MN PAID LEAVE	4126	0	0	0	0	395	0	395	
DEFERRED COMP CONTRIBUTION	4123	0	0	0	0	0	0	0	
HEALTH INSURANCE	4131	1,613	1,714	3,599	2,336	3,821	0	3,821	
LIFE & DISABILITY INSURANCE	4133	45	41	53	35	50	0	50	
DENTAL INSURANCE	4134	123	102	125	83	125	0	125	
WORKER'S COMPENSATION	4151	298	256	295	225	135	0	135	
		42,569	**40,069**	**58,064**	**21,172**	**59,909**	**0**	**59,909**	
SUPPLIES									
OFFICE SUPPLIES	4200	846	460	1,100	495.00	1,100	1,340	2,440	Recycling Supplies, Compostable Products
MAINTENANCE SUPPLIES	4211	0	0	0	839	0	0	0	
		846	**460**	**1,100**	**1,334**	**1,100**	**1,340**	**2,440**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	0	184	0	0	0	0	0	
POSTAGE	4322	0	1,791	0	0	0	0	0	
TRAVEL & TUITION	4330	0	0	300	0	300	0	300	Association of Recycling Managers Workshops
ADVERTISING	4340	5,373	1,728	3,000	0	3,000	350	3,350	Notices for Recycling Days, Earth Day, Etc.
NEWSLETTER	4343	792	737	5,100	100	5,100	(800)	4,300	
		6,166	**4,440**	**8,400**	**100**	**8,400**	**(450)**	**7,950**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	49,146	22,089	25,740	15,281	25,740	1,922	27,662	Recycling & Earth Day Vendors, Organics Service
		49,146	**22,089**	**25,740**	**15,281**	**25,740**	**1,922**	**27,662**	
TOTAL SOLID WASTE ABATEMENT		**98,726**	**67,058**	**93,304**	**37,887**	**95,149**	**2,812**	**97,961**	

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

CITY OF LINO LAKES

FORESTRY (101-463)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	21,530	22,942	25,127	16,097	26,639	0	26,639	25% Environmental Coordinator
OVERTIME WAGES	4102	0	0	0	0	0	0	0	
TEMPORARY W AGES	4106	0	0	0	0	0	0	0	
EMPLOYEE WELLNESS PROGRAM	4108	0	0	0	0	0	0	0	
PERA CONTRIBUTIONS	4121	1,611	1,356	1,885	1,289	1,998	0	1,998	
FICA CONTRIBUTIONS	4122	1,636	1,689	1,922	1,110	2,038	0	2,038	
MN PAID LEAVE	4126	0	0	0	0	210	0	210	
DEFERRED COMP CONTRIBUTION	4123	0	0	0	0	0	0	0	
HEALTH INSURANCE	4131	2,016	2,142	4,499	2,920	4,776	0	4,776	
LIFE & DISABILITY INSURANCE	4133	57	51	66	44	63	0	63	
DENTAL INSURANCE	4134	153	128	156	104	156	0	156	
WORKER'S COMPENSATION	4151	1,659	2,034	1,571	1,263	966	0	966	
		28,661	**30,342**	**35,226**	**22,827**	**36,846**	**0**	**36,846**	
SUPPLIES									
MAINTENANCE SUPPLIES	4211	2,129	1,248	3,000	0	3,000	0	3,000	Fertilizers, Staking Material, EAB Chemicals - Treat 100 Ash Annually - 3 Yr Cycle
SMALL TOOLS	4240	184	0	250	397	250	0	250	
		2,313	**1,248**	**3,250**	**397**	**3,250**	**0**	**3,250**	
OTHER SERVICES AND CHARGES									
UNIFORMS	4370	378	162	380	0	380	0	380	
		378	**162**	**380**	**0**	**380**	**0**	**380**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	61,135	97,642	75,000	14,101	75,000	0	75,000	Damaged/Diseased Tree Removal/Oakwilt Control - $7,500 Emerald Ash Borer Tree Replacement Program - $60,000 Blvd Tree Replacement - $7,500
RENTED EQUIPMENT	4415.00	0	0	0	0	0	0	0	
		61,135	**97,642**	**75,000**	**14,101**	**75,000**	**0**	**75,000**	
TOTAL FORESTRY		**92,487**	**129,394**	**113,856**	**37,325**	**115,476**	**0**	**115,476**	

CITY OF LINO LAKES

BUILDING INSPECTIONS (101-422)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	340,924	298,652	396,504	191,810	414,196	0	414,196	100% Building Official 2 - 100% Building Inspectors 100% Building Permit Technician 50% Office Specialist
OVERTIME WAGES	4102	0	0	0	9	0	0	0	
TEMPORARY W AGES	4106	0	0	0	0	0	0	0	
EMPLOYEE WELLNESS PROGRAM	4108	410	429	418	0	442	0	442	
PERA CONTRIBUTIONS	4121	25,507	22,305	29,738	15,374	31,065	0	31,065	
FICA CONTRIBUTIONS	4122	25,476	22,164	30,333	14,322	31,686	0	31,686	
DEFERRED COMP CONTRIBUTION	4123	0	0	0	0	0	0	0	
MN PAID LEAVE	4126	0	0	0	0	3,272	0	3,272	
HEALTH INSURANCE	4131	42,478	32,364	38,296	18,486	47,209	0	47,209	
LIFE & DISABILITY INSURANCE	4133	919	724	1,011	481	1,024	0	1,024	
DENTAL INSURANCE	4134	2,144	1,353	2,811	937	2,811	0	2,811	
REEMPLOYMENT INSURANCE	4141	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151	3,106	2,822	2,903	2,378	1,882	0	1,882	
		440,964	**380,813**	**502,014**	**243,797**	**533,587**	**0**	**533,587**	
SUPPLIES									
OFFICE SUPPLIES	4200	1,223	1,331	1,300	546	1,300	0	1,300	Card Stock for Building Permits, Correction Notice Forms, Septic System Pumping Forms, Code Books
SMALL TOOLS	4240	935	0	250	-	250	0	250	Gas Monitor Calibration, Shovels, Tapes etc.
		2,158	**1,331**	**1,550**	**546**	**1,550**	**0**	**1,550**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	4,700	89	17,000	-	17,000	850	17,850	BS&A Software Annual Maintenance
TELEPHONE	4321	2,019	1,994	2,200	1,331	2,200	0	2,200	Inspections Cell Phones & Wi-Fi
TRAVEL & TUITION	4330	1,660	1,830	3,300	1,300	3,300	0	3,300	Staff Training & Mileage, SSTS Cert
PAYMENT PROCESSING	4335	0	0	0	966	0	0	0	
UNIFORMS	4370	902	792	1,140	156	1,140	0	1,140	Building Inspections Staff
		9,281	**4,705**	**23,640**	**3,753**	**23,640**	**850**	**24,490**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	34,850	72,981	37,220	50,198	37,220	0	37,220	Large Format Scanning - $500 Back-Up Inspection Services - $36,720
SUBSCRIPTIONS & DUES	4452	0	550	520	120	520	0	520	AMBO - $200, 10K Lakes Chapter - $125, Inspector Certs
		34,850	**73,531**	**37,740**	**50,318**	**37,740**	**0**	**37,740**	
TOTAL BUILDING INSPECTIONS		**487,252**	**460,380**	**564,944**	**298,414**	**596,517**	**850**	**597,367**	

CITY OF LINO LAKES

STREETS (101-430)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	428,536	437,412	510,321	327,702	540,925	0	540,925	15% Public Services Director 20% Public Services Superintendent 70% Streets Supervisor 5 - 100% General Maintenance Workers 20% Administrative Assistant Overtime: Snowplowing, Street Repairs, Unforeseen Emergencies Temporaries: Seasonal Positions
OVERTIME WAGES	4102	7,574	4,881	12,000	7,876	12,000	0	12,000	
STANDBY WAGES	4105	6,049	6,227	6,000	2,992	6,000	0	6,000	
TEMPORARY WAGES	4106	24,367	18,828	43,320	24,910	43,320	0	43,320	
EMPLOYEE WELLNESS PROGRAM	4108	0	0	0	0	0	0	0	
PERA CONTRIBUTIONS	4121	34,027	34,006	39,624	27,125	41,919	0	41,919	
FICA CONTRIBUTIONS	4122	34,228	34,459	43,731	25,565	46,072	0	46,072	
DEFERRED COMP CONTRIBUTIONS	4123	0	0	0	990	0	0	0	
MN PAID LEAVE	4126	0	0	0	0	4,758	0	4,758	
HEALTH INSURANCE	4131	45,772	44,328	51,817	42,153	69,836	0	69,836	
LIFE & DISABILITY INSURANCE	4133	1,142	1,115	1,338	880	1,391	0	1,391	
DENTAL INSURANCE	4134	3,144	2,838	3,905	2,494	3,905	0	3,905	
UNEMPLOYMENT INSURANCE	4141	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151	37,523	40,051	39,521	29,268	16,238	0	16,238	
		622,361	**624,145**	**751,577**	**491,955**	**786,364**	**0**	**786,364**	
SUPPLIES									
OFFICE SUPPLIES	4200	0	200	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211	8,048	7,811	12,000	3,958	12,000	15,000	27,000	Boulevard & Median Maintenance Materials: Geo-fabric, Fertilizers, Pesticides, Irrigation Components, Erosion Prevention and Sediment Control Products, Grass Seed/Sod. Construction Materials: Lumber, Plywood, Screws, Nails, Nuts/Bolts/Washers, Bagged Concrete, Grout, Bentonite, Stakes/Lathe. Equipment Wear Items: Street Sweeper Center Brooms and Gutter Brooms, Plow Blades/Cutting Edges, Ditch Mower Blades, Saw Blades. Safety Items: High Visibility Vests, Shirts, Eye Protection, Ear Protection, Insect Repellent, Sunscreen, Hardhats, Chainsaw PPE. Any Products or Parts Intended for Streets Maintenance and Equipment Electrical Cords, Batteries, Rope, Tape, Cable, Glue, Paints & Solvents, Plumbing Supplies, Fittings, Mastic Material Sealing Roads ($15,000)
STREET SIGNS	4223	7,160	14,617	15,000	10,150	15,000	0	15,000	Traffic Regulatory Signs, Parking Signs, Warning Signs, Construction Signs, Work Zone Signs, Public Awareness Signs, School Signs, Trail Signs, Reflective Tape/Sheeting, Barricades, Traffic Cones, Sign Posts, Hardware, Any Materials and Supplies Purchased Specifically for the Construction or Maintenance of Signs & Barricades
PATCHING MATERIALS	4224	51,404	86,326	100,000	51,582	100,000	0	100,000	Hot Asphalt, Cold Asphalt (i.e. UPM Bagged and Bulk), Asphalt Emulsion (tack), Crack Fill Material, Detackifier (for Crack Fill Operations)
SALT & SAND	4228	73,333	77,299	97,500	47,533	97,500	0	97,500	Regular Road Salt, Treated Road Salt, Bagged Sidewalk Salt, Sand used for Snow and Ice Management, Any Materials and Supplies Purchased Specifically to Facilitate the use of Salt (Brine or Solid) for Snow and Ice
GRAVEL & SIMILAR MATERIAL	4229	1,713	2,622	7,000	7,366	7,000	3,000	10,000	Class V, Sand (not for Winter Operations), Rock, Chip Rock, Rip-rap, Topsoil, Compost, Mulch, and Woodchips
SMALL TOOLS	4240	2,973	1,785	4,000	597	4,000	0	4,000	Rakes, Snow Shovels, Flat Shovels, Spades, Loots, Sprayers, Pitch Forks, Push Brooms, Hand Tools, Power Tools, Tool Boxes & Containers, Jacks, Trailer Jacks, Winches, Chains/Binders, Ratchet Straps, Ladders, Chainsaws, Chainsaw Sharpeners, Weed Whips, Manual/Electric/Gas Engine Pumps, Locks
		144,632	**190,660**	**235,500**	**121,186**	**235,500**	**18,000**	**253,500**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	9,064	10,597	12,450	2,924	12,450	0	12,450	Consulting, Engineering, Hazardous Waste Recycling, Cartegraph
TELEPHONE	4321	1,390	1,571	1,450	1,119	1,450	0	1,450	
TRAVEL & TUITION	4330	5,593	4,660	5,000	6,223	5,000	0	5,000	Staff Training & Mileage
UNIFORMS	4370	1,857	1,793	2,600	790	2,600	0	2,600	
REFUSE DISPOSAL	4384	0	0	0	53	0	0	0	
STREET LIGHTING	4385	97,009	101,505	204,000	167,847	204,000	(109,000)	95,000	Electricity & Repair of City-Owned Street Lights
		114,913	**120,126**	**225,500**	**178,956**	**225,500**	**(109,000)**	**116,500**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	57,541	73,848	70,500	31,765	70,500	36,000	106,500	Patching/Spray Patching, Dead Deer Removal, Signal Maintenance, Contract Median and Round-A-Bout Maintenance, Painting City Hall Sidewalk Fence ($11,000), Replacement Sidewalk Pavers ($13,000), Painting 4-Way Signals ($12,000)
RENTED EQUIPMENT	4415	0	8,419	1,000	10,612	1,000	4,000	5,000	Traffic Control Sign Rental, Crack Fill Kettle, Rented Skid Steer/Toolcat Attachments, Tools, Vehicles, Equipment
SUBSCRIPTIONS & DUES	4452	0	0	0	0	0	0	0	
		57,541	**82,267**	**71,500**	**42,377**	**71,500**	**40,000**	**111,500**	
CAPITAL OUTLAY									
EQUIPMENT	5000	0	0	0	0	0	0	0	
		0	**0**	**0**	**0**	**0**	**0**	**0**	
TOTAL STREETS		**939,447**	**1,017,198**	**1,284,077**	**834,475**	**1,318,864**	**(51,000)**	**1,267,864**	

CITY OF LINO LAKES

FLEET MANAGEMENT (101-431)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2025	Adjustments Requested 2025	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	202,988	219,025	236,932	152,349	251,137	0	251,137	15% Public Services Director 20% Public Services Superintendent 2 - 100% Mechanic 20% Administrative Assistant
OVERTIME WAGES	4102	1,680	4,880	3,000	6,578	3,000	2,000	5,000	
TEMPORARY WAGES	4106	0	0	0	0	0	0	0	
EMPLOYEE WELLNESS PROGRAM	4108	0	0	0	0	0	0	0	Overtime: Emergency Repairs, Snowplowing
PERA CONTRIBUTIONS	4121	15,070	16,601	17,995	12,702	19,060	150	19,210	
FICA CONTRIBUTIONS	4122	15,045	16,310	18,355	11,536	19,442	153	19,595	
DEFERRED COMP CONTRIBUTION	4123	0	0	0	0	0	0	0	
MN PAID LEAVE	4126	0	0	0	0	2,006	17	2,023	
HEALTH INSURANCE	4131	16,578	17,078	17,963	11,912	19,093	0	19,093	
LIFE & DISABILITY INSURANCE	4133	509	551	605	394	637	0	637	
DENTAL INSURANCE	4134	1,511	1,562	1,593	1,062	1,593	0	1,593	
UNEMPLOYMENT INSURANCE	4141	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151	6,523	7,649	6,949	5,896	5,498	55	5,553	
		259,904	**283,656**	**303,392**	**202,429**	**321,466**	**2,375**	**323,841**	
SUPPLIES									
OFFICE SUPPLIES	4200	77	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211	12,260	8,870	9,300	6,718	9,300	0	9,300	Shop Supplies (Brake Clean, Windex, Paper Towels, Spray Bottles, Penetrating Oils, WD40), Vehicle Washes ($7,300 - 2 Times/Month Apr-Oct, 4 Times/Month Nov-Mar)
MOTOR FUELS	4212	164,103	135,356	150,000	115,085	150,000	0	150,000	Gasoline & Diesel for all City Vehicles (Includes Police/Fire & Equipment)
SHOP PARTS	4221	92,148	66,803	70,000	52,341	70,000	0	70,000	All Replacement Parts to Repair Vehicles, All Maintenance Parts (Including Filters, Bulk Lubricants, Engine Oils, ATF's, Gear Lubes, Coolants, etc.)
SMALL TOOLS	4240	5,118	6,890	7,000	7,080	7,000	12,000	19,000	New and/or Replacement Tools for the Shop (Hand tools, Battery Powered Tools, Specialty Tools, etc.) A/C Recharge Machine ($12,000)
		273,706	**217,919**	**236,300**	**181,223**	**236,300**	**12,000**	**248,300**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	42,783	46,378	60,500	39,505	60,500	0	60,500	Annual DOT Inspections, Annual Boom/Hoist Inspections, Alignments, Repairs, Cartegraph
TELEPHONE	4321	53	1,974	1,980	996	1,980	240	2,220	GPS Service for Pace Controls, Additional Plow Truck GPS ($240)
POSTAGE	4322	11	0	0	0	0	0	0	
TRAVEL & TUITION	4330	1,816	1,278	1,500	2,497	1,500	0	1,500	Training & Testing to Maintain Required Licenses and Certificates (ASE Certification & Testing, Automotive Training Classes or Seminars)
AUTO INSURANCE	4363	45,778	53,258	54,695	90,446	54,695	0	54,695	Insurance for Entire Fleet, Including Police & Fire
UNIFORMS	4370	560	770	760	0	760	0	760	
		91,001	**103,658**	**119,435**	**133,444**	**119,435**	**240**	**119,675**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	152,302	163,710	130,000	60,021	130,000	0	130,000	Maintain & Repair Fire Equipment
SUBSCRIPTIONS AND DUES	4452	1,600	1,600	1,600	1,600	1,600	0	1,600	ALLData Online Repair Manual Subscription, Used Oil Class License Fee
		153,902	**165,310**	**131,600**	**61,621**	**131,600**	**0**	**131,600**	
CAPITAL OUTLAY									
EQUIPMENT	5000	0	0	0	0	0	0	0	
		0	**0**	**0**	**0**	**0**	**0**	**0**	
TOTAL FLEET MANAGEMENT		**778,513**	**770,543**	**790,727**	**578,717**	**808,801**	**14,615**	**823,416**	

CITY OF LINO LAKES

GOVERNMENT BUILDINGS (101-432)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	23,559	25,146	26,478	16,985	27,942	0	27,942	15% Public Services Director Boiler Tech Endorsement
OVERTIME WAGES	4102	0	0	0	0	0	0	0	
PART-TIME WAGES	4103	24,792	32,688	57,528	22,949	57,003	0	57,003	Part-Time: Custodial Maintenance - Civic Complex, Fire #1, Fire #2, Public Works
TEMPORARY WAGES	4106	9,594	9,639	9,880	0	9,880	0	9,880	
EMPLOYEE WELLNESS PROGRAM	4108	0	0	0	0	0	0	0	Temporaries: Seasonal Position
PERA CONTRIBUTIONS	4121	3,419	3,884	6,300	3,176	6,371	0	6,371	
FICA CONTRIBUTIONS	4122	4,316	5,044	7,182	2,971	7,254	0	7,254	
DEFERRED COMP CONTRIBUTION	4123	0	0	0	0	0	0	0	
MN PAID LEAVE	4126	0	0	0	0	749	0	749	
HEALTH INSURANCE	4131	1,210	1,268	1,310	873	1,429	0	1,429	
LIFE & DISABILITY INSURANCE	4133	40	40	40	26	38	0	38	
DENTAL INSURANCE	4134	92	92	94	63	94	0	94	
UNEMPLOYMENT INSURANCE	4141	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151	3,374	3,205	4,329	3,201	1,735	0	1,735	
		70,395	**81,006**	**113,141**	**50,244**	**112,495**	**0**	**112,495**	
SUPPLIES									
OFFICE SUPPLIES	4200	8,209	7,591	10,000	4,955	10,000	(1,000)	9,000	Supplies for Office Operations
MAINTENANCE SUPPLIES	4211	32,334	32,590	35,000	27,815	35,000	0	35,000	Replacement Parts, Janitorial Supplies, Landscaping Materials
SMALL TOOLS	4240	21,306	2,090	4,900	5,199	4,900	0	4,900	
		61,849	**42,271**	**49,900**	**37,970**	**49,900**	**(1,000)**	**48,900**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	43,475	70,967	59,000	64,637	59,000	17,000	76,000	Repair/Calibration of HVAC System, Repairs in City Buildings, Safety Systems Monitoring
TELEPHONE	4321	6,302	5,960	8,000	4,205	8,000	0	8,000	Telephone & Internet Service Charges
POSTAGE	4322	4,682	5,870	5,500	3,000	5,500	0	5,500	
TRAVEL & TUITION	4330	0	0	0	0	0	0	0	
INSURANCE	4361	140,365	176,725	168,965	89,901	168,965	0	168,965	General Liability, Property, Excess Liability
ELECTRIC UTILITIES	4381	114,198	85,834	125,000	69,005	125,000	0	125,000	For All City Facilities
WATER UTILITIES	4382	23,634	23,283	22,000	14,725	22,000	0	22,000	Sewer, Water, Irrigation
GAS UTILITIES	4383	48,934	41,121	54,000	32,624	54,000	0	54,000	Civic Complex & Other City Facilities
REFUSE DISPOSAL	4384	12,384	13,996	15,000	10,565	15,000	0	15,000	Refuse Collection for City Complex & Other City Facilities
		393,974	**423,756**	**457,465**	**288,662**	**457,465**	**17,000**	**474,465**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	52,464	37,387	33,840	20,428	33,840	0	33,840	Pest Control, Copier Maintenance, Fire Extinguisher Maintenance, Postage Machine Rental, Shredder, Roof Inspections, Read/Calibrate Scales, Garage Door Maintenance
SUBSCRIPTIONS & DUES	4452	294	324	400	154	400	0	400	Newspaper
		52,758	**37,711**	**34,240**	**20,582**	**34,240**	**0**	**34,240**	
CAPITAL OUTLAY									
EQUIPMENT	5000	0	0	0	0	0	25,000	25,000	Alerton Software Update City Hall and Fire 2 ($25,000)
		0	**0**	**0**	**0**	**0**	**25,000**	**25,000**	
TOTAL GOVERNMENT BUILDINGS		**578,975**	**584,744**	**654,746**	**397,458**	**654,100**	**41,000**	**695,100**	

CITY OF LINO LAKES

PARKS (101-450)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	426,348	463,730	492,871	318,559	505,381	0	505,381	40% Public Services Director 100% Parks Supervisor 4 - 100% General Maintenance Workers 20% Administrative Assistant Temporaries: Summer Seasonal Positions Winter Warming House Attendants
OVERTIME WAGES	4102	1,611	633	2,000	575	2,000	0	2,000	
TEMPORARY WAGES	4106	52,003	40,485	53,568	48,869	53,568	0	53,568	
EMPLOYEE WELLNESS PROGRAM	4108	0	0	0	0	0	0	0	
PERA CONTRIBUTIONS	4121	30,769	34,492	37,115	24,488	38,054	0	38,054	
FICA CONTRIBUTIONS	4122	33,590	36,623	41,956	26,114	42,913	0	42,913	
DEFERRED COMP CONTRIBUTION	4123	1,466	0	0	0	0	0	0	
MN PAID LEAVE	4126	0	0	0	0	4,431	0	4,431	
HEALTH INSURANCE	4131	41,112	43,121	44,622	28,547	56,640	0	56,640	
LIFE & DISABILITY INSURANCE	4133	1,021	1,177	1,257	759	1,260	0	1,260	
DENTAL INSURANCE	4134	3,022	2,818	3,498	1,812	3,498	0	3,498	
UNEMPLOYMENT INSURANCE	4141	0	12	0	8	0	0	0	
WORKER'S COMPENSATION	4151	32,601	33,859	30,645	24,765	18,114	0	18,114	
		623,544	**656,950**	**707,532**	**474,496**	**725,859**	**0**	**725,859**	
SUPPLIES									
OFFICE SUPPLIES	4200	0	200	0	139	0	0	0	
MAINTENANCE SUPPLIES	4211	45,670	60,413	47,000	30,638	47,000	0	47,000	Engineered Wood Fiber, Fencing & Netting, Trees, Plantings, Rock, Ag-Lime, Pea Rock, Class V, Fertilizer, Seed, Herbicides, Line Chalk, Field Marking Paint, Clay, Sod, Irrigation System Maint/Repair/Upgrade, Paint, Lumber, Dog Waste Bags, Mastic Trail Sealing Material ($15,000)
SMALL TOOLS	4240	2,673	2,779	19,000	15,725	19,000	(16,000)	3,000	Hand Tools, Small Power Tools, Mowers, Chain Saws, Weed Whips
		48,343	**63,392**	**66,000**	**46,502**	**66,000**	**(16,000)**	**50,000**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	17,362	18,067	8,150	2,924	8,150	0	8,150	Cartegraph, Engineering, Electrical
TELEPHONE	4321	696	1,005	1,000	622	1,000	0	1,000	Cell Phones, iPads
TRAVEL & TUITION	4330	3,302	2,664	3,000	3,820	3,000	0	3,000	Certification Training, Seminars, Computer Training, Mileage
BOARD STIPEND	4331	3,425	2,950	2,750	2,000	2,750	0	2,750	Board Members - 6 @ $75 x 5 mtgs; Chair $100 x 5 mtgs
ADVERTISING	4340	0	136	0	0	0	0	0	
UNIFORMS	4370	1,462	1,782	1,900	1,034	1,900	0	1,900	
ELECTRIC UTILITIES	4381	3,178	2,006	3,500	2,338	3,500	0	3,500	Park Buildings and Shelters, Security Lighting, Hockey Rink Lights
WATER UTILITIES	4382	51,299	30,079	48,000	6,203	48,000	0	48,000	Irrigation
GAS UTILITIES	4383	4,416	3,403	5,000	2,774	5,000	0	5,000	
REFUSE DISPOSAL	4384	1,090	1,418	1,800	1,003	1,800	0	1,800	Trash/Recycling
		86,229	**63,510**	**75,100**	**22,718**	**75,100**	**0**	**75,100**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	165,225	213,458	254,000	22,927	254,000	(136,000)	118,000	Portable Restrooms, Weed Control, Tree/Stump Removal, Trail Construction/Repair/Maint, Irrigation Systems, ~~2025 - Replace Birch Park Boardwalk 305' ($10,000), Foxborough Center Boardwalk 240' ($15,000), Replace The Preserve Boardwalk 430' ($27,000), Crackfill and Chip Seal Birch Park Parking lot ($8,000), Mill and Overlay Trail 2000'-2500' of Failing Trail ($116,000)~~ 2026 - Fog Seal ($40,000)
RENTED EQUIPMENT	4415	790	0	500	0	500	1,000	1,500	Mastic Kettle Rental
SUBSCRIPTIONS & DUES	4452	75	10	200	0	200	0	200	Professional Memberships & Subscriptions
		166,090	**213,468**	**254,700**	**22,927**	**254,700**	**(135,000)**	**119,700**	
CAPITAL OUTLAY									
EQUIPMENT	5000	0	0	0	0	0	0	0	
		0	**0**	**0**	**0**	**0**	**0**	**0**	
TOTAL PARKS		**924,207**	**997,320**	**1,103,332**	**566,643**	**1,121,659**	**(151,000)**	**970,659**	

CITY OF LINO LAKES

OTHERS (101-499)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
CONTINGENCY	4905	0	0	75,000	0	75,000	0	75,000	Operating Contingency
OPERATING TRANSFERS	4910	466,554	286,590	0	25,000	0	0	0	
TOTAL OTHERS		**466,554**	**286,590**	**75,000**	**25,000**	**75,000**	**0**	**75,000**	

SUMMARY BY CATEGORY

PERSONAL SERVICES	8,435,327	8,991,604	10,108,098	6,257,878	10,946,491	953,213	11,899,704
SUPPLIES	659,727	617,313	725,615	452,670	725,615	39,203	764,818
OTHER SERVICES AND CHARGES	1,571,217	1,740,356	2,017,969	1,543,277	2,017,969	145,393	2,163,362
CONTRACTUAL SERVICES	973,119	1,153,627	1,123,641	647,446	1,123,641	(31,885)	1,091,756
CAPITAL OUTLAY	-	-	-	1,415	-	25,000	25,000
OTHERS	466,554	286,590	75,000	25,000	75,000	-	75,000
TOTAL EXPENDITURES	**12,105,944**	**12,789,490**	**14,050,323**	**8,927,686**	**14,888,716**	**1,130,925**	**16,019,641**

CITY OF LINO LAKES
THE ROOKERY ACTIVITY CENTER FUND (202)
2026 PROPOSED BUDGET

Description	Account Number	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026.00	Budget Detail
Property Taxes									
Current Taxes	202-000-3010	325,000	500,000	600,000	300,000	600,000	0	600,000	No change as of 07.15.25
		325,000	**500,000**	**600,000**	**300,000**	**600,000**	**0**	**600,000**	
Intergovernmental									
Federal Grants	202-000-3310	270,354	0	0	0	0	0	0	American Rescue Plan Act (ARPA) Funds
County Grants	202-000-3350	0	0	0	2,914	0	0	0	
Other Grants	202-000-3372	8,381	8,825	8,000	0	8,000	0	8,000	Twin Cities Gateway (TCG) Grant Funds
		278,735	**8,825**	**8,000**	**2,914**	**8,000**	**0**	**8,000**	
Charges For Services									
Annual Membership Fees	202-000-3470	110,456	128,678	138,958	83,002	138,958	6,780	145,738	Increase 2.5% over 2025 actuals Jan-Jun and July-Dec projected
Monthly Membership Fees	202-000-3471	507,519	587,922	586,647	442,052	586,647	163,753	750,400	Increase 10% over 2025 actuals Jan-Jun and July-Dec projected
Daily Use Fees	202-000-3472	53,191	57,897	59,000	44,694	59,000	11,400	70,400	Increase 10% over 2025 actuals Jan-Jun and July-Dec projected
EF Basic Classes/Programs	202-000-3473	0	270	0	450	0	0	0	Revenue Shared per Professional Service Agreement
EF Personal & Specialty Train	202-000-3474	20,664	25,306	25,000	10,525	25,000	0	25,000	No change - May need to renegotiate contract
EF Spinning Classes	202-000-3475	2,941	3,920	3,000	0	3,000	(3,000)	0	Now included as part of memberships
Gym Rentals	202-000-3476	1,018	10,009	8,000	4,598	8,000	7,410	15,410	Increase 10% over 2025 actuals Jan-Jun and July-Dec projected
Pool Rentals	202-000-3477	8,956	40,546	50,000	36,628	50,000	10,000	60,000	Increase 20% over 2025 actuals Jan-Jun and July-Dec projected
Room Rentals	202-000-3478	4,077	10,827	12,000	7,765	12,000	5,090	17,090	Increase 10% over 2025 actuals Jan-Jun and July-Dec projected
Retail Sales	202-000-3480	1,478	1,397	1,500	463	1,500	0	1,500	
Enrollment Fees	202-000-3481	15,834	9,438	10,000	4,173	10,000	(2,000)	8,000	
Locker Rental	202-000-3482	1,536	1,199	1,200	756	1,200	0	1,200	
Towel Service	202-000-3483	3,539	4,225	5,000	2,290	5,000	0	5,000	
Child Watch	202-000-3484	1,272	1,473	1,000	970	1,000	500	1,000	Non-Member Daily Fees
Program Revenue	202-000-3485	198,120	394,580	343,664	322,811	343,664	15,886	359,550	See Program Budget Detail
		930,601	**1,277,687**	**1,244,969**	**961,175**	**1,244,969**	**215,819**	**1,460,288**	
Investment Earnings									
Interest Earnings	202-000-3620	0	2,118	500	2,764	500	2,598	3,098	
Change in Fair Value of Investments	202-000-3621	0	2,463	0	3,936	0	0	0	
		0	**4,581**	**500**	**6,700**	**500**	**2,598**	**3,098**	
Miscellaneous									
Refunds & Reimbursements	202-000-3626	500	59	0	52	0	0	0	
Silver Sneakers	202-000-3628	31,889	39,994	39,100	28,127	39,100	9,000	48,100	
Renew Active/One Pass	202-000-3629	31,094	37,820	40,000	21,740	40,000	5,000	45,000	
Cash Over (Short)	202-000-3800	98	66	0	96	0	0	0	
Miscellaneous Revenue	202-000-3625	0	0	0	0	0	0	0	
		63,582	**77,939**	**79,100**	**50,015**	**79,100**	**14,000**	**93,100**	
Other									
Operating Transfers	202-000-3920	593,777	0	0	0	0	0	0	
		593,777	**0**	**0**	**0**	**0**	**0**	**0**	
Total Revenues		**2,191,694**	**1,869,032**	**1,932,569**	**1,320,804**	**1,932,569**	**232,417**	**2,164,486**	

CITY OF LINO LAKES
THE ROOKERY ACTIVITY CENTER FUND (202)
2026 BASE BUDGET ADJUSTMENTS

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Rookery	202-000-3470	Annual Membership Fees	Increase 2.5% Over 2025 Actuals Jan-Jun and July-Dec Projected	$6,780
Rookery	202-000-3471	Monthly Membership Fees	Increase 10% Over 2025 Actuals Jan-Jun and July-Dec Projected	$163,753
Rookery	202-000-3472	Daily Use Fees	Increase 10% Over 2025 Actuals Jan-Jun and July-Dec Projected	$11,400
Rookery	202-000-3474	EF Personal & Specialty Train	Need to Renegotiate Contract	
Rookery	202-000-3475	EF Spinning Classes	Now Included as Part of Memberships	($3,000)
Rookery	202-000-3476	Gym Rentals	Increase 10% over 2025 actuals Jan-Jun and July-Dec projected	$7,410
Rookery	202-000-3477	Pool Rentals	Increase 20% over 2025 actuals Jan-Jun and July-Dec projected	$10,000
Rookery	202-000-3478	Room Rentals	Increase 10% over 2025 actuals Jan-Jun and July-Dec projected	$5,090
Rookery	202-000-3481	Enrollment Fees		($2,000)
Rookery	202-000-3484	Child Watch	Non-Member Daily Fees	$500
Rookery	202-000-3485	Program Revenue	See Program Budget Detail	$15,886
Rookery	202-000-3621	Change in Fair Value of Investments		
Rookery	202-000-3628	Silver Sneakers		$9,000
Rookery	202-000-3629	Renew Active/One Pass		$5,000
Rookery	202-000-3620	Interest Earnings	Updated to reflect 2% of projected cash balances	$2,598
OPERATING BUDGET				
Rookery	41XX	Personal Services	Reduce 1,586 Hours and Projected .50 Wage Adjustments	($14,741)
Rookery	42XX	Supplies	Reduce Office Supplies	($750)
Rookery	4310	Technology Services	Annual Increases - MetroInet, Software Annual Maintenance and Li	$6,830
Rookery	4410	Contracted Services		$2,000
Rookery	4411	Cont. Serv - Fitness Provider	Endurance Fitness Monthly Fee and Share of Program Revenue - NEED TO RENOGIATE	
Rookery	4412	Cont. Serv - Programs	See Program Budget Detail	($2,194)
Rookery	4345	Payment Processing	Assumed greater charges related to increased revenues	$5,000
Rookery	4381	Electric Utilities	Historical trend	$5,000

Total Rookery Activity Center Fund 2026 Adjustments Requested $ 233,562

CITY OF LINO LAKES

THE ROOKERY ACTIVITY CENTER (202-451)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	431,840	408,103	462,974	297,433.95	490,812	0	490,812	3 - 100% Activity Center Coordinator 100% HR Assistant 100% Bldg Custodial/Maintenance Supervisor 100% Bldg Custodial/Maintenance Worker Part-time: Aquatics Fitness Instructor, Aquatics Lead, Child Watch Attendant, Custodial Worker, Guest Services Representative, Lifeguard, Manager On Duty, Recreation Attendant, Program Staff
OVERTIME WAGES	4102	1,180	1,203	0	1,638.48	0	1,730	1,730	
PART-TIME WAGES	4103	586,456	544,936	566,115	329,488.53	552,739	(13,376)	539,363	
TEMPORARY WAGES	4106	0	0	0	0	0	0	0	
EMPLOYEE WELLNESS PROGRAM	4108	0	0	0	0	0	0	0	
PERA CONTRIBUTIONS	4121	49,591	44,464	47,461	33,786.40	49,248	(263)	48,985	
FICA CONTRIBUTIONS	4122	76,136	72,194	78,725	47,861.40	79,832	(891)	78,941	
DEFERRED COMP CONTRIBUTIONS	4123	0	0	0	0	0	0	0	
MN PAID LEAVE	4126	0	0	0	0	9,183	(1,031)	8,152	
HEALTH INSURANCE	4131	45,931	34,854	41,129	26,647.67	43,802	(774)	43,028	
LIFE & DISABILITY INSURANCE	4133	1,134	1,061	1,247	820.68	1,316	(27)	1,289	
DENTAL INSURANCE	4134	2,756	2,297	3,748	1,665.92	3,748	0	3,748	
UNEMPLOYMENT INSURANCE	4141	20,005	744	0	0	0	0	0	
WORKER'S COMPENSATION	4151	27,181	23,793	21,944	17,048	9,977	(109)	9,868	
		1,242,210	**1,133,649**	**1,223,343**	**756,391**	**1,240,657**	**(14,741)**	**1,225,916**	
SUPPLIES									
OFFICE SUPPLIES	4200	16,903	15,577	7,000	4,987	7,000	(1,000)	6,000	General and Office Supplies
PROGRAM SUPPLIES	4205	11,820	12,401	26,400	15,001	26,400	(3,750)	22,650	See Program Budget Detail
MAINTENANCE SUPPLIES	4211	30,141	28,822	35,000	22,176	35,000	3,000	38,000	Cleaning Supplies, Paper Products, Soap, Pool/Sauna Parts and Pumps, Water Filters, Air Filters, Paint and Hardware, Water Fountains, Miscellaneous Building Supplies
CHEMICALS	4222	9,567	10,458	10,000	8,874	10,000	1,000	11,000	Pool Testing Supplies, Chlorine, Acid, Bicarbonate
SMALL TOOLS	4240	3,786	11,268	6,000	9,253	6,000	0	6,000	Tools, Equipment, and Furniture
MERCHANDISE FOR RESALE	4250	990	104	500	30	500	0	500	Locks, Diapers, Swim Caps, Hair Ties, Socks
		73,206	**78,630**	**84,900**	**60,321**	**84,900**	**(750)**	**84,150**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	68,000	76,461	30,000	21,418	30,000	0	30,000	Repair/Calibration of HVAC and Electrical Systems, Safety Systems Monitoring
TECHNOLOGY SERVICES	4310	52,193	59,216	63,170	51,325	63,170	6,830	70,000	Metro-INET Services, Programs & Support, CivicRec Annual Maintenance, WheniWork Scheduling Software
TELEPHONE	4321	3,929	3,581	4,500	2,632	4,500	0	4,500	Emergency Phone Services, Cell Phone Stipends
POSTAGE	4322	0	0	0	38	0	0	0	
TRAVEL & TUITION	4330	7,921	4,999	8,000	3,228	8,000	0	8,000	MRPA Annual Conference, Mileage Reimbursement, Professional Development/Training, Lifeguard & Instructor Certifications
ADVERTISING	4340	420	0	0	0	0	0	0	
PAYMENT PROCESSING	4345	23,594	32,382	30,000	17,244	30,000	5,000	35,000	Credit Card and Healthy Contribution Processing Fees
INSURANCE	4361	26,839	28,984	28,410	18,450	28,410	0	28,410	General Liability & Property Insurance
UNIFORMS	4370	3,543	4,459	4,500	864	4,500	0	4,500	
ELECTRIC UTILITIES	4381	101,502	93,112	90,000	68,290	90,000	5,000	95,000	
WATER UTILITIES	4382	18,767	18,241	18,000	15,402	18,000	0	18,000	Water & Sewer Service
GAS UTILITIES	4383	40,703	42,211	50,000	27,428	50,000	0	50,000	
REFUSE DISPOSAL	4384	3,740	4,023	4,200	3,095	4,200	0	4,200	Refuse Collection
		351,150	**367,669**	**330,780**	**229,415**	**330,780**	**16,830**	**347,610**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	10,862	10,987	14,000	9,241	14,000	2,000	16,000	Copier Maintenance, Rug Service, Pest Control, Annual Inspections (Alarm, Elevator, Fire Extinguishers), Irrigation Service
CONT SRVS - FITNESS PROVIDER	4411	157,684	162,034	160,980	99,910	160,980	0	160,980	Endurance Fitness Monthly Fee and Share of Program Revenue - No change - May need to renegotiate contract
CONT SRVS - PROGRAMS	4412	10,013	19,425	26,744	10,457	26,744	(2,194)	24,550	See Program Budget Detail
RENTAL EQUIPMENT	4415	682	0	0	110	0	0	0	
SPECIAL PROJECTS	4418	0	0	0	0	0	0	0	Scholarship/Financial Aid
SUBSCRIPTIONS & DUES	4452	1,240	140	2,000	140	2,000	0	2,000	MRPA Membership, Pool Certification Fee
MARKETING	4900	16,070	14,072	19,000	6,998	19,000	0	19,000	Includes Spending of TCG Grant Funds
		196,551	**206,658**	**222,724**	**126,855**	**222,724**	**(194)**	**222,530**	
CAPITAL OUTLAY									
EQUIPMENT	5000	0	0	0	0	0	0	0	
		0	**0**	**0**	**0**	**0**	**0**	**0**	
TOTAL ROOKERY ACTIVITY CENTER		**1,863,117**	**1,786,606**	**1,861,747**	**1,172,983**	**1,879,061**	**1,145**	**1,880,206**	

CITY OF LINO LAKES
THE ROOKERY ACTIVITY CENTER
2026 PROGRAM BUDGET DETAIL

Program	Revenue	Expenditures: Personal Services	Supplies	Contracted Services	Total Expenditures	Net +/-
Swim Lessons						
Winter Swim Lessons	60,000	27,960	400	-	28,360	31,640
Winter Monthly Programs	800	-	-	-	-	800
Spring Swim Lessons	50,000	27,960	400	-	28,360	21,640
Spring Monthly Programs	800	-	-	-	-	800
Summer Swim Lessons	50,000	27,960	300	-	28,260	21,740
Summer Monthly Programs	-	-	-	-	-	-
Fall Swim Lessons	50,000	27,960	400	-	28,360	21,640
Fall Monthly Programs	800	-	-	-	-	800
	212,400	**111,840**	**1,500**	**-**	**113,340**	**99,060**
Youth Programs						
School Out Programs/Non School Day	5,500	1,800	800	-	2,600	2,900
Cheerleading	-	-	-		-	-
Teen Take Over	-			-	-	-
Santa Letters	250	-	150	-	150	100
Contracted Programs	1,500	-	-	900	900	600
	7,250	**1,800**	**950**	**900**	**3,650**	**3,600**
Gym Programs						
Adult Pickleball Lessons	800	400	50	-	450	350
Tot Time	2,100	-	-	-	-	2,100
Kids Kraze	275	-	-	-	-	275
Preschool Programs (Sports Sampler)	-	-	-	-	-	-
Other Kids Sports	2,500	350	150	1,000	1,500	1,000
	5,675	**750**	**200**	**1,000**	**1,950**	**3,725**
Aquatics Programs						
Aquatic Special Events	1,000	600	400	-	1,000	-
Red Cross Certification	725	-	200	-	200	525
Mermaiding	-	-	-	-	-	-
	1,725	**600**	**600**	**-**	**1,200**	**525**
Active Adult Programs						
AARP Classes	800	-	-	750	750	50
Adult Day Trips	1,800	-		1,700	1,700	100
Lunch and Learn	-	-		-	-	-
Card Games	2,000	600	300	-	900	1,100
	4,600	**600**	**300**	**2,450**	**3,350**	**1,250**
Community Programs						
CPR Training Classes		-	-	-	-	-
Valentine's Dance/Royal Ball	1,200	200	300	500	1,000	200
Egg Hunt	1,300	300	500	-	800	500
Wellness Fair	500	-	200	-	200	300
Bobbing for Pumpkins	1,200	300	650	-	950	250
Scarecrow Crawl	-	-	200	-	200	(200)
Secret Holiday Shop	3,200	1,000	200	2,000	3,200	-
	7,400	**1,800**	**2,050**	**2,500**	**6,350**	**1,050**
Birthday Parties						-
Birthday Parties	23,000	2,500	5,000	-	7,500	15,500
	23,000	**2,500**	**5,000**	**-**	**7,500**	**15,500**
Summer Camps						
Summer Camp	73,000	24,000	7,000	13,000	44,000	29,000
Mini Summer Camp	12,000	14,000	2,500	3,500	20,000	(8,000)
Aquatics Camp	6,000	4,600	750	-	5,350	650
Summer Trips - Not Regular Camp	-			-	-	-
Ooey, Gooey and Ick Camp	5,000	1,700	1,800	-	3,500	1,500
Contracted Services Camp	1,500	-	-	1,200	1,200	300
	97,500	**44,300**	**12,050**	**17,700**	**74,050**	**23,450**
GRAND TOTALS	**359,550**	**164,190**	**22,650**	**24,550**	**211,390**	**148,160**

City of Lino Lakes
2026 Citywide Capital Expenditures

Fund	Department	Description		Amount
401	Govt Bldgs	City Hall Boiler Replacement		$ 100,000
			Fund 401 Total	$ 100,000
402	Fleet	#215 Plow Truck		$ 345,000
402	Fleet	#252 Street Sweeper		162,500
402	Police	#314 Marked Patrol Vehicle - Canine		90,000
402	Fire	#600 2015 Ford Interceptor		85,500
402	Fire	#632 (#619) 16 Ford Interceptor		85,500
402	Environmental	#803 Environmental Vehicle		55,000
402	Bldg Insp	#804 Building Inspection Vehicle		33,000
402	Fleet	#New Fork Lift		30,000
402	Storm	#New Mini Excavator		46,000
402	Fleet	#NEW Tilt Bed Trailer		16,000
402	Fire	10 Encrypted Radios for Supervisors		62,000
402	Police	Encrypted Radios		86,500
402	Fire	Gas/Electric Ventilation Fans (4)		30,000
402	Fire	Rescue Boat		65,000
402	Fire	SCBA Cascade Trailer (1)		20,900
			Fund 402 Total	$ 1,212,900
403	Multiple	Network Access Devices		$ 10,500
403	Multiple	Computer Replacements		32,000
			Fund 403 Total	$ 42,500
602	Sewer	Lift Station #53 Restoration		225,000
			Fund 602 Total	$ 225,000
603	Storm	#252 Street Sweeper		$ 162,500
603	Storm	#New Mini Excavator		46,000
			Fund 603 Total	$ 208,500
			Grand Total	**$ 1,788,900**

The 2026-2030 Financial Plan has two Capital Improvement Programs: Citywide and Community Development. Citywide capital expenditures are shown above, reviewed during the annual budget process, and approved when the plan is accepted by the City Council. Community Development projects are brought to Council as projects occur and may go through the competitive bidding process. Refer to the 2026-2030 Financial Plan for Community Development capital expenditure detail.

CITY OF LINO LAKES
ENTERPRISE FUNDS
2026 BASE BUDGET ADJUSTMENTS

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Water	4211	Maintenance Supplies	Water Treatment Plant Maintenance Supplies, Oct-Dec	$ 5,000
Water	4300	Professional Services	Reduction Due to 2025 Project Completions, Ongoing SCADA modifications for Water Treatment Plant ($10,000), 2026 Utility Rate Study ($25,000), Asset Management Improvements	$ (95,000)
Water	4381	Electric Utilities	Water Treatment Plant Electricity, Oct-Dec	$ 20,000
Water	4383	Gas Utilities	Water Treatment Plant Gas, Oct-Dec	$ 15,000
Water	4410	Contracted Services	Unidirectional Flushing Plan	$ 32,000
Water	4310	Technology Services	Vendor Contract Rate Increases	$ 523
Water	436X	Insurance	Estimated 2026 Rate Increase - P&C, Automotive	$ 735
Water	4304	Engineering	Adjusted for 2.5% Engineering retainer increase	$ 1,250
Water	4910	Interfund Transfers Out	Reduction due to Base Fee Revenues now being retained in Water Fund to being servicing Water Treatment Plant - MPFA Note, previous recent years transfer-out was to Fund 406 - Area & Unit Trunk.	$ (838,700)
Water	5000	Capital Outlay	Increase due to 2026 planned projects - Well #2 Pumphouse Revisions ($70,000), Water Portion of 2026 Street Rehab ($130,000), Water Portion of Public Works Facility ($3,200,000)	$ 2,659,000
Water	60XX	Debt Service	Principal and interest payments for the Water Treatment Plan - MPFA Water Revenue Note	$ 867,836

Total Water Fund 2026 Adjustments Requested $ 2,667,644

Sewer	4240	Small Tools		$ 15,000
Sewer	4300	Professional Services	2026 Utility Rate Study	$ 25,000
Sewer	4300	Professional Services	Asset Management Improvements ($7,500)	$ 7,500
Sewer	4300	Professional Services	Reduction per current year projects compared to 2025	$ (15,000)
Sewer	4310	Technology Services	Vendor Contract Rate Increases	$ 19,969
Sewer	436X	Insurance	Estimated 2026 Rate Increase - P&C, Automotive	$ 2,585
Sewer	4304	Engineering	Adjusted for 2.5% Engineering retainer increase	$ 1,250
Sewer	4405	MCES Sewer Charges	2026 Municipal Wastewater Charge increase	$ 43,755
Sewer	4910	Interfund Transfers Out	Annual Transfer for Sewer Portion of 2025A begins in 2026	$ 50,000
Sewer	5000	Capital Outlay	Increase due to 2026 planned projects - Lift 53 Wetwell Rehab for I/I Reduction Moved From 2025 to 2026 ($225,000), Sewer Portion of Public Works Facility ($3,200,000)	$ 2,604,000

Total Sewer Fund 2026 Adjustments Requested $ 2,754,059

Stormwater	4211	Maintenance Supplies	Reduced based on Actuals	$ (12,000)
Stormwater	4240	Small Tools	Reduced based on Actuals	$ (1,500)
Stormwater	4304	Engineering	Adjusted for 2.5% Engineering retainer increase	$ 375
Stormwater	4410	Contracted Services	Increase for street sweeping disposal	$ 20,000
Stormwater	5000	Capital Outlay	Increase due to 2026 planned projects - Replace Streetsweeper (1/2 - $162,500), MiniExcavator ($46,000)	$ 208,500

Total Storm Water Fund 2026 Adjustments Requested $ 215,375

CITY OF LINO LAKES
WATER OPERATING FUND (601)
2026 PROPOSED BUDGET

	Account Number	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
Operating Revenue									
Penalties & Interest	601-000-3150	262	455	0	50	0	0	0	
Other Grants	601-000-3372	7,079	7,589	0	4,101	0	0	0	
Return Check Fee	601-000-3409	0	30	0	360	0	0	0	
Interest Earnings	601-000-3620	120,048	142,074	60,000	73,577	60,000	38,267	98,267	2.00% Interest Rate Assumption
Market Value Adjustment	601-000-3621	160,634	108,761	0	90,369	0	0	0	Included in Interest on Investments in 2022
Miscellaneous Revenue	601-000-3625	3,860	2,835	1,800	825	1,800	200	2,000	
Refunds and Reimbursements	601-000-3626	247	0	0	0	0	0	0	
Water Hook-Up Charge	601-000-3705	30,000	34,000	41,250	24,010	41,250	0	41,250	
Water Meter Sales	601-000-3706	92,262	88,272	85,000	62,750	85,000	5,000	90,000	
Irrigation Controller Sales	601-000-3707	3,850	3,060	5,000	1,530	5,000	0	5,000	
Water Sales	601-000-3710	1,711,197	1,288,844	1,538,774	929,450	1,538,774	132,991	1,671,765	Prior Year Note - Volume Charges - 4.0% YoY Increase
Water Base Fee	601-000-3711	435,329	601,906	768,700	538,071	768,700	16,500	785,200	
Water Penalties	601-000-3790	45,779	43,456	40,000	12,333	40,000	0	40,000	
Sale of Capital Assets	601-000-3910	977	9,250	0	0	0	0	0	
		2,611,884	**2,330,532**	**2,540,524**	**1,737,424**	**2,540,524**	**192,958**	**2,733,482**	
Other Sources									
Bond Proceeds		0	0	0	0	0	2,830,000	2,830,000	
Use of Reserves		0	0	529,308	0	529,308	(317,710)	211,598	
		0	**0**	**529,308**	**0**	**529,308**	**2,512,290**	**3,041,598**	
Total Operating Revenue & Other Sources		**2,611,884**	**2,330,532**	**3,069,832**	**1,737,424**	**3,069,832**	**2,705,248**	**5,775,080**	

CITY OF LINO LAKES

WATER (601-494)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	238,194	303,072	321,162	184,987	343,717	0	343,717	5% Public Services Director 10% Community Development Director 25% Public Works Superintendent 5 - 50% General Maintenance Workers 20% Administrative Assistant 7.5% Finance Director 12.5% Accounting Clerk II 50% Accounting Clerk II 25% Office Specialist
OVERTIME WAGES	4102	5,764	4,305	7,000	5,721	7,000	0	7,000	
STANDBY WAGES	4105	6,049	6,227	6,000	2,991	6,000	0	6,000	
TEMPORARY WAGES	4106	4,813	9,227	9,880	4,743	9,880	0	9,880	
EMPLOYEE WELLNESS PROGRAM	4108	72	72	72	0	72	0	72	
PERA CONTRIBUTIONS	4121	17,957	20,928	25,062	15,562	26,754	0	26,754	
FICA CONTRIBUTIONS	4122	18,347	23,322	26,319	14,529	28,045	0	28,045	
DEFERRED COMP CONTRIBUTIONS	4123	0	100	0	85	0	0	0	
PENSION EXPENSE	4125	16,778	(6,822)	0	0	0	0	0	Temporaries: Seasonal Positions
MN PAID LEAVE	4126	0	0	0	0	2,896	0	2,896	
HEALTH INSURANCE	4131	33,859	26,914	32,475	18,570	44,750	0	44,750	
LIFE & DISABILITY INSURANCE	4133	601	700	896	484	1,110	0	1,110	
DENTAL INSURANCE	4134	1,876	2,156	2,530	1,451	2,530	0	2,530	
UNEMPLOYMENT INSURANCE	4141	3,256	6,065	0	0	0	0	0	
WORKER'S COMPENSATION	4151	6,769	7,705	8,456	6,539	4,702	0	4,702	
		354,334	**403,971**	**439,852**	**255,660**	**477,456**	**0**	**477,456**	
SUPPLIES									
OFFICE SUPPLIES	4200	3,304	5,394	3,500	2,407	3,500	0	3,500	Utility Billing Statement Paper and Envelopes, Computers, General Clerical Supplies
MAINTENANCE SUPPLIES	4211	15,834	32,665	45,000	46,895	45,000	5,000	50,000	Fire Hydrants, Hydrant Hoses, Flushing Equipment, Gate Valves, Hardware for Repairs, Replacement Plumbing Supplies, Heaters, Dehumidifiers, Locate Paint and Flags, Gravel, Rock, Sand, Property Maintenance Supplies, Water Treatment Plant Maintenance Supplies, Oct-Dec ($5,000)
MOTOR FUELS	4212	12,000	12,000	12,000	0	12,000	0	12,000	
WATER METERS	4215	63,817	181,114	200,000	31,002	200,000	0	200,000	New/Replacement Meters and MXU'S, Irrigation Meters, Meter Technology Upgrades $50,000
IRRIGATION CONTROLLERS	4216	29,878	0	20,000	0	20,000	0	20,000	
CHEMICALS	4222	191,062	120,558	155,000	103,490	155,000	0	155,000	Polyphosphate, Fluoride, Chlorine, Chemical Pumps, Chemical Containment, Reagents for Water Sampling
SMALL TOOLS	4240	1,746	1,375	2,500	1,650	2,500	0	2,500	Wrenches, Drills, Saws
		317,642	**353,106**	**438,000**	**185,443**	**438,000**	**5,000**	**443,000**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	130,226	140,158	240,800	202,766	240,800	(95,000)	145,800	Water Main Breaks, Well/Tower Maintenance, Scada Maintenance/Upgrades, Fire Hydrant Painting, RPZ Testing, Cartegraph, DNR Appropriations Permit, 2026–Ongoing SCADA modifications for Water Treatment Plant ($10,000), Utility Rate Study ($25,000), Asset Management Improvements ($7,500)
LEGAL SERVICES	4301	108,811	32,781	5,000	7,255	5,000	0	5,000	
ENGINEERING SERVICES	4304	32,640	15,662	25,000	8,067	25,000	1,250	26,250	
AUDITING SERVICES	4308	6,761	7,361	8,000	8,153	8,000	0	8,000	Water Fund Portion of Independent Annual Audit
TECHNOLOGY SERVICES	4310	16,527	30,196	67,480	13,971	67,480	523	68,003	Metro-INET Services, Programs & Support, BS&A Software Annual Maintenance, Customer Portal & Support, Meter Software Annual Maintenance
TELEPHONE	4321	3,881	4,923	5,000	2,849	5,000	0	5,000	Cellular Phones, Well House Land Line Back-up
POSTAGE	4322	6,407	7,829	8,000	3,804	8,000	0	8,000	Utility Billing Postage
TRAVEL & TUITION	4330	2,262	3,011	4,500	1,609	4,500	0	4,500	
ADVERTISING	4340	2,260	1,751	5,000	1,671	5,000	0	5,000	Water Quality Report
PAYMENT PROCESSING	4345	13,492	14,107	0	(50)	0	0	0	
GENERAL LIABILITY INSURANCE	4360	26,107	28,319	33,065	21,472	33,065	285	33,350	
AUTO INSURANCE	4363	954	1,042	1,300	847	1,300	450	1,750	
UNIFORMS	4370	548	1,176	1,140	471	1,140	0	1,140	Clothing Allowance
ELECTRIC UTILITIES	4381	123,678	83,458	130,000	76,123	130,000	20,000	150,000	Well House Lighting and Pump Usage, Water Treatment Plant Electricity, Oct-Dec ($20,000)
WATER UTILITIES	4382	8,051	11,542	10,000	7,130	10,000	0	10,000	Blaine, Shoreview, and Centennial Utilities - Utility Connections
GAS UTILITIES	4383	2,759	2,815	5,000	2,531	5,000	15,000	20,000	Well House Heating, Water Treatment Plant Gas, Oct-Dec ($15,000)
		485,362	**386,131**	**549,285**	**358,669**	**549,285**	**(57,492)**	**491,793**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	62,239	22,273	11,995	14,154	11,995	32,000	43,995	Gopher One-Call, Monthly Lab Testing, Utility Statement Processing, Unidirectional Flushing Plan ($32,000)
RENTAL EQUIPMENT	4415	0	114	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452	904	1,596	1,000	1,197	1,000	0	1,000	AWWA, Water Operators Licenses
		63,143	**23,983**	**12,995**	**15,351**	**12,995**	**32,000**	**44,995**	
DEPRECIATION									
DEPRECIATION	4510	796,587	927,267	0	0	0	0	0	Annual Depreciation Expense - Water Infrastructure & Equip
		796,587	**927,267**	**0**	**0**	**0**	**0**	**0**	
OTHER									
INTERFUND TRANSFERS OUT	4910	954,910	2,024,951	888,700	0	888,700	(838,700)	50,000	Water Fund Portion of 2025 Street Rehabilitation ($50,000)
		954,910	**2,024,951**	**888,700**	**0**	**888,700**	**(838,700)**	**50,000**	
CAPITAL OUTLAY									
CAPITAL OUTLAY	5000	10,034	27,093	741,000	35,495	741,000	2,659,000	3,400,000	Well #2 Pumphouse Revisions ($70,000), Water Portion of 2026 Street Rehab ($130,000), Water Portion of Public Works Facility ($3,200,000)
		10,034	**27,093**	**741,000**	**35,495**	**741,000**	**2,659,000**	**3,400,000**	
DEBT SERVICE									
PRINCIPAL	6010	0	0	0	0	0	688,000	688,000	MnPFA Loan for Water Treatment Plant
INTEREST	6020	0	3,092	0	18,957	0	179,836	179,836	MnPFA Loan for Water Treatment Plant
		0	**3,092**	**0**	**18,957**	**0**	**867,836**	**867,836**	
TOTAL WATER FUND		**2,971,979**	**4,122,501**	**2,328,832**	**869,575**	**2,366,436**	**8,644**	**5,775,080**	

CITY OF LINO LAKES
SEWER OPERATING FUND (602)
2026 PROPOSED BUDGET

	Account Number	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
Operating Revenue									
Current Assessments	602-000-3110	0	0	0	0	0	0	0	
Delinquent Assessments	602-000-3120	0	0	0	0	0	0	0	
Penalties & Interest	602-000-3150	274	465	0	45	0	0	0	
Other Grants	602-000-3370	51,953	0	0	0	0	0	0	
Interest Earnings	602-000-3620	198,596	188,455	70,000	98,322	70,000	54,387	124,387	2.00% Interest Rate Assumption
Market Value Adjustment	602-000-3621	231,133	142,973	0	122,179	0	0	0	Included in Interest on Investments in 2022
Refunds and Reimbursements	602-000-3626	0	602	0	0	0	0	0	
Sewer Hook-Up Charge	602-000-3705	25,040	28,680	33,000	19,420	33,000	0	33,000	
Sewer Sales	602-000-3720	2,015,484	2,118,230	2,071,925	1,548,407	2,071,925	136,814	2,208,739	2.5% YoY Increase
Sewer Penalties	602-000-3790	37,986	38,510	35,000	14,043	35,000	0	35,000	
Sale of Capital Assets	602-000-3910	977	0	0	0	0	0	0	
Interfund Transfers In	602-000-3920	0	0	0	0	0	0	0	
		2,561,441	**2,517,915**	**2,209,925**	**1,802,416**	**2,209,925**	**191,201**	**2,401,126**	
Other Sources									
Bond Proceeds		0	0	0	0	0	2,830,000	2,830,000	
Use of Reserves		0	0	1,635,827	0	1,635,827	(237,009)	1,398,818	
		0	**0**	**1,635,827**	**0**	**1,635,827**	**2,592,991**	**4,228,818**	
Total Operating Revenue & Other Sources		**2,561,441**	**2,517,915**	**3,845,752**	**1,802,416**	**3,845,752**	**2,784,192**	**6,629,944**	

CITY OF LINO LAKES

SEWER (602-495)

Description	Object Code	Actual 2022	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	228,338	303,070	321,162	184,978	343,717	0	343,717	5% Public Services Director 10% Community Development Director 25% Public Works Superintendent 5 - 50% General Maintenance Workers 20% Administrative Assistant 7.5% Finance Director 12.5% Accounting Clerk II 50% Accounting Clerk II 25% Office Specialist
OVERTIME WAGES	4102	6,928	4,305	7,000	5,719	7,000	0	7,000	
STANDBY WAGES	4105	6,074	6,227	6,000	2,990	6,000	0	6,000	
TEMPORARY WAGES	4106	3,755	9,227	9,880	4,743	9,880	0	9,880	
EMPLOYEE WELLNESS PROGRAM	4108	99	72	72	0	72	0	72	
PERA CONTRIBUTIONS	4121	17,133	20,928	25,062	15,561	26,754	0	26,754	
FICA CONTRIBUTIONS	4122	17,459	23,322	26,319	14,525	28,045	0	28,045	
DEFERRED COMP CONTRIBUTIONS	4123	101	100	0	85	0	0	0	
PENSION EXPENSE	4125	15,190	(6,822)	0	0	0	0	0	Temporaries: Seasonal Positions
MN PAID LEAVE	4126	0	0	0	0	2,896	0	2,896	
HEALTH INSURANCE	4131	22,330	26,914	32,475	18,568	44,750	0	44,750	
LIFE & DISABILITY INSURANCE	4133	578	699	896	483	1,110	0	1,110	
DENTAL INSURANCE	4134	1,544	2,156	2,530	1,451	2,530	0	2,530	
UNEMPLOYMENT INSURANCE	4141	0	6,065	0	0	0	0	0	
WORKER'S COMPENSATION	4151	15,729	17,299	19,196	13,987	7,971	0	7,971	
		335,258	**413,562**	**450,592**	**263,091**	**480,725**	**0**	**480,725**	
SUPPLIES									
OFFICE SUPPLIES	4200	1,319	5,308	3,500	2,407	3,500	0	3,500	Utility Billing Statement Paper and Envelopes, Computers, General Clerical Supplies
MAINTENANCE SUPPLIES	4211	54,204	11,727	45,000	4,090	45,000	0	45,000	Impellers, Screens, UPS, Heaters, Batteries, Manhole Repair Supplies, Check Valves, Gate Valves, Road Repair Materials
MOTOR FUELS	4212	10,000	12,000	12,000	0	12,000	0	12,000	
SMALL TOOLS	4240	3,390	48,655	30,700	13,531	30,700	15,000	45,700	Valve Keys, Locators, Wrenches, Plumbing Tools, Lift Station Pump Replacements
		68,913	**77,690**	**91,200**	**20,028**	**91,200**	**15,000**	**106,200**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	116,948	184,198	185,300	49,070	185,300	17,500	202,800	Lift Station Cleaning, Lift Station Repairs/Upgrades, Sewer Line Cleaning/Camera, Sycom, Generator Maintenance/Inspection, Pump Repair/Service, Sewer Line Breaks, Cartegraph, 2026 - Utility Rate Study ($25,000), Asset Management Improvements ($7,500)
LEGAL SERVICES	4301	0	0	0	0	0	0	0	
ENGINEERING SERVICES	4304	18,278	15,234	25,000	8,330	25,000	1,250	26,250	
AUDITING SERVICES	4308	0	10,797	11,770	11,995	11,770	0	11,770	Sewer Fund Portion of Independent Annual Audit
TECHNOLOGY SERVICES	4310	24,375	30,196	24,580	13,971	24,580	19,969	44,549	Metro-INET Services, Programs & Support, BS&A Software Annual Maintenance
TELEPHONE	4321	1,789	1,818	2,000	1,735	2,000	0	2,000	Cellular Phones, Lift Stations
POSTAGE	4322	5,075	6,270	8,000	3,700	8,000	0	8,000	Utility Billing Postage
TRAVEL & TUITION	4330	2,701	3,729	4,500	1,113	4,500	0	4,500	OSHA Compliance Safety Training
ADVERTISING	4340	0	0	500	0	500	0	500	
PAYMENT PROCESSING	4345	11,303	14,107	0	(50)	0	0	0	
GENERAL LIABILITY INSURANCE	4360	19,454	28,715	31,115	20,206	31,115	2,135	33,250	
AUTO INSURANCE	4363	951	1,042	1,300	847	1,300	450	1,750	
UNIFORMS	4370	751	1,175	1,140	471	1,140	0	1,140	Clothing Allowance
ELECTRIC UTILITIES	4381	36,256	30,768	45,000	25,846	45,000	0	45,000	Power to Run Lift Station Pumps and Controls
WATER UTILITIES	4382	12,834	11,568	13,000	9,809	13,000	0	13,000	Blaine, Shoreview, and Centennial Utilities - Utility Connections
GAS UTILITIES	4383	1,898	2,278	2,200	1,424	2,200	0	2,200	Natural Gas for On-site Generators
		252,613	**341,895**	**355,405**	**148,467**	**355,405**	**41,304**	**396,709**	
CONTRACTUAL SERVICES									
MCES SEWER CHARGES	4405	1,087,739	1,291,179	1,344,995	896,664	1,344,995	43,755	1,388,750	MCES Sewer Treatment Costs
CONTRACTED SERVICES	4410	5,063	57,052	781,560	4,867	781,560	0	781,560	Gopher One-Call, Utility Statement Processing, 2026 - Sanitary Sewer Lining Project from Birch/West Shadow to Ware Road Lift Station moved from 2025 to 2026 ($700,000)
RENTED EQUIPMENT	4415	0	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452	243	46	1,000	469	1,000	0	1,000	Sewer Operators Licenses, APWA Membership
		1,093,045	**1,348,277**	**2,127,555**	**901,999**	**2,127,555**	**43,755**	**2,171,310**	
DEPRECIATION									
DEPRECIATION	4510	597,713	753,799	0	0	0	0	0	Annual Depreciation Expense - Sewer Infrastructure & Equip
		597,713	**753,799**	**0**	**0**	**0**	**0**	**0**	
OTHER									
OPERATING TRANSFERS	4910	0	0	0	0	0	50,000	50,000	Sewer Fund Portion of 2025 Street Rehabilitation ($50,000)
		0	**0**	**0**	**0**	**0**	**50,000**	**50,000**	
CAPITAL OUTLAY									
CAPITAL OUTLAY	5000	0	48,380	821,000	720,481	821,000	2,604,000	3,425,000	Lift 53 Wetwell Rehab for I/I Reduction Moved From 2025 to 2026 ($225,000), Sewer Portion of Public Works Facility ($3,200,000)
		0	**48,380**	**821,000**	**720,481**	**821,000**	**2,604,000**	**3,425,000**	
TOTAL SEWER FUND		**2,347,542**	**2,983,603**	**3,845,752**	**2,054,066**	**3,875,885**	**2,754,059**	**6,629,944**	

CITY OF LINO LAKES
STORM WATER OPERATING FUND (603)
2026 PROPOSED BUDGET

	Account Number	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
Operating Revenue									
Penalties & Interest	603-000-3150	48	118	0	15	0	0	0	
Interest Earnings	603-000-3620	7,794	11,196	3,000	6,099	3,000	5,966	8,966	2.00% Interest Rate Assumption
Market Value Adjustment	603-000-3621	9,805	10,323	0	7,303	0	0	0	Included in Interest on Investments in 2022
Storm Water Utility	603-000-3730	540,504	549,448	541,540	409,943	541,540	7,680	549,220	
Storm Water Penalties	603-000-3790	11,569	9,651	10,000	4,886	10,000	0	10,000	
		569,720	**580,736**	**554,540**	**428,246**	**554,540**	**13,646**	**568,186**	
Other Sources							0		
Use of Reserves		0	0	0	0	0	0	0	
Operating Transfers		0	0	0	0	0	0	167,843	
		0	**0**	**0**	**0**	**0**	**0**	**167,843**	
Total Operating Revenue & Other Sources		**569,720**	**580,736**	**554,540**	**428,246**	**554,540**	**13,646**	**736,029**	

CITY OF LINO LAKES

STORM WATER (603-496)

Description	Object Code	Actual 2023	Actual 2024	Adopted 2025	August YTD 2025	Base Budget 2026	Adjustments Requested 2026	Proposed 2026	Budget Detail
PERSONAL SERVICES									
FULL-TIME WAGES	4101	103,156	146,853	161,468	103,658	171,148	0	171,148	5% Public Services Director 10% Community Development Director 10% Public Works Superintendent 30% Streets Supervisor 25% Environmental Coordinator 1 - 100% General Maintenance Worker
OVERTIME WAGES	4102	2,074	1,045	3,000	829	3,000	0	3,000	
TEMPORARY WAGES	4106	0	0	0	0	0	0	0	
EMPLOYEE WELLNESS PROGRAM	4108	72	72	72	0	72	0	72	
PERA CONTRIBUTIONS	4121	7,752	10,855	12,335	8,374	13,061	0	13,061	
FICA CONTRIBUTIONS	4122	7,774	10,681	12,582	7,705	13,322	0	13,322	
DEFERRED COMP CONTRIBUTIONS	4123	0	100	0	509	0	0	0	
PENSION EXPENSE	4125	6,576	(3,539)	0	0	0	0	0	
MN PAID LEAVE	4126	0	0	0	0	1,376	0	1,376	
HEALTH INSURANCE	4131	25,926	11,498	10,336	7,453	12,429	0	12,429	
LIFE & DISABILITY INSURANCE	4133	239	365	398	264	397	0	397	
DENTAL INSURANCE	4134	347	832	1,124	661	1,124	0	1,124	
UNEMPLOYMENT INSURANCE	4141	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151	7,720	10,299	10,378	7,482	4,320	0	4,320	
		161,636	**189,061**	**211,693**	**136,935**	**220,249**	**0**	**220,249**	
SUPPLIES									
OFFICE SUPPLIES	4200	0	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211	0	1,810	17,000	2,959	17,000	(12,000)	5,000	
MOTOR FUELS	4212	4,000	4,000	4,000	0	4,000	0	4,000	
SMALL TOOLS	4240	413	43	3,000	0	3,000	(1,500)	1,500	
		4,413	**5,853**	**24,000**	**2,959**	**24,000**	**(13,500)**	**10,500**	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300	0	0	5,000	2,924	5,000	0	5,000	Public Education, Consultant Services
ENGINEERING SERVICES	4304	56,522	34,551	39,550	14,030	39,550	375	39,925	Retainer ($14,550), Project Development ($25,000)
TECHNOLOGY SERVICES	4310	0	0	0	0	0	0	0	
TELEPHONE	4321	18	18	20	12	20	0	20	Allocated Cell Phone Stipend
POSTAGE	4322	841	868	955	966	955	0	955	Annual Utility Billing Postage
TRAVEL & TUITION	4330	1,990	4,074	3,000	2,762	3,000	0	3,000	
ADVERTISING	4340	0	0	0	0	0	0	0	
PAYMENT PROCESSING	4345	0	0	0	0	0	0	0	
GENERAL LIABILITY INSURANCE	4360	60	62	0	0	0	0	0	Mobile Property Insurance
AUTO INSURANCE	4363	0	0	0	0	0	0	0	
UNIFORMS	4370	0	0	380	159	380	0	380	Uniform Allowance
ELECTRIC UTILITIES	4381	0	0	0	0	0	0	0	
WATER UTILITIES	4382	0	0	0	0	0	0	0	
GAS UTILITIES	4383	0	0	0	0	0	0	0	
		59,431	**39,573**	**48,905**	**20,853**	**48,905**	**375**	**49,280**	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410	351,136	173,828	227,000	95,020	227,000	20,000	247,000	Sweeping/Repairs, Tree Removal, SWMP (Ditch, Pipe, Pond) Cleaning, Annual Utility Statement Processing ($300), 2026 SWM Project ($180,000)
RENTED EQUIPMENT	4415	422	0	0	8,555	0	0	0	
SUBSCRIPTIONS & DUES	4452	365	362	500	804	500	0	500	
		351,923	**174,190**	**227,500**	**104,378**	**227,500**	**20,000**	**247,500**	
DEPRECIATION									
DEPRECIATION	4510	0	0	0	0	0	0	0	
		0	**0**	**0**	**0**	**0**	**0**	**0**	
OTHER									
INTERFUND TRANSFERS OUT	4910	0	55,507	0	0	0	0	0	
		0	**55,507**	**0**	**0**	**0**	**0**	**0**	
CAPITAL OUTLAY									
CAPITAL OUTLAY	5000	0	0	0	0	0	208,500	208,500	Replace Streetsweeper (1/2 - $162,500), MiniExcavator ($46,000)
		0	**0**	**0**	**0**	**0**	**208,500**	**208,500**	
TOTAL STORM WATER FUND		**577,403**	**464,184**	**512,098**	**265,126**	**520,654**	**215,375**	**736,029**	

CITY COUNCIL
STAFF REPORT
AGENDA ITEM 2.B.

STAFF ORIGINATOR: Tracy Thoma, Finance Director

MEETING DATE September 22, 2025

AGENDA ITEM: Consider Resolution No. 25-130, Announcing the Public Hearing on the 2026 Budget and Levy

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff have prepared a resolution announcing the public hearing on the 2026 Budget and Levy as Monday, December 8, 2025 at 6:30 pm.

BACKGROUND

Minnesota Statutes require the City of Lino Lakes to announce the time and place of any subsequent regularly scheduled meetings at which the budget and levy will be discussed and at which the public will be allowed to speak.

Resolution No. 25-130 announces Monday, December 8, 2025, at 6:30pm during the regularly scheduled City Council Meeting as a time when the public will be allowed to speak on the 2026 budget and levy. Adoption of the 2026 final budget and levy is anticipated immediately following the hearing.

RECOMMENDATION

Adopt Resolution No. 25-130, Announcing the Public Hearing on the 2026 Budget and Levy.

ATTACHMENTS

1. Resolution No. 25-130 - Resolution - Announcing Public Hearing 2026 Budget and Levy

CITY OF LINO LAKES

RESOLUTION NO. 25-130

ANNOUNCING THE PUBLIC HEARING ON THE 2026 BUDGET AND LEVY

WHEREAS, following the adoption of a preliminary levy for taxes payable 2026; and

WHEREAS, Minnesota Statutes require the announcement of the time and place of any subsequent regularly scheduled meetings at which the budget and levy will be discussed; and

WHEREAS, the public will be allowed to speak prior to the adoption of a final levy for taxes payable 2026.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the public hearing for the 2026 budget and levy is hereby announced for Monday, December 8, 2025 at 6:30pm during the regularly scheduled City Council Meeting in the Council Chambers at the Civic Complex, 600 Town Center Parkway.

Adopted by the City Council of the City of Lino Lakes on this 22nd day of September 2025.

_____

Rob Rafferty, Mayor

ATTEST:

_____

Roberta Colotti, CMC
City Clerk

CITY COUNCIL
STAFF REPORT
AGENDA ITEM 2.C.

STAFF ORIGINATOR: Tracy Thoma, Finance Director

MEETING DATE September 22, 2025

AGENDA ITEM: Resolution No 25-131, Canceling the 2026 Levy for the G.O. Capital Note, Series 2016A.

VOTE REQUIRED: Simple Majority

INTRODUCTION

Minnesota Statutes require the county auditor maintain bond registers that have information relating to any bonded debt issued by a local taxing authority within the county. For bonds that have tax levies pledged for payment of all or part of the debt, the county auditor must certify that any required tax levies have been made. The county is required to levy the amount originally certified and scheduled, unless the taxing authority passes a resolution canceling the debt service levy.

BACKGROUND

In February 2016, the City Council authorized the issuance of a capital note payable to the City of Circle Pines to finance the City of Lino Lakes' share of the cost of capital equipment to be used by North Metro Telecommunication Commission (NMTV). At the time of issuance, an annual tax levy was included in the bond documents for the payment of future debt service. It was fully anticipated that the annual debt service would be covered by the collection of fee revenues from NMTV and that the tax levy would be evaluated and canceled on an annual basis.

While the required tax levy extended into taxes payable 2026, the final debt service payment on the G.O. Capital Note, Series 2016A was made to the City of Circle Pines in 2024 with the use of fee revenues from NMTV. Since the debt has been paid in full and the levy has been canceled each year the debt has been outstanding, the debt levy should be canceled for taxes payable 2026.

RECOMMENDATION

Adopt Resolution No. 25-131, Cancelling the 2026 Levy for G.O. Capital Note, Series 2016A.

ATTACHMENTS

1. Resolution No. 25-131 - Resolution Canceling 2026 Levy for GO Capital Note Series 2016A

CITY OF LINO LAKES

RESOLUTION NO. 25-131

CANCELING THE 2026 LEVY FOR G.O. CAPITAL NOTE, SERIES 2016A

WHEREAS, a capital note was issued in 2016 to finance the City of Lino Lakes' share of North Metro Telecommunications Commission capital equipment; and

WHEREAS, a tax levy is scheduled for taxes payable 2026 to pay the debt service on the G.O. Capital Note, Series 2016A; and

WHEREAS, the debt has been paid in full and thus does not need a tax levy to satisfy debt service requirements.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the tax levy scheduled for taxes payable 2026 for the G.O. Capital Note, Series 2016A is hereby cancelled.

Adopted by the City Council of the City of Lino Lakes this 22nd day of September 2025.

_____
Rob Rafferty, Mayor

ATTEST:

_____
Roberta Colotti, CMC
City Clerk

CITY COUNCIL
STAFF REPORT
AGENDA ITEM 3.A.

STAFF ORIGINATOR: Roberta Colotti, City Clerk

MEETING DATE September 22, 2025

AGENDA ITEM: Second Reading and Adoption of Ordinance No. 16-25, Amending Chapter 202, Council and Commission Procedures

VOTE REQUIRED: Simple Majority

INTRODUCTION

It is requested that the City Council review the Council and Commission procedures outlined in City Code Chapter 202 for possible amendment.

BACKGROUND

At the time of first reading of the ordinance amendment, on September 8, 2025, there was discussion of the appointment of a Presiding Officer and application of Robert's Rules of Order. Attached for your review is a complete copy of the current City Code Chapter 202, Council and Commission Procedures.

The presiding officer is discussed in City Code Section 202.02 Presiding Officer — Appointment as well as Section 202.04, Order of Business. Section 202.21, which states in part "At the hour appointed for meeting, the members shall be called to order by the Mayor, and in his or her absence by the Acting Mayor, and in the absence of both, by the City Clerk. The City Clerk shall call the roll, note the absentees and announce whether a quorum is present. In the absence of the City Clerk, the Mayor shall appoint a secretary pro-tem. Upon the appearance of a quorum the Council shall proceed to business, which shall be conducted in the following order:...":

Robert's Rules of Order are covered in City Code Section 202.21 Robert's Rules of Order, which states: "In all points not covered by these rules, the Council shall be governed in its procedure by Robert's Rules of Order."

Regarding Robert's Rules of Order and the rules of the ordinance there is a section that recognizes the need to facilitate a productive meeting. Section 202.02 Purpose states, "The foregoing rules are adopted to facilitate the transaction of Council business and functions. They should not be permitted to defeat or hinder the plainly expressed intent and desire of the Council. Informal compliance and substantial performance shall be sufficient under the foregoing rules in the absence of objection seasonably taken. Objection is hereby declared not

to have been seasonably taken as to procedural matters provided for herein if a Council member present at a meeting fails to object during the meeting and requests compliance with these rules, and the objection shall not be seasonably taken by an absent member later than the next regular meeting after the proceedings to which the objection is made."

There are three sections of City Code Chapter 202, Council and Commission Procedures proposed for amendment.

Section 202.04 Order of Business. The primary change is to set the agenda following roll call. This will allow the Council the opportunity to amend the order prior to other items of business taking place. The City Council reviewed the order of business at the last Work Session and recommended a few other modifications to the order and naming of items to be in keeping with current practice, which are reflected in the draft ordinance.

Section 202.17 Petitions. This section was updated to focus on petitions and to clarify that other written reports or correspondence would be processed in keeping with the Rules of Decorum, which were recently updated to address written materials.

Section 202.20 Amendment of Rules. This section allows for a temporary suspension of the rules by consent of a majority of all Council members. To provide greater flexibility in addressing timely items requiring a reordering of the order of business or supension of certain rules, it is proposed that the requirement that the amendment be made at a prior meeting be struck from the language in the code.

RECOMMENDATION

1. Motion to waive the full reading of Ordinance No. 16-25, Amending Chapter 202, Council and Commission Procedures
2. Motion to provide second reading and adopt Ordinance No. 16-25, Amending Chapter 202, Council and Commission Procedures

ATTACHMENTS

1. Lino Lakes City Code Chapter 202 City Council and Commission Procedures
2. Draft Ordinance No. 16-25, Amending Chapter 202, Council and Commission Procedures

CHAPTER 202: COUNCIL AND COMMISSION PROCEDURES

Section

202.01 Meetings

202.02 Presiding officer – appointment

202.03 Quorum

202.04 Order of business

202.05 Presiding officer – powers

202.06 Debate procedure

202.07 Debate limit

202.08 Point of order

202.09 Motions and resolutions in writing

202.10 Limit on motions

202.11 Divisions of question

202.12 Voting

202.13 Order of consideration

202.14 Form of question

202.15 Committees

202.16 Ordinances

202.17 Petitions

202.18 Open meetings

202.19 Preservation of order

202.20 Amendment of rules

202.21 Robert's Rules of Order

202.22 Purpose

202.23 Recording votes

202.24 Scope

§ 202.01 MEETINGS.

(1) *Regular meetings*. The City Council shall have regular sessions on the second and fourth Monday of each month at 6:30 p.m., and if that Monday shall fall on a holiday shall have its regular session the next following day, and adjourned and special sessions at any other time the Council may deem proper.

(2) *Special meetings*. Special meetings may be called as provided by § 3.01 of the Charter. Written notice of any special meeting shall be posted giving the date, time, place and purpose of the meeting at least three days before the meeting. Notice shall be provided at least three days before the meeting to all of the members of the Council and to anyone who has filed a written request for notice of special meetings. In calculating the three days, the first day that notice is given is not counted and the last day is counted, and if the last day falls on a Saturday, Sunday or legal holiday, the next regular business day shall be counted as the third day.

(Prior Code, § 202.01) (Am. Ord. 06-90, passed 5-29-1990)

§ 202.02 PRESIDING OFFICER - APPOINTMENT.

The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the Acting Mayor shall preside. In the absence of both, the Council members shall elect a member as temporary chairperson. The Acting Mayor shall have the same privileges as other members.

(Prior Code, § 202.02)

§ 202.03 QUORUM.

At all meetings of the Council, a majority of the Council members shall constitute a quorum to do business.

(Prior Code, § 202.03)

§ 202.04 ORDER OF BUSINESS.

At the hour appointed for meeting, the members shall be called to order by the Mayor, and in his or her absence by the Acting Mayor, and in the absence of both, by the City Clerk. The City Clerk shall call the roll, note the absentees and announce whether a quorum is present. In the absence of the City Clerk, the Mayor shall appoint a secretary pro-tem. Upon the appearance of a quorum the Council shall proceed to business, which shall be conducted in the following order:

(1) Call to order;

(2) Roll call;

(3) Pledge of allegiance;

(4) Public comment;

(5) Setting the agenda;

(6) Presentations of petitions, memorials and demonstrations;

(7) Approval of minutes of previous meetings;

(8) Consent agenda;

(9) Reports of city officers and motions, resolutions and reading of ordinances;

(10) Unfinished business;

(11) New business;

(12) Notices and communications; and

(13) Adjournment.

(Prior Code, § 202.04)

§ 202.05 PRESIDING OFFICER - POWERS.

The presiding officer shall preserve order and decorum and shall decide questions of order subject to an appeal to the Council. The presiding officer may make motions, second motions or speak on any question; provided, however, that in order to do so, upon demand of any one Council member, he or she shall vacate the chair and designate a Council member to preside temporarily. The Mayor shall be entitled to vote like other members of the Council.

(Prior Code, § 202.05)

§ 202.06 DEBATE PROCEDURE.

Every member, previous to his or her speaking, shall address the chairperson and shall not proceed until the chair has recognized him or her. He or she shall indulge in no personalities and shall confine his or her remarks to the matter under debate.

(Prior Code, § 202.06)

§ 202.07 DEBATE LIMIT.

No member shall speak more than twice on any question, nor more than five minutes each time without unanimous consent of the Council.

(Prior Code, § 202.07)

§ 202.08 POINT OF ORDER.

A member called to order shall immediately suspend his or her remarks until the point of order is decided by the chair.

(Prior Code, § 202.08)

§ 202.09 MOTIONS AND RESOLUTIONS IN WRITING.

Every motion except to adjourn, postpone, reconsider, commit, lay on the table, or for the previous questions, shall be reduced to writing if the chair or any member requires it; when made and seconded, it shall be stated by the chairperson if amendment, or any disposition thereof has been made, or a vote taken thereon.

(Prior Code, § 202.09)

§ 202.10 LIMIT ON MOTIONS.

When a question is under debate no motion shall be entertained, unless to adjourn, to lay on the table, to act on the

previous question, to postpone, to commit or to amend, which several motions shall have precedence in the order in which they are named, and the first three shall be decided without debate.

(Prior Code, § 202.10)

§ 202.11 DIVISIONS OF QUESTION.

Any question shall be divided at the request of any member when the same will admit thereof.

(Prior Code, § 202.11)

§ 202.12 VOTING.

When a question is put by the chair, every member present shall vote unless for special reasons the Council shall excuse him or her; but if interested he or she shall not vote. In doubtful cases the chair may direct or any member call for a division. The yeas and nays shall be called upon a requisition of the chair or any member, in which case the names of the members voting are required to be recorded in the minutes.

(Prior Code, § 202.12)

§ 202.13 ORDER OF CONSIDERATION.

All questions shall be put in the order in which they are moved, except in case of privileged questions.

(Prior Code, § 202.13)

§ 202.14 FORM OF QUESTION.

The previous question shall be put in these words: "Shall the main question now be put?" It shall be admitted on demand of any two members and until decided shall preclude all amendments and debate of the main question.

(Prior Code, § 202.14)

§ 202.15 COMMITTEES.

All committees, including standing committees, shall be appointed by the chair, unless expressly ordered by the Council.

(Prior Code, § 202.15)

§ 202.16 ORDINANCES.

After an ordinance shall have passed, a complete and accurate copy as amended shall be made by the City Clerk and shall be signed by the Mayor or in his or her absence by the Acting Mayor and deposited with the City Clerk, who shall attest, seal, number, file and record or place the same permanently in the ordinance book. The affidavit of publication shall be permanently inserted in the ordinance book after each ordinance.

(Prior Code, § 202.16)

§ 202.17 PETITIONS.

Petitions and other papers addressed to the Council shall be read by the City Clerk upon presentation of the same to the Council.

(Prior Code, § 202.17)

§ 202.18 OPEN MEETINGS.

All sessions of the Council shall be public to the extent provided by law.

(Prior Code, § 202.18)

§ 202.19 PRESERVATION OF ORDER.

The Chief of Police, or designeee, shall attend meetings of the Council when requested to do so by the Mayor and preserve order in the room.

(Prior Code, § 202.19)

§ 202.20 AMENDMENT OF RULES.

These rules, or any of them, may be temporarily suspended by consent of a majority of all Council members and shall not be repealed, altered or amended, unless by concurrence of a majority of the whole Council, and upon notice given at some preceding meeting.

(Prior Code, § 202.20)

§ 202.21 ROBERT'S RULES OF ORDER.

In all points not covered by these rules the Council shall be governed in its procedure by *Robert's Rules of Order*.

(Prior Code, § 202.21)

§ 202.22 PURPOSE.

The foregoing rules are adopted to facilitate the transaction of Council business and functions. They should not be permitted to defeat or hinder the plainly expressed intent and desire of the Council. Informal compliance and substantial performance shall be sufficient under the foregoing rules in the absence of objection seasonably taken. Objection is hereby declared not to have been seasonably taken as to procedural matters provided for herein if a Council member present at a meeting fails to object during the meeting and requests compliance with these rules, and the objection shall not be seasonably taken by an absent member later than the next regular meeting after the proceedings to which the objection is made.

(Prior Code, § 202.22)

§ 202.23 RECORDING VOTES.

The votes of the members on any question may be taken in any manner which signifies the intention of the individual members, and the votes of each member on any action taken shall be recorded in the minutes. The vote of each member shall be recorded on each appropriation of money, except for payments of judgments, claims and amounts fixed by statute.

(Prior Code, § 202.23)

§ 202.24 SCOPE.

The provisions of §§ 202.01 through 202.24 shall apply to the City Council and, to the extent practicable, to all commissions. As applied to commissions, references in this chapter to the Mayor shall be construed to refer to the chairperson; references to Council members shall be construed to refer to the members; and references to the City Clerk shall be construed to refer to the secretary.

(Prior Code, § 202.24)

1st Reading: September 8, 2025	Website Notice: September 23, 2025
2nd Reading: September 22, 2025	Publication: September 30, 2025
Adoption: September 22, 2025	Effective: October 30, 2025

CITY OF LINO LAKES
ORDINANCE NO. 16-25

AMENDING CHAPTER 202, COUNCIL AND COMMISSION PROCEDURES

The Council of Lino Lakes ordains:

Section 1. That Chapter 202, Council and Commission Procedures, of the Lino Lakes Code of Ordinances, be amended to read as follows:

SECTION 202.04 ORDER OF BUSINESS.

At the hour appointed for meeting, the members shall be called to order by the Mayor, and in his or her absence by the Acting Mayor, and in the absence of both, by the City Clerk. The City Clerk shall call the roll, note the absentees and announce whether a quorum is present. In the absence of the City Clerk, the Mayor shall appoint a secretary pro-tem. Upon the appearance of a quorum the Council shall proceed to business, which shall be conducted in the following order:

~~(1) Call to order;~~
~~(2) Roll call;~~
~~(3) Pledge of allegiance;~~
~~(4) Public comment;~~
~~(5) Setting the agenda;~~
~~(6) Presentations of petitions, memorials and demonstrations;~~
~~(7) Approval of minutes of previous meetings;~~
~~(8) Consent agenda;~~
~~(9) Reports of city officers and motions, resolutions and reading of ordinances;~~
~~(10) Unfinished business;~~
~~(11) New business;~~
~~(12) Notices and communications; and~~
~~(13) Adjournment.~~

(1) Call to Order
(2) Roll Call
(3) Setting the Agenda
(4) Pledge of Allegiance
(5) Special Presentations
(6) Public Comment
(7) Consent Agenda
  a. Approval of Minutes of Previous Meetings
(8) Department Reports
(9) Unfinished Business
(10) New Business
(11) Notices and Communications
(12) Adjournment

DRAFT

SECTION 202.17 PETITIONS.

Petitions ~~and other papers~~ ~~addressed~~ ~~to the Council~~ shall be read by the City Clerk upon presentation of the same to the Council. Other papers addressed to the Council and written materials submitted for the record or information of the City Council will be processed in accordance with the Rules of Decorum adopted by the City Council.

SECTION 202.20 AMENDMENT OF RULES.

These rules, or any of them, may be temporarily suspended by consent of a majority of all Council members and shall not be repealed, altered or amended, unless by concurrence of a majority of the whole Council~~,~~. ~~and upon notice given at some preceding meeting~~.

Section 2. Effective Date. This ordinance shall be in force and effect from and after its passage and publication according to the Lino Lakes City Charter.

Adopted by the Lino Lakes City Council on this 22nd day of September, 2025.

_____
Rob Rafferty, Mayor

ATTEST:

_____
Roberta Colotti, CMC
City Clerk

DRAFT

CITY COUNCIL
STAFF REPORT
AGENDA ITEM 3.B.

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE September 22, 2025

AGENDA ITEM: Personnel Policy Updates

VOTE REQUIRED: Simple Majority

INTRODUCTION
The City Council is being asked to approve several revisions to the Personnel Policy.

BACKGROUND
Staff has undertaken a comprehensive review of the City's Personnel Policy to ensure the policy remains current and accurate.

A summary of these proposed changes, as well as the full, updated policy, is provided for your consideration.

RECOMMENDATION
Staff is recommending approval of the proposed revisions to the Personnel Policy.

ATTACHMENTS
1. Attachment Revised Sections of Personnel Policy 09222025
2. Attachment Personnel Policy - Updated Redlined 09222025

Revised Sections of Personnel Policy

SECTION 5: EMPLOYEE BENEFITS

5.1 Health Care Benefits

The City provides a combination of health care benefits to regular full-time employees, such as medicalhealth, dental, long-term disability, and life insurance. Regular full-time and part-time employees who work at least 30 hours per week on a regular basis are eligible for the health care benefit package commencing on the first of the month following date of hire. Benefits for regular part-time employees are pro-rated.

The City offers health insurance to part-time employees who work on average or are expected to work 30 or more hours per week or 130 hours or more per month and to their dependents. The type of coverage and contributions will be determined annually by the City Council.

Employees are responsible for participating in the cost of health care benefits pursuant to the City's annual review of participation levels.

Regular full-time Eemployees who work 80 hours in a pay period and provide proof of insurance through an immediate family member, or who are eligible for Medicare, may waive insurance coverage and receive a monthly cash payment, which is established by the City Council annually.

5.5 Long-Term Disability

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

5.9 Post Employment Health Care Saving Account

The City has established a Post Employment Health Care Savings Account (HCSA) for eligible non-union regular full-time employees. The purpose of this program is to allow

such employees to save money on a tax-free basis to pay for health-related expenses after separation from service with the City. The terms for participation are as follows:

1. Participation. All non-union regular full-time employees are required to participate in the HCSA program.

2. Unused Compensation. Any unused Vacation, Sick Leave/ESST, or PTO/ESST severance pay will be contributed into the HCSA upon separation.

3. Salary Contributions. Eligible non-union employees having 25 years of PERA membership shall contribute three percent of their salary into their HCSA. Those with less than 25 years of PERA membership shall contribute two percent of their salary into the HCSA. Contributions shall be calculated and submitted each pay period. a. Years of service for PERA membership will be reflective of the employee's date of hire with the City unless the employee provides payroll with documentation from PERA indicating additional membership years. All other terms and conditions of this plan are outlined in the plan documents.

6.1 Holidays

Regular full-time employees are entitled to the paid holidays listed in the table below. ~~Part-time employees who work at least 30 hours per week on a regular basis, receive a prorated amount based on the number of hours worked each week.~~ Part-time, ~~T~~temporary and seasonal employees are not entitled to holiday pay.

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

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

Rookery Activity Center employees who are required to work on a holiday recognized by the City will accrue a floating holiday to be used within the same pay period. Use of a floating holiday outside of the pay period accrued, requires approval from the City Administrator. Accrued floating holidays are not paid out at time of separation.

Part-time Firefighters who work a holiday shift shall be compensated at two times the employee's base rate of pay. Part-time firefighters must bid for a holiday shift and will be approved based on the last 90 day work period of hours worked. If two part-time firefighters have the same total of hours worked in the previous 90 days, seniority will be used to determine which part-time firefighter will pick shifts first. If a holiday shift is not taken, the shift will be assigned to the lowest hours worked employee from the last 90 day work period. This applies only to the holidays recognized by the City and are listed in the table above.

6.3 Vacation Leave

Paid Vacation leave is available to ~~eligible~~ regular full-time employees in accordance with the schedule below. ~~Part-time employees who work at least 30 hours per week on a regular basis will accrue Vacation leave on a prorated basis.~~ Part-time, ~~T~~temporary and seasonal employees will not earn or accrue Vacation leave.

6.18 Personal Time Off (PTO) Leave/Earned Sick and Safe Time (ESST)

The personal time off (PTO) program combines Vacation Leave, Sick Leave and Earned Sick and Safe Time into a single pool of paid time off benefits for regular full-time employees. PTO/ESST can be utilized for any purpose, subject only to necessary request and approval procedures consistent with City and departmental policies.

Full-time, benefit-eligible employees on Personal Time Off (PTO)/Extended Illness Leave (EIL) will be able to use accrued PTO hours for all ESST eligible uses.

See Section 6.2 - Sick Leave/Earned Sick and Safe Time for eligible uses and conditions under the earned sick and safe time law.

Employees can use EIL hours for a qualifying ESST event, but only if the leave is due to a certified illness or injury and after using three (3) consecutive PTO/ESST days.

A. Implementation

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

B. Accrual Rates for Full-Time Employees

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

City of Lino Lakes Personnel Policy

September ~~2024~~2025

Previous Versions:
September 2024
May 2024
January 2024
August 2022
April 2022
February 2022
September 2020
April 2019
August 2016
December 2013

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SECTION 1: PURPOSE AND SCOPE

1.1 Purpose

The purpose of this policy is to establish a consistent and equitable system of personnel administration for employees of the City of Lino Lakes. Terms and conditions of employment not specifically established in this Personnel Policy shall remain solely within the discretion of the City to modify, establish, or eliminate. The City retains the full and unrestricted right to operate and manage all personnel, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct, and determine the number of personnel; to establish work schedules; and to perform any inherent managerial functions not specifically referred to in this policy.

1.2 Scope

This handbook contains policies and procedures for supervisors and employees and does not apply to the following:

- Elected officials
- City attorney
- Members of city boards, commissions, and committees
- Consultants and contractors
- Volunteers, except as specifically noted for paid-on-call firefighters

If a section in this personnel policy is held invalid by judicial or legislative action, the remainder of these policies will not be affected.

1.3 Applicability to Union Personnel

The provisions of these policies and procedures shall also apply to all organized personnel who work under a collective bargaining agreement with the City. In the event of a conflict between the terms of a collective bargaining agreement and this policy, the terms of the collective bargaining agreement shall take precedence. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

1.4 Statement of Non-Discrimination

The City of Lino Lakes is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Lino Lakes will not discriminate against any employee or job applicant on the basis of race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists) color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local

human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

1.5 Confidentiality / Data Practices Advisory

During the course of City employment, an employee will likely be asked to provide personal information classified by state law as either private or confidential. Private data is information that generally cannot be given to the public but can be given to the subject of the data. Confidential data is information that generally cannot be given to either the public or to the subject of the data.

The requested information will be used to evaluate the employee's job performance, eligibility, and abilities. If the employee provides false, incomplete or misleading information, the employee may be subject to discipline.

A. Types of Data

- *Public Data*. Information about a person that must be made available to the public or to the subject of the data.
- *Private Data.* Information that can be given to the subject of the data upon request, but is not available to the public without permission or as specifically authorized by law.
- *Confidential Data.* Information that generally cannot be given to the public or the subject of the data.
- *Personnel Data.* Data on individuals collected because the individual is or was an employee, an applicant for employment, performs service on a voluntary basis, acts as an independent contractor with the City, or is a member of an advisory board, committee, or commission.
- *Summary Data.* Data about a person used to develop statistics or reports are considered public information, but the data does not identify any individual.

B. Public Personnel Data

With the exception of undercover law enforcement personnel, the following personnel data are public: name, gross salary, salary range, gross pension, contract fee, benefits, expense reimbursements, job title, job description, education and training background, previous work experience, dates of employment, status of complaints or charges against employees, outcome of complaints or disciplinary actions, work location, work telephone number, badge number, city and county of residence.

C. Access to Personnel Files

Other persons or entities that are authorized by law to receive information in the employee's personnel file are:

- Employees, agents and officials of the city who have a need to know about the information in the course of their duties or responsibilities;
- The person who is the subject of private data;

- People who have permission from the subject of the data;
- The Internal Revenue Service and Minnesota Department of Revenue;
- The Immigration and Naturalization Service;
- The Minnesota Department of Economic Security in any claim for reemployment benefits;
- The Worker's Compensation Court in any claim for worker's compensation benefits;
- Various insurance companies in any claim for insurance benefits;
- Individuals who have obtained a court order for the information;
- Participant in any litigation, mediation, veteran's preference hearing, grievance arbitration, or other administrative proceeding that involves the employee;
- Labor organizations and the Bureau of Mediation Services.

D. Private Data

The following personnel data are considered private data on individuals and are not accessible to the public: social security number, age, sex, marital and family status, employee's home address and telephone number, criminal record, race and ethic data, insurance status, references, college transcripts (except for name of institution, degrees, and years attended), reference checks, medical records, psychological examinations, workers' compensation reports, physical limitations related to job, sick leave forms, medical reports, data collected from disciplinary proceedings, opinion questionnaires, names of applicants for employment until finalists are announced, employee assistance programs and exit interview responses. Private data is accessible to the subject employee, the employee's authorized representative, the immediate supervisor and department director, and other City staff persons or officials who have a legitimate need to know such data.

No employee may disclose the home address, telephone number, or personal information about another employee to any third party without prior consent of the affected employee, as per the section on "Informed Consent."

Employment selection instruments and answer keys to such instruments are protected non-public data, except pursuant to a valid court order.

E. Access to Data

- *Public Data.* Access shall be provided to any person, without regard to the nature of the person's interest. Access must be provided by Administration or other persons authorized by the City Administrator. Access must be provided within a reasonable time period. Interpretation shall be provided if requested. A fee may be charged for copying and mailing and for the time it takes to collect the information.
- *Private Data.* Access to private data is available only to: (1) the subject of the data; (2) City employees who need access to the data; (3) agencies authorized by state or federal law who need access to specific data; and (4) agencies or individuals with written consent from the subject of the data.

Personnel files will be maintained by the Administration Department. The City Administrator shall assure that access is provided only to the parties listed above. The identity and authority of an individual who seeks to gain access to private data must be confirmed. The time that access is available is limited to city hall business hours. No fees shall be charged in cases where the data subject only wishes to view private data. Fees may be charged for providing copies.

1.6 Minnesota Personnel Record Review and Access Act

The Minnesota Personnel Record Review and Access Act provide the following rights and remedies to employees regarding their personnel files:

- Employees have a right to review their file, upon a written request made in good faith, once every six months while employed.
- After termination, employees may review their records once annually for as long as the City maintains the record.
- The City must comply with an employee's written request to review his or his file within seven work days from date of request.
- After the review, the employee may request, in writing, a copy of the record at no charge to the employee.
- If the employee disputes information contained in the record and the City does not agree to remove or revise the disputed information, the employee may submit a written statement of up to five pages explaining the employee's position. This statement will be included in the personnel file for as long as the City maintains it.
- If the City violates the statute, employees may bring a civil action to compel compliance and for actual damages and costs.
- The City may not retaliate against employees for asserting their rights or remedies under the statute. If the City unlawfully retaliates against an employee, the employee may bring a civil action to compel compliance and for actual damages, back pay, reinstatement, equitable relief, and attorney fees.

1.7 Personal Communications and Use of Social Media

It is important for City employees to remember the personal communications of employees may reflect on the City, especially if employees are commenting on city business or commenting on issues that implicate their city employment. As city representatives, employees share in the responsibility of earning and preserving the public's trust in the City. An employee's own personal communications, such as on social media, can have a significant impact on the public's belief that all city staff will carry out City functions faithfully and impartially and without regard to factors such as race, sex/gender, religion, national origin, disability, sexual orientation, or other protected categories. Non-personal communications (performed within one's job duties) to members of the public must be professional at all times. The following guidelines apply to personal communications, including various forms such as social media

(Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Do not share any private or confidential information you have access to as a result of your City position.

- Any personal communications made on a matter of public concern must not disrupt the efficiency of the City's operation, including by negatively affecting morale. Put another way, such public comments must not undermine any City department's ability to effectively serve the public. Disruptive personal communications can include liking or republishing (sharing/retweeting) a social media post of another individual or entity. The City can act on the personal communication that violates this policy without waiting for the actual disruption.

- Remember what you write or post cannot easily be undone. It may also be spread to a larger audience than you intended. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos you would not want your boss or other employees to read, or you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation concerning a co-worker or between co-workers that would not be permissible in the workplace is not permissible online, even if it is done after hours, from home and on home computers.

- The City expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the city. Avoid using statements, photographs, video or audio that reasonably may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race (including traits associated with race, including, but not limited to, hair texture and hairstyles such as braids, locs and twists) national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance or membership or activity in a local human rights commission.

- If you publish something related to City business and there is liable to be confusion whether you are speaking on behalf of the City, it would be best to identify yourself and use a disclaimer such as, "These are my own opinions and do not represent those of the City of Lino Lakes."

- City resources, working time, or official city positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the City's logo, email, or working time to promote his/her side business as a plumber; a parks employee should not access a park after

hours even though he or she may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.

- Personal social media account name or email names should not be tied to the City (e.g., (Lino Lakes Police Officer).

SECTION 2: DEFINITIONS

2.1 Definitions

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

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

SECTION 3: APPOINTMENTS AND EMPLOYMENT

3.1 Physical & Psychological Examination

An applicant or employee appointed to a position must be sufficiently healthy to satisfactorily perform the essential duties and responsibilities of the position.

After a conditional offer of employment has been made, applicants may be required to undergo a physical and/or psychological examination prior to appointment to a position. The City will pay the total cost of pre-employment examinations. A medical evaluation report shall be prepared and filed in the employee's medical file.

If a medical evaluation indicates that an applicant has a mental or physical condition that causes such applicant to be considered a serious health risk, or whenever the applicant is reported to have a condition that may substantially affect the applicant's ability to perform the essential functions of the position, the City may declare the applicant ineligible for consideration for appointment to the position.

3.2 Background Investigations

Upon the request of the City Administrator or designee, the Police Department shall provide certain criminal history data contained in the Minnesota Criminal Justice Information System. This applies only to finalists for City employment. The City Administrator or designee must obtain the consent of the finalists before requesting the data, but an applicant's failure to provide consent may disqualify the applicant from an offer of employment.

3.3 Probationary Period

Newly hired full-time and part-time employees will serve a one-year probationary period. During the probationary period, an employee may be transferred or dismissed at the City's sole discretion for any reason. A probationary employee cannot appeal this decision. Prior to the expiration of the probationary period, the employee's performance will be evaluated in writing by the employee's supervisor and given to the City Administrator with a recommendation that the employee be retained as a regular employee or dismissed.

3.4 Work Schedule

The regular work week normally consists of 40 hours. The regular 40-hour work week includes two paid 15-minute breaks each work day. All employees will be provided with one unpaid meal period of 30 minutes each work day.

Payment for time worked in excess of the regular work week shall be compensated at 1½ times the regular rate of pay. This section does not apply to exempt employees.

A department director, with approval from the City Administrator, may establish a modified work schedule for an employee if it benefits the City.

3.5 Performance Evaluations

Employees generally receive an annual performance appraisal. The purpose of the performance review is to evaluate an employee's performance, to communicate supervisor's expectations, and to establish future goals and objectives.

The supervisor will conduct an interview following the written evaluation. The written evaluation shall be filed in each employee's personnel file. An overall evaluation of "satisfactory performance" will be required prior to the granting of any step adjustment.

3.6 Promotions

A department director and the City Administrator shall be responsible for determining whether an employee possesses the necessary qualifications for promotion to a particular position. Appropriate tests may be given to aid in this determination. Length of full-time employment with the City will be considered in promotions only when all other qualifications are equal.

It shall be the policy of the City to fill vacancies by promoting current employees from within where practicable. This policy shall not be construed to preclude the City from external recruitment and selection of applicants from outside the municipal service, nor as a guarantee of promotion from within to any position for which job openings occur.

All promotions shall be subject to a six-month probationary period. If the employee who has been promoted is found unsuited for the position to which promoted, such employee may be reinstated to his/her former position and rate of pay, or to another position in the same class if a vacancy exists.

3.7 Veteran's Preference

The City's veteran's preference program shall be in accordance with state and federal law.

3.8 Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) protects qualified individuals with a disability against employment discrimination. The term "disability" includes physical or mental impairments that substantially limit one or more major life activities, or where an individual has a record of impairment or is regarded as having impairment.

3.9 Disciplinary Steps

City employees shall be subject to disciplinary action for failing to fulfill their duties and responsibilities, including observance of work rules and conditions of employment. It is the policy of the City to administer disciplinary penalties without discrimination. Every disciplinary action shall be for "just cause" and the employee may use the grievance procedures as outlined in Section 3.10 of this Personnel Policy with respect to any disciplinary action that he/she believes is unjust or disproportionate to the offense committed. The City Administrator or a department director may direct an investigation into any alleged violation before any disciplinary action is taken.

Any employee subject to the provisions of this policy or any other departmental policy may be terminated from City employment only for cause. The particular dismissal, demotion, or suspension shall be based on the individual facts and circumstances involved.

Steps

Except for severe infractions, disciplinary action will generally be progressive and follow the steps listed below:

1. Coaching. Any violation of rules and regulations will be explained to the employee by his/her supervisor, indicating the corrective action necessary to prevent recurring violations.
2. Written Reprimand. A written reprimand states that the employee is being disciplined for misconduct, describes the misconduct and past actions taken by the department director or City Administrator to correct the problem, and outlines future disciplinary action if the misconduct continues. The employee shall be given a copy of the reprimand and sign the original acknowledging that he/she has received the reprimand. The employee's signature does not mean that he/she agrees with the reprimand.
3. Suspension without Pay. Prior to the suspension, or as soon thereafter as possible, the employee shall be notified in writing of the reason for the suspension, its duration, and further disciplinary actions should the misconduct continue. An employee may be suspended pending investigation of an allegation. A copy of each written statement shall be placed in the employee's personnel file. If an allegation is proved to be false, the statement will be removed and the employee will receive back pay.
4. Demotion. The City Council may, upon recommendation of the City Administrator, demote an employee for just cause. The employee will be provided with a written statement of the reason for the demotion. The written statement will be furnished to the employee prior to the effective date of the demotion. An employee who is demoted shall not be required to serve a probationary period in the position in which the employee is being demoted.

   A regular employee who is demoted for disciplinary reasons may appeal the demotion through Section 3.10 of this policy.
5. Paid Administrative Leave. Paid administrative leave is granted in conjunction with an ongoing investigation or any time the City Administrator feels it is in the best interest of employees and the public to remove an employee from active duty.
6. Discharge. The City Administrator may discharge a non-probationary employee for just cause only, subject to City Council approval. A discharged employee will be notified at termination that he/she has a right to make a written request for reason of dismissal. If requested, the City will provide reasons, in writing, within five work days. This notice will include rights contained in the veterans' preference law, if applicable, a statement indicating that the employee may respond to the charges both orally and in writing, and that he/she may appear personally before the City Council.

3.10 Grievance Procedures

The procedure established herein will be followed by an employee in presenting a grievance to the City. Failure to follow the steps within the stated time limits may result in a denial of the grievance on procedural grounds.

Steps

1. An employee claiming a violation concerning the interpretation or application of a City policy shall, within 21 calendar days after such alleged violation has occurred, present the grievance in writing to the employee's immediate supervisor. Such written grievance shall set forth the nature of the grievance, the facts on which it is based, the provisions of the policy allegedly violated, and identify the remedy requested. A grievance not resolved in Step 1 shall be appealed to Step 2 within 15 calendar days after the supervisor's response in Step 1. Any grievance not appealed in writing to Step 2 by the employee within 15 calendar days shall be considered waived.
2. A grievance unresolved in Step 1 and appealed to Step 2 shall be submitted in writing to the City Administrator within 15 days. The City Administrator will give an answer to Step 2 within 15 calendar days after receipt. The written response of the City Administrator shall constitute the City's final response to the employee’s grievance.
3. If the grievance is not resolved in Step 2, and if the grievance relates to the interpretation of the City's Personnel Policy, the employee may appeal the grievance in writing to the City Council within 15 calendar days of receipt of the City Administrator's response in Step 2. Any grievance not appealed in writing to Step 3 within 15 calendar days shall be considered resolved. If appealed to the City Council, the Council may establish a date for hearing the employee's grievance. Following determination by the City Council, a written response shall be provided to the employee within 15 calendar days of receipt of the written grievance. The written response of the City Council shall constitute the city's final response to the employee’s grievance.
4. Employees considered essential employees as defined by FLSA guidelines, not already covered by a collective bargaining agreement are entitled to appeal a grievance, not resolved in Step 3, to the Minnesota Bureau of Mediation Service. The employee has 15 days following receipt of the city's Step 3 answer to submit for mediation. The city will discuss and respond in writing to the Step 3 grievance at the mediation session scheduled by the Bureau of Mediation Services. If the grievance is submitted to mediation and is not resolved, it may be appealed to arbitration within 15 calendar days following the city's Step 3 answer.
5. A grievance unresolved in Step 4 and appealed to Step 5 by the employee shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The employee shall notify the city of its intention to arbitrate the grievance within 15 calendar days following the city's final Step 4 answer. If the parties are unable to agree on the selection of an arbitrator, the employee shall request a list of arbitrators to be submitted to the parties by the Bureau of Mediation Services. The selection of an arbitrator shall be made in accordance with the "Rules

Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services.

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this policy. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the city and the employee, and shall have no authority to make decisions on any other issue not so submitted.

The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the city and the employee.

SECTION 4: COMPENSATION

4.1 Position Classifications

The City shall establish and maintain a position classification plan for all positions covered in this policy. Each position with the city shall be assigned to a class on the basis of duties and responsibilities, authority, and complexity of position. The class may contain more than one position. A new class may be added when a new position is created and no class exists for the new position.

4.2 Compensation Plan

The pay of City employees will be in accordance with the salary ranges approved by the City Council. The Council may make adjustments to any or all of the salary ranges in the City's compensation plan on an annual basis or for other pertinent reasons such as a job reclassification.

Positions in the City's job classification system are assigned a pay range or grade based on the value of the tasks performed. The annual compensation plan is applicable to full-time and part-time employees and does not include elected officials, appointed officials, temporary employees, and those covered by collective bargaining agreements.

A new employee may start at any step of the salary range based on his/her qualifications and experience at the time of hire. Employees are eligible for step increases on their anniversary date in accordance with the City's compensation plan or union wage schedules.

SECTION 5: EMPLOYEE BENEFITS

5.1 Health Care Benefits

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

The City offers health insurance to part-time employees who work on average or are expected to work 30 or more hours per week or 130 hours or more per month and to their dependents. The type of coverage and contributions will be determined annually by the City Council.

Employees are responsible for participating in the cost of health care benefits pursuant to the City's annual review of participation levels.

Regular full-time e~~E~~mployees who work 80 hours in a pay period and provide proof of insurance through an immediate family member, or who are eligible for Medicare, may waive insurance coverage and receive a monthly cash payment, which is established by the City Council annually.

5.2 Pre-Tax Benefits

On the first day of the month following date of hire, employees are eligible to participate in the City's Health Care and Dependent Day Care Expense Reimbursement Plan. Under this program, employees may authorize the City to deduct, before taxes, expenses associated with the following:

1. Premium Conversion. This plan allows you to automatically pay your portion of the premiums for the City's health and dental insurance program with pre-tax dollars.
2. Health Care Flex Account. The employee may pay eligible "uncovered" medical and dental expenses with pre-tax dollars (e.g. deductibles and eyewear).
3. Dependent Day Care Flex Account. The employee may pay day care expenses with pre-tax dollars.

Employees will be reimbursed for expenses incurred during the plan year, which runs from January 1 to December 31. Employees will be advised that money not spent during the plan year will be forfeited according to federal law.

5.3 Health Insurance Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility.

Qualifying events include resignation, termination of employment, death of an employee, a reduction in an employee's hours, a leave of absence, an employee's divorce or legal

separation, and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rates plus any additional administrative fee, if applicable.

The Human Resources Department will provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for COBRA coverage plan. The notice contains important information about the employee's rights and obligations.

5.4 Deferred Compensation

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

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

5.5 Long-Term Disability

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

5.6 Safety Committee

The City of Lino Lakes recognizes its responsibility to provide the safest conditions for its employees by ensuring all reasonable safeguards are established in the workplace. Employees are responsible for observing all safety rules and for using all available safety equipment. Employees are also responsible for reporting any unsafe condition to their supervisor. The efficiency of any municipal operation can be measured directly by its ability to control unnecessary loss. To that end, the Lino Lakes Safety Committee was established. The Safety Committee is made up of employees who meet and examine the City's policies and procedures and review accident and injury reports. The Safety Committee also reviews and updates the City of Lino Lakes Safety Policies and Rules.

5.7 Employee Wellness

Employees may convert accrued Sick Leave/ESST or PTO/ESST leave to pay for their monthly health club membership dues or online subscriptions up to a maximum of $60 per month,

provided that the employee maintains a Sick Leave/ESST balance or PTO/ESST balance of 80 hours.

Reimbursements are made on a monthly basis upon receipt of a completed form and evidence of payment to the health club. Forms are available in the Finance Department. The reimbursement is subject to federal, state and FICA tax withholdings.

5.8 Employee Assistance Program (EAP)

Understanding that an employee's personal life may affect job performance, the City has contracted with an insurance provider to offer an Employee Assistance Program. This program is available to full and part-time employees and their immediate family members.

Individuals can call a toll-free number 24 hours a day any day of the year and speak with a professional counselor who will assess the personal or family issue and provide ideas for resolution.

5.9 Post Employment Health Care Saving Account

The City has established a Post Employment Health Care Savings Account (HCSA) for eligible non-union regular full-time employees. The purpose of this program is to allow such employees to save money on a tax-free basis to pay for health-related expenses after separation from service with the City. The terms for participation are as follows:

1. Participation. All non-union regular full-time employees are required to participate in the HCSA program.
2. Unused Compensation. Any unused Vacation, Sick Leave/ESST, or PTO/ESST severance pay will be contributed into the HCSA upon separation.
3. Salary Contributions. Eligible non-union employees having 25 years of PERA membership shall contribute three percent of their salary into their HCSA. Those with less than 25 years of PERA membership shall contribute two percent of their salary into the HCSA. Contributions shall be calculated and submitted each pay period.
    a. Years of service for PERA membership will be reflective of the employee's date of hire with the City unless the employee provides payroll with documentation from PERA indicating additional membership years.

All other terms and conditions of this plan are outlined in the plan documents.

5.10 College Savings Plan

Regular full-time employees may elect to contribute to the 529 Minnesota College Savings Plan through payroll deductions. The plan has special tax advantages that are designed to help college savings grow. All investment earnings and gains are income tax-free if used to pay for qualified higher education expenses. The Human Resources Department has more information on the 529 Minnesota College Savings Plan.

SECTION 6: LEAVES

6.1 Holidays

Regular full-time employees are entitled to the paid holidays listed in the table below. ~~Part-time employees who work at least 30 hours per week on a regular basis, receive a prorated amount based on the number of hours worked each week.~~ Part-time, ~~T~~temporary, and seasonal employees are not entitled to holiday pay.

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

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

Rookery Activity Center employees who are required to work on a holiday recognized by the City will accrue a floating holiday to be used within the same pay period. Use of a floating holiday outside of the pay period accrued, requires approval from the City Administrator. Accrued floating holidays are not paid out at time of separation.

Part-time firefighters who work a holiday shift shall be compensated at two times the employee's base rate of pay. Part-time firefighters must bid for a holiday shift and will be approved based on the last 90 day work period of hours worked. If two part-time firefighters have the same total of hours worked in the previous 90 days, seniority will be used to determine which part-time firefighter will pick shifts first. If a holiday shift is not taken, the shift will be assigned to the lowest hours worked employee from the last 90 day work period. This applies only to the holidays recognized by the City and are listed in the table above.

6.2 Sick Leave/Earned Sick and Safe Time

Sick Leave/Earned Sick and Safe Time (ESST) is paid leave employees can use when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.

Full-time, part-time, and temporary employees (including seasonal and interns) are eligible for ESST.

A. Earned Sick and Safe Time for Part-time and Temporary Employees

For all part-time and temporary employees, Earned Sick and Safe Time (ESST) is accrued at one hour for every 30 hours worked by an employee, up to a maximum of 48 hours per year.

Part-time, temporary employees are eligible for carry over of accrued but unused ESST into the following year, but the total of ESST carry over hours shall not exceed 80 hours.

When there is a separation from part-time, temporary employment with the city and the employee is rehired again within 180 days of separation, previously accrued ESST that had not been used will be reinstated. An employee is entitled to use and accrue ESST at the commencement of reemployment.

B. Sick Leave/Earned Sick and Safe Time for Full-Time Employees

Full-time, benefit eligible employees on Sick and Vacation Leave will continue to accrue sick time at a rate of one day per month (accrue at 3.69 hours per pay period). They will be able to use their Sick Leave/Earned Sick and Safe Time for all ESST eligible uses. The maximum accumulation for Sick Leave/ESST is 960 hours. For payout applicability to Sick Leave/ESST see Deferred Compensation Section 5.4 and Severance Section 9.4.

Sick Leave/Earned Sick and Safe Time does not accrue during an unpaid leave of absence.

C. Sick Leave/Earned Sick and Safe Time Use

Sick Leave/ESST may be used as it is accrued, in the smallest increment of time tracked by the city's payroll system of ¼ hour (15 minutes) increments. Sick Leave/ESST may be used only for days when the employee is scheduled to work.

Sick Leave/ESST may be used for the following circumstances:

- An employee's own:
  - Mental or physical illness, injury or other health condition
  - Need for medical diagnosis, care or treatment, of a mental or physical illness, injury or health condition
  - Need for preventative care
  - Closure of the employee's place of business due to weather or other public emergency
  - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
  - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
    - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
    - Obtain services from a victim services organization
    - Obtain psychological or other counseling
    - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking

        - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- Care of a family member:
    - With mental or physical illness, injury or other health condition
    - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition
    - Who needs preventative medical or health care
    - Whose school or place of care has been closed due to weather or other public emergency
    - When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease.
- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
    - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
    - Obtain services from a victim services organization
    - Obtain psychological or other counseling
    - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
    - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.

D. For Sick Leave/Earned Sick and Safe Time purposes, family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in local parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

E. Advance Notice for Use of Sick Leave/Earned Sick and Safe Time
If the need for Sick Leave/ESST is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Sick Leave/ESST as soon as possible. When an employee uses Sick Leave/ESST for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Sick Leave/ESST for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the city will not require an employee using ESST to find a replacement worker to cover the hours the employee will be absent.

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

F. Retaliation prohibited
The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting ESST rights, requesting an ESST absence, or pursuing remedies. Further, use of ESST will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Time.

Any employee who makes a false claim for Sick Leave/ESST will be subject to discipline up to and including termination.

G. Benefits and return to work protections
During an employee's use of Sick Leave/ESST, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Sick Leave/ESST is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Sick Leave/ESST absences will continue to accrue as if the employee has been continually employed.

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

6.3 Vacation Leave

Paid Vacation leave is available to eligible regular full-time employees in accordance with the schedule below. ~~Part-time employees who work at least 30 hours per week on a regular basis will accrue Vacation leave on a prorated basis.~~ Part-time, ~~T~~temporary, and seasonal employees will not earn or accrue Vacation leave.

Years of Continuous Service	Per Year	Per Pay Period
Start through 4th Year	80 hours	3.08 hours
Beginning 5th Year	120 hours	4.62 hours
Beginning 11th Year	128 hours	4.92 hours
Beginning 12th Year	136 hours	5.23 hours
Beginning 13th Year	144 hours	5.54 hours
Beginning 14th Year	152 hours	5.85 hours
Beginning 15th Year	160 hours	6.15 hours
Beginning 16th Year	168 hours	6.46 hours
Beginning 17th Year	176 hours	6.77 hours
Beginning 18th Year	184 hours	7.08 hours
Beginning 19th Year	192 hours	7.38 hours
Beginning 20th Year	200 hours	7.69 hours

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

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

6.4 Leave Donation Program

The purpose of this program is to provide an opportunity for employees to voluntarily donate a portion of their accrued Vacation, Sick Leave/ESST, PTO/ESST, or compensatory time to assist an employee who has exhausted paid leave due to a serious illness, injury, or impairment.

A. Program Eligibility

Only regular, non-probationary employees may participate in this program as a leave donor or recipient. An employee may request donated leave to care for an “immediate family” member when he or she is within one pay period of depleting all paid leave and is expected to be absent from work for more than five work days after exhausting all paid leave.

To be eligible to donate leave time to another employee, the donating employee shall maintain a minimum leave balance as set forth in this policy.

B. Leave Recipient Conditions

The terms and conditions governing the Leave Donation Program are as follows:

Recipients must provide documentation to Administration from a treating physician regarding the illness or injury and the expected duration of the condition.

No employee will be allowed to receive more than 400 hours of donated leave for any serious health condition. This cap is prorated for part-time employees based on full-time equivalency status.

An employee is eligible to receive donated leave one time in a 12-month period.

No employee who has historically maintained a minimal Sick/ESST leave balance, or who has previously been warned or disciplined for abusing Sick/ESST leave, will be eligible to receive donations.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family Medical Leave Act (FMLA).

C. Leave Donor Conditions

Employees may donate a minimum of eight hours or a maximum of 40 hours paid leave provided they maintain a minimum balance of 80 hours of Sick Leave/ESST and 40 hours of Vacation leave or 80 hours of PTO/ESST.

Employees who donate leave shall adhere to the confidentiality requirement set forth within the Leave Donation Form. Donations will remain anonymous to the recipient and other employees.

No provisions of this policy or its administration shall be subject to a grievance under a collective bargaining agreement.

D. Administrative Procedures

Eligible employees wishing to participate in this program should contact Administration and request a “Donated Leave Request Form.” If the employee is physically unable to apply, a member of the applicant’s family may apply on his or her behalf.

Appropriate documentation concerning the nature, severity, and anticipated duration of the medical condition is required with the Donated Leave Request Form.

If the employee is found to be eligible for donated leave, Administration will notify employees only giving the person’s name and estimated number of days needed. The notification shall not include confidential medical information.

Employees wishing to donate accrued leave shall submit a Leave Donation Authorization Form to Administration.

Each hour of donor leave will be credited as an hour of leave for the recipient, regardless of any differences in pay levels.

Finance will subtract surrendered leave from the donor’s accrued balance and credit the donated hours to the recipient’s Sick Leave/ESST balance.

Donated leave hours will be processed in the order of the date on the Leave Donation Program Authorization Form in eight hour increments, starting with the recipient's department. Unused donated leave will be returned to the donor. If there are multiple donors, the excess leave will be returned on a prorated basis according to the amounts donated.

Recipients will continue to accrue Sick Leave/ESST and Vacation or PTO/ESST during the period of donated leave. The recipient's accrued paid leave during the absence shall be utilized prior to the donated leave.

E. Program Exceptions

Exceptions to these requirements may be approved by the City Administrator in rare circumstances. The City Administrator shall have the right to deny or limit the donation of leave or use of donated leave if it is determined to be in the best interests of the City of Lino Lakes.

F. Program Parameters

The City reserves the right to modify or discontinue this policy at any time, with or without notice. No employee will be guaranteed access to donated leave and any employee may be denied based on the administrative discretion of the City of Lino Lakes.

G. Confidentiality

All information provided in leave donation request applications, leave donation forms, verification of medical conditions, and additional related information is confidential.

6.5 Workers' Compensation

The City provides a comprehensive workers' compensation insurance program in accordance with Minnesota law. The City's policy regarding workers' compensation is as follows:

1. Workers' compensation benefits take effect after a waiting period of three calendar days following an on the job injury. Any time lost within the first three calendar days due to an injury will be paid through an employee's Sick Leave/ESST or PTO/ESST accrual. If no leave is available, any lost time will be without pay.
2. If time away from work due to the job-related injury extends beyond three calendar days, workers compensation pay will begin for those scheduled work days lost beginning on day four. If time away from work extends ten calendar days, workers' compensation will pay the initial three-day waiting period. The City will reimburse the employee for Sick Leave/ESST or PTO/ESST used during the initial waiting period.
3. All doctor appointments and long-term therapy appointments due to a work-related injury will be treated as leave without pay, with workers' compensation paid directly to the employee.
4. The City will pay the difference between an employee's gross salary and any workers' compensation reimbursement for up to 90 days. This difference will be paid for consecutive lost time for any time over the three-day waiting period. The City will not pay the difference for doctor or therapy appointments.

5. An employee who sustains a work-related injury or illness must inform their supervisor immediately. A First Report of Injury form must be filed with the City.
6. Neither the City nor its insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in off-duty recreational, social, or athletic activities sponsored by the City.

6.6 Sick Child/School Child Leave

In accordance with state law, the City provides the following leave for eligible employees. An eligible employee is any regular full-time or part-time employee who has been employed with the City for 12 months and has worked a minimum of 20 hours per week. For this section, "child" is defined as being less than 18 years of age, or under 20 years of age and attending secondary school.

1. *Sick Child*. City employees may use Sick Leave/ESST or PTO/ESST for absences due to the illness of a child in the same way that employees are able to use Sick Leave/ESST or PTO/ESST for their own illness.
2. *School Child*. City employees are granted up to 16 hours per school year to attend their child's school conferences or classroom activities when they cannot be scheduled during non-work hours. Employees may take unpaid time or use paid leave for this purpose.

6.7 Funeral Leave

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

6.8 Military Leave

State and federal laws provide protection and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 workdays in any calendar year. City compensation is in addition to the military pay for these 15 days, as per MN Attorney General's Opinion.

The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service or is prevented from returning by physical or mental disability or other cause not the fault of the employee or is required by the proper authority to continue in military or naval service beyond the fifteen-day paid leave of absence. Employees on extended unpaid military leave will receive fifteen days paid leave of absence in each calendar year, not to exceed five years. Where possible, notice is to be provided to the city at least ten working days in advance of the requested leave. A training notice, signed orders, or battle assembly schedule are examples of typical written notification to share with the city.

If an employee has not yet used his/her fifteen days of paid leave when called to active duty, any unused paid time will be allowed for the active-duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of Vacation Leave and Sick Leave/ESST and PTO/ESST accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen days will follow the same procedures as for any employee on an unpaid leave of absence.

A. Military Leave for Family Members

The city will not discharge from employment or take adverse employment action against an employee because an immediate family member is in the military forces of the United States or Minnesota.

Nor will the city discharge from employment or take adverse employment action against an employee because they attend departure or homecoming ceremonies for deploying or returning personnel, family training or readiness events or events held as part of official military reintegration programs. Employees may substitute paid leave if they choose to do so.

Unless the leave would unduly disrupt the operations of the city, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

B. Military Leave for Family Member Injured or Killed in Active Service

Employees will be granted up to ten working days of unpaid leave whose immediate family member (defined as a person's parent, child, grandparents, siblings or spouse) is a member of the United States armed forces who has been injured or killed while engaged in active service. The 10 days may be reduced if an employee elects to use appropriate accrued paid leave.

6.9 Time off to Vote

Employees who are eligible to vote in an election have the right to be absent from work for the time necessary to appear at the employee's polling place, cast a ballot, and return to work on the day of that election without penalty or a wage deduction. Time off to Vote includes time off to cast an early or absentee ballot in the employee's registered polling location.

6.10 Jury Duty

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

6.11 Serving as an Election Judge

An employee who has been selected to be an election judge may be absent from work without penalty while serving as an election judge. In addition to a 20-day written notice, the employee will also submit a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The City will pay the difference between the employee's regular hourly rate of pay for an eight-hour shift and the pay received for serving as an election judge. The employee may retain mileage expenses, if applicable. The city may restrict the number of employees who are absent from work to no more than 20 percent of the total work force at any single work site.

Employees should check the "other allowable leave" portion of the Authorization for Time Off card, and write in "election judge."

6.12 Family & Medical Leave (FMLA)

Pursuant to the Family Medical Leave Act (FMLA), the City provides up to 12 weeks of unpaid leave to eligible employees for reasons related to medical and family care. In the case of a military caregiver leave, FMLA allows up to 26 weeks.

A. Eligible Employees

Employees are eligible for family or medical leave if they meet all of the following conditions:

- Have worked for the City for at least 12 months (or 52 weeks) prior to the date the leave is to commence. The 12 months or 52 weeks need not have been consecutive. However, the City will not consider any service 7 years prior to the employee's most recent hire date, unless the break in service was due to a military service obligation.
- Have worked at least 1,250 (on-the-clock) hours during the 12-month period preceding the start of the leave. Hours worked does not include time spent on paid or unpaid leave.

B. Qualifying Events

An eligible employee will be granted up to 12 weeks leave during any 12-month period for any of the following qualifying events:

1. Birth of a child or placement of a child with the employee for adoption or foster care. This entitlement expires 12 months after the birth or placement.

2. To care for a spouse, child, stepchild, or parent who has a serious health condition. This includes psychological, physical care, and sharing care duties. A child is defined as a person less than 18 years of age (or a person incapable of self-care because of a physical or mental disability) who is biological, adopted, a foster child or step child, ward of the employee, or a person with whom the employee is charged with parental rights. An eligible parent includes a biological parent or a person who was charged with parental rights, duties, and responsibilities over the employee when the employee was under the legal age, but does not include in-laws.
3. Because of a serious health condition making the employee unable to perform the essential functions of their position. “Serious health condition” is defined in Federal law 29 C.F.R. 825.116, but generally includes incapacity requiring absence from work or more than five days that also involves continuing treatment by a health care provider (also includes prenatal care).
4. A covered military member’s active duty or call to duty or to care for a covered military member.

C. Notice Requirements

Thirty (30) days written or verbal notice is required if the leave is foreseeable. If 30 days notice is not possible, as much notice as is practical must be given. Planned medical treatments should be scheduled so that they will not unduly disrupt the City's operations.

D. Insurance Benefits

Health insurance coverage will be continued at the same level and under the same terms as if the employee continued working. Arrangements for payment of the employee's portion of premiums must be made by the employee through the Finance Department.

If an employee fails to return from FMLA leave for reasons other than the continuation of the serious health condition of the employee or covered family member, the City may seek reimbursement for the premiums paid for group insurance benefits during the period of unpaid leave.

E. Intermittent/Reduced Schedule Leave

Leave requested because of a serious health condition of either a family member or the employee may be taken intermittently or on a reduced schedule if such leave is deemed to be medically necessary. Intermittent leave or a reduced schedule is not permitted for the birth, placement, or adoption of a child.

F. Use of Accrued Sick Leave/ESST, Vacation, and PTO/ESST

During leave, employees are required to use accrued Vacation, PTO/ESST or Sick Leave/ESST prior to taking unpaid leave unless their medical condition/injury is covered by worker’s compensation. Employees are not required to substitute compensatory time for unpaid leave. When Vacation, Sick/ESST or PTO/ESST leave have been exhausted, any remaining time will be unpaid. Unpaid hours will not count towards seniority.

G. Medical Certification

Certification by a physician or practitioner is required for FMLA leave due to an employee's serious health condition or that of a family member's. The medical certification form must include the following information: (1) date that the qualifying event started; (2) duration of the qualifying event; (3) appropriate medical facts; and (4) purpose the leave is needed.

Administration may request additional medical information that provides an updated status of the employee's or family member's serious health condition and date of return. A second opinion from another health care provider may be requested by the City. If requested, the City will pay for the cost of a second opinion and will select a health care provider not regularly associated with the City. A "Certificate of Physician or Practitioner" form can be obtained from Human Resources.

H. Health Care Providers

"Health care providers" are defined as doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners, nurse-midwives, clinical social workers (within certain limitations), Christian Science practitioners, health care providers recognized by the City's group health plan, and health care providers as defined above who practices and is licensed in a country other than the United States. [Refer to 29 C.F.R. 825.118 for a complete list.]

I. Recertification

Recertification will be required if the employee requests an extension of the original length approved by the City or if the employee's circumstances change. Recertification may also be required if there is a question as to the validity of the certification if the employee is unable to return to work due to the serious health condition.

J. Fitness for Duty Certification

When leave is due to an employee's own serious health condition, a fitness for duty certification (FFD) may be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement under the FMLA.

K. Record Retention

Records on FMLA leave will be kept along with normal payroll records except that any medical record will be maintained separately in the employee's medical record file.

L. Affect on Pension

FMLA leave counts as continued service for purposes of retirement or pension plans.

M. Reinstatement

Employees returning from FMLA leave will return to their same position or an equivalent position upon return from FMLA leave (employees returning from FMLA leave due to a child with a serious health condition will be returned to the same position).

An employee's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if an employee's position would have been eliminated or an employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

N. Notice of Intent to Return from Leave

The City requires an employee on leave to report periodically on the employee's status and intent to return to work.

O. Additional Leave

Employees who cannot return from an approved FMLA leave may request an extension (up to the maximum of 12 weeks allowed under FMLA). If the 12 extended FMLA weeks have already been used, the employee can request to go on a regular unpaid leave of absence subject to approval.

If the unpaid leave of absence is not approved or the employee fails to request additional leave, the employee will be considered to have voluntarily resigned. If circumstances beyond the employee's control prevented the employee from requesting additional leave, a retroactive leave request may be allowed.

P. Reasonable Work Time for Nursing Mothers

Nursing mothers and lactating employees will be provided reasonable paid break times (which may run concurrently with already provided break times) to express milk.

The city will provide a clean, private and secure room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting nursing rights or remedies.

Q. Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth without advice of a licensed health care provider or certified doula:

- More frequent or longer restroom, food, and water breaks
- Seating
- Limits on lifting over 20 pounds

Additionally, an employer must provide reasonable accommodations, including, but not limited to, temporary leaves of absence, modification in work schedule or job assignments, seating, more frequent or longer break periods and limits to heavy lifting to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the employer demonstrates the accommodation would impose an undue hardship on the operation of the employer's business. In accordance with

state law, no employee is required to take a leave of absence for a pregnancy nor accept a pregnancy accommodation.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting reasonable accommodations pregnancy rights or remedies.

6.13 Pregnancy and Parental Leave

Employees who work 20 hours or more per week and have been employed more than 12 months are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota.

The following qualifies for parental leave:

- Prenatal care or incapacity due to pregnancy, childbirth, or related health conditions (female employees)
- The birth or adoption of a child (biological or adoptive parents)
- Following the birth or adoption of a child (biological or adoptive parents)

Leave may be taken for up to 12 weeks. The leave must begin within 12 months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employees should provide as much notice as practicable for the use of parental leave.

Employees are required to use accrued leave (i.e., Vacation Leave, Sick Leave/ESST, PTO/ESST) prior to taking unpaid leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently.

The employee is entitled to return to work in the same position prior to commencement of the leave at the same rate of pay. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

The city will inform employees of their parental leave rights at the time of hire and when an employee makes an inquiry about or requests parental leave.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

A. Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's

placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

B. School Conference Leave

Any employee may take unpaid leave for up to a total of sixteen hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use Vacation or PTO/ESST hours for this absence but are not required to do so.

6.14 Personal Leave of Absence

The City provides leaves of absence without pay to regular full-time and part-time employees who wish to take time off from work to fulfill personal obligations unrelated to family or medically-related circumstances not covered by existing law.

As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave in writing from their department director. Upon an affirmative recommendation from the department director, the City Administrator may approve a personal leave that does not exceed 90 days. Personal leave of up to one year, excluding military service or disability incurred while in the service of the City, requires City Council action. The minimum period for a personal leave shall be two weeks. Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements, reasons for the requested leave, and staffing considerations during the proposed period of absence.

Vacation, Sick/ESST, and PTO/ESST leave accruals, seniority, and paid holidays will be suspended during the leave and will resume upon return to active employment. All City contributions towards employee insurance coverage's will cease for non-medical leaves without pay. Insurance benefits may continue if fully subsidized by the employee through COBRA. If the employee chooses not to continue insurance coverage during a non-medical leave of absence, reinstatement into the group insurance program will be subject to any conditions imposed by the insurance provider. When personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the City cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, the City will assume the employee has resigned.

6.15 Bone Marrow Donation Leave

A regular or probationary full-time or part-time employee who averages 20 or more hours per week who seeks to undergo a medical procedure to donate bone marrow will be granted up to 40 hours of paid leave. The city may require verification by a physician of the purpose and length of each leave requested.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting bone marrow or organ donation leave rights or remedies.

6.16 Absence without Leave

Any absence of an employee from duty for one day or part of a day that is not authorized by a specific leave of absence, as provided for in Section 6.14, shall be deemed an absence without leave. Any such absence shall be without pay and may be subject to disciplinary action. Any employee absent without leave for three consecutive days shall be deemed to have voluntarily resigned.

6.17 Severe Weather

On days where severe weather conditions exist, the City's policy is to keep its offices and facilities open during regular work hours.

6.18 Personal Time Off (PTO) Leave/Earned Sick and Safe Time (ESST)

The Personal Time Off (PTO) program combines Vacation Leave, Sick Leave and Earned Sick and Safe Time into a single pool of paid time off benefits for regular full-time employees. PTO/ESST can be utilized for any purpose, subject only to necessary request and approval procedures consistent with City and departmental policies.

Full-time, benefit-eligible employees on Personal Time Off (PTO)/Extended Illness Leave (EIL) will be able to use accrued PTO hours for all ESST eligible uses.

See Section 6.2 - Sick Leave/Earned Sick and Safe Time for eligible uses and conditions under the earned sick and safe time law.

Employees can use EIL hours for a qualifying ESST event, but only if the leave is due to a certified illness or injury and after using three (3) consecutive PTO/ESST days.

A. Implementation

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

B. Accrual Rates for Full-Time Employees

Regular f~~F~~ull-time employees accrue PTO/ESST based on the schedule below. ~~A part-time employee who works a minimum of 30 hours per week accrues PTO/ESST on a prorated basis according to the number of hours budgeted for that position.~~

Years of Service	Hours Earned Each Pay Period	Annual Accrual in Hours per Year	Annual Accrual in Days per Year
0-5	6.153	160	20
6	6.461	168	21
7	6.769	176	22
8	7.076	184	23
9	7.384	192	24
10	7.692	200	25
11	8.000	208	26
12	8.307	216	27
13	8.615	224	28
14	8.923	232	29
15+	9.230	240	30

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

Employees may not use PTO/ESST until it has been credited to the employee's bank in the payroll system. PTO/ESST may be used in increments of ¼ hour or more. The maximum amount of PTO/ESST that can be carried into the next year is 600 hours.

C. Use of Personal Time Off (PTO)/Earned Sick and Safe Time (ESST)

This PTO/ESST policy encourages advanced planning of absences from work. To ensure necessary departmental coverage, non-emergency (planned) use of PTO/ESST should be requested in advance. Employees should give their supervisor advance notice equal to the amount of requested time off. Unplanned use of PTO/ESST may require documentation (see Section 6.2 - Sick Leave/ESST). Established departmental rules and requirements concerning employee absences from work will be applied.

In order to allow coordination of PTO/ESST with Family Medical Leave, employees seeking to use PTO/ESST may be required to provide pertinent information as to the purpose of the time off to allow a determination of whether the time will also qualify for Family and Medical Leave. If the PTO/ESST qualifies for Family and Medical Leave, the employee must take both leaves simultaneously.

D. General Provisions

1. Maximum Accrual. An employee may not carry over more than 600 hours of PTO/ESST from one year to the next unless a written request has been submitted to and approved by the City Administrator prior to December 15. Such waiver may be considered in the event of a special circumstance.
2. Denial of PTO/ESST Leave. A department director may deny a request for planned PTO/ESST leave when granting such leave would result in insufficient personnel to carry out necessary functions of the City.

3. Impact on Other Benefits. Employees using PTO/ESST will be considered working for the purpose of accumulating additional personal leave. The City will continue to make its contribution toward an employee's group insurance benefits. PTO/ESST will not continue to accrue during a suspension or while an employee is on an unpaid leave of absence.

E. Severance Payment

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

F. Extended Illness Leave (EIL)

Regular benefit-earning employees who participate in the PTO/ESST plan will convert to the extended illness leave plan. The extended illness leave bank is designed to protect an employee's PTO/ESST balance in the event of an illness or injury. An employee may access extended illness leave in the event of an illness or injury, which extends beyond three work days.

G. Definitions of Extended Illness Leave

For the purposes of this extended illness leave policy, the following terms are defined as provided below.

1. Extended illness leave is an authorized absence from duty with pay that is granted to benefit-earning employees who have successfully completed the probationary period of employment with the City and who become ill or disabled for more than three work days.
2. Extended illness means a state of incapacity due to personal illness or bodily injury that requires medical treatment by a licensed physician or health care provider and prevents an employee from performing the duties of his/her position. Extended illness leave may also be used by an employee to provide care to a family member in accordance with Minnesota Statutes, Section 181.9413. If an employee exhausts his/her personal leave balance, extended illness leave will run concurrent with an authorized FMLA leave.
3. Extended illness leave is not a right an employee may exercise at the employee's discretion. Extended illness leave will be allowed by the City only in the case of verified necessity and actual need. The purpose of any extended illness leave is to provide income continuation during that period of time when the employee is unable to substantially perform the duties of his/her position.

H. Extended Illness Leave Accrual

Extended illness leave will be accrued from date of hire at the rate of two hours per pay period (52 hours per year to maximum of 520 hours). If an employee uses extended illness leave after attaining the full accrual of 520 hours, he/she will continue to accrue extended illness leave at two hours per pay period until reaching the maximum accrual.

I. Administration of Extended Illness Leave

Extended illness leave can be used only if an employee is on leave due to a certified illness or injury for three consecutive work days, except as provided below. Such extended illness leave will be administered as described below.

1. Employees may not use extended illness leave until it has been credited to the employee's bank in the payroll system.
2. To be eligible to receive extended illness leave benefits, an employee will inform his or her department director or Administration of his or her need to take extended illness leave. Employees are required to keep the City informed on a regular basis of their status to remain eligible for paid benefits.
3. The City reserves the right to have its own physician examine the employee periodically to render an opinion on whether the employee is able to return to work. If an employee is deemed to be able to resume productive work for the City, the employee will be directed to report to an appropriate work assignment. If the employee fails to report for work as directed, paid benefits may be terminated.
4. When an employee requests extended illness leave a physician's statement may be required by the City prior to the employee's return to work. The physician's statement must indicate the nature and length of the disability, any restrictions which the disability places upon the employee's ability to perform the work, and attest to the employee's ability to return to work. An employee who has been asked to provide such a statement will not continue receiving benefits until he/she has complied with this provision.
5. If an employee exhausts PTO/ESST leave before the 3-day "waiting period" has been completed during a period of incapacity (as defined in this policy), extended illness leave will not be granted until after the 3-day waiting period.
6. An employee who makes a false claim for extended illness leave benefits will be subject to disciplinary measures.
7. While receiving paid benefits under this section the employee will continue to accrue PTO/ESST leave and receive the City's contribution for health and dental insurance.
8. Extended illness leave balances will not be converted to any other form, such as severance pay, a health care savings account, or paid time off.

SECTION 7: EDUCATION AND EXPENSE REIMBURSEMENT

7.1 Tuition Reimbursement

The City provides financial support to employees for educational courses taken at accredited academic institutions to enhance their professional development and to improve their job skills. This policy is an IRS tax-exempt program.

Full-time, non-probationary employees are eligible for this program. Eligibility for reimbursement of courses will be based on relevancy to the employee's current position and the availability of budgeted funds.

The City may reimburse eligible employees upon presentation of the final grades in accordance with the following schedule:

Grade of "A" .....50% of tuition

Grade of "B" .....50% of tuition

Grade of "C" .....50% of tuition

Grade of "D" .....0% of tuition

Grade of "F" .....0% of tuition

Grade of Pass or Fail …..50% of tuition for "passing"

In the event that an eligible employee receives a grade of "incomplete," no refund will be forthcoming until a final grade is earned. When the requisite course is completed and a final grade is issued, the employee will be reimbursed in accordance with the above schedule.

A maximum of $2,000 per calendar year will be reimbursed for tuition, books, and student fees.

As a condition of this program, the employee must agree to pay back 100% of the amount reimbursed for the 12-month period preceding the employee's termination date if the employee voluntarily resigns with the City of Lino Lakes.

Eligible employees who receive assistance from other sources are eligible for reimbursement only if the cost of the tuition exceeds the amount of assistance received.

No reimbursement will be made without prior approval from the employee's department director and the City Administrator.

7.2 Travel Reimbursement

Employees who are authorized to travel for work-related purposes may be reimbursed for the actual cost of travel, meals, lodging, and other reasonable and necessary expenses. Eligible City employees include regular full-time and part-time employees and elected or appointed officials. It is the City's policy to prepay registration or out-of-state transportation costs whenever possible.

A. Approvals

Employees traveling overnight or outside the state must obtain prior approval by the department director, City Administrator, or City Council, whichever is applicable.

B. Transportation

Employees who use a personal vehicle for City business will be compensated for each business mile driven at the IRS Standard Mileage Rate. Business miles exclude commuting miles. Commuting miles are the distance an employee typically travels from their primary residence to their primary workplace and back. Commuting miles are not eligible for mileage reimbursement..

Employees traveling outside the state will be reimbursed only for an economy class airline ticket. Automobile travel may be authorized in lieu of commercial transportation, but the total cost, including meals and lodging while traveling, shall not exceed the cost of a single round-trip economy class airline ticket to the conference location.

The cost of a rental car may be reimbursable with prior approval of the City Administrator if transportation is necessary to and from the conference or if there is a cost savings to the City.

Reasonable expenses for taxi and transfer service, hotel gratuity, parking, and other related travel expenses will be reimbursed with a proper receipt. Employees are responsible for accurately documenting mileage and travel expense claims.

C. Meals

Meals are reimbursable while attending conferences, seminars, training sessions, or meetings of professional organizations, when a meal is not included in the registration fee for the event. Meals are reimbursable for overnight or out-of-state travel, which are not included in the registration fee for any event. Expenses for meals, including sales tax and gratuity, will be reimbursed according to the maximum $10.00 for breakfast, $15.00 for lunch, and $25.00 for dinner. No reimbursement will be made for alcoholic beverages.

Submission of a receipt is required. Any reimbursement which exceeds the maximums defined must be approved by the City Administrator.

D. Lodging

The City will only reimburse for a single hotel accommodation rate, which is conveniently located near the conference. Lodging the night before the beginning of a conference is reimbursable. Lodging for conferences within the seven-county Twin Cities metropolitan area will not be reimbursed. Employees shall pay any additional costs for spouse and children.

E. Expenses and Reports

All travel expense vouchers must be submitted to the Finance Department within 30 days of the conference, seminar, or meeting. Expense receipts must accompany the voucher upon submission. Expenses not accompanied by a receipt will not be reimbursed.

7.3 Cellular Phones

This policy is intended to define acceptable and unacceptable uses of City issued cellular phones. Its application is to ensure cellular phone usage is consistent with the best interests of the city without unnecessary restriction of employees in the conduct of their duties.

This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure city employees exercise the highest standards of propriety in their use. Cellular phones are intended for the use of city employees in the conduct of their work for the city.

Supervisors are responsible for the cellular phones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such phones or equipment provided:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained, or outside employment is served.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellular phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times.

Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with city-issued phones to facilitate the provisions of this policy.

- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
    - In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency or serious traffic hazard or prevent a crime from being committed. There is also a state law exception for authorized emergency vehicles while in the performance of official duties.
- Employees who are charged with traffic violations resulting from the use of their cellular phone while driving will be solely responsible for all liabilities that result from such actions. See above “City Driving Policy” for more information on reporting driver’s license restrictions”.

A monthly stipend of $30 will be provided to employees who use their personal mobile phone and need to make or receive work calls and respond to email while out of the office.

Employees who are provided a monthly stipend are responsible for all costs associated with the purchase, maintenance, replacement, and upgrade of their cellular phone and for the cost of personal cellular phone service agreements.

A City-owned cellular phone or City-paid monthly stipend for use of a personal cellular phone is a working condition fringe benefit and not taxable.

SECTION 8: CONDUCT AND ETHICS

8.1 Conduct as a City Employee

Chapter 204 of the Lino Lakes City Code outlines a Code of Conduct that applies to all "elected, appointed, and hired officials and employees of the City." Public officials and employees hold office for the benefit of the public. Elected officials and employees are expected to support and uphold the objectives of the electorate and the policies that support those objectives.

Standards of conduct are as follows:

A. Disclosure of Confidential Information

No person covered by this code shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the City, nor shall a person use such information to advance their own financial or private interests or for any other person.

B. Gifts

Employees are prohibited from soliciting or accepting any gift or gratuity for more than $5.00 from any interested person, whether in the form of money, services, loan, travel, entertainment, hospitality, promise or any other form. Any "interested person" is any person who has a direct financial or economic interest in a decision that a City employee is authorized to make.

C. Private Interests

No person covered by this code shall appear on behalf of another's private interest before the council or a committee, commission or agency of the City, nor shall he or she represent another private interest in any action or proceeding against the interest of the City in which the City is a party.

D. Privileges

Persons covered by this code are prohibited from using their position to secure special privileges or exemptions.

E. City Property

No person covered by this code shall request or permit the use of city-owned vehicles, equipment, materials, or property for personal convenience or profit unless provided in City policy for use by officials or employees in the conduct of official business.

F. Equal Treatment

No person covered by this code shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

8.2 Political Activity

State law prohibits the City from imposing or enforcing limitations on the political activities of City employees beyond those established by state law. Employees are not prohibited from participating in local election campaigns or seeking appointment to public office.

No City employee or official may use their official authority or influence to compel a person to apply for membership in or become a member of a political organization, to pay or promise to pay a political contribution, or to take part in a political activity.

An employee elected to a public office may be required to resign or take a leave of absence if the duties of the elected office interfere with the employee's duties as a City employee.

8.3 Conflict of Interest

The credibility of municipal government is based upon the confidence citizens have in how public employees and officials render fair and impartial services to all citizens without regard to personal interest or political influence. City employees and officials must avoid any activity that suggests a conflict of interest between their private interests and City responsibilities. When an employee believes the potential for a conflict of interest exists, it shall be the employee's responsibility to avoid the situation.

A. Outside Employment

The potential for conflicts of interest is lessened when individuals employed by the City of Lino Lakes regard the city as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the City Administrator.

Any city employee accepting employment in an outside position determined by the City Administrator to be in conflict with the employee's city job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-city employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission compatible with city employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the city's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use city equipment, resources or staff in the course of the outside employment.
- The employee must not violate any city personnel policies as a result of outside employment.

- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the city. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid Sick Leave/ESST from the city for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the city.

B. Relationships within the City

The City of Lino Lakes strongly believes that a work environment where employees maintain clear boundaries between employee personal and work interactions is necessary for effective city operations. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles, and those with authority over others' terms and conditions of employment, are subject to more stringent requirements under this policy due to their status, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

- This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship. During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
- During nonworking time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in non-work areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
- Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on city premises, whether during working hours or not.
- Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to disciplinary action. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
- Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.

- Any supervisor, manager, or other City official in a sensitive or influential position within the City of Lino Lakes must disclose the existence of a romantic or sexual relationship with another co-worker. Disclosure may be made to the individual's immediate supervisor or Human Resources. The City Administrator will review the circumstances to determine whether any conflict of interest exists.
- When a conflict-of-interest or potential risk is identified due to a City's official's relationship with a co-worker, the City will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer of one or both parties to other positions or departments. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.
- Failure to cooperate with the City Administrator to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers or among managers, supervisors or others in positions of authority in a mutually agreeable fashion may be deemed insubordination and result in disciplinary action up to and including termination.
- The provisions of this policy apply regardless of the sexual orientation of the parties involved.

Any concerns about this policy should be addressed to the City Administrator or Human Resources.

8.4 Nepotism

Employment with the City is based on merit and ability. Whenever possible, no appointment will be made to an immediate family member of an elected official or employee of the City if the appointment is inconsistent with City policy. This provision does not apply to marital status, as protected under the Minnesota Human Rights Act. Family members eligible for employment with the City may be hired only if they will not be working directly for or supervising a relative, or will not occupy a position in the same line of authority within the organization.

8.5 Omnibus Child Support Enforcement Act

The City of Lino Lakes complies with the guidelines established in the Omnibus Child Support Enforcement Act. Within 15 days of being hired, the City will submit certain information about the new employee to the Department of Human Services. Individuals are also required to voluntarily disclose information regarding court-medical support obligations.

8.6 Workplace Harassment

The City of Lino Lakes is committed to creating and maintaining a comfortable and productive work environment free of harassment and discrimination. Employees must be free to exercise their duties without fear of verbal or physical intimidation or duress. The city realizes the seriousness of harassment and expresses its earnest desire to prevent the occurrence of such incidents.

Title 7 of the Federal Civil Rights Act of 1964 and Chapter 363 of Minnesota State Statutes prohibit discrimination and harassment in the workplace. It is the policy of the City of Lino Lakes to maintain an environment that is free from offensive conduct, harassment, and discrimination based on race, national origin, gender, religion, disability, age, marital status, sexual orientation, or status with regard to public assistance.

It shall be a violation of this policy for any employee, agent, officer, council member or other City official to engage in offensive or harassing verbal or physical conduct of a sexual nature or regarding race, national origin, gender, religion, disability, age, marital status, sexual orientation, or status with regard to public assistance.

The City will investigate all complaints of offensive, harassing, or violent conduct of a sexual nature to the extent evidence is available to verify the alleged harassment or any related retaliation.

Sexual Harassment Prevention

It is the City's goal to provide employees with a workplace free from sexual harassment and conduct that leads to claims of sexual harassment. Because sexual harassment is sometimes difficult for employees to recognize, the following definition, as defined by the Equal Employment Opportunity Commission (EEOC), is provided:

> Sexual or gender-based offensive conduct or harassment includes unwelcome physical or verbal conduct directed at an individual because of gender, unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or communication of a sexual nature when: (1) it's a condition of hiring or promotion; (2) it becomes a factor in an employee's job duties or assignment; or (3) it creates an intimidating, hostile, or offensive environment in which to work.

8.7 Reporting Workplace Harassment

Any person who believes he or she has been the victim of offensive conduct of a sexual nature or harassment based on race, national origin, gender, religion, disability, age, marital status, sexual orientation, or status with regard to public assistance, should report the alleged conduct immediately to the appropriate person, such as the department director or City Administrator.

In addition to notifying management, the employee is also urged to document any further harassment or reprisals that occur after the complaint is made.

The City encourages the reporting party or complainant to use the report form available from the City Administrator's office or available from the department director, but oral reports are considered complaints as well. Depending on the nature of the complaint, the City may take

immediate steps, at its discretion, to protect the complainant and other employees or members of the public pending the completion of an investigation.

8.8 Drug, Alcohol and Cannabis Testing – All Employees Except Public Works

The City of Lino Lakes ("City") has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The City of Lino Lakes does not intend to intrude into the private lives of its employees, but strongly believes that a drug- and alcohol-free workplace is in the best interest of employees and the public alike. Alcohol and drug abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of city property. The City of Lino Lakes' Drug, Alcohol and Cannabis Testing Non-DOT policy has been established for the purpose of providing a safe workplace for all.

City employees and applicants required to hold a commercial driver's license by the United States Department of Transportation ("DOT") for their job will be tested under the City's Policy on Controlled Substance and Alcohol Testing for Commercial Drivers (the "DOT Policy"). All other employees and job applicants offered employment with the city must undergo testing as described by this policy.

To ensure the policy is clearly communicated to all employees and applicants to whom offers of employment have been made, and to comply with state law, employees and applicants are required to review this policy and sign the "policy acknowledgement." A job applicant will also acknowledge in this form that he/she understands that passing the drug test is a requirement of the job.

Persons Subject to Testing and Circumstances under Which Testing May Be Required
Under this policy, the city may test any applicant to whom an offer of employment has been made and may test employees for alcohol and/or drugs, including cannabis, under the following circumstances with a properly accredited or licensed testing laboratory, in accordance with Minn. Stat. § 181.953, subdivision 1.

(1) Pre-Employment Testing:
Every job applicant offered employment with the City receives the offer conditioned upon successful completion of an alcohol and/or drug test, or cannabis test, if applicable, among other conditions. The city will not request or require a job applicant to undergo cannabis testing related to "lawful consumable products" pursuant to Minn. Stat. § 181.938, including alcohol, cannabis, lower-potency hemp edibles, and hemp-derived consumer products, except with respect to the categories of positions listed below in the definition of "Drug" or if otherwise required by state or federal law. If the job offer is withdrawn based on alcohol and/or drug test results, the City will inform the applicant of the reasons for the withdrawal. A failure of the alcohol and/or drug test, a refusal to take the test, or failure to meet other conditions of the offer will result in a withdrawal of the offer of employment even if the applicant's provisional

employment has begun. A negative or positive dilute test result (following a second collection), which has been confirmed, will also result in immediate withdrawal of an offer of employment to an applicant.

Part-time, temporary and seasonal employees are not subject to this policy except for those designated by the hiring department as safety-sensitive positions.

(2) Reasonable Suspicion Testing:
Consistent with Minn. Stat. § 181.951, subd. 5, employees will be subject to alcohol and/or drug testing, including cannabis testing when reasonable suspicion exists to believe that the employee:

- Is under the influence of alcohol drugs, or cannabis; or
- Has violated written work rules prohibiting the use, possession, sale or transfer of drugs alcohol, or cannabis, while working, while on city property, or while operating city vehicles, machinery or any other type of equipment; or
- Has sustained a personal injury as defined in Minn. Stat. § 176.011, subd. 16 or has caused another employee to sustain an injury or;
- Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol or drugs or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the City's policies concerning alcohol, drugs or cannabis may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.

For off-site collection, employees will be driven to the employer-approved medical facility by their supervisor or a designee. For an on-site collection service, the employee will remain on site and be observed by the supervisor or designee. The medical facility or on-site collection service will take the urine or blood sample and will forward the sample to an approved laboratory for testing.

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, all city employees, as a condition of continued employment, will agree to abide by the terms of this policy and must notify Human Resources of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. If required by law or government contract, the City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

(3) Treatment Program Testing:
In accordance with Minn. Stat. § 181.951, subd. 6., the City may request or require an employee to undergo drug, alcohol or cannabis testing if the employee has been referred by the City for chemical dependency treatment or evaluation or is participating in a chemical

dependency treatment program under an employee benefit plan. In such a case, the employee may be requested or required to undergo drug or alcohol testing, including cannabis testing, without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.

(4) Routine Physical Examination Testing:
The City may request or require an employee to undergo drug and/or alcohol testing —but not cannabis testing, except for the categories of positions listed above for which cannabis is considered a drug or unless otherwise required by state of federal law – as part of a routine physical examination. The City, in accordance with Minn. Stat. § 181.951, subd. 3, will request or require this type of testing no more than once annually, and the employee will be provided with at least two weeks' written notice that the test will be required as part of the physical examination.

(5) Random Testing:
In accordance with Minn. Stat. § 181.951, subd. 4, the City may require an employee to submit to random drug, alcohol, and cannabis testing, if the employee is in a safety-sensitive position.

Right of Refusal:
Employees and job applicants have the right to refuse to submit to an alcohol, drug or cannabis test under this policy. However, such a refusal will subject an employee to immediate termination. If an applicant refuses to submit to applicant testing, any conditional offer of employment will be withdrawn.

Any intentional act or omission by the employee or applicant that prevents the completion of the testing process constitutes a refusal to test.

An applicant or employee who substitutes, or attempts to substitute, or alters, or attempts to alter a testing sample is considered to have refused to take a drug, alcohol or cannabis test. In such a case, the employee is subject to immediate termination of employment, and in the case of an applicant, the job offer will be immediately withdrawn.

Refusal on Religious Grounds:
An employee or job applicant who, on religious grounds, refuses to undergo drug and/or alcohol testing, including cannabis testing, of a blood sample will not be considered to have refused testing, unless the employee or job applicant also refuses to undergo drug, alcohol or cannabis testing of a urine sample.

Cost of Required Testing:
The City will pay for the cost of all drug, alcohol or cannabis testing requested or required of all job applicants and employees, except for confirmatory retests. Job applicants and employees are responsible for paying for all costs associated with any requested confirmatory retests.

Prohibition against Drugs and Alcohol Use and Possession of Alcohol or Drug(s):
Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, including cannabis, or drug paraphernalia while on duty; is on City premises; while operating any City vehicle, machinery, or equipment; or when performing any City business, except (1) pursuant to a valid medical prescription used as properly instructed; (2) the use of over-the-counter drugs used as intended by the manufacturer; or (3) when necessary for approved law enforcement activity.

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use, possession of, impairment by any cannabis or medical cannabis products (e.g., hash oils, edibles or beverages containing cannabinoids, or pills) on the worksite by a person working as an employee at the City or while "on call" and subject to return to work. Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here. Likewise, the fact that cannabinoids may be lawfully purchased and consumed in some circumstances does not permit anyone to use, possess, or be impaired by them here. The federal government still classifies cannabis as an illegal drug, even though some states, including Minnesota, have decriminalized its possession and use in certain circumstances. There is no acceptable concentration of marijuana metabolites in the blood or urine of an employee who operates our equipment or vehicles or who is on one of our worksites. Applicants and employees are still subject to being tested under our drug and alcohol testing policy. And employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

While Impaired of Alcohol, Drugs or Cannabis:
Employees are prohibited from being under the influence of alcohol or drugs, including cannabis, or having a detectable amount of an illegal drug in the blood or urine when reporting for work; while on duty; is on the City's premises; while operating any city vehicle, machinery, or equipment; or when performing any City business, except (1) pursuant to a valid medical prescription used as properly instructed; or (2) the use of over-the-counter drug used as intended by the manufacturer.

Driving While Impaired:
A conviction of driving while impaired in a city-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting city business, may result in discipline, up to and including discharge.

Criminal Drug Convictions:
Any employee convicted of any criminal drug statute must notify his or her supervisor and Human Resources in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a drug-related conviction, the City

will take appropriate personnel action against the employee up to and including discharge or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment. In accordance with the Federal Drug-Free Workplace Act of 1988, if the City is receiving federal grants or contracts of over $25,000, the City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

Failure to Disclose Lawful Drugs:
Employees taking a lawful drug, including prescription and over-the-counter drugs or cannabis, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. It is the employee's responsibility to seek out written information from his/her physician or pharmacist regarding medication and any job performance impairment and relay that information to his/her supervisor. In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

Review and Notification of Test Results
Notification of Negative Test Results:
In the case of job applicants and in accordance with Minn. Stat. § 181.953, Human Resources will notify a job applicant of a negative drug result within three days of receipt of result by the City, and the hiring process will resume. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the City within three working days of the confirmatory test result. A "Negative Test Results Notification" form will be sent to the job applicant, and the job applicant may request a copy of the test result report from Human Resources.
In the case of current employees and in accordance with Minn. Stat. § 181.953, Human Resources will notify the employee of a negative drug and/or alcohol result within three days of receipt of result by the City. A "Negative Test Results Notification" form will be sent to the employee, and he or she may request a copy of the test result report from Human Resources.
Notification of Positive Test Results:
In the event of a confirmed positive blood or urine alcohol and/or drug, or cannabis test result, the City will notify the employee of a positive result within three days of receipt of the result. Human Resources will send to the employee or job applicant a "Positive Test Results Notification" letter containing further instructions. The employee or job applicant may contact Human Resources to request a copy of the test result report if desired. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the City within three working days of the confirmatory test result.

Right to Provide Information after Receiving Test Results:
Within three working days after notice of a positive drug, alcohol or cannabis test result on a confirmatory test, the employee or job applicant may submit information to the City to explain the positive result. In accordance with Minn. Stat. § 181.953, subd. 10, if an employee submits information either before a test or within three working days after a positive test result that

explains the positive test result, (such as medications the employee is taking), the City will not take an adverse employment action based on that information unless the employee has already been under an affirmative duty to provide the information before, upon, or after hire.

Right to Confirmatory Retest:
A job applicant or employee may request a confirmatory retest of the original sample at the job applicant's or employee's own expense after notice of a positive test result on a confirmatory test. Within five working days after notice of the confirmatory test result, the job applicant or employee must notify the City in writing of the job applicant's or employee's intention to obtain a confirmatory retest. Within three working days after receipt of the notice, the City will notify the original testing laboratory that the job applicant or employee has requested the laboratory to conduct the confirmatory retest or transfer the sample to another qualified laboratory licensed to conduct the confirmatory retest. The original testing laboratory will ensure the control and custody procedures are followed during transfer of the sample to the other laboratory. In accordance with Minn. Stat. § 181.953, subd. 3, the laboratory is required to maintain all samples testing positive for a period of six months. The confirmatory retest will use the same drug and/or alcohol threshold detection levels as used in the original confirmatory test.

In the case of job applicants, if the confirmatory retest does not confirm the original positive test result, the City's job offer will be reinstated, and the City will reimburse the job applicant for the actual cost of the confirmatory retest. In the case of employees, if the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test will be taken against the employee, the employee will be reinstated with any lost wages or salary for time lost pending the outcome of the confirmatory retest result, and the City will reimburse the employee for the actual cost of the confirmatory retest.

Access to Reports:
In accordance with Minn. Stat. § 181.953, subd. 10, an employee will have access to information contained in his or her personnel file relating to positive test results and to the testing process, including all information gathered as part of that process.

Dilute Specimens:
A negative or positive dilute test result (following a second collection) which has been confirmed will subject an employee to immediate termination.

Consequences for Employees Engaging in Prohibited Conduct
Job Applicants:
The City's conditional offer of employment will be withdrawn from any job applicant who refuses to be tested or tests positive for illegal drugs as verified by a confirmatory test.
Employees:

- No Adverse Action without Confirmatory Test. The City will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee based on a

positive test result from an initial screening test that has not been verified by a confirmatory test.

- Suspension Pending Test Result. The City may temporarily suspend a tested employee with or without pay or transfer that employee to another position at the same rate of pay pending the outcome of the requested confirmatory retest, provided the City believes that it is reasonably necessary to protect the health or safety of the employee, co-employees, or the public. The employee will be asked to return home and will be provided appropriate arrangements for return transportation to his or her residence. In accordance with Minn. Stat. § 181.953, subd. 10, an employee who has been suspended without pay will be reinstated with back pay if the outcome of the requested confirmatory retest is negative.

Discipline and Discharge

Confirmatory Positive Test Result:

The City will not discharge an employee for a first confirmatory positive test unless the following conditions have been met:

- The City has first given the employee an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the City after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency. Participation by the employee in any recommended substance abuse treatment program will be at the employee's own expense or pursuant to the coverage under an employee benefit plan. The certified chemical use counselor or physician trained in the diagnoses and treatment of chemical dependency will determine if the employee has followed the rehabilitation program as prescribed; and
- The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a refusal to test or positive test result on a confirmatory test after completion of the program.

Other Misconduct:

Nothing in this policy limits the right of the City to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of other City personnel policies.

Emergency Call Back to Work Provisions:

If an employee is called out for a City emergency and he or she reports to work and is suspected of being under the influence of drugs, alcohol, or cannabis he or she will not be subject to the testing procedures of this policy but may be subject to discipline and will not be allowed to work. Appropriate arrangements for return transportation to the employee's residence will be made. It is the sole responsibility of the employee who is under the influence of alcohol, drugs, or cannabis and who is called out for a city emergency, to notify his or her supervisor of this information and advise if he or she is unable to respond to the emergency call back.

Non-Discrimination
The City of Lino Lakes policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minn. Stat., Ch. 363, disability does not include conditions resulting from alcohol or other drug or cannabis abuse which prevents an employee from performing the essential functions of the job in question or constitutes a direct threat to property of the safety of individuals.

Furthermore, the City will not retaliate against any employee for asserting his or her rights under this policy.

City's Employee Assistance Program
The City has in place a formal employee assistance program (EAP) to assist employees in addressing serious personal or work-related problems at any time. The City's EAP provides confidential, cost-free, short-term counseling to employees and their families. Employees who may have an alcohol or other drug abuse problem are encouraged to seek assistance before a problem affects their employment status. Employee assistance program services are available by contacting Human Resources.

Policy Contact for Additional Information
If you have any questions about this policy or the City's drug and alcohol testing procedures, you may contact your immediate supervisor, Human Resources, or the City Administrator to obtain additional information.

By this policy, the City of Lino Lakes has established a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace and its policy of maintaining a drug-free workplace. Each City employee will receive a copy of this policy and will be required to read it.

Definitions
Alcohol: Means the intoxicating agent in beverage alcohol or any low molecular weight alcohols such as ethyl, methyl, or isopropyl alcohol. The term includes but is not limited to beer, wine, spirits, and medications such as cough syrup that contain alcohol.

Alcohol use or usage: Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Applicant: Means a person applying for a job with the city.

Cannabis: Means cannabis and its metabolites, including cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products.

Cannabis testing: Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of cannabis in the sample tested.

City: Means the City of Lino Lakes.

City premises: Means, but is not limited to, all city job sites and work areas. For the purposes of this policy, city premises also includes any other locations or modes of transportation to and from those locations while in the course and scope of employment of the city.

City vehicle: Means any vehicle which employees are authorized to use solely for city business when used at any time; or any vehicle owned or leased by the city when used for city business.

Collection site: Means a place designated by the city where job applicants and employees present themselves for the purpose of providing a specimen of their breath, urine, and/or blood to be analyzed for the presence of drugs and alcohol.

Confirmatory test: Means a drug and/or alcohol test on a sample to substantiate the results of a prior drug and/or alcohol test on the same sample, and that uses a method of analysis allowed under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

Drug: Includes any “controlled substance” as defined in Minn. Stat. § 152.01, subd. 4, and also includes all cannabinoids, including those that are lawfully available for public consumption that do not otherwise qualify as being a “controlled substance” as defined in Minn. Stat. § 152.01, subd. 4. Cannabis and its metabolites are considered a “drug” for positions in the following categories, regardless of the kind of testing involved: safety sensitive positions; peace officer positions; firefighter positions; positions requiring face-to-face care, training, education, supervision, counseling or medical assistance to children, vulnerable adults or patients receiving treatment, examination or emergency care for a medical, psychiatric or mental condition; positions requiring a commercial driver's license or requiring the employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing; positions funded by a federal grant; or other positions for which state or federal law requires testing of a job applicant or employee.

Drug and/or alcohol testing, and drug and/or alcohol test: Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.

Drug paraphernalia: Has the meaning set forth in Minn. Stat. § 152.01, subd. 18.

Employee: Means a person who performs services for compensation for the city and includes independent contractors except where specifically noted in this policy.

Initial screening test: Means a drug, alcohol or cannabis test that uses a method of analysis under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

Job applicant: Means a person who applies to become an employee of the city and includes a person who has received a job offer made contingent on the person passing drug testing.

Positive test result: Means a finding of the presence of alcohol, drugs, cannabis or their metabolites that exceeds the cutoff levels established by the city. Minimum threshold detection levels are subject to change as determined in the city's sole discretion.

Random selection basis: Means a mechanism for selection of employees that (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected, and (2) does not give an employer discretion to waive the selection of any employee selected under the mechanism.

Reasonable suspicion: Means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

Safety-sensitive position: Means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol and/or cannabis usage would threaten the health or safety of any person.

Under the influence: Means (1) the employee tests positive for alcohol, drugs, or cannabis or (2) the employee's actions, appearance, speech, and/or bodily odors reasonably cause the city to conclude that the employee is impaired because of illegal drug use or alcohol use.

8.9 Drug and Alcohol Testing for Commercial Drivers (DOT)

The City of Lino Lakes ("City") has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The City is concerned about providing a safe workplace for its employees, and while the City does not intend to intrude into the private lives of its employees, it is the goal to provide a work environment conducive to maximum safety and optimum work standards. Alcohol and drug abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of city property. The use, possession, manufacture, sale, transportation, or other distribution of controlled substance or controlled substance paraphernalia and the unauthorized use, possession transportation, sale, or other distribution of alcohol is contrary to this policy and jeopardizes public safety.

In response to regulations issued by United States Department of Transportation ("DOT"), the City has adopted this Policy on Alcohol and Controlled Substances for employees who hold a commercial driver's license (CDL) to perform their duties.

The City also has a separate Policy on Controlled Substance and Alcohol Testing for employees not covered by DOT regulations.

Given the significant dangers of alcohol and controlled substance use, each applicant and driver must abide by this policy as a term and condition of hiring and continued employment. Moreover, federal law requires the City to implement such a policy.

To ensure this policy is clearly communicated to all drivers and applicants, and in order to comply with applicable federal law, drivers and applicants are required to review this policy and sign the "Certificate of Receipt" portion.

Because changes in applicable law and the City's practices and procedures may occur from time to time, this policy may change in the future, and nothing in this policy is intended to be a contract, promise, or guarantee the City will follow any particular course of action, disciplinary, rehabilitative or otherwise, except as required by law. This policy does not in any way affect or change the status of any at-will employee.

Any revisions to the Federal Omnibus Transportation Employee Testing Act will take precedent over this policy to the extent the policy has not incorporated those revisions.

Persons Subject to Testing & Types of Tests

All employees are subject to testing who job duties include performing "safety-sensitive duties" on City vehicles that:

1. Have a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or
2. Have a gross vehicle weight rating or gross vehicle weight of 26,0001 or more pounds whichever is greater; or
3. Are designed to transport 16 or more passengers, including the driver; or
4. Are of any size and are used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

Firefighters are <u>not</u> covered under this DOT policy. The Federal Highway Administration (FHWA) has granted states the option of waiving CDL requirements for firefighters. Since the state of Minnesota is one that gives firefighters the option of obtaining either a CDL or a non-commercial license, the state has exercised the option not to require CDLs. Therefore, 49 CFR Part 382 is <u>not applicable</u> to City firefighters.

The following functions are considered safety-sensitive:

- All time waiting to be dispatched to drive a commercial motor vehicle
- All time inspecting, servicing, or conditioning a commercial motor vehicle
- All time driving at the controls of the commercial motor vehicle

- All other time in or upon a commercial motor vehicle
- All time loading or unloading a commercial motor vehicle, attending the same, giving or receiving receipts for shipments being loaded or unloaded, or remaining in readiness to operate the vehicle
- All time repairing, obtaining assistance, or attending to a disable commercial motor vehicle.

The City may test any applicant to whom a conditional offer of employment has been made and any driver for controlled substance and alcohol under any of the following circumstances:

Pre-Employment Testing
All applicants, including current employees seeking a transfer, applying for a position where duties include performing safety-sensitive duties described above, will be required to take a drug test prior to the first time a driver performs a safety-sensitive function for the City. A driver may not perform safety-sensitive functions unless the driver has received a controlled substance test result from the Medical Review Officer ("MRO") indicating a verified negative test result. In addition to pre-employment controlled substance testing, applicants will be required to authorize in writing former employers to release alcohol test results of .04 or greater, positive controlled substance test results, refusals to test, other violations of drug and alcohol testing regulations, and completion of return to duty requirements within the preceding three years.

The City will contact the candidate's DOT regulated previous and current employers within the last three years for drug and alcohol test results as referenced above, and review the testing history if feasible before the employee first performs safety-sensitive functions for the city. The City will also conduct a limited query of the Federal Motor Carrier Safety Administration's Clearinghouse for all candidates. In addition, at least once a year, the City will conduct a limited query of the Clearinghouse for each currently employed CDL driver. If the limited query reveals that the Clearinghouse has information about resolved or unresolved drug and alcohol program violations by a candidate or current employee, he or she will be asked to provide electronic consent to a full query of the Clearinghouse (unless he or she has previously provided electronic consent). In the event a full query of the Clearinghouse reveals unresolved violation information for a candidate or current employee, the driver will not be permitted to perform safety-sensitive functions, including the operation of a Commercial Motor Vehicle and, in the case of a candidate, may have their conditional offer of employment rescinded or, in the case of a current employee, may be subject to discipline.

Post-Accident Testing
As soon as practicable following an accident involving a commercial motor vehicle operating on a public road, the City will test each surviving driver for controlled substances and alcohol when the following occurs:
- The accident involves a fatality or
- The driver receives a citation for a moving traffic violation from the accident and an injury is treated away from the accident scene or

- The driver receives a citation for a moving traffics violation from the accident and a vehicle is required to be towed from the accident scene.

The following chart summarizes when DOT post-accident testing needs to be conducted:

Type of accident involved		Citation issued to the DOT covered CDL driver?	Test must be performed by the City
i.	Human fatality	YES	YES
		NO	YES
ii.	Bodily injury with immediate medical treatment away from the scene	YES	YES
		NO	NO
iii.	Disabling damage to any motor	YES	YES
	vehicle requiring tow away	NO	NO

A driver subject to post-accident testing must remain readily available or the driver will be deemed to have refused to submit to testing. This requirement to remain ready for testing does not preclude a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary medical care.

Post – Accident Controlled Substance Testing
Drivers are required to submit a urine sample for post-accident controlled substance testing as soon as possible. If the driver is not tested within thirty-two (32) hours after the accident, the City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not promptly administered.

Post- Accident Alcohol Testing
Drivers are required to submit to post-accident alcohol testing as soon as possible. After an accident, consuming alcohol is prohibited until the driver is tested. If the driver is not tested within two (2) hours after the accident, the City will prepare and maintain on file a record stating why the test was not administered within that time. If eight hours have elapsed since the accident and the driver has not submitted to an alcohol test, the City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not administered.

The City may accept the results of a blood or breath test in place of an alcohol test and urine test for the use of controlled substances if:

- The tests are conducted by federal, state, or local officials having independent authority for the test, and
- The tests conform to applicable federal, state, or local testing requirements, and
- The test results can be obtained by the City.

Whenever such a test is conducted by a law enforcement officer, the driver must contact the City and immediately report the existence of the test, providing the name, badge number, and telephone number of the law enforcement officer who conducted the test.

Random Testing

Every driver will be subject to unannounced alcohol and controlled substance testing on a random selection basis. Drivers will be selected for testing by use of a scientifically valid method under which each driver has an equal chance of being selected each time selections are made. These random tests will be conducted throughout the calendar year. Each driver who is notified of selection for random testing must cease performing safety-sensitive functions and report to the designated test site immediately. It is mathematically possible drivers may be selected be picked and tested more than once, and others not at all.

If a driver is selected for a random test while he or she is absent, on leave or away from work, that driver may be required to undergo the test when he or she returns to work.

Federal law requires the City to test at a rate of at least fifty percent (50%) of its average number of drivers for controlled substance each year, and to test at a rate of at least ten percent (10%) of its average number of drivers for alcohol each year. These minimum testing rates are subject to change by the DOT.

Reasonable Suspicion Testing

When a supervisor has reasonable suspicion to believe a driver has engaged in conduct prohibited by federal law or this policy, the City will require the driver to submit to an alcohol and/or controlled substance test.

The City's determination that reasonable suspicion exists to require the driver to undergo an alcohol test will be based on "specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver." In the case of controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.

The required observations for reasonable suspicion testing will be made by a supervisor or other person designated by the City who has received appropriate training in identification of actions, appearance and conduct of a driver which are indicative of the use of alcohol or controlled substance. These observations leading to an alcohol or controlled substance test, will be reflected in writing and signed by the supervisor who made the observations. The record will be retained by the City. The person who makes the determination that reasonable suspicion exists to conduct testing, will not be the person conducting the testing, which shall instead be conducted by another qualified person.

Alcohol testing is authorized only if the observations are made during, just before, or just after the driver has ceased performing such functions. If a reasonable suspicion alcohol test is not administered within two (2) hours following the determination of reasonable suspicion, the City

will prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If a reasonable suspicion alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the City will prepare and maintain on file a record stating the reasons the alcohol test was not administered, and will cease attempts to conduct the alcohol test.

Notwithstanding the absence of a reasonable suspicion test, no driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol use, nor will the City permit the driver to perform or continue to perform safety-sensitive functions until (1) an alcohol test is administered and the driver's alcohol concentration is less than .02; or (2) twenty-four (24) hours have elapsed following the determination of reasonable suspicion.

Return-to-Duty Testing
The City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policy and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers for a first positive test result.

Should the City consider reinstatement of a DOT covered driver, the driver must undergo a Substance Abuse Professional ("SAP") evaluation and participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP determines if the driver has completed the education/treatment as prescribed.

The employee is responsible for paying for all costs associated with the return-to-duty test. The controlled substance test will be conducted under direct observation.

Follow-Up Testing
The City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers.

Should the City reinstate a driver following a determination by a Substance Abuse Professional (SAP) that the driver is in need of assistance in resolving problems associated with alcohol use and/or use of controlled substance, the City will ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency of such follow-up testing will be directed by the SAP and will consist of at least six (6) tests in the first twelve (12) months following the driver's return to duty. Follow-up testing will not exceed sixty (60) months from the date of the driver's return to duty. The SAP may

terminate the requirement for follow-up testing at any time after the first six tests have been administered, if the SAP determines such test is no longer necessary. The employee is responsible for paying for all costs associated with follow-up tests.

Follow-up alcohol testing will be conducted only when the driver is performing safety-sensitive functions, or immediately prior to or after performing safety-sensitive functions.

Cost of Required Testing
The City will pay for the cost of pre-employment, post-accident, random, and reasonable suspicion controlled substance and alcohol testing requested or required of all job applicants and employees. The driver must pay for the cost of all requested confirmatory re-tests, return-to-duty, and follow-up testing.

Required Prior Controlled Substance and Alcohol Checks for Applicants
The City will conduct prior drug and alcohol checks of applicants for employment to drive a commercial motor vehicle. Applicants must execute a consent form authorizing the City to obtain the required information. The City will obtain (pursuant to the applicant's written consent) information on the applicant's alcohol test with a concentration result of 0.04 or greater, positive controlled substance test results, and refusals to be tested within the preceding three (3) years which are maintained by the applicant's previous employers. The City will obtain all information concerning the applicant which is maintained by the applicant's previous employers within the preceding three (3) years pursuant to DOT and FMCSA controlled substance and alcohol testing regulations. The City will review such records, if feasible, prior to the first time a driver performs safety-sensitive functions.

Prohibited Conduct
The following conduct is explicitly prohibited by applicable DOT and FMCSA regulations and therefore constitutes violation of City policy.

Under the Influence of Alcohol When Reporting for Duty or While on Duty
No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.02, but less than 0.04, will be removed from duty for 24 hours, escorted home and placed on Vacation or PTO/ESST leave for hours missed from work.

On-Duty Use of Alcohol
No driver may use alcohol while performing safety-sensitive functions.

Pre-Duty Use of Alcohol
No driver may perform safety-sensitive functions within four (4) hours after using alcohol. If an employee has had alcohol within four hours they are to notify their supervisors before performing any safety-sensitive functions.

Alcohol Use Following an Accident
No driver required to take a post-accident alcohol test may use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.

Refusal to Submit to a Required Alcohol or Controlled Substance Test
No applicant or driver may refuse to submit to pre-employment, post-accident, random, reasonable suspicion or follow-up alcohol or controlled substance testing.

In the event an applicant or driver does in fact refuse to submit to required alcohol or controlled substance testing, no test will be conducted. Refusal by a driver to submit to controlled substance or alcohol testing will be considered a positive test result, will cause disqualification from performing safety-sensitive functions, and may appear on the driver's permanent record. Drivers who refuse to submit to testing will be subject to discipline, up to an including termination. In accordance with the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements, the City will report a driver's refusal to submit to a DOT test for drug or alcohol use to the Clearinghouse within three business days. If an applicant refuses to submit to pre-employment controlled substance testing, any applicable conditional offer will be withdrawn.

For purposes of this section, a driver is considered to have refused to submit to an alcohol or controlled substance test when the driver:

- Fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirement for breath testing.
- Fails to provide adequate urine for controlled substance testing without a genuine inability to provide a specimen (as determined by a medical evaluation), after he or she has received notice of the requirement for urine testing.
- Fails to report for testing within a reasonable period of time, as determined by the City.
- Fails to remain at a testing site until testing is complete.
- In the case of directly observed or monitored collection, fails to permit observation or monitoring.
- Fails or declines to take a second test as required by the City and/or collector.
- Fails to undergo a medical examination as directed by the City pursuant to federal law.
- Refuses to complete and sign the alcohol testing form, to provide a breath or saliva sample, to provide an adequate amount of breath, or otherwise cooperate in any way that prevents the completion of the testing process.
- Engages in conduct that clearly obstructs the test process.

Altering or Attempting to Alter a Urine Sample or Breath Test
A driver altering or attempting to alter a urine sample or controlled substance test, or substituting or attempting to substitute a urine sample, will be subject to providing a specimen under direct observation. Both specimens will be subject to laboratory testing. In such case, the employee may be subject to immediate termination of employment and any job offer made to an applicant will be immediately withdrawn.

Controlled Substance Use
No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver in writing the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. Drivers must forward this information regarding therapeutic controlled substance use to the City immediately after receiving any such advice.

Having a medical marijuana card and/or a cannabis prescription from a physician does not allow anyone to use or possess that drug in the city's workplace. The City also prohibits the use, possession of, impairment by any cannabis or medical cannabis products (e.g., hash oils or pills) on the worksite by a person working as an employee at the City or while "on call" and subject to return to work. The federal government still classifies cannabis as an illegal drug. *There is no acceptable concentration of marijuana metabolites in the urine or blood of an employee who performs safety-sensitive duties for the City.* Employees are still subject to being tested under our policies, as well as for being disciplined, suspended or terminated after testing positive for cannabis while at work.

Controlled Substance Testing
No driver may report for duty, remain on-duty or perform a safety-sensitive function if the driver tests positive for controlled substance.

In addition to the conduct prohibited by applicable DOT and FMCSA regulations, the City also maintains other applicable policies regarding drug and alcohol that are applicable to all employees. For specifics regarding those requirements, refer to the City's policy for non-DOT related drug and alcohol policy.

Collection and Testing Procedures
Drivers are required to report immediately upon notification to the collection site. For random tests conducted off site, employees may use a City vehicle to drive to the collection site. Drivers will be expected to provide a photo ID card for identification to the collection staff. All drivers will be expected to cooperate with collection site personnel request to remove any unnecessary outer garments such as coats, sweaters or jackets and will be required to empty their pockets. Collection personnel will complete a Federal Custody and Control Form ("CCF") which drivers providing a sample will sign as well.

Alcohol Testing
Employees will be tested for alcohol just before, during, or immediately following performance of a safety-sensitive function. If a driver is also taking a DOT controlled substance test, generally speaking, the alcohol test is completed before the urine collection process begins. Screening tests for alcohol concentration will be performed utilizing a non-evidential screening device included by the National Highway Traffic Safety Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing device ("EBT") operated by a trained breath alcohol technician ("BAT") at a collection site. An alcohol test usually takes

approximately 15 minutes if the result is negative. If a driver's first attempt is positive (with an alcohol concentration of .02 or greater), the driver will be asked to wait at least 15 minutes and then be tested again. The driver may not eat, drink or place anything in his/her mouth (e.g., cigarette, chewing gum) during this time. All confirmation tests will be conducted in a location that affords privacy to the driver being tested, unless unusual circumstances (e.g., when it is essential to conduct a test outdoors at the scene of an accident) make it impracticable to provide such privacy. Any results less than 0.02 alcohol concentration is considered a "negative" test result.

If the driver attempts and fails to provide an adequate amount of breath, he/she will be referred to a physician to determine if the driver's inability to provide a specimen is genuine or constitutes a refusal to test. Alcohol test results are reported directly to the City by the collection site staff.

Controlled Substance Testing

The City will use a "split urine specimen" collection procedure for controlled substance testing. Collection of urine specimens for controlled substance testing will be conducted by an approved collector and will be conducted in a setting and manner to ensure the driver's privacy.

Controlled substance testing generally takes about 15 minutes. At the collection site, the driver will be given a sealed container and must provide at least 45 ml of urine for testing. Once the sample is provided the collection personnel will check the temperature and color and look for signs of contamination. The urine is then split into two separate specimen containers (A, or "primary," and B, or "split") with identifying labels and security seals affixed to both. The collection facility will be responsible for maintaining a proper chain of custody for delivery of the sample to a DHHS-certified laboratory for analysis. The laboratory will retain a sufficient portion of any positive sample for testing and store that portion in a scientifically-acceptable manner for a minimum 365-day period.

If an employee fails to provide a sufficient amount of urine to permit a controlled substance test (45 milliliters of urine), the collector will discard the insufficient specimen, unless there is evidence of tampering with that specimen. The collector will urge the driver to drink up to 40 ounces of fluid, distributed reasonably over a period of up to three hours, or until the driver has provided a sufficient urine specimen, whichever occurs first. If the driver has not provided a sufficient specimen within three hours of the first unsuccessful attempt, the collector will cease efforts to attempt to obtain a specimen. The driver must then obtain, within five calendar days, an evaluation from a licensed physician, acceptable to the MRO, who has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen. If the licensed physician concludes the driver has a medical condition, or with a high degree of probability could have, precluded the driver from providing a sufficient amount of urine, the City will consider the test to have been canceled. If a licensed physician cannot make such a determination, the City will consider the driver to have engaged in a refusal to test, and will take appropriate disciplinary action under this policy.

The primary specimen is used for the first test. If the test is negative, it is reported to the MRO who then reports the result, following a review of the CCF Form for compliance, to the City. If the initial result is positive or non-negative, a "confirmatory retest" will be conducted on the primary specimen. If the confirmatory re-test is also positive, the result will be sent to the MRO. The MRO will contact the driver to verify the positive result. If the MRO is unable to reach the driver directly, the MRO must contact the City who will direct the driver to contact the MRO.

Review of Test Results

The MRO is a licensed physician with knowledge and clinical experience in substance abuse disorders, and is responsible for receiving and reviewing laboratory results of the controlled substances test as well as evaluating medical explanations for certain drug test results. Prior to making a final decision to verify a positive test result, the MRO will give the driver or the job applicant an opportunity to discuss the test result, typically through a phone call. The MRO, or a staff person under the MRO's supervision, will contact the individual directly, on a confidential basis, to determine whether the individual wishes to discuss the test result. If the employee or job applicant wishes to discuss the test result:

- The individual may be required to speak and/or meet with the MRO, who will review the individual's medical history, including any medical records provided.
- The individual will be afforded the opportunity to discuss the test results and to offer any additional or clarifying information which may explain the positive test result. If the employee or job applicant, believes a mistake was made at the collection site, at the labor, on a chain-of-custody form, or that the drug test results are caused by lawful substance use, the employee should tell the MRO.
- If there is some new information which may affect the original finding, the MRO may request the laboratory to perform additional testing on the original specimen in order to further clarify the results; and
- A final determination will be made by the MRO that the test is either positive or negative, and the individual will be so advised.

If the MRO upholds the positive, adulterated or substituted drug determination, that test result will be provided to the City. There is no opportunity to explain a positive alcohol test provided in the DOT regulations.

The driver can request the MRO to have the split specimen (the second "B" container) tested at the driver's expense. This includes all costs that may be associated with the re-test. There is no split specimen testing for an invalid result. The driver has 72 hours after they have been notified of the positive result to make this request. If the employee requests an analysis of the split specimen, the MRO will direct the laboratory to send the split specimen to another certified laboratory for analysis.

If an employee has not contacted the MRO within 72 hours, the employee may present information documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the

employee from making timely contact. If the MRO concludes there is legitimate explanation for the employee's failure to contact within 72 hours, the MRO will direct the analysis of the split specimen.

If the results of the split specimen are negative, the City may pay for all costs associated with the rest and there will be no adverse action taken against the employee or job applicant.

Notification of Test Results
Employees
The City will notify a driver of the results of random, reasonable suspicion, and post-accident tests for controlled substance if the test results are verified positive, and will inform the driver which controlled substance or substances were verified as positive. Results of alcohol tests will be immediately available from the collection agent.

Right to Confirmatory Retest
Within seventy-two (72) hours after receiving notice of a positive controlled substance test result, an applicant or driver may request through the MRO a re-analysis (confirmatory retest) of the driver's split specimen. Action required by federal regulation as a result of a positive controlled substance test (e.g., removal from safety-sensitive functions) will not be stayed during retesting of the split specimen. If the result of the confirmatory retest fails to reconfirm the presence of the controlled substance(s) or controlled substance metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing or untestable, the MRO will cancel the test.

Dilute Specimens
Dilute Negatives Creatinine concentration of specimen is equal to or greater than 2 mg/dL, but less than or equal to 5 mg/dL. If the City receives information that a driver has provided a dilute negative specimen, the City will direct a recollection, pursuant to the MRO's direction, under direct observation.

Note: City can choose only to require retesting for dilute negatives where the Creatinine concentration of specimen is greater than 5 mg/dL for pre-employment testing, reasonable suspicion, post-accident, or random testing or for all of these tests.

Consequences for Drivers Engaging in Prohibited Conduct
Job Applicants
Any applicable conditional offer of employment will be withdrawn from a job applicant or employee seeking a transfer who refuses to be tested or tests positive for controlled substance pursuant to this policy.

Employees
Drivers who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substance, as defined earlier in this policy, are subject to the following consequences:

- **Removal from Safety-Sensitive Functions**
  No driver may perform safety-sensitive functions, including driving a commercial motor vehicle, if the driver has engaged in conduct prohibited by federal law.

No driver who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 may perform or continue to perform safety-sensitive functions for the City, including driving a commercial motor vehicle, until the start of the driver's next regularly scheduled duty, but not less than twenty-four (24) hours following administration of the test.

If a driver tests positive under this policy, or is found to have an alcohol concentration of .02 or greater but less than .04, the driver will be removed from safety sensitive duties and escorted home; the driver should not drive home, but be escorted to his or her home. The driver will then be placed on Vacation or PTO/ESST, for hours missed from work.

- **Notification of Resources Available**
  The City will advise each driver who has engaged in conduct prohibited by federal law or who has a positive alcohol or controlled substance test of the resources available to the driver, in evaluating and resolving problems associated with the misuse of alcohol and use of a controlled substance, including the names, addresses, and telephone numbers of Substance Abuse Professionals and counseling and treatment programs. The City will provide this SAP listing in writing at no cost to the driver.

- **Discipline**
  The City reserves the right to impose whatever discipline the City deems appropriate in its sole discretion, up to and including termination for a first occurrence, against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers following a first positive confirmed controlled substance or alcohol test result.

- **Evaluation, and Return to Duty Testing**
  Should the City wish to consider reinstatement of a driver who engaged in conduct prohibited by federal law and/or who had a positive alcohol or controlled substance test, the driver must undergo a SAP evaluation, participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP will determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and controlled substance use and will ensure the driver properly follows any rehabilitation program and submits to unannounced follow-up alcohol and controlled substance testing.

- **Follow-Up Testing**
  If the driver passes the return-to-duty test, he/she will be subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency for such follow-up testing will be as directed by the SAP and will consist of at least six tests in the first twelve months. These tests will be conducted under direct observation.

- **Refusal to test**
  All drivers and applicants have the right to refuse to take a required alcohol and/or controlled substance test. If an employee refuses to undergo testing, the employee will be considered to have tested positive and may be subject to disciplinary action, up to and including termination. Refer to Refusing to Test provided earlier in this policy.

- **Responsibility for Cost of Evaluation and Rehabilitation**
  Drivers will be responsible for paying the cost of evaluation and rehabilitation (including services provided by a Substance Abuse Professional) recommended or required by the City or FMCSA or DOT rules, except to the extent that such expense is covered by an applicable employee benefit plan or imposed on the City pursuant to a collective bargaining agreement.

- **Reporting to the FMCSA's CDL Drug and Alcohol Clearinghouse**
  In accordance with the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements, the City will report the following information to the Clearinghouse within three business days:
  - A DOT alcohol confirmation test result with an alcohol concentration of 0.04 or greater;
  - A negative DOT return-to-duty test result;
  - The driver's refusal to submit to a DOT test for drug or alcohol use;
  - An "Actual knowledge" violation; and
  - A report that the driver successfully completed all DOT follow-up tests as ordered by an SAP.

Loss of CDL License for Traffic Violations in Commercial and Personal Vehicles
Effective August 1, 2005, the FMCSA established strict rules impacting when CDL license holders can lose their CDL for certain traffic offenses in a commercial or personal vehicle. Employees are required to notify their supervisor immediately if the status of their CDL license changes in anyway.

Maintenance and Disclosure of Records
Except as required or authorized by law, the City will not release driver's information that is contained in records required to be maintained by this policy or FMCSA and DOT regulations. Beginning in 2020, the city will be required to query and report to the agency's Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse prior to hiring new drivers, will conduct annual checks of existing CDL-drivers, and will report certain violations of the DOT drug and

alcohol testing program for holders of CDLs. In addition, a driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or a controlled substance, including any records pertaining to his or her alcohol or controlled substance tests.

Policy Contact for Additional Information
If you have any questions about this policy or the City's controlled substance and alcohol testing procedures, you may contact human resources to obtain additional information.

Definitions

Accident:
Means an occurrence involving a commercial motor vehicle operating on a public road which results in a fatality; bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle. The term "accident" does not include an occurrence involving only boarding and alighting from a stationary motor vehicle; an occurrence involving only the loading or unloading of cargo; or an occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle unless the vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be marked or placarded in accordance with 49 C.F.R. § 177.823; 49 C.F.R. § 382.303(a); 49 C.F.R. § 382.303(f).

Alcohol Concentration (or Content):
Means the alcohol on a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test. 49 C.F.R. § 382.107.

Alcohol Use:
Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol. 49 C.F.R. § 382.107.

Applicant:
Means a person applying to drive a commercial motor vehicle. 49 C.F.R. § 382.107.

Breath Alcohol Technician or BAT:
Means an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT). 49 C.F.R. § 40.3.

City:
Means City of Lino Lakes.

City Premises:
Means all job sites, facilities, offices, buildings, structures, equipment, vehicles and parking areas, whether owned, leased, used or under the control of the City.

Collection Site:
Means a place designated by the City where drivers present themselves for the purpose of providing a specimen of their urine or breath to be analyzed for the presence of alcohol or controlled substances. 49 C.F.R. § 40.3.

Commercial Motor Vehicle:
Means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle (1) has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whoever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or (2) has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater; or (3) is designed to transport sixteen (16) or more passengers, including the driver; or (4) is of any size and is used in the transportation of materials found to be in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulation. (49 C.F.R. part 172, subpart F) § 382.107.

Fire trucks and other emergency fire equipment are not considered to be commercial vehicles under this policy.

Confirmation (or Confirmatory) Test:
For alcohol testing means a second test, following a positive non-evidential test, following a positive non-evidential (e.g., saliva) screening test or a breath alcohol screening test with the result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substance testing, "Confirmation (or Confirmatory) Test" means a second analytical procedure to identify the presence of a specific controlled substance or metabolite which is independent of the screen test and which uses a different technique and chemical principal from that of the screen test in order to ensure reliability and accuracy. 49 C.F.R. § 382.107.

Controlled Substance:
Means those substances identified in 49 C.F.R. § 40.85. Marijuana, amphetamines, opioids, (including heroin), phencyclidine (PCP), cocaine, and any of their metabolites are included within this definition. 49 (C.F.R. § 382.107; 49 C.F.R. § 40.85.

Department of Transportation or DOT:
Means the United States Department of Transportation.

DHHS:
Means the Department of Health & Human Services or any designee of the Secretary, Department of Health & Human Services. 49 C.F.R. § 40.3.

Disabling Damage:
Means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs, including damage to motor vehicles that could have been driven, but would have been further damaged if so driven. Disabling damage does not include damage which can be remedied temporarily at the scene of the accident without special tools or parts, tire disablement without other damage even if no spare tire is available, headlight or tail light damage or damage to turn signals, horn or windshield wipers which make them inoperative. 49 C.F.R. § 382.107.

Driver:
Means any person who operates a commercial motor vehicle. This includes, but is not limited to full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors who are either directly employed by or under lease to the City or who operate a commercial motor vehicle at the direction of or with the consent of the City. For purposes of pre-employment testing, the term driver includes a person applying to drive a commercial motor vehicle. 49 C.F.R. § 382.107.

Drug:
Has the same meaning as "controlled substance."

Employee seeking a transfer:
Refers to an employee who is not subject to DOT regulations seeking a transfer to a position that will subject them to DOT regulations in the sought after position.

Evidential Breath Testing Device or EBT:
Means a device approved by the National Highway Traffic Safety Administration ("NHTSA") for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices." 49 C.F.R. § 40.3.

Federal Motor Carrier Safety Administration or FMCSA:
Means the Federal Motor Carrier Safety Administration of the United States Department of Transportation.

Medical Review Officer or MRO:
Means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by a controlled substance testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information. 49 C.F.R. § 40.3

Performing (a Safety-Sensitive Function):
Means any period in which a driver is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions. 49 C.F.R. § 382.107.

Positive Test Result:
Means a finding of the presence of alcohol or controlled substance, or their metabolites, in the sample tested in levels at or above the threshold detection levels established by applicable law.

Reasonable Suspicion:
Means a belief a driver has engaged in conduct prohibited by the FMCSA controlled substance and alcohol testing regulations, except when related solely to the possession of alcohol, based on specific contemporaneous, articulable observations made by a supervisor or City official who has received appropriate training concerning the appearance, behavior, speech or body odors of the driver. The determination of reasonable suspicion will be made in writing on a Reasonable Suspicion Record Form during, just preceding, or just after the period of the work day that the driver is required to be in compliance with this policy. In the case of a controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.

Safety-Sensitive Function:
Means all time from the time a driver begins to work or is required to be in readiness to work until the time he or she is relieved from work and all responsibility for performing work. Safety-sensitive functions include:

- All time at a city plant, terminal, facility, or other property, or on any public property,
- waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- All time inspecting equipment as required by 49 C.F.R. § 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time, other than driving time, in or upon any commercial motor vehicle;
- All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle. 49 C.F.R. § 382.107.

Screening Test (also known as Initial Test):
In alcohol testing, mean an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in her or her system. Screening tests may be conducted by utilizing a non-evidential screening device included by the National Highway Traffic Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing device (“EBT”) operated by a trained breath alcohol technician (“BAT”). In controlled substance testing, “Screening Test” means an immunoassay screen to eliminate “negative” urine specimens form further consideration. 49 C.F.R. § 382.107.

Substance Abuse Professional" or "SAP":
Means a licensed physician (medical doctor or doctor of osteopathy), licensed or certified psychologist, licensed or certified social worker, licensed or certified employee assistance professional, or licensed or certified addiction counselor (certified by the National Association of Alcoholism and Controlled Substance Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders. 49 C.F.R. § 40.281.

8.10 Professional Appearance

Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs.

Dress for Your Day
The City of Lino Lakes Dress for Your Day policy allows for non-uniformed employees to use their best judgment when deciding what to wear to work every day, with some basic guidelines. The idea is that each employee should consider what their workday looks like and dress accordingly.

For example, employees are allowed to wear casual clothing on workdays when they do not have council meetings, work sessions, conferences, or meetings with residents or other outside third parties. Employees are still expected to wear clothing appropriate for an office environment, and traditional business attire is always acceptable.

There may be days when special visitors are expected at city facilities and all staff may be required to forgo Dress for Your Day and required to wear business casual attire. These days will be announced in advance so employees can plan accordingly.

In all instances clothing must be neat, clean, not ripped, heavily frayed or worn, and not expose an excessive amount of skin.

The following are examples of clothing and shoe choices that are never acceptable, but it is not an exhaustive list. When in doubt, consult with Human Resources.

- Clothing and/or accessories that include offensive/inappropriate images or words, including images/words that are discriminatory or sexual
- Sweatpants, sweatshirts, yoga pants and other exercise apparel
- Leggings unless combined with a skirt, dress or top that reaches at least mid-thigh
- Beach wear and shorts
- Overalls
- Very short skirts or dresses

- Clothing and accessories with writing or large logos (unless city or affiliated business organization logo)
- Spaghetti-strap tops or dresses unless covered by a jacket or sweater (at all times)
- Tank tops, halter tops, crop tops or any clothing showing midriffs
- Sheer or revealing clothing
- Hats or caps (excluding public services and building inspectors)
- Sports jerseys (unless part of a planned employee event/theme day)
- House slippers

Employees are allowed to wear jeans that are clean, not faded, free of rips, tears, fraying and not excessively tight or revealing.

Employees are allowed to wear tasteful sneakers that are clean, well kept, and in good condition.

Employees are allowed to wear dress sandals that are professional, clean, well kept, and in good condition. Beach flip flops are not allowed.

Employees who need an accommodation associated with a protected status such as religion or disability should speak with Human Resources to obtain approval to deviate from this policy.

8.11 IT Acceptable Use Policy

The City has adopted Metro-INET's Acceptable Use Policy to protect the security and integrity of electronic information systems. In addition to the terms of Metro-INET's Acceptable Use Policy, the following terms apply to all City employees.

All technology systems are the property of the City of Lino Lakes and/or Metro-INET. This includes, but is not limited to, all hardware, software, programs, applications, templates, documents, internal and external email messages, internet logs, and data files developed or stored on technology systems owned or leased by the City or Metro-INET. The City reserves the right to inspect, monitor, access, and retrieve any data, messages, settings, files, or other components of City or Metro-INET technology at any time without an employee's consent. Users should have no expectation of privacy in the use of City or Metro-INET technology. This includes personal email messages, files, Internet logs, or other data.

All email messages will be deleted from the electronic mail system 120 days after receipt. If retention of any message is warranted beyond that period, the message should be moved stored, and maintained in accordance with the City's Data Practices Policy and Records Retention Schedule.

Violations of this policy will be treated like other allegations of wrongdoing in the City in accordance with established procedures.

Employees may use low-risk data with Artificial Intelligence (AI) technology to perform their work. Low-risk data is defined by Minnesota Statutes Chapter 13 as 'public' and is intended to be available to the public. The use of AI technologies often relies on the transfer and collection

of data to third-party entities. If an employee is unsure of the data classification, they must review the data with the city's responsible authority or their designee, prior to using the technology. All data created with the use of AI is to be retained according to the city's records retention schedule.

8.12 Smoking and Tobacco Use Policy

The City of Lino Lakes observes and supports the Minnesota Clean Indoor Air Act. All city buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or "vaping" with e-cigarettes is prohibited while in a city facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on duty. Employees are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

SECTION 9: SEPARATION FROM CITY EMPLOYMENT

9.1 Voluntary Resignation

An employee wishing to leave City service in good standing must give two weeks written notice. Written resignations are considered effective upon receipt by the City. Failure to provide proper written notice may be cause for denying severance pay and future employment with the City. Unauthorized absences from work for a period of three consecutive work days may be considered a voluntary resignation not in good standing.

9.2 Reduction in Force

The City may lay off employees whenever such action is necessary based on budget considerations, shortage of work, or organizational changes. A two-week written notice of the layoff shall be given. Termination due to a reduction in force will be considered a final separation from that position. Human Resources will provide benefits counseling and answer any questions regarding separation payment for each employee affected by a reduction in force.

An employee affected by a reduction in force will be eligible for one week of severance pay for each year of employment with the City up to a maximum of 12 weeks' severance pay following an employee's last day of employment with the City.

Qualifications and job performance shall be the determining factor for lay-offs.

9.3 Termination

Any employee subject to the provisions of this personnel policy may be discharged by the City for just cause only. Evidence of the following may be sufficient cause for termination, demotion, or other disciplinary action:

1. Incompetence or misconduct in the performance of duties.
2. Violation of any lawful regulation or administrative order, or an act of insubordination that results or reasonably might be expected to result in loss or injury to the City or to the public.
3. Unsatisfactory conduct in job performance resulting from being under the influence of alcohol or drugs.
4. Use of offensive conduct of language towards the public, municipal officers, or employees.
5. Carelessness or negligence in the handling, control, or use of City property or unauthorized use of City property.
6. Inducing or attempting to induce an officer or employee of the City to commit an unlawful act or to act in violation of a regulation or order.
7. Dishonesty in the performance of duties.

8. Conviction of a crime directly related to the employee's position with the City.
9. Making false or misleading statements while conducting City business, or falsifying timesheets, reports, records, or documents.
10. Excessive tardiness or absenteeism, or abuse of leave.

The particular dismissal, demotion or suspension shall be based on the facts and circumstances involved. The City may take disciplinary action while pursuing criminal prosecution against an employee.

9.4 Severance Pay

Employees who have completed 10 years of service with the City and who leave employment in good standing shall receive severance pay equaling one-half of unused Sick Leave/ESST hours at their current hourly rate of pay. The maximum amount of severance pay shall be limited to 480 hours.

SECTION 10: DISCIPLINARY HEARINGS

10.1 Request for Hearing

When a regular full-time for part-time employee is dismissed or demoted for disciplinary reasons, the employee will be entitled to a hearing pursuant to this section of the Personnel Policy.

If the employee is exonerated and reinstated to his or her former position, the rights of the employee will be retroactive to the effective date of the disciplinary action.

10.2 Pre-Termination (Loudermill) Hearing

The *Loudermill* hearing, which serves as an initial check on the employment decision, will be conducted in accordance with federal law as provided in *Cleveland Board of Education v. Loudermill*. The employee will be given an opportunity to respond to the charges and present reasons to the City Council why the discharge should not occur. Probationary employees are not entitled to such a hearing.

10.3 Post-Discharge Hearing

For a post-discharge hearing, the employee must first submit a written request to the City Administrator within 15 calendar days after receiving written notice of the discharge. The hearing before the City Council will be held no later than 10 calendar days from the date City Administrator's receipt of the written request for a hearing.

If an employee is not satisfied with the decision of the City Council after the hearing, he or she may within seven calendar days submit the matter to a final hearing to be held by of board of three arbitrators: one appointed by the City Administrator, one by the employee, and the third selected by the two previously designated. By mutual agreement, the employee and the City Administrator may elect to appoint a single arbitrator through the Bureau of Mediation Services. The cost of the hearing shall be divided between the employee and the City.

10.4 Veterans' Preference Hearing

A discharge hearing for a veteran employed with the City will be in accordance with state and federal law. Any veteran who has been notified of the intent to discharge from City employment will be notified in writing of such intent to discharge and of the veteran's right to request a hearing within 60 days of receipt of notice. The failure of the veteran to request a hearing within the provided 60-day period will constitute a waiver of the right to a hearing and all other available legal remedies for reinstatement.

If a veteran is a member of a labor union whose collective bargaining agreement provides for binding arbitration, the veteran may take advantage of both hearing processes.

CITY COUNCIL
STAFF REPORT
AGENDA ITEM 3.C.

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE September 22, 2025

AGENDA ITEM: Consider Appointment of Police Records Technician

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to approve the appointment of Alyssa Rendon to the Police Records Technician position within the Police Department.

BACKGROUND

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

Rendon has over a year of previous experience as a police records technician in Plano, Texas.

The starting wage for Rendon will be $29.69 per hour, which is Step 2 in a 7 step wage scale for the Police Records Technician position.

With the Council's approval, Rendon will start in the Police Records Technician position on October 13, 2025.

The hiring of Rendon will backfill the Police Records Technician vacancy that was created on July 17, 2025 due to a retirement. The 2025 Adopted Budget includes two full-time Police Records Technician.

RECOMMENDATION

Please approve the appointment of Alyssa Rendon to the Police Records Technician position.

ATTACHMENTS

None

CITY COUNCIL
STAFF REPORT
AGENDA ITEM 5.A.

STAFF ORIGINATOR: Dan L'Allier, Fire Chief

MEETING DATE September 22, 2025

AGENDA ITEM: Capital City Regional Firefighters' Association, Reciprocal Fire Service Agreement (Updated Mutual Aid Agreement)

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting council to approve the updated Capital City Regional Firefighters' Association Reciprocal Fire Service Agreement.

BACKGROUND

A current mutual aid agreement is already in effect and will be replaced with this one. See the appendix for the updated fee schedule and cities within the mutual aid agreement.

RECOMMENDATION

Staff recommends the council approve the mutual aid agreement as presented and authorize the City Clerk and Mayor to sign.

ATTACHMENTS

1. Capital City Regional Firefighters - Updated

Capital City Regional Firefighters' Association

Reciprocal Fire Service Agreement

THIS CAPITAL CITY REGIONAL FIREFIGHTER'S ASSOCIATION RECIPROCAL FIRE SERVICES AGREEMENT ("Agreement") is made this ____ day of _____, 2025, by and between the members of the Capital City Regional Firefighter's Association ("Association") who have executed this Agreement and the City of Lino Lakes ("Lino Lakes"), hereafter collectively referred to as the "Parties" for mutual assistance in firefighting services.

WHEREAS, the said governmental units desire to make available to each other their respective fire-fighting equipment and personnel in the case of emergencies, and each of said municipalities has legal authority to send its firefighting equipment and personnel into other communities.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein and subject to all applicable statutes, rules and regulations, the Parties agree as follows:

1. It is agreed that the Fire Department of the City of Lino Lakes shall provide mutual aid to any of the Fire Departments listed as members of the Association and who have executed an Agreement in this form. This agreement shall be in effect when approved by the governing body and signed by the appropriate persons for the governmental unit. A list of all members of the Association signing this Agreement shall be furnished to each member of the Association. A list of current Association members is attached as Appendix A to this Agreement as "Capital City Regional Firefighters' Association Region 1 Members".

2. Any Fire Department of a governmental unit wishing to withdraw its membership from the Agreement, may do so by notifying every member department in writing at least thirty (30) days prior to termination of its membership in the Association.

Purpose:
The intent of this agreement is to make equipment, personnel, and other resources available to each Party who has signed this Agreement upon its request to the other Parties who have signed the Agreement. It is the intent of the parties that this Agreement does not constitute a joint powers agreement under Minnesota law.

Definitions:

1. "Association" means all municipalities and independent nonprofit firefighting corporations that are members of the Region 1 Minnesota State Fire Department Association.

2. "Party" or "Parties" means one or more local government units or non-profit firefighting corporations that is a member of the Association who has signed this Agreement to provide assistance to other Parties.

3. "Requesting Official" means the person designated by a Party who is responsible for requesting assistance from other Parties.

4. "Requesting Party" means a Party that requests assistance from other Parties, normally the fire department of the jurisdiction in which an incident requiring assistance occurs.

5. "Responding Official" means the person designated by the Party who is responsible to determine whether and to what extent that Party should provide assistance to a Requesting Party.

6. "Responding Party" means a Party that provides assistance to a Requesting Party.

Authorization:
Each of the Parties participating in this Agreement hereby authorize their respective Fire Departments to respond to and receive mutual aid services pursuant to the terms of this Agreement and to otherwise take such actions as are needed to provide and receive assistance as provided herein.

Procedure:

1. Request for Assistance. Whenever, in the opinion of the Requesting Official, there is a need for assistance from other Parties, the Requesting Official may call upon the Responding Official of any other Party to furnish assistance.

2. Response to Request. Upon the request for assistance from the Requesting Party, the Responding Official may authorize and direct its personnel to provide assistance to the Requesting Party. Whether the Responding Party provides assistance and, if so, to what extent shall be determined by the Responding Official.

3. Recall of Assistance. The Responding Official may at any time recall such assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.

4. Command of Scene. The Requesting Party or their designee shall be in command of the emergency scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party or their designee until the Responding Official withdraws assistance. In the event an emergency occurs in or crosses the boundaries of more than one jurisdiction, a joint command of the affected jurisdictions should be established.

Charges to the Requesting Party:

1. Subject to the terms below, the Requesting Party agrees to compensate the Responding Party as outlined in this Agreement. The charges incurred by the Requesting Party will include the actual costs of salaries, overtime, materials, supplies, and other necessary expenses. Equipment cost will be at the rates specified in Appendix B.

2. A Responding Party shall not charge for assistance provided to the Requesting Party of this Agreement for the first twelve (12) hours of such assistance. If assistance provided under this Agreement continues for more than twelve (12) hours, the Responding Party may submit to the Requesting Party an itemized bill for the actual cost of any assistance provided after the initial twelve-hour period, including salaries, overtime, materials and supplies and other necessary expenses; and the Requesting Party will reimburse the party providing assistance for that amount. Such compensation is not contingent upon the availability of federal or state government funds.

3. Invoice to the Requesting Party. Within ninety (90) days of the return to the home work station of all labor and equipment of the Responding Party, the Responding Party shall submit to the Requesting Party an invoice of all charges for assistance provided under this agreement as described in paragraph 2 above. Payment of any undisputed amount shall be paid to Responding party within 30 days.

Discretionary Assistance:

1. Providing assistance is entirely at the discretion of the Responding Party. The agreement to provide assistance is expressly not contingent upon a declaration of a major disaster or emergency by the federal government or upon receiving state or federal funds.

2. It is the express understanding of the Parties that the first priority of the Responding Party's fire department personnel is to provide fire protection within its respective jurisdiction. It is understood that the assistance contemplated in this Agreement shall be provided only if the fire department personnel requested to provide assistance can provide such assistance without jeopardizing the fire protection services within its respective jurisdiction.

3. This Agreement is intended to authorize requests for assistance only in emergency or other specifically requested situations. Nothing in this Agreement shall be construed as authorizing request for assistance for routine activities.

Workers' Compensation:

Each Party shall be responsible for injuries or death of its own personnel. Each Party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing assistance pursuant to this Agreement. Each Party waives the right to sue any other Party for any workers' compensation benefits paid to its own employee or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of the other Party or its officers, employees, or volunteers.

Damage to Equipment:
Each Party shall be responsible for damage to its own equipment. Each party waives the right to sue any other Party for any damage to its equipment, even if the damage was caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Liability:

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. § 466.01, subd. 6) of the Requesting Party.

2. The Requesting party agrees to indemnify and defend against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the Party of any third person or persons, arising from the performance and provision of assistance in responding to a request for assistance by the Requesting Party pursuant to this Agreement.

3. Under no circumstances, however, shall a Party be required to pay on behalf of itself and other Parties, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one Party. The limits of liability for some or all of the Parties may not be added together to determine the maximum amount of liability for any Party. No Party waives any immunities or limits on liability it enjoys under Minnesota Statutes or common law.

4. The intent of this subdivision is to impose on each Requesting Party a limited duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating these reciprocal duties to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

5. No Party to this Agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any Party to furnish assistance to any other Party, or for recalling assistance, both as described in this Agreement.

6. Failure to provide assistance will not result in liability of a Party.

General Provisions:

1. Amendment. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same Parties who executed and approved the original Agreement, or their successors in office.

2. General Compliance. Both Parties agree to comply with all applicable federal, state and local laws and regulations governing any services provided under this Agreement.

3. Non-Discrimination. Both Parties agree to comply with the provisions of all applicable federal and state statutes and regulations pertaining to civil rights and nondiscrimination including, without limitation, Minnesota Statutes, Section 181.59.

4. Severability. Should a court of competent jurisdiction rule any portion, section or subsection of this Agreement invalid or nullified, that fact shall not affect or invalidate any other portion, section or subsection; and all remaining portions, sections or subsections shall remain in full force and effect.

5. Assignment. This Agreement is not assignable without the mutual written agreement of the Parties.

6. Entire Agreement. This Agreement constitutes the entire agreement of the Parties and supersedes all prior communications, understandings and agreements relating the subject matter hereof, whether oral or written.

7. Data Practices. The Parties agree that they will abide by the Minnesota Government Data Practices Act and all other statutes or provisions of law related to data practices, data management and records retention. Each Party shall remain the exclusive responsible authority for its own data management for responses to data requests and for all aspects of records retention for any and all data that is collected, created, received, maintained or disseminated by the Party as a result of any activity arising out of this Agreement.

CITY OF: Lino Lakes

By: _____ (City Manager/Administrator/Clerk)

By: _____ (Mayor)

Date: _____

CAPITAL CITY REGIONAL FIREFIGHTERS' ASSOCIATION

By: _____

Alan Newman, President
Capital City Regional Firefighters' Association, Region 1

Appendix:

A. Capital City Regional Firefighters' Association Region 1 Members

B. Equipment Rates

Appendix A

Capital City Regional Firefighters' Association Region 1 Members

1	Apple Valley
2	Bayport
3	Burnsville
4	Cottage Grove
5	Eagan
6	Forest Lake
7	Hastings
8	Hugo
9	Inver Grove Heights
10	Lake Elmo
11	Lake Johanna
12	Lakeville
13	Lino Lakes
14	Little Canada
15	Lower St. Croix Valley
16	Mahtomedi
17	Maplewood
18	Marine on St. Croix
19	Mendota Heights
20	Miesville
21	New Brighton
22	Newport
23	North Saint Paul
24	Oakdale
25	Rosemount
26	Roseville
27	Saint Paul
28	St. Paul Park
29	Scandia
30	Stillwater
31	Vadnais Heights
32	White Bear Lake
33	Woodbury

Appendix B

Equipment Rates

Equipment	Description	Rate
Engine	Minimum 1250 GPM	$170
Engine	Minimum 500 GPM	$155
Engine/Tender	Minimum 1250 GPM - Minimum 2000 Gallons	$175
Tender	Minimum 250 GPM - Minimum 1500 Gallons	$140
Tender	No Pump - Minimum 1500 Gallons	$130
Ladder truck		$230
Ladder truck - Aerial platform		$250
Heavy rescue		$120
Brush truck with skid unit		$70
Utility truck		$35
Command SUV or Pick up		$50
Command transit van		$60
UTV with skid unit		$50
UTV - Tracked with skid unit		$55
Boat - No Motor	< 22'	$20
Boat with motor	< 22'	$30
Boat	> 22' with built in pump capacity	$150
Airboat		$60

CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 7A

STAFF ORIGINATOR: Diane Hankee, PE City Engineer

MEETING DATE: September 22, 2025

TOPIC: Consider Resolution No. 25-134, Approving Payment No. 1 and Final, Test Well No. 7B Grading

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting Council consideration to finalize the Test Well No. 7B Grading Project.

BACKGROUND

On June 9, 2025, the City Council passed Resolution 25-85, awarding the contract for the Test Well No. 7B Grading Project to Arnt Construction Inc. in the amount of $48,520.00. During construction there was a need to move an existing topsoil stockpile, include additional fill, and aggregate base. The Change Order in the amount of $21,326.75 was created to address the needed work in a timely manner to keep the drilling contractor on schedule. The additional grading work will result in less grading work required for the future production well. The grading work for the test well has been completed and restored.

The final contract amount is $69,846.75 for the Test Well No. 7B Grading Project. Funding for the project is through the Area and Unit Trunk Fund.

RECOMMENDATION

Staff is recommending approval of Resolution No. 25-128 Approving Payment No. 1 and Final, Test Well No. 7B Grading Project in the amount of $69,846.75 to Arnt Construction Inc.

ATTACHMENTS

1. Resolution No. 25-134
2. Pay Request No. 1 & Final

CITY OF LINO LAKES
RESOLUTION NO. 25-134

RESOLUTION APPROVING PAYMENT NO. 1 AND FINAL FOR THE TEST WELL 7B GRADING PROJECT

WHEREAS, pursuant to Resolution 25-85 of the Council adopted on June 9, 2025, awarding the contract for Test Well No. 7B Grading Project to Arnt Construction Inc. in the amount of $48,520.00; and

WHEREAS, the Change Order in the amount of $21,326.75 is for moving an existing topsoil stockpile, additional fill material, and aggregate base resulting in less grading work required for the future production well; and

WHEREAS, a complete summary of costs are detailed in Payment No. 1 (Final) where the final contract amount is $69,846.75 for the Test Well No. 7B Grading Project; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lino Lakes, Minnesota that Payment Request No. 1 (Final) is approved in the amount of $69,846.75 for the Test Well No. 7B Grading Project.

Adopted by the Council of the City of Lino Lakes this 22nd day of September, 2025.

_____
Rob Rafferty, Mayor

ATTEST:

_____
Roberta Colotti, City Clerk

CITY OF LINO LAKES

600 Town Center Pkwy
Lino Lakes, MN 55014
Test Well No. 7B Earthwork - WSB Project No. 027536-000
Final Pay Voucher

Contractor: Arnt Construction Co. 2190 Phelps Road Hugo, MN 55038	For Period: 06/10/2025 - 09/11/2025

Contract Amounts	
Original Contract	$48,520.00
Contract Changes	$21,326.75
Revised Contract	$69,846.75
Work Certified to Date	
Base Bid Items	$48,520.00
Change Order	$21,326.75
Total	$69,846.75

Work Certified This Pay Voucher	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid This Pay Voucher	Total Amount Paid to Date
$69,846.75	$69,846.75	$0.00	$0.00	$69,846.75	$69,846.75
	Percent retained	0%			
	Amount Paid This Pay Voucher		$69,846.75		

This is to certify that the items of work shown in this certificate of Pay Voucher have been actually furnished for the work comprising the above mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By: WSB

Michael Bourland

Project Engineer

09/11/2025

Date

Approved By: Arnt Construction Co.

Contractor

9-11-25

Date

Approved By: City of Lino Lakes

City of Lino Lakes

Date

PROJECT PAYMENT STATUS

OWNER: CITY OF LINO LAKES

CONTRACTOR: Arnt Construction Co.

CHANGE ORDERS

No.	Date	Description	Amount
1	09/02/25	Additional fill and gravel for stability in test well driveway and pad, moving WTP stockpile	$21,326.75
Total Change Orders			$21,326.75

PAYMENT SUMMARY

No.	From	To	Current Payment	Total Retainage	Total Amount Earned
1	06/10/25	09/10/25	$69,486.75	$0.00	$69,486.75

FINAL CHANGE ORDER NO. 1

TEST WELL NO. 7B - EARTHWORK
CITY OF LINO LAKES, MN
WSB PROJECT NO. 027536-000

SEPTEMBER 11, 2025

OWNER:

CITY OF LINO LAKES
600 TOWN CENTER PARKWAY
LINO LAKES, MN 55014

CONTRACTOR:

ARNT CONSTRUCTION COMPANY, INC.
2190 PHELPS ROAD
HUGO, MN 55038

YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENT DESCRIPTION:

1. ADD $23,326.75 TO THE CONTRACT AMOUNT FOR THE ADDITIONAL FILL, AGGREGATE, AND EARTHWORK.
2. DEDUCT $2,000 TO DELETE FINAL GRADING WORK FROM THE CONTRACT.

IT IS UNDERSTOOD THAT THIS CHANGE ORDER INCLUDES ALL ADDITIONAL COSTS AND TIME EXTENSIONS WHICH ARE IN ANY WAY, SHAPE, OR FORM ASSOCIATED WITH THE WORK ELEMENTS DESCRIBED ABOVE.

CHANGE IN CONTRACT PRICE:		**CHANGE IN CONTRACT TIME:**	**SUBSTANTIAL COMPLETION**	**FINAL COMPLETION**
ORIGINAL CONTRACT PRICE:	$48,520.00	ORIGINAL CONTRACT TIME:	9/12/2025	9/26/2025
PREVIOUS CHANGE ORDERS:	$0.00	NET CHANGE FROM PREVIOUS CHANGE ORDERS:	0 DAYS	0 DAYS
CONTRACT PRICE PRIOR TO THIS CHANGE ORDER:	$48,520.00	CONTRACT TIME PRIOR TO THIS CHANGE ORDER:	9/12/2025	9/26/2025
NET **INCREASE** OF THIS CHANGE ORDER:	$21,326.75	NET INCREASE OF CHANGE ORDER:	0 DAYS	0 DAYS
CONTRACT PRICE WITH ALL APPROVED CHANGE ORDERS:	$69,846.75	CONTRACT TIME WITH APPROVED CHANGE ORDERS:	9/12/2025	9/26/2025

RECOMMENDED BY:

Michael Bourland

MICHAEL BOURLAND, PE

WSB
ENGINEER

APPROVED BY:

CONTRACTOR SIGNATURE

ARNT CONSTRUCTION CO.
CONTRACTOR

APPROVED BY:

CITY SIGNATURE

DATE

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ARNT CONSTRUCTION COMPANY INC.

P.O. BOX 549
OFFICE: 651/426-1296

HUGO, MINNESOTA 55038
FAX: 651/426-3760

Lino Lakes Test Well No. 7B – Cost Estimates

1.	Additional Granular Fill	996 Yds.	@	$18.70	$18,625.20
2.	Moving Stockpile Topsoil				$1,710.00
3.	Additional Class 5	127.3 Yds			$2,991.55
	Total				**$23,326.75**