

EXPANDED AGENDA



CITY COUNCIL AGENDA

Monday, April 11, 2022

6:30 p.m.

(Scheduled to be broadcast on Channel 16)

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

COUNCIL WORK SESSION, 6:00 P.M.

Council Chambers (not televised)

1. Continue Review of Rookery Policies and Procedures
2. Review Regular Agenda

CITY COUNCIL MEETING, 6:30 P.M.

- Call to Order and Roll Call - **Ruhland, Stoesz, Cavegn, Lyden, Rafferty were present**
- Pledge of Allegiance
- Open Mike / Public Comment *(in person or received in writing prior to meeting)*
 - Melissa Miller, 8044 Woodduck Trail, noted a development occurring near her home and her concern about the loss of trees;**
 - Fredrick & Melanie Hedervare, 8105 Diane Street, submitted a written comment asking for more information about development on the NW corner of Lake Dr and Main St.**
- Setting the Agenda: Addition or Deletion of Agenda Items
The agenda was accepted as presented

SPECIAL PRESENTATION

Oath of Police Service – Police Officer, Eric Heu

1. CONSENT AGENDA

- A) Consideration of Expenditures:
 - i) April 11, 2022, Check No. 116181 to No. 116249, in the amount of \$275,802.33
- B) Consider Approval of March 28, 2022 Work Session Minutes
- C) Consider Approval of March 28, 2022 Council Meeting Minutes
- D) Consider Resolution No. 22-35, Approving ACRED Cost Share Agreement
- E) Consider Approval of Personnel Policy Revisions

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

2. FINANCE DEPARTMENT REPORT

No Report

3. ADMINISTRATION DEPARTMENT REPORT

- A) Consider Appointment of Activity Center Coordinator, Meg Sawyer
Action Taken: Motion by Cavegn, seconded by Lyden, to approve the appointment of Ali Lukin, was adopted
- B) Consider On-Sale Liquor License Fee Waiver, Julie Bartell
Action Taken: Motion by Cavegn, seconded by Lyden, to approve the waiver of fees as presented, was adopted (Ruhland and Stoesz voted no)

4. PUBLIC SAFETY DEPARTMENT REPORT

- A) Consider Resolution No. 22-37 Accepting Monetary Donation to Lino Lakes Public Safety Canine Unit, John Swenson
Action Taken: Motion by Lyden, seconded by Cavegn, to approve the acceptance of a monetary donation as recommended, was adopted
- B) Consider Hiring of Part-time Duty Crew, John Swenson
Action Taken: Motion by Ruhland, seconded by Lyden, to approve the appointment of the part-time duty crew as noted in the staff report, was adopted
- C) Consider POC Fire District Chief Promotion, John Swenson
Action Taken: Motion by Cavegn, seconded by Ruhland, to approve the promotion of Jesse Fronik as recommended, was adopted

5. PUBLIC SERVICES DEPARTMENT REPORT

- A) Consider Resolution No. 22-36, Approving Rookery Activity Center Code of Conduct and Policies, Hours of Operation, and Rental Rates, Lisa Lamey
Action Taken: Motion by Stoesz, seconded by Ruhland to approve Resolution No. 22-36 as presented, was adopted

6. COMMUNITY DEVELOPMENT REPORT

No Report

7. UNFINISHED BUSINESS

None




8. NEW BUSINESS

None

Adjournment

Motion by Ruhland, seconded by Stoesz, to adjourn at 7:00 p.m.

Community Calendar – A Look Ahead**April 11, 2022 through April 25, 2022**

 Wednesday, April 13	6:30 pm, Council Chambers	Planning & Zoning Board
 Monday, April 25	6:00 pm, Community Room	Council Work Session
 Monday, April 25	6:30 pm, Council Chambers	City Council Meeting



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Adjournment

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Julie Bartell

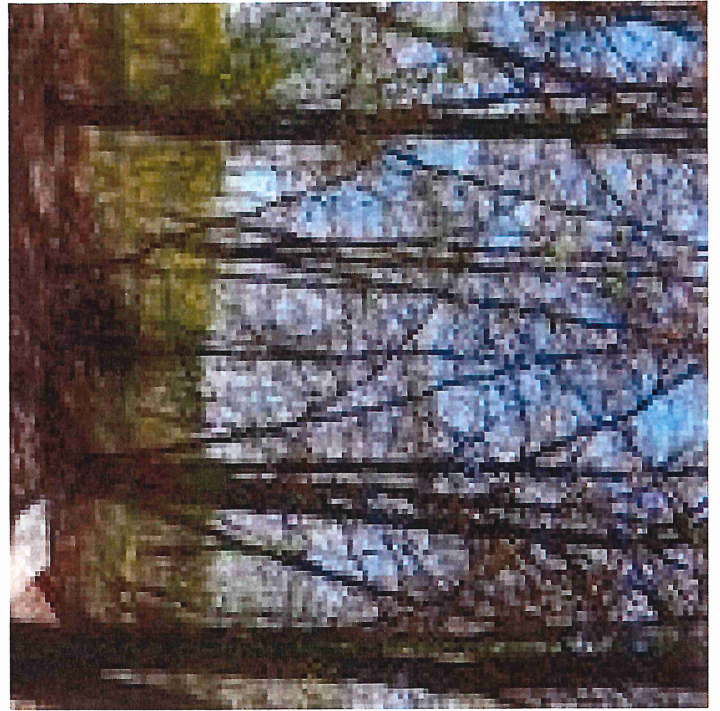
From: Fred and Melanie <tte1001@hotmail.com>
Sent: Monday, April 11, 2022 2:18 PM
To: Julie Bartell
Subject: Apartment Complex Proposal Lake Drive/Main Street

Caution: This email originated outside our organization; please use caution.

Lino Lakes City Council,

We would like to know which council members are in favor of the proposed apartment complex in the area northwest of Lake Drive and Main Street. Also, when will this proposal be up for public input?

Fredrick and Melanie Hedervare
8105 Diane St.
Lino Lakes, MN 55014





Expenditures

April 11, 2022

Check #116181 to #116249

\$275,802.33

Accounts Payable

Check Detail

User: Jessica.Eller
Printed: 04/05/2022 - 3:38PM



Check Number	Check Date	Amount
14 - AFSCME Council #5 Line Item Account 101-000-2040-000		
116182	04/01/2022	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/29/2022	PR Batch 00002.04.2022 Union Dues AFSCME	101-000-2040-000
		483.84
Inv Total		483.84
116182 Total:		483.84
14 - AFSCME Council #5 Total:		483.84
16 - Aid Electric Corporation Line Item Account		
116185	04/11/2022	
Inv 69053		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/16/2022	Wire new heaters in Public Works garage	101-432-4300-500
		1,010.94
Inv 69053 Total		1,010.94
Inv 69054		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/16/2022	Troubleshoot power to Birch Park warming house	101-450-4300-000
		415.76
Inv 69054 Total		415.76
Inv 69067		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/16/2022	Add OC sensor to new office in City Hall	101-432-4300-503
		818.08
Inv 69067 Total		818.08
116185 Total:		2,244.78
16 - Aid Electric Corporation Total:		2,244.78
42 - Anoka County Property Records & Taxation Line Item Account		
116181	03/24/2022	
Inv 283122330022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>

Check Number	Check Date		Amount
03/01/2022	2021 Property Tax PIN #28-31-22-33-0022	801-000-2359-103	42.44
	Inv 283122330022 Total		42.44
116181 Total:			42.44
42 - Anoka County Property Records & Taxation Total:			42.44
44 - Anoka County Treasury Office Line Item Account			
116186	04/11/2022		
Inv	AR019610		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/16/2022	February 2022 Language Line	101-420-4300-000	30.90
Inv AR019610 Total			30.90
Inv	B220316L		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/16/2022	Site 116 Apr 2022 CAC Fiber	101-432-4300-501	75.00
03/16/2022	Site 117 Apr 2022 CAC Fiber	101-432-4300-503	75.00
03/16/2022	Site 115 Apr 2022 CAC Fiber	101-432-4300-500	75.00
Inv B220316L Total			225.00
Inv	EC020422Q		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/04/2022	2022 Economic Dev Cost Share	101-415-4300-000	1,220.00
Inv EC020422Q Total			1,220.00
Inv	GIS032022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/24/2022	LiDar Cost Share	101-417-4410-000	2,500.00
Inv GIS032022 Total			2,500.00
116186 Total:			3,975.90
44 - Anoka County Treasury Office Total:			3,975.90
53 - Aspen Equipment Company Line Item Account			
116187	04/11/2022		
Inv	10237171		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/22/2022	Replace winch cable & annual inspection #525	101-431-4300-000	826.02
Inv 10237171 Total			826.02

Check Number	Check Date		Amount
116187 Total:			826.02
53 - Aspen Equipment Company Total:			826.02
54 - Aspen Mills, Inc. Line Item Account			
116188	04/11/2022		
Inv	290521		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2022	Uniform Allowance - New Hire CSO	101-420-4370-000	754.44
Inv 290521 Total			754.44
Inv	290974		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/23/2022	Uniform Allowance - G. Carlson	101-420-4370-000	72.95
Inv 290974 Total			72.95
116188 Total:			827.39
54 - Aspen Mills, Inc. Total:			827.39
64 - Barna, Guzy & Steffen, Ltd. Line Item Account			
116189	04/11/2022		
Inv	243199		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/28/2022	Rookery Labor Relations	101-402-4310-000	1,071.00
Inv 243199 Total			1,071.00
116189 Total:			1,071.00
64 - Barna, Guzy & Steffen, Ltd. Total:			1,071.00
65 - Barnum Gate Services, Inc. Line Item Account			
116190	04/11/2022		
Inv	32604		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/17/2022	Repair gates at Public Works	101-432-4300-500	721.05
Inv 32604 Total			721.05
116190 Total:			721.05
65 - Barnum Gate Services, Inc. Total:			721.05

Check Number	Check Date		Amount
68 - Bartell, Julianne Line Item Account			
116191	04/11/2022		
Inv	3/23/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/23/2022	Annual Conference Mileage - J. Bartell	101-402-4330-000	88.40
Inv 3/23/2022 Total			88.40
116191 Total:			88.40
68 - Bartell, Julianne Total:			88.40
69 - Batteries Plus Bulbs Line Item Account			
116192	04/11/2022		
Inv	P49965718		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/22/2022	Battery	101-432-4211-500	228.26
Inv P49965718 Total			228.26
Inv	P50179217		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/29/2022	Lift Station backup batteries	602-495-4211-000	357.14
Inv P50179217 Total			357.14
116192 Total:			585.40
69 - Batteries Plus Bulbs Total:			585.40
1790 - Buchmeier, Lindsay Line Item Account			
116193	04/11/2022		
Inv	Q12022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2022	1st Qtr 2022 Stipend	101-461-4331-000	225.00
Inv Q12022 Total			225.00
116193 Total:			225.00
1790 - Buchmeier, Lindsay Total:			225.00
1163 - Cargill, Inc. Line Item Account			
116194	04/11/2022		
Inv	2906945040		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2022	Deicer - 323,640 LB	101-430-4228-000	18,080.16

Check Number	Check Date		Amount
Inv 2906945040 Total			18,080.16
Inv 2907032330			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/24/2022	Deicer - 147,180 LB	101-430-4228-000	8,222.21
Inv 2907032330 Total			8,222.21
116194 Total:			26,302.37
1163 - Cargill, Inc. Total:			26,302.37
1751 - Cavegn, Cassondra Line Item Account			
116195	04/11/2022		
Inv Q12022			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2022	1st Qtr 2022 Stipend	101-461-4331-000	225.00
Inv Q12022 Total			225.00
116195 Total:			225.00
1751 - Cavegn, Cassondra Total:			225.00
117 - Central Pension Fund Line Item Account 101-000-2040-000			
116196	04/11/2022		
Inv 3/1/2022			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/01/2022	March 2022 Contribution Revision	101-000-2040-000	540.00
Inv 3/1/2022 Total			540.00
116196 Total:			540.00
117 - Central Pension Fund Total:			540.00
122 - CES Imaging Line Item Account 101-432-4410-503			
116197	04/11/2022		
Inv INV137827			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/16/2022	March Plotter/Scanner Maintenance	101-432-4410-503	80.00
Inv INV137827 Total			80.00
116197 Total:			80.00

Check Number	Check Date		Amount
122 - CES Imaging Total:			80.00
761 - Comcast Line Item Account 101-432-4321-502			
116198	04/11/2022		
Inv	0131882		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/24/2022	Phone & Internet Services	101-432-4321-502	370.42
Inv 0131882 Total			370.42
116198 Total:			370.42
761 - Comcast Total:			370.42
146 - Como Lube & Supplies, Inc. Line Item Account			
116199	04/11/2022		
Inv	684610		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2022	Recycle used anti-freeze	101-431-4300-000	65.00
Inv 684610 Total			65.00
116199 Total:			65.00
146 - Como Lube & Supplies, Inc. Total:			65.00
1278 - Core & Main LP Line Item Account			
116200	04/11/2022		
Inv	P359808		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/21/2022	Meters	601-494-4215-000	15,360.00
Inv P359808 Total			15,360.00
Inv	Q556434		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/22/2022	Terminal screws	601-494-4215-000	187.38
Inv Q556434 Total			187.38
116200 Total:			15,547.38
1278 - Core & Main LP Total:			15,547.38
167 - Dalco, Inc. Line Item Account			
116201	04/11/2022		

Check Number	Check Date		Amount
Inv	3906668		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/09/2022	Laundry detergent & softner	202-451-4211-000	260.85
Inv 3906668 Total			260.85
116201 Total:			260.85
167 - Dalco, Inc. Total:			260.85
1261 - Dell Marketing LP Line Item Account			
116202	04/11/2022		
Inv	10556020361		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/28/2022	3 27" Monitors	101-420-4240-000	757.20
Inv 10556020361 Total			757.20
Inv	10567215112		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/09/2022	New notebook LLPDM202 to replace LLPD701	101-420-4240-000	1,995.88
Inv 10567215112 Total			1,995.88
Inv	10570833602		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/23/2022	Laptop, dock & monitor - Rookery Bldg Maint	202-451-4240-301	1,106.90
Inv 10570833602 Total			1,106.90
116202 Total:			3,859.98
1261 - Dell Marketing LP Total:			3,859.98
1857 - DVAM, LLC Line Item Account			
116203	04/11/2022		
Inv	3/25/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/25/2022	Escrow Release - Take 5 Car Wash & Oil Change	801-000-2300-000	2,270.28
Inv 3/25/2022 Total			2,270.28
116203 Total:			2,270.28
1857 - DVAM, LLC Total:			2,270.28
187 - Earl F. Andersen Line Item Account			

Check Number	Check Date		Amount
116204	04/11/2022		
Inv	0129101-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/24/2022	Water on road signs	101-430-4223-000	276.30
Inv 0129101-IN Total			276.30
116204 Total:			276.30
187 - Earl F. Andersen Total:			276.30
1537 - Electro Watchman, Inc. Line Item Account			
116205	04/11/2022		
Inv	382846		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/18/2022	Key fobs & cards	101-432-4200-000	765.30
Inv 382846 Total			765.30
116205 Total:			765.30
1537 - Electro Watchman, Inc. Total:			765.30
192 - Emergency Apparatus Maintenance Line Item Account			
116206	04/11/2022		
Inv	122370		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/04/2022	Replace main pump drain #621	101-431-4410-000	198.85
Inv 122370 Total			198.85
116206 Total:			198.85
192 - Emergency Apparatus Maintenance Total:			198.85
1826 - Endurance Fitness of MN, LLC Line Item Account			
116207	04/11/2022		
Inv	April 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/01/2022	April 2022 EF Monthly Fee	202-451-4410-000	12,500.00
Inv April 2022 Total			12,500.00
116207 Total:			12,500.00
1826 - Endurance Fitness of MN, LLC Total:			12,500.00

204 - Factory Motor Parts Company Line Item Account

116208	04/11/2022		
Inv	159-064923		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/18/2022	Transmission fluid #508	101-431-4221-000	117.75
Inv 159-064923 Total			117.75
Inv	159-064980		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/21/2022	Engine oil #320	101-431-4221-000	23.94
Inv 159-064980 Total			23.94
Inv	1-7471440		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/18/2022	Stock fuel filter	101-431-4221-000	69.52
Inv 1-7471440 Total			69.52
Inv	1-7480391		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/22/2022	Stock TPMS sensor	101-431-4221-000	52.89
Inv 1-7480391 Total			52.89
Inv	1-7497825		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/28/2022	Oxygen sensor #303	101-431-4221-000	43.44
Inv 1-7497825 Total			43.44
116208 Total:			307.54

204 - Factory Motor Parts Company Total:	307.54
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1458 - Fidelity Security Life Insurance Co. Line Item Account 101-000-2048-000

116209	04/11/2022		
Inv	165223529		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/01/2022	April Vision Insurance	101-000-2048-000	139.05
Inv 165223529 Total			139.05
116209 Total:			139.05
1458 - Fidelity Security Life Insurance Co. Total:			139.05

Check Number	Check Date		Amount
211 - Filtration Systems, Inc. Line Item Account			
116210	04/11/2022		
Inv	106647		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/28/2022	Furnace filters for all air handlers	101-432-4211-503	862.76
Inv 106647 Total			862.76
116210 Total:			862.76
211 - Filtration Systems, Inc. Total:			862.76
945 - Forest Lake Trailer Line Item Account			
116211	04/11/2022		
Inv	3/24/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/24/2022	Equipment Trailer	402-421-4240-421	9,454.00
Inv 3/24/2022 Total			9,454.00
116211 Total:			9,454.00
945 - Forest Lake Trailer Total:			9,454.00
225 - Frattallone's/Circle Pines Ace Line Item Account			
116212	04/11/2022		
Inv	76884/G		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2022	Liquid ant killer	101-450-4211-000	5.79
Inv 76884/G Total			5.79
Inv	76893/G		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/18/2022	2 extension cords	101-430-4211-000	129.98
Inv 76893/G Total			129.98
116212 Total:			135.77
225 - Frattallone's/Circle Pines Ace Total:			135.77
1264 - Hach Company Line Item Account			
116213	04/11/2022		
Inv	12929724		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/16/2022	Chemical testing supplies for Tower No. 3	601-494-4222-000	448.16

Check Number	Check Date		Amount
Inv 12929724 Total			448.16
Inv 12938010			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/21/2022	Reagents for sampling	601-494-4222-000	180.00
Inv 12938010 Total			180.00
116213 Total:			628.16
1264 - Hach Company Total:			628.16
1850 - Henry Schein, Inc. Line Item Account			
116214	04/11/2022		
Inv 18049522			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/11/2022	3 Adult non-rebreather masks	101-420-4211-000	3.03
Inv 18049522 Total			3.03
116214 Total:			3.03
1850 - Henry Schein, Inc. Total:			3.03
290 - Hogstad Osterhues, Lisa Line Item Account			
116215	04/11/2022		
Inv 3/23/2022			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/23/2022	Annual Conference Mileage - L. Hogstad	101-402-4330-000	81.90
Inv 3/23/2022 Total			81.90
116215 Total:			81.90
290 - Hogstad Osterhues, Lisa Total:			81.90
1189 - Holmes, Shawn C. Line Item Account 101-461-4331-000			
116216	04/11/2022		
Inv Q12022			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2022	1st Qtr 2022 Stipend	101-461-4331-000	75.00
Inv Q12022 Total			75.00
116216 Total:			75.00

Check Number	Check Date		Amount
1189 - Holmes, Shawn C. Total:			75.00
304 - Hydraulics Plus & Consulting Line Item Account			
116217	04/11/2022		
Inv	15104		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/15/2022	Hoses for #215 & Toolcat broom attachment	101-431-4221-000	180.58
Inv 15104 Total			180.58
Inv	15148		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2022	2 Hydraulic coupler sets #200	101-431-4221-000	153.90
Inv 15148 Total			153.90
116217 Total:			334.48
304 - Hydraulics Plus & Consulting Total:			334.48
312 - International Union Line Item Account 101-000-2040-000			
116183	04/01/2022		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/29/2022	PR Batch 00002.04.2022 Union Dues 49ers	101-000-2040-000	560.00
Inv Total			560.00
116183 Total:			560.00
312 - International Union Total:			560.00
314 - Intoximeters, Inc. Line Item Account			
116218	04/11/2022		
Inv	702891		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/10/2022	ASIV Repair	101-420-4211-000	411.75
Inv 702891 Total			411.75
116218 Total:			411.75
314 - Intoximeters, Inc. Total:			411.75
757 - Jimmy's Johnnys Line Item Account 101-450-4410-000			
116219	04/11/2022		

Check Number	Check Date		Amount
Inv	MP198722		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/10/2022	Toilet Rental - Birch Park	101-450-4410-000	65.00
Inv MP198722 Total			65.00
Inv	MP198723		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/10/2022	Toilet Rental - Lino Park	101-450-4410-000	65.00
Inv MP198723 Total			65.00
116219 Total:			130.00
757 - Jimmy's Johnnys Total:			130.00
338 - Kennedy & Graven, Chartered Line Item Account			
116220	04/11/2022		
Inv	166825		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/23/2022	General Financial	101-415-4300-000	154.00
03/23/2022	Lyngblomsten TIF	801-000-2363-103	66.00
Inv 166825 Total			220.00
116220 Total:			220.00
338 - Kennedy & Graven, Chartered Total:			220.00
1744 - Kone Chicago Line Item Account			
116221	04/11/2022		
Inv	962153321		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/01/2022	Phone Monitoring Service	202-451-4410-000	1,760.28
Inv 962153321 Total			1,760.28
116221 Total:			1,760.28
1744 - Kone Chicago Total:			1,760.28
UB*00115 - LANE, DAVID Line Item Account			
116222	04/11/2022		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/28/2022	Refund Check 011848-000, 6687 BLACK DUCK DR	601-000-2020-000	7.44
03/28/2022	Refund Check 011848-000, 6687 BLACK DUCK DR	602-000-2020-000	173.44
03/28/2022	Refund Check 011848-000, 6687 BLACK DUCK DR	603-000-2020-000	24.11

Check Number	Check Date		Amount
03/28/2022	Refund Check 011848-000, 6687 BLACK DUCK DR	601-000-2020-000	30.63
03/28/2022	Refund Check 011848-000, 6687 BLACK DUCK DR	601-000-2020-000	76.27
03/28/2022	Refund Check 011848-000, 6687 BLACK DUCK DR	602-000-2020-000	6.68
Inv Total			318.57
116222 Total:			318.57
UB*00115 - LANE, DAVID Total:			318.57
365 - Law Enforcement Labor Services Line Item Account 101-000-2040-000			
116184	04/01/2022		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/29/2022	PR Batch 00002.04.2022 Union Dues LELS	101-000-2040-000	1,560.00
Inv Total			1,560.00
116184 Total:			1,560.00
365 - Law Enforcement Labor Services Total:			1,560.00
UB*00114 - LUCEY, DAVID & RHODA Line Item Account			
116223	04/11/2022		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/28/2022	Refund Check 018793-000, 7295 SAVANNA CT	601-000-2020-000	0.30
03/28/2022	Refund Check 018793-000, 7295 SAVANNA CT	601-000-2020-000	1.22
03/28/2022	Refund Check 018793-000, 7295 SAVANNA CT	602-000-2020-000	6.98
03/28/2022	Refund Check 018793-000, 7295 SAVANNA CT	602-000-2020-000	0.81
03/28/2022	Refund Check 018793-000, 7295 SAVANNA CT	601-000-2020-000	5.82
03/28/2022	Refund Check 018793-000, 7295 SAVANNA CT	603-000-2020-000	1.47
Inv Total			16.60
116223 Total:			16.60
UB*00114 - LUCEY, DAVID & RHODA Total:			16.60
394 - Macqueen Equipment, Inc. Line Item Account			
116224	04/11/2022		
Inv W09797			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/10/2022	Full inspection & repairs for street sweeper #252	101-431-4300-000	21,749.14
Inv W09797 Total			21,749.14
116224 Total:			21,749.14

394 - Macqueen Equipment, Inc. Total:	21,749.14
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399 - Mansfield Oil Company Line Item Account 101-431-4212-000

116225 04/11/2022

Inv 23099524

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/18/2022	Diesel - 1,004 gallons	101-431-4212-000	4,075.10

Inv 23099524 Total	4,075.10
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Inv 23099535

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/18/2022	Gasoline - 1,701 gallons	101-431-4212-000	5,834.65

Inv 23099535 Total	5,834.65
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116225 Total:	9,909.75
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399 - Mansfield Oil Company Total:	9,909.75
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1672 - McNulty, Ella M. Line Item Account

116226 04/11/2022

Inv Q12022

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2022	1st Qtr 2022 Stipend	101-461-4331-000	75.00

Inv Q12022 Total	75.00
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116226 Total:	75.00
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1672 - McNulty, Ella M. Total:	75.00
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418 - Menards - Forest Lake Line Item Account

116227 04/11/2022

Inv 80817

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/11/2022	Lights & misc. supplies for Public Works	101-430-4211-000	270.75

Inv 80817 Total	270.75
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Inv 82004

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2022	Pool cleaning supplies	202-451-4211-000	146.82

Inv 82004 Total	146.82
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Check Number	Check Date		Amount
Inv	82018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2022	Iron out & floor squeegees for cleaning pool	202-451-4211-000	147.79
Inv 82018 Total			147.79
			<hr/>
116227 Total:			565.36
			<hr/>
418 - Menards - Forest Lake Total:			565.36
1169 - Meridian Energy Products Line Item Account			
116228	04/11/2022		
Inv	2204041		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/03/2022	Install LED lighting in locker rooms & add switch in kids room	202-451-4300-301	4,410.00
Inv 2204041 Total			4,410.00
			<hr/>
116228 Total:			4,410.00
			<hr/>
1169 - Meridian Energy Products Total:			4,410.00
421 - Metro Sales Incorporated Line Item Account			
116229	04/11/2022		
Inv	INV2003841		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/09/2022	Copier Maintenance Contract Ricoh/MP 4055SP Copier	101-420-4410-000	36.00
Inv INV2003841 Total			36.00
Inv	INV2003843		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/09/2022	Copier Maintenance Contract Ricoh/IM C2500 Color Copier	101-432-4410-503	192.12
Inv INV2003843 Total			192.12
Inv	INV2003844		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/09/2022	Copier Maintenance Contract Ricoh/IM C6000 Color Copier	101-432-4410-503	391.30
Inv INV2003844 Total			391.30
Inv	INV2011795		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/23/2022	Copier Maintenance Contract Ricoh/MP C307 Color Copier	101-432-4410-500	98.66
Inv INV2011795 Total			98.66

Check Number	Check Date		Amount
116229 Total:			718.08
421 - Metro Sales Incorporated Total:			718.08
1677 - MNSPECT, LLC Line Item Account			
116230	04/11/2022		
Inv	8940		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2022	Field Inspections	101-422-4410-000	6,120.00
Inv 8940 Total			6,120.00
116230 Total:			6,120.00
1677 - MNSPECT, LLC Total:			6,120.00
469 - MRPA Line Item Account			
116231	04/11/2022		
Inv	10312		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/13/2022	Job Postings for RAC	101-402-4340-000	535.00
01/13/2022	Job Postings for RAC Payment	101-402-4340-000	-450.00
Inv 10312 Total			85.00
116231 Total:			85.00
469 - MRPA Total:			85.00
500 - Nystrom Publishing Company Line Item Account			
116232	04/11/2022		
Inv	45262		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/15/2022	Lino Lakes Spring Newsletter - 24 pages	101-401-4343-000	6,353.52
Inv 45262 Total			6,353.52
116232 Total:			6,353.52
500 - Nystrom Publishing Company Total:			6,353.52
506 - Olson's Sewer Service, Inc. Line Item Account			
116233	04/11/2022		
Inv	97400		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/11/2022	Wastewater removal & disposal - 1189 Main St	101-432-4410-500	539.00

Check Number	Check Date	Amount
Inv 97400 Total		539.00
116233 Total:		539.00
506 - Olson's Sewer Service, Inc. Total:		539.00
509 - O'Reilly Automotive Stores Line Item Account		
116234	04/11/2022	
Inv	5914-194469	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/18/2022	Stock filters	101-431-4221-000
		75.26
Inv 5914-194469 Total		75.26
Inv	5914-195015	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/22/2022	Stock TPMS sensor valve stems	101-431-4221-000
		8.60
Inv 5914-195015 Total		8.60
116234 Total:		83.86
509 - O'Reilly Automotive Stores Total:		83.86
1803 - Parsons, Jonathan Line Item Account		
116235	04/11/2022	
Inv	Q12022	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/31/2022	1st Qtr 2022 Stipend	101-461-4331-000
		225.00
Inv Q12022 Total		225.00
116235 Total:		225.00
1803 - Parsons, Jonathan Total:		225.00
1856 - PKM of Anoka County, LLC Line Item Account		
116236	04/11/2022	
Inv	3/30/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/30/2022	Escrow Release - Phelps Addition Preliminary Plat	801-000-2300-000
		7,128.26
Inv 3/30/2022 Total		7,128.26
116236 Total:		7,128.26

Check Number	Check Date		Amount
1856 - PKM of Anoka County, LLC Total:			7,128.26
1858 - Preferred Properties & Management, LLC Line Item Account			
116237	04/11/2022		
Inv	3/25/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/25/2022	Escrow Release - Natures Refuge	801-000-2300-000	2,802.01
Inv 3/25/2022 Total			2,802.01
116237 Total:			2,802.01
1858 - Preferred Properties & Management, LLC Total:			2,802.01
750 - Schwartz, Alexander P. Line Item Account 101-461-4331-000			
116238	04/11/2022		
Inv	Q12022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2022	1st Qtr 2022 Stipend	101-461-4331-000	150.00
Inv Q12022 Total			150.00
116238 Total:			150.00
750 - Schwartz, Alexander P. Total:			150.00
745 - Silver Star Industries Line Item Account			
116239	04/11/2022		
Inv	BLN-68687-01		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/28/2022	Seat covers #255 & #262	101-431-4221-000	569.30
Inv BLN-68687-01 Total			569.30
116239 Total:			569.30
745 - Silver Star Industries Total:			569.30
635 - Star Tribune Line Item Account			
116240	04/11/2022		
Inv	3426484		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/20/2022	Newspaper Subscription (4/7/2022 - 10/6/2022)	101-432-4410-503	141.60
Inv 3426484 Total			141.60

Check Number	Check Date			Amount
116240 Total:				141.60
635 - Star Tribune Total:				141.60
751 - Sullivan, John E. Line Item Account 101-461-4331-000				
116241	04/11/2022			
Inv	Q12022			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
03/31/2022	1st Qtr 2022 Stipend	101-461-4331-000	300.00	
Inv Q12022 Total				300.00
116241 Total:				300.00
751 - Sullivan, John E. Total:				300.00
1761 - T-Mobile USA Inc Line Item Account				
116242	04/11/2022			
Inv	February 2022			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
02/23/2022	Cell Phone/Wi-Fi Service	101-422-4321-000	148.70	
02/23/2022	Cell Phone/Wi-Fi Service	101-430-4321-000	92.35	
02/23/2022	Cell Phone/Wi-Fi Service	601-494-4321-000	99.13	
02/23/2022	Cell Phone/Wi-Fi Service	602-495-4321-000	99.14	
02/23/2022	Cell Phone/Wi-Fi Service	101-461-4321-000	28.96	
02/23/2022	Cell Phone/Wi-Fi Service	101-450-4321-000	50.09	
Inv February 2022 Total				518.37
Inv	March 2022			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
03/21/2022	Cell Phone/Wi-Fi Service	602-495-4321-000	118.43	
03/21/2022	Cell Phone/Wi-Fi Service	101-450-4321-000	50.70	
03/21/2022	Cell Phone/Wi-Fi Service	101-461-4321-000	29.33	
03/21/2022	Cell Phone/Wi-Fi Service	101-430-4321-000	93.44	
03/21/2022	Cell Phone/Wi-Fi Service	601-494-4321-000	118.49	
03/21/2022	Cell Phone/Wi-Fi Service	101-422-4321-000	150.29	
Inv March 2022 Total				560.68
116242 Total:				1,079.05
1761 - T-Mobile USA Inc Total:				1,079.05
1476 - Traut Companies Line Item Account				
116243	04/11/2022			
Inv	3000000			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		

Check Number	Check Date		Amount
03/21/2022	Annual well inspections	601-494-4300-000	475.00
Inv 3000000	Total		475.00
116243	Total:		475.00
1476 - Traut Companies	Total:		475.00
693 - Upper Cut Tree Service	Line Item Account		
116244	04/11/2022		
Inv 5222-2			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/08/2021	Replace Check #115650 - Tree Removal 497 Post Road	101-430-4410-000	725.00
Inv 5222-2	Total		725.00
Inv 5250			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/30/2022	Diseased Elm Removals	101-463-4410-000	902.00
Inv 5250	Total		902.00
Inv 5251			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/30/2022	Diseased Oak Removal	101-463-4410-000	328.00
Inv 5251	Total		328.00
116244	Total:		1,955.00
693 - Upper Cut Tree Service	Total:		1,955.00
1859 - Walls of Art LLC	Line Item Account		
116245	04/11/2022		
Inv 2044			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/30/2022	Pool area mural & logos at RAC	202-451-4300-301	2,025.00
Inv 2044	Total		2,025.00
116245	Total:		2,025.00
1859 - Walls of Art LLC	Total:		2,025.00
545 - Walser Polar Chevrolet	Line Item Account		
116246	04/11/2022		

Check Number	Check Date		Amount
Inv	73037P22		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/25/2022	Transmission filter #508	101-431-4221-000	47.52
Inv 73037P22 Total			47.52
116246 Total:			47.52
545 - Walser Polar Chevrolet Total:			47.52
1104 - Walters Recycling & Refuse Line Item Account			
116247	04/11/2022		
Inv	6037138		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/10/2022	Trash & Recycling	202-451-4384-000	148.31
Inv 6037138 Total			148.31
Inv	6037225		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/10/2022	Organic Recycling	101-462-4410-000	104.14
03/10/2022	Trash & Recycling	101-432-4384-500	266.46
03/10/2022	Trash & Recycling	101-432-4384-501	36.99
03/10/2022	Trash & Recycling	101-432-4384-503	368.33
03/10/2022	Organic Recycling	101-462-4410-000	66.04
03/10/2022	Trash & Recycling	101-432-4384-502	106.83
03/10/2022	Organic Recycling	101-462-4410-000	82.55
03/10/2022	Organic Recycling	101-462-4410-000	69.85
Inv 6037225 Total			1,101.19
116247 Total:			1,249.50
1104 - Walters Recycling & Refuse Total:			1,249.50
733 - WSB & Associates, Inc. Line Item Account			
116248	04/11/2022		
Inv	0-002988-560-43		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/24/2022	February Saddle Club 4th Addition	801-000-2359-102	143.00
Inv 0-002988-560-43 Total			143.00
Inv	R-011406-000-23		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/24/2022	February Natures Refuge	801-000-2314-102	960.25
Inv R-011406-000-23 Total			960.25

Check Number	Check Date	Amount
Inv	R-012065-000-28	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February 49 & J Lift Station - Sewer & Water Extension	406-499-4304-123
		2,210.50
Inv R-012065-000-28 Total		2,210.50
Inv	R-012289-000-20	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Northpointe 7th Addition	801-000-2348-102
		143.00
Inv R-012289-000-20 Total		143.00
Inv	R-012365-000-37	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Lyngblomsten Site Study	801-000-2363-102
		1,349.00
Inv R-012365-000-37 Total		1,349.00
Inv	R-012468-000-31	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Lino Lakes Storage	801-000-2344-103
		300.00
Inv R-012468-000-31 Total		300.00
Inv	R-012469-000-38	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Eastside Villas	801-000-2302-102
		214.50
Inv R-012469-000-38 Total		214.50
Inv	R-014757-000-27	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Watermark 2nd Addition	801-000-2388-102
		357.50
Inv R-014757-000-27 Total		357.50
Inv	R-015306-000-27	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Nadeau Acres	801-000-2338-102
		286.00
Inv R-015306-000-27 Total		286.00
Inv	R-015628-000-24	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Watermark 3rd Addition	801-000-2355-102
		1,538.00
Inv R-015628-000-24 Total		1,538.00
Inv	R-016201-000-12	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Laborer's Training Center	801-000-2351-103
		214.00

Check Number	Check Date	Amount
Inv R-016201-000-12 Total		214.00
Inv R-017006-000-17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February 2021 Street Improvement Projects	421-499-4304-137
		1,163.25
Inv R-017006-000-17 Total		1,163.25
Inv R-017210-000-13		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Market Place Dr Realignment	420-499-4304-141
		714.00
Inv R-017210-000-13 Total		714.00
Inv R-017363-000-15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Watermark 4th Addition	801-000-2327-102
		1,324.50
Inv R-017363-000-15 Total		1,324.50
Inv R-017705-000-6		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February East Shadow Lake Dr I&I Project	602-495-4304-146
		11,154.00
Inv R-017705-000-6 Total		11,154.00
Inv R-018272-000-9		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/28/2022	February East Region Plan - Northeast Drainage Area	422-499-4304-000
		4,642.50
Inv R-018272-000-9 Total		4,642.50
Inv R-018524-000-9		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Winters Wetland Bank	422-499-4304-000
		3,043.50
Inv R-018524-000-9 Total		3,043.50
Inv R-018601-000-7		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Water Treatment Plant Pilot Study	406-499-4304-000
		5,105.00
Inv R-018601-000-7 Total		5,105.00
Inv R-018762-000-7		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February East Region NE Drainage Area Wetland Delineation	422-499-4304-000
		1,906.50
Inv R-018762-000-7 Total		1,906.50

Check Number	Check Date	Amount
Inv R-018966-000-6		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Belland Farms	801-000-2354-102
		214.00
Inv R-018966-000-6 Total		214.00
Inv R-019038-000-6		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Associated Eye Care Partners DRF	801-000-2325-102
		430.00
Inv R-019038-000-6 Total		430.00
Inv R-019135-000-5		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February 2022 Street Rehabilitation Project	421-499-4304-142
		7,304.00
Inv R-019135-000-5 Total		7,304.00
Inv R-019206-000-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Otter Lake Rd Industrial - 35E Master Plan	420-499-4304-000
		6,849.50
Inv R-019206-000-2 Total		6,849.50
Inv R-019261-000-5		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Stormwater Ordinance Update	422-499-4304-000
		602.00
Inv R-019261-000-5 Total		602.00
Inv R-019286-000-4		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Woods of Baldwin Lake Final Design	405-499-5000-144
		2,630.00
Inv R-019286-000-4 Total		2,630.00
Inv R-019406-000-4		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February MTO Properties - Thrivent Financial	801-000-2300-000
		1,540.00
Inv R-019406-000-4 Total		1,540.00
Inv R-019407-000-4		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Precision Tune	801-000-2320-103
		1,244.00
Inv R-019407-000-4 Total		1,244.00
Inv R-019414-000-4		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Water Tower No. 2 Rehabilitation	601-494-5000-000
		1,737.75

Check Number	Check Date	Amount
Inv R-019414-000-4 Total		1,737.75
Inv R-019485-000-3		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February 2022 I35E Pipe Crossing Project	422-499-4304-145
		1,601.75
Inv R-019485-000-3 Total		1,601.75
Inv R-019496-000-3		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Watermark Park	405-499-5000-143
		275.25
Inv R-019496-000-3 Total		275.25
Inv R-019497-000-4		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Stormwater Management Utility Credits	603-496-4304-000
		876.00
Inv R-019497-000-4 Total		876.00
Inv R-019523-000-3		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Rookery Activity Center	202-451-4300-301
		1,842.00
Inv R-019523-000-3 Total		1,842.00
Inv R-019540-000-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February 2022 General Engineering Services	602-495-4304-000
		1,122.08
03/24/2022	February 2022 General Engineering Services	603-496-4304-000
		1,122.09
03/24/2022	February 2022 General Engineering Services	101-417-4410-000
		4,113.75
03/24/2022	February 2022 General Engineering Services	601-494-4304-000
		1,122.08
Inv R-019540-000-2 Total		7,480.00
Inv R-019541-000-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/28/2022	February 2022 Miscellaneous Escrow Account	801-000-2320-103
		1,796.00
03/28/2022	February 2022 Miscellaneous Escrow Account	422-499-4304-000
		2,297.00
03/28/2022	February 2022 Miscellaneous Escrow Account	422-499-4304-000
		-887.00
03/28/2022	February 2022 Miscellaneous Escrow Account	601-494-4304-000
		1,406.00
03/28/2022	February 2022 Miscellaneous Escrow Account	801-000-2320-103
		-516.00
03/28/2022	February 2022 Miscellaneous Escrow Account	101-417-4300-000
		192.00
Inv R-019541-000-2 Total		4,288.00
Inv R-019542-000-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February 2022 GPS/GIS Miscellaneous Assistance	602-495-4304-000
		437.50
03/24/2022	February 2022 GPS/GIS Miscellaneous Assistance	801-000-2355-102
		625.00
03/24/2022	February 2022 GPS/GIS Miscellaneous Assistance	601-494-4304-000
		187.50
03/24/2022	February 2022 GPS/GIS Miscellaneous Assistance	101-417-4300-000
		125.00

Check Number	Check Date	Amount
Inv R-019542-000-2 Total		1,375.00
Inv R-019543-000-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February 2022 Private Utility Permits	101-417-4410-000
		344.00
Inv R-019543-000-2 Total		344.00
Inv R-019565-000-3		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February NorthPointe Gardens Estates	801-000-2300-000
		1,074.00
Inv R-019565-000-3 Total		1,074.00
Inv R-019566-000-4		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Robinson Property Concept Plan	801-000-2300-000
		472.00
Inv R-019566-000-4 Total		472.00
Inv R-019678-000-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February 2022 Special Economic Development Projects	101-415-4300-000
		477.00
Inv R-019678-000-1 Total		477.00
Inv R-019710-000-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February Rehbein Black Dirt	801-000-2300-000
		1,264.00
Inv R-019710-000-2 Total		1,264.00
Inv R-019724-000-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February 2022 Surface Water Management Project	424-499-4304-000
		3,330.00
Inv R-019724-000-2 Total		3,330.00
Inv R-019862-000-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/24/2022	February 2022 Rookery Parking Lot Improvements	202-451-4304-301
		3,885.00
Inv R-019862-000-1 Total		3,885.00
116248 Total:		87,904.25
733 - WSB & Associates, Inc. Total:		87,904.25
734 - Xcel Energy Line Item Account		

Check Number	Check Date			Amount
116249	04/11/2022			
Inv	772482157			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
03/21/2022	Electric - 570 Birch St Unit Cabinet	101-430-4385-000		4.83
Inv 772482157 Total				4.83
Inv	March 2022-1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
03/15/2022	Electric	101-430-4385-000		4,674.40
Inv March 2022-1 Total				4,674.40
Inv	March 2022-2			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
03/21/2022	Electric	101-450-4381-000		392.49
03/21/2022	Electric	601-494-4381-000		7,218.56
03/21/2022	Electric	202-451-4381-000		4,002.04
03/21/2022	Electric	602-495-4381-000		2,453.98
03/21/2022	Electric	101-430-4385-000		845.20
03/21/2022	Electric	101-420-4381-000		4.53
03/21/2022	Electric	101-432-4381-502		1,409.52
03/21/2022	Electric	101-432-4381-503		6,208.22
03/21/2022	Electric	101-432-4381-501		576.52
Inv March 2022-2 Total				23,111.06
116249 Total:				27,790.29
734 - Xcel Energy Total:				27,790.29
Total:				275,802.33

City of Lino Lakes
Activity Codes

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
401	Mayor/Council	817	Spring Fling
402	Administration	818	Winter Festival
403	Elections	819	Community Gardens
404	Cable TV	822	Family Corn Roast
405	Charter Administration	827	Gobbler Games
407	Finance	830	Adult Golf Lessons
414	Legal Consultants	835	Youth Skating Class
415	Economic Development	850	Golf Academy
416	Planning & Zoning	856	Youth Soccer
417	Engineering	857	Soccer Fundamentals
418	Community Development	860	Secret Shop
420	Police Protection	864	Preschool Playtime
421	Fire Protection	868	Little Goblins Party
422	Building Inspections	871	Flag Football
430	Streets	875	Snow Day
431	Fleet Management	876	Kite Day
432	Government Buildings	877	Rockin' in the Park
450	Parks	879	Movies in the Park
451	Recreation	890	Senior Programs
461	Environmental		
462	Solid Waste Abatement		
463	Forestry		
494	Water		
495	Sanitary Sewer		
499	Other		
802	Dodgeball Camp		
806	Youth T-Ball		
808	Youth Baseball Camp		
810	Youth Playground		
811	Youth Safety Camp		
812	Youth Art Camps		
814	Senior Programs/Book Club		



**AP Checks by Account Number
04/11/2022 City Council Meeting**

Vendor	Fund/Dept	Account	Amount	Check #	Description
AFSCME Council #5	101-000	101-000-2040-000	483.84	116182	PR Batch 00002.04.2022 Union Dues AFSCME
Central Pension Fund	101-000	101-000-2040-000	540.00	116196	March 2022 Contribution Revision
International Union	101-000	101-000-2040-000	560.00	116183	PR Batch 00002.04.2022 Union Dues 49ers
Law Enforcement Labor Services	101-000	101-000-2040-000	1,560.00	116184	PR Batch 00002.04.2022 Union Dues LELS
Fidelity Security Life Insurance Co.	101-000	101-000-2048-000	139.05	116209	April Vision Insurance
	101-000 Total		3,282.89		
Nystrom Publishing Company	101-401	101-401-4343-000	6,353.52	116232	Lino Lakes Spring Newsletter - 24 pages
	101-401 Total		6,353.52		
Barna Guzy & Steffen Ltd.	101-402	101-402-4310-000	1,071.00	116189	Rookery Labor Relations
Bartell Julianne	101-402	101-402-4330-000	88.40	116191	Annual Conference Mileage - J. Bartell
Hogstad Osterhues Lisa	101-402	101-402-4330-000	81.90	116215	Annual Conference Mileage - L. Hogstad
MRPA	101-402	101-402-4340-000	535.00	116231	Job Postings for RAC
MRPA	101-402	101-402-4340-000	-450.00	116231	Job Postings for RAC Payment
	101-402 Total		1,326.30		
Anoka County Treasury Office	101-415	101-415-4300-000	1,220.00	116186	2022 Economic Dev Cost Share
Kennedy & Graven Chartered	101-415	101-415-4300-000	154.00	116220	General Financial
WSB & Associates Inc.	101-415	101-415-4300-000	477.00	116248	February 2022 Special Economic Development Projects
	101-415 Total		1,851.00		
WSB & Associates Inc.	101-417	101-417-4300-000	125.00	116248	February 2022 GPS/GIS Miscellaneous Assistance
WSB & Associates Inc.	101-417	101-417-4300-000	192.00	116248	February 2022 Miscellaneous Escrow Account
Anoka County Treasury Office	101-417	101-417-4410-000	2,500.00	116186	LiDar Cost Share
WSB & Associates Inc.	101-417	101-417-4410-000	344.00	116248	February 2022 Private Utility Permits
WSB & Associates Inc.	101-417	101-417-4410-000	4,113.75	116248	February 2022 General Engineering Services
	101-417 Total		7,274.75		
Henry Schein Inc.	101-420	101-420-4211-000	3.03	116214	3 Adult non-rebreather masks
Intoximeters Inc.	101-420	101-420-4211-000	411.75	116218	ASIV Repair
Dell Marketing LP	101-420	101-420-4240-000	757.20	116202	3 27" Monitors
Dell Marketing LP	101-420	101-420-4240-000	1,995.88	116202	New notebook LLPDM202 to replace LLPD701
Anoka County Treasury Office	101-420	101-420-4300-000	30.90	116186	February 2022 Language Line
Aspen Mills Inc.	101-420	101-420-4370-000	754.44	116188	Uniform Allowance - New Hire CSO
Aspen Mills Inc.	101-420	101-420-4370-000	72.95	116188	Uniform Allowance - G. Carlson
Xcel Energy	101-420	101-420-4381-000	4.53	116249	Electric
Metro Sales Incorporated	101-420	101-420-4410-000	36.00	116229	Copier Maintenance Contract Ricoh/MP 4055SP Copier
	101-420 Total		4,066.68		
T-Mobile USA Inc	101-422	101-422-4321-000	150.29	116242	Cell Phone/Wi-Fi Service
T-Mobile USA Inc	101-422	101-422-4321-000	148.70	116242	Cell Phone/Wi-Fi Service
MNSPECT LLC	101-422	101-422-4410-000	6,120.00	116230	Field Inspections
	101-422 Total		6,418.99		
Frattallone's/Circle Pines Ace	101-430	101-430-4211-000	129.98	116212	2 extension cords
Menards - Forest Lake	101-430	101-430-4211-000	270.75	116227	Lights & misc. supplies for Public Works
Earl F. Andersen	101-430	101-430-4223-000	276.30	116204	Water on road signs
Cargill Inc.	101-430	101-430-4228-000	18,080.16	116194	Deicer - 323 640 LB
Cargill Inc.	101-430	101-430-4228-000	8,222.21	116194	Deicer - 147 180 LB
T-Mobile USA Inc	101-430	101-430-4321-000	93.44	116242	Cell Phone/Wi-Fi Service
T-Mobile USA Inc	101-430	101-430-4321-000	92.35	116242	Cell Phone/Wi-Fi Service
Xcel Energy	101-430	101-430-4385-000	4,674.40	116249	Electric
Xcel Energy	101-430	101-430-4385-000	4.83	116249	Electric - 570 Birch St Unit Cabinet
Xcel Energy	101-430	101-430-4385-000	845.20	116249	Electric
Upper Cut Tree Service	101-430	101-430-4410-000	725.00	116244	Replace Check #115650 - Tree Removal 497 Post Road
	101-430 Total		33,414.62		
Mansfield Oil Company	101-431	101-431-4212-000	5,834.65	116225	Gasoline - 1 701 gallons
Mansfield Oil Company	101-431	101-431-4212-000	4,075.10	116225	Diesel - 1 004 gallons
Factory Motor Parts Company	101-431	101-431-4221-000	117.75	116208	Transmission fluid #508
Factory Motor Parts Company	101-431	101-431-4221-000	43.44	116208	Oxygen sensor #303
Factory Motor Parts Company	101-431	101-431-4221-000	69.52	116208	Stock fuel filter
Factory Motor Parts Company	101-431	101-431-4221-000	52.89	116208	Stock TPMS sensor
Factory Motor Parts Company	101-431	101-431-4221-000	23.94	116208	Engine oil #320
Hydraulics Plus & Consulting	101-431	101-431-4221-000	153.90	116217	2 Hydraulic coupler sets #200
Hydraulics Plus & Consulting	101-431	101-431-4221-000	180.58	116217	Hoses for #215 & Toolcat broom attachment
O'Reilly Automotive Stores	101-431	101-431-4221-000	8.60	116234	Stock TPMS sensor valve stems
O'Reilly Automotive Stores	101-431	101-431-4221-000	75.26	116234	Stock filters
Silver Star Industries	101-431	101-431-4221-000	569.30	116239	Seat covers #255 & #262
Walser Polar Chevrolet	101-431	101-431-4221-000	47.52	116246	Transmission filter #508
Aspen Equipment Company	101-431	101-431-4300-000	826.02	116187	Replace winch cable & annual inspection #525
Como Lube & Supplies Inc.	101-431	101-431-4300-000	65.00	116199	Recycle used anti-freeze
Macqueen Equipment Inc.	101-431	101-431-4300-000	21,749.14	116224	Full inspection & repairs for street sweeper #252

Emergency Apparatus Maintenance	101-431	101-431-4410-000	198.85	116206	Replace main pump drain #621
	101-431 Total		34,091.46		
Electro Watchman Inc.	101-432	101-432-4200-000	765.30	116205	Key fobs & cards
Batteries Plus Bulbs	101-432	101-432-4211-500	228.26	116192	Battery
Filtration Systems Inc.	101-432	101-432-4211-503	862.76	116210	Furnace filters for all air handlers
Aid Electric Corporation	101-432	101-432-4300-500	1,010.94	116185	Wire new heaters in Public Works garage
Anoka County Treasury Office	101-432	101-432-4300-500	75.00	116186	Site 115 Apr 2022 CAC Fiber
Barnum Gate Services Inc.	101-432	101-432-4300-500	721.05	116190	Repair gates at Public Works
Anoka County Treasury Office	101-432	101-432-4300-501	75.00	116186	Site 116 Apr 2022 CAC Fiber
Aid Electric Corporation	101-432	101-432-4300-503	818.08	116185	Add OC sensor to new office in City Hall
Anoka County Treasury Office	101-432	101-432-4300-503	75.00	116186	Site 117 Apr 2022 CAC Fiber
Comcast	101-432	101-432-4321-502	370.42	116198	Phone & Internet Services
Xcel Energy	101-432	101-432-4381-501	576.52	116249	Electric
Xcel Energy	101-432	101-432-4381-502	1,409.52	116249	Electric
Xcel Energy	101-432	101-432-4381-503	6,208.22	116249	Electric
Walters Recycling & Refuse	101-432	101-432-4384-500	266.46	116247	Trash & Recycling
Walters Recycling & Refuse	101-432	101-432-4384-501	36.99	116247	Trash & Recycling
Walters Recycling & Refuse	101-432	101-432-4384-502	106.83	116247	Trash & Recycling
Walters Recycling & Refuse	101-432	101-432-4384-503	368.33	116247	Trash & Recycling
Metro Sales Incorporated	101-432	101-432-4410-500	98.66	116229	Copier Maintenance Contract Ricoh/MP C307 Color Copier
Olson's Sewer Service Inc.	101-432	101-432-4410-500	539.00	116233	Wastewater removal & disposal - 1189 Main St
CES Imaging	101-432	101-432-4410-503	80.00	116197	March Plotter/Scanner Maintenance
Metro Sales Incorporated	101-432	101-432-4410-503	192.12	116229	Copier Maintenance Contract Ricoh/IM C2500 Color Copier
Metro Sales Incorporated	101-432	101-432-4410-503	391.30	116229	Copier Maintenance Contract Ricoh/IM C6000 Color Copier
Star Tribune	101-432	101-432-4410-503	141.60	116240	Newspaper Subscription (4/7/2022 - 10/6/2022)
	101-432 Total		15,417.36		
Frattallone's/Circle Pines Ace	101-450	101-450-4211-000	5.79	116212	Liquid ant killer
Aid Electric Corporation	101-450	101-450-4300-000	415.76	116185	Troubleshoot power to Birch Park warming house
T-Mobile USA Inc	101-450	101-450-4321-000	50.09	116242	Cell Phone/Wi-Fi Service
T-Mobile USA Inc	101-450	101-450-4321-000	50.70	116242	Cell Phone/Wi-Fi Service
Xcel Energy	101-450	101-450-4381-000	392.49	116249	Electric
Jimmy's Johnnys	101-450	101-450-4410-000	65.00	116219	Toilet Rental - Lino Park
Jimmy's Johnnys	101-450	101-450-4410-000	65.00	116219	Toilet Rental - Birch Park
	101-450 Total		1,044.83		
T-Mobile USA Inc	101-461	101-461-4321-000	29.33	116242	Cell Phone/Wi-Fi Service
T-Mobile USA Inc	101-461	101-461-4321-000	28.96	116242	Cell Phone/Wi-Fi Service
Buchmeier Lindsay	101-461	101-461-4331-000	225.00	116193	1st Qtr 2022 Stipend
Cavegn Cassondra	101-461	101-461-4331-000	225.00	116195	1st Qtr 2022 Stipend
Holmes Shawn C.	101-461	101-461-4331-000	75.00	116216	1st Qtr 2022 Stipend
McNulty Ella M.	101-461	101-461-4331-000	75.00	116226	1st Qtr 2022 Stipend
Parsons Jonathan	101-461	101-461-4331-000	225.00	116235	1st Qtr 2022 Stipend
Schwartz Alexander P.	101-461	101-461-4331-000	150.00	116238	1st Qtr 2022 Stipend
Sullivan John E.	101-461	101-461-4331-000	300.00	116241	1st Qtr 2022 Stipend
	101-461 Total		1,333.29		
Walters Recycling & Refuse	101-462	101-462-4410-000	82.55	116247	Organic Recycling
Walters Recycling & Refuse	101-462	101-462-4410-000	69.85	116247	Organic Recycling
Walters Recycling & Refuse	101-462	101-462-4410-000	66.04	116247	Organic Recycling
Walters Recycling & Refuse	101-462	101-462-4410-000	104.14	116247	Organic Recycling
	101-462 Total		322.58		
Upper Cut Tree Service	101-463	101-463-4410-000	328.00	116244	Diseased Oak Removal
Upper Cut Tree Service	101-463	101-463-4410-000	902.00	116244	Diseased Elm Removals
	101-463 Total		1,230.00		
Dalco Inc.	202-451	202-451-4211-000	260.85	116201	Laundry detergent & softner
Menards - Forest Lake	202-451	202-451-4211-000	147.79	116227	Iron out & floor squeegees for cleaning pool
Menards - Forest Lake	202-451	202-451-4211-000	146.82	116227	Pool cleaning supplies
Dell Marketing LP	202-451	202-451-4240-301	1,106.90	116202	Laptop dock & monitor - Rookery Bldg Maint
Meridian Energy Products	202-451	202-451-4300-301	4,410.00	116228	Install LED lighting in locker rooms & add switch in kids room
Walls of Art LLC	202-451	202-451-4300-301	2,025.00	116245	Pool area mural & logos at RAC
WSB & Associates Inc.	202-451	202-451-4300-301	1,842.00	116248	February Rookery Activity Center
WSB & Associates Inc.	202-451	202-451-4304-301	3,885.00	116248	February 2022 Rookery Parking Lot Improvements
Xcel Energy	202-451	202-451-4381-000	4,002.04	116249	Electric
Walters Recycling & Refuse	202-451	202-451-4384-000	148.31	116247	Trash & Recycling
Endurance Fitness of MN LLC	202-451	202-451-4410-000	12,500.00	116207	April 2022 EF Monthly Fee
Kone Chicago	202-451	202-451-4410-000	1,760.28	116221	Phone Monitoring Service
	202-451 Total		32,234.99		
Forest Lake Trailer	402-421	402-421-4240-421	9,454.00	116211	Equipment Trailer
	402-421 Total		9,454.00		
WSB & Associates Inc.	405-499	405-499-5000-143	275.25	116248	February Watermark Park
WSB & Associates Inc.	405-499	405-499-5000-144	2,630.00	116248	February Woods of Baldwin Lake Final Design
	405-499 Total		2,905.25		
WSB & Associates Inc.	406-499	406-499-4304-000	5,105.00	116248	February Water Treatment Plant Pilot Study
WSB & Associates Inc.	406-499	406-499-4304-123	2,210.50	116248	February 49 & J Lift Station - Sewer & Water Extension
	406-499 Total		7,315.50		

WSB & Associates Inc.	420-499	420-499-4304-000	6,849.50	116248	February Otter Lake Rd Industrial - 35E Master Plan
WSB & Associates Inc.	420-499	420-499-4304-141	714.00	116248	February Market Place Dr Realignment
	420-499 Total		7,563.50		
WSB & Associates Inc.	421-499	421-499-4304-137	1,163.25	116248	February 2021 Street Improvement Projects
WSB & Associates Inc.	421-499	421-499-4304-142	7,304.00	116248	February 2022 Street Rehabilitation Project
	421-499 Total		8,467.25		
WSB & Associates Inc.	422-499	422-499-4304-000	4,642.50	116248	February East Region Plan - Northeast Drainage Area
WSB & Associates Inc.	422-499	422-499-4304-000	1,906.50	116248	February East Region NE Drainage Area Wetland Delineation
WSB & Associates Inc.	422-499	422-499-4304-000	2,297.00	116248	February 2022 Miscellaneous Escrow Account
WSB & Associates Inc.	422-499	422-499-4304-000	-887.00	116248	February 2022 Miscellaneous Escrow Account
WSB & Associates Inc.	422-499	422-499-4304-000	602.00	116248	February Stormwater Ordinance Update
WSB & Associates Inc.	422-499	422-499-4304-000	3,043.50	116248	February Winters Wetland Bank
WSB & Associates Inc.	422-499	422-499-4304-145	1,601.75	116248	February 2022 I35E Pipe Crossing Project
	422-499 Total		13,206.25		
WSB & Associates Inc.	424-499	424-499-4304-000	3,330.00	116248	February 2022 Surface Water Management Project
	424-499 Total		3,330.00		
LANE DAVID	601-000	601-000-2020-000	7.44	116222	Refund Check 011848-000 6687 BLACK DUCK DR
LANE DAVID	601-000	601-000-2020-000	30.63	116222	Refund Check 011848-000 6687 BLACK DUCK DR
LANE DAVID	601-000	601-000-2020-000	76.27	116222	Refund Check 011848-000 6687 BLACK DUCK DR
LUCEY DAVID & RHODA	601-000	601-000-2020-000	0.30	116223	Refund Check 018793-000 7295 SAVANNA CT
LUCEY DAVID & RHODA	601-000	601-000-2020-000	1.22	116223	Refund Check 018793-000 7295 SAVANNA CT
LUCEY DAVID & RHODA	601-000	601-000-2020-000	5.82	116223	Refund Check 018793-000 7295 SAVANNA CT
	601-000 Total		121.68		
Core & Main LP	601-494	601-494-4215-000	187.38	116200	Terminal screws
Core & Main LP	601-494	601-494-4215-000	15,360.00	116200	Meters
Hach Company	601-494	601-494-4222-000	180.00	116213	Reagents for sampling
Hach Company	601-494	601-494-4222-000	448.16	116213	Chemical testing supplies for Tower No. 3
Traut Companies	601-494	601-494-4300-000	475.00	116243	Annual well inspections
WSB & Associates Inc.	601-494	601-494-4304-000	1,122.08	116248	February 2022 General Engineering Services
WSB & Associates Inc.	601-494	601-494-4304-000	187.50	116248	February 2022 GPS/GIS Miscellaneous Assistance
WSB & Associates Inc.	601-494	601-494-4304-000	1,406.00	116248	February 2022 Miscellaneous Escrow Account
T-Mobile USA Inc	601-494	601-494-4321-000	99.13	116242	Cell Phone/Wi-Fi Service
T-Mobile USA Inc	601-494	601-494-4321-000	118.49	116242	Cell Phone/Wi-Fi Service
Xcel Energy	601-494	601-494-4381-000	7,218.56	116249	Electric
WSB & Associates Inc.	601-494	601-494-5000-000	1,737.75	116248	February Water Tower No. 2 Rehabilitation
	601-494 Total		28,540.05		
LANE DAVID	602-000	602-000-2020-000	6.68	116222	Refund Check 011848-000 6687 BLACK DUCK DR
LANE DAVID	602-000	602-000-2020-000	173.44	116222	Refund Check 011848-000 6687 BLACK DUCK DR
LUCEY DAVID & RHODA	602-000	602-000-2020-000	6.98	116223	Refund Check 018793-000 7295 SAVANNA CT
LUCEY DAVID & RHODA	602-000	602-000-2020-000	0.81	116223	Refund Check 018793-000 7295 SAVANNA CT
	602-000 Total		187.91		
Batteries Plus Bulbs	602-495	602-495-4211-000	357.14	116192	Lift Station backup batteries
WSB & Associates Inc.	602-495	602-495-4304-000	1,122.08	116248	February 2022 General Engineering Services
WSB & Associates Inc.	602-495	602-495-4304-000	437.50	116248	February 2022 GPS/GIS Miscellaneous Assistance
WSB & Associates Inc.	602-495	602-495-4304-146	11,154.00	116248	February East Shadow Lake Dr I&I Project
T-Mobile USA Inc	602-495	602-495-4321-000	118.43	116242	Cell Phone/Wi-Fi Service
T-Mobile USA Inc	602-495	602-495-4321-000	99.14	116242	Cell Phone/Wi-Fi Service
Xcel Energy	602-495	602-495-4381-000	2,453.98	116249	Electric
	602-495 Total		15,742.27		
LANE DAVID	603-000	603-000-2020-000	24.11	116222	Refund Check 011848-000 6687 BLACK DUCK DR
LUCEY DAVID & RHODA	603-000	603-000-2020-000	1.47	116223	Refund Check 018793-000 7295 SAVANNA CT
	603-000 Total		25.58		
WSB & Associates Inc.	603-496	603-496-4304-000	876.00	116248	February Stormwater Management Utility Credits
WSB & Associates Inc.	603-496	603-496-4304-000	1,122.09	116248	February 2022 General Engineering Services
	603-496 Total		1,998.09		
DVAM LLC	801-000	801-000-2300-000	2,270.28	116203	Escrow Release - Take 5 Car Wash & Oil Change
PKM of Anoka County LLC	801-000	801-000-2300-000	7,128.26	116236	Escrow Release - Phelps Addition Preliminary Plat
Preferred Properties & Management LLC	801-000	801-000-2300-000	2,802.01	116237	Escrow Release - Natures Refuge
WSB & Associates Inc.	801-000	801-000-2300-000	472.00	116248	February Robinson Property Concept Plan
WSB & Associates Inc.	801-000	801-000-2300-000	1,264.00	116248	February Rehbein Black Dirt
WSB & Associates Inc.	801-000	801-000-2300-000	1,074.00	116248	February NorthPointe Gardens Estates
WSB & Associates Inc.	801-000	801-000-2300-000	1,540.00	116248	February MTO Properties - Thrivent Financial
WSB & Associates Inc.	801-000	801-000-2302-102	214.50	116248	February Eastside Villas
WSB & Associates Inc.	801-000	801-000-2314-102	960.25	116248	February Natures Refuge
WSB & Associates Inc.	801-000	801-000-2320-103	-516.00	116248	February 2022 Miscellaneous Escrow Account
WSB & Associates Inc.	801-000	801-000-2320-103	1,796.00	116248	February 2022 Miscellaneous Escrow Account
WSB & Associates Inc.	801-000	801-000-2320-103	1,244.00	116248	February Precision Tune
WSB & Associates Inc.	801-000	801-000-2325-102	430.00	116248	February Associated Eye Care Partners DRF
WSB & Associates Inc.	801-000	801-000-2327-102	1,324.50	116248	February Watermark 4th Addition
WSB & Associates Inc.	801-000	801-000-2338-102	286.00	116248	February Nadeau Acres
WSB & Associates Inc.	801-000	801-000-2344-103	300.00	116248	February Lino Lakes Storage
WSB & Associates Inc.	801-000	801-000-2348-102	143.00	116248	February Northpointe 7th Addition
WSB & Associates Inc.	801-000	801-000-2351-103	214.00	116248	February Laborer's Training Center

WSB & Associates Inc.	801-000	801-000-2354-102	214.00	116248	February Belland Farms
WSB & Associates Inc.	801-000	801-000-2355-102	625.00	116248	February 2022 GPS/GIS Miscellaneous Assistance
WSB & Associates Inc.	801-000	801-000-2355-102	1,538.00	116248	February Watermark 3rd Addition
WSB & Associates Inc.	801-000	801-000-2359-102	143.00	116248	February Saddle Club 4th Addition
Anoka County Property Records & Taxation	801-000	801-000-2359-103	42.44	116181	2021 Property Tax PIN #28-31-22-33-0022
WSB & Associates Inc.	801-000	801-000-2363-102	1,349.00	116248	February Lyngblomsten Site Study
Kennedy & Graven Chartered	801-000	801-000-2363-103	66.00	116220	Lyngblomsten TIF
WSB & Associates Inc.	801-000	801-000-2388-102	357.50	116248	February Watermark 2nd Addition
		801-000 Total	27,281.74		
		Grand Total	275,802.33		



Electronic Funds Transfer
MN Statute 471.38 Subd. 3

Council Meeting April 11, 2022

Transfer In/(Out)

3/24/2022 Debt Service Wire	(243,393.75)
4/1/2022 HSA Bank ER Contribution	(6,166.51)
4/1/2022 Council #04 Payroll	(3,486.69)
4/1/2022 Council #04 Federal Deposit	(202.30)
4/1/2022 Council #04 PERA	(387.16)
4/1/2022 Council #04 State	(45.08)
4/1/2022 Payroll #07	(152,039.20)
4/1/2022 Payroll #07 Federal Deposit	(45,720.10)
4/1/2022 Payroll #07 PERA	(50,596.65)
4/1/2022 Payroll #07 State	(10,844.57)
4/1/2022 Payroll #07 Child Support	(284.77)
4/1/2022 Payroll #07 H.S.A. Bank Pretax	(4,205.22)
4/1/2022 Payroll #07 TASC Pretax	(924.96)
4/1/2022 Payroll #07 ICMA 457 Def. Comp #301596	(3,045.00)
4/1/2022 Payroll #07 ICMA Roth IRA #706155	(905.75)
4/1/2022 Payroll #07 MSRS HCSP #98946-01	(2,028.12)
4/1/2022 Payroll #07 MSRS Def. Comp #98945-01	(3,878.00)
4/1/2022 Payroll #07 MSRS Roth IRA #98945-01	(765.00)

CITY COUNCIL WORK SESSION

DRAFT

CITY OF LINO LAKES MINUTES

DATE : March 28, 2022
TIME STARTED : 6:00 p.m.
TIME ENDED : 6:25 p.m.
MEMBERS PRESENT : Councilmember Stoesz, Lyden, Ruhland,
Cavegn and Mayor Rafferty
MEMBERS ABSENT : None

Staff members present: City Administrator Sarah Cotton; Deputy Director Public Safety
Director of Police Kyle Leibel; City Clerk Julie Bartell

1. Review Regular Agenda of March 28, 2022-

Item 4A - Accept Gift Cards – Deputy Director Leibel reviewed the written request. The gift cards come to the Department and they like to utilize them in ways that benefit the community and recognize good work. Sometimes people want to recognize or gift individual officers and Director Leibel explained that they are given information about the “pay it forward” program.

Councilmember Lyden asked how the department shows gratitude for these donations.

Administrator Cotton noted that Deputy Director Leibel was the person who created the Pay It Forward program; she is thankful for that effort and for his leadership. Deputy Director Leibel explained that he supports shedding light on the positive side of policing and how much officers are really there because they want to serve and support the community; he wants the department to be a better one from his service.

Item 4B - Accept Canine Equipment – Deputy Director Leibel explained that a group is interested in donating certain items that relate to canine services. The group intends to present them at their May meeting.

Councilmember Ruhland asked if the council could get a demonstration (of the donated items) and also invite members of the group who donated the equipment. Deputy Director Leibel said absolutely – sometime in May would be appropriate.

2. Adjourn

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

These minutes were considered, corrected and approved at the regular Council meeting held on April 11, 2022.

Julianne Bartell, City Clerk

Rob Rafferty, Mayor

COUNCIL MINUTES

DRAFT

LINO LAKES CITY COUNCIL REGULAR MEETING MINUTES

DATE : March 28, 2022
TIME STARTED : 6:30 p.m.
TIME ENDED : 6:35 p.m.
MEMBERS PRESENT : Councilmember Stoesz, Lyden,
Ruhland, Cavegn and Mayor Rafferty
MEMBERS ABSENT :

Staff members present: City Administrator Sarah Cotton; Deputy Director of Public Safety – Police Division Kyle Leibel; City Clerk Julie Bartell

PUBLIC COMMENT

There were no public comments.

SETTING THE AGENDA

The agenda was approved as presented.

CONSENT AGENDA

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

<u>ITEM</u>	<u>ACTION</u>
--------------------	----------------------

Consideration of Expenditures:

A) March 28, 2022 (Check No. 116099 through 116180) in the Amount of \$474,167.76	Approved
B) Consider Approval of March 14, 2022 Council Work Session Minutes	Approved
C) Consider Approval of March 14, 2022 Council Minutes	Approved
D) Consider Approval of Application from Lino Lakes Elementary PTO for an LG220 Exempt Permit for Lawful Gambling	Approved

FINANCE DEPARTMENT REPORT

There was no report from the Finance Department.

ADMINISTRATION DEPARTMENT REPORT

There was no report from the Administration Department.

PUBLIC SAFETY DEPARTMENT REPORT

COUNCIL MINUTES

DRAFT

4A) Consider Acceptance of Donated Gift Cards – Deputy Director of Police Leibel reviewed the written staff report. He noted that there have been gift cards donated to the police and fire department by community members and staff is seeking council authorization to utilize these cards in the ways noted in the report.

Councilmember Cavegn explained that one use of the cards would be the Pay It Forward program, where officers can use discretion in passing cards to people they encounter that most need help.

Councilmember Cavegn said that Deputy Chief Leibel has been instrumental in initiating and implementing that program and he is thankful for his work.

Councilmember Lyden moved to authorize acceptance of the donated gift cards as recommended.

Councilmember Stoesz seconded the motion. Motion carried on a voice vote.

4B) Consider Acceptance of Canine Equipment Donations– Deputy Director of Police Leibel explained that the American Heritage Girls Troup has decided they wish to donate certain equipment to benefit the City’s police canine. Staff is proposing that this donation be authorized by the council. This donation was chosen by the girls in the troupe and they wish to present the equipment at their May meeting.

The mayor remarked that the donation will support a great program and the City is very grateful to receive the equipment.

Councilmember Ruhland moved to authorize acceptance of the donated canine equipment as recommended. Councilmember Cavegn seconded the motion. Motion carried on a voice vote.

PUBLIC SERVICES DEPARTMENT REPORT

There was no report from the Public Services Department.

COMMUNITY DEVELOPMENT REPORT

There was no report from the Community Development Department.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS






There was no New Business.

COMMUNITY EVENTS

There were no events announced.

COMMUNITY CALENDAR

Community Calendar – A Look Ahead **March 28, 2022 through April 11, 2022**

	Monday, April 4	6:00 pm, Community Room	Council Work Session
	Wednesday, April 6	6:30 pm, Council Chambers	Park Board
	Thursday, April 7	8:00 am, Community Room	EDAC
	Monday, April 11	6:00 pm, Community Room	Council Work Session
	Monday, April 11	6:30 pm, Council Chambers	City Council Meeting

COUNCIL MINUTES

DRAFT

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ADJOURN

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

These minutes were considered and approved at the regular Council Meeting on April 11, 2022.

Julianne Bartell, City Clerk

Rob Rafferty, Mayor

**CITY COUNCIL
AGENDA ITEM 1D**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: April 11, 2022

TOPIC: Consider Resolution No. 22-35, Approving 2022
Voluntary Cost Sharing Agreement, Anoka County
Regional Economic Development Partnership

VOTE REQUIRED: 3/5

INTRODUCTION

Staff is requesting council consideration to approve the Voluntary Cost Share Agreement for participation in the Anoka County Regional Economic Development Partnership.

BACKGROUND

In October of 2018, the City Council approved the Memorandum of Understanding (MOU) establishing the Anoka County Regional Economic Development partnership. Participants include Anoka County, Connexus Energy, North Metro Chamber of Commerce, and all 21 municipalities and townships within Anoka County. The purpose of the partnership is to market and promote economic development within Anoka County. The 2021 cost share approved by the City Council was \$1,193.

The 2021 budget, recommended by the partnership's executive committee following review by member communities, remains at \$20,750.00. Lino Lake's share for 2021 is \$1,220, an increase of \$27.

The proposed budget includes the following activities:

- Minnesota Commercial Association of Real Estate (MNCAR) Exchange property listing and report access
- Annual hosting costs for website maintenance and updates
- Multiple real estate event sponsorships and panel presentations
- Marketing Materials
- Annual broker and business leader programs

The City's share of funding is included in the 2021 Economic Development budget. The partnership is continuing to be a valuable economic development resource for the City.

RECOMMENDATION

Staff is recommending approval of Resolution No. 22-35, Approving the Voluntary Cost Sharing Agreement for 2022.

ATTACHMENTS

1. Resolution No. 22-35
2. Cost Share Agreement

**CITY OF LINO LAKES
RESOLUTION NO. 22-35**

**APPROVING VOLUNTARY COST SHARING AGREEMENT
ANOKA COUNTY REGIONAL ECONOMIC DEVELOPMENT PARTNERSHIP**

WHEREAS, the County of Anoka, Connexus Energy, and; MetroNorth Chamber of Commerce, identified a need to promote economic development in Anoka County; and

WHEREAS, the County, Connexus Energy and MetroNorth Chamber and 21 Communities within Anoka County entered into a Memorandum of Understanding (“MOU”) establishing a partnership to promote economic development within the County, and

WHEREAS, the MOU provides for cost sharing between the municipalities of Anoka County to support continued services promoting the county-wide economic development initiative;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LINO LAKES, MINNESOTA, that the 2022 Voluntary Cost sharing Agreement is hereby approved and the Mayor and City Clerk are authorized to execute the agreement on behalf of the City.

Adopted by the Council of the City of Lino Lakes this 11th day of April, 2022.

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

The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Julianne Bartell, City Clerk

VOLUNTARY COST SHARING AGREEMENT
FOR ANOKA COUNTY ECONOMIC DEVELOPMENT
(CALENDAR YEAR 2022)

THIS AGREEMENT is made between the County of Anoka, a political subdivision of the State of Minnesota ("County"), and the undersigned participating municipality ("City"), a municipal corporation organized under the laws of the State of Minnesota.

WITNESSETH

WHEREAS, the County and the City, along with other community partners, entered into a Memorandum of Agreement ("MOU") on January 1, 2019, to set goals, create an action plan, and implement shared objectives in promoting economic development within Anoka County;

WHEREAS, the MOU addresses the need for cost sharing between the County and municipalities of Anoka County to support continued services for website services, social media support, marketing assistance, and future services related to the county-wide economic development initiative;

WHEREAS, an annual budget for the above activities was developed, including a formula for each participating municipality to provide proportional cost sharing based upon its population;

NOW, THEREFORE, the parties understand and mutually agree as follows:

1. The budget for services related to website services, social media, marketing, and other supportive activities required for economic development, is currently set at \$20,750.00 for calendar year 2022.
2. For 2022, the City agrees to contribute the sum of \$0.057 per individual resident within its city limits, as a voluntary contribution to the economic development costs described above. For purposes of this calculation, population size of a City is based upon the Metropolitan Council's most recent population estimate.
3. The City shall provide such payment annually, by the end of the first quarter in each calendar year, beginning in 2022.
4. Each calendar year, the County will provide an annual budget and proposed formula for the City's use in calculating its contributions under this Agreement.
5. The City may opt out or cancel this Agreement by providing 30 days' written notice to the County Administrator: Rhonda Sivarajah, 2100 Third Avenue, Ste. 700, Anoka, MN 55303.

6. This agreement shall terminate concurrently with the MOU, unless a City chooses to opt out or cancel this agreement prior to its expiration, as provided above.

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

**ANOKA COUNTY HOUSING
AND REDEVELOPMENT AUTHORITY:**

CITY OF LINO LAKES:

By: _____
Scott Schulte, Chair
ACHRA Board of Trustees

By: _____

Dated: _____

Dated: _____

By: _____
Karen Skepper, Executive Director
ACHRA

By: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM

By: _____
Christine Carney
Assistant County Attorney

By: _____

**CITY COUNCIL
AGENDA ITEM 1E**

STAFF ORIGINATOR: Sarah Cotton, City Administrator

MEETING DATE: April 11, 2022

TOPIC: Personnel Policy Revisions

VOTE REQUIRED: 3/5

INTRODUCTION

The Council is being asked to consider approval of several revisions to the Personnel Policy.

BACKGROUND

Staff periodically reviews the City's Personnel Policy and recommends updates as needed. Due to changes in service delivery models and the addition of many part-time, seasonal, and temporary staff at the City, staff is recommending several revisions to the Personnel Policy.

Attached is a summary of the revised sections, as well as a full version of the City of Lino Lakes Personnel policy, reflecting the revisions as proposed.

The Council has previously reviewed and discussed the proposed revisions at the April 4, 2022 City Council Work Session.

RECOMMENDATION

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

ATTACHMENTS

Revised Sections of Personnel Policy
Full Personnel Policy w/ Revisions

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. Computers. Includes desktops, laptops, tablets, notebooks, mobile devices, smart phones, servers, and other network equipment.
7. ~~7.~~ Exempt Employee. Executive, administrative, and professional employees who are exempt from overtime pay as defined by the federal Fair Labor Standards Act.
8. ~~8.~~ Full-Time Employee. Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.
9. 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.
10. ~~9.~~ Job Classification. A position assigned to its appropriate pay range based on the duties performed and the responsibilities assumed.
8. ~~11.~~ 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.
12. ~~10.~~ Non-Exempt Employee. Not exempt from the provisions of the Fair Labor Standards Act and is subject to overtime pay.
13. ~~11.~~ Part-Time Employee. Employees who are required to work less than (40) hours per week year-round in an ongoing position.
14. Pay Grade. A grouping of positions considered substantially equal and are paid the same wage.

~~15. 12.~~ Pay Range. A schedule of minimum and maximum pay rates, which are established for each job classification.

SECTION 5: EMPLOYEE BENEFITS

5.1 Health Care Benefits

The City provides a combination of health care benefits, such as medical, 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. Employees are responsible for participating in the cost of health care benefits pursuant to the City's annual review of participation levels.

Employees who 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.

5.4 Deferred Compensation

The City will provide regular full-time ~~and part-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 accrual exceeding 720 hours at the conclusion of each calendar year. The balance of the unused sick leave will be added to the employee's sick leave 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.

5.11 College Savings Plan

Regular full-time ~~and part-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 Finance Department has more information on the 529 Minnesota College Savings Plan.

SECTION 6: LEAVES

6.1 Holidays

Regular full-time ~~and part-time~~ employees are entitled to the holidays described herein. 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. Temporary and seasonal employees are not entitled to holiday pay.

New Year's Day	Veteran's Day
Martin Luther King, Jr. Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor 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 60 days of receipt. Accrued floating holidays are not paid out at time of separation.

6.2 Vacation Leave

Paid vacation leave is available to eligible employees in accordance with the schedule below. Part-time employees who work at least ~~20-30~~ hours per week on a regular basis will accrue vacation leave on a prorated basis. Temporary and seasonal employees will not earn or accrue vacation leave. Probationary employees may not take vacation during their probationary period without prior approval of the department director.

<u>Years of Continuous Service</u>	<u>Per Year</u>	<u>Per Pay Period</u>
Start through 4 th Year	80 hours	3.08 hours
Beginning 5 th Year	120 hours	4.62 hours
Beginning 11 th Year	128 hours	4.92 hours
Beginning 12 th Year	136 hours	5.23 hours
Beginning 13 th Year	144 hours	5.54 hours
Beginning 14 th Year	152 hours	5.85 hours
Beginning 15 th Year	160 hours	6.15 hours
Beginning 16 th Year	168 hours	6.46 hours

Beginning 17 th Year	176 hours	6.77 hours
Beginning 18 th Year	184 hours	7.08 hours
Beginning 19 th Year	192 hours	7.38 hours
Beginning 20 th Year	200 hours	7.69 hours

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

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

6.3 Sick Leave

Sick leave is an authorized absence from work with pay, granted to qualified full-time and part-time employees who work at least 30 hours per week on a regular basis. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

- Full-time employees accumulate sick leave at a rate of one day per month. The maximum accumulation is 960 hours.
- Part-time employees regularly scheduled to work at least ~~20~~30 hours per week will accrue sick leave on a pro-rated basis.
- Temporary and seasonal employees will not earn or accrue sick leave.
- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental or other care provider appointments.
- To care for children on the same basis as an employee.
- To take children or other immediate family members to medical, dental or other care provider appointments.
- To care for an ill or injured spouse, adult child, sibling, parent, grandparent, stepparent, parent in-laws, or grandchild, but is limited to a combined total of 160 hours for these relatives within a 12-month period.

To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor as soon as possible after the scheduled start of the work day, for each day absent.

- Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member.
- Submit a physician's statement upon request.

After an absence of three or more consecutive days, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and to safely perform the essential functions of the job with or without reasonable accommodation. To control abuse, an employee with a pattern of frequent absences may be required to provide a physician's statement for absences of less than three days.

All work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave 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.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Sick leave 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.

[See also Deferred Compensation Section 5.4 and Severance Section 9.4 for applicability to sick leave.]

6.7 Funeral Leave

Regular full-time employees ~~An employee 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.

6.10 Jury Duty

Regular full-time ~~or part-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.

6.18 Personal Time Off (PTO) Leave

The personal time off (PTO) program combines vacation and sick leave benefits into a single pool of paid time off benefits. PTO can be utilized for any purpose, subject only to necessary request and approval procedures consistent with City and departmental policies.

A. Implementation

PTO 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

Full-time employees accrue personal time off based on the schedule below. A part-time employee who works a minimum of ~~20~~30 hours per week accrues PTO on a prorated basis according to the number of hours budgeted for that position.

<i><u>Years of Service</u></i>	<i><u>Hours Earned Each Pay Period</u></i>	<i><u>Annual Accrual in Hours per Year</u></i>	<i><u>Days</u></i>
0-4	4.615	120	15
5-10	6.153	160	20
11	6.461	168	21
12	6.769	176	22
13	7.076	184	23
14	7.384	192	24
15	7.692	200	25
16	8.000	208	26
17	8.307	216	27
18	8.615	224	28
19	8.923	232	29
20+	9.230	240	30

PTO is accrued each pay period. The PTO 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.

Employees may not use personal time off until it has been credited to the employee's bank in the payroll system. Personal leave may be used in increments of ½ hour or more. The maximum amount of personal leave that can be carried into the next year is 600 hours.

C. Use of Personal Time Off

This PTO policy encourages advance planning of absences from work. To ensure necessary departmental coverage, non-emergency (planned) use of PTO should be requested in advance. Employees should give their supervisor advance notice equal to the amount of requested time off. Unplanned use of PTO may require documentation and requires notice within a timely manner of your scheduled work day. Established departmental rules and requirements concerning employee absences from work will be applied.

In order to allow coordination of PTO with Family Medical Leave, employees seeking to use PTO 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 qualifies for Family and Medical Leave, the employee must take both leaves simultaneously.

Probationary employees may use no more than 24 hours of PTO during the first six months of their probationary period without the approval of the City Administrator. This provision does not apply to employees serving a probationary period following a promotion, transfer, or demotion.

D. General Provisions

1. Maximum Accrual. An employee may not carry over more than 600 hours of PTO 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 Leave. A department director may deny a request for planned PTO 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 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 will not continue to accrue during a suspension or while an employee is on an unpaid leave of absence.

E. Conversion of Vacation Days and Sick Leave Accruals

For employees who convert to the PTO plan, all accrued vacation leave (at hour for hour) and ½ of accrued sick leave (480 hours maximum) will be converted to PTO leave up to a balance of 600 hours. Unconverted sick leave will be placed into an extended illness leave bank.

F. Severance Payment

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

City of Lino Lakes Personnel Policy



April 2022

Previous Versions:

December 2013

August 2016

April 2019

September 2020

February 2022

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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 and members of boards and commissions, unless specifically stated otherwise
- Paid on call fire personnel
- Consultants rendering professional services

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.

1.4 Statement of Non-Discrimination

It is City policy to provide equal employment opportunity to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws, state statutes, and local ordinances. No individual shall, on the basis of race, color, creed, religious or political affiliation or belief, national origin, sex, sexual orientation, age, marital status, disability, or status with regard to public assistance, be excluded from employment or be subjected to discrimination regarding any and all terms and conditions of City employment.

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 ethnic 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.

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. Computers. Includes desktops, laptops, tablets, notebooks, mobile devices, smart phones, servers, and other network equipment.
7. Exempt Employee. Executive, administrative, and professional employees who are exempt from overtime pay as defined by the federal Fair Labor Standards Act.
8. Full-Time Employee. Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.
9. 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.
10. Job Classification. A position assigned to its appropriate pay range based on the duties performed and the responsibilities assumed.
11. 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.
12. Non-Exempt Employee. Not exempt from the provisions of the Fair Labor Standards Act and is subject to overtime pay.
13. Part-Time Employee. Employees who are required to work less than (40) hours per week year-round in an ongoing position.
14. Pay Grade. A grouping of positions considered substantially equal and are paid the same wage.
15. 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.

Vacation benefits shall accrue, but are not available until the employee has completed six months of the probationary period.

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

Employees who 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 Finance 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 accrual exceeding 720 hours at the conclusion of each calendar year. The balance of the unused sick leave will be added to the employee's sick leave 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 or PTO 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 balance or PTO 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.

5.10 Post Employment Health Care Saving Account

The City has established a Post Employment Health Care Savings Account (HCSA) for eligible non-union employees. The purpose of this program is to allow 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 employees are required to participate in the HCSA program.
2. Unused Compensation. Any unused vacation, sick leave, or personnel time off (PTO) 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.

5.11 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 Finance 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 holidays described herein. 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. Temporary and seasonal employees are not entitled to holiday pay.

New Year's Day	Veteran's Day
Martin Luther King, Jr. Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor 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 60 days of receipt. Accrued floating holidays are not paid out at time of separation.

6.2 *Vacation Leave*

Paid vacation leave is available to eligible 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. Temporary and seasonal employees will not earn or accrue vacation leave. Probationary employees may not take vacation during their probationary period without prior approval of the department director.

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

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

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

6.3 Sick Leave

Sick leave is an authorized absence from work with pay, granted to qualified full-time and part-time employees who work at least 30 hours per week on a regular basis. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

- Full-time employees accumulate sick leave at a rate of one day per month. The maximum accumulation is 960 hours.
- Part-time employees regularly scheduled to work at least 30 hours per week will accrue sick leave on a pro-rated basis.
- Temporary and seasonal employees will not earn or accrue sick leave.
- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental or other care provider appointments.
- To care for children on the same basis as an employee.
- To take children or other immediate family members to medical, dental or other care provider appointments.
- To care for an ill or injured spouse, adult child, sibling, parent, grandparent, stepparent, parent in-laws, or grandchild, but is limited to a combined total of 160 hours for these relatives within a 12-month period.

To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor as soon as possible after the scheduled start of the work day, for each day absent.
- Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member.
- Submit a physician's statement upon request.

After an absence of three or more consecutive days, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and to safely perform the essential functions of the job with or without reasonable accommodation. To control abuse, an employee with a

pattern of frequent absences may be required to provide a physician's statement for absences of less than three days.

All work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave 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.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Sick leave 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.

[See also Deferred Compensation Section 5.4 and Severance Section 9.4 for applicability to sick leave.]

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, 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 leave balance, or who has previously been warned or disciplined for abusing sick 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 and 40 hours of vacation leave.

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 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 in 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 and vacation 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 accrual. If no sick 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 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 for absences due to the illness of a child in the same way that employees are able to use sick leave 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

Military leaves of absence and re-employment rights of employees returning from active service with the armed forces shall be subject to applicable federal and state laws.

Upon return from military leave of absence, a regular employee shall be reinstated to the employee's former position or to a position of like status and pay, provided that the employee is competent to perform all duties of the position to which assigned.

If the position held by the employee no longer exists, the employee shall be reinstated to a position of like status and pay, provided it is practicable and the employee is competent to perform all duties of the position.

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.

6.10 Jury Duty

Regular full-time 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, Vacation, and PTO

During leave, employees are required to use accrued vacation, personnel time off (PTO), or sick leave 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 sick, vacation, or PTO 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.

6.13 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., sick leave, vacation leave, personal time off (PTO)) 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.

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 and sick 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.

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

The personal time off (PTO) program combines vacation and sick leave benefits into a single pool of paid time off benefits. PTO can be utilized for any purpose, subject only to necessary request and approval procedures consistent with City and departmental policies.

A. Implementation

PTO 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

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

<i><u>Years of Service</u></i>	<i><u>Hours Earned Each Pay Period</u></i>	<i><u>Annual Accrual in Hours per Year</u></i>	<i><u>Days</u></i>
0-4	4.615	120	15
5-10	6.153	160	20
11	6.461	168	21
12	6.769	176	22
13	7.076	184	23
14	7.384	192	24
15	7.692	200	25
16	8.000	208	26
17	8.307	216	27
18	8.615	224	28
19	8.923	232	29
20+	9.230	240	30

PTO is accrued each pay period. The PTO 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.

Employees may not use personal time off until it has been credited to the employee's bank in the payroll system. Personal leave may be used in increments of ½ hour or more. The maximum amount of personal leave that can be carried into the next year is 600 hours.

C. Use of Personal Time Off

This PTO policy encourages advance planning of absences from work. To ensure necessary departmental coverage, non-emergency (planned) use of PTO should be requested in advance. Employees should give their supervisor advance notice equal to the amount of requested time off. Unplanned use of PTO may require documentation and requires notice within a timely manner of your scheduled work day. Established departmental rules and requirements concerning employee absences from work will be applied.

In order to allow coordination of PTO with Family Medical Leave, employees seeking to use PTO 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 qualifies for Family and Medical Leave, the employee must take both leaves simultaneously.

Probationary employees may use no more than 24 hours of PTO during the first six months of their probationary period without the approval of the City Administrator. This provision does not apply to employees serving a probationary period following a promotion, transfer, or demotion.

D. General Provisions

1. Maximum Accrual. An employee may not carry over more than 600 hours of PTO 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 Leave. A department director may deny a request for planned PTO 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 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 will not continue to accrue during a suspension or while an employee is on an unpaid leave of absence.

E. Conversion of Vacation Days and Sick Leave Accruals

For employees who convert to the PTO plan, all accrued vacation leave (at hour for hour) and ½ of accrued sick leave (480 hours maximum) will be converted to PTO leave up to a balance of 600 hours. Unconverted sick leave will be placed into an extended illness leave bank.

F. Severance Payment

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

G. Extended Illness Leave

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

H. 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 five 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.

I. 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.

J. 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 five 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 leave before the 5-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 5-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 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 and Advances

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

Cash advances to defray expenses during authorized travel and conference attendance prior to the submission of an expense voucher must be approved by the City Council and shall be in an amount commensurate with expected needs. Requests for a travel advance should be made no later than seven days prior to departure. Unused travel advances must be returned to the City within five days after returning to work.

B. Transportation

Employees who use a personal vehicle for City business will be compensated for each mile driven at the IRS maximum rate for mileage. Transportation to and from work is 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 for overnight or out-of-state travel, which are not included in the registration fee for any event. The maximum daily per diem for meals is \$50.00, including gratuities. The per diem guidelines for meals are as follows: \$10.00 for breakfast, \$15.00 for lunch, and \$25.00 for dinner.

Submission of a receipt is required. Any reimbursement which exceeds the per diem must be approved by the City Administrator. The City will not reimburse for alcoholic beverages.

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 Mobile Phones

The City of Lino Lakes recognizes that cell phones and smart phone devices are tools needed to efficiently conduct City business. Issuance of a City-owned mobile phone or the payment of a mobile phone stipend serves a public purpose in providing employees with the ability to more effectively perform job-related duties in providing service to residents.

The City Administrator or department director will determine which positions require a mobile phone and whether the needs are best served through issuance of a City-owned mobile phone or through a City-paid monthly stipend for using their personal mobile phones. An employee who has been provided a City-owned mobile device must have it available during business hours, emergency responses, and other times as required.

A monthly stipend of \$30 will be provided to employees who use their personal smart phone and need to remotely access network information and respond to email while out of the office. The reimbursement is considered a de minimis benefit and not taxable.

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

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.

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 and Alcohol 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 and Alcohol 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. Temporary and seasonal employees are not subject to this policy; however, the City reserves the right to test due to reasonable suspicion.

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 any employee for alcohol and/or controlled substance under any of the following circumstances with a properly accredited or licensed testing laboratory, in accordance with Minn. Stat. § 181.953, subd. 1.

(1) Pre-Employment Testing:

Every job applicant offered employment with the city receives the offer conditioned upon successful completion of a drug test, among other conditions. If the job offer is withdrawn based on drug test results, the city will inform the applicant of the reasons for the withdrawal. A failure of the 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.

(2) Reasonable Suspicion Testing:

Consistent with Minn. Stat. § 181.951, subd. 3, employees will be subject to alcohol and controlled substance testing when reasonable suspicion exists to believe that the employee:

- Is under the influence of alcohol or a controlled substance; or

- Has violated written work rules prohibiting the use, possession, sale or transfer of drugs or alcohol 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 a controlled substance 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 or drugs 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 and alcohol 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 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 testing 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 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 or drug 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 and/or alcohol 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 or alcohol testing of a blood sample will not be considered to have refused testing, unless the employee or job applicant also refuses to undergo drug or alcohol testing of a urine sample.

Cost of Required Testing:

The City will pay for the cost of all drug and alcohol testing requested or required of all job applicants and employees, with the exception of confirmatory retests. Job applicants and employees are responsible for paying for all costs associated with any requested confirmatory retests.

Prohibition against Controlled Substance 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, 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 controlled substance 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 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. The federal government still classifies cannabis as an illegal drug, even though some states have decriminalized its possession and use. 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 or Drug(s):

Employees are prohibited from being under the influence of alcohol or drugs 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 controlled substance 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 Controlled Substance 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 controlled substance-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 controlled substance 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 Controlled Substance:

Employees taking a lawful controlled substance, including prescription and over-the-counter controlled substances, 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 test result, the city will notify the employee of a positive drug and/or alcohol 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 controlled substance or alcohol 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 controlled substance 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 or alcohol, 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 and/or drugs 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 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 or Human Resources 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.

Any revisions to state or federal law will take percent over this policy to the extent this policy has not incorporated those revisions.

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.

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 controlled substances and alcohol.

Confirmatory test: Means a controlled substance or alcohol test on a sample to substantiate the results of a prior controlled substance 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: Has the same meaning as “controlled substance” defined in Minn. Stat. § 152.01, subd. 4.

Drug and alcohol testing, drug or alcohol testing, and drug 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 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 may include independent contractors.

Initial screening test: Means a drug or alcohol 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, illegal drugs, 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 or alcohol usage would threaten the health or safety of any person.

Under the influence: Means (1) the employee tests positive for alcohol or drugs, 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 not 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 not applicable 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 traffic 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 vehicle requiring tow away	YES	YES
	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/PTO 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 and 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 test 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/PTO, 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, 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) 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, 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 Computer Use Policy

A. Purpose and Scope

This policy serves to protect the security and integrity of the City's electronic communications and information systems by educating employees about appropriate and safe use of technology resources. This policy applies to all individuals granted access to the City's network and information systems. This policy includes all City-owned computers, as well as those connected to the City's network.

B. Securing Desktop and Notebook Computers

1. Users will ensure reasonable physical safeguards to maintain desktop and notebook computer and peripheral equipment in such a way to avoid inadvertent disclosure of City information.
2. When leaving a desktop or notebook computer unattended, users shall apply the "*Lock Workstation*" feature where systems allow.
3. Unattended computers shall be secured from viewing by password protected screen savers, which should be set to automatically activate after a period of non-use. The period of non-use shall be for no more than 60 minutes.
4. Desktop computer users shall store confidential and sensitive information on a network drive (shared directory on the City network) and not the user's hard drive.
5. Computers and monitors shall be turned off at the end of each workday unless you are instructed otherwise.
6. Additional security requirements may be required for computers containing data governed by other applicable state and federal laws, including law enforcement data and data associated with the Health Insurance Portability and Accountability Act (HIPAA).

C. Physical Security Measures

Physical security measures shall be used to secure notebooks, computer media, and other forms of information storage media containing confidential or sensitive information.

1. Mobile notebook computers actively connected to the network or information systems must not be left unattended.
2. Notebook computers left in a vehicle shall not be visible except in police, utility department, or fire emergency vehicles where the device is mounted to the vehicle console. If possible, the notebook should be stored in a locked trunk. Weather conditions should be considered when leaving electronic equipment in a vehicle for long periods of time. Unattended vehicles shall be locked at all times.
3. Mobile notebook computers, computer media, and any other forms of removable storage should be stored in a secure location.
4. Other information storage media containing confidential data shall be stored in a secure location or locked cabinet when not in use.

D. Peripheral Equipment

Peripheral equipment (e.g. printers, faxes, copiers) that store, produce, and transfer confidential or sensitive information, shall be protected from inadvertent or unauthorized access.

Documents containing confidential or sensitive information should be cleared from printers and copiers immediately.

E. Passwords

User identification (name) and authentication (password) shall be required to access the operating system of all desktop and notebook computers.

Employees may not share account or password information with another person. Internet accounts are to be used only by the assigned use of the account for authorized purposes. Attempting to obtain another user's password is strictly prohibited. Users are required to change or obtain a new password if they have reason to believe that any unauthorized person has obtained their password. Users are required to take all necessary precautions to prevent unauthorized access to Internet services.

Supervisors are required to report immediately to IT staff when an employee resigns or is terminated. Employees are required to contact IT staff when they suspect their login ID has been compromised or when someone else has obtained their password.

Employees are responsible for maintaining computer passwords by following these guidelines:

- Passwords must be a minimum of eight alphanumeric characters in length and be "complex." For a password to be complex it must contain three of the following four categories: English upper case letters, English lower case letters, numbers, or non-alphabetic characters found on the keyboard (e.g. !, #, \$, %).
- Passwords should not be stored in any location on or near your computer.
- The computer system will prompt employees to update passwords every 90 days.
- A password cannot be reused until after 10 change cycles.

Password protection of any document is prohibited unless authorized by IT staff and the appropriate department director. This applies to any document stored on any drive (local or network), which includes diskettes, CDs, DVDs, flash drives, or any other storage device owned by the City. Any document found with unauthorized password protection will be deleted.

F. Unauthorized Software

Individual users are prohibited from installing or downloading software applications or executable files to any City-owned computer without prior authorization from IT staff.

G. Viruses

Desktop and notebook computer users shall not write, compile, copy, knowingly propagate, execute, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer system. Suspected viruses should be reported immediately to IT staff. Viruses shall not be deleted without assistance unless instructed by the IT staff.

H. Monitoring

The City of Lino Lakes reserves the right to inspect any data, emails, settings, or any other components of a City-owned computer at any time without an employee's consent. By using a City-owned computer, employees consent to any monitoring that may take place. An audit may result in the removal of hardware and software and further disciplinary action if any user is not complying with this policy.

I. No Expectation of Privacy

All technology systems are the property of the City of Lino Lakes. 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 by City-owned or leased technology systems. The City reserves the right to access and retrieve any data, messages, or files without prior employee consent. Users should have no expectation of privacy in the use of City technology. This includes personal email messages and Internet logs.

J. Licensing

To ensure license compliancy, all software must be purchased by and licensed to the City.

1. Development. Any software programs developed for use by the City becomes the property of the City. Software programs may not be sold or distributed without prior approval.
2. City-Owned Software. City-owned software may not be loaded on non-City owned equipment without prior approval.
3. Copyright Laws. City users are required to abide by software copyright law and licensing agreements. If there is any question about the legality of the software and documentation, it should be directed to IT staff.

K. Electronic Mail

The City provides employees with individual email accounts for work-related use. Employees are encouraged to use email to further the goals and objectives of the City.

An employee's personal email may be considered "public" data and may not be protected by privacy laws. Personal email may also be monitored without notice to the employee.

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 to a permanent storage area.

The following policies pertain to emails of both business and personal content:

- Use extreme caution when communicating confidential or sensitive information via email. A good rule is to not communicate anything that you would not feel comfortable being made public.
- Do not correspond by email on confidential communications (e.g., letters of reprimands, correspondence with attorneys, medical information).
- Do not open email attachments or links from an unknown sender. Attachments are the primary source of computer viruses and should be treated with extreme caution. Delete junk or “spam” email without opening it if possible.

L. Internet Use

The City provides Internet access for employees to acquire and share information and to participate in educational and professional development activities. Employees should minimize unnecessary network traffic that might interfere with the ability of others to make effective use of this shared network resource.

Use of the Internet through City computers is a privilege which may be revoked at any time for abusive conduct. Users are responsible for adhering to this policy when accessing the Internet. Failure to adhere to this policy puts the City and the individual at risk for legal and financial liabilities, potential embarrassment, and other consequences.

The City retains the right to monitor any employee’s use of the Internet without prior notice. The City may limit Internet activity in order to ensure the most efficient use of this resource.

M. Inappropriate Use of Email and the Internet

Use of the Internet and email in a manner that is not consistent with the mission of the City, misrepresents the City, or violates any City policy, is strictly prohibited. Internet use at the City will comply with all federal and state laws, City policies, and any contract.

The City allows limited personal use of email and Internet resources for communicating with family and friends, independent learning, and public service as long as it does not interfere with staff productivity, preempt City business, or consume City resources.

The City prohibits the use of mass unsolicited mailings, access for non-employees to City resources or network facilities, competitive commercial activity, and the dissemination of chain letters.

N. Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing in the City in accordance with established procedures. Violations of this policy may subject the violator to one or more of the following:

- Temporary or permanent revocation of network access and other equipment access.
- Termination of employment.
- Legal action according to applicable laws and contractual agreements.

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 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 or 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 a 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
AGENDA ITEM 3A**

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: April 11, 2022

TOPIC: Consider Appointment of Activity Center Coordinator

VOTE REQUIRED: 3/5

INTRODUCTION

The Council is being asked to approve the appointment of Ali Lukin-Sobolewski to the Activity Center Coordinator position at the Rookery Activity Center.

BACKGROUND

At this time staff has completed the recruitment process, provided a conditional offer contingent upon a complete background check, and is recommending the approval of Ali Lukin-Sobolewski for the position.

Lukin-Sobolewski holds a Bachelor's degree in Recreation and Tourism from Winona State University. Lukin-Sobolewski worked for the City of Lino Lakes from 2016 to 2018 as the Recreation Supervisor. She has been the Recreation Coordinator at the New Brighton Community Center since 2019.

The hourly rate of pay would be \$30.66, which is Starting Step of the current 6 step wage schedule.

With the Council's approval, Lukin-Sobolewski would start in the position of Activity Center Coordinator on May 2, 2022.

RECOMMENDATION

Please approve the appointment of Ali Lukin-Sobolewski for the Activity Center Coordinator position.

**CITY COUNCIL
AGENDA ITEM 3B**

STAFF ORIGINATOR: Julie Bartell, City Clerk

MEETING DATE: April 11, 2022

TOPIC: On-Sale Liquor License Fee Waiver

VOTE REQUIRED: 3/5

BACKGROUND

At the April 4th work session staff informed the council that the next annual licensing period for on-sale liquor establishments would commence on July 1, 2022. Information was provided on fee refunds that were authorized in 2020 and 2021 due to the impact of mandated closures and other factors related to the COVID 19 pandemic.

At the work session, the council discussed the remaining impacts on restaurant liquor license holders in the city. The council directed staff to prepare an action that would waive certain license fees for the upcoming licensing period.

RECOMMENDATION

Council consideration of waiving City fees for the 2022-2023 licensing period for renewal of the following types of on-sale intoxicating beverage licenses: On-Sale Liquor, On-Sale Wine, On-Sale Beer, On-Sale Club, and Sunday Sales licenses.

ATTACHMENTS

Current on-sale license holders and anticipated fees

Current On-Sale License Holders/Fees

<i>Applicant</i>	<i>License Type</i>	<i>Fees</i>
American Legion Post 566 7731 Lake Drive Lino Lakes, MN 55014	On-Sale Club Sunday	\$300 \$200
The Tavern on Main 8001 Lake Drive Lino Lakes, MN 55014	On-Sale Sunday	\$4,500 \$200
Trapper's Bar & Grill 6810 Lake Drive Lino Lakes, MN 55014	On-Sale Sunday	\$4,500 \$200
Chomonix Golf Course 700 Aqua Lane Lino Lakes, MN 55014	On-Sale Sunday	\$4,500 \$200
Fiesta Mexican Grill & Bar 7090 21 st Avenue North Lino Lakes, MN 55038	On-Sale Sunday	\$4,500 \$200
Don Julio Mexican Restaurant 701 Apollo Drive, Suite #130 Lino Lakes, MN 55014	On-Sale Sunday	\$4,500 \$200
Chili Thai Cuisine 730 Apollo Drive, Suite 110 Lino Lakes, MN 55014	3.2 Beer On-Sale Wine	\$300 \$500
El Zocala Grill & Cantina 566 Lilac Street Lino Lakes, MN 55014	On-Sale Sunday	\$4,500 \$200
Campanelle Restaurant & Bar 7114 Otter Lake Road, #150 Lino Lakes, MN 55028	On-Sale Sunday	\$4,500 \$200
Mac Kitchen Vietnamese Cuisine 717 Apollo Drive, Suite 140 Lino Lakes, MN 55014	3.2 Beer On-Sale Wine Sunday	\$300 \$500 \$200
MAMA Mia Mexican Grill 7997 Lake Drive, Suite 110 Lino Lakes, MN 55014	3.2 Beer On-Sale Wine Sunday	\$300 \$500 \$200

Total Fees

\$36,200

**CITY COUNCIL
AGENDA ITEM 4A**

STAFF ORIGINATOR: John Swenson, Public Safety Director

MEETING DATE: April 11, 2022

TOPIC: Approve Resolution No. 22-37 Accepting Monetary Donation to
Lino Lakes Public Safety Canine Unit

VOTE REQUIRED: 3/5

INTRODUCTION

The Lino Lakes Public Safety Department is requesting council approval of Resolution 22-37 accepting a donation of \$1,000.00 from Sharyn Eddleston.

BACKGROUND

Staff received a check in the amount of \$1,000.00 from a Lino Lakes resident to the Lino Lakes Public Safety Police Division Canine Unit.

The donor stipulated that the donation be used for the police canine unit. If acceptance of this donation is approved the donated funds will be deposited in the Police Canine fund for the purchase of canine training, equipment and/or certifications.

RECOMMENDATION

Staff recommends approval of Resolution No. 22-37 accepting a \$1,000.00 donation from Sharyn Eddleston for the Lino Lakes Public Safety Department's Canine Unit.

ATTACHMENTS

Resolution 22-37

**CITY OF LINO LAKES
RESOLUTION NO. 22-37**

Accepting Monetary Donation to the City

WHEREAS, the City Council is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
Sharyn Eddleston	\$1,000.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Terms or Conditions
Donation is to be used for the Police Canine Fund for the purchase of canine training, equipment and/or certifications.

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LINO LAKES, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted by the Council of the City of Lino Lakes this 11th day of April, 2022.

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

The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Julianne Bartell, City Clerk

This donation of \$1,000⁰⁰ is being made to the Lino Lakes K9 fund in memory of my husband Gene Eddleston who passed away on March 6th, 2022 after a courageous battle of Pancreatic Cancer.

Gene & I moved to Lino Lakes in 1980, we raised 3 Children here, and I am still living here in Lino.

I wanted to give back to the community of Lino Lakes, and myself being a daughter of a Police Officer, I ~~then~~ knew this was a good choice.

Thank you to All of the Lino Lakes Police and all law enforcement.

Sharon Eddleston

**CITY COUNCIL
AGENDA ITEM 4B**

STAFF ORIGINATOR: John Swenson, Public Safety Director

MEETING DATE: April 11, 2022

TOPIC: Hire Part-time Fire Duty Crew

VOTE REQUIRED: 3/5

INTRODUCTION

The Lino Lakes Public Safety Department is requesting council approval to hire part-time duty crew firefighters.

BACKGROUND

As approved in the 2022 City of Lino Lakes budget approved by Council the Public Safety Department is seeking to hire part-time duty crew personnel for daytime fire response.

The hiring process has been extensive including an interview process, background investigation, medical and psychological examinations and drug screening. This process has identified candidates that will continue the Public Safety Department's proud tradition of delivering high quality services to the Lino Lakes Community.

All of the part-time firefighters have completed Firefighter 1 & 2 as well as Hazardous Materials training and certification. The starting wage for all recommended hires will be \$18.66 per hour which is the current starting rate for part-time firefighters.

RECOMMENDATION

Staff recommends the Council approve the hiring of part-time duty crew personnel listed below effective May 2, 2022.

Jacob Bogdanovich
Brian Pevito
Andrew Smith
Kathleen McLaughlin

Benjamin Opem
Nicholas Potzmann
Charles Jenkins, III

ATTACHMENTS

None

**CITY COUNCIL
AGENDA ITEM 4C**

STAFF ORIGINATOR: John Swenson, Public Safety Director

MEETING DATE: April 11, 2022

TOPIC: Paid On-Call Fire District Chief Promotion

VOTE REQUIRED: 3/5

INTRODUCTION

The Lino Lakes Public Safety Department is requesting council approval to promote Paid On-Call Fire Lieutenant Jesse Fronek to the rank of Paid On-Call Fire District Chief.

BACKGROUND

POC District Chief Brian Finke was recently promoted to Full-time Fire Lieutenant for the City of Lino Lakes, this has created a vacancy at Fire Station #1 for one POC Fire District Chief.

This promotional process has been extensive and has identified District Chief candidates that will continue the proud tradition of providing high quality public safety services. Staff is recommending the promotion of Jesse Fronek to POC Fire District Chief. Mr. Fronek started as a POC Firefighter in 2013 with the Centennial Fire District. He joined the Lino Lakes Public Safety Department in October of 2017 and was promoted to POC Fire Lieutenant in February of 2020.

RECOMMENDATION

Staff recommends the Council approve the promotion of Jesse Fronek to POC Fire District Chief effective April 15, 2022.

ATTACHMENTS

None

**CITY COUNCIL
AGENDA ITEM 5A**

STAFF ORIGINATOR: Lisa Lamey, Rookery Activity Center Manager

MEETING DATE: April 11, 2022

TOPIC: Consider Resolution No. 22-36, Approving Rookery Activity Center Code of Conduct and Policies, Hours of Operation, and Rental Rates

VOTE REQUIRED: 3/5

INTRODUCTION

The Council is requested to approve the Rookery Activity Center policies and procedures, holiday schedule, and rental rates.

BACKGROUND

Staff has developed the policies, procedures, and code of conduct that will govern behavior and the management of the activity center and the members and guests. This document will be used to train staff, develop interior signage, and inform members of the proper behaviors while using the facility. This document will be made available to all members and guests through the website. This document will be reviewed after the first 6 months of operations and then annually.

The Rookery Activity Center staff has developed a holiday schedule indicating the days that the Rookery Activity Center will be closed through the year. The Rookery is proposing to have six identified closure dates, two dates with reduced hours, and one unidentified maintenance/cleaning closure in a calendar year.

A rental fee schedule is being proposed to identify 2022 rental rates for the birthday party room, multipurpose room, and the gymnasium. Staff reviewed rates of other facilities in the area to determine the proposed schedule for The Rookery. These rates will be evaluated annually in the regular fee schedule process.

RECOMMENDATION

Approve Resolution No. 22-36.

ATTACHMENTS

Resolution No. 22-36
The Rookery Activity Center Code of Conduct and Policies
2022-2023 Hours of Operation
2022 Rental Fee Schedule

**CITY OF LINO LAKES
RESOLUTION NO. 22-36**

**APPROVING ROOKERY ACTIVITY CENTER POLICIES AND PROCEDURES,
HOLIDAY SCHEDULE, AND RENTAL RATES**

WHEREAS, staff has developed the policies, procedures, and code of conduct that will govern behavior and the management of the activity center and the members and guests. This document will be used to train staff, develop interior signage, and inform members of the proper behaviors while using the facility. This document will be made available to all members and guests through the website. This document will be reviewed after the first six months of operations and then annually; and

WHEREAS, the Rookery Activity Center staff has developed a holiday schedule indicating the days that the Rookery Activity Center will be closed through the year. The Rookery is proposing to have six identified closure dates, two dates with reduced hours, and one unidentified maintenance/cleaning closure in a calendar year; and

WHEREAS, a rental fee schedule is being proposed to identify 2022 rental rates for the birthday party room, multipurpose room, and the gymnasium. Staff reviewed rates of other facilities in the area to determine the proposed rate schedule for The Rookery. These rates will be evaluated annually in the regular fee schedule process.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LINO LAKES, MINNESOTA, the Rookery Activity Center policies and procedures, holiday schedule, and rental rates, are hereby approved.

Adopted by the Council of the City of Lino Lakes this 11th day of April, 2022.

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

The following voted against same:

Rob Rafferty, Mayor

ATTEST:

Julianne Bartell, City Clerk



The Rookery Activity Center Code of Conduct and Policies

The Rookery Activity Center Policies

The following policies have been adopted by the City of Lino Lakes in order to ensure a safe positive and healthy environment. Additional policies may be added as circumstances warrant.

Code of Conduct

The Rookery Activity Center is a family-based facility and all patrons are expected to conduct themselves accordingly. Patrons are responsible for the conduct of their children and/or guests. The Rookery Activity Center staff is responsible for enforcing all established policies. If a patron or staff engages in the following behaviors or actions including, but not limited to the following: profanity, rowdy or disruptive behavior, verbal or physical harm, mischief, verbal or physical harassment and/or intimidation, menacing behavior towards patrons or staff, demonstration of sexual activity or sexual contact with patrons or staff, theft, destruction of property or trespassing, and tobacco/alcohol/drug/other substance use or possession – disciplinary actions may result. Disciplinary action could result in being temporarily or permanently expelled from the facility and/or the loss of membership or guest privileges.

Enforcement

Patrons are encouraged to contact a staff member if they witness any person(s) violating the policies or code of conduct of the facility. Staff will address the issue and document the incident. Individual(s) may be asked to leave the facility, or the police may be contacted depending on the incident, and surrounding circumstances. Management will investigate all reported incidents of a violation. All documents will be filed and used in further cases of violation.

A violation of the Code of Conduct or other rules and policies of the Activity Center may result in an enforcement action ranging from a verbal warning, temporary or permanent expulsion from the facility, and/or the revocation of membership or guest privileges.

1. *First Violation* - a verbal warning will be given, and the patron may be asked to leave the Rookery based on the severity of the violation. A written report will be filed.
2. *Second Violation* - The patron's membership or guest privileges will be suspended, and the patron will be asked to leave the Rookery and not return until a staff member contacts them. A written incident report will be filed. A staff member will schedule a meeting with the patron to discuss the incident. The length of the suspension will be at the discretion of the Activity Center Manager based upon the severity of the violation and surrounding circumstances.



- a. For minors under the age of 18, a parent/guardian will be notified of his/her actions. If a parent/guardian is not present, the minor may be required to wait in an assigned area while staff contacts a parent/guardian to inform them of the violation with the expectation that the parent will pick up their child.
3. *Third Violation* – The patron's membership and daily privileges will be revoked, and the offender will not be allowed back into the Rookery Activity Center.

Appeal of Suspension or Termination of Membership Privileges

A patron whose membership privileges are suspended or revoked may appeal such a suspension or revocation to the Director of Public Services. A patron who wishes to appeal to the suspension or revocation of their membership privileges shall file a written request to appeal the suspension or revocation with the Director of Public Services within five (5) business days of the date the notice of the suspension or revocation is delivered in person, emailed, or mailed to the patron. The Director of Public Services shall hear all appeals of membership suspensions and revocations, and may uphold, modify, or overturn the suspension or revocation of the membership.

General Policies:

- ◆ All members must check in with a valid Rookery Activity Center membership or purchase a daily pass upon entering.
- ◆ Food and drink are only permitted on the 1st floor lobby areas and identified programs.
- ◆ Water in a closed container only is allowed in activity spaces; Endurance Fitness floor, gymnasium, and multipurpose rooms.
- ◆ All children 14 years of age and under are required to have adult supervision.
- ◆ Children ages 11 and under are not permitted on the Endurance Fitness floor, unless in a program specified for children. Children ages 12-15 are allowed on the Endurance Fitness Floor after completing an orientation session with an Endurance Fitness staff member and an adult is with the child. Ages 16 and up are allowed to use the fitness floor without supervision.
- ◆ Non-marking athletic shoes must be worn in all activity areas. Examples of prohibited shoes include, but are not limited to, cleats, sandals, stocking feet and/or hard soled shoes.
- ◆ Shirts must be worn at all times in public areas except for the pool, sauna and locker rooms.
- ◆ Please practice proper hygiene while using the Rookery Activity Center.
- ◆ Skateboards, roller-skates, rollerblades and non-electric scooters are not allowed to be operated in the facility.
- ◆ Chewing gum is not allowed in the following activity areas; gym, Endurance Fitness floor, fitness studio, pool and multipurpose rooms.
- ◆ Pets, with the exception of service animals, are not allowed. Service animals are permitted on the pool deck, but not in the water.
- ◆ Use of recording devices (phones, cameras, video cameras, etc.) within the facility requires approval of Rookery Activity Center staff and cell phones or cameras may not be used in the locker rooms and restrooms.



- ◆ Taking photos of members and guests without their permission while in the Rookery is strictly prohibited
- ◆ Any announcements, fliers, posters, or any other marketing materials to be displayed in The Rookery must be submitted to staff for approval.
- ◆ The Rookery Activity Center is not responsible for personal items damaged, lost, stolen, left on site or left in vehicle.
- ◆ The use and/or possession of tobacco/vaping devices/alcohol/drugs/illegal substances and paraphernalia are prohibited.
- ◆ Lost and Found is located at the Front Desk. Items will be held for 30 days. The Rookery Activity Center is not responsible for Lost and Found items that are being held.

Towel Service:

- ◆ Shower towels are available to all members and guests for a fee. Members may add towel service to their monthly membership billing or pay for annual towel service.
- ◆ Guests may rent a towel for use in the showers or pool area at the daily fee.
- ◆ Towels are available at the Front Desk and should be returned to any towel return bin located throughout the facility.
- ◆ Theft, misuse or damage to towels is subject to loss of membership or guest privileges.

Locker Room and Locker Usage:

- ◆ Any open locker is available for day use only; patrons must provide their own lock.
- ◆ Please keep clothing and valuables locked in lockers. The Rookery Activity Center is not responsible for lost or stolen items.
- ◆ Lockers in use after close each night will be opened and contents removed by staff. Contents will be stored for 30 days; after which the contents will be discarded.
- ◆ The use of electronic devices and cell phones is allowed but recording video or taking pictures is strictly prohibited in any locker room or restroom.
- ◆ An adult may bring a child of opposite sex, age 4 and under, into the locker room.
- ◆ Children ages 5 and older with an adult, and those with opposite sex children may use the All Gender locker room.
- ◆ The Rookery Activity Center honors the stated gender identity of our patrons. Patrons looking for additional privacy are welcome to use the All Gender locker room or restrooms located throughout the building.
- ◆ The All Gender locker room is located in-between the Men's and Women's locker room and is available for anyone to use.
- ◆ Lockers may be used for legitimate recreational purposes only.

Drop-In Child Watch:

- Childcare is available for children ages 6 months to 11 years.
- Parents must sign each child in and out of the room and show a picture ID.
- Children may only be in the childcare area for a maximum of 2.5 hours per day.



- The same parent needs to drop off and pick up the child and must stay on premises while the child is in the child watch area.
- Parents will be contacted if your child needs a diaper change and will not be assisted in restroom use.
- Children will not be permitted snacks or food while in the child watch area, water in a closed and labeled container is allowed.

Facility Policies and Guidelines

Fitness Area:

- ◆ Proper work out attire is recommended and appropriate shoes (closed-toed sneakers or tennis shoes) and a shirt must be worn at all times.
- ◆ Clean, dry shoes must be worn on all fitness equipment.
- ◆ Please wipe down machines and equipment after use.
- ◆ Chewing gum is not allowed.
- ◆ Outside personal trainers not employed by Endurance Fitness may not accept personal payment from a client for training. Staff reserves the right to remove non-employee trainers and members being trained by non-employee trainers from the facility.
- ◆ Personal items such as backpacks, bags and purses must be kept in a locker. Staff is not responsible for lost or stolen items. Lockers are available in the locker rooms on the 1st floor.
- ◆ Beverages must be in a closed, non-glass container.
- ◆ Chalk is not allowed.
- ◆ Food, gum, juice and soda are not allowed.
- ◆ Children ages 11 and under are not permitted on the Endurance Fitness floor, unless in a program specified for children.
- ◆ Children ages 12-15 are allowed on the Endurance Fitness Floor after completing an orientation session with an Endurance Fitness certified personal trainer before being allowed on the fitness equipment.
- ◆ Children 12-13 must be accompanied by an adult at all times after completing an orientation.
- ◆ Children ages 14 -15 are allowed to use the fitness floor without supervision after completing an orientation.
- ◆ Children 16 years and up are allowed to use the fitness floor without supervision.
- ◆ Please follow all manufacture guidelines on all equipment.
- ◆ All equipment must be used in the manner for which it is designed. Do not attempt to modify equipment.
- ◆ No foul language or horseplay is allowed in the fitness center.
- ◆ Cell phones are allowed but recording video or taking pictures is not allowed.
- ◆ Taking photos of members and guests without their permission on the fitness floor is strictly prohibited.
- ◆ Please keep phones on silent or vibrate, refrain from loud phone conversations, and keep conversations to a minimum.
- ◆ All audio and media content must be played using s personal listening device.



- ◆ All equipment must be used in the manner for which it is designed. Do not attempt to modify equipment.
- ◆ Standing on benches or equipment frames is prohibited.

Fitness Studios:

- ◆ No gum or beverages, with the exception of water in a closed, non-glass container, is permitted in the studio at any time.
- ◆ Clean, dry shoes must be worn while in the studio.
- ◆ Children ages 10 and up are welcome to join in basic group fitness with a parent, provided they do not disrupt the class. Instructors have the right to excuse a child and parent if it is deemed a disruption to class or unsafe.
- ◆ Class participants must be at least 15 years old for BodyPump.
- ◆ Cell phones should be placed on vibrate in studios while class is in session.
- ◆ Please be discrete if entering after a class has begun. Please wait for a previous class to finish before entering the studio for the next class.
- ◆ Taking photos of members and guests without their permission in the studio is strictly prohibited.
- ◆ Members are not permitted to use the stereo, microphones or any other media equipment located in the studio.

Pool: General:

- ◆ Any person using a public pool must take a cleansing shower using warm water and soap, and thoroughly rinse off all soap before entering the pool enclosure. A user leaving the pool to use the toilet must take a second cleansing shower before returning to the pool enclosure. A person who exercises, applies lotion, or uses a sauna or steam room must shower before using the pool.
- ◆ Proper swimwear is required at all times.
- ◆ Children 14 years of age and under must be accompanied by an adult.
- ◆ A person under the influence of alcohol or exhibiting erratic behavior shall not be permitted in the pool area.
- ◆ Food, drinks, and chewing gum are prohibited.
- ◆ Please adhere to the designated activities scheduled in the pool at all times - See Pool Schedule.
- ◆ Individuals of any age who appear to lack adequate swimming skills may be required, by a lifeguard, to pass a skills test to enter the pool.
- ◆ The pool will close earlier than the facility closing – see Pool Schedule for times.
- ◆ No person with or suspected of having a communicable disease, which could be transmitted through use of the pool, shall work at or use any public pool.
- ◆ A person with any considerable area of exposed subepidermal tissue, open blisters, or cuts must be warned that these may become infected and should be advised not to use the public pool.
- ◆ Spitting, spouting water from the mouth, and blowing the nose in the pool is prohibited.
- ◆ No running, boisterous or rough play, except supervised water sports, is permitted in the pool area or locker rooms.
- ◆ Glassware and similar materials with a tendency to shatter on impact is not allowed in the pool enclosure area or locker rooms.
- ◆ Diving is not allowed.



- ◆ Domestic animals are not permitted in the pool enclosure, showers, or dressing rooms.
- ◆ All Pool Staff reserve the right to remove any member or guest from the pool if exhibiting behavior that is believed to be unsafe or inappropriate.

Pool: Children:

- ◆ Children requiring the use of diapers during their normal daily activities must wear approved swim diapers with tight elastic opening while using the pool.
- ◆ Use of recording devices (phones, cameras, video cameras, etc.) within the facility requires approval of the lifeguarding staff.
- ◆ Children ages 0-5 must have accompanying adult within arm's reach when in the water.
- ◆ Children age 6-10 may take a swim test to be in the water unaccompanied, accompanying adult must remain in the pool area and directly supervise children.
- ◆ Children age 11-14 may use the pool with accompanying adult in the facility
- ◆ Young or inexperienced swimmers may use properly fitted coast guard approved life jackets while under direct supervision. Direct supervision is defined as an adult within arm's length of the child or non-swimmer. No outside inflatables such as arm bands, baby floats, etc. are allowed.
- ◆ Lifejackets may not be worn on the slide or while demonstrating skills for the swim test.

Sauna:

- ◆ Must be 16 years of age or older to enter.
- ◆ Elderly persons, pregnant women, persons using prescription medications, and persons suffering from heart disease, diabetes or high blood pressure should consult a physician before using the sauna.
- ◆ Must have a barrier (clothing or a towel) between skin and surface of the sauna.
- ◆ Persons should not spend more than 15 minutes in one session, as excessive exposure can be harmful.
- ◆ For health reasons, exercise and grooming is not permitted in the sauna.
- ◆ Notify staff members immediately with safety concerns.
- ◆ People with open wounds or infectious diseases are not permitted.
- ◆ Oils, creams, cosmetic products, air fresheners are not to be used in the sauna.
- ◆ No glass bottles or containers permitted in the sauna.
- ◆ The sauna may be closed periodically without notice for necessary cleaning.

Gymnasium:

- ◆ Non-marking athletic shoes must be worn in all activity areas. Examples of prohibited shoes include, but are not limited to, cleats, sandals, stocking feet and/or hard soled shoes.
- ◆ Shirts must be worn at all times.
- ◆ Personal items such as backpacks, bags and purses must be kept in a locker. Staff is not responsible for lost or stolen items. Lockers are available in the locker rooms.
- ◆ Outside personal trainers and coaches not employed by Endurance Fitness or the Rookery Activity Center may not accept personal payment from a client for



training. Staff reserves the right to remove non-employee trainers and members being trained by non-employee trainers from the facility. Trainers and Coaches may inquire with Rookery Activity Center staff about renting gym space.

- ◆ Staff reserves the right to determine all gym use and inappropriate behavior by users.
- ◆ Please refrain from:
 - Dunking, slamming or hanging on nets.
 - Running or bouncing balls in the hallways.
 - Spitting, rough housing, wrestling, fighting or pushing.
 - Swearing, abusive, or inappropriate gestures.
- ◆ The use of portable stereos and/or speakers is not permitted in the gymnasium.
- ◆ Please adhere to the designated activities scheduled in the gymnasium at all times.
- ◆ Please see the rental policies and procedures for private rentals of the gym.

Daily Guest Passes:

Daily Guest passes will be available at a cost of \$10 for adult residents, \$7 for youth residents (18 and under), \$12 for adult non-residents, and \$8 for youth non-residents. Guests are required to be 15 years of age or older to enter the facility by themselves. Guests will have access to basic fitness classes and open recreation areas but must enroll and pay the additional fee for any premium programs or services to attend. The daily pass is good for one entry to the facility; guests may not exit the facility and re-enter at a later time. Guests are required to abide by all code of conduct and facility policies while on the premises.



Proposed 2022 Rental Rates

2022 Rental Rates		
<u>Location</u>	<u>Member/Resident Rate</u>	<u>Non-Resident Rate</u>
Meeting Room	\$30/hour	\$40/hour
Multipurpose Room	\$40/hour	\$50/hour
Gymnasium – full gym	\$60/hour	\$75/hour
Gymnasium – ½ gym	\$30/hour	\$37.50/hour

The Rookery Activity Center 2022-2023 Hours of Operation



Hours of Operation

The Rookery Activity Center will be open during the following times as specified below.

General Hours:

Monday-Friday: 5:00 a.m. – 10 p.m.

Saturday & Sunday: 6 a.m. – 8 p.m.

Holiday Schedule:

New Year's Day - Closed

MLK DAY - Regular Hours

President's Day - Regular Hours

Easter – Regular Hours

Memorial Day – Closed

4th of July – Closed

Labor Day – Closed

Veterans Day – Regular Hours

Thanksgiving - Closed

Day after Thanksgiving – Regular Hours

Christmas Eve, December 24 - Reduced Hours

Christmas Day, December 25 - Closed

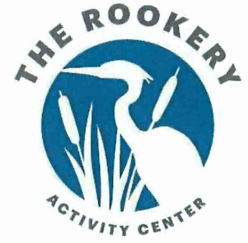
New Year's Eve, December 31 - Reduced Hours

Other Modified hours:

*The Rookery may be closed on identified dates throughout the year for annual maintenance and/or cleaning.

*Parts of the facility and/or the entire facility may unexpectedly close due to unanticipated equipment or system failures. The closures are intended for the safety of all members and guests.

Proposed 2022 Rental Rates



2022 Rental Rates		
<u>Location</u>	<u>Member/Resident Rate</u>	<u>Non-Resident Rate</u>
Meeting Room	\$30/hour	\$40/hour
Multipurpose Room	\$40/hour	\$50/hour
Gymnasium – full gym	\$60/hour	\$75/hour
Gymnasium – ½ gym	\$30/hour	\$37.50/hour