



CITY COUNCIL AGENDA

Monday, May 13, 2024

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

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

COUNCIL WORK SESSION, 6:00 P.M.

Community Room (not televised)

1. Review Regular Agenda

CITY COUNCIL MEETING, 6:30 P.M.

Council Chambers (televised)

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

1. CONSENT AGENDA

- A. Consider Approval of Expenditures for May 13, 2024 (Check No. 120636 through 120748) in the Amount of \$1,314,931.81
- B. Consider Approval of the Hiring of Part-Time Staff for the Rookery Activity Center
- C. Consider Resolution No. 24-49, Authorizing the Issuance of a Solicitor Permit to Ace Solid Waste
- D. Consider Resolution No. 24-50, Authorizing the Issuance of a Special Event Permit for Blue Heron Family Fun Night
- E. Consider Resolution No. 24-47, Approving Amendment to Open Space Easement for Watermark
- F. Consider Approval of Personnel Policy Revisions

2. FINANCE DEPARTMENT REPORT

No Report

3. ADMINISTRATION DEPARTMENT REPORT

- A. Consider Appointment of Building Inspector, Meg Sawyer

- B. Consider Appointment of Paid On Call Firefighter, Meg Sawyer
- C. Consider Appointment of Public Works Streets Maintenance Worker, Meg Sawyer
- D. Consider Appointment of Police Officer, Meg Sawyer

4. PUBLIC SAFETY DEPARTMENT REPORT

- A. Consider Authorizing Agreement with Brindlee Mountain for Sale of Used Fire Apparatus, Dan L'Allier
- B. Consider Resolution No. 24-53, Authorizing the Acceptance of the 2024 MN DPS Firearms Storage Grant, Kyle Leibel

5. PUBLIC SERVICES DEPARTMENT REPORT

No Report

6. COMMUNITY DEVELOPMENT REPORT

- A. Consider 1st Reading of Ordinance No. 04-24, Zoning Ordinance Text Amendment-Sacred Communities and Micro-Unit Dwellings, Katie Larsen
- B. Consider 1st Reading of Ordinance No. 05-24, Zoning Ordinance Text Amendment-Building Type and Construction, Katie Larsen
- C. Ordinance No. 06-24, Vacating Drainage & Utility Easement, 202 Elm Street, Diane Hankee
 - i. Public Hearing
 - ii. Consider 1st Reading of Ordinance No. 06-24
- D. Ordinance No. 08-24, Vacating Drainage & Utility Easement, 6590 12th Avenue, Diane Hankee
 - i. Public Hearing
 - ii. Consider 1st Reading of Ordinance No. 08-24
- E. Hodgson Road and County Road J, Streetscape Improvements, Diane Hankee
 - i. Consider Resolution No. 24-51 Accepting Quotes and Awarding Contract, Hodgson Road and County Road J RAB Landscaping
 - ii. Consider Resolution No. 24-52, Accepting Quotes and Awarding Contract, Water Service Improvements
- F. Consider Resolution No. 24-48, Order Project, Approve the Plans and Specifications and Authorize the Ad for Bid, Water Treatment Plant Project, Michael Grochala

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

None

9. NOTICES AND COMMUNICATIONS

- A. Community Calendar: A Look Ahead May 14, 2024 – May 28, 2024
 - i. May 27, 2024, CITY OFFICES CLOSED: Memorial Day
 - ii. May 28, 2024, 6:00 PM: City Council Work Session and Regular Meeting

ADJOURNMENT



Expenditures

May 13, 2024

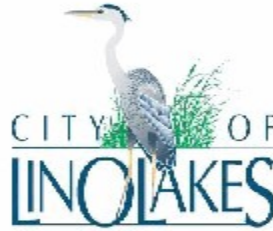
Check #120636 to #120748

\$1,314,931.81

Accounts Payable

Check Detail

User: jessica.eller
 Printed: 05/08/2024 - 9:42AM



Check Number	Check Date				Amount
2 - 1st Choice Document Destruction Line Item Account					
120641	05/13/2024				
Inv	24-2744				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
04/20/2024	Shred Day Event 3,620 Pounds Recycled	101-462-4410-000	840.00		
Inv 24-2744 Total					840.00
					<hr/>
120641 Total:					840.00
					<hr/>
2 - 1st Choice Document Destruction Total:					840.00
967 - AARP Line Item Account					
120642	05/13/2024				
Inv	4/22/2024				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
04/22/2024	AARP Driver Safety Course	202-451-4412-000	100.00		
Inv 4/22/2024 Total					100.00
					<hr/>
120642 Total:					100.00
					<hr/>
967 - AARP Total:					100.00
800 - Advanced Graphix Inc. Line Item Account					
120643	05/13/2024				
Inv	213887				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
04/16/2024	Custom Graphics #609 & #610	101-421-4300-000	480.00		
Inv 213887 Total					480.00
					<hr/>
120643 Total:					480.00
					<hr/>
800 - Advanced Graphix Inc. Total:					480.00
1595 - Allied Oil & Tire Company Line Item Account					
120644	05/13/2024				

Check Number Check Date

Amount

Inv 0222100-IN

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/16/2024	55 Gallon Drum of DEF Fluid	101-431-4221-000	217.64

Inv 0222100-IN Total 217.64

120644 Total: 217.64

1595 - Allied Oil & Tire Company Total: 217.64

2043 - American Red Cross Line Item Account

120645 05/13/2024

Inv 22681729

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/17/2024	Lifeguard Certifications (13)	202-451-4330-000	598.00

Inv 22681729 Total 598.00

120645 Total: 598.00

2043 - American Red Cross Total: 598.00

42 - Anoka County Property Records & Taxation Line Item Account

120636 04/18/2024

Inv 4/18/2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/18/2024	Deed Tax - 698 77th St ROW Acquisition	420-499-5140-141	108.90

Inv 4/18/2024 Total 108.90

120636 Total: 108.90

120637 04/18/2024

Inv 4/18/2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/18/2024	Recording Fee - 698 77th St ROW Acquisition	420-499-5140-141	46.00

Inv 4/18/2024 Total 46.00

120637 Total: 46.00

120646 05/13/2024

Inv 24-12583

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/09/2024	Drainage & Utility Easement - Sterling Plastic Bldg	602-495-4304-000	46.00

Inv 24-12583 Total 46.00

Check Number		Check Date	7 Amount	
Inv	4/24/2024			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/24/2024	2024 Nearmap Aerial Imagery		101-417-4410-000	1,000.00
Inv 4/24/2024 Total				1,000.00
				<hr/>
120646 Total:				1,046.00
				<hr/>
42 - Anoka County Property Records & Taxation Total:				1,200.90
44 - Anoka County Treasury Office Line Item Account				
120647	05/13/2024			
Inv	B240416L			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/16/2024	Site 117 Apr 2024 CAC Fiber		101-432-4300-503	75.00
04/16/2024	Site 116 Apr 2024 CAC Fiber		101-432-4300-501	75.00
04/16/2024	Site 115 Apr 2024 CAC Fiber		101-432-4300-500	75.00
Inv B240416L Total				225.00
				<hr/>
120647 Total:				225.00
				<hr/>
44 - Anoka County Treasury Office Total:				225.00
54 - Aspen Mills, Inc. Line Item Account				
120648	05/13/2024			
Inv	331664			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/18/2024	Cap Patches (100)		101-421-4370-000	268.00
Inv 331664 Total				268.00
Inv	331665			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/18/2024	Cap Patches (100)		101-420-4370-000	268.00
Inv 331665 Total				268.00
Inv	332095			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/26/2023	Uniform Allowance - N. Hamann		101-420-4370-000	74.90
Inv 332095 Total				74.90
Inv	332100			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/26/2024	Uniform Allowance - B. Finke		101-421-4370-000	197.48

Check Number Check Date		8 Amount
Inv 332100 Total		197.48
Inv 332184		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/29/2024	Dept Exp - M. Carlson	101-421-4370-000
		363.19
Inv 332184 Total		363.19
Inv CM4985		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/30/2023	Uniform Allowance - C. Boehme	101-420-4370-000
		-32.45
Inv CM4985 Total		-32.45
120648 Total:		1,139.12
54 - Aspen Mills, Inc. Total:		1,139.12
2128 - Baby I'm A Star, LLC Line Item Account		
120649	05/13/2024	
Inv 1123		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/14/2024	Floor Mats	202-451-4240-000
		4,805.00
Inv 1123 Total		4,805.00
120649 Total:		4,805.00
2128 - Baby I'm A Star, LLC Total:		4,805.00
1999 - Batteries Plus Bulbs #784 Line Item Account		
120650	05/13/2024	
Inv P71881449		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/12/2024	Civil Siren Batteries	101-420-4211-000
		447.80
Inv P71881449 Total		447.80
120650 Total:		447.80
1999 - Batteries Plus Bulbs #784 Total:		447.80
1894 - Best Outdoor Services Line Item Account		
120651	05/13/2024	
Inv 28819		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
05/01/2024	Replaced Rotors (2)	101-430-4410-000
		130.00

Check Number Check Date		9 Amount
Inv 28819 Total		130.00
120651 Total:		130.00
1894 - Best Outdoor Services Total:		130.00
1129 - Blaine Brothers Line Item Account		
120652	05/13/2024	
Inv	080001819879	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/30/2024	Front End Alignment #625	101-431-4410-000
		480.05
Inv 080001819879 Total		480.05
120652 Total:		480.05
1129 - Blaine Brothers Total:		480.05
1163 - Cargill, Inc. Line Item Account		
120653	05/13/2024	
Inv	2909490034	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
05/01/2024	Deicer - 549,440 LB	101-430-4228-000
		31,760.39
Inv 2909490034 Total		31,760.39
120653 Total:		31,760.39
1163 - Cargill, Inc. Total:		31,760.39
115 - Centennial Utilities Line Item Account		
120654	05/13/2024	
Inv	139	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/23/2024	2nd Qtr 2024 Utilities	601-494-4382-000
		468.91
04/23/2024	2nd Qtr 2024 Utilities	602-495-4382-000
		338.73
Inv 139 Total		807.64
120654 Total:		807.64
115 - Centennial Utilities Total:		807.64
116 - CenterPoint Energy Line Item Account		
120655	05/13/2024	

Check Number		Check Date	10 Amount	
Inv	April 2024			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/26/2024	Natural Gas	602-495-4383-000	135.31	
04/26/2024	Natural Gas	101-432-4383-502	570.71	
04/26/2024	Natural Gas	101-432-4383-500	799.78	
04/26/2024	Natural Gas	101-450-4383-000	136.29	
04/26/2024	Natural Gas	601-494-4383-000	372.06	
04/26/2024	Natural Gas	101-432-4383-501	300.34	
Inv April 2024 Total			2,314.49	
120655 Total:			2,314.49	
116 - CenterPoint Energy Total:			2,314.49	
117 - Central Pension Fund Line Item Account 101-000-2040-000				
120638	04/26/2024			
Inv	April 2024			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/26/2024	April 2024 Central Pension Fund	101-000-2040-000	6,528.00	
Inv April 2024 Total			6,528.00	
120638 Total:			6,528.00	
117 - Central Pension Fund Total:			6,528.00	
121 - CenturyLink Line Item Account 101-432-4321-503				
120656	05/13/2024			
Inv	503783784			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/18/2024	Phone Services	101-432-4321-500	5.69	
04/18/2024	SCADA Phone Services	601-494-4321-000	5.68	
Inv 503783784 Total			11.37	
120656 Total:			11.37	
121 - CenturyLink Total:			11.37	
129 - City of Blaine Line Item Account				
120657	05/13/2024			
Inv	6848			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
05/06/2024	2nd Qtr 2024 Utilities	601-000-2140-000	70.47	
05/06/2024	2nd Qtr 2024 Utilities	602-495-4382-000	2,495.50	
05/06/2024	2nd Qtr 2024 Utilities	601-494-4382-000	1,023.58	

Check Number Check Date		11 Amount
Inv 6848 Total		3,589.55
120657 Total:		3,589.55
129 - City of Blaine Total:		3,589.55
1041 - Climb Theatre, Inc. Line Item Account		
120658	05/13/2024	
Inv	022815	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
11/22/2023	Earth Day Event Performance	101-462-4410-000
		1,400.00
Inv 022815 Total		1,400.00
120658 Total:		1,400.00
1041 - Climb Theatre, Inc. Total:		1,400.00
761 - Comcast Line Item Account 101-432-4321-502		
120659	05/13/2024	
Inv	0131882	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/24/2024	Phone & Internet Services	101-432-4321-502
		378.73
Inv 0131882 Total		378.73
120659 Total:		378.73
761 - Comcast Total:		378.73
149 - Connexus Energy Line Item Account		
120660	05/13/2024	
Inv	April 2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/29/2024	Electric	601-494-4381-000
		1,270.04
04/29/2024	Electric	602-495-4381-000
		884.58
04/29/2024	Electric	101-420-4381-000
		31.50
04/29/2024	Electric	101-430-4385-000
		1,800.87
04/29/2024	Electric	101-450-4381-000
		70.22
04/29/2024	Electric	101-432-4381-500
		942.15
Inv April 2024 Total		4,999.36
120660 Total:		4,999.36
149 - Connexus Energy Total:		4,999.36

Check Number		Check Date	12 Amount	
1278 - Core & Main LP Line Item Account				
120661		05/13/2024		
Inv	Q360974			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/03/2024	Meters		601-494-4215-000	50,490.00
Inv Q360974 Total				50,490.00
Inv	U254379			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/04/2024	Meters		601-494-4215-000	10,305.58
Inv U254379 Total				10,305.58
Inv	U801443			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/30/2024	Annual Support		601-494-4410-000	2,701.00
Inv U801443 Total				2,701.00
120661 Total:				63,496.58
1278 - Core & Main LP Total:				63,496.58
157 - Crown Marking, Inc. Line Item Account				
120662		05/13/2024		
Inv	OE-89010			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/16/2024	Name Plates - S. Guthmueller, J. Spitzer & C. Spenner		101-432-4200-000	76.34
Inv OE-89010 Total				76.34
Inv	OE-89059			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/30/2024	Name Plate - M. Bagley		202-451-4200-000	33.44
Inv OE-89059 Total				33.44
120662 Total:				109.78
157 - Crown Marking, Inc. Total:				109.78
1012 - Custom Fire Apparatus, Inc. Line Item Account				
120663		05/13/2024		
Inv	0023245-IN			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/18/2024	Bezels (22)		214-421-4240-000	124.57

Check Number Check Date		13 Amount
Inv 0023245-IN Total		124.57
120663 Total:		124.57
1012 - Custom Fire Apparatus, Inc. Total:		124.57
167 - Dalco, Inc. Line Item Account		
120664	05/13/2024	
Inv	4225560	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/24/2024	Disinfectant & Hand Wash	101-432-4211-000
		273.99
Inv 4225560 Total		273.99
120664 Total:		273.99
167 - Dalco, Inc. Total:		273.99
1261 - Dell Marketing LP Line Item Account		
120665	05/13/2024	
Inv	10743377440	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/17/2024	Computer - S. Cotton	403-402-4240-000
		1,193.31
Inv 10743377440 Total		1,193.31
120665 Total:		1,193.31
1261 - Dell Marketing LP Total:		1,193.31
175 - Delta Dental of Minnesota Line Item Account		
120666	05/13/2024	
Inv	May 2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
05/01/2024	Dental Insurance Premiums	202-451-4134-000
		204.17
05/01/2024	Dental Insurance Premiums	101-420-4134-000
		1,304.14
05/01/2024	Dental Insurance Premiums	101-422-4134-000
		76.58
05/01/2024	Dental Insurance Premiums	101-418-4134-000
		51.04
05/01/2024	Dental Insurance Premiums	101-407-4134-000
		89.32
05/01/2024	Dental Insurance Premiums	602-495-4134-000
		172.26
05/01/2024	Dental Insurance Premiums	101-450-4134-000
		234.81
05/01/2024	Dental Insurance Premiums	101-000-2040-000
		319.88
05/01/2024	Dental Insurance Premiums	101-462-4134-000
		10.21
05/01/2024	Dental Insurance Premiums	101-000-2044-000
		1,575.72
05/01/2024	Dental Insurance Premiums	101-430-4134-000
		232.23
05/01/2024	Dental Insurance Premiums	101-432-4134-000
		7.66
05/01/2024	Dental Insurance Premiums	603-496-4134-000
		71.45
05/01/2024	Dental Insurance Premiums	101-461-4134-000
		15.31
05/01/2024	Dental Insurance Premiums	101-421-4134-000
		74.03

Check Number Check Date		14 Amount	
05/01/2024	Dental Insurance Premiums	101-402-4134-000	0.00
05/01/2024	Dental Insurance Premiums	101-416-4134-000	51.04
05/01/2024	Dental Insurance Premiums	101-431-4134-000	130.16
05/01/2024	Dental Insurance Premiums	101-463-4134-000	12.76
05/01/2024	Dental Insurance Premiums	601-494-4134-000	172.26
Inv May 2024 Total			4,805.03
120666 Total:			4,805.03
175 - Delta Dental of Minnesota Total:			4,805.03
2126 - Dynamic Fire Protection Line Item Account			
120667	05/13/2024		
Inv	2024-00512		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/22/2024	Permit Voided	101-000-3250-000	77.80
Inv 2024-00512 Total			77.80
120667 Total:			77.80
2126 - Dynamic Fire Protection Total:			77.80
187 - Earl F. Andersen Line Item Account			
120668	05/13/2024		
Inv	0135906-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/17/2024	Street Sign	101-430-4223-000	89.50
Inv 0135906-IN Total			89.50
120668 Total:			89.50
187 - Earl F. Andersen Total:			89.50
1537 - Electro Watchman, Inc. Line Item Account			
120669	05/13/2024		
Inv	422932		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/19/2024	Repaired Failed Door Relays	101-432-4300-503	1,342.16
Inv 422932 Total			1,342.16
120669 Total:			1,342.16

Check Number	Check Date		15 Amount
1537 - Electro Watchman, Inc. Total:			1,342.16
192 - Emergency Apparatus Maintenance Line Item Account			
120670	05/13/2024		
Inv	131256		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/15/2024	Vehicle Repairs #625	101-431-4410-000	1,902.17
04/15/2024	NFPA Pump Test #625	101-421-4410-000	265.00
Inv 131256 Total			2,167.17
Inv	131416		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/15/2024	Replaced CCV Filter, Air Filter & Pump Panel Shocks #621	101-431-4410-000	1,423.21
Inv 131416 Total			1,423.21
120670 Total:			3,590.38
192 - Emergency Apparatus Maintenance Total:			3,590.38
1826 - Endurance Fitness of MN, LLC Line Item Account			
120671	05/13/2024		
Inv	May 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2024	May 2024 EF Monthly Fee	202-451-4411-000	11,665.00
Inv May 2024 Total			11,665.00
120671 Total:			11,665.00
1826 - Endurance Fitness of MN, LLC Total:			11,665.00
204 - Factory Motor Parts Company Line Item Account			
120672	05/13/2024		
Inv	159-108363		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/12/2024	Silicone Sealant	101-431-4211-000	14.04
Inv 159-108363 Total			14.04
Inv	159-108391		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/12/2024	Rear Brake Pads #318	101-431-4221-000	56.08
Inv 159-108391 Total			56.08

Check Number Check Date

Inv 159-108548

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/16/2024	Stock Filters (7)	101-431-4221-000	36.09

Inv 159-108548 Total 36.09

Inv 159-108887

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/22/2024	Stock Oil Filter	101-431-4221-000	7.80

Inv 159-108887 Total 7.80

Inv 159-109498

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2024	Stock Filters (6)	101-431-4221-000	126.63

Inv 159-109498 Total 126.63

Inv 165-030650

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/16/2024	Stock Hydraulic Filter	101-431-4221-000	5.28

Inv 165-030650 Total 5.28

Inv 1-9607326

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/12/2024	Stock Brake Rotors (4)	101-431-4221-000	676.60

Inv 1-9607326 Total 676.60

Inv 1-9617007

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/16/2024	Sway Bar End Links #314	101-431-4221-000	75.60

Inv 1-9617007 Total 75.60

Inv 1-9618427

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/16/2024	Stock Filters (3)	101-431-4221-000	24.04

Inv 1-9618427 Total 24.04

Inv 1-9636776

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/22/2024	Stock Oil Filters (2)	101-431-4221-000	20.40

Inv 1-9636776 Total 20.40

Inv 1-9636796

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/22/2024	Stock Filters (3)	101-431-4221-000	48.08

Check Number Check Date		17 Amount	
Inv 1-9636796 Total			48.08
Inv 1-9649740			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	Marker Light & Grommet #709	101-431-4221-000	5.87
Inv 1-9649740 Total			5.87
Inv 1-9666695			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2024	Stock Air Filters (3)	101-431-4221-000	32.56
Inv 1-9666695 Total			32.56
Inv 19-927500			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/16/2024	Air Filter #137	101-431-4221-000	13.96
Inv 19-927500 Total			13.96
Inv 41-630215			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/12/2024	Stock Brake Rotors (2)	101-431-4221-000	338.30
Inv 41-630215 Total			338.30
120672 Total:			1,481.33
204 - Factory Motor Parts Company Total:			1,481.33
209 - Fastenal Company Line Item Account			
120673	05/13/2024		
Inv MNTC3230097			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/12/2024	Hardware for Picnic Tables	101-450-4211-000	41.64
Inv MNTC3230097 Total			41.64
120673 Total:			41.64
209 - Fastenal Company Total:			41.64
210 - Ferguson Waterworks #2518 Line Item Account			
120674	05/13/2024		
Inv 0529112			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2024	Flags	601-494-4211-000	34.53

Check Number Check Date		18 Amount
Inv 0529112 Total		34.53
120674 Total:		34.53
210 - Ferguson Waterworks #2518 Total:		34.53
1458 - Fidelity Security Life Insurance Co. Line Item Account 101-000-2048-000		
120675	05/13/2024	
Inv	166281938	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/22/2024	May Vision Insurance	101-000-2048-000
		173.44
Inv 166281938 Total		173.44
120675 Total:		173.44
1458 - Fidelity Security Life Insurance Co. Total:		173.44
1014 - Finke, Brian Line Item Account		
120676	05/13/2024	
Inv	4/18/2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/18/2024	Tuition Reimbursement	101-421-4330-000
		382.00
Inv 4/18/2024 Total		382.00
120676 Total:		382.00
1014 - Finke, Brian Total:		382.00
216 - First Advantage Occ. Line Item Account		
120677	05/13/2024	
Inv	2505192403	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/31/2024	Annual Enrollment	101-402-4300-000
		367.10
Inv 2505192403 Total		367.10
120677 Total:		367.10
216 - First Advantage Occ. Total:		367.10
233 - GDO Law Line Item Account 101-414-4303-000		
120678	05/13/2024	
Inv	18726	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>

Check Number Check Date		19 Amount	
04/26/2024	May Prosecutor Contract	101-414-4303-000	8,750.00
Inv 18726 Total			8,750.00
Inv 18727			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2024	April Forfeitures	101-414-4303-000	147.00
Inv 18727 Total			147.00
120678 Total:			8,897.00
233 - GDO Law Total:			8,897.00
244 - Gopher State One-Call Line Item Account			
120679	05/13/2024		
Inv 4040547			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2024	April Tickets	601-494-4410-000	376.65
04/30/2024	April Tickets	602-495-4410-000	376.65
Inv 4040547 Total			753.30
120679 Total:			753.30
244 - Gopher State One-Call Total:			753.30
249 - Grainger Line Item Account			
120680	05/13/2024		
Inv 1514046617			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2024	Hammerlock Links #703	101-431-4221-000	105.25
Inv 1514046617 Total			105.25
120680 Total:			105.25
249 - Grainger Total:			105.25
271 - Hawkins, Inc. Line Item Account			
120681	05/13/2024		
Inv 6731498			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/15/2024	Chlorine Cylinders	601-494-4222-000	190.00
Inv 6731498 Total			190.00
AP-Check Detail (5/8/2024 - 9:42 AM)			
			Page 15

Check Number	Check Date			20	Amount
120681 Total:					190.00
271 - Hawkins, Inc. Total:					190.00
1825 - Hotsy Minnesota Line Item Account					
120682	05/13/2024				
Inv	20081				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
02/14/2024	Detergent & Break-A-Way Valve	101-432-4211-502			67.44
Inv 20081 Total					67.44
120682 Total:					67.44
1825 - Hotsy Minnesota Total:					67.44
1749 - Huebsch Services Line Item Account					
120683	05/13/2024				
Inv	20101484				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
03/31/2024	Mats	101-432-4410-503			441.08
03/31/2024	Mats	101-432-4410-502			65.07
03/31/2024	Mats	101-432-4410-501			118.60
03/31/2024	Shop Towels	101-431-4211-000			89.56
Inv 20101484 Total					714.31
Inv	20103530				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
04/30/2024	Mats	101-432-4410-503			499.67
04/30/2024	Mats	101-432-4410-502			65.07
04/30/2024	Shop Towels	101-431-4211-000			89.56
04/30/2024	Mats	101-432-4410-501			118.60
Inv 20103530 Total					772.90
120683 Total:					1,487.21
1749 - Huebsch Services Total:					1,487.21
2080 - Hugo's Tree Care, Inc Line Item Account					
120684	05/13/2024				
Inv	16731				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
04/05/2024	Marketplace Drive Tree Clearing	420-499-5140-141			26,100.00
Inv 16731 Total					26,100.00

Check Number	Check Date	21 Amount
120684 Total:		26,100.00
2080 - Hugo's Tree Care, Inc Total:		26,100.00
2014 - Hydraulic Specialty, Inc. Line Item Account		
120685	05/13/2024	
Inv	090007913286	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/17/2024	Repair Hydraulic Cylinder #273	101-431-4300-000
		798.25
Inv 090007913286 Total		798.25
120685 Total:		798.25
2014 - Hydraulic Specialty, Inc. Total:		798.25
306 - Image Printing & Graphics, Inc Line Item Account		
120686	05/13/2024	
Inv	166789	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/19/2024	Business Cards - M. Bagley & A. Lukin	202-451-4200-000
		53.50
Inv 166789 Total		53.50
Inv	166953	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
05/06/2024	Letterhead	101-432-4200-000
		237.00
Inv 166953 Total		237.00
120686 Total:		290.50
306 - Image Printing & Graphics, Inc Total:		290.50
1955 - Infinite Health Collaborative, PA Line Item Account		
120687	05/13/2024	
Inv	1002	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/29/2024	Team Wellness Education - Grant Reimbursed	101-421-4410-000
		3,025.13
Inv 1002 Total		3,025.13
Inv	1003	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/08/2024	Team Wellness Education - Grant Reimbursed	101-421-4410-000
		3,921.10
Inv 1003 Total		3,921.10

Check Number	Check Date	22 Amount
120687 Total:		6,946.23
1955 - Infinite Health Collaborative, PA Total:		6,946.23
1177 - Innovative Office Solutions LLC Line Item Account		
120688	05/13/2024	
Inv	SUM-078400	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/30/2024	Paper, Toner, Can Liners & Pens	101-432-4200-000
		455.10
Inv SUM-078400 Total		455.10
120688 Total:		455.10
1177 - Innovative Office Solutions LLC Total:		455.10
2042 - J. Becher & Associates, Inc. Line Item Account		
120689	05/13/2024	
Inv	2413101-F	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/19/2024	Wire Tire Change Machine	402-431-5000-000
		1,385.98
Inv 2413101-F Total		1,385.98
Inv	2413106-F	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/29/2024	Replace Ballasts (3) at PD	101-432-4300-503
		463.83
Inv 2413106-F Total		463.83
Inv	2413110-F	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/26/2024	Repair Civil Siren	101-420-4410-000
		884.00
Inv 2413110-F Total		884.00
120689 Total:		2,733.81
2042 - J. Becher & Associates, Inc. Total:		2,733.81
1209 - Klosner, Vincent Line Item Account		
120640	04/29/2024	
Inv	4/26/2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/26/2024	Worker's Comp Settlement - Employment Release	101-420-4151-000
		100.00

Check Number Check Date		23 Amount
Inv 4/26/2024 Total		100.00
120640 Total:		100.00
1209 - Klosner, Vincent Total:		100.00
1974 - Language Line Services Line Item Account		
120690	05/13/2024	
Inv	11268072	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/31/2024	March Language Line Services	101-420-4300-000
		97.85
Inv 11268072 Total		97.85
Inv	MLI-085009	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/26/2024	March Language Line Services Credit	101-420-4300-000
		-11.33
Inv MLI-085009 Total		-11.33
120690 Total:		86.52
1974 - Language Line Services Total:		86.52
370 - League of MN Cities Insurance Trust Line Item Account		
120691	05/13/2024	
Inv	8948	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/30/2024	Deductible Claim #GL268565 Slip & Fall at Senior Center	101-432-4361-000
		412.93
Inv 8948 Total		412.93
120691 Total:		412.93
370 - League of MN Cities Insurance Trust Total:		412.93
387 - Little Falls Machine, Inc. Line Item Account		
120692	05/13/2024	
Inv	371027	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/17/2024	Offset Clevis for Wing #260	101-431-4221-000
		147.96
Inv 371027 Total		147.96
120692 Total:		147.96

Check Number Check Date		24 Amount	
387 - Little Falls Machine, Inc. Total:			147.96
757 - LRS Line Item Account 101-450-4410-000			
120693	05/13/2024		
Inv	MP248327		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2024	Toilet Rental - City Hall Park	101-450-4410-000	113.75
Inv MP248327 Total			113.75
Inv	MP248328		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2024	Toilet Rental - Marshan Park	101-450-4410-000	65.00
Inv MP248328 Total			65.00
Inv	MP248329		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2024	Toilet Rental - Sunrise Park	101-450-4410-000	199.64
Inv MP248329 Total			199.64
Inv	MP248330		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2024	Toilet Rental - Birch Park	101-450-4410-000	65.00
Inv MP248330 Total			65.00
Inv	MP248331		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2024	Toilet Rental - Clearwater Creek Park	101-450-4410-000	65.00
Inv MP248331 Total			65.00
Inv	MP248332		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2024	Toilet Rental - Lino Park	101-450-4410-000	65.00
Inv MP248332 Total			65.00
Inv	MP248333		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2024	Toilet Rental - Highland Meadows Park	101-450-4410-000	65.00
Inv MP248333 Total			65.00
Inv	MP248334		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2024	Toilet Rental - Tower Park	101-450-4410-000	65.00
Inv MP248334 Total			65.00

Check Number Check Date		25 Amount	
120693 Total:			703.39
757 - LRS Total:			703.39
399 - Mansfield Oil Company Line Item Account 101-431-4212-000			
120694	05/13/2024		
Inv	25265470		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/16/2024	Diesel - 1,500 Gallons	101-431-4212-000	4,824.08
Inv 25265470 Total			4,824.08
Inv	25268791		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/17/2024	Gasoline - 1,800 Gallons	101-431-4212-000	5,262.61
Inv 25268791 Total			5,262.61
Inv	25300028		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/29/2024	Diesel - 1,100 Gallons	101-431-4212-000	3,205.90
Inv 25300028 Total			3,205.90
Inv	25302121		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2024	Gasoline - 2,100 Gallons	101-431-4212-000	6,114.93
Inv 25302121 Total			6,114.93
120694 Total:			19,407.52
399 - Mansfield Oil Company Total:			19,407.52
404 - Martin-McAllister Line Item Account			
120695	05/13/2024		
Inv	16078		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2024	Public Safety Assessment	101-402-4300-000	625.00
Inv 16078 Total			625.00
Inv	16079		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2024	Public Safety Assessment (3)	101-402-4300-000	1,875.00
Inv 16079 Total			1,875.00

Check Number	Check Date	26 Amount	
120695 Total:			2,500.00
404 - Martin-McAllister Total:			2,500.00
418 - Menards - Forest Lake Line Item Account			
120696	05/13/2024		
Inv	31745		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/18/2024	Sandpaper & Spray Paint (3)	214-421-4240-000	19.40
Inv 31745 Total			19.40
Inv	32128		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/24/2024	Deck Boards & Screws for Redecking Trailer #709	101-431-4221-000	152.40
Inv 32128 Total			152.40
Inv	32494		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/29/2024	Fascia (5)	101-450-4211-000	79.55
Inv 32494 Total			79.55
Inv	32507		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/29/2024	HDMI Cable	101-432-4240-000	14.99
Inv 32507 Total			14.99
120696 Total:			266.34
418 - Menards - Forest Lake Total:			266.34
423 - Met Council Environmental Services Line Item Account 602-495-4405-000			
120697	05/13/2024		
Inv	0001172564		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2024	June Waste Water Services	602-495-4405-000	107,598.21
Inv 0001172564 Total			107,598.21
120697 Total:			107,598.21
423 - Met Council Environmental Services Total:			107,598.21
420 - Met Council Environmental Services (SAC) Line Item Account			

Check Number Check Date		27 Amount	
120698	05/13/2024		
Inv	April 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2024	April 2024 SAC	101-000-3414-000	-323.05
04/30/2024	April 2024 SAC	101-000-2120-000	32,305.00
Inv April 2024 Total			31,981.95
120698 Total:			31,981.95
420 - Met Council Environmental Services (SAC) Total:			31,981.95
421 - Metro Sales Incorporated Line Item Account			
120699	05/13/2024		
Inv	INV2489621		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/20/2024	Copier Maintenance Contract Ricoh/MP C307 Color Copier	101-432-4410-500	111.54
Inv INV2489621 Total			111.54
Inv	INV2506448		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/15/2024	Copier Maintenance Contract Ricoh/IM CW2200 Wide Format	101-432-4410-503	80.22
Inv INV2506448 Total			80.22
Inv	INV2508968		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/18/2024	Copier Maintenance Contract Ricoh/IM C3500 Color Copier	202-451-4410-000	398.20
Inv INV2508968 Total			398.20
Inv	INV2510665		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/22/2024	Copier Maintenance Contract Ricoh/MP C307 Color Copier	101-432-4410-500	107.65
Inv INV2510665 Total			107.65
Inv	INV2517733		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2024	Copier Maintenance Contract Ricoh/MP 4055SP Copier	101-420-4410-000	36.00
Inv INV2517733 Total			36.00
Inv	INV2517735		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2024	Copier Maintenance Contract Ricoh/IM C2500 Color Copier	101-432-4410-503	197.90
Inv INV2517735 Total			197.90

Check Number		Check Date	28 Amount	
Inv	INV2517736			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
05/01/2024	Copier Maintenance Contract Ricoh/IM C6000 Color Copier	101-432-4410-503		440.88
Inv INV2517736 Total				440.88
				<hr/>
120699 Total:				1,372.39
				<hr/>
421 - Metro Sales Incorporated Total:				1,372.39
1969 - Metro-INET Line Item Account				
120700	05/13/2024			
Inv	1897			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
05/01/2024	May IT Services	202-451-4310-000		2,663.60
05/01/2024	May IT Services	101-407-4310-000		21,308.80
05/01/2024	May IT Services	602-495-4310-000		1,331.80
05/01/2024	May IT Services	601-494-4310-000		1,331.80
Inv 1897 Total				26,636.00
				<hr/>
Inv	1923			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/26/2024	HVAC Computer Replacement	101-432-4240-502		808.85
04/26/2024	HVAC Computer Replacement	101-432-4240-503		808.85
Inv 1923 Total				1,617.70
				<hr/>
120700 Total:				28,253.70
				<hr/>
1969 - Metro-INET Total:				28,253.70
427 - Midway Ford Company Line Item Account				
120701	05/13/2024			
Inv	827741			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/26/2024	Mode Door Actuator #302	101-431-4221-000		26.67
Inv 827741 Total				26.67
				<hr/>
120701 Total:				26.67
				<hr/>
427 - Midway Ford Company Total:				26.67
759 - Midwest Groundcover Line Item Account				
120702	05/13/2024			
Inv	24037			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		

AP-Check Detail (5/8/2024 - 9:42 AM)

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Check Number Check Date		29 Amount	
04/18/2024	Installation of Hardwood Mulch in Medians	101-430-4410-000	12,600.00
Inv 24037 Total			12,600.00
120702 Total:			12,600.00
759 - Midwest Groundcover Total:			12,600.00
430 - Midwest Radar & Equipment, Inc Line Item Account			
120703	05/13/2024		
Inv	175109		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/17/2024	Radar Detectors (12)	101-420-4410-000	492.00
Inv 175109 Total			492.00
120703 Total:			492.00
430 - Midwest Radar & Equipment, Inc Total:			492.00
450 - MN Department of Health Line Item Account			
120704	05/13/2024		
Inv	5/1/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2024	Water Supply System Operator Class D Exam Fee - A. Mooney	601-494-4452-000	32.00
Inv 5/1/2024 Total			32.00
120704 Total:			32.00
450 - MN Department of Health Total:			32.00
455 - MN Metro North Tourism Board Line Item Account 101-415-4900-000			
120705	05/13/2024		
Inv	March 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2024	March 2024 Tourism Tax	101-415-4900-000	4,074.00
Inv March 2024 Total			4,074.00
120705 Total:			4,074.00
455 - MN Metro North Tourism Board Total:			4,074.00
2127 - MN Plumbing & Home Services Inc Line Item Account			
120706	05/13/2024		

Check Number		Check Date	30 Amount	
Inv	2024-00491			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/22/2024	Permit Voided		101-000-3253-000	58.40
Inv 2024-00491 Total				58.40
				<hr/>
120706 Total:				58.40
				<hr/>
2127 - MN Plumbing & Home Services Inc Total:				58.40
1677 - MNSPECT, LLC Line Item Account				
120707	05/13/2024			
Inv	364329			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/30/2024	Field Inspections		101-422-4410-000	8,160.00
Inv 364329 Total				8,160.00
				<hr/>
120707 Total:				8,160.00
				<hr/>
1677 - MNSPECT, LLC Total:				8,160.00
480 - NCPERS Group Life Insurance Line Item Account 101-000-2040-000				
120639	04/26/2024			
Inv	April 2024			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/26/2024	April 2024 NCPERS Life Insurance Premium		101-000-2040-000	352.00
Inv April 2024 Total				352.00
				<hr/>
Inv	January 2024.1			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/26/2024	January 2024 NCPERS Life Insurance Premium Retro Adj		101-000-2040-000	16.00
Inv January 2024.1 Total				16.00
				<hr/>
120639 Total:				368.00
				<hr/>
480 - NCPERS Group Life Insurance Total:				368.00
497 - Northway Irrigation/Landscape Line Item Account				
120708	05/13/2024			
Inv	2454942			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/03/2024	Start Up - 550 Town Center		101-450-4410-000	409.74
Inv 2454942 Total				409.74

Check Number Check Date

Inv 2454948

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2024	Start Up - Median #1	101-450-4410-000	110.00

Inv 2454948 Total	110.00
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Inv 2454949

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2024	Start Up - Median #2	101-450-4410-000	120.00

Inv 2454949 Total	120.00
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Inv 2454987

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2024	Start Up - 699 Town Center Dr	101-450-4410-000	306.28

Inv 2454987 Total	306.28
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Inv 2454990

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2024	Start Up - CR 14 Median	101-450-4410-000	110.00

Inv 2454990 Total	110.00
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Inv 2454991

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2024	Start Up - Median #3	101-450-4410-000	110.00

Inv 2454991 Total	110.00
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Inv 2455004

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2024	Start Up - Rookery	202-451-4410-000	150.68

Inv 2455004 Total	150.68
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120708 Total:	1,316.70
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497 - Northway Irrigation/Landscape Total:	1,316.70
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1450 - Occupational Health Centers of MN, P.C. Line Item Account

120709 05/13/2024

Inv 103969386

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/15/2024	New Hire Testing	101-402-4300-000	256.00

Inv 103969386 Total	256.00
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Check Number		Check Date	32 Amount	
Inv	103972783			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/18/2024	New Hire Testing		101-402-4300-000	274.00
Inv 103972783 Total				274.00
Inv	103976934			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/29/2024	OSHA Bloodborne Pathogens Standard		202-451-4300-000	112.00
Inv 103976934 Total				112.00
120709 Total:				642.00
1450 - Occupational Health Centers of MN, P.C. Total:				642.00
509 - O'Reilly Automotive Stores Line Item Account				
120710	05/13/2024			
Inv	3472-327112			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/16/2024	Stock Hydraulic Filter		101-431-4221-000	5.28
Inv 3472-327112 Total				5.28
Inv	3472-327131			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/16/2024	Outer Air Filter #135		101-431-4221-000	20.93
Inv 3472-327131 Total				20.93
Inv	3472-327132			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/16/2024	Inner Air Filter #135		101-431-4221-000	18.29
Inv 3472-327132 Total				18.29
Inv	3472-327155			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/16/2024	Air Filter #137		101-431-4221-000	14.68
Inv 3472-327155 Total				14.68
Inv	3472-327162			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/16/2024	Air Filter #137		101-431-4221-000	14.68
Inv 3472-327162 Total				14.68
Inv	3472-327513			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	

Check Number		Check Date		33 Amount
04/18/2024		Stock Hydraulic Filter	101-431-4221-000	5.28
Inv 3472-327513		Total		5.28
Inv 3472-327525				
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/18/2024	Belt for Diesel Pump		101-431-4221-000	7.16
Inv 3472-327525		Total		7.16
Inv 3472-327528				
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/18/2024	Belt for Gasoline Pump		101-431-4221-000	8.53
Inv 3472-327528		Total		8.53
Inv 3472-328689				
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/25/2024	Battery for Lift 13 Generator		602-495-4211-000	158.45
Inv 3472-328689		Total		158.45
120710 Total:				253.28
509 - O'Reilly Automotive Stores Total:				253.28
1099 - Park Construction Company Line Item Account				
120711		05/13/2024		
Inv 023839-000-1				
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/03/2024	2024 Street Rehabilitation & Trunk Water Main Project		421-499-4400-154	401,773.52
Inv 023839-000-1		Total		401,773.52
120711 Total:				401,773.52
1099 - Park Construction Company Total:				401,773.52
522 - Performance Plus LLC Line Item Account				
120712		05/13/2024		
Inv 00052				
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/25/2024	New Hire Testing		101-402-4300-000	384.00
Inv 00052		Total		384.00
Inv 00062				
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/03/2024	New Hire Testing		101-402-4300-000	330.00

Check Number Check Date		34 Amount
Inv 00062 Total		330.00
120712 Total:		714.00
522 - Performance Plus LLC Total:		714.00
1934 - Petersen, Wendy Line Item Account		
120713	05/13/2024	
Inv	4/18/2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/18/2024	Mileage Reimbursement	101-402-4330-000
		18.76
Inv 4/18/2024 Total		18.76
120713 Total:		18.76
1934 - Petersen, Wendy Total:		18.76
530 - Petty Cash - Tracy Thoma Line Item Account		
120714	05/13/2024	
Inv	5/1/2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
05/01/2024	Round Bale of Rye Straw	101-463-4211-000
		25.00
Inv 5/1/2024 Total		25.00
120714 Total:		25.00
530 - Petty Cash - Tracy Thoma Total:		25.00
539 - Playpower LT Farmington, Inc. Line Item Account		
120715	05/13/2024	
Inv	1400282653	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/10/2024	Watermark Park Playground	405-499-5000-143
		228,046.00
Inv 1400282653 Total		228,046.00
Inv	1400282983	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/18/2024	Brandywood Park Playground	425-499-5000-000
		70,000.00
Inv 1400282983 Total		70,000.00
120715 Total:		298,046.00

Check Number	Check Date		35 Amount
539 - Playpower LT Farmington, Inc. Total:			298,046.00
541 - Plunkett's Pest Control Inc. Line Item Account			
120716	05/13/2024		
Inv	8528528		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2024	General Pest Control (5/1/2024 - 4/30/2025)	101-432-4410-503	741.00
Inv 8528528 Total			741.00
Inv	8531616		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2024	Inspection for Snakes	101-432-4410-503	480.00
Inv 8531616 Total			480.00
120716 Total:			1,221.00
541 - Plunkett's Pest Control Inc. Total:			1,221.00
546 - Pomp's Tire Service, Inc. Line Item Account			
120717	05/13/2024		
Inv	150181258		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2024	Mount & Balance Tires (2) #625	101-431-4410-000	1,638.94
Inv 150181258 Total			1,638.94
120717 Total:			1,638.94
546 - Pomp's Tire Service, Inc. Total:			1,638.94
2087 - PreCise MRM LLC Line Item Account			
120718	05/13/2024		
Inv	IN200-1048440		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2024	Precise GPS Analytic Hardware	101-431-4321-000	160.00
Inv IN200-1048440 Total			160.00
120718 Total:			160.00
2087 - PreCise MRM LLC Total:			160.00
551 - Premium Waters, Inc. Line Item Account 101-432-4410-500			
120719	05/13/2024		

Check Number		Check Date	36 Amount	
Inv	608417-04-24			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/30/2024	Kandiyohi Water		101-432-4410-500	71.94
Inv 608417-04-24 Total				71.94
				<hr/>
120719 Total:				71.94
				<hr/>
551 - Premium Waters, Inc. Total:				71.94
552 - Press Publications, Inc. Line Item Account				
120720	05/13/2024			
Inv	804266			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/25/2024	Assessment & Classification of Property		101-402-4340-000	53.28
Inv 804266 Total				53.28
Inv	804267			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/25/2024	PHN Drilling Estates		801-000-2300-000	47.36
Inv 804267 Total				47.36
Inv	804268			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/25/2024	PHN Linda Avenue Addition		801-000-2300-000	47.36
Inv 804268 Total				47.36
Inv	804997			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/02/2024	PHN Drainage & Utility Easement Vacation 202 Elm Street		801-000-2300-000	94.72
Inv 804997 Total				94.72
Inv	804998			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/02/2024	PHN Drainage & Utility Easement Vacation 6590 12th Avenue		101-416-4340-000	94.72
Inv 804998 Total				94.72
				<hr/>
120720 Total:				337.44
				<hr/>
552 - Press Publications, Inc. Total:				337.44
553 - Primary Products Company Line Item Account				
120721	05/13/2024			

Check Number Check Date		37 Amount	
Inv 81364			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/22/2024	Nitrile Gloves	101-420-4211-000	330.55
04/22/2024	Nitrile Gloves	101-421-4211-000	62.50
Inv 81364 Total			393.05
120721 Total:			393.05
553 - Primary Products Company Total:			393.05
1914 - Quadient Leasing USA, Inc. Line Item Account			
120722 05/13/2024			
Inv Q1290384			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/09/2024	Postage Machine Lease	101-432-4410-503	527.04
Inv Q1290384 Total			527.04
120722 Total:			527.04
1914 - Quadient Leasing USA, Inc. Total:			527.04
1184 - Redpath and Company LLC Line Item Account			
120723 05/13/2024			
Inv 150486546			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2024	2023 Financial Audit Progress Billing	101-407-4308-000	13,200.00
04/30/2024	2023 Financial Audit Progress Billing	601-494-4308-000	4,950.00
04/30/2024	2023 Financial Audit Progress Billing	602-495-4308-000	7,260.00
04/30/2024	2023 Financial Audit Progress Billing	406-499-4308-000	7,590.00
Inv 150486546 Total			33,000.00
120723 Total:			33,000.00
1184 - Redpath and Company LLC Total:			33,000.00
1337 - Roadkill Animal Control Line Item Account			
120724 05/13/2024			
Inv April 2024			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/02/2024	April Animal Pick-Up/Disposal	101-430-4410-000	103.00
Inv April 2024 Total			103.00
120724 Total:			103.00

1337 - Roadkill Animal Control Total:

103.00

1157 - Royal Oaks Realty, Inc. Line Item Account

120725 05/13/2024

Inv 4/5/2024 SC1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2024	Long Term Escrow Closure - Saddle Club 1st Addition	801-000-2332-102	-13,849.05
04/05/2024	Long Term Escrow Closure - Saddle Club 1st Addition	801-000-2332-101	1,330.52
04/05/2024	Long Term Escrow Closure - Saddle Club 1st Addition	801-000-2332-106	8,660.00
04/05/2024	Long Term Escrow Closure - Saddle Club 1st Addition	801-000-2332-105	-2,793.53
04/05/2024	Long Term Escrow Closure - Saddle Club 1st Addition	801-000-2332-103	23,006.60

Inv 4/5/2024 SC1 Total 16,354.54

Inv 4/5/2024 SC2

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2024	Long Term Escrow Closure - Saddle Club 2nd Addition	801-000-2316-103	-80.00
04/05/2024	Long Term Escrow Closure - Saddle Club 2nd Addition	801-000-2316-105	3,303.20

Inv 4/5/2024 SC2 Total 3,223.20

Inv 4/5/2024 SC3

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2024	Long Term Escrow Closure - Saddle Club 3rd Addition	801-000-2347-103	-80.00
04/05/2024	Long Term Escrow Closure - Saddle Club 3rd Addition	801-000-2347-105	1,319.42

Inv 4/5/2024 SC3 Total 1,239.42

Inv 4/5/2024 SC4

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2024	Long Term Escrow Closure - Saddle Club 4th Addition	801-000-2359-106	8,800.00
04/05/2024	Long Term Escrow Closure - Saddle Club 4th Addition	801-000-2359-105	-301.00
04/05/2024	Long Term Escrow Closure - Saddle Club 4th Addition	801-000-2359-101	5,153.91
04/05/2024	Long Term Escrow Closure - Saddle Club 4th Addition	801-000-2359-103	18,130.27
04/05/2024	Long Term Escrow Closure - Saddle Club 4th Addition	801-000-2359-102	2,303.50

Inv 4/5/2024 SC4 Total 34,086.68

120725 Total: 54,903.84

1157 - Royal Oaks Realty, Inc. Total:

54,903.84

588 - Safety-Kleen Systems, Inc. Line Item Account

120726 05/13/2024

Inv R003151137

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/20/2024	Solvent	101-431-4211-000	50.42

Inv R003151137 Total 50.42

Check Number Check Date		39 Amount
120726 Total:		50.42
588 - Safety-Kleen Systems, Inc. Total:		50.42
1784 - Sawyer, Meg Line Item Account		
120727	05/13/2024	
Inv	4/25/2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/25/2024	Mileage & Meal Reimbursement	101-402-4330-000
		60.08
Inv 4/25/2024 Total		60.08
120727 Total:		60.08
1784 - Sawyer, Meg Total:		60.08
1593 - Shred-it, c/o Stericycle, Inc. Line Item Account		
120728	05/13/2024	
Inv	8007090056	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
05/03/2024	Document Destruction	101-402-4410-000
		76.35
05/03/2024	Document Destruction	101-420-4410-000
		152.69
Inv 8007090056 Total		229.04
120728 Total:		229.04
1593 - Shred-it, c/o Stericycle, Inc. Total:		229.04
1578 - Springbrook Holding Company, LLC Line Item Account		
120729	05/13/2024	
Inv	INV-016705	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/30/2024	April Civic Pay Credit Card Fees	602-495-4345-000
		415.00
04/30/2024	April Civic Pay Credit Card Fees	601-494-4345-000
		415.00
Inv INV-016705 Total		830.00
120729 Total:		830.00
1578 - Springbrook Holding Company, LLC Total:		830.00
1410 - Squires, Waldspurger & Mace P.A. Line Item Account		
120730	05/13/2024	
Inv	00049	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>

Check Number Check Date		40 Amount	
04/23/2024	March Legal Jansen Addition	801-000-2300-000	168.00
04/23/2024	March Legal DNR Water Appropriation Permit Contested	601-494-4301-000	21.50
04/23/2024	March Legal Miscellaneous	101-414-4301-000	1,493.70
04/23/2024	March Legal Watermark Subdivision 7th	801-000-2300-000	960.00
Inv 00049 Total			2,643.20

120730 Total: 2,643.20

1410 - Squires, Waldspurger & Mace P.A. Total: 2,643.20

1840 - Standard Insurance Company Line Item Account

120731 05/13/2024

Inv May 2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/16/2024	Disability Insurance Premiums	601-494-4133-000	51.90
04/16/2024	Life Insurance Premiums	101-463-4133-000	0.31
04/16/2024	Life Insurance Premiums	101-432-4133-000	0.19
04/16/2024	Disability Insurance Premiums	101-422-4133-000	44.38
04/16/2024	Disability Insurance Premiums	101-463-4133-000	4.77
04/16/2024	Disability Insurance Premiums	101-407-4133-000	47.82
04/16/2024	Life Insurance Premiums	101-422-4133-000	3.13
04/16/2024	Life Insurance Premiums	101-462-4133-000	0.25
04/16/2024	Life Insurance Premiums	101-431-4133-000	3.19
04/16/2024	Life Insurance Premiums	101-418-4133-000	2.11
04/16/2024	Life Insurance Premiums	202-451-4133-000	5.44
04/16/2024	Life Insurance Premiums	101-000-2040-000	1,237.50
04/16/2024	Life Insurance Premiums	101-450-4133-000	7.00
04/16/2024	Disability Insurance Premiums	101-432-4133-000	3.12
04/16/2024	Life Insurance Premiums	101-430-4133-000	6.56
04/16/2024	Disability Insurance Premiums	603-496-4133-000	28.96
04/16/2024	Disability Insurance Premiums	101-420-4133-000	543.03
04/16/2024	Disability Insurance Premiums	101-462-4133-000	3.81
04/16/2024	Disability Insurance Premiums	101-450-4133-000	91.10
04/16/2024	Disability Insurance Premiums	101-461-4133-000	5.71
04/16/2024	Life Insurance Premiums	101-416-4133-000	1.25
04/16/2024	Life Insurance Premiums	601-494-4133-000	4.46
04/16/2024	Disability Insurance Premiums	101-402-4133-000	58.49
04/16/2024	Disability Insurance Premiums	202-451-4133-000	75.37
04/16/2024	Disability Insurance Premiums	602-495-4133-000	51.87
04/16/2024	Life Insurance Premiums	602-495-4133-000	4.41
04/16/2024	Life Insurance Premiums	101-421-4133-000	2.88
04/16/2024	Life Insurance Premiums	603-496-4133-000	2.26
04/16/2024	Disability Insurance Premiums	101-421-4133-000	47.90
04/16/2024	Disability Insurance Premiums	101-430-4133-000	82.56
04/16/2024	Life Insurance Premiums	101-000-3730-000	0.06
04/16/2024	Life Insurance Premiums	101-407-4133-000	3.25
04/16/2024	Life Insurance Premiums	101-461-4133-000	0.38
04/16/2024	Disability Insurance Premiums	101-418-4133-000	27.06
04/16/2024	Life Insurance Premiums	101-420-4133-000	35.87
04/16/2024	Disability Insurance Premiums	101-431-4133-000	42.92
04/16/2024	Disability Insurance Premiums	101-416-4133-000	20.83
04/16/2024	Life Insurance Premiums	101-402-4133-000	3.75

Inv May 2024 Total 2,555.85

Check Number Check Date		41 Amount
120731 Total:		2,555.85
1840 - Standard Insurance Company Total:		2,555.85
645 - Streicher's, Inc. Line Item Account		
120732	05/13/2024	
Inv	I1694308	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/16/2024	Uniform Allowance - M. Carlson	101-420-4370-000
		58.98
Inv I1694308 Total		58.98
120732 Total:		58.98
645 - Streicher's, Inc. Total:		58.98
1995 - Sunset Law Enforcement Line Item Account		
120733	05/13/2024	
Inv	0010019-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/16/2024	Dept Ammunition	101-420-4211-000
		7,720.60
Inv 0010019-IN Total		7,720.60
120733 Total:		7,720.60
1995 - Sunset Law Enforcement Total:		7,720.60
649 - Sycom, Inc. Line Item Account		
120734	05/13/2024	
Inv	A03-2343A	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/30/2024	Lift Station #11 Upgrades	602-495-4300-000
		8,366.00
Inv A03-2343A Total		8,366.00
120734 Total:		8,366.00
649 - Sycom, Inc. Total:		8,366.00
655 - TASC - Client Invoices Line Item Account		
120735	05/13/2024	
Inv	IN3095682	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/29/2024	April Admin Fees	101-402-4410-000
		80.40

Check Number Check Date		42 Amount
Inv IN3095682 Total		80.40
120735 Total:		80.40
655 - TASC - Client Invoices Total:		80.40
659 - Tessman Company Line Item Account		
120736	05/13/2024	
Inv	S392121-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/18/2024	Fertilizer	101-450-4211-000
		3,196.00
Inv S392121-IN Total		3,196.00
Inv	S392822-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/24/2024	Fertilizer	101-450-4211-000
		784.00
Inv S392822-IN Total		784.00
120736 Total:		3,980.00
659 - Tessman Company Total:		3,980.00
1761 - T-Mobile USA Inc Line Item Account		
120737	05/13/2024	
Inv	April 2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/21/2024	Cell Phone/Wi-Fi Service	101-422-4321-000
		166.02
04/21/2024	Cell Phone/Wi-Fi Service	602-495-4321-000
		119.56
04/21/2024	Cell Phone/Wi-Fi Service	601-494-4321-000
		119.55
04/21/2024	Cell Phone/Wi-Fi Service	101-461-4321-000
		55.34
04/21/2024	Cell Phone/Wi-Fi Service	101-450-4321-000
		45.56
04/21/2024	Cell Phone/Wi-Fi Service	202-451-4321-000
		25.59
04/21/2024	Cell Phone/Wi-Fi Service	101-430-4321-000
		115.25
Inv April 2024 Total		646.87
120737 Total:		646.87
1761 - T-Mobile USA Inc Total:		646.87
671 - Trans Union LLC Line Item Account		
120738	05/13/2024	
Inv	04404613	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/25/2024	Background Checks (3)	101-420-4410-000
		48.43

Check Number Check Date		43 Amount	
04/25/2024	Background Checks (2)	101-421-4410-000	32.70
Inv 04404613 Total			81.13
120738 Total:			81.13
671 - Trans Union LLC Total:			81.13
681 - Twin Cities Transport & Recovery Line Item Account			
120739	05/13/2024		
Inv	24-0419-189521		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/19/2024	Tow Charge ICR #24082987 2008 Dodge Ram	208-420-4300-000	170.00
Inv 24-0419-189521 Total			170.00
120739 Total:			170.00
681 - Twin Cities Transport & Recovery Total:			170.00
693 - Upper Cut Tree Service Line Item Account			
120740	05/13/2024		
Inv	5848		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/24/2024	Ash Tree Removals (19)	603-496-4410-000	9,200.00
Inv 5848 Total			9,200.00
120740 Total:			9,200.00
693 - Upper Cut Tree Service Total:			9,200.00
1626 - Visu-Sewer, Inc Line Item Account			
120741	05/13/2024		
Inv	35290		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/26/2024	Install Sewer Liner	602-495-4300-000	35,493.75
Inv 35290 Total			35,493.75
120741 Total:			35,493.75
1626 - Visu-Sewer, Inc Total:			35,493.75
2002 - Water Safety Products, Inc. Line Item Account			
120742	05/13/2024		

Check Number		Check Date	44 Amount	
Inv	F3306647			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/23/2024	Rescue Masks (30)		202-451-4200-000	323.04
Inv F3306647 Total				323.04
				<hr/>
120742 Total:				323.04
				<hr/>
2002 - Water Safety Products, Inc. Total:				323.04
1447 - Wheeler Hardware Company Line Item Account				
120743	05/13/2024			
Inv	SPI149794			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/29/2024	Serviced Council Chambers Access Control Doors		101-432-4300-503	822.00
Inv SPI149794 Total				822.00
				<hr/>
Inv	SPI149860			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/01/2024	Reprogrammed Lock on Council Work Room Door		101-432-4300-503	318.00
Inv SPI149860 Total				318.00
				<hr/>
120743 Total:				1,140.00
				<hr/>
1447 - Wheeler Hardware Company Total:				1,140.00
2129 - Whitney, Julie Line Item Account				
120744	05/13/2024			
Inv	4/29/2024			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/29/2024	Reimbursement for Deed		420-499-5140-141	5.13
Inv 4/29/2024 Total				5.13
				<hr/>
120744 Total:				5.13
				<hr/>
2129 - Whitney, Julie Total:				5.13
729 - Winnick Supply, Inc. Line Item Account				
120745	05/13/2024			
Inv	042794			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/25/2024	Aluminum Tubing for Trailer Repair #709		101-431-4221-000	11.02
Inv 042794 Total				11.02
				<hr/>

Check Number		Check Date	45 Amount	
Inv	042946			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/25/2024	Aluminum & Steel Tubing for Trailer Repair #709		101-431-4221-000	56.27
Inv 042946 Total				56.27
Inv	043400			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/01/2024	Stock Steel		101-431-4221-000	6.55
Inv 043400 Total				6.55
Inv	043406			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
05/01/2024	Stock Steel		101-431-4221-000	15.70
Inv 043406 Total				15.70
120745 Total:				89.54
729 - Winnick Supply, Inc. Total:				89.54
734 - Xcel Energy Line Item Account				
120746	05/13/2024			
Inv	April 2024-1			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/15/2024	Electric		101-430-4385-000	5,620.33
Inv April 2024-1 Total				5,620.33
Inv	April 2024-2			
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
04/19/2024	Electric		202-451-4381-000	6,299.15
04/19/2024	Electric		101-432-4381-501	500.35
04/19/2024	Electric		601-494-4381-000	5,124.71
04/19/2024	Electric		602-495-4381-000	2,068.09
04/19/2024	Electric		101-432-4381-503	3,682.16
04/19/2024	Electric		101-432-4381-000	0.00
04/19/2024	Electric		101-420-4381-000	3.73
04/19/2024	Electric		101-450-4381-000	116.96
04/19/2024	Electric		101-430-4385-000	672.33
04/19/2024	Electric		101-432-4381-502	1,286.06
Inv April 2024-2 Total				19,753.54
120746 Total:				25,373.87
734 - Xcel Energy Total:				25,373.87

Check Number	Check Date		46 Amount
<hr/>			
737 - Xtreme Custom Apparel & Promotions Line Item Account			
120747	05/13/2024		
Inv	I89875		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/22/2024	Rookery Apparel	202-451-4370-000	192.00
Inv I89875 Total			192.00
			<hr/>
120747 Total:			192.00
			<hr/>
737 - Xtreme Custom Apparel & Promotions Total:			192.00
<hr/>			
739 - Zahl Petroleum Maintenance Co. Line Item Account			
120748	05/13/2024		
Inv	0208926		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/23/2024	Labor to Replace Gasoline Pumping Unit	101-431-4300-000	1,329.15
Inv 0208926 Total			1,329.15
			<hr/>
120748 Total:			1,329.15
			<hr/>
739 - Zahl Petroleum Maintenance Co. Total:			1,329.15
			<hr/>
			<hr/>
Total:			1,314,931.81
			<hr/>
			<hr/>



Electronic Funds Transfer
MN Statute 471.38 Subd. 3

Council Meeting May 13, 2024

Transfer In/(Out)

4/22/2024 Transfer from FRB Money Market	700,000.00
4/26/2024 Payroll #09	(201,078.21)
4/26/2024 Payroll #09 Federal Deposit	(56,637.81)
4/26/2024 Payroll #09 PERA	(56,873.16)
4/26/2024 Payroll #09 State	(12,924.64)
4/26/2024 Payroll #09 Child Support	(321.48)
4/26/2024 Payroll #09 H.S.A. Bank Pretax	(3,546.20)
4/26/2024 Payroll #09 TASC Pretax	(867.27)
4/26/2024 Payroll #09 Mission Sq 457 Def. Comp #301596	(2,645.00)
4/26/2024 Payroll #09 Mission Sq Roth IRA #706155	(939.23)
4/26/2024 Payroll #09 MSRS HCSP #98946-01	(9,263.47)
4/26/2024 Payroll #09 MSRS Def. Comp #98945-01	(3,035.00)
4/26/2024 Payroll #09 MSRS Roth IRA #98945-01	(779.00)
5/3/2024 Council Payroll #05	(3,706.98)
5/3/2024 Council Payroll #05 Federal Deposit	(209.14)
5/3/2024 Council Payroll #05 PERA	(410.72)
5/3/2024 Council Payroll #05 State	(45.27)
5/3/2024 Transfer to FRB Money Market	(1,000,000.00)
5/3/2024 H.S.A. Employer Contribution	(5,791.52)
5/20/2024 Sales & Use Tax	(8,048.00)

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

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: May 13, 2024

TOPIC: Approval of the Hiring of Part-Time Staff for the Rookery Activity Center

VOTE REQUIRED: Simple Majority

INTRODUCTION

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

BACKGROUND

Staff is seeking approval to hire part-time personnel to work at The Rookery. The recruiting process has identified candidates that will be a great addition to our staff at The Rookery.

RECOMMENDATION

Staff recommends the Council approve the hiring of the part-time personnel listed below:

First Name	Last Name	Title
Zander	Gentry	Lifeguard
Alexis	Moris	Lifeguard
Benno	Schuhbauer	Lifeguard

Start dates vary based on position and training schedule.

Please approve the above personnel for the part-time positions at The Rookery Activity Center.

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

STAFF ORIGINATOR: Sarah Cotton, City Administrator

MEETING DATE: May 13, 2024

TOPIC: Consider Resolution No. 24-49, Authorizing the Issuance of a Solicitor License to Ace Solid Waste

VOTE REQUIRED: Simple Majority

INTRODUCTION

The Council is being asked to Consider Resolution No. 24-49, authorizing the issuance of a Solicitor License to Ace Solid Waste.

BACKGROUND

Ace Solid Waste, located at 6601 McKinley St NW, Ramsey, Minnesota has submitted a solicitor's license application to the City Clerk's office.

The company representative proposed to conduct solicitation in Lino Lakes is Gary Jenson. Mr. Jenson plans to travel through Lino Lakes neighborhoods, going door-to-door to offer residential garbage service.

The City has received all the necessary forms required to issue a Solicitor License. The Lino Lakes Public Safety Department has performed the background check and indicated no reason to deny the application.

The application, along with all supporting documentation, is on file in the City Clerk's office for review.

RECOMMENDATION

Consider Resolution No. 24-49, authorizing the issuance of a Solicitor License to Ace Solid Waste for a period of six (6) months, commencing May 14, 2024.

ATTACHMENTS

Resolution No. 24-49

**CITY OF LINO LAKES
RESOLUTION NO. 24-49**

AUTHORIZING THE ISSUANCE OF A SOLICITOR LICENSE TO ACE SOLID WASTE

WHEREAS, Ace Solid Waste, located in Ramsey, Minnesota, has applied for a solicitor license to allow Gary Jenson to solicit within the City of Lino Lakes; and,

WHEREAS, Ace Solid Waste has complied with all provisions of Chapter 613 of the Lino Lakes City Code for obtaining the necessary license; and,

WHEREAS, the Lino Lakes Public Safety Department has conducted a background check on the representative who will be working in Lino Lakes and no reason was found to deny the license application.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Lino Lakes, Minnesota hereby approves the request of Ace Solid Waste to solicit throughout Lino Lakes for a period of six (6) months, effective May 14, 2024 – November 14, 2024.

Adopted by the City Council of the City of Lino Lakes this 13th day of May, 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

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

STAFF ORIGINATOR: Sarah Cotton, City Administrator

MEETING DATE: May 13, 2024

TOPIC: Consider Resolution No. 24-50, Authorizing the Issuance of a Special Event Permit for Blue Heron Family Fun Night

VOTE REQUIRED: Simple Majority

INTRODUCTION

The Council is being asked to consider approval of Resolution No. 24-50, authorizing the issuance of a Special Event Permit for Blue Heron Family Fun Night.

BACKGROUND

The Blue Heron Elementary School and PTO has applied for a Special Event Permit for a Family Fun Night on Friday, May 19, 2024.

The applicant is proposing to have food trucks, a DJ, games and fun, located at the Blue Heron Elementary School at 405 Elm Street.

The application has been reviewed by staff, including the Public Safety Department. The applicant has been provided with a list of safety conditions which are also incorporated into the attached resolution. The applicant has agreed to comply with the conditions and to address any other safety considerations that may arise.

A Certificate of Insurance has been submitted by Centennial School District to the City for this event.

RECOMMENDATION

Consider Resolution No. 24-50, authorizing the issuance of a Special Event Permit for Blue Heron Family Fun Night.

ATTACHMENTS

Resolution No. 24-50

**CITY OF LINO LAKES
RESOLUTION NO. 24-50**

**AUTHORIZING THE ISSUANCE OF A SPECIAL EVENT PERMIT FOR BLUE HERON
FAMILY FUN NIGHT**

WHEREAS, the Blue Heron Elementary PTO has applied for a special event permit; and,

WHEREAS, the event plan includes various food vendors, outdoor DJ, games and fun from 5:30 p.m. to 8:00 p.m. Friday, May 17, 2024; and,

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

WHEREAS, the food truck vendors are required to comply with all City, County, and State food truck inspection, licensing, and registration processes; and,

WHEREAS, the food truck vendors are required to provide their MN Department of Health licensing information, as well as Anoka County Environmental Services licensing to the Blue Heron Elementary PTO who will provide it to the City Clerk as requested; and,

WHEREAS, proof of general liability insurance has been submitted by Centennial School District to cover all events held on the Centennial School District property; and,

WHEREAS, the school will be open for restroom use, as well as the nurse's station if needed; and,

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the City Council authorizes issuance of a Special Event Permit to the Blue Heron Elementary PTO for the event scheduled on May 17, 2024, with conditions attached hereto.

Adopted by the City Council of the City of Lino Lakes this 13th day of May, 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

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

STAFF ORIGINATOR: Katie Larsen, City Planner

MEETING DATE: May 13, 2024

TOPIC: Consider Resolution No. 24-47 Approving Amendment to Open Space Easement for Watermark

VOTE REQUIRED: Simple Majority

INTRODUCTION

Watermark is a 372 acre master planned residential community consisting of 692 single family lots and 172 townhome units totaling 864 housing units. The Open Space Easement is required per the Master Development Agreement. The Easement protects the parks, open space, wetlands etc. from any land disturbance that is not consistent with the Restoration and Management Plan.

ANALYSIS

Open Space Easements have been previously recorded over the open space outlots. The Amendment to Open Space Easement clarifies and confirms that the open space easement actually covers the appropriate outlots.

RECOMMENDATION

Staff recommends Council approval of Resolution No. 24-47 Amendment to Open Space Easement.

ATTACHMENTS

1. Resolution No. 24-47
2. Amendment to Open Space Easement

**CITY OF LINO LAKES
RESOLUTION NO. 24-47**

**RESOLUTION APPROVING AMENDMENT TO OPEN SPACE EASEMENT
FOR WATERMARK**

WHEREAS, on December 10, 2018 the City Council passed Resolution No. 18-144 approving the Watermark Master Development Agreement; and

WHEREAS, Section 7.2 of the Master Development Agreement requires an Open Space Easement; and

WHEREAS, this Amendment to Open Space Easement clarifies and confirms the open space easement areas cover the appropriate outlots.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the Amendment to Open Space Easement between U.S. Home, LLC is approved and the City of Lino Lakes and authorizes the Mayor and City Clerk to execute such agreement on behalf of the City.

Adopted by the City Council of the City of Lino Lakes this 13th day of May, 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

[Above space reserved for recording data]

AMENDMENT TO OPEN SPACE EASEMENT

THIS AMENDMENT TO OPEN SPACE EASEMENT ("Amendment") is made as of _____, 2024, by and between U.S. Home, LLC, a Delaware limited liability company, as successor by conversion to U.S. Home Corporation, ("Grantor") and the City of Lino Lakes, a municipal corporation under the laws of Minnesota ("Grantee").

Recitals

A. Grantor previously conveyed open space easements to the City by virtue of the following Open Space Easement Agreements recorded in the office of the Anoka County Recorder (collectively, the "Open Space Easements"):

Open Space Easement Agreement recorded as Document No. 2222874.006;
Open Space Easement Agreement recorded as Document No. 2340590.007;
Open Space Easement Agreement recorded as Document No. 2390651.001; and
Open Space Easement Agreement recorded as Document No. 2401558.006.

B. Grantor and Grantee desire to clarify the "Easement Area" intended to be conveyed by the Open Space Easements and therefore, for good and valuable consideration, Grantor and Grantee hereby agree on the terms and conditions set forth herein.

Terms of Amendment

1. Open Space Easement Areas. For good and valuable consideration, receipt of which is acknowledged by Grantor, hereby confirms the intended Easement Area conveyed by the Open Space Easements to the date hereof are described as a permanent easement for open space, access and management over and across ("Easement Area"):

Tract 1

Outlots E, G, J, M and N, WATERMARK, according to the recorded plat thereof.

Tract 2

Outlot A, WATERMARK 2nd Addition
Outlot A, WATERMARK 3rd Addition

Outlots A, B and D, WATERMARK 4th Addition, according to the recorded plats thereof.

Tract 3

Outlots A, C and E, WATERMARK 5th Addition, according to the recorded plat thereof.

Tract 4

Outlot B, WATERMARK 6th Addition, according to the recorded plat thereof.

2. Scope of Easement; Confinement; Exceptions.

2.1 The easement includes the right of the Grantee, its contractors, agents, and employees to enter upon said Easement Area at all reasonable times for all purposes as set forth in the Development Contract.

2.2 Notwithstanding anything to the contrary in this Amendment, the easements granted (i) shall not encumber any portion of the foregoing Property that is intended to and ultimately does contain improvements, such as roads, trails, parks, sidewalks or other improvements, as authorized or contemplated by the Development Contract or any development Agreement for separate phases of the Property, and (ii) shall not prohibit Grantor from grading or performing construction or development work or staging activities on portions of the property authorized for such work pursuant to the Development Contract or any Development Agreement for separate phases of the Property.

3. Defined Terms. Capitalized terms used herein but not otherwise defined in this Amendment shall have the meaning ascribed to such term in the Open Space Easements.

4. Binding Effect. The terms and conditions of this instrument shall run with the land and be binding on the Grantors, and their respective successors and assigns.

(The remainder of this page left blank intentionally.)

**SIGNATURE PAGE OF GRANTOR
TO
AMENDMENT TO OPEN SPACE EASEMENT**

U.S. HOME, LLC

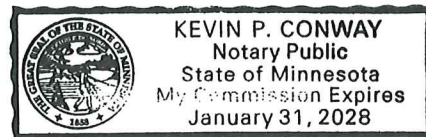
By: _____

Jon Aune, Vice President

STATE OF MINNESOTA)
) SS
COUNTY OF HENNEPIN)

On this 2nd day of April, 2024, before me, a Notary Public within and for said County, personally appeared Jon Aune, the Vice President of U.S. Home, LLC, a Delaware limited liability company, who executed the foregoing instrument on behalf of said company.

Notary Public



**SIGNATURE PAGE OF GRANTEE
TO
AMENDMENT TO OPEN SPACE EASEMENT**

CITY OF LINO LAKES

By: _____
Mayor Rob Rafferty

Attest:

_____, City Clerk

STATE OF MINNESOTA)
) SS
COUNTY OF ANOKA)

This instrument was acknowledged before me on _____ day of _____, 2024,
by Rob Rafferty as Mayor of the City of Lino Lakes on behalf of said City.

Notary Public

STATE OF MINNESOTA)
) SS
COUNTY OF ANOKA)

This instrument was acknowledged before me on _____ day of _____, 2024,
by _____ as City Clerk of the City of Lino Lakes on behalf of said City.

Notary Public

THIS INSTRUMENT DRAFTED BY:
Vantage Law Group
125 SE Main Street, Suite 250
Minneapolis, MN 55414

**CONSENT OF FEE OWNER
TO
AMENDMENT TO OPEN SPACE EASEMENT**

The undersigned Watermark Master Homeowners Association, as fee owner of Property in which the Open Space Easements (as described in the foregoing Amendment) are located, does hereby consent to and join in the foregoing Amendment for the purpose of consenting to and confirming the grant of Open Space Easements within the Easement Areas.

IN WITNESS WHEREOF, the undersigned has caused this Consent of Fee Owner to be executed on the 23RD day of APRIL, 2024.

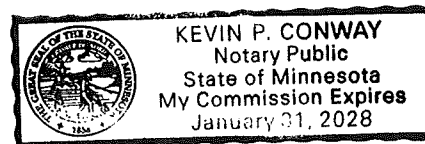
Watermark Master Homeowners Association

By: [Signature]
Name: _____
Its: president

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this 23 day of APRIL, 2024, by JOE JABLONSKI, the PRESIDENT of Watermark Master Homeowners Association, a non-profit corporation under the laws of the State of Minnesota, on behalf of the non-profit corporation.

[Signature]
Notary Public



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

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: May 13, 2024

TOPIC: Personnel Policy Revisions

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to approve two additions to the current Personnel Policy.

BACKGROUND

Staff periodically reviews the City's Personnel Policy and recommends updates as needed. Staff is proposing the addition of Section 8.12 Smoking and Tobacco Use Policy and an additional paragraph added to Section 8.11 IT Acceptable Use Policy regarding Artificial Intelligence (AI).

8.12 Smoking and Tobacco Use Policy

The City of Lino Lakes observes and supports the Minnesota Clean Indoor Air Act. All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or "vaping" with e-cigarettes is prohibited while in a City facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on duty. Employees are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

Section 8.11 IT Acceptable Use Policy

The City has adopted Metro-INET's Acceptable Use Policy to protect the security and integrity of electronic information systems. In addition to the terms of Metro-INET's Acceptable Use Policy, the following terms apply to all City employees.

All technology systems are the property of the City of Lino Lakes and/or Metro-INET. This includes, but is not limited to, all hardware, software, programs, applications, templates, documents, internal and external email messages, internet logs, and data files developed or stored on technology systems owned or leased by the City or Metro-INET. The City reserves the right to inspect, monitor, access, and retrieve any data, messages, settings, files, or other components of City or Metro-INET technology at any time without an employee's consent. Users should have no expectation of privacy in the use of City or Metro-INET technology. This includes personal email messages, files, Internet logs, or other data.

All email messages will be deleted from the electronic mail system 120 days after receipt. If retention of any message is warranted beyond that period, the message should be moved, stored, and maintained in accordance with the City's Data Practices Policy and Records Retention Schedule.

Violations of this policy will be treated like other allegations of wrongdoing in the City in accordance with established procedures.

Employees may use low-risk data with Artificial Intelligence (AI) technology to perform their work. Low-risk data is defined by Minnesota Statutes Chapter 13 as 'public' and is intended to be available to the public. The use of AI technologies often relies on the transfer and collection of data to third-party entities. If an employee is unsure of the data classification, they must review the data with the city's responsible authority or their designee, prior to using the technology. All data created with the use of AI is to be retained according to the city's records retention schedule.

RECOMMENDATION

Staff is requesting the approval of the proposed additions to the Personnel Policy.

ATTACHMENTS

None

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

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: May 13, 2024

TOPIC: Consider Appointment of Building Inspector

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to approve the appointment of Jaime San Nicolas to the full-time Building Inspector position within the Community Development Department.

BACKGROUND

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

San Nicolas has a Bachelor's Degree from Bethel University and is currently working as an Inspector at Chisago County.

The starting wage for San Nicolas will be \$40.52 per hour which is Step 4 in a 6 step wage scale for the Building Inspector position. With the Council's approval, San Nicolas would start in the Building Inspector position on May 20, 2024.

The hiring of San Nicolas will backfill the Building Inspector vacancy that was created on January 30, 2024. The 2024 Adopted Budget includes two full-time Building Inspector positions. Approval of San Nicolas in the Building Inspector position will not result in an increase to personnel costs.

RECOMMENDATION

Please approve the appointment of Jaime San Nicolas to the Building Inspector position.

ATTACHMENTS

None

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

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: May 13, 2024

TOPIC: Consider Appointment of Paid On-Call Firefighter

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to approve the appointment of Benjamin Searles to the Paid On-Call Firefighter position within the Public Safety Department.

BACKGROUND

Staff has completed the recruitment process, provided a conditional offer, and is recommending the approval of Searles for the Paid On-Call Firefighter position.

Searles will be stationed at Fire Station 1. Currently, the City has 9 firefighters at Fire Station 1 and 10 firefighters at Fire Station 2. Fully staffed would be 20 firefighters at each station.

The starting wage for Searles will be \$21.79 per hour. Upon completion of 5 years of service, Searles would be eligible for a rate increase.

With the Council's approval, Searles would start as a Paid On-Call Firefighter on May 20, 2024.

RECOMMENDATION

Please approve the appointment of Benjamin Searles to the Paid On-Call Firefighter position.

ATTACHMENTS

None

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

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: May 13, 2024

TOPIC: Consider Appointment of Public Works Streets Maintenance Worker

VOTE REQUIRED: Simple Majority

INTRODUCTION

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

BACKGROUND

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

Engstrom has an Associate's Degree from Century College and is currently working as a Hydrovac Operator at David's Hydrovac in Columbus.

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

With the Council's approval, Engstrom would start in the Streets Maintenance Worker position on May 15, 2024.

The hiring of Engstrom will backfill the Streets Maintenance Worker vacancy that was created due to a retirement on December 1, 2023. The 2024 Adopted Budget includes five full-time Streets Maintenance Worker positions. Approval of Engstrom in the Streets Maintenance Worker position will not result in an increase to personnel costs.

RECOMMENDATION

Please approve the appointment of Derek Engstrom to the Streets Maintenance Worker position.

ATTACHMENTS

None

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

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: May 13, 2024

TOPIC: Consider Appointment of Police Officer

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to approve the appointment of Lauren Clayton to the Police Officer position within the Public Safety Department.

BACKGROUND

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

Clayton earned a Bachelor's of Science in Psychology with a minor in Spanish through Minnesota State University Mankato. Clayton will complete her POST mandated Law Enforcement curriculum in June of 2024.

The starting wage for Clayton will be \$39.46 per hour, which is Starting Step in a 6 step wage scale for the Police Officer position.

With the Council's approval, Clayton will start in the Police Officer position once she receives her POST licensure.

There are currently three vacant Police Officer positions within the Public Safety Department. The 2024 Approved Budget is funded for 28 sworn positions. The hiring of Clayton as an officer will bring the police department to 26 sworn staff. Approval of this request will not result in an increase to personnel cost for the police department.

RECOMMENDATION

Please approve the appointment of Lauren Clayton to the Police Officer position.

ATTACHMENTS

None

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

STAFF ORIGINATOR: Daniel L’Allier, Deputy Director-Fire

MEETING DATE: May 13, 2024

TOPIC: Approve Brindlee Mountain Agreement for Sale of Used Fire Apparatus

VOTE REQUIRED: Simple Majority

INTRODUCTION

During the Council Work Session on April 1st, staff recommended the sale of Tender 1 (Veh #610), Tender 2 (Veh #609), and Engine 5 (Veh #621). Staff listed three fire apparatus for sale on various websites (Minnesota Fire Chiefs, Custom Fire Apparatus, and other similar sites) in an attempt to find a buyer. Staff have received a modest number of inquiries from possible buyers, but believe broadening the buyer pool would aid in the sale of the listed fire apparatus. Staff is requesting to engage with a company that specializes in selling equipment across North America.

BACKGROUND

Staff contacted the largest reseller of Fire Apparatus, Brindlee Mountain Fire Apparatus of Union Grove, Alabama, to get a market analysis on our three fire apparatus. Engine 5 (Veh # 621) is listed for \$225,000, and both Tenders (Veh# 609 and Veh#610) are each listed for \$70,000. The market analysis completed by Brindlee Mountain Fire Apparatus has the listed price for these trucks within the market price for this type of apparatus. Dave Caron with Brindlee Mountain Fire Apparatus asked if we would also like them to market the trucks. After discussing with him as to what would be needed for them to market the trucks, staff found that the City would need to enter into an agreement with Brindlee Mountain. This agreement would only compensate Brindlee Mountain if they found a buyer for one of the trucks we have for sale. If the City secures the buyer without the use of Brindlee Mountain, then Brindlee Mountain would not be compensated for the sale.

Brindlee Mountain Website: Used Fire Trucks and Equipment - Brindlee Mountain Fire Apparatus (firetruckmall.com)

The terms of the agreement for compensation would be:

The greater of 10% of the sales price or \$500 if the subject apparatus is sold for less than \$200,001; and 7% of the sales price if the subject apparatus is sold for a price from \$200,001 to \$350,000; and 5% of the sales price if the subject apparatus is sold for a price above \$350,000.

RECOMMENDATION

Staff recommends entering into an agreement with Brindlee Mountain Fire Apparatus to assist with marketing the three used fire apparatus the City is selling.

ATTACHMENTS

Agreement with Brindlee Mountain Fire Apparatus for the marketing and possible sale of Engine 5 #621

Agreement with Brindlee Mountain Fire Apparatus for the marketing and possible sale of Tender 2 #609

Agreement with Brindlee Mountain Fire Apparatus for the marketing and possible sale of Tender 1 #610



BRINDLEE MOUNTAIN FIRE APPARATUS
15410 Hwy 231 Union Grove AL 35175 · 256-776-7786

Listing and Marketing Commission Agreement

The undersigned Seller and Brindlee Mountain Fire Apparatus, LLC ("Brindlee") being duly authorized, hereby enter into the following contractual agreement (the "Agreement") effective as of _____, 20____:

Apparatus: _____ (the "Apparatus")

Apparatus owned or exclusively offered for sale by: _____ ("Seller") If

Apparatus not owned by Seller, then owner of the Apparatus: _____ ("Owner")

List Price: The price at which the Apparatus will be listed shall be _____, or such other price agreed upon by Seller and Brindlee (the "List Price")

Seller grants Brindlee the non-exclusive right to offer the Apparatus for sale for the List Price. Brindlee shall have the right, but not the obligation, to market and advertise the Apparatus in any media of Brindlee's choosing, including the internet. Seller represents and warrants that the information provided to Brindlee by Seller, Owner and their agents and representatives regarding the Apparatus is true and correct and Seller holds Brindlee harmless and indemnifies Brindlee from any liability resulting from inaccuracies in such information. Seller agrees to pay Brindlee the commission set forth below (the "Commission") if Seller or Owner sells the Apparatus or any other fire apparatus to a buyer referred by Brindlee (a "Referral"), or anyone acting on behalf of a Referral, whether or not the Apparatus is sold at the List Price. The Commission shall be calculated as follows:

The greater of 10% of the sales price or \$500 if the subject Apparatus is sold for less than \$200,001; and
 7% of the sales price if the subject Apparatus is sold for a price from \$200,001 to \$350,000; and
 5% of the sales price if the subject Apparatus is sold for a price above \$350,000

Payment of the Commission will be made to Brindlee within 10 days after the sale of the subject Apparatus. Seller shall pay interest in the amount of 1.5% per month on Commission not paid within such 10 day period. Seller further agrees that any additional costs incurred by Brindlee as part of collection efforts for past due Commission will be reimbursed to Brindlee by Seller. The Commission rights of Brindlee and the Commission obligations of Seller set forth in this Agreement shall survive expiration or termination of this Agreement.

Seller agrees to notify Brindlee at the time of sale of the Apparatus as to the sales price and the name and address of the buyer, regardless of whether such buyer is a Referral which was referred by Brindlee. Seller agrees that if Seller fails to provide such information then Seller will pay a Commission to Brindlee as if the buyer of the Apparatus was a Referral referred by Brindlee and the Apparatus was sold at the List Price.

Either party may terminate this Agreement at any time by notifying the other party in writing. If any sale of the Apparatus takes place to a Referral previously referred by Brindlee within one year subsequent to termination of this Agreement, Seller shall pay the same Commission to Brindlee as would have been paid if this Agreement had not been terminated.

Seller agrees that Brindlee may list, market and sell other fire apparatus to prospective buyers who are interested in the Apparatus, including but not limited to fire apparatus owned by Brindlee.

This Agreement shall create an independent contractor relationship between Brindlee and Seller. Brindlee shall at no time be considered an employee of Seller. Seller represents that Seller has full authority to enter into this Agreement. This Agreement constitutes the entire agreement between the parties. This Agreement and the terms and conditions herein may not be amended, modified or waived except by the written agreement of the parties hereto. The failure of the parties to adhere to strictly to the terms and conditions of this Agreement shall not constitute a waiver of the right of the parties later to insist on such strict adherence. This Agreement may be executed in any number of separate counterparts and all such executed counterparts shall constitute one agreement, which shall be binding on the parties notwithstanding that all parties are not signatories to the same counterpart or counterparts. Each party may transmit its signature by facsimile or e-mail (.pdf or similar) to the other party or parties, and any faxed or e-mail signature and/or faxed or e-mail counterpart of this Agreement shall have the same force and effect as an original. This Agreement shall be governed by, construed, and enforced in accordance with the laws of Alabama. The undersigns by execution and delivery of this Agreement do hereby submit to the exclusive jurisdiction and venue of the state and federal courts located in Marshall County, Alabama.

Agreed to by:

Seller:

[insert seller name above]

By: _____

Name: _____

Title: _____

Date: _____

Brindlee:

BRINDLEE MOUNTAIN FIRE APPARATUS, LLC

By: _____

Name: _____

Title: _____

Date: _____



BRINDLEE MOUNTAIN FIRE APPARATUS
15410 Hwy 231 Union Grove AL 35175 • 256-776-7786

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The greater of 10% of the sales price or \$500 if the subject Apparatus is sold for less than \$200,001; and
 7% of the sales price if the subject Apparatus is sold for a price from \$200,001 to \$350,000; and
 5% of the sales price if the subject Apparatus is sold for a price above \$350,000

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Agreed to by:

Seller:

[insert seller name above]

By: _____

Name: _____

Title: _____

Date: _____

Brindlee:

BRINDLEE MOUNTAIN FIRE APPARATUS, LLC

By: _____

Name: _____

Title: _____

Date: _____



BRINDLEE MOUNTAIN FIRE APPARATUS
15410 Hwy 231 Union Grove AL 35175 • 256-776-7786

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This Agreement shall create an independent contractor relationship between Brindlee and Seller. Brindlee shall at no time be considered an employee of Seller. Seller represents that Seller has full authority to enter into this Agreement. This Agreement constitutes the entire agreement between the parties. This Agreement and the terms and conditions herein may not be amended, modified or waived except by the written agreement of the parties hereto. The failure of the parties to adhere to strictly to the terms and conditions of this Agreement shall not constitute a waiver of the right of the parties later to insist on such strict adherence. This Agreement may be executed in any number of separate counterparts and all such executed counterparts shall constitute one agreement, which shall be binding on the parties notwithstanding that all parties are not signatories to the same counterpart or counterparts. Each party may transmit its signature by facsimile or e-mail (.pdf or similar) to the other party or parties, and any faxed or e-mail signature and/or faxed or e-mail counterpart of this Agreement shall have the same force and effect as an original. This Agreement shall be governed by, construed, and enforced in accordance with the laws of Alabama. The undersigns by execution and delivery of this Agreement do hereby submit to the exclusive jurisdiction and venue of the state and federal courts located in Marshall County, Alabama.

Agreed to by:

Seller:

[insert seller name above]

By: _____

Name: _____

Title: _____

Date: _____

Brindlee:

BRINDLEE MOUNTAIN FIRE APPARATUS, LLC

By: _____

Name: _____

Title: _____

Date: _____

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

STAFF ORIGINATOR: Kyle Leibel, Deputy Director

MEETING DATE: May 13, 2024

TOPIC: Approval of Resolution 24-53 Authorizing the Acceptance of the 2024 MN DPS Firearms Storage Grant

VOTE REQUIRED: Simple Majority

BACKGROUND

The Police Division of the Lino Lakes Public Safety Department recognized a need within the agency's evidence storage area to improve their ability to safely and securely hold and store more firearms. Since 1999, the agency has used simple storage lockers to hold firearms that have been entered into evidence for various reasons. As the Lino Lakes population has increased, the agency has experienced an increase in the number of firearms taken in, and the agency anticipates a continued increase to the number of firearms in the future.

In 2023, Minnesota implemented a new Extreme Risk Protection Order program, which affords the LLPSD another means of actively preventing tragedy by removing firearms from some who pose the greatest statistical risk of domestic violence. In addition, the agency's evidence technicians have found it increasingly difficult to store firearms in a way that ensures damage to those firearms doesn't occur while in police custody.

The police division's current security measures for evidence processing and storage follow the guidelines established in the Minnesota Office of the State Auditor Best Practices of Property and Evidence Room Policies and Procedures. However, the existing storage lockers are currently nearing capacity.

The agency applied for and received a grant from the Minnesota Department of Public Safety in the amount of \$5,049.13 for a wire enclosure (8'8" wide x 10'4" long x 8'11" height) to increase the agency's secure firearm storage capacity from 24.2 square feet to 89.5 square feet. Within the enclosure, the agency plans to purchase and install a shelf (102" wide x 96" high x 17" deep) to increase storage space for the firearms currently stored in lockers. The new shelf would hold 64 long guns and 76 handguns using our current evidence packaging practices.

Currently, the agency has 38 handguns and 17 long guns in custody. With the implementation of the new storage system, the agency will be able to properly store more than twice the

number of firearms currently in possession. There will also be room within the caged area to use existing shelving for the storage of other items in accordance with best practices.

RECOMMENDATION

Approve Resolution 24-53 authorizing staff to accept the 2024 Minnesota Department of Public Safety Firearm Storage grant.

ATTACHMENTS

Resolution 24-53
MN DPS Firearm Storage Grant Agreement

**CITY OF LINO LAKES
RESOLUTION NO. 24-53**

**RESOLUTION APPROVING THE ACCEPTANCE OF A MN DPS GRANT FOR FIREARM
STORAGE IMPROVEMENTS IN LLPSD EVIDENCE**

WHEREAS, staff of the Lino Lakes Public Safety Department's Police Division recognized a need to increase storage capacity for firearms within the LLPSD evidence room; and,

WHEREAS, police division staff have applied for and received grant funding for the full amount of the evidence room improvement project within the Lino Lakes Police Division facility;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the City of Lino Lakes fully accepts the grant amount of \$5,049.13 from the Minnesota Department of Public Safety, grant agreement #A-FSG-2024-LINOLKPD-029, for the purchase and installation of the firearm storage improvements within the Lino Lakes Public Safety Department evidence room.

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

Adopted by the City Council of the City of Lino Lakes this 13th day of May, 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk



Grant Contract Agreement

Page 1 of 2

Minnesota Department of Public Safety (“State”) Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	Grant Program: Firearms Storage Grant Program 2024 Grant Contract Agreement No.: A-FSG-2024-LINOLKPD-029
Grantee: City of Lino Lakes, Public Safety Department 600 Town Center Parkway Lino Lakes, Minnesota 55014	Grant Contract Agreement Term: Effective Date: 6/15/2024 Expiration Date: 6/15/2025
Grantee’s Authorized Representative: John Swenson, Director Lino Lakes, Public Safety Department 640 Town Center Parkway Lino Lakes, Minnesota 55014 (651) 982-2301 jswenson@linolakes.us	Grant Contract Agreement Amount: Original Agreement \$5,049.13 Matching Requirement \$0.00
State’s Authorized Representative: Kristin Lail, Grants Specialist Coordinator Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139 (651) 230-3358 Kristin.lail@state.mn.us	Federal Funding: None FAIN: N/A State Funding: MN Laws of 2023, Chapter 52, Article 2, Section 3, Subd 2 Special Conditions: None

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

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, Subdivision 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved Firearms Storage Grant Program 2024 Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota, 55101-2139. The Grantee shall also comply with all requirements referenced in the Firearms Storage Grant Program 2024 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

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

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



Grant Contract Agreement

Page 2 of 2

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

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

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-FSG-2024-LINOLKPD-029 / 3-94757

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

2. GRANTEE

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

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Organization: Lino Lakes Police Department

Budget Summary

FSG: Lino Lakes 2024 Firearms Storage				
Budget Category	Award			
Other Expenses				
Shelving Unit	\$354.13			
Wire cage enclosure	\$4,695.00			
Total	\$5,049.13			
Total	\$5,049.13			

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

STAFF ORIGINATOR: Katie Larsen, City Planner

MEETING DATE: May 13, 2024

TOPIC: Consider 1st Reading of Ordinance No. 04-24 Zoning Ordinance
Text Amendment-Sacred Communities and Micro-Unit Dwellings

VOTE REQUIRED: Simple Majority

INTRODUCTION

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

BACKGROUND

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

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

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

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

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

Staff recommends a conditional use permit be required for sacred community and micro units as an accessory to public, educational, and religious uses. Public, educational, and religious uses

are currently allowed with a conditional use permit in the City's rural, residential, LB-Limited Business, and GB-General Business zoning districts.

RECOMMENDATION

The Planning & Zoning Board held a public hearing on April 10, 2024. Board comments included concerns about setbacks, density and buffers. Public comments included concerns that religious institutions do not pay taxes and there will be an increased burden on City services. The Board voted 6-0 in favor of the proposed ordinance amendment. The Board also recommended staff review existing conditional use permit requirements for Public, Educational and Religious Uses.

Staff is requesting Council consideration of the 1st reading of Ordinance No. 04-24.

ATTACHMENTS

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



Focus on New Laws: Sacred Settlements

September 5, 2023

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

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

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

Micro-unit eligibility

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

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

Micro-unit requirements

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

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

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

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

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

Minimum standards for settlements

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

Minimum standards for settlements include:

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

Further considerations

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

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

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

[Read more news articles](#)

Your LMC Resource

Daniel Lightfoot

IGR Representative & Federal Relations Manager

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

dlightfoot@lmc.org

327.30 SACRED COMMUNITIES AND MICRO-UNIT DWELLINGS.

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

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

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

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

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

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

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

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

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

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

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

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

(b) A sacred community under this section must:

(1) be appropriately insured;

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

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

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

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

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

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

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

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

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

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

History: 2023 c 53 art 11 s 57

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

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

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

The City Council of Lino Lakes ordains:

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

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

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

compliance with Minnesota Statute 327.30.

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

Section 3: Effect

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

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

BY: _____
Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

Zoning Ordinance Text Amendment- Sacred Communities

City Council Meeting
May 13, 2024



Introduction

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

Background

Minnesota Statute 327.30 defines the following:

- (e) "Micro unit" means a mobile residential dwelling providing permanent housing within a sacred community that meets the requirements of subdivision 4.
- (f) "Religious institution" means a church, synagogue, mosque, or other religious organization organized under chapter 315.
- (g) "Sacred community" means a residential settlement established on or contiguous to the grounds of a religious institution's primary worship location primarily for the purpose of providing permanent housing- for chronically homeless persons, extremely low-income persons, and designated volunteers that meets the requirements of subdivision 3.

Micro Unit Requirements

- Annual certification to City compliant statutory requirements
- Access to water, sanitary sewer, electricity
- No more than 400sf and exterior materials compatible to residential
- Between 33% and 40% units must be occupied by designated volunteers
 - (persons who have not experienced homelessness)
- Setbacks = Manufactured Home Parks = R-6
 - Street = 30 or 40ft Rear = 10ft Side = 10ft Adjacent to LDR = 35ft

Analysis

- Only decision City has to make is whether sacred settlements should be a **permitted use or conditional use**.
- Staff recommends conditional use permit (CUP)
- CUP requires public hearing to notify public
- Apply to rural, residential, LB-Limited Business, and GB-General Business zoning districts.

P&Z Board Recommendation

- Board held a public hearing on April 10, 2024.
- Board comments about setbacks, density, and buffers.
- Public comments included concerns that religious institutions do not pay taxes and there will be an increased burden on City services.
- Board voted 6-0 in favor of the proposed ordinance amendment-CUP.
- Board also recommended staff review existing conditional use permit requirements for Public, Educational and Religious Uses.

Council Action

- Consider 1st Reading of Ordinance No. 04-24 Zoning Ordinance Text Amendment-Sacred Communities and Micro-Unit Dwellings
- Ordinance No. 04-24 example for R, Rural
 - Section 1007.100(7)
 - (k) Sacred communities and micro-unit dwellings accessory to religious uses in compliance with Minnesota Statute 327.30.

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

STAFF ORIGINATOR: Katie Larsen, City Planner

MEETING DATE: May 13, 2024

TOPIC: Consider 1st Reading of Ordinance No. 05-24 Zoning Ordinance
Text Amendment- Building Type and Construction

VOTE REQUIRED: Simple Majority

INTRODUCTION

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

BACKGROUND

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

Ordinance Amendment

Staff met with an independent architect to review the City's zoning ordinance to see if there were any changes we should make to help clarify definitions and allowed exterior materials. The architect felt the City's ordinance is clearly written and that our 3 classes of primary materials are consistent with current industry standards.

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

RECOMMENDATION

The Planning & Zoning Board held a public hearing on April 10, 2024. There were no public comments. The Board voted 6-0 in favor of the proposed ordinance amendment.

Staff is requesting Council consideration of the 1st reading of Ordinance No. 05-24.

ATTACHMENTS

1. Ordinance No. 05-24

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

CITY OF LINO LAKES ORDINANCE NO. 05-24

ORDINANCE AMENDING CITY CODE CHAPTER 1007 RELATED TO BUILDING TYPE AND CONSTRUCTION

The City Council of Lino Lakes ordains:

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

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

- City Code Section 1007.043(2):
 - (c) *Multiple-Family Dwelling Construction Standards.* All multiple-family dwellings shall comply with the following requirements:
 1. The exterior ~~walls of multiple family dwelling structures~~ shall include a variation in building materials ~~which are to be~~ distributed throughout the building ~~walls~~ and coordinated into the ~~architectural~~ design of the structure to create an architecturally balanced appearance.
 2. ~~A minimum of~~ At least 33% of ~~all each building~~ exterior walls ~~of a structure~~ shall ~~have an exterior finish~~ be composed of brick, natural stone, or artificial stone.
 3. For the purposes of this section, the area of ~~the building~~ each exterior wall shall not include area devoted to windows, entrance doors, garage doors, or roof areas.
 4. ~~Each building elevations~~ exterior wall shall be articulated to add visual interest. Large blank exterior walls shall be prohibited. Variation in ~~elevations~~ exterior walls can be accomplished with projections or recesses, material changes, or other methods of building articulation.
- City Code Section 1007.043(2):
 - (d) *Commercial, industrial, and institutional.* All buildings constructed on land within commercial, industrial, public and semi-public zoning districts, and all institutional buildings (such as public, education, and religious buildings) in residential and rural zoning districts shall conform with the following:

1. *Definitions.* For the purpose of this section and §§ ~~1007.044~~ through ~~1007.051~~, the following definitions shall apply:

ARCHITECTURAL METAL CLADDING. Refers to decorative, metal cladding systems such as copper, zinc, titanium, stainless steel and painted steel components fixed to the outside of the primary wall system.

ARCHITECTURAL REVEALS. A groove or a step in a panel face generally used to create a desired architectural effect.

2. All ~~sides~~ exterior walls of the principal and accessory structures are to have essentially the same or a coordinated harmonious finish treatment.

3. *Classes of primary materials.* For the purpose of this section, primary materials shall be divided into class 1, class 2, and class 3 categories as follows:

<i>Classes of <u>Primary Materials</u></i>		
<i>Class 1</i>	<i>Class 2</i>	<i>Class 3</i>
Brick	Precast concrete panels with at least two architectural reveals per panel	Exterior Insulation and Finish Systems (EIFS)
Glass, or other glazing materials	Specialty concrete block including textured, burnished block or rock faced block	Fiber Cement Exterior Siding
Natural or cultured stone	Ceramic Tile (masonry, stone or clay),	Glass Block
Architecturally textured concrete precast or poured in place panels	Masonry Stucco	<u>Masonry Stucco</u>
	Architectural metal cladding	Wood
Other materials not listed that are of equal quality to materials in a specific class may be approved for use by the Community Development Director.		

4. Buildings shall incorporate classes of primary material in the following manner:

a. Commercial, public, educational and religious buildings. At least 50% of ~~all~~ each exterior wall ~~finishes~~ shall be composed of at least three class 1 materials. Class 3 materials shall not comprise more than 25% of each exterior wall ~~finishes~~.

b. Industrial and warehouse buildings, multi-tenant office/industrial/warehouse or showroom/warehouse or other combinations. At least 75% of ~~all~~ each exterior wall ~~finishes~~ shall be composed of at least two different class 1 or 2 materials. Class 3 materials shall not comprise more than 25% of ~~the building~~ each exterior wall.

c. To be counted as a primary material, the product must comprise at least 5% of the exterior wall ~~surface~~.

17. For the purposes of this section, the area of each exterior wall shall not include area devoted to garage doors, window trim, and flashing ~~shall not constitute required materials that make up exterior finish of a building for purposes of this section.~~

Section 3: Effect

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

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

BY: _____
Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

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

STAFF ORIGINATOR: Diane Hankee, City Engineer

MEETING DATE: May 13, 2024

TOPIC: **PUBLIC HEARING:** Consider 1st Reading of Ordinance No. 06-24, Vacating Drainage & Utility Easement, 202 Elm Street

VOTE REQUIRED: 4/5

INTRODUCTION

Staff is requesting City Council consideration of the 1st Reading of Ordinance No. 06-24, vacating Drainage and Utility easement, 202 Elm Street.

BACKGROUND

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

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

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

The second reading of the ordinance is scheduled for May 28, 2024.

RECOMMENDATION

Staff is recommending approval of the 1st Reading of Ordinance No. 06-24 Vacating Drainage & Utility Easements, 202 Elm Street.

ATTACHMENTS

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

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

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

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

The City Council of Lino Lakes ordains:

Section 1: Findings of Fact

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

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

AND

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

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

Section 2: Easement Vacated

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

Section 3: Effect

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

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

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

ATTACHMENT A

EASEMENT VACATION EXHIBIT

NOTES

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

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

PROPERTY DESCRIPTION


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

DESCRIPTION OF EASEMENT TO BE VACATED

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

AND

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

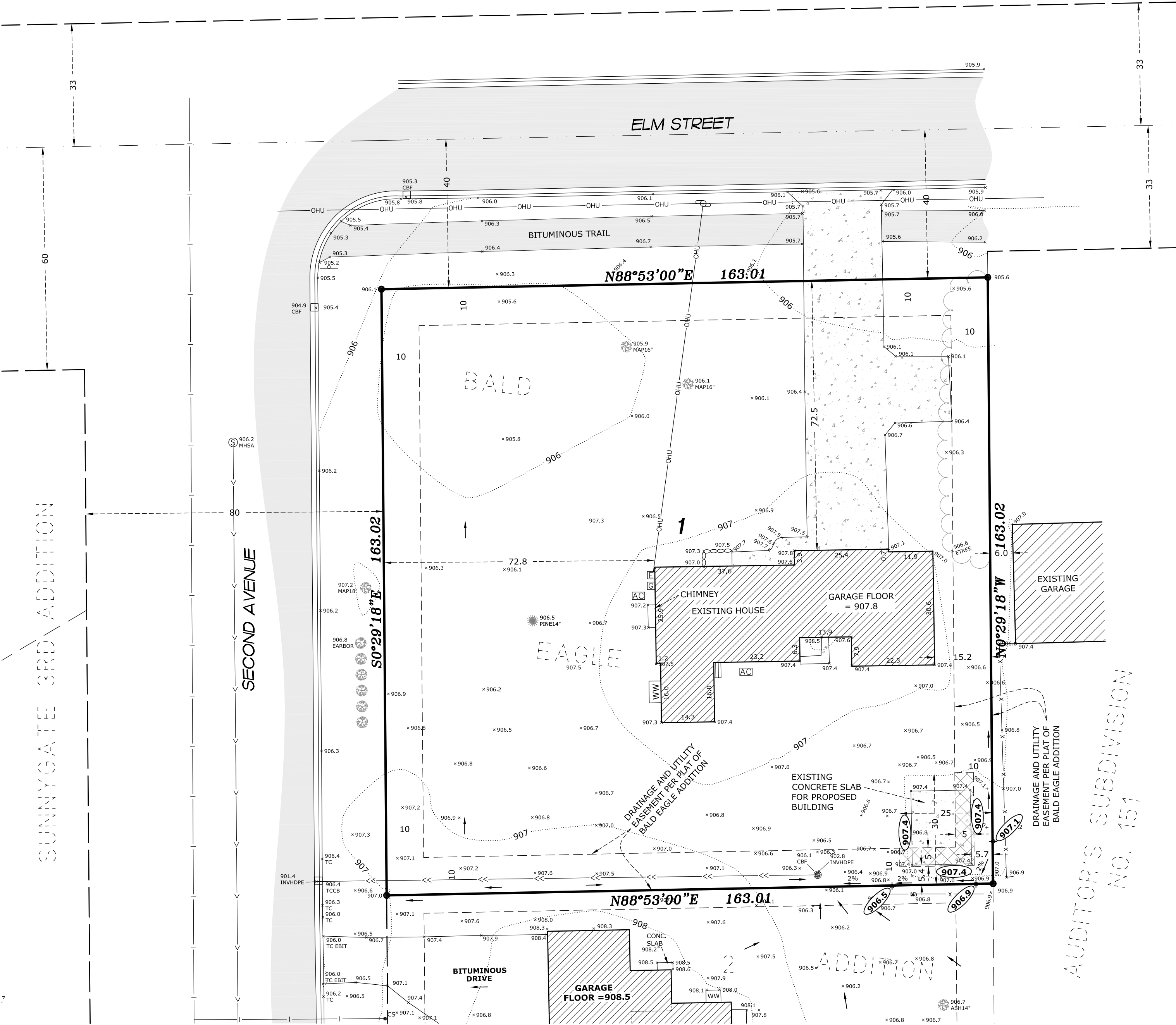
 DENOTES EASEMENT TO BE VACATED (AREA = 317 SQ. FT.)

LEGEND

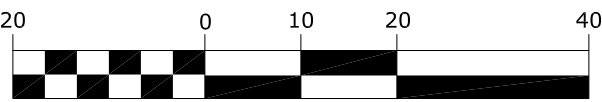
- DENOTES IRON MONUMENT FOUND AS LABELED
- AC DENOTES AIR CONDITIONING UNIT
- EM DENOTES ELECTRICAL METER
- GM DENOTES GAS METER
- TP DENOTES TELEPHONE PEDESTAL
- FB DENOTES FIBER OPTIC BOX
- SS DENOTES SANITARY SEWER MANHOLE
- CB DENOTES CATCH BASIN
- PO DENOTES POWER POLE AND OVERHEAD WIRES
- F DENOTES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

IMPERVIOUS COVERAGE

TOTAL LOT AREA = 26,571 SF
EXISTING HOUSE = 2,246 SF
EXISTING CONCRETE DRIVEWAY AND FRONT WALK = 1,976 SF
EXISTING CONCRETE REAR WALK = 27 SF
EXISTING CONCRETE SLAB FOR FUTURE BUILDING = 317 SF
TOTAL IMPERVIOUS AREA = 4,566 SF (17.2%)



GRAPHIC SCALE



1 INCH = 20 FEET



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

www.egrud.com

NORTH

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

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

BENCHMARK

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

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

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

STAFF ORIGINATOR: Diane Hankee, City Engineer

MEETING DATE: May 13, 2024

TOPIC: **PUBLIC HEARING:** Consider 1st Reading of Ordinance No. 08-24, Vacating Drainage & Utility Easement, Water Treatment Plant (6590 12th Avenue)

VOTE REQUIRED: 4/5

INTRODUCTION

Staff is requesting City Council consideration of the 1st Reading of Ordinance No. 08-24, vacating Drainage and Utility easement, Water Treatment Plant (6590 12th Avenue).

BACKGROUND

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

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

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

The second reading of the ordinance is scheduled for May 28, 2024.

RECOMMENDATION

Staff is recommending approval of the 1st Reading of Ordinance No. 08-24 Vacating Drainage & Utility Easements, Water Treatment Plant (6590 12th Avenue).

ATTACHMENTS

1. Ordinance No. 08-24
2. Drainage and Utility Easement Vacation Sketch

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

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

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

The City Council of Lino Lakes ordains:

Section 1: Findings of Fact

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

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

AND ALSO

That part of the following described tract:

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

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

Which lies easterly and northerly of the following described line:

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

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

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

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

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

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

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

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

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

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

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

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

Said temporary easement expires on November 1, 1992.

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

Section 2: Easement Vacated

The Easement described herein is hereby vacated.

Section 3: Effect

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

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

BY:

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

ATTACHMENT A
Easement Vacation Exhibit

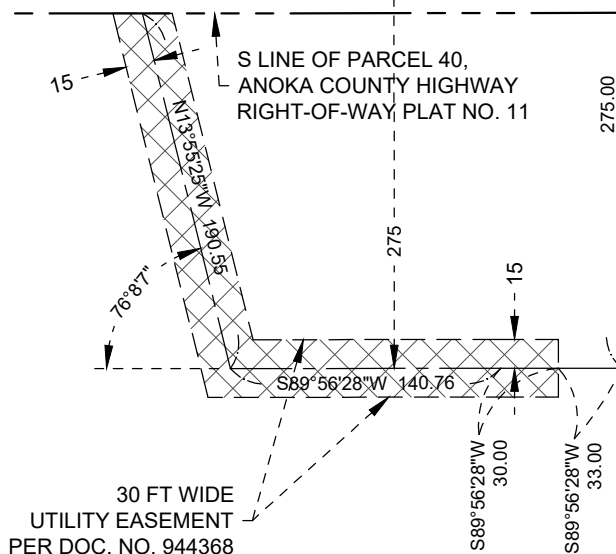
WILD
TURKEY
TRAIL

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

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

ANOKA CO. HWY. ROW PLAT NO. 11

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



40

12TH AVE

ESTATES

BRANDYWOOD

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



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



Graphic Scale (feet)



1 inch = 100 feet

Prepared by:



Utility Easement Vacation Exhibit

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

WSB Project No. 021336-000

Date: 4/17/2024



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

STAFF ORIGINATOR: Diane Hankee, PE City Engineer

MEETING DATE: May 13, 2024

TOPIC: Hodgson Road and County Road J, Streetscape Improvements

- i. Consider Resolution 24-51, Accepting Quotes and Awarding Contract, Hodgson Road and County Road J RAB Landscaping
- ii. Consider Resolution 24-52, Accepting Quotes and Awarding Contract, Water Service Improvements

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting Council approval to accept quotes and award the construction contract for the Hodgson Road and County Road J RAB Landscaping and Water Service Improvements.

BACKGROUND

The Hodgson Road and County Road J, Streetscape Improvements includes installation of plantings and an irrigation line to the proposed roundabout, as well as a water service connection to supply water to the irrigation line. The water supply is designed for future service to northeast corner of the intersection where additional streetscaping is planned. This in conformance with The City's Gateway Design for the CSAH 49 (Hodgson Road) and CR J (Ash Street) intersection. The City requested quotes for two projects as follows:

- Hodgson Road and County Road J RAB Landscaping
 - To install plantings and an irrigation line in the roundabout
- Water Service Improvements
 - To supply water to the irrigation line

Quotes were received on May 7, 2024 for Hodgson Road and County Road J RAB Landscaping.

CONTRACTOR	BASE QUOTE
Dreamscapes Landscaping & Design	\$38,144.31
Albrecht Enterprises, LLC	\$39,477.50
Peterson Companies, Inc.	\$43,154.85

Staff is recommending awarding the low quote for the Hodgson Road and County Road J RAB Landscaping to Dreamscapes Landscaping & Design of Centerville, Minnesota, in the amount of \$38,144.31.

Quotes were received on May 7, 2024 for Water Service Improvements.

CONTRACTOR	BASE QUOTE
Valley-Rich Co., Inc.	\$28,042.00
Dunaway Construction	\$28,190.00
Park Construction Company	\$29,868.60
C.W. Houle, Inc.	\$31,532.00

Staff is recommending awarding the low quote for Water Service Improvements to Valley-Rich Co., Inc. of Chaska, Minnesota, in the amount of \$28,042.00.

The project is funded through State Aid funds and the City of Shoreview cost share. Both contractors, Dreamscapes Landscaping & Design and Valley-Rich Inc. have adequately completed projects in the City of Lino Lakes in the past.

The project construction is planned to be substantially completed by August 1, 2024.

RECOMMENDATION

Staff is recommending approval of Resolution No. 24-51, accepting quotes and awarding contract for the Hodgson Road and County Road J RAB Landscaping project in the amount of \$38,144.31 to Dreamscapes Landscaping & Design.

Staff is recommending approval of Resolution No. 24-52, accepting quotes and awarding contract for the Water Service Improvements in the amount of \$28,042.00 to Valley-Rich Co., Inc.

ATTACHMENTS

1. Resolution No. 24-51
2. Resolution No. 24-52
3. Hodgson Road and County Road J RAB Landscaping Construction Plan
4. Water Service Improvements Plan

**CITY OF LINO LAKES
RESOLUTION NO. 24-51**

**RESOLUTION ACCEPTING QUOTES, AND AWARDING CONTRACT, HODGSON AND
COUNTY ROAD J RAB LANDSCAPING**

WHEREAS, pursuant to a request for quotes for the construction of the Hodgson and County Road J RAB Landscaping Project, quotes were received, and tabulated:

CONTRACTOR	BASE QUOTE
Dreamscapes Landscaping & Design	\$38,144.31
Albrecht Enterprises, LLC	\$39,477.50
Peterson Companies, Inc.	\$43,154.85

WHEREAS, it appears the Dreamscapes Landscaping & Design of Centerville, Minnesota is the lowest possible bidder for the quote.

WHEREAS, the funding for the project is from State Aid funds and a cost share with the City of Shoreview.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the Mayor and Clerk are hereby authorized and directed to enter into a contract with Dreamscapes Landscaping & Design for the construction of the Base quote of the Hodgson and County Road J RAB Landscaping Project in the amount of \$38,144.31;

Adopted by the City Council of the City of Lino Lakes this 13th day of May, 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

**CITY OF LINO LAKES
RESOLUTION NO. 24-52**

**RESOLUTION ACCEPTING QUOTES, AND AWARDING A CONSTRUCTION
CONTRACT, WATER SERVICE IMPROVEMENTS**

WHEREAS, pursuant to a request for quotes for the construction of Water Service Improvements, quotes were received, and tabulated:

CONTRACTOR	BASE QUOTE
Valley-Rich Co., Inc.	\$28,042.00
Dunaway Construction	\$28,190.00
Park Construction Company	\$29,868.60
C.W. Houle, Inc.	\$31,532.00

WHEREAS, it appears the Valley-Rich Co., Inc. of Chaska, Minnesota is the lowest possible bidder for the base quote.

WHEREAS, the funding for the project is from State Aid funds and a cost share with the City of Shoreview.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the Mayor and Clerk are hereby authorized and directed to enter into a contract with Valley-Rich Co., Inc. for the construction of the Base quote of the Water Service Improvements in the amount of \$28,042.00;

Adopted by the City Council of the City of Lino Lakes this 13th day of May, 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

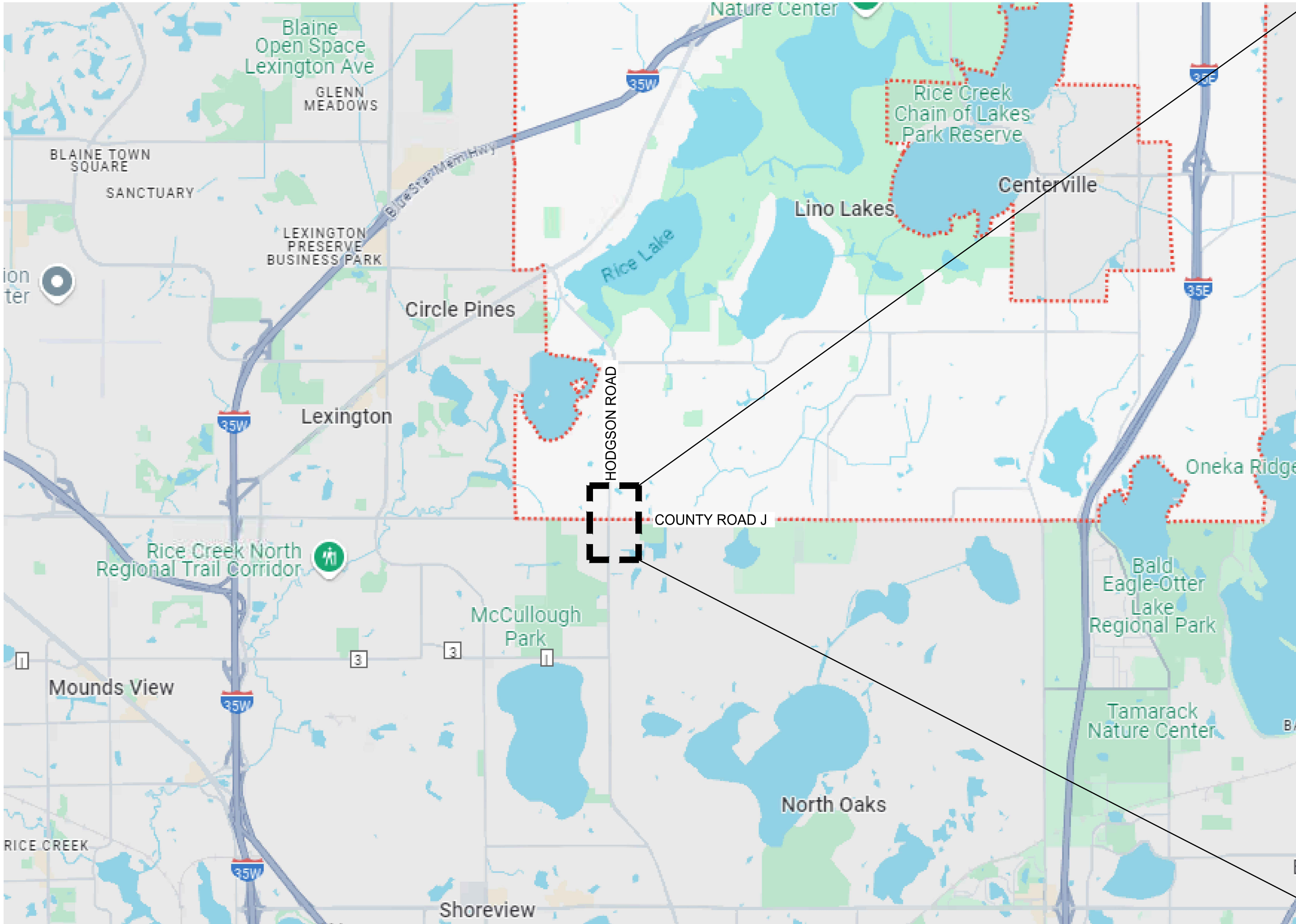
HODGSON RD AND COUNTY RD J LANDSCAPE IMPROVEMENTS

Lino Lakes, Minnesota

WSB Project No.021397-000

Issue Date.....04/17/2024

Sheet List Table	
Sheet Number	Sheet Title
L1	COVER SHEET
L2	OVERALL LANDSCAPE PLAN
L3	ROUNDAABOUT LANDSCAPE PLAN
L4	IRRIGATION PLAN
L5	LANDSCAPE DETAILS
L6	LANDSCAPE DETAILS
L7	LANDSCAPE DETAILS
L8	LANDSCAPE DETAILS
L9	LANDSCAPE DETAILS



1PROJECT LOCATION MAP

L1SCALE: NOT TO SCALE

wsb

113

SCALE:AS SHOWN

DESIGN BY:JG

PLAN BY:JG

CHECK BY:CA

NO.	DATE	DESCRIPTION

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

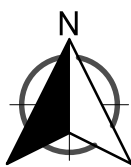
JORDAN SEDGESE, PLA

DATE:4/17/2024

LIC. NO.:58254

COVER SHEET

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



K:\021397-000\CadPlan\021397-000-L1-TITLE.dwg

SCALE: AS SHOWN
DESIGN BY: JG
PLAN BY: JG
CHECK BY: CA

REVISIONS

NO.	DATE	DESCRIPTION

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

Jordan Sedgese
JORDAN SEDGESE, PLA
DATE: 4/17/2024 LIC. NO. 58254

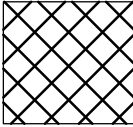

IRRIGATION PLAN

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

WSB PROJECT NO.
021397-000

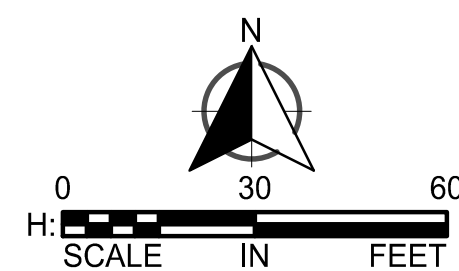
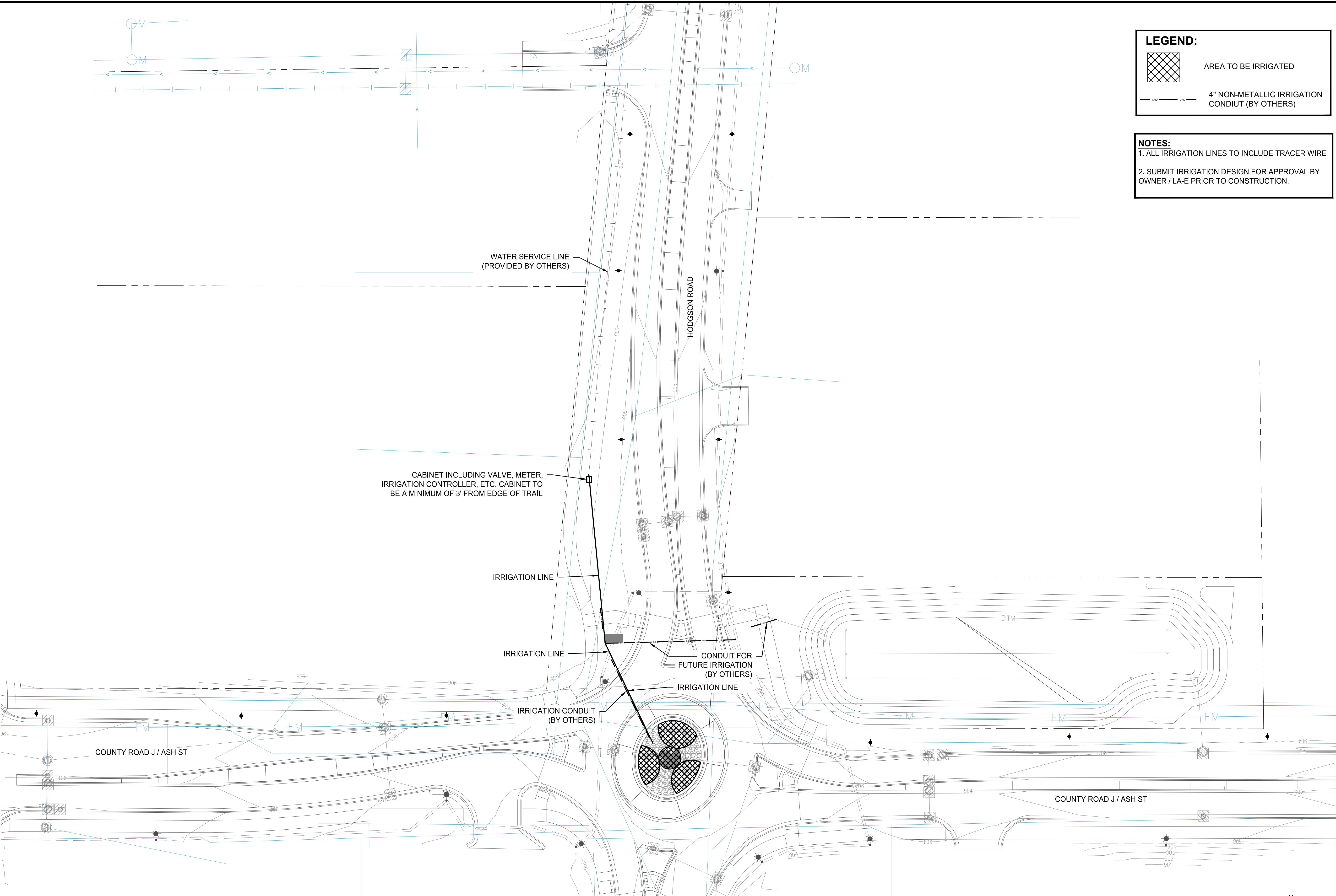
SHEET
L4

LEGEND:

-  AREA TO BE IRRIGATED
-  4" NON-METALLIC IRRIGATION CONDUIT (BY OTHERS)

NOTES:

1. ALL IRRIGATION LINES TO INCLUDE TRACER WIRE
2. SUBMIT IRRIGATION DESIGN FOR APPROVAL BY OWNER / LA-E PRIOR TO CONSTRUCTION.



HODGSON RD AND COUNTY RD J WATER SERVICE PLANS

Lino Lakes, Minnesota

WSB Project No. 021397-000
Issue Date..... 04/08/2024

SCALE: AS SHOWN
DESIGN BY: JG
PLAN BY: JG
CHECK BY: CA

REVISIONS	
NO.	DESCRIPTION

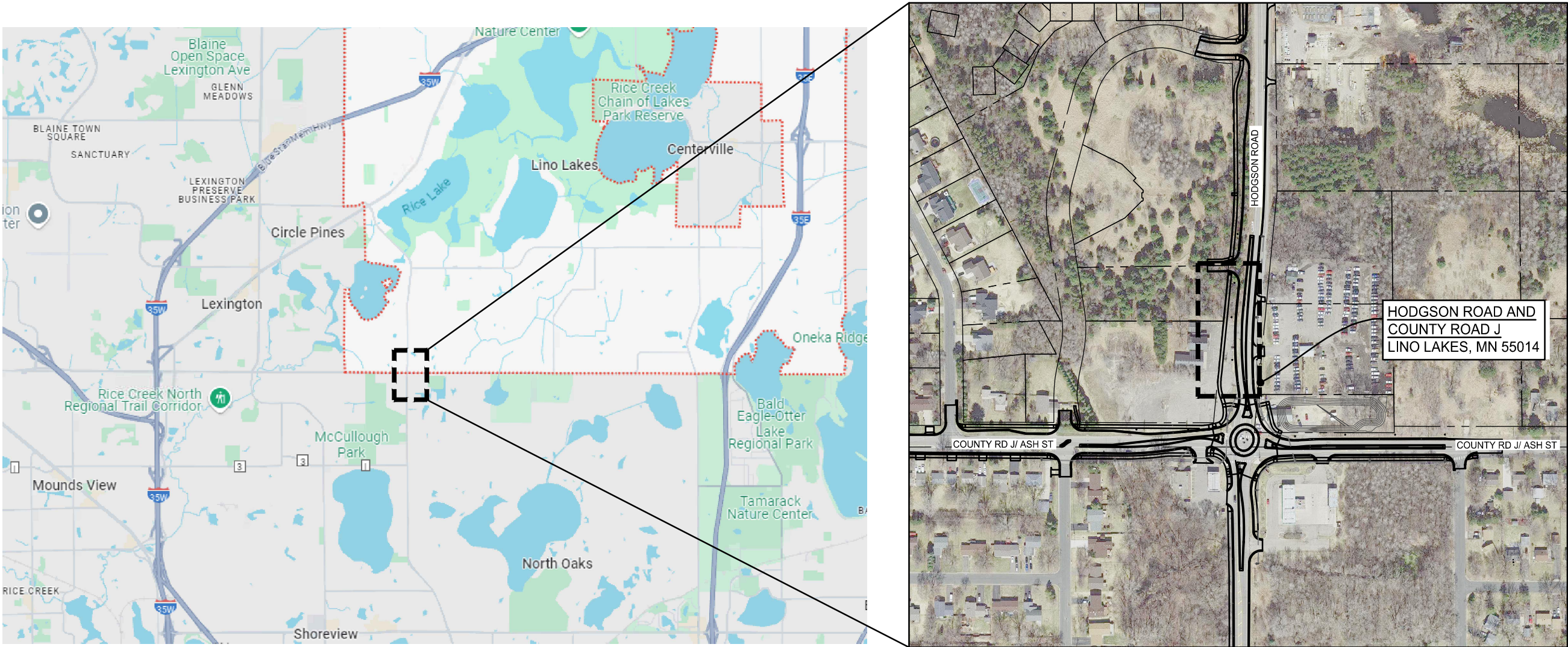
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Veronica Abrams-Kubicek
VERONICA ABRAMS-KUBICEK, PE
DATE: 4/08/2024 LIC. NO. 57270

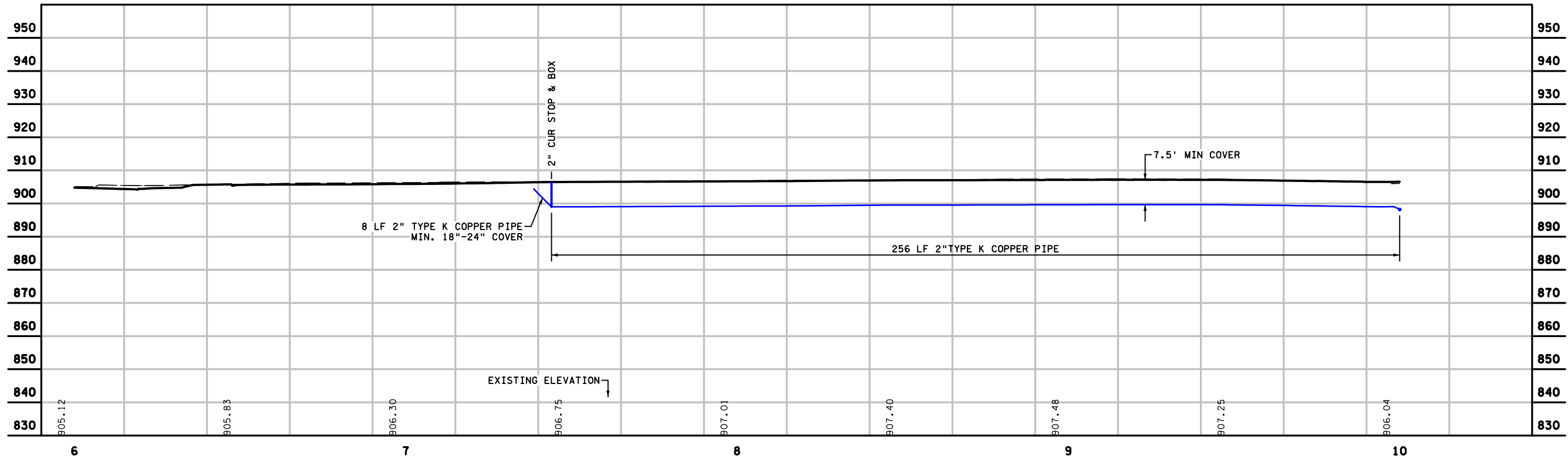
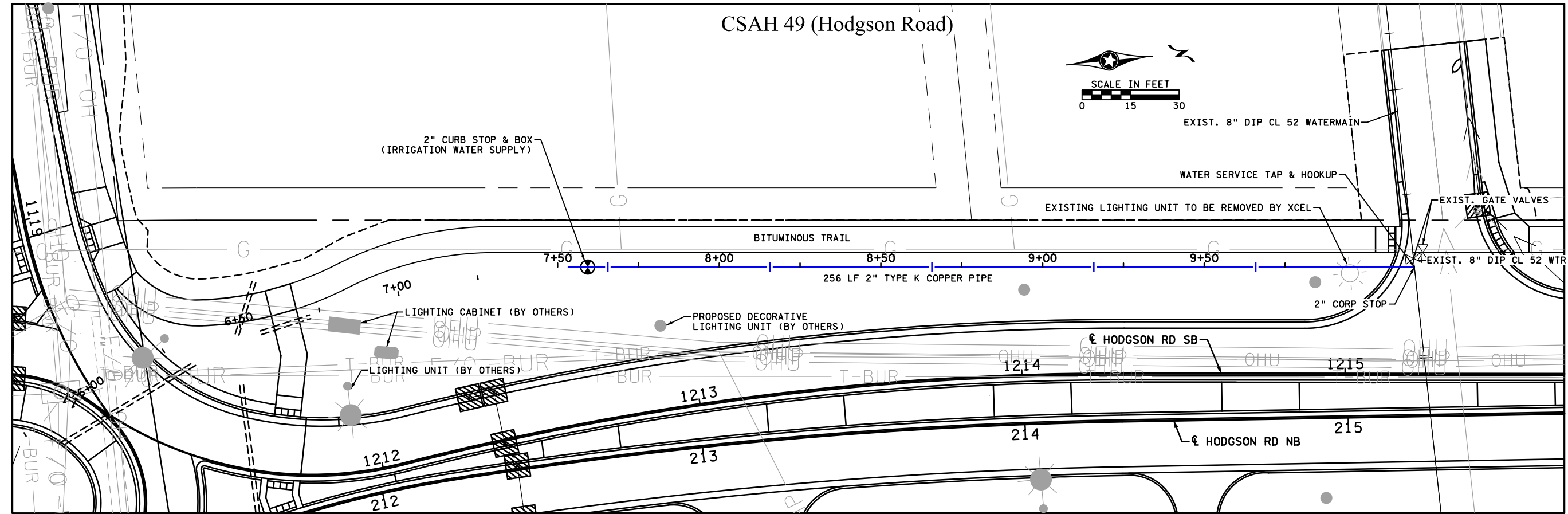
COVER SHEET

HODGSON ROAD AND COUNTY ROAD J
WATER SERVICE PLANS
CITY OF LINO LAKES

WSB PROJECT NO.
021397-000
SHEET
L1



1 PROJECT LOCATION MAP
L1 SCALE: NOT TO SCALE



SCALE: AS SHOWN
PLAN BY: XXX

DESIGN BY: XXX
CHECK BY: XXX

REVISIONS	
NO.	DESCRIPTION

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

VERONICA ABRAMS-KUBICEK, PE
DATE: 4/08/2024 LIC. NO: 57270

WATER SERVICE
PLAN AND PROFILE

HODGSON ROAD AND COUNTY ROAD J
WATER SERVICE
CITY OF LINO LAKES

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

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: May 13, 2024

TOPIC: Consider Resolution 24-48, Order Project, Approve the Plans and Specifications, Authorize the Ad for Bid and WSB Bidding Services, Water Treatment Plant Project

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting City Council approval to approve plans and specifications, authorize the ad for bid and bidding services for the Water Treatment Plant Project.

BACKGROUND

On August 22, 2022, the City Council approved the preparation of the plans and specifications for the Water Treatment Plant Project. The City has been planning for a Water Treatment Plant since 2007. The Water Treatment Plant site was located near the City's water transmission lines and existing municipal water supply wells at the southwest corner of the intersection of Birch Street and 12th Avenue. The water treatment plant is designed to treat the City's 2040 needs via a gravity filtration system. The plant will have the option to run conventional or biological filtration.

The estimated total project cost is \$36,000,000, including contingencies. Funding for the project is expected to be from state and federal grants totaling \$16,500,000 and a low interest loan through the Minnesota Public Facilities Authority (MPFA). Debt service will be funded from utility user fees and the trunk water fund.

The estimated schedule for the project:

Authorize Preparation of Plans and Specifications	August 22, 2022
Order Improvement, Approve Plans and Specs, Authorize Ad for Bids	May 13, 2024
City Opens Bids	June 11, 2024
City Council Awards Contract	June 24, 2024
Construction Begins	Summer-Fall, 2024
Substantial Completion	Summer, 2026

Final Completion

Fall, 2026

RECOMMENDATION

Staff is recommending approval of Resolution No. 24-48, Order Project, Approve the Plans and Specifications, Authorize the Ad for Bid and WSB Bidding Services for the Water Treatment Plant Project.

ATTACHMENTS

1. Resolution No. 24-48
2. Plan Title Sheet
3. Site Plan
4. Floor Plan
5. Building Elevation

**CITY OF LINO LAKES
RESOLUTION NO. 24-48**

**ORDER PROJECT, APPROVE PLANS AND SPECIFICATIONS, AUTHORIZE
ADVERTISEMENT FOR BID AND WSB BIDDING SERVICES FOR THE WATER
TREATMENT PLANT PROJECT**

WHEREAS, the City Engineer has prepared plans and specifications for the Water Treatment Plant Project; and

WHEREAS, Project plans and specifications have been presented to the City Council for approval;

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

1. Such plans and specifications, made a part hereof, and on file with the City Clerk are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and in Finance and Commerce an advertisement for bids for the making of such improvement under such approved plans and specifications. The advertisement shall be published for two weeks, shall specify the work to be done, shall state that bids will be received by the Clerk, at which time they will be publicly opened at the City Hall by the City Clerk and Engineer, will then be tabulated, and will be considered by the Council at 6:30 p.m. on June 24th, 2024, in the Council chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for five (5) percent of the amount of such bid.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Lino Lakes that WSB LLC. is approved in the amount of \$19,021 to perform the bidding services for the Water Treatment Plant Project.

Adopted by the Council of the City of Lino Lakes this 13th day of May, 2024.

Rob Rafferty, Mayor

ATTEST:

Hannah Lynch, City Clerk

EXISTING PLAN SYMBOLS

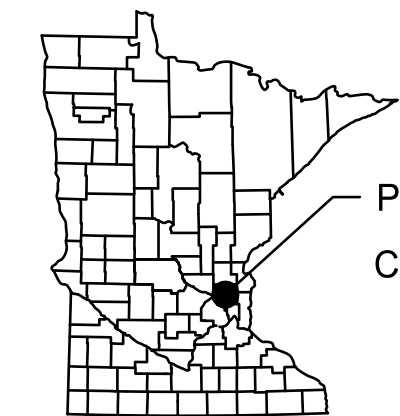
- PROPERTY LINES/RIGHT-OF-WAY
- UTILITY EASEMENT
- FENCE
- TREE LINE
- BUILDING
- SIGN
- DECIDUOUS TREE
- SHRUB
- CONIFEROUS TREE

EXISTING UTILITY SYMBOLS

- FIBER OPTIC LINE
- GAS LINE
- COMMUNICATION LINE
- ELECTRIC POWER LINE
- OVERHEAD UTILITY
- WATER MAIN
- SANITARY SEWER
- STORM SEWER
- COMMUNICATIONS PEDESTAL
- POWER POLE
- ELECTRIC BOX
- CATCH BASIN
- STORM APRON
- STORM SEWER MANHOLE
- GATE VALVE
- HYDRANT
- SANITARY SEWER MANHOLE

EXCAVATION NOTICE SYSTEM

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

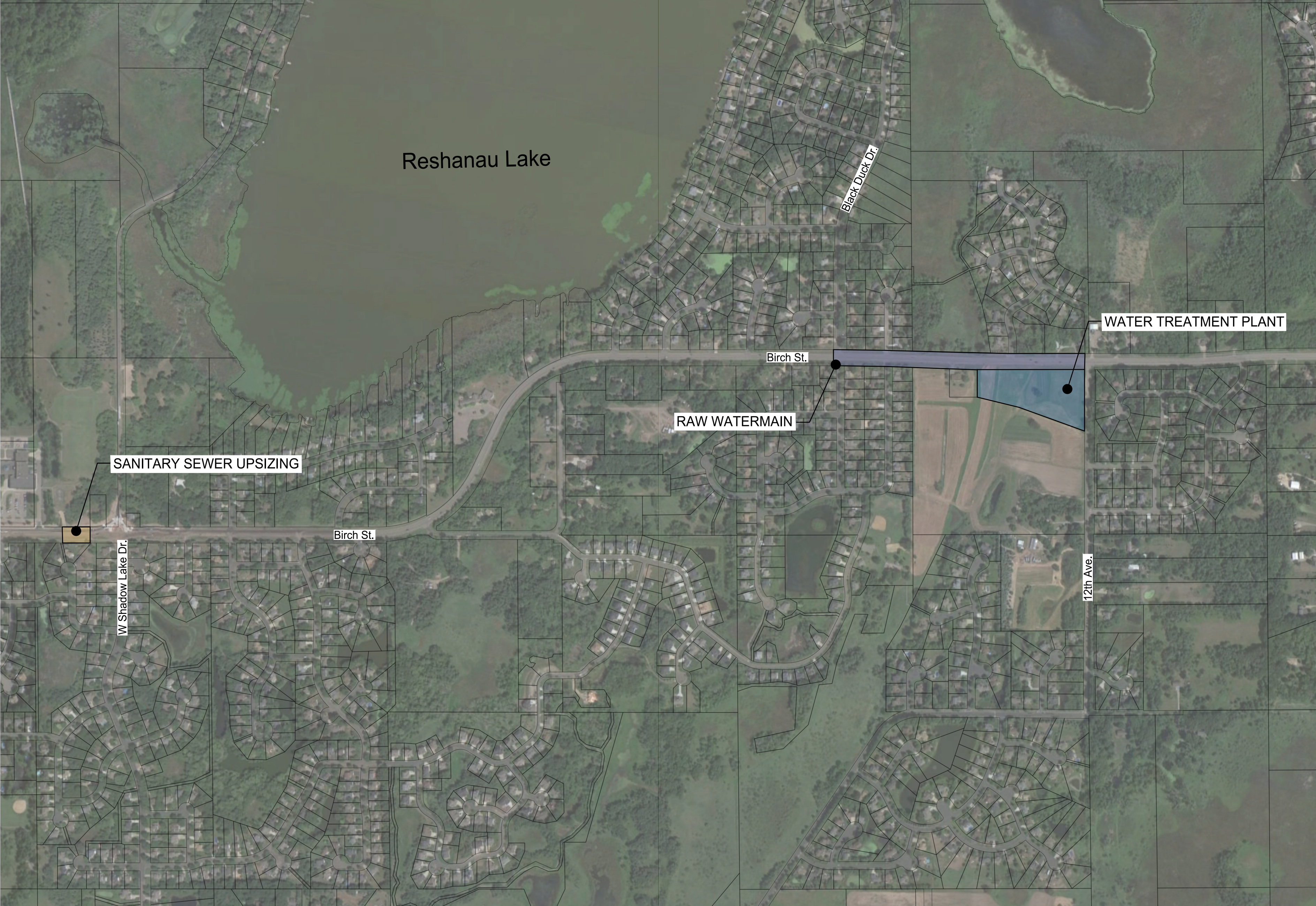


PROJECT LOCATION
COUNTY: ANOKA

HORIZONTAL DATUM: NAD 83, 1996 ADJUSTMENTS
VERTICAL DATUM: NAVD 88
BENCHMARK: MNDOT MONUMENT "OTTER MNDT RESET"
BENCHMARK ELEV: 941.113

WATER TREATMENT PLANT
CITY OF LINO LAKES, MINNESOTA

LOCATED ON BIRCH ST FROM BLACK DUCK DR TO 12TH AVE AND AT 6590 12TH AVE
AND ON BIRCH ST FROM WEST SHADOW LAKE DR TO 400' WEST

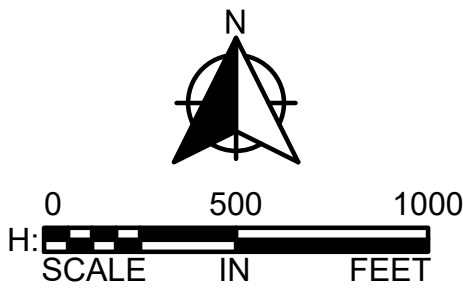


PROJECT LOCATION MAP

UTILITY INFORMATION

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

GOPHER ONE CALL TICKET NUMBERS: 223350834, 223350838
UTILITY COORDINATION MEETING HELD ON: 11/16/2022



PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY

GOVERNING SPECIFICATIONS

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

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

ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CITY OF LINO LAKES GENERAL SPECIFICATIONS AND STANDARD DETAIL PLATES.

PLAN SET INDEX

SEE SHEET G-02 FOR PLAN SET INDEX

THIS PLAN SET CONTAINS XXX SHEETS

THIS PLAN SET HAS BEEN PREPARED FOR:

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



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



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

STEVEN G. NELSON, P.E.

DATE: 05/10/2024

LICENSE NUMBER: 24388

WSB PROJ. NO. 021336-000

SHEET
G-01

SCALE:	DESIGN BY:
SHOWN	JSC
PLAN BY:	CHECK BY:
WWS	SGN

[illegible]

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


 JONATHAN S. CHRISTENSEN, P.E.

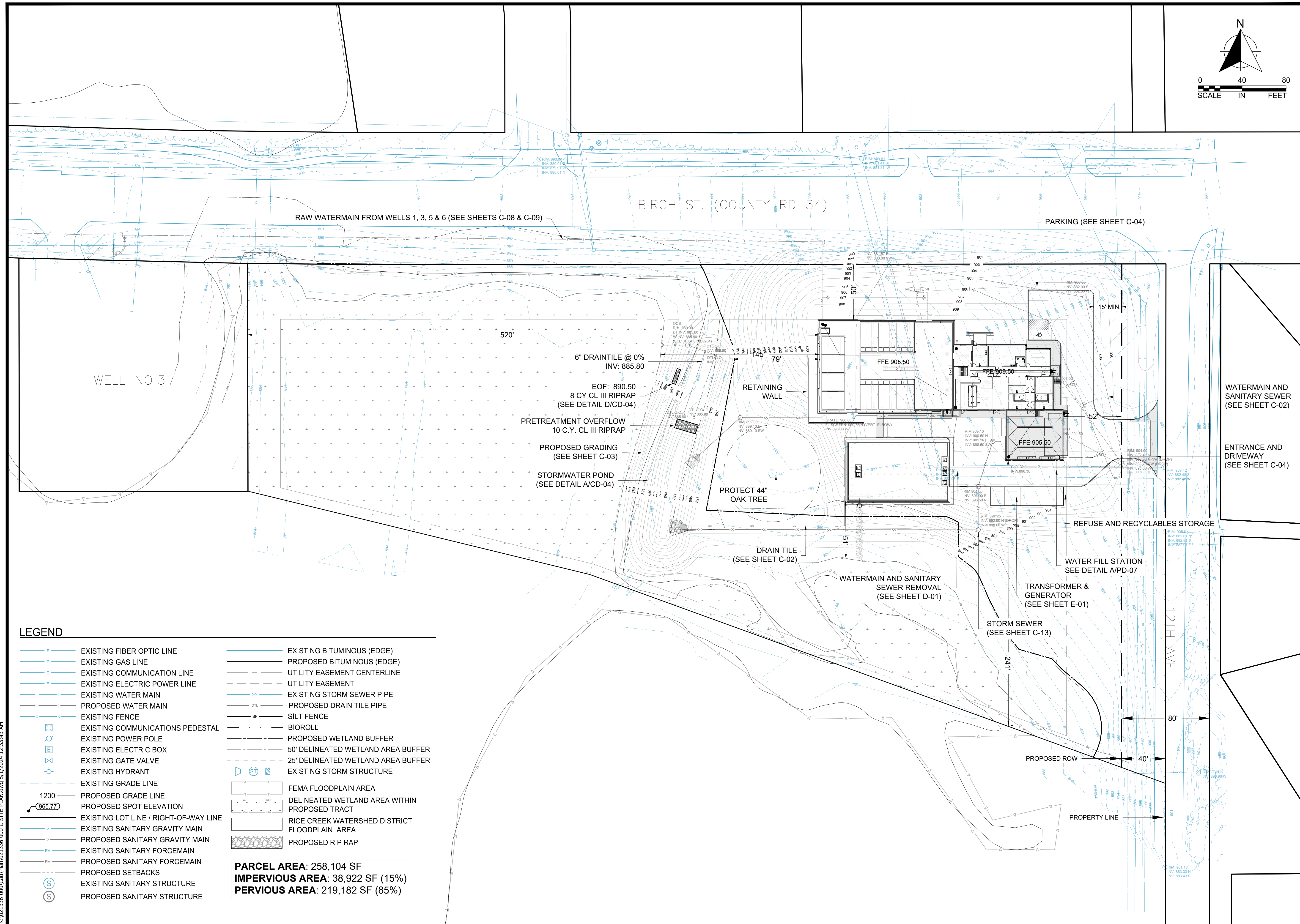
DATE: 05/10/2024 LIC. NO: 57814

WATER TREATMENT
PLANT

CITY OF LINO LAKES,
MINNESOTA

SITE PLAN

SHEET
C-01





WSB PROJECT NO.:
021336-000

SCALE: DESIGN BY:
SHOWN Designer
PLAN BY: CHECK BY:
Designer Checker

REVISIONS			
NO.	DATE	DESCRIPTION	PERMIT SET
0	3/29/2024		

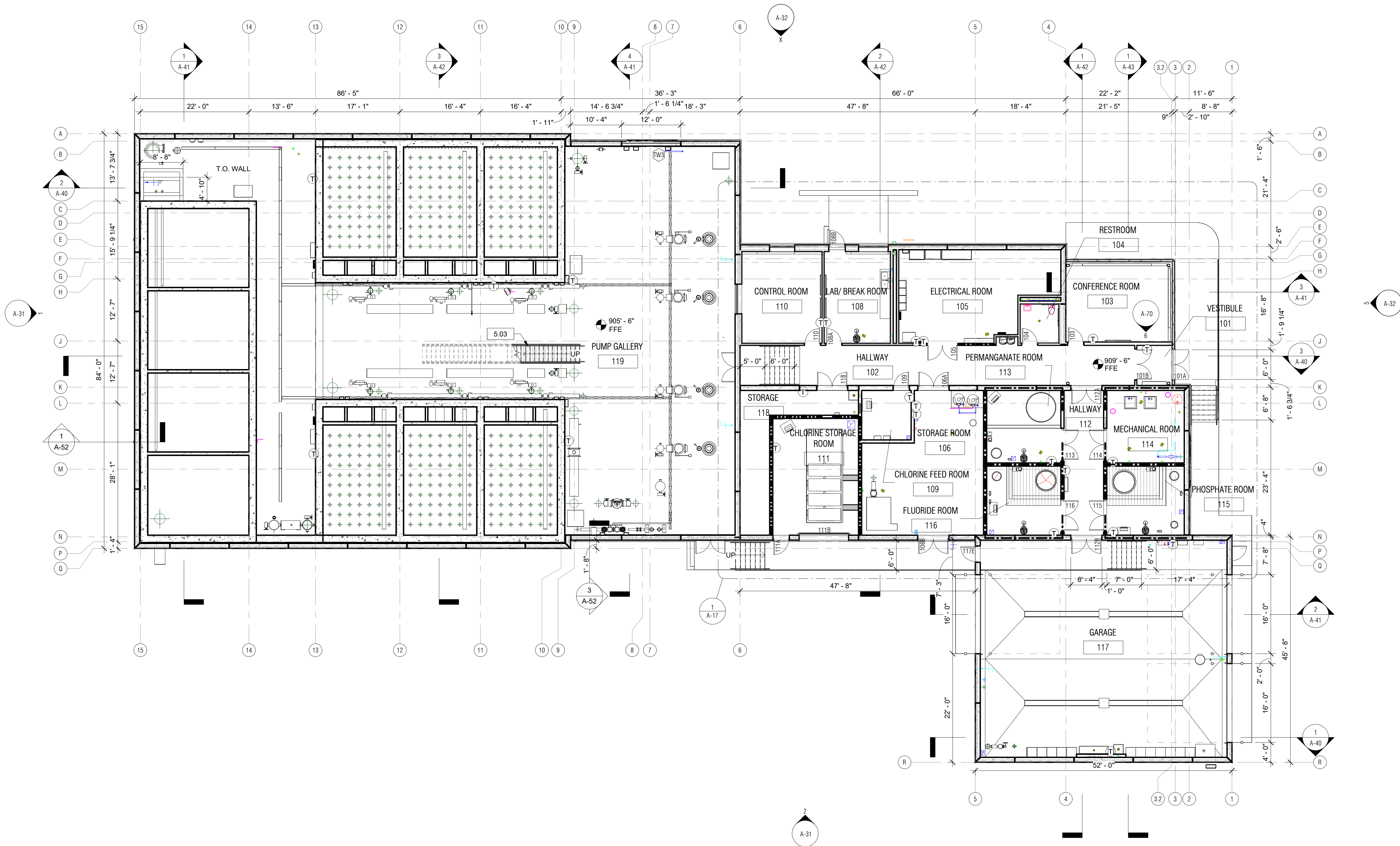
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

THOMAS R. STROMSODT
DATE: _____ LIC. NO.: 48038

WATER TREATMENT
PLANT
CITY OF LINO LAKES,
MINNESOTA

MAIN FLOOR
PLAN

SHEET
A-13



1 MAIN FLOOR PLAN
3/32" = 1'-0"



