



CITY COUNCIL AGENDA

(Updated 9/20/24)

Monday, September 23, 2024

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

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

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

Council Chambers | Not televised

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

1. Call to Order and Roll Call
2. Setting the Agenda: Addition or Deletion of Agenda Items
3. Review Regular Agenda
4. Adjournment

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 September 23, 2024 (Check No. 121409 through 121475) in the Amount of \$383,256.42
- B. Consider Resolution 24-119 Modifying Everlight Solar, Solicitor Permit
- C. Consider Hiring Part-Time Rookery Activity Center Staff
- D. Consider Approval of September 9, 2024 Work Session Minutes
- E. Consider Approval of September 9, 2024 Council Meeting Minutes
- F. Consider Resolution No. 24-120, Appointing Election Judges for the General Election
- G. Consider Approval of Exempt Gambling Permits
- H. Consider Approval of September 3, 2024 Work Session Minutes

- I. Consider Approval of July 22, 2024 Work Session Minutes
- J. Consider Resolution No. 24-129, Authorizing the Issuance of a Special Event Permit and Temporary Liquor License: American Legion Post 566, Oktoberfest

2. ADMINISTRATION DEPARTMENT REPORT

- A. Consider Resolution No. 24-114, Resolution to Censure Councilmember, Mayor Rafferty/Councilmember Stoesz
- B. Consider Promotion of Paid On-Call District Chief, Meg Sawyer

3. FINANCE DEPARTMENT REPORT

- A. Consider Resolution No. 24-121, Adopting the 2025 Preliminary Levy, Hannah Lynch
- B. Consider Resolution No. 24-122, Announcing the Public Hearing on the 2025 Budget and Levy, Hannah Lynch
- C. Consider Resolution No. 24-123, Canceling the 2025 Levy for G.O. Capital Note, Series 2016A, Hannah Lynch

4. PUBLIC SAFETY DEPARTMENT REPORT

- A. Consider Approval for Sale of Fire Vehicle #621, Dan L'Allier

5. PUBLIC SERVICES DEPARTMENT REPORT

No Report

6. COMMUNITY DEVELOPMENT REPORT

- A. Consider Resolution No. 24-125, Accepting Offer of the Minnesota Public Facility Authority to Purchase General Obligation Revenue Note and Authorize Execution of Project Loan Agreement, Michael Grochala
- B. Consider Resolution No. 24-102 Authorize the Preparation of Plans and Specs, 2025 Street Reconstruction and Sewer and Water Extension Project, Diane Hankee
- C. Consider Resolution No. 24-126, Authorizing Agreement with Kimley Horn, Main Street Corridor Master Plan and AUAR, Michael Grochala
- D. Consider Resolution No. 24-127, Authorizing Agreement with WSB for Right of Way Acquisition Services, Otter Lake Road Extension, Michael Grochala

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

- A. Labor Negotiations Strategy – Closed Meeting pursuant to Minnesota Statutes §13D.03

9. NOTICES AND COMMUNICATIONS

- A. Community Calendar: A Look Ahead

- i. Environmental Board Meeting, September 25, 2024, 6:30 PM at City Hall
- ii. Park Board Meeting, October 2, 2024, 6:30 PM at City Hall
- iii. Economic Development Advisory Committee Meeting, Thursday, October 3, 2024, 8:00 AM at City Hall
- iv. City Council Work Session, Monday, October 7, 2024, 6:00 PM at City Hall

ADJOURNMENT



Expenditures

September 23, 2024

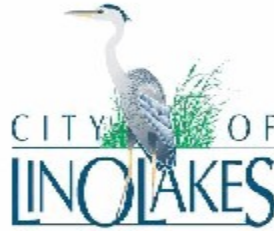
Check #121409 to #121475

\$383,256.42

Accounts Payable

Check Detail

User: jessica.eller
 Printed: 09/17/2024 - 10:50AM



Check Number	Check Date		Amount
13 - AFLAC Line Item Account 101-000-2040-000			
121413	09/23/2024		
Inv	389652		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2024	September Insurance Premiums	101-000-2040-000	361.30
Inv 389652 Total			361.30
121413 Total:			361.30
13 - AFLAC Total:			361.30
14 - AFSCME Council #5 Line Item Account 101-000-2040-000			
121410	09/13/2024		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2024	PR Batch 00002.09.2024 Union Dues AFSCME	101-000-2040-000	412.51
Inv Total			412.51
121410 Total:			412.51
14 - AFSCME Council #5 Total:			412.51
54 - Aspen Mills, Inc. Line Item Account			
121414	09/23/2024		
Inv	338236		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2024	Dept Exp - M. Jessen-Olson	101-421-4370-000	23.85
Inv 338236 Total			23.85
Inv	338370		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2024	Dept Exp - C. Huebner	101-421-4370-000	756.89
Inv 338370 Total			756.89
Inv	338663		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
09/04/2024	Dept Exp - A. Heckmann	101-420-4370-000	39.99
Inv 338663	Total		39.99
Inv 338667			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2024	Uniform Allowance - M. Reineke	101-420-4370-000	13.98
Inv 338667	Total		13.98
Inv 338789			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2024	Dept Exp - J. Fisher	101-421-4370-000	513.79
Inv 338789	Total		513.79
Inv 339069			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2024	Dept Exp - J. Fisher	101-421-4370-000	56.95
Inv 339069	Total		56.95
121414	Total:		1,405.45
54 - Aspen Mills, Inc. Total:			1,405.45
1359 - Blaine Lock & Safe, Inc. Line Item Account			
121415	09/23/2024		
Inv 38931			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2024	Key Cut	101-450-4211-000	22.50
Inv 38931	Total		22.50
121415	Total:		22.50
1359 - Blaine Lock & Safe, Inc. Total:			22.50
100 - Bureau of Criminal Apprehension Line Item Account			
121416	09/23/2024		
Inv 9/13/2024			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2024	Backgrounds - C. Heather, R. LaDoucer, T. Bertz & C. Johnson	101-421-4410-000	133.00
Inv 9/13/2024	Total		133.00
121416	Total:		133.00

Check Number	Check Date		Amount
100 - Bureau of Criminal Apprehension Total:			133.00
1163 - Cargill, Inc. Line Item Account			
121417	09/23/2024		
Inv	2909950419		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2024	Warehouse Storage Charge	101-430-4228-000	756.00
Inv 2909950419 Total			756.00
121417 Total:			756.00
1163 - Cargill, Inc. Total:			756.00
115 - Centennial Utilities Line Item Account			
121418	09/23/2024		
Inv	August 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2024	Natural Gas	101-450-4383-000	24.69
08/31/2024	Natural Gas	602-495-4383-000	20.80
08/31/2024	Natural Gas	101-450-4383-000	20.80
08/31/2024	Natural Gas	101-432-4383-503	1,109.33
08/31/2024	Natural Gas	202-451-4383-000	1,720.98
08/31/2024	Natural Gas	602-495-4383-000	22.74
Inv August 2024 Total			2,919.34
121418 Total:			2,919.34
115 - Centennial Utilities Total:			2,919.34
121 - CenturyLink Line Item Account 101-432-4321-503			
121419	09/23/2024		
Inv	333266979		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2024	Phone & Internet Services	202-451-4321-000	64.66
Inv 333266979 Total			64.66
Inv	333786176		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2024	Pool Emergency Phone Services	202-451-4321-000	136.93
Inv 333786176 Total			136.93
Inv	334027044		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2024	Phone & Internet Services	101-432-4321-503	66.12

Check Number	Check Date		Amount
Inv 334027044	Total		66.12
121419 Total:			267.71
121 - CenturyLink Total:			267.71
138 - City of St. Paul Line Item Account			
121420	09/23/2024		
Inv	IN59709		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2024	Asphalt	101-430-4224-000	264.22
Inv IN59709 Total			264.22
121420 Total:			264.22
138 - City of St. Paul Total:			264.22
761 - Comcast Line Item Account 101-432-4321-502			
121421	09/23/2024		
Inv	0163083		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2024	Phone & Internet Services	601-494-4321-000	344.20
Inv 0163083 Total			344.20
121421 Total:			344.20
761 - Comcast Total:			344.20
1278 - Core & Main LP Line Item Account			
121422	09/23/2024		
Inv	V548009		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2024	Meters	601-494-4215-000	4,875.81
Inv V548009 Total			4,875.81
121422 Total:			4,875.81
1278 - Core & Main LP Total:			4,875.81
1917 - Dane Allen Homes Line Item Account			
121423	09/23/2024		
Inv	2023-01513		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
09/05/2024	Escrow Release - 6661 Heritage Ave	801-000-2318-000	4,400.00
Inv 2023-01513 Total			4,400.00
121423 Total:			4,400.00
1917 - Dane Allen Homes Total:			4,400.00
1261 - Dell Marketing LP Line Item Account			
121424	09/23/2024		
Inv	10771615174		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2024	Computer - M. Bagley	202-451-4240-000	980.30
Inv 10771615174 Total			980.30
121424 Total:			980.30
1261 - Dell Marketing LP Total:			980.30
1537 - Electro Watchman, Inc. Line Item Account			
121425	09/23/2024		
Inv	424814		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/11/2024	Annual Fire Alarm Inspection	101-432-4410-502	778.01
Inv 424814 Total			778.01
121425 Total:			778.01
1537 - Electro Watchman, Inc. Total:			778.01
192 - Emergency Apparatus Maintenance Line Item Account			
121426	09/23/2024		
Inv	133409		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2024	Repaired Generator, Replaced Seat Belt & Mounting Hardware #625	101-431-4410-000	1,150.22
Inv 133409 Total			1,150.22
121426 Total:			1,150.22
192 - Emergency Apparatus Maintenance Total:			1,150.22
202 - Evenson, Neil Line Item Account 101-416-4331-000			
121427	09/23/2024		

Check Number	Check Date		Amount
Inv	Q3 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2024	3rd Qtr 2024 Stipend	101-416-4331-000	150.00
Inv Q3 2024 Total			150.00
121427 Total:			150.00
202 - Evenson, Neil Total:			150.00
212 - Finance & Commerce, Inc. Line Item Account			
121428	09/23/2024		
Inv	745686793		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/02/2024	Replace Check #120583 AFB 2024 Rejuvenator Project	421-499-4340-155	232.26
Inv 745686793 Total			232.26
121428 Total:			232.26
212 - Finance & Commerce, Inc. Total:			232.26
229 - Galls, LLC Line Item Account			
121429	09/23/2024		
Inv	028953924		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2024	Winter Combat Shirt	402-420-4240-000	74.95
Inv 028953924 Total			74.95
121429 Total:			74.95
229 - Galls, LLC Total:			74.95
2122 - Guthmueller, Suzanne Line Item Account 101-416-4331-000			
121430	09/23/2024		
Inv	Q3 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2024	3rd Qtr 2024 Stipend	101-416-4331-000	150.00
Inv Q3 2024 Total			150.00
121430 Total:			150.00
2122 - Guthmueller, Suzanne Total:			150.00

1264 - Hach Company Line Item Account

121431 09/23/2024

Inv 14181206

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2024	Beaker (3)	601-494-4222-000	45.22

Inv 14181206 Total 45.22

121431 Total: 45.22

1264 - Hach Company Total:

45.22

271 - Hawkins, Inc. Line Item Account

121432 09/23/2024

Inv 6856846

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2024	Chlorine & LPC-5	601-494-4222-000	8,810.42

Inv 6856846 Total 8,810.42

121432 Total: 8,810.42

271 - Hawkins, Inc. Total:

8,810.42

306 - Image Printing & Graphics, Inc Line Item Account

121433 09/23/2024

Inv 168096

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2024	Rookery Tri-Fold Brochure	202-451-4900-000	125.00

Inv 168096 Total 125.00

121433 Total: 125.00

306 - Image Printing & Graphics, Inc Total:

125.00

167 - Imperial Dade Line Item Account

121434 09/23/2024

Inv 4280540

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2024	Mop Headband, Vacuum Bags & Toilet Bowl Cleaner	202-451-4211-000	99.68

Inv 4280540 Total 99.68

121434 Total: 99.68

Check Number	Check Date		Amount
167 - Imperial Dade Total:			99.68
1955 - Infinite Health Collaborative, PA Line Item Account			
121435	09/23/2024		
Inv	IHEAINV00127		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2024	Team Wellness Education	210-420-4410-000	818.10
Inv IHEAINV00127 Total			818.10
121435 Total:			818.10
121436	09/23/2024		
Inv	1005		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/06/2024	Replace Check #120941 Team Wellness Education - Grant Reimburs	101-421-4410-000	420.00
Inv 1005 Total			420.00
121436 Total:			420.00
1955 - Infinite Health Collaborative, PA Total:			1,238.10
2160 - International Institute of Municipal Clerks Line Item Account			
121437	09/23/2024		
Inv	9/10/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2024	IIMC Membership - R. Colotti	101-402-4452-000	225.00
Inv 9/10/2024 Total			225.00
121437 Total:			225.00
2160 - International Institute of Municipal Clerks Total:			225.00
312 - International Union Line Item Account 101-000-2040-000			
121411	09/13/2024		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2024	PR Batch 00002.09.2024 Union Dues 49ers	101-000-2040-000	630.00
Inv Total			630.00
121411 Total:			630.00
312 - International Union Total:			630.00

313 - Interstate Power Systems, Inc. Line Item Account

121438 09/23/2024

Inv R001213304:01

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2024	Diagnose Pump Repair	602-495-4300-000	528.00

Inv R001213304:01 Total 528.00

Inv R001213306:01

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2024	Cleared Alarm	602-495-4300-000	441.00

Inv R001213306:01 Total 441.00

121438 Total: 969.00

313 - Interstate Power Systems, Inc. Total:

969.00

1978 - Kohler, Patrick Line Item Account 101-416-4331-000

121439 09/23/2024

Inv Q3 2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2024	3rd Qtr 2024 Stipend	101-416-4331-000	75.00

Inv Q3 2024 Total 75.00

121439 Total: 75.00

1978 - Kohler, Patrick Total:

75.00

356 - Laden, Perry Line Item Account 101-416-4331-000

121440 09/23/2024

Inv Q3 2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2024	3rd Qtr 2024 Stipend	101-416-4331-000	150.00

Inv Q3 2024 Total 150.00

121440 Total: 150.00

356 - Laden, Perry Total:

150.00

1708 - Landbridge Ecological Line Item Account

121441 09/23/2024

Inv 2817

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
09/11/2024	Foxborough Management 2024	810-499-4410-000	2,000.00
Inv 2817 Total			2,000.00
121441 Total:			2,000.00
1708 - Landbridge Ecological Total:			2,000.00
1974 - Language Line Services Line Item Account			
121442	09/23/2024		
Inv	11381065		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2024	August Language Line Services	101-420-4300-000	37.08
Inv 11381065 Total			37.08
121442 Total:			37.08
1974 - Language Line Services Total:			37.08
365 - Law Enforcement Labor Services Line Item Account 101-000-2040-000			
121412	09/13/2024		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2024	PR Batch 00002.09.2024 Union Dues LELS	101-000-2040-000	1,551.00
Inv Total			1,551.00
121412 Total:			1,551.00
365 - Law Enforcement Labor Services Total:			1,551.00
369 - League of Minnesota Cities Line Item Account			
121443	09/23/2024		
Inv	411714		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2024	LMC Membership Dues - Prorate 4 Months	101-401-4452-000	7,186.00
Inv 411714 Total			7,186.00
121443 Total:			7,186.00
369 - League of Minnesota Cities Total:			7,186.00
1762 - LEAST Services/Counseling, LLC Line Item Account			
121444	09/23/2024		

Check Number	Check Date		Amount
Inv 1515			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2024	Counseling Services & Monthly Retainer Fee	101-420-4300-000	2,000.00
Inv 1515 Total			2,000.00
Inv 1516			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2024	Counseling Services	101-421-4300-000	980.00
Inv 1516 Total			980.00
121444 Total:			2,980.00
1762 - LEAST Services/Counseling, LLC Total:			2,980.00
399 - Mansfield Oil Company Line Item Account 101-431-4212-000			
121445	09/23/2024		
Inv 25700254			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2024	Gasoline - 1,700 Gallons	101-431-4212-000	4,635.51
Inv 25700254 Total			4,635.51
121445 Total:			4,635.51
399 - Mansfield Oil Company Total:			4,635.51
404 - Martin-McAllister Line Item Account			
121446	09/23/2024		
Inv 16351			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2024	Public Safety Assessment (2)	101-402-4300-000	1,250.00
08/31/2024	Sgt Promotion Assessment (3)	207-420-4300-000	6,300.00
Inv 16351 Total			7,550.00
Inv 16352			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2024	Public Safety Assessment (2)	101-402-4300-000	1,250.00
Inv 16352 Total			1,250.00
121446 Total:			8,800.00
404 - Martin-McAllister Total:			8,800.00

416 - Medica Line Item Account

121447 09/23/2024
 Inv October 2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2024	Health Insurance Premiums	603-496-4131-000	652.12
09/12/2024	Health Insurance Premiums	101-461-4131-000	0.00
09/12/2024	Health Insurance Premiums	101-418-4131-000	621.07
09/12/2024	Health Insurance Premiums	202-451-4131-000	621.07
09/12/2024	Health Insurance Premiums	101-463-4131-000	0.00
09/12/2024	Health Insurance Premiums	101-416-4131-000	621.07
09/12/2024	Health Insurance Premiums	101-430-4131-000	2,820.34
09/12/2024	Health Insurance Premiums	101-407-4131-000	1,564.21
09/12/2024	Health Insurance Premiums	601-494-4131-000	1,969.89
09/12/2024	Health Insurance Premiums	101-432-4131-000	93.16
09/12/2024	Health Insurance Premiums	101-462-4131-000	0.00
09/12/2024	Health Insurance Premiums	101-420-4131-000	20,442.48
09/12/2024	Health Insurance Premiums	101-000-2041-000	10,103.20
09/12/2024	Health Insurance Premiums	101-421-4131-000	1,447.29
09/12/2024	Health Insurance Premiums	101-402-4131-000	1,214.34
09/12/2024	Health Insurance Premiums	101-000-2040-000	1,142.90
09/12/2024	Health Insurance Premiums	101-450-4131-000	2,326.73
09/12/2024	Health Insurance Premiums	602-495-4131-000	1,969.89
09/12/2024	Health Insurance Premiums	101-431-4131-000	957.11
09/12/2024	Health Insurance Premiums	101-422-4131-000	1,258.50

Inv October 2024 Total 49,825.37

121447 Total: 49,825.37

416 - Medica Total:

49,825.37

2016 - Medicine Lake Tours Line Item Account

121448 09/23/2024
 Inv 9/13/2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2024	Adult Day Trip St. Paul Ghosts & Gables Haunted Tour	202-451-4412-000	4,305.00

Inv 9/13/2024 Total 4,305.00

121448 Total: 4,305.00

2016 - Medicine Lake Tours Total:

4,305.00

418 - Menards - Forest Lake Line Item Account

121449 09/23/2024
 Inv 41405

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2024	Birchwood Acres Playground Project	425-499-4211-000	255.85

Inv 41405 Total 255.85

Check Number	Check Date		Amount
Inv	42076		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2024	Exterior Outlet Cover	101-432-4211-503	5.96
Inv 42076 Total			5.96
121449 Total:			261.81
418 - Menards - Forest Lake Total:			261.81
421 - Metro Sales Incorporated Line Item Account			
121450	09/23/2024		
Inv	INV2596529		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2024	Copier Maintenance Contract Ricoh/MP 4055SP Copier	101-420-4410-000	36.00
Inv INV2596529 Total			36.00
121450 Total:			36.00
421 - Metro Sales Incorporated Total:			36.00
2107 - Midwest Rescue Tools LLC Line Item Account			
121451	09/23/2024		
Inv	264		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2024	Repair Hoses, Couplers & Fittings not Covered by TNT Warranty	101-421-4410-000	1,771.95
Inv 264 Total			1,771.95
121451 Total:			1,771.95
2107 - Midwest Rescue Tools LLC Total:			1,771.95
450 - MN Department of Health Line Item Account			
121409	09/10/2024		
Inv	9/10/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2024	Water Supply System Operator Class B Exam Fee - L. Chapman	601-494-4452-000	32.00
Inv 9/10/2024 Total			32.00
121409 Total:			32.00
450 - MN Department of Health Total:			32.00

451 - MN Department of Labor & Industry Line Item Account 101-432-4452-000

121452	09/23/2024	
Inv	ABR0332490X	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/31/2024	Pressure Vessel (2)	101-432-4452-000
		20.00
Inv ABR0332490X Total		20.00
121452 Total:		20.00

451 - MN Department of Labor & Industry Total: 20.00

2106 - Nelson Sanitation & Rental, Inc. Line Item Account

121453	09/23/2024	
Inv	INV/2024/12763	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/10/2024	2024 Televising	602-495-4300-000
		1,790.73
Inv INV/2024/12763 Total		1,790.73
Inv	INV/2024/12764	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/10/2024	2024 Televising	602-495-4300-000
		1,918.64
Inv INV/2024/12764 Total		1,918.64
Inv	INV/2024/12765	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/10/2024	2024 Televising	602-495-4300-000
		1,866.57
Inv INV/2024/12765 Total		1,866.57
Inv	INV/2024/12766	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/10/2024	2024 Televising	602-495-4300-000
		1,999.90
Inv INV/2024/12766 Total		1,999.90
Inv	INV/2024/12767	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/10/2024	2024 Televising	602-495-4300-000
		3,729.42
Inv INV/2024/12767 Total		3,729.42
Inv	INV/2024/12768	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/10/2024	2024 Televising	602-495-4300-000
		3,495.79
Inv INV/2024/12768 Total		3,495.79

Check Number	Check Date		Amount
121453 Total:			14,801.05
2106 - Nelson Sanitation & Rental, Inc. Total:			14,801.05
1253 - North Country Auto Body & Mechanical Line Item Account			
121454	09/23/2024		
Inv	27076		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2024	Claim #CA376563 Squad #316 Struck Tree 8/8/2024	101-431-4363-000	2,427.32
Inv 27076 Total			2,427.32
121454 Total:			2,427.32
1253 - North Country Auto Body & Mechanical Total:			2,427.32
2159 - Parkstone Contracting, LLC Line Item Account			
121455	09/23/2024		
Inv	023947-000-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2024	2024 Woods Edge Permeable Paver Project Phase 1	603-496-4410-000	42,152.21
Inv 023947-000-1 Total			42,152.21
121455 Total:			42,152.21
2159 - Parkstone Contracting, LLC Total:			42,152.21
522 - Performance Plus LLC Line Item Account			
121456	09/23/2024		
Inv	081640		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2024	New Hire Testing	101-402-4300-000	412.00
Inv 081640 Total			412.00
Inv	081647		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2024	New Hire Testing	101-402-4300-000	412.00
Inv 081647 Total			412.00
121456 Total:			824.00
522 - Performance Plus LLC Total:			824.00

Check Number	Check Date		Amount
552 - Press Publications, Inc. Line Item Account			
121457	09/23/2024		
Inv	815039		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2024	Ord. No. 12-24 Vacating Drainage & Utility Easement	101-402-4340-000	59.20
Inv 815039 Total			59.20
121457 Total:			59.20
552 - Press Publications, Inc. Total:			59.20
1092 - Quadient Finance USA, Inc. Line Item Account 101-432-4322-000			
121458	09/23/2024		
Inv	9/15/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2024	Postage Machine Postage	101-432-4322-000	500.00
Inv 9/15/2024 Total			500.00
121458 Total:			500.00
1092 - Quadient Finance USA, Inc. Total:			500.00
582 - Root, Michael Line Item Account 101-416-4331-000			
121459	09/23/2024		
Inv	Q3 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2024	3rd Qtr 2024 Stipend	101-416-4331-000	200.00
Inv Q3 2024 Total			200.00
121459 Total:			200.00
582 - Root, Michael Total:			200.00
1593 - Shred-it, c/o Stericycle, Inc. Line Item Account			
121460	09/23/2024		
Inv	8008293371		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2024	Document Destruction	101-402-4410-000	38.03
09/03/2024	Document Destruction	101-420-4410-000	76.06
Inv 8008293371 Total			114.09
121460 Total:			114.09

Check Number	Check Date		Amount
1593 - Shred-it, c/o Stericycle, Inc. Total:			114.09
1578 - Springbrook Holding Company, LLC Line Item Account			
121461	09/23/2024		
Inv	INV-018247		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2024	August Civic Pay Credit Card Fees	101-407-4345-000	33.00
Inv	INV-018247 Total		33.00
Inv	INV-018260		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2024	August Civic Pay Credit Card Fees	602-495-4345-000	444.00
08/31/2024	August Civic Pay Credit Card Fees	601-494-4345-000	444.00
Inv	INV-018260 Total		888.00
121461 Total:			921.00
1578 - Springbrook Holding Company, LLC Total:			921.00
2119 - Staples Inc. Line Item Account			
121462	09/23/2024		
Inv	7001922305		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2024	Toner, Paper, Envelopes, Notepads, Ruler & Pens	101-420-4200-000	382.66
Inv	7001922305 Total		382.66
121462 Total:			382.66
2119 - Staples Inc. Total:			382.66
659 - Tessman Company Line Item Account			
121463	09/23/2024		
Inv	S403097-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2024	Fertilizer & Pellet Mulch Seed	101-450-4211-000	489.25
Inv	S403097-IN Total		489.25
121463 Total:			489.25
659 - Tessman Company Total:			489.25
671 - Trans Union LLC Line Item Account			
121464	09/23/2024		

Check Number	Check Date		Amount
Inv	08404386		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2024	Background Checks (4)	101-421-4410-000	66.10
08/25/2024	Background Checks (3)	101-420-4410-000	49.05
Inv 08404386 Total			115.15
			<hr/>
121464 Total:			115.15
			<hr/>
671 - Trans Union LLC Total:			115.15
2161 - Treptow, Martin Line Item Account			
121465	09/23/2024		
Inv	9/12/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2024	Reimbursement for Property RE: 24189025	101-432-4361-000	294.98
Inv 9/12/2024 Total			294.98
			<hr/>
121465 Total:			294.98
			<hr/>
2161 - Treptow, Martin Total:			294.98
687 - U.S. Bank Visa Line Item Account			
121466	09/23/2024		
Inv	9/6/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2024	Walmart/Craft Supplies	205-497-4211-000	24.86
09/06/2024	Amazon/Swim Lesson Pool Noodles	202-451-4205-000	59.99
09/06/2024	Amazon/LED Headlight Bulbs (4) #510	101-431-4221-000	129.58
09/06/2024	Bill's Superette/Vehicle Fuel	101-431-4212-000	36.51
09/06/2024	Amazon/USB Adapter (2)	101-420-4240-000	15.48
09/06/2024	Home Depot/Painting Supplies for Painting Well #3 Doors	601-494-4211-000	30.50
09/06/2024	4imprint/Returned Damaged Tumblers for Membership Promotion	202-451-4900-000	-238.60
09/06/2024	Amazon/Hand, Hair & Body Wash (4)	202-451-4211-000	352.74
09/06/2024	When I Work/Monthly Subscription Fee	202-451-4310-000	460.00
09/06/2024	Walmart/Summer Day Camp Clothes & Craft Supplies	202-451-4205-000	71.20
09/06/2024	Amazon/USB Splitter	202-451-4200-000	9.99
09/06/2024	Walmart/Bubble Machines (4)	205-497-4211-000	86.46
09/06/2024	IMS Alliance/PAR Tags	101-421-4370-000	83.50
09/06/2024	Amazon/Mouse & Wrist Pad	101-420-4200-000	9.89
09/06/2024	Amazon/Returned Hand Cleaner	101-421-4211-000	-31.98
09/06/2024	Amazon/Giant Ice Pops (19)	205-497-4211-000	140.41
09/06/2024	Home Depot/Paint, Primer & Painting Supplies for Well #3 Doors	601-494-4211-000	214.36
09/06/2024	Costco/Batteries	101-421-4211-000	15.99
09/06/2024	Amazon/MFF Uniform Shirts	402-420-4240-420	310.34
09/06/2024	Intoximeters Inc./Replace Battery	101-420-4211-000	32.55
09/06/2024	Target/Night to Unite Supplies	101-420-4211-000	7.18
09/06/2024	Home Depot/Swim Lessons PVC Tee Fittings	202-451-4205-000	5.43
09/06/2024	Amazon/Shop Towels	101-421-4211-000	39.90
09/06/2024	Amazon/Petroleum Jelly (6)	101-421-4211-000	28.98

Check Number	Check Date		Amount
09/06/2024	Shutterstock/Stock Photos Monthly License Fee	204-499-4452-000	29.00
09/06/2024	Walmart/Summer Day Camp Craft & Snack Supplies	202-451-4205-000	60.48
09/06/2024	Home Depot/Primer for Painting Well #3 Doors	601-494-4211-000	83.94
09/06/2024	UPS/Postage	101-420-4322-000	31.81
09/06/2024	Amazon/File Jacket (4)	202-451-4200-000	30.12
09/06/2024	U of M/Tuition - P. Moonen	101-422-4330-000	380.00
09/06/2024	North Star Scouting/Explorer BSA Advisor Registrations (4)	101-420-4213-000	206.00
09/06/2024	MRWA/Tuition - L. Chapman	601-494-4452-000	350.00
09/06/2024	Costco/Batteries	101-420-4211-000	62.90
09/06/2024	Chewy/Canine Food	211-420-4211-000	124.44
09/06/2024	Facebook/BHD Ad	205-497-4900-000	99.98
09/06/2024	Amazon/Computer Monitor	101-420-4240-000	149.99
09/06/2024	Allina/Tuition for Medical Training	101-420-4330-000	580.00
09/06/2024	Amazon/Stickers, Flags, Storage Baskets & Punch Balloons	205-497-4211-000	216.13
09/06/2024	Quad Area Chamber of Commerce/BHD Vendor Fee	205-497-4410-000	25.00
09/06/2024	Home Depot/Zip Ties, Chisels, Hammer & Tape Measure	601-494-4240-000	102.65
09/06/2024	L.T.G Power Equipment/Vehicle Fuel	101-431-4212-000	211.40
09/06/2024	Recreation Supply Co./Drive Belt for Pool Cleaner	202-451-4211-000	164.44
09/06/2024	Amazon/Tile Cleaner	202-451-4211-000	23.99
09/06/2024	Amazon/Double Sided Tape	101-432-4200-000	6.49
09/06/2024	Home Depot/Swim Lessons PVC Pipe	202-451-4205-000	26.72
09/06/2024	Walmart/BHD Supplies	205-497-4211-000	27.90
09/06/2024	Home Depot/Ball Valve & Bushings	101-432-4211-503	14.54
09/06/2024	Amazon/Mac Book Pro Charger	602-495-4200-000	14.99
09/06/2024	Home Depot/Spray Paint	101-430-4211-000	116.52
09/06/2024	Amazon/Returned MFF Uniform Shirt	402-420-4240-420	-38.68
09/06/2024	Home Depot/Light Bulbs, Stain Markers & Emory Cloth	202-451-4211-000	41.28
09/06/2024	Home Depot/Cleaning Supplies	202-451-4211-000	48.27
09/06/2024	Anoka County Parks/Summer Day Camp Field Trip Parking Fee	202-451-4412-000	7.00
09/06/2024	Amazon/MFF Uniform Shirt	402-420-4240-420	38.68
09/06/2024	MN State Fire Chiefs Assoc./Membership Renewal (5)	101-421-4452-000	340.00
09/06/2024	North Star Scouting/Explorer BSA Advisor Registrations (2)	101-420-4213-000	150.00
09/06/2024	Home Depot/Power Wheels Course Supplies	205-497-4211-000	255.89
09/06/2024	Holiday/July Car Washes	101-431-4211-000	423.50
09/06/2024	Walmart/Summer Day Camp Glue	202-451-4205-000	22.48
09/06/2024	Amazon/Foil Fringe	205-497-4211-000	13.99
09/06/2024	Amazon/Backpack Keychain (3)	205-497-4211-000	119.97
09/06/2024	Amazon/Reflective Numbers	202-451-4200-000	6.99
09/06/2024	FedEx/Postage	601-494-4322-000	396.43
09/06/2024	Costco/BHD Parade Supplies	101-421-4213-000	259.87
09/06/2024	Amazon/Adhesive Spray, DeoxIT Spray & Wire Brushes	202-451-4211-000	39.93
09/06/2024	AT&T FirstNet/City Council August Cell Phone Bill	101-401-4321-000	199.04
09/06/2024	AT&T FirstNet/Fire August Cell Phone Bill	101-421-4321-000	341.41
09/06/2024	Menards/Hinge Pin Steel	101-430-4211-000	4.32
09/06/2024	Home Depot/Painting Supplies & Fasteners	101-450-4211-000	355.80
09/06/2024	AT&T FirstNet/City Admin & City Clerk August Cell Phone Bill	101-402-4321-000	99.52
09/06/2024	Holiday/Vehicle Fuel	101-431-4212-000	154.86
09/06/2024	Allina/Tuition for Medical Training	101-421-4330-000	580.00
09/06/2024	MN Department of Labor & Industry/Tuition - P. Moonen	101-422-4330-000	85.00
09/06/2024	Amazon/LED Headlight Bulbs (4) #512	101-431-4221-000	129.58
09/06/2024	Amazon/Mac Book Pro Charger	601-494-4200-000	14.99
09/06/2024	Amazon/Wireless Mouse (2)	202-451-4200-000	24.04
09/06/2024	USA Inflatables/Bounce House Rentals	205-497-4410-000	1,304.32
09/06/2024	Amazon/Hand Sanitizer	101-420-4211-000	29.99
09/06/2024	AT&T FirstNet/Police August Cell Phone Bill	101-420-4321-000	1,889.43
09/06/2024	Pizza T/Night to Unite Coloring Contest Winner Lunch	101-420-4214-000	46.52
09/06/2024	Amazon/Swim Lessons Pipe Fitting Adapter (7)	202-451-4205-000	125.93
09/06/2024	Intoximeters Inc./Repair Handheld	101-420-4410-000	90.00

Check Number	Check Date		Amount
09/06/2024	Home Depot/Returned Primer for Well #3 Doors	601-494-4211-000	-64.94
09/06/2024	MN Chiefs of Police Association/Annual Membership - W. Owens	101-420-4452-000	73.56
09/06/2024	Home Depot/Returned Lumber	101-450-4211-000	-62.28
09/06/2024	Amazon/Solar Battery Charger #710	101-431-4221-000	194.00
09/06/2024	Amazon/Awards (20)	205-497-4211-000	319.80
09/06/2024	Walmart/Summer Day Camp Craft Supplies & Pillowcases	202-451-4205-000	29.74
09/06/2024	Webstaurant Store/Coffee	202-451-4200-000	98.80
09/06/2024	AT&T FirstNet/Community Development August Cell Phone Bill	101-418-4321-000	49.76
09/06/2024	Amazon/Pool Reagent	202-451-4222-000	15.79
09/06/2024	Target/Water for Parade Volunteers	101-420-4214-000	4.79
09/06/2024	Stone Mountain Pet Lodge/K9 Lodging	211-420-4410-000	234.74
09/06/2024	Bruce's Foods/MNGFOA Day to Unite Event Host - To Be Reimbur	101-407-4330-000	24.47
09/06/2024	Amazon/Poster Frame (2)	202-451-4200-000	329.80
09/06/2024	MRWA/Tuition - T. Paulno	601-494-4330-000	350.00
09/06/2024	Home Depot/Zip Ties, Chisels, Hammer & Tape Measure	602-495-4240-000	102.66
09/06/2024	ProCare Software, LLC/Child Watch Check In Software Monthly Fe	202-451-4310-000	59.00
09/06/2024	ProCare Software, LLC/Summer Day Camp Check In Software	202-451-4205-000	59.00
09/06/2024	APA MN Chapter/Tuition - M. Grochala	101-418-4330-000	467.00
09/06/2024	Orentail Trading Co/BHD Prizes	205-497-4211-000	792.71
09/06/2024	Walmart/Summer Day Camp Milk	202-451-4205-000	5.32
09/06/2024	Beep-Beeps/Power Wheels Rental for BHD (5)	205-497-4410-000	580.00
09/06/2024	Amazon/LED Headlight Bulbs (4) #514	101-431-4221-000	127.98
09/06/2024	Amazon/File Jacket (2)	202-451-4200-000	15.06
09/06/2024	Webstaurant Store/Can Liners	202-451-4211-000	75.23
09/06/2024	AV For You LLC/Projector Rental for BHD Movie	205-497-4410-000	440.00
09/06/2024	Walmart/Glue & Tape	202-451-4200-000	12.19
09/06/2024	Fleet Farm/Rain Gear & Water Proof Boots	601-494-4211-000	170.99
09/06/2024	Amazon/Can Liners	202-451-4211-000	78.09
09/06/2024	Bill's Superette/Non-Oxy Fuel	101-431-4212-000	37.32
09/06/2024	MN State Fire Chiefs Assoc./Tuition - D. L'Allier & B. Gustafson	101-421-4330-000	650.00
09/06/2024	Bill's Superette/Non-Oxy Fuel	101-431-4212-000	65.11
09/06/2024	Amazon/Pens	101-432-4211-000	13.94
09/06/2024	Home Depot/Swim Lessons PVC Pipe	202-451-4205-000	46.76
09/06/2024	Sherwin-Williams/Paint	202-451-4211-000	236.79
09/06/2024	Amazon/Pool Reagent (2)	202-451-4222-000	59.76
09/06/2024	IMS Alliance/PAR Tags - J. Fronck & V. Kasprowic	101-421-4370-000	34.45
09/06/2024	Fire Marshals Assn of MN/Tuition - B. Finke	101-421-4330-000	175.00
09/06/2024	GFOA/Tuition - H. Lynch	101-407-4330-000	105.00
09/06/2024	Amazon/Dish Soap & Latex Gloves	101-432-4211-000	25.35
09/06/2024	Home Depot/Paint	205-497-4211-000	27.92
09/06/2024	Home Depot/Washers & Nuts for Waterslide Repair	202-451-4211-000	10.76
09/06/2024	U.S. Bank/Rebate	101-000-3730-000	-1,457.82
09/06/2024	Jersey Mike's/MNGFOA Day to Unite Event Host - To Be Reimburs	101-407-4330-000	82.77
09/06/2024	Fleet Farm/Rain Gear & Water Proof Boots	602-495-4211-000	170.98
09/06/2024	Target/Swim Diapers for Retail	202-451-4235-000	19.93
09/06/2024	Walmart/Summer Day Camp Glue, Cookies & Food Coloring	202-451-4205-000	43.64
09/06/2024	Amazon/Flash Drive	101-420-4211-000	69.99
09/06/2024	Amazon/Storage Baskets	205-497-4211-000	60.33
09/06/2024	Amazon/Hand Cleaner	101-421-4211-000	31.98
09/06/2024	Walmart/Candy for BHD Parade	205-497-4211-000	178.96

Inv 9/6/2024 Total 17,907.22

121466 Total: 17,907.22

Check Number	Check Date		Amount
687 - U.S. Bank Visa Total:			17,907.22
688 - ULine Line Item Account			
121467	09/23/2024		
Inv	182504415		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2024	Records Storage Rack (2)	101-432-4211-503	524.18
Inv 182504415 Total			524.18
121467 Total:			524.18
688 - ULine Total:			524.18
693 - Upper Cut Tree Service Line Item Account			
121468	09/23/2024		
Inv	6103		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2024	Tree Removal (2) & Tree Trimming	101-430-4410-000	5,550.00
Inv 6103 Total			5,550.00
121468 Total:			5,550.00
693 - Upper Cut Tree Service Total:			5,550.00
1633 - Vojtech, Nathan Line Item Account 101-416-4331-000			
121469	09/23/2024		
Inv	Q3 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2024	3rd Qtr 2024 Stipend	101-416-4331-000	150.00
Inv Q3 2024 Total			150.00
121469 Total:			150.00
1633 - Vojtech, Nathan Total:			150.00
1104 - Walters Recycling & Refuse Line Item Account			
121470	09/23/2024		
Inv	8189236		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2024	Trash & Recycling	202-451-4384-000	291.29
Inv 8189236 Total			291.29

Inv 8189304

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2024	Organic Recycling	101-462-4410-000	80.08
09/10/2024	Organic Recycling	101-462-4410-000	187.49
09/10/2024	Organic Recycling	101-462-4410-000	100.11
09/10/2024	Trash & Recycling	101-432-4384-501	49.10
09/10/2024	Trash & Recycling	101-432-4384-502	141.48
09/10/2024	Organic Recycling	101-462-4410-000	84.70
09/10/2024	Trash & Recycling	101-450-4384-000	202.61
09/10/2024	Trash & Recycling	101-432-4384-503	441.57
09/10/2024	Trash & Recycling	101-432-4384-500	353.53

Inv 8189304 Total 1,640.67

121470 Total: 1,931.96

1104 - Walters Recycling & Refuse Total: 1,931.96

2145 - White Cap, LP Line Item Account

121471 09/23/2024

Inv 10020509089

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2024	Crack Sealer Kettle Rental	101-430-4415-000	5,850.00

Inv 10020509089 Total 5,850.00

Inv 50028240526

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2024	Crack Fill Material & Detack	101-430-4224-000	3,857.52

Inv 50028240526 Total 3,857.52

121471 Total: 9,707.52

2145 - White Cap, LP Total: 9,707.52

1718 - Wipperfurth, Isaac Line Item Account 101-416-4331-000

121472 09/23/2024

Inv Q3 2024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2024	3rd Qtr 2024 Stipend	101-416-4331-000	150.00

Inv Q3 2024 Total 150.00

121472 Total: 150.00

1718 - Wipperfurth, Isaac Total: 150.00

733 - WSB & Associates, Inc. Line Item Account

121473	09/23/2024		
Inv	R-011406-000-51		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Natures Refuge	801-000-2314-102	795.00
Inv R-011406-000-51 Total			795.00
Inv	R-012365-000-63		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Lyngblomsten Site Study	801-000-2363-102	440.00
Inv R-012365-000-63 Total			440.00
Inv	R-012469-000-64		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Eastside Villas	801-000-2302-102	288.75
Inv R-012469-000-64 Total			288.75
Inv	R-017210-000-34		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Market Place Dr Realignment	420-499-4304-141	2,465.75
Inv R-017210-000-34 Total			2,465.75
Inv	R-017363-000-39		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Watermark 4th Addition	801-000-2327-102	1,015.00
Inv R-017363-000-39 Total			1,015.00
Inv	R-018131-000-31		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Nadeau Acres 2nd Addition	801-000-2315-102	1,040.00
Inv R-018131-000-31 Total			1,040.00
Inv	R-018524-000-28		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Winters Wetland Bank	422-499-4304-000	530.00
Inv R-018524-000-28 Total			530.00
Inv	R-018966-000-27		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Belland Farms	801-000-2354-102	110.00
Inv R-018966-000-27 Total			110.00

Check Number	Check Date		Amount
Inv	R-019407-000-10		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Precision Tune	801-000-2320-103	220.00
Inv R-019407-000-10 Total			220.00
Inv	R-019496-000-29		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Watermark Park	405-499-5000-143	886.25
Inv R-019496-000-29 Total			886.25
Inv	R-019565-000-30		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July NorthPointe Gardens Estates	801-000-2361-103	610.00
Inv R-019565-000-30 Total			610.00
Inv	R-019724-000-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July 2022 Surface Water Management Project	603-496-4304-000	391.50
Inv R-019724-000-18 Total			391.50
Inv	R-020301-000-17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Otter Crossing 2nd Addition	801-000-2366-102	550.00
Inv R-020301-000-17 Total			550.00
Inv	R-020640-000-25		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Watermark 5th Addition	801-000-2376-102	1,345.00
Inv R-020640-000-25 Total			1,345.00
Inv	R-020899-000-20		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Belland Farms 2nd Addition	801-000-2307-102	305.00
Inv R-020899-000-20 Total			305.00
Inv	R-020900-000-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July New Horizon Academy	801-000-2313-103	550.00
Inv R-020900-000-19 Total			550.00
Inv	R-021336-000-23		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Water Treatment Plant	406-499-4304-147	18,288.50

Check Number	Check Date		Amount
Inv R-021336-000-23		Total	18,288.50
Inv R-021397-000-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July 2022 Gateway Planning	420-499-4304-151	177.50
Inv R-021397-000-23		Total	177.50
Inv R-021412-000-21			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Pheasant Run Reconstruction Project	487-499-4304-000	294.50
Inv R-021412-000-21		Total	294.50
Inv R-021892-000-17			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July 2023 Lake Drive Trunk Water Main Improvements	406-499-4304-150	170.00
Inv R-021892-000-17		Total	170.00
Inv R-021970-000-16			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Watermark 6th Addition	801-000-2377-102	1,855.50
Inv R-021970-000-16		Total	1,855.50
Inv R-022001-000-8			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Connexus Substation	801-000-2300-000	110.00
Inv R-022001-000-8		Total	110.00
Inv R-022290-000-11			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Centennial Middle School	801-000-2341-103	220.00
Inv R-022290-000-11		Total	220.00
Inv R-022658-000-16			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Lil Explorers Childcare Center	801-000-2394-102	305.00
Inv R-022658-000-16		Total	305.00
Inv R-023187-000-11			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July 440 Park Ct - Lino Lakes Tech Center	801-000-2331-103	1,396.50
Inv R-023187-000-11		Total	1,396.50

Check Number	Check Date		Amount
Inv	R-023534-000-10		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July 2300 Main St - Glamis Wire Storage	801-000-2383-103	667.50
Inv R-023534-000-10 Total			667.50
Inv	R-023584-000-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Otter Lake Road Extension Design & Construction	420-499-4304-156	21,012.50
Inv R-023584-000-12 Total			21,012.50
Inv	R-023620-000-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July 2024 Street Reconstruction Project	488-499-4304-000	1,320.00
Inv R-023620-000-12 Total			1,320.00
Inv	R-023778-000-7		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July 2024 General Engineering Services	603-496-4304-000	1,144.50
08/26/2024	July 2024 General Engineering Services	602-495-4304-000	1,144.50
08/26/2024	July 2024 General Engineering Services	101-417-4410-000	4,196.17
08/26/2024	July 2024 General Engineering Services	601-494-4304-000	1,144.50
Inv R-023778-000-7 Total			7,629.67
Inv	R-023779-000-5		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July 2024 Miscellaneous Escrow Account	101-417-4300-000	1,570.00
Inv R-023779-000-5 Total			1,570.00
Inv	R-023780-000-7		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July 2024 GPS/GIS Miscellaneous Assistance	801-000-2307-103	316.00
08/26/2024	July 2024 GPS/GIS Miscellaneous Assistance	601-494-4304-000	79.00
08/26/2024	July 2024 GPS/GIS Miscellaneous Assistance	101-417-4300-000	1,185.00
Inv R-023780-000-7 Total			1,580.00
Inv	R-023781-000-7		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July 2024 Private Utility Permits	101-417-4300-000	1,980.00
Inv R-023781-000-7 Total			1,980.00
Inv	R-023839-000-10		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July 2024 Street Rehab & Trunk Water Main Project	421-499-4304-154	11,958.50
Inv R-023839-000-10 Total			11,958.50

Inv R-023899-000-8

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Lino Lakes Culver's	801-000-2312-103	667.50

Inv R-023899-000-8 Total 667.50

Inv R-023947-000-8

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July 2024 Surface Water Management Project	603-496-4410-000	1,670.00

Inv R-023947-000-8 Total 1,670.00

Inv R-024693-000-6

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Watermark 7th Addition	801-000-2378-102	6,033.50

Inv R-024693-000-6 Total 6,033.50

Inv R-024708-000-6

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July 2024 Trail Maintenance Project	101-450-4300-000	948.75

Inv R-024708-000-6 Total 948.75

Inv R-025013-000-5

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July 455 Park Ct - Fiji Cube	801-000-2326-101	540.00

Inv R-025013-000-5 Total 540.00

Inv R-025370-000-4

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July 49 & CR J Roundabout Construction	420-499-4304-151	330.00

Inv R-025370-000-4 Total 330.00

Inv R-026120-000-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July Watermark 8th Addition	801-000-2300-000	3,234.00

Inv R-026120-000-1 Total 3,234.00

Inv R-026123-000-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2024	July 2024 Pavement Inspections	421-499-4304-000	1,741.25

Inv R-026123-000-1 Total 1,741.25

Inv R-026133-000-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
08/26/2024	July 424 Apollo Drive - Rice Industries	801-000-2300-000	1,617.00
Inv R-026133-000-1 Total			1,617.00
121473 Total:			98,859.92
733 - WSB & Associates, Inc. Total:			98,859.92
734 - Xcel Energy Line Item Account			
121474	09/23/2024		
Inv	September 2024-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2024	Electric	101-430-4385-000	5,110.78
Inv September 2024-1 Total			5,110.78
Inv	September 2024-2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2024	Electric	101-420-4381-000	4.09
09/10/2024	Electric	601-494-4381-000	13,524.70
09/10/2024	Electric	202-451-4381-000	26,453.21
09/10/2024	Electric	101-432-4381-502	2,555.11
09/10/2024	Electric	101-450-4381-000	176.28
09/10/2024	Electric	101-432-4381-503	16,411.36
09/10/2024	Electric	101-432-4381-000	0.00
09/10/2024	Electric	101-430-4385-000	802.69
09/10/2024	Electric	101-432-4381-501	1,409.93
09/10/2024	Electric	602-495-4381-000	3,187.69
Inv September 2024-2 Total			64,525.06
121474 Total:			69,635.84
734 - Xcel Energy Total:			69,635.84
743 - Ziegler, Inc. Line Item Account			
121475	09/23/2024		
Inv	IN001616444		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2024	Hose for Broom Attachment	101-431-4221-000	71.95
Inv IN001616444 Total			71.95
121475 Total:			71.95
743 - Ziegler, Inc. Total:			71.95

Check Number **Check Date**

Amount

Total:	383,256.42
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Electronic Funds Transfer
MN Statute 471.38 Subd. 3

Council Meeting September 23, 2024 Transfer In/(Out)

9/4/2024 H.S.A. Employer Contribution	(6,041.52)
9/9/2024 Transfer from FRB Checking	1,000,000.00
9/13/2024 Payroll #19	(191,968.01)
9/13/2024 Payroll #19 Federal Deposit	(54,966.76)
9/13/2024 Payroll #19 PERA	(56,811.97)
9/13/2024 Payroll #19 State	(12,522.13)
9/13/2024 Payroll #19 Child Support	(321.48)
9/13/2024 Payroll #19 H.S.A. Bank Pretax	(3,466.83)
9/13/2024 Payroll #19 TASC Pretax	(848.04)
9/13/2024 Payroll #19 Mission Sq 457 Def. Comp #301596	(2,620.00)
9/13/2024 Payroll #19 Mission Sq Roth IRA #706155	(939.23)
9/13/2024 Payroll #19 MSRS HCSP #98946-01	(4,929.67)
9/13/2024 Payroll #19 MSRS Def. Comp #98945-01	(3,440.00)
9/13/2024 Payroll #19 MSRS Roth IRA #98945-01	(624.00)
9/16/2024 Payroll #19 Clarissa Grilley ACH Returned	615.14
9/17/2024 Payroll #19 Clarissa Grilley ACH Resubmit	(615.14)

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

STAFF ORIGINATOR: Roberta Colotti, CMC, City Clerk

MEETING DATE: September 23, 2024

TOPIC: Resolution No. 24-119 Modifying the Everlight Solar, Solicitor Permit

VOTE REQUIRED: Simple Majority

INTRODUCTION

The Council is being asked to Consider Resolution No. 24-119 Modifying the Sunburn Construction (DBA Everlight Solar), Solicitor Permit to allow for two additional salespeople.

BACKGROUND

Everlight Solar located at 10501 Winnetka Ave. N., Suite 170, Brooklyn Park, MN, was issued a six-month solicitor’s license by the City of Lino Lakes on July 22, 2024. They are requesting two additional salespeople be added to their license. Both have passed a city background check with no disqualifying conditions. We have received no complaints about this license holder since the license was first issued.

RECOMMENDATION

Consider Resolution No. 24-119 Modifying the Everlight Solar, Solicitor Permit.

ATTACHMENTS

Resolution No. 24-119

**CITY OF LINO LAKES
RESOLUTION NO. 24-119**

MODIFYING THE EVERLIGHT SOLAR, SOLICITOR PERMIT

WHEREAS, Sunburn Construction (DBA Everlight Solar), located at 10501 Winnetka Ave. N., Suite 170, Brooklyn Park, MN, was issued a six-month solicitor license on July 22, 2024, and

WHEREAS, Everlight Solar has submitted an application for two additional salespeople; and

WHEREAS, there were no disqualifying conditions in the background checks and all payments have been received for the license.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Lino Lakes, Minnesota hereby approves the request of Everlight Solar to add the following salespeople to their current solicitor license:

- Thomas Knoke
- Christopher Perez

Adopted by the City Council of the City of Lino Lakes this 23rd day of September, 2024.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

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

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: September 23, 2024

TOPIC: Hiring Part-Time Rookery Activity Center Staff

VOTE REQUIRED: Simple Majority

INTRODUCTION

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

BACKGROUND

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

RECOMMENDATION

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

First Name	Last Name	Position
Christopher	Goebel	Manager on Duty

Start dates vary based on position and training schedule.

ATTACHMENTS

None

**Lino Lakes City Council
Work Session
Minutes**

DATE: September 9, 2024
TIME STARTED: 6:00 P.M.
TIME ENDED: 6:21 P.M.
LOCATION: City Hall Community Room
MEMBERS PRESENT: Mayor Rafferty, Councilmembers Stoesz and Ruhland
MEMBERS ABSENT: Councilmembers Lyden and Cavegn

Staff Members Present: City Administrator Sarah Cotton, City Clerk Roberta Colotti, Public Safety Director John Swenson, Deputy Public Safety Director/Police Kyle Leibel, Deputy Public Safety Director/Fire Dan L'Allier, Community Development Director Michael Grochala, City Planner Katie Larsen, and Human Resources/Communications Manager Meg Sawyer.

1. Call to Order and Roll Call

Mayor Rafferty called the meeting to order at 6:00 p.m.

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

The agenda was adopted as presented.

3. Professional Services Agreement Main Street Corridor Study

The Community Development Director provided an update on the professional services agreement for the Main Street Corridor Study. He reported that they are working to define the scope, public engagement plan, and funding sources. He outlined short-term and long-term funding including a fee to recoup costs covered by interfund loans and other sources identified to provide upfront funding. He reported that at this time they envision three open houses and a stakeholder engagement process as part of the professional services agreement specifications. He said staff plans to bring the professional services proposal before the Council at the September 23rd meeting.

4. Review Regular Agenda

The City Council reviewed the regular agenda items scheduled for this evening with staff.

The Human Resources/Communications Manager stated that the Deputy Public Safety Director/Fire was at a prior Council Work Session to present the Fire Department Duty Crew model for holidays. She said that this evening the Council is being asked to adopt the associated personnel policy amendment. She noted that the rate of pay for holiday work is the same standard as other city union contracts.

The Community Development Director stated that city code enforcement of the weed ordinance includes abatement. He noted that the abatement charges include the cost of

abatement and processing fees. He reported that there are three properties that have not paid their invoices. This evening the requested action is to call for a public hearing on the proposed assessment of unpaid costs. The property owners will have a final opportunity to make payment prior to the assessment. It was noted that the individual assessment amounts are \$205 vs. \$165 as listed in the staff report and that the total amount will be amended with the adoption of the resolution this evening.

Mayor Rafferty confirmed that the cost was set to avoid having the city abatement process used as a lawn service.

The Community Development Director reported that the fee structure is an increasing stepped fee for second and further violations.

Mayor Rafferty requested that code enforcement conduct a review of the current conditions of the three properties.

The Human Resources/Communications Manager reviewed the work history of the candidate being presented for promotion to Police Sergeant.

The Public Safety Director reported that the police department has 25 sworn officers and three vacancies.

Mayor Rafferty asked about the pay scale for the sergeant position.

The City Administrator reviewed that the starting pay rate for a sergeant is less than the top rate for a police officer. That the promotion of an internal candidate took this into consideration in establishing the proposed step on the pay scale that is being recommended.

The City Planner reviewed that the Watermark 8th Addition is the final development step for this project area, that they are looking at a final plat and open space. She reviewed the extended development timeline for the overall project and the future estimated date of full development with the build out of this final platted area.

Councilmember Stoesz confirmed with the City Planner that there were sufficient escrow funds remaining to complete any work that should be left unfinished.

Mayor Rafferty announced that the Work Session scheduled for immediately after the Regular Meeting would be cancelled due to a limited number of councilmembers present this evening.

Mayor Rafferty requested that if there was interest in holding a Special Budget Work Session prior to the adoption of the Preliminary Budget and Levy on September 23rd that that members submit a request to the City Administrator by next Wednesday and if no

requests were received then to direct staff to set the Preliminary Budget and Levy as discussed at the last meeting.

The City Administrator noted that the Preliminary Budget and Levy set in September can be reduced by not increased when setting the Final Budget and Levy in December.

Councilmember Ruhland asked if there were any further amendments since the last Budget Work Session discussion.

The City Administrator stated that the \$100,000 levy for the Rookery was incorporated into the Preliminary Budget and Levy as directed. Otherwise, there were no significant changes.

Mayor Rafferty requested that the Citygate Professional Services agreement item be placed on the Regular Agenda this evening as the Special Work Session is to be cancelled.

5. Adjournment

Mayor Rafferty adjourned the meeting at 6:26 p.m.

These minutes were approved at the regular Council Meeting on September 23, 2024.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

**LINO LAKES CITY COUNCIL
REGULAR MEETING
MINUTES**

DATE: September 9, 2024
TIME STARTED: 6:30 PM
TIME ENDED: 7:17 PM
LOCATION: City Council Chambers
MEMBERS PRESENT: Mayor Rafferty, Councilmembers Ruhland and Stoesz
MEMBERS ABSENT: Councilmembers Cavegn and Lyden

Staff Members Present: City Administrator Sarah Cotton, City Clerk Roberta Colotti, Public Safety Director John Swenson, Deputy Public Safety Director/Police Kyle Leibel, Community Development Director Michael Grochala, City Planner Katie Larsen, and Human Resources/Communications Manager Meg Sawyer.

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

Mayor Rafferty provided an overview of the Rules of Decorum.

The City Administrator announced that due to a limited number of Councilmembers present this evening, the Council determined at the Work Session held earlier this evening not to consider the Work Session Agenda Item, "Complaint Re: Email Sent by City Councilmember".

PUBLIC COMMENT

Mayor Rafferty opened the public comment period at 6:35 p.m.

Salat Tuke, 14171 Drake Street NW, stated that while he was here to talk about the Complaint Re: Email Sent to City Councilmember, he is not here to ask for the City Councilmembers resignation. He instead asks that the City Council be fair and represent everyone. He proposed a challenge to take a break from hate for 24 hours, starting tonight. Setting aside any letters that are negative and encourage attendees this evening to say something positive about the City Council and Zikar Holdings representatives.

Mr. Tuke thanked everyone who participated in the recent clean-up event in Lino Lakes.

Jaylani Hussein, CAIR-MN Executive Director, 1821 University Avenue, St. Paul, said that there has been a lot said about him, partially because of what he stands up for. He stated that Islamophobia is a real thing with real impacts. He doesn't believe that things happen by accident. He stated that Councilmember Lyden's email checks every box about Islamophobia. He is disappointed in the response by the Council to this. He questioned what the response by the Council would have been to a similar message about another group. He stated that tonight he continues to make a call for Councilmember Lyden to resign.

Catherine Decker, 614 Pine Street, Lino Lakes, read the minutes from the Rice Creek Watershed District meeting held on August 28, 2024. Focusing on the discussion with Chris Stowe of 426 Pine Street regarding the water issues on and near his property created by Anoka County Ditch

10-22-32, which is a combination of three ditches. He was reported as having noted the issues he was having since the district lowered the ditch in Columbus. The district recognized they oversaw the ditch and that they have been discussing it with the DNR. The district stated that they would be meeting with Mr. Stowe.

Chris Stowe, 426 Pine Street, Lino Lakes, reported that the Rice Creek Watershed President has said that the ditch near his home is a mess. He said that now as he reviews the City of Lino Lakes plans to budget for water and sewer extensions for new development, he questions why when there is already an issue. He said that the sod farm property owners, that are looking to sell to the Madinah Lakes and Pulte Development, can sell their land as currently zoned, but the zoning should not be changed to allow for residential and commercial development as proposed. He stated that the Council is on notice that the stormwater system will have worsened issues if additional development is permitted through re-zoning the property.

Luke Walter, Love Lino Lakes Group Representative, 7800 Maryland Drive, Lino Lakes, stated that hate has no place, whether that's in the form of an email or a developer recorded admitting that he was marketing his homes to a specific religious group that don't want to live amongst people that don't look, talk or pray like them. A phobia is an extreme or irrational fear of something. He asked if CAIR-MN would condemn Zikar Holdings. He stated that the Love Lino Lakes group is against segregation. They want mixed neighborhoods, and they welcome anyone in any religious building in Lino Lakes.

Scott Jenkins, 420 Asbury Street, St. Paul, provided an overview of his personal background. He stated that he is in favor of the Madinah Lakes development. He said that he struggles with the hate and oppression of groups in society.

Angella Coil, 7672 Sunset Avenue, Lino Lakes, said that she just wanted to thank the council members who have taken a stand against all of the false accusations, the name calling and the overall bad behavior. It takes a lot of courage to stand up to bullies. As a Lino Lakes resident she is grateful to have council members who defend our city, she asked that they please not back down or give in to the threats and continue to stand strong. She stated that many people don't realize serving on City Council is a part-time job on top of your full-time positions elsewhere. She said the last few months have required the council to put in full-time hours reading and responding to emails, taking hundreds of phone calls and conducting due diligence. She said she is sure the Council doesn't hear thank you often enough.

Cole Ford, 6401 Hodgson Road, Lino Lakes, stated that his property backs up to Hodgson Lake. He stated that his home is set close to the lake, unlike his neighbors who have their homes set away from the lake. He stated that he would like to build a shed but does not meet the set-back requirements. He asked what steps were needed to seek a variance.

Mayor Rafferty said that his request for information has been noted and staff will contact him.

Jon Hermann, 7859 Lois Lane, Lino Lakes, stated that his comments are regarding Councilmember Lyden's email response. He said that he has read both the original email sent to Councilmember Lyden and Councilmember Lyden's response. He questioned why Councilmember Lyden was sent the email or why he responded. However, to the question of

whether Councilmember Lyden is anti-Muslim, he does not believe so, as he has stated that his opposition is to CAIR-MN.

The City Administrator announced that concludes the list of people present at this time, who requested to speak at public comment.

Motion to close the public comment period at 6:59 p.m.

RESULT:	CARRIED [3-0]
MOVER:	Ruhland
SECONDER:	Stoesz
AYES:	Rafferty, Ruhland and Stoesz

SETTING THE AGENDA

Motion to amend the agenda to include Item 8A, Professional Services Agreement with Citygate.

RESULT:	CARRIED [3-0]
MOVER:	Stoesz
SECONDER:	Ruhland
AYES:	Rafferty, Ruhland and Stoesz

PROCLAMATION

Mayor Rafferty proclaimed the week of September 17 through 23 as Constitution Week and urged all citizens to study the Constitution and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

1. CONSENT AGENDA

Motion to Approve Consent Agenda Items #1A through 1K as presented and to adopt Item 1L as amended to change the individual assessment amounts from \$165 to \$205 for a total of \$615.

RESULT:	CARRIED [3-0]
MOVER:	Stoesz
SECONDER:	Ruhland
AYES:	Rafferty, Ruhland and Stoesz

2. FINANCE DEPARTMENT REPORT

No Report

3. ADMINISTRATION DEPARTMENT REPORT

Item 3A, Appointment of Police Sergeant

Motion to Approve the Promotion of Katie Kraemer to the position of Police Sergeant.

RESULT:	CARRIED [3-0]
MOVER:	Stoesz
SECONDER:	Ruhland
AYES:	Rafferty, Ruhland and Stoesz

4. PUBLIC SAFETY DEPARTMENT REPORT

No Report

5. PUBLIC SERVICES DEPARTMENT REPORT

No Report

6. COMMUNITY DEVELOPMENT REPORT

Item 6A, Watermark 8th Addition

The City Planner provided a PowerPoint presentation overviewing the Watermark 8th Addition project and current planning-related items for action this evening.

Motion to Adopt Resolution No. 24-115, Approving Watermark 8th Addition, PUD Final Plan/Final Plat.

RESULT:	CARRIED [3-0]
MOVER:	Stoesz
SECONDER:	Ruhland
AYES:	Rafferty, Ruhland and Stoesz

Motion to Adopt Resolution No. 24-116 Approving Watermark 8th Addition Development Agreement and Planned Unit Development Agreement.

RESULT:	CARRIED [3-0]
MOVER:	Stoesz
SECONDER:	Ruhland
AYES:	Rafferty, Ruhland and Stoesz

Motion to Adopt Resolution No. 24-117, Resolution Approving Watermark 8th Addition Open Space Easement Agreement.

RESULT:	CARRIED [3-0]
MOVER:	Stoesz
SECONDER:	Ruhland
AYES:	Rafferty, Ruhland and Stoesz

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

Item 8A, Professional Services Agreement with Citygate.

Mayor Rafferty stated that this item had been tabled at his request at a prior meeting, and since that time he has had an opportunity to review the contract further. He reported that Councilmembers Cavegn and Ruhland served on the task force that went through the RFP process. He stated that both police and fire services are included in the professional services agreement scope of work.

Motion to approve the professional services agreement with Citygate, with the amendment that the City Administrator be the point person named in the contract.

RESULT:	CARRIED [3-0]
MOVER:	Stoesz
SECONDER:	Ruhland
AYES:	Rafferty, Ruhland and Stoesz

9. NOTICES AND COMMUNICATIONS

Item 9A, Community Calendar: A Look Ahead

- i. Planning & Zoning Board Meeting, September 11th at 6:30 PM at City Hall.
- ii. Absentee Voting for the November 5th General Election, begins Friday, September 20th. Visit the Secretary of State’s website to request to have a ballot mailed. In-person absentee ballots will be available at City Hall during the absentee voting period.
- iii. City Council Work Session and Regular Meeting, September 23rd at 6:00 PM at City Hall.

ADJOURNMENT

Mayor Rafferty adjourned the meeting at 7:17 p.m.

These minutes were considered and approved at the regular Council Meeting on September 23, 2024.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

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

STAFF ORIGINATOR: Roberta Colotti, CMC, City Clerk

MEETING DATE: September 23, 2024

TOPIC: Resolution No. 24-120, Appointing Election Judges for the 2024 General Election

VOTE REQUIRED: Simple Majority

INTRODUCTION

The General Election will be held on Tuesday, November 5, 2024.

BACKGROUND

Pursuant to Minn. Stat. 204B.20, Election Judges shall be appointed to serve in an election precinct and the appointing authority shall designate a judge to serve as the Head Election Judge. Students ages 16 and 17 may also serve as Student Election Judges. Minn. Stat. §204B.021, Subd. 2, requires that appointments be made at least 25 days before the election at which the judges will serve and that additional appointments may be made after the 25-day mark should the need arise.

The list of election judge candidates is presented within the attached Resolution. It is also requested that the City Clerk be authorized to appoint additional certified and qualified Student Election Judges, Regular Election Judges and Head Election Judges, within 25 days of the election, as needed.

RECOMMENDATION

Consider Resolution No. 24-120, Appointing Election Judges for the 2024 General Election

ATTACHMENTS

Resolution No. 24-120

**CITY OF LINO LAKES
RESOLUTION NO. 24-120**

**APPOINTING ELECTION JUDGES FOR THE
2024 GENERAL ELECTION**

WHEREAS, the General Election will be held on Tuesday, November 5, 2024; and,

WHEREAS, pursuant to Minn. Stat. 204B.20, Election Judges shall be appointed to serve in an election precinct and the appointing authority shall designate a judge serve as the Head Election Judge; and,

WHEREAS, students ages 16 and 17 are eligible to serve as Student Election Judges; and,

WHEREAS, Minn. Stat. §204B.021, Subd. 2, requires that appointments be made at least 25 days before the election at which the judges will serve and that additional appointments may be made after the 25-day mark should the need arise; and,

WHEREAS, the attached list of candidates are certified eligible voters and students who wish to serve as Student Election Judges, Regular Election Judges and Head Judges if called to do so for the 2024 General Election.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the attached list of certified eligible voters and Student Election Judges are hereby appointed to serve in the 2024 General Election if called to do so.

BE IT FURTHER RESOLVED that should additional election judges outside of those hereby appointed be needed within 25 days of the election, the City Clerk is authorized to appoint additional certified and qualified Student Election Judges, Regular Election Judges and Head Judges.

Adopted by the City Council of the City of Lino Lakes this 23rd day of September, 2024.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

Last Name	First Name	Regular/Head Judge
Ahlgren	Meredith	Election Judge
Andrychowicz	Joel	Election Judge
Barnard	R Kent	Election Judge
Barton	Dan	Election Judge
Bayandalai	Uyanga	Election Judge
Benjamin	James	Election Judge
Berg	Darman	Election Judge
Borys	Colleen	Head Judge
Briss	Debra	Election Judge
Carlson	Angela	Election Judge
Carlson	Van	Head Judge
Carr	Dolores	Election Judge
Cartman	Gwendolyn	Election Judge
Cheesebrow	Kathryn	Election Judge
Cheesebrow	Tom	Election Judge
Couture	Eileen	Head Judge
Cravero	Andrew	Election Judge
Cravero	Debra	Election Judge
Dahl	Laurinda	Election Judge
Damiani	Kelli	Election Judge
DeBaker	Todd	Election Judge
Dehmer	Leo	Election Judge
Dick	Candace	Election Judge
Donnay-Rice	Rhonda	Election Judge
Enrooth	Stacy	Election Judge
Fetrow	Nichole	Election Judge
Fidler	Richard	Election Judge
Fletcher	Rebecca	Election Judge
Freeland	Peter	Election Judge
Grenier	Joseph	Election Judge
Harvey	Dorian	Election Judge
Heiskary	Steven	Election Judge
Hermanson	Randy	Election Judge
Herr	Robert	Election Judge
Hoebertz	Dagmar	Election Judge
Howard	Ruth	Election Judge
Hyden	Debra	Election Judge
Jacobson	Pamela	Head Judge
Jacobson	Thomas	Election Judge
Johnson	Kimberli	Head Judge
Johnson	Susan	Election Judge
Juhl	Loretta	Election Judge

Kahat	Steve	Election Judge
Kihlstadius	Donovan	Election Judge
Kleinwolterink	Mark	Election Judge
Kohler	Patrick	Election Judge
Kozlak	Paul	Election Judge
Kranz	Sharon	Election Judge
Lahlum	Dan	Election Judge
Lahlum	Jolie	Election Judge
Landberg	Steve	Election Judge
Leavell	Karen	Election Judge
Lee	Jennifer	Election Judge
Lemon	Andrea	Election Judge
Liberty	John	Election Judge
Lincoln	Tammy	Election Judge
Liu	Matthew	Election Judge
Logid	Janet	Head Judge
Lucey	Jeff	Head Judge
Ly	David	Election Judge
Lysiak	Garrett	Election Judge
Marquette	Tom	Election Judge
Matti	Jennifer	Election Judge
Maxwell	Dawn	Election Judge
McCool	Kathryn	Election Judge
McCool	Patrick	Election Judge
McMahon	Beth	Election Judge
Melanson	Nathan	Election Judge
Minar	Stephen	Election Judge
Moberg	Lyndell	Election Judge
Morgan	Jessica	Election Judge
Morris	Deborah	Head Judge
Murphy	Kevin	Election Judge
Musser	Dan	Head Judge
Nault	Ruth	Election Judge
Nelson	Julia	Election Judge
Nordlund	John	Head Judge
O'Brien	Lois	Election Judge
O'Connell	Teresa	Election Judge
Palmer	Denise	Head Judge
Pasqualini	Janice	Election Judge
Penn	Marg	Election Judge
Peterson	Darren	Election Judge
Plaisance	Joseph	Election Judge
Rauch	Ann	Election Judge
Roberg	Roy	Head Judge

Rogers	Gregory	Election Judge
Rousseau	Heidi	Election Judge
Ruble	Charlotte	Election Judge
Rucinski	Dedrea	Election Judge
Safranek	Tyler	Election Judge
Schintgen	Nicholas	Election Judge
Sheldon	Ann	Election Judge
Sheldon	Thomas	Election Judge
Simonson	Katey	Election Judge
Smude	Meghan	Election Judge
Stennes-Rogness	Suzanne	Election Judge
Stenvig	Todd	Election Judge
Stevenson	Mary Jo	Election Judge
Surma-Heine	Loerane	Head Judge
Swanson	Charles	Election Judge
Taran-Maddy	Lisa	Election Judge
Tews	Donna A.	Election Judge
Ueki	Lisa	Election Judge
Utecht	Betty	Head Judge
Van Gundy	Kent	Election Judge
Wangert	Daryl	Election Judge
Wehlage	Vernon	Election Judge
Winegar	Denice	Election Judge
Zola	Kenneth	Election Judge

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

STAFF ORIGINATOR: Roberta Colotti, CMC, City Clerk

MEETING DATE: September 23, 2024

TOPIC: Approval of Exempt Gambling Permits

VOTE REQUIRED: Simple Majority

INTRODUCTION

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

BACKGROUND

The City is in receipt of three Exempt Permit applications:

- Lino Lakes Lions, permit for October 5, 2024 at St. Joseph of the Lakes Catholic Church
- St. Joesph of the Lakes Catholic Church, permit for November 26, 2024 at St. Joesph of the Lakes Catholic Church
- Knights of Columbus, Council #9905, permit for January 4, 2025 at St. Joseph of the Lakes Catholic Church

RECOMMENDATION

Motion to acknowledge and approve the applications for Exempt and Excluded Gambling Permits, as presented, with no waiting period.

ATTACHMENTS

None

**Lino Lakes City Council
Work Session
Minutes**

DATE: September 3, 2024
TIME STARTED: 6:00 P.M.
TIME ENDED: 7:10 P.M.
LOCATION: City Hall Community Room
MEMBERS PRESENT: Mayor Rafferty, Councilmembers Cavegn, Lyden, Stoesz and Ruhland
MEMBERS ABSENT: None

Staff Members Present: City Administrator Sarah Cotton, City Clerk Roberta Colotti, Community Development Director Michael Grochala, and City Planner Katie Larsen

1. Call to Order and Roll Call

Mayor Rafferty called the meeting to order at 6:00 p.m.

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

The agenda was adopted as presented.

3. Roers Companies - Woods Edge Property

The Community Development Director introduced the Roers Company representatives present this evening. He stated that the City Economic Development Authority (EDA) received a letter of intent from Roers Companies to purchase 6.27 acres of EDA-owned property in the Legacy at Woods Edge Development. This evening, they are present to discuss the multi-family project and associated commercial development.

Andy Bollig, Development Partner with Roers Companies, said that Ehlers & Associates connected them with the Woods Edge site. He said he believes there is development potential for this site. He said that Roers Companies strictly does multi-family building development. They would need to partner with a commercial developer for the commercial portion of the site.

Mr. Bollig said that retail development is a very difficult market. He identified visibility and traffic counts as concerns for the site. He said that they would develop the multi-family piece and leave the other section for a future commercial developer to complete. He said ideas for the site include a retail pad or a city use such as a recreation facility.

Councilmember Ruhland said the commercial development piece is non-negotiable. He suggested Roers Companies find a development partner and return with a joint proposal. He noted that a prior developer could not make the commercial piece work so they passed on the development.

Mr. Bollig said that if a commercial piece is required at the time of the multi-family development, then his company will not be developing the site. He noted that retail developers are focused on first and second-ring suburbs.

Councilmember Lyden stated that this site is guided as multi-family/commercial. He said that the City Council has put money into the Rookery as a recreation facility in the area and he would like to see a commercial use that builds on that, such as mini golf, an escape room, or similar family entertainment. He stated that while he doesn't favor the multi-family development it is allowed per the Comprehensive Plan.

Mayor Rafferty stated that commercial has been part of the plan, and he doesn't want to eliminate that element.

Councilmember Stoesz agreed that commercial development has been an important part of the development site so he would not move forward with a project that just had the multi-family piece.

Mr. Bollig asked if the City would consider splitting the lot.

Councilmember Ruhland said that the City would not favor splitting the lot and suggested that Mr. Bollig return with a proposal for both multi-family and commercial development.

The Community Development Director stated that the next step is a response from the developer to the Council's comments this evening. He stated that given the candid discussion, he would expect a quick response.

The Community Development Director stated that the City may need to look at the future uses for this site. Regarding the suggestion to use the commercial site for further recreation amenities, the Rookery already has two other developable acres of land nearby.

The Community Development Director stated that with this project site, we have utilities built for multi-family and commercial development that are currently underutilized. The net change of going from a residential/commercial development to a recreation amenity is a net change from a project that pays for infrastructure and pays taxes, to a park property that doesn't cover costs or pay taxes.

Mayor Rafferty stated that he agrees the project site needs development designed to cover costs through taxes and development revenue.

Councilmember Stoesz asked if there was anything further for the Council to consider on this matter.

The Community Development Director stated that if Roers Companies did move forward with a project, they would need to extend the timeline to allow them to find a commercial development partner and they have asked about lowering the earnest money.

Councilmember Ruhland stated that he supports the extended timeline if Roers Companies wants to find a commercial development partner for the project.

Councilmember Ruhland stated that he would support lowering the earnest money requirement.

Councilmember Stoesz discussed the impact of signage along the highway.

Councilmember Lyden suggested a citizen survey question regarding the future development of the site.

Councilmember Cavegn said that the goal for this site has been commercial development. So, while he is not opposed to the multi-family development, he would like to hold for the commercial development.

Mayor Rafferty stated that if the multi-family development isn't built here, it would be built elsewhere and there has been difficulty finding locations for development in the past.

4. Main Street Corridor Proposal Update

The Community Development Director reported that staff is currently working with Kimley-Horn and WSB on the scope of services for the Main Street Corridor Master Plan. Kimley-Horn is a national planning and design consulting firm that offers comprehensive development services. They have extensive experience in master planning and AUAR preparation. WSB is the City Engineer and will be handling some of the infrastructure components of the planning process. Staff is also working to bring in a firm to handle the public engagement process. He reported that staff anticipates having the scope and professional services proposal in place for consideration at either the September 9th or 23rd Council meeting.

Councilmember Stoesz asked about Anoka County's involvement in the planning process.

The Community Development Director stated that Anoka County considers Main Street a thoroughfare road. He stated that Anoka County along with Anoka County Parks, the school district, and watershed will be included in the planning process.

5. **White Bear Township Water Supply Request**

The Community Development Director reported that the North Oaks Company has submitted a concept plan “Wilkinson Waters” for the development of their property in Lino Lakes, located northwest of the Centerville/CR J intersection. This area lies within Sanitary Sewer District No. 4. Sanitary sewer for this area is proposed to be provided from a White Bear Township trunk line that was previously extended to the municipal limits. Water service will eventually be provided by Lino Lakes. However, the City’s closest lines are 1.5 miles to the north of the project site, and given existing supply issues related to White Bear Lake, extension of our lines would be premature.

The Community Development Director reported that White Bear Township has water main stubbed to the property along with lateral water mains running through the property serving the City of North Oaks, Rapp Farm, and development on the west side of Wilkinson Lake. White Bear Township currently has agreements in place with the North Oaks Development Company for water supply. Provided capacity is available staff is proposing an agreement with White Bear Township to provide water to this area for an interim period.

The Community Development Director requested Council direction regarding discussing possible water supply service with White Bear Township.

Council Consensus

It was the consensus of the City Council to support discussions with White Bear Township regarding possible water supply service to the Wilkinson Waters future development area in Lino Lakes.

6. **Amendment to Java Purchase Agreement**

The Community Development Director stated that staff is requesting City Council direction to place the proposed amendment to the Java purchase agreement on the September 9, 2024, regular meeting for consideration. He stated that in September of 2023, the City entered into a purchase agreement with Java Companies for the Sale of 2.24 acres located at the corner of Lake Drive and 77th Street. Java Companies has been actively working on both adjacent land acquisition and tenant contracts to develop the site.

Mayor Rafferty stated that he would support the proposed timeline extensions to the agreement.

Councilmember Ruhland stated that he also supports the request.

Councilmember Lyden clarified the construction timeline with staff.

Councilmember Stoesz stated that he supports the request as well.

Councilmember Lyden asked what the property on the other side of development was identified to be develop into.

The Community Development Director said it was proposed to be an oil change business.

Councilmember Cavegn stated that he prefers shops and restaurants to auto uses.

Councilmember Lyden asked what uses are currently permitted on this site.

The Community Development Director stated that it is zoned General Business, but not for auto repair on the North side of the development. He stated that the developer would want to know as soon as possible if there wasn't support for the project as they have a significant investment in project plans.

Councilmember Cavegn said that the bottom line is we had restrictions on the north side and the developer accommodated those.

Mayor Rafferty stated that at this point the development could be a future restaurant, as that is not defined.

7. Notices and Communications

None

8. Adjournment

Mayor Rafferty adjourned the meeting at 7:10 p.m.

These minutes were approved at the regular Council Meeting on September 23, 2024.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

**Lino Lakes City Council
Work Session
Minutes**

DATE: July 22, 2024
TIME STARTED: 6:00 P.M.
TIME ENDED: 6:17 P.M.
LOCATION: City Hall Community Room
MEMBERS PRESENT: Mayor Rafferty, Councilmembers Cavegn, Lyden, Stoesz and Ruhland
MEMBERS ABSENT: None

Staff Members Present: City Administrator Sarah Cotton, City Clerk Roberta Colotti, Community Development Director Michael Grochala, Human Resources/Communications Manager Meg Sawyer, City Engineer Diane Hankee, Finance Director Hannah Lynch, and Public Safety Director John Swenson

1. Call to Order and Roll Call

Mayor Rafferty called the meeting to order at 6:00 p.m.

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

The agenda was adopted as presented.

3. BS&A Software Conversion Update

The Finance Director reported that BS&A Software has been contracted to provide software to serve the Finance, Community Development, and Human Resources Departments. The original schedule for implementation was Fall 2025, however, they have moved our project up on their schedule to December 2024.

The Finance Director reported that staff has started working with BS&A staff to communicate current processes and procedures so it can be determined how to best implement them in the new software. One process that will need to change is the practice of credit card processing fees. Currently, with two different software's for the building department and utility billing, credit card fees are passed on to the customer for building but paid for by the City for utility billing. With the new software, all fees need to be treated the same. Staff is proposing all fees be passed on to the customer which would be a change for utility billing that would be communicated in advance. Utility billing customers would still have the ability to avoid credit card fees by signing up for auto-pay or by mailing in a check.

Councilmember Stoesz asked how many other cities absorb the cost of processing credit cards.

The Finance Director stated that approximately 5% of cities were reported to cover the cost.

There were no further questions or objection by the Council to the proposal to pass on the credit card processing fees as presented.

4. **Review the Regular Agenda**

Mayor Rafferty noted that the Lino Lakes Ambassadors and Candidates would be present at the Regular Meeting, during the Special Presentation portion of the meeting.

The Public Safety Director stated that the American Legion prepared the presentation that would be given this evening at the Regular Meeting for the Police Officer and Firefighter of the Year Awards.

Mayor Rafferty stated that the American Legion awards are prestigious, and it was impressive that Lino Lakes Police and Fire Departments were both receiving an award this year.

Councilmember Ruhland stated that he would like to pull Item 1B, Consider Approval of May 28, 2024 Work Session Minutes, from the Consent Agenda this evening as he has proposed edits.

Councilmember Ruhland stated that he would also like to pull Item 1G, Consider Resolution No. 24-101, Authorizing the Issuance of a Solicitor Permit to Sunburn Construction (DBA Everlight Solar) as he would like to abstain from the vote due to a conflict of interest.

The Human Resources/Communications Manager reported that current Lino Lakes employee Jessica Crowe would be moving to the Investigative Assistant role with the appointment recommended this evening. She also reported that the Public Works Maintenance Worker has a proposed start date of July 23, 2024.

The City Administrator stated that the Public Works appointment would bring the department to full strength.

The Council discussed the Fire Department staffing levels and recent promotions.

Mayor Rafferty stated that the City Attorney would be present this evening to render his opinion regarding the petitions that were recently received by the City.

The City Engineer reported that the Pine Haven public hearing would be similar to the project public hearing recently held by the Council. She noted that since that meeting the City website has been updated to answer some of the questions that were brought up at that meeting.

The Council discussed the appointment of a Government Buildings Custodial Work and the Human Resources/Communications Manager noted that it has worked well and been cost-effective to hire staff vs. contracting out this work.

The Council reviewed the order of business for the regular meeting in consideration of anticipated attendance.

The City Engineer provided an overview of the proposed Ordinance No. 10-24, Vacating Drainage & Utility Easement, Outlot C, Watermark 5th Addition.

Mayor Rafferty requested that the City Clerk provide notice of a possible quorum at the Night to Unite event in August.

5. **Adjournment**

Mayor Rafferty adjourned the meeting at 6:17 p.m.

These minutes were approved at the regular Council Meeting on September 23, 2024.

Roberta Colotti, CMC
City Clerk

Rob Rafferty,
Mayor

**8CITY COUNCIL
REGULAR MEETING STAFF REPORT
AGENDA ITEM 1J**

STAFF ORIGINATOR: Roberta Colotti, CMC, City Clerk

MEETING DATE: September 23, 2024

TOPIC: Consider Resolution No. 24-129, Authorizing the Issuance of a Special Event Permit and Temporary Liquor License: American Legion Post 566, Octoberfest

VOTE REQUIRED: Simple Majority

INTRODUCTION

The Council is being asked to consider approval of Resolution No. 24-129, Authorizing the Issuance of a Special Event Permit and Temporary Liquor License: American Legion Post 566, Octoberfest event.

BACKGROUND

The American Legion Post 566 has applied for a special event permit and temporary liquor license for and Octoberfest event, to be held September 28, 2024.

Background information has been submitted for the approval of the public safety division. They are requesting use of a stage from the City with costs to be covered by the American Legion.

RECOMMENDATION

Consider No. 24-129, Authorizing the Issuance of a Special Event Permit and Temporary Liquor License: American Legion Post 566, Octoberfest

ATTACHMENTS

Resolution No. 24-129

**CITY OF LINO LAKES
RESOLUTION NO. 24-129**

**AUTHORIZING THE ISSUANCE OF A SPECIAL EVENT PERMIT AND TEMPORARY
LIQUOR LICENSE: AMERICAN LEGION POST 566, OCTOBERFEST**

WHEREAS, the American Legion Post 566 has applied for a special event permit and temporary liquor license; and,

WHEREAS, the event is scheduled to take place on September 28, 2024; and,

WHEREAS, the event is to be hosted at the Lino Lakes American Legion Post 566; and

WHEREAS, the Public Safety Department will review the plans for the event; and,

WHEREAS, American Legion Post 566 volunteers will be present to control parking and event logistics; and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the City Council authorizes issuance of a Special Event Permit and Temporary Liquor License for the American Legion Post 566 to host an Octoberfest event on September 28, 2024, contingent upon the approval of the Public Safety Department and confirmation of all required documentation.

Adopted by the City Council of the City of Lino Lakes this 23rd day of September, 2024.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

**CITY OF LINO LAKES
RESOLUTION NO. 24-114**

RESOLUTION TO CENSURE COUNCILMEMBER

WHEREAS, the City of Lino Lakes has been involved in significant discussions over the last number of months concerning the proposed Madinah Lakes project, the need to master plan the area where the proposed project is located, and the adoption of an interim ordinance to allow the needed master planning to occur; and,

WHEREAS, the adoption of an interim ordinance by the City Council on July 8, 2024, was driven by the City’s Comprehensive Plan and the potential for two large-scale developments in the NW Quadrant of the City being undertaken in the absence of a master plan; and,

WHEREAS, on August 6, 2024, Councilmember Chris Lyden replied to an email sent on August 4, 2024, by williamsobserver@yahoo.com, which the email contains very significant negative and derogatory commentary related to the Koran and the Muslim faith. In response to the email, Councilmember Lyden replied from his City email account (clyden@linolakes.us):

“Might be the best email I have ever received! Thank you Sir!”; and,

WHEREAS, Councilmember Lyden’s reply could be interpreted by some as endorsing the views and opinions expressed in the email; and,

WHEREAS, Councilmember Lyden’s response was inappropriate and reflects poorly on the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that Councilmember Lyden is hereby censured by the City Council for his response to the August 4, 2024, email from williamsobserver@yahoo.com. The response neither reflects the views of the City or the views of the City Council. The Council disavows the email response in its entirety.

Adopted by the City Council of the City of Lino Lakes this 23rd day of September 2024.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

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

STAFF ORIGINATOR: Meg Sawyer, Human Resources and Communications Manager

MEETING DATE: September 23, 2024

TOPIC: Paid On-Call Fire District Chief Promotion

VOTE REQUIRED: Simple Majority

INTRODUCTION

The City Council is being asked to approve the appointment of Jon Stalker for the Paid On-Call District Chief position at Fire Station #2.

BACKGROUND

Staff has completed the recruitment process, provided a conditional offer, and is recommending the approval of Jon Stalker for the Paid On-Call District Chief position.

Stalker has been a member of the Lino Lakes' Public Safety Fire team since 2017 and was promoted to Fire Lieutenant in 2019. Stalker also have 5 years of experience with Centennial Fire District.

The hourly rate of pay would remain the same but as a District Chief he will receive a \$300 monthly stipend. Stalker will be eligible for an annual cost of living (COLA) adjustment and upon completion of 5 years of service will be eligible for a step increase. With the Council's approval, Stalker would start in the position of Paid On-Call District Chief on October 1, 2024.

RECOMMENDATION

Approve the appointment of Jon Stalker for the Paid On-Call District Chief position at Fire Station #2.

ATTACHMENTS

None

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

STAFF ORIGINATOR: Hannah Lynch

MEETING DATE: September 23, 2024

TOPIC: Consider Resolution No. 24-121, Adopting the 2025 Preliminary Levy

VOTE REQUIRED: Simple Majority

INTRODUCTION

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

The 2025 preliminary levy of \$16,006,535 represents a \$1,885,607 or 13.35% increase over the 2024 levy. With the net tax capacity value increasing only 1.74%, the tax rate is anticipated to increase to 40.133% from 36.098%.

The preliminary levy in Resolution No. 24-121 represents the City’s maximum levy for 2025. The final levy may be decreased but cannot be raised when it is adopted in December.

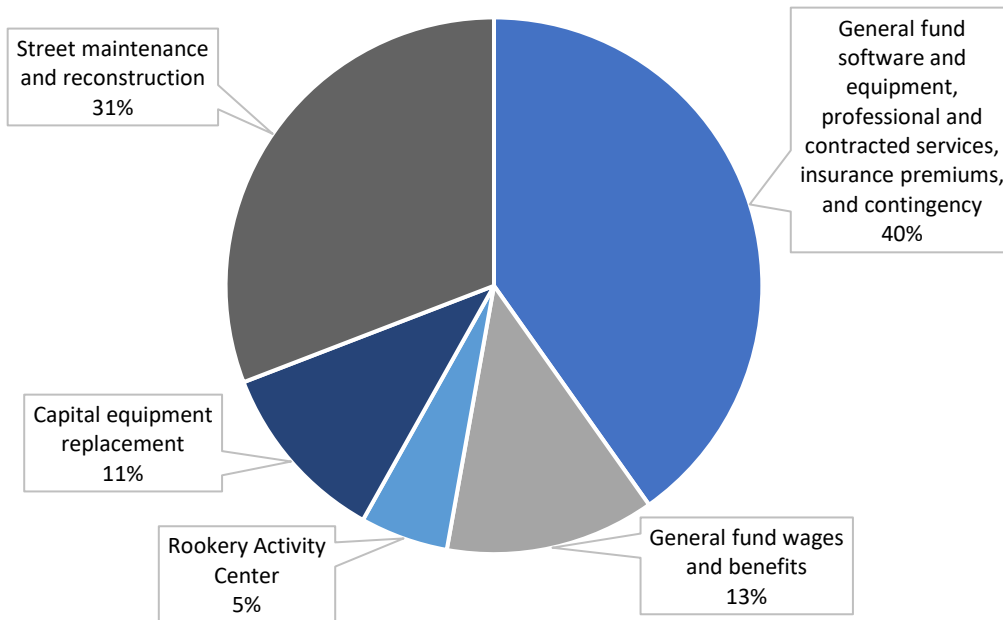
BACKGROUND

The City Council held two budget work sessions where the following was discussed as it relates to the draft 2025 Annual Budget and 2025-2029 Financial Plan:

- August 12, 2024: Tax Levy, 2025 Capital, General Fund Budget
- August 26, 2024: Enterprise and Rookery Activity Center Fund Budgets

The preliminary levy maintains essential services and programs while the city continues to experience rising costs in the current inflationary environment. Highlights of the levy increase are depicted in the graph below.

Preliminary Levy Increase



RECOMMENDATION

Staff recommends Resolution No. 24-121, Adopting the 2025 Preliminary Levy.

ATTACHMENTS

Resolution No. 24-121

2025 Annual Budget – Preliminary Adoption

**CITY OF LINO LAKES
RESOLUTION NO. 24-121**

ADOPTING THE 2025 PRELIMINARY LEVY

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

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

WHEREAS, the City Council has reviewed the 2025 preliminary levy and must certify it to Anoka County on or before September 30, 2024.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the following be levied for taxes payable 2025:

General Levies	<u>\$14,285,625</u>
Bonded Indebtedness	
2015A G.O.	216,182
2015A G.O. Abatement	53,682
2015 EDA Lease Revenue	318,557
2018A G.O.	484,215
2021A G.O.	209,575
2024A G.O.	<u>438,699</u>
	<u>\$1,720,910</u>
Total 2025 Preliminary Levy	<u>\$16,006,535</u>

Adopted by the City Council of the City of Lino Lakes this 23rd day of September 2024.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

2025 ANNUAL BUDGET

Preliminary Adoption – September 23, 2024



**CITY OF LINO LAKES
2024-2025 BUDGET SUMMARY**

	Adopted 2024	Proposed 2025	\$ Change	% Change
<u>Tax Levy</u>				
Operating Levy	12,833,204	14,285,625	1,452,421	11.32%
Debt Levy	1,287,724	1,720,910	433,186	33.64%
Total Tax Levy	<u>14,120,928</u>	<u>16,006,535</u>	<u>1,885,607</u>	<u>13.35%</u>

General Fund Budget

Revenues				
Property Taxes	10,429,606	11,416,560	986,954	9.46%
Other Taxes	185,000	155,000	(30,000)	-16.22%
Business Licenses and Permits	72,225	80,748	8,523	11.80%
Non-Business Licenses and Permits	1,025,190	892,961	(132,229)	-12.90%
Intergovernmental	692,622	919,325	226,703	32.73%
Charges for Services	456,325	454,496	(1,829)	-0.40%
Fines and Forfeits	76,000	76,000	-	0.00%
Investment Earnings	30,000	75,000	45,000	150.00%
Miscellaneous	32,000	48,000	16,000	50.00%
Use of Reserves	150,000	-	(150,000)	0.00%
Transfer From Other Funds	20,000	-	(20,000)	-100.00%
Total Revenues	<u>13,168,968</u>	<u>14,118,090</u>	<u>949,122</u>	<u>7.21%</u>

Expenditures				
Administration	1,766,798	1,862,351	95,553	5.41%
Community Development	923,264	978,316	55,052	5.96%
Public Safety	6,693,725	7,074,296	380,571	5.69%
Public Services	3,555,934	3,803,127	247,193	6.95%
Other	229,247	400,000	170,753	74.48%
Total Expenditures	<u>13,168,968</u>	<u>14,118,090</u>	<u>949,122</u>	<u>7.21%</u>

<u>Tax Rate</u>	<u>36.098%</u>	<u>40.133%</u>
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**CITY OF LINO LAKES
2025 PROPOSED TAX LEVY**

			Adopted 2022	Adopted 2023	Adopted 2024	Proposed 2025	2024-2025	
							\$ Change	% Change
Operating Levy	Fund							
General Fund	101		8,748,619	9,694,085	10,394,606	11,390,560	995,954	9.58%
Rookery Activity Center	202		-	325,000	500,000	600,000	100,000	20.00%
Blue Heron Days	205		10,000	-	10,000	10,000	-	0.00%
Capital Equipment Replacement	402		150,000	325,000	600,000	810,000	210,000	35.00%
Capital Fire Water Tender Replacement	402		-	-	223,598	221,565	(2,033)	(0.91%)
Office Equipment Replacement	403		25,000	25,000	25,000	25,000	-	0.00%
Street Maintenance	421		782,224	860,446	990,000	1,138,500	148,500	15.00%
Park and Trail Improvements	425		75,000	90,000	90,000	90,000	-	0.00%
Total Operating Levy			9,790,843	11,319,531	12,833,204	14,285,625	1,452,421	11.32%
Debt Levy	Final Levy Year	Purpose						
Certificate of Indebtedness 2019	2022	Police/Fleet Capital Equipment	139,493	-	-	-	-	0.00%
Certificate of Indebtedness 2020	2023	Police/Fleet Capital Equipment	106,042	106,299	-	-	-	0.00%
G.O. Bond 2012A (1)	2023	Main St/Lake Dr & Birch St/Ware Rd Traffic Signals/Refund 2003A Series Bonds (Elm Street, Twilight Acres Water Main, Century Farm Lift Station)	178,794	176,109	-	-	-	0.00%
G.O. Bond 2015A (1)	2030	Shenandoah Area Street Reconstruction Improv	216,497	223,532	219,857	216,182	(3,675)	(1.67%)
G.O. Bond 2015A - Abatement Portion	2026	Birch Street Sanitary Sewer Ext & Turn Lanes	51,372	50,427	54,732	53,682	(1,050)	(1.92%)
EDA Lease/Revenue Bond 2015	2035	Fire Station #2	316,300	320,815	319,765	318,557	(1,208)	(0.38%)
G.O. Tax Abatement Refunding Bond 2016C	2022	City's Participation in YMCA Project	325,054	-	-	-	-	0.00%
G.O Bond 2018A	2033	West Shadow Lake Dr & LaMotte Area Street Reconstruction Improv/Lake Dr Watermain/Tri	485,212	485,737	485,475	484,215	(1,260)	(0.26%)
G.O Bond 2021A	2031	4th Ave, Joyer Ln, Karth Rd, Talle Ln, Canfield Rd, and Gaage Ln Street Reconstruction Improv	209,680	211,465	207,895	209,575	1,680	0.81%
G.O. Bond 2024A	2039	Colonial Woods and Pine Haven Street Reconstruction Improv	-	-	-	438,699	438,699	0.00%
Total Debt Levy			2,028,444	1,574,384	1,287,724	1,720,910	433,186	33.64%
Total Levy			11,819,287	12,893,915	14,120,928	16,006,535	1,885,607	13.35%

(1) Levy result of Voter-Approved Referendum

**CITY OF LINO LAKES
2025 PROPOSED TAX CAPACITY RATE**

	Actual 2022	Actual 2023	Adopted 2024	Actual 2024	Proposed 2025
Taxable Market Value	2,587,650,762	3,287,882,335	3,544,111,404	3,539,171,941	3,586,602,637 *
<i>Annual % Change</i>	6.26%	27.06%	7.79%	7.64%	1.34%
	Actual 2022	Actual 2023	Adopted 2024	Actual 2024	Proposed 2025
Total Tax Capacity Value	27,908,349	35,452,015	38,860,006	38,846,166	39,619,619 *
Less FD Contribution in Value	(1,643,524)	(1,502,577)	(1,820,393)	(1,820,393)	(2,342,867)
Less Captured Value for Tax Increment	(783,140)	(1,041,739)	(1,399,316)	(1,399,596)	(1,031,616) *
Total Net Tax Capacity Value	25,481,685	32,907,699	35,640,297	35,626,177	36,245,136
<i>Annual % Change</i>	5.70%	29.14%	8.30%	8.26%	1.74%
Total Levy	11,819,287	12,893,915	14,120,928	14,120,928	16,006,535
Less FD Distribution	(1,587,612)	(1,384,776)	(1,260,837)	(1,260,837)	(1,460,414) *
Total Net Levy for Tax Rate	10,231,675	11,509,139	12,860,091	12,860,091	14,546,121
<i>Annual % Change</i>	5.81%	12.49%	11.74%	11.74%	13.11%
City Tax Capacity Rate	40.154%	34.974%	36.084%	36.098%	40.133%

*Anoka County Payable 2025 Preliminary Values as of 07/30/2024

**CITY OF LINO LAKES
2025 PROPOSED GENERAL FUND REVENUE**

	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	\$ Increase/ Decrease	% Increase/ Decrease
Property Taxes	8,759,777	9,666,211	10,429,606	3,053,760	10,429,606	986,954	11,416,560	986,954	9.46%
Other Taxes	152,971	147,131	185,000	49,955	185,000	(30,000)	155,000	(30,000)	(16.22%)
Special Assessments	0	1,185	0	0	0	0	0	0	***
Business Licenses and Permits	28,894	72,610	72,225	70,846	72,225	8,523	80,748	8,523	11.80%
Non-Business Licenses and Permits	1,247,111	901,042	1,025,190	468,366	1,025,190	(132,229)	892,961	(132,229)	(12.90%)
Intergovernmental	700,740	908,267	692,622	198,318	692,622	226,703	919,325	226,703	32.73%
Charges for Services	479,721	442,560	456,325	291,038	456,325	(1,829)	454,496	(1,829)	(0.40%)
Fines and Forfeits	61,141	85,400	76,000	48,938	76,000	0	76,000	0	0.00%
Investment Earnings	(163,143)	307,403	30,000	96,156	30,000	45,000	75,000	45,000	150.00%
Miscellaneous	55,049	50,285	32,000	12,626	32,000	16,000	48,000	16,000	50.00%
Other Financing Sources	40,000	21,213	170,000	20,040	20,000	(20,000)	0	(170,000)	(100.00%)
TOTAL REVENUES	11,362,261	12,603,307	13,168,968	4,310,043	13,018,968	1,099,122	14,118,090	949,122	7.21%

**CITY OF LINO LAKES
2025 PROPOSED GENERAL FUND REVENUE**

	Account Number	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
Property Taxes									
Current Taxes	101-000-3010-000	8,702,091	9,623,450	10,394,606	3,053,760	10,394,606	995,954	11,390,560	Levy for General Operations
Delinquent Taxes	101-000-3020-000	31,359	19,968	30,000	0	30,000	(5,000)	25,000	Prior Year(s) Delinquencies
Excess Tax Increments	101-000-3050-000	20,448	21,567	0	0	0	0	0	
Tax Forfeits	101-000-3060-000	302	0	0	0	0	0	0	
Penalties & Interest	101-000-3150-000	5,577	1,226	5,000	0	5,000	(4,000)	1,000	
		8,759,777	9,666,211	10,429,606	3,053,760	10,429,606	986,954	11,416,560	
Other Taxes									
Lodging Tax	101-000-3225-000	72,907	79,581	85,000	23,832	85,000	0	85,000	Twin Cities Gateway Pass-Through
Circle Pines Gas Franchise	101-000-3350-000	80,064	67,550	100,000	26,123	100,000	(30,000)	70,000	
		152,971	147,131	185,000	49,955	185,000	(30,000)	155,000	
Special Assessments									
Current Assessments	101-000-3110-000	0	968	0	0	0	0	0	
Delinquent Assessments	101-000-3120-000	0	217	0	0	0	0	0	
		0	1,185	0	0	0	0	0	
Business Licenses and Permits									
Liquor License - Bar	101-000-3201-000	3,720	42,200	42,000	41,440	42,000	0	42,000	License to Sell Liquor for On-Premises Consumption
Liquor License - Beer	101-000-3202-000	0	0	0	1,000	0	0	0	License to Sell Packaged Liquor for Off-Premises Consumption
Off-Sale Liquor	101-000-3203-000	1,600	1,600	1,400	1,200	1,400	0	1,400	License to Sell Packaged Liquor for Off-Premises Consumption
Sunday Liquor License	101-000-3204-000	190	1,800	1,800	2,000	1,800	0	1,800	License to Sell Liquor for On-Premises Consumption on Sunday
Club Liquor License	101-000-3205-000	0	500	500	300	500	0	500	
Beer Permit	101-000-3206-000	28	0	0	0	0	0	0	
Investigation Fee	101-000-3208-000	1,223	3,779	3,000	3,535	3,000	500	3,500	Fee to Perform Background Investigation for License Applicants
Garbage Removal License	101-000-3209-000	2,200	2,155	2,000	3,145	2,000	750	2,750	Annual License to Collect Refuse in the City
Temporary Consumption Permit	101-000-3210-000	200	100	300	50	300	(100)	200	
Tobacco License	101-000-3211-000	650	742	600	3,500	600	2,900	3,500	Annual License to Sell Tobacco in the City
Cannabinoid License	101-000-3212-000	0	950	600	1,900	600	1,300	1,900	
Contractor's License	101-000-3213-000	11,280	8,080	11,890	6,975	11,890	2,968	14,858	
Rental Housing License	101-000-3215-000	5,991	8,329	5,900	2,533	5,900	205	6,105	
Dance License	101-000-3219-000	105	35	35	35	35	0	35	
Fireworks License	101-000-3220-000	200	200	200	100	200	0	200	
Mobile Food Vendor Permit	101-000-3221-000	0	0	0	250	0	0	0	
Massage License	101-000-3222-000	902	1,141	1,000	1,384	1,000	0	1,000	
Peddlers License	101-000-3223-000	605	1,000	1,000	1,500	1,000	0	1,000	License for Door-to-Door Sales
		28,894	72,610	72,225	70,846	72,225	8,523	80,748	
Non-Business Licenses and Permits									
Building Permits	101-000-3250-000	628,685	448,045	588,135	246,367	588,135	(92,892)	495,243	Value-Based Fee-Covers the Cost of Inspec. & Code Compl.
Plan Inspection Fees	101-000-3251-000	364,451	259,455	258,325	136,893	258,325	(34,155)	224,170	65% of Bldg Permit Fee to Cover Cost of Plan Review
Erosion Control Permits	101-000-3252-000	22,720	18,880	32,000	9,600	32,000	(8,000)	24,000	
Plumbing Permits	101-000-3253-000	49,994	30,554	33,710	18,519	33,710	(314)	33,396	
Mechanical Permits	101-000-3254-000	105,910	85,327	69,195	30,829	69,195	1,609	70,804	
Septic Plumbing Permit	101-000-3255-000	5,410	5,890	5,680	2,320	5,680	14	5,694	
Septic System Permit	101-000-3256-000	7,750	6,500	7,100	2,500	7,100	(65)	7,035	
Fence Permit	101-000-3259-000	7,590	6,624	5,000	3,646	5,000	189	5,189	
Dog License	101-000-3260-000	967	720	1,000	466	1,000	0	1,000	
Sign Permit	101-000-3262-000	1,145	1,085	1,025	50	1,025	(84)	941	
Road Overweight Permit	101-000-3263-000	0	150	0	0	0	0	0	
Underground Utility Permit	101-000-3264-000	36,161	32,462	18,020	15,012	18,020	1,469	19,489	
Miscellaneous Permits	101-000-3266-000	16,328	5,350	6,000	2,164	6,000	0	6,000	
		1,247,111	901,042	1,025,190	468,366	1,025,190	(132,229)	892,961	
Intergovernmental									
TZD Safe Roads Grant	101-000-3314-000	25,537	37,515	25,000	4,421	25,000	5,000	30,000	Office of Traffic Safety (OTS) Grant Funding
Other Federal Revenue	101-000-3319-000	0	0	0	21,496	0	0	0	
Local Government Aid	101-000-3340-000	0	0	0	0	0	0	0	
Market Value Homestead Credit	101-000-3341-000	6,556	3,788	3,500	0	3,500	0	3,500	
Municipal State Aid	101-000-3345-000	276,074	266,516	275,000	147,057	275,000	20,000	295,000	For Maintenance of City-Designated State-Aid Roads
Police State Aid	101-000-3346-000	258,907	299,203	260,000	0	260,000	40,000	300,000	Aid for Police Retirement Plan and POST Training
Other State Revenue	101-000-3348-000	30,386	3,291	0	13,353	0	0	0	
Fire State Aid	101-000-3349-000	21,703	169,000	21,705	0	21,705	158,295	180,000	PERA SVF Contribution of \$139,630, Net Revenue \$40,370
Other Fire Aid	101-000-3351-000	13,408	30,255	20,000	11,991	20,000	0	20,000	Fire Training/Ed
Anoka County Solid Waste	101-000-3360-000	68,169	98,699	87,417	0	87,417	3,408	90,825	SCORE Grant for Recycling Efforts
		700,740	908,267	692,622	198,318	692,622	226,703	919,325	

**CITY OF LINO LAKES
2025 PROPOSED GENERAL FUND REVENUE**

	Account Number	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
Charges for Services									
Land Use Fee	101-000-3265-000	19,240	16,699	10,225	8,370	10,225	635	10,860	
Sale of Supplies	101-000-3404-000	12	294	25	597	25	175	200	Includes Data Request Searches & Retrieval of Responsive Data Fee
Assessment Searches	101-000-3405-000	7,940	5,560	8,000	2,400	8,000	(2,000)	6,000	
Election Filing Fees	101-000-3409-000	0	25	0	0	0	0	0	
SAC/Surcharge Fee	101-000-3414-000	9,298	5,524	6,000	1,638	6,000	0	6,000	
Aerial Map Fee	101-000-3417-000	23,670	4,410	20,000	9,540	20,000	(5,000)	15,000	
Police Reports	101-000-3420-000	797	975	800	177	800	0	800	
Police Other Revenues	101-000-3422-000	184,795	171,820	190,000	125,802	190,000	0	190,000	
Public Works Fees	101-000-3433-000	4,902	11,299	8,000	1,853	8,000	0	8,000	
Other Park Revenues	101-000-3470-000	6,399	5,787	5,000	1,225	5,000	0	5,000	
Engineering/Planning Charges	101-000-3492-000	53,911	48,751	34,000	44,991	34,000	1,486	35,486	
Investment Management Charge	101-000-3494-000	50,000	50,000	50,000	25,000	50,000	0	50,000	
Building Rents	101-000-3640-000	200	125	200	0	200	0	200	
Bldg Lease Revenue	101-000-3740-000	118,557	121,291	124,075	69,445	124,075	2,875	126,950	New Creations Child Care
		479,721	442,560	456,325	291,038	456,325	(1,829)	454,496	
Fines and Forfeits									
Fines & Forfeits	101-000-3510-000	61,041	84,800	75,000	48,338	75,000	0	75,000	
Driving Diversion Program (DDP)	101-000-3512-000	100	600	1,000	600	1,000	0	1,000	
		61,141	85,400	76,000	48,938	76,000	0	76,000	
Investment Earnings									
Interest on Investments	101-000-3620-000	(163,143)	163,200	30,000	73,752	30,000	45,000	75,000	2.00% Interest Rate Assumption
Change in Fair Value of Investments	101-000-3621-000	0	144,203	0	22,404	0	0	0	Included in Interest on Investments in 2022
		(163,143)	307,403	30,000	96,156	30,000	45,000	75,000	
Miscellaneous									
Donations	101-000-3720-000	200	1,000	0	55	0	0	0	
Refunds & Reimbursements	101-000-3730-000	52,769	48,841	30,000	10,444	30,000	16,000	46,000	Purchasing Card Rebates, LMC Insurance Dividend, Peace Officer Benefit, Police Vest Reimbursement
Cash Over/Short	101-000-3800-000	0	2	0	0	0	0	0	
Miscellaneous Revenue	101-000-3810-000	2,080	442	2,000	2,127	2,000	0	2,000	
		55,049	50,285	32,000	12,626	32,000	16,000	48,000	
Other Financing Sources									
Use of Fund Reserves	101-000-3900-000	0	0	150,000	0	0	0	0	
Sale of Fixed Assets	101-000-3910-000	0	1,213	0	40	0	0	0	
Transfer From Other Funds	101-000-3920-000	40,000	20,000	20,000	20,000	20,000	(20,000)	0	
		40,000	21,213	170,000	20,040	20,000	(20,000)	0	
Total Revenues		11,362,261	12,603,307	13,168,968	4,310,043	13,018,968	1,099,122	14,118,090	

**CITY OF LINO LAKES
GENERAL FUND
2025 BASE BUDGET ADJUSTMENTS**

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Mayor and Council	4300	Professional Services	Conduct Community Survey	\$ 45,000
Mayor and Council	4321	Telephone	Councilmember cellular phones	\$ 3,000
Mayor and Council	4343	Newsletter	Newsletter Design and Printing - quantity increase	\$ 510
Mayor and Council	4452	Subscriptions & Dues	League of MN Cities (LMC) dues increase	\$ 980
Administration	41XX	Personal Services	Eliminate vacant Deputy City Clerk position	\$ (89,683)
Administration	4300	Professional Services	Pre-Employment Assessments - increased recruitment activities and vendor cost increases	\$ 6,072
Administration	4321	Telephone	Staff cellular phones	\$ 895
Administration	4410	Contracted Services	CivicClerk Agenda and Meeting Mmgt. Software annual maint.	\$ 5,035
Administration	4410	Contracted Services	BS&A Software Annual Maintenance - HR Module	\$ 6,955
Administration	4410	Contracted Services	CivicEngage website annual maintenance increase	\$ 1,515
Administration	4452	Subscriptions & Dues	Dropbox large file sharing subscription	\$ 700
Elections	4340	Printing & Publishing	Cost of publishing required election notices; cost of printing election ballots (municipal expense in odd years)	\$ 1,900
Charter	3900	Professional Services	Charter Commission Directed Expenses increase per MN Statute 410.06 (0.07% of 2024 general property tax levy)	\$ 1,060
Finance	4308	Auditor	Account for 2024 actuals and 2025 projected 9.00% fee increase	\$ 4,000
Finance	4310	Other Consultants	Metro-INET Services, Programs & Support 10.00% fee increase	\$ 25,000
Finance	4310	Other Consultants	BS&A Software Annual Maintenance - Financial Modules; increase from Springbrook annual maintenance	\$ 17,580
Finance	4310	Other Consultants	Remainder of Springbrook Annual Maintenance Contract	\$ 20,382
Finance	4310	Other Consultants	EasyCIP Annual Maintenance (previously funded through Office Equipment Replacement Fund)	\$ 4,862
Finance	4330	Travel & Tuition	Decrease to reflect actual expenditures incurred, remove tuition reimbursement	\$ (3,500)
Finance	4340	Printing & Publishing	Increase for required publications in Quad Community Press	\$ 400
Finance	4342	Truth In Taxation	City's share of Anoka County truth in taxation/proposed tax notices mailed in November each year. The cost increases with the number of new parcels each year.	\$ 200
Finance	4345	Payment Processing	Credit Card Processing Fees - decrease to reflect passing fees onto the customer	\$ (2,000)
Finance	4410	Contracted Services	Assessment contract with Anoka County. Increase to reflect increased number of parcels assessed.	\$ 3,000
Legal	4301	Municipal Attorney	Increased activity requiring the support of the city attorney	\$ 10,000
Economic Development	4300	Professional Services	Reclassify ACRED Contribution	\$ (1,500)
Economic Development	4410	Contracted Services	Reclassify ACRED Contribution	\$ 1,500
Economic Development	4452	Subscriptions & Dues	Increase in membership costs	\$ 225
Planning	4410	Contracted Services	Increase in Comp Plan Update set aside; 35E AUAR	\$ 5,000
Planning	4410	Contracted Services	BS&A Software Annual Maintenance - CD Module	\$ 1,660
Engineering	4410	Engineering Consultant	WSB Retainer increase	\$ 2,996
Community Development	4321	Telephone	Staff cellular phone	\$ 600
Solid Waste	4330	Travel & Tuition	Conference fee	\$ 80
Solid Waste	4340	Printing and Publishing	Reclassify costs to newsletter and contracted services	\$ (4,000)
Solid Waste	4343	Newsletter	Reclassify newsletter costs from Printing and Publishing	\$ 3,100
Solid Waste	4410	Contracted Services	Increased cost for monthly recycling day	\$ 3,040
Forestry	4410	Contracted Services	Increase in EAB Tree Replacement Program	\$ 25,000
Police	4211	Maintenance Supplies	Increase in the numbers of battery replacements for portable radios	\$ 800
Police	4240	Small Tools	Mandated emergency siren upgrades	\$ 12,000
Police	4240	Small Tools	Tasers	\$ 1,198
Police	4300	Professional Services	Mandated biennial video audit does not occur in 2025	\$ (1,470)
Police	4321	Telephone	Change in cell phone vendor resulting in cost savings	\$ (760)
Police	4322	Postage	Decrease due to digital evidence sharing	\$ (500)
Police	4360	Insurance	Police liability insurance premium. LMCIT suggests cities allow for possible rate increases in the ranges of 5-9%. An 8% increase has been assumed.	\$ (375)
Police	4370	Uniforms	Upgrading police officer ballistic vests (7) from level 2 to level 3	\$ 9,300
Police	4381	Electricity	Increase in electricity cost for emergency sirens	\$ 80
Police	4410	Contracted Services	JLEC - RMS (\$2,415), Virtra Annual Plan (\$4,800), LEADS (\$272), Lexipol (\$474), Vector Solutions (\$600), 3SI (\$470), SWAT JPA (\$4,500), Archive Social (\$1,194), Health Strategies FIT (\$60)	\$ 14,785

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Police	4410	Contracted Services	Vehicle Towing, Dekota County Detox Facility, Dakota County CJN	\$ (3,588)
Fire	4321	Telephone	Change in cell phone vendor resulting in cost savings	\$ (340)
Fire	4330	Travel & Tuition	Restoring training capacity to 2023 budgeted amount	\$ 10,000
Fire	4370	Uniforms	Replacement of expiring fire turn-out gear	\$ 24,400
Fire	4410	Contracted Services	Ground ladder annual testing (\$640), SCBA annual testing (\$20), ACFPC RMS (\$223), Lexipol (\$162), Vector Solutions (\$800), air compressor & bottles annual service/testing (\$350), Health Strategies FIT (\$240), Archive Social (\$1,194)	\$ 3,629
Fire	4410	Contracted Services	NFPA Inspection Requirements	\$ (1,170)
Fire	4452	Subscriptions & Dues	NFPA annual dues	\$ 175
Building Inspections	4200	Office Supplies	Reduction	\$ (200)
Building Inspections	4300	Professional Services	BS&A Software Annual Maintenance - CD Module	\$ 11,000
Streets	4224	Patching Materials	Increase in bituminous due to addition of Tailgate Paver in 2023	\$ 12,500
Streets	4321	Telephone	Increase to account for actual costs incurred	\$ 450
Streets	4385	Street Lights	New Light Pole at Sioux Ln and Hokah Dr (\$9,000), Upgrade 10 Lighting Fixtures and Underground Conduit and Wiring on Fawn Ln (\$55,000), Legacy Light Post Painting 114 Light Poles (\$45,000)	\$ 109,000
Fleet	4212	Fuels	Decrease in the price of fuel	\$ (10,000)
Fleet	4321	Telephone	Increase to account for actual costs incurred	\$ 60
Fleet	4363	Auto Insurance	Auto insurance premium. LMCIT suggests cities allow for possible rate increases in the range of 5-10%. A 5% increase has been assumed (\$11,055). An additional assumption of three \$1,000 deductibles (\$3,000) has been added based on an historical average.	\$ 14,055
Fleet	4410	Contracted Services	Increase to account for actual costs of maintaining and repairing fire equipment	\$ 64,000
Fleet	4452	Subscriptions & Dues	Increase to account for Used Oil Class License Fee	\$ 100
Govt Buildings	4240	Small Tools	Portable Kaivak Machine (total cost \$4,900)	\$ 2,500
Govt Buildings	4361	Insurance	General liability, property, and excess liability insurance premium. LMCIT suggests cities allow for possible rate increases in the range of 5-9%. An 8% increase has been assumed.	\$ 8,655
Govt Buildings	4382	Utilities	Increase to account for actual costs incurred	\$ 4,000
Govt Buildings	4410	Contracted Services	Increase to account for actual costs incurred	\$ 7,000
Govt Buildings	4410	Contracted Services	S2 Door System Subscripton	\$ 3,840
Parks	4240	Small Tools	Battery Powered Tools (\$1,000), Tool Cat Attachments - 74" Snowblower (\$8,000) and 68" Angle Broom (\$7,000)	\$ 16,000
Parks	4382	Utilities	Increase to account for actual costs incurred	\$ 8,000
Other	4905	Contingency	Unknown events or circumstances	\$ 320,753

Total 2025 Adjustments Requested \$ 741,441

Increase in General Fund Base Budget	\$ 218,051
Decrease in Non-Property Tax General Fund Revenues	\$ 16,462
Decrease in General Fund Transfers In	\$ 20,000
Increase in Rookery Activity Center Levy	\$ 100,000
Increase in Capital Equipment Levy	\$ 210,000
Decrease in Capital Fire Water Tender Levy	\$ (2,033)
Increase in Pavement Management Levy	\$ 148,500
Decrease in Existing Debt Levies	\$ (5,513)
Increase in Debt Levy for 2024 Street Reconstruction	\$ 438,699

Total 2025 Tax Levy Increase \$ 1,885,607

CITY OF LINO LAKES
2025 PROPOSED GENERAL FUND EXPENDITURES

DEPT#	DESCRIPTION	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	\$ Increase/ Decrease	% Increase/ Decrease
ADMINISTRATION										
401	MAYOR AND COUNCIL	106,237	97,952	109,274	37,726	109,085	49,490	158,575	49,301	45.12%
402	ADMINISTRATION	650,970	561,264	712,764	293,792	754,498	(68,511)	685,987	(26,777)	(3.76%)
403	ELECTIONS	36,374	15,383	49,000	16,388	22,284	1,900	24,184	(24,816)	(50.64%)
405	CHARTER ADMINISTRATION	191	668	8,920	0	8,920	1,060	9,980	1,060	11.88%
407	FINANCE	621,219	667,663	748,840	423,751	765,701	69,924	835,625	86,785	11.59%
414	LEGAL CONSULTANTS	117,340	189,796	138,000	74,365	138,000	10,000	148,000	10,000	7.25%
TOTAL ADMINISTRATION		1,532,331	1,532,725	1,766,798	846,023	1,798,488	63,863	1,862,351	95,553	5.41%
COMMUNITY DEVELOPMENT										
415	ECONOMIC DEVELOPMENT	89,317	94,697	98,135	26,676	98,134	225	98,359	224	0.23%
416	PLANNING AND ZONING	130,356	146,769	181,529	71,231	185,032	6,660	191,692	10,163	5.60%
417	ENGINEERING	99,888	103,120	97,463	36,440	97,463	2,996	100,459	2,996	3.07%
418	COMMUNITY DEVELOPMENT	187,960	204,692	308,682	103,198	318,333	600	318,933	10,251	3.32%
461	ENVIRONMENTAL	50,394	46,772	65,523	28,004	67,334	0	67,334	1,811	2.76%
462	SOLID WASTE ABATEMENT	61,290	98,726	87,417	29,032	88,605	2,220	90,825	3,408	3.90%
463	FORESTRY	109,054	92,487	84,515	54,168	85,714	25,000	110,714	26,199	31.00%
TOTAL COMMUNITY DEVELOPMENT		728,259	787,263	923,264	348,749	940,615	37,701	978,316	55,052	5.96%
PUBLIC SAFETY										
420	POLICE PROTECTION	4,460,383	4,581,552	5,062,622	2,314,405	5,178,659	31,470	5,210,129	147,507	2.91%
421	FIRE PROTECTION	848,628	1,029,456	1,094,025	516,302	1,240,436	36,694	1,277,130	183,105	16.74%
422	BUILDING INSPECTIONS	420,178	487,252	537,078	212,063	576,237	10,800	587,037	49,959	9.30%
TOTAL PUBLIC SAFETY		5,729,189	6,098,260	6,693,725	3,042,771	6,995,332	78,964	7,074,296	380,571	5.69%
PUBLIC SERVICES										
430	STREETS	1,021,982	939,447	1,146,013	461,251	1,142,134	121,950	1,264,084	118,071	10.30%
431	FLEET MANAGEMENT	724,128	778,513	704,061	379,709	715,062	68,215	783,277	79,216	11.25%
432	GOVERNMENT BUILDINGS	580,010	578,975	624,081	302,583	626,398	25,995	652,393	28,312	4.54%
450	PARKS	740,757	924,207	1,081,779	363,602	1,079,373	24,000	1,103,373	21,594	2.00%
451	RECREATION	45,093	0	0	0	0	0	0	0	#DIV/0!
TOTAL PUBLIC SERVICES		3,111,970	3,221,142	3,555,934	1,507,144	3,562,967	240,160	3,803,127	247,193	6.95%
OTHERS										
499	CONTINGENCY/TRANSFERS/OTHERS	321,750	466,554	229,247	250,000	79,247	320,753	400,000	170,753	74.48%
TOTAL OTHERS		321,750	466,554	229,247	250,000	79,247	320,753	400,000	170,753	74.48%
TOTAL GENERAL FUND EXPENDITURES		11,423,499	12,105,945	13,168,968	5,994,686	13,376,649	741,441	14,118,090	949,122	7.21%

**CITY OF LINO LAKES
PERSONNEL TOTALS**

	Actual <u>2022</u>	Actual <u>2023</u>	Adopted <u>2024</u>	Proposed <u>2025</u>
ADMINISTRATION	5.000	4.000	5.000	4.000
FINANCE	2.600	2.600	2.600	2.600
PLANNING & ZONING	1.000	1.000	1.000	1.000
COMMUNITY DEVELOPMENT	1.700	1.700	2.700	2.700
ENVIRONMENTAL	0.300	0.300	0.300	0.300
SOLID WASTE	0.200	0.200	0.200	0.200
FORESTRY	0.250	0.250	0.250	0.250
POLICE	33.050	33.050	33.050	33.050
FIRE	6.950	6.950	6.950	6.950
BUILDING INSPECTIONS	4.500	4.500	4.500	4.500
STREETS	6.150	6.250	6.250	6.250
FLEET	2.450	2.550	2.550	2.550
GOVERNMENT BUILDINGS	-	0.150	0.150	0.150
PARKS	5.350	5.600	5.600	5.600
RECREATION	0.100	-	-	-
TOTAL GENERAL FUND	69.600	69.100	71.100	70.100
ROOKERY ACTIVITY CENTER FUND	7.500	7.000	7.000	6.000
WATER FUND	4.050	4.050	4.050	4.050
SEWER FUND	4.050	4.050	4.050	4.050
STORM WATER FUND	1.800	1.800	1.800	1.800
GRAND TOTAL	87.000	86.000	88.000	86.000

Personnel are shown as Full Time Equivalents (FTE)

CITY OF LINO LAKES

MAYOR AND COUNCIL (101-401)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	46,458	46,458	49,286	24,643	49,286	0	49,286	100% Mayor 4 - 100% Councilmembers
PERA	4121-000	2,323	2,323	2,464	1,232	2,464	0	2,464	
SOCIAL SECURITY	4122-000	674	709	715	374	715	0	715	
LIFE & DISABILITY INSURANCE	4133-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	81	95	269	64	80	0	80	
		49,536	49,585	52,734	26,314	52,545	0	52,545	
SUPPLIES									
OFFICE SUPPLIES	4200-000	20	0	0	19	0	0	0	
		20	0	0	19	0	0	0	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	0	0	4,000	0	4,000	45,000	49,000	Strategic Planning/Goal Setting Facilitator, Community Surve
TELEPHONE	4321-000	0	0	0	778	0	3,000	3,000	Cellular Phones
TRAVEL & TUITION	4330-000	1,012	0	1,500	13	1,500	0	1,500	LMC Conference, Elected Officials Conference
PRINTING & PUBLISHING	4340-000	129	113	200	0	200	0	200	Meeting Notices
NEWSLETTER	4343-000	30,726	22,991	24,690	7,897	24,690	510	25,200	Spring/Summer, Fall & Winter Newsletters
		31,867	23,104	30,390	8,688	30,390	48,510	78,900	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	0	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	19,107	20,034	20,650	0	20,650	980	21,630	League of MN Cities, MN Mayors Association
CITY MARKETING	4900-000	5,707	5,230	5,500	2,705	5,500	0	5,500	Awards & Plaques, Employee Recognition & Appreciation, Lino Lakes Ambassadors, Job Fair Supplies
		24,814	25,264	26,150	2,705	26,150	980	27,130	
TOTAL MAYOR AND COUNCIL		106,237	97,952	109,274	37,726	109,085	49,490	158,575	

CITY OF LINO LAKES

ADMINISTRATION (101-402)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	495,424	414,232	532,813	200,239	556,144	(68,971)	487,173	100% City Administrator
OVERTIME	4102-000	0	0	0	0	0	0	0	100% Human Resources and Communications Manager
TEMPORARIES	4106-000	14,540	0	0	0	0	0	0	100% Communications Specialist
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	100% City Clerk
PERA	4121-000	34,315	31,018	39,961	15,967	41,711	(5,173)	36,538	
SOCIAL SECURITY	4122-000	35,673	31,377	40,760	14,998	42,545	(5,276)	37,269	
DEFERRED COMP EMPLOYER	4123-000	1,725	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	19,987	13,200	22,853	6,600	38,436	(8,901)	29,535	
LIFE & DISABILITY INSURANCE	4133-000	1,088	886	1,175	451	1,196	(187)	1,009	
DENTAL INSURANCE	4134-000	944	408	3,062	204	3,124	(625)	2,499	
VEHICLE ALLOWANCE	4135-000	0	0	0	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	3,280	3,341	4,360	2,745	3,562	(550)	3,012	
		606,976	494,462	644,984	241,204	686,718	(89,683)	597,035	
SUPPLIES									
OFFICE SUPPLIES	4200-000	11	0	0	0	0	0	0	
		11	0	0	0	0	0	0	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	18,243	20,591	13,900	7,372	13,900	6,072	19,972	Drug/Alcohol Testing, Pre-employment Assessments, Citywide Training
LABOR CONSULTANTS	4310-000	2,279	3,421	9,000	4,098	9,000	0	9,000	Labor Relations, Employment Law, Contract Negotiations, Arbitration, Compensation Consultant
TELEPHONE	4321-000	1,035	1,141	1,080	609	1,080	895	1,975	Cellular Phones
TRAVEL & TUITION	4330-000	7,688	6,082	8,500	8,000	8,500	0	8,500	LMC Conference, ICMA Conference, MAMA Meetings, MCMA Conference, MPELRA Conferences, TCHRA Conference, NPELRA Webinars, City Clerk Certification, MCFOA Conference, Tuition Reimbursement
PRINTING & PUBLISHING	4340-000	2,313	2,860	2,500	1,008	2,500	0	2,500	Legal Publications, Job Postings
		31,558	34,096	34,980	21,087	34,980	6,967	41,947	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	10,037	29,097	29,800	30,919	29,800	13,505	43,305	CivicEngage, CivicClerk, American Legal Online City Code, Document Destruction, TASC, NeoGov, BS&A HR
SUBSCRIPTIONS & DUES	4452-000	2,388	3,608	3,000	582	3,000	700	3,700	MAMA, ICMA, MCMA, MCFOA, SHRM, GFOA, MNGFOA, MNCFA, Chain of Lakes Rotary, Dropbox, Notary
		12,425	32,705	32,800	31,501	32,800	14,205	47,005	
TOTAL ADMINISTRATION		650,970	561,264	712,764	293,792	754,498	(68,511)	685,987	

CITY OF LINO LAKES

ELECTIONS (101-403)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	30,321	8,034	41,000	10,880	12,000	0	12,000	Primary and General Election Judges (Even Years) General Election Judges (Odd Years)
TEMPORARIES	4106-000	0	0	0	2,345	2,300	0	2,300	
PERA	4121-000	38	0	50	0	0	0	0	Temporaries: Election Assistant
SOCIAL SECURITY	4122-000	47	0	100	179	176	0	176	
WORKER'S COMPENSATION	4151-000	145	230	150	193	108	0	108	
		30,551	8,264	41,300	13,598	14,584	0	14,584	
SUPPLIES									
OFFICE SUPPLIES	4200-000	1,006	159	1,000	239	1,000	0	1,000	Supplies for Elections
		1,006	159	1,000	239	1,000	0	1,000	
OTHER SERVICES AND CHARGES									
POSTAGE	4322-000	0	4	0	0	0	0	0	
TRAVEL & TUITION	4330-000	284	168	0	180	0	0	0	
PRINTING & PUBLISHING	4340-000	108	2,081	200	24	200	1,900	2,100	Election Ballots (Odd years - City pays cost of municipal election ballots); Public Notices
		392	2,252	200	203	200	1,900	2,100	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	4,425	4,708	6,500	2,348	6,500	0	6,500	Voting Equipment System per Anoka County Agreement
		4,425	4,708	6,500	2,348	6,500	0	6,500	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
TOTAL ELECTIONS		36,374	15,383	49,000	16,388	22,284	1,900	24,184	

CITY OF LINO LAKES

CHARTER ADMINISTRATION (101-405)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
OTHER SERVICES AND SUPPLIES									
PROFESSIONAL SERVICES	4300-000	191	318	1,000	0	1,000	0	1,000	Time Savers - Minutes
PROF SERVICES - CHARTER COMM	4300-999	0	350	7,920	0	7,920	1,060	8,980	Charter Commission Directed Expenses
		191	668	8,920	0	8,920	1,060	9,980	
TOTAL CHARTER ADMINISTRATION		191	668	8,920	0	8,920	1,060	9,980	

CITY OF LINO LAKES

FINANCE (101-407)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail	
PERSONAL SERVICES										
SALARIES	4101-000	239,279	233,292	258,774	117,473	272,547	0	272,547	85% Finance Director 100% Accountant 75% Accounting Clerk II	
OVERTIME	4102-000	464	302	0	0	0	0	0		
TEMPORARIES	4106-000	0	0	0	0	0	0	0		
WELLNESS PROGRAM	4108-000	203	0	0	0	0	0	0		
PERA	4121-000	17,727	17,477	19,408	9,516	20,441	0	20,441		
SOCIAL SECURITY	4122-000	17,464	17,527	19,796	8,749	20,850	0	20,850		
DEFERRED COMP EMPLOYER	4123-000	0	0	0	0	0	0	0		
HEALTH INSURANCE	4131-000	28,456	21,049	24,715	13,904	26,123	0	26,123		
LIFE & DISABILITY INSURANCE	4133-000	591	553	659	303	639	0	639		
DENTAL INSURANCE	4134-000	1,034	995	1,592	625	1,624	0	1,624		
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0		
WORKER'S COMPENSATION	4151-000	1,508	1,758	2,086	1,333	1,667	0	1,667		
		306,726	292,952	327,030	151,904	343,891	0	343,891		
SUPPLIES										
OFFICE SUPPLIES	4200-000	987	289	1,000	305	1,000	0	1,000		Accounts Payable Checks, W-2 Forms, 1099 Forms, Other Financial Forms
		987	289	1,000	305	1,000	0	1,000		
OTHER SERVICES AND CHARGES										
PROFESSIONAL SERVICES	4300-000	500	1,030	0	0	0	0	0		
AUDITOR	4308-000	14,666	22,775	17,500	19,630	17,500	4,000	21,500	General Fund Portion of Independent Annual Audit	
OTHER CONSULTANTS	4310-000	196,225	246,839	290,310	147,668	290,310	67,824	358,134	Metro-INET Services, Programs & Support BS&A Software Annual Maintenance (Financial Modules) Remainder of Springbrook Annual Maintenance (\$20,382) EasyCIP Annual Maintenance	
TRAVEL & TUITION	4330-000	1,756	1,022	6,000	178	6,000	(3,500)	2,500	MNGFOA Conference, Continuing Professional Education, Other Finance Trainings	
PRINTING & PUBLISHING	4340-000	1,064	1,209	1,100	0	1,100	400	1,500	Publish Budget and Financial Reports	
TRUTH IN TAXATION	4342-000	2,079	2,295	2,500	2,473	2,500	200	2,700	City Share of Property Specific Notices	
PAYMENT PROCESSING	4345-000	1,037	1,014	2,000	678	2,000	(2,000)	0	Credit Card Processing Fees and Other Finance Charges	
		217,327	276,184	319,410	170,627	319,410	66,924	386,334		
CONTRACTUAL SERVICES										
CONTRACTED SERVICES	4410-000	94,937	97,030	100,000	100,378	100,000	3,000	103,000	Assessing Services - Anoka County - Based on Number of Parcels, Classification, and (Un)/Improved	
SUBSCRIPTIONS & DUES	4452-000	1,242	1,207	1,400	537	1,400	0	1,400	MNGFOA Membership, GFOA Membership, MN Board of Accountancy, MNCPA Membership, GFOA Certificate of Achievement (COA) Program	
		96,179	98,237	101,400	100,915	101,400	3,000	104,400		
TOTAL FINANCE		621,219	667,663	748,840	423,751	765,701	69,924	835,625		

CITY OF LINO LAKES

LEGAL CONSULTANTS (101-414)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
OTHER SERVICES AND CHARGES									
MUNICIPAL ATTORNEY	4301-000	12,264	83,568	30,000	21,277	30,000	10,000	40,000	Consulting Attorney to City Council & Staff
CRIMINAL ATTORNEY	4303-000	105,076	106,229	108,000	53,088	108,000	0	108,000	Consulting Services for Criminal Prosecutions
		117,340	189,796	138,000	74,365	138,000	10,000	148,000	
TOTAL LEGAL CONSULTANTS		117,340	189,796	138,000	74,365	138,000	10,000	148,000	

CITY OF LINO LAKES

ECONOMIC DEVELOPMENT (101-415)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	0	10,496	400	200	400	0	400	EDA Board Stipends
TEMPORARIES	4106-000	9,352	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	50	64	20	10	20	0	20	
SOCIAL SECURITY	4122-000	715	803	6	3	6	0	6	
HEALTH INSURANCE	4131-000	0	0	0	0	0	0	0	
LIFE & DISABILITY INSURANCE	4133-000	0	0	0	0	0	0	0	
DENTAL INSURANCE	4134-000	0	0	0	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	85	130	4	167	3	0	3	
		10,202	11,493	430	380	429	0	429	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	135	180	58	180	0	180	EDAC Meeting Supplies
		0	135	180	58	180	0	180	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	8,785	6,547	15,350	7,936	15,350	(1,500)	13,850	Marketing Materials/Proposal Assistance - \$4,500 BRE Program Assistance - 10 hrs @ \$175/hr Pre Application Assistance - 40 hrs @ \$190/hr
TRAVEL & TUITION	4330-000	315	350	400	350	400		400	Econ Workshops/EDAM Annual Conference
PRINTING & PUBLISHING	4340-000	59	0	300	118	300	0	300	Marketing Brochure - Notices - Advertising
		9,159	6,897	16,050	8,405	16,050	(1,500)	14,550	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	0	0	0	0	0	1,500	1,500	ACRED Contribution
SUBSCRIPTIONS & DUES	4452-000	695	570	725	930	725	225	950	EDAM, Sensible Land Use Coalition, Chamber of Commerce, Memberships
CITY MARKETING	4900-000	69,261	75,602	80,750	16,903	80,750	0	80,750	Lodging Tax Remittals - Pass through to Twin Cities Gateway Convention and Tourism Bureau
		69,956	76,172	81,475	17,833	81,475	1,725	83,200	
TOTAL ECONOMIC DEVELOPMENT		89,317	94,697	98,135	26,676	98,134	225	98,359	

CITY OF LINO LAKES

PLANNING AND ZONING (101-416)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	95,035	101,088	105,686	48,403	108,435	0	108,435	100% Planner
OVERTIME	4102-000	0	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	7,115	7,564	7,926	3,922	8,133	0	8,133	
SOCIAL SECURITY	4122-000	7,010	7,419	8,085	3,546	8,295	0	8,295	
HEALTH INSURANCE	4131-000	7,849	8,064	8,453	4,847	9,012	0	9,012	
LIFE & DISABILITY INSURANCE	4133-000	253	262	265	132	265	0	265	
DENTAL INSURANCE	4134-000	539	612	612	357	625	0	625	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	615	811	1,052	681	817	0	817	
		118,416	125,820	132,079	61,889	135,582	0	135,582	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	0	200	0	200	0	200	Public/Advisory Meeting Supplies
		0	0	200	0	200	0	200	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	3,275	6,299	7,950	1,606	7,950	0	7,950	Legal Assistance - Ordinance Updates, GIS Mapping Updates - FEMA/Zoning/Other
									Workshops - \$250
									MnAPA Conference - \$500
									P&Z Workshops (7 Members) - \$400
									Misc Mileage - \$150
									Computer Training - \$150
TRAVEL & TUITION	4330-000	119	1,859	1,450	135	1,450	0	1,450	
BOARD STIPEND	4331-000	4,775	5,375	6,600	3,000	6,600	0	6,600	Commissioners - 6 @ \$75 x 12 mtgs, Chair \$100 x 12 mtgs
PRINTING & PUBLISHING	4340-000	32	116	250	184	250	0	250	Maps, Non-Chargeable Hearing Notices
		8,201	13,649	16,250	4,924	16,250	0	16,250	
CONTRACTUAL SERVICES									
									Ord Updates - Comp Plan Update - \$25,000
									BS&A Software Annual Maintenance - \$4,060
									ArcGIS & Blue Beam Annual Maintenance - \$610
									Misc Deliveries/Other - \$290
									Consultant Services - Small Area Plans - 50 hrs @ \$180/hr - \$9,000
CONTRACTED SERVICES	4410-000	3,045	7,300	32,300	3,735	32,300	6,660	38,960	
SUBSCRIPTIONS & DUES	4452-000	694	0	700	683	700	0	700	APA Membership, Misc Reference Materials
		3,739	7,300	33,000	4,418	33,000	6,660	39,660	
TOTAL PLANNING AND ZONING		130,356	146,769	181,529	71,231	185,032	6,660	191,692	

CITY OF LINO LAKES

ENGINEERING (101-417)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
SUPPLIES									
SMALL TOOLS	4240-000	0	3,676	0	0	0	0	0	
		0	3,676	0	0	0	0	0	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	44,991	45,179	45,500	18,105	45,500	0	45,500	Traffic Counts - \$3,500 Engineering Consultant (Hourly) - \$42,000
		44,991	45,179	45,500	18,105	45,500	0	45,500	
CONTRACTUAL SERVICES									
ENGINEERING CONSULTANT	4410-000	54,397	52,212	50,354	16,785	50,354	2,996	53,350	Engineering Consultant (Retainer) - \$97,000 CD (55%) - \$53,350 Sewer Utility (15%) - \$14,550 Water Utility (15%) - \$14,550 Storm Utility (15%) - \$14,550
CONTRACTED SERVICES	4410-000	500	2,053	1,609	1,550	1,609	0	1,609	ArcGIS Annual Maintenance - \$500 Bluebeam Annual Maintenance - \$109 Aerial Photo - \$1,000
		54,897	54,265	51,963	18,335	51,963	2,996	54,959	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
TOTAL ENGINEERING		99,888	103,120	97,463	36,440	97,463	2,996	100,459	

CITY OF LINO LAKES

COMMUNITY DEVELOPMENT (101-418)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail	
PERSONAL SERVICES										
SALARIES	4101-000	145,467	157,356	236,753	77,014	244,644	0	244,644	70% Community Development Director 100% Community Development Specialist 100% Administrative Assistant	
OVERTIME	4102-000	0	0	0	0	0	0	0		
WELLNESS PROGRAM	4108-000	504	504	504	0	504	0	504		
PERA	4121-000	10,910	11,774	17,756	6,233	18,348	0	18,348		
SOCIAL SECURITY	4122-000	11,076	12,066	18,112	5,912	18,715	0	18,715		
DEFERRED COMP EMPLOYER	4123-000	0	0	0	703	0	0	0		
HEALTH INSURANCE	4131-000	10,795	11,664	19,426	6,647	20,544	0	20,544		
LIFE & DISABILITY INSURANCE	4133-000	325	340	617	175	551	0	551		
DENTAL INSURANCE	4134-000	494	612	1,654	357	1,687	0	1,687		
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0		
WORKER'S COMPENSATION	4151-000	955	1,415	2,383	1,087	1,863	0	1,863		
		180,526	195,730	297,205	98,128	306,856	0	306,856		
SUPPLIES										
OFFICE SUPPLIES	4200-000	176	45	100	0	100	0	100		
		176	45	100	0	100	0	100		
OTHER SERVICES AND CHARGES										
PROFESSIONAL SERVICES	4300-000	6,161	7,003	7,000	3,995	7,000	0	7,000	DataLink (GIS) Annual Service and Maintenance - \$5,000 Mapping and Database Design - \$2,000	
TELEPHONE	4321-000	0	0	0	76	0	600	600	Staff Cell Phone	
TRAVEL & TUITION	4330-000	214	679	1,600	227	1,600	0	1,600	Seminars, Conference, Training & Mileage	
PRINTING & PUBLISHING	4340-000	161	203	0	47	0	0	0		
		6,536	7,885	8,600	4,346	8,600	600	9,200		
CONTRACTUAL SERVICES										
CONTRACTED SERVICES	4410-000	0	109	1,352	0	1,352	0	1,352	Bluebeam Annual Maintenance, ESRI	
SUBSCRIPTIONS & DUES	4452-000	722	922	1,425	724	1,425	0	1,425	APA/AICP Membership	
		722	1,031	2,777	724	2,777	0	2,777		
TOTAL COMMUNITY DEVELOPMENT		187,960	204,692	308,682	103,198	318,333	600	318,933		

CITY OF LINO LAKES

ENVIRONMENTAL (101-461)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	24,236	25,835	27,751	12,666	29,257	0	29,257	30% Environmental Coordinator
OVERTIME	4102-000	0	0	0	0	0	0	0	Temporaries: Seasonal Position
TEMPORARIES	4106-000	11,228	4,480	17,100	7,776	17,100	0	17,100	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	1,832	1,933	2,081	1,026	2,194	0	2,194	
SOCIAL SECURITY	4122-000	2,687	2,306	3,431	1,550	3,546	0	3,546	
DEFERRED COMP EMPLOYER	4123-000	0	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	2,355	2,419	2,536	1,454	2,704	0	2,704	
LIFE & DISABILITY INSURANCE	4133-000	66	68	84	36	88	0	88	
DENTAL INSURANCE	4134-000	162	184	184	107	187	0	187	
WORKER'S COMPENSATION	4151-000	228	268	447	277	349	0	349	
		42,794	37,493	53,614	24,893	55,425	0	55,425	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	0	536	700	11	700	0	700	Chemicals, Seed, etc. (Includes Blue Heron Rookery Supplies)
SMALL TOOLS	4240-000	66	223	300	0	300	0	300	Sprayers, Soil Probes, etc.
		66	759	1,000	11	1,000	0	1,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	447	1,262	1,000	0	1,000	0	1,000	Ecologist, Hydrologist - Environmental Reviews/Research & Development, Resource Management Planning
TELEPHONE	4321-000	349	368	400	277	400	0	400	Staff Cell Phone
TRAVEL & TUITION	4330-000	1,243	1,136	1,500	610	1,500	0	1,500	Various Training Seminars, Conferences, Mileage - 1 Staff & Environmental Board, Wetland Delineation Training
BOARD STIPEND	4331-000	4,525	4,525	6,600	1,025	6,600	0	6,600	Commissioners - 6 @ \$75 x 12 mtgs, Chair \$100 x 12 mtgs
		6,564	7,292	9,500	1,911	9,500	0	9,500	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	919	1,028	1,109	1,013	1,109	0	1,109	ArcGIS Annual Maintenance - \$1,000 Bluebeam Annual Maintenance - \$109
SUBSCRIPTIONS & DUES	4452-000	51	201	300	175	300	0	300	Professional Memberships - ISA, MWPA, Tree Care
		970	1,229	1,409	1,188	1,409	0	1,409	
TOTAL ENVIRONMENTAL		50,394	46,772	65,523	28,004	67,334	0	67,334	

CITY OF LINO LAKES

SOLID WASTE ABATEMENT (101-462)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	16,157	17,224	18,500	8,444	19,504	0	19,504	20% Environmental Coordinator
OVERTIME	4102-000	0	0	0	0	0	0	0	Temporaries: Recycling Intern
TEMPORARIES	4106-000	16,554	18,519	28,652	7,880	28,652	0	28,652	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	1,711	2,022	1,388	684	1,463	0	1,463	
SOCIAL SECURITY	4122-000	2,485	2,726	3,607	1,240	3,684	0	3,684	
DEFERRED COMP EMPLOYER	4123-000	0	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	1,570	1,613	1,691	969	1,802	0	1,802	
LIFE & DISABILITY INSURANCE	4133-000	44	45	61	24	64	0	64	
DENTAL INSURANCE	4134-000	108	123	122	71	125	0	125	
WORKER'S COMPENSATION	4151-000	210	298	376	227	291	0	291	
		38,839	42,569	54,397	19,540	55,585	0	55,585	
SUPPLIES									
OFFICE SUPPLIES	4200-000	922	846	1,100	58	1,100	0	1,100	Recycling Supplies, Compostable Products
MAINTENANCE SUPPLIES	4211-000	0	0	0	0	0	0	0	
		922	846	1,100	58	1,100	0	1,100	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	0	0	0	184	0	0	0	
POSTAGE	4322-000	0	0	0	27	0	0	0	
TRAVEL & TUITION	4330-000	398	0	220	0	220	80	300	Association of Recycling Managers Workshops
PRINTING & PUBLISHING	4340-000	2,327	5,373	7,000	0	7,000	(4,000)	3,000	Notices for Recycling Days, Earth Day, Etc.
NEWSLETTER	4343-000	1,739	792	2,000	98	2,000	3,100	5,100	
		4,464	6,166	9,220	309	9,220	(820)	8,400	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	17,065	49,146	22,700	9,125	22,700	3,040	25,740	Recycling & Earth Day Vendors, Organics Service
		17,065	49,146	22,700	9,125	22,700	3,040	25,740	
TOTAL SOLID WASTE ABATEMENT		61,290	98,726	87,417	29,032	88,605	2,220	90,825	

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

CITY OF LINO LAKES

FORESTRY (101-463)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	20,197	21,530	23,125	10,555	24,380	0	24,380	25% Environmental Coordinator
OVERTIME	4102-000	0	0	0	0	0	0	0	
TEMPORARIES	4106-000	0	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	1,540	1,611	1,734	855	1,829	0	1,829	
SOCIAL SECURITY	4122-000	1,523	1,636	1,769	796	1,865	0	1,865	
DEFERRED COMP EMPLOYER	4123-000	0	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	1,962	2,016	2,113	1,212	2,253	0	2,253	
LIFE & DISABILITY INSURANCE	4133-000	54	57	73	30	76	0	76	
DENTAL INSURANCE	4134-000	135	153	153	89	156	0	156	
WORKER'S COMPENSATION	4151-000	1,160	1,659	1,918	1,240	1,525	0	1,525	
		26,571	28,661	30,885	14,778	32,084	0	32,084	
SUPPLIES									
MAINTENANCE SUPPLIES	4211-000	2,655	2,129	3,000	893	3,000	0	3,000	Fertilizers, Staking Material, EAB Chemicals - Treat 100 Ash Annually - 3 Yr Cycle
SMALL TOOLS	4240-000	329	184	250	0	250	0	250	
		2,984	2,313	3,250	893	3,250	0	3,250	
OTHER SERVICES AND CHARGES									
UNIFORMS	4370-000	373	378	380	162	380	0	380	
		373	378	380	162	380	0	380	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	78,938	61,135	50,000	38,336	50,000	25,000	75,000	Damaged/Diseased Tree Removal/Oakwilt Control - \$7,500 Emerald Ash Borer Tree Replacement Program - \$60,000 Blvd Tree Replacement - \$7,500
RENTED EQUIPMENT	4415-000	188	0	0	0	0	0	0	
		79,126	61,135	50,000	38,336	50,000	25,000	75,000	
TOTAL FORESTRY		109,054	92,487	84,515	54,168	85,714	25,000	110,714	

CITY OF LINO LAKES

POLICE (101-420)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	2,952,116	2,957,286	3,276,864	1,333,918	3,322,893	0	3,322,893	85% Public Safety Director
OVERTIME	4102-000	121,915	130,091	100,000	64,449	100,000	0	100,000	100% Deputy Director Police
PART-TIME WAGES	4103-000	0	0	0	0	81,818	0	81,818	85% Public Safety Captain
TEMPORARIES	4106-000	11,524	18,708	15,600	7,621	15,600	0	15,600	5 - 100% Sergeants
WELLNESS PROGRAM	4108-000	1,003	1,094	1,500	0	1,203	0	1,203	20 - 100% Patrol Officers
PERA	4121-000	498,793	509,856	565,743	272,971	585,413	0	585,413	2 - 100% Records Techs
SOCIAL SECURITY	4122-000	61,470	61,757	69,586	27,716	73,238	0	73,238	85% Administrative Assistant
DEFERRED COMP EMPLOYER	4123-000	4,133	1,652	0	1,438	0	0	0	100% Investigative Assistant
HEALTH INSURANCE	4131-000	294,892	288,910	325,916	178,401	365,361	0	365,361	Part-time: 3 - 0.5 FTE Community Service Officers
LIFE & DISABILITY INSURANCE	4133-000	6,789	6,793	7,876	3,519	7,952	0	7,952	Overtime: Patrol, Court, Training, Special Events, DWI Enforcement
DENTAL INSURANCE	4134-000	13,381	15,956	19,324	9,231	19,710	0	19,710	Temporaries: Background Investigators
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	193,324	290,198	335,197	214,167	260,455	0	260,455	
		4,159,340	4,282,300	4,717,606	2,113,431	4,833,643	0	4,833,643	
SUPPLIES									
OFFICE SUPPLIES	4200-000	6,085	6,567	8,100	1,983	8,100	0	8,100	Business Cards, Letterhead and Envelopes, Toner/Printer Cartridges, Paper, DVD Discs, Misc Supplies, Ticketwriter Paper Rolls
MAINTENANCE SUPPLIES	4211-000	15,419	16,662	19,200	16,022	19,200	800	20,000	Ammo, Taser Supplies, Range Supplies, Simunition, DMT Gas, Property Evidence Supplies, N95 Masks, Portable Radio Batteries
YOUTH PROGRAMS	4213-000	2,856	2,279	3,310	1,320	3,310	0	3,310	Supplies, Youth Safety Camp, Firearms Safety Camp, Snowmobile Safety, Explorers, Junior Citizen's Academy
CRIME PREVENTION/SAFETY	4214-000	3,869	5,230	6,400	1,825	6,400	0	6,400	Night to Unite, Volunteer Appreciation, Open House, Promotional Materials, Volunteer Clothing, Citizens Academy Supplies and Shirts, CERT
SMALL TOOLS	4240-000	30,520	33,399	45,502	30,620	45,502	13,198	58,700	Tasers, Computers & Peripherals, UAS Ground Station, Gas Masks, Emergency Warning System Equipment Upgrade & Replacement
		58,749	64,138	82,512	51,770	82,512	13,998	96,510	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	11,626	9,642	11,670	2,659	11,670	(1,470)	10,200	Critical Incident Debriefing, POST License Renewal, Employee Mental Health Program
TELEPHONE	4321-000	23,015	21,006	24,760	9,323	24,760	(760)	24,000	Cell Phones, Mobile Hot Spot
POSTAGE	4322-000	809	973	1,000	26	1,000	(500)	500	
TRAVEL & TUITION	4330-000	45,325	45,609	48,755	21,032	48,755	0	48,755	Anoka Chief, POST Mandate, Range Fees, Conference, IACP, Instructor Training, K-9 Conference, EMR Training, Tuition Reimbursement, LMC Patrol
INSURANCE	4360-000	52,897	60,033	64,250	41,723	64,250	(375)	63,875	Police Liability Insurance
UNIFORMS	4370-000	40,231	35,387	40,023	15,481	40,023	9,300	49,323	Uniform Allowance (Officers, Sergeants, Admin), CSO Uniforms, Ballistic Vests, Replacement Uniforms
ELECTRICITY	4381-000	417	434	420	182	420	80	500	Emergency Siren Electricity
RESERVES	4386-000	2,297	1,235	2,000	413	2,000	0	2,000	Uniforms, Equipment, Training, Supplies
		176,617	174,319	192,878	90,838	192,878	6,275	199,153	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	64,102	58,727	67,932	56,687	67,932	11,197	79,129	RMS - JLEC, 800 MHz Contract, State of MN CJDN, Virtra Annual Contract, Emergency Sirens, LEXIPOL, Vector Solutions, Shredding, Otter Lake Animal Hospital, Video Redaction Subscription, DETOX Dakota County, Metro Sales, Schedule Anywhere, 3SI Security, Midwest Radar, LEADS, Archive Social, Health Strategies FIT
SUBSCRIPTIONS & DUES	4452-000	1,575	2,068	1,694	1,678	1,694	0	1,694	Professional Memberships & Subscriptions: IACP, MCPA, MN Criminal Intelligence Association, MAPET, MACIA, PLEAA, Tri-County, PERF
		65,677	60,795	69,626	58,365	69,626	11,197	80,823	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
TOTAL POLICE DEPARTMENT		4,460,383	4,581,552	5,062,622	2,314,405	5,178,659	31,470	5,210,129	

CITY OF LINO LAKES

FIRE (101-421)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June	Base	Adjustments	Proposed 2025	Budget Detail
					YTD 2024	Budget 2025	Requested 2025		
PERSONAL SERVICES									
SALARIES	4101-000	263,467	284,680	294,952	134,823	305,569	0	305,569	15% Public Safety Director
OVERTIME	4102-000	257	581	500	378	500	0	500	100% Deputy Director Fire
PART-TIME WAGES	4103-000	102,779	135,325	244,814	111,858	252,203	0	252,203	15% Public Safety Captain
PAID ON CALL FIREFIGHTERS	4104-000	101,647	99,638	137,000	48,371	134,000	0	134,000	15% Administrative Assistant
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	100% Fire Lieutenant/Fire Inspector
FIRE STIPEND	4109-000	10,047	7,652	10,234	3,167	10,541	0	10,541	Part-time Daytime Duty Crew Firefighters - 12 hr shifts, 5 days/week
PERA	4121-000	52,920	59,970	71,480	34,919	73,914	0	73,914	
SOCIAL SECURITY	4122-000	20,606	22,843	34,242	14,420	34,768	0	34,768	Paid-On-Call Firefighters - Calls/Training Drills/Command Stipends
PERA SVF CONTRIBUTION	4124-000	0	147,297	0	0	139,630	0	139,630	
DEFERRED COMP EMPLOYER	4123-000	0	0	0	0	0	0	0	Stipend: Cross-trained Fire/Rescue
HEALTH INSURANCE	4131-000	24,430	25,633	25,651	14,366	27,037	0	27,037	
LIFE & DISABILITY INSURANCE	4133-000	575	596	709	304	650	0	650	
DENTAL INSURANCE	4134-000	775	888	1,501	518	1,531	0	1,531	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	60,752	63,726	84,318	54,241	71,469	0	71,469	
		638,255	848,829	905,401	417,366	1,051,812	0	1,051,812	
SUPPLIES									
OFFICE SUPPLIES	4200-000	1,637	1,086	1,600	517	1,600	0	1,600	Paper, Toner/Printer Cartridges, Business Cards, Pens
MAINTENANCE SUPPLIES	4211-000	3,052	7,550	7,675	719	7,675	0	7,675	Foam, Saw Blades, Floor Dry, Batteries, N95 Masks
YOUTH PROGRAM	4213-000	1,360	196	1,000	0	1,000	0	1,000	Safety Camp
FIRE PREVENTION	4214-000	3,150	2,863	3,000	91	3,000	0	3,000	Citizen Academy, Marketing Materials
SMALL TOOLS	4240-000	12,462	44,985	18,750	740	18,750	0	18,750	Tool Replacement and Repairs, Outfit Vehicles
		21,661	56,679	32,025	2,065	32,025	0	32,025	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	5,879	7,045	9,525	1,804	9,525	0	9,525	FF Certification, FF Licensure, Hepatitis Vaccination Series, Medical/Drug Exam, Employee Mental Health Program
TELEPHONE	4321-000	2,775	4,118	4,450	1,808	4,450	(340)	4,110	Cell Phones, Mobile Hot Spot, Cell Stipend, Air Cards
POSTAGE	4322-000	1,333	1,620	1,000	0	1,000	0	1,000	
TRAVEL & TUITION	4330-000	38,024	40,700	30,000	18,983	30,000	10,000	40,000	Fire Inc., Training Supplies, Medical Training, AWAIR/OSHA Training Staff Development, Conference, FF1, FF2, HazMat Initial Training
PRINTING & PUBLISHING	4340-000	500	3,150	1,000	0	1,000	0	1,000	Marketing Materials
UNIFORMS	4370-000	99,450	31,324	61,500	31,502	61,500	24,400	85,900	New Hire Turn-out & Wildland Fire Gear, Misc Uniform Items, Turn-out Gear Replacement
		147,961	87,956	107,475	54,097	107,475	34,060	141,535	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	39,396	34,371	47,604	41,709	47,604	2,459	50,063	Ladder Testing, SCBA Flow Testing, PSDS, Dispatch Application, Foam System Service, Pump Testing, Pump Service, Aerial Service, LEXIPOL, Vector, Accessory Svc for Fans, Generators, Extraction, Saws, Alex Air Compressor Annual Maintenance & Test, Transunion Backgrounds, Motorola 800 MHz Contract, Archive Social, Health Strategies FIT
SUBSCRIPTIONS & DUES	4452-000	1,355	1,620	1,520	1,065	1,520	175	1,695	MN IAAI, Metro Fire Chiefs, Anoka Co. Fire Protection Assn, MSFCA, International Assn, NFPA
		40,751	35,991	49,124	42,774	49,124	2,634	51,758	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
TOTAL FIRE DEPARTMENT		848,628	1,029,456	1,094,025	516,302	1,240,436	36,694	1,277,130	

CITY OF LINO LAKES

BUILDING INSPECTIONS (101-422)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June	Base	Adjustments	Proposed 2025	Budget Detail	
					YTD 2024	Budget 2025	Requested 2025			
PERSONAL SERVICES										
SALARIES	4101-000	291,149	340,924	376,353	135,516	395,468	0	395,468	100% Building Official 2 - 100% Building Inspectors 100% Building Permit Technician 50% Office Specialist	
OVERTIME SALARIES	4102-000	201	0	0	0	0	0	0		
TEMPORARIES	4106-000	0	0	0	0	0	0	0		
WELLNESS PROGRAM	4108-000	400	410	0	0	418	0	418		
PERA	4121-000	21,664	25,507	28,227	11,119	29,660	0	29,660		
SOCIAL SECURITY	4122-000	21,253	25,476	28,791	10,105	30,253	0	30,253		
DEFERRED COMP EMPLOYER	4123-000	0	0	0	0	0	0	0		
HEALTH INSURANCE	4131-000	41,904	42,478	44,204	17,719	61,605	0	61,605		
LIFE & DISABILITY INSURANCE	4133-000	769	919	977	346	1,017	0	1,017		
DENTAL INSURANCE	4134-000	1,416	2,144	2,756	689	2,811	0	2,811		
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0		
WORKER'S COMPENSATION	4151-000	2,034	3,106	3,640	2,303	2,875	0	2,875		
		380,790	440,964	484,948	177,797	524,107	0	524,107		
SUPPLIES										
OFFICE SUPPLIES	4200-000	1,706	1,223	1,500	313	1,500	(200)	1,300		Card Stock for Building Permits, Correction Notice Forms, Septic System Pumping Forms, Code Books
SMALL TOOLS	4240-000	3,429	935	250	0	250	0	250	Gas Monitor Calibration, Shovels, Tapes etc.	
		5,135	2,158	1,750	313	1,750	(200)	1,550		
OTHER SERVICES AND CHARGES										
PROFESSIONAL SERVICES	4300-000	6,478	4,700	6,000	0	6,000	11,000	17,000	BS&A Software Annual Maintenance	
TELEPHONE	4321-000	2,083	2,019	2,200	830	2,200	0	2,200	Inspections Cell Phones & Wi-Fi	
TRAVEL & TUITION	4330-000	1,060	1,660	3,300	810	3,300	0	3,300	Staff Training & Mileage, SSTS Cert	
UNIFORMS	4370-000	985	902	1,140	233	1,140	0	1,140	Building Inspections Staff	
		10,606	9,281	12,640	1,873	12,640	11,000	23,640		
CONTRACTUAL SERVICES										
CONTRACTED SERVICES	4410-000	23,467	34,850	37,220	31,960	37,220	0	37,220	Large Format Scanning - \$500 Back-Up Inspection Services - \$36,720	
SUBSCRIPTIONS & DUES	4452-000	180	0	520	120	520	0	520	AMBO - \$200, 10K Lakes Chapter - \$125, Inspector Certs	
		23,647	34,850	37,740	32,080	37,740	0	37,740		
TOTAL BUILDING INSPECTIONS		420,178	487,252	537,078	212,063	576,237	10,800	587,037		

CITY OF LINO LAKES

STREETS (101-430)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	418,333	428,536	488,150	194,434	496,852	0	496,852	15% Public Services Director 20% Public Services Superintendent 70% Streets Supervisor 5 - 100% General Maintenance Workers 20% Administrative Assistant Overtime: Snowplowing, Street Repairs, Unforeseen Emergencies Temporaries: Seasonal Positions
OVERTIME	4102-000	11,162	7,574	12,000	2,070	12,000	0	12,000	
ON CALL/PAGER	4105-000	6,074	6,049	6,000	9,038	6,000	0	6,000	
TEMPORARIES	4106-000	36,329	24,367	43,320	4,680	43,320	0	43,320	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	33,785	34,027	37,961	16,615	38,614	0	38,614	
SOCIAL SECURITY	4122-000	34,914	34,228	42,034	15,074	42,700	0	42,700	
DEFERRED COMP EMPLOYER	4123-000	101	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	43,265	45,772	50,293	24,527	47,986	0	47,986	
LIFE & DISABILITY INSURANCE	4133-000	1,145	1,142	1,348	532	1,317	0	1,317	
DENTAL INSURANCE	4134-000	2,296	3,144	3,828	1,626	3,905	0	3,905	
REEMPLOYMENT INSURANCE	4141-000	845	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	37,152	37,523	50,529	31,626	38,890	0	38,890	
		625,401	622,361	735,463	300,221	731,584	0	731,584	
SUPPLIES									
									Boulevard & Median Maintenance Materials: Geo-fabric, Fertilizers, Pesticides, Irrigation Components, Erosion Prevention and Sediment Control Products, Grass Seed/Sod. Construction Materials: Lumber, Plywood, Screws, Nails, Nuts/Bolts/Washers, Bagged Concrete, Grout, Bentonite, Stakes/Lathe. Equipment Wear Items: Street Sweeper Center Brooms and Gutter Brooms, Plow Blades/Cutting Edges, Ditch Mower Blades, Saw Blades. Safety Items: High Visibility Vests, Shirts, Eye Protection, Ear Protection, Insect Repellent, Sunscreen, Hardhats, Chainsaw PPE. Any Products or Parts Intended for Streets Maintenance and Equipment Electrical Cords, Batteries, Rope, Tape, Cable, Glue, Paints & Solvents, Plumbing
MAINTENANCE SUPPLIES	4211-000	9,050	8,048	12,000	4,627	12,000	0	12,000	
									Traffic Regulatory Signs, Parking Signs, Warning Signs, Construction Signs, Work Zone Signs, Public Awareness Signs, School Signs, Trail Signs, Reflective Tape/Sheeting, Barricades, Traffic Cones, Sign Posts, Hardware, Any Materials and Supplies Purchased Specifically for the Construction or Maintenance of Signs & Barricades
STREET SIGNS	4223-000	7,967	7,160	15,000	11,303	15,000	0	15,000	
									Hot Asphalt, Cold Asphalt (i.e. UPM Bagged and Bulk), Asphalt Emulsion (tack), Crack Fill Material, Detackifier (for Crack Fill Operations)
PATCHING MATERIALS	4224-000	62,698	51,404	87,500	5,580	87,500	12,500	100,000	
									Regular Road Salt, Treated Road Salt, Bagged Sidewalk Salt, Sand used for Snow and Ice Management, Any Materials and Supplies Purchased Specifically to Facilitate the use of Salt (Brine or Solid) for Snow and Ice
SALT/SAND	4228-000	57,021	73,333	97,500	56,534	97,500	0	97,500	
									Class V, Sand (not for Winter Operations), Rock, Chip Rock, Rip-rap, Topsoil, Compost, Mulch, and Woodchips
GRAVEL AND MISCELLANEOUS	4229-000	5,482	1,713	7,000	973	7,000	0	7,000	
									Rakes, Snow Shovels, Flat Shovels, Spades, Loots, Sprayers, Pitch Forks, Push Brooms, Hand Tools, Power Tools, Tool Boxes & Containers, Jacks, Trailer Jacks, Winches, Chains/Binders, Ratchet Straps, Ladders, Chainsaws, Chainsaw Sharpeners, Weed Whips, Manual/Electric/Gas Engine Pumps, Locks
SMALL TOOLS	4240-000	1,883	2,973	4,000	380	4,000	0	4,000	
		144,101	144,632	223,000	79,399	223,000	12,500	235,500	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	12,300	9,064	12,450	5,029	12,450	0	12,450	Consulting, Engineering, Hazardous Waste Recycling, Cartograph
TELEPHONE	4321-000	1,147	1,390	1,000	603	1,000	450	1,450	
TRAVEL & TUITION	4330-000	2,945	5,593	5,000	1,975	5,000	0	5,000	Staff Training & Mileage
UNIFORMS	4370-000	1,880	1,857	2,600	323	2,600	0	2,600	
									Electricity & Repair of City-Owned Street Lights, 2025 - New Light Pole at Sioux Ln and Hokah Dr (\$9,000), Upgrade 10 Lighting Fixtures and Underground Conduit & Wiring on Fawn Ln (\$55,000), Legacy Light Post Painting 114 Light Poles (\$45,000)
STREET LIGHTS	4385-000	88,760	97,009	95,000	53,076	95,000	109,000	204,000	
		107,032	114,913	116,050	61,006	116,050	109,450	225,500	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	55,609	57,541	70,500	20,555	70,500	0	70,500	Patching/Spray Patching, Dead Deer Removal, Signal Maintenance, Contract Median and Round-A-Bout Maintenance
RENTED EQUIPMENT	4415-000	739	0	1,000	69	1,000	0	1,000	Traffic Control Sign Rental, Crack Fill Kettle, Rented Skid Steer/Toolcat Attachments, Tools, Vehicles, Equipment
SUBSCRIPTIONS & DUES	4452-000	0	0	0	0	0	0	0	
		56,348	57,541	71,500	20,624	71,500	0	71,500	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	89,100	0	0	0	0	0	0	
		89,100	0	0	0	0	0	0	
TOTAL STREETS		1,021,982	939,447	1,146,013	461,251	1,142,134	121,950	1,264,084	

CITY OF LINO LAKES

FLEET MANAGEMENT (101-431)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	168,525	202,988	219,874	100,313	230,232	0	230,232	15% Public Services Director
OVERTIME	4102-000	2,326	1,680	3,000	2,806	3,000	0	3,000	20% Public Services Superintendent
TEMPORARIES	4106-000	0	0	0	0	0	0	0	2 - 100% Mechanic
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	20% Administrative Assistant
PERA	4121-000	12,213	15,070	16,716	8,323	17,492	0	17,492	Overtime: Emergency Repairs, Snowplowing
SOCIAL SECURITY	4122-000	10,901	15,045	17,050	7,500	17,842	0	17,842	
DEFERRED COMP EMPLOYER	4123-000	101	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	24,672	16,578	17,561	9,685	18,431	0	18,431	
LIFE & DISABILITY INSURANCE	4133-000	420	509	622	275	592	0	592	
DENTAL INSURANCE	4134-000	1,083	1,511	1,562	911	1,593	0	1,593	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	6,178	6,523	8,556	5,417	6,760	0	6,760	
		226,419	259,904	284,941	135,230	295,942	0	295,942	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	77	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	10,297	12,260	9,300	2,973	9,300	0	9,300	Shop Supplies (Brake Clean, Windex, Paper Towels, Spray Bottles, Penetrating Oils, WD40), Vehicle Washes (\$7,300 - 2 Times/Month Apr-Oct, 4 Times/Month Nov-Mar)
FUELS	4212-000	191,879	164,103	160,000	71,354	160,000	(10,000)	150,000	Gasoline & Diesel for all City Vehicles (Includes Police/Fire & Equipment)
SHOP PARTS	4221-000	55,911	92,148	70,000	26,724	70,000	0	70,000	All Replacement Parts to Repair Vehicles, All Maintenance Parts (Including Filters, Bulk Lubricants, Engine Oils, ATF's, Gear Lubes, Coolants, etc.)
SMALL TOOLS	4240-000	10,395	5,118	7,000	5,284	7,000	0	7,000	New and/or Replacement Tools for the Shop (Hand tools, Battery Powered Tools, Specialty Tools, etc.)
		268,482	273,706	246,300	106,335	246,300	(10,000)	236,300	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	55,890	42,783	60,500	40,561	60,500	0	60,500	Annual DOT Inspections, Annual Boom/Hoist Inspections, Alignments, Repairs, Cartegraph
TELEPHONE	4321-000	20	53	1,920	667	1,920	60	1,980	GPS Service for Pace Controls
POSTAGE	4322-000	0	11	0	0	0	0	0	
TRAVEL & TUITION	4330-000	248	1,816	1,500	1,133	1,500	0	1,500	Training & Testing to Maintain Required Licenses and Certificates (ASE Certification & Testing, Automotive Training Classes or Seminars)
AUTO INSURANCE	4363-000	43,266	45,778	40,640	40,792	40,640	14,055	54,695	Insurance for Entire Fleet, Including Police & Fire
UNIFORMS	4370-000	673	560	760	159	760	0	760	
		100,097	91,001	105,320	83,312	105,320	14,115	119,435	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	107,045	152,302	66,000	54,732	66,000	64,000	130,000	Maintain & Repair Fire Equipment
SUBSCRIPTIONS AND DUES	4452-000	1,500	1,600	1,500	100	1,500	100	1,600	ALLData Online Repair Manual Subscription, Used Oil Class License Fee
		108,545	153,902	67,500	54,832	67,500	64,100	131,600	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	20,585	0	0	0	0	0	0	
		20,585	0	0	0	0	0	0	
TOTAL FLEET MANAGEMENT		724,128	778,513	704,061	379,709	715,062	68,215	783,277	

CITY OF LINO LAKES

GOVERNMENT BUILDINGS (101-432)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	1,720	23,559	25,184	11,503	25,788	0	25,788	15% Public Services Director
OVERTIME SALARIES	4102-000	0	0	0	0	0	0	0	Boiler Tech Endorsement
PART-TIME WAGES	4103-000	0	24,792	53,820	13,782	56,210	0	56,210	
TEMPORARIES	4106-000	6,930	9,594	9,880	3,735	9,880	0	9,880	Part-Time: Custodial Maintenance - Civic Complex, Fire #1, Fire #2, Public Works
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	129	3,419	5,925	1,673	6,150	0	6,150	Temporaries: Seasonal Position
SOCIAL SECURITY	4122-000	654	4,316	6,800	2,165	7,029	0	7,029	
DEFERRED COMP EMPLOYER	4123-000	0	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	0	1,210	1,268	727	1,352	0	1,352	
LIFE & DISABILITY INSURANCE	4133-000	0	40	73	20	40	0	40	
DENTAL INSURANCE	4134-000	0	92	92	54	94	0	94	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	674	3,374	5,429	3,432	4,245	0	4,245	
		10,107	70,395	108,471	37,090	110,788	0	110,788	
SUPPLIES									
OFFICE SUPPLIES	4200-000	10,192	8,209	10,000	1,890	10,000	0	10,000	Supplies for Office Operations
MAINTENANCE SUPPLIES	4211-000	30,129	32,334	35,000	18,824	35,000	0	35,000	Replacement Parts, Janitorial Supplies, Landscaping Materials
SMALL TOOLS	4240-000	6,874	21,306	2,400	1,761	2,400	2,500	4,900	2025 - Portable Kaivac Machine
		47,195	61,849	47,400	22,475	47,400	2,500	49,900	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	53,136	43,475	59,000	38,745	59,000	0	59,000	Repair/Calibration of HVAC System, Repairs in City Buildings, Safety Systems Monitoring
TELEPHONE	4321-000	7,440	6,302	8,000	2,947	8,000	0	8,000	Telephone & Internet Service Charges
POSTAGE	4322-000	5,079	4,682	5,500	4,000	5,500	0	5,500	
TRAVEL & TUITION	4330-000	479	0	0	0	0	0	0	
INSURANCE	4361-000	132,613	140,365	160,310	104,516	160,310	8,655	168,965	General Liability, Property, Excess Liability
ELECTRICITY	4381-000	121,019	114,198	125,000	34,954	125,000	0	125,000	For All City Facilities
UTILITIES	4382-000	20,338	23,634	18,000	10,210	18,000	4,000	22,000	Sewer, Water, Irrigation
HEAT	4383-000	56,423	48,934	54,000	24,179	54,000	0	54,000	Civic Complex & Other City Facilities
SANITATION	4384-000	11,655	12,384	15,000	8,082	15,000	0	15,000	Refuse Collection for City Complex & Other City Facilities
		408,181	393,974	444,810	227,633	444,810	12,655	457,465	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	114,163	52,464	23,000	15,321	23,000	10,840	33,840	Pest Control, Copier Maintenance, Fire Extinguisher Maintenance, Postage Machine Rental, Shredder, Roof Inspections, Read/Calibrate Scales, Garage Door Maintenance
SUBSCRIPTIONS & DUES	4452-000	364	294	400	65	400	0	400	Newspaper
		114,527	52,758	23,400	15,386	23,400	10,840	34,240	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
TOTAL GOVERNMENT BUILDINGS		580,010	578,975	624,081	302,583	626,398	25,995	652,393	

CITY OF LINO LAKES

PARKS (101-450)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	340,035	426,348	464,222	212,077	478,936	0	478,936	40% Public Services Director
OVERTIME	4102-000	1,128	1,611	2,000	396	2,000	0	2,000	100% Parks Supervisor
TEMPORARIES	4106-000	29,780	52,003	78,080	19,718	67,248	0	67,248	4 - 100% General Maintenance Workers
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	20% Administrative Assistant
PERA	4121-000	25,465	30,769	34,967	17,206	36,070	0	36,070	Temporaries:
SOCIAL SECURITY	4122-000	27,056	33,590	41,639	16,823	41,936	0	41,936	Summer Seasonal Positions
DEFERRED COMP EMPLOYER	4123-000	1,413	1,466	0	0	0	0	0	Winter Warming House Attendants
HEALTH INSURANCE	4131-000	30,906	41,112	43,757	23,887	45,899	0	45,899	
LIFE & DISABILITY INSURANCE	4133-000	898	1,021	1,263	586	1,234	0	1,234	
DENTAL INSURANCE	4134-000	1,939	3,022	3,430	1,644	3,498	0	3,498	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	3	0	0	0	
WORKER'S COMPENSATION	4151-000	19,830	32,601	40,621	24,110	30,752	0	30,752	
		478,450	623,544	709,979	316,449	707,573	0	707,573	
SUPPLIES									
MAINTENANCE SUPPLIES	4211-000	74,253	45,670	47,000	22,221	47,000	0	47,000	Engineered Wood Fiber, Fencing & Netting, Trees, Plantings, Rock, Ag-Lime, Pea Rock, Class V, Fertilizer, Seed, Herbicides, Line Chalk, Field Marking Paint, Clay, Sod, Irrigation System Maint/Repair/Upgrade, Paint, Lumber, Dog Waste Bags
SMALL TOOLS	4240-000	5,589	2,673	3,000	2,319	3,000	16,000	19,000	Hand Tools, Small Power Tools, Mowers, Chain Saws, Weed Whips, 2025 - Battery Powered Tools (\$1,000), Tool Cat Attachments - 74" Snowblower (\$8,000) & 68" Angle Broom (\$7,000)
		79,842	48,343	50,000	24,540	50,000	16,000	66,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	8,867	17,362	8,150	7,516	8,150	0	8,150	Cartograph, Engineering, Electrical
TELEPHONE	4321-000	675	696	1,000	301	1,000	0	1,000	Cell Phones, iPads
TRAVEL & TUITION	4330-000	1,948	3,302	3,000	2,364	3,000	0	3,000	Certification Training, Seminars, Computer Training, Mileage
BOARD STIPEND	4331-000	2,100	3,425	2,750	1,675	2,750	0	2,750	Board Members - 6 @ \$75 x 5 mtgs; Chair \$100 x 5 mtgs
ADVERTISING	4340-000	0	0	0	83	0	0	0	
UNIFORMS	4370-000	1,520	1,462	1,900	560	1,900	0	1,900	
ELECTRICITY	4381-000	3,293	3,178	3,500	873	3,500	0	3,500	Park Buildings and Shelters, Security Lighting, Hockey Rink Lights
UTILITIES (WATER/SEWER)	4382-000	35,305	51,299	40,000	584	40,000	8,000	48,000	Irrigation
HEAT	4383-000	4,803	4,416	5,000	2,083	5,000	0	5,000	
SANITATION	4384-000	991	1,090	1,800	557	1,800	0	1,800	Trash/Recycling
		59,502	86,229	67,100	16,596	67,100	8,000	75,100	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	117,438	165,225	254,000	6,008	254,000	0	254,000	Portable Restrooms, Weed Control, Tree/Stump Removal, Trail Construction/Repair/Maint, Irrigation Systems, 2025 - Replace Birch Park Boardwalk 305' (\$10,000), Foxborough Center Boardwalk 240' (\$15,000), Replace The Preserve Boardwalk 430' (\$27,000), Crackfill and Chip Seal Birch Park Parking lot (\$8,000), Mill and Overlay Trail 2000'-2500' of Failing Trail (\$116,000)
RENTED EQUIPMENT	4415-000	(147)	790	500	0	500	0	500	
SUBSCRIPTIONS & DUES	4452-000	106	75	200	10	200	0	200	Professional Memberships & Subscriptions
		117,397	166,090	254,700	6,018	254,700	0	254,700	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	5,566	0	0	0	0	0	0	
		5,566	0	0	0	0	0	0	
TOTAL PARKS		740,757	924,207	1,081,779	363,602	1,079,373	24,000	1,103,373	

CITY OF LINO LAKES

RECREATION (101-451)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	17,591	0	0	0	0	0	0	
OVERTIME	4102-000	0	0	0	0	0	0	0	
TEMPORARIES	4106-000	8,250	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	1,275	0	0	0	0	0	0	
SOCIAL SECURITY	4122-000	1,950	0	0	0	0	0	0	
DEFERRED COMP EMPLOYER	4123-000	203	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	1,390	0	0	0	0	0	0	
LIFE & DISABILITY INSURANCE	4133-000	38	0	0	0	0	0	0	
DENTAL INSURANCE	4134-000	88	0	0	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	13,665	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	608	0	0	0	0	0	0	
		45,058	0	0	0	0	0	0	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	0	0	0	0	0	0	0	
TELEPHONE	4321-000	35	0	0	0	0	0	0	
TRAVEL & TUITION	4330-000	0	0	0	0	0	0	0	
PRINTING & PUBLISHING	4340-000	0	0	0	0	0	0	0	
NEWSLETTER - PROGRAM SCHEDULE	4343-000	0	0	0	0	0	0	0	
		35	0	0	0	0	0	0	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	0	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
TOTAL RECREATION		45,093	0	0	0	0	0	0	

CITY OF LINO LAKES

OTHERS (101-499)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
CONTINGENCY	4905-000	0	0	79,247	0	79,247	320,753	400,000	Operating Contingency
OPERATING TRANSFERS	4910-000	321,750	466,554	150,000	250,000	0	0	0	
TOTAL OTHERS		321,750	466,554	229,247	250,000	79,247	320,753	400,000	

SUMMARY BY CATEGORY

PERSONAL SERVICES	7,974,957	8,435,327	9,581,467	4,150,212	9,939,148	(89,683)	9,849,465
SUPPLIES	631,337	659,727	690,817	288,481	690,817	34,798	725,615
OTHER SERVICES AND CHARGES	1,488,994	1,571,217	1,683,673	848,488	1,683,673	329,196	2,012,869
CONTRACTUAL SERVICES	891,210	973,119	983,764	457,506	983,764	146,377	1,130,141
CAPITAL OUTLAY	115,251	-	-	-	-	-	-
OTHERS	321,750	466,554	229,247	250,000	79,247	320,753	400,000
TOTAL EXPENDITURES	11,423,499	12,105,945	13,168,968	5,994,686	13,376,649	741,441	14,118,090

**CITY OF LINO LAKES
THE ROOKERY ACTIVITY CENTER FUND (202)
2025 PROPOSED BUDGET**

Description	Account Number	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
Property Taxes									
General Property Tax	202-000-3010-000	0	325,000	500,000	250,000	500,000	100,000	600,000	
		0	325,000	500,000	250,000	500,000	100,000	600,000	
Intergovernmental									
Other Federal Revenue	202-000-3319-000	500,000	270,354	0	0	0	0	0	American Rescue Plan Act (ARPA) Funds
Other Grants	202-000-3372-000	7,935	8,381	0	8,825	0	8,000	8,000	Twin Cities Gateway (TCG) Grant Funds
		507,935	278,735	0	8,825	0	8,000	8,000	
Charges For Services									
Annual Membership Fees	202-000-3470-000	60,966	110,456	208,000	65,315	208,000	(69,042)	138,958	Increase in 2025 Rates and 5% Membership Increase
Monthly Membership Fees	202-000-3471-000	217,629	507,519	655,200	302,048	655,200	(68,553)	586,647	Increase in 2025 Rates and 5% Membership Increase
Daily Use Fees	202-000-3472-000	25,638	53,191	80,600	31,214	80,600	(21,600)	59,000	
EF Basic Classes/Programs	202-000-3473-000	0	0	0	50	0	0	0	Revenue Shared per Professional Service Agreement
EF Personal & Specialty Train	202-000-3474-000	25,470	20,664	75,000	19,256	75,000	(50,000)	25,000	Revenue Shared per Professional Service Agreement
EF Spinning Classes	202-000-3475-000	0	2,941	25,000	2,024	25,000	(22,000)	3,000	Revenue Shared per Professional Service Agreement
Gym Rentals	202-000-3476-000	1,200	1,018	5,000	1,133	5,000	3,000	8,000	
Pool Rentals	202-000-3477-000	2,560	8,956	15,000	19,888	15,000	35,000	50,000	
Room Rentals	202-000-3478-000	1,585	4,077	7,500	5,882	7,500	4,500	12,000	
Birthday Party Rentals	202-000-3479-000	4,825	0	0	0	0	0	0	Accounted for in Program Revenue Beginning in 2023
Retail Sales	202-000-3480-000	137	1,478	3,000	269	3,000	(1,500)	1,500	
Enrollment Fees	202-000-3481-000	14,001	15,834	30,000	5,499	30,000	(20,000)	10,000	
Locker Rental	202-000-3482-000	193	1,536	4,500	600	4,500	(3,300)	1,200	
Towel Service	202-000-3483-000	1,099	3,539	7,000	2,208	7,000	(2,000)	5,000	
Child Watch	202-000-3484-000	763	1,272	1,000	897	1,000	0	1,000	Non-Member Daily Fees
Program Revenue	202-000-3485-000	39,678	198,120	250,020	254,689	250,020	93,644	343,664	See Program Budget Detail
		395,744	930,601	1,366,820	710,971	1,366,820	(121,851)	1,244,969	
Investment Earnings									
Interest On Investments	202-000-3620-000	0	0	0	1,007	0	500	500	
Change in Fair Value of Investments	202-000-3621-000	0	0	0	869	0	0	0	
		0	0	0	1,876	0	500	500	
Miscellaneous									
Refunds & Reimbursements	202-000-3730-000	15	500	0	0	0	0	0	
Silver Sneakers	202-000-3731-000	13,755	31,889	42,100	17,300	42,100	(3,000)	39,100	
Renew Active/One Pass	202-000-3732-000	13,664	31,094	53,000	16,300	53,000	(13,000)	40,000	
Cash Over (Short)	202-000-3800-000	58	98	0	55	0	0	0	
Miscellaneous Revenue	202-000-3810-000	0	0	0	0	0	0	0	
		27,492	63,582	95,100	33,655	95,100	(16,000)	79,100	
Other									
Operating Transfers	202-000-3920-000	20,626	593,777	0	0	0	0	0	
		20,626	593,777	0	0	0	0	0	
Total Revenues		951,797	2,191,694	1,961,920	1,005,327	1,961,920	(29,351)	1,932,569	

**CITY OF LINO LAKES
THE ROOKERY ACTIVITY CENTER FUND (202)
2025 BASE BUDGET ADJUSTMENTS**

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Rookery	41XX	Personal Services	Remove Activity Center Manager Position	\$ (119,981)
Rookery	41XX	Personal Services	Increase Part-Time budget for current positions	\$ 145,052
Rookery	4205	Program Supplies	Increase priarily due to increase in Summer Camp supplies offset by a decrease in Community Program supplies	\$ 2,338
Rookery	4211	Maintenance Supplies	Decrease to account for actual costs incurred	\$ (9,300)
Rookery	4222	Chemicals	Decrease to account for actual costs incurred	\$ (2,000)
Rookery	4235	Resale Items	Decrease to account for actual costs incurred	\$ (2,000)
Rookery	4240	Small Tools	Decrease to account for actual costs incurred	\$ (3,000)
Rookery	4300	Professional Services	Increase to account for actual costs incurred	\$ 20,000
Rookery	4310	Other Consultant	Metro-INET Services, Programs & Support 10.00% fee increase	\$ 3,125
Rookery	4310	Other Consultant	CivicRec Annual Maintenance 5.00% fee increase	\$ 1,045
Rookery	4321	Telephone	Decrease to account for actual costs incurred	\$ (900)
Rookery	4322	Postage	Decrease to account for actual costs incurred	\$ (500)
Rookery	4330	Travel & Tuition	Increase to account for actual costs incurred	\$ 2,000
Rookery	4361	Insurance	General liability, property, and excess liability insurance premium. LMCIT suggests cities allow for possible rate increases in the range of 5-9%. An 8% increase has been assumed.	\$ (2,048)
Rookery	4370	Uniforms	Increase to account for actual costs incurred	\$ 2,500
Rookery	4381	Electricity	Increase to account for actual costs incurred	\$ 2,000
Rookery	4382	Utilities	Increase to account for actual costs incurred	\$ 4,000
Rookery	4383	Heat	Decrease to account for actual costs incurred	\$ (5,750)
Rookery	4384	Sanitation	Decrease to account for actual costs incurred	\$ (1,800)
Rookery	4411	Cont Svcs - Fitness Pro	Decrease in revenue share resulting from decrease in budgeted revenue for personal/specialty training and spinning classes	\$ (54,000)
Rookery	4412	Cont Svcs - Programs	Increase primarily due to Summer Camp contracted services	\$ 20,394
Rookery	4418	Special Projects	Decrease in Scholarship/Financial Aid funding as 2022 amount to start the Rookery Scholarship Program has gone unused	\$ (5,000)
Rookery	4900	Marketing	Increase to account for the spend of TCG Grant Funds	\$ 8,000

**Total Rookery Activity Center Fund 2025 Adjustments \$ 4,175
Requested**

CITY OF LINO LAKES

THE ROOKERY ACTIVITY CENTER (202-451)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	370,709	431,840	556,367	177,129	548,720	(93,445)	455,275	3 - 100% Activity Center Coordinator
OVERTIME	4102-000	452	1,180	0	773	0	0	0	100% HR Assistant
PART-TIME	4103-000	299,936	586,456	500,000	262,244	500,000	127,331	627,331	100% Bldg Custodial/Maintenance Supervisor 100% Bldg Custodial/Maintenance Worker
TEMPORARIES	4106-000	3,803	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	Part-time: Aquatics Fitness Instructor, Aquatics Lead, Child Watch Attendant, Custodial Worker, Guest Services Representative, Lifeguard, Manager On Duty, Recreation Attendant, Program Staff
PERA	4121-000	34,198	49,591	60,478	22,962	59,904	(2,233)	57,671	
SOCIAL SECURITY	4122-000	49,593	76,136	80,812	33,146	80,227	2,592	82,819	
DEFERRED COMP EMPLOYER	4123-000	1,015	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	40,365	45,931	58,057	20,907	51,159	(9,012)	42,147	
LIFE & DISABILITY INSURANCE	4133-000	903	1,134	1,495	481	1,477	(249)	1,228	
DENTAL INSURANCE	4134-000	1,569	2,756	4,287	1,429	4,373	(625)	3,748	
REEMPLOYMENT INSURANCE	4141-000	0	20,005	0	1,449	0	0	0	
WORKER'S COMPENSATION	4151-000	12,367	27,181	29,858	18,956	22,357	712	23,069	
		814,910	1,242,210	1,291,354	539,476	1,268,217	25,071	1,293,288	
SUPPLIES									
OFFICE SUPPLIES	4200-000	11,285	16,903	7,000	6,422	7,000	0	7,000	General and Office Supplies
PROGRAM SUPPLIES	4205-000	4,753	11,820	24,062	6,025	24,062	2,338	26,400	See Program Budget Detail
MAINTENANCE SUPPLIES	4211-000	22,735	30,141	44,300	15,460	44,300	(9,300)	35,000	Cleaning Supplies, Paper Products, Soap, Pool/Sauna Parts and Pumps, Water Filters, Air Filters, Paint and Hardware, Water Fountains, Miscellaneous Building Supplies
CHEMICALS	4222-000	5,527	9,567	12,000	4,295	12,000	(2,000)	10,000	Pool Testing Supplies, Chlorine, Acid, Bicarbonate
RESALE ITEMS	4235-000	139	990	2,500	22	2,500	(2,000)	500	Locks, Diapers, Swim Caps, Hair Ties, Socks
SMALL TOOLS	4240-000	15,710	3,786	9,000	8,238	9,000	(3,000)	6,000	Tools, Equipment, and Furniture
		60,149	73,206	98,862	40,461	98,862	(13,962)	84,900	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	30,887	68,000	10,000	9,714	10,000	20,000	30,000	Repair/Calibration of HVAC and Electrical Systems, Safety Systems Monitoring
OTHER CONSULTANT	4310-000	4,204	52,193	59,000	39,429	59,000	4,170	63,170	Metro-INET Services, Programs & Support, CivicRec Annual Maintenance, WhenWork Scheduling Software
TELEPHONE	4321-000	2,572	3,929	5,400	1,705	5,400	(900)	4,500	Emergency Phone Services, Cell Phone Stipends
POSTAGE	4322-000	154	0	500	0	500	(500)	0	
TRAVEL & TUITION	4330-000	4,963	7,921	6,000	3,299	6,000	2,000	8,000	MRPA Annual Conference, Mileage Reimbursement, Professional Development/Training, Lifeguard & Instructor Certifications
PRINTING & PUBLISHING	4340-000	597	420	0	0	0	0	0	
PAYMENT PROCESSING	4345-000	13,103	23,594	30,000	13,635	30,000	0	30,000	Credit Card and Healthy Contribution Processing Fees
INSURANCE	4361-000	14,372	26,839	30,458	19,760	30,458	(2,048)	28,410	General Liability & Property Insurance
UNIFORMS	4370-000	1,901	3,543	2,000	3,550	2,000	2,500	4,500	
ELECTRICITY	4381-000	74,474	101,502	88,000	37,616	88,000	2,000	90,000	
UTILITIES	4382-000	12,677	18,767	14,000	6,657	14,000	4,000	18,000	Water & Sewer Service
HEAT	4383-000	30,434	40,703	55,750	21,045	55,750	(5,750)	50,000	
SANITATION	4384-000	5,363	3,740	6,000	2,275	6,000	(1,800)	4,200	Refuse Collection
		195,701	351,150	307,108	158,684	307,108	23,672	330,780	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	17,122	10,862	14,000	5,756	14,000	0	14,000	Copier Maintenance, Rug Service, Pest Control, Annual Inspections (Alarm, Elevator, Fire Extinguishers), Irrigation Service
CONT SRVS - FITNESS PROVIDER	4411-000	162,802	157,684	214,980	82,620	214,980	(54,000)	160,980	Endurance Fitness Monthly Fee and Share of Program Revenue
CONT SRVS - PROGRAMS	4412-000	2,635	10,013	6,350	2,551	6,350	20,394	26,744	See Program Budget Detail
RENTAL EQUIPMENT	4415-000	0	682	0	0	0	0	0	
SPECIAL PROJECTS	4418-000	5,000	0	5,000	0	5,000	(5,000)	0	Scholarship/Financial Aid
SUBSCRIPTIONS & DUES	4452-000	1,486	1,240	2,000	140	2,000	0	2,000	MRPA Membership, Pool Certification Fee
MARKETING	4900-000	16,091	16,070	11,000	4,831	11,000	8,000	19,000	Includes Spending of TCG Grant Funds
		205,136	196,551	253,330	95,899	253,330	(30,606)	222,724	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
TOTAL ROOKERY ACTIVITY CENTER		1,275,896	1,863,117	1,950,654	834,519	1,927,517	4,175	1,931,692	

**CITY OF LINO LAKES
THE ROOKERY ACTIVITY CENTER
2025 PROGRAM BUDGET DETAIL**

Program	Revenue	Expenditures			Total	Net +/-
		Personal Services	Supplies	Contracted Services		
Swim Lessons						
Winter Swim Lessons	43,311	27,960	400	-	28,360	14,951
Winter Monthly Programs	800	-	-	-	-	800
Spring Swim Lessons	43,311	27,960	400	-	28,360	14,951
Spring Monthly Programs	700	-	-	-	-	700
Summer Swim Lessons	43,311	27,960	300	-	28,260	15,051
Summer Monthly Programs	-	-	-	-	-	-
Fall Swim Lessons	43,311	27,960	400	-	28,360	14,951
Fall Monthly Programs	1,100	-	-	-	-	1,100
	175,844	111,840	1,500	-	113,340	62,504
Youth Programs						
School Out Programs/Non School Day	6,000	2,000	800	-	2,800	3,200
Cheerleading	2,150	-	-	1,896	1,896	254
Teen Take Over	200	50	150	-	200	-
Santa Letters	210	-	150	-	150	60
Contracted Programs	1,000	-	-	900	900	100
	9,560	2,050	1,100	2,796	5,946	3,614
Gym Programs						
Adult Pickleball Lessons	2,160	1,920	200	-	2,120	40
Tot Time	1,680	-	-	-	-	1,680
Kids Kraze	275	-	-	-	-	275
Preschool Programs (Sports Sampler)	1,000	-	-	900	900	100
Other Kids Sports	1,500	350	150	-	500	1,000
	6,615	2,270	350	900	3,520	3,095
Aquatics Programs						
Aquatic Special Events	3,000	1,000	2,000	-	3,000	-
Red Cross Certification	1,000	-	-	-	-	1,000
Mermaiding	725	-	-	-	-	725
	4,725	1,000	2,000	-	3,000	1,725
Active Adult Programs						
AARP Classes	1,500	-	-	1,200	1,200	300
Adult Day Trips	2,500	-	200	2,200	2,400	100
Lunch and Learn	500	-	200	-	200	300
Card Games	-	-	500	-	500	(500)
	4,500	-	900	3,400	4,300	200
Community Programs						
CPR Training Classes	1,200	600	400	-	1,000	200
Valentine's Dance/Royal Ball	1,200	400	300	-	700	500
Egg Hunt	400	120	200	-	320	80
Wellness Fair	1,000	-	300	-	300	700
Bobbing for Pumpkins	1,000	300	650	-	950	50
Scarecrow Crawl	-	-	200	-	200	(200)
Secret Holiday Shop	3,200	160	200	2,200	2,560	640
	8,000	1,580	2,250	2,200	6,030	1,970
Birthday Parties						
Birthday Parties	20,000	2,500	5,000	-	7,500	12,500
	20,000	2,500	5,000	-	7,500	12,500
Summer Camps						
Summer Camp	67,000	38,000	6,500	13,000	57,500	9,500
Mini Summer Camp	31,000	17,000	4,000	3,500	24,500	6,500
Aquatics Camp	7,440	5,890	750	-	6,640	800
Summer Trips - Not Regular Camp	900	400	50	-	450	450
Ooey, Goey and Ick Camp	7,000	2,300	2,000	-	4,300	2,700
Contracted Services Camp	1,080	-	-	948	948	132
	114,420	63,590	13,300	17,448	94,338	20,082
GRAND TOTALS	343,664	184,830	26,400	26,744	237,974	105,690

**City of Lino Lakes
2025 Citywide Capital Expenditures**

<u>Fund</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
401	Fire	Fire Station #1 - Generator	\$ 52,000
Fund 401 Total			<u>\$ 52,000</u>
402	Fleet	#117 Tractor	\$ 206,000
402	Fleet	#239 Bucket Truck	190,000
402	Fleet	#251 Backhoe	170,000
402	Fleet	#NEW Lawn Mower	18,500
402	Fire	Extrication Sets (2)	68,175
402	Fire	Lift Bag (1)	24,040
402	Fire	LUCAS Chest Compression System	18,000
Fund 402 Total			<u>\$ 694,715</u>
403	Multiple	Computer Replacements	\$ 15,300
403	Multiple	Network Access Devices	15,000
Fund 403 Total			<u>\$ 30,300</u>
601	Water	#505 Truck	\$ 41,000
Fund 601 Total			<u>\$ 41,000</u>
602	Sewer	#505 Truck	\$ 41,000
602	Sewer	#NEW Vac/Jetter Combo Truck	650,000
602	Sewer	Lift Station #53 Restoration	130,000
Fund 602 Total			<u>\$ 821,000</u>
Grand Total			<u>\$ 1,639,015</u>

The 2025-2029 Financial Plan has two Capital Improvement Programs: Citywide and Community Development. Citywide capital expenditures are shown above, reviewed during the annual budget process, and approved when the plan is accepted by the City Council. Community Development projects are brought to Council as projects occur and may go through the competitive bidding process. Refer to the 2025-2029 Financial Plan for Community Development capital expenditure detail.

**CITY OF LINO LAKES
ENTERPRISE FUNDS
2025 BASE BUDGET ADJUSTMENTS**

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Water	4200	Office Supplies	Utility billing statement paper and envelopes; computer replacement	\$ 1,000
Water	4215	Meters	Increase frequency of meter and MXU upgrades	\$ 50,000
Water	4300	Professional Services	Addition of Tower Base Station with Analytics and Integration	\$ 137,500
Water	4308	Auditor	Account for 2024 actuals and 2025 projected 9.00% fee increase	\$ 1,000
Water	4310	Other Consultants	Customer Portal with support and integration	\$ 40,000
Water	4310	Other Consultants	Metro-INET Services, Programs & Support 10.00% fee increase	\$ 1,559
Water	4310	Other Consultants	BS&A Software Annual Maintenance - UB Module; increase from Springbrook annual maintenance	\$ 1,460
Water	4310	Other Consultants	Remainder of Springbrook Annual Maintenance - UB Module	\$ 2,275
Water	4310	Other Consultants	Meter reading software annual support	\$ 2,900
Water	4322	Postage	Increase due to cost of postage and increase in UB customers	\$ 2,000
Water	4345	Payment Processing	Credit Card Processing Fees - decrease to reflect passing fees onto the customer	\$ (13,000)
Water	4360	Insurance	General liability, property, and excess liability insurance premium. LMCIT suggests cities allow for possible rate increases in the range of 5-9%. An 8% increase has been assumed.	\$ 5,987
Water	4363	Auto Insurance	Auto insurance premium. LMCIT suggests cities allow for possible rate increases in the range of 5-10%. A 5% increase has been assumed.	\$ 347
Water	4381	Electricity	Increase in the cost of electricity for well house lighting and	\$ 10,000
Water	4382	Utilities	Increase in the cost of JPA utility service	\$ 1,000
Water	4910	Operating Transfers	Increase in Flat Water Charge transferred to Area and Unit Fund	\$ 166,940
Water	4910	Operating Transfers	Decrease in waters portion of the annual Street Rehabilitation Program	\$ (10,000)
Water	5000	Capital Outlay	Truck #505 Replacement (split 50/50 with Sewer)	\$ 41,000
Water	5000	Capital Outlay	Well #2 Pumphouse Revisions	\$ 700,000

Total Water Fund 2025 Adjustments Requested \$ 1,141,968

Sewer	4200	Office Supplies	Utility billing statement paper and envelopes; computer replacement	\$ 1,000
Sewer	4308	Auditor	Account for 2024 actuals and 2025 projected 9.00% fee increase	\$ 1,770
Sewer	4310	Other Consultants	Metro-INET Services, Programs & Support 10.00% fee increase	\$ 1,559
Sewer	4310	Other Consultants	BS&A Software Annual Maintenance - UB Module; increase from Springbrook annual maintenance	\$ 1,460
Sewer	4310	Other Consultants	Remainder of Springbrook Annual Maintenance - UB Module	\$ 2,275
Sewer	4322	Postage	Increase due to cost of postage and increase in UB customers	\$ 2,000
Sewer	4345	Payment Processing	Credit Card Processing Fees - decrease to reflect passing fees onto the customer	\$ (13,000)
Sewer	4360	Insurance	General liability, property, and excess liability insurance premium. LMCIT suggests cities allow for possible rate increases in the range of 5-9%. An 8% increase has been assumed.	\$ 2,481
Sewer	4363	Auto Insurance	Auto insurance premium. LMCIT suggests cities allow for possible rate increases in the range of 5-10%. A 5% increase has been assumed.	\$ 347
Sewer	4381	Electricity	Increase in the cost of electricity for well house lighting and	\$ 7,000
Sewer	4382	Utilities	Increase in the cost of JPA utility service	\$ 1,000
Sewer	4383	Heat	Increase in the cost of natural gas for on-site generators	\$ 400
Sewer	4405	MCES Treatment Charge	Met Council Municipal Wastewater Charge. The fee is based on the portion of wastewater flow discharged from the community to the regional system in the past year (2023) multiplied by the regional wastewater charge for the next year (2025). Year-to-year changes are affected by growth, water conservation, and inflow and infiltration.	\$ 53,817
Sewer	4410	Contracted Services	Sanitary Sewer Lining Project from Birch/West Shadow to Ware Road Lift Station (\$700,000)	\$ 700,000
Sewer	5000	Capital Outlay	Truck #505 Replacement (split 50/50 with Sewer)	\$ 41,000
Sewer	5000	Capital Outlay	Vac/Jetter Combo Truck - new to fleet	\$ 650,000
Sewer	5000	Capital Outlay	Lift 53 Wetwell Rehab for I/I Reduction	\$ 130,000

Total Sewer Fund 2025 Adjustments Requested \$ 1,583,109

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Storm Water	4304	Municipal Engineer	Increase in retainer and project development services	\$ 2,550
Storm Water	4330	Travel & Tuition	Increase to account for actual costs incurred	\$ 1,300
Storm Water	4360	Auto Insurance	Street Sweeper covered under unscheduled mobile property	\$ (95)

Total Storm Water Fund 2025 Adjustments Requested \$ 3,755

**CITY OF LINO LAKES
WATER OPERATING FUND (601)
2025 PROPOSED BUDGET**

	Account Number	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
Operating Revenue									
Penalties & Interest	601-000-3150-000	139	262	0	0	0	0	0	
Water Hook-Up Charge	601-000-3248-000	37,030	30,000	41,250	16,250	41,250	0	41,250	
Other Grants	601-000-3372-000	0	7,079	0	115	0	0	0	
Water Meter Sales	601-000-3406-000	80,900	92,262	100,000	43,472	100,000	(15,000)	85,000	
Irrigation Controller Sales	601-000-3407-000	3,690	3,850	5,000	1,980	5,000	0	5,000	
Interest on Investments	601-000-3620-000	(246,188)	120,048	50,000	65,892	50,000	10,000	60,000	2.00% Interest Rate Assumption
Change in Fair Value of Investments	601-000-3621-000	0	160,634	0	21,896	0	0	0	Included in Interest on Investments in 2022
Miscellaneous Revenue	601-000-3714-000	1,199	3,860	1,800	580	1,800	0	1,800	
Contributions/Donations	601-000-3720-000	0	360	0	0	0	0	0	
Refunds and Reimbursements	601-000-3730-000	10,894	247	0	0	0	0	0	
Flat Water Charge	601-000-3850-000	288,630	435,329	601,760	291,374	601,760	166,940	768,700	Quarterly Base Fee - \$5/quarter YoY Increase
Water Sales	601-000-3855-000	1,389,467	1,711,197	1,450,533	384,791	1,450,533	88,241	1,538,774	Volume Charges - 4.0% YoY Increase
Water Penalties	601-000-3858-000	33,363	45,779	34,000	20,557	34,000	6,000	40,000	
Sale of Capital Assets	601-000-3910-000	0	977	0	0	0	0	0	
		1,599,124	2,611,884	2,284,343	846,907	2,284,343	256,181	2,540,524	
Other Sources									
Use of Reserves		0	0	0	0	0	513,860	513,860	
		0	0	0	0	0	513,860	513,860	
Total Operating Revenue & Other Sources		1,599,124	2,611,884	2,284,343	846,907	2,284,343	770,041	3,054,384	

CITY OF LINO LAKES

WATER (601-494)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	228,337	238,194	298,975	121,924	309,619	0	309,619	5% Public Services Director
OVERTIME	4102-000	6,928	5,764	7,000	1,870	7,000	0	7,000	10% Community Development Director
ON CALL	4105-000	6,074	6,049	6,000	0	6,000	0	6,000	25% Public Works Superintendent
TEMPORARIES	4106-000	3,755	4,813	9,880	3,087	9,880	0	9,880	5 - 50% General Maintenance Workers
WELLNESS PROGRAM	4108-000	99	72	72	0	72	0	72	20% Administrative Assistant
PERA	4121-000	17,132	17,957	23,398	10,026	24,196	0	24,196	7.5% Finance Director
FICA/MEDICARE	4122-000	17,459	18,347	24,622	9,350	25,436	0	25,436	12.5% Accounting Clerk II
DEFERRED COMP EMPLOYER	4123-000	101	0	0	100	0	0	0	50% Accounting Clerk I
PENSION EXPENSE	4125-000	15,190	16,778	0	0	0	0	0	25% Office Specialist
HEALTH INSURANCE	4131-000	22,330	33,859	31,506	13,562	30,593	0	30,593	Temporaries: Seasonal Positions
LIFE & DISABILITY INSURANCE	4133-000	579	601	941	330	872	0	872	
DENTAL INSURANCE	4134-000	1,544	1,876	2,481	1,206	2,530	0	2,530	
REEMPLOYMENT INSURANCE	4141-000	0	3,256	0	4,686	0	0	0	
WORKER'S COMPENSATION	4151-000	7,391	6,769	10,503	6,708	8,206	0	8,206	
		326,919	354,334	415,378	172,848	424,404	0	424,404	
SUPPLIES									
OFFICE SUPPLIES	4200-000	1,348	3,304	2,500	2,904	2,500	1,000	3,500	Utility Billing Statement Paper and Envelopes, Computers, General Clerical Supplies
MAINTENANCE SUPPLIES	4211-000	39,458	15,834	45,000	8,623	45,000	0	45,000	Fire Hydrants, Hydrant Hoses, Flushing Equipment, Gate Valves, Hardware for Repairs, Replacement Plumbing Supplies, Heaters, Dehumidifiers, Locate Paint and Flags, Gravel, Rock, Sand, Property Maintenance Supplies
FUELS	4212-000	10,000	12,000	12,000	0	12,000	0	12,000	
METERS	4215-000	116,959	63,817	150,000	144,867	150,000	50,000	200,000	New/Replacement Meters and MXU'S, Irrigation Meters, Meter Technology Upgrades \$50,000
IRRIGATION CONTROLLERS	4216-000	19,799	29,878	20,000	0	20,000	0	20,000	
CHEMICALS	4222-000	154,190	191,062	155,000	34,258	155,000	0	155,000	Polyphosphate, Fluoride, Chlorine, Chemical Pumps, Chemical Containment, Reagents for Water Sampling
SMALL TOOLS	4240-000	3,603	1,746	2,500	523	2,500	0	2,500	Wrenches, Drills, Saws
		345,357	317,642	387,000	191,174	387,000	51,000	438,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	120,528	130,226	103,300	26,785	103,300	137,500	240,800	Water Main Breaks, Well/Tower Maintenance, Scada Maintenance/Upgrades, Fire Hydrant Painting, RPZ Testing, Cartegraph, DNR Appropriations Permit, 2025 - Tower Base Station w/ Analytics & Integration \$137,500
MUNICIPAL ATTORNEY	4301-000	5,691	108,811	5,000	17,910	5,000	0	5,000	
MUNICIPAL ENGINEER	4304-000	20,346	32,640	25,000	5,716	25,000	0	25,000	
AUDITOR	4308-000	0	6,761	7,000	7,361	7,000	1,000	8,000	Water Fund Portion of Independent Annual Audit
OTHER CONSULTANT	4310-000	24,375	16,527	19,286	10,157	19,286	48,194	67,480	Metro-INET Services, Programs & Support, BS&A Software Annual Maintenance, Customer Portal & Support, Meter Software Annual Maintenance
TELEPHONE	4321-000	3,700	3,881	5,000	2,646	5,000	0	5,000	Cellular Phones, Well House Land Line Back-up
POSTAGE	4322-000	5,075	6,407	6,000	3,686	6,000	2,000	8,000	Utility Billing Postage
TRAVEL & TUITION	4330-000	2,009	2,262	4,500	2,366	4,500	0	4,500	
PRINTING & PUBLISHING	4340-000	3,238	2,260	5,000	1,671	5,000	0	5,000	Water Quality Report
PAYMENT PROCESSING	4345-000	11,303	13,492	13,000	5,445	13,000	(13,000)	0	
INSURANCE	4360-000	16,303	26,107	27,078	17,584	27,078	5,987	33,065	
AUTO INSURANCE	4363-000	951	954	953	619	953	347	1,300	
UNIFORMS	4370-000	751	548	1,140	350	1,140	0	1,140	Clothing Allowance
ELECTRICITY	4381-000	117,240	123,678	120,000	34,209	120,000	10,000	130,000	Well House Lighting and Pump Usage
UTILITIES (WATER/SEWER)	4382-000	7,217	8,051	9,000	4,911	9,000	1,000	10,000	Blaine, Shoreview, and Centennial Utilities - Utility Connections
HEAT	4383-000	2,952	2,759	5,000	2,053	5,000	0	5,000	Well House Heating
		341,679	485,362	356,257	143,471	356,257	193,028	549,285	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	9,327	62,239	11,995	6,878	11,995	0	11,995	Gopher One-Call, Monthly Lab Testing, Utility Statement Processing
RENTAL EQUIPMENT	4415-000	0	0	0	114	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	638	904	1,000	1,168	1,000	0	1,000	AWWA, Water Operators Licenses
		9,965	63,143	12,995	8,160	12,995	0	12,995	
DEPRECIATION									
ASSET DEPRECIATION	4510-000	789,106	796,587	0	0	0	0	0	Annual Depreciation Expense - Water Infrastructure & Equip
		789,106	796,587	0	0	0	0	0	
OTHER									
OPERATING TRANSFERS	4910-000	573,283	954,910	731,760	0	731,760	156,940	888,700	Flat Water Charge Transferred to Area and Unit Fund (\$768,700), Water Fund Portion of 2025 Street Rehabilitation (\$120,000)
		573,283	954,910	731,760	0	731,760	156,940	888,700	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	1,206,321	10,034	157,500	32,608	0	741,000	741,000	Truck #505 Replacement (\$41,000), Well #2 Pumphouse Revisions (\$700,000)
		1,206,321	10,034	157,500	32,608	0	741,000	741,000	
TOTAL WATER FUND		3,592,630	2,982,012	2,060,890	548,262	1,912,416	1,141,968	3,054,384	

**CITY OF LINO LAKES
SEWER OPERATING FUND (602)
2025 PROPOSED BUDGET**

	Account Number	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
Operating Revenue									
Current Assessments	602-000-3110-000	0	0	0	0	0	0	0	
Delinquent Assessments	602-000-3120-000	0	0	0	0	0	0	0	
Penalties & Interest	602-000-3150-000	139	274	0	0	0	0	0	
Sewer Hook-Up Charge	602-000-3249-000	29,860	25,040	33,000	13,260	33,000	0	33,000	
Other Grants	602-000-3372-000	0	51,953	0	0	0	0	0	
Interest on Investments	602-000-3620-000	(398,835)	198,596	80,000	89,303	80,000	(10,000)	70,000	2.00% Interest Rate Assumption
Change in Fair Value of Investments	602-000-3621-000	0	231,133	0	29,384	0	0	0	Included in Interest on Investments in 2022
Contributions/Donations	602-000-3720-000	0	8,185	0	0	0	0	0	
Refunds and Reimbursements	602-000-3730-000	22	0	0	602	0	0	0	
Sewer Sales	602-000-3856-000	1,892,537	2,015,484	1,979,432	1,043,361	1,979,432	92,493	2,071,925	2.5% YoY Increase
Sewer Penalties	602-000-3858-000	29,741	37,986	30,000	19,179	30,000	5,000	35,000	
Sale of Capital Assets	602-000-3910-000	0	977	0	0	0	0	0	
Operating Transfers	602-000-3920-000	0	0	0	0	0	0	0	
		1,553,464	2,569,626	2,122,432	1,195,089	2,122,432	87,493	2,209,925	
Other Sources									
Use of Reserves		0	0	275,833	0	0	1,620,048	1,620,048	
		0	0	275,833	0	0	1,620,048	1,620,048	
Total Operating Revenue & Other Sources		1,553,464	2,569,626	2,398,265	1,195,089	2,122,432	1,707,541	3,829,973	

CITY OF LINO LAKES

SEWER (602-495)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	228,338	238,194	298,975	121,923	309,619	0	309,619	5% Public Services Director
OVERTIME	4102-000	6,928	5,763	7,000	1,870	7,000	0	7,000	10% Community Development Director
ON CALL	4105-000	6,074	6,049	6,000	0	6,000	0	6,000	25% Public Works Superintendent
TEMPORARIES	4106-000	3,755	4,813	9,880	3,087	9,880	0	9,880	5 - 50% General Maintenance Workers
WELLNESS PROGRAM	4108-000	99	72	72	0	72	0	72	20% Administrative Assistant
PERA	4121-000	17,133	17,957	23,398	10,026	24,196	0	24,196	7.5% Finance Director
FICA/MEDICARE	4122-000	17,459	18,346	24,622	9,350	25,436	0	25,436	12.5% Accounting Clerk II
DEFERRED COMP EMPLOYER	4123-000	101	0	0	100	0	0	0	50% Accounting Clerk I
PENSION EXPENSE	4125-000	15,190	16,778	0	0	0	0	0	25% Office Specialist
HEALTH INSURANCE	4131-000	22,330	33,859	31,506	13,562	30,593	0	30,593	Temporaries: Seasonal Positions
LIFE & DISABILITY INSURANCE	4133-000	578	600	941	329	872	0	872	
DENTAL INSURANCE	4134-000	1,544	1,876	2,481	1,206	2,530	0	2,530	
REEMPLOYMENT INSURANCE	4141-000	0	3,256	0	4,686	0	0	0	
WORKER'S COMPENSATION	4151-000	15,729	16,273	23,839	15,228	18,615	0	18,615	
		335,258	363,836	428,714	181,366	434,813	0	434,813	
SUPPLIES									
OFFICE SUPPLIES	4200-000	1,319	3,257	2,500	2,904	2,500	1,000	3,500	Utility Billing Statement Paper and Envelopes, Computers, General Clerical Supplies
MAINTENANCE SUPPLIES	4211-000	54,204	7,666	45,000	3,231	45,000	0	45,000	Impellers, Screens, UPS, Heaters, Batteries, Manhole Repair Supplies, Check Valves, Gate Valves, Road Repair Materials
FUELS	4212-000	10,000	12,000	12,000	0	12,000	0	12,000	
SMALL TOOLS	4240-000	3,390	1,922	30,700	16,590	30,700	0	30,700	Valve Keys, Locators, Wrenches, Plumbing Tools, Lift Station Pump Replacements
		68,913	24,845	90,200	22,725	90,200	1,000	91,200	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	116,948	164,039	185,300	103,868	185,300	0	185,300	Lift Station Cleaning, Lift Station Repairs/Upgrades, Sewer Line Cleaning/Camera, Sycom, Generator Maintenance/Inspection, Pump Repair/Service, Sewer Line Breaks, Cartegraph
MUNICIPAL ATTORNEY	4301-000	0	0	0	0	0	0	0	
MUNICIPAL ENGINEER	4304-000	18,278	15,918	25,000	5,999	25,000	0	25,000	
AUDITOR	4308-000	0	10,366	10,000	10,797	10,000	1,770	11,770	Sewer Fund Portion of Independent Annual Audit
OTHER CONSULTANTS	4310-000	24,375	16,527	19,286	10,157	19,286	5,294	24,580	Metro-INET Services, Programs & Support, BS&A Software Annual Maintenance
TELEPHONE	4321-000	1,789	1,412	2,000	607	2,000	0	2,000	Cellular Phones, Lift Stations
POSTAGE	4322-000	5,075	6,183	6,000	2,524	6,000	2,000	8,000	Utility Billing Postage
TRAVEL & TUITION	4330-000	2,701	2,828	4,500	1,879	4,500	0	4,500	OSHA Compliance Safety Training
PRINTING & PUBLISHING	4340-000	0	0	500	0	500	0	500	
PAYMENT PROCESSING	4345-000	11,303	13,492	13,000	5,445	13,000	(13,000)	0	
INSURANCE	4360-000	19,454	25,587	28,634	18,614	28,634	2,481	31,115	
AUTO INSURANCE	4363-000	951	954	953	619	953	347	1,300	
UNIFORMS	4370-000	751	548	1,140	350	1,140	0	1,140	Clothing Allowance
ELECTRICITY	4381-000	36,256	36,841	38,000	15,000	38,000	7,000	45,000	Power to Run Lift Station Pumps and Controls
UTILITIES (WATER/SEWER)	4382-000	12,834	11,276	12,000	5,492	12,000	1,000	13,000	Blaine, Shoreview, and Centennial Utilities - Utility Connections
HEAT	4383-000	1,898	1,951	1,800	910	1,800	400	2,200	Natural Gas for On-site Generators
		252,613	307,921	348,113	182,261	348,113	7,292	355,405	
CONTRACTUAL SERVICES									
MCES TREATMENT CHARGES	4405-000	1,087,739	1,165,548	1,291,178	753,187	1,291,178	53,817	1,344,995	MCES Sewer Treatment Costs
CONTRACTED SERVICES	4410-000	5,063	60,778	81,560	9,553	81,560	700,000	781,560	Gopher One-Call, Utility Statement Processing, Sanitary Sewer Lining Project (\$75,000), 2025 - Sanitary Sewer Lining Project from Birch/West Shadow to Ware Road Lift Station (\$700,000)
RENTED EQUIPMENT	4415-000	0	321	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	243	886	1,000	0	1,000	0	1,000	Sewer Operators Licenses, APWA Membership
		1,093,045	1,227,534	1,373,738	762,741	1,373,738	753,817	2,127,555	
DEPRECIATION									
ASSET DEPRECIATION	4510-000	597,713	611,106	0	0	0	0	0	Annual Depreciation Expense - Sewer Infrastructure & Equip
		597,713	611,106	0	0	0	0	0	
OTHER									
OPERATING TRANSFERS	4910-000	0	134,474	0	0	0	0	0	
		0	134,474	0	0	0	0	0	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	157,500	32,608	0	821,000	821,000	Truck #505 Replacement (\$41,000), Vac/Jetter Combo Truck (\$650,000), Lift 53 Wetwell Rehab for I/I Reduction \$130,000
		0	0	157,500	32,608	0	821,000	821,000	
TOTAL SEWER FUND		2,347,542	2,669,715	2,398,265	1,181,702	2,246,864	1,583,109	3,829,973	

**CITY OF LINO LAKES
STORM WATER OPERATING FUND (603)
2025 PROPOSED BUDGET**

	Account Number	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail
Operating Revenue									
Penalties & Interest	603-000-3150-000	0	48	0	0	0	0	0	
Interest on Investments	603-000-3620-000	(895)	7,794	3,000	4,884	3,000	0	3,000	2.00% Interest Rate Assumption
Change in Fair Value of Investments	603-000-3621-000	0	9,805	0	1,988	0	0	0	Included in Interest on Investments in 2022
Storm Water Penalties	603-000-3858-000	5,342	11,569	10,000	5,828	10,000	0	10,000	
Storm Water Fee	603-000-3859-000	480,727	540,504	536,470	312,208	536,470	5,070	541,540	
		485,174	569,720	549,470	324,908	549,470	5,070	554,540	
Other Sources									
Use of Reserves		0	0	0	0	0	0	0	
Operating Transfers		76,620	0	0	0	0	0	0	
		76,620	0	0	0	0	0	0	
Total Operating Revenue & Other Sources		561,794	569,720	549,470	324,908	549,470	5,070	554,540	

CITY OF LINO LAKES

STORM WATER (603-496)

Description	Object Code	Actual 2022	Actual 2023	Adopted 2024	June YTD 2024	Base Budget 2025	Adjustments Requested 2025	Proposed 2025	Budget Detail	
PERSONAL SERVICES										
SALARIES	4101-000	124,652	103,156	150,060	68,631	156,867	0	156,867	5% Public Services Director 10% Community Development Director 10% Public Works Superintendent 30% Streets Supervisor 25% Environmental Coordinator 1 - 100% General Maintenance Worker	
OVERTIME	4102-000	2,772	2,074	0	486	3,000	0	3,000		
ON CALL	4105-000	0	0	0	0	0	0	0		
TEMPORARIES	4106-000	0	0	0	0	0	0	0		
WELLNESS PROGRAM	4108-000	72	72	72	0	72	0	72		
PERA	4121-000	7,515	7,752	11,255	5,602	11,990	0	11,990		
FICA/MEDICARE	4122-000	9,582	7,774	11,480	5,003	12,230	0	12,230		
DEFERRED COMP EMPLOYER	4123-000	101	0	0	100	0	0	0		
PENSION EXPENSE	4125-000	6,663	6,576	0	0	0	0	0		
HEALTH INSURANCE	4131-000	6,393	25,926	12,789	6,482	13,516	0	13,516		
LIFE & DISABILITY INSURANCE	4133-000	254	239	465	186	413	0	413		
DENTAL INSURANCE	4134-000	387	347	1,102	500	1,125	0	1,125		
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0		
WORKER'S COMPENSATION	4151-000	6,596	7,720	12,138	7,797	9,824	0	9,824		
		164,987	161,636	199,361	94,788	209,037	0	209,037		
SUPPLIES										
OFFICE SUPPLIES	4200-000	0	0	0	0	0	0	0		
MAINTENANCE SUPPLIES	4211-000	11,467	0	17,000	561	17,000	0	17,000		
FUELS	4212-000	4,000	4,000	4,000	0	4,000	0	4,000		
SMALL TOOLS	4240-000	0	413	3,000	43	3,000	0	3,000		
		15,467	4,413	24,000	604	24,000	0	24,000		
OTHER SERVICES AND CHARGES										
PROFESSIONAL SERVICES	4300-000	0	0	5,000	0	5,000	0	5,000	Public Education, Consultant Services	
MUNICIPAL ENGINEER	4304-000	32,780	56,522	37,000	6,537	37,000	2,550	39,550	Retainer (\$14,550), Project Development (\$25,000)	
OTHER CONSULTANTS	4310-000	8,551	0	0	0	0	0	0		
TELEPHONE	4321-000	17	18	20	9	20	0	20	Allocated Cell Phone Stipend	
POSTAGE	4322-000	764	841	955	868	955	0	955	Annual Utility Billing Postage	
TRAVEL & TUITION	4330-000	1,712	1,990	1,700	2,954	1,700	1,300	3,000		
PRINTING & PUBLISHING	4340-000	0	0	0	0	0	0	0		
PAYMENT PROCESSING	4345-000	0	0	0	0	0	0	0		
INSURANCE	4360-000	14	60	95	62	95	(95)	0	Mobile Property Insurance	
AUTO INSURANCE	4363-000	0	0	0	0	0	0	0		
UNIFORMS	4370-000	114	0	380	0	380	0	380	Uniform Allowance	
ELECTRICITY	4381-000	0	0	0	0	0	0	0		
UTILITIES (WATER/SEWER)	4382-000	348	0	0	0	0	0	0		
HEAT	4383-000	0	0	0	0	0	0	0		
		44,300	59,431	45,150	10,429	45,150	3,755	48,905		
CONTRACTUAL SERVICES										
CONTRACTED SERVICES	4410-000	26,383	351,136	227,000	(4,552)	227,000	0	227,000	Sweeping/Repairs, Tree Removal, SWMP (Ditch, Pipe, Pond) Cleaning, Annual Utility Statement Processing (\$300)	
RENTED EQUIPMENT	4415-000	0	422	0	0	0	0	0		
SUBSCRIPTIONS & DUES	4452-000	340	365	500	362	500	0	500		
		26,723	351,923	227,500	(4,190)	227,500	0	227,500		
DEPRECIATION										
ASSET DEPRECIATION	4510-000	0	0	0	0	0	0	0		
		0	0	0	0	0	0	0		
OTHER										
OPERATING TRANSFERS	4910-000	0	0	0	0	0	0	0		
		0	0	0	0	0	0	0		
CAPITAL OUTLAY										
EQUIPMENT	5000-000	0	0	0	0	0	0	0	Capital Equipment Reserve	
		0	0	0	0	0	0	0		
TOTAL STORM WATER FUND		251,477	577,403	496,011	101,631	505,687	3,755	509,442		

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

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: September 23, 2024

TOPIC: Consider Resolution No. 24-122, Announcing the Public Hearing on the 2025 Budget and Levy

VOTE REQUIRED: Simple Majority

BACKGROUND

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

Resolution No. 24-122 announces Monday, December 9, 2024, at 6:30pm during the regularly scheduled City Council Meeting as a time when the public will be allowed to speak on the 2025 budget and levy. Adoption of the 2025 final budget and levy is anticipated immediately following the hearing.

RECOMMENDATION

Staff recommends Resolution No. 24-122, Announcing the Public Hearing on the 2025 Budget and Levy.

ATTACHMENTS

Resolution No. 24-122

**CITY OF LINO LAKES
RESOLUTION NO. 24-122**

ANNOUNCING THE PUBLIC HEARING ON THE 2025 BUDGET AND LEVY

WHEREAS, following the adoption of a preliminary levy for taxes payable 2025; and

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

WHEREAS, the public will be allowed to speak prior to the adoption of a final levy for taxes payable 2025.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the public hearing for the 2025 budget and levy is hereby announced for Monday, December 9, 2024 at 6:30pm during the regularly scheduled City Council Meeting in the Council Chambers at the Civic Complex, 600 Town Center Parkway.

Adopted by the City Council of the City of Lino Lakes this 23rd day of September 2024.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

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

STAFF ORIGINATOR: Hannah Lynch, Finance Director

MEETING DATE: September 23, 2024

TOPIC: Consider Resolution No. 24-123, Canceling the 2025 Levy for G.O. Capital Note, Series 2016A

VOTE REQUIRED: Simple Majority

INTRODUCTION

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

BACKGROUND

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

While the required tax levy extended into taxes payable 2025, the final debt service payment on the G.O. Capital Note, Series 2016A was made to the City of Circle Pines in 2024 with the use of fee revenues from NMTV. Since the debt has been paid in full and the levy has been canceled each year the debt has been outstanding, the debt levy should be canceled for taxes payable 2025.

RECOMMENDATION

Staff recommends Resolution No. 24-123, Cancelling the 2025 Levy for G.O. Capital Note, Series 2016A.

ATTACHMENTS

Resolution No. 24-123

**CITY OF LINO LAKES
RESOLUTION NO. 24-123**

CANCELING THE 2025 LEVY FOR G.O. CAPITAL NOTE, SERIES 2016A

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

WHEREAS, a tax levy is scheduled for taxes payable 2025 to pay the debt service on the G.O. Capital Note, Series 2016A; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the tax levy scheduled for taxes payable 2025 for the G.O. Capital Note, Series 2016A is hereby cancelled.

Adopted by the City Council of the City of Lino Lakes this 23rd day of September 2024.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

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

STAFF ORIGINATOR: Dan L’Allier, Deputy Director – Fire Division

MEETING DATE: September 23, 2024

TOPIC: Consider Approval for Sale of Fire Vehicle #621

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff has received an offer from the City of Brooklyn Center Fire Department to purchase fire vehicle #621 for \$201,000.00.

BACKGROUND

During the April 1, 2024, Council Work Session, staff was directed to list fire vehicle #621 (2017 Ford F650 Custom Fire Engine) for sale at \$225,000.

The Brooklyn Center Fire Department has an immediate need stemming from a traffic crash totaling one of their primary fire engines. The Brooklyn Center Fire Department has made an offer of \$201,000 for the purchase of vehicle #621. If approved by the Council, the Brooklyn Center Fire Department would like to take possession of this fire apparatus as soon as possible.

Attached for your review is emailed dated September 17, 2024, from Brooklyn Center Fire Chief Todd Berg.

This offer to purchase fire vehicle #621 is not subject to the Brindlee Mountain listing fee.

RECOMMENDATION

Staff recommends Council approve the sale of fire vehicle #621 to the City of Brooklyn Center Fire Department for \$201,000.

ATTACHMENTS

Emailed dated 9.17.2024 from BCFD

John Swenson

From: Todd Berg <tberg@brooklyncentermn.gov>
Sent: Tuesday, September 17, 2024 8:33 AM
To: John Swenson
Subject: 2017 F-650 fire truck

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

Director Swenson,

Brooklyn Center would like to offer \$201,000 for the truck. This vehicle would fill the void left by our first-out truck, which was involved in an accident earlier this spring. We had already ordered a new truck prior to the accident, but it won't arrive until January 2027.

This purchase is important to us for several reasons: we want to support another local department, we need the truck as soon as possible, we became aware of this opportunity through a network of professionals rather than a broker, and this truck would meet our city's immediate need for fire protection. Being mindful of taxpayer money, we expect the total cost—including the bid price, setup, and identification—to align with our insurance settlement.

Brooklyn Center is prepared to wire the funds as soon as your City Council approves the sale, and the truck will be ready for pick-up at that time. Our own City Council will review the purchase for approval on September 23rd to expedite the process.

Please feel free to reach out if you have any additional questions. We are looking forward to moving ahead with this.

Sincerely,



Todd Berg
Fire Chief / Emergency Manager
6250 Brooklyn Blvd | Brooklyn Center, MN 55429
Direct: (763) 549-3610
Office: (763) 549-3600
tberg@brooklyncentermn.gov

[Website](#) | [Twitter](#) | [Nextdoor](#) | [LinkedIn](#) | [CodeRED](#) | [YouTube](#) | [Facebook](#)

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

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: September 23, 2024

TOPIC: Consider Resolution No. 24-125, Accepting offer of the Minnesota Public Facilities Authority to Purchase General Obligation Revenue Note Authorize Execution of Project Loan Agreement

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting City Council authorization to accept offer to purchase note and authorize execution of project loan agreements with the Minnesota Public Facilities Authority (MPFA) related to the construction of the water treatment facility.

BACKGROUND

During the 2023 Legislative session \$13,500,000 was appropriated to the MPFA for a grant to the City of Lino Lakes for the water treatment facility. Additionally, the City is receiving a \$3 million grant through the MPFA Emerging Contaminants program along with a low interest loan through the Drinking Water Revolving Loan Program for the balance of the project cost (\$15,996,190).

The MPFA has prepared the grant and loan agreement for City execution. Kennedy & Graven, the City's Bond Counsel, has reviewed the agreement and prepared the attached resolution for council consideration. The PFA will be providing a low interest loan (1.947%) to finance the non-grant funded portion of the project. The City will issue and the PFA will purchase a General Obligation Water Revenue Note for the principal amount to secure the loan. In issuing the loan the City is pledging water utility revenues to pay the principal and interest on the note. In the event these are insufficient the City pledges ad valorem tax revenue to support the debt service.

As a result of prior City Council actions to plan for and adjust utility rates, water revenues are anticipated to be sufficient to cover existing and proposed debt service. Once the agreements are executed the City will be able to submit for reimbursement of costs previously incurred for design and construction of the building.

RECOMMENDATION

Staff is recommending approval of Resolution No. 24-125.

ATTACHMENTS

1. Resolution No. 24-125

**CITY OF LINO LAKES
RESOLUTION NO. 24-125**

**RESOLUTION ACCEPTING THE OFFER OF THE MINNESOTA PUBLIC FACILITIES
AUTHORITY TO PURCHASE A GENERAL OBLIGATION WATER REVENUE NOTE,
SERIES 2024, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF \$15,996,190;
PROVIDING FOR ITS ISSUANCE; AND AUTHORIZING THE EXECUTION OF A PROJECT
LOAN AGREEMENT AND OTHER DOCUMENTS IN CONNECTION THEREWITH**

BE IT RESOLVED By the City Council of Lino Lakes, Minnesota (the “City”) as follows:

Section 1. Recitals.

(a) The Minnesota Public Facilities Authority (the “PFA”) is authorized pursuant to Minnesota Statutes, Chapter 446A, as amended, and Minnesota Rules, Chapter 7380, as amended, to issue its bonds (the “PFA Bonds”) and to use the proceeds thereof, together with certain other funds of the agency available for such purpose in the Drinking Water Revolving Fund, to provide loans to political subdivisions of the State of Minnesota (the “State”) to fund eligible costs of construction of publicly owned drinking water treatment and distribution facilities in accordance with the Federal Safe Drinking Water Act Amendments of 1996, Public Law 104-182 (the “Program”).

(b) The City is authorized to issue its obligations pursuant to Minnesota Statutes, Chapters 444 and 475, as amended (the “Act”), including Section 444.075, for the purpose of financing the construction of a new 8.6 MGD iron and manganese gravity filtration water treatment plant and associated facilities (the “Project”).

(c) The City has applied for a loan from the PFA pursuant to the Program, and the PFA has committed to make a loan to the City in the principal amount of \$15,996,190, to be disbursed and repaid in accordance with the terms of a Bond Purchase and Project Loan Agreement, dated August 14, 2024 (the “Project Loan Agreement”), between the City and the PFA, in substantially the form now on file with the City and attached hereto as EXHIBIT A. In addition, in accordance with the terms of the Project Loan Agreement, the PFA will provide a Drinking Water State Revolving Fund Principal Forgiveness Grant in the principal amount of \$3,000,000 to help finance the Project. The Project Loan Agreement, as executed, is incorporated herein by reference. The execution of the Project Loan Agreement is in accordance with the terms hereof.

(d) In accordance with Section 475.60, subdivision 2(4) of the Act, the City is authorized to issue obligations to a board, department or agency of the State by negotiation and without advertisement for bids and the PFA is, and has represented that it is, a board, department or agency of the State.

(e) Contracts for the Project have been or will be made by the City with the approval of the PFA and all other State and federal agencies of whose approval is required.

Section 2. Acceptance of Offer; Payment.

(a) The City hereby accepts the offer of the PFA to purchase the General Obligation Water Revenue Note, Series 2024 (the "Note"), to be issued by the City in the original aggregate principal amount of \$15,996,190 at the rate of interest set forth therein, and to pay therefor the par amount of the Note as provided below, and the sale of the Note is awarded to the PFA. Payment for the Note is to be disbursed in installments as eligible costs of the Project are reimbursed or paid, all as provided in the Project Loan Agreement. The terms set forth in this resolution relating to the Note are intended to be consistent with the provisions of the Project Loan Agreement, and to the extent that any provision in the Project Loan Agreement is in conflict with this resolution, the Project Loan Agreement shall control.

(b) The Note is to be issued in the aggregate principal amount of \$15,996,190, originally and nominally dated as of the date of delivery as a fully registered Note without coupons. The Note will be in the denomination of the entire principal amount thereof, numbered R-1, and will bear interest and mature in installment amounts as specified in EXHIBIT B attached hereto.

(c) The Note is subject to redemption and prior payment as provided in the Project Loan Agreement.

(d) Interest and principal in the installment amounts set out in the Note are payable by wire transfer, or if by check or draft of the City or its designated Registrar, mailed no later than five (5) business days prior to the payment date to the registered holder thereof at the holder's address as it appears on the bond register at the close of business on the fifteenth day (whether or not a business day) immediately preceding the interest payment date.

Section 3. Date; Denomination; Interest Rate. The Note will be a fully registered negotiable obligation, dated as of date of delivery and issued forthwith. The Note shall be issued in substantially the form attached hereto as EXHIBIT B.

Section 4. Execution. The Note is to be executed on behalf of the City by the manual or facsimile signatures of its Mayor and City Administrator, and is to be authenticated by the manual signature of the City Administrator, acting as authenticating agent of the City. In the event of disability or resignation or other absence of any of such officers, the Note may be signed by any officer who is authorized to act on behalf of such absent or disabled officer. If an officer whose signature will appear on the Note ceases to be such officer before the delivery of the Note, such officer's signature will nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

Section 5. Delivery; Application of Proceeds. The Note when so prepared and executed will be delivered by the City Administrator to the PFA prior to disbursements pursuant to the Project Loan Agreement and the purchaser is not obliged to see to the proper application thereof.

Section 6. Water Fund and Accounts. There shall be maintained a separate fund in the City treasury designated as the Water Fund (the "Water Fund"). The Finance Director and all municipal officials and employees concerned therewith will establish and maintain financial records of the receipts and disbursements of the municipal water system (the "Water System") in accordance with this resolution. There will be maintained in the Water Fund, in addition to any accounts previously created, the following three (3) separate accounts:

(a) A Capital Account to which will be credited all proceeds from the sale of the Note. The Note is the only source of money to be credited to the Capital Account. It is recognized that the sale proceeds of the Note are received in reimbursement for costs expended on the Project or in direct payment of such costs, and that accordingly the money need not be placed in the Capital Account upon receipt but may be applied immediately to reimburse the source from which the expenditure was made. Money in the Capital Account is to be used solely for the purpose of paying for the cost of constructing the Project, including all costs enumerated in Section 475.65 of the Act, provided that such money may only be expended for costs and expenses which are permitted under the Project Loan Agreement. The PFA prohibits the use of proceeds of the Note to reimburse costs initially paid from proceeds of other obligations of the City unless otherwise specifically approved by the PFA. Upon completion of the Project and the payment of the costs thereof, any surplus is to be transferred to the Debt Service Account.

(b) An Operation and Maintenance Account into which are to be paid all gross revenues and earnings derived from the operation of the Water System, including all charges for the service, use and availability of and connection to the Water System, when collected, and all money received from the sale of any facilities or equipment of the Water System or any byproducts thereof. From this account there will be paid all the normal, reasonable and current costs of operating, maintaining, and insuring the Water System, including salaries, wages, costs of materials and supplies, necessary legal, engineering and auditing services, and all other items that, by sound accounting practices, constitute normal, reasonable and current costs of operating and maintenance, but excluding any allowance for depreciation, extraordinary repairs and payments into any debt service account. All money remaining in the Operation and Maintenance Account after paying or providing for the foregoing items constitutes, and is referred to in this resolution as, "net revenues."

(c) A Debt Service Account into which are irrevocably pledged or credited (i) net revenues of the Water System in an amount sufficient, with other money, to pay the principal of and interest on the Note when due; (ii) all collections of taxes which may hereafter be levied for the payment of the principal of and interest on the Note; (iii) all

investment earnings on money held in the Debt Service Account; (iv) any amounts transferred from the Capital Account; and (v) any other money which is properly available and is appropriated by the City Council to the Debt Service Account. The money in this account may be used only to pay or prepay the principal of the Note and to pay interest on the Note and any other obligations hereafter issued and made payable from this account, and to pay any rebate due to the United States with respect to the PFA Bonds in connection with the Note.

(d) Excess net revenues not required for the purposes of the Water Fund may be used for any proper municipal purpose.

No portion of the proceeds of the Note may be used directly or indirectly to acquire higher yielding investments, or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (i) for a reasonable temporary period until such proceeds are needed for the purpose for which the Note was issued, and (ii) in addition to the above in an amount not greater than the lesser of five percent (5%) of the proceeds of the Note or \$100,000. To this effect, any proceeds of the Note or any sums from time to time held in the Capital Account (or any other City account which will be used to pay principal of or interest on the Note) in excess amounts which under then applicable federal arbitrage regulations may be invested without regard to yield will not be invested at a yield in excess of the applicable yield restrictions imposed by the arbitrage regulations on such investments after taking into account any applicable "temporary periods" or "minor portion" made available under the federal arbitrage regulations. In addition, money in the Water Fund will not be invested in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Note to be "federally guaranteed" within the meaning of Section 149(b) of the Internal Revenue Code of 1986, as amended (the "Code").

The City will observe the covenants of Sections 14, 15, 16, and 17 of this resolution and of Article 3 of the Project Loan Agreement with regard to the Water Fund.

Section 7. Coverage Test; Pledge of Net Revenues; Excess Revenues. It is found, determined and declared that the net revenues of the Water System are sufficient in amount to pay one hundred five percent (105%) of the principal of and interest on the Note when due, and the net revenues of the Water System are pledged to the payment of the Note, but solely to the extent required to meet, with other pledged sources, one hundred five percent (105%) of the principal and interest requirements of the Note as the same become due.

Section 8. Pledge to Produce Revenues. In accordance with the Act, the City hereby covenants and agrees with the holder of the Note that it will impose and collect charges for the service, use and availability of any connection to the Water System at the times and in the amounts required to produce net revenues adequate to pay all principal and interest when due on the Note.

Section 9. General Obligation Pledge. The full faith and credit and taxing powers of the City will be and are irrevocably pledged for the prompt and full payment of the principal of and interest on the Note as the same respectively become due. If the net revenues of the Water System appropriated and pledged to the payment of principal of and interest on the Note, together with other funds irrevocably appropriated to the Debt Service Account referred to in Section 6 hereof, are at any time insufficient to pay such principal and interest when due, the City covenants and agrees to levy, without limitation as to rate or amount, an ad valorem tax upon all taxable property in the City sufficient to pay such principal and interest as the same become due. If the balance in the Debt Service Account is ever insufficient to pay all principal and interest then due on the Note and any other obligations payable therefrom, the deficiency will be promptly paid out of any other funds of the City which are available for such purpose, and those other funds may be reimbursed, with or without interest, from the Debt Service Account when a sufficient balance is available in that account.

Section 10. Certificate of Registration. The City Clerk is authorized and directed to file a certified copy of this resolution with the Manager of Property Records and Taxation of Anoka County, Minnesota (the "Manager of Property Records and Taxation"), together with such other information as the Manager of Property Records and Taxation may require, and to obtain the certificate of the Manager of Property Records and Taxation that the Note has been entered in the bond register of the Manager of Property Records and Taxation.

Section 11. Project Loan Agreement. The Project Loan Agreement is approved in substantially the form presented to the City Council, and in the form executed is incorporated by reference and made a part of this resolution. The provisions of this resolution relating to the Note are intended to be consistent with the provisions of the Project Loan Agreement, and to the extent that any provision in the Project Loan Agreement is in conflict with this resolution as it relates to the Note, that provision controls. The execution and delivery of the Project Loan Agreement by the Mayor and the City Clerk is hereby authorized and ratified. The execution of the Project Loan Agreement by the appropriate officers is conclusive evidence of the approval of the Project Loan Agreement in accordance with the terms hereof. The Project Loan Agreement may be attached to the Note, and must be attached to the Note if the holder of the Note is any person other than the PFA.

Section 12. Records and Certificates. The officers of the City are hereby authorized and directed to prepare and furnish to the PFA, and to the attorneys approving the legality of the issuance of the Note, certified copies of all proceedings and records of the City relating to the Note and to the financial condition and affairs of the City, and such other affidavits, certificates and information as are required to show the facts relating to the legality and marketability of the Note as the same appear from the books and records under their custody and control, or as otherwise known to them, and all such certified copies, certificates and affidavits including any heretofore furnished, are to be deemed representations of the City as to the facts recited therein.

Section 13. Electronic Signatures. The electronic signature of the Mayor, the City Administrator, the Finance Director, and/or the City Clerk to this resolution, the Project Loan Agreement, and any certificate authorized to be executed hereunder shall be as valid as an original signature of such party and shall be effective to bind the City thereto. For purposes hereof, (i) “electronic signature” means (a) a manually signed original signature that is then transmitted by electronic means or (b) a signature obtained through DocuSign or a similarly digitally auditable signature gathering process; and (ii) “transmitted by electronic means” means sent in the form of a facsimile or sent via the internet as a portable document format (“pdf”) or other replicating image attached to an electronic mail or internet message.

Section 14. Negative Covenants as to Use of Proceeds and Project. The City covenants not to use the proceeds of the Note or to use the Project, or to cause or permit them to be used, or to enter into any deferred payment arrangements for the cost of the Project, in such a manner as to cause the Note to be a private activity bond within the meaning of Sections 103 and 141 through 150 of the Code. The City reasonably expects that no actions will be taken over the term of the Note that would cause it to be a private activity bond, and the average term of the Note is not longer than reasonably necessary for the governmental purpose of the issue. The City covenants not to use the proceeds of the Note in such a manner as to cause the Note to be a “hedge bond” within the meaning of Section 149(g) of the Code.

Section 15. Tax-Exempt Status of the Note; Rebate. The City will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code of the interest on the Note, including without limitation (i) requirements relating to temporary periods for investments; (ii) limitations on amounts invested at a yield greater than the yield on the PFA Bonds; and (iii) the rebate of excess investment earnings to the United States.

Section 16. Tax-Exempt Status of the PFA Bonds; Rebate. The City, with respect to the Note, will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code of the interest on the PFA Bonds, including without limitation (i) requirements relating to temporary periods for investments; (ii) limitations on amounts invested at a yield in excess of the applicable yield restrictions imposed by the Code; and (iii) the rebate of excess investment earnings to the United States. The City covenants and agrees with the PFA and holders of the Note that the investments of proceeds of the Note, including the investment of any revenues pledged to the Note which are considered gross proceeds of the PFA Bonds under the applicable regulations, and accumulated sinking funds, if any, will be limited as to amount and yield in such manner that the PFA Bonds will not be arbitrage bonds within the meaning of Section 148 of the Code and any regulations thereunder. On the basis of the existing facts, estimates and circumstances, including the foregoing findings and covenants, the City certifies that it is not expected that the proceeds of the Note will be used in such manner as to cause the PFA Bonds to be arbitrage bonds under Section 148 of the Code and any regulations thereunder. The Mayor and the City Administrator will furnish a certificate to the PFA embracing or based on the foregoing certification at the time of delivery of the Note to the PFA.

Section 17. Not Qualified Tax-Exempt Obligations. The Note is not designated as a “qualified tax-exempt obligation” for purposes of Section 265(b)(3) of the Code.

Section 18. Reimbursement. The City may have incurred certain expenditures with respect to the Project that were financed temporarily from other sources but are expected to be reimbursed with proceeds of the Note. On June 24, 2024, the City Council adopted Resolution No. 24-85, declaring the City’s official intent to reimburse certain costs of the Project from proceeds of the Note (the “Declaration”). This Declaration is intended to constitute a declaration of official intent for purposes of the Section 1.150-2 of the Treasury Regulations promulgated under the Code.

Section 19. Severability. If any section, paragraph or provision of this resolution is held to be invalid or unenforceable for any reason, the validity or unenforceability of such section, paragraph or provision will not affect any of the remaining provisions of this resolution.

Section 20. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and do not limit or define the meaning of any provision hereof.

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Adopted by the City Council of the City of Lino Lakes this 23rd day of September, 2024.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk

EXHIBIT A
PROJECT LOAN AGREEMENT

**MINNESOTA PUBLIC FACILITIES AUTHORITY
BOND PURCHASE AND PROJECT LOAN AGREEMENT**

This BOND PURCHASE AND PROJECT LOAN AGREEMENT (“the Agreement”), is between the Minnesota Public Facilities Authority (the "Authority") and the City of Lino Lakes (“Recipient”) and is dated August 14, 2024.

Construction of a new 8.6 MGD iron and manganese gravity filtration water treatment plant and associated facilities (“the Project”). The Project is further described and detailed in the MN Department of Health's certification(s) dated June 28, 2024 and August 9, 2024 and in the Recipient’s Project application which is incorporated herein.

Program Funding for the Project	Name	Legal citations	Funding IDs	Amounts
Drinking Water State Revolving Fund Loan	("the Loan")	MS 446A.081; MN Rules 7380 .0250-.0297	MPFA-DWRF-L-023-FY25	\$15,996,190
Drinking Water State Revolving Fund Principal Forgiveness Grant	("the Principal Forgiveness Grant")	MS 446A.081	MPFA-DWRF-E-023-FY25	\$3,000,000
Total Authority Project Financing:				\$18,996,190

ARTICLE 1 – TERMS AND CONDITIONS

Section 1.1 Terms. (a) General: The Authority hereby commits, subject to the availability of funds and the conditions and legal citations herein set forth, to provide EIGHTEEN MILLION NINE HUNDRED NINETY SIX THOUSAND ONE HUNDRED NINETY DOLLARS (\$18,996,190) to the Recipient for the purpose of financing eligible costs of the Project.

(b) Loan: The Loan shall be evidenced by the Note described in Section 1.4 of this Agreement (the “Note”). The final maturity date of the Loan will be August 20, 2044. The aggregate principal amount of the Loan disbursed and outstanding will bear interest and servicing fees collectively at the rate of 1.947% per annum accruing from and after the date of the Note through the date on which no principal of the Loan remains unpaid and all accrued interest and servicing fees thereon have been paid.

(c) Grant(s): The Principal Forgiveness Grant is granted and is not required to be repaid except as otherwise provided in Article 9 of this Agreement.

Section 1.2 Authority Sources of Funds. (a) The Recipient acknowledges that the Authority may use the proceeds of one or more series of the Authority’s revenue bonds (the "Bonds"), federal capitalization grants, proceeds of state general obligation bonds, state appropriations from the Clean Water Legacy Fund, or other funds of the Authority, or a combination thereof, to fund the Agreement.

(b) At the written request of the Recipient, the Authority will provide information with respect to the funding of the Agreement, from time to time.

(c) Allocation and pledging of Loan: The Authority may, at any time, pledge the Loan as security for its Bonds. The Authority in its sole discretion may allocate the Loan to one or more sources of funds and may from time to time reallocate the Loan to one or more different sources of funds, including one or more different series of Bonds (whether or not that series of Bonds refunded the series of Bonds to which the Loan was originally allocated), or may sell the Loan if permitted by the documents relating to its Bonds.

Section 1.3 Disbursements. (a) Delivery of Note: No funds will be disbursed by the Authority to the Recipient until the Recipient has delivered its Note to the Authority as set forth in section 1.4.

(b) All Recipient disbursement requests will be subject to Authority approval and will be disbursed on a cost reimbursement basis, consistent with the budget presented in the Recipient's application. The Authority may withhold or disallow all or part of the amount requested if the Authority determines the request is not in compliance with this Agreement, applicable federal and state laws, regulations or rules as then in effect.

(c) The Authority will disburse funds pursuant to approved disbursement requests complying with the provisions of this Agreement. Each disbursement request must be for eligible costs for completed work on the Project and must be submitted on or before the deadlines established by the Authority and on a form prescribed by the Authority. Each disbursement request must include supporting invoices and billing statements and be signed by an employee or elected official of the Recipient.

(d) The Authority will reimburse the Recipient for eligible Project costs incurred prior to the execution of this Agreement only to the extent approved in connection with the Authority's approval of the Recipient's application.

(e) The Authority will make disbursements to the Recipient within 30 days of receipt of the Recipient's request, unless the Authority determines to withhold disbursement in accordance with the provisions of this Agreement. The Authority will endeavor to pay disbursement requests submitted by the Recipient not later than the 15th day of the month by the last day of the same month.

(f) If the entire amount specified in Section 1.1 is not fully disbursed by June 30, 2028 the Authority will not make any further disbursements. In that event or if final eligible Project costs are less than the total financing amount specified in Section 1.1, the undisbursed balance of the Principal Forgiveness Grant will be cancelled, and the undisbursed balance of the Loan will be applied to the outstanding principal installments of the Loan on a pro rata basis or as otherwise determined by the Authority. The Authority will revise Exhibit A to this Agreement to reflect the reduction in principal amount and promptly deliver a copy to the Recipient.

Section 1.4 Security. (a) The Recipient must issue to the Authority its Tax Exempt General Obligation Revenue Note to evidence its obligation to repay the Loan. The Authority will not disburse funds to the Recipient under this Agreement until the Recipient delivers to the Authority the executed Note, a certified copy of resolutions or other authority by the appropriate governing body or bodies as have authorized the execution and performance of this Agreement and the Note in accordance with applicable law, and all opinions, certificates and documents requested by, and in a form acceptable to, the Authority.

(b) The Recipient represents and agrees that the Note is a general obligation debt of the Recipient and will be shown as such on its financial statements and be treated in all respects as a general obligation debt of the Recipient. For purposes of permitting sale of the Note to the Authority, the Authority represents that it is a "board, department or agency" of the State of Minnesota within the meaning of Minnesota Statutes, Section 475.60, subdivision 2, clause (4), as amended.

(c) The obligations of the Recipient under the Note evidence amounts payable under the Loan. Each payment made pursuant to the Note will be deemed to be a credit against the corresponding obligation of the Recipient under the Loan and any such payment will fulfill the Recipient's obligation to pay that amount hereunder.

(d) The Recipient agrees to impose and collect rates and charges in compliance with Minnesota Statutes and in accordance with the Recipient's service charge system, so that sufficient gross revenues are available, together with other sources as may be applicable, for the payment of system costs, including operation and maintenance expenses and principal, interest and servicing fees due on any outstanding debt payable from those revenues. The Recipient agrees to annually review and ensure that the gross revenues are sufficient for the payment of all system costs.

Section 1.5 Mandatory Payments. (a) The Recipient must repay the principal amount of the Loan, together with accrued interest and servicing fees, in the amounts and on the dates set forth in Exhibit A attached hereto (notwithstanding the rate of disbursement of the proceeds of the Loan), subject to adjustment as set forth in Section 1.3 or 1.6. The interest payment shown on Exhibit A is for informational purposes only; the actual interest payment will be the amount of interest which has accrued to the date of payment. The Authority will be entitled to retain for its own purposes any interest earnings on Loan proceeds that are not disbursed and will not be obligated to credit any such interest earnings against any required repayment of principal or payment of interest and servicing fees. Any payment of principal or interest received by the Authority in excess of the amounts set forth in Exhibit A, as then in effect, which is not a mandatory payment as designated in paragraph (b), or not expressly designated by the Recipient to be treated as an optional prepayment may, in the sole discretion of the Authority, be (i) held without interest payable by the Authority and applied to a future payment due on the Loan in a manner determined by the Authority, (ii) treated as a prepayment of principal on the Loan, or (iii) returned to the Recipient as an overpayment. Other than prepayments, the Authority will apply any payments received under the Note as follows: first, to the payment of any costs or expenses incurred by the Authority in enforcing any provision of the Note or this Agreement; second, to the payment of accrued and unpaid interest and servicing fees on the Note; and third, to the payment of principal of the Note then due.

(b) If the Recipient has pledged to the repayment of the Loan revenues subject to prepayment or lump-sum payments by a third party, such as special assessments or connection charges from another municipality, the Recipient will notify the Authority immediately upon receipt of any such payment. The Authority, in its sole discretion, may direct the Recipient to use the funds for the payment of eligible construction costs of the Project, or to transmit the funds to the Authority for payment on the Loan, immediately or at a later date. Any such payment received by the Authority may be applied to reduce each unpaid annual principal installment of the Loan in the proportion that such installment bears to the total of all unpaid principal installments, or, in the sole discretion of the Authority, may be applied to one or more future principal payments on the Loan in a manner determined by the Authority.

Section 1.6 Optional Prepayments. (a) The Recipient may not prepay the Loan except upon written consent of the Authority. If the Authority has consented, then upon 45 days' prior written notice to the Authority (or such lesser period as the Authority may accept), the Recipient may prepay the Loan and the Note, in whole or in part, on any February 20 or August 20 at a redemption price equal to the principal amount to be prepaid, together with accrued interest and servicing fees thereon to the redemption date and a premium equal to all fees and expenses of the Authority, if any, in connection with the prepayment, including any fees, expenses or other costs relating to the payment and redemption of the Bonds as determined by the Authority.

(b) The Authority may require that the Recipient, at its sole cost and expense, deliver to the Authority an opinion from a law firm, selected by the Authority, having a national reputation in the field of municipal finance law whose legal opinions are generally accepted by purchasers of municipal bonds

("Bond Counsel") to the effect that such prepayment will not cause the interest on the Note to be included in the gross income of the recipient thereof for federal income tax purposes.

(c) The Authority will apply any amount paid by the Recipient to prepay all or a portion of the Note as follows: first, to the payment of fees, expenses and other costs of the Authority as provided in Subsection (a); second, to the payment of interest and servicing fees on the principal amount of the Note to be prepaid; and, third, to the principal of the Note. The principal amount of a partial prepayment will, in the sole discretion of the Authority, (i) be applied to one or more future principal payments of the Loan in a manner determined by the Authority, or (ii) be applied to reduce each unpaid annual principal installment of the Loan in the proportion that such installment bears to the total of all unpaid principal installments (i.e., the remaining principal payment schedule shall be re-amortized to provide proportionately reduced principal payments in each year).

ARTICLE 2 – RECIPIENT RESPONSIBILITIES AND PROJECT COMPLIANCE

Section 2.1 Recipient Responsibilities with Respect to the Project. (a) The Recipient must meet all requirements in the project application submitted to the Authority as to compliance with federal and state laws, rules and regulations and include in any contract or subcontract related to the Project provisions requiring contractor and subcontractor compliance with applicable state and federal laws. The requirements in that application are hereby incorporated by reference.

(b) The Recipient agrees to commence construction and complete the Project with reasonable diligence, regardless of the sufficiency of loans or grants therefor from the Authority to pay eligible project costs.

(c) The Recipient will not enter into a sale, lease, transfer or other use agreement of any part of the Project, or change the use of the Project, without the prior written approval of the Authority if that sale, lease, transfer, agreement or change in use would (i) violate the covenants set forth in Article 3 or Article 4, or (ii) violate the conditions under which any capitalization grants were furnished by the United States Environmental Protection Agency (the "EPA"), or (iii) otherwise violate any terms or conditions of this Agreement.

(d) The Recipient must maintain adequate property insurance coverage for the Project in those amounts and with those limits as it determines in good faith to be reasonable or in those amounts and with those limits as the Authority may require from time to time. The Recipient may substitute adequate, actuarially sound self-insurance or risk retention program(s) for property insurance coverage, so long as such program(s) are consistent with applicable laws and state and federal regulations.

(e) The Recipient must complete the Project in accordance with all applicable federal, state and local statutes, rules, regulations, ordinances, reporting requirements, approvals, and state agency certifications governing the design and construction of the Project, and operate the Project's system in compliance with all applicable federal and state laws and regulations and permit requirements.

(f) The Recipient agrees to exert all reasonable efforts to investigate claims that the Recipient may have against third parties with respect to the construction of the Project and, in appropriate circumstances, take whatever action, including legal action, the Recipient reasonably determines to be appropriate.

(g) Clean Water Legacy logo: This subsection is intentionally left blank.

Section 2.2 Construction Compliance. (a) State prevailing wages: The Recipient must comply with the provisions of prevailing wage requirements set forth in Minnesota Statutes, Sections 177.41 to 177.44, as then in effect.

(b) Federal prevailing wages: In addition to the prevailing wage requirements under Subsection (a), the Recipient must comply with, and require that all laborers and mechanics employed by contractors and subcontractors on the Project be paid wages at rates not less than those prevailing on projects of a similar character in the locality as determined by the Secretary of Labor in accordance with, the Davis-Bacon Act (40 U.S.C., sec. 276a through 276a-5), as amended.

(c) Federal American Iron and Steel: The Recipient will comply with the American Iron and Steel requirements of the Safe Drinking Water Act, as amended by America's Water Infrastructure Act of 2018, unless the Project is granted a waiver from the EPA.

(d) Federal Build America, Buy America (BABA). The Project is subject to the Buy American Sourcing requirements under the Build America, Buy America provisions of the Infrastructure Investment and Jobs Act (IIJA) (P.L. 117-58 §§70911-70917)

(e) Project Sign: The Recipient will post a physical sign, based on the template provided by the Authority, at the Project site during construction, to inform the public that Project funding was made available by the State of Minnesota and the Federal *Infrastructure Investment and Jobs Act*, unless notified by the Authority that a sign is not required.

ARTICLE 3 – TAX COMPLIANCE COVENANTS

The Recipient acknowledges that the Note is intended to bear interest that is excluded from gross income of the owner thereof for federal and State of Minnesota income tax purposes (a "Tax-exempt Note") and may be funded by the Authority from the proceeds of the Authority's Bonds that are intended to bear interest that is excluded from gross income of the owner thereof for federal and State of Minnesota income tax purposes ("Tax-exempt Bonds"). The Recipient also acknowledges that, regardless of the source of funding, the Authority may pledge the Loan and the related Note as security for, and as a source of, the payment of debt service on any or all of its Tax-exempt Bonds. In consideration of these facts, the Recipient covenants and agrees with the Authority, whether or not strict compliance with those agreements is required to maintain the Note as a Tax-exempt Note or the Authority's Bonds as Tax-exempt Bonds, as follows:

(a) The Recipient will not take, or, to the extent under its control, permit to be taken, any action that would cause the Note not to be a Tax-exempt Note or any Authority Bonds not to be Tax-exempt Bonds and will not omit from taking, or cause to be taken, any action required to maintain the Note as a Tax-exempt Note or the Authority's Bonds as Tax-exempt Bonds.

(b) The Recipient will take all actions with respect to the Note necessary to comply with all instructions and requests of the Authority relating to maintaining the Authority's Bonds as Tax-exempt Bonds and the Note as a Tax-exempt Note or compliance with the agreements set forth in this Section or in any Tax Compliance Certificate (hereinafter defined).

(c) The Recipient will comply with all requirements of any certificate or agreement ("Tax Compliance Certificate") executed and delivered by it in connection with the issuance of the Note.

(d) The Recipient will promptly notify the Executive Director of the Authority in writing of any action or event which adversely affects the status of the Note as a Tax-exempt Note or any of the Authority's Bonds as Tax-exempt Bonds.

(e) The Recipient will not use any of the proceeds of the Loan to pay the costs of any facility used or to be used during the term of the Loan for any private business use or to make a private loan within the meaning of Section 141 of the Internal Revenue Code of 1986, as amended (the "Code").

(f) The Recipient will not repay the Loan from, or secure repayment of the Loan by, property used or to be used for a private business use or payments in respect of such property within the meaning of Section 141 of the Code, except as specifically permitted in writing by the Authority.

(g) The Recipient will not establish any fund or account, other than a bona fide debt service fund, securing the payment of the Tax-exempt Note or Tax-exempt Bonds or from which the Recipient reasonably expects to pay debt service on the Loan, or in any other respect create "gross proceeds," within the meaning of the Code, of the Tax-exempt Note or Tax-exempt Bonds, except as specifically permitted in writing by the Authority. In addition, the Recipient will not invest any gross proceeds in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that investment would cause the Tax-Exempt Note or Tax-exempt Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Code.

(h) The Recipient will not invest any moneys constituting "gross proceeds" of the Tax-exempt Note or Tax-exempt Bonds other than in a fair market, arms' length transaction and at a yield, within the meaning of the Code, in excess of the lesser of the yield on the Tax-exempt Note or the Tax-exempt Bonds applicable to the Loan and will apply all Loan proceeds within five days of the receipt thereof by the Recipient consistent with the terms of the Recipient's disbursement request.

(i) Except as permitted under Treasury Regulations, Section 1.150-2, and Section 1.4(d) hereof, the Recipient will not use Loan proceeds to reimburse itself for any payments of project costs that the Recipient made from other funds, if the original payment was made prior to the earlier of the issuance of the Authority Bonds used to fund the Loan or the execution and delivery of this Agreement or if the original payment was made from the proceeds of other debt of the Recipient.

(j) Other than as provided in Section 4.1 hereof, the allocation by the Authority of funds it uses to purchase the Loan, including different series of Tax-exempt Bonds, is at the sole discretion of the Authority and that allocation is binding on the Recipient.

(k) With respect to any gross proceeds of the Tax-exempt Bonds created by the Recipient, the Recipient will be liable to the Authority for any amount the Authority is required to rebate to the United States as excess investment earnings pursuant to Section 148 of the Code.

The Authority may, in its sole discretion and only upon receipt of an opinion of counsel to the Authority, waive any of the agreements set forth in this Article 3.

ARTICLE 4 – COMPLIANCE WITH STATE BOND REQUIREMENTS

Section 4.1 State Bond Financed Property. The Recipient and the Authority acknowledge and agree that the Recipient's ownership interest in the Project, consisting of real property, and, if applicable, all facilities located, or that will be constructed and located, on that real property, and all equipment that is a part thereof, that was purchased with the proceeds of state general obligation bond proceeds constitutes "State Bond Financed Property", as that term is used in Minnesota Statutes, Section 16A.695 and the "Fourth Order Amending Order of the Commissioner of Finance Relating to Use and Sale of State Bond Financed Property" dated July 30, 2012 (the "Order"), as such may be amended, modified, supplemented, or replaced from time to time, and therefore the provisions contained in that statute and order apply to the Recipient's ownership interest in the Project and any Use contracts relating thereto. The Recipient agrees that the proceeds of the Agreement must be used, and the Project must be operated, in a manner that complies with Minnesota Statutes, Section 16A.695 and the Order. The Recipient must file the required state bond financed property declaration as provided in the Order and provide a copy of the filed declaration to the Authority, unless the filing requirement is waived in writing by the Commissioner of Minnesota Management and Budget.

Section 4.2 Lease or Management Contract. The Recipient agrees that any lease or management or similar contract (each a "Use Agreement") it enters into with respect to property constituting all or a part of the State Bond Financed Property must comply with the following requirements:

(a) It must be for the express purpose of carrying out a governmental program established or authorized by law and established by official action of the Recipient.

(b) It must be approved, in writing, by the Commissioner of Minnesota Management and Budget.

(c) It must be for a term, including any renewals that are solely at the option of the lessee or manager, that is substantially less than the useful life of the property subject to that lease or management contract, but may allow renewal beyond that term upon determination by the Recipient that the use continues to carry out the governmental program.

(d) It must be terminable by the Recipient if the other contracting party defaults under the contract, or if the governmental program is terminated or changed.

(e) It must provide for oversight by the Recipient of the operation of the property that is the subject of the Use Agreement.

(f) It must specifically identify the statute that provides the Recipient authority to enter into the Use Agreement.

(g) It must contain a provision stating that the Use Agreement is being entered into in order to carry out a governmental program and must specifically identify the governmental program.

Section 4.3 Sale. The Recipient must not sell any property constituting all or a part of the State Bond Financed Property unless the sale complies with the following requirements:

(a) The Recipient determines by official action that the property is no longer usable or needed by the Recipient to carry out the governmental program for which it was acquired or constructed.

(b) The sale must be made as authorized by law.

(c) The sale must be for fair market value as defined in Minnesota Statutes, Section 16A.695 as then in effect.

(d) The Recipient obtains the prior written consent of the Commissioner of Minnesota Management and Budget.

Section 4.4 Changes to Minnesota Statute 16A.695 or the Order. In the event that Minnesota Statutes Section 16A.695 or the Order is amended in a manner that reduces any requirement imposed upon the Recipient, or if the Recipient's interest in the State Bond Financed Property is exempt from Minnesota Statutes, Section 16A.695 or the Order, then upon written request by the Recipient, the Authority will enter into and execute an amendment to this Agreement to implement that amendment to, or exempt the interest in the Project from, Minnesota Statutes, Section 16A.695 and the Order.

Section 4.5 Waiver. The Authority may waive the requirements of Article 4 at any time upon determination by the Authority, and after notifying the Commissioner of Minnesota Management and Budget, that the Project has not been and will not be funded from the proceeds of state general obligation bonds.

ARTICLE 5 – DISCLOSURE

Section 5.1 Information for Disclosure Documents. (a) The Recipient agrees to provide to the Authority such information with respect to the Recipient, its duties, operations and functions as may be reasonably requested by the Authority, and hereby consents to its inclusion in the Authority's official statement(s) used in connection with issuance and sale or the re-marketing of its Bonds or continuing disclosure with respect to its Bonds (collectively, the "Disclosure Documents"), whether or not all or a portion of the proceeds of Bonds were or will be loaned to the Recipient.

(b) At the request of the Authority, the Recipient will certify and represent that the information with respect to the Recipient in any Disclosure Document does not contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements made, in light of the circumstances under which they were made, not misleading; provided, however, that in no event will the Authority require the Recipient to make any representation about any other information in the Disclosure Documents or as to any Disclosure Document in its entirety. If for any reason the Recipient determines that it is not able to make that certification and representation, it will provide to the Authority the information for inclusion in the Disclosure Documents necessary for the Recipient to make the certification and representation.

(c) If at any time during the period ending 90 days after the date the Recipient provides information to Authority for inclusion in a Disclosure Document any event occurs that the Recipient believes would cause the information with respect to the Recipient in the Disclosure Document to omit a material fact or make the statements therein misleading, the Recipient agrees to promptly notify the Authority in writing of that event and provide information for inclusion in the Disclosure Document or an amendment thereof or a supplement thereto. At the request of the Authority, the Recipient will also provide the certification and representation required in (b) above with respect to that information.

(d) The Recipient agrees to provide such information as may be reasonably requested by any rating agency in connection with rating the Bonds of the Authority.

Section 5.2 Continuing Disclosure. If the Authority, in its sole discretion, determines, at any time prior to payment of the Loan in full, (i) that the Recipient is a material "obligated person," as the term "obligated person" is defined in Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended or supplemented, including any successor regulation or statute thereto ("Rule 15c2-12") or (ii) that an event has occurred with respect to the Recipient or the Loan that must be disclosed under Rule 15c2-12, or (iii) that any other action of the Recipient has occurred which the Authority determines in its sole discretion is material to an investor in the Bonds, the Recipient covenants that it will authorize and provide to the Authority, for inclusion in a Disclosure Document, all statements and information relating to the Recipient deemed material by the Authority for the purpose of satisfying Rule 15c2-12 as well as Rule 10b-5 promulgated pursuant to the Securities Exchange Act of 1934, as amended or supplemented, including any successor regulation or statute thereto ("Rule 10b-5"), including certificates and written representations of the Recipient evidencing satisfaction of the requirements of Rule 15c2-12 and Rule 10b-5. The Authority, in its sole discretion and as set forth in a resolution or official statement of the Authority, will determine materiality under each of clause (i) and clause (iii) pursuant to criteria established from time to time. The Recipient further covenants that, if determined to be such a material obligated person, it will execute and deliver a continuing disclosure agreement, in that form as the Authority determines to be necessary, desirable or convenient, in its sole discretion, for the purpose of meeting the requirements of Rule 15c2-12. Pursuant to the terms and provisions of that continuing disclosure agreement, the Recipient will thereafter provide ongoing disclosure with respect to all annual and event information and financial statements relating to the Recipient required by a continuing disclosure undertaking under Rule 15c2-12. The Recipient further agrees that the Authority will have the right to disclose any information about the Recipient or the Loan, whether or not received from the Recipient, determined by the Authority in its sole discretion, to be material with respect to any of its Bonds.

ARTICLE 6 – SYSTEM REPLACEMENT FUND

This article is intentionally left blank.

ARTICLE 7 - FINANCIAL RECORDS, AUDITS, REPORTS AND INSPECTIONS

Section 7.1 Financial Recordkeeping. For all expenditures made pursuant to this Agreement, the Recipient must keep financial accounts and records in accordance with generally accepted accounting principles including invoices, contracts, receipts, vouchers and other documents sufficient to evidence in proper detail the nature and propriety of the expenditures and any investments made with proceeds of the Loan or other "gross proceeds" of the Note or the tax-exempt Bonds of the Authority. Such accounts and records must be accessible and available for a minimum of six years from the date of initiation of operation of the Project and for so long as the Note is outstanding for examination by authorized representatives of the Authority, the Office of the Legislative Auditor, the Office of the State Auditor and the EPA Office of Inspector General.

Section 7.2 Annual Financial Reports. (a) The Recipient must annually provide to the Authority for the term of the Loan a copy of an independent audit of its financial statements. All audit reports must be submitted within 30 days after the completion of the audit but no later than one year after the end of the fiscal year to be audited. The audits must be conducted in accordance with generally accepted

government auditing standards and in compliance with Subpart F (Audit Requirements) of Title 2 U.S. Code of Federal Regulations Part 200.

(b) The Recipient must describe the Note as general obligation debt of the Recipient in its annual audited financial statements for the term of the Loan.

Section 7.3 Annual Minority and Women Business Enterprise Report. If requested, the Recipient will submit to the Authority, within 20 days of the end of the annual reporting period, EPA Form 5700-52A to report on the award of prime contracts or subcontracts to any certified Minority and Women Business Enterprise (MBE/WBE) firms until the Project is complete.

Section 7.4 General. The Recipient must submit the project reports required by the Authority on forms prescribed by the Authority.

Section 7.5 Inspections. The Recipient, upon reasonable request by the Authority, must allow the Authority and its agents to inspect the Project.

ARTICLE 8 – GOVERNMENT DATA PRACTICES

The Recipient agrees, with respect to any data that it possesses regarding the Project, to comply with all of the provisions and restrictions contained in the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, that exist as of the date of this Agreement and as such may subsequently be amended, modified or replaced from time to time.

ARTICLE 9 - DEFAULT AND REMEDIES

Section 9.1. Events of Default. Any of the following is an event of default under this Agreement:

(a) The Recipient does not make a Loan payment when due;

(b) The Recipient does not comply with any other provision of this Agreement or the Note after written notice from the Authority, and for a three-month period the Recipient does not cure that default or provide a written plan acceptable to the Authority providing for that cure or, if the Authority accepts a plan for cure, the Recipient does not cure that default within the time period specified therein.

Section 9.2 Remedies. (a) If an event of default described in Section 9.1(a) of this Agreement occurs, the Authority will impose an interest penalty as provided in Minn. Rules Part 7830.0296, Subpart 1. The Authority may also exercise one or more of the following remedies: (1) withhold approval of any disbursement request, (2) reject any pending application by the Recipient for financial assistance, (3) to the extent permitted by law, demand immediate payment of the Loan and the Note in full and, upon such demand, the outstanding principal amount of the Loan and Note will be immediately due and payable, with interest accrued thereon to the date of payment, or (4) exercise any other remedy available to the Authority at law or in equity, including under Minnesota Rules, Chapter 7380, as amended.

(b) If an event of default described in Section 9.1(b) of this Agreement occurs, the Authority will impose an immediate increase in the interest rate on the Loan by eliminating all interest rate discounts that

were applied in determining the interest rate under Minn. Rules Part 7380.0272. The Authority may also exercise one or more of the following remedies: (1) withhold approval of any disbursement request, (2) demand repayment of any grant disbursements under this Agreement, (3) reject any pending application by the Recipient for financial assistance, (4) to the extent permitted by law, demand immediate payment of the Loan and the Note in full and, upon such demand, the outstanding principal amount of the Loan and Note will be immediately due and payable, with interest accrued thereon to the date of payment, or (5) exercise any other remedy available to the Authority at law or in equity, including under Minnesota Rules, Chapter 7380, as amended. If the Authority subsequently determines that the Recipient has cured all events of default, the interest rate on any unpaid Loan principal will then revert back to the original interest rate.

ARTICLE 10 – ADMINISTRATION

Section 10.1 Amendments. Any amendments to this Agreement must be in writing and must be executed by the Recipient by the same officials who signed the Agreement, or their successors.

Section 10.2 Termination of Loan. The obligations of the Recipient under this Agreement (except the obligations set forth in Section 2.1 (c), (d) and (e) and Article 4 hereof) will terminate when the Loan is fully paid.

Section 10.3 Fees. (a) Pursuant to Minnesota Statutes, section 446A.04, subdivision 5(a), the Authority may charge application fees and loan repayment servicing fees.

(b) Application fee: The application fee is waived by the Authority.

(c) Loan repayment servicing fees: The Recipient acknowledges that the Authority may apply up to 2 percent of any loan repayment as a servicing fee and that such fee will not increase the amount of any repayments or extend the period of repayment.

Section 10.4 Notices. In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing, and will be sufficient if delivered by courier or overnight delivery service or sent by certified mail (return receipt requested), postage prepaid, to the address of the party to whom it is directed. That address must be the address specified below or a different address as may hereafter be specified by either party by written notice to the other:

In the case of the Authority:

Minnesota Public Facilities Authority
Attention: Executive Director
1st National Bank Building
332 Minnesota Street, Suite W820
Saint Paul, MN 55101-1378

In the case of the Recipient:

City of Lino Lakes
Attention: Mayor
600 Town Center Parkway
Lino Lakes, MN 55014-1182

Recipient name: City of Lino Lakes
Project Funding ID(s): MPFA-DWRF-L-023-FY25 MPFA-DWRF-E-023-FY25

The Authority and the Recipient have caused this Agreement to be duly executed by their duly authorized undersigned representatives. Statutory Cities must execute this Agreement as provided in Minnesota Statutes, Section 412.201, as amended. Home Rule Charter Cities must execute this Agreement as provided in Minnesota Statutes, Chapter 410, as amended.

RECIPIENT: We have read and we agree to all of the above provisions of this Agreement.

By _____
Title Rob Rafferty
Mayor
Date _____

By _____
Title Roberta Colotti
City Clerk
Date _____

MINNESOTA PUBLIC FACILITIES AUTHORITY:

By _____
Title Matt Varilek, or delegate
Chair
Date _____

ENCUMBERED: Individual signing certifies that funds have been encumbered as required by Minnesota Statute 16A.

By _____
PO date 08/14/24
PO ID(s) B2401:3000004465-4466

Lino Lakes_DWRF_01

Loan Amortization Schedule
MPFA-DWRF-L-023-FY25

15,996,190.00

Rate: 1.947%

Lino Lakes Manganese Treatment Plant

Date:

Type of Note:

**Tax Exempt
General Obligation Revenue Note**

final loan amount: 15,996,190.00

Date	Effective	Source	Disbursement	Repayment	Interest	Principal	Loan Balance	Annl Debt Srv
projected	10/22/24	Op Res	15,996,190.00				15,996,190.00	
projected	11/27/24	Op Res			30,279.45		15,996,190.00	
projected	12/25/24	Op Res			503.01		15,996,190.00	
projected	01/29/25	Op Res			83,917.34		15,996,190.00	
projected	02/26/25	Op Res			101,271.78		15,996,190.00	
projected	03/25/25	Op Res			114,447.47		15,996,190.00	
projected	04/22/25	Op Res			155,722.91		15,996,190.00	
	08/20/25			606,997.93	257,807.93	349,190.00	15,647,000.00	606,997.93
	02/20/26			152,323.55	152,323.55		15,647,000.00	
	08/20/26			840,323.55	152,323.55	688,000.00	14,959,000.00	992,647.10
	02/20/27			145,625.87	145,625.87		14,959,000.00	
	08/20/27			847,625.87	145,625.87	702,000.00	14,257,000.00	993,251.74
	02/20/28			138,791.90	138,791.90		14,257,000.00	
	08/20/28			854,791.90	138,791.90	716,000.00	13,541,000.00	993,583.80
	02/20/29			131,821.64	131,821.64		13,541,000.00	
	08/20/29			860,821.64	131,821.64	729,000.00	12,812,000.00	992,643.28
	02/20/30			124,724.82	124,724.82		12,812,000.00	
	08/20/30			868,724.82	124,724.82	744,000.00	12,068,000.00	993,449.64
	02/20/31			117,481.98	117,481.98		12,068,000.00	
	08/20/31			875,481.98	117,481.98	758,000.00	11,310,000.00	992,963.96
	02/20/32			110,102.85	110,102.85		11,310,000.00	
	08/20/32			883,102.85	110,102.85	773,000.00	10,537,000.00	993,205.70
	02/20/33			102,577.70	102,577.70		10,537,000.00	
	08/20/33			890,577.70	102,577.70	788,000.00	9,749,000.00	993,155.40
	02/20/34			94,906.52	94,906.52		9,749,000.00	
	08/20/34			897,906.52	94,906.52	803,000.00	8,946,000.00	992,813.04
	02/20/35			87,089.31	87,089.31		8,946,000.00	
	08/20/35			906,089.31	87,089.31	819,000.00	8,127,000.00	993,178.62
	02/20/36			79,116.35	79,116.35		8,127,000.00	
	08/20/36			914,116.35	79,116.35	835,000.00	7,292,000.00	993,232.70
	02/20/37			70,987.62	70,987.62		7,292,000.00	
	08/20/37			921,987.62	70,987.62	851,000.00	6,441,000.00	992,975.24
	02/20/38			62,703.14	62,703.14		6,441,000.00	
	08/20/38			930,703.14	62,703.14	868,000.00	5,573,000.00	993,406.28
	02/20/39			54,253.16	54,253.16		5,573,000.00	
	08/20/39			939,253.16	54,253.16	885,000.00	4,688,000.00	993,506.32
	02/20/40			45,637.68	45,637.68		4,688,000.00	
	08/20/40			947,637.68	45,637.68	902,000.00	3,786,000.00	993,275.36
	02/20/41			36,856.71	36,856.71		3,786,000.00	
	08/20/41			955,856.71	36,856.71	919,000.00	2,867,000.00	992,713.42
	02/20/42			27,910.25	27,910.25		2,867,000.00	
	08/20/42			964,910.25	27,910.25	937,000.00	1,930,000.00	992,820.50
	02/20/43			18,788.55	18,788.55		1,930,000.00	
	08/20/43			974,788.55	18,788.55	956,000.00	974,000.00	993,577.10
	02/20/44			9,481.89	9,481.89		974,000.00	
	08/20/44			983,481.89	9,481.89	974,000.00	-	992,963.78
totals			15,996,190.00	19,476,360.91	3,480,170.91	15,996,190.00		19,476,360.91

**THIS SCHEDULE IS NOT TO BE USED
TO DETERMINE EXACT REPAYMENTS DUE
UNTIL THE LOAN IS FULLY DISBURSED**

disbursed; provided that to the extent any principal amount of this Note is never disbursed, the amount of the principal not disbursed is to be applied to reduce each unpaid principal installment in the proportion that such installment bears to the total of all unpaid principal installments (i.e., the remaining principal payment schedule is to be reamortized to provide similarly level annual installments of total debt service payments).

Interest on this Note includes amounts treated by the PFA as service fees. Principal, interest and any premium due under this Note will be paid on each payment date by wire transfer of immediately available funds, or by check or draft mailed at least five (5) business days prior to the payment date to the person in whose name this Note is registered in any coin or currency of the United States of America which at the time of payment is legal tender for public and private debts.

Redemption. This Note is subject to optional or mandatory redemption and prepayment in whole or in part as provided in the Project Loan Agreement. Any prepayments of this Note shall be applied pursuant to Section 1.6 of the Project Loan Agreement.

Purpose; General Obligation. This Note has been issued pursuant to and in full conformity with the Constitution and laws of the State of Minnesota, including Minnesota Statutes, Chapter 475, as amended, and Section 444.075, as amended, for the purpose of providing money to finance eligible project costs of the City's municipal water system, and is payable out of the Debt Service Account of the Water Fund of the City, to which account have been pledged net revenues of the City's municipal water system. This Note constitutes a general obligation of the City, and to provide money for the prompt and full payment of said principal installments and interest when the same become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

Registration; Transfer. This Note must be registered in the name of the payee on the books of the City by presenting this Note for registration to the Finance Director of the City, who will endorse the City Administrator's name and note the date of registration opposite the name of the payee in the certificate of registration attached hereto. Thereafter this Note may be transferred to a bona fide purchaser only by delivery with an assignment duly executed by the registered owner or owner's legal representative, and the City may treat the registered owner as the person exclusively entitled to exercise all the rights and powers of an owner until this Note is presented with such assignment for registration of transfer, accompanied by assurance of the nature provided by law that the assignment is genuine and effective, and until such transfer is registered on said books and noted hereon by the Finance Director.

Fees Upon Transfer or Loss. The Finance Director may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer of this Note and any legal or unusual costs regarding transfers and lost notes.

Project Loan Agreement. The terms and conditions of the Project Loan Agreement are incorporated herein by reference and made a part hereof. The Project Loan Agreement may be

attached to this Note and must be attached to this Note if the holder of this Note is any person other than the PFA.

Tax-Exempt Obligation. The City intends that the interest on this Note will be excluded from gross income for United States income tax purposes or from both gross income and taxable net income for State of Minnesota income tax purposes.

Not a Qualified Tax-Exempt Obligation. This Note is not a “qualified tax-exempt obligation” within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed precedent to and in the issuance of this Note, have been done, have happened and have been performed in regular and due form, time and manner required by law; that the City has covenanted and agreed with the holder of this Note that it will impose and collect charges for the service, use and availability of and connection to its municipal water system at the times and in amounts necessary to produce net revenues adequate to pay all principal and interest when due on this Note; that the City will levy a direct, annual, irrevocable ad valorem tax upon all of the taxable property in the City, without limitation as to rate or amount, if the net revenues from the municipal water system and any other revenues irrevocably appropriated to the Debt Service Account are insufficient therefor; and that this Note, together with all other debts of the City outstanding on the date hereof, being the date of its actual issuance and delivery, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Lino Lakes, Anoka County, Minnesota, has caused this Note to be executed with the manual or facsimile signatures of its Mayor and City Administrator, both as of the nominal date of original issue specified above.

CITY OF LINO LAKES, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

**CERTIFICATE OF AUTHENTICATION
AND REGISTRATION**

This is the Note described above and has been registered as to the principal and interest in the name of the Registered Owner identified below on the registration books of the Finance Director of the City. The transfer of ownership of the principal amount of this Note may be made only by the Registered Owner or by the Registered Owner's legal representative last noted below.

<u>Date of Registration</u>	<u>Registered Owner</u>	<u>Signature of Finance Director</u>
<hr/>	Minnesota Public Facilities Authority Federal Employer I.D. No. 41- 6007162	<hr/>

STATE OF MINNESOTA)
)
COUNTY OF ANOKA) SS.
)
CITY OF LINO LAKES)

I, the undersigned, being the duly qualified City Clerk of the City of Lino Lakes, Minnesota (the "City"), do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on Monday, September 23, 2024, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to the issuance and sale of the City's General Obligation Water Revenue Note, Series 2024, in the original aggregate principal amount of \$15,996,190.

WITNESS My hand as City Clerk and the corporate seal of the City this ____ day of September, 2024.

City Clerk
City of Lino Lakes, Minnesota

(SEAL)

974935v2

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

STAFF ORIGINATOR: Diane Hankee, City Engineer

MEETING DATE: September 23, 2024

TOPIC: Consider Resolution Number No. 24-102, Authorize the Preparation of Plans and Specs, 2025 Street Reconstruction and Sewer and Water Extension Project

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting Council authorization to prepare plans and specifications for 2025 Street Reconstruction and Sewer and Water Extension Project.

BACKGROUND

On June 26, 2023 the City Council adopted a five year Street Reconstruction Plan that identified roadways that would be funded through Street Reconstruction Bonds. The 2025 Street Reconstruction Project includes the Colonial Woods neighborhood including 62nd Street and Red Maple Lane as well as the Pine Haven neighborhood including 81st Street, Elbe Street, and Danube Street. Diane Street and Evergreen Trail are also included as overlay projects.

On June 10, 2024 the City Council accepted the Feasibility Report for the 2025 Street Reconstruction and Sewer and Water Extension Project for the Colonial Woods and Pine Haven Neighborhoods. Public Hearings were held on July 8 and 22, 2024. Per the City's Charter the 60 day petition period passed and the City did not receive a valid petition against the project in either neighborhood.

In the Colonial Woods neighborhood the City received a petition in favor of the project that was signed by 16 of the 29 property owners. Also in the Colonial Woods neighborhood the City received a non-valid petition against the project that was signed by 10 of the 29 properties.

In the Pine Haven neighborhood the City received a petition in favor of the project that was signed by 19 of the 30 property owners. Also in the Pine Haven neighborhood the City received a non-valid petition against the project that was signed by 7 property owners (possibly 8 - deed ownership not verified) of the 30 properties.

The next step in the process is to complete the design and bidding of the project. Once the project is bid the Council will consider award of a contract. The Council may wish to consider holding the Assessment Hearing prior to contract award. The project schedule is as follows:

Authorize Preparation of Plans and Specifications	September 23, 2024
Order Improv't, Approve Plans and Specs, Authorize Ad for Bids	December 9, 2024
City Opens Bids	January 21, 2025
Assessment Hearing * Tentative Date	January 27, 2025
City Council Awards Contract	March 10, 2025
Construction Begins	April-May, 2025
Final Completion	November 30, 2025

The estimated project costs including contingencies and overhead are as follows:

Colonial Woods	\$4,024,209.00
Pine Haven	\$3,336,193.00
Diane Street and Evergreen Trail	<u>\$327,000.00</u>
Total	\$7,687,402.00

Funding for the project will be from property tax levy, the City's Area & Unit Trunk Fund, Storm Water Utility fund, and special assessments. The project will be financed by the issuance of Street Reconstruction and Utility Revenue Bonds. Special assessments to the benefitting properties are for a portion of the sewer and water extension cost as presented in the Colonial Woods and Pine Haven Feasibility Studies.

WSB LLC. Has submitted a proposal to complete the neighborhood communication and engagement, prepare the final design, construction plans and specifications, and provide bid documents for the 2025 Street Reconstruction and Sewer and Water Extension Project. Colonial Woods \$215,000, Pine Haven \$195,000, and Diane Street and Evergreen Trail \$35,000 for a total amount of \$445,000.

RECOMMENDATION

Staff is recommending approval of Resolution No. 24-102, Authorizing the Preparation of Plans and Specifications, 2025 Street Reconstruction and Sewer and Water Extension Project.

ATTACHMENTS

1. Resolution No. 24-102
2. WSB Engineering Proposal
3. Project Location Map

**CITY OF LINO LAKES
RESOLUTION NO. 24-102**

**AUTHORIZING PREPARATION OF PLANS AND SPECIFICATIONS FOR THE 2025
STREET RECONSTRUCTION AND SEWER AND WATER EXTENSION PROJECT**

WHEREAS, the City Council finds that it would be in the best interest of the City to proceed with the preparation of plans and specifications for the 2025 Street Reconstruction and Sewer and Water Extension Project. The project includes the Colonial Woods neighborhood including 62nd Street (east of W Shadow Lake Dr.) and Red Maple Lane as well as the Pine Haven neighborhood including 81st Street, Elbe Street, and Danube Street. The project also includes an overlay of Diane Street and Evergreen Trail; and

WHEREAS, on June 10, 2024 the City Council accepted the Feasibility Report for the 2025 Street Reconstruction and Sewer and Water Extension Project for the Colonial Woods and Pine Haven Neighborhoods. Public Hearings were held on July 8 and 22, 2024. Per the City's Charter the 60 day petition period passed and the City did not receive a valid petition against the project in either neighborhood; and

WHEREAS, WSB, the City Engineer, has submitted a proposal to prepare plans and specifications for said improvements.

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

1. Authorizes the Preparation of the Plans and Specifications for the 2025 Street Reconstruction and Sewer and Water Extension Project.
2. WSB is designated as the engineer for this improvement and directed to prepare plans and specifications for the 2025 Street Reconstruction and Sewer and Water Extension Project for an amount not to exceed \$445,000.00.

Adopted by the Council of the City of Lino Lakes this 23rd day of September, 2024.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, City Clerk



September 23, 2024

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

Re: Proposal to Complete 2025 Street Reconstruction and Sewer and Water Extension Project Final Design - Construction Plans and Specifications

Dear Mr. Grochala:

WSB and Associates is providing this proposal for the design and bidding services for the 2025 Street Reconstruction and Sewer and Water Extension Project. The project includes street reconstruction of the following roadways:

- Red Maple Lane and 62nd Street (east of West Shadow Lake Drive) (0.65 miles)
- Elbe Street, Danube Street, and 81st Street (0.45 miles)

Street reconstruction includes removing the existing roadway and sub cutting to reinstall the City's standard road section. Reconstruction will also include a drainage system and required ponding. There is not existing drainage or ponding systems in these neighborhoods currently.

The project also includes storm system maintenance and an overlay of the following roadways:

- Diane Street and Evergreen Trail (1 mile)

The proposed overlay will include maintenance of the existing drainage systems. These areas have existing ponding systems however it is anticipated that pond re-establishment will be required for the outlet at the east end of Evergreen Trail.

Based on the project scope, WSB would perform the following tasks:

- a. Project Management
 - i. WSB will provide oversight of the project scope and budget. WSB will provide effective administration of the project's schedule, cost, design and bidding.
- b. Plan production, specifications and bidding documents
 - i. Surveyed topographic information will be used to prepare plan and profile sheets for the streets. Base drawing information will also include GSOC design locates, city parcel map information, and record plans.
 - ii. Final construction plans will be prepared indicating the project locations, street and drainage design, municipal water system and sanitary sewer extensions

- iii. A wetland delineation was completed in the fall of 2023 and will be used in design. If wetland impacts are proposed, WSB will prepare a separate scope of services for a wetland replacement plan. Wetland mitigation services are not included in this scope.
 - iv. Land acquisition is anticipated for the Pine Haven neighborhood to obtain easement for a pond. There is a budget of approximately \$17,000 for appraisal and acquisition services.
 - v. A bat habitat assessment may be needed pending the scope of the tree removal. The estimated cost for a bat habitat assessment is not included with this proposal.
 - vi. WSB will assemble and submit the final contract documents to the City and request authorization to advertise the project for bidding. WSB will receive and respond to bidder inquiries concerning the plans, specifications, and intent of the project. Logs of all inquiries will be kept and maintained to document inquiries. WSB will attend the project bid opening and present a contract award recommendation to the City Council.
- c. Final Quantities
 - i. An Engineer's Opinion of Probable Cost will be completed with the final construction plans. This would be inclusive of street replacement, drainage systems, sanitary sewer, watermain, and project site restoration.
- d. Permit
 - i. WSB will assist the City in preparing permit application(s) and/or approval requests and will assist the City with submitting the applications/approval requests to the appropriate regulatory agencies. Permit applications and/or agency review submittals are anticipated for:
 - 1. RCWD – erosion control & stormwater management
 - 2. Anoka County – work in right of way design review
 - 3. NPDES – work for disturbing over 1 acre.
 - ii. WSB will develop the final project plans and specifications based on the agency review comments. This task will include a construction services QA/QC review of the final plans, quantities, and specifications.
 - iii. Upon completion of permitting, and agency review and approval, a final set of construction documents will be prepared for electronic bidding.
- e. Survey
 - i. The survey has been completed for the Colonial Woods and Pine Haven neighborhoods. There is small budget for additional survey that may be needed during design.
- f. Geotechnical Data
 - i. The geotechnical data has be obtained for this project and will be used in the final design.

The engineering fee to complete the design and specifications of the 2025 Street Reconstruction and Sewer and Water Extension Project is as follows:

Colonial Woods	\$215,000
Pine Haven	\$195,000
Diane St & Evergreen Tr	<u>\$ 35,000</u>
Total	\$445,000

This letter represents our understanding of the 2025 Street Reconstruction and Sewer and Water Extension Project and the proposed scope of services. If you are in agreement with the scope of services and proposed fee, please sign in the appropriate space below and return one copy to us.

WSB & Associates, Inc. will provide a separate proposal to the City for construction services once the final plans are completed and the project is bid.

If you have any questions about this proposal, please feel free to call me at 612-360-1278.

Sincerely,

WSB & Associates, Inc.

Mark Erichson

Mark Erichson
Director

Brian J. Bourassa

Brian Bourassa
Client Representative

ACCEPTANCE:

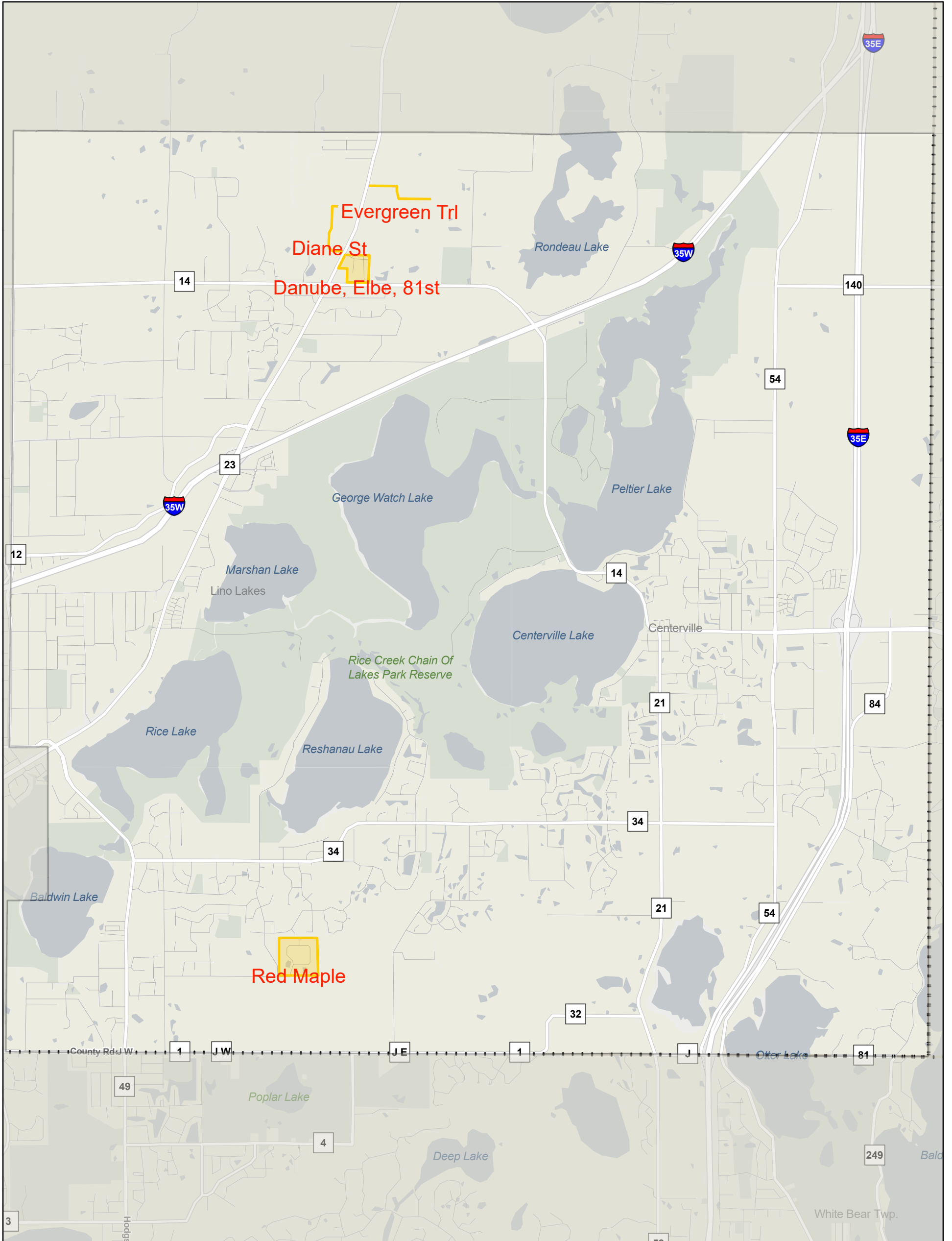
The City of Lino Lakes hereby accepts the WSB proposal of \$445,000 for services outlined in this letter.



City of Lino Lakes

Name _____

Title _____

Date _____



-  Parcels
-  City Mask

1 in = 3,233 Ft

2025 Street Reconstruction Project Location



N

 August 23, 2023
 Map Powered By Datafi



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

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: September 23, 2024

TOPIC: Consider Resolution No. 24-126, Authorizing Professional Services Agreement with Kimley Horn, Main Street Corridor Master Plan and AUAR Study

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting City Council consideration to retain Kimley Horn to prepare the Main Street Corridor Master Plan and AUAR.

BACKGROUND

The City’s 2040 Comprehensive Plan identifies Main Street, at Sunset, as a key “Gateway” into the City. The plan also recommends that a master plan be completed for the Main Street Corridor from 4th Avenue to Sunset Avenue. In July the City Council adopted Ordinance No. 11-24, adopting an interim ordinance creating a moratorium on the creation of new lots within the “Northwest” quadrant of the city. This approximate 1,000-acre area is bounded by 4th Avenue on the east, Sunset Avenue on the west, Pine Street on the north, and Century Trail/Carl Street on the south. The purpose of the moratorium is to allow the City to complete the master plan and Alternative Urban Areawide Review (AUAR) prior to the consideration of any development projects in the area. The ordinance went into effect on August 15, 2024.

Following discussion with multiple consulting firms’ staff has developed a proposed project scope with Kimley Horn. Kimley Horn is a national planning and design consulting firm with strong experience in both master planning and environmental studies.

The over-arching goal of the process is to develop a master plan for the study area that will provide a more detailed guide for development over the next 20 years and beyond. The planning process will include the preparation of an Alternative Urban Areawide Review (AUAR) to address the overall impacts of development within the area and create a specific mitigation plan outlining requirements for development.

In preparing the scope staff has attempted to address City Council, advisory board and public comments on the need for community involvement. Suggestions made by each of our citizen advisory boards have been incorporated into the engagement process. The process is intended to provide information about development in general as well as the specific development of the study area. Multiple avenues of engagement have been incorporated.

These engagement opportunities include stakeholder groups, community workshops, agency workshops along with a significant digital outreach program. Kimley Horn will be assisted by Rapp Strategies, who will coordinate digital outreach including website development, content, social media posts, news releases and rapid response to community generated questions. Kimley Horn will also be providing an online interactive feedback map and survey during the project. The overall engagement and communication plan will be developed once the project kicks off.

The planning process will include a background analysis of policy, plans and existing infrastructure. Given the questions raised regarding density the project also includes a planning study of various residential densities using real world examples to help inform the planning process.

Information gathered during the initial outreach will be used to establish development principles and preliminary development goals. These will be applied across the initial four development scenarios, one of which will be based on the existing comprehensive plan. A preferred development plan will be prepared based on the input received. Two development scenarios will be incorporated into the AUAR planning process.

The AUAR will follow the process required by the state and city ordinance. Kimley Horn will complete the required documentation and assist with preparation of the mitigation plan and responses to questions.

Kimley Horn has submitted a proposal to complete this work for a not to exceed amount of \$479,075. Project tasks will be billed on an hourly basis. The project will be financed by a combination of sources, including the City's Area and Unit Trunk fund, Surface Water Management Fund (not to be confused with stormwater utility), MSA Construction fund, Cable TV & Communications fund and Closed Bond fund. Upon project completion an AUAR Area development charge will be established covering the project area. The per acre charge would be collected with any project approvals.

For reference the I35E Corridor AUAR was completed in 2006 at a cost of approximately \$339,000. The current development fee is \$300.00/acre. The 35E Corridor AUAR did not include the same level of engagement and planning process that is proposed for Main Street.

WSB, City Engineer, will be participating in a supporting role for the project as necessary with primary focus on water and sanitary sewer infrastructure.

RECOMMENDATION

Staff is recommending approval of Resolution No. 24-126.

ATTACHMENTS

1. Resolution No. 24-126
2. Study Area
3. Firm Description
4. Project Proposal

**CITY OF LINO LAKES
RESOLUTION NO. 24-126**

**AUTHORIZING PROFESSION SERVICES CONTRACT WITH KIMLEY HORN
MAIN STREET MASTER PLAN AND ALTERNATIVE AREAWIDE REVIEW**

WHEREAS, the City has received development interest along the Main Street Corridor between and 4th Avenue and Sunset Avenue (CR 53); and

WHEREAS, Main Street is identified as a “gateway” in the City’s 2040 Comprehensive Plan; and

WHEREAS, the City’s 2040 Comprehensive Plan recommends the preparation of a Master Plan for the Main Street corridor between 4th Avenue and Sunset Avenue (CR 53); and

WHEREAS, the area proposed for further study (the “Study Area”) has been identified as the area between 4th Avenue on the east, Sunset Avenue on the west, Pine Street on the north and Century Trail/Carl Street on the south; and

WHEREAS, the City adopted Ordinance No. 11-24 on July 8th of 2024 establishing a moratorium on the creation of new residential lots with the Study Area for the purpose of completing a Master Plan (the “Plan”) and Alternative Urban Areawide Review (the “AUAR”); and

WHEREAS, Kimley Horn has submitted a proposal to prepare said Plan and AUAR.

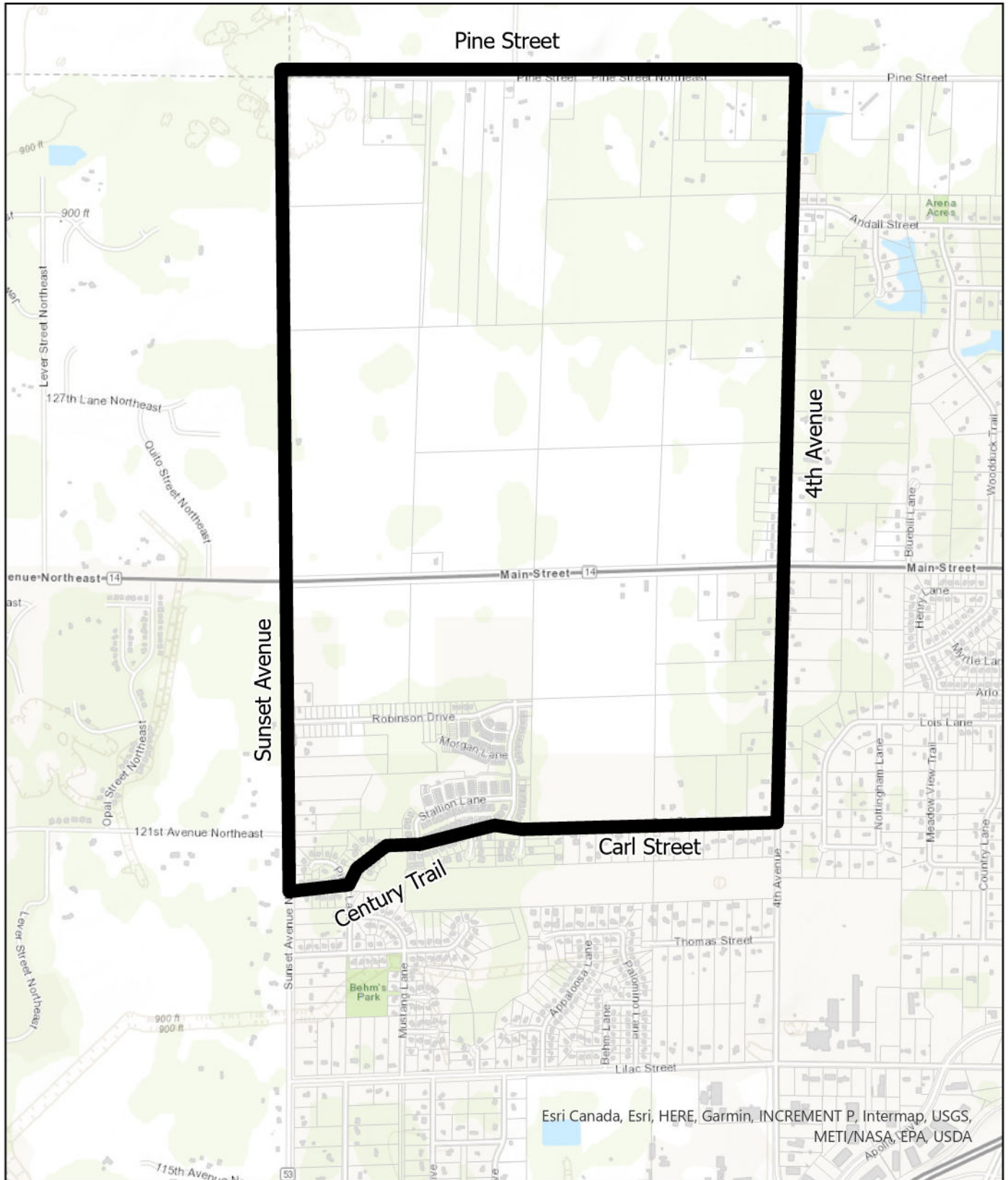
NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the professional services agreement with Kimley Horn for the Main Street Master Plan and AUAR in the amount of \$479,075 is hereby approved and the Mayor and City Clerk are hereby authorized to execute the agreement on behalf of the City following review by the City Attorney.

Adopted by the City Council of the City of Lino Lakes this 23rd day of September, 2024.

Rob Rafferty, Mayor

ATTEST:

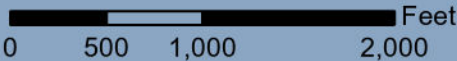
Roberta Colotti, CMC, City Clerk



Esri Canada, Esri, HERE, Garmin, INCREMENT P, Intermap, USGS, METI/NASA, EPA, USDA



Proposed Project Area



Main Street Corridor Master Plan & Alternative Urban Areawide Review

Firm Description

Firm Name: Kimley-Horn and Associates, Inc.

Address: 767 Eustis Street, Suite 100, Saint Paul, MN 55114

Kimley-Horn is a national planning and design consulting firm that offers comprehensive development services. Founded in 1967 by transportation planners and traffic engineers, Kimley-Horn has grown into a nationwide full-service planning, landscape architecture, engineering, and environmental consulting firm. We serve a diverse spectrum of private and public sector clients across multiple disciplines—locally and nationally. Kimley-Horn knows the ropes when it comes to mixed-use and residential development. Our four Minnesota offices have more than 330 staff and are backed by a firm more than 7,900 strong, with offices strategically located throughout the country. We are well-equipped for any project, and our understanding of people and our valued relationships set us apart.

Kimley-Horn has an experienced team that can lead the City and community stakeholders through each step of the planning process, with every step being actionable and focused on achieving a built vision. Our team has worked on many planning/economic development efforts and has developed the tools needed to envision alternative scenarios for development and redevelopment, evaluate the fiscal implications of each scenario, and assist the City in achieving consensus on the right development mix and balance for your unique set of needs. Additionally, we have many planners and urban designers that bring the unique ability to not only establish development patterns, but to also create great places that accentuate Lino Lake's distinct sense of place.

In addition to our master planning experience, Kimley-Horn is a leader in the field of environmental studies. Our proven ability and trusted standing in managing state environmental processes has earned Kimley-Horn the respect of numerous agencies in Minnesota, with extensive experience working with municipalities in the Twin Cities Metro Area. Across our three Twin Cities offices, we have 18 environmental professionals covering all the issues included in an AUAR, plus any additional engineering or graphic design support needed.

Our team understands the need for education on the environmental documentation process and how AUARs can be an effective tool for Cities to understand the potential environmental impacts of potential development and densities of development in areas of their cities. Master plans and AUARs can assist in understanding long-term infrastructure needs and assist in the preparation of CIPs.

Minnesota office locations

-  767 Eustis Street, Suite 100
Saint Paul, MN 55114
-  14800 Galaxie Avenue, Suite 200
Apple Valley, MN 55124
-  11995 Singletree Lane, Suite 225
Eden Prairie, MN 55344
-  323 South Broadway
Rochester, MN 55904



130+ Offices

7,900+ Employees
Nationwide

9/17/24

Michael Grochala, AICP
Community Development Director
600 Town Center Pkwy
Lino Lakes, MN 55014-1182
651-982-2427
mgrochala@linolakes.us

Re: Letter Agreement for Professional Services for Planning and Environmental Services
Main Street Corridor Master Plan & Alternative Urban Areawide Review
Lino Lakes, MN

Dear Mr. Grochala:

Kimley-Horn and Associates, Inc. (“Consultant”) submits this Letter Agreement (“Agreement”) to the City of Lino Lakes (“Client”) for providing preparing public and private development plans to assist in completing a Master Plan and an Alternative Urban Areawide Review (AUAR) for the northwest quadrant of the City as the next step towards achieving the long-term vision to redevelop the area into a feasible, vibrant mixed-use neighborhood (“Project”).

Project Understanding

We understand that the City has received an increased interest in development in recent years and will use the master planning effort and the completion of the AUAR as well input from the community to guide the development of the area for years to come. In July 2024 the City Council adopted an interim ordinance placing a moratorium on the creation of new residential lots over northwest quadrant of the City (approximately 980 acres) to allow for the preparation of this Main Street Corridor Master Plan and completion of an AUAR to guide development of the area. The moratorium went into effect on August 15, 2024, for a period of one year.

Scope of Services

Kimley-Horn will provide the services specifically set forth below.

1.0 PROJECT COORDINATION AND MEETINGS

1.1 Project Kick-off Meeting

The consultant team will participate in an in-person ‘Kick off Meeting’ for the project. Intent of the meeting is to accomplish the following; 1) Introduce and identify the roles of key members of the team, city staff, and other stakeholders; 2) establish a reporting protocols; 3) discuss project objectives, issues, and opportunities and limits of scenarios 4) confirm project schedule and work program, and review outreach methods and timing; and 5) identify and transmit pertinent documentation and studies, and other relevant data to the consultant team.

Deliverables

- Kick-off meeting participation (in-person with a call in option)
- Meeting agenda and summary of meeting

1.2 Project Status Meetings and Project Management

The consultant team will coordinate and regularly communicate with City staff to review progress and share information and documentation to incorporate into the work product in a timely manner. For this task, members of the consultant team will participate in a maximum of 24 Project Status Meetings with City staff to assess progress and direct forthcoming work. Additionally, the consultant team will participate in conference calls as needed to track progress and coordinate efforts. This task also includes time to provide

Kimley-Horn with opportunity to perform project related administrative tasks including invoicing, project scheduling, and staffing/production coordination.

Deliverables

- Project status meeting, participation in a maximum of 24 virtual meetings (bi-weekly)
- Team conference calls
- Meeting agenda and meeting summaries

2.0 STAKEHOLDER AND COMMUNITY ENGAGEMENT

2.1 Master Planning Engagement

The first phase of engagement will focus on creating a master plan that aligns with the City and community's goals and shared vision. The consultant deliverables in this phase include:

Deliverables

- Public Engagement and Communications Plan – assumes up to two rounds of edits
- Six stakeholder focus groups representing a broad range of community stakeholders and residents (i.e. residents, developers, property owners, interest groups) – could be formatted into small groups or individual
- Prepare materials for and attend three community workshops (includes notices, presentations, display boards, FAQs, handouts). Information will be made available online as well.
 - Meeting #1 is intended to be informational about the master plan process and brainstorm with the community about what are the best uses for the site to develop scenarios.
 - Meeting #2 is intended for community members to review scenarios, provide input and receive answers to questions
 - Meeting #3 is intended to focus on the supporting infrastructure discussion (i.e., roads, utility infrastructure, open space, etc.) that would support the land use scenarios and provide an overview of next steps for the AUAR.
- Prepare materials for and attend four agency planning coordination workshops (Anoka County Highway Department, Rice Creek Watershed District, Forest Lake School District, Centennial School District)
- Prepare materials for and present at eight city meetings (assumes three Planning and Zoning meetings, three City Council meetings, and two advisory groups)

Digital Outreach

- Develop a brand for public engagement and communication across all communication platforms and collateral.
- Develop specific project website, with ongoing content updates and responses to frequent questions, that is also available as a link on the city's website
- One interactive feedback map and survey using Kimley-Horn's PublicCoordinate software for 1 year.
- Develop content for emails, newsletter articles and other communications that would be distributed through the city's communications channels based on the continued implementation of the public engagement and communications plan.
- Develop information collateral (i.e., informational fact sheet, flyers, signage) that is available through the specific project website, city offices and other locations in the city.
- Three postcards
- Ongoing social media posts (paid and organic) on the city's Facebook and Twitter/X accounts based on the implementation of the public engagement and communications plan.

- News releases and/or newspaper ads based on the continued implementation of the public engagement and communications plan.
- Equip city council members with information for their own community discussions.
- Provide public information and communications support for City Council meetings on the master plan.
- Conduct ongoing analysis and provide recommendations of steps needed to address public concerns.
- Rapid response to questions from community stakeholders and residents (24-48 hours).
- Monthly meeting to assess changes needed in the public engagement and communications plan.
- Optional (not included in the base fee): Conduct a resident opinion survey in March 2025 to test community perceptions about city's services with a set of questions related to the master plan. Effort includes the design, analysis and management of the fieldwork vendor.

2.2 AUAR Engagement

Engagement during the AUAR process would include the following deliverables:

Deliverables

- Public communications plan that complements the public engagement and communications plan developed for master planning engagement.
- Prepare materials for and attend one City Council meeting to adopt the AUAR Order.
- Support materials and public notices for the AUAR's 30-day public comment period and the Environmental Board's Public Comment meeting during this timeframe.
- Prepare materials for and attend one City Council meeting when the Final AUAR is adopted.
- Prepare website updates and social media posts for the 30-day public comment period and conclusion of the AUAR process.
- Provide public information and communications support for City Council meetings on the AUAR plan.

2.3 Subcontract Services

Kimley-Horn will subcontract with Rapp Strategies, Inc. on city public engagement and communication activities. Their effort will include all the deliverables listed under digital outreach, except for the interactive map and creative design direction.

3.0 MASTER PLANNING

3.1 Background Analysis

Current Plan and Policy Review – The consultant team will collect (with city staff assistance), review, and evaluate pertinent documentation and data that will establish a common basis for planning efforts. Our review will include a brief summary and assessment of applicable government plans, policies, and regulations, including in-progress plan updates. The goal is for our team to understand established and proposed policy and plans and identify potential roadblocks and/or support for creating and implementing an informed master plan alternative.

Deliverables

- Document review summary presented in a report for review and comment

Land Use and Urban Design Analysis – The consultant will undertake a planning level analysis of existing and proposed land uses and urban design goals, including public and private plans. The assessment will include density analysis and land use organization. The analysis will also identify opportunities and constraints related to land uses and urban design elements.

Deliverables

- Land Use and Urban Design analysis presented in memo or other format suitable for review and comment

Mobility Analysis - The consultant will undertake an analysis of how a future transportation roadway network could support the future development in the project study area.

Deliverables

- Mobility analysis presented in memo or other format suitable for review and comment

Infrastructure / Drainage Analysis - Based on information provided by the city, the consultant team will provide a planning level analysis of existing infrastructure and utilities, including storm drainage, wastewater, water, and floodplain systems in the study area. This analysis will examine the existing utility framework that serves the study area, along with programmatic analysis of perceived deficiencies and opportunities and constraints of future development. KH will review utility and drainage studies that have been completed by Rice Creek Watershed for the ditch system and how they relate to the proposed master plan study area. KH will schedule a meeting with the City and WSB to review these past studies as well as any known information on the current utility / drainage system. The utility and drainage input will be incorporated into the master planning and AUAR to be completed by KH and considered as part of the overall concepts.

Deliverables

- Infrastructure analysis presented in memo or other format suitable for review and comment

Case studies – The consultant team will prepare three to four case studies of various project densities located in Lino Lakes and/or regionally. As far as feasible, we will examine districts that are comparable in community make-up and character, market potential, open spaces, and other characteristics. Studies will identify lessons learned and best practices to create great communities.

Deliverables

- Plans and diagrams of various levels of density
- Case study presented in memo or other format suitable for review and comment

Background summary report – The consultant team will compile, synthesize, and summarize the above tasks into a Background Summary Report that will inform the planning process moving forward, and serve as an on-going resource for the planning team, stakeholders, and the community.

Deliverables

- Background summary report presented as two hard copies in 8.5x11 or other mutually agreed format and one print and web-ready pdf file copy

3.2 District Development Vision and Scenarios

District development vision and scenarios - Relying on the previous tasks and input received through stakeholder outreach, the consultant team will 1) prepare district development principles and 2) identify preliminary development goals that will be consistent across all scenarios.

Deliverables

- Preliminary vision presented in memo or other format suitable for review and comment

Preliminary development of scenarios with staging/phases – The consultant team will prepare four alternative development scenarios for the study area. These alternatives will provide an exploration of the development potential associated with varying land uses and densities. Alternatives will be communicated through narrative, bubbles plans, open space diagrams, preliminary greenway/green spaces and other imagery needed to explain each scenario.

Deliverables

- Preliminary District Development Scenarios:
 - Scenario 1 - Current Comprehensive Plan

- Scenario 2 - Predominantly Residential Development
- Scenario 3 - Commercial Elements
- Scenario 4 - Include a Large Institutional Use

Scenarios evaluations – The consultant team will work with the city staff and stakeholders to review and evaluate each scenario, considering such factors as: development principles and objectives; community compatibility and place-making potential; impact on mobility and infrastructure, impact on existing neighborhoods, and impact on environment.

Deliverables

- Alternative scenarios evaluation presented in memo or other format suitable for review and comment

Preferred development scenario refinement – Based on input received from city staff and stakeholders, the consultant team will prepare a preferred development scenario that describes and illustrates the favored concept for physical development of the study area. This scenario will be depicted through a combination of illustrative plans, development yield counts, and other drawings and renderings as appropriate. The preferred development scenario will highlight site development opportunity and infrastructure and public spaces enhancement opportunities.

3.3 District Framework Plans

Land use, transportation and urban design framework plan – The consultant team will prepare a framework element that describes and illustrates conceptual plans and proposals for land use and urban design consistent with the preferred development scenario. More specifically this framework will address land use distribution and intensity, transportation networks, public facilities, community amenities, and services.

Deliverables

- Land Use and Urban Design Framework Plan, presented in a format suitable for review and comment

Open space and landscape framework plan – The consultant team will prepare a framework plan for open space and landscape elements. The plan will address open space linkages, public space hierarchy, distribution, landscape character, and preservation of natural resources.

Deliverables

- Open Space and Landscape Framework Plan, presented in a format suitable for review and comment

4.0 ALTERNATIVE URBAN AREAWIDE REVIEW

4.1 Draft and Final Order, AUAR and Mitigation Plan

Kimley-Horn will work with the City’s team to determine the appropriate scenarios to be studied in the AUAR. It is anticipated at least two scenarios will be studied in the AUAR with one scenario consistent with the RGU’s adopted comprehensive plan. Kimley-Horn will prepare an order for review that outlines the study area and scenarios to be evaluated for adoption by the City Council.

AUARs follow the format of an Environmental Assessment Worksheet (EAW), with modifications based on Minnesota Environmental Quality Board guidance.

To prepare the Draft AUAR and Mitigation Plan, we will gather the data needed to analyze the development scenarios, including reviewing previous studies completed for the AUAR study area (to be provided by the City team) and corresponding with appropriate agencies, and will complete the analysis as needed to draft the AUAR and Mitigation Plan. We anticipate working with the City’s selected consultant for the utilities and infrastructure needs sections of the AUAR and Mitigation Plan.

AUAR NO.	AUAR ITEM	SCOPE AND ASSUMPTIONS
1	Project Title	To be provided by the Client
2	Proposer	To be provided by the Client
3	Responsible Governmental Unit (RGU)	The City will be the RGU
4	Reason for EAW Preparation	Not applicable to an AUAR
5	Project Location Maps	<p>This scope of work includes the following maps and exhibits includes:</p> <ul style="list-style-type: none"> • USGS Map • AUAR Boundary Map • Existing Conditions (Cover Types) Exhibit • Land Use and Planning and Zoning Maps • Scenarios to be Studied Exhibit
6	Project Description	<p>The scope of work for this section includes the review of the development scenarios. The following will be identified in this section for each of the identified development scenarios:</p> <ul style="list-style-type: none"> • Anticipated types and intensity (density) of development throughout the AUAR area • Infrastructure planned to serve development (roads, sewers, water, stormwater system, etc.). Roadways intended primarily to serve as adjoining land uses within an AUAR area are normally expected to be reviewed as part of an AUAR. More “arterial” types of roadways that would cross an AUAR area are an optional inclusion in the AUAR analysis; if they are included, a more intensive level of review, generally including an analysis of alternative routes, is necessary. • Information about the anticipated staging of various developments, to the extent known, and of the infrastructure, and how the infrastructure staging will influence the development schedule.
7	Climate Adaptation and Resilience	Kimley-Horn will describe the climate trends in the general location of the project in accordance with the guidance and how climate change is anticipated to affect that location during the life of the project.

AUAR NO.	AUAR ITEM	SCOPE AND ASSUMPTIONS
		Kimley-horn will complete the tables and describe how the project's proposed activities and how the project's design will interact with those climate trends. Describe proposed adaptations to address the project effects identified.
8	Cover Types	Kimley-Horn will create an existing cover exhibit, and an overlay map showing anticipated development in relation to the existing cover types for each development scenario, if significantly different.
9	Permits and Approvals Required	Kimley-Horn will create a list of permits and approvals that would be required for either of the development scenarios. Input from the City will be needed for this section.
10	Land Use	Existing and Proposed Land Use will be described in this section. Current and Proposed Zoning and compatibility with the current comprehensive plans will also be described. Local and Regional trail plans will be reviewed to determine if any existing or future trails are located within the vicinity of the AUAR study area. A statement of certification from the RGU that its comprehensive plan compiles with the requirements set out in 4410.3610, subpart 1 will be required for this section. Kimley-Horn will coordinate with the City to complete this section.
11	Geology, Soils, and Topography	Kimley-Horn will describe soil conditions, bedrock geology, depth to bedrock, and any groundwater hazards in the area. A soils map will be created for this section. A map depicting any known groundwater hazards will be created.
12	Water Resources	<p>Kimley-Horn will identify and describe the following, unless noted otherwise.</p> <p>Surface waters:</p> <ul style="list-style-type: none"> • Surface waters including any wetlands, drainage areas, or stormwater management areas will be identified in this section. • Any surface waters within 1-mile of the AUAR study area identified on the MPCA impaired and special waters list will be described in this section. All impaired identified for those waters will also be identified. <p>Groundwater:</p> <ul style="list-style-type: none"> • Depth to groundwater, MDH Wellhead Protection Areas, Drinking Water Supply Management Areas (DWSMA), and any known wells within the AUAR study area will be identified and described in this section.

AUAR NO.	AUAR ITEM	SCOPE AND ASSUMPTIONS
		<p>Wastewater:</p> <ul style="list-style-type: none"> • Only domestic wastewater will be described in an AUAR. • MCES Sewer Availability Charge (SAC) program will be reviewed and estimated flows will be determined by land use for the proposed development scenarios. • Any improvements required will be identified in this section. <p>Stormwater:</p> <ul style="list-style-type: none"> • Stormwater management will be evaluated and described in the AUAR. <p>Water Appropriation:</p> <ul style="list-style-type: none"> • Any proposed dewatering activities required for development would be described in this section. A description of any well abandonment and improvements required to the City's municipal water infrastructure will be described. <p>Surface Waters:</p> <ul style="list-style-type: none"> • Wetlands: Any wetlands identified within the AUAR study area will be described and any physical impacts to those wetlands will be identified. • Other surface waters (streams or adjacent rivers): Any streams or rivers identified within the AUAR study area will be identified along with any anticipated impacts to those resources will be described in this section.
13	Contamination/ Hazardous Waste	<p>Kimley-Horn will complete the following, unless otherwise noted.</p> <ul style="list-style-type: none"> • A summary of the existing conditions, historic use of properties within the AUAR study area and the results of a MPCA What's in my Neighborhood database search. • Any existing or proposed storage tanks will be summarized. • Any potential mitigation measures will be described in the AUAR.

AUAR NO.	AUAR ITEM	SCOPE AND ASSUMPTIONS
14	Fish, Wildlife, Plant Communities and Sensitive Ecological Resources (Rare Features)	Kimley-Horn will identify fish and wildlife resources and potential habitat in relation to the cover types identified. Any potential impacts will be addressed in this section. Kimley-Horn will complete a review of the Natural Heritage Information System database. Any identified threatened, endangered, or species of special concern that may be impacted as a result of the proposed development scenarios will be described and the findings of the database search will be sent to the MnDNR for concurrence. A concurrence letter will be requested, and this information will be included in this section.
15	Historic Properties	Kimley- Horn will also coordinate a review with the MN SHPO office of the proposed AUAR study area. Information from MN SHPO will be used for the section.
16	Visual	Kimley-Horn will review and determine if any scenic views or vistas are present within the AUAR study area and if any impacts may result from the proposed development scenarios. Lighting and any other applicable design features will be addressed in this section. Kimley-Horn will coordinate with the Client and City to complete this section.
17	Air	Based on the results of the traffic analysis, potential vehicle air emissions will be reviewed and addressed in this section. An intersection hot-spot analysis for air quality is not included in this scope and is not anticipated to be included in the technical analysis.
18	Greenhouse Gas Emissions (GHG/Carbon Footprint)	Kimley-Horn will complete the GHG Emissions analysis tool developed by EPA to determine the potential emissions for each scenario studied in the AUAR. Kimley-Horn will coordinate with the City on any potential mitigation considered to reduce emissions.
19	Noise	Construction noise will not be addressed; however, construction noise ordinances will be included in the mitigation plan. It is assumed that existing traffic will be the primary noise source for the development.
20	Transportation	The traffic analysis report will be summarized in this section. The traffic scope is included as a separate task.
21	Cumulative Potential Effects	Kimley-Horn will coordinate with the City to determine if any other projects are anticipated to occur within the vicinity of the AUAR study area. These projects will be identified in this section.
22	Other Potential Environmental Effects	Kimley-Horn will coordinate with the City to determine if any other potential environmental issues need to be addressed in the AUAR. These may include emergency service stations, city maintenance, utilities, sustainability of the proposed development, and/or pedestrian or transit facilities. It is assumed this will be discussed with the City at the

AUAR NO.	AUAR ITEM	SCOPE AND ASSUMPTIONS
		same times as the meeting to address cumulative potential effects section of the document.
23	Mitigation Plan	Kimley-Horn, in coordination with the City will draft the mitigation plan. Components of the mitigation plan will be determined by the environmental issues and impacts identified in the AUAR analysis. A summary of issues will be covered in the mitigation plan in table format.

Kimley-Horn will assist the City in drafting the notices for the distribution of the Draft AUAR and Mitigation Plan for the 30-day comment period. We will assist the City in the preparation of the Final AUAR, response to substantive comments for the regulatory agencies and the public and will assist the City with the adoption process of the AUAR.

Deliverables

- Draft and Final Order
- Draft AUAR and Mitigation Plan – assumes two rounds of review
- Comment Responses and Final AUAR and Mitigation Plan – assumes one round of review
- Notices and distribution of the Draft and Final AUAR

4.2 AUAR Traffic Impact Analysis

Kimley-Horn has coordinated with WSB Engineering to understand status of the County’s Sunset project and whether there is traffic data available that could be used to supplement the City’s AUAR traffic study. Through these conversations, it is understood WSB has not collected any baseline traffic information for that project, and KH will need to complete a new traffic study to use as the basis of the AUAR.

Kimley-Horn will prepare a AUAR Traffic Impact Analysis and summarize the following information:

4.2.1 Study Area/Data Collection

Kimley-Horn will conduct weekday AM (7:00 AM – 9:00 AM) and PM (4:00 PM – 6:00 PM) peak period turning movement counts at up to seven (7) intersections and weekday 24 hour counts at up to 3 intersections. Finalized intersection analysis will be determined based on discussion with the City of Lino Lakes.

4.2.2 Existing Transportation System

Summarize information for the existing transportation system, including existing roadway and intersection characteristics, and existing daily traffic volume information.

4.2.3 Trip Generation, Distribution, and Assignment

Trip generation estimates will be prepared for the two development scenarios based on the trip generation rates found in the ITE Trip Generation Manual, 11th Edition. Trip generation will be completed for two scenarios. Site traffic distribution and assignment for the development will be established based upon existing and future area demographics, and existing/future area roadway systems.

4.2.4 Volume Development

The traffic counts collected in Task 4.3.1 will then be adjusted to reflect the amount of non-site traffic that can be expected to exist on the area roadway system at the opening of the development Kimley-Horn will provide a total traffic assignment that includes site and non-site generated traffic volumes for the weekday AM and PM peak periods for the opening year and horizon year for the two proposed scenarios.

4.2.5 Intersection Capacity Analysis

Intersection capacity analysis for the weekday AM and PM peak periods will be performed at the study intersections as well as the project driveways. The analysis scenarios are:

- Existing Conditions
- Opening Year background conditions
- Opening Year Scenario 1 build conditions
- Opening Year Scenario 2 build conditions
- Horizon Year background conditions
- Horizon Year Scenario 1 build conditions
- Horizon Year Scenario 2 build conditions

4.2.6 Turn Lane Need and Queue Assessment

Kimley-Horn will evaluate the need for turn lanes at all proposed site entrances. The need for turn lanes will be based on the total traffic assignment estimated as part of Task 4.3.4. Additionally, the 95th percentile queue lengths will be compared to the provided storage of existing turn lanes.

4.2.7 Traffic Mitigation

If the results of the analysis indicate that roadway/intersection and site access improvements are necessary from a capacity and/or safety standpoint, Kimley-Horn will identify the types of improvements required to support the proposed development.

4.2.8 Document Study Results and Project Coordination

An electronic (.pdf) draft report that documents the study methodology, traffic volumes, analysis results, and recommendations for improvements (if necessary) will be prepared and submitted to the Client for review and comment. Kimley-Horn will then incorporate internal review comments and submit an electronic copy of the TIA report and analysis output to the local agencies for review as part of the AUAR. Kimley-Horn will attend up to two (2) meeting with the review agencies to discuss the results and recommendations of the TIA.

Deliverables:

- Draft and Final TIA report

ADDITIONAL SERVICES

Any services not specifically provided for in the above scope will be billed as additional services and performed at Kimley-Horn's then-current hourly rates.

INFORMATION PROVIDED BY CLIENT

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

- An executed copy of this agreement
- Project information and proposed development plans

- Applicable existing conditions data for the master planning effort
- The following items for the AUAR:
 - Project title
 - Proposer contact information
 - RGU contact information
 - Verification on city permits needed
 - Existing conditions on water resource infrastructure
 - Prior environmental reports completed for the study area

SCHEDULE

Kimley-Horn will provide our services as expeditiously as practicable with general understanding of an initially anticipated one year schedule that will commence upon completion of Task 1.1 the project kickoff meeting. Kimley-Horn will perform the services in Tasks 1 - 4 on a labor fee plus expense basis with the maximum labor fee shown below.

FEE AND EXPENSES

Task Name	Analyst I	Analyst II	Planner/ Engineer Professional	Senior Planner/ Engineer Professional	Senior Planner/ Engineer Professional II	Admin/ Accountin g	Total Hours	Fee-Sub Total
1.1 Kick-off Meeting		2		8	4		14	\$ 3,143
1.2 Project Status/Management		16	48	64	40	24	192	\$ 42,369
2.1 Master Planning Engagement		125	70	126	130	76	527	\$ 107,188
2.2 AUAR Engagement		20		40		14	74	\$ 14,946
3.1 Master Planning Background Analysis		80		75	20		175	\$ 39,863
3.2 District Development Vision and Scenarios	30	140		80	50		300	\$ 68,758
3.3 District Framework Plans	40	100		80	50		270	\$ 57,663
4.2 Draft and Final AUAR and Mitigation Plan		112	40	75			227	\$ 42,932
4.3 Traffic Impact Analysis	170			52			222	\$ 33,863
Reimbursable Expenses								\$ 9,350
Rapp Strategies								\$ 59,000
Total with Expenses								\$ 479,075
Optional Resident Survey								\$ 7,000

Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the Client. However, Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

Labor fee will be billed on an hourly basis according to our then-current rates. Direct reimbursable expenses such as express delivery services, air travel, and other direct expenses will be billed at 1.15 times cost. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage.

Administrative time related to the project may be billed hourly. All permitting, application, and similar project fees will be paid directly by the Client. Should the Client request Kimley-Horn to advance any such project fees on the Client's behalf, an invoice for such fees, with a fifteen percent (15%) markup, will be immediately issued to and paid by the Client.

Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

CLOSURE

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Kimley-Horn" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to City of Lino Lakes.

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in a PDF. We can also provide a paper copy via regular mail if requested. Please include the invoice number and Kimley-Horn project number with all payments. Please provide the following information:

_____ Please email all invoices to _____

_____ Please copy _____

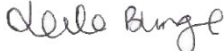
To proceed with the services, please have an authorized person sign this Agreement below. We will commence services only after we have received a fully-executed agreement. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in delay in starting work on this project.

We appreciate the opportunity to provide these services. Please contact me if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.


Leila Bunge, AICP
Project Manager


Daniel J. Coyle, P.E.
Vice President

CITY OF LINO LAKES

SIGNED: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

Client's Federal Tax ID: _____

Client's Business License No.: _____

Client's Street Address: _____

Attachment – Standard Provisions

KIMLEY-HORN AND ASSOCIATES, INC.
STANDARD PROVISIONS

- 1) **Kimley-Horn's Scope of Services and Additional Services.** Kimley-Horn will perform only the services specifically described in this Agreement ("Services"). Any services that are not set forth in the scope of Services described herein will constitute additional services ("Additional Services"). If requested by the Client and agreed to by Kimley-Horn, Kimley-Horn will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay Kimley-Horn for any Additional Services an amount based upon Kimley-Horn's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.15 times cost.
- 2) **Client's Responsibilities.** In addition to other responsibilities herein or imposed by law, the Client shall:
 - a. Designate in writing a person to act as its representative, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
 - b. Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project and all standards of development, design, or construction.
 - c. Provide Kimley-Horn all available studies, plans, or other documents pertaining to the project, such as surveys, engineering data, environmental information, etc., all of which Kimley-Horn may rely upon.
 - d. Arrange for access to the site and other property as required for Kimley-Horn to provide its services.
 - e. Review all documents or reports presented by Kimley-Horn and communicate decisions pertaining thereto within a reasonable time so as not to delay Kimley-Horn.
 - f. Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary.
 - g. Obtain any independent accounting, legal, insurance, cost estimating, and feasibility services required by Client.
 - h. Give prompt written notice to Kimley-Horn whenever the Client becomes aware of any development that affects Kimley-Horn's services or any defect or noncompliance in any aspect of the project.
- 3) **Period of Services.** Unless otherwise stated herein, Kimley-Horn will begin work after receipt of a properly executed copy of this Agreement. This Agreement assumes conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that Kimley-Horn does not control. If such delay or suspension extends for more than six months, Kimley-Horn's compensation shall be renegotiated.
- 4) **Method of Payment.** Client shall pay Kimley-Horn as follows:
 - a. Invoices will be submitted periodically for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by Kimley-Horn and applied against the final invoice. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due under this or any other agreement within 30 days after Kimley-Horn's transmittal of its invoice, Kimley-Horn may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid.
 - b. The Client will remit all payments electronically to:

Account Name: KIMLEY-HORN AND ASSOCIATES, INC.
Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94104
Account Number: 2073089159554
ABA#: 121000248
 - c. The Client will send the project number, invoice number and other remittance information by e-mail to payments@kimley-horn.com at the time of payment.
 - d. If the Client relies on payment or proceeds from a third party to pay Kimley-Horn and Client does not pay Kimley-Horn's invoice within 60 days of receipt, Kimley-Horn may communicate directly with such third party to secure payment.
 - e. If the Client objects to an invoice, it must advise Kimley-Horn in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due.
 - f. If Kimley-Horn initiates legal proceedings to collect payment, it shall recover, in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings.

Such expenses shall include the cost, at Kimley-Horn's normal hourly billing rates, of the time devoted to such proceedings by its employees.

- g. The Client agrees that the payment to Kimley-Horn is not subject to any contingency or condition. Kimley-Horn may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of Kimley-Horn to collect additional amounts from the Client.
- 5) **Use of Deliverables.** All documents, data, and other deliverables prepared by Kimley-Horn are related exclusively to the services described in this Agreement and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use or reuse by the Client or others on extensions of this project or on any other project. Any modifications by the Client to any of Kimley-Horn's deliverables, or any reuse of the deliverables without written authorization by Kimley-Horn will be at the Client's sole risk and without liability to Kimley-Horn, and the Client shall indemnify, defend and hold Kimley-Horn harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. Kimley-Horn's electronic files and source code remain the property of Kimley-Horn and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the deliverables prepared by Kimley-Horn, the hardcopy shall govern.
- 6) **Intellectual Property.** Kimley-Horn may use or develop its proprietary software, patents, copyrights, trademarks, trade secrets, and other intellectual property owned by Kimley-Horn or its affiliates ("Intellectual Property") in the performance of this Agreement. Intellectual Property, for purposes of this section, does not include deliverables specifically created for Client pursuant to the Agreement and use of such deliverables is governed by section 5 of this Agreement. Unless explicitly agreed to in writing by both parties to the contrary, Kimley-Horn maintains all interest in and ownership of its Intellectual Property and conveys no interest, ownership, license to use, or any other rights in the Intellectual Property to Client. Any enhancements of Intellectual Property made during the performance of this Agreement are solely owned by Kimley-Horn and its affiliates. If Kimley-Horn's services include providing Client with access to or a license for Kimley-Horn's (or its affiliates') proprietary software or technology, Client agrees to the terms of the Software License Agreement set forth at <https://www.kimley-horn.com/khts-software-license-agreement> ("the License Agreement") which terms are incorporated herein by reference.
- 7) **Opinions of Cost.** Because Kimley-Horn does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to the costs of construction and materials, are made solely based on its judgment as a professional familiar with the industry. Kimley-Horn cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Kimley-Horn's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.
- 8) **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or upon thirty days' written notice for the convenience of the terminating party. Kimley-Horn shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by Kimley-Horn as a result of such termination.
- 9) **Standard of Care.** The standard of care applicable to Kimley-Horn's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by Kimley-Horn's performance of services, and it is agreed that Kimley-Horn is not a fiduciary with respect to the Client.
- 10) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and Kimley-Horn, the risks are allocated such that, to the fullest extent allowed by law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of Kimley-Horn and Kimley-Horn's officers, directors, employees, agents, and

subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs, attorneys' fees, or damages whatsoever arising out of or in any way related to the services under this Agreement from any causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of Kimley-Horn or Kimley-Horn's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by Kimley-Horn under this Agreement or \$50,000, whichever is greater. Higher limits of liability may be negotiated for additional fee. This Section is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section shall require the Client to indemnify Kimley-Horn.

- 11) **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.
- 12) **Construction Costs.** Under no circumstances shall Kimley-Horn be liable for extra costs or other consequences due to changed or unknown conditions or related to the failure of contractors to perform work in accordance with the plans and specifications. Kimley-Horn shall have no liability whatsoever for any costs arising out of the Client's decision to obtain bids or proceed with construction before Kimley-Horn has issued final, fully approved plans and specifications. The Client acknowledges that all preliminary plans are subject to substantial revision until plans are fully approved and all permits obtained.
- 13) **Certifications.** All requests for Kimley-Horn to execute certificates, lender consents, or other third-party reliance letters must be submitted to Kimley-Horn at least 14 days prior to the requested date of execution. Kimley-Horn shall not be required to execute certificates, consents, or third-party reliance letters that are inaccurate, that relate to facts of which Kimley-Horn does not have actual knowledge, or that would cause Kimley-Horn to violate applicable rules of professional responsibility.
- 14) **Dispute Resolution.** All claims arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.
- 15) **Hazardous Substances and Conditions.** Kimley-Horn shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Kimley-Horn's services will be limited to analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. Kimley-Horn will notify the Client of unanticipated hazardous substances or conditions of which Kimley-Horn actually becomes aware. Kimley-Horn may stop affected portions of its services until the hazardous substance or condition is eliminated.
- 16) **Construction Phase Services.**
 - a. If Kimley-Horn prepares construction documents and Kimley-Horn is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against Kimley-Horn in any way connected thereto.
 - b. Kimley-Horn shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, equipment maintenance and inspection, sequence, schedule, safety programs, or safety practices, nor shall Kimley-Horn have any authority or responsibility to stop or direct the work of any contractor. Kimley-Horn's visits will be for the purpose of observing construction and reporting to the Client whether the contractors' work generally conforms to the construction documents prepared by Kimley-Horn. Kimley-Horn neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.
 - c. Kimley-Horn is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and its means and methods; that the contractor shall indemnify the Client and Kimley-Horn for all claims and liability arising out of job site accidents; and that the Client and Kimley-Horn shall be made additional insureds under the contractor's general liability insurance policy.
- 17) **No Third-Party Beneficiaries; Assignment and Subcontracting.** This Agreement gives no rights or benefits to anyone other than the Client and Kimley-Horn, and all duties and responsibilities undertaken

pursuant to this Agreement will be for the sole benefit of the Client and Kimley-Horn. The Client shall not assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Kimley-Horn, without the written consent of Kimley-Horn. Kimley-Horn reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If Kimley-Horn exercises this right, Kimley-Horn will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.

18) **Preliminary Notice – Liens.**

(A) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

(B) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

19) **Confidentiality.** The Client consents to the use and dissemination by Kimley-Horn of photographs of the project and to the use by Kimley-Horn of facts, data and information obtained by Kimley-Horn in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, Kimley-Horn shall use reasonable care to maintain the confidentiality of that material.

20) **Miscellaneous Provisions.** This Agreement is to be governed by the law of the State of Minnesota. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements, or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by Kimley-Horn. If Client requires Kimley-Horn to register with or use an online vendor portal for payment or any other purpose, any terms included in the registration or use of the online vendor portal that are inconsistent or in addition to these terms shall be void and shall have no effect on Kimley-Horn or this Agreement. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

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

STAFF ORIGINATOR: Michael Grochala, Community Development Director

MEETING DATE: September 23, 2024

TOPIC: Consider Resolution No. 24-127, Authorizing Professional Services Agreement with WSB for Right of Way Acquisition Services, Otter Lake Road

VOTE REQUIRED: Simple Majority

INTRODUCTION

Staff is requesting City Council consideration to retain WSB LLC to assist with acquisition of right-of-way for the Otter Lake Road extension project.

BACKGROUND

The City Council authorized the preparation of plans and specifications for the Otter Lake Road Extension Project in August of 2023. Design work has been ongoing and the final alignment and construction limits have been determined. Staff is working with WSB to set up an open house for public review in November. Construction is being considered for fall 2025 or early 2026.

The Project will require acquisition of permanent right-of-way, utility and drainage easements, as well as temporary construction easements. Approximately 8 parcels are affected by the project. Our next step is to begin discussion with the property owners.

Staff is proposing this work be completed by WSB's right of way acquisition team. The proposed services include property owner meetings, title work, preparation of appraisals, review appraisals, preparation of offers and negotiations. Work would commence soon after authorization. WSB has submitted a proposal to complete this work in the amount of \$71,600.

RECOMMENDATION

Staff is recommending approval of Resolution No. 24-127.

ATTACHMENTS

1. Resolution No. 24-127
2. Right-of-way Map
3. Proposal

**CITY OF LINO LAKES
RESOLUTION NO. 24-127**

**AUTHORIZING ACQUISITION SERVICES WITH WSB
OTTER LAKE ROAD EXTENSION**

WHEREAS, on August 14, 2023 the City authorized the preparation of plans and specifications for the proposed extension of Otter Lake Road from Main Street to its intersection with Elmcrest/24th Avenue, and

WHEREAS, construction of the improvements will require the acquisition of right-of-way and permanent and temporary easements, and

WHEREAS, WSB, the City Engineer, has submitted a proposal to assist the City with right-of-way acquisition services including preparation of all required appraisals and exhibits.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lino Lakes, Minnesota that the professional services agreement with WSB for right of way acquisition services in the amount of \$71,600.00 is hereby approved and staff is authorized to execute the agreement on behalf of the City.

Adopted by the City Council of the City of Lino Lakes this 23rd day of September, 2024.

Rob Rafferty, Mayor

ATTEST:

Roberta Colotti, CMC, City Clerk



September 11, 2024

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

Re: City of Lino Lakes – Otter Lake Road Extension Project

Dear Mr. Grochala:

WSB is pleased to submit this proposal for the acquisition services on the Otter Lake Road Extension project. WSB will assist the City in acquiring right of way and easements on eight parcels. The services provided will be in accordance with the MnDOT Right of Way Manual, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and other applicable state and federal laws and rules.

We will provide the following scope of services:

Project Management:

General project management, status reports, coordination of all activities

Valuation Services:

WSB will contract with Patchin Messner Valuation Counselors to conduct eight appraisal reports. Patchin Messner Valuation Counselors will complete the appraisal reports by November 30, 2024. Review appraisals will be completed by Foster Appraisals.

Acquisition Services:

WSB will conduct initial landowner meetings, field title reports, offer documents, presentation of offers and negotiations. The City of Lino Lakes will record the conveyance documents and process the acquisition payment. WSB will also work with the City Attorney, as necessary, to provide documentation as needed for condemnation.

WSB will complete the scope of services summarized above on an hourly basis for an estimated fee of \$71,600.00.

Project Management	\$ 1,000.00
Valuation Services	\$34,600.00
Acquisition Services	\$36,000.00
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Total Services	\$71,600.00

Sincerely,
WSB

Benjamin Barker
Director of Right of Way

Approved by:

Michael Grochala
City of Lino Lakes Community Development Director

Date