

**AGENDA  
BIG LAKE CITY COUNCIL MEETING  
COUNCIL CHAMBERS**

**FEBRUARY 12, 2020  
6:00 p.m.**

- 1) CALL TO ORDER**
- 2) PLEDGE OF ALLEGIANCE**
- 3) ROLL CALL**
- 4) OPEN FORUM**
- 5) PROPOSED AGENDA**
- 6) CONSENT AGENDA**

Items on the Consent Agenda page are reviewed in total by the City Council and may be approved through one motion. Any item may be removed by any Council Member, staff member or person from the public for separate consideration. When removing any item from the Consent Agenda, the item number and description of the item should be clearly stated.

**7) BUSINESS**

- 7A. Oath of Office – Police Sergeant Tom Kucala and Police Officer Tyler Hecht
- 7B. Presentation - Big Lake Public Library Annual Report
- 7C. Donations – Big Lake Veteran’s Memorial
- 7D. Appointment of Water/Wastewater Operator II Candidates
- 7E. Monthly Department Reports

**8) ADMINISTRATOR’S REPORT**

**9) MAYOR & COUNCIL REPORTS AND COMMENTS/QUESTIONS**

Sub-Committee Updates (Reports are given only if meeting date was after the last Council Meeting)

Council Member Hansen - CMRRPP

Council Member Johnson – BLEDA, BLCE, BLCLA

Council Member Knier - BLBYR

Mayor Wallen – BLEDA

Council Member Zetervall – Parks Advisory Committee, Planning Commission

**10) OTHER**

**11) ADJOURN**

**BIG LAKE CITY COUNCIL  
CONSENT AGENDA  
FEBRUARY 12, 2020**

- 6A. Approve List of Claims
- 6B. Approve Council Workshop Minutes of January 22, 2020
- 6C. Approve Regular Council Meeting Minutes of January 22, 2020
- 6D. Approve Resolution Authorizing the Advance of Municipal State Aid Street Funds
- 6E. Approve Resolution Appointing Election Judges for the March 3, 2020 Presidential Nomination Primary Election
- 6F. Approve Printer Equipment Agreement with Marco
- 6G. Approve 2019 Inter-Fund Transfers
- 6H. Approve 2019 Budget Amendment
- 6I. Approve Farmers Market Rules and Regulations Policy Updates
- 6J. Approve Resolution of Support for a MN GreenCorps Host Site Application
- 6K. Approve a Resolution Authorizing a Tobacco License to Frontier MN LLC doing business as Market Place Express to Operate at 16777 Market Place Drive, Big Lake
- 6L. Accept Resignations from Part-time Public Works Employees Jerad Storlien and Blake Koshiel
- 6M. Approve the Purchase of Two Public Works Vehicles



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Deb Wegeleben, Finance Director	<b>Meeting Date:</b> 2/12/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6A</b>
<b>Item Description:</b> List of Claims	<b>Reviewed By:</b> Clay Wilfahrt, City Administrator		
	<b>Reviewed By:</b> (N/A)		

**ACTION REQUESTED**

Motion to Approve List of Claims paid dated 01/17/2020 through 02/06/2020, and Approve Payroll No. 2

**BACKGROUND/DISCUSSION**

Attached is the List of Claims paid through 02/06/2020. Please contact me with any questions or concerns.

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*Any elected official who contracts or submits an invoice to the City for payment of services is required to abstain from the vote of said payment, and execute an "Affidavit of City Official Interested in Claim" form prior to receiving payment pursuant to MN Statute 471.87:*

**471.87 PUBLIC OFFICERS, INTEREST IN CONTRACT; PENALTY.**

Except as authorized in section [123B.195](#) or [471.88](#), a public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom. Every public officer who violates this provision is guilty of a gross misdemeanor.

**471.88 EXCEPTIONS.**

**Subdivision 1. Coverage.**

The governing body of any port authority, seaway port authority, economic development authority, watershed district, soil and water conservation district, town, school district, hospital district, county, or city, by unanimous vote, may contract for goods or services with an interested officer of the governmental unit in any of the following cases.

**Subd. 5. Contract with no bids required.**

A contract for which competitive bids are not required by law.

**ATTACHMENTS**

List of Claims



**\*Check Detail Register©**

Cks 1/16/2020 - 2/6/2020

Check Amt	Invoice	Comment
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**1010 US BANK**

Paid Chk# 004552E 1/29/2020 <b>NORTHLAND SECURITIES-BONDS</b>			
E 223-000-00-85-4603	Debt Service Principal	\$250,000.00	2016A FEB PRINCIPAL PAYMENT
E 223-000-00-85-4610	Debt Service Interest	\$26,770.00	2016A FEB INTEREST PAYMENT
E 223-000-00-85-4611	Debt Service Fees	\$495.00	2016A PAYING AGENT FEE
E 226-000-00-85-4603	Debt Service Principal	\$200,000.00	2016C FEB PRINCIPAL PAYMENT
E 226-000-00-85-4610	Debt Service Interest	\$18,750.00	2016C INTEREST PAYMENT
E 222-000-00-85-4603	Debt Service Principal	\$520,000.00	2015A FEB PRINCIPAL PAYMENT
G 401-2251	Bonds Payable - Current	\$264,245.50	2015A FEB PRINCIPAL PAYMENT
G 301-2251	Bonds Payable - Current	\$85,754.50	2015A FEB PRINCIPAL PAYMENT
E 222-000-00-85-4610	Debt Service Interest	\$40,181.25	2015A FEB INTEREST PAYMENT
E 401-000-00-85-4610	Debt Service Interest	\$40,952.31	2015A FEB INTEREST PAYMENT
E 301-000-00-85-4610	Debt Service Interest	\$11,222.69	2015A FEB INTEREST PAYMENT
E 222-000-00-85-4611	Debt Service Fees	\$238.30	2015A PAYING AGENT FEE
E 401-000-00-85-4611	Debt Service Fees	\$199.65	2015A PAYING AGENT FEE
E 301-000-00-85-4611	Debt Service Fees	\$57.05	2015A PAYING AGENT FEE
E 224-000-00-85-4603	Debt Service Principal	\$50,000.00	2016B FEB PRINCIPAL PAYMENT
E 224-000-00-85-4610	Debt Service Interest	\$4,075.00	2016B FEB INTEREST PAYMENT
E 224-000-00-85-4611	Debt Service Fees	\$495.00	2016B PAYING AGENT FEE
E 227-000-00-85-4603	Debt Service Principal	\$130,000.00	2018A FEB PRINCIPAL PAYMENT
E 227-000-00-85-4610	Debt Service Interest	\$36,075.00	2018A FEB INTEREST PAYMENT
<b>Total NORTHLAND SECURITIES-BONDS</b>		<b>\$1,679,511.25</b>	

Paid Chk# 004556E 1/29/2020 <b>NORTHLAND SECURITIES, INC</b>			
E 223-000-00-85-4603	Debt Service Principal	\$250,000.00	2016A FEB PRINCIPAL PAYMENT
E 223-000-00-85-4610	Debt Service Interest	\$26,770.00	2016A FEB INTEREST PAYMENT
E 223-000-00-85-4611	Debt Service Fees	\$495.00	2016A PAYING AGENT FEE
E 226-000-00-85-4603	Debt Service Principal	\$200,000.00	2016C FEB PRINCIPAL PAYMENT
E 226-000-00-85-4610	Debt Service Interest	\$18,750.00	2016C INTEREST PAYMENT
E 222-000-00-85-4603	Debt Service Principal	\$520,000.00	2015A FEB PRINCIPAL PAYMENT
G 401-2251	Bonds Payable - Current	\$264,245.50	2015A FEB PRINCIPAL PAYMENT
G 301-2251	Bonds Payable - Current	\$85,754.50	2015A FEB PRINCIPAL PAYMENT
E 222-000-00-85-4610	Debt Service Interest	\$40,181.25	2015A FEB INTEREST PAYMENT
E 401-000-00-85-4610	Debt Service Interest	\$40,952.31	2015A FEB INTEREST PAYMENT
E 301-000-00-85-4610	Debt Service Interest	\$11,222.69	2015A FEB INTEREST PAYMENT
E 222-000-00-85-4611	Debt Service Fees	\$238.30	2015A PAYING AGENT FEE
E 401-000-00-85-4611	Debt Service Fees	\$199.65	2015A PAYING AGENT FEE
E 301-000-00-85-4611	Debt Service Fees	\$57.05	2015A PAYING AGENT FEE
E 224-000-00-85-4603	Debt Service Principal	\$50,000.00	2016B FEB PRINCIPAL PAYMENT
E 224-000-00-85-4610	Debt Service Interest	\$4,075.00	2016B FEB INTEREST PAYMENT
E 224-000-00-85-4611	Debt Service Fees	\$495.00	2016B PAYING AGENT FEE
E 227-000-00-85-4603	Debt Service Principal	\$130,000.00	2018A FEB PRINCIPAL PAYMENT
E 227-000-00-85-4610	Debt Service Interest	\$36,075.00	2018A FEB INTEREST PAYMENT
E 223-000-00-85-4603	Debt Service Principal	(\$250,000.00)	2016A FEB PRINCIPAL PAYMENT
E 223-000-00-85-4610	Debt Service Interest	(\$26,770.00)	2016A FEB INTEREST PAYMENT
E 223-000-00-85-4611	Debt Service Fees	(\$495.00)	2016A PAYING AGENT FEE
E 226-000-00-85-4603	Debt Service Principal	(\$200,000.00)	2016C FEB PRINCIPAL PAYMENT
E 226-000-00-85-4610	Debt Service Interest	(\$18,750.00)	2016C INTEREST PAYMENT
E 222-000-00-85-4603	Debt Service Principal	(\$520,000.00)	2015A FEB PRINCIPAL PAYMENT
G 401-2251	Bonds Payable - Current	(\$264,245.50)	2015A FEB PRINCIPAL PAYMENT
G 301-2251	Bonds Payable - Current	(\$85,754.50)	2015A FEB PRINCIPAL PAYMENT
E 222-000-00-85-4610	Debt Service Interest	(\$40,181.25)	2015A FEB INTEREST PAYMENT
E 401-000-00-85-4610	Debt Service Interest	(\$40,952.31)	2015A FEB INTEREST PAYMENT
E 301-000-00-85-4610	Debt Service Interest	(\$11,222.69)	2015A FEB INTEREST PAYMENT
E 222-000-00-85-4611	Debt Service Fees	(\$238.30)	2015A PAYING AGENT FEE
E 401-000-00-85-4611	Debt Service Fees	(\$199.65)	2015A PAYING AGENT FEE
E 301-000-00-85-4611	Debt Service Fees	(\$57.05)	2015A PAYING AGENT FEE



**\*Check Detail Register©**

Cks 1/16/2020 - 2/6/2020

		Check Amt	Invoice	Comment
E 224-000-00-85-4603	Debt Service Principal	(\$50,000.00)		2016B FEB PRINCIPAL PAYMENT
E 224-000-00-85-4610	Debt Service Interest	(\$4,075.00)		2016B FEB INTEREST PAYMENT
E 224-000-00-85-4611	Debt Service Fees	(\$495.00)		2016B PAYING AGENT FEE
E 227-000-00-85-4603	Debt Service Principal	(\$130,000.00)		2018A FEB PRINCIPAL PAYMENT
E 227-000-00-85-4610	Debt Service Interest	(\$36,075.00)		2018A FEB INTEREST PAYMENT
<b>Total NORTHLAND SECURITIES, INC</b>		<b>\$0.00</b>		

Paid Chk# 004557E 1/29/2020 **BOND TRUST SERVICES CORP**

E 214-000-00-85-4603	Debt Service Principal	\$410,000.00		2011A FEB PRINCIPAL PAYMENT
E 214-000-00-85-4610	Debt Service Interest	\$5,022.50		2011A FEB INTEREST PAYMENT
E 216-000-00-85-4603	Debt Service Principal	\$425,000.00		2011B FEB PRINCIPAL PAYMENT
E 216-000-00-85-4610	Debt Service Interest	\$13,770.00		2011B FEB PRINCIPAL PAYMENT
E 217-000-00-85-4603	Debt Service Principal	\$45,000.00		2012A FEB PRINCIPAL PAYMENT
G 401-2251	Bonds Payable - Current	\$319,400.00		2012A FEB PRINCIPAL PAYMENT
G 301-2251	Bonds Payable - Current	\$105,600.00		2012A FEB PRINCIPAL PAYMENT
E 217-000-00-85-4610	Debt Service Interest	\$1,980.00		2012A FEB INTEREST PAYMENT
E 401-000-00-85-4610	Debt Service Interest	\$7,883.45		2012A FEB INTEREST PAYMENT
E 301-000-00-85-4610	Debt Service Interest	\$9,392.80		2012A FEB INTEREST PAYMENT
E 221-000-00-85-4603	Debt Service Principal	\$30,063.00		2014A FEB PRINCIPAL PAYMENT
G 501-2252	Bonds Payable - Current	\$79,937.00		2014A FEB PRINCIPAL PAYMENT
E 501-000-00-85-4610	Debt Service Interest	\$5,677.34		2014A FEB INTEREST PAYMENT
E 221-000-00-85-4610	Debt Service Interest	\$2,135.16		2014A FEB INTEREST PAYMENT
<b>Total BOND TRUST SERVICES CORP</b>		<b>\$1,460,861.25</b>		

Paid Chk# 004558E 1/16/2020 **DEARBORN NATIONAL**

G 101-2182	Health-Dental-Life Ins Payable	\$342.48	EE PORTION	LIFE INS PREM ER FOR MONTH OF JANUARY 2020
G 101-2182	Health-Dental-Life Ins Payable	\$1,142.54	ER PORTION	LIFE INS PREM ER FOR MONTH OF JANUARY 2020
G 101-2182	Health-Dental-Life Ins Payable	(\$2.28)	NORLIN CRED	LIFE INS PREM ER FOR MONTH OF JANUARY 2020
<b>Total DEARBORN NATIONAL</b>		<b>\$1,482.74</b>		

Paid Chk# 004559E 1/16/2020 **HEALTH PARTNERS**

G 101-2182	Health-Dental-Life Ins Payable	(\$1,686.22)	ABEL & CHILD	ABEL & CHILDS NOT ON JAN BILL
G 101-2182	Health-Dental-Life Ins Payable	\$3,513.15	EE PORTION	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF JANUARY 2020
G 101-2182	Health-Dental-Life Ins Payable	\$26,161.07	ER PORTION	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF JANUARY 2020
E 101-300-75-05-4008	Insurance Benefits (er)	\$1,510.14	HANDELAND	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF JANUARY 2020
G 101-1158	Cobra Insurance Receivable	\$1,317.41	RETIREE	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF JANUARY 2020
E 101-300-75-05-4008	Insurance Benefits (er)	\$480.39	SHERBURNE	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF JANUARY 2020
<b>Total HEALTH PARTNERS</b>		<b>\$31,295.94</b>		

Paid Chk# 004560E 1/17/2020 **PSN**

G 101-2020	Accounts Payable	\$192.55		PSN FEES PAID FOR MONTH OF DECEMBER 2019
G 301-2020	Accounts Payable	\$1,083.63		PSN FEES PAID FOR MONTH OF DECEMBER 2019
G 401-2020	Accounts Payable	\$1,083.62		PSN FEES PAID FOR MONTH OF DECEMBER 2019
<b>Total PSN</b>		<b>\$2,359.80</b>		

Paid Chk# 004561E 1/27/2020 **US BANK**

G 101-2020	Accounts Payable	\$5,554.27		DEC 2020 US BANK CC PAID IN JAN
G 301-2020	Accounts Payable	\$247.01		DEC 2020 US BANK CC PAID IN JAN
G 401-2020	Accounts Payable	\$68.08		DEC 2020 US BANK CC PAID IN JAN
G 501-2020	Accounts Payable	\$15.75		DEC 2020 US BANK CC PAID IN JAN
G 601-2020	Accounts Payable	\$50.00		DEC 2020 US BANK CC PAID IN JAN
G 277-2020	Accounts Payable	\$1,363.55		DEC 2020 US BANK CC PAID IN JAN
G 173-2020	Accounts Payable	\$30.50		DEC 2020 US BANK CC PAID IN JAN
E 101-100-25-25-4238	Training/Schools	\$700.00		MN MARKETING PARTNERSHIP



**\*Check Detail Register©**

Cks 1/16/2020 - 2/6/2020

		Check Amt	Invoice	Comment
E 101-100-05-25-4210	Operating Supplies	\$5.99		CITY HALL COFFEE
E 101-100-10-25-4210	Operating Supplies	\$5.99		CITY HALL COFFEE
E 101-100-11-10-4210	Operating Supplies	\$37.55		ELECTION SUPPLIES
E 101-100-11-10-4238	Training/Schools	\$825.00		MCFOA CONF 3/17 - 3/19 GINA/JANETTE/DEB
E 101-100-11-10-4243	Meals	\$172.21		ELECTION MEALS
E 101-100-15-25-4210	Operating Supplies	\$77.87		CITY HALL COFFEE
E 101-100-15-25-4413	Equipment/Accessories	\$487.41		CITY HALL EQUIPMENT
E 101-100-20-25-4210	Operating Supplies	\$362.65		BLCC - SUPPLIES
E 101-100-25-25-4210	Operating Supplies	\$11.98		CITY HALL COFFEE
E 101-100-25-25-4413	Equipment/Accessories	\$35.48		CITY HALL EQUIPMENT
E 101-100-30-25-4210	Operating Supplies	\$11.98		CITY HALL COFFEE
E 101-200-40-25-4210	Operating Supplies	\$5.99		CITY HALL COFFEE
E 101-200-50-25-4257	Contractors Hired	\$200.00		SNOW REMOVAL 1.6 FLAT FEE
E 101-200-50-25-4257	Contractors Hired	\$766.25		SNOW REMOVAL 1.6 PROPERTIES
E 101-200-50-25-4315	Compost/Woodchipper	\$37.31		COMPOST STICKERS
E 101-200-50-25-4405	Motor Fuel	\$152.66		STREETS FUEL
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$5.71		REPAIRS #119
E 101-200-55-25-4212	Other Operations Expenses	\$22.80		PARKS SUPPLIES
E 101-200-55-25-4405	Motor Fuel	\$18.99		PARKS FUEL
E 101-300-75-25-4210	Operating Supplies	\$391.15		POLICE SUPPLIES
E 101-300-75-25-4212	Other Operations Expenses	\$243.75		POLICE SUPPLIES
E 101-300-75-25-4215	Uniforms/Clothing	\$1,956.95		POLICE UNIFORMS
E 101-300-75-25-4216	Fire Arms	\$595.01		POLICE FIREARM SUPPLIES
E 101-300-75-25-4235	Postage	\$8.19		POLICE POSTAGE
E 101-300-75-25-4238	Training/Schools	\$698.00		POLICE TRAINING
E 101-300-75-25-4253	Police K-9 Expenditures	\$219.96		POLICE K9 SUPPLIES
E 101-300-75-25-4260	Subscriptions/Dues	\$167.38		POLICE ADOPE PHOTO SUBSCRIPTION
E 101-300-75-25-4260	Subscriptions/Dues	\$97.65		POLICE GPS TRACKING
E 101-300-75-25-4260	Subscriptions/Dues	\$1,297.00		POLICE TRACKER
E 101-300-75-25-4260	Subscriptions/Dues	\$79.00		POLICE AMAZON PRIME
E 101-300-75-25-4260	Subscriptions/Dues	\$150.00		POLICE MOCIO
E 101-300-75-25-4260	Subscriptions/Dues	\$10.73		POLICE PHOTOSHOP
E 101-300-75-25-4392	Emergency Access Key Box	\$165.99		POLICE SAFETY BOXES
E 101-300-75-25-4413	Equipment/Accessories	\$540.88		POLICE EQUIPMENT
E 101-300-75-25-4430	Vehicle Maintenance	\$437.07		POLICE VEHICLE MTNG
E 194-105-75-25-4130	Computers/Software	\$654.53		POLICE DESKTOP COMPUTER
E 199-000-50-70-4316	Capital Purchases/Improve	\$2,545.00		POLICE RTN TO DUTY - SKID LOADER PICKUP
E 199-000-75-70-4316	Capital Purchases/Improve	\$187.00		POLICE SQUAD 728-20 SEAT COVERS
E 199-000-75-70-4316	Capital Purchases/Improve	\$187.00		POLICE SQUAD 729-20 SEAT COVERS
E 275-000-00-25-4130	Computers/Software	\$119.88		BLEDA - DROP BOX SPACE
E 277-000-00-25-4413	Equipment/Accessories	\$1,749.86		POLICE GUARDIAN ANGEL LIGHTS
E 277-000-00-25-4413	Equipment/Accessories	(\$239.97)		POLICE CR FOR RETURN EQUIPMENT
G 301-2020	Accounts Payable	\$5,588.70		DNR WATER PERMIT PAID FOR 2019
E 301-000-00-25-4235	Postage	\$4.39		WATER POSTAGE
E 301-000-00-25-4405	Motor Fuel	\$109.29		WATER FUEL
E 401-000-00-25-4212	Other Operations Expenses	\$69.95		WWTP EXTENSION CABLE
E 401-000-00-25-4405	Motor Fuel	\$85.22		WWTP FUEL
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$15.44		WWTP REPAIR ITEMS
E 501-000-00-25-4210	Operating Supplies	\$20.13		LIQUOR STORE CLEANING SUPPLIES
E 501-000-00-27-4266	Purchases - Misc	\$4.00		LIQUOR STORE LIME/LEMON PURCHASES
<b>Total US BANK</b>		<b>\$29,432.11</b>		

Paid Chk# 004562E 1/18/2020 **COLONIAL LIFE**

G 101-2183	Other Pre-Tax Insurance Payabl	\$180.56		COLONIAL LIFE DEDUCTIONS FOR DEC 2019
<b>Total COLONIAL LIFE</b>		<b>\$180.56</b>		

Paid Chk# 004566E 1/18/2020 **VONAGE BUSINESS**

E 101-200-50-25-4230	Telephone/Internet	\$29.78	ACH	TELEPHONE BILL FOR MONTH OF DEC 2019
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**\*Check Detail Register©**

Cks 1/16/2020 - 2/6/2020

		Check Amt	Invoice	Comment
E 101-200-55-25-4230	Telephone/Internet	\$29.78	ACH	TELEPHONE BILL FOR MONTH OF DEC 2019
E 101-100-15-25-4230	Telephone/Internet	\$486.40	ACH	TELEPHONE BILL FOR MONTH OF DEC 2019
E 301-000-00-25-4230	Telephone/Internet	\$59.55	ACH	TELEPHONE BILL FOR MONTH OF DEC 2019
E 401-000-00-25-4230	Telephone/Internet	\$29.78	ACH	TELEPHONE BILL FOR MONTH OF DEC 2019
E 601-000-00-25-4230	Telephone/Internet	\$29.78	ACH	TELEPHONE BILL FOR MONTH OF DEC 2019
E 501-000-00-25-4230	Telephone/Internet	\$148.89	ACH	TELEPHONE BILL FOR MONTH OF DEC 2019
<b>Total VONAGE BUSINESS</b>		<b>\$813.96</b>		
<hr/>				
Paid Chk# 004567E 1/18/2020 <b>WORLDPAY-NCR</b>				
G 501-2020	Accounts Payable	\$6,277.44		LIQUOR STORE CC PROCESSING FEE PD FOR NOV 2019
<b>Total WORLDPAY-NCR</b>		<b>\$6,277.44</b>		
<hr/>				
Paid Chk# 004568E 1/18/2020 <b>PSN</b>				
G 101-2020	Accounts Payable	\$269.99		PSN FEES PAID FOR NOV 2019
G 301-2020	Accounts Payable	\$1,155.94		PSN FEES PAID FOR NOV 2019
G 401-2020	Accounts Payable	\$1,155.95		PSN FEES PAID FOR NOV 2019
<b>Total PSN</b>		<b>\$2,581.88</b>		
<hr/>				
Paid Chk# 004571E 1/21/2020 <b>OPTUM - H.S.A.</b>				
G 101-2184	HSA Contribution payable	\$1,145.75	ACH	H.S.A Payment for Period #2 01/22/2020
G 101-2184	HSA Contribution payable	\$2,567.46	ACH	H.S.A Payment for Period #2 01/22/2020
<b>Total OPTUM - H.S.A.</b>		<b>\$3,713.21</b>		
<hr/>				
Paid Chk# 004572E 1/21/2020 <b>PERA</b>				
G 101-2174	PERA Withholding Payable	\$12,259.98	ACH	PERA Payment for Pay Period #2 01/22/2020
G 101-2178	P.E.R.A. - Police/Fire Payable	\$12,493.77	ACH	PERA Payment for Pay Period #2 01/22/2020
<b>Total PERA</b>		<b>\$24,753.75</b>		
<hr/>				
Paid Chk# 004573E 1/21/2020 <b>ICMA</b>				
G 101-2177	ICMA - RC Withholding Payable	\$1,824.00	ACH	ICMA Payment for Pay Period #2 01/22/2020
<b>Total ICMA</b>		<b>\$1,824.00</b>		
<hr/>				
Paid Chk# 004574E 1/21/2020 <b>TASC</b>				
G 101-2183	Other Pre-Tax Insurance Payabl	\$242.91	ACH	FLEX Payment for Employee Portion/Pay Period #
<b>Total TASC</b>		<b>\$242.91</b>		
<hr/>				
Paid Chk# 004575E 1/21/2020 <b>OPTUM - H.S.A.</b>				
G 101-2184	HSA Contribution payable	\$1,145.75	ACH	H.S.A Payment for Period #1 01/08/2020
G 101-2184	HSA Contribution payable	\$2,567.46	ACH	H.S.A Payment for Period #1 01/08/2020
<b>Total OPTUM - H.S.A.</b>		<b>\$3,713.21</b>		
<hr/>				
Paid Chk# 004576E 1/21/2020 <b>PERA</b>				
G 101-2174	PERA Withholding Payable	\$12,123.94	ACH	PERA Payment for Pay Period #1 01/08/2020
G 101-2178	P.E.R.A. - Police/Fire Payable	\$13,179.26	ACH	PERA Payment for Pay Period #1 01/08/2020
<b>Total PERA</b>		<b>\$25,303.20</b>		
<hr/>				
Paid Chk# 004577E 1/21/2020 <b>ICMA</b>				
G 101-2177	ICMA - RC Withholding Payable	\$1,824.00	ACH	ICMA Payment for Pay Period #1 01/08/2020
<b>Total ICMA</b>		<b>\$1,824.00</b>		
<hr/>				
Paid Chk# 004578E 1/21/2020 <b>TASC</b>				
G 101-2183	Other Pre-Tax Insurance Payabl	\$242.91	ACH	FLEX Payment for Employee Portion/Pay Period #1 01/08/2020
<b>Total TASC</b>		<b>\$242.91</b>		
<hr/>				
Paid Chk# 004579E 1/22/2020 <b>PITNEY BOWES INC</b>				
G 101-1551	Prepaid Postage	\$200.00		POSTAGE PURCHASE 01/22/2020
<b>Total PITNEY BOWES INC</b>		<b>\$200.00</b>		



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<b>Paid Chk# 004580E 1/22/2020 SHARPLINE LAWN CARE, LLC</b>				
E 101-200-50-25-4257	Contractors Hired	\$200.00	1914	1/21/2020 CITY SIDEWALK SWEEP SNOW REMOVAL
E 101-200-50-25-4257	Contractors Hired	\$40.00	1914	CITY PROPERTIES 1/21/2020 CITY SIDEWALK SWEEP SNOW REMOVAL
E 101-200-50-25-4257	Contractors Hired	\$1,037.50	1914	PROPERTIES BILLED 1/21/2020 CITY SIDEWALK SWEEP SNOW REMOVAL
<b>Total SHARPLINE LAWN CARE, LLC</b>		<b>\$1,277.50</b>		
<b>Paid Chk# 004581E 1/22/2020 PAYROLL TAXES - FED/FICA</b>				
G 101-2171	Federal Withholding Payable	\$12,003.32		Federal/FICA Payroll Taxes for Pay Period #2 01/22/2020
G 101-2173	FICA Tax Withholding Payable	\$15,053.08		Federal/FICA Payroll Taxes for Pay Period #2 01/22/2020
<b>Total PAYROLL TAXES - FED/FICA</b>		<b>\$27,056.40</b>		
<b>Paid Chk# 004582E 1/22/2020 PAYROLL TAX - STATE</b>				
G 101-2172	State Withholding Payable	\$5,605.76	ACH	State Payroll Taxes for Pay Period #2 01/22/2020
<b>Total PAYROLL TAX - STATE</b>		<b>\$5,605.76</b>		
<b>Paid Chk# 004583E 1/23/2020 VONAGE BUSINESS</b>				
E 101-200-50-25-4230	Telephone/Internet	\$28.03	ACH 05022026	TELEPHONE BILL FOR MONTH OF JANUARY 2020
E 101-200-55-25-4230	Telephone/Internet	\$28.03	ACH 05022026	TELEPHONE BILL FOR MONTH OF JANUARY 2020
E 101-100-15-25-4230	Telephone/Internet	\$458.39	ACH 05022026	TELEPHONE BILL FOR MONTH OF JANUARY 2020
E 301-000-00-25-4230	Telephone/Internet	\$56.05	ACH 05022026	TELEPHONE BILL FOR MONTH OF JANUARY 2020
E 401-000-00-25-4230	Telephone/Internet	\$28.03	ACH 05022026	TELEPHONE BILL FOR MONTH OF JANUARY 2020
E 601-000-00-25-4230	Telephone/Internet	\$28.03	ACH 05022026	TELEPHONE BILL FOR MONTH OF JANUARY 2020
E 501-000-00-25-4230	Telephone/Internet	\$140.13	ACH 05022026	TELEPHONE BILL FOR MONTH OF JANUARY 2020
<b>Total VONAGE BUSINESS</b>		<b>\$766.69</b>		
<b>Paid Chk# 004584E 1/23/2020 DELTA DENTAL</b>				
G 101-1158	Cobra Insurance Receivable	\$204.10	COBRA	DELTA DENTAL PREM ACH ER - JANUARY 2020
G 101-2182	Health-Dental-Life Ins Payable	\$2,745.35	ER PORTION	DELTA DENTAL PREM ACH ER - JANUARY 2020
E 101-300-75-05-4008	Insurance Benefits (er)	\$110.65	HANDELAND	DELTA DENTAL PREM ACH ER - JANUARY 2020
G 101-2182	Health-Dental-Life Ins Payable	(\$331.95)	NEW EE	NEW EE NOT ON JAN. BILL
<b>Total DELTA DENTAL</b>		<b>\$2,728.15</b>		
<b>Paid Chk# 004585E 1/23/2020 MARCO BUSINESS PRODUCTS</b>				
G 101-2020	Accounts Payable	\$901.43	404886996	MARCO COPIER LEASE PD 1/10/20 - 2/09/20
<b>Total MARCO BUSINESS PRODUCTS</b>		<b>\$901.43</b>		
<b>Paid Chk# 004586E 1/23/2020 DELTA DENTAL</b>				
G 101-2182	Health-Dental-Life Ins Payable	\$2,745.35	CNS00003974	DELTA DENTAL PREM ACH ER - FEBRUARY 2020
G 101-1158	Cobra Insurance Receivable	\$204.10	CNS00003974	DELTA DENTAL PREM ACH COBRA - FEBRUARY 2020
E 101-300-75-05-4008	Insurance Benefits (er)	\$110.65	CNS00003974	DELTA DENTAL PREM ACH HANDELAND - FEBRUARY 2020
G 101-2182	Health-Dental-Life Ins Payable	\$221.30	CNS00003974	DELTA DENTAL PREM NEW EE JAN 2020
G 101-2182	Health-Dental-Life Ins Payable	(\$110.65)	CNS00003974	DELTA DENTAL NEW EE FEB NOT BILLED
<b>Total DELTA DENTAL</b>		<b>\$3,170.75</b>		
<b>Paid Chk# 004587E 1/23/2020 OPTUM - H.S.A.</b>				
G 101-2184	HSA Contribution payable	\$125.00	ACH - ER	H.S.A Payment for Period #1 & 2 TYLER HECHT
<b>Total OPTUM - H.S.A.</b>		<b>\$125.00</b>		
<b>Paid Chk# 004588E 1/27/2020 PAYROLL TAXES - FED/FICA</b>				
G 101-2173	FICA Tax Withholding Payable	\$70.40		Federal/FICA Payroll Taxes for Pay Period #1 COMMISSIONERS
<b>Total PAYROLL TAXES - FED/FICA</b>		<b>\$70.40</b>		
<b>Paid Chk# 004589E 1/28/2020 MINNESOTA UC FUND</b>				
G 501-2020	Accounts Payable	\$54.88		2019 4TH QTR UI PAYMENT



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<b>Total MINNESOTA UC FUND</b>			\$54.88		
<b>Paid Chk# 004590E 1/29/2020 PAYROLL TAXES - FED/FICA</b>					
G 101-2171	Federal Withholding Payable		\$50.00		Federal/FICA Payroll Taxes for Pay Period #2 CITY COUNCIL 02/03/2020
G 101-2173	FICA Tax Withholding Payable		\$321.30		Federal/FICA Payroll Taxes for Pay Period #2 CITY COUNCIL 02/03/2020
<b>Total PAYROLL TAXES - FED/FICA</b>			\$371.30		
<b>Paid Chk# 004591E 1/29/2020 PAYROLL TAX - STATE</b>					
G 101-2172	State Withholding Payable		\$50.00	ACH	State Payroll Taxes for Pay Period #2 CITY COUNCIL 02/03/2020
<b>Total PAYROLL TAX - STATE</b>			\$50.00		
<b>Paid Chk# 004592E 1/29/2020 COLONIAL LIFE</b>					
G 101-2183	Other Pre-Tax Insurance Payabl		\$180.56	4377404-0108	COLONIAL LIFE DEDUCTIONS FOR JANUARY 2020
<b>Total COLONIAL LIFE</b>			\$180.56		
<b>Paid Chk# 004593E 1/30/2020 PITNEY BOWES INC</b>					
G 101-1551	Prepaid Postage		\$200.00		POSTAGE PURCHASE 1/30/2020
<b>Total PITNEY BOWES INC</b>			\$200.00		
<b>Paid Chk# 004594E 2/4/2020 OPTUM - H.S.A.</b>					
G 101-2184	HSA Contribution payable		\$2,527.46	ACH - EE	H.S.A Payment for Period #3 02/05/2020
G 101-2184	HSA Contribution payable		\$1,208.25	ACH - ER	H.S.A Payment for Period #3 02/05/2020
<b>Total OPTUM - H.S.A.</b>			\$3,735.71		
<b>Paid Chk# 004595E 2/4/2020 PERA</b>					
G 101-2174	PERA Withholding Payable		\$11,719.27	ACH	PERA Payment for Pay Period #3 02/05/2020
G 101-2178	P.E.R.A. - Police/Fire Payable		\$12,915.94	ACH	PERA Payment for Pay Period #3 02/05/2020
<b>Total PERA</b>			\$24,635.21		
<b>Paid Chk# 004596E 2/4/2020 ICMA</b>					
G 101-2177	ICMA - RC Withholding Payable		\$1,824.00	ACH	ICMA Payment for Pay Period #3 02/05/2020
<b>Total ICMA</b>			\$1,824.00		
<b>Paid Chk# 004597E 2/4/2020 TASC</b>					
G 101-2183	Other Pre-Tax Insurance Payabl		\$242.91	ACH	FLEX Payment for Employee Portion/Pay Period #3 02/05/2020
<b>Total TASC</b>			\$242.91		
<b>Paid Chk# 081838 1/16/2020 BIG LAKE HARDWARE</b>					
G 101-2020	Accounts Payable		\$20.02	DEC	STREET SUPPLIES
G 101-2020	Accounts Payable		\$105.26	DEC	PARK SUPPLIES
G 101-2020	Accounts Payable		\$25.88	DEC	PARK EXPENSE
G 101-2020	Accounts Payable		\$62.36	DEC	PLAYGROUND
G 101-2020	Accounts Payable		\$43.17	DEC	PARK EQUIPMENT
G 101-2020	Accounts Payable		\$251.96	DEC	PARK REPAIR/MAINT
G 101-2020	Accounts Payable		\$106.35	DEC	SHOP MATERIALS
G 101-2020	Accounts Payable		\$4.04	DEC	EQUIPMENT
G 101-2020	Accounts Payable		\$188.97	DEC	CITY HALL SUPPLIES
G 101-2020	Accounts Payable		\$31.78	DEC	BILLED TO LAKE ASSOCIATION
G 199-2020	Accounts Payable		\$1,212.99	DEC	PUBLIC WORKS EQUIPMENT
G 401-2020	Accounts Payable		\$653.95	DEC	SEWER REPAIR/MAINT
<b>Total BIG LAKE HARDWARE</b>			\$2,706.73		
<b>Paid Chk# 081839 1/16/2020 BOYER FORD TRUCKS INC-1</b>					
G 101-2020	Accounts Payable		\$201.34	72060R	UNIT 94 WIPER MOTOR REPLACEMENT
G 101-2020	Accounts Payable		\$1,542.25	882827	UNIT 105 REPAIR TO STEERING ASSEMBLY



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<b>Total BOYER FORD TRUCKS INC-1</b>		\$1,743.59		
Paid Chk#	081840	1/16/2020	<b>CUSHMAN MOTOR CO, INC</b>	
G	101-2020	Accounts Payable	\$343.50	200433 REPAIR PLOW
<b>Total CUSHMAN MOTOR CO, INC</b>		\$343.50		
Paid Chk#	081841	1/16/2020	<b>GOPHER STATE ONE CALL</b>	
G	301-2020	Accounts Payable	\$99.45	00-MN00182 PUBLIC WORKS LOCATES
G	401-2020	Accounts Payable	\$99.45	00-MN00182 PUBLIC WORKS LOCATES
G	301-2020	Accounts Payable	\$99.45	00-MN00182 PUBLIC WORKS LOCATES
<b>Total GOPHER STATE ONE CALL</b>		\$298.35		
Paid Chk#	081842	1/16/2020	<b>JOHNSON BROTHERS WHOLESALE</b>	
G	501-2020	Accounts Payable	\$15.17	582749 WINE
G	501-2020	Accounts Payable	\$21.79	582750 WINE
G	501-2020	Accounts Payable	\$103.55	582751 LIQUOR
G	501-2020	Accounts Payable	(\$3.33)	584223 CREDIT
G	501-2020	Accounts Payable	(\$15.86)	584360 CREDIT
<b>Total JOHNSON BROTHERS WHOLESALE</b>		\$121.32		
Paid Chk#	081843	1/16/2020	<b>KWIK TRIP - CREDIT DEPT</b>	
G	101-2020	Accounts Payable	\$2,898.06	00348251 POLICE MOTOR FUEL
<b>Total KWIK TRIP - CREDIT DEPT</b>		\$2,898.06		
Paid Chk#	081844	1/16/2020	<b>LANDFORM</b>	
G	101-2020	Accounts Payable	\$382.50	29947 STATION STREET ESCROW CONSUL WORK
G	101-2020	Accounts Payable	\$382.50	29947 CONSULTANT CITY MEETINGS
G	101-2020	Accounts Payable	\$3,633.75	29947 CONSULTANT IN HOUSE WORK
G	101-2020	Accounts Payable	\$1,253.75	29947 NYSTROM & ASSOCIATES
G	101-2020	Accounts Payable	\$255.00	29947 SIEMERS ESCROW CONSULT WORK
G	101-2020	Accounts Payable	\$42.50	29947 CAR CONDO ESCROW CONSULT WORK
<b>Total LANDFORM</b>		\$5,950.00		
Paid Chk#	081845	1/16/2020	<b>M&amp;M EXPRESS SALES &amp; SERVICE</b>	
G	101-2020	Accounts Payable	\$29.70	234353 EQUIP MAINT STREETS
<b>Total M&amp;M EXPRESS SALES &amp; SERVICE</b>		\$29.70		
Paid Chk#	081846	1/16/2020	<b>MHFA</b>	
G	116-2020	Accounts Payable	\$425.82	DEC 2019 107 CORRINE 2019 QTR 4 PYMT
G	116-2020	Accounts Payable	\$461.81	DEC 2019 4984 MITCHELL 2019 QTR 4 PYMT
<b>Total MHFA</b>		\$887.63		
Paid Chk#	081847	1/16/2020	<b>NORTHLAND SECURITIES, INC</b>	
G	101-2020	Accounts Payable	\$662.50	5938 2019 ANNUAL CONTINUING DISCLOSURE REPORT
G	301-2020	Accounts Payable	\$662.50	5938 2019 ANNUAL CONTINUING DISCLOSURE REPORT
G	401-2020	Accounts Payable	\$662.50	5938 2019 ANNUAL CONTINUING DISCLOSURE REPORT
G	501-2020	Accounts Payable	\$662.50	5938 2019 ANNUAL CONTINUING DISCLOSURE REPORT
<b>Total NORTHLAND SECURITIES, INC</b>		\$2,650.00		
Paid Chk#	081848	1/16/2020	<b>ROYAL TIRE INC</b>	
G	301-2020	Accounts Payable	\$607.67	305-133743 STREET REPAIR/MAINT
<b>Total ROYAL TIRE INC</b>		\$607.67		
Paid Chk#	081849	1/16/2020	<b>SHERBURNE CO SHERIFFS DEPT</b>	
G	101-2020	Accounts Payable	\$2,833.33	2019-12 DEC SERVICES IT
<b>Total SHERBURNE CO SHERIFFS DEPT</b>		\$2,833.33		
Paid Chk#	081850	1/16/2020	<b>WATER LABORATORIES INC</b>	
G	301-2020	Accounts Payable	\$160.00	7754 TESTING



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<b>Total WATER LABORATORIES INC</b>		\$160.00		
Paid Chk#	081851	1/16/2020	<b>WENCK ASSOCIATES, INC</b>	
G 401-2020	Accounts Payable	\$247.50	11909445	DEC SERVICES LUPULIN
G 499-2020	Accounts Payable	\$2,498.90	11909446	DEC SERVICES CONST ADMIN
G 499-2020	Accounts Payable	\$1,000.00	11909450	DEC PLATTING/SURVEY WWTP
<b>Total WENCK ASSOCIATES, INC</b>		\$3,746.40		
Paid Chk#	081852	1/16/2020	<b>XCEL ENERGY</b>	
G 101-2020	Accounts Payable	\$21.75	51-001233342	DEC SERVICES
<b>Total XCEL ENERGY</b>		\$21.75		
Paid Chk#	081854	1/16/2020	<b>AUTOSTOP INC</b>	
G 101-2020	Accounts Payable	\$92.89	0080792	POLICE VEHICLE MAINT #732
G 101-2020	Accounts Payable	\$102.34	0080793	POLICE VEHICLE MAINT #729
G 101-2020	Accounts Payable	\$557.91	0080797	POLICE VEHICLE MAINT #728-17
G 101-2020	Accounts Payable	\$70.89	0080951	POLICE VEHICLE MAINT K9 UNIT
G 101-2020	Accounts Payable	\$234.74	0080999	POLICE VEHICLE MAINT #728-17
<b>Total AUTOSTOP INC</b>		\$1,058.77		
Paid Chk#	081855	1/16/2020	<b>CINTAS</b>	
G 401-2020	Accounts Payable	\$123.08	12857225	PUBLIC WORKS UNIFROMS
G 301-2020	Accounts Payable	\$123.08	12857225	PUBLIC WORKS UNIFORMS
G 101-2020	Accounts Payable	\$123.08	12857225	PUBLIC WORKS UNIFORMS
G 101-2020	Accounts Payable	\$123.10	12857225	PUBLIC WORKS UNIFORMS
G 601-2020	Accounts Payable	\$25.91	12857225	PUBLIC WORKS UNIFORMS
G 501-2020	Accounts Payable	\$435.75	12857519	LIQUOR CLEANING
<b>Total CINTAS</b>		\$954.00		
Paid Chk#	081856	1/16/2020	<b>HOGLUND BUS COMPANY</b>	
G 101-2020	Accounts Payable	\$3,480.84	136059	06 INTERNATIONAL REPAIRS/MAINT
<b>Total HOGLUND BUS COMPANY</b>		\$3,480.84		
Paid Chk#	081857	1/16/2020	<b>MN COMPUTER SYSTEMS INC</b>	
G 101-2020	Accounts Payable	\$48.56	282501	POLICE COPIES
<b>Total MN COMPUTER SYSTEMS INC</b>		\$48.56		
Paid Chk#	081858	1/16/2020	<b>MONTICELLO PRINTING</b>	
G 101-2020	Accounts Payable	\$131.65	117631	POLICE BUSINESS CARDS
<b>Total MONTICELLO PRINTING</b>		\$131.65		
Paid Chk#	081859	1/16/2020	<b>SHERBURNE COUNTY ATTORNEY</b>	
G 101-2020	Accounts Payable	\$1,229.34	6517	COURT FINES
<b>Total SHERBURNE COUNTY ATTORNEY</b>		\$1,229.34		
Paid Chk#	081860	1/16/2020	<b>W. D. LARSON COMPANIES</b>	
G 101-2020	Accounts Payable	\$187.21	2504220414	PUBLIC WORKS VEHICLE MAINT
<b>Total W. D. LARSON COMPANIES</b>		\$187.21		
Paid Chk#	081861	1/17/2020	<b>AMERICAN SOLUTINS FOR BUSINESS</b>	
E 101-100-25-25-4215	Uniforms/Clothing	\$39.98	04564896	GREEN CORE SHIRTS
<b>otal AMERICAN SOLUTINS FOR BUSINESS</b>		\$39.98		
Paid Chk#	081862	1/17/2020	<b>BIG LAKE CHAMBER OF COMMERCE</b>	
E 101-100-05-25-4220	Advertising	\$140.00		2020 COMMUNITY FAIR
E 101-300-75-25-4220	Advertising	\$140.00		2020 COMMUNITY FAIR
E 275-000-00-25-4220	Advertising	\$140.00		2020 COMMUNITY FAIR
E 101-100-05-25-4220	Advertising	(\$140.00)		2020 COMMUNITY FAIR
E 101-300-75-25-4220	Advertising	(\$140.00)		2020 COMMUNITY FAIR



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E 275-000-00-25-4220	Advertising	(\$140.00)		2020 COMMUNITY FAIR
<b>Total BIG LAKE CHAMBER OF COMMERCE</b>		\$0.00		
<b>Paid Chk# 081863 1/17/2020 CRYSTAL SPRINGS ICE</b>				
E 501-000-00-27-4266	Purchases - Misc	\$214.65		ICE/WATER
<b>Total CRYSTAL SPRINGS ICE</b>		\$214.65		
<b>Paid Chk# 081864 1/17/2020 MOEDELL</b>				
E 280-000-00-25-4257	Contractors Hired	\$100.00		FARMERS MARKET MUSIC 1/18/20
<b>Total MOEDELL</b>		\$100.00		
<b>Paid Chk# 081865 1/17/2020 RUSSELLS ON THE LAKE</b>				
E 101-100-11-10-4243	Meals	\$171.00		ELECTION MEALS
<b>Total RUSSELLS ON THE LAKE</b>		\$171.00		
<b>Paid Chk# 081866 1/17/2020 AMERICAN SOLUTINS FOR BUSINESS</b>				
G 101-2175	Other Withholding	\$103.21	04557090	EMPLOYEE PURCHASE CITY APPAREL
G 101-2175	Other Withholding	\$45.72	04560382	EMPLOYEE PURCHASE CITY APPAREL
<b>otal AMERICAN SOLUTINS FOR BUSINESS</b>		\$148.93		
<b>Paid Chk# 081867 1/17/2020 ARTISAN BEER COMPANY</b>				
E 501-000-00-27-4263	Purchases - Beer	\$262.00	3399330	BEER
<b>Total ARTISAN BEER COMPANY</b>		\$262.00		
<b>Paid Chk# 081868 1/17/2020 ASCAP</b>				
E 101-400-56-25-4260	Subscriptions/Dues	\$363.00		2020 LICENSE
<b>Total ASCAP</b>		\$363.00		
<b>Paid Chk# 081869 1/17/2020 BERNICKS PEPSI</b>				
E 501-000-00-27-4263	Purchases - Beer	(\$14.76)	75269	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$1,348.70	75270	BEER
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$50.20	75270	CREDIT
E 501-000-00-27-4265	Purchases - Mix/Pop	\$122.29	75271	MIX
<b>Total BERNICKS PEPSI</b>		\$1,506.43		
<b>Paid Chk# 081870 1/17/2020 BREAKTHRU BEVERAGE</b>				
E 501-000-00-27-4262	Purchases - Liquor	\$2,373.84	1081087958	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$318.70	1081087958	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$62.98	1081087958	MIX
E 501-000-00-27-4265	Purchases - Mix/Pop	(\$5.10)	R08049288	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$22.50)	R08049288	CREDIT
<b>Total BREAKTHRU BEVERAGE</b>		\$2,727.92		
<b>Paid Chk# 081871 1/17/2020 C&amp;L DISTRIBUTING COMPANY</b>				
E 501-000-00-27-4263	Purchases - Beer	\$1,570.00	1067001302	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$27.13)	1067001303	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$9,331.89	961003744	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$99.00	961003744	MIX
<b>Total C&amp;L DISTRIBUTING COMPANY</b>		\$10,973.76		
<b>Paid Chk# 081872 1/17/2020 CHARTER COMMUNICATIONS</b>				
E 101-100-15-25-4230	Telephone/Internet	\$77.01	000463001102	CIY HALL INTERNET
<b>Total CHARTER COMMUNICATIONS</b>		\$77.01		
<b>Paid Chk# 081873 1/17/2020 DAHLHEIMER DISTRIBUTING CO</b>				
E 501-000-00-27-4263	Purchases - Beer	\$12,447.15	112-02285	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$52.50)	1177945	CREDIT
<b>Total DAHLHEIMER DISTRIBUTING CO</b>		\$12,394.65		



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<b>Paid Chk# 081874 1/17/2020 DISGRUNTLED BREWERY. LLC</b>				
E 501-000-00-27-4263	Purchases - Beer	\$76.80	375	BEER
<b>Total DISGRUNTLED BREWERY. LLC</b>		<b>\$76.80</b>		
<b>Paid Chk# 081875 1/17/2020 GRANITE CITY JOBBING</b>				
E 501-000-00-27-4271	Purchases - Cigars	\$193.22		CIGARS
E 501-000-00-27-4265	Purchases - Mix/Pop	\$7.80		MIX
E 501-000-00-27-4269	Freight - In	\$4.25		FRT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	\$1,228.96	168610	TOBACCO
<b>Total GRANITE CITY JOBBING</b>		<b>\$1,434.23</b>		
<b>Paid Chk# 081876 1/17/2020 GUARDIAN FLEET SAFETY</b>				
E 101-300-75-25-4430	Vehicle Maintenance	\$1,490.00	20-0010	POLICE VEHICLE MAINT
<b>Total GUARDIAN FLEET SAFETY</b>		<b>\$1,490.00</b>		
<b>Paid Chk# 081877 1/17/2020 INDIAN ISLAND WINERY</b>				
E 501-000-00-27-4264	Purchases - Wine	\$240.96	3045	WINE
<b>Total INDIAN ISLAND WINERY</b>		<b>\$240.96</b>		
<b>Paid Chk# 081878 1/17/2020 JOHNSON BROTHERS WHOLESALE</b>				
E 501-000-00-27-4262	Purchases - Liquor	\$4,733.91	1477449	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$1,118.99	1477450	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$37.00	1477451	MIX
E 501-000-00-27-4262	Purchases - Liquor	\$41.96	1477452	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$484.30	1477453	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$4,037.82	1477454	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$297.36	1479027	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$8,574.25	1482354	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$3,304.40	1482355	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$80.00	1482356	MIX
E 501-000-00-27-4262	Purchases - Liquor	\$4,692.50	1482357	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$951.37	1482358	WINE
<b>Total JOHNSON BROTHERS WHOLESALE</b>		<b>\$28,353.86</b>		
<b>Paid Chk# 081879 1/17/2020 LEAGUE OF MN CITIES INSURANCE</b>				
E 101-100-15-25-4250	Liability Insurance	\$96.00		ADMINISTRATION
E 101-100-20-25-4250	Liability Insurance	\$425.00		POLICE/LIBRARY
E 101-200-50-25-4250	Liability Insurance	\$912.00		STREETS
E 101-200-55-25-4250	Liability Insurance	\$1,810.00		PARKS
E 301-000-00-25-4250	Liability Insurance	\$1,284.00		WATER
E 401-000-00-25-4250	Liability Insurance	\$843.00		SEWER
E 501-000-00-25-4250	Liability Insurance	\$98.00		LIQUOR
<b>Total LEAGUE OF MN CITIES INSURANCE</b>		<b>\$5,468.00</b>		
<b>Paid Chk# 081880 1/17/2020 LINDAHL, TRISHA</b>				
E 101-100-11-10-4240	Travel/Mileage	\$8.05		POLE PADS FOR ELECTIONS
E 101-100-25-25-4210	Operating Supplies	\$13.59		SUPPLIES
<b>Total LINDAHL, TRISHA</b>		<b>\$21.64</b>		
<b>Paid Chk# 081881 1/17/2020 LUPULIN BREWING LLC</b>				
E 501-000-00-27-4263	Purchases - Beer	\$100.00	26461	BEER
<b>Total LUPULIN BREWING LLC</b>		<b>\$100.00</b>		
<b>Paid Chk# 081882 1/17/2020 NELSON AUTO CENTER</b>				
E 199-000-75-70-4316	Capital Purchases/Improve	\$24,198.00	10012	POLICE FLEET #728
E 199-000-75-70-4316	Capital Purchases/Improve	\$24,198.00	10013	POLICE FLEET #729
<b>Total NELSON AUTO CENTER</b>		<b>\$48,396.00</b>		



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		Check Amt	Invoice	Comment
<b>Paid Chk# 081883 1/17/2020 OREILLY AUTOMOTIVE, INC</b>				
E 101-200-50-25-4430	Vehicle Maintenance	\$141.86	1532-192599	PUBLIC WORKS VEH MAINT #45
E 101-200-50-25-4385	Shop Materials	\$95.84	1532-193530	SHOP MATERIALS
<b>Total OREILLY AUTOMOTIVE, INC</b>		<b>\$237.70</b>		
<b>Paid Chk# 081884 1/17/2020 PAUSTIS WINE COMPANY</b>				
E 501-000-00-27-4264	Purchases - Wine	\$503.00	77300	WINE
E 501-000-00-27-4269	Freight - In	\$7.00	77300	FRT
<b>Total PAUSTIS WINE COMPANY</b>		<b>\$510.00</b>		
<b>Paid Chk# 081885 1/17/2020 PERMITWORKS</b>				
E 101-105-30-25-4130	Computers/Software	\$3,085.00	2020-0005	2020 PERMIT WORKS
<b>Total PERMITWORKS</b>		<b>\$3,085.00</b>		
<b>Paid Chk# 081886 1/17/2020 PHILLIPS WINE &amp; SPIRITS</b>				
E 501-000-00-27-4262	Purchases - Liquor	\$3,184.70	2686370	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$1,200.00	2686371	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$105.00	2686372	MIX
E 501-000-00-27-4262	Purchases - Liquor	\$3,543.95	2690037	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$600.75	2690038	WINE
<b>Total PHILLIPS WINE &amp; SPIRITS</b>		<b>\$8,634.40</b>		
<b>Paid Chk# 081887 1/17/2020 ROY C INC</b>				
E 101-200-55-25-4540	Repair/Maintenance Building	\$170.00	77234	REPAIR MAIN ENTRANCE PW BLDG
<b>Total ROY C INC</b>		<b>\$170.00</b>		
<b>Paid Chk# 081888 1/17/2020 SCHARF, SARAH</b>				
E 101-100-05-25-4257	Contractors Hired	\$75.00		VIDEO TAPING CC MTG 1/22/20
<b>Total SCHARF, SARAH</b>		<b>\$75.00</b>		
<b>Paid Chk# 081889 1/17/2020 SOUTHERN WINE &amp; SPIRITS OF MN</b>				
E 501-000-00-27-4262	Purchases - Liquor	\$4,491.50	1911308	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$1,314.00	1911310	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$2,774.80	1913827	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$514.00	1913829	WINE
E 501-000-00-27-4264	Purchases - Wine	\$256.00	5052171	WINE
<b>Total SOUTHERN WINE &amp; SPIRITS OF MN</b>		<b>\$9,350.30</b>		
<b>Paid Chk# 081890 1/17/2020 TOSHIBA FINANCIAL SERVICES</b>				
E 101-300-75-25-4208	Copies	\$175.19	403697485	POLICE COPIES
<b>Total TOSHIBA FINANCIAL SERVICES</b>		<b>\$175.19</b>		
<b>Paid Chk# 081891 1/17/2020 UNLIMITED SUPPLIES, INC</b>				
E 101-200-50-25-4215	Uniforms/Clothing	\$40.36	348220	PUBLIC WORKS GLOVES
E 101-200-55-25-4215	Uniforms/Clothing	\$41.52	348220	PUBLIC WORKS GLOVES
<b>Total UNLIMITED SUPPLIES, INC</b>		<b>\$81.88</b>		
<b>Paid Chk# 081892 1/17/2020 VIKING COCA-COLA</b>				
E 501-000-00-27-4265	Purchases - Mix/Pop	(\$26.00)		CREDIT
E 501-000-00-27-4265	Purchases - Mix/Pop	\$298.10	2467096	MIX
E 501-000-00-27-4265	Purchases - Mix/Pop	\$187.10	905344	MIX
<b>Total VIKING COCA-COLA</b>		<b>\$459.20</b>		
<b>Paid Chk# 081893 1/17/2020 VINOCOPIA</b>				
E 501-000-00-27-4264	Purchases - Wine	\$571.99	0249427-IN	WINE
<b>Total VINOCOPIA</b>		<b>\$571.99</b>		
<b>Paid Chk# 081894 1/17/2020 WINE MERCHANTS</b>				
E 501-000-00-27-4264	Purchases - Wine	\$838.00	7269528	WINE



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E 501-000-00-27-4264	Purchases - Wine		\$64.00	7270474	WINE
<b>Total WINE MERCHANTS</b>			<b>\$902.00</b>		
<hr/>					
Paid Chk# 081895	1/21/2020	<b>CONNEXUS ENERGY</b>			
G 401-2020	Accounts Payable		\$37.79	390212-30695	LIFT #6
G 101-2020	Accounts Payable		\$71.66	390212-30695	STREET LIGHTS
G 301-2020	Accounts Payable		\$172.35	390212-30695	WATER TOWER
G 101-2020	Accounts Payable		\$752.72	390212-30695	STREET LIGHTS
G 301-2020	Accounts Payable		\$468.45	390212-30695	WELL #5
G 101-2020	Accounts Payable		\$13.50	390212-30695	LAKE RIDGE PARK
G 101-2020	Accounts Payable		\$13.50	390212-30695	LAKESIDE PARK
G 401-2020	Accounts Payable		\$123.60	390212-30695	LIFT #8
G 401-2020	Accounts Payable		\$113.74	390212-30695	LIFT # 7
G 101-2020	Accounts Payable		\$5.00	390212-30695	POWELL PARK
G 101-2020	Accounts Payable		\$13.50	390212-30695	TEAL PARK
G 101-2020	Accounts Payable		\$36.36	390212-30695	STREET LIGHTS
G 101-2020	Accounts Payable		\$13.50	390212-30695	PINTAIL PARK
G 301-2020	Accounts Payable		\$4,015.05	390212-30695	WATER TREATMENT FACILITY
G 401-2020	Accounts Payable		\$7,114.49	390212-30695	WASTEWATER TREATMENT FACILITY
G 101-2020	Accounts Payable		\$7.74	390212-30695	CR 5 PARK
G 401-2020	Accounts Payable		\$41.57	390212-30695	LIFT #4
G 401-2020	Accounts Payable		\$233.20	390212-30695	LIFT #1
G 301-2020	Accounts Payable		\$840.09	390212-30695	WELL #3
G 101-2020	Accounts Payable		\$297.60	390212-30695	POLICE/LIBRARY BLDG
G 301-2020	Accounts Payable		\$1,837.57	390212-30695	WELL #4
G 101-2020	Accounts Payable		\$1,911.28	390212-30695	STREET LIGHTS
G 101-2020	Accounts Payable		\$837.33	390212-30695	STREET LIGHTS
G 101-2020	Accounts Payable		\$154.53	390212-30695	STREET LIGHTS
G 101-2020	Accounts Payable		\$25.87	390212-30695	PUBLIC WORKS SHED
G 101-2020	Accounts Payable		\$96.53	390212-30695	POLICE/LIBRARY BLDG
G 401-2020	Accounts Payable		\$245.61	390212-30695	PUBLIC WORKS BLDG
G 301-2020	Accounts Payable		\$245.61	390212-30695	PUBLIC WORKS BLDG
G 101-2020	Accounts Payable		\$245.61	390212-30695	PUBLIC WORKS BLDG
G 101-2020	Accounts Payable		\$245.61	390212-30695	PUBLIC WORKS BLDG
G 601-2020	Accounts Payable		\$51.71	390212-30695	PUBLIC WORKS BLDG
G 101-2020	Accounts Payable		\$39.21	390212-30695	STREET LIGHTS
G 101-2020	Accounts Payable		\$5.37	390212-30695	NEDD ST IRRIGATION
G 401-2020	Accounts Payable		\$4,519.29	390212-30695	WASTEWATER TREATMENT FACILITY
G 101-2020	Accounts Payable		\$13.74	390212-30695	STREET LIGHTS
G 101-2020	Accounts Payable		\$460.33	390212-30695	POLICE/LIBRARY BLDG
G 101-2020	Accounts Payable		\$13.50	390212-30695	LAKESIDE PARK
G 101-2020	Accounts Payable		\$41.57	390212-30695	LAKESHORE PARK
G 301-2020	Accounts Payable		\$386.15	390212-30695	LAKESIDE PARK
G 101-2020	Accounts Payable		\$13.50	390212-30695	MAY CIR PARK
G 101-2020	Accounts Payable		\$13.50	390212-30695	HIGHLINE DR
G 301-2020	Accounts Payable		\$361.16	390212-30695	WATER TOWER
G 401-2020	Accounts Payable		\$66.66	390212-30695	PACIFIC LIFT
G 401-2020	Accounts Payable		\$133.19	390212-30695	LIFT #12
G 401-2020	Accounts Payable		\$207.40	390212-30695	LIFT #10
G 401-2020	Accounts Payable		\$133.59	390212-30695	LIFT #11
G 401-2020	Accounts Payable		\$99.23	390212-30695	LIFT #9
G 301-2020	Accounts Payable		\$198.50	390212-30695	WELL #7
<b>Total CONNEXUS ENERGY</b>			<b>\$26,988.56</b>		
<hr/>					
Paid Chk# 081896	1/21/2020	<b>SHRED RIGHT</b>			
G 101-2020	Accounts Payable		\$16.00	513017	SHRED RIGHT OCT
G 101-2020	Accounts Payable		\$16.00	513017	SHRED RIGHT OC



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<b>Total SHRED RIGHT</b>		\$32.00		
<b>Paid Chk# 081897 1/21/2020 WENCK ASSOCIATES, INC</b>				
G 175-2020	Accounts Payable	\$22,711.40	11909484	DEC SERVICES
<b>Total WENCK ASSOCIATES, INC</b>		\$22,711.40		
<b>Paid Chk# 081898 1/24/2020 AMERICAN SOLUTINS FOR BUSINESS</b>				
G 101-2175	Other Withholding	\$178.49	INV04560577	EMPLOYEE PASS THRU PURCHASE
E 101-200-55-25-4210	Operating Supplies	\$481.07	INV04573393	PARKING PASSES 2020
<b>Total AMERICAN SOLUTINS FOR BUSINESS</b>		\$659.56		
<b>Paid Chk# 081899 1/24/2020 ARVIG</b>				
E 101-300-75-25-4230	Telephone/Internet	\$368.00	000305939400	POLICE PHONE/INTERNET
<b>Total ARVIG</b>		\$368.00		
<b>Paid Chk# 081900 1/24/2020 BELL BOY CORPORATION-1</b>				
E 501-000-00-27-4269	Freight - In	\$13.20		FRT
E 501-000-00-25-4210	Operating Supplies	\$20.00		SUPPLIES
E 501-000-00-27-4269	Freight - In	\$2.64		FRT
E 501-000-00-27-4262	Purchases - Liquor	\$859.00	0082446900	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$118.57	0100766200	MIX
<b>Total BELL BOY CORPORATION-1</b>		\$1,013.41		
<b>Paid Chk# 081901 1/24/2020 BIG LAKE CHAMBER OF COMMERCE</b>				
E 101-300-75-25-4220	Advertising	\$200.00		2020 CHAMBER COMMUNITY FAIR POLICE
E 101-100-05-25-4220	Advertising	\$143.33		2020 CHAMBER COMMUNITY FAIR MAYOR/COUNCIL
E 101-100-10-25-4220	Advertising	\$143.33		2020 CHAMBER COMMUNITY FAIR PLANNING
E 275-000-00-25-4220	Advertising	\$143.34		2020 CHAMBER COMMUNITY FAIR BLEDA
<b>Total BIG LAKE CHAMBER OF COMMERCE</b>		\$630.00		
<b>Paid Chk# 081902 1/24/2020 C&amp;L DISTRIBUTING COMPANY</b>				
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$23.30		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$14.00		MIX
E 501-000-00-27-4263	Purchases - Beer	\$1,176.85	1067001343	BEER
E 501-000-00-27-4263	Purchases - Beer	\$9,575.15	961003793	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$50.25)	961003794	CREDIT
<b>Total C&amp;L DISTRIBUTING COMPANY</b>		\$10,739.05		
<b>Paid Chk# 081903 1/24/2020 CARLOS CREEEK WINERY</b>				
E 501-000-00-27-4264	Purchases - Wine	\$459.00	18700	WINE
<b>Total CARLOS CREEEK WINERY</b>		\$459.00		
<b>Paid Chk# 081904 1/24/2020 CERTIFIED LABORATORIES</b>				
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$681.23	3810939	WASTEWATER BLDG REPAIRS
<b>Total CERTIFIED LABORATORIES</b>		\$681.23		
<b>Paid Chk# 081905 1/24/2020 CHARTER COMMUNICATIONS</b>				
E 101-100-15-25-4230	Telephone/Internet	\$324.96	020368501147	CITY HALL INTERNET
<b>Total CHARTER COMMUNICATIONS</b>		\$324.96		
<b>Paid Chk# 081906 1/24/2020 CORE &amp; MAIN LP</b>				
E 301-000-00-25-4387	Water Meters	\$505.10	L784430	WATER METER WIRE
<b>Total CORE &amp; MAIN LP</b>		\$505.10		
<b>Paid Chk# 081907 1/24/2020 DAHLHEIMER DISTRIBUTING CO</b>				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$166.60		MIX
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$60.00		KEG DEPOSITS
E 501-000-00-27-4263	Purchases - Beer	\$17,619.50	112-02413	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$183.86)	1180908	CREDIT



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<b>Total DAHLHEIMER DISTRIBUTING CO</b>			\$17,662.24		
Paid Chk#	081908	1/24/2020	<b>DATA SUCCESS, INC</b>		
E	101-105-15-25-4130	Computers/Software	\$249.00	13819	DISASTER RECOVERY JAN 2020
<b>Total DATA SUCCESS, INC</b>			\$249.00		
Paid Chk#	081909	1/24/2020	<b>DUY TRAN</b>		
G	280-2026	Farmer Markets Token Payable	\$15.00		CC TOKENS JAN
<b>Total DUY TRAN</b>			\$15.00		
Paid Chk#	081910	1/24/2020	<b>ECM PUBLISHERS, INC.</b>		
E	101-100-10-25-4220	Advertising	\$94.50	753526	MON CONFORMITY ORD AMEND
E	101-100-10-25-4220	Advertising	\$90.00	753527	DETACHED ACCESS STRUCTURE RULE
G	101-2055	Escrow Payable	\$76.50	753528	VISION BUS PARKING LOT EXPANSION
<b>Total ECM PUBLISHERS, INC.</b>			\$261.00		
Paid Chk#	081911	1/24/2020	<b>FELDEVERD, ALLEN</b>		
G	280-2026	Farmer Markets Token Payable	\$10.00		CC TOKENS JAN
<b>Total FELDEVERD, ALLEN</b>			\$10.00		
Paid Chk#	081912	1/24/2020	<b>GRANITE CITY JOBBING</b>		
E	501-000-00-27-4273	Purchaes - Cigarette non tax	\$525.84	169530	TOBACCO
E	501-000-00-27-4271	Purchases - Cigars	\$66.14	169530	CIGARS
E	501-000-00-27-4265	Purchases - Mix/Pop	\$7.80	169530	MIX
E	501-000-00-25-4210	Operating Supplies	\$11.79	169530	SUPPLIES
E	501-000-00-27-4269	Freight - In	\$4.25	169530	FRT
<b>Total GRANITE CITY JOBBING</b>			\$615.82		
Paid Chk#	081913	1/24/2020	<b>HACH COMPANY</b>		
E	401-000-00-25-4545	Repair/Maintenance Equipm	\$326.53	11797022	SEWER REPAIRS
<b>Total HACH COMPANY</b>			\$326.53		
Paid Chk#	081914	1/24/2020	<b>HAUER, LISA</b>		
G	280-2026	Farmer Markets Token Payable	\$30.00		CC TOKENS JAN
<b>Total HAUER, LISA</b>			\$30.00		
Paid Chk#	081915	1/24/2020	<b>HOGLUND BUS COMPANY</b>		
E	101-200-50-25-4430	Vehicle Maintenance	\$354.09	883543	#105 PUMP
<b>Total HOGLUND BUS COMPANY</b>			\$354.09		
Paid Chk#	081916	1/24/2020	<b>HOPKINS, JOHNATHAN</b>		
G	280-2026	Farmer Markets Token Payable	\$60.00		CC TOKENS JAN
<b>Total HOPKINS, JOHNATHAN</b>			\$60.00		
Paid Chk#	081917	1/24/2020	<b>HUBBARD ELECTRIC</b>		
E	101-100-15-25-4540	Repair/Maintenance Building	\$110.00	6298	CITY HALL CIRCUITS
<b>Total HUBBARD ELECTRIC</b>			\$110.00		
Paid Chk#	081918	1/24/2020	<b>JOHNSON CONTROLS SECURITY</b>		
E	101-200-50-25-4315	Compost/Woodchipper	\$255.75	33715243	COMPOST SECURITY
<b>Total JOHNSON CONTROLS SECURITY</b>			\$255.75		
Paid Chk#	081919	1/24/2020	<b>LEAGUE OF MN CITIES</b>		
E	101-100-15-25-4238	Training/Schools	\$20.00		2020 SAFETY & LOSS CONTROL WORKSHOP
E	101-100-15-25-4213	Safety Training/Expenses	\$360.00	313687	NEW REGIONAL SAFETY GROUP TRAINING
<b>Total LEAGUE OF MN CITIES</b>			\$380.00		
Paid Chk#	081920	1/24/2020	<b>LUPULIN BREWING LLC</b>		
E	501-000-00-27-4263	Purchases - Beer	\$396.00	26574	BEER



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<b>Total LUPULIN BREWING LLC</b>		\$396.00		
Paid Chk#	081921 1/24/2020	<b>MIDWAY IRON INC.</b>		
G 101-1150	Accounts Receivable	(\$339.05)		CREDIT ON ACCOUNT
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$361.00	445981	SEWER REPAIRS/MAINT
<b>Total MIDWAY IRON INC.</b>		\$21.95		
Paid Chk#	081922 1/24/2020	<b>MINNESOTA EQUIPMENT</b>		
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$31.74	P11236	UNIT 314 REPAIRS
<b>Total MINNESOTA EQUIPMENT</b>		\$31.74		
Paid Chk#	081923 1/24/2020	<b>MN NCPERS LIFE</b>		
G 101-2180	PERA Life Insurance Payable	\$48.00		PERA LIFE FEB 2020
<b>Total MN NCPERS LIFE</b>		\$48.00		
Paid Chk#	081924 1/24/2020	<b>OFFICE DEPOT</b>		
E 101-100-10-25-4210	Operating Supplies	\$11.29		PLANNING SUPPLIES
E 101-100-25-25-4210	Operating Supplies	\$22.58		EDA SUPPLIES
E 101-100-30-25-4210	Operating Supplies	\$22.58		BUILDING SUPPLIES
E 101-200-40-25-4210	Operating Supplies	\$22.58		ENGINEERING SUPPLIES
E 101-100-15-25-4210	Operating Supplies	\$135.56		CITY HALL SUPPLIES
E 101-100-11-10-4210	Operating Supplies	\$6.60	425085267001	ELECTION SUPPLIES
E 101-100-05-25-4210	Operating Supplies	\$11.29	425085375001	MAYOR/COUNCIL SUPPLIES
<b>Total OFFICE DEPOT</b>		\$232.48		
Paid Chk#	081925 1/24/2020	<b>OREILLY AUTOMOTIVE, INC</b>		
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$30.39	1532-193682	#112 LOADER
E 301-000-00-25-4545	Repair/Maintenance Equipm	\$185.70	1532-194379	WELL #3 BATTERY
<b>Total OREILLY AUTOMOTIVE, INC</b>		\$216.09		
Paid Chk#	081926 1/24/2020	<b>OTI INC</b>		
E 101-200-50-25-4315	Compost/Woodchipper	\$9,000.00	20-023	COMPOST GRINDING/HAULING 2019/2020 GRANT
<b>Total OTI INC</b>		\$9,000.00		
Paid Chk#	081927 1/24/2020	<b>PIZZA FACTORY</b>		
E 101-100-11-10-4243	Meals	\$94.59		ELECTION MEALS
<b>Total PIZZA FACTORY</b>		\$94.59		
Paid Chk#	081928 1/24/2020	<b>QUALITY FLOW SYSTEMS</b>		
E 499-000-00-70-4316	Capital Purchases/Improve	\$13,980.00	38413	LS GUIDE SYSTEM
E 499-000-00-70-4316	Capital Purchases/Improve	\$11,400.00	38415	LS GUIDE SYSTEM 6 PUMPS
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$266.00	38450	LS8 REPAIR
<b>Total QUALITY FLOW SYSTEMS</b>		\$25,646.00		
Paid Chk#	081929 1/24/2020	<b>SHERBURNE CO PUBLIC WORKS</b>		
E 175-000-00-25-4257	Contractors Hired	\$15,901.09	3903	CR 5 SIGNAL CONSTRUCTION
<b>Total SHERBURNE CO PUBLIC WORKS</b>		\$15,901.09		
Paid Chk#	081930 1/24/2020	<b>SMALL LOT MN</b>		
E 501-000-00-27-4264	Purchases - Wine	\$791.88	MN34525	WINE
E 501-000-00-27-4269	Freight - In	\$24.00	MN34525	FRT
<b>Total SMALL LOT MN</b>		\$815.88		
Paid Chk#	081931 1/24/2020	<b>SMART SIGNS</b>		
E 199-000-75-70-4316	Capital Purchases/Improve	\$995.00	11111	POLICE UNIT 728
E 199-000-75-70-4316	Capital Purchases/Improve	\$995.00	11111	POLICE UNIT 729
<b>Total SMART SIGNS</b>		\$1,990.00		
Paid Chk#	081932 1/24/2020	<b>THE POLICE AND SHERIFFS PRESS</b>		



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		Check Amt	Invoice	Comment
E 101-300-75-25-4212	Other Operations Expenses	\$17.55	129589	POLICE EXPENSE
<b>Total THE POLICE AND SHERIFFS PRESS</b>		\$17.55		
<hr/>				
Paid Chk# 081933	1/24/2020	<b>TITAN MACHINERY</b>		
E 199-000-50-25-4413	Equipment/Accessories	\$1,850.00	13507379	VIB PLATE
<b>Total TITAN MACHINERY</b>		\$1,850.00		
<hr/>				
Paid Chk# 081934	1/24/2020	<b>VIKING COCA-COLA</b>		
E 501-000-00-27-4263	Purchases - Beer	\$208.00	905703	BEER
<b>Total VIKING COCA-COLA</b>		\$208.00		
<hr/>				
Paid Chk# 081935	1/24/2020	<b>CITY OF BIG LAKE</b>		
G 101-2020	Accounts Payable	\$30.97	04000000100	19255 ENGLEWOOD DR SANFORD
G 101-2020	Accounts Payable	\$30.97	040000001100	20480 NEDD ST
G 101-2020	Accounts Payable	\$44.62	040000016100	PW BLDG METER 2
G 101-2020	Accounts Payable	\$69.89	040004166000	POLICE/LIBRARY
G 101-2020	Accounts Payable	\$89.35	040005602000	CITY HALL
G 101-2020	Accounts Payable	\$30.97	040005605000	LAKESIDE PARK RESTROOM
G 101-2020	Accounts Payable	\$30.97	040005607000	LAKESIDE PARK WATER FOUNTAIN
G 101-2020	Accounts Payable	\$276.81	040005609000	PW BLDG METER 1
G 501-2020	Accounts Payable	\$51.01	040005614000	LAKE LIQUOR STORE
G 101-2020	Accounts Payable	\$30.97	040005724000	HUDSON WOODS PARK
G 101-2020	Accounts Payable	\$30.97	040005736000	SHORES OF LAKE MITCHELL PARK
G 101-2020	Accounts Payable	\$30.97	040005738000	WRIGHTS CROSSING PARK
G 101-2020	Accounts Payable	\$30.97	040005738000	HIGHLINE PARK
G 101-2020	Accounts Payable	\$30.97	040005764000	MITCHELL FARMS PARK
G 101-2020	Accounts Payable	\$30.97	040005776000	POWELL PARK
G 101-2020	Accounts Payable	\$30.97	040005777000	LAKESIDE PARK IRRIGATION
G 101-2020	Accounts Payable	\$30.97	040005778000	LAKE RIDGE PARK
G 101-2020	Accounts Payable	\$30.97	040007126000	PARKWAY IRRIGATION
G 101-2020	Accounts Payable	\$30.97	040007127000	BLUFF PARK
G 101-2020	Accounts Payable	\$30.97	040007285000	JEFFERSON SQUARE PARK IRRIGATION
<b>Total CITY OF BIG LAKE</b>		\$996.23		
<hr/>				
Paid Chk# 081936	1/24/2020	<b>CONNEXUS ENERGY</b>		
G 101-2020	Accounts Payable	\$14.50	390121-28297	PRAIRIE DR PARK
<b>Total CONNEXUS ENERGY</b>		\$14.50		
<hr/>				
Paid Chk# 081937	1/24/2020	<b>CORPORATE PAYMENT SYSTEMS</b>		
G 501-2020	Accounts Payable	\$428.09	5696	LIQUOR CC CHARGES/GREG
G 275-2020	Accounts Payable	\$295.00	5696	2020 EDAM CONFERENCE/KLIMMEK
G 280-2020	Accounts Payable	\$45.00	5696	FARMERS MARKET MONTHLY DUES
G 101-2020	Accounts Payable	\$1.99	5696	PARKING/KLIMMEK
G 101-2020	Accounts Payable	\$23.22	5696	WELLNESS/DEB
G 101-2020	Accounts Payable	\$48.95	5696	WELLNESS/DEB
G 101-2020	Accounts Payable	(\$221.98)	5696	EARPHONE CONNECTION CREDIT/HAYEN
G 501-2020	Accounts Payable	\$6.00	5696	LEMONS/LIMES/LISA
G 501-2020	Accounts Payable	\$9.00	5696	ICE/WATER/LISA
G 101-2020	Accounts Payable	\$121.77	5696	POLICE/LIBRARY PEST CONTROL/BERG
G 501-2020	Accounts Payable	\$5.37	5696	LIQUOR SUPPLIES/LISA
G 101-2020	Accounts Payable	\$236.00	5696	POLICE OTHER/SCHARF
G 101-2020	Accounts Payable	\$79.99	5696	POLICE OTHER/SCHARF
G 101-2020	Accounts Payable	\$33.99	5696	POLICE OTHER/SCHARF
G 101-2020	Accounts Payable	\$379.98	5696	POLICE OTHER/SCHARF
G 101-2020	Accounts Payable	\$51.98	5696	POLICE OTHER/SCHARF
G 101-2020	Accounts Payable	\$459.31	5696	POLICE VEHICLE MAINT/BERG
G 101-2020	Accounts Payable	\$42.93	5696	POLICE SLING/SCHARF
G 501-2020	Accounts Payable	\$403.08	5696	LIQUOR CC CHARGES/GREG



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		Check Amt	Invoice	Comment
G 501-2020	Accounts Payable	\$15.95	5696	LIQUOR SUPPLIES/LISA
G 101-2020	Accounts Payable	\$46.30	5696	WELLNESS/HEALY
G 280-2020	Accounts Payable	\$45.00	5696	FARMERS MARKET MONTHLY DUES/KLIMMEK
G 101-2020	Accounts Payable	\$375.00	5696	PREPAID POLICE EXP EKIT SUPPLY / HAYEN
G 101-2020	Accounts Payable	\$42.93	5696	POLICE/SLING/SCHARF
G 101-2020	Accounts Payable	\$26.70	5696	ALL COMMITTER WORKSHOPBEVERAGES/WOLBECK
G 501-2020	Accounts Payable	\$105.21	5696	LIQUOR SUPPLIES/GREG
G 101-2020	Accounts Payable	\$63.75	5696	PW TRAINING/LAYNE
G 301-2020	Accounts Payable	\$63.75	5696	PW TRAINING/LAYNE
G 401-2020	Accounts Payable	\$63.75	5696	PW TRAINING/LAYNE
G 501-2020	Accounts Payable	\$33.06	5696	LIQUOR COMPUTER/GREG
G 501-2020	Accounts Payable	\$23.43	5696	ICE/WATER/GREG (3 RECIEPTS)
G 101-2020	Accounts Payable	\$49.98	5696	POLICE OTHER/SCHARF
G 501-2020	Accounts Payable	\$18.90	5696	LIQUOR SUPPLIES/GREG
G 101-2020	Accounts Payable	\$63.75	5696	PW TRAINING/LAYNE
G 501-2020	Accounts Payable	\$20.00	5696	FACEBOOK ADVERTISING/GREG
G 101-2020	Accounts Payable	\$64.70	5696	POLICE OTHER/SCHARF
G 101-2020	Accounts Payable	\$20.65	5696	POLICE OTHER/SCHARF
G 101-2020	Accounts Payable	\$10.78	5696	POLICE OTHER /SCHARF
G 501-2020	Accounts Payable	\$8.54	5696	LIQUOR SUPPLIES/GREG
<b>Total CORPORATE PAYMENT SYSTEMS</b>		<b>\$3,611.80</b>		
<hr/>				
Paid Chk#	081938	1/24/2020	<b>MN DEPT OF PUBLIC SAFETY</b>	
G 301-2020	Accounts Payable	\$100.00	2019-M-10589	2019 EPCRA PROGRAM
<b>Total MN DEPT OF PUBLIC SAFETY</b>		<b>\$100.00</b>		
<hr/>				
Paid Chk#	081939	1/24/2020	<b>NORTHLAND MECHANICAL</b>	
G 401-2020	Accounts Payable	\$298.75	83581	WASTEWATER BOILER
<b>Total NORTHLAND MECHANICAL</b>		<b>\$298.75</b>		
<hr/>				
Paid Chk#	081940	1/27/2020	<b>NORTHERN STAR APTS, LLC</b>	
E 173-000-00-25-4270	TIF-Site Prep	\$37,121.34		2019 2ND TAX SETTLEMENT TIF 1-7 PRIN PYMT
E 173-000-00-25-4620	TIF-Note Interest	\$9,459.11		2019 2ND TAX SETTLEMENT TIF 1-7 INT PYMT 2.1.20
<b>Total NORTHERN STAR APTS, LLC</b>		<b>\$46,580.45</b>		
<hr/>				
Paid Chk#	081941	1/27/2020	<b>VILLAGE BANK</b>	
E 172-000-00-25-4275	TIF-Public Improvements	\$13,520.71		2019 2ND TAX SETTLEMENT TIF 1-6 PYMT 2.1.20
<b>Total VILLAGE BANK</b>		<b>\$13,520.71</b>		
<hr/>				
Paid Chk#	081942	1/29/2020	<b>BOLTON &amp; MENK INC</b>	
G 150-2020	Accounts Payable	\$347.50	0245147	CASEYS ESCROW SIDEWALK
G 101-2020	Accounts Payable	\$1,965.00	0245148	CR 73 CROSSING
G 101-2020	Accounts Payable	\$49.00	0245150	LGI ESCROW
G 101-2020	Accounts Payable	\$632.50	0245153	NYSTROMS ESCROW
G 150-2020	Accounts Payable	\$935.00	0245154	CAR CONDO FINAL PLAT ESCROW
G 150-2020	Accounts Payable	\$1,323.00	0245156	DUFFY DEVELOP ESCROW
G 101-2020	Accounts Payable	\$3,885.00	0245158	MINNCO CREDIT UNION ESCROW
<b>Total BOLTON &amp; MENK INC</b>		<b>\$9,137.00</b>		
<hr/>				
Paid Chk#	081943	1/29/2020	<b>LITTLE FALLS MACHINE CO.</b>	
G 101-2020	Accounts Payable	\$698.13	356940	PLOW TRUCK DAMAGE
<b>Total LITTLE FALLS MACHINE CO.</b>		<b>\$698.13</b>		
<hr/>				
Paid Chk#	081944	1/29/2020	<b>XCEL ENERGY</b>	
G 401-2020	Accounts Payable	\$223.35	668675487	LIFT 256 CRESCENT DEC
G 101-2020	Accounts Payable	\$19.64	668675487	CROSS WALK SIGN 601 MN DEC
G 101-2020	Accounts Payable	(\$284.03)	668675487	CITY HALL SOLAR CREDIT DEC
G 101-2020	Accounts Payable	\$1,047.34	668675487	CITY HALL NOV



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		Check Amt	Invoice	Comment
G 301-2020	Accounts Payable	(\$108.86)	668675487	PUMPHOUSE 601 MN AVE SOLAR CREDIT NOV
G 301-2020	Accounts Payable	\$279.87	668675487	PUMPHOUSE 601 MN AVE NOV
G 501-2020	Accounts Payable	\$59.68	668675487	621 ROSE DRIVE DEC
G 401-2020	Accounts Payable	\$102.53	668675487	SEWER PLANT DEC
G 401-2020	Accounts Payable	(\$48.87)	668675487	LIFT 256 CRESCENT SOLAR CREDIT DEC
G 501-2020	Accounts Payable	\$740.48	668675487	615 ROSE DRIVE DEC
G 301-2020	Accounts Payable	(\$23.63)	668675487	PUMPHOUSE 1 SOLAR CREDIT DEC
G 101-2020	Accounts Payable	\$267.17	668675487	SKATING RINK SERVICE DEC
G 401-2020	Accounts Payable	\$146.51	668675487	SEWER PLANT DEC
G 401-2020	Accounts Payable	(\$11.00)	668675487	SEWER PLANT SOLAR CREDIT DEC
G 401-2020	Accounts Payable	\$2,936.19	668675487	SEWER PLANT DEC
G 301-2020	Accounts Payable	\$358.19	668675487	PUMPHOUSE 1 DEC
G 101-2020	Accounts Payable	(\$3.57)	668675487	514 FOREST ROAD SOLAR CREDIT DEC
G 101-2020	Accounts Payable	\$56.05	668675487	CITY HALL ST LIGHT DEC
G 101-2020	Accounts Payable	(\$3.94)	668675487	CITY HALL ST LIGHT SOLAR CREDIT DEC
G 101-2020	Accounts Payable	\$28.48	668675487	ST LIGHTS EAGLE LK RD DEC
G 401-2020	Accounts Payable	\$1,556.76	668675487	SEWER PLANT DEC
G 101-2020	Accounts Payable	\$49.76	668675487	10 LAKE ST UNIT SIGNAL DEC
G 101-2020	Accounts Payable	\$91.04	668675487	10 LAKE ST UNIT SIGNAL DEC
G 401-2020	Accounts Payable	\$755.43	668675487	SEWER LIFT DEC
G 101-2020	Accounts Payable	\$19.86	668675487	514 FOREST ROAD DEC
<b>Total XCEL ENERGY</b>		<b>\$8,254.43</b>		
<hr/>				
Paid Chk#	081945	1/29/2020	<b>APPLIED CONCEPTS, INC</b>	
G 101-2020	Accounts Payable	\$122.00	354101	POLICE SUPPLIES
<b>Total APPLIED CONCEPTS, INC</b>		<b>\$122.00</b>		
<hr/>				
Paid Chk#	081946	1/29/2020	<b>ALL AMERICAN TITLE CO., INC.</b>	
G 401-2059	Unapplied Payments	\$85.92		W/S REFUND 4800 DRAKE CIRCLE
<b>Total ALL AMERICAN TITLE CO., INC.</b>		<b>\$85.92</b>		
<hr/>				
Paid Chk#	081947	1/29/2020	<b>BERTHIAUME, SCOTT</b>	
E 599-000-00-25-4540	Repair/Maintenance Building	\$2,525.00	1375-A	LIQUOR STORE/BUILDING PAINTING
<b>Total BERTHIAUME, SCOTT</b>		<b>\$2,525.00</b>		
<hr/>				
Paid Chk#	081948	1/29/2020	<b>CUSTOM TITLE SERVICES, LLC</b>	
G 401-2059	Unapplied Payments	\$23.72		W/S REFUND 115 MONROE ST
<b>Total CUSTOM TITLE SERVICES, LLC</b>		<b>\$23.72</b>		
<hr/>				
Paid Chk#	081949	1/29/2020	<b>DERICHS, CURTIS &amp; STEPHANIE</b>	
G 401-2059	Unapplied Payments	\$29.43		W/S REFUND
<b>Total DERICHS, CURTIS &amp; STEPHANIE</b>		<b>\$29.43</b>		
<hr/>				
Paid Chk#	081950	1/29/2020	<b>FRITEL, BAILLIE</b>	
G 401-2059	Unapplied Payments	\$39.06		W/S REFUND 4642 PONDVIEW
<b>Total FRITEL, BAILLIE</b>		<b>\$39.06</b>		
<hr/>				
Paid Chk#	081951	1/29/2020	<b>JESUS &amp; BRITTANIE RIOJAS</b>	
G 401-2059	Unapplied Payments	\$147.26		W/S REFUND 18988 HELEN WAY
<b>Total JESUS &amp; BRITTANIE RIOJAS</b>		<b>\$147.26</b>		
<hr/>				
Paid Chk#	081952	1/29/2020	<b>JP BROOKS HOMES</b>	
G 401-2059	Unapplied Payments	\$40.97		W/S REFUND 18977 HELEN WAY
<b>Total JP BROOKS HOMES</b>		<b>\$40.97</b>		
<hr/>				
Paid Chk#	081953	1/29/2020	<b>KEVIN BURKHART &amp; GRACE MILFORD</b>	
G 401-2059	Unapplied Payments	\$47.92		W/S REFUND 767 HARRISON DR
<b>Total KEVIN BURKHART &amp; GRACE MILFORD</b>		<b>\$47.92</b>		



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Paid Chk# 081954	1/29/2020	<b>LENSERV</b>			
G 401-2059	Unapplied Payments		\$28.29		W/S REFUND 115 CORRINNE DR
	<b>Total</b>	<b>LENSERV</b>	\$28.29		
Paid Chk# 081955	1/29/2020	<b>LINDBERG, CODY &amp; EMILY</b>			
G 401-2059	Unapplied Payments		\$0.00		
	<b>Total</b>	<b>LINDBERG, CODY &amp; EMILY</b>	\$0.00		
Paid Chk# 081956	1/29/2020	<b>MCALPIN TEAM</b>			
G 401-2059	Unapplied Payments		\$26.82		W/S REFUND 160 POWELL CIR N
	<b>Total</b>	<b>MCALPIN TEAM</b>	\$26.82		
Paid Chk# 081957	1/29/2020	<b>MITCHELL, MEGAN</b>			
G 401-2059	Unapplied Payments		\$39.23		W/S REFUND 5300 MITCHELL RD
	<b>Total</b>	<b>MITCHELL, MEGAN</b>	\$39.23		
Paid Chk# 081958	1/29/2020	<b>MORLOCK HOMES</b>			
G 401-2059	Unapplied Payments		\$50.77		W/S REFUND 4743 STERLING DR
	<b>Total</b>	<b>MORLOCK HOMES</b>	\$50.77		
Paid Chk# 081959	1/29/2020	<b>PETERSON, DOUGLAS &amp; EILEEN</b>			
G 401-2059	Unapplied Payments		\$25.95		W/S REFUND 5710 EGRET AVE
	<b>Total</b>	<b>PETERSON, DOUGLAS &amp; EILEEN</b>	\$25.95		
Paid Chk# 081960	1/29/2020	<b>PICKERT, CAMERON</b>			
G 401-2059	Unapplied Payments		\$51.02		W/S REFUND 530 FERNWOOD CIR
	<b>Total</b>	<b>PICKERT, CAMERON</b>	\$51.02		
Paid Chk# 081961	1/29/2020	<b>POMMERENING, MICHAEL &amp; AMANDA</b>			
G 401-2059	Unapplied Payments		\$99.19		W/S REFUND 576 FOREST RD
	<b>Total</b>	<b>POMMERENING, MICHAEL &amp; AMANDA</b>	\$99.19		
Paid Chk# 081962	1/29/2020	<b>PROGRESSIVE BUILDERS</b>			
G 401-2059	Unapplied Payments		\$75.97		W/S REFUND 20067 TRUMAN DR
	<b>Total</b>	<b>PROGRESSIVE BUILDERS</b>	\$75.97		
Paid Chk# 081963	1/29/2020	<b>ROBECK MICHAEL &amp; JILL</b>			
G 401-2059	Unapplied Payments		\$144.99		W/S REFUND 461 PLEASANT AVE
	<b>Total</b>	<b>ROBECK MICHAEL &amp; JILL</b>	\$144.99		
Paid Chk# 081964	1/29/2020	<b>THE TITLE GROUP</b>			
G 401-2059	Unapplied Payments		\$92.34		W/S REFUND 5300 MITCHELL RD
	<b>Total</b>	<b>THE TITLE GROUP</b>	\$92.34		
Paid Chk# 081965	1/29/2020	<b>TITLE ONE</b>			
G 401-2059	Unapplied Payments		\$25.47		W/S REFUND 160 POWELL CIR N
	<b>Total</b>	<b>TITLE ONE</b>	\$25.47		
Paid Chk# 081966	1/29/2020	<b>TORKELSON, JOHN</b>			
G 401-2059	Unapplied Payments		\$201.74		W/S REFUND 20362 GORDON LN
	<b>Total</b>	<b>TORKELSON, JOHN</b>	\$201.74		
Paid Chk# 081967	1/29/2020	<b>WONDERFUL HOME BUILDERS</b>			
G 401-2059	Unapplied Payments		\$37.34		W/S REFUND 140 POWELL CIR N
	<b>Total</b>	<b>WONDERFUL HOME BUILDERS</b>	\$37.34		
Paid Chk# 081968	1/30/2020	<b>ACTIVE CENTRAL MN</b>			
G 101-2200	Deposits		\$50.00		REFUND DEPOSIT



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<b>Total ACTIVE CENTRAL MN</b>		\$50.00		
Paid Chk# 081969	1/30/2020 <b>AFLAC</b>			
G 101-2183	Other Pre-Tax Insurance Payabl	\$180.96	312614	JAN 2020 PREMIUMS
<b>Total AFLAC</b>		\$180.96		
Paid Chk# 081970	1/30/2020 <b>ALL AMERICAN TITLE CO., INC.</b>			
G 401-2059	Unapplied Payments	\$17.99		W/S REFUND 4080 LAKE RIDGE DR
<b>Total ALL AMERICAN TITLE CO., INC.</b>		\$17.99		
Paid Chk# 081971	1/30/2020 <b>BELL BOY CORPORATION-1</b>			
E 501-000-00-27-4262	Purchases - Liquor	\$4,517.00	0082551900	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$520.00	00825551900	WINE
E 501-000-00-27-4269	Freight - In	\$73.80	00825551900	FRT
E 501-000-00-27-4262	Purchases - Liquor	\$2,343.54	0082598900	LIQUOR
E 501-000-00-27-4269	Freight - In	\$31.21	0082598900	FRT
E 501-000-00-27-4265	Purchases - Mix/Pop	\$44.75	0100803300	MIX
E 501-000-00-25-4210	Operating Supplies	\$122.79	0100803300	SUPPLIES
E 501-000-00-27-4269	Freight - In	\$2.78	0100803300	FRT
E 501-000-00-27-4265	Purchases - Mix/Pop	\$15.20	0100816600	MIX
E 501-000-00-25-4210	Operating Supplies	\$85.00	0100816600	SUPPLIES
E 501-000-00-27-4269	Freight - In	\$2.47	0100816600	FRT
<b>Total BELL BOY CORPORATION-1</b>		\$7,758.54		
Paid Chk# 081972	1/30/2020 <b>BERNICKS PEPSI</b>			
E 501-000-00-27-4263	Purchases - Beer	\$848.75	78077	BEER
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$50.20	78077	NA BEER
<b>Total BERNICKS PEPSI</b>		\$898.95		
Paid Chk# 081973	1/30/2020 <b>BIG LAKE CHAMBER OF COMMERCE</b>			
E 101-100-15-25-4243	Meals	\$45.00		CHAMBER LUNCH/GINA/DEB/JEANETTE
<b>Total BIG LAKE CHAMBER OF COMMERCE</b>		\$45.00		
Paid Chk# 081974	1/30/2020 <b>BIG LAKE LIONS</b>			
G 101-2200	Deposits	\$50.00		REFUND DEPOSIT
<b>Total BIG LAKE LIONS</b>		\$50.00		
Paid Chk# 081975	1/30/2020 <b>BIG LAKE SPUD FEST</b>			
G 101-2200	Deposits	\$50.00		REFUND DEPOSIT
<b>Total BIG LAKE SPUD FEST</b>		\$50.00		
Paid Chk# 081976	1/30/2020 <b>BIG LAKE TOWNSHIP</b>			
G 101-2075	Due to Other Govt Units	\$533.18		PROP TAX COLLECTION 3RD DIST 6
G 101-2075	Due to Other Govt Units	\$1,259.91		PROP TAX COLLECTION 3RD DIST 7
<b>Total BIG LAKE TOWNSHIP</b>		\$1,793.09		
Paid Chk# 081977	1/30/2020 <b>BIG LAKE WOMEN OF TODAY</b>			
G 101-2200	Deposits	\$50.00		REFUND DEPOSIT
<b>Total BIG LAKE WOMEN OF TODAY</b>		\$50.00		
Paid Chk# 081978	1/30/2020 <b>BREAKTHRU BEVERAGE</b>			
E 501-000-00-27-4265	Purchases - Mix/Pop	\$52.00		MIX
E 501-000-00-27-4264	Purchases - Wine	\$460.00		WINE
E 501-000-00-27-4262	Purchases - Liquor	\$3,867.41	1081090366	LIQUOR
<b>Total BREAKTHRU BEVERAGE</b>		\$4,379.41		
Paid Chk# 081979	1/30/2020 <b>CHARTER COMMUNICATIONS</b>			
E 301-000-00-25-4230	Telephone/Internet	\$43.86	009809201172	WATER TREATMENT FACILITY
E 101-200-55-25-4230	Telephone/Internet	\$144.98	017101501212	LAKESIDE PARK INTERNET



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		Check Amt	Invoice	Comment
<b>Total CHARTER COMMUNICATIONS</b>		\$188.84		
Paid Chk#	081980	1/30/2020	<b>CREW2 INC.</b>	
R 101-030-3221	Bldg - New Construction Permit	\$100.00		REFUND BLDG PERMIT
R 101-030-3222	State Surcharge on Bldg Pmts	\$1.00		REFUND STATE SURCHARGE
R 101-030-3375	Miscellaneous Revenue	\$5.00		REFUND LICENSE FEE
R 101-030-3418	Administrative Charges	(\$25.00)		CREDIT ADM FEE
<b>Total CREW2 INC.</b>		\$81.00		
Paid Chk#	081981	1/30/2020	<b>CRYSTAL SPRINGS ICE</b>	
E 501-000-00-27-4266	Purchases - Misc	\$237.33	004.B003843	ICE/WATER
<b>Total CRYSTAL SPRINGS ICE</b>		\$237.33		
Paid Chk#	081982	1/30/2020	<b>INTEGRATED GUTTER SYSTEMS, LLC</b>	
G 101-2055	Escrow Payable	\$897.60		REFUND ESCROW INTEGRATED GUTTER SYSTEMS
<b>Total INTEGRATED GUTTER SYSTEMS, LLC</b>		\$897.60		
Paid Chk#	081983	1/30/2020	<b>LORD OF GLORY LUTHERAN CHURCH</b>	
G 101-2200	Deposits	\$50.00		REFUND DEPOSIT
<b>Total LORD OF GLORY LUTHERAN CHURCH</b>		\$50.00		
Paid Chk#	081984	1/30/2020	<b>PODANYS</b>	
E 599-000-00-25-4413	Equipment/Accessories	\$4,380.25	SLPQ3674-01	LIQUOR STORE FURNITURE
<b>Total PODANYS</b>		\$4,380.25		
Paid Chk#	081986	2/6/2020	<b>ACE SOLID WASTE INC</b>	
E 101-100-15-25-4225	Sanitation/Garbage Removal	\$127.99	5605730	CITY HALL
E 101-200-50-25-4225	Sanitation/Garbage Removal	\$159.54	5605730	PUBLIC WORKS BLDG
E 501-000-00-25-4225	Sanitation/Garbage Removal	\$233.15	5605730	LIQUOR STORE
E 101-200-55-25-4225	Sanitation/Garbage Removal	\$252.71	5605730	LAKESIDE PARK
E 101-100-20-25-4225	Sanitation/Garbage Removal	\$124.65	5605730	POLICE/LIBRARY BLDG
E 401-000-00-25-4225	Sanitation/Garbage Removal	\$251.92	5605730	WASTEWATER TREATMENT
<b>Total ACE SOLID WASTE INC</b>		\$1,149.96		
Paid Chk#	081987	2/6/2020	<b>AMERICAN MESSAGING</b>	
E 301-000-00-25-4230	Telephone/Internet	\$13.60	D2080811UB	PUBLIC WORKS PAGERS
E 401-000-00-25-4230	Telephone/Internet	\$13.59	D2080811UB	PUBLIC WORKS PAGERS
<b>Total AMERICAN MESSAGING</b>		\$27.19		
Paid Chk#	081988	2/6/2020	<b>ARC DOCUMENT SOLUTIONS, LLC</b>	
E 101-200-40-25-4210	Operating Supplies	\$69.05	54MNI9026844	PLOTTER PAPER ENGINEERING
<b>Total ARC DOCUMENT SOLUTIONS, LLC</b>		\$69.05		
Paid Chk#	081989	2/6/2020	<b>ARTISAN BEER COMPANY</b>	
E 501-000-00-27-4263	Purchases - Beer	\$41.25	3402062	BEER
<b>Total ARTISAN BEER COMPANY</b>		\$41.25		
Paid Chk#	081990	2/6/2020	<b>BERNICKS PEPSI</b>	
E 501-000-00-27-4265	Purchases - Mix/Pop	\$52.58	78078	MIX
E 501-000-00-27-4263	Purchases - Beer	(\$216.00)	81032	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$1,627.00	81033	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$97.44	81034	MIX
<b>Total BERNICKS PEPSI</b>		\$1,561.02		
Paid Chk#	081991	2/6/2020	<b>BIG LAKE LUMBER</b>	
E 101-200-55-25-4210	Operating Supplies	(\$18.03)		CREDIT
E 101-200-55-25-4210	Operating Supplies	\$79.98	20077529	PARK SUPPLIES
E 101-200-55-25-4210	Operating Supplies	\$44.42	20077530	PARK SUPPLIES



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		Check Amt	Invoice	Comment
<b>Total BIG LAKE LUMBER</b>		\$106.37		
<b>Paid Chk# 081992 2/6/2020 BREAKTHRU BEVERAGE</b>				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$30.00		MIX
E 501-000-00-27-4264	Purchases - Wine	\$392.00		WINE
E 501-000-00-27-4262	Purchases - Liquor	\$6,021.92	1081094175	LIQUOR
E 501-000-00-27-4263	Purchases - Beer	\$122.75	1081094176	BEER
E 501-000-00-27-4262	Purchases - Liquor	(\$99.00)	2080260663	CREDIT
<b>Total BREAKTHRU BEVERAGE</b>		\$6,467.67		
<b>Paid Chk# 081993 2/6/2020 BROTHERS FIRE &amp; SECURITY</b>				
E 101-200-50-25-4540	Repair/Maintenance Building	\$425.00	113026	5 YEAR FIRE SPRINKLER SYSTEM CHECK
E 101-200-55-25-4540	Repair/Maintenance Building	\$425.00	113026	5 YEAR FIRE SPRINKLER SYSTEM CHECK
<b>Total BROTHERS FIRE &amp; SECURITY</b>		\$850.00		
<b>Paid Chk# 081994 2/6/2020 C&amp;L DISTRIBUTING COMPANY</b>				
E 501-000-00-27-4263	Purchases - Beer	\$462.65	1067001374	BEER
E 501-000-00-27-4263	Purchases - Beer	\$6,492.90	961003847	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$113.00	961003847	MIX
E 501-000-00-27-4263	Purchases - Beer	\$2,423.20	961003849	BEER
E 501-000-00-27-4263	Purchases - Beer	\$460.00	961003873	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$18.80)	968000910	CREDIT
<b>Total C&amp;L DISTRIBUTING COMPANY</b>		\$9,932.95		
<b>Paid Chk# 081995 2/6/2020 CASEYS BUSINESS MASTERCARD</b>				
E 101-200-55-25-4405	Motor Fuel	\$423.09	QN422	PARKS MOTOR FUEL
<b>Total CASEYS BUSINESS MASTERCARD</b>		\$423.09		
<b>Paid Chk# 081996 2/6/2020 CHARTER COMMUNICATIONS</b>				
E 101-200-50-25-4230	Telephone/Internet	\$209.56	016155201212	PUBLIC WORKS BUILDING
<b>Total CHARTER COMMUNICATIONS</b>		\$209.56		
<b>Paid Chk# 081997 2/6/2020 CITY OF BIG LAKE</b>				
G 101-2175	Other Withholding	\$330.73		OTHER WITHHOLDING
<b>Total CITY OF BIG LAKE</b>		\$330.73		
<b>Paid Chk# 081998 2/6/2020 CRYSTEEL TRUCK EQUIPMENT</b>				
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$66.62	F46339	REPAIR ON PLOW
<b>Total CRYSTEEL TRUCK EQUIPMENT</b>		\$66.62		
<b>Paid Chk# 081999 2/6/2020 DAHLHEIMER DISTRIBUTING CO</b>				
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$36.80		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	(\$49.00)		CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$22,848.52	112-02458	BEER
<b>Total DAHLHEIMER DISTRIBUTING CO</b>		\$22,836.32		
<b>Paid Chk# 082000 2/6/2020 DAILEY DATA &amp; ASSOCIATES, INC</b>				
E 501-000-00-25-4130	Computers/Software	\$2,700.00	700142	ANNUAL SERVICE AGREEMENT
<b>Total DAILEY DATA &amp; ASSOCIATES, INC</b>		\$2,700.00		
<b>Paid Chk# 082001 2/6/2020 ECM PUBLISHERS, INC.</b>				
G 499-1600	Construction WIP	\$63.00	754636	CUP REVIEW WWTP EXPANSION
E 301-000-00-25-4220	Advertising	\$82.80	754877	PUBLIC WORKS EMPLOYMENT AD
E 401-000-00-25-4220	Advertising	\$82.80	754877	PUBLIC WORKS EMPLOYMENT AD
<b>Total ECM PUBLISHERS, INC.</b>		\$228.60		
<b>Paid Chk# 082002 2/6/2020 FREIDAY, SARA</b>				
E 101-100-20-25-4217	Cleaning Services	\$920.00	004165	POLICE/LIBRARY CLEANING
E 101-100-15-25-4217	Cleaning Services	\$1,000.00	004165	CITY HALL CLEANING



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		Check Amt	Invoice	Comment
<b>Total FREIDAY, SARA</b>		\$1,920.00		
Paid Chk#	082003	2/6/2020	<b>GOPHER STATE ONE CALL</b>	
E	101-200-50-25-4260	Subscriptions/Dues	\$16.68	0000221 2020 DUES
E	301-000-00-25-4260	Subscriptions/Dues	\$16.66	0000221 2020 DUES
E	401-000-00-25-4260	Subscriptions/Dues	\$16.66	0000221 2020 DUES
E	101-200-50-25-4257	Contractors Hired	\$20.25	0010220 STREET LOCATES
E	301-000-00-25-4257	Contractors Hired	\$20.25	0010220 WATER LOCATES
E	401-000-00-25-4257	Contractors Hired	\$20.25	0010220 SEWER LOCATES
<b>Total GOPHER STATE ONE CALL</b>		\$110.75		
Paid Chk#	082004	2/6/2020	<b>GRANITE CITY JOBBING</b>	
E	501-000-00-27-4271	Purchases - Cigars	\$191.09	CIGARS
E	501-000-00-27-4265	Purchases - Mix/Pop	\$10.40	MIX
E	501-000-00-27-4269	Freight - In	\$4.25	FRT
E	501-000-00-27-4273	Purchaes - Cigarette non tax	\$876.80	170432 TOBACCO
<b>Total GRANITE CITY JOBBING</b>		\$1,082.54		
Paid Chk#	082005	2/6/2020	<b>HAWKINS, INC-1</b>	
E	401-000-00-25-4380	Chemicals	\$2,763.39	4649119 SEWER CHEMICALS
E	301-000-00-25-4380	Chemicals	\$4,254.37	4649120 WATER CHEMICALS
<b>Total HAWKINS, INC-1</b>		\$7,017.76		
Paid Chk#	082006	2/6/2020	<b>IUOE LOCAL #49</b>	
G	101-2175	Other Withholding	\$350.00	FEB 2020 PUBLIC WORKS UNION DUES
<b>Total IUOE LOCAL #49</b>		\$350.00		
Paid Chk#	082007	2/6/2020	<b>JOHNSON BROTHERS WHOLESALE</b>	
E	501-000-00-27-4262	Purchases - Liquor	\$290.34	1484048 LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$71.40	1484049 WINE
E	501-000-00-27-4262	Purchases - Liquor	\$51.00	1484092 LIQUOR
E	501-000-00-27-4262	Purchases - Liquor	\$2,267.81	1487131 LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$1,106.87	1487132 WINE
E	501-000-00-27-4265	Purchases - Mix/Pop	\$80.00	1487133 MIX
E	501-000-00-27-4262	Purchases - Liquor	\$6,854.61	1487134 LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$947.97	1487135 WINE
E	501-000-00-27-4263	Purchases - Beer	\$25.60	1487136 BEER
E	501-000-00-27-4262	Purchases - Liquor	\$1,910.90	1487137 LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$206.80	1487138 WINE
E	501-000-00-27-4262	Purchases - Liquor	\$1,968.30	1489126 LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$241.08	1489127 WINE
E	501-000-00-27-4262	Purchases - Liquor	\$236.10	1489159 LIQUOR
E	501-000-00-27-4262	Purchases - Liquor	\$4,896.79	1492527 LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$6,418.11	1492528 WINE
E	501-000-00-27-4262	Purchases - Liquor	\$192.00	1492529 LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$401.50	1492530 WINE
E	501-000-00-27-4262	Purchases - Liquor	\$2,541.00	1492531 LIQUOR
E	501-000-00-27-4262	Purchases - Liquor	(\$198.00)	584468 CREDIT
E	501-000-00-27-4262	Purchases - Liquor	(\$16.33)	584661 CREDIT
E	501-000-00-27-4264	Purchases - Wine	(\$82.75)	585454 585454
E	501-000-00-27-4262	Purchases - Liquor	(\$130.00)	585708 CREDIT
E	501-000-00-27-4264	Purchases - Wine	(\$99.50)	586687 CREDIT
E	501-000-00-27-4264	Purchases - Wine	(\$91.00)	586688 CREDIT
E	501-000-00-27-4262	Purchases - Liquor	(\$6.94)	587765 CREDIT
E	501-000-00-27-4262	Purchases - Liquor	(\$32.00)	587766 CREDIT
<b>Total JOHNSON BROTHERS WHOLESALE</b>		\$30,051.66		
Paid Chk#	082008	2/6/2020	<b>LAKES &amp; LEGENDS BREWING CO</b>	



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E 501-000-00-27-4262	Purchases - Liquor	\$91.50	E-1609	BEER
<b>Total LAKES &amp; LEGENDS BREWING CO</b>		\$91.50		
<b>Paid Chk# 082009 2/6/2020 LAW ENFORCEMENT LABOR SERVICE</b>				
G 101-2175	Other Withholding	\$558.00	FEB 2020	POLICE UNION DUES
<b>Total LAW ENFORCEMENT LABOR SERVICE</b>		\$558.00		
<b>Paid Chk# 082010 2/6/2020 LEAGUE OF MN CITIES</b>				
E 101-100-25-25-4238	Training/Schools	\$20.00	315505	EDA TRAINING/KLIMMEK
<b>Total LEAGUE OF MN CITIES</b>		\$20.00		
<b>Paid Chk# 082011 2/6/2020 LUPULIN BREWING LLC</b>				
E 501-000-00-27-4263	Purchases - Beer	\$288.00	26755	BEER
<b>Total LUPULIN BREWING LLC</b>		\$288.00		
<b>Paid Chk# 082012 2/6/2020 MONTICELLO, CITY OF</b>				
E 101-300-80-25-4207	Animal Control	\$250.00	0023345	ANIMAL CONTROL
<b>Total MONTICELLO, CITY OF</b>		\$250.00		
<b>Paid Chk# 082013 2/6/2020 OFFICE DEPOT</b>				
E 501-000-00-25-4126	Use Tax	\$10.17		USE TAX
G 101-2176	Sales Tax Payable	(\$10.17)		USE TAX
E 501-000-00-25-4210	Operating Supplies	\$137.98	433070348001	PRINTER INK CART
<b>Total OFFICE DEPOT</b>		\$137.98		
<b>Paid Chk# 082014 2/6/2020 PAUSTIS WINE COMPANY</b>				
E 501-000-00-27-4264	Purchases - Wine	\$1,145.30	78614	WINE
<b>Total PAUSTIS WINE COMPANY</b>		\$1,145.30		
<b>Paid Chk# 082015 2/6/2020 PHILLIPS WINE &amp; SPIRITS</b>				
E 501-000-00-27-4264	Purchases - Wine	\$14.39	2512627	WINE
E 501-000-00-27-4264	Purchases - Wine	\$11.27	2660200	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$4,995.40	2693510	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$1,533.05	2693511	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$2,803.53	2696949	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$3,333.00	2696950	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$89.00	2696951	MIX
E 501-000-00-27-4262	Purchases - Liquor	(\$107.50)	352673	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$112.00)	353514	CREDIT
E 501-000-00-27-4264	Purchases - Wine	(\$112.00)	354016	CREDIT
E 501-000-00-27-4264	Purchases - Wine	(\$9.00)	354017	CREDIT
<b>Total PHILLIPS WINE &amp; SPIRITS</b>		\$12,439.14		
<b>Paid Chk# 082016 2/6/2020 RED BULL DISTRIBUTION CO, INC</b>				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$140.50	K-83292538	MIX
<b>Total RED BULL DISTRIBUTION CO, INC</b>		\$140.50		
<b>Paid Chk# 082017 2/6/2020 RITEWAY</b>				
E 301-000-00-25-4210	Operating Supplies	\$1,034.88	20-00105	UB BILLING FORMS
E 401-000-00-25-4210	Operating Supplies	\$1,034.88	20-00105	UB BILLING FORMS
<b>Total RITEWAY</b>		\$2,069.76		
<b>Paid Chk# 082018 2/6/2020 RJM DISTRIBUTING INC</b>				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$36.00	IND020482	MIX
<b>Total RJM DISTRIBUTING INC</b>		\$36.00		
<b>Paid Chk# 082019 2/6/2020 SCHARF, SARAH</b>				
E 101-100-05-25-4257	Contractors Hired	\$75.00		VIDEO TAPING CC MTG 2/12/20



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<b>Total SCHARF, SARAH</b>		\$75.00		
Paid Chk# 082020	2/6/2020	<b>SCOTT, CORRIE</b>		
E 280-000-00-25-4238	Training/Schools	\$10.00		TRAINING/C SCOTT
<b>Total SCOTT, CORRIE</b>		\$10.00		
Paid Chk# 082021	2/6/2020	<b>SHRED RIGHT</b>		
E 101-100-15-25-4212	Other Operations Expenses	\$16.00		CITY HALL
E 101-300-75-25-4212	Other Operations Expenses	\$16.00	519888	POLICE
<b>Total SHRED RIGHT</b>		\$32.00		
Paid Chk# 082022	2/6/2020	<b>SOUTHERN WINE &amp; SPIRITS OF MN</b>		
E 501-000-00-27-4262	Purchases - Liquor	\$4,981.54	1916350	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$38.87	1916351	MIX
E 501-000-00-27-4264	Purchases - Wine	\$394.00	1916352	WINE
E 501-000-00-27-4264	Purchases - Wine	\$120.00	1917001	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$7,722.37	1918917	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$270.00	1918919	WINE
<b>Total SOUTHERN WINE &amp; SPIRITS OF MN</b>		\$13,526.78		
Paid Chk# 082023	2/6/2020	<b>THE POLICE AND SHERIFFS PRESS</b>		
E 101-100-05-25-4210	Operating Supplies	\$77.92	129927	BUSINESS CARDS/COUNCIL
<b>Total THE POLICE AND SHERIFFS PRESS</b>		\$77.92		
Paid Chk# 082024	2/6/2020	<b>THE STAMPIN PLACE</b>		
E 101-100-25-25-4212	Other Operations Expenses	\$24.95		NOTARY STAMP/SANDY
<b>Total THE STAMPIN PLACE</b>		\$24.95		
Paid Chk# 082025	2/6/2020	<b>TRYCO LEASING INC</b>		
E 101-300-75-25-4208	Copies	\$110.04	12643	POLICE COPIES
<b>Total TRYCO LEASING INC</b>		\$110.04		
Paid Chk# 082026	2/6/2020	<b>UTILITY CONSULTANTS</b>		
E 401-000-00-20-4160	Testing	\$1,113.60	104106	SEWER TESTING
<b>Total UTILITY CONSULTANTS</b>		\$1,113.60		
Paid Chk# 082027	2/6/2020	<b>VIKING COCA-COLA</b>		
E 501-000-00-27-4265	Purchases - Mix/Pop	\$322.50	2474111	MIX
E 501-000-00-27-4265	Purchases - Mix/Pop	\$273.80	2481028	MIX
E 501-000-00-27-4263	Purchases - Beer	\$260.00	909700	BEER
<b>Total VIKING COCA-COLA</b>		\$856.30		
Paid Chk# 082028	2/6/2020	<b>VINOCOPIA</b>		
E 501-000-00-27-4264	Purchases - Wine	\$816.00	0250385-IN	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$82.50	0250385-IN	LIQUOR
E 501-000-00-27-4269	Freight - In	\$20.00	0250385-IN	FRT
<b>Total VINOCOPIA</b>		\$918.50		
Paid Chk# 082029	2/6/2020	<b>WINDSTREAM</b>		
E 401-000-00-25-4230	Telephone/Internet	\$50.89	091622521	SEWER
<b>Total WINDSTREAM</b>		\$50.89		
Paid Chk# 082030	2/6/2020	<b>WINE MERCHANTS</b>		
E 501-000-00-27-4264	Purchases - Wine	\$515.00	7272198	WINE
<b>Total WINE MERCHANTS</b>		\$515.00		

1010 US BANK \$3,892,725.33



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## Fund Summary

### 1010 US BANK

101 GENERAL FUND	\$255,234.07
116 2009 NSP GRANT	\$887.63
150 CAPITAL PROJECT/LOCAL DEVELOPM	\$2,605.50
172 CAP PROJ-TIF 1-6 - CHERRYWOOD	\$13,520.71
173 CAP PROJ-TIF 1-7 -NORTHSTAR	\$46,610.95
175 CAPITAL PROJECT/STREET IMPROVE	\$38,612.49
194 COMPUTER REPLACEMENT FUND	\$654.53
199 EQUIP & BLDG REPLACEMENTS	\$56,367.99
214 GO REF IMPROV BOND 2011A	\$415,022.50
216 GO IMPROV REFUND BOND 2011B	\$438,770.00
217 GO REFUNDING BONDS 2012A	\$46,980.00
221 GO TAXABLT TAX ABATE 2014A	\$32,198.16
222 GO REFUNDING BOND 2015A	\$560,419.55
223 GO TAXABLE REFUNDING - 2016A	\$277,265.00
224 GO CIP BOND - 2016B	\$54,570.00
226 GO IMPROVEMENT RFND 2016C	\$218,750.00
227 GO IMPROVEMENT BOND 2018A	\$166,075.00
275 ECONOMIC DEVELOPMENT AUTHORITY	\$558.22
277 DWI FORFEITURE	\$2,873.44
280 FARMERS MARKET	\$315.00
301 WATER ENTERPRISE FUND	\$238,719.22
401 SEWER ENTERPRISE FUND	\$665,253.35
499 SEWER-EQUIP/BLDG REPLCMNT FUND	\$28,941.90
501 LIQUOR ENTERPRISE FUND	\$324,429.44
599 LIQUIR-EQUIP/BLDG REPLCMNT FUN	\$6,905.25
601 STORM SEWER ENTERPRISE FUND	\$185.43
	<hr/>
	\$3,892,725.33



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> <i>Gina Wolbeck, City Clerk</i>	<b>Meeting Date:</b> <i>2/12/2020</i>	<input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>6B</b>
<b>Item Description:</b> <i>January 22, 2020 City Council Workshop Minutes</i>		<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	
		<b>Reviewed By:</b> <i>N/A</i>	

## **ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving the January 22, 2020 City Council Workshop Minutes as presented.

## **BACKGROUND/DISCUSSION**

The January 22, 2020 City Council Workshop Minutes are attached for Council's review

## **FINANCIAL IMPACT**

N/A

## **STAFF RECOMMENDATION**

N/A

## **ATTACHMENTS**

Workshop Minutes

**BIG LAKE CITY COUNCIL  
WORKSHOP MINUTES  
JANUARY 22, 2020**

**1. CALL TO ORDER**

Mayor Wallen called the meeting to order at 5:00 p.m.

**2. ROLL CALL**

Council Members present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, City Clerk Gina Wolbeck, Community Development Director Hanna Klimmek, City Engineer Layne Otteson, Police Chief Joel Scharf, and Liquor Store Manager Greg Zurbey.

**3. PROPOSED AGENDA**

Council Member Knier motioned to adopt the proposed Agenda as presented. Seconded by Council Member Zettervall, unanimous ayes, Agenda adopted.

**4. BUSINESS**

**4A. Financial Software and Window/Door Replacement Needs Discussion**

Deb Wegeleben reviewed the current software the City uses for financial reporting as well as payroll, timecard and utility billing. Banyon, which runs on Access is outdated and the City has out-grown the software's capabilities, and the City has experienced reliability issues and data storage capability issues. Staff is in the beginning stages of reviewing various software programs available that would allow the City to combine all software programs we currently use into one cloud based platform. Wegeleben reviewed potential costs to implementing a new system and the benefits a more modern software package would provide. Wegeleben discussed software demonstrations scheduled in early February indicating that members from the Finance Committee will be sitting in on these demonstrations and will provide feedback to the full Council at an upcoming Workshop. Staff asked for Council feedback on the quotes received and for direction on moving forward with implementing new financial software for the City.

Council discussed the need to be prepared to retrieve City data during possible emergency situations, and the negative impact on City operations we could experience if we continue to use outdated financial software. Discussion was held on the costs of this type of upgrade, differences in the quotes obtained, and the need to have strict guidelines to protect our data. Discussion was also held on the possibility of reducing our costs by getting a group rate from a vendor that potentially could provide service to multiple cities.

Staff discussed the preliminary quotes received noting that upon Council direction, an official Request for Proposal (RFP) will be sent out to prospective software vendors. Discussion was also held on issues Staff has been dealing with at off-site City facilities in accessing Banyon data and programs. Wegeleben noted that she has communicated with several vendors and talked to various cities to determine viable vendors for the RFP. Wegeleben also noted that the projected timeline for installation of the software program could take approximately eight months.

Council directed to proceed with scheduling preliminary demonstrations with the three identified vendors.

Wegeleben also discussed the need to replace all windows and exterior doors in the City Hall building. Due to the age of the building and the lack of maintenance done on the infrastructure, we have experienced a rapid decline in the integrity of our windows and doors. Wegeleben noted that these areas are well beyond their expected lifespan and reviewed areas of concern relating to draft issues, security concerns with doors not shutting properly, electrical concerns, the need to increase energy efficiency in the building, and structural concerns of the current windows/doors in the building. Wegeleben has secured three quotes for replacement of these areas, noting only one provider could offer replacement of the exterior doors. Staff asked for Council feedback on the quotes received and for direction on moving forward with the replacement project.

Council discussed the differences in window and door products offered in the quotes. Council directed staff to obtain a firm quote from Ken Geroux Construction and to bring it back to the next meeting for Council consideration.

#### **4B. City Commissioner Appointment Discussion**

Clay Wilfahrt discussed the current process the City follows when appointing commissioners to various City boards. Staff has been discussing ways to improve the current process for appointing members to the Planning Commission, Economic Development Authority, and the Parks Advisory Committee. Current practice requires advertising for open positions, interviewing candidates at public meetings, and then deliberating and making a decision at that same meeting. Once the Board makes a recommendation, the selections are brought forward to the Council's Consent Agenda for approval. Several issues have been raised about the current process that has caused Staff to develop other methods to consider. Wilfahrt reviewed pros and cons of continuing with the current process, having the full Council conduct interviews, having both the Commission and the City Council conduct interviews separately, and the option to designate a selection committee with final recommendation going to the Council for action. Wilfahrt also reviewed past practice of offering reappointment to sitting commissioners who wished to retain their seat. This practice was changed due to the practice not being a very inclusive way of governing.

Council discussed past appointments to the Planning Commission and Economic Development Authority Board. Staff noted that the number of appointments per year has been on average one to two per Board.

Council Member Hansen stated that in his experience in the years he served on the Planning Commission, he doesn't feel our current process is necessarily broken. Hansen questioned why we are looking at changing the appointment process at this time. Clay Wilfahrt responded that we have fielded some concerns from candidates who have applied for positions on some of the commissions, noting that comments have been made that the perception is, that there is a strong bias towards reappointment of incumbents. Hansen stated that he prefers the current interview process with a recommendation coming from the commission members and Council making the final appointment. Hansen discussed his concern that sitting Council Members will only appoint their supporters, and discussed that there is a value to keeping long-serving commission members committed to our Boards.

Council Member Zetervall stated that he feels the whole Council should have direct oversight over the interview process.

Council Member Johnson suggested continuing with the current process and include the full Council in the interviews. Johnson stated that she feels strongly that we need involvement of the sitting commissioners as well as Council, noting that she wants to avoid the perception that we don't trust our commissions.

Council Member Knier stated that the commissions are advisory groups to the Council, stressing that the Council should make the decision who serves on citizen advisory groups. Knier noted his concern that there could be a bias in favor of incumbents, and feels that having the Council conduct interviews would be a more fair process. Knier also stated that qualification of candidates should be taken into consideration when making appointments to commissions.

Mayor Wallen stated that he prefers interviews be conducted by a selection committee, as that process would offer a mix of voices in conducting interviews. Wallen stated that he feels there will be future problems to deal with if we change our process to only the Council conducting interviews for commission appointments.

Mayor Wallen discussed that there is not an immediate need to make a decision, and with the differing views on this topic, he feels it would be best to table the item for now and continue discussions at a future workshop.

The general consensus of the Council was to table the item until a future workshop for further discussion.

#### **4C. New Ideas Discussion**

No other discussion.

**5. OTHER**

Clay Wilfahrt reviewed the results of the recent Staff engagement survey. Twenty-Nine employees responded to the survey that rated our organization’s greatest strengths and weaknesses. Wilfahrt also reviewed 2020 goals on addressing results from the survey. Council asked Staff to continue providing updates on Staff engagement.

**6. ADJOURN**

Council Member Johnson motioned to adjourn at 5:50 p.m. Seconded by Council Member Knier unanimous ayes, motion carried.

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date Approved By Council



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Gina Wolbeck, City Clerk	<b>Meeting Date:</b> 2/12/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6C</b>
<b>Item Description:</b> January 22, 2020 City Council Regular Meeting Minutes		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator	
		<b>Reviewed By:</b> N/A	

## **ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving the January 22, 2020 City Council Regular Meeting Minutes as presented.

## **BACKGROUND/DISCUSSION**

The January 22, 2020 City Council Regular Meeting Minutes are attached for Council's review

## **FINANCIAL IMPACT**

N/A

## **STAFF RECOMMENDATION**

N/A

## **ATTACHMENTS**

Regular Meeting Minutes

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
JANUARY 22, 2020**

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3. ROLL CALL**

Council Members present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Community Development Director Hanna Klimmek, City Engineer Layne Otteson, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Liquor Store Manager Greg Zurbey, and Consultant City Planner Sara Roman from Landform.

**4. OPEN FORUM**

Mayor Wallen opened the Open Forum at 6:01 p.m. No one came forward. Mayor Wallen closed the Open Forum at 6:02 p.m.

**5. PROPOSED AGENDA**

Council Member Hansen motioned to adopt the proposed Agenda with the removal of item 7C. Appointment of City Planner Candidate, and item 7E. Appointment of Water/Wastewater Operator I Candidate. Seconded by Council Member Knier, unanimous ayes, Agenda adopted.

**6. CONSENT AGENDA**

Council Member Johnson motioned to approve the Consent Agenda as presented. Seconded by Council Member Hansen, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A. Approve List of Claims, 6B. Approve Joint Powers Board Meeting Minutes of January 8, 2020, 6C. Approve Regular Council Meeting Minutes of January 8, 2020,

6D. Approve Joint City/County/Twsp/School Meeting Minutes of January 16, 2020, 6E. Approve Appointment of Parks Advisory Board Member Jason Brevig, 6F. Approve Appointment of Planning Commissioner Ketti Green, 6G. Approve 2020 Big Lake Planning Commission Officer Appointments, 6H. Approve Big Lake Economic Development Authority Commissioner Term Schedule Revision, 6I. Approve Resolution No. 2020-05 Amending the Big Lake Economic Development Authority Enabling Resolution Bylaws, 6J. Approve Resolution No. 2020-06 approving the Norland Park 6th Addition Final Plat Development Application, 6K. Approve Finalized Agreement with the International Union of Engineers Local No. 49, and 6L. Approve 2020 Outside Employment Request Form for City Administrator Clay Wilfahrt.

## **7. BUSINESS**

### **7A. Big Lake Fire Relief Association Benefit Increase Request**

Eric Rosa from the Big Lake Fire Relief Association presented the Association's request for a relief benefit increase of \$400.

Council Member Johnson motioned to approve the Big Lake Fire Department Relief Association Benefit Increase of \$400. Seconded by Council Member Zettervall, vote passed with a vote of 4:1 with Council Members Johnson, Knier, Wallen and Zettervall voting aye, and Council Member Hansen abstaining. Motion carried.

### **7B. PUD Concept Plan Review – Nystrom & Associates Residential Treatment Facility**

Sara Roman presented the planners report for the development application submitted by Nystrom & Associates for a residential treatment facility on a 3.3 acre parcel at the intersection of Forest Street and County Road 43 South. The existing site is currently vacant agricultural land that lies directly south of the Big Lake Park n' Ride lot, the Northstar Train Station and the proposed Station Street Apartments which is currently under review for Final Platting. This specific parcel will be identified as Outlot A of the Station Street Apartments Plat. Roman clarified that a final plat application for Nystrom's project cannot be reviewed or approved by the City until the Station Street Apartments Final Plat has been approved by the City and recorded by Sherburne County. The PUD Concept Plan Review is for an outpatient/inpatient treatment facility that will provide ongoing recovery support. The proposed facility will include 25 to 30 shared residential units including both single and double occupancy units, shared interior spaces for treatment and recreation, and exterior amenities such as a shared walking path, landscaping, and sports facilities. Roman reviewed that this treatment facility will be considered a "dry" house, and is abstinence based meaning there is no alcohol kept onsite. Their treatment program is voluntary, meaning their clients want to be in programming to get better and are motivated to stay sober. The building will be an apartment-style complex

that will provide services for up to 50 people at a time with an average length of stay of 45-60 days. Roman reviewed rezoning of the parcel from Ag-Agriculture to B2 – Neighborhood Business District and noted that the Applicant is requesting a planned unit development overlay in order to receive flexibility on a number of items including lot coverage, setbacks, building height, parking requirements, building design, and pedestrian amenities. Roman also reviewed sidewalks, accesses, bicycle racking, landscaping, utilities, and lighting requirements. Roman also reviewed development fees that the Applicant will be required to pay including the Park Dedication fee, Trunk Sewer, Water, and Storm Sewer fees, and SAC/WAC fees. Roman noted that the Planning Commission reviewed the Concept Plan at their meeting on January 6, 2020. One written comment was submitted that was not in support of the proposal. The Planning Commission provided general feedback to the Applicant and did not recommend any specific changes to the Concept Plan, and was comfortable providing the flexibility requested by the Applicant through the PUD. The Planning Commission did recommend that for development review and fee calculation purposes, the facility be considered a commercial use and that staff include restrictions on the use of the facility as a condition of approval, and that the facility remain alcohol-free.

Council asked Roman to clarify how these projects are generally classified in other cities. Roman indicated that cities tend to declare these facilities as commercial uses versus residential uses. Roman also noted that it is Staff's understanding that the Applicant prefers to be considered a commercial use versus a residential use.

Council Member Hansen stated that he likes the project and is supportive of a commercial use.

Council Member Knier stated that commercial use makes sense as the facilities clients will be short term. Knier also indicated that overall, he is comfortable with the project and asked for feedback from law enforcement. Chief Scharf reviewed his positive experience with Nystrom & Associates noting they have safety plans in place and have worked with law enforcement in a positive manner. Knier asked for clarification on the type of treatment facility this would be. Peter Nystrom expressed that their facility will be a dry treatment facility where people go to get better, and noted that no alcohol is allowed on-site. Patients are searched as they come in and items of concern will be confiscated. Nystrom described the differences between a "dry" facility and a "wet" facility, explaining that a wet house facility is where clients can live in a safe environment, but are not restricted on drug/alcohol use. Nystrom informed Council that they are already working with local clients in an off-site treatment facility located in the City. Bryan Nystrom noted that wet houses are unregulated entities. The type of dry facility project they are proposing is regulated by the MN Dept. of Health and Human Services. Kevin Evenson discussed their proposed health care facility, noting that their clients are treated by doctors, have individualized treatment plans, and explained that their clients are free to come and go. Their rules are very specific for releases and searches, and drug/alcohol screens are done when they return.

Council Member Johnson stated that she wholeheartedly is in support of the project, noting that their clients are already members of our community. Johnson also expressed that she prefers we designate them as a commercial use.

Council Member Zettervall stated that he is supportive of the project, and has no safety concerns with having these types of facilities in the City. Zettervall stressed that he would be more worried about safety if we didn't have these types of services available. Zettervall also indicated that he feels designating them as a commercial use makes sense.

Mayor Wallen stressed that Nystrom & Associates has been a great community support system in Big Lake, and that he really likes the 40+ job creation component. Wallen also indicated that a commercial use seems appropriate.

**7C. Appointment of City Planner Candidate** – item was removed from Agenda.

**7D. Appointment of Street/Parks Operator II Candidates**

Layne Otteson reviewed the selection process to fill the two open Street/Park Operator II positions. Interviews were held the week of January 13, 2020. The interview panel has recommended the appointment of Brett Johnson and Brandon Greenwald to fill the two vacant Street/Parks Operator II positions contingent upon satisfactory background investigations.

Council Member Knier motioned to approve the appointment of Brett Johnson and Brandon Greenwald to fill the two vacant Street/Parks Operator II positions contingent upon satisfactory background investigations. Seconded by Council Member Hansen, unanimous ayes, motion carried.

**7E. Appointment of Water/Wastewater Operator I Candidate** - item was removed from Agenda.

**7F. Monthly Department Reports**

Deb Wegeleben provided a 2019 year-end financial update on unaudited revenues, expenditures, the Capital Improvement Plan fund, and various enterprise funds. Wegeleben also reviewed the City's outstanding debt, and informed Council that the upcoming annual audit is scheduled for March 2-3 with the final report being presented to Council on April 22. Wegeleben noted that reserves are at 61% and Staff will be bringing an item to the next meeting recommending \$210,000 be transferred to the Street Maintenance Fund.

Greg Zurbey provided an update on the municipal liquor store operations. Zurbey discussed in-store tastings, fire/water suppression system inspections, painting of the store interior, reported on the annual inventory audit, discussed changes to the Liquor Loyalty Club program that will take effect starting February 1, 2020, and reviewed the MN State Auditor's report findings. Big Lake ranked 26<sup>th</sup> Statewide in gross sales, 25<sup>th</sup> when ranked by net profit, and had a 16<sup>th</sup> ranking when only looking at off-sale stores.

Council Member Knier asked for clarification on how much our anticipated transfer amount is projected to be for 2020? Zurbey explained that the industry standard is 10% of profits after costs/expenses, noting that the trend in municipals is that the transfers have gone down, expressing that Big Lake has been trending up. Knier also discussed that a resident inquired if our store will offer delivery. Zurbey noted that delivery service is in the works, along with the possibility of other types of sales. Deb Wegeleben clarified that the 2020 liquor store transfer is budgeted at \$450,000. The 2019 transfer was increased to help fund the McDowall Trail improvements.

Hanna Klimmek provided an update on activities in the Community Development Department. Klimmek reviewed housing/commercial development statistics/projects, and redevelopment projects. Klimmek also discussed the status of hiring a new City Planner, and reviewed the Community Branding and Identity Design Project RFP that was issued on January 10, 2020 and is due February 7, 2020. Klimmek also noted that Staff will be representing the City at the upcoming EDAM Conference and the Ehler's MN Public Finance Seminar.

## **8. ADMINISTRATOR'S REPORT**

Clay Wilfahrt discussed the recent appointment of Assistant Fire Chief Mark Hedstrom, reviewed recent goal setting meetings with Council and Commission Members, and discussed that Staff has been working with organizers of the Freedom Rock project to discuss resident concerns, noting that a task force will be put together to discuss what options are most feasible to bring forth an amicable solution. Wilfahrt also informed Council that he will be presenting at a legislative forum on disproportionate education funding and how that can negatively affect communities as a whole, and will also be presenting a City update at the Chamber luncheon next week.

## **9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS**

Mayor Wallen: Reviewed the January Fire Board Meeting, and the Joint Annual Meeting held with Sherburne County, Big Lake Township, Orrock Township, and the Big Lake School District.

Council Member Hansen: Clay Wilfahrt reviewed the recent CMRRPP Meeting.

Council Member Johnson: Reviewed the recent BLEDA, BLCLA, and Fire Board Meetings.

Council Member Knier: Provided an update on the January BLBYR Meeting. Knier discussed the January 28<sup>th</sup> Chamber luncheon that will feature Clay Wilfahrt providing a City update, and the two candidates running for the vacant House District 30A seat, noting that the luncheon will be open to the public.

10. **OTHER** – No other.

11. **ADJOURN**

Council Member Knier motioned to adjourn at 7:04 p.m. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

\_\_\_\_\_  
Clerk

Date Approved By Council \_\_\_\_\_



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Deb Wegeleben, Finance Director	<b>Meeting Date:</b> 2/12/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6D</b>
<b>Item Description:</b> Authorizing Advance of Municipal State Aid Street Funds for the Principal Payment on the 2010 GO State Aid Loan		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator <b>Reviewed By:</b> Layne Otteson, City Engineer	

**ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving the attached RESOLUTION authorizing advance of Municipal State Aid Street funds for the August 20, 2020 payment of the 2010 GO State Aid Loan.

**BACKGROUND/DISCUSSION**

In 2018, the City advanced funding from the Municipal State Aid Funds for the 2018 Street Improvement Project ST2018-01 in the amount of \$959,901.90. After the current year’s allocation of \$378,557 was posted to the City’s State Aid Construction fund the balance was a deficit of \$209,559.95. The 2020 principal payment due on the 2010 GO State Aid Loan is \$129,000; leaving the balance now at a deficit of \$339,230.15.

The 2020 principal payment of \$129,000 will need to be an advance of the 2021 State Aid Funds.

**FINANCIAL IMPACT**

The August 2020 debt payment would have to be made out of the General Fund Reserves without the approval of this advance.

**STAFF RECOMMENDATION**

Approve the request for advance funding for the principal payment due August 20, 2020 on the 2010 GO State Aid Loan.

**ATTACHMENTS**

- Municipal Request for Reserve Advance Funding
- Minnesota Department of Transportation – Status Report for 1/28/20
- Affidavit of Annual Bond Payment Request
- Resolution Authorizing Advance of Municipal State Aid Street Funds



**Minnesota Department of Transportation - Office of Finance**  
**Status Report**  
**Municipality: 232-BIG LAKE**  
**as of 01/28/2020**

**Municipality: 232-BIG LAKE**

**Account: 90 - MUNI CONST**

Beg Yr Bal	Allocation	Total	Deposits	Transfers	Disb	Unexp Bal	Enc	B/L Rsrv	Bal Avail	Outstanding Overpymts	State Aid Avail to Adv	Acct to Acct Advances
(588,116.95)	378,557.00	(209,559.95)	0.00	0.00	0.00	(209,559.95)	670.20	0.00	(210,230.15) (210,230.15)	0.00	0.00	0.00

**Account: 90B - MUNI CONST BOND**

Beg Yr Bal	Allocation	Total	Deposits	Transfers	Disb	Unexp Bal	Enc	B/L Rsrv	Bal Avail	Outstanding Overpymts	State Aid Avail to Adv	Acct to Acct Advances
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129,000.00	(129,000.00) (129,000.00)	0.00	0.00	0.00

**Account: 94 - MUNI MAINT**

Beg Yr Bal	Allocation	Total	Deposits	Transfers	Disb	Unexp Bal	Enc	B/L Rsrv	Bal Avail	Outstanding Overpymts	State Aid Avail to Adv	Acct to Acct Advances
0.00	156,737.00	156,737.00	0.00	0.00	0.00	156,737.00	0.00	22,912.65	133,824.35 133,824.35	0.00	0.00	0.00

**Account: 272 - GF-LRIP 2014**

Beg Yr Bal	Allocation	Total	Deposits	Transfers	Disb	Unexp Bal	Enc	B/L Rsrv	Bal Avail	Outstanding Overpymts	State Aid Avail to Adv	Acct to Acct Advances
681,408.33	0.00	681,408.33	0.00	0.00	0.00	681,408.33	681,408.33	0.00	0.00 0.00	0.00	0.00	0.00

**Total Municipality: 232-BIG LAKE**

93,291.38	535,294.00	628,585.38	0.00	0.00	0.00	628,585.38	682,078.53	151,912.65	(205,405.80)	0.00	0.00	0.00
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This report uses tables: CM\_ACCT\_ADV\_FROM\_SUMM, CM\_ACCT\_ENC\_SUMM, CM\_ACCT\_OVERPAYMT\_SUM, CO\_MUNI\_ACCT\_BALS, CO\_MUNI\_INFORMATION, GEN\_FUND\_ADV\_ALL\_YEARS, MASTER\_ACCTS\_EXCL\_FUNDS, PROJ\_ACCT\_ALLOC\_TRANS\_MERGE, SUP\_VALUES



**AFFIDAVIT OF ANNUAL BOND PAYMENT REQUEST**

City of Big Lake County / City requests the release from their annual State Aid Allotment the amounts indicated below for payment of local bond principal and interest.

Original Bond Issue Date:	03/10/2010
Have these bonds been refunded in the past 12 months? (Yes / No)*	<u>NO</u>
Payment due date	<u>08/20/20</u>
Amount of bond principal requested from the Construction Allotment.	<u>129,000.00</u>
Amount of bond interest requested from the Maintenance Allotment.	<u>12,012.96</u>

Original Bond Issue Date:	_____
Have these bonds been refunded in the past 12 months? (Yes / No)*	_____
Payment due date	_____
Amount of bond principal requested from the Construction Allotment.	_____
Amount of bond interest requested from the Maintenance Allotment.	_____

Original Bond Issue Date:	_____
Have these bonds been refunded in the past 12 months? (Yes / No)*	_____
Payment due date	_____
Amount of bond principal requested from the Construction Allotment.	_____
Amount of bond interest requested from the Maintenance Allotment.	_____

\*If bonds have been refunded in the past 12 months, please attach the current payment schedule and all required documentation for a new bond issue.

I, as the financial officer with authority to request this payment, certify that the above amounts are correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Deb Wegeleben  
Printed Name

Finance Director  
Title

Send completed form to John Fox at [John.E.Fox@state.mn.us](mailto:John.E.Fox@state.mn.us) and copy Cindy Degener at [Cindy.Degener@state.mn.us](mailto:Cindy.Degener@state.mn.us)

**CITY OF BIG LAKE  
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on February 12, 2020. The following Council Members were present: The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

**CITY OF BIG LAKE  
RESOLUTION NO. 2020-XX**

**RESOLUTION AUTHORIZING ADVANCE OF MUNICIPAL  
STATE AID STREET FUNDS**

**WHEREAS**, the Municipality of Big Lake implement Municipal State Aid Street Project(s) in 2018 which will require State Aid funds in excess of those available in its State Aid Construction Account, and

**WHEREAS**, said municipality has proceeded with the construction of said project(s) through the use of an advance from the Municipal State Aid Street Fund to supplement the available funds in their State Aid Construction Account, and

**WHEREAS**, the advance is based on the following determination of estimated expenditures:

Account Balance as of 01/01/2020:	\$ (209,559.95)
Less estimated disbursements:	
Bond Principle (2020 Payment)	\$ 129,000.00
Total Estimated Disbursements	\$ 129,000.00
Advance Amount (amount in excess of acct balance)	\$ 129,000.00





# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Gina Wolbeck, City Clerk	<b>Meeting Date:</b> February 12, 2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6E</b>
<b>Item Description:</b> Appointment of Election Judges for the March 3, 2020 Presidential Nomination Primary Election		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator	
		<b>Reviewed By:</b> N/A	

## **ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving a RESOLUTION appointing election judges for the 2020 Presidential Nomination Primary Election.

## **BACKGROUND/DISCUSSION**

Election judge appointments are made by the City Council at least 25 days before the election. Staff is seeking Council approval on the attached Resolution approving the appointment of election judges for the March 3, 2020 Presidential Nomination Primary Election for all judges meeting requirements of M.S. 204B.21.

## **FINANCIAL IMPACT**

N/A

## **STAFF RECOMMENDATION**

Staff recommends appointment of election judges as presented.

## **ATTACHMENTS**

Resolution approving appointment of judges serving at the March 3, 2020 Presidential Nomination Primary Election.

**CITY OF BIG LAKE  
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on February 12, 2020. The following Council Members were present: The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

**CITY OF BIG LAKE  
RESOLUTION NO. 2020-XX**

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE MARCH 3, 2020  
PRESIDENTIAL NOMINATION PRIMARY ELECTION**

**WHEREAS**, the City of Big Lake will hold a Presidential Nomination Primary Election on March 3, 2020; and

**WHEREAS**, Minnesota Election Law 204B.21 requires that election judges in a municipality be appointed by the governing body; and

**WHEREAS**, the individuals listed on attached "Exhibit A" have agreed to perform the duties of election judge on March 3, 2020 and meet all requirements set forth in M.S. 204B.21 to serve at the March 3, 2020 Presidential Nomination Primary Election.

**NOW THEREFORE, BE IT RESOLVED** by the Big Lake City Council to appoint the individuals listed on attached "Exhibit A" to be election judges at the March 3, 2020 Presidential Nomination Primary Election.

**BE IT FURTHER RESOLVED** that, based upon the inability of a judge(s) to serve on Election day or upon need for additional assistance, the City Clerk shall be authorized to appoint/hire required number of persons. Only those persons duly qualified and duly trained to serve as an election judge may be selected to serve in this capacity.

Adopted by the Big Lake City Council this 12<sup>th</sup> day of February, 2020

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**Mayor Mike Wallen**

Attest:

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**Gina Wolbeck, City Clerk**

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

STATE OF MINNESOTA    )  
  )SS.  
COUNTY OF SHERBURNE )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of February 2020, by the Mayor and City Clerk of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

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Notary Public

**EXHIBIT A**  
**Election Judges appointed to serve at the March 3, 2020**  
**Presidential Nomination Primary Election**

<b>Judge Name</b>
Alice Kantor
Audrey Davis
Bev Anderson
Bradley Cross – Head Judge
Bradley Johnson
Cindy Johnson
Colleen Johnston
Dayna O'Brien
Deb Johnson
Gloria Vande Brake
Greg Green
Heather Kuikka
Judie Zaske – Head Judge
Judy Schmidt
Ketti Green
Linda Fuhrman – Head Judge
Liz Ruddock
Mark Gregerson
Necole Vongphakdy – Head Judge
Petra Zimmerly
Ron Vincent
Sally Vincent – Head Judge
Su Johnson
Tom Hanson – Head Judge
Trisha Jacobsen
Gina Wolbeck – Election Administrator
Deb Wegeleben – Election Assistant
Janette Rust – Election Assistant



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> <i>Deb Wegeleben, Finance Director</i>	<b>Meeting Date:</b> 2/12/2020	<input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>6F</b>
<b>Item Description:</b> <i>Marco five (5) year copier/printer/scanner/fax agreement</i>		<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i> <b>Reviewed By:</b> <i>Gina Wolbeck, City Clerk</i>	

### **ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving the renewal of the lease agreement of copier/printer/scanner/fax equipment between Marco and the City of Big Lake.

### **BACKGROUND/DISCUSSION**

The current agreement between Marco and the City of Big Lake for the lease of three (3) copier/printer/fax/machines is schedule to end in 2021. Due to Marco’s partnership with Sourcewell, a public cooperative purchasing agent, Marco was able to offer an early renewal of the lease agreement for a substantial savings for the City. The new equipment lease agreement will be a savings of approximately \$3,500 a year to the City. This savings also include the lease of an additional printer to be used for Utility billing. The new equipment that the City will be leasing for the next five (5) years is as follows:

- Sharp MX-5071 (replacing Konica c554e) – Main color copier/printer/scanner/fax machine for City Hall
- Sharp MX-M3071 (replacing Konica 227) – Secondary Black and White copier/printer/scanner for City Hall
- Lexmark Xm-3250 (replacing HP M426 at the Fire hall) – copier/printer/scanner/fax for the Fire Hall. This printer is a larger and faster printer which will be a benefit to the fire department.
- Lexmark M-3250 – new and will be used for the Water Bills only.
  - The current paper stock that is needed to produce the water bills is a heavier index then the normal copiers are built to use.

As with the current lease agreement with Marco, this lease agreement would also include maintenance and toner for the leased equipment.

### **FINANCIAL IMPACT**

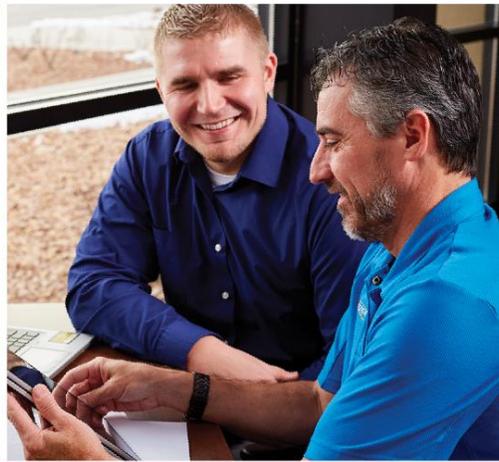
The monthly cost for this lease agreement is part of the 2020 budget as well as future budgets.

### **STAFF RECOMMENDATION**

Approve the renewal of the equipment lease agreement with Marco.

### **ATTACHMENTS**

2020 Equipment Lease Quote from Marco.



January 6<sup>th</sup>, 2020

Technology Recommendations for

## City of Big Lake

*(Quote valid until March 15<sup>th</sup>)*

Prepared by:

Ben Drewes  
800.847.3059  
bend@marconet.com

### *taking technology further*

MANAGED SERVICES  
CLOUD SERVICES  
BUSINESS IT SERVICES  
CARRIER SERVICES  
COPIERS & PRINTERS



[marconet.com](http://marconet.com)



## WHY MARCO?

### Our depth

We are more than a copier company. Our copier/print solutions and support represent 50% of our company and unique in our industry is that our IT solutions and support team represents the other 50%. This is important today because in today's copier market they aren't just copiers any longer. Because of our depth of expertise on the IT space we can help resolve all of your support needs regardless of the underlying source.

### Over 750 certified systems engineers and technical representatives

You have access to a depth of technical expertise to help you stay on top of the latest technologies. Our technical staff is certified at the highest levels for their area of expertise because your business deserves nothing less.

### Real-time service dispatching with GPS software

We use real-time GPS technology to determine which resource is closest to your location. That means quicker on-site service and more efficient use of everyone's time.

### Quick response to your service requests

Our full-time dispatchers and support desk representatives consistently maintain a 98% live call answer rate. Getting to your service requests timely is important, but being effective at resolving service requests is crucial. Our technicians are focused on "First Call Effectiveness" and perform preventative maintenance on every support call.

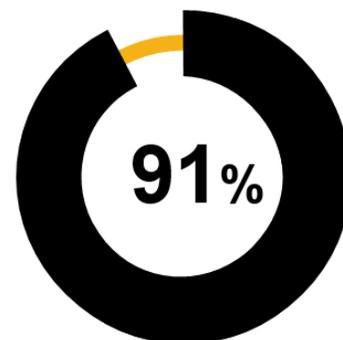
### Customer survey process to ensure we're doing things right

We have consistently been sending out monthly surveys and measuring the results since 1994 to make sure we're doing everything we can to keep our customers happy. We're proud to say that 90% of customers surveyed say they would recommend Marco.

## *"If you had the opportunity, would you recommend Marco?"*

Year	Yes	No	Maybe
1994-2009	6,599	96	598
2010	1,189	15	97
2011	1,444	22	127
2012	1,700	26	163
2013	2,217	34	179
2014	2,968	49	214
2015	3,952	67	232
2016	5,178	83	284
2017	4,618	89	290
2018	4,217	66	328
2019*	1,458	41	103
<b>Totals</b>	<b>35,540</b>	<b>588</b>	<b>2,615</b>

\*data through January 2019



### Quality assurance program to keep us sharp

We use Lean continuous improvement principles to keep us focused on working smarter. Because the more efficiently we operate on the inside, the better service we offer on the outside. your business goals.

## DEDICATED ACCOUNT TEAM

### Sales Support

	<p><b>Ben Drewes</b> Technology Advisor 800.847.3059 <a href="mailto:bend@marconet.com">bend@marconet.com</a></p>
---	---

### Administration Support

	<p><b>Juliana Rothstein</b> Leasing Coordinator 800.892.8548 <a href="mailto:juliana.rothstein@marconet.com">juliana.rothstein@marconet.com</a></p>
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### Print Solutions Support

	<p><b>Kip Inselman</b> Technical Representative 800.847.3098 <a href="mailto:kip.inselman@marconet.com">kip.inselman@marconet.com</a></p>
	<p><b>Kevin Loebbrick</b> Technical Representative 800.847.3098 <a href="mailto:kevin.loebbrick@marconet.com">kevin.loebbrick@marconet.com</a></p>
	<p><b>Frank Haydon</b> Technical Representative 800.847.3098 <a href="mailto:frank.e.haydon@marconet.com">frank.e.haydon@marconet.com</a></p>

## TECHNICAL EXPERTISE

**750 certified systems engineers and technical representatives**

System planning and design

- Certified systems engineers
- Sales specialization

Dedicated project managers

Managed Services/Support Desk

- 24/7/365 system alert monitoring
- 98% live answer rate
- 98% remote resolution



## RECOMMENDED PRINT SOLUTION

### Sharp MX-5071 (replacing Konica c554e)

#### Specifications:

- 50 Pages per Minute (B/W)
- 50 Pages per Minute (Color)
- Single Pass Document Feeder
- Duplexing
- Finisher/Stapler
- 3 Hole Punch Kit
- Faxing
- Network Printing
- Scan to Email (B/W or Color)
- Scan to Folder (B/W or Color)
- Scan to USB (B/W or Color)



### Sharp MX-M3071 (replacing Konica 227)

#### Specifications:

- 30 Pages per Minute (B/W)
- Single Pass Document Feeder
- Duplexing
- Finisher/Stapler
- Network Printing
- Scan to Email (B/W or Color)
- Scan to Folder (B/W or Color)
- Scan to USB (B/W or Color)



### Lexmark XM-3250 (replacing HP M426 at Firehall)

#### Specifications:

- 50 Pages per Minute (B/W)
- Document Feeder
- Duplexing
- Fax
- Network Printing
- Scan to Email (B/W or Color)
- Scan to Folder (B/W or Color)
- Scan to USB (B/W or Color)



### Lexmark M-3250 (new for Water Bills)

#### Specifications:

- 50 Pages per Minute (B/W)
- Duplexing
- Network Printing
- 100 Sheet Bypass Tray
  - Up to 120lb Index (current water bill is 90lb Index)



**CURRENT SITUATION**

- Monthly Cost ..... **\$1,311.52/Month**
- B/W Usage ..... 14,000/Month
- Color Usage ..... 4,800/Month

**MANAGED ACCOUNT PROGRAM (MAP)**

Marco’s Managed Account Program includes all equipment, service and supplies.

Managed Account Program (MAP)	60 Month MAP
Sharp MX-5071, Sharp MX-M3071, Lexmark XM-3250 and M3250	<b>\$1,022/Month</b>

- MAP Includes: 14,000 b/w and 4,800 color Prints/Month



*Delivery, installation, initial supplies and initial training is included with above program(s).*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.

**ADVANCED SUPPORT DESK**

Marco’s Advanced Support Desk is “optional” coverage for support outside of copier/print device related support and after initial installation.

Advanced Support Desk	Monthly
1-5 Devices	<b>\$10/Month</b>
6-15 Devices	<b>\$20/Month</b>
16+ Devices	<b>\$30/Month</b>

- Changes to your network such as: replaced or upgraded workstations and/or servers, IP address changes etc. that require reconfiguring your imager(s) on your network for printing or scanning. This would also include a best attempt to reconfigure scan to email for changes made by your Internet Service Provider.
- Reinstallation and configuration of Manufacturer Companion Software and drives on additional or upgraded workstations: Sharpdesk, PC Fax Drivers, EFI Command Workstation, EFI Remote Scan and Marco installed meter monitoring software.
- New or upgraded end user software that results in printing issues requiring updating print drivers of configurations; Additional training sessions for key operators and/or end users; other printing or scanning software related issues as it applies to the imager(s).

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.



# AGENDA ITEM

## Big Lake City Council

<b>Prepared By:</b> <i>Deb Wegeleben, Finance Director</i>	<b>Meeting Date:</b> 2/12/2020	<input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <div style="font-size: 24pt; font-weight: bold; text-align: center;">6G</div>
<b>Item Description:</b> <i>2019 Inter-fund Transfers</i>		<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	
		<b>Reviewed By:</b> <i>N/A</i>	

**ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be authorizing the transfers listed below to/from the specified funds, effective 12/31/19

**BACKGROUND/DISCUSSION**

Throughout the year, transactions occur between funds to ensure smooth operations of the City. Council must approve any non-budgeted transactions that require dollars to be transferred between City Funds.

Following is a list of the transactions that have occurred in 2019 that required transfers between funds.

- **2016A GO Taxable Tax Increment Bonds:** Tax Increment received for TIF 1-3 and TIF 1-4 can be used for the 2016A GO Taxable Tax Increment Bond Debt Payment. The following transfer of funds associated with Tax Increment received for 2019 will occur:

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
170 – TIF 1-4	223 – 2016A GO Bonds	\$ 35,613.45
165 – TIF 1-3	223 – 2016A GO Bonds	\$ 15,675.10

- **2004C GO Taxable Tax Bonds:** Tax Increment received for TIF 1-3 can be used for the 2004C GO Taxable Tax Increment Bond Debt Payment. The following transfer of funds associated with Tax Increment received for 2019 will occur:

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
165 – TIF 1-3	250 – 2004C GO Bonds	\$ 30,406.35

- **Capital Improvement Fund – Infrastructure (Fund 198):** In 2019 the City will transfer the fund need for the payment for the interfund loan pertaining to the industrial park land expansion and assessments. This interfund loan is due to the Sewer Fund from the Industrial Park Land Expansion Fund. This transfer will be used to make that loan payment. Starting in 2020 this transfer is budgeted in the General Fund

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
198– CIP Unallocated	141 – Industrial Park Land Expansion	\$ 23,218.13

- **Industrial Park Land Purchase (Fund 141):** In addition to the land purchase, the city has incurred other ancillary costs associated with the land, as well as special assessments to fund the infrastructure in the expansion. The City had previously approved an interfund loan totaling, as of 12/31/17, \$580,453.37 to help cover these costs. Due to the fact that no properties have been sold the interfund

loan to the Sewer Fund is still outstanding, however there is still yearly special assessment payments, this year the special assessment payment will be transferred from the General Fund and then starting in 2020, those payments are budgeted in Fund 275 – Big Lake Economic Development Authority. To cover the year end negative cash balance, the following transfer will occur.

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
101– General Fund	141 – Industrial Park Land	\$ 46,996.33

- **CIP - Computer/Software Replacement (Fund 194):** In 2019 Fund 194 was established for future technology needs of the City. The City is currently budgeting for future financial software in the upcoming year, a transfer out of the unallocated funds in the CIP- Equipment & Building Improvement to the CIP – Computer/Software Replacement fund is needed for this budgeted item.

- | <u>From Fund</u>                   | <u>To Fund</u>               | <u>Amount</u> |
|------------------------------------|------------------------------|---------------|
| 199 – CIP- Equip/Bldg. Replacement | 194 – CIP Computers/Software | \$100,000     |

- **Excess Fund Balance:** The City’s policy is to maintain a fund balance of 50% of the next budget year’s expenditures. For 2019 due to the increase in property tax revenue received at a higher percentage than budgeted, the increase in license & permits for commercial property expansions as well as additional residential new construction and the saving on departmental expenditure budgets, the follow transfer to the Capital Infrastructure funds will occur, while still maintaining approximately at 62% of 2020 budgeted expenditures in the General Fund. This will allow for any corrections that might need to be made once the audit is completed and still maintain the required 50%.

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
101 – General Fund	195 – CIP Fund – Infrastructure – Parks.	\$ 25,000
101 – General Fund	196 – CIP Fund – Street Maintenance	\$300,000
101 – General Fund	197 – CIP Fund – Lake Maintenance	\$ 2,231

**FINANCIAL IMPACT**

None as just transferring city funds from one fund to another.

**STAFF RECOMMENDATION**

To authorize the transfers between City funds.

**ATTACHMENTS**

N/A



# AGENDA ITEM

## Big Lake City Council

<b>Prepared By:</b> <i>Deb Wegeleben, Finance Director</i>	<b>Meeting Date:</b> 2/12/2020	<input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <div style="font-size: 24pt; font-weight: bold; text-align: center;">6H</div>
<b>Item Description:</b> 2019 Budget Amendment #1		<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	
		<b>Reviewed By:</b> <i>N/A</i>	

**ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving a RESOLUTION authorizing the 2019 General Fund Budget Amendment #1 effective 12/31/19.

**BACKGROUND/DISCUSSION**

In the process of preparing for year-end 2019, staff would like to amend the 2019 Budget to reflect some additional revenues received and to adjust the expenditure line items to reflect the projected year-end expenditure totals in those line items. Please see the attached amendment worksheet for the complete details of line item revenues and expenditures.

**FINANCIAL IMPACT**

The 2019 Amended General Fund Revenue and Expenditure budgets would increase from \$4,857,198 to \$5,048,930. The amended increase in both the revenues and expenditures for the general fund would be \$191,732, therefore, there would be no financial impact.

**STAFF RECOMMENDATION**

To approve the 2019 General Fund Amendment #1, amending the total general fund budget to \$5,048,930

**ATTACHMENTS**

- 2020-xx General Fund Budget Amendment Resolution
- 2019 General Fund Budget Amendment #1 Worksheet

2019 GENERAL FUND BUDGET AMENDMENT WORKSHEET

Proposed 2019 Budget Amendment to Revenues

Department	Description	Original Budget	Budget Increase	Amended Budget		
Planning	Land Use Revenue	10,500	5,000	15,500	**Engineers fees posted to this account - addtl development	101-010-3125
Adm/Finance	Property Taxes	2,737,453	49,000	2,786,453	**Increase in collection for over budget - more current paying	101-015-3101
Adm/Finance	Property Taxes-late fees	-	12,900	12,900	** to recover penalty & interest received on property taxes	101-015-3109
Adm/Finance	Property Sales	-	50,000	50,000	**record sale of land to Caribou	101-015-3950
Streets	Inter-Govt Revenue	20,600	19,400	40,000	**Score Grant - 40K	101-050-3161
Streets	City Maintenance	5,000	5,000	10,000	**Increase in snow/weed services	101-050-3412
Parks	Parks - Daily	36,500	8,000	44,500	**Increase in sales of daily parking passes	101-055-3226
Parks	Refunds & Reimburse	-	10,000	10,000	**Payment from Insurance company for damage claim	101-055-4151
Police	Donations	-	14,000	14,000	**donations received	101-075-3230
Police	Donations - K9	-	8,000	8,000	**donations received	101-075-3239
Fire	State Aid - Fire	95,000	8,432	103,432	**more funds received	101-085-3118
Fire	State Aid Fire Relief	1,000	2,000	3,000	**more funds received	101-085-3119
Total Revenue Increase			\$ 191,732			

Proposed 2019 Budget Amendment to Expenditures

Planning	Legal	6,000	5,000	11,000	**addtl development - addtl legal fees	101-100-10-20-4170
Adm/Fin	Transfers to funds	200,000	50,000	250,000	**transfer to IPL - fund 141	101-100-15-71-4612
EDA - GF	Wages	79,781	2,100	81,881	**allocation of wages - BLEDA/EDA first payroll	101-100-25-05-4002
Bldg	Contractors Hired	10,000	27,283	37,283	**consultant now instead of in house	101-100-30-05-4002
Streets	Vehicle Maintnce	6,180	14,000	20,180	**addtl vehicle maintenance	101-200-50-25-4430
Parks	Transfers to funds	11,700	32,664	44,364	**transferring Assigned fund bal to Lake Maintenance	101-200-55-71-4612
Police	Audit	3,605	1,075	4,680	**addtl outside audits done	101-300-75-20-4140
Police	Police Body Armor	-	5,800	5,800	**new line item set up - was in uniforms	101-300-75-25-4214
Police	Liability Insurance	33,176	7,000	40,176	**increase in cost, plus deductible for accident	101-300-75-25-4250
Police	K-9 expenses	5,000	5,000	10,000	**increase in cost, paid with donations	101-300-75-25-4253
Police	Emergency Access box	-	2,578	2,578	**new line item - revenue to offset	101-300-75-25-4392
Police	Equipment	11,000	20,000	31,000	**addtl equip, paid with donations	101-300-75-25-4413
Police	Vehicle Maintnce	19,000	4,800	23,800	**additl cost	101-300-75-25-4430
Fire	Fire Dept Relief Assc	4,000	4,000	8,000	**2018 payment to relief assoc for retirement	101-300-85-05-4015
Fire	Fire Dept Relief Assc	96,000	10,432	106,432	**more funds received	101-300-85-45-4015
Total Expenditure Increase			\$ 191,732			

TOTAL BUDGET IMPACT DUE TO AMENDMENT  
(REVENUES MINUS EXPENDITURES)

2019 ORIGINAL BUDGET	\$ 4,857,198
AMENDMENT #1	191,732
2019 AMENDED BUDGET	<u>\$ 5,048,930</u>

**CITY OF BIG LAKE  
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on February 12, 2020. The following Council Members were present: The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

**CITY OF BIG LAKE  
RESOLUTION NO. 2020-XX**

**A RESOLUTION ADOPTING  
THE FIRST AMENDMENT TO THE GENERAL FUND 2019 BUDGET TO ADJUST  
FOR ADDITIONAL REVENUES RECEIVED WHICH WILL OFFSET THE  
ADDITIONAL LINE ITEM EXPENDITURES.**

**WHEREAS:** that the following information is the First Amendment to the 2019 General Fund Budget:

<b>Budget Allocation</b>	<b>Original Amount</b>	<b>New Amount</b>
<b>Revenues:</b>		
ADM/FINANCE – Property Taxes	\$2,737,453	\$2,799,353
ADM/FINANCE – Property Sales		50,000
PLANNING – Land Use Revenue	10,500	15,500
STREETS – Inter-Govt Revenue	20,600	40,000
STREETS – City Maintenance	5,000	10,000
PARKS – Park Permits – Daily	36,500	44,500
PARKS – Refunds		10,000
POLICE – Donations		22,000
FIRE – State Aid	96,000	106,432
<b>Expenditures:</b>		
ADM/FINANCE – Transfers to funds	\$ 200,000	\$ 250,000
PLANNING – Professional Services-legal	6,000	11,000
EDA – Personnel – Wages	79,781	81,881





# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Corrie Scott, Recreation and Communication Coordinator	<b>Meeting Date:</b> 2/12/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>61</b>
<b>Item Description:</b> Updates to Big Lake Farmers Market Rules and Regulations Policy		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator  <b>Reviewed By:</b> Hanna Klimmek, Community Development Director	

**ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving the suggested updates to the Big Lake Farmers Market Rules and Regulations Policy.

**BACKGROUND/DISCUSSION**

The Big Lake Farmers Market adopted a Rules and Regulations Policy in November 2019 in an effort to be more consistent in its processes. In the current policy, it is noted that circulating any written materials, including, but not limited to, brochures, pamphlets, petitions, photos, advertisements, initiatives, flyers, and handbills is prohibited within the market unless it is conducted from an authorized selling space. In prior years, community organizations (aka Service Providers) have set up booths at the market and offered free activities for all ages. Service Providers would use this opportunity to let the public know about their programming and/or upcoming events. In example, the Big Lake Food Shelf would attend the market and offer a free children’s craft. While families were participating in the craft, the Food Shelf would hand out pamphlets explaining how to apply for food assistance.

With Service Providers no longer having the ability to hand out information on programming, they do not have an incentive to offer free activities at the market. Having these activities at the market is valuable because they draw more patrons to the market and encourage patrons to stay longer. Staff recommends that the Rules and Regulations Policy be updated so that Service Providers can also circulate written materials.

In an effort to ensure that Service Providers are offering appropriate, valuable activities that enhance the market experience for patrons, staff also recommends that Service Providers’ activities and handouts must be preapproved by the Market Manager.

**FINANCIAL IMPACT**

N/A

**STAFF RECOMMENDATION**

Approve the suggested updates to the Big Lake Farmers Market Rules and Regulations Policy.

**ATTACHMENTS**

Big Lake Farmers Market Rules and Regulations Updates

## **BIG LAKE FARMERS MARKET RULES AND REGULATIONS POLICY**

The Big Lake Farmers Market ("Market") is operated by the City of Big Lake ("City"). This Market and all who participate in it, are subject to all applicable federal, state, county and city statutes, rules, regulations, ordinances, and orders. These rules and regulations may be amended from time to time by ordinances adopted by the City Council.

### **I. DEFINITIONS**

1. Vendor: A person or entity that sells homemade or homegrown products or prepared food at the Market.
2. Service Providers: Service Providers include individuals and groups that engage in information and program sharing while offering free activities that benefit Market patrons such as children's crafts, live music, chair massages, live painting, theatre performances, cooking demonstrations, and distribution of preapproved food samples.
  - a. Service Providers will be given a regular vendor booth area on a first come - first served basis application process with priority given to Community Organizations that enhance patrons' experience at the Market. With the exception of musicians selling merchandise, Service Providers are not allowed to sell from their booths unless they receive prior approval from the Market Manager. Service Providers' activities and handouts must be preapproved by the Market Manager to ensure that they are appropriate and that they enhance the market experience for patrons.

### **II. VENDOR QUALIFICATIONS**

1. Participation in the Market is at the discretion of the City of Big Lake. No Vendor will acquire any property or other right to continue to participate in the Market. The City may disallow continued participation of any Vendor in the Market.
2. Priority will be given to vendors selling homemade and homegrown items within Minnesota. The following goods are accepted at the Big Lake Farmers Market but are not limited to:
  - a. Vendor grown fresh fruits, vegetables, and mushrooms
  - b. Vendor grown herbs and spices
  - c. Vendor grown bedding plants, hanging and potted plants, cut flowers, dried flowers and plants
  - d. Vendor made baked goods
  - e. Vendor produced farmstead products such as cheese, meats, fish, poultry, eggs, baked goods, honey, maple syrup, and preserves, if prepared and packaged in accordance with rules established by the Minnesota Department of Agriculture
  - f. Vendor made hot and ready food items
  - g. Vendor made (handmade) art and craft items (items purchased for resale are not allowed)
3. Taxes: Any required sales tax collections and remittances are the sole responsibility of the vendor.
4. All items must be prepared, displayed and stored in accordance with the Minnesota Department of Agriculture, Minnesota Department of Health, and Sherburne County Community Health Department guidelines. This is the sole responsibility of the vendor.

5. All producers of processed items (cheese, meats, jams, jellies, syrups, baked goods, etc.) are required to adhere to all state and local laws pertaining to the production and selling of such goods.
6. Processed food items should be sold with a valid processing license or comply with the Minnesota labeling law requirements.
7. Farmers/growers that are not certified organic can advertise or sell products as “chemical free” if they practice chemical free farming.
8. If processed items are prepared in a non-commercial kitchen, vendors must display a sign in their booth at all times notifying the public which items are prepared in a non-commercial kitchen.
9. Additional Permits & Licenses: All permits and licenses required by the City of Big Lake, Sherburne County, State of Minnesota, and the Federal Government are the sole responsibility of the vendors. Copies of required licensing needs to be provided to the Market Manager before any sales are made at the Big Lake Farmers Market.
10. Insurance: The City of Big Lake recommends that all vendors carry their own general liability and product liability insurance, as the City of Big Lake does not provide this coverage. The City of Big Lake is not liable for any injury, theft, or damage to either the buyer or Vendor, or their property, arising out of or pertaining to preparation for or participation in the Big Lake Farmers Market, whether such injury, theft, or damage occurred prior, during, or after the Farmers Market. Vendor further agrees to indemnify and hold the City of Big Lake harmless for and against any claims for such injury, theft, or damage.

### **III. ADMISSIBLE VENDORS & PRODUCTS**

1. All vendors must adhere to the City of Big Lake’s policies for Lakeside Park and City Hall.
2. Vendors must review the current season’s Token Memo and agree to accept all tokens that are offered through the Big Lake Farmers Market Token Program.
3. Vendor Stalls
  - a. Summer Season: Vendor stalls are approximately 12’x28’. If a larger or smaller stall is required, Vendors must check with the Market Manager prior to the Market. If electricity is needed, Vendors must check with the Market Manager for availability before the first Market date. Event tents must be in proper working condition and have at least 20 pound weights secured to each corner.
4. Market Hours: The Summer Market hours are 3 p.m. to 7 p.m. every Wednesday from June to August and 3 p.m. to 6 p.m. every Wednesday in September. The Winter Market hours are 10 a.m. to 1 p.m. every third Saturday of the month from November to April. The Market is open rain or shine.
  - a. Vendors or their representatives must be on site at least ½ hour prior to the Market opening. If a Vendor cannot be on site and set up by the time Market is open, Manager notification is required.
  - b. Vendors or their representatives must notify the Market Manager at least two days before the Market if they are not going to attend. In case of an emergency, notification on Market day is required.
  - c. If repeated lateness or absence continues, the Vendor may be disqualified permanently from further participation at the Market.

5. Inclement Weather: City staff will notify Vendors at least three hours prior to the Market opening time the day of the Market if there is cancellation due to inclement weather. The Market will open rain or shine, but if there is a threat for dangerous weather, the Market Manager can decide to cancel. If Vendors do not have email, they must request another form of contact.
6. Refunds: Pro-rated refunds will be provided only to those vendors who discontinue their Market attendance prior to the season's halfway mark.
7. All persons in the selling area are required to wear shirts and shoes at all times.
8. No smoking is allowed within the confines of the Market.
9. No animals are allowed in the Market, with the exception of service animals and police dogs.
10. Vendors and their representatives, Service Providers, and Volunteers must conduct themselves in a safe and courteous manner. Any language or behavior considered to be deleterious to the normal operation of the Market will be grounds for expulsion from the Market. Consumption of alcoholic beverages, illegal drugs, and other behavior modifying substances is forbidden.
  - a. Unless prior approval is obtained by the Market Manager, no amplified music can be played from radios or other similar devices (i.e. portable speakers, mobile phones, compact disc players, etc.) that can be heard outside of Vendor's selling space.
11. The following activities are prohibited within the Market:
  - a. Circulating any written materials, including, but not limited to, brochures, pamphlets, petitions, photos, advertisements, initiatives, flyers, and handbills, unless conducted from an authorized selling space or Service Provider space.
  - b. Unauthorized solicitation - For purposes of this prohibition, "unauthorized solicitation" means solicitation that is unrelated to the Market, is not conducted from an authorized selling space, or both. These prohibitions do not preclude any person or organization from conducting these activities during Market hours on sidewalks or other public property adjacent to the Market. Violation of these prohibitions will result in expulsion from the Market for the remainder of that Market day.
  - c. Commercial photography or videotaping, unless prior approval from Market Manager has been obtained.
12. The City may make changes, additions, and/or deletions to the Rules and Regulations, as needed.
13. The City will establish, implement and enforce all procedures, rules and regulations pertaining to the operation of the Market in a fair, nondiscriminatory, and equitable manner.
14. All Vendors and their representatives must sign an acknowledgement of receipt of the Big Lake Farmers Market Rules and Regulations.

#### **IV. VENDOR APPLICATION, ADMISSION & APPROVAL**

1. Application: Every prospective Vendor must complete an application to sell. All items intended for sale must be listed on the application and only those items approved for sale will be allowed to be sold. The application must be submitted to and approved in writing by

the Market Manager prior to the Vendor being able to sell at the Market. Vendors already selling at the Market that wish to add new products to their approved list must first secure approval by the Market Manager prior to offering their goods for sale.

2. Admission: All Vendor and Service Provider applications will be assessed on a case-by-case basis. Admission of Vendors and their products along with Service Providers to the Market will be at the discretion of the Market Manager. In exercising their discretion, the Market Manager will use the following assessment criteria:
  - a. Whether the Vendor is certified as organic;
  - b. The level of the Vendor's knowledge about its products and practices, in order to enhance the customer experience;
  - c. The price, quality and freshness of the Vendor's product(s);
  - d. The overall mix of products offered by all Market Vendors and consumer demand;
  - e. The number of available spaces and other limitations of the Market;
  - f. The environmentally-friendly measures undertaken by the Vendor, such as use of reusable packaging;
  - g. The aesthetics and attractiveness of the Vendor's overall market setup;
  - h. The Vendor's positive or negative history of compliance with all applicable federal, state, county and city statutes, rules, regulations, and ordinances;
  - i. The weekly attendance of the Vendor. The Vendor's ability to directly participate in the market in lieu of sending an employee or other representative; and
  - j. Any other factor(s) deemed relevant by the Market Manager in the exercise of their discretion.
3. Change of Ownership: There is no assignment of a selling space in the Market in the event a participating Vendor's business is sold. Change of business ownership requires submission of a new application to the Market Manager, which will be processed as a new admission. The transfer or change of ownership does not grant or guarantee the new owner the same admission of current stall space assignment as the previous owner.

Adopted by the Big Lake City Council on \_\_\_\_\_.



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Corrie Scott, Recreation and Communication Coordinator	<b>Meeting Date:</b> 2/12/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6J</b>
<b>Item Description:</b> MN GreenCorps Host Site Application	<b>Reviewed By:</b> Clay Wilfahrt, City Administrator		
	<b>Reviewed By:</b> Hanna Klimmek, Community Development Director		

**ACTION REQUESTED**

**Motion to approve a Resolution of Support for the submission of a MN GreenCorps’ Member Host Site Application.**

**BACKGROUND/DISCUSSION**

The Minnesota Pollution Control Agency (MPCA) is **now accepting applications** from organizations interested in hosting an AmeriCorps member for the 2020-2021 MN GreenCorps program year, which is September of 2020 through August of 2021. Applications from eligible organizations interested in hosting MN GreenCorps members were **due on Friday, March 18, 2020**. The MPCA must have resolutions of support in place by the time an agreement would be signed if Big Lake was chosen once again.

Members work full-time for 1 year. Host sites must be able to submit a work plan, supervise day-to-day operations of the member, and provide a workspace. The GreenCorps member’s stipend and insurance is paid for by AmeriCorps.

Staff is interested in applying for this opportunity to assist with the City’s sustainability efforts.

**Examples of potential projects by GreenCorps members:**

- Increase individuals’ knowledge and change their behaviors related to air pollution
- Assist community members to take eco-friendly actions
- Continue to lead the Sustainability Task Force
- Help make the Big Lake Farmers Market and Community Garden programs more robust
- Assist in Bicycle Advisory Group’s infrastructure improvement and safety education project

**FINANCIAL IMPACT**

\$0.00

**STAFF RECOMMENDATION**

Staff is recommending that the City Council consider approval of a Resolution of Support for the submission of a MN GreenCorps’ Member Host Site Application.

**ATTACHMENTS**

Resolution of support for the submission of a MN GreenCorps’ Member Host Site Application

**CITY OF BIG LAKE  
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on Wednesday, February 12, 2020. The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

**BIG LAKE CITY COUNCIL  
RESOLUTION NO. 2020-XX**

**A RESOLUTION OF SUPPORT FOR  
MINNESOTA GREENCORPS' MEMBER HOST SITE APPLICATION**

**WHEREAS**, the City of Big Lake has applied to host an AmeriCorps member from the Minnesota GreenCorps, a program of the Minnesota Pollution Control Agency (MPCA), for the 2020-2021 program year; and

**WHEREAS**, if the MPCA selects the City of Big Lake, the organization is committed to implementing the proposed project as described in the host site application, and in accordance with pre-scoped position description; and

**WHEREAS**, the MPCA requires that the City of Big Lake enter into a host site agreement with the MPCA that identifies the terms, conditions, roles, and responsibilities.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Big Lake, Minnesota, that the City of Big Lake agrees to enter into and sign a host site agreement with the MPCA to carry out the member activities specified therein and to comply with all of the terms, conditions, and matching provisions of the host site agreement and authorizes and directs the Big Lake City Administrator to sign the grant agreement on its behalf.

Adopted by the Big Lake City Council this February 12, 2020.

\_\_\_\_\_  
**Mayor Mike Wallen**

Attest:

\_\_\_\_\_  
**Gina Wolbeck, City Clerk**

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

STATE OF MINNESOTA     )  
  ) SS.  
COUNTY OF SHERBURNE )

The foregoing instrument was acknowledged before me this day of February, 2020, by Mike Wallen and Gina Wolbeck, the Mayor and City Clerk respectively of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public

Drafted By:  
City of Big Lake  
160 North Lake Street  
Big Lake, MN 55309



# AGENDA ITEM

## Big Lake City Council

<b>Prepared By:</b> <i>Gina Wolbeck, City Clerk</i>	<b>Meeting Date:</b> 02/12/20	<input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b>  <b>6K</b>
<b>Item Description:</b> <i>Tobacco License Application – Frontier MN LLC doing business as Market Place Express</i>		<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	
		<b>Reviewed By:</b> <i>Joel Scharf, Police Chief</i>	

**ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving a RESOLUTION approving a Tobacco License for Frontier MN LLC dba Market Place Express located at 16777 Marketplace Drive, effective March 1, 2020 through December 31, 2020, contingent upon submittal of all required documentation/fees, a satisfactory background investigation, authorization from the Big Lake Police Department, and upon the sale finalization of the property from ENL, Inc. to Frontier MN LLC.

**BACKGROUND/DISCUSSION**

Mohammad Paracha, owner of Frontier MN LLC has applied for a Tobacco license from the City of Big Lake to sell tobacco products at Market Place Express at the property located at 16777 Marketplace Drive, Big Lake. A background investigation is currently underway and approval of this license should be contingent upon submittal of all required documentation/fees, a satisfactory background investigation, and authorization from the Police Department.

This location currently houses ENL, Inc. dba as Marketplace Express-Minnoco. Mr. The applicant will be purchasing the property from ENL, Inc. with a proposed sale date of March 1, 2020. The Broker from ENL, Inc. has notified the City that they will be forfeiting their 2020 Tobacco License effective upon sale of the property to Frontier MN LLC, and that approval of the Frontier MN LLC tobacco license should be contingent upon the finalization of the sale.

**FINANCIAL IMPACT**

N/A

**STAFF RECOMMENDATION**

Staff recommends approval of a Resolution issuing a tobacco license to Frontier MN LLC dba Market Place Express to sell tobacco products at 16777 Marketplace Drive, Big Lake, MN effective March 1, 2020 through December 31, 2020 contingent upon conditions listed above.

**ATTACHMENTS**

- Tobacco License Application
- Resolution

**CITY OF BIG LAKE**  
**License to Sell Tobacco**  
**Application**

Application Date: 2/5/2020

Business Name: Frontier MN LLC

Site Address: ~~2/3/2020~~ 16777 Market place Dr  
(Location where Tobacco Sales will take place) Big Lake mn 55309

Business Address: 16777 Market Place Dr Big Lake MN  
(if different from site address)

12369 3<sup>rd</sup> St. NE, Blaine MN 55434  
6637135 84-4574366

Tax ID Number:

Business Phone:

Fax Number:

E-Mail:

Owner(s) Name(s): Mohammad Paracha

Home Address: 1385 kiefer bluffs Dr Ballwin Mo 63021

12369 3<sup>rd</sup> St. NE, Blaine MN 55434

Home Phone:

----- (do not write below line) -----

Date Received:

02/05/2020

Council  
Approval Date:

Pending

Clerk  
Approval:

**License Application to Make Retail Sales of Cigarette and Other Tobacco Products**

To be completed by applicant when applying for a license with a city or county.

FOR MUNICIPAL USE ONLY

Applicant's Minnesota Tax ID Number  
**6637135**

The Minnesota Tax ID must be issued in the same legal name of the licensee below.

License Authority
License Number
Period Covered
Date of Issuance

**Cigarettes/tobacco products will be sold** (a separate license is required for each location or vending machine):

Over Counter       Through Vending Machine       Both

Licensee's Legal Name <b>Frontier MN LLC</b>	Federal Employer ID Number (FEIN) <b>84-4574366</b>
Business Trade Name (doing business as) <b>Market Place Express</b>	Daytime Phone
Complete Address of Business Location (permit location) <b>1677 Marketplace Dr</b>	Other Phone Number
City <b>Big lake</b>	Fax Number
State <b>MN</b>	ZIP Code <b>55309</b>
Mailing Address (if different than business address) <b>12369 3rd St. NE</b>	City <b>Blaine</b>
State <b>mn</b>	ZIP Code <b>55434</b>
Email Address	

Type of legal organization (check one):

Sole proprietor       Minnesota corporation: Enter date of incorporation **2/3/2020**  
 Partnership       Out-of-state corporation: State of incorporation \_\_\_\_\_  
 Other (describe) \_\_\_\_\_ Are you registered to do business in Minnesota?  Yes     No

Corporate officers or partners (attach a list if necessary)

Name	Title	Address	City	State	ZIP Code
Mohammad paracha	<b>Sole member</b>	1385 kiefer bluffs dr	ballwin	MO	63021
Name	Title	Address	City	State	ZIP Code

As a licensed tobacco products or cigarette retailer, I understand that:

1. I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

*M. Paracha*    *member*    **MOHAMMAD PARACHA**    **2/5/20**  
 Licensee Signature      Title      Print Name      Date      Daytime Phone

Licensing Agent's Signature      Title      Print Name      Date      Daytime Phone

**License applicant:** Submit this form to the licensing authority along with the license application.

**Licensing authority:** Mail, email or fax to:  
 Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.  
 Fax: 651-556-5236. Email: cigarette.tobacco@state.mn.us

**CITY OF BIG LAKE  
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on Wednesday, February 12, 2020. The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

**BIG LAKE CITY COUNCIL  
RESOLUTION NO. 2020-XX**

**A RESOLUTION APPROVING A TOBACCO LICENSE  
FOR FRONTIER MN LLC DBA MARKET PLACE EXPRESS**

**WHEREAS**, an application for a Tobacco License has been submitted to the City of Big Lake by Mohammad Paracha (“Applicant”) to sell tobacco products at Frontier MN LLC dba Market Place Express at the establishment located at 16777 Marketplace Drive, Big Lake, MN, and

**WHEREAS**, the Applicant has requested a license effective date of March 1, 2020 through December 31, 2020, and

**WHEREAS**, the site currently houses ENL, Inc. dba Marketplace Express-Minnoco who has an approved 2020 Tobacco License to sell tobacco products at this location. Frontier MN LLC will be purchasing the property with a proposed sale date of March 1, 2020 and ENL, Inc. has informed the City that they will be forfeiting their 2020 Tobacco License effective upon sale of the property, and

**WHEREAS**, the Applicant is required to submit the tobacco license fee of \$100.00 and a completed application. Approval of the tobacco license is contingent upon submittal of all required documentation/fees.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Big Lake, Minnesota, that Frontier MN LLC dba Market Place Express is hereby issued a 2020 City of Big Lake Tobacco License, and is hereby authorized to sell lawful tobacco products effective March 1, 2020 through December 31, 2020 contingent upon the following:

1. Submittal of all required documentation/fees, and
2. Completion of a satisfactory background investigation, and
3. Authorization from the Big Lake Police Department, and
4. Upon the finalization of the sale of the property from ENL, Inc. to Frontier MN LLC.

**BE IT FURTHER RESOLVED** that Frontier MN LLC is required to comply with City of Big Lake Municipal Code Section 595 (Drug Paraphernalia Offenses), and that violations of this City Code are grounds for termination of this Tobacco License.

Adopted by the Big Lake City Council this February 12, 2020.

---

**Mayor Mike Wallen**

Attest:

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**Gina Wolbeck, City Clerk**

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

STATE OF MINNESOTA    )  
  ) SS.  
COUNTY OF SHERBURNE    )

The foregoing instrument was acknowledged before me this day of February, 2020, by Mike Wallen and Gina Wolbeck, the Mayor and City Clerk respectively of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

---

Notary Public

Drafted By:  
City of Big Lake  
160 North Lake Street  
Big Lake, MN 55309



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Layne R. Otteson P.E. DPW/CE PW20-001	<b>Meeting Date:</b> 2/12/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6L</b>
<b>Item Description:</b> Resignation of Part-time Public Works employees Jerad Storlien and Blake Koshiel	<b>Reviewed By:</b> Clay Wilfahrt, City Administrator		
	<b>Reviewed By:</b> Deb Wegeleben, Finance Director		

**ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be accepting the resignation of Part-time Public Works employees Jerad Storlien effective January 16, 2020, and Blake Koshiel effective January 24, 2020.

**BACKGROUND/DISCUSSION**

Staff received resignations from Part-time Public Works employees Jerad Storlien and Blake Koshiel. Storlien’s last day of employment was January 15, 2020, and Koshiel’s last day of employment was January 24, 2020. Hiring for these vacant positions will likely take place in April 2020 based on current need.

**FINANCIAL IMPACT**

These are budgeted positions. By waiting to fill them in spring 2020, this will provide more available hours during the summer months when there is more of a need.

**STAFF RECOMMENDATION**

Staff recommends accepting the resignations of Jerad Storlien and Blake Koshiel.

**ATTACHMENTS**

N/A



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Layne R. Otteson P.E., DPW/City Engineer ENG20-005	<b>Meeting Date:</b> 2/12/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6M</b>
<b>Item Description:</b> Request to approve purchase of two (2) Public Works pickups		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator <b>Reviewed By:</b> Deb Wegeleben, Finance Director	

**ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be accepting the State bid price for the purchase of two (2) Public Works pickups and to purchase immediately.

**BACKGROUND/DISCUSSION**

The CIP identifies replacing 2 pickups in 2019 for the Public Works Department. The new pickups replace #01 (2001 half ton) and #22 (Ford Ranger). The new trucks are being purchased using the State bid program ensuring least cost. They are base models with specific options selected to meet the needs of the Public Works operations. They are expected to arrive in 90- 120 days. The 2 new trucks will be a 2020 GMC 1500 and a 2020 GMC 2500.

The first pickup is a 4x4, 1500 double cab GMC Sierra with a price of \$29,612.60. It is a ½ ton pickup with a 6.5’ bed. It will be used for day to day operations, transportation for personnel, material, and equipment.

The second pickup is a 4x4, 2500 single cab GMC Sierra with a price of \$30,974.80. It is a ¾ pickup with an 8’ bed. It will be used for plowing our trails and parking lots as well as pulling our trailer with mowers. It should be noted that ¾ ton pickups provide plowing capabilities that a ½ ton can’t. Staff feels it is prudent to have a mix of both in the fleet allowing flexibility yet minimizing cost expenditures.

**FINANCIAL IMPACT**

The CIP identifies \$60,000 available to purchase the two trucks and the quote total is \$60,587.40. The additional cost of \$587.40 will be funded by using savings in other areas of the CIP.

**STAFF RECOMMENDATION**

Approve the acceptance of the State bid quote on these two capital items.

**ATTACHMENTS**

Quotes

<b>QUOTATION</b>	<b>RANGER CHEV</b>	
CONTRACT # 168931	1502 E HOWARD ST HIBBING, MN 55746 218-263-7578	BOB O'HARA 218-349-8955 <a href="mailto:rwohara01@aol.com">rwohara01@aol.com</a>
EST DELIVERY TIME 90 - 120 ARO	218-263-7576	

		GTR08		
BASE MODEL	2020 GMC SIERRA 1500 4X4 DBL CAB w/6'6" box	TK10573		\$ 24,633.60
ADDED OPTIONS	4.3L V6 285HP	LV3	X	STD
1,227.60	5.3L V8 355 HPP	L82	X	\$1,227.60
	6 SPEED AUTO	MYC	X	STD
	AIR CONDITIONING FRT		X	STD
STD	CHROME BUMPERS		X	STD
611.60	WT Fleet Convenience Package includes (AQQ) Remote Keyless Entry, (QT5) EZ Lift power lock and release tailgate, (K34) cruise control, (DLF) power mirrors; (When ordered with (PQA) WT Safety Package, (DLF) power mirrors include (UKC) Lane Change Alert with Side Blind Zone Alert and (DP6) high-gloss mirror caps	ZLQ	X	\$611.60
347.60	LT265/70R-17 ALL TERRAIN (5)	RC5	X	\$347.60
347.60	Trailer Package includes trailer hitch, 7-pin and 4-pin connectors and (CTT) Hitch Guidance	Z82	X	\$347.60
88.00	BLOCK HEATER	K05		-
242.00	BRAKE CONTROLLER	JL1	X	\$242.00
352.00	PLOW PREP PKG (incl 220 amp alt, skid plates and hd front susp)	VYU		-
132.00	220 AMP ALT (only)	KW5		-
660.00	CHROME ASSIST STEPS	VXJ		-
176.00	DASH SWITCH AUTO TRAC 4X4	NQH	X	\$176.00
132.00	UPFITTER SWITCHED (kit shipped loose, req additional upfitter wiring)	9L7	X	\$132.00
198.00	110 VOLT POWER OUTLET UNDER DASH & BOX	KC9	X	\$198.00
479.60	SPRAY BEDLINER	CGN	X	\$479.60

347.60	LOCKING REAR AXLR	G80		-
660.00	ASSIST STEPS BLACK 6" RECTANGULAR	RVQ	x	\$660.00
121.40	BACKUP ALARM	8S3	X	\$121.40
				-
177.00	ADDITIONAL KEY/FOB COMB EA	0		\$ -
EXT COLOR	NORTHSKY BLUE	GJ1	x	\$ 435.60
INT TRIM COLOR	BLACK CLOTH TRIM	H1T		STD
	<b>TOTAL</b>			<b>\$ 29,612.60</b>
1,924.82	6.5% SALES TAX			-
144.25	LICENCE TITLE & REG			-
20.00	TRANSIT TAX			-
	TOTAL per UNIT			\$ 29,612.60
	QTY	1		\$ 29,612.60

purchase order number	
contact	NICK ABEL
customer	CITY OF BIG LAKE
phone	(763) 251-8011
email	<a href="mailto:Nabel@Biglakemn.org">Nabel@Biglakemn.org</a>
billing address	160 lake st N Big Lake, MN 55309
delivery address	18041 198th ave Big Lake, MN 55309
date ordered	
order #	

<b>QUOTATION</b>	<b>RANGER CHEV</b>	
CONTRACT # 168931	1502 E HOWARD ST HIBBING, MN 55746 218-263-7578	BOB O'HARA 218-349-8955 <a href="mailto:rwohara01@aol.com">rwohara01@aol.com</a>
EST DELIVERY TIME 90 - 120 ARO	218-263-7576	

		GTR14		
BASE MODEL	2020 GMC SIERRA 2500	TK20903		\$ 27,513.80
	4X4 REG CAB w/8 FT BOX			
	GVW 10,500			
ADDED OPTIONS	6.6L V8	L8T		STD
	6 SPEED AUTO	MYD		STD
	3.73:1 AXLE RATIO	GT4		STD
	AIR CONDITIONING FRT			STD
STD	CHROME BUMPERS		X	STD
1,232.00	Fleet Convenience Package includes (AQQ) Remote Keyless Entry, (K34) cruise control, (QT5) EZ Lift power lock and release tailgate and (DBG) outside power-adjustable vertical trailering with heated upper glass; also includes (AXG) power windows, express up/down driver, (AED) power windows, express down passenger and (AU3) power door locks (Not available with (PCI) Convenience Package. Note: (DBG) outside power-adjustable vertical trailering with heated upper glass can be upgraded to (DWI) trailer mirrors.)	ZLQ	x	\$1,232.00
176.00	LT265/70R-17E ALL TERRAIN	QXT	X	\$176.00
182.00	LT275/70R-18E TRACTION TIRES	QF6		
273.00	18" STEEL WHEELS (req w/QF6)	PYT		
88.00	BLOCK HEATER	K05		-
242.00	BRAKE CONTROLLER	JL1	x	\$242.00
264.00	PLOW PREP PKG	VYU	x	\$264.00
158.40	DEEP TINTED REAR GLASS	VQK		-
660.00	CHROME ASSIST STEPS	VXJ	x	\$660.00
479.00	SPRAY BEDLINER	CGN		-
176.00	DASH SWITCH AUTO TRAC 4X4	NQH		-
118.80	AUX BATTERY	K4B		-





# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Joel Scharf, Chief of Police	<b>Meeting Date:</b> 2/12/2020	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>7A</b>
<b>Item Description:</b> Administration of Oath to New Police Officer and Sergeant		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator	
		<b>Reviewed By:</b> N/A	

## **ACTION REQUESTED**

It is requested to have Mayor Wallen administer the Oath of Office to our newest Police Officer, and Sergeant.

## **BACKGROUND/DISCUSSION**

Sergeant Tom Kucala and Officer Tyler Hecht will all be sworn in at a joint ceremony. Officer Hecht began with the Big Lake Police Department in January of 2020, and Sergeant Kucala was promoted to the rank of Sergeant in 2019.

## **FINANCIAL IMPACT**

N/A

## **STAFF RECOMMENDATION**

N/A

## **ATTACHMENTS**

N/A



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> <i>Gina Wolbeck, City Clerk</i>	<b>Meeting Date:</b> <i>2/12/2020</i>	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>7B</b>
<b>Item Description:</b> <i>Big Lake Public Library Annual Report</i>		<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	
		<b>Reviewed By:</b> <i>N/A</i>	

## **ACTION REQUESTED**

No action required.

## **BACKGROUND/DISCUSSION**

At the February 12, 2020 Council Meeting, Library Services Coordinator Jeannette Burkhardt will provide an annual report on services provided by the Big Lake Public Library.

## **FINANCIAL IMPACT**

N/A

## **STAFF RECOMMENDATION**

N/A

## **ATTACHMENTS**

Great River Regional Library Report

## Big Lake Public Library Review

January 2019-December 2019

**Total Events: 106**

**Total Attendance: 1810**

**Winter Reading Program: Theme: Get Yeti to Read**

**Number of participants:** 107 total: 83 adults, 24 teens

**Summer Reading Program: Theme: It's Showtime at the Library**

**Break down of participation:** babies/toddlers-22, age 3 yrs.-6<sup>th</sup>grade-271, teens-72

Numbers remained consistent with 2018 numbers.

The library was closed for several weather events during the winter of 2019. One library closure was due to frozen sewer lines. The frozen sewer lines resulted in the relocation of a library program to a classroom in Liberty school (Dr. Seuss). Because of the relocation, I invited ECFE to attend the program.

I provided a monthly storytime at the ECFE-HIVE daycare classes.

In January, a librarian from St. Cloud and I provided information on how to research information to the 6<sup>th</sup> grade classes for the History Day projects using the databases available to anyone with a library card.

We attended the Big Lake Farmer's Market on Wednesday, June 12<sup>th</sup> as part of Kid's Day. We had library information available and had a fun garden vegetable guessing game available as an activity. The Friends of the Big Lake Library were also present and provided a bookmark craft activity.

The Big Lake library, as the only library, piloted a Pop-Up Library (now called Mobile Library) in collaboration with ECFE in the park. We used our backup, self contained checkout program so that confidentiality and privacy were not compromised. Library cards were a must since there was no connection to the library. We hauled approx. 5-6 bags of books, mixed reading levels, holding 21-25 books (approx.: 150) per bag to each park, provided library information, such as the summer months' Early Literacy Calendars, Event Guides, Big Lake program information and library card applications. We mailed cards to anyone that signed up for library cards, after checking to make sure applicants were not already in the library system. We allowed people to return items (12 items returned this summer) to the park and we carried the items back to the library for check-in. 3 week checkout period reminded the same for this program. Overall, 27 people checked out 95 items during this summer event.

**Read Down Your Fines** has morphed into Read Down Your Fines for All, meaning that all ages, seniors, adults, teens and kids, can read down any fines on their library cards, except if the item is lost or damaged. The fine change started June 3 2019. For 2019, \$140.52 was waived through Read Down Your Fines.

**Fines Forgiveness** was taken one step further on June 3<sup>rd</sup>. Items that are cataloged/labeled as juvenile/young adult items will not receive fines if returned after the 3 wk checkout period. The exception to this rule is if a book is lost or returned damaged. Fines will be incurred in this situation and cost cannot be read down.

**Circulation Statistics:**

January-December 2019:

Adult Print	16,295
Adult Media	2,796
Juvenile Print	28,618
Juvenile Media	1,340
Video	<u>8,623</u>
<b>Total Circulation:</b>	<b>57,672</b>
Requests Placed	7,814
Holds Filled	17,818
Renewals	13,873
CKO Sessions	10,022

Library users are maintaining an average of 6 items per checkout session.

**Number of Big Lake library card holders:** 2703 card holders as of Dec 31, 2019. Started 2019 with 2858 card holders, and even though we made 392 new library cards, we did not maintain borrower numbers.

Big Lake is increasing the use of the self-checkout machine with an average of 55% of checkouts taking place at the self-check machine. This is an increase of about 11% over 2018.

GREAT RIVER REGIONAL LIBRARY - ONE LIBRARY 32 LOCATIONS



Make/Take craft, Gingerbread houses (Friends of the Big Lake Library), Winter craft and Turkey Bingo craft

GREAT RIVER REGIONAL LIBRARY - ONE LIBRARY 32 LOCATIONS



Yoga Storytime, author Chad Lewis (Legacy) and Paper Mosaic craft class

GREAT RIVER REGIONAL LIBRARY - ONE LIBRARY 32 LOCATIONS



Big Lake Ambassadors storytime, Dollipops (Legacy) and the Oz Brothers (Legacy)

GREAT RIVER REGIONAL LIBRARY - ONE LIBRARY 32 LOCATIONS



CLIMB theater, Magic Bob (Legacy) and Nathan Stockwell (Legacy)



# AGENDA ITEM

## Big Lake City Council

<b>Prepared By:</b> <i>Deb Wegeleben, Finance Director</i>	<b>Meeting Date:</b> 2/12/2020	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>7C</b>
<b>Item Description:</b> <i>Final Veteran's Memorial Donations</i>		<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	
		<b>Reviewed By:</b> <i>Gina Wolbeck, City Clerk</i>	

### ACTION REQUESTED

Motion to approve a RESOLUTION accepting donations towards the Big Lake Veteran's Memorial totaling \$7,755.00 submitted between May 15, 2019 through January 30, 2020.

### BACKGROUND/DISCUSSION

In October 2015, the City of Big Lake established a Veteran's Memorial Fund (Fund 281) and began accepting donations towards the construction of a Veteran's Memorial to be located at Veterans Park located across US Highway 10 from the City Hall building. The Big Lake City Council approved starting on construction of the project in 2016 and a dedication ceremony was held on May 20, 2017.

The City, and the Big Lake Beyond the Yellow Ribbon Organization have continued to seek donations to fund the remainder of the project cost. Council previously accepted cash donations totaling \$74,308.99. Since that time, additional donations have come in towards the Veteran's Memorial Fund which include:

Date Rec'd	Donated By	Donation Amount
05/15/2019	Big Lake Beyond The Yellow Ribbon	\$200.00
05/21/2019	Big Lake American Legion	\$1,000.00
06/19/2019	Big Lake Beyond The Yellow Ribbon	\$500.00
07/18/2019	Big Lake American Legion	\$1,000.00
08/27/2019	Big Lake American Legion	\$1,000.00
10/15/2019	Big Lake American Legion Auxiliary - Anonymous donations from the October 12, 2019 Veteran's Dinner)	\$55.00
10/30/2019	Big Lake American Legion	\$1,000.00
12/09/2019	Big Lake American Legion	\$1,000.00
12/20/2019	Big Lake American Legion	\$1,000.00
01/30/2020	Big Lake American Legion	\$1,000.00
<b>TOTAL DONATED TO THE VETERAN'S MEMORIAL SINCE 05/08/2019</b>		<b>\$7,755.00</b>

The City would also like to recognize organizations that have donated \$5,000+ in cash donations towards the project:

Organization Name	Total Amount Donated
Big Lake Spud Fest	\$21,000.00
Big Lake American Legion Post 147	\$36,700.00
Big Lake American Legion Auxiliary	\$6,875.00
Becker/Big Lake Knights of Columbus	\$5,000.00
Knife River/MDU Resources Foundation	\$5,000.00

**FINANCIAL IMPACT**

Funding History for the Big Lake Veteran's Memorial:

Total Project Cost to date: \$94,592.05

Cash/In-Kind Donations and Interest Earned: \$96,408.81

**Excess Funds to be used for future**

**Expenditures such as adding names to the memorial: \$ 1,816.76**

**STAFF RECOMMENDATION**

Approve Donation Resolution as presented.

**ATTACHMENTS**

Donation Resolution

**CITY OF BIG LAKE  
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on February 12, 2020. The following Council Members were present: The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

**CITY OF BIG LAKE  
RESOLUTION NO. 2020-XX**

**A RESOLUTION ACCEPTING DONATIONS THAT HAVE BEEN MADE  
TO THE CITY OF BIG LAKE**

**WHEREAS**, donations that are to be made to the City of Big Lake must be accepted by the City Council; and

**WHEREAS**, cash donations were received towards the Big Lake Veteran's Memorial Fund from the organizations and individuals listed on Exhibit A.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Big Lake, Minnesota, to hereby accept donations listed on Exhibit A towards the Big Lake Veteran's Memorial Fund.

Adopted by the Big Lake City Council this 12<sup>th</sup> day of February, 2020

---

**Mayor Mike Wallen**

Attest:

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**Gina Wolbeck, City Clerk**

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

STATE OF MINNESOTA    )  
  )SS.  
COUNTY OF SHERBURNE )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of February 2020, by the Mayor and City Clerk of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

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Notary Public

**DONATIONS RECEIVED TOWARDS THE BIG LAKE VETERAN'S MEMORIAL FUND  
(May 15, 2019 through January 30, 2020)**

<b>Date Rec'd</b>	<b>Donated By</b>	<b>Donation Amount</b>
05/15/2019	Big Lake Beyond The Yellow Ribbon	\$200.00
05/21/2019	Big Lake American Legion	\$1,000.00
06/19/2019	Big Lake Beyond The Yellow Ribbon	\$500.00
07/18/2019	Big Lake American Legion	\$1,000.00
08/27/2019	Big Lake American Legion	\$1,000.00
10/15/2019	Big Lake American Legion Auxiliary - Anonymous donations from the October 12, 2019 Veteran's Dinner)	\$55.00
10/30/2019	Big Lake American Legion	\$1,000.00
12/09/2019	Big Lake American Legion	\$1,000.00
12/20/2019	Big Lake American Legion	\$1,000.00
01/30/2020	Big Lake American Legion	\$1,000.00
<b>TOTAL DONATED TO THE VETERAN'S MEMORIAL SINCE 05/08/2019</b>		<b>\$7,755.00</b>



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Layne Otteson, P.E. CE/PWD PW20-003	<b>Meeting Date:</b> 2/12/2020	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>7D</b>
<b>Item Description:</b> Appointment of two (2) Water and Wastewater Operator II Candidates		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator <b>Reviewed By:</b> Deb Wegeleben, Finance Director	

**ACTION REQUESTED**

Motion to approve the appointment of \_\_\_\_\_ and \_\_\_\_\_ to fill the two vacant Water and Wastewater Operator II positions contingent upon satisfactory background investigations.

**BACKGROUND/DISCUSSION**

The 2020 Public Works Budget includes funding for hiring two Water and Wastewater Operator II positions. The Big Lake Public Works Department has initiated a selection process for these positions and interviews were conducted by a panel during the week of February 10th. The reorganization of the Department has necessitated the need to install the two candidates immediately during the winter season to provide a high level of service.

Public Works is understaffed in the Water and Wastewater Division with only 3 operators available for the Water Treatment Plant, Biosolids Facility and the Wastewater Treatment Plant. Staff is also on-call and responding to alarms at lift stations and wells 24/7. This schedule is straining staff and it is vital to expedite the hiring process.

A recommendation from the interview panel will be presented to the City Council at the February 12, 2020 meeting. Upon the offer of employment being accepted by the selected candidates, Staff will provide more information on the chosen candidates along with terms of employment and potential start date.

**FINANCIAL IMPACT**

These are budgeted positions.

**STAFF RECOMMENDATION**

Staff recommends that Council consider the appointment of the identified candidates for the two vacant Water and Wastewater Operator II positions as recommended by the interview panel.

**ATTACHMENTS**

N/A



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Gina Wolbeck, City Clerk	<b>Meeting Date:</b> 2/12/2020	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>7E</b>
<b>Item Description:</b> Monthly Department Reports		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator	
		<b>Reviewed By:</b> N/A	

### **ACTION REQUESTED**

No Action Required.

### **BACKGROUND/DISCUSSION**

Council has requested to receive verbal updates from Departments on a monthly basis. Due to the number of departments operating the City's business, verbal updates will be given by each department either at the first or second meeting of the month.

Department updates scheduled to be given at the first meeting of the month are as follows:

1. Fire Department
2. Police Department
3. Engineering/Public Works Department

### **FINANCIAL IMPACT**

N/A

### **STAFF RECOMMENDATION**

N/A

### **ATTACHMENTS**

N/A