AGENDA
BIG LAKE CITY COUNCIL MEETING
COUNCIL CHAMBERS

JUNE 24, 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. Avalon Estates Development Application - PUD Concept Plan Review

7B. 2020 Street and Utility Improvement Project ST2020-02 – Receive Preliminary Engineering Report

7C. 2020 Street and Utility Improvement Project ST2020-02 – Approve Plans and Specifications and Order Advertisement for Bid

7D. Organizational Structure Amendments

7E. COVID-19 Preparedness Plan

7F. 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
Council Member Johnson
Council Member Knier - BLBYR
Mayor Wallen
Council Member Zettervall – Planning Commission, Parks Advisory Committee

10) OTHER

11) ADJOURN

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Big Lake City Council. This document does not claim to be complete and is subject to change.

CITY COUNCIL MEETING COVID-19 NOTICES

Attendance at Meetings: All attendees are expected to follow CDC recommendations ensuring social distancing of at least 6 feet away from other persons. Some members of the City Council may participate in this Meeting via telephone or other electronic means on an as needed basis.

- ZOOM VIDEOCONFERENCING ACCESS - to participate via Zoom videoconferencing, please contact City Clerk Gina Wolbeck at 763-251-2973, or by email at gwolbeck@biglakemn.org to obtain a meeting Identification and Password. **The deadline to obtain a password to join the meeting is 4:00 p.m. the day of the meeting.**

- LIVE STREAMING OF CITY COUNCIL MEETINGS - As always interested persons can watch live broadcasts of Regular Council Meetings from the City's Government Channel on Charter Channel 180, or from the City Website at https://biglake.viebit.com/?folder=ALL (live stream video is at the top of the page).

Public Hearing and Open Forum Comments:

- PUBLIC HEARING COMMENTS - Effective May 29, 2020, Public Hearing comments will only be taken in person, or through Zoom. No written Public Hearing comments will be accepted.

- OPEN FORUM COMMENTS - Effective May 27, 2020, Open Forum comments will only be taken in person, or through Zoom. No written Open Forum comments will be accepted.

BIG LAKE CITY COUNCIL
CONSENT AGENDA
JUNE 24, 2020

6A. Approve List of Claims

6B. Approve Council Workshop Minutes of June 10, 2020

6C. Approve Regular Council Meeting Minutes of June 10, 2020

6D. Approve Ordinance Amending Section 1068 to Allow Group Care Facilities as a Conditional Use

6E. Authorize Sale of 2020 Tax Forfeiture Parcels

6F. Approve AIS Watercraft Inspection Reimbursement Agreement with the Big Lake Community Lakes Association

6G. Accept Resignation of City Planner Amy Barthel

6H. Approve Wastewater Treatment Facility Expansion Project Change Order No. 1

6I. Approve Public Works Mower and Trailer Equipment Replacement

AGENDA ITEM
Big Lake City Council

Prepared By:	Meeting Date:	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No.
Deb Wegeleben, Finance Director	6/24/2020		**6A**

Item Description:	Reviewed By: *Clay Wilfahrt, City Administrator*
List of Claims	Reviewed By: *(N/A)*

ACTION REQUESTED

Motion to Approve List of Claims paid dated 06/03/2020 through 06/17/2020 and Approve Payroll No 12.

BACKGROUND/DISCUSSION

Attached is the List of Claims paid through 06/17/2020. Please contact me with any questions or concerns.

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

BIGLAKE, MN

*Check Detail Register©

Cks 6/3/2020 - 6/17/2020

		Check Amt	Invoice	Comment
1010 US BANK				
Paid Chk# 004732E 6/3/2020	**PITNEY BOWES INC**			
G 101-1551	Prepaid Postage	$200.00		POSTAGE PURCHASE 5/04/2020
	Total PITNEY BOWES INC	$200.00		
Paid Chk# 004733E 6/3/2020	**PITNEY BOWES INC**			
G 101-1551	Prepaid Postage	$200.00		POSTAGE PURCHASE 5/27/2020
	Total PITNEY BOWES INC	$200.00		
Paid Chk# 004734E 6/3/2020	**HEALTH PARTNERS**			
G 101-2182	Health-Dental-Life Ins Payable	$3,669.12	EE PORTION	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF JULY 2020
G 101-2182	Health-Dental-Life Ins Payable	$26,417.01	ER PORTION	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF JULY 2020
E 101-300-75-05-4008	Insurance Benefits (er)	$1,510.14	HANDELAND	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF JULY 2020
G 101-2182	Health-Dental-Life Ins Payable	($1,033.26)	HINTZ CREDI	HINTZ CREDIT FOR JUNE 2020
G 101-1158	Cobra Insurance Receivable	$232.55	RETIREE	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF JULY 2020
E 101-300-75-05-4008	Insurance Benefits (er)	$480.39	SHERBURNE	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF JULY 2020
	Total HEALTH PARTNERS	$31,275.95		
Paid Chk# 004735E 6/4/2020	**ELAVON**			
G 280-2020	Accounts Payable	$0.03		Farmer's Market EBT Device - ACH for Month of MAY 2020
	Total ELAVON	$0.03		
Paid Chk# 004736E 6/4/2020	**US BANK**			
G 101-2020	Accounts Payable	$191.70		PARKING BOX CC FEES FOR MAY 2020
	Total US BANK	$191.70		
Paid Chk# 004737E 6/4/2020	**PITNEY BOWES INC**			
G 101-1551	Prepaid Postage	$200.00		POSTAGE PURCHASE 06/03/2020
	Total PITNEY BOWES INC	$200.00		
Paid Chk# 004738E 6/4/2020	**MN DEPT OF REVENUE-SALES TAX**			
G 501-2176	Sales Tax Payable	$58,657.00		SALES TAX PAYMENT FOR MONTH OF MAY 2020
G 301-2176	Sales Tax Payable	$570.00		SALES TAX PAYMENT FOR MONTH OF MAY 2020
G 101-2176	Sales Tax Payable	$1,129.00		SALES TAX PAYMENT FOR MONTH OF MAY 2020
	Total MN DEPT OF REVENUE-SALES TAX	$60,356.00		
Paid Chk# 004739E 6/4/2020	**MN DEPT OF REVENUE-SALES TAX**			
G 101-1555	Prepaid Other	$52,812.00		JUNE 2020 ACCELERATED SALES & USE TAX
	Total MN DEPT OF REVENUE-SALES TAX	$52,812.00		
Paid Chk# 004740E 6/8/2020	**PERA**			
G 101-2174	PERA Withholding Payable	$13,409.38	ACH	PERA Payment for Pay Period #12 06/10/2020
G 101-2178	P.E.R.A. - Police/Fire Payable	$13,180.90	ACH	PERA Payment for Pay Period #12 06/10/2020
	Total PERA	$26,590.28		
Paid Chk# 004741E 6/8/2020	**OPTUM - H.S.A.**			
G 101-2184	HSA Contribution payable	$2,552.46	EE PORTION	H.S.A Payment for Period #12 06/10/2020
G 101-2184	HSA Contribution payable	$1,177.00	ER PORTION	H.S.A Payment for Period #12 06/10/2020
	Total OPTUM - H.S.A.	$3,729.46		
Paid Chk# 004742E 6/8/2020	**TASC**			
G 101-2183	Other Pre-Tax Insurance Payabl	$165.38	ACH	FLEX Payment for Employee Portion/Pay Period #12 06/10/2020

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Cks 6/3/2020 - 6/17/2020

		Check Amt	Invoice	Comment
	Total TASC	$165.38		
Paid Chk# 004743E 6/8/2020 **ICMA**				
G 101-2177	ICMA - RC Withholding Payable	$1,849.00	ACH	ICMA Payment for Pay Period #12 06/10/2020
	Total ICMA	$1,849.00		
Paid Chk# 004744E 6/9/2020 **PAYROLL TAXES - FED/FICA**				
G 101-2171	Federal Withholding Payable	$11,904.20		Federal/FICA Payroll Taxes for Pay Period #12 06/10/2020
G 101-2173	FICA Tax Withholding Payable	$15,696.56		Federal/FICA Payroll Taxes for Pay Period #12 06/10/2020
	Total PAYROLL TAXES - FED/FICA	$27,600.76		
Paid Chk# 004745E 6/9/2020 **PAYROLL TAX - STATE**				
G 101-2172	State Withholding Payable	$5,671.01	ACH	State Payroll Taxes for Pay Period #12 06/10/2020
	Total PAYROLL TAX - STATE	$5,671.01		
Paid Chk# 004746E 6/9/2020 **AMERITAS LIFE INSURANCE CO.**				
G 101-2183	Other Pre-Tax Insurance Payabl	$140.24		VISION INSURANCE PREMIUMS FOR MONTH OF JUNE 2020
	Total AMERITAS LIFE INSURANCE CO.	$140.24		
Paid Chk# 004747E 6/10/2020 **PSN**				
G 101-2020	Accounts Payable	$459.75		PSN FEES PAID FOR MAY 2020
G 301-2020	Accounts Payable	$1,209.12		PSN FEES PAID FOR MAY 2020
G 401-2020	Accounts Payable	$1,209.12		PSN FEES PAID FOR MAY 2020
	Total PSN	$2,877.99		
Paid Chk# 004748E 6/12/2020 **PITNEY BOWES INC**				
G 101-1551	Prepaid Postage	$200.00		POSTAGE PURCHASE 06/12/2020
	Total PITNEY BOWES INC	$200.00		
Paid Chk# 004749E 6/15/2020 **DEARBORN NATIONAL**				
G 101-2182	Health-Dental-Life Ins Payable	$329.85	EE PORTION	LIFE INS PREM ER FOR MONTH OF
G 101-2182	Health-Dental-Life Ins Payable	$1,333.94	ER PORTION	LIFE INS PREM ER FOR MONTH OF
G 101-2182	Health-Dental-Life Ins Payable	($20.99)	HINTZ CR JU	LIFE INS PREM ER FOR MONTH OF
	Total DEARBORN NATIONAL	$1,642.80		
Paid Chk# 004750E 6/15/2020 **WINDSTREAM**				
E 401-000-00-25-4230	Telephone/Internet	$152.95	091622521	SEWER PHONE LINE 262-0055 APRIL - JUNE 2020
	Total WINDSTREAM	$152.95		
Paid Chk# 004751E 6/15/2020 **US BANK**				
R 101-055-3226	Park Permits-Daily	$5.00	06.11 CC	PARKING METER TEST
E 101-100-05-25-4210	Operating Supplies	$4.42	06.11 CC	CITY HALL SUPPLIES
E 101-100-10-25-4210	Operating Supplies	$4.42	06.11 CC	CITY HALL SUPPLIES
E 101-100-11-10-4210	Operating Supplies	$390.00	06.11 CC	ELECTION HAND SANTIZER
E 101-100-15-05-4019	Wellness Program	$21.94	06.11 CC	WELLNESS STATION SUPPLIES
E 101-100-15-25-4210	Operating Supplies	$84.58	06.11 CC	CITY HALL SUPPLIES
E 101-100-15-25-4213	Safety Training/Expenses	$16.99	06.11 CC	CITY HALL FLASH LIGHTS
E 101-100-15-25-4238	Training/Schools	$249.00	06.11 CC	GFOA BLUE BOOK -FINANCE
E 101-100-15-25-4260	Subscriptions/Dues	$138.00	06.11 CC	MCFOA DUES-GINA/JANETTE/DEB
E 101-100-15-25-4413	Equipment/Accessories	$22.54	06.11 CC	FINANCE COMPUTER STAND
E 101-100-20-25-4210	Operating Supplies	($20.75)	06.11 CC	BLCCC SUPPLIES
E 101-100-20-25-4370	Grounds Maintenance	$121.77	06.11 CC	BLCC GROUND MAINT - ORKIN
E 101-100-25-25-4210	Operating Supplies	$8.82	06.11 CC	CITY HALL SUPPLIES
E 101-100-25-25-4260	Subscriptions/Dues	$100.00	06.11 CC	EDAM CONFERENCE
E 101-100-30-25-4210	Operating Supplies	$19.64	06.11 CC	CITY HALL SUPPLIES
E 101-100-30-25-4260	Subscriptions/Dues	$135.00	06.11 CC	BLDG - ICC MEMBERSHIP

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Cks 6/3/2020 - 6/17/2020

		Check Amt	Invoice	Comment
E 101-100-30-25-4260	Subscriptions/Dues	$95.00	06.11 CC	BLDG - 10,000 LAKE ICC MBRSHIP
E 101-100-30-25-4260	Subscriptions/Dues	$236.25	06.11 CC	BLDG - AMCO ICC DUES
E 101-100-30-25-4413	Equipment/Accessories	$19.99	06.11 CC	BLDG - SPEAKERS
E 101-100-92-25-4251	Emergency Management	$97.83	06.11 CC	COVID 19 SUPPLIES
E 101-105-15-25-4130	Computers/Software	$37.98	06.11 CC	CITY HALL CAMERAS
E 101-105-50-25-4130	Computers/Software	$81.02	06.11 CC	PW-LAPTOP BATTERY
E 101-105-55-25-4130	Computers/Software	$831.02	06.11 CC	LAKESIDE PARKS CAMERAS
E 101-105-75-25-4130	Computers/Software	$828.98	06.11 CC	POLICE COMPUTER SUPPLIES
E 101-200-40-25-4210	Operating Supplies	$50.16	06.11 CC	ENGINEERING SUPLIES
E 101-200-50-25-4210	Operating Supplies	$25.58	06.11 CC	STREETS SUPPLIES
E 101-200-50-25-4212	Other Operations Expenses	$20.57	06.11 CC	STREETS SUPPLIES
E 101-200-50-25-4230	Telephone/Internet	$316.00	06.11 CC	PW VERIZON BILL APRIL/MAY
E 101-200-50-25-4385	Shop Materials	$268.31	06.11 CC	SHOP MATERIALS
E 101-200-50-25-4405	Motor Fuel	$637.32	06.11 CC	STREETS FUEL
E 101-200-50-25-4413	Equipment/Accessories	$1,026.30	06.11 CC	PW CHAIRS
E 101-200-50-25-4413	Equipment/Accessories	$69.97	06.11 CC	STREETS TAR SPRAYER
E 101-200-50-25-4430	Vehicle Maintenance	$4.80	06.11 CC	STREETS VEHICLE MAINT
E 101-200-50-25-4545	Repair/Maintenance Equipm	$39.63	06.11 CC	STREETS EQUIPMENT MAINT
E 101-200-55-25-4210	Operating Supplies	$197.74	06.11 CC	PARKS SUPPLIES
E 101-200-55-25-4212	Other Operations Expenses	($36.02)	06.11 CC	PARKS SUPPLIES
E 101-200-55-25-4395	Signs/Banners	$23.61	06.11 CC	LAKESIDE PARK SIGN
E 101-200-55-25-4405	Motor Fuel	$617.36	06.11 CC	PARKS FUEL
E 101-200-55-25-4413	Equipment/Accessories	$1,026.30	06.11 CC	PW CHAIRS
E 101-200-55-25-4413	Equipment/Accessories	$273.29	06.11 CC	PARKS TOOLS/VOLLEY BALL NETS
E 101-200-55-25-4540	Repair/Maintenance Building	$380.19	06.11 CC	LAKESIDE PARK PAINT& REPAIRS
E 101-200-55-25-4545	Repair/Maintenance Equipm	$366.45	06.11 CC	PARKS REPAIRS
E 101-300-75-25-4210	Operating Supplies	$458.05	06.11 CC	POLICE SUPPLIES
E 101-300-75-25-4212	Other Operations Expenses	$1,248.87	06.11 CC	POLICE SUPPLIES
E 101-300-75-25-4215	Uniforms/Clothing	$1,755.28	06.11 CC	POLICE UNIFORMS
E 101-300-75-25-4235	Postage	$18.25	06.11 CC	POLICE POSTAGE
E 101-300-75-25-4238	Training/Schools	$248.89	06.11 CC	POLICE ATV/DMT TRAINING
E 101-300-75-25-4253	Police K-9 Expenditures	$150.27	06.11 CC	POLICE K9 SUPPLIES
E 101-300-75-25-4260	Subscriptions/Dues	$175.22	06.11 CC	POLICE SUPSCRIPTIONS - ARLO/APPLE/ONESTEP GPS
E 101-300-75-25-4405	Motor Fuel	$66.78	06.11 CC	POLICE FUEL
E 101-300-75-25-4430	Vehicle Maintenance	$1,284.85	06.11 CC	POLICE VEHICLE MAINT
E 101-300-75-25-4545	Repair/Maintenance Equipm	$65.06	06.11 CC	POLICE - LED LIGHTS FOR ATV
E 275-000-00-25-4212	Other Operations Expenses	$20.81	06.11 CC	CITY HALL SUPPLIES
E 276-000-00-25-4413	Equipment/Accessories	$1,407.50	06.11 CC	POLICE - ARMOR PLATES
E 277-000-00-25-4413	Equipment/Accessories	$369.99	06.11 CC	POLICE - WATER ENFORCEMENT
E 277-000-00-25-4413	Equipment/Accessories	$80.99	06.11 CC	POLICE - SQUAD LIGHTING
E 301-000-00-25-4130	Computers/Software	$24.49	06.11 CC	WATER LOCATE COMPUTER CORD
E 301-000-00-25-4210	Operating Supplies	$83.03	06.11 CC	WATER SUPPLIES
E 301-000-00-25-4212	Other Operations Expenses	$45.99	06.11 CC	WATER SUPPLIES
E 301-000-00-25-4235	Postage	$4.60	06.11 CC	WATER POSTAGE
E 301-000-00-25-4387	Water Meters	$2.66	06.11 CC	WATER METER PARTS
E 301-000-00-25-4405	Motor Fuel	$129.42	06.11 CC	WATER FUEL
E 301-000-00-25-4413	Equipment/Accessories	$324.98	06.11 CC	CHAIRS
E 301-000-00-25-4545	Repair/Maintenance Equipm	$24.35	06.11 CC	WATER EQUIP REPAIR
E 401-000-00-25-4210	Operating Supplies	$93.31	06.11 CC	WWTP SUPPLIES
E 401-000-00-25-4212	Other Operations Expenses	$58.17	06.11 CC	WWTP SUPPLIES
E 401-000-00-25-4235	Postage	$64.25	06.11 CC	WWTP POSTAGE
E 401-000-00-25-4405	Motor Fuel	$115.74	06.11 CC	WWTP FUEL
E 401-000-00-25-4413	Equipment/Accessories	$324.96	06.11 CC	CHAIRS
E 401-000-00-25-4545	Repair/Maintenance Equipm	$18.03	06.11 CC	WWTP REPAIRS
G 501-2020	Accounts Payable	$565.72	06.11 CC	LIQUOR STORE NCR CC FEE PAID
E 501-000-00-25-4210	Operating Supplies	$115.77	06.11 CC	LIQUOR STORE SUPPLIES/CLEANING

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Cks 6/3/2020 - 6/17/2020

		Check Amt	Invoice	Comment
R 101-015-4156	CC Rebates	($2,251.08)	06.11 CC	US BANK CC REBATE 1/1 - 3/31/2020 QTR 1
	Total US BANK	$15,932.20		
Paid Chk# 082955	6/3/2020 **MN DEPT OF PUBLIC SAFETY**			
E 101-300-75-25-4430	Vehicle Maintenance	$462.50	UNIT 702	UNIT 702 PLATE - UN MARKED PATROL CAR
	Total MN DEPT OF PUBLIC SAFETY	$462.50		
Paid Chk# 082956	6/5/2020 **ALLSTATE PARTS OF SAUK RAPIDS**			
E 101-200-50-25-4385	Shop Materials	$201.99	2704152804	SHOP SUPPLIES
E 101-200-50-25-4385	Shop Materials	$35.09	2704152838	SHOP SUPPLIES
	Total ALLSTATE PARTS OF SAUK RAPIDS	$237.08		
Paid Chk# 082957	6/5/2020 **DEPUTY REGISTRAR -**			
E 101-100-10-25-4430	Vehicle Maintenance	$319.00		VEHICLE LIC AND TABS
	Total DEPUTY REGISTRAR -	$319.00		
Paid Chk# 082958	6/5/2020 **SCHARF, SARAH**			
E 101-100-05-25-4257	Contractors Hired	$75.00		VIDEO TAPING CC MTG 6/10/20
	Total SCHARF, SARAH	$75.00		
Paid Chk# 082959	6/9/2020 **ABRAHAMSON, CARLA**			
E 101-300-75-25-4215	Uniforms/Clothing	$27.00	973132	POLICE UNIFORM
	Total ABRAHAMSON, CARLA	$27.00		
Paid Chk# 082960	6/9/2020 **ACE SOLID WASTE INC**			
E 101-100-15-25-4225	Sanitation/Garbage Removal	$107.99	5959109	CITY HALL 160 LAKE ST
E 101-200-50-25-4225	Sanitation/Garbage Removal	$159.54	5959109	PUBLIC WORKS 870 HUMBOLT
E 501-000-00-25-4225	Sanitation/Garbage Removal	$233.15	5959109	LIQUOR STORE ROSE DR
E 101-200-55-25-4225	Sanitation/Garbage Removal	$505.43	5959109	LAKESIDE PARK
E 101-100-20-25-4225	Sanitation/Garbage Removal	$124.65	5959109	POLICE/LIBRARY BLDG
E 401-000-00-25-4225	Sanitation/Garbage Removal	$251.92	5959109	WASTEWATER BLDG CR 14
	Total ACE SOLID WASTE INC	$1,382.68		
Paid Chk# 082961	6/9/2020 **ALLSTATE PARTS OF SAUK RAPIDS**			
E 101-200-50-25-4430	Vehicle Maintenance	$94.54	2504243152	VEHICLE MAINT
E 101-200-50-25-4385	Shop Materials	$201.99	2704152804	SHOP MATERIALS
E 101-200-50-25-4385	Shop Materials	($35.09)	2704152838	CREDIT
	Total ALLSTATE PARTS OF SAUK RAPIDS	$261.44		
Paid Chk# 082962	6/9/2020 **AQUAFIX**			
E 401-000-00-25-4380	Chemicals	$385.28	31691	SEWER CHEMICALS
	Total AQUAFIX	$385.28		
Paid Chk# 082963	6/9/2020 **ARVIG**			
E 199-000-55-70-4316	Capital Purchases/Improve	$3,256.50	304314	PARKING BOXX LAKESIDE PARK INTERNET CONNECTION
	Total ARVIG	$3,256.50		
Paid Chk# 082964	6/9/2020 **BEAUDRY**			
E 401-000-00-25-4405	Motor Fuel	$478.48		SEWER FUEL
	Total BEAUDRY	$478.48		
Paid Chk# 082965	6/9/2020 **BELL BOY CORPORATION-1**			
E 501-000-00-27-4269	Freight - In	$61.20		FRT
E 501-000-00-27-4269	Freight - In	$2.46		FRT
E 501-000-00-27-4262	Purchases - Liquor	$3,716.96	0084266300	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	$98.78	0101425700	MIX
	Total BELL BOY CORPORATION-1	$3,879.40		

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Cks 6/3/2020 - 6/17/2020

		Check Amt	Invoice	Comment
Paid Chk# 082966	6/9/2020 **BERNICKS PEPSI**			
E 501-000-00-27-4263	Purchases - Beer	$672.00	13711	BEER
E 501-000-00-27-4263	Purchases - Beer	($12.00)	85267	CREDIT
E 501-000-00-27-4263	Purchases - Beer	$6,084.30	85268	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	$214.50	85269	MIX
	Total BERNICKS PEPSI	$6,958.80		
Paid Chk# 082967	6/9/2020 **BIG LAKE HARDWARE**			
E 101-200-55-25-4210	Operating Supplies	$20.20		PARK SUPPLIES
E 101-100-20-25-4210	Operating Supplies	$74.96		POLICE/LIBRARY BLDG SUPPLIES
	Total BIG LAKE HARDWARE	$95.16		
Paid Chk# 082968	6/9/2020 **BIG LAKE LUMBER**			
E 101-200-55-25-4210	Operating Supplies	($19.87)		CREDIT
E 101-200-55-25-4210	Operating Supplies	$14.52	20079008	PARKS SUPPLIES
E 101-200-55-25-4210	Operating Supplies	$18.37	20079059	PARKS SUPPLIES
E 101-200-55-25-4210	Operating Supplies	$18.37	20079071	PARKS SUPPLIES
E 101-200-55-25-4210	Operating Supplies	$17.15	20079126	PARKS SUPPLIES
E 101-200-55-25-4210	Operating Supplies	$22.98	20079232	PARKS SUPPLIES
E 101-200-55-25-4210	Operating Supplies	$8.64	20079247	PARKS SUPPLIES
E 101-200-55-25-4210	Operating Supplies	$15.60	20079437	PARKS SUPPLIES
E 101-200-55-25-4210	Operating Supplies	$21.47	20079454	PARKS SUPPLIES
	Total BIG LAKE LUMBER	$117.23		
Paid Chk# 082969	6/9/2020 **BOLTON & MENK INC**			
G 150-2055	Escrow Payable	$360.00	0250676	CAR CONDO ESCROW
E 101-200-40-20-4150	Engineering	$1,099.50	0250681	STREET CLASSIFICATION CR43 EASEMENTS
G 101-2055	Escrow Payable	$1,100.00	0250682	SANDHILL VILLAS ESCROW
G 101-2055	Escrow Payable	$1,185.00	0250683	AVALON ESCROW
G 150-2055	Escrow Payable	$2,200.00	0250688	GR FED CREDIT UNION ESCROW
G 150-2055	Escrow Payable	$2,448.00	0250689	THE CROSSING II ESCROW
G 150-2055	Escrow Payable	$2,520.00	0250690	STATION STREET APT ESCROW
	Total BOLTON & MENK INC	$10,912.50		
Paid Chk# 082970	6/9/2020 **BRASS FOUNDRY BREWING CO**			
E 501-000-00-27-4263	Purchases - Beer	$92.32	E-4010	BEER
	Total BRASS FOUNDRY BREWING CO	$92.32		
Paid Chk# 082971	6/9/2020 **C&L DISTRIBUTING COMPANY**			
E 501-000-00-27-4263	Purchases - Beer	($50.00)		CREDIT/WRONG DISCOUNT 1063052
E 501-000-00-27-4263	Purchases - Beer	$3,255.00	1067001796	BEER
E 501-000-00-27-4263	Purchases - Beer	$40.00	1067001800	BEER
E 501-000-00-27-4263	Purchases - Beer	$1,371.70	961004530	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	$211.00	961004530	MIX
E 501-000-00-27-4267	Purchases - Non Alcoholic B	$93.00	961004530	NA BEER
E 501-000-00-27-4263	Purchases - Beer	$132.00	961004533	BEER
E 501-000-00-27-4263	Purchases - Beer	$1,752.80	961004534	BEER
E 501-000-00-27-4263	Purchases - Beer	$17,569.20	961004551	BEER
E 501-000-00-27-4267	Purchases - Non Alcoholic B	$185.35	961004551	NA BEER
E 501-000-00-27-4263	Purchases - Beer	($103.63)	968001074	CREDIT
	Total C&L DISTRIBUTING COMPANY	$24,456.42		
Paid Chk# 082972	6/9/2020 **CASEYS BUSINESS MASTERCARD**			
E 101-200-55-25-4405	Motor Fuel	$492.81	QN422	PARKS MOTOR FUEL
	Total CASEYS BUSINESS MASTERCARD	$492.81		
Paid Chk# 082973	6/9/2020 **CHARTER COMMUNICATIONS**			
E 101-200-50-25-4230	Telephone/Internet	$216.94	016155205212	PW INTERNET

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E 101-200-55-25-4230	Telephone/Internet	$144.98	017101505212	LAKESIDE PARK WIFI
Total	**CHARTER COMMUNICATIONS**	$361.92		
Paid Chk# 082974	6/9/2020 **CRYSTAL SPRINGS ICE**			
E 501-000-00-27-4266	Purchases - Misc	$257.58	005.B000390	ICE/WATER
Total	**CRYSTAL SPRINGS ICE**	$257.58		
Paid Chk# 082975	6/9/2020 **DAHLHEIMER DISTRIBUTING CO**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$49.00		MIX
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	$30.00		KEG DEPOSIT
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	($30.00)		KEG RETURN
E 501-000-00-27-4265	Purchases - Mix/Pop	$166.60		MIX
E 501-000-00-27-4267	Purchases - Non Alcoholic B	$79.15		NA BEER
E 501-000-00-27-4263	Purchases - Beer	$3,463.65	112-03364	BEER
E 501-000-00-27-4263	Purchases - Beer	$28,156.50	112-03375	BEER
E 501-000-00-27-4263	Purchases - Beer	($30.75)	1233627	CREDIT
Total	**DAHLHEIMER DISTRIBUTING CO**	$31,884.15		
Paid Chk# 082976	6/9/2020 **DOORSTEP D.O.T. MEDICAL CERT**			
E 101-200-50-20-4185	Medical Exams	$44.50		PUBLIC WORKS MEDICALL EXAM
E 101-200-55-20-4185	Medical Exams	$44.50		PUBLIC WORKS MEDICALL EXAM
Total	**DOORSTEP D.O.T. MEDICAL CERT**	$89.00		
Paid Chk# 082977	6/9/2020 **ECM PUBLISHERS, INC.**			
E 101-100-10-25-4220	Advertising	$63.00	778006	PLANNING COMMISSIONER OPENING
E 280-000-00-25-4220	Advertising	$65.60	778266	FARMERS MARKET AD
Total	**ECM PUBLISHERS, INC.**	$128.60		
Paid Chk# 082978	6/9/2020 **FREIDAY, SARA**			
E 101-100-15-25-4217	Cleaning Services	$1,000.00	004195	CITY HALL
E 101-100-20-25-4217	Cleaning Services	$920.00	004195	LIBRARY/POLICE
Total	**FREIDAY, SARA**	$1,920.00		
Paid Chk# 082979	6/9/2020 **GALLS LLC**			
E 101-300-75-25-4215	Uniforms/Clothing	$30.95	015617107	POLICE UNIFORM
Total	**GALLS LLC**	$30.95		
Paid Chk# 082980	6/9/2020 **GRANITE CITY JOBBING**			
E 501-000-00-27-4271	Purchases - Cigars	$269.81		CIGARS
E 501-000-00-25-4210	Operating Supplies	$11.79		SUPPLIES
E 501-000-00-27-4265	Purchases - Mix/Pop	$7.80		MIX
E 501-000-00-27-4269	Freight - In	$4.25		FRT
E 501-000-00-27-4271	Purchases - Cigars	$39.70		CIGARS
E 501-000-00-27-4265	Purchases - Mix/Pop	$70.63		MIX
E 501-000-00-27-4269	Freight - In	$4.25		FRT
E 501-000-00-25-4210	Operating Supplies	$64.34	179545	SUPPLIES
E 501-000-00-27-4273	Purchaes - Cigarette non tax	$1,593.72	184737	TOBACCO
E 501-000-00-27-4273	Purchaes - Cigarette non tax	$1,061.88	185489	TOBACCO
E 501-000-00-27-4271	Purchases - Cigars	$334.60	185560	CIGARS
Total	**GRANITE CITY JOBBING**	$3,462.77		
Paid Chk# 082981	6/9/2020 **HAWKINS, INC-1**			
E 401-000-00-25-4380	Chemicals	$5,440.72	4719702	SEWER CHEMICALS
Total	**HAWKINS, INC-1**	$5,440.72		
Paid Chk# 082982	6/9/2020 **INTERNATIONAL CODE COUNCIL**			
E 101-100-30-25-4212	Other Operations Expenses	$929.44	1001197290	BUILDING/FIRE CODE
Total	**INTERNATIONAL CODE COUNCIL**	$929.44		

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Paid Chk# 082983	6/9/2020 **IUOE LOCAL #49**			
G 101-2175	Other Withholding	$455.00		PUBLIC WORKS UNION DUES
	Total IUOE LOCAL #49	$455.00		
Paid Chk# 082984	6/9/2020 **JOHNSON BROTHERS WHOLESALE**			
E 501-000-00-27-4264	Purchases - Wine	$187.08	1563402	WINE
E 501-000-00-27-4262	Purchases - Liquor	$51.00	1563456	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	$1,392.25	1567584	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$2,627.44	1567585	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	$198.00	1567586	MIX
E 501-000-00-27-4262	Purchases - Liquor	$5,264.00	1567587	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$302.20	1567589	WINE
	Total JOHNSON BROTHERS WHOLESALE	$10,021.97		
Paid Chk# 082985	6/9/2020 **KEN GEROUX CONSTRUCTION**			
E 199-000-15-25-4540	Repair/Maintenance Building	$24,000.00	8791-69	PROGRESS PAYMENT FOR WINDOWS
	Total KEN GEROUX CONSTRUCTION	$24,000.00		
Paid Chk# 082986	6/9/2020 **LAW ENFORCEMENT LABOR SERVICE**			
G 101-2175	Other Withholding	$620.00		POLICE JUNE UNION DUES
	otal LAW ENFORCEMENT LABOR SERVICE	$620.00		
Paid Chk# 082987	6/9/2020 **LUPULIN BREWING LLC**			
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	$30.00		KEG DEPOSIT
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	$30.00		KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	$1,059.25	29435	BEER
E 501-000-00-27-4263	Purchases - Beer	$220.00	29528	BEER
	Total LUPULIN BREWING LLC	$1,339.25		
Paid Chk# 082988	6/9/2020 **M&M EXPRESS SALES & SERVICE**			
E 101-200-55-25-4545	Repair/Maintenance Equipm	$5.44	241366	PARKS TRIGGER, THROTTLE
E 101-200-55-25-4545	Repair/Maintenance Equipm	$35.53	242480	PARKS BREAKER ANVIL
E 101-200-55-25-4413	Equipment/Accessories	$169.95	256708	PARKS
	Total M&M EXPRESS SALES & SERVICE	$210.92		
Paid Chk# 082989	6/9/2020 **MAC QUEEN EQUIPMENT INC**			
E 101-200-50-25-4545	Repair/Maintenance Equipm	$34.35	P27778	UNIT 126 REPAIRS
	Total MAC QUEEN EQUIPMENT INC	$34.35		
Paid Chk# 082990	6/9/2020 **MARCO TECHNOLOGIES LLC**			
E 101-200-55-25-4208	Copies	$60.00		PUBLIC WORKS COPIER
E 101-200-50-25-4208	Copies	$60.00	415157007	PUBLIC WORKS COPIER
	Total MARCO TECHNOLOGIES LLC	$120.00		
Paid Chk# 082991	6/9/2020 **MCDOWALL CO.**			
E 101-200-50-25-4540	Repair/Maintenance Building	$3,680.00	626214	PUBLIC WORKS HVAC REPAIRS
E 101-200-55-25-4540	Repair/Maintenance Building	$3,680.00	626214	PUBLIC WORKS HVAC REPAIRS
	Total MCDOWALL CO.	$7,360.00		
Paid Chk# 082992	6/9/2020 **MIDWEST MACHINERY CO**			
E 101-200-55-25-4545	Repair/Maintenance Equipm	$213.96	2159058	PARK EQUIP UNIT 314
	Total MIDWEST MACHINERY CO	$213.96		
Paid Chk# 082993	6/9/2020 **MONTICELLO VAC CTR**			
E 101-100-20-25-4545	Repair/Maintenance Equipm	$133.00	77493	LIBRARY REPAIR VACCUME
	Total MONTICELLO VAC CTR	$133.00		
Paid Chk# 082994	6/9/2020 **OFFICE DEPOT**			
E 101-100-30-25-4210	Operating Supplies	$21.34	496316719001	BUILDING SUPPLIES

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E 101-100-15-25-4210	Operating Supplies	$33.98	496316951001	BUILDING SUPPLIES
Total	**OFFICE DEPOT**	$55.32		
Paid Chk# 082995 6/9/2020	**OLSON & SONS ELECTRIC**			
E 301-000-00-25-4545	Repair/Maintenance Equipm	$36.80	116000	WATER PL;ANT REPAIR EQUIP
E 301-000-00-25-4545	Repair/Maintenance Equipm	$558.58	59945	WATER PLANT EQUIP REPAIRS
E 301-000-00-25-4545	Repair/Maintenance Equipm	$1,097.26	59946	WATER PL;ANT EQUIP REPAIRS
Total	**OLSON & SONS ELECTRIC**	$1,692.64		
Paid Chk# 082996 6/9/2020	**OMANN BROTHERS INC**			
E 101-200-50-25-4340	Hot Mix	$204.18	14402	HOT MIX
E 101-200-50-25-4340	Hot Mix	$164.82	14420	HOT MIX
Total	**OMANN BROTHERS INC**	$369.00		
Paid Chk# 082997 6/9/2020	**OREILLY AUTOMOTIVE, INC**			
E 301-000-00-25-4413	Equipment/Accessories	$215.52	1532-211640	WATER EQUIP FLOOR SCRUBBER
E 301-000-00-25-4545	Repair/Maintenance Equipm	($36.00)	1532-213352	CREDIT
E 101-200-50-25-4430	Vehicle Maintenance	$234.99	1532-214375	VEHICLE REPAIR UNIT 08
E 301-000-00-25-4545	Repair/Maintenance Equipm	$16.18	1532-214581	WATER REPAIRS
E 101-200-50-25-4385	Shop Materials	$24.27	1532-214581	SHOP MATERIALS
E 101-100-15-25-4213	Safety Training/Expenses	$274.08	1532-214583	SAFETY LED LIGHTS FOR LOADERS
E 101-300-75-25-4430	Vehicle Maintenance	$104.99	1532-214939	POLICE VEHICLE REPAIR
Total	**OREILLY AUTOMOTIVE, INC**	$834.03		
Paid Chk# 082998 6/9/2020	**PAUSTIS WINE COMPANY**			
E 501-000-00-27-4264	Purchases - Wine	$171.75	81043	WINE
E 501-000-00-27-4269	Freight - In	$4.50	81043	FRT
Total	**PAUSTIS WINE COMPANY**	$176.25		
Paid Chk# 082999 6/9/2020	**PHILLIPS WINE & SPIRITS**			
E 501-000-00-27-4262	Purchases - Liquor	$6,396.10	6040207	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$818.00	6040208	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	$114.28	6040209	MIX
Total	**PHILLIPS WINE & SPIRITS**	$7,328.38		
Paid Chk# 083000 6/9/2020	**PITNEY BOWES INC**			
E 101-100-15-25-4210	Operating Supplies	$237.98	1015700441	POSTAGE SUPPLIES
Total	**PITNEY BOWES INC**	$237.98		
Paid Chk# 083001 6/9/2020	**PLUNKETTS PEST CONTROL**			
E 101-200-55-25-4540	Repair/Maintenance Building	$87.50		PUBLIC WORKS PEST CONTROL
E 101-200-50-25-4540	Repair/Maintenance Building	$87.50	6662267	PUBLIC WORKS PEST CONTROL
Total	**PLUNKETTS PEST CONTROL**	$175.00		
Paid Chk# 083002 6/9/2020	**RMR SERVICES**			
G 301-2020	Accounts Payable	$955.78		METER READS NOV 2019
G 401-2020	Accounts Payable	$955.78		METER READS NOV 2019
G 601-2020	Accounts Payable	$212.40		METER READS NOV 2019
E 301-000-00-25-4257	Contractors Hired	$8.87		METER READS DEC 2019
G 301-2020	Accounts Payable	$950.04		METER READS DEC 2019
E 401-000-00-25-4257	Contractors Hired	$8.87		METER READS DEC 2019
G 401-2020	Accounts Payable	$950.04		METER READS NOV 2019
E 601-000-00-25-4257	Contractors Hired	$1.98		METER READS DEC 2019
G 601-2020	Accounts Payable	$211.12		METER READS DEC 2019
Total	**RMR SERVICES**	$4,254.88		
Paid Chk# 083003 6/9/2020	**SCHARF, JOEL**			
E 101-300-75-25-4212	Other Operations Expenses	$80.00		LASER ENGRAVING

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Total SCHARF, JOEL		$80.00		
Paid Chk# 083004 6/9/2020	**SHERBURNE CO SHERIFFS DEPT**			
E 101-300-75-25-4260	Subscriptions/Dues	$180.00	2020.1-BL	CJDN CONNECT 1ST QTR
E 101-105-15-20-4129	Computer Consultant	$2,833.33	2020-05	MAY IT SERVICE
Total SHERBURNE CO SHERIFFS DEPT		$3,013.33		
Paid Chk# 083005 6/9/2020	**SHRED RIGHT**			
E 101-300-75-25-4212	Other Operations Expenses	$16.00		POLICE
E 101-100-15-25-4212	Other Operations Expenses	$16.00	528808	CITY HALL
Total SHRED RIGHT		$32.00		
Paid Chk# 083006 6/9/2020	**SOUTHERN WINE & SPIRITS OF MN**			
E 501-000-00-27-4262	Purchases - Liquor	$2,448.31	1956737	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	$174.54	1956738	MIX
E 501-000-00-27-4264	Purchases - Wine	$890.00	1956739	WINE
Total SOUTHERN WINE & SPIRITS OF MN		$3,512.85		
Paid Chk# 083007 6/9/2020	**SUNNY VANBROCKLIN**			
E 280-000-00-25-4257	Contractors Hired	$100.00		FARMERS MARKET MUSIC 6/8/20
Total SUNNY VANBROCKLIN		$100.00		
Paid Chk# 083008 6/9/2020	**THE AMERICAN BOTTLING COMPANY**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$171.20	3568712805	MIX
otal THE AMERICAN BOTTLING COMPANY		$171.20		
Paid Chk# 083009 6/9/2020	**THE POLICE AND SHERIFFS PRESS**			
E 101-100-15-25-4212	Other Operations Expenses	$47.92	133813	ID CARDS
Total THE POLICE AND SHERIFFS PRESS		$47.92		
Paid Chk# 083010 6/9/2020	**UTILITY CONSULTANTS**			
E 401-000-00-20-4160	Testing	$1,026.40	105224	TESTING
Total UTILITY CONSULTANTS		$1,026.40		
Paid Chk# 083011 6/9/2020	**VARNER TRANSPORTATION LLC**			
E 501-000-00-27-4269	Freight - In	$1,681.25		FRT
Total VARNER TRANSPORTATION LLC		$1,681.25		
Paid Chk# 083012 6/9/2020	**VIKING COCA-COLA**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$201.90	2533278	MIX
E 501-000-00-27-4263	Purchases - Beer	$208.00	2533279	BEER
Total VIKING COCA-COLA		$409.90		
Paid Chk# 083013 6/9/2020	**VINOCOPIA**			
E 501-000-00-27-4264	Purchases - Wine	$192.00		WINE
E 501-000-00-27-4269	Freight - In	$12.00		
E 501-000-00-27-4262	Purchases - Liquor	$335.50	0257442-IN	LIQUOR
Total VINOCOPIA		$539.50		
Paid Chk# 083014 6/9/2020	**WATER LABORATORIES INC**			
E 301-000-00-20-4160	Testing	$160.00	7984	TESTING
Total WATER LABORATORIES INC		$160.00		
Paid Chk# 083015 6/9/2020	**WH SECURITY**			
E 501-000-00-25-4545	Repair/Maintenance Equipm	$525.00	15016949252	LIQUOR STORE CAMERA
Total WH SECURITY		$525.00		
Paid Chk# 083016 6/9/2020	**WINE MERCHANTS**			
E 501-000-00-27-4262	Purchases - Liquor	$204.00	7285860	LIQUOR

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Total	**WINE MERCHANTS**	$204.00		
Paid Chk# 083017 6/11/2020	**KEN GEROUX CONSTRUCTION**			
E 199-000-15-25-4540	Repair/Maintenance Building	$19,731.00	8791-70	CITY HALL SIDING 1/2 DEPOSIT
Total	**KEN GEROUX CONSTRUCTION**	$19,731.00		
Paid Chk# 083018 6/12/2020	**ALL STATE COMMUNICATIONS**			
E 101-100-15-25-4210	Operating Supplies	$549.00	304753	KEY FOBS
Total	**ALL STATE COMMUNICATIONS**	$549.00		
Paid Chk# 083019 6/12/2020	**ALLSTATEPETERBILT OF ROGERS**			
E 101-200-55-25-4545	Repair/Maintenance Equipm	$95.59	2504243224	PARKS REPAIR
Total	**ALLSTATEPETERBILT OF ROGERS**	$95.59		
Paid Chk# 083020 6/12/2020	**AMERICAN SOLUTINS FOR BUSINESS**			
E 101-100-10-25-4215	Uniforms/Clothing	$45.50	INV04776169	CODE ENFORCEMENT LOGO SHIRTS
otal	**AMERICAN SOLUTINS FOR BUSINESS**	$45.50		
Paid Chk# 083021 6/12/2020	**ARTISAN BEER COMPANY**			
E 501-000-00-27-4263	Purchases - Beer	$52.40	3420969	BEER
Total	**ARTISAN BEER COMPANY**	$52.40		
Paid Chk# 083022 6/12/2020	**BELL BOY CORPORATION-1**			
E 501-000-00-27-4264	Purchases - Wine	$202.00		WINE
E 501-000-00-27-4269	Freight - In	$21.60		FRT
E 501-000-00-27-4265	Purchases - Mix/Pop	$73.50		MIX
E 501-000-00-27-4269	Freight - In	$4.83		
E 501-000-00-27-4262	Purchases - Liquor	$1,835.30	0084357200	LIQUOR
E 501-000-00-25-4210	Operating Supplies	$83.50	0101461400	SUPPLIES
Total	**BELL BOY CORPORATION-1**	$2,220.73		
Paid Chk# 083023 6/12/2020	**BERNICKS PEPSI**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$102.28	88085	MIX
E 501-000-00-27-4263	Purchases - Beer	$3,482.25	88086	BEER
Total	**BERNICKS PEPSI**	$3,584.53		
Paid Chk# 083024 6/12/2020	**BIG LAKE CENTER OWNERS ASSOC.**			
E 501-000-00-25-4570	Electricity	$14.64		MALL ELECTRIC
E 501-000-00-25-4570	Electricity	$5.69		MALL SIGN
E 501-000-00-25-4590	Water/Sewer Utilities	$7.74		MALL WATER/SEWER
E 501-000-00-25-4322	Leasehold Improvements	$145.35		PARKING LOT REPAIRS
Total	**BIG LAKE CENTER OWNERS ASSOC.**	$173.42		
Paid Chk# 083025 6/12/2020	**BREAKTHRU BEVERAGE**			
E 501-000-00-27-4262	Purchases - Liquor	$1,288.22	1081137686	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	$194.00	1081137686	MIX
E 501-000-00-27-4264	Purchases - Wine	$118.70	1081137686	WINE
E 501-000-00-27-4263	Purchases - Beer	$232.00	1081137687	BEER
E 501-000-00-27-4262	Purchases - Liquor	$3,836.04	1081139859	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$120.00	1081139859	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	$22.00	1081139859	MIX
Total	**BREAKTHRU BEVERAGE**	$5,810.96		
Paid Chk# 083026 6/12/2020	**C&L DISTRIBUTING COMPANY**			
E 501-000-00-27-4263	Purchases - Beer	$2,096.60	1067001829	BEER
E 501-000-00-27-4263	Purchases - Beer	($90.43)	1067001830	CREDIT
E 501-000-00-27-4263	Purchases - Beer	$19,212.80	961004600	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	$272.40	961004600	MIX
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	$30.00	961004600	KEG DEPOSIT

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E 501-000-00-27-4267	Purchases - Non Alcoholic B	$240.35	961004600	NA BEER
Total	**C&L DISTRIBUTING COMPANY**	$21,761.72		
Paid Chk# 083027	6/12/2020 **CAMPBELL KNUTSON PROFESSIONAL**			
E 101-100-10-20-4170	Legal	$713.00		PLANNING LEGAL MAY
E 101-100-15-20-4170	Legal	$1,849.60		ADM LEGAL MAY
E 101-300-75-20-4170	Legal	$46.50		POLICE LEGAL MAY
E 101-100-25-20-4170	Legal	$387.50		EDA LEGAL ANNEXATION MAY
G 150-2055	Escrow Payable	$510.00		CAR CONDO DEVEL AGREEMENT
G 101-2055	Escrow Payable	$1,175.00		SANDHILL VILLAS ESCROW
E 501-000-00-20-4170	Legal	$124.00		LIQUOR LEGAL MAY PERSONNEL
E 275-000-00-20-4170	Legal	$186.00		BLEDA OPTIONS/BLACKBIRD GROUP LLC
E 401-000-00-20-4170	Legal	$116.08		WWTP PROJECT
ıtal	**CAMPBELL KNUTSON PROFESSIONAL**	$5,107.68		
Paid Chk# 083028	6/12/2020 **CENTERPOINT ENERGY**			
E 101-200-50-25-4580	Natural Gas	$55.53		PUBLIC WORKS BLDG
E 101-200-55-25-4580	Natural Gas	$55.53		PUBLIC WORKS BLDG
E 301-000-00-25-4580	Natural Gas	$55.53		PUBLIC WORKS BLDG
E 401-000-00-25-4580	Natural Gas	$55.53		PUBLIC WORKS BLDG
E 101-100-20-25-4580	Natural Gas	$23.32	10178578-0	POLICE/LIBRARY
E 101-100-20-25-4580	Natural Gas	$43.88	10178579-8	POLICE/LIBRARY
E 301-000-00-25-4580	Natural Gas	$28.40	5769828-4	MN AVE WELL 2
E 501-000-00-25-4580	Natural Gas	$53.24	5780558-2	LIQUOR STORE
E 101-200-50-25-4580	Natural Gas	$30.00	5793223-8	PUBLIC WORKS SHED
E 101-200-50-25-4580	Natural Gas	$17.06	5808592-9	PUBLIC WORKS SHED
E 601-000-00-25-4580	Natural Gas	$11.71	5819667-6	PUBLIC WORKS BLDG
E 301-000-00-25-4580	Natural Gas	$31.21	5820083-3	PINTAIL WELL
E 301-000-00-25-4580	Natural Gas	$606.42	6122739-3	WATER TREATMENT FACILITY
E 101-100-20-25-4580	Natural Gas	$115.85	8076448-3	POLICE/LIBRARY
E 101-100-15-25-4580	Natural Gas	$117.95	9359272-3	CITY HALL
Total	**CENTERPOINT ENERGY**	$1,301.16		
Paid Chk# 083029	6/12/2020 **CHARTER COMMUNICATIONS**			
E 501-000-00-25-4230	Telephone/Internet	$322.59	835230501016	LIQUOR STORE
Total	**CHARTER COMMUNICATIONS**	$322.59		
Paid Chk# 083030	6/12/2020 **CINTAS**			
E 101-200-50-25-4215	Uniforms/Clothing	$75.51		PUBLIC WORKS UNIFORMS
E 101-200-55-25-4215	Uniforms/Clothing	$75.51		PUBLIC WORKS UNIFORMS
E 301-000-00-25-4215	Uniforms/Clothing	$75.51		PUBLIC WORKS UNIFORMS
E 401-000-00-25-4215	Uniforms/Clothing	$75.51		PUBLIC WORKS UNIFORMS
E 601-000-00-25-4215	Uniforms/Clothing	$15.92	12857225	PUBLIC WORKS UNIFORMS
E 501-000-00-25-4217	Cleaning Services	$219.56	12857519	LIQUOR STORE
Total	**CINTAS**	$537.52		
Paid Chk# 083031	6/12/2020 **CRYSTAL SPRINGS ICE**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$469.53	3000093	ICE/WATER
Total	**CRYSTAL SPRINGS ICE**	$469.53		
Paid Chk# 083032	6/12/2020 **DAHLHEIMER DISTRIBUTING CO**			
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	$150.00		KEG DEPOSITS
E 501-000-00-27-4265	Purchases - Mix/Pop	$194.00		MIX
E 501-000-00-27-4267	Purchases - Non Alcoholic B	$83.15		NA BEER
E 501-000-00-27-4263	Purchases - Beer	$28,914.32	112-03427	BEER
Total	**DAHLHEIMER DISTRIBUTING CO**	$29,341.47		
Paid Chk# 083033	6/12/2020 **DAILEY DATA & ASSOCIATES, INC**			

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E 501-000-00-25-4130	Computers/Software	$117.56	103570	LIQUOR STORE COMPUTER
Total	**DAILEY DATA & ASSOCIATES, INC**	$117.56		
Paid Chk# 083034	6/12/2020 **DATA SUCCESS, INC**			
E 101-105-15-20-4133	Computer Maintenance	$465.00	14288	CONSULTANT MAY
Total	**DATA SUCCESS, INC**	$465.00		
Paid Chk# 083035	6/12/2020 **DELEGARD TOOL CO**			
E 101-200-50-25-4385	Shop Materials	$48.42	1302	SHOP TOOLS
Total	**DELEGARD TOOL CO**	$48.42		
Paid Chk# 083036	6/12/2020 **ECM PUBLISHERS, INC.**			
E 501-000-00-25-4220	Advertising	$109.00	778381	LIQUOR ADVERTISING
G 101-2055	Escrow Payable	$22.50	779176	GREAT RIVER FED CREDIT UNION REZONE
G 101-2055	Escrow Payable	$22.50	779177	SANDHILL VILLAS REZONE
G 101-2055	Escrow Payable	$27.00	779178	NYSTROM ZONING CODE TEXT AMEND
Total	**ECM PUBLISHERS, INC.**	$181.00		
Paid Chk# 083037	6/12/2020 **ELECTRIC MOTOR SERVICE**			
E 101-200-55-25-4545	Repair/Maintenance Equipm	$214.84	INV0264912	LAKERIDGE PARK IRRIGATION
Total	**ELECTRIC MOTOR SERVICE**	$214.84		
Paid Chk# 083038	6/12/2020 **ELK RIVER GREENHOUSE LLC**			
E 101-200-55-25-4210	Operating Supplies	$36.24		PARKS SUPPLIES
Total	**ELK RIVER GREENHOUSE LLC**	$36.24		
Paid Chk# 083039	6/12/2020 **FSSOLUTIONS**			
E 101-200-55-20-4185	Medical Exams	$29.69		DOT NEW HIRE
E 101-200-50-20-4185	Medical Exams	$29.69	FL00373292	DOT NEW HIRE
Total	**FSSOLUTIONS**	$59.38		
Paid Chk# 083040	6/12/2020 **GALLS LLC**			
E 101-300-75-25-4215	Uniforms/Clothing	$469.99	015672061	POLICE UNIFORMS
Total	**GALLS LLC**	$469.99		
Paid Chk# 083041	6/12/2020 **GENERAL RENTAL CENTER**			
E 101-200-55-25-4255	Rent/Lease	$155.00	269466	TRACTOR RENTAL
Total	**GENERAL RENTAL CENTER**	$155.00		
Paid Chk# 083042	6/12/2020 **GOPHER STATE ONE CALL**			
E 101-200-50-25-4257	Contractors Hired	$86.40	00-MN00182	CONT HIRED-LOCATES
E 301-000-00-25-4257	Contractors Hired	$86.40	00-MN00182	CONT HIRED-LOCATES
E 401-000-00-25-4257	Contractors Hired	$86.40	00-MN00182	CONT HIRED-LOCATES
Total	**GOPHER STATE ONE CALL**	$259.20		
Paid Chk# 083043	6/12/2020 **INSPECTRON, INC.**			
E 101-100-30-25-4257	Contractors Hired	$9,262.50		MAY BLDG CONSULTANT
Total	**INSPECTRON, INC.**	$9,262.50		
Paid Chk# 083044	6/12/2020 **INTERNATIONAL CODE COUNCIL**			
E 101-100-30-25-4212	Other Operations Expenses	$144.50	1001198628	BUILDING CODE BOOKS
Total	**INTERNATIONAL CODE COUNCIL**	$144.50		
Paid Chk# 083045	6/12/2020 **JOHNSON BROTHERS WHOLESALE**			
E 501-000-00-27-4262	Purchases - Liquor	$108.00	1568025	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	$5,148.28	1571063.	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$1,982.59	1571064	WINE
E 501-000-00-27-4263	Purchases - Beer	$96.00	1571065	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	$121.50	1571066	MIX

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E 501-000-00-27-4262	Purchases - Liquor	$435.50	1571067	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$1,453.86	1571068	WINE
E 501-000-00-27-4262	Purchases - Liquor	$5,677.00	1571069	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	$32.00	1571070	MIX
E 501-000-00-27-4262	Purchases - Liquor	$313.00	602259	LIQUOR
Total	**JOHNSON BROTHERS WHOLESALE**	$15,367.73		
Paid Chk# 083046	6/12/2020 **KOMLINE-SANDERSON**			
E 401-000-00-25-4545	Repair/Maintenance Equipm	$1,816.54	42045638	WWTP DRYER BLDG REPAIR
E 401-000-00-25-4545	Repair/Maintenance Equipm	$2,345.00	42045654	WWTP DRYER BLDG REPAIR
Total	**KOMLINE-SANDERSON**	$4,161.54		
Paid Chk# 083047	6/12/2020 **LUPULIN BREWING LLC**			
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	($30.00)		KEG RETURN
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	$30.00		KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	$2,520.00	29601	BEER
E 501-000-00-27-4263	Purchases - Beer	$1,043.62	29642	BEER
E 501-000-00-27-4263	Purchases - Beer	($8.33)	961396	CREDIT
Total	**LUPULIN BREWING LLC**	$3,555.29		
Paid Chk# 083048	6/12/2020 **MAC QUEEN EQUIPMENT INC**			
E 101-200-50-25-4545	Repair/Maintenance Equipm	$1,526.91	P27945	REPAIR ON SUCTION
Total	**MAC QUEEN EQUIPMENT INC**	$1,526.91		
Paid Chk# 083049	6/12/2020 **MARCKS, NATHAN OR JAMIE**			
G 101-2055	Escrow Payable	$100.00		ESCROW RELEASE 4570 POND VIEW DR
Total	**MARCKS, NATHAN OR JAMIE**	$100.00		
Paid Chk# 083050	6/12/2020 **MONTICELLO PRINTING**			
E 101-100-30-25-4210	Operating Supplies	$35.00		BUSINESS CARDS
E 101-100-10-25-4210	Operating Supplies	$40.00	120841	BUSINESS CARDS
E 101-100-25-25-4210	Operating Supplies	$70.00	121379	BUSINESS CARDS
Total	**MONTICELLO PRINTING**	$145.00		
Paid Chk# 083051	6/12/2020 **OMANN BROTHERS INC**			
E 101-200-50-25-4340	Hot Mix	$164.82	14427	AC FINES MIX
E 101-200-50-25-4340	Hot Mix	$164.00	14449	AC FINES MIX
Total	**OMANN BROTHERS INC**	$328.82		
Paid Chk# 083052	6/12/2020 **PHILLIPS WINE & SPIRITS**			
E 501-000-00-27-4262	Purchases - Liquor	$2,796.66	6042302	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$925.50	6042303	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	$139.05	6042304	MIX
Total	**PHILLIPS WINE & SPIRITS**	$3,861.21		
Paid Chk# 083053	6/12/2020 **RED BULL DISTRIBUTION CO, INC**			
E 501-000-00-27-4264	Purchases - Wine	$261.50	K-83293689	MIX
Total	**RED BULL DISTRIBUTION CO, INC**	$261.50		
Paid Chk# 083054	6/12/2020 **SMALL LOT MN**			
E 501-000-00-27-4264	Purchases - Wine	$288.00	MN36544	WINE
E 501-000-00-27-4269	Freight - In	$8.20	MN36544	FRT
Total	**SMALL LOT MN**	$296.20		
Paid Chk# 083055	6/12/2020 **SOUTHERN WINE & SPIRITS OF MN**			
E 501-000-00-27-4262	Purchases - Liquor	$6,337.50	1958828	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	$3,216.29	1958829	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	$66.12	1958830	MIX
E 501-000-00-27-4264	Purchases - Wine	$472.00	1958831	WINE

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Total	**SOUTHERN WINE & SPIRITS OF MN**	$10,091.91		
Paid Chk# 083056	6/12/2020 **THE POLICE AND SHERIFFS PRESS**			
E 101-100-25-25-4210	Operating Supplies	$17.55	134105	ID CARD - KATE
Total	**THE POLICE AND SHERIFFS PRESS**	$17.55		
Paid Chk# 083057	6/12/2020 **VERIZON WIRELESS**			
E 101-300-75-25-4230	Telephone/Internet	$21.13		FLEXIBLE BUSINESS AUTO PLAN
E 101-300-75-25-4230	Telephone/Internet	$31.50		ESSENTIALS SUITE 14 LICENSES
E 101-300-75-25-4230	Telephone/Internet	$441.45		POLICE PHONES
E 301-000-00-25-4230	Telephone/Internet	($15.48)		PUBLIC WORKS PHONE 763-647-0015
Total	**VERIZON WIRELESS**	$478.60		
Paid Chk# 083058	6/12/2020 **VIKING COCA-COLA**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$262.85	2533388	MIX
Total	**VIKING COCA-COLA**	$262.85		
Paid Chk# 083059	6/12/2020 **WINDSTREAM**			
E 401-000-00-25-4230	Telephone/Internet	$532.65	091121503	SEWER JUNE SERVICE
Total	**WINDSTREAM**	$532.65		
Paid Chk# 083060	6/12/2020 **WINE MERCHANTS**			
E 501-000-00-27-4264	Purchases - Wine	$688.00	7286455	WINE
E 501-000-00-27-4264	Purchases - Wine	$99.00	7286456	WINE
Total	**WINE MERCHANTS**	$787.00		
Paid Chk# 083062	6/17/2020 **ARTISAN BEER COMPANY**			
E 501-000-00-27-4263	Purchases - Beer	$107.00	3421857	BEER
Total	**ARTISAN BEER COMPANY**	$107.00		
Paid Chk# 083063	6/17/2020 **BAER, STEVE**			
E 280-000-00-25-4257	Contractors Hired	$150.00		FARMERS MARKET MUSIC 6/17/20
Total	**BAER, STEVE**	$150.00		
Paid Chk# 083064	6/17/2020 **BERNICKS PEPSI**			
E 501-000-00-27-4267	Purchases - Non Alcoholic B	$25.10		NA BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	$30.00		KEG DEPOSIT
E 501-000-00-27-4265	Purchases - Mix/Pop	$90.90	90920	MIX
E 501-000-00-27-4263	Purchases - Beer	($63.84)	90921	CREDIT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	$2,711.60	90922	BEER
Total	**BERNICKS PEPSI**	$2,793.76		
Paid Chk# 083065	6/17/2020 **BREAKTHRU BEVERAGE**			
E 501-000-00-27-4264	Purchases - Wine	$272.00		WINE
E 501-000-00-27-4268	Purchases - Non Alcoholic	$76.00		NA WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	$223.90		MIX
E 501-000-00-27-4262	Purchases - Liquor	$9,242.04	1081141875	LIQUOR
E 501-000-00-27-4263	Purchases - Beer	$122.75	1081141876	BEER
Total	**BREAKTHRU BEVERAGE**	$9,936.69		
Paid Chk# 083066	6/17/2020 **BULOW MN, INC**			
G 101-2057	Seed/Sod Escrow	$1,860.00		LANDSCAPE ESCROW RETURN 440 GLENWOOD AVE
Total	**BULOW MN, INC**	$1,860.00		
Paid Chk# 083067	6/17/2020 **C&L DISTRIBUTING COMPANY**			
E 501-000-00-27-4263	Purchases - Beer	$1,528.80	1065938	BEER
Total	**C&L DISTRIBUTING COMPANY**	$1,528.80		
Paid Chk# 083068	6/17/2020 **CHARTER COMMUNICATIONS**			

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E 101-100-15-25-4230	Telephone/Internet	$77.01	000463006102	CITY HALL INTERNET
E 301-000-00-25-4230	Telephone/Internet	$163.68	001307806102	WATER INTERNET
Total	**CHARTER COMMUNICATIONS**	$240.69		
Paid Chk# 083069	6/17/2020 **CLEARWAY COMMUNITY SOLAR LLC**			
E 101-200-50-25-4582	Solar	$264.33		10 LAKE ST SST LIGHTING
E 101-200-55-25-4582	Solar	$238.95		160 LAKE ST N SKATING RINK
E 401-000-00-25-4582	Solar	$244.24		256 CRESCENT ST LIFT
E 101-200-55-25-4582	Solar	$17.84		514 FOREST RD PARK
E 101-200-50-25-4582	Solar	$19.74		160 LAKE ST NO STREET LIGHTS
E 501-000-00-25-4582	Solar	$71.45		621 ROSE DR LIQUOR STORE/JERKEY SHOPPE
E 101-200-50-25-4582	Solar	$92.59		10 LAKE STREET ST LIGHTS
E 401-000-00-25-4582	Solar	$1,633.89		18889 CTY RD 68
E 301-000-00-25-4582	Solar	$138.14		300 SHOREACRES PUMP
E 301-000-00-25-4582	Solar	$636.36		601 MINNESOTA AVE PUMP
E 101-100-15-25-4582	Solar	$1,660.35		160 LAKE ST N CITY HALL
E 401-000-00-25-4582	Solar	$64.31		19173 CTY RD 68 SEWER
E 501-000-00-25-4582	Solar	$2,308.02		615 ROSE DR LIQUOR STORE
Total	**CLEARWAY COMMUNITY SOLAR LLC**	$7,390.21		
Paid Chk# 083070	6/17/2020 **CRYSTAL SPRINGS ICE**			
E 501-000-00-27-4266	Purchases - Misc	$304.02	3000171	ICE/WATER
Total	**CRYSTAL SPRINGS ICE**	$304.02		
Paid Chk# 083071	6/17/2020 **DAHLHEIMER DISTRIBUTING CO**			
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	$120.00		KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	$621.95	112-03460	BEER
Total	**DAHLHEIMER DISTRIBUTING CO**	$741.95		
Paid Chk# 083072	6/17/2020 **DILGER, JERRY & KELLY**			
R 101-030-3251	Rental License - SF/Duplex	$50.00		REFUND DBL PAYMENT
R 101-015-3513	Other Fines/Fees	$0.75		REFUND DBL PAYMENT
Total	**DILGER, JERRY & KELLY**	$50.75		
Paid Chk# 083073	6/17/2020 **DRAKE CONSTRUCTION**			
G 101-2057	Seed/Sod Escrow	$1,860.00		LANDSCAPE ESCROW RETURN 20335 JUNEGRASS DRIVE
Total	**DRAKE CONSTRUCTION**	$1,860.00		
Paid Chk# 083074	6/17/2020 **ELECTRIC MOTOR SERVICE**			
E 101-200-55-25-4545	Repair/Maintenance Equipm	$76.79	INV0264924	PARKS REPAIRS
Total	**ELECTRIC MOTOR SERVICE**	$76.79		
Paid Chk# 083075	6/17/2020 **GREG ROEHL CONSTRUCTION, LLC**			
G 101-2057	Seed/Sod Escrow	$1,860.00		LANDSCAPE ESCROW RETURN 411 WASHINGTON AVE
Total	**GREG ROEHL CONSTRUCTION, LLC**	$1,860.00		
Paid Chk# 083076	6/17/2020 **HACH COMPANY**			
E 301-000-00-25-4380	Chemicals	$135.75	11984396	WATER CHEMICALS
E 499-000-00-25-4413	Equipment/Accessories	$9,668.15	11990121	DO PROBES-WWTP
Total	**HACH COMPANY**	$9,803.90		
Paid Chk# 083077	6/17/2020 **JOHNSON BROTHERS WHOLESALE**			
E 501-000-00-27-4264	Purchases - Wine	$193.32	1572167	WINE
E 501-000-00-27-4262	Purchases - Liquor	$51.00	1572183	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$4,222.16	1575062	WINE
E 501-000-00-27-4263	Purchases - Beer	$25.60	1575063	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	$210.00	1575064	MIX

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E 501-000-00-27-4262	Purchases - Liquor	$3,194.25	1575065	LIQUOR
Total	**JOHNSON BROTHERS WHOLESALE**	$7,896.33		
Paid Chk# 083078	6/17/2020 **LUPULIN BREWING LLC**			
E 501-000-00-27-4263	Purchases - Beer	$250.00	28717	BEER
Total	**LUPULIN BREWING LLC**	$250.00		
Paid Chk# 083079	6/17/2020 **MAC QUEEN EQUIPMENT INC**			
E 101-200-50-25-4545	Repair/Maintenance Equipm	$321.80	P28060	STREET REPAIRS
Total	**MAC QUEEN EQUIPMENT INC**	$321.80		
Paid Chk# 083080	6/17/2020 **MARTIN-GLYMPH TONI**			
E 401-000-00-20-4160	Testing	$300.00		WASTEWATER TESTING
Total	**MARTIN-GLYMPH TONI**	$300.00		
Paid Chk# 083081	6/17/2020 **NOVAK-FLECK, INC**			
G 101-2057	Seed/Sod Escrow	$1,860.00		LANDSCAPE ESCROW RETURN 20144 TRUMAN DRIVE
G 101-2057	Seed/Sod Escrow	$1,860.00		LANDSCAPE ESCROW RETURN 20451 NEDD ST
Total	**NOVAK-FLECK, INC**	$3,720.00		
Paid Chk# 083082	6/17/2020 **OFFICE DEPOT**			
E 101-100-10-25-4210	Operating Supplies	$3.85		PLANNING
E 101-200-40-25-4210	Operating Supplies	$3.85		ENGINEERING
E 101-100-30-25-4210	Operating Supplies	$7.70		BUILDING
E 101-100-25-25-4210	Operating Supplies	$7.70		EDA
E 101-100-15-25-4210	Operating Supplies	$50.12		CITY HALL
E 101-100-05-25-4210	Operating Supplies	$3.19		MAYOR/COUNCIL
E 101-100-10-25-4210	Operating Supplies	$3.19		PLANNING
E 101-200-40-25-4210	Operating Supplies	$3.19		ENGINEERING
E 101-100-25-25-4210	Operating Supplies	$6.39		EDA
E 101-100-30-25-4210	Operating Supplies	$6.39		BUILDING
E 101-100-15-25-4210	Operating Supplies	$41.56		CITY HALL
E 101-100-10-25-4210	Operating Supplies	$4.67		PLANNING
E 101-200-40-25-4210	Operating Supplies	$4.67		ENGINEERING
E 101-100-25-25-4210	Operating Supplies	$9.35		EDA
E 101-100-30-25-4210	Operating Supplies	$9.35		BUILDING
E 101-100-15-25-4210	Operating Supplies	$60.83		CITY HALL
E 101-100-05-25-4210	Operating Supplies	$3.99		MAYOR/COUNCIL
E 101-100-10-25-4210	Operating Supplies	$3.99		PLANNING
E 101-200-40-25-4210	Operating Supplies	$3.99		ENGINEERING
E 101-100-25-25-4210	Operating Supplies	$7.99		EDA
E 101-100-30-25-4210	Operating Supplies	$7.99		BUILDING
E 101-100-15-25-4210	Operating Supplies	$52.03		CITY HALL
E 101-100-25-25-4210	Operating Supplies	$7.99	497992917001	EDA
E 101-200-40-25-4210	Operating Supplies	$125.56	497992999001	ENGINEERING
E 101-100-05-25-4210	Operating Supplies	$4.67	501380123001	MAYOR/COUNCIL
E 101-100-15-25-4210	Operating Supplies	$4.90	502358521001	CITY HALL
E 101-100-05-25-4210	Operating Supplies	$3.85	50258596001	MAYOR/COUNCIL
Total	**OFFICE DEPOT**	$452.95		
Paid Chk# 083083	6/17/2020 **PAUSTIS WINE COMPANY**			
E 501-000-00-27-4269	Freight - In	$21.25		FRT
E 501-000-00-27-4264	Purchases - Wine	$1,702.00	92347	WINE
Total	**PAUSTIS WINE COMPANY**	$1,723.25		
Paid Chk# 083084	6/17/2020 **PHILLIPS WINE & SPIRITS**			
E 501-000-00-27-4268	Purchases - Non Alcoholic	$72.00		NA BEER

BIGLAKE, MN

*Check Detail Register©

Cks 6/3/2020 - 6/17/2020

		Check Amt	Invoice	Comment
E 501-000-00-27-4262	Purchases - Liquor	$2,846.04	6045034	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$1,517.00	6045035	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	$112.20	6045036	MIX
Total	**PHILLIPS WINE & SPIRITS**	$4,547.24		
Paid Chk# 083085	6/17/2020 **PROGRESSIVE BUILDERS**			
G 101-2057	Seed/Sod Escrow	$1,860.00		LANDSCAPE ESCROW RETURN 20067 TRUMAN DRIVE
G 101-2057	Seed/Sod Escrow	$1,860.00		LANDSCAPE ESCROW RETURN 20158 TRUMAN DRIVE
Total	**PROGRESSIVE BUILDERS**	$3,720.00		
Paid Chk# 083086	6/17/2020 **RED S AUTO ELECTRIC, INC**			
E 101-200-50-25-4545	Repair/Maintenance Equipm	$93.48	E35761	STREET REPAIR MAINT
E 101-200-55-25-4545	Repair/Maintenance Equipm	$93.49	E35761	PARK REPAIR MAINT
Total	**RED S AUTO ELECTRIC, INC**	$186.97		
Paid Chk# 083087	6/17/2020 **ROYAL TIRE INC**			
E 301-000-00-25-4430	Vehicle Maintenance	$55.96	131-167196	WATER VEHICLE MAINT
E 101-200-50-25-4410	Tires	$272.00	131-167196	STREET TIRES
E 101-200-55-25-4410	Tires	$744.00	301-163238	PARK MOWER TIRES
E 301-000-00-25-4430	Vehicle Maintenance	$699.96	301-163239	TIRES WATER EQUIP
Total	**ROYAL TIRE INC**	$1,771.92		
Paid Chk# 083088	6/17/2020 **SCHARF, SARAH**			
E 101-100-05-25-4257	Contractors Hired	$75.00		VIDEO TAPING CC MTG 06/24/20
Total	**SCHARF, SARAH**	$75.00		
Paid Chk# 083089	6/17/2020 **SECRETARY OF STATE**			
E 101-100-25-25-4260	Subscriptions/Dues	$120.00		NOTARY-KATI PETERSON
Total	**SECRETARY OF STATE**	$120.00		
Paid Chk# 083090	6/17/2020 **SHARPLINE LAWN CARE, LLC**			
E 101-100-20-25-4370	Grounds Maintenance	$53.68	1923	POLICE/LIBRARY MOWING APRIL
E 101-100-20-25-4370	Grounds Maintenance	$214.71	1946	POLICE/LIBRARY BLDG MOWING MAY
Total	**SHARPLINE LAWN CARE, LLC**	$268.39		
Paid Chk# 083091	6/17/2020 **SHERBURNE COUNTY ATTORNEY**			
E 276-000-00-20-4170	Legal	$482.40		ICR 19015023/TANNER STEPHEN MAEHREN
E 277-000-00-20-4170	Legal	$62.25		ICR 18007909/TYLER ROBERT PIPO
Total	**SHERBURNE COUNTY ATTORNEY**	$544.65		
Paid Chk# 083092	6/17/2020 **SOUTHERN WINE & SPIRITS OF MN**			
E 501-000-00-27-4262	Purchases - Liquor	$4,074.06	1961142	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$554.00	1961143	WINE
Total	**SOUTHERN WINE & SPIRITS OF MN**	$4,628.06		
Paid Chk# 083093	6/17/2020 **STATE OF MN OFFICE OF ATT GENL**			
E 276-000-00-20-4170	Legal	$241.20		DRUG FORFEITURE ICR 19015023
Total	**STATE OF MN OFFICE OF ATT GENL**	$241.20		
Paid Chk# 083094	6/17/2020 **TIME WARNER**			
E 101-300-75-25-4230	Telephone/Internet	$34.32	099338901	POLICE
Total	**TIME WARNER**	$34.32		
Paid Chk# 083095	6/17/2020 **TOSHIBA FINANCIAL SERVICES**			
E 101-300-75-25-4208	Copies	$364.99	415858091	POLICE COPIES
Total	**TOSHIBA FINANCIAL SERVICES**	$364.99		

BIGLAKE, MN

*Check Detail Register©

Cks 6/3/2020 - 6/17/2020

		Check Amt	Invoice	Comment
Paid Chk# 083096	6/17/2020 **VIKING COCA-COLA**			
E 501-000-00-27-4263	Purchases - Beer	$166.40	2539489	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	$333.90	2539490	MIX
	Total VIKING COCA-COLA	$500.30		
Paid Chk# 083097	6/17/2020 **VINOCOPIA**			
E 501-000-00-27-4264	Purchases - Wine	$799.99		WINE
E 501-000-00-27-4269	Freight - In	$21.00		FRT
E 501-000-00-27-4262	Purchases - Liquor	$495.00	0258226-IN	LIQUOR
	Total VINOCOPIA	$1,315.99		
Paid Chk# 083098	6/17/2020 **WINE MERCHANTS**			
E 501-000-00-27-4264	Purchases - Wine	$272.00	7287118	WINE
	Total WINE MERCHANTS	$272.00		
Paid Chk# 083099	6/17/2020 **WRUCK SEWER & PORTABLE RENTALS**			
E 101-200-55-25-4225	Sanitation/Garbage Removal	$1,091.50	4896	PARK SANITATION
al WRUCK SEWER & PORTABLE RENTALS		$1,091.50		
Paid Chk# 083100	6/17/2020 **XCEL ENERGY**			
E 101-200-55-25-4570	Electricity	$20.87	51-001233342	PARK
E 101-200-50-25-4575	Electricity (Street Lights)	$3,403.21	51-4459098-1	STREET LIGHTS
	Total XCEL ENERGY	$3,424.08		
	1010 US BANK	$622,086.45		

Fund Summary

1010 US BANK	
101 GENERAL FUND	$231,647.33
150 CAPITAL PROJECT/LOCAL DEVELOPM	$8,038.00
199 EQUIP & BLDG REPLACEMENTS	$46,987.50
275 ECONOMIC DEVELOPMENT AUTHORITY	$206.81
276 NARCOTIC FORFEITURE	$2,131.10
277 DWI FORFEITURE	$513.23
280 FARMERS MARKET	$315.63
301 WATER ENTERPRISE FUND	$9,079.51
401 SEWER ENTERPRISE FUND	$18,804.17
499 SEWER-EQUIP/BLDG REPLCMNT FUND	$9,668.15
501 LIQUOR ENTERPRISE FUND	$294,241.89
601 STORM SEWER ENTERPRISE FUND	$453.13
	$622,086.45

AGENDA ITEM

Big Lake City Council

Prepared By: *Gina Wolbeck, City Clerk*	***Meeting Date:*** 6/24/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6B**
Item Description: *June 10, 2020 City Council Workshop Minutes*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *N/A*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the June 10, 2020 City Council Workshop Minutes as presented.

BACKGROUND/DISCUSSION

The June 10, 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

JUNE 10, 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, Community Development Director Hanna Klimmek, City Engineer Layne Otteson, Police Chief Joel Scharf, City Clerk Gina Wolbeck, and Liquor Store Manager Greg Zurbey.

3. PROPOSED AGENDA

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

4. BUSINESS

4A. Commercial Vehicle Parking Code Enforcement Extension Request

Hanna Klimmek reviewed past Council discussions regarding enforcement of the City's longstanding rule prohibiting any commercial vehicle larger than 12,000 pounds from being parked in a residential neighborhood. Enforcement was temporarily suspended while studying the issue. At the December 11, 2019 Workshop, Council decided to offer a grace period for those in violation of the code. Non-compliant properties were sent a notice of upcoming code enforcement action and were given until July 1, 2020 to find a compliant, alternative option to park their commercial vehicles. The City Council directed Staff to begin enforcing the ordinance on July 2, 2020. Recently, Staff was approached by one of the non-compliant properties asking for an extension to the grace period due to the uncertainties of COVID and the inability to secure other options for parking their commercial vehicle.

Council Member Johnson questioned how long of an extension was requested. Mayor Wallen indicated that the requestor asked for an extension to the end of the year. Johnson stated that she would be in favor of a 90 day extension.

Council Member Zettervall stated that he is in favor of extending until the end of July 2020. After further discussion Zettervall indicated that he would be in favor a 90 day extension.

Council Member Knier stated that he has been in contact with the requestor and due to time constraints with their added work duties during COVID, they have been unable to locate an alternate location to park their commercial vehicle. Council Member Knier stated that he is in favor of a 90 day extension.

Mayor Wallen and Council Member Hansen stated that they are in favor of a 90 day extension.

The general consensus of the Council was to allow for an additional 90 day grace period extension for enforcement of non-compliant commercial vehicle parking in residential neighborhoods.

4B. Letter in Support of Options, Inc.

Hanna Klimmek discussed the status of Options, Inc. which was closed due to the Governor's Orders due to COVID-19. Options, Inc. has received zero funding from the Department of Human Services (DHS) since March 18, 2020. Options plays a vital role in the Big Lake Community, noting that they are the 6th largest employer in the City and have been in business for 40 years. The services they provide are critical in the support of people with intellectual and developmental disabilities to live and work in our community. Klimmek noted that Options has a payroll of over $2.6 million in annual wages, which goes into our local economy. They not only pay living wages above industry standards, but also directly spend over $160,000 on an annual basis to local vendors and small businesses. The majority of the 65 employees and 258 program participants live in the Big Lake area and in Sherburne County. They count on over 80 business partners; providing critical employment opportunities and income for persons served. Klimmek noted that Options does have a safety plan put together in response to COVID-19 and is ready to open their doors, but they cannot do so without DHS releasing their funding. Their Board will soon have to engage in a very real conversation about closing their doors if they don't see positive movement from the legislature and DHS. Staff recommended the City execute a letter of support to our legislators urging them to consider emergency funding and allow Options, Inc. to resume operations with a safety plan. Mayor Wallen and Council Member Johnson informed Council that the BLEDA signed off on the letter at their meeting on Monday night.

Council Member Johnson stated that there is bi-partisan support to do something to help these types of businesses. Council discussed the exemplary history of Options in our community and whatever the City can do to help will be beneficial.

The general consensus of the Council was to allow Mayor Wallen and Administrator Wilfahrt to sign a letter addressed to Legislators urging them to consider emergency funding to allow Options, Inc. to resume operations with a safety plan.

4C. New Ideas Discussion – None presented.

5. <u>OTHER</u>

Council Member Johnson discussed resident concerns with boating behaviors on the lake this summer due to increased use. There have been increased safety issues with boat users, noting there was a boat accident on Monday night. Johnson stated her concern that the Sheriff's Office has not been seen patrolling the lake this year yet, and that we need to do something to address the speeds and safety issues on our lakes. Chief Scharf discussed his concern with speed issues on the lakes and the extra number of boats due to COVID. Scharf explained that the

Police Department can patrol with their boat, but stressed that the County is the responsible authority for lake patrol. Scharf stated that he will reach out to Sheriff Brott to express the City's concerns and will report back with a plan. Discussion was held that boating rules and no-wake zone rules are posted at the landing. Council Member Hansen suggested we put a lift for the Police boat next to the landing which would provide a law enforcement presence at the landing. Discussion was held that a law enforcement presence will act as a deterrent to these types of concerning behaviors. Council Member Knier suggested that we post the rules and fines on the City's social media platforms.

Joel Scharf informed Council of a planned, peaceful protest expected in the City and that he has been in communication with the coordinators. The City has a full plan in place to address whatever needs are required, and feels patience and negotiation in communicating with the coordinators is vital. Council discussed that counter protesting can be an issue and that we all want the protest to be successful.

6. ADJOURN

Council Member Knier motioned to adjourn at 5:21 p.m. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

City Clerk

Date Approved By Council

AGENDA ITEM

Big Lake City Council

Prepared By: *Gina Wolbeck, City Clerk*	***Meeting Date:*** 6/24/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6C**
Item Description: *June 10, 2020 City Council Regular Meeting Minutes*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *N/A*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the June 10, 2020 City Council Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The June 10, 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

JUNE 10, 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 Assistant Fire Chief Mark Hedstrom.

4. OPEN FORUM

Mayor Wallen opened the Open Forum at 6:01 p.m.

Bill Corrigan, 280 Tarrytown Road – Discussed the benefits of rebuilding Tarrytown Road two years ago. Corrigan also informed Council that the water table is extremely high on the south side of Highway 10 and each year it seems to get worse, and noted that residents in his neighborhood need to have their sump pumps running continuously. Corrigan asked for the City to investigate if there is something going on that is controllable. Otteson discussed some possible options and noted that he will continue to communicate with residents in this area.

Mayor Wallen closed the Open Forum at 6:03 p.m.

5. PROPOSED AGENDA

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

6. CONSENT AGENDA

Council Member Knier 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 Council Workshop Minutes of May 27, 2020, 6C. Approve Regular Council Meeting Minutes of May 27, 2020, 6D. Approve Fireworks Display Permit to Northern Lighter Pyrotechnics for the July 2, 2020 Music in the Park Freedom Fest Event, 6E. Approve 2020/2021 Liability Coverage Waiver Form, 6F. Approve Reclassification of Full-time Lead Liquor Store Clerk Position, and 6G. Approve Resolution No. 2020-55 Adopting the Sherburne County All-Hazard Mitigation Plan.

7. BUSINESS

7A. City Hall Siding Replacement Proposal

Deb Wegeleben reviewed the recent replacement of windows and employee entrance doors at City Hall. Wegeleben noted that during installation of the windows, some structural deficiencies were noticed. Ken Geroux Construction has recommended that all existing cedar planks and trim be removed, replace sheathing under windows as needed, install flashing over all openings, install adhesive window rap, install Tyvek house wrap with taped seams, install cladding to transitions as needed, and install vinyl siding to match the bricks and other components of the building. Wegeleben also discussed the need to replace the south side entrance door, weather-strip the main entrance door, and remove the window in the Council Chamber. Wegeleben discussed the need to replace the siding on the entire building at this time instead of attempting repairs in limited areas, as well as updating the entrance doors and removing the window in the Chamber. Wegeleben discussed funding for the improvements which would come from CIP Fund 199 from prior year funds that were allocated for City Hall improvements, noting that the total cost of the improvements would be $39,462.33.

Council Member Johnson motioned to approve the Construction Proposal submitted by Ken Geroux Construction dated June 1, 2020 for the replacement of siding at the Big Lake City Hall facility. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7B. AIS Watercraft Inspection Agreement

Layne Otteson reviewed past Aquatic Invasive Species (AIS) inspections that have occurred at Lakeside Park for several years under the direction of the Sherburne Soil and Water Conservation District (SSWCD). The City, the Big Lake Community Lake Association (BLCLA), and the SSWCD had planned to provide inspections using a combination of Level 1 inspectors and volunteers to provide an inspection and education program to assist in preventing AIS from entering Big Lake and Mitchell Lake. Due to

COVID-19, the MNDNR has suspended certifying AIS volunteers and have not indicated that they will resume anytime in the near future. This results in the City and the BLCLA not being able to provide trained and certified volunteers to perform inspections. AIS inspections allocated by the SSWCD is limited and will conclude in mid-June. Otteson reviewed discussions at the last Council Workshop where Council concurred with Staff's preference to provide a presence using part-time seasonal employees to perform a Park survey and provide some AIS outreach. Using seasonal employees at a lower hourly rate provided more presence throughout the summer, but without inspection capability. The BLCLA has expressed strong support for Level 1 inspection rather than a presence, and they have offered to provide some cost share coverage by WaterGuards. Staff has been closely monitoring WaterGuards and interacting with the on-site AIS inspectors over the last few weeks, and Otteson noted that he has become confident that they will deliver services as promised. Otteson stated that the BLCLA is committed to 252 hours of Level 1 inspection and will reimburse the City for these hours. Staff is recommending a City contribution of 380 hours of Level 1 inspection which is within our budget. These combined 632 hours will provide coverage Wednesday through Sunday from mid-June through Labor Day. Otteson also noted that Saturdays are expected to be the busiest day of the week and will have double coverage. Upon approval from Council, the AIS inspector performance will be monitored closely by both City Staff and the BLCLA this summer. The total Agreement cost is $12,008 with the City's portion of $7,220 being within budget. Otteson also noted that after this year, the remaining Michelob Celebrate Your Lakes Grant funds will be used up.

Council Member Zettervall motioned to approve entering into an agreement with the Sherburne County Soil and Water Conservation District to provide 632 hours of watercraft inspection at Lakeside Park boat launch in 2020. Seconded by Council Member Knier, unanimous ayes, motion carried.

7C. Adjustment of Temporary Wage Change for Non-Exempt Liquor Store Staff

Greg Zurbey reviewed the impact COVID-19 has had on the operations and Staff at Lake Liquor, thanking Staff for their flexibility and commitment to the City and our customers. Zurbey noted that as of Monday, June 8th, the hours of operation at the store will be expanded to 10:00 a.m. to 8:00 p.m. Monday through Saturday, with the Sunday hours remaining unchanged from 11:00 a.m. to 4:00 p.m. This change in hours will increase store hours 12 hours per week. The goal is to increase customer service while reducing the intensity of business during store hours. Zurbey noted that while there continues to be many unknowns, Staff believes that the opening of bars and restaurants will have a financial impact at Lake Liquors. Staff will continue to evaluate as changes in customer needs, staffing and the cost of doing business occur. Staff requested that the temporary wage increase be adjusted from $4.00 per hour to $2.00 per hour as they are still operating under reduced hours and the hazard still exists. This reduction would address some of the

payroll concerns while offering some continued support for non-exempt Staff during these difficult times. Council discussed the continued excessive work that is still expected from liquor store Staff.

Council Member Zettervall motioned to approve an adjustment to the temporary pay increase from $4.00 per hour to $2.00 per hour for all Non-Exempt Liquor Store Staff effective June 11, 2020. Seconded by Council Member Johnson, unanimous ayes, motion carried.

7G. Monthly Department Reports

Fire Department – Assistant Fire Chief Mark Hedstrom provided statistical information on calls for service for the month of May. Hedstrom also reviewed small group training activities in May, recent fires out in Orrock Township at the Sand Dunes, a recent tractor Fire in Big Lake Township, noted cookie donations from Girl Scout Troop 289, and informed Council that 12 applications were received from interested fire fighters and of those, 9 attended orientation. The Fire Department also congratulated the Big Lake Graduating Class of 2020 and showed photos of the graduation parade the Department participated in. Hedstrom also provided fire escape safety information.

Council Member Knier discussed concerns with the number of false alarms and alarm issues. Hedstrom noted that false alarms can be a waste of resources and when appropriate, the Department is compensated by the property owner.

Mayor Wallen thanked the Department for their on-going support to the community, and for being open to changes that can help make the Department work more efficiently. Wallen also noted that communication has improved greatly, and Staff seems more engaged.

Police Department – Joel Scharf updated Council on police statistics, calls for service, significant arrests, and self-initiated policing activities for the month of May. Scharf discussed speed initiatives for monitoring both vehicle traffic and lake traffic. Scharf also discussed the upcoming ATV parade scheduled for Saturday, June 13th, recent random acts of kindness towards the community and the Department, and reviewed new processes for parking at Lakeside Park. Scharf discussed efforts of the Department to relate to our community members, along with strong policies established for the Department, as well as the robust training program for officers, and reviewed the strong body camera program implemented a few years ago.

Engineering/Public Works Department – Layne Otteson provided an update on engineering projects underway in the City and activities in the various areas of the Public Works Department. Otteson reviewed high water issues on the south side of Highway 10, noted that new street post banners recognizing Big Lake graduates have been put up, discussed

increased activity at Lakeside Park, reviewed monitoring of AIS inspectors, reviewed street patching and street sweeping efforts, discussed irrigation repairs, and thanked Jane and Savannah for their efforts in completing plantings and landscaping improvements. Otteson provided an update on the Wastewater Treatment Facility Expansion project, discussed fire hydrant repairs, replacement of the gear reducer at the bio-solids building, erosion control inspections, and the status of the Safe Routes to School plans.

8. ADMINISTRATOR'S REPORT

Clay Wilfahrt discussed the new Lakeside Park parking fee kiosk and provided an update on how that equipment is working. Wilfahrt also noted that annual parking pass sales have substantially increased this year. Wilfahrt thanked Chief Scharf for his assistance with prompting the property owner of 530 Westwood Drive to clean up the parcel after fire damaged the structure, noting that we are finally seeing substantial clean-up of the site. Wilfahrt also discussed the loosened restrictions on bars and restaurants.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: Discussed the June BLEDA Meeting.

Council Member Hansen: Discussed the June CMRRPP Meeting.

Council Member Johnson: Reviewed the June BLEDA and BLCLA Meetings.

Council Member Knier: Reviewed street inspections that he attended with Layne and Nick, and their discussion on possible micro-surfacing options for street maintenance.

10. OTHER – No other.

11. ADJOURN

Council Member Knier motioned to adjourn at 6:50 p.m. Seconded by Council Member Johnson, unanimous ayes, motion carried.

_____
Clerk

Date Approved By Council _____

AGENDA ITEM

Big Lake City Council

Prepared By: Amy Barthel, City Planner	**Meeting Date:** 6/24/2020	☐ **Regular Agenda Item** ☒ **Consent Agenda Item**	**Item No.** **6D**
Item Description: *Zoning Text Amendment to Allow Group Care Facilities as a Conditional Use in the T.O.D Zone.*		**Reviewed By:** *Hanna Klimmek, Community Development Director*	
		Reviewed By: *Clay Wilfahrt, City Administrator*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the following items for the Zoning Text Amendment Application submitted by Nystrom and Associates LTD:

1. **ORDINANCE amending Section 1068 (TOD District) to allow Group Care Facilities as a Conditional Use.**
2. **RESOLUTION authorizing Summary Publication.**

BACKGROUND/DISCUSSION

Introduction

Kevin Green with Wilkus Architects, P.A. (Applicant) submitted an application for a zoning text amendment on behalf of Nystrom & Associates LTD. The Applicant is requesting a text amendment to allow Group Care Facilities to be allowed by way of Conditional Use Permit (CUP) in the Transit-Oriented Development (TOD) zoning district.

This text amendment application is requested as part of a larger project for Nystrom Treatment Facility which was reviewed by City Council at Concept Level on January 8, 2020. The applicant has since amended the initial site plan and the need for a Planned Unit Development is no longer required. Thus, the applicant has submitted for a text amendment to allow this type of use in the district in order to conform to performance standards as stated in code.

The application for the zoning text amendment was submitted by the Applicant on May 29, 2020. The Completeness letter was sent on June 4, 2020 as the application had details necessary to complete the formal review. The 60-day statutory review formally ends on August 2, 2020.

The Planning Commission held a public hearing on June 17, 2020 to register any comments from the public. There were no comments provided in person, over video conferencing, or written. The Planning Commission considered the request and recommended approval of the text amendment for the City Council.

Land Use and Zoning

The TOD zoning district is intended to encourage a mix of moderate and high-density development within walking distance of the transit station, to provide an alternate to traditional development by welcoming and promoting a mixed-use pedestrian oriented development, and to provide a range of housing options for people of different income levels, needs and at different stages in life.

The Comprehensive Plan outlines similar goals for the TOD zone. The proposed amendment to include Group Care Facilities would be in harmony with the intent of the land use designation of the TOD zoning district.

The proposed amendment is consistent with the City's Comprehensive plan

Text Amendment

The TOD zoning district is relatively new and was created with the goal to encourage mixed use buildings with commercial uses on the ground level and residential units on top. The market has proven these types of developments to be unsuccessful in places outside the larger metropolitan market. There has not been a development like this proposed in the TOD zone. That being said, many of the uses for this area have become residential in nature with no commercial component. City staff will continue to encourage developers to include, or plan for future commercial space.

The proposed text amendment would allow for Group Care Facility; a use that is a hybrid of commercial and residential. There are short-term residents at the facility receiving support from employees working at the facility 24/7. More information about the treatment facility will be provided at time of platting. The Planning Commission provided a feedback on the proposed text amendment at the June 17, 2020 meeting. The Commission found that Group Care Facility use would be appropriate for this zoning district.

The judgment of the Planning Commission with regard to the application was based upon (but not limited to) the following factors:

a. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the objectives of the Comprehensive Plan, including public facilities and capital improvement plans. *The use is consistent with the comprehensive plan and encourages mixed-use development.*
b. The proposed action meets the purpose and intent of this Ordinance or in the case of a map amendment, it meets the purpose and intent of the individual district. *The mixed-use component of zoning code will be complimented with the ability to allow a Group Care Facility.*
c. There is adequate infrastructure available to serve the proposed actions. *The infrastructure is available for this type of use.*
d. There is an adequate buffer or transition provided between potentially incompatible uses or districts. *The TOD district is designed for uses to be mixed. This allows commercial and residential developments to be close in proximity. County Road 43 acts as a buffer from residential developments to the west.*

Below is a table that shows three (3) zoning districts that allow for a Group Care Facility to operate with more than six (6) people.

Zoning District	Permitted type	Analysis
R-2, Medium Density Residential [Section 1046]	Conditional (7-16 people)	The majority of land in this district is developed and consists of small parcels.
B-2, Community Business [Section 1056]	Conditional (7+ people)	West of Eagle Lake Road abutting HWY 10. Smaller parcels with existing businesses.
B-3, General Business [Section 1057]	Conditional (7+ people)	East of Eagle Lake Road abutting HWY 10, and in the Marketplace Development. Many vacant parcels are available for development.

T.O.D (Proposed) [Section 1068]	Conditional (7+ people)	South of the Transit Station with multi-family buildings and vacant land.

All the zoning districts listed above allow Group Care Facilities as a CUP have the following performance standards. The TOD zone would implement these same standards.

1) The facility is licensed by the State of Minnesota and the operator of the facility provides documentation of compliance with all applicable federal, state and county regulations.
2) The facility is not located within one thousand three hundred twenty (1,320) feet of any similar type use or care facility.
3) The entrance of the facility is located within five hundred (500) feet of a public transit route and stop, and pedestrian access is available, or the operators provide a transportation/access plan which is found acceptable to the City Council.
4) The operation is subject to annual review and continual monitoring by the City and is found to be in compliance with all applicable construction and operation regulations and standards.

Summary

The Applicant feels this amendment is justified due to the existing uses that are allowed in other commercial and residential districts such as Adult Day Care, Daycare facilities, and Group Care Facilities. The Applicant believes this is a less obstructive use in the TOD zone due to the nature of the Group Care Facility. The property, as indicated by the Applicant provides a transitional use building that will fit with the surrounding uses in the TOD zone. The TOD zone encourages a mix of uses and the Applicant feels this type of development is beneficial for the City and is located in the appropriate zoning district.

Staff supports the proposed text amendment and believes the TOD zone would provide an area suitable to support the type of use and not negatively impact surrounding properties. The TOD zone is established for the purpose of incorporating different uses in the district.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Motion to approve the following items for the Zoning Text Amendment Application:

1. Approve ORDINANCE to allow Group Care Facilities to be a Conditional Use Permit in the Transit Oriented Development district.
2. A RESOLUTION authorizing Summary Publication for the text amendment Ordinance.

ATTACHMENTS

- Ordinance
- Summary Ordinance
- Narrative

City of Big Lake
Ordinance No. 2020-XX

AN ORDINANCE AMENDING CHAPTER 10 (ZONING) OF THE BIG LAKE CITY CODE AMENDING SECTION 1068 (TRANSIT-ORIENTED DEVELOPMENT DISTRICT) OF THE BIG LAKE CITY CODE

THE CITY COUNCIL OF BIG LAKE ORDAINS:

SECTION 1. Chapter 10 (Zoning), Section 1068, (Transit-Oriented Development District) of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text as follows:

1068.03: ALLOWED USES: The following uses are allowed within the TOD District (by specific zone) and subject to applicable administrative requirements of this Ordinance:

STATION ZONE	MIDWAY ZONE	TRANSITION ZONE
Permitted Uses		
• Service-oriented office uses • Above ground floor non-service oriented office uses • Mixed uses with ground floor retail, personal services and/or service-oriented offices and an above ground floor multiple family residential component • Banks, Credit Unions • Retail businesses (under 10,000 square feet) as standalone units or as part of a multi-tenant building • Government uses and buildings (including transportation terminals)	• Mixed uses with ground floor retail, personal services and/or service-oriented offices and an above ground floor multiple family residential component • Ground floor restaurants (without drive-through facilities) • Multiple family residential developments containing eight (8) or more dwelling units per acre	• All permitted uses as allowed within the B-1, Business Campus Zoning District • All permitted uses as allowed within the R-3 High Density Residential Zoning District

STATION ZONE	MIDWAY ZONE	TRANSITION ZONE
Permitted Uses		
• Transit stations • Restaurants (without drive-through facilities) • Civic, cultural and community facilities • Theaters, except drive-ins • Dry cleaner stores with cleaning facilities outside the TOD District • Concessions/vending as approved by Metro Transit. • Multiple family residential developments containing ten (10) or more dwelling units per acre		
Accessory Uses		
• Accessory antennas • Accessory uses and buildings customary and incidental to uses allowed as permitted, conditional, interim and administrative permits in this chapter • Fences • Off-street parking and loading • Sexually oriented use - Accessory, as regulated by Section 1035 (Sexually Oriented Business) of this Ordinance and the license requirements of the City • Signs	• Accessory antennas • Accessory uses and buildings customary and incidental to uses allowed as permitted, conditional, interim and administrative permits in this chapter • Fences • Home occupations • Off-street parking and loading • Sexually oriented use - Accessory, as regulated by Section 1035 (Sexually Oriented Business) of this Ordinance and the license requirements of the City • Signs	• All permitted accessory uses as allowed within the B-1, Business Campus Zoning District • All permitted accessory uses as allowed within the R-3, High Density Residential Zoning District

Uses by Administrative Permit		
• All uses by administrative permit as allowed in the B-1, Business Campus Zoning District • Outdoor Dining, Accessory as regulated by Section 1056.04 Subd. 4	• All uses by administrative permit as allowed in the B-1, Business Campus Zoning District and the B-2, Neighborhood Business District	• All uses by administrative permit as allowed in the B-1, Business Campus Zoning District • All uses by administrative permit as allowed in the R-3 High Density Residential Zoning District
Conditional Uses		
• Accessory outdoor seating associated with food service businesses • Commercial parking lots and structures (as a principal use) • Commercial recreation (indoor) • Hotels • Stadiums and sports facilities over 10,000 seats • Grocery stores over 10,000 square feet • <u>Group Home Facilities subject to the conditions listed in Section 1057.05: Subd. 18.</u> • All permitted uses in the B-2 Neighborhood Business District not already permitted in the Station Zone	• Accessory outdoor seating associated with food service businesses • Convenience stores with gas • Restaurants with drive-through facilities • Hotels • Hospitals • Public, Educational and Religious Buildings and Municipal Government Buildings • All permitted uses in the B-2 Neighborhood Business District not already permitted in the Midway Zone	• All conditional uses as allowed within the B-1, Business Campus Zoning District • Office/warehouse • Public, Educational and Religious Buildings and Municipal Government Buildings • All conditional uses as allowed within the R-3 High Density Residential Zoning District
Interim Uses		
• All interim uses as allowed within the B-1, Business Campus Zoning District	• All interim uses as allowed within the B-1, Business Campus Zoning District	• All interim uses as allowed within the B-1, Business Campus Zoning District

SECTION 2. This Ordinance shall be effective following its passage and summary publication.

Adopted by the Big Lake City Council this 24th day of June, 2020.

CITY OF BIG LAKE

_____

Mayor Mike Wallen

Attest:

_____

City Clerk Gina Wolbeck

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

STATE OF MINNESOTA)
) SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this 24th day of June, 2020 by the Mayor and City Clerk of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

_____

Notary Public

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, June 24, 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 _____.

CITY OF BIG LAKE
RESOLUTION NO. 2020- XX

RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO. 2020-XX AMENDING THE ZONING CODE OF THE BIG LAKE MUNICIPAL CODE TO PROVIDE FOR A CHANGE IN ALLOWED CONDITIONAL USES IN SECTION 1068 (TRANSIT-ORIENTED DEVELOPOMENT DISTRICT)

WHEREAS, the City Council has adopted an ordinance amendment to provide for a change in zoning code for the Transit Oriented Development district to allow Group Care Facilities as a Conditional Use; and

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance No. 2020-XX will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance No. 2020-XX is approved for publication:

CITY OF BIG LAKE, MINNESOTA
ORDINANCE NO. 2020-XX

Section 1068.03 (Allowed Uses) of the Big Lake Zoning Ordinance was amended to allow Group Care Facilities as a Conditional Use in the Transit Oriented Development district. A printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

Adopted by the Big Lake City Council this 24th day of June, 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 24th day of June, 2020, by the Mayor and City Clerk of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

_____
Notary Public

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

AGENDA ITEM

Big Lake City Council

Prepared By: *Clay Wilfahrt, City Administrator*	***Meeting Date:*** 6/24/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6E**
Item Description: *Authorizing the Sale of Tax Forfeited Lands*		***Reviewed By:*** *Hanna Klimmek, Community Development Director, and Gina Wolbeck, City Clerk*	
		Reviewed By: *Layne Otteson, City Engineer/ PWD, and Deb Wegeleben, Finance Director*	

ACTION REQUESTED

Motion attesting to Sherburne County Resolution 050520-AD-1954 requesting approval from the Minnesota Department of Natural Resources for the sale of Tax Forfeited Lands.

BACKGROUND/DISCUSSION

Each year the City is given an opportunity to request that the County set aside land in tax forfeiture for the City to acquire for public use. Attached are the maps of the 2020 tax forfeited properties. Staff reviewed the properties, and the only one that would have been of interest is a 20 acre parcel east of the City's Industrial Park. The purchase price on the property is just over $200,000. With the limited recent demand for industrial land, staff believes that the prudent decision is to pass on the potential to purchase the property for future industrial land. None of the other parcels were suitable candidates for public use.

In order to complete this process, the County requires the City to attest to its resolution. City staff will subsequently be advising the County of any known issues on the properties.

FINANCIAL IMPACT

None

STAFF RECOMMENDATION

Make a motion attest to the County's resolution 050520-AD-1954 requesting approval from the Minnesota Department of Natural Resources for the sale of Tax Forfeited Lands.

ATTACHMENTS

County Resolution
Maps of Properties
Letter from County Auditor/Treasurer dated May 11, 2020
Correspondence regarding the purchase price of land east of the Industrial Park

DocuSign Envelope ID: F5156EB6-8618-4241-A168-743662499101

SHERBURNE COUNTY

RESOLUTION 050520-AD-1954

Sherburne County Board of Commissioners

WHEREAS, The County Board of Commissioners of the County of Sherburne, State of Minnesota, desires to offer for sale certain parcels of land that have forfeited to the State of Minnesota for non-payment of taxes, and

WHEREAS, Said parcels of land have been viewed and have been classified as non-conservation lands, as provided for in Minnesota Statutes 282.01.

NOW, THEREFORE, BE IT RESOLVED That the Sherburne County Board of Commissioners hereby certified that all parcels of land on the attached list have been viewed and comply with the provisions of Minnesota Statutes 85.012; 92.461; 282.01, Subd. 8; 282.018 and the 1991 Laws of Minnesota Ch. 354, Art. 10 Sec. 9, amending M.S. Sec 282.018, Subd. 2 (1990).

BE IT FURTHER RESOLVED That the Sherburne County Board of Commissioners hereby request approval from the Minnesota Department of Natural Resources for the sale of said lands.

The question was on the adoption of the resolution, and there were 5 YEAS and 0 NAYS as follows:

COUNTY OF SHERBURNE BOARD OF COUNTY COMMISSIONERS	Yea	Nay	Other
Barbara Burandt	✓		
Raeanne Danielowski	✓		
Tim Dolan	✓		
Felix Schmiesing	✓		
Lisa Fobbe	✓		

DocuSigned by:

Attest: Bruce Messelt

Date: 5/5/2020

Bruce Messelt
Clerk of the County Board

DocuSign Envelope ID: F5156EB6-8618-4241-A168-743662499101

Signature page

In witness whereof we have hereunto subscribed our names this ___5th_____ day of ___May_____, 2020.

_____ *Chairman

DocuSigned by:
Barbara Burandt
DocuSigned by:
Lisa Fobbe
DocuSigned by:
Raeanne Danielowksi
DocuSigned by:
Diane Arnold

Attest:

Auditor/Treasurer, Sherburne, Minnesota

The foregoing classification and sale is hereby approved.

Dated _____June 24, 2020.

By the Town/City Board of _____Big Lake_____ of Sherburne County, Minnesota.

_____ Mike Wallen, Mayor

_____ Seth Hansen, Council Member

_____ Rose Johnson, Council Member

_____ Paul Knier, Council Member

_____ Scott Zettervall, Council Member

_____

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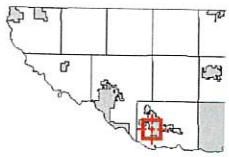
Overview



Legend

- Parcels
- Streams

Parcel ID	65-436-0142	**Alternate ID**	n/a
Sec/Twp/Rng	24-33-28	**Class**	670-Tax Forfeited-Real Estate/PILT or Sev Min
Property Address		**Acreage**	0.14
District	BIG LAKE CITY		
Brief Tax Description	n/a		

(Note: Not to be used on legal documents)

Owner Address

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Disclaimer for St Cloud Parcels: Sherburne County information about St Cloud properties are limited to classification and value. Any questions regarding additional information please contact the City of St Cloud's assessor office.

Date created: 5/11/2020
Last Data Uploaded: 5/10/2020 10:12:38 PM

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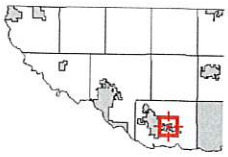
Overview



Legend

- Parcels
- Streams

Parcel ID	65-121-2400	Alternate ID	n/a
Sec/Twp/Rng	21-33-27	Class	670-Tax Forfeited-Real Estate/PILT or Sev Min, 670-Tax Forfeited-Real Estate/PILT or Sev Min
Property Address		Acreage	25.51
District		BIG LAKE CITY	
Brief Tax Description		n/a	

(Note: Not to be used on legal documents)

Owner
Address

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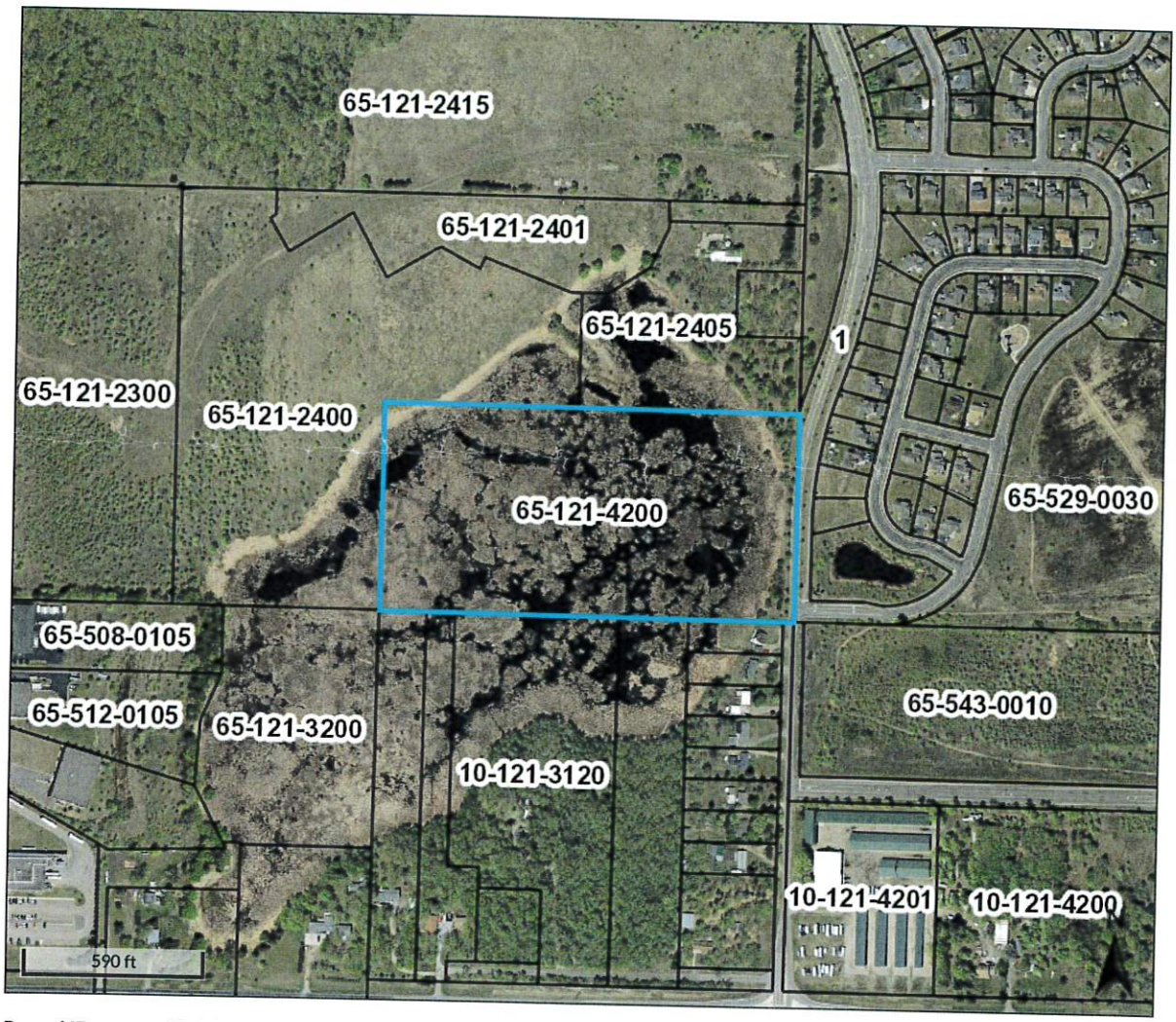
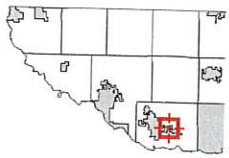


Overview



Legend

- Parcels
- Streams

Parcel ID	65-121-4200	Alternate ID	n/a
Sec/Twp/Rng	21-33-27	Class	670-Tax Forfeited-Real Estate/PILT or Sev Min, 670-Tax Forfeited-Real Estate/PILT or Sev Min
Property Address		Acreage	20.38
District	BIG LAKE CITY		
Brief Tax Description	n/a		

(Note: Not to be used on legal documents)

Owner Address

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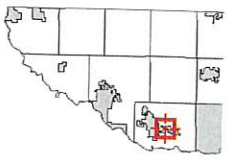
Overview



Legend

- Parcels
- Streams

Parcel ID	65-121-2300	**Alternate ID**	n/a
Sec/Twp/Rng	21-33-27	**Class**	670-Tax Forfeited-Real Estate/PILT or Sev Min
Property Address		**Acreage**	19.98
District	BIG LAKE CITY		
Brief Tax Description	n/a		

(Note: Not to be used on legal documents)

Owner Address

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SHERBURNE
Auditor-Treasurer

Diane Arnold
Auditor/Treasurer
Sherburne County Government Center
13880 Business Center Drive NW, Suite 100
Elk River, MN 55330-4668
Diane.Arnold@co.sherburne.mn.us
(763) 765-4363

May 11, 2020

To: Town Clerks, City Clerks and Administrators/Chairpersons

From: Diane Arnold, Auditor/Treasurer

Re: Sale of Tax Forfeited Land

Enclosed is a list of tax forfeited parcels approved for sale by our county commissioners, a map of the parcels, a signature page and a questionnaire. We will hold two types of sales, a public sale and a closed bid sale. The closed bid sale will be offered to adjacent property owners only. Please review these parcels to determine (1) whether you are interested in acquiring the parcel and (2) whether there are any known issues with the parcel. The signature page needs the signatures of your board or council and/or a resolution. This needs to be returned to our office within 60 days.

Any known issues can be reported on the questionnaire and sent to Michelle Moen at the Sherburne County Assessor's office or emailed to michelle.moen@co.sherburne.mn.us.

If you have any questions, please call Bonnie at 763-765-4361.

Thank you for your attention.

enc

Questionnaire

Date_____

PID_____

Municipality_____

Please complete this questionnaire by providing the following information:

How is this property zoned?_____

Do you have your zoning and subdivision requirements on line? _____

Are there any known zoning violations? _____

If vacant, is the property buildable under your local ordinance? _____

Are there any land use violations? _____

Who should prospective buyers contact regarding a wetland delineation for this property?

_____

Are there any known hazards or contamination issues with the property? _____

Are there Special assessments owing or pending ? _____

Is there any known garbage or trash on the site? _____

Are there any structures on this property? _____
Please describe:_____

Is there a septic system on the property ?_____ and is it compliant?_____

Is there a well on the property?_____

Are there any other issues or concerns related to this property that you can tell us about?

_____

_____

_____

_____

Information provided by _____ Date _____

Please return this form with your approved Resolution to Sherburne County Auditor/Treasurer Property Tax Manager.

Gina Wolbeck

From: Bonnie Jacobs <Bonnie.Jacobs@co.sherburne.mn.us>
Sent: Thursday, June 4, 2020 8:52 AM
To: Gina Wolbeck
Cc: Bonnie Jacobs
Subject: Purchase Price for Forfeited Parcel 65-121-2300

Good morning Gina,
I heard back from the Assessor's office and the sale price of parcel 65-121-2300 is $105,900.00.
If the City is interested here is the breakdown of costs to purchase.

Purchase price	$105,900.00
RE Assurance Fee	$ 3,177.00
State Deed Fee	$ 25.00
State Deed Tax	$ 349.77
	$ 109,451.47
Special Assessments	$ 76,470.83
SA Interest	$ 17,202.68

Total Inc. Specials $202,942.98 Please make check payable to Sherburne County Auditor- Treasurer

Recording Fee $46.00 Please make check payable to Sherburne County Recorder

Let me know if you have any questions.
Thank you, Gina.

Bonnie Jacobs
Sherburne County Property Tax Manager
Work: (763) 765-4361
www.co.sherburne.mn.us
www.facebook.com/SherburneCountyMN
NOTICE: Unless restricted by law, email correspondence to and from Sherburne County government offices may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.

AGENDA ITEM

Big Lake City Council

Prepared By: *Layne R. Otteson P.E., PWD & CE* *PW20-044*	***Meeting Date:*** 6/24/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6F**

Item Description: *Agreement for AIS watercraft inspection reimbursement with the Big Lake Community Lakes Association*	***Reviewed By:*** *Clay Wilfahrt, City Administrator* ***Reviewed By:*** *Deb Wegeleben, Finance Director*

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a reimbursement agreement with the Big Lake Community Lakes Association for watercraft inspection costs at Lakeside Park boat launch in 2020.

BACKGROUND/DISCUSSION

In the past, partnerships with Sherburne Soil and Water Conservation District and Big Lake Community Lakes Association have proven to be effective is maintaining a high water quality by protecting against erosion and aquatic invasive species (AIS). AIS inspections have been taking place at Lakeside Park for several years under the direction of the Sherburne Soil and Water Conservation District.

The City values AIS inspection and has executed an agreement with the Sherburne Soil and Water Conservation District for 632 hours of Level 1 inspection at a cost of $12,008.00. The inspections will take place through September. This agreement was strongly supported by the Big Lake Community Lakes Association (BLCLA) and they agreed to contribute via cost share. The 632 hours of inspection is shared by the City of Big Lake (380 hours) and BLCLA (252 hours). BLCLA will reimburse the City for $4,788.00.

FINANCIAL IMPACT

The agreement is for $4,788.00 and pays for approximately 40% of the AIS inspection costs. Their contribution keeps AIS inspection costs within budget.

STAFF RECOMMENDATION

BLCLA has provided a significant contribution towards AIS inspections. Staff recommends approval of the reimbursement agreement.

ATTACHMENTS

2020 Aquatic Invasive Species Inspection Reimbursement Agreement

2020 AQUATIC INVASIVE SPECIES INSPECTION
REIMBURSEMENT AGREEMENT

The **Big Lake Community Lakes Association** agrees to reimburse the **City of Big Lake** $4,788.00 for Aquatic Invasive Species (AIS) inspection at Lakeside Park during 2020. The Big Lake Community Lakes Association (BLCLA) understands that the City has entered into an agreement with Sherburne Soil and Water Conservation District (SSWCD) to provide 632 hours of AIS inspection June through September, 2020. The BLCLA understands it is contributing 252 hours of the 632 hours of AIS inspection.

The BLCLA shall pay in full, within 30 days of receipt, an invoice from the City of Big Lake for $4,788.00. If SSWCD provides less than the 632 hours agreed to, the cost share will be pro-rated between the City and the BLCLA.

By signing this agreement, the both parties agree to the aforementioned.

Please return this signed agreement no later than July 10, 2020.

BIG LAKE COMMUNITY LAKES ASSOCIATION	**CITY OF BIG LAKE**
_____	_____
Signature	Signature
_____	Mike Wallen, Mayor
Printed Name	Printed Name
_____	_____
Date	Date

AGENDA ITEM
Big Lake City Council

Prepared By: *Hanna Klimmek,* *Community Development Director*	***Meeting Date:*** 6/24/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6G**

Item Description: *Resignation of City Planner, Amy Barthel*	***Reviewed By:*** *Clay Wilfahrt, City Administrator* ***Reviewed By:*** *Deb Wegeleben, Finance Director*

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be accepting the resignation of City Planner, Amy Barthel, effective July 1, 2020.

BACKGROUND/DISCUSSION

City Planner, Amy Barthel, has submitted her resignation from the City as she has accepted another position in the private sector. Her last day with the City of Big Lake will be on July 1, 2020.

We wish Amy the best in her new role!

FINANCIAL IMPACT

None

STAFF RECOMMENDATION

Staff recommends accepting the resignation of City Planner, Amy Barthel.

ATTACHMENTS

N/A

AGENDA ITEM

Big Lake City Council

Prepared By: *Layne R. Otteson P.E., City Engineer/DPW* *PW20-045*	***Meeting Date:*** 6/24/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6H**
Item Description: *Change Order No. 1 for 2019 Wastewater Treatment Facility Improvements*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *Deb Wegeleben, Finance Director*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving Change Order No. 1 for the 2019 Wastewater Treatment Facility Improvement Project to Municipal Builders, Inc. to extend the completion date to October 30, 2020, revise the contract amount and approve work outside of the contract.

BACKGROUND/DISCUSSION

The project encountered changes that impact the contract amount and completion date. All changes were reviewed by City Engineer Otteson and found acceptable. Each of the following items corresponds with the attached Change Order No. 1.

Item No. 1

The Contractor proposed a different type of cable due to unavailability of the initially specified conductor cable. The proposed cable route is from the bio solids building down to the control building. The design engineer approved the XHHW conductor in lieu of armored cable for electrical feeder. This is a contract cost **savings** of **$5,670.00**

Item No. 2

The Contractor found that during excavation, the existing buried process piping did not have poly wrap and was not showing signs of corrosion. The Contractor requested to forgo the installation of the poly wrap. The design engineer determined that the soils on site do not encourage corrosion and poly wrap was not required on the new process piping. This is a contract cost **savings** of **$290.30**

Item No. 3

The Contractor uncovered several large chunks of waste concrete during excavation of soils for new oxidation ditch. This was likely from previous construction. The Contractor will properly dispose of the concrete debris offsite. This is a contract cost **increase** of **$262.50**

Item No. 4

A concrete generator pad was found to be 2” too high and problematic in the control building. Removal of pad will improve accessibility to new MCC2 panels and eliminate potential trip hazard on the floor and is required by National Electrical Code for clearance in front of electrical panels. This is a contract cost **increase** of **$598.00**

Item No. 5

The zoning for the land where the new oxidation ditch was to be constructed did not conform. The rezoning and platting process delayed the start of construction from fall 2019 to spring 2020. Discussions with the City Engineer, design engineer and Contractor resulted in agreeable completion dates without additional compensation as follows:

- Substantial Completion: **October 2, 2020**
- Final Completion: **October 30, 2020**

FINANCIAL IMPACT

Extending the completion date has no impact to the Contract cost or funding. The change of work is a net reduction of **$5,099.80** to the project. The Contract amount will be reduced to **$2,352,300.20.**

STAFF RECOMMENDATION

Staff recommends the City Council extend the completion date, approve the change in work and revised contract amount.

ATTACHMENTS

Change Order No. 1 – 2019 WWTF Improvement Project

Change Order No. 1

CITY OF BIG LAKE
ENGINEERING DEPARTMENT
160 LAKE STREET NORTH
BIG LAKE, MN 55309

Municipal Builders, Inc. ..... June 17, 2020

17125 Roanoke St NW

Andover, MN 55304

SUBJECT: Change Order No. 1 – 2019 Wastewater Treatment Facility Improvements

Gentlemen:
You are hereby ordered, authorized, and instructed to modify your contract for the 2019 Wastewater Treatment Facility Improvements by including the following items:

Item No.	Description	Units	Quantity	Unit Price	Cost
1	XHHW conductor in lieu of armored cable for electrical feeder	L.S.	-1.00	$5,670.00	-$5,670.00
2	Eliminate polywrap on DIP pipe	L.S.	-1.00	$290.30	-$290.30
3	Remove & dispose concrete debris from site	L.S.	1.00	$262.50	$262.50
4	Generator pad demolition & disposal	L.S.	1.00	$598.00	$598.00
5	Change Substantial Completion Date to October 2, 2020 and Final Completion Date to October 30, 2020 (Section 00 52 00, Article 4.02)	n/a	n/a	0.00	0.00
				Grand Total	**-$5,099.80**

Submitted and approved by Layne Otteson, City Engineer, on the 24th day of June, 2020.

_____

Layne Otteson P.E., City Engineer

Approved and accepted this ____day of_____, 2020 by Municipal Builders, Inc**.**

_____

Municipal Builders, Inc. Representative

Approved and accepted this ____day of_____, 2020 by the **CITY OF BIG LAKE**

_____

Mike Wallen, Mayor

_____

Clay Wilfahrt, City Administrator

AGENDA ITEM

Big Lake City Council

Prepared By *Nick Abel, Streets/Parks Superintendent*	***Meeting Date:*** 6/24/2020	***Item No.*** **6I**
Item Description: *Public Works Mower and Trailer Equipment Replacement*	***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
	Reviewed By *Deb Wegeleben, Finance Director*	

COUNCIL DIRECTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the replacement of the 2002 John Deere mower and the 2002 D16 Deck over trailer.

BACKGROUND/DISCUSSION

Public works will be trading in our 2002 John Deere mower for a new ex mark Zero turn. This will be a great addition to our mowing fleet and also, the way we will be operating. There is a 2002 deck over trailer that we would also like to trade in for replacement with a tilt bed trailer for hauling our equipment

The Public Works Department is in need of updating some of our equipment which will help us be more efficient, and will cut down on the amount of time it takes for completing jobs with less strain on the employees. The two items that the Streets and Parks Department is looking at are the 2002 John Deere mower and the 2002 Deck over Trailer.

1. **2002 1445 John Deere mower.** This unit is becoming more and more unreliable every year and we are moving in the direction of starting to use zero-turn mowers that would be trailered instead of driving to sites all over town. The replacement mower we are looking at is a new Ex Mark zero-turn with a bagger system and deflector plate. Total cost of the new unit is $8,988.00 on state bid, and trade-in value of the 2002 John Deere is $3,000.00. The overall cost for the trade/purchase would be $5,988.00.

2. **2002 D16 deck over trailer with ramps.** This trailer is in good condition but is not very user friendly and is hard to load some of our equipment due to the ramp width and height. We are looking at replacing this trailer with a new tilt-bed trailer which we could load any piece of our equipment on that is under 14,000 lbs. We have obtained quotes that are between $5,995 and $6,500 for a new trailer. The trade-in value for our old trailer is expected to be between $3,500 to $4,000. Staff continues to look for lower quotes and is asking for Council to pre-authorize acceptance of the lowest quote we are able to obtain for equipment that has all necessary features.

Replacing both these pieces of equipment would have a positive impact on our daily operations and ability to do our jobs efficiently, safely and have more uses than what we are currently using these older units for.

FINANCIAL IMPACT

1. The new Ex Mark zero-turn with a bagger system and deflector plate on state bid is $8,988.00. The trade value of the 2002 John Deere mower is $3,000. The overall replacement cost would be $5,988.00.

2. The 2002 D16 deck over trailer - Current replacement quotes have been coming in between $5,995 to $6,500. The trailer is valued between $3,500 to- $4,000 on trade. The difference could vary depending on which trailer we go with and what the company is willing to offer us. Staff is recommending Council pre-authorize acceptance of the lowest quote we are able to obtain for equipment that has all necessary features.

Both items would be paid for with funds from the CIP Fund 199 (Miscellaneous Equipment Fund).

ATTACHMENTS

Mower Quote from M&M Express

Q U O T A T I O N

M&M EXPRESS SALES & SERVICE
580 Humboldt Drive
Big Lake, MN 55309
Phone #: (763)263-6000

PHONE #: **(763)263-2268** DATE: **6/10/2020**
CELL #: **(763)439-8140** ORDER #: **126713**
ALT. #: **(612)298-1285 Ext: NICK** CUSTOMER #: **127542**
P.O.#: CP: **Tom H**
TERMS: **Net 30** LOCATION: **3**
SALES TYPE: **Quote** STATUS: **Active**

BILL TO 127542

City of Big Lake
160 Lake St. N.
Big Lake, MN 55309

SHIP TO

City Of Big Lake
160 LAKE STREET NORTH
BIG LAKE, MN 55309

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
EXM	RAX730GKA604A3	RADIUS X-SERIES 60" DECK KAWASAKI	1	$8,999.00	$7,199.00	$7,199.00
EXM	135-2604	TWIN BAGGER - POWERED	1	$1,599.00	$1,279.00	$1,279.00
EXM	135-5216	COMPLETING KIT	1	$199.00	$159.00	$159.00
EXM	135-2532	KIT-OCD HAND RADIUS	1	$452.17	$351.00	$351.00
****	TRADE-IN	JOHN DEERE 1445	1	-$3,000.00	-$3,000.00	($3,000.00)

Prices reflected on this quote are valid for 30 days and while current supplies last. However, prices are subject to change if the program or promotion the prices were quoted under is no longer in effect.

SUBTOTAL:	**$5,988.00**
TAX:	**$0.00**
ORDER TOTAL:	**$5,988.00**

Authorized By: _____

AGENDA ITEM

Big Lake City Council

Prepared By: *Kevin Shay, Consultant Planner*	***Meeting Date:*** 6/24/2020	***Item No.*** **7A**
Item Description: *PUD Concept Plan for "Avalon Estates" (PID 10-324-1200)*	***Reviewed By:*** *Amy Barthel, City Planner*	
	Reviewed By: *Clay Wilfahrt, City Administrator and Hanna Klimmek, EDFP, Community Development Director*	

EXTENDED REVIEW DEADLINE: June 31, 2020

ACTION REQUESTED

The City Council is asked to provide informal review and comment regarding the project's acceptability in relation to the Comprehensive Plan and development regulations and to advise the City Council as they review the concept plan.

Any comments given by the City Council are advisory in nature. While the comments are non-binding, the applicant will consider the comments from the City Council when they prepare their formal submittal.

PLANNING COMMISSION REVIEW

The Planning Commission reviewed the Concept Plan at their regularly scheduled meeting on June 17, 2020. The Planning Commission provided general feedback to the applicant regarding the layout of the development, the park areas, the proposed uses and the number of units. Traffic was brought up as a concern moving forward and it was conveyed that numbers will need to be provided to show the impact of the development. The Planning Commission was comfortable with the apartment height being greater than allowed.

BACKGROUND/DISCUSSION

APPLICATION:
Avalon Homes has submitted a development application for a PUD Concept Plan. The request is for a residential development on 57 acres west of Highland Avenue.

The existing property is currently vacant agricultural land. There are no existing structures on the site. The parcel lies directly south of Blacks Lake and west of Big Lake. The property has recently been annexed into the City of Big Lake and is guided as future neighborhood on the land use map.

PROPOSED DEVELOPMENT:

The subject application is for a residential development that will provide patio twin homes, quad townhomes and an apartment building. The development is proposed to include 106 units broken into the following unit types:

- 32 patio twin home units;
- 32 quad townhome units;
- 42 apartment units;

With the proposed units the gross density of the development is 2.9 units per acre which is within the density range for the low-density housing land use which allows 2.5 to 4 housing units per acre. The development includes open amenity space and park areas.

PROPERTY CHARACTERISTICS:

The existing 57-acre property is currently vacant agricultural land. There are no existing structures on the site.

EXISTING ZONING AND LAND USE:

Zoning	Urban Expansion (County), Shoreland Overlay
Future Land Use	Future Neighborhood
Existing Land Use	Vacant Land - Agricultural
Topography	Relatively flat with some wooded area

SURROUNDING ZONING AND LAND USE:

Direction	Zoning	Future Land Use Plan	Existing Land Use
North	R-1 Single Family Residential / R-5 Residential Redevelopment	Low Density Housing	Low Density Housing
South	R-1 Single Family Residential / R-2 Medium Density Residential	Low Density Housing / Medium and High Density Housing	Low Density Housing / Medium and High Density Housing
East	R-5 Residential Redevelopment / R-1 Single Family Residential	Lakeshore Cottage Neighborhood	Lakeshore Cottage Neighborhood
West	Urban Expansion (County)	Future Neighborhood / Medium and High Density Housing	Vacant Land - Agricultural

ANALYSIS OF REQUEST

NEXT STEPS:

The parcel is currently zoned Agriculture by the City with a Shoreland Overlay from multiple lakes. The applicant would request a rezoning to assign the PUD zoning for the site with R-1 Single Family residential standards used as a base, a conditional use permit to allow a shoreland PUD in order to receive additional

density, a preliminary plat and development stage PUD to subdivide the property and a variance to allow an increased building height in the shoreland district. With a traditional PUD, flexibility could be requested for the maximum building height but shoreland PUDs do not allow flexibility for development standards and therefore a variance is required.

PROPOSED SITE PLAN

Shoreland Overlay

The proposed development has four lakes that are classified as shoreland lakes by the MN DNR and impose restrictions on the development of the property. Big Lake and Lake Mitchell are classified as general development lakes, Blacks Lake is classified as a recreational development lake and Beulah Pond (located on the southern portion of the property) is classified as a natural environment lake. Each of these lakes has a 1,000-foot Shoreland Overlay boundary where the development standards are applied. The 1,000-foot shoreland boundary is further broken down into the tiers shown below and on the concept plan, which are used to calculate the allowable number of residential units within each shoreland tier.

Shoreland Tier Dimensions	
	Sewered
General Development Lakes	200 feet
Recreational Development Lakes	267 feet
Natural Environment Lakes	320 feet

Each tier is evaluated for the amount of land suitable to development, which excludes wetlands, bluffs and land below the ordinary high-water level (OHWL) of the lakes. The suitable land within each tier is then divided by the city's single residential lot size standard for the lake classification to determine the allowable number of units for each tier.

A density bonus is available to increase the base number of units within each tier, provided the increase to standards such as lakeshore setbacks and shoreland preservation can be achieved.

There is also a provision which allows the developer to take any number of units not provided in a given tier and transfer them into a tier that is further from the lakeshore. The further from the lakeshore the tier is, the greater the bonus to the number of units. The intent of this provision is to push density away from the lakeshore and is only allowed if the developer pursues a PUD.

The tables included below show the calculations for the base number of allowable units and the allowable units with the density bonus compared to what the applicant is proposing.

Recreational Development Lake (Blacks Lake)

Tier	Total Area (SF)	Unsuitable Area (SF)	Suitable Area (SF)	Minimum Lot Size (SF)	Base Density	Bonus Density Factor	Allowable Units per tier with Bonus Density	Adjusted Allowable Units per tier	Proposed Units	Units transferred to next tier
1	225,036	0	225,036	20,000	11.3	1.5	16.9		16	0.9
2	223,330	37,100	186,230	15,000	12.4	2.0	24.8	25.7	18	7.7
Total	448,300	37,100	411,200		**23.7**		**41.7**		**34**	

Natural Environment Lake (Beulah Pond)

Tier	Total Area (SF)	Unsuitable Area (SF)	Suitable Area (SF)	Minimum Lot Size (SF)	Base Density	Bonus Density Factor	Allowable Units per tier with Bonus Density	Adjusted Allowable Units per tier	Proposed Units	Units transferred to next tier
1	657,474	29,426	628,048	40,000	15.7	1.5	23.6		0	0
2	349,391	0	349,391	20,000	17.5	2.0	34.9	58.5	58	0
3	119,740	26,798	92,942	20,000	4.6	3.0	13.9	13.9	14	
Total	1,126,605	56,224	1,070,381		**37.0**		**72.4**		**72**	

The concept complies with the number of residential units allowed in the shoreland tiers for Beulah Pond and the shoreland tiers for Blacks Lake.

Shoreland Standards

The applicant has not provided enough information to determine compliance with most of the shoreland standards that apply to each lot. However, the standards are included below to inform both the developer and City Council of the standards that will be evaluated at the time of a preliminary plat and development stage PUD plan submittal.

- The maximum impervious surface coverage is 25%, unless a conditional use permit is approved to allow a maximum of 35%.
- The minimum lakeshore setback for:
    - A recreational development lake is 75 feet (112.5 feet with density bonus)
    - A natural environment lake is 150 feet (225 feet with density bonus)
- 70% of the lakeshore setback must be preserved in a natural or existing state.
- The minimum setbacks for non-lakeshore residential lots:
    - Front setback is 30 feet
    - Side setback is 10 feet
    - Rear setback is 30 feet
- The minimum required open space is 50% of the project area.
- The maximum building height is 25 feet.

The proposed apartment building will exceed the maximum building height allowed within the shoreland area and will require a variance to allow for an increased building height. The developer will need to provide a narrative describing how the variance conditions are met at the time of preliminary plat and development stage PUD, however staff is generally supportive of the request.

The proposed extension of Highland Avenue is a designated as a future collector road and is necessary to provide access to this development and for future development to the West. However, Highland Avenue falls within the lakeshore setback. The developer will need to provide calculations to the City to ensure that 70% of the lakeshore setback is preserved in a natural or existing state. If this standard cannot be achieved due to the existing roadway connection into the property, then a variance will be required to allow a greater lakeshore disturbance. The applicant would need to provide input on how the variance criteria are met and staff would evaluate the request. Staff would be generally supportive of this request as long as the area affected is minimized to the greatest extent possible.

PLANNED UNIT DEVELOPMENT:

PUD Justification

The Applicant is seeking a shoreland PUD approval, an approval that goes outside of the zoning code and subdivision ordinance. The City's PUD ordinance (Code Section 1011) is very clear that the City should only grant PUD approval in situations where there is a "public benefit" that comes from granting the approval. The PUD ordinance lays out thirteen (13) benefits that are being sought by the City.

PUD Format

The Zoning Code's PUD ordinance states that shoreland PUD's must be processed as a CUP. Staff would process the project by rezoning it to PUD and processing a CUP to address the shoreland PUD standards.

ENVIRONMENTAL REVIEW:

The state requires certain projects to go through an environmental review process before proceeding. The standards for determining when a project requires an environmental review is provided in the Minnesota Rules. Section 4410.4300 Subpart 19a "residential development in shoreland outside the seven-county metro area" applies to this project because of the shoreland lakes surrounding the project. The number of residential units allowed before requiring an environmental review is determined by whether the surrounding shoreland is considered sensitive or nonsensitive shoreland. The shoreland lakes are considered as nonsensitive shoreland if they are classified as general development or recreational development lakes and considered sensitive shoreland if they are classified as a natural environment lake. Beulah Pond is considered sensitive shoreland and Blacks lake is considered nonsensitive shoreland.

An environmental assessment worksheet (EAW) is mandatory if there are more than 25 units in the sensitive shoreland area or there are more than 50 units in the nonsensitive shoreland area. An environmental impact statement (EIS) is mandatory if there are more than 100 units in the sensitive shoreland area or there are more than 200 units in the nonsensitive shoreland area.

The current concept will require an EAW to be completed to determine the environmental impacts of this development.

DEVELOPMENT FEES

Park Dedication

The City's subdivision ordinance and fee schedule state residential subdivisions must dedicate 10% of the land being subdivided as parkland OR pay a fee equal to 10% of the value of the land. It is at the City's discretion whether to require a land donation or allow the fee in lieu to be paid. There are various park areas shown on the concept plan and the City Council should discuss if any of the areas are appropriate for a park and receive credit or if they should remain as open space. A portion of the area on the north side of the site is shown as future park in the 2018 Comprehensive Plan (Attachment D).

STAFF COMMENTS:

Engineering and Public Works:

Bolton and Menk prepared a comment letter for the review of this concept plan (Attachment C).

The Functional Classification Plan (Figure 12-1) from the 2018 Comprehensive Plan showing the future collector road is provided as "Attachment E".

Fire Department

No comment provided.

Police Department

Chief Scharf commented that the Police Department has no issues with the proposed concept plan.

ADDITIONAL COMMENTS:

Department of Natural Resources:
James Bedell of the Department of Natural Resources provided comment on the concept plan. His comment read:

> The concept plan is overall compliant with shoreland PUD standards. There are two items of concern in the concept plan.
>
> 1. The apartment complex is noted to be a 3-story building. Under the City of Big Lake's shoreland ordinance, structures cannot exceed a height of 25 feet. A 3-story complex may not meet this restriction.
> 2. The alignment of Highland Ave in the South East portion of this development puts the road in the shore impact zone. This zone is the most sensitive zone for maintaining water quality. The DNR recommends minimizing the roadway as much as possible out of the shore impact zone. Please review the alignment to ensure that at this location the road could not be moved further north while maintaining road safety standards.

FINANCIAL IMPACT
NA

STAFF RECOMMENDATION
The City Council should provide feedback on the applicant's proposal and whether there are additional items that should be addressed by the applicant prior to the submittal of the next application. The applicant would take these comments under advisement as they prepare a formal submittal. Some of the larger issues the City Council may wish to comment on include:

- Overall layout
- Apartment height variance
- Park areas

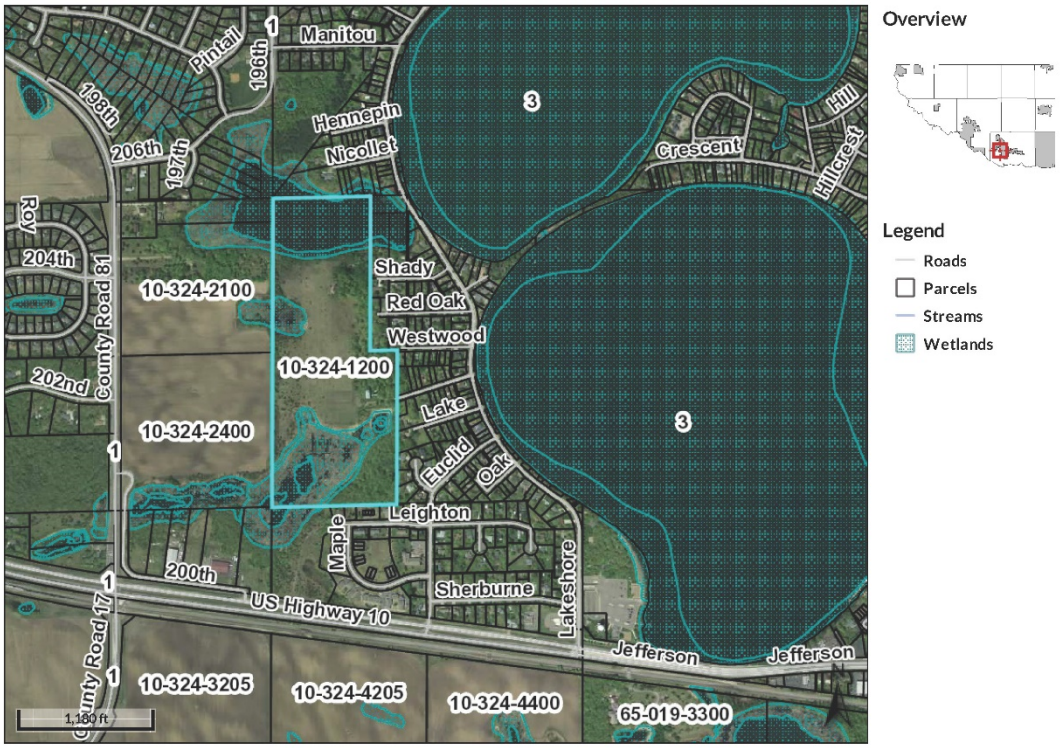
Staff is supportive of the current concept plan because it is consistent with the shoreland density standards. The City Council is asked to provide informal review and comment regarding the project's acceptability in relation to the Comprehensive Plan and overall use.

ATTACHMENTS

Attachment A:	Site Location Map
Attachment B:	Concept Plan
Attachment C:	Engineer's Memo
Attachment D:	Current and Future Parks Map from the 2018 Comprehensive Plan
Attachment E	Functional Classification Plan from the 2018 Comprehensive Plan

Attachment A
Site Location Map

Beacon™ Sherburne County, MN



Overview

Legend

- Roads
- Parcels
- Streams
- Wetlands

Parcel ID	10-324-1200	**Alternate ID**	n/a	**Owner Address**	KNAEBLE, SHANON E & ANDERSON TRUST 1831 HIAWATHA AVE BIG LAKE MN 55309
Sec/Twp/Rng	24-33-28	**Class**	201-Residential 1 unit, 801-Wetlands Located on Non-Ag Property, 111-Rural Vacant Land		
Property Address		**Acreage**	57		
District		BIG LAKE			
Brief Tax Description		n/a (Note: Not to be used on legal documents)			

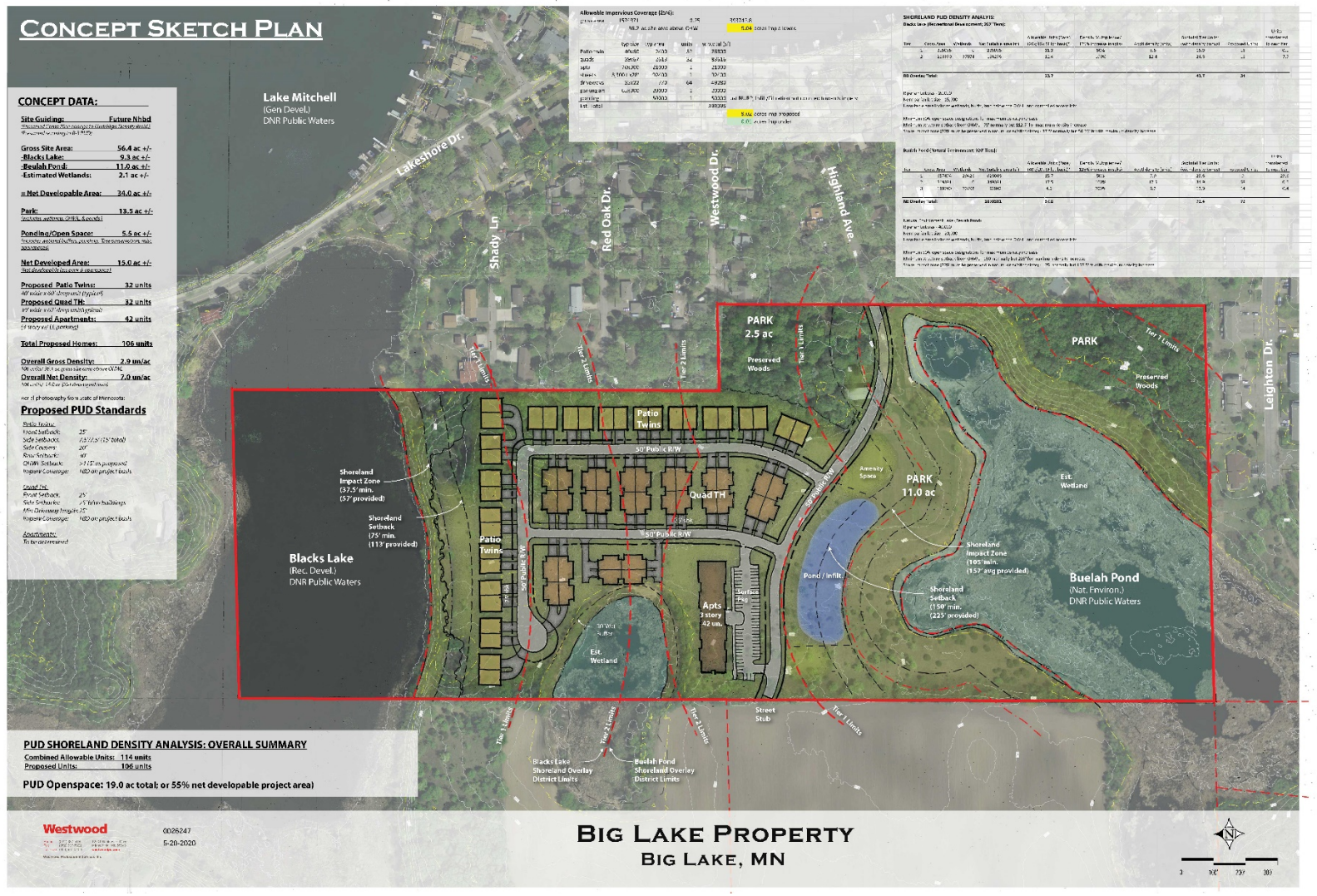
Disclaimer: *Every attempt has been made to ensure that the information contained on this web site is valid at the time of publication. Sherburne County reserves the right to make additions, changes, or corrections at any time and without notice. Additionally, Sherburne County disclaims any and all liability for damages incurred directly or indirectly as a result of errors, omissions or discrepancies and is not responsible for misuse or misinterpretation. Data is updated periodically. For the most current information contact the appropriate county department.*

Disclaimer for St Cloud Parcels: Sherburne County information about St Cloud properties are limited to classification and value. Any questions regarding additional information please contact the City of St Cloud's assessor office.

Date created: 2/12/2020
Last Data Uploaded: 2/11/2020 11:49:42 PM

Developed by Schneider GEOSPATIAL

Attachment B
Concept Plan



Attachment C
Memorandum, Bolton and Menk

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

February 24, 2020

Sara S.W. Roman, Consultant City Planner
via e-mail: swoolf@biglakemn.org

RE: Avalon Estates Concept
City of Big Lake, Minnesota
Project No.: W18.120331

Dear Sara,

We have reviewed the revised concept plan submitted for the above referenced project and have the following comments:

1. All roadway right-of-ways shall be a minimum of 60 feet in width.
2. The alignment and right-of-way width of the Highland Avenue extension should be evaluated with respect to the City Comprehensive Plan, Chapter 12, Transportation.
3. The applicant shall submit a Storm Water Pollution Prevention Plan for the review of the city.
4. The applicant shall submit a Storm Water Management Plan including storm water calculations complete with drainage area maps for the review of the city.
5. The applicant shall enter into a Stormwater Maintenance Agreement for all stormwater basins on the property.
6. All stormwater Best Management Practices (BMPs) shall be contained within easements.
7. All wetlands and waterbodies within the development shall be delineated.
8. The applicant shall submit a grading plan for the review of the city.
9. The applicant shall submit utility plans for the review of the city.
10. A watermain loop shall be provided within the development.
11. The applicant shall submit striping plans for the review of the city.
12. The applicant shall submit signage plans for the review of the city.
13. The applicant shall submit construction details for the review of the city.
14. The applicant shall submit a lighting plan for the review of the city.
15. All construction shall be in accordance with the City of Big Lake Standards.

We recommend the above requested information be submitted with a preliminary plat application for the review and approval of the City of Big Lake.

If you have any questions on the above, please call.

Sincerely,

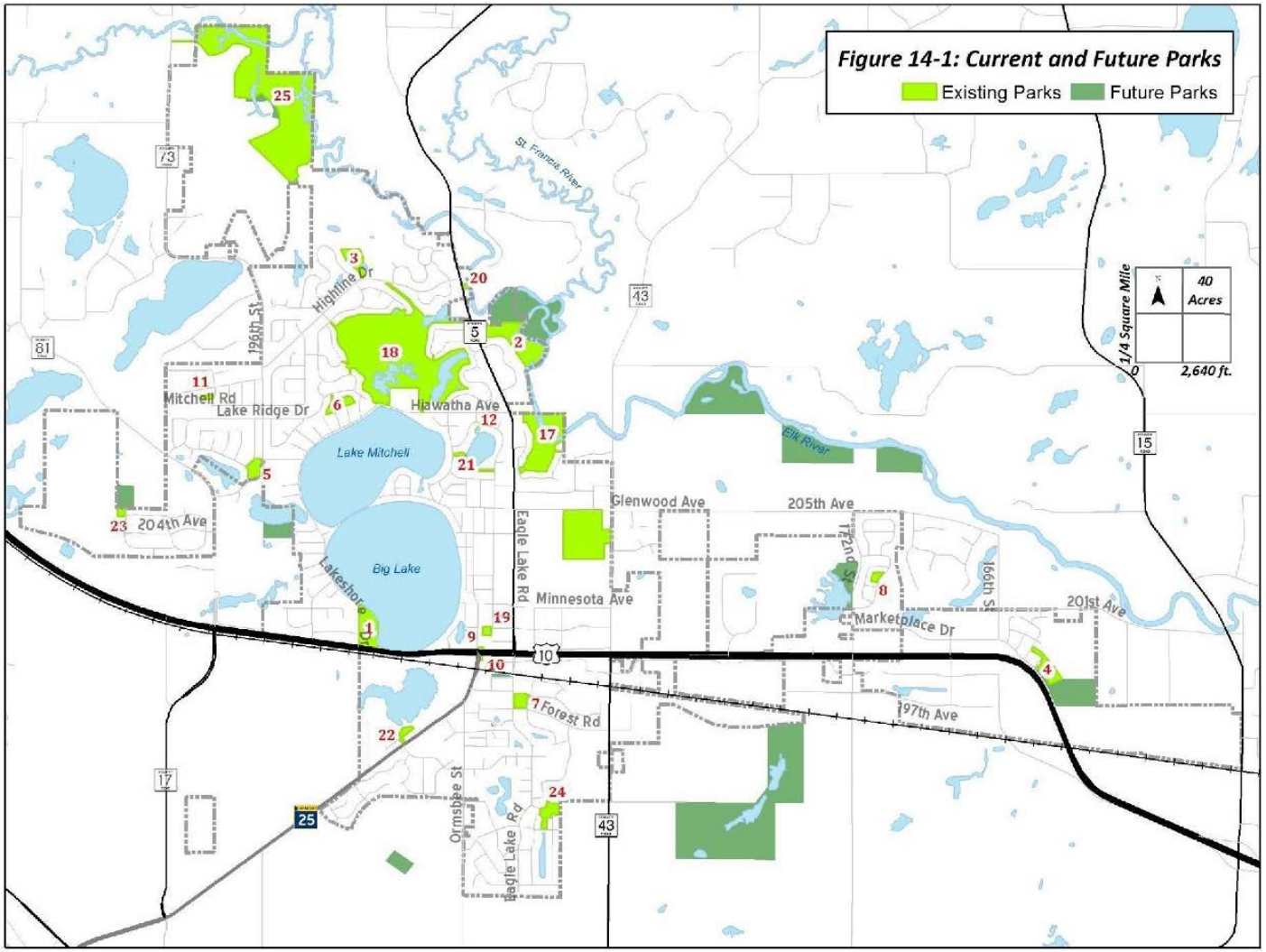
Bolton & Menk, Inc.

Jared Voge, P.E.
Principal Engineer

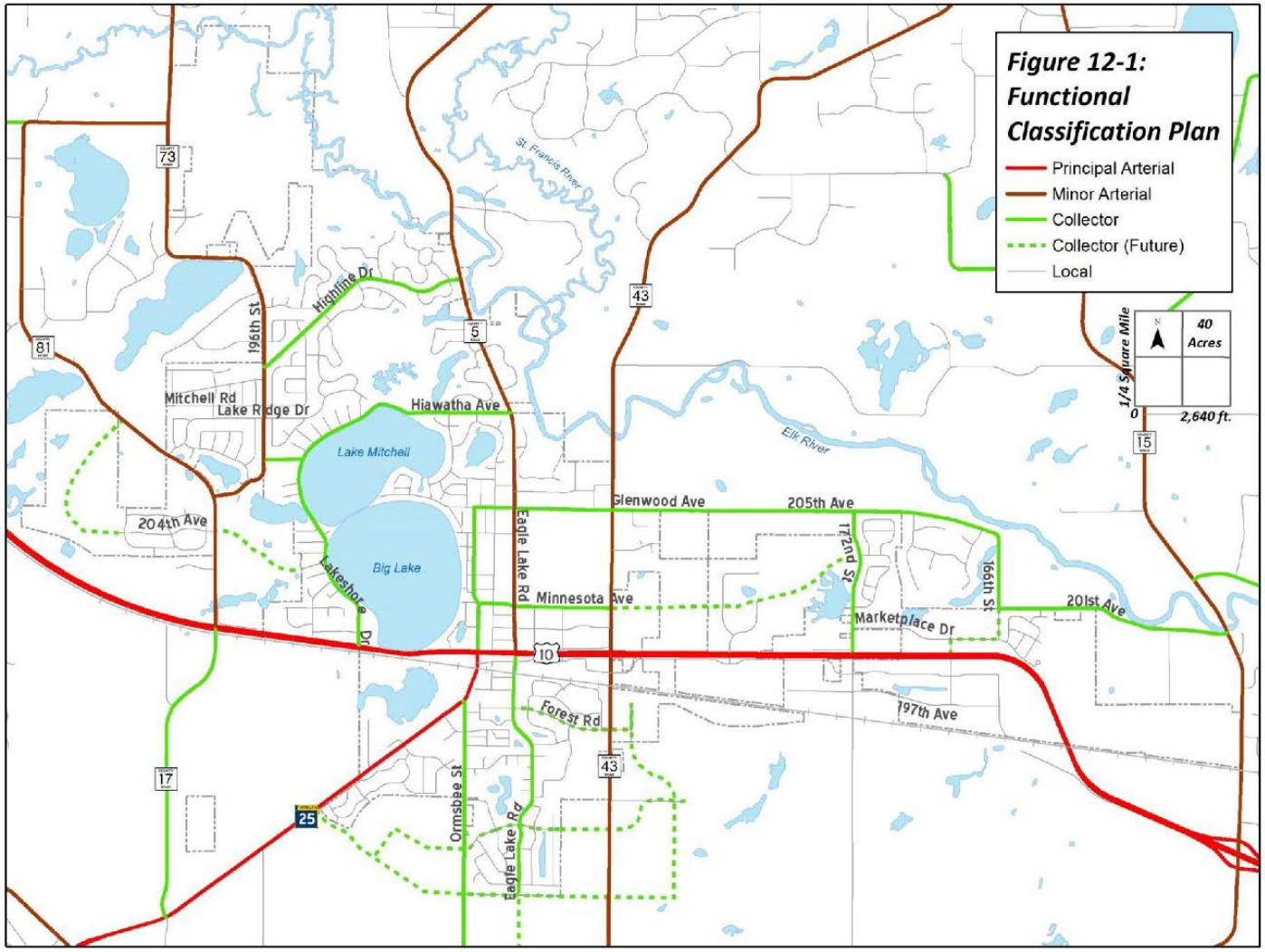
H:\BGLK\W18120307\1_Corres\C_To Others\2020-02-24 120307 Roman Avalon Estates Concept Review.docx

Bolton & Menk is an equal opportunity employer.

Attachment D
Current and Future Parks Map from the 2018 Comprehensive Plan



Attachment E
Functional Classification Plan from the 2018 Comprehensive Plan



AGENDA ITEM
Big Lake City Council

Prepared By: Layne R. Otteson, CE & PWD PW20-047	**Meeting Date:** 6/24/2020	☒ **Regular Agenda Item** ☐ **Consent Agenda Item**	**Item No.** **7B**
Item Description: Receive Preliminary Engineering Report for Needed 2020 Street and Utility Work		**Reviewed By:** Clay Wilfahrt, City Administrator **Reviewed By:** Deb Wegeleben, Finance Director	

ACTION REQUESTED

A motion to receive the Preliminary Engineering Report, and Order Plans and Specifications for 2020 Street and Utility Project No. ST2020-2.

BACKGROUND/DISCUSSION

Street and utility work was to be included with the 2020 Street Improvement Project ST 2020-1. However since that project has been delayed, this work needs to take place this year so it doesn't continue to negatively impact operations and maintenance of streets, sewer collection, and water distribution systems. The substandard condition of several manholes and catch basins are liabilities and can cause thousands of dollars of damage to snow plow equipment. This engineering report reviewed and combines the various needs across the City into one project to save money and reduce risk exposure.

Street Repairs

The streets are 20 to 30 years old. Multiple streets have begun to have localized deterioration. The size of the repairs needed is beyond Public Works capabilities and budget. These repairs will prolong street life and prepare for future sealcoat maintenance. Spot patching will be dependent upon available budget. Streets identified include:

- Euclid Ave
- Lakeshore Dr & Hiawatha Ave
- Highline Drive
- Kilbirnie Dr and Sterling Dr area.

Concrete curbing, catch basins and manholes need to be repaired throughout the City as they are hazards to the public and City snow plow equipment. Staff has identified specific infrastructure that should be repaired so that snow plows and private property is not damaged. There are also several sinkholes next to catch basins requiring structure repair and pavement patching. A culvert pipe at Brom Lane and Tarrytown Road has heaved and needs adjustment to drain properly. This work is beyond Public Works capabilities. This work will be funded with Street Maintenance Capital Improvement Fund 196.

Sidewalk and ADA Improvements

A segment of sidewalk adjacent along Minnesota Avenue is missing. This adjacent to Independence Elementary School and provide access to the County 43 bike path. The School has been very supportive of improving sidewalks along Minnesota Avenue. The accesses to McDowall Park trail system are noncompliant. This project will upgrade 3 access points on State Aid routes to meet ADA requirements. This work will be funded with Street Maintenance Capital Improvement Fund 196.

Utility Repairs

A 12" trunk watermain on County Road 81 has been out of service for over a year. This is a large pipe providing redundant water service to the western most neighborhoods of the City. It is critical to get this back on line. The break is located in a wet, low spot which is expensive to repair due to pipe size, county road and dewatering. This should be top priority for the City.

Water services on Mount Curve have been freezing in certain years since 2012 when the City rebuilt the street and installed storm sewer. Insulating the services in the street pavement area should significantly reduce service freeze ups. This work will be funded with Water Capital Improvement Fund 399.

The work was prioritized based on eminent need, condition, funding, cost, and maintenance expenditures. The estimated cost associated with the improvements is approximately $171,000. The construction costs in will be closely watched by Staff to stay within budget. All engineering, inspection and administration will be performed by City staff.

FINANCIAL IMPACT

The scope of the project will be adjusted to fall within the available funding of $175,000 as identified by Finance Director Deb Wegeleben. The estimated cost of the improvements identified in the Feasibility Report is approximately $171,000. Estimated funding will be provided by Street Maintenance Capital Improvement Fund 196 ($101,000) and Water Capital Improvement Fund 399 ($70,000).

STAFF RECOMMENDATION

Staff recommends that Council approve the Preliminary Engineering Report and direct staff to prepare plans.

ATTACHMENTS

Preliminary Engineering Report for the 2020 Street and Utility Project No. ST2020-2

2020 STREET & UTILITY PROJECT NO. ST2020-2

PRELIMINARY ENGINEERING REPORT

City of Big Lake, MN

June 17, 2020

Certification

Preliminary Engineering Report

for

2020 Street Rehabilitation Project (ST2020-2)

City of Big Lake, MN

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By: _____

Layne R. Otteson, P.E.
License No. 42079

Date: June 17, 2020

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I. INTRODUCTION

This Preliminary Engineering Report was authorized by the Big Lake City Council to provide an initial analysis of the feasibility, cost-effectiveness, and the necessity of the proposed infrastructure improvements. Several city streets throughout the city are included in the 2020 Improvements Project. Functional classification of streets ranges from local residential streets to local collectors.

Each street was reviewed by City Engineer, Public Works and Wenck Associates, Inc. to determine its existing condition and to evaluate the appropriate rehabilitation technique and feasibility of the improvements.

II. BACKGROUND

The proposed improvements included a variety of roadway rehabilitation techniques, a watermain extension and hydrant replacements. Rehabilitation techniques include full reconstruction, and bituminous mill and overlay. Figures A1 through A9 in Appendix A identifies project limits and project location maps. Manholes and catch basins were also reviewed for deterioration throughout the City.

Other work around the City includes:

<u>Structure Adjustments and Repair</u>

- Casting Reset & Curb Replacement
- Raise Culvert Apron and Grade Ditch – Tarrytown Rd
- County Road 81 – 12" Watermain Repair
- Chippewa Curbing – Approximately 75 feet

<u>Sidewalk and ADA Improvements</u>

- Ped Ramp SE Quadrant of CR 43 & 198th Ave
- 3 - McDowall Park Trail Accesses ADA
- Minnesota Ave Sidewalk Extension

<u>Pavement Spot Repairs</u>

- Euclid Ave
- Lakeshore Dr & Hiawatha Ave
- Highline Drive
- Kilbirnie Dr and Sterling Dr area

<u>Water Service Insulation</u>

- Mount Curve Ave

III. EXISTING CONDITIONS

McDowall Park Trail:

Existing access points to the park system do not meet current ADA requirements

Areas throughout the City include:

Segment of Minnesota Avenue sidewalk is missing.

Culvert pipe has heaved in a low wet area along Tarrytown Rd/ Brom Ln

Manhole castings stick up above the asphalt and catch basins have adjacent sinkholes.

Water service lines freezing on Mount Curve

County Road 81 – 12" Watermain break and pipe out of service.

Significant pavement deterioration on Euclid/Leighton, Lakeshore Dr, Hiawatha, Kilbirnie Dr, Sterling Dr and Highline Dr.

Chippewa St curb damage

CR 43 & 198th Ave – No Ped Crossing

IV. PROPOSED IMPROVEMENTS

MCDOWALL PARK TRAIL

Three existing access points to the park system to be upgraded to meet ADA requirements.

AREAS THROUGHOUT THE CITY INCLUDE:

Minnesota Avenue Sidewalk Extended about 150 feet near County 43.

Manhole castings, gate valves and catch basins repairs.

Water Service Line Freezing Issues on Mount Curve Avenue to likely require insulation.

County Road 81 has a 12" Watermain likely to require repairing.

Pavement Repairs on Euclid/Leighton, Lakeshore Dr, Hiawatha, Kilbirnie Dr, Sterling Dr and Highline Dr.

Chippewa St curbing improvements – Approximately 75 feet.

County Road 43 & 198th St Ped Ramp Improvements.

Raise the culvert and grade ditch as Tarrytown Rd and Brom Ln.

V. RIGHT-OF-WAY ACQUISITION

No additional Right-of-Way is anticipated for the proposed improvements. The need for temporary construction easements will be evaluated during the final design process.

VI. PERMITS

It is anticipated the following permits will be necessary for the Improvements Project:

- Sherburne County – Work within the County Right-of-Way
- Minnesota Department of Natural Resources – Dewatering Permit

VII. ESTIMATED COSTS

Construction costs have been estimated based on actual bid prices from projects of similar scope and adjusted for inflation. The cost estimates include contingency amount of 15% to account for costs unknown at this time. They also include indirect project costs such as engineering, legal expenses, testing, and administration.

Before bidding, the construction estimates will be updated to reflect changes in construction costs and final design. Final contracts will be awarded on a unit price basis and the Contractor will only be paid for work completed. No costs have been included for easements.

TOTAL ESTIMATED PROJECT COST

TABLE 1: WATER DISTRUBUTION REPAIR COSTS	
Mount Curve Ave service insulation	$25,000.00
County Road 81 – 12" Watermain Repair	$45,000.00

SUBTOTAL STORM DRAINAGE CONSTRUCTION $70,000.00

TABLE 2: STREET REPAIR COSTS	
Chippewa Curbing – Approximately 75 feet	$3,000.00
County Road 43 & 198th St - Ped Ramp	$3,000.00
McDowall Park Trail – 3 Ped Ramps	$8,000.00
Minnesota Avenue Sidewalk Extension	$14,000.00
Manhole Castings and Catch Basins	$20,000.00
Tarrytown Road – Culvert Adjustment & Grading	$3,000.00
Pavement Spot Repairs – Euclid Ave, Leighton, Kilbirnie St, Sterling Dr, Highline Dr, Lakeshore Dr, & Hiawatha Ave	$50,000.00

SUBTOTAL OTHER PROJECT COSTS $101,000.00

TOTAL PROJECT COSTS (EST.) $ 171,000.00

VIII. FUNDING

Funding sources for the project consist of a combination of Fund 196 and Fund 399. See Table 1 through Table 2 for construction costs summaries.

TABLE 3: FUNDING SUMMARY			
Location	Total Construction Costs	Street Maintenance Capital Fund 196	Water Capital Fund 399
Minnesota Ave Sidewalk Extension, Manhole Castings and Catch Basins, Pavement Spot Repairs, Chippewa Curbing,ADA Ped Ramps	$101,000.00	$101,000.00	
Water Service Insulation & CR 81 WM Repair	$70,000.00		$70,000.00
TOTALS	**$171,000.00**	**$101,000.00**	**$70,000.00**

IX. RECOMMENDATION

Based on the findings presented in this report, this project is feasible, cost effective, and necessary from an engineering perspective. The project can be best accomplished by letting competitive bids for the work. The City Engineer recommends that the City accept this report.

Appendix A: Location Maps & Individual Streets: Figures A1 – A9

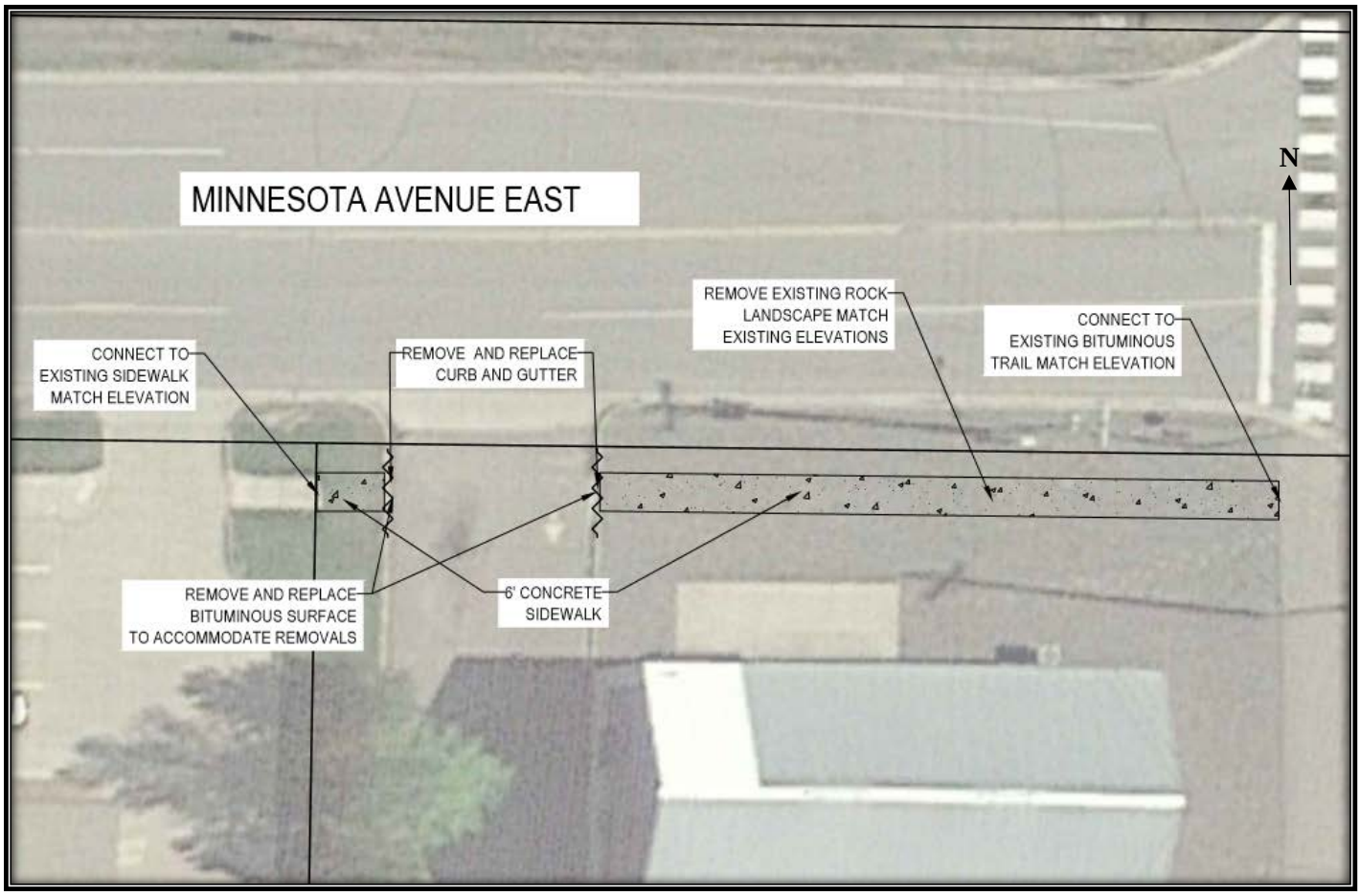

Figure A1 – Minnesota Avenue Sidewalk Extension

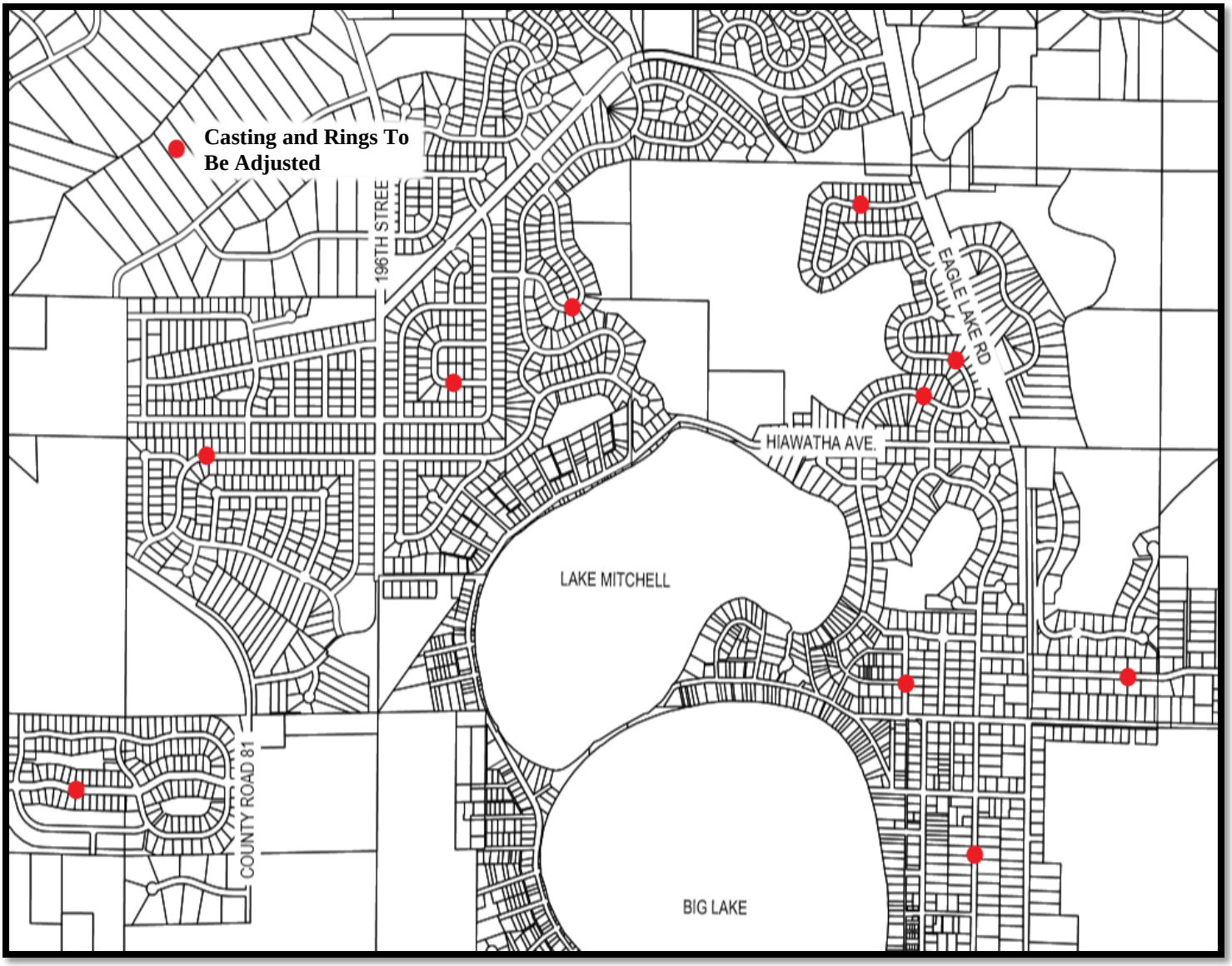

Figure A2 – Location Map for Castings and Rings to be Adjusted

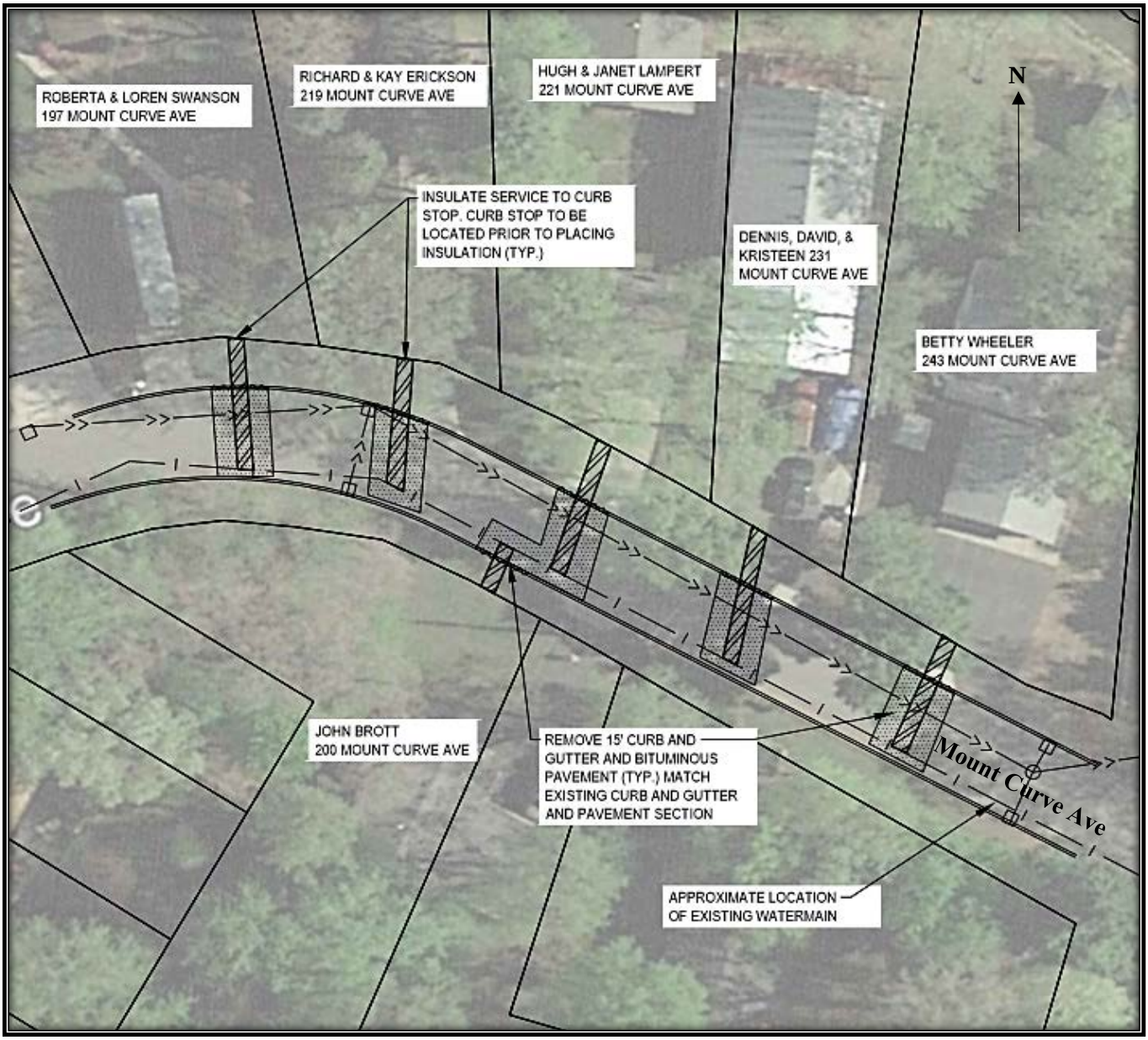

Figure A3 – Mount Curve Avenue: Service Insulation

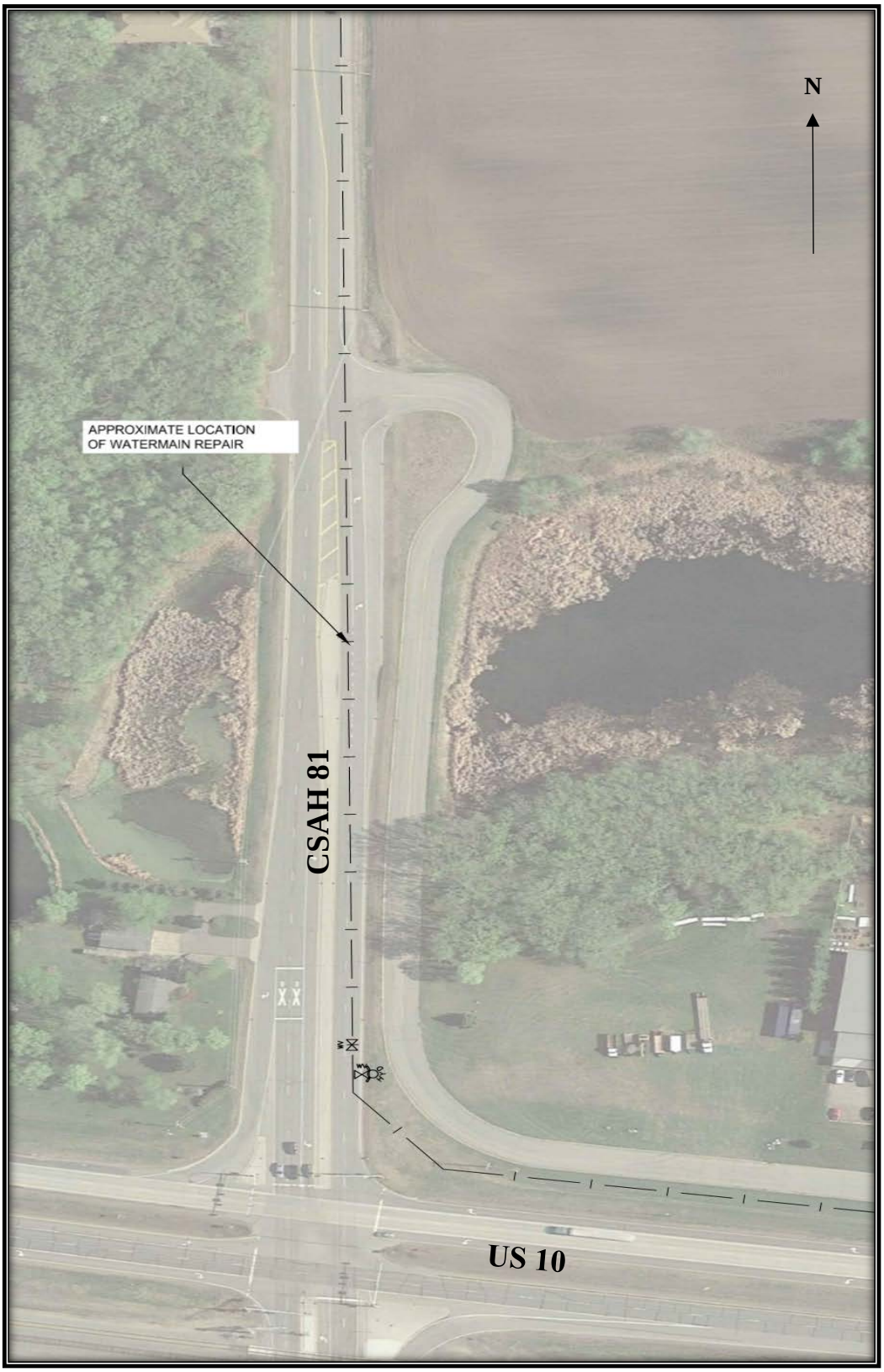

Figure A4 – CSAH 81 Watermain Repair

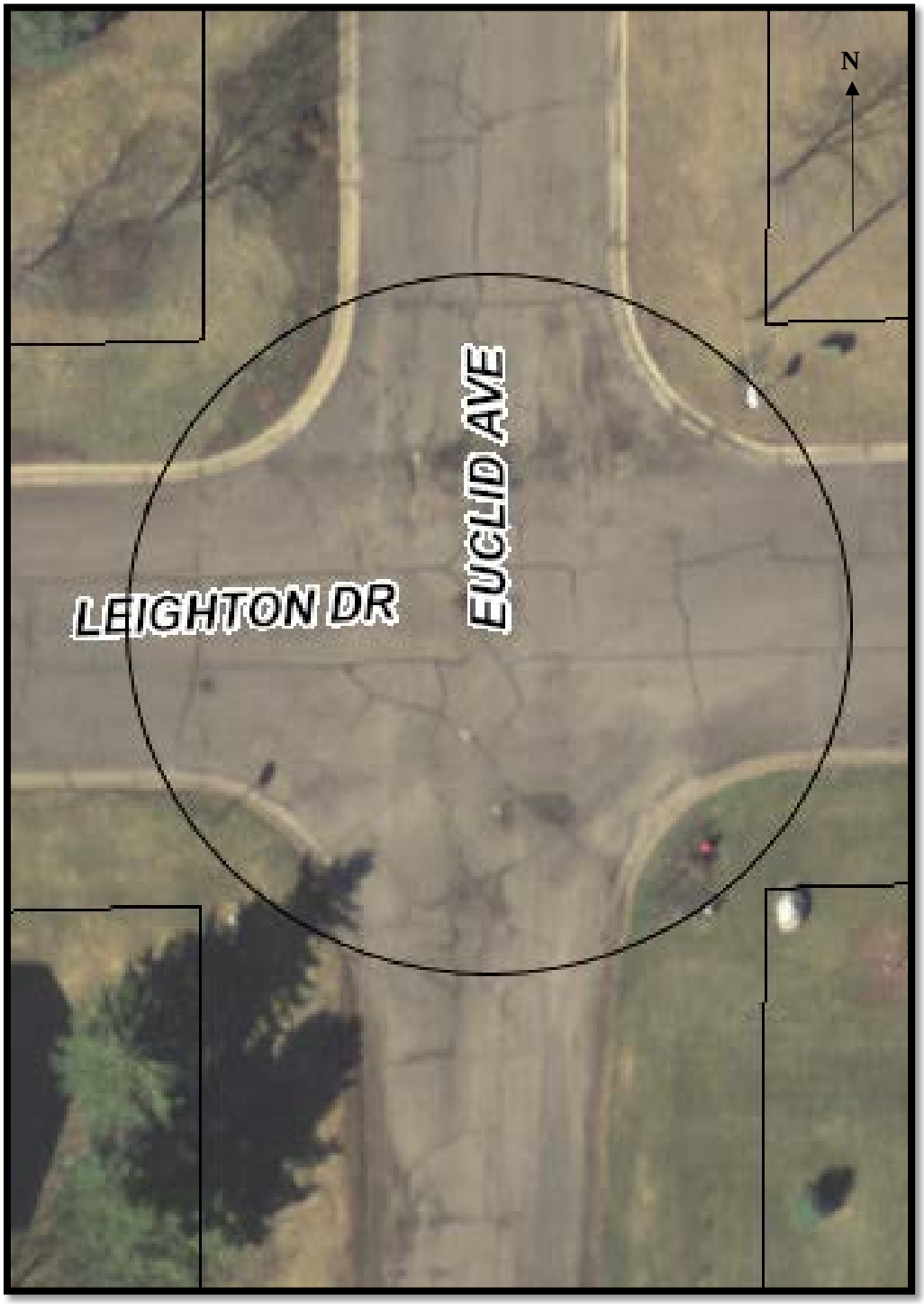

Figure A5 – Euclid Avenue & Leighton Dr Pavement Repairs

Figure A6 – CR 43 & 198th St: PED Ramp

Figure A7 – Culvert Inlet Adjustment and Ditch Grading (10’ x 50’)

Figure A8 – McDowall Trail Pedestrian Ramp Upgrades

Figure A9 – Chippewa Curbing Location (≈75 feet)

AGENDA ITEM
Big Lake City Council

Prepared By: *Layne R. Otteson P.E., City Engineer* *PW20-048*	***Meeting Date:*** 6/24/2020	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7C**
Item Description: *Final Plans and Specifications and Authorize Advertisement for 2020 Street and Utility Project No. ST2020-2*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *Deb Wegeleben, Finance Director*	

ACTION REQUESTED

A motion to approve a RESOLUTION approving the final plans and specifications and authorizing the Advertisement of Bids for the 2020 Street and Utility Project No. ST2020-2.

BACKGROUND/DISCUSSION

The City Council directed Staff to complete the design of the 2020 street and utility project. The final design addressed needed repairs to street pavement and utilities. Street pavement repairs include large area patching and small sinkholes. Other repair work includes water service insulation, 12" watermain break repair, sidewalk, pedestrian ramp upgrades, curb repairs, and culvert pipe adjustment.

Street Repairs

The streets are generally 20 to 30 years old. The size of the repairs needed is beyond Public Works capabilities and budget. These repairs will prolong street life and prepare for future sealcoat maintenance. Spot patching will be dependent upon available budget. Streets identified include:

- Euclid Ave
- Lakeshore Dr & Hiawatha Ave
- Highline Drive
- Kilbirnie Dr and Sterling Dr area.

Concrete curbing, catch basins and manholes need to be repaired throughout the City as they are hazards to the public and City snow plow equipment. There are also several sinkholes next to catch basins requiring structure repair and pavement patching. A culvert pipe at Brom Lane and Tarrytown Road has heaved and needs adjustment to drain properly. This work is beyond Public Works capabilities.

Sidewalk Segment and ADA Improvements

A segment of sidewalk adjacent along Minnesota Avenue is missing. This area is adjacent to Independence Elementary School and provides access to the County Road 43 bike path. The School has been very supportive of improving sidewalks along Minnesota Avenue. The accesses to McDowall Park trail system are noncompliant. This project will upgrade 3 access points on State Aid routes to meet ADA requirements.

Utility Repairs

A 12" trunk watermain on County Road 81 has been out of service for over a year. This is a large pipe providing redundant water service to the western most neighborhoods of the City. It is critical to get this back on line. The break is located in a wet, low spot which is expensive to repair due to pipe size, county road and dewatering. This should be top priority for the City. Six (6) water services on Mount Curve have

been freezing in certain years since 2012 when the City rebuilt the street and installed storm sewer. These will be insulated.

If the project is approved, the anticipated 2020 schedule is:

June/July	Advertise
July	Award Project
August – November	Construction

FINANCIAL IMPACT

The estimated cost of the street and utility repairs identified in the Preliminary Engineering Report is approximately $171,000. The scope of the project will be adjusted to fall within the available funding of $175,000 as identified by Finance Director Deb Wegeleben. Estimated funding will be provided by Street Maintenance Capital Improvement Fund 196 ($101,000) and Water Capital Improvement Fund 399 ($70,000). Staff will be providing project management, inspection and contract administration to save costs.

STAFF RECOMMENDATION

Plans and specifications on file with the City Clerk and viewable. Staff recommends Council approve the Resolution as presented.

ATTACHMENTS

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 Wednesday, June 24, 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 _____.

CITY OF BIG LAKE
RESOLUTION NO. 2020-XX

RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR 2020 STREET AND UTILITY IMPROVEMENT PROJECT NO. ST2020-2

WHEREAS, Resolution No. 2020-45 directed the City Engineer to study proposed improvements and that he is instructed to report to the Council with all convenient speed advising the council in a preliminary was as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended; and

WHEREAS, City Council received the preliminary engineering report and directed the preparations of final plans and specifications for this project; and

WHEREAS, the final plans and specifications for 2020 Street and Utility Improvement Project No. ST2020-2 and such plans and specifications have been presented to this Council for approval.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, that:

1. Said improvements are necessary, cost-effective, and feasible as detailed in the preliminary engineering report.

2. Such plans and specifications for said improvements are hereby approved and ordered placed on file in the office of the City Clerk.

3. The City Engineer is hereby authorized and directed to advertise for said improvements in the official City of Big Lake newspaper and in a recognized industry trade journal. The advertisement publication shall specify the work to be completed and will state the bids will be opened and considered in the Council Chambers of the City of Big Lake and that no bids will be considered unless sealed and filed with the City and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Big Lake for 5% of the amount of such bid.

Adopted by the Big Lake City Council this 24th day of June, 2020.

_____
Mayor Mike Wallen

Attest:

_____
Gina Wolbeck, City Clerk

The following Council Members voted in favor: _____.
The following Council Members voted against or abstained: None.

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 June, 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

AGENDA ITEM

Big Lake City Council

Prepared By: *Clay Wilfahrt, City Administrator*	***Meeting Date:*** 6/24/2020	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7D**
Item Description: *Job descriptions for the Community Development Director, City Engineer/Utilities Manager, and Streets and Parks Superintendent*		***Reviewed By:*** *Hanna Klimmek, Community Development Director*	
		Reviewed By: *Layne Otteson, City Engineer/Director of Public Works and Deb Wegeleben, Finance Director*	

ACTION REQUESTED

Motion to approve job descriptions for the Community Development Director, City Engineer/Utilities Manager, and Streets and Parks Superintendent.

BACKGROUND/DISCUSSION

In January of 2020, the City underwent some significant organizational changes. In large part, these changes are going very well, however staff has identified a change that would be more beneficial for the organization as a whole.

Part of the initial reorganization was to combine the Public Works Director and City Engineer position. Over the initial six months of this change, the demands on that position have become overwhelming. Between developments requiring engineering work, and duties in Public Works like the parking kiosk, the City Engineer's time has been spread very thin. The City has been required to hire consultant engineers on some projects as a result, and not all of the engineering goals are being completed as a result. This is not a problem of employee performance, but rather of workload. Staff has worked with the Personnel Committee to discuss options and develop a proposed solution.

Staff and the Personnel Committee discussed leaving the structure as is, or divesting some of the Public Works duties. Ultimately, the groups settled on divesting some Public Works duties from the City Engineer. The Public Work Department is already divided into two divisions, Water and Wastewater, and Streets and Parks. Staff believes that these divisions can be managed by two separate departments and it will be more efficient.

Water and wastewater is interrelated with Engineering in a lot of ways. Streets projects and developments both require a lot of communication between engineering and water and wastewater. The work in the water and wastewater department is also fairly prescriptive, meaning that the job duties are relatively predictable on a day-to-day basis. For these reasons, staff believes that it is a good fit in the Engineering Department.

Streets and Parks, has some similarities with Engineering, but it also has some similarities with Community Development. For instance, currently community development includes the Recreation Coordinator position. In conversations with Community Development Director Klimmek, she is comfortable with the capacity of her department to take on the Streets and Parks Division. Staff believe this will be a good fit, and will improve efficiency.

Staff has discussed this change with the City Engineer, Community Development Director, and both division superintendents. All are comfortable and supportive of the change.

Staff would like Council to approve the attached amended job descriptions which will authorize the change. The change will have the City Engineer/Utilities Manager move down one pay grade, but the Community Development Director will move up one pay step. This will not have a short term impact on the budget, and long term it will have a slight payroll savings.

FINANCIAL IMPACT

The Community Development Director will receive a one-step pay increase effective immediately, and the Engineer/Utility Manager will be moved down one pay grade effective immediately.

STAFF RECOMMENDATION

Make a motion to approve job descriptions for the Community Development Director, City Engineer/Utilities Manager, and Streets and Parks Superintendent.

ATTACHMENTS

Job Descriptions

TITLE: Community Development Director
DEPARTMENT: Community Development
ACCOUNTABLE TO: City Administrator
JOB STATUS: Full Time/Exempt - Executive

JOB OBJECTIVES

The Community Development Director performs professional work implementing the City's economic development and redevelopment, planning, and building efforts to grow a vibrant, sustainable community. This position directs and manages the economic development and redevelopment activities, planning activities, building activities and street and parks activities that help retain, capture expansions and attract new commercial, industrial businesses and housing. Work is performed under the general direction of the City Administrator.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL JOB FUNCTIONS

a. Plans, organizes and directs the planning, community development, economic and redevelopment efforts, and building code inspections programs of the City;
b. Provides assistants to the Streets & Parks Superintendent with the coordination of all activities of the Streets & Park department to assure all required services are being provided on a sound basis pertaining to City Streets and Parks.
c. Provide leadership to promote the effective, efficient, and professional operations of the Streets & Park Department that are responsive to public interests and needs
d. Supervises and oversees all other community development staff including staff related to Building, Planning, Economic Development and the Streets & Parks Superintendent.
e. Assisting with the construction of the city's infrastructure/public improvements/facilities
f. Planning, directing and developing short and long range planning and community development activities, services and programs; developing, coordinating and supervising building code enforcement, and zoning land use ordinance and activities; serving as staff support to various boards and commissions and City Council; coordinating work with City Administrator and department managers; maintaining records and files; preparing reports.
g. Direct the economic development planning process. Research and be abreast of economic trends, local, state, and federal legislation and regulations that impact economic development.
h. Updates and prepares ordinances to implement growth and development policies.
i. Assist in the application and submission of grants and other funding opportunities to further the city's economic development.
j. Implement business retention, business creation and business attraction strategies.
k. Develop economic development promotional materials that are motivational and informative.
l. Write articles for the Chamber, City newsletter and coordinate airing with video visits of city businesses. Update City websites regarding economic development and provides data to external websites and databases (i.e., MetroMSP, DEED, etc.).
m. Develop economic development tools that include: inventory of available buildings, land, city

demographics, utilities, taxes, zoning, transportation and community services.

n. Implement on-going economic development programs and services: Business Retention and Expansion Program, Business Attraction Program, Site Selection Services, Economic Development Events (Big Lake Chamber Expo, Farmer's Market, Business Appreciation and Business Networking.
o. Plan, organize and execute a project by effectively managing a schedule, e.g., project management.
p. Provide a location siting process that includes: lead generation, site selection, site visit, project review, proposal development, finance concept approval, final project approval, client relationship and administration.
q. Work effectively with other departments/consultants: Administration, Finance, Public Works, and Engineering and external partners.
r. Assist in negotiations and secure property purchases of economic development and redevelopment projects. Assist in selling property, assets, etc.
s. Coordinate and represent the City at real estate closings.
t. Provide available public and private financing resources including local bank financing, small business administration loan programs, state assistance, Neighborhood Stabilization Program, TIF, Tax Abatement and other funding sources or city resources.
u. Manage Economic Development project loan delinquencies, etc.
v. Identify and market to targeted businesses/organizations that are a good match between client and what the City has to offer.
w. Provide technical information on housing and current planning proposals to citizens, developers, and City personnel.
x. Administer and coordinate housing assistance, rehabilitation and development programs to ensure compliance with contractual agreements, adopted budgets, statutes, etc.
y. Provides regular staff assistance to the Planning Commission, Economic Development Authority, and City Council and occasional assistance to the Parks Recreation and Trails Commissions and the Big Lake Community Lake Association.
z. Assist and conduct research for all city departments as needed.
aa. Prepares graphics, charts, tables, promotional materials, etc. for economic development activities.
bb. Participate and lead teams in building relationships perform all other necessary duties as apparent or assigned.
cc. Other duties as assigned.

MINIMUM REQUIREMENTS

Bachelor's degree with coursework in housing, urban studies, public affairs/administration, business or related field, and extensive experience in housing, redevelopment, real estate, public contact or equivalent combination of education and experience. Five (5) years' experience with economic development, finance or public administration preferred. Five (5) years' of supervisory experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES

a. Demonstrated ability in economic development, housing, and marketing.
b. Excellent written and oral communication skills.
c. Ability to work effectively in a team environment.
d. Ability to establish and maintain effective working relationships with elected officials, City employees and the public.
e. Knowledge of computer applications including database, spreadsheets and word processing.

f. Skill in the use of computers.

PHYSICAL REQUIREMENTS

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

SPECIAL REQUIREMENTS

Valid Class D driver's license.

REVIEWED BY:

_____	_____
Employee	Date
_____	_____
Supervisor	Date

TITLE: City Engineer/Utilities Manager
DEPARTMENT: Engineering
ACCOUNTABLE TO: City Administrator
JOB STATUS: Full Time/Exempt - Executive

JOB OBJECTIVES

This position is in charge of planning, budgeting, design, development and maintenance of the City's infrastructure. The position is also responsible for leadership, planning, management, and direction of all activities of the Water and Wastewater division.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL JOB FUNCTIONS

a. Oversee and direct the planning, budgeting, design, inspection and construction of the city's infrastructure/public improvements/facilities.
b. Oversee issuance of licenses and permits related to engineering by interpreting city policy and ordinance and establishing the type of licenses needed and relevant fees.
c. Liaison to City Council, Planning Commission, EDA, Park Commission and other local government entities regarding engineering and municipal service functions, attend city council meetings, responsible for the preparation of agenda items, meeting/workshop presentations, conduct public hearings, and resolve issues forwarded by council.
d. Member of the city's management team which involves discussions, problem solving, decision making and actions regarding personnel, policies, customer service and a variety of city issues that range across all departments.
e. Oversees the preparation of the Water and Wastewater and Engineering budget, prepare reports related to the department and advises the City Administrator of issues affecting the department and/or division.
f. Prepares and assembles reports, long-range capital improvement programs, publications and articles for city newsletter and website.
g. Represents the city in interactions with multiple county, state and federal agencies including MNDOT, DNR, and MPCA.
h. Assist in the application and submission of grants and other funding opportunities to further the city's public infrastructure development.
i. Work effectively with other departments/consultants: Administration, Finance, and Community Development and external partners.
j. Plan and coordinate the activities of the Water and Wastewater divisions to assure all required services are being provided on a sound basis.
k. Provide leadership to promote the effective, efficient, and professional operations of the water and wastewater divisions that are responsive to public interests and needs
l. Makes recommendations to the City Administrator and City Council relating to maintenance or replacement of streets and other facilities.
m. Oversees the recruitment and selection of Water and Wastewater employees.

n. Assist and conduct research for all city departments as needed.
o. Responsible for training all employees within the department.
p. Other duties as assigned.

MINIMUM REQUIREMENTS

Bachelor's degree in civil engineering, 2 years' experience in municipal engineering, public works operations, and budgeting; or, an equivalent combination of education and experience sufficient to successfully perform the duties listed above. Must possess Professional Civil Engineer license.

KNOWLEDGE, SKILLS AND ABILITIES

a. Knowledge of engineering design and construction.
b. Excellent written and oral communication skills.
c. Ability to work effectively in a team environment.
d. Ability to establish and maintain effective working relationships with elected officials, City employees and the public.
e. Knowledge of computer applications including database, spreadsheets and word processing.
f. Skill in the use of computers.

PHYSICAL REQUIREMENTS

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

SPECIAL REQUIREMENTS

Valid Class D driver's license.

REVIEWED BY:

_____	_____
Employee	Date
_____	_____
Supervisor	Date

TITLE: Superintendent – Parks/Streets
DEPARTMENT: Community Development
ACCOUNTABLE TO: Community Development Director
JOB STATUS: Full Time/Exempt - Executive

JOB OBJECTIVES

Performs advanced skilled technical work responsible for the maintenance and operation of the City's parks and street systems. Work is performed under the general direction of the Community Development Director. Divisional oversight is exercised over assigned staff.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL JOB FUNCTIONS

a. Responsible for the overall maintenance of the street and parks systems.
b. Performs or effectively recommends the hiring, assignment, direction of work, discipline, and reward of subordinate personnel. Determines staffing requirements, interviews and trains new employees. Prepares work schedules and assigns specific duties.
c. Conducts written evaluations of assigned employees and contractors as determined by the Public Works Director.
d. Responsible for the efficient operation and maintenance of all city owned public buildings and equipment.
e. Makes recommendations to the City Administrator, City Council and Community Development Director relating to maintenance or replacement of streets and other facilities.
f. Plans and directs safety programs and takes corrective action concerning potential safety hazards or liabilities.
g. Responsible for ongoing communication and consultation with the Community Development Director on personnel issues affecting operations.
h. Assist in the preparation of plans, specifications and bids for equipment and materials needed in the areas of assignment in consultation with the Community Development Director.
i. Responsible for the coordination of the maintenance process for Streets and Parks projects.
j. Prepares departmental budget, including the capital improvement and equipment replacement budgets.
k. Responsible for preparation of reports, work programs or other programs as requested by the Community Development Director.
l. Responsible for the purchase of equipment and materials needed in the area of assignment in accordance with city purchasing policy.
m. Responsible for on-call duty and emergency call-outs as required, which may include snow plowing.
n. Reviews financial statements, activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
o. Establishes and implements departmental policies, goals, objectives, and procedures, conferring with city officials and staff members as necessary.
p. Responsible to develop and coordinate working relationship with State and County personnel.
q. Attend and participate in meetings affecting area of assignment as necessary or assigned.
r. Responsible for inventory and maintenance of all vehicles and equipment in areas of assignment.

s. Assist in the investigation of complaints and inquiries regarding the quality of city streets and parks. Take corrective steps as appropriate.
t. Directs assigned personnel to ensure all tasks are completed. Assists Community Development Director in other day-to-day activities as assigned.
u. Perform all other necessary duties as apparent or assigned.

MINIMUM REQUIREMENTS

Associates/Technical degree with coursework in public works related curriculum, or related field and extensive experience as a maintenance worker in parks and streets maintenance and repair, storm sewer maintenance and repair, or equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

a. Thorough knowledge of the practices and procedures of streets and parks construction and maintenance.
b. Thorough knowledge of the City's parks and streets system.
c. Thorough knowledge of methods and equipment used in public works maintenance activities, and of related occupational hazards and safety procedures.
d. General knowledge of water distribution systems.
e. General knowledge of wastewater distribution systems.
f. General knowledge of building maintenance.
g. General knowledge of electrical, plumbing and carpentry.
h. General skill in the operation of light, heavy and specialty equipment in the areas of assignment.
i. Ability to plan and supervise the work of subordinates.
j. Ability to keep records.
k. Ability to utilize work orders, diagrams, sketches, blue prints.
l. Ability to establish and maintain effective working relationships with associates and the general public.
m. Ability to learn or utilize computers and software such as Word, Excel, PowerPoint and various Public Works related software

PHYSICAL REQUIREMENTS

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, lifting and repetitive motions, frequently requires walking and using hands to finger, handle or feel and occasionally requires sitting, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms-length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, frequently requires exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather) and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to blood-borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

SPECIAL REQUIREMENTS
Valid Class A Commercial driver's license in the State of Minnesota.

REVIEWED BY:

_____	_____
Employee	Date
_____	_____
Supervisor	Date

AGENDA ITEM

Big Lake City Council

Prepared By: *Clay Wilfahrt, City Administrator*	***Meeting Date:*** 6/24/2020	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7E**
Item Description: *COVID 19 Preparedness Plan*		***Reviewed By:*** *Department Heads*	
		Reviewed By: *N/A*	

ACTION REQUESTED

Motion to approve the City of Big Lake COVID 19 Preparedness Plan

BACKGROUND/DISCUSSION

The Governor's Executive Order requires that the City adopt a COVID 19 plan for workplace safety and to reduce the spread of the disease. Attached is a draft of the plan. The City Attorney made some edits which will be included in the final version of the plan that will be available at the meeting. The provisions in this plan are largely required by the Governor's executive order, and having the plan is mandated as well.

FINANCIAL IMPACT

None

STAFF RECOMMENDATION

Motion to approve the City of Big Lake COVID 19 Preparedness Plan

ATTACHMENTS

City of Big Lake COVID 19 Preparedness Plan

COVID-19 Preparedness Plan template and instructions for bars, restaurants and other services

Under Gov. Tim Walz's executive orders, identified businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan.

A business's COVID-19 Preparedness Plan shall establish and explain the policies, practices and conditions the business will implement to meet the State of Minnesota Industry Guidance for the business, Centers for Disease Control and Prevention (CDC) guidelines, federal Occupational Safety and Health Administration (OSHA) standards and applicable executive orders related to worker, visitor and customer safety and health while in their workplaces. The plan should have the strong commitment of management and be developed and implemented with the participation of workers. Plans must be provided to workers prior to beginning work and posted at the workplace in a manner that is accessible for workers to review. The Minnesota Department of Labor and Industry (DLI), in consultation with the Minnesota Department of Health (MDH), has the authority to determine whether a plan is adequate.

Your COVID-19 Preparedness Plan must include and describe how your business will implement, at a minimum, the following, in compliance with the industry guidance, CDC guidelines and OSHA standards above:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative protocols for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protections and protocols;
6. drop-off, pick-up and delivery protections and protocols; and
7. communications, training and supervision protocols.

For businesses that engage with customers and clients, the COVID-19 Preparedness Plan must include and describe how your business will implement, at a minimum, the following, in compliance with the industry guidance, CDC guidelines and OSHA standards above:

8. what customers and clients can do to minimize transmission;
9. additional protections and protocols for receiving and exchanging payment;
10. additional protections and protocols for managing occupancy;
11. additional protections and protocols to limit face-to-face interactions; and
12. additional protection and protocols for distancing and barriers.

This document includes a template that may be used by businesses to develop a COVID-19 Preparedness Plan that includes the components listed above. A business' plan should be **developed to fit the business and the risks of transmission that are present in the business' workplace(s). This template should be used with the State of Minnesota Industry Guidance developed by MDH and DLI for businesses required to create a COVID-19 Preparedness Plan. The State of Minnesota Industry Guidance is available at http://mn.gov/deed/guidance**.

Businesses are not required to use this template. However, all plans developed by businesses must address the components included in the State of Minnesota Industry Guidance developed for the type of business.

COVID-19 Preparedness Plan for the City of Big Lake

The City of Big Lake is committed to providing a safe and healthy workplace for all our workers and customers. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management **customers and clients.** Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **The City of Big Lake** managers and supervisors have our full support in enforcing the provisions of this policy and we encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at The City of Big Lake. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by **soliciting conversations in person and via email**. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative controls for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. drop-off, pick-up and delivery practices and protocols; and
7. communications, training and supervision practices and protocols.
8. what customers and clients can do to minimize transmission;
9. additional protections and protocols for receiving and exchanging payment;
10. additional protections and protocols for managing occupancy;
11. additional protections and protocols to limit face-to-face interactions; and
12. additional protection and protocols for distancing and barriers.

1. Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Employees have been instructed to stay home if they experience symptoms of COVID-19, and they have been asked to immediately leave work if they are experiencing COVID-19 symptoms.

The City of Big Lake has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household. Workers have access to a minimum of 96 hours of sick leave annually. They also have access to a minimum of 14 days per year of vacation time. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions will be implemented on a case-by-case basis.

The City of Big Lake has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

2. Social distancing – maintaining six feet of physical distancing

Social distancing of six feet will be implemented and maintained between workers in the workplace and workers and customers through the following engineering and administrative protocols**.**

- **Signs will be posted in public areas information visitors of the rules**
- **Meetings will be held in rooms that can accommodate 6 feet of separation between staff members**
- **Workspaces will be placed no closer than six feet apart**
- **Signage will be place in workspaces and break rooms encouraging six feet of separation**
- **A drop box has been installed at City Hall to drop off documents. The public has been encouraged to conduct as much business as possible online.**
- **Plexiglass barriers have been installed at City Hall**
- **Meetings should be limited to 10 people when possible**
- **Options for virtual meetings are available for use**

3. Worker hygiene and source controls

Worker hygiene and source controls are being implemented at our workplaces at all times.

- **Staff is provided with hand sanitizer at their workstations**
- **Staff has been given CDC guidlines on hygiene, and they have been posted through the office to promote good hygiene.**
- **Handshaking is discouraged**
- **Sharing of work desks, equipment and tools is discouraged as is carpooling.**

4. Workplace building and ventilation protocols

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. Increasing circulating air is encouraged. HVAC systems should be left in the "on" position to greater circulate air. If the outdoor temperature is temperate, windows may be opened to increase fresh air circulation. All air filters shall be replaced with new filters at least MERV 13 or better.

5. Workplace cleaning and disinfection protocols

Regular housekeeping practices are being implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Workers have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users. Workers interacting with the public should sanitize surfaces between interactions.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

6. Drop-off, pick-up and delivery practices and protocols

Employees should receive deliveries in a contactless method whenever possible. All business is encouraged to be conducted electronically if possible. Workers must maintain six feet or greater distance when receiveing or exchanging deliveries. Workers must minimize the unnecessary exchanging of scanners, pens, or other tools with delivery personnel.

7. Communications, training and supervision practices and protocols

This COVID-19 Preparedness Plan was communicated via email to all workers on June 22nd and necessary training was provided. **A copy of this plan is available at all locations of business of the City. Department Heads will be responsible for ensureing that their workers are following this policy.**

8. What customers and clients can do to minimize transmission of COVID-19

Customers should avoid coming to City facilities if they are exhibiting respiratory illness symptoms. Customers should maintain six feet of distance between one another. Signage has been posted encouraging people to stay away if they are exhibiting such symptoms, to maintain their distance, and to practice good hygiene. Staff will work to wipe down items used by customers after each use.

9. Additional protections and protocols for receiving and exchanging payment

Contactless payment should be encouraged and used whenever possible. When contactless payment is not possible, six feet of distance should be maintained between workers and customers, or a physical barrier must be installed.

10. Additional protections and protocols for managing occupancy

Signage has been posted advertising social distancing within public spaces

Procedures for interaction have been advertised on various mediums

11. Additional protections and protocols to limit face-to-face interactions

Barriers should be implemented where practical where customers and workers interact

12. Additional protection and protocols for distancing and barriers

Hand Sanitizer and other cleaning products will be provided in public spaces.

Certified by:
[Signature]
[Title of management official]

AGENDA ITEM
Big Lake City Council

Prepared By: *Gina Wolbeck, City Clerk*	***Meeting Date:*** 6/24/2020	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7F**
Item Description: *Monthly Department Reports*		***Reviewed By:*** *N/A*	
		Reviewed By: *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 second meeting of the month are as follows:

1. Finance Department
2. Liquor Store
3. Community Development Department

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A

INFORMATIONAL ONLY
Big Lake City Council

DRAFT CITY COMMISSION MINUTES	**FYI**

BACKGROUND

City Commissions meet regularly to review various projects underway in the City. In an effort to better inform members of the City Council, Staff is providing copies of minutes from meetings of the Big Lake Planning Commission, Big Lake Economic Development Authority, and the Big Lake Parks Advisory Committee.

Commission minutes will be provided in DRAFT form if they have not yet been approved by their specific Board. If minutes have been approved, the finalized version will be provided to Council.

The following minutes are being provided as informational only and do not require any action from the City Council:

- **June 8, 2020 BLEDA Minutes – not yet approved**

**- DRAFT MINUTES -
NOT APPROVED**

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES

MONDAY, JUNE 8, 2020

1. CALL TO ORDER

President Alan Heidemann called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Commissioners present: J. Brian Calva, Jim Dickinson, Ken Geroux, Greg Green, Alan Heidemann, Rose Johnson, and Mike Wallen.

Also present: BLEDA Executive Director Hanna Klimmek, Finance Director Deb Wegeleben, and BLEDA Secretary Corrie Scott.

4. ADOPT AGENDA

Commissioner Johnson motioned to approve the agenda as presented. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

Move 6C to the top of the agenda.

5. APPROVE BLEDA MEETING MINUTES OF MAY 11, 2020

Commissioner Dickinson motioned to approve the May, 11 2020 BLEDA minutes. Seconded by Commissioner Green, unanimous ayes, motion carried.

6. BLEDA BUSINESS ITEMS

6A. BLACKBIRD GROUP LLC – CONTRACT EXTENSION

Klimmek reviewed that Blackbird Group LLC is requesting an extension to the closing deadline established for Lot 1 Block 1 Lake Shopping Center Third Addition (PID 65-554-0105). The request is due to the disruption of services that Options, Inc. is experiencing caused by the restrictions placed on business operations mandated by the State of MN and the termination of funding during the suspension of services.

The Blackbird Group LLC intends to complete the acquisition of the property and move forward with the project, however until timelines and funding can be established for the primary services provided by Options, Inc., setting an exact closing date at this time is impossible.

Staff has worked with the City Attorney in amending the Contract for Private Development to reflect a one-year extension on the closing and for the project to be completed by December 31, 2022. Staff is requesting that the BLEDA consider and approve a first amendment to the Contract for Private Development between the Big Lake EDA and The Blackbird Group LLC.

Dickinson commented that this extension should potentially be longer than 90 days and tied to the implications of COVID-19. Geroux stated that generally an extension is needed for something that is tied to a predetermined timeline that tends to be within 2-3 months, but with the uncertainties of COVID-19, they are asking for a yearlong extension.

Commissioner Wallen motioned to approve a first amendment to the Contract for Private Development between the Big Lake EDA and The Blackbird Group LLC due to the extraordinary circumstances caused by COVID-19 the amendment is extended to one year. Seconded by Commissioner Johnson, Dickinson aye, Green aye, Heidemann aye, Calva aye, Geroux abstained, motion carried.

6B. LETTER IN SUPPORT OF OPTIONS, INC.

Klimmek reported that due to the Governor's orders, Options, Inc. has been closed and has received zero funding from the Department of Human Services (DHS) since March 18, 2020. Options, Inc. is the 6th largest employer in the City of Big Lake and they have been in business for 40 years. The services provided by Options, Inc. is critical to support people with intellectual, developmental disabilities to live and work in our communities.

Options, Inc. has a payroll of over $2.6 million in annual wages, which goes into our local economy. They not only pay living wages above industry standards but also directly spend over $160,000 on an annual basis to local vendors and small businesses. The majority of the 65 employees and 258 program participants live in the Big Lake area and Sherburne County. They count on over 80 business partners; providing critical employment opportunities and income for persons served.

Options, Inc. does have a safety plan put together in response to COVID-19 and is ready to open their doors but they cannot do so without DHS releasing their funding. The Options, Inc. board will soon have to engage in a very real conversation about closing their doors if they don't see positive movement from the legislature and DHS.

The letter will be sent to the Health and Human Services (HHS) committee members in the House and the Senate, as well as their staff contacts. Both Senator Mary Kiffmeyer and Representative Paul Novotny are on the HHS committees.

Staff is requesting that the BLEDA considers directing President, Alan Heidemann, and Executive Director, Hanna Klimmek, to sign a letter addressed to Legislators; urging them to consider emergency funding and allow Options, Inc. to resume operations with a safety plan.

Calva asked the EDA if any of the Commissioners have been in contact with Senator Kiffmeyer and Representative Novotny. Geroux stated that he has been in contact and they have been ineffective up to this point. Johnson asked if Options, Inc. plans to use the media to help their cause. Geroux stated it is something they are considering. Calva stated that he is meeting with Kiffmeyer and would like to bring up the issue if it is considered appropriate. Geroux agreed that it would be appropriate to talk with Kiffmeyer.

Commissioner Johnson motioned to direct President, Alan Heidemann, and Executive Director, Hanna Klimmek, to sign a letter addressed to Legislators; urging them to consider emergency funding and allow Options, Inc. to resume operations with a safety plan. Seconded by Commissioner Green, Dickinson aye, Johnson aye, Wallen aye, Calva aye, Geroux abstained, motion carried.

6C. FIRST RIGHT OF REFUSAL DISCUSSION

Klimmek reviewed that staff met with Diane Jacobsen on Wednesday, May 27, 2020 to check in and see how she has been doing with COVID-19 and the limitations that she has been subject to while running her business. Diane disclosed that she is working with a Realtor on actively listing her building for sale. She is currently working on a contract with her Realtor and a sign will be placed on the property in the very near future.

Being that Diane Jacobsen’s building is connected to City Hall, Staff believes it is very important to have a good line of communication between her and the EDA/City Council throughout this process. The concept of a First Right of Refusal Contract was brought up to trigger necessary communication and to allow for formal discussions with the EDA/City Council.

Details regarding the listing have yet to be disclosed. Staff recommends the EDA discuss and consider directing Staff to work with the owner of PID 65-477-0115, Diane Jacobsen, on drafting a First Right of Refusal Contract.

- DRAFT MINUTES - NOT APPROVED

Johnson asked about ownership of the building. Klimmek confirmed that the Pizza Factory and Carousell Works portion are owned by Jacobsen, and the other portion including the Senior Activity Center, Food Shelf, and City Hall are owned by the City.

Dickinson asked about the ownership of parking. Klimmek stated that on the south side of the building there are two separately owned sections of the parking lot and the north side is owned by the City, but shared with the other businesses that use the building. Diane Jacobsen stated that there are two separately owned portions and the hallways are considered common areas that are shared between the two owners. She stated this worked well because City Hall is open during the week and Carousell Works has their events on the weekend.

Johnson asked about title searches. Diane Jacobsen's Representative stated that there should be titles on record from previous transactions. Geroux stated that transactions within the last 30 years have proved to be problematic. Johnson asked staff if the City has the first opportunity for purchase of Jacobsen's property. Klimmek confirmed that the City will have first priority to purchase. Dickinson asked whether BLEDA or the City owns the City Hall portion of the building. Wegeleben confirmed that the building is owned by the City. Johnson asked Jacobsen when she plans to start marketing. Jacobsen stated that she has a commercial realtor who is ready to start marketing now.

Commissioner Dickinson motioned to direct staff to work with the owner of PID 65-477-0115, Diane Jacobsen, on drafting a First Right of Refusal Contract. Seconded by Commissioner Geroux, unanimous ayes, motion carried.

6D. BLEDA BUDGET AND LIST OF CLAIMS

Commissioner Wallen motioned to accept the budget report and approve the BLEDA List of Claims for May 2020 as presented. Seconded by Commissioner Green, unanimous ayes, motion carried.

6E. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

1. <u>Current Development Activity (as of 6/3/20)</u>:

Housing:

- Single-Family New Construction Issued Permits 12
- Single-Family New Construction in Review 09

- Multi-Family New Construction
  - Duffy Development - The Crossing at Big Lake Station Phase II
    - In construction
  - Kuepers, Inc. – Station Street Apartments - 105-unit multi-family, market rate new construction project
    - In construction

- DRAFT MINUTES - NOT APPROVED

- Sandhill Villas (HOA) – 12-unit development project
  - Pre-development
- Avalon Estates – Approximately 120-unit development for 55+
  - Pre-development
- Aeon - Big Lake Station Apartments – 55 multi-family units; 70 units for 55+
  - Pre-development
- CommonBond – 120 multi-family units (2, 60-unit buildings)
  - Pre-development

Commercial/Industrial:

- Minnco Credit Union – New Business / New Construction
  - Opening soon!
- Car Condo Project – New Business / New Construction
  - Project is on hold
- Wastewater Treatment Project - Expansion
  - In construction
- Nystrom Associates Rehabilitation Facility
  - Pre-development
- Great River Federal Credit Union – New Business / New Construction
  - Pre-development
- Blackbird Group LLC – New Business / New Construction
  - Pre-development

2. <u>BLEDA</u>:

- Kick-off for the Branding and Identity Design Project has been postponed until the community is ready to engage in the project.
- BLEDA Strategic Plan Committee will be working on creating strategies/framework for development, re-development, and repurposing.
- Aeon received a recommendation of approval from the BLEDA for a Resolution of Support to submit two (2) tax credit applications to MN Housing to newly construct a 55-unit multi-family structure and a 70-unit apartment building for senior's age 55+. Council approved the Resolution on 3/25/20.
- CommonBond received a recommendation of approval from the BLEDA for Resolution of Support to submit one (1) tax credit application to MN Housing to newly construct 60 multi-family rental units of both market rate and affordable housing. Council approved the Resolution on 5/27/2020.
- During their November 12, 2019 meeting, the BLEDA entered into a Contract for Private Development with the Blackbird Group LLC to newly construct a laundromat facility on the corner of Martin and Fern. Contract is expected to be amended on 6/8/20 to extend timelines by one year.

3. <u>Planning & Zoning:</u>

- The Code Revision Task Force has been created. City Planner, Amy Barthel, is working on her first set of recommendations to bring forward.

- DRAFT MINUTES - NOT APPROVED

- The City Council relaxed zoning to allow for outdoor dining. Staff has been working with restaurants/bars in providing an expedited approval of their outdoor dining concepts.

4. <u>Building:</u>

PERMIT ACTIVITY REPORT – THROUGH May 31, 2020

Permit Type	Permits Issued in May of 2020	2020 Total
Single-Family	2	12
Multi-Family	0	2
Commercial New / Remodel / Addition	3	10
Remodel / Decks / Misc.	49	113
HVAC / Mechanical	4	29
Plumbing	11	28
Zoning	37	71
Land Alteration	1	3
Fire	0	10
TOTAL	**107**	**278**

	Permit Fee	Plan Review	TOTAL
Total Fees in May 2020	$15,723.85	$3,996.15	**$19,720.00**

YTD 2020 Total Valuation (through 5/31/20)	YTD 2020 Permit Fee + Plan Review (through 5/31/20)	
$10,157,319.40	**$123,742.95**	

PREVIOUS YEAR COMPARISON – THROUGH May 31, 2019

Permit Type	Permits Issued in May of 2019	2019 Total
Single-Family	7	13
Multi-Family	0	0

- DRAFT MINUTES - NOT APPROVED

Commercial New / Remodel / Addition	1	12
Remodel / Decks / Misc.	36	87
HVAC / Mechanical	9	26
Plumbing	5	17
Zoning	33	53
Land Alteration	3	4
Fire	3	3
TOTAL	**97**	**215**

	Permit Fee	Plan Review	TOTAL
Total Fees in May 2019	$25,939.59	$8,638.16	**$34,577.75**

YTD 2019 Total Valuation (through 5/31/19)	YTD 2019 Permit Fee + Plan Review (through 5/31/19)
$12,044,194.40	**$132,366.19**

5. <u>Other:</u>

- Community Development has a complete team:
  - Hanna Klimmek — CD Director
  - Sandy Petrowski — Administrative Assistant
  - Kati Peterson — Administrative Assistant
  - Corrie Scott — Recreation & Communications Coordinator
  - Amy Barthel — City Planner
  - Lenny Rutledge — Chief Building Official
  - Jack Johansen — Intern – Code Enforcement / Planning
  - Kevin Shay — Planning Consultant
  - Mick Kaehler — Building Inspections Contracted Service

7. <u>OTHER</u> - None.

8. <u>ADJOURN</u>

Commissioner Dickinson motioned to adjourn the meeting at 6:31 p.m. Seconded by Commissioner Wallen, unanimous ayes, meeting adjourned.