

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

**JULY 22, 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. Employee Recognitions – Years of Service and Retirement
- 7B. Nystrom Treatment Facility Development Application – Preliminary Plat, Conditional Use Permit and Site Plan
- 7C. Framework 2030 Regional Planning Process and Resolution of Understanding
- 7D. COVID-19 Emergency Grant Program
- 7E. Monthly Department Reports

8) ADMINISTRATOR’S REPORT

9) MAYOR & COUNCIL REPORTS AND COMMENTS/QUESTIONS

Sub-Committee Updates (Reports are given only if meeting date was after the last Council Meeting)
Council Member Hansen - CMRRPP
Council Member Johnson – BLEDA, BLCLA
Council Member Knier - BLBYR
Mayor Wallen – BLEDA
Council Member Zetervall

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 NOTICE

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.

**BIG LAKE CITY COUNCIL
CONSENT AGENDA
JULY 22, 2020**

- 6A. Approve List of Claims
- 6B. Approve Council Workshop Minutes of July 8, 2020
- 6C. Approve Amendment to COVID-19 Preparedness Plan Implementing Policies and Procedures for the Big Lake Farmers Market and Elections
- 6D. Approve Resolution Establishing Special Revenue Fund 279
- 6E. Approve the City of Big Lake Safety Manual
- 6F. Approve the Hire of Part-time Liquor Clerks Lisa Geroux, Dain Thompson, and Donna Houn
- 6G. Approve the Hire of Part-Time Lead Liquor Clerk Raquel Chaffee
- 6H. Approve the Hire of Full-Time Lead Liquor Clerk Jorgen Dahl
- 6I. Accept Resignation of Police Specialist II Laurie Morris
- 6J. Approve Appointment of Administrative Assistant Nicole Pearson
- 6K. Approve Purchase of Public Works Plow Truck Equipment



AGENDA ITEM

Big Lake City Council

Prepared By: Deb Wegeleben, Finance Director	Meeting Date: 7/22/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6A
Item Description: List of Claims	Reviewed By: Clay Wilfahrt, City Administrator		
	Reviewed By: (N/A)		

ACTION REQUESTED

Motion to Approve List of Claims paid dated 07/02/2020 through 07/15/2020 and Approve Payroll No. 14.

BACKGROUND/DISCUSSION

Attached is the List of Claims paid through 07/15/2020. 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



***Check Detail Register©**

Cks 7/2/2020 - 7/15/2020

	Check Amt	Invoice	Comment
1010 US BANK			
Paid Chk# 004768E 7/6/2020 OPTUM - H.S.A.			
G 101-2184 HSA Contribution payable	\$1,128.86	ACH	H.S.A Payment for Period #14 07/08/2020
G 101-2184 HSA Contribution payable	\$2,708.10	ACH	H.S.A Payment for Period #14 07/08/2020
Total OPTUM - H.S.A.	\$3,836.96		
Paid Chk# 004769E 7/6/2020 PERA			
G 101-2174 PERA Withholding Payable	\$13,551.20	ACH	PERA Payment for Pay Period #14 07/08/2020
G 101-2178 P.E.R.A. - Police/Fire Payable	\$13,287.80	ACH	PERA Payment for Pay Period #14 07/08/2020
E 101-300-75-05-4012 P.E.R.A. (er)	(\$217.45)	ACH	PERA Payment for Pay Period #14 C.GASSMAN REFUND
Total PERA	\$26,621.55		
Paid Chk# 004770E 7/6/2020 ICMA			
G 101-2177 ICMA - RC Withholding Payable	\$1,849.00	ACH	ICMA Payment for Pay Period #14 07/08/2020
Total ICMA	\$1,849.00		
Paid Chk# 004771E 7/6/2020 TASC			
G 101-2183 Other Pre-Tax Insurance Payabl	\$165.38	ACH	FLEX Payment for Employee Portion/Pay Period #14 07/08/2020
Total TASC	\$165.38		
Paid Chk# 004772E 7/6/2020 PAYROLL TAXES - FED/FICA			
G 101-2171 Federal Withholding Payable	\$11,910.19		Federal/FICA Payroll Taxes for Pay Period #14 07/08/2020
G 101-2173 FICA Tax Withholding Payable	\$15,809.24		Federal/FICA Payroll Taxes for Pay Period #14 07/08/2020
Total PAYROLL TAXES - FED/FICA	\$27,719.43		
Paid Chk# 004773E 7/6/2020 PAYROLL TAX - STATE			
G 101-2172 State Withholding Payable	\$5,646.47	ACH	State Payroll Taxes for Pay Period #14 07/08/2020
Total PAYROLL TAX - STATE	\$5,646.47		
Paid Chk# 004774E 7/7/2020 PAYROLL TAXES - FED/FICA			
G 101-2171 Federal Withholding Payable	\$50.00		Federal/FICA Payroll Taxes for Pay Period #7 CITY COUNCIL 7/1/2020
G 101-2173 FICA Tax Withholding Payable	\$321.30		Federal/FICA Payroll Taxes for Pay Period #7 CITY COUNCIL 7/1/2020
Total PAYROLL TAXES - FED/FICA	\$371.30		
Paid Chk# 004775E 7/7/2020 PAYROLL TAX - STATE			
G 101-2172 State Withholding Payable	\$50.00	ACH	State Payroll Taxes for Pay Period #7 CITY COUNCIL 7/1/2020
Total PAYROLL TAX - STATE	\$50.00		
Paid Chk# 004776E 7/8/2020 PITNEY BOWES INC			
G 101-1551 Prepaid Postage	\$200.00		POSTAGE PURCHASE ON 07/02/2020
Total PITNEY BOWES INC	\$200.00		
Paid Chk# 004777E 7/8/2020 AMERITAS LIFE INSURANCE CO.			
G 101-2183 Other Pre-Tax Insurance Payabl	\$140.24		VISION INSURANCE PREMIUMS FOR MONTH OF JULY 2020
Total AMERITAS LIFE INSURANCE CO.	\$140.24		
Paid Chk# 004778E 7/8/2020 PSN			
G 101-2020 Accounts Payable	\$495.15		PSN FEES PAID FOR JUNE 2020
G 301-2020 Accounts Payable	\$1,178.21		PSN FEES PAID FOR JUNE 2020
G 401-2020 Accounts Payable	\$1,178.21		PSN FEES PAID FOR JUNE 2020
Total PSN	\$2,851.57		



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Cks 7/2/2020 - 7/15/2020

		Check Amt	Invoice	Comment
Paid Chk# 004779E 7/8/2020 US BANK				
G 101-2020	Accounts Payable	\$1,212.72		PARKING BOX CC FEES FOR JUNE 2020
Total US BANK		\$1,212.72		
Paid Chk# 004780E 7/8/2020 ELAVON				
G 280-2020	Accounts Payable	\$39.57		Farmer's Market EBT Device - ACH for Month of JUNE 2020
Total ELAVON		\$39.57		
Paid Chk# 004781E 7/8/2020 US BANK				
G 101-2020	Accounts Payable	\$188.20		BANK SERVICE CHARGES ELECTRONIC CHECK DEPOSIT FOR MAY 2020
Total US BANK		\$188.20		
Paid Chk# 004782E 7/8/2020 US BANK				
G 101-2020	Accounts Payable	\$197.43		BANK SERVICE CHARGES ELECTRONIC CHECK DEPOSIT FOR APRIL 2020
Total US BANK		\$197.43		
Paid Chk# 004783E 7/10/2020 MN DEPT OF REVENUE-SALES TAX				
G 501-2176	Sales Tax Payable	\$51,235.00		SALES TAX PAYMENT FOR JUNE 2020
G 301-2176	Sales Tax Payable	\$1,000.00		SALES TAX PAYMENT FOR JUNE 2020
G 101-2176	Sales Tax Payable	\$2,677.00		SALES TAX PAYMENT FOR JUNE 2020
G 101-1555	Prepaid Other	(\$52,812.00)		SALES TAX PAYMENT FOR JUNE 2020
Total MN DEPT OF REVENUE-SALES TAX		\$2,100.00		
Paid Chk# 004784E 7/14/2020 MINNESOTA UC FUND				
G 501-2020	Accounts Payable	\$2,775.90		2020 QTR 2 UI PAYMENT - LIQUOR
G 101-2020	Accounts Payable	\$209.33		2020 QTR 2 UI PAYMENT - POLICE & EDA
Total MINNESOTA UC FUND		\$2,985.23		
Paid Chk# 083238 7/2/2020 BELL BOY CORPORATION-1				
E 501-000-00-27-4264	Purchases - Wine	\$100.00		WINE
E 501-000-00-27-4269	Freight - In	\$17.60		FRT
E 501-000-00-25-4210	Operating Supplies	\$76.58		MIX
E 501-000-00-27-4269	Freight - In	\$2.69		FRT
E 501-000-00-27-4262	Purchases - Liquor	\$684.46	0084689200	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$67.64	0101593800	MIX
Total BELL BOY CORPORATION-1		\$948.97		
Paid Chk# 083239 7/2/2020 C&L DISTRIBUTING COMPANY				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$119.00		MIX
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$131.00		NA BEER
E 501-000-00-27-4263	Purchases - Beer	\$4,718.27	1067001941	BEER
E 501-000-00-27-4263	Purchases - Beer	\$18,700.35	961004776	BEER
E 501-000-00-27-4263	Purchases - Beer	\$1,184.40	961004778	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$59.16)	968001105	CREDIT
Total C&L DISTRIBUTING COMPANY		\$24,793.86		
Paid Chk# 083240 7/2/2020 C&R CARPET RESTORATION				
E 101-100-20-25-4217	Cleaning Services	\$400.00	5960	POLICE/LIBRARY BLDG CARPET CLEANING
Total C&R CARPET RESTORATION		\$400.00		
Paid Chk# 083241 7/2/2020 CRYSTAL SPRINGS ICE				
E 501-000-00-27-4266	Purchases - Misc	\$368.28	3000411	ICE/WATER
Total CRYSTAL SPRINGS ICE		\$368.28		
Paid Chk# 083242 7/2/2020 DAHLHEIMER DISTRIBUTING CO				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$75.00		MIX



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Cks 7/2/2020 - 7/15/2020

		Check Amt	Invoice	Comment
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$122.00		NA BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$150.00)		KEG RETURNS
E 501-000-00-27-4263	Purchases - Beer	\$33,983.70	112-03570	BEER
Total DAHLHEIMER DISTRIBUTING CO		\$34,030.70		
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Paid Chk# 083243	7/2/2020	DISGRUNTLED BREWERY. LLC		
E 501-000-00-27-4263	Purchases - Beer	\$129.60	738	BEER
Total DISGRUNTLED BREWERY. LLC		\$129.60		
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Paid Chk# 083244	7/2/2020	GOPHER STATE ONE CALL		
E 301-000-00-25-4257	Contractors Hired	\$89.10		PUBLIC WORKS LOCATES
E 401-000-00-25-4257	Contractors Hired	\$89.10		PUBLIC WORKS LOCATES
E 101-200-50-25-4257	Contractors Hired	\$89.10	0060221	PUBLIC WORKS LOCATES
Total GOPHER STATE ONE CALL		\$267.30		
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Paid Chk# 083245	7/2/2020	GRANITE CITY JOBBING		
E 501-000-00-27-4271	Purchases - Cigars	\$128.60		CIGARS
E 501-000-00-27-4265	Purchases - Mix/Pop	\$39.43		MIX
E 501-000-00-25-4210	Operating Supplies	\$69.72		SUPPLIES
E 501-000-00-27-4269	Freight - In	\$4.25		FRT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	\$802.66	189609	TOBACCO
Total GRANITE CITY JOBBING		\$1,044.66		
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Paid Chk# 083246	7/2/2020	LUPULIN BREWING LLC		
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$30.00)		KEG RETURN
E 501-000-00-27-4263	Purchases - Beer	\$624.60	30250	BEER
Total LUPULIN BREWING LLC		\$594.60		
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Paid Chk# 083247	7/2/2020	OFFICE DEPOT		
E 101-100-10-25-4210	Operating Supplies	\$5.66		PLANNING
E 101-200-40-25-4210	Operating Supplies	\$5.66		ENGINEERING
E 101-100-25-25-4210	Operating Supplies	\$11.32		EDA
E 101-100-30-25-4210	Operating Supplies	\$11.32		BUILDING
E 101-100-15-25-4210	Operating Supplies	\$73.59		CITY HALL
E 101-100-10-25-4210	Operating Supplies	\$2.53		PLANNING
E 101-200-40-25-4210	Operating Supplies	\$2.53		ENGINEERING
E 101-100-25-25-4210	Operating Supplies	\$5.06		EDA
E 101-100-30-25-4210	Operating Supplies	\$5.06		BUILDING
E 101-100-15-25-4210	Operating Supplies	\$32.96		CITY HALL
E 101-100-05-25-4210	Operating Supplies	\$5.66	506411740001	MAYOR/COUNCIL
E 101-100-05-25-4210	Operating Supplies	\$2.53	509401068001	MAYOR/COUNCIL
Total OFFICE DEPOT		\$163.88		
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Paid Chk# 083248	7/2/2020	SHERWIN WILLIAMS CO		
E 101-200-55-25-4540	Repair/Maintenance Building	\$356.17		LAKESIDE PARK PARKING LOT
Total SHERWIN WILLIAMS CO		\$356.17		
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Paid Chk# 083249	7/2/2020	XCEL ENERGY		
G 101-1150	Accounts Receivable	(\$329.97)		CREDIT ON ACCOUNT MAY BILL
G 101-1150	Accounts Receivable	\$965.84		CREDIT ON ACCOUNT CURRENT BILL
E 301-000-00-25-4570	Electricity	\$109.06	302709525	PUMPHOUSE 1 MAY
E 301-000-00-25-4582	Solar	(\$138.26)	302709525	PUMPHOUSE 1 SOLAR CREDIT MAY
E 401-000-00-25-4570	Electricity	\$179.67	302808445	LIFT 256 CRESCENT ST MAY
E 401-000-00-25-4582	Solar	(\$285.06)	302808445	LIFT 256 CRESCENT ST SOLAR CREDIT MAY
E 101-200-55-25-4570	Electricity	(\$136.38)	302963558	SKATING RINK SERVICE MAY
E 101-200-55-25-4582	Solar	(\$278.88)	302963558	SKATING RINK SOLAR CREDIT MAY
E 501-000-00-25-4570	Electricity	\$34.43	302987575	621 ROSE DR MAY
E 501-000-00-25-4582	Solar	(\$83.40)	302987575	621 ROSE DRIVE SOLAR CRDIT MAY



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Cks 7/2/2020 - 7/15/2020

		Check Amt	Invoice	Comment
E 301-000-00-25-4570	Electricity	\$971.48	303069137	PUMP HOUSE 601 MINNESOTA APRIL
E 301-000-00-25-4582	Solar	(\$636.95)	303069137	PUMP HOUSE 601 MINNESOTA SOLAR CR MAY
E 101-100-15-25-4570	Electricity	\$1,006.97	303085700	CITY HALL APRIL
E 101-100-15-25-4582	Solar	(\$1,661.88)	303085700	CITY HALL SOLAR CREDIT MAY
E 101-200-50-25-4575	Electricity (Street Lights)	\$19.57	303275744	CROSS WALK SIGN 601 MN MAY
E 401-000-00-25-4570	Electricity	\$88.64	303456004	SEWER PLANT MAY
E 401-000-00-25-4580	Natural Gas	\$25.00	303456004	SEWER PLANT MAY
E 401-000-00-25-4582	Solar	(\$64.37)	303456004	SEWER PLANT SOLAR CREDIT MAY
E 401-000-00-25-4580	Natural Gas	\$465.70	303771827	SEWER PLANT MAY
E 101-200-55-25-4570	Electricity	\$20.16	303922326	514 FOREST RD MAY
E 101-200-55-25-4582	Solar	(\$20.82)	303922326	514 FOREST RD SOLAR CREDIT MAY
E 501-000-00-25-4570	Electricity	\$1,703.74	303997372	615 ROSE DRIVE MAY
E 501-000-00-25-4582	Solar	(\$2,310.16)	303997372	615 ROSE DRIVE SOLAR CREDIT MAY
E 101-200-50-25-4575	Electricity (Street Lights)	\$25.45	304054546	CITY AHLL ST LIGHT MAY
E 101-200-50-25-4582	Solar	(\$23.04)	304054546	CITY HALL ST LIGHT SOLAR CREDIT MAY
E 101-200-50-25-4575	Electricity (Street Lights)	\$48.52	304166698	ST LIGHTS EAGLE LK RD MAY
E 401-000-00-25-4580	Natural Gas	\$663.51	304229382	SEWER PLANT MAY
E 101-200-50-25-4575	Electricity (Street Lights)	\$73.51	304242713	10 LAKE ST UNIT SIGNAL SOLAR CREDIT MAY
E 101-200-50-25-4582	Solar	(\$108.07)	304242713	10 LAKE ST UNIT SIGNAL SOLAR CREDIT MAY
E 101-200-50-25-4575	Electricity (Street Lights)	\$107.44	304242721	10 LAKE ST UNIT SIGNAL MAY
E 101-200-50-25-4582	Solar	(\$308.50)	304242721	10 LAKE ST UNIT SIGNAL SOLAR CREDIT MAY
E 401-000-00-25-4570	Electricity	\$1,512.45	304244893	SEWER LIFT MAY
E 401-000-00-25-4582	Solar	(\$1,635.40)	304244893	SEWER LIFT SOLAR CREDIT MAY
Total XCEL ENERGY		\$0.00		
Paid Chk# 083250 7/6/2020 AFLAC				
G 101-2183	Other Pre-Tax Insurance Payabl	\$180.96	418388	JUNE PREMIUMS
Total AFLAC		\$180.96		
Paid Chk# 083251 7/6/2020 ALL STATE COMMUNICATIONS				
E 101-105-15-25-4131	Security Access Card Syste	\$615.00	305010	CITY HALL SECURITY ACCESS
Total ALL STATE COMMUNICATIONS		\$615.00		
Paid Chk# 083252 7/6/2020 ARTISAN BEER COMPANY				
E 501-000-00-27-4263	Purchases - Beer	\$183.30	3425629	BEER
Total ARTISAN BEER COMPANY		\$183.30		
Paid Chk# 083253 7/6/2020 BERNICKS PEPSI				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$136.03	100008	MIX
E 501-000-00-27-4263	Purchases - Beer	\$105.00	100009	BEER
E 501-000-00-27-4263	Purchases - Beer	\$3,360.55	100010	BEER
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$25.10	100010	NA BEER
Total BERNICKS PEPSI		\$3,626.68		
Paid Chk# 083254 7/6/2020 BIG LAKE HARDWARE				
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$426.84		PARKS REPAIRS/MAINT
Total BIG LAKE HARDWARE		\$426.84		
Paid Chk# 083255 7/6/2020 BIG LAKE LUMBER				
E 101-200-55-25-4210	Operating Supplies	(\$12.26)		CREDIT
E 101-200-55-25-4210	Operating Supplies	\$22.99	020079595	PARK SUPPLIES
E 101-200-55-25-4210	Operating Supplies	\$14.78	020079596	PARK SUPPLIES
E 101-200-55-25-4210	Operating Supplies	\$22.24	020079737	PARK SUPPLIES
E 101-200-55-25-4210	Operating Supplies	\$8.41	020079901	PARK SUPPLIES
E 101-200-55-25-4210	Operating Supplies	\$12.30	020079903	PARK SUPPLIES
E 101-200-55-25-4210	Operating Supplies	(\$8.41)	020079903	CREDIT
E 101-200-55-25-4210	Operating Supplies	\$12.30	020079920	PARK SUPPLIES
Total BIG LAKE LUMBER		\$72.35		



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Cks 7/2/2020 - 7/15/2020

		Check Amt	Invoice	Comment
Paid Chk# 083256 7/6/2020 BREAKTHRU BEVERAGE				
E 501-000-00-27-4263	Purchases - Beer	\$3,144.70	1081087958	eer
E 501-000-00-27-4263	Purchases - Beer	\$30.00	1081128506	BEER
Total BREAKTHRU BEVERAGE		\$3,174.70		
Paid Chk# 083257 7/6/2020 CHARTER COMMUNICATIONS				
E 101-200-50-25-4230	Telephone/Internet	\$213.74	016155206212	PUBLIC WORKS BLDG
Total CHARTER COMMUNICATIONS		\$213.74		
Paid Chk# 083258 7/6/2020 NORTHERN STAR APTS, LLC				
G 150-2055	Escrow Payable	\$48,913.72		ESCROW RELEASE
Total NORTHERN STAR APTS, LLC		\$48,913.72		
Paid Chk# 083259 7/6/2020 SUNNY VANBROCKLIN				
E 280-000-00-25-4257	Contractors Hired	\$100.00		FARMERS MARKET MUSIC 07/08/20
Total SUNNY VANBROCKLIN		\$100.00		
Paid Chk# 083260 7/8/2020 BANYON DATA SYSTEMS				
E 601-000-00-25-4130	Computers/Software	\$39.48		TIMECARD 2020
E 501-000-00-25-4130	Computers/Software	\$187.63	00160184	TIMECARD 2020
Total BANYON DATA SYSTEMS		\$227.11		
Paid Chk# 083261 7/8/2020 BIG LAKE CENTER OWNERS ASSOC.				
E 501-000-00-25-4590	Water/Sewer Utilities	\$7.74		WATER/SEWER ASSOCIATION
E 501-000-00-25-4570	Electricity	\$16.30		ELECTRIC ASSOCIATION
E 501-000-00-25-4570	Electricity	\$8.35		LIQUOR SIGN ASSOCIATION
E 501-000-00-25-4540	Repair/Maintenance Building	\$490.00		FIRE RE-WIRE
E 501-000-00-25-4540	Repair/Maintenance Building	\$82.00		FIRE MONITOR
Total BIG LAKE CENTER OWNERS ASSOC.		\$604.39		
Paid Chk# 083262 7/8/2020 BIG LAKE FIRE DEPARTMENT				
E 101-300-85-25-4258	Fire Protection Services - JP	\$42,566.25		FIRE PROTECTION SERVICES 3RD QTR 2020
Total BIG LAKE FIRE DEPARTMENT		\$42,566.25		
Paid Chk# 083263 7/8/2020 BREAKTHRU BEVERAGE				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$249.10		MIX
E 501-000-00-27-4264	Purchases - Wine	\$96.00		WINE
E 501-000-00-27-4262	Purchases - Liquor	\$371.53	1081150276	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$49.10	1081150277	BEER
Total BREAKTHRU BEVERAGE		\$765.73		
Paid Chk# 083264 7/8/2020 C&L DISTRIBUTING COMPANY				
E 501-000-00-27-4263	Purchases - Beer	\$152.00	961004788	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$87.00	961004788	MIX
Total C&L DISTRIBUTING COMPANY		\$239.00		
Paid Chk# 083265 7/8/2020 CENTRAL HYDRAULICS				
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$1,088.84	65802	SEWER REPAIRS
Total CENTRAL HYDRAULICS		\$1,088.84		
Paid Chk# 083266 7/8/2020 COMPASS MINERALS AMERICA				
E 101-200-50-25-4320	Sand/Salt	\$19,374.31	650107	WINTER SALT
Total COMPASS MINERALS AMERICA		\$19,374.31		
Paid Chk# 083267 7/8/2020 CORE & MAIN LP				
E 301-000-00-25-4387	Water Meters	\$503.57	M557498	3 PLY REMOTE WIRE
Total CORE & MAIN LP		\$503.57		
Paid Chk# 083268 7/8/2020 CRYSTAL SPRINGS ICE				



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		Check Amt	Invoice	Comment
E 501-000-00-27-4266	Purchases - Misc	\$495.45	3000481	ICE/WATER
E 501-000-00-27-4266	Purchases - Misc	\$285.66	3000529	ICE/WATER
Total CRYSTAL SPRINGS ICE		\$781.11		
Paid Chk# 083269 7/8/2020 DAHLHEIMER DISTRIBUTING CO				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$80.00		MIX
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$60.00		KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	\$2,687.20	112-03587	BEER
Total DAHLHEIMER DISTRIBUTING CO		\$2,827.20		
Paid Chk# 083270 7/8/2020 ESS BROTHERS & SONS INC				
E 601-000-00-25-4257	Contractors Hired	\$711.70	AA4444	STORM WATER REPAIRS
Total ESS BROTHERS & SONS INC		\$711.70		
Paid Chk# 083271 7/8/2020 FREIDAY, SARA				
E 101-100-20-25-4217	Cleaning Services	\$1,150.00	004203	POLICE/LIBRARY CLEANING
E 101-100-15-25-4217	Cleaning Services	\$1,250.00	004203	CITY HALL CLEANING
Total FREIDAY, SARA		\$2,400.00		
Paid Chk# 083272 7/8/2020 GENERAL RENTAL CENTER				
E 101-200-55-25-4255	Rent/Lease	\$164.00	274497	RENTAL STUMP GRINDER
E 199-000-20-70-4316	Capital Purchases/Improve	\$106.00	274774	POLICE GARAGE
Total GENERAL RENTAL CENTER		\$270.00		
Paid Chk# 083273 7/8/2020 HAWKINS, INC-1				
E 401-000-00-25-4380	Chemicals	\$2,763.39	4742329	CHEMICALS
E 301-000-00-25-4380	Chemicals	\$3,617.16	4742330	CHEMICALS
Total HAWKINS, INC-1		\$6,380.55		
Paid Chk# 083274 7/8/2020 HAWKINS, SARAH				
R 101-055-3226	Park Permits-Daily	\$4.66		REFUND PARKING PERMIT
G 101-2176	Sales Tax Payable	\$0.34		REFUND PARKING PERMIT TAX
Total HAWKINS, SARAH		\$5.00		
Paid Chk# 083275 7/8/2020 ICKLER BEARING & MACHINE CO,				
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$21.09	20-88359	LAKESIDE PARK EXERCISER EQUIP REPAIRS
Total ICKLER BEARING & MACHINE CO,		\$21.09		
Paid Chk# 083276 7/8/2020 IUOE LOCAL #49				
G 101-2175	Other Withholding	\$490.00		PUBLIC WORKS UNION DUES JULY
Total IUOE LOCAL #49		\$490.00		
Paid Chk# 083277 7/8/2020 IUOE LOCAL 49 FRINGE BENEFIT				
G 101-2185	Union Health Insurance - EE/ER	\$17,710.00		PUBLIC WORKS AUG INSURANCE
Total IUOE LOCAL 49 FRINGE BENEFIT		\$17,710.00		
Paid Chk# 083278 7/8/2020 JOHNSON BROTHERS WHOLESALE				
E 501-000-00-27-4262	Purchases - Liquor	\$5,049.30	1586681	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$142.08	1586682	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$4,828.95	1590072	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$2,424.90	1590073	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$208.00	1590074	MIX
E 501-000-00-27-4262	Purchases - Liquor	\$1,347.00	1590075	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$269.25	1590076	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$5,950.58	1590077	LIQUOR
Total JOHNSON BROTHERS WHOLESALE		\$20,220.06		
Paid Chk# 083279 7/8/2020 LAW ENFORCEMENT LABOR SERVICE				
G 101-2175	Other Withholding	\$620.00		JULY POLICE UNION DUES



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total LAW ENFORCEMENT LABOR SERVICE		\$620.00		
Paid Chk#	083280	7/8/2020	M&M EXPRESS SALES & SERVICE	
E	101-200-55-25-4413	Equipment/Accessories	\$5.65	265599 CHAIN SAW PARTS
Total M&M EXPRESS SALES & SERVICE		\$5.65		
Paid Chk#	083281	7/8/2020	NUTRIEN AG SOLUTIONS	
E	101-200-55-25-4210	Operating Supplies	\$1,487.50	42823619 FERTILIZER
Total NUTRIEN AG SOLUTIONS		\$1,487.50		
Paid Chk#	083282	7/8/2020	NYSTROM & ASSOCIATES LTD	
E	101-100-05-25-4200	Printing - Newsletter etc	\$144.12	43244 2020 3RD QTR NEWSLETTER
E	101-100-10-25-4200	Printing - Newsletter etc	\$144.12	43244 2020 3RD QTR NEWSLETTER
E	101-100-15-25-4200	Printing - Newsletter etc	\$144.05	43244 2020 3RD QTR NEWSLETTER
E	101-100-25-25-4200	Printing - Newsletter etc	\$144.12	43244 2020 3RD QTR NEWSLETTER
E	101-100-30-25-4200	Printing - Newsletter etc	\$144.12	43244 2020 3RD QTR NEWSLETTER
E	101-200-40-25-4200	Printing - Newsletter etc	\$144.12	43244 2020 3RD QTR NEWSLETTER
E	101-200-55-25-4200	Printing - Newsletter etc	\$144.12	43244 2020 3RD QTR NEWSLETTER
E	101-300-75-25-4200	Printing - Newsletter etc	\$144.12	43244 2020 3RD QTR NEWSLETTER
E	301-000-00-25-4200	Printing - Newsletter etc	\$655.38	43244 2020 3RD QTR NEWSLETTER
E	401-000-00-25-4200	Printing - Newsletter etc	\$144.12	43244 2020 3RD QTR NEWSLETTER
E	501-000-00-25-4200	Printing - Newsletter etc	\$144.12	43244 2020 3RD QTR NEWSLETTER
E	601-000-00-25-4200	Printing - Newsletter etc	\$144.12	43244 2020 3RD QTR NEWSLETTER
E	101-200-50-25-4200	Printing - Newsletter etc	\$144.12	43244 2020 3RD QTR NEWSLETTER
E	101-300-85-25-4200	Printing - Newsletter etc	\$144.12	43244 2020 3RD QTR NEWSLETTER
Total NYSTROM & ASSOCIATES LTD		\$2,528.87		
Paid Chk#	083283	7/8/2020	PANMI-FONDJA GLADYS DALIDA	
R	101-055-3226	Park Permits-Daily	\$18.64	REFUND DUPLICATE PARKING CHARGE
G	101-2176	Sales Tax Payable	\$1.36	REFUND DUPLICATE PARKING TAX
Total PANMI-FONDJA GLADYS DALIDA		\$20.00		
Paid Chk#	083284	7/8/2020	PAUSTIS WINE COMPANY	
E	501-000-00-27-4264	Purchases - Wine	\$853.00	94464 WINE
E	501-000-00-27-4269	Freight - In	\$8.75	94464 FRT
Total PAUSTIS WINE COMPANY		\$861.75		
Paid Chk#	083285	7/8/2020	PHILLIPS WINE & SPIRITS	
E	501-000-00-27-4262	Purchases - Liquor	\$2,000.81	6055478 LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$686.25	6055479 WINE
E	501-000-00-27-4265	Purchases - Mix/Pop	\$294.20	6055480 MIX
Total PHILLIPS WINE & SPIRITS		\$2,981.26		
Paid Chk#	083286	7/8/2020	SCHMITT, BOB	
R	101-055-3226	Park Permits-Daily	\$27.94	REFUND PARKING PASS
G	101-2176	Sales Tax Payable	\$2.06	REFUND PARKING PASS TAX
Total SCHMITT, BOB		\$30.00		
Paid Chk#	083287	7/8/2020	SHARPLINE LAWN CARE, LLC	
E	101-200-50-25-4257	Contractors Hired	\$40.00	1982 LAWN CARE SERVICE
E	275-000-00-25-4257	Contractors Hired	\$130.00	1982 LAWN CARE SERVICE
Total SHARPLINE LAWN CARE, LLC		\$170.00		
Paid Chk#	083288	7/8/2020	SMALL LOT MN	
E	501-000-00-27-4269	Freight - In	\$12.00	FRT
E	501-000-00-27-4264	Purchases - Wine	\$288.00	MN36943 WINE
Total SMALL LOT MN		\$300.00		
Paid Chk#	083289	7/8/2020	SMART SIGNS	



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		Check Amt	Invoice	Comment
E 101-300-75-25-4413	Equipment/Accessories	\$1,000.00	11256	POLICE EQUIPMENT
E 101-300-75-25-4413	Equipment/Accessories	\$185.00	11257	POLICE EQUIPMENT
Total SMART SIGNS		\$1,185.00		
Paid Chk# 083290 7/8/2020 SOUTHERN WINE & SPIRITS OF MN				
E 501-000-00-27-4264	Purchases - Wine	(\$467.80)	00021644	CREDIT
E 501-000-00-27-4264	Purchases - Wine	(\$126.00)	09209770	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$24.00)	09211183	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$450.00)	09213875	CREDIT
E 501-000-00-27-4264	Purchases - Wine	\$1,072.00	5058893	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$3,589.71	5058894	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$26.00	5058895	MIX
Total SOUTHERN WINE & SPIRITS OF MN		\$3,619.91		
Paid Chk# 083291 7/8/2020 SR. PERSPECTIVE				
E 280-000-00-25-4220	Advertising	\$25.00		FARMERS MARKET ADVERTISING
Total SR. PERSPECTIVE		\$25.00		
Paid Chk# 083292 7/8/2020 THELEN MECHANICAL				
E 301-000-00-25-4545	Repair/Maintenance Equipm	\$119.00	1004	WELL 7 PRESSURE
E 101-200-55-25-4540	Repair/Maintenance Building	\$985.00	801-2	PUBLIC WORKS FURNACE
E 101-200-55-25-4540	Repair/Maintenance Building	\$119.00	833	PUBLIC WORKS AC
Total THELEN MECHANICAL		\$1,223.00		
Paid Chk# 083293 7/8/2020 VARNER TRANSPORTATION LLC				
E 501-000-00-27-4269	Freight - In	\$2,496.25		LIQUOR STORE FREIGHT
Total VARNER TRANSPORTATION LLC		\$2,496.25		
Paid Chk# 083294 7/8/2020 VIKING COCA-COLA				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$262.70	2545768	MIX
Total VIKING COCA-COLA		\$262.70		
Paid Chk# 083295 7/8/2020 VIKING INDUSTRIAL CENTER				
E 301-000-00-25-4545	Repair/Maintenance Equipm	\$388.25	3195398	WATER REPAIRS
Total VIKING INDUSTRIAL CENTER		\$388.25		
Paid Chk# 083296 7/15/2020 ABRAHAMSON, CARLA				
E 101-300-75-25-4215	Uniforms/Clothing	\$76.00	973134	POLICE UNIFORMS
Total ABRAHAMSON, CARLA		\$76.00		
Paid Chk# 083297 7/15/2020 ACE SOLID WASTE INC				
E 101-100-15-25-4225	Sanitation/Garbage Removal	\$107.99	6037799	160 LAKE ST
E 101-200-50-25-4225	Sanitation/Garbage Removal	\$159.54	6037799	870 HUMBOLDT
E 501-000-00-25-4225	Sanitation/Garbage Removal	\$233.15	6037799	615 ROSE DR
E 101-200-55-25-4225	Sanitation/Garbage Removal	\$505.43	6037799	LAKESIDE PARK
E 101-100-20-25-4225	Sanitation/Garbage Removal	\$124.65	6037799	POLICE/LIBRARY
E 401-000-00-25-4225	Sanitation/Garbage Removal	\$251.92	6037799	18999 CR 14
Total ACE SOLID WASTE INC		\$1,382.68		
Paid Chk# 083298 7/15/2020 AUTOSTOP INC				
E 101-300-75-25-4430	Vehicle Maintenance	\$215.55	0082128	POLICE 726/18 VEHICLE MAINT
E 101-100-30-25-4430	Vehicle Maintenance	\$204.33	0082148	BUILDING VEHICLE MAINT
E 101-300-75-25-4430	Vehicle Maintenance	\$26.25	0082168	POLICE TIRE REPAIR
Total AUTOSTOP INC		\$446.13		
Paid Chk# 083299 7/15/2020 BELL BOY CORPORATION-1				
E 501-000-00-27-4269	Freight - In	\$37.80		FRT
E 501-000-00-27-4269	Freight - In	\$2.63		FRT
E 501-000-00-27-4269	Freight - In	\$13.50		FRT



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E 501-000-00-27-4269	Freight - In	\$2.78		FRT
E 501-000-00-27-4262	Purchases - Liquor	\$2,924.46	0084790100	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	\$432.00	0084801100	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$135.15	0101633200	MIX
E 501-000-00-27-4265	Purchases - Mix/Pop	\$167.60	0101636900	MIX
Total BELL BOY CORPORATION-1		\$3,715.92		

Paid Chk# 083300 7/15/2020 **BERNICKS PEPSI**

E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$30.00		KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	\$145.00	103114	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$113.40	103132	MIX
E 501-000-00-27-4263	Purchases - Beer	(\$82.00)	103133	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$3,861.00	103134	BEER
Total BERNICKS PEPSI		\$4,067.40		

Paid Chk# 083301 7/15/2020 **BIG LAKE TOWNSHIP**

R 101-015-3107	Property Tax -Township Share	\$11,572.75		PROPERTY TAX COLLECTION 1ST DIST 6
R 101-015-3107	Property Tax -Township Share	\$15,529.58		PROPERTY TAX COLLECTION 1ST DIST 7
Total BIG LAKE TOWNSHIP		\$27,102.33		

Paid Chk# 083302 7/15/2020 **BREAKTHRU BEVERAGE**

E 501-000-00-27-4264	Purchases - Wine	\$220.00		WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$59.94		MIX
E 501-000-00-27-4262	Purchases - Liquor	\$1,623.25	1081153715	LIQUOR
E 501-000-00-27-4263	Purchases - Beer	\$232.00	1081153716	BEER
Total BREAKTHRU BEVERAGE		\$2,135.19		

Paid Chk# 083303 7/15/2020 **BROCK WHITE COMPANY**

E 101-200-50-25-4413	Equipment/Accessories	\$128.41	14032617-00	SPRAYER FOR TAR
Total BROCK WHITE COMPANY		\$128.41		

Paid Chk# 083304 7/15/2020 **C&L DISTRIBUTING COMPANY**

E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$30.00		KEG DEPOSIT
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$259.35		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$126.00		MIX
E 501-000-00-27-4263	Purchases - Beer	\$1,226.95	1067001964	BEER
E 501-000-00-27-4263	Purchases - Beer	\$14,734.15	961004822	BEER
E 501-000-00-27-4263	Purchases - Beer	\$143.20	961004849	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$51.10)	968001110	CREDIT
Total C&L DISTRIBUTING COMPANY		\$16,468.55		

Paid Chk# 083305 7/15/2020 **CAMPBELL KNUTSON PROFESSIONAL**

E 101-100-10-20-4170	Legal	\$1,030.68		PLANNING LEGAL JUNE
E 101-100-15-20-4170	Legal	\$232.50		ADM LEGAL JUNE
E 101-100-92-20-4170	Legal	\$728.50		ADM LEGAL COVID 19 PLAN
E 101-200-50-20-4170	Legal	\$46.50		STREET PERSONNEL ISSUES
E 101-300-75-20-4170	Legal	\$108.52		POLICE LEGAL JUNE
G 101-2055	Escrow Payable	\$465.00		SANDHILL VILLAS ESCROW
G 101-2055	Escrow Payable	\$90.00		AVALON HOMES
G 101-2055	Escrow Payable	\$165.00		NYSTROM ESCROW
E 275-000-00-20-4170	Legal	\$62.00		BLEDA OPTIONS/BLACKBIRD GROUP LLC
E 275-000-00-20-4170	Legal	\$54.08		BLEDA MINNCO LAND SALE
E 275-000-00-20-4170	Legal	\$1,790.36		BLEDA O&E LAND TITLE WORK JACOBSON
Total CAMPBELL KNUTSON PROFESSIONAL		\$4,773.14		

Paid Chk# 083306 7/15/2020 **CENTERPOINT ENERGY**

E 101-100-20-25-4580	Natural Gas	\$23.67	10178578-0	POLICE/LIBRARY
E 101-100-20-25-4580	Natural Gas	\$31.88	10178579-8	POLICE/LIBRARY



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E 301-000-00-25-4580	Natural Gas	\$24.22	5769828-4	WELL #2
E 501-000-00-25-4580	Natural Gas	\$31.88	5780558-2	LIQUOR STORE
E 101-200-50-25-4580	Natural Gas	\$29.97	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	\$3.49	5819667-6	PUBLIC WORKS BLDG
E 101-200-50-25-4580	Natural Gas	\$16.58	5819667-6	PUBLIC WORKS BLDG
E 101-200-55-25-4580	Natural Gas	\$16.58	5819667-6	PUBLIC WORKS BLDG
E 301-000-00-25-4580	Natural Gas	\$16.58	5819667-6	PUBLIC WORKS BLDG
E 401-000-00-25-4580	Natural Gas	\$16.58	5819667-6	PUBLIC WORKS BLDG
E 301-000-00-25-4580	Natural Gas	\$32.08	5820083-3	WELL #5
E 301-000-00-25-4580	Natural Gas	\$340.58	6122739-3	WATER TREATMENT PLANT
E 101-100-20-25-4580	Natural Gas	\$32.84	8076448-3	POLICE/LIBRARY
E 101-100-15-25-4580	Natural Gas	\$67.98	9359272-3	CITY HALL
Total CENTERPOINT ENERGY		\$701.97		

Paid Chk# 083307 7/15/2020 CHARTER COMMUNICATIONS				
E 501-000-00-25-4230	Telephone/Internet	\$326.75	835230501016	LIQUOR STORE INTERNET
Total CHARTER COMMUNICATIONS		\$326.75		

Paid Chk# 083308 7/15/2020 CINTAS				
E 101-200-55-25-4215	Uniforms/Clothing	\$80.95		PUBLIC WORKS UNIFORMS
E 301-000-00-25-4215	Uniforms/Clothing	\$80.95		PUBLIC WORKS UNIFORMS
E 401-000-00-25-4215	Uniforms/Clothing	\$80.94		PUBLIC WORKS UNIFORMS
E 101-200-50-25-4215	Uniforms/Clothing	\$80.95	12857225	PUBLIC WORKS UNIFORMS
E 501-000-00-25-4217	Cleaning Services	\$274.45	12857519	LIQUOR STORE
Total CINTAS		\$598.24		

Paid Chk# 083309 7/15/2020 CITY OF BIG LAKE				
G 101-2175	Other Withholding	\$224.94		LIQUOR STORE APPAREL
Total CITY OF BIG LAKE		\$224.94		

Paid Chk# 083310 7/15/2020 CLEARWAY COMMUNITY SOLAR LLC				
E 101-200-50-25-4582	Solar	\$263.52		10 LAKE ST
E 101-200-55-25-4582	Solar	\$238.21		160 LAKE ST SKATING RINK
E 401-000-00-25-4582	Solar	\$243.49		256 CRESCENT LIFT
E 101-200-55-25-4582	Solar	\$17.78		514 FOREST PARK
E 101-200-50-25-4582	Solar	\$19.68		160 LAKE ST STREET LIGHTS
E 501-000-00-25-4582	Solar	\$71.24		621 ROSE LIQUOR STORE
E 101-200-50-25-4582	Solar	\$92.31		10 LAKE ST / ST LIGHT
E 401-000-00-25-4582	Solar	\$1,628.88		18889 CTY RD 68
E 301-000-00-25-4582	Solar	\$137.71		300 SHOREACRES PUMP
E 301-000-00-25-4582	Solar	\$634.41		601 MINNESOTA AVE PUMP
E 101-100-15-25-4582	Solar	\$1,655.26		160 LAKE ST CITY HALL
E 401-000-00-25-4582	Solar	\$64.11		19173 CTY RD 68
E 501-000-00-25-4582	Solar	\$2,300.96		615 ROSE DR LIQUOR STORE
Total CLEARWAY COMMUNITY SOLAR LLC		\$7,367.56		

Paid Chk# 083311 7/15/2020 COMMERCIAL ASPHALT CO				
E 101-200-50-25-4340	Hot Mix	\$80.00	200630	TACK OIL
Total COMMERCIAL ASPHALT CO		\$80.00		

Paid Chk# 083312 7/15/2020 COMPASS MINERALS AMERICA				
E 101-200-50-25-4320	Sand/Salt	\$12,662.20	650573	.SALT
E 101-200-50-25-4320	Sand/Salt	\$3,450.14	652560	SALT
Total COMPASS MINERALS AMERICA		\$16,112.34		

Paid Chk# 083313 7/15/2020 CRYSTAL SPRINGS ICE				
E 501-000-00-27-4266	Purchases - Misc	\$324.00	3000626	ICE/WATER



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Total CRYSTAL SPRINGS ICE		\$324.00		
Paid Chk#	083314	7/15/2020	DAHLHEIMER DISTRIBUTING CO	
E 501-000-00-27-4265	Purchases - Mix/Pop	\$166.60		MIX
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$30.00		KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	\$23,735.08	112-03614	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$118.40)	1253759	CREDIT
Total DAHLHEIMER DISTRIBUTING CO		\$23,813.28		
Paid Chk#	083315	7/15/2020	DANGER, ELIZABETH	
E 280-000-00-25-4257	Contractors Hired	\$150.00		FARMERS MARKET MUSIC
Total DANGER, ELIZABETH		\$150.00		
Paid Chk#	083316	7/15/2020	DRAKE CONSTRUCTION	
G 101-2057	Seed/Sod Escrow	\$1,860.00		LANDSCAPE ESCROW 20324 PRAIRIE DRIVE
Total DRAKE CONSTRUCTION		\$1,860.00		
Paid Chk#	083317	7/15/2020	ECM PUBLISHERS, INC.	
E 198-000-00-25-4220	Advertising	\$549.00	783664	SRTS BID ADV
G 101-2055	Escrow Payable	\$18.00	783665	ORD 2020-14
E 175-000-00-25-4220	Advertising	\$139.50	783666	ST PROJ 2020-2 BID ADV
E 101-100-05-25-4220	Advertising	\$36.00	784737	COUNCIL SEAT FILING NOTICE
Total ECM PUBLISHERS, INC.		\$742.50		
Paid Chk#	083318	7/15/2020	FARRELL EQUIPMENT & SUPPLY CO	
E 601-000-00-25-4545	Repair/Maintenance Equipm	\$269.90	1107776	STORM SEWER REPAIRS
Total FARRELL EQUIPMENT & SUPPLY CO		\$269.90		
Paid Chk#	083319	7/15/2020	GOPHER STATE ONE CALL	
E 101-200-50-25-4257	Contractors Hired	\$57.60		PUBLIC WORKS LOCATES
E 301-000-00-25-4257	Contractors Hired	\$57.60		PUBLIC WORKS LOCATES
E 401-000-00-25-4257	Contractors Hired	\$57.60		PUBLIC WORKS LOCATES
Total GOPHER STATE ONE CALL		\$172.80		
Paid Chk#	083320	7/15/2020	GRANITE CITY JOBBING	
E 501-000-00-27-4271	Purchases - Cigars	\$120.23		CIGARS
E 501-000-00-27-4265	Purchases - Mix/Pop	\$55.90		MIX
E 501-000-00-25-4210	Operating Supplies	\$48.00		SUPPLIES
E 501-000-00-27-4269	Freight - In	\$4.25		FRT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	\$713.62	190752	TOBACCO
Total GRANITE CITY JOBBING		\$942.00		
Paid Chk#	083321	7/15/2020	INSPECTRON, INC.	
E 101-100-30-25-4257	Contractors Hired	\$3,375.00		JUNE BLDG CONSULTANTS
Total INSPECTRON, INC.		\$3,375.00		
Paid Chk#	083322	7/15/2020	JOHNSON BROTHERS WHOLESALE	
E 501-000-00-27-4262	Purchases - Liquor	\$4,347.60	1591561	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$270.84	1591562	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$85.08	1591589	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	\$2,327.00	1595339	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$1,049.91	1595340	WINE
E 501-000-00-27-4263	Purchases - Beer	\$24.00	1595341	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$163.50	1595342	MIX
E 501-000-00-27-4262	Purchases - Liquor	\$1,891.77	1595343	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$1,589.67	1595344	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$96.00	1595345	MIX
E 501-000-00-27-4262	Purchases - Liquor	\$4,279.01	1595346	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	\$86.00	1595347	LIQUOR



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Cks 7/2/2020 - 7/15/2020

		Check Amt	Invoice	Comment
E 501-000-00-27-4264	Purchases - Wine	\$362.40	1595348	WINE
Total JOHNSON BROTHERS WHOLESALE		\$16,572.78		
Paid Chk# 083323 7/15/2020 LUPULIN BREWING LLC				
E 501-000-00-27-4263	Purchases - Beer	\$1,150.00	30374	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$7.00)	961399	CREDIT
Total LUPULIN BREWING LLC		\$1,143.00		
Paid Chk# 083324 7/15/2020 M&M EXPRESS SALES & SERVICE				
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$40.94	268240	CHAIN SAW REPAIRS
Total M&M EXPRESS SALES & SERVICE		\$40.94		
Paid Chk# 083325 7/15/2020 MAJESTIC CREATIONS				
G 101-2175	Other Withholding	\$32.00	9495	S SCOTT/CITY CLOTHING
E 101-100-15-25-4210	Operating Supplies	\$35.00	9496	SET UP FEE
Total MAJESTIC CREATIONS		\$67.00		
Paid Chk# 083326 7/15/2020 MHFA				
E 116-000-00-25-4212	Other Operations Expenses	\$425.82		107 CORRINE 2020 QTR 2 PYMT
E 116-000-00-25-4212	Other Operations Expenses	\$461.81		4984 MITCHELL 2020 QTR 2 PYMT
Total MHFA		\$887.63		
Paid Chk# 083327 7/15/2020 MIDWEST MACHINERY CO				
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$231.00	2189830	WWTP EQUIPMENT REPAIR
Total MIDWEST MACHINERY CO		\$231.00		
Paid Chk# 083328 7/15/2020 MN COMPUTER SYSTEMS INC				
E 101-300-75-25-4208	Copies	\$51.76	294456	POLICE COPIES
Total MN COMPUTER SYSTEMS INC		\$51.76		
Paid Chk# 083329 7/15/2020 MN MUNICIPAL BEVERAGE ASSOC.				
E 501-000-00-25-4260	Subscriptions/Dues	\$53.25		MMBA MEMBERSHIP
Total MN MUNICIPAL BEVERAGE ASSOC.		\$53.25		
Paid Chk# 083330 7/15/2020 MNCAR				
E 101-100-25-26-4224	Marketing-Events	\$1,100.00		MNCAR 2020
Total MNCAR		\$1,100.00		
Paid Chk# 083331 7/15/2020 MONTICELLO PRINTING				
E 101-100-05-25-4210	Operating Supplies	\$18.00	121471	ENVELOPES/SUPPLIES
E 101-100-10-25-4210	Operating Supplies	\$17.90	121471	ENVELOPES/SUPPLIES
E 101-100-15-25-4210	Operating Supplies	\$17.90	121471	ENVELOPES/SUPPLIES
E 101-100-25-25-4210	Operating Supplies	\$17.90	121471	ENVELOPES/SUPPLIES
E 101-100-30-25-4210	Operating Supplies	\$17.90	121471	ENVELOPES/SUPPLIES
E 101-200-40-25-4210	Operating Supplies	\$17.90	121471	ENVELOPES/SUPPLIES
E 101-200-50-25-4210	Operating Supplies	\$17.90	121471	ENVELOPES/SUPPLIES
E 101-200-55-25-4210	Operating Supplies	\$17.90	121471	ENVELOPES/SUPPLIES
E 101-300-75-25-4210	Operating Supplies	\$17.90	121471	ENVELOPES/SUPPLIES
E 301-000-00-25-4210	Operating Supplies	\$17.90	121471	ENVELOPES/SUPPLIES
E 401-000-00-25-4210	Operating Supplies	\$17.90	121471	ENVELOPES/SUPPLIES
E 601-000-00-25-4210	Operating Supplies	\$17.90	121471	ENVELOPES/SUPPLIES
E 501-000-00-25-4210	Operating Supplies	\$17.90	121471	ENVELOPES/SUPPLIES
E 101-200-55-25-4210	Operating Supplies	\$34.10	122066	LAKESIDE PARK MAP & RULES
Total MONTICELLO PRINTING		\$266.90		
Paid Chk# 083332 7/15/2020 NORTHERN STAR APTS, LLC				
E 173-000-00-25-4270	TIF-Site Prep	\$43,331.40		2020 1ST TAX SETTLEMENT TIF 1-7 PRIN PYMT 8.1.20
E 173-000-00-25-4620	TIF-Note Interest	\$8,531.07		2020 1ST TAX SETTLEMENT TIF 1-7 INT PYMT 8.1.20



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Cks 7/2/2020 - 7/15/2020

		Check Amt	Invoice	Comment
Total NORTHERN STAR APTS, LLC		\$51,862.47		
Paid Chk# 083333 7/15/2020 OREILLY AUTOMOTIVE, INC				
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$4.99	1532-218647	UNIT 180 WWTP
E 101-200-50-25-4385	Shop Materials	\$107.94	1532-218665	SHOP SUPPLIES
E 101-200-50-25-4430	Vehicle Maintenance	\$42.49	1532-218879	VEHICLE MAINT #08
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$54.28	1532-218950	IRRIGATION BOX
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$3.39	1532-219124	IRRIGATION BOX WRIGHTS CROSSING
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$5.99	1532-220341	WWTP EQUIO REPAIRS
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$14.28	1532-220562	PARKS IRRIGATION PUMP
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$6.44	1532-221006	UNIT 57 REPAIRS
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$6.45	1532-221006	UNIT 57 REPAIRS
E 101-300-75-25-4430	Vehicle Maintenance	\$14.75	1532-221682	POLICE VEHICLE MAINT
E 101-200-50-25-4430	Vehicle Maintenance	\$135.41	1532-223381	UNIT 08 VEHICLE REPAIRS
E 101-200-55-25-4430	Vehicle Maintenance	\$135.41	1532-223381	UNIT 08 VEHICLE REPAIRS
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$43.86	1532-223389	PARTS SIDE BY SIDE
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$43.86	1532-223389	PARTS SIDE BY SIDE
E 101-200-55-25-4430	Vehicle Maintenance	\$301.68	1532-223817	UNIT 08 VEHICLE REPAIRS
E 101-200-55-25-4430	Vehicle Maintenance	\$135.90	1532-223848	UNIT 08 VEHICLE REPAIRS
Total OREILLY AUTOMOTIVE, INC		\$1,057.12		
Paid Chk# 083334 7/15/2020 PARKINGBOXX				
E 101-105-55-25-4130	Computers/Software	\$451.10	9629	LAKESIDE PARKING METER CLOUDEASE
E 101-200-55-25-4210	Operating Supplies	\$371.00	9760	LAKESIDE PARK PARKING METER SUPPLIES
Total PARKINGBOXX		\$822.10		
Paid Chk# 083335 7/15/2020 PAUSTIS WINE COMPANY				
E 501-000-00-27-4264	Purchases - Wine	\$646.00	95128	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$160.00	95128	LIQUOR
E 501-000-00-27-4269	Freight - In	\$10.00	95128	FRT
Total PAUSTIS WINE COMPANY		\$816.00		
Paid Chk# 083336 7/15/2020 PHILLIPS WINE & SPIRITS				
E 501-000-00-27-4262	Purchases - Liquor	\$1,481.00	6059009	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$700.45	6059010	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$563.80	6059011	MIX
Total PHILLIPS WINE & SPIRITS		\$2,745.25		
Paid Chk# 083337 7/15/2020 PLAISTED COMPANIES INC.				
E 101-200-50-25-4325	Class 5	\$759.47	34253	CLASS 5
Total PLAISTED COMPANIES INC.		\$759.47		
Paid Chk# 083338 7/15/2020 PROGRESSIVE BUILDERS				
G 101-2057	Seed/Sod Escrow	\$1,860.00		LANDSCAPE ESCROW 20444 NEDD ST
Total PROGRESSIVE BUILDERS		\$1,860.00		
Paid Chk# 083339 7/15/2020 RADARSIGN, LLC				
E 277-000-00-25-4413	Equipment/Accessories	\$2,074.00	10887	TRAFFIC DATA SIGN
E 199-000-75-25-4413	Equipment/Accessories	\$2,074.00	10887	TRAFFIC DATA SIGN
Total RADARSIGN, LLC		\$4,148.00		
Paid Chk# 083340 7/15/2020 ROYAL TIRE INC				
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$55.00	108-166246	UNIT 100 REPAIRS
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$55.00	108-166246	UNIT 100 REPAIRS
Total ROYAL TIRE INC		\$110.00		
Paid Chk# 083341 7/15/2020 SB22 LLC & AL1 LLC				
E 171-000-00-25-4270	TIF-Site Prep	\$3,564.86		2020 1ST TAX SETTLEMENT TIF 1-5 PRIN PYMT 8-1-20
E 171-000-00-25-4620	TIF-Note Interest	\$8,098.82		2020 1ST TAX SETTLEMENT TIF 1-5 INT PYMT 8-1-20



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Cks 7/2/2020 - 7/15/2020

		Check Amt	Invoice	Comment
Total SB22 LLC & AL1 LLC		\$11,663.68		
Paid Chk#	083342	7/15/2020	SCHARF, SARAH	
E	101-100-05-25-4257	Contractors Hired	\$75.00	VIDEO TAPING CC MTG 7.22.20
Total SCHARF, SARAH		\$75.00		
Paid Chk#	083343	7/15/2020	SHARPLINE LAWN CARE, LLC	
E	101-100-20-25-4370	Grounds Maintenance	\$53.67	2004 POLICE/LIBRARY GROUND MAINT
Total SHARPLINE LAWN CARE, LLC		\$53.67		
Paid Chk#	083344	7/15/2020	SHERBURNE CO SHERIFFS DEPT	
E	101-105-15-25-4130	Computers/Software	\$2,833.33	2020-06 JUNE IT SERVICES
Total SHERBURNE CO SHERIFFS DEPT		\$2,833.33		
Paid Chk#	083345	7/15/2020	SHERBURNE COUNTY ATTORNEY	
E	101-300-75-20-4181	Court Fines	\$1,726.48	6692 SHARED FINES
Total SHERBURNE COUNTY ATTORNEY		\$1,726.48		
Paid Chk#	083346	7/15/2020	SHRED RIGHT	
E	101-100-15-25-4212	Other Operations Expenses	\$16.00	530695 CITY HALL SHREDDING
E	101-300-75-25-4212	Other Operations Expenses	\$16.00	530695 POLICE SHREDDING
Total SHRED RIGHT		\$32.00		
Paid Chk#	083347	7/15/2020	SOUTHERN WINE & SPIRITS OF MN	
E	501-000-00-27-4262	Purchases - Liquor	\$3,660.05	1970559 LIQUOR
E	501-000-00-27-4265	Purchases - Mix/Pop	\$62.14	1970560 MIX
E	501-000-00-27-4264	Purchases - Wine	\$266.00	1970562 WINE
Total SOUTHERN WINE & SPIRITS OF MN		\$3,988.19		
Paid Chk#	083348	7/15/2020	THE GARAGE GUYS LLC & LUPULIN	
R	101-015-3104	RE & PP Tax - Abatements	\$2,217.00	TAX ABATE PYMT 1ST HALF
Total THE GARAGE GUYS LLC & LUPULIN		\$2,217.00		
Paid Chk#	083349	7/15/2020	TOSHIBA FINANCIAL SERVICES	
E	101-300-75-25-4208	Copies	\$175.19	418247946 POLICE COPIES
Total TOSHIBA FINANCIAL SERVICES		\$175.19		
Paid Chk#	083350	7/15/2020	UTILITY CONSULTANTS	
E	401-000-00-20-4160	Testing	\$1,365.00	105543 WWTP TESTING
Total UTILITY CONSULTANTS		\$1,365.00		
Paid Chk#	083351	7/15/2020	VERIZON WIRELESS	
E	101-300-75-25-4230	Telephone/Internet	\$21.60	9857792149 FLEXIBLE BUSINESS AUTO PLAN
E	101-300-75-25-4230	Telephone/Internet	\$31.50	9857792149 ESSENTIALS SUITE 14 LIC
E	101-300-75-25-4230	Telephone/Internet	\$393.74	9857792149 POLICE PHONES
E	101-300-75-25-4230	Telephone/Internet	\$76.03	9857792149 POLICE 612-368-4073 #726
E	101-300-75-25-4230	Telephone/Internet	\$81.95	9857792149 POLICE 612-368-4073 #731
E	301-000-00-25-4230	Telephone/Internet	\$73.34	9857792149 PUBLIC WORKS 763-647-0015 LAPTOP
E	301-000-00-25-4230	Telephone/Internet	\$73.90	9857792149 PUBLIC WORKS 763-238-8260
Total VERIZON WIRELESS		\$752.06		
Paid Chk#	083352	7/15/2020	VIKING COCA-COLA	
E	501-000-00-27-4263	Purchases - Beer	\$145.60	255205 BEER
E	501-000-00-27-4265	Purchases - Mix/Pop	\$263.15	2552054 MIX
Total VIKING COCA-COLA		\$408.75		
Paid Chk#	083353	7/15/2020	VILLAGE BANK	
E	172-000-00-25-4275	TIF-Public Improvements	\$13,846.57	2020 1ST TAX SETTLEMENT TIF 1-6 PRIN PYMT 8.1.20



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Cks 7/2/2020 - 7/15/2020

		Check Amt	Invoice	Comment
Total VILLAGE BANK		\$13,846.57		
Paid Chk# 083354 7/15/2020 VINOCOPIA				
E 501-000-00-27-4262	Purchases - Liquor	\$259.96		LIQUOR
E 501-000-00-27-4269	Freight - In	\$14.00		FRT
E 501-000-00-27-4264	Purchases - Wine	\$416.00	0259770-IN	WINE
Total VINOCOPIA		\$689.96		
Paid Chk# 083355 7/15/2020 VOLZ, ROBIN				
R 101-055-3226	Park Permits-Daily	\$9.31		REFUND PARKING PERMIT
G 101-2176	Sales Tax Payable	\$0.69		REFUND TAX PARKING PERMIT
Total VOLZ, ROBIN		\$10.00		
Paid Chk# 083356 7/15/2020 WATER LABORATORIES INC				
E 301-000-00-20-4160	Testing	\$176.00	8032	TESTING
Total WATER LABORATORIES INC		\$176.00		
Paid Chk# 083357 7/15/2020 WENCK ASSOCIATES, INC				
G 499-1600	Construction WIP	\$26,218.64	12004001	ENG CONSULT JUNE
Total WENCK ASSOCIATES, INC		\$26,218.64		
Paid Chk# 083358 7/15/2020 WESTRUM, TOM & CANDACE				
R 101-055-3940	Lease/Rental/CAM Income	\$30.00		REFUND PARK SHELTER FEE
Total WESTRUM, TOM & CANDACE		\$30.00		
Paid Chk# 083359 7/15/2020 WH SECURITY				
E 501-000-00-25-4540	Repair/Maintenance Building	\$40.00	150-1694-9257	LIQUOR STORE SECURITY MONITORING
Total WH SECURITY		\$40.00		
Paid Chk# 083360 7/15/2020 WINDSTREAM				
E 401-000-00-25-4230	Telephone/Internet	\$543.10	091121503	SEWER JULY
E 401-000-00-25-4230	Telephone/Internet	\$50.93	091622521	SEWER JULY
Total WINDSTREAM		\$594.03		
Paid Chk# 083361 7/15/2020 WINE MERCHANTS				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$216.00	7290583	WINE
Total WINE MERCHANTS		\$216.00		
Paid Chk# 083362 7/15/2020 WRUCK SEWER & PORTABLE RENTALS				
E 101-200-55-25-4225	Sanitation/Garbage Removal	\$1,174.00	5182	PARKS SANITATION
Total WRUCK SEWER & PORTABLE RENTALS		\$1,174.00		
Paid Chk# 083363 7/15/2020 XCEL ENERGY				
E 101-200-50-25-4575	Electricity (Street Lights)	\$3,399.28	51-4459098-1	STREET LIGHTS - JUNE
R 101-050-4151	Refunds & Reimbursements	(\$181.29)	51-4459098-1	2020 STREET LIGHT CREDIT
Total XCEL ENERGY		\$3,217.99		
1010 US BANK		\$605,626.65		



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Cks 7/2/2020 - 7/15/2020

Check Amt Invoice Comment

Fund Summary

1010 US BANK

101 GENERAL FUND	\$183,518.52
116 2009 NSP GRANT	\$887.63
150 CAPITAL PROJECT/LOCAL DEVELOPM	\$48,913.72
171 CAPITAL PROJECT/TIF 1-5	\$11,663.68
172 CAP PROJ-TIF 1-6 - CHERRYWOOD	\$13,846.57
173 CAP PROJ-TIF 1-7 -NORTHSTAR	\$51,862.47
175 CAPITAL PROJECT/STREET IMPROVE	\$139.50
198 INFRASTRUCTURE IMPRMNT FUND	\$549.00
199 EQUIP & BLDG REPLACEMENTS	\$2,180.00
275 ECONOMIC DEVELOPMENT AUTHORITY	\$2,036.44
277 DWI FORFEITURE	\$2,074.00
280 FARMERS MARKET	\$314.57
301 WATER ENTERPRISE FUND	\$9,521.27
401 SEWER ENTERPRISE FUND	\$10,776.23
499 SEWER-EQUIP/BLDG REPLCMNT FUND	\$26,218.64
501 LIQUOR ENTERPRISE FUND	\$239,937.82
601 STORM SEWER ENTERPRISE FUND	\$1,186.59
	<hr/>
	\$605,626.65



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Gina Wolbeck, City Clerk</i>	Meeting Date: <i>7/22/2020</i>	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6B
Item Description: <i>July 8, 2020 City Council Regular Meeting Minutes</i>		Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
		Reviewed By: <i>N/A</i>	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the July 8, 2020 City Council Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The July 8, 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**

JULY 8, 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, City Engineer Layne Otteson, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Assistant Liquor Store Manager Lisa Miller, and Assistant Fire Chief Mark Hedstrom.

4. OPEN FORUM

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

Terri Dickinson, 3310 Lake Ridge Drive- Noted that she was on the Planning Taskforce Committee and that they agreed what the City needs is step-up housing with larger lots and larger driveways, noting that they agreed that Big Lake consisted mainly of starter homes and what they did not want was people to move out of the City as their families grew and they needed more space. Dickinson stated that she felt the consultants continually pushed high density, low-income housing as well as expanding outside the City limits and using private property for projects. They promoted governmental force, and a disregard for property owners. She felt one consultant bullied her because she stood up against the Agenda 21 push. Dickinson discussed the City's review of a conceptual plan for buildings, Section 8 short or long term homeless housing, but no step-up housing. She understands that the 20-year old starter home neighborhoods were redefined as low-

density housing and she feels this is deceitful. Dickinson also reviewed notification to area properties, and pleaded to the Council Members to be accountable to the citizens of Big Lake first and foremost.

Cam Habeger, 16702 205th Avenue NW - Stated that he loves living in Big Lake and the natural amenities it provides. Habeger discussed the Planning Commission's concept plan for the Marketplace Crossing proposed to be developed by Commonbond. The people of the City and the Township love their way of life, so much that when a flyer went out people mobilized a plan to attend the open forum portion of the Planning Commission meeting on June 17 to voice their objection. So many people attended that some had to stand in the hallway similar as today, noting that 13 people spoke at open forum in opposition to the project. Habeger discussed his concern that immediately following the meeting, the Planning Commission immediately called the developer to coach them on their concerns, noting that the Zoom videoconference system was still connected, and stated that this call was unethical. Elected and appointed officials should be looking out for citizen interests, not the developer's and bank's interest. Habeger asked the City Council to investigate this call, and to obtain the phone transcript and zoom call recording so we can further vet this out, and for Paul Knier to head up the investigation. Habeger noted that they are all here to be helpful and to contribute alternative ideas on the use and tax base of this land. The Comprehensive Land Use Map is extremely flawed on how residents view the land use. Habeger stated that we oppose the addition of excessive high density housing to this City, we oppose the conversion of commercial zoned parcels to high density, and we oppose excessive variances to developers who push these projects through.

Scott Creighton, 601 Lakeshore Drive – Noted that he has lived here for 22 years. He noted that most speakers are against the development for all the same reasons, noting that it doesn't belong in this small town, that our taxes will go up and he guarantees that there will be more crime, and that it will change this town even more. He would rather have housing come in that benefits the City, that won't be a detriment to the City.

Rebecca Renslow, 5541 Aberdeen Way – Stated that she is here again to ask the City to reallocate funds from the Police Department to preventative programs that will help diversify the community more effectively including programs on mental health and social work. There are a lot of issues with substance abuse in Big Lake, but there are practically no well-developed programs for mental health and substance abuse in our area, noting the City of Lakeville's program that they have in place to address these areas. Renslow stated that Police are simply not equipped to handle a person experiencing a mental health crisis, noting that Police are meant for crime, not for social work. Renslow stated that the social work programs in Big Lake are extremely under staffed and under utilized. Renslow strongly urged Council to consider investing funds to strengthen and widen the social work program, and to form a diversity committee. Renslow again asked the City to reallocate funds from a taskforce designed for crime to forces built to prevent and aid such issues

with nuance, thus making a safer community.

Justin Higgins, 5450 Edinburgh Way – Stated that he is against the Planning Commission for putting in this low income housing, stating that it will be a bad deal for Big Lake noting that he has lived here for 20 years and he doesn't want to see worthless people not paying taxes. Higgins stated that if we are going to put houses in, he would like to see at least \$500,000 homes built in there.

Karen Wood, 19960 159th Street NW – stated that she lives just up the street from this project and is very much opposed to the idea. Wood discussed that she purchased three acres of land surrounded by potato fields when she moved here in 1978. The area is peaceful and quiet, and she doesn't want to lose that. She also stated that she does not want Big Lake to turn into a metropolis or a suburb of Minneapolis.

Nate Wood, 19960 159th Street NW – Stated that he has lived here his entire life and is opposed to this project. Doesn't want the Police Department to have to watch over these people and the homeless.

Dave Dickey, 16644 205th Avenue NW – Stated that he moved here in 2012 from Alaska, stating that he did not move here to live in a place like Northeast Minneapolis. He likes it here because it is nice and quiet and is away from the city. Dickey stated that he has yet to see a low income housing area not bring in more crime. Urged the City to knock off the behind the scenes stuff. Stop it and get it out in the open so everybody knows what's going on.

Nora Lewandowski - 20095 170th Street NW – Stated that she is opposed to the project, and understands that where we are situated between Minneapolis and St. Cloud and recognizes that the growth is coming and is inevitable. Lewandowski stated that we can't make more land, and discussed that what has brought this issue to a head is the stretch along Marketplace that was zoned commercial, and trying to turn it into high-density housing. Lewandowski stated her concern that she doesn't have a say in the City and how her tax dollars will be used to build more schools when all this additional housing comes in that she doesn't have a say in. Lewandowski discussed that we finally have a newspaper that is going to circulate and the importance to share information with all community members including those that live in the Township and get more involvement as we all want what's best for the community. Lewandowski stated that she understands the debt issues of the City and that the City wants to sell land, but that we need to do what's best for the people that live here already. Lewandowski discussed that her grandkids play hockey and that there has never been support to build an ice arena. Hockey families have to drive to Princeton for their home ice. We are talking about bringing in more children and we already don't have anything for kids to do. Feels there is a race to get mass high-density housing put in, and asked for someone to show us a list of supporters of this project.

Mayor Wallen noted that everyone signed up to speak at open forum were allowed to do so, and any further attendees wishing to speak on the topic addressed by most of the open forum presenters, are asked to approach the microphone, state their name and address, and state their opinion on the topic brought forward by other presenters.

Ralph Kiffmeyer, 16160 201st Avenue NW – Stated that he not only opposes the project, he feels it is a totally inappropriate place to build this type of housing, which is 2.5 miles from any services.

Council Member Hansen stated that he will not tolerate any derogatory comments made about any class of people, and expressed his frustration that previous presenters have made comments that degrade people. The Mayor and Council Members concurred with Council Member Hansen's statement.

Jim Miller, 20415 167th Street NW – Stated that he is opposed to it also.

Dick Dezwarte, 20253 167th Street NW - Stated that he is opposed to it also.

Beth Dezwarte, 20253 167th Street NW – Stated that she is opposed to that building happening right there at Marketplace Drive.

Gary Metzger – 16848 205th Avenue NW – Stated that he is opposed to this also.

Mark Zachman, 20272 169th Circle NW – Stated that he is vehemently opposed to this.

Alona Carston, 16564 Houghton Drive – Stated that she is definitely opposed to this project.

Mike Berg, 5300 Edinburgh Way – Stated that he is definitely opposed to that.

Donnie Schueller, 16908 204th Avenue NW – Stated that she has lived here for 48 years and she hopes to God this doesn't go through.

Ray Sundstrom, 17000 205th Avenue NW – Stated that he opposes it.

Jeff Carston, 16564 Houghton Drive – Stated that he opposes it.

Jessica Glen, 16702 205th Avenue – Stated that she is opposed to it.

No one else came forward. Mayor Wallen closed the Open Forum at 6:23 p.m.

5. PROPOSED AGENDA

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

6. CONSENT AGENDA

Council Member Johnson motioned to approve the Consent Agenda with the removal of items no. 6B and 6E for separate consideration. 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 June 24, 2020~~, 6C. Approve Regular Council Meeting Minutes of June 24, 2020, 6D. Approve Coronavirus Relief Fund Certification Form, ~~6E. Approve Election Judge Appointments for the 2020 Primary and General Elections~~, 6F. Approve Reclassification of Police Administrative Positions, 6G. Approve Reclassification of City Clerk Position, 6H. Accept Resignation of Part-time Liquor Clerk Nate Dunning, and 6I. Approve Outside Employment Request Form for City Administrator.

6B. Approve Council Workshop Minutes of June 24, 2020

Council Member Knier requested a revision to the June 24, 2020 Council Workshop Minutes under item no. 4B. Knier requested that the language be revised to better identify parking options near the lake.

Council Member Hansen motioned to approve the June 24, 2020 City Council Workshop Minutes with revised language to item no 4B as requested. Seconded by Council Member Knier, unanimous ayes, motion carried.

6E. Approve Election Judge Appointments for the 2020 Primary and General Elections

Mayor Wallen reviewed the process for appointment of election judges for the 2020 elections. Wallen informed Council that two additional names have been added to the list since the Council packet was distributed and recommended Council approve the list presented at the meeting.

Council Member Hansen motioned to approve Resolution No. 2020-58 appointing election judges for the August 11, 2020 Primary Election and the November 3, 2020 General Election. Seconded by Council Member Johnson, unanimous ayes, motion carried.

7. BUSINESS

7A. Student Liaison Roles and Responsibilities and Appointment of Ella Dotzler

Clay Wilfahrt reviewed the Student Liaison Roles and Responsibilities Policy. The intent of the position is to serve as a liaison between Council, the Big Lake School Board, and young residents of the community. The position will also provide young people a voice on community happenings. Wilfahrt reviewed that Big Lake High School Student Ella Dotzler had approached the Mayor about the opportunity and Council directed Staff to draft a policy of rules and responsibilities for Council consideration and to move forward with appointing Ella Dotzler to the unpaid position. The tasks Ella will be asked to do include developing ways to better involve young people in decision making, developing ways to collect input from young people on decisions, developing an ongoing program for future student liaisons, and to identify at least one other special project to work on and present to Council. Ella Dotzler stated that she is excited to start, and Council applauded Ella for her interest.

Council Member Zetervall motioned to approve the Student Liaison Roles and Responsibilities, and appoint Big Lake High School student Ella Dotzler to the role until the end of the 2021 school year. Seconded by Council Member Knier, unanimous ayes, motion carried.

7B. Authorize Donation of Surplus Property

Joel Scharf reviewed the recently completed upgrade to the Department's "active threat" ballistic vests. The Department equips each squad car with additional armor for our officer's protection during critical calls. The prior ballistic vests contained both soft body armor, and a rifle rated ballistic plate. The upgraded vests shift to only a ballistic plate. The purchase of the upgraded vests was accomplished through use of donations and narcotic forfeiture funds. Scharf also reviewed that it's become a trend for Fire Departments to have accessible body armor for their member's protection. The Police Department is intending to donate five of surplus vests to the Big Lake Fire Department as well as the donation of five surplus vests to the Clay County Sheriff's Office.

Council Member Knier motioned to approve the donation of Police Department surplus property to the Big Lake Fire Department and the Clay County Sheriff's Office. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7C. Monthly Department Reports

Fire Department – Assistant Fire Chief Mark Hedstrom provided statistical information on

calls for service for the month of June. Hedstrom also reviewed small group training activities in June, recent grass fires, reviewed the fire fighter hire status informing Council that 9 attended testing, discussed a live burn training the Department participated in and recognized 2020 Fire Class graduates Brady Bagne and Clint Maxson. Council thanked the entire department for their dedicated service during very difficult circumstances.

Police Department – Joel Scharf updated Council on police statistics, calls for service, significant arrests, and self-initiated policing activities for the month of June. Scharf discussed parking violations and increased park patrol at Lakeside Park and an increase in traffic complaints along Lakeshore Drive/Hiawatha Avenue, reviewed the new portable speed sign currently placed on Lakeshore Drive, discussed increased regional burglaries in the area, and reviewed the partial cancellation of the Freedom Fest event. Scharf also provided an update on the upcoming retirement of Police Specialist Laurie Morris and the status of filling the vacant administrative position within the Department. Scharf also discussed comments made during the last two open forums about defunding law enforcement.

Engineering/Public Works Department – Layne Otteson provided an update on engineering projects underway in the City and activities in the Utilities Department. Otteson reviewed the ADA Transition Plan, AIS inspections, lakeshore reviews and permitting, erosion inspections, and the annual MS4 report. Otteson discussed the status of the Safe Routes to School plans which has a bid opening scheduled for July 21, and the Street and the Utility Improvement Project No. ST2020-2 which has a bid opening scheduled on July 28. Otteson also discussed the outlet elevation at Lake Mitchell, the new sidewalk at the Crossings Phase II development, and discussed damaged curb at the catch basin near Wrights Crossing Park. Otteson reviewed activities in the Utility Department noting that Well No. 5 has cleared up and is online, discussed improvements in the existing oxidation ditches, noted the sale of the 1981 AG-Gator equipment, reviewed water valve repair on Industrial Boulevard, and provided an update on the Wastewater Treatment Facility Expansion project that is approximately 75% complete. Council Member Knier discussed previous Council discussion on the need for water conservation education to go out to residents.

8. ADMINISTRATOR'S REPORT

Clay Wilfahrt discussed the status of a proposed Lakeside Park Lease Agreement for the parcel located across Lakeshore Drive from the park. Staff has discussed possible terms with the property owner to determine what a framework would look like. Wilfahrt also reviewed the recent CMRRPP meeting, and the group's efforts to get citizens to complete the county-wide engagement survey to help guide the planning process.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: Reviewed the July Fire Board Meeting. Wallen reviewed the ownership of the JPA and the Fire Boards efforts to build communication tools for the Fire Department.

Council Member Hansen: Reviewed the June CMRRPP meeting.

Council Member Johnson: Discussed the recent Fire Board Meeting.

Council Member Zettervall: Discussed the July Planning Commission Meeting.

10. OTHER – No other.

11. ADJOURN

Council Member Knier motioned to adjourn at 7:07 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Clerk

Date Approved By Council _____



AGENDA ITEM

Big Lake City Council

Prepared By: Corrie Scott, Recreation and Communication Coordinator and Gina Wolbeck, City Clerk	Meeting Date: 7/22/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6C
Item Description: COVID-19 Preparedness Plan Amendments – Addition of guidelines for the Farmers Market and City Elections	Reviewed By: Clay Wilfahrt, City Administrator		
	Reviewed By: N/A		

ACTION REQUESTED

By approving this item on the Consent Agenda, Council is approving an amendment to the City of Big Lake COVID-19 Preparedness Plan adding Section 13 establishing Policies and Procedures at the Big Lake Farmers Market, and Section 14 establishing Policies and Procedures for City Elections.

BACKGROUND/DISCUSSION

The State of Minnesota is requiring that Farmers Markets have their own individual COVID-19 Preparedness Plan or that the Farmers Market be specifically addressed in their City’s Plan. Staff put together language adding a Farmer’s Market Preparedness section to the City’s Plan that was approved at the June 24, 2020 meeting. This is being added as Section 13. Policies and Procedures at the Big Lake Farmers Market.

Staff is also proposing policies and procedures for upcoming City Elections to provide a clear expectation of conduct of both election judges and voters at the City’s election precincts.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Approval of amendments to the City’s COVID-19 Preparedness Plan adding Section 13. Policies and Procedures at the Big Lake Farmers Market, and Section 14. Policies and Procedures for City Elections during COVID-19.

ATTACHMENTS

- Section 13. Policies and Procedures at the Big Lake Farmers Market
- Section 14. Policies and Procedures for City Elections during COVID-19

13. Policies and Procedures at the Big Lake Farmers Market

The Big Lake Farmers Market has suspended activities that encourage large groups to attend the market including Power of Produce, Frequent Shopper, and on-site children's activities. All vendors, volunteers, and staff are required to wear a face covering during market operation due to the allowance of on-site food consumption. There is a handwashing station on-site for vendors and customers to use throughout the market. Hand sanitizer is made available at each vendor booth including the information booth. Vendors are encouraged to bring their own handwashing station and/or sanitizer for personal use. Market staff is regularly sanitizing the information booth and handwashing station throughout market operation. No more than 250 individuals are allowed within the market space at one time and vendor stalls are spaced 6' apart from each other. Below is a list of recommendations that is sent out weekly as a reminder for vendors to implement:

- Stay home if you are feeling sick.
- Use source control face coverings (e.g. cloth face coverings) during regular market hours (3-7 p.m. from June-August and 3-6 p.m. in September)
- Limit the number of people selling at your booth during market hours. If possible, designate one person for handling cash and one person for handing products to customers.
- Place an empty table in front of display tables, using that table to place purchases and exchange money. If you don't have a table, other forms of barriers for your products are encouraged.
 - This maintains six feet of separation, and helps prevent customers from touching products.
 - Allows vendor to pack all items for a customer into a bag or container that only the customer touches.
 - If customers bring their own bags, let them pack their bags.
- Use tables and table coverings that can be washed and sanitized (vinyl, plastic; not cloth or wood) and implement a schedule to sanitize during the market.
- Practice social distancing of at least 6 feet.

Signs are hung throughout the market encouraging the following for market patrons:

- Stay at home if you are sick.
- Keep a 6' distance from others.
- Limit your time at the market.
- Wash hands before and after shopping.
- Wearing a face mask is encouraged.
- Shop with your eyes; Vendors will pack your products.

Additional communication and training for vendors, staff, volunteers, and patrons will be ongoing as rules and restrictions are amended. The changes will be communicated via email, written, or verbal communications.

14. Policies and Procedures for City Elections during COVID-19

At polling stations keeping voters at least 6 feet apart is ideal based on what is known about COVID-19. If this is not feasible, efforts should be made to keep individuals as far apart as is practical. Feasibility of strategies will depend on the space available in the polling station and the number of voters who arrive at one time.

Election judges can:

- Increase distance between voting booths.
- Limit nonessential visitors. For example, election judges should be encouraged not to bring children, grandchildren, etc. with them as they work the polls.
- Remind voters upon arrival to try to leave space between themselves and others. Encourage voters to stay 6 feet apart if feasible. Signs will be provided to help voters and workers remember this.
- Discourage voters and election judge workers from greeting others with physical contact (e.g., handshakes). Include this reminder on signs about social distancing.

If feasible, access and egress will be in a one-way direction. Rooms will be sanitized before and after each election as will door handles, chairs, and tables. Election judges will clean and disinfect voting-associated equipment (e.g., voting machines, laptops, tablets, keyboards) routinely as well.



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance Director</i>	Meeting Date: 7/22/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6D
Item Description: <i>Establish Special Revenue Fund 279 - Coronavirus Aid, Relief and Economic Security (CARES) Act Funding</i>		Reviewed By: <i>Clay Wilfahrt, City Administrator</i> Reviewed By: <i>N/A</i>	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a RESOLUTION committing revenue sources listed in the attached Resolution.

BACKGROUND/DISCUSSION

The Government Accounting Standards Board (GASB) adopted GASB 54 in 2011. This standard requires special revenues funds have a committed or restricted revenue source. With the recent authorization from the State of Minnesota to release \$841.4 million of funding to Cities/Counties/Townships from the Federal Coronavirus Relief Fund the City will received \$863,098 of the funds available to be used in response to COVID-19. The City will need to establish a Special Revenue fund for this specific project and Council is required to adopt a resolution committing the revenue sources for this specific project.

All funds used will be used in accordance to State Statue and Federal Grant Guidelines. In addition, if all funds are spent there will be an additional auditing cost for Year-ending 2020, as any federal funds received over \$750,000 trigger a single audit on all federal grant funds received

FINANCIAL IMPACT

The \$863,098 will be used in accordance to State Statue and if all funds are spent will require that the City have additional auditing cost of approximately \$2,500 for Year-ending 2020 for the single audit on federal funds.

STAFF RECOMMENDATION

Approve the Special Revenue Fund 279 commitment of funds.

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, July 22, 2020. The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

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

RESOLUTION COMMITTING SPECIFIC REVENUE SOURCES AND CONFIRMING RESTRICTIONS FOR SPECIFIED PURPOSES IN SPECIAL REVENUE FUNDS

WHEREAS, the Governmental Accounting Standards Board's Statement number 54 defines special revenue funds as funds that are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects; and

WHEREAS, the term *proceeds of specific revenue sources* establish that one or more specific restricted or committed revenues should be the foundation for a special revenue fund; and

WHEREAS, the restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of the inflows report in the fund; and

WHEREAS, other resources, including investment earnings and transfers from other funds may also be reported in the fund if those resources are restricted, committed, or assigned to the specified purpose of the fund; and

WHEREAS, investment earnings and transfers from other funds alone do not meet the definition of a specific revenue source; and

WHEREAS, Council action is required before year end to formalize the commitment of proceeds of specific revenue sources to specified purposes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, that the specific revenue sources of each special revenue fund and the specific purpose for which they are restricted or committed are as follows:

Committed

<u>Fund</u>	<u>Specific Revenue Sources</u>	<u>Purpose</u>
Coronavirus Aid, Relief and Economic Security (CARES) Fund (279)	Intergovernmental Funding	Governmental Expenditures pertaining to COVID-19 and Economic Development Activities pertaining to COVID-19

Adopted by the Big Lake City Council this 22nd day of July, 2020.

Mayor Mike Wallen

Attest:

Gina Wolbeck, City Clerk

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

STATE OF MINNESOTA)
)SS.
COUNTY OF SHERBURNE)

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

Notary Public

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



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance Director</i>	Meeting Date: 7/22/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6E
Item Description: <i>City of Big Lake Safety Manual</i>		Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
		Reviewed By: <i>Safety Committee</i>	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the City of Big Lake Safety Manual.

BACKGROUND/DISCUSSION

With the City becoming part of the Crow River Regional Safety Group, the City’s safety policy will be updated as needed by the Regional Safety Coordinator, Janet Aultman from Minnesota Municipal Utilities Association. Janet has updated the City’s Safety Manual for Council’s approval.

Once Council has approved the manual, a paper copy and electronic version will be sent to each City location.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

To approve the Safety Manual

ATTACHMENTS

City of Big Lake Safety Manual

JOB SAFETY & TRAINING

Minnesota Municipal Utilities Association / League of Minnesota Cities

This program has been developed and modified for
use by:

City of Big Lake

AWAIR

A Workplace Accident & Injury

Reduction Program

July 2020

MMUA – JOB SAFETY & TRAINING

AWAIR Program

© Minnesota Municipal Utilities Association
3025 Harbor Lane North • Suite 400
Plymouth, MN 55447-5142
Phone 763.551.1230 • Fax 763.551.0459
www.mmua.org

City of Big Lake Vision Statement

“Our goal is to comply with the Occupational Safety and Health Act and to provide each of our employees with a safe and healthy place of employment that is free from recognized hazards capable of causing injury or illness.”

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Introduction

In 1990, the State of Minnesota amended the Occupational Safety and Health Act. Minnesota Statutes Chapter 182.653 subd.8 requires employers in certain industries to develop written, comprehensive workplace safety and health programs which are based on the NAICS (North American Industry Classification System) system. This legislation is known as A Workplace Accident and Injury Reduction (AWAIR) Act. Programs developed to comply with the act are known as AWAIR programs. The requirements of the legislation that are addressed and complied with in our program are as follows:

1. How managers, supervisors and employees are responsible for implementing the program and how continued participation of management will be established, measured and maintained;
2. The methods used to identify, analyze and control new or existing hazards, conditions and operations;
3. How the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls;
4. How workplace accidents will be investigated and corrective action implemented; and
5. How safe work practices and rules will be enforced

Safety Policy Statement

City of Big Lake's Commitment to Workplace Safety

"To provide each and every employee with a safe and healthy place of employment".

City of Big Lake's Mission on Workplace Safety

"To promote a cooperative environment where the city manager, supervisors, and all employees work towards the common goal of eliminating work place safety and health hazards".

Approval/Revision of Program

The City of Big Lake's Approving Authority shall retain the responsibility for all policy revisions.

Approving Authority

City Administrator

Date

Application

This AWAIR program is intended to serve as an overview of all currently applicable Safety and Health programs. This program outlines the philosophy by which the City of Big Lake will develop, implement and maintain all other safety and health programs which concern more specific topics.

While compliance with the law and OSHA standards is an important objective, an effective AWAIR program must be tailored to the City of Big Lake's particular needs. This program shall look beyond specific legal requirements to identify and analyze existing hazards. It shall seek to prevent injuries and illnesses, even when compliance is not an issue. Ultimately, the program's effectiveness in practice is what is important.

Should a department's operations require the need for a specific addition to this program, said specifics will be added as an addendum for that department and be maintained by that department within their operations.

Goals and Objectives

Central to our AWAIR program are the goals and objectives we, as an organization, have set for our overall safety and health program. The goals establish the direction for our program and state what we are attempting to achieve through this program. Our goals are generally challenging to reach or complete but, are also possible to achieve. The goals are specific to the City of Big Lake. Our objectives are specific actions that we will be taking to attempt to achieve those goals. Our objectives can either be measured or demonstrated.

Safety Committee

The City of Big Lake has established a safety committee pursuant to Minnesota Statutes.

The City of Big Lake's Safety Committee is committed to meeting on a regularly scheduled basis and will also meet on an "as needed basis" in the event of emergent safety or health issues.

All departments within the city's operations will have representation on the Safety Committee. All city representatives will serve on a voluntary basis. Terms of office will be revisited annually by the management team for the City of Big Lake.

The City of Big Lake's Safety Committee members will be able to perform their duties without fear discrimination or retaliation by management or the governing body.

Roles and Responsibilities

For Everyone in the Organization:

All employees, including supervisors and managers, must follow safety rules at all times.

For Employees:

1. Employees must promptly report any safety and health hazards they observe to their supervisor or safety committee representative.
2. An employee's first priority is to perform each job task safely. If an employee is unsure how to perform the task safely, he or she must consult with their supervisor.
3. Employees must wear assigned personal protective equipment as required by city management, as well as OSHA, and they must maintain the equipment in a sanitary manner.
4. Employees must report all accidents, incidents, near miss situations and unsafe conditions to their supervisor immediately upon occurrence.
5. Employees must actively support work place inspections and hazard assessments.
6. Employees must attend all assigned safety meetings and safety training.

For Supervisors:

1. Supervisors must discuss any current safety issues with their employees at the beginning of their employment and throughout their employment.
2. Supervisors will address all safety concerns raised by employees by initially investigating the issue, determining if the concern is valid and taking appropriate corrective action whenever necessary. Corrective action can include ordering new equipment, issuing maintenance work orders or by consulting with management, the RSG safety coordinator or, their safety committee representative.
3. Immediately upon learning of an accident or near miss, the reporting supervisor must initiate an investigation and submit the completed accident investigation report to management or their safety committee representative for review.
4. Supervisors will actively and positively participate in all safety inspections of their assigned areas.
5. Supervisors shall counsel and discipline, when necessary, employees who fail to observe and follow established safety and health-related policies, procedures and work practices.

For Safety Coordinators:

1. The RSG Safety Coordinator will serve as a resource for the city on issues relating to safety and health issues and shall serve as an ex officio member of the RSG Safety Committee.
2. The RSG Safety Coordinator shall review all Injury and Accident Investigation Reports with the RSG Safety Committee and, if necessary, take appropriate action to prevent recurrence.
3. The RSG Safety Coordinator will conduct all safety training required by regulation or identified by management, supervision or the RSG Safety Committee as a need to assure a safe workplace.
4. The RSG Safety Coordinator shall recommend improvements in physical plant, machinery, equipment, raw materials and personal protective equipment to management, supervision and the RSG Safety Committee.

For Safety Committees:

1. The RSG Safety Committee shall conduct bi-monthly meetings and support applicable inspections as well as review accident reports, identify hazards and address any and all safety concerns raised by employees, management or the RSG Safety Coordinator.
2. The safety committee will review the AWAIR program at least annually and make recommendations concerning updates and revisions to the program to senior management and the RSG Safety Coordinator.
3. Safety committee members each represent their cities and should address all safety concerns brought to them by their coworkers. These concerns should be handled by initially investigating the issue with management to determine if the concern is valid and then, as necessary and appropriate, bring the issue to the RSG Safety Coordinator or the full safety committee.

For City Management/Administration:

1. Management will establish and communicate to all employees and supervisors' policies, programs procedures, and work practices necessary to protect employee safety and health. Managers will communicate the importance of worker safety and health throughout the organization.
2. Management shall review all safety concerns brought forward by management, the RSG Safety Coordinator, or the RSG Safety Committee and take appropriate action.
3. Management shall provide visible and financial support to the safety and health program, as well as, provide human and material resources necessary to implement and manage safety and health related policies, programs, procedures, goals and objectives.
4. Management shall participate in the review the AWAIR program and shall take into account any revisions recommended by the RSG Safety Committee and shall ensure the appropriate revisions have been completed. Management shall ensure all applicable revision are communicated throughout the organization.
5. Management also establishes the importance of the AWAIR program, both by the priority they give workplace safety and health issues and by the example they set by initiating safety and health improvements, correcting hazards, enforcing safety rules, rewarding excellent performance in safety and health, and by following all safety rules. Safety and health programs are similar to quality improvement and other efforts organizations engage in to continually improve performance, customer service, competitiveness, organizational culture, etc.

Enforcement of Safety and Health Programs

Enforcement of safe work practices should be fair, consistent throughout the city and shall be based on established policy. Management and supervisors should be conscious of the examples they set for the workplace and shall obey the same rules as the rest of the workforce.

Unsafe or unhealthy actions by any employee(s) shall be corrected in a timely manner based on the severity of the hazards. The enforcement of the program is based on the following methods:

1. Verbal warning
2. Written warning
3. Leave without pay
4. Termination

Disciplinary action will follow the above sequence unless the situation warrants more severe action.

Not only should negative behavior be discouraged, but positive behavior should be reinforced as well. Exceptional performance or efforts in workplace safety and health should be recognized by the city.

Hazard Identification, Analysis and Control

The City of Big Lake shall utilize, but is not limited to, the following steps to Identify, Analyze and Control hazards:

- Walk-around inspections by performed by members of the supervisor and management team, the RSG Safety Committee, or RSG Safety Coordinator. Inspections should be done on a regular basis to identify both newly developed hazards and those that were previously missed.
- Support and/or perform *Behavior Based Safety and Health Observations*.
- Periodic industrial hygiene monitoring and sampling for agents such as hazardous substances, noise and heat shall be conducted on an as-needed-basis.
- Job hazard identification checklists
- Employee reporting of workplace safety and health hazards
- Employee hazard abatement suggestions
- Preventative maintenance inspections
- Engineering controls
- Administrative controls
- Personal Protective Equipment
- Management and Employee Training

The City of Big Lake may use the attached inspection forms to assist in the Identification, Analysis and Control of hazards:

- SP 1 – Safety & Health Program Audit
- SP 2 – Report of Unsafe Conditions
- SP 3 – Safety Inspection Checklist
- SP 4 – Accident/Injury/Near Miss Investigation

Communication

All managers and supervisors are responsible for communicating with all workers information related to occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system may include one or more of the following items:

- New worker orientation including a discussion of safety and health policies and procedures
- Periodic / Annual reviews of the Safety & Health Programs.
- Safety and Health employee training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- A system for workers to inform management about workplace hazards, either in verbal, written or anonymously form.

Contractor Duties

All contractors shall follow all Minnesota OSHA, Federal OSHA, MN DOT, MPCA and other regulatory agencies rules that pertain to their work sites in the State of Minnesota. All contractors shall be responsible for initiating, maintaining and supervising safety and health related policies, programs and work practices in connection with the performance of contractual work.

Duties to Subcontractors

Contractors that utilize sub-contractors shall be responsible for communicating any and all safety and health related information to those subcontractors and shall ensure that subcontractors initiate, maintain and supervise safety and health related polices, programs and work practices while performing subcontracted work.

Imminent Danger

In the event of an imminent danger situation, the City of Big Lake reserves the right to suspend contracted work if said work exposes the employees of either employer to imminent danger.

Imminent Danger Definition per MNOSHA:

Imminent danger situations are given top priority. An imminent danger is any condition or practice that presents a substantial probability that death or serious physical harm could occur immediately or before the danger can be eliminated through normal enforcement procedures. MNOSHA becomes aware of these situations through reports received from employees, the general public or direct observation by an investigator.

If an imminent danger situation is identified, the safety and health investigator will ask the employer to voluntarily eliminate the hazard and to remove the endangered employees from exposure. If the employer fails to do this, MN OSHA may "red tag" the equipment or job site for 72 hours.

Accident / Incident Investigations

Procedures for investigating workplace accidents/incidents, hazardous substance exposures, and near misses include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from re-occurring;
and
5. Recording the findings and actions taken. Accident investigations should not be utilized to affix blame.

Each contributing factor shall, if possible, be traced back to its root cause. A written report that describes the accident, its causes and, recommendations for corrective action and prevention shall be prepared and presented to management.

The ultimate goal of the investigation is to determine the basic and root causes and to determine appropriate corrective action so the incident does not happen again. To simply attribute an accident to "employee error," without further consideration of the basic causes, deprives the organization of the opportunity to take real preventive action. Possible use of engineering controls, improved work practices and administrative controls should be considered to help employees do their jobs safely. Management practices may also be considered as a possible basic factor. For example, if there is managerial or supervisory pressure to increase production or cut costs, employees may take unsafe shortcuts in work procedures or necessary preventive maintenance may be delayed or skipped.

The Accident/Injury Investigation Form(s) (Form SP 4) may be used.

JOB SAFETY & TRAINING

Minnesota Municipal Utilities Association / League of Minnesota Cities

This program has been developed and modified for use
by:

City of Big Lake

ERTK/ Hazcom

MINNESOTA MUNICIPAL UTILITIES ASSOCIATION

Employee Right to Know Manual

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PURPOSE

This program manual is designed to implement the provisions of the Minnesota Employee Right to Know Rule and the Federal Hazard Communication Standard. This manual presents the major aspects of the standards. These standards require employers to evaluate their workplaces for the existence of hazardous substances, harmful physical agents, and infectious agents and to provide training and information to those employees covered under this act who are routinely exposed to those substances and agents.

SCOPE OF THE ERTK/HAZCOM PROGRAM

This ERTK/Hazcom Program has been developed in accordance to applicable state and federal regulations. It has been approved as the City of Big Lake's Right to Know Program. All applicable requirements identified under the Global Harmonizing requirements have been included in this program.

This ERTK / Hazcom Program will be reviewed for relevant updates on an as-needed-basis.

See Appendix D for Revision History

Administrative Responsibilities

The following person is responsible for administering the ERTK/Hazcom Program for the City of Big Lake. This person has the primary responsibility to oversee the ERTK/Hazcom program and ensure that it is organized, implemented and updated as needed.

Program Administrator for City Departments Covered in this program.
City Administrator

To ensure an effective program, supervisors are responsible for carrying out the details of this program for their employees as well as their work areas.

Hazard Determination

The City of Big Lake shall evaluate, recognize and inventory a list of hazardous substances, harmful physical agents and infectious agents as listed in subparts 5206.0400, 5206.0500 and 5206.0700 of the Minnesota Employee Right to Know rules and 29CFR 1910.1000 of the Federal OSHA standards. The City of Big Lake understands that the hazardous substances list includes the majority of hazardous substances that will be encountered in the city and that it does not include all hazardous substances and may not always be current. Therefore, the evaluations conducted by the specific manufacturer of the substances used at the city shall be accepted and employees shall be provided with the information and rights stated in the standard.

HAZARDOUS SUBSTANCES

The City of Big Lake has developed an inventory/list of all hazardous substances and the specific operations/departments where they are used. The intent of this action is to ensure employees are informed about the hazardous substances they may encounter in the workplace.

Work area managers or delegated employees will update the inventory/list whenever a new hazardous substance is introduced into that work area. Employees shall be encouraged to report the name of the new hazardous substance and the operation where it will be used to their manager to ensure that it can be added to the inventory/list.

The inventory/list of hazardous substances used at the City of Big Lake is available for review at:

Big Lake City Department's

Hazardous Substance Container Labeling

The City of Big Lake understands that the manufacturer of a hazardous substance, the mixture of hazardous substances, or of equipment which generates a harmful physical agent, is obligated to provide the information necessary for the City of Big Lake to comply with ERTK/Hazcom requirements. The management team for the City of Big Lake shall evaluate containers arriving in their work area to ensure that the label, tag, or markings meet the following requirements:

- 1) Identifies the hazardous substance.
- 2) Appropriate hazard warning(s) and/or applicable pictogram.
- 3) Name and address of the chemical manufacturer, importer or other responsible party.

Should a product be received that does not meet the above stated labeling requirements, management shall immediately label, tag, or mark any hazardous substance container so that it:

- 1) Identifies the hazardous substance and the identity corresponds with the name used on the (M)SDS and inventory list.
- 2) Indicates the appropriate hazard warning and/or applicable pictogram.
- 3) Does not conflict with labels from the Department of Transportation.

Management shall also ensure:

- 1) The label, tag, or marking is legible, in English and is prominently displayed.
- 2) The incoming containers of hazardous substance include the manufacturer's name and address.
- 3) Chemical labels for OSHA specific standards comply with those regulations.
- 4) The labels on incoming containers of hazardous substances are not removed or defaced unless the container is immediately marked, tagged or labeled with required information.
- 5) Stationary processes that contain hazardous substances have the appropriate label or alternative warning attached that conveys the required information.
- 6) Contracted employers working at the facility are notified of the labeling procedure and understand the label (warning) system.
- 7) Pesticides labeled in accordance with the Federal Insecticide, Fungicide and Rodenticide Act.
- 8) Any consumer products as defined in the Consumer Product Safety Act and labeled in accordance with the requirements of that act.
- 9) Any hazardous substance as defined in the Federal Hazardous Substance Act and labeled in accordance with the requirements that act.

In-House Label Explanation and Description

Supervisors will ensure that all secondary containers in the workplace are labeled according the following requirements:

- 1) Identifies the product and any hazardous substances.
- 2) Appropriate hazard statement and/or pictogram.
- 3) The label, tag, or marking is legible, in English and is prominently displayed.

Global Harmonizing System Labeling

When appropriate and applicable, pictogram labeling meeting the Global Harmonizing System requirements, will be utilized as a method of labeling.

Examples of applicable pictograms for labeling purposes



Fire



Corrosives



Poison



Combustible



Carcinogen



Environmental



Special

Compressed Gas

Explosives

Signal Words

The signal word indicates the relative degree of severity a hazard. The signal words used in the GHS are "Danger" for the more severe hazards, and "Warning" for the less severe hazards. Signal words are standardized and assigned to the hazard categories within endpoints. Some lower level hazard categories do not use signal words. Only one signal word corresponding to the class of the most severe hazard should be used on a label.

Safety Data Sheets {MSDS's}

The City of Big Lake shall obtain and collect safety data sheets (SDS) for all hazardous substances purchased from manufacturers, importers and distributors of hazardous substances. Material safety data sheets (MSDs), collected prior to SDS deadline" date of June 1, 2015, may be maintained for any affected product. Where an in-house process generates hazardous substances, a "generic" SDS of the hazardous substance will be obtained and placed in the City of Big Lake's SDS file(s). The intent is to provide a "safety data sheet" for all hazardous substances encountered by employees in the workplace.

The SDS/ MSDS file (hard or electronic) for the City of Big Lake can be found at the following location(s):

Big Lake City Department's

These files are available to all employees at the SDS/ MSDS file location(s) or for more information employees are asked to contact their immediate supervisor. Additionally, upon request, this written program shall be available to employees, their designated representative, as pursuant to Minnesota Administrative Rule 5206.0700 Subpart 1.B.(3).

HARMFUL PHYSICAL AGENTS

The City of Big Lake recognizes the list of harmful physical agents listed/inventoried below. The city shall exercise reasonable diligence in evaluating the workplace for the presence of recognized harmful physical agents at a level that may be expected to approximate or exceed the permissible exposure limit or the applicable action level. The city shall make a diligent effort to ensure that this list is updated as necessary and will work to ensure that exposed employees are afforded their rights as established in the ERTK rules and the Hazcom standard.

List of Harmful Physical Agents

- 1) Heat / Cold
- 2) Nuisance Noise
- 3) Radiation/Non-Ionizing Radiation

Harmful Physical Agent Labeling

The City of Big Lake shall work to ensure that equipment or work areas that specifically generate harmful physical agents at a level that may be expected to approximate or exceed the permissible exposure limit will be labeled, marked or tagged. (Unless adequate warning qualities exist that would allow for reasonable employee self-protection.) Labeling will include:

- 1) The name of the physical agent.
- 2) The appropriate hazard warning.

INFECTIOUS AGENTS

The City of Big Lake recognizes the list of infectious agents listed in Minnesota rule 5260.0600. The city will exercise reasonable diligence in evaluating the workplace for the presence of recognized and other infectious agents and shall work to ensure employees who are routinely exposed are provided with the rights established in the Employee Right to Know rules.

Bloodborne Pathogens

The City of Big Lake shall maintain a separate bloodborne pathogens program that complies with the OSHA 1910.1030 regulations.

EMPLOYEE TRAINING AND INFORMATION

The City of Big Lake provides each employee with information and training as it relates to hazardous substances used in its operations/departments, as well as, any exposure to harmful physical agents and/or infectious agents at a level that may be expected to approximate or exceed the permissible exposure limits. Additional employee training will be conducted whenever a new hazardous substance is introduced and/or the work situation changes in a way that may increase the level of exposure to any harmful physical agent or infectious agent. New or transferred employees will receive the appropriate training and information specific to their work assignment, prior to beginning that assignment.

The City of Big Lake shall inform the employees of:

- 1) The requirements of the Minnesota ERTK rule and the Federal Hazcom standard.
- 2) The operations where hazardous substances are used including the hazardous substances, (or harmful physical agents), that are contained in unlabeled pipes. This will be accomplished during initial employee training and through periodic training conducted by internal employees.
- 3) The operations where exposure to harmful physical agents and harmful infectious agents may be expected. The location of the written ERTK/ Hazcom Program, the list/ inventory of hazardous substances, and the corresponding safety data sheets for those substances.

The City of Big Lake shall train employees, who are routinely exposed to hazardous substances, on the following:

- 1) The name or names of the substance including any generic or chemical name, trade name, and commonly used name.
- 2) The level, if any and if known, at which exposure to the substance has been restricted according to standards. If no standard has been adopted, according to guidelines established by competent professional groups, which

have conducted research to determine the hazardous properties of potentially hazardous substances.

- 3) The primary routes of entry and the known acute and chronic effects of exposure at hazardous levels.
- 4) The known symptoms of the effects.
- 5) Any potential for flammability, explosion, or reactivity of the substance.
- 6) Appropriate emergency treatment.
- 7) The known proper conditions for use of and exposure to the substance.
- 8) An explanation of the use and limitations of methods of control that will prevent or reduce exposure appropriate engineering controls and work practices, personal protective equipment and housekeeping.
- 9) An explanation of the basis for selection of personal protective equipment, including information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
- 10) Procedures for cleanup of leaks and spills.
- 11) The name, phone number, and address of a manufacturer of the hazardous substance.
- 12) The location of a written copy/electronic SDS/ MSDS of the above information
- 13) Training will be conducted yearly for affected employees and may consist of classroom sessions, hands-on activities, or job briefings.

The City of Big Lake shall train employees, who may be routinely exposed to harmful physical agents, on the following:

- 1) The name or names of the physical agent including any commonly used synonym.
- 2) The level, if any and if known, at which exposure to the physical agent has been restricted according to adopted standards, or, if no standard has been adopted, according to guidelines established by competent professional groups including but not limited to the American Conference of Governmental Industrial Hygienists, the Center for Disease Control, the Bureau of Radiological Health, and the American National Standards Institute.
- 3) The known acute and chronic effects of exposure at hazardous levels.
- 4) The known symptoms of exposure at hazardous levels.

- 5) The appropriate emergency treatment.
- 6) The known proper conditions for safe use of and exposure to the physical agent.
- 7) An explanation of the use and limitations of methods of control that will prevent or reduce exposure appropriate engineering controls and work practices, personal protective equipment and housekeeping.
- 8) An explanation of the basis for selection of personal protective equipment, including information on the types, proper use, limitations and location of personal protective equipment.
- 9) The name, phone number and address, if appropriate, of the manufacturer of the equipment which generates the harmful physical agent.
- 10) A written copy of all relevant information which shall be readily accessible in the area or areas in which the harmful physical agent is present and where the employee may be exposed to the agent through use, handling or otherwise.

The City of Big Lake shall train employees, who may be routinely exposed to infectious agents, on the following:

- 1) A general explanation of the epidemiology and symptoms of infectious diseases including the hazards to special at-risk employee groups.
- 2) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to infectious agents including blood and other infectious materials.
- 3) An explanation of the chain of infection, or infectious disease process, including agents, reservoirs, modes of escape from reservoirs, modes of transmission, modes of entry into host, and host susceptibility.
- 4) An explanation of the employer's exposure control program.
- 5) An explanation of the use and limitations of methods of control that will prevent or reduce exposure including universal precautions, appropriate engineering controls and work practices, personal protective equipment and housekeeping.
- 6) An explanation of the basis for selection of personal protective equipment, including information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
- 7) An explanation of the proper procedures for cleanup of blood or body fluids.

- 8) An explanation of the recommended immunization practices, including, but not limited to, the HBV vaccine, and the efficacy, safety, and benefits of being vaccinated.
- 9) Procedures to follow if an exposure incident occurs, method of reporting the incident, and information on the post-exposure evaluation and medical follow-up that will be available.
- 10) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- 11) An explanation of the signs, labels, tags, or color-coding used to denote biohazards.
- 12) The location of the regulatory text of this standard and explanation of its contents.
- 13) The location and contents of other pertinent information that explain the symptoms and effects of each infectious agent that the employee may be exposed to.

NOTE: The Bloodborne Pathogens Program addresses the aspects set forth in the above stated information.

The City of Big Lake generally schedules Employee Right to Know training in conjunction with monthly RSG safety meetings. Other training sessions shall be arranged as needed.

Attendance records and a summary of the items covered in the monthly employee training and information sessions are located at:

Building
Big Lake City Hall

SPECIAL CONSIDERATIONS

Non-Routine and Special Tasks

Managers, supervisors and/or their Regional Safety Coordinator, will review known physical and health hazards with employees who must do non-routine and special tasks and provide employees with applicable instruction on the identified hazards. This instruction will generally occur at the time the work is scheduled. However, in an emergency the review may occur immediately before the work begins.

If appropriate, the instruction will include:

- 1) Identification of the hazardous substance involved.
- 2) Methods of detecting the presence or release of the substances.
- 3) Specific physical and health hazards of the substance involved.
- 4) Measures the employee(s) can take to protect themselves from these hazards such as appropriate work practices, emergency procedures, and proper protective equipment.
- 5) An opportunity for employees to review the SDS or MSDS for any of the hazardous chemicals involved.

CONTRACTORS

Contractors will be verbally notified of any hazardous substances, harmful physical agents and infectious agents they may encounter while working for the City of Big Lake. The notification will also include the appropriate protective measures that can be taken to work with or around those hazards.

Prior to the work beginning, managers (or their designees), will complete a Contractor Notification form [attached] and will meet with contractor and/or its employees to walk through job areas and explain the following:

- What significant hazards exist
- How they can obtain relevant SDS/ MSDS's
- What labeling system exists or what to know about unlabeled pipes
- What precautions to take, and; What to do in an emergency.

Contractors are required to notify The City of Big Lake of any hazardous substance brought onto a city work site in a significant quantity and shall provide the city with a safety data sheet for each chemical. The department manager is responsible for obtaining this information and conveying it to any exposed city employee.

APPENDIX A

The City of Big Lake

Employee Right to Know/ Hazcom, **Contractor Notification Form**

Purpose:

The Minnesota Employee Right to Know Rule requires that The City of Big Lake notify on-site contractors of the hazardous substances, harmful physical agents and/or infectious agents they may encounter at this work place and the appropriate protective equipment/measures necessary to avoid those hazards. This form is to be completed by the Department Manager and given to the contractor prior to starting the contracted work to meet the intent of that rule.

Identification:

Contractor Name: _____ Phone: _____

Contractor Address: _____

Project Name/Location: _____

Department Supervisor/Title: _____

The hazardous substances used by The City of Big Lake to which the contractor's employees may be exposed are listed on reverse side.

The SDS/ MSDS sheets for these chemicals can be found at the following location(s):

City Building

Acknowledged receipt of this form:

Contractor Representative

Date

City of Big Lake Representative

Date

APPENDIX B

Harmful Physical Agents	Measures to take to avoid exposure	Personal Protective Equipment Required

APPENDIX E

Stress evaluation – Heat

Heat stress may occur year around in areas with heat producing equipment such as in foundries, kitchen, or laundries. In Minnesota, high temperatures and humidity's are common during the summer with daily temperatures routinely varying up to 30 degrees. This variation does not always allow people to become acclimatized and stay acclimatized, thereby increasing the risk of heat stress.

Heat stress results from a combination of internal heat production from doing work and external heat exposure from the environment. Both aspects need to be addressed properly to control heat stress.

Two commonly used instruments to obtain heat stress measurements are the heat stress monitor and a sling psychrometer. The heat stress monitor measures several temperatures simultaneously and accounts for radiant heat and air movement.

The measurements obtained from either of these instruments are converted to one value, the wet bulb globe temperature (WBGT), for determining compliance with Minnesota Rules. WBGT is an index of heat stress indicating relative comfort. It considers temperature, humidity and air movement. The calculated value can be then compared to those found in Minnesota Rules 5205.0110, subpart 2a. (see this Appendix).

Minnesota Rules 5205.0110, subpart 2a, is the Minnesota standard for heat exposure. The standard is based on wet bulb globe temperature (WBGT) and level of work activity. Typically, one will determine the WBGT by using a heat stress monitor, or by using a sling psychrometer to obtain effective temperature, then converting effective temperature to WBGT. If the heat stress limit is approached or exceeded, Employee Right to Know requirements specified in Minnesota Rules 5206.0700, subparts 1 and 3, "Training Program for Harmful Physical Agents," and Minnesota Rules 5206.110, "Labeling harmful Physical Agents; Label Content," also apply.

JOB SAFETY & TRAINING

Minnesota Municipal Utilities Association / Minnesota League of Cities

This program has been developed and modified for use
by:

City of Big Lake

Bloodborne Pathogens

MINNESOTA MUNICIPAL UTILITIES ASSOCIATION

Bloodborne Pathogens Manual

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PURPOSE

The purpose of this Bloodborne Pathogens Program is to define special precautions to be utilized in minimizing or eliminating potential workplace exposure, by employees, to human blood and other potentially infectious materials. It is also the purpose for this program is to define the administrative responsibilities for the program. The OSHA regulations, 1910.1030 (Appendix A) and Instruction CPL 02-02-069 (Appendix B) are used as reference documents. Additional reference information is obtained from the Minnesota Department of Labor & Industry (MNOSHA) and the Centers for Disease Control.

SCOPE

This Bloodborne Pathogen Program has been modified in accordance with applicable state and federal regulations and has been approved as the City of Big Lake's Bloodborne Pathogen Program.

This Bloodborne Pathogens Program will be reviewed for relevant updates by the Safety Committee / RSG Safety Coordinator on an annual basis.

See Appendix B for approval and revision history.

APPLICABILITY

While contact with potentially infectious blood and/or body fluids is not a frequent on-the-job occurrence with City of Big Lake personnel, potential exposure may occur in first-aid situations where there are open wounds or where rescue breathing efforts are required. This program primarily addresses those parts of the regulation that would apply to this minimum exposure

POLICY

The City of Big Lake is committed to providing a safe and healthful work environment for the entire staff. In pursuit of this goal, the following Bloodborne Pathogens Program and exposure control plan is provided to eliminate or minimize occupational exposure to bloodborne pathogens.

This program is a key document to assist the city in implementing and ensuring compliance with state and federal standards, thereby protecting our employees. This program includes:

- Employee Exposure Determination
- Methods of exposure control implementation
 - Universal Precautions
 - Housekeeping
 - Engineering Controls & Work Practices
 - Personal Protective Equipment
 - Laundry
 - Labeling
- Hepatitis B Vaccination
- Employee Training
- Hazard Communication
- Exposure Incident
 - Post-Exposure Evaluation and Follow-up
 - Administration
 - Procedures for Evaluation Circumstances of Incident
- Recordkeeping

ADMINISTRATION

The following job position shall be responsible for the administration and implementation of the Bloodborne Pathogens Program at the City of Big Lake and shall be designated as the Exposure Control Plan administrator.

Program Administrator for City Departments Covered in this program.
City of Big Lake Public Works Director

Responsibilities of the Exposure Plan administrator shall include:

- Maintain, review and update exposure control plan at least annually and whenever necessary to include new or modified tasks and procedures.
- Ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.
- Training, documentation of training and making the written exposure control plan available to department heads and supervisory personnel.
- Ensure department heads and supervisory personnel are provided with appropriate information to purchase and select necessary equipment and supplies.

- To ensure an effective Bloodborne Pathogens Program, the following supervisors are responsible for carrying out the details of this program in their work areas.

EMPLOYEE EXPOSURE DETERMINATION

All job positions with departments identified under "Applicability" shall have determination made regarding occupational exposure to bloodborne pathogens. Determination will be made without regard to personal protective equipment, and will be place each position into one of two categories.

See Appendix A for Exposure Determination and Participation List

- 1) Job positions in which all employees have potential for occupational exposure.
- 2) Job positions in which some employees have potential for occupational exposure.

Definitions

Occupational exposure - "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of the employee's duties."

Other potentially infectious materials – "any body fluid that is visibly contaminated with blood." Note - Urine, feces, sweat, tears, nasal secretions, and vomitus which are not visibly contaminated with blood are not considered other potentially infectious materials.

METHODS OF EXPOSURE CONTROL IMPLEMENTATION

Universal Precautions - Engineering Controls & Work Practices

Universal Precautions are methods of exposure in which potentially infectious materials are always treated as if they were known to be infection with bloodborne pathogens. The following will be adhered to in order to protect all employees and minimize exposure.

Employee Responsibilities:

- 1) Gloves will be worn whenever there is the potential for the hands to come in contact with blood, infectious materials, mucous membranes, non-intact skin, or surfaces and materials soiled with blood or other potentially infectious materials.

- 2) Disposable gloves will be replaced as soon as possible when they are visibly soiled, torn, punctured, or may no longer provide a barrier to contamination. Utility gloves may be disinfected for re-use if their protective ability is not compromised, but they will be discarded if they are cracked, peeling, discolored, torn, punctured or deteriorating.
- 3) Employees will wash their hands immediately after removing protective gloves or other PPE and after hand contact with blood or other potentially infectious materials. If working away from a facility with a water supply, disinfecting solution or towelettes may be used and hands will be washed with soap and water as soon as possible.
- 4) All PPE will be removed immediately after completion of the task being performed and placed in a designated appropriate area or container for storage, washing, decontamination or disposal.
- 5) Masks, eye protection or face shields will be worn if there is a potential for blood or other potentially infectious materials to become air borne via splashes, spray or spatters, where it may come into contact with eyes, nose, or mouth.
- 6) Depending upon the task and degree of exposure expected, protective clothing will be worn that provides effective protection.
 - Gowns, coats, aprons or similar items will be worn if there is a potential of contaminating work clothing and a protective cap will be worn if there is the potential for splashing or spraying of potentially infectious material on the head.
 - Fluid resistant clothing will be worn if there is a potential for the splashing or spraying of blood or other potentially infectious material
 - Fluid proof clothing and shoe covers will be worn if there is a potential for clothing or shoes to become soaked with blood or other potentially infectious materials.
- 7) If hypodermic needles or other sharps are used, they will not be sheared, bent, broken or recapped by hand.
- 8) It is prohibited to eat, drink smoke or apply cosmetics or lip balm, handle contact lenses, or store food or beverages in areas of possible contamination or occupational exposure.
- 9) All procedures involving blood or potentially infectious materials will be performed in such a manner to minimize splashing, spraying, or the production of aerosols.
- 10) Direct mouth-to-mouth contact is prohibited and rescue breathing procedures will be performed with mouthpieces, resuscitation bags, pocket masks or other protective ventilation devices.
- 11) Potentially infectious broken glassware and other sharp items will not be picked up directly by hand by will be manipulated using mechanical devices such as a brush, dust pan, tongs, forceps or cotton swabs.
- 12) Any container used to hold potentially infectious materials will be closeable, leak proof, and display the universal biohazard symbol shown. If the outside of the container is likely to be contaminated also, a second leak proof container will be placed over the first, labeled as above, and closed to prevent leakage during handling, storage, and transport.

If puncture of the first container is likely, both containers will be puncture resistant. If the above container holds infectious waste for disposal, the disposal method will comply with federal, state, and local regulations.

- 13) If sharps are used, they will be placed immediately in closable, puncture resistant and disposable containers which are leak proof on the bottom and sides and display the universal biohazard symbol.
- 14) If reusable items are contaminated, they will be decontaminated before washing and/or reuse or processing.
- 15) All laundry used in a potentially infectious situation, will be treated as if it were contaminated and will be handled as little as possible with a minimum of agitation.

The laundry will be bagged at the location where it was used, the bag will display the universal biohazard symbol and the laundry will be sorted only in a well ventilated area by trained employees wearing protective gloves and other appropriate PPE to prevent exposure during handling and sorting.

Employer Responsibilities:

- 1) Any engineering or work practice controls which would help isolate or remove the hazards will be examined and maintained or replaced on a regular schedule to ensure their effectiveness.
- 2) The employer will provide appropriate PPE and ensure that affected employees use the appropriate protective equipment and follow the above universal precautions.

The supplied equipment may include items such as disposable or reusable gloves, fluid-proof aprons, coats, head and foot coverings, face shields, masks, eye protection, mouth-pieces, resuscitation bags, pocket masks, or any other device which would protect the worker from work exposure.

- 3) PPE will be provided in the appropriate sizes for affected employees and will be readily accessible at the worksite or issued to the employee. If an employee is allergic to the gloves normally provided, hypoallergenic gloves will be provided for that employee.
- 4) Provisions will be made for the cleaning, laundering or disposal of PPE and all such equipment will be repaired or replaced as needed to maintain its effectiveness.
- 5) Wherever contamination may occur, the worksite will be maintained in a clean and sanitary condition. An appropriate written schedule for cleaning and the method of disinfection (a solution of 1:10 of household bleach and water is acceptable as is any disinfectant that is tuberculocidal) will be provided and will be based on the work location, the type of contamination, the type of surface to be cleaned and the type of procedures used.

- All equipment and work surfaces will be cleaned and disinfected immediately after contact with blood or other potentially infectious materials. If protective

coverings are used, they will be removed and replaced at the end of the work shift or whenever they become obviously contaminated.

- Equipment (including containers and receptacles) intended for reuse which may become contaminated will be checked routinely and before servicing or shipping and will be decontaminated as needed.

Housekeeping

Regulated waste shall be placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see section "Labels"), and closed prior to removal to prevent spillage or protrusion of contents during handling.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closeable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers are available by request through city management.

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware that may be contaminated is only picked up using mechanical means such as a brush/broom and dustpan.

Note: Discarded feminine hygiene products do not fall within the definition of regulated waste.

Personal Protective Equipment

Personal Protective Equipment (PPE) shall be provided to city employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures shall be the responsibility of the Exposure Control Plan Administrator.

The following PPE is available from the employee's supervisor or the Exposure Control Plan Administrator:

Gloves, Eye Protection, Resuscitation Devices, any other applicable PPE

All employees using PPE must observe "Universal Precautions".

Employees shall:

Wash hands immediately or as soon as feasible after removing gloves or other PPE.

Remove PPE after it becomes contaminated and before leaving the work area.

Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or other potentially infected material, and when handling or touching contaminated items

or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.

Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.

Never wash or decontaminate disposable gloves for reuse.

Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or other potentially infected material pose a hazard to the eye, nose, or mouth.

Remove immediately or as soon as feasible any garment contaminated with blood or other potentially infected material, in such a manner so as to avoid contact with the outer surface.

Contaminated and reusable PPE (eye protection, face shields, resuscitation equipment) shall be appropriately decontaminated prior to reuse. Decontamination shall be completed using procedures previously identified under "Universal Precautions".

Laundry

City of Big Lake shall be responsible for processing materials that are contaminated as the result of job duties. Processing may include but not be limited to laundering, repair, or replacement.

The Exposure Plan Administrator shall be contacted to arrange for the processing of contaminated materials.

- Universal precautions and PPE must be used when handling these materials.
- Contaminated laundry must not be taken home for laundering.
- Wet contaminated laundry shall be placed in a leak-proof, labeled/color coded container. See labeling section.

Labeling

All containers that contain contaminated waste or other potentially infectious materials shall have identification that includes a biohazard warning symbol and the words "Biohazard."



HEPATITIS B VACCINATION

City of Big Lake shall provide information to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless:

- Documentation exists that the employee has previously received the series;
- Antibody testing reveals that the employee is immune;
- Or medical evaluation shows that vaccination is contraindicated.

Vaccination location, time and date will be arranged for by the Exposure Plan Administrator or designee.

Employees may decline the vaccination series. If the employee chooses to decline the vaccination, the must be given statement of declination and must sign the form. Employees declining, may at a later date, request and obtain the vaccination, under the same requirements of this section.

Declination of the vaccination series may only be effectuated after training has been provided.

Documentation of statement of declination will be maintained in the employee's personnel file.

See Appendix C: Statement of Declination

EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens shall receive training arranged for by the Exposure Plan Administrator. Qualifications of instructor shall be attached to training documentation.

All employees who have occupational exposure to bloodborne pathogens shall receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the OSHA bloodborne pathogen standard
- An explanation of our exposure control plan and how to obtain a copy
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and other potentially infectious materials, including what constitutes an exposure incident
- An explanation of the use and limitations of engineering controls, work practices, and PPE
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- An explanation of the basis for PPE selection

- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infection materials
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- An explanation of the signs and labels and/or color coding required by this standard and used by City of Big Lake.
- An opportunity for interactive questions and answers with the person conducting the training session

EXPOSURE INCIDENT

An exposure incident is specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Employees shall immediately report exposure incidents to their supervisor/manager or the Exposure Plan Administrator

Post Exposure Evaluation and Follow-up

An immediately available confidential medical evaluation and follow up will be conducted by appropriate medical personnel.

Following initial first aid the following activities will be performed:

- Document the routes of exposure and how the exposure occurred
- Identify and document the source individual (unless it can be established that identification is infeasible or prohibited by state or local law)
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider
- If the source individual is already known to be HIV, HCV, and/or HBV positive, new testing need not be performed

- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status and for antibody to Hepatitis B surface antigen.
- If the exposed employee does not give consent of HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample shall be preserved for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

Administration

The Exposure Plan Administrator shall ensure that health care professional(s) responsible for employee's hepatitis B vaccination, post-exposure evaluation and follow-up consultation are provided a copy of the OSHA bloodborne pathogens standard.

The Exposure Plan Administrator shall ensure that the health care professional(s) evaluating an employee after an exposure incident shall also receive the following:

- A description of the employee's job duties relevant to the exposure incident
- Route(s) of exposure
- Circumstances of exposure
- If possible, results of the source individual's blood test
- Relevant employee medical records, including vaccination status.

The Exposure Plan Administrator shall provide the exposed employee with a copy of the evaluating health care professional's written opinion with 15 days after completion of the evaluation.

Procedures for Evaluating Exposure Incident

The Exposure Plan Administrator shall review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time of exposure
- Work practices followed
- A description of the device being used (including type and brand), if applicable
- Protective equipment or clothing that was used at the time of the exposure incident (i.e., gloves, eye shields, etc.)
- Location of the incident

- Procedures being performed when the incident occurred
- Employee's training, including dates

The Exposure Plan Administrator shall record all percutaneous injuries from contaminated sharps in a Sharps Injury Log and/or with comparable information on the OSHA 300 Log.

RECORDKEEPING

Training

Training records are completed for each employee upon completion of required training. These documents will be kept for at least three years. Training documentation is maintained in the Human Resources Department located at City Hall.

Training Records include:

- Dates of the training sessions
- Contents and/or summary of the training sessions
- Names and qualifications of persons conducting the training, and
- Names and job titles of all persons attending the training sessions.

Copies of employee training records will be provided to the employee with 15 working days of receipt of written request. Requests for training records must be addressed to the Exposure Plan Administrator.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020.

The Human Resources Manager shall be responsible for maintenance of the required medical records. These confidential records are kept for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee with 15 working days. All such requests must be sent to the Human Resources Manager. An exposure incident is evaluated to determine if the case meets OSHA's recordkeeping requirements in 29 CFR 1904. The determination and recording of incidents is made by the Human Resources Manager

Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, a confidential sharps injury log shall be maintained for recording percutaneous injuries from contaminated sharps.

Each incident record includes the date of the injury, the type and brand of the device involved, the department where the incident occurred, and an explanation of how the incident occurred.

The sharps log is reviewed at least annually as part of the annual evaluation of the program and is maintained for at least 5 years following the end of the calendar year covered.

If a copy is requested, all personal identifiers will be removed from the report.

The log is maintained and filed by the Human Resources Manager.

Exposure Control Plan Evaluation

If it is determined through the post-exposure evaluation and follow-up that revisions to this Exposure Control Plan are needed, the Exposure Plan Administrator will ensure that appropriate changes are completed. The Exposure Plan Administrator will also ensure that revisions are communicated to all affected employees.

JOB SAFETY & TRAINING

Minnesota Municipal Utilities Association / Minnesota League of Cities

This program has been developed and modified for use by:

City of Big Lake

Emergency Action Plan

MINNESOTA MUNICIPAL UTILITIES ASSOCIATION

Emergency Action Plan

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EMERGENCY ACTION PLAN

Disasters or emergency situations are not always predictable and City of Big Lake is not immune from the effects of these various hazards. The following plan has been provided to prepare City of Big Lake and its employees, should disaster strike.

To ensure clear and open communication between city officials, city employees, emergency responders, and the public, the following department and phone number should be used in the event of a catastrophic emergency:

City of Big Lake

Emergency Operations Telephone Number 911

FIRE

With the discovery of a fire, the following procedures will be implemented:

1. **Activate the building fire alarm system and/or initiate the employee notification procedures. All employees shall be educated in the operation and location of the fire alarm system and/or employee notification procedures.**
2. **Evacuate the building of all occupants at least 500 feet or more. Employees shall be instructed not to stand on roads, driveways, etc., and shall not interfere with emergency equipment and personnel.**
 - a. **Evacuation routes and procedures will be posted in conspicuous locations throughout the facilities.**
 - b. **Each manager shall instruct their employees, prior to an emergency evacuation, of an assigned safe meeting place away from the building.**
 - c. **Each manager shall be responsible for the accountability of their department employees following the evacuation.**
 - d. **Each manager shall make special arrangements for the evacuation of handicapped or disabled employees.**
 - e. **Employees shall be instructed not to use elevators (if applicable) during a fire evacuation.**
3. **If the fire department has not received notification concerning the fire, managers shall contact the fire department while employees initiate evacuation procedures.**
4. **Managers shall ensure all buildings has been completely evacuated and all employees are accounted for, as well as ensuring all fire doors have been securely closed.**

5. Maintenance personnel shall shut down all dangerous utilities, if possible, without risking life or health.
6. Employees shall not return to the facility until fire department officials declare the area safe.

NATURAL DISASTERS

SEVERE THUNDERSTORMS

Severe Thunderstorm Watch - means that weather conditions are favorable for the formation of severe thunderstorms including high winds, hail, heavy rains, lighting, and tornadoes.

Severe Thunderstorm Warning - means severe thunderstorms have been sighted, or indicated, on weather radar. Employees shall stay tuned to local radio, or television, stations for the latest advisory information. Employees shall be prepared to seek shelter. **TORNADOES MAY ACCOMPANY SEVERE THUNDERSTORMS.**

In the event a severe thunderstorm warning has been issued, the following procedures shall be implemented:

1. Employees shall be prepared to seek emergency shelter in below ground spaces, keeping in mind that the safest spaces are small, windowless, interior rooms and interior hallways.
2. If time permits, employees should unplug valuable and sensitive electronic equipment in the event the facility should be struck by lighting. Employees should limit telephone use.
3. Maintenance personnel should turn off gas and electric utilities, if possible, without risking life or health.
4. Employees shall not emerge from emergency shelters until the severe thunderstorm warnings have been revoked.

TORNADOES

Tornado Watch - means that conditions are favorable for the formation of tornadoes within the watch area. Employees shall continue all normal activities but are to keep tuned to local radio, or television, stations for the latest advisory information.

Tornado Warning - means a tornado has been detected and may be approaching. Employees shall seek emergency shelter immediately. In the event that a tornado warning is issued, the following procedures shall be implemented:

1. Employees shall be prepared to seek emergency shelter in below ground spaces, keeping in mind that the safest spaces are small, windowless, interior rooms and interior hallways.
2. If time permits, employees should unplug valuable and sensitive electronic equipment in the event the facility should be struck by lighting. Employees should limit telephone use.

3. Maintenance personnel should turn off gas and electric utilities, if possible, without risking life or health.
4. Employees shall not emerge from emergency shelters until the severe thunderstorm warnings have been revoked.

If employees are at another employer's worksite during a severe thunderstorm or tornado, those employees shall be instructed to seek shelter in that employer's emergency shelter. If employees are in route to, or from, the worksite during a severe thunderstorm or tornado, they shall be instructed to stay in their vehicle with their seat belts intact. They shall be instructed not to seek shelter in flimsy buildings such as barns, storage buildings, or sheds.

BLIZZARDS/WINTER STORMS

In the event a city official determines that city offices will be closed due to blizzard or winter storm conditions, the following procedures will be implemented:

1. All employees will be notified by city officials, by voice or telephone, that the worksite will be closing.
2. If employees are sent home during the course of the normal business day, city officials shall make every effort to ensure that all employees arrive home, or to an emergency shelter, safely.

HAZARDOUS MATERIALS INCIDENT

If a hazardous materials incident occurs on, or off, city property, the following procedures shall be implemented:

1. Employees shall contact local law enforcement officials and/or fire personnel to report the hazardous materials incident. City officials, on the advice of trained and authorized personnel, shall determine if evacuation of the facility or worksite should take place.
2. If a hazardous materials incident occurs on-site, employees shall notify local law enforcement officials and/or fire personnel and evacuate the immediate area.
3. If a facility evacuation is ordered, employees shall evacuate the building and move cross-wind from the contamination to a safe distance of at least 500 feet or more.
4. City officials shall implement further actions based on the recommendations of the emergency response personnel.

UTILITY EMERGENCY

ELECTRIC POWER FAILURE

If an electrical power failure should occur, the following procedures shall be implemented:

1. If building maintenance personnel, or company officials, suspect that electric power will be

disrupted for an extended period of time, the electrical power company shall be notified.

- 2. Employees shall be instructed that battery-powered emergency lights will automatically be activated.**
- 3. Employees shall remain at their workstation until instructed otherwise from city officials.**

GAS LINE LEAK/BREAK

If a leak, or break, to a gas line occurs, the following procedures shall be implemented:

- 1. Employees shall clear the immediate area to the gas line break. If city officials deem it necessary, emergency evacuation procedures may be implemented.**
- 2. Employees shall notify maintenance personnel immediately.**
- 3. Employees shall be instructed that the use of electrical switches or equipment is prohibited in any area gas fumes may be present.**
- 4. Maintenance personnel shall notify the gas supply company as soon as the leak, or break, has been detected.**
- 5. Maintenance personnel shall notify the local fire department.**

WATER MAIN LEAK/BREAK

If a leak, or break, in the main water line should occur, the following procedures shall be implemented:

- 1. Employees shall notify maintenance personnel immediately.**
- 2. Maintenance personnel shall shut off the main water line to the facility.**
- 3. Maintenance personnel shall notify the city water department.**
- 4. If severe flooding of the building occurs, maintenance personnel shall notify the company officials to determine if evacuation procedures shall be implemented.**

JOB SAFETY & TRAINING

Minnesota Municipal Utilities Association / Minnesota League of Cities

This program has been developed and
modified for use by:

City of Big Lake

PPE –

Personal Protective

Equipment

MMUA – JOB SAFETY & TRAINING

Personal Protective Equipment Program

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PREFACE

In an effort to promote safety and health issues in the work place, MMUA has assembled important information regarding the selection, use and care of personal protective equipment. General industrial standards dealing with this topic are contained in Subpart I - Personal Protective Equipment. Due to the wide range of activities conducted by cities/utilities and the complexity of applicable Occupational Safety and Health Administration (OSHA) regulations, not every detail about personal protective equipment can be addressed in this manual. However, this Personal Protective Equipment Manual presents major aspects of the law and can be used as a basis to form specific procedures and practices for the selection, use and care of personal protective equipment at your place of employment.

Managers/supervisors, in cooperation with their Regional Safety Coordinator, are cautioned to refer to the OSHA Personal Protective Equipment Sources (Title 29, Code of Federal Regulations, Subpart I of Part 1910) to determine if additional procedures/practices need to be added to this program

In addition, those personnel who are responsible for compliance with the state and federal regulations must be alert for any future changes in the law and keep this manual current and updated.

This manual contains the checklists, outlines and other forms that will assist in the selections, use and care for personal protective equipment.

This manual may be reproduced by the owner to facilitate adoption and implementation of the owner's compliance program.

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This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is furnished with the understanding that neither the Association nor its licensed agent is engaged in rendering legal or other professional services. If legal advice or other professional assistance is required, the services of a competent professional person should be sought. This publication is provided "as is" without warranty of any kind, either expressed or implied, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. The entire risk as to the quality, performance and accuracy of the manual is with the holder.

INTRODUCTION

Hazards exist in every workplace in many different forms. State and Federal regulations require that employers protect their employees from workplace hazards that can cause injury and/or illness.

Controlling a hazard at its source is the best way to protect employees. Depending on the hazard or workplace conditions, it is recommended that engineering and/or administrative controls be used to manage or eliminate hazards to the greatest extent possible.

When engineering, administrative or work practice controls are not feasible or do not provide sufficient protection, employers must provide personal protective equipment to their employees and ensure its use.

PURPOSE

The purpose of this program manual is to assist employers with the following:

- Understanding the state and federal requirements that must be met.
- Know the basics of conducting a hazard assessment.
- Understanding the types of Personal Protective Equipment (PPE).
- Select appropriate PPE for the diverse work circumstances.
- Understand and provide the type of training needed to ensure the proper use and care of PPE.

SCOPE

The scope of this Personal Protective Equipment program is to document the hazard assessment, protective measures in place, and PPE is use at the City of Big Lake. As PPE devices are not to be relied upon as the only means by which to provide protection against hazards, this program shall be used in conjunction with administrative and engineering controls.

REQUIREMENTS

OSHA regulation 29 CFR 1910.132 establishes general requirements for the selection, use, inspection and maintenance of personal protective equipment.

- The City of Big Lake, in cooperation with the Regional Safety Coordinator, shall assess the workplace to determine if hazards are present or are likely to be present that necessitate the use of personal protective equipment. The City of Big Lake shall verify that the hazard assessment has been performed by a written certification that:
 - Identifies the work place evaluated.
 - Name of the person certifying the evaluation.
 - Date of the hazard assessment.
 - If hazards are present or likely to be present that necessitate the use of PPE, the City of Big Lake shall select and require employees to use PPE that is suitable for the hazards identified in the hazard assessment.
 - The City of Big Lake shall ensure that personal protective equipment is of safe design and construction for the work to be performed.
 - The City of Big Lake shall ensure that employee owned personal protective equipment provides an appropriate level of protection and is properly maintained, inspected and stored.
 - The City of Big Lake shall select PPE that properly fits each employee.
 - The City of Big Lake shall ensure that employees do not use damaged or defective PPE.
 - The City of Big Lake shall inform employees of the hazard assessment and PPE selection decisions.
 - The City of Big Lake, in cooperation with Regional Safety Coordinator, shall provide training to employees required to wear PPE. Training must include:
 - When PPE is necessary.
 - Type PPE of required.
 - Proper donning, doffing, adjusting and wearing of PPE.
 - Limitations of PPE.
 - Proper care, maintenance, useful life and disposal of PPE.

The City of Big Lake shall document and certify that each employee has received and understands the training.
 - The City of Big Lake, in cooperation with the Regional Safety Coordinator, shall provide and certify additional training to employees when:
 - Work place inspections indicate a training deficiency.
 - Work pace conditions render previous training obsolete.
 - PPE changes render previous training obsolete.
-

- The City of Big Lake, in cooperation with the Regional Safety Coordinator, shall provide training prior to requiring employees to perform work where the use of personal protective equipment is necessary.

REGULATIONS

Personal protective equipment includes all clothing and other devices (e.g., hard-hats, eye and face protectors, hearing protectors, gloves, aprons, protective foot wear and respirators) designed to protect the wearer from environmental, etiologic, chemical and physical hazards that are capable of causing injury or illness.

Requirements governing the selection, use, inspection and maintenance of personal protective equipment are established in several separate OSHA regulations.

The regulations apply to all work places and include the following general requirements.

Eye and Face Protection: 29 CFR 1910.133

OSHA regulation 29 CFR 1910.133 establishes requirements for the selection and use of eye and face protectors.

- The City of Big Lake shall require employees to use suitable eye or face protection when exposed to eye or face hazards from:
 - Flying particles.
 - Molten metal.
 - Liquid chemicals.
 - Acids or caustic liquids.
 - Chemical gasses or vapors.
 - Potentially injurious light.
- Eye protection must be provided with side shield protection.
- When worn by an employee that requires vision correction, eye/face protectors must, incorporate corrective lenses or be designed and fitted so as not to interfere with the wearing of corrective spectacles.
- The manufacturer must be clearly identified on face and eye protectors.
- Shade numbers must be clearly identified on filter lenses used to protect employees from injurious light.
- The City of Big Lake shall require employees to use filter lenses that are suitable for the injurious light to which they are exposed.
- The City of Big Lake shall ensure that eye and face protectors comply with consensus standards identified in the federal OSHA regulations stated above.

Respirators: 29 CFR 1910.134

OSHA regulation 29 CFR 1910.134 establishes requirements for the selection, use, inspection and maintenance of respiratory protective devices.

Head Protection: 29 CFR 1910.135

OSHA regulation 29 CFR 1910.135 establishes requirements for the selection and use of protective helmets.

- The City of Big Lake shall require employees to wear head protection when working in areas where there is a potential for injury to the head from falling objects.
- The City of Big Lake shall require employees to wear helmets designed to reduce electrical shock hazard when near exposed electrical conductors which could contact the head.
- The City of Big Lake shall ensure that protective helmets purchased comply with consensus standards identified in federal regulations stated above.

Foot Protection: 29 CFR 1910.136

OSHA regulation 29 CFR 1910.136 establishes requirements for the selection and use of protective footwear.

- The City of Big Lake shall require employees to wear protective footwear when working in areas where there is a danger of foot injuries from:
 - Falling or rolling objects.
 - Objects piercing the sole,
 - Electrical hazards.
- The City of Big Lake shall ensure that protective footwear complies with consensus standards identified in federal regulations stated above.

Hand Protection: 29 CFR 1910.138

OSHA regulation 29 CFR 1910.138 establishes requirements for the selection and use of equipment designed to protect the hands.

- The City of Big Lake shall select and require employees to use appropriate hand protection when employee's hands are exposed to hazards such as:
 - Skin absorption of harmful substances.
 - Severe cuts or lacerations.
 - Severe abrasions.
 - Punctures.
 - Chemical burns.

- Thermal burns.
- Harmful temperature extremes.
- The City of Big Lake shall select appropriate hand protection on the basis of an evaluation of the performance characteristics of the hand protection in relation to the tasks to be performed, conditions present, duration of use and hazards and potential hazards identified.

Hearing Protectors: 29 CFR 1910.95

OSHA regulation 29 CFR 1910.95 establishes requirements for the protection of employees from harmful noise.

- The City of Big Lake shall ensure that hearing protectors are furnished to employees in accordance with procedures established in the written hearing conservation program (Refer to *Hearing Conservation Program* section of the Personal Protective Equipment Program).

Other Personal Protective Equipment:

Other OSHA regulations establish requirements for the protection of employees from hazards specific to the relevant regulation. These regulations can be found in various locations of the federal regulations. These are not limited to the following: 1910.66 Fall Arrest System; 1910.137 Electrical Protective Devices; 1910.266 Logging Operations; 1910.269 Electrical Power Generation, Transmission and Distribution; and 1926.106 Working over or near water.

- The City of Big Lake shall ensure that personal protective equipment is furnished to employees in accordance with requirements established in the federal and state regulations.

Minnesota, as a state plan state, has developed rules and statutes regarding PPE. These rules and statutes further enhance the protection of employees for hazards that may not be otherwise eliminated or controlled. The following are excerpts of those rules and statutes.

5205.0020 HEAD PROTECTION.

Employees working in areas where there is danger of scalp injury if the employee's hair should become entangled in moving machinery parts shall be protected by having their hair contained or secured in a shop cap, snood, or similar device.

5205.0030 HIGH VISIBILITY PERSONAL PROTECTIVE EQUIPMENT.

Subpart 1.

General requirement.

Each employee, other than police and fire protection personnel covered by subpart 3, exposed to or working adjacent to moving motor vehicle traffic as part of the employee's assigned job shall be provided with and required to wear a high visibility warning vest or other high visibility garment. A high visibility garment is defined as being a Performance Class 2 garment or greater as specified by ANSI/ISEA Standard 107-2004. Some smaller garments may not meet the background material specifications for

Performance Class 2 as defined in ANSI/ISEA 107-2004. In these cases, the garment must be rated by the manufacturer as greater than or exceeding Performance Class 1 requirements.

Subp. 1a.

Maintenance of garments.

If the high visibility personal protective equipment becomes faded, torn, dirty, worn, or defaced, reducing the equipment's performance below manufacturer's recommendations, the high visibility personal protective equipment shall be immediately removed from service and replaced.

Subp. 2.

Exception.

Where permanent or semi-permanent barricades designed to stop or deflect vehicle traffic upon impact are in place to protect employees from moving motor vehicles, employees are not required to wear high visibility personal protective equipment while working inside these protected areas.

Subp. 3.

Law enforcement, emergency medical technician, and fire protection personnel.

Law enforcement and emergency medical technician personnel shall be provided with, and be required to wear, a high visibility outer garment any time the personnel are engaged in vehicular traffic control. For fire protection personnel, compliance with NFPA No. 1971 is acceptable.

Subp. 4.

Electrical work.

For work within the flash protection boundary as defined by NFPA 70E Part II 2-1.3.3.2, high visibility garments constructed of material that complies with NFPA 70E shall be worn.

182.655 OCCUPATIONAL SAFETY AND HEALTH STANDARDS.

Subd. 10a. Protective equipment; monitoring exposure levels; medical exams.

Where appropriate, standards shall prescribe suitable protective equipment, if feasible engineering and administrative methods of protection alone do not provide adequate protection, and this equipment shall be made available by and at the cost of the employer. The standards shall also provide for monitoring or measuring employee exposure at the locations and intervals and in the manner as may be necessary and appropriate for the protection of employees. Where appropriate, a standard shall prescribe the type and frequency of medical examinations or other tests which shall be made available by the employer, or at the employer's cost, to employees exposed to hazards in order to most effectively determine whether the health of those employees is adversely affected by the exposure. The results of these examinations or tests shall be furnished only to the commissioner, the employee's physician, at the request of the employee, and the employer with notice to the employee.

HAZARD ASSESSMENT

The City of Big Lake shall complete a comprehensive hazard assessment to identify physical and health hazards in the workplace.

The hazard assessment shall survey of the facility(s) and operations to develop a list of potential hazards in the following basic hazard categories:

- **Impact:** (Examples: Working with or around powered tools or machinery. Use of powered liquid sprayers, air hammers, compressed air, or working in areas with high air turbulence where particles, fragments or chips are present. Working in areas where overhead hazards, falling hazards or moving hazards are present.)
- **Penetration:** (Examples: Working with or around powered tools or equipment. Working with glass, wire, metal, sharp objects or other materials that can cut or pierce when broken or fragmented.)
- **Compression -- Pinching/Crushing/Roll-Over:** (Examples: Working with or around moving equipment, or parts. Exposure to falling objects. Use of heavy equipment or tools that could cause compression injuries, etc.)
- **Chemical:** This is a broad category which may include chemicals ranging from slightly irritating (such as cleaning products) to highly corrosive or toxic substances used in laboratories or industrial settings. Working with carcinogens, mutagens or teratogens.
- **Thermal -- Heat/Cold:** (Examples: Operating furnaces, pouring and casting hot metal, welding. Working on steam, refrigerant, high temperature systems, etc. Working with cryogenic materials. Working in temperature extremes (e.g., steam tunnels, freezers, extended work outdoors in winter, etc.)
- **Harmful Dust** (Examples: asbestos, fiberglass, silica, animal dander. Woodworking, buffing, and general dusty conditions. High levels of airborne contaminants that cannot be eliminated by engineering controls.)
- **Light (Optical) Radiation:** (Examples: Electric arc or gas welding, cutting, or torch brazing or soldering. Working with or around lasers. Working around sources of UV radiation.
- **Biologic:** (Examples: Working with human pathogens or materials that may be contaminated with infectious human pathogens.)
- **Electrical:** (Examples: Working with energized electrical apparatus.)

The comprehensive hazard assessment may include information from incident/accident records, First Reports of Injury, safety committee recommendations, safety data sheets and/or other documentation that identifies potential hazards.

CERTIFICATION OF HAZARD ASSESSMENT FOR THE SELECTION OF PPE

CITY OF BIG LAKE	Department:
Supervisor Review	Affected Positions:
Hazard Assessment Certified By:	Date:

Task	Exposure	Hazard	Specified PPE	Referenced Used To Select PPE
	Head			
	Face/Eye			
	Hearing			
	Respiratory			
	Hands			
	Body			
	Feet			
	Head			
	Face/Eye			
	Hearing			
	Respiratory			
	Hand			
	Body			
	Feet			
	Head			
	Face/Eye			
	Hearing			
	Respiratory			
	Hand			
	Body			
	Feet			

PPE SELECTION

The City of Big Lake shall select PPE that conforms to requirements established in the relevant OSHA regulations. Selection considerations include:

- Fit and comfort
- Compatibility to work environment
- Safety Committee recommendations

CARE AND USE OF PPE

General Requirements

Personal protective equipment shall be inspected, sanitized and stored in accordance with applicable OSHA regulations and manufactures instructions.

Inspection of PPE

Employees shall inspect personal protective equipment before each use. Damaged, defective or soiled personal protective equipment shall not be used.

Disposal of Personal Protective Equipment

Damaged, defective, soiled or single use personal protective equipment shall be disposed in an appropriate trash receptacle.

Cleaning and Sanitation of PPE

Personal protective equipment shall be cleaned and sanitized as necessary to ensure comfort, effectiveness and safe use. Items contaminated with hazardous chemicals shall be cleaned or disposed of after each use.

Storage of PPE

To ensure continued effectiveness, personal protective equipment shall be stored in accordance with applicable safety and health standards, and the manufactures recommendations. In all situations personal protective equipment shall be stored in such a manner so as to prevent physical, chemical and environmental damage.

TRAINING

Initial Employee Training

All employees will receive training before being allowed to perform work that requires the use of personal protective equipment.

Initial employee training and information will include:

- Information on applicable OSHA safety and health standards.
- Information on employee responsibilities for the use and care of personal protective equipment.
- Information on the nature and severity of work place hazards that necessitate the wearing of personal protective equipment.
- Information on the types of personal protective equipment required for specific areas and jobs, and the criteria used to select the equipment.
- Instruction on the limitations of personal protective equipment.
- Instruction on the proper care, maintenance, useful life and disposal of personal protective equipment.

Refresher Training

Additional or refresher training will be provided when:

- Training session indicates that employees do not understand the information presented.
- Workplace observations (e.g., the improper use, care and maintenance of personal protective equipment) indicate a training deficiency.
- Changes in the work place introduce new hazards.
- Changes in the types of personal protective equipment render previous training obsolete.

Training Recordkeeping

The City of Big Lake, in cooperation with Regional Safety Coordinator, shall maintain documentation of employee training.

HEARING PROTECTION AND CONSERVATION

PURPOSE & SCOPE

The purpose of the Hearing Protection and Conservation Program is to protect employees from noise-induced hearing loss as a result of noise hazards in the work place. Provide a written policy and procedure that complies with the OSHA Occupation Noise Standard.

The scope of the Hearing Conservation Program encompasses whenever employee noise exposures exceed the action level. The action level is described as an eight-hour time weighted average of 85dBA or more.

PROGRAM ELEMENTS

- Exposure monitoring of noise hazards in the workplace
- Implementation of administrative or engineering controls, where feasible
- Employee notification of excessive noise levels and their involvement in the hearing conservation program
- Annual audiometric testing and necessary follow-up procedures
- Proper use, care, and availability of hearing protection devices
- Employee training regarding the effects of noise on hearing, etc.
- Recordkeeping and retention of records

ADMINISTRATION

The Plan Administrator for the City of Big Lake's Hearing Protection and Conservation Program is:

Job Title
Public Works Director

This Plan Administrator, in cooperation with the Regional Safety, oversees the program, evaluates it regularly, and works with supervisors and employees to ensure it is being administered effectively. The primary responsibilities of the Plan Administrator are to ensure that proper noise hazard assessment (exposure monitoring), audiometric testing, hearing protector selection, and employee training are conducted. This includes the selection and purchase, rental, or lease of adequate noise monitoring equipment, hearing protection devices, and noise abatement materials.

The Regional Safety Coordinator will assist the Plan Administrator with the task of implementing and maintaining the Hearing Protection and Conservation Program. The Regional Safety Coordinator duties include:

- Assisting in the selection of proper hearing protection for the job based on the hazard(s) involved.
- Performing the assessment of noise hazards and exposure monitoring.
- Assure that signs in noise hazard areas are posted and placing labels on noisy equipment as identified.
- Assisting the Plan Administrator to ensure employee hearing protectors are available, properly worn, adequately cleaned and stored in an appropriate manner.
- Assist the Plan Administrator to ensure that employees in the program receive an annual audiogram and appropriate training, where appropriate and required.
- Contacting the Plan Administrator when questions or problems arise that involve the Hearing Protection and Conservation Program.

EXPOSURE MONITORING

The City of Big Lake shall implement an exposure monitoring program to measure sound levels wherever information indicates that employee noise exposure may be at or above the action level.

Initially, suspected or reported noise hazards are investigated by the Plan Administrator, in cooperation with the Regional Safety Coordinator, with an appropriate sound measuring instrument to determine if the sound generated has the potential of reaching the action level.

Results of all noise surveys are recorded on Noise Survey Form. The Plan Administrator, in cooperation with the Regional Safety Coordinator, reviews these survey results to determine if a noise hazard exists and/or if further action is necessary.

The Plan Administrator, in cooperation with Regional Safety Coordinator, implements further exposure monitoring, if necessary, reviews appropriate noise surveys for potential noise hazards in the workplace, decides whether employees should be included in the Hearing Protection and Conservation Program.

The Plan Administrator, in cooperation with Regional Safety Coordinator, shall determine the appropriate hearing protection to be used.

The Plan Administrator, in cooperation with the Regional Safety Coordinator and in consultation with employees and other professionals, shall give consideration to administrative and/or engineering controls to eliminate exposure to noise levels exceeding the action level.

Generally, exposure monitoring is conducted with a sound level meter (SLM), however, follow-up monitoring may involve other equipment, such as a personal noise dosimeter, where appropriate.

Employees and Supervisors shall notify the Plan Administrator and/or Regional Safety Coordinator when there are significant changes in operations or equipment that may result in increased noise levels.

Signs and warning labels shall be used to alert employees to noise hazard areas as indicated by noise monitoring.

ADMINISTRATIVE CONTROLS

Upon completion of exposure monitoring, employees shall be informed of any administrative controls the City of Big Lake has implemented in their efforts to ensure employees are not exposed to noise levels exceeding the requirements outlined in 29CFR 1910.95. Those Administrative Controls are identified in the following table:

TABLE G-16 - PERMISSIBLE NOISE EXPOSURES (1)

Duration per day/hours	Sound level dBA slow response
8.....	90
6.....	92
4.....	95
3.....	97
2.....	100
1 1/2	102
1.....	105
1/2	110
1/4 or less.....	115

Footnote(1) When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect should be considered, rather than the individual effect of each. If the sum of the following fractions: $C(1)/T(1) + C(2)/T(2) + \dots + C(n)/T(n)$ exceeds unity, then, the mixed exposure should be considered to exceed the limit value. C_n indicates the total time of exposure at a specified noise level, and T_n indicates the total time of exposure permitted at that level. Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

EMPLOYEE NOTIFICATION OF NOISE MONITORING RESULTS

The Plan Administration shall notify affected employees about the results of the exposure monitoring. The information will be shared with all employees where the monitoring indicates the noise exposure is above the action level.

The Plan Administrator, in cooperation with Regional Safety Coordinator, determines the appropriate hearing protection to be used. Generally, exposure monitoring is conducted with a sound level meter (SLM), however, follow-up monitoring may involve other equipment, such as a personal noise dosimeter, where appropriate.

EMPLOYEE NOTIFICATION OF INCLUSION IN THE HEARING PROTECTION & CONSERVATION PROGRAM

The Plan Administration shall notify affected employees about their inclusion in the Hearing Protection and Conservation Program.

This notification shall inform the employee of their status and to initiate audiometric testing requirements. This notification shall be sent on an annual basis.

AUDIOMETRIC TESTING

Employees involved in the Hearing Protection and Conservation Program receive annual audiometric testing by a Recognized Professional. A Recognized Professional is a licensed or certified audiologist, otolaryngologist, or other physician -- or a qualified technician under the direction of one of the former-- with experience in audiometric testing. The audiometric testing program complies with the requirements of the OSHA Occupational Noise Exposure standard.

Major areas include:

- Establishing and maintaining an audiometric testing program for all employees whose noise exposure is at or above the action level.
- Conducting baseline audiograms within six months of an employee's first exposure to noise exposure at or above the action level and continued annual testing as long as the employee remains in the program.

- Comparing each employee's annual audiogram to the baseline audiogram to determine if the audiogram is valid and a standard threshold shift has occurred.
- Maintaining a record of employee audiometric tests.
- Utilizing appropriate audiometric test equipment and procedures.
- Checking the audiometer for proper function and calibration as specified.
- Meeting background sound requirements for audiometric testing rooms.

The Employee Audiometric Record is used by the Recognized Professional to summarize the results of an employee's audiometric tests. The Recognized Professional shall compare each employee's baseline and annual audiogram to determine if a standard threshold shift has occurred and note it on the Corresponding Employee Audiometric Record sent to the Plan Administrator.

The Plan Administrator shall have access to the Employee Audiometric Record and will receive a confidential updated copy after each employee's audiometric test. This information is used by the Plan Administrator to document the employee hearing status, determine if follow-up testing is required, and send the appropriate employee written notification.

Employee Notification of a Normal Hearing Test

Notification of the employee shall be the responsibility of the Plan Administrator. Affected employees should be notified of the results of their audiometric test if their hearing test was normal or if a re-test is suggested by the Recognized Professional

Employee Notification of a Standard Threshold Shift

If a standard threshold shift (STS) has occurred, the employee is notified by the Plan Administrator in writing within 21 days of the time that the standard threshold shift was determined. Employees who experience a STS are (1) (re)fitted and (re)trained on the care and use of hearing protectors, and if necessary, (2) provided a hearing protector that offers better attenuation (i.e. reduce employee exposure below the action level).

Employee Notification of a Follow-up Referral

If a standard threshold shift has occurred, referrals for further evaluation of employee hearing problems may be necessary. Such referrals are initiated by the Recognized Professional when:

- Additional testing is thought to be necessary, or
- The problem is thought to be caused or aggravated by wearing hearing protectors.

In referral cases, the employee is scheduled for either an audiological evaluation or an otological examination, as appropriate. The Plan Administrator will provide all necessary information to accommodate the referral, as suggested by the Recognized Professional, and inform the employee of the need for further examination.

Special Case

The Plan Administrator will inform any employee of their new audiometric interpretation if the standard threshold shift is found not to be persistent and the employee is no

longer exposed to noise at or above an 8-hour time-weighted average of 90 dBA. The employee may discontinue use of hearing protectors in this case.

HEARING PROTECTION DEVICES

Hearing protection devices will be provided to all employees exposed to noise at or above the action level.

Employees shall be given the opportunity to select their hearing protective devices from a variety of suitable choices.

The Plan Administrator along with supervisors shall ensure that hearing protective devices are available, correctly used, cared for and properly worn by employees.

Adequacy of hearing protective device attenuation for devices worn by employees shall be determined by the Plan Administrator in cooperation with the Regional Safety Coordinator.

EMPLOYEE TRAINING

Employees in the Hearing Protection and Conservation Program receive annual training regarding:

- The effects of noise on hearing,
- The purpose of hearing protectors (advantages and disadvantages), noise reduction rating of various types, and instructions on selection, fitting, use and care, and
- The purpose of audiometric testing and an explanation of the test procedures.

If it is determined that an employee has experienced a standard threshold shift, the person will be retrained on the care and use of hearing protectors by the Plan Administrator, in cooperation with the Regional Safety Coordinator, at the time the STS is determined.

Hearing Protection & Conservation Program Noise Survey Form

City of Big Lake _____ Building/Location/Operation _____ Date of Survey _____

Noise Instrument Type _____ Model _____ Serial # _____ Calibration Before (Yes No) Calibration After (Yes No)
(circle "yes" above if instrument calibration verified)

Surveyor's Name _____ Survey Number _____

Area/Equipment Monitored	Range of Noise Levels Measured	Room/Work Area	Hearing Protection Required? (circle one)	Hearing Protection Signs Posted? (circle one)	Sketch of the Work Area/Room
(1)			Y N N/A	Y N N/A	
(2)			Y N N/A	Y N N/A	
(3)			Y N N/A	Y N N/A	
(4)			Y N N/A	Y N N/A	
(5)			Y N N/A	Y N N/A	

Indicate names of employee(s) involved in each area and other specific information on the backside of this form.

Hearing Protection & Conservation Program (Noise Survey Form *continued*)

SPECIFIC INFORMATION:

Area/Location & Superv. (# Identified on Front Side)	Employee Name	Job/Task	Time Monitored (Start:Stop)	Specific Noise Level (TWA or Dose Measured)	Comments	Include In Hearing Conservation Program (Circle One)
(1)						Y N N/A
(2)						Y N N/A
(3)						Y N N/A
(4)						Y N N/A
(5)						Y N N/A

OTHER DETAILS:

JOB SAFETY & TRAINING

Minnesota Municipal Utilities Association / Minnesota League of Cities

This program has been developed and
modified for use by:

City of Big Lake

Hazardous Energy Control Lockout/Tagout

MINNESOTA MUNICIPAL UTILITIES ASSOCIATION

Hazardous Energy Control Lockout/Tagout Manual

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PURPOSE

The purpose of this program is to provide written procedures that are used by personnel to effectively control hazardous energy sources while conducting maintenance and service operations on equipment. The intent of this program is to comply with the Occupational Safety and Health Administration (OSHA) lockout/tagout standard (29 CFR 1910.147).

The Lockout/Tagout program is developed so that all potential hazardous energy sources are identified, isolated, and locked, or tagged out before starting service and maintenance of equipment where unexpected start up, release of stored energy, or energization could result in injury or death to employees.

SCOPE

This lockout/tagout program has been modified in accordance with instructions provided by applicable state and federal regulations and has been approved as the City of Big Lake' own lockout/tagout program by the appropriate administrative or governing authority shown below.

EXCEPTIONS TO THE LOCKOUT/TAGOUT PROGRAM

The lockout/tagout procedures are not required in operations where the employee has complete control of "cord and plug" electrical equipment and the unexpected start-up or energization is totally controlled by unplugging the equipment.

When continuity of service is absolutely essential, hot tap operations involving pressurized lines (e.g. gas, steam, water, and petroleum products) may be completed without the specified lockout/tagout procedures. However, this exception may only occur when shutdown is impractical, employees are provided adequate protection, and alternative procedures are documented.

ADMINISTRATIVE & EMPLOYEE RESPONSIBILITIES

PLAN ADMINISTRATOR

The following job title (person) shall be responsible for the administering the Lockout/Tagout Program within the City of Big Lake operations.

Plan Administrator for City of Big Lake Operations
Public Works Director

The Plan Administrator is responsible for the overall operation and maintenance of the written Lockout/Tagout program. Basic responsibilities include reviewing, coordinating, and implementing the requirements of the Lockout/Tagout program, as appropriate for each work environment. The Plan Administrator has direct responsibility for:

- Coordinating the necessary employee lockout/tagout training.
- Developing energy control procedures for specific equipment or machines that require lockout/tagout.
- Conducting periodic inspections of the energy control procedures used for specific equipment or machines.
- Implementing appropriate lockout/tagout procedures, and updating the lockout/tagout program as necessary.
- Maintaining proper records required by the program.
- Establishing lockout/tagout procedures for "Special Conditions."
- Informing outside employees of the Lockout/Tagout program and the energy control procedures that must be followed.

WORK AREA SUPERVISORS / MANAGERS

Responsibilities of the work area supervisor include:

- Ensuring that lockout/tagout equipment is available as needed.
- Enforcing the proper use of lockout/tagout devices and compliance with energy control procedures.
- Assisting the Plan Administrator with the employee lockout/tagout training program and the periodic inspection of the energy control procedures for equipment or machines in their work area.

- Reporting changes in operating procedures (or other changes) that affect the Lockout/Tagout program to the Plan Administrator.
- Making suggestions to update lockout/tagout procedures, as identified.
- Contacting the Plan Administrator when questions or problems arise concerning the Lockout/Tagout Program.
- Submitting specific information as required by the Lockout/Tagout program or as requested by the Plan Administrator.
- Notifying the Plan Administrator when outside contractors are scheduled to work on machines (or equipment) that require lockout/tagout procedures.

EMPLOYEES

Employees are responsible for following the specific guidelines of the Lockout/Tagout Program. Only authorized employees shall lockout/tagout equipment or machines in the workplace. Other employees who must work in the area where equipment or machinery is locked or tagged out are called affected employees. A more detailed description of affected and authorized employee responsibilities follow.

A. Duties of Authorized Employees

Authorized employees play a key role in the Lockout/Tagout program by:

- Conducting, implementing, and coordinating hazardous energy isolation and lockout/tagout procedures. They alone apply (and remove) locks and tags as required by the program.
- Notifying affected employees of the application and removal of lockout/tagout devices in their work area.
- Assisting the Plan Administrator with periodic inspection of machines or equipment and ensuring that energy control procedures are adequate.

B. Affected Employees

Affected employees are uniquely involved in the program since they operate the equipment or must work in the area where the equipment is locked or tagged out.

The responsibilities of affected employees are to:

- Abide by the rules of the lockout/tagout program,
- Heed the instructions of the authorized employee(s), and Contact their supervisor (or the Plan Administrator) if questions arise regarding the energy control procedures.

BASIC PROGRAM COMPONENTS

LOCKOUT/TAGOUT PROCEDURES

The City of Big Lake abides by the following lockout/tagout procedures when conducting maintenance/ service work on equipment or machines involving hazardous energy sources. The Plan Administrator (in conjunction with authorized and affected employees) shall identify and outline proper energy control procedures. **Form LO/T01** is completed for the specific equipment or machine that requires lockout/tagout. The authorized employee attaches the form to the equipment or machine that is being maintained/serviced and uses it as a guide while conducting lockout/tagout procedures.

The Lockout/Tagout procedures are completed in the following sequence:

A. Identifying Hazardous Energy Sources

The first step in the lockout/tagout procedure is to identify hazardous energy sources. For each type of equipment/machine, authorized employees use Form **LO/T01** to identify the:

- Sources of hazardous energy.
- Magnitude and type of the energy involved.
- Method or means to control the hazardous energies.

B. Notifying Affected Employees

Prior to applying energy control procedures, the authorized employee who shuts off the power (or isolates equipment from energy sources) and locks or tags out the equipment notifies the affected employees of those intentions. The authorized employee should:

- Warn affected employees of the energy shut off.
- Indicate that the equipment is locked (or tagged) out.
- Specify the reason for the shutdown.

C. Shutting down Equipment

The equipment or machine to be maintained/serviced is shutdown by the normal stopping procedure. (A DO NOT OPERATE (or equivalent) tag is also affixed to the operating switch or control, if "tagout" is used.)

D. Isolating Equipment

The equipment or machine is de-energized, secured and isolated from its energy sources before maintenance or servicing begins. Energy isolating/cutoff devices are applied, as appropriate (e.g. hasps, covers, chains, etc).

E. Attaching Lockout/Tagout Devices

When equipped to accept them, locks with identification tags are placed on energy cutoff devices to hold them in the "off" position. Tagout is used only when the equipment/ machine will not accept locks. Each authorized employee places a personal lock/tag on the energy isolating device before beginning work.

F. Releasing Stored Energy

After lockout/tagout devices are in place, the stored (potential) energy sources involved with the equipment (e.g. electrical, gravitational, mechanical, and/or thermal energy) are disconnected/drained or otherwise made safe by blocking or repositioning components. This may include:

- Releasing pressurized hydraulic, air, steam, gas, or water lines.
- Discharging electrical capacitors.
- Releasing of spring loaded systems.
- Blocking any rotating, swinging or elevated parts.

G. Verifying Isolation

The authorized employee verifies that hazardous energy sources are isolated before maintenance/service begins. This is usually accomplished by turning the normal operating controls for the equipment to the "on" position (and then turning it off again).

F. Performing Work

After verifying that the equipment or machine has been isolated, authorized employees do the service or maintenance work as scheduled.

RETURNING EQUIPMENT BACK TO SERVICE

After maintenance/service is completed, but before the system is energized, the authorized employee inspects the equipment or machine and sees that:

- Operating controls are set to the "off" position.
- Tools and nonessential items are removed, and equipment components (e.g. guards) are in place.
- Affected employees and other employees in the work area are warned that power is about to be restored.
- Employees are safely positioned away from the equipment/system.
- Locks or tags are removed from the energy isolating device(s) by the employees who applied them.
- The Plan Administrator is contacted for special conditions or if problems arise.

After locks or tags are removed, the authorized employee notifies the work area supervisor that maintenance/service is completed and returns the machine/equipment to the normal operating mode (as directed).

EMPLOYEE TRAINING

- A. Employees who may work in an area where this program applies are informed of the general procedures and function of the lockout tagout program, including the restrictions related to starting or re-energizing machines or equipment that are locked or tagged out. Affected employees are further instructed on the purpose and use of the energy control procedures. Finally, authorized employees receive in-depth training regarding the Lockout/Tagout Program.
- B. Employee training is conducted by the Plan Administrator or another qualified designee.
- C. Training of authorized employees includes the topics below:
 - A review of the Lockout/Tagout Program.
 - The recognition and identification of hazardous energy sources (e.g. electrical, steam, pressure, etc.).
 - An explanation of lockout/tagout procedures and forms.
 - The steps involved when returning equipment back to service.
 - The correct use of lockout/tagout devices.
- D. Training is conducted for the affected and authorized employees at least annually and whenever:
 - There is a new or revised energy control procedure.
 - Their job assignment changes.
 - The Lockout/Tagout program is modified.
 - New hazards arise regarding lockout/tagout, such as a new or modified machine, equipment, or process.

LOCKOUT/TAGOUT HARDWARE

- A. Appropriate lockout/tagout hardware is provided by the Utility and may consist of tags, locks, hasps (group lockout devices), chains and other materials for securing, isolating, or blocking equipment from energy sources.
- B. The lockout or tagout device indicates the identity of the authorized employee who attaches it.
- C. Lockout or tagout devices are affixed to energy isolating devices by authorized employees only.

LIMITED USE OF TAGOUT

Tagout devices are not used when locks can be applied. Tagout devices are used only when equipment or a machine cannot accept a lockout device. In that case, all other energy control procedures consistent with the program are followed. When possible,

additional control measures are taken to back up the tagout device (e.g. opening an extra disconnecting device or removal of a valve handle). Additional control measures will be applied at the discretion of the Plan Administrator.

PERIODIC INSPECTION OF ENERGY CONTROL PROCEDURES

A periodic inspection of the energy control procedures is conducted at least annually by the Plan Administrator and/or authorized employee(s) designated. If the program review shows inadequacies (e.g. additional program training, modifications in procedures, etc.) corrections are made by the Plan Administrator before any further maintenance/service is conducted on the equipment or machine. Form LO/TO2 is used to record the results of the periodic inspection.

RECORDKEEPING

Lockout/Tagout program records are maintained and updated by the Plan Administrator. These records include:

- Dates and summaries or outlines of employee training sessions.
- Attendance records at employee training sessions.
- The most recent periodic inspection form(s) used to evaluate the energy control procedures for specific equipment/machines involved in the lockout/tagout program.
- The current certified energy control procedures for equipment or machines involved in the lockout/tagout program.

EXCHANGE OF INFORMATION WITH OUTSIDE EMPLOYERS

When the work of an outside employer involves machines or equipment with specified hazardous energy control procedures, the Plan Administrator ensures that there is an appropriate exchange of information regarding the Lockout/Tagout procedures between the city and the outside employer.

Personnel will be informed of any differences (i.e. restrictions and prohibitions) in the two programs, as appropriate, by the work area supervisor. The Plan Administrator sees that the proper information is exchanged prior to the time the specified maintenance or servicing begins.

SPECIAL CONDITIONS

The intent of this part is to provide continuity of lockout/tagout protection when unusual circumstances exist.

Shutdown of Equipment for Extended Periods

If equipment that is being maintained/serviced must be shut down for extended periods of time (i.e. awaiting parts, lack of funding, etc.), the personal lockout/tagout device(s) may be removed by the authorized employee and the isolating device(s) will be secured by a lock/tag attached by the Plan Administrator. When maintenance/servicing can be completed or continued under more ordinary circumstances, authorized employee(s) will reattach the personal lockout/tagout device(s) and the one attached by the Plan Administrator may be removed.

Group Lockout/Tagout

The Plan Administrator designates an authorized employee to be in-charge of those special cases where group lockout/tagout procedures are necessary (e.g. a work crew). (The same policy will be followed for each group in the case where more than one group is involved.) The designated authorized employee is responsible for:

- Ensuring the continuity of energy control measures for the group (e.g. obtaining an appropriate group lockout/tagout device).
- Continually monitoring the work to ensure the crew/group employees are not exposed to hazards associated with lockout/tagout.
- Verifying that all procedures for "returning the equipment back into service" are completed before taking off the crew/group lockout/tagout device.
- Contacting the Plan Administrator if problems occur (or additional group coordination is necessary) regarding lockout/tagout.

Shift Changes

It is the responsibility of the off-going shift supervisor involved with the locked or tagged out equipment or machine to ensure that the continuity of that energy control procedure is maintained until the on-coming shift supervisor arrives. The continuity of the program is maintained through a lockout/tagout device attached by the designated authorized employee(s) or one that is attached by the Plan Administrator.

Removal of Locks/Tags by Other Than the Authorized Employee

If a lockout/tagout device has not been removed and all work is completed, the authorized employee who attached it will be contacted to remove it. Lockout/tagout devices are removed only by the person who attached it unless the Plan Administrator determines that special conditions exist (e.g. the employee has gone home and has

forgotten to remove his/her lock or tag). The Plan Administrator ensures personnel safety regarding the removal of a lock/tag under special conditions.

The work area supervisor assists the Plan Administrator with the following steps and safeguards when this special condition is suspected.

- Notifying the Plan Administrator that a lock/tag has not been removed and his/her assistance is needed to determine if a special condition exists.
- Verifying that the authorized employee is not at the facility.
- Making all reasonable efforts to contact the authorized employee and inform him/her that the device has been removed.
- Removing the lock/tag. This is done by the Plan Administrator after ensuring that appropriate steps for "Returning Equipment Back to Service" have been taken.
- Ensuring that the authorized employee has knowledge that the device has been removed before resuming work.

Testing and Repositioning Machines or Equipment

When lockout/tagout (and isolating) devices must be removed during maintenance/servicing and the machine/equipment must be re-energized (e.g. repositioning), the authorized employee takes the following sequence of actions:

- Clears the machine or equipment of tools and materials.
- Checks the work area to ensure employees have been safely positioned or removed.
- Notifies affected employees that lockout/tagout devices have been removed.
- Removes his/her lockout/tagout device, as necessary. (If the authorized employee who attached the lock/tag is not available, the device may be removed according to the procedure described in item #4, above.)
- Energizes the machine or equipment and proceeds with testing or repositioning.
- When testing/repositioning is completed, de-energizes the equipment or machine, applies locks and tags, etc. (i.e. follows the Certified Energy Control Procedure, Form LO/TO1).

LOCKOUT/TAGOUT PROGRAM PERIODIC INSPECTION OF ENERGY CONTROL PROCEDURE

This form is used to inspect the energy control procedures (ECP) for the following machine/equipment:

I. Basic Information: (Complete and compare with current ECP)

Department: _____ Date: _____

Location/Area: _____

Conducted by: _____

II. Authorized employees:

III. Affected employees:

IV. Maintenance/Services conducted on this equipment that require Lockout/Tagout:

V. Review the existing ECP and note if "satisfactory" or modifications are needed (i.e. changes, corrections, etc.)

a. Control Methods. Modification: _____	Satisfactory ___ Yes ___ No
b. General Review of Responsibilities and Procedures. Modification: _____	Satisfactory ___ Yes ___ No
c. Energy type(s). Modification: _____	Satisfactory ___ Yes ___ No
d. Magnitude of Energy. Modification: _____	Satisfactory ___ Yes ___ No
e. Energy Cutoff Device(s). Modification: _____	Satisfactory ___ Yes ___ No
f. Energy Release Methods. Modification: _____	Satisfactory ___ Yes ___ No
g. Other comments or deficiencies identified: _____	

Certification:

This energy control procedure is adequate (or modified as noted above). The inspector has reviewed the appropriate responsibilities with the authorized employee(s). Limitations of tagout and appropriate affected employees were included in this review where tagout devices are used.

Plan Administrator: _____ Date: _____

JOB SAFETY & TRAINING

Minnesota Municipal Utilities Association / Minnesota League of Cities

This program has been developed and
modified for use by:

City of Big Lake

Permit Required Confined Spaces

MINNESOTA MUNICIPAL UTILITIES ASSOCIATION

Permit Required Confined Spaces Manual

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PURPOSE

This Permit Required Confined Spaces program contains the procedures and practices to protect employees in General Industry from the hazards of entry into confined spaces. This program does not apply to construction, to agriculture or to shipyard employment.

SCOPE

This permit required confined spaces program has been modified in accordance with instructions provided by applicable state and federal regulations and has been approved as the City of Big Lake's own Permit Required Confined Space Program by the appropriate administrative or governing authority shown below.

This Permit Required Confined Spaces program will be reviewed by the Regional Safety Coordinator on a periodic basis for relevant updates.

APPLICABILITY

The Permit Required Confined Space Procedure defines the procedures for entering both Permitted and Non-Permitted Confined Spaces.

A *confined space* refers to:

- (1) a space which is large enough for someone to enter and perform work
- (2) a space that has limited or restricted means for entry or exit, and
- (3) a space that is not designed for continued employee occupancy.

A *permit required confined space* refers to a space that:

- (1) Contains or has the potential to contain a hazardous atmosphere,
- (2) Contains a material that has the potential for engulfing an entrant,
- (3) Has an internal configuration that could trap an entrant,
- (4) Contains any other recognizable serious safety or health hazard.

POLICY

The City of Big Lake is committed to providing a safe and healthful work environment for the entire staff. This program is a key document to assist the city in implementing and ensuring

compliance with state and federal standards, thereby protecting our employees. This program includes:

- Hazard Identification and Control
- A written permit system including an authorized permit
- Employee information and special training for key people
- Air testing and personal protective equipment
- Protection against other safety hazards
- A method to transfer information about permit required confined spaces to other on site employers (e.g. contractors)

ADMINISTRATION

The following job title (person) shall be responsible for the administration and implementation of the Permit Required Confined Spaces Program at the City of Big Lake.

Title	Office/Location
Public Works Director	Public Works Department

The Plan Administrator will oversee the program, evaluate it regularly, and work with employees to ensure it is being administered effectively. The primary responsibilities of the Plan Administrator are to:

- Evaluate confined spaces and maintain a record of hazards regarding confined space.
- Ensure proper completion/authorization of permits prior to entry into the space.
- Coordinate employee training/information sessions.
- Oversee the purchase, repair and maintenance of necessary equipment.
- Communicate the provisions of the program to other employers conducting work in permit required spaces.
- Review permits to evaluate program at least annually.
- Authorize any changes regarding to downgrading confined spaces to alternate procedures status and certify them accordingly.

Designated employees will assist the Plan Administrator with the task of implementing and maintaining the Permit Required Confined Spaces Program. Designated employees will ensure that basic procedures are followed for permit and non-permit required confined spaces. These procedures include:

- Planning the job (e.g. defining the scope of the work, indicating if hot work is necessary, ensuring employee hazard communication training, etc.).
- Removing the space from service.
- Isolating the space (e.g. installing blind flanges, disconnecting lines, disconnecting drive shafts, etc.).

- Preparing the space (e.g. ventilating, draining, purging, locking, etc.).
- Testing the space for appropriate potential hazards (e.g. oxygen deficiency, toxic gases, noise, temperature, etc.).
- Providing for rescue and retrieval.
- Establishing entry requirements and emergency procedures.
- Allowing work to begin only after the authorized permit is obtained.
- Conducting work as specified on the permit.
- Seeing that the permit is canceled when work is completed.
- Informing entrants when a space has been downgraded to alternate procedure status.

Employees are also required to contact the Plan Administrator when questions or problems arise that involve the Permit Required Confined Spaces Program

AUTHORIZATION OF PERMITS

A Permit Entry System has been established for those employees who are required to enter permit required confined spaces. The Permit Entry System is initiated by designated employees whenever job duties require entry into a confined space. Written permits are authorized by the Plan Administrator or by an Authorized Employee.

The authorizing individual will also cancel the permit after the work has been completed.

COMPONENTS OF THE PERMIT REQUIRED CONFINED SPACES PROGRAM

Hazard Identification

The Plan Administrator shall ensure that permit required confined spaces are identified in all work areas. Supervisors shall inform the Plan Administrator of any updated information regarding the permit required confined spaces in their departments, including any new confined spaces identified.

Hazard Control

Employees while conducting work in confined spaces use safe entry practices and procedures. Hazard control is accomplished by:

- Identifying permit required confined spaces and estimating a severity rating
- Completing and authorizing a written permit prior to entry
- Conducting appropriate employee training sessions.
- Evaluating the Permit and Non Permit confined space by utilizing proper air testing equipment keeping a record of the results, this includes the elimination/
- control of the hazard or the permit, for future reference

- Evaluating the space by utilizing proper air testing equipment and keeping a
- record of the results, as well as the permit, for future reference
- Establishing emergency rescue procedures
- Completing a certification form when permit required confined spaces are downgraded to alternate procedure status and include the information of air testing and elimination/control of the hazard.

Permit System

A written Confined Space Entry Permit is completed and authorized prior to any employee entering a permit required confined space (in the course of their work). The person in charge of the project in conjunction will complete this permit with the Plan Administrator. The completed permit identifies necessary procedures and practices that must be satisfied before and during entry. In addition, the employees serving as attendants and entrants, as well as any other requirements of the permit required confined spaces regulation, are specified on the permit. The specific permit used is Form PRCS 1. The Plan Administrator is directly responsible for authorizing the confined space permit. This authority may be delegated to selected supervisors. The supervisor in charge of the work to be performed is responsible for ensuring that the requirements of the permit are fulfilled before employees enter the identified confined space. During the time that work is being conducted, the confined space will be immediately evacuated whenever the requirements specified in the permit are not met. (A new permit must then be issued and authorized prior to re-entry.) Completed permits shall be maintained for one year.

Employee Information

Warning signs are posted that notify employees of potential hazards in the permit required confined space and entry is limited to authorized personnel. Signs will be posted to identify permit required confined spaces, if feasible. The locations of the permit required confined spaces are reviewed during employee training sessions for attendants, entrants, supervisors of confined space projects, and those people who authorize permits. Posted warning signs are addressed during routinely scheduled safety meetings to inform employees about the confined spaces they may encounter. Supervisors will inform employees of permit required confined spaces in their work areas in the case where warning signs are not feasible (e.g. access to tunnels in the middle of a street).

Prevention of Unauthorized Entry

Special precautions are taken to limit entry into permit required confined spaces. Precautions to prevent unauthorized entry include posting signs, constructing barriers, and employee training. Supervisors are instructed to prohibit anyone from entering a permit required confined space without a properly authorized permit. Attendants prohibit unauthorized entry into a confined space while work is being conducted in that

space. Contractors are informed of the permit entry system (and other relative information) by the Plan Administrator.

Employee Training

Employees receive appropriate training before serving as attendants or entrants. Appropriate training is also required for the supervisor in charge of the work and those people authorizing permits. Employee attendance at training sessions shall be kept on file in the Human Resources Department.

Equipment

Special equipment is used to assess confined space hazards and protect employees from these hazards. These devices include air testing instruments, communications equipment, ventilating equipment, and personal protective equipment. Supervisors report any problems with existing equipment and make requests for new or additional equipment to the Plan Administrator.

Calibration and maintenance of testing / monitoring equipment shall be documented and comply with Manufacturer's recommendations.

Emergency Procedures

The City of Big Lake shall utilize self-rescue procedures. The entrants and attendants shall receive training in emergency procedures regarding confined spaces. Rescue equipment shall be made available while permit required confined space work is being conducted.

Prevention from External Hazards

While permit required confined space work is being conducted, physical barriers are erected to control pedestrian and vehicle traffic, as necessary. The main intent of this action is to protect attendants and entrants from these hazards during the course of their work. (Traffic control requirements can be found in the U. S. Department of Transportation's [Manual on Uniform Traffic Control Devices](#).)

Duty to Other Employers

Other employers who conduct work at or for the employer are expected to comply with the permit required confined spaces regulation. The Plan Administrator will coordinate entry operations with contracted employers when host personnel and the outside

employees are working together in a confined space. If it becomes known to the Plan Administrator that the outside employer has not instituted an appropriate permit entry system, that employer will be prohibited from conducting work in the space.

The Plan Administrator ensures that other employers who must conduct work in a permit required confined space are given:

- The information regarding the hazards of that space.
- A completed copy of the permit that indicates the actions that would be taken prior to entry.
- Any information regarding work place hazards, safety rules, or emergency procedures which are used and which the contractor must be aware of in order to comply with the OSHA Permit Required Confined Spaces regulation.

The Plan Administrator will contact the contractor at the end of the project to ensure confined space procedures were appropriate and to inquire about hazards involved in the confined space during that project.

Downgrading Permit-Required Confined Spaces

A permit required confined space may be downgraded to an alternate procedure or non-permit confined space by the Plan Administrator, with assistance from the Regional Safety Coordinator, if documentation or previous permits and/or other appropriate information indicates that the space contains no confined space hazards. The elimination/control of the confined space hazard allows for the downgrade to an alternate procedure space or a non-permit confined space as stated in OSHA 1910.146.

Evidence for this determination listed on Form PRCS 2 and signed by the Plan Administrator. Entrants of the space will be notified that it has been downgraded to an alternate procedure space by the entry supervisor. Completed copies of the Certification Form PRCS 2 are available to all entrants of that space through the Plan Administrator

SPECIFIC TRAINING AND DUTIES

The Entrant

In order to adequately perform their duties, entrants receive training in the following areas:

- a. Knowledge and recognition of the hazards they may encounter in permit spaces including:
 - Recognition of the signs and symptoms of exposure.
 - Understanding the consequences of exposure to these hazards.

- b. The methods and importance of maintaining contact (communication) with the attendant. Entrants will be instructed to immediately notify the attendant when:
 - They feel or see there is an unsafe condition in the space, or
 - They must evacuate the space for any reason.
- c. The proper use of protective equipment needed for safe entry and exit (e.g. retrieval lines, respirators, and clothing).
- d. The proper use and knowledge of external barriers necessary (e.g. barricades, cones, etc.).
- e. The need to immediately exit the permit space if:
 - The attendant orders evacuation.
 - An automatic alarm on a monitoring device is activated.
 - The entrants feel or see that they are in danger.

The Attendant

a. Training

Attendants receive training in the areas identified below:

- The method used to keep an accurate count of entrants.
- Recognition of the hazards encountered in confined spaces.
- Communication techniques used in confined space work.
- Appropriate rescue procedures such as methods of summoning help and assisting the rescue team.
- The duties and authority of attendants.

Attendants will receive the same basic hazard recognition training as the entrants. Therefore, attendants and entrants may rotate duties.

b. Duties

Attendants will:

- Keep an accurate count of the number of workers in the confined space.
- Limit entrants in the confined space to those people identified on the permit.
- Monitor the situation both inside and outside the space for hazards, being alert to any conditions which may require evacuation of the space.
- Keep in continuous and effective contact with those employees inside the space.
- Order evacuation of the space as necessary.
- Know how to use emergency equipment and be familiar with practices to assist with rescue without entering the space.

- Never leave the work station unless properly relieved or unless all entrants are out of the space.
- Contact the supervisor in charge or the Plan Administrator if problems arise.
- Initiate and summon emergency services, if necessary.

c. Authority

As part of their duties, attendants are authorized to:

- Prohibit unauthorized personnel from entering the confined space. This includes warning them away from the space as well as asking them to exit the space, if they have entered.
- Order entrants or unauthorized personnel out of the confined space at will.
- Reasons to order an evacuation include:
 - A condition arises that is not allowed by permit.
 - A behavioral change is noticed in a worker.
 - A potential hazard occurs outside the confined space that will affect workers in that space.
 - An uncontrolled hazard is detected in the confined space.
 - The attendant is not able to carry out the duties assigned.
 - The attendant must leave the assignment.

The Personnel Authorizing the Permit (or In Charge of Entry)

a. Training and Duties

Training is conducted for those personnel authorizing permits (or in charge of work) to facilitate the appropriate administrative, technical, and managerial aspects of confined space entry. These individuals have the authority to terminate entry at any time. They may also serve as an attendant or enter the space if they have received proper training (and have informed the attendant).

Personnel who authorize entry permits will be trained to perform the following duties:

- Evaluate a space and complete the permit to ensure hazards within the confined space are controlled.
- Ensure that appropriate procedures, practices, and equipment are in place (before allowing entry). Authorizing the permit will signify this condition.
- Cancel the permit, order evacuation of the space, and have it secured whenever unacceptable conditions are encountered.
- Cancel the permit and have the space returned to normal service once the authorized work has been completed.
- Prohibit unauthorized personnel from entering the space.

The person authorizing the permit evaluates the space during entry (by personal observation or reported information) to assure that conditions are consistent with the terms of the permit. If necessary, steps for corrective action are taken as noted above.

PERMIT REQUIRED CONFINED SPACES PROGRAM INVENTORY OF CONFINED SPACES

Department/Division: Plan Administrator: Phone: <p style="text-align: center;">(MARK ALL HAZARDS THAT APPLY)</p> <p style="text-align: center;">Data collected by _____</p>	<p style="text-align: right;"><u>Hazard Key</u></p> CO=Carbon Monoxide E=Engulfment F=Fire/explosion HS=Hydrogen Sulfide M=Mechanical O=Oxygen deficiency (d) or enrichment (e) P=Physical S=Shock SR=Severity Rating (10 high -1 low) TC=Toxic Chemicals TG=Toxic Gases A=Accessibility (good - fair - poor)													
NAME OF SPACE/LOCATION	HAZARD OR HAZARD CODE (Follow guidelines on Hazard Evaluation, Appendix II)													
	CO	E	F	HS	M	O	P	S	SR	TC list	TG list	Other list	A	Confined Space Class

Confined Space Entry Permit

The completion of this form for all permit required confined spaces that personnel must enter in the course of their duties. The permit is to be completed and signed by the authorizing person prior to entry into the confined space.

Identity of Work Location and Personnel Involved

Date/Time Issued:		Expiration Date:	
Location of Confined Space:			
Purpose of Entry:			
Supv. In charge		Phone:	
Authorized Entrants:			
1.	2.		
3.	4.		
Attendants:			
1.	2.		
<input type="checkbox"/> Check if entrants and attendants will rotate duties.			

Authorization of Permit

Print:	Signature:
--------	------------

Cancellation of Permit

<input type="checkbox"/> Work completed; Space returned to service.			
<input type="checkbox"/> Work Interrupted. Space secured and posted. Re-entry permit required.			
Reason for Work Interruption:			
Authorized Person's Initials:		Date cancelled:	

Emergency Telephone Numbers

Name:	Job Title:	Phone Number:
Emergency Services		911

Complete each section as applicable. Mark the item (x) and the specified action as necessary. Make a record of the results if applicable.

	Oxygen Deficiency		Toxic Contaminants
	Electrical		Hazardous Chemica
	IDLH Atmosphere		Entry / Exit
	Noise		Slips / Falls
Fire/Explosion			
Engulfment			
Heat / Cold			
Other:			
Specific Actions:			
Results:			

Isolation Procedures

	LOTO Block Equip		Drain/Purge Lines
	Disconnect Energy		Disengage Equip
	Other:		
Blank Pipes			
Redirect Traffic			
Specific Actions:			
Results:			

Hazard Control Measures

	Ventilate		Monitor air: Continuous Periodic - minutes
Test Contaminants:			
Specific Actions:			
Results:			

Pre-Entry Air Monitor Readings

Periodic Air Monitor Readings (If unit ALARMS, GET OUT IMMEDIATELY)

Keep this record for 1 year.

**PROGRAM CERTIFICATION FOR
NON-PERMIT REQUIRED CONFINED SPACE OR ALTERNATE PROCEDURES**

Space Location:

Specific Method(s) to Control/Eliminate Hazards

As stated above:

(c)(5) Use of continuous ventilation and monitoring will control the hazard of the Confined Space.

All other non-atmospheric hazards have been controlled.

This space will be downgraded by the above method to Control / Eliminate the need for a Permit and can be entered as an alternate procedure confined space.

(c)(7) Use of continuous ventilation and monitoring will eliminate the hazard of the Confined Space.

All other non-atmospheric hazards have been eliminated.

This space will be downgraded by the above method to Eliminate the need for a Permit and can be entered as a non-permit confined space.

Documentation of all entry is required on Form CS6 and is available for entrant and attendant to review.

I certify that the above evidence is accurate and all entry supervisors and appropriate entrants have been notified of the non-permit status of this space.

Plan Administrator _____ Date _____
Signature

JOB SAFETY & TRAINING

Minnesota Municipal Utilities Association / Minnesota League of Cities

This program has been developed and
modified for use by:

City of Big Lake

Excavation and Trenching

MINNESOTA MUNICIPAL UTILITIES ASSOCIATION

Excavation and Trenching Manual

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PURPOSE

The purpose of this program is to provide written policies and procedures that are to be used by City of Big Lake personnel, as well as City Contractors, to safely and effectively perform excavation and trenching activities. The intent of this program is to comply with the Occupational Safety and Health Administration (OSHA) Excavating and Trenching standard (29 CFR 1926.651).

SCOPE

This manual applies to all excavation and trenching operations performed by city employees or contractors working on city property.

An *excavation* is defined as any man-made cut, cavity, trench or depression in an earth surface formed by earth removal.

A *trench* is defined as a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet (4.6 m). If forms or other structures are installed or constructed in an excavation so as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet (4.6 m) or less (measured at the bottom of the excavation), the excavation is also considered to be a trench.

POLICY

All excavation and trenching operations shall be conducted in accordance with the procedures and practices established in this manual.

WORK PLANNING

GENERAL REQUIREMENTS

All excavation and trenching operations shall be pre-planned to identify and control:

- Potential job site hazards.
- The impact of the work on normal operations and public activities.

SMALL SCALE OPERATIONS

Pre-job briefings conducted by the competent person (and including all affected employees) shall be used to plan and coordinate small scale excavation operations.

LARGE SCALE OPERATIONS

Large scale/long-term excavation and trenching operations that will affect the general public shall be planned and coordinated with all affected local departments.

Project planning shall:

- A. Define the scope, nature and length of the project:
 - Impact on normal operations.
 - Access to public and private buildings.
 - Impact on vehicular traffic and parking.
 - Impact on pedestrian traffic.
 - Impact on public and private landscaping.
- B. Identify and evaluate potential hazards associated with the job site:
 - Underground utility lines.
 - Overhead electrical lines.
 - Undermining of adjacent surface structures.
 - Vehicular hazards to workers.
 - Soil properties and characteristics.
 - Conditions that might result in a hazardous atmosphere.
 - Conditions that might result in the inflow or accumulation of water.
 - Other job site safety and health hazards.
- C. Identify job site protection and traffic control requirements.
- D. Identify the most feasible cave-in protective system (e.g., sloping, shoring or shielding).
- E. Identify a job site competent person.

The general public shall be notified in advance of all major excavation operations.

JOB SITE OPERATIONS

COMPETENT PERSON

A competent person shall be designated for excavation job sites. The competent person shall be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, and shall have the authority to take prompt corrective measures to eliminate them. The competent person shall be responsible for:

- Conducting soil tests to determine appropriate means of protection.
- Specify the means and methods necessary to control recognizable hazards.
- Coordinating the placement and relocation of shoring and shields.
- Conducting air testing as dictated by job site conditions.
- Conducting job site inspections.
- Conducting tailgate job briefings and safety talks.

Only employees that have been appropriately trained shall be authorized by the City of Big Lake to serve as competent persons at excavation job sites. Employees that have received said training shall have the duty and authority to take all measures necessary to protect the safety and health of employees working at excavation and trenching operations.

JOB SITE INSPECTIONS

Daily inspections of excavations, the adjacent areas and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres or other hazardous conditions. An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard- increasing occurrence. These inspections are only required when employee exposure can be reasonably anticipated. The competent person shall inspect the job site to:

- Identify any signs of sidewall collapse or failure.
- Evaluate the effectiveness/condition of the protective system.
- Evaluate the effectiveness/condition of methods used to support undermined structures.
- Evaluate the effectiveness/condition of methods used to support exposed utility lines.
- Evaluate the effectiveness/operation of dewatering equipment.
- Evaluate the appropriate placement of spoil piles.
- Evaluate the effectiveness/condition of barricades.
- Evaluate the appropriate use of personnel protective equipment.
- Identify and remove from service damaged/defective tools and equipment.
- Evaluate the placement/condition of ladders/ramps.
- Evaluate the adequacy/availability of emergency equipment.
- Identify any atmospheric hazards within the excavation by conducting appropriate tests when dictated by job site conditions.
- Identify and correct any other condition, situation or events that affects employee safety and health.

Where the competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres or other

hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

JOB SITE PRACTICES

A. Surface Encumbrances

All surface encumbrances that are located so as to create a hazard to employees shall be removed or supported, as necessary, to safeguard employees. Surface encumbrances include but are not limited to:

- Retaining walls and fencing.
- Sidewalks.
- Trees.
- Power poles.
- Rocks.
- Other objects that could become unstable and create a hazard to employees.

B. Underground Installations

The estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines or any other underground installations that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation.

Utility companies or owners shall be contacted within established or customary local response times, advised of the proposed work and asked to establish the location of the utility underground installations prior to the start of actual excavation. When utility companies or owners cannot respond to a request to locate underground utility installations within 24 hours (unless a longer period is required by state or local law) or cannot establish the exact location of these installations, the employer may proceed, provided the employer does so with caution, and provided detection equipment or other acceptable means to locate utility installations are used.

One Call Number
Gopher State One Call

1-800-252-1166
Or
811
Or
www.gopherstateonecall.org/eticket

When excavation operations approach the estimated location of underground installations, the exact location of the installations shall be determined by safe and acceptable means.

While the excavation is open, underground installations shall be protected, supported or removed as necessary to safeguard employees.

C. Access and Egress

Structural ramps that are used solely by employees as a means of access or egress from excavations shall be designed by a competent person. Structural ramps used for access or egress of equipment shall be designed by a competent person qualified in structural design and shall be constructed in accordance with the design.

- Ramps and runways constructed of two or more structural members shall have the structural members connected together to prevent displacement.
- Structural members used for ramps and runways shall be of uniform thickness. Cleats or other appropriate means used to connect runway structural members shall be attached to the bottom of the runway or shall be attached in a manner to prevent tripping.
- Structural ramps used in lieu of steps shall be provided with cleats or other surface treatments on the top surface to prevent slipping.
- A stairway, ladder, ramp or other safe means of egress shall be located in trench excavations that are 4 feet (1.22 m) or more in depth so as to require no more than 25 feet (7.62 m) of lateral travel for employees.
 - *Appropriate care and caution shall be used when using metal ladders in the vicinity of overhead and/or underground electrical lines.*
 - *Ladders shall extend at least 3 feet above the ground surface and shall be secured in place.*
 - *Each day before being used, ladders shall be inspected for damage or defects. Additional inspections shall be performed during use, where service conditions warrant. Portable ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats or steps; broken or split rails; corroded components; or other faulty or defective components, shall either be immediately marked in a manner that readily identifies them as defective or be tagged with "Do Not Use" or similar language and shall be withdrawn from service until repaired.*

D. Exposure to Vehicular Traffic

Before work that may endanger employees is begun in the vicinity of vehicular or pedestrian traffic, warning signs or flags and other traffic control devices shall be placed in conspicuous locations to alert and channel approaching traffic. Work zone protection and traffic control devices shall comply with Part *VI of the Manual on Uniform Traffic Control Devices*, U.S. Department of Transportation, Federal Highway Administration.

- Where additional employee protection is necessary, barricades shall be used.
- Warning lights shall be prominently displayed at night.
- Employees exposed to public vehicular traffic shall be provided with, and shall wear, warning vests or other suitable garments marked with or made of reflectorized or high-visibility material.

E. Exposure to Falling Loads

No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials. Operators may remain in the cabs of vehicles being loaded or unloaded when the vehicles are equipped, to provide adequate protection for the operator during loading and unloading operations.

F. Warning System for Mobile Equipment

When mobile equipment is operated adjacent to an excavation or when such equipment is required to approach the edge of an excavation and the operator does not have a clear and direct view of the edge of the excavation, a warning system shall be utilized such as barricades, hand or mechanical signals or stop logs. If possible, the grade should be away from the excavation.

G. Hazardous Atmospheres

To prevent exposure to harmful levels of atmospheric contaminants and to assure acceptable atmospheric conditions, the following requirements shall apply:

Where a hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in areas where hazardous substances are stored nearby, the atmospheres in the excavation shall be tested before employees enter excavations greater than 4 feet (1.22 m) in depth.

Hazard	Minimum Allowable Conditions
Oxygen	Not less than 19.5% and not more than 23.5%*
Flammables	Less than 10% of the lower flammable limit*
Carbon Monoxide	Less than 35 ppm
Hydrogen Sulfide	Less than 10 ppm

- No employee shall enter an excavation that contains a known or suspected hazardous atmosphere.
- When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, testing shall be conducted as often as necessary to ensure that the atmosphere remains safe.
- Emergency rescue equipment, such as breathing apparatus, a safety harness and line or a basket stretcher, shall be readily available where hazardous atmospheric conditions exist or may reasonably be expected to develop during work in an excavation. This equipment shall be attended when in use.

Air testing devices shall be calibrated and maintained in accordance with the manufacturer's recommendations.

H. Bell-Bottom Pier Holes

Employees entering bell-bottom pier holes or other similar deep and confined footing excavations shall wear a harness with a lifeline securely attached to it. The lifeline shall be separate from any line used to handle materials and shall be individually attended at all times while the employee wearing the lifeline is in the excavation.

I. Protection from Water Accumulation Hazards

Employees shall not work in excavations in which there is accumulated water or in which water is accumulating unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. The precautions necessary to protect employees adequately vary with each situation, but could include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water or use of a safety harness and lifeline.

If water is controlled or prevented from accumulating by the use of water removal equipment, the water removal equipment and operations shall be monitored by a competent person to ensure proper operation.

If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes or other suitable means shall be used to prevent surface water from entering the excavation and to provide adequate drainage of the area adjacent to the excavation. Excavations subject to runoff from heavy rains will require an inspection by a competent person.

J. Stability of Adjacent Structures

Where the stability of adjoining buildings, walls or other structures is endangered by excavation operations, support systems such as shoring, bracing or underpinning shall be provided to ensure the stability of such structures for the protection of employees.

Excavation below the level of the base or footing of any foundation or retaining wall that could be reasonably expected to pose a hazard to employees shall not be permitted except when:

- A support system, such as underpinning, is provided to ensure the safety of employees and the stability of the structure; or
- The excavation is in stable rock; or
- A registered professional engineer has approved the determination that the structure is sufficiently removed from the excavation so as to be unaffected by the excavation activity; or
- A registered professional engineer has approved the determination that such excavation work will not pose a hazard to employees.

Sidewalks, pavements and appurtenant structures shall not be undermined unless a support system or another method of protection is provided to protect employees from the possible collapse of such structures.

K. Protection of Employees from Loose Rock or Soil

Adequate protection shall be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Such protection shall consist of scaling to remove loose material, installation of protective barricades at intervals as necessary on the face to stop and contain falling material, or other means that provide equivalent protection.

Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection shall be provided by placing and keeping such materials or equipment at least 2 feet (.61 m) from the edge of excavations or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations or by a combination of both if necessary.

L. Fall Protection

Walkways shall be provided where employees or equipment are required or permitted to cross over excavations. Guardrails which comply with 1926.502(b) shall be provided where walkways are 6 feet (1.8 m) or more above lower levels.

Adequate barrier physical protection shall be provided at all remotely-located excavations. All wells, pits, shafts, etc., shall be barricaded or covered. Upon completion of exploration and other similar operations, temporary wells, pits, shafts, etc., shall be backfilled.

Each employee at the edge of an excavation 6 feet (1.8 m) or more in depth shall be protected from falling by guardrail systems, fences or barricades when the excavations are not readily seen because of plant growth or other visual barrier.

CAVE-IN PROTECTION

Each employee in an excavation shall be protected from cave-ins by an adequate protective system except when:

- Excavations are made entirely in stable rock; or
- Excavations are less than 5 feet (1.52 m) in depth and examination of the ground by a competent person provides no indication of a potential cave-in.

Cave-in protection systems shall include:

- Sloping and benching.
- Timber and hydraulic shoring.
- Shields.

Cave-in protection systems for excavations greater than 20 feet deep shall be designed by a registered professional engineer.

A. Sloping and Benching Systems

Sloping and benching systems shall be constructed for existing soil conditions in accordance with appendices A and B to Subpart P of 29 CFR 1926.

Maximum allowable slopes for excavations less than 20 feet deep shall be as listed on table B1 of appendix B to Subpart P of part 29 CFR 1926.

Table B1 Of Appendix B To Subpart P Of Part 29 CFR 1926	
Soil Or Rock Type	Maximum Allowable Slopes (H:V)⁽¹⁾ For Excavations Less Than 20 Feet Deep⁽³⁾
Stable Rock	Vertical (90 Deg.)
Type A ⁽²⁾	3/4:1 (53 Deg.)
Type B	1:1 (45 Deg.)
Type C	1 1/2:1 (34 Deg.)

⁽¹⁾ Numbers shown in parentheses next to maximum allowable slopes are angles expressed in degrees from the horizontal. Angles have been rounded off.

⁽²⁾ A short-term maximum allowable slope of 1/2H:1V (63 degrees) is allowed in excavations in Type A soil that are 12 feet (3.67 m) or less in depth. Short-term maximum allowable slopes for excavations greater than 12 feet (3.67 m) in depth shall be 3/4H:1V (53 degrees).

⁽³⁾ Sloping or benching for excavations greater than 20 feet deep shall be designed by a registered professional engineer.

Employees shall not be permitted to work on the faces of sloped or benched excavations at levels above other employees except when employees at the lower levels are adequately protected from the hazard of falling, rolling or sliding material or equipment.

B. Shoring and Shielding

Shoring and shielding systems shall be designed using:

- Using appendices A, C and D to Subpart P of 29 CFR 1926.
 - Designs for timber shoring in trenches shall be determined in accordance with the conditions and requirements set forth in appendices A and C to Subpart P of 29 CFR 1926. Designs for aluminum hydraulic shoring shall be in accordance with paragraph (c)(2) of 29 CFR 1926.652, but if manufacturer's tabulated data cannot be utilized, designs shall be in accordance with appendix D to Subpart P of 29 CFR 1926.
- The manufacturer's tabulated data.
 - Deviation from the specifications, recommendations and limitations issued or made by the manufacturer shall only be allowed after the manufacturer issues specific written approval.

- Manufacturer's specifications, recommendations and limitations, and manufacturer's approval to deviate from the specifications, recommendations and limitations shall be in written form at the job site during construction of the protective system. After that time this data may be stored off the job site, but a copy shall be made available to OSHA upon request.
- Other tabulated data.
 - Designs of support systems, shield systems or other protective systems shall be selected from and be in accordance with tabulated data such as tables and charts.
 - The tabulated data shall be in written form and include all of the following: (1) identification of the parameters that affect the selection of a protective system drawn from such data, (2) identification of the limits of use of the data and (3) explanatory information as may be necessary to aid the user in making a correct selection of a protective system from the data.
 - At least one copy of the tabulated data which identifies the registered professional engineer who approved the data shall be maintained at the job site during construction of the protective system. After that time the data may be stored off the job site, but a copy of the data shall be made available to OSHA upon request.

Other protective systems not listed above shall be approved by a registered professional engineer.

C. Materials and Equipment

- Materials and equipment used for protective systems shall be free from damage or defects that might impair their proper function.
- Manufactured materials and equipment used for protective systems shall be used and maintained in a manner that is consistent with the recommendations of the manufacturer and in a manner that will prevent employee exposure to hazards.
- When material or equipment that is used for protective systems is damaged, a competent person shall examine the material or equipment and evaluate its suitability for continued use. If the competent person cannot assure the material or equipment is able to support the intended loads or is otherwise suitable for safe use, then such material or equipment shall be removed from service and shall be evaluated and approved by a registered professional engineer before being returned to service.

D. Installation/Removal of Support Systems

- Members of support systems shall be securely connected together to prevent sliding, falling, kick outs or other predictable failure.
- Support systems shall be installed and removed in a manner that protects employees from cave-ins, structural collapses or from being struck by members of the support system.
- Individual members of support systems shall not be subjected to loads exceeding those which those members were designed to withstand.
- Before temporary removal of individual members begins, additional precautions shall be taken to ensure the safety of employees such as installing other structural members to carry the loads imposed on the support system.

- Removal shall begin at, and progress from, the bottom of the excavation. Members shall be released slowly so as to note any indication of possible failure of the remaining members of the structure or possible cave-in of the sides of the excavation.
- Backfilling shall progress together with the removal of support systems from excavations.

E. Additional Requirements for Support Systems

- Excavation of material to a level no greater than 2 feet (.61 m) below the bottom of the members of a support system shall be permitted, but only if the system is designed to resist the forces calculated for the full depth of the trench and if there are no indications, while the trench is open, of a possible loss of soil from behind or below the bottom of the support system.
- Installation of a support system shall be closely coordinated with the excavation of trenches.

F. Shield Systems

- Shield systems shall not be subjected to loads exceeding those which the system was designed to withstand.
- Shields shall be installed in a manner to restrict lateral or other hazardous movement of the shield in the event of the application of sudden lateral loads.
- Employees shall be protected from the hazard of cave-ins when entering or exiting the areas protected by shields.
- Employees shall not be allowed in shields when shields are being installed, removed or moved vertically.
- Excavations of earth material to a level not greater than 2 feet (.61 m) below the bottom of a shield shall be permitted, but only if the shield is designed to resist the forces calculated for the full depth of the trench and there are no indications, while the trench is open, of a possible loss of soil from behind or below the bottom of the shield.



AGENDA ITEM

Big Lake City Council

Prepared By: Greg Zurbey, Liquor Manager	Meeting Date: 7/22/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6F
Item Description: Change of employment status for Jorgen Dahl to Full-time Lead Liquor Clerk		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 an employment status change for Jorgen Dahl to Full-time Lead Liquor Clerk effective August 2, 2020.

BACKGROUND/DISCUSSION

The Full-time Lead Liquor Clerk position was vacated in June 2020. Staff interviewed three candidates to fill the vacant position. All three candidates interviewed very well, and would be great assets to the City. Jorgen Dahl has been employed with the City as a Part-time Liquor Clerk since 2018 and has vast knowledge on the operations of the store. The interview panel unanimously recommended Jorgen to move into the full-time position. The other two candidates have also been offered part-time positions at the store as well.

FINANCIAL IMPACT

This is a vacant budgeted position. It is recommended that Jorgen Dahl start at Grade 5/Step 2 of the City's payscale.

STAFF RECOMMENDATION

Staff recommends advancing Jorgen Dahl from Part-time Liquor Clerk to Full-time Lead Liquor Clerk effective August 2, 2020.

ATTACHMENTS

None



AGENDA ITEM

Big Lake City Council

Prepared By: Greg Zurbey, Liquor Manager	Meeting Date: 7/22/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6G
Item Description: Hire of Part-time Lead Liquor Clerk Racquel Chaffee		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 the hire Racquel Chaffee as the Part-Time Lead Liquor Clerk effective August 3, 2020.

BACKGROUND/DISCUSSION

Staff is recommending Council approve the hire of Racquel Chaffee to fill the Part-Time Lead Liquor Clerk that is being vacated by Jodie Audette. Racquel Chaffee's start date will be 8/3/2020.

FINANCIAL IMPACT

This is a vacant budgeted position. It is recommended that Racquel Chaffee start at Grade 4/Step 1. This position includes no benefits.

STAFF RECOMMENDATION

Staff recommends hiring Racquel Chaffee as the Part-Time Lead Liquor Clerk effective August 3, 2020.

ATTACHMENTS

None



AGENDA ITEM

Big Lake City Council

Prepared By: Greg Zurbey, Liquor Manager	Meeting Date: 7/22/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6H
Item Description: New Part-time Liquor Clerk Hires - Lisa Geroux, Dain Thompson, and Donna Houn		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 the hire of Lisa Geroux, Dain Thompson, and Donna Houn as Part-time Liquor Clerks.

BACKGROUND/DISCUSSION

Staff is recommending Council appoint Lisa Geroux, Dain Thompson, and Donna Houn as new Part-time Liquor Clerks.

FINANCIAL IMPACT

It is recommended that all three start at step one (1) of the City's payscale.

STAFF RECOMMENDATION

Staff recommends hiring Lisa Geroux, Dain Thompson, and Donna Houn as presented.

ATTACHMENTS

None



AGENDA ITEM

Big Lake City Council

Prepared By: Joel Scharf, Chief of Police	Meeting Date: 7/22/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 61
Item Description: Accept the resignation of Police Specialist II Laurie Morris		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 Police Specialist II Laurie Morris effective August 5, 2020.

BACKGROUND/DISCUSSION

Laurie Morris began employment with the Big Lake Police Department in June of 2000. This year marks her 20th year of employment. Laurie has submitted her notice that she will be retiring effective August 5th. Laurie has been a stellar employee for our department, and she is universally respected for her knowledge and professional demeanor. Laurie will be missed by all, we wish her the very best in the next chapter of her life.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Accept resignation of Police Specialist II Laurie Morris effective August 5, 2020.

ATTACHMENTS

None



AGENDA ITEM

Big Lake City Council

Prepared By: Joel Scharf, Chief of Police	Meeting Date: 7/22/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6J
Item Description: Appoint Nicole Pearson to the position of Administrative Assistant		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 the appointment of Nicole Pearson to the position of Administrative Assistant.

BACKGROUND/DISCUSSION

The Big Lake Police Department recently undertook a selection process to fill the full time Administrative Assistant Position vacated by the retirement of Laurie Morris. During this process, our department received nearly 300 applications, of which 15 were selected for a formal interview. The interview panel unanimously selected Nicole Pearson to fill this position.

Nicole has worked for the Maple Grove Police Department as a Records Technician for the past 12 years. Nicole's current duties are nearly identical to that of an Administrative Assistant with the Big Lake Police Department, making her transition seamless. Nicole will be an excellent fit for our department, and she resides in Big Lake with her family.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Approve the appointment of Nicole Pearson as an Administrative Assistant within the Big Lake Police Department.

ATTACHMENTS

None



AGENDA ITEM

Big Lake City Council

Prepared By: Nick Abel, Streets and Parks Superintendent	Meeting Date: 7/22/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6K
Item Description: Purchase of Public Works Plow Truck Equipment	Reviewed By: Hanna Klimmek, Community Development Director		
	Reviewed By: Deb Wegeleben, Finance Director		

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the purchase of Public Works Plow Truck equipment as presented.

BACKGROUND/DISCUSSION

There has been a lot of discussion on the benefits of using rear mount wings for City plow trucks in the past several months. As of right now, the new plow truck that is on order was ordered with a front mount wing on it just like all of the other plow trucks we have. Staff would like to change the order to include a rear mount wing instead of a front mount wing.

The rear mount wing will provide more efficiency when plowing by allowing the operator to scrape the road with a belly blade and wing it off, all in one pass. With the equipment we currently use it requires two passes, which amounts to double the time and additional diesel fuel costs.

FINANCIAL IMPACT

The additional cost to change the wing style would be \$1,377.00. It is expected that a savings in Staff time and fuel costs will offset this additional cost. The \$1,377.00 would be paid out of CIP Fund 199.

STAFF RECOMMENDATION

Authorize the use of funds from CIP fund 199 for the purchase of Public Works plow truck equipment as discussed.

ATTACHMENTS

None



AGENDA ITEM

Big Lake City Council

Prepared By: Janette Rust, Accounting/Deputy Clerk	Meeting Date: 7/22/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7A
Item Description: Employee Recognitions		Reviewed By: Clay Wilfahrt, City Administrator Reviewed By: Deb Wegeleben, Finance Director	

ACTION REQUESTED

Present employee recognitions. No other action required.

BACKGROUND/DISCUSSION

The following employees reached milestone *Years of Service* in the months of April through September 2020 and will be recognized at the July 22, 2020 Regular City Council meeting:

1. Joe Brenteson, Public Works Department (April 23, 2015) – **5 years**
2. Nic Prigge, Police Department (July 20, 2015) – **5 Years**
3. Clay Wilfahrt, Administration Department (May 25, 2015) – **5 years**
4. Stacey Fox, Finance Department (March 13, 2000) – **20 years**
5. Laurie Morris, Police Department (June 12, 2000) – **20 years and Retirement 8/05/2020**
6. Gina Wolbeck, Administration Department (July 17, 2000) – **20 years**

Recognized employees will receive a certificate from the Mayor and City Council at the beginning of the meeting.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: Kevin Shay, Consultant City Planner	Meeting Date: 7/22/2020	Item No. 7B
Item Description: Preliminary Plat, Conditional Use Permit and Site Plan for Nystrom Treatment Facility	Reviewed By: Hanna Klimmek, Community Development Director Reviewed By: Clay Wilfahrt, City Administrator	

ACTION REQUESTED

Motion to approve a RESOLUTION approving a Preliminary Plat, Conditional Use Permit and Site Plan for the Nystrom Treatment Facility Project.

BACKGROUND/DISCUSSION

Overview/Background

Kevin Green with Wilkus Architects (Applicant) submitted a Zoning & Land Use application on behalf of Nystrom & Associates LTD, requesting City approval of a Preliminary Plat, Conditional Use Permit and Site Plan for the development of a vacant parcel of land; PID: 65-597-0010 (Subject Property). The site is located south of Forest Road and east of County Road 43. The Subject Property is requesting to construct a three-story in-patient treatment facility for those with substance dependency to have access to around the clock certified care.

Preliminary Plat. The Applicant is proposing to plat the property into two (2) parcels. The development will be platted to become Lot 1, Block 1, Station Street Nystrom Addition and Outlot A, Station Street Nystrom Addition.

Site Plan. The parcel will consist of one (1) building with a proposed outdoor recreational space consisting of a basketball court, bocce ball court, and shuffle board area. This is located within an internal walking trail throughout the property. The property has an area designated for future expansion of the facility.

Conditional Use Permit. The treatment facility is a “Group Care Facility” as determined by the zoning code, which is a conditional use permit in the Transit-Orient Development (TOD) District. The Applicant must meet the CUP criteria and the standards for Group Care Facilities.

The application was submitted on June 5, 2020. The Applicant was sent a complete letter on June 23, 2020. The 60-day review period expires of August 4, 2020.

Primary Issues to Consider

1. Land Use & Zoning
2. Site Information

Analysis of Primary Issues

1. Land Use & Zoning

The Subject Property, a 3.33-acre site, is currently guided as Transit-Orient Development per the Big Lake Comprehensive Plan, which is defined as follows: High-density attached housing; retail businesses; office buildings; mixed-use buildings. [Consisting of] Three rings of intensity [within] a walkable public realm.

On February 26, 2020 the City Council approved a final plat for a large parcel of land which is known as the Station Street development. The Subject Property is an Outlot from that development (Outlot A). All properties in the Station Street plat were rezoned from Agriculture to Transit-Oriented Design (TOD). Thus, the current zoning of the property is TOD.

The proposed use for the Subject Property is a conditional use according to the TOD zoning district [Section 1068] which was amended to allow Group Care Facilities on June 24, 2020. The surrounding properties consist of TOD to the North and East; R-1 and Ag to the West, and future neighborhood the South.

The Use is allowed per Zoning and Land Use.

2. General Site Information

Currently, the Subject Property is a single Outlot consisting of 3.33 acres (145,013 square feet). Proposed Lot 1, which the facility will be located on is planned to be 2.44 acres (106,134 square feet). Outlot A will consist of 0.89 acres (38,866 square feet). There are no established minimum or maximum lot areas for the TOD zone; rather there are requirements such as lot coverage that can determine the size of a property.

The Subject Property will have access from Station Street and will closely mirror the entrance to the Northstar Apartments. This access is planned to be utilized by Outlot A in the future. To ensure the parcel will have access, a Cross Access Easement agreement shall be entered into at time of Final Plat.

At maximum capacity, ten (10) to fifteen (15) employees will be on a shift servicing sixty-two (62) beds in thirty-four (34) rooms. Patients will be dropped off at the facility and stay for an average duration of 30-days. The facility has nursing quarters, cafeteria, meeting rooms and other essential facilities for typical residential uses. The use is a 'dry' facility that caters to those seeking mental health, psychiatric and chemical dependency help.

Lot Coverage and Surface Water

The total impervious area shown on the site plan for Lot 1 totals 1.21 acres (52,707 square feet) or 49% of the property. The TOD has lot coverage standards that have a minimum lot coverage of 60% net lot area, and can be reduced if 40% of the lot is designated as public open space area [Section 1068.05 Subd.2(1)]. If the Applicant dedicated 40% (0.97 acres), the City would have to own and maintain that area. The Subject Property proposes to include an outdoor recreational area for patients which constitutes as open space, but privately owned. This property is subject to the 60% lot coverage requirement, but the lot coverage area is not met. The future expansion plans for the facility will increase and become closer to fifty-five percent (55%) lot coverage. The Applicant must either submit for a variance at time of final plat, or increase the lot coverage of the property.

Currently, there are no systems installed on the Subject Property to mitigate water and there are no wetlands or stormwater ponds. Because the property will be improved with impervious surface, the property is required to mitigate water runoff on-site. The submitted plan show the property installing two (2) sedimentation basins and two (2) infiltration basins. These basins are designed to serve the future building expansion of Nystrom and potentially have capacity for the development of Outlot A. However, the stormwater calculations would be reexamined at time of development. The location, design and size of the basins have been reviewed by the consultant engineering firm. The systems prove to be adequate with a few minor amendments.

Lot coverage is satisfied. Filtration basins are adequate.

Parking Standards

The parking plan shows forty-three (43) parking spaces for the property, including two (2) accessible spaces. According to City Code Section 1030.11 Subd.13, there is a requirement for Long-Term Care and Physical

Disability Housing which can be considered to be the same use as the proposed facility with the difference being short-term versus long-term care. The parking ratio for the use requires a total of twenty- four (24) parking stalls. The TOD zone states that the number of parking stalls shall not exceed 104 stalls [Section 1068.04] which reads “Not more than one (1) parking space per one hundred (100) square feet of gross building area”.

Provided Stalls	Required Stalls
43	24

The parking ratio is as follows: One (1) stall per four (4) beds for which accommodations are offered plus one (1) per each two (2) employees [Section 1030.11 Subd.13]. The facility offers sixty-two (62) beds. The required parking for the beds is sixteen (16) and, using the highest number of the employees on a shift which is fifteen (15), the requires stalls is eight (8) for employees. Again, the total parking required is twenty-four (24). The future expansion would include twenty-six (26) rooms (13 rooms for level 2 & 3) for a total of fifty (50) beds. That would account for thirteen (13) more stalls for a new total of thirty-seven (37).

TOD requires certain parking standards including parking lot location, landscaped parking islands, screening, bicycle racks and walkway connections. Those standards, per Section 1068.05, have been analyzed and found to be adequate.

Parking requirements are satisfied.

Sidewalks

Sidewalks are required to be placed along all public right-of-way and be no less than six (6) feet in width [Section 1068.05 Subd.4]. The Applicant is showing improvements along County Road 43 and Forest Road in addition to the interior sidewalks. Light fixtures, benches, and trash receptacles are located in the plaza area as required per Section 1068.06

Sidewalk requirements are satisfied.

Building Setbacks and Height Requirements

The proposed facility abuts two (2) public rights-of-way (County Road 43 and Forest Road), making this parcel a corner lot. According to the Station and Midway zone requirements, a front yard setback for mixed-use buildings require a minimum of a zero (0) feet and a maximum of five (5) foot setback. However, the ‘front yard setback may be increased to twenty-five (25) feet from the front property line if a courtyard, plaza or seating area is incorporated into the development (adjacent to a public street)’ [Section 1068.05 Subd.1 (1)(a)]. The Applicant is proposing the building setback from Forest Road to be twenty-five (25) feet. Per code, they have the ability to exceed the setback due to the construction of a plaza area. Said plaza area consists of a decorative awning, concrete patio, seating area and landscaping.

The side yard setback has a minimum requirement of a zero (0) foot setback and a maximum of twenty-five (25) feet. According to the definition of Front Lot Line as established in Section 1001.02, is “the boundary of a lot which abuts an existing or dedicated public street, and in the case of a corner lot, it shall be the shortest dimension on a public street. If the dimensions of a corner lot are equal, the front line shall be designated by the City Building Official”. The building official has indicated that the front lot line would be considered the property line along Forest Road. In addition to that determination, Section 1068.06 Subd.2 (1)(b) states that “all buildings shall provide a main entrance on the façade of the building facing the transit station or streets leading to the transit station”.

Thus, County Road 43 would be considered to be a side yard, and the side yard setbacks would apply. The applicant proposed the setback from County Road 43 to fifteen (15) feet. No plaza area is proposed for this

side of the building, although the submitted plan shows sidewalks leading from the building to the public sidewalk. The rear yard setback for the TOD zone is fifteen (15) feet. This would be considered to be the minimum setback requirement. In this case, the proposed building setback does not encroach into the rear yard setback.

The dimensional requirements as listed in Section 1068.05 Subd.3 states that the building height has a minimum requirement of two (2) stories or thirty (30) feet and a maximum of five (5) stories or sixty (60) feet. The proposed building is 48 feet and three stories.

The proposed building height and setbacks are satisfied.

Building Materials & Building Facades

The TOD zone requires building facades that “shall be consistent with the guidelines of the Big Lake Downtown Design Standards. Application of the standards shall follow the same procedure as in the Downtown Design Standards- Transition Zone.” [Section 1068.06 Subd. 2 (1)(a). The Downtown Design Standards (DDS) has guidelines and regulations as it pertains to the requirements in the DDS. The Transition Zone applies the *guidelines* of the DDS whereas, the Central Business District overlay must apply the *regulations*. As stated in the DDS, the Transition Zone treats the guidelines as suggestion rather than binding rules. Guidelines for building materials are listed below:

- Buildings should be designed with quality materials on all sides. All facades shall be articulated with a variety of materials, although the front façade may have a unique design or more significant glazing.
- Buildings should be constructed and maintained for permanence and longevity therefore durable, maintainable materials should be used.
- Where building materials are different from level to level, color, texture and form should be integrated between levels where possible.
- Buildings should be finished in acceptable tones and colors that complement neighboring buildings.

The colored architectural elevations provided by the Applicant shows a finished design using a mix of materials with articulations in the roof and decorative awnings. The building material varies as from story to story and reflect different forms of texture and color. The applicant is providing siding that consists of LedgeStone, Board and Batten, Cedar Shakes, and Lap Siding. The overall building area consists of twenty-five percent (25%) ledgeStone, but the building façade fronting Forest Road has an increased ledgeStone area to increase aesthetics. This type of building design and materials are similar and consistent with other projects within the TOD zone. The proposed materials are consistent with the approved materials as listed in the General Building Regulations section of code [Section 1040].

Building façade and material requirements are satisfied.

Landscape Plan

The parcel has been used for farming purposes and has few trees of significance existing on the property. Any trees will be removed from the Subject Property except for existing boulevard trees abutting Forest Road. For landscaping, City Code requires a specific size and species of tree and plants. The landscape plan shows nineteen (19) trees and fifty-one (51) shrubs around the property, all which are approved species. Below outlines the required number of plantings versus the proposed planting.

	Code Requires	Proposed
Trees	17 deciduous	10 deciduous
Trees	17 coniferous	9 coniferous
Trees	Substitute 1 overstory tree for 3 ornamental trees	0 ornamental
Shrubs	Substitute 1 overstory tree for 3 shrubs	51 shrubs
Total	34* trees	71 trees and shrubs

*Excludes substituting ornamental trees/shrubs

Code states that the complement of trees fulfilling the requirements of this Section shall be not less than twenty-five (25) percent deciduous and not less than twenty-five (25) percent coniferous. The Applicant has enough trees proposed to meet that requirement, which requires at least nine (9) trees deciduous and nine (9) trees coniferous.

Landscape plan requirements are satisfied.

Conditional Use Criteria

The Applicant is requesting a CUP to conduct their operations as a Group Care Facility. The performance standards for this use are as follows [Section 1068.02]:

- 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.

Nystrom & Associates is a licensed operation through all applicable governmental agencies and will provide the City with those licenses before receiving the Certificate of Occupancy. The operation will continue to be monitored on a continuous basis. The operation requires a spatial distance from another facility of the same use, there is no other facility within the distance as established in the performance standards. The Subject Property is within the TOD zone which is planned to encourage pedestrian movement and public transportation, but is not five hundred (500) feet from a public transit route stop. The Subject Property is approximately 750 feet from the Northstar Transit Center. The City Council should discuss if this location is adequate as it relates to pedestrian access to transportation.

The Planning Commission held a public hearing to consider the application on July 1, 2020 and analyzed the possible adverse effects of the proposed conditional use permit. The judgment of the Planning Commission with regard to the application was based upon 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.

- b. The proposed action meets the purpose and intent of this Ordinance and the intent of the underlying zoning district.
- c. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- d. There is an adequate buffer yard or transition provided between potentially incompatible uses or districts.
- e. The proposed use is or will be compatible with present and future land uses of the area.
- f. The proposed use conforms with all performance standards contained within this Ordinance.
- g. Traffic generation by the proposed use is within capabilities of streets serving the property.

In addition to the above general criteria, the proposed conditional use permit meets the criteria specified for the business zoning district outlined as follows.

- 1. Traffic. The proposed use will not cause traffic hazards or congestion.
- 2. Nearby Residences. Adjacent residentially-zoned land will not be adversely affected because of traffic generation, noise, glare, or other nuisance characteristics.

It has been found that the proposed use on the Subject Property is consistent with zoning and land use. The TOD zone incorporates and encourages a mix of uses, such as residential and commercial uses in close proximity. The future use for this area focuses on walkability and one of the many goals is to focus on design and layout of the properties. This includes increased landscaping, sidewalks and screening of parking lots. The proposed use has conformed to the standards of the ordinance and in nature, does not have high traffic volumes. There are no implications that this proposed use will increase traffic, noise, glare or other nuisances. The City Council should evaluate the proposed use and determine if the use meets the intent of code and meets the conditional use criteria.

PLANNING COMMISSION

The Planning Commission held a public hearing and reviewed the development application at their regularly scheduled meeting on July 1, 2020. One person besides the applicant spoke at the public hearing with concerns regarding security.

The Planning Commission discussed the proposal and passed a motion recommending approval with minor changes with a 5-0 vote. The changes are reflected in the staff report and resolution.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

City staff is recommending approval of the Preliminary Plat, Conditional Use Permit and Site Plan for the Nystrom Treatment Facility. Staff recommends the City Council makes the following motion:

Motion to approve the request for a Preliminary Plat, Conditional Use Permit and Site Plan for Nystrom Treatment Facility, located at PID: 65-597-0010, subject to the following conditions:

- 1. Address any outstanding engineer comments dated June 16, 2020.
- 2. The planned expansion for the facility will require a site plan amendment at which point parking and stormwater calculations will be evaluated.

3. This site plan becomes null and void if no construction starts within one (1) year.
4. The Applicant shall provide the City of Big Lake with all applicable governmental licenses for the Group Care Facility before the City issues a Certificate of Occupancy.
5. Work within City and County right-of-way will require the appropriate permitting.

ATTACHMENTS

Attachment A: Site Location Map

Attachment B: Engineer's Memo

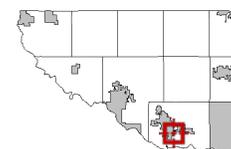
Attachment C: Engineering Plans

Attachment D: Building Elevations

Attachment E: Resolution approving the preliminary plat, conditional use permit and site plan for Nystrom Treatment Facility



Overview



Legend

- Exempt Wetlands**
- Not Classified
- General Development
- Natural Environment
- Recreational Development
- Parcels
- Streams

Parcel ID	65-597-0010	Alternate ID	n/a	Owner Address	18980 COUNTY ROAD 43 NW
Sec/Twp/Rng	29-33-27	Class	101-Agricultural		BIG LAKE MN 55309
Property Address		Acreage	3.32		
District	BIG LAKE CITY				
Brief Tax Description	n/a				

(Note: Not to be used on legal documents)

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

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

June 16, 2020

Amy Barthel, City Planner
160 Lake Street North
Big Lake, MN 55309

RE: Treatment Center Preliminary Plat
City of Big Lake, Minnesota
Project No.: W18.120331

Dear Amy,

We have reviewed the Preliminary Plat and civil construction plans submitted for the above referenced project dated 6-4-2020 and have the following comments:

1. The applicant shall clarify the intent of the note indicating a drainage and utility easement over all of Outlot A.
2. The applicant shall enter into a Stormwater Maintenance Agreement for all stormwater basins on the property.
3. All storm water sedimentation and infiltration basins shall be contained within drainage and utility easements.
4. The applicant shall obtain a Right-of-Way permit from the City of Big Lake prior to construction.
5. The applicant shall provide a traffic control plan illustrating uninterrupted access along Forest Road and Station Street while excavating within them for the review of the City of Big Lake.
6. The pedestrian ramp at the intersection of CSAH 43 and Forest Road shall be constructed to direct pedestrians north across Forest Road. Modifications to the pedestrian ramp on the north side of the intersection may be required.
7. The applicant shall be responsible for striping crosswalks at the proposed pedestrian ramp locations.
8. The applicant shall be responsible for replacing all existing pavement markings damaged by construction.
9. The applicant shall clarify whether the sedimentation basins upstream of infiltration basin 1 are intended to be wet and if so, how the bottom of the basins will be sealed to retain water.
10. The stormwater basin EOFs shall be reconciled with the drainage calculations and their locations shall be clearly identified on the construction plans.
11. The applicant shall indicate whether engineered soil media will be installed within the infiltration basins. Additional detail shall be provided for the proposed infiltration basin construction. If native topsoil is proposed within the basins, it shall be tested to confirm that it does not contain more than 5% clay.
12. Non-shrink grout shall be utilized at all pipe penetrations and between all concrete adjusting rings.

Amy Barthel, City Planner

June 16, 2020

Page 2

13. All watermain shall be installed with a minimum of 8 feet of cover to the top of the pipe.
14. All gate valves shall be constructed with extension stems according to City of Big Lake standard detail 6-404.
15. No. 12 AWG tracer wire, coated green shall be installed with the proposed sanitary sewer.
16. The applicant shall provide additional detail for the proposed SANMH 1 construction. The proposed manhole shall be constructed with pre-formed inverts and boots. An inside drop will not be permitted.
17. All manhole joints located within two feet of the water table shall be wrapped according to Big Lake Standard Detail 5-008.
18. The applicant shall submit buoyancy calculations for SANMH 1.
19. The Concrete Valley Gutter detail 7-100 included on sheet C8-1 shall be removed and replaced with City of Big Lake detail 7-100R.
20. The applicant shall schedule, and their contractors working within the city right-of-way shall attend a pre-construction meeting prior to construction at the site. The pre-construction meeting date and time shall be coordinated with the City Engineer.
21. All construction shall be in accordance with the City of Big Lake Standards.
22. Revised plans shall be labeled "Final Plans for Construction" and shall be submitted to the City of Big Lake for review.

We recommend approval of the Preliminary Plat contingent on the above mentioned comments as well as comments received from city staff, commissions, and council.

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

Sincerely,

Bolton & Menk, Inc.



Jared Voge, P.E.
Principal Engineer



NOTE: EXISTING CONDITIONS INFORMATION SHOWN IS FROM A BOUNDARY & TOPOGRAPHIC SURVEY PROVIDED BY LOUCKS, DATED MARCH, 2020.

BIG LAKE TREATMENT CENTER

BIG LAKE, MINNESOTA

BRIGHTON PROFESSIONAL BUILDING

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LEGEND

- FOUND OPEN IRON MONUMENT UNLESS SHOWN OTHERWISE
SET 1/2 INCH X 14 INCH IRON MONUMENT, MARKED "LS 48988"
CATCH BASIN
STORM MANHOLE
SANITARY MANHOLE
HYDRANT
GATE VALVE
ELECTRIC TRANSFORMER
ELECTRIC METER
GAS METER
GUY WIRE
HAND HOLE
LIGHT POLE
POWER POLE
TELEPHONE PEDESTAL
SIGN
PARKING STALL COUNT
DISABLED PARKING STALL
SCHEDULE B II ITEM
STORM SEWER
SANITARY SEWER
WATERMAIN
SANITARY SEWER SERVICE
WATER SERVICE
UNDERGROUND ELECTRIC
UNDERGROUND FIBER OPTIC
UNDERGROUND GAS
UNDERGROUND TELEPHONE
OVERHEAD UTILITY
CHAIN LINK FENCE
CONCRETE CURB
RETAINING WALL
CONCRETE
NO PARKING
EXISTING BUILDING
CONTOUR
SPOT ELEVATION
TREE LINE
CONIFEROUS TREE
PINE
DECIDUOUS TREE
ASH
MAPLE
TREE (GEN)

CITY OF BIG LAKE NOTES

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3. CONTRACTOR SHALL REPLACE ALL EXISTING PAVEMENT MARKINGS DAMAGED DURING CONSTRUCTION.
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5. ALL WATERMAIN SHALL BE INSTALLED WITH A MINIMUM OF 8 FEET OF COVER TO THE TOP OF PIPE.
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SUBMITTAL/REVISIONS

Table with 2 columns: Date and Description. Includes entries for 06/02/20 CITY SUBMITTAL, 06/26/20 CITY RESUBMITTAL, and 07/13/20 CITY RESUBMITTAL.

PROFESSIONAL SIGNATURE

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.

Trevor D. Gruys - PE License No. 53706 Date 06/26/20

QUALITY CONTROL

Loucks Project No. 19908 Project Lead TDG Drawn By ZBM/MDC Checked By TDG Review Date 06/26/20

SHEET INDEX

Table listing sheet numbers and titles: C1-1 EXISTING CONDITIONS, C1-2 DEMOLITION PLAN, C2-1 SITE PLAN, C3-1 GRADING PLAN, C3-2 SWPPP, C3-3 SWPPP NOTES, C4-1 UTILITY PLAN (STORM SEWER), C4-2 UTILITY PLAN (SANITARY SEWER & WATERMAIN), C8-1 CIVIL DETAILS, C8-2 CIVIL DETAILS, C8-3 CIVIL DETAILS, L1-1 LANDSCAPE PLAN, L1-2 LANDSCAPE DETAILS, L2-2 LANDSCAPE DETAILS.



CALL BEFORE YOU DIG Gopher State One Call TWIN CITY AREA: 651-454-0002 TOLL FREE: 1-800-252-1166

WARNING:

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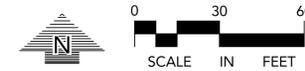
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EXISTING CONDITIONS

C1-1

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LEGEND

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○ SET 1/2 INCH X 14 INCH IRON MONUMENT, MARKED "LS 48988"	—>—> SANITARY SEWER
⊠ CATCH BASIN	— — WATERMAIN
⊙ STORM MANHOLE	—S— SANITARY SEWER SERVICE
○ SANITARY MANHOLE	—W— WATER SERVICE
⊕ HYDRANT	—ELE— UNDERGROUND ELECTRIC
⊕ GATE VALVE	—FO— UNDERGROUND FIBER OPTIC
⊕ ELECTRIC TRANSFORMER	—GAS— UNDERGROUND GAS
⊕ ELECTRIC METER	—TEL— UNDERGROUND TELEPHONE
⊕ GAS METER	—OH— OVERHEAD UTILITY
← GUY WIRE	—○— CHAIN LINK FENCE
⊕ HAND HOLE	===== CONCRETE CURB
⊕ LIGHT POLE	===== RETAINING WALL
⊕ POWER POLE	===== CONCRETE
⊕ TELEPHONE PEDESTAL	===== NO PARKING
⊕ SIGN	===== EXISTING BUILDING
⊕ PARKING STALL COUNT	⊕ 97.2 SPOT ELEVATION
⊕ SCHEDULE B II ITEM	—○— TREE LINE
	⊕ CONIFEROUS TREE
	⊕ PINE
	⊕ DECIDUOUS TREE
	⊕ ASH
	⊕ MAPLE
	⊕ TREE (GEN)

DEMOLITION LEGEND:

=====	REMOVE EXISTING BITUMINOUS PAVING
=====	REMOVE EXISTING TREES/WOODS
-----	REMOVE EXISTING CURB & GUTTER, RETAINING WALLS, FENCE, ETC.
-----	REMOVE EXISTING UTILITIES
⊕	REMOVE EXISTING MANHOLES, POWER POLES, LIGHT POLES, BOLLARDS, PARKING METERS, SIGNS, ETC.
⊕	REMOVE EXISTING TREES
=====	TREE PROTECTION FENCE

SITE DEMOLITION NOTES

- CONTRACTOR SHALL REMOVE AND/OR RELOCATE EXISTING PRIVATE UTILITIES AS NECESSARY. CONTRACTOR TO COORDINATE ACTIVITIES WITH UTILITY COMPANIES.
- CONTRACTOR SHALL PROTECT SURFACE AND SUBSURFACE FEATURES NOT NOTED FOR REMOVAL.
- CONTRACTOR TO CLEAR AND GRUB EXISTING VEGETATION WITHIN CONSTRUCTION LIMITS, STRIP TOP SOIL, AND STOCKPILE ON-SITE. REFER TO GRADING PLAN AND SWPPP FOR SEDIMENT AND EROSION CONTROL REQUIREMENTS.
- CLEAR AND GRUB AND REMOVE ALL TREES, VEGETATION AND SITE DEBRIS PRIOR TO GRADING. ALL REMOVED MATERIAL SHALL BE HAULED FROM THE SITE DAILY. ALL CLEARING AND GRUBBING AND REMOVALS SHALL BE PERFORMED PER THE CONTRACT SPECIFICATIONS. EROSION CONTROL MEASURES SHALL BE IMMEDIATELY ESTABLISHED UPON REMOVAL. SEE THE STORMWATER POLLUTION PREVENTION PLAN (SWPPP).
- CONTRACTOR SHALL REMOVE ALL SITE SURFACE FEATURES WITHIN REMOVAL LIMITS UNLESS OTHERWISE NOTED.
- CONTRACTOR TO COORDINATE ALL WORK WITHIN THE PUBLIC RIGHT-OF-WAY WITH THE CITY OF BIG LAKE.
- WELLS ON THE PROPERTY SHALL BE SEALED BY A MINNESOTA DEPARTMENT OF HEALTH (MDH) LICENSED CONTRACTOR.

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Trevor D. Grays - PE
 License No. 53706
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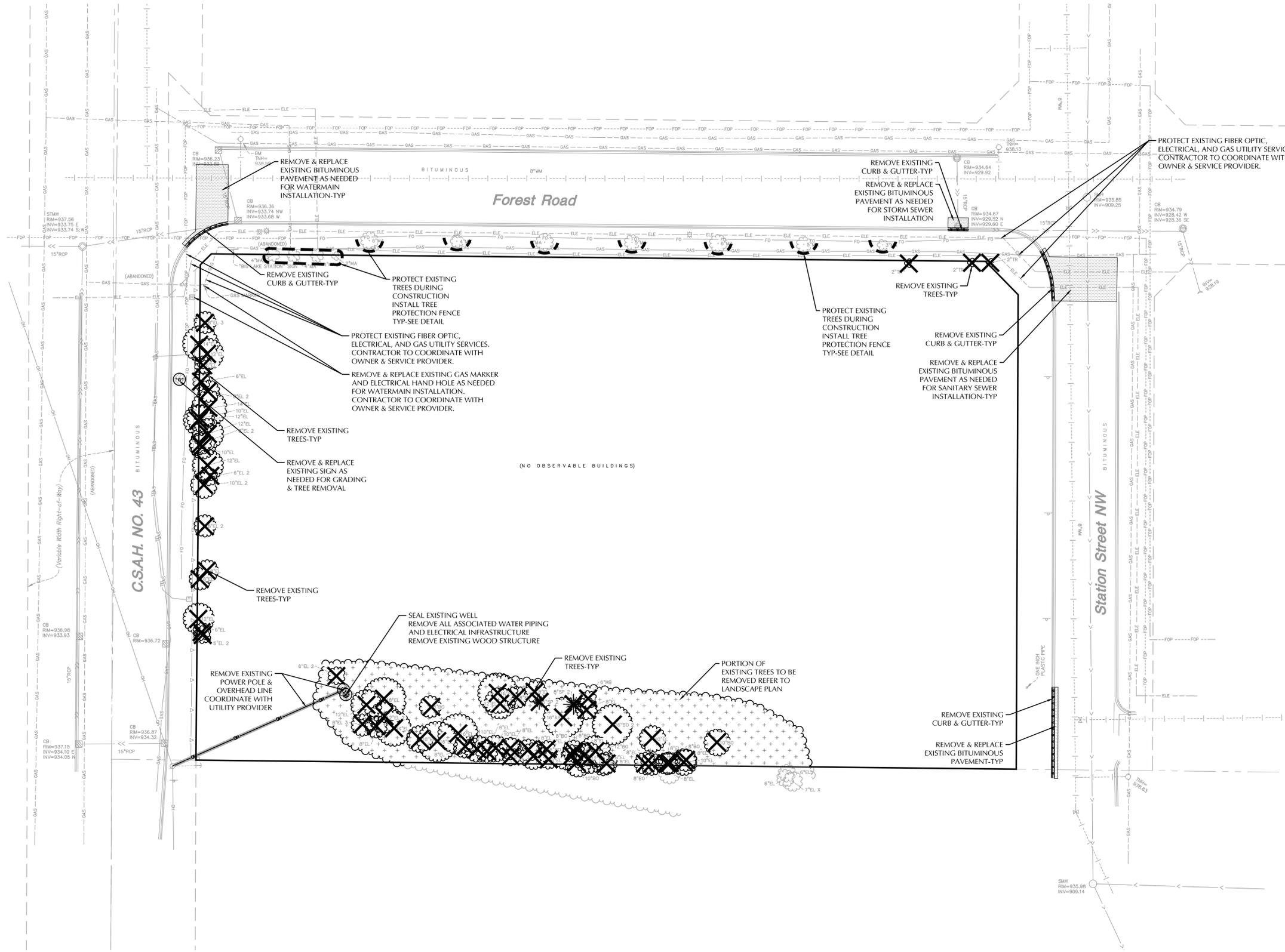
QUALITY CONTROL

Loucks Project No. 19908
 Project Lead TDG
 Drawn By ZBM/MDC
 Checked By TDG
 Review Date 06/26/20

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L2-2	LANDSCAPE DETAILS

DEMOLITION PLAN
C1-2





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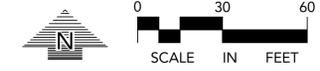
CIVIL LEGEND

EXISTING	PROPOSED	EXISTING	PROPOSED

PAVEMENT TYPES

	CONCRETE SIDEWALK
	DECORATIVE CONCRETE BANDING
	CONCRETE PAVEMENT
	LIGHT DUTY BITUMINOUS PAVEMENT
	HEAVY DUTY BITUMINOUS PAVEMENT

NOTE: SEE PAVEMENT SECTIONS ON SHEET C8-1 AND C8-2 FOR TYPE AND DEPTH INFORMATION.



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SITE DATA

CURRENT ZONING: TRANSIT-ORIENTED DEVELOPMENT (TOD)
 PROPOSED ZONING: TRANSIT-ORIENTED DEVELOPMENT (TOD)
 PROPERTY AREA: 3.33 AC
 DISTURBED AREA: 2.53 AC
 EXISTING IMPERVIOUS AREA: 0 AC
 PROPOSED IMPERVIOUS AREA: 1.21 AC
 *EXISTING & PROPOSED IMPERVIOUS AREAS ARE BASED ON LOT 1, BLOCK 1.
DEVELOPMENT AND DESIGN STANDARDS
 YARD (BUILDING) SETBACKS:
 FRONT 5 FT MINIMUM / 25 FT MAXIMUM
 SIDE 0 FT MINIMUM / 25 FT MAXIMUM
 REAR 15 FT MINIMUM

OFF-STREET PARKING AND DESIGN STANDARD REQUIREMENTS

MINIMUM PARKING LAYOUT DIMENSIONS (90 DEGREE PATTERN):
 PARKING SPACE WIDTH = 9 FT
 PARKING SPACE LENGTH = 20 FT
 MANEUVERING LANE WIDTH = 24 FT

OFF-STREET PARKING CALCULATIONS

TOTAL PARKING REQUIRED = 43 STALLS
 TOTAL PARKING PROVIDED = 43 STALLS

ACCESSIBLE PARKING

PROPOSED ACCESSIBLE PARKING PROVIDED: 2 STALLS
 REQUIRED ACCESSIBLE PARKING: 2 STALLS**

****REQUIRED MINIMUM NUMBER OF ACCESSIBLE SPACES FOR 1 TO 50 STALLS**

SITE NOTES

- ALL PAVING, CONCRETE CURB, GUTTER AND SIDEWALK SHALL BE FURNISHED AND INSTALLED IN ACCORDANCE WITH THE DETAILS SHOWN PER THE DETAIL SHEET(S) AND STATE/LOCAL JURISDICTION REQUIREMENTS.
- ACCESSIBLE PARKING AND ACCESSIBLE ROUTES SHALL BE PROVIDED PER CURRENT ADA STANDARDS AND LOCAL/STATE REQUIREMENTS.
- ALL CURB DIMENSIONS SHOWN ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
- ALL BUILDING DIMENSIONS ARE TO THE OUTSIDE FACE OF WALL UNLESS OTHERWISE NOTED.
- TYPICAL FULL SIZED PARKING STALL IS 9' X 18' UNLESS OTHERWISE NOTED.
- ALL CURB RADII SHALL BE 5.0' UNLESS OTHERWISE NOTED.
- BITUMINOUS IMPREGNATED FIBER BOARD TO BE PLACED AT FULL DEPTH OF CONCRETE ADJACENT TO EXISTING STRUCTURES AND BEHIND CURB ADJACENT TO DRIVEWAYS AND SIDEWALKS.
- SEE SITE ELECTRICAL PLAN FOR SITE LIGHTING.

SIGNAGE AND STRIPING NOTES

- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SITE SIGNAGE AND STRIPING AS SHOWN ON THIS PLAN.
- CONTRACTOR SHALL PAINT ALL ACCESSIBLE STALLS, LOGOS AND CROSS HATCH LOADING AISLES WITH WHITE PAVEMENT MARKING PAINT, 4" IN WIDTH.
- CONTRACTOR SHALL PAINT ANY/ALL DIRECTIONAL TRAFFIC ARROWS, AS SHOWN, IN WHITE PAINT.
- ALL SIGNAGE SHALL INCLUDE POST, CONCRETE FOOTING AND STEEL CASING WHERE REQUIRED.
- ALL SIGNAGE NOT PROTECTED BY CURB, LOCATED IN PARKING LOT OR OTHER PAVED AREAS TO BE PLACED IN STEEL CASING, FILLED WITH CONCRETE AND PAINTED YELLOW. REFER TO DETAIL.
- ANY/ALL STOP SIGNS TO INCLUDE A 24" WIDE PAINTED STOP BAR IN WHITE PAINT, PLACED AT THE STOP SIGN LOCATION, A MINIMUM OF 4' FROM CROSSWALK IF APPLICABLE. ALL STOP BARS SHALL EXTEND FROM DIRECTIONAL TRANSITION BETWEEN LANES TO CURB.
- ALL SIGNS TO BE PLACED 18" BEHIND BACK OF CURB UNLESS OTHERWISE NOTED.

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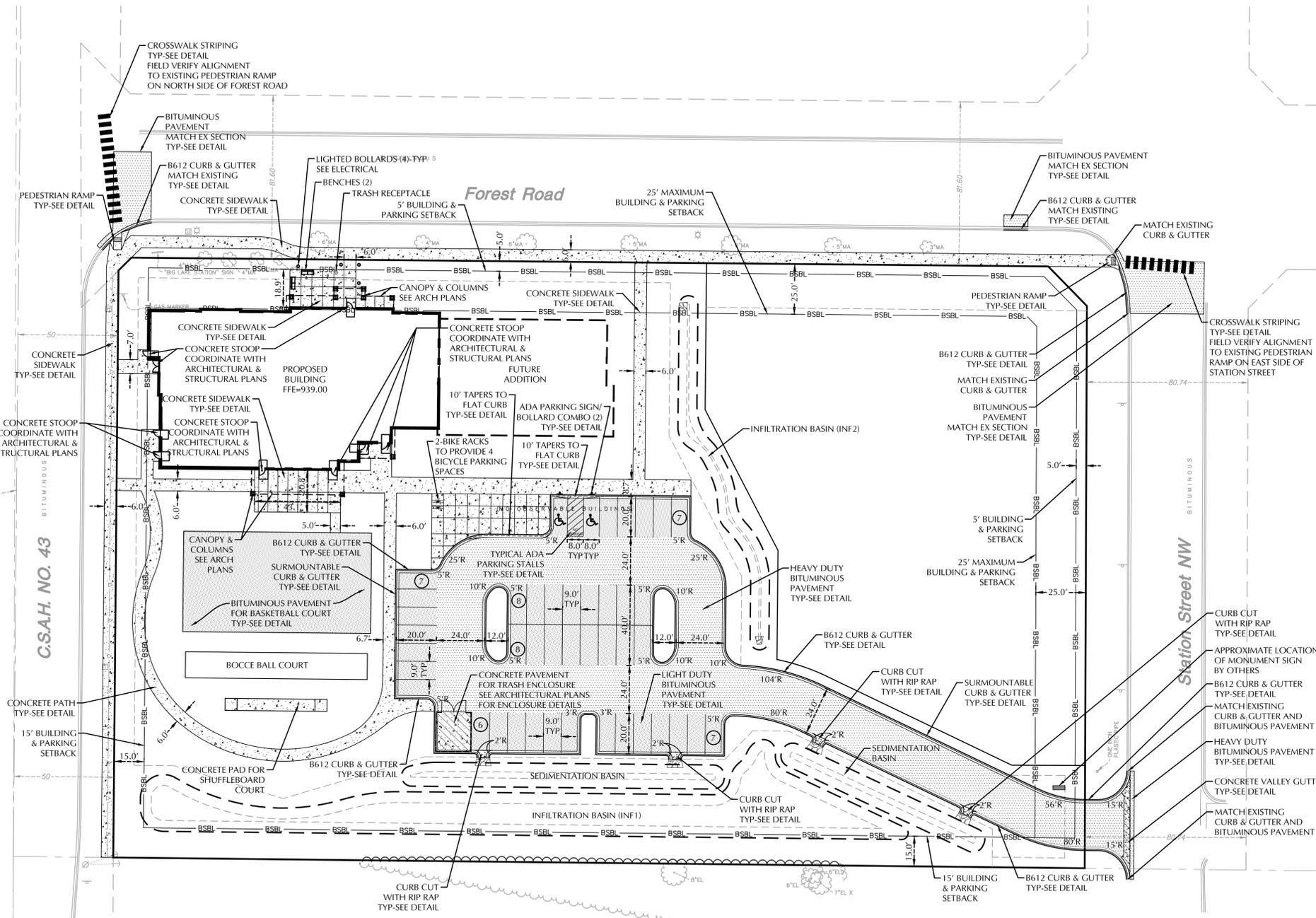
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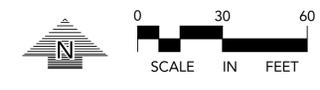
SITE PLAN
C2-1



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CIVIL LEGEND

EXISTING	PROPOSED
Sanitary Manhole	Sanitary Manhole
Storm Manhole	Storm Manhole
Catch Basin	Catch Basin
Culvert	Culvert
Hydrant	Hydrant
Gate Valve	Gate Valve
Post Indicator Valve	Post Indicator Valve
Light Pole	Light Pole
Power Pole	Power Pole
Sign	Sign
Benchmark	Benchmark
Sol Borings	Sol Borings
Water Manhole	Water Manhole
Telephone Manhole	Telephone Manhole
Utility Manhole	Utility Manhole
Electric Manhole	Electric Manhole
Water Service	Water Service
Sanitary Service	Sanitary Service
Handicap Parking	Handicap Parking
Direction of Flow	Direction of Flow
Spot Elevation	Spot Elevation
Contours	Contours
Sanitary Sewer	Sanitary Sewer
Storm Sewer	Storm Sewer
Watermain	Watermain
Foreman	Foreman
Drain Tile	Drain Tile
Silt Fence	Silt Fence
Curb & Gutter	Curb & Gutter
Retaining Wall	Retaining Wall
Treeline	Treeline
Easement Line	Easement Line
Setback Line	Setback Line
Fence Line	Fence Line
Underground Tele	Underground Tele
Underground Gas	Underground Gas
Overhead Utility	Overhead Utility
Underground Fiber Optic	Underground Fiber Optic
Underground Electric	Underground Electric
Underground Cable TV	Underground Cable TV
Property Line	Property Line
Coniferous Tree	Coniferous Tree
Deciduous Tree	Deciduous Tree
Parking Counts	Parking Counts

BIG LAKE TREATMENT CENTER
 BIG LAKE, MINNESOTA

BRIGHTON PROFESSIONAL BUILDING
 1900 SILVER LAKE ROAD
 SUITE 110
 NEW BRIGHTON, MN 55112

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SUBMITTAL/REVISIONS

06/20/20	CITY SUBMITTAL
06/26/20	CITY RESUBMITTAL
07/13/20	CITY RESUBMITTAL

PROFESSIONAL SIGNATURE
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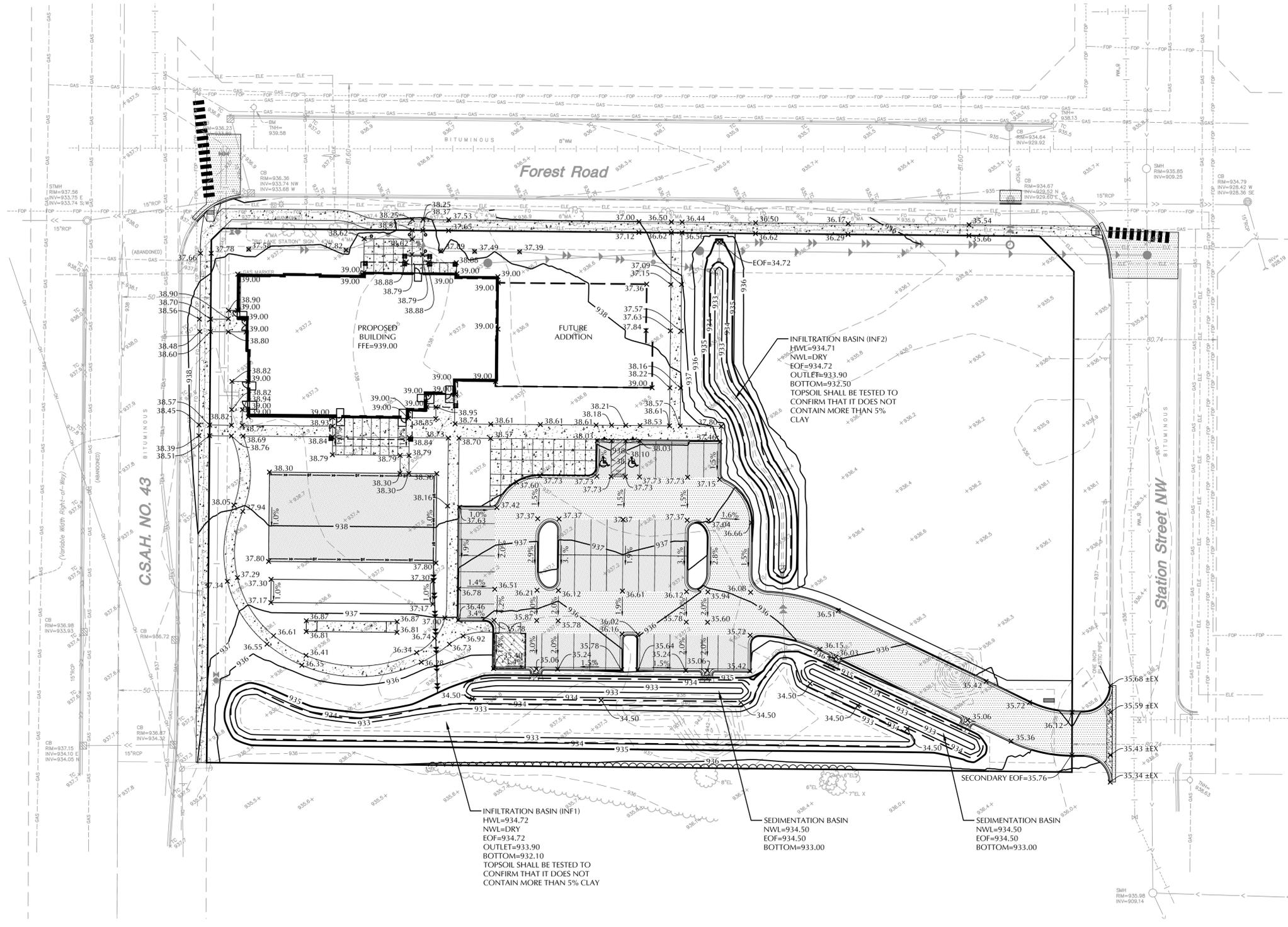
Trevor D. Grays - PE
 License No. 53706
 Date 06/26/20

QUALITY CONTROL
 Loucks Project No. 19908
 Project Lead TDG
 Drawn By ZBM/MDC
 Checked By TDG
 Review Date 06/26/20

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GRADING AND DRAINAGE PLAN
C3-1



GRADING, DRAINAGE & EROSION CONTROL NOTES

- SPOT ELEVATIONS REPRESENT FINISHED SURFACE GRADES, GUTTER/FLOW LINE, FACE OF BUILDING, OR EDGE OF PAVEMENT UNLESS OTHERWISE NOTED.
- ALL ACCESSIBLE ROUTES SHALL NOT EXCEED 2% CROSS SLOPE OR 5% RUNNING SLOPE.
- CATCH BASINS AND MANHOLES IN PAVED AREAS SHALL BE SUMPED 0.04 FEET. ALL CATCH BASINS IN GUTTERS SHALL BE SUMPED 0.16 FEET. RIM ELEVATIONS SHOWN ON PLANS DO NOT REFLECT SUMPED ELEVATIONS.
- GRADING OF THE INFILTRATION AREAS SHALL BE ACCOMPLISHED USING LOW-IMPACT EARTH-MOVING EQUIPMENT TO PREVENT COMPACTION OF THE UNDERLYING SOILS. SMALL TRACKED DOZERS AND BOBCATS WITH RUNNER TRACKS ARE RECOMMENDED.
- ALL DISTURBED UNPAVED AREAS ARE TO RECEIVE MINIMUM OF 4 INCHES OF TOP SOIL AND SEED/MULCH OR SOD. THESE AREAS SHALL BE WATERED/MAINTAINED BY THE CONTRACTOR UNTIL VEGETATION IS ESTABLISHED.
- REFER TO THE GEOTECHNICAL EVALUATION REPORT (REPORT NO. B2002344), DATED APRIL 10, 2020, AS PREPARED BY BRAUN INTERTEC FOR AN EXISTING SUBSURFACE SITE CONDITION ANALYSIS.
- STREETS MUST BE CLEANED AND SWEEPED WHENEVER TRACKING OF SEDIMENTS OCCURS AND BEFORE SITES ARE LEFT IDLE FOR WEEKENDS AND HOLIDAYS. A REGULAR SWEEPING SCHEDULE MUST BE ESTABLISHED.
- DUST MUST BE ADEQUATELY CONTROLLED.
- SEE SWPPP FOR ADDITIONAL EROSION CONTROL NOTES AND REQUIREMENTS.
- SEE UTILITY PLAN FOR WATER, STORM AND SANITARY SEWER INFORMATION.
- SEE SITE PLAN FOR CURB AND BITUMINOUS TAPER LOCATIONS.

CITY OF BIG LAKE NOTES

- CONTRACTOR SHALL OBTAIN A RIGHT-OF-WAY PERMIT FROM THE CITY OF BIG LAKE PRIOR TO CONSTRUCTION.
- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF BIG LAKE STANDARDS.
- CONTRACTOR SHALL REPLACE ALL EXISTING PAVEMENT MARKINGS DAMAGED DURING CONSTRUCTION.
- NON-SHRINK GROUT SHALL BE UTILIZED AT ALL PIPE PENETRATIONS AND BETWEEN ALL CONCRETE ADJUSTING RINGS.
- ALL WATERMAIN SHALL BE INSTALLED WITH A MINIMUM OF 8 FEET OF COVER TO THE TOP OF PIPE.
- ALL GATE VALVES SHALL BE CONSTRUCTED WITH EXTENSION STEMS ACCORDING TO CITY OF BIG LAKE STANDARD DETAIL 6-404.
- NO. 12 AWG TRACER WIRE, COATED GREEN, SHALL BE INSTALLED WITH ALL PROPOSED SANITARY SEWER.
- ALL MANHOLE JOINTS LOCATED WITHIN TWO FEET OF THE WATER TABLE SHALL BE WRAPPED ACCORDING TO CITY OF BIG LAKE STANDARD DETAIL 5-008.
- CONTRACTOR SHALL SCHEDULE AND ATTEND A PRE-CONSTRUCTION MEETING PRIOR TO CONSTRUCTION AT THE SITE. PRE-CONSTRUCTION MEETING DATE AND TIME SHALL BE COORDINATE WITH THE CITY ENGINEER.
- SIDEWALK AND WATERMAIN TIE WORK WITHIN COUNTY RIGHT-OF-WAY WILL REQUIRE PERMITTING. CONTACT MIKE JURICICH AT 763-765-3354 OR MIKE.JURICICH@CO.SHERBURNE.MN.US.

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License No. 53706
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**STORM WATER
POLLUTION
PREVENTION
PLAN (SWPPP)**

C3-2



NOTE:
EXISTING CONDITIONS INFORMATION
SHOWN IS FROM A BOUNDARY &
TOPOGRAPHIC SURVEY PROVIDED BY
LOUCKS, DATED MARCH, 2020.

SWPPP LEGEND

	SILT FENCE
	BIO ROLLS
	INLET PROTECTION
	EXISTING DRAINAGE PATTERN
	PROPOSED DRAINAGE PATTERN
	EROSION CONTROL BLANKET
	ROCK CONSTRUCTION ENTRANCE

CIVIL LEGEND

EXISTING	PROPOSED

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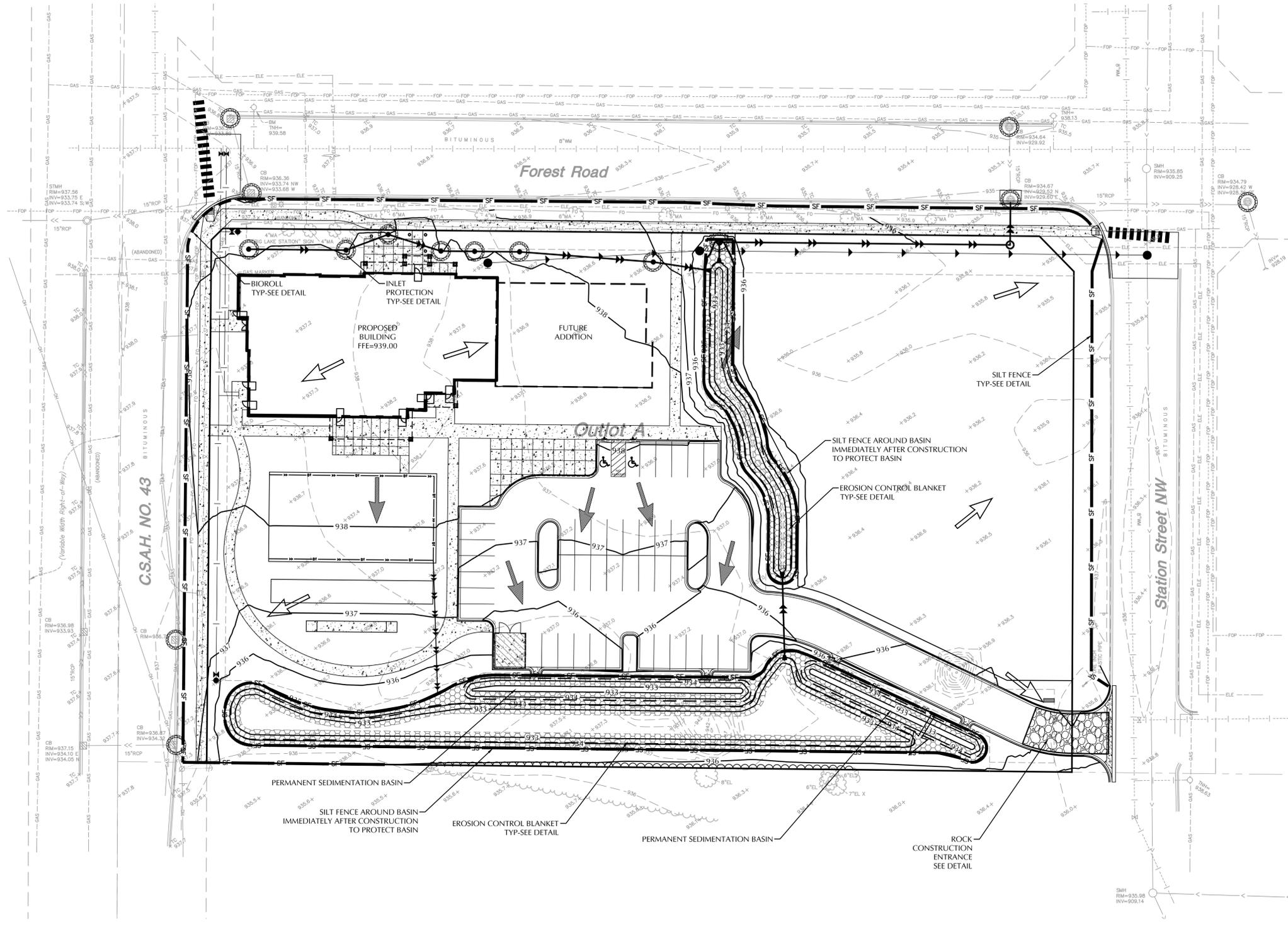


CALL BEFORE YOU DIG!
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.



Plotted: 07/13/2020 2:36 PM W:\2019\19908\CADD\DATA\CIVIL\Job Sheet Files\C3-2 SWPPP

SWPPP NOTES

- THE NATURE OF THIS PROJECT WILL CONSIST OF CONSTRUCTING A PROPOSED BUILDING, PARKING LOT, SURFACE PAVEMENTS, TWO INFILTRATION BASINS, AND UTILITIES.
- THE INTENDED SEQUENCING OF MAJOR CONSTRUCTION ACTIVITIES ARE AS FOLLOWS:
 - INSTALL VEHICLE TRACKING BMP
 - INSTALL INLET PROTECTION
 - INSTALL SILT FENCE AND BIO-ROLLS AROUND SITE
 - CLEAR AND GRUB SITE
 - STRIP AND STOCKPILE TOPSOIL
 - REMOVE PAVEMENTS AND UTILITIES
 - ROUGH GRADE SITE
 - IMPORT CLEAN FILL FOR REPLACEMENT AND BALANCE
 - INSTALL UTILITIES
 - INSTALL BUILDING FOUNDATIONS
 - INSTALL CURB AND GUTTER
 - INSTALL PAVEMENTS AND WALKS
 - FINAL GRADE SITE
 - REMOVE ACCUMULATED SEDIMENT FROM STORMWATER SYSTEMS
 - SEED AND MULCH
 - WHEN ALL CONSTRUCTION ACTIVITY IS COMPLETE AND THE SITE IS STABILIZED, REMOVE SILT FENCE, BIO-ROLLS, INLET PROTECTION, AND RESEED ANY AREAS DISTURBED BY THE REMOVAL.
- SITE DATA

DISTURBED AREA:	2.53 AC
PRE-CONSTRUCTION IMPERVIOUS AREA:	0.0 AC
POST-CONSTRUCTION IMPERVIOUS AREA:	1.21 AC

GENERAL SOIL TYPE: SEE GEOTECHNICAL EVALUATION REPORT
- EROSION AND SEDIMENT CONTROLS WERE DESIGNED TO EFFECTIVELY CONTROL STORMWATER RUNOFF WITHIN THE PROJECT AREAS. EROSION AND SEDIMENT CONTROL HAVE BEEN PROPOSED TO MINIMIZE CHANNEL EROSION AND SCOUR IN THE IMMEDIATE VICINITY OF DISCHARGE POINTS. FACTORS THAT WERE CONSIDERED INCLUDE PROPOSED IMPERVIOUS AREAS, SLOPE OF IMPERVIOUS SURFACES, STORMWATER INFRASTRUCTURE DISCHARGE POINTS, AND ANNUAL AVERAGE PRECIPITATION DATA FOR THE PROJECT AREA.

SHERBURNE COUNTY RECEIVES AN AVERAGE OF 32 INCHES OF PRECIPITATION PER YEAR. THE FOLLOWING SHERBURNE COUNTY 24-HOUR STORM EVENTS ARE BASED ON ATLAS 14 RAINFALL DATA:

10-YR	4.11 INCHES
100-YR	6.63 INCHES
- SEE "EXHIBIT:PROPOSED DRAINAGE AREAS" FOR SITE MAP WITH DRAINAGE AREA BOUNDARIES.
- THE LOCATION OF AREAS NOT TO BE DISTURBED MUST BE IDENTIFIED WITH FLAGS, STAKES, SIGNS, SILT FENCE, ETC. BEFORE CONSTRUCTION BEGINS.
- CONTRACTOR SHALL INSTALL RAIN GAUGE ON SITE.
- NO DEWATERING IS EXPECTED TO OCCUR ON SITE.
- ALL DISTURBED GROUND LEFT INACTIVE FOR SEVEN (7) OR MORE DAYS SHALL BE STABILIZED BY SEEDING OR SOODING (ONLY AVAILABLE PRIOR TO SEPTEMBER 15) OR BY MULCHING OR COVERING OR OTHER EQUIVALENT CONTROL MEASURE.
- ON SLOPES 3:1 OR GREATER MAINTAIN SHEET FLOW AND MINIMIZE RILLS AND/OR GULLIES. SLOPE LENGTHS CAN NOT BE GREATER THAN 75 FEET.

☐ DENOTES SLOPES GREATER THAN 3:1. ALL 3:1 SLOPES TO BE STABILIZED WITH EROSION CONTROL BLANKET
- ALL STORM DRAINS AND INLETS MUST BE PROTECTED UNTIL ALL SOURCES OF POTENTIAL DISCHARGE ARE STABILIZED.
- SOIL COMPACTION SHALL BE MINIMIZED DURING CONSTRUCTION.
- TEMPORARY SOIL STOCKPILES MUST HAVE EFFECTIVE SEDIMENT CONTROL AND CAN NOT BE PLACED IN SURFACE WATERS OR STORM WATER CONVEYANCE SYSTEMS. TEMPORARY STOCKPILES WITHOUT SIGNIFICANT AMOUNT OF SILT, CLAY, OR ORGANIC COMPOUNDS ARE EXEMPT EX: CLEAN AGGREGATE STOCK PILES, DEMOLITION CONCRETE STOCKPILES, SAND STOCKPILES.
- SEDIMENT CONTROL PRACTICES SHALL BE INSTALLED ON ALL DOWNGRADIENT PERIMETERS AND UPGRADIENT OF ANY BUFFER ZONES.
- SEDIMENT LADEN WATER MUST BE DISCHARGED TO A SEDIMENTATION BASIN WHENEVER POSSIBLE. IF NOT POSSIBLE, IT MUST BE TREATED WITH THE APPROPRIATE BMP'S.
- SOLID WASTE MUST BE DISPOSED OF PROPERLY AND MUST COMPLY WITH MPCA DISPOSAL REQUIREMENTS.
- EXTERNAL WASHING OF CONSTRUCTION VEHICLES MUST BE LIMITED TO A DEFINED AREA OF THE SITE. RUNOFF MUST BE PROPERLY CONTAINED.
- NO ENGINE DEGREASING IS ALLOWED ON SITE.
- THE OWNER WHO SIGNS THE NPDES PERMIT APPLICATION IS A PERMITTEE AND IS RESPONSIBLE FOR COMPLIANCE WITH ALL TERMS AND CONDITIONS OF THE PERMIT. THE OPERATOR (CONTRACTOR) WHO SIGNS THE NPDES PERMIT APPLICATION IS A PERMITTEE FOR PARTS I.B., PART I.C., PART II.B-F, PART V, PART IV AND APPLICABLE CONSTRUCTION ACTIVITY REQUIREMENTS FOUND IN APPENDIX A, PART C. OF THE NPDES PERMIT AND IS JOINTLY RESPONSIBLE WITH THE OWNER FOR COMPLIANCE WITH THOSE PORTIONS OF THE PERMIT.
- TERMINATION OF COVERAGE-PERMITTEE(S) WISHING TO TERMINATE COVERAGE MUST SUBMIT NOTICE OF TERMINATION (NOT) TO THE MPCA. ALL PERMITTEE(S) MUST SUBMIT A NOT WITHIN 30 DAYS AFTER THE FOLLOWING CONDITIONS HAVE BEEN MET:
 - PERMIT TERMINATION CONDITIONS, PER NPDES PERMIT SECTION 13.1 HAVE BEEN ACHIEVED ON ALL PORTIONS OF THE SITE FOR WHICH THE PERMITTEE IS RESPONSIBLE.
 - PERMANENT UNIFORM PERENNIAL VEGETATIVE COVER MUST BE ESTABLISHED AT 70% DENSITY OF ITS EXPECTED FINAL GROWTH.
 - THE PERMANENT STORMWATER TREATMENT SYSTEM IS CONSTRUCTED, MEETS ALL REQUIREMENTS, AND IS OPERATING AS DESIGNED.
 - ALL TEMPORARY SYNTHETIC EROSION PREVENTION AND SEDIMENT CONTROL BMP'S MUST BE REMOVED.
 - CLEAN OUT SEDIMENT FROM CONVEYANCE SYSTEMS AND PERMANENT STORMWATER TREATMENT SYSTEMS (RETURN TO DESIGN CAPACITY).

- INSPECTIONS
 - INITIAL INSPECTION FOLLOWING SILT FENCE INSTALLATION BY CITY REPRESENTATIVE IS REQUIRED.
 - EXPOSED SOIL AREAS: ONCE EVERY 7 DAYS AND WITHIN 24 HOURS FOLLOWING A 0.5" OVER 24 HOUR RAIN EVENT.
 - STABILIZED AREAS: ONCE EVERY 30 DAYS
 - FROZEN GROUND: AS SOON AS RUNOFF OCCURS OR PRIOR TO RESUMING CONSTRUCTION.
 - INSPECTION AND MAINTENANCE RECORDS MUST BE RETAINED FOR 3 YEARS AFTER FILING OF THE NOTICE OF TERMINATION AND MUST INCLUDE: DATE AND TIME OF ACTION, NAME OF PERSON(S) CONDUCTING WORK, FINDING OF INSPECTIONS AND RECOMMENDATIONS FOR CORRECTIVE ACTION, DATE AND AMOUNT OF RAINFALL EVENTS GREATER THAN 0.5 INCHES IN A 24 HOUR PERIOD.
 - OBSERVE ANY DISCHARGE OCCURRING ONSITE AND DOCUMENT CORRECTIVE ACTIONS TAKEN. DISCHARGE SHOULD BE DESCRIBED AND PHOTOGRAPHED.
- MINIMUM MAINTENANCE
 - ALL NONFUNCTIONAL BMP'S MUST BE REPAIRED, REPLACED, OR SUPPLEMENTED WITH FUNCTIONAL BMP'S BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY OR AS SOON AS FIELD CONDITIONS ALLOW.
 - SILT FENCE TO BE REPAIRED, REPLACED, SUPPLEMENTED WHEN NONFUNCTIONAL, OR 1/3 FULL; WITHIN 24 HOURS
 - SEDIMENT BASINS DRAINED AND SEDIMENT REMOVED WHEN REACHES 1/2 STORAGE VOLUME.
 - SEDIMENT REMOVED FROM SURFACE WATERS WITHIN (7)SEVEN DAYS
 - CONSTRUCTION SITE EXITS INSPECTED, TRACKED SEDIMENT REMOVED WITH 24 HOURS.
 - PROVIDE COPIES OF EROSION INSPECTION RESULTS TO CITY ENGINEER FOR ALL EVENTS GREATER THAN 1/2" IN 24 HOURS
- THE SWPPP, INCLUDING ALL CHANGES TO IT, AND INSPECTIONS AND MAINTENANCE RECORDS MUST BE KEPT AT THE SITE DURING CONSTRUCTION ACTIVITY BY THE PERMITTEE(S) WHO HAVE OPERATIONAL CONTROL OF THE SITE.
- OWNER MUST KEEP RECORDS OF ALL PERMITS REQUIRED FOR THE PROJECT, THE SWPPP, ALL INSPECTIONS AND MAINTENANCE, PERMANENT OPERATION AND MAINTENANCE AGREEMENTS, AND REQUIRED CALCULATIONS FOR TEMPORARY AND PERMANENT STORM WATER MANAGEMENT SYSTEMS. THESE RECORDS MUST BE RETAINED FOR THREE YEARS AFTER FILING NPDES NOTICE OF TERMINATION.
- SWPPP MUST BE AMENDED WHEN:
 - THERE IS A CHANGE IN DESIGN, OPERATION, MAINTENANCE, WEATHER OR SEASONAL CONDITIONS THAT HAS A SIGNIFICANT EFFECT ON DISCHARGE
 - INSPECTIONS INDICATE THAT THE SWPPP IS NOT EFFECTIVE AND DISCHARGE IS EXCEEDING WATER QUALITY STANDARDS.
 - THE BMP'S IN THE SWPPP ARE NOT CONTROLLING POLLUTANTS IN DISCHARGES OR IS NOT CONSISTENT WITH THE TERMS AND CONDITIONS OF THE PERMIT.
- CONCRETE WASHOUT AREA
 - CONTRACTOR TO PROVIDE PREFABRICATED CONCRETE WASH-OUT CONTAINER WITH RAIN PROTECTION PER PLAN.
 - CONCRETE WASH-OUT TO BE IDENTIFIED WITH SIGNAGE STATING "CONCRETE WASHOUT AREA DO NOT OVERFILL"
 - CONCRETE WASHOUT WATER NEEDS TO BE PUMPED WITHIN 24 HOURS OF STANDING WATER IN WASHOUT AREA.
- IN THE EVENT OF ENCOUNTERING A WELL OR SPRING DURING CONSTRUCTION CONTRACTOR TO CEASE CONSTRUCTION ACTIVITY AND NOTIFY ENGINEER.
- PIPE OULTETS MUST BE PROVIDED WITH TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24 HOURS AFTER CONNECTION TO A SURFACE WATER.
- FINAL STABILIZATION

FINAL STABILIZATION REQUIRES THAT ALL SOIL DISTURBING ACVTIVITIES HAVE BEEN COMPLETED AND THAT DISTURBED AREAS ARE STABILIZED BY A UNIFORM PERENNIAL VEGETATIVE COVER WITH 70% OF THE EXPECTED FINAL DENSITY, AND THAT ALL PERMANENT PAVEMENTS HAVE BEEN INSTALLED. ALL TEMPORARY BMP'S SHALL BE REMOVED, DITCHES STABILIZED, AND SEDIMENT SHALL BE REMOVED FROM PERMANENT CONVEYANCES AND SEDIMENTATION BASINS IN ORDER TO RETURN THE POND TO DESIGN CAPACITY.
- RESPONSIBILITIES
 - THE OWNER MUST IDENTIFY A PERSON WHO WILL OVERSEE THE SWPPP IMPLEMENTATION AND THE PERSON RESPONSIBLE FOR INSPECTION AND MAINTENANCE:

CONTACT: _____
 COMPANY: _____
 PHONE: _____
 - THE OWNER MUST IDENTIFY THE A PERSON WHO WILL BE RESPONSIBLE FOR LONG TERM OPERATIONS AND MAINTENANCE OF THE PERMANENT STORMWATER MANAGEMENT SYSTEM:

CONTACT: _____
 COMPANY: _____
 PHONE: _____
- THE WATERSHED DISTRICT OR THE CITY MAY HAVE REQUIREMENTS FOR INSPECTIONS OR AS-BUILT DRAWINGS VERIFYING PROPER CONSTRUCTION OF THE BMP'S.

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Zachary B. Moen
 Design of Construction SWPPP (May 31 2022)

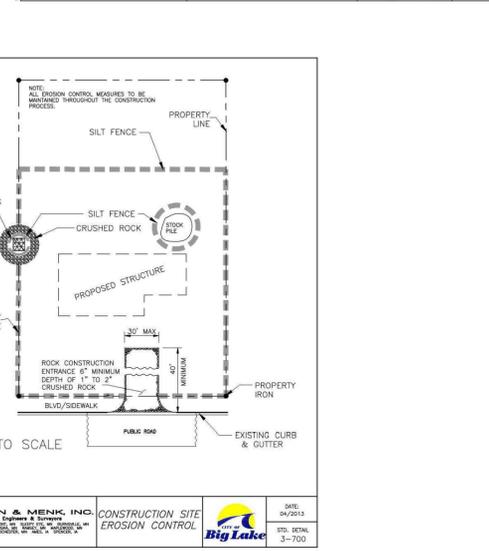
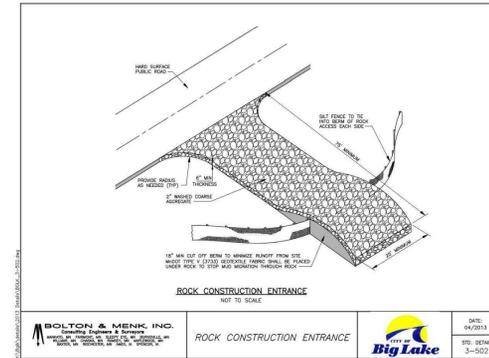
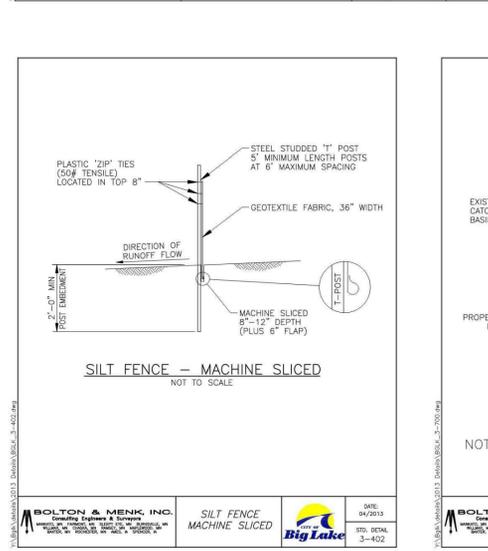
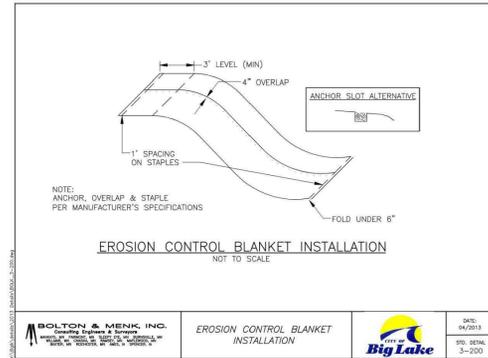
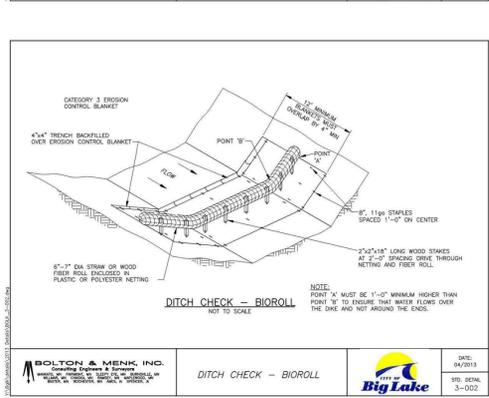
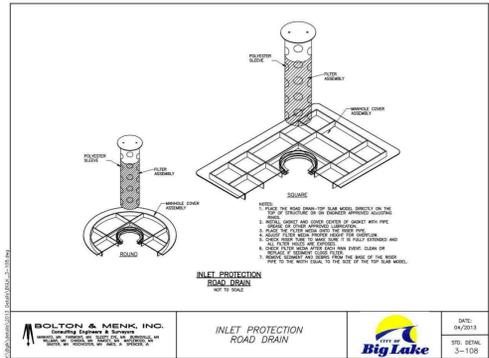
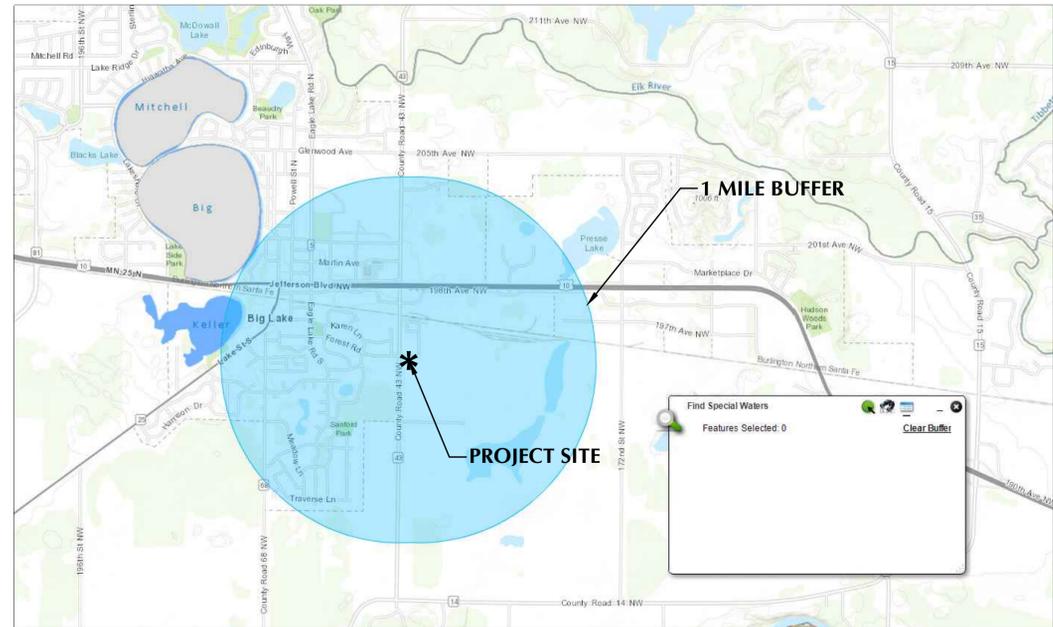
SITE VICINITY MAP



ESTIMATED QUANTITIES

DESCRIPTION	UNIT	QUANTITY
TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	1
PREFABRICATED CONCRETE WASHOUT	EA	N/A
SILT FENCE (STANDARD)	LF	955
POST CONSTRUCTION SILT FENCE (STANDARD)	LF	2,480
EROSION CONTROL BLANKET	SY	1,475
INLET PROTECTION	EA	15
BIO-ROLL	LF	45

CONSTRUCTION STORMWATER SPECIAL WATERS SEARCH MAP



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SWPPP NOTES AND DETAILS

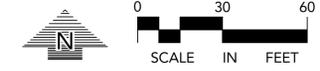
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BIG LAKE TREATMENT CENTER
 BIG LAKE, MINNESOTA

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 LAND SURVEYING
 LANDSCAPE ARCHITECTURE
 ENVIRONMENTAL
 7200 Hemlock Lane, Suite 300
 Maple Grove, MN 55369
 763.424.5505
 www.loucksinc.com

CIVIL LEGEND

EXISTING	PROPOSED	EXISTING	PROPOSED
SANITARY MANHOLE	SANITARY MANHOLE	SANITARY SEWER	SANITARY SEWER
STORM MANHOLE	STORM MANHOLE	WATERMAIN	WATERMAIN
CATCH BASIN	CATCH BASIN	FORCED MAIN	FORCED MAIN
CULVERT	CULVERT	DRANTILE	DRANTILE
HYDRANT	HYDRANT	SILT FENCE	SILT FENCE
GATEVALVE	GATEVALVE	CURB & GUTTER	CURB & GUTTER
POST INDICATOR VALVE	POST INDICATOR VALVE	RETAINING WALL	RETAINING WALL
LIGHT POLE	LIGHT POLE	TREELINE	TREELINE
POWER POLE	POWER POLE	EASEMENT LINE	EASEMENT LINE
SIGN	SIGN	SETBACK LINE	SETBACK LINE
BENCHMARK	BENCHMARK	FENCE LINE	FENCE LINE
SOL BORNHOLE	SOL BORNHOLE	UNDERGROUND TELE	UNDERGROUND TELE
WATER MANHOLE	WATER MANHOLE	UNDERGROUND GAS	UNDERGROUND GAS
TELEPHONE MANHOLE	TELEPHONE MANHOLE	OVERHEAD UTILITY	OVERHEAD UTILITY
UTILITY MANHOLE	UTILITY MANHOLE	UNDERGROUND FIBER OPTIC	UNDERGROUND FIBER OPTIC
ELECTRIC MANHOLE	ELECTRIC MANHOLE	UNDERGROUND ELECTRIC	UNDERGROUND ELECTRIC
WATER SERVICE	WATER SERVICE	UNDERGROUND CABLE TV	UNDERGROUND CABLE TV
SANITARY SERVICE	SANITARY SERVICE	PROPERTY LINE	PROPERTY LINE
HANDICAP PARKING	HANDICAP PARKING	CONFEROUS TREE	CONFEROUS TREE
DIRECTION OF FLOW	DIRECTION OF FLOW	DECIDUOUS TREE	DECIDUOUS TREE
SPOT ELEVATION	SPOT ELEVATION	PARKING COUNTS	PARKING COUNTS
CONTOURS	CONTOURS		

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SUBMITTAL/REVISIONS

06/02/20	CITY SUBMITTAL
06/26/20	CITY RESUBMITTAL
07/13/20	CITY RESUBMITTAL

PROFESSIONAL SIGNATURE

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.

Trevor D. Grays - PE
 License No. 53706
 Date 06/26/20

QUALITY CONTROL

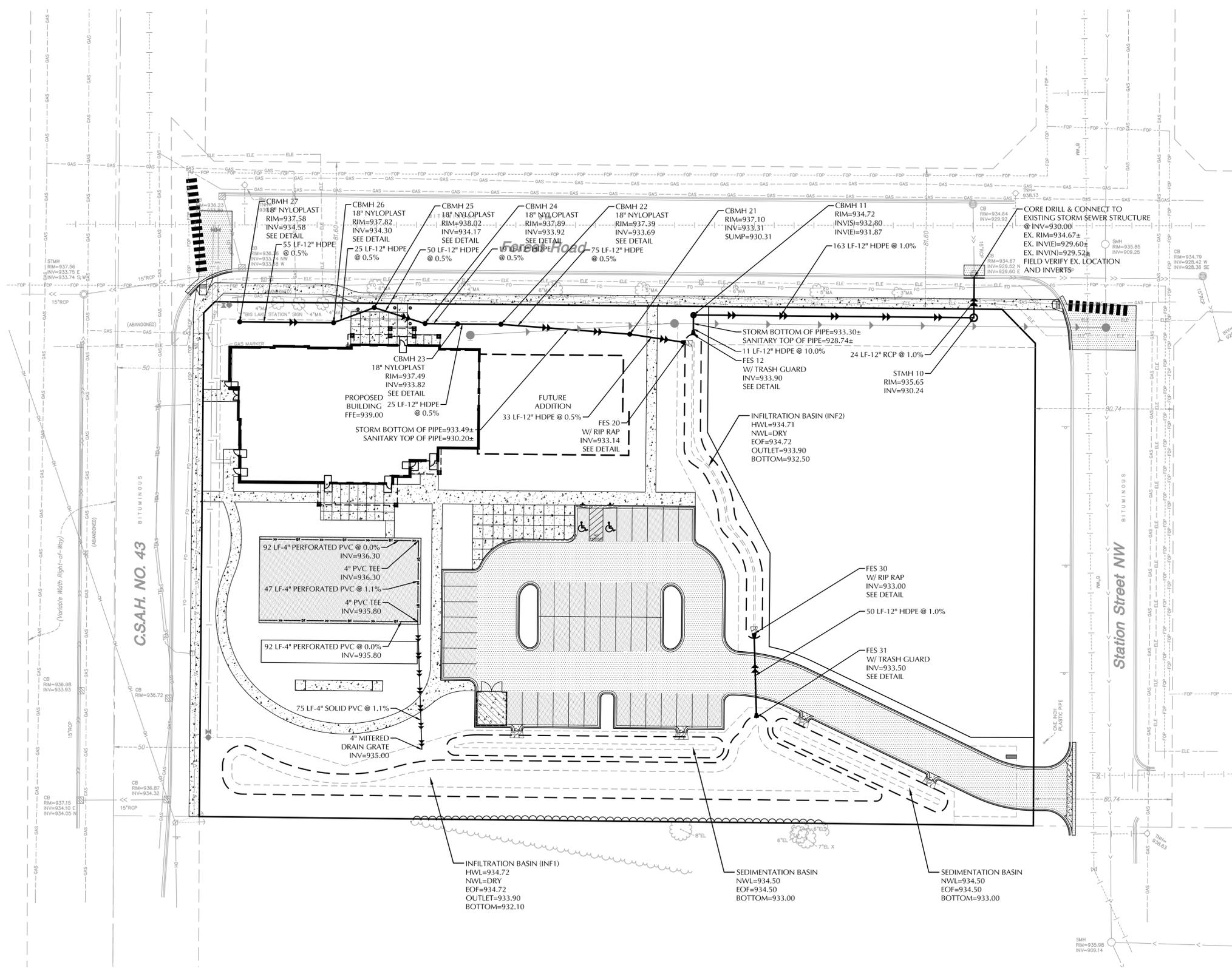
Loucks Project No. 19908
 Project Lead TDG
 Drawn By ZBM/MDC
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UTILITY PLAN STORM SEWER

C4-1

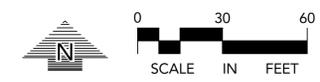


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Gopher State One Call
 TWIN CITY AREA: 651-454-0002
 TOLL FREE: 1-800-252-1166

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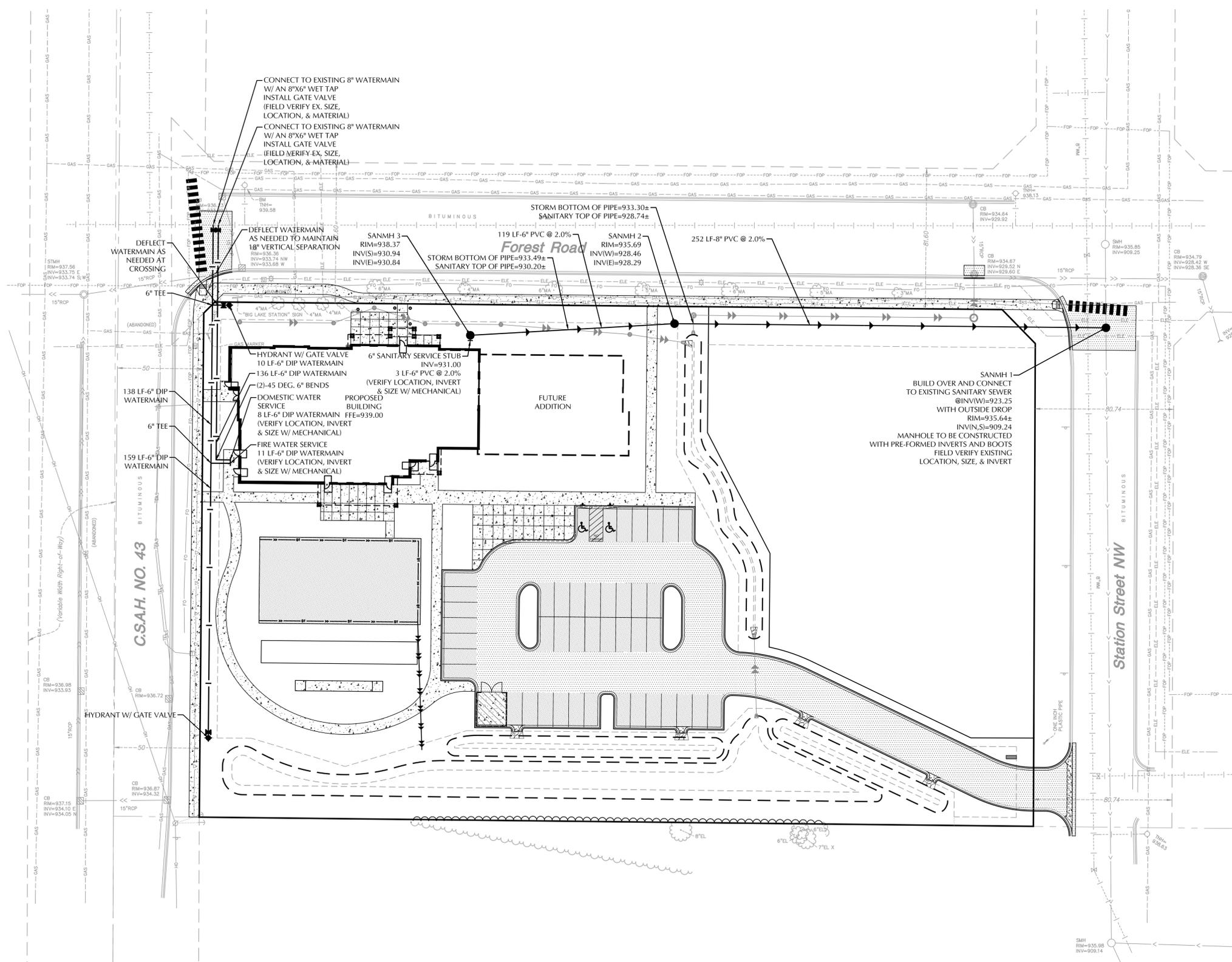
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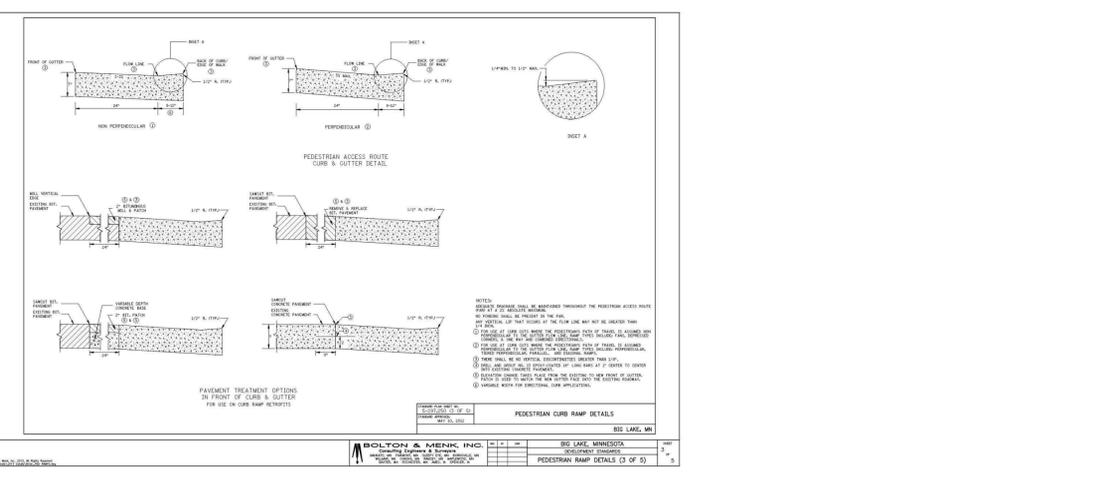
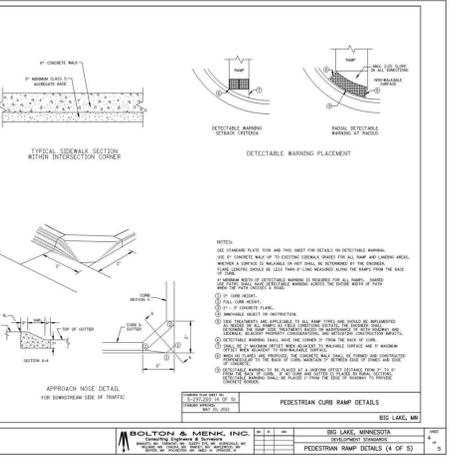
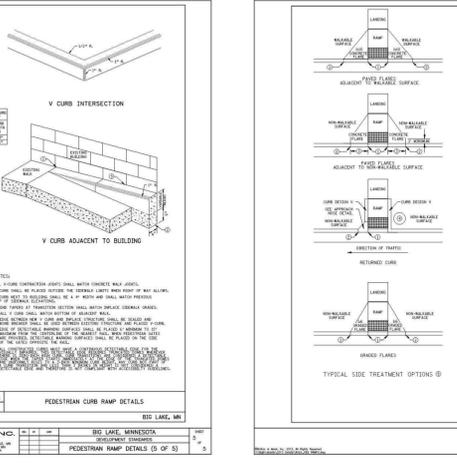
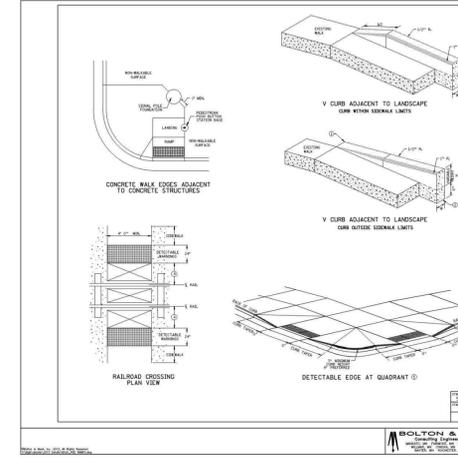
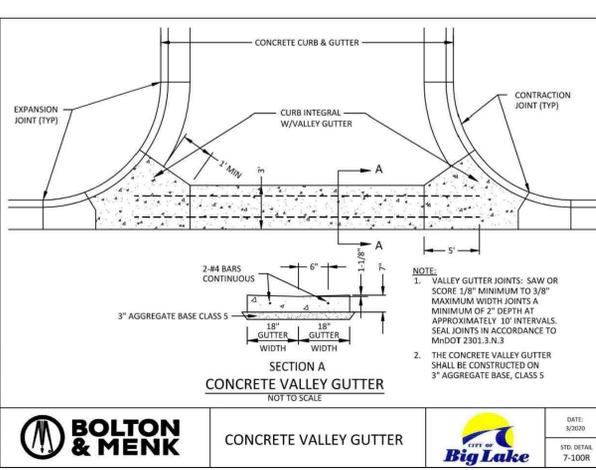
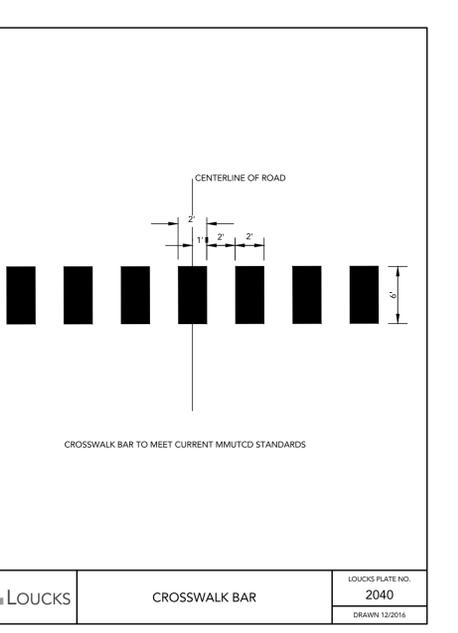
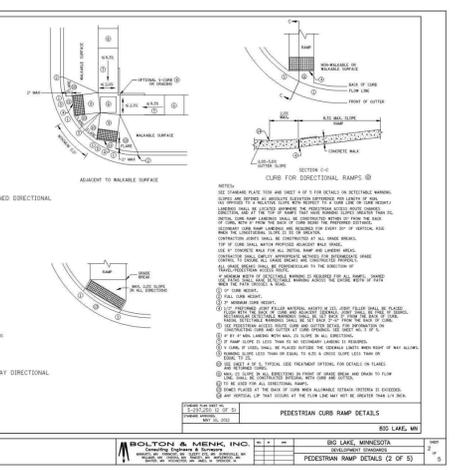
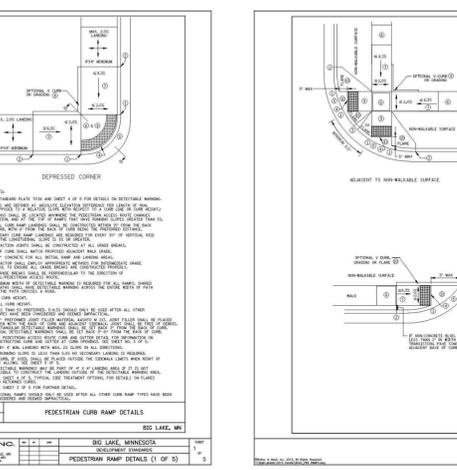
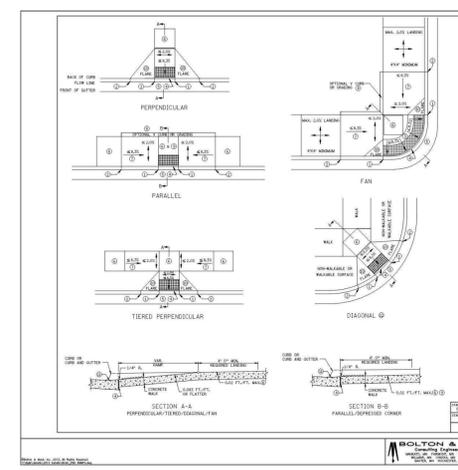
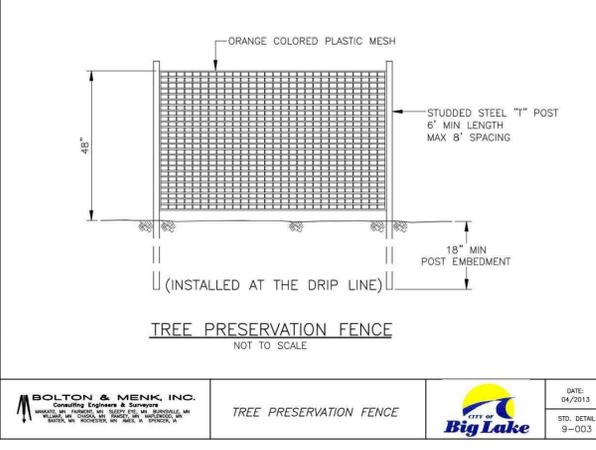
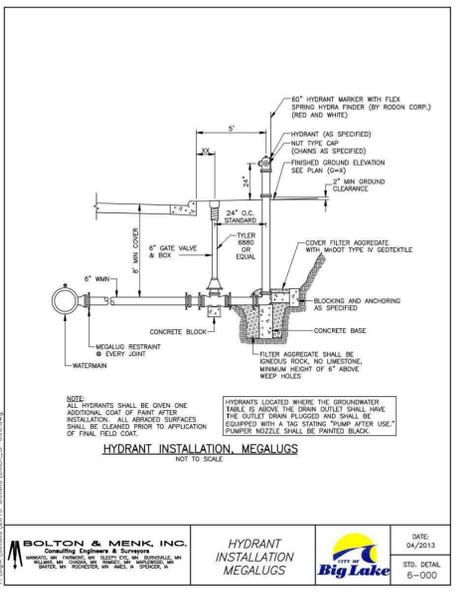
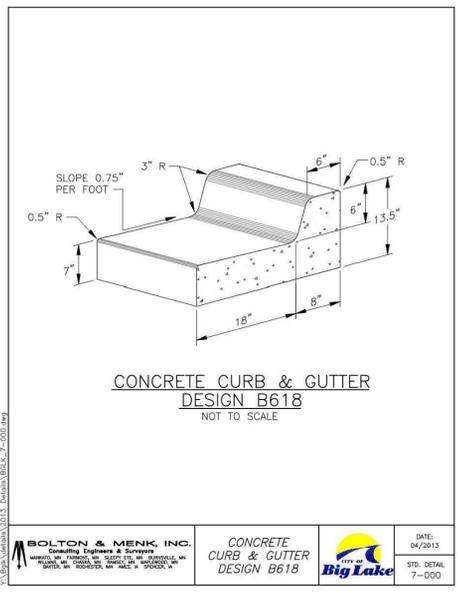
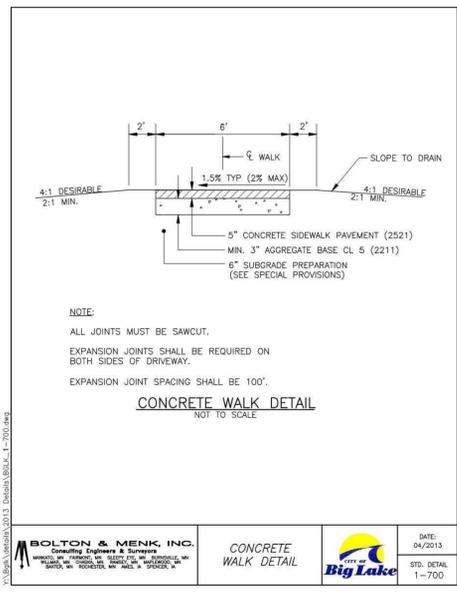
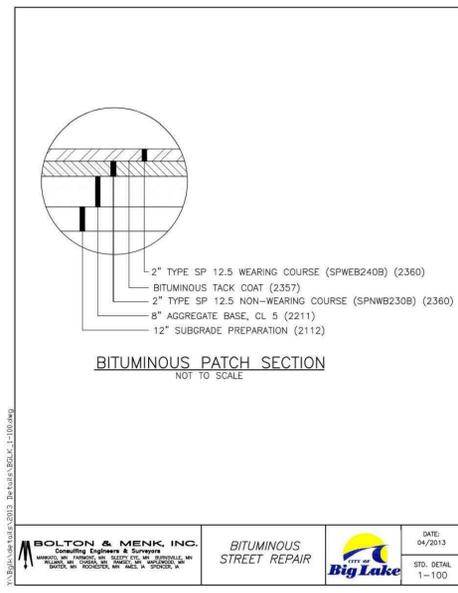
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L2-2	LANDSCAPE DETAILS

**UTILITY PLAN
 SANITARY
 SEWER &
 WATERMAIN**

C4-2



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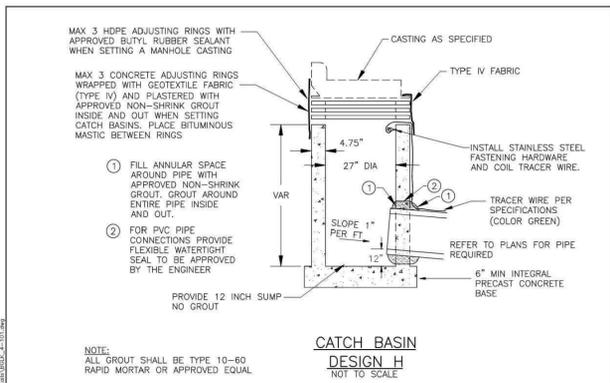
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CIVIL DETAILS
C8-1

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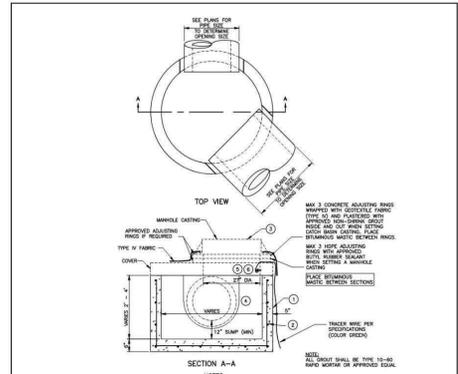
CATCH BASIN DESIGN H NOT TO SCALE

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TEL: 763.424.5505 FAX: 763.424.5506

CATCH BASIN DESIGN H

DATE: 04/2013
STD. DETAIL: 4-101

Big Lake



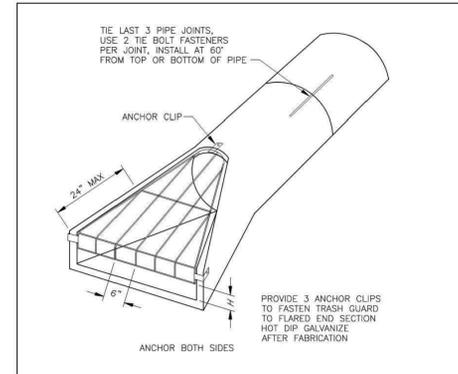
RC APRON TRASH RACK (STEEL BARS) NOT TO SCALE

BOLTON & MENK INC.
Consulting Engineers & Surveyors
1500 W. WASHINGTON ST., SUITE 200, WASHINGTON, MN 55389
TEL: 763.424.5505 FAX: 763.424.5506

RC APRON TRASH RACK (STEEL BARS)

DATE: 04/2013
STD. DETAIL: 4-107

Big Lake



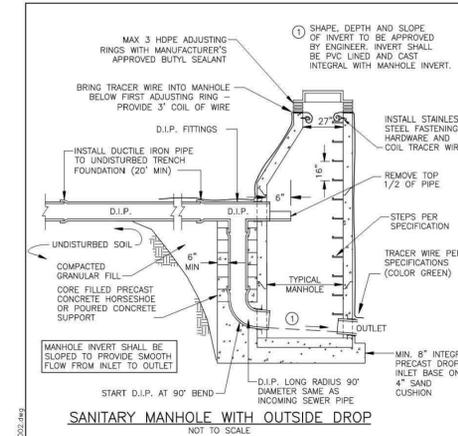
SANITARY MANHOLE NOT TO SCALE

BOLTON & MENK INC.
Consulting Engineers & Surveyors
1500 W. WASHINGTON ST., SUITE 200, WASHINGTON, MN 55389
TEL: 763.424.5505 FAX: 763.424.5506

SANITARY MANHOLE

DATE: 04/2013
STD. DETAIL: 5-000

Big Lake



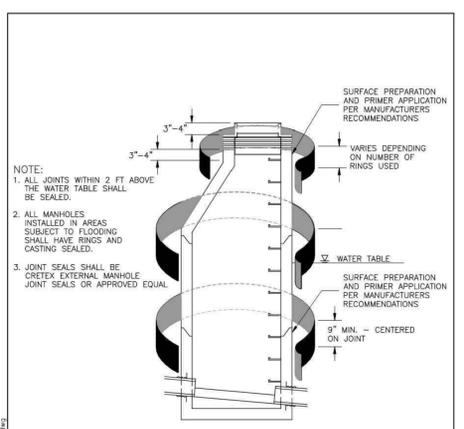
SANITARY MANHOLE WITH OUTSIDE DROP NOT TO SCALE

BOLTON & MENK INC.
Consulting Engineers & Surveyors
1500 W. WASHINGTON ST., SUITE 200, WASHINGTON, MN 55389
TEL: 763.424.5505 FAX: 763.424.5506

SANITARY MANHOLE WITH OUTSIDE DROP

DATE: 04/2013
STD. DETAIL: 5-002

Big Lake



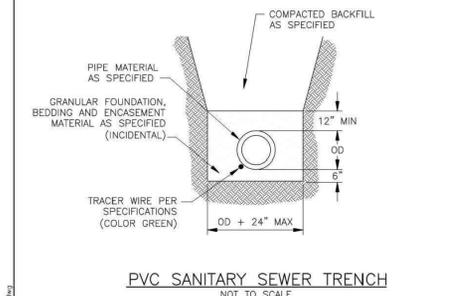
SANITARY SEWER EXTERIOR JOINT SEAL NOT TO SCALE

BOLTON & MENK INC.
Consulting Engineers & Surveyors
1500 W. WASHINGTON ST., SUITE 200, WASHINGTON, MN 55389
TEL: 763.424.5505 FAX: 763.424.5506

SANITARY SEWER EXTERIOR JOINT SEAL

DATE: 04/2013
STD. DETAIL: 5-008

Big Lake



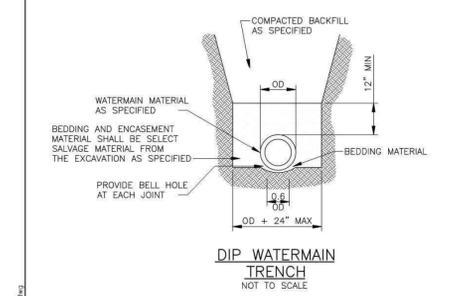
PVC SANITARY SEWER TRENCH NOT TO SCALE

BOLTON & MENK INC.
Consulting Engineers & Surveyors
1500 W. WASHINGTON ST., SUITE 200, WASHINGTON, MN 55389
TEL: 763.424.5505 FAX: 763.424.5506

PVC SANITARY SEWER TRENCH

DATE: 04/2013
STD. DETAIL: 5-200

Big Lake



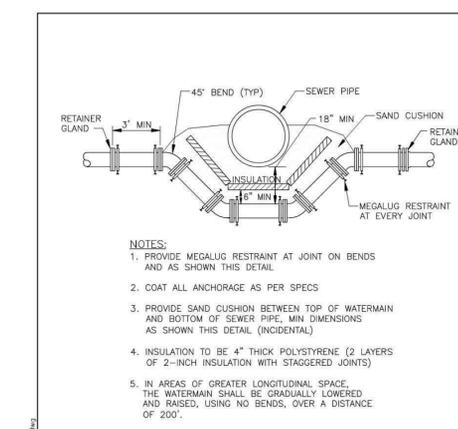
DIP WATERMAIN TRENCH NOT TO SCALE

BOLTON & MENK INC.
Consulting Engineers & Surveyors
1500 W. WASHINGTON ST., SUITE 200, WASHINGTON, MN 55389
TEL: 763.424.5505 FAX: 763.424.5506

DIP WATERMAIN TRENCH

DATE: 04/2013
STD. DETAIL: 6-201

Big Lake



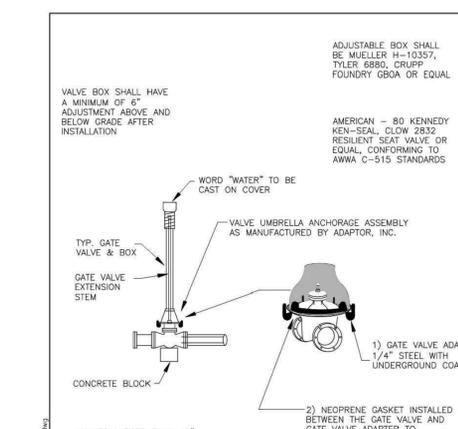
WATERMAIN OFFSET NOT TO SCALE

BOLTON & MENK INC.
Consulting Engineers & Surveyors
1500 W. WASHINGTON ST., SUITE 200, WASHINGTON, MN 55389
TEL: 763.424.5505 FAX: 763.424.5506

WATERMAIN OFFSET

DATE: 04/2013
STD. DETAIL: 6-203

Big Lake



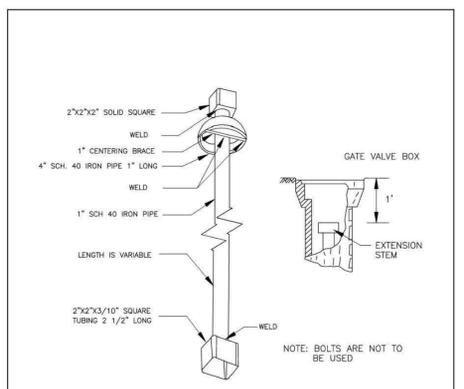
GATE VALVE INSTALLATION NOT TO SCALE

BOLTON & MENK INC.
Consulting Engineers & Surveyors
1500 W. WASHINGTON ST., SUITE 200, WASHINGTON, MN 55389
TEL: 763.424.5505 FAX: 763.424.5506

GATE VALVE INSTALLATION

DATE: 04/2013
STD. DETAIL: 6-400

Big Lake



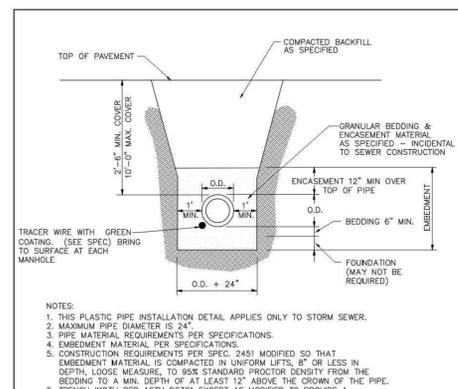
GATE VALVE EXTENSION STEM NOT TO SCALE

BOLTON & MENK INC.
Consulting Engineers & Surveyors
1500 W. WASHINGTON ST., SUITE 200, WASHINGTON, MN 55389
TEL: 763.424.5505 FAX: 763.424.5506

GATE VALVE EXTENSION STEM

DATE: 04/2013
STD. DETAIL: 6-404

Big Lake



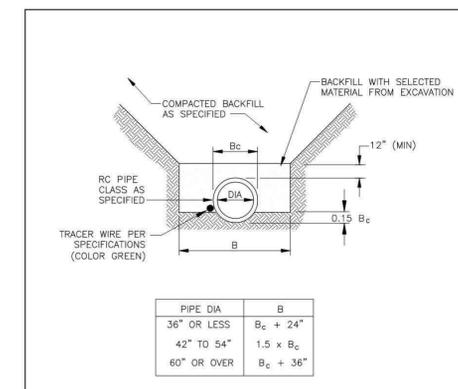
PVC STORM SEWER TRENCH DETAIL NOT TO SCALE

BOLTON & MENK INC.
Consulting Engineers & Surveyors
1500 W. WASHINGTON ST., SUITE 200, WASHINGTON, MN 55389
TEL: 763.424.5505 FAX: 763.424.5506

PVC STORM SEWER TRENCH DETAIL

DATE: 04/2013
STD. DETAIL: 4-002

Big Lake



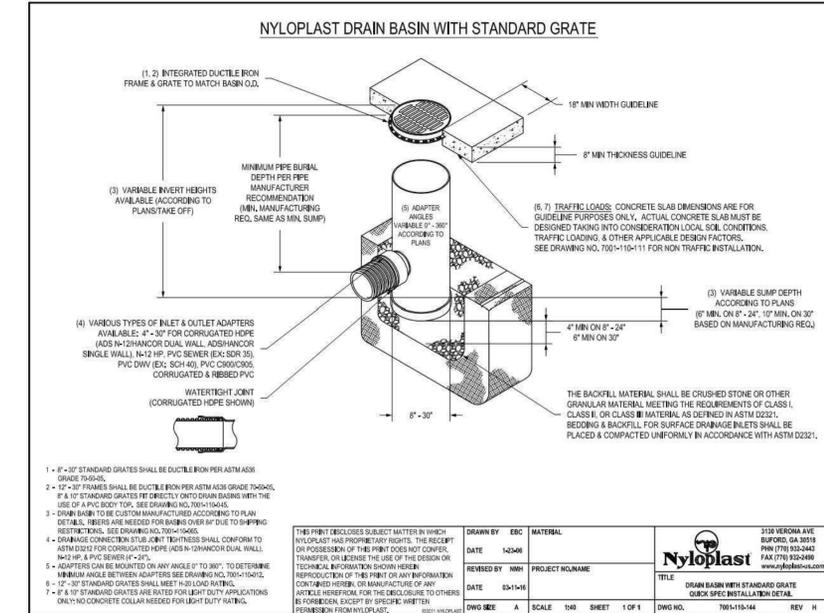
RC PIPE CLASS "C" BEDDING NOT TO SCALE

BOLTON & MENK INC.
Consulting Engineers & Surveyors
1500 W. WASHINGTON ST., SUITE 200, WASHINGTON, MN 55389
TEL: 763.424.5505 FAX: 763.424.5506

RC PIPE CLASS "C" BEDDING

DATE: 04/2013
STD. DETAIL: 4-000

Big Lake



BIG LAKE TREATMENT CENTER
BIG LAKE, MINNESOTA

BRIGHTON PROFESSIONAL BUILDING
1900 SILVER LAKE ROAD
SUITE 110
NEW BRIGHTON, MN 55112

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PLANNING
CIVIL ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
7200 Hemlock Lane, Suite 300
Maple Grove, MN 55369
763.424.5505
www.louckscinc.com

CADD QUALIFICATION
CADD files prepared by the Consultant for this project are instruments of the Consultant's professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any and all responsibilities, claims, and liabilities.

SUBMITTAL/REVISIONS

06/02/20	CITY SUBMITTAL
06/26/20	CITY RESUBMITTAL
07/13/20	CITY RESUBMITTAL

PROFESSIONAL SIGNATURE
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.

Trevor D. Grays - PE

License No. 53706
Date 06/26/20

QUALITY CONTROL

Loucks Project No. 19908
Project Lead TDM
Drawn By ZBM/MDC
Checked By TDG
Review Date 06/26/20

SHEET INDEX

C1-1	EXISTING CONDITIONS
C1-2	DEMOLITION PLAN
C2-1	SITE PLAN
C3-1	GRADING PLAN
C3-2	SWPPP
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L1-1	LANDSCAPE PLAN
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L2-2	LANDSCAPE DETAILS

CIVIL DETAILS
C8-2

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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.

Trevor D. Grays - PE

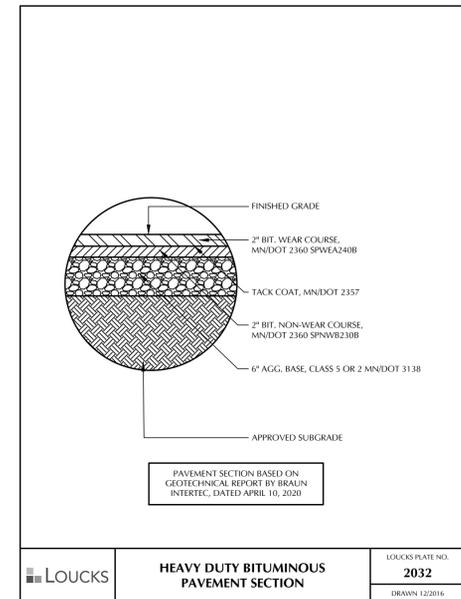
License No. 53706
Date 06/26/20

QUALITY CONTROL

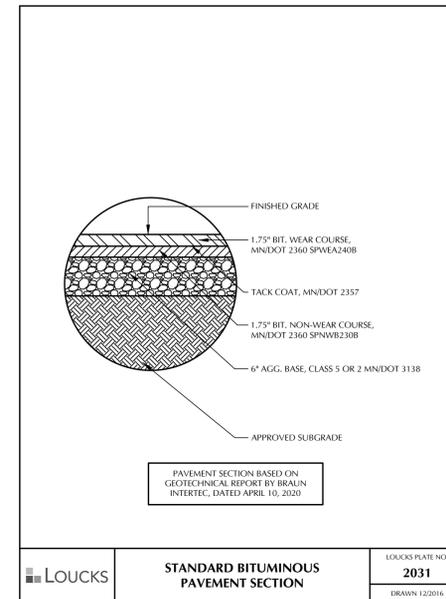
License No. 53706
Date 06/26/20
Loucks Project No. 19908
Project Lead TDG
Drawn By ZBM/MDC
Checked By TDG
Review Date 06/26/20

SHEET INDEX

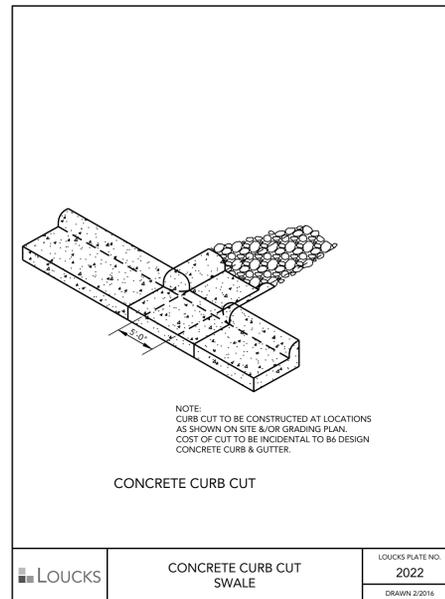
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L2-1	LANDSCAPE DETAILS
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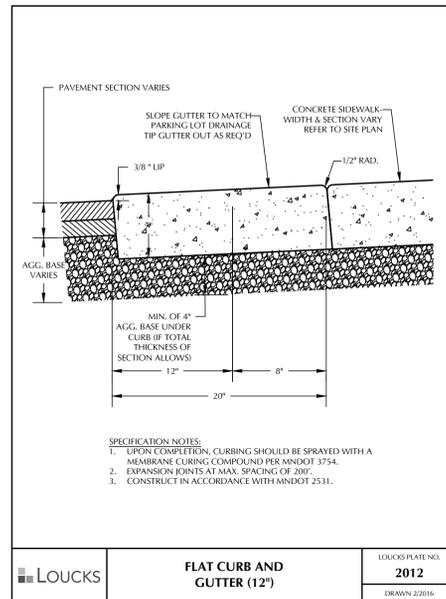
HEAVY DUTY BITUMINOUS PAVEMENT SECTION
LOUCKS PLATE NO. 2032
DRAWN 12/2016



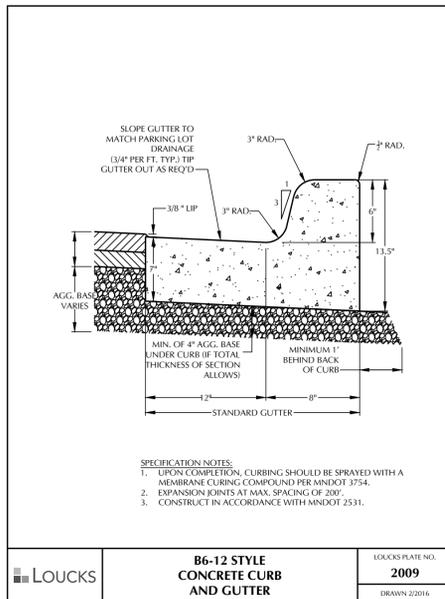
STANDARD BITUMINOUS PAVEMENT SECTION
LOUCKS PLATE NO. 2031
DRAWN 12/2016



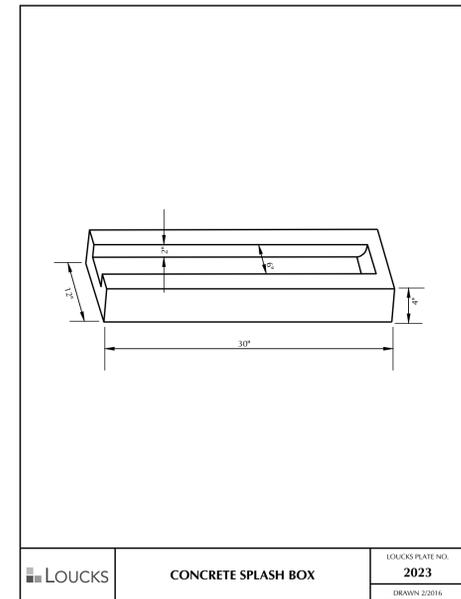
CONCRETE CURB CUT SWALE
LOUCKS PLATE NO. 2022
DRAWN 2/2016



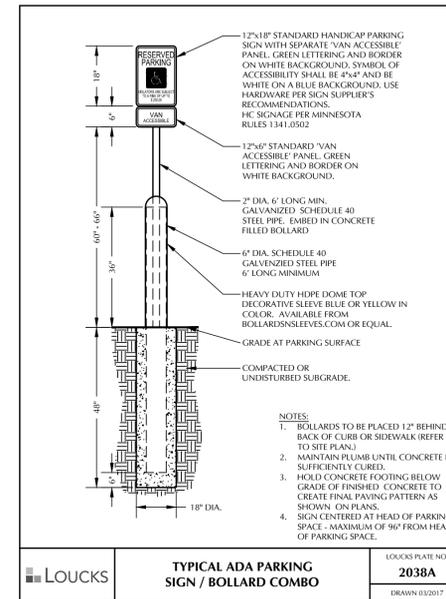
FLAT CURB AND GUTTER (12\"/>



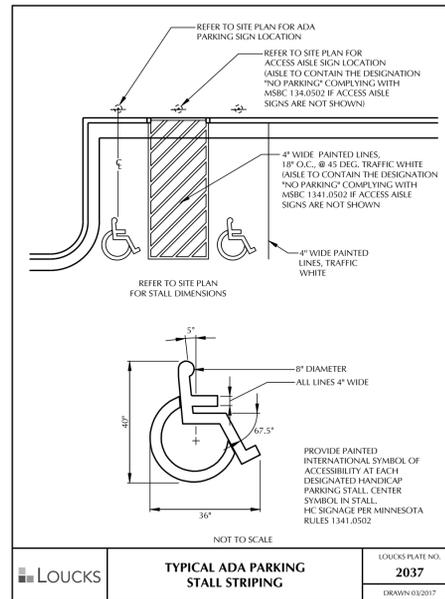
B6-12 STYLE CONCRETE CURB AND GUTTER
LOUCKS PLATE NO. 2009
DRAWN 2/2016



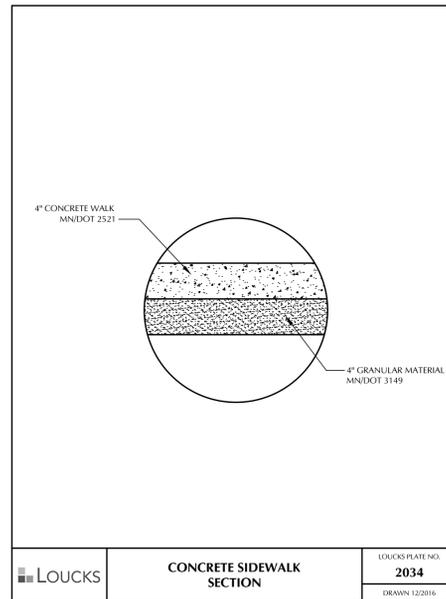
CONCRETE SPLASH BOX
LOUCKS PLATE NO. 2023
DRAWN 12/2016



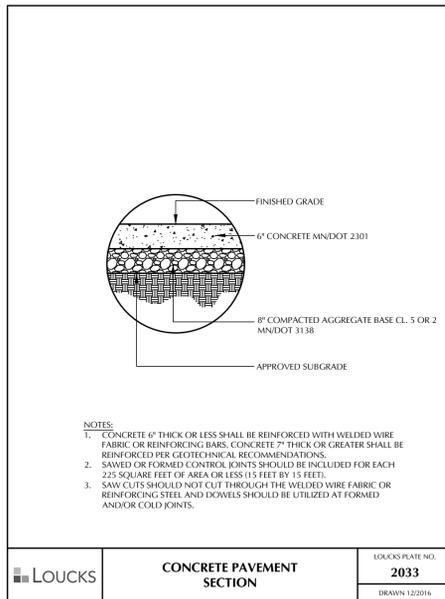
TYPICAL ADA PARKING SIGN / BOLLARD COMBO
LOUCKS PLATE NO. 2038A
DRAWN 03/2017



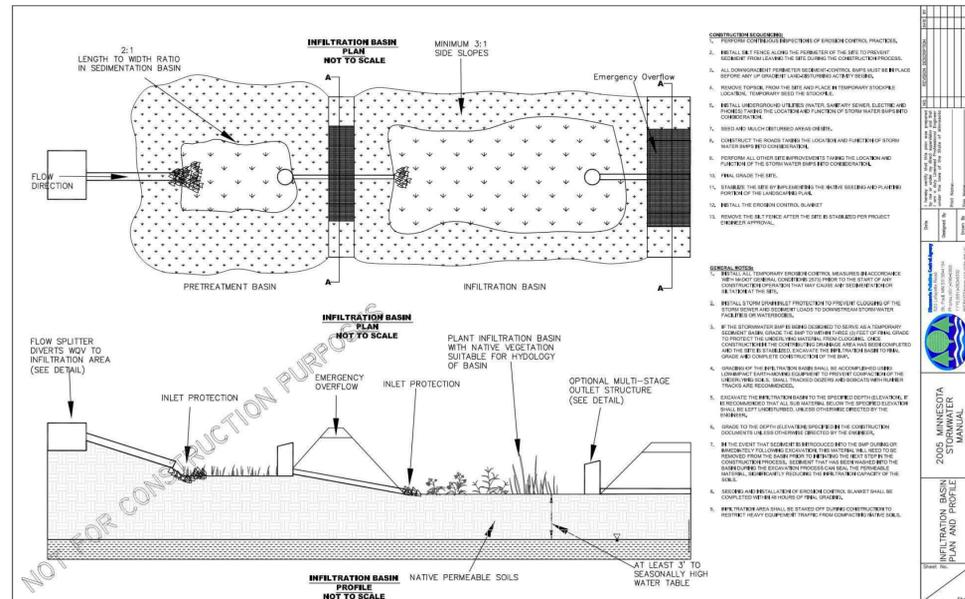
TYPICAL ADA PARKING STALL STRIPING
LOUCKS PLATE NO. 2037
DRAWN 03/2017



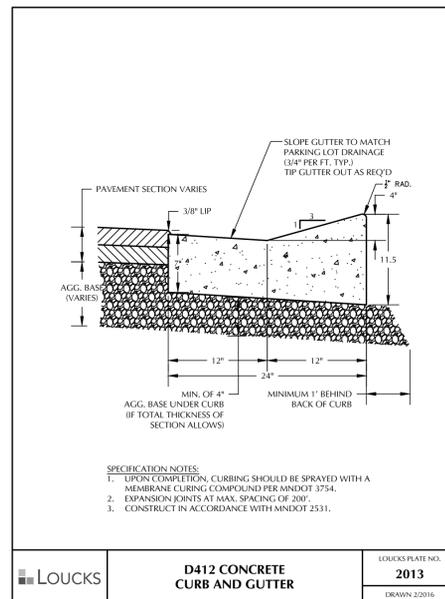
CONCRETE SIDEWALK SECTION
LOUCKS PLATE NO. 2034
DRAWN 12/2016



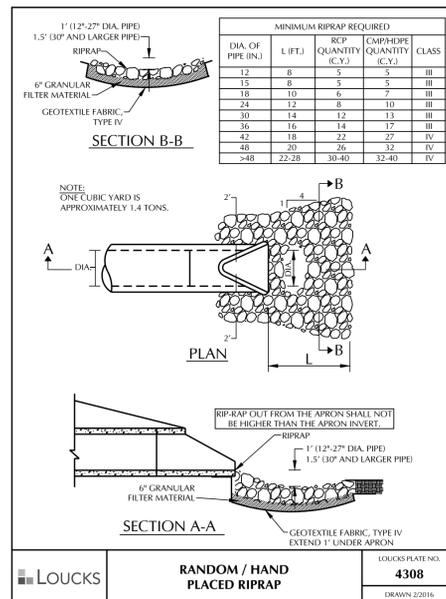
CONCRETE PAVEMENT SECTION
LOUCKS PLATE NO. 2033
DRAWN 12/2016



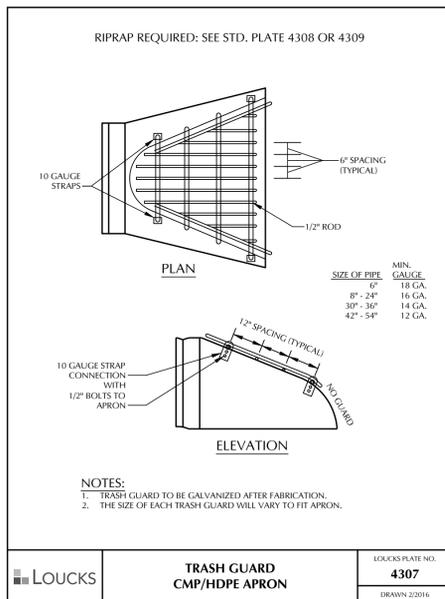
INFILTRATION BASIN PROFILE NOT TO SCALE
LOUCKS PLATE NO. 2013
DRAWN 2/2016



D412 CONCRETE CURB AND GUTTER
LOUCKS PLATE NO. 2013
DRAWN 2/2016



RANDOM / HAND PLACED RIPRAP
LOUCKS PLATE NO. 4308
DRAWN 2/2016



TRASH GUARD CMP/HDPE APRON
LOUCKS PLATE NO. 4307
DRAWN 2/2016

PLANT SCHEDULE

DECIDUOUS TREES	QTY	COMMON NAME	BOTANICAL NAME	CONT	SIZE	
AE	5	ACCOLADE ELM	Ulmus 'Morton'	B & B	2.5" Cal	
QB	3	SWAMP WHITE OAK	Quercus bicolor	B & B	2.5" Cal	
WB2	2	WHITESPIRE BIRCH CLUMP	Betula populifolia 'Whitespire Sr.'	B & B	8' HGT	
EVERGREEN TREES	QTY	COMMON NAME	BOTANICAL NAME	CONT	SIZE	
BS	3	BLACK HILLS SPRUCE FULL FORM	Picea glauca 'Densata'	B & B	6' HGT	
EWP	6	EASTERN WHITE PINE FULL FORM	Pinus strobus	B & B	6' HGT	
SHRUBS	QTY	COMMON NAME	BOTANICAL NAME	MIN CONT	MIN SIZE	SPACING
AH	4	ANNABELLE HYDRANGEA	Hydrangea arborescens 'Annabelle'	5 gal	24" HGT	48" o.c.
AC	13	AUTUMN MAGIC CHOKEBERRY	Aronia melanocarpa 'Magic Carpet'	5 gal	24" HGT	48" o.c.
GAC	18	GREEN MOUND ALPINE CURRANT	Ribes alpinum 'Green Mound'	5 gal	24" HGT	48" o.c.
GF	11	GRO-LOW FRAGRANT SUMAC	Rhus aromatica 'Gro-Low'	5 gal	24" SPRD	48" o.c.
CONIFEROUS SHRUBS	QTY	COMMON NAME	BOTANICAL NAME	MIN CONT	MIN SIZE	SPACING
SG	12	SEA GREEN JUNIPER	Juniperus chinensis 'Sea Green'	5 gal	18" SPRD	60" o.c.
GROUND COVERS	CODE	COMMON NAME	BOTANICAL NAME			
	NS	NATIVE SEED MIX STORMWATER SOUTH & WEST BWSR SEED MIX - #33-261. APPLY PER MINDOT SEEDING MANUAL				
	NS2	NATIVE SEED MIX NATIVE CONSTRUCTION BWSR SEED MIX - #32-241. APPLY PER MINDOT SEEDING MANUAL				
	SM 1	STONE MULCH WASHED GREY TRAP ROCK 2.5" 3" DEPTH OVER FABRIC				
	SEED	TURF SEED				
	WM 1	WOOD MULCH SHREDDED HARDWOOD BARK MULCH				

GENERAL NOTES:

CONTRACTOR SHALL VISIT SITE PRIOR TO SUBMITTING BID. HE SHALL INSPECT SITE AND BECOME FAMILIAR WITH EXISTING CONDITIONS RELATING TO THE NATURE AND SCOPE OF WORK.

VERIFY LAYOUT AND ANY DIMENSIONS SHOWN AND BRING TO THE ATTENTION OF THE LANDSCAPE ARCHITECT ANY DISCREPANCIES WHICH MAY COMPROMISE THE DESIGN AND/OR INTENT OF THE PROJECT'S LAYOUT.

ASSURE COMPLIANCE WITH ALL APPLICABLE CODES AND REGULATIONS GOVERNING THE WORK OR MATERIALS SUPPLIED.

CONTRACTOR SHALL PROTECT ALL EXISTING ROADS, CURBS/GUTTERS, TRAILS, TREES, LAWNS AND SITE ELEMENTS DURING PLANTING OPERATIONS. ANY DAMAGE TO SAME SHALL BE REPAIRED AT NO COST TO THE OWNER.

CONTRACTOR SHALL VERIFY ALIGNMENT AND LOCATION OF ALL UNDERGROUND AND ABOVE GRADE UTILITIES AND PROVIDE THE NECESSARY PROTECTION FOR SAME BEFORE CONSTRUCTION / MATERIAL INSTALLATION BEGINS (MINIMUM 10' - 0" CLEARANCE).

ALL UNDERGROUND UTILITIES SHALL BE LAID SO THAT TRENCHES DO NOT CUT THROUGH ROOT SYSTEMS OF ANY EXISTING TREES TO REMAIN.

EXISTING CONTOURS, TRAILS, VEGETATION, CURB/GUTTER AND OTHER EXISTING ELEMENTS BASED UPON INFORMATION SUPPLIED TO LANDSCAPE ARCHITECT BY OTHERS. CONTRACTOR SHALL VERIFY ANY AND ALL DISCREPANCIES PRIOR TO CONSTRUCTION AND NOTIFY LANDSCAPE ARCHITECT OF SAME.

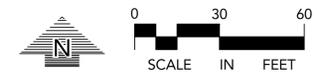
THE ALIGNMENT AND GRADES OF THE PROPOSED WALKS, TRAILS AND/OR ROADWAYS ARE SUBJECT TO FIELD ADJUSTMENT REQUIRED TO CONFORM TO LOCALIZED TOPOGRAPHIC CONDITIONS AND TO MINIMIZE TREE REMOVAL AND GRADING. ANY CHANGE IN ALIGNMENT MUST BE APPROVED BY LANDSCAPE ARCHITECT.

LANDSCAPE REQUIREMENTS:

1 TREE REQUIRED PER DWELLING UNIT
34 UNITS

34 TREES REQUIRED OR 17 TREES & 51 SHRUBS
(50% CAN BE ORNAMENTAL TREES OR SHRUBS AT A RATE OF 3:1)
(NOT LESS THAN 25 PERCENT DECIDUOUS AND NOT LESS THAN 25 PERCENT CONIFEROUS)

TOTAL TREES PROVIDED - 19
TOTAL SHRUBS PROVIDED - 51



NOTE:
EXISTING CONDITIONS INFORMATION SHOWN IS FROM A BOUNDARY & TOPOGRAPHIC SURVEY PROVIDED BY LOUCKS, DATED MARCH, 2020.

CITY OF BIG LAKE NOTES

- CONTRACTOR SHALL OBTAIN A RIGHT-OF-WAY PERMIT FROM THE CITY OF BIG LAKE PRIOR TO CONSTRUCTION.
- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF BIG LAKE STANDARDS.
- CONTRACTOR SHALL REPLACE ALL EXISTING PAVEMENT MARKINGS DAMAGED DURING CONSTRUCTION.
- NON-SHRINK GROUT SHALL BE UTILIZED AT ALL PIPE PENETRATIONS AND BETWEEN ALL CONCRETE ADJUSTING RINGS.
- ALL WATERMAIN SHALL BE INSTALLED WITH A MINIMUM OF 8 FEET OF COVER TO THE TOP OF PIPE.
- ALL GATE VALVES SHALL BE CONSTRUCTED WITH EXTENSION STEMS ACCORDING TO CITY OF BIG LAKE STANDARD DETAIL 6-404.
- NO. 12 AWG TRACER WIRE, COATED GREEN, SHALL BE INSTALLED WITH ALL PROPOSED SANITARY SEWER.
- ALL MANHOLE JOINTS LOCATED WITHIN TWO FEET OF THE WATER TABLE SHALL BE WRAPPED ACCORDING TO CITY OF BIG LAKE STANDARD DETAIL 5-008.
- CONTRACTOR SHALL SCHEDULE AND ATTEND A PRE-CONSTRUCTION MEETING PRIOR TO CONSTRUCTION AT THE SITE. PRE-CONSTRUCTION MEETING DATE AND TIME SHALL BE COORDINATE WITH THE CITY ENGINEER.
- SIDEWALK AND WATERMAIN THE WORK WITHIN COUNTY RIGHT-OF-WAY WILL REQUIRE PERMITTING. CONTACT MIKE JURICICH AT 763-765-3354 OR MIKE.JURICICH@CO.SHERBURNE.MN.US.

BIG LAKE TREATMENT CENTER

BIG LAKE, MINNESOTA

BRIGHTON PROFESSIONAL BUILDING

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06/26/20	CITY RESUBMITTAL
07/13/20	CITY RESUBMITTAL

PROFESSIONAL SIGNATURE

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

Nathan W. Ekhoff - LA
License No. 52050
Date 06/26/20

QUALITY CONTROL

Loucks Project No. 19908
Project Lead NWE
Drawn By NWE
Checked By NWE
Review Date 06/26/20

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C1-1	EXISTING CONDITIONS
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L1-1	LANDSCAPE PLAN
L2-1	LANDSCAPE DETAILS
L2-2	LANDSCAPE DETAILS



CALL BEFORE YOU DIG!
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

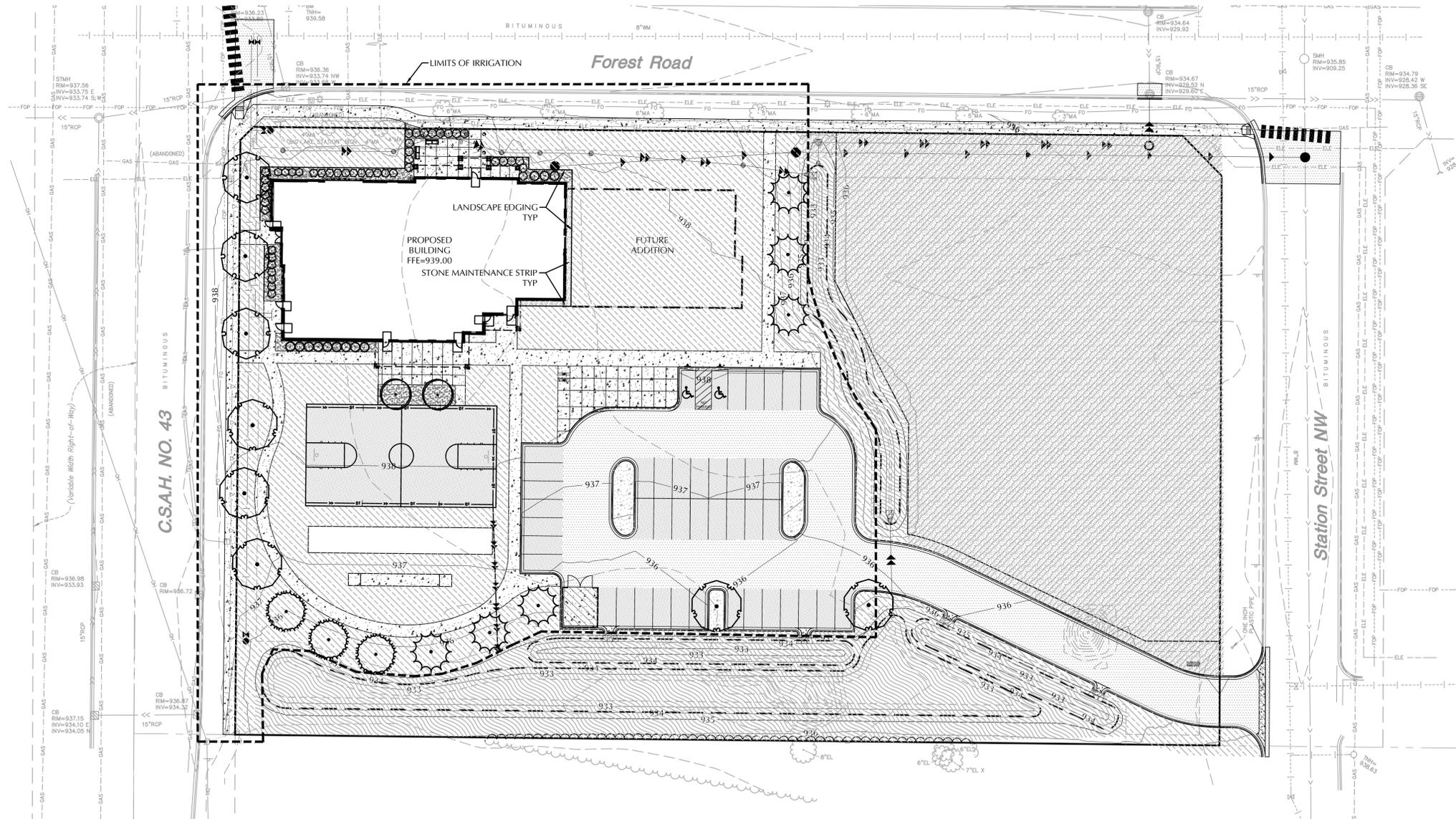
WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

LANDSCAPE PLAN

L1-1



LANDSCAPE INSTALLATION:

COORDINATE THE PHASES OF CONSTRUCTION AND PLANTING INSTALLATION WITH OTHER CONTRACTORS WORKING ON SITE.

NO PLANTING WILL BE INSTALLED UNTIL COMPLETE GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.

WHERE SOD/SEED ABUTS PAVED SURFACES, FINISHED GRADE OF SOD/SEED SHALL BE HELD 1" BELOW SURFACE ELEVATION OF TRAIL, SLAB, CURB, ETC.

SEED ALL AREAS DISTURBED DUE TO GRADING OTHER THAN THOSE AREAS NOTED TO RECEIVE SOD. SEED SHALL BE INSTALLED AND MULCHED AS PER MNDOT SPECS.

SOD ALL DESIGNATED AREAS DISTURBED DUE TO GRADING. SOD SHALL BE LAID PARALLEL TO THE CONTOURS AND SHALL HAVE STAGGERED JOINTS. ON SLOPES STEEPER THAN 3:1 OR IN DRAINAGE SWALES, THE SOD SHALL BE STAKED TO THE GROUND.

ALL PLANT MATERIAL SHALL COMPLY WITH THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK, AMERICAN ASSOCIATION OF NURSERYMEN. UNLESS NOTED OTHERWISE, ALL SHRUBS SHALL HAVE AT LEAST 5 CANES AT THE SPECIFIED MINIMUM SHRUB HEIGHT OR WIDTH. ORNAMENTAL TREES SHALL HAVE NO V CROTCHES AND SHALL BEGIN BRANCHING NO LOWER THAN 3' ABOVE ROOT BALL. STREET AND BOULEVARD TREES SHALL BEGIN BRANCHING NO LOWER THAN 5' ABOVE FINISHED GRADE.

ANY CONIFEROUS TREE PREVIOUSLY PRUNED FOR CHRISTMAS TREE SALES SHALL NOT BE USED. ALL CONIFEROUS TREES SHALL BE FULL FORM, NATURAL TO THE SPECIES, WITHOUT PRUNING.

PLAN TAKES PRECEDENCE OVER PLANT SCHEDULE IF DISCREPANCIES IN QUANTITIES EXIST. SPECIFICATIONS TAKE PRECEDENCE OVER NOTES.

NO PLANT MATERIAL SUBSTITUTIONS WILL BE ACCEPTED UNLESS APPROVAL IS REQUESTED BY THE LANDSCAPE ARCHITECT BY THE LANDSCAPE CONTRACTOR PRIOR TO THE SUBMISSION OF A BID AND/OR QUOTATION.

ALL PROPOSED PLANTS SHALL BE LOCATED AND STAKED AS SHOWN ON PLAN. ADJUSTMENTS IN LOCATION OF PROPOSED PLANT MATERIALS MAY BE NEEDED IN FIELD. SHOULD AN ADJUSTMENT BE ADVISED, THE LANDSCAPE ARCHITECT MUST BE NOTIFIED.

ALL PLANT MATERIALS SHALL BE FERTILIZED UPON INSTALLATION WITH A 27-3-3 SLOW RELEASE FERTILIZER MIXED IN WITH THE PLANTING SOIL PER THE MANUFACTURER'S INSTRUCTIONS. PLANTS MAY BE TREATED FOR SUMMER AND FALL INSTALLATION WITH AN APPLICATION OF GRANULAR 27-3-3 AT 6 OZ PER 2.5" CALIPER PER TREE AND 3 OZ PER SHRUB WITH AN ADDITIONAL APPLICATION OF 27-3-3 THE FOLLOWING SPRING IN THE TREE SAUCER.

ALL PLANTING AREAS RECEIVING PERENNIALS, GROUND COVER, ANNUALS, AND/OR VINES SHALL RECEIVE A MINIMUM OF 12" DEPTH OF PLANTING SOIL CONSISTING OF 5 PARTS CLEAN TOPSOIL AND 1 PART PEAT. SHRUBS AND TREES TO BE BACKFILLED WITH SAME PLANTING SOIL.

ALL PLANTS TO BE INSTALLED AS PER PLANTING DETAILS. REMOVE ALL FLAGGING AND LABELS FROM PLANTS.

WRAPPING MATERIAL SHALL BE CORRUGATED PVC PIPING 1" GREATER IN CALIPER THAN THE TREE BEING PROTECTED OR QUALITY, HEAVY, WATERPROOF CREPE PAPER MANUFACTURED FOR THIS PURPOSE. WRAP ALL DECIDUOUS TREES PLANTED IN THE FALL PRIOR TO 12-1 AND REMOVE ALL WRAPPING AFTER 5-1.

IRRIGATION NOTES:

VERIFY EXISTING/PROPOSED IRRIGATION SYSTEM LAYOUT AND CONFIRM COMPLETE LIMITS OF IRRIGATION PRIOR TO SUPPLYING SHOP DRAWINGS.

LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AN IRRIGATION LAYOUT PLAN AND SPECIFICATION AS A PART OF THE SCOPE OF WORK WHEN BIDDING. THESE SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO ORDER AND/OR INSTALLATION. IT SHALL BE THE LANDSCAPE CONTRACTOR'S RESPONSIBILITY TO INSURE THAT ALL SODDED/SEDED AND PLANTED AREAS ARE IRRIGATED PROPERLY, INCLUDING THOSE AREAS DIRECTLY AROUND AND ABUTTING BUILDING FOUNDATION.

THE LANDSCAPE CONTRACTOR SHALL PROVIDE THE OWNER WITH AN IRRIGATION SCHEDULE APPROPRIATE TO THE PROJECT SITE CONDITIONS AND TO PLANT MATERIAL GROWTH REQUIREMENTS.

IRRIGATION SYSTEM IS NOT TO SPRINKLE ACROSS PAVEMENT. THE SYSTEM SHALL INCORPORATE A RAIN SENSOR INTO IRRIGATION SYSTEM.

PLANTINGS OUTSIDE THE LIMITS OF IRRIGATION ARE TO BE WATERED REGULARLY UNTIL PLANTING/SOD/SEED HAS BEEN ESTABLISHED.

BLACK POLY EDGER TO BE USED TO CONTAIN SHRUBS, PERENNIALS, AND ANNUALS WHERE BED MEETS SOD/SEED UNLESS NOTED OTHERWISE.

ALL ANNUAL AND PERENNIAL PLANTING BEDS TO RECEIVE 3" DEEP SHREDDED HARDWOOD MULCH WITH NO WEED BARRIER. ALL SHRUB BED MASSINGS TO RECEIVE 3" DEEP SHREDDED HARDWOOD MULCH AND FIBER MAT WEED BARRIER. ALL TREES TO RECEIVE 4" DEEP SHREDDED HARDWOOD MULCH WITH NO MULCH IN DIRECT CONTACT WITH TREE TRUNK.

SPREAD GRANULAR PRE EMERGENT HERBICIDE (PREEN OR EQUAL) PER MANUFACTURER'S RECOMMENDATIONS UNDER ALL MULCHED AREAS.

MAINTENANCE STRIPS TO HAVE EDGER AND MULCH AS SPECIFIED/INDICATED ON DRAWING OR IN SPECIFICATION.

IF THE LANDSCAPE CONTRACTOR IS CONCERNED OR PERCEIVES ANY DEFICIENCIES IN THE PLANT SELECTIONS, SOIL CONDITIONS OR ANY OTHER SITE CONDITION WHICH MIGHT NEGATIVELY AFFECT PLANT ESTABLISHMENT, SURVIVAL OR GUARANTEE, HE MUST BRING THESE DEFICIENCIES TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO PROCUREMENT AND/OR INSTALLATION.

CONTRACTOR SHALL SUBMIT A WRITTEN REQUEST FOR THE OWNER ACCEPTANCE INSPECTION OF ALL LANDSCAPE AND SITE IMPROVEMENTS.

CONTRACTOR IS RESPONSIBLE FOR ON-GOING MAINTENANCE OF ALL NEWLY INSTALLED MATERIALS UNTIL TIME OF OWNER ACCEPTANCE. ANY ACTS OF VANDALISM OR DAMAGE WHICH MAY OCCUR PRIOR TO OWNER ACCEPTANCE SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. CONTRACTOR SHALL PROVIDE THE OWNER WITH A MAINTENANCE PROGRAM INCLUDING, BUT NOT NECESSARILY LIMITED TO, PRUNING, FERTILIZATION AND DISEASE/PEST CONTROL.

CONTRACTOR SHALL GUARANTEE NEW PLANT MATERIAL THROUGH ONE CALENDAR YEAR FROM THE DATE OF OWNER ACCEPTANCE.

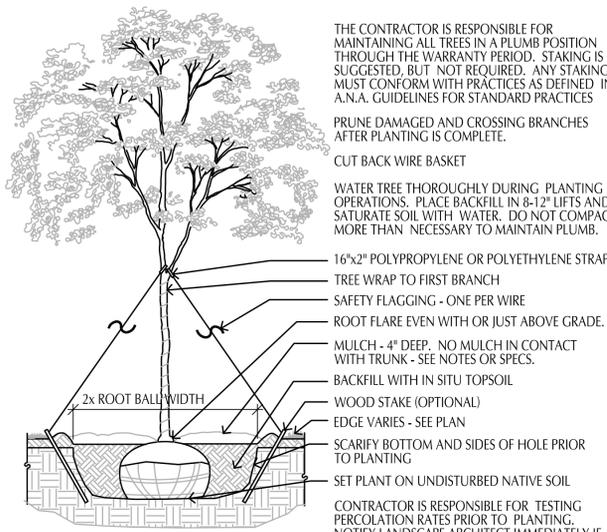
WARRANTY (ONE FULL GROWING SEASON) FOR LANDSCAPE MATERIALS SHALL BEGIN ON THE DATE OF ACCEPTANCE BY THE LANDSCAPE ARCHITECT AFTER THE COMPLETION OF PLANTING OF ALL LANDSCAPE MATERIALS. NO PARTIAL ACCEPTANCE WILL BE CONSIDERED.

UNLESS NOTED OTHERWISE THE APPROPRIATE DATES FOR SPRING PLANT MATERIAL INSTALLATION AND SEED/SOD PLACEMENT IS FROM THE TIME GROUND HAS THAWED TO JUNE 15.

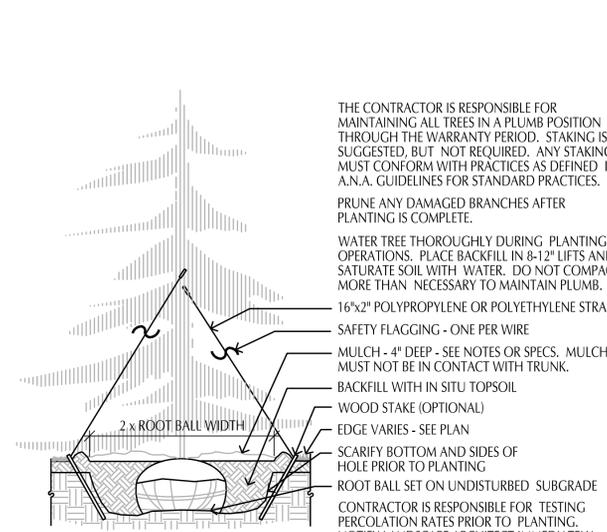
FALL SODDING IS GENERALLY ACCEPTABLE FROM AUGUST 15 - NOVEMBER 1. FALL SEEDING FROM AUGUST 15 - SEPTEMBER 15; DORMANT SEEDING IN THE FALL SHALL NOT OCCUR PRIOR TO NOVEMBER 1. FALL CONIFEROUS PLANTING MAY OCCUR FROM AUGUST 15 - OCTOBER 1 AND DECIDUOUS PLANTING FROM THE FIRST FROST UNTIL NOVEMBER 15. PLANTING OUTSIDE THESE DATES IS NOT RECOMMENDED. ANY ADJUSTMENT MUST BE APPROVED IN WRITING BY THE LANDSCAPE ARCHITECT.

PROTECT ALL EXISTING OAKS ON SITE SCHEDULED TO REMAIN. IF EXISTING OAKS ARE DAMAGED IN ANY MANNER, ABOVE OR BELOW GROUND IN THE ROOT SYSTEM, AN ASPHALTIC TREE PRUNING PAINT SHOULD BE APPLIED IMMEDIATELY AFTER WOUNDING. OAKS ARE NOT TO BE PRUNED, REMOVED OR TRANSPLANTED BETWEEN APRIL 15 AND JULY 1. NOTIFY LANDSCAPE ARCHITECT IF THESE DATES ARE UNAVOIDABLE.

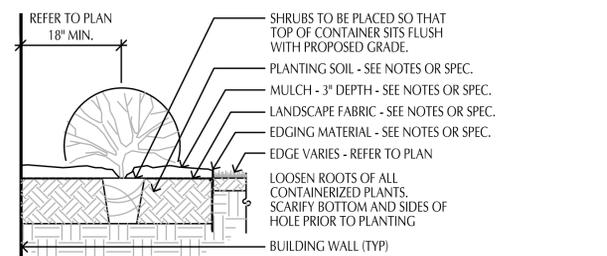
LANDSCAPE CONTRACTOR SHALL ESTABLISH TO HIS SATISFACTION THAT SOIL AND COMPACTION CONDITIONS ARE ADEQUATE TO ALLOW FOR PROPER DRAINAGE AT AND AROUND THE BUILDING SITE.



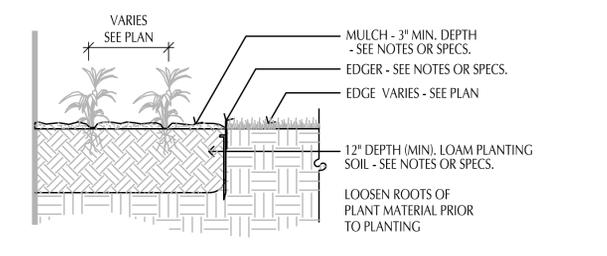
X
XX DECIDUOUS TREE PLANTING DETAIL
SCALE: 1/2" = 1'-0"
Deciduous Tree.DWG



X
XX CONIFEROUS TREE PLANTING DETAIL
SCALE: 1/2" = 1'-0"
Coniferous Tree.DWG



X
XX SHRUB PLANTING DETAIL
SCALE: 3/4" = 1'-0"



X
XX PERENNIAL PLANTING
SCALE: 3/4" = 1'-0"
Perennial.Dwg

BIG LAKE TREATMENT CENTER

BIG LAKE, MINNESOTA

BRIGHTON PROFESSIONAL BUILDING

1900 SILVER LAKE ROAD
SUITE 110
NEW BRIGHTON, MN 55112

LOUCKS

PLANNING
CIVIL ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL

7200 Hemlock Lane, Suite 300
Maple Grove, MN 55369
763.424.5505
www.louckscinc.com

CADD QUALIFICATION

CADD files prepared by the Consultant for this project are instruments of the Consultant's professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

SUBMITTAL/REVISIONS

06/02/20	CITY SUBMITTAL
06/26/20	CITY RESUBMITTAL
07/13/20	CITY RESUBMITTAL

PROFESSIONAL SIGNATURE

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

Nathan W. Ekhoff - LA
License No. 52050
Date 06/26/20

QUALITY CONTROL

Loucks Project No.	19908
Project Lead	NWE
Drawn By	NWE
Checked By	NWE
Review Date	06/26/20

SHEET INDEX

C1-1	EXISTING CONDITIONS
C1-2	DEMOLITION PLAN
C2-1	SITE PLAN
C3-1	GRADING PLAN
C3-2	SWPPP
C3-3	SWPPP NOTES
C4-1	UTILITY PLAN (STORM SEWER)
C4-2	UTILITY PLAN (SANITARY SEWER & WATERMAIN)
C8-1	CIVIL DETAILS
C8-2	CIVIL DETAILS
C8-3	CIVIL DETAILS
L1-1	LANDSCAPE PLAN
L2-1	LANDSCAPE DETAILS
L2-2	LANDSCAPE DETAILS

LANDSCAPE DETAILS

L2-1

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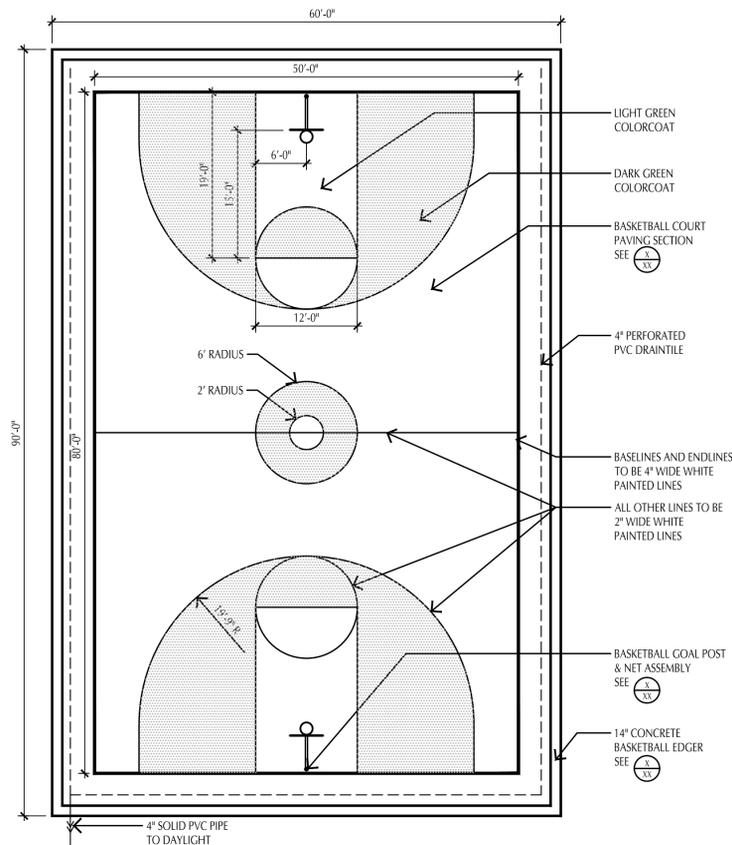
Nathan W. Ekhoff - LA
License No. 52050
Date 06/26/20

QUALITY CONTROL

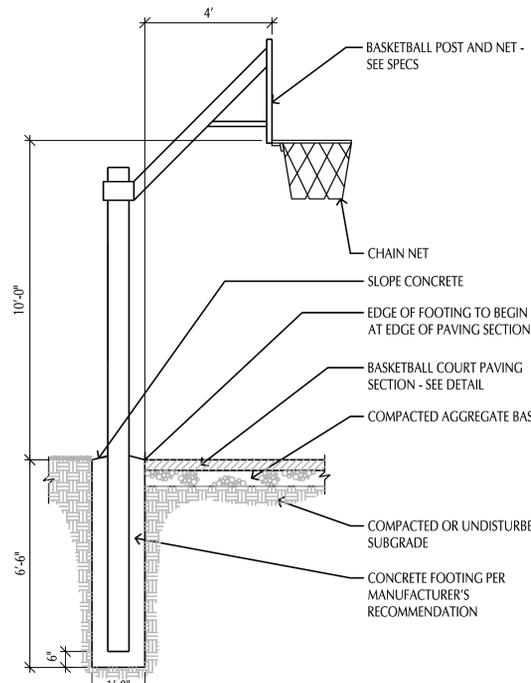
Looucks Project No. 19908
Project Lead NWE
Drawn By NWE
Checked By NWE
Review Date 06/26/20

SHEET INDEX

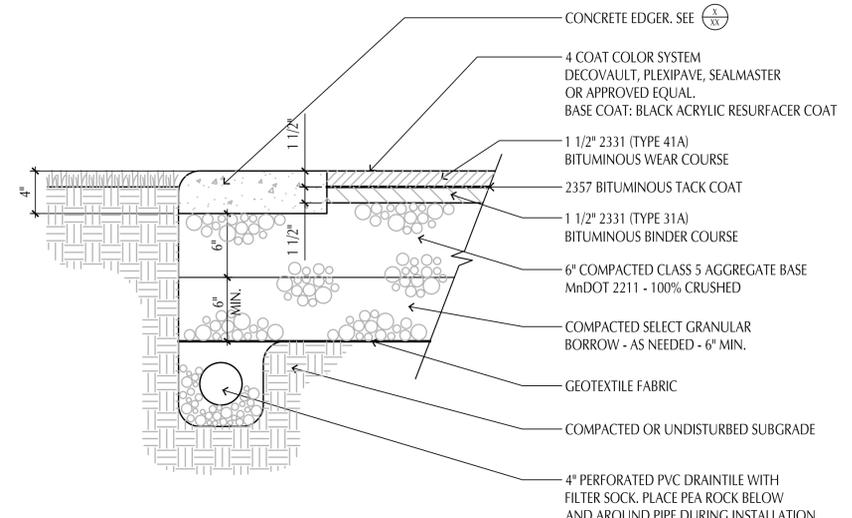
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L2-1	LANDSCAPE DETAILS
L2-2	LANDSCAPE DETAILS



X
XX BASKETBALL COURT LAYOUT
SCALE: 1" = 10'-0"



X
XX BASKETBALL GOAL POST & NET ASSEMBLY
SCALE: 3/8" = 1'-0"



X
XX BASKETBALL COURT PAVING SECTION
SCALE: 1 1/2" = 1'-0"



2
A700
EXTERIOR ELEVATION - NORTH
1" = 10'-0"

1
A700
EXTERIOR ELEVATION - EAST
1" = 10'-0"

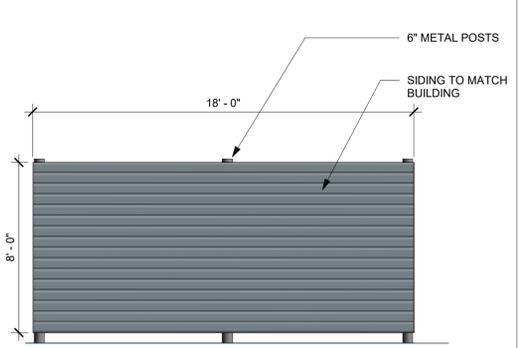
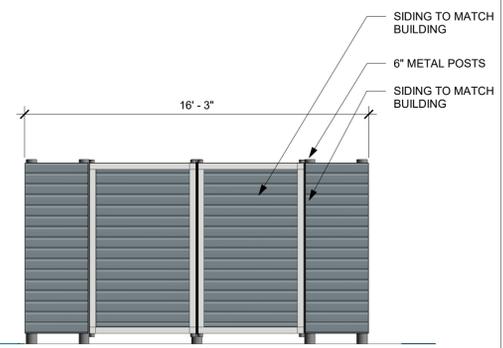


DIRECTION	LAP SIDING	SHAKES	LEDGESTONE	BOARD AND BATTEN	GLAZING
NORTH	1,452 SF	1,378 SF	2,224 SF	222 SF	578 SF
EAST	954 SF	862 SF	647 SF	181 SF	204 SF
SOUTH	1,748 SF	1,728 SF	1,076 SF	227 SF	578 SF
WEST	1,377 SF	845 SF	322 SF	163 SF	60 SF



3
A700
EXTERIOR ELEVATION - SOUTH
1" = 10'-0"

4
A700
EXTERIOR ELEVATION - WEST
1" = 10'-0"



5
A700
TYP. TRASH ENCLOSURE ELEVATION - FRONT
1/4" = 1'-0"

6
A700
TYP. TRASH ENCLOSURE ELEVATION - SIDE
1/4" = 1'-0"

CONSULTANT:

15 Ninth Avenue North, Hopkins, MN 55343
Phone: 952.941.8660 / www.wilkusarch.com

CLIENT:

Mental Health - Psychiatry - Substance Use Disorder

PETER NYSTROM
NYSTROM & ASSOCIATES LTD
1900 SILVER LAKE RD NW,
SUITE 110
NEW BRIGHTON, MN 55112

PROJECT INFORMATION:

**NYA - BIG LAKE
TREATMENT**
COUNTY HWY 43 & FOREST ROAD
BIG LAKE, MN 55309

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

Print Name: MICHAEL J. WILKUS
Signature:
License No.: 16380
Expiration Date: 06-30-2020
Date: 06-26-2020

PROJECT NO.: 2019-0487
DRAWN BY: BMB
CHECKED BY: KPG

ISSUE: DATE:
CITY SUBMITTAL 06-04-2020
CITY RESUBMITTAL 06-26-2020

REVISION	DATE

PROJECT LOCATION:
BIG LAKE, MN

SHEET NUMBER / TITLE:
A700
EXTERIOR ELEVATIONS

**BIG LAKE CITY COUNCIL
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 July 22, 2020. The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

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

**A RESOLUTION GRANTING APPROVAL OF THE PRELIMINARY PLAT,
CONDITIONAL USE PERMIT AND SITE PLAN FOR THE NYSTROM TREATMENT
FACILITY**

WHEREAS, Wilkus Architects P. A. (Applicant) has submitted an application to the City of Big Lake (City) on behalf of Nystrom & Associates LTD, requesting approval of the Station Street Nystrom Addition (Plat) and approval of a Site Plan and a Conditional Use Permit for a Group Care Facility (Treatment Facility); and,

WHEREAS, the Plat shall create two parcels to be legally described as Lot 1, Block 1 (2.44 acres), and Outlot A (0.89 acres), Station Street Nystrom Addition; and,

WHEREAS, the Preliminary Plat is attached as Exhibit B; and,

WHEREAS, the Site Plan is attached as Exhibit C; and,

WHEREAS, the property to be included in the Plat is currently PID: 65-597-0010 (Subject Property) and was rezoned in February 2020 from Agriculture to Transit-Oriented Development (Ordinance 2020-03) to match the Comprehensive Plan; and,

WHEREAS, the Subject Property is vacant land that the Applicant is proposing to construct a Treatment Facility with an outdoor recreational area (Development) and has provided an area for future expansion of the building; and

WHEREAS, the proposed use of the Subject Property is consistent with the zoning designation and Comprehensive Plan; and,

WHEREAS, pursuant to Minnesota Statute §462.357 the Big Lake Planning Commission held a Public Hearing on July 1, 2020 to consider and receive public comment on said Plat; and,

WHEREAS, notice of the Hearing was posted, published in the City's official newspaper, and mailed to any and all owners of affected properties, as required by State Statute; and,

WHEREAS, the Big Lake City Council then proceeded to hear all persons interested in said application and persons interested were afforded the opportunity to present their views and objections to the granting of said application; and

WHEREAS, the following comments were received: / no verbal or written public comments were received; and

WHEREAS, on July 1, 2020, the Planning Commission reviewed and recommended approval of the Preliminary Plat, Conditional Use Permit and Site Plan to the City Council, finding the project is consistent with the Comprehensive Plan and Zoning and has satisfied City Code requirements; and,

WHEREAS, following the Hearing the Commission recommended approval of the said request for the open sales lot based on the following findings:

1. The request is for a use allowed in the zoning district.
2. The proposed use is good use for the property.
3. The site will not have an adverse effect upon the adjacent properties.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF BIG LAKE, MINNESOTA, the Preliminary Plat and Site Plan request from Nystrom & Associates for the Station Street Nystrom Addition is hereby approved.

BE IT FURTHER RESOLVED, approval of the Conditional Use Permit shall be based on the following conditions:

1. Address any outstanding engineer comments dated June 16, 2020.
2. The planned expansion for the facility will require a site plan amendment at which point parking and stormwater calculations will be evaluated.
3. This site plan becomes null and void if no construction starts within one (1) year.
4. The Applicant shall provide the City of Big Lake with all applicable governmental licenses for the Group Care Facility before the City issues a Certificate of Occupancy.
5. Work within City and County right-of-way will require the appropriate permitting.

Adopted by the City Council on the 22nd day of July, 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.

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

STATE OF MINNESOTA)
 SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this 22nd day of July, 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

EXHIBIT A
Legal Description

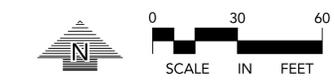
Existing Legal Description

Outlot A, Station Street all in Sec. 29, Twp. 33, R. 27, Sherburne County, Minnesota
PID: 65-597-0010

Proposed Legal Description at time of Final Plat

Lot 1, Block 1, and Outlot A, Station Street Nystrom Addition all in Sec. 20, Twp. 33, R.
27, Sherburne County, Minnesota

EXHIBIT B
Preliminary Plat



NOTE:
EXISTING CONDITIONS INFORMATION
SHOWN IS FROM A BOUNDARY &
TOPOGRAPHIC SURVEY PROVIDED BY
LOUCKS, DATED MARCH, 2020.

**BIG LAKE
TREATMENT
CENTER**
BIG LAKE, MINNESOTA

**BRIGHTON
PROFESSIONAL
BUILDING**
1900 SILVER LAKE ROAD
SUITE 110
NEW BRIGHTON, MN 55112

LOUCKS
PLANNING
CIVIL ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
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7200 Hemlock Lane, Suite 300
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www.loucksinc.com

LEGEND

● FOUND OPEN IRON MONUMENT UNLESS SHOWN OTHERWISE	—>—> STORM SEWER
○ SET 1/2 INCH X 14 INCH IRON MONUMENT, MARKED "LS 48988"	—>—> SANITARY SEWER
⊗ CATCH BASIN	— — WATERMAIN
⊙ STORM MANHOLE	—S— SANITARY SEWER SERVICE
○ SANITARY MANHOLE	—W— WATER SERVICE
⊕ HYDRANT	—ELE— UNDERGROUND ELECTRIC
⊕ GATE VALVE	—FO— UNDERGROUND FIBER OPTIC
⊕ ELECTRIC TRANSFORMER	—TEL— UNDERGROUND TELEPHONE
⊕ ELECTRIC METER	—OH— OVERHEAD UTILITY
⊕ GAS METER	—○— CHAIN LINK FENCE
⊕ GUY WIRE	— — CONCRETE CURB
⊕ HAND HOLE	— — RETAINING WALL
⊕ LIGHT POLE	— — CONCRETE
⊕ POWER POLE	— — NO PARKING
⊕ TELEPHONE PEDESTAL	— — EXISTING BUILDING
⊕ SIGN	— — CONTOUR
⊕ PARKING STALL COUNT	— — SPOT ELEVATION
⊕ DISABLED PARKING STALL	— — TREE LINE
⊕ SCHEDULE B II ITEM	— — CONIFEROUS TREE
	— — PINE
	— — DECIDUOUS TREE
	— — ASH
	— — MAPLE
	— — TREE (GEN)

- CITY OF BIG LAKE NOTES**
- CONTRACTOR SHALL OBTAIN A RIGHT-OF-WAY PERMIT FROM THE CITY OF BIG LAKE PRIOR TO CONSTRUCTION.
 - ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF BIG LAKE STANDARDS.
 - CONTRACTOR SHALL REPLACE ALL EXISTING PAVEMENT MARKINGS DAMAGED DURING CONSTRUCTION.
 - NON-SHRINK GROUT SHALL BE UTILIZED AT ALL PIPE PENETRATIONS AND BETWEEN ALL CONCRETE ADJUSTING RINGS.
 - ALL WATERMAIN SHALL BE INSTALLED WITH A MINIMUM OF 8 FEET OF COVER TO THE TOP OF PIPE.
 - ALL GATE VALVES SHALL BE CONSTRUCTED WITH EXTENSION STEMS ACCORDING TO CITY OF BIG LAKE STANDARD DETAIL 6-404.
 - NO. 12 AWG TRACER WIRE, COATED GREEN, SHALL BE INSTALLED WITH ALL PROPOSED SANITARY SEWER.
 - ALL MANHOLE JOINTS LOCATED WITHIN TWO FEET OF THE WATER TABLE SHALL BE WRAPPED ACCORDING TO CITY OF BIG LAKE STANDARD DETAIL 5-008.
 - CONTRACTOR SHALL SCHEDULE AND ATTEND A PRE-CONSTRUCTION MEETING PRIOR TO CONSTRUCTION AT THE SITE. PRE-CONSTRUCTION MEETING DATE AND TIME SHALL BE COORDINATE WITH THE CITY ENGINEER.
 - SIDEWALK AND WATERMAIN TIE WORK WITHIN COUNTY RIGHT-OF-WAY WILL REQUIRE PERMITTING. CONTACT MIKE JURICICH AT 763-765-3354 OR MIKE.JURICICH@CO.SHERBURNE.MN.US.

CADD QUALIFICATION

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SUBMITTAL/REVISIONS

06/02/20	CITY SUBMITTAL
06/26/20	CITY RESUBMITTAL
07/13/20	CITY RESUBMITTAL

PROFESSIONAL SIGNATURE
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.

Trevor D. Gruys - PE
License No. 53706
Date 06/26/20

QUALITY CONTROL

Loucks Project No. 19908
Project Lead TDG
Drawn By ZBM/MDC
Checked By TDG
Review Date 06/26/20

SHEET INDEX

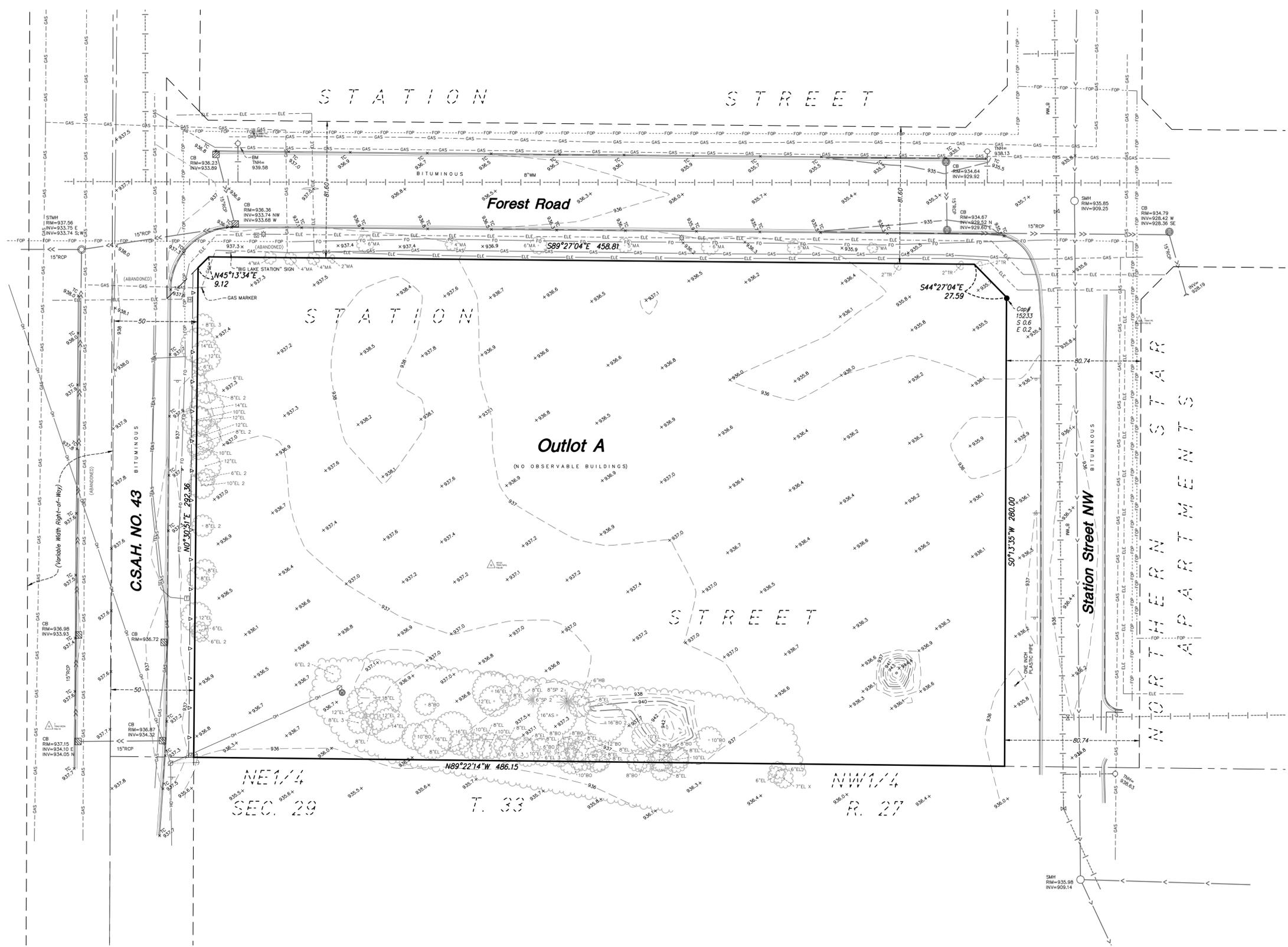
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L2-1	LANDSCAPE DETAILS
L2-2	LANDSCAPE DETAILS

CALL BEFORE YOU DIG
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

WARNING:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

**EXISTING
CONDITIONS**
C1-1



Plotted: 07/13/2020 2:38 PM W:\2019\19908\CADD\DATA\CIVIL.dwg Sheet Files\C1-1 EXISTING CONDITIONS

EXHIBIT C
Site Plan



CALL BEFORE YOU DIG!
Gopher State One Call
 TWIN CITY AREA: 651-454-0002
 TOLL FREE: 1-800-252-1166

WARNING:
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.
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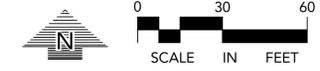
CIVIL LEGEND

EXISTING	PROPOSED	EXISTING	PROPOSED

PAVEMENT TYPES

	CONCRETE SIDEWALK
	DECORATIVE CONCRETE BANDING
	CONCRETE PAVEMENT
	LIGHT DUTY BITUMINOUS PAVEMENT
	HEAVY DUTY BITUMINOUS PAVEMENT

NOTE: SEE PAVEMENT SECTIONS ON SHEET C8-1 AND C8-2 FOR TYPE AND DEPTH INFORMATION.



NOTE:
 EXISTING CONDITIONS INFORMATION SHOWN IS FROM A BOUNDARY & TOPOGRAPHIC SURVEY PROVIDED BY LOUCKS, DATED MARCH, 2020.

BIG LAKE TREATMENT CENTER
 BIG LAKE, MINNESOTA

BRIGHTON PROFESSIONAL BUILDING
 1900 SILVER LAKE ROAD
 SUITE 110
 NEW BRIGHTON, MN 55112

LOUCKS
 PLANNING
 CIVIL ENGINEERING
 LAND SURVEYING
 LANDSCAPE ARCHITECTURE
 ENVIRONMENTAL
 7200 Hemlock Lane, Suite 300
 Maple Grove, MN 55369
 763.424.5505
 www.louckscinc.com

SITE DATA

CURRENT ZONING: TRANSIT-ORIENTED DEVELOPMENT (TOD)
 PROPOSED ZONING: TRANSIT-ORIENTED DEVELOPMENT (TOD)
 PROPERTY AREA: 3.33 AC
 DISTURBED AREA: 2.53 AC
 EXISTING IMPERVIOUS AREA: 0 AC
 PROPOSED IMPERVIOUS AREA: 1.21 AC
 *EXISTING & PROPOSED IMPERVIOUS AREAS ARE BASED ON LOT 1, BLOCK 1.
DEVELOPMENT AND DESIGN STANDARDS
 YARD (BUILDING) SETBACKS:
 FRONT 5 FT MINIMUM / 25 FT MAXIMUM
 SIDE 0 FT MINIMUM / 25 FT MAXIMUM
 REAR 15 FT MINIMUM

OFF-STREET PARKING AND DESIGN STANDARD REQUIREMENTS

MINIMUM PARKING LAYOUT DIMENSIONS (90 DEGREE PATTERN):
 PARKING SPACE WIDTH = 9 FT
 PARKING SPACE LENGTH = 20 FT
 MANEUVERING LANE WIDTH = 24 FT

OFF-STREET PARKING CALCULATIONS

TOTAL PARKING REQUIRED = 43 STALLS
 TOTAL PARKING PROVIDED = 43 STALLS

ACCESSIBLE PARKING

PROPOSED ACCESSIBLE PARKING PROVIDED: 2 STALLS
 REQUIRED ACCESSIBLE PARKING: 2 STALLS**

****REQUIRED MINIMUM NUMBER OF ACCESSIBLE SPACES FOR 1 TO 50 STALLS**

SITE NOTES

- ALL PAVING, CONCRETE CURB, GUTTER AND SIDEWALK SHALL BE FURNISHED AND INSTALLED IN ACCORDANCE WITH THE DETAILS SHOWN PER THE DETAIL SHEET(S) AND STATE/LOCAL JURISDICTION REQUIREMENTS.
- ACCESSIBLE PARKING AND ACCESSIBLE ROUTES SHALL BE PROVIDED PER CURRENT ADA STANDARDS AND LOCAL/STATE REQUIREMENTS.
- ALL CURB DIMENSIONS SHOWN ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
- ALL BUILDING DIMENSIONS ARE TO THE OUTSIDE FACE OF WALL UNLESS OTHERWISE NOTED.
- TYPICAL FULL SIZED PARKING STALL IS 9' X 18' UNLESS OTHERWISE NOTED.
- ALL CURB RADII SHALL BE 5.0' UNLESS OTHERWISE NOTED.
- BITUMINOUS IMPREGNATED FIBER BOARD TO BE PLACED AT FULL DEPTH OF CONCRETE ADJACENT TO EXISTING STRUCTURES AND BEHIND CURB ADJACENT TO DRIVEWAYS AND SIDEWALKS.
- SEE SITE ELECTRICAL PLAN FOR SITE LIGHTING.

SIGNAGE AND STRIPING NOTES

- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SITE SIGNAGE AND STRIPING AS SHOWN ON THIS PLAN.
- CONTRACTOR SHALL PAINT ALL ACCESSIBLE STALLS, LOGOS AND CROSS HATCH LOADING AISLES WITH WHITE PAVEMENT MARKING PAINT, 4" IN WIDTH.
- CONTRACTOR SHALL PAINT ANY/ALL DIRECTIONAL TRAFFIC ARROWS, AS SHOWN, IN WHITE PAINT.
- ALL SIGNAGE SHALL INCLUDE POST, CONCRETE FOOTING AND STEEL CASING WHERE REQUIRED.
- ALL SIGNAGE NOT PROTECTED BY CURB, LOCATED IN PARKING LOT OR OTHER PAVED AREAS TO BE PLACED IN STEEL CASING, FILLED WITH CONCRETE AND PAINTED YELLOW. REFER TO DETAIL.
- ANY/ALL STOP SIGNS TO INCLUDE A 24" WIDE PAINTED STOP BAR IN WHITE PAINT, PLACED AT THE STOP SIGN LOCATION, A MINIMUM OF 4' FROM CROSSWALK IF APPLICABLE. ALL STOP BARS SHALL EXTEND FROM DIRECTIONAL TRANSITION BETWEEN LANES TO CURB.
- ALL SIGNS TO BE PLACED 18" BEHIND BACK OF CURB UNLESS OTHERWISE NOTED.

CITY OF BIG LAKE NOTES

- CONTRACTOR SHALL OBTAIN A RIGHT-OF-WAY PERMIT FROM THE CITY OF BIG LAKE PRIOR TO CONSTRUCTION.
- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF BIG LAKE STANDARDS.
- CONTRACTOR SHALL REPLACE ALL EXISTING PAVEMENT MARKINGS DAMAGED DURING CONSTRUCTION.
- NON-SHRINK GROUT SHALL BE UTILIZED AT ALL PIPE PENETRATIONS AND BETWEEN ALL CONCRETE ADJUSTING RINGS.
- ALL WATERMAIN SHALL BE INSTALLED WITH A MINIMUM OF 8 FEET OF COVER TO THE TOP OF PIPE.
- ALL GATE VALVES SHALL BE CONSTRUCTED WITH EXTENSION STEMS ACCORDING TO CITY OF BIG LAKE STANDARD DETAIL 6-404.
- NO. 12 AWG TRACER WIRE, COATED GREEN, SHALL BE INSTALLED WITH ALL PROPOSED SANITARY SEWER.
- ALL MANHOLE JOINTS LOCATED WITHIN TWO FEET OF THE WATER TABLE SHALL BE WRAPPED ACCORDING TO CITY OF BIG LAKE STANDARD DETAIL 5-008.
- CONTRACTOR SHALL SCHEDULE AND ATTEND A PRE-CONSTRUCTION MEETING PRIOR TO CONSTRUCTION AT THE SITE. PRE-CONSTRUCTION MEETING DATE AND TIME SHALL BE COORDINATE WITH THE CITY ENGINEER.
- SIDEWALK AND WATERMAIN TIE WORK WITHIN COUNTY RIGHT-OF-WAY WILL REQUIRE PERMITTING. CONTACT MIKE JURICICH AT 763-765-3354 OR MIKE.JURICICH@CO.SHERBURN.MN.US.

CADD QUALIFICATION

CADD files prepared by the Consultant for this project are instruments of the Consultant's professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

SUBMITTAL/REVISIONS

DATE	DESCRIPTION
06/02/20	CITY SUBMITTAL
06/26/20	CITY RESUBMITTAL
07/13/20	CITY RESUBMITTAL

PROFESSIONAL SIGNATURE

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.

Trevor D. Grays - PE
 License No. 53706
 Date 06/26/20

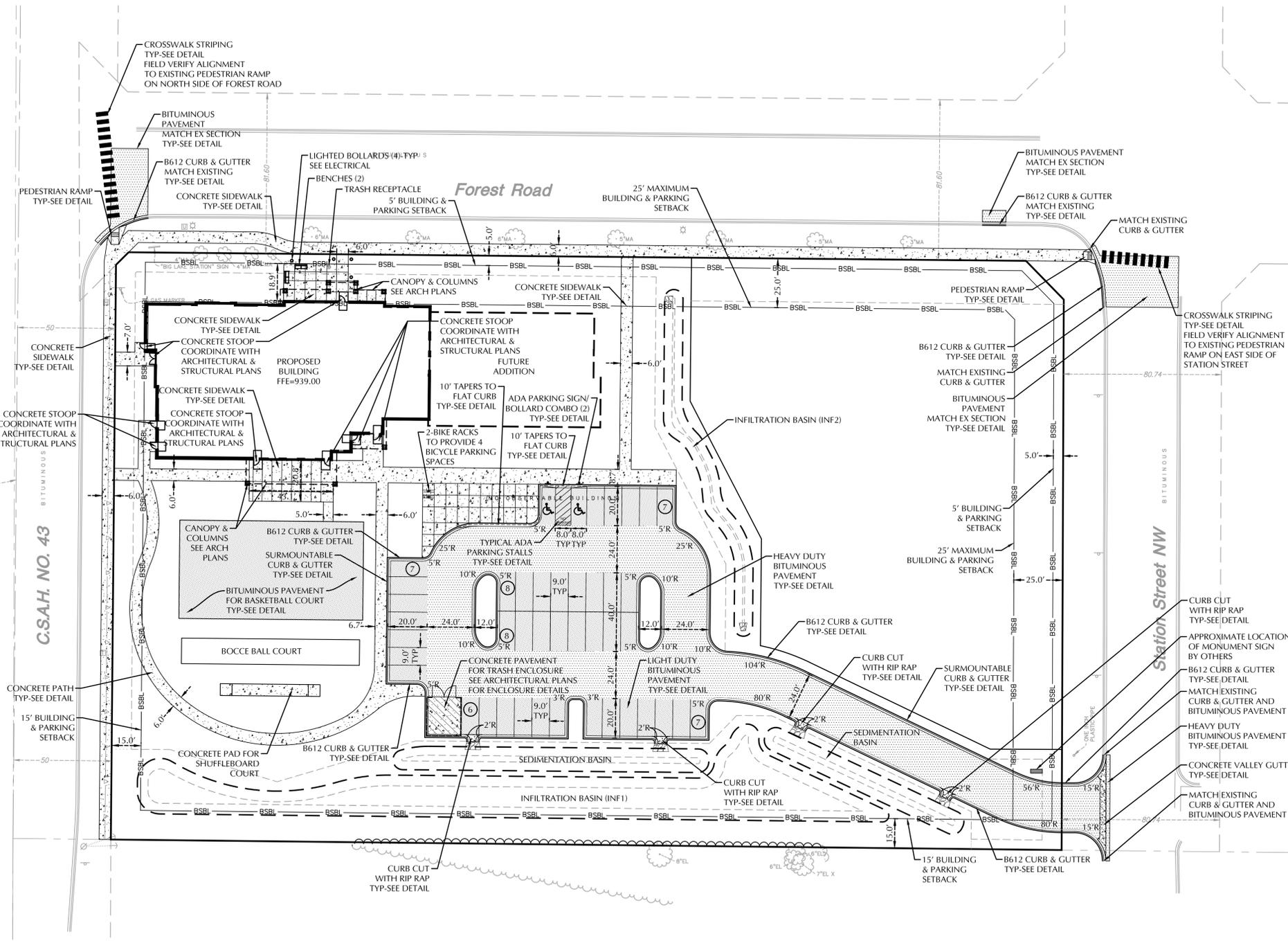
QUALITY CONTROL

Loucks Project No. 19908
 Project Lead TDM
 Drawn By ZBM/MDC
 Checked By TDG
 Review Date 06/26/20

SHEET INDEX

C1-1	EXISTING CONDITIONS
C1-2	DEMOLITION PLAN
C2-1	SITE PLAN
C3-1	GRADING PLAN
C3-2	SWPPP
C3-3	SWPPP NOTES
C4-1	UTILITY PLAN (STORM SEWER)
C4-2	UTILITY PLAN (SANITARY SEWER & WATERMAIN)
C8-1	CIVIL DETAILS
C8-2	CIVIL DETAILS
C8-3	CIVIL DETAILS
L1-1	LANDSCAPE PLAN
L2-1	LANDSCAPE DETAILS
L2-2	LANDSCAPE DETAILS

SITE PLAN
C2-1



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AGENDA ITEM

Big Lake City Council

Prepared By: Clay Wilfahrt, City Administrator	Meeting Date: 7/22/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7C
Item Description: Update on the Framework 2030 regional planning process and Resolution of Understanding		Reviewed By: Hanna Klimmek, Community Development Director Reviewed By: Layne Otteson, City Engineer	

ACTION REQUESTED

Motion to approve a **RESOLUTION** of Understanding regarding the progress of the Framework 2030 regional planning process.

BACKGROUND/DISCUSSION

For the past seven or so years, the City of Big Lake has been part of a partnership to plan for the growth of the region. It began as a group attempting to build another bridge crossing between Big Lake and Monticello. Through that initial process, the parties involved learned that a broader scope was necessary. Attached is an update of the progress on the initiative. Staff will present the update at the Council meeting.

FINANCIAL IMPACT

None

STAFF RECOMMENDATION

Approval of a Resolution of Understanding regarding the progress of the Framework 2030 regional planning process.

ATTACHMENTS

- 2020 July Partnership Update
- Presentation
- Resolution of Understanding

Central Mississippi River ~ Regional Planning Partnership

Committed to creating a shared regional vision and goals, then working together to accomplish them

www.RegionalPlanningPartnership.org ♦ regionalplanningpartnership@gmail.com

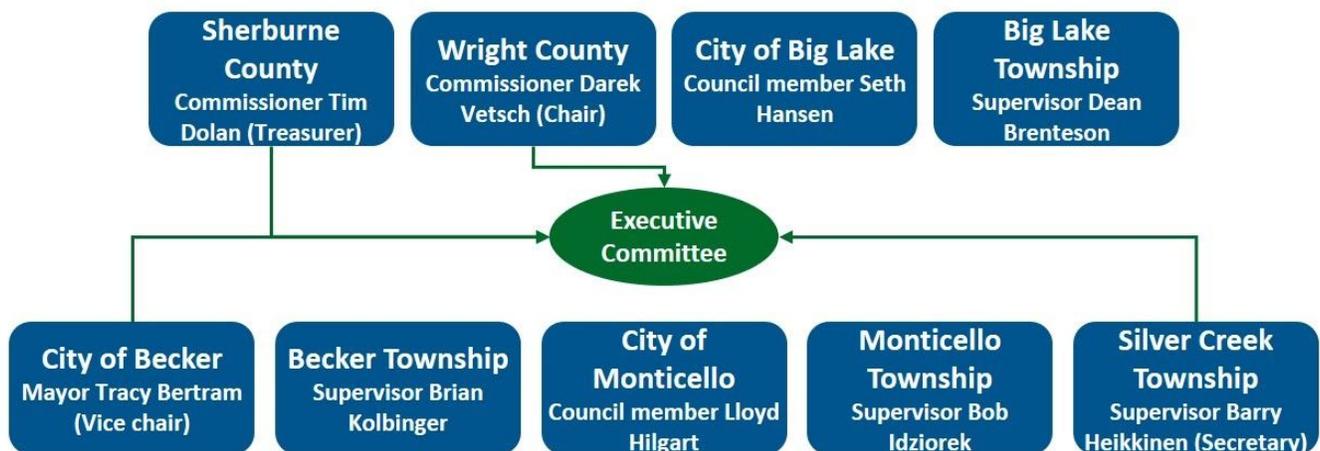
The information below was prepared for the elected body of each member of the Partnership, to ensure they are fully apprised of and have the chance to contribute to the Partnership’s work.

Partnership

What is now the Central Mississippi River Regional Planning Partnership was first formed in 2016 focused on transportation issues, and in 2019 re-constituted itself to collaborate on regional planning and economic development. The Partnership is committed to “creating a shared regional vision and goals, then working together to accomplish them.” Learn more, stay updated, and participate via the Partnership’s website: <https://regionalplanningpartnership.org/>.

The Partnership’s structure is illustrated and described in the graphic below.

Partners



Liaison Team (Planners)

Provides input and recommendations to the Partnership and receives and acts on their direction.

- Marc Schneider
Sherburne County (LT lead)
- Barry Rhineberger
Wright County
- Amy Barthel
City of Big Lake
- Jacob Sanders
City of Becker
- Angela Schumann
City of Monticello

Administrators

Provide input, action items, and information to the Partnership and receive and act on their direction.

- Dan Weber
Sherburne County
- Lee Kelly
Wright County
- Clay Wilfahrt
City of Big Lake
- Greg Pruszinske
City of Becker
- Jeff O’Neill
City of Monticello

Consultants

Offer expertise and guidance to the Partnership and receive and act on their direction.

- Anne Carroll: Carroll, Franck & Associates; Partnership Process Consultant
- Jamie Greene, Kyle May, Kevin Hively: Planning Next/Ninigret Partners, Planning Consultants

Framework 2030

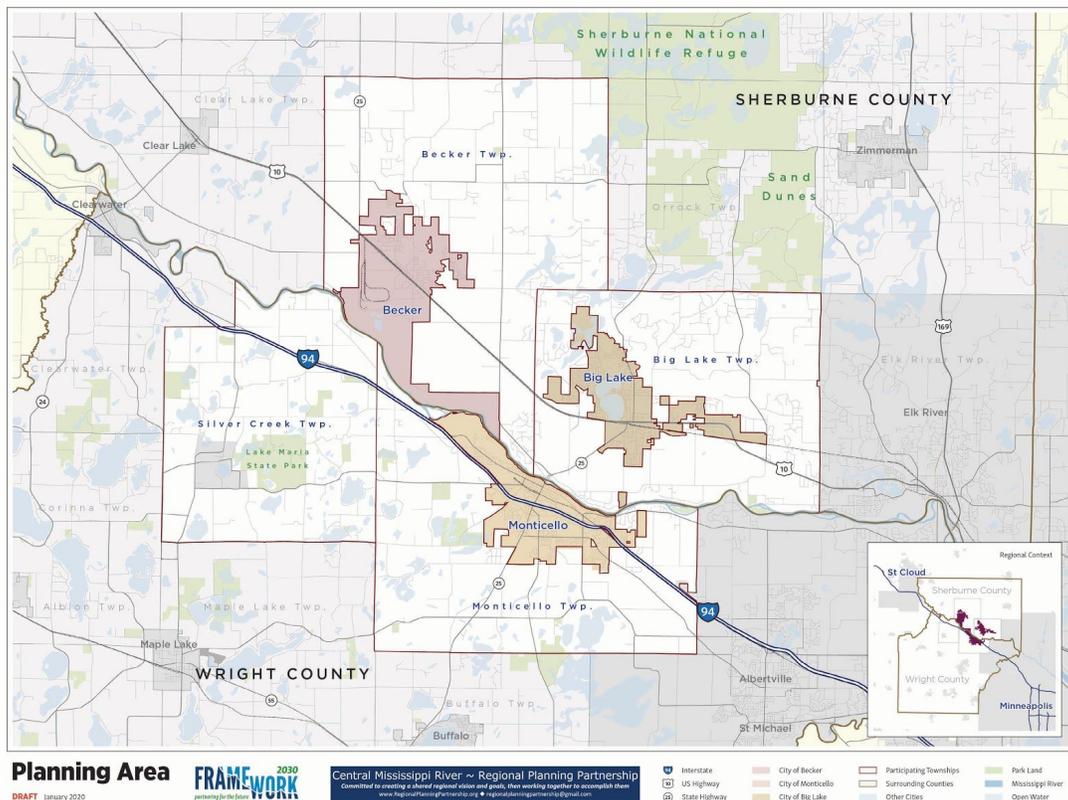
Partner communities anticipate significant growth and development in the coming decades, and in late 2019 the Partnership launched Framework 2030 -- the region's first collaborative planning and economic development effort. Partners are collaborating on this project to optimize regional and local benefits so we can maintain a high quality of life for area residents, businesses, and visitors. This means access to nature, development that brings high-paying jobs and other amenities to the region, the range of housing that people need, and a robust infrastructure that supports critical transportation, technology, and utility requirements.

Each of the communities within the Partnership has its own unique history, vision, and values, and each retains local control over land use and economic development. At the same time, the Partnership understands that robust growth presents challenges and opportunities that require regional coordination. Planning and improvements developed from a regional perspective have the potential to create incredible, dynamic, and long-lasting benefits that support the region long into the future. The anticipated land use and economic development framework will provide critical guidance to support that success.

As a collaborative regional project, Framework 2030 will:

- Engage the public in a conversation about the future vision for the region and its communities
- Create a unified set of regional goals, policies, and priorities that position Partners for success
- Develop strategies to leverage opportunities that benefit all the communities of Sherburne and Wright Counties

The focused planning area for Framework 2030 includes the three cities/four townships in Sherburne and Wright Counties as shown on the map below.



Progress Update

To: Partnership
Re: Framework 2030 Project Update
Date: July 2, 2020

This is the second of what we intend to be regular updates to the Partnership **highlighting completed, in-progress, and planned (short term) tasks for the Framework 2030 planning project.** See below for contact information if you have questions. The project timeline has been revised and is included on the final page of this memo. Brackets “[#. #]” indicate task item reference from [Regional Planning Scope](#).

Component 1: Preparation

Completed

- **Orientation and project preparation**
 - [Plan, study, and data library](#) [1.3]
 - Regional tour (consultants) [1.1]
 - Partner / consultant one-on-one interviews [1.1]

- **Project communications and outreach planning [1.5]**
 - [New brand and logo](#) [1.4]
 - [Key messages and Frequently Asked Questions](#) [1.5]
 - [Project communications plan](#) [1.5]
 - [Press Release #1](#) [1.6]
 - [Project webpage](#) [1.6]
 - [Outreach portal](#) [1.6]
 - [Organization chart](#) [1.6]

Component 2: Engagement

Completed

- **Stakeholder engagement planning**
 - [Stakeholder mapping exercise](#) [2.1]
 - [Engagement planning matrix](#) [2.1]
 - [Tailored online survey development](#) [2.1.1]
 - [Physical survey and discussion kits](#) [2.1.1]
 - [Stock engagement invitation letters](#) [2.1.1]

- **Stakeholder engagement execution**
 - [Partner workshop \(April 30 Virtual session\)](#) [2.1.1]
 - Initial survey invitation distribution (500+ entities, organizations, or individuals)[2.1.1]
 - Initial feedback review [2.1.1]
 - Midstream reporting to Liaison Team [2.1.1]
 - Continued sharing of engagement invitations and coaching [2.1.1]
 - Review and refinement of messages and invitation process [2.1.1]
 - Maintenance and monitoring of submissions [2.1.1]

Next 30 days

- **Project communications and outreach planning** [1.5]
 - Continued website updates [1.6]
 - Revised FAQs [1.6]
- **Round 1 Stakeholder engagement execution** [2.1.1]
 - Ongoing monitoring of submissions [2.1.1]
- **Round 2 Stakeholder engagement planning**
 - Round 2 definition and planning [2.1.2]
- **Round 1 stakeholder engagement execution** [2.1.1]
 - Databasing and theming of input [2.1.1]
 - Reporting and sharing of central findings with Liaison Team then Partnership [2.1.1]

30-60 days

- **Round 2 stakeholder engagement planning** [2.1.2]
 - Round 2 definition and planning [2.1.2]
 - Key questions (analysis integration) [2.1.2]
 - Threshold decision on how to proceed [2.1.2]
 - Material development [2.1.2]
- **Project communications and outreach planning** [1.5]
 - Press release #2 [1.5]

Component 3: Analysis

Completed

- **Baseline conditions and trends analysis** [3.1]
 - [Plan audit and review](#) [3.1]
 - [Policy matrix](#) [3.1]
 - Research and analysis along three tracks (demographics, economics, and place-based conditions) [3.1]
 - Factbook [Briefings](#) prepared to date: April 6-People, April 16-Prosperity, April 24-Place [3.1]
 - Briefing of Partners during April 30 session, see meeting [Presentation](#), with Briefing highlights starting on page 7 [3.1]
 - Findings briefings (Market deep dive and COVID impacts pre-assessment, regional interdependence, other topics to be identified) [3.1]
 - Consolidation of all findings into master briefing deck [3.1]
 - Presentation of master briefings deck on project website [3.1]
- **[Market Area Analysis](#)** [3.3]
 - Sharing of initial findings with Liaison Team then Partnership [3.3]
 - Refinement, focus and key questions (engagement integration) [3.3]
- **[Economic Analysis](#)** [3.3]

- Sharing of initial findings with Liaison Team then Partnership [3.3]
- Refinement, focus and key questions (engagement integration) [3.3]
- Initial assessment of economic development ecosystem [3.3]
- Information interviews [3.3]
- **Growth Management and Land Use Analysis** [3.2]
 - Research and analysis process and outline [3.2]
 - Policy evaluation and matrix [3.2]
 - Focused Planning Area consolidated zoning, development character, future land use mapping [3.2]
 - Growth capacity analysis [3.2]
- [Baseline Analysis Infographic](#) [3.3]

Next 30 days

- **Growth Management and Land Use Analysis** [3.2]
 - Sharing of deep-dive briefings with Liaison Team then Partnership [3.2]
 - Refinement, focus and key questions (engagement integration) [3.2]

30-60 days

- **Framework development** [4.1]
 - Initial concept development and discussion [4.1]

Factbook Briefings: Highlights

From April through July 2020, the consulting team presented in-depth and relevant information from the baseline conditions and trends analysis work in this first phase of the project. Below are highlights from each of those briefings. For more information:

- [Complete Factbook Briefings](#) to view online or download
- [Infographic](#) with this summary information to view, download, and share



People

Demographic conditions and trends of the regional population

Download presentation: <https://bit.ly/2YqeVsl>

KEY FINDING

Significant, but unevenly distributed, population growth



1



+105%

Households with one or more people 65+, +8,700

2



+60%

Persons living alone, +5,500

3



+30%

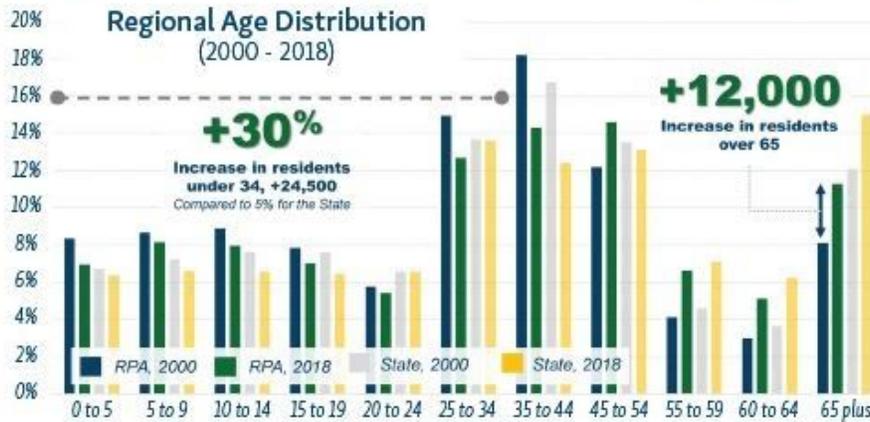
Households with children under 18, +6,000

KEY FINDING

Shrinking household size, but faster family formation and growth compared to state

KEY FINDING

Young for Minnesota, but aging faster than the state's rate of change



+260%

Change in Hispanic & Latinx Population

Increase of 5,000 residents from 2000, +77% for the state

KEY FINDING

Increasing racial and ethnic diversity, but still more homogeneous than the state



Prosperity

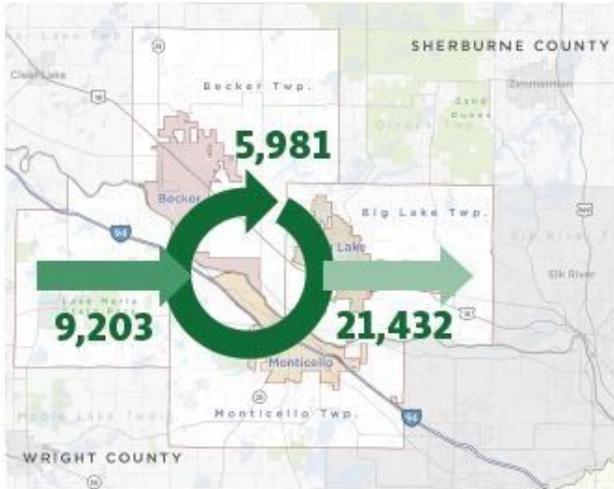
Levels of personal prosperity and economic performance across the planning area

Download presentation: <https://bit.ly/2VcOsNI>

KEY FINDING

Shifts in employment by industrial sector, overall growth in GDP, total jobs, and the number of business establishments

<p>70,151</p> <p>Number of Business Establishments*</p> <p>Within the two-county region</p> <p><i>*An establishment is a single business that may have any number of employees</i></p>	<p>69,364</p> <p>Total Regional Jobs</p> <p>Increase of 10,500 jobs from 2009</p>	<p>+\$2.1B</p> <p>Regional GDP Growth</p> <p>\$8.2 billion in 2018, up \$2.1 billion from 2010 for the two-county region</p>
--	---	--



KEY FINDING

Most regional employees commute in from outside the region, and most regional residents commute to work outside

<p>9,203</p>	<p>Residents who commute into the FPA* for work</p>
<p>5,981</p>	<p>Residents who live and work in the FPA*</p>
<p>21,432</p>	<p>Residents who commute outside the FPA* for work</p>

*Focused Planning Area (FPA) - Big Lake, Becker, Monticello, and Silver Creek Twp. & the cities of Becker, Big Lake, and Monticello

+51%

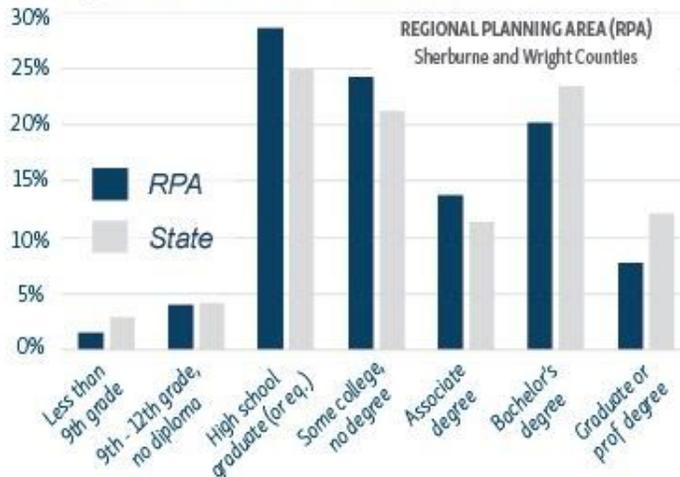
Change in Median Household Income

From 2000 to 2018, increase from \$55,000 to \$84,000

KEY FINDING

Higher levels of personal and family prosperity compared to the state; consistent levels of educational attainment

Regional Educational Attainment (2018)



Want to dig deeper?
The baseline analysis included a series of briefings into additional focus topics. These summaries include:

- Defining the Market Area
- Evaluating the region's Economic Performance
- Planning for growth and development (forthcoming)

Access and download: <https://bit.ly/31cDEmJ>



Place

Place-based conditions and trends focusing on mobility, land use, and housing

Download presentation: <https://bit.ly/31bdTTq>

KEY FINDING

Large Focused Planning Area (FPA) - twice the size of Minneapolis & St. Paul combined

201 sq. Mi.

Focused Planning Area

Almost twice the size of the cities of Minneapolis & St. Paul combined

KEY FINDING

Range of place-types from urban to rural



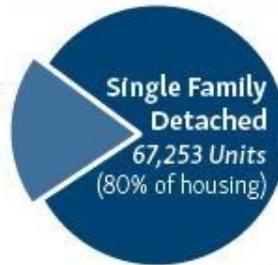
KEY FINDING

Regional, multi-modal connectivity including bike trails and rail

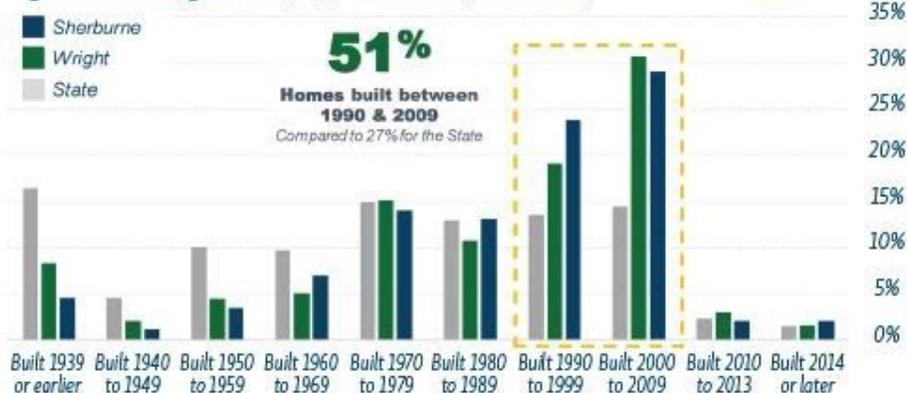
KEY FINDING

Majority of housing between 10-30 years old, predominantly of a single type

Other types
17,523 units
(20% of housing)



Age of Housing Stock (Regional Planning Area, 2018)



Additional briefings

Highlights from the remaining briefings will be available in the next month or two.

- Market (presented May 28, 2020)
- Economic Performance (presented June 25, 2020)
- Land Use (to be presented July 23, 2020)

Engagement Update

Process, Content

As noted above, there is strong stakeholder engagement for each of the major phases of Framework 2030. Round 1 engagement supported Baseline Conditions and Trends Analysis, gathering big-picture ideas about the region and communities today and in the future. These results are being used to shape the next phase of the planning project, focusing on growth, land use, and economic analysis.

Round 1 engagement was originally intended to be both in-person and online, but COVID guidelines moved it all online. It ran from early April through 30 June 2020, seeking input from a wide variety of key stakeholders throughout the region via four surveys: community members, employees of private businesses and public entities, organizations (businesses, nonprofits, and other), and elected and appointed officials throughout the region.

The questions were qualitative and covered a variety of topics; below are some examples:

- **Community:** When you talk with people who aren't from your local community or town, what do you say makes your community special, unique, or important to you/your family? What makes you optimistic about the future? What are your greatest concerns or questions?
- **Region:** What will make this region attractive for people to stay or move here? What is needed to meet the region's future employment, educational, housing, or transportation needs of the region? In what ways might you help the region continue to be attractive and appealing to current and future residents? What are some key business and economic development priorities in the future? What are critical barriers or challenges to strong business growth and development in this region? What is one example of a major opportunity, project, or initiative that we can only accomplish if public entities work together and with private organizations across the region?
- **Demographics:** These varied by respondent group, but generally included Zip Code, city or township, length of residence in the region, type of organization, and similar.

Results

Round 1 stakeholder contributions on the four surveys are currently being analyzed and results will be presented to the Partnership at the July 23 meeting and posted on the website. These will directly shape the next phase of Framework 2030, (Growth, Land Use, and Economic Analysis). Total responses are as shown below.

- Employees (of public, private, nonprofit organizations): 553
- Community members: 707 + 430 employees who *also* contributed to embedded community survey = 1,137
- Organizations (private, nonprofit, public): 96
- Elected and appointed officials: 80

Upcoming Partnership Activities

- **Budget:** The Partnership’s fiscal year is the calendar year, but since the work is funded by Partners, the Joint Powers Agreement stipulates that the Partnership set its budget for the next year in July so that Partners have sufficient time to include those funds in their own budget processes. At the July 25, 2020 meeting the Partnership will review and adopt a revised 2020 budget and a 2021 workplan and budget.
- **Framework 2030:** The next phase (Growth, Land Use and Economic Analysis) began this month with the analysis of stakeholder contributions, and Round 2 engagement will start in late August or early September. We will continue inviting contributions via online surveys, and plan to hold some in-person engagements alongside scheduled meetings of Partners’ elected and appointed bodies.

Resolution of Understanding

Date: _____

Name of elected body: _____

Motion: Following the presentation of information about the Framework 2030 regional planning process and the opportunity to ask questions and/or provide feedback, we concur that we understand the work being done and have contributed to the project in a meaningful way.

Action (mark with an X):

_____ Passed

_____ Failed

FRAMEWORK 2030

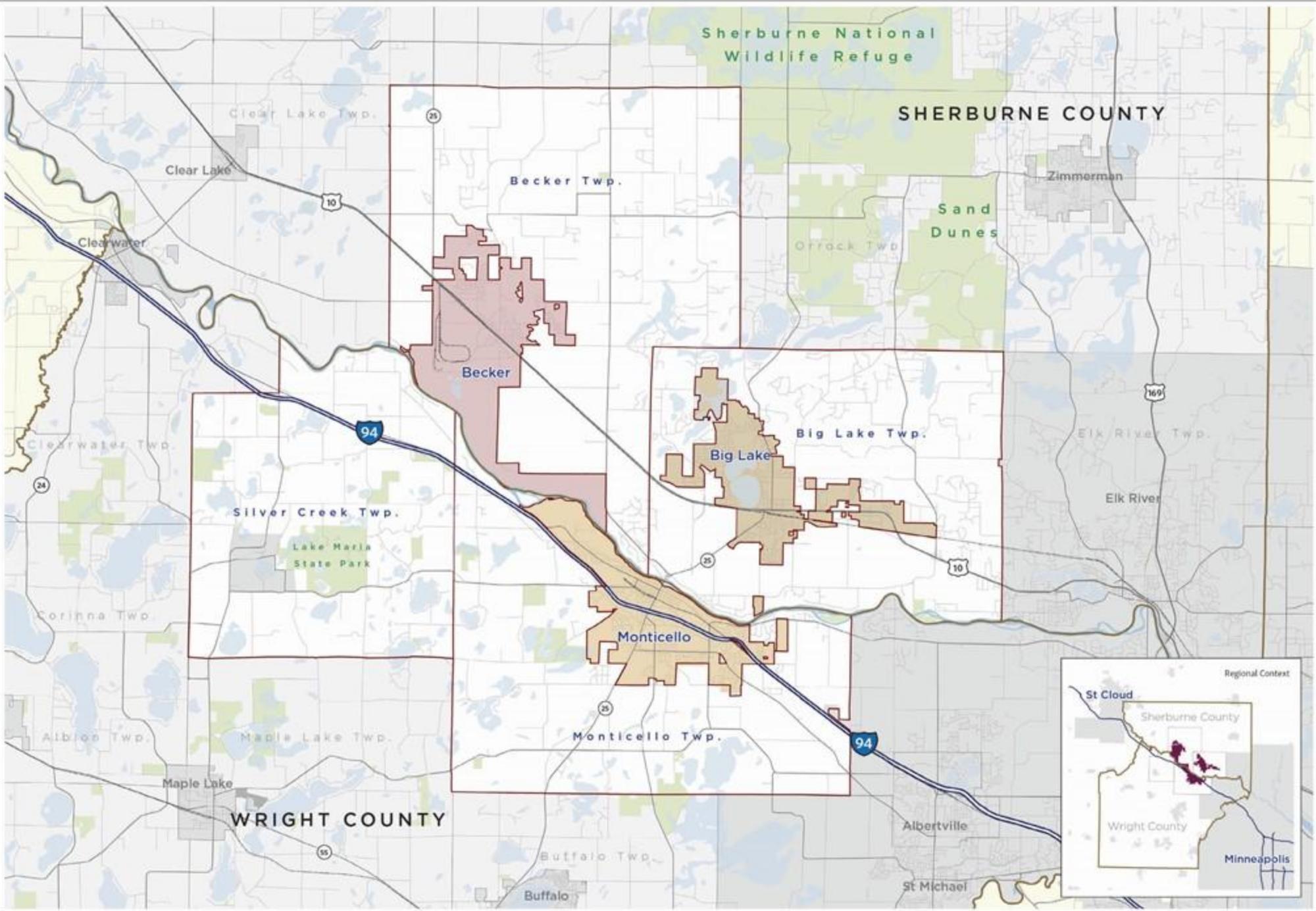
partnering for the future

July Update for Framework 2030

OUTLINE

1. **The Partnership and Framework 2030**
2. **Framework 2030 Components**
 - *Preparation*
 - *Engagement*
 - *Analysis*
3. **Resolution of Understanding**

Focused Planning Area



- Participating Townships
- Surrounding Counties
- Other Cities
- Park Land
- Mississippi River
- Open Water
- City of Becker
- City of Monticello
- City of Big Lake
- Interstate
- US Highway
- State Highway



Framework 2030

A regional economic development and land use framework

- 1. Guided by a unified set of regional policies, goals, and priorities*
- 2. Partner communities commit to aligning behind the strategy*
- 3. Built through the input of community members and stakeholders*



PREPARATION

**COMPONENT 1
Preparation**

Kick-off the project

Develop a strategy for promoting the plan and motivating participation

Create a plan for community engagement

ENGAGEMENT

**COMPONENT 3
Technical Analysis**

Research key challenges and opportunities facing the region

**COMPONENT 2
Community Engagement**

Think big about the future of the region and its communities

PLANNING

**COMPONENT 4
Plan Development**

Finalize the Framework action plan

BIG PICTURE

Spring-Summer 2020

Get the conversation started and think about our goals for the future

TEST DIRECTION

Summer-Early Fall 2020

Affirm our goals and build actions for reaching our goals

PRIORITIZE, STRATEGIZE

Winter 2020-2021

Identify priorities and implementation strategies

Component 1: Preparation

Tasks Completed Winter-Spring 2020:

- Workplan development
- Library of all communities plans, studies and data
- New logo and brand
- FAQs
- Press Release
- Website update

A screenshot of the Framework 2030 website. The header is dark blue with the text "Central Mississippi River ~ Regional Planning Partnership" and a "Home" link. The main content area features the "FRAMEWORK 2030" logo in blue and green, with the tagline "partnering for the future". Below the logo is a paragraph of text about the project. To the right of the text is a list of links: "Factbook Briefings: info and trends", "Frequently asked questions", "Engagement and updates", and "Partnership information". At the bottom right is a green button that says "Watch for Round 2 engagement in September!". At the bottom left is an "Updates" section with a link to "here".

Central Mississippi River ~ Regional Planning Partnership [Home](#)

FRAMEWORK 2030

partnering for the future

The Central Mississippi River Regional Planning Partnership has launched Framework 2030, the region's first collaborative planning and economic development project. The Partner communities anticipate significant growth, and through regional planning will maintain a high quality of life for area residents, businesses, and visitors.

- [Factbook Briefings: info and trends](#)
- [Frequently asked questions](#)
- [Engagement and updates](#)
- [Partnership information](#)

Watch for Round 2 engagement in September!

Updates: Click [here](#) for information on work to date and upcoming

Component 2: Engagement

Tasks Completed Spring-Summer 2020

- Stakeholder mapping exercise
- Engagement plan matrix
- Invitations sent to > 500 entities for online surveys
- Partners and Staff provided input at online workshop

Component 2: Engagement

Tasks Completed Spring-Summer 2020

- Survey results:
 - Employees (of public, private, nonprofit organizations): 553, Community members: 707 + 430 employees who *also* contributed to embedded community survey = 1,137
 - Organizations (private, nonprofit, public): 96
 - Elected and appointed officials: 80
- Compilation of results completed and posted on website

Component 2: Engagement

Next 30-60 days

- Project communication
 - Continue to update website and FAQs
- Analyze results of Round 1 Surveys
 - Key trends and themes
- Prepare Round 2 Stakeholder Engagement
 - Key questions
 - Develop content for in-person and online
- Prepare 2nd Press Release

Component 3: Analysis

Task Completed Spring-Summer 2020

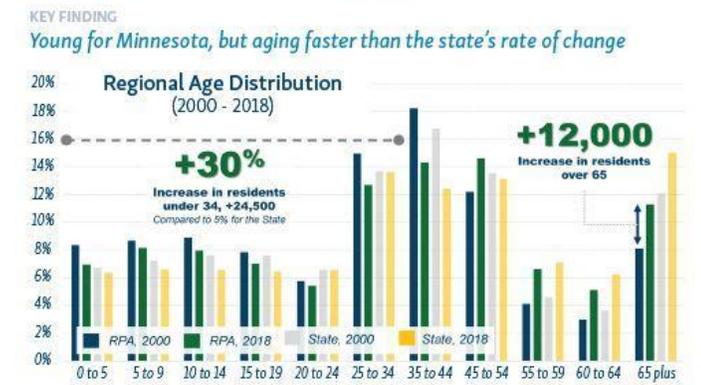
- Baseline conditions and trends
 - Policy Matrix - Reviewed and audited all communities plans and studies
- Factbook Briefings
 - People
 - Place
 - Prosperity
 - Market
 - Economic Performance



Component 3: Analysis

Task Completed Spring-Summer 2020

- Factbook Briefings: Baseline, Market Area and Economic Analysis
 - All Briefings and video presentations are available at CMRP's website
<https://regionalplanningpartnership.org/projects/framework2030/framework-2030-learnings/>



Component 3: Analysis

Next 30-60 days

- Factbook Briefing: Growth Management and Land Use Analysis
 - Deep dive with Partners and Staff
 - Infographic pending
- Develop key process questions
 - Refining / focusing baseline conclusions
 - Integration with community stakeholder themes and conclusions
 - Develop key question set



Resolution of Understanding

Date: _____

Name of elected body: _____

Motion: Following the presentation of information about the Framework 2030 regional planning process and the opportunity to ask questions and/or provide feedback, we concur that we understand the work being done and have contributed to the project in a meaningful way.

Action (mark with an X):

_____ Passed

_____ Failed



FRAMEWORK 2030
partnering for the future

To find out more, please visit:

www.RegionalPlanningPartnership.org/Framework2030

**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, July 22, 2020. The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

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

**RESOLUTION OF UNDERSTANDING FOR THE FRAMEWORK 2030 REGIONAL
PLANNING PROCESS COORDINATED THROUGH THE CENTRAL MISSISSIPPI
RIVER REGIONAL PLANNING PARTNERSHIP**

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, that following the presentation of information about the Framework 2030 regional planning process and the opportunity to ask questions and/or provide feedback, we concur that we understand the work being done and have contributed to the project in a meaningful way.

Adopted by the Big Lake City Council this 22nd day of July, 2020.

Mayor Mike Wallen

Attest:

Gina Wolbeck, City Clerk

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

STATE OF MINNESOTA)
)SS.
COUNTY OF SHERBURNE)

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

Notary Public

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



AGENDA ITEM

Big Lake City Council

Prepared By: Hanna Klimmek, Community Development Director	Meeting Date: 7/22/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7D
Item Description: CARES Act Funding – COVID-19 Emergency Grant Program Policy, Application, and Agreement Package		Reviewed By: Clay Wilfahrt, City Administrator Reviewed By: Deb Wegeleben, Finance Director	

ACTION REQUESTED

Motion to approve a RESOLUTION approving the COVID-19 Emergency Grant Program and for it to be administered by the Big Lake EDA to provide funding to cover expenses of business interruption due to the COVID-19 pandemic.

BACKGROUND/DISCUSSION

The State has approved a bill to distribute funding from the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. The bill distributes money to local governments to assist with the financial strain caused by plummeting tax revenues. The City of Big Lake is expected to receive \$863,098 in funds by the end of July 2020.

Federal guidance indicates that a City can have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closure should be tailored to assist those businesses in need of such assistance. Also, guidance indicates that fund payments may be used for economic support in the absence of the stay-at-home order if such expenditures are determined by the City to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 pandemic. With that being said, the City of Big Lake can provide the funding to businesses to cover business interruption.

The City of Big Lake has until November 15, 2020 to spend down the funds. If unable to meet the November 15, 2020 deadline, the funding will go to Sherburne County. Sherburne County has until December 1, 2020 to spend down the funds. If unable to meet the December 1, 2020 deadline, Sherburne County will have to provide their balance of funds to the State of MN.

Staff has consulted with other municipalities, Sherburne County, the City Attorney, the Auditor, and the Big Lake EDA to create a draft COVID-19 Emergency Grant Program Policy, Application, and Agreement package. With a recommendation from the BLEDA for approval (including any modifications/revisions the BLEDA would like to make), Staff will bring the recommendation to the City Council on July 22, 2020. After a formal approval by the City Council, Staff will heavily market the program immediately.

In an effort to meet the deadlines as before mentioned, Staff would recommend an application deadline of 4 pm on Wednesday, August 5, 2020. As soon as possible after the deadline, Staff will meet with Sherburne County (or their 3rd party administrator) to align efforts and discuss applications within the City of Big Lake. Staff will then meet with the BLEDA Finance Committee to generate a recommendation for approval during

a Special BLEDA Meeting on August 17, 2020. This timeline will allow the City of Big Lake to enter into a Round Two of accepting applications and awarding grants in the event the funding isn't spend down in Round one.

During its July 13, 2020 meeting, the BLEDA unanimously provided a recommendation to the Big Lake City Council to approve the COVID-19 Emergency Grant Program Policy, Application, and Agreement package.

FINANCIAL IMPACT

Funding is not budgeted as revenue in the 2020 budget.

STAFF RECOMMENDATION

Staff recommends that the City Council consider approval of a Resolution approving the COVID-19 Emergency Grant Program and for it to be administered by the Big Lake EDA to provide funding to cover expenses of business interruption due to the COVID-19 pandemic.

ATTACHMENTS

- DRAFT COVID-19 Emergency Grant Program Resolution
- DRAFT COVID-19 Emergency Grant Program Policy
- DRAFT COVID-19 Emergency Grant Program Application
- DRAFT COVID-19 Emergency Grant Program Agreement

**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, on Wednesday, July 22, 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**

**A RESOLUTION APPROVING A COVID-19 EMERGENCY GRANT PROGRAM TO BE
ADMINISTERED BY THE BIG LAKE EDA TO PROVIDE FUNDING TO COVER EXPENSES
OF BUSINESS INTERRUPTION DUE TO THE COVID-19 PANDEMIC**

WHEREAS, many small businesses and non-profits within the City have been economically impacted by the Governor's Emergency Executive Orders in response to the COVID-19 pandemic; and

WHEREAS, in order to retain small businesses and non-profits in the City, the Big Lake EDA has determined to create the COVID-19 Emergency Grant Program to assist with the expenses incurred and specifically caused by the impact of the Governor's Emergency Executive Orders; and

WHEREAS, Big Lake EDA Staff and legal counsel have developed a Program policy and an application process which have been presented to the Big Lake EDA for review, and the Board of Commissioners of the Big Lake EDA have determined that the Program is necessary for the continued economic stability of local businesses and non-profits within the City.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, to hereby approve a COVID-19 Emergency Grant Program to be administered by the Big Lake EDA to provide funding to cover expenses of business interruption due to the COVID-19 pandemic.

Adopted by the Big Lake City Council this 22nd day of July, 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.

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

STATE OF MINNESOTA)
)SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this ____ day of July, 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



COVID-19 EMERGENCY GRANT PROGRAM POLICY

Adopted Big Lake EDA: July 13, 2020

Adopted City Council: July 22, 2020

Application Timeline:

Deadline	4:00 pm on August 5, 2020 (application must be in Big Lake City Hall by deadline)
Review	Week of August 10, 2020
Approval	Special BLEDA Meeting August 17, 2020

Table of Contents

- I. Introduction
- II. Purpose and Authority
- III. Objectives
- IV. General Criteria
- V. Program Guidelines
- VI. Application Process

I. INTRODUCTION

Small businesses and non-profits are integral and vital to the economic and social fabric of the City of Big Lake (City). Accordingly, the Big Lake Economic Development Authority (BLEDA) has determined to offer locally owned and operated businesses and non-profits, within the community, a grant opportunity to address working capital needs upon the declaration of a state of emergency by the State of Minnesota (State) and the City. The COVID-19 Emergency Grant Program is administered by the BLEDA.

II. PURPOSE AND AUTHORITY

- The purpose of this policy is to establish the BLEDA's position relating to the use of the COVID-19 Emergency Grant Program. This policy shall be used as a guide in the processing and review of applications requesting grant funds.
- The criteria are to be used in conjunction with other relevant policies of the City and/or BLEDA.
- The BLEDA reserves the right to approve or reject projects on a case-by-case basis, taking into consideration factors considered appropriate by the City, in addition to established policies, criteria, and potential benefits. Meeting the criteria does not guarantee a COVID-19 Emergency Grant Program application shall be approved. Approval or denial of an application is at the sole discretion of the BLEDA.

III. OBJECTIVES

The objective of the COVID-19 Emergency Grant Program is to deploy a local pool of funds to support local small businesses and non-profits in order to ensure viability as they move past the COVID-19 pandemic and seek to re-open or return to pre-pandemic operations. This may be accomplished by some or all of the following means:

- Provide needed finances to small businesses and non-profits within the community which have been negatively affected financially as a result of the COVID-19 pandemic;
- Ensure the viability of Big Lake businesses and non-profits moving past this crisis;
- Limiting the number of job losses as a direct result of the pandemic by assisting small businesses and non-profits in returning to their pre-pandemic employment levels;
- Limiting the number of small businesses and non-profits which would potentially permanently close due to COVID-19 pandemic impacts. Thereby also limiting the total number of potential vacancies in key commercial and industrial areas of the City.

IV. GENERAL CRITERIA

A. ELIGIBLE EXPENDITURES

The COVID-19 Emergency Grant Program may be used for working capital purposes defined as:

1. Paying fixed debts;
2. Payroll costs;
3. Accounts payable;
4. Utility payments;
5. Inventory costs;
6. Paying other direct business-related bills.

B. ELIGIBLE BUSINESS DETAILS

To be eligible to receive a COVID-19 Emergency Grant, a business or non-profit must demonstrate that its operations have been negatively affected by the COVID-19 Health Pandemic. All applicants must meet the following criteria:

1. Have been “in business by March 1, 2020” (BLEDA shall have authority to determine “been in business”);
2. Be considered an eligible business type, as defined in IV. C of this policy;
3. Have no more than 100 FTE (full-time equivalent) employees at the location address. Special consideration may be given to businesses and non-profits which utilize independent contractors and sole proprietors within their business;
4. The small business or non-profit must have a physical address within the City. Proof of address shall be required when applying;
5. All small business or non-profit applicants must be an allowed use through zoning of the property or be a legally non-conforming use;
6. The small business or non-profit must be a legal entity registered with the Minnesota Secretary of State, and be in good standing;
7. Any applicant must not have delinquent taxes, bills, or charges due to the City from February 1, 2020 or prior.
8. The applicant must demonstrate, through their narrative, how the use of funds will be used to assist in recovery of the small business or non-profit.
9. Applicants are strongly encouraged to claim all applicable private and public insurance and utilize all other sources of applicable assistance available from other private and public sources. Applicants are strongly encouraged to apply for an Economic Injury Disaster Loan through the Small Business Administration (SBA), the Paycheck Protection Program (PPP) loan through the SBA, a Small Business Emergency Loan through the Minnesota Department of Employment and Economic Development (DEED), and for a grant through Sherburne County prior to applying for

this grant. **Utilizing other funds does not disqualify an applicant from being awarded a COVID-19 Emergency Grant from the BLEDA.**

C. ELIGIBLE BUSINESS TYPES

Eligible small businesses which may apply for the COVID-19 Emergency Grant Program include businesses which have been deemed non-essential by the State of Minnesota, those which have faced mandated closures per State of Minnesota orders, and those that can demonstrate their business has been interrupted by the COVID-19 pandemic.

The BLEDA may allow for non-profits to apply to the COVID-19 Emergency Grant Program if they also have been deemed non-essential by the State of Minnesota, have faced mandated closures per State of Minnesota orders, or can demonstrate their organization has been interrupted by the COVID-19 pandemic.

D. INELIGIBLE ACTIVITIES

The COVID-19 Emergency Grant Program may not be used for the following activities:

1. Agriculture (crop or livestock production, etc.);
2. Purchasing of machinery or vehicles;
3. Moving expenses;
4. Payment of property taxes;
5. Land acquisition for speculation.

F. REQUIRED DOCUMENTS

Application requirements include:

1. Basic details about the business;
2. Basic employment and annual gross revenue information;
3. Information on current operations including whether the business is currently closed or is providing reduced services;
4. Narrative descriptions and estimated calculations of the negative impacts on the business due to COVID-19;
5. Articles of Incorporation, or proof of business existence;
6. Information on the intended use of the grant funds.

H. CONFLICT OF INTEREST

An officer of the City will not have a personal financial interest or personally benefit financially from the business to be assisted. Minn. Stat. 471.87 and 471.88 provide guidance on conflict of interest.

I. GOVERNMENT DATA PRACTICES

Information contained in the application for assistance will become a matter of public record with the exception of those items protected under Minn. Stat. 13.591.

V. PROGRAM GUIDELINES

- GRANT AMOUNT
 - Actual loss (subject to total funds available and number of application submitted).
- PROOF OF NEED
 - All applicants shall be required to provide proof of financial need for grant funds prior to approval. This includes but is not limited to the previous year's annual gross revenue, average monthly gross revenue prior to COVID-19, and projected monthly gross revenue for the next two months.
- PROOF OF EXPENSES
 - Applicant shall provide proof of eligible expenses requested to be paid with grant funds (see eligible expenses in IV. A).
- DISBURSEMENT OF FUNDS:
 - Funds shall be distributed within one to two weeks after a fully executed grant agreement has been received depending on how grant recipients elect to receive funds.
- TERMINATION:
 - The BLEDA retains the right to terminate any agreement under the COVID-19 Emergency Grant Program if a grant recipient is found to be in violation of any conditions set forth in the grant guidelines or grant agreement.
- RIGHT TO DENY:
 - The BLEDA retains the right to deny any application for grant funding.

- GRANT AGREEMENT:
 - Upon a successful grant application being awarded funds, the grant recipient shall enter into a Grant Agreement with the BLEDA. Funds will not be distributed for any grant award until a grant agreement has been executed by all required parties.

- REPORTING:
 - As a condition for receiving grant funding, all grant recipients are required to submit a brief report to the BLEDA within 60-days after an executed grant agreement, specifying how the grant funds were utilized thus far and providing evidence in the form of paid invoices, statements, or similar documentation.

- FUNDING AVAILABILITY:
 - The COVID-19 Emergency Grant Program has a limited amount of funds available. Awards will be provided after an application deadline and selection process has occurred.

- INDEMNIFICATION:
 - All grant recipients shall be required to indemnify the City, the BLEDA, and any officers acting on their behalf.

VI. APPLICATION PROCESS

All applications for funding from the COVID-19 Emergency Grant Program will be accepted until 4 pm on August 5, 2020. **Applications must be physically in Big Lake City Hall by the deadline.** Applications will be required to be submitted to the BLEDA (contact information is listed below). Upon submission of an application, BLEDA Staff will review the application to ensure complete information is provided. If additional information is needed, Staff will request the needed information.

Big Lake Economic Development Authority

Attn: Hanna Klimmek, Executive Director
 160 Lake Street North
 Big Lake, MN 55309
hklimmek@biglakemn.org
 763-251-2979

Application Timeline:

Deadline	4:00 pm on August 5, 2020
Review	Week of August 10, 2020
Approval	August 17, 2020



**Big Lake Economic Development Authority (BLEDA)
Small Business Emergency Grant Application**

Program Information: The objective of the COVID-19 Emergency Grant Program is to deploy a local pool of funds to support local small businesses and non-profits in order to ensure viability as they move past the COVID-19 pandemic and seek to re-open or return to pre-pandemic operations. Such costs may include paying fixed debts, payroll costs, accounts payable, utility payments, inventory costs, and other critical business expenses that can't be paid as a result of business interruption.

Eligibility Notes: To be eligible to receive a COVID-19 Emergency Grant, a business or non-profit must demonstrate that its operations have been negatively affected by the COVID-19 Health Pandemic.

Application Timeline:

Deadline 4:00 pm on August 5, 2020 (application must be in Big Lake City Hall by deadline)
Review Week of August 10, 2020
Approval Special BLEDA Meeting August 17, 2020

Please review and complete entire application prior to submittal.

Applicant Information

1. **Business legal name:** _____
(Name should be the officially registered name of the business entity.)

Business operating name (if different) _____

Type of Business: _____

NAICS Code (if available): _____

Business street address: _____

City: _____ State: _____ Zip Code: _____

Mailing address (if different): _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Business website: _____

2. Individual completing the application:

Name: _____

Title: _____
(Owner, Founder, CEO, General Manager, Partner, etc.)

Address: _____

Telephone: _____ Email: _____

3. Is your business registered with the Minnesota Secretary of State?

Yes No

4. Do you own the building where your business is located or have a lease for the space?

Own Lease

Applicants will need to provide a copy of a lease or statement of lease terms, mortgage statement, property tax statement, or other documentation to show site control within the city.

5. Business description (product, hours, customers, clients, number of locations, etc.), type (industry) and brief history of business:

6. What year did this business begin operating in Big Lake? _____

a. **Does the business operate (have a physical presence) in another city?**

Yes No

If yes, please specify other location(s): _____

7. Employment (please include all W-2 employees):

On March 1, 2020:

Full-time employees: _____ # Part-time employees: _____

Current:

Full-time employees: _____ # Part-time employees: _____

Financial Information

8. Annual gross revenue last year? \$ _____

9. Average monthly gross revenue prior to March 16th? \$ _____

10. Projected monthly gross revenue? \$ _____
(Average of next three months)

11. Estimated monthly gross revenue loss due to COVID-19: \$ _____

12. Insurance claims filed? Yes No Not Applicable

13. **Evidence of submittal, acceptance, approval and/or denial of State and federal emergency financing program application.** Has applicant applied for an Economic Injury Disaster Loan through the SBA, the Paycheck Protection Program (PPP) loan through the SBA, and Small Business Emergency Loan through the Minnesota Department of Employment and Economic Development (DEED) and/ or other government financing prior to applying for this grant?

Yes No

14. **Evidence of submittal, acceptance, approval and/or denial of a grant opportunity through Sherburne County.** Has applicant applied for a grant through Sherburne County?

Yes No

Please explain below:

COVID-19 Impact

15. Was your business ordered to close or had to significantly reduce its operations by a State of Minnesota Emergency Executive Order in 2020?

- Yes No

16. Current operating status of business:

- open for business and/or operating online
- open for business but with reduced hours
- reduced operations and/or operating online
- closed but still operating onsite, online or remotely
- closed but products and or services redeployed to assist current health crisis
- completely closed
- Other: please explain current status of business if none of the above apply.

17. Briefly explain how the business has been impacted by COVID 19 health pandemic and/or related Executive Orders and what challenges it is facing.

18. What are your plans to reopen and/or resume operations following the COVID-19 crisis?

19. Grant amount requested _____

20. Please describe how you intend to use awarded grant funds to support your business during the COVID-19 crisis. Eligible expenses include paying fixed debts, payroll costs, accounts payable, utility payments, inventory costs, and other critical business expenses that can't be paid as a result of business interruption. Please specify eligible expenses expected to be paid with funds. Include proposed expenses requested to be paid using total amount of grant. For example: Payroll – 2 employees, 2 weeks: \$3,000, May Rent - \$2,000.

21. Is there anything else that we should be aware of in relation to your application or business?

Preference for Receipt of Funds

Upon notification of any award of funds, the City of Big Lake will issue a check.

Please choose one of the following options:

Allow 14 days for processing once application is approved and fully-executed grant agreement has been received.

Please provide payee name and mailing address:

Check payable to: _____

Mailing address: _____

Supporting Documents

The following documents must accompany an application for it to be deemed complete:

1. Evidence that you own or lease the space your business is located in. Example documentation includes: copy or statement of lease including terms, mortgage statement, property tax statement or other document to show proof of occupancy within City of Big Lake. This could also include photograph or web map street image of the business location with evidence of business signage, if applicable.
2. Proof of eligible expense requested to be paid with grant funds. This includes, but is not limited to paying fixed debts, payroll costs, accounts payable, utility payments, inventory costs, and other critical business expenses that can't be paid as a result of business interruption.
3. A W-9 Form (with signature).
4. Other supporting documentation deemed necessary by the EDA to assist in understanding the applicant's situation.

Grant Report

All grant recipients are required to submit a brief report to the Big Lake EDA 60 days after the date of the executed grant agreement, specifying how the awarded grant funds have been utilized thus far. Grant Recipients will be required to provide the following information:

Business name: _____

Business street address: _____

City: _____ State: _____ Zip Code: _____

Name and title of person completing form: _____

1. What was the total amount of grant you received? \$ _____

2. Did you utilize the funds as expected and stated in your application?

Yes

No, please explain

3. Please specify how grant funds were utilized. Include expenses and amounts up to total amount of grant. For example: Payroll – 2 employees, 2 weeks: \$3,000, May Rent - \$2,000.

4. Please describe benefits received from the awarded funds.

5. Briefly explain any ongoing business impacts from the COVID-19 pandemic:

Applicant Acknowledgements

1. The Applicant shall hold the BLEDA, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Grant Program or its Application, including but not limited to, any legal or actual violations of any State or Federal laws.
2. The Applicant recognizes and agrees that the BLEDA retains absolute authority and discretion to decide whether or not to accept or deny any particular Grant Application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Grant Application are incurred by the Applicant at its sole risk and expense.
3. The Applicant acknowledges that it has read the COVID-19 Emergency Grant Program policy and understands that if the application is approved for funding, grant funds awarded must only be used to pay eligible expenses.
4. **Financial Assistance Certification:** I hereby certify that the COVID-19 Emergency Grant Program is necessary due to business interruption as a result of the COVID-19 pandemic.

The undersigned, a duly authorized representative of the Applicant, hereby certifies the foregoing information is true, correct, and complete as of the date hereof; and agrees that:

- All proceeds from the grant will be used for eligible business expenses under the COVID-19 Emergency Grant Program;
- Applicant will file a report with the City of Big Lake within 60-days after the date of the executed grant agreement stating how awarded funds were spent;
- Applicant shall be bound by all terms and provisions of the COVID-19 Emergency Grant Program.

Name/Title of Authorized Business Representative

Signature of Authorized Business Representative

Date

COVID-19 EMERGENCY GRANT AGREEMENT

This Grant Agreement (“Agreement”) is made this __ day of _____, 2020, between the Big Lake Economic Development Authority, a public body corporate and politic and political subdivision of the State of Minnesota ("Grantor"), and _____, a Minnesota _____ ("Grantee").

RECITALS

A. Grantor has duly established its COVID-19 Emergency Grant Program (the “Program”) and has approved guidelines for said Program (the “Program Guidelines”).

B. Grantee has submitted an application for a grant (the “Grant Application”) pursuant to the Program Guidelines, and Grantor has approved a grant to the Grantee in the maximum principal amount of \$_____ (the “Grant”) to pay a portion of the costs of qualifying expenditures under the Grant Guidelines as set forth in the Grant Application, in connection with Grantee’s _____ business located at _____ in the City of Big Lake, Minnesota (the “City”) (the “Grant Activities”).

C. The Grantor and Grantee have negotiated the terms of the Grant, and now desire to memorialize such terms in this Agreement.

ACCORDINGLY, to induce Grantor to make the Grant to Grantee, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. The Grant Amount. Subject to and upon the terms and conditions of this Agreement, the Program Guidelines, and the Grant Application (together, the “Grant Documents”), Grantor agrees to grant to Grantee the sum of _____ and no/100ths Dollars (\$_____). Proceeds of the Grant shall be disbursed for the Grant Activities approved pursuant to the Grant Documents in accordance with Section 2 hereof.

2. Disbursement of Grant Proceeds.

(a) All Grant proceeds shall be paid to Grantee in accordance with the terms and conditions of the Grant Documents. Notwithstanding anything to the contrary herein, any costs of the Grant Activities exceeding the amount to be reimbursed under this Agreement shall be the sole responsibility of the Grantee.

(b) On the date of closing on the Grant, all Grant proceeds shall be disbursed to the Grantee. The disbursement of proceeds of the Grant will be made subject to the conditions precedent that prior to or as of the date of disbursement:

(i) The Grantor has received from Grantee, without expense to Grantor, an executed copy of this Agreement;

(ii) Grantee is in compliance with the terms of the Grant Documents.

3. Representations and Warranties. Grantee represents and warrants to Grantor that:

(a) Grantee is duly authorized and empowered to execute, deliver, and perform this Agreement and to receive the Grant from Grantor.

(b) The execution and delivery of this Agreement, and the performance by Grantee of its obligations under the Grant Documents, do not and will not materially violate or conflict with any applicable provision of law and do not and will not materially violate or conflict with, or cause any default or event of default to occur under, any material agreement binding upon Grantee.

(c) The execution and delivery of this Agreement has been duly approved by all necessary action of Grantee, and this Agreement has in fact been duly executed and delivered by Grantee and constitutes its lawful and binding obligation, legally enforceable against it.

(d) Grantee warrants that it shall keep and maintain books, records, and other documents relating directly to the receipt and disbursements of Grant proceeds and that any duly authorized representative of Grantor shall, with reasonable advance notice, have access to and the right to inspect, copy, audit, and examine all such books, records, and other documents of Grantee pertaining to the Grant until the completion of all closeout procedures and the final settlement and conclusion of all issues arising out of this Grant.

(e) Grantee warrants that to the best of its knowledge, it has fully complied with all applicable state and federal laws reasonably relevant to this Agreement and will continue to comply throughout the terms of this Agreement. If at any time Grantee receives notice of noncompliance from any governmental entity, Grantee agrees to take any necessary action to comply with the state or federal law in question.

(f) Grantee warrants that it will use the proceeds of the Grant made by Grantor solely for the Grant Activities, and that within 90 days after the date of this Agreement, Grantee shall provide to Grantor in writing a brief report in substantially the form included in the Grant Application, specifying how the entirety of the Grant funds have been utilized and providing evidence in the form of paid invoices, statements, or similar.

4. No Business Subsidy. The parties agree that the Grant is not a business subsidy as defined in Minnesota Statutes, Sections 116J.993 to 116J.995, as amended (the "Business Subsidy Act"), because the assistance is in an amount less than \$150,000.

5. Event of Default by Grantee. The following shall be Events of Default under this Agreement:

(a) failure to complete any part of the Grant Activities within 60 days after the

date of this Agreement;

(b) any representation or warranty made by Grantee herein is false when made;

(d) any material breach or failure of Grantee to perform any material term or condition of this Agreement not specifically described as an Event of Default in this Agreement and such breach or failure continues for a period of thirty (30) days after Grantor has given written notice to Grantee specifying such default or breach, unless Grantor agrees in writing to an extension of such time prior to its expiration; provided, however, if the failure stated in the notice cannot be corrected within the applicable period, Grantor will not unreasonably withhold its consent to an extension of such time if corrective action is instituted by Grantee within the applicable period and is being diligently pursued until the Event of Default is corrected, but no such extension shall be given for an Event of Default that can be cured by the payment of money (i.e., payment of taxes, insurance premiums, or other amounts required to be paid hereunder).

6. Grantor's Remedy upon Grantee's Default. Upon an Event of Default by Grantee and after provision by Grantor of written notice, Grantor shall have the right to suspend or terminate its performance under this Agreement. In addition, Grantee will be ineligible for future grants under the Program.

7. Indemnification.

(a) Grantee shall and does hereby agree to indemnify against and to hold Grantor, and its officers, agents, and employees, harmless of and from any and all liability, loss, or damage that it may incur under or by reason of this Agreement, and of and from any and all claims and demands whatsoever that may be asserted against Grantor by reason of any alleged obligations or undertakings on its part to perform or discharge any of the terms, covenants, or agreements contained herein.

(b) This indemnification and hold harmless provision shall survive the execution, delivery, and performance of this Agreement and the payment by Grantor of any portion of the Grant.

(c) Nothing in this Agreement shall constitute a waiver of or limitation on any immunity from or limitation on liability to which Grantee is entitled under law.

8. Miscellaneous.

(a) Waiver. The performance or observance of any promise or condition set forth in this Agreement may be waived, amended, or modified only by a writing signed by Grantee and Grantor. No delay in the exercise of any power, right, or remedy operates as a waiver thereof, nor shall any single or partial exercise of any other power, right, or remedy.

(b) Assignment. This Agreement shall be binding upon the parties, their successors and assigns. All rights and powers specifically conferred upon Grantor may be

transferred or delegated by Grantor to any of its successors and assigns. Grantee's rights and obligations under this Agreement may be assigned only when such assignment is approved in writing by Grantor; except that if such assignment is made to an affiliate or subsidiary of Grantee, Grantee may assign any of its rights or obligations to such affiliate or subsidiary upon written notice to the Grantor.

(c) Governing Law. This Agreement is made and shall be governed in all respects by the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

(d) Severability. If any provision or application of this Agreement is held unlawful or unenforceable in any respect, such illegality or unenforceability shall not affect other provisions or applications that can be given effect, and this Agreement shall be construed as if the unlawful or unenforceable provision or application had never been contained herein or prescribed hereby.

(e) Notice. All notices required hereunder shall be given by depositing in the U.S. mail, postage prepaid, certified mail, return receipt requested, to the following addresses (or such other addresses as either party may notify the other):

To Grantor: Big Lake Economic Development Authority
 160 Lake Street North
 Big Lake, MN 55309
 Attn: Executive Director

To Grantee:

Attn: _____

(f) Termination. Upon the date of receipt by the Grantor of Grantee's written report on Grantee's expenditure of Grant proceeds as described in paragraph 3(f) of this Agreement, this Agreement shall terminate and neither party shall have any further obligation to the other.

(g) Entire Agreement. This Agreement, together with the Grant Documents, which are incorporated by reference, constitutes the complete and exclusive statement of all mutual understandings between the parties with respect to this Agreement, superseding all prior or contemporaneous proposals, communications, and understandings, whether oral or written, concerning the Grant.

(h) Headings. The headings appearing at the beginning of the several sections contained in this Agreement have been inserted for identification and reference purposes only and shall not be used in the construction and interpretation of this Agreement.

IN WITNESS WHEREOF, this Agreement has been duly executed and delivered by the proper officers thereunto duly authorized on the day and year first written above.

GRANTOR:
BIG LAKE ECONOMIC DEVELOPMENT
AUTHORITY

By: _____

Its President

By: _____

Its Executive Director

[SIGNATURE PAGE TO GRANT AGREEMENT – GRANTOR]

GRANTEE:

By: _____

Title: _____

[SIGNATURE PAGE TO GRANT AGREEMENT – GRANTEE]



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 7/22/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7E
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