AGENDA
BIG LAKE CITY COUNCIL MEETING
COUNCIL CHAMBERS

JANUARY 8, 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. Station Street Apartments Development Application (PUD, Preliminary Plat, Rezone, Preliminary Site and Building Plan)

7B. 2020 Official City Appointments

7C. Donations – Big Lake Police Canine Program

7D. 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 - BLCE
Council Member Knier - BLBYR
Mayor Wallen
Council Member Zettervall – Planning, Parks Advisory Committee

10) OTHER

11) ADJOURN

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

BIG LAKE CITY COUNCIL
CONSENT AGENDA
JANUARY 8, 2020

6A. Approve List of Claims

6B. Approve Council Workshop Minutes of December 11, 2019

6C. Approve Regular Council Meeting Minutes of December 11, 2019

6D. Approve Appointment of Parks Advisory Committee 2020 Chair

6E. Approve Big Lake Economic Development Authority 2020 Officer Appointments

6F. Approve Request for Proposal for the Community Brand and Identity Design Project

6G. Accept Resignation of City Planner Michael Healy

6H. Set a Council Gathering on March 21, 2019 from 9:00 a.m. to 12:00 p.m. at Big Lake High School located at 501 Minnesota Avenue for the 2020 Big Lake Chamber of Commerce and Industry Vendor Show

6I. Approve City Financial Policy Amendments

6J. Approve SAC Credit Subsidy for The Blackbird Group, LLC

6K. Approve 2020 Sand Creek Employee Assistance Agreement

6L. Approve Therapeutic Massage License to Jianhua Shi at Lily's Massage

6M. Approve Appointment of Police Officer Tyler Hecht

AGENDA ITEM
Big Lake City Council

Prepared By: *Deb Wegeleben, Finance Director*	***Meeting Date:*** 1/8/2020	☐ ***Regular Agenda Item*** ☒ ***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 12/05/19 through 01/02/20 and Approve Payroll No. 25 & 26.

BACKGROUND/DISCUSSION

Attached is the List of Claims paid through 01/02/2020. 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

CITY OF BIG LAKE

*Check Detail Register©

Cks 12/5/2019 - 1/2/2020

		Check Amt	Invoice	Comment
1010 US BANK				
Paid Chk# 004508E 12/5/2019	**MN DEPT OF REVENUE-SALES TAX**			
G 501-2176	Sales Tax Payable	$36,471.00		SALES TAX PAYMENT FOR MONTH OF NOVEMBER 2019
G 301-2176	Sales Tax Payable	$948.00		SALES TAX PAYMENT FOR MONTH OF NOVEMBER 2019
G 101-2176	Sales Tax Payable	$129.00		SALES TAX PAYMENT FOR MONTH OF NOVEMBER 2019
G 280-2176	Sales Tax Payable	$1.00		SALES TAX PAYMENT FOR MONTH OF NOVEMBER 2019
Total	**MN DEPT OF REVENUE-SALES TAX**	$37,549.00		
Paid Chk# 004509E 12/5/2019	**PITNEY BOWES INC**			
G 101-1551	Prepaid Postage	$200.00		POSTAGE PURCHASE 12/05/19
Total	**PITNEY BOWES INC**	$200.00		
Paid Chk# 004510E 12/6/2019	**US BANK**			
G 101-2020	Accounts Payable	$218.85		BANK SERVICE CHARGES ELECTRONIC CHECK DEPOSIT FOR MONTH OF OCTOBER 2019
Total	**US BANK**	$218.85		
Paid Chk# 004511E 12/6/2019	**SHARPLINE LAWN CARE, LLC**			
E 101-200-50-25-4257	Contractors Hired	$800.00	1905	SNOW REMOVEL ON 20 PROPERTIES 12/03/19
Total	**SHARPLINE LAWN CARE, LLC**	$800.00		
Paid Chk# 004512E 12/6/2019	**SHARPLINE LAWN CARE, LLC**			
E 101-200-50-25-4257	Contractors Hired	$200.00	1906	FLAT SWEEP FEE SNOW REMOVAL FOR 12 PROPERTIES ON 12/4/19
E 101-200-50-25-4257	Contractors Hired	$0.00	1906	SNOW REMOVAL FOR 12 PROPERTIES ON 12/4/19
Total	**SHARPLINE LAWN CARE, LLC**	$200.00		
Paid Chk# 004513E 12/10/2019	**OPTUM - H.S.A.**			
G 101-2184	HSA Contribution payable	$1,080.87	ACH ER	H.S.A Payment for Period #25 12/11/19
G 101-2184	HSA Contribution payable	$2,688.33	ACH ER	H.S.A Payment for Period #25 12/11/19
Total	**OPTUM - H.S.A.**	$3,769.20		
Paid Chk# 004514E 12/10/2019	**PERA**			
G 101-2174	PERA Withholding Payable	$12,360.23	ACH	PERA Payment for Pay Period #25 12/11/19
G 101-2178	P.E.R.A. - Police/Fire Payable	$12,673.79	ACH	PERA Payment for Pay Period #25 12/11/19
Total	**PERA**	$25,034.02		
Paid Chk# 004515E 12/10/2019	**ICMA**			
G 101-2177	ICMA - RC Withholding Payable	$2,124.00	ACH	ICMA Payment for Pay Period #25 12/11/19
Total	**ICMA**	$2,124.00		
Paid Chk# 004516E 12/10/2019	**TASC**			
G 101-2183	Other Pre-Tax Insurance Payabl	$242.91	ACH	FLEX Payment for Employee Portion/Pay Period #25 12/11/19
Total	**TASC**	$242.91		
Paid Chk# 004517E 12/10/2019	**PERA**			
G 101-2178	P.E.R.A. - Police/Fire Payable	$6,746.42	ACH	PERA Payment for Pay Period #1 PD ANNUAL HOLIDAY 12/11/19
Total	**PERA**	$6,746.42		
Paid Chk# 004518E 12/10/2019	**PERA**			
G 101-2178	P.E.R.A. - Police/Fire Payable	$1,977.50	ACH	PERA Payment for Pay Period #24.01 PD FITNESS 12/11/19
Total	**PERA**	$1,977.50		

CITY OF BIG LAKE

*Check Detail Register©

Cks 12/5/2019 - 1/2/2020

		Check Amt	Invoice	Comment
Paid Chk# 004519E 12/11/2019 **PAYROLL TAXES - FED/FICA**				
G 101-2171	Federal Withholding Payable	$19,696.31		Federal/FICA Payroll Taxes for Pay Period #25 12/11/19
G 101-2173	FICA Tax Withholding Payable	$18,802.26		Federal/FICA Payroll Taxes for Pay Period #25 12/11/19
	Total PAYROLL TAXES - FED/FICA	$38,498.57		
Paid Chk# 004520E 12/11/2019 **PAYROLL TAX - STATE**				
G 101-2172	State Withholding Payable	$8,008.02	ACH	State Payroll Taxes for Pay Period #25 12/11/19
	Total PAYROLL TAX - STATE	$8,008.02		
Paid Chk# 004521E 12/11/2019 **PAYROLL TAXES - FED/FICA**				
G 101-2173	FICA Tax Withholding Payable	$692.56		Federal/FICA Payroll Taxes for Pay Period #1 PD ANNUAL HOLIDAY 12/11/19
	Total PAYROLL TAXES - FED/FICA	$692.56		
Paid Chk# 004522E 12/11/2019 **PAYROLL TAX - STATE**				
G 101-2172	State Withholding Payable	$20.00	ACH	State Payroll Taxes for Pay Period #1 PD ANNUAL HOLIDAY 12/11/19
	Total PAYROLL TAX - STATE	$20.00		
Paid Chk# 004523E 12/11/2019 **PAYROLL TAXES - FED/FICA**				
G 101-2171	Federal Withholding Payable	$361.14		Federal/FICA Payroll Taxes for Pay Period #24.01 PD FITNESS TESTING 12/11/19
G 101-2173	FICA Tax Withholding Payable	$203.00		Federal/FICA Payroll Taxes for Pay Period #24.01 PD FITNESS TESTING 12/11/19
	Total PAYROLL TAXES - FED/FICA	$564.14		
Paid Chk# 004524E 12/11/2019 **PAYROLL TAX - STATE**				
G 101-2172	State Withholding Payable	$206.09	ACH	State Payroll Taxes for Pay Period #24.01 PD FITNESS TESTING 12/11/19
	Total PAYROLL TAX - STATE	$206.09		
Paid Chk# 004525E 12/13/2019 **VONAGE BUSINESS**				
E 101-200-50-25-4230	Telephone/Internet	$29.69	ACH	TELEPHONE BILL FOR MONTH OF NOVEMBER 2019
E 101-200-55-25-4230	Telephone/Internet	$29.69	ACH	TELEPHONE BILL FOR MONTH OF NOVEMBER 2019
E 101-100-15-25-4230	Telephone/Internet	$485.12	ACH	TELEPHONE BILL FOR MONTH OF NOVEMBER 2019
E 301-000-00-25-4230	Telephone/Internet	$59.39	ACH	TELEPHONE BILL FOR MONTH OF NOVEMBER 2019
E 401-000-00-25-4230	Telephone/Internet	$29.69	ACH	TELEPHONE BILL FOR MONTH OF NOVEMBER 2019
E 601-000-00-25-4230	Telephone/Internet	$29.69	ACH	TELEPHONE BILL FOR MONTH OF NOVEMBER 2019
E 501-000-00-25-4230	Telephone/Internet	$148.47	ACH	TELEPHONE BILL FOR MONTH OF NOVEMBER 2019
	Total VONAGE BUSINESS	$811.74		
Paid Chk# 004526E 12/13/2019 **AMERITAS LIFE INSURANCE CO.**				
G 101-2183	Other Pre-Tax Insurance Payabl	$140.24		VISION INSURANCE PREMIUMS FOR MONTH OF DECEMBER 2019
	Total AMERITAS LIFE INSURANCE CO.	$140.24		
Paid Chk# 004527E 12/13/2019 **ELAVON**				
G 280-2020	Accounts Payable	$29.38		Farmer's Market EBT Device - ACH for Month of NOVEMBER 2019
	Total ELAVON	$29.38		
Paid Chk# 004528E 12/17/2019 **SHARPLINE LAWN CARE, LLC**				
E 101-200-50-25-4257	Contractors Hired	$200.00	1908	SWEEP FLAT FEE SNOW REMOVAL 12/17/19
E 101-200-50-25-4257	Contractors Hired	$695.00	1908	15 PARCELS SNOW REMOVAL 12/17/19
	Total SHARPLINE LAWN CARE, LLC	$895.00		
Paid Chk# 004529E 12/19/2019 **PAYROLL TAXES - FED/FICA**				
G 101-2173	FICA Tax Withholding Payable	$229.52		Federal/FICA Payroll Taxes for Pay Period #4 QUARTERLY 12/31/19

CITY OF BIG LAKE

*Check Detail Register©

Cks 12/5/2019 - 1/2/2020

		Check Amt	Invoice	Comment
Total	**PAYROLL TAXES - FED/FICA**	$229.52		
Paid Chk# 004530E	12/19/2019 **WORLDPAY-NCR**			
G 501-2020	Accounts Payable	$428.08		LIQUOR STORE CC PROCESSING FEE 11/16/19 - 12/15/19
Total	**WORLDPAY-NCR**	$428.08		
Paid Chk# 004531E	12/23/2019 **PAYROLL TAXES - FED/FICA**			
G 101-2171	Federal Withholding Payable	$10,809.67		Federal/FICA Payroll Taxes for Pay Period #26 12/24/19
G 101-2173	FICA Tax Withholding Payable	$13,612.68		Federal/FICA Payroll Taxes for Pay Period #26 12/24/19
Total	**PAYROLL TAXES - FED/FICA**	$24,422.35		
Paid Chk# 004532E	12/23/2019 **PAYROLL TAX - STATE**			
G 101-2172	State Withholding Payable	$5,150.26	ACH	State Payroll Taxes for Pay Period #26 12/24/19
Total	**PAYROLL TAX - STATE**	$5,150.26		
Paid Chk# 004533E	12/30/2019 **PAYROLL TAXES - FED/FICA**			
G 101-2173	FICA Tax Withholding Payable	$12.58		Federal/FICA Payroll Taxes for Pay Period #26.1
Total	**PAYROLL TAXES - FED/FICA**	$12.58		
Paid Chk# 004534E	12/24/2019 **OPTUM - H.S.A.**			
G 101-2184	HSA Contribution payable	$1,080.87	ACH	H.S.A Payment for Period #26
G 101-2184	HSA Contribution payable	$2,688.41	ACH	H.S.A Payment for Period #26
E 101-300-75-05-4009	HSA Accounts	$72.79	ACH	H.S.A Payment for Period #26 - REEK CORRECTION
G 101-2184	HSA Contribution payable	($72.79)	ACH	H.S.A Payment for Period #26 - REEK CORRECTION
Total	**OPTUM - H.S.A.**	$3,769.28		
Paid Chk# 004535E	12/24/2019 **PERA**			
G 101-2174	PERA Withholding Payable	$11,796.54	ACH	PERA Payment for Pay Period #26
G 101-2178	P.E.R.A. - Police/Fire Payable	$12,013.74	ACH	PERA Payment for Pay Period #26
Total	**PERA**	$23,810.28		
Paid Chk# 004536E	12/24/2019 **ICMA**			
G 101-2177	ICMA - RC Withholding Payable	$1,824.00	ACH	ICMA Payment for Pay Period #26
Total	**ICMA**	$1,824.00		
Paid Chk# 004537E	12/24/2019 **TASC**			
G 101-2183	Other Pre-Tax Insurance Payabl	$242.91	ACH	FLEX Payment for Employee Portion/Pay Period #26
Total	**TASC**	$242.91		
Paid Chk# 004538E	12/26/2019 **US BANK**			
E 101-300-75-25-4235	Postage	$4.39	121119	POLICE - POSTAGE
E 101-300-75-25-4235	Postage	$6.22	121119	POLICE - POSTAGE
E 101-300-75-25-4235	Postage	$17.37	121119	POLICE - POSTAGE
E 101-300-75-25-4430	Vehicle Maintenance	$15.00	121119	POLICE CAR WASHES
E 101-300-75-25-4212	Other Operations Expenses	$167.78	121119	POLICE -MOUTHPIECES
E 101-300-75-25-4430	Vehicle Maintenance	$25.00	121119	POLICE CAR WASH
E 101-300-75-25-4210	Operating Supplies	$55.00	121119	POLICE - FORFEITURE FORMS
E 101-100-20-25-4540	Repair/Maintenance Building	$225.90	121119	POLICE - BLCC DOOR LOCK SUPPLIES
E 101-300-75-25-4235	Postage	$134.81	121119	POLICE - POSTAGE
E 101-300-75-25-4212	Other Operations Expenses	$27.99	121119	POLICE - ARCTIC PLOW
E 101-300-75-25-4253	Police K-9 Expenditures	$60.00	121119	POLIVR - K9 TRIAL DUES
E 101-300-75-25-4235	Postage	($92.89)	121119	POLICE - POSTAGE RETURN
E 101-300-75-25-4212	Other Operations Expenses	$43.10	121119	POLICE - TROPHY BASE
E 101-300-75-25-4212	Other Operations Expenses	$35.10	121119	POLICE - DRILL BITS
E 101-300-75-25-4210	Operating Supplies	$141.30	121119	POLICE - ENVELOPES
E 277-000-00-25-4413	Equipment/Accessories	$214.75	121119	DWI POLICE - EMBROIDERY AND PATCH WORK
E 101-300-75-25-4238	Training/Schools	$190.58	121119	POLICE - TRAINING HOTEL - HAYEN
E 101-300-75-25-4212	Other Operations Expenses	$34.01	121119	POLICE - TROPHY

CITY OF BIG LAKE

*Check Detail Register©

Cks 12/5/2019 - 1/2/2020

		Check Amt	Invoice	Comment
E 101-300-75-25-4212	Other Operations Expenses	$30.45	121119	POLICE - STAPLER
E 101-300-75-25-4212	Other Operations Expenses	$18.16	121119	POLICE - SUPPLIES
E 101-300-75-25-4212	Other Operations Expenses	$4.58	121119	POLICE SUPPLIES
E 101-300-75-25-4212	Other Operations Expenses	$11.79	121119	POLICE - TROPHY KITS
E 101-300-75-25-4212	Other Operations Expenses	$661.41	121119	POLICE - PODIUM
E 101-300-75-25-4212	Other Operations Expenses	$21.68	121119	POLICE - SUPPLIES
E 101-300-75-25-4212	Other Operations Expenses	$58.14	121119	POLICE - NAME PLATES
E 101-300-75-25-4212	Other Operations Expenses	$39.00	121119	POLICE - RADIO CHARGER
E 101-300-75-25-4243	Meals	$53.22	121119	POLICE - LEADERSHIP TRNG 12/6
E 101-300-75-25-4243	Meals	$66.99	121119	POLICE - LEADERSHIP TRNG 12/4
E 101-300-75-25-4243	Meals	$52.58	121119	POLICE - LEADERSHIP TRNG 12/5
E 101-300-75-25-4235	Postage	$27.30	121119	POLICE - POSTAGE
E 101-300-75-25-4392	Emergency Access Key Box	$491.97	121119	POLICE - EMER ACCESS BOXES
E 101-300-75-25-4212	Other Operations Expenses	$51.72	121119	POLICE - SQUAD SUPPLIES
E 101-300-75-25-4212	Other Operations Expenses	($18.97)	121119	POLICE - SUPPLIES RETURNED
E 101-300-75-25-4212	Other Operations Expenses	$33.09	121119	POLICE - MAGNETS
E 101-100-20-25-4212	Other Operations Expenses	$52.94	121119	BLCC - LADDER
E 101-300-75-25-4260	Subscriptions/Dues	$10.73	121119	POLICE - ADOBE
E 101-300-75-25-4210	Operating Supplies	$10.94	121119	POLICE - SUPPLIES
E 101-300-75-25-4413	Equipment/Accessories	$79.99	121119	POLICE - SCANNER
E 101-100-20-25-4212	Other Operations Expenses	$81.96	121119	BLCC - FIRE EXTINGUISHERS
E 101-300-75-25-4215	Uniforms/Clothing	$278.97	121119	POLICE - WINTER JACKETS
G 101-1150	Accounts Receivable	$224.64	121119	PW LABTOP WARRANT - CR WILL BE ISSUED
G 101-1150	Accounts Receivable	$1,099.99	121119	PW LAPTOP CR WILL BE ISSUED
E 101-300-75-25-4260	Subscriptions/Dues	$14.99	121119	POLICE MONTHLY STORAGE CAMERA SYSTEM
E 101-100-20-25-4212	Other Operations Expenses	$221.46	121119	BLCC- SUPPLIES/TOOLS
E 101-100-20-25-4413	Equipment/Accessories	$159.99	121119	BLCC-LIBRARY EQUIPMENT
E 194-106-15-25-4130	Computers/Software	$549.90	121119	CITY HALL - CC SCANNERS
E 277-000-00-25-4413	Equipment/Accessories	$286.52	121119	DWI POLICE- EMER LIGHTING
E 101-300-75-25-4238	Training/Schools	$250.00	121119	POLICE - TRAINING MAAS360
E 101-300-75-25-4212	Other Operations Expenses	$66.44	121119	POLICE - LABEL MAKER
E 101-300-75-25-4235	Postage	$7.85	121119	POLICE - POSTAGE
E 101-200-50-25-4230	Telephone/Internet	$24.95	121119	PW - PHONE ITEMS
E 277-000-00-25-4413	Equipment/Accessories	$512.94	121119	DWI POLICE - LIGHT BARS
E 101-300-75-25-4212	Other Operations Expenses	$28.85	121119	POLICE - SUPPLIES
E 101-100-10-25-4230	Telephone/Internet	$42.87	121119	VERIZON - PLANNER CELL PHONE - DEC
E 101-400-56-25-4230	Telephone/Internet	$42.87	121119	VERIZON - RECREATION CORD CELL PHONE - DEC
E 101-100-30-25-4230	Telephone/Internet	$77.88	121119	VERIZON - BLD OFF CELL PHONE - DEC
E 101-300-75-25-4230	Telephone/Internet	$21.42	121119	VERIZON - FLEX BUS AUTO PLAN - DEC
E 101-300-75-25-4230	Telephone/Internet	$31.50	121119	VERIZON-ESSENTIAL STE 14 LIC - DEC
E 101-300-75-25-4230	Telephone/Internet	$1,136.44	121119	VERIZON - POLICE PHONES - DEC
E 101-300-75-25-4212	Other Operations Expenses	$10.73	121119	POLICE - ADOBE
E 101-300-75-25-4430	Vehicle Maintenance	$41.88	121119	POLICE - DEFLECTOR
E 101-200-50-25-4230	Telephone/Internet	$38.88	121119	PW PHONE ITEMS
G 101-1150	Accounts Receivable	($1,099.99)	121119	PW LABTOP RETURNED
E 194-105-75-25-4130	Computers/Software	$328.59	121119	POLICE - UPN ROUTER
R 101-015-3411	Copies	$5.00	121119	FINANCE - TEST ON NEW CC SYSTEM
E 101-100-15-25-4238	Training/Schools	$20.00	121119	FINANCE - GFOA BOOKS
G 101-1555	Prepaid Other	$110.00	121119	FINANCE - 2020 CMSHRM DUES
	Total US BANK	$7,680.64		

Paid Chk# 081550 12/5/2019 **MUNICIPAL BUILDERS, INC**

G 499-1600	Construction WIP	$166,860.00	PAY EQ 1	WWTP CONSTRUCTION - PAY REQUEST 1
G 499-2065	Retainage Payable	($8,343.00)	PAY EQ 1	WWTP CONSTRUCTION - PAY REQUEST 1
	Total MUNICIPAL BUILDERS, INC	$158,517.00		

Paid Chk# 081551 12/6/2019 **CORPORATE PAYMENT SYSTEMS**

E 101-100-15-25-4260	Subscriptions/Dues	$33.98		NOTARY STAMPS

CITY OF BIG LAKE

*Check Detail Register©

Cks 12/5/2019 - 1/2/2020

		Check Amt	Invoice	Comment
E 101-200-50-25-4300	Awards - Employee LOS	$30.00		YEARS OF SERV/GOLLY
E 101-200-50-25-4300	Awards - Employee LOS	$35.00		YEARS OF SERV/ZIEMER
E 101-200-55-25-4300	Awards - Employee LOS	$25.00		YEARS OF SERV/ZIEMER
E 101-100-25-25-4212	Other Operations Expenses	$89.99		EDA SUPPLIES
E 194-105-15-25-4130	Computers/Software	$2,837.10		OFFICE LICENSES
E 101-100-15-25-4238	Training/Schools	$149.99		ADM TRAINING
E 101-200-50-25-4212	Other Operations Expenses	$89.99		STREET SUPPLIES
E 101-105-15-25-4413	Equipment/Accessories	$19.99		COMPUTER MOUSE
E 101-100-15-25-4210	Operating Supplies	$72.70		CITY HALL SUPPLIES
G 501-1555	Prepaid Other	$20.50		2020 LIQUOR STORE LICE
E 101-100-15-25-4210	Operating Supplies	$70.86		ADMN SUPPLIES
E 101-100-15-25-4210	Operating Supplies	$15.75		ADMN SUPPLIES
E 101-200-50-25-4413	Equipment/Accessories	$230.20		PW CELL PHONE HOLDERS
E 101-100-05-25-4413	Equipment/Accessories	$39.63		FIRE EXT CITY HALL
E 101-200-55-05-4019	Wellness Program	$48.37		WELLNESS PROGRAM
E 101-100-25-25-4212	Other Operations Expenses	$28.85		PLANNER SUPPLIES
E 275-000-00-25-4212	Other Operations Expenses	$16.92		BLEDA EXPO
E 101-100-25-25-4210	Operating Supplies	$30.55		EDA SUPPLIES
G 101-1320	Due From Other Governments	$50.00		FIRE YEARS OF SERVICE
E 280-000-00-25-4260	Subscriptions/Dues	$45.00		FARMERS MARKET DUES
E 101-100-25-25-4240	Travel/Mileage	$18.00		MNCAR EXPO
E 101-300-75-25-4212	Other Operations Expenses	$819.08		POLICE OTHER EXPENSE
E 101-300-75-25-4405	Motor Fuel	$83.07		POLICE MOTOR FUEL
E 101-300-75-25-4238	Training/Schools	$829.38		POLICE TRAINING
E 101-300-75-25-4413	Equipment/Accessories	$277.42		POLICE POSTAGE
E 101-300-75-25-4253	Police K-9 Expenditures	$58.97		K9 EXP
E 101-300-75-25-4235	Postage	$7.35		POLICE POSTAGE
E 501-000-00-27-4266	Purchases - Misc	$7.50		LEMONS/LIMES
E 501-000-00-25-4210	Operating Supplies	$7.25		LIQUOR SUPPLIES
E 501-000-00-27-4266	Purchases - Misc	$10.47		LEMONS/LIMES
E 501-000-00-25-4210	Operating Supplies	$75.14		LIQUOR SUPPLIES
E 501-000-00-25-4210	Operating Supplies	$6.44		LIQUOR SUPPLIES
E 501-000-00-25-4210	Operating Supplies	$24.43		LIQUOR SUPPLIES
E 101-200-40-25-4405	Motor Fuel	$42.15		ENGINEERING MOTOR FUEL
E 501-000-00-25-4413	Equipment/Accessories	$111.98		LIQUOR EQUIP
E 501-000-00-25-4220	Advertising	$30.00		LIQUOR FACEBOOK ADS
G 501-2020	Accounts Payable	$410.16		LIQUOR CC FEES
E 501-000-00-27-4266	Purchases - Misc	$11.88		LEMONS/LIMES
E 101-300-75-25-4238	Training/Schools	$5.00		POLICE TRAINING
E 101-300-75-25-4212	Other Operations Expenses	$10.17		POLICE EXPENSE
E 101-300-75-25-4253	Police K-9 Expenditures	$157.24		K9 EXPENSE
E 101-300-75-25-4235	Postage	$185.78		POLICE POSTAGE
E 301-000-00-25-4235	Postage	$4.39		WATER POSTAGE
E 101-200-55-25-4413	Equipment/Accessories	$205.99		PARK CAMERA
E 101-300-75-25-4212	Other Operations Expenses	$1,873.67		POLICE OTHER EXP
E 101-300-75-25-4392	Emergency Access Key Box	$1,949.94		EMERCENCY MGT
E 101-100-20-25-4540	Repair/Maintenance Building	$389.24		BUILDING MAINT
E 101-300-75-25-4413	Equipment/Accessories	$777.78		POLICE EQUIP
E 101-300-75-25-4260	Subscriptions/Dues	$151.53		POLICE DUES
E 194-105-75-25-4130	Computers/Software	$2,606.15		POLICE CAPITAL
E 101-300-75-25-4235	Postage	$18.60		POLICE POSTAGE
E 101-300-75-25-4208	Copies	$51.18		POLICE COPIES
E 101-300-75-25-4235	Postage	$165.32		POLICE POSTAGE
E 101-300-75-25-4212	Other Operations Expenses	$101.38		POLICE SUPPLIES
E 101-100-20-25-4540	Repair/Maintenance Building	$121.77		PEST CONTROL
G 101-1320	Due From Other Governments	$30.00		FIRE YEARS OF SERVICE
Total	**CORPORATE PAYMENT SYSTEMS**	$15,616.17		

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Paid Chk# 081552	12/6/2019	**C&L DISTRIBUTING COMPANY**		
E 501-000-00-27-4267	Purchases - Non Alcoholic B	$21.40		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	$142.20		MIX
E 501-000-00-27-4263	Purchases - Beer	$2,441.40	1067001102	BEER
E 501-000-00-27-4263	Purchases - Beer	$78.00	1067001103	BEER
E 501-000-00-27-4263	Purchases - Beer	$53.90	1067001113	BEER
E 501-000-00-27-4263	Purchases - Beer	$11,825.90	961003408	BEER
E 501-000-00-27-4263	Purchases - Beer	($42.40)	968000805	CREDIT
Total	**C&L DISTRIBUTING COMPANY**	$14,520.40		
Paid Chk# 081553	12/6/2019	**DAHLHEIMER DISTRIBUTING CO**		
E 501-000-00-27-4267	Purchases - Non Alcoholic B	$27.00		NA BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	$30.00		KEG DEPOSIT
E 501-000-00-27-4265	Purchases - Mix/Pop	$62.60		MIX
E 501-000-00-27-4263	Purchases - Beer	$13,831.31	112-01996	BEER
E 501-000-00-27-4263	Purchases - Beer	($29.40)	1157730	CREDIT
Total	**DAHLHEIMER DISTRIBUTING CO**	$13,921.51		
Paid Chk# 081554	12/6/2019	**FLAHERTY S HAPPY TYME COMPANY**		
E 501-000-00-27-4265	Purchases - Mix/Pop	$57.00	36248	MIX
'otal	**FLAHERTY S HAPPY TYME COMPANY**	$57.00		
Paid Chk# 081555	12/6/2019	**FREIDAY, SARA**		
E 101-100-15-25-4217	Cleaning Services	$1,000.00	004152	CITY HALL CLEANING
E 101-100-20-25-4217	Cleaning Services	$925.00	004152	POLICE/LIBRARY BLDG
Total	**FREIDAY, SARA**	$1,925.00		
Paid Chk# 081556	12/6/2019	**GOPHER STATE ONE CALL**		
E 301-000-00-25-4257	Contractors Hired	$41.40		WATER LOCATES
E 401-000-00-25-4257	Contractors Hired	$41.40		SEWER LOCATES
E 101-200-50-25-4257	Contractors Hired	$41.40	9110220	STREET LOCATES
Total	**GOPHER STATE ONE CALL**	$124.20		
Paid Chk# 081557	12/6/2019	**GRANITE CITY JOBBING**		
E 501-000-00-27-4271	Purchases - Cigars	$138.15		CIGARS
E 501-000-00-27-4265	Purchases - Mix/Pop	$95.07		MIX
E 501-000-00-27-4269	Freight - In	$4.25		FRT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	$787.58	163663	TOBACCO
Total	**GRANITE CITY JOBBING**	$1,025.05		
Paid Chk# 081558	12/6/2019	**INDIAN ISLAND WINERY**		
E 501-000-00-27-4264	Purchases - Wine	$284.16	2976	WINE
Total	**INDIAN ISLAND WINERY**	$284.16		
Paid Chk# 081559	12/6/2019	**IUOE LOCAL 49 FRINGE BENEFIT**		
G 101-2185	Union Health Insurance - EE/ER	$12,400.00		UNION HEALTH INSURANCE
Total	**IUOE LOCAL 49 FRINGE BENEFIT**	$12,400.00		
Paid Chk# 081560	12/6/2019	**KOLLAR, PHILIP**		
E 301-000-00-25-4215	Uniforms/Clothing	$87.50		PW UNIFORM
E 401-000-00-25-4215	Uniforms/Clothing	$87.50		PW UNIFORM
Total	**KOLLAR, PHILIP**	$175.00		
Paid Chk# 081561	12/6/2019	**UTILITY CONSULTANTS**		
E 401-000-00-20-4160	Testing	$926.20	1034476	SEWER TESTING
Total	**UTILITY CONSULTANTS**	$926.20		
Paid Chk# 081562	12/6/2019	**WRUCK SEWER & PORTABLE RENTALS**		

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		Check Amt	Invoice	Comment
E 101-200-55-25-4255	Rent/Lease	$177.00	3975	LAKESIDE PARK
al	**WRUCK SEWER & PORTABLE RENTALS**	$177.00		
Paid Chk# 081563	12/9/2019 **ARTISAN BEER COMPANY**			
E 501-000-00-27-4263	Purchases - Beer	$53.50	3390673	BEER
Total	**ARTISAN BEER COMPANY**	$53.50		
Paid Chk# 081564	12/9/2019 **BEBOOMS FENCE INC**			
E 101-200-50-25-4385	Shop Materials	$21.00	1886	SHOP MATERIALS
Total	**BEBOOMS FENCE INC**	$21.00		
Paid Chk# 081565	12/9/2019 **BELL BOY CORPORATION-1**			
E 501-000-00-27-4264	Purchases - Wine	$488.00		WINE
E 501-000-00-27-4269	Freight - In	$47.11		FRT
E 501-000-00-27-4262	Purchases - Liquor	$1,975.93	0081861000	LIQUOR
Total	**BELL BOY CORPORATION-1**	$2,511.04		
Paid Chk# 081566	12/9/2019 **BERNICKS PEPSI**			
E 501-000-00-27-4263	Purchases - Beer	($174.30)	156777	CREDIT
E 501-000-00-27-4263	Purchases - Beer	$1,775.25	156778	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	$81.50	156779	MIX
Total	**BERNICKS PEPSI**	$1,682.45		
Paid Chk# 081567	12/9/2019 **BREAKTHRU BEVERAGE**			
E 501-000-00-27-4264	Purchases - Wine	$906.80		WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	$90.00		MIX
E 501-000-00-27-4268	Purchases - Non Alcoholic	$108.00		NA WINE
E 501-000-00-27-4262	Purchases - Liquor	$4,653.67	1081068295	LIQUOR
E 501-000-00-27-4263	Purchases - Beer	$122.75	1081068296	BEER
Total	**BREAKTHRU BEVERAGE**	$5,881.22		
Paid Chk# 081568	12/9/2019 **CHARTER COMMUNICATIONS**			
E 101-100-15-25-4230	Telephone/Internet	$76.90	000763012011	CITY HALL DEC SERV
Total	**CHARTER COMMUNICATIONS**	$76.90		
Paid Chk# 081569	12/9/2019 **JOHNSON BROTHERS WHOLESALE**			
E 501-000-00-27-4262	Purchases - Liquor	$985.08	1441727	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$64.20	1441728	WINE
E 501-000-00-27-4262	Purchases - Liquor	$6,886.93	1450391	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$5,900.24	1450392	WINE
E 501-000-00-27-4263	Purchases - Beer	$76.80	1450393	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	$202.00	1450394	MIX
E 501-000-00-27-4262	Purchases - Liquor	$6,627.00	1450395	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	$80.00	1450396	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$960.40	1450397	WINE
E 501-000-00-27-4262	Purchases - Liquor	$10.50	563491	PAY BACK CREDIT IN ERROR
E 501-000-00-27-4264	Purchases - Wine	($132.40)	579721	CREDIT
E 501-000-00-27-4264	Purchases - Wine	($109.04)	579722	CREDIT
E 501-000-00-27-4264	Purchases - Wine	($55.15)	579723	CREDIT
Total	**JOHNSON BROTHERS WHOLESALE**	$21,496.56		
Paid Chk# 081570	12/9/2019 **OFFICE DEPOT**			
E 101-100-10-25-4210	Operating Supplies	$19.18		PLANNING
E 101-200-40-25-4210	Operating Supplies	$19.18		ENGINEERING
E 101-100-30-25-4210	Operating Supplies	$38.36		BUILDING
E 101-100-25-25-4210	Operating Supplies	$38.36		EDA
E 101-100-15-25-4210	Operating Supplies	$249.34		CITY HALL
E 101-100-10-25-4210	Operating Supplies	$4.12		PLANNING

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E 101-200-40-25-4210	Operating Supplies	$4.12		ENGEERING
E 101-100-25-25-4210	Operating Supplies	$8.24		EDA
E 101-100-30-25-4210	Operating Supplies	$8.24		BUILDING
E 101-100-15-25-4210	Operating Supplies	$53.62		CITY HALL
E 101-100-05-25-4210	Operating Supplies	$19.18	398568721001	MAYOR/COUNCIL
E 101-100-05-25-4210	Operating Supplies	$4.12	398807619001	MAYOR/COUNCIL
E 101-200-50-25-4210	Operating Supplies	$112.01	403823914001	PUBLIC WORKS SUPPLIES
E 101-200-55-25-4210	Operating Supplies	$112.01	403823914001	PUBLIC WORKS SUPPLIES
	Total OFFICE DEPOT	$690.08		
Paid Chk# 081571	12/9/2019 **OREILLY AUTOMOTIVE, INC**			
E 101-300-75-25-4430	Vehicle Maintenance	$49.99	1532-182381	POLICE SQUAD MAINT
E 101-200-55-25-4545	Repair/Maintenance Equipm	$0.85	1532-184641	PUBLIC WORKS EXPAN PLUG
E 101-200-50-25-4430	Vehicle Maintenance	$84.99	1532-185696	PUBLIC WORKS VEHICLE MAINT
E 101-200-50-25-4545	Repair/Maintenance Equipm	$50.58	1532-185701	PUBLIC WORKS VEHICLE MAINT
	Total OREILLY AUTOMOTIVE, INC	$186.41		
Paid Chk# 081572	12/9/2019 **PAUSTIS WINE COMPANY**			
E 501-000-00-27-4269	Freight - In	$8.75		FRT
E 501-000-00-27-4269	Freight - In	$2.25		FRT
E 501-000-00-27-4262	Purchases - Liquor	$95.00	73027	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$504.75	733399	WINE
	Total PAUSTIS WINE COMPANY	$610.75		
Paid Chk# 081573	12/9/2019 **PHILLIPS WINE & SPIRITS**			
E 501-000-00-27-4262	Purchases - Liquor	$3,088.75	2667369	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$2,077.44	2667370	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	$353.28	2667371	MIX
	Total PHILLIPS WINE & SPIRITS	$5,519.47		
Paid Chk# 081574	12/9/2019 **SHERBURNE COUNTY ATTORNEY**			
E 101-300-75-20-4181	Court Fines	$1,072.39	6473	COUT FINES
	Total SHERBURNE COUNTY ATTORNEY	$1,072.39		
Paid Chk# 081575	12/9/2019 **SOUTHERN WINE & SPIRITS OF MN**			
E 501-000-00-27-4262	Purchases - Liquor	$6,421.13	1898324	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$1,138.00	1898325	WINE
	Total SOUTHERN WINE & SPIRITS OF MN	$7,559.13		
Paid Chk# 081576	12/9/2019 **VARNER TRANSPORTATION LLC**			
E 501-000-00-27-4269	Freight - In	$1,195.00		LIQUOR STORE FREIGHT
	Total VARNER TRANSPORTATION LLC	$1,195.00		
Paid Chk# 081577	12/9/2019 **VIKING COCA-COLA**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$296.85	2448596	MIX
	Total VIKING COCA-COLA	$296.85		
Paid Chk# 081578	12/9/2019 **WENCK ASSOCIATES, INC**			
G 499-1600	Construction WIP	$3,885.50	11907637	WWTP PLATTING/SURVEY OCT
G 499-1600	Construction WIP	$4,584.39	11908651	WWTP CONST ADM NOV
G 499-1600	Construction WIP	$725.50	11908656	WWTP PLATTING/SURVEY NOV
	Total WENCK ASSOCIATES, INC	$9,195.39		
Paid Chk# 081579	12/9/2019 **WINDSTREAM**			
E 401-000-00-25-4230	Telephone/Internet	$51.90	091622521	SEWER TELEPHONE
	Total WINDSTREAM	$51.90		
Paid Chk# 081580	12/9/2019 **WINE MERCHANTS**			
E 501-000-00-27-4264	Purchases - Wine	$498.00	7264083	WINE

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Total	**WINE MERCHANTS**	$498.00		
Paid Chk# 081581 12/10/2019	**BERTHIAUME, SCOTT**			
E 599-000-00-25-4540	Repair/Maintenance Building	$2,007.41	1375	LIQUOR STORE PAINTING
Total	**BERTHIAUME, SCOTT**	$2,007.41		
Paid Chk# 081582 12/10/2019	**BIG LAKE HARDWARE**			
E 101-200-55-25-4210	Operating Supplies	$324.32		PARKS SUPPLIES
E 401-000-00-25-4545	Repair/Maintenance Equipm	$55.53		SEWER REPAIR/MAINT
E 301-000-00-25-4210	Operating Supplies	$8.09		WATER SUPPLIES
E 101-100-20-25-4210	Operating Supplies	$297.40		POLICE/LIBRARY BLDG
E 101-100-15-25-4540	Repair/Maintenance Building	$209.97		CITY HALL SUPPLIES
E 101-200-50-25-4210	Operating Supplies	$159.79		STREETS SUPPLIES
E 101-200-50-25-4385	Shop Materials	$111.04		SHOP SUPPLIES
E 101-200-50-25-4545	Repair/Maintenance Equipm	$726.71		STREET REPAIR/MAINT
E 301-000-00-25-4210	Operating Supplies	$199.00		WATER SUPPLIES
Total	**BIG LAKE HARDWARE**	$2,091.85		
Paid Chk# 081583 12/10/2019	**BROTHERS FIRE & SECURITY**			
E 101-100-15-25-4540	Repair/Maintenance Building	$1,286.00	112491	5 YEAR INSPECTION @ CITY HALL
Total	**BROTHERS FIRE & SECURITY**	$1,286.00		
Paid Chk# 081584 12/10/2019	**C&R CARPET RESTORATION**			
E 101-100-20-25-4217	Cleaning Services	$1,470.00	5794	POLICE/LIBRARY CARPET CLEANING
Total	**C&R CARPET RESTORATION**	$1,470.00		
Paid Chk# 081585 12/10/2019	**CENTERPOINT ENERGY**			
E 101-200-50-25-4580	Natural Gas	$370.90		PUBLIC WORKS BLDG
E 101-200-55-25-4580	Natural Gas	$370.90		PUBLIC WORKS BLDG
E 301-000-00-25-4580	Natural Gas	$370.90		PUBLIC WORKS BLDG
E 401-000-00-25-4580	Natural Gas	$370.90		PUBLIC WORKS BLDG
E 101-100-20-25-4580	Natural Gas	$33.20	10178578-0	POLICE/LIBRARY BLDG
E 101-100-20-25-4580	Natural Gas	$152.20	10178579-8	POLICE/LIBRARY BLDG
E 301-000-00-25-4580	Natural Gas	$49.37	5769828-4	WELL #2
E 501-000-00-25-4580	Natural Gas	$189.68	5780558-2	LIQUOR STORE
E 101-200-50-25-4580	Natural Gas	$32.92	5793223-8	PUBLIC WORKS SHED
E 101-200-50-25-4580	Natural Gas	$36.24	5808592-9	PUBLICWORKS SHED
E 601-000-00-25-4580	Natural Gas	$78.11	5819667-6	PUBLIC WORKS BLDG
E 301-000-00-25-4580	Natural Gas	$60.24	5820083-3	WELL #5
E 301-000-00-25-4580	Natural Gas	$927.11	6122739-3	WATER TREATMENT FACILITY
E 101-100-20-25-4580	Natural Gas	$263.13	8076448-3	POLICE/LIBRARY BLDG
E 101-100-15-25-4580	Natural Gas	$430.69	935927-3	CITY HALL
Total	**CENTERPOINT ENERGY**	$3,736.49		
Paid Chk# 081586 12/10/2019	**CHARTER COMMUNICATIONS**			
E 501-000-00-25-4230	Telephone/Internet	$313.55	016166912031	LIQUOR STORE INTERNET/PHONE
Total	**CHARTER COMMUNICATIONS**	$313.55		
Paid Chk# 081587 12/10/2019	**CHILDS, DAN**			
E 301-000-00-25-4235	Postage	$4.39		POSTAGE WATER TESTING
Total	**CHILDS, DAN**	$4.39		
Paid Chk# 081588 12/10/2019	**CINTAS**			
E 101-200-50-25-4215	Uniforms/Clothing	$82.83		PUBLIC WORKS UNIFORMS
E 101-200-50-25-4215	Uniforms/Clothing	$82.83		PUBLIC WORKS UNIFORMS
E 301-000-00-25-4215	Uniforms/Clothing	$82.83		PUBLIC WORKS UNIFORMS
E 401-000-00-25-4215	Uniforms/Clothing	$82.83		PUBLIC WORKS UNIFORMS
E 601-000-00-25-4215	Uniforms/Clothing	$17.44	12857225	PUBLIC WORKS UNIFORMS

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E 501-000-00-25-4217	Cleaning Services	$348.60	12857519	LIQUOR STORE CLEANING
	Total CINTAS	$697.36		
Paid Chk# 081589	12/10/2019 **CLEARWAY COMMUNITY SOLAR LLC**			
E 101-200-55-25-4582	Solar	$150.20		160 LAKE N SKATING RINK
E 401-000-00-25-4582	Solar	$153.53		256 CRESCENT LIFT
E 101-200-55-25-4582	Solar	$11.21		514 FOREST RD
E 101-200-50-25-4582	Solar	$12.41		160 LAKE ST N ST LIGHT
E 501-000-00-25-4582	Solar	$44.92		621 ROSE DR LIQUOR STORE/JERKY SHOP
E 101-200-50-25-4582	Solar	$58.20		10 LAKE ST ST LIGHT
E 401-000-00-25-4582	Solar	$1,027.05		18889 CTY RD 68
E 301-000-00-25-4582	Solar	$86.83		300 SHOREACRES DR PUMP
E 301-000-00-25-4582	Solar	$400.01		601 MINNESOTA AVE
E 101-100-15-25-4582	Solar	$1,043.68		160 LAKE ST CITY HALL
E 401-000-00-25-4582	Solar	$40.42		19173 CTY RD 68 SEWER
E 501-000-00-25-4582	Solar	$1,450.81		615 ROSE DR LIQUOR STORE
E 101-200-50-25-4582	Solar	$166.16	CIOBGLK-119	10 LAKE ST ST LIGHT
	Total CLEARWAY COMMUNITY SOLAR LLC	$4,645.43		
Paid Chk# 081590	12/10/2019 **FLOW MEASUREMENT & CONTROL CO**			
E 401-000-00-25-4212	Other Operations Expenses	$645.00	8858	CERT OF FLOW METER
	tal FLOW MEASUREMENT & CONTROL CO	$645.00		
Paid Chk# 081591	12/10/2019 **OFFICE DEPOT**			
E 501-000-00-25-4126	Use Tax	$5.16		USE TAX
G 501-2176	Sales Tax Payable	($5.16)		USE TAX
E 501-000-00-25-4126	Use Tax	$5.08		USE TAX
G 501-2176	Sales Tax Payable	($5.08)		USE TAX
E 501-000-00-25-4126	Use Tax	$9.18		USE TAX
G 501-2176	Sales Tax Payable	($9.18)		USE TAX
E 501-000-00-25-4210	Operating Supplies	$69.98	398578091001	LIQUOR STORE SUPPLIES
E 501-000-00-25-4210	Operating Supplies	$68.99	398578281001	LIQUOR STORE SUPPLIES
E 501-000-00-25-4210	Operating Supplies	$124.51	403387416001	LIQUOR STORE SUPPLIES
	Total OFFICE DEPOT	$263.48		
Paid Chk# 081592	12/10/2019 **SHERBURNE CO SHERIFFS DEPT**			
E 101-300-75-25-4260	Subscriptions/Dues	$5,000.00	19-PD-1	2019 PROPHOENIX YEARLY FEES
E 101-300-75-25-4260	Subscriptions/Dues	$140.00	19-PD-1	GOOGLE MAPPING FEES
E 101-300-75-25-4260	Subscriptions/Dues	$2,100.00	201906	800 MHZ RADIOS
E 101-105-15-20-4129	Computer Consultant	$2,833.33	2019-11	NOV IT SERVICES
E 101-300-75-25-4260	Subscriptions/Dues	$180.00	5227.2019.2	CJDN CONNECT CHARGE 2ND QTR 2019
E 101-300-75-25-4260	Subscriptions/Dues	$180.00	5227.2019.3	CJDN CONNECT CHARGE QTR 3 2019
	Total SHERBURNE CO SHERIFFS DEPT	$10,433.33		
Paid Chk# 081593	12/10/2019 **TASC**			
G 301-1555	Prepaid Other	$59.06		2020 COBRA ADM FEE
G 401-1555	Prepaid Other	$59.06		2020 COBRA ADM FEE
G 501-1555	Prepaid Other	$59.06		2020 COBRA ADM FEE
G 601-1555	Prepaid Other	$19.70		2020 COBRA ADM FEE
G 101-1555	Prepaid Other	$196.88	IN1653717	2020 COBRA ADM FEE
	Total TASC	$393.76		
Paid Chk# 081594	12/10/2019 **WINDSTREAM**			
E 401-000-00-25-4230	Telephone/Internet	$537.17	091121503	SEWER PLANT INTERNET/TELEPHONE DEC
	Total WINDSTREAM	$537.17		
Paid Chk# 081595	12/10/2019 **XCEL ENERGY**			
E 101-200-50-25-4575	Electricity (Street Lights)	$3,170.92	51-4459098-1	STREET LIGHTS

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R 101-050-4151	Refunds & Reimbursements	($333.97)	51-4459098-1	2019 ELEC FED TAX CREDIT
	Total XCEL ENERGY	$2,836.95		
Paid Chk# 081596	12/11/2019 **ECM PUBLISHERS, INC.**			
E 175-000-00-25-4220	Advertising	$171.00	745066	PUBLIC HEARING STREET PROJECT
E 601-000-00-25-4220	Advertising	$22.50	745067	STORM WATER PLLUTION PREVENTION
	Total ECM PUBLISHERS, INC.	$193.50		
Paid Chk# 081597	12/11/2019 **KOMLINE-SANDERSON**			
E 401-000-00-25-4545	Repair/Maintenance Equipm	$2,617.37	42044941	BIOSOLIDS REPAIR
	Total KOMLINE-SANDERSON	$2,617.37		
Paid Chk# 081598	12/11/2019 **LANDFORM**			
G 101-2055	Escrow Payable	$255.00		CAR CONDO ESCROW CONSUL WORK NOV
G 101-2055	Escrow Payable	$233.75		SIEMERS ESCROW CONSUL WORK NOV
E 101-100-10-20-4180	Other Consultants	$2,932.50		CONSUL IN HOUSE WORK NOV
E 101-100-10-20-4180	Other Consultants	$297.50		CONSUL CITY MEETINGS NOV
G 101-2055	Escrow Payable	$1,593.75	29947	STATION STREET ESCROW CONSUL WORK NOV
	Total LANDFORM	$5,312.50		
Paid Chk# 081599	12/11/2019 **OFFICE DEPOT**			
E 101-100-10-25-4210	Operating Supplies	$4.16		PLANNING
E 101-200-40-25-4210	Operating Supplies	$4.16		ENGINEERING
E 101-100-25-25-4210	Operating Supplies	$8.32		EDA
E 101-100-30-25-4210	Operating Supplies	$8.32		BUILDING
E 101-100-15-25-4210	Operating Supplies	$54.10		CITY HALL
E 101-100-05-25-4210	Operating Supplies	$4.16	407880222001	MAYOR COUNCIL
	Total OFFICE DEPOT	$83.22		
Paid Chk# 081600	12/11/2019 **OMANN BROTHERS INC**			
E 601-000-00-25-4257	Contractors Hired	$8,850.00	28569	PATCHING DUE TO STORMWATER ISSUES
	Total OMANN BROTHERS INC	$8,850.00		
Paid Chk# 081601	12/11/2019 **UNLIMITED SUPPLIES, INC**			
E 101-200-50-25-4212	Other Operations Expenses	$98.85	345405	STREET EXPENSE
E 101-200-50-25-4212	Other Operations Expenses	$44.49	345406	STREET EXPENSE
	Total UNLIMITED SUPPLIES, INC	$143.34		
Paid Chk# 081602	12/11/2019 **VIKING COCA-COLA**			
E 501-000-00-27-4263	Purchases - Beer	$255.00		BEER
	Total VIKING COCA-COLA	$255.00		
Paid Chk# 081603	12/11/2019 **XCEL ENERGY**			
E 101-200-55-25-4570	Electricity	$20.90	51-001233342	IRRIGATION
	Total XCEL ENERGY	$20.90		
Paid Chk# 081604	12/11/2019 **ZIEGLER**			
E 401-000-00-25-4257	Contractors Hired	$1,738.57	SW050326074	REPAIRS DUE TO STORM DAMAGE JULY 2019
E 401-000-00-25-4257	Contractors Hired	($1,738.57)	SW050326074	REPAIRS DUE TO STORM DAMAGE JULY 2019
E 301-000-00-25-4257	Contractors Hired	$1,738.57	SW050326074	REPAIRS DUE TO STORM DAMAGE JULY 2019
	Total ZIEGLER	$1,738.57		
Paid Chk# 081605	12/19/2019 **ABRAHAMSON, CARLA**			
E 101-300-75-25-4215	Uniforms/Clothing	$130.00	973123	POLICE UNIFORMS
E 101-300-75-25-4215	Uniforms/Clothing	$32.00	973124	POLICE UNIFORMS
	Total ABRAHAMSON, CARLA	$162.00		
Paid Chk# 081606	12/19/2019 **ALL STATE COMMUNICATIONS**			
E 194-105-15-25-4131	Security Access Card Syste	$8,000.00	297983	SECURITY CARD ACCESS SYSTEM

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Total	**ALL STATE COMMUNICATIONS**	$8,000.00		
Paid Chk# 081607	12/19/2019 **AUTOSTOP INC**			
E 101-300-75-25-4430	Vehicle Maintenance	($14.95)	0080374	CREDIT
E 101-300-75-25-4430	Vehicle Maintenance	$58.29	0080710	POLICE VEHICLE MAINT
E 101-300-75-25-4430	Vehicle Maintenance	$89.74	0080753	POLICE VEHICLE MAINT
Total	**AUTOSTOP INC**	$133.08		
Paid Chk# 081608	12/19/2019 **BAER, STEVE**			
E 280-000-00-25-4257	Contractors Hired	$150.00		FARMERS MARKET MUSIC 12/21
Total	**BAER, STEVE**	$150.00		
Paid Chk# 081609	12/19/2019 **BELL BOY CORPORATION-1**			
E 501-000-00-27-4269	Freight - In	$20.11		FRT
E 501-000-00-27-4269	Freight - In	$2.14		FRT
E 501-000-00-27-4262	Purchases - Liquor	$1,928.26	0081922200	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	$29.40	0100578000	MIX
Total	**BELL BOY CORPORATION-1**	$1,979.91		
Paid Chk# 081610	12/19/2019 **BERNICKS PEPSI**			
E 501-000-00-27-4263	Purchases - Beer	($21.42)	159343	CREDIT
E 501-000-00-27-4263	Purchases - Beer	$1,506.95	159344	BEER
Total	**BERNICKS PEPSI**	$1,485.53		
Paid Chk# 081611	12/19/2019 **BREAKTHRU BEVERAGE**			
E 501-000-00-27-4262	Purchases - Liquor	$53.90	1081068439	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$623.81	1081071843	WINE
E 501-000-00-27-4262	Purchases - Liquor	($323.05)	2080256512	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	($24.75)	2080256516	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	($35.00)	2080256518	CREDIT
E 501-000-00-27-4265	Purchases - Mix/Pop	($26.00)	2080256519	CREDIT
Total	**BREAKTHRU BEVERAGE**	$268.91		
Paid Chk# 081612	12/19/2019 **C&L DISTRIBUTING COMPANY**			
E 501-000-00-27-4263	Purchases - Beer	$1,009.30	1067001139	BEER
E 501-000-00-27-4263	Purchases - Beer	($135.08)	1067001140	CREDIT
E 501-000-00-27-4263	Purchases - Beer	$7,419.75	961003469	BEER
Total	**C&L DISTRIBUTING COMPANY**	$8,293.97		
Paid Chk# 081613	12/19/2019 **CAMPBELL KNUTSON PROFESSIONAL**			
E 101-100-10-20-4170	Legal	$810.00		PLANNING LEGAL NOV
E 101-100-15-20-4170	Legal	$1,492.63		ADM LEGAL NOV
E 101-300-75-20-4170	Legal	$30.00		POLICE LEGAL NOV
E 101-100-10-20-4170	Legal	$150.00		530 WESTWOOD NOV
E 101-400-56-20-4170	Legal	$60.00		FIX IT STATION NOV
G 101-1320	Due From Other Governments	$285.00		FIRE DEPT JPB DELEGATION
G 101-2055	Escrow Payable	$1,170.00		BIG LAKE CAR CONDO NOV
E 275-000-00-20-4170	Legal	$90.90		BLEDA OPTIONS/BLACKBIRD GROUP LLC
E 275-000-00-20-4170	Legal	$223.97		BLEDA MINNCO LAND SALE
E 275-000-00-20-4170	Legal	$105.00		BLEDA LEGAL NOV
E 280-000-00-20-4170	Legal	$210.00		FARMERS MARKET FIRST AMEND
tal	**CAMPBELL KNUTSON PROFESSIONAL**	$4,627.50		
Paid Chk# 081614	12/19/2019 **CITIZEN TRIBUNE**			
E 501-000-00-25-4220	Advertising	$56.00	134141	LIQUOR STORE ADVERTISING
Total	**CITIZEN TRIBUNE**	$56.00		
Paid Chk# 081615	12/19/2019 **CITY OF BIG LAKE**			
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040000000100	ENGLEWOOD DRIVE

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E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040000001100	NEDD ST
E 101-200-50-25-4590	Water/Sewer Utilities	$27.19	040000016100	PW METER 2
E 101-100-20-25-4590	Water/Sewer Utilities	$62.05	040004166000	LIBRARY/POLICE BLDG
E 101-100-15-25-4590	Water/Sewer Utilities	$96.91	040005602000	CITY HALL
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005605000	LAKESIDE PARK RESTROOM
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005607000	LAKESIDE PARK WATER FOUNTAIN
E 101-200-50-25-4590	Water/Sewer Utilities	$156.90	040005609000	PW BUILDING METER 1
E 501-000-00-25-4590	Water/Sewer Utilities	$55.15	040005614000	LAKE LIQUOR STORE
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005724000	HUDSON WOODS PARK
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005736000	SHORES OF LAKE MITCHELL PARK
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005737000	WRIGHTS CROSSING PARK
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005738000	HIGHLINE PARK
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005764000	MITCHELL FARMS PARK
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005776000	POWELL PARK
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005777000	LAKESIDE PARK IRRIGATION
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005778000	LAKE RIDGE PARK
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040007126000	PARKWAY IRRIGATION
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040007127000	BLUFF PARK
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040007285000	JEFFERSON SQUARE PARK IRRIGATION
	Total CITY OF BIG LAKE	$806.05		
Paid Chk# 081616	12/19/2019 **CONNEXUS ENERGY**			
E 401-000-00-25-4570	Electricity	$14.50	390212-28297	SEWER
	Total CONNEXUS ENERGY	$14.50		
Paid Chk# 081617	12/19/2019 **CRYSTAL SPRINGS ICE**			
E 501-000-00-27-4266	Purchases - Misc	$90.72	0004.B003633	WATER/ICE
	Total CRYSTAL SPRINGS ICE	$90.72		
Paid Chk# 081618	12/19/2019 **DAHLHEIMER DISTRIBUTING CO**			
E 501-000-00-27-4263	Purchases - Beer	$14,689.09	112-02006	BEER
E 501-000-00-27-4263	Purchases - Beer	$107.00	112-02096	BEER
E 501-000-00-27-4263	Purchases - Beer	($14.00)	1161638	CREDIT
	Total DAHLHEIMER DISTRIBUTING CO	$14,782.09		
Paid Chk# 081619	12/19/2019 **DELEGARD TOOL CO**			
E 101-200-50-25-4385	Shop Materials	$51.31	169871	PUBLIC WORKS SHOP MATERIALS
	Total DELEGARD TOOL CO	$51.31		
Paid Chk# 081620	12/19/2019 **GOVERNMENT SOCIAL MEDIA ORG**			
G 101-1555	Prepaid Other	$185.00		2020 MEMBERSHIP DUES
	Total GOVERNMENT SOCIAL MEDIA ORG	$185.00		
Paid Chk# 081621	12/19/2019 **GRANITE CITY JOBBING**			
E 501-000-00-27-4271	Purchases - Cigars	$66.14		CIGARS
E 501-000-00-25-4210	Operating Supplies	$71.08		SUPPLIES
E 501-000-00-27-4265	Purchases - Mix/Pop	$64.30		MIX
E 501-000-00-27-4269	Freight - In	$4.25		FRT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	$524.52	164626	TOBACCO
	Total GRANITE CITY JOBBING	$730.29		
Paid Chk# 081622	12/19/2019 **HACH COMPANY**			
E 301-000-00-20-4160	Testing	$2,214.62	11752117	WATER TESTING
	Total HACH COMPANY	$2,214.62		
Paid Chk# 081623	12/19/2019 **INSPECTRON, INC.**			
E 101-100-30-25-4257	Contractors Hired	$9,075.00		NOV SERVICES FOR BUILDING CONSUTL
	Total INSPECTRON, INC.	$9,075.00		

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Paid Chk# 081624	12/19/2019 **JOHNSON BROTHERS WHOLESALE**			
E 501-000-00-27-4264	Purchases - Wine	($198.48)	1413497	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	$1,004.04	1452189	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$64.08	1452190	WINE
E 501-000-00-27-4262	Purchases - Liquor	$1,043.09	1455890	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$2,151.10	1455891	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	$49.50	1455892	MIX
E 501-000-00-27-4262	Purchases - Liquor	$96.00	1455893	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$558.70	1455894	WINE
E 501-000-00-27-4262	Purchases - Liquor	$1,775.76	1455895	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	($3.92)	563492	CREDIT
E 501-000-00-27-4264	Purchases - Wine	($43.96)	570110	CREDIT
E 501-000-00-27-4264	Purchases - Wine	($10.50)	573404	CREDIT
E 501-000-00-27-4264	Purchases - Wine	($13.79)	577050	CREDIT
E 501-000-00-27-4264	Purchases - Wine	($40.00)	577051	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	($173.00)	578124	CREDIT
E 501-000-00-27-4264	Purchases - Wine	($9.30)	578294	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	($12.33)	578295	CREDIT
E 501-000-00-27-4264	Purchases - Wine	($28.17)	580722	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	($5.42)	580722	CREDIT
E 501-000-00-27-4264	Purchases - Wine	($91.00)	581307	CREDIT
E 501-000-00-27-4264	Purchases - Wine	($64.61)	581575	CREDIT
E 501-000-00-27-4264	Purchases - Wine	($15.17)	582749	WINE
E 501-000-00-27-4264	Purchases - Wine	($21.79)	582750	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	($103.55)	582751	CREDIT
Total	**JOHNSON BROTHERS WHOLESALE**	$5,907.28		
Paid Chk# 081625	12/19/2019 **KWIK TRIP**			
E 101-300-75-25-4405	Motor Fuel	$3,198.17		POLICE MOTOR FUEL
Total	**KWIK TRIP**	$3,198.17		
Paid Chk# 081626	12/19/2019 **LUPULIN BREWING LLC**			
E 501-000-00-27-4263	Purchases - Beer	$150.00	24065	BEER
E 501-000-00-27-4263	Purchases - Beer	$582.00	25737	BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	($60.00)	25737	KEG DEPOSIT (24059)
E 501-000-00-27-4263	Purchases - Beer	($10.00)	975444	CREDIT
Total	**LUPULIN BREWING LLC**	$662.00		
Paid Chk# 081627	12/19/2019 **M&M EXPRESS SALES & SERVICE**			
E 101-200-55-25-4210	Operating Supplies	$95.52	232523	PARKS SUPPLIES
E 101-200-55-25-4210	Operating Supplies	$65.89	232524	PARKS SUPPLIES
Total	**M&M EXPRESS SALES & SERVICE**	$161.41		
Paid Chk# 081628	12/19/2019 **MCCHESNEY HEATING AND**			
E 101-100-20-25-4540	Repair/Maintenance Building	$85.00	6079	POLICE/LIBRARY BLDG REPAIRS
Total	**MCCHESNEY HEATING AND**	$85.00		
Paid Chk# 081629	12/19/2019 **MN ASSOC OF GOVT COMMUNICATION**			
G 101-1555	Prepaid Other	$85.00		2020 MEMBERSHIP
tal	**MN ASSOC OF GOVT COMMUNICATION**	$85.00		
Paid Chk# 081630	12/19/2019 **MN COMPUTER SYSTEMS INC**			
E 101-300-75-25-4208	Copies	$29.72	280338	POLICE COPIES
Total	**MN COMPUTER SYSTEMS INC**	$29.72		
Paid Chk# 081631	12/19/2019 **MRPA**			
G 101-1555	Prepaid Other	$59.00		TRAINING/C SCOTT

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	Total MRPA	$59.00		
Paid Chk# 081632 12/19/2019	**PAUSTIS WINE COMPANY**			
E 501-000-00-27-4269	Freight - In	$8.75		FRT
E 501-000-00-27-4264	Purchases - Wine	$504.00	74247	WINE
	Total PAUSTIS WINE COMPANY	$512.75		
Paid Chk# 081633 12/19/2019	**PHILLIPS WINE & SPIRITS**			
E 501-000-00-27-4262	Purchases - Liquor	$1,980.98	2671365	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$1,025.22	2671366	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	$170.00	2671367	MIX
E 501-000-00-27-4264	Purchases - Wine	($192.00)	338106	CREDIT
E 501-000-00-27-4264	Purchases - Wine	($44.00)	351100	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	($14.39)	351425	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	($11.27)	351681	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	($238.50)	351682	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	($2.24)	351683	CREDIT
	Total PHILLIPS WINE & SPIRITS	$2,673.80		
Paid Chk# 081634 12/19/2019	**SOUTHERN WINE & SPIRITS OF MN**			
E 501-000-00-27-4262	Purchases - Liquor	$8,078.98	1901252	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$498.00	1901254	WINE
	Total SOUTHERN WINE & SPIRITS OF MN	$8,576.98		
Paid Chk# 081635 12/19/2019	**STREICHERS**			
E 101-300-75-25-4215	Uniforms/Clothing	$121.96	I1399039	POLICE UNIFORMS
E 101-300-75-25-4253	Police K-9 Expenditures	$348.00	I1399428	POLICE K9 EXPENSE
E 101-300-75-25-4215	Uniforms/Clothing	$399.95	I1399862	POLICE UNIFORMS
E 101-300-75-25-4253	Police K-9 Expenditures	$477.90	I14000058I140	POLICE K9 EXPENSE
E 101-300-75-25-4215	Uniforms/Clothing	$12.00	I1400059	POLICE UNIFORMS
E 276-000-00-25-4413	Equipment/Accessories	$191.98	I1401315	SUPPLIES PD FOR BY NARC FORFEITURE
	Total STREICHERS	$1,551.79		
Paid Chk# 081636 12/19/2019	**THE POLICE AND SHERIFFS PRESS**			
E 194-105-75-25-4130	Computers/Software	$248.80	128094	SECRUITY ID CARDS
	Total THE POLICE AND SHERIFFS PRESS	$248.80		
Paid Chk# 081637 12/19/2019	**TOSHIBA FINANCIAL SERVICES**			
E 101-300-75-25-4208	Copies	$175.19	401303474	POLICE COPIES
	Total TOSHIBA FINANCIAL SERVICES	$175.19		
Paid Chk# 081638 12/19/2019	**VIKING COCA-COLA**			
E 501-000-00-27-4263	Purchases - Beer	$260.00	889225	BEER
	Total VIKING COCA-COLA	$260.00		
Paid Chk# 081639 12/19/2019	**VINOCOPIA**			
E 501-000-00-27-4264	Purchases - Wine	$687.99		WINE
E 501-000-00-27-4269	Freight - In	$18.00		FRT
E 501-000-00-27-4262	Purchases - Liquor	$106.00	0247441-IN	LIQUOR
	Total VINOCOPIA	$811.99		
Paid Chk# 081641 12/20/2019	**ALL AMERICAN TITLE CO., INC.**			
G 401-2059	Unapplied Payments	$138.56		W/S REFUND 475 DONNA COURT
	Total ALL AMERICAN TITLE CO., INC.	$138.56		
Paid Chk# 081642 12/20/2019	**BIG LAKE TOWNSHIP**			
R 101-015-3107	Property Tax -Township Share	$10,375.69		PROPERTY TAX COLLECTION 1ST DIST 6
R 101-015-3107	Property Tax -Township Share	$15,986.42		PROPERTY TAX COLLECTION 1ST DIST 7

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Total	**BIG LAKE TOWNSHIP**	$26,362.11		
Paid Chk# 081643	12/20/2019 **CITY OF BIG LAKE**			
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040000000100	19255 ENGLEWOOD DR SANFORD
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040000001100	20480 NEDD ST
E 101-200-50-25-4590	Water/Sewer Utilities	$40.73	040000016100	PUBLIC WORKS BLDG METER 2
E 101-100-20-25-4590	Water/Sewer Utilities	$62.05	040004166000	POLICE/LIBRARY BLDG
E 101-100-15-25-4590	Water/Sewer Utilities	$79.48	040005602000	CITY HALL
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005605000	LAKESIDE PARK RESTROOM
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005607000	LAKESIDE PARK WATER FOUNTAIN
E 101-200-50-25-4590	Water/Sewer Utilities	$172.40	040005609000	PW BLDG METER 1
E 501-000-00-25-4590	Water/Sewer Utilities	$57.10	040005614000	LAKE LIQUOR
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005724000	HUDSON WOODS PARK
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005736000	SHORES OF LAKE MITCHELL PARK
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005737000	WRIGHTS CROSSING
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005738000	HIGHLINE PARK
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005764000	MITCHELL FARMS PARK
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005776000	POWELL PARK
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005777000	LAKESIDE PARK IRRIGATION
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040005778000	LAKE RIDGE PARK
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040007126000	PARKWAY IRRIGATION
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040007127000	BLUFF PARK
E 101-200-55-25-4590	Water/Sewer Utilities	$27.19	040007285000	JEFFERSON SQUARE IRRIG
	Total CITY OF BIG LAKE	$819.61		
Paid Chk# 081644	12/20/2019 **CONNEXUS ENERGY**			
E 101-200-50-25-4575	Electricity (Street Lights)	$36.38	390212-30695	STREET LIGHTS
E 101-200-50-25-4575	Electricity (Street Lights)	$154.65	390212-30695	STREET LIGHTS
E 101-200-50-25-4575	Electricity (Street Lights)	$837.79	390212-30695	STREET LIGHTS
E 101-200-50-25-4575	Electricity (Street Lights)	$1,912.31	390212-30695	STREET LIGHTS
E 301-000-00-25-4570	Electricity	$1,727.89	390212-30695	WELL 4
E 101-100-20-25-4570	Electricity	$295.11	390212-30695	POLICE/LIBRARY BLDG
E 301-000-00-25-4570	Electricity	$891.87	390212-30695	WELL 3
E 401-000-00-25-4570	Electricity	$221.79	390212-30695	LIFT 1
E 401-000-00-25-4570	Electricity	$41.83	390212-30695	LIFT 4
E 101-200-55-25-4570	Electricity	$7.74	390212-30695	CR RD 5 PARK
E 401-000-00-25-4570	Electricity	$7,256.31	390212-30695	WASTEWATER TREATMENT FACILITY
E 401-000-00-25-4570	Electricity	$39.47	390212-30695	LIFT 6
E 101-200-55-25-4570	Electricity	$13.50	390212-30695	PINTAIL PARK
E 101-200-50-25-4570	Electricity	$32.01	390212-30695	PUBLIC WORKS SHED
E 101-200-55-25-4570	Electricity	$13.50	390212-30695	TEAL ST PARK
E 101-200-55-25-4570	Electricity	$5.00	390212-30695	POWELL ST PARK
E 401-000-00-25-4570	Electricity	$117.25	390212-30695	LIFT 7
E 401-000-00-25-4570	Electricity	$136.07	390212-30695	LIFT 8
E 101-200-55-25-4570	Electricity	$13.50	390212-30695	LAKESIDE PARK
E 101-200-55-25-4570	Electricity	$13.50	390212-30695	LAKE RIDGE PARK
E 301-000-00-25-4570	Electricity	$295.53	390212-30695	WELL 5
E 101-200-50-25-4575	Electricity (Street Lights)	$753.26	390212-30695	STREET LIGHTS
E 301-000-00-25-4570	Electricity	$157.13	390212-30695	WATER TOWER
E 101-200-50-25-4575	Electricity (Street Lights)	$72.43	390212-30695	STREET LIGHTS
E 101-200-50-25-4575	Electricity (Street Lights)	$13.86	390212-30695	STREET LIGHTS
E 101-200-55-25-4570	Electricity	$13.50	390212-30695	LAKESIDE PARK
E 301-000-00-25-4570	Electricity	$4,277.04	390212-30695	WATER TREATMENT FACILITY
E 401-000-00-25-4570	Electricity	$100.24	390212-30695	LIFT 9
E 401-000-00-25-4570	Electricity	$134.70	390212-30695	LIFT 11
E 401-000-00-25-4570	Electricity	$203.10	390212-30695	LIFT 10
E 401-000-00-25-4570	Electricity	$135.46	390212-30695	LIFT 12
E 401-000-00-25-4570	Electricity	$66.78	390212-30695	PACIFIC LIFT

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E 301-000-00-25-4570	Electricity	$335.22	390212-30695	WATER TOWER
E 101-200-55-25-4570	Electricity	$13.50	390212-30695	HIGHLINE PARK
E 101-200-55-25-4570	Electricity	$13.50	390212-30695	MAY CIRCLE PARK
E 301-000-00-25-4570	Electricity	$381.60	390212-30695	WATER TOWER
E 101-200-55-25-4570	Electricity	$42.65	390212-30695	LAKESIDE PARK
E 101-100-20-25-4590	Water/Sewer Utilities	$453.47	390212-30695	POLICE/LIBRARY BLDG
E 101-100-20-25-4570	Electricity	$114.17	390212-30695	POLICE/LIBRARY BLDG
E 301-000-00-25-4570	Electricity	$140.30	390212-30695	WELL 7
E 401-000-00-25-4570	Electricity	$4,293.83	390212-30695	WASTEWATER TREATMENT FACILITY
E 101-200-55-25-4570	Electricity	$5.37	390212-30695	NEDD ST
E 101-200-50-25-4575	Electricity (Street Lights)	$39.93	390212-30695	STREET LIGHTS
E 601-000-00-25-4570	Electricity	$49.17	390212-30695	PUBLIC WORKS BLDG
E 101-200-50-25-4570	Electricity	$233.49	390212-30695	PUBLIC WORKS BLDG
E 101-200-55-25-4570	Electricity	$233.49	390212-30695	PUBLIC WORKS BLDG
E 301-000-00-25-4570	Electricity	$233.49	390212-30695	PUBLIC WORKS BLDG
E 401-000-00-25-4570	Electricity	$233.49	390212-30695	PUBLIC WORKS BLDG
	Total CONNEXUS ENERGY	$26,807.17		
Paid Chk# 081645	12/20/2019 **PAYROLL TAX - STATE**			
G 101-2172	State Withholding Payable	$0.00	ACH	State Payroll Taxes for Pay Period #
	Total PAYROLL TAX - STATE	$0.00		
Paid Chk# 081646	12/23/2019 **ALL AMERICAN TITLE CO INC**			
G 401-2059	Unapplied Payments	$42.71		W/S REFUND 5500 STERLING DR
	Total ALL AMERICAN TITLE CO INC	$42.71		
Paid Chk# 081647	12/23/2019 **ALL AMERICAN TITLE CO., INC.**			
G 401-2059	Unapplied Payments	$13.29		W/S REFUND 153 ADDISON WAY
G 401-2059	Unapplied Payments	$158.98		W/S REFUND 4621 PONDVIEW CIR
	Total ALL AMERICAN TITLE CO., INC.	$172.27		
Paid Chk# 081648	12/23/2019 **ANCONA TITLE & ESCROW - WBL**			
G 401-2059	Unapplied Payments	$60.80		W/S REFUND 4224 LOON LOOP
G 401-2059	Unapplied Payments	$50.05		W/S REFUND 5537 PRESTWICK PL
	Total ANCONA TITLE & ESCROW - WBL	$110.85		
Paid Chk# 081649	12/23/2019 **BECHTOLD, DEAN**			
G 401-2059	Unapplied Payments	$40.05		W/S REFUND 719 HARRISON DR
	Total BECHTOLD, DEAN	$40.05		
Paid Chk# 081650	12/23/2019 **BLAIR, JILL**			
G 401-2059	Unapplied Payments	$133.83		W/S REFUND 839 HARRISON DR
	Total BLAIR, JILL	$133.83		
Paid Chk# 081651	12/23/2019 **CHRIST, KERI ANN**			
G 401-2059	Unapplied Payments	$82.37		W/S REFUND 20423 JUNEGRASS DR
	Total CHRIST, KERI ANN	$82.37		
Paid Chk# 081652	12/23/2019 **CONCIERGE TITLE INC**			
G 401-2059	Unapplied Payments	$50.31		W/S REFUND 480 LAKE ST S
	Total CONCIERGE TITLE INC	$50.31		
Paid Chk# 081653	12/23/2019 **EDINA REALTY TITLE**			
G 401-2059	Unapplied Payments	$28.99		W/S REFUND 4415 PINTAIL ST
G 401-2059	Unapplied Payments	$50.70		W/S REFUND 18720 TRAVERSE LN
	Total EDINA REALTY TITLE	$79.69		
Paid Chk# 081654	12/23/2019 **EXECUTIVE ASSOCIATES TITLE**			
G 401-2059	Unapplied Payments	$150.00		W/S REFUND 370 KAREN LN

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Total	**EXECUTIVE ASSOCIATES TITLE**	$150.00		
Paid Chk# 081655	12/23/2019 **FIRST AMERICAN TITLE INSURANCE**			
G 401-2059	Unapplied Payments	$156.91		W/S REFUND 17066 LUPINE LN
Total	**FIRST AMERICAN TITLE INSURANCE**	$156.91		
Paid Chk# 081656	12/23/2019 **FIRST AMERICAN TITLE-COON RPDS**			
G 401-2059	Unapplied Payments	$233.72		W/S REFUND 18995 EARL RD
Total	**FIRST AMERICAN TITLE-COON RPDS**	$233.72		
Paid Chk# 081657	12/23/2019 **GUTZWILLER, JEFFREY**			
G 401-2059	Unapplied Payments	$68.70		W/S REFUND 3105 LAKE RIDGE DR
Total	**GUTZWILLER, JEFFREY**	$68.70		
Paid Chk# 081658	12/23/2019 **LONG, ROGER & LIANE**			
G 401-2059	Unapplied Payments	$76.76		W/S REFUND 21512 LENA TRAIL
G 401-2059	Unapplied Payments	($76.76)		W/S REFUND 21512 LENA TRAIL
Total	**LONG, ROGER & LIANE**	$0.00		
Paid Chk# 081659	12/23/2019 **MINNESOTA TITLE, LLC**			
G 401-2059	Unapplied Payments	$90.57		W/S REFUND 564 MARCIA DR
Total	**MINNESOTA TITLE, LLC**	$90.57		
Paid Chk# 081660	12/23/2019 **OLSON, MARK & KRISTI**			
G 401-2059	Unapplied Payments	$199.46		W/S REFUND 18935 EARL RD
Total	**OLSON, MARK & KRISTI**	$199.46		
Paid Chk# 081661	12/23/2019 **PARKS, LYNSIE & BRADDEN**			
G 401-2059	Unapplied Payments	$161.87		W/S REFUND 19942 204TH AVE
Total	**PARKS, LYNSIE & BRADDEN**	$161.87		
Paid Chk# 081662	12/23/2019 **PREFERRED TITLE INC**			
G 401-2059	Unapplied Payments	$58.70		W/S REFUND 18852 NEW CASTLE BAY
Total	**PREFERRED TITLE INC**	$58.70		
Paid Chk# 081663	12/23/2019 **SCHREINBER, GARY & LEANN**			
G 401-2059	Unapplied Payments	$99.84		W/S REFUND 810 EAGLE LAKE RD N
Total	**SCHREINBER, GARY & LEANN**	$99.84		
Paid Chk# 081664	12/23/2019 **STICKERS & POSTERS.COM**			
G 401-2059	Unapplied Payments	$67.35		W/S REFUND 575 HUMBOLDT DR
Total	**STICKERS & POSTERS.COM**	$67.35		
Paid Chk# 081665	12/24/2019 **APA - MINNESOTA**			
E 101-100-10-25-4220	Advertising	$25.00		CITY PLANNAER JOB POSTING
Total	**APA - MINNESOTA**	$25.00		
Paid Chk# 081666	12/24/2019 **ARTISAN BEER COMPANY**			
E 501-000-00-27-4263	Purchases - Beer	$79.70	3393875	BEER
Total	**ARTISAN BEER COMPANY**	$79.70		
Paid Chk# 081667	12/24/2019 **ARVIG**			
E 101-300-75-25-4230	Telephone/Internet	$373.52	000305939470	POLICE INTERNET/PHONE
Total	**ARVIG**	$373.52		
Paid Chk# 081668	12/24/2019 **BELL BOY CORPORATION-1**			
E 501-000-00-25-4210	Operating Supplies	$203.58	0100617700	SUPPLIES
E 501-000-00-27-4265	Purchases - Mix/Pop	$40.95	0100617700	MIX
E 501-000-00-27-4269	Freight - In	$3.13	0100617700	FRT

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E 501-000-00-27-4264	Purchases - Wine	$50.00	2082024000	WINE
E 501-000-00-27-4262	Purchases - Liquor	$1,395.82	2082024000	LIQUOR
E 501-000-00-27-4269	Freight - In	$20.41	2082024000	FRT
Total	**BELL BOY CORPORATION-1**	$1,713.89		
Paid Chk# 081669	12/24/2019 **BERNICKS PEPSI**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$92.35	159345	MIX
E 501-000-00-27-4265	Purchases - Mix/Pop	$118.90	62731	MIX
Total	**BERNICKS PEPSI**	$211.25		
Paid Chk# 081670	12/24/2019 **BREAKTHRU BEVERAGE**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$70.00		MIX
E 501-000-00-27-4268	Purchases - Non Alcoholic	$36.00		NA WINE
E 501-000-00-27-4264	Purchases - Wine	$330.40		WINE
E 501-000-00-27-4262	Purchases - Liquor	$5,215.07	1081074785	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	$422.10	1081074786	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	$453.40	1081074787	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	$299.44	1081074788	LIQUOR
Total	**BREAKTHRU BEVERAGE**	$6,826.41		
Paid Chk# 081671	12/24/2019 **C&L DISTRIBUTING COMPANY**			
E 501-000-00-27-4267	Purchases - Non Alcoholic B	$21.40		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	$211.00		MIX
E 501-000-00-27-4263	Purchases - Beer	$1,627.45	1067001174	BEER
E 501-000-00-27-4263	Purchases - Beer	$20,629.00	961003535	BEER
E 501-000-00-27-4263	Purchases - Beer	($48.21)	968000838	CREDIT
Total	**C&L DISTRIBUTING COMPANY**	$22,440.64		
Paid Chk# 081672	12/24/2019 **CHARTER COMMUNICATIONS**			
E 101-100-15-25-4230	Telephone/Internet	$324.96	020368512141	CITY HALL DEC SERVICE
Total	**CHARTER COMMUNICATIONS**	$324.96		
Paid Chk# 081673	12/24/2019 **CRYSTAL SPRINGS ICE**			
E 501-000-00-27-4266	Purchases - Misc	$89.91	001.B003645	ICE/WATER
Total	**CRYSTAL SPRINGS ICE**	$89.91		
Paid Chk# 081674	12/24/2019 **DAHLHEIMER DISTRIBUTING CO**			
E 501-000-00-27-4263	Purchases - Beer	$29,364.80	112-02095	BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	$27.00	112-02095	NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	$28.60	112-02095	MIX
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	($60.00)	112-02095	KEG DEPOSIT
Total	**DAHLHEIMER DISTRIBUTING CO**	$29,360.40		
Paid Chk# 081675	12/24/2019 **ECM PUBLISHERS, INC.**			
E 101-100-10-25-4220	Advertising	$63.00	746704	PLANNING VACANCY
Total	**ECM PUBLISHERS, INC.**	$63.00		
Paid Chk# 081676	12/24/2019 **GRANITE CITY JOBBING**			
E 501-000-00-27-4271	Purchases - Cigars	$72.01		CIGARS
E 501-000-00-25-4210	Operating Supplies	$51.07		SUPPLIES
E 501-000-00-27-4269	Freight - In	$4.25		FRT
E 501-000-00-27-4265	Purchases - Mix/Pop	$7.80		MIX
E 501-000-00-27-4273	Purchaes - Cigarette non tax	$1,050.24	165430	TOBBACO
Total	**GRANITE CITY JOBBING**	$1,185.37		
Paid Chk# 081677	12/24/2019 **GREAT RIVER REGIONAL LIBRARY**			
E 101-100-20-25-4413	Equipment/Accessories	$389.19	6735457	LIBRARY SET/STAND RISER
Total	**GREAT RIVER REGIONAL LIBRARY**	$389.19		

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Paid Chk# 081678	12/24/2019 **HOGLUND BUS COMPANY**			
E 101-200-50-25-4545	Repair/Maintenance Equipm	$207.49	881199	PLOW DAMAGE UNIT 115
E 101-200-50-25-4545	Repair/Maintenance Equipm	$324.10	881200	PLOW DAMAGE UNIT 116
Total	**HOGLUND BUS COMPANY**	$531.59		
Paid Chk# 081679	12/24/2019 **JOHNSON BROTHERS WHOLESALE**			
E 501-000-00-27-4262	Purchases - Liquor	$2,133.18	1458044	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$139.32	1458045	WINE
E 501-000-00-27-4262	Purchases - Liquor	$7,770.82	1461645	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$4,765.82	1461646	WINE
E 501-000-00-27-4263	Purchases - Beer	$25.60	1461647	FRT
E 501-000-00-27-4262	Purchases - Liquor	$9,071.41	1461649	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	$1,038.95	1461650	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$873.50	1461651	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	$104.00	25+2+59	MIX
Total	**JOHNSON BROTHERS WHOLESALE**	$25,922.60		
Paid Chk# 081680	12/24/2019 **LEAGUE OF MN CITIES**			
G 101-1555	Prepaid Other	$275.00	312980	TRAINING/ZETTERVALL
Total	**LEAGUE OF MN CITIES**	$275.00		
Paid Chk# 081681	12/24/2019 **LUPULIN BREWING LLC**			
E 501-000-00-27-4263	Purchases - Beer	$432.00	25866	BEER
Total	**LUPULIN BREWING LLC**	$432.00		
Paid Chk# 081682	12/24/2019 **MENARD, INC**			
E 101-200-50-25-4210	Operating Supplies	$128.69		STREET SUPPLIES
Total	**MENARD, INC**	$128.69		
Paid Chk# 081683	12/24/2019 **MIDWEST MACHINERY CO**			
E 601-000-00-25-4545	Repair/Maintenance Equipm	$101.87	2048603	STORM SEWER REPAIRS
Total	**MIDWEST MACHINERY CO**	$101.87		
Paid Chk# 081684	12/24/2019 **MINNESOTA EQUIPMENT**			
E 101-200-55-25-4545	Repair/Maintenance Equipm	$59.48	P09994	MOWER BLOWER REPAIR
Total	**MINNESOTA EQUIPMENT**	$59.48		
Paid Chk# 081685	12/24/2019 **NORTHERN LIGHTS DISPLAY LLC**			
E 101-200-50-25-4212	Other Operations Expenses	$648.50	19-1438	HWY 10 LIGHTS
Total	**NORTHERN LIGHTS DISPLAY LLC**	$648.50		
Paid Chk# 081686	12/24/2019 **OFFICE DEPOT**			
E 301-000-00-25-4210	Operating Supplies	$85.48	411192231001	WATER SUPPLIES
Total	**OFFICE DEPOT**	$85.48		
Paid Chk# 081687	12/24/2019 **PAYROLL TAX - STATE**			
G 101-2172	State Withholding Payable	$0.00	ACH	State Payroll Taxes for Pay Period #
Total	**PAYROLL TAX - STATE**	$0.00		
Paid Chk# 081688	12/24/2019 **PHILLIPS WINE & SPIRITS**			
E 501-000-00-27-4262	Purchases - Liquor	$3,240.61	2675680	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$2,502.98	2675681	WINE
Total	**PHILLIPS WINE & SPIRITS**	$5,743.59		
Paid Chk# 081689	12/24/2019 **PLUNKETTS PEST CONTROL**			
E 101-100-15-25-4540	Repair/Maintenance Building	$67.60	6500621	PEST CONTROL
Total	**PLUNKETTS PEST CONTROL**	$67.60		
Paid Chk# 081690	12/24/2019 **RESOURCE TRAINING & SOLUTIONS**			

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G 101-1555	Prepaid Other	$109.50	33717	2020 MEMBERSHIO
Total	**RESOURCE TRAINING & SOLUTIONS**	$109.50		
Paid Chk# 081691	12/24/2019 **ROYAL TIRE INC**			
E 101-200-50-25-4430	Vehicle Maintenance	$597.70	301-132867	STREET VEHICLE MAINT #98
E 101-200-50-25-4430	Vehicle Maintenance	$491.84	301-158074	STREET VEHICLE MAINT #94
Total	**ROYAL TIRE INC**	$1,089.54		
Paid Chk# 081692	12/24/2019 **SHERBURNE COUNTY ATTORNEY**			
E 277-000-00-20-4170	Legal	$900.00		DWI -CASE 19012264
Total	**SHERBURNE COUNTY ATTORNEY**	$900.00		
Paid Chk# 081693	12/24/2019 **SHERBURNE SOIL & WATER**			
E 101-200-55-25-4257	Contractors Hired	$7,600.00	20191061	2019 WATERCRAFT INSPECTIONS
E 101-200-55-25-4257	Contractors Hired	$1,925.00	20191062	SUBWATER SHED ANALYSIS
Total	**SHERBURNE SOIL & WATER**	$9,525.00		
Paid Chk# 081694	12/24/2019 **SOUTHERN WINE & SPIRITS OF MN**			
E 501-000-00-27-4262	Purchases - Liquor	$2,055.83	1903873	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$870.57	1903875	WINE
Total	**SOUTHERN WINE & SPIRITS OF MN**	$2,926.40		
Paid Chk# 081695	12/24/2019 **STREICHERS**			
E 101-300-75-25-4214	Police Body Armor	$215.98	I1400021	POLICE BODY ARMOR
Total	**STREICHERS**	$215.98		
Paid Chk# 081696	12/24/2019 **VIKING COCA-COLA**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$236.60	2454505	MIX
Total	**VIKING COCA-COLA**	$236.60		
Paid Chk# 081697	12/24/2019 **WINE MERCHANTS**			
E 501-000-00-27-4264	Purchases - Wine	$485.00	7266591	WINE
Total	**WINE MERCHANTS**	$485.00		
Paid Chk# 081698	12/24/2019 **XCEL ENERGY**			
E 101-200-50-25-4582	Solar	($192.85)		ST LIGHTS SOLAR CREDIT OCT
R 101-050-4151	Refunds & Reimbursements	($60.57)		2019 ELEC TAX CR
E 401-000-00-25-4582	Solar	($1,555.19)		SEWER LIFT SOLAR CREDIT OCT NOV
R 401-000-4151	Refunds & Reimbursements	($285.00)		2019 ELEC TAX CR
R 101-050-4151	Refunds & Reimbursements	($4.37)		2019 ELEC TAX CR
E 101-200-50-25-4582	Solar	($67.55)		ST LIGHTS SOLAR CR OCT
R 101-050-4151	Refunds & Reimbursements	($15.10)		2019 ELEC TAX CR
E 501-000-00-25-4582	Solar	($2,196.84)		LIQUOR STORE SOLAR CR OCT NOV
R 501-000-4151	Refunds & Reimbursements	($258.94)		2019 TAX CR
E 101-200-55-25-4582	Solar	($266.01)		SKATING RINK SOLAR CR OCT NOV
R 101-055-4151	Refunds & Reimbursements	($31.42)		2019 ELEC TAX CR
E 501-000-00-25-4582	Solar	($79.55)		LIQUOR STORE SOLAR CR
R 501-000-4151	Refunds & Reimbursements	($10.01)		2019 ELEC TAX CR
E 301-000-00-25-4582	Solar	($45.32)		PUMPHOUSE 1 SOLAR CR NOV
E 401-000-00-25-4570	Electricity	$190.27		LIFT 256 CRESCENT NOV
E 401-000-00-25-4582	Solar	($93.71)		LIFT 256 CRESCENT SOLAR CR NOV
E 301-000-00-25-4570	Electricity	$817.00		PUMP HSE 601 MN OCT
E 301-000-00-25-4582	Solar	($208.73)		PUMP HSE 601 MN SOLAR CR NOV
E 101-100-15-25-4570	Electricity	$1,027.35		CITY HALL OCT
E 101-100-15-25-4582	Solar	($544.62)		CITY HALL SOLAR CR NOV
E 101-200-50-25-4575	Electricity (Street Lights)	$18.84		CROSS WALK SIGN 601 MN
E 401-000-00-25-4570	Electricity	$96.77		SEWER PLANT NOV
E 401-000-00-25-4580	Natural Gas	$117.01		SEWER PLANT NOV

CITY OF BIG LAKE

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		Check Amt	Invoice	Comment
E 401-000-00-25-4582	Solar	($21.09)		SEWER PLANT SOLAR CR NOV
R 401-000-4151	Refunds & Reimbursements	($3.37)		2019 ELEC FED TAX CR
E 401-000-00-25-4580	Natural Gas	$2,471.76		SEWER PLANT NOV
R 401-000-4151	Refunds & Reimbursements	($91.23)		2019 FED TAX CR
E 101-200-55-25-4570	Electricity	$19.06		514 FOREST RD NOV
E 101-200-55-25-4582	Solar	($6.84)		514 FOREST RD SOLAR CR NOV
E 101-200-50-25-4575	Electricity (Street Lights)	$51.90		CITY HALL ST LIGHT NOV
E 101-200-50-25-4582	Solar	($7.57)		CITY HALL ST LIGHT SOLAR CR NOV
E 401-000-00-25-4580	Natural Gas	$424.08		SEWER PLANT NOV
R 401-000-4151	Refunds & Reimbursements	($58.74)		2019 ELEC FED TAX CR
E 101-200-50-25-4575	Electricity (Street Lights)	$127.77	51-0042412-6	ST LIGHTS NOVE
E 401-000-00-25-4570	Electricity	$1,574.54	51-0326840-6	SEWER LIFT NOV
E 101-200-55-25-4570	Electricity	$198.29	51-0763445-3	SKATING RINK SERV NOV
E 301-000-00-25-4570	Electricity	$314.00	51-4262692-4	PUMPHOUSE 1 NOV
E 501-000-00-25-4570	Electricity	$1,344.71	51-7887276-7	LIQUOR STORE NOV
E 501-000-00-25-4570	Electricity	$71.19	51-7887277-8	LIQUOR STORE NOV
E 101-200-50-25-4575	Electricity (Street Lights)	$86.05	51-8050069-4	ST LIGHTS NOV
E 101-200-50-25-4575	Electricity (Street Lights)	$43.42	51-8978757-3	ST LIGHTS EAGLE LAKE/HWY 10 NOV
Total	**XCEL ENERGY**	$2,889.39		
Paid Chk# 081699	12/26/2019 **JP BROOKS, INC**			
G 401-2059	Unapplied Payments	$76.76		W/S REFUND FOR 21512 LENA TRAIL
Total	**JP BROOKS, INC**	$76.76		
Paid Chk# 081700	12/31/2019 **ALL STATE COMMUNICATIONS**			
E 194-105-15-25-4131	Security Access Card Syste	$3,190.00	299212	SECURITY CARD ACCESS SYSTEM FINAL PAYMENT
Total	**ALL STATE COMMUNICATIONS**	$3,190.00		
Paid Chk# 081701	12/31/2019 **BADER, RANDY**			
E 101-200-55-25-4215	Uniforms/Clothing	$139.99	2019BOOTS	2019 BOOT ALLOWANCE - BADER
Total	**BADER, RANDY**	$139.99		
Paid Chk# 081702	12/31/2019 **BERNICKS PEPSI**			
E 501-000-00-27-4268	Purchases - Non Alcoholic	$29.05	3734	N/A BEER 12.19.19
E 501-000-00-27-4263	Purchases - Beer	($361.18)	62729	BEER CREDIT 12.19.19
E 501-000-00-27-4263	Purchases - Beer	$1,588.90	62730	BEER 12.19.19
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	$30.00	62730	KEG DEPOSIT 12.19.19
E 501-000-00-27-4263	Purchases - Beer	($47.58)	65790	BEER CREDIT
E 501-000-00-27-4263	Purchases - Beer	$2,015.85	65791	BEER PURCHASES
E 501-000-00-27-4265	Purchases - Mix/Pop	$107.65	65792	MIX/BAR SUPPLIES
Total	**BERNICKS PEPSI**	$3,362.69		
Paid Chk# 081703	12/31/2019 **BOLTON & MENK INC**			
G 101-2055	Escrow Payable	$1,190.00	243745	CAR CONDO - NOV SERVICES
G 101-2055	Escrow Payable	$2,191.50	243747	STATION STREET APRT - NOV SERVICES
G 101-2055	Escrow Payable	$2,461.00	243748	MINNCO CU NOV SERVICES
G 150-2055	Escrow Payable	$11,440.00	243760	THE CROSSING II NOV SERV
Total	**BOLTON & MENK INC**	$17,282.50		
Paid Chk# 081704	12/31/2019 **BREAKTHRU BEVERAGE**			
E 501-000-00-27-4262	Purchases - Liquor	$628.66	1081079039	LIQUOR PURCHASES
E 501-000-00-27-4264	Purchases - Wine	$72.00	1081079039	WINE PURCHASES
Total	**BREAKTHRU BEVERAGE**	$700.66		
Paid Chk# 081705	12/31/2019 **BUSCH AUTOMOTIVE**			
E 101-200-50-25-4545	Repair/Maintenance Equipm	$137.03	11708	REPAIR ON UNIT #33
Total	**BUSCH AUTOMOTIVE**	$137.03		

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		Check Amt	Invoice	Comment
Paid Chk# 081706	12/31/2019 **C&L DISTRIBUTING COMPANY**			
E 501-000-00-27-4263	Purchases - Beer	($104.60)	6050000252	BEER CREDIT
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	($60.00)	940	2 KEG DEPOSIT CREDIT
E 501-000-00-27-4263	Purchases - Beer	$11,289.35	961003604	BEER PURCHASES
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	$30.00	961003604	KEG PURCHASES
E 501-000-00-27-4265	Purchases - Mix/Pop	$60.40	961003604	MIX/BAR SUPPLIES
E 501-000-00-27-4267	Purchases - Non Alcoholic B	$23.30	961003604	N/A BEER PURCHASE
E 501-000-00-27-4263	Purchases - Beer	$535.50	961003605	BEER PURCHASES
Total	**C&L DISTRIBUTING COMPANY**	$11,773.95		
Paid Chk# 081707	12/31/2019 **CARGILL INCORPORATED**			
E 101-200-50-25-4320	Sand/Salt	$1,971.71	4770161	DEICER
Total	**CARGILL INCORPORATED**	$1,971.71		
Paid Chk# 081708	12/31/2019 **CHARTER COMMUNICATIONS**			
E 101-200-50-25-4230	Telephone/Internet	$210.13	161552122119	PW FACILITY INTERNET - DEC SERVICES
Total	**CHARTER COMMUNICATIONS**	$210.13		
Paid Chk# 081709	12/31/2019 **CHARTER COMMUNICATIONS**			
E 301-000-00-25-4230	Telephone/Internet	$44.20	98092121719	WATER TREATMENT FACILITY DEC SERVICES INTERNET
Total	**CHARTER COMMUNICATIONS**	$44.20		
Paid Chk# 081710	12/31/2019 **CORE & MAIN LP**			
E 301-000-00-25-4387	Water Meters	$4,745.66	L657924	WATER METERS
Total	**CORE & MAIN LP**	$4,745.66		
Paid Chk# 081711	12/31/2019 **CUSHMAN MOTOR CO, INC**			
E 101-200-50-25-4545	Repair/Maintenance Equipm	$60.62	200314	HOLDEN PLOW #307 REPAIRS
E 101-200-50-25-4545	Repair/Maintenance Equipm	$597.82	200321	HOLDEN PLOW #307 REPAIRS
Total	**CUSHMAN MOTOR CO, INC**	$658.44		
Paid Chk# 081712	12/31/2019 **DAHLHEIMER DISTRIBUTING CO**			
E 501-000-00-27-4263	Purchases - Beer	$7,815.35	112-02175	BEER PURCHASES
E 501-000-00-27-4263	Purchases - Beer	$0.01	1165078	BEER SAMPLE INVOICE
Total	**DAHLHEIMER DISTRIBUTING CO**	$7,815.36		
Paid Chk# 081713	12/31/2019 **DAILEY DATA & ASSOCIATES, INC**			
E 501-000-00-25-4130	Computers/Software	$593.16	103243	WINDOW UPDATE FOR POS
Total	**DAILEY DATA & ASSOCIATES, INC**	$593.16		
Paid Chk# 081714	12/31/2019 **DELEGARD TOOL CO**			
E 101-200-50-25-4385	Shop Materials	$40.14	172351	SHOP MATERIALS
E 401-000-00-25-4413	Equipment/Accessories	$34.29	173033	WWTP TOOLS
Total	**DELEGARD TOOL CO**	$74.43		
Paid Chk# 081715	12/31/2019 **ECM PUBLISHERS, INC.**			
E 101-100-10-25-4220	Advertising	$31.50	748205	ORD 2019-15 R5 MIX USED
E 101-100-10-25-4220	Advertising	$54.00	748206	ORD 2019-16 R-5 STRUCTURE
G 101-2055	Escrow Payable	$36.00	748207	BIG LAKE CAR CONDO ORD 2019-17 PUBLICATION
E 301-000-00-25-4220	Advertising	$11.25	748208	2020 FEE SCHEDULE PUBLICATION
E 401-000-00-25-4220	Advertising	$11.25	748208	2020 FEE SCHEDULE PUBLICATION
G 101-2055	Escrow Payable	$72.00	748209	NYSTROM & ASSOC ESCROW - RESIDENTAL TREATMENT CENTER CUP
Total	**ECM PUBLISHERS, INC.**	$216.00		
Paid Chk# 081716	12/31/2019 **GALLS INC**			
E 101-300-75-25-4215	Uniforms/Clothing	$24.46	014420569	POLICE UNIFORM ITEMS
E 101-300-75-25-4215	Uniforms/Clothing	$24.47	014480715	POLICE UNIFORM ITEMS

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		Check Amt	Invoice	Comment
	Total GALLS INC	$48.93		
Paid Chk# 081717	12/31/2019 **GRANITE CITY JOBBING**			
E 501-000-00-25-4210	Operating Supplies	($17.57)	166264	PAPER SUPPLIES CREDIT RECEIVED
E 501-000-00-27-4273	Purchaes - Cigarette non tax	$699.76	166281	CIGARETTES PURCHASES
E 501-000-00-27-4271	Purchases - Cigars	$72.01	166281	CIGAR PURCHASES
E 501-000-00-27-4265	Purchases - Mix/Pop	$7.80	166281	MIX/BAR SUPPLIES
E 501-000-00-27-4269	Freight - In	$4.25	166281	PURCHASES FOR LIQUOR STORE
	Total GRANITE CITY JOBBING	$766.25		
Paid Chk# 081718	12/31/2019 **HACH COMPANY**			
E 401-000-00-25-4380	Chemicals	$398.05	11767498	WWTP CHEMICALS
	Total HACH COMPANY	$398.05		
Paid Chk# 081719	12/31/2019 **HAWKINS, INC-1**			
E 301-000-00-25-4380	Chemicals	$603.90	4627579	CHEMICAL FOR WATER
	Total HAWKINS, INC-1	$603.90		
Paid Chk# 081720	12/31/2019 **JOHNSON BROTHERS WHOLESALE**			
E 501-000-00-27-4262	Purchases - Liquor	$628.50	1468002	LIQUOR PURCHASES
E 501-000-00-27-4264	Purchases - Wine	$666.35	1468003	WINE INVOICE
E 501-000-00-27-4262	Purchases - Liquor	$176.00	1468004	LIQUOR INVOICES
E 501-000-00-27-4264	Purchases - Wine	$306.10	1468005	WINE PURCHASES - LESS ITEMS NOT ON TRUCK
E 501-000-00-27-4262	Purchases - Liquor	$1,063.00	1468006	LIQUOR PURCHASES
E 501-000-00-27-4264	Purchases - Wine	($15.17)	582749	CREDIT RECEIVED ON WINE INV
E 501-000-00-27-4264	Purchases - Wine	($21.79)	582750	CREDIT RECEIVED ON WINE INV
E 501-000-00-27-4262	Purchases - Liquor	($103.55)	582751	CREDIT RECEIVED ON LIQ INV
	Total JOHNSON BROTHERS WHOLESALE	$2,699.44		
Paid Chk# 081721	12/31/2019 **LAKES & LEGENDS BREWING CO**			
E 501-000-00-27-4263	Purchases - Beer	$141.00	E-1595	BEER PURCHASES LESS ITEMS NOT SHIPPED
	Total LAKES & LEGENDS BREWING CO	$141.00		
Paid Chk# 081722	12/31/2019 **LUPULIN BREWING LLC**			
E 501-000-00-27-4263	Purchases - Beer	$454.00	26132	BEER PURCHASES
	Total LUPULIN BREWING LLC	$454.00		
Paid Chk# 081723	12/31/2019 **MIDWEST MACHINERY CO**			
E 101-200-50-25-4545	Repair/Maintenance Equipm	$101.87	2046603	MAINTENANCE TO UNIT 314
E 101-200-55-25-4545	Repair/Maintenance Equipm	$1,955.91	2057703	JOHN DEER 1575 REPAIRS
	Total MIDWEST MACHINERY CO	$2,057.78		
Paid Chk# 081724	12/31/2019 **PAUSTIS WINE COMPANY**			
E 501-000-00-27-4264	Purchases - Wine	$541.60	74862	WINE PURCHASES
E 501-000-00-27-4269	Freight - In	$8.75	74862	WINE PURCHASES
E 501-000-00-27-4264	Purchases - Wine	$833.40	75998	WINE PURCHASES
E 501-000-00-27-4269	Freight - In	$10.00	75998	WINE PURCHASES
	Total PAUSTIS WINE COMPANY	$1,393.75		
Paid Chk# 081725	12/31/2019 **PHILLIPS WINE & SPIRITS**			
E 501-000-00-27-4262	Purchases - Liquor	$588.50	2680174	LIQUOR PURCHASES
E 501-000-00-27-4264	Purchases - Wine	$172.00	2680175	WINE PURCHASES
E 501-000-00-27-4262	Purchases - Liquor	($14.39)	351425	LIQUOR PURCHASE CREDIT
E 501-000-00-27-4262	Purchases - Liquor	($11.27)	351681	CREDIT RECEIVED ON LIQ INV
E 501-000-00-27-4262	Purchases - Liquor	($2.24)	351683	CREDIT REC ON LIQ INV
	Total PHILLIPS WINE & SPIRITS	$732.60		
Paid Chk# 081726	12/31/2019 **SOUTHERN WINE & SPIRITS OF MN**			
E 501-000-00-27-4262	Purchases - Liquor	$602.95	1908264	LIQUOR PURCHASES

CITY OF BIG LAKE

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		Check Amt	Invoice	Comment
E 501-000-00-27-4264	Purchases - Wine	$104.00	1908266	WINE PURCHASES
Total	**SOUTHERN WINE & SPIRITS OF MN**	$706.95		
Paid Chk# 081727	12/31/2019 **UNLIMITED SUPPLIES, INC**			
E 101-200-50-25-4385	Shop Materials	$92.41	345140	SHOP MATERIALS
E 101-200-50-25-4385	Shop Materials	$301.96	347675	OIL
Total	**UNLIMITED SUPPLIES, INC**	$394.37		
Paid Chk# 081728	12/31/2019 **UTILITY CONSULTANTS**			
E 401-000-00-20-4160	Testing	$974.80	103757	SEWER TESTING 8 - NOV AND DEC THROUGH 18
Total	**UTILITY CONSULTANTS**	$974.80		
Paid Chk# 081729	12/31/2019 **VIKING COCA-COLA**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$552.20	2460647	POP MIX PURCHASES
Total	**VIKING COCA-COLA**	$552.20		
Paid Chk# 081730	12/31/2019 **VIKING INDUSTRIAL CENTER**			
E 301-000-00-25-4545	Repair/Maintenance Equipm	$229.78	3182873	PUMP FILTER
Total	**VIKING INDUSTRIAL CENTER**	$229.78		
Paid Chk# 081731	12/31/2019 **WENCK ASSOCIATES, INC**			
E 175-000-00-20-4150	Engineering	$10,759.20	11908849	2020 ST PROJECT PRELIMINARY ENG- NOV SERVICES
Total	**WENCK ASSOCIATES, INC**	$10,759.20		
Paid Chk# 081732	12/31/2019 **WINE MERCHANTS**			
E 501-000-00-27-4264	Purchases - Wine	$339.00	7268002	WINE PURCHASES
Total	**WINE MERCHANTS**	$339.00		
Paid Chk# 081733	12/31/2019 **XCEL ENERGY**			
E 401-000-00-25-4570	Electricity	$820.95	5103268406	DEC SERVICES - SEWR LIFT
E 101-200-55-25-4570	Electricity	$84.09	5107634453	DEC SERVICES - SKATING RINK
Total	**XCEL ENERGY**	$905.04		
1010	**US BANK**	$851,979.61		

Fund Summary

1010 US BANK	
101 GENERAL FUND	$287,102.62
150 CAPITAL PROJECT/LOCAL DEVELOPM	$11,440.00
175 CAPITAL PROJECT/STREET IMPROVE	$10,930.20
194 COMPUTER REPLACEMENT FUND	$17,760.54
275 ECONOMIC DEVELOPMENT AUTHORITY	$436.79
276 NARCOTIC FORFEITURE	$191.98
277 DWI FORFEITURE	$1,914.21
280 FARMERS MARKET	$435.38
301 WATER ENTERPRISE FUND	$22,378.99
401 SEWER ENTERPRISE FUND	$26,940.33
499 SEWER-EQUIP/BLDG REPLCMNT FUND	$167,712.39
501 LIQUOR ENTERPRISE FUND	$293,560.29
599 LIQUIR-EQUIP/BLDG REPLCMNT FUN	$2,007.41
601 STORM SEWER ENTERPRISE FUND	$9,168.48
	$851,979.61

AGENDA ITEM

Big Lake City Council

Prepared By: *Gina Wolbeck, City Clerk*	***Meeting Date:*** 1/8/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6B**
Item Description: *December 11, 2019 City Council Workshop Minutes*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *N/A*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the December 11, 2019 City Council Workshop Minutes as presented.

BACKGROUND/DISCUSSION

The December 11, 2019 City Council Workshop Minutes are attached for Council's review

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Workshop Minutes

BIG LAKE CITY COUNCIL
WORKSHOP MINUTES

DECEMBER 11, 2019

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PROPOSED AGENDA

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

4. BUSINESS

4A. Financial Policy Update Discussion

Deb Wegeleben reviewed the City's process for paying claims. Historically, claims have been processed and mailed out on a weekly basis. The List of Claims has always been approved by Council, however the checks have already been mailed out prior to the Council Meeting. Wegeleben noted that if Council is in favor of continuing with this process, this should be included in the next financial policy amendment. Wegeleben also reviewed the addition of the BLEDA Sewer Access Charge (SAC) Subsidy Policy to the City's Financial Policy.

Council Member Johnson asked if there would be a delay in payments if we wait to send out checks. Wegeleben explained that any checks processed after a List of Claims is finalized could have a delay in payment, and noted that the City is required to pay invoices within 30 days of receipt.

The general consensus of the Council was to continue current payment practices and bring back an amendment to the Financial Policy to the next meeting to include the revised payment language and inclusion of the BLEDA SAC Subsidy Policy.

4B. Large Commercial Vehicle Parking in Residential Neighborhoods

Michael Healy reviewed the recommendation from the Planning Commission relating to the City's ordinance regulating large commercial vehicle parking in residential neighborhoods. The current code allows one commercial vehicle parked on-site not weighing more than 12,000 pounds. After numerous discussions at both the City Council and the Planning Commission, the Commission has unanimously reached a consensus that they are not in favor of raising the weight limit beyond 12,000 pounds, and that they would like the code to be left in its current language.

Council Member Johnson stated that the City has commissions for a reason. Johnson stressed that commissions are comprised of a broad spectrum of citizens, and the Planning Commission has discussed this issue at length. Johnson stated that we should support our Planning Commission and is in support of allowing a period of time to begin enforcement.

Council Member Zettervall noted that he was the lone person on the Planning Commission to favor making changes to the current code. Zettervall stated that he would be in agreement to leave the code as is, but that we need to enforce the rules.

Council Member Knier questioned how the City came up with the 12,000 pound weight limit. Healy explained that the 12,000 pound weight limit is the most common and seems to be most arbitrary. Layne Otteson reviewed street designs and tonnage restrictions, and stressed that street damage is most common in the spring months. Knier stated that as long as it is an arbitrary thing, he is o.k. with being a more freedom driven town. Knier noted that he has walked the streets in the problem area and acknowledged that there were a few of these types of vehicles parked in driveways, along with a number of campers.

Council Member Hansen stated that he feels we should leave the code language as is, and stressed that the Council should not de-value a recommendation from the Planning Commission.

Mayor Wallen stated that he does not like to deviate from a City commission's decision. Wallen stated that he is in favor of leaving the code as is, and to hold-off on enforcement until mid-year 2020.

Mayor Wallen, and Council Members Hansen, Johnson and Zettervall were in favor of leaving the code language as is in its current format, and to wait until July 1st to enforce the rules for current violations. Council Member Knier stated his preference to amend the code to reduce regulations pertaining to large commercial vehicles in residential neighborhoods.

Council directed Staff to observe a grace period and not enforce the current parking ordinance on the existing violations until July 1, 2020 to allow the owners of these properties in violation additional time to comply with the ordinance.

4C. Public Works Equipment Purchase Discussion

Layne Otteson reviewed upcoming purchases for equipment needed in the Public Works Department. Otteson noted that the Capital Improvement Plan (CIP) fund identifies two specific pieces of equipment. In 2018, the CIP identified the purchase of a dump truck equipped with snow plow attachments. This unit would replace truck #87 in our Public Works fleet. This equipment was not purchased in 2018 but was carried over for purchase this year. Otteson noted that the dump truck has been ordered and will arrive in October 2020. The purchase of a Pothole Patcher with a trailer has been identified as a need to improve the quality of our street maintenance. This equipment would allow the use of hotter asphalt materials for patching potholes, thus increasing material longevity as well as reducing man hours. The existing unit is 40+ years old, and the continued use elevates risk to the City. Staff is currently reviewing a new model as well as a demo unit from local vendors. The units are identical except the demo unit has about 20 hours of use. Staff will closely examine both units prior to moving forward with a purchase. Otteson reviewed costs of each piece of equipment and funding options. The budget for the dump truck is $210,000 with actual costs expected closer to $200,000 through the State bid
Process. The Pothole Patcher is expected to cost slightly under $41,000. Otteson noted that this expense will come from Fund 199, Street Department Allocation.

Council discussed the importance of bringing our Public Works fleet up to date.

4D. New Ideas Discussion

Council Member Zettervall discussed the recent variance application requesting a square footage allowance on accessory structures in comparison to attached garages versus detached structures, and asked Council to direct Staff to rewrite the code to alleviate this problem. Michael Healy noted that an amendment to the Code makes sense, noting that a language change would provide more leniency on determining setback requirements for accessory structures whether they are attached or detached structures. Council directed Staff to proceed with drafting a revision to the City's code relating to accessory structures and to bring to the Planning Commission for review.

Council Member Johnson informed Council that she was contacted by a resident who lives in the Big Lake Estates Manufactured Housing community. The property was recently sold after foreclosure and the residents are very concerned that they will lose their homes. Johnson asked for Council support on directing Staff to draft an Ordinance to offer some type of protection. Michael Healy reviewed Ordinances that other communities have enacted noting that State Law governs relocations when a manufactured home park closes and/or sells. State law is enforced by the State, and offers a public hearing option and a relocation program to help with eligible relocation costs. It was also discussed that other cities have adopted ordinances that offer some protection to the home owner. Council directed Staff to research this option and report back.

Council Member Knier discussed the status of discussions of working with property owners to waive water usage for properties that have had to run their water to avoid freeze ups. Deb

Wegeleben clarified that the City cannot waive water usage for any property, but could potentially offer a credit on a specific dollar amount. Wegeleben stressed that we would have to show what the actual usage is on their utility bill, and credit the difference. It was also discussed that we need to be clear on who would qualify for this type of credit, and that all requests will be routed to Public Works for review.

5. OTHER – No other.

6. ADJOURN

Council Member Hansen motioned to adjourn at 5:49 p.m. Seconded by Council Member Knier unanimous ayes, motion carried.

City Clerk

Date Approved By Council

AGENDA ITEM

Big Lake City Council

Prepared By: *Gina Wolbeck, City Clerk*	***Meeting Date:*** 1/8/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6C**
Item Description: *December 11, 2019 City Council Regular Meeting Minutes*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *N/A*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the December 11, 2019 City Council Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The December 11, 2019 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

DECEMBER 11, 2019

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

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

4. OPEN FORUM

Mayor Wallen opened the Open Forum at 6:00 p.m.

Dominique Boudy, 408 Polk Street, and Jody Breaux, 420 Polk Street – jointly asked Council to consider an Ordinance to offer them protection during the sale of the foreclosed Manufactured Home park.

George Quinn, Lake Street North – discussed the recent First Responders Walk-a-thon event noting that they raised $1,000 towards law enforcement, and thanked the parties that helped organize and fund the event. Quinn also stated his support for the proposed Freedom Rock project, but stressed the intent of the Veteran's Memorial which sits on sacred land. Quinn stated that he feels the Freedom Rock is a political statement that does not belong at the memorial, and asked the Council to reconsider its location.

Bettina Potter, 120 Edgewater Place – reminded the public of the importance of safety on the ice and encouraged citizens to clean up their litter and waste on the lake.

Mayor Wallen closed the Open Forum at 6:08 p.m.

5. PROPOSED AGENDA

Council Member Knier motioned to adopt the proposed Agenda with the addition of item no. 7J. Appointment of Police Officer Candidate(s). Seconded by Council Member Johnson, unanimous ayes, Agenda adopted.

6. CONSENT AGENDA

Council Member Hansen motioned to approve the Consent Agenda as presented. Seconded by Council Member Zettervall, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A) Approve List of Claims, 6B) Approve Council Workshop Minutes of November 13, 2019, 6C) Approve Regular Council Meeting Minutes of November 13, 2019, 6D) Approve Budget and Levy Public Input Meeting Minutes of November 26, 2019, 6E) Approve Joint Committee Workshop Minutes of December 5, 2019, 6F) Approve a 1 to 4 Day Temporary Liquor License for the Big Lake Lions Little Hole Ice Fishing Tournament on February 22, 2020, 6G) Approve Resolution No. 2019-88 approving an Assignment of Tax Increment Financing Note for TIF 1-7 Northern Star Apartments LLC, 6H) Set Joint Powers Board Meeting on January 8, 2020 at 4:30 p.m. in the City Council Chambers for Review of Amendments to the BLEDA Bylaws, 6I) Approve Ordinance No. 2019-15 Creating a Mixed-Use Commercial/Industrial Zoning District and Rezone of 19922 Industrial Drive NW and 19950 – 177th Street NW, and Approve Summary Publication Resolution No. 2019-89, 6J) Approve Ordinance No. 2019-16 Amending Structure Setback for Existing Lots of Record in the R-5 District, and Approve Summary Publication Resolution No. 2019-90, 6K) Approve City Staff Reorganization; 6K.i) Approve the City Engineer/Public Works Director Job Description and the Appointment of Layne Otteson to the Position Effective Immediately, 6K.ii) Approve the Water/Wastewater Superintendent Job Description and the Appointment of Daniel Childs to the Position Effective Immediately, 6K.iii) Approve the Streets and Parks Superintendent Job Description, and the Appointment of Nicholas Abel to the Position Effective Immediately, 6K.iv) Approve the Recreation and Communication Coordinator Job Description, and the Appointment of Corrie Scott to the Position Effective Immediately, 6K.v) Approve the Full-time Community Development Administrative Assistant Job Description, and the Appointment of Trisha Lindahl to the Position Effective January 1, 2020, 6K.vi) Approve the Part-time Community Development Administrative Assistant Job Description, and the Appointment of Sandy Petrowski to the Position Effective January 1, 2020, 6K.vii) Approve the Part-time Public Works Administrative Assistant Job Description, and the Appointment of Cathleen Lindberg to the Position Effective January 1, 2020, and 6L) Approve the MPCA Account Holder Authorization Forms.

7. BUSINESS

7A. PUBLIC HEARING – Order Final Plans and Specifications for the 2020 Street and Utility Improvement Project No. ST2020-1

Layne Otteson reviewed the proposed 2020 Street and Utility Improvement Project No. ST2020-1 noting that the identified improvements are programmed in the Capital Improvement Plan (CIP) and are being proposed due to the deterioration of the pavement on various streets. Otteson also noted that the scope of this project focuses on street rehabilitation and drainage improvements. There are 22 street segments that have been found to be in need of resurfacing or reconstruction. Proposed ancillary work includes water service insulation, sidewalk, water main looping, street lighting and storm water quality improvements. Otteson noted that Staff has been communicating with affected property owners since last spring and three open houses have been held, with attendance at these open houses varied between 30 to 60 residents. Comments from residents will continue to be taken and considered for revisions to the scope of the proposed project.

A Preliminary Engineering Report was prepared for the project and has been revised since the last meeting. Otteson stressed that streets will be designed to minimize costs, and that sidewalks are recommended in specific areas but may be removed as directed by the City Council. Otteson reviewed specific street areas that are proposed in the project, noting that the projected costs are estimated to be $3.73M which will be funded through bonding, which in turn is supported with $1.68 in special assessments, $50,000 from enterprise funds, and $2M through the use of Municipal State Aid dollars and the City's levy. Otteson reviewed the City's Assessment Policy explaining how assessments will be calculated, provided a tentative project schedule, and noted that staff will provide communication to residents throughout the project.

Council Member Johnson asked for clarification on whether or not Will Street will have a sidewalk. Otteson confirmed that a sidewalk is proposed on Will Street.

Mayor Wallen opened up the public hearing at 6:35 p.m.

Bettina Potter, 120 Edgewater Place – commended the City for moving forward with this project, and stressed that a regulated street project plan is important to the City. Potter also encouraged the Council to continue looking out for the safety of pedestrians and vehicle traffic, as well as for first responders and visitors. Where ever possible, we should always be cognizant of first aid being needed. Potter advised the City to move the project forward with street projects as intended every two years.

Diane Warner, 170 Edgewater Place – noted that the pavement on Edgewater Place is in need of work, but is concerned with the limited traffic on the street and stated that no

sidewalk or curb and gutter improvements should be included in this area. Otteson clarified that no sidewalk is planned for this area.

Lee Fischer, 271 Euclid Avenue – stated his concern with the widening of the road on Euclid and the possibility of losing mature trees in the project area. Otteson reviewed planned improvements on Euclid Avenue. A narrowing of the road with sidewalk can possibly be accommodated, but the alignment must be in a way that will work. The trees are well into the City's right of way and tree preservation is always vital in these types of projects. This area will be tight to keep the oak trees, and he cannot say at this time if the trees can be saved but will work with the property owner to look at various possibilities.

Scott Creighton, 601 Lakeshore Drive – stated his concern with the past Lakeshore Drive street project regarding water drainage that comes into his driveway, and requested to see the drainage plans for the project. Otteson reviewed the elevation of Lakeshore Drive, the high water table, and proposed drainage plans in the 2020 project.

Linda Peterson, 541 Westwood Drive – stated her concern with water drainage on her street, and the watermain shutoff location which is located on her neighbors lot asking that it be corrected. Otteson noted that her service line is approximately 15 feet from her property which could have occurred when the lot lines were established over five decades ago. We could correct during construction but she would need to finish the work up to her house, and potential costs for this would be passed on to the homeowner.

Shannon Reagan, 251 Euclid Avenue – stated her concern that installing a sidewalk on Euclid will have a negative effect on plantings in the area. Reagan also stated her concern about parking issues during construction. Otteson discussed access concerns and potential ways access will be addressed during specific times of construction.

Joe Fowler, 401 Lakeshore Drive – discussed sidewalk placement, curb and gutter, and stormwater improvements throughout the project area. Fowler also asked if the alley along his property will be part of the project, and stated that he would like prevailing wages paid to people doing the work. Otteson noted that the City has not previously had the practice of requiring prevailing wage in our contracts. Otteson also discussed the alley area, noting that we are waiting for a response from the Soil and Water Conservation District, and if the City moves forward with improvements to this area, a funding determination would need to be made before it is added to a street project.

Missy Fowler, 401 Lakeshore Drive – stated that she agreed with her husband's comments. Fowler also discussed lighting concerns in the area stating that the City needs to install adequate lighting in our projects.

Chris Roque, 601 Euclid Avenue – stated that he feels our open houses can be structured differently, and that the City needs to be transparent. Roque stated that there is not a need for a sidewalk noting that it is too expensive for the few number of people that will use it. Roque submitted a signed petition in protest of a sidewalk. Otteson discussed that sidewalk placement is a discussion that needs to continue with the residents. Otteson also discussed the City's Complete Streets Policy and noted that both Sherburne and Euclid are State Aid routes. Otteson informed Council that Staff has also received phone calls from residents who want the sidewalk in this area, stating that there is a benefit to having a separation between vehicles and pedestrians and that sidewalks get pedestrians off the street areas. Otteson also noted that misinformation has been given out by someone from the public as to how costs are distributed on sidewalk construction as well as snow control from the plows.

Marie Ebert, 430 Highland Avenue – discussed the possible extension of Highland Avenue. Otteson explained that as part of the Comprehensive Plan, Highland Avenue is projected to connect up to a future neighborhood sometime in the future, but at this time we don't have a timeframe for that to happen. Otteson noted that Staff is not recommending a sidewalk in this area at this time.

George Quinn, Lake Street North – discussed that Lake Street North was a complete reconstruction 17 years ago and since then, residents in this area have had freeze up issues at curb stops, stating that he feels there was insufficient insulation in the City's infrastructure. Quinn suggested that some of the new commercial development fees go towards street improvement infrastructure costs. Otteson noted that he will contact Mr. Quinn to discuss freeze up issues.

Dustin Wiebold, 140 Sherburne Avenue – discussed drainage and elevation issues on his street, noting that Staff has been very receptive and easy to work with. Wiebold stressed that this road project will be a smart investment, noting that more lighting and sidewalks are needed for safety, and storm sewer and other type of drainage improvements are necessary in this area. Wiebold also clarified that the City's right-of-way is not owned by the adjacent property owner and residents should not place plantings in these areas. Wiebold encouraged the City to mitigate frost issues when this project is done and acknowledged that it is his responsibility from his property up to the main.

Gary L. Snyder, 130 Euclid Court – stated that he feels things happen without a lot of forethought and proposed that a complete summary be distributed to every citizen and asked for a city-wide vote.

Duane Langsdorf, 121 Highland Avenue – asked what the classification of Euclid Avenue is. Otteson explained that Euclid Avenue is a collector street. Langsdorf also stated Highland Avenue ends with a large swamp area and feels it will not ever be competed.

Michael Healy noted that there is a large parcel that is in this area, and the only future connection would be from Highland Avenue. Healy also reviewed the City's Comprehensive Plan that relates to this area which does specifically identify Highland Avenue as a through street.

Bill Harrison - 110 Euclid Avenue – stated that he feels we do not need sidewalks on Euclid Avenue, and that adding sidewalks is just adding more expense to the project.

No one else came forward to speak at the Public Hearing. Mayor Wallen closed the public hearing at 7:30 p.m.

Otteson reviewed the development of the final plans and specifications and further review of specific improvements within the project. Otteson noted that the final design will be brought back to Council for final approval and/or changes. Otteson also discussed that he will hold another open house inviting affected property owners to voice their concerns. Michael Healy discussed the Complete Streets Policy that was adopted by the Council in 2010 which is very specific on areas where sidewalks are needed as it doesn't just affect the adjacent property owners, but also users in the general area. Healy noted that the policy was designed to determine safety enhancements for all pedestrian users.

Council Member Knier asked if there has been pedestrian safety issues in this area. Chief Scharf discussed the limited amount of pedestrian crashes we have had.

Council Member Johnson motioned to approve Resolution No. 2019-91 Ordering the Final Plans and Specifications for the 2020 Street and Utility Improvement Project No. ST2020-1. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

7B. Variance Application – to allow a Garage Addition at 154 Hudson Avenue

Michael Healy reviewed the planners report for the variance application submitted by David Hale for the property located at 154 Hudson Avenue, which is bordered by Lake Mitchell on the north and east side. The parcel is just over one acre in size which is unusually large for the neighborhood. The parcel is located in the R-5 Residential Redevelopment zoning district which is the special zoning district that covers all the neighborhoods in Big Lake that were developed prior to the 1950's. The variance request is to allow a 520 square foot garage addition which will push the property beyond its 1,200 square foot allowance for accessory buildings. Healy noted that the subject property is a seasonal recreational cabin property that has been owned by the Hale family since 1981. The family is anticipating additional usage at the property and would like to make improvements to the property to prepare it for the increased usage. They are seeking to build a 520 square foot addition onto the existing 676 square foot detached garage, noting the need for additional storage space for vehicles and their boat. Healy reviewed the layout of other structures on the lot,

City Code relating to detached accessory structures, impervious surface restrictions, and the formal findings of fact for the Variance. Healy noted that the Planning Commission held a public hearing for the Application on November 6, 2019 and no comments from anyone outside the family were submitted. Planning Commissioners discussed the legal requirements relating to a variance request and the need for a legitimate practical difficulty to be recognized. The Planning Commission ultimately passed a motion recommending approval of the variance on a 5 to 2 vote with Commissioners Heidemann, Odens, Marotz, Sundberg, and Vickerman voting to recommend approval of the variance, and Commissioners Green and Zettervall voting to recommend denial.

Council Member Hansen motioned to approve Resolution No. 2019-92 approving a variance to allow a 520 square foot garage addition at 154 Hudson Avenue. Seconded by Council Member Knier, unanimous ayes, motion carried.

7C. PUD Concept Plan Review for the "Sandhill Villas" Project

Sara Woolf reviewed the planners report for the PUD Concept Plan Review for the Sandhill Villas Project. The proposal consists of the construction of 12 detached townhomes on a recently annexed 2.5 acre parcel at the corner of 205th Avenue and 172nd Street. The subject property was created by the Sandhill Acres semi-rural subdivision which was platted in 2015. Up until 2015, the property was part of a 15-acre farm field that was guided for a future use as a City neighborhood by the City, Big Lake Township, and Sherburne County. Although the land was guided as a future neighborhood, Sherburne County zoned the land as General Rural and both the City and Big Lake Township were opposed to the Sandhill Acres Plat because it created a semi-rural subdivision in an area that was being steered toward a future City neighborhood, but it met the County's zoning requirements and the County was legally obligated to approve the Plat. Woolf reviewed the proposed project which would include 12 detached townhomes known as villas. Each villa would be accessed by a private driveway from a single roadway within the development. Woolf also reviewed the Applicant's request for rezoning the parcel to R-2, Medium Density Residential which allows townhomes as a permitted use if they are part of a Planned Unit Development (PUD). The Concept Plan as proposed will require flexibility for minimum lot sizes and width. Woolf explained that this is common for a townhouse plat or CIC plat, where only the building footprint is platted as a lot, and the remaining area is platted as common space. The Applicant will also be required to provide architectural elevations for formal development review that include structure height. Woolf also reviewed proposed setbacks, parking, landscaping, utilities, storm water management plans, and neighborhood design requirements. Woolf noted that the City requires that those who subdivide land for residential development provide either 10% of the land for use as a park or trail, or a cash contribution. Woolf noted that the Planning Commission held a public hearing on November 6, 2019, and several residents spoke at the hearing regarding density concern, the negative impact the project could have on property values, storm

water control issues on adjacent parcels, responsibility for maintaining and plowing the new street servicing the development, and questions relating to the Homeowner's Association structure. The Planning Commission provided general feedback to the Applicant and did not recommend any specific changes to the Concept Plan, or had specific issues with providing the flexibility requested by the Applicant through the PUD.

Council discussed the need for sunset housing, and the need to include trail access to 205th Avenue NW.

Project developers Troy Siemers and Jesse Hartung discussed sidewalk placement in the project area, noting that the sidewalk would stop at the next privately owned parcel. It was discussed that the Concept Plan does include sidewalk on the north side which would connect to the sidewalk across 172nd Street NW in the Prairie Meadows Development. Healy noted that the Complete Streets Policy recommends a sidewalk on the eastern border of the project along 172nd Street NW.

7D. Car Condo Development Application – Final Plat and Final PUD Plan, and Rezone to PUD

Michael Healy reviewed the planners report for the Car Condo development application submitted by Richard Hinrichs for the parcel located in the Big Lake Marketplace Third Addition development. The City Council approved the Preliminary Plat application at their October 23, 2019 meeting and the Applicant has revised their plans since then to include sewer and water lines underneath the parking lot to the south of the Phase I garage building. Healy noted that the Applicant will not be hooking up the Phase I units at construction, but future owners could potentially have the option to connect their units to water and sewer services by tapping into these new pipes in the parking lot. Healy explained that future connections will incur additional costs to tear up the asphalt to complete the connections. The Applicant has also revised the drainage and utility easements to cover the new proposed pipes. The Applicant is also showing a sewer line entering Outlot E, which is the outlot that is proposed to eventually host the clubhouse building. Healy noted that Outlot E is unbuildable and the Applicant possibly should not be installing utility pipes on the site. There is no guarantee that the clubhouse building will ever be built since it is not part of the Phase I approval and will require a PUD amendment. This complication is a direct result of the Applicant's decision to break up the project into pieces rather than seeking a PUD approval to cover the entire project area. Healy also reviewed compliance with zoning and the Comprehensive Plan, Final Plat consistency with the Preliminary Plat, Final PUD Plan consistency with Preliminary PUD Plan, PUD flexibility, and design requirements pertaining to building materials, utilities, fencing, landscaping, signage requirements, and curbing. Healy reviewed development fees that will be due and the requirement for a Development Agreement and a Stormwater Maintenance Agreement. Healy noted that Staff believes that the proposal is substantially

consistent with the approved Preliminary Plat and approved Development Stage PUD Plan and that the revisions that the Applicant has made are largely positive and serve to bring the project back in the direction of the approved Concept Plan.

Council Member Knier questioned if it will be a problem later with the water line if the full project isn't completed. Staff discussed that while it is not best practice, if we are assuming everything goes forward then it shouldn't be a problem. The risk is more so in what Council is already approving.

Council Member Zettervall motioned to approve Ordinance No. 2019-17 rezoning the Car Condo's property to PUD, and Resolution No. 2019-93 authorizing a summary publication notice. Seconded by Council Member Johnson, unanimous ayes, motion carried.

Council Member Zettervall motioned to approve Resolution No. 2019-94 approving the Final Plat and Final Plan PUD for Big Lake Car Condos with conditions as presented. Seconded by Council Member Johnson, unanimous ayes, motion carried.

Council Member Zettervall motioned to approve the draft Development Agreement for Big Lake Car Condos and authorizing the City Attorney to finalize the Agreement prior to signature. Seconded by Council Member Johnson, unanimous ayes, motion carried.

Council Member Zettervall motioned to approve the draft Stormwater Maintenance Agreement for Big Lake Car Condos and authorizing the City Engineer to finalize the Agreement prior to signature. Seconded by Council Member Johnson, unanimous ayes, motion carried.

7E. PUBLIC HEARING – 2020 City Fee Schedule Ordinance

Deb Wegeleben discussed the proposed fee schedule changes for the 2020 Fee Schedule. Proposed changes include revising the snow removal violation fee tiers, removing the dog license fee, and adding various fees including the animal impound fee, emergency access key box fees, Lake Mitchell Launch access key fee structure, and No-Soliciting window cling fees. Wegeleben also reviewed changes to water usage rates, municipal and industrial water base fixed rates, sewer usage rates, and municipal and industrial sewer base fixed rates. Wegeleben also noted that changes have been discussed with the Fee Committee as well as department directors and they have recommended the changes as presented.

Mayor Wallen opened the public hearing at 8:24 p.m. No one came forward. Mayor Wallen closed the public hearing at 8:24 p.m.

Council Member Hansen motioned to approve Ordinance No. 2019-18 adopting the 2020 Fee Schedule effective January 1, 2020, and approve summary publication Resolution No. 2019-95. Seconded by Council Member Johnson, unanimous ayes, motion carried.

7F. Final 2020 City and BLEDA Tax Levies, Budgets, and Pay Scales

Deb Wegeleben reviewed discussions held at budget workshops and at the Budget and Levy Hearing held on November 26th. The proposed 2020 levy reflects an increase of $236,543 over the 2019 property tax levy. Wegeleben provided a summary of the General Fund Budget which incorporates all the changes that have been discussed at previous workshops and discussed the City's Capital Improvement Plan. Wegeleben also reviewed the 2020 Economic Development Authority Levy, various City budgets, the Fire JPA Budget, and the City Grade/Pay Scale.

Council Member Hansen motioned to approve Resolution No. 2019-96 adopting the final 2020 Tax Levy and General Fund Budget as presented. Seconded by Council Member Johnson, unanimous ayes, motion carried.

Council Member Knier motioned to approve Resolution No. 2019-97 adopting the final 2020 Economic Development Authority Levy as presented. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

Council Member Johnson motioned to approve all 2020 City Budgets, the 2020 Fire JPA Budget, and the City Grade/Pay Scale. Seconded by Council Member Knier, unanimous ayes, motion carried.

7G. Storm Water Pollution Prevention Plan Public Meeting

Layne Otteson reviewed the rules set by the Minnesota Pollution Control Agency referencing the City's Municipal Separate Storm Sewer System Permit. Otteson noted that the City is required to hold a public meeting annually to allow the public an opportunity to provide input on the adequacy of the Storm Water Pollution Prevention Plan. Otteson made note of the storm sewer maintenance that was performed in the year 2019.

Mayor Wallen opened the public input portion of the meeting at 8:36 p.m.

Bettina Potter, 120 Edgewater Place – encouraged the City to send notice to residents via social media regarding street sweeping and stormwater cleanup.

Mayor Wallen closed the public input portion of the meeting at 8:37 p.m.

7H. International Union of Operating Engineers, Local No. 49 - Collective Bargaining Agreement and Memorandum of Agreement

Clay Wilfahrt reviewed the Collective Bargaining Agreement and Memorandum of Agreement between the City of Big Lake and the International Union of Operating Engineers, Local 49 AFL-CIO. Wilfahrt summarized changes from last year's contract that include removing the Fair Share language that was done because of a change in Federal Law. Other changes include amendments to work schedules, forfeiting overtime, call back increments, the on-call list, employees responding to water and wastewater emergencies, insurance, boots, and pay adjustments. Negotiated amendments have been agreed to by both City Administration, and the Union.

Council Member Knier motioned to approve the Collective Bargaining Agreement and Memorandum of Agreement between the City of Big Lake and the International Union of Operating Engineers, Local No. 49 AFL-CIO. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

7I. Monthly Department Reports

Deb Wegeleben provided a brief update on happenings in the Finance Department.

Greg Zurbey provided a liquor store update including in-store tastings, discussed the weekly sales flyer, reviewed community fundraisers the store participated in, discussed the expansion of the warm craft beer section, and noted Staff has been working on cleaning and preparing for the holiday rush.

Council Member Knier discussed potential legislation for allowing the sale of alcohol products in grocery stores. Council discussed the City Ordinance that regulates off-sale in the City.

Hanna Klimmek provided an update on activities in the Community Development Department. Klimmek reviewed housing/commercial development statistics/projects, and redevelopment projects. Klimmek also noted that Minnco has started construction at their site, and the grand opening for Caribou Coffee is December 20, 2019. Klimmek reviewed Business Retention and Expansion visits held at various businesses in 2019, and provided a Farmer's Market update.

7J. Appointment of Police Officer Candidate(s)

Joel Scharf provided an update on the application process for the hire of a new Police Officer. Scharf noted that the hire of an additional officer is identified in the 2020 budget, and with the cancellation of the second meeting in December, Staff is asking Council to

approve appointment of Police Officer candidate(s) selected by the Police Officer Interview Panel to fill any vacancies within the Big Lake Police Department contingent upon a satisfactory background investigation, medical examination, and psychological evaluation.

Council Member Zettervall motioned to approve the appointment of Police Officer candidate(s) selected by the Police Officer Interview Panel to fill any vacancies within the Big Lake Police Department contingent upon a satisfactory background investigation, medical examination, and psychological evaluation. Seconded by Council Member Knier, unanimous ayes, motion carried.

8. ADMINISTRATOR'S REPORT - no report given.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: Reviewed BLEDA and Fire Board Meetings.

Council Member Hansen: Discussed the CMRRPP Meeting.

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

Council Member Knier: Discussed the BLBYR Meeting.

Council Member Zettervall: Reviewed the Planning Commission Meeting.

10. OTHER – No other.

11. ADJOURN – No other.

Council Member Hansen motioned to adjourn at 8:50 p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

_____
Clerk

Date Approved By Council _____

AGENDA ITEM

Big Lake City Council

Prepared By: *Corrie Scott, Recreation Coordinator*	***Meeting Date:*** 1/8/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6D**
Item Description: *Chair Appointment for the Parks Advisory Committee*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *N/A*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the Parks Advisory Committee recommendation for Denise McDowall-Seyko to serve as Chair in 2020 on the Parks Advisory Committee for a one-year term.

BACKGROUND/DISCUSSION

At the December 9, 2019 Parks Advisory Committee Meeting, a motion was made to recommend Denise McDowall-Seyko to serve as Chair in 2020 on the Parks Advisory Committee for a one year term.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

To approve recommendation to appoint Denise McDowall-Seyko to Chair the Parks Advisory Committee.

ATTACHMENTS

N/A

AGENDA ITEM
Big Lake City Council

Prepared By: *Hanna Klimmek, Community Development Director*	***Meeting Date:*** 1/8/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6E**
Item Description: *BLEDA Officer Appointments for 2020*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *N/A*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be making the following appointments to the 2020 BLEDA Officer positions: President – Alan Heidemann; Vice-President – Ken Geroux; Treasurer – Rose Johnson; Secretary – Corrie Scott; and Assistant Treasurer – Deb Wegeleben.

BACKGROUND/DISCUSSION

At their December 9, 2019 regular meeting, the Big Lake Economic Development Authority (BLEDA) motioned to recommend that the City Council appoint the following Members to the 2020 BLEDA Officer positions:

President – Alan Heidemann
Vice-President – Ken Geroux
Treasurer – Rose Johnson
Secretary – Corrie Scott
Assistant Treasurer – Deb Wegeleben

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends that Council consider and approve the following appointments to the 2020 BLEDA Officer positions: President – Alan Heidemann; Vice-President – Ken Geroux; Treasurer – Rose Johnson; Secretary – Corrie Scott; and Assistant Treasurer – Deb Wegeleben.

ATTACHMENTS

N/A

AGENDA ITEM
Big Lake City Council

Prepared By: *Hanna Klimmek, Community Development Director*	**Meeting Date:** 1/8/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6F**
Item Description: *Community Brand and Identity Design Project – Request for Proposals (RFP) Approval*		**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 Request for Proposal (RFP) for the Big Lake Community Brand and Identity Design Project be issued on January 10, 2020.

BACKGROUND/DISCUSSION

On September 9, 2019, the Big Lake Economic Development Authority (BLEDA) formally approved an allocation of $25,000 of unallocated reserve funds to a 2020 BLEDA lead, city-wide branding project. The allocation of BLEDA funds is contingent upon the City Council approving an allocation of $25,000 in CIP funds to the branding project to support a total project budget of $50,000.

In an effort to be prepared for budget approval and begin the Request for Proposal (RFP) process as soon as possible, Staff had the BLEDA review a draft RFP during their meeting on November 12, 2019 and formally make a recommendation to move the RFP forward for City Council approval prior to it being issued. After discussion, the BLEDA formally approved a recommendation to move the RFP forward.

Proposed project timeline is as follows:

Issue RFP:	January 10, 2020
Questions Due:	January 31, 2020
Proposals Due:	February 07, 2020
Interviews:	Week of February 10, 2020
Council Approval:	February 26, 2020
Project Deadline:	July 31, 2020

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff is recommending that Council consider and approve the Request for Propsal (RFP) for the Big Lake Community Brand and Identity Design Project be issued on January 10, 2020.

ATTACHMENTS

Request for Proposal (RFP)

Big Lake, Minnesota

Request for Proposals
Community Brand and Identity Design Project
Issue Date: January 10, 2020

Due: February 7, 2020

To: Hanna Klimmek – Community Development Director
City of Big Lake
160 Lake Street North
Big Lake, MN 55309

I. PROJECT BACKGROUND AND SUMMARY

A. Overview

The City of Big Lake/Big Lake Economic Development Authority is accepting proposals from qualified firms to help develop a brand for the City. We wish to raise awareness of what makes the City a desirable place to live, do business in, and to visit. We'd also like to better understand how and where to advertise and market. In doing so, we hope to refresh the visual identity of the City and to create accompanying taglines for various marketing and identification uses.

The City is looking to work with a consultant to gather information about the City from a high level perspective and assess challenges and opportunities. Based on this assessment, the consultant would help develop logos and messages that clearly communicate the City's features to various target audiences. The ideal firm or team should be able to demonstrate solid experience in market research (both qualitative and quantitative), corporate identity/branding, including logo development and graphic standards, and creative abilities, as well as have the ability to recommend an implementation plan.

The consultant will prepare a style guide to help the City manage the brand using various media and platforms.

B. Project Deadline and Budget

The City of Big Lake Community Brand and Identity Project shall be completed no later than July 31, 2020 and with all funds expended by August 14, 2020. Be advised that the City has budgeted a not-to-exceed $50,000 for this effort so please design your response and scope of work around this not-to-exceed amount.

C. Community Profile

The City of Big Lake is a growing community and is currently home to 11,456 people. The median age is 29.6, which is about seven years younger than the State median age. The household median income is $72,543 in city limits but in the Township of Big Lake the median household income is $112,180 ($92,362 median income combined).

Located a short drive (or commute by rail) northwest of the Twin Cities, Big Lake has a history of being a popular location for escapes from the metro for summer recreation. Today, the area is considered a prosperous community beyond the suburbs that is home to a family oriented, highly educated population.

The City, along with the Big Lake Township, the School District, Chamber of Commerce, civic groups, non-profits, etc. has proven to be successful when it comes to community events. To name a few key events:

- Music in the Park – Concert series every Thursday night at Lakeside Park during the summer months
- Big Lake Farmer's Market – Series event every Wednesday afternoon/evening at Lakeside Park during the summer months – We also have an established Winter Farmers Market held indoors
- Big Lake Spud Fest – Four-day summer festival – The 2020 Spud Fest will be the 48th
- Community Garden – Available during the summer months
- Graniteman Triathlon - Held at Lakeside Park every August
- Ice Fishing Tournament – Held at Lakeside Park every February
- Big Lake Business Expo – Held at the Big Lake High School every Spring

You can add numerous 5k events to the list above as well as the many Early Childhood Family Education, Community Education, and Athletic Association opportunities available throughout the calendar year.

The Big Lake Economic Development Authority (BLEDA) believes in and prioritizes the Business Retention & Expansion Program. The City averages about 30 visits per year to honor the business community. This shows the dedication the City has to its largest tax payers. The City is prideful of its ability to make its businesses needs a priority and to assist in supporting growth opportunities for existing as well as new businesses.

In summary, the City seems to be consistently growing and in a constant state of change. It is time to embrace and share the City's robust quality of life initiatives and pro-business attitude.

The City logo has become dated and it doesn't necessarily reflect the City's characteristics, nor does it communicate a modern image. Additionally, the City has used a variety of taglines to advertise to different audiences to various levels of success. None have been used with any consistency because the taglines are not necessarily reflective of the community's image or current logo. We look forward to our new image and are excited to understand what people will immediately think of when they hear, "Big Lake, MN!"

D. <u>Scope of Work</u>

The City wishes to brand itself through a strategic assessment of its characteristics and current image, and to develop creative elements, including a logo, taglines, and a style guide. The logo design needs to include creative elements that represent the characteristics that are unique to the City, as well as positive image.

Firms responding to this RFP should propose a scope of work that addresses, at a minimum, the following elements:

Phase I: Research and Planning

A. Assess the City's attributes for branding and identity purposes, develop a clear understanding of the current brand awareness, and identify challenges and opportunities.
B. Facilitate meetings and engage key constituents, community leaders, and the general public.
C. Develop a profile of the City's current and potential markets.
D. Provide a written summary of findings, detailing the attributes which the City may want to focus on to develop its brand to various markets.

Phase II: Development

A. Create multiple visual identity design concepts that reflect the City of Big Lake's brand strategy and input received from the Big Lake EDA. Present options to the Big Lake EDA.
B. Create tagline options that embody the essence of the brand strategy.
C. Based on the selections of the Big Lake EDA, and based on public input (solicited via Survey Monkey or similar application to be pushed to the public). Further refine 1-2 concepts for review and final selection by the City Council.
D. Provide a presentation to the Big Lake City Council for final selection.

Phase III: Execution

A. Create vector-based graphics of the selected logo concept and taglines that can be used across various applications and platforms. Also, create vector-based graphics of the selected logo for each department.
B. Create a style guide that illustrates graphic standards and rules to ensure consistency and continuity across applications and platforms. The guide should include a comprehensive logo, taglines, color palette, typography, and usage standards with identity applications. In addition, the guide should clearly describe the elements/standards required when creating future entity logos outside of the scope of this project.
C. Create a marketing and communications tool kit to include advertising, Public Relations and Marketing templates, PowerPoint presentation, News media release, letterhead, newsletter, e-newsletter, etc.
D. Create 3 videos to showcase: (1) Big Lake lifestyle, (2) manufacturing, and

(3) opportunities for development.

E. Build out an asset library of photography for the City to utilize in Marketing efforts.

E. <u>Deliverables</u>

The proposed scope of work should include, at a minimum, the following deliverables:

- A written summary of findings from Phase I, detailing the attributes which the City may want to focus on to develop its brand to various markets.
- Multiple visual identity design concepts for review by the Big Lake EDA.
- Presentation materials to Big Lake City Council of refined concepts.
- Tagline options and recommendations for consideration.
- Vector-based graphics of selected logo and concept taglines for various applications and platforms.
    - Vector-based graphics of selected logo for each department
- Style guide.
- Marketing and communications tool kit.
- Three videos.
- Asset library of photography.

II. SUBMITTAL REQUIREMENTS

A. <u>General Information</u>

1. <u>Submission of Proposal</u> – Submit one (1) original and one (1) electronic copy of the RFP response and cover letter in PDF format on a flash drive, in a sealed envelope. Proposals shall be clearly marked, "PROPOSAL FOR COMMUNITY BRAND AND IDENTITY DESIGN PROJECT" on the outside of the envelope, and shall be submitted to:

    Hanna Klimmek
    Community Development Director
    City of Big Lake
    160 Lake Street North
    Big Lake, MN 55309

2. <u>Deadline for Submission</u> – All proposals must be received in complete form by 4:30 pm c.s.t. on February 7, 2020. Proposals received after that time will not be accepted.

3. <u>Examination of RFP</u> – By submitting a proposal, the proposer represents that it has thoroughly examined and become familiar with the work required under this RFP and

that it is capable of performing quality work to achieve the City's objectives for the project.

4. Addenda/Clarifications – Any changes to this RFP will be made by written addendum. No verbal modifications will be binding.

5. Questions – Questions relating to the project requirements and the contents of this RFP may be submitted to Hanna Klimmek at hklimmek@biglakemn.org until 4:30 pm c.s.t. on January 31, 2020. Questions and answers will be posted on the City Website at www.biglakemn.org under Economic Development:

   http://www.biglakemn.org/386/Economic-Development

   Any questions submitted after this date will be answered only at the City's discretion.

6. Pre-Contractual Expenses – Pre-contractual expenses are defined as expenses incurred by the proposer in: 1) preparing it proposal in response to this RFP; 2) submitting that proposal to the City; 3) negotiating with the City on any matter relate to this RFP; 4) any other expenses incurred by the proposer prior to the date of execution of the proposed agreement. The City shall not, in any event, be liable for any pre-contractual expenses incurred by the proposer in the preparation of their proposals.

7. Exceptions and Deviations – Any exceptions to the requirements in this RFP must be included in the proposal submitted by the proposer. Segregate such exceptions as a separate element of the proposal under the heading "Exceptions and Deviations."

8. Contract Award – Issuance of this RFP and receipt of proposals do not commit the City to selecting a consultant or otherwise awarding a contract, nor does it obligate the City to pay for any costs incurred in preparing and submitting proposals in anticipation of a contract. The City reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected proposer, should negotiations with the selected proposer be terminated, to negotiate with more than one proposer simultaneously, or to cancel all or part of this RFP.

9. City Rights – The City may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by the proposer, and require additional evidence of qualifications requested in this RFP. The City reserves the right to:
   a. Reject any or all proposals if such action is in the public interest;
   b. Cancel the entire RFP;

c. Issue a subsequent RFP;
d. Remedy technical errors in the RFP process;
e. Appoint an evaluation committee to review the proposals;
f. Establish a short list of proposers eligible for interview after evaluation of written proposals;
g. Extend the deadline or accept late proposals under extenuating circumstances at its discretion;
h. Negotiate with any, all, or none of the proposers; and
i. Reject and replace one of more subcontractors.

10. Independent Contractor Status – The selected consultant will be an independent consultant and nothing contained in any contract awarded shall be construed to create the relationship of employer and employee between the City and the selected consultant.

B. Contents of Submission

The following shall be provided within the proposal:

1. Letter of Transmittal – Formal letter from the proposer prepared in standard business format. The letter should be brief, signed by the person who is authorized to commit the organization to perform the work included in the proposal and should identify all materials and enclosures included in the RFP response.

2. Executive Summary – Limited to three (3) single spaced typewritten pages. The Summary should provide a high-level description of the proposer's ability to meet the requirements of the RFP.

3. Proposal Narrative – Briefly describe your understanding of the goals and objectives defined for the project. Give a brief description of issues you believe significant on this project; your approach to needed public participation; any unique options to be pursued for this project; and a brief outline of your project approach. The proposal narrative should include a proposed scope of work and deliverables addressing each of the elements described in Section 1 (D) and (E) above, along with a proposed timeline for each phase of the scope of work. Include the number of creative concepts presented and the rounds of changes/refinements for the selected concept. Describe any changes or additions to the draft scope of work in Section 1 (D) that the proposer would recommend to strengthen the overall project.

4. Qualifications and Experience – Give a brief description of your firm's background, expertise and qualifications to accomplish the project and the requested services described in this RFP. Specifically, provide the following detail about your firm:
    a. Experience in developing visual identity systems;
    b. Experience in municipal, destination, or tourist, identity design;
    c. At least three (3) representative visual identity projects created by your firm that have been published and used.

    Provide three (3) client references, including public agency, name of contact person, position, address and telephone number and a brief description of the services provided, including the number of years the proposer has served that entity. If possible, these references should relate to the same or similar project requirements.

5. Key Personnel – Identify key personnel who will work on the project, including: (1) a project manager and that person's qualifications for this project, along with a detailed list of previous projects worked on with the firm that are relevant to this project; and (2) a brief list of key personnel that will be assigned to this project, identifying their area of expertise, their qualifications for this project, and a detailed list of previous projects worked on that are relevant to this project.

6. Sub-consultants – Describe the name and location of other sub-consultants that would be used by the firm. Identify the work that would be performed by each sub-consultant.

7. Estimated Costs – Provide an estimate of the cost of work for each major phase of the proposed project. Further refinement of the cost is expected as the scope of work and deliverables are finalized as part of a contract, but the total amount of the contract shall not exceed the amount identified in the selected consultant's response to this RFP.

8. Conflict of Interest – The proposer must identify any potential conflict of interest it may have providing the services contemplated by this RFP.

9. Other Information – Include other information you believe may be valuable in reviewing the qualifications of your firm and your ability to successfully complete the project.

C. Public Information

Data submitted to the City in response to a RFP are private or nonpublic data until the responses are opened. Once the responses are opened, the name of the responder becomes public. All other data in a responder's response to a RFP are private or nonpublic data until completion of the evaluation process. "Completion of the qualification process" means that the City has entered into a contract with the selected consultant. After the City has completed the

evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in Minn. Stat. 13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response. Proposals submitted in response to a RFP become the property of the City and will not be returned.

III. EVALUATION CRITERIA

A. Criteria for Award

Award shall be made to the responsible proposer whose informational response is determined to be the most advantageous to the City, taking into consideration costs to the City and the level of services provided.

Responses will be evaluated by a committee of City Staff and other City representatives. Proposals will be evaluated using the following factors:

1. The proposer's qualifications, including the proposer's experience, financial strength and demonstrated ability to develop a successful partnership with the City of Big Lake in developing a community brand and identity design.

2. The proposer's relevant experience, including a track record in visual identity development and level of experience in working with public sector clients.

3. The proposer's demonstrated understanding of the City's needs as outlined in the RFP and the quality of the proposer's plan for developing a community brand and identity design.

4. The visual appeal of any representative work.

5. The proposer's availability to start the project immediately upon award of contract and ability to keep the project on track and to meet agreed upon deadlines.

6. Fee proposal and the total cost to the City.

7. Other projected benefits to the City of Big Lake from the proposal.

B. Process

1. A committee of City Staff and other City representatives will review the proposals against the criteria in this RFP and rank those informational responses. Submissions will

first be examined to eliminate those which are clearly non-compliant to stated requirements. At its option, the committee may invite one or more proposers for an interview and explanation of their proposed ability to respond to the requirements of the City. The City may require that the project manager and any other key individual(s) for the project participate in the interview process. Proposers will be expected to pay for any costs they incur for the interview process along with any costs associated with preparing and transmitting informational responses.

2. The City reserves the right to ask for additional information or clarification of the submission from any or all proposers.

3. If determined fiscally responsible and attractive to the City, the City will make a final award to the selected consultant and will prepare a contract for the consultant's services. The City will require use of its standard contract terms and conditions, which are available upon request. The selected consultant must be willing to sign a contract that incorporates the RFP, the consultant's response to the RFP and any other terms negotiated by the parties. The term of the contract to be awarded under this RFP will be from the date executed by all parties until services are complete.

IV. SELECTION SCHEDULE

The City of Big Lake anticipates it will maintain the following schedule for the consultant selection:

Issue RFP:	January 10, 2020
Questions Due:	January 31, 2020
Proposals Due:	February 07, 2020
Interviews:	Week of February 10, 2020
Council Approval:	February 26, 2020

AGENDA ITEM

Big Lake City Council

Prepared By: *Hanna Klimmek, Community Development Director*	***Meeting Date:*** 1/8/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6G**
Item Description: *Resignation of City Planner Michael Healy*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *Deb Wegeleben, Finance Director*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be accepting the resignation of City Planner, Michael Healy, effective January 17, 2020.

BACKGROUND/DISCUSSION

City Planner, Michael Healy, has accepted a planning position with the City of South St. Paul. His last day with the City of Big Lake will be on January 17, 2020. Michael began his employment with the City of Big Lake on January 25, 2016 and since that time has made huge contributions to Big Lake Community Development.

We wish Michael the best in his new role with the City of South St. Paul!

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends accepting the resignation of City Planner, Michael Healy.

ATTACHMENTS

N/A

AGENDA ITEM
Big Lake City Council

Prepared By: *Gina Wolbeck, City Clerk*	***Meeting Date:*** 1/8/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6H**
Item Description: *Set Council Gathering – Big Lake Chamber of Commerce Vendor Show*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *N/A*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be setting a Council Gathering on Saturday, March 21, 2020 from 9:00 a.m. to 12:00 p.m. at the Big Lake High School located at 501 Minnesota Avenue. This gathering is for the Big Lake Chamber of Commerce and Industry Vendor Show. No Council action will take place at this event.

BACKGROUND/DISCUSSION

Staff is requesting that Council call for a Special Council Gathering on Saturday, March 21, 2020 from 9:00 a.m. to 12:00 p.m. at the Big Lake High School located at 501 Minnesota Avenue. This gathering is for the 2020 Big Lake Chamber of Commerce and Industry Vendor Show. The City and BLEDA share a booth at the Expo and sign-up sheets will be passed out in the coming weeks.

As there may be a quorum of Council Members in attendance at this community event, Council is being asked to call for a Special Gathering to ensure compliance with the Open Meeting Law requirement. No Council action will take place at this event.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A

AGENDA ITEM

Big Lake City Council

Prepared By: *Deb Wegeleben, Finance Director*	***Meeting Date:*** 1/8/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6I**
Item Description: *Financial Policy Amendments*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *N/A*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the amendments to the City of Big Lake Financial Policies.

BACKGROUND/DISCUSSION

For many years the City has always processed claims weekly and mailed out the checks weekly. The list of claims has always been approved by Council, however the checks have already been mailed out prior to the council meeting. Staff is in the process of updating the financial policy of the City to include cash disbursements and just wanted to verify that in fact Council still would like to proceed with past practices or if they would like to change practices.

A possible change could be to process accounts payable still weekly but to not mail any checks out until after the Council approves the claims. At the December 11, 2019 Workshop, Council discussed the need to send out our payments in a timely manner and to continue following our current process of weekly processing of payments.

In addition, Council directed staff to add the recently approved BLEDA Sewer Access Charge (SAC) Subsidy Policy to the City's Financial Policies.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

To approve the recommended amendments to the City of Big Lake Financial Policies.

ATTACHMENTS

Amendments to the City of Big Lake Financial Policies

Cash Disbursements

PURPOSE
The goal of the City is to safeguard the assets of the city and to ensure an appropriate level of fiduciary responsibility.

Policies for cash disbursements:

- All invoices must be approved and coded by the appropriate Department Director and submitted to the Finance Director for payment.

- The Accounting Technician is responsible for the creation of checks from the payment batches and mailing out checks. In the absence of the Accounting Technician, the Payroll Accounting Clerk or Finance Director may code and record payments. Checks are processed weekly on Wednesday and mailed out on Friday.

- The Payroll Accounting Clerk verifies each check disbursement run and records the check numbers and total dollar amount of cash disbursement used in the daily subsidiary check register.

- The Mayor and City Administrator are authorized check signers for the City.

- The Payroll Accounting Clerk is responsible for the creation of electronic checks and entering them into the accounting system to record electronic payment activity for the City, as approved by the Finance Director

- All claims are reviewed and approved by City Council.

- The Finance Director is responsible for reconciling accounts payable at year-end.

- Monthly, the Finance Director is responsible to review expenditures to verify coding was correct. The Payroll Accounting Clerk will make the necessary adjustments as needed, which the Finance Director approves.

- At least quarterly, the Finance Department prepares a financial report that is presented to Council. The report shows year-to-date actual versus budget comparisons, for both revenues and expenditures/expenses, for the General Fund and all Proprietary Funds. The report also provides a summary of investments held by the City.

VII. Procedure for Application:

A. A completed application with the application fee in accordance with the current City of Big Lake Fee Schedule shall be submitted to the City. The application will be reviewed by the City staff and the Economic Development Authority.

B. After review and recommendation for approval by the Economic Development Authority (the review body for the City), the City Council shall publish a notice and hold a public hearing on the proposed Abatement.

C. The City Council holds a public hearing concerning the Abatement. It must approve the Abatement by resolution.

D. If the City approves the Abatement by resolution, its staff and/or consultants will draft a development contract.

SAC Fee Subsidy Policy for Lake Shopping Center Development

The City of Big Lake and its Big Lake Economic Development Authority (BLEDA) strive to promote growth in the community. The intention of this policy is to stimulate an increase in tax base and offset the rise in construction costs.

Fourteen (14) SAC Credits were provided to the BLEDA on April 25, 2007 due to a former laundromat that burned down, which was never rebuilt and the redevelopment of the Lake Shopping Center. The intention of the 14 SAC Credits were for the BLEDA to award them to an economic development project(s) within the Lake Shopping Center area.

The 14 SAC Credits fit the legal definition of a business subsidy of $25,000 or more. This prompts a need for a policy that sets performance standards with specific minimum requirements that projects must meet in order to be eligible to receive the SAC fee business subsidy.

This SAC Fee Business Subsidy Policy will dissolve three (3) years after the 14 credits have been awarded to a project(s) and waived. A vesting of three (3) years is to assure the intended purpose and hedge against a use change to a less intensive water/sewer user.

Minimum performance requirements are as follows:

- Waiving the SAC fee will be approved by the Big Lake City Council following a recommendation of approval by the BLEDA.
- The SAC Credits will be issued on a first come, first served basis until the Credits are extinguished.
- Projects that receive SAC Credits must create at least two (2) jobs and pay at least the current minimum wage

- Jobs created must empower and support adults with disabilities to work in the mainstream of community life
- The Developer must agree to promptly pay all other fees and charges imposed by the City in conjunction with construction and shall not otherwise be delinquent of City fees and charges.
- SAC Credits will only be awarded to commercial/retail projects within the Lake Shopping Center area.
- The SAC connection fee will be waived at the time the building permit is issued and construction must begin within 365 days of receiving the SAC waiver.
- Any SAC connection fee waiver will be documented in a written agreement signed by the City and the Developer.
- This policy will dissolve three (3) years after the 14 Credits have been waived.

AGENDA ITEM

Big Lake City Council

Prepared By: *Hanna Klimmek, Community Development Director*	***Meeting Date:*** 1/8/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6J**
Item Description: *SAC Credit Subsidy for The Blackbird Group, LLC – Laundromat Concept*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *Deb Wegeleben, Finance Director*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a $74,550 business subsidy by way of waiving 14 SAC Credits for The Blackbird Group, LLC to be utilized in newly constructing a full-service laundromat at LOT 1, BLK 1 of the Lake Shopping Center Third Addition.

BACKGROUND/DISCUSSION

The Blackbird Group, LLC, a Minnesota limited liability company solely owned by Options, Inc., a Minnesota nonprofit corporation, has asked for the 14 SAC Credits the BLEDA has in its financials. They would like the SAC Credits to be awarded to their new construction project on PID 65-554-0105 (parcel within the Lake Shopping Center Third Addition). The Blackbird Group, LLC plans to newly construct a full-service laundromat on the site currently owned by the BLEDA.

The 14 SAC Credits amount to a $74,550 subsidy. The Blackbird Group, LLC is estimating their total SAC fee will amount to $101,175.

The BLEDA Finance Committee met on Friday, September 20, 2019 to discuss the SAC Credit request. The Committee recommended the BLEDA award all 14 SAC Credits to The Blackbird Group, LLC for their project. The request and recommendation was found to be reasonable due to the fact that the SAC Credits exist due to a former laundromat that burned down and the redevelopment of the Lake Shopping Center. It seems most appropriate for the Credits to be awarded to a laundromat concept in the Lake Shopping Center area.

The BLEDA Finance Committee brought their recommendation to the BLEDA on October 14, 2019. The BLEDA unanimously agreed with the recommendation of providing 14 SAC Credits to The Blackbird Group, LLC and asked that the recommendation be forwarded for City Council approval.

Per the Big Lake City Attorney and statute, the release of the SAC Credits to Parcel 65-554-0105 is equivalent to a subsidy over $25,000, which requires a policy. City Staff and Soren Mattick, City Attorney, fashioned a policy for this type of subsidy to comply with statute.

FINANCIAL IMPACT

Waiver of $74,550 when the Community Development Department issues the building permit.

STAFF RECOMMENDATION

Consider a business subsidy approval of 14 SAC Credits to The Blackbird Group, LLC to be utilized in newly constructing a full-service laundromat at LOT 1, BLK 1 of the Lake Shopping Center Third Addition.

ATTACHMENTS

N/A

AGENDA ITEM
Big Lake City Council

Prepared By: *Deb Wegeleben, Finance Director*	***Meeting Date:*** 1/8/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6K**
Item Description: *The Sand Creek Group, Employee Assistance Agreement Renewal for 2020*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *N/A*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the renewal of the agreement with Sand Creek Group, LTD.

BACKGROUND/DISCUSSION

Sand Creek Group administers the City's Employee Assistance Program (EAP). This program offers confidential assessment, referrals and brief counseling to city employees and their household members. The program offers up to four sessions of counseling per problem for a yearly total of eight sessions per employee based on the clinical recommendation of an EAP counselor. With each session being comprised of one clinical hour. All of the employees of the City of Big Lake and their family members may contact Sand Creek Group for assessment, brief counsel and when necessary, referral free-of-charge to them. No limit is placed on the number of assessments and referrals made annually. All contact is strictly confidential.

This program also offers a 24 hour telephone crisis intervention as well as a work/life web base resource to help employees manager their work/life issues.

This year the City did include the paid on call fire department due to the nature of the service that the department provides the City, which did increase the total cost of the contract over 2019.

FINANCIAL IMPACT

The annual EAP contract cost is $2,325, which was budgeted in the approved 2020 budget.

STAFF RECOMMENDATION

Approve the renewal of the agreement with Sand Creek Group and authorize staff to pay the $2,325 contract cost.

ATTACHMENTS

Employee Assistance Agreement with The Sand Creek Group, Ltd.

RETAIN ONE COPY FOR YOUR RECORDS

Employee Assistance Agreement
between
Sand Creek EAP, LLC
and
City of Big Lake

For contract period: January 1, 2020 to December 31, 2020

I. Services Provided

This Employee Assistance Agreement includes the following services:

1. Employee and Supervisory orientation to familiarize your employees with the services available to them. Delivery method will be discussed at time of contract implementation. Delivery methods include: in-person, webinar and website access to on-line video.
2. Electronic and printed promotional materials that include: brochures, wallet cards, posters and a quarterly newsletters to keep your Employee Assistance Program "EAP" visible to your employees and their families. Promotional materials are available in both English and Spanish.
3. Worksite visits from an EAP representative to continually evaluate the status of the program and your satisfaction.
4. Employee assistance personnel policy development and consultation.
5. Full service coverage for employees and their family members.
    a. Employees are defined as the following:
        i. Full-time employees.
        ii. Part-time employees
        iii. Fire Fighters
    b. Family members are defined as the following:
        i. Spouse or domestic partner.
        ii. Dependents living inside of the household.
        iii. Dependents living outside of the household.
6. Confidential assessment, referral and brief counseling to be provided to all employees and their family members by certified counselors.
    a. Up to Four (4) sessions of counseling based on the clinical recommendation of EAP counselor. Each session being comprised of one clinical hour.
    b. All of the employees of City of Big Lake and their family members may contact Sand Creek EAP for assessment, brief consultation and when necessary, referral.
    c. No limit is placed on the number of assessments and referrals made annually. All contact is strictly confidential.
7. 24-hour telephone crisis intervention.
8. Chemical dependency case management and relapse prevention.
9. Financial counseling.
10. Legal consultation and referral.
11. Web based Work Life Wellness resource, including child care and elder care resources.

II. Coordination of Services

City of Big Lake agrees to work with the EAP representative in informing its employees of this Agreement and the services which are available to them.

III. Use of Name

City of Big Lake agrees to allow Sand Creek EAP, LLC to list City of Big Lake as a customer on promotional materials.

IV. Eligibility

EAP is a service intended to provide short term assessment and brief counseling services to a wide variety of personal and work-related stressors. The service is intended to evaluate relevant information regarding the history of the concerns brought to the EAP by the client, the current status of the concerns and the impact they are having on the client. The EAP's goal is the construction of an action plan to help the client(s) deal with their concerns in a successful fashion. Sometimes the action plan can be successfully implemented exclusively within the EAP. In other cases, the action plan may entail referring the client to a variety of community resources that can provide longer term or specialized services that are beyond or outside the scope of the EAP.

The EAP benefit is focused on the individual client whenever an employee or covered family member runs up against individual events, conditions or circumstances that don't envelop other members of the family system. In that case, the individual client is eligible to use up to a certain number of counseling sessions clearly defined in the EAP contract. When an event (e.g. – marital/relationship struggles; divorce; death of a family member; etc.) impacts part or all of an entire family unit, the EAP benefit is available for all family members to use collectively in the initial stages of addressing the impact of that family event. The EAP sessions are intended to define a broader plan of action that includes all involved family members. In many situations that involve multiple family members, the variety of counseling and emotional support needs that exist oftentimes goes beyond the EAP benefit. When that is the case, our goal is to help all impacted family members utilize the EAP benefit in a collective fashion to help guide them towards additional support and counseling services, either individually or as a family.

V. Employee Participation

A policy of the EAP is that an employee's participation in the EAP will affect neither future employment, nor advancement, nor protect such employee from disciplinary action for continued substandard performance.

VI. Reporting

Sand Creek EAP, LLC will provide quarterly reports on program utilization.

No information on individual employees will be released outside of Sand Creek EAP without the written consent of the employee.

VII. Retainer Cost

The annual retainer charged by Sand Creek EAP, LLC for the employee services is as follows:

Term of Contract: Start Date to End Date	January 1, 2020 to December 31, 2020
Number of employees:	93
Cost per employee per year:	$25.00
Annual EAP Contract Cost:	$2,325.00

Sand Creek EAP, LLC will bill annually at the beginning of the contract year. We will request employee counts one month prior to billing.

VIII. Optional Services

As a current EAP customer, you are eligible for Organizational Assistance Program (OAP) services at a discounted rate. For OAP services, please see the current OAP Service Catalog.

IX. Fee for Ongoing Counseling

Payment for any ongoing counseling services beyond the initial assessment screening will be the responsibility of the employee/family member.

X. Modification or Termination of Contract

This contract may be modified in writing at any time by the mutual consent of the parties.

Either City of Big Lake or Sand Creek EAP, LLC may cancel this agreement at any time upon 90 day notice, in writing, to the other party. City of Big Lake will be responsible for all fees of Sand Creek EAP, LLC and costs incurred by Sand Creek EAP, LLC Pursuant to this Agreement, through the date of termination.

XI. HIPAA Compliance

Sand Creek EAP, LLC has implemented and is in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA, public law #104-191) and its amendments.

XII. Insurance

Sand Creek EAP, LLC shall maintain, throughout the term of this contract, professional liability and such other insurance as shall be sufficient to insure its obligations under this contract, and shall provide evidence of that insurance to City of Big Lake upon its request.

XIII. Indemnification

Each party shall indemnify and hold the other party harmless from and against any and all losses, claims, liability, damages, expenses or other obligations (including, without limitation, reasonable attorney's fees) incurred by the other party and their respective officers, directors, employees, and other agents arising out of (a) the party's negligence or intentional misconduct or omissions; or (b) party's breach of this Agreement.

XIV. General

Neither party may assign this Agreement without the other party's prior written consent. This Agreement is governed by the laws of the State of Minnesota. If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, the other provisions of this Agreement will remain in full force and effect. Any provision of this Agreement held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable. This Agreement contains the entire agreement and understanding of the parties concerning the subject matter of this Agreement.

City of Big Lake	Sand Creek EAP, LLC Tod Deming Executive Director
Signature Date	Signature Date

Sand Creek
WORKPLACE WELLNESS

610 North Main Street, Suite 200 Stillwater, MN 55082 | 651.430.3383 | 888.243.5744 | www.sandcreekeap.com

Sand Creek
WORKPLACE WELLNESS

PO Box 1167, Wilkes-Barre, PA 18703
Email: Billing@SandCreekeap.com
Fed ID: 41-1776423
Invoice No: **SDC835-IN**

Invoice

Bill To:

City of Big Lake
160 Lake Street N
Big Lake MN 55309
United States

Date: 12/19/2019

Account Number: 9409442 City of Big Lake

Terms Net 30

Memo: Annual EAP Billing : January 1, 2020 to December 31, 2020

Comment	Date of Service	Charge Description	Amount
93 employee x $25.00 pepy		Sand Creek EAP Services	$2,325.00
		Total	$2,325.00

PLEASE RETURN COPY WITH PAYMENT - MAKE PAYABLE TO: SAND CREEK EAP LLC.
PO Box 1167, Wilkes-Barre, PA 18703
Email: Billing@SandCreekeap.com
Billing Inquiries Call 272-268-4099 (9AM-12 Noon or 1PM-4PM EST)

AGENDA ITEM

Big Lake City Council

Prepared By: *Gina Wolbeck, City Clerk*	***Meeting Date:*** 01/08/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6L**
Item Description: *New Therapeutic Massage License – Jianhua Shi at Lily's Massage located at 635 Rose Drive*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *Joel Scharf, Police Chief*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a Resolution approving a Therapeutic Massage License to Jianhua Shi at Lily's Massage located at 635 Rose Drive, Ste. 4 contingent upon completion of a satisfactory background investigation.

BACKGROUND/DISCUSSION

Staff has received an application for a Therapeutic Massage license for Jianhua Shi to practice Therapeutic Massage at Lily's Massage located at 635 Rose Drive, Ste. 4, Big Lake, MN.

The license application fee of $100.00 has been fully paid and a background check is in process through the Big Lake Police Department. Approval of the license should be contingent upon completion of a satisfactory background investigation.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

It is staff's recommendation that Council approve a Therapeutic Massage license to the applicant listed above contingent upon completion of a satisfactory background investigation.

ATTACHMENTS

Resolution

For Office Use Only	
Application/Fee Received By:	[illegible]
Fee Amount Paid:	100.00
Date Received:	01/02/20

THERAPEUTIC MASSAGE PRACTITIONER
LICENSE APPLICATION

(Type or Print)

*****Application will not be accepted if required fee is not paid *****

Applicant Name Tianhua (First) NA (Middle) Shi (Last) N/A (Maiden)

Home Address 7716 Spruce Dr. (Street) Princeton (City) MN (State) 55371 (Zip)

Telephone Number ( ) ____

Date of Birth / /

How long have you worked as a massage practitioner? 3 years

List place(s) of employment in this field for the past five (5) years:

Thai Massage 01/10/2018 – 12/18/2018

Chang Massage 09/01/2017 – 12/15/2018

List your present employer, address, and telephone number:

Thai Massage, 5524 W Broadway Ave, Crystal, MN 55428 (763) 208-3897

Chang's Massage, 246 2nd Ave S. Waite Park MN 56387 (320) 310-0641

Have you worked as a massage therapist in another municipality? Yes ☒ No ○

If Yes: Where? Crystal, MN 01/10/2018 – 12/18/2018

When? Waite Park, MN 09/01/2017 – 12/15/2018

Have you ever been convicted of any felony, crime, or violation of any city ordinance other than traffic related? Yes O No ✓

If Yes, please complete the following:

Date of arrest _____ Municipality of arrest _____

Charge _____

Date of conviction _____ Sentence received _____

Have you ever had a license denied, revoked, or suspended? Yes O No ✓

If Yes, please complete the following:

Where? _____ When? _____

Type of license _____

Reason for revocation: _____

Have you ever been committed for one of the following: Yes O No ✓

Psychological problems _____ Inebriation _____ Drug Use _____ Alcohol Use _____

Other _____

At what location(s) in the City will you perform massages?

_____

_____

Will you be leasing property for therapeutic massage business: Yes O No ✓

If Yes, please provide the owner's name, address, and phone number:

Working for Kuling Qin @ Lily's Massage @ 635 Rose Dr, BL, MN

Name Address Telephone

List the name and address of two (2) persons who are residents of Sherburne County who can attest to your character:

David ~~Sudeen~~ ~~Sandeen~~ 20271 County 14 NW Big Lake MN 55309

Name Address Telephone

Steve Schmidt Becker, MN

Name Address Telephone

Please provide your principal address for the last 10 years?

2316 Spruce Dr. Princeton, MN 55371

Street City State Zip

Have you ever received formal training in massage? Yes ✓ No O

If Yes, please complete the following:

Name of School & Address: University of Western California

Address of School: 3550 Wilshire Bl. Suite 250, LA CA 90010

Dates Attended: 8/3/2014 – 9/12/2014

Total Hours of Training: 560

Type of Diploma Received: Massage Therapy

By Whom is the School Accredited: WASC Senior College and University commission

Please read the following statements carefully. By signing below, you agree to and are bound by each item:

- I have received from the City of Big Lake a copy of the Therapeutic Massage Ordinance and will familiarize myself with its provisions.
- I understand that a criminal conviction will not bar me from obtaining a license unless the conviction is directly related to the occupation for which the license is sought and there is no showing of sufficient rehabilitation and present fitness to perform the duties of the occupation. I understand that failure to reveal a criminal conviction is falsification of the application and constitutes grounds for denial of the license.
- The information I have provided on this application is truthful. I authorize the City of Big Lake to investigate the information and contact persons/organizations named on this application.

Signature of Applicant Tianhua Shi Date 01/02/2020.

Attach along with this application:

1. Evidence of the applicant's educational qualifications, including originals or certified copies of degrees, diplomas, and certificates from a certified school, and where training was received (only required for new applicants).
2. A recent photograph of yourself.
3. Birth certificate or naturalization papers (only required for new applicants).
4. Payment of required non-refundable fee (as per attached Fee Schedule).

UNIVERSITY OF WESTERN CALIFORNIA

3550 Wilshire Bl., Suite 750
Los Angeles, California 90010

OFFICE OF THE REGISTRAR
Issued 9/12/2014

Massage Therapy

Student Name: Shi, Jianhua **S.S.N.:** 672-52-3684 **Start Date:** 3/3/2014
Student ID: **Date of Birth:** 9/17/1963 **GraduationDate:** 9/12/2014
Address: 19877 Calle Lago, Walnut, CA 91789 **Sex:** **Telephone:**

Course #		Course Description	Grade	Completed Hours
MT	100	Fundamental of Massage	A	60
MT	101	Anatomy & Physiology	B	130
MT	102	Pathology	C	40
MT	103	Western Massage Techniques	C	70
MT	104	Eastern Theory and Practice	B	70
MT	105	Basic Spa Technique & Aroma Therapy	B	10
MT	106	Deep Tissue Theory & Application	B	30
MT	107	Sports & Specialized Massage	B	30
MT	108	First Aid & CPR	A	10
MT	109	Business & Ethics	B	20
MT	110	Student Clinic	P	10
MT	111	Contraindications	C	10
MT	112	Kinesiology	B	40
MT	113	Health, Hygiene & Wellness	A	10

Total Completed Hours **540**

OFFICIAL REGISTAR SIGNATURE IN BLUE	OFFICIAL STUDENT ACADEMIC RECORD	Grading System
Janet L. Lee	This officially signed sealed transcript is printed on light beige paper. A black and white copy is invalid	A=(4)EXCELLENT B=(3)GOOD C=(3) SATISFACTORY D=(1)POOR F=(0)FAIL I(0) INCOMPLETE P=PASS

PURSUANT TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 THIS RECORD CANNOT BE REALEASED TO A THIRD PARTY WITHOUT THE WRITTEN CONSENT OF THE STUDENT

CITY OF BIG LAKE
MINNESOTA

A general meeting of the Big Lake City Council, Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. at Big Lake City Hall, Big Lake, Minnesota, on Wednesday, January 8, 2020. The following City Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member and seconded by Council Member .

BIG LAKE CITY COUNCIL
RESOLUTION NO. 2020-XX

A RESOLUTION APPROVING
THERAPEUTIC MASSAGE LICENSE

WHEREAS, on April 9, 2003, the City Council of the City of Big Lake (the "City") amended Chapter 3 of the City Code to include Section 395, Therapeutic Massage; and

WHEREAS, Jianhua Shi has submitted a license application to perform therapeutic massage at Lily's Massage at the location described as 635 Rose Drive, Suite 4, Big Lake, MN.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, that the above listed individual is hereby authorized to perform therapeutic massage at the respective location as designated through December 31, 2020 contingent upon the following conditions:

1. Receipt of the required licensing fees from applicant.
2. Receipt of completed application.
3. Satisfactory results from the applicant's background investigation.
4. Recommendation of approval received from the Big Lake Police Chief and the City Administrator.

Adopted by the Big Lake City Council this 8th day of January, 2020.

_____

Mike Wallen, Mayor

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 January, 2020 by Mike Wallen and Gina Wolbeck, the Mayor and City Clerk respectively of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

_____

Notary Public

AGENDA ITEM
Big Lake City Council

Prepared By: *Joel Scharf, Chief of Police*	***Meeting Date:*** 1/8/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6M**
Item Description: *Request to Appoint Police Officer Tyler Hecht*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *Deb Wegeleben, Finance Director*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council is approving the appointment of Tyler Hecht to the position of full time Police Officer effective January 1, 2020.

BACKGROUND/DISCUSSION

The 2020 Police Budget included funding for an additional Police Officer. The Big Lake Police Department had initiated a selection process for this position, and an eligibility roster for future vacancies. Because there were currently several agencies recruiting law enforcement officer positions in Minnesota, and there was not a second City Council Meeting in December, approval to appoint the selected individual at the earliest possible time was granted by City Council December 11th.

The person selected for this position was Tyler Hecht. Officer Hecht served as a Police Officer for the City of St. Cloud for one year, and the City of Becker for one year. Officer Hecht began his service to the residents of Big Lake January 1, he will be a perfect with the Big Lake Police Department.

FINANCIAL IMPACT

Budgeted item.

STAFF RECOMMENDATION

Approve appointment of Tyler Hecht.

ATTACHMENTS

N/A

AGENDA ITEM

Big Lake City Council

Prepared By: *Sara Woolf, AICP, Consultant Planner*	***Meeting Date:*** 1/8/2020	***Item No.*** **7A**
Item Description: *Station Street Apartments Development Application for PUD, Preliminary Plat, Rezone, Preliminary Site and Building Plan*	***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
	Reviewed By: *Michael Healy, City Planner and Hanna Klimmek, EDFP, Community Development Director*	

120-DAY REVIEW DEADLINE: February 29, 2020

ACTION REQUESTED

The City Council is asked to make a motion approving or denying the following with conditions as presented:

- **A Resolution approving the Station Street Apartments Preliminary Plat, Site and Building plan, and Development Stage Planned Unit Development.**

BACKGROUND/DISCUSSION

APPLICATION:
Kuepers Inc., the applicant, has submitted a development application requesting the following:

- Preliminary Plat approval
- Development Stage Planned Unit Development
  - A rezone to T.O.D, Planned Unit Development
- Preliminary Site Plan and Architecture approval

The applicant submitted a complete application on November 01, 2019. State Statute dictates that the City must act upon a development application within 60 days of the receipt of a complete application. The City can extend the review for an additional 60 days, if needed, by providing written notice to the Applicant. Staff sent a letter to the Applicant on November 13th extending the review to February 29, 2019. This was deemed necessary due to an amended City Council meeting schedule in December due to the winter holidays. Any additional extensions of the review would require a written request from the Applicant.

BACKGROUND:

The Planning Commission and City Council reviewed a concept plan for the Applicant's apartment complex project in October of 2019 and the concept plan was positively received. Neither the Planning Commission nor the City Council provided substantial comments to the applicant. The concept has not changed substantially since that review. However, there were some minor changes to parking, phasing and landscaping discussed in detail below.

PROPOSED DEVELOPMENT:

The subject application is for an apartment complex development, known as "Station Street Apartments" that would include three 35-unit apartment structures on 7.8 acres of vacant land for a total of 105 units. As part of the development request, the applicant is requesting to subdivide the subject parcel to create three lots and one outlot:

- A 140,521 sq. ft. lot (Lot 1),
- A 118,757 sq. ft lot (Lot 2),
- A 58,081 sq. ft. lot (Lot 3), and
- a 3.3 acre outlot, known as Outlot A.

The three buildable lots are each to be developed as part of an overall development concept for a 3-structure, market-rate apartment community, and the outlot will remain with the original owner and remain undeveloped.

Phasing:

The development is proposed to be constructed in three phases, with one structure to be completed in each phase. The applicant will be required to provide additional phasing plans to show the phasing of construction, including the phasing of parking, landscaping and amenities.

DEVELOPMENT APPLICATION ANALYSIS

PROPERTY CHARACTERISTICS:

The existing 11.82-acre property is currently vacant agricultural land. There are no existing structures on the site. The parcel lies directly south of the Big Lake Park-and-Ride and the Northstar Train Station and west of Station Street NW. The property is zoned Agricultural and is enrolled in the Green Acres program, a property tax deferral program established for qualifying agricultural properties pursuant to Minnesota Statute 273.111, the Minnesota Agricultural Property Tax Law.

EXISTING ZONING AND LAND USE:

Zoning	A – Agricultural
Future Land Use	High Density Residential-PUD
Existing Land Use	Vacant Land - Agricultural
Topography	Relatively flat with minor topography changes

SURROUNDING ZONING AND LAND USE:

Direction	Zoning	Future Land Use Plan	Existing Land Use
North	I-1	Commercial	Big Lake Station Park-and-Ride
South	Agricultural (County)	Mixed Use	Agricultural
East	T.O.D.	Mixed Use	Vacant – Agricultural and Northern Star Apartments
West (Across County Road 43)	R-1 Single Family Residential Estate	Single Family Residential	Wrights Crossing neighborhood

REZONING REQUESTED:

The parcel is currently zoned A – Agricultural. However, the parcel is located within the T.O.D. district that surrounds the Northstar Train Station. The T.O.D. district "Station Zone" includes lands generally within one quarter (¼) mile of the rail station (as depicted in the Comprehensive Plan/Transit-Oriented Development Design Manual/Master Plan, see Attachment E) and serves as the focal point of the TOD area. Within this zone, transit-oriented commercial uses and high-density apartment-style housing are intended to be the primary features.

Section 1068.03 of the code states that multiple family residential developments containing 10 or more dwelling units per acre is an allowed use within the "Station Zone." At 105 units on 7.8 acres, the proposed development equates to 13.5 units/acre gross and therefore meets the code definition as an allowable use.

The applicant is requesting a rezoning to planned unit development in order to receive flexibility on a number of items required by the Zoning and Subdivision ordinances. The proposed flexibilities are discussed below.

PROPOSED PRELIMINARY PLAT:

The Applicant is proposing to take the existing 11.8-acre lot and subdivide it to create an apartment community comprised of 3 buildable lots, and an outlot:

- The proposed plat would be called "STATION STREET APARTMENTS."
- Lot 1 will consist of a single 3-story, 35-unit apartment building, accessory surface parking, 20 garage stalls in two garage structures, a pool building, outdoor pool and recreation area on 3.23 acres.
- Lot 2 will consist of a single 3-story, 35-unit apartment building, accessory surface parking and 20 garage stalls in two garage structures on 2.73 acres.
- Lot 3 will consist of a single 3-story, 35-unit apartment building, accessory surface parking and 20 garage stalls in two garage structures on 1.33 acres.
- The proposed plat would create a 3.3 acre "OUTLOT A"
- The proposed plat would dedicate 1.2 acres for the Right-of-way for County Road 43.

- Per City Code, outlots are not buildable. The Applicant will not be permitted to build any structures on any of the outlots until a preliminary plat, final plat, and PUD amendment has been approved.

PROPOSED SITE PLAN

Lot Coverage

The applicant is proposing total impervious coverage of 46.4% for Lot 1 (Phase 1), 50.4% for Lot 2 (Phase 2) and 63.0% coverage for Lot 3 (Phase 3). In the T.O.D. District, a minimum Lot Coverage of 60% of the net lot area is required. This lot coverage may be reduced if a minimum of 40% of the lot is developed as improved public open space. The code also states a maximum lot coverage requirement of 85% of the net lot area. This lot coverage may be increased to 100% for mixed use buildings.

As proposed, only Lot 3 (Phase 3) of the proposed development meets the minimum impervious surface requirement and Lots 1 and 2 will need to be granted PUD flexibility.

Setbacks

The site plan shows a 12-foot setback from the County Road 43 NW right-of-way to accessory garage structures and setbacks of over 30 feet to accessory garage structures or apartment buildings from Station Street, Forest Road, and adjacent lots:

Setback	Type	Setback Proposed	Setback Required	Compliance with Code
Northern property line abutting Northstar Train Station Parking Lot	Side Yard	35’ to accessory structure	25’ max	**Does not comply; requires flexibility**
Southern Property line abutting Forest Road	Front Yard	30’ to accessory structure	5’-25’ max	**Does not comply; requires flexibility**
Eastern property line abutting Station Street	Front Yard	35’ to primary structure	5’-25’ max	**Does not comply; requires flexibility**
Western property line abutting County Road 43 NW	Front Yard	12’ to accessory structure	5’-25’ max	**Complies**

The site plan orients the “front” of the complex onto Station Street. However, three sides of the proposed site abut roadways and so three “front yards” exist. Furthermore, because of the 3-lot configuration proposed, a number of parking areas and accessory garage structures are located within front yards.

The pool structure is 17.6 feet from an interior lot line. The code requires a minimum rear yard setback of 15 feet. The proposed structure meets code standards.

Building Height

The applicant is proposing a building height of approximately 41 feet. The code requires a minimum building height of two stories or 30 feet and a maximum of five stories or 60 feet, whichever is less, except as is allowed through the Conditional Use Permit process. The proposed building height meets code standards.

Sidewalks

The concept plan does not currently show a sidewalk along County Road 43 NW. The code requires that sidewalks not less than five feet in width be constructed along the frontage of all public streets. However, a sidewalk currently exists along both Station Street and Forest Road and on the opposite side of County Road 43 NW. The concept also shows a sidewalk to be constructed on the interior lot line between Lots 1 and 2 and Lots 2 and 3.

Parking

The site plan proposes parking to be provided for each structure by a surface lot and accessory garage structures shown in the following table:

Site	Minimum Parking Spaces Required	Maximum Allowed Parking	Garage Spaces Required	Surface Stalls Proposed	Garage Stalls proposed
Total	105	210	61	168	60

In the T.O.D. District "Station Area," one parking stall is required for each dwelling unit and a maximum of two parking stalls per unit is allowed as a permitted use. Up to three parking stalls per unit may be allowed by Conditional Use Permit. Any parking that is provided beyond 1.5 stalls per unit shall be in a garage or parking structure.

For the development as a whole, a minimum of 105 parking spaces is required, and a maximum of 210 parking stalls is permitted unless a CUP or flexibility is obtained. The applicant is proposing 218 stalls for the project and is therefore seeking PUD flexibility for parking to allow for the following:

- 2.1 parking stalls per unit
- 60 garage stalls, where 66 are required by code.
- Parking lots located within front yards or other yards which abut public streets, whereas the code states that parking lots shall not be located within front yards or abutting a public street.

Bicycle Racks

The applicant is proposing to provide 15 bicycle parking spaces, in three groups of five spaces each located by an apartment building. Bicycle parking is required at a rate of 1 bicycle parking space per 15 parking spaces. In total, 15 bicycle parking spaces would be required for all three phases and the project complies.

Landscaping

The City's zoning ordinance requires a landscaping plan with every multiple-family residential development application. The Code requires that all multiple-family residential uses provide one tree per dwelling unit. The proposed plan has 105 dwelling units which will require a minimum of 105 trees.

The Code states that at least 50% of the required tree must be actual trees. The remaining 50% can be replaced with ornamental trees or shrubs at a rate of 3:1. At least 25% of the trees must be deciduous and at least 25% must be coniferous.

The applicant has provided a landscape plan for the development of all three lots. The landscape plan concentrates the plantings around the three apartment buildings, in the open space courtyard area and adjacent to the west, south and north property lines. A total of 86 trees, 24 ornamental trees (equivalent to 8 trees) and 297 shrubs (equivalent to 99 trees) are proposed with the landscape plan. The plan exceeds the minimum landscaping requirements.

The applicant has not indicated a phasing plan for the landscaping at this time, but it is assumed that the landscaping provided for each lot will be installed during the development of that lot.

Utilities

The applicant is proposing to connect to municipal water and sewer by accessing the existing services available from Station Street. The code requires that all new utilities shall be placed underground. The new utilities will be placed in drainage and utility easements to allow access for future maintenance.

Lighting

The applicant is proposing to install lighting for the parking lot and walkways. The code limits lighting and glare to no greater than one-foot candle when measured at the right of way and 0.4-foot candles when measured at the property line. The photometric plan provided by the applicant does not meet the standard at the right-of-way line for Station Street and a revised lighting plan which shows compliance with the ordinance is required.

Building Design Standards

The apartment structures as proposed will be a mix of vinyl lap siding (shades of grey, tan and red), vinyl shakes and a simulated stone veneer.

Within the T.O.D. District, the architectural style and materials of all buildings are recommended to be consistent with the general guidelines of the Big Lake Downtown Design Standards and the Downtown Design Standards-Transition Zone, but the General Building Regulations of Section 1040 of the Zoning ordinance are required. The Downtown Design Standards require that building facades are primarily brick and glass on facades adjacent to a public street. Section 1040 of the Zoning ordinance requires that at least 50% of each exterior elevation of a building, exclusive of windows, entrance doors, garage doors or roof areas, must be constructed of brick or stone, or equivalent material approved by the City.

The applicant provided building material calculations for the proposed apartment and accessory parking structures. Each apartment building is comprised of 28.8% stone veneer across all elevations and each accessory structure is comprised of 22% to 30% stone veneer, depending on the length of the garage

structure. As proposed, the building elevations require flexibility from the architectural design standards found in the Big Lake Downtown Design Standards and the General Building Regulations of Section 1040 of the City Code. Although vinyl siding is a permitted material, the artificial stone would need to comprise at least 50% of all building facades to meet the code requirements.

The plan meets the remaining building design requirements in the T.O.D. Station district, including requirements for façade modulation for facades over 50 feet and building articulation on the line between the ground and upper levels with a cornice, canopy, balcony, arcade or other visual device.

The applicant provided elevations for the pool building. The building will be constructed out of concrete masonry units (CMU) that will match the grey and tan colors of the apartment buildings.

Recreation Areas

The applicant is proposing a pool area and a playground area as part of the overall development. Section 1040.05 of the City Zoning Ordinance requires that each multiple family apartment building or complex of 20 or more dwelling units shall include visually defined or fenced active recreation areas of 2,000 square feet plus an additional 50 square feet per unit for over 20 dwelling units.

With 105 proposed units, the overall development will require an additional 4,250 square feet of recreation area, for a total area of 6,250 square feet. These requirements may be reduced, at the City Council's discretion, for projects in the TOD District's Station Zone which are built in accordance with the TOD District's zoning requirements and have lot coverage levels that do not allow for full compliance with this provision. The site plan, however, does not adhere to the lot coverage levels within the Station Zone and therefore should be held to the recreation area standard. The applicant is providing 32,000 square feet of recreation area in the courtyard located between the apartment buildings. This exceeds the minimum requirement for recreation area space.

Signage

One monument sign is shown on the site plan. Freestanding signs, as defined by the Big Lake Sign Ordinance, are expressly prohibited in the Station Zone and flexibility will be required for the proposed monument sign. The monument sign is proposed to be adjacent to Station Street and is 18 square feet and 5' 5" tall, which is consistent with the standards for ground monument signs. The sign location will need to meet the 10-foot setback from the property line.

PUD FLEXIBILITY REQUESTED:

PUD Justification

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

1011.01: PURPOSE:

Subd. 1. *Provide a development pattern in harmony with the objectives of the Comprehensive Plan. (The PUD process is not intended only as a means to vary applicable planning and zoning principles).*

Subd. 5. *Provide for flexibility to the strict application of the land use regulations in this Ordinance in order to improve site design and operation, while at the same time incorporating design elements (e.g., construction materials, landscaping, lighting, etc.) that exceed the City's standards to offset the effect of any deviations.*

Subd. 9. *Result in an efficient use of land resulting in smaller networks of utilities and streets thereby lowering development costs and public investments.*

Subd. 10. *Ensure the establishment of appropriate transitions between differing land uses.*

Subd. 11. *Promote the creative use of the land and related physical development which allows a phased and orderly transition of varying land uses in close proximity to each other*

PUD Format

The City Attorney's office has advised City Staff not to process PUD approvals as CUP's as the City has done in the past. The City Attorney's Office is advising that, going forward, all of the City's PUD's be processed as "Rezone to PUD." The City Attorney's stance is that the rezoning process is "cleaner," leaves better records, and is preferable because it is a legislative action while CUP's are quasi-judicial actions.

The Zoning Code's PUD ordinance states that PUD's can be processed as either a CUP or a rezone. Staff is processing this project's PUD as a rezone under the guidance of the City Attorney.

Overview of Requested Flexibility

The applicant is seeking the following PUD flexibility with the development stage PUD:

1. Permission to have less than the 60% minimum impervious surface coverage.

2. Permission to have building setbacks that do not meet the 5-foot minimum or 25-foot maximum setback requirements.

3. Permission to have main entrances set back more than five feet from the front property line.

4. Permission to have parking lots and accessory garage structures are located in front yards.

5. Permission to exceed the maximum parking allowed.

6. Permission to construct fewer garage structures than required.

7. Permission to provide building façades below the minimum material standards.

8. Permission to not construct a sidewalk along County Road 43 NW.

9. Permission to not construct pedestrian amenities such as benches, public art, planters, trash receptacles, etc. are not shown to be provided and located along sidewalks and in landscaped areas, open spaces and plazas.

10. Permission to construct a monument sign.

PUD Flexibility Item #1: Impervious Surface Coverage

The TOD zoning district provides the following standards:

1068.05: DIMENSIONAL REQUIREMENTS

a. Minimum Lot Coverage: Sixty (60) percent of the net lot area. This lot coverage may be reduced if a minimum of forty (40) percent of the lot is developed as improved public open space.

b. Maximum Lot Coverage: Eighty-five (85) percent of the net lot area. This lot coverage may be increased to one hundred (100) percent for mixed use buildings.

The applicant's proposed impervious surface coverage is 51% when calculated for all three lots combined. The contributing factors to the lower coverage are a few large stormwater basins and the large green space courtyard between the apartment buildings. These factors are there to meet stormwater and open space regulations and while they do not meet the definition of improved public open space to allow a reduction in the lot coverage requirement, they do meet provide an open space area to achieve a similar goal. If this is deemed to be compatible with the goal of the coverage requirement, staff supports the proposed coverage.

PUD Flexibility Item #2: Building Setbacks

The TOD zoning district provides the following standards:

1068.05: DIMENSIONAL REQUIREMENTS

a. Front Yard: Minimum of zero (0) feet and maximum of five (5) feet for mixed-use and commercial buildings. Minimum of five (5) feet and a maximum of fifteen (15) feet for residential buildings without a mixed-use component. Steps, stoops, ramps or similar features may encroach into the required setback provided they do not extend above the height of the ground floor level of the principal structure. 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 the public street).

The proposed building setbacks are greater than the maximum allowed because all the principal structures have been placed in the center of the lot. The intent to have a maximum structure setback is to promote pedestrian oriented activity. While the structures are setback further than allowed, sidewalks and bike racks have been included at each building to encourage pedestrian activity. Therefore, staff is supportive of the request to allow the increased setback as shown on the plans.

PUD Flexibility Item #3: Main Entrance Setback

The TOD zoning district provides the following:

1068.06: DESIGN STANDARDS:

c. The main entrance of any building shall face the street. The main entrance shall not be set back more than five (5) feet from the front property line, unless a public seating area or plaza is provided in front of the building.

Similar to the increased setback flexibility, the applicant has requested flexibility from the main entrance setback. The purpose of the main entrance standard is consistent with the setback standard and is to promote pedestrian activity. The bike racks and internal sidewalk network that connect to the right of way sidewalk network will promote increased pedestrian activity. Therefore, staff is supportive of the request to allow an increased main entrance setback as shown on the plans.

PUD Flexibility Item #4: Front Yard Parking and Accessory Structures

There is language in the "Accessory Buildings, Structures and Uses" section of the zoning code stating the following:

1020.03: PERMITTED LOCATIONS:

Subd. 1. *Detached accessory buildings shall not be permitted in required or actual (in front of the front building line of the principal structure) front yards except on properties having both street and lake frontage, provided the accessory structure meets the required principal structure setback from the right-of-way. Detached accessory structures may be located in actual side or rear yards, provided the minimum setback outlined in this Section is provided from the side and rear property lines.*

Additionally, the TOD zoning district provides the following:

1068.04: PARKING REQUIREMENTS

1. Surface parking lots shall not be located within front yards or other yards which abut public streets

The applicant's proposed internal location for the apartment buildings creates multiple areas where the accessory garage structures and parking lots are located in the front yard. The purpose of the ordinances limiting the location of the parking and accessory structures is to reduce the visual impact these facilities have on adjacent properties. The applicant has proposed to enhance the rear façade of the accessory structures and has located a portion of the trees to provide additional screening. Staff would recommend allowing the parking lots and accessory structures to be located in the front yard in the locations shown on the plans.

PUD Flexibility Item #5: Maximum Parking

The TOD zoning district contains the following calculation for parking in the Station Zone:

1068.04: PARKING REQUIREMENTS

*b**.** Residential Uses. A minimum of one (1) stall shall be provided per unit. A maximum of two (2) parking stalls per unit is allowed as a permitted use. Up to three (3) parking stalls per unit may be allowed by Conditional Use Permit. Any parking that is provided beyond one and one-half (1.5) stalls per unit shall be in a garage or parking structure.*

The proposed parking plan includes additional parking beyond what is allowed as a permitted use. The parking provided is 2.1 spaces per unit and is allowed as a conditional use in the Station Zone. The PUD allows for flexibility to be provided for the parking rather than applying for a separate conditional use permit. Staff finds the request reasonable and would recommend approval for the additional parking.

PUD Flexibility Item #6: Garage Structures

The TOD zoning district contains the following calculation for parking in the Station Zone:

1068.04: PARKING REQUIREMENTS

b. Residential Uses. A minimum of one (1) stall shall be provided per unit. A maximum of two (2) parking stalls per unit is allowed as a permitted use. Up to three (3) parking stalls per unit may be allowed by Conditional Use Permit. Any parking that is provided beyond one and one-half (1.5) stalls per unit shall be in a garage or parking structure.

The proposed parking plan includes more surface parking than permitted and doesn't provide the required amount of garage or structured parking. The flexibility is minor with a reduction from 61 required garage spaces to the applicant's proposal of 60 spaces. Staff finds that the request is reasonable and would recommend approval of the reduced structure parking.

PUD Flexibility Item #7: Building Façade Materials

There is language in the "General Building Regulations" that states the following:

1040.05: MULTIPLE-FAMILY (APARTMENT) DWELLINGS:

1. Multiple family units of three (3) or more stories shall be constructed of brick or stone or an equivalent material, to be approved by the City, on at least fifty (50) percent of each exterior elevation of a building.

The applicant has proposed building elevations which have less than 50% of the approved building materials. The apartment buildings have 28.8% stone veneer and the accessory garage structures range from 22% - 30% stone veneer. The elevations as proposed maintain a high standard of architectural and aesthetic quality. The buildings will enhance the surrounding area and promote the general welfare for the residents of Big Lake. Staff recommends approval of the reduced building materials consistent with the proposed plans.

PUD Flexibility Item #8: County Road 43 Sidewalk

The TOD zoning district provides the following:

1068.05: DIMENSIONAL REQUIREMENTS

a. Sidewalks not less than five (5) feet in width shall be constructed along the frontage of all public streets.

The applicant has requested to not construct the sidewalk required along County Road 43. In place of the sidewalk the applicant is proposing to plant 21 trees along the property line. Staff finds this an acceptable alternative as there is an existing sidewalk on the opposite side of County Road 43 and the proposed trees will buffer the project from the County Road. Staff recommends approval of the request.

PUD Flexibility Item #9: Pedestrian Amenities

The TOD zoning district provides the following:

1068.06: DESIGN STANDARDS:

b. Pedestrian amenities such as benches, public art, planters, trash receptacles, etc. shall be provided and located along sidewalks and in landscaped areas, open spaces and plazas.

The applicant is not providing amenities such as those listed in the ordinance and has requested flexibility from this standard. Staff recommends approval of the requested flexibility.

PUD Flexibility Item #10: Monument Sign

The TOD zoning district provides the following:

1068.06: DESIGN STANDARDS:

a. Freestanding Signs. Freestanding signs, as defined by the Big Lake Sign Ordinance, are expressly prohibited. Kiosks and public informational signs placed and owned by the City of Big Lake are exempt from this provision.

The applicant is requesting to construct a single monument sign located adjacent to Station Street. The applicant has provided a detail of the proposed monument sign which is in compliance with the size and height requirements of the code. Staff finds the request reasonable and recommends approval of the request.

DEVELOPMENT FEES

Park Dedication

The City's subdivision ordinance and fee schedule state residential subdivisions must dedicate 10% of the land being subdivided as parkland OR pay a fee equal to 10% of the value of the land with a minimum of $2500 per unit. It is at the City's discretion whether to require a land donation or allow the fee in lieu to be paid. In this case, the cash option is preferable as there is no need for parkland in the middle of the apartment development.

The park dedication requirement is based on the minimum value per unit. The applicant is proposing 105 units which will require $262,500 (105 x $2,500) in park dedication fees.

The Applicant and the current landowner are requesting that the park dedication fee for OUTLOT A be deferred until such a time as OUTLOT A is final platted into a buildable lot and block. From the City's standpoint, it makes sense to wait since the size of the fee will be determined by the intensity of future development. If OUTLOT A is developed as a residential property, there will be a minimum "per unit" charge. If it is developed as a commercial property, the fee will be based on the value of the land without a "per unit" charge. The fact that the park dedication fee for OUTLOT A is being collected at a later date will need to be baked into the PUD approval and enshrined in an enforceable development agreement to ensure that the City retains the right to charge that fee in the future since park dedication is typically collected at the time of subdivision.

Trunk Sewer Fee, Trunk Water Fee and Trunk Storm Sewer Fee

When land is developed, trunk sewer and trunk water fees are charged based on the amount of land that is being developed. These fees are "per acre" and help the City cover the costs of providing sewer and water infrastructure as the City grows. The fees are set every year by a City Council resolution and generally increase each year to account for inflation and actual costs of providing infrastructure. Trunk fees are generally not paid on outlots but only on buildable lots. This is one of the reasons that outlots are not considered buildable. They have not paid the correct fees to be considered "shovel-ready."

The 2019 fee schedule sets trunk fees at $1,650 per acre for trunk water and $5,530 per acre for trunk sewer. Trunk storm sewer fees are "case by case" and are waived entirely if all storm water is contained within the plat boundary. The proposed 2020 fee schedule keeps these fees at the same level.

The Applicant is proposing to subdivide 11.82 acres of land with "STATION STREET APARTMENTS." Some of the land will be platted as "OUTLOT A" which is 3.33 acres and 1.20 acres of the land will be dedicated as Right-of-Way. Therefore, the 7.28-acres of land being developed will be required to pay fees.

Sewer Access Charges (SAC) and Water Access Charges (WAC) Fees

These fees, which are used to fund investments in expanding the capacity of the City's sewer and water plants and infrastructure as the City grows, are collected at the time of building permit issuance. The 2019 fee schedule sets the fees on a per unit basis at $2,200 for the WAC fee and $3,235 for the SAC fee. Because the fees are due at the time of building permit issuance, the amount is subject to change if the fee schedule is updated.

PLANNING COMMISSION PUBLIC HEARING:

The Planning Commission reviewed the development application at their regularly scheduled meeting on December 4, 2019. No written comments were received for the project.

The Planning Commission discussed the overall project with the applicant and noted their general support. The Planning Commission discussed whether they want to provide flexibility from the requirement to provide a sidewalk along County Road 43 S. The applicant stated that they would look into the possibility of adding the sidewalk.

The Planning Commission also discussed the criteria for granting a PUD, and stated a desire not to note private improvements such as open space and outdoor recreational amenities as a public benefit if those areas would not be open to the public.

The Planning Commission passed a motion recommending approval with a 6-0 vote. They recommended approval with Staff's proposed conditions in addition to three (3) revisions to conditions, found in red:

> *Condition 8*. Prior to the issuance of any permit for land alteration, the applicant shall provide a financial guarantee (letter of credit or escrow payment) in the amount 125% of the estimated cost to furnish and plant materials including irrigation, mulch, and other landscape materials. This financial guarantee shall be provided separately for each phase of development. *The Applicant requested that financial securities be phased to correspond with each phase, and the Planning Commission agreed to recommend phasing of this security.*

Condition 11. A park dedication cash-in-lieu payment shall be made at a level consistent with the City Code and approved Fee Schedule. Residential developments are required to dedicate 10% of the value of the land with an established minimum per-unit fee. The City will allow the park dedication fee payments to be phased and shall require that the Applicant pay the park dedication cash requirement for the units in each individual phase prior to the issuance of the building permit for that phase of development. The current fee schedule, which has a minimum per unit charge of $2,500, would require a park dedication fee of $262,500 for the 105 residential units. One third of that amount shall be paid with each building permit. *The Applicant requested that cash-in-lieu payments be phased and the Planning Commission agreed to recommend phasing of this payment at the rate set at the time of final plat approval.*

Condition 13. Trunk sewer and trunk water charges will be calculated at the time of final plat. Trunk sewer and trunk water charges will be collected at the time of building permit issuance for each phase of development. *The Applicant requested that trunk sewer and water charges be phased and the Planning Commission agreed to recommend phasing of this charge.*

COMMENTS:

Sherburne County Engineering and Public Works:

Public Works Engineering at Sherburne County does not have concern with the development.

OTHER STAFF COMMENTS:

Engineering and Public Works:

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

Fire Department

No comment.

Police Department

No comment.

FINANCIAL IMPACT
NA

STAFF RECOMMENDATION
Staff is recommending approval of the Development Stage PUD, Preliminary Plat, Rezoning and Preliminary Site and Building Plan for the Station Street Apartments project. Staff's recommendation of approval comes with the following conditions:

PLANNING AND ZONING CONDITIONS

1. Development Stage PUD approval is granted. A rezone to PUD-Planned Unit Development with a base zoning district of TOD-Transit Oriented Development shall be processed concurrently with the approval of the final plat and Final Plan PUD. The following Planned Unit Development (PUD) flexibility shall be granted in accordance with the approved plans:

a. All lots are allowed to have less than the 60% minimum impervious surface coverage.
b. The buildings are allowed to exceed the maximum setback as shown on the approved plans.
c. The main entrances for each apartment building are allowed to be setback more than five feet from the front property line.
d. Parking lots and accessory garage structures are allowed to be located in the front yards.
e. The applicant is allowed to exceed the maximum parking allowed and provide 218 spaces.
f. The applicant is not required to construct more than six garage structures.
g. The applicant is not required to provide building façades with the minimum material standards. The buildings will be constructed with the materials shown on the approved plans.
h. The applicant is not required to construct a sidewalk along County Road 43 NW.
i. The applicant is not required to construct pedestrian amenities such as benches, public art, planters, trash receptacles, etc. along sidewalks and in landscaped areas, open spaces and plazas.
j. One monument sign is allowed.

2. The PUD approval is for three (3) apartment buildings, six (6) accessory garage structures and an accessory pool house structure. No additional buildings may be built without a revision to the PUD.

3. The review and approval of the site improvement pursuant to the requirements of City adopted building and fires codes shall be in addition to the site plan review process. The site plan approval process does not imply compliance with the requirements of these codes.

4. All construction plans officially submitted to the City shall be treated as a formal agreement between the Applicant and the City. Once approved, no changes, modifications, or alterations shall be made to any plan detail, standard, or specification without prior submittal of a plan modifications request to the City Planner for review and approval.

5. A sign permit is required before any signage may be installed. All signage must be setback 10 feet from all property lines.

6. Additional information regarding the phasing of the project should be submitted with the final PUD application.

7. The lighting plan should be revised to show compliance with ordinance.

8. Prior to the issuance of any permit for land alteration, the applicant shall provide a financial guarantee (letter of credit or escrow payment) in the amount 125% of the estimated cost to furnish and plant materials including irrigation, mulch, and other landscape materials. This financial guarantee shall be provided separately for each phase of development.

9. The security shall be maintained for at least one (1) year after the date that the last landscape materials have been planted. Upon a showing by the applicant and such inspection as may be made by the City, that portion of the security may be released by the City equal to one hundred twenty-five (125) percent of the estimated cost of the landscape materials which are alive and healthy at the end of such year. Any portion of the security not entitled to be released at the end of the year shall be maintained and shall secure the applicant's responsibility to remove and replant landscape materials which are not alive or are unhealthy at the end of such year and to replant missing trees. Upon completion of replanting said landscape materials, the entire security may be released. Any ornamental grass planted shall be guaranteed for a full two (2) years from the time planting is completed.

10. An irrigation system shall be required to ensure the viability of landscape materials.

11. A park dedication cash-in-lieu payment shall be made at a level consistent with the City Code and approved Fee Schedule. Residential developments are required to dedicate 10% of the value of the land with an established minimum per-unit fee. The City will allow the park dedication fee payments to be phased and shall require that the Applicant pay the park dedication cash requirement for the units in each individual phase prior to the issuance of the building permit for that phase of development. The current fee schedule, which has a minimum per unit charge of $2,500, would require a park dedication fee of $262,500 for the 105 residential units. One third of that amount shall be paid with each apartment building's building permit. Park dedication for OUTLOT A shall be collected at the time of a future final plat when it is platted as a developable lot.

12. Sewer Access Charges (SAC) and Water Access Charges (WAC) will be collected at the time of building permit issuance.

13. Trunk sewer and trunk water charges will be calculated at the time of final plat. Trunk sewer and trunk water charges will be collected at the time of building permit issuance for each phase of development.

14. The Applicant will need to enter into a development agreement and PUD agreement with the City prior to development. A Development Contract/PUD Agreement shall be drafted by the City Attorney prior to approval of the Final Plat.

15. This approval is contingent upon implementation of the rezone of the subject properties to PUD- Planned Unit Development with a base zoning district of TOD-Transit Oriented Development. The rezone ordinance shall be processed concurrently with the final plat.

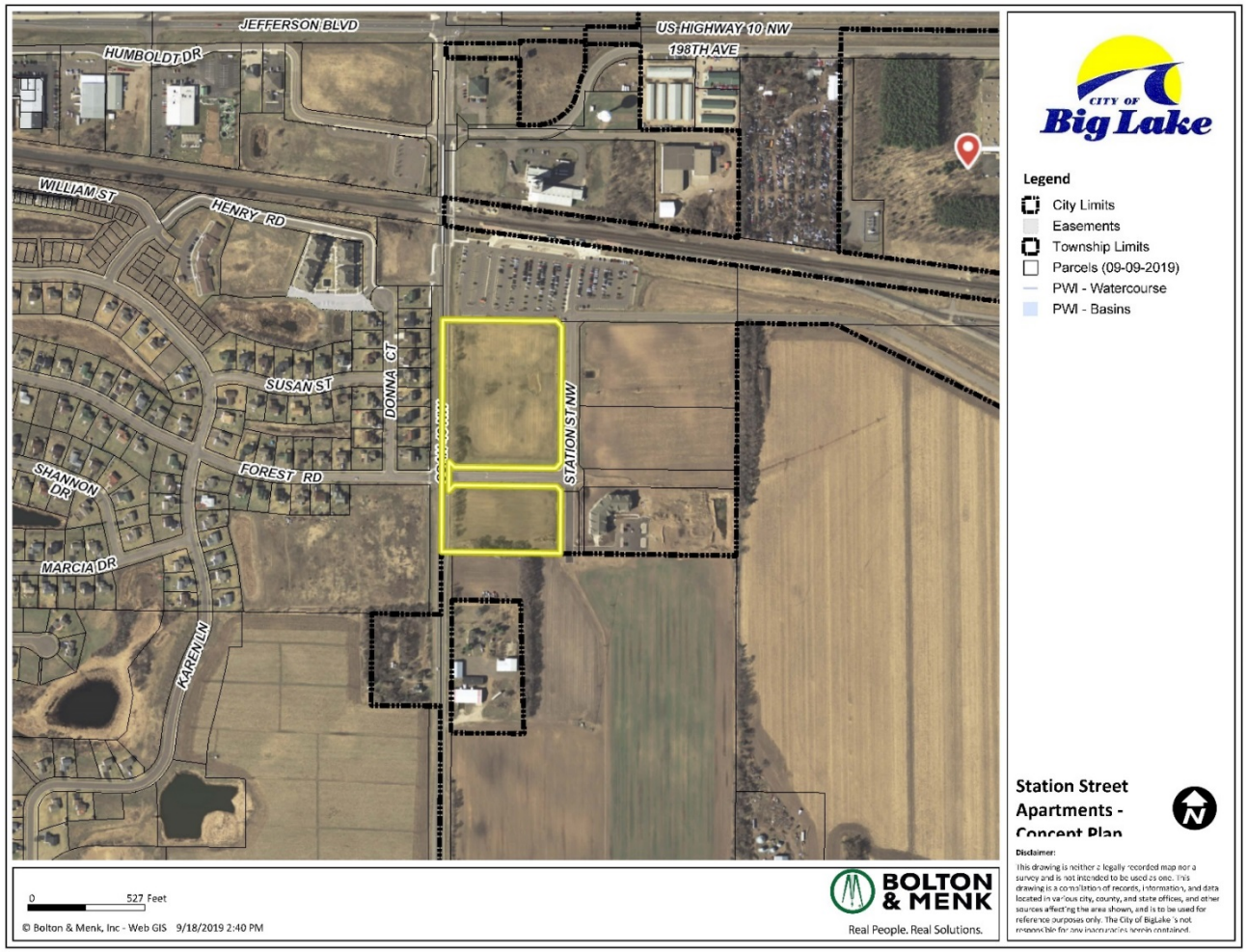
16. The Applicant shall address the comments/conditions of the Engineer's Letter dated November 26, 2019 and revise their plans accordingly. There are five (5) comments/conditions relating to the ALTA Survey, nine (9) comments/conditions relating to the Preliminary Plat, and twenty-three (23) comments/conditions relating to the construction plans.

17. Any conditions of the Planning Commission, City Council, Staff, consultants, or other agencies responsible for the review of this development application.

ATTACHMENTS

Attachment A:	Site Location Map
Attachment B:	Public Hearing Notice
Attachment C:	Engineer's Memo
Attachment D:	Preliminary Plat and Engineering Plans
Attachment E:	Landscape Plan
Attachment F:	Building Elevations
Attachment G:	Graphic Renderings
Attachment H:	TOD Station Zoning Map

Attachment A
Site Location Map



Attachment B
Public Hearing Notice

CITY OF BIG LAKE
NOTICE OF PUBLIC HEARING
DEVELOPMENT PLAN FOR A PROJECT KNOWN AS
"STATION STREET APARTMENTS"

You are hereby notified that the Big Lake Planning Commission will hold a public hearing in order to consider a preliminary plat, preliminary site plan, development stage PUD and rezoning for a project known as "Station Street Apartments". The public hearing will be held in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN on: **Wednesday, December 4, 2019 at or about 6:30 p.m.**

Applicant:	Kuepers Inc. 17018 Commercial Park Road Brainerd, MN 56401
Parcel Identification Number:	65-029-2101
Location Description:	Parcel directly south of the Big Lake Station Park and Ride, on the western side of Station Street NW. Parcel boundary bisected by Forest Rd. Development proposed only for portion of parcel north of Forest Rd.

The Applicant is proposing to build an apartment community on 7.3 acres directly south of the Northstar Train Station. The site plan calls for three 35-unit apartment buildings, accessory garage structures, surface parking, and on-site amenities. The shared on-site amenities, such as outdoor pool and playground area, are located between the three structures. The development is proposed as market rate rentals. This public hearing is for a Preliminary Plat, development stage Planned Unit Development, rezoning, and Preliminary Site and Building Plans.

Both oral and written comments will be considered by the Planning Commission. If you desire to be heard in reference to this matter, you should attend this hearing or submit written comments to City Hall. If you have any questions, please feel free to contact Michael Healy, City Planner at 763-251-2977 or MHealy@biglakemn.org.

(Elk River Star News) (November 23, 2019 Edition) (Small Legal)

Attachment C
Memorandum, Bolton and Menk

BOLTON & MENK
Real People. Real Solutions.

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

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

November 26, 2019

Michael Healy, City Planner
160 Lake Street North
Big Lake, MN

RE: Station Street Apartments
City of Big Lake, Minnesota
Project No.: W18.119768

Dear Michael,

We have reviewed the ALTA Survey, Preliminary Plat, drainage calculations, and preliminary construction plans submitted by Kuepers Architects and Builders, Inc. The documents for the above referenced project are dated October 31, 2019 and we have the following comments:

ALTA Survey:

1. The sanitary sewer manhole text is illegible.
2. The existing concrete sidewalk and curbing should be labeled.
3. Street widths should be shown.
4. Only one wetland is identified. The second wetland boundary should be shown on the survey.
5. The intersection of Forest Road and County Highway No. 43 right of ways should be monumented.

Preliminary Plat:

1. The plat name shall be clearly identified.
2. The preliminary plat shall include the name and registration number of the surveyor responsible for the plat.
3. The external dimensions of the property shall be clearly identified by distances and bearings.
4. The County Highway No. 43 right of way shall be clearly identified by distances and bearings.
5. Lot and Block numbers shall be clearly noted on the plat.
6. The proposed lot areas are noted in terms of square feet. The outlot area is identified in acres. The lot and outlot areas shall be noted with consistent area units.
7. Setbacks shall be identified for each proposed lot.
8. All sanitary sewer, watermain, and storm sewer, except for the storm sewer across Lot 2, is contained within drainage and utility easements. The applicant should provide clarification as to why the storm sewer across Lot 2 is not contained within a drainage and utility easement.
9. All access and parking easements shall be identified on the plat.

Construction Plans:

1. The applicant shall submit a wetland replacement plan and obtain all required approvals prior to construction.
2. The applicant shall obtain a MDH watermain extension permit and submit a copy to the city.
3. The applicant shall obtain a work within the right of way permit from the City of Big Lake.
4. The applicant shall obtain a work within the right of way permit from Sherburne County. A copy of the permit shall be submitted to the city.
5. The applicant shall obtain a NPDES Construction Stormwater Permit and shall submit a copy of the permit to the city prior to construction.
6. The applicant shall enter into a Stormwater Maintenance Agreement for the infiltration basins on the property.
7. The applicant shall prepare a Stormwater Maintenance Plan for the infiltration basins to be included in the Stormwater Maintenance Agreement.
8. The applicant shall provide infiltration test results for each of the proposed infiltration basins.
9. The applicant shall obtain soil borings to verify groundwater depth and soil type within the proposed infiltration basin locations and submit the data to the City of Big Lake for review.
10. The SWPPP identifies silt fence installation such that the existing sidewalk along Forest Road and Station Street will be contained within the construction area. The silt fence location shall be adjusted so that the sidewalk remains usable throughout construction.
11. The infiltration basins shall be seeded with MnDOT seed mix 35-221. The notes referencing seed mixtures on sheets 7 and 8 shall be revised.
12. The property accesses shall be constructed with radi a minimum of 15 feet in length.
13. Additional spot elevations or intersection details shall be provided for the proposed site accesses.
14. The applicant shall submit a traffic control plan for the review of the city prior to excavating within the Forest Road right of way.
15. The Forest Road bituminous, aggregate base, curb and gutter, and sidewalk shall be replaced no more than 48 hours following the watermain connection.
16. A temporary pedestrian access route shall be provided whenever construction impacts the existing sidewalk.
17. Note 6. on sheet 5 of 12 shall be revised. Test water shall not be disposed of into the city's sanitary sewer system.
18. Umbrella anchorage assemblies shall be provided for all gate valves.
19. The contractor shall be responsible for obtaining two consecutive passing bacteriological tests from the proposed watermain. Testing results shall be provided to the City of Big Lake.
20. A gate valve shall be added to the proposed water service for the building located on Lot 3.
21. Two additional gate valves shall be installed near MH 3.
22. All construction shall be in accordance with the City of Big Lake Standards.
23. Revised plans incorporating the above reference comments shall be labeled "Final Plans for Construction" and shall be submitted for the review of the City of Big Lake.

Bolton & Menk is an equal opportunity employer.

We recommend approval of the Preliminary Plat contingent on the above referenced comments and those comments received by Sherburne County, other city staff, commissions, and council.

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

Sincerely,

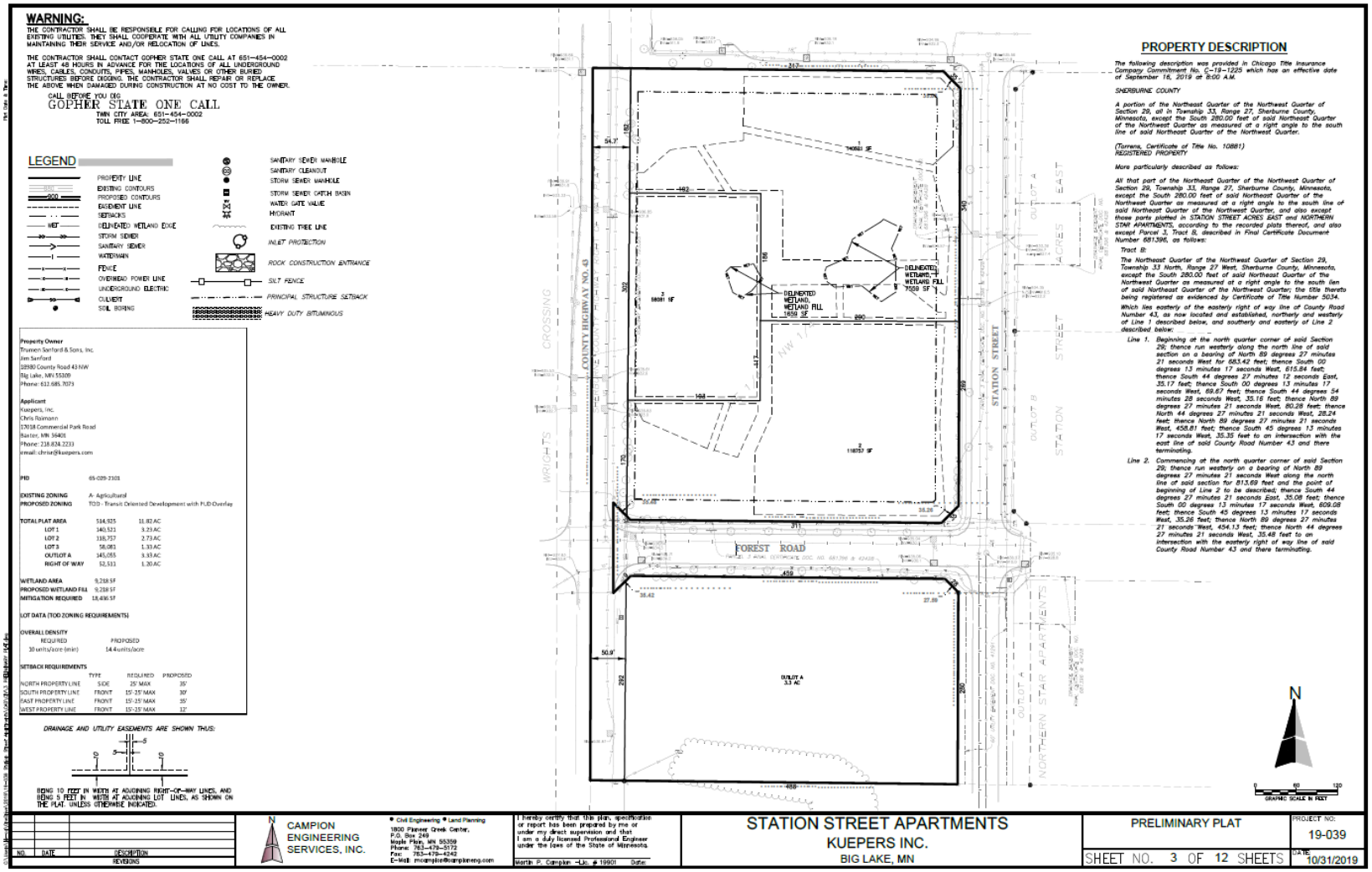
Bolton & Menk, Inc.

Jared Voge, P.E.
Principal Engineer

H:\BGJK\W18119768\1_Corres\C_To Others\2019-11-26 119768 Healy Station Street Apartments Preliminary Plans.docx

Bolton & Menk is an equal opportunity employer.

Attachment D
Preliminary Plat and Engineering Plans



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.

CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TWIN CITY AREA: 651-454-0002
TOLL FREE 1-800-252-1166

LEGEND

- PROPERTY LINE
- 880 EXISTING CONTOURS
- 900 PROPOSED CONTOURS
- EASEMENT LINE
- SETBACKS
- WET DELINEATED WETLAND EDGE
- STORM SEWER
- SANITARY SEWER
- WATERMAIN
- FENCE
- OVERHEAD POWER LINE
- UNDERGROUND ELECTRIC
- CULVERT
- SOIL BORING
- SANITARY SEWER MANHOLE
- SANITARY CLEANOUT
- STORM SEWER MANHOLE
- STORM SEWER CATCH BASIN
- WATER GATE VALVE
- HYDRANT
- EXISTING TREE LINE
- *INLET PROTECTION*
- *ROCK CONSTRUCTION ENTRANCE*
- *SILT FENCE*
- *PRINCIPAL STRUCTURE SETBACK*
- *HEAVY DUTY BITUMINOUS*

IMPERVIOUS SURFACE COVERAGE

LOT 1	65,229 SF	46.40%
LOT 2	59,864 SF	50.40%
LOT 3	36,542 SF	63.00%
OVERALL	161,675 SF	51.00%

PARKING REQUIREMENTS PER UNIT - 1/UNIT MIN, 2/UNIT MAX

		GARAGE	SURFACE	TOTAL
PARKING PROVIDED (per lot)	LOT 1	20	65	85 STALLS*
	LOT 2	20	65	85 STALLS*
	LOT 2	20	28	48 STALLS*
	TOTAL	60	158	218 (3.1/UNIT)
EXTERIOR STALLS ALLOWED (105 X 1.5 STALLS/UNIT)				158

*INCLUDES 2- HANDICAP STALLS PER LOT

BICYCLE RACK SPACE

REQUIRED	PROVIDED
15 (1/15 PARKING SPACES)	15

RECREATIONAL AREA

REQUIRED*	PROVIDED
6,250 SF	32,000 SF

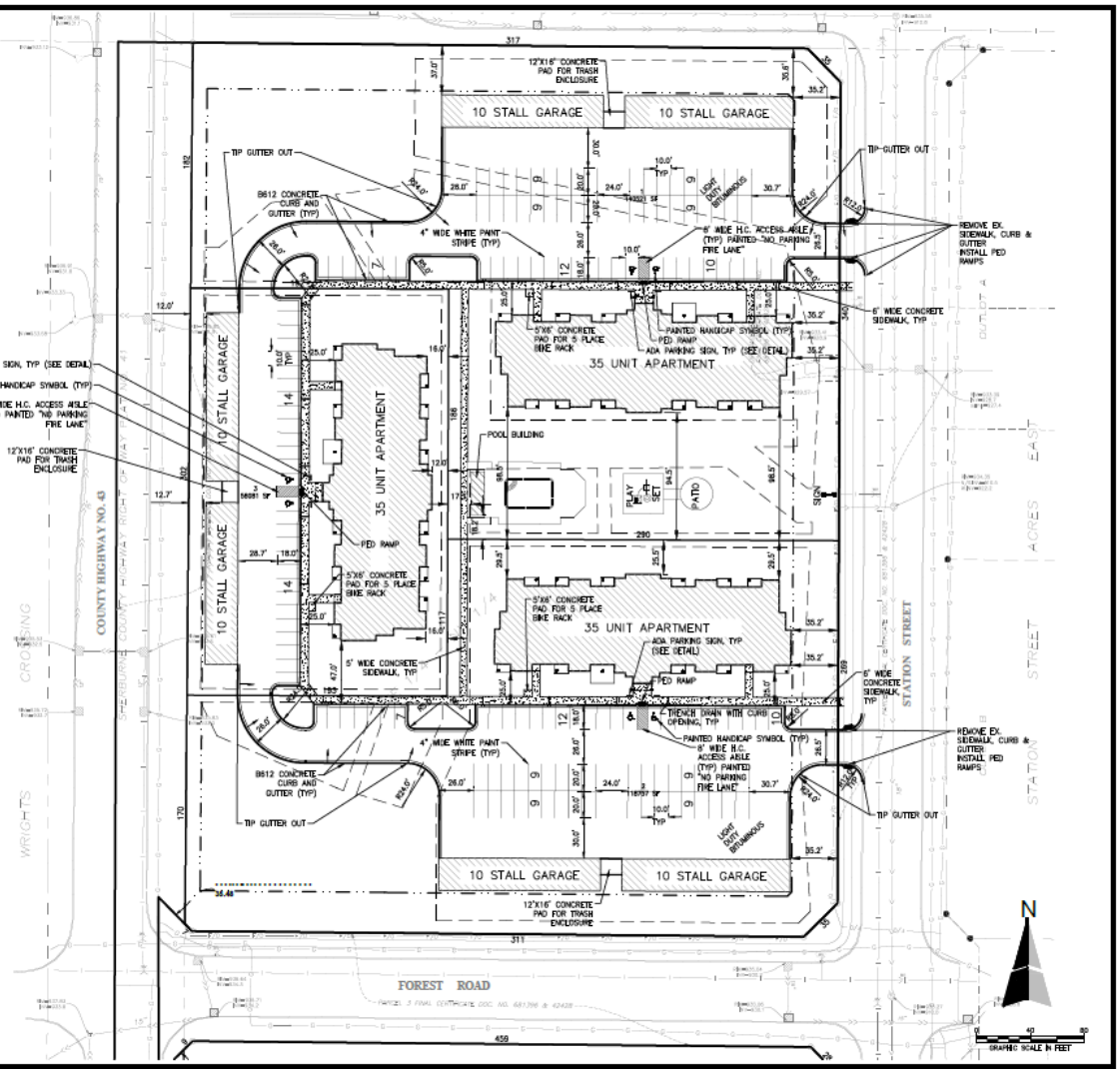
*2,000 SF + 50 SF PER UNIT FOR EACH UNIT OVER 20

NOTES:

1. BOUNDARY AND EXISTING CONDITION INFORMATION PER SURVEY PREPARED BY WENCK ASSOCIATES, DATED 10/24/2019.
2. ALL EXISTING CONDITIONS SHALL BE VERIFIED BY THE CONTRACTOR.
3. REFER TO ARCHITECTURAL PLANS FOR BUILDING DIMENSIONS AND LOCATIONS OF EXITS, RAMPS, CONCRETE APRONS AND STOOPS.
4. ALL PAVEMENT STRIPING SHALL BE 4" WIDE LINES, STRIPED USING HIGH VISIBILITY TRAFFIC AND HIGHWAY APPROVED WHITE PAINT. PROVIDE APPROPRIATE STRIPING AND PAVEMENT MARKINGS FOR ALL HANDICAP PARKING AND ACCESS AISLES.
5. DIMENSIONS TAKE PRECEDENCE OVER SCALE. ALL DIMENSIONS ARE TO BACK OF CURB, EDGE OF SIDEWALK OR EXTERIOR BUILDING UNLESS OTHERWISE NOTED.
6. UNLESS OTHERWISE INDICATED ON THE PLAN, CONTRACTOR SHALL PROVIDE CONTROL JOINTS, CONSTRUCTION JOINTS, AND EXPANSION JOINTS IN SLAB ON GRADE, SIDEWALKS AND CONCRETE DRIVES. CONTROL JOINT MAXIMUM SPACING: WALKS – 8' O.C., ALL OTHERS – 10' O.C. SAW CUT CONTROL JOINTS MINIMUM ONE-QUARTER CONCRETE THICKNESS. EXPANSION JOINT MAXIMUM SPACING: WALKS – 24' O.C., ALL OTHERS – 40' O.C. DOWEL ALL EXPANSION JOINTS =MAXIMUM 24" O.C.
7. PEDESTRIAN RAMPS SHALL BE INSTALLED AT ALL LOCATIONS WHERE SIDEWALK MEETS CURB.
8. WHEN DOING ANY WORK WITHIN THE PUBLIC RIGHT OF WAY, THE CONTRACTOR SHALL COORDINATE THE REMOVAL LIMITS WITH THE CITY.
9. CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING THAT ALL SIDEWALKS AND ACCESS ROUTES MEET ADA AND MNDOT GUIDELINES FOR ACCESSIBILITY.
10. CONTRACTOR SHALL VERIFY CONDUIT REQUIREMENTS FOR POWER AND IRRIGATION.
11. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING WITH THE FIRE MARSHAL THE LOCATION OF FIRE LANE SIGNAGE AND CURB MARKINGS (IF NEEDED).
12. ALL NEW UTILITIES SHALL BE UNDERGROUND. COORDINATE LOCATIONS WITH UTILITY PROVIDERS.
13. SIDEWALKS SHALL BE CONSTRUCTED WITH A MAXIMUM CROSS SLOPE OF 2%. ANY SIDEWALK EXCEEDING 2% CROSS SLOPE MUST BE REMOVED AND REPLACED AT CONTRACTOR'S EXPENSE.

GENERAL NOTES:

1. PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL VERIFY THAT ALL PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION SHALL BEGIN UNTIL THE CONTRACTOR HAS REVIEWED ALL PLANS AND OTHER DOCUMENTS APPROVED BY THE PERMITTING AUTHORITIES.
2. WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS AND THE REQUIREMENTS AND STANDARDS OF THE LOCAL GOVERNING AUTHORITY. THE SOILS REPORT AND RECOMMENDATION SET FORTH THEREIN ARE A PART OF THE REQUIRED CONSTRUCTION DOCUMENTS AND IN CASE OF CONFLICT SHALL TAKE PRECEDENCE UNLESS SPECIFICALLY NOTED OTHERWISE ON THE PLANS. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCY BETWEEN THE SOILS REPORT AND PLANS.



NO.	DATE	DESCRIPTION
		REVISIONS

CAMPION ENGINEERING SERVICES, INC.
• Civil Engineering • Land Planning
1900 Pioneer Creek Center,
P.O. Box 249
Maple Plain, MN 55359
Phone: 763-479-5172
Fax: 763-479-4242
E-Mail: mcampion@campioneng.com

I hereby certify that this plan, specification or report has been 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.
10/31/2019
William P. Campion Date
Lic. # 19901

STATION STREET APARTMENTS
KUEPERS INC.
BIG LAKE, MN

SITE PLAN

SHEET NO. 4 OF 12 SHEETS

PROJECT NO: 19-039
DATE: 10/31/2019

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.

CALL BEFORE YOU DIG:
GOPHER STATE ONE CALL
TWIN CITY AREA: 651-454-0002
TOLL FREE 1-800-252-1166

LEGEND

- PROPERTY LINE
- EXISTING CONTOURS
- PROPOSED CONTOURS
- EASEMENT LINE
- SETBACKS
- DELINEATED WETLAND EDGE
- STORM SEWER
- SANITARY SEWER
- WATERMAIN
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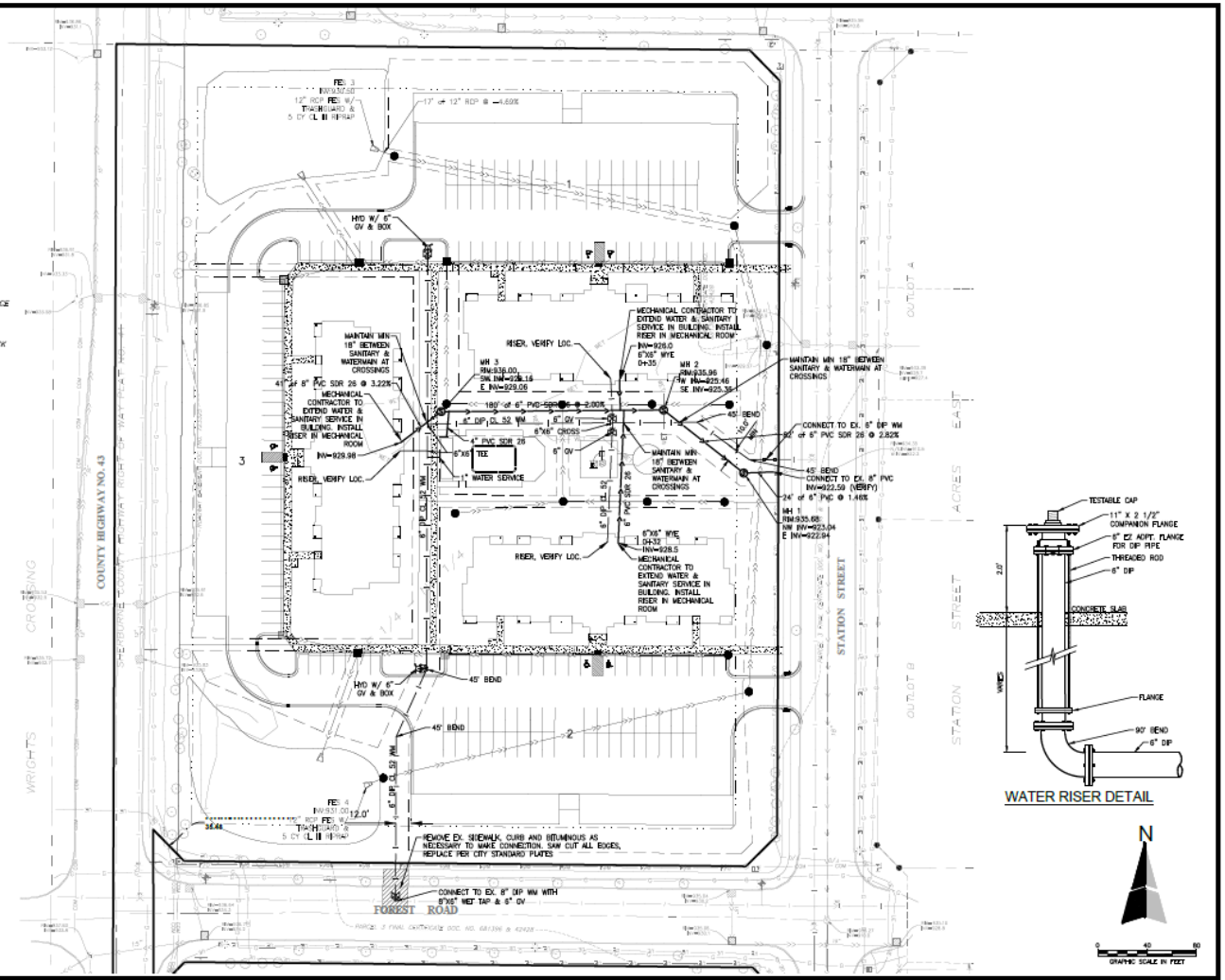
- INLET PROTECTION
- ROCK CONSTRUCTION ENTRANCE
- SILT FENCE
- PRINCIPAL STRUCTURE SETBACK
- HEAVY DUTY BITUMINOUS

NOTES:

1. BOUNDARY AND EXISTING CONDITION INFORMATION PER SURVEY PREPARED BY WENCK ASSOCIATES., DATED 10/24/2019.
2. THE LOCATION AND ELEVATION OF ALL EXISTING UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY OF ANY CONFLICTS.
3. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND FACILITIES TO ALLOW PROPER FUNCTIONING DURING AND AFTER CONSTRUCTION. SUPPORTING STRUCTURES, IF REQUIRED, SHALL BE SUPPLIED BY THE CONTRACTOR AS WORK INCIDENTAL TO THE CONTRACT.
4. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF ANY CONFLICTS BETWEEN EXISTING UTILITIES AND THE PROPOSED CONSTRUCTION. THE ENGINEER WILL COORDINATE WITH UTILITY COMPANY IN QUESTION TO DETERMINE THE NEED FOR RELOCATION OF THE EXISTING UTILITY.
5. EXISTING CONDITIONS SUCH AS SAND IN MANHOLES OR VALVE BOXES SHALL BE IDENTIFIED BY THE CONTRACTOR AND THESE SHALL BE REPORTED TO THE ENGINEER PRIOR TO EXCAVATION BY THE CONTRACTOR. ONCE CONSTRUCTION HAS BEGUN, ALL DAMAGE TO UNDERGROUND UTILITIES WILL BE ASSUMED TO HAVE BEEN CAUSED BY THE CONTRACTOR, AND REPAIRS NECESSARY SHALL BE PERFORMED BY THE CONTRACTOR AT THE CONTRACTORS EXPENSE.
6. THE CONTRACTOR SHALL COORDINATE WITH THE LOCAL JURISDICTION TO OBTAIN PERMITS AND METER FOR WATER SOURCE. ALL ASSOCIATED COSTS SHALL BE INCIDENTAL TO THE CONTRACTOR, INCLUDING DISPOSAL OF TEST WATER INTO CITY'S SANITARY SEWER SYSTEM. THE CONTRACTOR SHALL NOT OPERATE GATE VALVES OR HYDRANTS ON THE CITY WATER SYSTEM WITHOUT FIRST RECEIVING CITY APPROVAL.
7. THE CONTRACTOR SHALL NOTIFY THE CITY ENGINEER AND THE PROJECT ENGINEER 48 HOURS PRIOR TO STARTING WORK OR AS REQUIRE BY THE CITY.
8. THE CONTRACTOR SHALL KEEP ACCESS ROADS CLEAR OF SOIL OR OTHER DEBRIS, AND PERFORM DAILY STREET CLEANING AS REQUIRED. POSITIVE DRAINAGE, CONTROLLED WITH EROSION CONTROL AND EROSION PREVENTION MEASURES AS REQUIRED, SHALL BE PERFORMED.
9. THE CONTRACTOR SHALL PRESERVE AND PROTECT THE MARKERS AND MONUMENTS SET FOR THE SUBDIVISION OF LAND.
10. THE CONTRACTOR SHALL SCHEDULE THE SOILS ENGINEER TO FACILITATE CERTIFICATION OF ALL CONTROLLED FILLS IN A TIMELY FASHION. DENSITY TESTS SHALL MEET THE FOLLOWING:
    A. DENSITY TESTS SHALL BE TAKEN ON ALL TRENCHES AT LOCATIONS AS DETERMINED BY THE ENGINEER OR HIS REPRESENTATIVE.
    B. WITHIN 3 FEET OF PAVEMENT SUBGRADE, CONTRACTOR SHALL UTILIZE IMPROVED SOILS THAT ARE WITHIN 1% OPTIMUM MOISTURE CONTENT. COMPACTION SHALL MEET 100% STANDARD PROCTOR. BELOW THE UPPER 3FEET, COMPACTION SHALL BE 95%. GRADING TOLERANCE SHALL BE 0.1'.
11. THE OWNER SHALL PAY FOR ALL COMPACTION TESTING. ANY AREAS WHICH FAIL TO MEET THE ABOVE STANDARDS SHALL BE CORRECTED AND RE-TESTED BY THE OWNER'S TESTING AGENT AT THE CONTRACTOR'S EXPENSE.
12. SANITARY SEWER AND WATERMAIN SHALL BE INSTALLED AT ELEVATIONS SHOWN ON THE PLAN.
13. WHERE WATERMAIN MUST BE LOWERED TO AVOID CONFLICT WITH ANOTHER UTILITY, THE COST OF BENDS, FITTINGS, ETC. SHALL BE CONSIDERED INCIDENTAL TO THE CONTRACT.
14. CONTRACTOR SHALL PROVIDE TEMPORARY TRAFFIC CONTROL IN COMPLIANCE WITH THE CURRENT MNDOT TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS FIELD MANUAL FOR CONSTRUCTION ADJACENT TO TRAVEL WAYS.
15. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF THE DEPTH OF EXISTING UTILITIES LISTED ON THIS PLAN PRIOR TO ORDERING OF ANY FITTINGS, STRUCTURES, CASTINGS, ETC. ENGINEER AND THE OWNER SHALL NOT BE RESPONSIBLE FOR ANY DESCREPANCIES FOUND AS DEPTHS ARE ESTIMATED.
16. CONTACT CITY FOR INSPECTION PRIOR TO CONNECTING TO EXISTING CITY UTILITIES.
17. CONTRACTOR TO COMPLY WITH ALL REGULATORY AGENCY PERMIT CONDITIONS FOR PERMITS OBTAINED BY OWNER AND FOR PERMITS OBTAINED BY GENERAL CONTRACTOR.
18. ALL WORK PERFORMED AND MATERIALS USED FOR CONSTRUCTION OF UTILITIES MUST CONFORM TO THE CITY OF BIG LAKE STANDARD SPECIFICATIONS AND DETAILS.
19. SANITARY SEWER SERVICES SHALL BE 6" PVC SDR 26.
20. SANITARY SEWER SERVICE TO POOL BUILDING SHALL BE 4" PVC SDR 26.
21. ALL SANITARY SEWER MANHOLE CASTINGS SHALL BE ADJUSTED WITH LADTECH HDPE ADJUSTING RINGS.
22. WATER SERVICE SHALL BE 6" DIP CL 52.
23. WATER SERVICE TO POOL BUILDING SHALL BE 1"TYPE K COPPER, FORD BA2-60-56 8' CURB BOX WITH 78" ROD; FORD B22-444W-NL CURB STOP, FORD F0600-4-NL CORPORATION STOP OR APPROVED EQUAL.
24. ALL WATERMAIN SHALL BE INSTALLED WITH 8' COVER MINIMUM.
25. MEGA LUGS AND/OR COATED RODS ARE REQUIRED FOR TYING WATERMAIN.
26. FIRE HYDRANTS SHALL BE WATEROUS W8 67-250 WITH 24" BREAKOFF SECTION. COLOR AND THREADS SHALL MATCH CITY OF BIG LAKE STANDARDS.
27. VERIFY LOCATION OF FIRE DEPARTMENT CONNECTION (FDC) WITH MECHANICAL ENGINEER SUBJECT TO REVIEW BY THE FIRE CHIEF.
28. INSTALL SPRINKLER SYSTEM IN BUILDING. VERIFY LOCATION WITH MECHANICAL ENGINEER.
29. THE LOCATION, SIZE AND ELEVATION OF THE EXISTING SEWER AND WATER IS SHOWN PER CITY RECORD PLANS. THE PLAN SHOWS THE APPROXIMATE LOCATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING THE EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION.



WATER RISER DETAIL

N

GRAPHIC SCALE IN FEET

NO.	DATE	DESCRIPTION
		REVISIONS

CAMPION ENGINEERING SERVICES, INC.

• Civil Engineering • Land Planning
1800 Pioneer Creek Center, P.O. Box 249
Maple Plain, MN 55359
Phone: 763-479-5172
Fax: 763-479-4242
E-Mail: mcampion@campioneng.com

I hereby certify that this plan, specification or report has been 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.
Martin R. Campion - Lic. # 19901 Date: 10/31/2019

STATION STREET APARTMENTS
KUEPERS INC.
BIG LAKE, MN

SANITARY SEWER & WATERMAIN PLAN

PROJECT NO: 19-039

SHEET NO. 5 OF 12 SHEETS

DATE 10/31/2019

WARNING:

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CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TWIN CITY AREA: 651-454-0002
TOLL FREE 1-800-252-1166

LEGEND

- PROPERTY LINE
- EXISTING CONTOURS
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- SETBACKS
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- STORM SEWER
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- ROCK CONSTRUCTION ENTRANCE
- SILT FENCE
- PRINCIPAL STRUCTURE SETBACK
- HEAVY DUTY BITUMINOUS

STRUCTURE SCHEDULE

STRUCTURE NO.	SIZE	CASTING
CB 1	27" DIA.	NEENAH R-3250-1
CB2	27" DIA.	NEENAH R-4342
CB3	27" DIA.	NEENAH R-4342
CB4	27" DIA.	NEENAH R-4342
CB5	27" DIA.	NEENAH R-3250-1
CB 6	27" DIA.	NEENAH R-3250-1
CB 7	27" DIA.	NEENAH R-3250-1
CBMH 1	48"	NEENAH R-3250-1
CBMH 2	48"	NEENAH R-3250-1
CBMH 3	48"	NEENAH R-4342
CBMH 4	48"	NEENAH R-4342
CBMH 5	48"	NEENAH R-4342
CBMH 6	48"	NEENAH R-4342
CBMH 7	48"	NEENAH R-4342
CBMH 8	48"	NEENAH R-3250-1
CBMH 9	48"	NEENAH R-3250-1
STMH 1	48"	NEENAH R-1733*
STMH 2	48"	NEENAH R-1733*
STMH 3	48"	NEENAH R-1733*

*LABELED STORM SEWER

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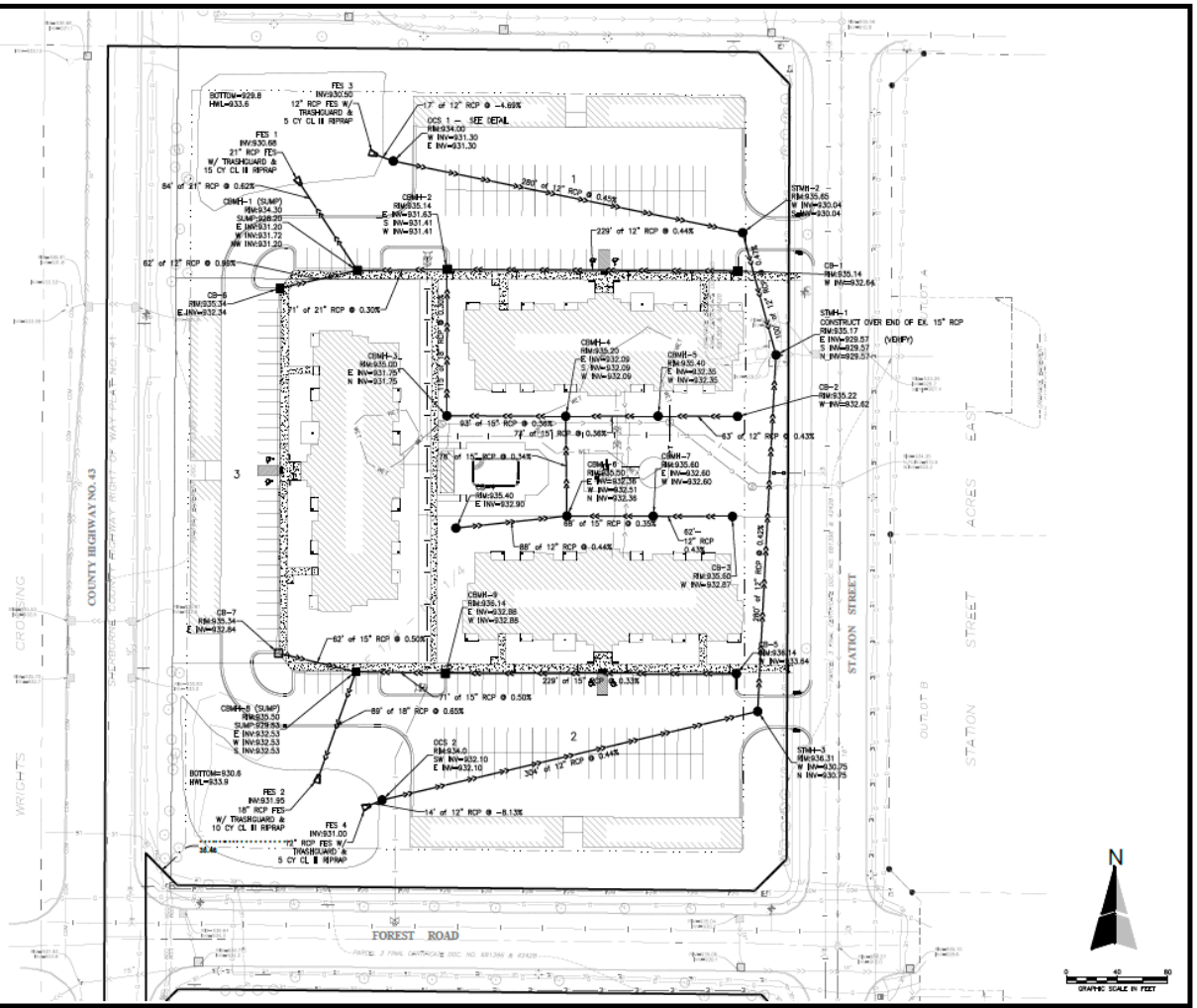
12. ALL WORK PERFORMED AND MATERIALS USED FOR CONSTRUCTION OF UTILITIES MUST CONFORM TO THE CITY OF BIG LAKE STANDARD SPECIFICATIONS AND DETAILS.
13. ALL STORM SEWER MANHOLE CASTINGS SHALL BE ADJUSTED WITH LADTECH HDPE ADJUSTING RINGS. CATCHBASIN CASTINGS SHALL BE ADJUSTED WITH CONCRETE ADJUSTING RINGS.
14. ALL STORM SEWER STRUCTURES SHALL HAVE INTERNAL PRE-CAST CONCRETE BASE SECTIONS WITH A MINIMUM 1' DEEP SUMP.
15. RIPRAP SHALL BE GRANITE. RIPRAP AT POND OUTLETS SHALL EXTEND TO BOTTOM OF POND.



NO.	DATE	DESCRIPTION
		REVISIONS

CAMPION ENGINEERING SERVICES, INC.
• Civil Engineering • Land Planning
1800 Pioneer Creek Center,
P.O. Box 249
Maple Plain, MN 55359
Phone: 763-479-5172
Fax: 763-479-4242
E-Mail: mcampion@campioneng.com

I hereby certify that this plan, specification or report has been 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.
Michael D. Campion Lic. # 19901 Date 10/31/2019

STATION STREET APARTMENTS

KUEPERS INC.
BIG LAKE, MN

STORM SEWER PLAN

SHEET NO. 6 OF 12 SHEETS

PROJECT NO: 19-039
DATE: 10/31/2019

WARNING:

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CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TWIN CITY AREA: 651-454-0002
TOLL FREE 1-800-252-1166

LEGEND

- PROPERTY LINE
- 900 EXISTING CONTOURS
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CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL
TWIN CITY AREA 651-454-0002
MN. TOLL FREE 1-800-252-1166

GENERAL NOTES:

1. CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE GOVERNING CODES.
2. THE CONTRACTOR SHALL TAKE ALL PRECAUTIONS NECESSARY TO AVOID PROPERTY DAMAGE TO ADJACENT PROPERTIES DURING THE CONSTRUCTION PHASES OF THIS PROJECT. THE CONTRACTOR WILL BE HELD SOLELY RESPONSIBLE FOR ANY DAMAGES TO THE ADJACENT PROPERTIES OCCURRING DURING THE CONSTRUCTION PHASES OF THIS PROJECT.
3. THE CONTRACTOR MUST CONTACT ALL APPROPRIATE UTILITY COMPANIES AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF EXISTING UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS. THE LOCATIONS OF SMALL UTILITIES SHALL BE OBTAINED BY THE CONTRACTOR BY CALLING GOPHER STATE ONE CALL (1-800-252-1166).
4. THE CONTRACTOR SHALL MARK THE LOCATIONS OF EXISTING GATE VALVES AND MANHOLES WITH STEEL FENCE POSTS PRIOR TO BEGINNING GRADING.
5. SAFETY NOTICE TO CONTRACTORS: IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS ON THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. THE DUTY OF THE ENGINEER OR THE DEVELOPER TO CONDUCT CONSTRUCTION REVIEW OF THE CONTRACTOR'S PERFORMANCE IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTOR'S SAFETY MEASURES IN, ON OR NEAR THE CONSTRUCTION SITE.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGMEN AND LIGHTS TO CONTROL THE MOVEMENT OF TRAFFIC WHERE NECESSARY. TRAFFIC CONTROL DEVICES SHALL CONFORM TO APPROPRIATE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARDS.
7. THE CONTRACTOR SHALL RESTRICT ALL GRADING AND CONSTRUCTION ACTIVITIES TO AREAS DESIGNATED ON THE PLANS. ACTIVITIES PROHIBITED OUTSIDE THE CONSTRUCTION BOUNDARIES INCLUDE, BUT ARE NOT LIMITED TO: STOCKPILING SOILS AND OTHER MATERIAL, STORING EQUIPMENT OR OTHER MACHINERY, DRIVING VEHICLES, LEAKING OR SPILLING OF ANY "WASHOUT" OR OTHER TOXIC MATERIALS.
8. ALL SOIL TESTING SHALL BE COMPLETED BY THE OWNER'S SOILS ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL REQUIRED SOIL TESTS AND INSPECTIONS WITH THE SOILS ENGINEER.
9. PRIOR TO PLACEMENT OF ANY STRUCTURE OR PAVEMENT, A TEST ROLL WILL BE REQUIRED ON THE SUBGRADE. THE CONTRACTOR SHALL PROVIDE A LOADED TANDEM AXLE TRUCK WITH A GROSS WEIGHT OF 25 TONS. THE TEST ROLLING SHALL BE AT THE DIRECTION OF THE SOILS ENGINEER AND SHALL BE COMPLETED IN AREAS AS DIRECTED BY THE SOILS ENGINEER. THE SOILS ENGINEER SHALL DETERMINE WHICH SECTIONS ARE UNSTABLE. CORRECTION OF THE SUBGRADE SOILS SHALL BE COMPLETED IN ACCORDANCE WITH THE REQUIREMENTS OF THE SOILS ENGINEER AND AS SPECIFIED.
10. THE EXISTING TOPSOIL ON THIS SITE VARIES IN DEPTH. IT IS THE CONTRACTOR'S RESPONSIBILITY THAT ALL SURFACE VEGETATION AND ANY TOPSOIL OR OTHER LOOSE, SOFT OR OTHERWISE UNSUITABLE MATERIAL BE REMOVED FROM THE PARKING LOT, AND BUILDING PAD AREAS PRIOR TO PLACEMENT OF ANY EMBANKMENT IN ACCORDANCE WITH THE SOILS REPORT AND RECOMMENDATION OF THE SOILS ENGINEER.
11. EMBANKMENT MATERIAL NOT PLACED IN THE STREET, PARKING LOT OR BUILDING PAD AREAS SHALL BE COMPACTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE QUALITY COMPACTION METHOD AS OUTLINED IN MN/DOT 2105.3F2 OR AS DIRECTED BY THE SOILS ENGINEER.
12. EXCAVATION FOR THE PURPOSE OF REMOVING UNSTABLE OR UNSUITABLE SOILS SHALL BE COMPLETED AS REQUIRED BY THE SOILS ENGINEER. EMBANKMENT MATERIAL PLACED IN THE PARKING LOT SHALL BE COMPACTED IN ACCORDANCE WITH THE SPECIFIED DENSITY METHOD AS OUTLINED IN MN/DOT 2105.3F1. EMBANKMENT MATERIAL PLACED IN THE BUILDING PAD AREA SHALL BE COMPACTED IN ACCORDANCE WITH THE SOILS REPORT.
13. TOLERANCES:
    a. THE STREET AND PARKING LOT SUBGRADE FINISHED SURFACE ELEVATION SHALL NOT VARY BY MORE THAN 0.05 FOOT ABOVE, OR 0.10 FOOT BELOW, THE PRESCRIBED ELEVATION OF ANY POINT WHERE MEASUREMENT IS MADE.
    b. AREAS WHICH ARE TO RECEIVE TOPSOIL SHALL BE GRADED TO WITHIN 0.20 FOOT ABOVE OR BELOW THE REQUIRED ELEVATION, UNLESS DIRECTED BY THE ENGINEER.
    c. TOPSOIL SHALL BE GRADED TO PLUS OR MINUS ½ INCH OF THE SPECIFIED THICKNESS.
14. ALL DISTURBED UNSURFACED AREAS ARE TO IMMEDIATELY RECEIVE FOUR INCHES OF TOPSOIL, SEED AND MULCH AND BE WATERED UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.
15. SPOT ELEVATIONS SHOWN INDICATE FINISHED GRADE ELEVATION UNLESS OTHERWISE NOTED.
16. PROPOSED CONTOURS ARE TO FINISHED SURFACE GRADE.

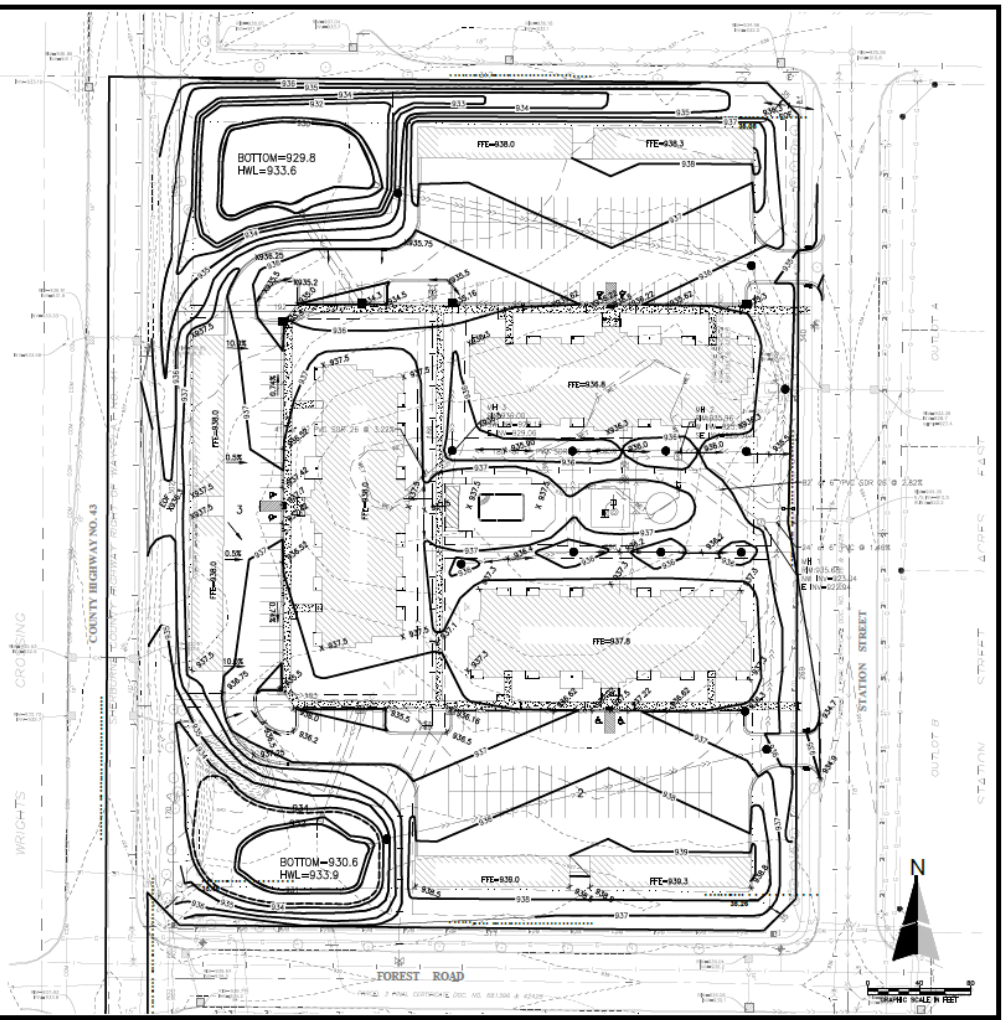
INFILTRATION BASIN GRADING

1. THE CONTRACTOR SHALL AVOID COMPACTING THE BASIN BOTTOM. RUBBER TIRED EQUIPMENT SHALL BE PROHIBITED WHEN WORKING IN THE BASIN AREA.
2. BASIN BOTTOMS UP TO THE HIGH WATER ELEVATION SHALL BE RESTORED WITH WINDOT SEED MIX 33-261.
3. BERTLTCH SHALL BE GRADED 12" – 18" ABOVE FINAL SUBGRADE ELEVATION UNTIL SITE GRADING IS SUBSTANTIALLY COMPLETE. ONCE UPGRADIANT VEGETATION HAS BEEN ESTABLISHED, THE BASIN SHALL BE GRADED TO SUBGRADE ELEVATION. THE NATIVE SOILS DECOMPACTED TO A DEPTH OF 12"-18" AND THE BASIN RESTORED.

CAUTION NOTES:

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND, WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE.

THE CONTRACTOR MUST CONTACT ALL THE APPROPRIATE UTILITY COMPANIES AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS. THE LOCATIONS OF SMALL UTILITIES SHALL BE OBTAINED BY THE CONTRACTOR BY CALLING GOPHER STATE ONE CALL AT 800-252-1166 OR 651-454-0002.



NO.	DATE	DESCRIPTION
		REVISIONS

CAMPION ENGINEERING SERVICES, INC.
• Civil Engineering • Land Planning
1900 Pioneer Creek Center,
P.O. Box 249
Maple Plain, MN 55359
Phone: 763-479-3172
Fax: 763-479-4242
E-mail: mcampion@campioneng.com

I hereby certify that this plan, specification or report has been 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.
William R. Campion Date 10/31/2019
Lic. # 19901

STATION STREET APARTMENTS
KUEPERS INC.
BIG LAKE, MN

GRADING PLAN

SHEET NO. 7 OF 12 SHEETS

PROJECT NO: 19-039

DATE: 10/31/2019

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.

CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TWIN CITY AREA: 651-454-0002
TOLL FREE 1-800-252-1166

LEGEND

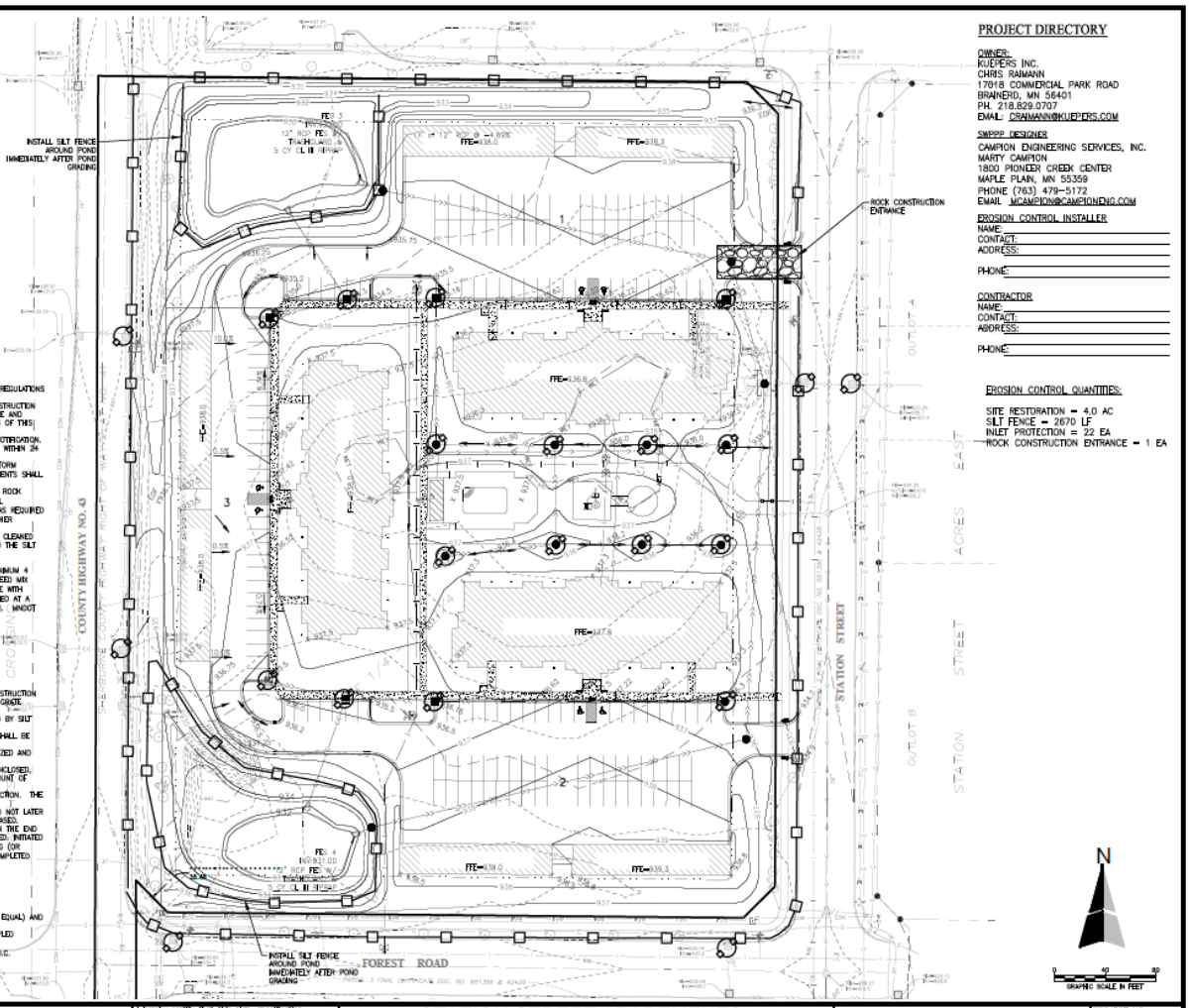
- PROPERTY LINE
- EXISTING CONTOURS
- 300 PROPOSED CONTOURS
- EASEMENT LINE
- SETBACKS
- WET DELINEATED WETLAND EDGE
- STORM SEWER
- SANITARY SEWER
- WATERMAIN
- FENCE
- OVERHEAD POWER LINE
- UNDERGROUND ELECTRIC
- CULVERT
- HEAVY DUTY BITUMINOUS
- SOIL BORING
- SANITARY SEWER MANHOLE
- SANITARY CLEANOUT
- STORM SEWER MANHOLE
- STORM SEWER CATCH BASIN
- WATER GATE VALVE
- HYDRANT
- EXISTING TREE LINE
- INLET PROTECTION
- ROCK CONSTRUCTION ENTRANCE
- SILT FENCE
- PRINCIPAL STRUCTURE SETBACK

EROSION/SILTATION CONTROL

1. ALL EROSION CONTROL AND SILTATION CONTROL WILL COMPLY WITH MINNESOTA'S BEST MANAGEMENT PRACTICES MANUAL AND REGULATIONS OF THE CITY.
2. THE CONTRACTOR SHALL BE FAMILIAR WITH AND FOLLOW ALL REQUIREMENTS OF THE MPCA NPDES PHASE II PERMIT FOR CONSTRUCTION ACTIVITIES INCLUDING BUT NOT LIMITED TO: WEEKLY EROSION CONTROL INSPECTIONS, INSPECTION AFTER 0.5" RAINFALL OR MORE AND DOCUMENTATION OF ALL CORRECTIVE MEASURES. BY BEGINNING CONSTRUCTION, THE CONTRACTOR ACKNOWLEDGES THE TERMS OF THIS PERMIT AND AGREES TO ABIDE BY THEM.
3. THE CONTRACTOR SHALL PERFORM ANY CORRECTIVE MEASURES ORDERED BY THE CITY OR THE MPCA WITHIN 24 HOURS OF NOTIFICATION. ALSO, ADDITIONAL EROSION CONTROL MEASURES DEEMED NECESSARY BY EITHER THE CITY OR THE MPCA SHALL BE INSTALLED WITHIN 24 HOURS OF NOTIFICATION.
4. ANY DEPOSITING OF SILT OR MUD ON NEW OR EXISTING PAVEMENT, IN TEMPORARY SEDIMENTATION BASINS, OR IN EXISTING STORM SEWERS OR SWALE'S SHALL BE REMOVED AFTER EACH RAIN AND AFFECTED AREAS CLEANED. REMOVAL FROM EXISTING PAVEMENTS SHALL BE ACCOMPLISHED BY SWEEPING.
5. THE CONTRACTOR SHALL ASSUME COMPLETE RESPONSIBILITY FOR CONTROLLING ALL SILTATION INCLUDING BUT NOT LIMITED TO ROCK ENTRANCES AND/OR SILT FENCES. CONTROL SHALL COMMENCE WITH GRADING AND CONTINUE THROUGHOUT THE PROJECT UNTIL ACCEPTANCE OF THE WORK BY THE OWNER. THE CONTRACTOR'S RESPONSIBILITY INCLUDES ALL DESIGN AND IMPLEMENTATION AS REQUIRED TO PREVENT EROSION AND THE DEPOSITING OF SILT. THE OWNER MAY, AT HIS/HER OPTION DIRECT THE CONTRACTOR IN HIS/HER METHODS AS DEEMED FIT TO PROTECT PROPERTY AND IMPROVEMENTS.
6. ANY DEPOSITING OF SILT IN SWALES OR EXISTING STORM SEWER SHALL BE REMOVED AFTER EACH RAIN AND AFFECTED AREAS CLEANED TO THE SATISFACTION OF THE OWNER, ALL AT THE EXPENSE OF THE CONTRACTOR. THE SILT FENCES SHALL BE REMOVED AND THE SILT REMOVED FROM THE PONDING AREAS BY THE CONTRACTOR AFTER THE TURF IS ESTABLISHED.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE WITH AND THE MONITORING REQUIREMENTS OF THE MPCA PERMIT.
8. ALL DISTURBED AREAS, EXCEPT ROADWAYS, PARKING LOTS, BUILDING AREAS, AND SIDEWALKS, SHALL BE RESTORED WITH A MINIMUM 4 INCHES TOPSOIL, SEEDED AND MULCHED (TYPE I). SEEDING SHALL BE IN ACCORDANCE WITH MNDOT SPECIFICATION 2575, SEED MIX 22-111 @ 31 LBS/ACRE (OR APPROVED EQUAL). DORMANT SEEDING AREAS SHALL BE SEEDED AND MULCHED IN ACCORDANCE WITH MNDOT SPECIFICATIONS. STRAW MULCHING QUANTITY SHALL BE TWO TONS PER ACRE. FERTILIZER (10-10-20) SHALL BE APPLIED AT A RATE OF 200 POUNDS PER ACRE (CAN BE OMITTED IN LANDSCAPED AREAS IF LANDSCAPED SEEDING IS DONE CONCURRENTLY). MNDOT SEED MIX 21-113 APPLIED AT A RATE OF 110 LBS/ACRE SHALL BE USED FOR TEMPORARY SEEDING IF NEEDED.
9. INFILTRATION BASINS SHALL BE SEEDED WITH MNDOT SEED MIX 33-261 WITH HYDRAULIC MATRIX.
10. CONSTRUCTION SHALL PROCEED IN THE FOLLOWING SEQUENCE:
a. CONTRACTOR SHALL SCHEDULE A PRE-CONSTRUCTION MEETING WITH THE CITY.
b. INSTALL EROSION CONTROL MEASURES AND ROCK CONSTRUCTION ENTRANCE.
c. CONTACT CITY FOR APPROVAL OF EROSION CONTROL INSTALLATION.
d. MAINTAIN EROSION MEASURE, I.E. SILT FENCE, ROCK CONSTRUCTION ENTRANCE.
e. MAINTAIN ALL SEDIMENTATION PONDS. COMPLETE SITE GRADING TOLERANCING.
f. INSTALL SEED AND MULCH ON AREAS THAT ARE NOT TO BE HARD SURFACES.
11. ALL STORM SEWER INLETS AND FLARED END SECTIONS SHALL BE ADEQUATELY PROTECTED BEFORE AND AFTER PAVEMENT CONSTRUCTION UNTIL ALL DISTURBED AREAS ARE STABILIZED. CONTRACTOR SHALL PLACE WRAP FABRIC AND GRAVEL OVER ALL CATCH BASIN GRATE INLETS UNTIL PAVING SURFACES ARE PAVED AND THE LANDSCAPING IS COMPLETED.
12. STOCKPILE AREAS WHICH REMAIN ON THE SITE FOR MORE THAN SEVEN DAYS SHALL BE SEEDED, MULCHED, AND SURROUNDED BY SILT FENCE.
13. BIO LOGS SHALL BE INSTALLED AT PIPE INLETS AND OUTLETS UNTIL RIPRAP IS INSTALLED. PERMANENT ENERGY DISSIPATERS SHALL BE INSTALLED WITHIN 24 HOURS OF CONNECTING TO A SURFACE WATER.
14. EROSION AND SEDIMENT CONTROL PRACTICES MUST REMAIN IN PLACE UNTIL THE SITE SOILS HAVE BEEN PERMANENTLY STABILIZED AND SHALL BE REMOVED WITHIN 30 DAYS THEREAFTER.
15. ALL STOCKPILES OF SOIL OR OTHER MATERIALS SUBJECT TO EROSION BY WIND OR WATER SHALL BE COVERED, VEGETATED, ENCLOSED, FENCED ON THE DOWN GRADIENT SIDE OR OTHERWISE EFFECTIVELY PROTECTED FROM EROSION IN ACCORDANCE WITH THE AMOUNT OF TIME THE MATERIAL WILL BE ON SITE AND THE NATURE OF ITS PROPOSED USE.
16. LOCATION OF CONCRETE WASHOUT AND HAZARDOUS MATERIALS STORAGE SHALL BE DETERMINED PRIOR TO START OF CONSTRUCTION. THE SWPPP WILL BE UPDATED AND LOCATIONS ADDED AT THAT TIME.
17. TEMPORARY OR PERMANENT STABILIZATION SHALL BE INITIATED IMMEDIATELY TO LIMIT SOIL EROSION AND SHALL BE COMPLETED NOT LATER THAN SEVEN DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED. INITIATED IMMEDIATELY MEANS TAKING AN ACTION TO COMMENCE STABILIZATION AS SOON AS PRACTICABLE, BUT NO LATER THAN THE END OF THE WORK DAY, FOLLOWING THE DAY WHEN THE EARTH-DISTURBING ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED. INITIATED STABILIZATION IS DEFINED AS COMPLETING ONE (OR MORE) OF THE FOLLOWING: SOIL PREPARATION FOR VEGETATION, MULCHING (OR OTHER NON-VEGETATIVE BMP), SEEDING/PLANTING, OR SCHEDULING STABILIZATION MEASURES TO BE FULLY INSTALLED AND COMPLETED WITHIN THE 7 DAY TIMEFRAME.
18. THE CONTRACTOR SHALL PROVIDE AND INSTALL A SWPPP MAILBOX (INCIDENTAL).

EROSION CONTROL BLANKET REQUIREMENTS

1. TEMPORARY EROSION BLANKET SHALL BE BIODEGRADABLE DOUBLE-NET STRAW (NORTH AMERICAN GREEN S150 OR APPROVED EQUAL) AND EROSION MATS SHALL HAVE A MINIMUM FUNCTIONAL LONGEVITY OF 10 MONTHS.
2. EROSION BLANKET PLACED ON SLOPES 3:1 OR GREATER SHALL BE ROLLED DOWN SLOPE AND WITH 4" MINIMUM LAP AND STAPLED AT 1' O.C.
3. CONSTRUCT A 6"X12" ANCHOR TRENCH 3' BEYOND CREST AND TOE OF SLOPE. STAPLE EROSION BLANKET IN TRENCH AT 1' O.C.
4. COP'S SHALL BE STABILIZED WITH MNDOT TRM CATEGORY 1 TURF REINFORCEMENT MAT.



PROJECT DIRECTORY

OWNER:
KUEPERS INC.
CHRIS RAIMANN
17918 COMMERCIAL PARK ROAD
BRAINERD, MN 56401
PH. 218.829.0707
EMAIL: CRAIMANN@KUEPERS.COM

SWPPP DESIGNER
CAMPION ENGINEERING SERVICES, INC.
MARTY CAMPION
1800 PIONEER CREEK CENTER
MAPLE PLAIN, MN 55359
PHONE (763) 479-5172
EMAIL MCAMPION@CAMPIONENG.COM

EROSION CONTROL INSTALLER
NAME:
CONTACT:
ADDRESS:
PHONE:

CONTRACTOR
NAME:
CONTACT:
ADDRESS:
PHONE:

EROSION CONTROL QUANTITIES:

SITE RESTORATION = 4.0 AC
SILT FENCE = 2670 LF
INLET PROTECTION = 22 EA
ROCK CONSTRUCTION ENTRANCE = 1 EA

NO.	DATE	DESCRIPTION
		REVISIONS

CAMPION ENGINEERING SERVICES, INC.

• Civil Engineering • Land Planning
1800 Pioneer Creek Center, P.O. Box 249
Maple Plain, MN 55359
Phone: 763-479-5172
Fax: 763-479-4242
E-Mail: mcampion@campioneng.com

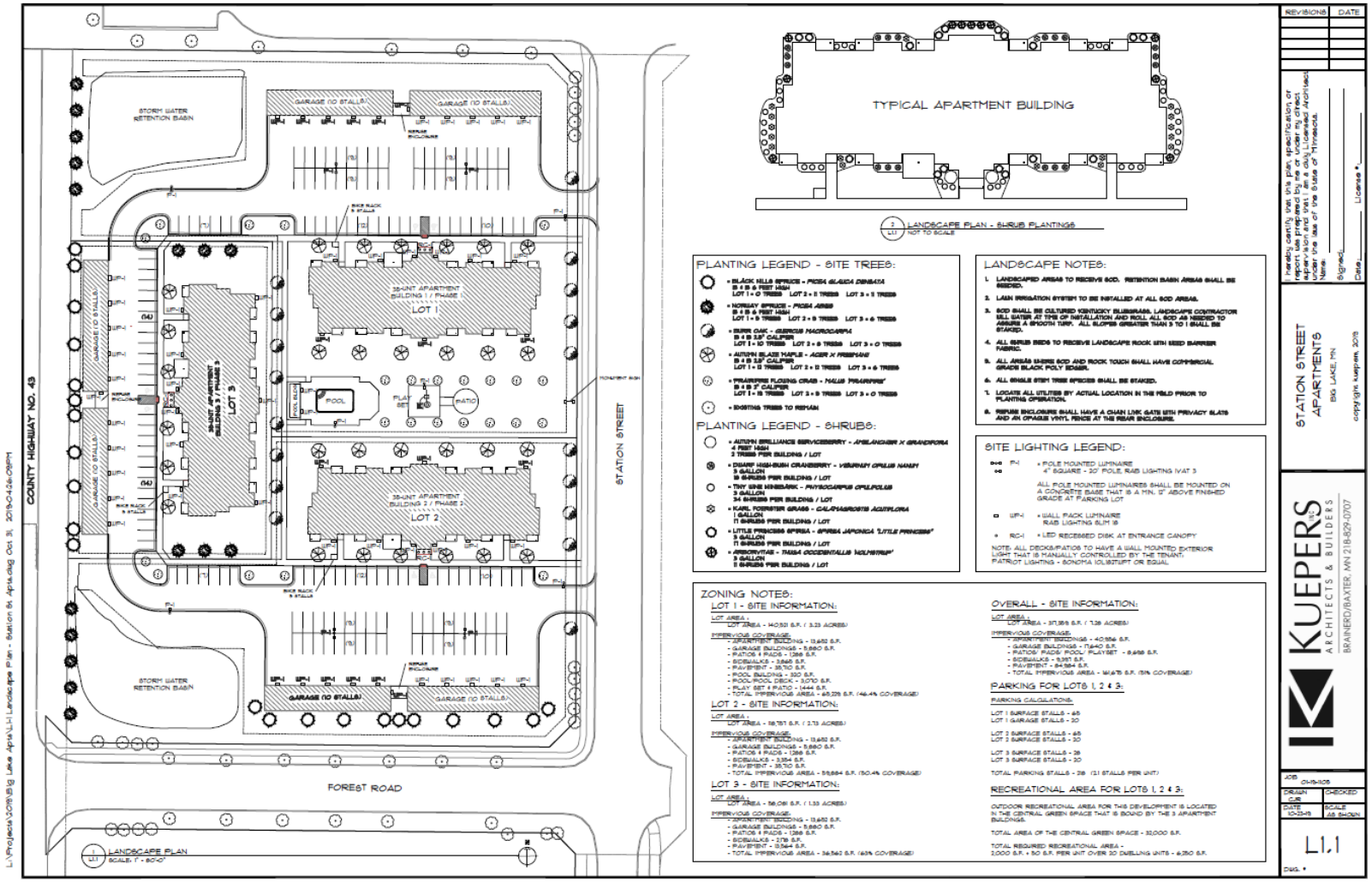
I hereby certify that this plan, specification or report has been prepared by me or under my direct supervision, and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.
10/31/2019
Martin R. Campion Date
License No. 19901

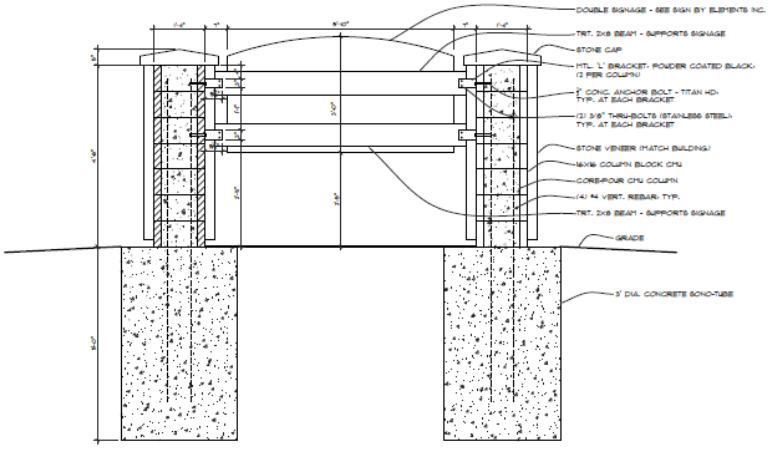
STATION STREET APARTMENTS
KUEPERS INC.
BIG LAKE, MN

STORM WATER POLLUTION PREVENTION PLAN
SHEET NO. 8 OF 12 SHEETS

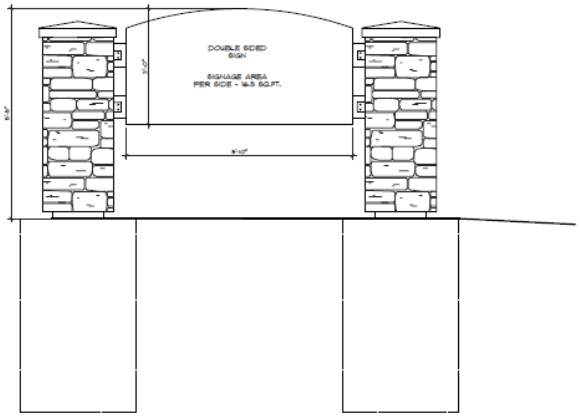
PROJECT NO: 19-039
DATE: 10/31/2019

Attachment E
Landscape Plan

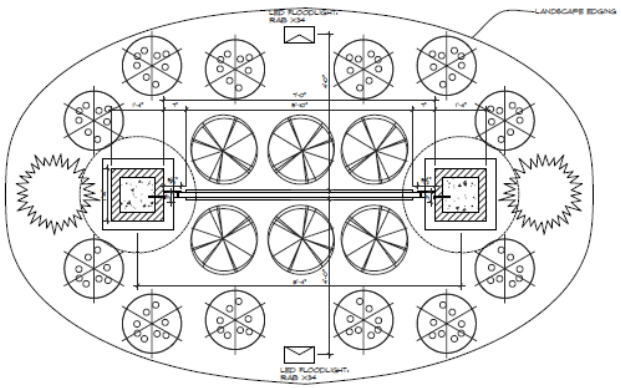




2 / L1.2 SECTION - TYPICAL
SCALE: 3/8" = 1'-0"



3 / L1.2 MONUMENT SIGN ELEVATION
SCALE: 3/8" = 1'-0"



1 / L1.2 PLAN VIEW
SCALE: 3/8" = 1'-0"

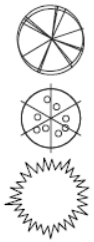
GENERAL NOTES:

1. SIGN ILLUMINATION: GROUND MOUNTED FLOODLIGHT LUMINAIRE - EACH SIDE: RAB LIGHTING X34

2. SIGN ILLUMINATION: SIGN LIGHTING TO CONCENTRATE THE ILLUMINATION UPON THE PRINTED AREA OF THE SIGN FACE. NO ILLUMINATION MAY EXCEED ONE FOOT-CANDLE OF ILLUMINATION AT THE PROPERTY LINE.

3. LANDSCAPE REQUIREMENTS: SIGN BASE TO BE LANDSCAPED WITH SMALL SHRUBS A MIN. OF 18 INCHES IN HEIGHT AT PLANTING TO PROVIDE CONTINUOUS SCREENING OF THE SIGNAGE BASE. LANDSCAPING TO EXTEND A MIN. OF 2 FEET FROM THE SIGN BASE ON ALL SIDES.

LANDSCAPE LEGEND:



- TINY WINE NINEBARK ' PHYSOCARPUS OPULIFOLIUS '
- HEMEROCALLIS ' STELLA DE ORO '
- HYDRANGEA PANICULATA ' LITTLE LAMB '

REVISIONS	DATE

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.
Name: _____
Signed: _____
Date: _____ License # _____

STATION STREET APARTMENTS
BIG LAKE, MN

copyright kuepers, 2019

KUEPERS ARCHITECTS & BUILDERS
BRAINERD/BAXTER, MN 218-829-0707

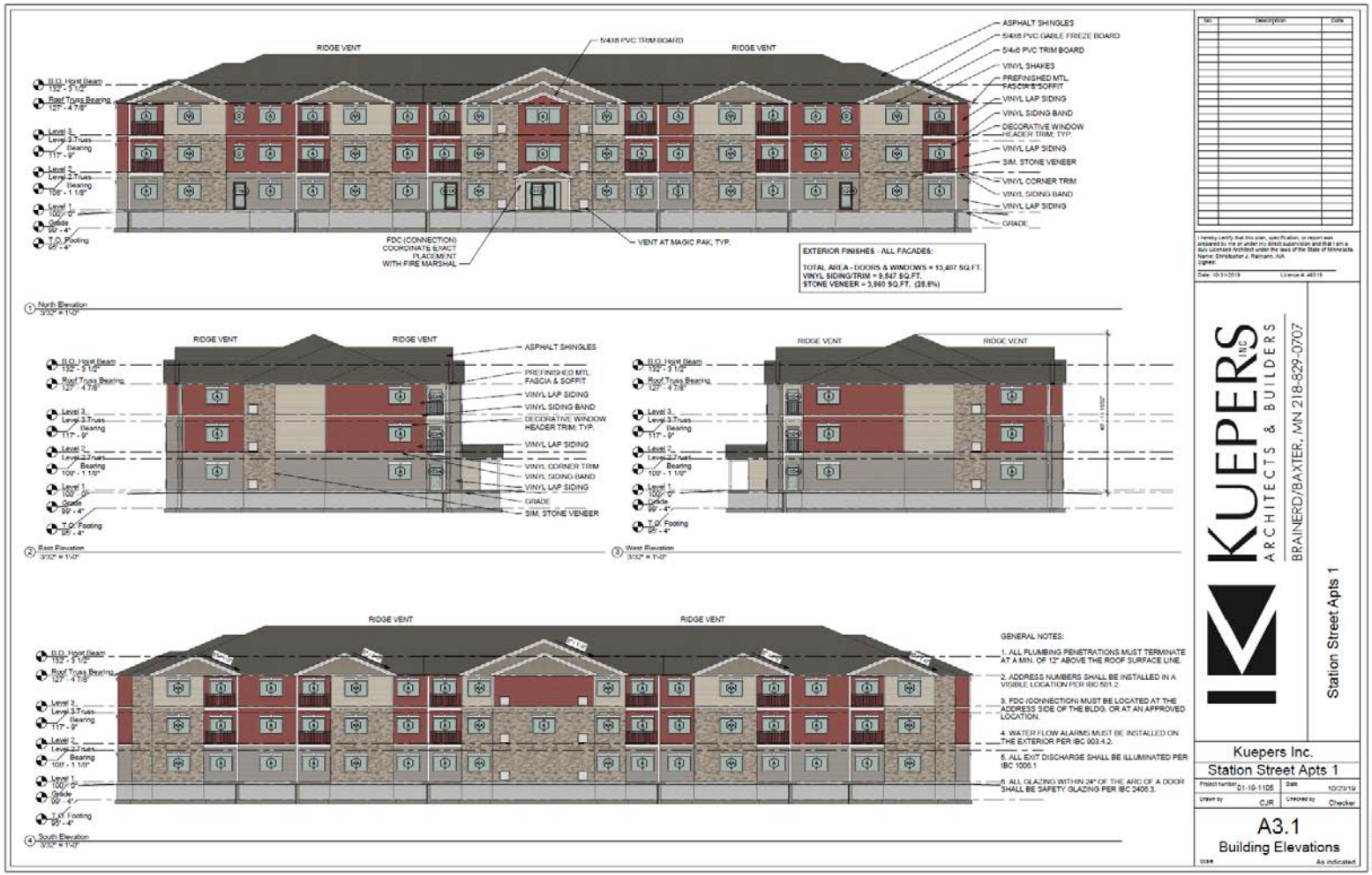
JOB 0419-105
DRAWN CJB
CHECKED
DATE 10-23-19
SCALE AS SHOWN

L1.2

DWG. #

L:\Projects\2019\Big Lake Apts\Monument Signs.dwg Oct 31, 2019-04:28:01PM

Attachment F
Elevations



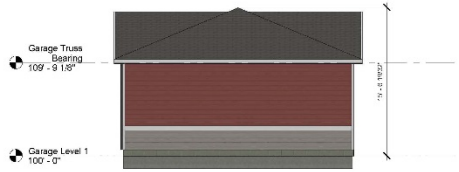
EXTERIOR FINISHES - ALL FACADES:

TOTAL AREA - DOORS = 1,440 SQ.FT.
VINYL SIDING/ TRIM = 1,440 SQ.FT.
STONE VENEER = 432 SQ.FT. (30%)

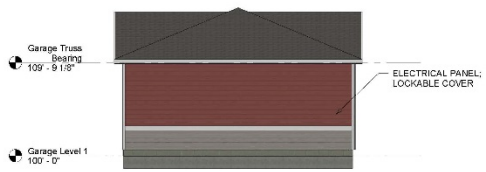
1 Garage 1 - Front Elevation
3/16" = 1'-0"

GENERAL NOTES:

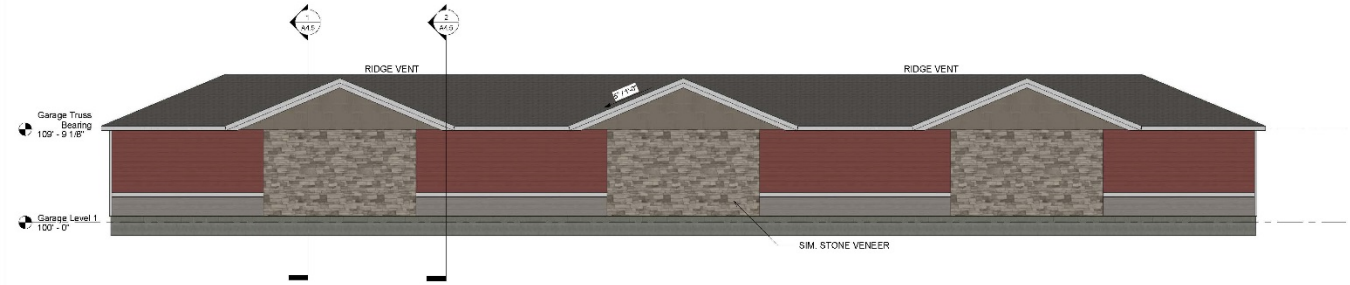
1. GARAGE OCCUPANCY GROUP: U OCCUPANCY
2. GARAGE CONSTRUCTION TYPE: VB



2 Garage 1 - Side 1 Elevation
3/16" = 1'-0"



3 Garage 1 - Side 2 Elevation
3/16" = 1'-0"



4 Garage 1 - Rear Elevation
3/16" = 1'-0"

No.	Description	Date

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.
Name: Christopher J. Ramsay, AIA
Signed:
Date: 10.31.2019 License # 46219

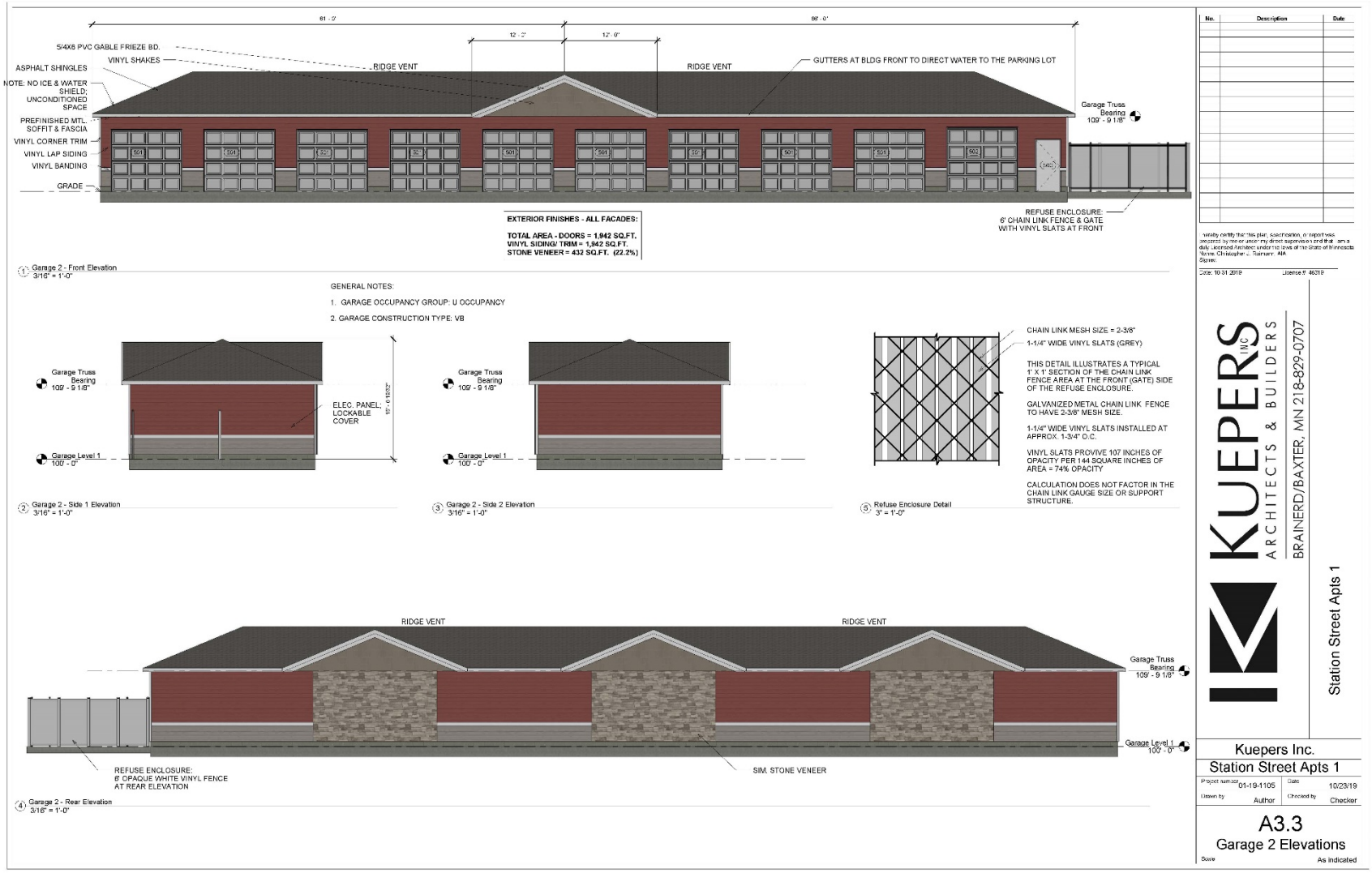
KUEPERS INC
ARCHITECTS & BUILDERS
BRAINERD/BAXTER, MN 218-829-0707

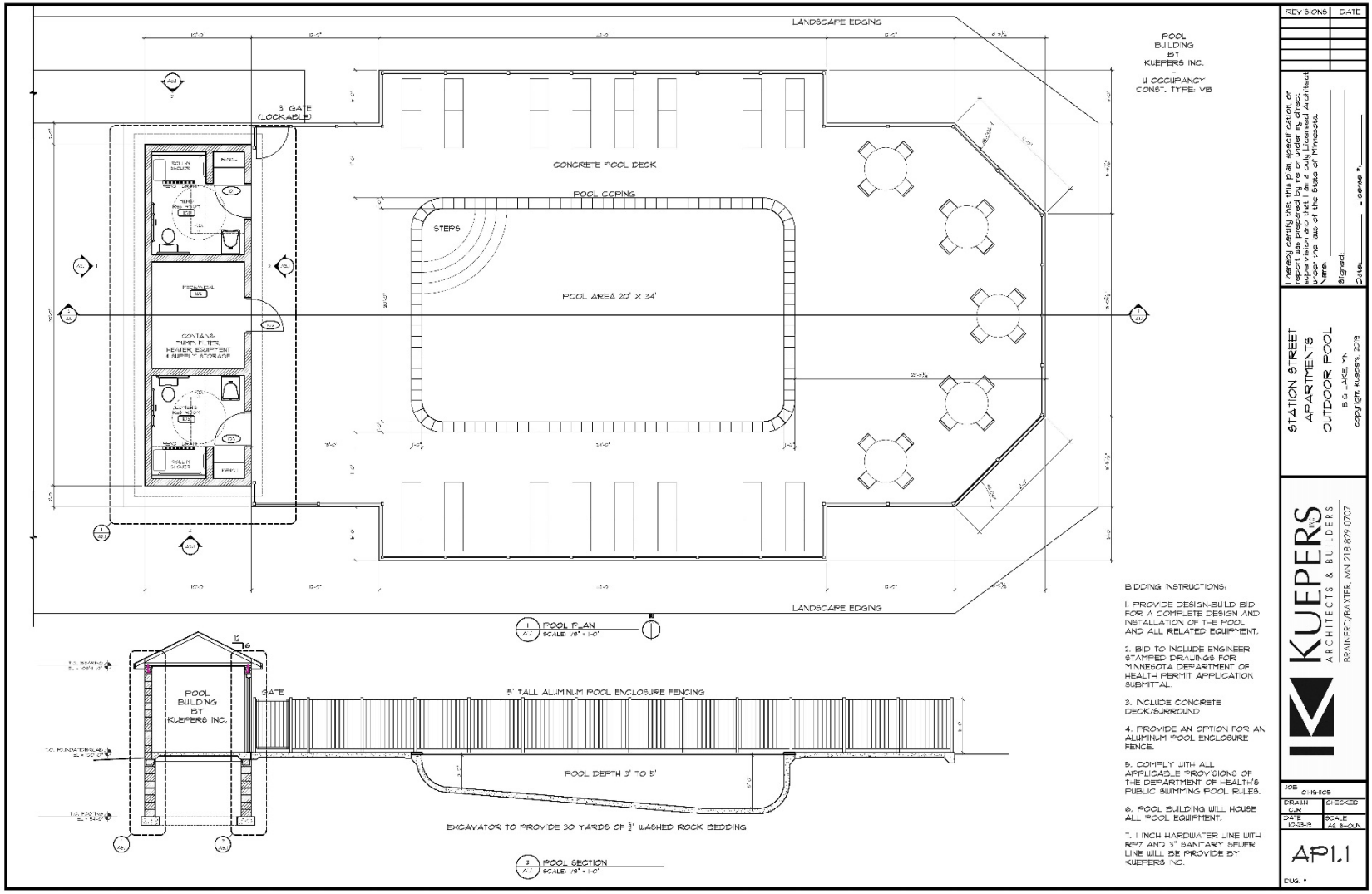
Station Street Apts 1

Kuepers Inc.
Station Street Apts 1

Project number	01-19-1105	Date	10/23/19
Drawn by	CJR	Checked by	Checker

A3.2
Garage 1 Elevations
Scale As indicated


61' - 0"
86' - 0"
12' - 0"
12' - 0"
5/4X6 PVC GABLE FRIEZE BD.
VINYL SHAKES
ASPHALT SHINGLES
NOTE: NO ICE & WATER SHIELD; UNCONDITIONED SPACE
PREFINISHED MTL. SOFFIT & FASCIA
VINYL CORNER TRIM
VINYL LAP SIDING
VINYL BANDING
GRADE
RIDGE VENT
RIDGE VENT
GUTTERS AT BLDG FRONT TO DIRECT WATER TO THE PARKING LOT
Garage Truss Bearing 109' - 9 1/8"
REFUSE ENCLOSURE: 6' CHAIN LINK FENCE & GATE WITH VINYL SLATS AT FRONT
EXTERIOR FINISHES - ALL FACADES:
TOTAL AREA - DOORS = 1,942 SQ.FT.
VINYL SIDING/ TRIM = 1,942 SQ.FT.
STONE VENEER = 432 SQ.FT. (22.2%)
1 Garage 2 - Front Elevation 3/16" = 1'-0"
GENERAL NOTES:
1. GARAGE OCCUPANCY GROUP: U OCCUPANCY
2. GARAGE CONSTRUCTION TYPE: VB
Garage Truss Bearing 109' - 9 1/8"
ELEC. PANEL; LOCKABLE COVER
Garage Level 1 100' - 0"
2 Garage 2 - Side 1 Elevation 3/16" = 1'-0"
Garage Truss Bearing 109' - 9 1/8"
Garage Level 1 100' - 0"
3 Garage 2 - Side 2 Elevation 3/16" = 1'-0"
CHAIN LINK MESH SIZE = 2-3/8"
1-1/4" WIDE VINYL SLATS (GREY)
THIS DETAIL ILLUSTRATES A TYPICAL 1' X 1' SECTION OF THE CHAIN LINK FENCE AREA AT THE FRONT (GATE) SIDE OF THE REFUSE ENCLOSURE.
GALVANIZED METAL CHAIN LINK FENCE TO HAVE 2-3/8" MESH SIZE.
1-1/4" WIDE VINYL SLATS INSTALLED AT APPROX. 1-3/4" O.C.
VINYL SLATS PROVIVE 107 INCHES OF OPACITY PER 144 SQUARE INCHES OF AREA = 74% OPACITY
CALCULATION DOES NOT FACTOR IN THE CHAIN LINK GAUGE SIZE OR SUPPORT STRUCTURE.
5 Refuse Enclosure Detail 3" = 1'-0"
RIDGE VENT
RIDGE VENT
Garage Truss Bearing 109' - 9 1/8"
Garage Level 1 100' - 0"
REFUSE ENCLOSURE: 6' OPAQUE WHITE VINYL FENCE AT REAR ELEVATION
SIM. STONE VENEER
4 Garage 2 - Rear Elevation 3/16" = 1'-0"
No. Description Date
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
Name: Christopher J. Ramsay, AIA
Signed:
Date: 10.31.2019 License # 46219
KUEPERS INC
ARCHITECTS & BUILDERS
BRAINERD/BAXTER, MN 218-829-0707
Station Street Apts 1
Kuepers Inc.
Station Street Apts 1
Project number 01-19-1105
Date 10/23/19
Drawn by Author
Checked by Checker
A3.3
Garage 2 Elevations
Scale As indicated



BIDDING INSTRUCTIONS:

1. PROVIDE DESIGN-BUILD BID FOR A COMPLETE DESIGN AND INSTALLATION OF THE POOL AND ALL RELATED EQUIPMENT.

2. BID TO INCLUDE ENGINEER STAMPED DRAWINGS FOR MINNESOTA DEPARTMENT OF HEALTH PERMIT APPLICATION SUBMITTAL.

3. INCLUDE CONCRETE DECK/SURROUND

4. PROVIDE AN OPTION FOR AN ALUMINUM POOL ENCLOSURE FENCE.

5. COMPLY WITH ALL APPLICABLE PROVISIONS OF THE DEPARTMENT OF HEALTH'S PUBLIC SWIMMING POOL RULES.

6. POOL BUILDING WILL HOUSE ALL POOL EQUIPMENT.

7. 1 INCH HARDWATER LINE WITH RPZ AND 3" SANITARY SEWER LINE WILL BE PROVIDE BY KUEPERS INC.

REVISIONS	DATE

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.

Name: _____

Signed: _____

Date: _____ License #: _____

STATION STREET APARTMENTS
OUTDOOR POOL
BIG LAKE, MN

copyright: Kuepers, 2019

KUEPERS INC.
ARCHITECTS & BUILDERS
BRAINERD/BAXTER, MN 218.829.0707

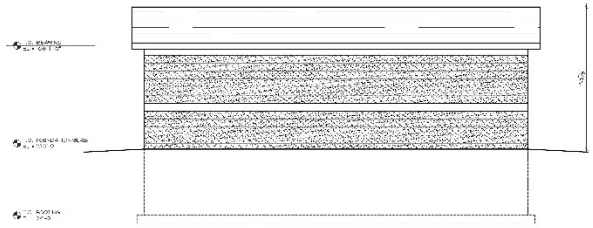
JOB 0-19-R05

DRAWN	CHECKED
CJR	
DATE	SCALE
10-23-19	AS SHOWN

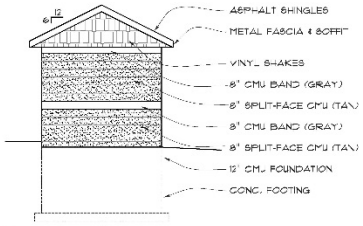
AP1.1

DWG. #

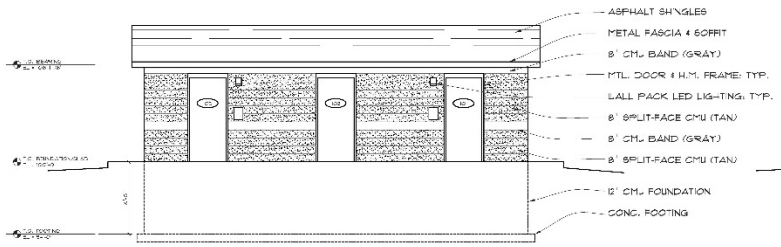
L:\Projects\2019\Big Lake Apts\Pool Plans.dwg Oct 31, 2019-04:28:52PM



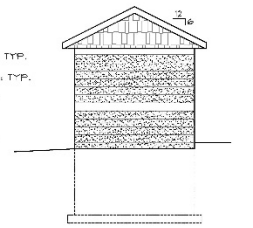
1 / A3.1 BUILDING - WEST ELEVATION
SCALE: 1/8" = 1'-0"



3 / A3.1 BUILDING - NORTH ELEVATION
SCALE: 1/8" = 1'-0"



2 / A3.1 BUILDING - EAST ELEVATION
SCALE: 1/8" = 1'-0"



4 / A3.1 BUILDING - SOUTH ELEVATION
SCALE: 1/8" = 1'-0"

GENERAL NOTES:

1. EXTERIOR MATERIAL COLORS TO MATCH SIDING COLORS AT THE APARTMENT BUILDINGS.

2. BUILDING IS UNCONDITIONED DURING WINTER MONTHS.

REVISIONS	DATE

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.

Name: _____

Signed: _____ License #: _____

Date: _____

STATION STREET APARTMENTS
OUTDOOR POOL
BIG LAKE, MN
copyright kuepers, 2018

KUEPERS
ARCHITECTS & BUILDERS
BRAINERD/BAXTER, MN 218-829-0707

JOB 01-18-105

DRAWN	CHECKED
CJR	
DATE 10-23-18	SCALE AS SHOWN

AP3.1

DWG. #

L:\Projects\2018\01-18 Lake Apts\Pool Plans\dwg Oct 31, 2018-04:06:18PM

Attachment G:
Graphic Renderings

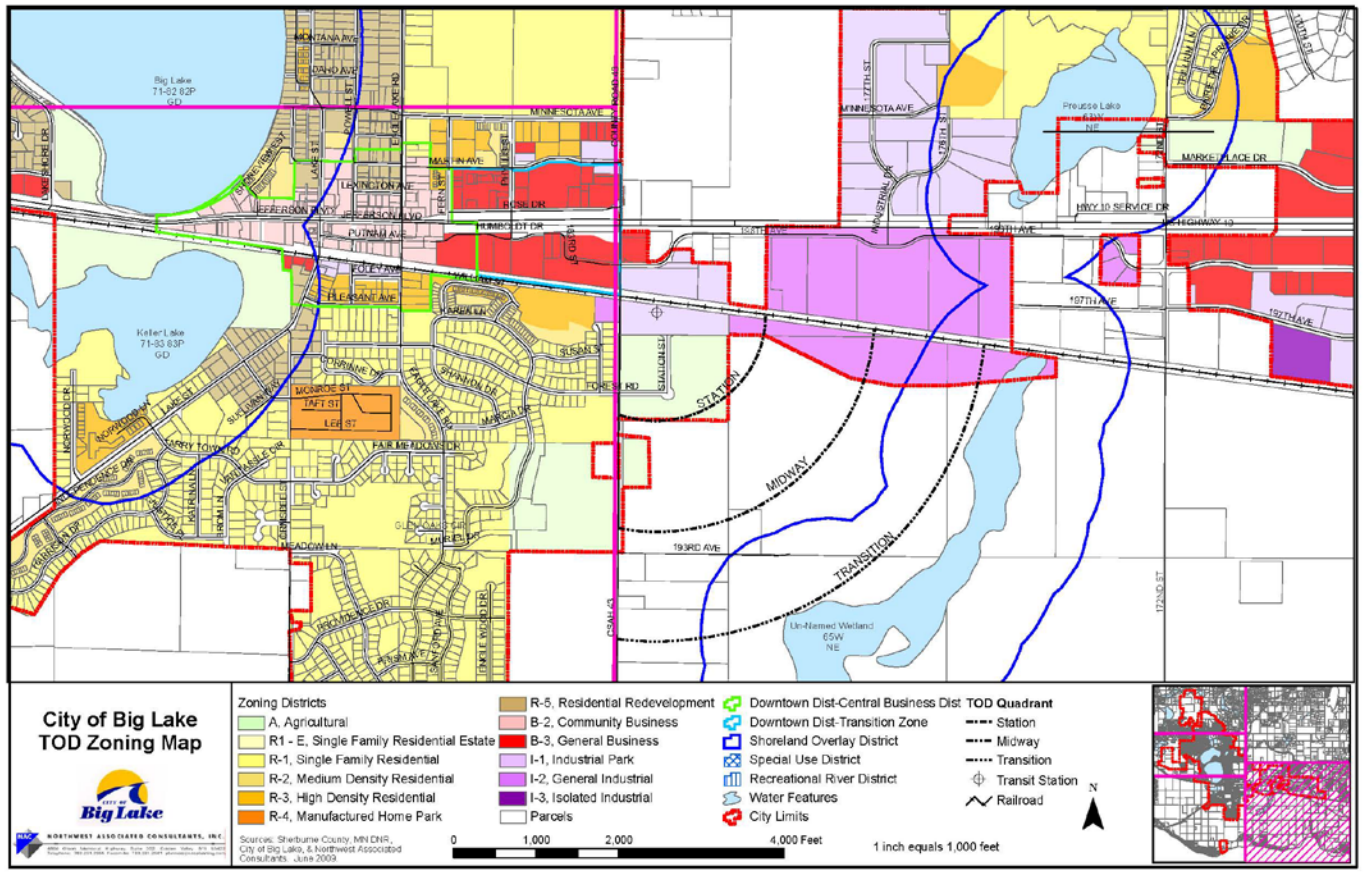
KUEPERS
ARCHITECTS & BUILDERS
CONCEPTUAL DESIGN

KUEPERS
ARCHITECTS & BUILDERS
CONCEPTUAL DESIGN

KUEPERS
ARCHITECTS & BUILDERS
CONCEPTUAL DESIGN

KUEPERS
ARCHITECTS & BUILDERS
CONCEPTUAL DESIGN

Attachment H:
TOD Station Zoning Map



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, January 8, 2020. The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

CITY OF BIG LAKE
RESOLUTION NO. 2020-XX

RESOLUTION APPROVING A PRELIMINARY PLAT, SITE AND BUILDING PLAN, AND DEVELOPMENT STAGE PLANNED UNIT DEVELOPMENT PLAN FOR STATION STREET APARTMENTS

WHEREAS, the Big Lake Planning Commission conducted a public hearing on December 4, 2019 to consider development applications for the following:

- A Rezoning of PID #65-029-2101 to "T.O.D., Planned Unit Development" from "Agricultural"
- Preliminary Plat of Station Street Apartments
- Site and Building Plan
- Development Stage Planned Unit Development

WHEREAS, the Concept Plan for the Station Street Apartments was considered by the City Council on October 23, 2019.

WHEREAS, the Big Lake Planning Commission conducted a public hearing on December 4, 2019 and recommended, with a 6-0 vote, that the City Council approve the Development Stage Planned Unit Development, Preliminary Plat and Site Plans subject to the conditions identified herein; and

WHEREAS, notice of the public hearings were duly published and posted in accordance with applicable Minnesota Statutes and persons interested in said applications were afforded the opportunity to present their views and objections related to the project; and

WHEREAS, the Station Street Apartments Preliminary Plat, Development Stage PUD Plan and Site & Building Plans conform to the requirements of the Zoning Ordinance, the conditions recommended for the concept plan approval and requirements of the

Subdivision Ordinance with some flexibility from the City's default standards provided through the PUD process. The proposed development will be consistent with the Comprehensive Plan; and

WHEREAS the City Council of Big Lake makes the following Findings of Fact and decision:

A. A site location map showing the project location within the City is attached as Exhibit B.

B. The Planning Report dated January 8, 2020, shall be the governing document which includes the following attachments:

Attachment A:	Site Location Map
Attachment B:	Public Hearing Notice
Attachment C:	Engineer's Memo
Attachment D:	Preliminary Plat and Engineering Plans
Attachment E:	Landscape Plan
Attachment F:	Building Elevations
Attachment G:	Graphic Renderings
Attachment H:	TOD Station Zoning Map

C. The legal description of the subject property is attached as Exhibit A.

D. The Preliminary Plat is attached as Exhibit C.

E. Public Hearing Notices for the two (2) public hearings that were held for applications related to the project are attached as Exhibit D.

F. The proposed high-density residential development will be compatible with present and future land uses of the area.

G. The proposed high-density residential development will not tend to or actually depreciate the area in which it is proposed.

H. The proposed high-density residential development can be accommodated with existing and future planned public and private services and will not overburden the City's service capacity.

I. Traffic generated by the proposed high-density residential development is within capabilities of streets serving the property.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake that it hereby approves the Station Street Apartments preliminary plat, the Development Stage Planned Unit Development Plan and Site & Building plans for Station Street Apartments subject to the following conditions:

PLANNING AND ZONING CONDITIONS

1. Development Stage PUD approval is granted. A rezone to PUD-Planned Unit Development with a base zoning district of TOD-Transit Oriented Development shall be processed concurrently with the approval of the final plat and Final Plan PUD. The following Planned Unit Development (PUD) flexibility shall be granted in accordance with the approved plans:

    a. All lots are allowed to have less than the 60% minimum impervious surface coverage.
    b. The buildings are allowed to exceed the maximum setback as shown on the approved plans.
    c. The main entrances for each apartment building are allowed to be setback more than five feet from the front property line.
    d. Parking lots and accessory garage structures are allowed to be located in the front yards.
    e. The applicant is allowed to exceed the maximum parking allowed and provide 218 spaces.
    f. The applicant is not required to construct more than six garage structures.
    g. The applicant is not required to provide building façades with the minimum material standards. The buildings will be constructed with the materials shown on the approved plans.
    h. The applicant is not required to construct a sidewalk along County Road 43 NW.
    i. The applicant is not required to construct pedestrian amenities such as benches, public art, planters, trash receptacles, etc. along sidewalks and in landscaped areas, open spaces and plazas.
    j. One monument sign is allowed.

2. The PUD approval is for three (3) apartment buildings, six (6) accessory garage structures and an accessory pool house structure. No additional buildings may be built without a revision to the PUD.

3. The review and approval of the site improvement pursuant to the requirements of City adopted building and fires codes shall be in addition to the site plan review process. The site plan approval process does not imply compliance with the requirements of these codes.

4. All construction plans officially submitted to the City shall be treated as a formal agreement between the Applicant and the City. Once approved, no changes, modifications, or alterations shall be made to any plan detail, standard, or specification without prior submittal of a plan modifications request to the City Planner for review and approval.

5. A sign permit is required before any signage may be installed. All signage must be setback 10 feet from all property lines.

6. Additional information regarding the phasing of the project should be submitted with the final PUD application.

7. The lighting plan should be revised to show compliance with ordinance.

8. Prior to the issuance of any permit for land alteration, the applicant shall provide a financial guarantee (letter of credit or escrow payment) in the amount 125% of the estimated cost to furnish and plant materials including irrigation, mulch, and other landscape materials. This financial guarantee shall be provided separately for each phase of development.

9. The security shall be maintained for at least one (1) year after the date that the last landscape materials have been planted. Upon a showing by the applicant and such inspection as may be made by the City, that portion of the security may be released by the City equal to one hundred twenty-five (125) percent of the estimated cost of the landscape materials which are alive and healthy at the end of such year. Any portion of the security not entitled to be released at the end of the year shall be maintained and shall secure the applicant's responsibility to remove and replant landscape materials which are not alive or are unhealthy at the end of such year and to replant missing trees. Upon completion of replanting said landscape materials, the entire security may be released. Any ornamental grass planted shall be guaranteed for a full two (2) years from the time planting is completed.

10. An irrigation system shall be required to ensure the viability of landscape materials.

11. A park dedication cash-in-lieu payment shall be made at a level consistent with the City Code and approved Fee Schedule. Residential developments are required to dedicate 10% of the value of the land with an established minimum per-unit fee. The City will allow the park dedication fee payments to be phased and shall require that the Applicant pay the park dedication cash requirement for the units in each individual phase prior to the issuance of the building permit for that phase of development. The current fee schedule, which has a minimum per unit charge of $2,500, would require a park dedication fee of $262,500 for the 105 residential units. One third of that amount shall be paid with each apartment building's building permit. Park dedication for OUTLOT A shall be collected at the time of a future final plat when it is platted as a developable lot.

12. Sewer Access Charges (SAC) and Water Access Charges (WAC) will be collected at the time of building permit issuance.

13. Trunk sewer and trunk water charges will be calculated at the time of final plat. Trunk sewer and trunk water charges will be collected at the time of building permit issuance for each phase of development.

14. The Applicant will need to enter into a development agreement and PUD agreement with the City prior to development. A Development Contract/PUD Agreement shall be drafted by the City Attorney prior to approval of the Final Plat.

15. This approval is contingent upon implementation of the rezone of the subject properties to PUD- Planned Unit Development with a base zoning district of TOD-Transit Oriented Development. The rezone ordinance shall be processed concurrently with the final plat.

16. The Applicant shall address the comments/conditions of the Engineer's Letter dated November 26, 2019 and revise their plans accordingly. There are five (5) comments/conditions relating to the ALTA Survey, nine (9) comments/conditions relating to the Preliminary Plat, and twenty-three (23) comments/conditions relating to the construction plans.

17. Any conditions of the Planning Commission, City Council, Staff, consultants, or other agencies responsible for the review of this development application.

ENGINEERING CONDITIONS

ALTA Survey:

1. The sanitary sewer manhole text is illegible.

2. The existing concrete sidewalk and curbing should be labeled.

3. Street widths should be shown.

4. Only one wetland is identified. The second wetland boundary should be shown on the survey.

5. The intersection of Forest Road and County Highway No. 43 right of ways should be monumented.

Preliminary Plat:

1. The plat name shall be clearly identified.

2. The preliminary plat shall include the name and registration number of the surveyor responsible for the plat.

3. The external dimensions of the property shall be clearly identified by distances and bearings.

4. The County Highway No. 43 right of way shall be clearly identified by distances and bearings.

5. Lot and Block numbers shall be clearly noted on the plat.

6. The proposed lot areas are noted in terms of square feet. The outlot area is identified in acres. The lot and outlot areas shall be noted with consistent area units.

7. Setbacks shall be identified for each proposed lot.

8. All sanitary sewer, watermain, and storm sewer, except for the storm sewer across Lot 2, is contained within drainage and utility easements. The applicant should provide clarification as to why the storm sewer across Lot 2 is not contained within a drainage and utility easement.

9. All access and parking easements shall be identified on the plat.

Construction Plans:

1. The applicant shall submit a wetland replacement plan and obtain all required approvals prior to construction.

2. The applicant shall obtain a MDH watermain extension permit and submit a copy to the city.

3. The applicant shall obtain a work within the right of way permit from the City of Big Lake.

4. The applicant shall obtain a work within the right of way permit from Sherburne County. A copy of the permit shall be submitted to the city.

5. The applicant shall obtain a NPDES Construction Stormwater Permit and shall submit a copy of the permit to the city prior to construction.

6. The applicant shall enter into a Stormwater Maintenance Agreement for the infiltration basins on the property.

7. The applicant shall prepare a Stormwater Maintenance Plan for the infiltration basins to be included in the Stormwater Maintenance Agreement.

8. The applicant shall provide infiltration test results for each of the proposed infiltration basins.

9. The applicant shall obtain soil borings to verify groundwater depth and soil type within the proposed infiltration basin locations and submit the data to the City of Big Lake for review.

10. The SWPPP identifies silt fence installation such that the existing sidewalk along Forest Road and Station Street will be contained within the construction area. The silt fence location shall be adjusted so that the sidewalk remains usable throughout construction.

11. The infiltration basins shall be seeded with MnDOT seed mix 35-221. The notes referencing seed mixtures on sheets 7 and 8 shall be revised.

12. The property accesses shall be constructed with radi a minimum of 15 feet in length.

13. Additional spot elevations or intersection details shall be provided for the proposed site accesses.

14. The applicant shall submit a traffic control plan for the review of the city prior to excavating within the Forest Road right of way.

15. The Forest Road bituminous, aggregate base, curb and gutter, and sidewalk shall be replaced no more than 48 hours following the watermain connection.

16. A temporary pedestrian access route shall be provided whenever construction impacts the existing sidewalk.

17. Note 6. on sheet 5 of 12 shall be revised. Test water shall not be disposed of into the city's sanitary sewer system.

18. Umbrella anchorage assemblies shall be provided for all gate valves.

19. The contractor shall be responsible for obtaining two consecutive passing bacteriological tests from the proposed watermain. Testing results shall be provided to the City of Big Lake.

20. A gate valve shall be added to the proposed water service for the building located on Lot 3.

21. Two additional gate valves shall be installed near MH 3.

22. All construction shall be in accordance with the City of Big Lake Standards.

23. Revised plans incorporating the above reference comments shall be labeled "Final Plans for Construction" and shall be submitted for the review of the City of Big Lake.

Adopted by the Big Lake City Council on the 8th day of January, 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.

Exhibits:

A- Legal Description
B- Site Location Map
C- Preliminary Plat
D- Public Hearing Notices
E- City Engineer's Letter
F- Engineering Plans
G- Landscape Plan
H- Building Plans

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

STATE OF MINNESOTA)
COUNTY OF SHERBURNE) SS.

The foregoing instrument was acknowledged before me this _____ day of January, 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

The following description was provided in Chicago Title Insurance Company Commitment No. C-19-1225 which has an effective date of September 16, 2019 at 8:00 A.M.

SHERBURNE COUNTY

A portion of the Northeast Quarter of the Northwest Quarter of Section 29, all in Township 33, Range 27, Sherburne County, Minnesota, except the South 280.00 feet of said Northeast Quarter of the Northwest Quarter as measured at a right angle to the south line of said Northeast Quarter of the Northwest Quarter.

(Torrens, Certificate of Title No. 10881)
REGISTERED PROPERTY

More particularly described as follows:

All that part of the Northeast Quarter of the Northwest Quarter of Section 29, Township 33, Range 27, Sherburne County, Minnesota, except the South 280.00 feet of said Northeast Quarter of the Northwest Quarter as measured at a right angle to the south line of said Northeast Quarter of the Northwest Quarter, and also except those parts platted in STATION STREET ACRES EAST and NORTHERN STAR APARTMENTS, according to the recorded plats thereof, and also except Parcel 3, Tract B, described in Final Certificate Document Number 681396, as follows:

Tract B:

The Northeast Quarter of the Northwest Quarter of Section 29, Township 33 North, Range 27 West, Sherburne County, Minnesota, except the South 280.00 feet of said Northeast Quarter of the Northwest Quarter as measured at a right angle to the south lien of said Northeast Quarter of the Northwest Quarter; the title thereto being registered as evidenced by Certificate of Title Number 5034.

Which lies easterly of the easterly right of way line of County Road Number 43, as now located and established, northerly and westerly of Line 1 described below, and southerly and easterly of Line 2 described below:

Line 1. Beginning at the north quarter corner of said Section 29; thence run westerly along the north line of said section on a bearing of North 89 degrees 27 minutes 21 seconds West for 683.42 feet; thence South 00 degrees 13 minutes 17 seconds West, 615.84 feet; thence South 44 degrees 27 minutes 12 seconds East, 35.17 feet; thence South 00 degrees 13 minutes 17 seconds West, 69.67 feet; thence South 44 degrees 54 minutes 28 seconds West, 35.16 feet; thence North 89 degrees 27 minutes 21 seconds West, 80.28 feet; thence North 44 degrees 27 minutes 21 seconds West, 28.24 feet; thence North 89 degrees 27 minutes 21 seconds West, 458.81 feet; thence South 45

degrees 13 minutes 17 seconds West, 35.35 feet to an intersection with the east line of said County Road Number 43 and there terminating.

Line 2. Commencing at the north quarter corner of said Section 29; thence run westerly on a bearing of North 89 degrees 27 minutes 21 seconds West along the north line of said section for 813.69 feet and the point of beginning of Line 2 to be described; thence South 44 degrees 27 minutes 21 seconds East, 35.08 feet; thence South 00 degrees 13 minutes 17 seconds West, 609.08 feet; thence South 45 degrees 13 minutes 17 seconds West, 35.26 feet; thence North 89 degrees 27 minutes 21 seconds West, 454.13 feet; thence North 44 degrees 27 minutes 21 seconds West, 35.48 feet to an intersection with the easterly right of way line of said County Road Number 43 and there terminating.

Exhibit B
Site Location Map

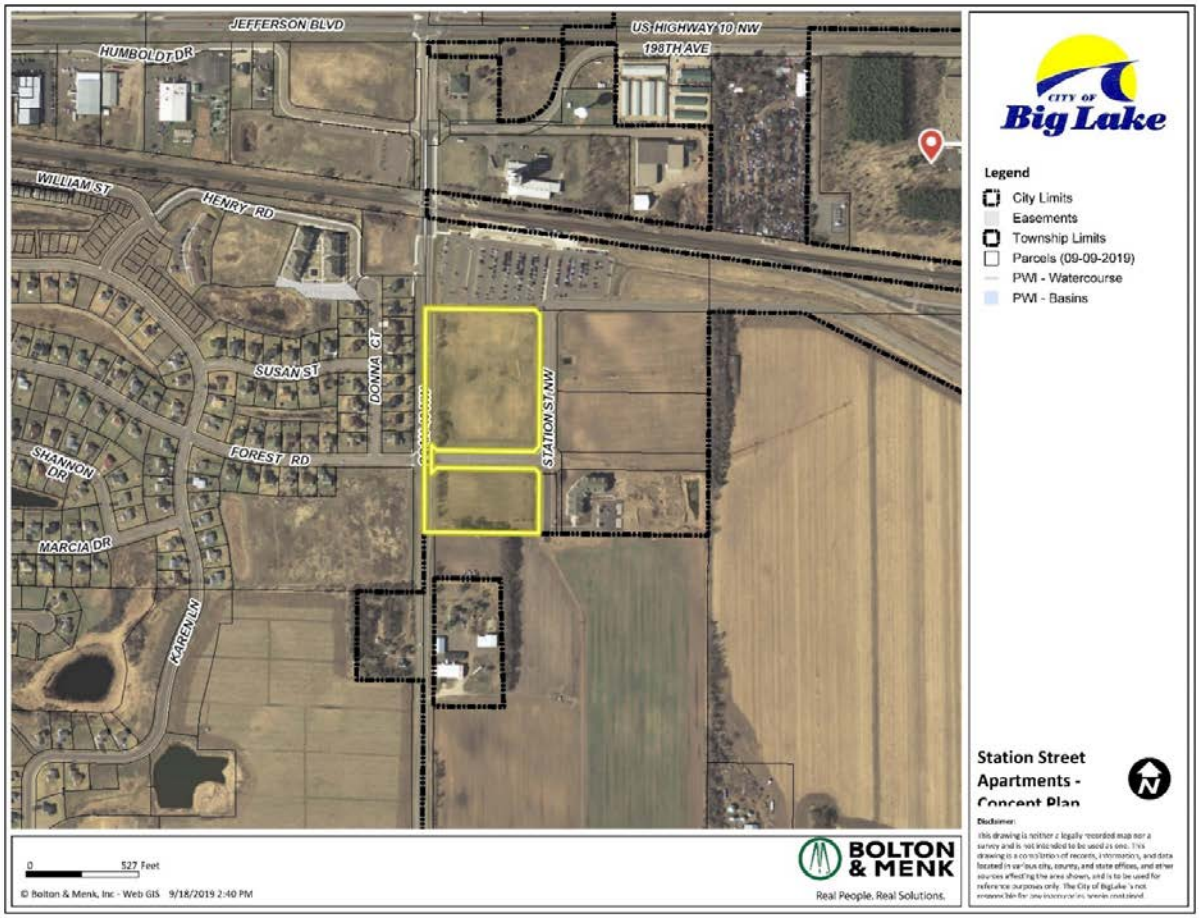


Exhibit C
Preliminary Plat

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.

CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TWIN CITY AREA: 651-454-0002
TOLL FREE 1-800-252-1166

LEGEND

- PROPERTY LINE
- EXISTING CONTOURS
- PROPOSED CONTOURS
- EASEMENT LINE
- SETBACKS
- DELINEATED WETLAND EDGE
- STORM SEWER
- SANITARY SEWER
- WATERMAIN
- FENCE
- OVERHEAD POWER LINE
- UNDERGROUND ELECTRIC
- CULVERT
- SOIL BORING
- SANITARY SEWER MANHOLE
- SANITARY CLEANOUT
- STORM SEWER MANHOLE
- STORM SEWER CATCH BASIN
- WATER GATE VALVE
- HYDRANT
- EXISTING TREE LINE
- INLET PROTECTION
- ROCK CONSTRUCTION ENTRANCE
- SILT FENCE
- PRINCIPAL STRUCTURE SETBACK
- HEAVY DUTY BITUMINOUS

Property Owner
Trumen Sanford & Sons, Inc.
Jim Sanford
12980 County Road 43 NW
Big Lake, MN 55309
Phone: 612.685.7073

Applicant
Kuepers, Inc.
Chris Raimann
17018 Commercial Park Road
Baxter, MN 56401
Phone: 218.824.2233
email: chris@kuepers.com

PID	65-029-2101
EXISTING ZONING	A- Agricultural
PROPOSED ZONING	TOD - Transit Oriented Development with PUD Overlay

TOTAL PLAT AREA	514,925	11.82 AC
LOT 1	140,521	3.23 AC
LOT 2	118,757	2.73 AC
LOT 3	58,081	1.33 AC
OUTLOT A	145,055	3.33 AC
RIGHT OF WAY	52,511	1.20 AC
WETLAND AREA	9,218 SF	
PROPOSED WETLAND FILL	9,218 SF	
MITIGATION REQUIRED	18,436 SF	

LOT DATA (TOD ZONING REQUIREMENTS)

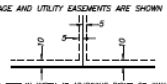
OVERALL DENSITY

REQUIRED	PROPOSED
10 units/acre (min)	14.4 units/acre

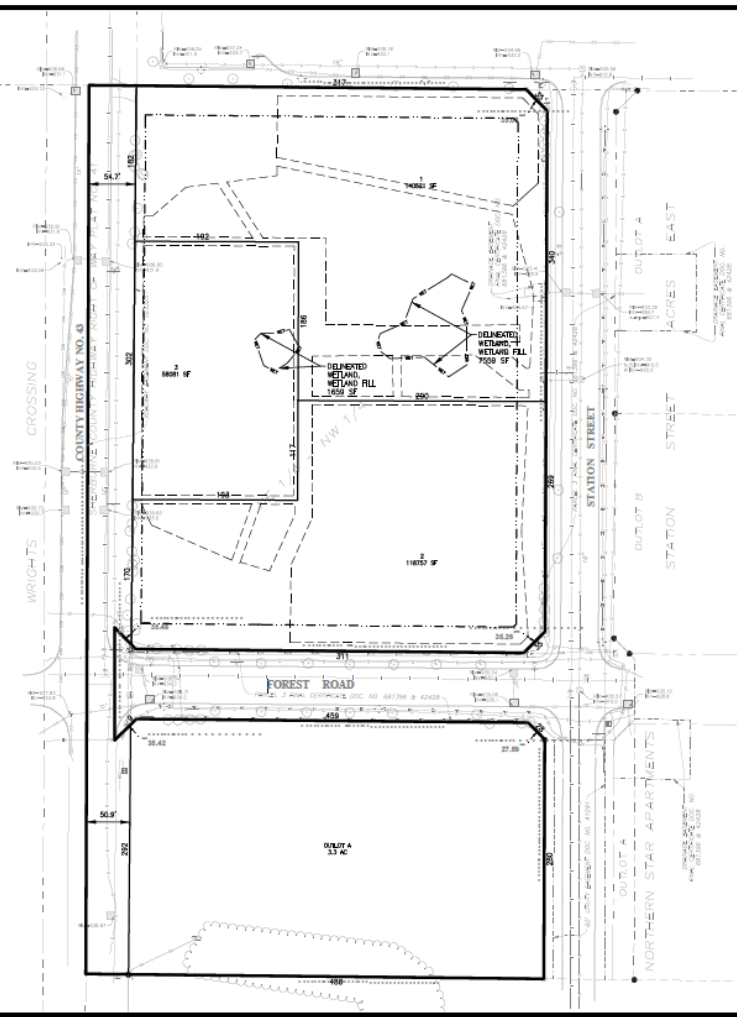
SETBACK REQUIREMENTS

	TYPE	REQUIRED	PROPOSED
NORTH PROPERTY LINE	SIDE	25' MAX	35'
SOUTH PROPERTY LINE	FRONT	15'-25' MAX	30'
EAST PROPERTY LINE	FRONT	15'-25' MAX	35'
WEST PROPERTY LINE	FRONT	15'-25' MAX	12'

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH AT ADJOINING RIGHT-OF-WAY LINES, AND BEING 5 FEET IN WIDTH AT ADJOINING LOT LINES, AS SHOWN ON THE PLAT, UNLESS OTHERWISE INDICATED.



PROPERTY DESCRIPTION

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Which lies easterly of the easterly right of way line of County Road Number 43, as now located and established, northerly and westerly of Line 1 described below, and southerly and easterly of Line 2 described below;

Line 1. Beginning at the north quarter corner of said Section 29; thence run westerly along the north line of said section on a bearing of North 89 degrees 27 minutes 21 seconds West for 683.42 feet; thence South 00 degrees 13 minutes 17 seconds West, 615.84 feet; thence South 44 degrees 27 minutes 12 seconds East, 35.17 feet; thence South 00 degrees 13 minutes 17 seconds West, 69.67 feet; thence South 44 degrees 54 minutes 28 seconds West, 35.16 feet; thence North 89 degrees 27 minutes 21 seconds West, 80.28 feet; thence North 44 degrees 27 minutes 21 seconds West, 28.24 feet; thence North 89 degrees 27 minutes 21 seconds West, 458.81 feet; thence South 45 degrees 13 minutes 17 seconds West, 35.35 feet to an intersection with the east line of said County Road Number 43 and there terminating.

Line 2. Commencing at the north quarter corner of said Section 29; thence run westerly on a bearing of North 89 degrees 27 minutes 21 seconds West along the north line of said section for 813.69 feet and the point of beginning of Line 2 to be described; thence South 44 degrees 27 minutes 21 seconds East, 35.08 feet; thence South 00 degrees 13 minutes 17 seconds West, 609.08 feet; thence South 45 degrees 13 minutes 17 seconds West, 35.26 feet; thence North 89 degrees 27 minutes 21 seconds West, 454.13 feet; thence North 44 degrees 27 minutes 21 seconds West, 35.48 feet to an intersection with the easterly right of way line of said County Road Number 43 and there terminating.

NO.	DATE	DESCRIPTION
		REVISIONS

CAMPION ENGINEERING SERVICES, INC.

• Civil Engineering • Land Planning
1800 Pioneer Creek Center,
P.O. Box 249
Maple Plain, MN 55359
Phone: 763-479-5172
Fax: 763-479-4242
E-Mail: mcampion@campioneng.com

I hereby certify that this plan, specification or report has been 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.

Martin P. Campion -Lic. # 19901 Date:

STATION STREET APARTMENTS
KUEPERS INC.
BIG LAKE, MN

PRELIMINARY PLAT

SHEET NO. 3 OF 12 SHEETS

PROJECT NO: 19-039

DATE: 10/31/2019

Exhibit D
Public Hearing Notices

CITY OF BIG LAKE
NOTICE OF PUBLIC HEARING
CONCEPT PLAN FOR A PROJECT KNOWN AS
"STATION STREET APARTMENTS"

You are hereby notified that the Big Lake Planning Commission will hold a public hearing in order to consider a concept plan for a project known as "Station Street Apartments". The public hearing will be held in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN on: **Wednesday, October 2, 2019 at or about 6:30 p.m.**

Applicant:	Kuepers Inc. 17018 Commercial Park Road Brainerd, MN 56401
Parcel Identification Number:	65-029-2101
Location Description:	Parcel directly south of the Big Lake Station Park and Ride, on the western side of Station Street NW. Parcel boundary bisected by Forest Rd. Development proposed only for portion of parcel north of Forest Rd.

The Applicant is proposing to build an apartment community on 7.3 acres directly south of the Northstar Train Station. The concept plan calls for three 35-unit apartment buildings, accessory garage structures, surface parking, and on-site amenities. The shared on-site amenities, such as outdoor pool and playground area, are located between the three structures. The development is proposed as market rate rentals. This public hearing is for a concept plan. The Planning Commission and members of the community are asked to provide the Applicant with feedback to take into consideration as they plan out the more specific details of their development.

Both oral and written comments will be considered by the Planning Commission. If you desire to be heard in reference to this matter, you should attend this hearing or submit written comments to City Hall. If you have any questions, please feel free to contact Sara Woolf, Planning Consultant at 612-638-0227 or SWoolf@biglakemn.org.

(West Sherburne Tribune) (September 21, 2019 Edition) (Small Legal)

CITY OF BIG LAKE
NOTICE OF PUBLIC HEARING
DEVELOPMENT PLAN FOR A PROJECT KNOWN AS
"STATION STREET APARTMENTS"

You are hereby notified that the Big Lake Planning Commission will hold a public hearing in order to consider a preliminary plat, preliminary site plan, development stage PUD and rezoning for a project known as "Station Street Apartments". The public hearing will be held in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN on: **Wednesday, December 4, 2019 at or about 6:30 p.m.**

Applicant:	Kuepers Inc. 17018 Commercial Park Road Brainerd, MN 56401
Parcel Identification Number:	65-029-2101
Location Description:	Parcel directly south of the Big Lake Station Park and Ride, on the western side of Station Street NW. Parcel boundary bisected by Forest Rd. Development proposed only for portion of parcel north of Forest Rd.

The Applicant is proposing to build an apartment community on 7.3 acres directly south of the Northstar Train Station. The site plan calls for three 35-unit apartment buildings, accessory garage structures, surface parking, and on-site amenities. The shared on-site amenities, such as outdoor pool and playground area, are located between the three structures. The development is proposed as market rate rentals. This public hearing is for a Preliminary Plat, development stage Planned Unit Development, rezoning, and Preliminary Site and Building Plans.

Both oral and written comments will be considered by the Planning Commission. If you desire to be heard in reference to this matter, you should attend this hearing or submit written comments to City Hall. If you have any questions, please feel free to contact Michael Healy, City Planner at 763-251-2977 or MHealy@biglakemn.org.

(Elk River Star News) (November 23, 2019 Edition) (Small Legal)

Exhibit E
Engineer's Letter

BOLTON & MENK
Real People. Real Solutions.

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

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

November 26, 2019

Michael Healy, City Planner
160 Lake Street North
Big Lake, MN

RE: Station Street Apartments
City of Big Lake, Minnesota
Project No.: W18.119768

Dear Michael,

We have reviewed the ALTA Survey, Preliminary Plat, drainage calculations, and preliminary construction plans submitted by Kuepers Architects and Builders, Inc. The documents for the above referenced project are dated October 31, 2019 and we have the following comments:

ALTA Survey:

1. The sanitary sewer manhole text is illegible.
2. The existing concrete sidewalk and curbing should be labeled.
3. Street widths should be shown.
4. Only one wetland is identified. The second wetland boundary should be shown on the survey.
5. The intersection of Forest Road and County Highway No. 43 right of ways should be monumented.

Preliminary Plat:

1. The plat name shall be clearly identified.
2. The preliminary plat shall include the name and registration number of the surveyor responsible for the plat.
3. The external dimensions of the property shall be clearly identified by distances and bearings.
4. The County Highway No. 43 right of way shall be clearly identified by distances and bearings.
5. Lot and Block numbers shall be clearly noted on the plat.
6. The proposed lot areas are noted in terms of square feet. The outlot area is identified in acres. The lot and outlot areas shall be noted with consistent area units.
7. Setbacks shall be identified for each proposed lot.
8. All sanitary sewer, watermain, and storm sewer, except for the storm sewer across Lot 2, is contained within drainage and utility easements. The applicant should provide clarification as to why the storm sewer across Lot 2 is not contained within a drainage and utility easement.
9. All access and parking easements shall be identified on the plat.

Construction Plans:

1. The applicant shall submit a wetland replacement plan and obtain all required approvals prior to construction.
2. The applicant shall obtain a MDH watermain extension permit and submit a copy to the city.
3. The applicant shall obtain a work within the right of way permit from the City of Big Lake.
4. The applicant shall obtain a work within the right of way permit from Sherburne County. A copy of the permit shall be submitted to the city.
5. The applicant shall obtain a NPDES Construction Stormwater Permit and shall submit a copy of the permit to the city prior to construction.
6. The applicant shall enter into a Stormwater Maintenance Agreement for the infiltration basins on the property.
7. The applicant shall prepare a Stormwater Maintenance Plan for the infiltration basins to be included in the Stormwater Maintenance Agreement.
8. The applicant shall provide infiltration test results for each of the proposed infiltration basins.
9. The applicant shall obtain soil borings to verify groundwater depth and soil type within the proposed infiltration basin locations and submit the data to the City of Big Lake for review.
10. The SWPPP identifies silt fence installation such that the existing sidewalk along Forest Road and Station Street will be contained within the construction area. The silt fence location shall be adjusted so that the sidewalk remains usable throughout construction.
11. The infiltration basins shall be seeded with MnDOT seed mix 35-221. The notes referencing seed mixtures on sheets 7 and 8 shall be revised.
12. The property accesses shall be constructed with radi a minimum of 15 feet in length.
13. Additional spot elevations or intersection details shall be provided for the proposed site accesses.
14. The applicant shall submit a traffic control plan for the review of the city prior to excavating within the Forest Road right of way.
15. The Forest Road bituminous, aggregate base, curb and gutter, and sidewalk shall be replaced no more than 48 hours following the watermain connection.
16. A temporary pedestrian access route shall be provided whenever construction impacts the existing sidewalk.
17. Note 6. on sheet 5 of 12 shall be revised. Test water shall not be disposed of into the city's sanitary sewer system.
18. Umbrella anchorage assemblies shall be provided for all gate valves.
19. The contractor shall be responsible for obtaining two consecutive passing bacteriological tests from the proposed watermain. Testing results shall be provided to the City of Big Lake.
20. A gate valve shall be added to the proposed water service for the building located on Lot 3.
21. Two additional gate valves shall be installed near MH 3.
22. All construction shall be in accordance with the City of Big Lake Standards.
23. Revised plans incorporating the above reference comments shall be labeled "Final Plans for Construction" and shall be submitted for the review of the City of Big Lake.

Bolton & Menk is an equal opportunity employer.

We recommend approval of the Preliminary Plat contingent on the above referenced comments and those comments received by Sherburne County, other 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

H:\BGLK\W18119768\1_Corres\C_To Others\2019-11-26 119768 Healy Station Street Apartments Preliminary Plans.docx

Bolton & Menk is an equal opportunity employer.

Attachment E
Engineering Plans

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.

CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TWIN CITY AREA: 651-454-0002
TOLL FREE 1-800-252-1166

LEGEND

- PROPERTY LINE
- EXISTING CONTOURS
- 900 PROPOSED CONTOURS
- EASEMENT LINE
- SETBACKS
- WET DELINEATED WETLAND EDGE
- STORM SEWER
- SANITARY SEWER
- WATERMAIN
- FENCE
- OVERHEAD POWER LINE
- UNDERGROUND ELECTRIC
- CULVERT
- SOIL BORING
- SANITARY SEWER MANHOLE
- SANITARY CLEANOUT
- STORM SEWER MANHOLE
- STORM SEWER CATCH BASIN
- WATER GATE VALVE
- HYDRANT
- EXISTING TREE LINE
- *INLET PROTECTION*
- *ROCK CONSTRUCTION ENTRANCE*
- *SILT FENCE*
- *PRINCIPAL STRUCTURE SETBACK*
- *HEAVY DUTY BITUMINOUS*

IMPERVIOUS SURFACE COVERAGE

LOT 1	65,229 SF	46.40%
LOT 2	59,884 SF	50.40%
LOT 3	36,562 SF	63.00%
OVERALL	161,675 SF	51.00%

PARKING REQUIREMENTS PER UNIT - 1/UNIT MIN, 2/UNIT MAX

		GARAGE	SURFACE	TOTAL
PARKING PROVIDED (per lot)	LOT 1	20	65	85 STALLS*
	LOT 2	20	65	85 STALLS*
	LOT 2	20	28	48 STALLS*
	TOTAL	60	158	218 (2.1/UNIT)
EXTERIOR STALLS ALLOWED (105 X 1.5 STALLS/UNIT)			158	

*INCLUDES 2- HANDICAP STALLS PER LOT

BICYCLE RACK SPACE

REQUIRED	PROVIDED
15 (1/15 PARKING SPACES)	15

RECREATIONAL AREA

REQUIRED*	PROVIDED
6,250 SF	32,000 SF

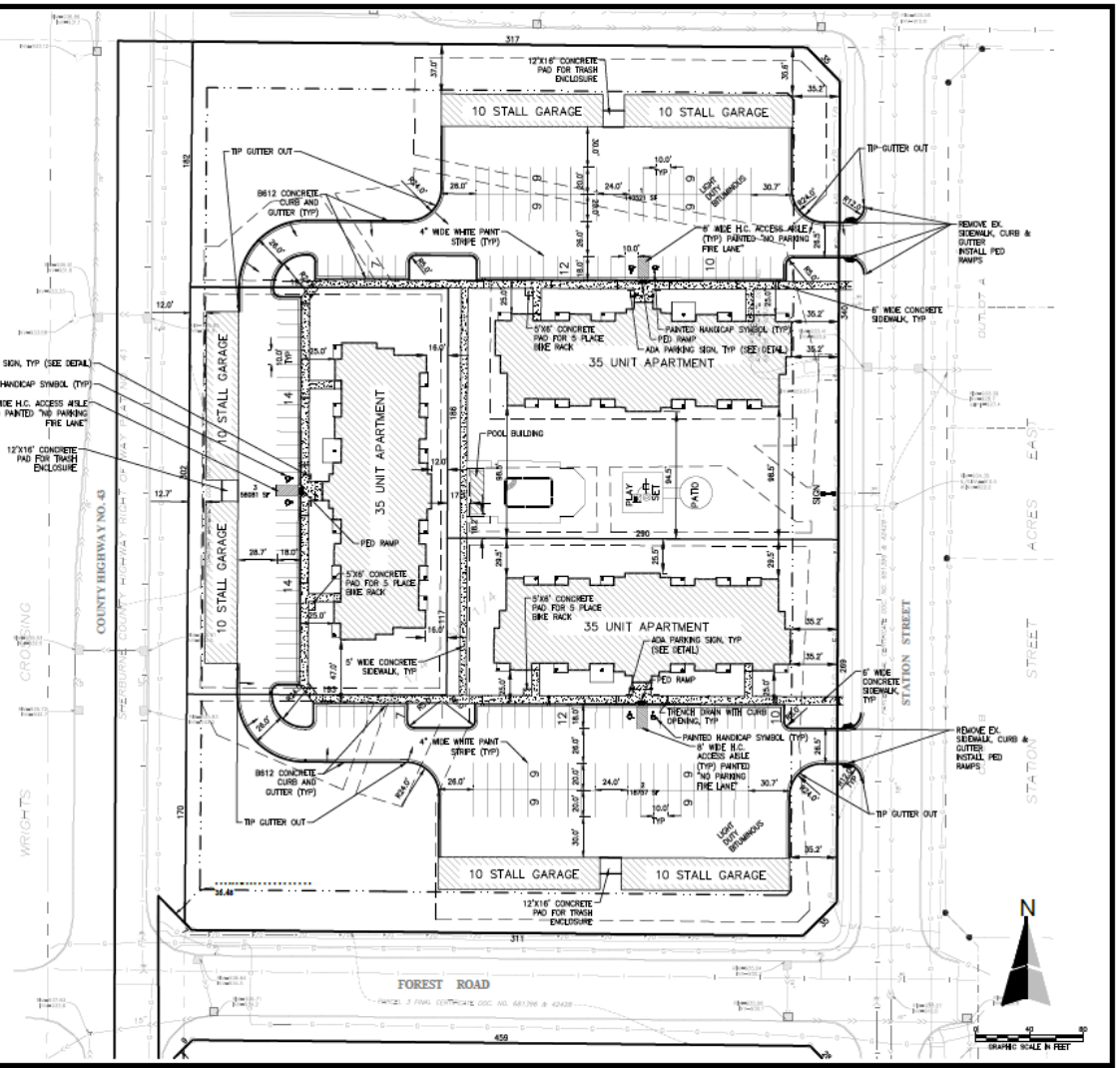
*2,000 SF + 50 SF PER UNIT FOR EACH UNIT OVER 20

NOTES:

1. BOUNDARY AND EXISTING CONDITION INFORMATION PER SURVEY PREPARED BY WENCK ASSOCIATES, DATED 10/24/2019.
2. ALL EXISTING CONDITIONS SHALL BE VERIFIED BY THE CONTRACTOR.
3. REFER TO ARCHITECTURAL PLANS FOR BUILDING DIMENSIONS AND LOCATIONS OF EXITS, RAMPS, CONCRETE APRONS AND STOOPS.
4. ALL PAVEMENT STRIPING SHALL BE 4" WIDE LINES, STRIPED USING HIGH VISIBILITY TRAFFIC AND MNDNR APPROVED WHITE PAINT. PROVIDE APPROPRIATE STRIPING AND PAVEMENT MARKINGS FOR ALL HANDICAP PARKING AND ACCESS AISLES.
5. DIMENSIONS TAKE PRECEDENCE OVER SCALE. ALL DIMENSIONS ARE TO BACK OF CURB, EDGE OF SIDEWALK OR EXTERIOR BUILDING UNLESS OTHERWISE NOTED.
6. UNLESS OTHERWISE INDICATED ON THE PLAN, CONTRACTOR SHALL PROVIDE CONTROL JOINTS, CONSTRUCTION JOINTS, AND EXPANSION JOINTS IN SLAB ON GRADE. SIDEWALKS AND CONCRETE DRIVES. CONTROL JOINT MAXIMUM SPACING: WALKS - 8' O.C., ALL OTHERS - 10' O.C. SAW CUT CONTROL JOINTS MINIMUM ONE-QUARTER CONCRETE THICKNESS. EXPANSION JOINT MAXIMUM SPACING: WALKS - 24' O.C., ALL OTHERS - 40' O.C. DOWEL ALL EXPANSION JOINTS = MAXIMUM 24' O.C.
7. PEDESTRIAN RAMPS SHALL BE INSTALLED AT ALL LOCATIONS WHERE SIDEWALK MEETS CURB.
8. WHEN DOING ANY WORK WITHIN THE PUBLIC RIGHT OF WAY, THE CONTRACTOR SHALL COORDINATE THE REMOVAL LIMITS WITH THE CITY.
9. CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING THAT ALL SIDEWALKS AND ACCESS ROUTES MEET ADA AND MNDOT GUIDELINES FOR ACCESSIBILITY.
10. CONTRACTOR SHALL VERIFY CONDUIT REQUIREMENTS FOR POWER AND IRRIGATION.
11. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING WITH THE FIRE MARSHAL THE LOCATION OF FIRE LANE SIGNAGE AND CURB MARKINGS (IF NEEDED).
12. ALL NEW UTILITIES SHALL BE UNDERGROUND. COORDINATE LOCATIONS WITH UTILITY PROVIDERS.
13. SIDEWALKS SHALL BE CONSTRUCTED WITH A MAXIMUM CROSS SLOPE OF 2%. ANY SIDEWALK EXCEEDING 2% CROSS SLOPE MUST BE REMOVED AND REPLACED AT CONTRACTOR'S EXPENSE.

GENERAL NOTES:

1. PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL VERIFY THAT ALL PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION SHALL BEGIN UNTIL THE CONTRACTOR HAS REVIEWED ALL PLANS AND OTHER DOCUMENTS APPROVED BY THE PERMITTING AUTHORITIES.
2. WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS AND THE REQUIREMENTS AND STANDARDS OF THE LOCAL GOVERNING AUTHORITY. THE SOILS REPORT AND RECOMMENDATION SET FORTH THEREIN ARE A PART OF THE REQUIRED CONSTRUCTION DOCUMENTS AND IN CASE OF CONFLICT SHALL TAKE PRECEDENCE UNLESS SPECIFICALLY NOTED OTHERWISE ON THE PLANS. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCY BETWEEN THE SOILS REPORT AND PLANS.



NO.	DATE	DESCRIPTION
		REVISIONS

CAMPION ENGINEERING SERVICES, INC.

• Civil Engineering • Land Planning
1800 Pioneer Creek Center,
P.O. Box 249
Maple Plain, MN 55359
Phone: 763-479-5172
Fax: 763-479-4242
E-Mail: mcampion@campioneng.com

I hereby certify that this plan, specification or report has been 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.
10/31/2019
Martin P. Campion Lic. # 19901 Date

STATION STREET APARTMENTS
KUEPERS INC.
BIG LAKE, MN

SITE PLAN

SHEET NO. 4 OF 12 SHEETS

PROJECT NO: 19-039
DATE: 10/31/2019

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.

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LEGEND

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- HEAVY DUTY BITUMINOUS

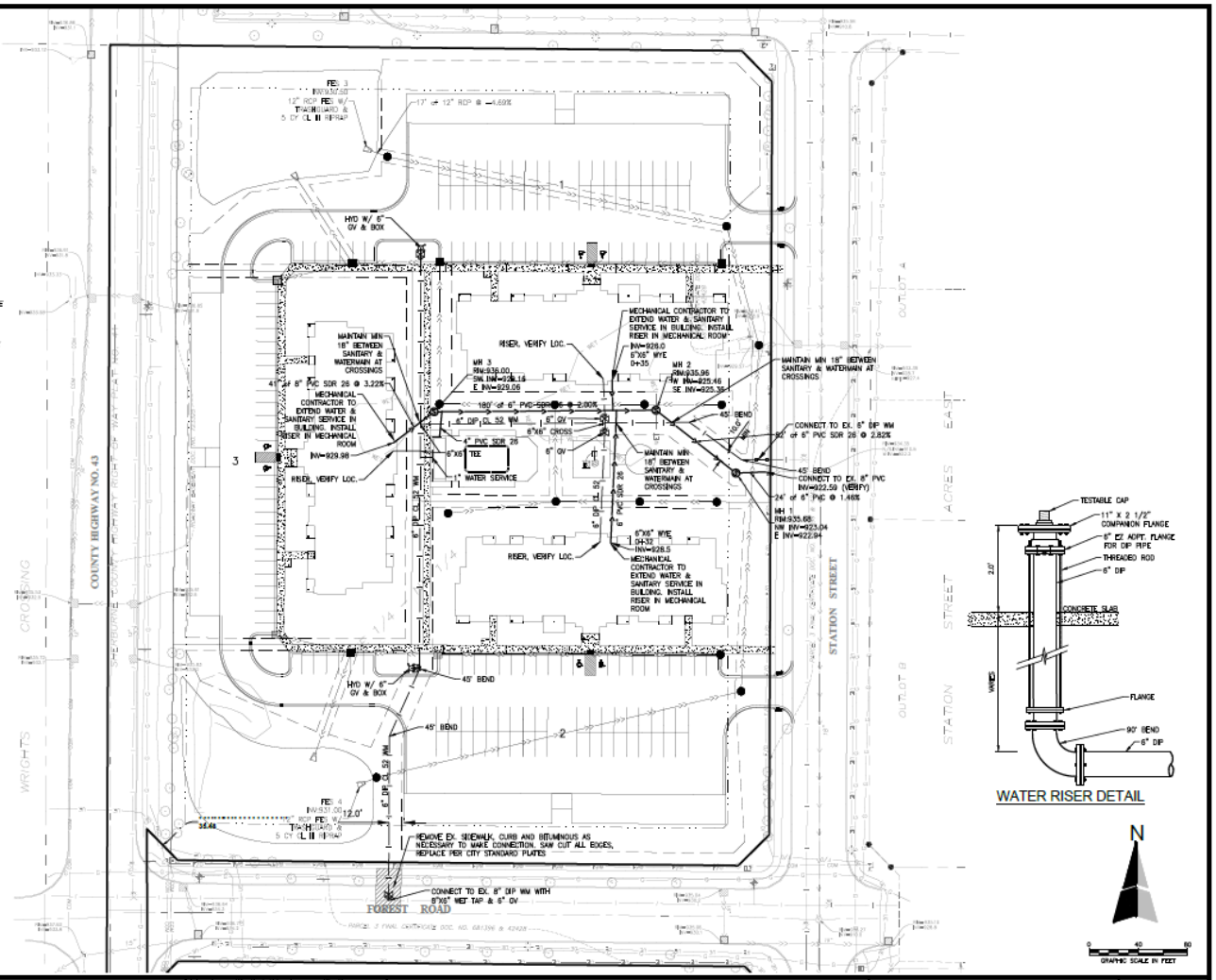
NOTES:

1. BOUNDARY AND EXISTING CONDITION INFORMATION PER SURVEY PREPARED BY WENCK ASSOCIATES., DATED 10/24/2019.
2. THE LOCATION AND ELEVATION OF ALL EXISTING UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY OF ANY CONFLICTS.
3. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND FACILITIES TO ALLOW PROPER FUNCTIONING DURING AND AFTER CONSTRUCTION. SUPPORTING STRUCTURES, IF REQUIRED, SHALL BE SUPPLIED BY THE CONTRACTOR AS WORK INCIDENTAL TO THE CONTRACT.
4. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF ANY CONFLICTS BETWEEN EXISTING UTILITIES AND THE PROPOSED CONSTRUCTION. THE ENGINEER WILL COORDINATE WITH UTILITY COMPANY IN QUESTION TO DETERMINE THE NEED FOR RELOCATION OF THE EXISTING UTILITY.
5. EXISTING CONDITIONS SUCH AS SAND IN MANHOLES OR VALVE BOXES SHALL BE IDENTIFIED BY THE CONTRACTOR AND THESE SHALL BE REPORTED TO THE ENGINEER PRIOR TO EXCAVATION BY THE CONTRACTOR. ONCE CONSTRUCTION HAS BEGUN, ALL DAMAGE TO UNDERGROUND UTILITIES WILL BE ASSUMED TO HAVE BEEN CAUSED BY THE CONTRACTOR, AND REPAIRS NECESSARY SHALL BE PERFORMED BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE.
6. THE CONTRACTOR SHALL COORDINATE WITH THE LOCAL JURISDICTION TO OBTAIN PERMITS AND METER FOR WATER SOURCE. ALL ASSOCIATED COSTS SHALL BE INCIDENTAL TO THE CONTRACTOR, INCLUDING DISPOSAL OF TEST WATER INTO CITY'S SANITARY SEWER SYSTEM. THE CONTRACTOR SHALL NOT OPERATE GATE VALVES OR HYDRANTS ON THE CITY WATER SYSTEM WITHOUT FIRST RECEIVING CITY APPROVAL.
7. THE CONTRACTOR SHALL NOTIFY THE CITY ENGINEER AND THE PROJECT ENGINEER 48 HOURS PRIOR TO STARTING WORK OR AS REQUIRE BY THE CITY.
8. THE CONTRACTOR SHALL KEEP ACCESS ROADS CLEAR OF SOIL OR OTHER DEBRIS, AND PERFORM DAILY STREET CLEANING AS REQUIRED. POSITIVE DRAINAGE CONTROLLED WITH EROSION CONTROL AND EROSION PREVENTION MEASURES AS REQUIRED SHALL BE PERFORMED.
9. THE CONTRACTOR SHALL PRESERVE AND PROTECT THE MARKERS AND MONUMENTS SET FOR THE SUBDIVISION OF LAND.
10. THE CONTRACTOR SHALL SCHEDULE THE SOILS ENGINEER TO FACILITATE CERTIFICATION OF ALL CONTROLLED FILLS IN A TIMELY FASHION. DENSITY TESTS SHALL MEET THE FOLLOWING:

A. DENSITY TESTS SHALL BE TAKEN ON ALL TRENCHES AT LOCATIONS AS DETERMINED BY THE ENGINEER OR HIS REPRESENTATIVE.

B. WITHIN 3 FEET OF PAVEMENT SUBGRADE, CONTRACTOR SHALL UTILIZE IMPROVED SOILS THAT ARE WITHIN 1% OPTIMUM MOISTURE CONTENT. COMPACTION SHALL MEET 100% STANDARD PROCTOR. BELOW THE UPPER 3FEET, COMPACTION SHALL BE 95%. GRADING TOLERANCE SHALL BE 0.1'.

11. THE OWNER SHALL PAY FOR ALL COMPACTION TESTING. ANY AREAS WHICH FAIL TO MEET THE ABOVE STANDARDS SHALL BE CORRECTED AND RE-TESTED BY THE OWNER'S TESTING AGENT AT THE CONTRACTOR'S EXPENSE.
12. SANITARY SEWER AND WATERMAIN SHALL BE INSTALLED AT ELEVATIONS SHOWN ON THE PLAN.
13. WHERE WATERMAIN MUST BE LOWERED TO AVOID CONFLICT WITH ANOTHER UTILITY, THE COST OF BENDS, FITTINGS, ETC. SHALL BE CONSIDERED INCIDENTAL TO THE CONTRACT.
14. CONTRACTOR SHALL PROVIDE TEMPORARY TRAFFIC CONTROL IN COMPLIANCE WITH THE CURRENT MNDOT TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS FIELD MANUAL FOR CONSTRUCTION ADJACENT TO TRAVEL WAYS.
15. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF THE DEPTH OF EXISTING UTILITIES LISTED ON THIS PLAN PRIOR TO ORDERING OF ANY FITTINGS, STRUCTURES, CASTINGS, ETC. ENGINEER AND THE OWNER SHALL NOT BE RESPONSIBLE FOR ANY DISCREPANCIES FOUND AS DEPTHS ARE ESTIMATED.
16. CONTACT CITY FOR INSPECTION PRIOR TO CONNECTING TO EXISTING CITY UTILITIES.
17. CONTRACTOR TO COMPLY WITH ALL REGULATORY AGENCY PERMIT CONDITIONS FOR PERMITS OBTAINED BY OWNER AND FOR PERMITS OBTAINED BY GENERAL CONTRACTOR.
18. ALL WORK PERFORMED AND MATERIALS USED FOR CONSTRUCTION OF UTILITIES MUST CONFORM TO THE CITY OF BIG LAKE STANDARD SPECIFICATIONS AND DETAILS.
19. SANITARY SEWER SERVICES SHALL BE 6" PVC SDR 26.
20. SANITARY SEWER SERVICE TO POOL BUILDING SHALL BE 4"PVC SDR 26.
21. ALL SANITARY SEWER MANHOLE CASTINGS SHALL BE ADJUSTED WITH LADTECH HOPE ADJUSTING RINGS.
22. WATER SERVICE SHALL BE 6"DIP CL 52.
23. WATER SERVICE TO POOL BUILDING SHALL BE 1"TYPE K COPPER, FORD EM2-80-66 # CURB BOX WITH 78" ROD, FORD B22-444W-NL CURB STOP, FORD FB600-4-NL CORPORATION STOP OR APPROVED EQUAL.
24. ALL WATERMAIN SHALL BE INSTALLED WITH 8' COVER MINIMUM.
25. MEGA LUGS AND/OR COATED RODS ARE REQUIRED FOR TYING WATERMAIN.
26. FIRE HYDRANTS SHALL BE WATEROUS WB 67-250 WITH 24" BREAKOFF SECTION. COLOR AND THREADS SHALL MATCH CITY OF BIG LAKE STANDARDS.
27. VERIFY LOCATION OF FIRE DEPARTMENT CONNECTION (FDC) WITH MECHANICAL ENGINEER SUBJECT TO REVIEW BY THE FIRE CHIEF.
28. INSTALL SERVICES STUBS THE BUILDING. VERIFY LOCATION WITH MECHANICAL ENGINEER.
29. THE LOCATION, SIZE AND ELEVATION OF THE EXISTING SEWER AND WATER IS SHOWN PER CITY RECORD PLANS. THE PLAN SHOWS THE APPROXIMATE LOCATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING THE EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION.



WATER RISER DETAIL

NO.	DATE	DESCRIPTION
		REVISIONS

CAMPION ENGINEERING SERVICES, INC.

• Civil Engineering • Land Planning
1800 Pioneer Creek Center,
P.O. Box 249
Maple Plain, MN 55359
Phone: 763-479-5172
Fax: 763-479-4242
E-Mail: mcampion@campioneng.com

I hereby certify that this plan, specification or report has been 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.
10/31/2019
Matthew R. Campion Date
Matthew R. Campion - Lic. # 19901

STATION STREET APARTMENTS

KUEPERS INC.

BIG LAKE, MN

SANITARY SEWER & WATERMAIN PLAN

PROJECT NO: 19-039

SHEET NO. 5 OF 12 SHEETS

DATE: 10/31/2019

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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LEGEND

- PROPERTY LINE
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- 900 PROPOSED CONTOURS
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- EXISTING TREE LINE
- INLET PROTECTION
- ROCK CONSTRUCTION ENTRANCE
- SILT FENCE
- PRINCIPAL STRUCTURE SETBACK
- HEAVY DUTY BITUMINOUS

STRUCTURE SCHEDULE

STRUCTURE NO.	SIZE	CASTING
CB 1	27" DIA.	NEENAH R-3250-1
CB2	27" DIA.	NEENAH R-4342
CB3	27" DIA.	NEENAH R-4342
CB4	27" DIA.	NEENAH R-4342
CB5	27" DIA.	NEENAH R-3250-1
CB 6	27" DIA.	NEENAH R-3250-1
CB 7	27" DIA.	NEENAH R-3250-1
CBMH-1	48"	NEENAH R-3250-1
CBMH-2	48"	NEENAH R-3250-1
CBMH-3	48"	NEENAH R-4342
CBMH-4	48"	NEENAH R-4342
CBMH-5	48"	NEENAH R-4342
CBMH-6	48"	NEENAH R-4342
CBMH-7	48"	NEENAH R-4342
CBMH-8	48"	NEENAH R-3250-1
CBMH-9	48"	NEENAH R-3250-1
STMH-1	48"	NEENAH R-3733*
STMH-2	48"	NEENAH R-3733*
STMH-3	48"	NEENAH R-3733*

*LABELED STORM SEWER

NOTES:

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4. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF ANY CONFLICTS BETWEEN EXISTING UTILITIES AND THE PROPOSED CONSTRUCTION. THE ENGINEER WILL COORDINATE WITH UTILITY COMPANY IN QUESTION TO DETERMINE THE NEED FOR RELOCATION OF THE EXISTING UTILITY.
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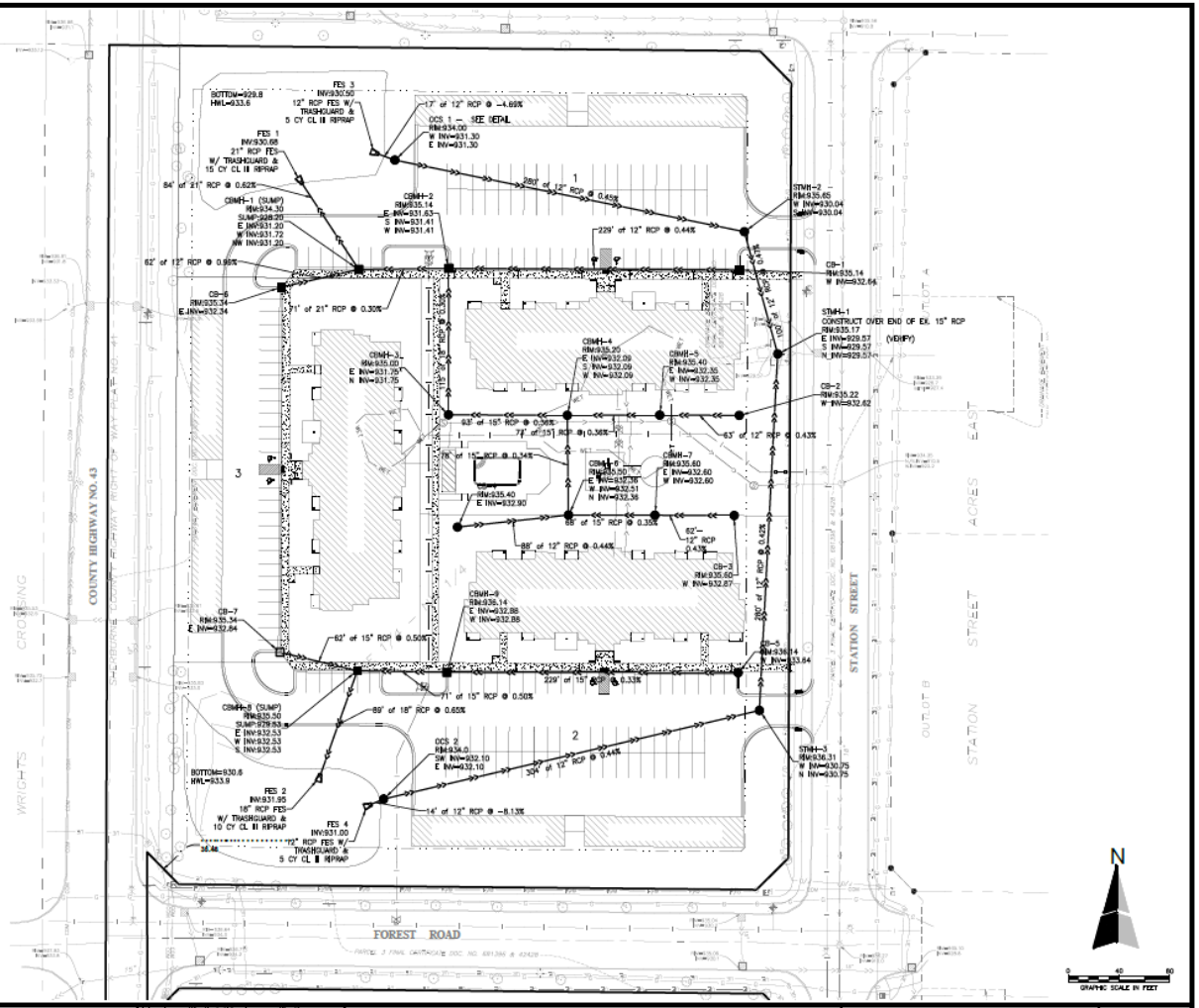
6. THE CONTRACTOR SHALL PRESERVE AND PROTECT THE MARKERS AND MONUMENTS SET FOR THE SUBDIVISION OF LAND.
7. THE CONTRACTOR SHALL SCHEDULE THE SOILS ENGINEER TO FACILITATE CERTIFICATION OF ALL CONTROLLED FILLS IN A TIMELY FASHION. DENSITY TESTS SHALL MEET THE FOLLOWING:
   A. DENSITY TESTS SHALL BE TAKEN ON ALL TRENCHES AT LOCATIONS AS DETERMINED BY THE ENGINEER OR HIS REPRESENTATIVE.
   B. WITHIN 3 FEET OF PAVEMENT SUBGRADE, CONTRACTOR SHALL UTILIZE IMPROVED SOILS THAT ARE WITHIN 1% OPTIMUM MOISTURE CONTENT. COMPACTION SHALL MEET 100% STANDARD PROCTOR. BELOW THE UPPER 3FEET, COMPACTION SHALL BE 95%. GRADING TOLERANCE SHALL BE 0.1'.
8. THE OWNER SHALL PAY FOR ALL COMPACTION TESTING. ANY AREAS WHICH FAIL TO MEET THE ABOVE STANDARDS SHALL BE CORRECTED AND RE-TESTED BY THE OWNER'S TESTING AGENT AT THE CONTRACTOR'S EXPENSE.
9. CONTRACTOR SHALL PROVIDE TEMPORARY TRAFFIC CONTROL IN COMPLIANCE WITH THE CURRENT MNDOT "TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS FIELD MANUAL" FOR CONSTRUCTION ADJACENT TO TRAVEL WAYS.
10. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF THE DEPTH OF EXISTING UTILITIES LISTED ON THIS PLAN PRIOR TO ORDERING OF ANY FITTINGS, STRUCTURES, CASTINGS, ETC. ENGINEER AND THE OWNER SHALL NOT BE RESPONSIBLE FOR ANY DISCREPANCIES FOUND AS DEPTHS ARE ESTIMATED.
11. CONTACT CITY FOR INSPECTION PRIOR TO CONNECTING TO EXISTING CITY UTILITIES.
12. ALL WORK PERFORMED AND MATERIALS USED FOR CONSTRUCTION OF UTILITIES MUST CONFORM TO THE CITY OF BIG LAKE STANDARD SPECIFICATIONS AND DETAILS.
13. ALL STORM SEWER MANHOLE CASTINGS SHALL BE ADJUSTED WITH LADTECH HDPE ADJUSTING RINGS. CATCHBASIN CASTINGS SHALL BE ADJUSTED WITH CONCRETE ADJUSTING RINGS.
14. ALL STORM SEWER STRUCTURES SHALL HAVE INTEGRAL PRE-CAST CONCRETE BASE SECTIONS WITH A MINIMUM 1' DEEP SUMP.
15. RIPRAP SHALL BE GRANITE. RIPRAP AT POND OUTLETS SHALL EXTEND TO BOTTOM OF POND.



NO.	DATE	DESCRIPTION
		REVISIONS

CAMPION ENGINEERING SERVICES, INC.

• Civil Engineering • Land Planning
1800 Pioneer Creek Center,
P.O. Box 249
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Phone: 763-479-5172
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I hereby certify that this plan, specification or report has been 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.
Mark R. Campion Date: 10/31/2019
Mark R. Campion Lic. # 19901

STATION STREET APARTMENTS

KUEPERS INC.
BIG LAKE, MN

STORM SEWER PLAN

SHEET NO. 6 OF 12 SHEETS

PROJECT NO: 19-039
DATE: 10/31/2019

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.

CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TWIN CITY AREA: 651-454-0002
TOLL FREE 1-800-252-1166

LEGEND

- PROPERTY LINE
- 930 EXISTING CONTOURS
- 900 PROPOSED CONTOURS
- EASEMENT LINE
- SETBACKS
- WET DELINEATED WETLAND EDGE
- STORM SEWER
- SANITARY SEWER
- WATERMAIN
- FENCE
- OVERHEAD POWER LINE
- UNDERGROUND ELECTRIC
- CULVERT
- SOIL BORING
- SANITARY SEWER MANHOLE
- SANITARY CLEANOUT
- STORM SEWER MANHOLE
- STORM SEWER CATCH BASIN
- WATER GATE VALVE
- HYDRANT
- EXISTING TREE LINE
- INLET PROTECTION
- ROCK CONSTRUCTION ENTRANCE
- SILT FENCE
- PRINCIPAL STRUCTURE SETBACK
- HEAVY DUTY BITUMINOUS

CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL
TWIN CITY AREA 651-454-0002
MN. TOLL FREE 1-800-252-1166

GENERAL NOTES:

1. CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE GOVERNING CODES.
2. THE CONTRACTOR SHALL TAKE ALL PRECAUTIONS NECESSARY TO AVOID PROPERTY DAMAGE TO ADJACENT PROPERTIES DURING THE CONSTRUCTION PHASES OF THIS PROJECT. THE CONTRACTOR WILL BE HELD SOLELY RESPONSIBLE FOR ANY DAMAGES TO THE ADJACENT PROPERTIES OCCURRING DURING THE CONSTRUCTION PHASES OF THIS PROJECT.
3. THE CONTRACTOR MUST CONTACT ALL APPROPRIATE UTILITY COMPANIES AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF EXISTING UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS. THE LOCATIONS OF SMALL UTILITIES SHALL BE OBTAINED BY THE CONTRACTOR BY CALLING GOPHER STATE ONE CALL (1-800-252-1166).
4. THE CONTRACTOR SHALL MARK THE LOCATIONS OF EXISTING GATE VALVES AND MANHOLES WITH STEEL FENCE POSTS PRIOR TO BEGINNING GRADING.
5. SAFETY NOTICE TO CONTRACTORS: IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS ON THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. THE DUTY OF THE ENGINEER OR THE DEVELOPER TO CONDUCT CONSTRUCTION REVIEW OF THE CONTRACTOR'S PERFORMANCE IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTOR'S SAFETY MEASURES IN, ON OR NEAR THE CONSTRUCTION SITE.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGMEN AND LIGHTS TO CONTROL THE MOVEMENT OF TRAFFIC WHERE NECESSARY. TRAFFIC CONTROL DEVICES SHALL CONFORM TO APPROPRIATE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARDS.
7. THE CONTRACTOR SHALL RESTRICT ALL GRADING AND CONSTRUCTION ACTIVITIES TO AREAS (DESIGNATED) ON THE PLANS. ACTIVITIES PROHIBITED OUTSIDE THE CONSTRUCTION BOUNDARIES INCLUDE, BUT ARE NOT LIMITED TO: STOCKPILING SOILS AND OTHER MATERIAL, STORING EQUIPMENT OR OTHER MACHINERY, DRIVING VEHICLES, LEAKING OR SPILLING OF ANY "WASHOUT" OR OTHER TOXIC MATERIALS.
8. ALL SOIL TESTING SHALL BE COMPLETED BY THE OWNER'S SOILS ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL REQUIRED SOIL TESTS AND INSPECTIONS WITH THE SOILS ENGINEER.
9. PRIOR TO PLACEMENT OF ANY STRUCTURE OR PAVEMENT, A TEST ROLL WILL BE REQUIRED ON THE SUBGRADE. THE CONTRACTOR SHALL PROVIDE A LOADED TANDEM AXLE TRUCK WITH A GROSS WEIGHT OF 25 TONS. THE TEST ROLLING SHALL BE AT THE DIRECTION OF THE SOILS ENGINEER AND SHALL BE COMPLETED IN AREAS AS DIRECTED BY THE SOILS ENGINEER. THE SOILS ENGINEER SHALL DETERMINE WHICH SECTIONS ARE UNSTABLE. CORRECTION OF THE SUBGRADE SOILS SHALL BE COMPLETED IN ACCORDANCE WITH THE REQUIREMENTS OF THE SOILS ENGINEER AND AS SPECIFIED.
10. THE EXISTING TOPSOIL ON THIS SITE VARIES IN DEPTH. IT IS THE CONTRACTOR'S RESPONSIBILITY THAT ALL SURFACE VEGETATION AND ANY TOPSOIL OR OTHER LOOSE, SOFT OR OTHERWISE UNSUITABLE MATERIAL BE REMOVED FROM THE PARKING LOT, AND BUILDING PAD AREAS PRIOR TO PLACEMENT OF ANY EMBANKMENT IN ACCORDANCE WITH THE SOILS REPORT AND RECOMMENDATION OF THE SOILS ENGINEER.
11. EMBANKMENT MATERIAL NOT PLACED IN THE STREET, PARKING LOT OR BUILDING PAD AREAS SHALL BE COMPACTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE QUALITY COMPACTION METHOD AS OUTLINED IN MN/DOT 2105.3F) OR AS DIRECTED BY THE SOILS ENGINEER.
12. EXCAVATION FOR THE PURPOSE OF REMOVING UNSTABLE OR UNSUITABLE SOILS SHALL BE COMPLETED AS REQUIRED BY THE SOILS ENGINEER. EMBANKMENT MATERIAL PLACED IN THE PARKING LOT SHALL BE COMPACTED IN ACCORDANCE WITH THE SPECIFIED DENSITY METHOD AS OUTLINED IN MN/DOT 2105.3F). EMBANKMENT MATERIAL PLACED IN THE BUILDING PAD AREA SHALL BE COMPACTED IN ACCORDANCE WITH THE SOILS REPORT.
13. TOLERANCES:
    a. THE STREET AND PARKING LOT SUBGRADE FINISHED SURFACE ELEVATION SHALL NOT VARY BY MORE THAN 0.05 FOOT ABOVE, OR 0.10 FOOT BELOW, THE PRESCRIBED ELEVATION OF ANY POINT WHERE MEASUREMENT IS MADE.
    b. AREAS WHICH ARE TO RECEIVE TOPSOIL SHALL BE GRADED TO WITHIN 0.20 FOOT ABOVE OR BELOW THE REQUIRED ELEVATION, UNLESS DIRECTED BY THE ENGINEER.
    c. TOPSOIL SHALL BE GRADED TO PLUS OR MINUS ½ INCH OF THE SPECIFIED THICKNESS.
14. ALL DISTURBED UNSURFACED AREAS ARE TO IMMEDIATELY RECEIVE FOUR INCHES OF TOPSOIL, SEED AND MULCH AND BE WATERED UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.
15. SPOT ELEVATIONS SHOWN INDICATE FINISHED GRADE ELEVATION UNLESS OTHERWISE NOTED.
16. PROPOSED CONTOURS ARE TO FINISHED SURFACE GRADE.

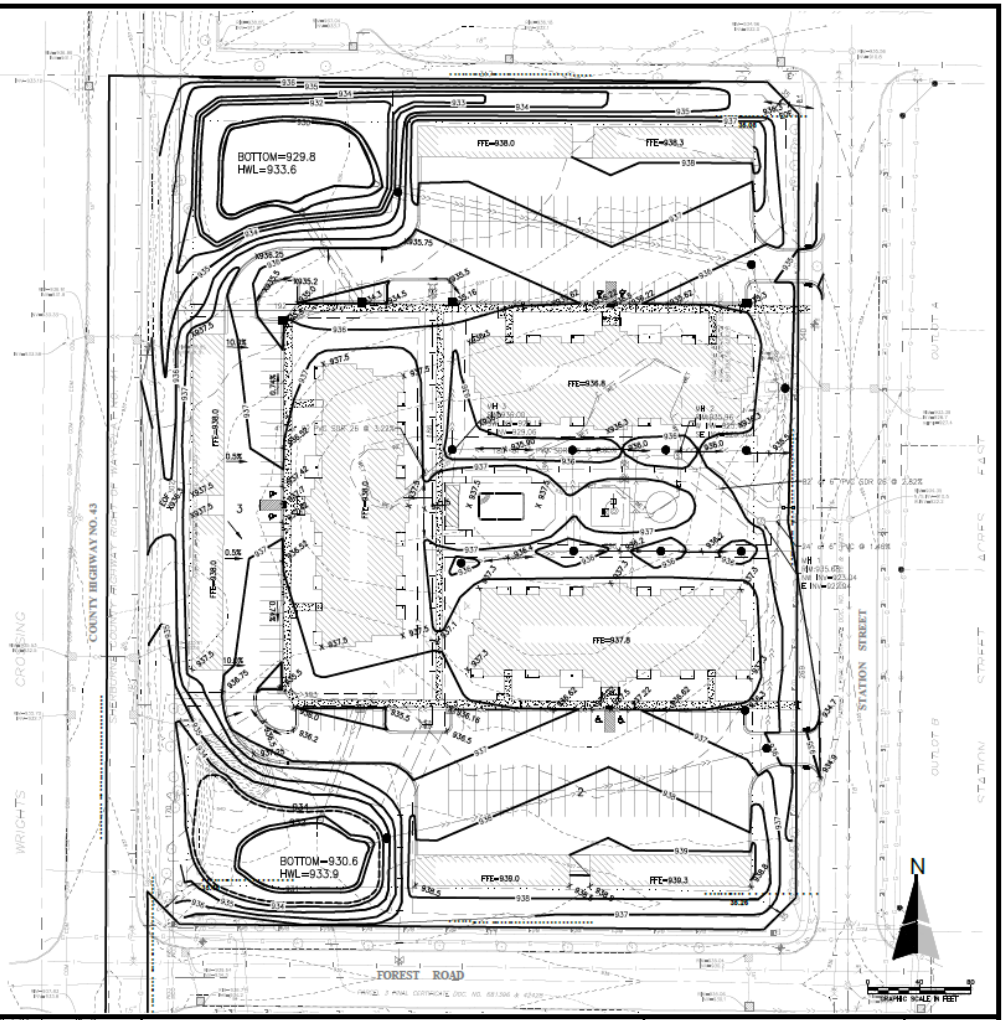
INFILTRATION BASIN GRADING

1. THE CONTRACTOR SHALL AVOID COMPACTING THE BASIN BOTTOM. RUBBER TIRED EQUIPMENT SHALL BE PROHIBITED WHEN WORKING IN THE BASIN AREA.
2. BASIN BOTTOMS UP TO THE HIGH WATER ELEVATION SHALL BE RESTORED WITH MNDOT SEED MIX 33-261.
3. BUFFERS SHALL BE GRADED 12" - 18" ABOVE FINAL SUBGRADE ELEVATION UNTIL SITE GRADING IS SUBSTANTIALLY COMPLETE. ONCE UPGRADIANT VEGETATION HAS BEEN ESTABLISHED, THE BASIN SHALL BE GRADED TO SUBGRADE ELEVATION. THE NATIVE SOILS DECOMPACTED TO A DEPTH OF 12"-18 AND THE BASIN RESTORED.

CAUTION NOTES:

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND, WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE.

THE CONTRACTOR MUST CONTACT ALL THE APPROPRIATE UTILITY COMPANIES AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS. THE LOCATIONS OF SMALL UTILITIES SHALL BE OBTAINED BY THE CONTRACTOR BY CALLING GOPHER STATE ONE CALL AT 800-252-1166 OR 651-454-0002.



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E-Mail: mcampion@campioneng.com

I hereby certify that this plan, specification or report has been 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.
10/31/2019
Marlin R. Campion -Lic. # 19901 Date

STATION STREET APARTMENTS
KUEPERS INC.
BIG LAKE, MN

GRADING PLAN

SHEET NO. 7 OF 12 SHEETS

PROJECT NO: 19-039
DATE: 10/31/2019

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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CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TWIN CITY AREA: 651-454-0002
TOLL FREE 1-800-252-1166

LEGEND

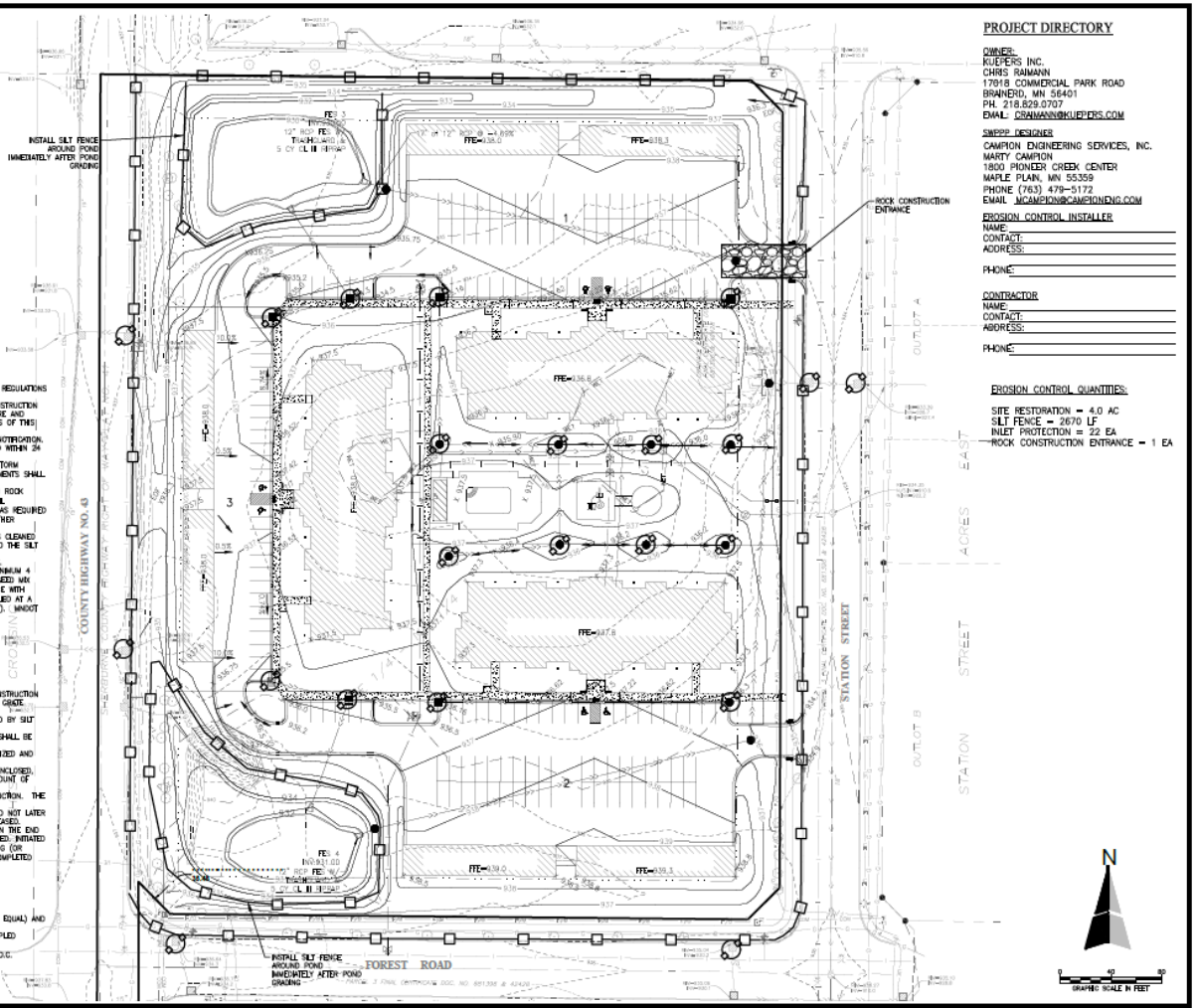
PROPERTY LINE	SOIL BORING
EXISTING CONTOURS	SANITARY SEWER MANHOLE
PROPOSED CONTOURS	SANITARY CLEANOUT
EASEMENT LINE	STORM SEWER MANHOLE
SETBACKS	STORM SEWER CATCH BASIN
(DELINEATED) WETLAND EDGE	WATER GATE VALVE
STORM SEWER	HYDRANT
SANITARY SEWER	EXISTING TREE LINE
WATERMAIN	INLET PROTECTION
FENCE	ROCK CONSTRUCTION ENTRANCE
OVERHEAD POWER LINE	SILT FENCE
UNDERGROUND ELECTRIC	PRINCIPAL STRUCTURE SETBACK
CULVERT	
HEAVY DUTY BITUMINOUS	

EROSION/SILTATION CONTROL

1. ALL EROSION CONTROL AND SILTATION CONTROL WILL COMPLY WITH MINNESOTA'S BEST MANAGEMENT PRACTICES MANUAL AND REGULATIONS OF THE CITY.
2. THE CONTRACTOR SHALL BE FAMILIAR WITH AND FOLLOW ALL REQUIREMENTS OF THE MPCA NPDES PHASE II PERMIT FOR CONSTRUCTION ACTIVITIES INCLUDING BUT NOT LIMITED TO: WEEKLY EROSION CONTROL INSPECTIONS, INSPECTION AFTER 0.5" RAINFALL OR MORE AND DOCUMENTATION OF ALL CORRECTIVE MEASURES. BY BEGINNING CONSTRUCTION, THE CONTRACTOR ACKNOWLEDGES THE TERMS OF THIS PERMIT AND AGREES TO ABIDE BY THEM.
3. THE CONTRACTOR SHALL PERFORM ANY CORRECTIVE MEASURES ORDERED BY THE CITY OR THE MPCA WITHIN 24 HOURS OF NOTIFICATION. ALSO, ADDITIONAL EROSION CONTROL MEASURES DEEMED NECESSARY BY EITHER THE CITY OR THE MPCA SHALL BE INSTALLED WITHIN 24 HOURS OF NOTIFICATION.
4. ANY DEPOSITING OF SILT OR MUD ON NEW OR EXISTING PAVEMENT, IN TEMPORARY SEDIMENTATION BASINS, OR IN EXISTING STORM SEWERS OR SWALES SHALL BE REMOVED AFTER EACH RAIN AND AFFECTED AREAS CLEANED. REMOVAL FROM EXISTING PAVEMENTS SHALL BE ACCOMPLISHED BY SWEEPING.
5. THE CONTRACTOR SHALL ASSUME COMPLETE RESPONSIBILITY FOR CONTROLLING ALL SILTATION INCLUDING BUT NOT LIMITED TO ROCK ENTRANCES AND/OR SILT FENCES. CONTROL SHALL COMMENCE WITH GRADING AND CONTINUE THROUGHOUT THE PROJECT UNTIL ACCEPTANCE OF THE WORK BY THE OWNER. THE CONTRACTOR'S RESPONSIBILITY INCLUDES ALL DESIGN AND IMPLEMENTATION AS REQUIRED TO PREVENT EROSION AND THE DEPOSITING OF SILT. THE OWNER MAY, AT HIS/HER OPTION DIRECT THE CONTRACTOR IN HIS/HER METHODS AS DEEMED FIT TO PROTECT PROPERTY AND IMPROVEMENTS.
6. ANY DEPOSITING OF SILT IN SWALES OR EXISTING STORM SEWER SHALL BE REMOVED AFTER EACH RAIN AND AFFECTED AREAS CLEANED TO THE SATISFACTION OF THE OWNER, ALL AT THE EXPENSE OF THE CONTRACTOR. THE SILT FENCES SHALL BE REMOVED AND THE SILT REMOVED FROM THE PONDING AREAS BY THE CONTRACTOR AFTER THE TURF IS ESTABLISHED.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE WITH AND THE MONITORING REQUIREMENTS OF THE MPCA PERMIT.
8. ALL DISTURBED AREAS, EXCEPT ROADWAYS, PARKING LOTS, BUILDING AREAS, AND SIDEWALKS, SHALL BE RESTORED WITH A MINIMUM 4 INCHES TOPSOIL, SEEDED AND MULCHED (TYPE I). SEEDING SHALL BE IN ACCORDANCE WITH MNDOT SPECIFICATION 2575, SEED MIX 22-111 @ 31 LBS/ACRE (OR APPROVED EQUAL). DORMANT SEEDING AREAS SHALL BE SEEDED AND MULCHED IN ACCORDANCE WITH MNDOT SPECIFICATIONS. STRAW MULCHING QUANTITY SHALL BE TWO TONS PER ACRE. FERTILIZER (10-10-20) SHALL BE APPLIED AT A RATE OF 200 POUNDS PER ACRE (CAN BE OMITTED IN LANDSCAPED AREAS IF LANDSCAPED SEEDING IS DONE CONCURRENTLY). MNDOT SEED MIX 21-113 APPLIED AT A RATE OF 110 LBS/ACRE SHALL BE USED FOR TEMPORARY SEEDING IF NEEDED.
9. INFILTRATION BASINS SHALL BE SEEDED WITH MNDOT SEED MIX 33-261 WITH HYDRAULIC MATRIX.
10. CONSTRUCTION SHALL PROCEED IN THE FOLLOWING SEQUENCE:
a. CONTRACTOR SHALL SCHEDULE A PRE-CONSTRUCTION MEETING WITH THE CITY.
b. INSTALL EROSION CONTROL MEASURES AND ROCK CONSTRUCTION ENTRANCE.
c. CONTACT CITY FOR APPROVAL OF EROSION CONTROL INSTALLATION.
d. MAINTAIN EROSION MEASURE, I.E. SILT FENCE, ROCK CONSTRUCTION ENTRANCE.
e. MAINTAIN ALL SEDIMENTATION PONDS. COMPLETE SITE GRADING TOLERANCING.
f. INSTALL SEED AND MULCH ON AREAS THAT ARE NOT TO BE HARD SURFACES.
11. ALL STORM SEWER INLETS AND FLARED END SECTIONS SHALL BE ADEQUATELY PROTECTED BEFORE AND AFTER PAVEMENT CONSTRUCTION UNTIL ALL DISTURBED AREAS ARE STABILIZED. CONTRACTOR SHALL PLACE WIRAP FABRIC AND GRAVEL OVER ALL CATCH BASIN GRATE INLETS UNTIL PAVING SURFACES ARE PAVED AND THE LANDSCAPING IS COMPLETED.
12. STOCKPILE AREAS WHICH REMAIN ON THE SITE FOR MORE THAN SEVEN DAYS SHALL BE SEEDED, MULCHED, AND SURROUNDED BY SILT FENCE.
13. BIO LOGS SHALL BE INSTALLED AT PIPE INLETS AND OUTLETS UNTIL RIPRAP IS INSTALLED. PERMANENT ENERGY DISSIPATERS SHALL BE INSTALLED WITHIN 24 HOURS OF CONNECTION TO A SURFACE WATER.
14. EROSION AND SEDIMENT CONTROL PRACTICES MUST REMAIN IN PLACE UNTIL THE SITE SOILS HAVE BEEN PERMANENTLY STABILIZED AND SHALL BE REMOVED WITHIN 30 DAYS THEREAFTER.
15. ALL STOCKPILES OF SOIL OR OTHER MATERIALS SUBJECT TO EROSION BY WIND OR WATER SHALL BE COVERED, VEGETATED, ENCLOSED, FENCED ON THE DOWN GRADIENT SIDE OR OTHERWISE EFFECTIVELY PROTECTED FROM EROSION IN ACCORDANCE WITH THE AMOUNT OF TIME THE MATERIAL WILL BE ON SITE AND THE MANNER OF ITS PROPOSED USE.
16. LOCATION OF CONCRETE WASHOUT AND HAZARDOUS MATERIALS STORAGE SHALL BE DETERMINED PRIOR TO START OF CONSTRUCTION. THE SWPPP WILL BE UPDATED AND LOCATIONS ADDED AT THAT TIME.
17. TEMPORARY OR PERMANENT STABILIZATION SHALL BE INITIATED IMMEDIATELY TO LIMIT SOIL EROSION AND SHALL BE COMPLETED NOT LATER THAN SEVEN DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED. INITIATED IMMEDIATELY MEANS TAKING AN ACTION TO COMMENCE STABILIZATION AS SOON AS PRACTICABLE, BUT NO LATER THAN THE END OF THE WORK DAY, FOLLOWING THE DAY WHEN THE EARTH-DISTURBING ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED. INITIATED STABILIZATION IS DEFINED AS COMPLETING ONE (OR MORE) OF THE FOLLOWING: SOIL PREPARATION FOR VEGETATION, MULCHING (OR OTHER NON-VEGETATIVE BMP), SEEDING/PLANTING, OR SCHEDULING STABILIZATION MEASURES TO BE FULLY INSTALLED AND COMPLETED WITHIN THE 7 DAY TIMEFRAME.
18. THE CONTRACTOR SHALL PROVIDE AND INSTALL A SWPPP MAILBOX (INCIDENTAL).

EROSION CONTROL BLANKET REQUIREMENTS

1. TEMPORARY EROSION BLANKET SHALL BE BIODEGRADABLE DOUBLE-NET STRAW (NORTH AMERICAN GREEN S150 OR APPROVED EQUAL) AND EROSION MATS SHALL HAVE A MINIMUM FUNCTIONAL LONGEVITY OF 10 MONTHS.
2. EROSION BLANKET PLACED ON SLOPES 3:1 OR GREATER SHALL BE ROLLED DOWN SLOPE AND WITH 4" MINIMUM LAP AND STAPLED AT 1' O.C.
3. CONSTRUCT A 6"X12" ANCHOR TRENCH 3' BEYOND CREST AND TOE OF SLOPE. STAPLE EROSION BLANKET IN TRENCH AT 1' O.C.
4. EOF'S SHALL BE STABILIZED WITH MNDOT TRM CATEGORY 1 TURF REINFORCEMENT MAT.



PROJECT DIRECTORY

OWNER:
KUEPERS INC.
CHRIS RAIMANN
17918 COMMERCIAL PARK ROAD
BRAINERD, MN 56401
PH. 218.829.0707
EMAIL: CRAIMANN@KUEPERS.COM

SWPPP DESIGNER
CAMPION ENGINEERING SERVICES, INC.
MARTY CAMPION
1800 PIONEER CREEK CENTER
MAPLE PLAIN, MN 55359
PHONE (763) 479-5172
EMAIL MCAMPION@CAMPIONENG.COM

EROSION CONTROL INSTALLER
NAME:
CONTACT:
ADDRESS:
PHONE:

CONTRACTOR
NAME:
CONTACT:
ADDRESS:
PHONE:

EROSION CONTROL QUANTITIES:

SITE RESTORATION = 4.0 AC
SILT FENCE = 2670 LF
INLET PROTECTION = 22 EA
ROCK CONSTRUCTION ENTRANCE = 1 EA

NO.	DATE	DESCRIPTION
		REVISIONS

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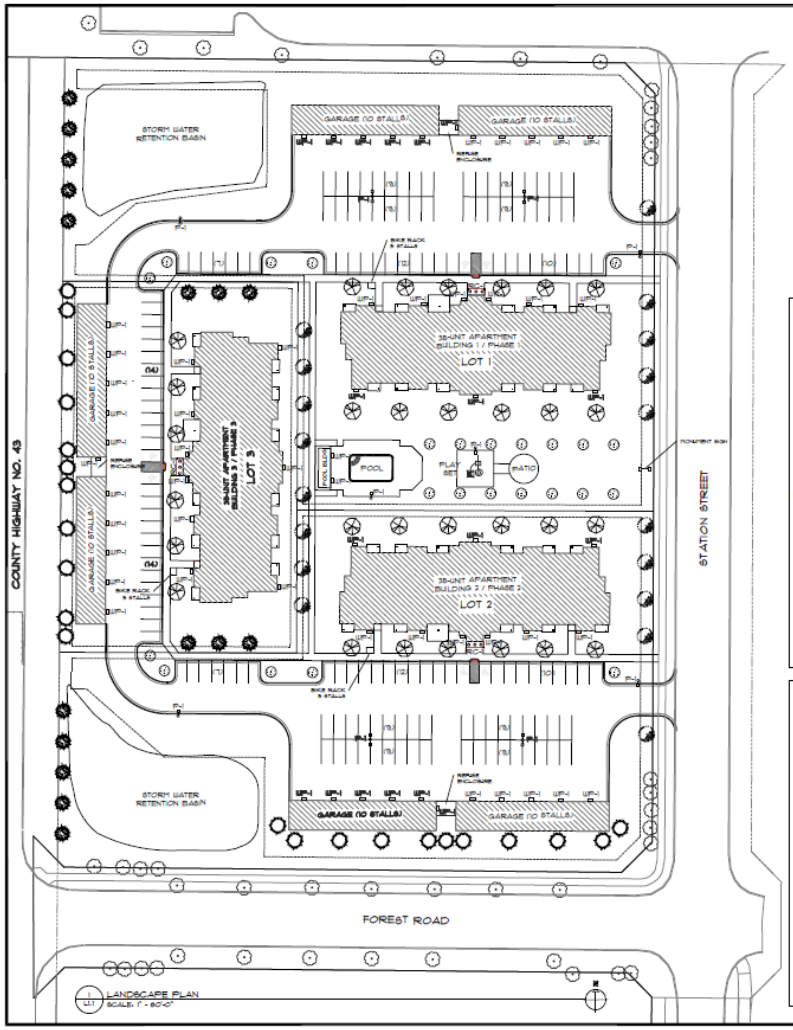
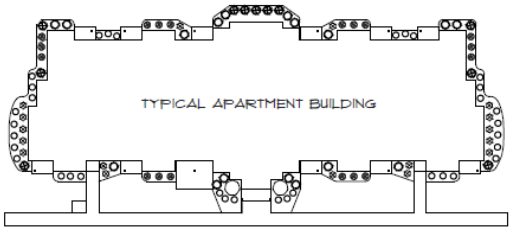
I hereby certify that this plan, specification or report has been prepared by me or under my direct supervision, and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.
10/31/2019
Martin W. Campion Date
Lic. # 19901

STATION STREET APARTMENTS
KUEPERS INC.
BIG LAKE, MN

STORM WATER POLLUTION PREVENTION PLAN
SHEET NO. 8 OF 12 SHEETS
PROJECT NO: 19-039
DATE: 10/31/2019

Attachment F
Landscape Plan





LANDSCAPE PLAN - SHRUB PLANTINGS
NOT TO SCALE

PLANTING LEGEND - SITE TREES:

- BLACK HILLS SPRUCE - *PICEA GLAUCA DENSATA*
  B & B 6 FEET HIGH
  LOT 1 = 0 TREES LOT 2 = 2 TREES LOT 3 = 2 TREES
- NORWAY SPRUCE - *PICEA ABIES*
  B & B 6 FEET HIGH
  LOT 1 = 9 TREES LOT 2 = 9 TREES LOT 3 = 6 TREES
- SWAMP OAK - *QUERCUS MACROCARPA*
  B & B 3.5" CALIPER
  LOT 1 = 10 TREES LOT 2 = 6 TREES LOT 3 = 0 TREES
- AUTUMN BLAZE MAPLE - *ACER X FREEMANII*
  B & B 3.5" CALIPER
  LOT 1 = 12 TREES LOT 2 = 12 TREES LOT 3 = 6 TREES
- PRAIRIFIRE FLOWING CRAB - *MALUS 'PRAIRIFIRE'*
  B & B 3" CALIPER
  LOT 1 = 18 TREES LOT 2 = 9 TREES LOT 3 = 0 TREES
- = EXISTING TREES TO REMAIN

PLANTING LEGEND - SHRUBS:

- AUTUMN BRILLIANCE SERVICEBERRY - *AMELANCHIER X GRANDIFLORA*
  4 FEET HIGH
  2 TREES PER BUILDING / LOT
- DWARF HIGH-BUSH CRANBERRY - *VIBURNUM OPULUS NANUM*
  5 GALLON
  19 SHRUBS PER BUILDING / LOT
- TINY WINE NINEBARK - *PHYSOCARPUS OPULIFOLIUS*
  3 GALLON
  34 SHRUBS PER BUILDING / LOT
- KARL FORESTER GRASS - *CALAMAGROSTIS ACUTIFLORA*
  1 GALLON
  11 SHRUBS PER BUILDING / LOT
- LITTLE PRINCESS SPIREA - *SPIREA JAPONICA 'LITTLE PRINCESS'*
  3 GALLON
  11 SHRUBS PER BUILDING / LOT
- ARBORVITAE - *THUJA OCCIDENTALIS 'NIGRA'*
  3 GALLON
  5 SHRUBS PER BUILDING / LOT

LANDSCAPE NOTES:

1. LANDSCAPED AREAS TO RECEIVE SOD. RETENTION BASIN AREAS SHALL BE SEEDED.
2. LAWN IRRIGATION SYSTEM TO BE INSTALLED AT ALL SOD AREAS.
3. SOD SHALL BE CULTURED KENTUCKY BLUEGRASS. LANDSCAPE CONTRACTOR WILL WATER AT TIME OF INSTALLATION AND ROLL ALL SOD AS NEEDED TO ASSURE A SMOOTH TURF. ALL SLOPES GREATER THAN 3 TO 1 SHALL BE STAKED.
4. ALL SHRUB BEDS TO RECEIVE LANDSCAPE ROCK WITH SEED BARRIER FABRIC.
5. ALL AREAS WHERE SOD AND ROCK TOUCH SHALL HAVE COMMERCIAL GRADE BLACK POLY EDGER.
6. ALL SINGLE STEM TREE SPECIES SHALL BE STAKED.
7. LOCATE ALL UTILITIES BY ACTUAL LOCATION IN THE FIELD PRIOR TO PLANTING OPERATION.
8. REFUSE ENCLOSURE SHALL HAVE A CHAIN LINK GATE WITH PRIVACY SLATS AND AN OPAQUE VINYL FENCE AT THE REAR ENCLOSURE.

SITE LIGHTING LEGEND:

- PL-1 • POLE MOUNTED LUMINAIRE
  4" SQUARE - 20' POLE, RAB LIGHTING IVAT 3
  ALL POLE MOUNTED LUMINAIRES SHALL BE MOUNTED ON A CONCRETE BASE THAT IS A MIN. 12" ABOVE FINISHED GRADE AT PARKING LOT
- WP-1 • WALL PACK LUMINAIRE
  RAB LIGHTING SLIM 18
- RC-1 • LED RECESSED DISK AT ENTRANCE CANOPY

NOTE: ALL DECKS/PATIOS TO HAVE A WALL MOUNTED EXTERIOR LIGHT THAT IS MANUALLY CONTROLLED BY THE TENANT. PATRIOT LIGHTING - SONOMA 10L1837UPT OR EQUAL

ZONING NOTES:

LOT 1 - SITE INFORMATION:

LOT AREA -
LOT AREA - 140,931 S.F. / 3.23 ACRES)

IMPERVIOUS COVERAGE:
- APARTMENT BUILDING - 13,692 S.F.
- GARAGE BUILDINGS - 5,880 S.F.
- PATIOS & PADS - 1,266 S.F.
- SIDEWALKS - 3,845 S.F.
- PAVEMENT - 35,710 S.F.
- POOL BUILDING - 320 S.F.
- POOL/POOL DECK - 3,070 S.F.
- PLAY SET & PATIO - 1,444 S.F.
- TOTAL IMPERVIOUS AREA - 65,228 S.F. (46.4% COVERAGE)

LOT 2 - SITE INFORMATION:

LOT AREA -
LOT AREA - 118,751 S.F. / 2.73 ACRES)

IMPERVIOUS COVERAGE:
- APARTMENT BUILDING - 13,692 S.F.
- GARAGE BUILDINGS - 5,880 S.F.
- PATIOS & PADS - 1,266 S.F.
- SIDEWALKS - 3,254 S.F.
- PAVEMENT - 35,710 S.F.
- TOTAL IMPERVIOUS AREA - 59,804 S.F. (50.4% COVERAGE)

LOT 3 - SITE INFORMATION:

LOT AREA -
LOT AREA - 58,081 S.F. / 1.33 ACRES)

IMPERVIOUS COVERAGE:
- APARTMENT BUILDING - 13,692 S.F.
- GARAGE BUILDINGS - 5,880 S.F.
- PATIOS & PADS - 1,266 S.F.
- SIDEWALKS - 278 S.F.
- PAVEMENT - 13,544 S.F.
- TOTAL IMPERVIOUS AREA - 36,562 S.F. (63% COVERAGE)

OVERALL - SITE INFORMATION:

LOT AREA -
LOT AREA - 317,763 S.F. / 7.29 ACRES)

IMPERVIOUS COVERAGE:
- APARTMENT BUILDINGS - 40,956 S.F.
- GARAGE BUILDINGS - 17,640 S.F.
- PATIOS/PADS/POOL/PLAYSET - 8,698 S.F.
- SIDEWALKS - 9,317 S.F.
- PAVEMENT - 84,964 S.F.
- TOTAL IMPERVIOUS AREA - 161,575 S.F. (51% COVERAGE)

PARKING FOR LOTS 1, 2 & 3:

PARKING CALCULATIONS:

LOT 1 SURFACE STALLS - 69
LOT 1 GARAGE STALLS - 20

LOT 2 SURFACE STALLS - 65
LOT 2 GARAGE STALLS - 20

LOT 3 SURFACE STALLS - 28
LOT 3 GARAGE STALLS - 20

TOTAL PARKING STALLS - 218 (121 STALLS PER UNIT)

RECREATIONAL AREA FOR LOTS 1, 2 & 3:

OUTDOOR RECREATIONAL AREA FOR THIS DEVELOPMENT IS LOCATED IN THE CENTRAL GREEN SPACE THAT IS BOUND BY THE 3 APARTMENT BUILDINGS.

TOTAL AREA OF THE CENTRAL GREEN SPACE - 32,000 S.F.

TOTAL REQUIRED RECREATIONAL AREA -
2,000 S.F. + 50 S.F. PER UNIT OVER 20 DWELLING UNITS - 6,250 S.F.

REVISIONS	DATE

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Signed: _____
Date: _____ License #: _____

STATION STREET APARTMENTS
BIG LAKE, MN
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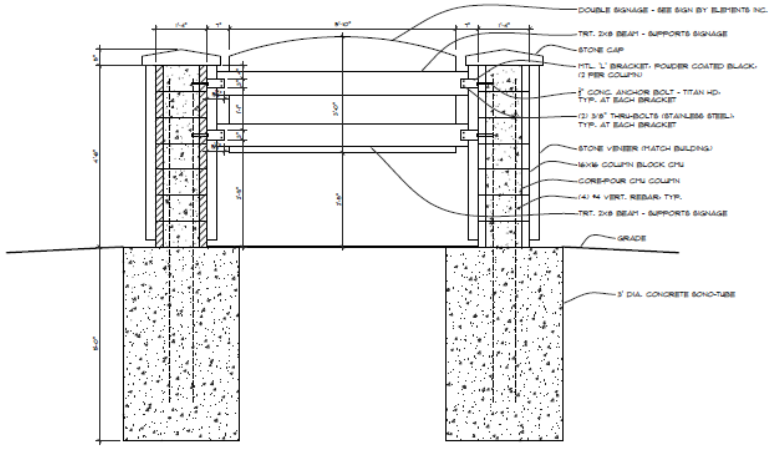
ARCHITECTS & BUILDERS
BRAINERD/BAXTER, MN 218-829-0707

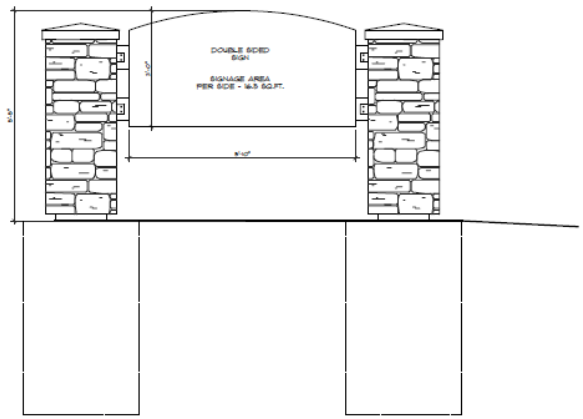
JOB 01-15-105
DRAWN CJR
CHECKED
DATE 10-23-19
SCALE AS SHOWN

L1.1
DWG. #

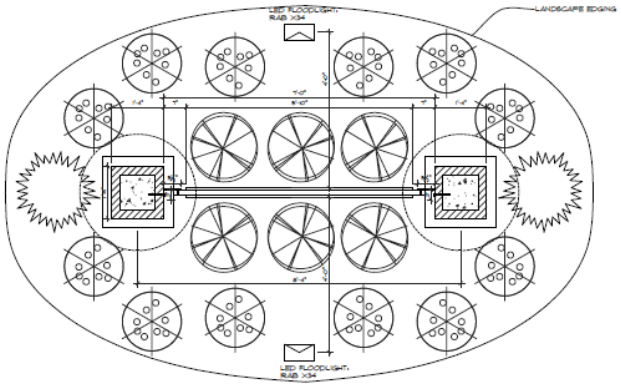
L:\Projects\2015\B\Big Lake Apts\L-1 Landscape Plan - Station St Apts.dwg Oct 31, 2019-04:26:09PM



1 / L1.2 SECTION - TYPICAL
SCALE: 3/8" = 1'-0"



3 / L1.2 MONUMENT SIGN ELEVATION
SCALE: 3/8" = 1'-0"



1 / L1.2 PLAN VIEW
SCALE: 3/8" = 1'-0"

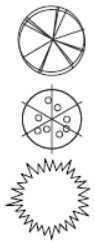
GENERAL NOTES:

1. SIGN ILLUMINATION: GROUND MOUNTED FLOODLIGHT LUMINAIRE - EACH SIDE: RAB LIGHTING X34

2. SIGN ILLUMINATION: SIGN LIGHTING TO CONCENTRATE THE ILLUMINATION UPON THE PRINTED AREA OF THE SIGN FACE. NO ILLUMINATION MAY EXCEED ONE FOOT-CANDLE OF ILLUMINATION AT THE PROPERTY LINE.

3. LANDSCAPE REQUIREMENTS: SIGN BASE TO BE LANDSCAPED WITH SMALL SHRUBS A MIN. OF 18 INCHES IN HEIGHT AT PLANTING TO PROVIDE CONTINUOUS SCREENING OF THE SIGNAGE BASE. LANDSCAPING TO EXTEND A MIN. OF 2 FEET FROM THE SIGN BASE ON ALL SIDES.

LANDSCAPE LEGEND:



- TINY WINE NINEBARK ' PHYSOCARPUS OPULIFOLIUS '
- HEMEROCALLIS ' STELLA DE ORO '
- HYDRANGEA PANICULATA ' LITTLE LAMB '

REVISIONS	DATE

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Signed: _____
Date: _____ License #: _____

STATION STREET APARTMENTS
BIG LAKE, MN

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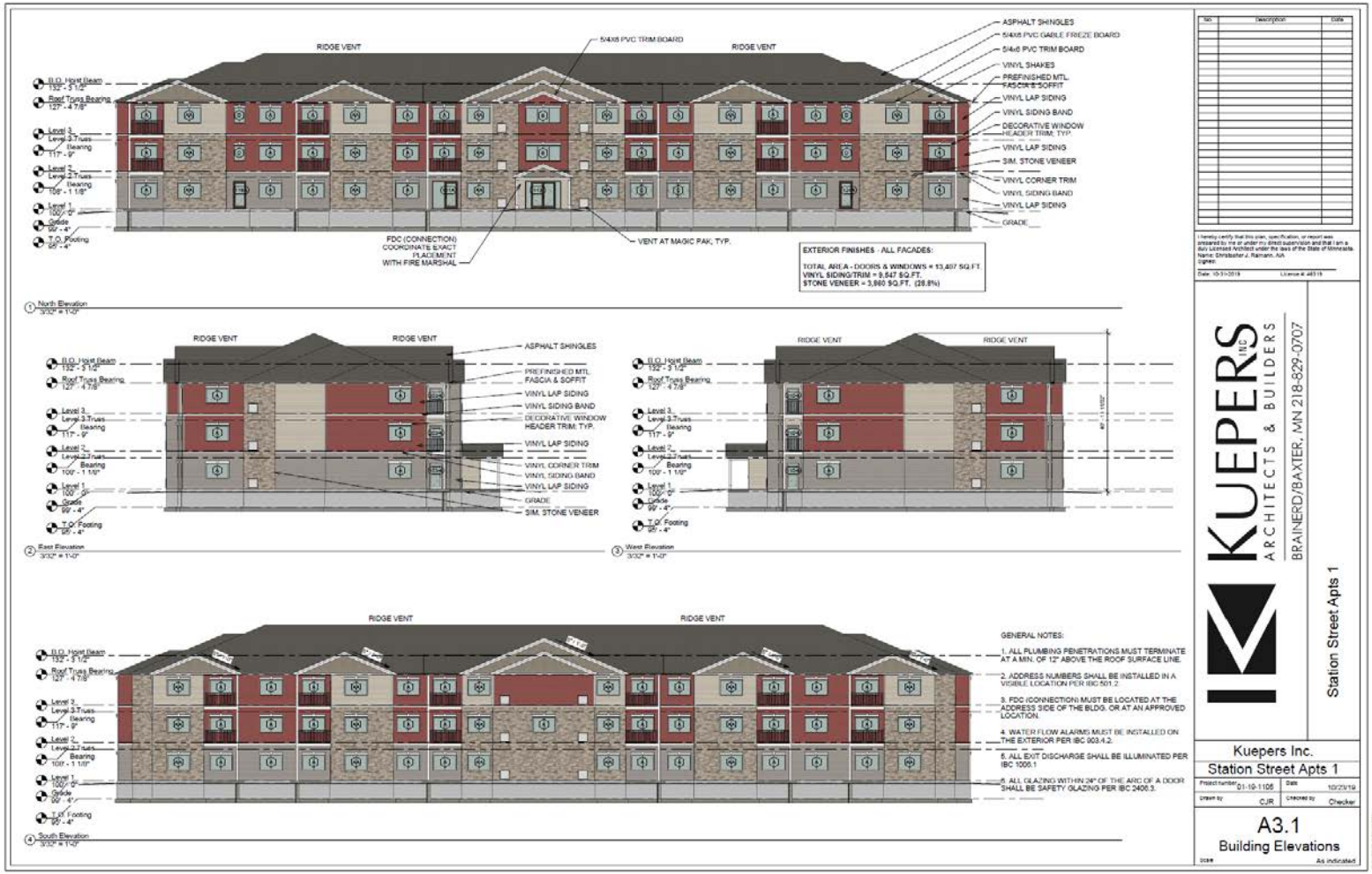
JOB: CH19-105
DRAWN: CJB | CHECKED:
DATE: 10-31-19 | SCALE: AS SHOWN

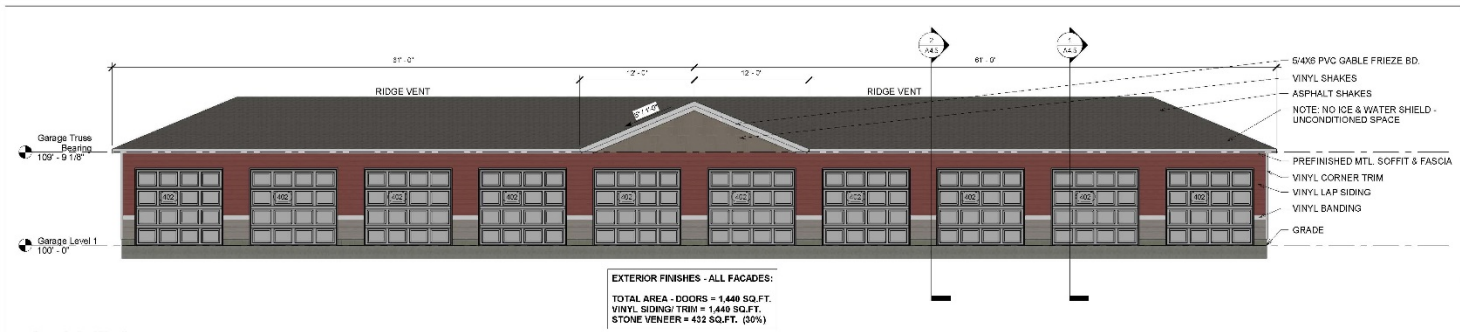
L1.2

DWG. #

L:\Projects\2019\Big Lake Apts\Monument Sign.dwg Oct 31, 2019-04:28:01 PM

Attachment G
Building Plans


RIDGE VENT
5/4X6 PVC TRIM BOARD
RIDGE VENT
ASPHALT SHINGLES
5/4X6 PVC GABLE FREIZE BOARD
5/4x6 PVC TRIM BOARD
VINYL SHAKES
PREFINISHED MTL FASCIA & SOFFIT
VINYL LAP SIDING
VINYL SIDING BAND
DECORATIVE WINDOW HEADER TRIM, TYP
VINYL LAP SIDING
SIM. STONE VENEER
VINYL CORNER TRIM
VINYL SIDING BAND
VINYL LAP SIDING
GRADE
B.O. Hoist Beam 132' - 5 1/2"
Roof Truss Bearing 127' - 4 7/8"
Level 3 Level 3-Truss Bearing 117' - 9"
Level 2 Level 2-Truss Bearing 108' - 1 1/8"
Level 1 100' - 0"
Grade 99' - 4"
T.O. Footing 95' - 4"
FDC (CONNECTION) COORDINATE EXACT PLACEMENT WITH FIRE MARSHAL
VENT AT MAGIC PAK, TYP.
EXTERIOR FINISHES - ALL FACADES:
TOTAL AREA - DOORS & WINDOWS = 13,487 SQ.FT.
VINYL SIDING/TRIM = 9,547 SQ.FT.
STONE VENEER = 3,940 SQ.FT. (28.8%)
1 North Elevation 3/32" = 1'-0"
2 East Elevation 3/32" = 1'-0"
3 West Elevation 3/32" = 1'-0"
4 South Elevation 3/32" = 1'-0"
GENERAL NOTES:
1. ALL PLUMBING PENETRATIONS MUST TERMINATE AT A MIN. OF 12" ABOVE THE ROOF SURFACE LINE.
2. ADDRESS NUMBERS SHALL BE INSTALLED IN A VISIBLE LOCATION PER IBC 501.2
3. FDC (CONNECTION) MUST BE LOCATED AT THE ADDRESS SIDE OF THE BLDG. OR AT AN APPROVED LOCATION.
4. WATER FLOW ALARMS MUST BE INSTALLED ON THE EXTERIOR PER IBC 903.4.2.
5. ALL EXIT DISCHARGE SHALL BE ILLUMINATED PER IBC 1000.1
6. ALL GLAZING WITHIN 24" OF THE ARC OF A DOOR SHALL BE SAFETY GLAZING PER IBC 2406.3.
KUEPERS INC
ARCHITECTS & BUILDERS
BRAINERD/BAXTER, MN 218-829-0707
Station Street Apts 1
Kuepers Inc.
Station Street Apts 1
Project number 01-19-1108
Date 10/23/19
Drawn by CJR
Checked by Checker
A3.1
Building Elevations
Scale As indicated



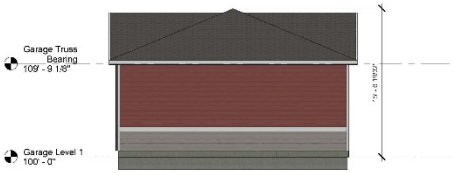
EXTERIOR FINISHES - ALL FACADES:

TOTAL AREA - DOORS = 1,440 SQ.FT.
VINYL SIDING/ TRIM = 1,440 SQ.FT.
STONE VENEER = 432 SQ.FT. (30%)

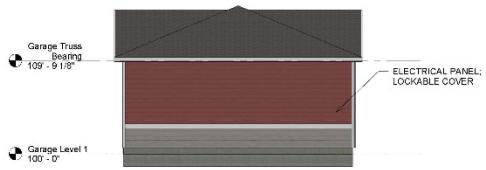
1 Garage 1 - Front Elevation
3/16" = 1'-0"

GENERAL NOTES:

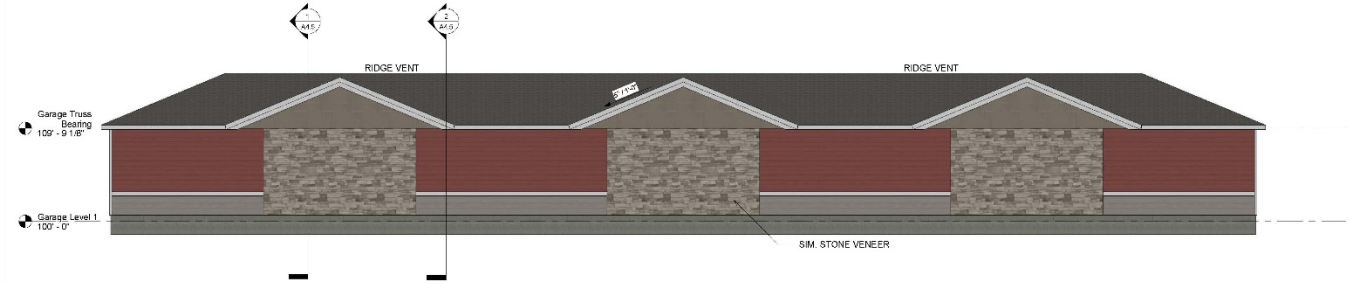
1. GARAGE OCCUPANCY GROUP: U OCCUPANCY
2. GARAGE CONSTRUCTION TYPE: VB



2 Garage 1 - Side 1 Elevation
3/16" = 1'-0"



3 Garage 1 - Side 2 Elevation
3/16" = 1'-0"



4 Garage 1 - Rear Elevation
3/16" = 1'-0"

No.	Description	Date

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.
Name: Christopher J. Rainsen, AIA
Signed:
Date: 10.31.2019 License #: 46319

KUEPERS INC
ARCHITECTS & BUILDERS
BRAINERD/BAXTER, MN 218-829-0707

Station Street Apts 1

Kuepers Inc.
Station Street Apts 1

Project number	01-19-1105	Date	10/23/19
Drawn by	CJR	Checked by	Checker

A3.2
Garage 1 Elevations
Scale As indicated

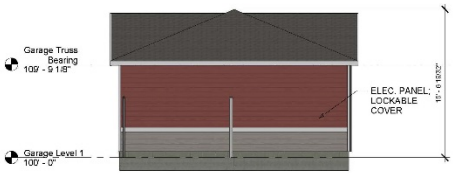
EXTERIOR FINISHES - ALL FACADES:

TOTAL AREA - DOORS = 1,942 SQ.FT.
VINYL SIDING/ TRIM = 1,942 SQ.FT.
STONE VENEER = 432 SQ.FT. (22.2%)

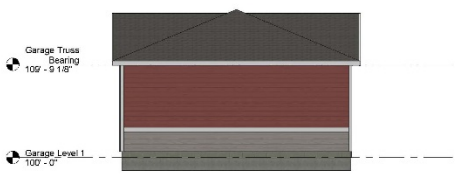
1 Garage 2 - Front Elevation
3/16" = 1'-0"

GENERAL NOTES:

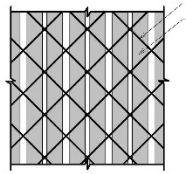
1. GARAGE OCCUPANCY GROUP: U OCCUPANCY
2. GARAGE CONSTRUCTION TYPE: VB



2 Garage 2 - Side 1 Elevation
3/16" = 1'-0"



3 Garage 2 - Side 2 Elevation
3/16" = 1'-0"



CHAIN LINK MESH SIZE = 2-3/8"

1-1/4" WIDE VINYL SLATS (GREY)

THIS DETAIL ILLUSTRATES A TYPICAL 1' X 1' SECTION OF THE CHAIN LINK FENCE AREA AT THE FRONT (GATE) SIDE OF THE REFUSE ENCLOSURE.

GALVANIZED METAL CHAIN LINK FENCE TO HAVE 2-3/8" MESH SIZE.

1-1/4" WIDE VINYL SLATS INSTALLED AT APPROX. 1-3/4" O.C.

VINYL SLATS PROVIVE 107 INCHES OF OPACITY PER 144 SQUARE INCHES OF AREA = 74% OPACITY

CALCULATION DOES NOT FACTOR IN THE CHAIN LINK GAUGE SIZE OR SUPPORT STRUCTURE.

5 Refuse Enclosure Detail
3" = 1'-0"

4 Garage 2 - Rear Elevation
3/16" = 1'-0"

No.	Description	Date

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Signed:
Date: 10.31.2019 License #: 46319

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ARCHITECTS & BUILDERS
BRAINERD/BAXTER, MN 218-829-0707

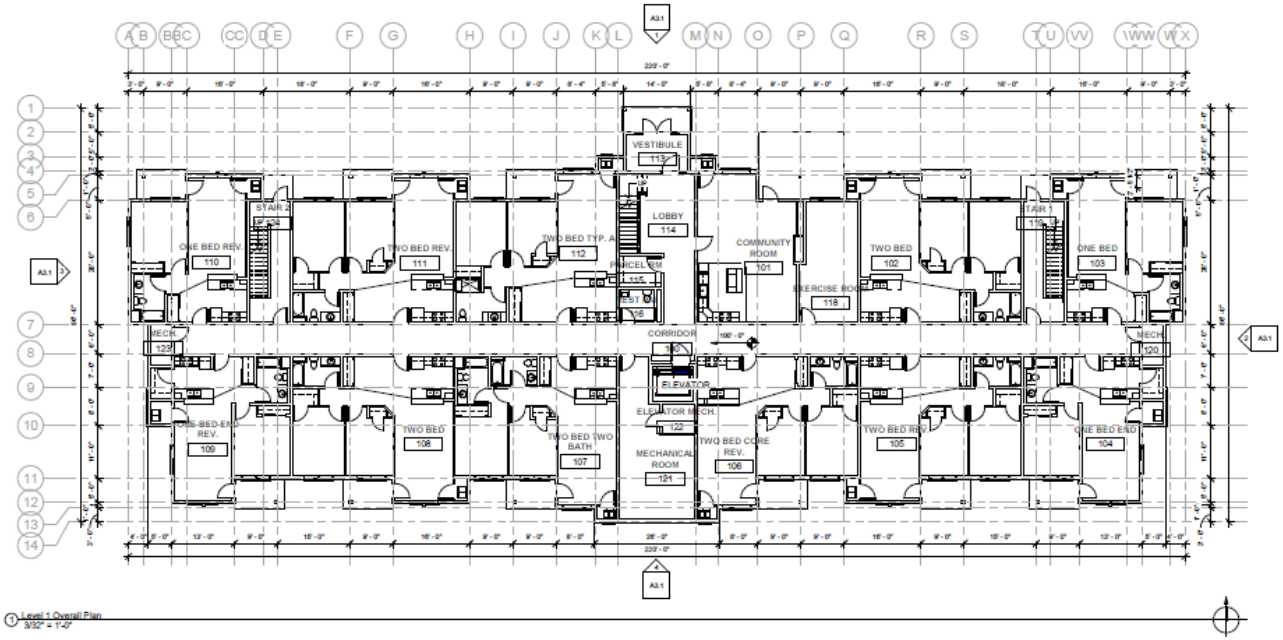
Station Street Apts 1

Kuepers Inc.
Station Street Apts 1

Project number	01-19-1105	Date	10/23/19
Drawn by	Author	Checked by	Checker

A3.3
Garage 2 Elevations

Scale As indicated



1 Level 1 Overall Plan
3/32" = 1'-0"

No.	Description	Date

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Signed:
Date: 10-31-2019 License #: 46319

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Station Street Apts 1

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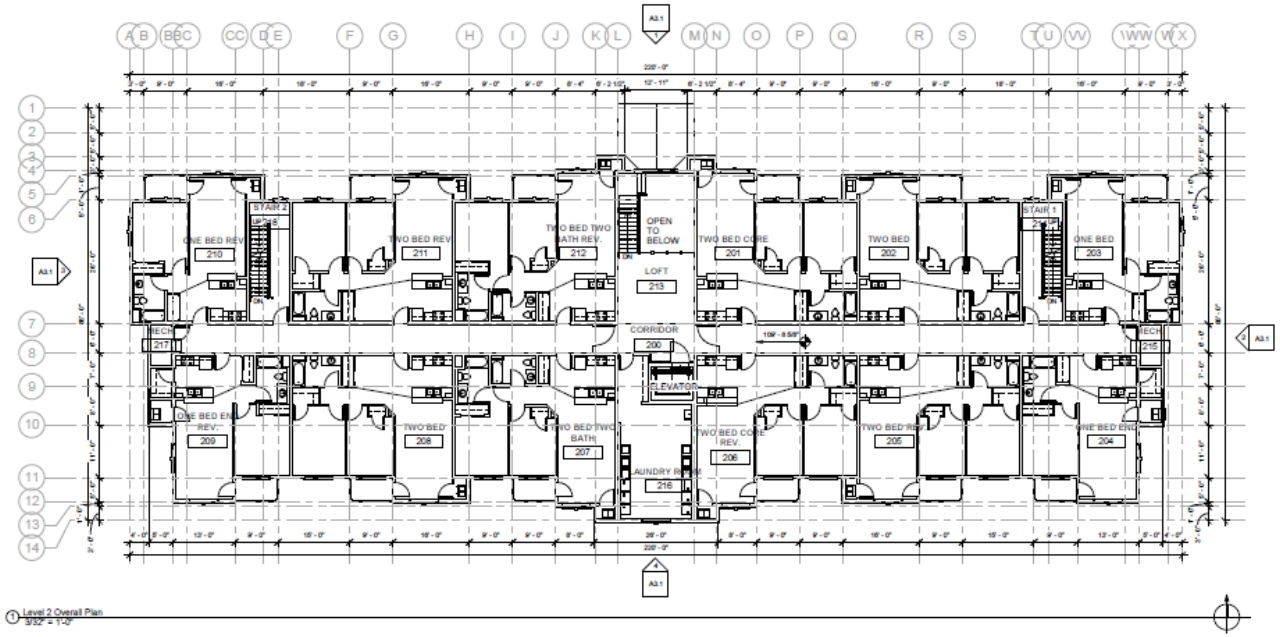
Station Street Apts 1

Project number 01-19-1105	Date 10/23/19
Drawn by Author	Checked by Checker

A1.1
Overall Floor Plan - Level 1
Scale 3/32" = 1'-0"



1 Level 2 Overall Plan
3/32" = 1'-0"

No.	Description	Date

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Signed:
Date: 10-31-2019 License #: 46319

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Station Street Apts 1

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Station Street Apts 1

Project number	01-19-1105	Date	10/23/19
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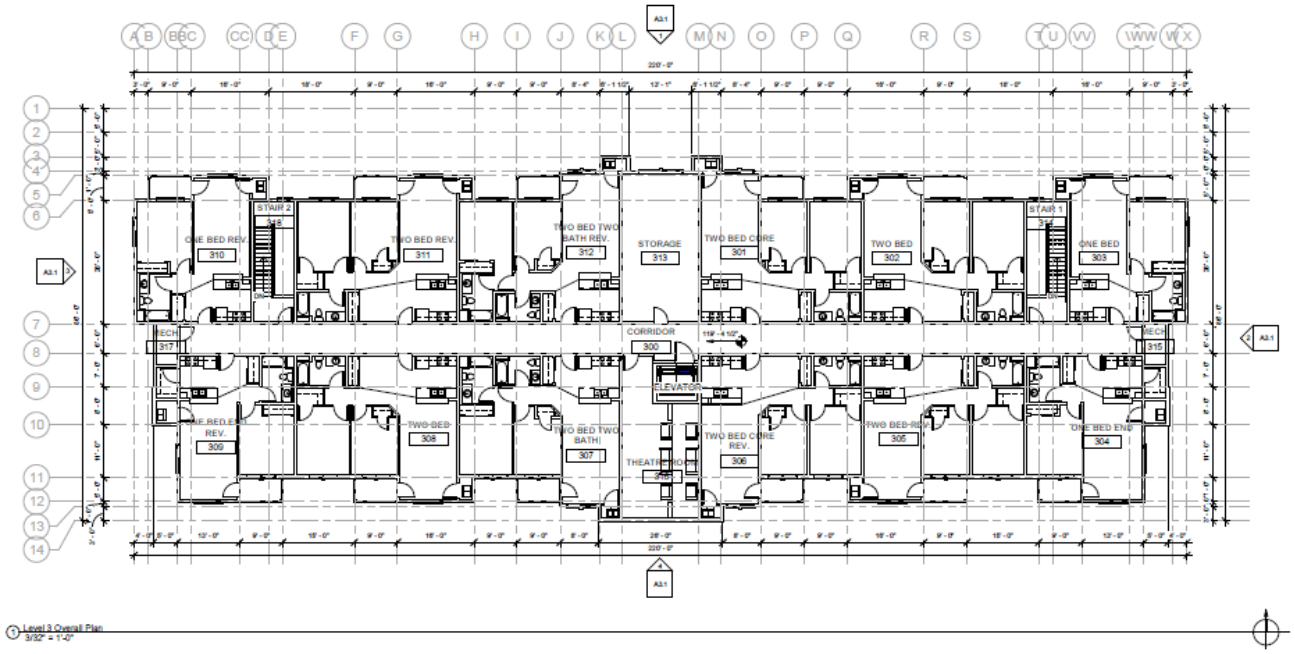
A1.2
Overall Floor Plan - Level 2
Scale 3/32" = 1'-0"



1 Level 3 Overall Plan
3/32" = 1'-0"

No.	Description	Date

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Signed:
Date: 10-31-2019 License #: 46219

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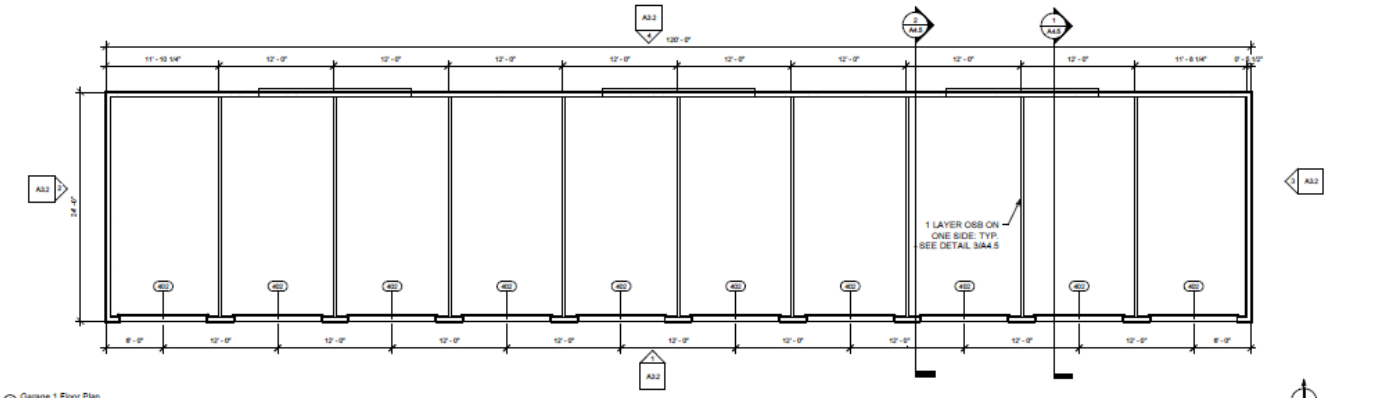
BRAINERD/BAXTER, MN 218-829-0707

Station Street Apts 1

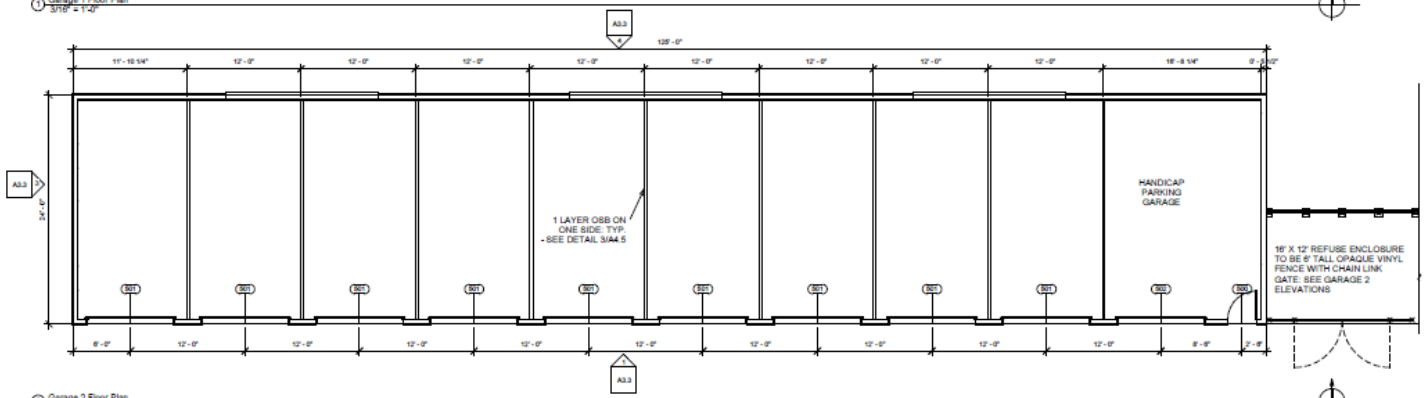
Kuepers Inc.
Station Street Apts 1

Project number	01-19-1105	Date	10/23/19
Drawn by	Author	Checked by	Checker

A1.3
Overall Floor Plan - Level 3
Scale 3/32" = 1'-0"



1 Garage 1 Floor Plan
3/16" = 1'-0"



2 Garage 2 Floor Plan
3/16" = 1'-0"

Door Schedule - Garages

Mark	Count	Location	Width	Height	Door Type	Fire Rating	Finish	Frame Material	Rough Width	Rough Height	Hardware Group	Swing	Comments
402	10	GARAGE	9' - 0"	8' - 0"	D-11	-	MTL.	WD.	9' - 0"	9' - 0"		O.H.	13
500	1	GARAGE	3' - 0"	6' - 8"	D-1		MTL.	WD.				L.H.	2
501	9	GARAGE	9' - 0"	8' - 0"	D-11	-	MTL.	WD.	9' - 0"	9' - 0"		O.H.	13
502	1	GARAGE	9' - 0"	8' - 3"	D-12	-	MTL.	WD.	9' - 0"	9' - 0"		O.H.	13, 15

DOOR ABBREVIATIONS:

R.H. = RIGHT HAND
L.H. = LEFT HAND
O.H. = OVERHEAD
DBL. = DOUBLE DOOR
BI-P. = BI-PASS DOOR
H.M. = HOLLOW METAL
MTL. = METAL
STL. = STEEL
INSUL. = INSULATED
F.G. = FIBERGLASS
ALUM. = ALUMINUM

COMMENTS:

1. PANIC HARDWARE
2. KEYED LOCKSET
3. PASSAGE LOCKSET
4. PRIVACY LOCKSET
5. SELF CLOSING HINGES
6. ARM DOOR CLOSER
7. KICK PLATE - PUSH SIDE
8. BUZZER ENTRY
9. SMOKE RESISTANT SEALS
10. WOOD CASING
11. ELECTROMAGNETIC DOOR HOLDER
12. PEEP HOLE
13. LOCKABLE GARAGE DOOR HANDLE
14. BAR PULL
15. AUTOMATIC GARAGE DOOR OPENER
16. DEADBOLT LOCK

GENERAL NOTES:

1. P.M. TO VERIFY ALL ROUGH OPENINGS
2. P.M. TO VERIFY ALL JAMB DEPTHS
3. FLASHING TO BE PLACED OVER ALL EXTERIOR DOORS

No.	Description	Date

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Name: Christopher J. Reimann, AIA
Signed:
Date: 10-21-2019 License #: 46219

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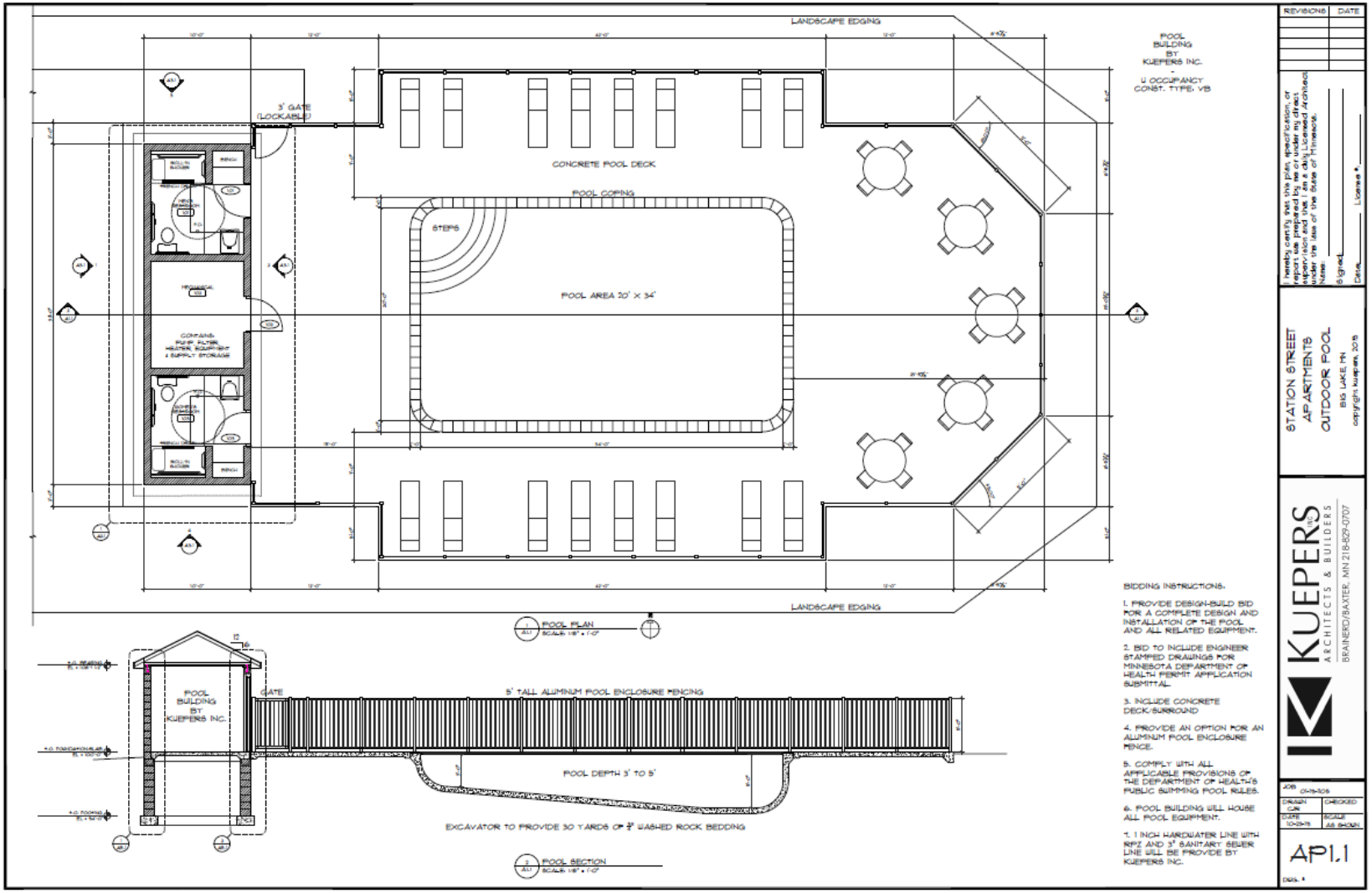
Station Street Apts 1

Kuepers Inc.
Station Street Apts 1

Project number	01-19-1105	Date	10/23/19
Drawn by	Author	Checked by	Checker

A1.10
Garage Floor Plans
Scale As Indicated


LANDSCAPE EDGING
3' GATE (LOCKABLE)
CONCRETE POOL DECK
POOL COPING
STEPS
POOL AREA 20' X 34'
POOL BUILDING BY KUEPERS INC.
U OCCUPANCY
CONST. TYPE: VB
POOL PLAN
POOL BUILDING BY KUEPERS INC.
GATE
5' TALL ALUMINUM POOL ENCLOSURE FENCING
POOL DEPTH 3' TO 5'
EXCAVATOR TO PROVIDE 30 YARDS OF 3/4" WASHED ROCK BEDDING
POOL SECTION
BIDDING INSTRUCTIONS:
1. PROVIDE DESIGN-BUILD BID FOR A COMPLETE DESIGN AND INSTALLATION OF THE POOL AND ALL RELATED EQUIPMENT.
2. BID TO INCLUDE ENGINEER STAMPED DRAWINGS FOR MINNESOTA DEPARTMENT OF HEALTH PERMIT APPLICATION SUBMITTAL.
3. INCLUDE CONCRETE DECK/SURROUND
4. PROVIDE AN OPTION FOR AN ALUMINUM POOL ENCLOSURE FENCE.
5. COMPLY WITH ALL APPLICABLE PROVISIONS OF THE DEPARTMENT OF HEALTH'S PUBLIC SWIMMING POOL RULES.
6. POOL BUILDING WILL HOUSE ALL POOL EQUIPMENT.
7. 1 INCH HARDWATER LINE WITH RPZ AND 3" SANITARY SEWER LINE WILL BE PROVIDE BY KUEPERS INC.
REVISIONS
DATE
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Name:
Signed:
Date:
License #:
STATION STREET APARTMENTS OUTDOOR POOL
BIG LAKE, MN
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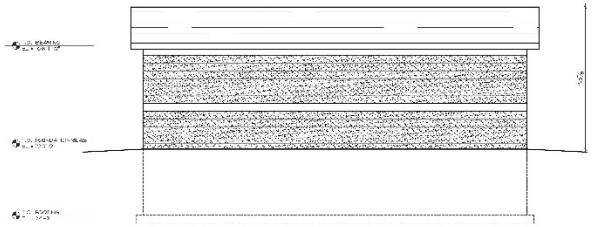
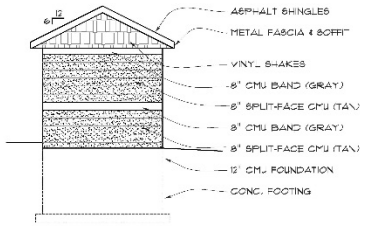
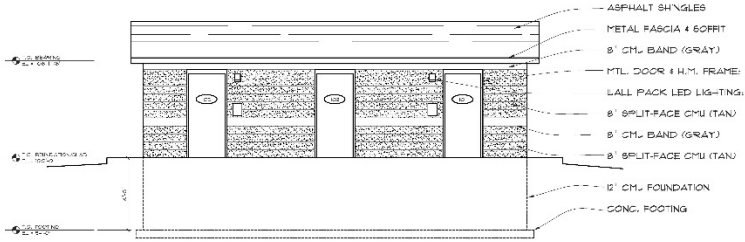
ARCHITECTS & BUILDERS
BRAINERD/BAXTER, MN 218-829-0707
JOB 0419-506
DRAWN CJN
CHECKED
DATE 10-29-19
SCALE AS SHOWN
AP1.1
DWG. #



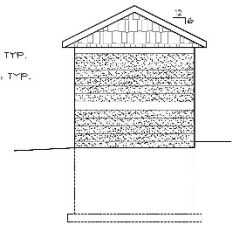
1 A3.1 BUILDING - WEST ELEVATION
SCALE: 1/8" = 1'-0"



2 A3.1 BUILDING - NORTH ELEVATION
SCALE: 1/8" = 1'-0"



3 A3.1 BUILDING - EAST ELEVATION
SCALE: 1/8" = 1'-0"



4 A3.1 BUILDING - SOUTH ELEVATION
SCALE: 1/8" = 1'-0"

GENERAL NOTES:

1. EXTERIOR MATERIAL COLORS TO MATCH SIDING COLORS AT THE APARTMENT BUILDINGS.

2. BUILDING IS UNCONDITIONED DURING WINTER MONTHS.

REVISIONS	DATE

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.
Name: _____
Signed: _____
Date: _____ License #: _____

STATION STREET APARTMENTS
OUTDOOR POOL
BIG LAKE, MN
copyright kuepers, 2018

KUEPERS ARCHITECTS & BUILDERS
BRAINERD/BAXTER, MN 218-829-0707

JOB 0-18-109	
DRAWN CJR	CHECKED
DATE 10-23-18	SCALE AS SHOWN

AP3.1
DWG. #

L:\Projects\2018\Big Lake Apts\Pool Plans.dwg Oct 31, 2018-04:28:8PM

AGENDA ITEM
Big Lake City Council

Prepared By: *Clay Wilfahrt, City Administrator*	***Meeting Date:*** 1/8/2020	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7B**
Item Description: *2020 City Appointments*		***Reviewed By:*** *Mike Wallen, Mayor*	
		Reviewed By: *Gina Wolbeck, City Clerk*	

ACTION REQUESTED

Motion to approve a RESOLUTION adopting the 2020 Official City Appointments.

BACKGROUND/DISCUSSION

The attached Resolution identifies proposed City and Council Committee appointments for 2020. As there haven't been any significant changes to the Council since appointments were reviewed in July last year, Mayor Wallen is not recommending any further changes to Council appointments at this time.

The attached Resolution reflects appointments that have been effect since July 2019. Any requested changes can be discussed at the meeting prior to adoption of the Resolution.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Motion to approve the Appointment Resolution as presented, or provide Council feedback on any requested changes.

ATTACHMENTS

Appointment Resolution

CITY OF BIG LAKE
MINNESOTA

A general meeting of the Big Lake City Council, Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. at Big Lake City Hall, Big Lake, Minnesota, on Wednesday, January 8, 2020. The following City 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 ADOPTING 2020 OFFICIAL CITY APPOINTMENTS

WHEREAS, the following appointments were reviewed by all Council Members:

1. Mike Wallen, Mayor
   - Big Lake Economic Development Authority Representative
   - CMRRPP Representative Alternate
   - Finance Committee
   - Fire Board Representative
   - Personnel Committee
   - Recycling Day Committee

2. Scott Zettervall
   - Labor Management Committee
   - Parks Advisory Board Representative
   - Planning Commission Representative
   - Public Building Planning Committee
   - Road Maintenance Committee (JPA)

3. Seth Hansen, Council Member
   - Acting Mayor
   - Architectural Review Committee
   - CMRRPP Representative
   - Public Building Planning Committee

4. Paul Knier, Council Member
   - Big Lake Beyond the Yellow Ribbon
   - Finance Committee

Labor Management Committee
Recycling Day Committee
Senior Citizen Representative

5. Rose Johnson, Council Member
   Big Lake Community Lake Association
   Big Lake Economic Development Authority Representative
   Community Education Advisory Board
   Fire Board Representative
   Personnel Committee
   Road Maintenance Committee (JPA)

6. Big Lake Fire Relief Association
   Mayor

7. Building Official
   Inspectron, Inc. - Ron Wasmund

8. City Administrator
   Clay Wilfahrt

9. Tax Assessor
   Sherburne County

10. City Attorney
    Campbell Knutson – Soren Mattick

11. City Engineer
    Layne R. Otteson, P.E.

12. Financial Consultant
    Northland Securities
    Briggs and Morgan

13. Prosecuting Attorney
    Sherburne County

14. Official Newspaper
    West Sherburne Tribune

15. Official Depository
    4M Fund/US Bank

16. Secondary Depository
    Old National Bank, Oppenheimer & Co., Inc., RBC Dain Rauscher, and UBS

17. EDA Officers

Mike Wallen (Council Rep)
Alan Heidemann (President)
Ken Geroux (Vice President)
Jim Dickinson
Rose Johnson (Council Rep & Treasurer)
Greg Green
Hanna Klimmek, CDD (Executive Director)
Deb Wegeleben (Ass't Treasurer)
Corrie Scott (Secretary)

18. Planning Commission Officers

Scott Zettervall (Council Rep)
Scott Marotz (Chair)
Larry Sundberg
Ketti Green (Vice Chair)
Alan Heidemann
Lisa Odens
Dustin Vickerman

19. Parks Advisory Committee Members

Scott Zettervall (Council Rep)
Denise McDowall-Seyko (Chair)
Scott Marotz (Planning Comm. Rep)
Shane Fischer
Laura Talvitie
Doug Peterson (Vice Chair)
Vacant Seat
Vacant Seat
Vacant Seat

20. Administration/Staff

Dock Administrator – City Administrator or Designee
Weed Inspector – City Administrator or Designee

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, that the above appointments are made for the year 2020.

Adopted by the Big Lake City Council this 8th day of January, 2020.

_____
Mike Wallen, Mayor

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 January, 2020 by Mike Wallen and Gina Wolbeck, the Mayor and City Clerk respectively of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

_____
Notary Public

AGENDA ITEM

Big Lake City Council

Prepared By: *Joel Scharf, Chief of Police*	***Meeting Date:*** 1/8/2020	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7C**
Item Description: *Acceptance of Police Canine Program Donations*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *Deb Wegeleben, Finance Director*	

ACTION REQUESTED

Motion to approve a Resolution accepting donations towards the Big Lake Police Canine Program from the Big Lake American Legion Post 147, the Big Lake American Legion Auxiliary, and Fanberg Auctions.

BACKGROUND/DISCUSSION

The Big Lake Police Department Canine Program is currently an ongoing project in which donations of have been solicited and welcomed. The following donations were recently received:

1. The Big Lake American Legion and Legion Auxiliary have been generous supporters of our Canine Program, donating to date $16,000. Because the expense of this program is ongoing, donations are always welcomed to sustain our activities. It is requested to accept a donation from the Big Lake American Legion and Legion Auxiliary in the amount of $2,000.
2. The Big Lake Police Department recently sold at auction a 2004 Chevrolet Tahoe through Fanberg Auctions. The owner of Fanberg Auctions, P.J. Fanberg donated the commission from this sale back to the Big Lake Police Department Canine Program. It is requested to accept a donation from the Fanberg Auctions in the amount of $1,050.

FINANCIAL IMPACT

Positive Financial Impact upon Police Department

STAFF RECOMMENDATION

Accept Donations as presented

ATTACHMENTS

Donation Resolution

CITY OF BIG LAKE
MINNESOTA

A general meeting of the Big Lake City Council, Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. at Big Lake City Hall, Big Lake, Minnesota, on Wednesday, January 8, 2020. The following City Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member and seconded by Council Member .

CITY OF BIG LAKE
RESOLUTION NO. 2020-XX

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

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

WHEREAS, the following donations were submitted towards the City of Big Lake Police Department Canine Programas follows:

1. **Big Lake American Legion Post 147/Legion Auxiliary**: $2,000 cash donations.

2. **Fanberg Auctions:** Commission from sale of police vehicle at auction. Commission valued at $1,050.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, to hereby accept the donations listed above towards the City of Big Lake Police Department Canine Program.

Adopted by the Big Lake City Council this 8th day of January, 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)
COUNTY OF SHERBURNE) SS.

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

_____
Notary Public

AGENDA ITEM
Big Lake City Council

Prepared By: *Gina Wolbeck, City Clerk*	***Meeting Date:*** 1/8/2020	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7D**
Item Description: *Monthly Department Reports*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		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 first meeting of the month are as follows:

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

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A