AGENDA
BIG LAKE CITY COUNCIL MEETING
COUNCIL CHAMBERS

MARCH 25, 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. Style Catering Conditional Use Permit Application – 321 County Road 43

7B. Monthly Department Reports

8) ADMINISTRATOR'S REPORT

9) MAYOR & COUNCIL REPORTS AND COMMENTS/QUESTIONS

Sub-Committee Updates (Reports are given only if meeting date was after the last Council Meeting)
Council Member Hansen
Council Member Johnson – Fire Board
Council Member Knier - BLBYR
Mayor Wallen – Fire Board
Council Member Zettervall – 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
MARCH 25, 2020

6A. Approve List of Claims

6B. Approve Joint City/Township/Fire Meeting Minutes of February 22, 2020

6C. Approve Council Workshop Minutes of March 11, 2020

6D. Approve Regular Council Meeting Minutes of March 11, 2020

6E. Approve Emergency Council Meeting Minutes of March 18, 2020

6F. Approve 2020 SHIP Mini Grant Agreement

6G. Approve 2020 Summer Farmer's Market Agreements

6H. Approve Changing Planning Commission Meeting Start Time to 6:00 p.m.

6I. Approve Housekeeping Ordinance Amendments

6J. Accept Resignation of Part-time Liquor Clerk Sue Weizel

6K. Approve AEON Development Resolution of Support

6L. Accept Resignation of Part-time Public Works Employee Dan Thiele

6M. Approve Consumption and Display Permit Renewal for the Carousell Works

AGENDA ITEM
Big Lake City Council

Prepared By: *Deb Wegeleben, Finance Director*	***Meeting Date:*** 3/25/2020	☐ ***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 03/06/2020 through 03/19/2020 and Approve Payroll No. 5

BACKGROUND/DISCUSSION

Attached is the List of Claims paid through 03/19/2020. Please contact me with any questions or concerns.

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

471.87 PUBLIC OFFICERS, INTEREST IN CONTRACT; PENALTY.
Except as authorized in section 123B.195 or 471.88, a public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom. Every public officer who violates this provision is guilty of a gross misdemeanor.

471.88 EXCEPTIONS.
Subdivision 1.**Coverage.**
The governing body of any port authority, seaway port authority, economic development authority, watershed district, soil and water conservation district, town, school district, hospital district, county, or city, by unanimous vote, may contract for goods or services with an interested officer of the governmental unit in any of the following cases.
Subd. 5.**Contract with no bids required.**
A contract for which competitive bids are not required by law.

ATTACHMENTS

List of Claims

BIGLAKE, MN

*Check Detail Register©

Cks 3/6/2020 - 3/19/2020

		Check Amt	Invoice	Comment
1010 US BANK				
Paid Chk# 004633E 3/9/2020	**AMERITAS LIFE INSURANCE CO.**			
G 101-2183	Other Pre-Tax Insurance Payabl	$155.56		VISION INSURANCE PREMIUMS FOR MONTH OF MARCH 2020
Total	**AMERITAS LIFE INSURANCE CO.**	$155.56		
Paid Chk# 004634E 3/9/2020	**HEALTH PARTNERS**			
G 101-2182	Health-Dental-Life Ins Payable	$3,513.15	EE PORTION	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF APRIL 2020
G 101-2182	Health-Dental-Life Ins Payable	$26,013.70	ER PORTION	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF APRIL 2020
E 101-300-75-05-4008	Insurance Benefits (er)	$1,510.14	HANDELAND	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF APRIL 2020
G 101-2182	Health-Dental-Life Ins Payable	($361.62)	LINDAHL	LINDAHL HEALTH INS FOR THE MONTH OF APRIL 2020
G 101-1158	Cobra Insurance Receivable	$1,317.41	RETIREE	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF APRIL 2020
E 101-300-75-05-4008	Insurance Benefits (er)	$480.39	SHERBURNE	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF APRIL 2020
Total	**HEALTH PARTNERS**	$32,473.17		
Paid Chk# 004635E 3/9/2020	**DEARBORN NATIONAL**			
G 101-2182	Health-Dental-Life Ins Payable	$329.85	EE PORTION	LIFE INS PREM ER FOR MONTH OF APRIL 2020
G 101-2182	Health-Dental-Life Ins Payable	$1,268.38	ER PORTION	LIFE INS PREM ER FOR MONTH OF APRIL 2020
G 101-2182	Health-Dental-Life Ins Payable	($5.29)	LINDAHL CRE	LINDAHL 0 LIFE INS PREM ER FOR MONTH OF APRIL 2020
G 101-2182	Health-Dental-Life Ins Payable	$12.71	REEK CORR	REEK CORR - LIFE INS PREM ER FOR MONTH OF APRIL 2020
Total	**DEARBORN NATIONAL**	$1,605.65		
Paid Chk# 004636E 3/9/2020	**US BANK**			
G 101-2020	Accounts Payable	$209.36		BANK SERVICE CHARGES ELECTRONIC CHECK DEPOSIT FOR JANUARY 2020
Total	**US BANK**	$209.36		
Paid Chk# 004637E 3/9/2020	**ELAVON**			
G 280-2020	Accounts Payable	$30.00		Farmer's Market EBT Device - ACH for Month of FEBRUARY 2020
Total	**ELAVON**	$30.00		
Paid Chk# 004638E 3/9/2020	**PSN**			
G 301-2020	Accounts Payable	$1,150.73	212354	PSN FEES PAID FOR FEBRUARY 2020
G 401-2020	Accounts Payable	$1,150.73	212354	PSN FEES PAID FOR FEBRUARY 2020
G 101-2020	Accounts Payable	$211.63	212356, 21235	PSN FEES PAID FOR FEBRUARY 2020
Total	**PSN**	$2,513.09		
Paid Chk# 004639E 3/9/2020	**MN DEPT OF REVENUE-SALES TAX**			
G 501-2176	Sales Tax Payable	$31,440.00		SALES TAX PAYMENT FOR MONTH OF FEBRUARY 2020
G 301-2176	Sales Tax Payable	$1,132.00		SALES TAX PAYMENT FOR MONTH OF FEBRUARY 2020
Total	**MN DEPT OF REVENUE-SALES TAX**	$32,572.00		
Paid Chk# 004640E 3/10/2020	**MN DEPT OF LABOR & INDUSTRY**			
E 101-200-50-25-4260	Subscriptions/Dues	$10.00	ABR0230390I	683566 PRESSURE VESSEL CITY GARAGE 18041 198TH AVE
E 101-200-50-25-4260	Subscriptions/Dues	$10.00	ABR0230390I	618903 PRESSURE VESSEL CITY GARAGE 18041 198TH AVE

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Cks 3/6/2020 - 3/19/2020

		Check Amt	Invoice	Comment
Total	**MN DEPT OF LABOR & INDUSTRY**	$20.00		
Paid Chk# 004641E 3/11/2020	**PAYROLL TAXES - FED/FICA**			
G 101-2171	Federal Withholding Payable	$6.19		Federal/FICA Payroll Taxes for Pay Period #PW 5.1 03/12/2020
G 101-2173	FICA Tax Withholding Payable	$66.62		Federal/FICA Payroll Taxes for Pay Period #PW 5.1 03/12/2020
Total	**PAYROLL TAXES - FED/FICA**	$72.81		
Paid Chk# 004642E 3/11/2020	**PAYROLL TAX - STATE**			
G 101-2172	State Withholding Payable	$3.31	ACH	State Payroll Taxes for Pay Period #PW 5.1 03/12/2020
Total	**PAYROLL TAX - STATE**	$3.31		
Paid Chk# 004643E 3/12/2020	**US BANK**			
G 101-1320	Due From Other Governments	$200.00	MAR CC	FIRE LOS AWARDS
E 101-100-15-05-4019	Wellness Program	$44.50	MAR CC	WELLNESS STATION
E 101-100-10-25-4405	Motor Fuel	$34.87	MAR CC	FUEL CODE ENFORCEMENT
E 101-100-11-10-4212	Other Operations Expenses	$77.96	MAR CC	ELECTION SUPPLIES
E 101-100-11-10-4243	Meals	$384.74	MAR CC	ELECTION MEALS
E 101-100-15-05-4019	Wellness Program	$10.77	MAR CC	WELLNESS STATION
E 101-100-15-25-4210	Operating Supplies	$185.79	MAR CC	CITY HALL SUPPLIES
E 101-100-15-25-4212	Other Operations Expenses	$46.98	MAR CC	CITY HALL SUPPLIES
E 101-100-15-25-4213	Safety Training/Expenses	$289.94	MAR CC	PW FIRST AID KITS
E 101-100-15-25-4260	Subscriptions/Dues	$70.00	MAR CC	MNGFOA MBRSHIP - DEB
E 101-100-15-25-4300	Awards - Employee LOS	$60.00	MAR CC	LOS - FINANCE S. FOX
E 101-100-15-25-4413	Equipment/Accessories	$281.09	MAR CC	CITY HALL COFFEE POT/PICTURES/COMPUTER CABLES
E 101-100-20-25-4210	Operating Supplies	$25.99	MAR CC	BLCS RECYCLING CAN
E 101-100-20-25-4370	Grounds Maintenance	$121.77	MAR CC	BLCC GROUNDS MAINT - ORKIN
E 101-100-20-25-4540	Repair/Maintenance Building	$71.22	MAR CC	BLCS - ORGANIZER RACK GARAGE
E 101-105-75-25-4130	Computers/Software	$1,170.94	MAR CC	POLICE IT CPS/SPEAKERS/HOLOGRAPHIC FAN/MONITORS/USB HUBS
E 101-200-50-25-4210	Operating Supplies	$20.68	MAR CC	PW CAUTION TAPE/GLOVES
E 101-200-50-25-4212	Other Operations Expenses	$208.48	MAR CC	PW OFFICE SUPPLIES
E 101-200-50-25-4215	Uniforms/Clothing	$74.99	MAR CC	PW BIBS - JOE
E 101-200-50-25-4215	Uniforms/Clothing	$48.21	MAR CC	PW SAFETY JACKET-GREENWALD
E 101-200-50-25-4238	Training/Schools	$15.00	MAR CC	MRWA TRAINING - NICK
E 101-200-50-25-4300	Awards - Employee LOS	$30.00	MAR CC	PW LOS - MICHELS
E 101-200-50-25-4385	Shop Materials	$82.39	MAR CC	PW SHOP MATERIALS
E 101-200-50-25-4405	Motor Fuel	$1,640.38	MAR CC	PW FUEL
E 101-200-50-25-4430	Vehicle Maintenance	$29.98	MAR CC	PW PLATES
E 101-200-50-25-4238	Training/Schools	$250.00	MAR CC	PW MRWA SCHOOL - NICK
E 101-200-50-25-4540	Repair/Maintenance Building	$930.98	MAR CC	PW BUILDING REPAIRS
E 101-200-50-25-4545	Repair/Maintenance Equipm	$95.66	MAR CC	PW EQUIPMENT REPAIRS
E 101-200-55-25-4212	Other Operations Expenses	$16.77	MAR CC	PARKS SUPPLIES
E 101-200-55-25-4405	Motor Fuel	$30.50	MAR CC	PARKS FUEL
E 101-200-55-25-4413	Equipment/Accessories	$47.40	MAR CC	PARKS SPAYER
E 101-200-55-25-4540	Repair/Maintenance Building	$7.99	MAR CC	PARKS WARMING HOUSE REPAIRS
E 101-200-55-25-4545	Repair/Maintenance Equipm	$124.85	MAR CC	PARKS REPAIRS PARTS
E 101-300-75-25-4210	Operating Supplies	$207.69	MAR CC	POLICE SUPPLIES
E 101-300-75-25-4211	Medical Supplies	$464.18	MAR CC	POLICE MEDICAL SUPPIES
E 101-300-75-25-4212	Other Operations Expenses	$911.69	MAR CC	POLICE SUPPLIES
E 101-300-75-25-4215	Uniforms/Clothing	$458.81	MAR CC	POLICE UNIFORMS
E 101-300-75-25-4216	Fire Arms	$480.73	MAR CC	POLICE FIRE ARMS
E 101-300-75-25-4235	Postage	$4.60	MAR CC	POLICE POSTAGE
E 101-300-75-25-4238	Training/Schools	$2,525.00	MAR CC	POLICE TRAINING

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Cks 3/6/2020 - 3/19/2020

		Check Amt	Invoice	Comment
E 101-300-75-25-4243	Meals	$11.40	MAR CC	POLICE TRAINING MEALS
E 101-300-75-25-4251	Emergency Management	$646.11	MAR CC	POLICE SHIRTS/AIR MONITORS
E 101-300-75-25-4253	Police K-9 Expenditures	$112.72	MAR CC	POLICE K9 DOG FOOD
E 101-300-75-25-4260	Subscriptions/Dues	$377.78	MAR CC	POLICE DUPES/ADOBE/ARLO/IACP/TV/ONESTEP GO/PHOTSHOP
E 101-300-75-25-4430	Vehicle Maintenance	$611.53	MAR CC	POLICE VEHICLE REPAIRS
E 101-300-75-25-4545	Repair/Maintenance Equipm	$59.90	MAR CC	POLICE EQUIP REPAIRS
E 199-000-50-25-4413	Equipment/Accessories	$1,450.00	MAR CC	PW VIRNIG BASE BUCKET
E 199-000-50-25-4545	Repair/Maintenance Equipm	$2,508.42	MAR CC	PW SKIDLOADER REPAIR
E 199-000-75-25-4545	Repair/Maintenance Equipm	$5,491.22	MAR CC	POLICE BOAT REPAIRS
E 199-000-75-25-4413	Equipment/Accessories	$512.04	MAR CC	OLICE ANTENNA/DOCK 702-20
E 275-000-00-25-4212	Other Operations Expenses	$16.08	MAR CC	BLEDA COFFEE
E 280-000-00-25-4212	Other Operations Expenses	$47.47	MAR CC	FARMER MARKET SUPPLIES
E 301-000-00-25-4212	Other Operations Expenses	$91.69	MAR CC	WATER BATTERY
E 301-000-00-25-4238	Training/Schools	$10.00	MAR CC	WATER MRWA TRAING PARKING - DAN
E 301-000-00-25-4300	Awards - Employee LOS	$30.00	MAR CC	WATER LOS AWARD - D NELSON
E 301-000-00-25-4405	Motor Fuel	$100.75	MAR CC	WATER FUEL
E 301-000-00-25-4430	Vehicle Maintenance	$29.98	MAR CC	WATER VEHICLE PLATES
E 301-000-00-25-4540	Repair/Maintenance Building	$92.67	MAR CC	WTP REPAIRS
E 301-000-00-25-4545	Repair/Maintenance Equipm	$1,222.15	MAR CC	WTP EQUIPMENT REPAIRS
E 301-000-00-25-4405	Motor Fuel	$55.93	MAR CC	WTP FUEL
E 401-000-00-25-4212	Other Operations Expenses	$45.93	MAR CC	WWTP SUPPLIES
E 401-000-00-25-4405	Motor Fuel	$141.02	MAR CC	WWTP FUEL
E 401-000-00-25-4545	Repair/Maintenance Equipm	$70.49	MAR CC	WWTP EQUIP REPAIRS
G 501-2020	Accounts Payable	$409.72	MAR CC	LIQUOR NCR CC FEE PD
E 501-000-00-25-4210	Operating Supplies	$36.67	MAR CC	LIQUOR CLEANING SUPPLIES
E 501-000-00-25-4212	Other Operations Expenses	$329.56	MAR CC	LIQUOR LOYALTY CARDS
E 501-000-00-27-4266	Purchases - Misc	$35.80	MAR CC	LIQUOR LIMES/LEMONS
R 101-015-4156	CC Rebates	($288.56)	MAR CC	MARCH CC US BANK REBATE
E 101-100-20-25-4540	Repair/Maintenance Building	$27.23	MAR CC	BLCC BLDG REPAIRS
E 301-000-00-25-4235	Postage	$4.60	MAR CC	WTP WATER SAMPLE POSTAGE
	Total US BANK	$26,073.82		
Paid Chk# 004644E	3/13/2020 **PITNEY BOWES INC**			
G 101-1551	Prepaid Postage	$200.00		POSTAGE PURCHASE 2/14/2020
	Total PITNEY BOWES INC	$200.00		
Paid Chk# 004645E	3/17/2020 **PAYROLL TAXES - FED/FICA**			
G 101-2171	Federal Withholding Payable	$11,296.70		Federal/FICA Payroll Taxes for Pay Period #6 03/18/2020
G 101-2173	FICA Tax Withholding Payable	$14,273.34		Federal/FICA Payroll Taxes for Pay Period #6 03/18/2020
	Total PAYROLL TAXES - FED/FICA	$25,570.04		
Paid Chk# 004646E	3/17/2020 **PAYROLL TAX - STATE**			
G 101-2172	State Withholding Payable	$5,368.29	ACH	State Payroll Taxes for Pay Period #6 03/18/2020
	Total PAYROLL TAX - STATE	$5,368.29		
Paid Chk# 004647E	3/18/2020 **CUMMINS SALES & SERVICE**			
E 401-000-00-25-4540	Repair/Maintenance Building	$61.45	J4-52324	REPAIRS TO WWTP BUILDING
	Total CUMMINS SALES & SERVICE	$61.45		
Paid Chk# 004648E	3/16/2020 **VONAGE BUSINESS**			
E 101-200-50-25-4230	Telephone/Internet	$28.12	ACH05248724	TELEPHONE BILL FOR MONTH OF MARCH 2020
E 101-200-55-25-4230	Telephone/Internet	$28.12	ACH05248724	TELEPHONE BILL FOR MONTH OF MARCH 2020
E 101-100-15-25-4230	Telephone/Internet	$459.81	ACH05248724	TELEPHONE BILL FOR MONTH OF MARCH 2020
E 301-000-00-25-4230	Telephone/Internet	$56.23	ACH05248724	TELEPHONE BILL FOR MONTH OF MARCH 2020
E 401-000-00-25-4230	Telephone/Internet	$28.12	ACH05248724	TELEPHONE BILL FOR MONTH OF MARCH 2020

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Cks 3/6/2020 - 3/19/2020

		Check Amt	Invoice	Comment
E 601-000-00-25-4230	Telephone/Internet	$28.12	ACH05248724	TELEPHONE BILL FOR MONTH OF MARCH 2020
E 501-000-00-25-4230	Telephone/Internet	$140.58	ACH05248724	TELEPHONE BILL FOR MONTH OF MARCH 2020
Total	**VONAGE BUSINESS**	$769.10		
Paid Chk# 082241	3/6/2020 **AMERICAN SOLUTINS FOR BUSINESS**			
G 101-1320	Due From Other Governments	$48.75	INV04637867	FIRE DEPT YEARS OF SERVICE/J JENSON 15 YEARS - REVERSED WRONG LOGO - USED FOR WELLNESS DRAWING
G 101-1320	Due From Other Governments	($48.75)	INV04637867	FIRE DEPT YEARS OF SERVICE/J JENSON 15 YEARS
E 101-100-15-05-4019	Wellness Program	$48.75	INV04637867	WELLNESS PICNIC GIVE AWAY DRAWING (ORIGINAL ORDERED FOR FIRE - WRONG LOGO)
otal	**AMERICAN SOLUTINS FOR BUSINESS**	$48.75		
Paid Chk# 082242	3/6/2020 **BROTHERS FIRE & SECURITY**			
E 101-100-15-25-4540	Repair/Maintenance Building	$4,700.00	113393	FIRE ALARM PANEL CITY HALL
E 101-100-15-25-4540	Repair/Maintenance Building	$450.00	33699	2020 FIRE ALARM MONITORING
Total	**BROTHERS FIRE & SECURITY**	$5,150.00		
Paid Chk# 082243	3/6/2020 **C&L DISTRIBUTING COMPANY**			
E 501-000-00-27-4263	Purchases - Beer	$1,840.10	1067001565	BEER
E 501-000-00-27-4263	Purchases - Beer	$2,892.20	961004116	BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	$60.00	961004116	KEG DEPOSIT
E 501-000-00-27-4265	Purchases - Mix/Pop	$26.00	961004116	MIX
E 501-000-00-27-4263	Purchases - Beer	($23.80)	968000962	CREDIT
Total	**C&L DISTRIBUTING COMPANY**	$4,794.50		
Paid Chk# 082244	3/6/2020 **DAHLHEIMER DISTRIBUTING CO**			
E 501-000-00-27-4263	Purchases - Beer	$14,947.55	112-02723	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	$200.60	112-02723	MIX
E 501-000-00-27-4269	Freight - In	$30.00	112-02723	KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	$430.00	112-02747	BEER
E 501-000-00-27-4263	Purchases - Beer	$2,327.60	112-02761	BEER
Total	**DAHLHEIMER DISTRIBUTING CO**	$17,935.75		
Paid Chk# 082245	3/6/2020 **FREIDAY, SARA**			
E 101-100-15-25-4217	Cleaning Services	$1,000.00	004172	CITY HALL CLEANING
E 101-100-20-25-4217	Cleaning Services	$925.00	004172	POLICE/LIBRARY BLDG
Total	**FREIDAY, SARA**	$1,925.00		
Paid Chk# 082246	3/6/2020 **GRANITE CITY JOBBING**			
E 501-000-00-27-4271	Purchases - Cigars	$33.46		CIGARS
E 501-000-00-25-4210	Operating Supplies	$11.79		SUPPLIES
E 501-000-00-27-4265	Purchases - Mix/Pop	$7.80		MIX
E 501-000-00-27-4269	Freight - In	$4.25		FRT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	$530.64	174896	TOBACCO
Total	**GRANITE CITY JOBBING**	$587.94		
Paid Chk# 082247	3/6/2020 **LEAGUE OF MN CITIES INSURANCE**			
R 101-075-3376	Insurance Proceeds & Dividends	$395.58		OVERPAID CLAIN CA101546
Total	**LEAGUE OF MN CITIES INSURANCE**	$395.58		
Paid Chk# 082248	3/6/2020 **LUPULIN BREWING LLC**			
E 501-000-00-27-4263	Purchases - Beer	$173.00	26966	BEER
Total	**LUPULIN BREWING LLC**	$173.00		
Paid Chk# 082249	3/6/2020 **METRO SUPER SAVER**			
E 501-000-00-25-4220	Advertising	$225.00	01-613512	LIQUOR ADVERTISING

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Cks 3/6/2020 - 3/19/2020

		Check Amt	Invoice	Comment
Total	**METRO SUPER SAVER**	$225.00		
Paid Chk# 082250 3/6/2020	**RED BULL DISTRIBUTION CO, INC**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$72.00	K-83292770	MIX
Total	**RED BULL DISTRIBUTION CO, INC**	$72.00		
Paid Chk# 082251 3/6/2020	**VIKING COCA-COLA**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$179.70	2499404	MIX
E 501-000-00-27-4263	Purchases - Beer	$208.00	2499405	BEER
Total	**VIKING COCA-COLA**	$387.70		
Paid Chk# 082252 3/6/2020	**WH SECURITY**			
E 101-100-20-25-4570	Electricity	$341.40	150-1694-9252	SECURITY MONITORING/POLICE LIBRARY
E 101-100-20-25-4570	Electricity	($341.40)	150-1694-9252	SECURITY MONITORING/POLICE LIBRARY
E 101-100-20-25-4540	Repair/Maintenance Building	$341.40	150-1694-9252	SECURITY MONITORING/POLICE LIBRARY
E 101-200-50-25-4540	Repair/Maintenance Building	$226.20	150-1694-9253	SECURITY MONITORING/PUBLIC WORKS BLDG
E 301-000-00-25-4540	Repair/Maintenance Building	$226.20	150-1694-9254	SECURITY MONITORING/WATER TREATMENT BLDG
E 101-100-15-25-4540	Repair/Maintenance Building	$226.20	150-1694-9256	SECURITY MONITORING/CITY HALL
E 501-000-00-25-4540	Repair/Maintenance Building	$314.40	150-1694-9257	SECURITY MONITORING/LIQUOR STORE-FIRE
E 501-000-00-25-4540	Repair/Maintenance Building	$252.45	150-1695-1909	SECURITY MONITORING/LIQUOR STORE
E 401-000-00-25-4540	Repair/Maintenance Building	$226.20	150-1964-9255	SECURITY MONITORING/WASTEWATER BLDG
Total	**WH SECURITY**	$1,813.05		
Paid Chk# 082253 3/6/2020	**WINEBOW**			
E 501-000-00-27-4269	Freight - In	$2.25		FRT
E 501-000-00-27-4264	Purchases - Wine	$128.16	MN00075713	WINE
Total	**WINEBOW**	$130.41		
Paid Chk# 082254 3/6/2020	**CENTERPOINT ENERGY**			
E 101-200-50-25-4580	Natural Gas	$549.32		PUBLIC WORKS BLDG
E 101-200-55-25-4580	Natural Gas	$549.32		PUBLIC WORKS BLDG
E 301-000-00-25-4580	Natural Gas	$549.32		PUBLIC WORKS BLDG
E 401-000-00-25-4580	Natural Gas	$549.32		PUBLIC WORKS BLDG
E 101-100-20-25-4580	Natural Gas	$169.45	10178578-0	POLICE/LIBRARY
E 101-100-20-25-4580	Natural Gas	$214.33	10178579-8	POLICE/LIBRARY
E 301-000-00-25-4580	Natural Gas	$62.62	5769828-4	WELL #2
E 501-000-00-25-4580	Natural Gas	$302.59	5780558-2	LIQUOR STORE
E 101-200-50-25-4580	Natural Gas	$30.00	5793223-8	PUBLIC WORKS SHED
E 101-200-50-25-4580	Natural Gas	$61.17	5808592-9	PUBLIC WORKS SHED
E 601-000-00-25-4580	Natural Gas	$115.66	5819667-6	PUBLIC WORKS BLDG
E 301-000-00-25-4580	Natural Gas	$86.94	5820083-3	WELL #5
E 301-000-00-25-4580	Natural Gas	$1,155.36	6122739-3	WATER TREATMENT FACILITY
E 101-100-20-25-4580	Natural Gas	$393.21	8076448-3	POLICE/LIBRARY
E 101-100-15-25-4580	Natural Gas	$743.62	9359272-3	CITY HALL
Total	**CENTERPOINT ENERGY**	$5,532.23		
Paid Chk# 082255 3/6/2020	**CHILDS, DAN**			
E 301-000-00-25-4260	Subscriptions/Dues	$23.00		WATER LICENSE RENEWAL
E 301-000-00-25-4240	Travel/Mileage	$103.50		TRAINING MILEAGE
Total	**CHILDS, DAN**	$126.50		
Paid Chk# 082256 3/6/2020	**GOPHER STATE ONE CALL**			
E 301-000-00-25-4257	Contractors Hired	$32.85	0020220	PUBLIC WORKS LOCATES
E 401-000-00-25-4257	Contractors Hired	$32.85	0020220	PUBLIC WORKS LOCATES
E 101-200-50-25-4257	Contractors Hired	$32.85	0020220	PUBLIC WORKS LOCATES
Total	**GOPHER STATE ONE CALL**	$98.55		

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			Check Amt	Invoice	Comment
Paid Chk# 082257	3/6/2020	**HUBBARD ELECTRIC**			
E 101-200-55-25-4540	Repair/Maintenance Building		$180.84	6245	ICE RINK REPAIR
	Total	**HUBBARD ELECTRIC**	$180.84		
Paid Chk# 082258	3/6/2020	**LEAGUE OF MN CITIES**			
E 101-100-15-25-4238	Training/Schools		$109.00	318040	TRAINING / WILFAHRT
	Total	**LEAGUE OF MN CITIES**	$109.00		
Paid Chk# 082259	3/6/2020	**MCDOWALL CO.**			
E 101-200-50-25-4545	Repair/Maintenance Equipm		$635.95	625081	PUBLIC WORKS REPAIRS ON HEATING
	Total	**MCDOWALL CO.**	$635.95		
Paid Chk# 082260	3/6/2020	**MIDSTATES EQUIPMENT**			
E 101-200-50-25-4360	Sealcoat/Crackfill		$6,171.00	220091	CRACK SEALANT
	Total	**MIDSTATES EQUIPMENT**	$6,171.00		
Paid Chk# 082261	3/6/2020	**MONTICELLO PRINTING**			
E 101-200-55-25-4210	Operating Supplies		$193.65	119138	PARKING PERMITS
	Total	**MONTICELLO PRINTING**	$193.65		
Paid Chk# 082262	3/6/2020	**OFFICE DEPOT**			
E 101-200-50-25-4413	Equipment/Accessories		$85.00	446299245001	CHAIR FOR ADM ASSIST
E 101-200-55-25-4413	Equipment/Accessories		$84.99	446299245001	CHAIR FOR ADM ASSIST
	Total	**OFFICE DEPOT**	$169.99		
Paid Chk# 082263	3/6/2020	**WATER LABORATORIES INC**			
E 301-000-00-20-4160	Testing		$160.00	7847	TESTING
	Total	**WATER LABORATORIES INC**	$160.00		
Paid Chk# 082264	3/6/2020	**WINDSTREAM**			
E 401-000-00-25-4230	Telephone/Internet		$51.22	091622521	SEWER
	Total	**WINDSTREAM**	$51.22		
Paid Chk# 082265	3/6/2020	**WRUCK SEWER & PORTABLE RENTALS**			
E 101-200-55-25-4225	Sanitation/Garbage Removal		$226.00	4429	PARKS SANITATION
	al	**WRUCK SEWER & PORTABLE RENTALS**	$226.00		
Paid Chk# 082266	3/6/2020	**ZARNOTH BRUSH WORKS, INC**			
E 101-200-50-25-4545	Repair/Maintenance Equipm		$49.80	0179092-IN	MAINT SIDEWALK MACHINE
	Total	**ZARNOTH BRUSH WORKS, INC**	$49.80		
Paid Chk# 082267	3/9/2020	**VERIZON WIRELESS**			
E 101-100-10-25-4230	Telephone/Internet		$42.65	9845396783	PLANNER CELL PHONE
E 101-400-56-25-4230	Telephone/Internet		$42.65	9845396783	RECREATION CORD CELL PHONE
E 101-100-30-25-4230	Telephone/Internet		$77.66	9845396783	BUILDING OFFICIAL CELL PHONE
E 101-300-75-25-4230	Telephone/Internet		$21.23	9845396783	FLEX BUSINESS AUTO PLAN
E 101-300-75-25-4230	Telephone/Internet		$31.50	9845396783	ESSENTIALS SUITE 14 LICENSES
E 301-000-00-25-4230	Telephone/Internet		$40.01	9845396783	PUBLIC WORKS PHONE 763-647-0015
E 101-300-75-25-4230	Telephone/Internet		$1,086.91	9845396783	POLICE CELL PHONE/EXTENSION PHONE
	Total	**VERIZON WIRELESS**	$1,342.61		
Paid Chk# 082268	3/10/2020	**ABEL, NICK**			
E 101-200-50-25-4240	Travel/Mileage		$56.92		MRWA CONFER TRAINING
E 101-200-55-25-4240	Travel/Mileage		$56.93		MRWA CONFER TRAINING
	Total	**ABEL, NICK**	$113.85		
Paid Chk# 082269	3/10/2020	**AUTOSTOP INC**			

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		Check Amt	Invoice	Comment
E 101-300-75-25-4430	Vehicle Maintenance	$2,132.01	0081275	POLICE FORD EXPLOR
E 101-300-75-25-4430	Vehicle Maintenance	$1,266.90	0081374	POLICE #728-17-701
E 101-300-75-25-4430	Vehicle Maintenance	$26.25	0081433	POLICE #728-17-701
Total	**AUTOSTOP INC**	$3,425.16		
Paid Chk# 082270	3/10/2020	**AXON ENTERPRISE, INC**		
E 101-105-75-25-4132	Electronic Data	$4,956.00	SI-1614127	2019 ELECTRONIC STORAGE
E 199-000-75-25-4413	Equipment/Accessories	$2,640.00	SI-1642845	2020 TASER PAYMENT
Total	**AXON ENTERPRISE, INC**	$7,596.00		
Paid Chk# 082271	3/10/2020	**BELL BOY CORPORATION-1**		
E 501-000-00-27-4262	Purchases - Liquor	($51.80)	0082845900	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	($17.50)	0082957000	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	$531.00	0083125100	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$134.00	0083125100	WINE
E 501-000-00-27-4269	Freight - In	$13.50	0083125100	FRT
E 501-000-00-27-4265	Purchases - Mix/Pop	$53.63	0101001900	MIX
Total	**BELL BOY CORPORATION-1**	$662.83		
Paid Chk# 082272	3/10/2020	**BREAKTHRU BEVERAGE**		
E 501-000-00-27-4262	Purchases - Liquor	$1,799.26	1081110306	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$148.00	1081110306	WINE
E 501-000-00-27-4264	Purchases - Wine	($63.81)	R08050448	CREDIT
Total	**BREAKTHRU BEVERAGE**	$1,883.45		
Paid Chk# 082273	3/10/2020	**IUOE LOCAL 49 FRINGE BENEFIT**		
G 101-2185	Union Health Insurance - EE/ER	$16,445.00	APRIL 2020	PUBLIC WORKS HEALTH INSURANCE
Total	**IUOE LOCAL 49 FRINGE BENEFIT**	$16,445.00		
Paid Chk# 082274	3/10/2020	**THE AMERICAN BOTTLING COMPANY**		
E 501-000-00-27-4265	Purchases - Mix/Pop	$136.00	3568711604	MIX
'otal	**THE AMERICAN BOTTLING COMPANY**	$136.00		
Paid Chk# 082275	3/11/2020	**CENTRAL MINNESOTA HOUSING**		
E 118-000-00-25-4257	Contractors Hired	$500.00	BL-17-04	SCDP DRAW 4 - LEAD PAINT RISK (NEUMAN) BL-17-04
E 118-000-00-20-4180	Other Consultants	$2,357.00	BL-17-05	SCDP GRANT DRAW 4 - ADM FEE - PROJECT BL -17-05 LAUNDRY
E 118-000-00-25-4257	Contractors Hired	$500.00	BL-17-05	SCDP DRAW 4 - LEAD PAINT RISK ASSMNT (LAUNDRY) BL-17-05
Total	**CENTRAL MINNESOTA HOUSING**	$3,357.00		
Paid Chk# 082276	3/11/2020	**MINNESOTA HOME IMPROVEMENTS**		
E 118-000-00-25-4257	Contractors Hired	$15,713.00	102148	SCDP DRAW 4 - REHAB FOR LAUNDRY 840 LAKE STREET N
G 118-2065	Retainage Payable	($2,024.00)	102148	SCDP DRAW 4 - REHAB FOR LAUNDRY 840 LAKE STREET N-RETAINAGE
Total	**MINNESOTA HOME IMPROVEMENTS**	$13,689.00		
Paid Chk# 082277	3/11/2020	**MINNESOTA HOME IMPROVEMENTS**		
G 118-2065	Retainage Payable	$2,024.00	102148	SCDP DRAW 4 - REHAB FOR LAUNDRY - RETAINAGE TOOK IN ERROR
Total	**MINNESOTA HOME IMPROVEMENTS**	$2,024.00		
Paid Chk# 082278	3/12/2020	**BERNICKS PEPSI**		
E 501-000-00-27-4263	Purchases - Beer	($6.90)	95496	CREDIT
E 501-000-00-27-4263	Purchases - Beer	$3,679.90	95497	BEER
E 501-000-00-27-4263	Purchases - Beer	$23.25	95498	BEER

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Total	**BERNICKS PEPSI**	$3,696.25		
Paid Chk# 082279	3/12/2020 **CHARTER COMMUNICATIONS**			
E 501-000-00-25-4230	Telephone/Internet	$323.19	016166903032	LIQUOR STORE INTERNET
Total	**CHARTER COMMUNICATIONS**	$323.19		
Paid Chk# 082280	3/12/2020 **CINTAS**			
E 601-000-00-25-4215	Uniforms/Clothing	$16.78	12857225	PUBLIC WORKS UNIFORMS
E 101-200-50-25-4215	Uniforms/Clothing	$79.73	12857225	PUBLIC WORKS UNIFORMS
E 101-200-55-25-4215	Uniforms/Clothing	$79.73	12857225	PUBLIC WORKS UNIFORMS
E 301-000-00-25-4215	Uniforms/Clothing	$79.73	12857225	PUBLIC WORKS UNIFORMS
E 401-000-00-25-4215	Uniforms/Clothing	$79.73	12857225	PUBLIC WORKS UNIFORMS
E 501-000-00-25-4217	Cleaning Services	$160.19	12857519	LIQUOR STORE
Total	**CINTAS**	$495.89		
Paid Chk# 082281	3/12/2020 **CLEARWAY COMMUNITY SOLAR LLC**			
E 401-000-00-25-4582	Solar	$70.15	C10030101	256 CRESCENT SOLAR
E 101-200-55-25-4582	Solar	$5.12	C10030102	514 FOREST PARK SOLAR
E 101-200-50-25-4582	Solar	$5.67	C10030103	160 LAKE ST LIGHTS SOLAR
E 101-200-50-25-4582	Solar	$26.59	C10030105	10 LAKE ST LIGHTS SOLAR
E 401-000-00-25-4582	Solar	$469.26	C10030106	18889 CTY RD 68 SOLAR
E 301-000-00-25-4582	Solar	$39.67	C10030107	300 SHOREACRES PUMP SOLAR
E 301-000-00-25-4582	Solar	$182.77	C10030108	601 MINNESOTA PUMP SOLAR
E 101-100-15-25-4582	Solar	$476.86	C10030109	160 LAKE ST CITY HALL SOLAR
E 401-000-00-25-4582	Solar	$18.47	C10030110	19173 CTY RD 68 SOLAR
E 501-000-00-25-4582	Solar	$662.88	C10030111	615 ROSE DR SOLAR
Total	**CLEARWAY COMMUNITY SOLAR LLC**	$1,957.44		
Paid Chk# 082282	3/12/2020 **ECM PUBLISHERS, INC.**			
E 101-300-75-25-4220	Advertising	$25.00	761996	POLICE
E 501-000-00-25-4220	Advertising	$25.00	762110	LIQUOR ADVERTISING
Total	**ECM PUBLISHERS, INC.**	$50.00		
Paid Chk# 082283	3/12/2020 **FSSOLUTIONS**			
E 101-200-50-20-4180	Other Consultants	$62.38	FL00361340	NEW HIRE STREETS/PARKS
E 101-200-55-20-4180	Other Consultants	$62.38	FL00361340	NEW HIRE STREETS/PARKS
Total	**FSSOLUTIONS**	$124.76		
Paid Chk# 082284	3/12/2020 **GRANITE ELECTRONICS**			
E 101-300-75-25-4545	Repair/Maintenance Equipm	$124.96	154004159-1	POLICE REPAIR
Total	**GRANITE ELECTRONICS**	$124.96		
Paid Chk# 082285	3/12/2020 **INSPECTRON, INC.**			
E 101-100-30-25-4257	Contractors Hired	$6,000.00		FEB BLDG INSPECTIONS
Total	**INSPECTRON, INC.**	$6,000.00		
Paid Chk# 082286	3/12/2020 **JOHNSON BROTHERS WHOLESALE**			
E 501-000-00-27-4262	Purchases - Liquor	$1,663.32	1515895	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$262.92	1515896	WINE
E 501-000-00-27-4262	Purchases - Liquor	$3,885.23	1519198	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$1,838.12	1519199	WINE
E 501-000-00-27-4262	Purchases - Liquor	$124.70	1519200	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$256.70	1519201	WINE
E 501-000-00-27-4262	Purchases - Liquor	$634.60	1519202	LIQUOR (19.80)
Total	**JOHNSON BROTHERS WHOLESALE**	$8,665.59		

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Paid Chk# 082287	3/12/2020 **KWIK TRIP - CREDIT DEPT**			
E 101-300-75-25-4405	Motor Fuel	$3,592.50	00348251	POLICE MOTOR FUEL
Total	**KWIK TRIP - CREDIT DEPT**	$3,592.50		
Paid Chk# 082288	3/12/2020 **LUPULIN BREWING LLC**			
E 501-000-00-27-4263	Purchases - Beer	$519.00	27653	BEER
Total	**LUPULIN BREWING LLC**	$519.00		
Paid Chk# 082289	3/12/2020 **MAJESTIC CREATIONS**			
E 101-100-15-25-4212	Other Operations Expenses	$1.91	9324	ADMN EXPENSE
G 101-1320	Due From Other Governments	$85.75	9324	FIRE LOS AWARDS
Total	**MAJESTIC CREATIONS**	$87.66		
Paid Chk# 082290	3/12/2020 **MIDWAY IRON INC.**			
E 101-200-50-25-4385	Shop Materials	$266.64	448430	SHOP MATERIALS
Total	**MIDWAY IRON INC.**	$266.64		
Paid Chk# 082291	3/12/2020 **MN COMPUTER SYSTEMS INC**			
E 101-300-75-25-4208	Copies	$26.90	286776	POLICE COPIES
Total	**MN COMPUTER SYSTEMS INC**	$26.90		
Paid Chk# 082292	3/12/2020 **MN RURAL WATER ASSOCIATION**			
E 101-200-40-25-4238	Training/Schools	$275.00		36TH TECH CONFERENCE/LAYNE
Total	**MN RURAL WATER ASSOCIATION**	$275.00		
Paid Chk# 082293	3/12/2020 **MONTICELLO TIMES INC**			
E 101-300-75-25-4260	Subscriptions/Dues	$45.00	1001	1 YEAR SUBSCRIPTION
Total	**MONTICELLO TIMES INC**	$45.00		
Paid Chk# 082294	3/12/2020 **PAUSTIS WINE COMPANY**			
E 501-000-00-27-4264	Purchases - Wine	$725.00	82359	WINE
E 501-000-00-27-4269	Freight - In	$10.50	82359	FRT
Total	**PAUSTIS WINE COMPANY**	$735.50		
Paid Chk# 082295	3/12/2020 **PHILLIPS WINE & SPIRITS**			
E 501-000-00-27-4262	Purchases - Liquor	$2,106.98	6010176	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$865.75	6010177	WINE
Total	**PHILLIPS WINE & SPIRITS**	$2,972.73		
Paid Chk# 082296	3/12/2020 **SHERBURNE COUNTY ATTORNEY**			
E 101-300-75-20-4181	Court Fines	$1,739.05	6594	SHARED FINES
Total	**SHERBURNE COUNTY ATTORNEY**	$1,739.05		
Paid Chk# 082297	3/12/2020 **SHRED RIGHT**			
E 101-300-75-25-4212	Other Operations Expenses	$16.00	523004	POLICE EXPENSE
E 101-100-15-25-4212	Other Operations Expenses	$16.00	523004	CITY HALL
Total	**SHRED RIGHT**	$32.00		
Paid Chk# 082298	3/12/2020 **SOUTHERN WINE & SPIRITS OF MN**			
E 501-000-00-27-4262	Purchases - Liquor	($2,149.73)	00018263	CREDIT
E 501-000-00-27-4264	Purchases - Wine	($161.90)	00018776	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	($74.15)	00019136	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	($485.72)	00019906	CREDIT
E 501-000-00-27-4264	Purchases - Wine	($50.00)	09199127	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	$2,809.10	1931927	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$470.00	1931928	WINE

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E 501-000-00-27-4262	Purchases - Liquor	$2,518.20	5055742	LIQUOR
Total	**SOUTHERN WINE & SPIRITS OF MN**	$2,875.80		
Paid Chk# 082299	3/12/2020 **TIME WARNER**			
E 101-300-75-25-4230	Telephone/Internet	$18.88	099338901	POLICE TELEPHONE
Total	**TIME WARNER**	$18.88		
Paid Chk# 082300	3/12/2020 **TOSHIBA FINANCIAL SERVICES**			
E 101-300-75-25-4208	Copies	$175.19	408544278	POLICE COPIES
Total	**TOSHIBA FINANCIAL SERVICES**	$175.19		
Paid Chk# 082301	3/12/2020 **VARNER TRANSPORTATION LLC**			
E 501-000-00-27-4269	Freight - In	$1,657.50		LIQUOR FREIGHT
Total	**VARNER TRANSPORTATION LLC**	$1,657.50		
Paid Chk# 082302	3/12/2020 **VERIZON WIRELESS**			
E 101-100-10-25-4230	Telephone/Internet	($2.53)	9849541627	CREDIT
E 101-400-56-25-4230	Telephone/Internet	($4.29)	9849541627	CREDIT
E 101-100-30-25-4230	Telephone/Internet	($4.29)	9849541627	CREDIT
E 101-300-75-25-4230	Telephone/Internet	$21.23	9849541627	FLEXIBLE BUSINESS AUTO PLAN
E 101-300-75-25-4230	Telephone/Internet	$31.50	9849541627	ESSENTIALS SUITE 14 LICENSES
E 101-300-75-25-4230	Telephone/Internet	$197.80	9849541627	POLICE CELL PHONE/EXTENSION PHONE
E 301-000-00-25-4230	Telephone/Internet	$40.01	9849541627	PUBLIC WORKS PHONE 763-647-0015
Total	**VERIZON WIRELESS**	$279.43		
Paid Chk# 082303	3/12/2020 **VINOCOPIA**			
E 501-000-00-27-4269	Freight - In	$5.00		FRT
E 501-000-00-27-4264	Purchases - Wine	$250.00	0252987-IN	WINE
Total	**VINOCOPIA**	$255.00		
Paid Chk# 082304	3/12/2020 **WINDSTREAM**			
E 401-000-00-25-4230	Telephone/Internet	$533.84	091121503	SEWER TELEPHONE
Total	**WINDSTREAM**	$533.84		
Paid Chk# 082305	3/12/2020 **XCEL ENERGY**			
E 101-200-50-25-4575	Electricity (Street Lights)	$3,448.95	51-4459098-1	STREET LIGHTS FEB
R 101-050-4151	Refunds & Reimbursements	($24.83)	51-4459098-1	2019 STREET LIGHT CREDIT
Total	**XCEL ENERGY**	$3,424.12		
Paid Chk# 082306	3/13/2020 **MICHELS, NORMAN**			
E 101-200-50-25-4215	Uniforms/Clothing	$119.99		SAFETY BIBS - NORM
Total	**MICHELS, NORMAN**	$119.99		
Paid Chk# 082307	3/18/2020 **ASIA MOTORS INC**			
E 199-000-75-70-4316	Capital Purchases/Improve	$14,970.00	6293	2015 DODGE CHARGER - 6293
Total	**ASIA MOTORS INC**	$14,970.00		
Paid Chk# 082308	3/18/2020 **CENTRAL MINNESOTA HOUSING**			
E 118-000-00-20-4180	Other Consultants	$3,078.00	BL-17-04	SCDP REHAB #5 ADM - NEUMAN BL 17-04 840 POWELL
Total	**CENTRAL MINNESOTA HOUSING**	$3,078.00		
Paid Chk# 082309	3/18/2020 **JMI CONSTRUCITON CO**			
E 118-000-00-25-4257	Contractors Hired	$20,520.00	215	SCDP REHAB #5- NEUMAN BL-17-04 840 POWELL ST
Total	**JMI CONSTRUCITON CO**	$20,520.00		
Paid Chk# 082310	3/18/2020 **SCHARF, SARAH**			

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E 101-100-92-25-4251	Emergency Management	$75.00	03.18.20MTG	MARCH 18 2020 RECORDING EMERGENCY CITY COUNCIL MEETING - COVID-19
Total	**SCHARF, SARAH**	$75.00		
Paid Chk# 082311	3/19/2020 **ARVIG**			
E 101-300-75-25-4230	Telephone/Internet	$368.00	000305939400	POLICE TELEPHONE
Total	**ARVIG**	$368.00		
Paid Chk# 082312	3/19/2020 **BAER, STEVE**			
E 280-000-00-25-4257	Contractors Hired	$75.00		FARMERS MARKET MUSIC CANCELLED 3/21/20 PER CONTRACT
Total	**BAER, STEVE**	$75.00		
Paid Chk# 082313	3/19/2020 **BELL BOY CORPORATION-1**			
E 501-000-00-25-4210	Operating Supplies	$81.18		SUPPLIES
E 501-000-00-27-4269	Freight - In	$3.01		FRT
E 501-000-00-27-4264	Purchases - Wine	$50.00		WINE
E 501-000-00-27-4269	Freight - In	$36.00		FRT
E 501-000-00-27-4269	Freight - In	$8.10		FRT
E 501-000-00-27-4269	Freight - In	$2.70		FRT
E 501-000-00-27-4269	Freight - In	$2.70		FRT
E 501-000-00-25-4210	Operating Supplies	$37.79		SUPPLIES
E 501-000-00-27-4269	Freight - In	$2.24		FRT
E 501-000-00-27-4264	Purchases - Wine	$50.00	0083173600	WINE
E 501-000-00-27-4264	Purchases - Wine	$50.00	0083173700	WINE
E 501-000-00-27-4262	Purchases - Liquor	$200.00	0083174100	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	$2,064.00	0083266500	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	$13.40	010101600	MIX
E 501-000-00-27-4265	Purchases - Mix/Pop	$136.53	0101045700	MIX
Total	**BELL BOY CORPORATION-1**	$2,737.65		
Paid Chk# 082314	3/19/2020 **BERNICKS PEPSI**			
E 501-000-00-27-4263	Purchases - Beer	($33.60)	99245	CREDIT
E 501-000-00-27-4263	Purchases - Beer	($100.00)	99246	CREDIT
E 501-000-00-27-4263	Purchases - Beer	$1,157.50	99247	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	$100.19	99248	MIX
Total	**BERNICKS PEPSI**	$1,124.09		
Paid Chk# 082315	3/19/2020 **BRASS FOUNDRY BREWING CO**			
E 501-000-00-27-4263	Purchases - Beer	$225.00	E-3508	BEER
Total	**BRASS FOUNDRY BREWING CO**	$225.00		
Paid Chk# 082316	3/19/2020 **BREAKTHRU BEVERAGE**			
E 501-000-00-27-4262	Purchases - Liquor	$5,838.93	1081113557	LIQUOR
E 501-000-00-27-4263	Purchases - Beer	$122.75	1081113558	BEER
Total	**BREAKTHRU BEVERAGE**	$5,961.68		
Paid Chk# 082317	3/19/2020 **C&L DISTRIBUTING COMPANY**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$14.00		MIX
E 501-000-00-27-4267	Purchases - Non Alcoholic B	$44.40		NA BEER
E 501-000-00-27-4263	Purchases - Beer	($1,216.15)	1044177	CREDIT
E 501-000-00-27-4263	Purchases - Beer	$892.25	1067001598	BEER
E 501-000-00-27-4263	Purchases - Beer	($181.30)	1067001599	CREDIT
E 501-000-00-27-4263	Purchases - Beer	$6,402.20	1304000182	BEER
Total	**C&L DISTRIBUTING COMPANY**	$5,955.40		
Paid Chk# 082318	3/19/2020 **CAMPBELL KNUTSON PROFESSIONAL**			

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		Check Amt	Invoice	Comment
E 101-100-10-20-4170	Legal	$790.50		PLANNING LEGAL FEB
E 101-100-15-20-4170	Legal	$1,525.00		ADM LEGAL FEB
E 101-100-25-20-4170	Legal	$805.95		EDA LEGAL ANNEXATION FEB
G 101-2055	Escrow Payable	$400.00		PRAIRIE MEADOW ESCROW
G 101-2055	Escrow Payable	$390.00		BIG LAKE CAR CONDOS
G 101-2055	Escrow Payable	$1,550.00		STATION STREETS APTS
Total	**CAMPBELL KNUTSON PROFESSIONAL**	$5,461.45		
Paid Chk# 082319	3/19/2020	**CHARTER COMMUNICATIONS**		
E 101-100-15-25-4230	Telephone/Internet	$77.01	000463003102	CITY HALL INTERNET
Total	**CHARTER COMMUNICATIONS**	$77.01		
Paid Chk# 082320	3/19/2020	**CONNEXUS ENERGY**		
E 101-200-55-25-4570	Electricity	$14.50	390212-28297	PARK
Total	**CONNEXUS ENERGY**	$14.50		
Paid Chk# 082321	3/19/2020	**CORPORATE PAYMENT SYSTEMS**		
E 101-105-05-25-4130	Computers/Software	$64.10		TWO YEAR THWART SSL WEB SERVER
E 101-105-10-25-4130	Computers/Software	$32.05		TWO YEAR THWART SSL WEB SERVER
E 101-105-15-25-4130	Computers/Software	$192.25		TWO YEAR THWART SSL WEB SERVER
E 101-105-25-25-4130	Computers/Software	$64.10		TWO YEAR THWART SSL WEB SERVER
E 101-105-30-25-4130	Computers/Software	$64.10		TWO YEAR THWART SSL WEB SERVER
E 101-105-40-25-4130	Computers/Software	$32.05		TWO YEAR THWART SSL WEB SERVER
E 101-105-50-25-4130	Computers/Software	$32.05		TWO YEAR THWART SSL WEB SERVER
E 101-105-55-25-4130	Computers/Software	$32.05		TWO YEAR THWART SSL WEB SERVER
E 101-105-56-25-4130	Computers/Software	$32.05		TWO YEAR THWART SSL WEB SERVER
E 301-000-00-25-4130	Computers/Software	$32.05		TWO YEAR THWART SSL WEB SERVER
E 401-000-00-25-4130	Computers/Software	$32.05		TWO YEAR THWART SSL WEB SERVER
E 501-000-00-25-4130	Computers/Software	$64.10		TWO YEAR THWART SSL WEB SERVER
E 194-105-15-25-4130	Computers/Software	$1,538.93		COMPUTER PLANNER
E 280-000-00-25-4260	Subscriptions/Dues	$45.00		FARMERS MARKET MONTHYLY DUES
E 101-200-40-25-4405	Motor Fuel	$37.47		ENGINEER MOTOR FUEL
E 101-200-40-25-4238	Training/Schools	$7.40		ENGINEERING TRAINING
Total	**CORPORATE PAYMENT SYSTEMS**	$2,301.80		
Paid Chk# 082322	3/19/2020	**CRYSTAL SPRINGS ICE**		
E 501-000-00-27-4266	Purchases - Misc	$190.08	004.B003999	ICE/WATER
Total	**CRYSTAL SPRINGS ICE**	$190.08		
Paid Chk# 082323	3/19/2020	**DAHLHEIMER DISTRIBUTING CO**		
E 501-000-00-27-4267	Purchases - Non Alcoholic B	$108.00		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	$28.60		MIX
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	($30.00)		KEG RETURN
E 501-000-00-27-4263	Purchases - Beer	$5,173.14	112-02831	BEER
E 501-000-00-27-4263	Purchases - Beer	$20,640.45	112-02895	BEER
E 501-000-00-27-4263	Purchases - Beer	$2,662.40	112-02901	BEER
E 501-000-00-27-4263	Purchases - Beer	$393.00	112-02911	BEER
E 501-000-00-27-4263	Purchases - Beer	($135.45)	1187907	CREDIT
E 501-000-00-27-4263	Purchases - Beer	($216.90)	1208205	CREDIT
Total	**DAHLHEIMER DISTRIBUTING CO**	$28,623.24		
Paid Chk# 082324	3/19/2020	**DAKOTA SUPPLY GROUP**		
E 101-200-50-25-4545	Repair/Maintenance Equipm	$624.44	S100016142.0	PUBLIC WORKS HOT WATER HEATER
Total	**DAKOTA SUPPLY GROUP**	$624.44		
Paid Chk# 082325	3/19/2020	**DATA SUCCESS, INC**		

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		Check Amt	Invoice	Comment
E 101-105-15-25-4130	Computers/Software	$249.00	14037	DISASTER RECOVERY MARCH 2020
	Total DATA SUCCESS, INC	$249.00		
Paid Chk# 082326	3/19/2020 **ECM PUBLISHERS, INC.**			
G 101-2055	Escrow Payable	$22.50	763304	VISION BUS ESCROW
E 101-100-10-25-4220	Advertising	$22.50	763305	SUMMARY PUB ORD 2020.02
G 101-2055	Escrow Payable	$22.50	763306	STATION STREET PUD/FINAL PLAT
E 101-100-10-25-4220	Advertising	$22.50	763307	SUMMARY PUB ORD 2020.01
E 175-000-00-25-4220	Advertising	$162.00	764501	STREET PROJ 2020 BID NOTICE
G 101-2055	Escrow Payable	$58.50	764502	301 CRESCENT CUP
	Total ECM PUBLISHERS, INC.	$310.50		
Paid Chk# 082327	3/19/2020 **ESS BROTHERS & SONS INC**			
E 601-000-00-25-4545	Repair/Maintenance Equipm	$834.00	ZZ10882	REPAIR MANHOLE
	Total ESS BROTHERS & SONS INC	$834.00		
Paid Chk# 082328	3/19/2020 **FIREMANS RELIEF ASSOCIATION**			
E 101-300-85-45-4015	Fire Department Relief Asso	$1,744.00		FIRE STATE AID AND SUPPORT
	Total FIREMANS RELIEF ASSOCIATION	$1,744.00		
Paid Chk# 082329	3/19/2020 **GAVE GARAGE DOOR, INC**			
E 199-000-20-70-4316	Capital Purchases/Improve	$2,751.70	4680	REMODEL POLICE GARAGE
	Total GAVE GARAGE DOOR, INC	$2,751.70		
Paid Chk# 082330	3/19/2020 **GOENNER, KURT**			
E 101-200-50-25-4215	Uniforms/Clothing	$119.99		UNIFORMS
	Total GOENNER, KURT	$119.99		
Paid Chk# 082331	3/19/2020 **GRANITE CITY JOBBING**			
E 501-000-00-27-4271	Purchases - Cigars	$187.15		CIGARS
E 501-000-00-27-4265	Purchases - Mix/Pop	$13.00		MIX
E 501-000-00-27-4269	Freight - In	$4.25		FRT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	$885.00	175794	TOBACCO
	Total GRANITE CITY JOBBING	$1,089.40		
Paid Chk# 082332	3/19/2020 **GUARDIAN FLEET SAFETY**			
E 199-000-75-70-4316	Capital Purchases/Improve	$352.00	20-0135	DODGE CHARGER #702 CAMERA
	Total GUARDIAN FLEET SAFETY	$352.00		
Paid Chk# 082333	3/19/2020 **HAWKINS, INC-1**			
E 401-000-00-25-4380	Chemicals	$2,763.39	4675496	WWTP CHEMICALS
E 401-000-00-25-4380	Chemicals	$4,890.25	4877710	WWTP CHEMICALS
	Total HAWKINS, INC-1	$7,653.64		
Paid Chk# 082334	3/19/2020 **INDIAN ISLAND WINERY**			
E 501-000-00-27-4264	Purchases - Wine	$240.96	3122	WINE
	Total INDIAN ISLAND WINERY	$240.96		
Paid Chk# 082335	3/19/2020 **JOHNSON BROTHERS WHOLESALE**			
E 501-000-00-27-4264	Purchases - Wine	$455.00	1524263	WINE
E 501-000-00-27-4262	Purchases - Liquor	$3,100.59	1524264	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$875.25	1524265	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	$37.00	1524266	MIX
E 501-000-00-27-4262	Purchases - Liquor	$2,812.88	1524267	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$1,162.84	1524268	WINE (-46.43)
E 501-000-00-27-4265	Purchases - Mix/Pop	$36.00	1524269	MIX
E 501-000-00-27-4262	Purchases - Liquor	$435.00	1524270	LIQUOR

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		Check Amt	Invoice	Comment
E 501-000-00-27-4264	Purchases - Wine	$198.60	1524271	WINE
E 501-000-00-27-4262	Purchases - Liquor	$6,778.00	1524272	LIQUOR
Total	**JOHNSON BROTHERS WHOLESALE**	$15,891.16		
Paid Chk# 082336	3/19/2020 **LANDFORM**			
G 101-2055	Escrow Payable	$573.75		CR 43 CUP
G 101-2055	Escrow Payable	$2,167.50		AVALON ESTATES PUD
G 101-2055	Escrow Payable	$191.25		GREAT RIVER FEDERAL CU
G 101-2055	Escrow Payable	$1,445.00		STATION STREET ESCROW CONSULTANT WORK
G 101-2055	Escrow Payable	$276.25		CAR CONDO ESCROW CONSULTANT WORK
G 499-1600	Construction WIP	$42.50		WWTP EXPANSION
E 101-100-10-20-4180	Other Consultants	$6,545.00		CONSULTANT WORK IN HOUSE
E 101-100-10-20-4180	Other Consultants	$255.00		CONSULTANT CITY MEETINGS
G 101-2055	Escrow Payable	$297.50	30243-30244	VISION BUS CONSULTANT BUS
Total	**LANDFORM**	$11,793.75		
Paid Chk# 082337	3/19/2020 **LOCATORS AND SUPPLIES INC**			
E 101-200-40-25-4212	Other Operations Expenses	$456.57	318299	ENGINEER BARRICADE TAPE
Total	**LOCATORS AND SUPPLIES INC**	$456.57		
Paid Chk# 082338	3/19/2020 **LUPULIN BREWING LLC**			
E 501-000-00-27-4263	Purchases - Beer	$529.50	27811	BEER
E 501-000-00-27-4263	Purchases - Beer	$130.00	27827	BEER
E 501-000-00-27-4263	Purchases - Beer	$538.30	27899	BEER
Total	**LUPULIN BREWING LLC**	$1,197.80		
Paid Chk# 082339	3/19/2020 **M&M EXPRESS SALES & SERVICE**			
E 199-000-55-25-4413	Equipment/Accessories	$596.26	239618	POLE PRUNNER
Total	**M&M EXPRESS SALES & SERVICE**	$596.26		
Paid Chk# 082340	3/19/2020 **MN NCPERS LIFE**			
G 101-2180	PERA Life Insurance Payable	$48.00	342600042020	PERA LIFE
Total	**MN NCPERS LIFE**	$48.00		
Paid Chk# 082341	3/19/2020 **MOTOROLA**			
E 199-000-75-70-4316	Capital Purchases/Improve	$4,416.28	16092788	POLICE EQUIPMENT
Total	**MOTOROLA**	$4,416.28		
Paid Chk# 082342	3/19/2020 **NORTHLAND MECHANICAL**			
E 499-000-00-25-4545	Repair/Maintenance Equipm	$10,029.63	85244	HEAT EXCHANGE BOILDER #1 REPLACED
Total	**NORTHLAND MECHANICAL**	$10,029.63		
Paid Chk# 082343	3/19/2020 **OFFICE DEPOT**			
E 101-100-10-25-4210	Operating Supplies	$5.99		PLANNING
E 101-200-40-25-4210	Operating Supplies	$5.99		ENGINEERING
E 101-100-25-25-4210	Operating Supplies	$11.99		EDA
E 101-100-30-25-4210	Operating Supplies	$11.99		BUILDING
E 101-100-15-25-4210	Operating Supplies	$78.02		CITY HALL
E 101-100-15-25-4210	Operating Supplies	$42.19	452137188001	CITY HALL SUPPLIES
E 101-100-05-25-4210	Operating Supplies	$5.99	452137312001	MAYOR/COUNCIL
Total	**OFFICE DEPOT**	$162.16		
Paid Chk# 082344	3/19/2020 **OREILLY AUTOMOTIVE, INC**			
E 101-300-75-25-4430	Vehicle Maintenance	$5.89	1532-196834	POLICE VEHICLE MAINT
E 101-300-75-25-4430	Vehicle Maintenance	$233.56	1532-199001	POLICE VEHICLE MAINT
Total	**OREILLY AUTOMOTIVE, INC**	$239.45		

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		Check Amt	Invoice	Comment
Paid Chk# 082345	3/19/2020 **PHILLIPS WINE & SPIRITS**			
E 501-000-00-27-4262	Purchases - Liquor	$3,264.11	6013828	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$771.50	6013829	WINE
E 501-000-00-27-4268	Purchases - Non Alcoholic	$72.00	6013830	NA WINE
Total	**PHILLIPS WINE & SPIRITS**	$4,107.61		
Paid Chk# 082346	3/19/2020 **RUST, JANETTE**			
E 101-100-15-25-4240	Travel/Mileage	$54.62		MILEAGE REIMB
Total	**RUST, JANETTE**	$54.62		
Paid Chk# 082347	3/19/2020 **SCHARF, SARAH**			
E 101-100-15-25-4257	Contractors Hired	$75.00		VIDEO TAPING CC MTG 3/25/2020
Total	**SCHARF, SARAH**	$75.00		
Paid Chk# 082348	3/19/2020 **SCOTT, CORRIE**			
E 280-000-00-25-4210	Operating Supplies	$27.38		FARMERS MARKET SUPPLIES
Total	**SCOTT, CORRIE**	$27.38		
Paid Chk# 082349	3/19/2020 **SHERBURNE CO SHERIFFS DEPT**			
E 101-200-50-25-4260	Subscriptions/Dues	$525.00		PUBLIC WORKS RADIOS
E 101-105-15-20-4129	Computer Consultant	$2,833.33	2020-02	FEB IT SERVICES
E 101-300-75-25-4260	Subscriptions/Dues	$2,025.00	202006	POLICE RADIOS
Total	**SHERBURNE CO SHERIFFS DEPT**	$5,383.33		
Paid Chk# 082350	3/19/2020 **SMART SIGNS**			
E 199-000-75-70-4316	Capital Purchases/Improve	$1,015.00	11134	DODGE CHARGER #702
Total	**SMART SIGNS**	$1,015.00		
Paid Chk# 082351	3/19/2020 **SOUTHERN WINE & SPIRITS OF MN**			
E 501-000-00-27-4262	Purchases - Liquor	$7,607.02	1934607	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	$36.14	1934608	MIX
E 501-000-00-27-4264	Purchases - Wine	$184.00	1934609	WINE
Total	**SOUTHERN WINE & SPIRITS OF MN**	$7,827.16		
Paid Chk# 082352	3/19/2020 **TDS**			
E 501-000-00-25-4220	Advertising	$309.00		LIQUOR ADVERTISING
Total	**TDS**	$309.00		
Paid Chk# 082353	3/19/2020 **UNIQUE PAVING MATERIALS**			
E 101-200-50-25-4340	Hot Mix	$303.75	50760	COLD MIX
Total	**UNIQUE PAVING MATERIALS**	$303.75		
Paid Chk# 082354	3/19/2020 **VIKING COCA-COLA**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$223.90	2499511	MIX
Total	**VIKING COCA-COLA**	$223.90		
Paid Chk# 082355	3/19/2020 **WENCK ASSOCIATES, INC**			
G 499-1600	Construction WIP	$1,888.90	12001328	WASTEWATER TREATMENT IMP
E 175-000-00-20-4150	Engineering	$34,838.06	12001446	2020 STREET PROJECT ENGINEERING
Total	**WENCK ASSOCIATES, INC**	$36,726.96		
Paid Chk# 082356	3/19/2020 **WINE MERCHANTS**			
E 501-000-00-27-4264	Purchases - Wine	$368.00	7277967	WINE
Total	**WINE MERCHANTS**	$368.00		
Paid Chk# 082357	3/19/2020 **WINEBOW**			
E 501-000-00-27-4269	Freight - In	$9.00		FRT

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		Check Amt	Invoice	Comment
E 501-000-00-27-4264	Purchases - Wine	$320.00	MN00076120	WINE
	Total WINEBOW	$329.00		
Paid Chk# 082358 3/19/2020	**XCEL ENERGY**			
E 101-200-55-25-4570	Electricity	$20.75	51-001233342	ENGELWOOD IRRIGATION
	Total XCEL ENERGY	$20.75		
Paid Chk# 082359 3/19/2020	**ZURBEY, GREG**			
E 501-000-00-25-4130	Computers/Software	$53.43		COMPUTER KEYBOARD
E 501-000-00-25-4413	Equipment/Accessories	$105.78		COUNTERFEIT DETECTOR
	Total ZURBEY, GREG	$159.21		
	1010 US BANK	$476,275.03		

Fund Summary

1010 US BANK	
101 GENERAL FUND	$169,739.95
118 SMALL CITIES DEVELOP PROGRAM	$42,668.00
175 CAPITAL PROJECT/STREET IMPROVE	$35,000.06
194 COMPUTER REPLACEMENT FUND	$1,538.93
199 EQUIP & BLDG REPLACEMENTS	$36,702.92
275 ECONOMIC DEVELOPMENT AUTHORITY	$16.08
280 FARMERS MARKET	$224.85
301 WATER ENTERPRISE FUND	$6,790.76
401 SEWER ENTERPRISE FUND	$11,214.47
499 SEWER-EQUIP/BLDG REPLCMNT FUND	$11,961.03
501 LIQUOR ENTERPRISE FUND	$159,423.42
601 STORM SEWER ENTERPRISE FUND	$994.56
	$476,275.03

AGENDA ITEM

Big Lake City Council
Big Lake Township Board

Prepared By: *Gina Wolbeck, City Clerk*	***Meeting Date:*** 3/25/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6B**
Item Description: *February 22, 2020 Joint City-Township-Fire 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 February 22, 2020 Joint City-Township-Fire Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The February 22, 2020 Joint City-Township-Fire Meeting Minutes are attached for Council's review. The minutes were drafted by Big Lake Township and they have asked for Council consideration.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Joint Minutes

JOINT SPECIAL MEETING OF THE BIG LAKE TOWNSHIP TOWN BOARD, BIG LAKE CITY COUNCIL AND BIG LAKE FIRE DEPARTMENT

FEBRUARY 22, 2020

The Town of Big Lake Board of Supervisors, City of Big Lake Council, and Big Lake Fire Department members, on Saturday February 22, 2020 at the Big Lake Fire Station, located at 20243 County Road 43 NW, Big Lake Township, Sherburne County, State of Minnesota.

The meeting was called to order at 8:30AM by Joint Fire Board Chair Bruce Aubol and the Pledge of Allegiance was recited.

In attendance from the Town of Big Lake: Supervisors Bruce Aubol, Norm Leslie, and Dean Brenteson, Clerk Brenda Kimberly-Maas, and Deputy Clerk Jayme Swenson.
In attendance from the City of Big Lake: Mayor Mike Wallen, Council members Rose Johnson, Paul Knier, and Scott Zettervall, City Administrator Clay Wilfahrt, and City Finance Director Deb Wegeleben. Council member Seth Hansen was present in the role of Fire Chief.
In attendance from the Big Lake Fire Department: Chief Seth Hansen, Assistant Chief Mark Hedstrom, Captain Chris Brezinka, Captain Charlie Stern, Captain Jeff Novak, Fire Fighters Michael Bondhus, Doug Novak, Joshua Matich, Jeremy Kokesh, Noel Krebs, Sam Hanson, Eric Rosa, and new recruits(probationary members) Brady Bagne, and Clinton Maxson, and fire wife Janae Stern.

Approval of Meeting Agenda

Motion/Second to accept the presented Agenda by: Mike Wallen/Rose Johnson. All present Officials approved. Motion Prevailed. The meeting proceeded in accordance with the Agenda.

The meeting was turned over to Chief Seth Hansen.

Meeting Business

Seth told the attendees the purpose of the meeting was to assist with developing a Fire Department, five-year(5-yr) strategic plan. A meeting involving the fire department officers and members from the Town and the City, was held on February 4th. At that meeting the group established five (5) strategic department goals. They are: Goal #1 : Fun/Fulfillment/ Atmosphere; Goal #2: Public Image (Branding, Building Exterior, Engagement); Goal #3: Staffing; Goal #4 : Administration/Policy; Goal #5 : Personal Safety and Health.

During the Joint Meeting the group was asked to write down ideas to promote positive results, for each of the objective goals. The ideas will be used to create sub-categories within

each objective goal. The group was given 10-15 minutes per goal, to come up with ideas which would assist in obtaining positive results for the department.

The following sub-categories were established for each goal. Some detail items are also listed.

Goal #1 : Fun/Fulfillment/Atmosphere

- Family Events
  - Camping, picnics, FD games
- Joint Gatherings (BLFD, Town & City)
  - See above
- Public Recognition of Accomplishments
  - Service recognition – YOS and other
- Team Building Events/Activities
  - Department competitions

Goal #2 : Public Image (Branding/Building Exterior/Engagement)

- Additional Community Events
  - Attend existing community events
  - Attend school events
  - Host additional events
- Branding/Clothing
  - Training Uniform
- More Online Presence
  - Social Media
  - Webpage
- Exterior Updates to Building & Grounds
  - Reader Board
  - Glass truck bay doors

Goal 3 :Staffing

- Compensation
  - Increase wages
- Full-time Fire Department Personnel
  - Daytime Duty Officers
- Expand Eligibility Area
  - Loosen distance requirements
  - Sub-station
- Recruitment
  - Offer Sign-on bonus

Goal 4 : Administration/Policy

- Policies/Procedures
  - SOG Updated

    - Annual Reviews
- Administrative Transparency
    - Member Involvement
- Review of Fire Board – JPA
    - Tie-break vote
- Technology Advancements
    - Truck equipment

Goal 5 : Personal Safety and Health

- Training
    - Adequate funding
    - Appropriate equipment, procedure
    - Allow new recruits to ride along and observe
    - Training with surrounding departments
- Upgrade Safety (Equipment, Building & Grounds)
    - PPE upgrades
    - Fit/function
    - Upgrade equipment to properly clean PPE
- New Recruit Training
    - Timely training for safety issues (HazMat)
- Health & Safety
    - Physical, emotional, spiritual aspects of job
    - Workout equipment

Chief Hansen and Assistant Chief Hedstrom will compile the subcategories and underlying ideas. A formal document will be presented to the Fire Board, for review, comment, and direction, at a future Fire Board meeting. Elected fire board officials will convey if they wish to have the information presented to their perspective bodies of government, at that time.

Clerk Kimberly-Maas announced the next Regular Fire Board meeting is scheduled for Tuesday March 17, 2020. It will be held at 7:00PM in the training room of the Fire Station.

No Further Business was brought forth.

Motion to Adjourn by Paul Knier. Second by Mike Wallen. All present Officials approved. Motion Prevailed. The Joint Special Meeting Adjourned at 9:40AM.

Respectfully Submitted,
Brenda Kimberly-Maas, Town Clerk

Accepted this 26h day of February 2020 by the Town of Big Lake Board of Supervisors.

_____
Bruce Aubol, Chairman

Attest: _____
Brenda Kimberly-Maas, Town Clerk

Accepted this 25th day of March, 2020 by the Big Lake City Council.

_____
Mike Wallen, Mayor

Attest: _____
Gina Wolbeck, City Clerk

AGENDA ITEM

Big Lake City Council

Prepared By: *Gina Wolbeck, City Clerk*	***Meeting Date:*** 3/25/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6C**
Item Description: *March 11, 2020 City Council Workshop Minutes*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *N/A*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the March 11, 2020 City Council Workshop Minutes as presented.

BACKGROUND/DISCUSSION

The March 11, 2020 City Council Workshop Minutes are attached for Council's review

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Workshop Minutes

BIG LAKE CITY COUNCIL
WORKSHOP MINUTES

MARCH 11, 2020

1. CALL TO ORDER

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

2. ROLL CALL

Council Members present: Seth Hansen, Paul Knier, and Mike Wallen. Council Members absent: Rose Johnson and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, City Engineer Layne Otteson, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Recreation/Communication Coordinator Corrie Scott, Lead Liquor Clerk Tara Hintz, and Liquor Store Manager Greg Zurbey.

3. PROPOSED AGENDA

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

4. BUSINESS

4A. Summer Hours Discussion

Clay Wilfahrt reviewed the current regular hours and options for restructuring the hours that City Hall would be open during the summer months. Wilfahrt reviewed benefits and drawbacks of establishing summer hours and asked for Council feedback.

Council Member Knier stated that if Staff is in favor of summer hours, he feels it would make sense. Knier also noted that he feels citizens would be pretty open to a change in hours as well.

Council Member Hansen discussed that extending our hours 4 days a week would be a benefit to citizens who can't get in to City Hall during our 8:00 a.m. to 4:30 p.m. regular hours.

Mayor Wallen stated that he likes the idea of opening a half hour earlier, and staying open a half hour later Monday through Thursday.

Discussion was held on the possibility of including all administrative staff, including locations other than the City Hall building, and the need to communicate with citizens on the change to our hours.

Council directed staff to proceed with establishing summer hours from 7:30 a.m. to 5:00 p.m. Monday through Thursday, and Friday's 7:30 a.m. to 11:30 a.m. on a trial basis, and to report back to Council on how the change in hours worked over the summer.

4B. Liquor Delivery Discussion

Tara Hintz reviewed past Council discussion regarding the concept of Lake Liquors offering the delivery of liquor. Hintz reviewed factors involved with providing a delivery service and provided information on the three municipal stores that currently offer this service. Hintz asked for Council feedback on establishing a delivery service at Lake Liquor. Greg Zurbey indicated that the store would need to hire additional staff to provide this service, noting that the number of additional staff would depend on demand. Deb Wegeleben informed Council that she has been in contact with the City's Insurance through the League of MN Cities, and they have expressed substantial liability concerns with offering this type of delivery service.

Council Member Knier asked if liability concerns could be addressed with delivery only to 21 year olds. Zurbey reviewed the City's liability with sales and potentially who the liquor products could end up with. Knier asked if we could subcontract the delivery service to remove the liability issues. Knier also stated that he would have a hard time adding a staff person without more of a guarantee that it will be a positive move.

Mayor Wallen questioned if delivery would actually increase sales and asked how many inquiries we have had to add the service. Zurbey noted that only one citizen has requested the City look into this option. Zurbey stated he feels delivery service is going to happen, but most likely won't become mainstream for some time. Discussion was held on issues with delivering outside of our boundaries, and the need to consider competition amongst other area municipal liquor stores. Zurbey suggested the City let other municipalities figure out the negatives and make the mistakes, before we take this service on.

Council directed Staff to continue monitoring other cities and report back with updated figures in the future.

4C. New Ideas Discussion – No new ideas presented.

5. <u>OTHER</u>

Joel Scharf discussed the 2019 F150 police vehicle that was purchased last year. Scharf informed Council that the vehicle is in excellent condition but is too large for routine patrol and isn't working for police use, but could potentially be used for a command vehicle for the Fire Department. Scharf indicated that the Fire Board will be considering the purchase at their next meeting. The Police Department would like to purchase a used 2016 Dodge Charger to replace this vehicle. Scharf discussed equipment needs for the vehicle indicating that the department is proposing to make this an unmarked police squad. Scharf indicated that this change would end up being a cash positive deal after the sale of the truck to the Fire Department.

Mayor Wallen indicated that he is fine with moving forward with selling the truck to the Fire Department and purchasing the 2016 Dodge Charger.

Council Member Knier stated that he isn't in favor of unmarked cars, but doesn't oppose the change in vehicles as presented.

Council Member Hansen stated that the change makes sense.

The Consensus of the Council was to allow the department to put $1,000 down on the vehicle until after the Fire Board Meeting. Scharf indicated that the dollars down will be refundable if the transfer isn't approved by the Fire Board.

Corrie Scott discussed a request received from Westre Marine to host a boat demonstration event at Lakeside Park. Scott noted that the City has not received this type of request in the past for a private business to use the park and get parking fees waived by paying a flat rate to allow for free parking for the public during their event, and wanted to get feedback from Council on the possibility of allowing this type of event. Scott noted that they would like to use Lakeside Park on a Saturday during the summer from 8:00 a.m. to 8:00 p.m. if allowed by the City. Staff met with the Finance Director and it was recommended that if Council wishes to allow a flat rate fee, that they be charged $5 per parking stall and $10 for each trailer stall. Scott also noted that this topic has been vetted by the Parks Advisory committee, and they didn't see a problem with allowing this as long as the City's costs are covered.

Mayor Wallen stated that he feels the 12-hour time period seems excessive, but will default to Staff's recommendation. Scott informed Council that the event organizer's boat trailers could be parked offsite from Lakeside Park. Wallen indicated that this event could be a great way to showcase our lakes.

Council Member Knier asked for clarification if parking fees would be waived for all persons using the park that day. Staff indicated that the flat rate fee would allow for waived parking for everyone using the park that day. Staff also discussed that the flat rate fee calculation as proposed by the Finance Director could potentially generate a $2,000 fee.

Council discussed that if they don't want to pay the flat rate fee, they should be treated like any other private business event permit.

6. ADJOURN

Council Member Hansen motioned to adjourn at 5:44 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:*** 3/25/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6D**
Item Description: *March 11, 2020 City Council Regular Meeting Minutes*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *N/A*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the March 11, 2020 City Council Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The March 11, 2020 City Council Regular Meeting Minutes are attached for Council's review

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Regular Meeting Minutes

BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES

MARCH 11, 2020

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Council Members present: Seth Hansen, Paul Knier, and Mike Wallen. Council Members absent: Rose Johnson and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, City Engineer Layne Otteson, Police Chief Joel Scharf, Deputy Police Chief Matt Hayen, City Clerk Gina Wolbeck, Liquor Store Manager Greg Zurbey, and Assistant Fire Chief Mark Hedstrom.

4. OPEN FORUM

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

5. PROPOSED AGENDA

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

6. CONSENT AGENDA

Council Member Hansen motioned to approve the Consent Agenda with the removal of item 6D for separate consideration. Seconded by Council Member Knier, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A. Approve List of Claims, 6B. Approve Council Workshop Minutes of February 26, 2020, 6C. Approve Regular Council Meeting Minutes of February 26, 2020, ~~6D. Approve an Interfund Loan to the Veterans and Other~~

~~Memorial Special Revenue Fund,~~ 6E. Approve Parks Advisory Committee Bylaws Amendment, 6F. Approve Parks Advisory Committee Status of Terms Revision, 6G. Approve 2020 Recycle Day Event SCORE Grant Agreement and Participation Agreement, 6H. Approve Appointment of Chief Building Official Patrick Moonen, 6I. Approve Appointment of Full-Time Administrative Assistant Sandra Petrowski, 6J. Approve Telecommuter Forward! Resolution of Support No. 2020-23, 6K. Approve Civic Systems, LLC Financial Software Contract, 6L. Approve Police Department Surplus Equipment Donation to the Big Lake Fire Department, and 6M. Accept Resignation of Public Works Streets/Parks Operator II Kiel Golly and Authorize Staff to Fill the Vacancy.

6D. Approve Resolution approving an Interfund Loan to the Veterans and Other Memorial Special Revenue Fund

Council Member Knier asked for confirmation that the Freedom Rock project will not cost taxpayers any money, stating he believes the City should be committed to not funding this project. Knier also stated that he feels the group will be able to raise the money, but stressed that the project shouldn't be completed until the funds are in place. Deb Wegeleben reviewed the purpose of establishing an Interfund loan, clarifying that all bills will come to the City as the project will be located on City property, and that the City would be obligated to pay invoices within 30 days. Knier stated that he is in favor of placing the rock at Lakeside Park as he believes the rock was donated, but reinforced that no cost should be incurred by the City until the funds are collected. Wegeleben reviewed that the Interfund loan serves as an established loan fund if funds aren't raised. Wegeleben also discussed that in the event that something does get paid, we can't have a negative balance special revenue fund, and that this loan would be structured similar to how the Veteran's Memorial Fund was set up. At year end, we would have to draw from the Interfund loan. Wegeleben also reviewed that if Council chooses to restrict payments on the project, the City would be obligated to pay on any invoices if work occurs at the Freedom Rock. Knier stated that he is o.k. with the loan, but wanted to further discuss the Interfund loan and state that the City is committed to doing what we said we would do.

Wallen noted that this project is different from the Veteran's Memorial project noting that the Council agreed to pay costs on the project and collect donations until all expenses were paid. With the Freedom Rock project, the City has agreed to allow the placement of the rock at Lakeside Park, but that donated funds need to be in place prior to any other work being completed at the site. Wegeleben noted that the City should be fine as long as the cost to relocate the rock doesn't exceed the amount of funds that have been provided to the City to date. Clay Wilfahrt discussed the possibility of a contingency being placed on the motion to approve the Interfund, contingent upon the organization raising enough funds to cover the total project costs. Wegeleben clarified that we do not advance on Interfund loans unless the fund is at a negative balance.

Council Member Knier motioned to approve Resolution No. 2020-24 approving the issuance of an Interfund Loan from the Infrastructure Improvement Capital Project Fund (198) to the Veterans and Other Memorial Special Revenue Fund not to exceed $50,000 to be used for the Freedom Rock project at Lakeside Park, contingent upon the Freedom Rock Organization showing proof of funds to cover all expenses of the project. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7. BUSINESS

7A. Recognitions – Employee Years of Service

Mayor Wallen presented years of service certificates to City and Fire Department employees who reached a milestone year of service. Those employees recognized included Norm Michaels (5 years), Dean Nelson (5 years), Nick Christenson (10 years), Mark Hedstrom (10 years), Jeffrey Novak (10 years), Charles Stern (10 years), James Jensen (15 years), and Ken Halverson (30 years). Council thanked the recognized employees for their years of service.

7B. Donation – Fanberg Auction towards City Ice Rinks

Deb Wegeleben reviewed the $350 cash donation submitted by Fanberg Auctions. PJ Fanberg has donated his auction fee for the sale of a City vehicle and asked that the donation be used towards repair and upkeep of the City Ice Rinks.

Council Member Knier motioned to approve Resolution No. 2020-25 accepting the $350 cash donation from Fanberg Auctions towards repair and upkeep of the City of Big Lake Ice Rinks. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7C. Donations – Big Lake Police Department and Public Works Department

Joel Scharf reviewed various donations the City has received. Donations have been submitted by Big Lake Spud Fest in the amount of $2,400 towards the Field Search program, $543 from the Legacy Foundation/George Quinn from the “Walk-A-Thon” For First Responders event donated towards the purchase of non-budgeted Police Department purchases, $688 from the Legacy Foundation through a fundraising campaign of canine t-shirt sales towards the Police Canine Program, $3,400 donation from the Becker/Big Lake Knights of Columbus towards the Police Department Pepperball Program, and the Sherburne County Sheriff’s Office/Big Lake Police Department donation of retired 800 Mz portable radios valued at $500 each, totaling $2,000, towards the Public Works Department.

Council Member Hansen motioned to approve Resolution No. 2020-26 accepting donations to the Big Lake Police Department and Public Works Department as presented. Seconded by Council Member Knier, unanimous ayes, motion carried.

7D. Monthly Department Reports

Fire Department – Assistant Fire Chief Mark Hedstrom provided statistical information on calls for service for the month of February. Hedstrom also reviewed training activities including Right-To-Know training and RIT PAK refresher training, reviewed the five-year Strategic Planning session held on February 22, the recent house fire on Trillium Lane, and the department's mutual aid assist at the Northern Metals fire in Becker that logged 474 hours from Big Lake firefighters and 225,000 gallons of water brought in from Big Lake. Hedstrom noted that two probationary firefighters have completed Firefighter One training, discussed a donation the department received from the Monticello Lions Club, discussed the department's attendance at the Little Hole on Big Lake event, and provided campfire safety tips. Council Member Knier asked if the department is comfortable with the number of firefighters they have. Chief Hansen stated that the department is always looking for more firefighters, especially during daytime hours. Hansen and Hedstrom indicated that the department is currently staffed at 31 firefighters, but are authorized up to 40.

Police Department – Joel Scharf and Matt Hayen updated Council on police statistics, calls for service, significant arrests, and self-initiated policing activities for the month of February. Scharf and Hayen reviewed the City's 2020 designation as the 2nd Safest City in communities of 10,000+ population, reviewed the Northern Metals Fire in Becker, discussed 2nd Amendment issues, reviewed the Guardian Angel shoulder-mount light devices that the department purchased through the use of DWI forfeiture funds, discussed the departments internship program which can be used as a future recruitment tool, reviewed a murder for hire case, and provided contact information for questions relating to the Coronavirus. They also reviewed community events the department has assisted at, as well as upcoming events. Council Member Knier asked if the department is involved with the Big Lake High School Apprenticeship Program. Scharf noted that Staff and Administration have met with Wade Olson at the schools and they have an interested student that they will be meeting with. Knier also discussed that the calls for service numbers are twice as high as 2 years ago. Scharf noted that the large increase can be contributed to a change in how they draw calls for service, stressing that their current reporting system provides a far more active, stronger, and accurate recording of calls for service. Scharf noted that he will be providing more information on calls for service calculations during their year-end report.

Engineering/Public Works Department – Layne Otteson provided an update on engineering projects underway in the City and activities in the various areas of the Public Works Department. Otteson discussed the 2020 Street and Utility Improvement Project, provided an update on the Safe Routes to School Program, reviewed state reporting, reviewed

commercial and residential permits, discussed ADA Compliancy, and stressed Staff's efforts to minimize the need for outside assistance. Otteson introduced newly hired Water/Wastewater Operator II employees Bruce Frandle and Dana Mattson, and reviewed activities within the Public Works Department, Streets/Parks Division, and the Water/Wastewater Division.

8. ADMINISTRATOR'S REPORT

Clay Wilfahrt discussed the City's Financial Audit and complimented the Finance Department Team for their efforts. Wilfahrt also discussed George Quinn's request to complete a planting in the boulevard areas of Rose Drive, reviewed meetings held for the planning for streets and maintenance moving into the future, and discussed Staff's content management efforts on our various social media avenues.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: discussed the March BLEDA Meeting.

Council Member Hansen: reviewed the February CMRRPP meeting held in Monticello.

Council Member Knier: reviewed the street planning meeting to establish a long-term plan for street improvements and maintenance. Knier also discussed his recent visit with the Big Lake Senior Group.

10. OTHER – No other.

11. ADJOURN

Council Member Hansen motioned to adjourn at 7:06: p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

_____
Clerk

Date Approved By Council _____

AGENDA ITEM

Big Lake City Council

Prepared By: *Gina Wolbeck, City Clerk*	***Meeting Date:*** 3/25/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6E**
Item Description: *March 18, 2020 Emergency City Council 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 March 18, 2020 Emergency City Council Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The March 18, 2020 Emergency City Council Meeting Minutes are attached for Council's review

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Meeting Minutes

BIG LAKE CITY COUNCIL
EMERGENCY MEETING MINUTES

MARCH 18, 2020

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PROPOSED AGENDA

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

4. BUSINESS – COVID 19 Update and Proposed Plan

Clay Wilfahrt reviewed the memo drafted in response to the COVID-19 pandemic. As the COVID-19 pandemic has swept the nation, there have been health concerns and government intervention that have dramatically changed our way of life. City staff has been closely monitoring this situation and has been developing and implementing plans. Wilfahrt noted that until this point, everything has been done administratively, but we are at a point that we need Council support to implement the next phase of changes. Wilfahrt provided a summary of the plan that staff would like Council to consider.

1. Building Inspections – currently, our Building Official has been given discretion to postpone building inspections that he is not comfortable conducting, specifically, situations where he would be required to enter an existing residence are of concern. We are working to do some inspections via virtual means where possible. Action requested included directing staff to proceed with Building Inspections at the discretion of the Building Official.

2. Public Access to City Hall – We would like to restrict public access to City Hall. People will still be able to drop things off, call, or email staff; however, interacting with staff will only be available by appointment and for things that can only be conducted in person and not electronically. Due to possible health concerns, and the concern that a COVID-19 case among City staff could potentially compromise provision of services due to quarantine, we are exercising caution in public interaction. This restriction can be removed when the Council or the City Administrator deems it prudent to remove. This or similar restrictions are being employed by a number of

municipalities and additionally, staff is aware of several other local cities that will be considering restricted access in the next few days. Another option would be to encourage residents and businesses to limit interaction with City staff, and sanitize the front counter frequently. This is a method currently being employed by some municipalities, and other Cities are continuing to operate without restrictions. We are aware that several of the cities currently open are likely going to restrict access within the next few days. Action requested included directing staff to immediately restrict access to City Hall until further notice.

3. Public Access to the Police Department – The police department receives little foot traffic normally, however, residents will now be required to submit things like data requests and other forms online. Staff plans to have a computer in the public area for submission of these types of items. Similar to City Hall, appointments could be made for meetings required face-to-face. This restriction can be removed when the Council or the City Administrator deems it prudent to remove. Action requested included direction to staff to immediately restrict access to the Police Department until further notice.

4. Liquor Store Hours – The Liquor store has been spending an extensive amount of time cleaning and restocking. They sold over $34,000 worth of product on March 16, which is similar to a holiday weekend day. Because of the extra time spent on restocking and cleaning, we are recommending that we move towards different hours. We will be moving to a 9am to 5pm schedule for all days except Sunday which will be 11am to 4pm. We are also going to be posting signs asking people to use credit cards vs. cash to limit employee exposure. This change can be reversed when the Council or the City Administrator deems it prudent to reverse. Action requested included approval to modify the Liquor Store hours to 9am to 5pm every day except Sunday which will have hours of 11am to 4pm until further notice.

5. Telecommuting – We will be requiring about half of City Hall staff to work from home effective immediately. Our major concern is that if someone at City Hall contracts COVID-19, everyone may end up in mandatory quarantine and it would shut down City Hall. Because of that we want to have two teams of staff, each capable of maintaining the mandatory functions of the City. Then if someone contracts the virus, we maintain continuity of services until the first team is out of quarantine. Those working from home will do whatever work they are able to from home, and they will continue to be paid at their normal rate for 40 hours per week. Some staff may not be able to conduct a full 40 hours of work from home, but staff believes that it will be close to that many hours. Staff will also be able to stagger shifts and come in during non-core hours to make up any hours missed. This change can be removed when the Council or the City Administrator deems it prudent to remove. Action requested included permitting staff to adopt the above telecommuting plan until further notice.

6. Divide Public Works Staff – We are going to either park all Public Works trucks outside, or allow Public Works to take their trucks home during the pandemic. Limiting contact among the workers reduces the impact of a potential positive test among staff. If we had a positive case right now, everyone would be required to be quarantined. If we separate them, we will be able to only have one or two quarantined, vs. the entire staff. Again this is a response to ensure that if a positive case is found among staff, we will be able to continue with our services. This change

can be removed when the Council or the City Administrator deems it prudent to remove. Action requested included authorization for staff to take the actions outlined above until further notice.

7. Water and sewer late fees and shut-offs – Due to this situation, and in response to the economic hardship this is creating for many of our residents, we will be waiving late fees for the next 30 days, and suspending shutoffs during that period as well. Action requested included authorizing staff to waive late fees and suspend shut-offs for one month.

8. Sick leave balances and home with pay – Staff will be able to use sick leave even if they have not accumulated it. They will be able to accrue a negative balance of up to 96 hours. Council was presented with a temporary leave policy change. Action requested included approval of the temporary leave policy amendment.

9. Community Gathering Spaces – Because of the President's recommendation to eliminate community gatherings greater than 10 people, the Senior Center and Community room will be closed until further notice. We will also not issue special events permits for gatherings greater than 10 people. This will continue until the CDC and MDH lift restriction of such gatherings. Action requested included authorizing the closing of the Senior Center and the Community Room, and denial of special events permits for events greater than 10 people until further notice.

10. Multi-family inspections – To protect the safety of our inspectors, the City's multi-family inspection program will be suspended until this situation stabilizes. This suspension can be removed when the Council or the City Administrator deems it prudent to remove. Action requested included authorization to suspend the multi-family inspection process until further notice.

Wilfahrt also discussed other measures staff is recommending the City implement that don't necessarily require Council action, but want to make Council aware of:

1. New hires on hold – We will be suspending the hiring of any new staff until after this situation stabilizes.

2. Meetings – We will be following the guidelines of the CDC and the President and recommending that no meetings occur that have more than 10 people.

3. Travel – No travel for the purpose of City business is recommended. The only travel allowed will be travel that is essential to critical City business.

4. Lost revenue, tracking of hours, etc. – We are working to track any items that may be reimbursable by the Federal Government as part of an emergency declaration.

5. City Meetings – The City has the option of hosting Public Meetings via a virtual service like skype, zoom, etc. or over telephone. All this takes is a determination by the City Attorney or Administrator that it makes more sense to hold meetings in a closed or virtual setting due to a health pandemic. Tonight Councilmember Johnson joined the meeting via telephone.

Mayor Wallen asked for feedback from each Council Member.

Council Member Johnson stated that she is in favor of all recommendations made by Staff.

Council Member Knier asked for clarification on allowing negative leave balances and how it would be handled if an employee resigns with a negative balance. Wegeleben explained that any negative leave accrual would be taken out of the last payroll issued to a staff person. Knier also discussed telecommuting and if there are concerns with allowing staff to enter City Hall after hours. Wilfahrt discussed that all staff will be required to follow CDC/MDH guidelines. If any staff person has cold or flu like symptoms, or a family member has symptoms, employees need to stay home. Discussion was held that the CDC/MDH recommendations are fluid and changing daily. Knier stated we need some symbolic gesture of normalcy and discussed the option to keep City Hall open to the public. Wilfahrt noted that Staff's preference would be to close City Hall to the public as there is less of a chance of infection with City Hall closed. Council Member Hansen reviewed how Wright County is operating, noting that we need to consider the City's liability if we leave public areas open. Council Member Knier stated the importance of not putting the City at risk financially.

Council Member Scott Zettervall stated that he is a proponent of keeping City Hall open, stressing that we can implement precautions in place of closing. Deb Wegeleben discussed her concerns with the potential for Workers Compensation claims if we remain open. Zettervall stressed that we need to find a way to keep physically accessible to the public, and questioned how we can justify closing City Hall but keeping the municipal liquor store open. Wilfahrt clarified that City Hall can still function fully even if the building is inaccessible. With the liquor store, it is the opposite. With restricting City Hall, we can protect health without sacrificing functionality. Zettervall discussed the option of shifting store hours to be open later. Greg Zurbey discussed key store times, sales data, and noted that we have to consider availability of staff. Council Member Johnson stressed that we should be entrusting liquor store management to best determine how we can balance staff availability with demand. Council Member Hansen stated that he understands the need to be open for an 8-hour timeframe to meet demand, and stressed that we need to have a consistent message to the public. Zurbey discussed recent closings of some municipal stores and hopes that Big Lake can operate somewhere in the middle ground to provide service, while addressing the needs and concerns of Staff. Zettervall also questioned how working at home will be monitored and if the City has a policy in place. Wilfahrt outlined responsibilities of staff and managers, noting that the City has a fully functioning remote login system, and clarified that the City also has a telecommuting policy in place. Zettervall stated that over-reaction is sending the wrong message to the public.

Council Member Hansen reviewed procedures that Wright County has put into place during this Pandemic, and stated that he is in favor of City Hall having restricted access as long as we can still provide services. Hansen also discussed tax revenue generated through the Municipal Liquor Store, and stressed that the City needs to be receptive to staff's concerns. Hansen also discussed the need for the City to continue to revisit the situation regularly.

Mayor Wallen reviewed his experience with how other cities are handling building inspections, noting that most are attempting to operate "business as usual" when possible. Wallen stated that he is in favor of limiting access to City Hall as we can still conduct our daily business. Wallen also stated that he feels the liquor store hours should be determined by the managers, as they are best equipped to figure out what hours will work for the store and for Staff. Wallen noted that we are all experiencing changes in our normal lives, and that we need to trust our department heads and Staff to work their allotted hours. Council Member Zettervall stated that he just wanted assurance that we have a policy in place. Mayor Wallen also stressed that officials need to be in attendance at Council Meetings as long as they are not sick, to show the public that we are continuing to manage and govern.

Council Member Knier motioned to approve Staff's recommendations as presented in the March 18, 2020 COVID-19 memo with the exception of item no. 2 to be voted on separately, and changes to the liquor store hours to be determined by management. Seconded by Council Member Zettervall. A Roll Call Vote was conducted with Council Member Knier voting aye, Council Member Johnson voting aye, Council Member Zettervall voting aye, Council Member Hansen voting aye, and Mayor Wallen voting aye. Vote passed unanimously. Motion carried.

Council Member Hansen motioned to approve Staff's recommendation on item no. 2 in the March 18, 2020 COVID-19 memo as presented to restrict access to City Hall until further notice. Seconded Council Member Johnson. A Roll Call Vote was conducted with Council Member Knier voting nay, Council Member Johnson voting aye, Council Member Zettervall voting nay, Council Member Hansen voting aye, and Mayor Wallen voting aye. Vote passed with a 3:2 vote in favor of restricting access to City Hall until further notice. Motion carried.

Council Member Hansen excused himself from the meeting at 6:56 p.m.

Police Chief Scharf reviewed the department's emergency operations protocol, on-going meetings with Sherburne County, and implementation of the CivicReady Alert System for Council, law enforcement staff, and department leads. Scharf also noted that his team is attending briefings at Sherburne County 3 days a week along with other law enforcement agencies. They will continue to regularly monitor the MDH web page for updates, will provide daily safe practices to officers, and noted that the police department conference room has been converted to a local EOC. Deputy Chief Matt Hayen reviewed safeguards put into place for our patrol officers during calls, noting that officers will no longer be responding to medicals for flu like symptoms. They have also implemented restrictions on future vacations and trainings, and Staff is adjusting to shift changes and overtime requirements. Chief Scharf also discussed areas of concern with an increase to disturbances, noting that closures of businesses can be targets for burglary. Our officers are heavily patrolling these areas. Scharf also discussed concerns with travel-through crime from other jurisdictions, an increase in mental health issues, and the potential for civil unrest if this draws on. Scharf stressed that the department will continue to have a "business as usual" approach.

Layne Otteson noted that the Public Works staff has been divided up into teams in response to COVID-19.

5. ADJOURN

Council Member Knier motioned to adjourn at 7:08 p.m. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

City Clerk

Date Approved By Council

AGENDA ITEM

Big Lake City Council

Prepared By: *Corrie Scott, Recreation and Communications Coordinator*	***Meeting Date:*** 3/25/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6F**
Item Description: *2020 SHIP Mini Grant Agreement*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *Hanna Klimmek, Community Development Director and Deb Wegeleben, Finance Director*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council is approving the 2020 SHIP Mini Grant Agreement.

BACKGROUND/DISCUSSION

In 2019, the City of Big Lake applied for and was awarded a $2,000 SHIP Mini Grant to be used toward wayfinding signage on the McDowall Trail System. Due to construction on the McDowall Trail System in the Fall of 2019, the signage was not able to be installed before the SHIP Mini Grant project deadline of September 2019. City Staff applied again for funding in 2020 for wayfinding signage for the McDowall Trail system and was recently awarded the grant. With no construction scheduled for the McDowall Trail system in 2020, Staff is confident that the Public Works Department will be able to install the wayfinding signage prior to this year's project deadline of September 25, 2020. Attached is the 2020 SHIP Mini Grant Agreement for Council's review.

FINANCIAL IMPACT

$2,000 to be used toward wayfinding signage before September 25, 2020.

STAFF RECOMMENDATION

Approve the 2020 SHIP Mini Grant Agreement.

ATTACHMENTS

SHIP Mini Grant Agreement

Sherburne County Statewide Health Improvement Partnership

Letter of Agreement

The Sherburne County Statewide Health Improvement Partnership (SHIP), is an initiative taking place across Minnesota to create healthier communities. The intent is to reduce obesity and chronic illness, by expanding opportunities for active living, healthy eating and tobacco-free living. In an effort to address needs in priority areas of Sherburne County, the local SHIP chapter has agreed to provide funding to **City of Big Lake**, the lead agency, referred to as the "grantee" for funding of the **McDowall Trail Wayfinding Signage** in the amount of **$2,000** during the funding period beginning March 24, 2020 and ending **September 25, 2020**. The grantee agrees to the following conditions associated with the receipt of this grant:

1. The grant amount of **$2,000** will be disbursed to the grantee when grantee invoices and itemized receipts are provided to Sherburne County. The financial transaction will be on a reimbursement basis only. A cost reimbursement payment is a type of grant payment in which the grantee incurs the expenses before requesting repayment from Sherburne County. Sherburne County reserves the right **not** to honor invoices that include unallowable expenses or that are submitted after **September 25, 2020**. The final payment will be the amount of the actual unreimbursed expenditures and will not exceed the remainder of the grant. The final payment is contingent upon completion of the **Final Reporting Form**.
2. The grantee agrees to complete and submit the following as outlined in the **Final Reporting Form**:
    a. A brief narrative describing the original project and how the funds were used.
    b. Included in the report should be a success story and photo that can be shared with local media and Minnesota Department of Health. Photos submitted to Sherburne County must be accompanied by a signed photo release form if they include recognizeable faces and people (Access Photo Release Here).
    c. The grantee agrees to submit a budget report with in-kind or cash matches, using the Financial Tracker excel spreadsheet provided.
3. The grantee will be assigned a Sherburne County Community Health Coordinator for technical assistance and support throughout this project. The grantee agrees to have check-in phone calls or in-person meetings, as needed, prior to September 25, 2020. Conversation will be had about the connection of this project to long-term sustainability, and any continued support that is needed from Sherburne County SHIP to move toward policy, systems and environmental change.
4. The grantee agrees to send any major budget adjustments or questions to assigned Community Health Coordinator for approval.
5. The grantee agrees to submit any drafts of marketing or promotional items to their assigned SHIP staff prior to expending funds. **All items must be pre-approved.** The grantee agrees to use

the SHIP logo on any marketing materials developed through the use of these funds (Access Logo Here).

6. Failure to provide any of the agreed upon reports in a timely manner will result in a delay or cancellation of funding. Failure to return the signed Agreement means the grantee is not authorized to begin the project and that funding for the project will be reduced proportionately until the date the Agreement is fully encumbered.
7. The grantee accepts the grant and agrees to all conditions as outlined in this agreement. The grant is contingent upon satisfactory completion of all requirements.

_____ _____

Grantee Representative Signature Date

_____ _____

SHIP Staff Signature Date

Email this signed form to Janine.Foggia@co.sherburne.mn.us by March 30, 2020

AGENDA ITEM

Big Lake City Council

Prepared By: *Corrie Scott, Recreation and Communications Coordinator*	***Meeting Date:*** 3/25/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6G**
Item Description: *Summer Farmers Market 2020 EBT and Market Bucks Agreement*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *Hanna Klimmek, Community Development Director and Deb Wegeleben, Finance Director*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council is approving the Summer Farmers Market 2020 EBT and Market Bucks Agreement.

BACKGROUND/DISCUSSION

Since 2017, the Big Lake Farmers Market has been accepting SNAP-EBT and offering the Market Bucks Match Program to SNAP-EBT recipients. The costs for the card reader machine are funded through vendor fees and donations to the farmers market and the costs for the Market Bucks Match Program are reimbursed monthly through Hunger Solutions. Staff would like to continue to offer these programs at the Summer 2020 Big Lake Farmers Market. In order to offer these programs, Council is asked to review and approve the attached Summer Farmers Market 2020 EBT and Market Bucks Agreement.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Approve Summer Farmers Market 2020 EBT and Market Bucks Agreement.

ATTACHMENTS

Summer Farmers Market 2020 EBT and Market Bucks Agreement

HUNGER SOLUTIONS

Winning Minnesota's Food Fight

EBT and Market Bucks Initiative Summer Agreement

State Fiscal Year 2019-2020 Agreement to Contract Terms

Please complete the following contact information:

Market Name: Big Lake Farmers Market

Fiscal Agent Name: City of Big Lake

Primary Contact Name: Connie Scott

Primary Contact Phone: 612-297-6331

Primary Contact Email: cscott@biglakemn.org

Please carefully read and sign this Memorandum of Understanding and return to Hunger Solutions Minnesota no later than **Thursday, April 30th, 2020.**

By signing this application, the above-named vendor agrees to use EBT and Market Bucks initiative in accordance with Federal, State & Local laws, rules & regulations, and with terms and conditions as required by Hunger Solutions Minnesota and the State of Minnesota.

Payments will originate from Hunger Solutions Minnesota upon receipt and approval of requests. Payments will be made on a reimbursement basis. ACH vendor authorization forms will be sent out to expedite payments. For those choosing not to participate in the ACH program please be aware the payments will take an extended time.

I. State of Minnesota Key Requirements

1. Conditions of Payment: All services provided by the VENDOR pursuant to this agreement must be performed to the satisfaction of the State, as determined in the sole discretion of the State in conjunction with the administration of the program by The Humanities Center, and not in violation of any federal, state or local laws, ordinances, rules and regulations. The VENDOR will not receive payment for work found by the State to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

2. Consideration and Terms of Payment: Payments shall be made by Hunger Solutions Minnesota promptly after VENDOR's presentation of monthly data reported by markets into the online data portal and acceptance of such data as satisfactory.

3. Cancellation. This agreement may be canceled by the State or the Commissioner of Administration at any time, with or without cause, upon 30 days' written notice to the Vendor. In the event of such a cancellation, the Vendor will be entitled to payment, determined on a pro rata basis, for the work or services satisfactorily performed.

4. Indemnification. In the performance of this agreement by VENDOR, or VENDOR'S agents or employees, the VENDOR must indemnify, save, and hold harmless the STATE, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the STATE, to the extent caused by VENDOR'S:

    1) Intentional, willful, or negligent acts or omissions; or
    2) Actions that give rise to strict liability; or
    3) Breach of contract or warranty.

    The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the STATE'S sole negligence. This clause will not be construed to bar any legal remedies the VENDOR may have for the STATE'S failure to fulfill its obligation under this agreement."

5. State Audit: Under Minn. Stat. §16C.05, subd. 5, the books, records, documents, and accounting procedures and practices of the VENDOR and its employees, agents, subcontractors, or representatives, relevant to this agreement must be made available and subject to examination by the State, including the contracting Agency/Division, Legislative Auditor, and State Auditor, for a minimum of six years from the agreement.

6. Information Privacy Protection: It is expressly agreed that the VENDOR will not be handling private data collected by STATE and is therefore not a member of or included within the "welfare system" for purposes of the Minnesota Government Data Practices Act (hereinafter "Data Practices Act," Minnesota Statutes, Chapter 13, and, in particular, §13.46) as a result of this agreement. It is also expressly agreed that VENDOR will not be handling "protected health information" collected by STATE (information that identifies an individual as having applied for, being or having been eligible for, or receiving or having received health care services, as set forth in 45 CFR §160.102). If VENDOR has responsibilities to comply with the Data Practices Act or HIPAA for reasons other than this agreement, VENDOR will be responsible for its own compliance.

7. Data Disclosure: Under Minn. Stat. § 270.66, and other applicable law, the VENDOR consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring the VENDOR to file state tax returns, pay delinquent state tax liabilities, if any, or pay other state liabilities.

II. Contract Additions, EBT and Market Bucks initiative

1. Funding Reimbursement

    Funding is distributed on a reimbursement basis; reimbursement amounts will be calculated based on monthly data reported by markets into the online data portal.

2. Display of Market Signs

    Participating markets must display signs promoting EBT and Market Bucks initiative.

3. Market Bucks Reporting

a. Market Bucks reporting data must be tracked and maintained by the market and reported monthly to Hunger Solutions Minnesota via the online data portal, which will allow markets to review their submissions by market date. Monthly funding reimbursements will not be processed until required evaluation reporting has been completed and submitted according to established procedures. **All data is required to be submitted by the 15th day of the following month (e.g.: May reports are due no later than June 15th), without exception.** Exceptions to this reporting deadline may be given on a one-time basis due to individual circumstances, but funds will not be disbursed until the following reimbursement period.

b. The following information will be submitted online:
    - Totals for each market day of the number of
        - Number of new customers
        - SNAP/EBT distributed
        - Number of gift certificates
        - Market Bucks distributed
        - SNAP/EBT redeemed
        - Market Bucks redeemed

4. Eligibility Maintenance

Markets are required to maintain eligibility status throughout the 2019/2020 market season. Eligible markets include Minnesota farmers markets that:

- Have operated for at least one full market season
- Have implemented or intend to implement EBT at the market before June 15th, 2020
- Remain a SNAP authorized retailer in good standing with the USDA FNS
- Maintain a contract with a third-party processor/merchant services provider that allows the market to accept EBT payments

5. Market Bucks

The Market Bucks program is an initiative of the state of Minnesota that provides a 1-for-1 incentive match, up to $10 per customer per market day, for SNAP purchases made at participating markets.

a. Markets will ensure that Market Bucks are only used to purchase SNAP-eligible foods, or food-producing seeds and plants. For a complete list please refer to the USDA guidelines on SNAP-eligible foods: http://www.fns.usda.gov/snap/eligible-food-items

b. Participating markets will not knowingly provide more than $10 worth of matching Market Bucks to any customer on any single market day. However, some customers may receive $10 in matching Market Bucks in addition to a $10 Market Bucks gift certificate. Markets can also offer other incentives funded through other sources, so long as those are identified and accounted for separately from Hunger Solutions Minnesota's Market Bucks.

c. The Market Bucks will be printed as a business card-sized card (3.5" wide x 2" tall). This is the Market Bucks card that can be used to purchase food items. The $10 Market Bucks Gift Certificate will be distributed to the market manager, or a trusted community partner, that can be exchanged at the EBT/Information booth for individual $1 Market Bucks will be printed as a larger gift certificate (approximately 8.5" wide x 3.66" tall). **Markets will report the number of gift certificates received to Hunger Solutions Minnesota and send the gift certificates redeemed back to Hunger Solutions at the end of the season.**

Failure to abide by the terms of this contract will make the vendor ineligible to receive state funds.

Signature: _____ Title: _____

Return to Hunger Solutions:

Mail: 555 Park Street # 400, Saint Paul, MN 55103
Fax: 651-486-9866
E-mail: rholmes@hungersolutions.org.

AGENDA ITEM

Big Lake City Council

Prepared By: *Sara S.W. Roman, AICP, Consultant Planner*	***Meeting Date:*** 3/25/2020	***Item No.*** **6H**
Item Description: *Amending the Start Time for Planning Commission Meetings from 6:30 p.m. to 6:00 p.m.*	***Reviewed By:*** *Hanna Klimmek, Community Development Director* ***Reviewed By:*** *Clay Wilfahrt, City Administrator*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be amending the start time for the Big Lake Planning Commission from 6:30 p.m. to 6:00 p.m. effective with the May 6, 2020 meeting.

PLANNING COMMISSION REVIEW

The Planning Commission discussed meeting time changes for Big Lake Planning Commission meetings at their regularly scheduled meeting on March 4, 2020. The consensus of the Commissioners was to recommend to Council to move the start of the Planning Commission meetings from 6:30 p.m. to 6:00 p.m.

FINANCIAL IMPACT

NA

STAFF RECOMMENDATION

Staff recommends the change. The change to the start time of the Planning Commission meetings will bring the start time into consistency with the City Council and Big Lake Economic Development Authority meeting start times. Consistency in start times allows for meeting times to be more easily remembered by attendees, residents, and the public at large.

AGENDA ITEM
Big Lake City Council

Prepared By: *Sara S.W. Roman, AICP* *Consultant Planner*	***Meeting Date:*** 3/25/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6I**

Item Description: *Ordinance Amendment Updating the City's Zoning Ordinance to correct errors in the Code.*	***Reviewed By:*** *Hanna Klimmek, Community Development Director* ***Reviewed By:*** *Clay Wilfahrt, City Administrator*

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving housekeeping ORDINANCE amendments AND approving a RESOLUTION authorizing a summary publication notice.

Planning Commission Public Hearing

The Planning Commission held a public hearing at their March 4th meeting. No members of the public attended the public hearing to speak nor were any written comments received.

The Planning Commission unanimously passed a motion recommending approval of the Ordinance amendment with one change – a typo found within the draft ordinance that incorrectly referenced a street name.

BACKGROUND/DISCUSSION

Background

At the request of City Staff, the Planning Commission held a discussion regarding a proposed housekeeping ordinance at their February 5, 2020 meeting. In the memo provided for that meeting, Staff provided an in-depth analysis of the items being proposed for revision in the Housekeeping Ordinance. That memo is provided as "ATTACHMENT A" at the end of this report.

The Planning Commission made a motion at their February 5th meeting calling for a public hearing to review potential revisions to the Zoning Ordinance. The ordinance amendment would address issues that have been discovered in the code over time. The correction of these issues would not create substantive change to the ordinance, rather, they address accidental code inconsistencies, errors, and unclear code language.

The Planning Commission reviewed Staff's draft ordinance at their regularly scheduled meeting on March 4, 2020 and made a formal recommendation for approval to the City Council

Revisions to Items following the February 5th Discussion and March 4th Public Hearing

The Planning Commission did not recommend revisions to the items included in the housekeeping ordinance at the discussion held by the Planning Commission on February 5, 2020. However, an error was discovered by staff following the discussion (see ATTACHMENT B) and the housekeeping ordinance has been modified to correct this error. An additional modification was made to the same code section at the March 4 meeting, noting an error in the street name. The modifications from February 5, 2020 are found below in red. The modification from March 4, 2020 is found below in green:

1041.06: GENERAL SETBACK PROVISIONS:

Subd. 4. *Setbacks along Thoroughfares. Heavily used streets designated as arterials, County Roads or major collector streets by the Big Lake Comprehensive Plan may have special minimum setback needs and requirements.*

1. Along the following principal arterial and major arterials, the minimum principal structure setback shall be fifty (50) feet from the right-of-way unless otherwise identified in the underlying Zoning District.

a. U.S. Highway 10 (Jefferson Boulevard)
b. State Trunk Highway 25 (Lake Street South)
c. County Road 5 (Eagle Lake Road North)

2. Along the following collector streets ~~including, but not limited to the following thoroughfares~~, the minimum principal structure setback shall be forty-five (45) feet from the right-of-way unless otherwise identified in the underlying Zoning District.

a. County Road 43
b. County Road 73
c. County Road 81
d. Glenwood Avenue/205th Avenue (east of County Road 43)
e. Highline Drive
~~f. Eagle Lake Road South~~
f. 172nd Street NW
g. Marketplace Drive

Justification for Revision

The language proposed on February 5, 2020 was an attempt to fix the section of the Code that discusses additional setbacks for arterial and collector roads. The language as proposed on February 5, 2020 essentially kept the existing error from being fixed. Many of the roads that are called collectors in the 2018 Comprehensive Plan should not have extra setback requirements. The original language proposed further did not amend the section that refers to the Comprehensive Plan or amend the collector street list to be "limited to" only the listed streets.

The amendment to the language proposed on March 4, 2020 modified the code from reading 17nd Street NW to read as 172nd Street NW. This typo was discovered at the Public Hearing for the Housekeeping Ordinance. The amendment does not require the item to be brought back for review by the Planning Commission.

FINANCIAL IMPACT

NA

STAFF RECOMMENDATION

Staff recommends approval of the ordinance amendment as written but would be amenable to revising the amendment if the Planning Commission sought to accomplish additional goals beyond those that have been outlined by Staff in the memo from February 5th.

The Planning Commission may do the following:

- Recommend approval of the proposed ordinance "as presented."
- Recommend approval of the proposed ordinance amendment with modifications.
- Request that Staff draft a modified ordinance and return to the Planning Commission for additional discussion.

ATTACHMENTS

Attachment A – Staff memorandum to Planning Commission dated February 5, 2020
Attachment B – Email received from former City Planner Healy dated February 26, 2020
Attachment C – Draft Ordinance Amendment
Attachment D – Public Summary Publication Resolution
Attachment E – Public Hearing Notice

Attachment A

AGENDA ITEM

Big Lake Planning Commission

Prepared By: *Michael Healy, City Planner*	***Meeting Date:*** 2/5/2020	***Item No.*** Click or tap here to enter text.
Item Description: *Discussion on Proposed Housekeeping Ordinance*	***Reviewed By:*** *Hanna Klimmek, Community Development Director*	
	Reviewed By: *Sara Woolf, Planning Consultant*	

ACTION REQUESTED

A motion calling a public hearing for a housekeeping ordinance, either as proposed or with modifications

BACKGROUND/DISCUSSION

Background

Staff is advising that the Planning Commission go through the process of a housekeeping amendment. Cities undertake housekeeping ordinances primarily to address three issues:

1. **Accidental Code Inconsistency:** City codes are complex documents with a lot of different layers. When reviewing a land use proposal, Staff reviews the project for conformity with the subdivision ordinance, the building requirements code section, the landscaping code section, the lot and yard standards code section, etc. The different parts of the City code all reference each other and restate key regulations and, as a result, a zoning rule may be contained in more than one section of the ordinance. The same zoning rule may show up in 3 or 4 different code sections. What happens sometimes is that a City will update an ordinance to change a zoning rule and Staff will "miss" one or two instances of that rule that are buried somewhere else in the Code. Over the years, codes can end up being "inconsistent" because there are old rules buried in an obscure secondary code section that should have been updated during an ordinance amendment that revised that rule in the main code section. This can make things confusing for residents, Staff, and Policymakers. A housekeeping ordinance allows the City to "clean up" these inconsistencies and make it so the entire Code supports the most recent version of a rule.

2. **Unclear Code Language:** When Staff writes code language, the intent is always to have the code be clear and unambiguous as possible. We want our rules to be easily understood by the general public AND we want them to be easily understood by future City staff who may not have been part of the original rulemaking. Occasionally, a rule is written in such a way that "makes sense at the time" but which causes confusion in the years following its passage. A housekeeping ordinance can be a good opportunity to "clean up" unclear code language and make the code more understandable for the public. No actual substantive changes are being made to the Code with a housekeeping ordinance; it is just a polishing of the Code language.

3. **Errors:** Occasionally there is Code language that is simply erroneous but easily corrected. There may be a numerical typo that references an incorrect section, for instance. This can sometimes result from

ordinance amendments that renumber a code section. There may still be language elsewhere in the Code that references the old numbering scheme.

Staff has identified several sections of the City Code that need to be "cleaned up" through a housekeeping ordinance. Staff will go over the issues one by one and present a proposed solution.

Housekeeping Item #1: Unclear Language in Fence Ordinance Concerning Double-Frontage Lots

In 2016, the City revised the fence ordinance (Ordinance #2016-10) with the intention of allowing double-frontage lots and corner lots to utilize privacy fences in their "second front yard," the side of their house that faces a street. The new rule was intended to allow people living on corner lots to install a privacy fence in the second "front yard" that their house did not face as long as they kept their fence at least 5 feet away from their property line. Previously, there was a rule that corner lots could not have privacy fencing in their second front yard as a privacy fence had to be at least as far away from every street as the house itself was. People who lived on corner lots were limited to having 4-foot fences in their second front yard. The fences had to be at least 75% see-through which basically meant that they needed to be chain link.

The ordinance amendment changed the rules for "double-frontage lots" which Staff presented to the Planning Commission in 2016 as being inclusive of corner lots. The presentation was erroneous as Staff has since realized that the Code actual has separate definitions for "double frontage lot" and "corner lot" so the fence ordinance should be updated to clarify that it was intended to apply to corner lots as well. Additionally, there is some old language regarding juxtaposed corner lots that is no longer relevant if all corner lots are allowed to have fences in their "second front yards" so that provision should be removed entirely from the Code:

Staff is proposing the following revision:

SECTION 1025 – FENCES

1025.02: GENERAL FENCE REGULATIONS:

Subd. 5. *Special Provisions.*

2. ~~*When two corner lots are juxtaposed, a six (6) foot opaque fence may be constructed at a distance of fifteen (15) feet from the shared property line.*~~

3. *On double frontage lots <u>and corner lots</u>, the front yard that has no access may have a fence that is less than 75% open to the passage of air and light, up to six (6) feet tall, at a distance of five (5) feet from the property line. <u>On a corner lot, said fence may not extend beyond the front corner of the principal building.</u>*

Housekeeping Item #2: Code Inconsistency Regarding Grading, Filling, and Excavating

The City's "Grading, Filling, and Excavating" code section does not correctly incorporate the Shoreland Ordinance's rules regarding excavation and grading in Shore and Bluff Impact zones. Further, it states that an MPCA permit is needed for very minor grading projects which is not accurate or consistent with the rest of our Code. Additionally, it does not specifically identify that it is the Engineering Department's Land Alteration Permit that is utilized for medium-sized grading and excavation projects. The City's fee schedule

includes the land alteration permit and it should be referenced specifically in the Code for consistency between City documents. Staff is also correcting a minor typo in the code section:

Staff is proposing the following revision:

SECTION 1026 – GRADING, FILLING AND EXCAVATING

1026.01: PERMIT REQUIRED:

Subd. 1. *Except for City land grading, filling and excavating operations, and in cases where a grading and drainage plan for a private development has been approved as part of a subdivision or other development plan approved by the City, or as may be otherwise stipulated by this Ordinance, any person who proposes to add landfill or extract sand, gravel, black dirt, or other natural material from the land or grade land shall apply for a land alteration permit as specified below:*

Cubic Yards of Landfill or Land to be Excavated/Graded	***Permit Requirement***
1 to 50 cubic yards	*~~MPCA Storm Water Permit /~~ No City Permit unless in Shore or Bluff Impact Zone*
50 – 250 cubic yards	*MPCA Storm Water Permit and Administrative land alteration permit as provided in Section 1003 of this Ordinance*
Greater than 250 cubic yards	*MPCA Storm Water Permit and Interim Use Permit as provided in Section 1010 of this Ordinance*

1026.04: ISSUANCE OF PERMIT: *Upon receiving information and reports from the City staff and other applicable agencies, as applicable, a public hearing shall be scheduled before the Planning Commission which shall forward a recommendation to the City Council. The City Council shall take formal action on the application and as to whether, and when, and under what conditions such permit for a landfill or excavation/grading activity is to be issued to the applicant.*

Housekeeping Item #3: Errors in the R-5 Residential Redevelopment Zoning District Code

Staff has identified two errors in the R-5 zoning district ordinance. The first is that there is a spot in the Code that continues to incorrectly state that all lots in the R-5 zoning district are limited to 25% coverage by impervious surfaces. The City Code was amended in 2015 to allow up to 35% impervious surface coverage in the R-1, R-1E, and R-5 zoning districts (Ordinance 2015-09) except for properties in the Shoreland district which, per State Law, are still restricted to 25%. It appears that Staff simply "missed" one spot in the R-5 ordinance that continued to reference a 25% standard for non-Shoreland Lots.

The second error is a numerical error. There is a section in the Code that references the modern lot size requirements for properties in the R-5 zoning district and refers to the requirements as "Subd. 6 Single Family Lot Standards- Existing Lots of Record." This is a typo. Subdivision 6 is the "Single Family-Lot Standards-New Subdivision." The code section only makes sense if it is referring to the lot standards for a new subdivision.

Staff is advising the following revisions:

SECTION 1049 – R-5, RESIDENTIAL REDEVELOPMENT DISTRICT

Subd. 6. *Single Family Lot Standards – New Subdivision. The following minimum requirements shall be observed in the R-5 District for new lots, platted after July 20, 2002 (effective date of Ordinance), subject to additional requirements, exceptions and modifications set forth in this Ordinance. (Ord. 2003-05).*

Minimum Lot Area Riparian Lot	*12,000 square feet*
Minimum Lot Area Non-Riparian Lot	*10,000 square feet.*
Minimum Lot Width	*75 feet*
Front Yard Setback	*25 feet*
Rear Yard Setback	*25 feet*
Side Yard Setback	*10 feet*
~~*Maximum Impervious Surface*~~	~~*25 percent*~~

AND

1049.08: CONSTRUCTION ON SUBSTANDARD LOTS OF RECORD.

Subd. 1. *Lots of record in the office of the Sherburne County Recorder on or before October 29, 1985 that do not meet the requirements of Section 1049.07, (Lot Area, Height and Setback Requirements), Subd. 6, (Single Family Lot Standards- New Subdivision ~~Single Family Lot Standards – Existing Lots of Record~~), may be allowed as building sites without variances from lot size requirements under the following provisions:*

Housekeeping Item #4: Inconsistency Regarding Landscaping Setbacks

In 2004, the City revised section 520 of the City Code to allow trees to be closer to front property lines. Previously, trees were required to be set back 12 feet from front property lines (Ordinance 2004-02). The revision changed the requirement to a "3-5-foot setback." Section "1027 Landscape, Screening, and Tree Preservation" of the zoning code should have been simultaneously updated to reflect the new standard but it was missed. The zoning code, therefore, continues to erroneously state that a 12-foot front yard setback is required for trees.

Staff is proposing the following "cleanup" of the landscaping section:

SECTION 1027 – LANDSCAPE, SCREENING AND TREE PRESERVATION

1027.03: REQUIRED LANDSCAPING: *(Ord. 2003-05); (Ord. 2004-19, 8/11/04).*

Subd. 2. *The complement of trees fulfilling the requirements of this Section shall be not less than twenty-five (25) percent deciduous and not less than twenty-five (25) percent coniferous. (Ord. 2003-05).*

3. Spacing:

a. Plant material centers shall not be located closer than three (3) feet from a side property line or ~~twelve (12)~~ three (3) feet from a front property line and shall not be planted to conflict with public plantings, drainage and utility easements, sidewalks, trails, fences, parking areas, and driveways based on the judgment of the Zoning Administrator.

Housekeeping Item #5: Unclear Code Language Regarding Setbacks from Major Roads

Section 1041 of the City Code sets special setback requirements for structures along major roads. The Code sets a 50-foot structure setback for arterial roads and then lists out several arterial roads in the community. It sets a 45-foot structure setback for major collector streets and lists out several major collector streets in the community. The comprehensive plan calls for reevaluating and reducing those setback requirements (they seem to be unnecessarily high which is an inefficient use of land) but that is beyond the scope of a housekeeping ordinance.

The issues that need to be addressed in the housekeeping ordinance are:

- In addition to listing out several streets that the setbacks apply to, the Code section vaguely references that there may be additional major collector streets and arterial roads indicated by the comprehensive plan that also should be subjected to these setback standards.

- The new comprehensive plan lays roads out differently than the previous comprehensive plan that the Code is referencing. The old comprehensive plan differentiated between "minor collectors" and "major collectors." The 45-foot setback standards were intended to be applied only to "major collectors."

- The new Comprehensive Plan does not designate any streets as "major collector" but rather lays out a collector street network without distinguishing between "major" and "minor." There are many roads that our new comprehensive plan lists as being collector streets or future collector streets that do not need a 45-foot setback. In some cases, such a setback would be unworkable due to lot sizes and would damage the aesthetics of the street. Staff is specifically thinking of Lakeshore Drive, Manitou Street, Hiawatha Avenue, Ormsbee Street, Forest Road, 204th Street, Highland Avenue, and Minnesota Avenue. These are all streets that the Comprehensive Plan steers towards being "collector streets" but they are not streets where the City has historically required a 45-foot setback nor are they streets where it would be appropriate to begin requiring a 45-foot setback.

- The existing Code lists Eagle Lake Road South as a major collector street. Eagle Lake Road South has never been treated as a major collector street and houses have been built along that road for the last 20 years with 30-foot setbacks. It would be inappropriate to begin requiring a 45-foot setback at this point and the Code should be revised to reflect actual practices.

As previously stated, the major road setback issue should eventually be dug into more deeply, per the comprehensive plan. As an Interim measure Staff is recommending that the Code be amended to specifically list out which streets the setbacks are intended to apply to. The City can update this list, in the future, if additional collector roads or arterial roads are constructed that need an increased structure setback due to their design.

Staff is proposing the existing Code section be amended to state the following:

1041.06: GENERAL SETBACK PROVISIONS:

Subd. 4. *Setbacks along Thoroughfares. Heavily used streets designated as arterials, County Roads or major collector streets by the Big Lake Comprehensive Plan have special minimum setback needs and requirements.*

1. Along the following principal arterial and major arterials, the minimum principal structure setback shall be fifty (50) feet from the right-of-way unless otherwise identified in the underlying Zoning District.

a. U.S. Highway 10 (Jefferson Boulevard)
b. State Trunk Highway 25 (Lake Street South)
c. County Road 5 (Eagle Lake Road North)

2. Along collector streets including, but not limited to the following thoroughfares, the minimum principal structure setback shall be forty-five (45) feet from the right-of-way unless otherwise identified in the underlying Zoning District.

a. County Road 43
b. County Road 73
c. County Road 81
d. Glenwood Avenue/205th Avenue (east of County Road 43)
e. Highline Drive
~~*f. Eagle Lake Road South*~~
f. 17nd Street NW
g. Marketplace Drive

Housekeeping Item #6: Unclear Code Rules Regarding Pond and Drainage Way Setback

In 2016, the City undertook an update of its ordinances to comply with our State-issued MS-4 stormwater permit (Ordinance #2016-09). The MS4 permit required that the City upgrade its 30-foot wetland buffer requirement to a 50-foot wetland buffer requirement. This increased buffer requirement is applied to all lots platted after 2016.

Per the City Engineer, the revised buffer requirement was only intended to affect wetlands. The way that the update was implemented in the Code, however, the language accidentally was revised to include an increased setback requirement for man-made ponds and drainage ways as well. The 30-foot setback requirement should continue to be in effect for ponds and drainage ways. There is no need for a 50-foot setback requirement in those situations since there is no buffer requirement.

Staff is proposing the following revision:

1041.06: GENERAL SETBACK PROVISIONS:

Subd. 7. *Wetland, Pond and Drainage way Setback. In addition to the setbacks required for principal and/or accessory structures under individual zoning districts or in other sections of this Ordinance, all structures must be set back a minimum of fifty (50) feet from the ordinary high water level or the edge of a delineated wetland (whichever is greater) of all wetlands.~~,~~ All structures must be set back a minimum of thirty (30) feet from the ordinary high water level of all ponds or drainage ways.*

Housekeeping Item #7: Inconsistent NorthStar TOD Area Setback Rules

The City revised all of the NorthStar TOD area setback rules in 2019 to give developers more flexibility in terms of setbacks (Ordinance #2019-08). Buildings are now allowed to be set back as far as 15 feet from the front property line. The previous maximum setback was 5 feet. It appears that one small section of the TOD Ordinance was overlooked when the setback requirements were being updated and, as a result, the “main entrance” of

new buildings is required to be no further than 5 feet from the front property line. This should be revised to 15 feet since the building is now allowed to be 15 feet away from the front property line.

Staff is proposing the following revision:

1068.06: DESIGN STANDARDS:

Subd. 2. *Building Facades.*

c. The main entrance of any building shall face the street. The main entrance shall not be set back more than fifteen ~~five~~ (15) feet from the front property line, unless a public seating area or plaza is provided in front of the building.

Housekeeping Item #8: Inconsistency Relating to Public Hearings for PUD's

Big Lake historically has required a public hearing during the concept plan review of Planned Unit Developments (PUD's). Most cities no longer require a public hearing as part of concept plan review since a public hearing is held during the next step of the PUD process once the plans are more fleshed out. Holding a public hearing increases the costs of the concept plan review and, generally, the concept plan review is intended to be a low-cost way for the developer to get feedback from the Planning Commission and City Council.

The City of Big Lake attempted to remove the public hearing requirement for PUD concept plans in 2005 (Ordinance #2005-11). The requirement was stricken from the Code but Staff apparently missed one code section in the PUD ordinance where it still states that a public hearing is required. Per the City Attorney, the City must continue to hold public hearings for concept plans until the mistake is corrected.

Staff is proposing the following revision which would remove the final mention of public hearings being required for concept plans from the City Code:

1011.09: CONCEPT PUD PLAN PROCEDURE: *The general processing steps for a PUD are intended to provide for an orderly development and progressions of the project with the greatest expenditure of developmental funds being made only after the City has had ample opportunity for informed decisions as to the acceptability of the various segments of the whole as the plan affects the public interest. The process for filing a Planned Unit Development (PUD) is outlined below:*

Subd. 3. *Concept PUD Plan. The applicant shall submit a Concept PUD Plan of the project to the Zoning Administrator. The Concept PUD Plan provides an opportunity for the applicant to submit a plan to the City showing the basic intent and the general nature of the entire development before incurring substantial cost. ~~The Concept PUD Plan serves as the basis for the public hearing so that the proposal may be publicly considered at an early stage.~~ The following elements of the proposed Concept PUD Plan represent the immediately significant elements which the City shall review and for which a decision shall be rendered:*

Housekeeping Item #9: Code Inconsistency related to *Schulz v. Town of Duluth*

The Minnesota Supreme Court has upheld a city's authority to enact, via the City Code, the ability to limit the time to appeal City's zoning decisions to the district court. In a footnote, the court says that the city ordinance's 30-day limit on appeals is enforceable. The Attorney for the City of Big Lake has recommended that the City modify its ordinance to limit time to appeal city decisions.

Staff is proposing the following revision which would expressly limit the right to appeal a zoning decision to 30 days:

SECTION 1005 – APPEALS

1005.06: APPEALS FROM THE BOARD OF ADJUSTMENT AND APPEALS: All decisions made by the City regarding zoning shall be final, except any person or persons, any private or public board, or taxpayer of the City aggrieved by any decision of the Board of Adjustment and Appeals shall have the right to ~~seek review of the decision~~ appeal within thirty (30) days after delivery of the decision to the appellant, with a court of record in the manner provided by the laws of the State of Minnesota, and particularly Minnesota Statutes, Chapter 462, as such statutes may be from time to time amended, supplemented or replaced. Any person seeking judicial review under this ordinance must serve the City and all necessary parties, including any landowners, within the 30-day period defined above.

FINANCIAL IMPACT

NA

STAFF RECOMMENDATION

Staff is recommending that the Planning Commission make a motion to call a public hearing to formally review the proposed housekeeping amendment.

ATTACHMENTS

Attachment A – Draft Ordinance Amendment

Attachment A
Draft Ordinance Amendment

City of Big Lake
Ordinance No. 2020-XX

AN ORDINANCE AMENDING CHAPTER 10 (ZONING) OF THE BIG LAKE CITY CODE AMENDING SECTION 1025 (FENCES) TO CLARIFY LANGUAGE REGARDING FENCES AND DOUBLE-FRONTAGE LOTS, AMENDING SECTION 1026 (GRADING, FILLING AND EXCAVATING) TO RECTIFY CODE INCONSISTENCIES, AMENDING SECTION 1049 (R-5, RESIDENTIAL REDEVELOPMENT DISTRICT) TO CORRECT TWO ERRORS, AMENDING SECTION 1027 (LANDSCAPE, SCREENING AND TREE PRESERVATION) TO CORRECT AN INCONSISTENCY REGARDING LANDSCAPE SETBACKS, AMENDING SECTION 1041 (GENERAL LOT AND YARD REQUIREMENTS) TO CLARIFY LANGUAGE REGARDING SETBACKS FROM MAJOR ROADS AND POND AND DRAINAGE WAY SETBACKS, AMENDING SECTION 1068 (TOD, TRANSIT-ORIENTED DEVELOPMENT DISTRICT) TO REMOVE AN INCONSISTENCY RELATED TO MAIN ENTRANCE SETBACKS, AMENDING SECTION 1011 (PLANNED UNIT DEVELOPMENTS (PUD)) TO CORRECT AN INCONSISTENCY RELATING TO PUBLIC HEARINGS FOR THE CONCEPT PUD PLAN, AND AMENDING SECTION 1005 (APPEALS) TO STATE A TIME LIMIT FOR APPEALS FROM THE BOARD OF ADJUSTMENT AND APPEALS

THE CITY COUNCIL OF BIG LAKE ORDAINS:

SECTION 1. Chapter 10 (Zoning), Section 1025 (Fences), of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text and delete provisions shown with a line through the text as follows:

SECTION 1025 – FENCES

Subd. 5. Special Provisions

2. ~~When two corner lots are juxtaposed, a six (6) foot opaque fence may be constructed at a distance of fifteen (15) feet from the shared property line.~~

3. On double frontage lots <u>and corner lots</u>, the front yard that has no access may have a fence that is less than 75% open to the passage of air and light, up to six (6) feet tall, at a distance of five (5) feet from the property line. <u>On a corner lot, said fence may not extend beyond the front corner of the principal building.</u>

SECTION 2. Chapter 10 (Zoning), Section 1026 (Grading, Filling and Excavating), of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text and delete provisions shown with a line through the text as follows:

1026.01: PERMIT REQUIRED:

Subd. 1. Except for City land grading, filling and excavating operations, and in cases where a grading and drainage plan for a private development has been approved as part of a subdivision or other development plan approved by the City, or as may be otherwise stipulated by this Ordinance, any person who proposes to add landfill or extract sand, gravel, black dirt, or other natural material from the land or grade land shall apply for a land alteration permit as specified below:

Cubic Yards of Landfill or Land to be Excavated/Graded	**Permit Requirement**
1 to 50 cubic yards	~~MPCA Storm Water Permit /~~ No City Permit unless in Shore or Bluff Impact Zone
50 – 250 cubic yards	MPCA Storm Water Permit and Administrative land alteration permit as provided in Section 1003 of this Ordinance
Greater than 250 cubic yards	MPCA Storm Water Permit and Interim Use Permit as provided in Section 1010 of this Ordinance

1026.04: ISSUANCE OF PERMIT: Upon receiving information and reports from the City staff and other applicable agencies, as applicable, a public hearing shall be scheduled before the Planning Commission which shall forward a recommendation to the City Council. The City Council shall take formal action on the application and as to whether, and when, and under what conditions such permit for a landfill or excavation/grading activity is to be issued to the applicant.

SECTION 3. Chapter 10 (Zoning), Section 1049 (R-5, Residential Redevelopment District), of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text and delete provisions shown with a line through the text as follows:

SECTION 1049 – R-5, RESIDENTIAL REDEVELOPMENT DISTRICT

Subd. 6. Single Family Lot Standards – New Subdivision. The following minimum requirements shall be observed in the R-5 District for new lots, platted after July 20, 2002 (effective date of Ordinance), subject to additional requirements, exceptions and modifications set forth in this Ordinance. (Ord. 2003-05).

Minimum Lot Area Riparian Lot	12,000 square feet
Minimum Lot Area Non-Riparian Lot	10,000 square feet.
Minimum Lot Width	75 feet

Front Yard Setback	25 feet
Rear Yard Setback	25 feet
Side Yard Setback	10 feet
~~Maximum Impervious Surface~~	~~25 percent~~

1049.08: CONSTRUCTION ON SUBSTANDARD LOTS OF RECORD.

Subd. 1. Lots of record in the office of the Sherburne County Recorder on or before October 29, 1985 that do not meet the requirements of Section 1049.07, (Lot Area, Height and Setback Requirements), Subd. 6, (Single Family Lot Standards- New Subdivision ~~Single Family Lot Standards – Existing Lots of Record~~), may be allowed as building sites without variances from lot size requirements under the following provisions:

SECTION 4. Chapter 10 (Zoning), Section 1027 (Landscape, Screening and Tree Preservation), of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text and delete provisions shown with a line through the text as follows:

1027.03: REQUIRED LANDSCAPING: (Ord. 2003-05); (Ord. 2004-19, 8/11/04).

Subd. 2. The complement of trees fulfilling the requirements of this Section shall be not less than twenty-five (25) percent deciduous and not less than twenty-five (25) percent coniferous. (Ord. 2003-05).

3. Spacing:

   a. Plant material centers shall not be located closer than three (3) feet from a side property line or ~~twelve (12)~~ three (3) feet from a front property line and shall not be planted to conflict with public plantings, drainage and utility easements, sidewalks, trails, fences, parking areas, and driveways based on the judgment of the Zoning Administrator.

SECTION 5. Chapter 10 (Zoning), Section 1041 (General Lot and Yard Requirements), of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text and delete provisions shown with a line through the text as follows:

1041.06: GENERAL SETBACK PROVISIONS:

Subd. 4. Setbacks along Thoroughfares. Heavily used streets designated as arterials, County Roads or major collector streets by the Big Lake Comprehensive Plan have special minimum setback needs and requirements.

1. Along the following principal arterial and major arterials, the minimum principal structure setback shall be fifty (50) feet from the right-of-way

unless otherwise identified in the underlying Zoning District.

a. U.S. Highway 10 (Jefferson Boulevard)
b. State Trunk Highway 25 (Lake Street South)
c. County Road 5 (Eagle Lake Road North)

2. Along collector streets including, but not limited to the following thoroughfares, the minimum principal structure setback shall be forty-five (45) feet from the right-of-way unless otherwise identified in the underlying Zoning District.

a. County Road 43
b. County Road 73
c. County Road 81
d. Glenwood Avenue/205th Avenue (east of County Road 43)
e. Highline Drive
~~f. Eagle Lake Road South~~
f. 17nd Street NW
g. Marketplace Drive

SECTION 6. Chapter 10 (Zoning), Section 1041 (General Lot and Yard Requirements), of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text and delete provisions shown with a line through the text as follows:

1041.06: GENERAL SETBACK PROVISIONS:

Subd. 7. Wetland, Pond and Drainage way Setback. In addition to the setbacks required for principal and/or accessory structures under individual zoning districts or in other sections of this Ordinance, all structures must be set back a minimum of fifty (50) feet from the ordinary high water level or the edge of a delineated wetland (whichever is greater) of all wetlands.~~,~~ All structures must be set back a minimum of thirty (30) feet from the ordinary high water level of all ponds or drainage ways.

SECTION 7. Chapter 10 (Zoning), Section 1068 (TOD, Transit-Oriented Development District), of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text and delete provisions shown with a line through the text as follows:

1068.06: DESIGN STANDARDS:

Subd. 2. Building Facades.

c. The main entrance of any building shall face the street. The main entrance shall not be set back more than fifteen~~-five~~ (15) feet from the front property line, unless a public seating area or plaza is

provided in front of the building.

SECTION 8. Chapter 10 (Zoning), Section 1011 (Planned Unit Developments (PUD)), of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text and delete provisions shown with a line through the text as follows:

1011.09: CONCEPT PUD PLAN PROCEDURE: The general processing steps for a PUD are intended to provide for an orderly development and progressions of the project with the greatest expenditure of developmental funds being made only after the City has had ample opportunity for informed decisions as to the acceptability of the various segments of the whole as the plan affects the public interest. The process for filing a Planned Unit Development (PUD) is outlined below:

Subd. 3. Concept PUD Plan. The applicant shall submit a Concept PUD Plan of the project to the Zoning Administrator. The Concept PUD Plan provides an opportunity for the applicant to submit a plan to the City showing the basic intent and the general nature of the entire development before incurring substantial cost. ~~The Concept PUD Plan serves as the basis for the public hearing so that the proposal may be publicly considered at an early stage.~~ The following elements of the proposed Concept PUD Plan represent the immediately significant elements which the City shall review and for which a decision shall be rendered:

SECTION 9. Chapter 10 (Zoning), Section 1005 (Appeals), of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text and delete provisions shown with a line through the text as follows:

1005.06: APPEALS FROM THE BOARD OF ADJUSTMENT AND APPEALS: All decisions made by the City regarding zoning shall be final, except any person or persons, any private or public board, or taxpayer of the City aggrieved by any decision of the Board of Adjustment and Appeals shall have the right to ~~seek review of the decision~~ appeal within thirty (30) days after delivery of the decision to the appellant, with a court of record in the manner provided by the laws of the State of Minnesota, and particularly Minnesota Statutes, Chapter 462, as such statutes may be from time to time amended, supplemented or replaced. Any person seeking judicial review under this ordinance must serve the City and all necessary parties, including any landowners, within the 30-day period defined above.

SECTION 10. This Ordinance shall be effective following its passage and summary publication.

Adopted by the Big Lake City Council this XX day of _____, 2020.

CITY OF BIG LAKE

_____

Mayor Mike Wallen

Attest:

_____

City Clerk Gina Wolbeck

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

STATE OF MINNESOTA)
) SS.
COUNTY OF SHERBURNE)

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

_____

Notary Public

Sara Roman, AICP

From: Sara Woolf <SWoolf@Biglakemn.org>
Sent: Thursday, February 27, 2020 10:33 AM
To: Sara Roman, AICP
Subject: FW: Typo in my "Housekeeping Ordinance"
Attachments: IMG_0251.jpg

From: Mike Healy [mhealy@southstpaul.org]
Sent: Wednesday, February 26, 2020 11:15 AM
To: Sara Woolf
Cc: Hanna Klimmek
Subject: Typo in my "Housekeeping Ordinance"

Hey Sara,

So I have been informally "keeping an eye on" all of the half-finished planning items that I bequeathed to you (gotta protect my legacy!!!!!). I was looking at your last Planning Commission packet and I noticed I had a typo in my housekeeping ordinance that undermines one of the things that I was trying to fix:

- I was trying to fix the section that talks about extra setbacks for arterial and collector roads. My typo basically keeps it from being fixed.

- The issue is that there is a list of affected collector roads but then the Code ALSO seems to say that roads that are called collectors in the Big Lake comprehensive plan should also have extra setback requirements. Many of the roads called collectors in the comp plan should not have extra setback requirements.

- I forgot to amend the section that talks about the comprehensive plan or to amend the collector street list to be "limited to" just the listed streets.

- I would advise you to do the following to fix my typos (in red and underlined):

1041.06: GENERAL SETBACK PROVISIONS:

Subd. 4. *Setbacks along Thoroughfares. Heavily used streets designated as arterials, County Roads or major collector streets by the Big Lake Comprehensive Plan may have special minimum setback needs and requirements.*

1. Along the following principal arterial and major arterials, the minimum principal structure setback shall be fifty (50) feet from the right-of-way unless otherwise identified in the underlying Zoning District.

a. U.S. Highway 10 (Jefferson Boulevard)
b. State Trunk Highway 25 (Lake Street South)
c. County Road 5 (Eagle Lake Road North)

2. Along the following collector streets ~~including, but not limited to the following thoroughfares~~, the minimum principal structure setback shall be forty-five (45) feet from the right-of-way unless otherwise identified in the underlying Zoning District.

a. County Road 43
b. County Road 73
c. County Road 81
d. Glenwood Avenue/205th Avenue (east of County Road 43)
e. Highline Drive
~~*f. Eagle Lake Road South*~~
f. 17nd Street NW
g. Marketplace Drive

Hope all is well! I'm also including a recent baby picture for you to circulate around City Hall if you'd like.

Michael

Michael Healy
City Planner/Zoning Administrator
P (651) 554-3217
City of South St. Paul | 125 3rd Avenue North | South St. Paul, MN 55075
www.southstpaul.org

Attachment C

City of Big Lake
Ordinance No. 2020-XX

AN ORDINANCE AMENDING CHAPTER 10 (ZONING) OF THE BIG LAKE CITY CODE AMENDING SECTION 1025 (FENCES) TO CLARIFY LANGUAGE REGARDING FENCES AND DOUBLE-FRONTAGE LOTS, AMENDING SECTION 1026 (GRADING, FILLING AND EXCAVATING) TO RECTIFY CODE INCONSISTENCIES, AMENDING SECTION 1049 (R-5, RESIDENTIAL REDEVELOPMENT DISTRICT) TO CORRECT TWO ERRORS, AMENDING SECTION 1027 (LANDSCAPE, SCREENING AND TREE PRESERVATION) TO CORRECT AN INCONSISTENCY REGARDING LANDSCAPE SETBACKS, AMENDING SECTION 1041 (GENERAL LOT AND YARD REQUIREMENTS) TO CLARIFY LANGUAGE REGARDING SETBACKS FROM MAJOR ROADS AND POND AND DRAINAGE WAY SETBACKS, AMENDING SECTION 1068 (TOD, TRANSIT-ORIENTED DEVELOPMENT DISTRICT) TO REMOVE AN INCONSISTENCY RELATED TO MAIN ENTRANCE SETBACKS, AMENDING SECTION 1011 (PLANNED UNIT DEVELOPMENTS (PUD)) TO CORRECT AN INCONSISTENCY RELATING TO PUBLIC HEARINGS FOR THE CONCEPT PUD PLAN, AND AMENDING SECTION 1005 (APPEALS) TO STATE A TIME LIMIT FOR APPEALS FROM THE BOARD OF ADJUSTMENT AND APPEALS

THE CITY COUNCIL OF BIG LAKE ORDAINS:

SECTION 1. Chapter 10 (Zoning), Section 1025 (Fences), of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text and delete provisions shown with a line through the text as follows:

SECTION 1025 – FENCES

Subd. 5. Special Provisions

2. ~~When two corner lots are juxtaposed, a six (6) foot opaque fence may be constructed at a distance of fifteen (15) feet from the shared property line.~~

3. On double frontage lots <u>and corner lots</u>, the front yard that has no access may have a fence that is less than 75% open to the passage of air and light, up to six (6) feet tall, at a distance of five (5) feet from the property line. <u>On a corner lot, said fence may not extend beyond the front corner of the principal building.</u>

SECTION 2. Chapter 10 (Zoning), Section 1026 (Grading, Filling and Excavating), of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text and delete provisions shown with a line through the text as follows:

1026.01: PERMIT REQUIRED:

Subd. 1. Except for City land grading, filling and excavating operations, and in cases where a grading and drainage plan for a private development has been approved as part of a subdivision or other development plan approved by the City, or as may be otherwise stipulated by this Ordinance, any person who proposes to add landfill or extract sand, gravel, black dirt, or other natural material from the land or grade land shall apply for a land alteration permit as specified below:

Cubic Yards of Landfill or Land to be Excavated/Graded	**Permit Requirement**
1 to 50 cubic yards	~~MPCA Storm Water Permit /~~ No City Permit unless in Shore or Bluff Impact Zone
50 – 250 cubic yards	MPCA Storm Water Permit and Administrative land alteration permit as provided in Section 1003 of this Ordinance
Greater than 250 cubic yards	MPCA Storm Water Permit and Interim Use Permit as provided in Section 1010 of this Ordinance

1026.04: ISSUANCE OF PERMIT: Upon receiving information and reports from the City staff and other applicable agencies, as applicable, a public hearing shall be scheduled before the Planning Commission which shall forward a recommendation to the City Council. The City Council shall take formal action on the application and as to whether, and when, and under what conditions such permit for a landfill or excavation/grading activity is to be issued to the applicant.

SECTION 3. Chapter 10 (Zoning), Section 1049 (R-5, Residential Redevelopment District), of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text and delete provisions shown with a line through the text as follows:

SECTION 1049 – R-5, RESIDENTIAL REDEVELOPMENT DISTRICT

Subd. 6. Single Family Lot Standards – New Subdivision. The following minimum requirements shall be observed in the R-5 District for new lots, platted after July 20, 2002 (effective date of Ordinance), subject to additional requirements, exceptions and modifications set forth in this Ordinance. (Ord. 2003-05).

Minimum Lot Area Riparian Lot	12,000 square feet
Minimum Lot Area Non-Riparian Lot	10,000 square feet.
Minimum Lot Width	75 feet
Front Yard Setback	25 feet

Rear Yard Setback	25 feet
Side Yard Setback	10 feet
~~Maximum Impervious Surface~~	~~25 percent~~

1049.08: CONSTRUCTION ON SUBSTANDARD LOTS OF RECORD.

Subd. 1. Lots of record in the office of the Sherburne County Recorder on or before October 29, 1985 that do not meet the requirements of Section 1049.07, (Lot Area, Height and Setback Requirements), Subd. 6, (Single Family Lot Standards- New Subdivision ~~Single Family Lot Standards – Existing Lots of Record~~), may be allowed as building sites without variances from lot size requirements under the following provisions:

SECTION 4. Chapter 10 (Zoning), Section 1027 (Landscape, Screening and Tree Preservation), of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text and delete provisions shown with a line through the text as follows:

1027.03: REQUIRED LANDSCAPING: (Ord. 2003-05); (Ord. 2004-19, 8/11/04).

Subd. 2. The complement of trees fulfilling the requirements of this Section shall be not less than twenty-five (25) percent deciduous and not less than twenty-five (25) percent coniferous. (Ord. 2003-05).

3. Spacing:

a. Plant material centers shall not be located closer than three (3) feet from a side property line or ~~twelve (12)~~ three (3) feet from a front property line and shall not be planted to conflict with public plantings, drainage and utility easements, sidewalks, trails, fences, parking areas, and driveways based on the judgment of the Zoning Administrator.

SECTION 5. Chapter 10 (Zoning), Section 1041 (General Lot and Yard Requirements), of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text and delete provisions shown with a line through the text as follows:

1041.06: GENERAL SETBACK PROVISIONS:

Subd. 4. Setbacks along Thoroughfares. Heavily used streets designated as arterials, County Roads or major collector streets by the Big Lake Comprehensive Plan may have special minimum setback needs and requirements.

1. Along the following principal arterial and major arterials, the minimum principal structure setback shall be fifty (50) feet from the right-of-way unless otherwise identified in the underlying Zoning District.

a. U.S. Highway 10 (Jefferson Boulevard)
b. State Trunk Highway 25 (Lake Street South)
c. County Road 5 (Eagle Lake Road North)

2. Along the following collector streets ~~including, but not limited to the following thoroughfares~~, the minimum principal structure setback shall be forty-five (45) feet from the right-of-way unless otherwise identified in the underlying Zoning District.

a. County Road 43
b. County Road 73
c. County Road 81
d. Glenwood Avenue/205th Avenue (east of County Road 43)
e. Highline Drive
~~f. Eagle Lake Road South~~
f. 172nd Street NW
g. Marketplace Drive

SECTION 6. Chapter 10 (Zoning), Section 1041 (General Lot and Yard Requirements), of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text and delete provisions shown with a line through the text as follows:

1041.06: GENERAL SETBACK PROVISIONS:

Subd. 7. Wetland, Pond and Drainage way Setback. In addition to the setbacks required for principal and/or accessory structures under individual zoning districts or in other sections of this Ordinance, all structures must be set back a minimum of fifty (50) feet from the ordinary high water level or the edge of a delineated wetland (whichever is greater) of all wetlands.~~,~~ All structures must be set back a minimum of thirty (30) feet from the ordinary high water level of all ponds or drainage ways.

SECTION 7. Chapter 10 (Zoning), Section 1068 (TOD, Transit-Oriented Development District), of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text and delete provisions shown with a line through the text as follows:

1068.06: DESIGN STANDARDS:

Subd. 2. Building Facades.

c. The main entrance of any building shall face the street. The main entrance shall not be set back more than fifteen ~~five~~ (15) feet from the front property line, unless a public seating area or plaza is provided in front of the building.

SECTION 8. Chapter 10 (Zoning), Section 1011 (Planned Unit Developments (PUD)), of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text and delete provisions shown with a line through the text as follows:

1011.09: CONCEPT PUD PLAN PROCEDURE: The general processing steps for a PUD are intended to provide for an orderly development and progressions of the project with the greatest expenditure of developmental funds being made only after the City has had ample opportunity for informed decisions as to the acceptability of the various segments of the whole as the plan affects the public interest. The process for filing a Planned Unit Development (PUD) is outlined below:

Subd. 3. Concept PUD Plan. The applicant shall submit a Concept PUD Plan of the project to the Zoning Administrator. The Concept PUD Plan provides an opportunity for the applicant to submit a plan to the City showing the basic intent and the general nature of the entire development before incurring substantial cost. ~~The Concept PUD Plan serves as the basis for the public hearing so that the proposal may be publicly considered at an early stage.~~ The following elements of the proposed Concept PUD Plan represent the immediately significant elements which the City shall review and for which a decision shall be rendered:

SECTION 9. Chapter 10 (Zoning), Section 1005 (Appeals), of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text and delete provisions shown with a line through the text as follows:

1005.06: APPEALS FROM THE BOARD OF ADJUSTMENT AND APPEALS: <u>All decisions made by the City regarding zoning shall be final, except</u> any person or persons, any private or public board, or taxpayer of the City aggrieved by any decision of the Board of Adjustment and Appeals shall have the right to ~~seek review of the decision~~ <u>appeal within thirty (30) days after delivery of the decision to the appellant,</u> with a court of record in the manner provided by the laws of the State of Minnesota, and particularly Minnesota Statutes, Chapter 462, as such statutes may be from time to time amended, supplemented or replaced. <u>Any person seeking judicial review under this ordinance must serve the City and all necessary parties, including any landowners, within the 30-day period defined above.</u>

SECTION 10. This Ordinance shall be effective following its passage and summary publication.

Adopted by the Big Lake City Council this 25th day of March, 2020.

CITY OF BIG LAKE

_____

Mayor Mike Wallen

Attest:

_____

City Clerk Gina Wolbeck

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

STATE OF MINNESOTA)
) SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this ___ day of March, 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

Attachment D

CITY OF BIG LAKE
MINNESOTA

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on Wednesday, March 25, 2020. The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

BIG LAKE CITY COUNCIL
RESOLUTION NO. 2020-XX

RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO. 2020-XX AMENDING CHAPTER 10 (ZONING) OF THE BIG LAKE CITY CODE AMENDING SECTION 1025 (FENCES) TO CLARIFY LANGUAGE REGARDING FENCES AND DOUBLE-FRONTAGE LOTS, AMENDING SECTION 1026 (GRADING, FILLING AND EXCAVATING) TO RECTIFY CODE INCONSISTENCIES, AMENDING SECTION 1049 (R-5, RESIDENTIAL REDEVELOPMENT DISTRICT) TO CORRECT TWO ERRORS, AMENDING SECTION 1027 (LANDSCAPE, SCREENING AND TREE PRESERVATION) TO CORRECT AN INCONSISTENCY REGARDING LANDSCAPE SETBACKS, AMENDING SECTION 1041 (GENERAL LOT AND YARD REQUIREMENTS) TO CLARIFY LANGUAGE REGARDING SETBACKS FROM MAJOR ROADS AND POND AND DRAINAGE WAY SETBACKS, AMENDING SECTION 1068 (TOD, TRANSIT-ORIENTED DEVELOPMENT DISTRICT) TO REMOVE AN INCONSISTENCY RELATED TO MAIN ENTRANCE SETBACKS, AMENDING SECTION 1011 (PLANNED UNIT DEVELOPMENTS (PUD)) TO CORRECT AN INCONSISTENCY RELATING TO PUBLIC HEARINGS FOR THE CONCEPT PUD PLAN, AND AMENDING SECTION 1005 (APPEALS) TO STATE A TIME LIMIT FOR APPEALS FROM THE BOARD OF ADJUSTMENT AND APPEALS

WHEREAS, the City Council has adopted an ordinance amendment; and that amendment modifies language found within the zoning code to amend errors found in the code; and

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

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

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

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

The Big Lake City Code is amended to cleanup 'housekeeping" issues with the Big Lake City Code. Modifications include amendments to Sections 1005 (Appeals), 1025 (Fences), 1026 (Grading, Filling and Excavating), 1049 (R-5, Residential Redevelopment District), 1027 (Landscape, Screening and Tree Preservation), 1041 (General Lot and Yard Requirements), 1068 (TOD, Transit-Oriented Development District), and 1011 (Planned Unit Developments). A printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

Adopted by the Big Lake City Council this March 25, 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 North Lake Street
Big Lake, MN 55309

STATE OF MINNESOTA)
) SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this _____day of March 25, 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

Attachment E

ECM Publishers, Inc.

-Public Notice Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully if changes are needed, please contact us prior to deadline at
Cambridge (763) 691-6000 or email at publicnotice@ecm-inc.com

Date: 02/13/20

Account #: 388115
Customer: CITY BIG LAKE ~

Address: 160 LAKE STREET N
BIG LAKE

Telephone: (763) 263-2107
Fax: (763) 263-0133

Ad ID: 1022941
Copy LIne: Ordinance Amend-PH

PO Number:
Start: 02/22/20
Stop: 02/22/2020
Total Cost: $85.50
# of Lines: 82
Total Depth: 9.111
# of Inserts: 1
Ad Class: 150
Phone # (763) 691-6000
Email: publicnotice@ecm-inc.com
Rep No: CA700

Contract-Gross

Publications:
Star News

Ad Proof

Enlarged

CITY OF BIG LAKE
NOTICE OF PUBLIC HEARING FOR ORDINANCE AMENDMENT

You are hereby notified that the Big Lake Planning Commission will hold a public hearing to consider an ordinance amendment. The public hearing will be held in the Big Lake City Hall Council Chambers located at 160 Lake Street North on Wednesday, March 4, 2020, at or about 6:30 p.m.

Applicant:
City of Big Lake
160 Lake Street N
Big Lake MN 55309

Cities periodically undertake housekeeping ordinance amendments primarily to address three issues: accidental code inconsistencies, unclear code language, and errors in the code. City Planning staff have identified several sections of the City Code that need to be addressed through a housekeeping ordinance. Staff will go over the issues one by one and present a proposed solution at the public hearing. No actual substantive changes are being made to the Code with a housekeeping ordinance.

The Big Lake Planning Commission will formally review the proposed modifications to the zoning ordinance and will make a recommendation to the City Council.

Housekeeping Item #1: Unclear Language in Fence Ordinance Concerning Double-Frontage Lots

Housekeeping Item #2: Code Inconsistency Regarding Grading, Filling, and Excavating

Housekeeping Item #3: Errors in the R-5 Residential Redevelopment Zoning District Code

Housekeeping Item #4: Inconsistency Regarding Landscaping Setbacks

Housekeeping Item #5: Unclear Code Language Regarding Setbacks from Major Roads

Housekeeping Item #6: Unclear Code Rules Regarding Pond and Drainage Way Setback

Housekeeping Item #7: Inconsistent NorthStar TOD Area Setback Rules

Housekeeping Item #8: Inconsistency Relating to Public Hearings for PUD's

Housekeeping Item #9: Code Inconsistency related to Schulz v. Town of Duluth

Both oral and written comments will be considered by the Planning Commission. If you desire to be heard in reference to these matters, you should attend this hearing or submit written comments to City Hall prior to the hearing. Comments can be emailed to Consultant Planner Sara Roman at swoolf@biglakemn.org.

Sara S.W. Roman, AICP
Planning Consultant
City of Big Lake

Published in the
Star News
February 22, 2020
1022941

AGENDA ITEM

Big Lake City Council

Prepared By: *Greg Zurbey, Liquor Manager*	***Meeting Date:*** 3/25/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6J**
Item Description: *Resignation of Part-time Liquor Clerk Sue Weizel*		***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 Sue Weizel effective February 27, 2020.

BACKGROUND/DISCUSSION

Sue Weizel has given her notice as a part-time clerk from the Liquor Store. Her last shift was on February 27, 2020.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends accepting the resignation of Sue Weizel effective February 27, 2020.

ATTACHMENTS

N/A

AGENDA ITEM
Big Lake City Council

Prepared By: *Hanna Klimmek, Community Dev. Dir.*	***Meeting Date:*** 3/25/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6K**
Item Description: *Aeon Development – Resolution of Support*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *N/A*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a Resolution of Support for Aeon to submit two Low Income Housing Tax Credit applications to Minnesota Housing Finance Agency; one for a 55-unit apartment building for families, and one for a 70-unit apartment building for seniors 55+.

BACKGROUND/DISCUSSION

Nearly three years ago, on May 5, 2017, City Staff met with Aeon to participate in a scheduled design charrette for an anticipated Big Lake project. They were interested in a 6.14 acre parcel located contiguously south of the Northstar Commuter Rail off of Station Street, owned by the First National Bank of Elk River. Aeon's interest in Big Lake was induced by the housing study, which was updated in 2016, showing a great need for multi-family and senior rental housing. During the May 5th meeting, Aeon decided to follow through with a tax credit application to MN Housing, and in June of 2017 obtained a Resolution of Support from the City of Big Lake for their submittal. The application was to obtain tax credits for a three-story, multi-family rental building that included 54 units serving families with children with incomes between $35,000 and $75,000. Aeon was not chosen by MN Housing for this 1st round submission.

Project Manager, Leslie Roering, was provided the "go-ahead" by Aeon Leadership to continue with the land acquisition process, and Aeon Big Lake Station, LLC gained site control of the 6.14 acre parcel in December of 2017. Aeon has submitted tax credit applications each year without success.

Ms. Roering is now putting together a fourth tax credit application to MN Housing and will submit in June of 2020, which will include not only the 55-unit structure, but also a 70-unit apartment building for senior's age 55+.

Aeon has decided to not only continue to pursue financing for the 55-unit structure, but to also start pursuing momentum for Phase II, which has the potential to be constructed simultaneously with Phase I. The project concept for Phase II is proposed as a four-story, 70-unit apartment building for senior's age 55+. The building will have a mix of 1 and 2 bedroom apartments with amenities; amenities can include a community room, fitness area, library, or even a salon. Programming for the amenities have not been decided on at this time. Rent for a 1-bedroom will be approximately $885 and approximately $1061 for a 2-bedroom; serving households at 50% of area median income. The project will have underground parking, with surface parking for staff and guests.

If all financing falls into place, the estimated commencement of both the affordable family building and senior building will be in summer of 2021 with an estimated completion in summer of 2022.

Aeon will need a Resolution of Support from the City of Big Lake, for both buildings, in order to submit a complete application to MN Housing.

The City of Big Lake currently has a 0.5% vacancy rate for senior housing. This is considered to be a very unhealthy rate for a community. Essentially, there is no available housing dedicated to senior living. Seniors are experiencing hardships due to the increased cost of housing and healthcare. According to Minnesota Housing Partnership (mhponline.org), from 2000-2017, the median rent in Sherburne County increased by 19%, while Social Security only slightly raised with the annual cost-of-living adjustments. The number of seniors will rise dramatically over the next several years. The growth of individual seniors by 2035 in Sherburne County is 179%. Seniors will make up 24% of the population by 2035. The proposed 70-unit, senior living apartment building will allow the Big Lake senior community to remain in a community that has been their home for generations. It will also allow parents and grandparents to move closer to their loved ones.

Aeon, born in 1986, is a mission-driven, nonprofit provider of quality apartment homes for low-and-moderate-income individuals and families. Currently, Aeon manages nearly 5,600 housing units in the Twin Cities metropolitan area. Big Lake will be Aeon's first venture into Greater MN and hope to continue development ventures outside of the metropolitan area. Comparable cities that Aeon has partnerships in are Ramsey and Chaska. With over 30 years of experience in affordable housing development, Aeon has acquired a reputation for innovation in affordable housing by both local and national recognition.

Big Lake Police Chief, Joel Scharf, reached out to the Chaska Police Chief for comments regarding their relationship with Aeon. Chief Knight described Aeon as "very well managed," "a quality, stand-up organization," and "committed to what they do." He also mentioned to Chief Scharf that Aeon's Phase II in Chaska was easily approved due to their great working relationship with the City.

Two years ago, city Staff reached out to Assistant City Administrator of Ramsey, Patrick Brama, for comment as Aeon was newly constructing a multi-family apartment building there. His reply was as follows, "the project in Ramsey is located in the COR, near the Ramsey rail station, and includes two phases. The first phase, a 54-unit workforce housing apartment complex, is under construction now. The second phase, which is estimated to be roughly the same size, is anticipated for construction in 2019/2020. Ramsey began working with Aeon in 2016. Aeon staff, and Aeon's contractors have been very professional, always responsive, and reasonable to work with to-date."

The Big Lake EDA discussed this item during their March 2, 2020 meeting and are recommending the City Council approval a Resolution of Support.

FINANCIAL IMPACT

$0.00

STAFF RECOMMENDATION

Consider and approve a Resolution of Support for Aeon to submit two tax credit applications to MN Housing Finance Agency; one for a 55-unit apartment building for families, and one for a 70-unit apartment building for seniors 55+.

ATTACHMENTS

Resolution of Support

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, March 25, 2020. The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

CITY OF BIG LAKE
RESOLUTION NO. 2020-XX

A RESOLUTION OF SUPPORT FOR AEON

WHEREAS, Aeon has approached the City of Big Lake regarding a proposal to develop affordable housing near the Northstar Commuter Train Station; and

WHEREAS, the City of Big Lake is committed through policy statements in its Comprehensive Plan, to provide a variety of housing types for residents; and

WHEREAS, there is a locally identified need for affordable housing and such housing is in short supply in the local housing market; and

WHEREAS, the City recognizes a percentage of mass transit users are individuals who live in affordable housing; and

WHEREAS, the site Aeon is interested in developing, Outlot A, is located within a walkable distance from train station; and

WHEREAS, the Outlot is currently zoned as Agricultural and is included in the Transit Oriented District (TOD) as identified in the Comprehensive Plan. Townhomes and apartment buildings are common buildings within this zoning district; and

WHEREAS, the site, Outlot A, will be subdivided into two affordable housing projects meeting the identified need of affordable housing for families and seniors; and

WHEREAS, Aeon is seeking support from the City of Big Lake in making this project a reality by working together for the benefit of its Section 42 Tax Credit applications which are to be submitted to Minnesota Housing Finance Agency.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake that it hereby approves this resolution supporting Aeon's applications to Minnesota Housing for financing to construct a family housing development and a senior housing development.

Adopted by the Big Lake City Council this 25th day of March, 2020.

_____

Mayor Mike Wallen

Attest:

_____

Gina Wolbeck, City Clerk

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

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

STATE OF MINNESOTA)
)SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this ___ day of March, 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: *Layne R. Otteson P.E. DPW/CE* *PW20-014*	***Meeting Date:*** 3/25/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6L**

Item Description: *Resignation of Part-time Public Works employee Dan Thiele*	***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 Part-time Public Works employee Dan Thiele effective March 13, 2020.

BACKGROUND/DISCUSSION

Staff received resignation from Part-time Public Works employee Dan Thiele. He has worked as a Part-time employee for three summers as a mower.

FINANCIAL IMPACT

This is a budgeted position. Filling the position is subject to needs of the Department at this time.

STAFF RECOMMENDATION

Staff recommends accepting the resignation of Dan Thiele.

ATTACHMENTS

N/A

AGENDA ITEM

Big Lake City Council

Prepared By: *Gina Wolbeck, City Clerk*	***Meeting Date:*** 3/25/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6M**
Item Description: *2020 Consumption and Display Permit Renewal for the Carousell Works*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *N/A*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a Resolution approving the 2020 Consumption and Display Permit renewal for the Carousell Works.

BACKGROUND/DISCUSSION

The Consumption and Display permit for the Carousell Works (160 Lake Street North) will expire on March 31, 2020. The owner of the establishment, Diane Jacobsen has submitted the required documentation for the City to process the renewal request.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends approval of a Resolution approving the 2020 Consumption and Display renewal for the Carousell Works.

ATTACHMENTS

Resolution

CITY OF BIG LAKE
MINNESOTA

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, on Wednesday, March 25, 2020. The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

CITY OF BIG LAKE
RESOLUTION NO. 2020-XX

A RESOLUTION APPROVING CONSUMPTION AND DISPLAY PERMIT FOR THE CAROUSELL WORKS

WHEREAS, the City of Big Lake (the "City") has historically renewed a Consumption and Display Permit upon submittal of application by Diane Jacobsen, owner of the Carousell Works; and

WHEREAS, the Consumption and Display Permit for the Carousell Works will expire on March 31, 2020.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, that the Consumption and Display Permit for Carousell Works for the period of April 1, 2020 through March 31, 2021 is hereby approved.

Adopted by the Big Lake City Council this 25th day of March, 2020.

_____
Mayor Mike Wallen

Attest:

_____
Gina Wolbeck, City Clerk

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

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

STATE OF MINNESOTA)
)SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this ___ day of March, 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

Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street
St Paul , Minnesota 55101
651-201-7507

RENEWAL OF CONSUMPTION AND DISPLAY PERMIT
Permit Fee $250 (Renewal Date: April 1)

Iden: 5600 License Code: CDPBL Business Phone: 7632637779

Jacobsen, Bruce & Diane
DBA: Carousell Works
160 Lake St N/Box 87
Big Lake, MN 55309

IF NAME AND ADDRESS SHOWN ARE NOT CORRECT, MAKE CHANGES BELOW

Worker's Comp. Ins. Name No Employees Policy No. Policy Period

City/County where permit approved Big Lake, Sherburne

Licensee Name Diane Jacobsen

Address, City, State, Zip 160 Lake St N. PO Box 87, Big Lake, MN 55309

Business Phone 763-263-7779 Email carousel@sherbtel.net

By signing this renewal application, applicant certifies that there has been no change in ownership, corporate officers, bylaws, membership, partners, home addresses, or telephone numbers. If changes have occurred during the past 12 months, please give details on the back of this renewal, then sign below.
Applicant's signature on this renewal confirms the following:
Failure to report any of the following will result in fines.
1. Applicant confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
2. Applicant confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
3. Applicant confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on the back of this renewal, then sign below.
4. Applicant confirms that workers compensation insurance is in effect for the full license period.
5. Applicant confirms, no club on-sale intoxicating liquor license is held.
6. Applicant confirms business premises are separate from any other business establishment.

Additional information to be provided as is necessary

✓ - Indicate (on back of page) changes of corporate officers, partners, home addresses or telephone numbers:
- Report (on back of page) details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):
- Report(on back of page)any license rejections or revocations:
- City/County Comments:

Diane Jacobsen March 18, 2020

Licensee Signature Date
(Signature certifies all application information to be correct and permit has been approved by city/county.)

City Clerk/County Signature Date
(Signature certifies that a consumptions and display permit has been approved by the city/county as stated above.)

MAKE CHECKS PAYABLE TO: DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT AND RETURN WITH APPLICATION.

Amount Received

Bruce Jacobsen
18885-218th Ave
Big Lake, MN 55309

Passed away March 9, 2019

AGENDA ITEM

Big Lake City Council

Prepared By: *Sara S.W. Roman, AICP, Consultant Planner*	***Meeting Date:*** 3/25/2020	***Item No.*** **7A**
Item Description: *Conditional Use Permit to Permit Catering and liquor on-sale at 321 Country Road 43 N (PID 65-020-3213)*	***Reviewed By:*** *Hanna Klimmek, EDFP, Community Development Director*	
	Reviewed By: *Clay Wilfahrt, City Administrator*	

60-DAY REVIEW DEADLINE: March 31, 2020

ACTION REQUESTED

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

1. **A Resolution approving a Conditional Use Permit to allow catering and liquor on-sale uses at 321 County Road 43 NW.**
2. **Authorizing the City Engineer and City Attorney to draft and finalize a Sidewalk Easement Agreement for 321 Country Road 43 NW prior to signature.**

BACKGROUND/DISCUSSION

APPLICATION:
Gerrath Properties, LLC has submitted a development application for a Conditional Use Permit on behalf of the applicant, Style Catering. The request is for a catering business and on-sale liquor at 321 County Road 43 N (PID 65-020-3213).

Catering and liquor on-sale are allowed in the B-3 General Business zoning district but a Conditional Use Permit is required. If granted the CUP, the catering business intends to obtain a liquor license from the State of Minnesota. There will be no sales or serving of liquor at the business location, and the applicant is not proposing any modifications to the site or exterior of the existing building where the catering service will be located. Liquor on-sale is only allowed conditionally as accessory to a restaurant.

PLANNING COMMISSION PUBLIC HEARING:

The Planning Commission reviewed the application for a conditional use permit at their regularly scheduled meeting on March 4, 2020. Other than the applicant, no one from the public was present to speak on this item. No written comments were received.

The Planning Commission discussed the overall project and noted their general support. The Commission passed a motion recommending approval with a 6-0 vote. They recommended approval with Staff's proposed conditions.

BACKGROUND:
The existing building and on-site parking were constructed in 1980. The building was remodeled in 2014 and has served several uses over the years, including a prior use as a cafe, and currently has vacant tenant space. The building houses Evolution Tae Kwon Do which comprises approximately 1,300 square feet. The building also includes common areas and two shared ADA bathrooms. The catering business is proposed to comprise another 1,360 square feet.

PROPOSED DEVELOPMENT:
The applicant is proposing to use a portion of a space within the existing building at 321 County Road 43 N for a catering business. This business will use the space within the building for cooking and office purposes only and will not serve patrons at this location. However, the proposed space will include a small area for customer consultations. In addition, the liquor sales proposed will only occur off-site. The applicant intends to offer liquor for sale at events they cater and will not sell liquor directly to consumers from this location. The applicant will seek a permit for liquor sales with the state of Minnesota, as required by state law.

The applicant is not proposing any exterior improvements to the existing structure on site. Due to this, the City of Big Lake waived the site plan requirement for this CUP. However, the site is still required to adhere to the standards found in the City Code.

Conditional Use Standards for Restaurant (Convenience (fast food), drive-in, special event and catering) and Liquor on-sale when accessory to a restaurant or tavern.

Both of the uses proposed by Style Catering are a conditional use in the B-3 district. The Conditional Uses section of the code reads:

> ***Subd. 22.*** *Liquor on-sale when accessory to a restaurant or tavern.*
>
> ***Subd. 41.*** *Restaurant (convenience (fast food), drive-in, special event and catering) provided that:*
> 1. *Street Access. The establishment must have access to a street sufficient to accommodate traffic generated by the use.*
> 2. *A proposed restaurant shall be specifically identified as fast food or general restaurant.*
> 3. *Where possible, all outside parking spaces shall be located to the side and/or rear of the restaurant.*

The conditions outlined for a catering use are deemed to be satisfied by Planning staff. The site, as it exists today, has access from two curb cuts: one on Minnesota Avenue East and one on Country Road 43 North. The proposed restaurant is to be specifically identified as a general restaurant for the purposes of this CUP. However, the applicant has noted that the restaurant will not serve patrons from this facility. The parking layout on site is not proposed to be changed, but is currently located in the rear of the building.

PERFORMANCE STANDARDS:
Section 1007.05 of the City Code lays out general performance standards for any proposed Conditional Use Permit request. The following are applicable for this site and proposed use:

- Adequate off-street parking and off-street loading shall be provided in compliance with Section 1030 (Off-Street Parking and Loading) of this Ordinance.

- If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.

Parking:

35 parking stalls exist on site today. Staff has used best judgement to determine appropriate parking for this site, however neither use is specifically listed in the Parking Ordinance. The Big Lake Parking Ordinance states the following parking requirements for restaurant uses:

> ***Subd. 25.*** *Restaurants, Cafes, Private Clubs Serving Food and/or Drinks, Bars, Taverns, Night Clubs. At least one (1) space for each forty (40) square feet of gross floor area of dining and bar area and one (1) space for each eighty (80) square feet of kitchen area.*

The applicant has indicated that no dining or bar area is proposed, and so the entire 1360 square feet of proposed area would be calculated as kitchen area, resulting in the need for 17 spaces. However, staff believes that the actual need for parking spaces falls well below 17 spaces. A use that may be more comparable would be a convenience foot takeout/delivery establishment which requires at least 1 off-street parking space for each 200 square feet of floor area, or 7 parking spaces. For the purposes of this CUP, staff has used this calculation.

The parking ordinance does not directly define a parking requirement for a taekwondo studio. Studio-style facilities such as dance/ballet, yoga, martial arts and fitness studios have different parking needs than either a private health club or a recreational court, which are the two uses most similar in the city code. A Private Health Club would require 1 stall for every 300 square feet of floor area and a Recreational Court, including such uses as basketball, volleyball, squash, handball, and other similar uses, would require 1 space per each 3 patrons based on the maximum occupancy (court and spectator areas), plus such spaces required for affiliated uses such as, but not limited to, restaurant, bar, pro shop and the other similar uses. The Planning Commission may recommend that staff determine the parking based on the maximum occupancy of a Recreational Court if desired.

As proposed, staff believes site has ample existing parking to accommodate the catering use:

-Parking Requirements-		
Use Square Footage	**Requirement**	**#**
1,360 Convenience Food Takeout/Delivery Establishment	1 stall for every 200 square feet of floor area	6.8
1,360 Private Health Clubs - Taekwondo Studio Or Approximate patrons based on the maximum occupancy	1 stall for every 300 square feet of floor area	4.5 TBD if requested
	Total Required	12
	Total Existing	35

If the City Council is concerned that parking requirements are not being accurately calculated, they should decide on the required parking. Uses not specifically mentioned in the parking ordinance shall be determined on an individual basis by the City Council. Factors to be considered in such determination must include (without limitation) national parking standards, parking standards for similar businesses or land uses, size of building, type of use, number of employees, expected volume and turnover of customer traffic and expected frequency and number of delivery or service vehicles. The Planning Commission did not provide a recommendation to review parking and felt existing parking on site was enough.

The City Council may also consider joint use of parking, where one or more businesses provide off-street parking less than the sum of the total required for each business due to factors such as nighttime or Sunday uses. This allows business to "share" one parking space between two or more uses. If the City Council wishes to see shared parking used on this site, the City Council will need to approve a Conditional Use Permit for joint use of off-street parking facilities upon a recommendation from Planning Commission. This may be a good option as the taekwondo studio is primarily utilized for classes on evenings (after 2:00pm) during the weekdays.

Pedestrian Circulation System:

A trail exists along the eastern property line of the property. This trail is part of the larger Safe Routes to School network. The City of Big Lake participated in a MnDOT-funded Safe Routes to School (SRTS) program in 2015. The purpose of the program was to identify factors that prevent school-aged children from walking and biking to school. Each of the city's three schools was included in the study. The study resulted in the creation of a SRTS plan for the Big Lake School District.

The northern property line of the subject property is also included in the Safe Routes to School plan. This portion is one of the last remaining developed areas that lacks a sidewalk within 1 mile of a school. As such, planning staff is asking that the applicant dedicate a portion of the northern property line to the City of Big Lake for a future sidewalk.

Conditional Use Permit Considerations

Per City Code, the judgment of the City Council with regard to the application shall be based upon (but not limited to) the following factors:

a. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the objectives of the Comprehensive Plan, including public facilities and capital improvement plans.

   The comprehensive plan guides this area for business uses. Staff believes that it is appropriate for a catering business with liquor permit to at this location. This use is currently allowed by with a CUP.

b. The proposed action meets the purpose and intent of this Ordinance and the intent of the underlying zoning district.

   The B-3 zoning district permits restaurants by right. Staff believes that the purpose and intent of the ordinance and the underlying zoning district is in no way compromised by the proposed use of catering with liquor sales.

c. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.

The site is currently served by existing public services and will not overburden the City's service capacity.

d. There is an adequate buffer yard or transition provided between potentially incompatible uses or districts.

The proposed use is adjacent to two existing businesses that house compatible business uses. No additional transition or buffer is considered necessary. The proposed use is or will be compatible with present and future land uses of the area.

This area is intended to provide for the establishment of commercial and service activities which draw from and serve customers from the entire community or sub-region. The proposed catering business is appropriate for the area.

e. The proposed use conforms with all performance standards contained within this Ordinance.

The proposed use conforms with all performance standards contained within this Ordinance.

f. Traffic generation by the proposed use is within capabilities of streets serving the property.

Street capacity is sufficient for the traffic that will be generated by the use.

g. In addition to the above general criteria, the proposed conditional use permit meets the criteria specified for the various zoning districts outlined as follows.
(2) In Business Districts:
(a) Traffic. The proposed use will not cause traffic hazards or congestion.

No traffic hazards or congestion are anticipated as a result of the proposed use.

(b) Nearby Residences. Adjacent residentially-zoned land will not be adversely affected because of traffic generation, noise, glare, or other nuisance characteristics.

There are no nearby residentially zoned parcels.

STAFF COMMENTS:

Engineering and Public Works:
Bolton & Menk provided a comment letter for this application (See Attachment C).

Fire Department
Fire Department stated that they had no issues with the proposal.

Police Department
No comment.

FINANCIAL IMPACT
N/A

STAFF RECOMMENDATION
Staff is recommending approval of the Conditional Use Permit. A restaurant is an allowable use in the B-3 district and staff has no concern with a catering company, which is a less intensive use. Staff's recommendation of approval comes with the following conditions:

PLANNING AND ZONING CONDITIONS

1. The Conditional Use Permit's liquor on-sale approval is contingent on the Big Lake City Council approving the Conditional Use Permit to allow a restaurant (convenience (fast food), drive-in, special event and catering).

2. Liquor on-sale shall only be permitted when accessory to a restaurant or tavern. Should the restaurant use cease, the conditional use permit shall be invalidated for liquor on-sale.

3. Sidewalk easements, as reviewed and approved by the City Engineer, shall be dedicated to the city in easement documents that shall be recorded.

4. The applicant is responsible for obtaining a sign permit for any new signage. All signage must comply with the City's sign ordinance.

5. Any additions/modifications as required by the Planning Commission, City Council, City Staff, or any other individuals responsible for review of this application.

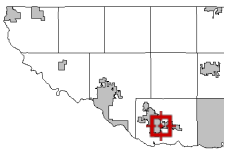
ATTACHMENTS

Attachment A	Site Location Map
Attachment B	Public Hearing Notice
Attachment C	Engineering Memo from Bolton and Menk
Attachment D	Draft Resolution approving the Conditional Use Permit

Exhibit A

Beacon™ Sherburne County, MN

Overview



Legend

- Roads
- Parcels
- Streams

Parcel ID	65-020-3213	**Alternate ID**	n/a	**Owner Address**	PO BOX 485
Sec/Twp/Rng	20-33-27	**Class**	233-Commercial Preferred		BIG LAKE MN 55309
Property Address	321 COUNTY ROAD 43 N BIG LAKE	**Acreage**	1.36		
District	BIG LAKE CITY				
Brief Tax Description	n/a (Note: Not to be used on legal documents)				

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

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

Date created: 3/18/2020
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Attachment B

ECM Publishers, Inc.

-Public Notice Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully if changes are needed, please contact us prior to deadline at
Cambridge (763) 691-6000 or email at publicnotice@ecm-inc.com

Date: 02/13/20

Account #: 388115
Customer: CITY BIG LAKE ~

Address: 160 LAKE STREET N
BIG LAKE

Telephone: (763) 263-2107
Fax: (763) 263-0133

Ad ID: 1023342
Copy LIne: Gerrath Properties-PH

PO Number:
Start: 02/20/20
Stop: 02/20/2020
Total Cost: $0.00
# of Lines: 55
Total Depth: 6.111
# of Inserts: 1
Ad Class: 150
Phone # (763) 691-6000
Email: publicnotice@ecm-inc.com
Rep No: SM700

Contract-Gross

Publications:
Monticello Times

Ad Proof

Enlarged

CITY OF BIG LAKE NOTICE OF PUBLIC HEARING FOR A CONDITIONAL USE PERMIT FOR A RESTAURANT (CATERING) AND LIQUOR ON-SALE WHEN ACCESSORY TO A RESTAURANT OR TAVERN.

You are hereby notified that the Big Lake Planning Commission will hold a public hearing in order to consider an application for a Conditional Use Permit (CUP). The public hearing will be held in the Big Lake City Council Chambers located at 160 Lake Street N., Big Lake, Minnesota on Wednesday March 4, 2020 at or about 6:30 p.m.

Applicant: Gerrath Properties, LLC (on behalf of Style Catering)

Parcel ID Number:
65-020-3213

Property Description: Property located at 321 County Road 43 N, Big Lake MN

The Applicant is proposing to open a catering business that will obtain a liquor license from the State of Minnesota. Catering and liquor on-sale are allowed in the B-3 General Business zoning district but a Conditional Use Permit is required. There will be no sales or serving of liquor at the business location. The applicant is not proposing any modifications to the site or exterior of the existing building where the catering service will be located.

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 Roman, Planning Consultant at 612-638-0227 or SWoolf@biglakemn.org.

Published in the
Monticello Times
February 20, 2020
1023342

Attachment C

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

March 13, 2020

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

RE: Style Catering CUP
City of Big Lake, Minnesota
Project No.: W18.120331

Dear Sara,

We have reviewed the revised Conditional Use Permit documents submitted for the above referenced project and have the following comments:

1. The proposed improvements shall comply with all applicable building code requirements
2. The applicant shall provide a sidewalk easement subject to the review of the City Engineer.

We recommend approval of the application contingent on the above referenced comments and those comments provided by 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\W18120307\1_Corres\C_To Others\2020-03-13 120307 Roman Style Catering Review.docx

CITY OF BIG LAKE
MINNESOTA

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on Wednesday, March 25, 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 CONDITIONAL USE PERMIT FOR GERRATH PROPERTIES LLC

WHEREAS, the City of Big Lake Planning Commission reviewed the conditional use permit application on March 4, 2020; and

WHEREAS, the Planning Commission conducted a public hearing on March 4, 2020 to consider the application; and

WHEREAS, notice of public hearing on said motion has been duly published and posted in accordance with the applicable Minnesota Statutes; and

WHEREAS, it is the recommendation of Planning Commission that the City Council approve the conditional use permit subject to the conditions identified herein; and

WHEREAS, the City Council makes the following findings of fact in support of granting approval:

A. The Legal Description of the subject property is: [To be provided by applicant]

B. The Site Location Map showing the project location within the City is attached as Exhibit A.

C. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the objectives of the Comprehensive Plan.

D. The proposed action meets the purpose and intent of this Ordinance and the intent of the underlying zoning district.

E. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.

F. There is an adequate buffer yard or transition provided between potentially incompatible uses or districts.

G. The proposed use is or will be compatible with present and future land uses of the area.

H. The proposed use will conform to all performance standards contained within this Ordinance.

I. Traffic generation by the proposed use is within capabilities of streets serving the property.

J. Nearby residentially-zoned land will not be adversely affected because of noise, smell or other nuisance characteristics associated with the accessory structures.

K. Traffic generated by this proposal is within the capabilities of site's parking and streets servicing the site.

L. The proposed use will not cause traffic hazards or congestion.

M. Adjacent residentially-zoned land will not be adversely affected because of traffic generation, noise, glare, or other nuisance characteristics.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake that it hereby approves the following Conditional Use Permits:

1) A Conditional Use Permit for the operation of a catering business with accessory liquor sales.

The conditional use permit is further subject to the following conditions and statements:

1. The Conditional Use Permit's on-sale liquor approval is contingent on the Big Lake City Council approving the Conditional Use Permit to allow a Restaurant (convenience (fast food), drive-in, special event and catering).
2. Liquor on-sale shall only be permitted when accessory to a restaurant or tavern. Should the restaurant use cease, the conditional use permit shall be invalidated for on-sale liquor.

3. Sidewalk easements, as reviewed and approved by the City Engineer, shall be dedicated to the city in easement documents that shall be recorded.

4. The Applicant is responsible for obtaining a sign permit for any new signage. All signage must comply with the City's sign ordinance.
5. Any additions/modifications as required by the Planning Commission, City Council, City Staff, or any other individuals responsible for review of this application.

Adopted by the Big Lake City Council on the 25th of March, 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.

Attachments:
Exhibit A – Site Location Map

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

STATE OF MINNESOTA)
) SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this _____ day of March, 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
GERRATH PROPERTIES LLC – SITE LOCATION MAP

Beacon™ Sherburne County, MN

Overview

Legend
- Roads
- Parcels
- Streams

Parcel ID	65-020-3213	**Alternate ID**	n/a	**Owner Address**	GERRATH PROPERTIES LLC
Sec/Twp/Rng	20-33-27	**Class**	233-Commercial Preferred		PO BOX 485
Property Address	321 COUNTY ROAD 43 N	**Acreage**	1.36		BIG LAKE MN 55309
	BIG LAKE				
District	BIG LAKE CITY				
Brief Tax Description	n/a				
	(Note: Not to be used on legal documents)				

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Date created: 2/3/2020
Last Data Uploaded: 2/3/2020 2:36:13 PM

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AGENDA ITEM
Big Lake City Council

Prepared By: *Gina Wolbeck, City Clerk*	***Meeting Date:*** 3/25/2020	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7B**
Item Description: *Monthly Department Reports*		***Reviewed By:*** *N/A*	
		Reviewed By: *N/A*	

ACTION REQUESTED

No Action Required.

BACKGROUND/DISCUSSION

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

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

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

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A