AGENDA
BIG LAKE CITY COUNCIL MEETING
COUNCIL CHAMBERS

APRIL 22, 2020
6:00 p.m.

1) CALL TO ORDER

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL

4) OPEN FORUM

5) PROPOSED AGENDA

6) CONSENT AGENDA

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

7) BUSINESS

7A. PRESENTATION - 2019 Audit Report (BerganKDV)

7B. **PUBLIC HEARING** – Bionote USA, Inc. Sign Variance

7C. Marketplace Crossing I & II Development Application– PUD Concept Plan Review

7D. Sandhill Villas Development Application – Development Stage PUD, Preliminary Plat, and Site/Building Plan Review

7E. 301 Crescent Street Development Application - Conditional Use Permit and Variance

7F. Big Lake Station Development - PUD Concept Plan Review

7G. Big Lake Car Condo's Second Addition Development Application – PUD Amendment, CUP Amendment and Preliminary Plat

7H. Wastewater Treatment Facitilty Development Application – PUD Rezoning, and Preliminary/Final Plat

7I. Liquor Store Wage Increase Extension

7J. Ordinance Amending Chapter 6 for the Regulation of Recreational and Specialty Vehicles

7K. 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 – BLEDA, BLCLA
Council Member Knier - BLBYR
Mayor Wallen - BLEDA
Council Member Zettervall

10) OTHER

11) ADJOURN

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

Public Comment/Audience Attendance at Meeting during the COVID-19 Pandemic: To submit public comment from offsite, you can do so by leaving a voicemail at 763-251-1538, emailing comment@biglakemn.org, or to participate via Zoom videoconferencing, please contact City Clerk Gina Wolbeck at 763-251-2973, or by email at gwolbeck@biglakemn.org to obtain a meeting Identification and Password. **The deadline to obtain a password to join the meeting is 4:00 p.m. the day of the meeting.** As always interested persons can watch live broadcasts of Regular Council Meetings from the City's Government Channel on Charter Channel 180, or from the City Website at https://biglake.viebit.com/?folder=ALL (live stream video is at the top of the page).

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
APRIL 22, 2020

6A. Approve List of Claims

6B. Approve Council Workshop Minutes of April 8, 2020

6C. Approve Regular Council Meeting Minutes of April 8, 2020

6D. Approve SCORE Grant Agreement for the City Compost Site

6E. Approve Detachment Resolution for Parcel No. 65-026-2015

6F. Approve Appointment of John Johansen to the Seasonal Full-Time Code Enforcement Position

6G. Approve Appointment of Lenny Rutledge to the Full-Time Building Official Position

AGENDA ITEM
Big Lake City Council

Prepared By: *Deb Wegeleben, Finance Director*	***Meeting Date:*** 4/22/2020	☐ ***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 04/02/2020 through 04/15/2020 and Approve Payroll No 7.

BACKGROUND/DISCUSSION

Attached is the List of Claims paid through 04/15/2020. Please contact me with any questions or concerns.

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

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

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

ATTACHMENTS

List of Claims

BIGLAKE, MN

*Check Detail Register©

Cks 4/2/2020 - 4/15/2020

		Check Amt	Invoice	Comment
1010 US BANK				
Paid Chk# 004658E 4/7/2020	**PAYROLL TAXES - FED/FICA**			
G 101-2173	FICA Tax Withholding Payable	$36.00		FICA Payroll Taxes for Pay Period #7.01 04/01/2020
Total	**PAYROLL TAXES - FED/FICA**	$36.00		
Paid Chk# 004659E 4/3/2020	**WINDSTREAM**			
E 401-000-00-25-4230	Telephone/Internet	$152.99	091622521	SEWER PHONE SERVICE
Total	**WINDSTREAM**	$152.99		
Paid Chk# 004660E 4/6/2020	**ELAVON**			
G 280-2020	Accounts Payable	$28.00		Farmer's Market EBT Device - ACH for Month of MARCH 2020
Total	**ELAVON**	$28.00		
Paid Chk# 004661E 4/6/2020	**WORLDPAY-NCR**			
G 501-2020	Accounts Payable	$5,618.59		LIQUOR STORE CC PROCESSING FEE FOR FEBRUARY 2020
Total	**WORLDPAY-NCR**	$5,618.59		
Paid Chk# 004663E 4/5/2020	**DELTA DENTAL**			
G 101-1158	Cobra Insurance Receivable	$204.10	COBRA	DELTA DENTAL PREM ACH ER - APRIL 2020
G 101-2182	Health-Dental-Life Ins Payable	$2,703.35	ER PORTION	DELTA DENTAL PREM ACH ER - APRIL 2020
E 101-300-75-05-4008	Insurance Benefits (er)	$110.65	HANDELAND	DELTA DENTAL PREM ACH ER - APRIL 2020
G 101-2182	Health-Dental-Life Ins Payable	($42.00)	TERM EE CR	DELTA DENTAL PREM ACH ER - APRIL 2020
Total	**DELTA DENTAL**	$2,976.10		
Paid Chk# 004664E 4/6/2020	**COLONIAL LIFE**			
G 101-2183	Other Pre-Tax Insurance Payabl	$180.56	4377404-0304	COLONIAL LIFE DEDUCTIONS FOR MARCH 2020
Total	**COLONIAL LIFE**	$180.56		
Paid Chk# 004665E 4/7/2020	**HEALTH PARTNERS**			
G 101-2182	Health-Dental-Life Ins Payable	$3,513.15	EE PORTION	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF
G 101-2182	Health-Dental-Life Ins Payable	$26,354.36	ER PORTION	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF
E 101-300-75-05-4008	Insurance Benefits (er)	$1,510.14	HANDELAND	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF -
G 101-1158	Cobra Insurance Receivable	$1,317.41	RETIREE	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF
E 101-300-75-05-4008	Insurance Benefits (er)	$480.39	SHERBURNE	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF
Total	**HEALTH PARTNERS**	$33,175.45		
Paid Chk# 004666E 4/3/2020	**PSN**			
G 301-2020	Accounts Payable	$1,242.07		PSN FEES PAID FOR MONTH OF MARCH 2020
G 401-2020	Accounts Payable	$1,242.07		PSN FEES PAID FOR MONTH OF MARCH 2020
G 101-2020	Accounts Payable	$189.59	214104 & 2141	PSN FEES PAID FOR MONTH OF MARCH 2020
Total	**PSN**	$2,673.73		
Paid Chk# 004667E 4/7/2020	**MN DEPT OF REVENUE-SALES TAX**			
G 501-2176	Sales Tax Payable	$46,855.00		SALES TAX PAYMENT MONTH OF MARCH 2020
G 301-2176	Sales Tax Payable	$1,041.00		SALES TAX PAYMENT MONTH OF MARCH 2020
G 101-2176	Sales Tax Payable	$16.00		SALES TAX PAYMENT MONTH OF MARCH 2020
G 280-2176	Sales Tax Payable	$0.00		SALES TAX PAYMENT MONTH OF MARCH 2020
Total	**MN DEPT OF REVENUE-SALES TAX**	$47,912.00		
Paid Chk# 004668E 4/14/2020	**PERA**			
G 101-2174	PERA Withholding Payable	$12,598.02	ACH	PERA Payment for Pay Period #8 04/15/2020
G 101-2178	P.E.R.A. - Police/Fire Payable	$12,543.25	ACH	PERA Payment for Pay Period #8 04/15/2020

BIGLAKE, MN

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Cks 4/2/2020 - 4/15/2020

		Check Amt	Invoice	Comment
Total PERA		$25,141.27		
Paid Chk# 004669E 4/14/2020 **OPTUM - H.S.A.**				
G 101-2184	HSA Contribution payable	$2,602.46	ACH EE PORT	H.S.A Payment for Period #8 04/15/2020
G 101-2184	HSA Contribution payable	$1,145.75	ACH ER PORT	H.S.A Payment for Period #8 04/15/2020
Total OPTUM - H.S.A.		$3,748.21		
Paid Chk# 004670E 4/14/2020 **TASC**				
G 101-2183	Other Pre-Tax Insurance Payabl	$165.38	ACH	FLEX Payment for Employee Portion/Pay Period #8 04/15/2020
Total TASC		$165.38		
Paid Chk# 004671E 4/14/2020 **ICMA**				
G 101-2177	ICMA - RC Withholding Payable	$1,849.00	ACH	ICMA Payment for Pay Period #8 04/15/2020
Total ICMA		$1,849.00		
Paid Chk# 004672E 4/14/2020 **PAYROLL TAXES - FED/FICA**				
G 101-2171	Federal Withholding Payable	$11,134.24		Federal/FICA Payroll Taxes for Pay Period #8 04/15/2020
G 101-2173	FICA Tax Withholding Payable	$14,439.84		Federal/FICA Payroll Taxes for Pay Period #8 04/15/2020
Total PAYROLL TAXES - FED/FICA		$25,574.08		
Paid Chk# 004673E 4/14/2020 **PAYROLL TAX - STATE**				
G 101-2172	State Withholding Payable	$5,282.21	ACH	State Payroll Taxes for Pay Period #8 04/15/2020
Total PAYROLL TAX - STATE		$5,282.21		
Paid Chk# 004674E 4/9/2020 **MINNESOTA UC FUND**				
G 501-2020	Accounts Payable	$43.12		2020 1ST QTR UI PAYMENT - LIQUOR
G 101-2020	Accounts Payable	$11.62		2020 1ST QTR UI PAYMENT - POLICE
Total MINNESOTA UC FUND		$54.74		
Paid Chk# 004675E 4/14/2020 **WORLDPAY-NCR**				
G 501-2020	Accounts Payable	$8,169.73		LIQUOR STORE CC PROCESSING FEE FOR MARCH 2020
Total WORLDPAY-NCR		$8,169.73		
Paid Chk# 082461 4/8/2020 **ACE SOLID WASTE INC**				
E 101-100-15-25-4225	Sanitation/Garbage Removal	$107.99	5783770	CITY HALL
E 101-200-50-25-4225	Sanitation/Garbage Removal	$159.54	5783770	PUBLIC WORKS BLDG
E 501-000-00-25-4225	Sanitation/Garbage Removal	$233.15	5783770	LIQUOR STORE
E 101-200-55-25-4225	Sanitation/Garbage Removal	$252.71	5783770	LAKESIDE PARK
E 101-100-20-25-4225	Sanitation/Garbage Removal	$124.65	5783770	POLICE/LIBRARY BLDG
E 401-000-00-25-4225	Sanitation/Garbage Removal	$251.92	5783770	WASTEWATER FACILITY
Total ACE SOLID WASTE INC		$1,129.96		
Paid Chk# 082462 4/8/2020 **AMERICAN MESSAGING**				
E 401-000-00-25-4230	Telephone/Internet	$13.59		SEWER PAGERS
E 301-000-00-25-4230	Telephone/Internet	$13.58	02080811UD	WATER PAGERS
Total AMERICAN MESSAGING		$27.17		
Paid Chk# 082463 4/8/2020 **BERNICKS PEPSI**				
E 501-000-00-27-4263	Purchases - Beer	$1,518.60	67450	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	$85.54	67451	MIX
Total BERNICKS PEPSI		$1,604.14		
Paid Chk# 082464 4/8/2020 **BIG LAKE LUMBER**				
E 101-200-50-25-4212	Other Operations Expenses	$89.35	20078008	STREET EXPENSE
Total BIG LAKE LUMBER		$89.35		
Paid Chk# 082465 4/8/2020 **BREAKTHRU BEVERAGE**				

BIGLAKE, MN

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Cks 4/2/2020 - 4/15/2020

		Check Amt	Invoice	Comment
E 501-000-00-27-4264	Purchases - Wine	$625.40		WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	$108.10		MIX
E 501-000-00-27-4262	Purchases - Liquor	$2,610.95	1081120325	LIQUOR
E 501-000-00-27-4263	Purchases - Beer	$255.20	1081120326	BEER
Total	**BREAKTHRU BEVERAGE**	$3,599.65		
Paid Chk# 082466	4/8/2020 **C&L DISTRIBUTING COMPANY**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$100.00		MIX
E 501-000-00-27-4267	Purchases - Non Alcoholic B	$93.00		NA BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	($30.00)		KEG RETURN
E 501-000-00-27-4263	Purchases - Beer	$1,657.47	1067001672	BEER
E 501-000-00-27-4263	Purchases - Beer	$84.00	1067001677	BEER
E 501-000-00-27-4263	Purchases - Beer	$7,686.15	961004242	BEER
E 501-000-00-27-4263	Purchases - Beer	($22.19)	968001002	CREDIT
Total	**C&L DISTRIBUTING COMPANY**	$9,568.43		
Paid Chk# 082467	4/8/2020 **CAMPBELL KNUTSON PROFESSIONAL**			
E 101-100-10-20-4170	Legal	$1,457.00		PLANNING LEGAL MARCH
E 101-100-15-20-4170	Legal	$2,604.60		ADM LEGAL MARCH
E 101-100-15-20-4170	Legal	$46.50		ADM LEGAL THE JERKEY SHOPPE
E 101-300-75-20-4170	Legal	$108.50		POLICE LEGAL MARCH
E 101-100-25-20-4170	Legal	$31.00		EDA LEGAL MARCH
E 101-100-25-20-4170	Legal	$62.00		EDA LEGAL ANNEXATION MARCH
G 150-2055	Escrow Payable	$200.00		CAR CONDO DEVEL AGREEMENT
G 150-2055	Escrow Payable	$325.00		NORLAND PHASE VI
G 150-2055	Escrow Payable	$93.00		PARAIRIE MEADOW ESCROW
G 101-2055	Escrow Payable	$728.50		LIBERTY BANK & STYLE CATERING ESCROW
G 150-2055	Escrow Payable	$3,637.92		STATION STREET APTS DEVEL AGREEMENT
tal	**CAMPBELL KNUTSON PROFESSIONAL**	$9,294.02		
Paid Chk# 082468	4/8/2020 **CARLOS CREEEK WINERY**			
E 501-000-00-27-4264	Purchases - Wine	$939.00	19009	WINE
Total	**CARLOS CREEEK WINERY**	$939.00		
Paid Chk# 082469	4/8/2020 **CENTERPOINT ENERGY**			
E 101-200-50-25-4580	Natural Gas	$292.94		PUBLIC WORKS BLDG
E 101-200-55-25-4580	Natural Gas	$292.94		PUBLIC WORKS BLDG
E 301-000-00-25-4580	Natural Gas	$292.94		PUBLIC WORKS BLDG
E 401-000-00-25-4580	Natural Gas	$292.94		PUBLIC WORKS BLDG
E 101-100-20-25-4580	Natural Gas	$60.57	10178578-0	POLICE/LIBRARY BLDG
E 101-100-20-25-4580	Natural Gas	$126.13	10178579-8	POLICE/LIBRARY BLDG
E 301-000-00-25-4580	Natural Gas	$46.41	5769826-4	WELL #2
E 501-000-00-25-4580	Natural Gas	$177.93	5780558-2	LIQUOR STORE
E 101-200-50-25-4580	Natural Gas	$29.68	5793223-8	PUBLIC WORKS SHED
E 101-200-50-25-4580	Natural Gas	$27.30	5808592-9	PUBLIC WORKS SHED
E 601-000-00-25-4580	Natural Gas	$61.68	5819667-6	PUBLIC WORKS BLDG
E 301-000-00-25-4580	Natural Gas	$61.33	5820083-3	WELL #5
E 301-000-00-25-4580	Natural Gas	$845.07	6122739-3	WATER TREATMENT FACILITY
E 101-100-20-25-4580	Natural Gas	$237.48	8076448-3	POLICE/LIBRARY BLDG
E 101-100-15-25-4580	Natural Gas	$394.21	9359272-3	CITY HALL
Total	**CENTERPOINT ENERGY**	$3,239.55		
Paid Chk# 082470	4/8/2020 **CIVIC SYSTEMS, LLC**			
E 194-105-15-25-4130	Computers/Software	$60,885.00	CVC19079	NEW SOFTWARE
Total	**CIVIC SYSTEMS, LLC**	$60,885.00		
Paid Chk# 082471	4/8/2020 **CRYSTAL SPRINGS ICE**			
E 501-000-00-27-4266	Purchases - Misc	$239.49	003.B010863	ICE/WATER

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Cks 4/2/2020 - 4/15/2020

		Check Amt	Invoice	Comment
Total	**CRYSTAL SPRINGS ICE**	$239.49		
Paid Chk# 082472 4/8/2020	**DAHLHEIMER DISTRIBUTING CO**			
E 501-000-00-27-4263	Purchases - Beer	$1,246.00	1214462	BEER
Total	**DAHLHEIMER DISTRIBUTING CO**	$1,246.00		
Paid Chk# 082473 4/8/2020	**ECM PUBLISHERS, INC.**			
E 501-000-00-25-4220	Advertising	$340.00	767354	LIQUOR ADVERTISING
Total	**ECM PUBLISHERS, INC.**	$340.00		
Paid Chk# 082474 4/8/2020	**FLOW MEASUREMENT & CONTROL CO**			
E 401-000-00-25-4545	Repair/Maintenance Equipm	$510.00	8902	WWTP FLOW METER
tal	**FLOW MEASUREMENT & CONTROL CO**	$510.00		
Paid Chk# 082475 4/8/2020	**GRANITE CITY JOBBING**			
E 501-000-00-27-4271	Purchases - Cigars	$66.92		CIGARS
E 501-000-00-25-4210	Operating Supplies	$64.34		SUPPLIES
E 501-000-00-27-4265	Purchases - Mix/Pop	$46.04		MIX
E 501-000-00-27-4269	Freight - In	$4.25		FRT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	$442.20	178533	TOBACCO
Total	**GRANITE CITY JOBBING**	$623.75		
Paid Chk# 082476 4/8/2020	**GUARDIAN GARMENTS**			
E 101-100-15-25-4213	Safety Training/Expenses	$1,242.00		PUBLIC WORKS SAFETY VESTS
Total	**GUARDIAN GARMENTS**	$1,242.00		
Paid Chk# 082477 4/8/2020	**INSPECTRON, INC.**			
E 101-100-30-25-4257	Contractors Hired	$13,275.00		MARCH BUILDING INSPEC
Total	**INSPECTRON, INC.**	$13,275.00		
Paid Chk# 082478 4/8/2020	**JOHNSON BROTHERS WHOLESALE**			
E 501-000-00-27-4262	Purchases - Liquor	$1,715.64	1534149	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$368.52	1534150	WINE
E 501-000-00-27-4262	Purchases - Liquor	$54.00	1534174	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	$4,300.00	1536303	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$645.45	1536304	WINE
E 501-000-00-27-4262	Purchases - Liquor	$5,516.40	1536305	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$3,919.99	1536306	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	$112.00	1536307	MIX
E 501-000-00-27-4262	Purchases - Liquor	$10,128.25	1536308	LIQUOR
Total	**JOHNSON BROTHERS WHOLESALE**	$26,760.25		
Paid Chk# 082479 4/8/2020	**LANDFORM**			
G 101-2055	Escrow Payable	$297.50		STATION STREET ESCROW CONSUL WORK
G 101-2055	Escrow Payable	$2,422.50		CAR CONDO
G 101-2055	Escrow Payable	$3,082.50		SIEMERS ESCROW CONSUL WORK
G 101-2055	Escrow Payable	$85.00		NYSTROM & ASSOCIATES
	Total LANDFORM	$5,887.50		
Paid Chk# 082480 4/8/2020	**LUPULIN BREWING LLC**			
E 501-000-00-27-4263	Purchases - Beer	$444.00	28171	BEER
Total	**LUPULIN BREWING LLC**	$444.00		
Paid Chk# 082481 4/8/2020	**MINNESOTA OFFICE OF**			
E 101-100-25-25-4201	Annexation	$285.00		ANNEXATION AVALON HOMES
Total	**MINNESOTA OFFICE OF**	$285.00		
Paid Chk# 082482 4/8/2020	**NUTRIEN AG SOLUTIONS**			
E 101-200-55-25-4210	Operating Supplies	$1,640.00	41403379	FERTILIZER FOR PARKS

BIGLAKE, MN

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Cks 4/2/2020 - 4/15/2020

		Check Amt	Invoice	Comment
Total	**NUTRIEN AG SOLUTIONS**	$1,640.00		
Paid Chk# 082483	4/8/2020 **OFFICE DEPOT**			
E 501-000-00-25-4126	Use Tax	$3.44		USE TAX
G 501-2176	Sales Tax Payable	($3.44)		USE TAX
E 501-000-00-25-4126	Use Tax	$6.55		USE TAX
G 501-2176	Sales Tax Payable	($6.55)		USE TAX
E 501-000-00-25-4210	Operating Supplies	$95.30	464325603001	LIQUOR SUPPLIES
E 501-000-00-25-4210	Operating Supplies	$50.15	465613254001	LIQUOR SUPPLIES
Total	**OFFICE DEPOT**	$145.45		
Paid Chk# 082484	4/8/2020 **OREILLY AUTOMOTIVE, INC**			
E 101-200-55-25-4430	Vehicle Maintenance	$15.96	1532-203135	PARKS VEHICLE MAINT
E 101-200-50-25-4430	Vehicle Maintenance	$92.85	1532-204063	STREETS VEHICLE MAINT
E 101-300-75-25-4430	Vehicle Maintenance	$21.85	1532-205104	POLICE VEHICLE MAINT
E 101-200-50-25-4430	Vehicle Maintenance	$74.34	1532-205240	STREETS VEHICLE MAINT
E 101-200-50-25-4430	Vehicle Maintenance	$23.88	1532-205241	STREETS VEHICLE MAINT
Total	**OREILLY AUTOMOTIVE, INC**	$228.88		
Paid Chk# 082485	4/8/2020 **PAUSTIS WINE COMPANY**			
E 501-000-00-27-4264	Purchases - Wine	$2,581.00	85116	WINE
E 501-000-00-27-4269	Freight - In	$30.00	85116	FRT
Total	**PAUSTIS WINE COMPANY**	$2,611.00		
Paid Chk# 082486	4/8/2020 **PHILLIPS WINE & SPIRITS**			
E 501-000-00-27-4262	Purchases - Liquor	$1,562.70	6021096	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$1,625.20	6021097	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	$23.50	6021098	MIX
Total	**PHILLIPS WINE & SPIRITS**	$3,211.40		
Paid Chk# 082487	4/8/2020 **SCHARF, SARAH**			
E 101-100-05-25-4257	Contractors Hired	$75.00		VIDEO TAPING CC MTG 04/08/20
Total	**SCHARF, SARAH**	$75.00		
Paid Chk# 082488	4/8/2020 **SHAMROCK DEVELOPMENT**			
G 150-2055	Escrow Payable	$62,774.50		ESCROW REFUND SANFORD SELECT
G 101-2055	Escrow Payable	$4,885.00		ESCROW REFUND SANFORD SELECT
Total	**SHAMROCK DEVELOPMENT**	$67,659.50		
Paid Chk# 082489	4/8/2020 **SOUTHERN WINE & SPIRITS OF MN**			
E 501-000-00-27-4262	Purchases - Liquor	$2,543.87	1940937	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	$29.00	1940938	MIX
E 501-000-00-27-4264	Purchases - Wine	$1,270.00	5056195	WINE
Total	**SOUTHERN WINE & SPIRITS OF MN**	$3,842.87		
Paid Chk# 082490	4/8/2020 **THE AMERICAN BOTTLING COMPANY**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$130.40	3568712011	MIX
'otal	**THE AMERICAN BOTTLING COMPANY**	$130.40		
Paid Chk# 082491	4/8/2020 **UTILITY CONSULTANTS**			
E 401-000-00-20-4160	Testing	$1,824.70	104654	SEWER TESTING
Total	**UTILITY CONSULTANTS**	$1,824.70		
Paid Chk# 082492	4/8/2020 **VARNER TRANSPORTATION LLC**			
E 501-000-00-27-4269	Freight - In	$1,736.25		LIQUOR STORE FRT
Total	**VARNER TRANSPORTATION LLC**	$1,736.25		
Paid Chk# 082493	4/8/2020 **VIKING COCA-COLA**			
E 501-000-00-27-4263	Purchases - Beer	$197.60	2505383	BEER

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E 501-000-00-27-4265	Purchases - Mix/Pop	$312.65	2505384	MIX
	Total VIKING COCA-COLA	$510.25		
Paid Chk# 082494 4/8/2020	**VINOCOPIA**			
E 501-000-00-27-4262	Purchases - Liquor	$448.00		LIQUOR
E 501-000-00-27-4269	Freight - In	$20.00		FRT
E 501-000-00-27-4264	Purchases - Wine	$360.00	0254589-IN	WINE
	Total VINOCOPIA	$828.00		
Paid Chk# 082495 4/8/2020	**WATER LABORATORIES INC**			
E 301-000-00-20-4160	Testing	$160.00	7890	WATER TESTING MARCH
	Total WATER LABORATORIES INC	$160.00		
Paid Chk# 082496 4/8/2020	**WOLBECK, GINA**			
E 101-100-15-25-4240	Travel/Mileage	$237.47		QTR 1 MILEAGE
E 101-100-11-10-4243	Meals	$11.96		ELECTION MEALS
	Total WOLBECK, GINA	$249.43		
Paid Chk# 082527 4/15/2020	**XCEL ENERGY**			
E 101-200-55-25-4570	Electricity	$20.75	51-001233342	ENGLEWOOD DR IRRIGATION
E 101-200-50-25-4575	Electricity (Street Lights)	$3,430.47	51-4459098-1	STREET LIGHTS
	Total XCEL ENERGY	$3,451.22		
Paid Chk# 082528 4/15/2020	**WRUCK SEWER & PORTABLE RENTALS**			
E 101-200-55-25-4225	Sanitation/Garbage Removal	$226.00	4583	LAKESIDE PARK SANITATION
	al WRUCK SEWER & PORTABLE RENTALS	$226.00		
Paid Chk# 082529 4/15/2020	**WINE MERCHANTS**			
E 501-000-00-27-4264	Purchases - Wine	$1,049.00	7280763	WINE
	Total WINE MERCHANTS	$1,049.00		
Paid Chk# 082530 4/15/2020	**WINDSTREAM**			
E 401-000-00-25-4230	Telephone/Internet	$529.19	091121503	SEWER APRIL
	Total WINDSTREAM	$529.19		
Paid Chk# 082531 4/15/2020	**WENCK ASSOCIATES, INC**			
G 499-1600	Construction WIP	$4,969.16	12002082	WWTP ENGINEERING
E 175-000-00-20-4150	Engineering	$15,032.60	12002114	2020 STREET PROJ ENGINEERING
	Total WENCK ASSOCIATES, INC	$20,001.76		
Paid Chk# 082532 4/15/2020	**VINOCOPIA**			
E 501-000-00-27-4264	Purchases - Wine	$184.02		WINE
E 501-000-00-27-4269	Freight - In	$7.50		FRT
E 501-000-00-27-4262	Purchases - Liquor	$135.25	0254959-IN	LIQUOR
	Total VINOCOPIA	$326.77		
Paid Chk# 082533 4/15/2020	**VIKING COCA-COLA**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$399.35	2513075	MIX
	Total VIKING COCA-COLA	$399.35		
Paid Chk# 082534 4/15/2020	**UNIQUE PAVING MATERIALS**			
E 101-200-50-25-4340	Hot Mix	$135.00	51486	HOT MIX
E 101-200-50-25-4340	Hot Mix	$307.80	51598	HOT MIX
E 101-200-50-25-4340	Hot Mix	$292.95	51632	HOT MIX
E 101-200-50-25-4340	Hot Mix	$319.95	51745	HOT MIX
	Total UNIQUE PAVING MATERIALS	$1,055.70		
Paid Chk# 082535 4/15/2020	**TOSHIBA FINANCIAL SERVICES**			
E 101-300-75-25-4208	Copies	$175.19	411043664	POLICE COPIES

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Total	**TOSHIBA FINANCIAL SERVICES**	$175.19		
Paid Chk# 082536	4/15/2020 **TIME WARNER**			
E 101-300-75-25-4230	Telephone/Internet	$17.16	099338901	POLICE TELEPHONE
Total	**TIME WARNER**	$17.16		
Paid Chk# 082537	4/15/2020 **THE POLICE AND SHERIFFS PRESS**			
E 101-100-15-25-4210	Operating Supplies	$354.65	132461	ID BADGES
E 101-100-15-25-4212	Other Operations Expenses	$108.21	132741	ID BADGES
Total	**THE POLICE AND SHERIFFS PRESS**	$462.86		
Paid Chk# 082538	4/15/2020 **THE ARBITRAGE GROUP, INC**			
E 101-100-15-20-4180	Other Consultants	$460.00	83711	2015A 5 YEAR REPORT
E 301-000-00-20-4180	Other Consultants	$120.00	83711	2015A 5 YEAR REPORT
E 401-000-00-20-4180	Other Consultants	$420.00	83711	2015A 5 YEAR REPORT
Total	**THE ARBITRAGE GROUP, INC**	$1,000.00		
Paid Chk# 082539	4/15/2020 **SOUTHERN WINE & SPIRITS OF MN**			
E 501-000-00-27-4262	Purchases - Liquor	$3,988.50	1942728	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$1,232.50	1942729	WINE
Total	**SOUTHERN WINE & SPIRITS OF MN**	$5,221.00		
Paid Chk# 082540	4/15/2020 **SCHARF, SARAH**			
E 101-100-05-25-4257	Contractors Hired	$75.00		VIDEO TAPING CC MTG 04/22/20
Total	**SCHARF, SARAH**	$75.00		
Paid Chk# 082541	4/15/2020 **RED BULL DISTRIBUTION CO, INC**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$297.50	K-83293141	MIX
Total	**RED BULL DISTRIBUTION CO, INC**	$297.50		
Paid Chk# 082542	4/15/2020 **PHILLIPS WINE & SPIRITS**			
E 501-000-00-27-4262	Purchases - Liquor	$3,166.42	6023123	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$1,455.20	6023124	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	$240.78	6023125	MIX
Total	**PHILLIPS WINE & SPIRITS**	$4,862.40		
Paid Chk# 082543	4/15/2020 **PAUSTIS WINE COMPANY**			
E 501-000-00-27-4264	Purchases - Wine	$1,400.00	85442	WINE
E 501-000-00-27-4269	Freight - In	$31.25	85442	FRT
E 501-000-00-27-4269	Freight - In	$2.25	85846	FRT
E 501-000-00-27-4264	Purchases - Wine	$289.40	85846	WINE
E 501-000-00-27-4269	Freight - In	$5.25	85846	FRT
E 501-000-00-27-4262	Purchases - Liquor	$95.00	85888	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$224.00	86061	WINE
E 501-000-00-27-4269	Freight - In	$7.00	86061	FRT
Total	**PAUSTIS WINE COMPANY**	$2,054.15		
Paid Chk# 082544	4/15/2020 **OLSON & SONS ELECTRIC**			
E 301-000-00-25-4545	Repair/Maintenance Equipm	$451.26	59878	WTP REPAIRS
Total	**OLSON & SONS ELECTRIC**	$451.26		
Paid Chk# 082545	4/15/2020 **OFFICE DEPOT**			
E 501-000-00-25-4126	Use Tax	$3.44		USE TAX
G 501-2176	Sales Tax Payable	($3.44)		USE TAX
E 101-100-10-25-4210	Operating Supplies	$5.28		PLANNING
E 101-200-40-25-4210	Operating Supplies	$5.28		ENGINEERING
E 101-100-25-25-4210	Operating Supplies	$10.56		EDA
E 101-100-15-25-4210	Operating Supplies	$68.68		CITY HALL
E 101-100-30-25-4210	Operating Supplies	$10.56		BUILDING

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		Check Amt	Invoice	Comment
E 101-100-10-25-4210	Operating Supplies	$3.01		PLANNING
E 101-200-40-25-4210	Operating Supplies	$3.01		ENGINEERING
E 101-100-25-25-4210	Operating Supplies	$6.02		EDA
E 101-100-30-25-4210	Operating Supplies	$6.02		BUILDING
E 101-100-15-25-4210	Operating Supplies	$39.20		CITY HALL
E 101-100-10-25-4210	Operating Supplies	$2.80		PLANNING
E 101-200-40-25-4210	Operating Supplies	$2.80		ENGINEERING
E 101-100-25-25-4210	Operating Supplies	$5.60		EDA
E 101-100-30-25-4210	Operating Supplies	$5.60		BUILDING
E 101-100-15-25-4210	Operating Supplies	$36.41		CITY HALL
E 101-100-05-25-4210	Operating Supplies	$2.80	461788575002	MAYOR/COUNCIL
E 101-100-05-25-4210	Operating Supplies	$3.01	463858653001	MAYOR/COUNCIL
E 101-200-50-25-4210	Operating Supplies	$149.98	464208329001	PUBLIC WORKS SUPPLIES
E 101-200-50-25-4210	Operating Supplies	$34.53	464208330001	PUBLIC WORKS SUPPLIES
E 101-200-50-25-4210	Operating Supplies	$29.99	464208331001	PUBLIC WORKS SUPPLIES
E 501-000-00-25-4210	Operating Supplies	$50.15	466157870001	LIQUOR SUPPLIES
E 101-100-05-25-4210	Operating Supplies	$5.28	468318777001	MAYOR/COUNCIL
	Total OFFICE DEPOT	$486.57		

Paid Chk# 082546 4/15/2020 **NYSTROM PUBLISHING**

E 101-100-05-25-4200	Printing - Newsletter etc	$144.12	43060	2020 QTR 2 NEWSLETTER
E 101-100-10-25-4200	Printing - Newsletter etc	$144.12	43060	2020 QTR 2 NEWSLETTER
E 101-100-15-25-4200	Printing - Newsletter etc	$144.05	43060	2020 QTR 2 NEWSLETTER
E 101-100-25-25-4200	Printing - Newsletter etc	$144.12	43060	2020 QTR 2 NEWSLETTER
E 101-100-30-25-4200	Printing - Newsletter etc	$144.12	43060	2020 QTR 2 NEWSLETTER
E 101-200-40-25-4200	Printing - Newsletter etc	$144.12	43060	2020 QTR 2 NEWSLETTER
E 101-200-50-25-4200	Printing - Newsletter etc	$144.12	43060	2020 QTR 2 NEWSLETTER
E 101-200-55-25-4200	Printing - Newsletter etc	$144.12	43060	2020 QTR 2 NEWSLETTER
E 101-300-75-25-4200	Printing - Newsletter etc	$144.12	43060	2020 QTR 2 NEWSLETTER
E 101-300-85-25-4200	Printing - Newsletter etc	$144.12	43060	2020 QTR 2 NEWSLETTER
E 301-000-00-25-4200	Printing - Newsletter etc	$144.12	43060	2020 QTR 2 NEWSLETTER
E 401-000-00-25-4200	Printing - Newsletter etc	$144.12	43060	2020 QTR 2 NEWSLETTER
E 501-000-00-25-4200	Printing - Newsletter etc	$144.12	43060	2020 QTR 2 NEWSLETTER
E 601-000-00-25-4200	Printing - Newsletter etc	$144.12	43060	2020 QTR 2 NEWSLETTER
	Total NYSTROM PUBLISHING	$2,017.61		

Paid Chk# 082547 4/15/2020 **NUTRIEN AG SOLUTIONS**

E 101-200-55-25-4210	Operating Supplies	$205.00	41564537	FERTILIZER FOR PARKS
	Total NUTRIEN AG SOLUTIONS	$205.00		

Paid Chk# 082548 4/15/2020 **NEUMAN, NATHAN**

E 280-000-00-25-4257	Contractors Hired	$100.00		FARMERS MARKET CANCEL APRIL
	Total NEUMAN, NATHAN	$100.00		

Paid Chk# 082549 4/15/2020 **NAPA AUTO PARTS**

E 101-300-75-25-4545	Repair/Maintenance Equipm	$133.16	946402	BOAT FUSE
	Total NAPA AUTO PARTS	$133.16		

Paid Chk# 082550 4/15/2020 **MONTICELLO PRINTING**

E 101-100-10-25-4210	Operating Supplies	$35.00	119521	PLANNER BUSINESS CARDS
E 101-100-30-25-4210	Operating Supplies	$35.00	119631	BUILDING OFFICIAL BUSINESS CARDS
	Total MONTICELLO PRINTING	$70.00		

Paid Chk# 082551 4/15/2020 **MN COMPUTER SYSTEMS INC**

E 101-300-75-25-4208	Copies	$43.41	288789	POLICE COPIES
	Total MN COMPUTER SYSTEMS INC	$43.41		

Paid Chk# 082552 4/15/2020 **MINNESOTA DRIVELINE INC**

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E 101-200-50-25-4385	Shop Materials	$210.19	115975	PUBLIC WORKS SHOP MAATERIALS
Total	**MINNESOTA DRIVELINE INC**	$210.19		
Paid Chk# 082553	4/15/2020 **METRO SUPER SAVER**			
E 501-000-00-25-4220	Advertising	$225.00	01614070	LIQUOR ADVERTISING
Total	**METRO SUPER SAVER**	$225.00		
Paid Chk# 082554	4/15/2020 **MCCHESNEY HEATING AND**			
E 501-000-00-25-4545	Repair/Maintenance Equipm	$450.00	6359	QTR 2 FILTER CHANGE
E 101-100-15-25-4545	Repair/Maintenance Equipm	$875.00	6360	QTR 2 FILTER CHANGE
E 101-100-20-25-4545	Repair/Maintenance Equipm	$300.00	6361	QTR 2 FILTER CHANGE
Total	**MCCHESNEY HEATING AND**	$1,625.00		
Paid Chk# 082555	4/15/2020 **MARCO BUSINESS PRODUCTS-1**			
E 101-100-15-25-4208	Copies	$500.00		2019-2020 AVERAGE FEE
E 101-400-56-25-4208	Copies	$1,857.01	INV7509815	2019-2020 AVERAGE FEE
Total	**MARCO BUSINESS PRODUCTS-1**	$2,357.01		
Paid Chk# 082556	4/15/2020 **LUPULIN BREWING LLC**			
E 501-000-00-27-4263	Purchases - Beer	$871.15	28297	BEER
E 501-000-00-27-4263	Purchases - Beer	$250.00	28455	BEER
Total	**LUPULIN BREWING LLC**	$1,121.15		
Paid Chk# 082557	4/15/2020 **LENS CUSTOM REMODELING, INC.**			
E 199-000-20-70-4316	Capital Purchases/Improve	$11,750.00		POLICE GARAGE
Total	**LENS CUSTOM REMODELING, INC.**	$11,750.00		
Paid Chk# 082558	4/15/2020 **LANDFORM**			
G 101-2055	Escrow Payable	$1,232.50		AVALON ESTATS PUD
G 101-2055	Escrow Payable	$2,076.75		AEON PUD
G 101-2055	Escrow Payable	$1,870.00		301 CRESCENT
G 101-2055	Escrow Payable	$1,721.25		COMMONBOND
G 101-2055	Escrow Payable	$42.50		GREAT RIVER FEDERAL CU
G 150-2055	Escrow Payable	$21.25		NORLAND PARK 6TH ADDITIO
G 499-1600	Construction WIP	$1,285.25		WWTP EXPANSION
E 101-100-10-20-4180	Other Consultants	$5,360.75		CONSULTANT IN HOUSE WORK
E 101-100-10-20-4180	Other Consultants	$425.00		CONSULTANT CITY MEETINGS
G 101-2055	Escrow Payable	$212.50	30319	CR 43 CUP
Total	**LANDFORM**	$14,247.75		
Paid Chk# 082559	4/15/2020 **KWIK TRIP - CREDIT DEPT**			
E 101-300-75-25-4405	Motor Fuel	$3,634.22		POLICE MOTOR FUEL
Total	**KWIK TRIP - CREDIT DEPT**	$3,634.22		
Paid Chk# 082560	4/15/2020 **JOHNSON BROTHERS WHOLESALE**			
E 501-000-00-27-4262	Purchases - Liquor	$3,050.76	1537593	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$168.24	1537594	WINE
E 501-000-00-27-4262	Purchases - Liquor	$8,152.82	1539618	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$2,775.20	1539619	WINE
E 501-000-00-27-4263	Purchases - Beer	$52.60	1539620	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	$224.50	1539621	MIX
E 501-000-00-27-4262	Purchases - Liquor	$4,644.00	1539622	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	$182.00	1539623	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	$1,555.75	1539624	WINE
Total	**JOHNSON BROTHERS WHOLESALE**	$20,805.87		
Paid Chk# 082561	4/15/2020 **INDUSTRIAL PNEUMATIC SYSTEMS**			
E 401-000-00-25-4545	Repair/Maintenance Equipm	$2,518.86	11608	WWTP COMPRESSOR REPAIRS

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Total	**INDUSTRIAL PNEUMATIC SYSTEMS**	$2,518.86		
Paid Chk# 082562	4/15/2020 **HAUGO GEO TECHNICAL SERVICES**			
E 175-000-00-20-4160	Testing	$6,070.00	8558	2020 STREET PROJ TESTING
E 198-000-50-20-4160	Testing	$350.00	8558	SAFET ROUTE TO SCHOOLS
Total	**HAUGO GEO TECHNICAL SERVICES**	$6,420.00		
Paid Chk# 082563	4/15/2020 **GUARDIAN FLEET SAFETY**			
E 199-000-75-70-4316	Capital Purchases/Improve	$6,971.30	20-0194	DODGE CHARGER EQUIPMENT
Total	**GUARDIAN FLEET SAFETY**	$6,971.30		
Paid Chk# 082564	4/15/2020 **GRANITE ELECTRONICS**			
E 101-300-75-25-4545	Repair/Maintenance Equipm	$336.50	150006611-1	POLICE REPAIRS
Total	**GRANITE ELECTRONICS**	$336.50		
Paid Chk# 082565	4/15/2020 **GRANITE CITY JOBBING**			
E 501-000-00-27-4273	Purchaes - Cigarette non tax	$708.12	179260	TOBACCO
E 501-000-00-27-4271	Purchases - Cigars	$73.16	179260	CIGARS
E 501-000-00-27-4269	Freight - In	$4.25	179260	FRT
E 501-000-00-27-4265	Purchases - Mix/Pop	$7.80	179260	MIX
E 501-000-00-25-4210	Operating Supplies	$27.68	179313	SUPPLIES
Total	**GRANITE CITY JOBBING**	$821.01		
Paid Chk# 082566	4/15/2020 **FSSOLUTIONS**			
E 301-000-00-20-4185	Medical Exams	$56.38	FL00366908	DOT DRUG SCREEN
E 401-000-00-20-4185	Medical Exams	$56.38	FL00366908	DOT DRUG SCREEN
Total	**FSSOLUTIONS**	$112.76		
Paid Chk# 082567	4/15/2020 **FREIDAY, SARA**			
E 101-100-15-25-4217	Cleaning Services	$1,250.00	004180	CITY HALL CLEANING
E 101-100-20-25-4217	Cleaning Services	$950.00	004180	POLICE/LIBRARY CLEANING
Total	**FREIDAY, SARA**	$2,200.00		
Paid Chk# 082568	4/15/2020 **ECM PUBLISHERS, INC.**			
E 101-100-10-25-4220	Advertising	$27.00	768168	HOUSEKEEPING ORD PUB
E 501-000-00-25-4220	Advertising	$220.50	768169	2019 LIQUOR STORE FINANCIALS
Total	**ECM PUBLISHERS, INC.**	$247.50		
Paid Chk# 082569	4/15/2020 **DOORSTEP D.O.T. MEDICAL CERT**			
E 101-200-50-20-4185	Medical Exams	$138.00		DOT TESTING
E 301-000-00-20-4185	Medical Exams	$69.00		DOT TESTING
E 401-000-00-20-4185	Medical Exams	$69.00		DOT TESTING
Total	**DOORSTEP D.O.T. MEDICAL CERT**	$276.00		
Paid Chk# 082570	4/15/2020 **DEHMER FIRE PROTECTION**			
E 101-300-75-25-4212	Other Operations Expenses	$38.25	09169	FIRE EXTINGUISHER MAINT
Total	**DEHMER FIRE PROTECTION**	$38.25		
Paid Chk# 082571	4/15/2020 **DAILEY DATA & ASSOCIATES, INC**			
E 501-000-00-25-4130	Computers/Software	$133.59	103476	COMPUTER
Total	**DAILEY DATA & ASSOCIATES, INC**	$133.59		
Paid Chk# 082572	4/15/2020 **DAHLHEIMER DISTRIBUTING CO**			
E 501-000-00-27-4267	Purchases - Non Alcoholic B	$27.95		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	$27.00		MIX
E 501-000-00-27-4267	Purchases - Non Alcoholic B	$40.80		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	$241.60		MIX
E 501-000-00-27-4263	Purchases - Beer	$27,822.33	112-03046	BEER
E 501-000-00-27-4263	Purchases - Beer	$1,393.20	112-03085	BEER

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E 501-000-00-27-4263	Purchases - Beer	$733.45	112-03086	BEER
E 501-000-00-27-4263	Purchases - Beer	$19,339.46	112-03095	BEER
E 501-000-00-27-4263	Purchases - Beer	($71.75)	1214975	CREDIT
Total	**DAHLHEIMER DISTRIBUTING CO**	$49,554.04		
Paid Chk# 082573	4/15/2020 **CORPORATE CONNECTION, INC**			
E 101-100-92-25-4251	Emergency Management	$279.50	54073	COVID 19 SUPPLIES
Total	**CORPORATE CONNECTION, INC**	$279.50		
Paid Chk# 082574	4/15/2020 **CORE & MAIN LP**			
E 301-000-00-25-4387	Water Meters	$2,204.72	M156749	WATER METERS
Total	**CORE & MAIN LP**	$2,204.72		
Paid Chk# 082575	4/15/2020 **CLEARWAY COMMUNITY SOLAR LLC**			
E 101-200-55-25-4582	Solar	$13.82		514 FOREST RD
E 101-200-55-25-4582	Solar	$15.30		160 LAKE ST N STREET LIGHTS
E 301-000-00-25-4582	Solar	$107.04		300 SHOREACRES PUMP
E 301-000-00-25-4582	Solar	$493.13		601 MINNESOTA PUMP
E 101-100-15-25-4582	Solar	$1,286.64		160 LAKE ST N CITY HALL
E 401-000-00-25-4582	Solar	$49.83		CR 68 SEWER
E 401-000-00-25-4582	Solar	$189.27	CIOBGLK-120	256 CRESCENT ST LIFT
Total	**CLEARWAY COMMUNITY SOLAR LLC**	$2,155.03		
Paid Chk# 082576	4/15/2020 **CINTAS**			
E 101-200-50-25-4215	Uniforms/Clothing	$99.16		PUBLIC WORKS UNIFORMS
E 101-200-55-25-4215	Uniforms/Clothing	$99.16		PUBLIC WORKS UNIFORMS
E 301-000-00-25-4215	Uniforms/Clothing	$99.16		PUBLIC WORKS UNIFORMS
E 401-000-00-25-4215	Uniforms/Clothing	$99.16		PUBLIC WORKS UNIFORMS
E 601-000-00-25-4215	Uniforms/Clothing	$20.88	12857225	PUBLIC WORKS UNIFORMS
E 501-000-00-25-4217	Cleaning Services	$260.32	12857519	LIQUOR STORE CLEANING
Total	**CINTAS**	$677.84		
Paid Chk# 082577	4/15/2020 **CHARTER COMMUNICATIONS**			
E 501-000-00-25-4230	Telephone/Internet	$322.59	016166904032	LIQUOR STORE INTERNET
Total	**CHARTER COMMUNICATIONS**	$322.59		
Paid Chk# 082578	4/15/2020 **C&L DISTRIBUTING COMPANY**			
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	($30.00)		KEG RETURN
E 501-000-00-27-4265	Purchases - Mix/Pop	$127.00		MIX
E 501-000-00-27-4263	Purchases - Beer	$2,388.00	1067001686	BEER
E 501-000-00-27-4263	Purchases - Beer	($158.00)	1067001687	CREDIT
E 501-000-00-27-4263	Purchases - Beer	($92.90)	1067001692	CREDIT
E 501-000-00-27-4263	Purchases - Beer	$10,562.00	961004272	BEER
Total	**C&L DISTRIBUTING COMPANY**	$12,796.10		
Paid Chk# 082579	4/15/2020 **BREAKTHRU BEVERAGE**			
E 501-000-00-27-4265	Purchases - Mix/Pop	$172.95		MIX
E 501-000-00-27-4264	Purchases - Wine	$542.70		WINE
E 501-000-00-27-4262	Purchases - Liquor	$6,150.69	1081121341	LIQUOR
E 501-000-00-27-4263	Purchases - Beer	$36.90	1081121342	BEER
E 501-000-00-27-4262	Purchases - Liquor	$171.00	1081122234	LIQUOR
Total	**BREAKTHRU BEVERAGE**	$7,074.24		
Paid Chk# 082580	4/15/2020 **BOLTON & MENK INC**			
E 101-100-10-20-4150	Engineering	$530.00	0246388	MAP UPDATES
E 101-200-40-20-4150	Engineering	$248.00	0246388	2019 WCA REPORTING
E 101-200-40-20-4150	Engineering	$805.00	0246388	UPDATE GIS ZONING & LAND USE UPDATES
E 101-200-40-20-4150	Engineering	$70.00	0246388	EASEMENT RESEARCH 65-402-0222

BIGLAKE, MN

*Check Detail Register©

Cks 4/2/2020 - 4/15/2020

		Check Amt	Invoice	Comment
G 150-2055	Escrow Payable	$877.50	0246388	NORLAND PARK 6TH ADD
G 150-2055	Escrow Payable	$450.00	0246388	CASEYS LOT SPLIT
G 150-2055	Escrow Payable	$442.50	0246388	KGI WIRELESS
	Total BOLTON & MENK INC	$3,423.00		

Paid Chk# 082581 4/15/2020 **BELL BOY CORPORATION-1**

E 501-000-00-27-4264	Purchases - Wine	$50.00		WINE
E 501-000-00-27-4269	Freight - In	$15.40		FRT
E 501-000-00-27-4265	Purchases - Mix/Pop	$196.71		MIX
E 501-000-00-27-4269	Freight - In	$3.27		FRT
E 501-000-00-27-4262	Purchases - Liquor	$847.66	0083529400	LIQUOR
E 501-000-00-25-4210	Operating Supplies	$77.79	0101138300	SUPPLIES
	Total BELL BOY CORPORATION-1	$1,190.83		

Paid Chk# 082582 4/15/2020 **ARC DOCUMENT SOLUTIONS, LLC**

E 101-200-40-25-4210	Operating Supplies	$69.05	54MNI9026844	PLOTTER PAPER ENGINEERING
	Total ARC DOCUMENT SOLUTIONS, LLC	$69.05		

1010 US BANK $589,330.59

Fund Summary

1010 US BANK	
101 GENERAL FUND	$168,172.17
150 CAPITAL PROJECT/LOCAL DEVELOPM	$68,821.67
175 CAPITAL PROJECT/STREET IMPROVE	$21,102.60
194 COMPUTER REPLACEMENT FUND	$60,885.00
198 INFRASTRUCTURE IMPRMNT FUND	$350.00
199 EQUIP & BLDG REPLACEMENTS	$18,721.30
280 FARMERS MARKET	$128.00
301 WATER ENTERPRISE FUND	$7,447.21
401 SEWER ENTERPRISE FUND	$8,364.02
499 SEWER-EQUIP/BLDG REPLCMNT FUND	$6,254.41
501 LIQUOR ENTERPRISE FUND	$228,857.53
601 STORM SEWER ENTERPRISE FUND	$226.68
	$589,330.59

AGENDA ITEM

Big Lake City Council

Prepared By: *Gina Wolbeck, City Clerk*	***Meeting Date:*** 4/22/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6B**
Item Description: *April 8, 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 April 8, 2020 City Council Workshop Minutes as presented.

BACKGROUND/DISCUSSION

The April 8, 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

APRIL 8, 2020

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PROPOSED AGENDA

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

4. BUSINESS

4A. Lake Mitchell Boat Landing Access Control Discussion

Layne Otteson reviewed the proposed gate/sticker requirement for launching boats at the Lake Mitchell Boat launch. Council discussion in 2019 resulted in continuing the use of the I-LIDS Monitoring Program and to have a physical lock/key for the gate added in 2020. The gate would have a chain with a padlock on it and City residents who desire to use the launch can purchase a key for $20 at City Hall. Key holders will also be required to place a sticker on their boat which will allow the I-LIDS system to monitor that a boat is registered with the City, and any boat that gets launched without a sticker will be fined for unauthorized entry. Otteson noted that the access plan will be reviewed during the summer season to ensure that the plan is working.

Council discussed the need to re-evaluate how the launch policy is working, and reviewed methods for providing information on the program to residents. The consensus of the Council was to move forward with the Lake Mitchell Boat Landing program and re-evaluate the program once it is up and running.

4B. 2020 Street and Utility Improvement Project No. ST2020-1 Bid Opening Review

Layne Otteson reviewed the bid opening for the 2020 Street and Utility Improvement Project that was held on April 7th. Five bids were submitted with bid amounts ranging from $3M to $3.9M.

Otteson also noted that two alternate bids are also under consideration. Otteson reviewed that the projected estimates are slightly less than the lowest bid amount, noting that some items were bid at 10% higher than expected. Otteson discussed that bid prices aren't the best overall, but appear to be in favor of the residents who will be assessed.

Council discussed that the City has up to 60 days to approve or deny the bid award. The Consensus of the Council was to wait until we have a clearer picture of how the economy will look and directed Staff to come back to the next Workshop with an update.

4C. New Ideas Discussion

Council Member Johnson asked what the plan is for AIS monitoring at the Lakeside Park boat Launch for the 2020 season. Otteson has been reviewing staffing needs at Lakeside Park to monitor the landing with seasonal and part-time workers. Otteson indicated that we need to have an absolute minimum of 6 part-time employees to perform a minimum level of service at the Lakeside Park landing. Otteson also informed Council that the Sherburne Soil and Water Conservation District has suspended AIS monitoring training due to the COVID-19 pandemic. Council stressed that protecting the access should remain a priority.

Council Member Knier questioned if we are expected to have overcrowding at Lakeside Park this summer with the planned closing of beaches and parks in the metro area. Clay Wilfahrt indicated that Staff will look at operation strategies at Lakeside Park, including parking options and potential revenue impacts.

5. OTHER – No other.

6. ADJOURN

Council Member Knier motioned to adjourn at 5:24 p.m. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

City Clerk

Date Approved By Council

AGENDA ITEM

Big Lake City Council

Prepared By: *Gina Wolbeck, City Clerk*	***Meeting Date:*** 4/22/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6C**
Item Description: *April 8, 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 April 8, 2020 City Council Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The April 8, 2020 City Council Regular Meeting Minutes are attached for Council's review

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Regular Meeting Minutes

BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES

APRIL 8, 2020

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Council Members present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Community Development Director Hanna Klimmek, City Engineer Layne Otteson, 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 Zettervall motioned to adopt the proposed Agenda as presented. Seconded by Council Member Johnson, unanimous ayes, Agenda adopted.

6. CONSENT AGENDA

Council Member Knier motioned to approve the Consent Agenda with the removal of item no. 6I for separate consideration. Seconded by Council Member Johnson, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A. Approve List of Claims, 6B.

Approve Council Workshop Minutes of March 25, 2020, 6C. Approve Regular Council Meeting Minutes of March 25, 2020, 6D. Accept Resignation of Part-time Liquor Clerk Stacie Theisen, 6E. Rescind Appointment of Building Official Patrick Moonen, 6F. Approve Hiring Part-time Liquor Clerks Carol Larson and Tara Schowalter, 6G. Authorize Sale of Ag-Gator Model 2004 Equipment, 6H. Approve Personnel Policy Amendment Establishing the Summer Hours Schedule, ~~6I. Approve Franchise Agreement Ordinances 2020-06, 2020-07, and 2020-08 and Summary Publication Resolutions 2020-31 and 2020-32 for CenterPoint Energy and Northern States Power Company,~~ 6J. Approve AIS Inspection Grant and Agreement with the Sherburne Soil and Water Conservation District, 6K. Approve Final Payment for the CR 5/Hiawatha Avenue Signal Project No. ST2018-2, and 6L. Public Works Copier Lease Agreement with Marco.

6I. Franchise Agreement Ordinances for CenterPoint Energy and Northern States Power Company

Council Member Knier asked for further discussion on utility Franchise Fees and stated that he is not in favor of these types of fees and asked that the Agreements be tabled.

Motion by Council member Knier to table item 6I until the next Council Workshop to give people in Big Lake an opportunity to weigh in on renewing the Franchise Agreements and to give the Council a chance to discuss the Agreements. Discussion followed.

Council Member Johnson asked if there is an urgency to approve these Agreements. Clay Wilfahrt discussed the timeline for approval of the Franchise Agreement extensions, indicating that from Xcel Energy's standpoint, delaying approval would give them a tight timeline with moving through the PUC for approval. Wilfahrt noted that he does not know if a delay will interrupt collection of these fees and would need to discuss with the utility companies.

Mayor Wallen discussed the history of when the Franchise Ordinances were adopted as a means to more equitably balance the amount that citizens pay for services that the City provides. Wallen reviewed property taxes collected and how services are provided to the community. Deb Wegeleben stated that $429,000 is collected each year through utility franchise fees, which are transferred to our CIP Street Fund. Mayor Wallen stated that he feels it is a fair and equitable charge/tax to all residents and businesses in the City, and provides a fair way to raise revenue to provide necessary services.

Council Member Johnson stressed that these franchise fees are part of the current 2020 budget calculations, and if we don't renew the franchise agreements, we will need to figure out a way to fund this amount, or cut services. Johnson stated that while she does not like franchise fees, she is not recommending we cut services, but indicated that she would be in favor of looking at whether we should continue with the franchise fee model, or look at other ways to raise revenue for the 2021 budget.

Council Member Knier stated that he feels levying tax revenue would be a more open and transparent way of taxing, over raising revenue through franchise fees.

Council Member Zettervall stated that franchise fees are out in the open, clarifying that a franchise agreement is an agreement between the City and a utility company that allows them access to the public right-of-way areas, so we are getting something in return for providing that access. It is up to the utility company on how they charge that fee back to their customers. These agreements also alleviate a certain amount of liability for the City, so there is value to these agreements. Zettervall stated that the fees should not be considered a tax.

Council Member Hansen stated that these renewals should be approved now so it doesn't affect our current 2020 budget, and noted that he is willing to have a conversation about franchise fees during the 2021 budgeting discussion.

Mayor Wallen stressed that adding $429,000 as part of the budget will increase the City's levy by approximately 15%. Wegeleben discussed that residents who don't pay property taxes share in franchise fee payments to help provide City services. Council Member Johnson stated that she feels renters pay property taxes through their rent payments.

Clay Wilfahrt discussed that utilities are not typically favorable to franchise agreements, and overall they would most likely be in favor of rescinding or lowering fees if the City moves in that direction.

Mayor Wallen asked for a second on the Motion made my Council Member Knier. Motion made by Council Member Knier failed for lack of a second. Motion failed.

Council Member Johnson motioned to approve Franchise Agreement Ordinances 2020-06, 2020-07, and 2020-08 and Summary Publication Resolutions 2020-31 and 2020-32 for CenterPoint Energy and Northern States Power Company. Seconded by Council Member Zettervall, motion passed with a 4 to 1 vote with Council Members Hansen, Johnson, Wallen, and Zettervall voting aye and Council Member Knier voting nay. Motion carried.

7. <u>BUSINESS</u>

7A. PUBLIC HEARING – Annexation by Ordinance – Parcel No. 10-324-1200

Hanna Klimmek reviewed the annexation petition submitted by the Anderson Family Trust for the 57 acre parcel that is located north of US Highway 10, and west of Big Lake. Klimmek noted that the parcel abuts City limits on its north, east, and south boundaries, and by law this parcel can be considered as urban in character and the City can annex it by passing an Ordinance. The sole property owners petitioned the City for annexation on

February 22, 2020 and MN State Statute 414.033, subd. 2(3) allows for the annexation of the parcel by Ordinance. Klimmek noted that the parcel is considered urban in character and all required persons were notified of the public hearing by certified or hand delivered mail.

Mayor Wallen reviewed the property owner's annexation petition filed in February 2020, which is what Council is considering at this time. This annexation petition is unrelated to any future development applications for the site.

Mayor Wallen opened the public hearing at 6:23 p.m. No one came forward. Mayor Wallen closed the public hearing at 6:24 p.m.

Council Member Zettervall motioned to approve Ordinance No. 2020-09 annexing parcel no. 10-324-1200 and approve summary publication Resolution No. 2020-33. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7B. Emergency Declaration for the COVID-19 Pandemic

Clay Wilfahrt reviewed the City's current procedures to responding to the COVID-19 Pandemic. There have been many issues including needing to change hours of operation, changes to policies and procedures, and communications. The changing of hours, providing leniency on sick time and personnel policies for working at home haven't been very convenient since staff has to wait until official action from the Council. Wilfahrt also noted that staff believes there will be disaster relief dollars available once the COVID-19 outbreak is over. Wilfahrt reviewed that the proposed Emergency Declaration being presented to Council will address Disaster Reimbursements and the waiving of typical policies and procedures during the Pandemic.

Mayor Wallen discussed his opposition to a Mayoral Emergency Declaration but recognizes the need for the Council as a whole to declare the emergency so we can be in line for federal funds.

Administrator Wilfahrt also discussed the declaration language that allows the City the option to meet electronically or to offer other participants to participate in the meetings electronically.

Council Member Knier agreed that the declaration should not ever produce a declaration that would strip residents of their rights, and emphasized that the City should only be declaring costs that are honestly reimbursable. Council Member Hansen discussed his conversation with Minnesota Homeland Security Director Joe Kelly who provided guidance on submitting valid requests for federal reimbursement for costs directly related to the COVID-19 pandemic.

Council Member Knier motioned to approve Resolution No. 2020-34 declaring a Local Emergency pursuant to Minnesota Statute 12.29. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

7C. Liquor Store Wage Increase Extension

Greg Zurbey reviewed the on-going major impact the COVID-19 Pandemic continues to have on the operations and staff of Lake Liquors Municipal liquor store. Zurbey reviewed current staffing at the store, the substantial increase in sales and the increased number of customers Liquor Store Staff are in direct contact with. Zurbey also noted that the number of hours the store is open has been reduced from 83 hours per week down to 53 hours per week, which has generated a net savings in payroll costs. Staff recommended Council approve an extension of the temporary hourly increase of $4.00 per hour for all Non-Exempt Liquor Store Staff effective through April 22, 2020.

Council Member Hansen asked if we should extend the pay increase further out than April 22, 2020 to be in line with the Governor's Stay At Home Order extension into May. Mayor Wallen stated that he prefers that Staff bring the discussion back every meeting as it allows the Liquor Store to publicly discuss the sales figures as we move forward.

Council Member Knier stated that while he appreciates our Liquor Store Staff and the work they do, he feels we need the extra Liquor Store revenue and that a $2.00 increase is adequate, which is more in line with increases that were given in the private sector. Knier also stated that other City Staff haven't received this type of increase.

Council member Knier motioned to go back to a $2.00 temporary wage increase for Non-Exempt Liquor Store Employees through April 22, 2020. Motion failed for lack of a second. Motion failed.

Zettervall commented that payroll has been stable with the $4.00 increase and stands behind the continuation of a $4.00 wage increase until the pandemic is over. Zettervall stated that he recommended the $4.00 wage increase over the $2.00 increase as he was concerned that the Liquor Store Staff wouldn't be as motivated to work during the pandemic. Council Member Knier asked if there was specific criteria placed on employees to receive the increase. Zurbey stressed concern with implementing criteria on part-time staff who do not have regularly scheduled hours. Council Member Johnson asked if any employees have indicated concerns with working during the pandemic. Staff discussed two employees who have had concerns. Knier also asked if any other employees have questioned who gets the increase. Wilfahrt indicated that he has not been contacted by any other Staff with this type of request. Knier also questioned if we will have issues when the wage goes back down after the pandemic. Zurbey indicated that the Liquor Store Staff wasn't aware that the wage increase was being considered, and doesn't feel there will be an issue when they go back to regular pay.

Council Member Johnson motioned to approve an extension of the temporary pay increase of $4.00 per hour for all Non-Exempt Liquor Store Staff effective through April 22, 2020. Seconded by Council Member Zettervall, motion passed with a 4 to 1 vote with Council Members Hansen. Johnson, Wallen, and Zettervall voting aye and Council Member Knier voting nay, motion carried.

7D. Monthly Department Reports

Fire Department – Assistant Fire Chief Mark Hedstrom provided statistical information on calls for service for the month of March. Hedstrom also reviewed the recent training opportunity at Nutrien Ag Solutions, discussed two recent fires, noted that Probationary Firefighters Brady Bagne and Clinton Maxson completed Firefighter 2 training, and reviewed the recent retirements of Daniel Mooney (32.5 years) and Ken Halverson (30 years). Hedstrom also noted that the department is advertising for the hiring of new firefighters, and thanked the public for support of the department during the COVID-19 Pandemic.

Police Department – Matt Hayen updated Council on police statistics, calls for service, significant arrests, and self-initiated policing activities for the month of March. Hayen thanked the Fire Department for use of their exercise room during the pandemic, reviewed the sale of the F150 pursuit vehicle to the Big Lake Fire Department and the purchase of a 2015 Dodge Charger as a replacement vehicle, and discussed the PurpleAir sensors that were recently installed at the Police Department and at Lakeside Park. Hayen encouraged citizens to sign up for emergency weather alerts through the City Website, and reviewed the department's operations during the Coronavirus Pandemic.

Engineering/Public Works Department – Layne Otteson provided an update on engineering projects underway in the City and activities in the various areas of the Public Works Department. Otteson reviewed new employee training, the department's staffing plan during COVID-19, discussed newly installed AED machines, provided an update on the Safe Routes to School Program which is under MNDOT review, and discussed current high water issues. Otteson also provided an update on activities in the Streets/Parks and Water/Wastewater Divisions.

Council Member Knier questioned what the status is on the freeze up issues on properties on the north side of the lake. Otteson indicated that insulation improvements have been added to the 2020 Street project.

8. ADMINISTRATOR'S REPORT

Clay Wilfahrt discussed Zoom meetings that we are using indicating that the equipment worked well during the Planning Commission Meeting and tonight's Council Meeting. Wilfahrt provided a status update on the reorganization of City Staff that occurred at the beginning of the year, noting that he has been doing interviews with Staff that were affected by the reorganization. Wilfahrt also thanked Finance Director Wegeleben for encouraging Council to set up the budget as they have, which will help the City weather the economic impact of the COVID-19 crisis.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Zettervall reviewed the March Planning Commission Meeting.

10. OTHER

At the request of Mayor Wallen, Hanna Klimmek provided information on local businesses open during the Pandemic and encouraged citizens to shop local.

11. ADJOURN

Council Member Hansen motioned to adjourn at 7:23 p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

_____
Clerk

Date Approved By Council _____

AGENDA ITEM
Big Lake City Council

Prepared By: Nick Abel, Streets and Parks Superintendent	***Meeting Date:*** 4/22/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6D**
Item Description: *2020 SCORE Grant Agreement for the City Compost Site*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *Deb Wegeleben, Finance Director*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the 2020 SCORE Grant Agreement in an amount up to $50,000.00 towards expenses for the operation of the Big Lake Compost Site.

BACKGROUND/DISCUSSION

Sherburne County has received funds from the State of Minnesota for the purpose of enhancing recycling, waste reduction, removing problem materials from the waste stream and landfill abatement efforts. The City can apply to receive a portion of these funds to help offset expenses for the operation of the Big Lake Compost Site.

Per the Agreement, the County will reimburse the City an amount not to exceed $50,000 pursuant to the following conditions:

1. The SCORE Funds shall be paid to the City as a reimbursement for the City's expenses incurred during the calendar year 2020, only after verification by the City that such sums were expended for the purpose of:
    a. Grinding, chipping, hauling, and removal of source separated compostable materials and Tree Waste at the Becker public yard waste site (the Site) located in Sherburne County and operated by the Grantee, for the purposes of: reuse, recycling, and composting;
    b. Costs related to securing, maintaining and operating the Site;
    c. Employee hours for operating and maintain the Site; and
    d. Insurance Costs.

FINANCIAL IMPACT

Up to $50,000.00 to help offset expenses the City will incur in the operation of the Big Lake Compost Site.

STAFF RECOMMENDATION

Approve SCORE Grant Agreement as presented.

ATTACHMENTS

SCORE Grant Agreement with Sherburne County.

SHERBURNE COUNTY
SCORE FUNDING 2020
GRANT AGREEMENT

WHEREAS, the County of Sherburne (the County) has received certain monies from the State of Minnesota for the purpose of enhancing recycling, waste reduction, removing problem materials from the waste stream and landfill abatement efforts;

WHEREAS, the County has determined that the public yard waste sites operated by the Grantee promotes the above;

NOW, THEREFORE, the parties hereby agree as follows:

1) The Grantor of the Grant funds is the County of Sherburne. The County's Authorized Representative is the County Solid Waste Administrator, Sherburne County Zoning Administration, 13880 Business Center Drive, Elk River, MN 55330.

2) The Grantee is: **City of Big Lake**, 160 Lake St N, Big Lake MN. The Grantee's Authorized Representative is: Nick Abel, City of Big Lake.

3) Notwithstanding the date of the signatures of the parties, the term of this Agreement is February 1, 2020 through January 31, 2021, or until terminated by law or in accordance with the terms of this Agreement. Sections 4(D), (E), (G), (H) and (I) shall survive any termination of this Agreement.

4) The County has agreed to reimburse the Grantee in an amount not to exceed **$50,000**(the "SCORE Funds"), pursuant to the following conditions:

A. The SCORE Funds shall be paid to the Grantee as a reimbursement for Grantee's expenses incurred during calendar year 2020, only after verification by the Grantee that such sums were expended for the purpose of:

- Grinding, chipping, hauling, and removal of source separated compostable materials and Tree Waste at the Big Lake public yard waste site located in Sherburne County and operated by the Grantee, for the purposes of: reuse, recycling, and composting;
- Costs related to securing, maintaining and operating the Site;
- Employee hours for operating and maintain the Site; and
- Insurance Costs.

B. Requests for reimbursement are to be submitted quarterly by the Grantee and shall be accompanied by invoices or other documentation of Grantee's costs, including verification that such expenses incurred have been paid by the Grantee. Grantee shall provide a detailed invoice accounting for staff time incurred while on Site, and a description of those hours. Upon verification by the County that Grantee's requests for reimbursement comply with the terms and conditions of this Agreement, the County will promptly reimburse the Grantee for those eligible expenses. All requests for reimbursement for allowable expenses incurred during calendar year 2020 shall be submitted to the County no later than January 31, 2021.

C. The total obligation for all reimbursements to the Grantee under this Agreement shall not exceed **$50,000.00**.

D. The Grantee shall indemnify and hold harmless the County of Sherburne and its agents, employees, and designates from any and all damages or financial obligations that the Grantee incurs in the recycling project and pursuant to this Agreement. This paragraph does not diminish, with respect to any third party, any defense, immunity or liability limit that the County or the Grantee may enjoy under law.

E. The Grantee shall not sell, dispose of, or use in any manner not authorized pursuant to Section 3(A) above, any equipment or materials purchased with the SCORE Funds, without the County's prior written approval. The County shall have the right to match any bona fide offer for the equipment at the fair market value of the equipment or material, less the amount of the SCORE Funds provided to Grantee and used to purchase the equipment or material. This right shall remain vested in the County throughout the term of this Agreement and for a period of two (2) years after termination or expiration of this Agreement. The Grantee further agrees that in the event that Grantee's members close the public compost facilities and/or the equipment or materials purchased with SCORE Funds are no longer used for the purposes identified in Section 3(A) above within two (2) years following expiration or termination of this Agreement, Grantee shall reimburse the County a proportionate amount of the SCORE Funds used to purchase any equipment or materials. The proportionate amount shall be determined based on the depreciated value of the equipment or materials as determined in accordance with IRS tax codes.

F. During the two (2) year term identified in Section E above, Grantee shall allow Sherburne County residents access to the Big Lake yard waste site operated by the Grantee for the collection of organic materials from Sherburne County residential properties at no charge. In the event Grantor does not provide any additional SCORE Funds to Grantee during the two (2) year term identified in Section E above and Grantee implements a charge at the yard waste site, Grantee shall allow all Sherburne County residents access to the public compost site operated by the Grantee at the same charge imposed on the residents of the City in which the yard waste site is located.

G. The provisions of this grant and this Grant Agreement do not constitute a joint venture or enterprise between the Grantee and the Grantor.

H. Grantee's books, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Agreement are subject to the examination, duplication, transcription and audit by the County and either the Legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Agreement. Grantee agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made, or longer if any audit in progress requires a longer retention period.

I. All date collected, created, received, maintained, or disseminated, or used for any purpose in the course of the Grantee's performance of the Agreement is governed by the Minnesota Government Data Practices Act, Minnesota 1984, Section 13.01, et seq., or any other applicable state statutes and state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy. Grantee agrees to abide by these statutes, rules and regulations and as they may be amended.

J. Grantee agrees that, in coordinating the hiring of all labor for the performance of any work under this Agreement, it will not, by reason of race, creed, color, sex, national origin, disability, sexual orientation, age, marital status or public assistance status, discriminate against any person who is a citizen of the United States and who qualifies and is available to perform the work to which such employment relates. Grantee agrees to comply with all Federal, State, and local non-discriminate laws and ordinances, in particular the applicable provisions of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972.

K. Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2 pertaining to worker's compensation insurance coverage. The Grantee's employees and agents will not be considered County employees. Any claims that may arise under the Minnesota Worker's Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the County's obligation or responsibility.

L. The parties shall abide by all Federal, State or local laws; statutes, ordinances, rules and regulations pertaining to the Agreement and this Agreement shall be construed in accordance with the substantive and procedural laws of the State of Minnesota.

M. It is the responsibility of Grantee or contractor to pay prevailing wages on construction projects to which state prevailing wage laws apply (Minn. Stat. § 177.42-177.44). All laborers and mechanics employed by recipients of state grant funds and subcontractors funded in whole or in part with these state funds shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality.

The parties may terminate this Agreement without delay if Grantee provides written notice to the County that it has submitted and received payment for all invoices for work that it will perform under this Agreement and that Grantee declines the opportunity to receive any additional grant funds under this Agreement; to the extent such funds remain available. In such case, termination shall be effective immediately as of the date designated by the parties in writing.

GRANTEE:

_____ _____

City of Big Lake **Date**

SHERBURNE COUNTY BOARD OF COMMISSIONERS

_____ _____

Sherburne County Board Vice Chair ***Date***

ATTESTED TO:

_____ _____

Clerk, Sherburne County Board of Commissioners ***Date***

Agreement approved by County Attorney's Office

AGENDA ITEM
Big Lake City Council

Prepared By: *Hanna Klimmek, Community Development Director*	***Meeting Date:*** 4/22/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6E**
Item Description: *Detachment Petition*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *Gina Wolbeck, City Clerk*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a RESOLUTION approving the detachment of Parcel No. 65-026-2015 from the City of Big Lake.

BACKGROUND/DISCUSSION

The City of Big Lake received a petition for detachment from the landowner of PID 65-026-2015 on March 18, 2020. The address of the property is 19524 County Road 15, Big Lake, MN 55309. The 8.3 acre parcel is rural in character and not developed for urban residential, commercial, or industrial properties. The parcel is currently zoned AG as a holding district for future growth.

The reason for the detachment petition is because the parcel is two miles from the nearest City water/sewer connection and access to the City utilities will not be available until the land west of the parcel is developed. Since access to City utilities could be decades away, the City's Code is essentially keeping the parcel from being sold and developed into anything other than a single-family home (the land abuts the BNSF main line on its southern border). The parcel used to be in the Township until a Developer came along in the early 2000's. The Developer had aspirations of developing most of the land on the east side of the City, north of the BNSF main line, into a Rail Park. While working within the predevelopment phase, the Developer partnered with the landowners and had them petition to be annexed into the City. The Rail Park concept was not successful but left all of the undeveloped land to remain within the City limits of Big Lake.

The current City Code will only allow for this parcel to be farmed and for the landowner to newly construct a single-family home with private utilities. In order to allow for any other type of development on this parcel, it would require multiple variances as well as a substantial overhaul of the Comprehensive Plan and Zoning Code. Throughout the Comprehensive Plan and Zoning Code, it is clearly stated that the City of Big Lake is committed to orderly, fiscally, prudent growth and that commercial and industrial development is not allowed within City limits unless it is hooked up to the City water/sewer services.

The following is a summary of the detachment process per State Statute 414.06:

1. Initiating the proceeding

a) If the property is situated within a municipality and abutting the municipal boundary, rural in character and not developed for urban residential, commercial, or industrial purposes;
   i) Submit to the chief administrative law judge a resolution of the municipality to which the land is attached; <u>or</u>
   ii) Submit to the chief administrative law judge a petition of all of the property owners of the land to be detached if the area is less than 40 acres or of 75 percent of the property owners if over 40 acres;

b) The petition or resolution shall set forth the boundaries and the area of the land to be detached, the number and character of the buildings, the resident population, and the municipal improvements, if any, in the area. In addition, the petitioners must summarize what, if any, efforts were undertaken prior to filing the resolution or petition to resolve the issues forming the basis for the resolution or petition.
   i) The petitioner must send copies to: 1) The City if the City does not pass a resolution in support of the detachment; 2) Any property owner who would be subject to the detachment, but has not approved it; 3) The clerk of the township; 4) The clerk of any other abutting town or city; 5) The county recorder.

2. Hearing by Chief Administrative Law Judge (Office of Administrative Hearings)

a) If both a resolution of the municipality and a petition by all the property owners are submitted, and no resolution of opposition from the township has been received, then no hearing is necessary. If the ALJ does not receive a resolution from the township, the assumption is that the township's position is neutral. The request for detachment would be granted under these circumstances.
b) In any other case, upon receipt of a petition or resolution, the chief administrative law judge shall designate a time and place for a hearing. The chief administrative law judge must order the parties to participate in a mediation session prior to the hearing. The cost of mediation would be divided equitably among the parties, unless the judge finds that a particular party should be responsible for a greater share. Even if that occurs, the petitioning landowners must pay at least 50 percent of the costs.

3. Order

a) The chief administrative law judge may order the detachment on finding that:
   i) the requisite number of property owners have signed the petition if initiated by the property owners,
   ii) the property is rural in character and not developed for urban residential, commercial or industrial purposes,
   iii) the property is within the boundaries of the municipality and abuts a boundary, that the detachment would not unreasonably affect the symmetry of the detaching municipality, and that the land is not needed for reasonably anticipated future development.
b) The chief administrative law judge may deny the detachment on finding that the remainder of the municipality cannot continue to carry on the functions of government without undue hardship.
c) The chief administrative law judge may decrease the area of property to be detached and may include only a part of the proposed area to be detached.

A property owner wishing to detach property from the City limits of Big Lake shall submit the following to the City:

1. a written request,
2. a boundary map with legal description,
3. the number and character of buildings,
4. the resident population and
5. municipal improvements, if any.

FINANCIAL IMPACT

Taxes paid to the City annually for this parcel is approximately $114.00. Upon detachment, this portion will no longer be paid to the City.

STAFF RECOMMENDATION

Staff recommends that Council consider and approve the detachment of PID 65-026-2015 from the City of Big Lake.

ATTACHMENTS

Petition Submitted by the Landowner
Detachment Resolution

February 08, 2020

19524 Co Rd 15
Elk River MN 55330

To whom it may concern:

My name is Leon Thomas. I am the trustee for my brother Marvin Thomas. I am petitioning for the property to be to be removed from annexation in the city limits and be back in the township of Big Lake.

Marvin sold this property on a Contract for deed to Marly Glimes in 2009. Marly defaulted on the contract and I had to hire an attorney to cancel the contract for deed on the property. I have been trying to sell it ever since. Marly had the property annexed into city limit. Big Lake comprehensive plan was for the property to be zoned industrial, I have included comprehensive plan showing Industrial . I had a signed purchase agreement for light industrial use that did landscaping and set to close at the end of December 2019. In the process of selling this property I was then informed by the city of Big Lake that in 2018 the property zoning had changed from Industrial to AG/residential. I was never notified of this change.

This is an 8 acre property and does not have city water or sewer, it is 2 miles from the nearest city water/sewer connections. After talking to the city of Big Lake they said it most likely would not be available for the next 20-50 years.

I have this property for sale and I have another person interested in purchasing the property. He wants to build a pole building now and his home later, he currently lives in Elk River. However; the city of Big Lake does not allow pole buildings in their city limits. Since there are no city amenities, I feel the best use for this property if not industrial would be to zone as single family residential then a buyer could build a home and an out building. At this point it would require a variance to put in a septic and drill a well since it is annexed into city limits and with no hope of having city water/sewer come through that area in the next 20 plus years.

At this time if it is does not go back to the township I will never be able to sell this property, there is no way I could afford to bring water/sewer two miles. I am in my 70's. I feel the city annexing the property has put an extra burden and higher expenses on this property and has put me in a hardship to sell. The property taxes are higher since it was annexed into the city of Big Lake but I have no added amenities to offset the higher costs of city taxes. I have paid over $10,000 in taxes on a property that I can't even use or sell. This property is on County road 15. 19524 County Rd 15 Elk River MN 55330.

Sincerely, Leon R. Thomas

Leon Thomas, Trustee
15858 201st Ave
Elk River MN 55330

Legal Description

19524 County Road 15, Elk River, MN 55330-7940, Sherburne County

Owner Information

Owner Name:	**Thomas Marvin L**	Taxpayer ZIP+4:	**8342**
Taxpayer Address:	**15858 201st Ave Nw**	Taxpayer Carrier Route:	**R003**
Taxpayer City and State:	**Elk River, MN**	Owner Occupied:	**No**
Taxpayer Zip:	**55330**		

Location Information

Municipality:	**Big Lake**	School District:	**727**
Zip Code:	**55330**	Section #:	**26**
Carrier Route:	**R003**	Township #:	**33**
Census Tract:	**304.02**	Range #:	**27**
School District Name:	**Big Lake**	Neighborhood Code:	**10727-10727**

Tax Information

PID#:	**650262015**	% Improved:	**1%**
PID:	**65-026-2015**		

Legal Description:

THAT PT OF E 1-2 OF NW 1-4 DESC AS:BEG AT INTERSECT OF N-S 1-4 SEC LINE IN SAID SEC 26 & N R-O-W LINE OF BURL NORTHERN RR;THENCE N ALONG SAID 1-4 SEC LINE DIST 550 FT,MORE OR LESS,TO CENTERLINE OF DRIVEWAY AS NOW LAID OUT & TRAVELED;THENCE W PARA WITH N LINE OF SE 1-4 OF NW 1-4 OF SAID SEC 26 DIST 660 FT; THENCE S PARA WITH SAID 1-4 SEC LINE TO AN INTERSECT WITH NLY R-O-W LINE OF SAID RR;THEN SELY ALONG SAID RR R-O-W LNE TO POB. SUBJ TO EASEMENT DESC AS PARCEL 2 SHERB CTY ROW PLAT 54

Assessment & Tax

Assessment Year	2018	2017	2016
Estimated Mkt. Value - Total	$79,200	$81,200	$77,000
Estimated Mkt. Value - Land	$78,600	$79,200	$75,200
Estimated Mkt. Value - Building	$600	$2,000	$1,800
Taxable Mkt. Value - Total	$79,200	$81,200	$77,000
Taxable Mkt. Value - Land	$78,600	$79,200	$75,200
Taxable Mkt. Value - Building	$600	$2,000	$1,800
YOY Taxable Mkt. Value Chg ($)	-$2,000	$4,200	
YOY Taxable Mkt. Value Chg (%)	-2.46%	5.45%	

Payable Tax Year	Total Tax	Change ($)	Change (%)
2017	$1,064		
2018	$1,062	-$2	-0.19%
2019	$1,008	-$54	-5.08%

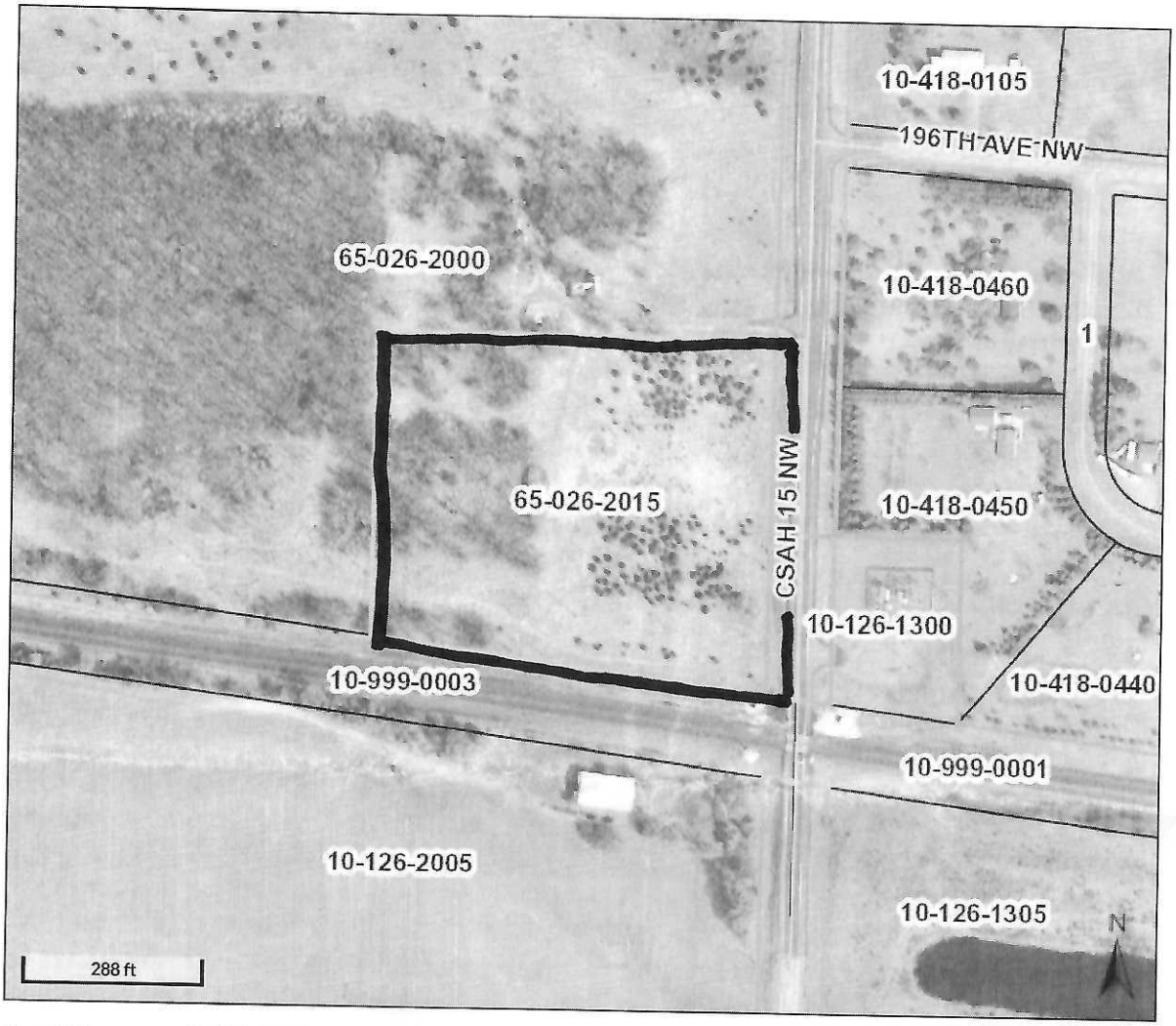
Characteristics

Lot Acres:	**8.3**	Other Rooms:	**Dining Room, Living Room, Utility Room, Kitchen**
Lot Sq Ft:	**361,548**	Basement Type:	**Finished**
Land Use - County:	**Resid 1 Unit**	Roof Shape:	**Gable**
Land Use - CoreLogic:	**Manufactured Home**	Roof Type:	**Gable**
# of Buildings:	**1**	Roof Material:	**Composition Shingle**
Style:	**Modular/Prefab**	Foundation:	**Slab**
Finished Sq Ft:	**1,152**	Interior Wall:	**Panelled**
Total Building Sq Ft:	**1,152**	Exterior:	**Wood**
First Floor Sq Ft:	**1,152**	Construction:	**Wood**
Above Grade Sq Ft:	**1,152**	Floor Cover:	**Carpet/Vinyl**
Bedrooms:	**3**	Heat Fuel Type:	**Gas**
Total Baths:	**1**	Heat Type:	**Forced Air**
Full Baths:	**1**	Fuel Type:	**Gas**
Dining Rooms:	**1**		

Features

Feature Type
Brick/Ston
Windows-Ca
Windows-Dh
Windows-Gl
Spl Win-Ar
Spl Win-Ba
Spl Win-Bb

Beacon™ Sherburne County, MN



Overview

Legend

- Roads
- Plats
- Parcels

Cities and Townships

- <all other values>
- City
- Township

Parcel ID	65-026-2015	**Alternate ID**	n/a	**Owner Address**	n/a
Sec/Twp/Rng	26-33-27	**Class**	201-Residential 1 unit		
Property Address	19524 COUNTY ROAD 15 NW ELK RIVER	**Acreage**	8.3		
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.

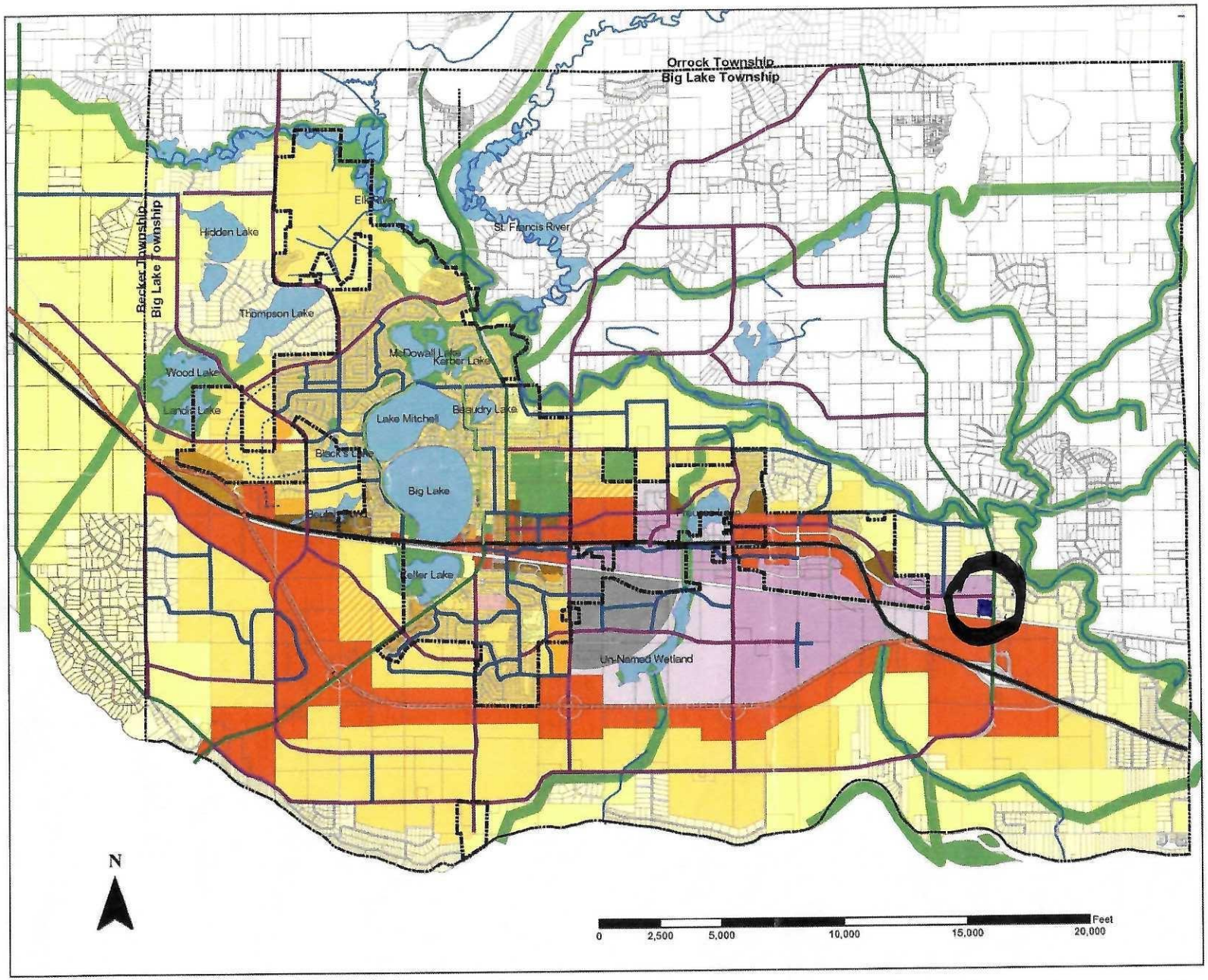
Date created: 9/16/2017
Last Data Uploaded: 9/16/2017 2:59:00 AM

Developed by
The Schneider Corporation

Property Map

*Lot Dimensions are Estimated

Old Comprehensive Plan



City of Big Lake

Extra Territorial Land Use Plan

Land Use

- Rural
- Rural Residential
- Estate Low Density Residential
- Low Density Residential
- Low to Medium Density
- Medium Density
- Med-High Density (PUD Only)
- High Density
- Manufactured Housing
- Commercial
- Industrial
- Light Industrial
- Public
- TOD

Road Type

- Principle Arterial
- MNDOT Concept Hwy 10 Bypass
- Minor Arterial
- Major Collector
- Minor Collector
- Proposed Local Road
- Greenway Connection Opportunities
- Parcels
- Water Features
- City Limits
- Township Boundary

Sources: Sherburne County, MN DNR, City of Big Lake & Northwest Associated Consultants. Approved by resolution January 30, 2007. Updated February 18, 2009.

NORTHWEST ASSOCIATED CONSULTANTS, INC.

2018 Comprehensive Plan

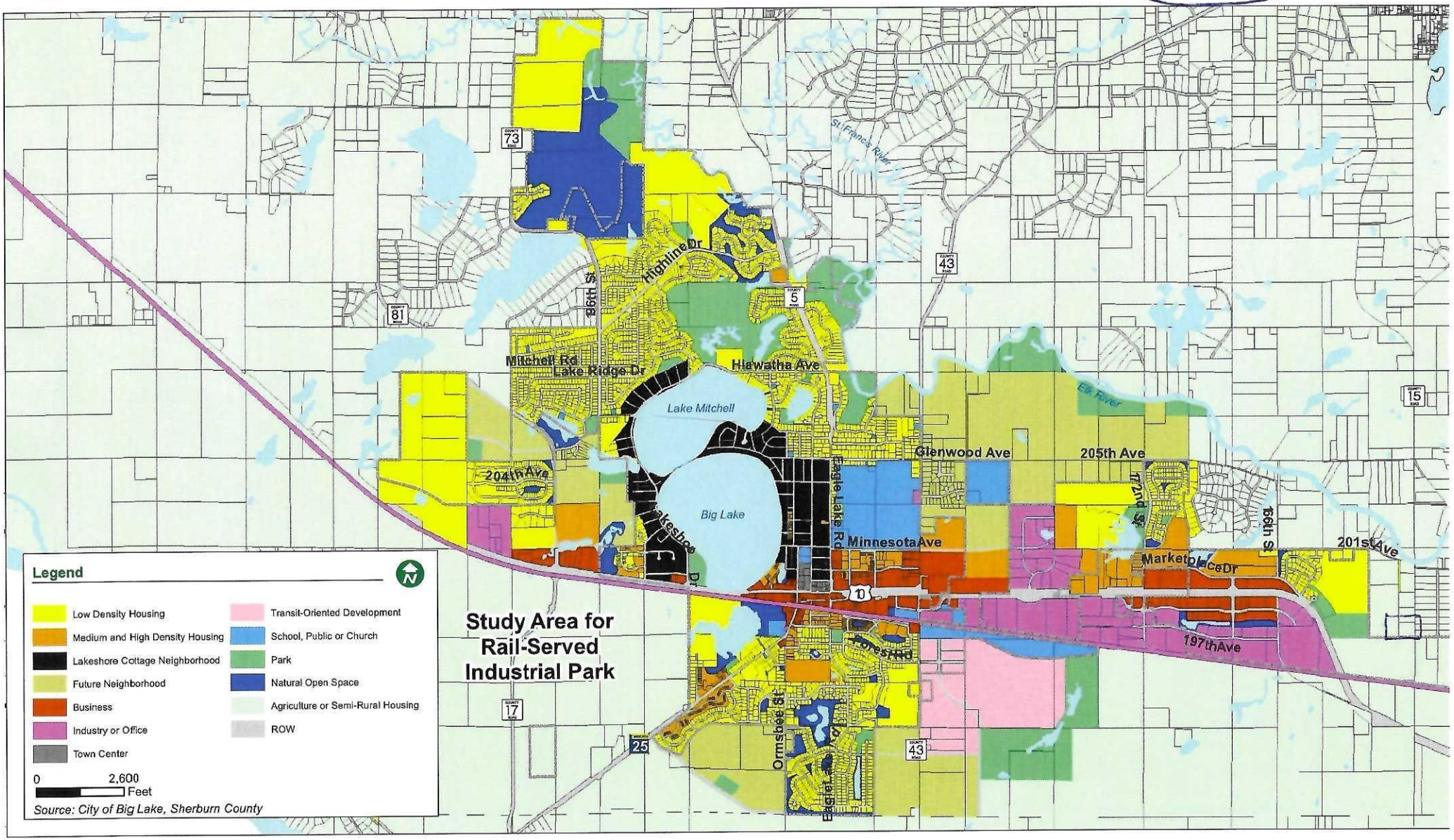
CITY OF Big Lake

Land Use Map

City of Big Lake

December 2018

BOLTON & MENK
Real People. Real Solutions.



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

RESOLUTION NO. 2020-XX

RESOLUTION RESPONDING TO A PETITION INITIATED BY THE PROPERTY OWNER OF PARCEL NO. 65-026-2015 FOR DETACHMENT OF LAND PURSUANT TO MINNESOTA STATUTES § 414.06

WHEREAS, The City of Big Lake received a petition for detachment of certain property on March 18, 2020 for the following described property:

That part of the East Half of the Northwest Quarter (E ½ of NW ¼) of Section Twenty-six (26), Township Thirty-Three (33), Range Twenty-seven (27), described as follows: Beginning at the intersection of the North-South Quarter section line in said Section 26 and the North Right-of-way line of the Burlington Northern Railroad; thence North along said Quarter section line a distance of 550 feet more or less, to the centerline of a driveway as now laid out and traveled; thence West parallel with the North line of the Southeast Quarter of the Northwest Quarter (SE ¼ of NW ¼) of said Section 26 a distance of 660 feet; thence South parallel with said Quarter Section line to an intersection with the Northerly Right-of-Way line of said Railroad; thence Southeasterly along said Railroad Right-of-Way line to the point of beginning, Sherburne County, Minnesota.

WHEREAS, a site location map is hereby attached as Exhibit A.

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

☒ Supports the petition for detachment; or

☐ Opposes the petition for detachment.

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

BY: _____
Mike Wallen, Mayor

ATTEST:

_____
Gina Wolbeck, City Clerk

The following Council Members voted in favor: _____
The following Council Members voted against or abstained: _____

Whereupon the motion was duly passed and executed.

Attachments:
Exhibit A – Site Location Map

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

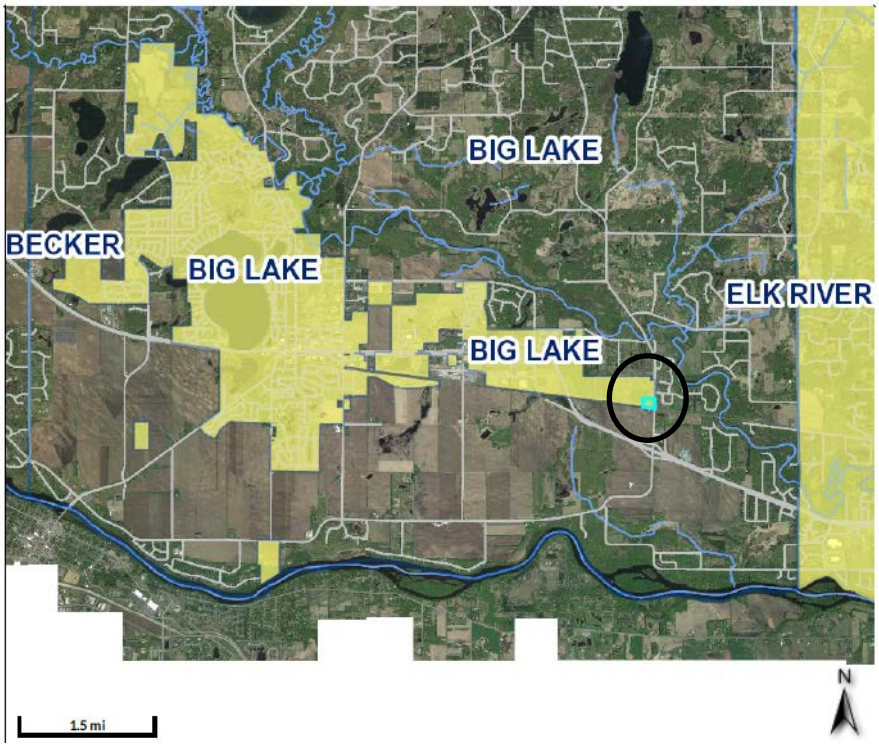
STATE OF MINNESOTA)
) SS.
COUNTY OF SHERBURNE)

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

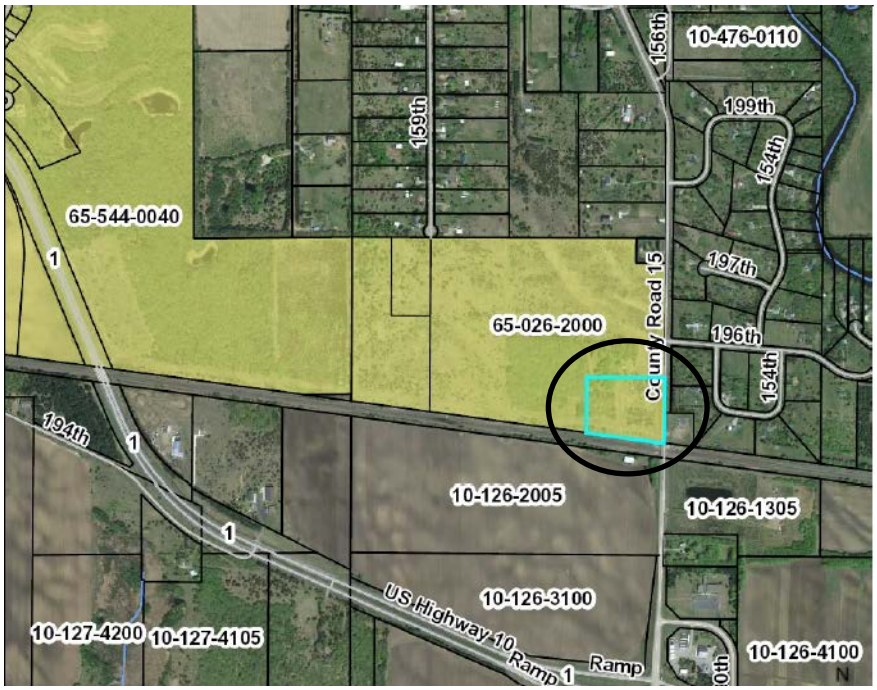
_____
Notary Public

EXHIBIT A
Site Location Map
Detachment of Parcel No. 65-026-2015

SITE MAP – CITY BOUNDARY



SITE MAP – PARCEL LOCATION



AGENDA ITEM

Big Lake City Council

Prepared By: *Hanna Klimmek, Community Development Director*	***Meeting Date:*** 4/22/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6F**
Item Description: *Offer of Seasonal, Full-Time Employment – City Code Enforcement Position*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *Deb Wegeleben, Finance Director*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving an offer of seasonal, full-time employment to John Johansen to fill the vacant City Code Enforcement position contingent upon a satisfactory background investigation.

BACKGROUND/DISCUSSION

Staff is requesting that Council consider authorizing the hiring of John "Jack" Johansen as a Seasonal, Full-Time Employee to fill the vacant City Code Enforcement position. Mr. Johansen will be paid $15.00/hour at 40-hours per week. His start date will be Monday, May 18, 2020 and his end date will be roughly Friday, August 28, 2020. A background investigation is underway through the Big Lake Police Department and approval should be contingent upon a satisfactory background investigation.

FINANCIAL IMPACT

Hourly wage for the summer of 2020 was approved in the 2020 Budget.

STAFF RECOMMENDATION

Staff is recommending that the City Council consider approval of an offer of seasonal, full-time employment for John Johansen, contingent upon a satisfactory background investigation.

ATTACHMENTS

N/A

AGENDA ITEM
Big Lake City Council

Prepared By: *Hanna Klimmek, Community Development Director*	***Meeting Date:*** 4/22/2020	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6G**
Item Description: *Appointment of Chief Building Official*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *Deb Wegeleben, Finance Director*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving an offer of employment to Lenny Rutledge for the Chief Building Official position, contingent upon a satisfactory background investigation.

BACKGROUND/DISCUSSION

Staff is requesting that Council authorize the hiring of Lenny Rutledge to the vacant Chief Building Official position.

The Chief Building Official position is a Grade 15 position. Lenny's starting salary will be at a step 9 on the City's pay scale.

Lenny has worked for MNSPECT LLC for the past year and prior to that held the Chief Building Official position serving the City of Minnetonka.

Lenny will begin his employment with the City of Big Lake on Monday, May 11, 2020 contingent upon a successful background check that is currently in process.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends that Council consider and approve an offer of employment to Lenny Rutledge for the Chief Building Official position contingent upon a satisfactory background investigation.

ATTACHMENTS

N/A

AGENDA ITEM

Big Lake City Council

Prepared By: *Deb Wegeleben, Finance Director*	***Meeting Date:*** 4/22/2020	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7A**
Item Description: *2019 Audited Financial Statements and Management Letter*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *N/A*	

ACTION REQUESTED

Motion to accept the 2019 Audit Report as presented.

BACKGROUND/DISCUSSION

The City's auditing firm, BerganKDV audited the 2019 Financial Statements for the City of Big Lake in March 2020. Tonight a representative from BerganKDV will be presenting the audit and related information. Bound copies of the audit are available as well as an electronic version.

FINANCIAL IMPACT

n/a

STAFF RECOMMENDATION

n/a

ATTACHMENTS

2019 Audited Financial Statements and Management Letter for the City of Big Lake.

bergankdv

City of Big Lake
Sherburne County, Minnesota

Financial Statements

December 31, 2019

City of Big Lake
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City of Big Lake
Elected Officials and Administration
December 31, 2019

Elected Officials	Position	Term Expires
Mike Wallen	Mayor	December 31, 2020
Seth Hansen	Council Member	December 31, 2020
Rose Johnson	Council Member	December 31, 2020
Paul Knier	Council Member	December 31, 2022
Scott Zettervall	Council Member	December 31, 2020
Administration		
Clay Wilfahrt	City Administrator	Appointed
Deb Wegeleben	Finance Director	Appointed

Citizens of Big Lake
Mayor & City Council
Commissions & Advisory Boards
City Administrator
Administration
Administrative Services
Data Retention
Elections
Liquor Store Operations
Finance
AR, AP, Payroll
Audit
Debt Management
Human Resource & Benefits
Information Technology
Community Development
Building Safety
Code Enforcement
Communications
Development
Marketing
Planning
Public Works
Building Maintenance
Engineering
Equipment Services
Park Maintenance
Snow Removal
Storm Sewer
Street Maintenance
Water/Wastewater Utilities
Police
Emergency Management
Investigations
Patrol
Police Administration
Public Safety Building
Support Services
Parks and Recreation
Community Events
ECFE Program Partnership
Farmers Market
Library
Fire - JPA
Fire Administration
Fire Education
Fire Protection

Independent Auditor's Report

Honorable Mayor and Members
of the City Council
City of Big Lake
Big Lake, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Big Lake, Minnesota, as of and for the year ended December 31, 2019, and the related notes to financial statements, which collectively comprise the City's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Big Lake, Minnesota, as of December 31, 2019, and the respective changes in financial position and, where applicable, cash flows, thereof, and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management′s Discussion and Analysis, which follows this report letter, and Required Supplementary Information as listed in the Table of Contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the Required Supplementary Information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management′s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Big Lake's basic financial statements. The supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 30, 2020, on our consideration of the City of Big Lake's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Big Lake's internal control over financial reporting and compliance.

BergenKDV, Ltd.

St. Cloud, Minnesota
March 30, 2020

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City of Big Lake
Management's Discussion and Analysis
December 31, 2019

As management of the City of Big Lake (the "City"), we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended in December 31, 2019. We encourage readers to consider the information presented here.

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of resources of the City exceeded its liabilities and deferred inflows resources at the close of the most recent fiscal year by $59,634,464. Of this amount, $8,955,948 (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors.
- The City's net position increased $2,473,596 from the prior year. Of the increase, 92% was attributable to governmental activities and 8% to business-type activities.
- As of the close of the current fiscal year, the City's governmental funds reported combined ending fund balances of $9,038,107, a decrease of $2,038,140 from the previous year. The decrease is attributed to the 2019 Mill and Overlay street project, the improvements to McDowall Trail, completing the signal on County Road 5 and the beginning design phase of the 2020 street improvement projects. In addition to street and trail projects, the decrease to the fund balance can be contributed to the advance refunding bonds issued in 2016, which the proceeds were used to retire the 2010A GO Bond and the 2004C GO Bond in 2019.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was $3,327,859 or 71%, of the total General Fund expenditures and net transfers out.
- The City's total bonded debt decreased by $6,567,547 during the current fiscal year and no new debt was issued in 2019.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements and 3) Notes to the Financial Statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The Statement of Net Position presents information on all of the City's assets, deferred outflows of resources, liabilities and deferred inflows of resources, with the difference between them reported as net position. Over time, increases or decreases in the net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The Statement of Activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this Statement for some items that will only result in cash flows in future fiscal periods (uncollected taxes and earned but unused vacation and sick leave).

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Government-Wide Financial Statements (Continued)

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities).

The governmental activities of the City include general government, public safety, streets and highways, economic development, culture and recreation and interest/fiscal charges on long term debt. The business-type activities of the City include water, sewer, storm sewer and liquor operations.

The government-wide financial statements include the City itself (known as the primary government). The Economic Development Authority (EDA), although legally separate, functions for all practical purposes as a department of the City and, therefore, has been included within the general government activities of the primary government.

The government-wide financial statements can be found on pages 21-22 of this report.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into two categories: governmental funds and proprietary funds.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintains 36 individual governmental funds. Information is presented separately in the governmental fund Balance Sheet and in the governmental fund Statement of Revenues, Expenditures and Changes in Fund Balances for the General Fund as it is considered a major fund and for the Capital Project/Infrastructure Improvement Fund, and for the Debt Service/Improvement Bond 2010A. Data from the other 33 governmental funds are combined into a single aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Governmental Funds (Continued)

The City adopts an annual budget for its General Fund, special revenue funds and capital improvement funds. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with budget.

The basic governmental fund financial statements can be found on pages 23-28 of this report

Proprietary Funds

Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its water, sewer, storm sewer, and liquor operations.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the water, sewer, storm sewer and liquor operations, all of which are considered major funds of the City.

The basic proprietary fund financial statements can be found on pages 29-32 of this report.

Notes to Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The Notes to Financial Statements can be found on pages 33-66 of this report.

Other Information

Required supplementary information pertaining to the net pension liability can be found on pages 68-73 of this report.

The combining statements referred to earlier in connection with non-major governmental funds are presented immediately following the notes to the financial statements and required supplementary information. Combining and individual fund statements and schedules can be found on pages 76-89 of this report.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets and deferred outflows or resources exceeded liabilities and deferred inflows of resources by $59,634,464 at the close of the most recent fiscal year.

Approximately 78% of the City's net position reflect its investment in capital assets (e.g., land, buildings, machinery and equipment); less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted the resources to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City's net position, 7%, represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position, $8,955,948 may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the City was able to report positive balances in all categories of the governmental activities and business-type activities.

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

City of Big Lake's Net Position

	Governmental Activities		Business-Type Activities		Total	
	2019	2018	2019	2018	2019	2018
Current and Other Assets	$ 12,756,673	$ 14,944,484	$ 7,668,411	$ 7,540,926	$ 20,425,084	$ 22,485,410
Capital Assets	31,218,877	31,184,969	45,027,773	47,093,875	76,246,650	78,278,844
Total Assets	$ 43,975,550	$ 46,129,453	$ 52,696,184	$ 54,634,801	$ 96,671,734	$ 100,764,254
Deferred Outflows of Resources	$ 1,172,741	$ 1,598,112	$ 110,299	$ 242,557	$ 1,283,040	$ 1,840,669
Noncurrent Liabilities Outstanding	$ 13,087,306	$ 15,208,947	$ 16,255,179	$ 18,446,963	$ 29,342,485	$ 33,655,910
Other Liabilities	3,856,182	5,887,260	2,767,232	2,785,831	6,623,414	8,673,091
Total Liabilities	$ 16,943,488	$ 21,096,207	$ 19,022,411	$ 21,232,794	$ 35,965,899	$ 42,329,001
Deferred Inflows of Resources	$ 2,183,311	$ 2,881,424	$ 171,100	$ 233,630	$ 2,354,411	$ 3,115,054
Net Position						
Net Investment in Capital Assets	$ 18,897,428	$ 17,363,757	$ 27,572,611	$ 27,549,549	$ 46,470,039	$ 44,913,306
Restricted	4,208,477	3,989,971	-	-	4,208,477	3,989,971
Unrestricted	2,915,587	2,396,206	6,040,361	5,861,385	8,955,948	8,257,591
Total Net Position	**$ 26,021,492**	**$ 23,749,934**	**$ 33,612,972**	**$ 33,410,934**	**$ 59,634,464**	**$ 57,160,868**

The City's net position increased by $2,473,596 during the current fiscal year. Of this increase, governmental activities increased the City's net position by 92% or $2,271,558. Of the net position

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS (CONTINUED)

increase to the Governmental Activities $ 519,381 was to unrestricted. Business-type activities increased the City's net position by 8% or $ 202,038.

City of Big Lake's Change in Net Position

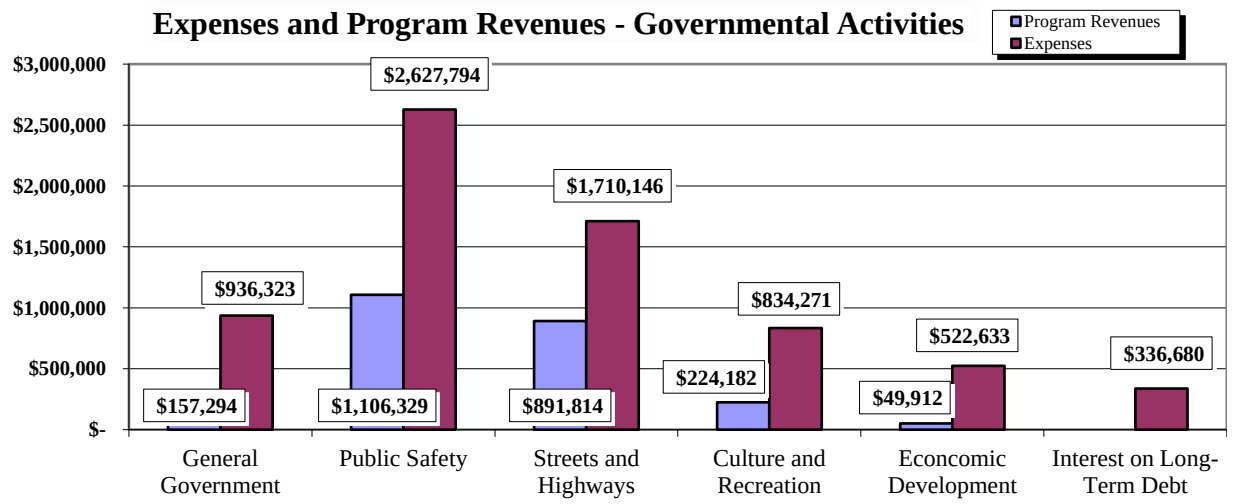
	Governmental Activities		Business-type Activities		Total	
	2019	2018	2019	2018	2019	2018
REVENUE:						
Program Revenues:						
Charges for Services	$ 965,497	$ 888,344	$ 8,739,028	$ 9,029,875	$ 9,704,525	$ 9,918,219
Operating Grants and Contributions	393,643	384,615	29,676	15,496	423,319	400,111
Capital Grants and Contributions	1,070,391	1,437,368	909,981	-	1,980,372	1,437,368
General Revenues:						
Property Taxes and Tax Increment and Franchise Fees	5,018,324	4,789,589	-	-	5,018,324	4,789,589
State Aids	625,901	621,827	-	-	625,901	621,827
Unrestricted Investement Earnings	353,274	77,963	155,016	139,390	508,290	217,353
Other Income	99,312	46,237	-	-	99,312	46,237
Total Revenues	**$8,526,342**	**$8,245,943**	**$9,833,701**	**$9,184,761**	**$18,360,043**	**$17,430,704**
EXPENSES:						
General Government	936,323	879,778	-	-	936,323	879,778
Public Safety	2,627,794	2,653,278	-	-	2,627,794	2,653,278
Streets and Highways	1,710,146	1,691,819	-	-	1,710,146	1,691,819
Culture and Recreation	834,271	803,165	-	-	834,271	803,165
Economic Development	522,633	535,260	-	-	522,633	535,260
Interest on Long-Term Debt	336,680	515,287	-	-	336,680	515,287
Water	-	-	1,923,044	1,914,037	1,923,044	1,914,037
Sewer	-	-	2,600,311	2,591,003	2,600,311	2,591,003
Municipal Liquor	-	-	3,992,566	3,764,839	3,992,566	3,764,839
Storm Sewer	-	-	402,679	387,726	402,679	387,726
Total Expenses	**6,967,847**	**7,078,587**	**8,918,600**	**8,657,605**	**15,886,447**	**15,736,192**
Increase (Decrease) in Net Position before Transfers & Capital Contributions	1,558,495	1,167,356	915,101	527,156	2,473,596	1,694,512
Transfers	713,063	513,063	(713,063)	(513,063)	-	-
Increase (Decrease) in Net Position	**2,271,558**	**1,680,419**	**202,038**	**14,093**	**2,473,596**	**1,694,512**
Net Postion - Beginning	23,749,934	22,069,515	33,410,934	33,396,841	57,160,868	55,466,356
Net Position - Ending	**$ 26,021,492**	**$ 23,749,934**	**$ 33,612,972**	**$ 33,410,934**	**$ 59,634,464**	**$ 57,160,868**

The City's total revenues for 2019 was $18,360,043, an increase of $929,339 over 2018, total expenses before transfers was $15,886,447 an increased $150,255 and total transfers from Business Type Activities to Governmental Activities was $713,065, an increase of $200,000. This increase was from the Liquor Store to the Capital Improvement – Infrastructure fund for the completion of the McDowall Trail improvements. The overall net position of the City increased by $2,473,596.

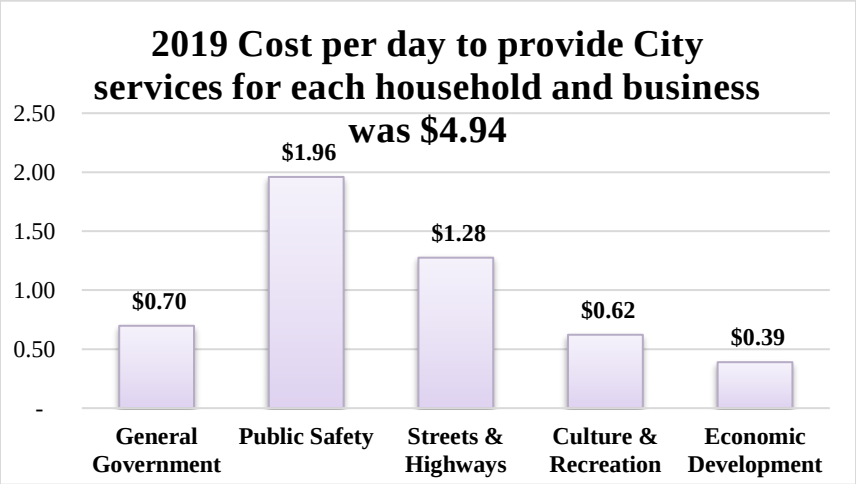
FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS (CONTINUED)

Governmental Activities

The City's net position increased by $2,473,596 during the current fiscal year. Of this increase, governmental activities increased the City's net position by 92% or $2,271,558. This increase can be attributed to new development, with the increase in property tax payments, the increase in local government aid, as well as franchise fees. In addition, the additional increase in the transfer from the City's Liquor Store to the General Fund. In 2019 the City issued 77 new single family building permits, welcomed the beginning of the development of a 38 townhome rental unit, a 105 rental units as well as a 12-unit development project. The City also welcomed new businesses, Williams Dingmann Funeral Home, Ice-O-Metric, French Twist, Minnco Credit Union and Caribou Coffee. The City welcomed expansion of Lake Café, Cargill Kitchen, Third Rail Bar & Grill and Lupulin Brewery.



In 2019, the City of Big Lake was voted safest city in the state of Minnesota, for city population over 10,000, but less than 20,000. In 2019, 38% of the total governmental activities expenditures were attributed to public safety. The cost to provide City Services for 2019 for each household and business was $4.96 per day. With this cost, the citizens and business get the best public safety around which includes the police, fire and building departments contributing to the City being awarded the Safest City in Minnesota.



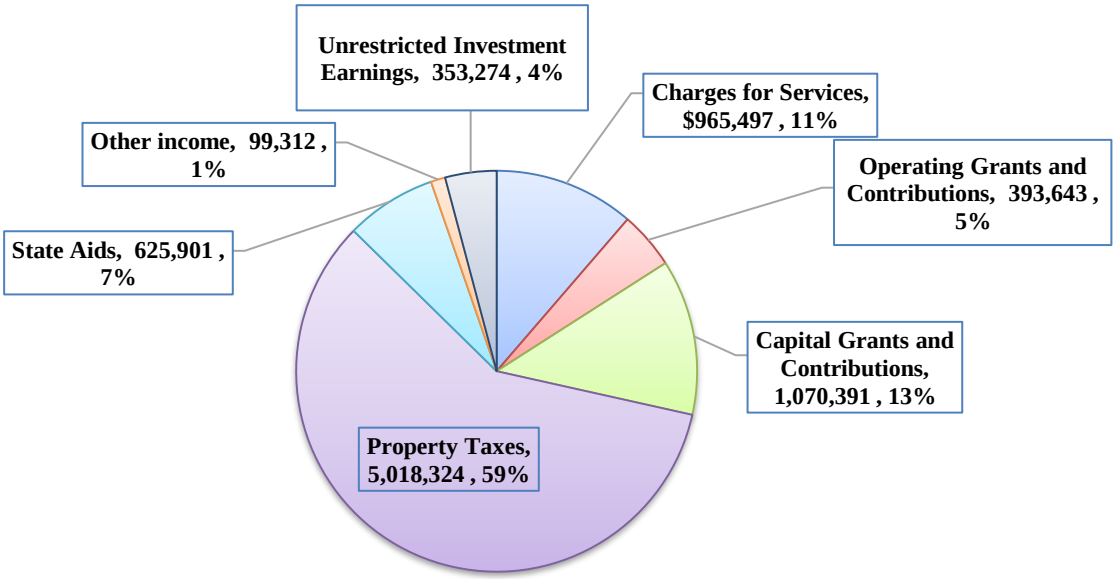
FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS (CONTINUED)

Governmental Activities (Continued)

The 2019 total cost to provide City Services including interest on long-term debt was $6,967,847. Based on per capita of 11,456, the estimated 2019 population for Big Lake, the cost to provide the services was $608 a year or $1.67 per day. If using the total residential and business utility connections of 3,674 and including interest on long term debt, then the total cost per year for each is $1,897 or $5.20 per day.

The City's total 2019 revenues for governmental activities was $8,526,342 of which 59% is contributed to property taxes collected. Capital Grants and Contribution, which is 13% of all revenues received includes prepaid special assessments and intergovernmental revenues or grants for capital items. Charges for Services is 11% of all revenues received for governmental activities and experience an increase due to development within the City. Total governmental activities revenues increased by $280,399 over 2018, with the largest increases recorded in Property Taxes, Tax Increment and Franchise fees.

Revenue by Source - Governmental Activities



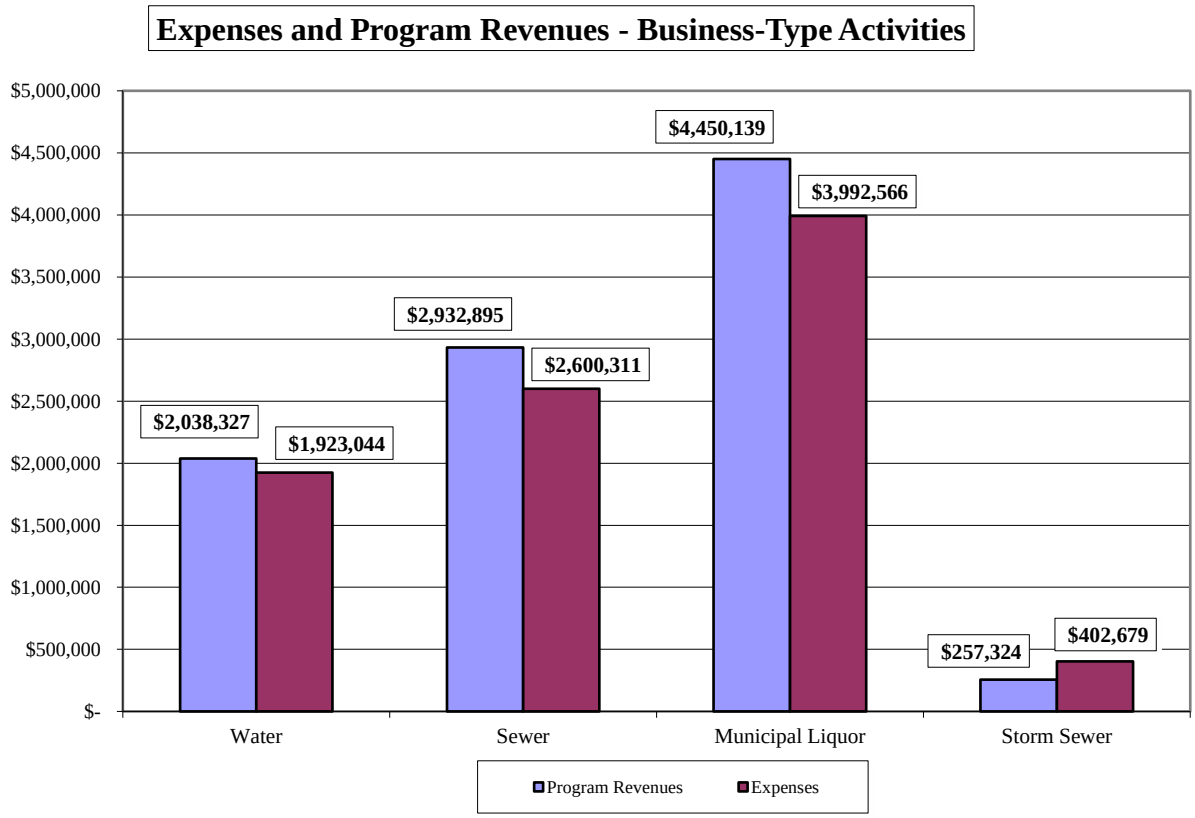
FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS (CONTINUED)

Business-Type Activities

Business-type activities increased the City's net position by $202,038, resulting in 8% of the total increase in the government's net position. The City's Liquor Store contributed $600,000 to the General Fund, this was a total increase of $200,000 over 2018. Of the increase $200,000 was used for the McDowall Trail improvements.

For the Utility funds, Water usage was down slightly, in addition the Water usage rates were decreased by 4% in 2019, however overall revenues were up. Sewer sales were up compared to 2018 due to the new development and the increase to rates by 4%. In 2019, there were 77 new home permits compared to 52 in 2019, which is the increase in the WAC/SAC fees. Development in 2019 represents the normal and anticipated development the City expects for 2020, however for long term planning the City only anticipates 50 new homes each year. In 2018 there was a new development that was billed the Storm Sewer trunk charges which is the reason why Storm Sewer 2019 revenues are down compared to 2018.

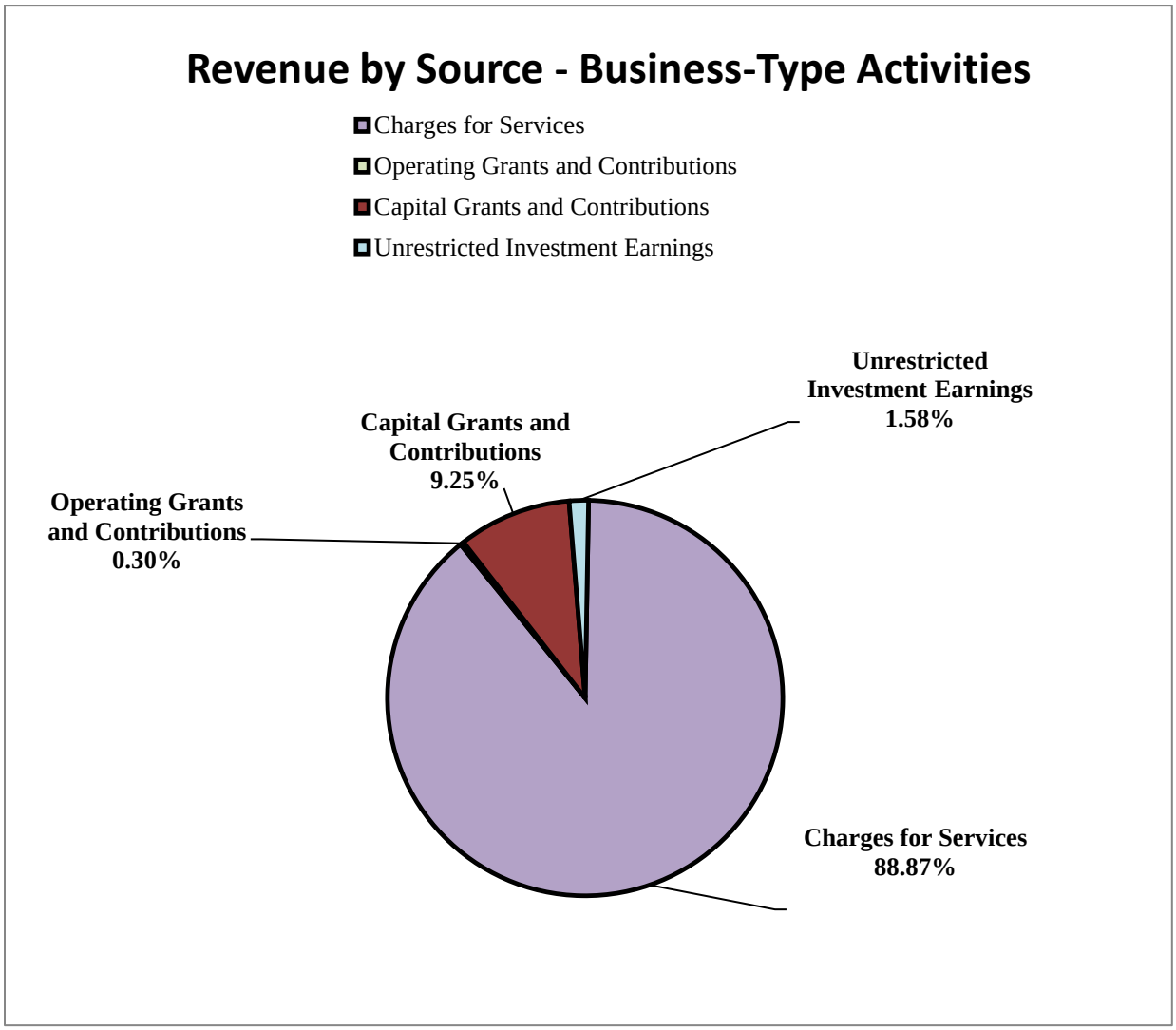
The Liquor Store revenues were up by 4.88% compared to 2018, with overall expenses up by 11% compared to 2018. The majority of the increase was due to the increase in cost of goods sold, as well as the additional $200,000 transferred out to other funds.



FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS (CONTINUED)

Business-Type Activities (continued)

The total revenues collected from business-type activities for 2019 was $9,833,701; of this 89% is revenues received from services provided or $8,739,028. Investment earnings totaled $155,016 or 1.57% of total revenues, Operating Grants and Contributions revenues received for the year totaled $29,676, Capital Grants and Contributions for the year totaled $909,981. The increase in revenues over 2018 was $648,940, the total increase of net positon for business-type activities was $202,038.



FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the City's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unrestricted fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of $9,038,107, a decrease of $2,038,140 from the previous year. Approximately 60% of this total amount, $5,435,717, constitutes assigned and unassigned fund balance, which is available for spending at the government's discretion. The remainder of the fund balance is restricted, committed or non-spendable to indicate that it is not available for new spending because it has external spending requirements.

The General Fund is the chief operating fund of the City. At the end of the current fiscal year, the unrestricted, spendable fund balance of the General Fund was $3,419,973, while total fund balance reached $3,513,450. As a measure of the General Fund's liquidity, it may be useful to compare both unrestricted fund balance and total fund balance to total fund expenditures. Unrestricted fund balance represents 65% of the total General Fund expenditures and transfers out, while total fund balance represents 66% of that same amount.

The fund balance of the City's General Fund increased by $297,472 during the current fiscal year. Total revenues and other sources in were $561,688 over budget due to an increase in revenues for Building permits, Property Tax, Franchise Fees, and Investment Income. Expenditures and transfers out ended 2019 over budget by $248,576 primarily due to an approved transfer of $300,000 to the Capital Infrastructure/Replacement Funds for future improvement projects at year end per the City's financial policies. The policies state that any excess fund balance over the 50% can be transferred to the Capital Improvement funds at year end.

Proprietary Funds

The City's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net position of the water operations at the end of the year was $332,733; for the sewer operations the year ended at $4,415,512 and the storm sewer operation was $270,695 and for the liquor operation the year ended at $1,021,421. The changes in net position for each of the utility funds were as follows: water an increase of $ 86,239, sewer an increase of $417,876, and storm sewer a decrease of $(178,410). The liquor fund saw a decrease of $(123,667). Other factors concerning the finances of these funds have already been addressed in the discussion of the City's business-type activities.

The Municipal Liquor Store realized income before transfers of $476,333. With an operating transfer of $600,000 to the General Fund, resulted in net position decrease of $123,667. In 2019, an additional $200,000 was budgeted to be used for the McDowall Trail improvements, going forward the budgeted transfer to the General Fund will be $450,000.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

The City's investment in capital assets for its governmental and business type activities as of December 31, 2019, amounts to $76,246,650 (net of accumulated depreciation). This investment in capital assets includes land, construction in progress, improvements, infrastructure, collection and distribution systems, buildings and machinery and equipment.

City of Big Lake's Capital Assets
(Net of Depreciation)

	Governmental Activities		Business-Type Activities		Total	
	2019	2018	2019	2018	2019	2018
Land	$ 8,045,419	$ 8,045,419	$ 1,534,320	$ 1,534,320	$ 9,579,739	$ 9,579,739
Construction in Progress	1,337,203	3,906,086	369,753	28,097	1,706,956	3,934,183
Leasehold Improvements	65,754	40,011	79,740	85,782	145,494	125,793
Infrastructure	18,011,539	15,688,439	-	-	18,011,539	15,688,439
Collection and Distribution Systems	-	-	22,474,735	23,932,955	22,474,735	23,932,955
Buildings	2,648,392	2,814,173	20,240,446	21,162,049	22,888,838	23,976,222
Machinery and Equipment	1,110,570	690,841	328,779	350,672	1,439,349	1,041,513
Total	$ 31,218,877	$ 31,184,969	$ 45,027,773	$ 47,093,875	$ 76,246,650	$ 78,278,844

Additional information on the City's capital assets can be found in Note 6 on pages 47-49 of this report.

Long-Term Debt

At the end of the current fiscal year, the City had a total bonded debt outstanding of $30,326,382. Of this amount, $1,847,000 comprises of debt backed by the full faith and credit of the government and $8,760,000 is special assessment debt for which the government is liable in the event of default by the property owners subject to the assessment. The remainder of the City's debt represents bonds secured by specific revenue sources (i.e., tax increment financing [TIF] bonds, revenue bonds, lease revenue bonds).

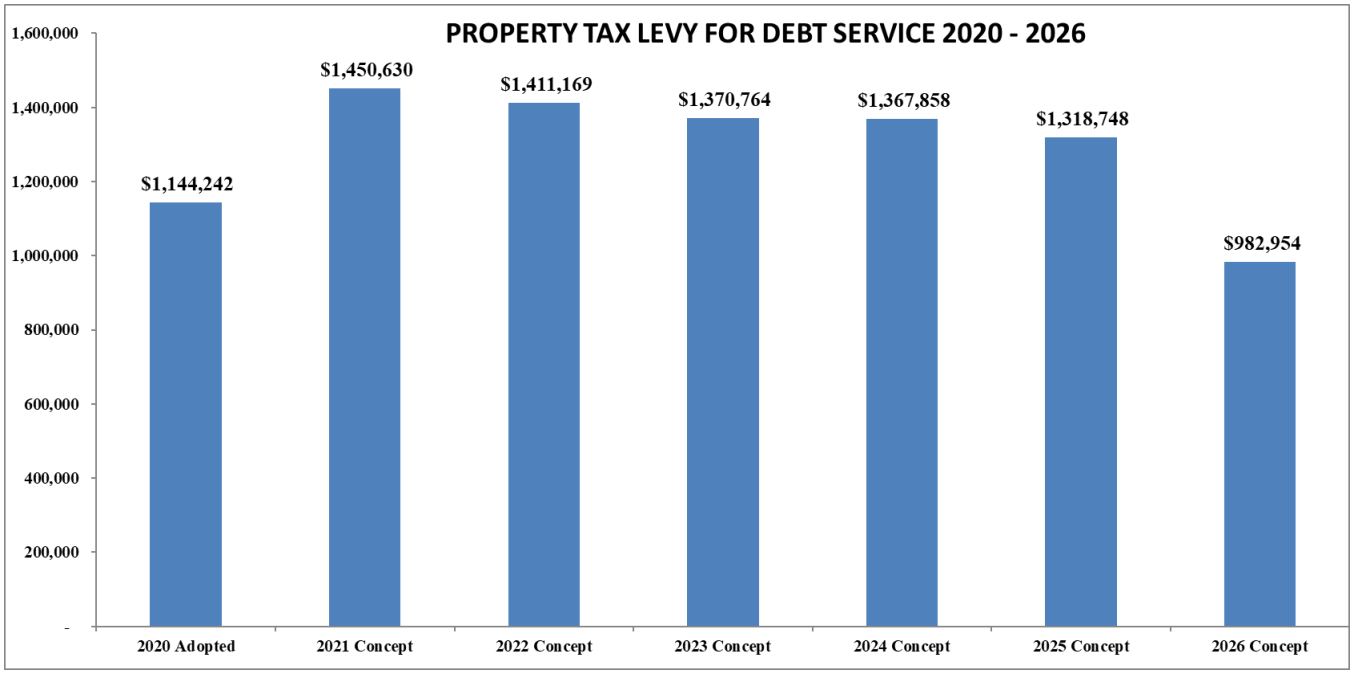
City of Big Lake's Outstanding Bonded Debt

	Governmental Activities		Business-Type Activities		Total	
	2019	2018	2019	2018	2019	2018
G.O. Bonds/Notes	$ 1,847,000	$ 2,019,000	$ -	$ -	$ 1,847,000	$ 2,019,000
G.O. Tax Increment Bonds	2,250,000	3,135,000	-	-	2,250,000	3,135,000
G.O. Special Assessment Bonds	8,760,000	12,170,000	-	-	8,760,000	12,170,000
PFA Drinking Water Revolving Loan	-	-	2,691,000	3,190,000	2,691,000	3,190,000
PFA Clean Water Revolving Loan	-	-	8,622,000	9,376,000	8,622,000	9,376,000
G.O. Taxable Tax Abatement Bonds	185,844	213,174	494,156	566,826	680,000	780,000
G.O. Revenue Bonds/Notes	-	-	5,460,001	6,200,000	5,460,001	6,200,000
Captial Lease	16,381	23,929	-	-	16,381	23,929
Total	**$ 13,059,225**	**$ 17,561,103**	**$ 17,267,157**	**$ 19,332,826**	**$ 30,326,382**	**$ 36,893,929**

CAPITAL ASSET AND DEBT ADMINISTRATION (CONTINUED)

Long-Term Debt (Continued)

The following graph shows the amount of existing and projected debt service levies for the next seven years. The current finance plan shows debt levies for bonds currently outstanding with no projected new debt levies until 2021. The 2018 street improvements that was bonded will not be levied, but instead the debt payments will be paid from allocation of the Local Government Aid and MSA Street Aid. In 2019, the City did not issue any new debt, but does have projected bond issuances in 2020, 2022, 2024 and 2026 for street reconstruction as outlined in the City's Capital Improvement Plan



The total outstanding bonded debt decreased by $6,567,547 and no new debt was issued in 2019. Additional information on the City's long-term debt can be found in Note 7 on pages 50-54 of this report.

Bond Rating

STANDARD & POOR'S RATINGS SERVICES
McGRAW HILL FINANCIAL

Rationale

S&P Global Ratings raised its rating on Big Lake, Minn.'s general obligation (GO) debt to 'AA' from 'AA-' The outlook is stable. The upgrade reflects our view of the combination of the city's ongoing maintenance of extremely strong available reserves, steady growth in the city's economic base, market value in particular, and the adoption of more robust financial policies and practices, as reflected its now-"strong" Financial Management Assessment (FMA) and very strong overall management.

CAPITAL ASSET AND DEBT ADMINISTRATION (CONTINUED)

Bond Rating (Continued)

The 'AA' rating reflects S&P view of the city's:

• Adequate economy, with access to a broad and diverse metropolitan statistical area (MSA);
• Very strong management, with "strong" financial policies and practices under our Financial Management Assessment (FMA) methodology;
• Strong budgetary performance, with an operating surplus in the general fund but a slight operating deficit at the total governmental fund level in fiscal 2017;
• Very strong budgetary flexibility, with a high available fund balance in fiscal 2017 of 93% of operating expenditures;
• Very strong liquidity, with total government available cash at 1.5x total governmental fund expenditures and 5.1 x governmental debt service, and access to external liquidity we consider strong;
• Weak debt and contingent liability position, with debt service carrying charges at 30.0% of expenditures and net direct debt that is 186.1% of total governmental fund revenue, but rapid amortization, with 86.5% of debt scheduled to be retired in 10 years; and
• Strong institutional framework score.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

- Budgeted spending for the City's General Fund for 2020 was increased by 11.51% over the 2019 budget; for an overall balanced budget of $5,416,062. In 2020, the City did budget for additional staff to the Public Works Department, Police Department and Fire Department.
- The 2020 total levy amount of $4,565,953 was a 5.46% increase over the 2019 amount.
- The Net Tax Capacity is projected to increase by 9% for 2020, with Taxable Market Value increasing by 10%.
- In 2020, the City anticipates receiving approximately $720,974 in Local Government Aid (LGA), as compared to $622,696 received in 2019. The City continues to budget the LGA in the Capital Improvement and Equipment replacement funds instead of the general operating fund. These funds will be used for future purchase or improvement of Capital Assets. LGA payments are typically received in July and December.
- In 2019 the water usage rates were decreased by 4%, the sewer usage fee increased by 4% and the base fees remained flat. The city implemented the new rate fee in January of 2019.
- For 2020, water usage rates will be increased by 6%; sewer usage rates by 5% and the base fees will remain flat. For the next coming years it is projected that the base fees will remain flat, water usage will need to increase 2 to 3 percent and sewer usage will need to increase 5 percent to cover the rising cost of infrastructure replacement and treatment.
- Building Permits for single family homes continues to grow, the City is anticipating approximately 70 new permits in 2020, which is in line with what was received for 2019.
- The City continues to see existing business expand their operations as well as an increase in multi-family projects that should be completed in the coming years.
- The City began the street reconstruction projects in 2018 and will continue on in 2020, 2022, 2024 and 2026.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES (Continued)

- The City Five-Year plan for the General Fund reflects tax levy increases necessary to deliver the current scope of services and capital replacement plans, assuming the normal budget "pressures" as stated below:
    - Health Insurance – the plan reflects a 10 percent increase each year to the budget
    - Wages – the plan reflects a 6 percent increase each year to the budget to reflect the step increases as well as market value increases to the total pay plan to remain competitive in the market.
    - Building Permits – the plan reflects growth at a slow and steady pace with 50 new home permits a year.
    - Operational Expenditures – the plan reflects a three percent increase in some expenditures such as supplies and utilities.
    - Transfer of Franchise fees beginning in 2023 to the Street Improvement Capital Fund for future street projects.
    - The tax capacity would increase three (3) percent and the increase to the total levy would be in the five (5) percent to seven (7) percent increase, which would take into consideration the growth anticipated for upcoming years as well as future debt levies.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the City's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be submitted in writing and addressed to: City of Big Lake, Attn: Finance Director, 160 Lake Street North, Big Lake, Minnesota 55309

BASIC FINANCIAL STATEMENTS

City of Big Lake
Statement of Net Position
December 31, 2019

	Governmental Activities	Business-Type Activities	Total
Assets			
Cash and investments (including cash equivalents)	$ 10,583,453	$ 5,552,762	$ 16,136,215
Receivables			
Property tax receivable	140,344	-	140,344
Accounts receivable	133,916	489,944	623,860
Interest receivable	22,525	-	22,525
Notes receivable	375,000	-	375,000
Special assessments receivable			
Delinquent	181,785	20,753	202,538
Deferred	1,177,705	21,830	1,199,535
Due from other governments	130,148	89,590	219,738
Advances to other funds (internal balances)			
After one year	(921,190)	921,190	-
Inventories	-	386,532	386,532
Land held for resale	839,085	-	839,085
Prepaid items	93,902	60,663	154,565
Restricted cash and cash equivalents	-	125,147	125,147
Capital assets not being depreciated			
Land	8,045,419	1,534,320	9,579,739
Construction in progress	1,337,203	369,753	1,706,956
Capital assets being depreciated			
Infrastructure	40,539,210	-	40,539,210
Buildings	4,979,619	27,648,091	32,627,710
Leasehold improvements	80,156	223,833	303,989
Machinery and equipment	5,012,431	1,401,259	6,413,690
Collection and distribution systems	-	46,280,812	46,280,812
Less accumulated depreciation	(28,775,161)	(32,430,295)	(61,205,456)
Total assets	43,975,550	52,696,184	96,671,734
Deferred Outflows of Resources			
Deferred outflows of resources related to pensions	1,172,741	110,299	1,283,040
Total assets and deferred outflows of resources	$ 45,148,291	$ 52,806,483	$ 97,954,774

See notes to financial statements.

City of Big Lake
Statement of Net Position
December 31, 2019

	Governmental Activities	Business-Type Activities	Total
Liabilities			
Accounts payable	$ 223,558	$ 225,670	$ 449,228
Salaries and benefits payable	69,864	35,215	105,079
Escrow payable	747,391	-	747,391
Contracts payable	48,304	8,343	56,647
Due to other governments	137,431	48,589	186,020
Interest payable	134,598	177,311	311,909
Unearned revenue	28,396	10,169	38,565
Net G.O. Bonds principal payable			
Payable within one year	2,030,000	-	2,030,000
Payable after one year	9,700,820	-	9,700,820
G.O. revenue bonds and notes payable			
Payable within one year	30,063	2,139,938	2,170,001
Payable after one year	159,935	15,315,224	15,475,159
Notes payable			
Payable within one year	129,000	-	129,000
Payable after one year	1,263,000	-	1,263,000
Capital lease payable			
Payable within one year	7,968	-	7,968
Payable after one year	8,413	-	8,413
Compensated absences payable			
Payable within one year	269,609	121,997	391,606
Net pension liability	1,910,416	939,955	2,850,371
Severance payable			
Payable after one year	44,722	-	44,722
Total liabilities	16,943,488	19,022,411	35,965,899
Deferred Inflows of Resources			
Deferred inflows of resources related to pensions	1,594,523	171,100	1,765,623
State aid received for subsequent years	588,788	-	588,788
Total deferred inflows of resources	2,183,311	171,100	2,354,411
Net Position			
Net investment of capital assets	18,897,428	27,572,611	46,470,039
Restricted for			
Debt service	3,843,405	-	3,843,405
Tax increment	199,865	-	199,865
Parkland dedication	133,078	-	133,078
Other purposes	32,129	-	32,129
Unrestricted	2,915,587	6,040,361	8,955,948
Total net position	26,021,492	33,612,972	59,634,464
Total liabilities, deferred inflows of resources, and net position	$ 45,148,291	$ 52,806,483	$ 97,954,774

City of Big Lake
Statement of Activities
Year Ended December 31, 2019

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net Revenue (Expense) and Changes in Net Position: Governmental Activities	Net Revenue (Expense) and Changes in Net Position: Business-Type Activities	Net Revenue (Expense) and Changes in Net Position: Total
Governmental activities							
General government	$ 936,323	$ 131,205	$ 26,089	$ -	$ (779,029)	$ -	$ (779,029)
Public safety	2,627,794	570,965	301,992	233,372	(1,521,465)	-	(1,521,465)
Streets and highways	1,710,146	177,743	35,369	678,702	(818,332)	-	(818,332)
Culture and recreation	834,271	82,033	30,193	111,956	(610,089)	-	(610,089)
Economic development	522,633	3,551	-	46,361	(472,721)	-	(472,721)
Interest on long-term debt	336,680	-	-	-	(336,680)	-	(336,680)
Total governmental activities	6,967,847	965,497	393,643	1,070,391	(4,538,316)	-	(4,538,316)
Business-type activities							
Water	1,923,044	1,669,854	4,719	363,754	-	115,283	115,283
Sewer	2,600,311	2,366,293	20,375	546,227	-	332,584	332,584
Liquor	3,992,566	4,447,195	2,944	-	-	457,573	457,573
Storm sewer	402,679	255,686	1,638	-	-	(145,355)	(145,355)
Total business-type activities	8,918,600	8,739,028	29,676	909,981	-	760,085	760,085
Total governmental and business-type activities	$ 15,886,447	$ 9,704,525	$ 423,319	$ 1,980,372	(4,538,316)	760,085	(3,778,231)
General revenues							
Property taxes					4,288,230	-	4,288,230
Franchise Fees					500,122	-	500,122
Tax increments					229,972	-	229,972
State aids					625,901	-	625,901
Unrestricted investment and other interest income					353,274	155,016	508,290
Other general revenue					9,815	-	9,815
Gain on sale of assets					89,497	-	89,497
Transfers					713,063	(713,063)	-
Total general revenues and transfers					6,809,874	(558,047)	6,251,827
Change in net position					2,271,558	202,038	2,473,596
Net position - beginning					23,749,934	33,410,934	57,160,868
Net position - ending					$ 26,021,492	$ 33,612,972	$ 59,634,464

See notes to financial statements.

City of Big Lake
Balance Sheet - Governmental Funds
December 31, 2019

	General (101)	Capital Projects Infrastructure Improvement Fund (198)	Other Governmental Funds	Total Governmental Funds
Assets				
Cash and investments	$ 3,783,246	$ 999,676	$ 5,800,531	$ 10,583,453
Taxes receivable - delinquent	91,969	-	48,375	140,344
Accounts receivable	127,036	-	6,880	133,916
Interest receivable	22,525	-	-	22,525
Due from other governments	78,327	-	51,821	130,148
Notes receivable	-	-	375,000	375,000
Special assessment receivable				
Delinquent	92	2,626	179,067	181,785
Deferred	7,355	128,568	1,041,782	1,177,705
Land held for resale	-	-	839,085	839,085
Prepaid items	93,477	-	425	93,902
Total assets	$ 4,204,027	$ 1,130,870	$ 8,342,966	$ 13,677,863
Liabilities				
Accounts payable	$ 107,714	$ 3,870	$ 111,974	$ 223,558
Salaries and benefits payable	68,314	-	1,550	69,864
Escrow payable	382,708	6,510	358,173	747,391
Contracts payable	-	-	48,304	48,304
Due to other governments	4,029	-	133,402	137,431
Advances from other funds	-	-	921,190	921,190
Unearned revenue	28,396	-	-	28,396
Total liabilities	591,161	10,380	1,574,593	2,176,134
Deferred Inflows of Resources				
Unavailable revenue - notes receivables	-	-	375,000	375,000
Unavailable revenue - property taxes	91,969	-	48,375	140,344
Unavailable revenue - special assessments	7,447	131,194	1,220,849	1,359,490
State aid received for subsequent years	-	588,788	-	588,788
Total deferred inflows of resources	99,416	719,982	1,644,224	2,463,622
Fund Balances				
Nonspendable	93,477	-	682,130	775,607
Restricted	-	-	2,706,469	2,706,469
Committed	-	-	120,314	120,314
Assigned	92,114	400,508	2,328,459	2,821,081
Unassigned	3,327,859	-	(713,223)	2,614,636
Total fund balances	3,513,450	400,508	5,124,149	9,038,107
Total liabilities, deferred inflows of resources, and fund balances	$ 4,204,027	$ 1,130,870	$ 8,342,966	$ 13,677,863

See notes to financial statements.

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City of Big Lake
Reconciliation of the Balance Sheet to
the Statement of Net Position - Governmental Funds
December 31, 2019

Total fund balances - governmental funds	$ 9,038,107
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported as assets in governmental funds.	
Cost of capital assets	59,994,038
Less accumulated depreciation	(28,775,161)
Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported as liabilities in the funds.	
Long-term liabilities at year-end consist of:	
G.O. bonds principal payable	(11,650,844)
Unamortized bond premiums	(269,974)
Notes payable	(1,392,000)
Capital lease payable	(16,381)
Compensated absences payable	(269,609)
Severance payable	(44,722)
Net pension liability	(1,910,416)
Delinquent receivables will be collected in subsequent years, but are not available soon enough to pay for the current period's expenditures and, therefore, are deferred in the funds.	
Property taxes	140,344
Special assessments	181,785
Deferred outflows of resources and deferred inflows of resources are created as a result of various differences related to pensions that are not recognized in the governmental funds.	
Deferred inflows of resources related to pensions	(1,594,523)
Deferred outflows of resources related to pensions	1,172,741
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.	
Special assessments	1,177,705
Notes receivable	375,000
Governmental funds do not report a liability for accrued interest on long-term debt until due and payable.	(134,598)
Total net position - governmental activities	$ 26,021,492

See notes to financial statements.

City of Big Lake
Statement of Revenues, Expenditures, and
Changes in Fund Balances - Governmental Funds
Year Ended December 31, 2019

		Debt Service	Capital Projects		
	General (101)	G.O. Improvement Bond 2010A (212)	Infrastructure Improvement Fund (198)	Other Governmental Funds	Total Governmental Funds
Revenues					
Property taxes	$ 2,849,748	$ 131,336	$ -	$ 1,319,116	$ 4,300,200
Tax increments	-	-	-	229,972	229,972
Franchise fees	428,316	-	-	71,806	500,122
Special assessments	4,473	4,316	41,513	319,916	370,218
Licenses and permits	581,628	-	-	2,430	584,058
Intergovernmental	464,054	-	263,360	1,106,135	1,833,549
Charges for services	282,554	-	-	97,500	380,054
Fines and forfeitures	54,786	-	-	24,214	79,000
Miscellaneous					
Investment and other interest income	223,852	(1,817)	41,233	90,006	353,274
Contributions and donations	28,024	-	-	31,480	59,504
Other	16,672	-	-	3,598	20,270
Total revenues	4,934,107	133,835	346,106	3,296,173	8,710,221
Expenditures					
Current					
General government	805,136	-	-	44,831	849,967
Public safety	2,370,471	-	-	13,944	2,384,415
Streets and highways	646,833	-	-	15,225	662,058
Culture and recreation	647,012	-	-	23,426	670,438
Economic development	121,650	-	-	199,453	321,103
Debt service					
Principal	-	2,090,000	-	2,411,878	4,501,878
Interest and other charges	-	35,069	-	406,806	441,875
Capital outlay					
General government	-	-	-	87,825	87,825
Public safety	27,754	-	-	434,392	462,146
Streets and highways	-	-	4,073	924,667	928,740
Culture and recreation	-	-	-	110,779	110,779
Economic development	-	-	-	145,985	145,985
Total expenditures	4,618,856	2,125,069	4,073	4,819,211	11,567,209
Excess of revenues over (under) expenditures	315,251	(1,991,234)	342,033	(1,523,038)	(2,856,988)
Other Financing Sources (Uses)					
Proceeds from sale of capital asset	56,214	-	-	44,958	101,172
Insurance recoveries	4,613	-	-	-	4,613
Transfers in	600,044	1,826,523	170,962	3,508,114	6,105,643
Transfers out	(678,650)	-	(1,794,798)	(2,919,132)	(5,392,580)
Total other financing sources (uses)	(17,779)	1,826,523	(1,623,836)	633,940	818,848
Net change in fund balances	297,472	(164,711)	(1,281,803)	(889,098)	(2,038,140)
Fund Balances					
Beginning of year	3,215,978	164,711	1,682,311	6,013,247	11,076,247
End of year	$ 3,513,450	$ -	$ 400,508	$ 5,124,149	$ 9,038,107

See notes to financial statements.

City of Big Lake
Reconciliation of the Statement of Revenues,
Expenditures, and Changes in Fund Balances to the
Statement of Activities - Governmental Funds
Year Ended December 31, 2019

Total net change in fund balances - governmental funds	$ (2,038,140)
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over the estimated useful lives as depreciation expense.	
Capital outlays	1,276,744
Depreciation expense	(1,464,533)
Disposal of Capital Assets	(11,675)
Assets contributed from outside entity	233,372
Compensated absences and severance are recognized as paid in the governmental funds but recognized as the expense is incurred in the Statement of Activities.	4,464
Principal payments on long-term debt are recognized as expenditures in the governmental funds but as an increase in the net position in the Statement of Activities.	4,501,878
Governmental funds report the effects of bond premiums and discounts when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.	39,141
Interest on long-term debt in the statement of activities differs from the amount reported in the governmental funds because interest is recognized as an expenditure in the funds when it is due and thus requires use of current financial resources. In the Statement of Activities, however, interest expense is recognized as the interest accrues, regardless of when it is due.	66,054
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.	
Special assessments	(181,019)
Long-term notes receivable	(85,000)
Governmental funds recognize pension contributions as expenditures at the time of payment whereas the Statement of Activities factors in items related to pensions on a full accrual perspective.	(57,758)
Delinquent property taxes receivable will be collected in subsequent years, but are not available soon enough to pay for the current period's expenditures and, therefore, are deferred in the funds.	(11,970)
Change in net position - governmental activities	$ 2,271,558

See notes to financial statements.

City of Big Lake
Statement of Revenues, Expenditures, and
Changes in Fund Balances -
Budget and Actual - General Fund
Year Ended December 31, 2019

	Budgeted Amounts			
	Original	Final	Actual Amounts	Variance with Final Budget - Over (Under)
Revenues				
Property taxes	$ 2,717,153	$ 2,779,053	$ 2,849,748	$ 70,695
Franchise fees	415,273	415,273	428,316	13,043
Special assessments	500	500	4,473	3,973
Licenses and permits	343,600	356,600	581,628	225,028
Intergovernmental	399,120	428,952	464,054	35,102
Charges for services	266,307	271,307	282,554	11,247
Fines and forfeitures	46,525	46,525	54,786	8,261
Miscellaneous revenues				
Investment income	31,500	31,500	223,852	192,352
Contributions and donations	9,330	31,330	28,024	(3,306)
Other	5,250	15,250	16,672	1,422
Total revenues	4,234,558	4,376,290	4,934,107	557,817
Expenditures				
Current				
General government	812,060	817,060	805,136	(11,924)
Public safety	2,313,646	2,381,614	2,370,471	(11,143)
Streets and highways	641,121	655,121	646,833	(8,288)
Culture and recreation	684,159	684,159	647,012	(37,147)
Economic development	120,222	122,322	121,650	(672)
Capital outlay				
Public safety	11,000	31,000	27,754	(3,246)
Culture and recreation	1,000	1,000	-	(1,000)
Total expenditures	4,583,208	4,692,276	4,618,856	(73,420)
	(348,650)	(315,986)	315,251	631,237
Other Financing Sources (Uses)				
Proceeds from sale of capital asset	-	50,000	56,214	6,214
Insurance recoveries	7,000	7,000	4,613	(2,387)
Transfers in	600,000	600,000	600,044	44
Transfers out	(273,990)	(356,654)	(678,650)	(321,996)
Total other financing sources (uses)	333,010	300,346	(17,779)	(318,125)
Net change in fund balances	$ (15,640)	$ (15,640)	297,472	$ 313,112
Fund Balances				
Beginning of year			3,215,978	
End of year			$ 3,513,450	

See notes to financial statements.

City of Big Lake
Statement of Net Position - Proprietary Funds
December 31, 2019

	Water (301, 399)	Sewer (401, 499)	Liquor (501, 599)	Storm Sewer (601, 699)	Total
Assets					
Current assets					
Cash and cash equivalents	$ 800,073	$ 3,400,858	$ 1,018,663	$ 333,168	$ 5,552,762
Accounts receivable	154,988	303,850	1,392	29,714	489,944
Due from other governments	36,948	52,478	-	164	89,590
Special assessment receivable					
Delinquent	13,683	6,117	-	953	20,753
Deferred	9,945	10,945	-	940	21,830
Inventories	-	-	386,532	-	386,532
Prepaid items	23,488	20,154	12,070	4,951	60,663
Total current assets	1,039,125	3,794,402	1,418,657	369,890	6,622,074
Noncurrent assets					
Restricted cash and cash equivalents	-	125,147	-	-	125,147
Advances to other funds - after one year	-	1,175,110	-	-	1,175,110
Capital assets					
Land	277,006	1,257,023	-	291	1,534,320
Construction in progress	3,600	366,153	-	-	369,753
Buildings	9,651,417	15,996,156	1,915,613	84,905	27,648,091
Collection and distribution systems	16,750,392	22,811,429	-	6,718,991	46,280,812
Leasehold improvements	166,068	-	57,765	-	223,833
Machinery and equipment	338,688	542,099	218,745	301,727	1,401,259
Total capital assets	27,187,171	40,972,860	2,192,123	7,105,914	77,458,068
Less accumulated depreciation	(11,686,844)	(15,683,761)	(1,025,893)	(4,033,797)	(32,430,295)
Net capital assets	15,500,327	25,289,099	1,166,230	3,072,117	45,027,773
Total noncurrent assets	15,500,327	26,589,356	1,166,230	3,072,117	46,328,030
Total assets	16,539,452	30,383,758	2,584,887	3,442,007	52,950,104
Deferred Outflows of Resources					
Deferred outflows of resources related to city pensions	35,227	35,226	30,812	9,034	110,299
Total assets and deferred outflows of resources	$ 16,574,679	$ 30,418,984	$ 2,615,699	$ 3,451,041	$ 53,060,403
Liabilities					
Current liabilities					
Accounts payable	$ 31,161	$ 164,246	$ 29,366	$ 897	$ 225,670
Contracts payable	-	8,343	-	-	8,343
Salaries and benefits payable	10,938	10,938	10,250	3,089	35,215
Interest payable	45,448	127,142	4,721	-	177,311
Unearned revenue	-	10,169	-	-	10,169
Due to other governments	6,610	-	41,979	-	48,589
Current compensated absences	38,694	38,694	31,362	13,247	121,997
Amount due within one year	703,355	1,356,646	79,937	-	2,139,938
Total current liabilities	836,206	1,716,178	197,615	17,233	2,767,232
Noncurrent liabilities					
Advances from other funds	253,920	-	-	-	253,920
G.O. Revenue Bonds, net of unamortized premium	1,680,300	3,956,660	505,202	-	6,142,162
PFA G.O. Revenue note	2,691,000	8,622,000	-	-	11,313,000
Net pension liability	300,202	300,196	262,574	76,983	939,955
Less amount due within one year	(703,355)	(1,356,646)	(79,937)	-	(2,139,938)
Total noncurrent liabilities	4,222,067	11,522,210	687,839	76,983	16,509,099
Total liabilities	5,058,273	13,238,388	885,454	94,216	19,276,331
Deferred Inflows of Resources					
Deferred inflows of resources related to city pensions	54,646	54,645	47,796	14,013	171,100
Net Position					
Net investment in capital assets	11,129,027	12,710,439	661,028	3,072,117	27,572,611
Unrestricted	332,733	4,415,512	1,021,421	270,695	6,040,361
Total net position	11,461,760	17,125,951	1,682,449	3,342,812	33,612,972
Total liabilities, deferred inflows of resources, and net position	$ 16,574,679	$ 30,418,984	$ 2,615,699	$ 3,451,041	$ 53,060,403

See notes to financial statements.

City of Big Lake
Statement of Revenues, Expenses, and Changes
in Net Position - Proprietary Funds
Year Ended December 31, 2019

	Water (301, 399)	Sewer (401, 499)	Liquor (501, 599)	Storm Sewer (601, 699)	Totals
Sales and cost of sales					
Sales	$ -	$ -	$ 4,446,011	$ -	$ 4,446,011
Cost of sales	-	-	3,251,322	-	3,251,322
Gross profit	-	-	1,194,689	-	1,194,689
Operating revenues					
Charges for services	1,666,774	2,342,433	-	255,686	4,264,893
Operating expenses					
Wages and salaries	392,406	392,405	340,697	100,403	1,225,911
Employee benefits	148,113	149,666	131,418	39,521	468,718
Materials and supplies	32,767	86,295	6,576	2,964	128,602
Repairs and maintenance	62,147	44,803	14,524	12,224	133,698
Professional services	61,294	48,277	94,568	14,143	218,282
Insurance	26,694	22,432	12,719	5,089	66,934
Utilities and refuse	130,540	224,395	31,821	1,184	387,940
Depreciation	868,189	1,284,580	67,187	222,581	2,442,537
Travel	9,839	9,690	428	1,993	21,950
Bad debt expense	295	676	-	42	1,013
Equipment	122	156	9,563	-	9,841
Advertising	2,109	1,152	8,776	587	12,624
Dues, memberships, and training	10,659	5,928	4,223	579	21,389
Telephone	3,418	9,631	6,371	400	19,820
Postage	9,052	3,542	87	700	13,381
Water meters	27,059	-	-	-	27,059
Uniforms	1,575	1,596	605	269	4,045
Miscellaneous	13,603	13,580	2,119	-	29,302
Total operating expenses	1,799,881	2,298,804	731,682	402,679	5,233,046
Operating income (loss)	(133,107)	43,629	463,007	(146,993)	226,536
Nonoperating revenues (expenses)					
Investment and other interest income	13,023	116,647	18,760	6,586	155,016
Refunds and reimbursements	4,719	20,375	1,779	1,638	28,511
Trunk and access charges	363,754	546,227	-	-	909,981
Interest expense	(127,989)	(317,917)	(11,822)	-	(457,728)
Amortization	4,826	16,410	2,260	-	23,496
Rent	-	23,860	-	-	23,860
Other income	3,080	-	2,349	-	5,429
Total nonoperating revenues (expenses)	261,413	405,602	13,326	8,224	688,565
Income (loss) before transfers	128,306	449,231	476,333	(138,769)	915,101
Transfers out	(42,067)	(31,355)	(600,000)	(39,641)	(713,063)
Change in net position	86,239	417,876	(123,667)	(178,410)	202,038
Net position					
Beginning of year	11,375,521	16,708,075	1,806,116	3,521,222	33,410,934
End of year	$ 11,461,760	$ 17,125,951	$ 1,682,449	$ 3,342,812	$ 33,612,972

See notes to financial statements.

City of Big Lake
Statement of Cash Flows - Proprietary Funds
Year Ended December 31, 2019

	Water (301, 399)	Sewer (401, 499)	Liquor (501, 599)	Storm Sewer (601, 699)	Total
Cash Flows - Operating Activities					
Receipts from customers and users	$ 1,686,153	$ 2,277,906	$ 4,448,439	$ 251,359	$ 8,663,857
Payments to suppliers	(410,289)	(486,253)	(3,493,215)	(41,133)	(4,430,890)
Payments to employees	(539,107)	(540,660)	(446,888)	(135,793)	(1,662,448)
Net cash flows - operating activities	736,757	1,250,993	508,336	74,433	2,570,519
Cash Flows - Noncapital Financing Activities					
Payment of advances to other funds	-	145,000	-	-	145,000
Receipt of advances from other funds	(100,000)	-	-	-	(100,000)
Refunds and reimbursements	4,719	20,375	1,779	1,638	28,511
Rent	-	23,860	-	-	23,860
Transfer to other funds	(42,067)	(31,355)	(600,000)	(39,641)	(713,063)
Net cash flows - noncapital financing activities	(137,348)	157,880	(598,221)	(38,003)	(615,692)
Cash Flows - Capital and Related Financing Activities					
Trunk and access charges	363,754	546,227	-	-	909,981
Principal paid on debt	(677,787)	(1,315,212)	(72,670)	-	(2,065,669)
Interest paid on debt	(135,055)	(331,214)	(12,426)	-	(478,695)
Acquisition of capital assets	(25,130)	(342,962)	-	-	(368,092)
Net cash flows - capital and related financing activities	(474,218)	(1,443,161)	(85,096)	-	(2,002,475)
Cash Flows - Investing Activities					
Interest and dividends received	13,023	116,647	18,760	6,586	155,016
Net change in cash and cash equivalents	138,214	82,359	(156,221)	43,016	107,368
Cash and Cash Equivalents, January 1	661,859	3,443,646	1,174,884	290,152	5,570,541
Cash and Cash Equivalents, December 31	$ 800,073	$ 3,526,005	$ 1,018,663	$ 333,168	$ 5,677,909
Reconciliation of Operating Income (Loss) to Net Cash Flows - Operating Activities					
Operating income (loss)	$ (133,107)	$ 43,629	$ 463,007	$ (146,993)	$ 226,536
Adjustments to reconcile operating Income (loss) to net cash flows - Operating activities					
Other revenues	3,080	-	2,349	-	5,429
Depreciation expense	868,189	1,284,580	67,187	222,581	2,442,537
Net pension liability expense	8,301	8,300	21,696	3,081	41,378
Accounts receivable	(16,028)	(86,965)	79	(5,255)	(108,169)
Special assessments receivable	63,785	74,198	-	325	138,308
Due from other governments	(31,458)	(48,864)	-	603	(79,719)
Prepaid items	(3,458)	(3,880)	(3,300)	(951)	(11,589)
Inventory	-	-	(3,948)	-	(3,948)
Accounts payable	(21,639)	(10,220)	(45,796)	(8)	(77,663)
Due to other governmental units	5,981	-	3,531	-	9,512
Salaries payable	(1)	(1)	1,696	399	2,093
Unearned revenue	-	(2,896)	-	-	(2,896)
Compensated absences payable	(6,888)	(6,888)	1,835	651	(11,290)
Total adjustments	869,864	1,207,364	45,329	221,426	2,343,983
Net cash flows - operating activities	$ 736,757	$ 1,250,993	$ 508,336	$ 74,433	$ 2,570,519

See notes to financial statements.

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The City of Big Lake is a statutory city governed by an elected mayor and four council members. The accompanying financial statements present the government entities for which the government is considered to be financially accountable.

The financial statements present the City and its component units. The City includes all funds, account groups, organizations, institutions, agencies, departments, and offices that are not legally separate from such. Component units are legally separate organizations for which the elected officials of the City are financially accountable and are included within the basic financial statements of the City because of the significance of their operational or financial relationships with the City.

The City is considered financially accountable for a component unit if it appoints a voting majority of the organization's governing body and it is able to impose its will on the organization by significantly influencing the programs, projects, activities, or level of services performed or provided by the organization or there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on, the City.

As a result of applying the component unit definition criteria above, certain organizations have been defined and are presented in this report as follows:

Blended Component Unit – Reported as if it is part of the City.

Related Organization – The relationship of the City with the entity is disclosed.

Joint Ventures and Jointly Governed Organization – The relationship of the City with the entity is disclosed.

For each of the categories above, the specific entities are identified as follows:

1. Blended Component Unit

The Big Lake Economic Development Authority (EDA) is a legal entity separate from the City. Although legally separate, the Big Lake EDA is reported as if it were part of the primary government because the component unit's total debt outstanding is expected to be repaid almost entirely with resources of the primary government. Separate financial statements are not prepared for the Big Lake EDA.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

A. Reporting Entity (Continued)

2. Related Organization

Big Lake Volunteer Fire Relief Association
The Big Lake Volunteer Fire Relief Association (the "Association") is organized as a nonprofit organization, legally separate from the City, by its members to provide pension and other benefits to such members in accordance with *Minnesota Statutes*. The Association's Board of Trustees is appointed by the membership of the Association and not by the City Council. All funding is conducted in accordance with *Minnesota Statutes*, whereby state aid flows to the Association, tax levies are determined by the Association and are only reviewed by the City and the Association pays benefits directly to its members. The Association may certify tax levies to Sherburne County directly if the City does not carry out this function. Because the Association is fiscally independent of the City, the financial statements of the Association have not been included within the City's reporting entity.

3. Joint Ventures and Jointly Governed Organization

Big Lake Volunteer Fire Department
The Big Lake Volunteer Fire Department (the "Fire Department") was created to provide fire services to the residents of the City, the Town of Big Lake and the Town of Orrock, Minnesota.

On January 1, 2018, the City entered into an agreement with the Town of Big Lake to establish a joint powers agreement for fire protections services. The Big Lake Fire Department Joint Powers Board is a legal entity separate from the City. Each party appoints two members of the governing body. Separate audited financial statements are issued for the Fire Department and annual financial statements are submitted to the State of Minnesota.

The City and the Town shall each contribute 50% of the total operating budget to the department. For the year ended December 31, 2019, the City contributed $162,268 to the department.

Central Mississippi River Regional Planning Partnership
The Central Mississippi River Regional Planning Partnership (the “Partnership”) was created to develop and implement a compelling regional vision and framework that guides local decisions on thoughtful and collaborative planning, growth, and development to benefit both individual jurisdictions and the region as a whole with the City of Monticello, City of Big Lake, City of Becker, Big Lake and Becker Townships, and Sherburne and Wright Counties.

On November 13, 2019, the City entered into an agreement with the Partnership to establish a joint powers agreement for developing and implementing a compelling regional vision and framework. The Partnership Board is a legal entity separate from the City. Each party appoints one member of the governing body.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Central Mississippi River Regional Planning Partnership (Continued)
In January of each year, each partner shall contribute its share of the Partnership's annual budget based on the following formula: the two counties to evenly spilt 50% of the total budget and the City and Township partners to evenly split the remaining 50% of the total budget. No amount was contributed for 2019.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the activities of the City. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Interest on general long-term debt is considered an indirect expense and is reported separately in the Statement of Activities. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items are not included among program revenues, instead, they are properly reported as general revenues. Internally dedicated revenues are reported as general revenues rather than program revenues.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

Property taxes, franchise taxes, licenses, and interest associated with the current period are all considered to be susceptible to accrual and so have been recognized as revenues of the current period. Only the portion of special assessments receivable due within the current period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the City.

Description of Funds:

Major Governmental Funds:

General Fund – This fund is the City's primary operating fund. It accounts for all financial resources of the general City, except those required to be accounted for in another fund.

G.O. Improvement Bond 2010A Debt Service Fund – This fund accounts for all the costs related to the 2010A Bond.

Infrastructure Improvement Capital Projects Fund – This fund accounts for all the costs associated with infrastructure improvements within the City.

Proprietary Funds:

Water Fund – This fund accounts for the operations of the City's water utility.

Sewer Fund – This fund accounts for the operations of the City's sanitary sewer utility.

Liquor Fund – This fund accounts for the activities of the City's liquor store operations.

Storm Sewer Fund – This fund accounts for the operations of the City's storm sewer utility.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the City's enterprise functions and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the enterprise funds are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

Description of Funds (Continued):
When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed. Further, the City's applies unrestricted funds in this order if various levels of unrestricted fund balances exits: committed, assigned, and unassigned.

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity

1. Cash and Investments

Cash and investments include balances from all funds that are combined and invested to the extent available in various securities as authorized by state law. Earnings from the pooled investments are allocated to the individual funds based on the average of month-end cash and investment balances.

The City's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

Minnesota Statutes authorizes the City to invest in obligations of the U.S. Treasury, agencies and instrumentalities, shares of investment companies whose only investments are in the aforementioned securities, obligations of the State of Minnesota or its municipalities, bankers' acceptances, future contracts, repurchase and reverse repurchase agreements, and commercial paper of the highest quality with a maturity of no longer than 270 days and in the Minnesota Municipal Investment Pool.

Certain investments for the City are reported at fair value as disclosed in Note 3. The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The Hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

In accordance with GASB Statement No. 79, the Minnesota Municipal Investment Pool securities are valued at amortized cost, which approximates fair value. There are no restrictions or limitations on withdrawals from the 4M Liquid Asset Fund. Investments in the 4M Plus must be deposited for a minimum of 14 calendar days. Withdrawals prior to the 14-day restriction period will be subject to a penalty equal to seven days' interest on the amount withdrawn.

2. Restricted Cash

Resources are restricted within the Sewer Fund for the solar garden decomposition escrow deposit.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity (Continued)

3. Receivables/Property Taxes

All trade and property tax receivables are shown at a gross amount since both are assessable to the property taxes and are collectible upon the sale of the property.

The City levies its property tax for the subsequent year during the month of December. December 28 is the last day the City can certify a tax levy to the County Auditor for collection the following year. Such taxes become a lien on January 1 and are recorded as receivables by the City at that date. The property tax is recorded as revenue when it becomes measurable and available. Sherburne County is the collecting agency for the levy and remits the collections to the City three times a year. The tax levy notice is mailed in March with the first half of the payment due on May 15 and the second half due on October 15. Taxes not collected as of December 31 each year are shown as delinquent taxes receivable.

The County Auditor prepares the tax list for all taxable property in the City, applying the applicable tax rate to the tax capacity of individual properties, to arrive at the actual tax for each property. The County Auditor also collects all special assessments, except for certain prepayments paid directly to the City.

The County Auditor submits the list of taxes and special assessments to be collected on each parcel of property to the County Treasurer in January of each year.

4. Inventory and Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. Prepaid items are recorded as an expenditure at the time of consumption.

Inventory is valued at cost using the first-in, first-out (FIFO) method. Inventories are recorded as expenses when consumed rather than when purchased.

5. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual cost of more than $5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity (Continued)

5. Capital Assets (Continued)

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Property, plant, and equipment of the City are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	30
Leasehold improvements	10-30
Machinery and equipment	5-10
Utility collection and distribution system	30
Infrastructure	30
Police Vehicles and Software	3

6. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until that time. The City has one item that qualifies for reporting in this category. The City presents deferred outflows of resources on the Statements of Net Position for deferred outflows of resources related to pensions for various estimate differences that will be amortized and recognized over future years.

In addition to liabilities, the statement of financial position and fund financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has five types of items that qualify for reporting in this category. Four of the items reported arise under the modified accrual basis of accounting and are reported in the Governmental Funds Balance Sheet as unavailable revenue. The governmental funds report unavailable revenues from four sources: notes receivable, property taxes, special assessments and state aid received for subsequent years. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. The City presents deferred inflows of resources on the Statements of Net Position for deferred inflows of resources related to state aid received for subsequent years and to pensions for various estimate differences that will be amortized and recognized over future years.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity (Continued)

7. Pensions

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and the relief association and additions to/deductions from PERA's and the relief association's fiduciary net position have been determined on the same basis as they are reported by PERA and the relief association except that PERA's fiscal year end is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

8. Compensated Absences

Employees who retire are compensated for their unused sick leave. After 800 hours have accrued, employees can either take vacation or get paid for half of every hour earned in excess of 800 hours on an annual basis. Upon separation from the City, employees are eligible to 20 days of sick leave to be paid out, if they have 10 years of employment.

In addition, employees are granted vacation based on their years of service. Employees can accrue up to 25 days of vacation. At year-end, any hours over 200 are forfeited. All employees will receive a lump sum payment for the balance of accumulated vacation leave upon a voluntary termination.

9. Severance

Severance benefits are paid upon termination of employment for the City Administrator. The City Administrator receives three months of salary and benefits in a lump sum payment.

10. Long-Term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt, and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type Statement of Net Position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums, and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity (Continued)

11. Fund Equity

a. Classification

In the fund financial statements, governmental funds report fund classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purpose for which amounts in those funds can be spent.

- Nonspendable Fund Balance – These are amounts that cannot be spent because they are not in spendable form.

- Restricted Fund Balance – These are amounts that are restricted to specific purposes either by a) constraints placed on the use of resources by creditors, grantors, contributors, or laws or regulations of other governments or b) imposed by law through enabling legislation.

- Committed Fund Balance – These are amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the City Council (highest level of decision making authority). The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.

- Assigned fund balance – these are amounts that are constrained by the city's intent to be used for specific purposes but are neither restricted nor committed. Assignments may be made by the city's finance director based on the city council's delegation.

- Unassigned Fund Balance – These are residual amounts in the General Fund not reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.

b. Minimum Fund Balance

The City will strive to maintain an unrestricted fund balance of an amount not less than 50% of the next year's budgeted expenditures in the General Fund.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity (Continued)

12. Net Position

Net Position represents the difference between assets and deferred outflows of resources; and liabilities and deferred inflows of resources in the government-wide and proprietary fund financial statements. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any long-term debt used to build or acquire the capital assets. Net position is reported as restricted in the government-wide financial statement when there are limitations on use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

13. Use of Estimates

The preparation of the basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

14. Budgetary Information

The City Council adopts an annual budget. The amounts shown in the financial statements as "budget" represent the original budgeted amounts and all revisions made during the year. The City follows these procedures in establishing the budgetary data reflected in the financial statements.

1. Budget requests are submitted by all department heads to the City Administrator and Finance Director. The Finance Director compiles the budget requests into an overall preliminary City budget.
2. The Finance Director presents the proposed budget to the City Council. The budget resolution adopted by the City Council sets forth the budgets at the function level for the General and the EDA Special Revenue Fund.
3. Formal budgetary integration is employed as a management control device during the year for the General Fund and the EDA Special Revenue Fund. Formal budgetary integration is not employed for Debt Service Funds because effective budgetary control is alternatively achieved through G.O. bond indenture provisions. Budgetary control for Capital Projects Funds is accomplished through the use of project controls.
4. The budgets for the General Fund and the EDA Special Revenue Fund are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Annual appropriations lapse at year-end.

NOTE 2 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABLITY

A. Deficit Fund Balances

The following Fund had a deficit fund balance at December 31, 2019:

Non-major Governmental Fund	
Industrial Park Expansion Land Purchase Capital Projects Fund	$ 31,223

NOTE 3 – DEPOSITS AND INVESTMENTS

A. Deposits

In accordance with applicable *Minnesota Statutes*, the City maintains deposits at depository banks authorized by the City Council.

Custodial Credit Risk – Deposits: In the case of deposits, this is the risk that in the event of a bank failure, the City's deposits may not be returned to it. The City's investment policy states all deposits will be insured or collateralized in accordance with *Minnesota Statutes* 118.A. At December 31, 2019, the City's bank balance was not exposed to custodial credit risk because it was insured and fully collateralized with securities held by pledging financial institutions trust department or agent and in the City's name.

Savings	$ 20,059
Certificates of deposit	1,699,800
Total	$ 1,719,859

B. Investments

At December 31, 2019, the City had the following investments:

		Investment Maturities			
Investment Type	Total Fair Value	Less Than One Year	1-2 Years	2-5 years	5+ years
Pooled Investments					
Brokered Certificates of Deposit	$ 5,107,295	$ 541,747	$ 1,421,665	$ 2,652,667	$ 491,216
Cash and Brokered Money Market Accounts	30,748	30,748	-	-	-
4M Fund	4,588,270	4,588,270	-	-	-
4M Plus	4,687,068	4,687,068	-	-	-
Total	14,413,381	9,847,833	1,421,665	2,652,667	491,216
Non-Pooled Restricted Cash and Cash Equivalents					
4M Fund	125,147	125,147	-	-	-
Total Investments	$ 14,538,528	$ 9,972,980	$ 1,421,665	$ 2,652,667	$ 491,216

NOTE 3 – DEPOSITS AND INVESTMENTS (CONTINUED)

B. Investments (Continued)

The City has the following recurring fair value measurements as of December 31, 2019:

- $5,107,295 of investments are valued using a matrix pricing model (Level 2 inputs)

Interest Rate Risk: This is the risk that market values of securities in a portfolio would decrease due to changes in market interest rates. The City's investment policy states the City will minimize interest rate risk by reviewing cash flow requirements and making investments to meet the shorter cash flow needs, thereby avoiding the need to sell securities in the open market prior to maturity. It also includes specific limits on investment maturities as a means of managing its exposure to fair value arising from increasing interest rates. The average maturity of the overall portfolio is to be consistent with the risk profile of the City not to extend beyond seven years.

Credit Risk: This is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. *Minnesota Statutes* 118A.04 and 118A.05 limit investments that are in the top two ratings issued by nationally recognized statistical rating organizations. The City's investment policy limits its investments to those specified in these Statutes, and furthermore specified based on the list in their investment policy. The City's investment are not rated.

Concentration of Credit Risk: This is the risk of loss attributed to the magnitude of an investment in a single issuer. Investments should be diversified to avoid incurring unreasonable risks inherent in over investing in specific instruments, individual financial institutions, or maturities. The City's investment policy states that they will diversify the investment portfolio so the impact of potential losses from any one type of security or from any individual issuer will be minimized.

Custodial Credit Risk – Investments: For an investment, this is the risk that in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The City's investment policy states that the City Finance Director shall maintain a list of financial institutions authorized to provide investment services. Financial service providers who wish to offer investments must provide the City Finance Director with a list of items before they become authorized.

Summary of cash, deposits, and investments as of December 31, 2019:

Petty cash	$ 2,975
Deposits (Note 3.A.)	1,719,859
Investments (Note 3.B.)	14,538,528
Total deposits and investments	$ 16,261,362

NOTE 3 – DEPOSITS AND INVESTMENTS (CONTINUED)

B. Investments (Continued)

Cash, deposits, and investments are presented in the December 31, 2019, basic financial statements as follows:

Statement of Net Position	
Cash and investments	$ 16,136,215
Restricted cash and cash equivalents	125,147
Total	$ 16,261,362

NOTE 4 – NOTES RECEIVABLE

Governmental funds notes receivable includes receivables from the Big Lake Township for their portion of debt payments on the Taxable G.O. Refunding Bonds, Series 2016A, for $375,000.

NOTE 5 – INTERFUND BALANCES AND TRANSFERS

A. Advances to/from Other Funds

The composition of advances as of December 31, 2019, was as follows:

	Advances to Sewer Fund
Advances from	
Other Governmental Funds	$ 921,190
Water Fund	253,920
Total	$ 1,175,110

The amounts due to the Sewer Fund represent interfund loans to absorb temporary negative cash balances and to temporarily fund capital projects.

NOTE 5 – INTERFUND BALANCES AND TRANSFERS (CONTINUED)

B. Interfund Transfers

The composition of interfund transfers as of December 31, 2019, was as follows:

	Transfers In				
	General Fund	G.O. Improvement Bond 2010A	Infrastructure Improvement Fund	Other Governmental Funds	Total
Transfers out					
General Fund	$ -	$ -	$ 30,000	$ 648,650	$ 678,650
Infrastructure Improvement Fund	-	-	-	1,794,798	1,794,798
Other Governmental Funds	44	1,826,523	140,962	951,603	2,919,132
Water Fund	-	-	-	42,067	42,067
Sewer Fund	-	-	-	31,355	31,355
Liquor Fund	600,000	-	-	-	600,000
Storm Sewer Fund	-	-	-	39,641	39,641
Total	$ 600,044	$ 1,826,523	$ 170,962	$ 3,508,114	$ 6,105,643

The above transfers were made for the following reasons: debt service payments, operating transfers to cover Tax Increment Financing (TIF) administrative expenditures, capital projects, closing funds, and other administrative items.

NOTE 6 – CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2019, follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities				
Capital assets not being depreciated				
Land	$ 8,045,419	$ -	$ -	$ 8,045,419
Construction in progress	3,906,086	1,082,240	3,651,123	1,337,203
Total capital assets not being depreciated	11,951,505	1,082,240	3,651,123	9,382,622
Capital assets being depreciated				
Infrastructure	37,164,549	3,374,661	-	40,539,210
Buildings	4,979,619	-	-	4,979,619
Leasehold improvements	65,684	35,047	20,575	80,156
Machinery and equipment	4,385,941	669,291	42,801	5,012,431
Total capital assets being depreciated	46,595,793	4,078,999	63,376	50,611,416
Less accumulated depreciation for				
Infrastructure	21,476,110	1,051,561	-	22,527,671
Buildings	2,165,446	165,781	-	2,331,227
Leasehold improvements	25,673	3,761	15,032	14,402
Machinery and equipment	3,695,100	243,430	36,669	3,901,861
Total accumulated depreciation	27,362,329	1,464,533	51,701	28,775,161
Total capital assets being depreciated, net	19,233,464	2,614,466	11,675	21,836,255
Governmental activities capital assets, net	$ 31,184,969	$ 3,696,706	$ 3,662,798	$ 31,218,877

NOTE 6 – CAPITAL ASSETS (CONTINUED)

	Beginning Balance	Increases	Decreases	Ending Balance
Business-type activities				
Capital assets not being depreciated				
Land	$ 1,534,320	$ -	$ -	$ 1,534,320
Construction in progress	28,097	341,656	-	369,753
Total capital assets not being depreciated	1,562,417	341,656	-	1,904,073
Capital assets being depreciated				
Buildings	27,648,091	-	-	27,648,091
Collection and distribution systems	46,280,812	-	-	46,280,812
Leasehold improvements	223,833	-	-	223,833
Machinery and equipment	1,366,480	34,779	-	1,401,259
Total capital assets being depreciated	75,519,216	34,779	-	75,553,995
Less accumulated depreciation for				
Buildings	6,486,042	921,603	-	7,407,645
Collection and distribution systems	22,347,858	1,458,219	-	23,806,077
Leasehold improvements	138,051	6,042	-	144,093
Machinery and equipment	1,015,807	56,673		1,072,480
Total accumulated depreciation	29,987,758	2,442,537	-	32,430,295
Total capital assets being depreciated, net	45,531,458	(2,407,758)	-	43,123,700
Business-type activities capital assets, net	$ 47,093,875	$ (2,066,102)	$ -	$ 45,027,773

NOTE 6 – CAPITAL ASSETS (CONTINUED)

Depreciation expense was charged to functions/programs of the City as follows:

Governmental activities	
General government	$ 33,122
Public safety	200,178
Streets and highways	1,032,913
Culture and recreation	149,546
Economic development	48,774
Total depreciation expense - governmental activities	$ 1,464,533
Business-type activities	
Water	$ 868,189
Sewer	1,284,580
Liquor	67,187
Storm sewer	222,581
Total depreciation expense - business-type activities	$ 2,442,537

NOTE 7 – LONG-TERM DEBT

A. General Obligation Bonds

The City issues General Obligation (G.O.) bonds to provide for financing the construction of street improvements, tax increment projects and to refinance (refund) previous bond issues. Debt service is covered respectively by tax increments, revenue generated from projects and special assessments against benefited properties with any shortfalls being paid from general taxes.

G.O. bonds are direct obligations and pledge the full faith and credit of the City. These bonds generally are issued as 15-year serial bonds with equal debt service payments each year.

On April 27, 2016, the City issued $2,885,000 Taxable G.O. Refunding Bonds, Series 2016A for the crossover refunding of a portion of the $795,000 G.O. Tax Increment Bonds, Series 2004C, current refunding of the $1,055,000 Taxable G.O. Tax Increment Refunding Bonds, Series 2013A, and current refunding of the $2,220,000 Taxable G.O. Tax Abatement Bonds, Series 2013B. The principal balances of both the refunded and refunding bonds were reported as long-term debt of the City until the call date of the refunded bonds, at which time the refunded bonds were considered defeased and the related liability will be removed from the Statement of Net Position. The call date for the 2004C Bonds was February 1, 2019, while the 2013A, and 2013B bonds was February 1, 2016. These bonds were refunded on April 27, 2016. The refunding was done to take advantage of lower interest rates. The refunding resulted in a decrease in future debt service payments of $208,809. The net present value cash flow savings from the transaction was $178,839.

NOTE 7 – LONG-TERM DEBT (CONTINUED)

A. General Obligation Bonds (Continued)

On September 15, 2016, the City issued $1,875,000 G.O. Improvement Crossover Refunding Bonds, Series 2016C for the crossover refunding of a portion of the $3,590,000 G.O. Improvement Bonds, Series 2010A. The principal balances of both the refunded and refunding bonds were reported as long-term debt of the City until the call date of the refunded bonds, at which time the refunded bonds will be considered defeased and the related liability were removed from the Statement of Net Position. The call date for the 2010A bonds was February 1, 2019. The refunding was done to take advantage of lower interest rates. The refunding resulted in a decrease in future debt service payments of $77,711. The net present value cash flow savings from the transaction was $70,029.

B. Components of Long-Term Liabilities

	Issue Year	Interest Rates	Original Issue	Final Maturity	Principal Outstanding	Due Within One Year
Long-term liabilities						
Governmental activities						
G.O. Bonds, including Refunding bonds						
G.O. Refunding Improvement Bonds of 2011A	2011	0.40% - 2.45%	$ 2,095,000	2020	$ 410,000	$ 410,000
G.O. Refunding Improvement Bonds of 2011B	2011	2.00% - 2.80%	3,415,000	2022	1,075,000	425,000
G.O. Refunding Bonds of 2012A	2012	2.00%-2.70%	1,040,000	2026	180,000	45,000
G.O. Refunding Bonds of 2015A	2015	2.00%-3.00%	4,330,000	2029	2,870,000	520,000
G.O. Capital Improvement Bonds of 2016B	2016	1.00%-2.25%	590,000	2028	455,000	50,000
G.O. Refunding Improvement Bonds of 2016C	2016	2.00%	1,875,000	2026	1,875,000	200,000
G.O. Improvement Bonds of 2018A	2018	3%-3.30%	2,350,000	2034	2,350,000	130,000
Tax Abatement Bonds						
Taxable G.O. Tax Abatement Bonds of 2014A	2014	1.50%-2.50%	296,530	2025	185,844	30,063
Taxable G.O. Refunding Bonds						
Taxable G.O. Refunding Bond of 2016A	2016	0.90%-3.10%	2,885,000	2030	2,250,000	250,000
Notes payable						
Transportation Revolving Loan Fund	2010	1.726%	2,465,000	2029	1,392,000	129,000
					13,042,844	2,189,063
Premium on bonds payable					269,974	-
Capital Lease					16,381	7,968
Severance					44,722	-
Compensated absences					269,609	269,609
Total governmental activities					13,643,530	2,466,640
Business-type activities						
G.O. Revenue Bonds and Notes, including Refunding Bonds						
Public Facility Authority Drinking Water G.O. Revenue Note	2004	2.53%	9,787,000	2024	2,691,000	512,000
Public Facility Authority Clean Sewer Revenue Note of 2009	2009	2.41%	13,470,120	2024	8,622,000	773,000
G.O. Refunding Bonds of 2012A	2012	2.00%-2.70%	3,745,000	2026	1,485,000	425,000
Taxable G.O. Tax Abatement Bonds of 2014A	2014	1.50%-2.50%	788,470	2025	494,156	79,937
G.O. Refunding Bonds of 2015A	2015	2.00%-3.00%	4,955,000	2029	3,975,001	350,001
					17,267,157	2,139,938
Premium on bonds payable					188,005	-
Compensated absences					121,997	121,997
Total business-type activities					17,577,159	2,261,935
Total all long-term liabilities					$ 31,220,689	$ 4,728,575

NOTE 7 – LONG-TERM DEBT (CONTINUED)

C. Changes in Long-Term Liabilities

Long-term liability activity for the year ended December 31, 2019, was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental activities					
Bonds payable					
G.O. Improvement Bonds	$ 12,670,000	$ -	$ 3,455,000	$ 9,215,000	$ 1,780,000
G.O. Revenue /Tax Abatement Bonds	213,173	-	27,329	185,844	30,063
Taxable G.O. Refunding Bonds	2,460,000	-	210,000	2,250,000	250,000
G.O. Tax Increment Bonds	675,000	-	675,000	-	-
Notes payable	1,519,000	-	127,000	1,392,000	129,000
Capital lease	23,930	-	7,549	16,381	7,968
Premium on bonds	309,115	-	39,141	269,974	-
Total bonds payable	17,870,218	-	4,541,019	13,329,199	2,197,031
Compensated absences	276,463	272,988	279,842	269,609	269,609
Severance	42,332	2,390	-	44,722	-
Total governmental activities	18,189,013	275,378	4,820,861	13,643,530	2,466,640
Business-type activities					
Bonds payable					
G.O. Revenue Bonds	6,766,826	-	812,669	5,954,157	854,938
PFA G.O. Revenue Notes	12,566,000	-	1,253,000	11,313,000	1,285,000
Premium on bonds	211,500	-	23,495	188,005	-
Total bonds payable	19,544,326	-	2,089,164	17,455,162	2,139,938
Compensated absences	133,287	130,999	142,289	121,997	121,997
Total business-type activities	19,677,613	130,999	2,231,453	17,577,159	2,261,935
Total long-term liabilities	$ 37,866,626	$ 406,377	$ 7,052,314	$ 31,220,689	$ 4,728,575

The General Fund typically liquidates the compensated absences and severance payable.

NOTE 7 – LONG-TERM DEBT (CONTINUED)

D. Minimum Debt Payments

Minimum annual principal and interest payments required to retire non-compensated absence liabilities:

Year Ending December 31,	Governmental Activities					
	G.O. Bonds			G.O. Tax Abatement Bonds		
	Principal	Interest	Total	Principal	Interest	Total
2020	$ 1,780,000	$ 217,136	$ 1,997,136	$ 30,063	$ 3,970	$ 34,033
2021	1,390,000	176,142	1,566,142	30,063	3,368	33,431
2022	1,205,000	141,434	1,346,434	30,063	2,730	32,793
2023	1,110,000	110,519	1,220,519	31,430	1,999	33,429
2024	900,000	86,313	986,313	31,430	1,213	32,643
2025-2029	1,930,000	240,394	2,170,394	32,795	410	33,205
2030-2034	900,000	74,306	974,306	-	-	-
Total	$ 9,215,000	$ 1,046,244	$ 10,261,244	$ 185,844	$ 13,690	$ 199,534

Year Ending December 31,	Governmental Activities		
	Notes Payable		
	Principal	Interest	Total
2020	$ 129,000	$ 24,026	$ 153,026
2021	131,000	21,800	152,800
2022	133,000	19,538	152,538
2023	135,000	17,242	152,242
2024	138,000	14,912	152,912
2025-2029	726,000	38,024	764,024
Total	$ 1,392,000	$ 135,542	$ 1,527,542

Year Ending December 31,	Taxable G.O. Refunding Bond			Total Governmental Activities		
	Principal	Interest	Total	Principal	Interest	Total
2020	$ 250,000	$ 51,477	$ 301,477	$ 2,189,063	$ 296,609	$ 2,485,672
2021	270,000	46,917	316,917	1,821,063	248,227	2,069,290
2022	270,000	41,720	311,720	1,638,063	205,422	1,843,485
2023	280,000	35,940	315,940	1,556,430	165,700	1,722,130
2024	280,000	29,500	309,500	1,349,430	131,938	1,481,368
2025-2029	810,000	69,605	879,605	3,498,795	348,433	3,847,228
2030-2034	90,000	1,395	91,395	990,000	75,701	1,065,701
Total	$ 2,250,000	$ 276,554	$ 2,526,554	$ 13,042,844	$ 1,472,030	$ 14,514,874

NOTE 7 – LONG-TERM DEBT (CONTINUED)

D. Minimum Debt Payments (Continued)

Year Ending December 31,	Business-Type Activities					
	G.O. Revenue Bonds			Public Facility G.O. Revenue Note		
	Principal	Interest	Total	Principal	Interest	Total
2020	$ 854,938	$ 139,958	$ 994,896	$ 1,285,000	$ 276,218	$ 1,561,218
2021	599,937	121,679	721,616	1,316,000	244,602	1,560,602
2022	614,937	105,411	720,348	1,348,000	212,226	1,560,226
2023	638,571	88,367	726,938	1,381,000	179,060	1,560,060
2024	648,571	72,465	721,036	1,415,000	145,084	1,560,084
2025-2029	2,597,203	153,178	2,750,381	4,568,000	336,102	4,904,102
Total	$ 5,954,157	$ 681,058	$ 6,635,215	$ 11,313,000	$ 1,393,292	$ 12,706,292

Year Ending December 31,	Business-Type Activities		
	Total Business-Type Activities		
	Principal	Interest	Total
2020	$ 2,139,938	$ 416,176	$ 2,556,114
2021	1,915,937	366,281	2,282,218
2022	1,962,937	317,637	2,280,574
2023	2,019,571	267,427	2,286,998
2024	2,063,571	217,549	2,281,120
2025-2029	7,165,203	489,280	7,654,483
Total	$ 17,267,157	$ 2,074,350	$ 19,341,507

E. Capital Lease

On September 15, 2016, the City entered into a lease purchase agreement for portable radios. The capital lease obligation totaled $39,746. The capital lease agreement includes annual principal and interest payment ranging from $4,205 to $8,883 and final payment on September 15, 2021.

NOTE 7 – LONG-TERM DEBT (CONTINUED)

E. Capital Lease (Continued)

The future minimum lease obligations and the net present value of these minimum lease payments are listed below.

Year Ending December 31,	Total
2020	$ 8,883
2021	8,883
Total minimum lease payments	17,766
Less amount representing interest	(1,385)
Present value of net minimum lease payments	$ 16,381

The assets purchased through the 2016 lease for portable radios did not meet the threshold for capitalization and are not included in capital assets, therefore there is no depreciation or net value to report.

NOTE 8 – FUND BALANCE DETAIL

Fund equity balances are classified as follows on the chart below to reflect the limitations and restrictions of the respective funds.

	General	Infrastructure Improvement	Nonmajor Governmental Fund	Total
Nonspendable				
Land held for resale	$ -	$ -	$ 682,000	$ 682,000
Prepaid items	93,477	-	130	93,607
Total nonspendable	93,477	-	682,130	775,607
Restricted				
Debt service	-	-	2,341,397	2,341,397
Park development	-	-	133,078	133,078
TIF	-	-	199,865	199,865
Police traffic safety	-	-	20	20
DWI forfeiture	-	-	12,262	12,262
Farmers market	-	-	18,597	18,597
Narcotic forfeiture	-	-	1,250	1,250
Total restricted	-	-	2,706,469	2,706,469
Committed				
Economic development	-	-	120,314	120,314
Assigned				
Veterans memorial	-	-	5,069	5,069
Street improvement	-	-	16,979	16,979
Local development	-	-	143,543	143,543
Capital infrastructure replacement	-	400,508	-	400,508
Computer replacement	-	-	213,452	213,452
Lake maintenance	-	-	33,289	33,289
Police capital purchases	33,297	-	-	33,297
Street maintenance	-	-	471,042	471,042
Equipment and building replacements	-	-	1,420,085	1,420,085
Parks capital purchases	14,331	-	-	14,331
Wellness program	2,195	-	-	2,195
ECFE - Reading in the park program	36,350	-	-	36,350
Movie in the park program	5,941	-	-	5,941
Parks and Trails Maintenance	-	-	25,000	25,000
Total assigned	92,114	400,508	2,328,459	2,821,081
Unassigned	3,327,859	-	(713,223)	2,614,636
Total	$ 3,513,450	$ 400,508	$ 5,124,149	$ 9,038,107

NOTE 9 – RISK MANAGEMENT

The City purchases commercial insurance coverage through the League of Minnesota Cities Insurance Trust (LMCIT) with other cities in the state which is a public entity risk pool currently operating as a common risk management and insurance program. The City pays an annual premium to the LMCIT for its insurance coverage. The LMCIT is self-sustaining, through commercial companies, for excess claims. The City is covered through the pool for any claims incurred but unreported; however, retains risk for the deductible portion of its insurance policies. The amount of these deductibles is considered immaterial to the financial statements.

There were no significant reductions in insurance from the previous year or settlements in excess of insurance coverage for any of the past three years.

The City's workers' compensation insurance policy is retrospectively rated. With this type of policy, final premiums are determined after loss experience is known. The amount of premium adjustment for 2018 is estimated to be immaterial based on workers' compensation rates and salaries for the year.

At December 31, 2019, there were no other claims liabilities reported in the fund based on the requirements of GASB Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated.

NOTE 10 –PENSION PLANS

The City participates in various pension plans. Total pension expense for the year ended December 31, 2019 was $456,669. The components of pension expense are noted in the following plan summaries.

The General Fund, Water, Sewer, Storm Sewer, and Liquor Funds typically liquidate the liability related to the pensions.

Public Employees' Retirement Association

A. Plan Description

The City participates in the following cost-sharing multiple-employer defined benefit pension plans administered by PERA. PERA′s defined benefit pension plans are established and administered in accordance with *Minnesota Statutes*, Chapters 353 ad 356. PERA′s defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code.

General Employees Retirement Plan

All full-time and certain part-time employees of the City are covered by the General Employees Plan. General Employees Plan members belong to the Coordinated Plan. Coordinated Plan members are covered by Social Security.

NOTE 10 – PENSION PLANS (CONTINUED)

Public Employees' Retirement Association (Continued)

A. Plan Description (Continued)

Public Employees Police and Fire Plan

The Police and Fire Plan, originally established for police officers and firefighters not covered by a local relief association, now covers all police officers and firefighters hired since 1980. Effective July 1, 1999, the Police and Fire Plan also covers police officers and firefighters belonging to a local relief association that elected to merge with and transfer assets and administration to PERA.

B. Benefits Provided

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state legislature. Vested, terminated employees who are entitled to benefits but are not receiving them yet, are bound by the provisions in effect at the time they last terminated their public service.

General Employees Plan Benefits

General Employees Plan benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated Plan members. Members hired prior to July, 1 1989, receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate for a Coordinated members is 1.2% of average salary for each of the first ten years of service and 1.7% of average salary for each additional year. Under Method 2, the accrual rate for Coordinated members is 1.7% of average salary for all years of service. For members hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66.

Annuities, disability benefits, and survivor benefits are increased effective every January 1. Beginning January 1, 2019, the postretirement increase will be equal to 50% of the cost-of-living adjustment (COLA) announced by the SSA, with a minimum increase of at least 1% and a maximum of 1.5%. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. For recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a reduced prorated increase. For members retiring on January 1, 2024, or later, the increase will be delayed until normal retirement age (age 65 if hired prior to July 1, 1989, or age 66 for individuals hired on or after July 1, 1989). Members retiring under Rule of 90 are exempt from the delay to normal retirement.

NOTE 10 – PENSION PLANS (CONTINUED)

B. Benefits Provided (Continued)

Police and Fire Plan Benefits

Benefits for the Police and Fire Plan members first hired after June 30, 2010, but before July 1, 2014, vest on a prorated basis from 50% after five years up to 100% after ten years of credited service. Benefits for Police and Fire Plan members first hired after June 30, 2014, vest on a prorated basis from 50% after ten years up to 100% after twenty years of credited service. The annuity accrual rate is 3% of average salary for each year of service. A full, unreduced pension is earned when members are age 55 and vested, or for members who were first hired prior to July 1, 1989, when age plus years of service equal at least 90.

Annuities, disability benefits, and survivor benefits are increased effective every January 1. Beginning January 1, 2019, the postretirement increase will be fixed at 1%. Recipients that have been receiving the annuity or benefit for at least 36 months as of the June 30 before the effective date of the increase will receive the full increase. For recipients receiving the annuity or benefit for at least 25 months but less than 36 months as of the June 30 before the effective date of the increase will receive a reduced prorated increase.

C. Contributions

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state legislature.

General Employees Fund Contributions

Coordinated Plan members were required to contribute 6.5%, of their annual covered salary in calendar year 2019 and the City was required to contribute 7.5% for Coordinated Plan members. The City's contributions to the General Employees Fund for the year ended December 31, 2019, were $175,658. The City's contributions were equal to the required contributions as set by state statute.

Police and Fire Fund Contributions

Police and Fire member’s contribution rates increased from 10.8% of pay to 11.3% and employer rates increased from 16.2% to 16.95% on January 1, 2019. The City's contributions to the Police and Fire Fund for the year ended December 31, 2019, were $181,880. The City's contributions were equal to the required contributions as set by the state statue.

NOTE 10 –PENSION PLANS (CONTINUED)

Public Employees' Retirement Association (Continued)

D. Pension Costs

General Employees Fund Pension Costs

At December 31, 2019, the City reported a liability of $1,824,496 for its proportionate share of the general employees fund's net pension liability. The City's net pension liability reflected a reduction due to the State of Minnesota's contribution of $16 million to the fund in 2019. The State of Minnesota is considered a non-employer contributing entity and the State's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the City totaled $56,664. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportionate share of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2018, through June 30, 2019, relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2019, the City's proportionate share was 0.0330%, which was a decrease of 0.0002% from its proportionate share measured as of June 30, 2018.

General Employees Fund Pension Costs (Continued)

City's proportionate share of the net pension liabilty	$ 1,824,496
State of Minnesota's proportionate share of net pension liablity assocatied with the City	56,664
Total	$ 1,881,160

For the year ended December 31, 2019, the City recognized pension expense of $293,350 for its proportionate share of General Employees Plan's pension expense. Included in the amount, the City recognized $4,244 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of $16 million to the General Employees Fund.

NOTE 10 –PENSION PLANS (CONTINUED)

Public Employees' Retirement Association (Continued)

D. Pension Costs (Continued)

General Employees Fund Pension Costs (Continued)

At December 31, 2019, the City reported its proportionate share of the General Employees Plan's deferred outflows of resources and deferred inflows of resources, related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	$ 49,379	$ -
Changes in actuarial assumptions	-	140,043
Difference between projected and actual investment earnings	-	183,747
Changes in proportion	76,887	8,322
Contributions paid to PERA subsequent to the measurement date	87,829	-
Total	$ 214,095	$ 332,112

$87,829 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2020. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending December 31,	Pension Expense Amount
2020	$ (54,192)
2021	(115,064)
2022	(39,530)
2023	2,940
Total	$ (205,846)

NOTE 10 –PENSION PLANS (CONTINUED)

Public Employees' Retirement Association (Continued)

D. Pension Costs (Continued)

Police and Fire Fund Pension Costs

At December 31, 2019, the City reported a liability of $1,025,875 for its proportionate share of the Police and Fire Fund's net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportionate share of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2018, through June 30, 2019, relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2019, the City's proportionate share was 0.0976%, which was an increase of 0.0101% from its proportionate share measured as of June 30, 2018. The City also recognized $13,176 for the year ended December 31, 2019 as revenue and an offsetting reduction of the net pension liability for its proportionate share of the State of Minnesota's on-behalf contributions to the Police and Fire Fund. Legislation passed in 2013 required the State of Minnesota to begin contributing $9 million to the Police and Fire Fund each year until the plan is 90 percent funded or until the State Patrol Plan (administered by the Minnesota State Retirement System) is 90 percent funded, whichever occurs later. In addition, the state will pay $4.5 million on October 1, 2018 and October 1, 2019 in direct state aid. Thereafter, by October 1 of each year, the state will pay $9 million until full funding is reached or July 1, 2048, whichever is earlier.

For the year ended December 31, 2019, the City recognized pension expense of $163,319 for its proportionate share of the Police and Fire Plan's pension expense.

At December 31, 2019, the City reported its proportionate share of the Police and Fire Plan's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources.

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	$ 39,562	$ 142,229
Changes in actuarial assumptions	777,436	972,733
Difference between projected and actual investment earnings	-	178,089
Changes in proportion	161,007	140,460
Contributions paid to PERA subsequent to the measurement date	90,940	-
Total	$ 1,068,945	$ 1,433,511

NOTE 10 –PENSION PLANS (CONTINUED)

Public Employees' Retirement Association (Continued)

D. Pension Costs (Continued)

Police and Fire Fund Pension Costs (Continued)

$90,940 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2019. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending December 31,	Pension Expense Amount
2019	$ (32,607)
2020	(111,617)
2021	(360,390)
2022	32,044
2023	17,064
Total	$ (455,506)

E. Actuarial Assumptions

The total pension liability in the June 30, 2019, actuarial valuation was determined using an individual entry-age normal actuarial cost method and the following actuarial assumptions:

Inflation	2.50 %	Per year
Active member payroll growth	3.25 %	Per year
Investment rate of return	7.50 %	

Salary increases were based on a service-related table. Mortality rates for active members, retirees, survivors, and disabilitants for all plans were based on RP 2014 tables for males or females, as appropriate, with slight adjustments to fit PERA's experience. Cost of living benefit increases after retirement for retirees are assumed to be 1.25% per year for the General Employee Plan, 1.0% per year for the Police and Fire Plan.

Actuarial assumptions used in the June 30, 2019, valuation were based on the results of actuarial experience studies. The most recent four-year experience study in the General Employees Plan was completed in 2019. The most recent four-year experience study for Police and Fire Plan was completed in 2016. Economic assumptions were updated 2018 based on a review of inflation and investment return assumptions.

NOTE 10 –PENSION PLANS (CONTINUED)

Public Employees' Retirement Association (Continued)

The following changes in actuarial assumptions occurred in 2019:

General Employees Fund

Changes in Actuarial Assumptions:

- The mortality projection scale was changed from MP-2017 to MP-2018.

Changes in Plan Provisions:

- The employer supplemental contribution was changed prospectively, decreasing from $31.0 million to $21.0 million per year. The State's special funding contribution was changed prospectively, requiring $16.0 million due per year through 2031.

Police and Fire Fund

Changes in Actuarial Assumptions:

- The mortality projection scale was changed from MP-2017 to MP-2018.

Changes in Plan Provisions:

- There have been no changes since the prior valuation

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term
Domestic equity	35.5 %	5.10 %
Private markets	25.0	5.90
Fixed income	20.0	0.75
International equity	17.5	5.90
Cash equivalents	2.0	0.00
Total	100 %	

NOTE 10 –PENSION PLANS (CONTINUED)

Public Employees' Retirement Association (Continued)

F. Discount Rate

The discount rate used to measure the total pension liability in 2019 was 7.5%. The projection of cash flows used to determine the discount rate assumed that contributions from Plan members and employers will be made at rates set in *Minnesota Statutes*. Based on these assumptions, the fiduciary net positions of the General Employees Fund and the Police and Fire Fund were projected to be available to make all projected future benefit payments of current Plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

G. Pension Liability Sensitivity

The following presents the City's proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate 1 percentage point lower or 1 percentage point higher than the current discount rate:

	1% Decrease in Discount Rate (6.5%)	Discount Rate (7.5%)	1% Increase in Discount Rate (8.5%)
City's proprionate share of the General Employees Fund net pension liability	$ 2,999,373	$ 1,824,496	$ 854,401

	1% Decrease in Discount Rate (6.5%)	Discount Rate (7.5%)	1% Increase in Discount Rate (8.5%)
City's proprionate share of the Police and Fire Fund net pension liability	$ 2,257,996	$ 1,025,875	$ (13,156)

H. Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the Internet at www.mnpera.org.

NOTE 11 – COMMITMENTS

	Project Authorization	Expended Through 12/31/2019	Remaining Commitment
2019 Mill/Overlay Project	$ 320,453	$ 276,789	$ 43,664
2020 Street Project	317,163	85,316	231,847
McDowal Trail	202,117	199,786	2,331
New Well Location	17,990	3,600	14,390
WWTP Expansion	2,886,050	366,153	2,519,897
Totals	$ 3,743,773	$ 931,644	$ 2,812,129

NOTE 12 – TAX INCREMENT FINANCING

The City has entered into three (3) Tax Increment Financing agreements which meet the criteria for disclosure under *Governmental Accounting Standards Board Statement No. 77 Tax Abatement Disclosures.* The City's authority to enter into these agreements comes from *Minnesota Statute* 469. The City entered into these agreements for the purpose of economic development.

Under each agreement, the City and developer agree on an amount of development costs to be reimbursed to the developer by the City though tax revenues from the additional taxable value of the property generated by the development (tax increment). A "pay-as-you-go" note is established for this amount, on which the City makes payments for a fixed period of time with available tax increment revenue after deducting for certain administrative costs.

During the year ended December 31, 2019, the City generated $229,972 in tax increment revenue and made $136,680 in payments to developers.

The City has the following TIF Districts:

- TIF District No. 5 was established in 2009 for the purpose of constructing a banking building. Under the agreement, up to $127,025 of development costs will be reimbursed through tax increment over a 17 year period. During the year ended December 31, 2019, the City generated $12,830 of tax increment revenue and made payments on the pay-as-you-go note of $17,418. The note's balance at year end was $124,597.
- TIF District No. 6 was established in 2014 for the purpose of establishing a new 20-unit rate assisted living and advanced care facility. Under the agreement, up to $195,000 of development costs will be reimbursed through tax increment over a 9 year period. During the year ended December 31, 2019, the City generated $30,046 of tax increment revenue and made payments on the pay-as-you-go note of $41,876. The note's balance at year end was $46,021.

NOTE 12 – TAX INCREMENT FINANCING (CONTINUED)

- TIF District No. 7 was established in 2012 for the purpose of establishing a new 38-unit income based housing apartment. Under the agreement, up to $490,000 of development costs will be reimbursed through tax increment over a seven year period. During the year ended December 31, 2019, the City generated $103,512 of tax increment revenue and made payments on the pay-as-you-go note of $77,386. The note's balance at year end was $378,364.

TIF Districts 3 and 4 are not separately disclosed as they have related G.O. bonds.

NOTE 13 – NEW STANDARDS ISSUED BUT NOT YET IMPLEMENTED

GASB Statement No. 87, Leases establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. This statement will be effective for the year ending December 31, 2020.

GASB Statement No. 89, Accounting for Interest Cost Incurred Before the End of a Construction Period enhances the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and simplifies accounting for interest cost incurred before the end of a construction period. This statement will be effective for the year ending December 31, 2020.

NOTE 14 - SUBSEQUENT EVENT

On March 13, 2020, a national emergency was declared for the COVID-19 outbreak in the United States of America. This event affects the economy and financial markets. The extent of the impact on the City may be both direct and indirect and will vary based on the duration of the outbreak and various other factors. An estimate of the financial effect on the City's financial statements at December 31, 2019 cannot be determined at this time.

REQUIRED SUPPLEMENTARY INFORMATION

City of Big Lake
Schedule of City's Proportionate Share
of Net Pension Liability - General Employees Retirement Fund
Last Ten Years*

For Fiscal Year Ended June 30,	City's Proportionate Share (Percentage) of the Net Pension Liability (Asset)	City's Proportionate Share (Amount) of the Net Pension Liability (Asset)	State's Proportionate Share (Amount) of the Net Pension Liability	City's Proportionate Share of the Net Pension Liablility and the State's Proportionate Share of the Net Pension Liablility Associated with the City	City's Covered Payroll	City's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.0270%	$ 1,399,280	$ -	$ 1,399,280	$ 1,562,440	89.56%	78.19%
2016	0.0305%	2,476,449	32,345	2,508,794	1,893,227	130.81%	68.91%
2017	0.0313%	1,998,171	25,092	2,023,263	2,013,733	99.23%	75.90%
2018	0.0332%	1,841,800	60,434	1,902,234	2,232,853	82.49%	79.53%
2019	0.0330%	1,824,496	56,664	1,881,160	2,332,333	78.23%	80.23%

Note: Schedule is intended to show ten year trend. Additional years will be reported as they become available.

Schedule of City's Proportionate Share
of Net Pension Liability - Public Employees Police and Fire Retirement Fund
Last Ten Years*

For Fiscal Year Ended June 30,	City's Proportion of the Net Pension Liability (Asset)	City's Proportionate Share of the Net Pension Liability (Asset)	City's Covered Payroll	City's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.0870%	$ 988,524	$ 773,321	127.83%	86.61%
2016	0.0880%	3,531,593	848,407	416.26%	63.88%
2017	0.0810%	1,093,596	834,926	130.98%	85.43%
2018	0.0875%	932,660	922,562	101.09%	88.84%
2019	0.0976%	1,025,875	1,006,383	101.94%	89.26%

Note: Schedule is intended to show ten year trend. Additional years will be reported as they become available.

City of Big Lake
Schedule of City Contributions -
General Employees Retirement Fund
Last Ten Years*

Fiscal Year Ending December 31,	Statutorily Required Contribution	Contributions in Relation to the Statutorily Required Contributions	Contribution Deficiency (Excess)	City's Covered Payroll	Contributions as a Percentage of Covered Payroll
2015	$ 123,699	$ 123,699	$ -	$ 1,649,320	7.50%
2016	146,423	146,423	-	1,952,307	7.50%
2017	158,725	158,725	-	2,116,333	7.50%
2018	169,709	169,709	-	2,262,787	7.50%
2019	175,658	175,658	-	2,342,107	7.50%

Note: Schedule is intended to show ten year trend. Additional years will be reported as they become available.

Schedule of City Contributions -
Public Employees Police and Fire Retirement Fund
Last Ten Years*

Fiscal Year Ending December 31,	Statutorily Required Contribution	Contributions in Relation to the Statutorily Required Contributions	Contribution Deficiency (Excess)	City's Covered Payroll	Contributions as a Percentage of Covered Payroll
2015	$ 133,141	$ 133,141	$ -	$ 821,858	16.20%
2016	131,713	131,713	-	813,043	16.20%
2017	141,471	141,471	-	873,278	16.20%
2018	160,720	160,720	-	992,099	16.20%
2019	181,880	181,880	-	1,073,038	16.95%

Note: Schedule is intended to show ten year trend. Additional years will be reported as they become available.

GENERAL EMPLOYEES FUND

2019 Changes

Changes in Actuarial Assumptions

- The morality projection scale was changed from MP-2017 to MP-2018.

Changes in Plan Provisions

- The employer supplemental contribution was changed prospectively, decreasing from $31.0 million to $21.0 million per year. The State's special funding contribution was changed prospectively, requiring $16.0 million due per year through 2031.

2018 Changes

Changes in Actuarial Assumptions

- The mortality projection scale was changed from MP-2015 to MP-2017.
- The assumed benefit increase was changed from 1.0% per year through 2044 and 2.5% per year thereafter to 1.25% per year.

Changes in Plan Provisions

- The augmentation adjustment in early retirement factors is eliminated over a five-year period starting July 1, 2019, resulting in actuarial equivalence after June 30, 2024.
- Interest credited on member contributions decreased from 4.00% to 3.00%, beginning July 1, 2018.
- Deferred augmentation was changed to 0.00%, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply.
- Contribution stabilizer provisions were repealed.
- Postretirement benefit increases were changed from 1.00% per year with a provision to increase to 2.50% upon attainment of 90.00% funding ratio to 50.00% of the Social Security Cost of Living Adjustment, not less than 1.00% and not more than 1.50%, beginning January 1, 2019.
- For retirements on or after January 1, 2024, the first benefit increase is delayed until the retiree reaches normal retirement age; does not apply to Rule of 90 retirees, disability benefit recipients, or survivors.
- Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

2017 Changes

Changes in Actuarial Assumptions

- The CSA loads were changed from 0.8% for active members and 60% for vested and non-vested deferred members. The revised CSA loads are now 0.0% for active member liability, 15% for vested deferred member liability and 3% for non-vested deferred member liability.
- The assumed post-retirement benefit increase rate was changed from 1.0% per year for all years to 1.0% per year through 2044 and 2.5% per year thereafter.

Changes in Plan Provisions

- The State's contribution for the Minneapolis Employees Retirement Fund equals $16,000,000 in 2017 and 2018, and $6,000,000 thereafter.

GENERAL EMPLOYEES FUND (CONTINUED)

2017 Changes (Continued)

Changes in Plan Provisions (Continued)

- The Employer Supplemental Contribution for the Minneapolis Employees Retirement Fund changed from $21,000,000 to $31,000,000 in calendar years 2019 to 2031. The State's contribution changed from $16,000,000 to $6,000,000 in calendar years 2019 to 2031.

2016 Changes

Changes in Actuarial Assumptions

- The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2035 and 2.5% per year thereafter to 1.0% per year for all future years.
- The assumed investment return was changed from 7.9% to 7.5%. The single discount rate was changed from 7.9% to 7.5%.
- Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed future salary increases, payroll growth, the inflation were decreased by 0.25% to 3.25% for payroll growth and 2.50% for inflation.

2015 Changes

Changes in Actuarial Assumptions

- The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2030 and 2.5% per year thereafter to 1.0% per year through 2035 and 2.5% per year thereafter.

Changes in Plan Provisions

- On January 1, 2015, the Minneapolis Employees Retirement Fund was merged into the General Employees Fund, which increased the total pension liability by $1.1 billion and increased the fiduciary plan net position by $892 million. Upon consolidation, state and employer contributions were revised; the State's contribution of $6.0 million, which meets the special funding situation definition, was due September 2015.

POLICE AND FIRE FUND

2019 Changes

Changes in Actuarial Assumptions

- The morality projection scale was changed from MP-2017 to MP-2018.

2018 Changes

Changes in Actuarial Assumptions

- The mortality projection scale was changed from MP-2016 to MP-2017.

Changes in Plan Provisions

- Postretirement benefit increases were changed to 1.00% for all years, with no trigger.
- An end date of July 1, 2048 was added to the existing $9.0 million state contribution.
- New annual state aid will equal $4.5 million in fiscal years 2019 and 2020, and $9.0 million thereafter until the plan reaches 100% funding, or July 1, 2048, if earlier.
- Member contributions were changed from 10.80% to 11.30% of pay, effective January 1, 2019 and 11.80% of pay, effective January 1, 2020.
- Employer contributions were changed from 16.20% to 16.95% of pay, effective January 1, 2019 and 17.70% of pay, effective January 1, 2020.
- Interest credited on member contributions decreased from 4.00% to 3.00%, beginning July 1, 2018.
- Deferred augmentation was changed to 0.00%, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply.
- Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

2017 Changes

Changes in Actuarial Assumptions

- Assumed salary increases were changed as recommended in the June 30, 2016 experience study. The net effect is proposed rates that average 0.34% lower than the previous rates.
- Assumed rates of retirement were changed, resulting in fewer retirements.
- The CSA load was 30% for vested and non-vested deferred members. The CSA has been changed to 33% for vested members and 2% for non-vested members.
- The base mortality table for healthy annuitants was changed from the RP-2000 fully generational table to the RP-2014 fully generational table (with a base year of 2006), with male rates adjusted by a factor of 0.96. The mortality improvement scale was changed from Scale AA to Scale MP-2016. The base mortality table for disabled annuitants was changed from the RP-2000 disabled mortality table to the mortality tables assumed for healthy retirees.
- Assumed termination rates were decreased to 3% for the first three years of service. Rates beyond the select period of three years were adjusted, resulting in more expected terminations overall.
- Assumed percentage of married female members was decreased from 65% to 60%.
- Assumed age difference was changed from separate assumptions for male members (wives assumed to be three years younger) and female members (husbands assumed to be four years older) to the assumption that males are two years older than females.

2017 Changes (Continued)

Changes in Actuarial Assumptions (Continued)

- The assumed percentage of female members electing Joint and Survivor annuities was increased.
- The assumed post-retirement benefit increase rate was changed from 1% for all years to 1% per year through 2064 and 2.5% thereafter.
- The single discount rate was changed from 5.6% per annum to 7.5% per annum.

2016 Changes

Changes in Actuarial Assumptions

- The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2037 and 2.5% thereafter to 1.0% per year for all future years.
- The assumed investment return was changed from 7.9% to 7.5%. The single discount rate changed from 7.9% to 5.6%.
- The single discount rate changed from 7.90% to 5.60%.
- The assumed future salary increases, payroll growth, and inflation were decreased by 0.25% to 3.25% for payroll growth and 2.50% for inflation.

2015 Changes

Changes in Actuarial Assumptions

- The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2030 and 2.5% per year thereafter to 1.0% per year through 2037 and 2.5% per year thereafter.

Changes in Plan Provisions

- The post-retirement benefit increase to be paid after attainment of the 90% funding threshold was changed, from inflation up to 2.5%, to a fixed rate of 2.5%.

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SUPPLEMENTARY INFORMATION

City of Big Lake
Combining Balance Sheet -
Nonmajor Governmental Funds
December 31, 2019

	Special Revenue			
	Economic Development Authority (275)	Narcotic Forfeiture (276)	DWI Forfeiture (277)	Traffic Safety Program (278)
Assets				
Cash and investments	$ 97,618	$ 1,250	$ 13,626	$ 20
Taxes receivable - delinquent	2,553	-	-	-
Accounts receivable	5,992	-	-	-
Due from other governments	2,579	-	-	-
Notes receivable	-	-	-	-
Special assessment receivable				
Delinquent	-	-	-	-
Deferred	-	-	-	-
Land held for resale	61,925	-	-	-
Prepaid expenses	295	-	-	-
Total assets	$ 170,962	$ 1,250	$ 13,626	$ 20
Liabilities				
Accounts payable	$ 694	$ -	$ 1,364	$ -
Salaries and benefits payable	1,517	-	-	-
Escrow payable	-	-	-	-
Contracts payable	-	-	-	-
Due to other governments	-	-	-	-
Advances from other funds	45,884	-	-	-
Total liabilities	48,095	-	1,364	-
Deferred Inflows of Resources				
Unavailable revenue - notes receivables	-	-	-	-
Unavailable revenue - property taxes	2,553	-	-	-
Unavailable revenue - special assessments	-	-	-	-
Total deferred inflows of resources	2,553	-	-	-
Fund Balances				
Nonspendable	-	-	-	-
Restricted	-	1,250	12,262	20
Committed	120,314	-	-	-
Assigned	-	-	-	-
Unassigned	-	-	-	-
Total fund balances	120,314	1,250	12,262	20
Total liabilities, deferred inflows of resources, and fund balances	$ 170,962	$ 1,250	$ 13,626	$ 20

Special Revenue		Debt Service				
Farmers Market (280)	Veterans Memorial Fund (281)	G.O. Taxable Refunding 2016A (223)	G.O. CIP Bond 2016B (224)	G.O. Improvement Refunding 2016C (226)	G.O. Refunding Bond 2015A (222)	G.O. Improvement Bond 2018A (227)
$ 19,177	$ 5,069	$ 369,660	$ 12,375	$ 182,006	$ 201,516	$ 1,056,865
-	-	6,470	1,520	9,145	13,396	-
-	-	-	-	-	-	-
14	-	4,869	1,101	6,602	6,536	2,355
-	-	375,000	-	-	-	-
-	-	-	-	368	166,960	77
-	-	-	-	9,884	432,657	384,862
-	-	-	-	-	-	-
130	-	-	-	-	-	-
$ 19,321	$ 5,069	$ 755,999	$ 14,996	$ 208,005	$ 821,065	$ 1,444,159
$ 560	$ -	$ -	$ -	$ -	$ -	$ -
33	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
1	-	-	-	-	-	-
-	-	294,852	-	-	-	-
594	-	294,852	-	-	-	-
-	-	375,000	-	-	-	-
-	-	6,470	1,520	9,145	13,396	-
-	-	-	-	10,252	599,617	384,939
-	-	381,470	1,520	19,397	613,013	384,939
130	-	-	-	-	-	-
18,597	-	79,677	13,476	188,608	208,052	1,059,220
-	-	-	-	-	-	-
-	5,069	-	-	-	-	-
-	-	-	-	-	-	-
18,727	5,069	79,677	13,476	188,608	208,052	1,059,220
$ 19,321	$ 5,069	$ 755,999	$ 14,996	$ 208,005	$ 821,065	$ 1,444,159

City of Big Lake
Combining Balance Sheet -
Nonmajor Governmental Funds
December 31, 2019

	Debt Service			
	G.O. State Aid Loan (211)	G.O. Refunding Bonds of 2014A (221)	G.O. Refunding Bond of 2011A (214)	G.O. Improvement Refunding Bond of 2011B (216)
Assets				
Cash and investments	$ 13,306	$ 32,651	$ 367,463	$ 200,951
Taxes receivable - delinquent	-	589	4,347	9,577
Accounts receivable	-	-	-	-
Due from other governments	-	494	2,187	8,346
Notes receivable	-	-	-	-
Special assessment receivable				
Delinquent	-	-	921	7,561
Deferred	-	-	-	113,840
Land held for resale	-	-	-	-
Prepaid expenses	-	-	-	-
Total assets	$ 13,306	$ 33,734	$ 374,918	$ 340,275
Liabilities				
Accounts payable	$ -	$ -	$ -	$ -
Salaries and benefits payable	-	-	-	-
Escrow payable	-	-	-	-
Contracts payable	-	-	-	-
Due to other governments	-	-	-	-
Advances from other funds	-	-	-	-
Total liabilities	-	-	-	-
Deferred Inflows of Resources				
Unavailable revenue - notes receivables	-	-	-	-
Unavailable revenue - property taxes	-	589	4,347	9,577
Unavailable revenue - special assessments	-	-	921	121,401
Total deferred inflows of resources	-	589	5,268	130,978
Fund Balances				
Nonspendable	-	-	-	-
Restricted	13,306	33,145	369,650	209,297
Committed	-	-	-	-
Assigned	-	-	-	-
Unassigned	-	-	-	-
Total fund balances	13,306	33,145	369,650	209,297
Total liabilities, deferred inflows of resources, and fund balances	$ 13,306	$ 33,734	$ 374,918	$ 340,275

Debt Service	Capital Projects						
GO Refunding Bonds 2012A (217)	Neighborhood Stabilization Program (116)	Street Improvement (175)	Parks and Trails Maintenance (195)	Park Development (120)	Industrial Park Expansion Land Purchase (141)	Local Development (150)
$ 166,605	$ -	$ 120,274	$ 25,000	$ 135,529	$ -	$ 509,787
778	-	-	-	-	-	-
-	888	-	-	-	-	-
361	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	3,180	-	-	-	-
98,654	-	-	-	-	-	1,885
-	-	-	-	-	682,000	-
-	-	-	-	-	-	-
$ 266,398	$ 888	$ 123,454	$ 25,000	$ 135,529	$ 682,000	$ 511,672
$ -	$ 888	$ 63,242	$ -	$ -	$ -	$ 2,271
-	-	-	-	-	-	-
-	-	10,000	-	-	-	348,173
-	-	30,053	-	2,451	-	15,800
-	-	-	-	-	132,769	-
-	-	-	-	-	580,454	-
-	888	103,295	-	2,451	713,223	366,244
-	-	-	-	-	-	-
778	-	-	-	-	-	-
98,654	-	3,180	-	-	-	1,885
99,432	-	3,180	-	-	-	1,885
-	-	-	-	-	682,000	-
166,966	-	-	-	133,078	-	-
-	-	-	-	-	-	-
-	-	16,979	25,000	-	-	143,543
-	-	-	-	-	(713,223)	-
166,966	-	16,979	25,000	133,078	(31,223)	143,543
$ 266,398	$ 888	$ 123,454	$ 25,000	$ 135,529	$ 682,000	$ 511,672

City of Big Lake
Combining Balance Sheet -
Nonmajor Governmental Funds
December 31, 2019

	Capital Projects			
	Lake Street Redevelopment TIF 1-3 (165)	Commercial Redevelopment TIF 1-4 (170)	Commercial Redevelopment TIF 1-5 (171)	TIF 1-6 Cherrywood (172)
Assets				
Cash and investments	$ 6,256	$ 8,843	$ 1,408	$ 6,624
Taxes receivable - delinquent	-	-	-	-
Accounts receivable	-	-	-	-
Due from other governments	1,354	-	-	15,023
Notes receivable	-	-	-	-
Special assessment receivable				
Delinquent	-	-	-	-
Deferred	-	-	-	-
Land held for resale	-	95,160	-	-
Prepaid expenses	-	-	-	-
Total assets	$ 7,610	$ 104,003	$ 1,408	$ 21,647
Liabilities				
Accounts payable	$ -	$ -	$ -	$ -
Salaries and benefits payable	-	-	-	-
Escrow payable	-	-	-	-
Contracts payable	-	-	-	-
Due to other governments	-	632	-	-
Advances from other funds	-	-	-	-
Total liabilities	-	632	-	-
Deferred Inflows of Resources				
Unavailable revenue - notes receivables	-	-	-	-
Unavailable revenue - property taxes	-	-	-	-
Unavailable revenue - special assessments	-	-	-	-
Total deferred inflows of resources	-	-	-	-
Fund Balances				
Nonspendable	-	-	-	-
Restricted	7,610	103,371	1,408	21,647
Committed	-	-	-	-
Assigned	-	-	-	-
Unassigned	-	-	-	-
Total fund balances	7,610	103,371	1,408	21,647
Total liabilities, deferred inflows of resources, and fund balances	$ 7,610	$ 104,003	$ 1,408	$ 21,647

Capital Projects					
Northern Star TIF1-7 (173)	Computer Replacement Fund (194)	Street Maintenance Fund (196)	Lake Maintenance Fund (197)	Equipment and Building Replacements (199)	Total Other Governmental Funds
$ 66,660	$ 213,452	$ 471,042	$ 33,289	$ 1,462,209	$ 5,800,531
-	-	-	-	-	48,375
-	-	-	-	-	6,880
-	-	-	-	-	51,821
-	-	-	-	-	375,000
-	-	-	-	-	179,067
-	-	-	-	-	1,041,782
-	-	-	-	-	839,085
-	-	-	-	-	425
$ 66,660	$ 213,452	$ 471,042	$ 33,289	$ 1,462,209	$ 8,342,966
$ 831	$ -	$ -	$ -	$ 42,124	111,974
-	-	-	-	-	1,550
-	-	-	-	-	358,173
-	-	-	-	-	48,304
-	-	-	-	-	133,402
-	-	-	-	-	921,190
831	-	-	-	42,124	1,574,593
-	-	-		-	375,000
-	-	-		-	48,375
-	-	-		-	1,220,849
-	-	-		-	1,644,224
-	-	-	-	-	682,130
65,829	-	-	-	-	2,706,469
-	-	-	-	-	120,314
-	213,452	471,042	33,289	1,420,085	2,328,459
-	-	-	-	-	(713,223)
65,829	213,452	471,042	33,289	1,420,085	5,124,149
$ 66,660	$ 213,452	$ 471,042	$ 33,289	$ 1,462,209	$ 8,342,966

City of Big Lake
Combining Statement of Revenues, Expenditures,
and Changes in Fund Balances - Nonmajor Governmental Funds
Year Ended December 31, 2019

	Special Revenue			
	Economic Development Authority (275)	Crime Reward Fund (130)	Narcotic Forfeiture (276)	DWI Forfeiture (277)
Revenues				
Property taxes	$ 128,702	$ -	$ -	$ -
Tax increments	-	-	-	-
Franchise fees	-	-	-	-
Special assessments	-	-	-	-
Licenses and permits	-	-	-	-
Intergovernmental	-	-	-	-
Charges for services	-	-	-	-
Fines and forfeitures	-	-	2,428	21,786
Miscellaneous				
Investment and other interest income	1,045	-	38	195
Contributions and donations	-	1,200	-	-
Other	-	-	-	-
Total revenues	129,747	1,200	2,466	21,981
Expenditures				
Current				
General government	-	-	-	-
Public safety	-	1,200	666	8,358
Public works	-	-	-	-
Culture and recreation	-	-	-	-
Economic development	106,702	-	-	-
Debt service				
Principal	-	-	-	-
Interest and other charges	2,127	-	-	-
Capital outlay				
General government	-	-	-	-
Public safety	-	-	2,156	7,273
Streets and highways	-	-	-	-
Culture and recreation	-	-	-	-
Economic development	-	-	-	-
Total expenditures	108,829	1,200	2,822	15,631
Excess of revenues over (under) expenditures	20,918	-	(356)	6,350
Other Financing Sources (Uses)				
Proceeds from sale of capital asset	-	-	-	-
Transfers in	-	-	-	-
Transfers out	-	-	-	-
Total other financing sources (uses)	-	-	-	-
Net change in fund balances	20,918	-	(356)	6,350
Fund Balances				
Beginning balance	99,396	-	1,606	5,912
End of year	$ 120,314	$ -	$ 1,250	$ 12,262

Special Revenue			Debt Service			
Traffic Safety Program (278)	Farmers Market (280)	Veterans Memorial Fund (281)	G.O. Taxable Refunding 2016A (223)	G.O. CIP Bond 2016B (224)	G.O. Improvement Refunding 2016C (226)	G.O. Tax Increment Bonds of 2004C (250)
$ -	$ -	$ -	$ 242,129	$ 54,795	$ 187,700	$ 214
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	2,430	-	-	-	-	-
-	1,769	-	44,291	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
3	430	108	10,352	(409)	8,123	(326)
-	11,824	14,456	-	-	-	-
-	47	-	-	-	-	-
3	16,500	14,564	296,772	54,386	195,823	(112)
-	-	-	-	-	-	-
351	-	-	-	-	-	-
-	-	-	-	-	-	-
-	13,418	900	-	-	-	-
-	-	-	-	-	-	-
-	-	-	210,000	45,000	-	675,000
-	-	-	66,473	8,871	37,993	19,621
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
351	13,418	900	276,473	53,871	37,993	694,621
(348)	3,082	13,664	20,299	515	157,830	(694,733)
-	-	-	-	-	-	-
-	-	-	51,289	-	-	675,406
-	-	-	(645,000)	-	(1,826,524)	-
-	-	-	(593,711)	-	(1,826,524)	675,406
(348)	3,082	13,664	(573,412)	515	(1,668,694)	(19,327)
368	15,645	(8,595)	653,089	12,961	1,857,302	19,327
$ 20	$ 18,727	$ 5,069	$ 79,677	$ 13,476	$ 188,608	$ -

City of Big Lake
Combining Statement of Revenues, Expenditures,
and Changes in Fund Balances - Nonmajor Governmental Funds
Year Ended December 31, 2019

	Debt Service			
	G.O. Refunding Bond 2015A (222)	G.O. Improvement Bond 2018A (227)	G.O. State Aid Loan (211)	G.O. Refunding Bonds of 2014A (221)
Revenues				
Property taxes	$ 314,323	$ -	$ -	$ 24,718
Tax increments	-	-	-	-
Franchise fees	-	-	-	-
Special assessments	147,630	63,370	-	-
Licenses and permits	-	-	-	-
Intergovernmental	-	-	152,122	-
Charges for services	-	-	-	-
Fines and forfeitures	-	-	-	-
Miscellaneous				
Investment and other interest income	(1,612)	13,552	363	265
Contributions and donations	-	-	-	-
Other	-	-	-	-
Total revenues	460,341	76,922	152,485	24,983
Expenditures				
Current				
General government	-	-	-	-
Public safety	-	-	-	-
Public works	-	-	-	-
Culture and recreation	-	-	-	-
Economic development	-	-	-	-
Debt service				
Principal	500,000	-	127,000	27,330
Interest and other charges	88,102	76,653	26,218	4,673
Capital outlay				
General government	-	-	-	-
Public safety	-	-	-	-
Streets and highways	-	-	-	-
Culture and recreation	-	-	-	-
Economic development	-	-	-	-
Total expenditures	588,102	76,653	153,218	32,003
Excess of revenues over (under) expenditures	(127,761)	269	(733)	(7,020)
Other Financing Sources (Uses)				
Proceeds from sale of capital asset	-	-	-	-
Transfers in	113,063	792,025	-	7,150
Transfers out	-	-	-	-
Total other financing sources (uses)	113,063	792,025	-	7,150
Net change in fund balances	(14,698)	792,294	(733)	130
Fund Balances				
Beginning balance	222,750	266,926	14,039	33,015
End of year	$ 208,052	$ 1,059,220	$ 13,306	$ 33,145

Debt Service			Capital Projects			
G.O. Refunding Bond of 2011A (214)	G.O. Improvement Refunding Bond of 2011B (216)	GO Refunding Bonds 2012A (217)	Neighborhood Stabilization Program (116)	Street Improvement (175)	Parks and Trails Maintenance (195)	Park Development (120)
$ 100,664	$ 250,462	$ 15,409	$ -	$ -	$ -	$ -
-	-	-	-	-	-	-
-	-	-	-	-	-	-
16,847	92,069	-	-	-	-	-
-	-	-	-	-	-	-
-	-	50,524	-	-	-	-
-	-	-	-	-	-	97,500
-	-	-	-	-	-	-
6,390	(71)	3,371	-	3,214	-	3,220
-	-	-	-	-	-	-
-	-	-	3,551	-	-	-
123,901	342,460	69,304	3,551	3,214	-	100,720
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	15,225	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
310,000	415,000	95,000	-	-	-	-
13,930	32,578	5,014	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	881,743	-	-
-	-	-	-	-	-	110,779
-	-	-	3,551	-	-	-
323,930	447,578	100,014	3,551	896,968	-	110,779
(200,029)	(105,118)	(30,710)	-	(893,754)	-	(10,059)
-	-	-	-	-	-	-
-	-	-	-	809,555	25,000	-
-	-	-	-	(140,962)	-	-
-	-	-	-	668,593	25,000	-
(200,029)	(105,118)	(30,710)	-	(225,161)	25,000	(10,059)
569,679	314,415	197,676	-	242,140	-	143,137
$ 369,650	$ 209,297	$ 166,966	$ -	$ 16,979	$ 25,000	$ 133,078

City of Big Lake
Combining Statement of Revenues, Expenditures,
and Changes in Fund Balances - Nonmajor Governmental Funds
Year Ended December 31, 2019

	Capital Projects			
	Industrial Park Expansion Land Purchase (141)	Local Development (150)	Lake Street Redevelopment TIF 1-3 (165)	Commercial Redevelopment TIF 1-4 (170)
Revenues				
Property taxes	$ -	$ -	$ -	$ -
Tax increments	-	-	44,640	38,944
Franchise fees	-	-	-	-
Special assessments	-	-	-	-
Licenses and permits	-	-	-	-
Intergovernmental	46,361	-	-	-
Charges for services	-	-	-	-
Fines and forfeitures	-	-	-	-
Miscellaneous				
Investment and other interest income	(635)	10,408	182	139
Contributions and donations	-	-	-	-
Other	-	-	-	-
Total revenues	45,726	10,408	44,822	39,083
Expenditures				
Current				
General government	-	-	-	-
Public safety	-	-	-	-
Public works	-	-	-	-
Culture and recreation	-	-	-	-
Economic development	92,721	-	-	-
Debt service				
Principal	-	-	-	-
Interest and other charges	23,218	-	-	-
Capital outlay				
General government	-	-	-	-
Public safety	-	-	-	-
Streets and highways	-	-	-	-
Culture and recreation	-	-	-	-
Economic development	1	-	992	991
Total expenditures	115,940	-	992	991
Excess of revenues over (under) expenditures	(70,214)	10,408	43,830	38,092
Other Financing Sources (Uses)				
Proceeds from sale of capital asset	-	-	-	-
Transfers in	70,214	-	-	-
Transfers out	-	(44)	(46,081)	(35,613)
Total other financing sources (uses)	70,214	(44)	(46,081)	(35,613)
Net change in fund balances	-	10,364	(2,251)	2,479
Fund Balances				
Beginning balance	(31,223)	133,179	9,861	100,892
End of year	$ (31,223)	$ 143,543	$ 7,610	$ 103,371

Capital Projects							
Commercial Redevelopment TIF 1-5 (171)	TIF 1-6 Cherrywood (172)	Northern Star TIF1-7 (173)	Computer Replacement Fund (194)	Street Maintenance Fund (196)	Lake Maintenance Fund (197)	Equipment and Building Replacements (199)	Total Other Governmental Funds
$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,319,116
12,830	30,046	103,512	-	-	-	-	229,972
-	-	-	23,566	-	-	48,240	71,806
-	-	-	-	-	-	-	319,916
-	-	-	-	-	-	-	2,430
-	-	-	-	-	-	811,068	1,106,135
-	-	-	-	-	-	-	97,500
-	-	-	-	-	-	-	24,214
26	135	432	998	1,042	625	28,403	90,006
-	-	-	-	-	-	4,000	31,480
-	-	-	-	-	-	-	3,598
12,856	30,181	103,944	24,564	1,042	625	891,711	3,296,173
-	-	-	6,830	-	-	38,001	44,831
-	-	-	-	-	-	3,369	13,944
-	-	-	-	-	-	-	15,225
-	-	-	-	-	-	9,108	23,426
-	-	30	-	-	-	-	199,453
-	-	-	-	-	-	7,548	2,411,878
-	-	-	-	-	-	1,335	406,806
-	-	-	29,190	-	-	58,635	87,825
-	-	-	-	-	-	424,963	434,392
-	-	-	-	-	-	42,924	924,667
-	-	-	-	-	-	-	110,779
18,408	42,865	79,177	-	-	-	-	145,985
18,408	42,865	79,207	36,020	-	-	585,883	4,819,211
(5,552)	(12,684)	24,737	(11,456)	1,042	625	305,828	(1,523,038)
-	-	-	-	-	-	44,958	44,958
-	-	-	224,908	470,000	32,664	236,840	3,508,114
-	-	-	-	-	-	(224,908)	(2,919,132)
-	-	-	224,908	470,000	32,664	56,890	633,940
(5,552)	(12,684)	24,737	213,452	471,042	33,289	362,718	(889,098)
6,960	34,331	41,092	-	-	-	1,057,367	6,013,247
$ 1,408	$ 21,647	$ 65,829	$ 213,452	$ 471,042	$ 33,289	$ 1,420,085	$ 5,124,149

City of Big Lake
Detailed Schedule of Revenues, Expenditures, and
Changes in Fund Balances -
Budget and Actual - General Fund
Year Ended December 31, 2019

	Budgeted Amounts			
	Original	Final	Actual Amounts	Variance with Final Budget - Over (Under)
Revenues				
Property taxes	$ 2,717,153	$ 2,779,053	$ 2,849,748	$ 70,695
Franchise fees	415,273	415,273	428,316	13,043
Special assessments	500	500	4,473	3,973
Licenses and permits	343,600	356,600	581,628	225,028
Intergovernmental revenue				
PERA aid	3,106	3,106	3,106	-
Fire aid	99,000	106,432	106,432	-
Police aid	118,000	118,000	150,384	32,384
Federal grants	15,919	15,919	19,255	3,336
Other grants and aids	163,095	185,495	184,877	(618)
Total intergovernmental revenue	399,120	428,952	464,054	35,102
Charges for services				
General government	63,636	63,636	67,142	3,506
Public safety	36,180	36,180	41,764	5,584
Public works	165,141	170,141	171,441	1,300
Culture and recreation	1,350	1,350	2,207	857
Total charges for services	266,307	271,307	282,554	11,247
Fines and forfeitures	46,525	46,525	54,786	8,261
Miscellaneous revenues				
Investment income	31,500	31,500	223,852	192,352
Contributions and donations	9,330	31,330	28,024	(3,306)
Other	5,250	15,250	16,672	1,422
Total miscellaneous revenues	46,080	78,080	268,548	190,468
Total revenues	4,234,558	4,376,290	4,934,107	557,817
Expenditures				
General government				
Mayor and council	33,773	33,773	33,621	(152)
Administrative and finance	513,741	513,741	517,806	4,065
Other general government	264,546	269,546	253,709	(15,837)
Total general government	812,060	817,060	805,136	(11,924)
Public safety				
Police				
Current	1,854,962	1,881,215	1,893,745	12,530
Capital outlay	11,000	31,000	27,754	(3,246)
Total police	1,865,962	1,912,215	1,921,499	9,284

City of Big Lake
Detailed Schedule of Revenues, Expenditures, and
Changes in Fund Balances -
Budget and Actual - General Fund
Year Ended December 31, 2019

	Budgeted Amounts			
	Original	Final	Actual Amounts	Variance with Final Budget - Over (Under)
Expenditures (Continued)				
Public safety (continued)				
Fire				
Current	$ 263,118	$ 277,550	$ 277,670	$ 120
Other:				
Current	195,566	222,849	199,056	(23,793)
Total public safety	2,324,646	2,412,614	2,398,225	(14,389)
Public works				
Streets and highways				
Street maintenance and storm sewers	480,540	494,540	499,295	4,755
Street engineering	60,636	60,636	56,453	(4,183)
Street lighting	98,400	98,400	89,299	(9,101)
Total streets and highways	639,576	653,576	645,047	(8,529)
Sanitation				
Garbage and other refuse				
Collection and disposal	1,545	1,545	1,786	241
Total public works	641,121	655,121	646,833	(8,288)
Culture and recreation				
Libraries				
Current	63,383	63,383	64,799	1,416
Capital outlay	1,000	1,000	-	(1,000)
Total libraries	64,383	64,383	64,799	416
Parks and recreation				
Current	620,776	620,776	582,213	(38,563)
Total culture and recreation	685,159	685,159	647,012	(38,147)
Economic Development				
Current	120,222	122,322	121,650	(672)
Total expenditures	4,583,208	4,692,276	4,618,856	(73,420)
Excess of revenues over (under) expenditures	(348,650)	(315,986)	315,251	631,237
Other Financing Sources (Uses)				
Proceeds from sale of capital asset	-	50,000	56,214	6,214
Insurance recoveries	7,000	7,000	4,613	(2,387)
Transfers in	600,000	600,000	600,044	44
Transfers out	(273,990)	(356,654)	(678,650)	(321,996)
Total other financing sources (uses)	333,010	300,346	(17,779)	(318,125)
Net change in fund balances	$ (15,640)	$ (15,640)	297,472	$ 313,112
Fund Balances				
Beginning of year			3,215,978	
End of year			$ 3,513,450	

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Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Independent Auditor's Report

Honorable Mayor and Members
of the City Council
City of Big Lake
Big Lake, Minnesota

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Big Lake, Minnesota as of and for the year ended December 31, 2019, and the related notes to financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated March 30, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying Schedule of Findings and Responses on Internal Control that we consider to be a significant deficiency, audit finding 2019-001.

Compliance and Other Matters
As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

City's Response to Findings
The City's response to the finding identified in our audit is described in the accompanying Schedule of Findings and Responses on Internal Control. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report
The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BergenKDV, Ltd.

St. Cloud, Minnesota
March 30, 2020

Minnesota Legal Compliance

Independent Auditor's Report

Honorable Mayor and Members
of the City Council
City of Big Lake
Big Lake, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Big Lake, Minnesota as of and for the year ended December 31, 2019, and the related notes to financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated March 30, 2020.

In connection with our audit, nothing came to our attention that caused us to believe that the City of Big Lake failed to comply with the provisions of the contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing sections of the *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to *Minnesota Statutes* § 6.65. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City's noncompliance with the above referenced provisions.

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this communication is not suitable for any other purpose.

BergankDV, Ltd.

St. Cloud, Minnesota
March 30, 2020

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City of Big Lake
Schedule of Findings and Responses on
Internal Control

CURRENT AND PRIOR YEAR INTERNAL CONTROL FINDING:

Significant Deficiency:

Audit Finding 2019-001 – Lack of Segregation of Accounting Duties
During the year ended December 31, 2019, the City had a lack of segregation of accounting duties. In order to have appropriate segregation of duties the performance of the following duties would need to be completed by a different employee: initiation and authorization of transactions, recording and processing of transactions, reconciliation and reporting of transactions and financial information, and custody of assets. The lack of adequate segregation of accounting duties could adversely affect the City's ability to initiate, record, process and report financial data consistent with the assertions of management in the financial statements.

City's Response:
The City will continue to monitor various accounting activities and look for areas where functions can be allocated to different staff to minimize potential control risks.

bergankdv

City of Big Lake
Sherburne County, Minnesota

Communications Letter

December 31, 2019

City of Big Lake
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Significant Deficiency	3
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Report on Matters Identified as a Result of the Audit of the Financial Statements

Honorable Mayor and Members of the
City Council and Management
City of Big Lake
Big Lake, Minnesota

In planning and performing our audit of the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Big Lake, Minnesota, as of and for the year ended December 31, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that have not been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error, or fraud may occur and not be detected by such controls. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible*. The chance of the future event or events occurring is more than remote but less than likely.

- *Probable*. The future event or events are likely to occur.

We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. The significant deficiency identified is stated within this letter.

The City's written response to the significant deficiency identified in our audit has not been subjected to audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

The accompanying memorandum also includes financial analysis provided as a basis for discussion. The matters discussed herein were considered by us during our audit and they do not modify the opinion expressed in our Independent Auditor's Report dated March 30, 2020, on such statements.

This communication is intended solely for the information and use of management, Members of the City Council, others within the City, federal, and state oversight awarding agencies and pass-through entities and is not intended to be, and should not be, used by anyone other than these specified parties.

BergankDV, Ltd.

St. Cloud, Minnesota
March 30, 2020

City of Big Lake
Significant Deficiency

Lack of Segregation of Accounting Duties

During the year ended December 31, 2019, the City had a lack of segregation of accounting duties. In order to have appropriate segregation of duties the performance of the following duties would need to be completed by a different employee: initiation and authorization of transactions, recording, and processing of transactions, reconciliation and reporting of transactions and financial information, and custody of assets. The lack of adequate segregation of accounting duties could adversely affect the City's ability to initiate, record, process, and report financial data consistent with the assertions of management in the financial statements.

City of Big Lake
Required Communication

We have audited the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended December 31, 2019. Professional standards require that we advise you of the following matters related to our audit.

Our Responsibility in Relation to the Financial Statement Audit
As communicated in our engagement letter, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgement, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the RSI, which supplements the basic audit financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI was not audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we do not express an opinion or provide any assurance on the RSI.

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Our Responsibility in Relation to *Government Auditing Standards*
As communicated in our engagement letter, part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the City's compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in the notes to financial statements. There have been no initial selection of accounting policies and no changes to significant accounting policies or their application during the year ended December 31, 2019. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgements. Those judgements are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgements. The most sensitive estimates affecting the financial statements were:

> Depreciation – The City is currently depreciating its capital assets over their estimated useful lives, as determined by management, using the straight-line method
>
> Land Held for Resale – Land held for resale is recorded using either the lower of historical cost or estimated resale value.
>
> Net Pension Liability, Deferred Outflows of Resources Relating to Pensions, and Deferred Inflows of Resources Relating to Pensions – These balances are based on an allocation by the pension plans using estimates based on contributions.

We evaluated the key factors and assumptions used to develop the accounting estimates and determined that they are reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The financial statement disclosures are neutral, consistent, and clear.

City of Big Lake
Required Communication

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For the purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effects of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's financial statements or the auditor's report. No such disagreements arose during the course of our audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management has informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating conditions affecting the City, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City's auditor.

Other Information in Documents Containing Audited Financial Statements

We applied certain limited procedures to the RSI that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

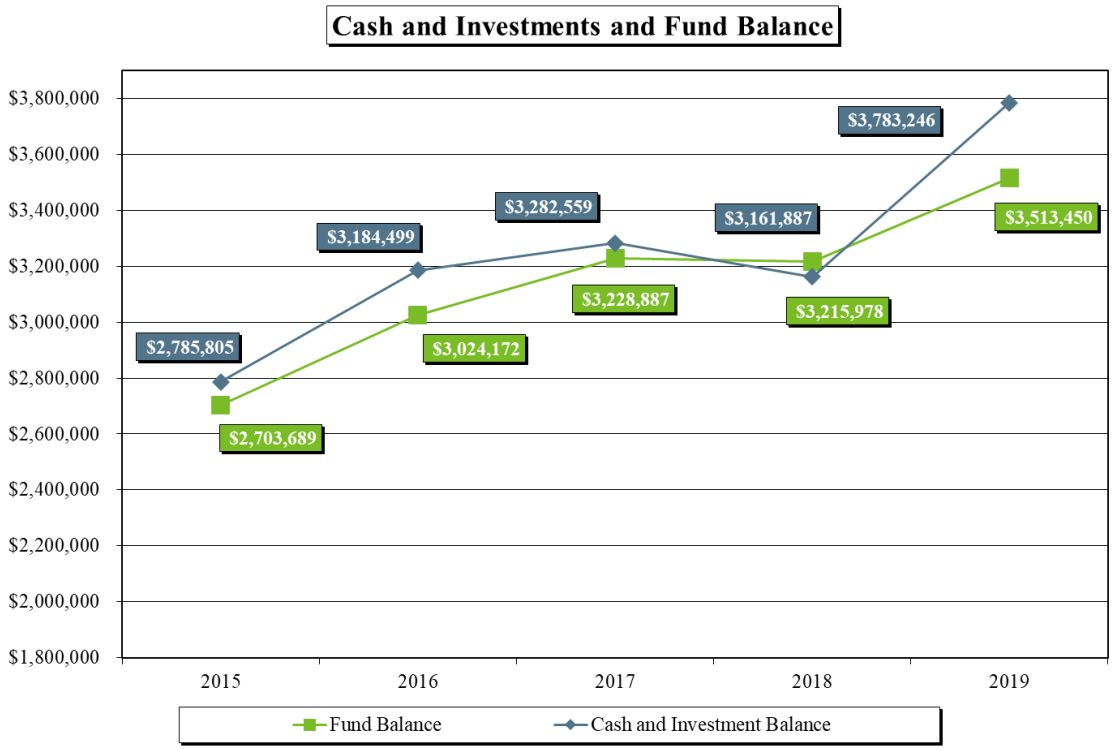
Other Information in Documents Containing Audited Financial Statements (Continued)
With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

City of Big Lake
Financial Analysis

The following pages provide graphic representations of select data pertaining to the financial position and operations of the City for the past five years. Our analysis of each graph is presented to provide a basis for discussion of past performance and how implementing certain changes may enhance future performance. We suggest you view each graph and document if our analysis is consistent with yours. A subsequent discussion of this information should be useful for planning purposes.

GENERAL FUND – FUND BALANCE

The following graph illustrates the relationship between cash and investments and fund balance over the past five years. As shown below, the cash balance has increased $997,441 from 2015 to 2019. The amount of cash increased at December 31, 2019, after decreasing the previous year. The fund balance increased $809,761 from 2015 to 2019. At December 31, 2019, the General Fund balance consisted of $93,477 nonspendable, $92,114 assigned and $3,327,859 unassigned. The total unassigned fund balance represented over eight and a half months of expenditures at current levels. The Office of the State Auditor has issued a statement of position recommending cities maintain an unrestricted fund balance of approximately 35% to 50% of fund operating revenues, or no less than five months of operating expenditures. The City's Fund Balance Policy states that the City will maintain an unrestricted fund balance amount not less than 50% of the next year's budgeted expenditures in the General Fund. Based on the 2020 budgeted expenditures of $5,145,962, the City's unassigned General Fund balance was at 65% at December 31, 2019.



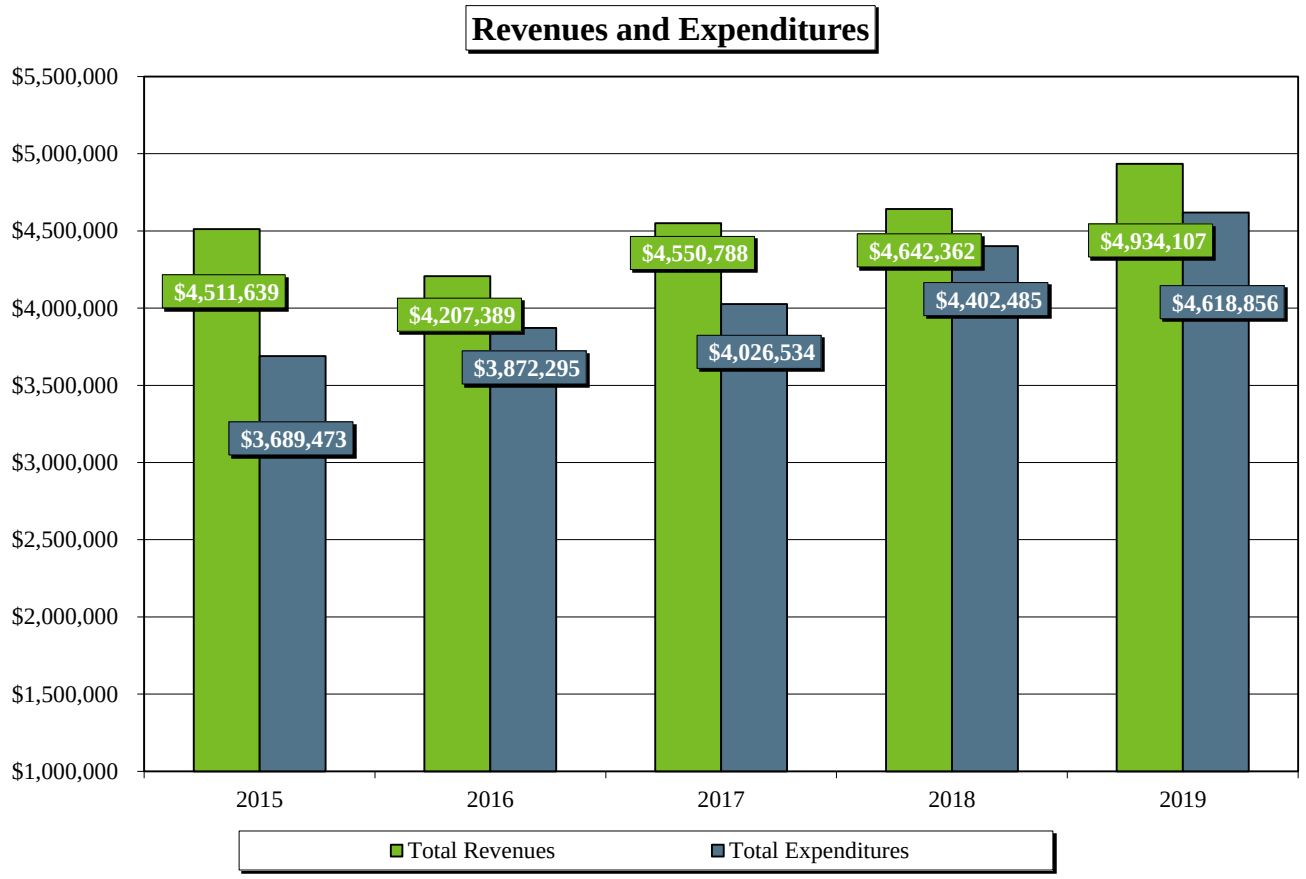
On the following pages, we will discuss the revenues and expenditures of the General Fund and the variations in the fund balance.

City of Big Lake
Financial Analysis

GENERAL FUND – REVENUES AND EXPENDITURES

The following table and graph show the overall operations of the General Fund. Revenues have fluctuated over the five years shown from a high in 2019 of $4,934,107 to a low of $4,207,389 in 2016. Overall from 2015 to 2019, revenues have increased $422,468. Similarly, expenditures have fluctuated over the five years presented. In 2019, expenditures were $4,618,856, an increase from the prior year of $216,371. Since 2015, expenditures have increased $929,383. Revenues have exceeded expenditures in each of the five years presented. Transfers out for 2015 through 2019 were made for capital related items.

	2015	2016	2017	2018	2019
Revenues	$ 4,511,639	$ 4,207,389	$ 4,550,788	$ 4,642,362	$ 4,934,107
Expenditures	3,689,473	3,872,295	4,026,534	4,402,485	4,618,856
Proceeds from the sale of capital assets	1,625	4,947	3,188	6,671	56,214
Insurance recoveries	-	50,893	25,532	3,417	4,613
Proceeds from capital lease	-	26,213	-	-	-
Net transfers	(721,517)	(96,664)	(348,259)	(262,874)	(78,606)
Net change in fund balance	**$ 102,274**	**$ 320,483**	**$ 204,715**	**$ (12,909)**	**$ 297,472**

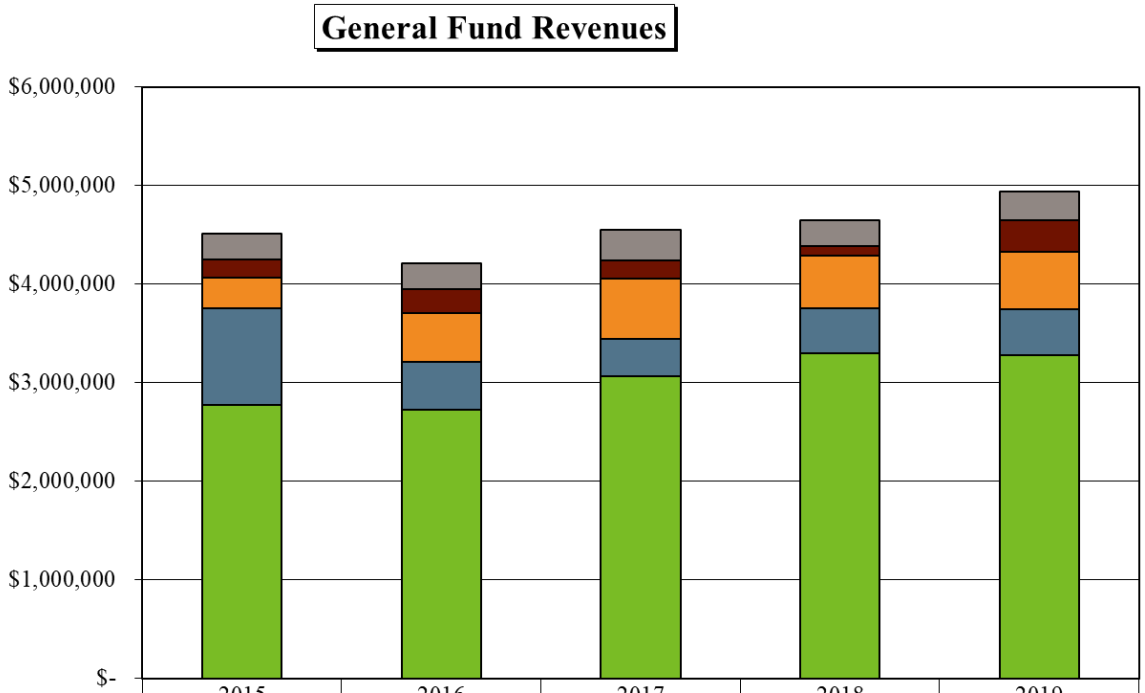


City of Big Lake
Financial Analysis

GENERAL FUND – REVENUES

The following graph presents comparisons of revenues by type, illustrating the majority of revenue for the City is from taxes, intergovernmental sources, and licenses and permits. These three sources represent 66.4%, 9.4%, and 11.8% of total General Fund revenues, respectively. Other revenues include items such as fines and forfeitures, investment income and other miscellaneous items.

Revenues of the General Fund increased from 2018 to 2019 by $291,745. Other sources of revenue increased $232,658 due to a significant increase in investment income. Licenses and permits increased $44,908 in 2019 as a result of more housing development compared to 2018.



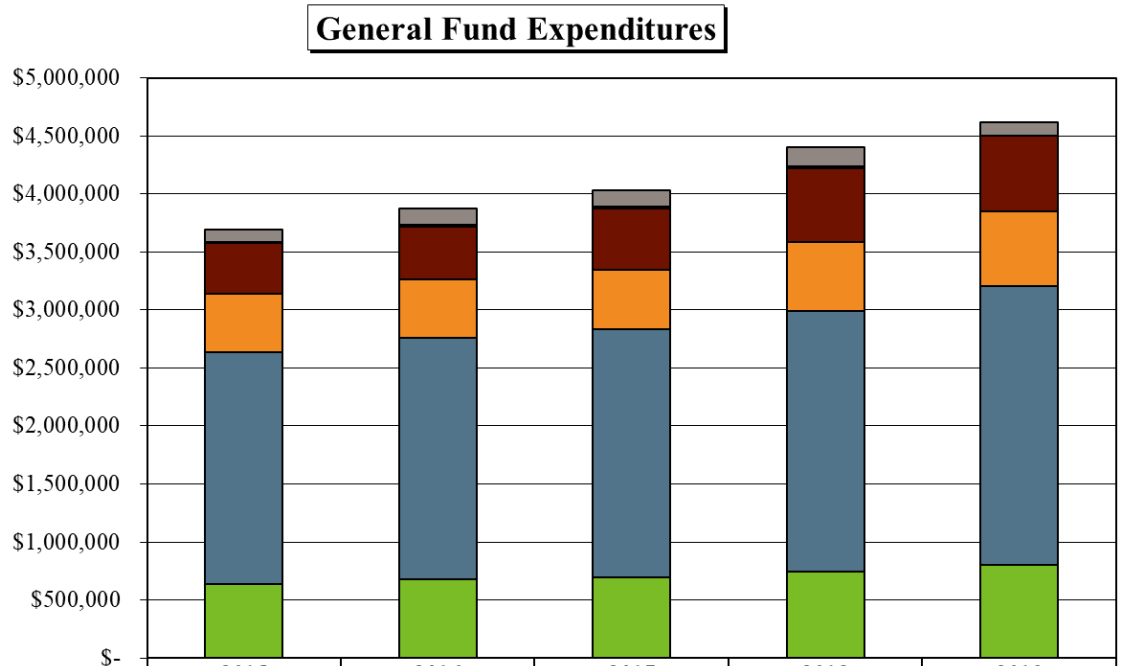
	2015	2016	2017	2018	2019
Charges for Services	$259,280	$257,309	$316,189	$260,659	$282,554
Other	183,725	241,530	176,918	95,149	327,807
Licenses and Permits	319,432	499,653	619,442	536,720	581,628
Intergovernmental	979,321	488,223	375,428	450,858	464,054
Taxes and Franchise Fees	2,769,881	2,720,674	3,062,811	3,298,976	3,278,064

City of Big Lake
Financial Analysis

GENERAL FUND – EXPENDITURES

The graph below represents the breakdown of expenditures by department. Public Safety continues to comprise the largest portion of General Fund expenditures, representing 51.9%. Overall, General Fund expenditures increased $216,371 from 2018.

Public Safety increased $152,171 due to salary and benefit increases and increased operating expenditures. General government increased $63,677 primarily due to increased salary and benefits. Streets and highways increased $52,079 due to equipment repairs and an increase in contractor hired snow removal costs. Other functions were relatively consistent with the prior year.



	2015	2016	2017	2018	2019
Economic Development	$108,821	$141,373	$139,539	$169,696	$121,650
Debt Service	4,305	13,068	11,614	10,517	-
Culture and Recreation	434,188	459,268	533,885	640,005	647,012
Streets and Highways	509,650	497,296	510,976	594,754	646,833
Public Safety	1,999,640	2,087,099	2,133,400	2,246,054	2,398,225
General Government	632,869	674,191	697,120	741,459	805,136

City of Big Lake
Financial Analysis

GENERAL FUND – BUDGETARY COMPARISON

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget -
Revenues				
Taxes	$ 3,132,926	$ 3,194,826	$ 3,282,537	$ 87,711
Intergovernmental	399,120	428,952	464,054	35,102
Licenses and permits	343,600	356,600	581,628	225,028
Charges for services	266,307	271,307	282,554	11,247
Fines	46,525	46,525	54,786	8,261
Miscellaneous	46,080	78,080	268,548	190,468
Total revenues	4,234,558	4,376,290	4,934,107	557,817
Expenditures				
General government	812,060	817,060	805,136	(11,924)
Public safety	2,324,646	2,412,614	2,398,225	(14,389)
Streets and highways	641,121	655,121	646,833	(8,288)
Culture and recreation	685,159	685,159	647,012	(38,147)
Economic development	120,222	122,322	121,650	(672)
Total expenditures	4,583,208	4,692,276	4,618,856	(73,420)
Excess of revenues over (under) expenditures	(348,650)	(315,986)	315,251	631,237
Other Financing Sources (Uses)				
Proceeds from sale of capital assets	-	50,000	56,214	6,214
Insurance recoveries	7,000	7,000	4,613	(2,387)
Net transfers	326,010	243,346	(78,606)	(321,952)
Total other financing sources (uses)	333,010	300,346	(17,779)	(318,125)
Net change in fund balances	$ (15,640)	$ (15,640)	$ 297,472	$ 313,112

Overall, actual revenue was $557,817, or 12.7%, over budget. Licenses and permits were over budget $225,028 as a result of the increased permits with significant development that were not anticipated. Miscellaneous revenues were $190,468 over budget due to budgeting conservatively for investment earnings. All other revenue categories were relatively consistent with the budget.

Overall, actual expenditures were less than budgeted amounts by $73,420. Culture and recreation was under budget $38,147 due primarily to budgeting conservatively for salaries and wages. All other functions had only minor variances from the budgeted amounts.

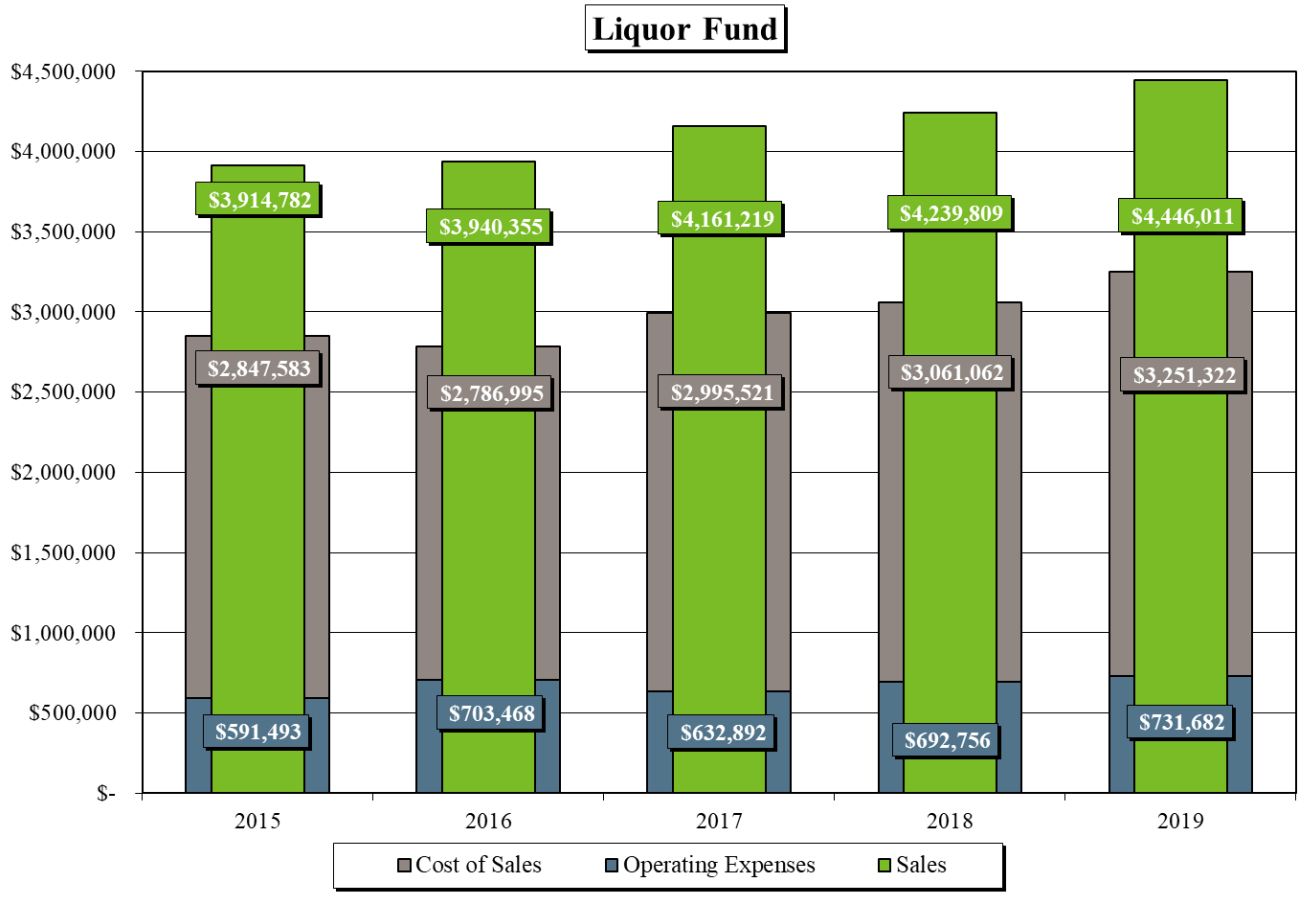
LIQUOR FUND

Since the liquor store is an important contributing factor to the City's budget, we recommend the Liquor Store Manager and City Council closely monitor expenses. In addition, pricing must also be continually reviewed to ensure charges keep pace with increases in costs of sales.

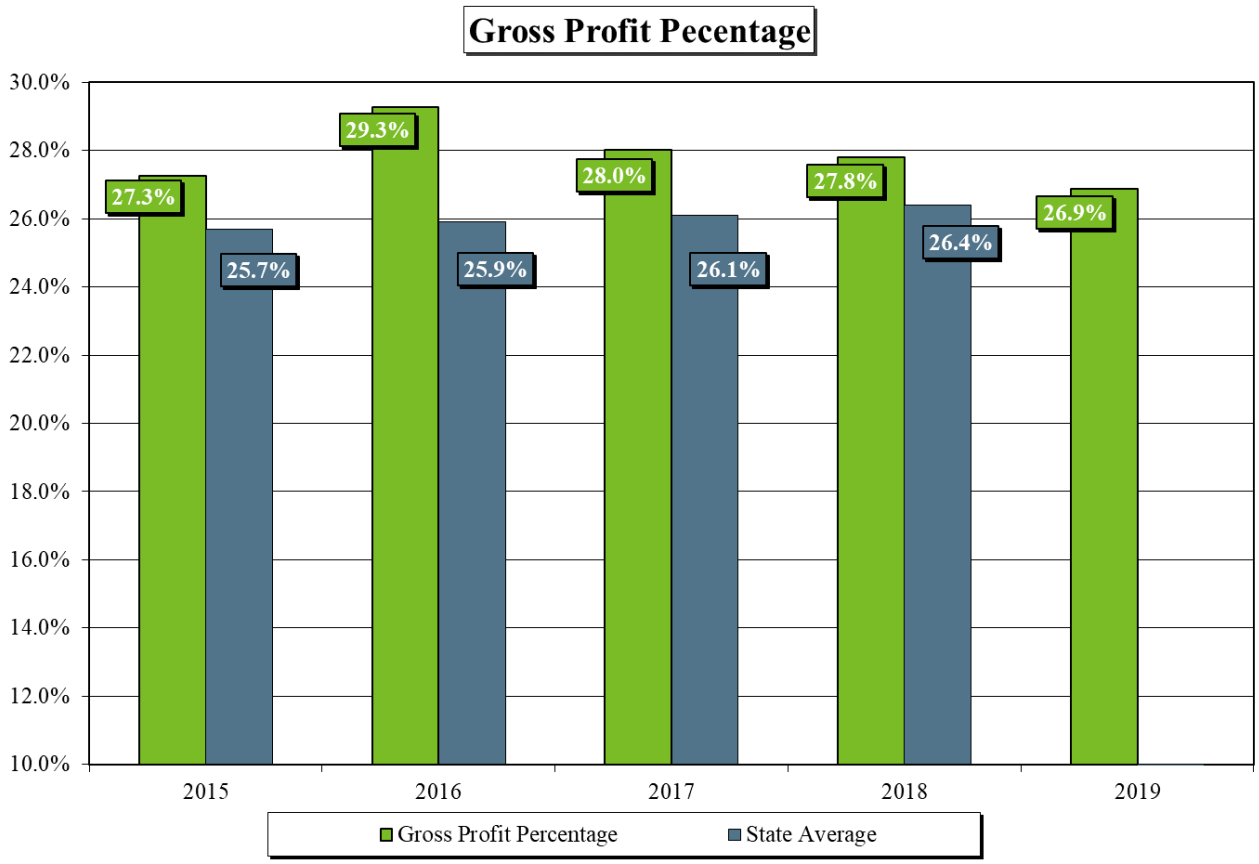
Selected data relating to the City's Liquor Fund operating results for the past five years is displayed in the graphs below and on the following page.

The liquor store sales have increased in each of the last five years. Total sales for 2019 reflected a 4.9% increase from 2018. During this same time period, cost of sales increased 6.2%. The result was a decrease in gross profit of 0.9%, to 26.9% in 2019 from 27.8% in 2018.

As of December 31, 2019, the Liquor Fund had an ending cash and investment balance of $1,018,663. Unrestricted net position at year-end was $1,021,421 compared to $1,152,831 in 2018. The total debt outstanding at December 31, 2019, in the Liquor Fund was $530,555, including interest of $36,399.



LIQUOR FUND (CONTINUED)

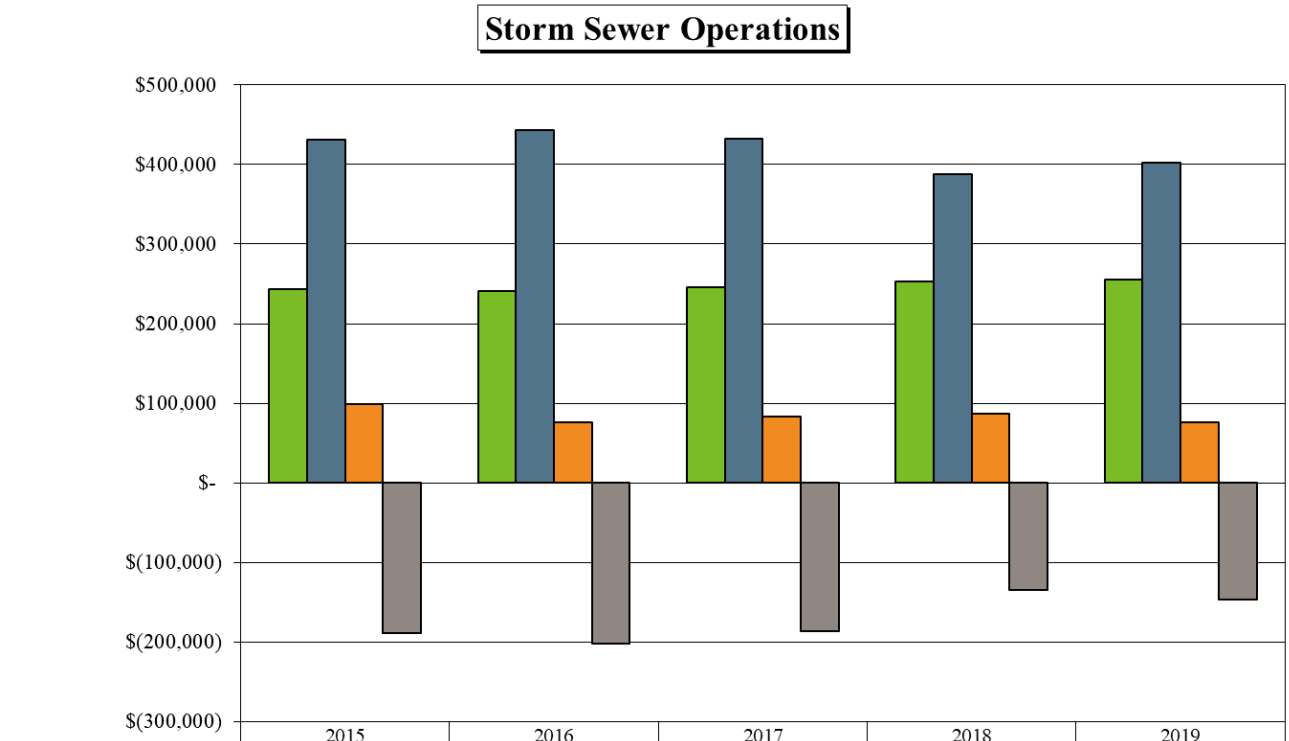


- State averages were taken from the 2015-2018 State of Minnesota "Analysis of Municipal Liquor Store Operations" for off-sale stores. Data for 2019 is not yet available.

STORM SEWER FUND

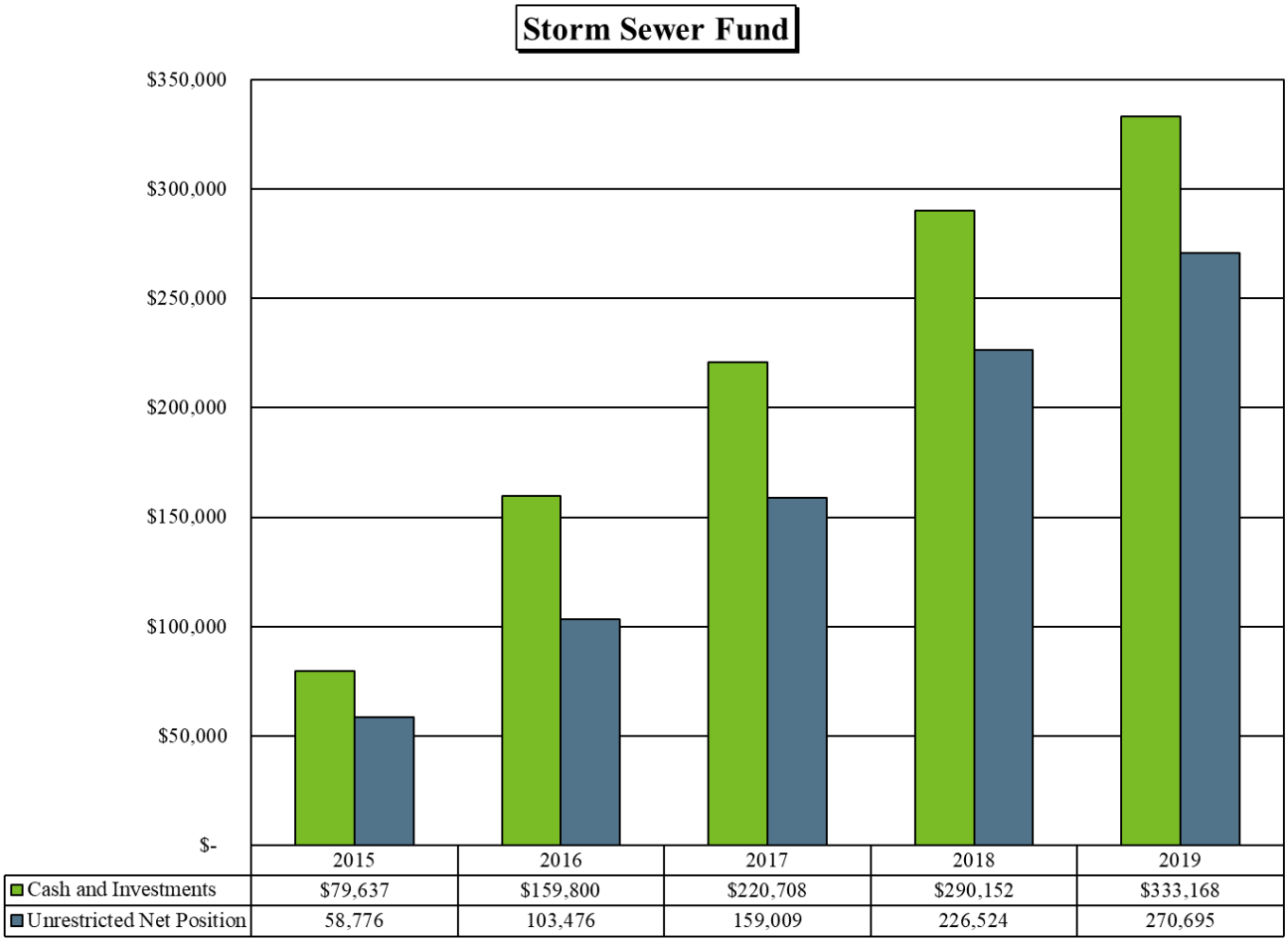
The following graph illustrates the current operations of the Storm Sewer Fund for the past five years. For each of the five years shown, the City's Storm Sewer Fund has generated an operating loss. Charges for services increased $3,120 or 1.2% while operating expenses increased $14,953 or 3.9%, compared to 2018. The net effect of the changes in revenues and expenses is a net loss of $146,993. When depreciation is removed from the operating expenses, the Fund experienced operating income of $75,588.

We recommend the City continue to evaluate storm water rates and monitor related expenses to generate sufficient operating income in the future.



	2015	2016	2017	2018	2019
Charges for Services	$243,040	$241,011	$246,233	$252,566	$255,686
Operating Expenses	431,790	443,110	432,199	387,726	402,679
Operating Income without Depreciation	98,392	75,646	83,274	87,472	75,588
Operating Income (Loss)	(188,750)	(202,099)	(185,966)	(135,160)	(146,993)

STORM SEWER FUND (CONTINUED)



As of December 31, 2019, the Storm Water Fund had an ending net cash and investment balance of $333,168. This is an increase of $43,016 from 2018 levels. Total net position at year-end was $3,342,812, while unrestricted net position at year-end was $270,695. Unrestricted net position has increased $211,919 since 2015.

WATER AND SEWER FUNDS

Water Fund

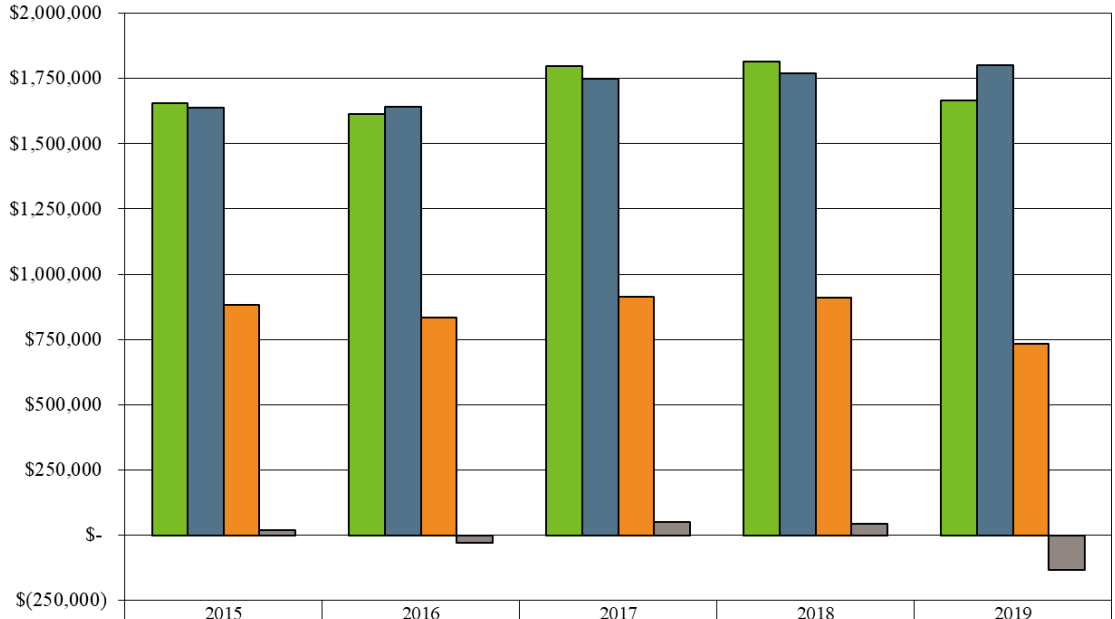
The following graph illustrates the current operations of the Water Fund for the past five years. Charges for services illustrated do not include water connection fees. These fees are not included because the revenue is set aside for future asset replacement costs. Similarly, operating income is shown with and without depreciation as the above connection fees will be covering some of the replacement cost. Therefore, charges for services will not be required to cover all of these costs.

For the five years shown, 2016 and 2019 experienced operating losses. In 2015 and again in 2017 and 2018, the Fund generated an operating income. Charges for services decreased $148,539 or 8.2% from 2018. Operating expenses increased by $28,690, or 1.6%. The net effect of the decreased revenues and increased expenses is an operating loss of $133,107. When depreciation is removed from the operating expenses, the Fund experienced operating income of $735,082.

Enterprise funds may be used to account for any activity in which a fee is charged. It is not required to have the fee support the entire activity; however, the basic premise in establishing an enterprise fund is that the activity will be operated similar to a business. Therefore, it is expected the enterprise fund would at least be able to meet its obligations currently and into the future.

We recommend the City continue to evaluate water rates and monitor related expenditures to generate sufficient operating income in the future.

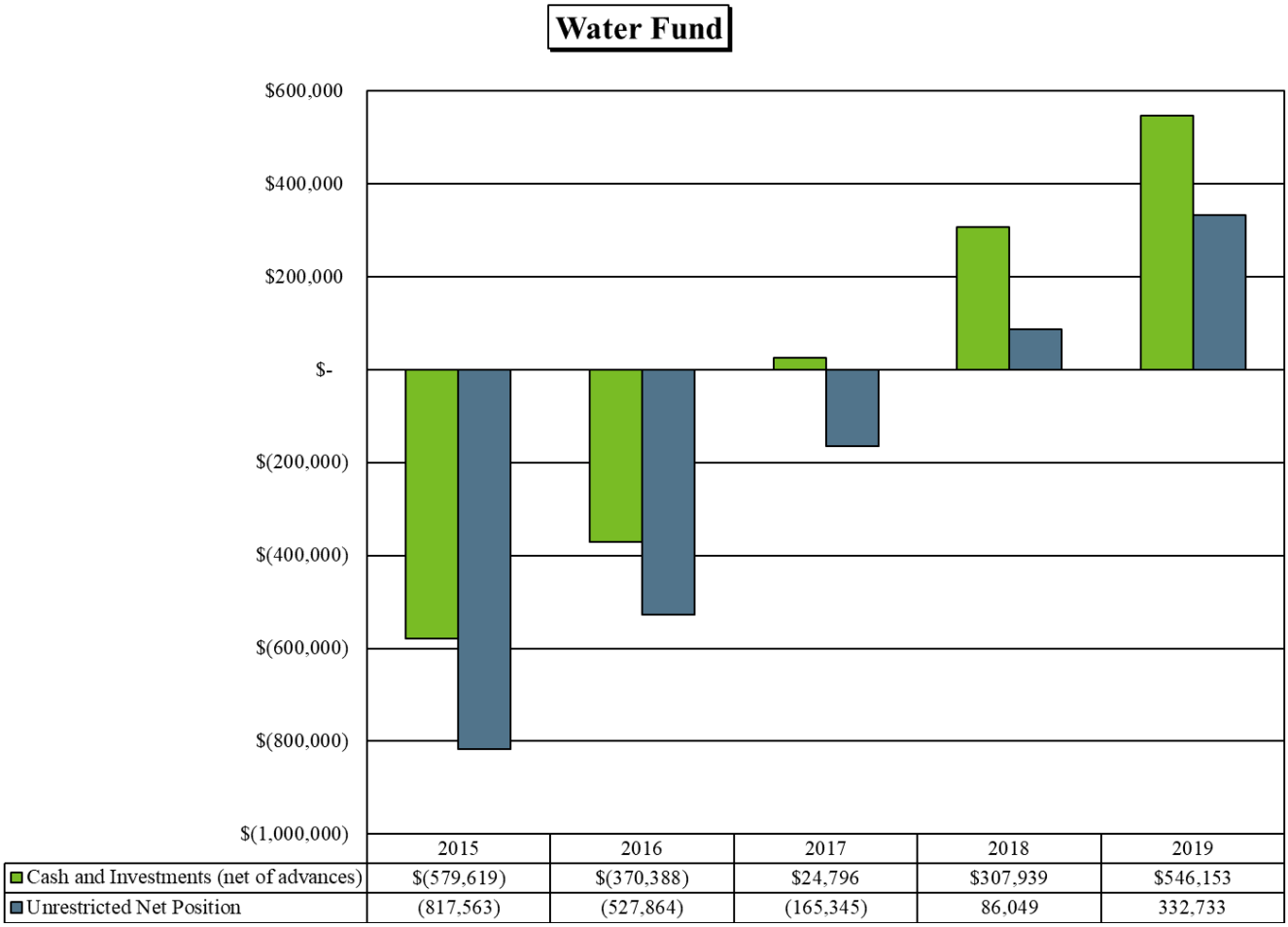
Water Operations



	2015	2016	2017	2018	2019
Charges for Services	$1,656,658	$1,613,102	$1,798,475	$1,815,313	$1,666,774
Operating Expenses	1,636,360	1,641,185	1,749,260	1,771,191	1,799,881
Operating Income without Depreciation	882,800	834,650	914,444	909,850	735,082
Operating Income (Loss)	20,298	(28,083)	49,215	44,122	(133,107)

WATER AND SEWER FUNDS (CONTINUED)

Water Fund (Continued)



The above graph shows the cash and investments (net of advances) and unrestricted net position balances as of December 31 for the last five years. The Water Fund cash and investment balance has increased $1,125,772 since 2015. A portion of the cash and investments in the Water Fund is currently being advanced from the Sewer Fund. That amount has been removed from the presentation above. Current year interest and principal payments on the Water Fund debt were $812,842. The total amount of debt outstanding in the Water Fund at December 31, 2019, was $4,699,212 including principal and interest. Principal and interest due in 2020 totals $927,371.

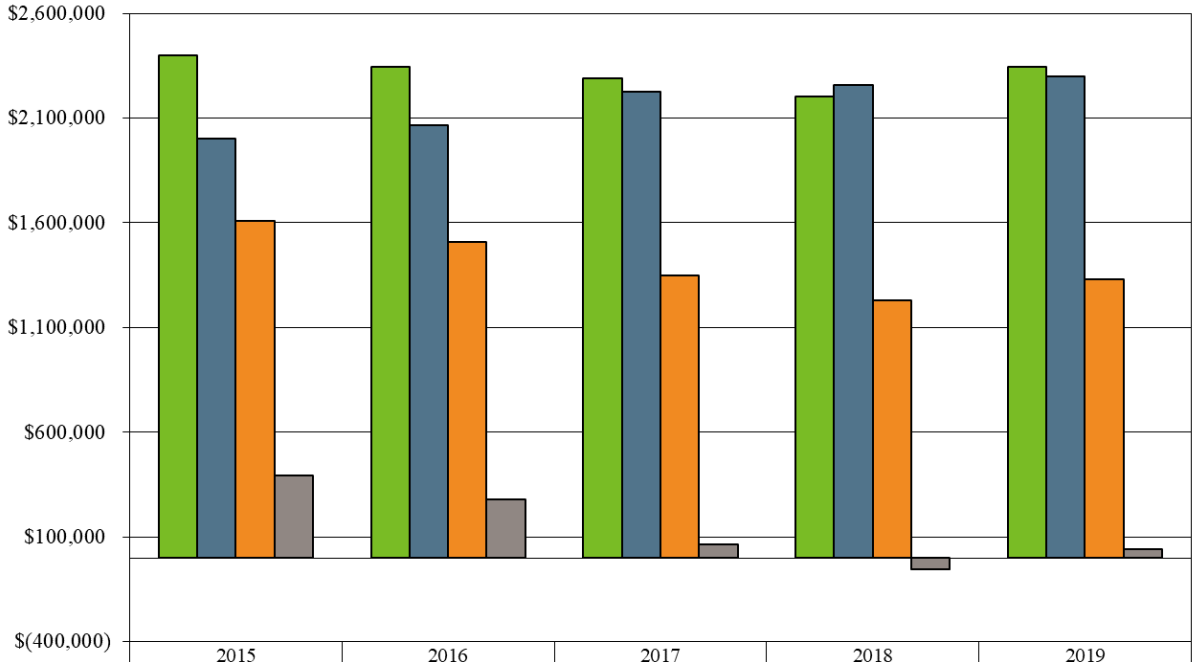
WATER AND SEWER FUNDS (CONTINUED)

Sewer Fund

In four of the past five years, the Sewer Fund has shown an operating income. In 2019, the Fund showed operating income of $43,629. This is an increase in operating results of $99,326 from 2018. The Fund experienced an increase in charges for services of $140,469, due to increased rates and residents, while expenses increased $41,143.

We recommend the City continue to evaluate water and sewer rates to generate sufficient operating income in the future. The significant debt principal and interest obligations of the City are considered non-operating expenses and are not presented with this particular graph. However, the City should consider these obligations when evaluating the sewer rates to ensure the Fund is able to make all future debt payments.

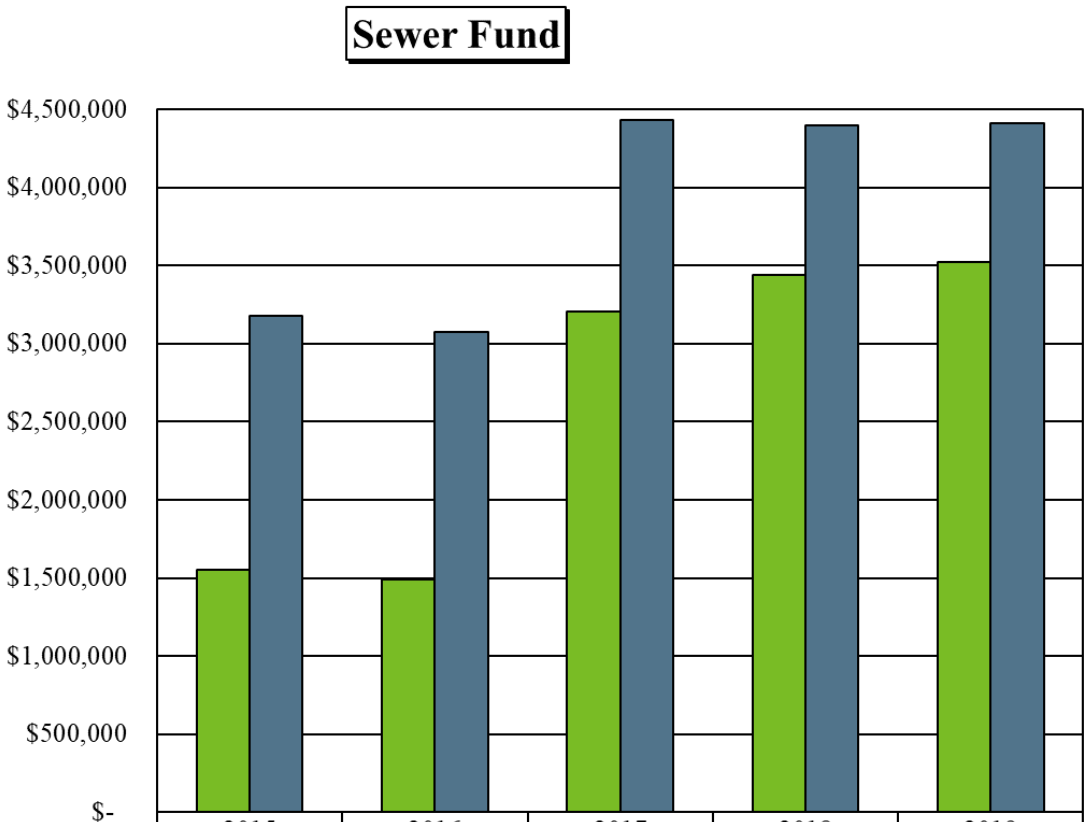
Sewer Operations



	2015	2016	2017	2018	2019
Charges for Services	$2,397,109	$2,345,977	$2,290,366	$2,201,964	$2,342,433
Operating Expenses	2,003,380	2,066,475	2,225,098	2,257,661	2,298,804
Operating Income without Depreciation	1,606,806	1,510,342	1,349,199	1,228,565	1,328,209
Operating Income (Loss)	393,729	279,502	65,268	(55,697)	43,629

WATER AND SEWER FUNDS (CONTINUED)

Sewer Fund (Continued)



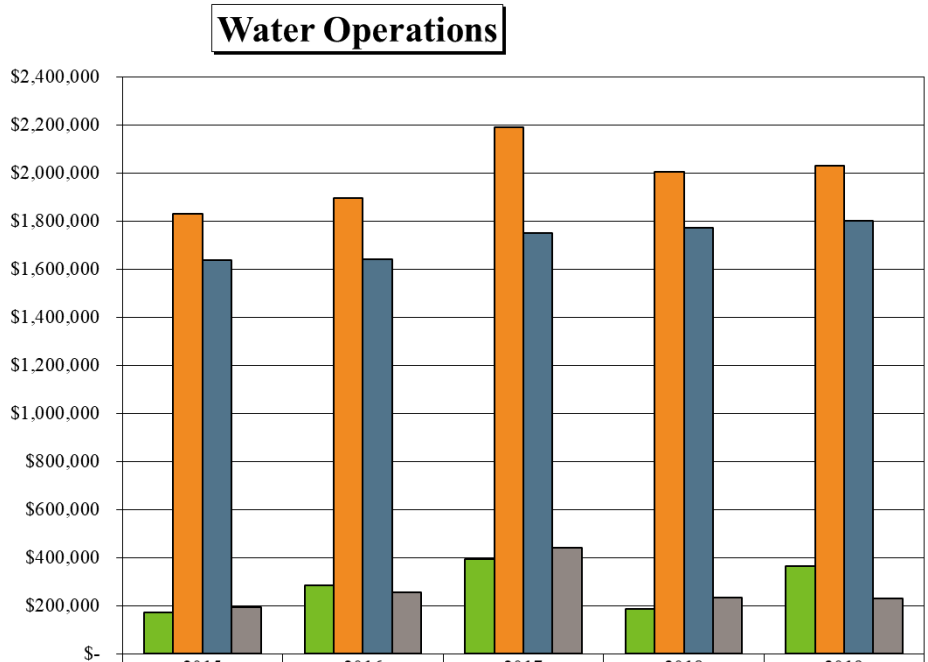
	2015	2016	2017	2018	2019
Cash and Investments	$1,550,642	$1,490,033	$3,203,513	$3,443,646	$3,526,005
Unrestricted Net Position	3,180,396	3,071,810	4,431,064	4,395,981	4,415,512

The graph above shows the cash and investment and unrestricted net position balances as of December 31 for the last five years. The Sewer Fund cash and investment balance increased $82,359 in 2019. Starting in 2007, the Sewer Fund was used to finance the cash deficits of the other City's funds. In 2007, the amount of cash used to cover the deficits was $1.3 million. In 2019, the Fund again used approximately $1.2 million to cover cash deficits in other funds.

The current year interest and principal payments on the Sewer Fund debt were $1,646,426. The total amount of debt outstanding at December 31, 2019, was $14,111,739, including principal and interest. Principal and interest due in 2020 totals $1,538,250 for the Sewer Fund.

On the following pages, the Water and Sewer Fund operations are shown to include revenue collected for access charges and trunk fees.

WATER AND SEWER FUNDS (CONTINUED)

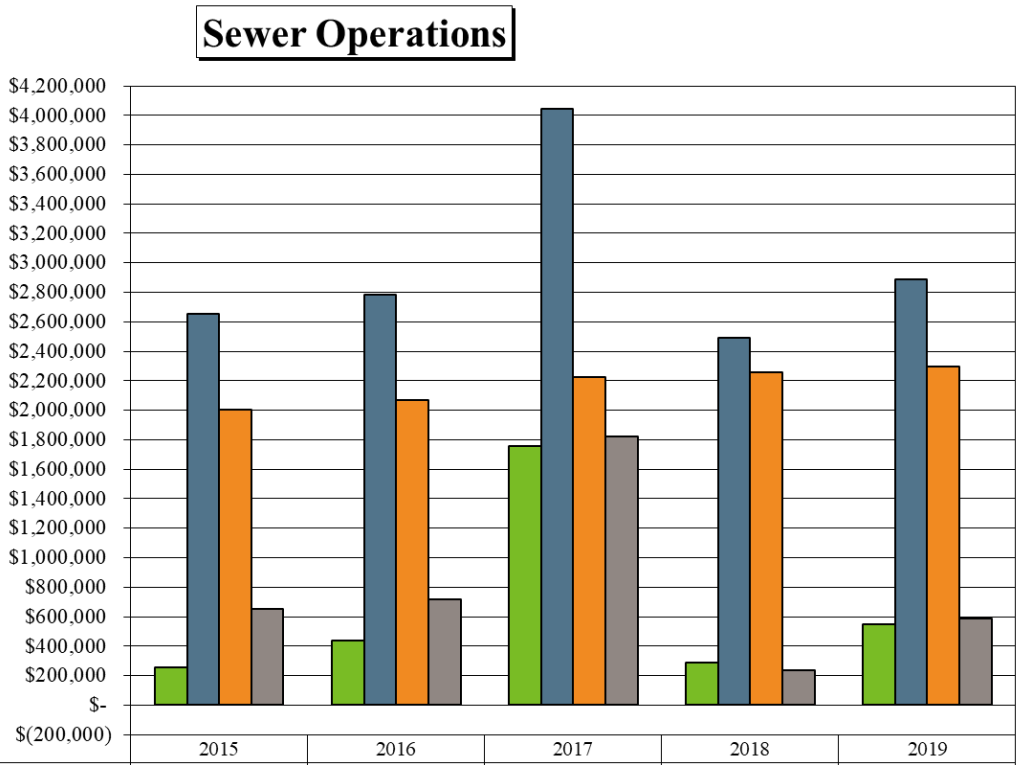


	2015	2016	2017	2018	2019
Water Access Charges	$172,420	$283,965	$392,280	$188,250	$363,754
Charges for Services (Including WAC)	1,829,078	1,897,067	2,190,755	2,003,563	2,030,528
Operating Expenses	1,636,360	1,641,185	1,749,260	1,771,191	1,799,881
Operating Income with Depreciation	192,718	255,882	441,495	232,372	230,647

As presented below, the Water Fund had been collecting access charges and trunk fees, along with charges for services, sufficient to finance the construction of new lines and to cover the costs of the existing lines through depreciation in each year presented.

WATER AND SEWER FUNDS (CONTINUED)

In all five years shown, the Sewer Fund did collect sufficient access charges and trunk fees, in addition to charges for services, to finance construction and depreciation. Sewer access charges increased in 2019 compared to 2018 due to increased development.

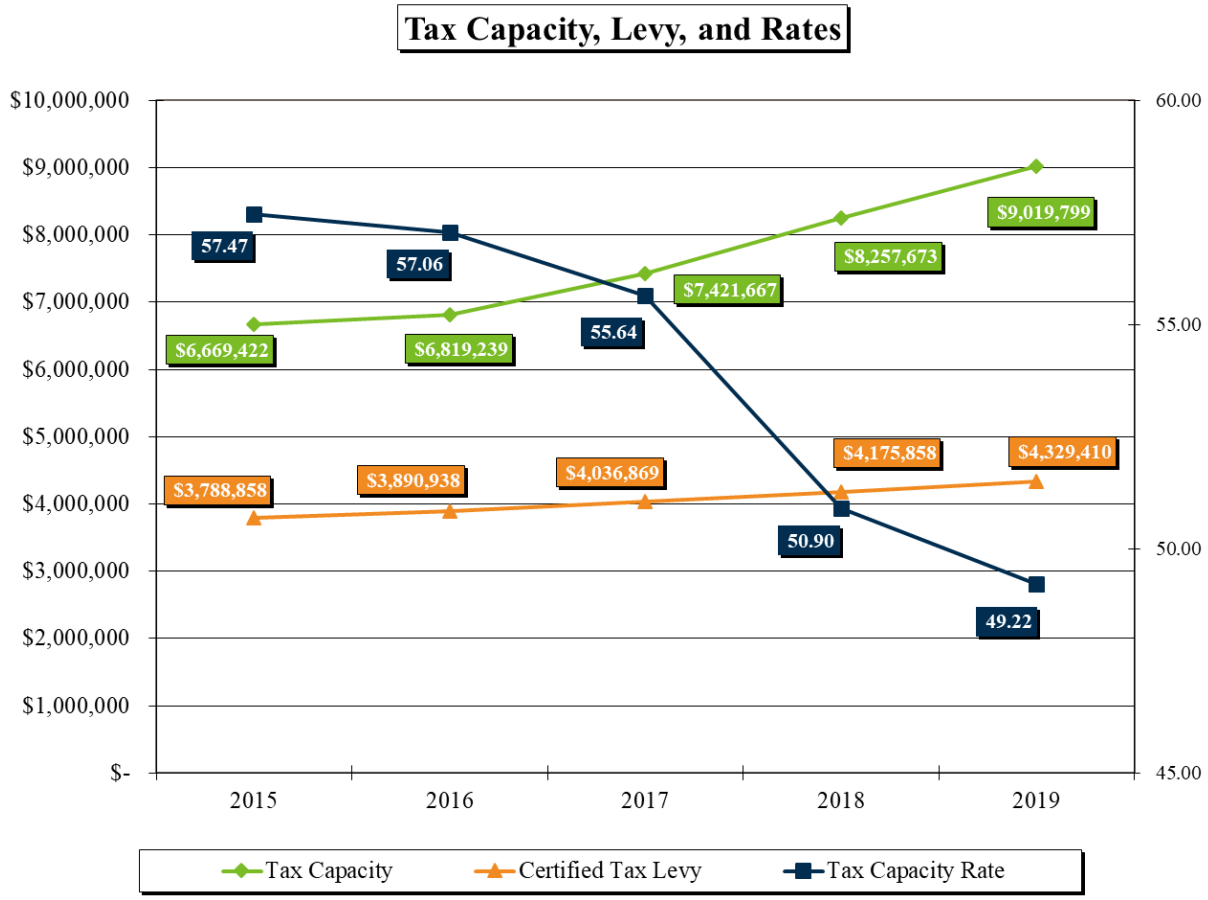


	2015	2016	2017	2018	2019
Sewer Access and Trunk Charges	$258,115	$436,422	$1,757,326	$291,000	$546,227
Charges for Services (Including SAC and Trunk)	2,655,224	2,782,399	4,047,692	2,492,964	2,888,660
Operating Expenses	2,003,380	2,066,475	2,225,098	2,257,661	2,298,804
Operating Income (Loss) with Depreciation	651,844	715,924	1,822,594	235,303	589,856

TAX CAPACITY, LEVY, AND RATES

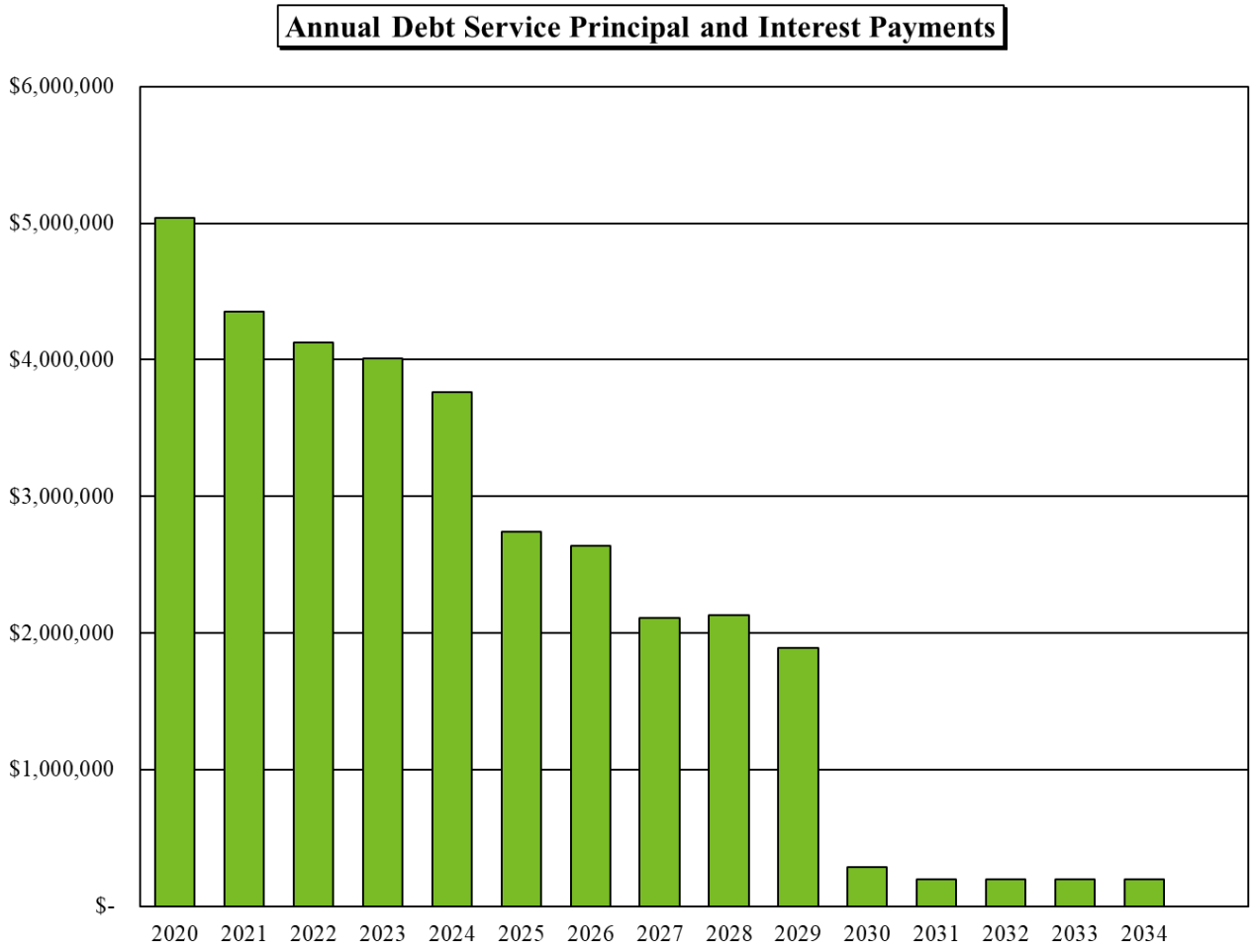
The chart above graphs the tax capacity (not including Tax Increment Financing (TIF) Districts), certified tax levy and tax capacity rate for 2015 through 2019. The tax capacity is based on total tax capacity, prior to adjustments for captured TIF and fiscal 2019. The certified tax levy amount is also prior to fiscal disparity adjustments.

Comparing 2015 through 2019, the City's tax capacity has increased from $6,669,422 to $9,019,799 or $2,350,377. This is a 35.2% increase in tax capacity. The City's certified levy over this same time frame has increased $540,552, or 14.3%. As a result of the City's certified tax levy increase and the increase in the tax capacity for 2015 through 2019, the City's tax capacity rate decreased from 57.47% in 2015 to 49.22% in 2019.



DEBT SERVICE

The line graph below shows the City's annual debt service obligations for all outstanding bonds. The total debt payments outstanding at December 31, 2019, are $33,856,381, including interest totaling $3,546,380.



City of Big Lake
Emerging Issue

Executive Summary

The following is an executive summary of financial and business related updates to assist you in staying current on emerging issues in accounting and finance. This summary will give you a preview of the new standards that have been recently issued and what is on the horizon for the near future. The most recent and significant updates include:

- **Accounting Standard Update – GASB Statement No. 87 – Leases** – GASB has issued GASB Statement No. 87 relating to accounting and financial reporting for leases. This new statement establishes a single model for lease accounting based on the principle that leases are financing of the right to use an underlying asset.

The following are extensive summaries of the current updates. As your continued business partner, we are committed to keeping you informed of new and emerging issues. We are happy to discuss these issues with you further and their applicability to your City.

ACCOUNTING STANDARD UPDATE – GASB STATEMENT NO. 87 – *LEASES*

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. Any contract that meets this definition should be accounted for under the leases guidance, unless specifically excluded in this Statement.

A short-term lease is defined as a lease that, at the commencement of the lease term, has a maximum possible term under the lease contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. Lessees and lessors should recognize short-term lease payments as outflows of resources or inflows of resources, respectively, based on the payment provisions of the lease contract.

ACCOUNTING STANDARD UPDATE – GASB STATEMENT NO. 87 – *LEASES* (CONTINUED)

A lessee should recognize a lease liability and a lease asset at the commencement of the lease term, unless the lease is a short-term lease or it transfers ownership of the underlying asset. The lease liability should be measured at the present value of payments expected to be made during the lease term (less any lease incentives). The lease asset should be measured at the amount of the initial measurement of the lease liability, plus any payments made to the lessor at or before the commencement of the lease term and certain direct costs. A lessee should reduce the lease liability as payments are made and recognize an outflow of resources (for example, expense) for interest on the liability. The lessee should amortize the lease asset in a systematic and rational manner over the shorter of the lease term or the useful life of the underlying asset. The notes to financial statements should include a description of leasing arrangements, the amount of lease assets recognized, and a schedule of future lease payments to be made.

A lessor should recognize a lease receivable and a deferred inflow of resources at the commencement of the lease term, with certain exceptions for leases of assets held as investments, certain regulated leases, short-term leases, and leases that transfer ownership of the underlying asset. A lessor should not derecognize the asset underlying the lease. The lease receivable should be measured at the present value of lease payments expected to be received during the lease term. The deferred inflow of resources should be measured at the value of the lease receivable plus any payments received at or before the commencement of the lease term that relate to future periods. A lessor should recognize interest revenue on the lease receivable and an inflow of resources (for example, revenue) from the deferred inflows of resources in a systematic and rational manner over the term of the lease. The notes to financial statements should include a description of leasing arrangements and the total amount of inflows of resources recognized from leases.

GASB Statement No. 87 is effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged.

Information provided above was obtained from www.gasb.org.

AGENDA ITEM
Big Lake City Council

Prepared By: *Amy Barthel, City Planner*	***Meeting Date:*** 4/22/2020	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7B**
Item Description: ***PUBLIC HEARING*** *- Variance from the Sign Requirements for Bionote, USA Inc.*		***Reviewed By:*** *Hanna Klimmek, Community Development Director*	
		Reviewed By: *Clay Wilfahrt, City Administrator*	

ACTION REQUESTED

Motion to approve a RESOLUTION approving a Sign Variance for Bionote, USA Inc., located at 19922 Industrial Drive Northwest.

BACKGROUND/DISCUSSION

Overview/Background

The City of Big Lake has submitted a variance application on behalf of Bionote, USA Inc located at 19922 Industrial Drive, PID: 65-505-0105 ("Subject Property"). Bionote is requesting to vary from City Code Sign Ordinance Section 1300 by proposing to locate a wall sign on a multi-tenant building that is not uniformed with the other existing wall signage.

> "[***Section 1300.07 Subd. 5. Business Signs].*** …. *Business signs for multiple tenant buildings shall be designed and coordinated to result in uniformity of signage style and color for the entire building/complex."*

Bionote ("Applicant") submitted a building permit for the wall sign on March 13, 2020. On March 16, 2020 the Business was notified that the sign is not in conformance with City Ordinance Section 1300.07. The City has been in contact with Bionote since March 16 and continued conversations about processing the sign application. Staff requested the applicant to submit for a sign variance that would go to the Planning Commission on May 6, 2020 and City Council on May 27. The Applicant expressed that the timeline would be too long.

During this time of the COVID outbreak, many businesses are altering their operations to support the production of medical equipment. Bionote, which typically produces veterinarian diagnostic equipment, is working toward obtaining FDA approval for making COVID test kits. According to the Business, one of the requirements for FDA approval is proper signage on the building.

As mentioned in the attached narrative, Bionote is a worldwide company with a particular brand. According to the Business, to request Bionote corporate to amend their signage to conform with City requirements would take months, if not longer. Their goal of obtaining FDA approval is time sensitive and therefore, they requested the City to carry out a variance request for their signage.

The City has made the determination to apply on behalf of the business to process this variance request as soon as possible. Staff has contacted Scott Zettervall, City Council representative on the Planning Commission, and Bruce Aubol, Big Lake Township Supervisor Chair to get verbal approval of this expedited process. Typical variance procedures for the Big Lake Industrial Park East are presented in front of the Joint

Powers Board. This application has not been reviewed by the Joint Powers Board so the City Council will evaluate the variance criteria.

Primary Issues to Consider

1. Land Use and Zoning
2. Site Plan
3. Criteria for Granting Approval

Analysis of Primary Issues

1. Land Use and Zoning

The Subject Property is a multi-tenant Industrial lot, located on 4.14 acres in the Big Lake Industrial Park East addition. The property is zoned Industrial Park ("I-1"). The Comprehensive Plan established the underlying land use designation as Industrial. Signage is an accessory use in this zoning district [Section 1062.03, Subd. 10].

This type of use is allowed by both the Comprehensive Plan and Zoning.

2. Site Plan

The Subject Property is located north of Highway 10, and east of Industrial Drive. There are two road frontages for the building. Each frontage allows signage per code [Section 1300.16(Subd.3)]. The building has a 45-degree angled wall between the south and east building elevation which is approximately 30 linear feet. The Applicant proposes to locate their sign on this part of the building which will be referred to as the East building elevation in the memo.

Currently, all tenants on the Subject Property have blue, internally lit cabinet signs. Nine (9) walls signs are facing Highway 10, while one (1) wall sign is on the east building elevation. Bionote proposes to remove one cabinet sign on the south which would result in new total of eight (8) cabinet signs, and remove the sign from the east building elevation and replace it with their 32 sq. ft. nonilluminated wall sign. The business would have no wall signs on HWY 10 frontage, except for a three (3) square foot sign on the front door. The door sign is an allowable use according to Section 1300.07 Subd. 16. According to the Applicant, the landlord has approved the design and placement of all signage for Bionote.

	Existing Wall Sign Area	Allowable per Code	Proposed Bionote Sign
South Building Elevation	9 signs: 30 square feet each 270 total sign area	200 square feet	0
East Building Elevation	30 square feet	200 square feet	32 square feet

3. Criteria for Granting Sign Variances

The Joint Planning Board usually makes the findings of fact that the variance request proposes to use the property in a reasonable manner not permitted by Ordinance. Due to the expedited process, this variance request will be reviewed only by City Council. Council should consider the criteria outlined below [Section 3000.22 Subd. 1-4].

- **Subd. 1**. That the conditions involved are unique to the particular parcel of land or use involved.

- **Subd. 2**. That the purpose of the variation is not based exclusively upon a desire to increase the value or income potential of the business involved.
- **Subd. 3**. That the alleged difficulty or hardship is caused by this Ordinance and has not been created by any persons presently having an interest in the parcel.
- **Subd. 4**. That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or interfere with the function of the police and fire departments of the City.

The requests are dealt with on its own merits. The City Council should consider if the requests meet the variance criteria listed above. The following should be considered with determining the request.

The Subject Property will have the wall sign on a different building elevation than the existing blue cabinet signage, so no other signage will be adjacent to the Applicants sign. The proposed sign will not be illuminated. The Business request will not alter the character of the locality. The proposed sign is relative in size to the existing signs. The sign ordinance creates a certain hardship for the tenants on the property and the sign will not be detrimental to the surrounding properties.

FINANCIAL IMPACT

N/A other than staff time

STAFF RECOMMENDATION

City staff supports the motion to approve the Variance for Bionote, USA Inc. Below are the conditions attached to the Resolution.

Motion to approve the Variance request for Bionote, USA Inc. located at 19922 Industrial Drive NW, to locate a non-illuminated wall sign on the east building elevation, subject to the following conditions:

1. The sign is conforming to the submitted plans.
2. The sign shall not be installed until a sign permit has been issued.
3. The sign shall not be larger than the proposed 32 square feet.
4. This variance shall become void if the business does not install the sign within one (1) year of this approval.

ATTACHMENTS

BioNote Narrative
Sign Plan
Site Plan Pictures
Resolution

To All Concerned:

Hello!

A few months ago our company, Bionote USA Inc., established our business in Big Lake. To do this, we created a package that convinced our backers to trust the growth and infrastructure of the area. We convinced them that Big Lake could support our/their endeavors. We were pleased to join the business community here; We are a U.S. corporation; however, our parent company is a renowned company from South Korea and is known across Europe and other locations worldwide. Bionote USA Inc. focuses on North America, with veterinary and medical diagnostics technology - mainly veterinary. However, in light of our current situation around the world, we are also working with the FDA on behalf of our sister company to help supply COVID-19 test kits that are so desperately needed.

It is imperative we have correct identification within the next weeks as we move to gain FDA through a fast track process of approval.

We have been working with a sign vendor - the one who applied for the permit on our behalf - **since early January.** We worked with both the sign company, and our landlord, to design a sign that will be aesthetically pleasing to the building space we lease (we currently have a 4 year term). We have had all of our signage proposal approved by the building owner prior to requesting this permit, which took us over 6 weeks to finalize. He also spoke with and worked with our sign company directly to assure all of his requests would be met. Our proposal will continue to aesthetically adhere to our landlords request that the front of the building - the long side along Hwy #10 - has consistent signage representing all of the tenants. That also corresponds with the city code stated in the attached email. In fact, we are adding to the aesthetics of the building by removing old address numbers and having new building address numbers made to reflect the correct addresses represented in the building (they are currently incorrectly identified). Our proposal moves these numbers around the corner to the long side of the building, in their current colors, to create a clean, identifying, and aesthetically pleasing tenant identification.

Our proposed signage along the long building side will only be located on window of the single front door to our business. No other identification of our business will be on that side. Our larger proposed sign is to be attached using U channels to the “short corner front" side of the building - the one that can mostly be viewed from Highway 10 when coming from Elk River; Our Bionote identification in company colors (consistent with our parent company logo) will be centered alone on this wall above the existing light. The box signage in the upper right-hand corner will be removed, cleanly filled in where any holes remain, and the address numbers which are on the top left corner, as mentioned above, will be moved to the long side. Our logo colors will be the only identification on this short side. This will create an identification of our business that is located in 7000 square feet of that specific corner space, coherent with all of the other industrial/professional buildings in that area that have single identification. This also allows the long side frontage - the length of space that appears more multi-tenant - to remain consistent with code and all tenants represented, while updating the building to reflect the current addresses contained within the premises, and updating the buildings aesthetics overall.

We respectfully request that a variance be given for this signage as soon as possible.

Thank you.

Lisa Knick

Corporate Liaison and Project Coordinator, Bionote USA Inc

DeMars Signs

410 93rd Ave.NW
Coon Rapids, MN 55433
763.786.5545

DATE:

SALESMAN: Tim Olson

LOCATION:

NOTES:

These plans are the exclusive property of DeMars Signs Inc. and are the result of the original work of its employees. They are submitted to your firm for the sole purpose of your approval, assuming the signage will be manufactured by DeMars Signs Inc. Artwork and design may not be distributed outside your firm without written consent from DeMars Signs Inc. Use of this artwork and/or design without written consent is prohibited; DeMars Signs Inc. reserves the right to pursue legal action in violation of this agreement. This may include, but is not limited to: a) Reimbursement for creating above drawing. b) Any associated legal fees.

CUSTOMER APPROVAL X

Below: South Side of Building (Facing HWY 10)

Below: East side of Building (Facing Industrial Drive)

BIG LAKE CITY COUNCIL
BIG LAKE, MINNESOTA

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on April 22, 2020. The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

BIG LAKE CITY COUNCIL
RESOLUTION NO. 2020-XX

A RESOLUTION APPROVING A VARIANCE FROM THE SIGN REQUIRMENTS FOR BIONOTE, USA INC. FOR PARCEL NO. 65-505-0105

WHEREAS, Bionote USA, Inc (Applicant) submitted a sign permit application to the City of Big Lake (City), requesting approval of a sign that does not conform to City requirements; and,

WHEREAS, the property is 4.14 acres and zoned Industrial Park (I-1), and legally described as Lot 1, Block 1, Big Lake Industrial Park East, Sherburne County, MN; and,

WHEREAS, signage in the I-1 zoning district is allowed by way of accessory use; and,

WHEREAS, the Subject Property has multiple tenants in the building, all with illuminated blue cabinet signs on the South building elevation; and,

WHEREAS, according to City Code [Section 1300.07(Subd.5)] "…Business signs for multiple tenant buildings shall be designed and coordinated to result in uniformity of signage style and color for the entire building/complex"; and,

WHEREAS, the size and location of the Bionote sign is conforming to code, but the Bionote sign is not consistent with the existing blue cabinet signs; and,

WHEREAS, the Applicant is requesting to locate a non-illuminated 32 square feet on east building elevation; and,

WHEREAS, pursuant to Minnesota Statute §462.357 the Big Lake City Council held a Public Hearing on April 22, 2020 to consider and receive public comment on said request; and,

WHEREAS, notice of the Hearing was posted, published in the City's official newspaper, and mailed to any and all owners of affected properties, as required by State Statute; and,

WHEREAS, the Big Lake City Council then proceeded to hear all persons interested in said variance application and persons interested were afforded the opportunity to present their views and objections to the granting of said variance application; and

WHEREAS, following the Hearing, the Council recommended approval of the said request for the wall sign based on the following findings:

- The variance is in harmony with the general purpose and intent of City Code.
- There are non-economic practical difficulties in complying with the zoning ordinance.
- The variance does not alter the essential character of the locality.
- The size of the proposed signage is relative to the existing signage size.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City Of Big Lake, Minnesota, **to** approve the variance request from Bionote USA, Inc. for Lot 1, Block 1, Big Lake Industrial Park East, to locate a non-illuminated wall sign on the east building elevation subject to the following conditions:

1. The sign is conforming to the submitted plans.
2. The sign shall not be installed until a sign permit has been issued.
3. The sign shall not be larger than the proposed 32 square feet.
4. This variance shall become void if the business does not install the sign within one (1) year of this approval.

Adopted by the City Council on the 22nd day of April, 2020.

_____
Mayor Mike Wallen

Attest:

_____
Gina Wolbeck, City Clerk

The following Council Members voted in favor:
The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

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

STATE OF MINNESOTA)
COUNTY OF SHERBURNE) SS.

The foregoing instrument was acknowledged before me this ___ day of April, 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: *Kevin Shay, Consultant Planner*	***Meeting Date:*** 4/22/2020	***Item No.*** **7C**
Item Description: *PUD Concept Plan for "Marketplace Crossing I & II" aka CommonBond Apartments (PID 65-555-0010)*	***Reviewed By:*** *Hanna Klimmek, EDFP, Community Development Director*	
	Reviewed By: *Clay Wilfahrt, City Administrator*	

60-DAY REVIEW DEADLINE: May 8, 2020

ACTION REQUESTED

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

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

BACKGROUND/DISCUSSION

APPLICATION:

CommonBond has submitted a development application for a PUD Concept Plan. The request is for two 60-unit apartment structures on 7.33 acres south of Marketplace Drive.

BACKGROUND:

This application involves a parcel that is a part of Big Lake Marketplace North, an area to the north of US Highway 10, east of Prairie Meadows and west of Hudson Woods. Big Lake Marketplace as a whole is a sprawling commercial/industrial development originally envisioned as a second town center that was suburban in nature. The developer for the Big Lake Marketplace chose to plat a large amount of land and install utilities and infrastructure upfront but the concept was never realized due to the Great Recession and many of the parcels were forfeited back to original owners or became bank owned.

The original concept for Big Lake Marketplace had more commercial zoning than is likely to develop in that location, and so the comprehensive plan adopted in 2018 steered some areas toward high-density residential in the Big Lake Marketplace North. However, this parcel continues to be steered toward a commercial use.

PROPOSED DEVELOPMENT:

The subject application is for a residential development that will provide two apartment buildings. The development is proposed to include 120 mixed income apartment units split between the two structures. The development includes exterior amenities such as a shared walking path, stormwater features, and playgrounds.

PROPERTY CHARACTERISTICS:

The existing 7.33-acre property is currently vacant commercial land. There are no existing structures on the site.

EXISTING ZONING AND LAND USE:

Zoning	B-3 General Business
Future Land Use	Business
Existing Land Use	Vacant Land - Commercial
Topography	Flat

SURROUNDING ZONING AND LAND USE:

Direction	Zoning	Future Land Use Plan	Existing Land Use
North	B-3 General Business / R-1 Single Family Residential	Medium and High Density Housing / Low Density Housing	Undeveloped / Single Family Housing
South	B-3 General Business	Business	Business
East	B-3 General Business	Business	Business
West	B-3 General Business	Business	Business

ANALYSIS OF REQUEST

COMPREHENSIVE PLAN AMENDMENT REQUESTED:

The parcel is currently guided Business on the future land use map. A comprehensive plan amendment would take place with a formal development application to assign the medium and high-density housing land use for the site. The medium and high-density housing allows density up to 25 units per gross acre. The density of the concept plan is 16.4 units per gross acre.

REZONING REQUESTED:

The parcel is currently zoned B-3 General Business. A rezoning would take place to assign the PUD zoning for the site. The applicant is requesting a planned unit development in order to receive flexibility on the parking regulations. The flexibilities are discussed below.

PROPOSED SITE PLAN

DIMENSIONAL STANDARDS:

Setbacks:

The concept plan does not dimension the proposed setbacks; however, the table below depicts the building setbacks that will be applied to the project based on the R-3 zoning district:

Setback	Type	Setback Required
Northern property line abutting Marketplace Drive	Front Yard	50 foot minimum
Southern Property line abutting U.S. Highway 10	Rear Yard	50 foot minimum
Eastern property line	Side Yard	20 feet minimum
Western property line	Side Yard	20 feet minimum
Between Buildings	Internal	15 feet minimum
Buildings from parking	Internal	25 feet minimum

The concept plan orients the "front" of the complex onto Marketplace Drive.

Building Height:

The applicant is proposing a building height of three stories with no defined building height. The code limits structures to a height of 35 feet in the R-3 district.

PROPOSED PARKING:

The Concept Plan proposes the following:

Lot	Parking Spaces Required	Surface Stalls Proposed	Garage Stalls proposed	Compliance with Code
Lot 1	300	240	0	**Parking does not Comply**

A multi-family apartment building is required to have 2.5 stalls per unit, with one of the stalls enclosed. The applicant has indicated they will be seeking flexibility from this standard and are proposing to provide two stalls per unit in surface parking.

Each apartment building will be required to have one exclusive loading and unloading area that is 40 feet by 10 feet. The concept does not provide an area dedicated for the loading space for each apartment.

PROPOSED LANDSCAPING:

The Concept Plan shows perimeter trees surrounding the proposed development as well as trees in the green space between the apartment structures and the surface parking lot.

The City's zoning ordinance requires a landscaping plan with every commercial, industrial or multiple-family residential development application. The applicant will be required to provide a detailed landscaping plan, including if any phasing is proposed for landscaping.

TRANSITION BUFFER:

The City's zoning ordinance requires multi-family apartment buildings to provide a single row of single-family homes, two-family homes or detached townhome lots to provide a transition area when adjacent to an R-1, R-1E or R-5 district. There are three alternative options provided in the code, one of which is to provide a wetland, water body, flood plain, public open space, park or other such similar publicly reserved and development restricted area with a minimum width of one hundred (100) feet across its entire length. The applicant has provided a stormwater feature area on the northeast corner of the site where the property is adjacent to an R-1 district. This provides the necessary transition to the single-family homes.

UTILITIES:

The applicant is proposing to connect to municipal water and sewer. The code requires that all new utilities shall be placed underground. This will be reviewed at preliminary plat when the applicant provides utility plans.

BUILDING DESIGN STANDARDS:

Section 1040.05 Subd. 3 of the City's zoning ordinance provides the building requirements for multi-family dwellings. The applicant provided a rendering of the proposed apartment building but did not provide elevations. At formal development review, the applicant will be required to provide the building elevations for both apartment structures to ensure compliance with code, or to request flexibility from the requirements.

RECREATION AREAS:

The applicant is proposing two 900 square foot playground areas as part of the overall development. Section 1040.05 of the City Zoning Ordinance requires that each multiple family apartment building or complex of 20 or more dwelling units shall include visually defined or fenced active recreation areas of 2,000 square feet plus an additional 50 square feet per unit for over 20 dwelling units.

With 120 proposed units, the overall development will require an additional 5,000 square feet of recreation area, for a total area of 7,000 square feet. The current concept plan does not adhere to the lot coverage levels for recreation areas. At formal development review, the applicant will be required to provide the square footage of proposed recreation areas to ensure compliance with code, or to request flexibility from the requirement.

The applicant is proposing to construct pathways from the parking area to the adjacent commercial parcels on the east and west. Staff would recommend the pathways connect to a sidewalk on Marketplace Drive and provide a potential crosswalk connection to the residential development. The Planning Commission should discuss whether the pathway connections are appropriate.

PLANNED UNIT DEVELOPMENT:

PUD Flexibility

The following PUD flexibility is present in the concept plan and additional details will be added when the development stage PUD is applied for:

- Recreation Areas provided are less than the 7,000 square feet required.
- Parking stalls provided are below the minimum requirements.
- The single loading space for each apartment building is not provided.

DEVELOPMENT FEES:

Park Dedication

The City's subdivision ordinance and fee schedule state residential subdivisions must dedicate 10% of the land being subdivided as parkland OR pay a fee equal to 10% of the value of the land with a minimum of $2500 per unit. It is at the City's discretion whether to require a land donation or allow the fee in lieu to be paid. The park dedication will be calculated with a preliminary plat application that meets the density standards.

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

When land is developed, trunk sewer and trunk water fees are charged based on the amount of land that is being developed. These fees are "per acre" and help the City cover the costs of providing sewer and water infrastructure as the City grows. The fees are set every year by a City Council.

The 2020 fee schedule sets trunk fees at $1,650 per acre for trunk water and $5,330 per acre for trunk sewer. Trunk storm sewer fees are "case by case" and are waived entirely if all storm water is contained within the plat boundary. A final acreage calculation will be determined based on the preliminary plat.

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

These fees, which are used to fund investments in expanding the capacity of the City's sewer and water plants and infrastructure as the City grows, are collected at the time of building permit issuance. The 2020 fee schedule sets the fees based on anticipated daily use of water.

PLANNING COMMISSION PUBLIC HEARING:

The Planning Commission reviewed the development application at their regularly scheduled meeting on April 1, 2020. Five written comments were received for the project and read at the public hearing. Many of the resident concerns were related to the proximity to single family residential and traffic.

The Planning Commission discussed the project and its location. They felt that the location was not ideal as the Comprehensive Plan has guided the property for business and there is available land nearby with the appropriate land use. The Commission also discussed the increased traffic and concerns with potential roadway improvements.

The Planning Commission in general was not supportive of the concept as they felt there were better locations for the use.

STAFF COMMENTS:

Engineering and Public Works:

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

Fire Department

No comment provided.

Police Department

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

ADDITIONAL COMMENTS:

Xcel Energy:
Pete Cluever, Senior Gas Territory Representative at Xcel Energy provided comment that this would be CenterPoint gas and Connexus Electric.

FINANCIAL IMPACT
NA

STAFF RECOMMENDATION
The City Council should provide feedback on the applicant's proposal and whether there are additional items that should be addressed by the applicant prior to the submittal of the preliminary plat and PUD. The applicant would take these comments under advisement as they prepare a formal submittal.

Staff is generally supportive of the concept plan but is seeking City Council feedback regarding some of the specifics of the proposal. The City Council is asked to provide informal review and comment regarding the project's acceptability in relation to the Comprehensive Plan and development regulations.

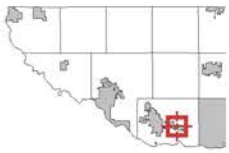
ATTACHMENTS

Attachment A:	Site Location Map
Attachment B:	Public Hearing Notice
Attachment C:	Engineer's Memo
Attachment D:	Concept Plan
Attachment E:	Apartment Rendering
Attachment F:	Applicant Narrative
Attachment G:	Future Land Use Map from the 2018 Comprehensive Plan

Attachment A

Beacon™ Sherburne County, MN

Overview



Legend

- Parcels
- Streams

Parcel ID	65-555-0010	**Alternate ID**	n/a	**Owner Address**	PO BOX 2947
Sec/Twp/Rng	22-33-27	**Class**	233-Commercial Preferred		BAXTER MN 56425
Property Address		**Acreage**	7.33		
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: 3/23/2020
Last Data Uploaded: 3/22/2020 10:22:35 PM

Developed by Schneider GEOSPATIAL

CITY OF BIG LAKE
NOTICE OF PUBLIC HEARING
CONCEPT PLAN FOR A PROJECT KNOWN AS
"MARKETPLACE CROSSING I AND II"

You are hereby notified that the Big Lake Planning Commission will hold a public hearing in order to consider a concept plan for a project known as "Marketplace Crossing I and II". The public hearing will be held in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN on: **Wednesday, April 1, 2020 at or about 6:30 p.m.**

Applicant:	CB Big Lake Housing Limited Partnership 1080 Montreal Avenue Saint Paul, MN 55116
Parcel Identification Number:	65-555-0010
Location Description:	Parcel located between Marketplace Drive and US Highway 10.

The Applicant is proposing to construct approximately 120 units of mixed-income housing in two apartment buildings. The project is proposed as two phases and will include amenities such as onsite management and a playground. The Planning Commission and members of the community are asked to provide the Applicant with feedback to take into consideration as they plan out the more specific details of their development.

Both oral and written comments will be considered by the Planning Commission. If you desire to be heard in reference to this matter, you should attend this hearing or submit written comments to City Hall. If you have any questions, please feel free to contact Kevin Shay, Planning Consultant at 612-638-0228 or KShay@landform.net.

(Elk River Star News) (March 21, 2019 Edition) (Small Legal)

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 20, 2020

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

RE: CommonBond at Big Lake Marketplace North 2nd Addition Concept
City of Big Lake, Minnesota
Project No.: W18.120307

Dear Sara,

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

1. Pedestrian access shall be provided to Marketplace Drive at the west side of the 166th Street intersection. All associated pedestrian ramps shall be constructed.
2. Alternative pedestrian connections to adjacent properties shall be investigated.
3. The applicant shall submit a Storm Water Pollution Prevention Plan for the review of the city.
4. The applicant shall submit a Storm Water Management Plan including storm water calculations complete with drainage area maps for the review of the city.
5. The applicant shall enter into a Stormwater Maintenance Agreement for all stormwater basins on the property.
6. All stormwater Best Management Practices (BMPs) shall be contained within easements.
7. All wetlands within the development shall be delineated.
8. The applicant shall submit a site plan for the review of the city.
9. The applicant shall submit a grading plan for the review of the city.
10. The applicant shall submit utility plans for the review of the city.
11. The applicant shall submit signage and striping plans for the review of the city.
12. The applicant shall submit construction details for the review of the city.
13. The applicant shall submit a lighting plan for the review of the city.
14. All construction shall be in accordance with the City of Big Lake Standards.

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

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

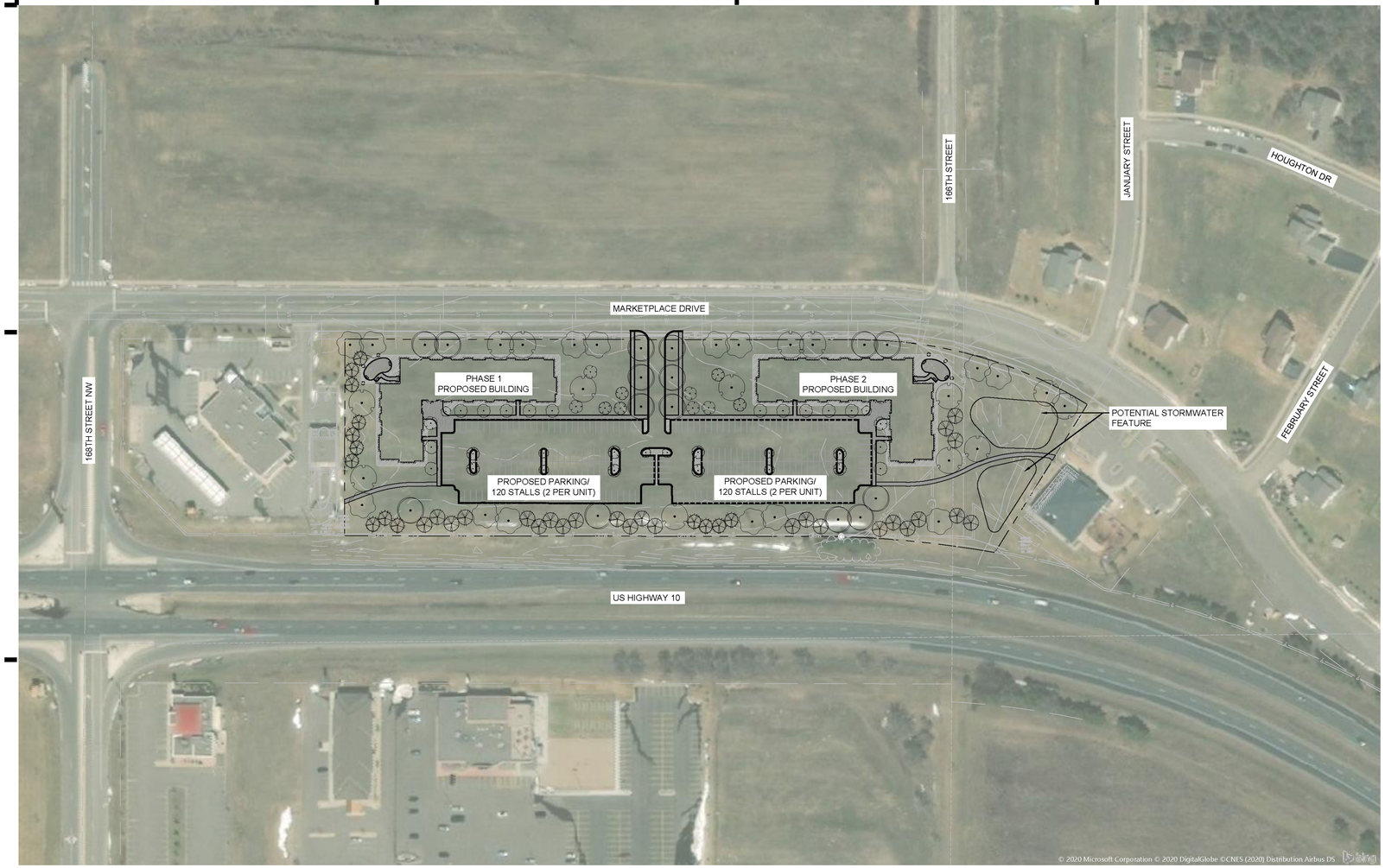
Sincerely,

Bolton & Menk, Inc.

Jared Voge, P.E.
Principal Engineer

H:\BGLK\W18120307\1_Corres\C_To Others\2020-03-20 120307 Roman CommonBond Concept Review.docx

Attachment D



1 CONTEXT MAP
Scale: 1" = 100'

CONCEPT PUD NOTES

GENERAL INFORMATION:
APPLICANT:
ANDREW HUGHES
COMMONBOND
1080 MONTREAL AVENUE
ST. PAUL, MN 55116
651-265-4735
CONSULTANTS:
LHB, INC.
701 WASHINGTON AVENUE, SUITE 200
MINNEAPOLIS, MN 55401

PRESENT STATUS OF PREMISES AND ADJACENT PROPERTIES:
1. ADDRESS:
UNASSIGNED ADDRESS
BIG LAKE, MN 55309
2. LEGAL DESCRIPTION:
PER COMMITMENT NO. 302530 DATED FEBRUARY 5, 2020
THAT PART OF OUTLOT A, BIG LAKE MARKETPLACE NORTH SECOND ADDITION, LYING WEST OF THE EAST LINE OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 22, TOWNSHIP 33, RANGE 27, SHERBURNE COUNTY, MINNESOTA.
PER COMMITMENT NO. 302531 DATED FEBRUARY 5, 2020
THAT PART OF OUTLOT A, BIG LAKE MARKETPLACE NORTH SECOND ADDITION, LYING WEST OF THE EAST LINE OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 22, TOWNSHIP 33, RANGE 27, SHERBURNE COUNTY, MINNESOTA.
CURRENTLY ZONED B-3, LANDS WITHIN 500 FEET ARE MOSTLY B-3 WITH R-1 PARCELS TO THE EAST ACROSS MARKETPLACE DR.

NUMBER OF UNITS:
1. AREA DEVOTED TO RESIDENTIAL USES:
120 UNITS ON 1.02 ACRES
2. AREA DEVOTED TO RESIDENTIAL USE BY BUILDING OR STRUCTURE OR USE TYPE:
(2) .51 ACRE MULTI-FAMILY STRUCTURES
3. AREA DEVOTED TO COMMON OPEN SPACE:
(2) 900 SQUARE FOOT PLAYGROUNDS
4. AREA DEVOTED TO PUBLIC OPEN SPACE:
NOT APPLICABLE
5. APPROXIMATE AREA DEVOTED TO STREETS:
NOT APPLICABLE
6. APPROXIMATE AREA, AND POTENTIAL FLOOR AREA, DEVOTED TO COMMERCIAL USE:
NOT APPLICABLE
7. APPROXIMATE AREA, AND POTENTIAL FLOOR AREA, DEVOTED TO INDUSTRIAL OR OFFICE, OR OTHER USES:
NOT APPLICABLE

STAGED DEVELOPMENT:
1. THIS WILL BE A TWO PHASE DEVELOPMENT, WITH PHASE ONE CONSISTING OF THE WEST BUILDING, PARKING AND ACCESS ROAD, CONNECTION TO EXISTING COMMERCIAL TO THE WEST AND PHASE TWO CONSISTING OF THE EAST BUILDING, PARKING AND CONNECTION TO EXISTING COMMERCIAL TO THE EAST. EACH PHASE WILL HAVE THEIR OWN AMENITIES AND LANDSCAPING COMPLETED DURING THAT PHASE.

0 50' 100' 200'

PERFORMANCE DRIVEN DESIGN.
LHBcorp.com
21 W. Superior St., Ste. 500 | Duluth, MN 55802 | 218.727.8446

CLIENT:
CB BIG LAKE HOUSING LIMITED PARTNERSHIP

1080 MONTREAL AVENUE
ST. PAUL, MN 55116

THIS SQUARE APPEARS 1/2" x 1/2" ON FULL SIZE SHEETS.

NO	DATE	ISSUED FOR
01	02/28/2020	CONCEPT PLAN REVIEW

NO	DATE	REVISION

PRELIMINARY
NOT FOR CONSTRUCTION
02-28-2020

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PROJECT NAME:
BIG LAKE HOUSING

UNASSIGNED ADDRESS
BIG LAKE, MN 55309

DRAWING TITLE:
CONTEXT MAP

FILE: ..\190840\500 Drawings\Landscape Architecture\190840 Landscape Plan.dwg
DRAWN BY: WMB
CHECKED BY: LAM
PROJ. NO: 190840
DRAWING NO: L101

PERSPECTIVE

February 28, 2020

Attachment E

Big Lake Housing

COMMONBOND COMMUNITIES

CommonBond COMMUNITIES

LHB PERFORMANCE DRIVEN DESIGN.

CommonBond
COMMUNITIES

Nature of Proposed Use (narrative):

Marketplace Crossing I and II will include approximately 120 units of new construction, multifamily mixed-income housing. The proposal will feature high-quality exterior materials, including masonry and fiber cement siding. Project amenities are expected to include on-site management, high-quality interior finishes, oversized units, and on-site playgrounds. Because the project is currently zoned for business use, the project location will need to be re-guided under the City's Comprehensive Plan to allow for multifamily use. The proposed project will have a total of 240 (2/unit) new surface parking stalls (120 in each phase) and there are no existing parking stalls. This deviates from the total required parking of 300 spaces (2.5/unit) and none of the stalls are proposed to be enclosed. CommonBond has developed similar sites and found that this quantity and type of parking works well for our residents.

Reason(s) to Approve Request:

Marketplace Crossing I and II will add much-needed, high quality, mixed-income housing to the Big Lake, helping to meet demand and propel continued economic vitality for the City. The proposed project will also provide for a transition from the active Highway 10 corridor to less intensive land uses adjacent to the site. Finally, the proposed land use change is appropriate because the current seller has actively marketed the project for a number of years without being able to obtain a viable commercial proposal. The proposed project will add land use intensity to spur further development on remaining, adjacent developable parcels.

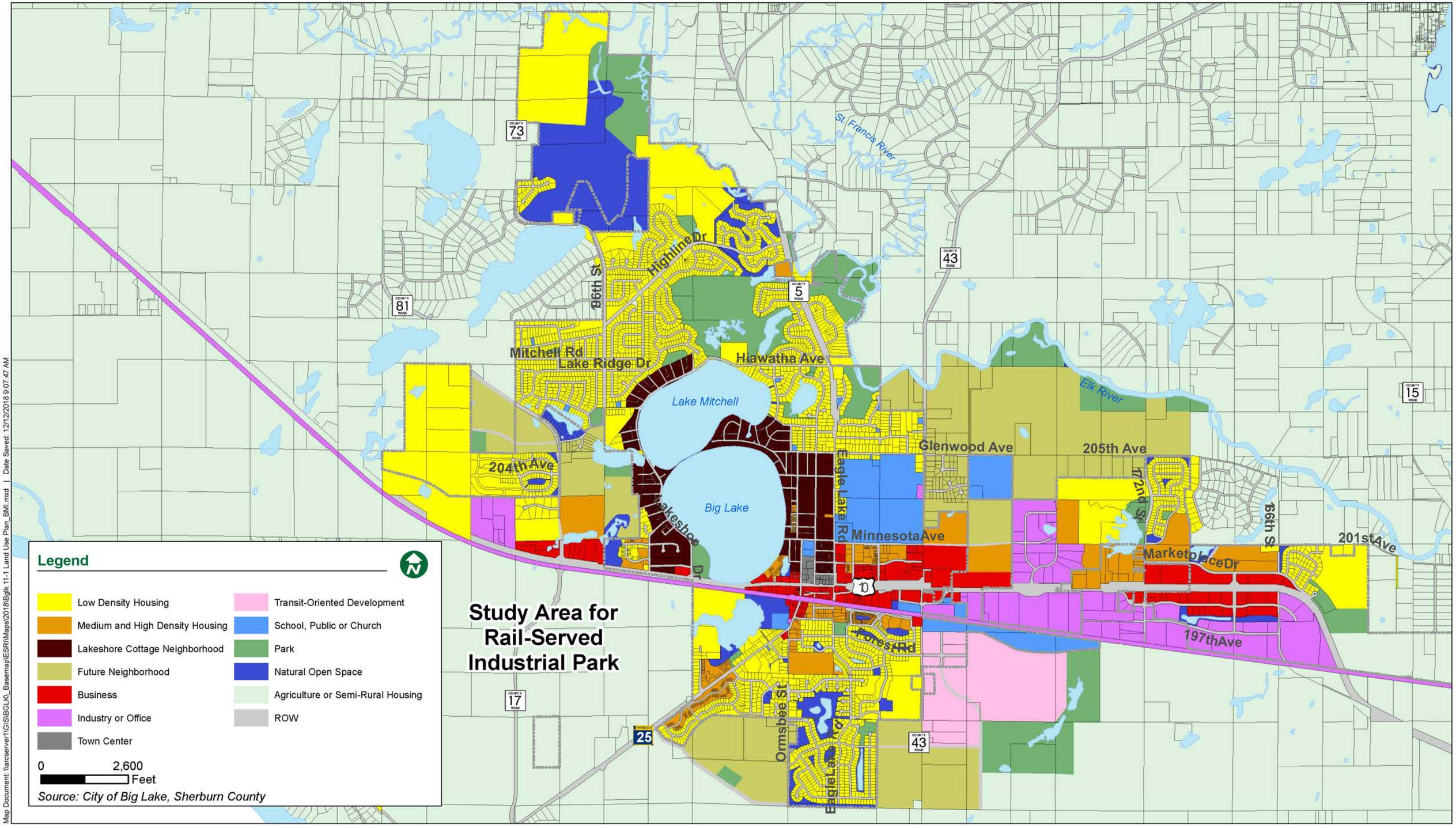
Attachment G

Land Use Map

City of Big Lake

December 2018

BOLTON & MENK
Real People. Real Solutions.



Map Document: \\arcserver1\GIS\BGLK_Basemap\ESRI\Maps\2018\Bglk 11-1 Land Use Plan_BMI.mxd | Date Saved: 12/12/2018 9:07:47 AM

AGENDA ITEM

Big Lake City Council

Prepared By: *T.J. Hofer through Kevin Shay, Consultant Planner*	***Meeting Date:*** 4/22/2020	***Item No.*** **7D**
Item Description: *Development Application for Preliminary Plat, Development Stage PUD and Rezoning for "Sandhill Villas" (PID 10-560-0115)*	***Reviewed By:*** *Kevin Shay, Consultant Planner*	
	Reviewed By: *Clay Wilfahrt, City Administrator and Hanna Klimmek, EDFP, Community Development Director*	

60-DAY REVIEW DEADLINE: *May 11*, 2020

ACTION REQUESTED

Motion to approve a RESOLUTION approving the Preliminary Plat, Site and Building plan, and Development Stage Planned Unit Development for the Sandhill Villa's Development.

BACKGROUND/DISCUSSION

APPLICATION:

Modern Construction of Minnesota, the applicant, has submitted a development application requesting the following:

- Preliminary Plat approval
- Development Stage Planned Unit Development
- A rezoning to PUD Planned Unit Development from A: Agricultural

The applicant submitted a complete application on February 28, 2020. State Statute dictates that the City must act upon a development application within 60 days of the receipt of a complete application. The City can extend the review for an additional 60 days, if needed, by providing written notice to the Applicant.

BACKGROUND:

On May 22, 2019, the City Council reviewed a preliminary detached townhome concept for the same parcel at a workshop session. For that concept, Jesse Hartung from Modern Construction of MN proposed to construct detached townhomes on small lots that have townhome-style layouts, dimensions, and architectural characteristics. He noted that these types of structures are often popular with seniors looking to downsize, and with young families looking for a single-family home level of privacy, but with townhome pricing and yardwork responsibilities. The council feedback included a discussion of the location of the project and access to amenities for seniors. Council Member Johnson also noted that the proposed design is out of character with surrounding structures and discussed concern that Townhome Associations can cease to exist which can present future issues. Johnson also stated that she doesn't see any major issues regarding the project. Mayor Wallen discussed the need for more sunset style housing concepts in the area,

noting that the design would also be a nice entry level home for a young person. Wallen stated that he wants to let the market dictate sales. The applicant for that proposal, Jesse Hartung, is no longer involved in the project.

The Planning Commission and City Council reviewed a concept plan for the Applicant's detached townhomes project on November 6, 2019 and December 11, 2019, respectively, and the concept plan was positively received. Neither the Planning Commission nor the City Council provided substantial comments to the applicant. Several community members attended the November 6 public hearing before Planning Commission to state their concerns for the project, which included:

- that the density of the proposed development does not fit with the neighborhood
- that the development would negatively affect property values
- that the proposed project is located in a fairly low area and there are concerns with the water table and potential flooding because of the increased impervious surface the development would cause
- access to the property would be an issue and would require a turn lane.
- the City would be responsible for maintaining/plowing the streets and driveways.

The development under review has not changed substantially from the Concept Plan reviewed by Planning Commission and City Council.

PROPOSED DEVELOPMENT:

The subject application is for a detached townhome development, known as "Sandhill Villas" that would include 12 detached townhomes, otherwise known as villas, on 2.5 acres of vacant land for a total of 12 units. As part of the development request, the applicant is requesting to subdivide the subject parcel to create 12 lots. The 12 buildable lots are each to be developed as part of an overall development concept for villa style detached townhomes.

DEVELOPMENT APPLICATION ANALYSIS

PROPERTY CHARACTERISTICS:

The existing 2.5-acre property is currently vacant agricultural land. There are no existing structures on the site. The parcel lies west of the second addition of the Prairie Meadows development. The property is zoned Agricultural and guided for Future Neighborhood.

EXISTING ZONING AND LAND USE:

Zoning	A – Agricultural
Future Land Use	Future Neighborhood
Existing Land Use	Vacant Land
Topography	Relatively flat with minor topography changes

SURROUNDING ZONING AND LAND USE:

Direction	Zoning	Future Land Use Plan	Existing Land Use
North	General Rural (Big Lake Township)	Agricultural or Semi-Rural Housing	Agricultural
South	PUD (R-1)	Future Neighborhood	Single Family Residential
East	PUD (R-1)	Low Density Housing	Single Family Residential
West	R-1 Single Family Residential Estate	Future Neighborhood	Single Family Residential

REZONING REQUESTED:

The parcel is currently zoned A - Agricultural. The parcel was recently annexed into the City of Big Lake at the request of the property owner. Per city code, all land that is annexed into the City is zoned as A – Agricultural until such time as the parcel is developed. The parcel is guided for future neighborhood by the Comprehensive Plan, so the City has the option of zoning the parcel as R-1, R-2 or R-3.

The applicant is requesting a rezoning to Planned Unit Development based on the standards of the R-2 zoning district. Section 1056.03 Subd. 3. states that detached townhomes are a permitted use in the R-2 zoning district if they are part of a PUD. Through the PUD, the applicant may also receive flexibility on a number of items required by the Zoning and Subdivision ordinances. The proposed flexibilities are discussed below.

PROPOSED PRELIMINARY PLAT:

The applicant is proposing to take the existing 2.5-acre lot and subdivide it to create a detached townhome development comprised of 12 buildable lots:

- The proposed plat would be called “SANDHILL VILLAS.”
- The plat will have two blocks; Block 1 will have seven lots, Block 2 will have five lots.
- The proposed plat would dedicate 0.37 acres as public right-of-way.

PROPOSED SITE PLAN

<u>Lot Standards</u>

The site plan shows minimum lots sizes and lot widths that are under the established minimum in the R-2 zoning district.

Standard	Proposed Size	Code Requirements (min.)	Compliance with Code
Lot Area (Interior)	4,827 sq. ft.	7,500 sq. ft.	**Does not comply; requires flexibility**
Lot Area (Corner/Butt/Through)	5,825 sq. ft.	9,000 sq. ft.	**Does not comply; requires flexibility**
Lot Width (Interior)	41 ft.	60 ft.	**Does not comply; requires flexibility**
Lot Width (Corner/Butt/Through)	Varies 46 – 48 ft.	72 ft.	**Does not comply; requires flexibility**
Maximum Height	35 ft.	35 ft.	**Complies**

The proposed site plan does not meet the minimum lot size standards in the City Code. The preliminary plat provided by the applicant shows a table with lot standards required by the code and proposed lot standards. This should be revised to properly show a single proposed minimum lot size for the interior lots and a single proposed minimum lot size for corner, butt and through lots.

The site plan shows five through lots and two corner lots in Block 2. Lots with frontages on two streets that are not corner lots are generally prohibited by the City's Subdivision Ordinance except where lots back on to collector and arterial streets such as this site. An additional 20-ft. landscaped buffer is required for double frontage lots and corner lots. This buffer should be shown on the plans and the landscape plan should be revised to meet buffer standards. Staff is including a condition of approval to require the applicant to provide revised plans for city review that correctly show the required buffers and proposed lot minimums. Staff has also included a condition that the internal unnamed public street must be given a name.

<u>Setbacks</u>

The site plan shows a minimum 10-ft. front yard setback from the internal road right of way and 25 ft. setback from the curb. Setbacks from rights-of-way are proposed as a 25-ft. rear yard setback from the 172nd Street Northwest right-of-way and a 30-ft. side yard setback from the 205th Avenue Northwest right-of-way. Side yard setbacks from adjacent units are shown as five-feet from the lot line and 10-ft. between buildings.

Setback	Type	Setback Proposed	Setback Required	Compliance with Code
Northern property line abutting 205th Avenue Northwest	Front Yard	30 ft. to primary structure	45 ft. from structure to right-of-way line	**Does not comply; requires flexibility**
Eastern property line abutting 172nd Street Northwest	Front Yard	25 ft. to primary structure	45 ft. from structure to right-of-way line	**Does not comply; requires flexibility**
Lot 1, Block 2 South property line abutting internal unnamed public street	Front Yard	10 ft. minimum to primary structure	25 ft. to principal structure	**Does not comply; requires flexibility**

Interior property lines abutting internal unnamed public street	Front Yard	10 ft. minimum to ROW 25 ft. minimum to curb	25 ft. to principal structure	**Does not comply; requires flexibility**
Western property line abutting adjacent property	Rear Yard	25 ft. to rear lot line	25 ft. to principal structure	**Complies**
Internal side yard setbacks between abutting lots	Side Yard	10 ft. between lots	10 ft. between lots	**Complies**

The site plan orients the "front" of the development onto the interior unnamed public street. However, the lots in Block 2 are through lots with yards that abut rights-of-way on both the east and west sides. Lot 7, Block 1 and Lot 1 and 5, Block 2 have additional lot lines abutting right of ways and are corner lots. Staff is generally supportive of the proposed setbacks.

Setbacks – Periphery

The through lots that are shown with a 25-ft. rear setback from 172nd Street should be shown as a 30-ft. front setback. Through lots are considered to have two frontages and should be shown with front yard setbacks from the right-of-way. Staff is including a condition of approval to require the applicant to provide revised plans for city review that correctly show the required setbacks.

The periphery setback along the northern edge of the property abutting 205th Street is shown at 30 feet where 45 feet is required. Staff is comfortable with the proposed setback and is supportive of providing this flexibility in this development.

Building Height

The applicant is proposing a building height of approximately 16 ft. The code allows a maximum building height of 35 ft. The proposed building height meets code standards.

Sidewalks

The site plan does not currently show a sidewalk along the internal public street. There is an existing sidewalk on the eastern side of 172nd Street Northwest, across the street from the proposed development. The applicant is proposing to include an eight-foot-wide path along 205th Avenue Northwest at the request of staff. 1011.05 Subd. 5 requires that PUDs provide a clear path system that connects each housing unit to designations within the site and the surrounding neighborhood. The code requires that sidewalks not less than five feet in width be constructed along the frontage of all public streets. Trail should be designed and constructed to meet the City Engineer's standards. The site plan currently shows a connecting path from the north end of the cul-de-sac to the planned trail along 205th Avenue Northwest.

As proposed, the site plan will require flexibility from the requirement to provide sidewalks along the frontage of all public streets for the frontage along the street internal to the development.

PARKING

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

Site	Minimum Parking Spaces Required	Maximum Allowed Parking	Garage Spaces Required	Surface Stalls Proposed	Garage Stalls proposed
Total	24	24	24	0	24

The City Code requires two enclosed parking stalls for each single family dwelling unit. The development complies as proposed.

LANDSCAPING

The City's zoning ordinance requires a landscaping plan with every PUD application, which the applicant has provided. The landscape plan shows a total of 21 coniferous trees, 10 deciduous trees, 14 ornamental trees (equivalent to three trees) and 43 shrubs (equivalent to 14 trees) for a total of 48 trees. Three trees proposed by the applicant are not found on the approved list of trees in the City Code, and all are whitespire birch clump. A Whitespire birch "clump" is where there are more than 3 trunks on the tree. Trees that are not approved in the City Code require approval by the Zoning Administrator. Staff is comfortable approving this tree species.

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

<u>Trees per Dwelling Unit</u>

The Code requires two trees per dwelling unit in the front yard for single family dwelling uses. The proposed plan has 12 dwelling units which will require a minimum of 24 trees. Four of the trees placed in the front yard are ornamental trees, resulting in a total of 22.3 trees proposed. As such, the submitted landscape plan does not comply with the code. The landscaping plan should be revised to include the equivalent of two trees per lot with one tree required in the front yard. Staff has included this as a condition of approval consistent with the Planning Commission recommendation.

<u>Buffer Plantings</u>

The through lots on the site plan require a 20-ft. buffer yard from the abutting street in which the density of the plantings will be determined by the Zoning Administrator. Plantings required for the buffer yard are not counted toward the minimum planting requirements for the site.

The plan appears does not meet the minimum landscaping requirements. Plans should be revised to show designation between deciduous, coniferous, and ornamental trees, the correct names of trees and the area of the buffer yard required for through lots.

Staff has included conditions of approval that the applicant revised the number of trees in the front yards, tree designations, separate planting charts based of off required landscaping and buffer yards, correctly

label trees, and show the buffer. Staff also recommends that the number of plantings on the northwest corner of the lot be increased to allow for a full row of plantings along 205th Avenue.

Phasing Plan – Landscaping

The applicant has not provided a phasing plan for the landscaping at this time, but it is assumed that the landscaping provided for each lot will be installed during the development of that lot. Staff recommends that a landscape escrow be attached to each lot to be released to the developer and/or lot owner upon installation of the required landscaping for each lot. A phasing plan will be required for the plantings within the landscape buffer yard and has been included as a condition of approval by city staff.

UTILITIES

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

A drainage and utility easement will be required over the location of underground utility lines and should be shown on the plans. Staff has included conditions of approval that the applicant revised the plans to show this. Staff has included a condition for approval that a stormwater management plan must be submitted for review and plans must be revised to show normal and high water levels of all ponds and watercourses.

STORM WATER MANAGEMENT:

Two drainage areas that are connected by a flared end section are shown on the site plan. When a storm water management plan is created, storm water management techniques will be required to be consistent with the City's Subdivision Ordinance, and with the following additions consistent with PUD requirements:

1. All retention basins shall resemble natural ponds to the maximum extent possible.
2. Retention basin landscaping shall include indigenous plants and landscaping materials.

BUILDING DESIGN STANDARDS

The detached villa units as proposed will be either a mix of vinyl lap siding, vertical vinyl siding, stone and timberline shingles or vinyl lap siding, vinyl shakes, stone and timberline shingles. Two of the four housing types include front porches. Colors have been identified for materials. The applicant should provide colored elevations and material samples to the city for approval and staff has included it as a condition of approval.

The Section 1011 of the Zoning Code sets standards for PUDs that buildings should address the street with varied and articulated facades, frequent entries and windows. The applicant has submitted four types of housing Meadow View, Meadow View with porch, Sand Hill Crane and Sand Hill Crane with porch. Staff believes that windows could be enlarged or added along the front, right and rear elevations to improve the design of the homes. The most visible parts of the homes will be the front and rear elevations which currently

have large blank spaces or smaller windows that create undesirable vertical separations along the building face.

NEIGHBORHOOD CONFIGURATION

The planning commission may wish to comment on the overall neighborhood configuration, as it relates both to vehicle circulation and to cohesive neighborhood design. The code outlines the following considerations for neighborhood configuration for Residential PUDs:

- Clustering development toward identifiable features, such as preserved open space or a physical amenity such as a ball field or school

STREETS

The development is proposed to be served by an unnamed street. The street will be required to be named and will be required to be a public street.

STREETSCAPE

Furthermore, neighborhood configuration highlights the role of the streetscape and notes that "the lots may be arranged such that the principle structures will face a street space enhanced with landscaping, street trees, boulevards, medians, or other landscaping techniques appropriate to the City's street design standards."

Additional streetscape standards may be negotiated as part of the PUD process.

LIGHTING

The applicant has submitted a lighting plan. The only light proposed is located at the intersection of the unnamed internal public street and 172nd Street.

The applicant has not provided details for the lighting. Staff has included the submittal of lighting detail sheets as a condition of approval.

SIGNAGE

Signage was submitted as part of the concept plan review, but was not submitted with the application for site plan. No signage is shown on the site plan. Any and all signage to be installed on site will require a separate sign permit to be issued to the applicant.

NEIGHBORHOOD DESIGN STANDARDS

Section 1011.08 of the code sets design standards for residential PUD developments. These standards are in place to implement the housing, neighborhood, environmental and greenway goals and policies of the Big

Lake Comprehensive Plan. Residential developments shall be designed in patterns which incorporate the following elements:

NATURAL HABITAT

Residential PUDs are required to be designed to preserve the maximum quantity of natural habitat open spaces in a contiguous, connected configuration. Natural habitat open space may include, but are not limited to, fields, pastures, wetlands, slopes, bluffs, dense woods, lakes, ponds, streams, shorelands, and other environmentally sensitive areas or desirable view sheds. If the applicant should choose to provide any amenity areas, they must be platted as outlots and held as open space in perpetuity.

The site plan does not denote any areas to be preserved as natural habitat, neighborhood recreation or , greenways.

PEDESTRIAN CORRIDORS

The site plan has been changed notably from the concept plan and no longer shows a sidewalk beginning at the termination point of the cul-de-sac and running parallel along 205th Street. The trail now runs along 205th Avenue and connects to the cul-de-sac. The applicant will be required to include any pedestrian corridors at a minimum of 30 ft. in width. An easement is required for this 30 ft. Staff has included a condition that the plans be revised to show this 30 ft. easement.

NEIGHBORHOOD RECREATION

The site plan does not include any areas for neighborhood recreation. The code notes that developments may include neighborhood recreation open spaces such as greens, commons, playgrounds, ball fields, gardens, or other recreational areas.

PUD FLEXIBILITY REQUESTED:

PUD JUSTIFICATION

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

1011.01: PURPOSE:

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

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

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

PUD FORMAT

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

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

OVERVIEW OF REQUESTED FLEXIBILITY

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

1. Permission to have reduced lot area minimums and lot width minimums.

2. Permission to have building setbacks that do not meet 45-ft. minimum setback requirements from a collector street and the 25-ft. minimum for front building setbacks.

PUD FLEXIBILITY ITEM #1: REDUCED LOT AREA AND LOT WIDTH MINIMUMS.

The R-2 zoning district provides the following standards:

1046.08: LOT AREA, HEIGHT AND SETBACK REQUIREMENTS

Subd. 2 Non-Shoreland District Requirements.

2. Detached Townhomes Non-Shoreland

Minimum Lot Area Interior Lot:	*7,500 square feet*
Minimum Lot Area Corner/Butt/Through Lot:	*9,000 square feet (20% larger than interior lot)*
Minimum Lot Width Interior Lot:	*60 feet*
Minimum Lot Width Corner/Butt/Through Lot:	*72 feet (20% larger than interior lot)*

Lots located adjacent to power lines, pipe lines or rail road right-of-way are required to be platted twenty (20) feet longer than other lots to accommodate the required buffer and screening outlined in Section 1027 (Landscape, Screening and Tree Preservation) of this Ordinance.

Maximum Height Principal Structure:	*35 feet (25 in Shoreland Districts)*

The applicant's proposed lot area is reduced by 2,673 sq. ft. for interior lots and 2,774 sq. ft. for corner, butt and through lots. The reduced setbacks allow for the creation of more units within the site, staff supports the proposed coverage.

PUD FLEXIBILITY ITEM #2: BUILDING SETBACKS

The R-2 zoning district provides the following standards:

1046.08: LOT AREA, HEIGHT AND SETBACK REQUIREMENTS

Subd. 2 Non-Shoreland District Requirements.

2. Detached Townhomes Non-Shoreland

Principal Structure Setbacks:

Front:	*25 feet*
Side:	*10 feet*
Rear:	*25 feet*
Minimum Setback between Buildings:	*10 feet*

The proposed front building setbacks are less than the required standard to allow for a more spread out design. The intent to have a lower structure setback is to allow for a denser development on the site. While the structures are closer than allowed to rights-of-way, it allows for the maximization of the site while still meeting the character of the community. Therefore, staff is supportive of the request to allow the reduced setback as shown on the plans; however, setbacks along 172nd St. NW should be adjusted to be set back 30 ft. from the collector road.

DEVELOPMENT FEES

PARK DEDICATION

The City's subdivision ordinance and fee schedule state residential subdivisions must dedicate 10% of the land being subdivided as parkland OR pay a fee equal to 10% of the value of the land with a minimum of $2,500 per unit. It is at the City's discretion whether to require a land donation or allow the fee in lieu to be paid. In this case, the cash option is preferable as there is available land left to be dedicated.

The park dedication requirement is based on the minimum value per unit. The applicant is proposing 12 units which will require $30,000 (12 x $2,500) in park dedication fees.

TRUNK SEWER FEE, TRUNK WATER FEE AND TRUNK STORM SEWER FEE

When land is developed, trunk sewer and trunk water fees are charged based on the amount of land that is being developed. These fees are "per acre" and help the City cover the costs of providing sewer and water infrastructure as the City grows. The fees are set every year by a City Council resolution and generally increase each year to account for inflation and actual costs of providing infrastructure. The applicant has not paid the correct fees to be considered "shovel-ready." These fees will be required to be paid prior to the City releasing a final plat for recording.

The 2020 fee schedule sets trunk fees at $1,650 per acre for trunk water and $5,330 per acre for trunk sewer. Trunk storm sewer fees are "case by case" and are waived entirely if all storm water is contained within the plat boundary. The proposed 2020 fee schedule keeps these fees at the same level.

The Applicant is proposing to subdivide 2.5 acres of land with "SANDHILL VILLAS." Of the existing lot, 0.37 acres of the land will be dedicated as right-of-way. Therefore, the 2.13-acres of land being developed will be required to pay fees.

SEWER ACCESS CHARGES (SAC) AND WATER ACCESS CHARGES (WAC) FEES

These fees, which are used to fund investments in expanding the capacity of the City's sewer and water plants and infrastructure as the City grows, are collected at the time of building permit issuance. The 2020 fee schedule sets the fees on a per unit basis at $3,585 for the WAC fee and $5,325 for the SAC fee. Because the fees are due at the time of building permit issuance, the amount is subject to change if the fee schedule is updated.

PLANNING COMMISSION PUBLIC HEARING:

The Planning Commission reviewed the development application at their regularly scheduled meeting on April 1, 2020. One written comment was received for the project.

The Planning Commission discussed the overall project with the applicant and noted their general support. The Planning Commission discussed the flexibility requested and was willing to provide it. The Planning Commission did ask about snow storage on the site. The applicant should be ready to discuss the options for snow storage and prepare an exhibit showing plans for snow storage.

The Planning Commission also discussed the setbacks on the property. The Planning Commission discussed the north setback and their support for the reduced setback. The staff report has been revised for added clarity.

The Planning Commission passed a motion recommending approval with a 6-0 vote. They recommended approval with Staff's proposed conditions in addition to two (2) revisions to conditions, found in red:

2. The submitted plans should be revised to include the following:

    d. ~~Revise setbacks to show 45-ft. front building setbacks from the right-of-way where frontages exist on the right-of-way.~~ Show adequate buffer that the city engineer and city staff support.
    f. Revise the landscaping plan to include the equivalent of two trees in each ~~front yard~~ lot with a minimum of one tree in the front yard.

3. The PUD approval is for twelve (12) ~~apartment~~ villa buildings and twelve (12) attached accessory garage structures. No additional structures may be built without a revision to the PUD.

OTHER STAFF COMMENTS:

Engineering and Public Works:

Engineer's memo attached as Attachment C.

Fire Department

No comment.

Police Department

Chief Scharf stated his support for the project.

Other Comments.

Xcel Energy has confirmed that the project could be served by Connexus Electric by a gas main running along 172nd Street.

FINANCIAL IMPACT
NA

STAFF RECOMMENDATION
Staff is recommending approval of the development stage PUD, Preliminary Plat, Rezoning and Preliminary Site and Building Plan for the Sandhill Villas project. Staff's recommendation of approval comes with the following conditions:

PLANNING AND ZONING CONDITIONS

1. The following Planned Unit Development (PUD) flexibility shall be granted, in accordance with the approved plans:

    a. Permission to have reduced lot area minimums and lot width minimums as shown on the plans.
    b. Permission to have building setbacks that do not meet 45-ft. minimum setback requirements from a collector street and the 25-ft. minimum for front building setbacks.

2. The submitted plans should be revised to include the following:

    a. Revise plans to show the 20-ft. buffer yard required on corner and through lots.
    b. The internal public street must be given a name.
    c. Revise proposed lot standards to properly show proposed minimum lot sizes.
    d. Show adequate buffer that the city engineer and city staff support.
    e. Revise the landscaping plan to be in compliance with Section 1027 of the City's Zoning Code.
    f. Revise the landscaping plan to include the equivalent of two trees in each lot with a minimum of one tree in the front yard.
    g. Submit a phasing plan for plantings within the buffer yard.
    h. Plans should be revised to show drainage and utility easements where applicable.
    i. Revise the utility plan to include the normal and high water level of all ponds and watercourses.
    j. Submit lighting detail sheets as for lighting that will be constructed.
    k. Revise plans to show at least a 30 ft. easement over pedestrian corridors.
    l. Submit a stormwater management plan.
    m. Building plans should be provided that show proposed material colors.

3. The PUD approval is for twelve (12) villa buildings and twelve (12) attached accessory garage structures. No additional structures may be built without a revision to the PUD.

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

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

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

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

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

9. A park dedication cash-in-lieu payment shall be made at a level consistent with the City Code and approved Fee Schedule. Residential developments are required to dedicate 10% of the value of the land. The City will require that the Applicant pay the total park dedication cash requirement prior to release of the final plat for recording, subject to the fee schedule in place at the time. The current fee schedule would require a park dedication fee of $30,000 for the 12 residential units.

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

11. Trunk sewer and trunk water charges will be calculated at the time of final plat.

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

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

ATTACHMENTS

Attachment A:	Site Location Map
Attachment B:	Public Hearing Notice
Attachment C:	Engineer's Memo
Attachment D:	Resolution approving the Development Stage PUD, Preliminary Plat and Site and Building Plan
Attachment E:	Preliminary Plat and Engineering Plans
Attachment F:	Landscape Plan
Attachment G:	Building Elevations

Attachment A

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: 10/23/19

Account #: 388115
Customer: CITY BIG LAKE ~

Address: 160 LAKE STREET N
BIG LAKE

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

Ad ID: 989851
Copy LIne: Siemers Sandhill Villas Concep

PO Number:
Start: 10/26/19
Stop: 10/26/2019
Total Cost: $112.00
# of Lines: 59
Total Depth: 6.556
# of Inserts: 1
Ad Class: 150
Phone # (763) 691-6000
Email: publicnotice@ecm-inc.com
Rep No: CA700

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Star News

Ad Proof
Enlarged

CITY OF BIG LAKE NOTICE OF PUBLIC HEARING CONCEPT PLAN FOR A PROJECT KNOWN AS "SANDHILL VILLAS"

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

Applicant:
Troy and Kelly Siemers
20438 172nd Street
Big Lake, MN 55309

Parcel Identification Number:
10-560-0115

Legal Description:
Lot 3, Block 1, Sandhill Acres, Sherburne County, Minnesota

The Applicant is proposing to build 12 detached townhomes, otherwise known as "villas," on 2.5 acres at the intersection of 172nd St NW and 205th Ave NW. The parcel will be required to be annexed into the City of Big Lake, and would be zoned R-2 with a PUD overlay at annexation. The Planning Commission and members of the community are asked to provide the Applicant with feedback to take into consideration as they plan out the more specific details of their development.

Both oral and written comments will be considered by the Planning Commission. If you desire to be heard in reference to this matter, you should attend this hearing or submit written comments to City Hall prior to the public hearing. If you have any questions, please feel free to contact Sara Woolf, Planning Consultant at 612-638-0227 or SWoolf@biglakemn.org. Comments can be emailed to Sara or mailed to City Hall at 160 Lake Street N.

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Star News
October 26, 2019
989851

BOLTON & MENK
Real People. Real Solutions.

Attachment C

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

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

March 24, 2020

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

RE: Sandhill Villas Preliminary Plat
City of Big Lake, Minnesota
Project No.: W18.119973

Dear Sara,

We have reviewed the Preliminary Plat, drainage calculations, and preliminary construction plans which are dated February 28, 2020 and were submitted for the above referenced project. We have the following comments:

1. The applicant shall provide the City of Big Lake with written verification, by a certified professional, that no wetlands exist on the property.
2. The proposed roadway name shall be included on the Preliminary Plat.
3. All proposed drainage and utility easements shall be clearly identified on the Preliminary Plat.
4. All storm sewer proposed outside of public right-of-ways shall be contained within easements and identified on the Preliminary Plat.
5. All stormwater basins shall be contained within easements. The easements shall be identified on the Preliminary Plat.
6. The applicant shall obtain a MPCA sanitary sewer extension permit.
7. The applicant shall obtain a MDH watermain extension permit and submit a copy to the city.
8. The applicant shall obtain a work within the right of way permit from the city.
9. The applicant shall obtain a NPDES Construction Stormwater Permit and shall submit a copy of the permit to the city prior to construction.
10. The applicant shall enter into a Stormwater Maintenance Agreement for the infiltration basins on the property.
11. The applicant shall prepare a Stormwater Maintenance Plan for the infiltration basins to be included in the Stormwater Maintenance Agreement.
12. The bituminous trail proposed within Outlot A shall be a minimum of 10 feet in width and shall include an ADA compliant concrete pedestrian ramp at the intersection of 205th Ave. NW and 172nd St. NW.
13. The infiltration basins shall be seeded with MnDOT seed mix 35-221. The applicable plan sheet notes shall be revised.

Bolton & Menk is an equal opportunity employer.

Attachment D

Preliminary Plat of SANDHILL VILLAS

CITY OF BIG LAKE
SHEBURNE COUNTY, MN

Lot Standards	Minimum	Proposed
Lot Area Interior Lot	7,500 sq ft	4,827 sq ft/5,927 sq ft
Lot Area Corner/Butt/Through Lot	9,000 sq ft	6,226 sq ft
Lot Width Interior Lot	60 ft	41 ft
Lot Width Corner/Butt/Through Lot	72 ft (20% larger than interior lot)	varies 48 ft, 46 ft
Maximum Height Principal Structure	35 ft	35 ft
Principal Structure Setbacks	**Minimum**	**Proposed**
Front	25 ft	25 ft from curb
Side	10 ft	5 ft
Rear	25 ft	25 ft
Minimum Setback between buildings	10 ft	10 ft
Collector Road	45 ft (from R/W line)	30 ft (from R/W line)
Arterial Road	50 ft (from R/W line)	

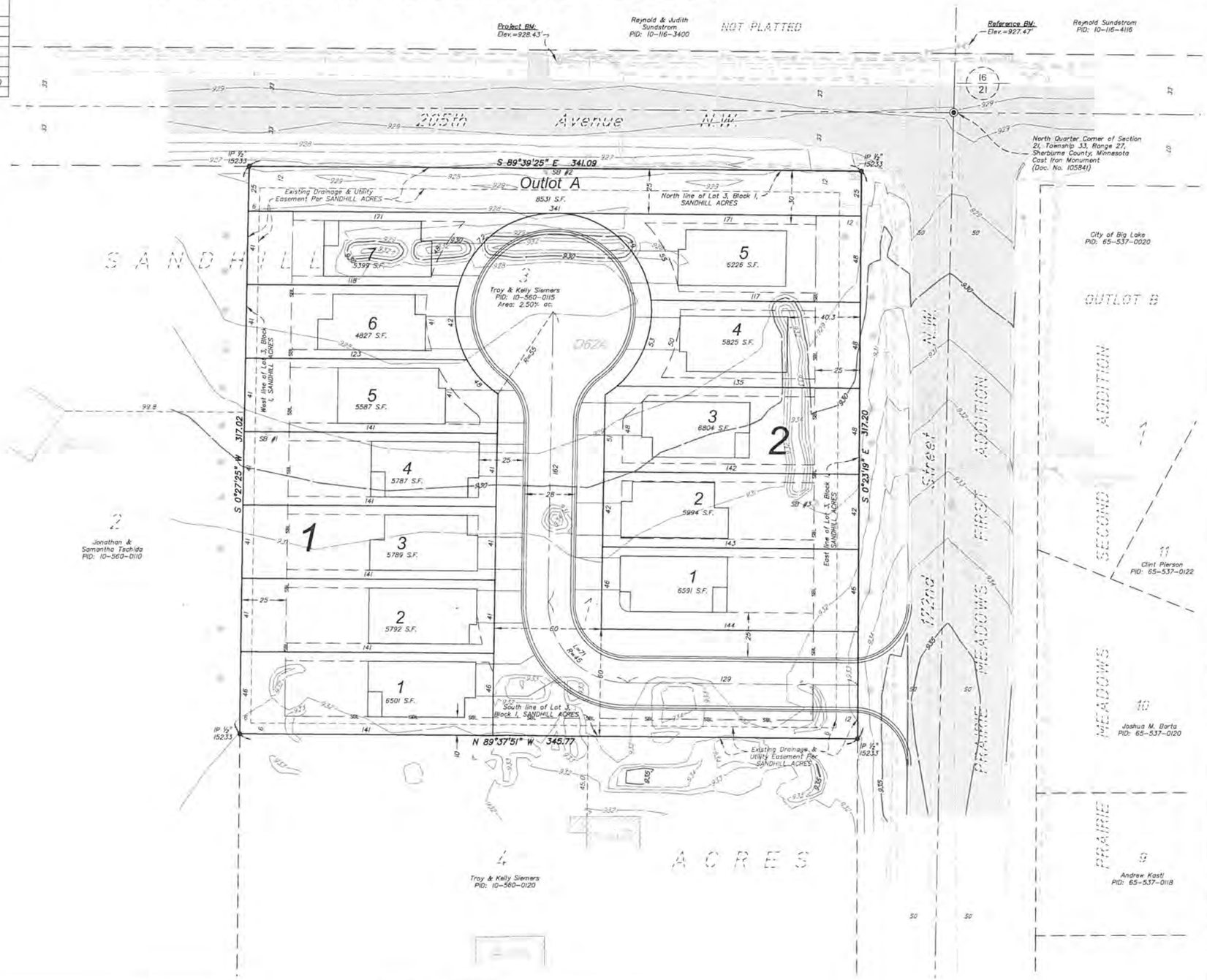
Exitsting Property Description:
(Per Doc. No. 816184)
Lot 3, Block 1, Sandhill Acres, Sherburne County, Minnesota.

Surveyor's Note(s):
1. This survey was performed without the benefit of a title report. No search for recorded or unrecorded easements or restrictions was made by the surveyor.
2. Subject property is not within shoreland overlay district. Subject property is not within a flood plain district.
3. The underground utilities shown have been located from observed evidence together with evidence from plans and markings by utility companies and other appropriate sources gathered from Gopher State One Ticket No. 200030389 dated 01/03/2020.

N

0 30
SCALE: 1" = 30'

LEGEND:
- Denotes found iron monument
- Denotes found cast iron monument
- Denotes electric meter
- Denotes gas marker
- Denotes sanitary manhole
- Denotes watervalve
- Denotes sign
- Denotes power pole
- Denotes guy wire
- Denotes cable television box
- Denotes telephone pedestal
- Denotes hydrant
- Denotes flared end section
- Denotes small planted pine tree
- LS 15233 Denotes Dennis V. Taylor, LS
- Denotes bituminous surface
- Denotes wood fence
- Denotes overhead electric
- Denotes easement
- Denotes right of way
- Denotes major contour
- Denotes minor contour
- Denotes sanitary sewer
- Denotes storm sewer
- Denotes waterline
- Denotes existing adjoiners
- SBL Denotes building setback line
- Denotes underground telephone
- Denotes underground gas line
- Denotes underground electric
- Denotes underground gas line
- D62A Denotes soil classification type



Bearings are based on the plat of SANDHILL ACRES. For the purpose of this plat, the north line of the Lot 3, Block 1, SANDHILL ACRES has a county bearing of South 89 degrees 39 minutes 25 seconds East.

REFERENCE BENCHMARK:
Top nut of hydrand on the N. side of 205th Avenue NW, 22.3 feet N. of bit edge, 24 feet NW. of telephone pedestal. Near NE corner of site.
Elevation = 927.47 (NAVD 88) Per Plat of SANDHILL ACRES

PROJECT BENCHMARK:
Southwest concrete corner of telecommunications pad north of 205th Avenue NW, east of bituminous field entrance near mid site.
Elevation = 928.43 feet (NAVD 88)

OWNER:
Troy and Kelly Siemers
20438 172nd St. NW
Big Lake, MN 55309
763-607-8985

DEVELOPER:
Modern Construction of Minnesota
621 Main Street Northwest
Elk River, MN 55330
763-200-6378

SURVEYORS & ENGINEERS:
Bogart, Pederson & Associates, Inc.
13076 First Street
Becker, MN 55308-9322
763-262-8822

EXISTING ZONING: Agricultural
PROPOSED ZONING: R-2 Medium Density Residential and Planned Unit Development (PUD)

TOTAL ACREAGE: 2.50± Acres

DATE: February 28, 2020
FIELD DATE: January 7, 2020
BK/PG: 71.91/10
DRAWN BY: DJJ
CHECKED BY: CAW
DWG FILE: Prelim Plat
FILE NO: 20-0019.00

REVISIONS:

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

Signed: Craig Wensmann
Craig A. Wensmann
Date: 2/28/20 Lic. No. 47466

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
CIVIL ENGINEERING
MAPPING
13076 FIRST STREET, BECKER, MN 55308-9322
TEL: 763-262-8822 FAX: 763-262-8844

PRELIMINARY
PLAT FOR
Modern Construction of Minnesota
SANDHILL VILLAS
City of Big Lake
Sherburne County, MN

VICINITY MAP
Sec. 21, Twp. 33, Rng. 27
Sherburne County, MN

SOILS CHART

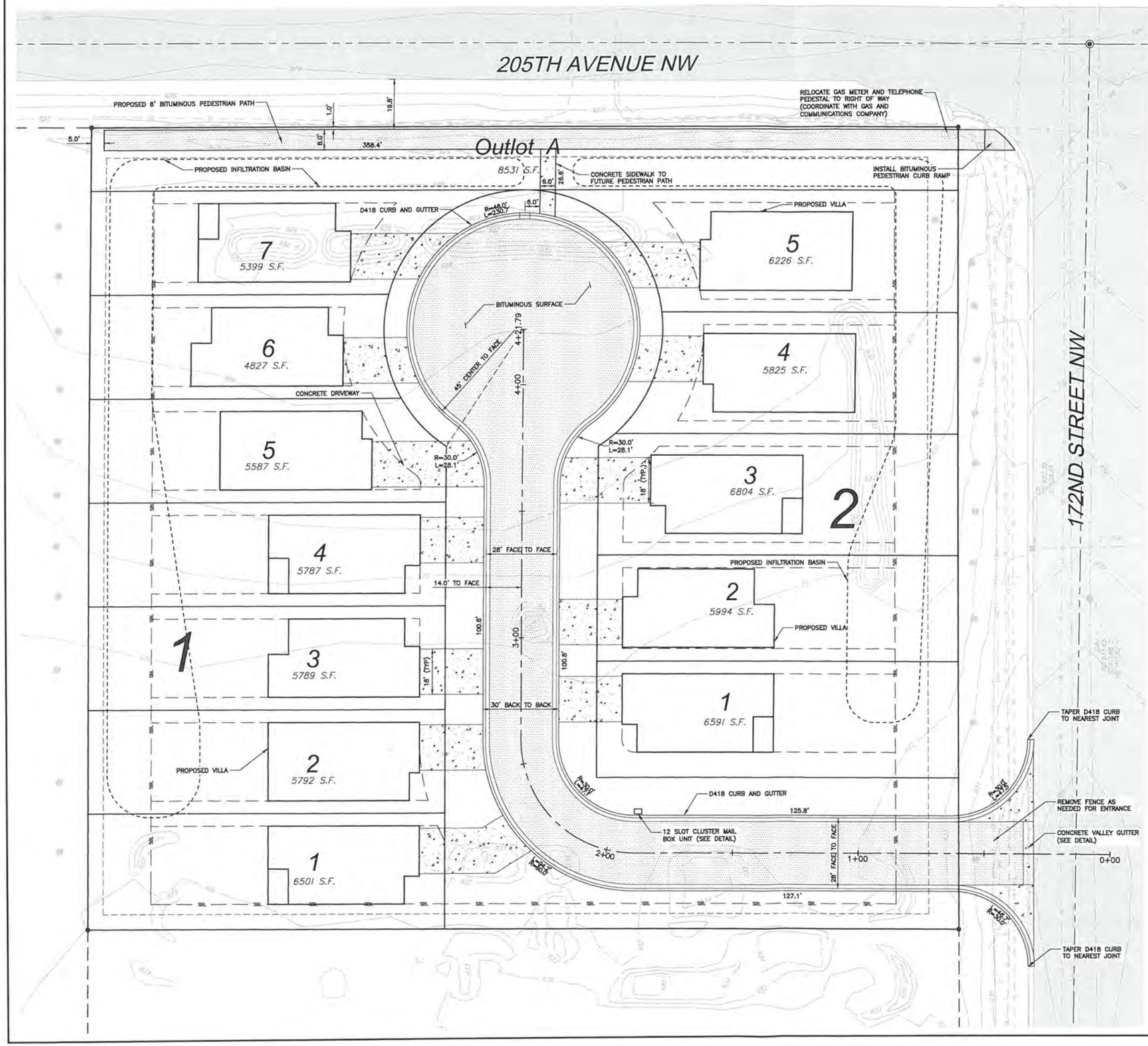
Map symbol & soil name	Hydrologic group	Water table depth (in)
D62A: Hubbard-Mosford complex, Mississippi River Valley, 0 to 3 percent slopes	A	>80

* Data from USDA Web Soil Survey

SOIL BORING LOG Matthew Blesi – MPCA Cert. No. 4952

Soil Boring #	Elevation	Depth of Boring	Notes
Soil Boring 1	929.3	72"	No water table to 72" (boring refusal)
Soil Boring 2	927.7	18"	Could not go deeper due to rocks
Soil Boring 3	930.7	96"	Water table encountered at 92" = 923.0

BOGART, PEDERSON & ASSOCIATES, INC.



LEGEND:

- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED TURF ESTABLISHMENT
- MOUNTABLE CONCRETE CURB AND GUTTER – D418

SCALE: 1" = 20'

SITE PLAN NOTES:

1. INNER CURB DIMENSIONS ARE SHOWN TO FACE OF CURB. ALL OTHER CURB DIMENSIONS ARE TO BACK OF CURB, UNLESS SHOWN OTHERWISE.
2. ALL CONCRETE RAMPS, SIDEWALKS AND ACCESSIBLE HANDICAPPED PARKING STALLS TO CONFORM TO CURRENT A.D.A. REQUIREMENTS.
3. CONTRACTOR SHALL FIELD VERIFY HORIZONTAL AND VERTICAL LOCATION OF EXISTING UTILITIES PRIOR TO START OF CONSTRUCTION.
4. CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES PRIOR TO THE START OF CONSTRUCTION.
5. CONSTRUCTION SHALL BE IN ACCORDANCE WITH APPLICABLE CITY, COUNTY AND STATE REGULATIONS.
6. SITE SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE PLANS APPROVED BY THE CITY OF BIG LAKE COMMISSION.
7. NO SNOW STOCKPILING SHALL BE DONE ON MNDOT R.O.W. EXCESS SNOW SHALL BE TRUCKED OFF-SITE.
8. HOUSE ENVELOPE IS SHOWN FOR REFERENCE ONLY AND IS APPROXIMATE. REFER TO ARCHITECTURAL AND STRUCTURAL PLANS FOR COORDINATION OF SITE CONSTRUCTION WORK.

SITE PLAN INFORMATION:

PARCEL AREA:
•2.50 ACRES ±

EXISTING ZONING:
•R-2 MEDIUM DENSITY RESIDENTIAL

PROPOSED ZONING:
•PROPOSED PLANNED UNIT DEVELOPMENT

PROPOSED SETBACKS:
•FRONT: 10' (25' FROM BACK OF CURB)
•SIDE: 5'
•REAR: 25'

SITE DATA	EXISTING		PROPOSED		
ROAD AREA	0	SF	16,236	SF	%-
HOUSE AREA	0	SF	21,280	SF	%-
DRIVEWAY AREA	0	SF	6,519	SF	%-
PERVIOUS AREA	108,900	SF	64,865	SF	%-
TOTAL AREA	108,900	SF	108,900	SF	

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

REV NO.	DATE	DESCRIPTION
1	02/28/2020	DRAWINGS ISSUED TO CITY

DATE: 02/28/2020
DESIGN BY: MJM
DRAWN BY: MJM
CHECKED BY: WPA, CJD
DWG FILE: SITE BASE
FILE NO.: 20-0019.00

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

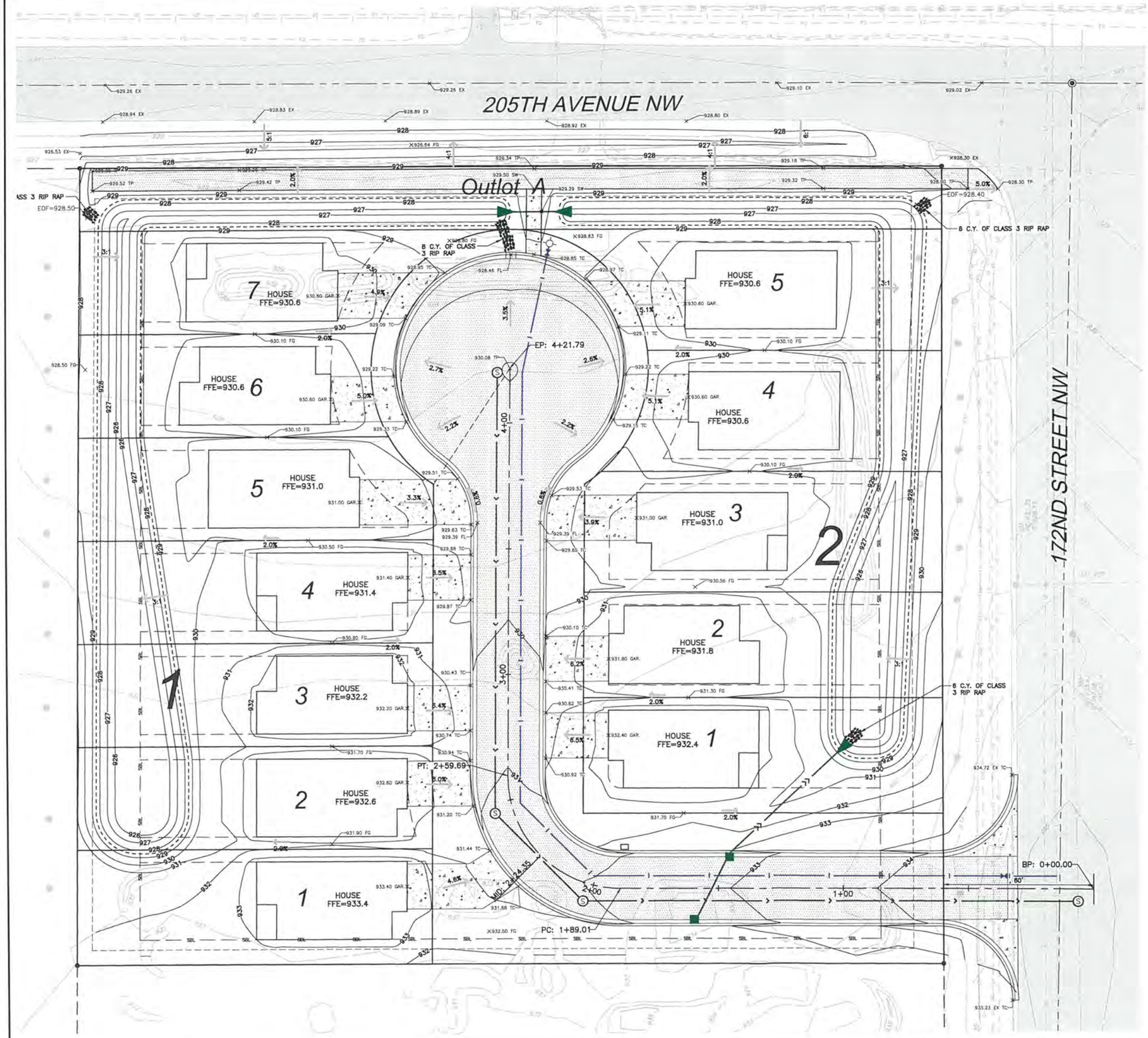
Signed: Wesley P. Davis
Date: 02/28/2020 Lic. No. 55886

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
CIVIL ENGINEERING
ENVIRONMENTAL SERVICES
13076 FIRST STREET, BECKER, MN 55308-9322
TEL: 763-262-8822 FAX: 763-262-8844

SANDHILL VILLAS
City of Big Lake, Sherburne County, MN
SITE AND DIMENSION PLAN

SHEET NO.
C1.0

2/27/2020 3:50 PM K:\Projects Current\20-0019.00 Sandhill Villas\Dwg\CAD Files\Site Plan.dwg



LEGEND:

	PROPOSED RIP RAP
×980.50 TC	NEW TOP-BACK OF CURB ELEVATION
×980.50 FL	NEW FLOW LINE OF CURB ELEVATION
×980.50 TP	NEW TOP OF PAVEMENT ELEVATION
×980.50 FG	NEW FINISHED GRADE ELEVATION
× 980.50 EX	EXISTING ELEVATION
984	PROPOSED CONTOUR
	PROPOSED SLOPE
EOF	EMERGENCY OVERFLOW

N

0 20'

SCALE: 1" = 20'

GRADING GENERAL NOTES

1. THE CONTRACTOR SHALL NOTE ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS IN THE FIELD REPRESENTED WITHIN THE PLANS AS SHOWN AND ALERT THE ENGINEER BEFORE BIDDING THE PROJECT AND BEGINNING CONSTRUCTION.
2. CONTRACTOR SHALL LOCATE AND VERIFY ALL UTILITIES WHICH MAY AFFECT THIS WORK AND NOTIFY THE OWNER OF ANY CHANGES. CONTACT LOCAL UTILITY COMPANIES FOR EXACT LOCATIONS PRIOR TO BIDDING THE PROJECT AND COMMENCING WORK.
3. CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS TO PREVENT SILT AND DEBRIS RUN-OFF DURING GRADING OPERATIONS (I.E. SILT FENCE, STRAW BALES, ETC.).
4. CONTRACTOR SHALL VERIFY CRITICAL ELEVATIONS TO ENSURE CONFORMANCE WITH GRADING PLAN, PARTICULARLY WITH EXISTING STRUCTURES AND/OR PAVEMENTS TO REMAIN. MEET EXISTING GRADES ALONG STREETS, PROPERTY LINES, AND DRIVEWAY ENTRANCES. RESTORE ALL PAVEMENTS THAT REMAIN TO THEIR ORIGINAL IF NOT BETTER CONDITION. NOTIFY OWNER OF ANY CONFLICTS PRIOR TO BIDDING THE PROJECT.
5. TURF ESTABLISHMENT AREAS SHALL RECEIVE MINIMUM OF 4" DEPTH AS MEASURED IN PLACE OF TOPSOIL. TOPSOIL WILL BE FURNISHED AND INSTALLED BY THE CONTRACTOR. ALL GRADED SLOPES GREATER THAN OR EQUAL TO 5:1 SHALL BE HYDROSEEDED, EROSION CONTROL BLANKETED, OR MULCHED TO HELP STABILIZE THE SLOPES BY GENERAL CONTRACTOR.
6. PROPOSED SPOT ELEVATIONS ARE TO THE TOP OF CURB UNLESS NOTED OTHERWISE. ELEVATION OF FLOW LINE IS 6" BELOW TOP OF CURB UNLESS OTHERWISE SHOWN.

REV NO.	DATE	DESCRIPTION
1	02/28/2020	DRAWINGS ISSUED TO CITY

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CHECKED BY: WPA, CJD
DWG FILE: GRADING
FILE NO.: 20-0019.00

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13076 FIRST STREET, BECKER, MN 55308-9322
TEL: 763-262-5822 FAX: 763-262-5844

SANDHILL VILLAS

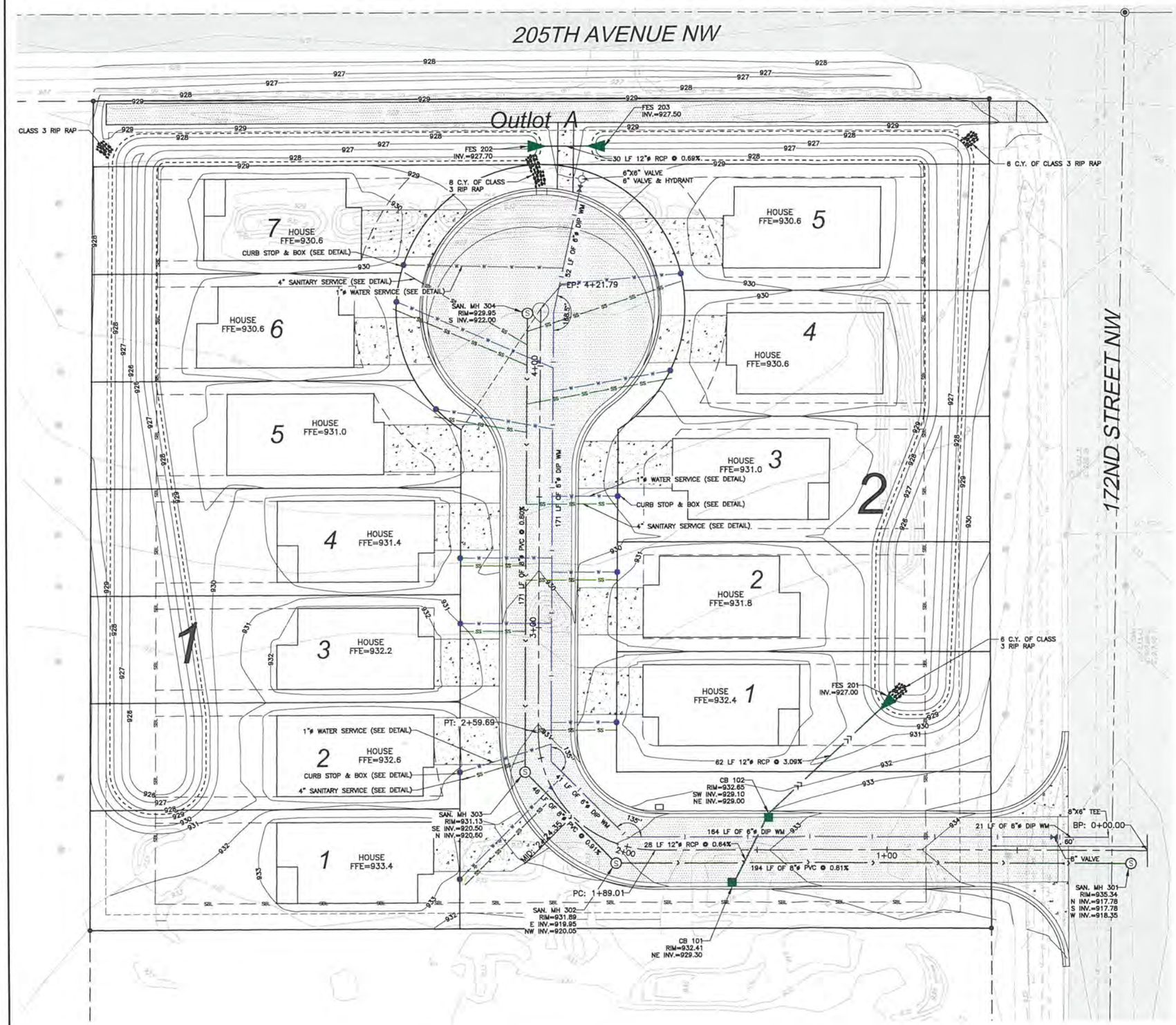
City of Big Lake, Sherburne County, MN

GRADING PLAN

SHEET NO.

C2.0

2/27/2020 3:51 PM N:\Projects Current\20-0019.00 Sandhill Villas\Civil\CAD Files\Grading Utility.dwg



LEGEND:

- PROPOSED STORM SEWER
- PROPOSED WATER LINE
- PROPOSED SANITARY SEWER
- PROPOSED WATER SERVICE
- PROPOSED SANITARY SERVICE
- PROPOSED MANHOLE
- PROPOSED FLARED END SECITON
- PROPOSED CATCH BASIN
- PROPOSED GATE VALVE & BOX
- PROPOSED CLEANOUT
- PROPOSED RIP RAP

N

0 20'
SCALE: 1" = 20'

UTILITY GENERAL NOTES

1. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL UTILITY RELOCATIONS.
2. CONTRACTOR SHALL LOCATE AND VERIFY ALL UTILITIES WHICH MAY AFFECT THIS WORK AND NOTIFY OWNER OF ANY CHANGES. CONTACT LOCAL UTILITY COMPANIES FOR EXACT LOCATIONS PRIOR TO BIDDING THE PROJECT AND COMMENCING WORK.
3. CONTRACTOR SHALL VERIFY CRITICAL ELEVATIONS TO ENSURE CONFORMANCE WITH GRADING PLAN AND EXISTING UTILITIES, PARTICULARLY WITH EXISTING STRUCTURES AND/OR PAVEMENTS TO REMAIN.
4. THE CONTRACTOR SHALL NOTE ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AS EXISTING IN THE FIELD AND AS REPRESENTED WITHIN THE PLANS AS SHOWN AND ALERT THE ENGINEER BEFORE BIDDING THE PROJECT AND BEGINNING CONSTRUCTION.
5. WATER LINE TO MINIMUM 8.0 FEET DEPTH.
6. VERIFY INVERT ELEVATIONS OF EXISTING SANITARY LINE AT POINT OF CONNECTION WITH NEW SANITARY LINE PRIOR TO INSTALLING ANY NEW UTILITIES.
7. ALL CROSSING ELEVATIONS OF NEW UTILITIES & SIZES OF THE EXISTING UTILITIES ARE BASED ON ASSUMED ELEVATIONS AND SIZES PROVIDED BY THE SURVEY.
8. IF DEWATERING IS REQUIRED FOR THIS PROJECT, THE PUMP DISCHARGE SHALL BE TREATED PRIOR TO BEING DISCHARGED OFF-SITE OR INTO A SURFACE WATER. THE DISCHARGE SHALL BE VISUALLY CHECKED TO ENSURE THAT IT IS VISIBLY CLEAN WATER.
9. ALL SANITARY SERVICE PIPE AND FITTINGS WILL BE PVC SDR 26.
10. ALL WATER PIPE AND FITTINGS WILL BE DIP CLASS 52.
11. ALL HDPE STORM SEWER SHALL BE DUAL WALL. ALL RCP STORM SEWER SHALL BE CLASS 3 PIPE.

REV NO.	DATE	DESCRIPTION
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DATE: 02/28/2020
DESIGN BY: MJM
DRAWN BY: MJM
CHECKED BY: WPA, CJD
DWG FILE: UTILITY
FILE NO.: 20-0019.00

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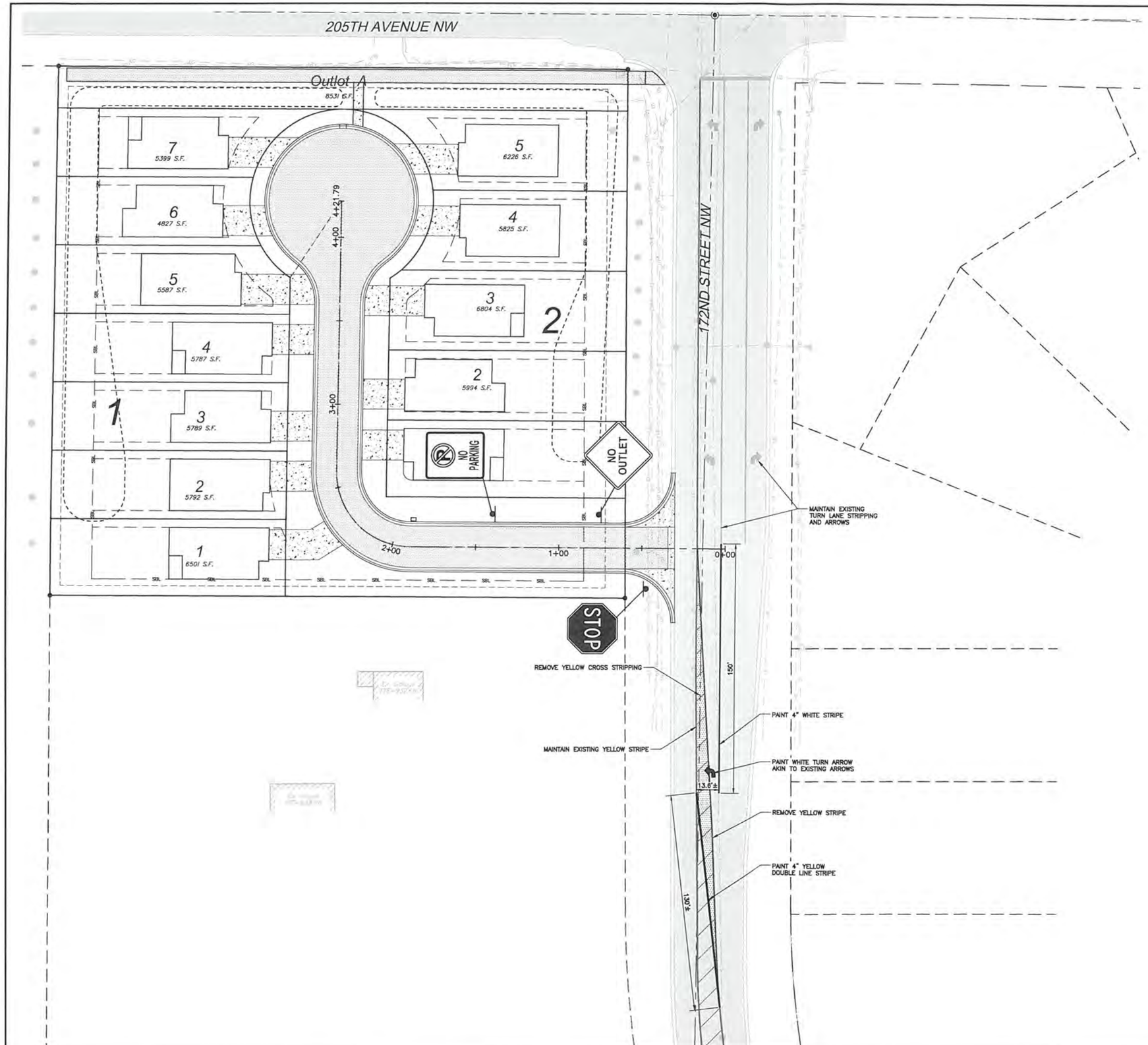
TEL: 763-262-8822 FAX: 763-262-8844

SANDHILL VILLAS
City of Big Lake, Sherburne County, MN

UTILITY PLAN

SHEET NO.
C3.0

2/27/2020 3:51 PM N:\Projects Current\20-0019.00 Sandhill Villas\Civil\CAD Files\Grading Utility.dwg



LEGEND:

PROPOSED STREET SIGN (USE CORRESPONDING SIGN TYPE)

REMOVE YELLOW CROSS STRIPPING

N

0 30'

SCALE: 1" = 30'

STRIPPING AND SIGNAGE NOTES

1. THE CONTRACTOR SHALL COORDINATE WITH THE CITY CONCERNING STRIPPING ON 172ND STREET.
2. ALL CONSTRUCTION AND STRIPPING SHALL BE IN ACCORDANCE WITH THE CITY OF BIG LAKE STANDARDS.
3. SEE SIGNAGE DETAILS ON SHEET C10.0.

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

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CHECKED BY: WPA, CJD
DWG FILE: SITE BASE
FILE NO.: 20-0019.00

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Date: 02/28/2020 Lic. No. 55886

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CIVIL ENGINEERING
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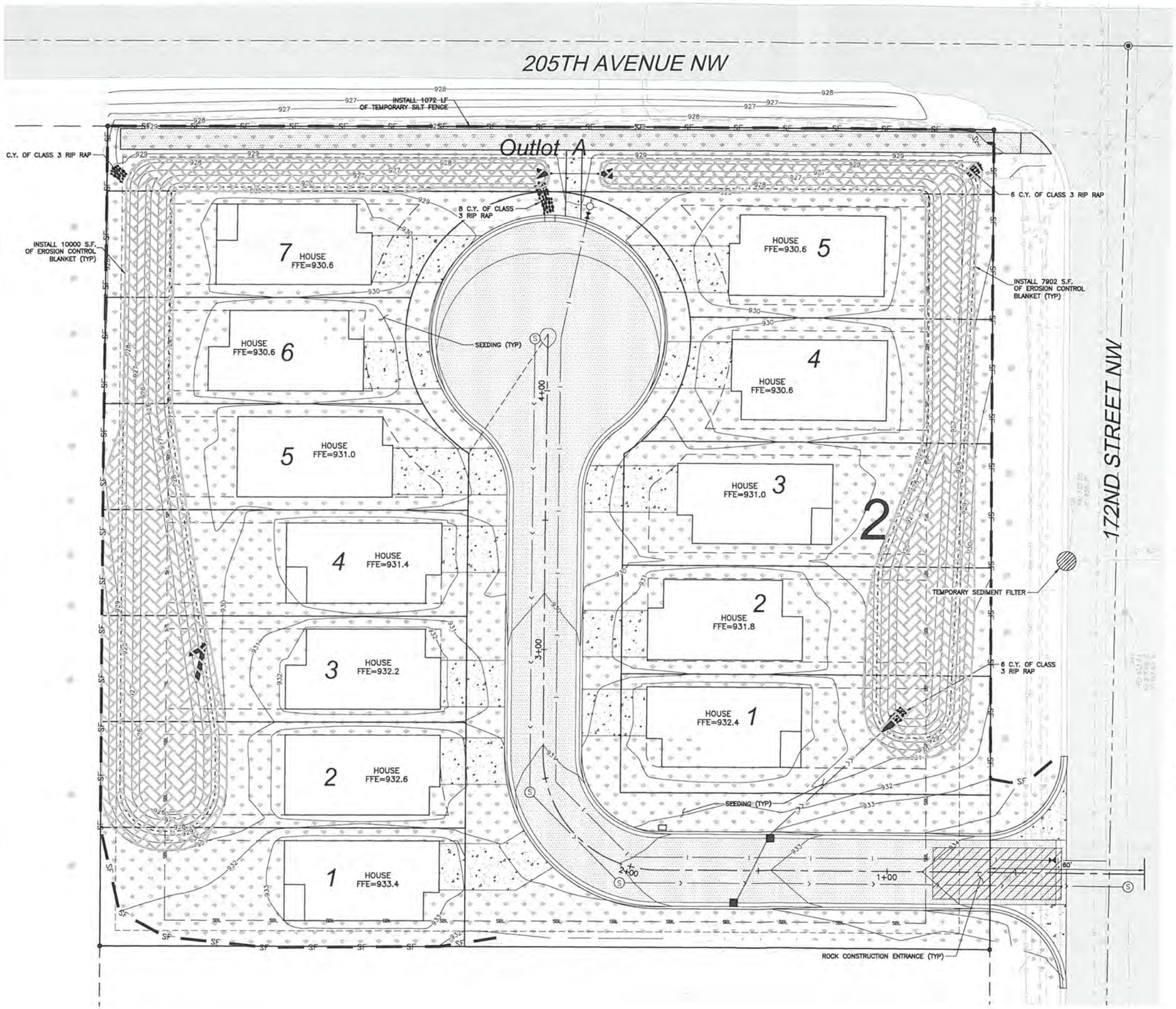
13075 FIRST STREET, BECKER, MN 55308-9322
TEL: 763-262-8822 FAX: 763-262-8844

SANDHILL VILLAS
City of Big Lake, Sherburne County, MN

STRIPPING & SIGNAGE PLAN

SHEET NO.
C5.0

2/27/2020 3:51 PM N:\Projects Current\20-0019.00 Sandhill Villas\Civil\CAD Files\Stripping Plan.dwg



LEGEND:

- TEMPORARY ROCK CONSTRUCTION ENTRANCE
- EROSION CONTROL BLANKET (PER DETAIL)
- SF — GRADING LIMITS AND PROPOSED TEMPORARY SILT FENCE
- FIBER-LOG ROLLS
- PROPOSED RIP RAP
- 984 — PROPOSED CONTOUR
- TEMPORARY SEDIMENT FILTER– HIGH FLOW

N

0 20'
SCALE: 1" = 20'

EROSION CONTROL NOTES

1. CONTRACTOR SHALL CONFINE CONSTRUCTION OPERATIONS TO THE CONSTRUCTION/GRADING LIMITS SHOWN.
2. ALL WORK SHALL CONFORM TO THE MINNESOTA POLLUTION CONTROL AGENCY'S STORM WATER PERMIT REQUIREMENTS. CONTRACTOR SHALL OBTAIN ALL PERMITS AND COMPLY WITH ALL PERMIT REQUIREMENTS.
3. THE SITE SOIL EROSION AND SEDIMENT CONTROL FACILITIES SHALL BE INSTALLED PRIOR TO ANY DEMOLITION OR GRADING OPERATIONS AND MAINTAINED TO CONFORM WITH THE STANDARDS SPECIFIED BY THE PERMIT.
4. CONTRACTOR SHALL INSPECT TEMPORARY EROSION CONTROL MEASURES ON THE ENTIRE SITE AT LEAST EVERY 7 DAYS AND WITHIN 24 HOURS OF ANY MEASURABLE RAINSTORM. DAMAGED SILT FENCE OR OTHER EROSION CONTROL DEVICES OR PRACTICES SHALL BE REPAIRED IMMEDIATELY. INSPECTION AND MAINTENANCE OF DEVICES SHALL CONTINUE UNTIL THE SITE HAS UNDERGONE FINAL STABILIZATION AND A NOTICE OF TERMINATION IS SUBMITTED TO THE MPCA.
5. ALL GRADING OPERATIONS SHALL BE CONDUCTED IN A MANNER TO MINIMIZE THE POTENTIAL FOR SITE EROSION.
6. THE SITE SOIL EROSION AND SEDIMENT CONTROL FACILITIES SHALL BE INSTALLED AND MAINTAINED TO CONFORM WITH THE STANDARDS SPECIFIED BY THE CITY OF BIG LAKE AND THE MPCA.
7. EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO THE DISTURBANCE OF ANY AREAS AND MAINTAINED UNTIL ALL TRIBUTARY DISTURBED AREAS ARE RESTORED.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF ALL EROSION CONTROL MEASURES, INCLUDING SILT FENCE AND BALES, UPON ESTABLISHMENT OF PERMANENT VEGETATION IN SAID AREAS.
9. ALL SOILS TRACKED ONTO PAVEMENT OR ANY OTHER OFF-SITE AREA SHALL BE REMOVED DAILY.
10. THE SITE SEDIMENT CONTROL FACILITIES FOR THE PROJECT MUST BE INSTALLED PRIOR TO ANY GRADING OPERATION.
11. ALL AREAS DISTURBED DURING CONSTRUCTION SHALL BE RESTORED AND VEGETATED AS SOON AS POSSIBLE. ANY FINISHED AREAS SHALL BE SEEDED AND MULCHED WITHIN 7 DAYS AFTER FINISHED GRADING IS COMPLETED IN ACCORDANCE TO MN/DOT 2575.
12. ALL DISTURBED AREAS SHALL BE REVEGETATED WITH MN/DOT SEED MIX, MULCHED, FERTILIZED & DISK ANCHORED, PER THE FOLLOWING SCHEDULE:

SEED MIX 25-131:	220 LB/AC.
FERTILIZER 22-5-10:	350 LB/AC.
MULCH TYPE 3:	2 TONS/AC.

13. SEE LANDSCAPING PLAN FOR ADDITIONAL PLANTINGS.

REV NO.	DATE	DESCRIPTION
1	02/28/2020	DRAWINGS ISSUED TO CITY

DATE: 02/28/2020
DESIGN BY: MJM
DRAWN BY: MJM
CHECKED BY: WPA, CJD
DWG FILE: EROSION
FILE NO.: 20-0019.00

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Signed: Wesley P. Davis
Date: 02/28/2020 Lic. No. 55886

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LAND SURVEYING
CIVIL ENGINEERING
ENVIRONMENTAL SERVICES
33076 FIRST STREET, BECKER, MN 55308-9322
TEL: 763-262-8822 FAX: 763-262-8844

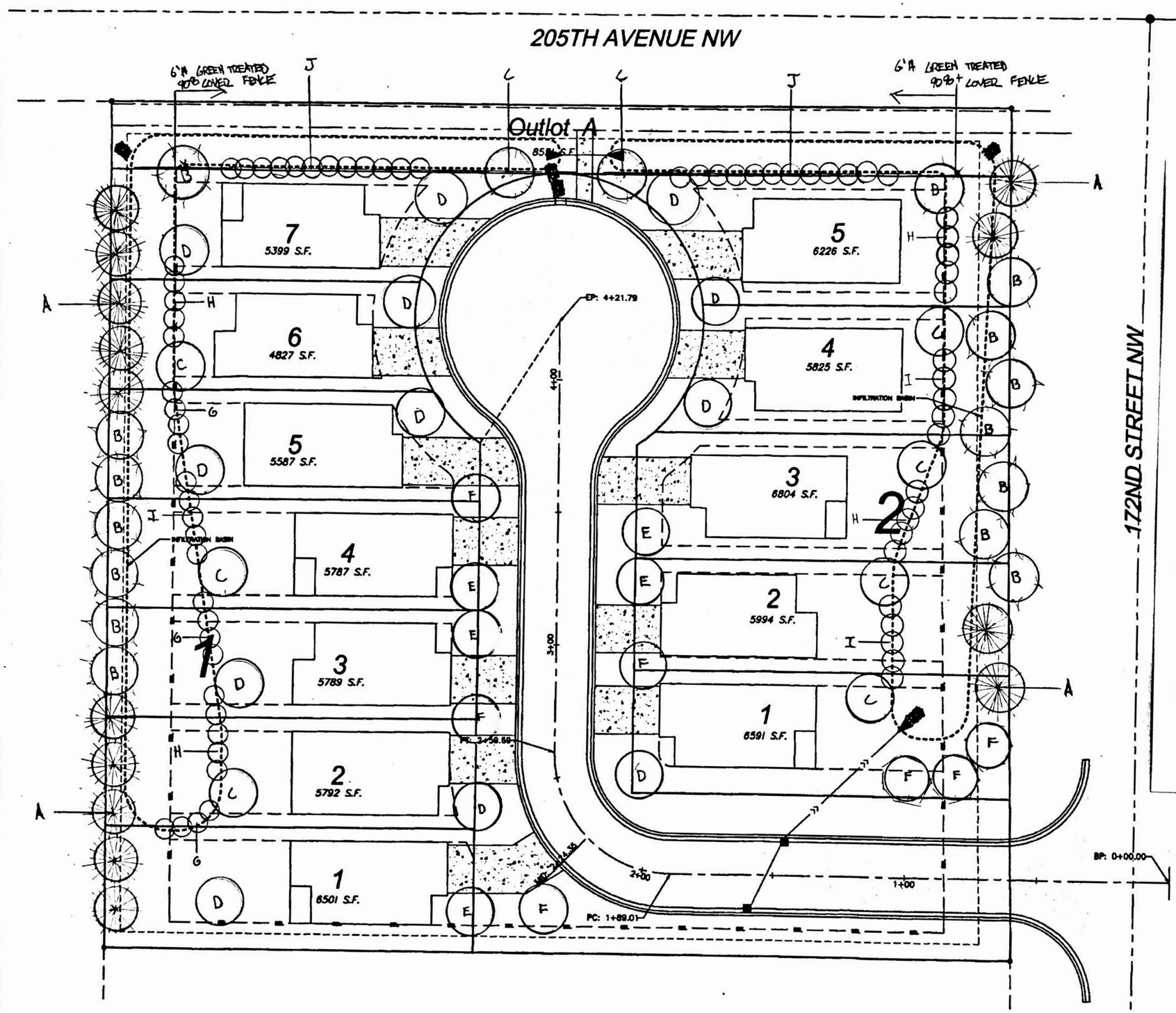
SANDHILL VILLAS
City of Big Lake, Sherburne County, MN

EROSION CONTROL PLAN

SHEET NO.
C6.0

2/27/2020 3:52 PM N:\Projects Current\20-0019.00 Sandhill Villas\Civil\CAD Files\Erosion Control Plan.dwg

Attachment E



PLANT KEY

CONIFERIOUS TREES:

A – 12 AUSTRIAN PINE B&B 6'

B –15 BLACKHILLS SPRUCE B&B 6'

DECIDIOUS TREES:

C - 9 RIVER BIRCH B&B 6'

D – 12 AUTUMN BLAZE MAPLE B&B 2 ½"

E – 5 GREENSPIRE LINDEN POTTED 2 ½"

F –7 PRAIRIE FIRE CRABAPPLE POTTED 1 ½"

DESIDIOUS SHRUBS:

G – 12 RED TWIGGED DOGWOOD 36"

H – 20 REGENT SERVICEBERRY 36"

I – 15 DWARF BURNING BUSH 36"

J –24 MISS KIM LILAC 36"

SOD -COMMON GROUND/UNITS

SEED- NATIVE SEED INFILTRATION BASINS

FENCING- 6'H TREATED 90%+ COVERAGE FENCE

The Elk River Nursery
P.O. Box 750
Elk River, Minnesota 55330

N

0 20'
SCALE: 1" = 20'

REV NO.	DATE	DESCRIPTION

DATE: 02/12/2020
DESIGN BY: MJM
DRAWN BY: MJM
CHECKED BY: WPA, CJD
DWG FILE:

NOT FOR CONSTRUCTION

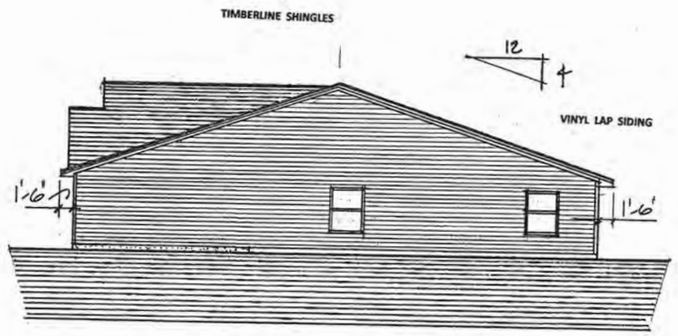
BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING CIVIL ENGINEERING ENVIRONMENTAL SERVICES

SANDHILL VILLAS
City of Big Lake, Sherburne County, MN

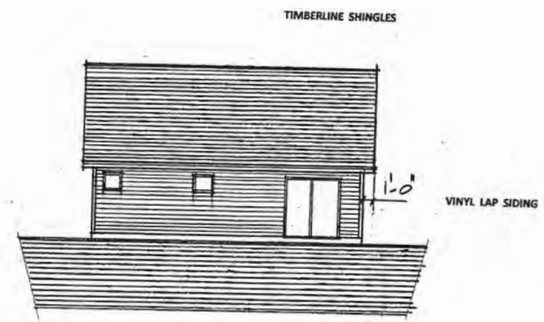
SHEET NO.
C9.0

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

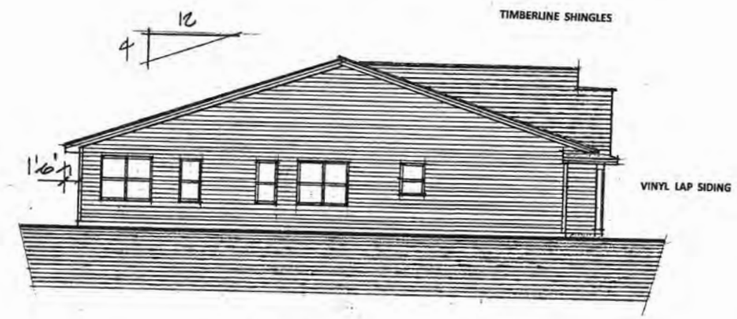
Attachment F



RIGHT ELEVATION
1/8"

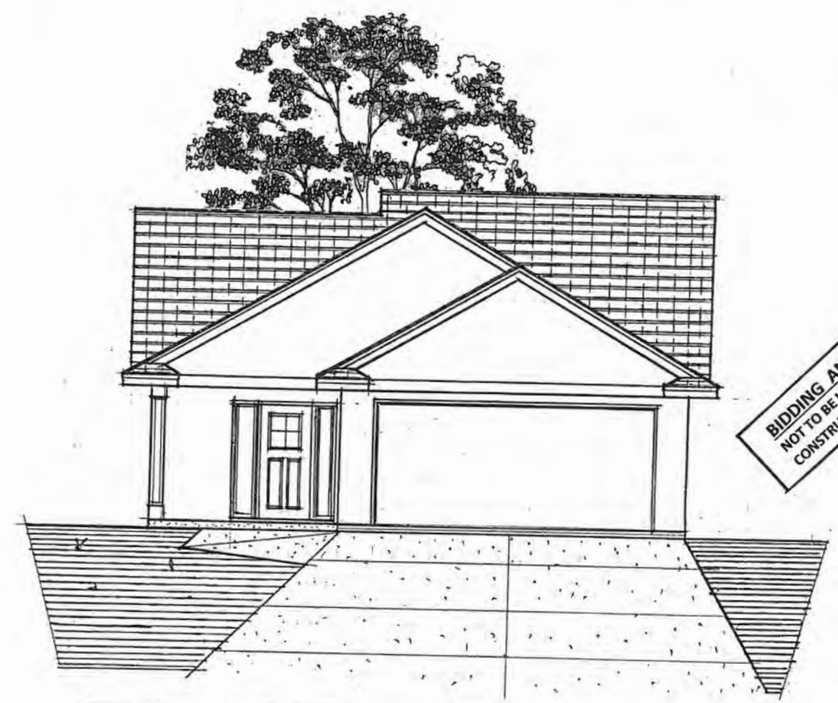


REAR ELEVATION
1/8'



LEFT ELEVATION
1/8'

FRONT ELEVATION
SCALE: 1/4" = 1'-0"



FRONT ELEVATION
SCALE: 1/4" = 1'-0"

BIDDING AND REVIEW PLAN
NOT TO BE USED FOR PERMITS, CONSTRUCTION, OR MATERIAL ORDERING

MEADOW VIEW
(WITH PORCH)

NOTICE: THESE PLANS ARE DESIGNED EXCLUSIVELY FOR THE USE OF HOME PLANNING ASSOCIATES INC. AND ANY REPRODUCTION OR OTHER USE IS STRICTLY PROHIBITED WITHOUT THE EXPRESS WRITTEN CONSENT OF HOME PLANNING ASSOCIATES INC.

ALTHOUGH EVERY EFFORT HAS BEEN MADE IN DESIGNING AND PREPARING THESE PLANS AND CHECKING FOR ACCURACY, THE INSTALLER, OWNER, OR CONTRACTOR MUST VERIFY ALL DETAILS AND DIMENSIONS AND BE RESPONSIBLE FOR ANY CHANGES OR ADJUSTMENTS REQUIRED DURING CONSTRUCTION.

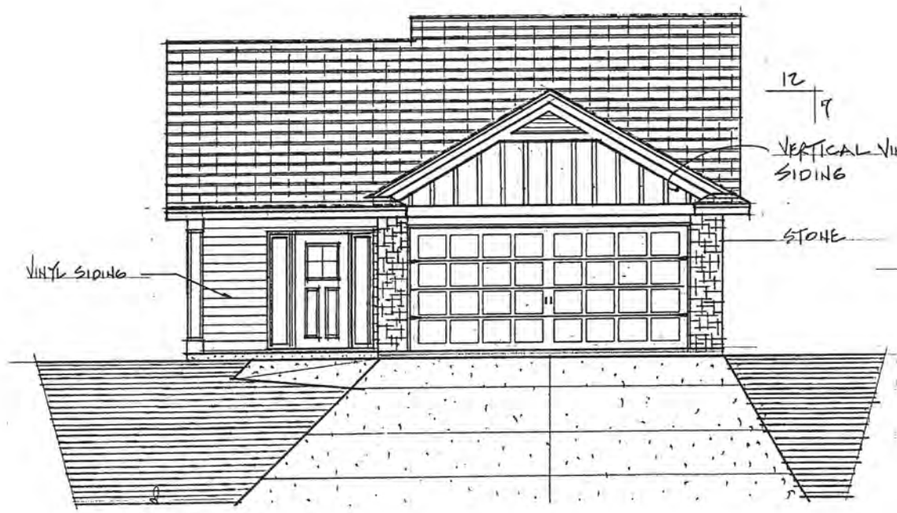
REVISIONS:

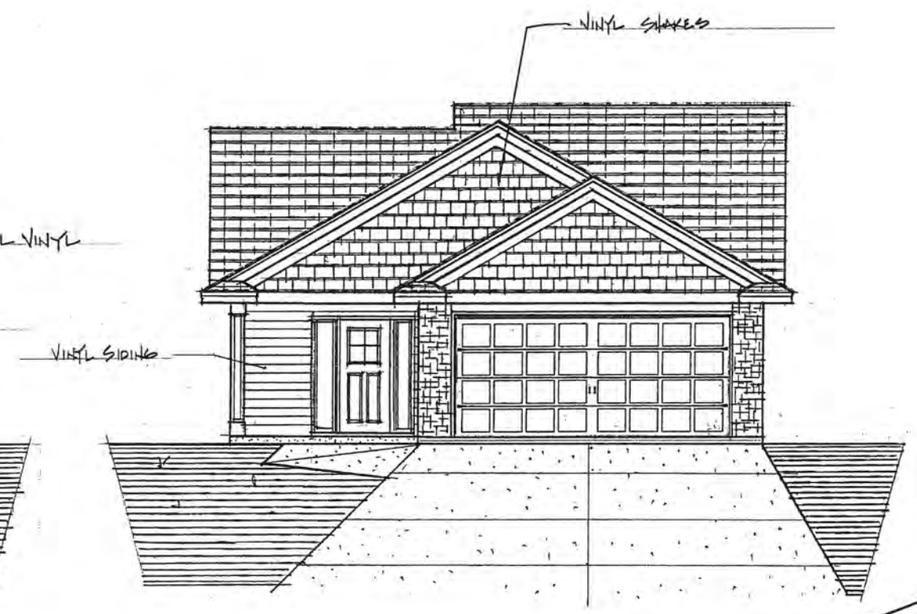
JESSE HARTUNG
PRESIDENT
P 952.217.1627
F 952.210.8334
JESSE@MODERNCONSTRUCTIONMN.COM
MODERN CONSTRUCTION OF MINNESOTA
MODERNCONSTRUCTIONMN.COM

HOME PLANNING ASSOCIATES INC.
8329 CENTRAL AVENUE NE
SPRING LAKE PARK, MINNESOTA 55432
(763) 786-6069
SPRING LAKE PARK LUMBER BLDG.

SHEET NUMBER
ONE
OF SHEETS

PLAN NUMBER
19 111





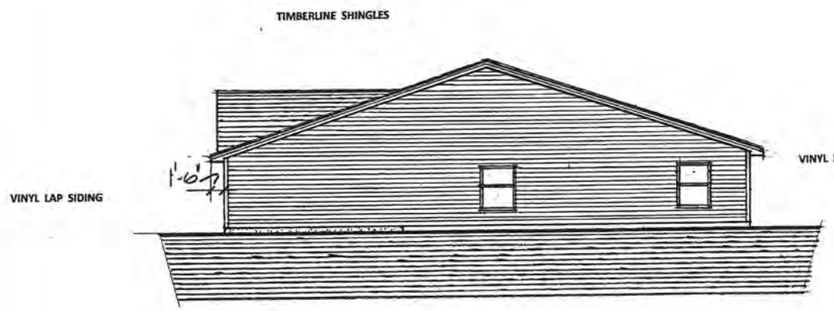
BIDDING AND REVIEW PLAN
NOT TO BE USED FOR PERMITS, CONSTRUCTION, OR MATERIAL ORDERING

MEADOW VIEW
(WITH PORCH)

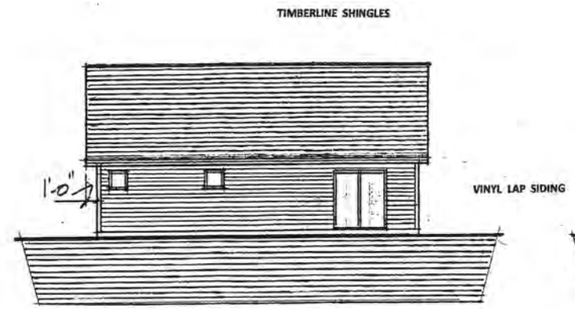
HOME PLANNING ASSOCIATES INC.
8329 CENTRAL AVENUE NE
SPRING LAKE PARK, MINNESOTA 55432
(763) 786-6069
SPRING LAKE PARK LUMBER BLDG.

SHEET NUMBER
TWO
OF SHEETS

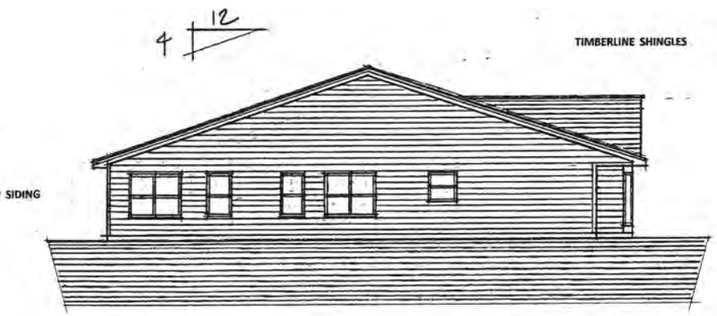
PLAN NUMBER
19 111



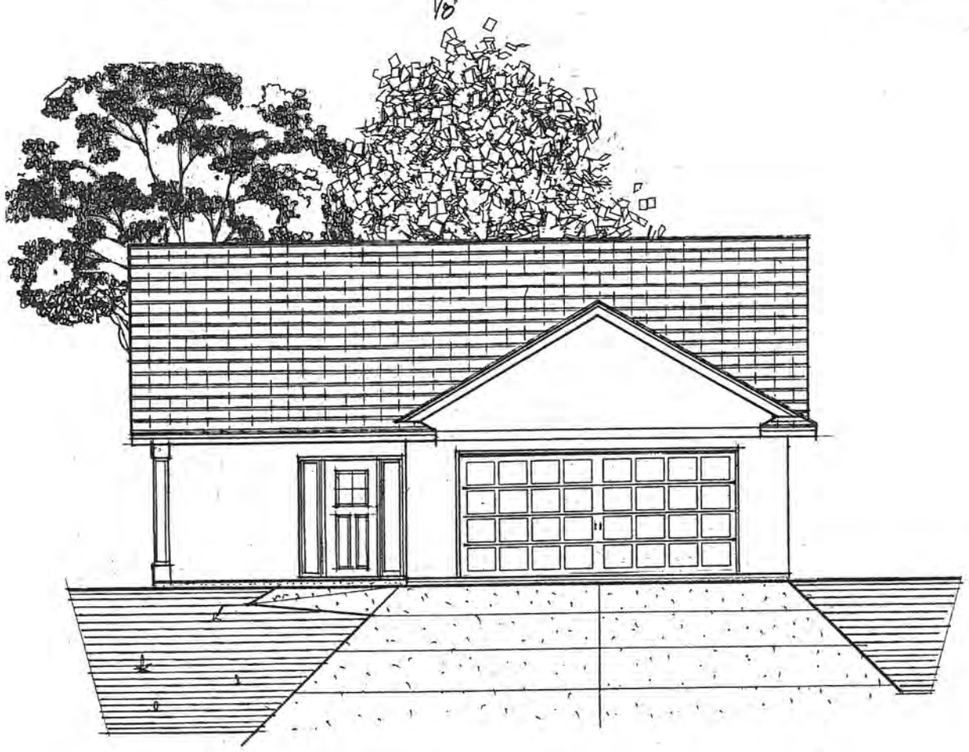
RIGHT ELEVATION
1/8"



REAR ELEVATION
1/8"



LEFT ELEVATION
1/8"



FRONT ELEVATION
1/4"

FRONT ELEVATION
1/4"

BIDDING AND REVIEW PLAN
NOT TO BE USED FOR PERMITS, CONSTRUCTION, OR MATERIAL ORDERING

SAND HILL CRANE
(WITH PORCH)

- ALL DIMENSIONS AND SIZE DESIGNATIONS GIVEN ARE SUBJECT TO VERIFICATION ON JOB SITE AND ADJUSTMENT TO FIT JOB CONDITIONS.

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REVISIONS:

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SHEET NUMBER
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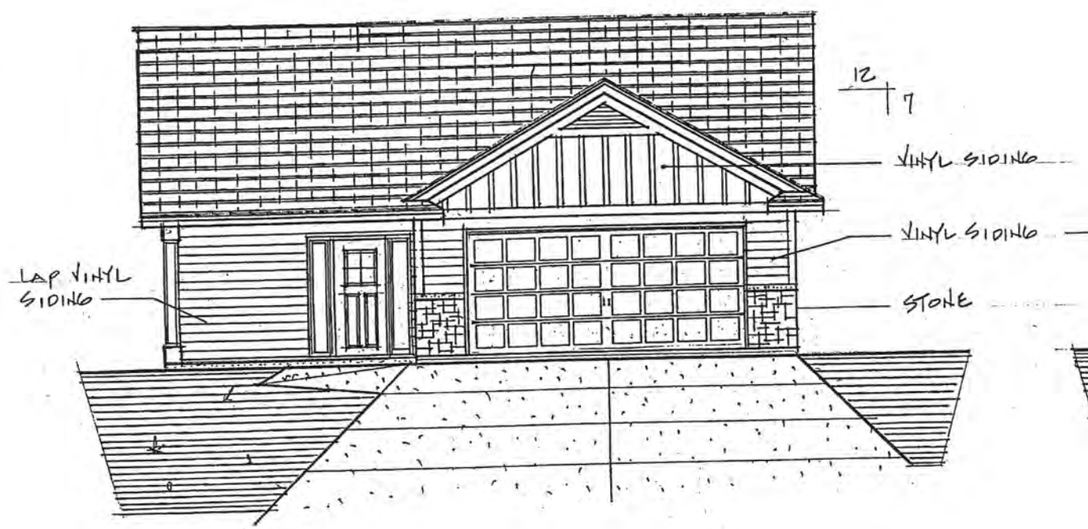
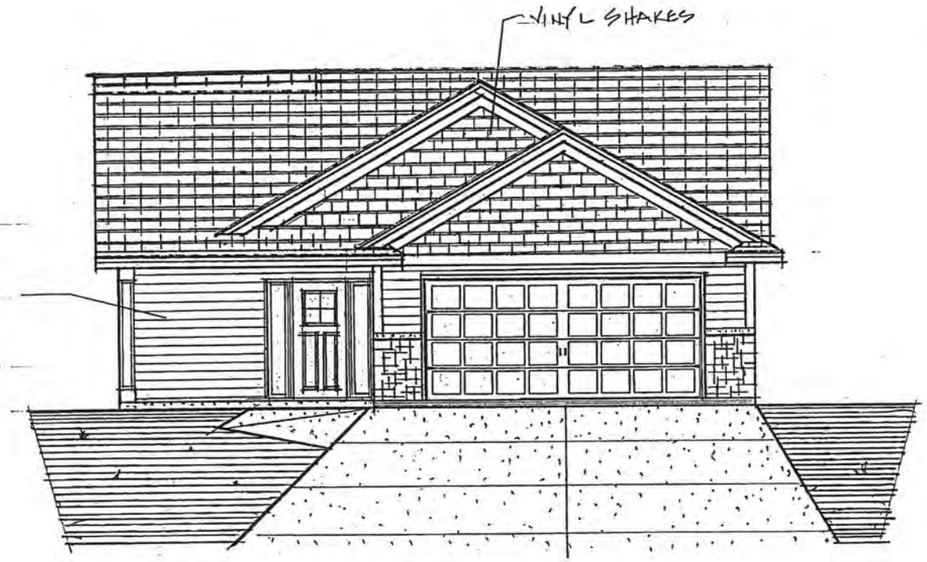
19 112


12
7
VINYL SIDING
VINYL SIDING
STONE
LAP VINYL SIDING


VINYL SHAKES

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

CITY OF BIG LAKE
RESOLUTION NO. 2020-XX

RESOLUTION APPROVING A PRELIMINARY PLAT FOR "SANDHILL VILLAS" AND A DEVELOPMENT STAGE PLANNED UNIT DEVELOPMENT PLAN AND SITE/BUILDING PLANS FOR "SANDHILL VILLAS" AND SETTING FORTH CONDITIONS TO BE MET PRIOR TO SUBMITTAL OF THE FINAL PLAT APPLICATION

WHEREAS, Modern Construction of Minnesota submitted a development stage planned unit development plan, preliminary plat and site/building plans for the project known as "Sandhill Villas;" and

WHEREAS, the Concept Plan was reviewed by the City Council on December 11, 2019; and

WHEREAS, the Big Lake Planning Commission conducted a public hearing on April 1, 2020 and recommended that the City Council approve the planned unit development, preliminary plat and site plans subject to the conditions identified herein; and

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

WHEREAS, the Sandhill Villas preliminary plat, development stage planned unit development plan and site/building plans conform to the requirements of the Zoning Ordinance, the conditions recommended for the concept plan approval and requirements of the Subdivision Ordinance and is consistent with the Comprehensive Plan; and

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

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

B. The Planning Report requires the following changes be made to the submitted plan:

   a. Revise plans to show the 20-ft. buffer yard required on corner and through lots.
   b. The internal public street must be given a name.
   c. Revise proposed lot standards to properly show proposed minimum lot sizes.
   d. Show adequate buffer that the city engineer and city staff support.
   e. Revise the landscaping plan to be in compliance with Section 1027 of the City's Zoning Code.
   f. Revise the landscaping plan to include the equivalent of two trees in each lot with a minimum of one tree in the front yard.
   g. Submit a phasing plan for plantings within the buffer yard.
   h. Plans should be revised to show drainage and utility easements where applicable.
   i. Revise the utility plan to include the normal and high water level of all ponds and watercourses.
   j. Submit lighting detail sheets as for lighting that will be constructed.
   k. Revise plans to show at least a 30 ft. easement over pedestrian corridors.
   l. Submit a stormwater management plan.
   m. Building plans should be provided that show proposed material colors.

C. The Planning Report dated April 22, 2020 shall be the governing document which includes the following attachments:

Attachment A:	Site Location Map
Attachment B:	Preliminary Plat
Attachment C:	Public Hearing Notice

D. The legal description of the subject property is Lot 3, Block 1, Sandhill Acres, Sherburne County, Minnesota.

E. The Preliminary Plat is attached as Exhibit B.

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

G. The proposed residential development will be compatible with present and future land uses of the area.

H. The proposed residential development will not tend to or actually depreciate the area in which it is proposed.

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

J. Traffic generated by the proposed residential development is within capabilities of streets serving the property.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake that it hereby approves the "Sandhill Villas" preliminary plat and the development stage planned unit development plan and site/building plans for "Sandhill Villas," subject to the following conditions:

1. Development Stage PUD approval is granted. A rezone to PUD shall be processed concurrently with the approval of the final plat and Final Plan PUD. The following Planned Unit Development (PUD) flexibility shall be granted:

    a. Permission to have reduced lot area minimums and lot width minimums.
    b. Permission to have building setbacks that do not meet 45-ft. minimum setback requirements from a collector street and the 25-ft. minimum for front building setbacks.

2. The applicant should discuss with the Postmaster the best location for the mailboxes.

3. Unless expressly permitted by the City Council, no construction or grading activities shall be permitted until such time as a final plat and final PUD plan have been approved and recorded with Sherburne County.

4. A cost estimate for landscaping shall be submitted in order to determine Letter of Credit or Escrow amount.

5. Drainage and utility easements shall be shown on the Final Plat in compliance with the City's Subdivision Ordinance.

6. Park dedication fees shall be calculated at $2,500 per unit x 12 units = $30,000.

7. The fire hydrants on the site must not be more than 1,000 feet apart. Final locations are subject to the approval of the Fire Chief.

8. Applicant shall comply with all conditions of the City Engineer's Letters dated 03/24/2020.

9. The applicant shall complete a wetland delineation for the project and submit a wetland delineation report in accordance with all Wetland Conservation Act (WCA) requirements.

10. The applicant shall submit an existing conditions stormwater model and stormwater narrative for the project.

11. The applicant shall enter into a stormwater maintenance agreement for the proposed private ponding areas pursuant to MPCA MS4 requirements.

12. The applicant shall be responsible for obtaining a NPDES Construction Stormwater permit. A copy of the permit shall be submitted to the City of Big Lake for our files.

13. The proposed watermain shall be insulated at the storm sewer crossing near the southwest corner of the property.

14. All sanitary sewer and watermain shall be considered private.

15. Final construction plans shall be reviewed by the City Engineer and Public Works Director prior to a building permit being issued for the project.

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

17. A Development Contract and Planned Unit Development Agreement shall be signed by the Developer and the City and shall be recorded with Sherburne County. Unless otherwise directed by the City Council, no construction or grading activities shall be permitted to occur until the signed development contract has been recorded.

18. That development contract shall require that the developer make an escrow deposit or furnish an irrevocable letter of credit as is determined by the City. The amount shall be equal to 125% of the City Engineer's estimate of the total costs of the improvement to be furnished under the contract.

19. Unless otherwise determined to be appropriate by the City Council at a later date, a development contract shall not be approved until a final plat and final plan PUD have been approved.

20. A complete application for final plat shall be submitted no later than one (1) year from the date of approval of the preliminary plat, no later than April 22, 2021. Any extensions shall require the approval of the City Council.

21. A complete application for a Final Plan PUD must be submitted within six (6) months of the approval of the development stage PUD, no later than October 22, 2020. Any extensions shall require the approval of the City Council.

22. Any other conditions of the City Council, Staff, City consultants or other agency responsible for review of this application shall be addressed.

Adopted by the Big Lake City Council on the 22th day of April, 2020.

_____
Mayor Mike Wallen

Attest:

_____
Gina Wolbeck, City Clerk

The following Council Members voted in favor:
The following Council Members voted against or abstained:

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

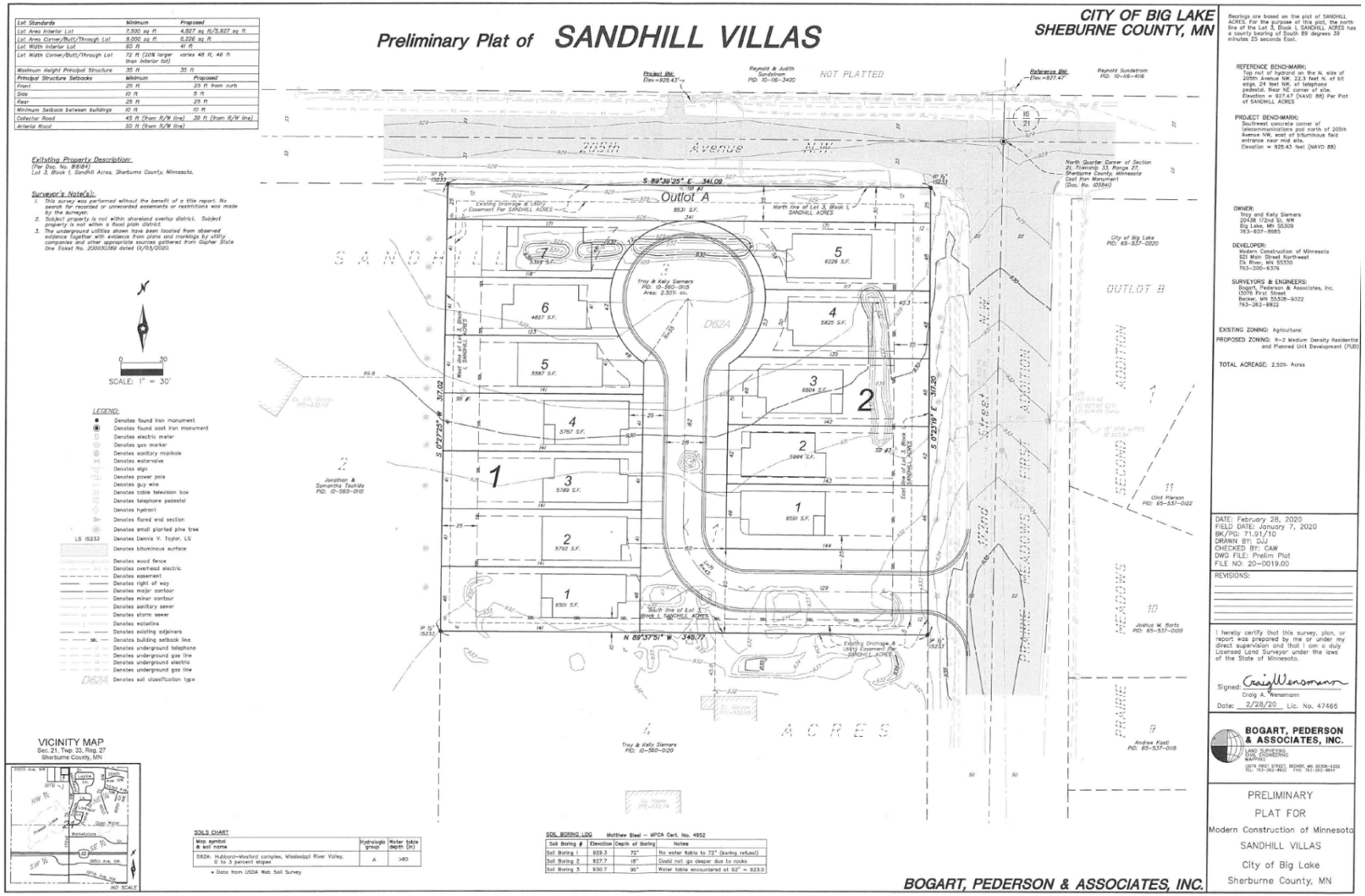
STATE OF MINNESOTA)
) SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this _____ day of April, 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 A
Site Location Map

Attachment B
Preliminary Plat



Attachment C
Two (2) Public Hearing Notices

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: 10/23/19

Account #: 388115
Customer: CITY BIG LAKE ~

Address: 160 LAKE STREET N
BIG LAKE

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

Ad ID: 989851
Copy LIne: Siemers Sandhill Villas Concep

PO Number:
Start: 10/26/19
Stop: 10/26/2019
Total Cost: $112.00
# of Lines: 59
Total Depth: 6.556
# 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
CONCEPT PLAN FOR A
PROJECT KNOWN AS
"SANDHILL VILLAS"

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

Applicant:
Troy and Kelly Siemers
20438 172nd Street
Big Lake, MN 55309
Parcel Identification Number:
10-560-0115
Legal Description:
Lot 3, Block 1, Sandhill Acres, Sherburne County, Minnesota

The Applicant is proposing to build 12 detached townhomes, otherwise known as "villas," on 2.5 acres at the intersection of 172nd St NW and 205th Ave NW. The parcel will be required to be annexed into the City of Big Lake, and would be zoned R-2 with a PUD overlay at annexation. The Planning Commission and members of the community are asked to provide the Applicant with feedback to take into consideration as they plan out the more specific details of their development.

Both oral and written comments will be considered by the Planning Commission. If you desire to be heard in reference to this matter, you should attend this hearing or submit written comments to City Hall prior to the public hearing. If you have any questions, please feel free to contact Sara Woolf, Planning Consultant at 612-638-0227 or SWoolf@biglakemn.org. Comments can be emailed to Sara or mailed to City Hall at 160 Lake Street N.

Published in the
Star News
October 26, 2019
989851

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: 03/18/20

Account #: 388115
Customer: CITY BIG LAKE ~

Address: 160 LAKE STREET N
BIG LAKE

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

Ad ID: 1032217
Copy LIne: Sandhill Villas

PO Number:
Start: 03/21/20
Stop: 03/21/2020
Total Cost: $58.50
# of Lines: 58
Total Depth: 6.444
# 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 A PRELIMINARY PLAT, DEVELOPMENT STAGE PLANNED UNIT DEVELOPMENT (PUD) AND REZONE FOR "SANDHILL VILLAS"

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

Applicant:
Jesse Hartung, Modern Construction of Minnesota, on behalf of Troy and Kelly Siemers

Parcel Identification Number:
10-560-0115

Legal Description:
Lot 3, Block 1, Sandhill Acres, Sherburne County, Minnesota

The Applicant is proposing to build 12 detached townhomes, otherwise known as "villas," on 2.5 acres at the intersection of 172nd St NW and 205th Ave NW.

The Applicant has applied for the following approvals:

- A rezone from A: Agriculture to R-2: Medium Density Residential District
- Preliminary Plat
- Development Stage Planned Unit Development to allow deviations from some of the design and performance standards of the Zoning Code.

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 Kevin Shay, Planning Consultant at 612-638-0228 or KShay@landform.net.

Published in the
Star News
March 21, 2020
1032217

AGENDA ITEM

Big Lake City Council

Prepared By: *Kevin Shay, Consultant Planner*	***Meeting Date:*** 4/22/2020	***Item No.*** **7E**
Item Description: *Public Hearing for CUP and Variance for 301 Crescent Street (PID 65-426-0220)*	***Reviewed By:*** *Hanna Klimmek, EDFP, Community Development Director*	
	Reviewed By: *Clay Wilfahrt, City Administrator*	

60-DAY REVIEW DEADLINE: April 26, 2020

ACTION REQUESTED

Motion to approve a RESOLUTION approving a Conditional Use Permit and Variance for the property located at 301 Crescent Street.

BACKGROUND/DISCUSSION

APPLICATION:

Kathleen and Richard Anderson, the applicants, have submitted a development application requesting the following:

- A Conditional Use Permit
- A Variance

The Applicants submitted a complete application on March 2, 2020. State Statute dictates that the City must act upon a development application within 60 days of the receipt of a complete application. The City can extend the review for an additional 60 days, if needed, by providing written notice to the Applicant. Any additional extensions must be requested, in writing, by the Applicant.

PROPOSED DEVELOPMENT:

The applicants are proposing to construct a new 3,186 square foot home with an attached garage at 301 Crescent Street.

PROPERTY CHARACTERISTICS:

The property is an existing 0.17-acre parcel with an existing single-family home and detached garage. The lot is within the shoreland overlay district for Big Lake (general development).

EXISTING ZONING AND LAND USE:

Zoning	R-5 Residential Redevelopment
Future Land Use	Lakeshore Cottage Neighborhood
Existing Land Use	Single Family Home
Topography	Lakeshore

SURROUNDING ZONING AND LAND USE:

Direction	Zoning	Future Land Use Plan	Existing Land Use
North	R-5 Residential Redevelopment	Lakeshore Cottage Neighborhood	Single Family Housing
South	R-5 Residential Redevelopment	Lakeshore Cottage Neighborhood	Single Family Housing
East	R-5 Residential Redevelopment	Lakeshore Cottage Neighborhood	Single Family Housing
West	R-5 Residential Redevelopment	Lakeshore Cottage Neighborhood	Single Family Housing

ANALYSIS OF REQUEST

CONDITIONAL USE PERMIT REQUESTED:

The applicant is requesting a conditional use permit to allow an increase in impervious surface coverage within the shoreland overlay district. Up to 25% impervious is allowed, with an increase of up to 50% impervious coverage allowed by CUP. The new home would have an impervious coverage of 34.8% or 2,270 square feet. Per guidance from the DNR, the City recommends to applicants who apply for a conditional use permit to stay below 35% impervious surface if at all possible.

VARIANCE REQUESTED:

The applicant has submitted an application for a variance to allow a 5-foot reduced front yard setback from 20 feet to 15 feet. The variance is discussed in more detail below.

DIMENSIONAL STANDARDS:

Setbacks:

The setback standards for an existing lot of record in the R-5 district are shown below:

Setback	Type	Setback Required	Compliance
Northern property line abutting Crescent Street	Front Yard	20 foot minimum	Does not comply
Southern Property line abutting Big Lake	Rear Yard	50 foot minimum	Complies
Eastern property line	Side Yard	5 feet minimum	Complies
Western property line	Side Yard	5 feet minimum	Complies
Between Buildings	Internal	10 feet minimum	Does not comply

The required 10-foot setback between buildings can be reduced with approval from the building official and may require submittal of plan showing a proposed firewall or other mitigation measures. The building official commented that the proposed building setback on the eastern lot line is acceptable if the adjacent wall is fire rated for 1 hour.

Building Height:

The applicant is proposing a building height of 24 feet 9 11/16 inches where the maximum height allowed in the R-5 district is 25 feet. The building height complies with code.

CONDITIONAL USE PERMIT:

The R-5 section of the zoning ordinance allows 25% impervious cover, which for this lot would be 1,631 square feet. However, the same section allows an increase in impervious of up to 50% of the lot area, if certain conditions are met. That subsection reads as follows:

2. *The impervious surface coverage may be increased up to fifty (50) percent of the total lot area by a Conditional Use Permit as set forth in and regulated by Section 1007 (Conditional Use Permits) and the following criteria:*
    a. *All structures, additions, or expansions shall meet setback and other requirements of this Ordinance.*
    b. *The lot shall be served by municipal sewer and water.*
    c. *The lot shall provide for the collection and treatment of storm water in compliance with the City Storm Water Management Plan if determined that the site improvements will result in increased runoff directly entering a public water. All development plans shall require review and approval by the City Engineer.*
    d. *Measures to be taken for the treatment of storm water runoff and/or prevention of storm water from directly entering a public water. The measures may include, but not be limited to the following:*
        (1) *Appurtenances as sedimentation basins, debris basins, desilting basins or silt traps.*
        (2) *Installation of debris guards and microsilt basins on storm sewer inlets.*
        (3) *Use where practical, oil skimming devices or sump catch basins.*
        (4) *Direct drainage away from the lake and into pervious, grassed, yards through site grading, use of gutters and downspouts.*

(5) Sidewalks are constructed with partially pervious raised materials such as decking which has natural or other pervious material beneath or between the planking.

(6) Grading and construction techniques are used which encourage rapid infiltration, e.g. sand and gravel under impervious materials with adjacent infiltration swales graded to lead into them.

(7) Berms, water bars, or terraces are installed which temporarily detain water before dispersing it into pervious area.

(8) Installation of a minimum fifteen (15) foot wide buffer from the OHWL. This buffer would be treated similar to a wetland buffer where native grasses etc. would be required and mowing and dumping would not be permitted.

e. All structures and impervious surfaces shall be located on slopes less than twelve (12) percent. The physical alteration of slopes shall not be permitted for the purpose of overcoming this limitation.

f. Site developments shall be designed, implemented and maintained using the most applicable combination of comprehensive practices that prevent flooding, pollutant, erosion and sedimentation problems consistent with Protecting Water Quality in Urban Areas, Best Management Practices for Minnesota, Minnesota Pollution Control Agency, October 1989, or as amended, which is incorporated by reference, available at the State Law Library and not subject to frequent change.

g. The City may impose additional conditions if determined necessary to protect the public health, safety and welfare.

When considering a CUP application, the City Council should ensure the intent of the ordinance is met. The CUP language in the ordinance reads as follows:

The Planning Commission held the public hearing to consider the application and the possible adverse effects of the proposed conditional use permit. 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 calls for redevelopment of rundown areas, general beautification, and the creation of "move-up" type housing within city limits. The proposed single-family residential home will be very attractive and would fit into this "move-up" category.

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

The R-5 Residential Redevelopment district was created specifically to allow small lots that previously hosted seasonal cabins to be adaptively reused to create neighborhood of permanent homes. The Applicants have torn down the seasonal cabin that was previously located at 49 Crescent Street and are proposing to build a year-round home there. This is consistent with the goals of the zoning district.

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

The proposed single-family home 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 single-family home will fit in well within the low-medium density residential neighborhood.

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

   This area is intended to be low-medium density and consist of single-family homes, townhomes, and twinhomes. The proposed single-family home is appropriate for the area.

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

   The use conforms to the performance standards contained in the Zoning Ordinance.

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

   The traffic generation from the new single-family home will not increase from the existing single-family home and is within capabilities of the street serving the property.

h. *In addition to the above general criteria, the proposed conditional use permit meets the criteria specified for the various zoning districts outlined as follows.*

   The zoning district standards are met except where variances have been identified.

VARIANCE:

The proposed plan requires a variance to reduce the front yard setback from 20 to 15 feet. The City Council must determine whether the criteria below are met:

In addition, as may be applicable, all of the following criteria must be met:

a. *That because of the particular physical surroundings, lot shape, narrowness, shallowness, slope or topographical conditions of the specific parcel of land involved, practical difficulties to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.*

   The subject property is surrounded by structures which are closer to the front lot line and the request would allow the building to be consistent with the adjacent properties.

b. *That the conditions upon which a petition for a variance is based are unique to the parcel of land for which the variance is sought and are not applicable, generally, to other property within the same zoning classification.*

The conditions of this property are unique and not applicable to other properties within the same zoning

c. *That the purpose of the variance is not based exclusively upon a desire to increase the value or income potential of the parcel of land.*

   The request is not based on the economic considerations.

d. *That the alleged practical difficulties are caused by this Ordinance and have not been created by any persons having an interest in the parcel of land and are not self-created difficulties.*

   The practical difficulty was not created by the owner of the property.

e. *That the granting of the variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, endanger the public safety, or substantially diminish or impair property values within the neighborhood.*

   The variance will not have a negative impact on the air, light, traffic, danger of fire or public safety to neighboring properties.

f. *That the granting of the variance will not be detrimental to the public welfare or injurious to other land or improvements in the neighborhood in which the parcel of land is located.*

   The variance will not hinder other nearby properties from making improvements.

g. *The variance is the minimum action required to eliminate the practical difficulties.*

   The variance is the minimum possible request to eliminate the difficulty.

h. *The variance does not involve a use which is not allowed within the respective Zoning District.*

   The single-family home is an allowed use in the R-5 zoning district.

i. *The variance is in harmony with the general purposes and intent of the Ordinance.*

   The variance is in harmony with purpose of the R-5 district to allow redevelopment while preserving the lakeshore.

j. *The variance is consistent with the comprehensive plan.*

   The variance is consistent with the Comprehensive Plan.

k. *The property owner proposes to use the property in a reasonable manner not permitted by the Ordinance.*

   The property owner is using the property for a reasonable manner.

l. The variance will not alter the essential character of the locality.

The variance will not alter the essential character of the area.

m. Shoreland Management District Variances.

(1) Variances may only be granted in accordance with Minnesota Statute Chapter 462, as applicable. A variance may not circumvent the general purposes and intent of Section 1065 (Shoreland Management District) of this Ordinance. No variance may be granted that would allow any use that is not allowed in the underlying zoning district in which the subject property is located. Conditions may be imposed in the granting of a variance. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance. In considering a variance request, the Board of Adjustment must also consider whether the property owner has reasonable use of the land without the variance, whether the property is used seasonally or year-round, whether the variance is being requested solely on the basis of economic considerations, and the characteristics of development on adjacent properties.

The variance does not allow a use that would be otherwise unallowed in the zoning district and has been considered under the shoreland ordinance for the City.

Staff is supportive of the variance request because of the existing adjacent structures which are setback closer or equal to the variance request from the applicant. In addition, the request allows the building to meet the required shoreland setback from Big Lake.

PLANNING COMMISSION PUBLIC HEARING:

The Planning Commission reviewed the development application at their regularly scheduled meeting on April 1, 2020. Three written comments were received for the project and read at the public hearing.

The Planning Commission discussed the impervious surface on the property. The Planning Commission passed a motion recommending approval with no changes with a 6-0 vote.

STAFF COMMENTS:

Engineering and Public Works:

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

Fire Department

No comment provided.

Police Department

No issues.

ADDITIONAL COMMENTS:

DNR:
The DNR provided the following comment, "Review of the survey finds that the applicant's impervious surface area is 40.3% of the lot area. This finding is different then what was submitted to the city due to the inconstancies between the two surveys. The existing condition survey included the deck by the lake, where the proposed condition survey did not include the deck. Because I do not know the make up the deck, I will assume that the deck qualifies as impervious surface as indicated in the existing survey. The impervious area is calculated by applying a 50% credit for pervious pavers. The DNR has found that pervious pavers do not retain their pervious condition when managed by single family homeowner's overtime. This is due to a number of factors including the lack of equipment to perform the work necessary to change of ownership and lack of knowledge of what needs to be maintained. Because of this we expect the pavers to become impervious area over time, which will then make this lot have a impervious area of 42.8% which is an increase of 0.2% of the existing condition.

Because of this increase the DNR recommends that mitigation steps be included that can deal with the increase in runoff such as rain garden basins or other mitigation strategies or further reducing impervious surface in the proposed plan."

FINANCIAL IMPACT
N/A

STAFF RECOMMENDATION
Staff is recommending approval of the conditional use permit and reduced front yard setback variance request. Staff's recommendation of approval comes with the following conditions:

PLANNING AND ZONING CONDITIONS

1. The applicant shall provide the DNR requested information including existing impervious surface and the Ordinary High-Water Level (OHWL) for Big Lake.

2. The applicant shall meet any conditions required by the building official for a reduced setback between buildings.

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

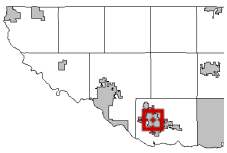
ATTACHMENTS

Attachment A:	Site Location Map
Attachment B:	Public Hearing Notice
Attachment C:	Engineer's Memo
Attachment D:	Existing Survey
Attachment E:	Proposed Survey
Attachment F:	Building Plans
Attachment G:	Resolution approving the CUP and Variance

Attachment A

Beacon™ Sherburne County, MN

Overview



Legend

- Parcels
- Streams

Parcel ID	65-426-0220	**Alternate ID**	n/a	**Owner Address**	3522 ERNAL DR
Sec/Twp/Rng	18-33-27	**Class**	151-Non-Comm Seasonal Residential Recreational		SHOREVIEW MN 55126
Property Address	301 CRESCENT ST BIG LAKE	**Acreage**	0.17		
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: 3/25/2020
Last Data Uploaded: 3/25/2020 4:14:04 PM

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Attachment B

CITY OF BIG LAKE
NOTICE OF PUBLIC HEARING FOR A VARIANCE AND CONDITIONAL USE PERMIT (CUP) AT 301 CRESCENT STREET

You are hereby notified that the Big Lake Planning Commission will hold a public hearing in order to consider a variance to allow the construction of a single-family residence using an existing footprint that does not meet the required lot setbacks, and impervious surface coverage exceeding the 25% allowed by ordinance. The public hearing will be held in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN on: **Wednesday, April 1, 2020 at or about 6:30 p.m.**

Applicant: Kathleen and Richard Anderson
15111 Sodium St NW
Ramsey, MN 55303

The applicant is requesting approval to allow construction of a single-family residence that would not conform to side yard or front yard setback requirements, and impervious surface coverage exceeding the 25% allowed by ordinance.

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.

Sara Roman, AICP
Consultant Planner
City of Big Lake

(Elk River Star News) (March XX, 2020 Edition) (Small Legal)

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 18, 2020

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

RE: 301 Crescent Variance & CUP
City of Big Lake, Minnesota
Project No.: W18.120331

Dear Sara,

We have reviewed the survey documents submitted for the above referenced project and have the following comments:

1. The applicant shall provide manufacturer materials specifications and installation recommendations associated with the proposed driveway pavers for the review of the City Engineer.
2. The applicant shall obtain all required permits associated with any work in the city right-of-way.
3. The applicant shall be responsible for all costs associated with any repairs to the Crescent Street infrastructure as a result of construction.
4. The applicant shall provide an erosion control plan for the review of the City Engineer.

We recommend that should the application be approved, the information requested above be provided prior to a building permit being issued.

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

Sincerely,

Bolton & Menk, Inc.

Jared Voge, P.E.
Principal Engineer

Bolton & Menk is an equal opportunity employer.

CERTIFICATE OF SURVEY

Attachment D

FOR: David Griffin

PROPERTY DESCRIPTION

LOT 5, BLOCK 2, GLENWOOD PARK, Sherburne County, Minnesota

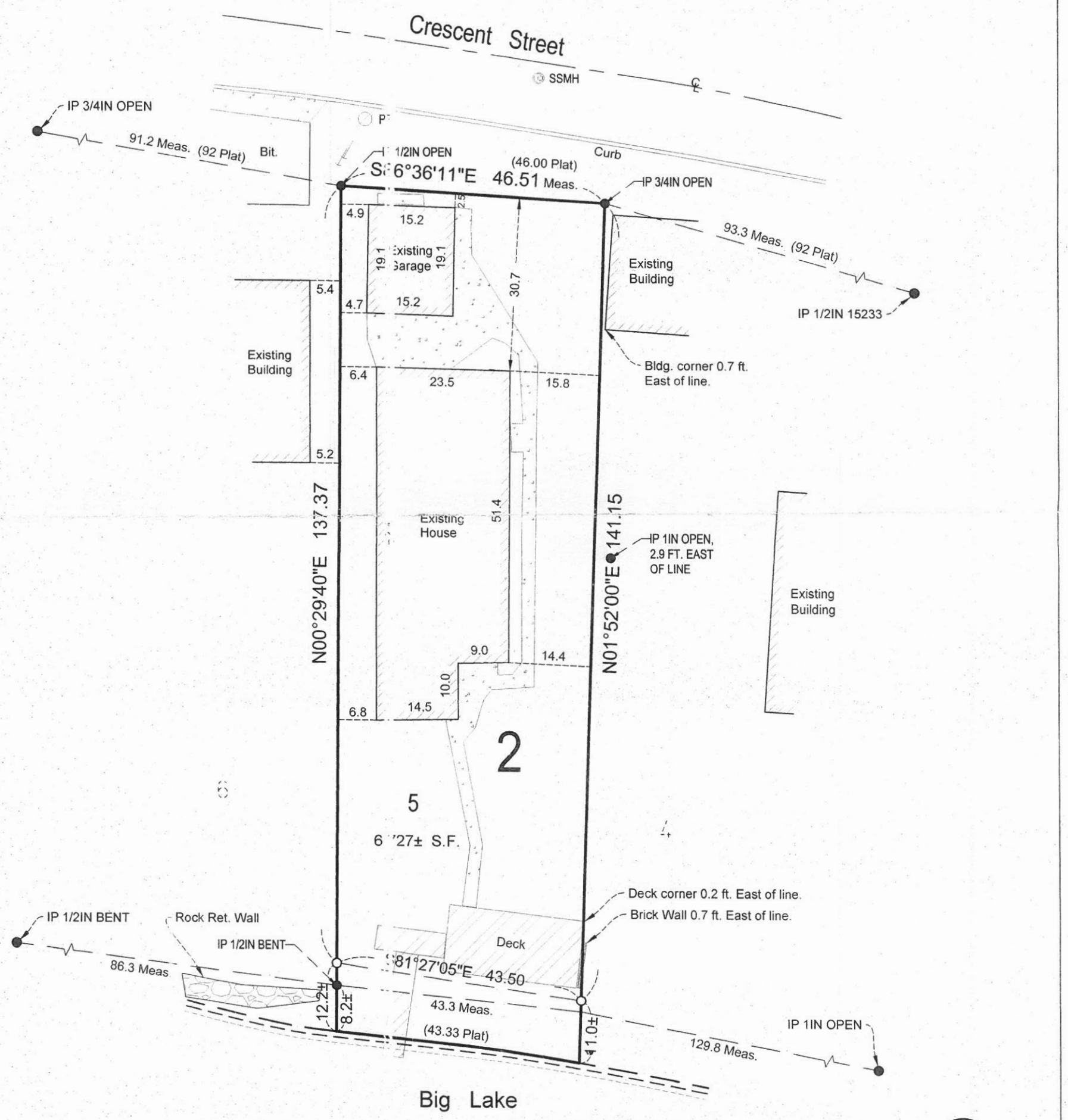
SURVEY NOTES

1. BACKGROUND INFORMATION SHOWN PER BOUNDARY SURVEY PERFORMED BY LANDFORM ON 9/03/2019 EXPRESSLY FOR THIS PROJECT.
2. FOR THE PURPOSES OF THIS SURVEY THE BEARING SYSTEM IS ASSUMED.
3. THE SURVEYOR DOES NOT GUARANTEE, IN WRITING OR ASSUMED, THAT THE UTILITIES AS SHOWN ARE IN THE EXACT LOCATION. NO EXCAVATION WAS PERFORMED TO LOCATE THE UNDERGROUND UTILITIES.

SITE SYMBOLS

○ 1/2" x 14" IRON PIPE SET, RLS 13057

● IRON PIPE FOUND



© LANDFORM 2019

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I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

Lynn P. Caswell

Lynn P. Caswell — Date: 9/03/2019

License. No. 13057 — Revised: xxx

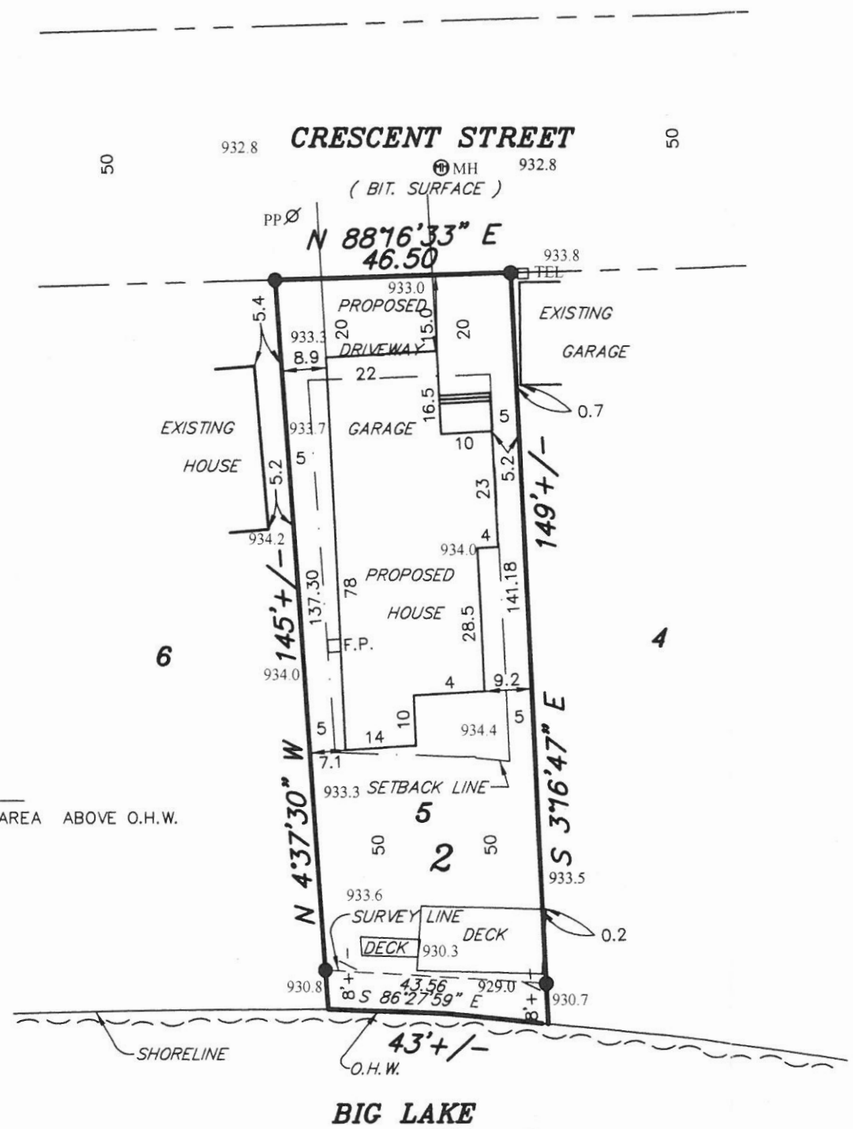
LANDFORM — From Site to Finish

105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401
Web: landform.net

Job No. ZZZ19478 — Drawing: ZZZ19478 BDRY.dwg — By: DM

Attachment E

CERTIFICATE OF SURVEY
FOR
PAUL BECKER CONSTRUCTION



TOP OF ICE ELEV. = 927.2
HIGHEST KNOWN 928.65 FEET ON 6/86
O.H.W. = 927.9

GRAPHIC SCALE IN FEET

0 30 60 90

DENOTES:
- IRON MONUMENT FOUND
- IRON MONUMENT SET & CAPPED RLS 15233
- LATH ONLY SET
- HUB OR REROD SET
- 0.00 EXISTING GROUND ELEVATIONS
- 0.00 PROPOSED ELEVATIONS
- PROPOSED DRAINAGE ARROWS

LOT 5, BLOCK 2, GLENWOOD PARK ADDITION TO BIG LAKE, SHERBURNE COUNTY, MINNESOTA

LOT AREA = 6,568.8 SQ. FT. TO SHORELINE
6525.8 SQ. FT. TO O.H.W.

IMPERVIOUS AREA'S

HOUSE = 2105 SQ. FT.
50% PAVER DRIVEWAY = 165 SQ. FT.
2270 SQ. FT. OR 34.8% OF PROPERTY AREA ABOVE O.H.W.

ONLY EASEMENTS ON RECORD PLAT ARE SHOWN ON THIS SURVEY UNLESS ADDITIONAL DOCUMENTATION OF OTHER EASEMENTS OF RECORD ARE PROVIDED TO US.

NO EXCAVATION OR CONSTRUCTION CAN BEGIN UNTIL THIS PLAN IS APPROVED BY THE LOCAL BUILDING INSPECTOR.

LOWEST FLOOR IS SUBJECT TO SUB-SOIL AND WATER TABLE CONDITIONS.

SUBJECT TO PUBLIC RIGHT OF WAYS AND EASEMENTS OF RECORD IF ANY.

CONTRACTOR TO DETERMINE EXACT LOCATION AND ELEVATION OF SEWER SERVICE.

THE LOWEST FLOOR ELEVATION IS SUBJECT TO THE ACTUAL DEPTH AND ELEVATION OF THE SEWER SERVICE.

NOTE: PRIOR TO ANY EXCAVATION, EXCAVATOR MUST COMPARE SURVEY WITH HOUSE PLAN WITH BUILDER TO VERIFY TYPE OF HOUSE AND FINAL ELEVATION.

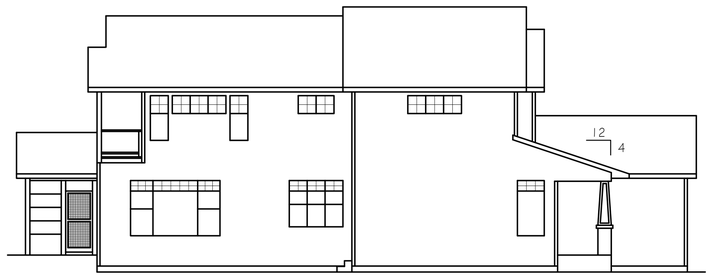
I HEREBY CERTIFY THAT THIS SURVEY PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Dennis V. Taylor 1-22-20
DENNIS V. TAYLOR REG. NO. 15233 DATE

TAYLOR LAND SURVEYORS, INC.
213 W. BROADWAY P.O. BOX 179
MONTICELLO, MN 55362
PHONE # 763-295-3388 FAX # 763-295-3408

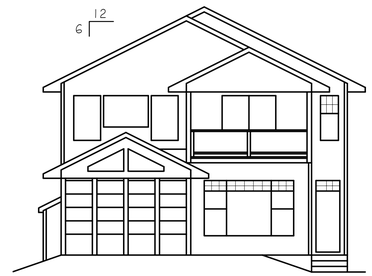
REV: 2-24-20 IMPERVIOUS AREA AND HOUSE SIZE

DRAWN BY:	CHECKED BY:	BOOK: PAGE:	SHEET OF	SCALE:	DATE DRAWN:	FILE NO.
B.TAYLOR	D.TAYLOR	F-426 / 45	1 1	1IN. = 30FT.	01/20/20	19125



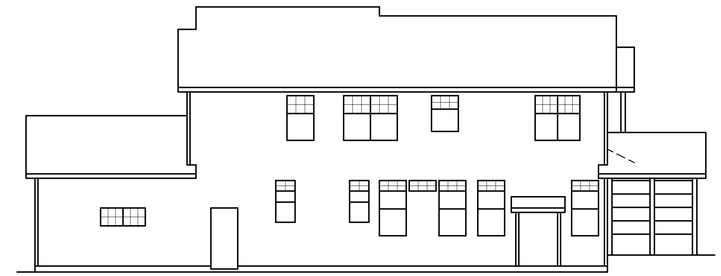
LEFT ELEVATION

1/8"= 1'-0"



LAKE FRONT ELEVATION

1/8"= 1'-0"



RIGHT ELEVATION

1/8"= 1'-0"

FRONT ELEVATION

1/4"= 1'-0"

DISCLAIMER

IN PREPARATION OF THIS PLAN EVERY ATTEMPT HAS BEEN MADE TO AVOID MISTAKES. DESIGNER CANNOT GUARANTEE AGAINST HUMAN ERROR. CONTRACTOR TO VERIFY ALL DIMENSIONS AND CONDITIONS AND BE RESPONSIBLE FOR THE SAME. THESE DESIGNS, CONCEPTS AND SPECIFICATIONS ARE INSTRUMENTS OF SERVICE AND AS SUCH REMAIN THE EXCLUSIVE PROPERTY OF COUNTRY LUMBER AND ARE NOT TO BE COPIED WITHOUT THE WRITTEN CONSENT OF COUNTRY LUMBER.

P: 12/16/19
R: 01/02/20
R:
R:
F:

DRAWN BY: RK

DRAWING#2019.229

DESIGN FOR:
ANDERSON RESIDENCE

COUNTRY LUMBER
DESIGN CENTER
12575 OAK VIEW AVE. BECKER, MN. 55308
PHONE: (763) 262-4750
FAX: (763) 262-4445
1-800-247-0395

X

OF X

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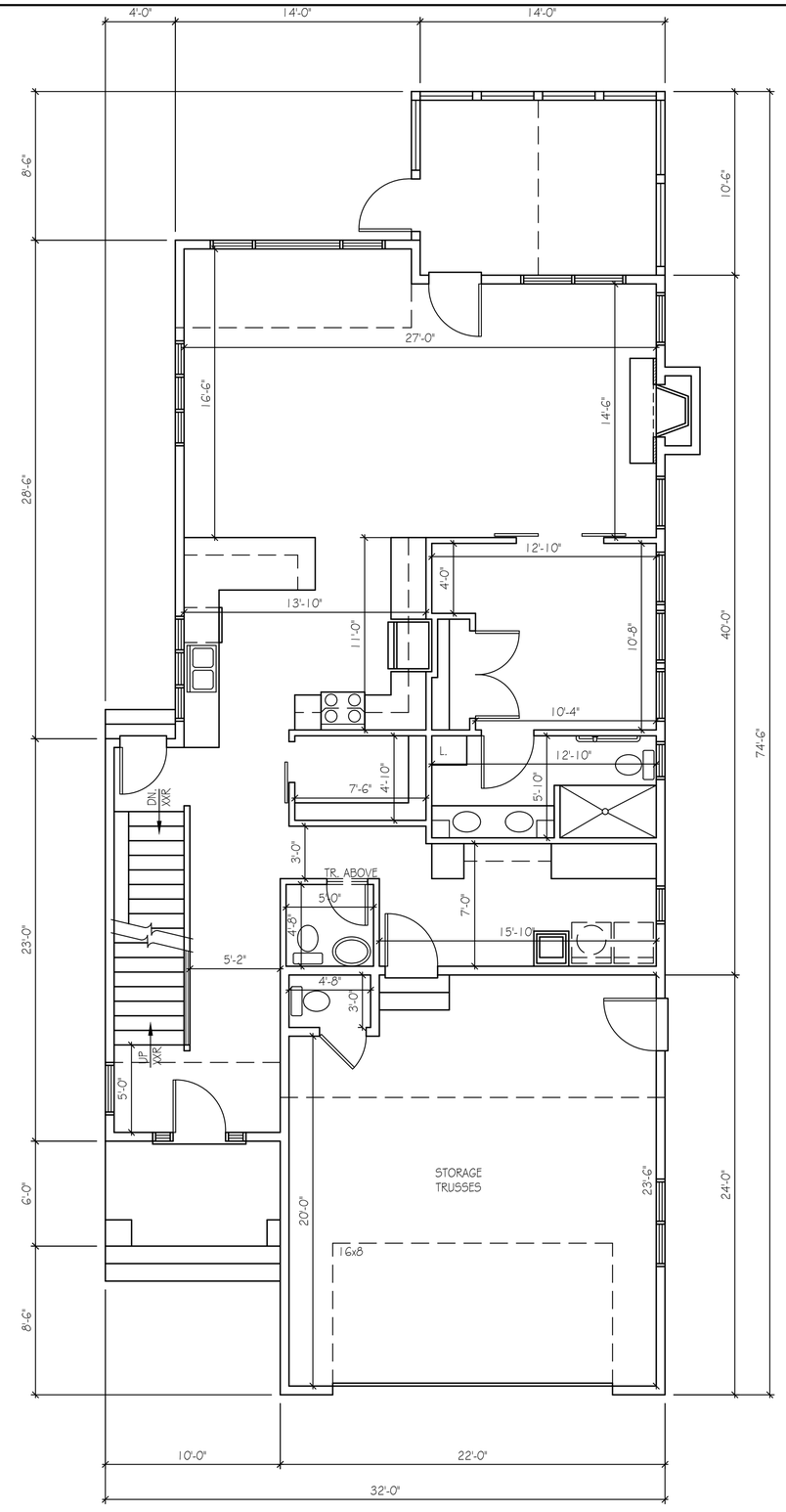

BASEMENT PLAN

1/4"= 1'-0"

FIRST FLOOR PLAN

1320 SFT. (HOUSE) 140 SFT. (SCREEN PORCH)
528 SFT. (GARAGE)

1/4"= 1'-0"

X
OF X

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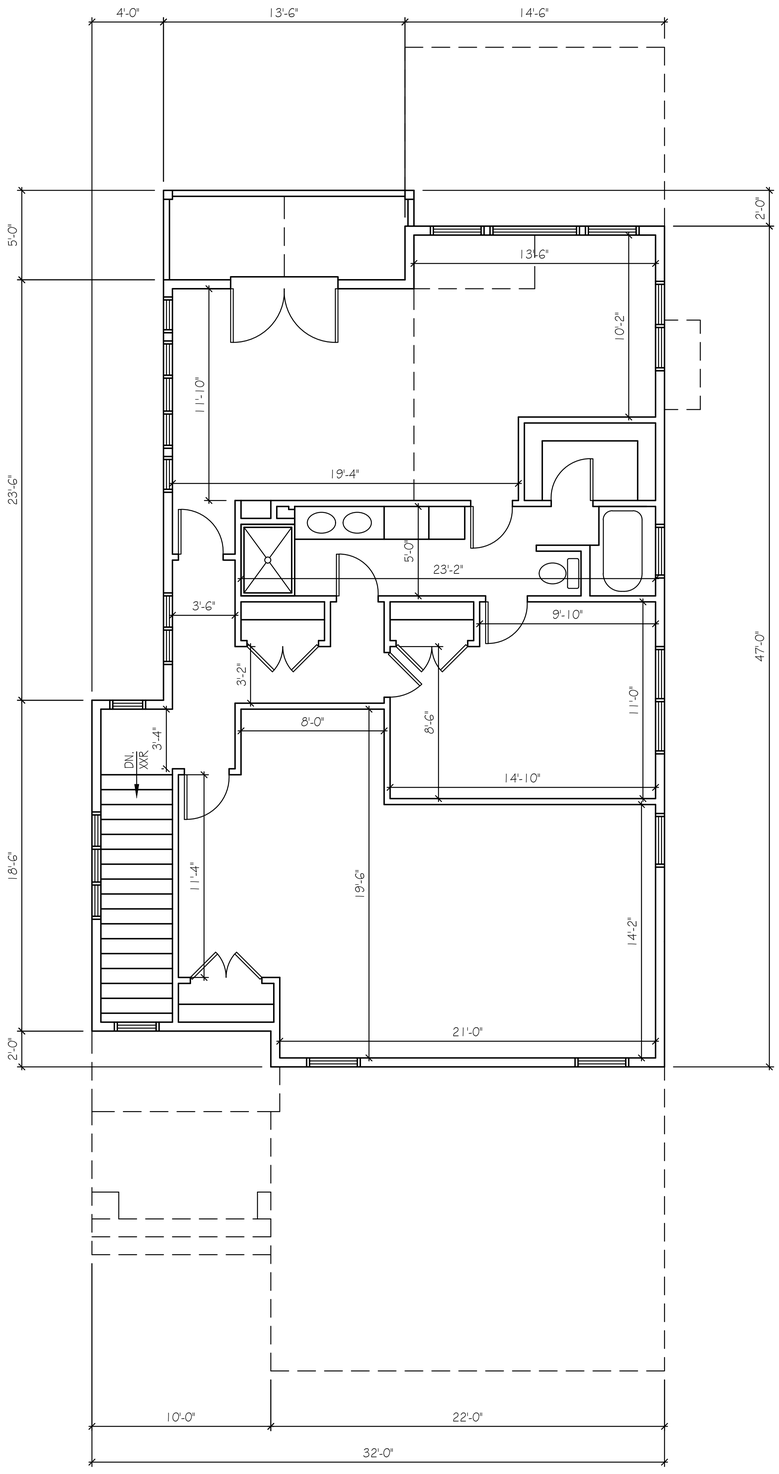

SECOND FLOOR PLAN

1338 SFT. (HOUSE)

1/4"= 1'-0"

BUILDING SECTION

SEE BUILDERS SPECIFICATION FOR BUILDING MATERIALS

3/8"= 1'-0"

X

OF X

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

CITY OF BIG LAKE
RESOLUTION NO. 2020-XX

RESOLUTION APPROVING A CONDITIONAL USE PERMIT AND VARIANCE FOR KATHLEEN AND RICHARD ANDERSON AT 301 CRESCENT STREET

WHEREAS, the City of Big Lake Planning Commission conducted a public hearing on April 1, 2020 to consider the following:

- A Conditional Use Permit to permit impervious surface coverage of 35%.
- A Variance to allow a reduced front yard setback of 15 feet where 20 feet would be required.

WHEREAS, the Planning Commission conducted a public hearing on April 1, 2020 and recommended, with a 6-0 vote, that the City Council approve the conditional use permit and variance subject to the conditions identified herein; and

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

WHEREAS, the City Council makes the following findings of fact and decision:

A. The Legal Description of the subject property is: Lot 5, Block 2, Glenwood Park, Sherburne County, Minnesota.

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

C. The applicant's site plan is attached as Exhibit B.

D. Conditional Use Permit.

1. *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 calls for redevelopment of rundown areas, general beautification, and the creation of "move-up" type housing within city limits. The proposed single-family residential home will be very attractive and would fit into this "move-up" category

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

   The R-5 Residential Redevelopment district was created specifically to allow small lots that previously hosted seasonal cabins to be adaptively reused to create a neighborhood of permanent homes. The Applicants will tear down the seasonal cabin that was previously located at 301 Crescent Street and are proposing to build a year-round home there. This is consistent with the goals of the zoning district.

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

   The proposed single-family home will not overburden the City's service capacity.

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

   The proposed single-family home will fit in well within the low-medium density residential neighborhood.

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

This area is intended to be low-medium density and consist of single-family homes, townhomes, and twinhomes. The proposed single-family home is appropriate for the area.

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

   The use conforms to the performance standards contained in the Zoning Ordinance.

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

   The traffic generation from the new single-family home will not increase from the existing single-family home and is within capabilities of the street serving the property.

8. *In addition to the above general criteria, the proposed conditional use permit meets the criteria specified for the various zoning districts outlined as follows.*

   The zoning district standards are met except where variances have been identified.

E. Variance

1. *That because of the particular physical surroundings, lot shape, narrowness, shallowness, slope or topographical conditions of the specific parcel of land involved, practical difficulties to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.*

   The subject property is surrounded by structures which are closer to the front lot line and the request would allow the building to be consistent with the adjacent properties.

2. *That the conditions upon which a petition for a variance is based are unique to the parcel of land for which the variance is sought and are not applicable, generally, to other property within the same zoning classification.*

   The conditions of this property are unique and not applicable to other properties within the same zoning

3. *That the purpose of the variance is not based exclusively upon a desire to increase the value or income potential of the parcel of land.*

The request is not based on the economic considerations.

4. *That the alleged practical difficulties are caused by this Ordinance and have not been created by any persons having an interest in the parcel of land and are not self-created difficulties.*

   The practical difficulty was not created by the owner of the property.

5. *That the granting of the variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, endanger the public safety, or substantially diminish or impair property values within the neighborhood.*

   The variance will not have a negative impact on the air, light, traffic, danger of fire or public safety to neighboring properties.

6. *That the granting of the variance will not be detrimental to the public welfare or injurious to other land or improvements in the neighborhood in which the parcel of land is located.*

   The variance will not hinder other nearby properties from making improvements.

7. *The variance is the minimum action required to eliminate the practical difficulties.*

   The variance is the minimum possible request to eliminate the difficulty.

8. *The variance does not involve a use which is not allowed within the respective Zoning District.*

   The single-family home is an allowed use in the R-5 zoning district.

9. *The variance is in harmony with the general purposes and intent of the Ordinance.*

   The variance is in harmony with purpose of the R-5 district to allow redevelopment while preserving the lakeshore.

10. *The variance is consistent with the comprehensive plan.*

    The variance is consistent with the Comprehensive Plan.

11. *The property owner proposes to use the property in a reasonable manner not permitted by the Ordinance.*

The property owner is using the property for a reasonable manner.

12. *The variance will not alter the essential character of the locality.*

The variance will not alter the essential character of the area.

13. *Shoreland Management District Variances.*

(1) *Variances may only be granted in accordance with Minnesota Statute Chapter 462, as applicable. A variance may not circumvent the general purposes and intent of Section 1065 (Shoreland Management District) of this Ordinance. No variance may be granted that would allow any use that is not allowed in the underlying zoning district in which the subject property is located. Conditions may be imposed in the granting of a variance. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance. In considering a variance request, the Board of Adjustment must also consider whether the property owner has reasonable use of the land without the variance, whether the property is used seasonally or year-round, whether the variance is being requested solely on the basis of economic considerations, and the characteristics of development on adjacent properties.*

The variance does not allow a use that would be otherwise unallowed in the zoning district and has been considered under the shoreland ordinance for the City.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake that it hereby approves the conditional use permit and variance subject to the following conditions:

1. The applicant shall provide the DNR requested information including existing impervious surface and the Ordinary High-Water Level (OHWL) for Big Lake.

2. The applicant shall meet any conditions required by the Building Official for a reduced setback between buildings.

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

Adopted by the Big Lake City Council on the 22nd of April 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
Exhibit B – Applicant's Site Plan

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

STATE OF MINNESOTA)
) SS.
COUNTY OF SHERUBNRE)

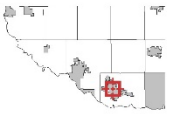
The foregoing instrument was acknowledged before me this _____ day of April, 2020, by Mike Wallen and Gina Wolbeck, the Mayor and City Clerk respectively of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

_____
Notary Public

EXHIBIT A
SITE LOCATION MAP

Beacon™ Sherburne County, MN

Overview



Legend

- Parcels
- Streams

Parcel ID	65-426-0220	**Alternate ID**	n/a	**Owner Address**	3522 ERNAL DR
Sec/Twp/Rng	18-33-27	**Class**	151-Non-Comm Seasonal Residential Recreational		SHOREVIEW MN 55126
Property Address	301 CRESCENT ST BIG LAKE	**Acreage**	0.17		
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.*

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Last Data Uploaded: 3/25/2020 4:14:04 PM

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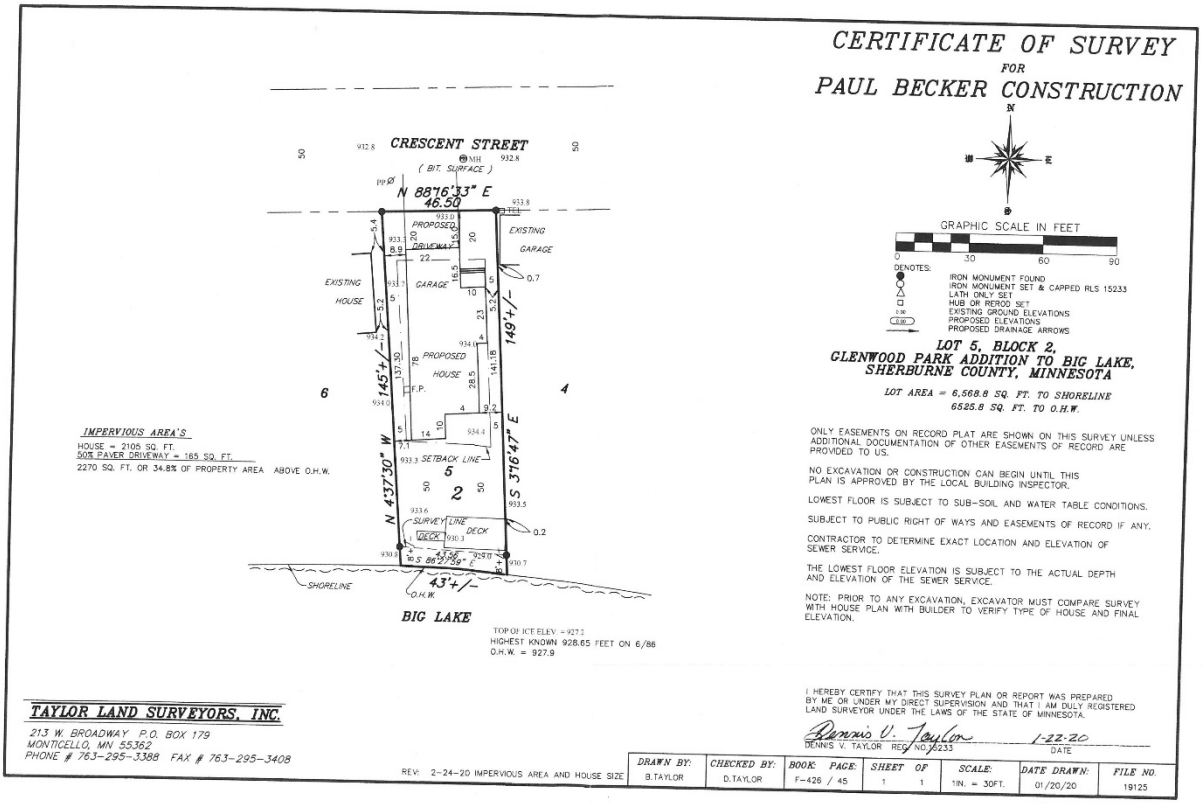
EXHIBIT B
APPLICANT'S SITE PLAN



AGENDA ITEM

Big Lake City Council

Prepared By: *T.J. Hofer through Kevin Shay, Consultant Planner*	***Meeting Date:*** 4/22/2020	***Item No.*** **7F**
Item Description: *PUD Concept Plan Review for "Big Lake Station" (PID* 65-580-0010*)*	***Reviewed By:*** *Kevin Shay, Consultant Planner*	
	Reviewed By: *Clay Wilfahrt, City Administrator, and Hanna Klimmek, EDFP, Community Development Director*	

60-DAY REVIEW DEADLINE: May 11, 2020

ACTION REQUESTED

The City Council is asked to give informal review and comment regarding the project's acceptability in relation to the Comprehensive Plan and development regulations.

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

BACKGROUND/DISCUSSION

APPLICATION:

The applicant, AEON, has submitted a development application requesting a concept plan review. The application will require Concept Plan Review by the Planning Commission and City Council, rezoning to PUD, and a PUD approval (concept plan, preliminary plan, final plan) with public hearings, platting and a development contract.

BACKGROUND:

The Applicant is seeking concept plan review for a proposal to construct 74 senior housing units and 110 multi-family housing units on property owned by the applicant (PID #65-580-0010) on 6.14 acres at the corner of Station Street NW and Forest Road. The subject property is a 6.14-acre that was created as part of the "Station Street Acres" plat in 2017.

The lot is currently zoned Transit Oriented Development (TOD) and is in the Midway Zone of the TOD District. The TOD district allows for "Multiple family residential developments containing eight (8) or more dwelling units per acre." The lot is guided by the Comprehensive Plan for Transit-Orientated Development.

CONTEXT:

The proposed development, known as "Big Lake Station," would include 74 senior housing units and 110 multi-family housing units on 6.14 acres of vacant land. The senior units will be contained within one building and will require at least one occupant in a residence to be 55 years old and with an income below 50% of area median income (AMI). The multi-family units will be split between two buildings evenly and will mirror each other on the site. The multi-family units will be targeted for families with incomes ranging from 30% AMI to 60% AMI or $30,000 to $60,000 for a family of four. The proposed multi-family housing is unique in containing a large number of three- and four-bedroom apartment units – a unit type that is highly sought after but uncommon in multi-family rental development.

EXISTING ZONING AND LAND USE:

Zoning	Transit Oriented Development (TOD)
Future Land Use	Transit-Oriented Development (TOD)
Existing Land Use	Vacant Land – Agricultural
Topography	Flat

The City's 2018 comprehensive plan guides this land as "Transit-Oriented Development." Per the comprehensive plan:

> *Mid- or high-density housing and supportive public space design, all consistent with the principles of the Transit-Oriented Development Design Manual, 2008.*

SURROUNDING ZONING AND LAND USE:

Direction	Zoning	Future Land Use Plan	Existing Land Use
North (Across Station Street)	I-1 Industrial Park	School, Public or Church	State Public Property
South	TOD Transit Oriented Development	Transit-Oriented Development	Vacant – Agricultural
East (Across 172nd Street)	Big Lake Township Agricultural	Transit-Oriented Development	Vacant – Agricultural
West	PUD Planned Unit Development	Transit-Oriented Development	Vacant – Agricultural, approved for multi-family housing project (Station Street Apartments)

ANALYSIS OF REQUEST

REZONING REQUESTED:

The parcel is currently zoned TOD. The parcel is located within the T.O.D. district that surrounds the NorthStar Train Station. The T.O.D. district "Midway Zone" includes lands generally within one quarter (¼)

mile and half (½) of a mile of the rail station and serves as a transition area for the TOD area. Within this zone, a mix of commercial and high density residential housing is expected.

Section 1068.03 of the City Code states that multiple family residential developments containing eight or more dwelling units per acre is an allowed use within the "Midway Zone." The applicant is showing the senior housing and the multi-family buildings on separate parcels. The multi-family buildings show 110 units on 3.51 acres, which is 31.3 units/acre (gross) . The senior housing building is 55 units on 2.63 acres, which is 20.9 units/acre (gross). The project meets the density requirements in the Code.

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

LOT STANDARDS:

For multi-family units in a non-shoreland area, the following lot standards apply:

Standard	Allowed	Proposed	Compliance with Code
Lot Coverage	60-85%	TBD; Not defined	**TBD**
Height Principal Structure	18 – 40 ft., or three stories, whichever is less	TBD; 4 stories	**Does not appear to comply**
* Two buildings are shown on a single lot and are roughly 55 ft. apart.			

For senior housing units in a non-shoreland area, the following lot standards apply:

Standard	Allowed	Proposed	Compliance with Code
Lot Coverage	60-85%	TBD; Not defined	**TBD**
Height Principal Structure	18 – 40 ft., or three stories, whichever is less	TBD; 3 stories	**Appears to comply**

The concept plan, as proposed, does not provide sufficient information to evaluate the lot standards. The submitted plans provide floor area ratio (FAR) instead of lot coverage. The multi-family buildings are shown as four stories and the senior housing building is shown as three stories where three stories are permitted. The applicant will also be required to provide architectural elevations for formal development review that include a structure height.

SETBACKS:

For multi-family units in a non-shoreland area, the following lot standards apply:

Standard	Allowed	Proposed	Compliance with Code
Building Setbacks: Front Yard (from the east unnamed public street)	5 – 15 ft.	50 ft.	**Does not comply; requires flexibility**
Building Setbacks: Front Yard (from the south unnamed public street)	5 – 15 ft.	2.5 - 25 ft.	**Does not comply; requires flexibility**
Building Setback: Rear Yard	15 ft	45 ft.	**Does not comply; requires flexibility**
* Two buildings are shown on a single lot and are roughly 55 ft. apart.			

The concept plan, as proposed, will require flexibility for front yard setbacks and rear yard setbacks. This is common for an apartment, as much of the space is used for common space and amenities.

For senior housing units in a non-shoreland area, the following lot standards apply:

Standard	Allowed	Proposed	Compliance with Code
Building Setbacks: Front Yard (from the south unnamed public street)	5 – 15 ft.	75 ft.	**Does not comply; requires flexibility**
Building Setbacks: Front Yard (from Station Street)	5 – 15 ft.	25 - 35 ft.	**Does not comply; requires flexibility**
Building Setback: Side Yard	0 – 25 ft.	15 ft.	**Complies**

The concept plan, as proposed, will require flexibility for front yard setbacks. This is common for a senior housing, as much of the space is used for common space and amenities.

SETBACKS, PERIPHERY:

For PUD developments, the front and side yard restrictions at the periphery of the PUD site must be the same as imposed in the respective zoning districts. For formal development review, the applicant must include on plans the right-of-way lines for Station Street NW as well as the unnamed street included on the plans to ensure that development is setback a minimum of 15 feet. The concept plan appears to request flexibility.

PROPOSED PARKING:

The Concept Plan proposes parking as a mix of off-street parking and underground parking. The plans show 132 parking spaces for the multi-family building and 98 total spaces for the senior housing building.

The TOD district requires a minimum of two parking stalls per unit. One stall shall be in a garage or parking structure. A maximum of 2.5 stalls is allowed as a permitted use. Up to three (3) parking stalls may be allowed per unit by Conditional Use Permit.

The plans show a larger amount of structured parking, but do not meet the parking requirements showing 1.66 parking spaces for the multi-family building and 1.3 parking spaces for the senior housing apartments.

In addition to this, surface lots shall be screened along all sidewalks by a landscaped buffer of not less than five-feet or three-foot walls or fencing compatible with the adjacent architecture. The concept does not appear to comply with this requirement.

PROPOSED LANDSCAPING:

The City's zoning ordinance requires a landscaping plan with every commercial, industrial or multiple-family residential development application. The applicant will be required to provide a detailed landscaping plan, including if any phasing is proposed for landscaping. The concept plan provided by the applicant does not provide sufficient detail to determine if the landscaping or screening meets the applicable provisions of Section 1027 (Landscape, Screening and Tree Preservation).

The requirements for multifamily development requires residential structures containing two or more units to contain at a minimum one tree per dwelling unit. The Code states that at least 50% of the required trees must be overstory coniferous or deciduous trees. The remaining 50% can be replaced with ornamental trees or shrubs at a rate of 3:1. At least 25% of the trees must be deciduous and at least 25% must be coniferous.

The PUD is anticipated to request flexibility for landscaping requirements.

UTILITIES:

The applicant is proposing to connect to municipal water and sewer. The code requires that all new utilities shall be placed underground. This will be reviewed at preliminary plat when the applicant provides utility plans.

BUILDING DESIGN STANDARDS:

Section 1040.05 Subd. 3 of the City's zoning ordinance provides the building requirements for multi-family dwellings. At formal development review, the applicant will be required to provide the building elevations for all apartment structures to ensure compliance with code, or to request flexibility from the requirements.

RECREATION AREAS:

The applicant is proposing 14 garden areas each with four plots, an outdoor patio, and other unidentified amenities as part of the overall development. Section 1040.05 of the City Zoning Ordinance requires that each multiple family apartment building or complex of 20 or more dwelling units shall include visually defined or fenced active recreation areas of 2,000 square feet plus an additional 50 square feet per unit for over 20 dwelling units.

With 184 proposed units split between three buildings, the overall development will require 12,200 square feet of recreation area. The concept plan shows garden areas as well as a patio area. Along with this staff

believe there may be further outdoor space such as a plaza and a playground, however, several elements on the concept plan are unlabeled. The current concept plan does not adhere to the lot coverage levels for recreation areas. At formal development review, the applicant will be required to provide the square footage of proposed recreation areas to ensure compliance with code, or to request flexibility from the requirement.

STORM WATER MANAGEMENT:

A pond is shown on the proposed parcel with senior housing. A stormwater management plan is required for all PUDs. When a storm water management plan is created, storm water management techniques will be required to be consistent with the City's Subdivision Ordinance and ponds will be landscaped as designated by the City's Zoning Ordinance with the following additional requirements:

1. All retention basins shall resemble natural ponds to the maximum extent possible.
2. Retention basin landscaping shall include indigenous plants and landscaping materials.

SIGNAGE:

Signage is not reviewed as part of this concept plan. No signage is shown on the concept plan.

SUMMARY:

The following PUD flexibility is present in the concept plan and additional details will be added when the development stage PUD is applied for:

- Lot information and building height are not provided, but it appears that the applicant is requesting flexibility to allow a four-story building where the City Code limits it to three stories.
- Front setbacks are greater than the TOD district allows
- Minimum periphery setbacks from collector roads may not be met
- Parking spaces are proposed at a rate lower than required within the Midway Section of the TOD district
- Screening is required for surface parking lots and the plans do not comply
- Sidewalks placement is not in compliance with the requirements of the TOD district
- Landscaping planting is under what is required for a multi-family building
- No neighborhood recreational amenities are included

PARK DEDICATION:

The City's subdivision ordinance and fee schedule state residential subdivisions must dedicate 10% of the land being subdivided as parkland OR pay a fee equal to 10% of the value of the land with a minimum of $2500 per unit. It is at the City's discretion whether to require a land donation or allow the fee in lieu to be paid. The park dedication will be calculated with a preliminary plat application that meets the density standards.

PLANNING COMMISSION PUBLIC HEARING:

The Planning Commission reviewed the development application at their regularly scheduled meeting on April 1, 2020. No written comments were received for the project.

The Planning Commission was generally supportive for the Concept Plan especially with the units, the layout of the buildings, and the community garden plots. The Planning Commission did have some concerns with the off-street parking not being connected and the flow between the two builds. The Planning Commission was accepting of the flexibility for the building height and setbacks.

STAFF COMMENTS:

Planning and Zoning

Planning staff is supportive of this project. The applicant notes in their narrative the vacancy rate in Big Lake has been nearly 0% in the past years. The City established a regional presence with the NorthStar Train Station in the City, and creating affordable and accessible housing near this public transit is critical to supporting residents in the City by providing a variety of housing options with access to transit. This area is guided for development including multi-family in the Comprehensive Plan and this project could serve as a catalyst to encourage more development in the area.

Engineering and Public Works:

Bolton and Menk prepared a comment letter for the initial review of this concept plan, dated March 20, 2020 (Attachment G).

Fire Department

No issues.

Police Department

No issues.

ADDITIONAL COMMENTS:

Xcel Energy

Pete Cluever of Xcel Energy stated, "Xcel gas has main to the property to serve the apartment to the south. This would be Connexus Electric."

FINANCIAL IMPACT

NA

STAFF RECOMMENDATION

The City Council should provide feedback on the applicant's proposal and whether there are additional items that should be addressed by the applicant prior to the submittal of the preliminary plat and PUD. The applicant would take these comments under advisement as they prepare a formal submittal.

Staff is generally supportive of the concept plan but is seeking City Council feedback regarding some of the specifics of the proposal. The City Council is asked to give informal review and comment regarding the project's acceptability in relation to the Comprehensive Plan and development regulations.

ATTACHMENTS

Attachment A:	Site Location Map
Attachment B:	Applicant's Narrative
Attachment C:	Concept Plan – Building Layout
Attachment D:	Concept Plan – Parking Layout
Attachment E:	Concept Plan – Development Summary
Attachment F:	Elevations
Attachment G:	Engineer's Memo dated March 20, 2020
Attachment H:	Public Hearing Notice

Attachment A

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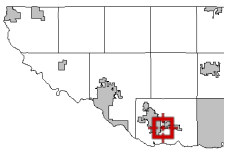
Overview



Legend

- Parcels
- Streams

Parcel ID	65-580-0010	**Alternate ID**	n/a	**Owner Address**	901 3RD ST N STE 150
Sec/Twp/Rng	29-33-27	**Class**	101-Agricultural		MINNEAPOLIS MN 55401
Property Address		**Acreage**	6.14		
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: 3/23/2020
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Developed by Schneider GEOSPATIAL

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Memorandum

To:	City of Big Lake
From:	Leslie Roering, Aeon
Date:	February 28, 2020
Re:	Aeon Big Lake Station – Concept Plan Narrative

Aeon is a mission-driven, nonprofit provider of quality apartment homes for low- and moderate-income individuals and families. Aeon was founded in 1986 to replace 350 apartment homes that were demolished to build the Minneapolis Convention Center. Our first development, Buri Manor, provided 38 homes for low-wage workers. Driven by our belief that everyone deserves a home, Aeon's portfolio has grown to 58 properties that nearly 12,000 residents call home each year.

Aeon's mission is to create and sustain quality affordable homes that strengthen lives and communities. Aeon prides itself on acting boldly to create and preserve affordable homes. We encourage residents to take ownership of their home and connect with their community.

Project Summary:

Aeon is proposing a three phase development on 6.14 acres adjacent to the NorthStar Communter Rail Station. Two of the phases will be targeted for large families with incomes ranging from 30% area median income (AMI) to 60% AMI or $30,000 to $60,000 for a family of four. The third phase, located along Station Street, will target seniors age 55+ with one individual in the household at 50% AMI.

Big Lake Station – Family (A + B):

Big Lake Station – Family (A) is a new transit-oriented construction project that will include a four-story elevator building with underground parking incorporating a variety of different housing options, from 1- to 4-bedroom units. The City of Big Lake is currently experiencing a nearly 0% vacancy rate on all of the rental housing units, indicating a pent-up demand for more housing options, including affordable housing for large families. Recognizing the lack of four-bedroom apartments within Big Lake and the

surrounding communities, this project is unique and in high demand. The building will be situated on a 6-acre vacant site next to the North Star Commuter Rail - Big Lake Station, the final stop on the commuter rail, providing connections from Big Lake, down to Minneapolis, on to the Mall of America or over to Saint Paul.

The 55-unit building will contain units available to households at or below 50% and 60% area median income. A portion of the of the units have been designated for long-term homeless families and will be affordable at 30% area median income with supportive services provided onsite by Tri-CAP. Of the 55 units, 6 will be 1-bedroom apartment homes, 21 will be 2-bedroom apartment homes, 22 will be 3-bedroom apartment homes and 6 will be 4-bedroom apartment homes.

Additionally, Aeon intends to build a second phase of family development as funding allows. The second phase (Building B) will mirror the first phase of family development. In total, the project will have 110 units of affordable housing for large families.

Big Lake Station – Senior:

Big Lake Station - Senior is a new construction project that will include a three-story elevator building with underground parking with one- and two-bedroom units for seniors 55+. The City of Big Lake recently saw the conversion of their only independent living facility for seniors to assisted living. This leaves the City of Big Lake with nearly zero units for aging seniors that do not need additional assistance.

This new construction project will include approxmiately 74 units providing housing options, from 1- to 2-bedroom units, in a single three-story elevator building with underground parking. The units will be available for households at or below 60% AMI, with an individual household member meeting the senior requirements of 50% AMI. A portion of the units will also be designated for seniors at 30% AMI.

The first floor will provide an active connection to the commuter rail station, a community room, library room craft room and a fitness room. The exterior materials will be durable and meet local design requirements. New sidewalks, lighting, patio, benches, and bike racks reposition this site from a vacant lot to a warm, inviting transit-oriented experience.

Memorandum

Aeon will take an inclusive approach towards the design and development of the site, relying on input from community members, City staff, local stakeholders, and a design team of highly qualified professionals. We will model our design with a focus on sustainability and energy efficiency applying proven techniques and lessons learned from The Rose. Aeon also has a network of residents that will help guide us in programming the buildings amenities.

Project Need:

As noted above, the City of Big Lake has been seeing nearly 0% vacancy for the past several year, indicating a signficant need for more housing within the community. Big Lake Station - Family is important in that it is providing quality, affordable homes for large families in a growing and prosperous community. Aeon's Greenway Terrace project in Ramsey, 18 miles South, is home to approximately 150 school aged children and we expect Big Lake Station - Family to be similar. Stable housing is a catalyst for educational achievement. The State of Minnesota is currently looking to expand the Homework starts with Home initiative, aiming to end student homelessness. Homelessness and housing instability impose huge challenges on students:

- Homeless and highly mobile students are more likely to be chronically absent, missing more than 10 percent of school days. Chronic absenteeism jeopardizes educational success. In fact, a student's attendance through sixth grade predicts future educational attainment and the likelihood of graduation. *

- Only one in four homeless third graders demonstrate reading proficiency, a rate that is 37 percent lower than their low-income but housed peers. Low reading proficiency in third grade correlates with significantly lower academic success in the future.

Additionally, by 2030, 1 in 5 resident in each of Minnesota's 87 counties will be over the age of 65. The rapid increase of aging persons in the state puts strain on the already tight rental market. Older renters are also at higher risk for housing cost burden because of limited income sources, therefore the need to create affordable senior housing is imperative.

The National Aging Programs Information System shows that 72% of the aging population in Minnesota live in rural communities. According to the Governor's Task

Memorandum

Force on Housing, without affordable options for older adults to live, many are staying in their homes that are too big and too hard to handle. It is imperative that we bring affordable independent living for seniors to rural communities, like Big Lake, so that residents have a housing solution that allows them to stay in their community.

URBANWORKS

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Big Lake Senior Living

BIG LAKE, MN / 02.26.2020 / 19-0014

Attachment C

0' 30' 60'

CONCEPT PLAN

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0' 30' 60'

CONCEPT PLAN

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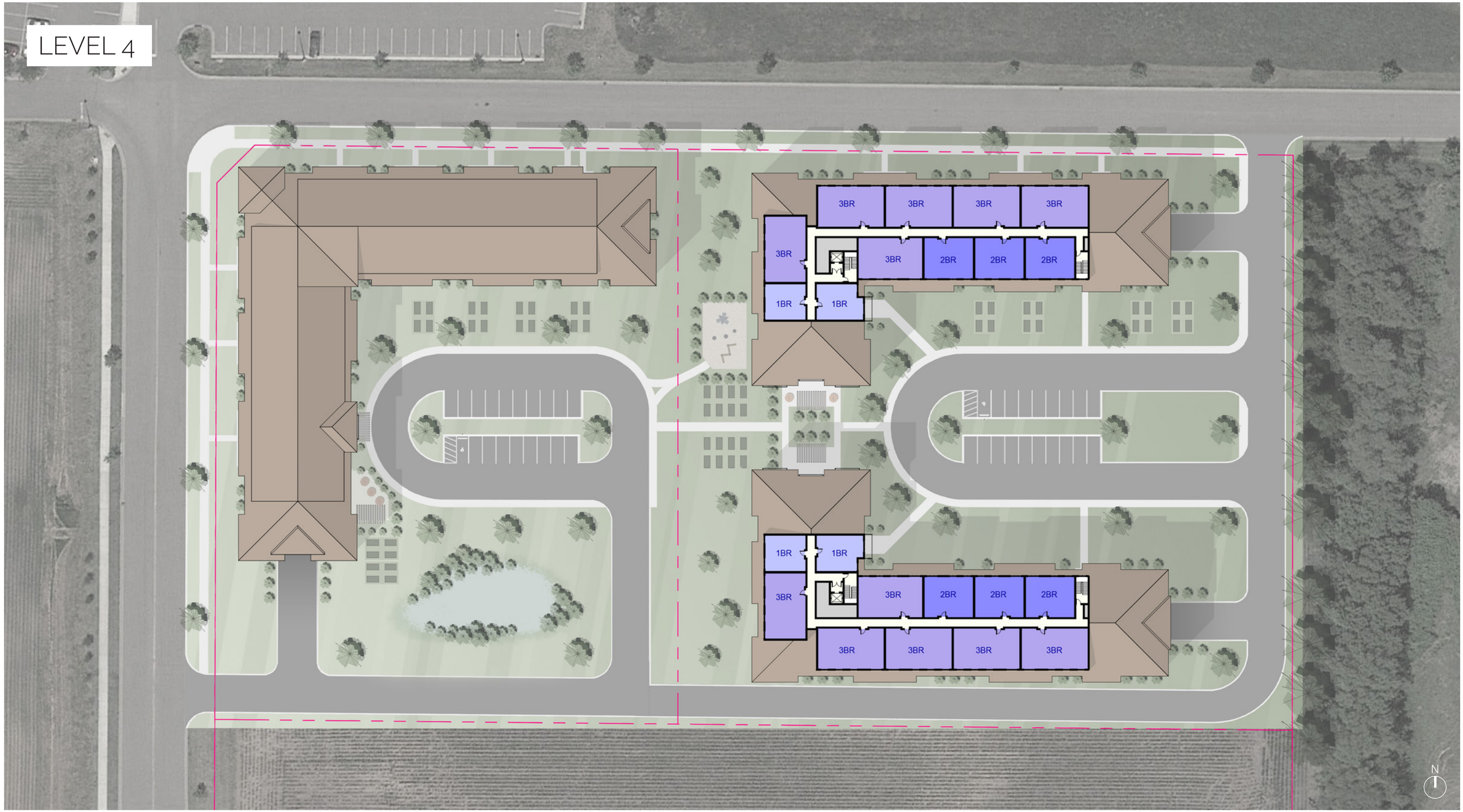
Big Lake Senior Living

BIG LAKE, MN / 02.26.2020 / 19-0014

0' 30' 60'

CONCEPT PLAN



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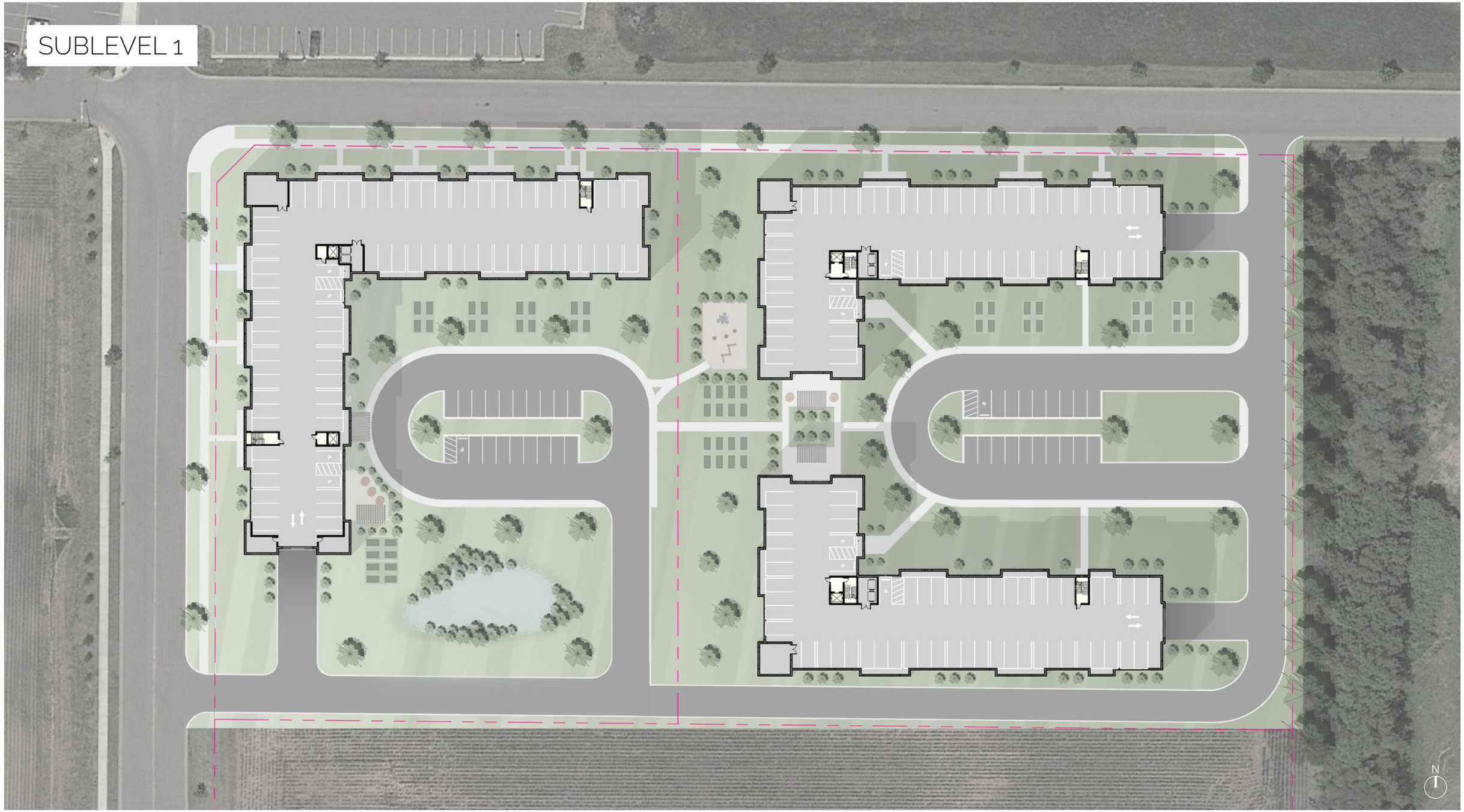
BIG LAKE, MN / 02.26.2020 / 19-0014

0' 30' 60'

CONCEPT PLAN



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Big Lake Senior Living

BIG LAKE, MN / 02.26.2020 / 19-0014

Attachment D

0' 30' 60'

CONCEPT PLAN

1

DEVELOPMENT SUMMARY: Aeon - Big Lake Senior Living

Updated 2020-02-26

DESCRIPTION		TOTAL	PARKING				RESIDENTIAL					
		Gross SF	Parking GSF	Structured Parking	Surface Parking	Total Parking	Residential GSF	Amenity	NLSF	Efficiency	Residential Parking	Residential Units
S1	Sublevel Parking	29,520	29,520	79		79					79	
1	Lobby / Amenity / Units	29,588			19	19	29,588	6,125	18,727	63%	19	22
2	Units	29,588					29,588	-	23,824	81%		27
3	Units	25,182					25,182		19,784	79%		25
							-					
		113,878 Gross SF	**29,520** Parking GSF	**79** Structured Parking	**19** Surface Parking	**98** Total Parking	**84,358** Residential GSF	**6,125** Amenity	**62,335** NLSF	**74%** Efficiency	**98** Residential Parking	**74** Residential Units

METRICS

Site SF	114,636	SF
Site Acreage	2.63	Acres
Dwelling Units	74	DU
Dwelling Unit per Acre	28	DU/Acre
Residential Parking Ratio Per Unit	1.32	Stalls/Unit
Residential Parking Ratio Per Bedroom	0.87	Stalls/Bed
FAR	0.74	

RESIDENTIAL MIX

Unit Type	Mix	Qty	Total Beds	Avg Unit NLSF	Total NLSF
1 BR	47%	35	35	696	24,347
2 BR	41%	30	60	920	27,614
2 BR Corner	12%	9	18	1,153	10,374
	100%	74	113	842.36	62,335

DEVELOPMENT SUMMARY: Aeon - Big Lake Family Apartments

Updated 2020-02-26

DESCRIPTION		TOTAL	PARKING				RESIDENTIAL					
		Gross SF	Parking GSF	Structured Parking	Surface Parking	Total Parking	Residential GSF	Amenity	NLSF	Efficiency	Residential Parking	Residential Units
S1	Sublevel Parking	21,457	21,457	56		56					56	
1	Lobby / Amenity / Units	21,510			10	10	21,510	4,076	14,348	67%	10	12
2	Units	21,510					21,510	-	17,712	82%		16
3	Units	21,510					21,510		17,712	82%		16
4	Units	14,334					14,334		11,015	77%		11
		100,321 Gross SF	21,457 Parking GSF	56 Structured Parking	10 Surface Parking	66 Total Parking	78,864 Residential GSF	4,076 Amenity	60,787 NLSF	77% Efficiency	66 Residential Parking	55 Residential Units

METRICS

Site SF	153,053	SF
Site Acreage	3.51	Acres
Dwelling Units	55	DU
Dwelling Unit per Acre	16	DU/Acre
Residential Parking Ratio Per Unit	1.20	Stalls/Unit
Residential Parking Ratio Per Bedroom	0.58	Stalls/Bed
FAR	0.52	

RESIDENTIAL MIX

Unit Type	Mix	Qty	Total Beds	Avg Unit NLSF	Total NLSF
1 BR	11%	6	6	693	4,155
2 BR	25%	14	28	920	12,883
2 BR - Corner	13%	7	14	1,139	7,975
3 BR	40%	22	66	1,220	26,835
4 BR	11%	6	24	1,490	8,939
	100%	55	114	1,105	60,787

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Big Lake Senior Living

BIG LAKE, MN / 02.26.2020 / 19-0014

Attachment F

PERSPECTIVE VIEW

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Big Lake Senior Living

BIG LAKE, MN / 02.26.2020 / 19-0014

PERSPECTIVE VIEW

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 20, 2020

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

RE: AEON – Big Lake Station Concept
City of Big Lake, Minnesota
Project No.: W18.120307

Dear Sara,

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

1. Concrete sidewalk shall be extended to the east property line along the north side of the property.
2. Concrete sidewalk shall be extended to the south property line along the west side of the property.
3. The applicant shall submit a Storm Water Pollution Prevention Plan for the review of the city.
4. The applicant shall submit a Storm Water Management Plan including storm water calculations complete with drainage area maps for the review of the city.
5. The applicant shall enter into a Stormwater Maintenance Agreement for all stormwater basins on the property.
6. All stormwater Best Management Practices (BMPs) shall be contained within easements.
7. All wetlands within the development shall be delineated.
8. The applicant shall submit a site plan for the review of the city.
9. The applicant shall submit a grading plan for the review of the city.
10. The applicant shall submit utility plans for the review of the city.
11. The applicant shall submit signage plans for the review of the city.
12. The applicant shall submit construction details for the review of the city.
13. The applicant shall submit a lighting plan for the review of the city.
14. All construction shall be in accordance with the City of Big Lake Standards.

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

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

Sincerely,

Bolton & Menk, Inc.

Jared Voge, P.E.
Principal Engineer

H:\BGLK\W18120307\1_Corres\C_To Others\2020-03-20 120307 Roman AEON Concept Review.docx

Bolton & Menk is an equal opportunity employer.

Attachment H

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: 03/18/20

Account #: 388115
Customer: CITY BIG LAKE ~

Address: 160 LAKE STREET N
BIG LAKE

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

Ad ID: 1032196
Copy LIne: AEON Station-PH

PO Number:
Start: 03/21/20
Stop: 03/21/2020
Total Cost: $63.00
# of Lines: 63
Total Depth: 7.0
# 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
CONCEPT PLAN FOR A PROJECT KNOWN AS "AEON – BIG LAKE STATION"**

You are hereby notified that the Big Lake Planning Commission will hold a public hearing in order to consider a concept plan for a project known as "AEON – Big Lake Station". The public hearing will be held in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN on: **Wednesday, April 1, 2020 at or about 6:30 p.m.**

Applicant:
AEON Big Lake Station LLC
901 N 3rd Street, Suite 105
Minneapolis, MN 55401

Parcel Identification Number:
65-580-0010

Location Description:
Parcel directly south of the NorthStar Train Station, east of Station Street.

The Applicant is proposing to build a three-phase affordable residential development, comprising of two apartment buildings for families and one apartment building for seniors on 6.14 acres. The concept plan calls for a total of 165 residential units for families with incomes ranging from 30% area median income (AMI) to 60% AMI and 74 units for seniors age 55+ with one individual in the household at 50% AMI. The development will also include open space amenities. This public hearing is for a concept plan. The Planning Commission and members of the community are asked to provide the Applicant with feedback to take into consideration as they plan out the more specific details of their development.

Both oral and written comments will be considered by the Planning Commission. If you desire to be heard in reference to this matter, you should attend this hearing or submit written comments to City Hall. If you have any questions, please feel free to contact Kevin Shay, Planning Consultant at 612-638-0228 or KShay@landform.net.

Published in the
Star News
March 21, 2020
1032196

AGENDA ITEM

Big Lake City Council

Prepared By: *Kevin Shay, Consultant Planner*	***Meeting Date:*** 4/22/2020	***Item No.*** **7G**
Item Description: *Development Application for PUD Amendment, CUP Amendment and Preliminary Plat for Car Condos Second Addition*	***Reviewed By:*** *Hanna Klimmek, Community Development Director*	
	Reviewed By: *Clay Wilfahrt, City Administrator*	

60-DAY REVIEW DEADLINE: *May 12, 2020*

ACTION REQUESTED

Motion to approve a RESOLUTION approving the Preliminary Plat, Conditional Use Permit Amendment, and Development Stage PUD for the Big Lake Car Condos Second Addition

BACKGROUND/DISCUSSION

APPLICATION

Richard Hinrichs, the Applicant, has submitted a development application requesting the following:

- A Conditional Use Permit amendment
- Preliminary Plat approval
- A development stage PUD approval (amendment to previous PUD)

The Applicant submitted a complete application on March 13, 2020. State Statute dictates that the City must act upon a development application within 60 days of the receipt of a complete application. The City can extend the review for an additional 60 days, if needed, by providing written notice to the Applicant. Any additional extensions must be requested, in writing, by the Applicant.

BACKGROUND

The Planning Commission and City Council approved the first phase for the Applicant's garage condo project in November of 2019, which included a single eight-unit building. The Applicant is seeking to construct the five remaining car condo buildings and the public clubhouse building. Each storage unit would be large enough to be converted into a recreational storage/hangout area, what is known colloquially as a "man cave." Each storage unit is owned individually as a condo unit and the entire community is governed by a homeowner's association. HOA documents were reviewed and approved by the City.

DEVELOPMENT APPLICATION ANALYSIS

PROPERTY CHARACTERISTICS

The first phase platted eight townhome lots in the single constructed building. The five remaining car condo buildings and public clubhouse building remained as outlots. The outlots are unbuildable until they have been platted as lots.

EXISTING ZONING AND LAND USE:

OUTLOT F and OUTLOT G, Big Lake Marketplace Third Addition	
Zoning	I-1 Industrial Park
Future Land Use	Industrial
Existing Land Use	Vacant Land
Topography	Relatively flat vacant land

SURROUNDING ZONING AND LAND USE:

Direction	Zoning	Future Land Use Plan	Existing Land Use
North	B-3	Commercial	Hotel and restaurant
South	I-2	Industrial	Bus Garage
West	I-1	Commercial	Vacant
East	I-1	Industrial	Vacant

CONDITIONAL USE PERMIT AMENDMENT

The Applicant was approved for a Conditional Use Permit to allow a single luxury garage building with the first phase approvals. An amendment to the approved CUP is required to include the five additional luxury garage buildings and the shared clubhouse. The CUP process allows the City to attach conditions to the approval to ensure that the development is smooth-functioning and address any concerns that the Planning Commission and City Council may have.

PROPOSED PRELIMINARY PLAT

The Applicant is proposing to subdivide Outlot B, C, D, F and G to create buildable lots for the townhome-style car condo community. In addition, he is proposing to plat Outlot E as a buildable lot for the clubhouse. The following are the details for the plat:

- The proposed plat would be called “BIG LAKE CAR CONDOS SECOND ADDITION.”

- The proposed plat keeps the existing 3.89 acre “OUTLOT A” which covers all the long-term open space. This includes all the areas that will be eventually be covered by the parking lot as well as all the areas that will be landscaped. This land will be owned directly by the Association that manages the car condo community.

- Outlots B, C, F and G consist of 8 separate townhome lots and Outlot D consists of 7 separate townhome lots. They will range in size between 1,600 square feet and 3,180 square feet. The lots range from 25-53 feet wide.

- Outlot E will be the shared clubhouse.

PHASING

The Applicant is proposing to construct the remaining portions of the development in 3 phases. Phase 2 will include Outlot D and E, which are the southwest car condo building and the shared clubhouse. Phase 3 will include Outlot B and Outlot F, which are the central car condo buildings. Phase 4 will include Outlot C and Outlot G, which are the eastern car condo buildings.

PUD FLEXIBILITY REQUESTED

Overview of Requested Flexibility

The following flexibilities were granted with the first phase approvals and would be applied to these phases as well:

1. Permission to construct buildings with load-bearing structural components that are not steel or structural concrete. *The Applicant is proposing to construct wood-framed buildings.*

2. Permission to place mechanical equipment that emits noise in a front yard. *The Applicant is proposing to put air conditioning units on the street side of the proposed buildings.*

3. Permission to have parking lot surfaces that are closer than ten (10) feet to internal property lines.

DESIGN STANDARDS

Building Materials

The buildings elevations are proposed to have the same exterior materials as the first phase.

Parking

The applicant is proposing a total of 14 parking spaces on the site when all phases are complete. The use does not have a minimum required parking standard and staff believes 14 spaces will be sufficient.

Utilities

The Applicant's utility plan is consistent with the plan submitted in the first phase. The final utility plan and profiles will be reviewed by the city engineer.

Security Fence

Phases 2, 3 and 4 will include extensions of the fence that will connect the various buildings and ultimately result in the entire site being fenced off. An additional gate is proposed at the second entrance that will be constructed in the 4th phase.

Landscaping

The original landscape plan provided by the applicant conflicted with stormwater ponding areas. The applicant has prepared a revised master landscape plan that keeps most of the landscaping out of stormwater ponding areas. A revision in the phase 2 area is needed to avoid a stormwater ponding area. The landscape detail sheet needs to be updated to accurately reflect the proposed number of trees and shrubs. The landscape plan will eventually plant 45 trees and 240 shrubs (the equivalent of another 80 trees). The trees and shrubs will be planted according to the phasing of the buildings. The master plan shows the site greatly exceeding the minimum landscaping requirements.

Signage

The Applicant has not submitted any sign plans at this time. A sign plan will need to be submitted before any signage can be installed.

HOMEOWNER'S ASSOCIATION

Format of HOA Covenants

The City Attorney will need to review and approve the final version of the Homeowner's Association documents to ensure that the document includes the common areas for phases 2, 3 and 4.

DEVELOPMENT FEES

Park Dedication

The total park dedication requirement for the project is based on the assessed value of the land being subdivided. Per the Sherburne County tax assessor, the Applicant's 6-acre parcel was valued at $288,500. The total park dedication requirement is $11,540.

With the first phase of the project the applicant was permitted to pay the park dedication fee in phases along with the phasing of the development. The applicant is required to pay 1/6 of the park dedication fee ($1,923) when platting each of the remaining garage condo buildings. The clubhouse building would be a "gimmee" that does not trigger a park dedication requirement whenever it is platted.

The applicant is responsible for paying the remaining 5/6 of the park dedication fee ($9,615) with this application.

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

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

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

The applicant's first phase approvals require him to pay 1-acre worth of trunk fees every time one of the building outlots is platted to create another garage condo. He is required to pay trunk water and trunk sewer charges for five acres at this time. As with park dedication, Staff would propose that the future clubhouse building be considered a "gimmee" which does not trigger the payment of trunk fees.

The trunk water fee is $8,250 and the trunk sewer fee is $27,650.

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

These fees, which are used to fund investments in expanding the capacity of the City's sewer and water plants and infrastructure as the City grows, are collected at the time of building permit issuance. They are calculated by the City's Building Official and are based on the anticipated sewer and water impact of the proposed use on the City's utility system. SAC and WAC fees will be collected for each building based on the size of the building, the use of the building, and the sewer and water hookups that are going to be used.

PLANNING COMMISSION PUBLIC HEARING

The Planning Commission reviewed the development application at their regularly scheduled meeting on April 1, 2020. No written comments were received for the project.

The Planning Commission had minimal discussion regarding utility connections. The Planning Commission passed a motion recommending approval with no changes with a 6-0 vote.

OTHER STAFF COMMENTS

Police Department

No issues.

Fire Department

No issues.

Engineering/Public Works

See Attached Engineer's Memo, ATTACHMENT E.

FINANCIAL IMPACT

NA

STAFF RECOMMENDATION

Staff is recommending approval of the development application as it is substantially consistent with the plans submitted with the first phase.

Staff's recommendation of approval comes with the following conditions:

PLANNING AND ZONING CONDITIONS

1. The following Planned Unit Development (PUD) flexibility shall be granted:

    a. The requirement that all buildable lots in the I-1 zoning district be at least 150 feet wide and 40,000 square feet in size shall be waived. A townhome plat shall be allowed which creates buildable lots, with sizes between 1,600 and 3,180 square feet, for the construction of a luxury garage buildings.
    b. Outlot A will be permitted to be improved with site improvements other than buildings such as paved surfaces, landscaping, fences, and mechanical equipment which are consistent with approved site plans that are part of the PUD approval.
    c. Load bearing structural components shall not be required to be steel or structural concrete so long as they comply with the State Building Code.
    d. Noise-producing mechanical equipment shall be allowed in the "front yard" along 198th Avenue NW provided that it is set back at least forty (40) feet from the front property line. The equipment must either be color-clad to match the principal structure or must be screened in compliance with Section 1027 Landscape, Screening, & Tree Preservation.
    e. Off-street parking facilities shall not be required to have a 10-foot setback from internal property lines within the luxury garage development. All parking areas must comply with standard I-1 Industrial Park setbacks in regards to the property lines at the perimeter of the development.

2. The PUD approval and CUP approval is for six luxury garage buildings.

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

4. The parking lot shall be constructed with concrete curbs unless the requirement is fully or partially waived by the City Engineer.

5. No parking may occur on any surface that has not been improved with asphalt, concrete, or paver bricks.

6. No parking may occur in any area that has been formally designated by the Fire Chief as a fire lane.

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

8. A sign permit is required before any signage may be installed.

9. The luxury garage development must comply with all applicable requirements of Section 1032 – Performance Standards in regard to noise, odors, glare, refuse, etc.

10. The applicant shall submit a landscape plan which does not conflict with stormwater ponding areas.

11. The applicant shall submit a landscape detail sheet which shows the correct number of trees and shrubs as identified on the landscape plan.

12. The Applicant shall be permitted to phase the required landscaping. The Applicant shall follow the approved phased landscape plan.

13. Prior to the issuance of any permit for land alteration, the applicant shall provide a financial guarantee (letter of credit or escrow payment) in the amount 125% of the estimated cost to furnish and plant materials including irrigation, mulch, and other landscape materials. The estimate should be based on the costs of each landscaping phase.

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

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

16. Residential occupancy of the luxury garage units shall be prohibited.

17. A park dedication cash-in-lieu payment shall be made at a level consistent with the City Code and approved Fee Schedule. Commercial and Industrial developments are required to dedicate 4% of the value of the land. The Applicant shall be responsible for paying a park dedication fee based on the 6.02-acre parcel's existing assessed value which is $288,500. The City will require that the Applicant pay 5/6 of the total park dedication cash requirement at this time. No park dedication will be charged for the final platting of the clubhouse building.

18. The Applicant shall be responsible for paying for five (5) acres worth of trunk charges. No trunk charges will be charged for the final platting of the clubhouse building.

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

20. The owner of OUTLOT A shall be obligated to provide access to OUTLOT B, OUTLOT C, OUTLOT D, OUTLOT E, OUTLOT F, and OUTLOT G.

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

22. The homeowner's association must be established to maintain the common areas. The final HOA documents will be subject to review and approval by the City Attorney.

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

24. Open Outdoor Storage, as defined in the Big Lake Zoning Code, shall not be permitted in the luxury garage development.

ENGINEERING CONDITIONS

25. The proposed sidewalk around Lot 1 Block 5 shall be increased to a minimum width of 4.5 feet.

26. The applicant shall submit a SWPPP for review by the city

27. The applicant shall enter into a Stormwater Maintenance Agreement for the infiltration basins proposed within the plat.

28. The applicant shall be responsible for obtaining a NPDES Phase II Construction Stormwater Permit. A copy of the permit shall be submitted to the city for its records.

29. The applicant shall submit final utility plans complete with profile drawings for review by the city.

30. The applicant shall submit final grading plans for review by the city.

31. The applicant shall confirm that 2-inch diameter water services are required for each of the proposed lots.

32. The applicant and its contractors shall coordinate all work in the Right of Way with the City Engineer including advance notice of work and inspection during installations. Work not inspected by the city during installation is subject to removal and re-installation by the applicant at their expense.

33. The applicant shall submit a striping and signage plan for the review of the city.

34. The applicant shall submit a landscaping plan for the review of the City Planner.

35. The applicant shall submit an irrigation plan for the review by the city.

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

ATTACHMENTS

Attachment A:	Site Location Map
Attachment B:	Aerial Photographs of Properties
Attachment C:	Preliminary Plat and Engineering Plans
Attachment D:	PUD Narrative
Attachment E:	Engineer's Memo
Attachment F:	Public Hearing Notice
Attachment G:	Graphic Rendering
Attachment H:	Resolution approving the Conditional Use Permit Amendment, Preliminary Plat and Development Stage PUD

Attachment A

0 2,107 Feet

BOLTON & MENK

Real People. Real Solutions.

Disclaimer:

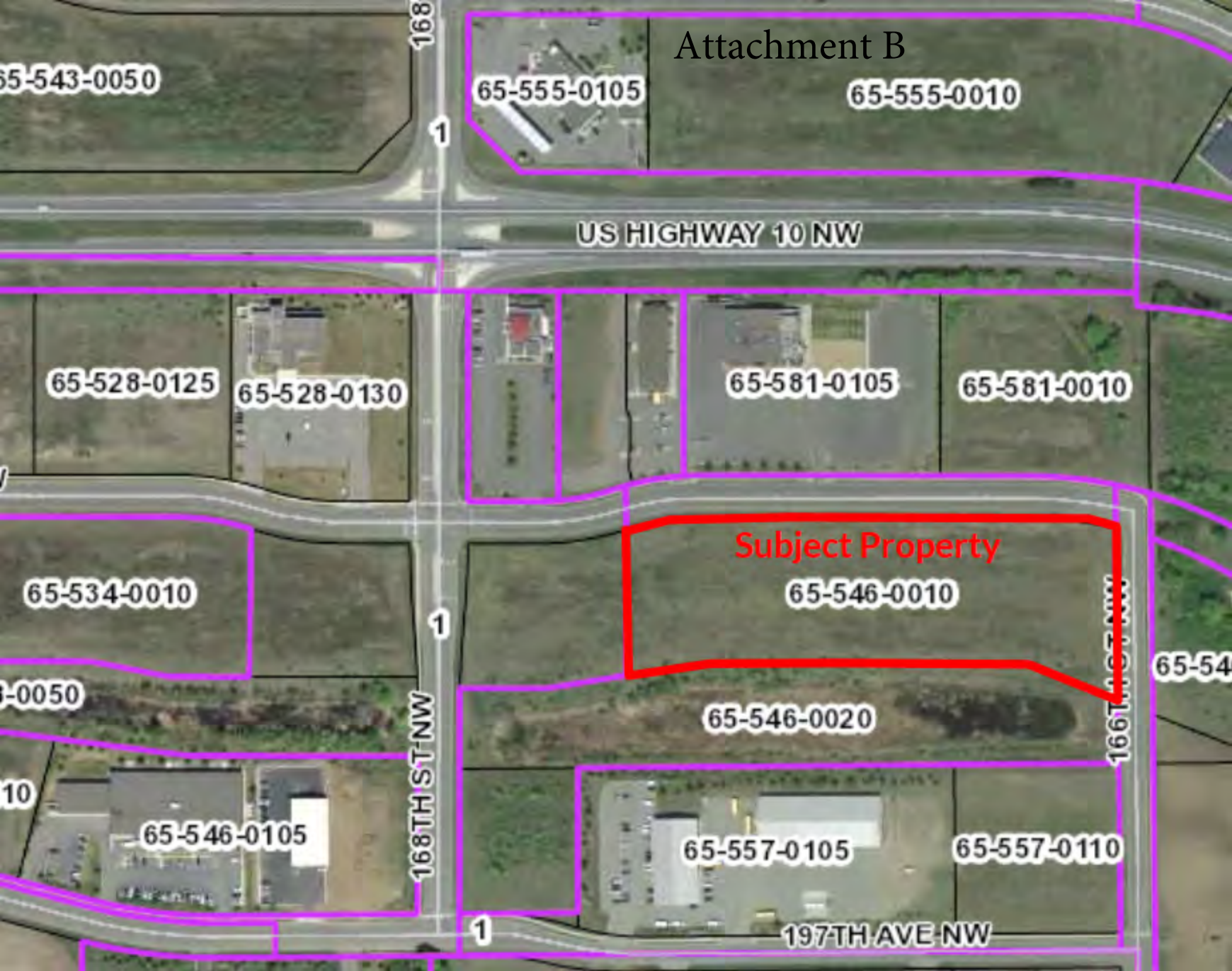
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of BigLake is not responsible for any inaccuracies herein contained.

© Bolton & Menk, Inc - Web GIS 4/18/2019 11:49 AM

CITY OF Big Lake

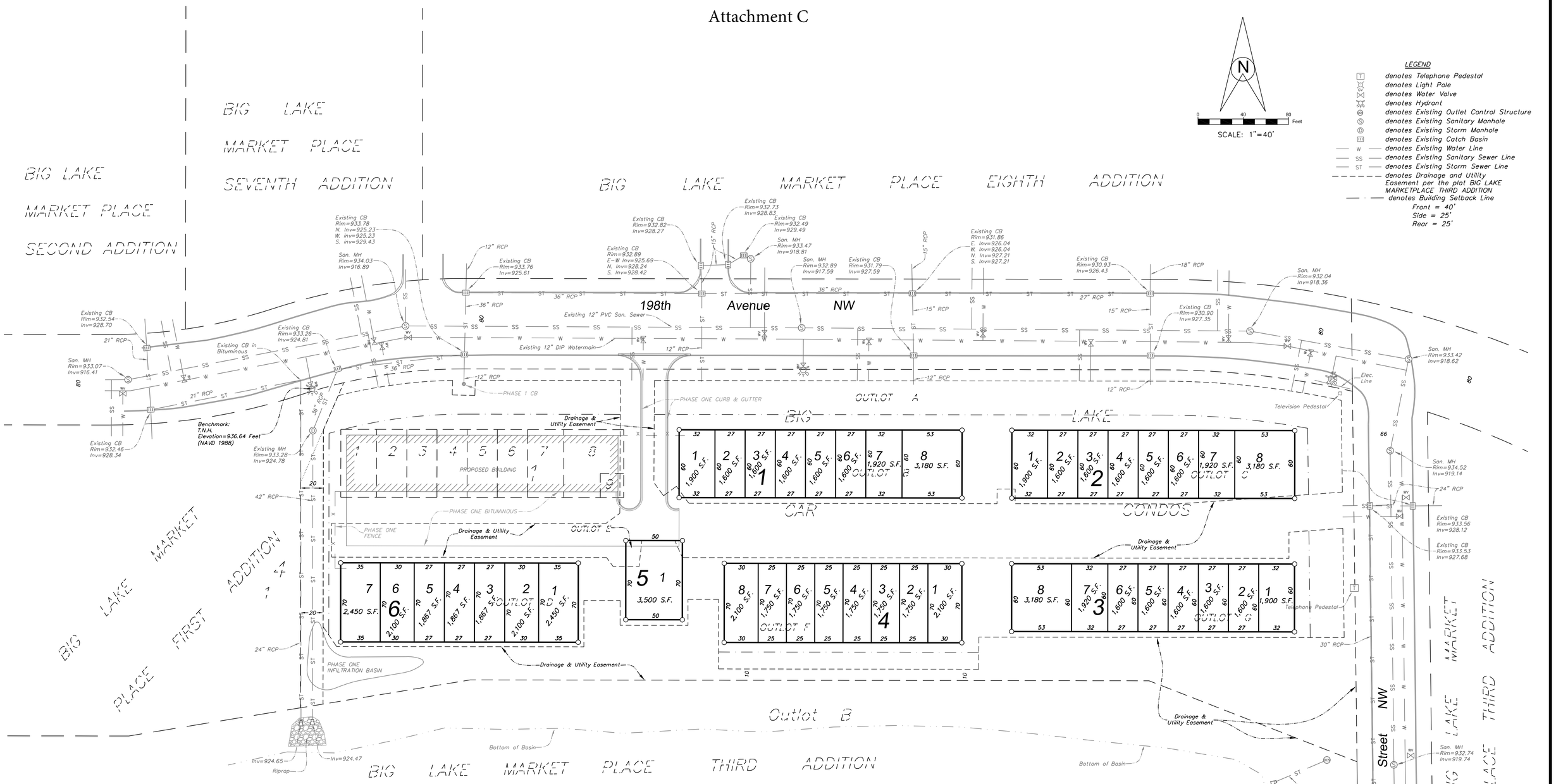
"Big Lake Car Condos" Site Location Map

Attachment B



198TH AVE NW
65-546-0010
1
ST NW

Attachment C



SHEET INDEX

SHEET NO.	DESCRIPTION
1	PRELIMINARY PLAT
2	PRELIMINARY SITE PLAN
3	PRELIMINARY UTILITY PLAN
4	PRELIMINARY GRADING PLAN
5	DETAILS
6	DETAILS

Property Description:

Outlots B, C, D, E, F, and G, BIG LAKE CAR CONDOS, Sherburne County, Minnesota, according to the recorded plat thereof.

REV. NO.	DATE	BY	DESCRIPTION

DESIGNED PEO DRAWN TJB CHECKED PEO

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

Paul E. Otto
License # 40062 Date: 2-12-20

OTTO ASSOCIATES Engineers & Land Surveyors, Inc.
www.ottoassociates.com
9 West Division Street
Buffalo, MN 55313
(763)682-4727
Fax: (763)682-3522

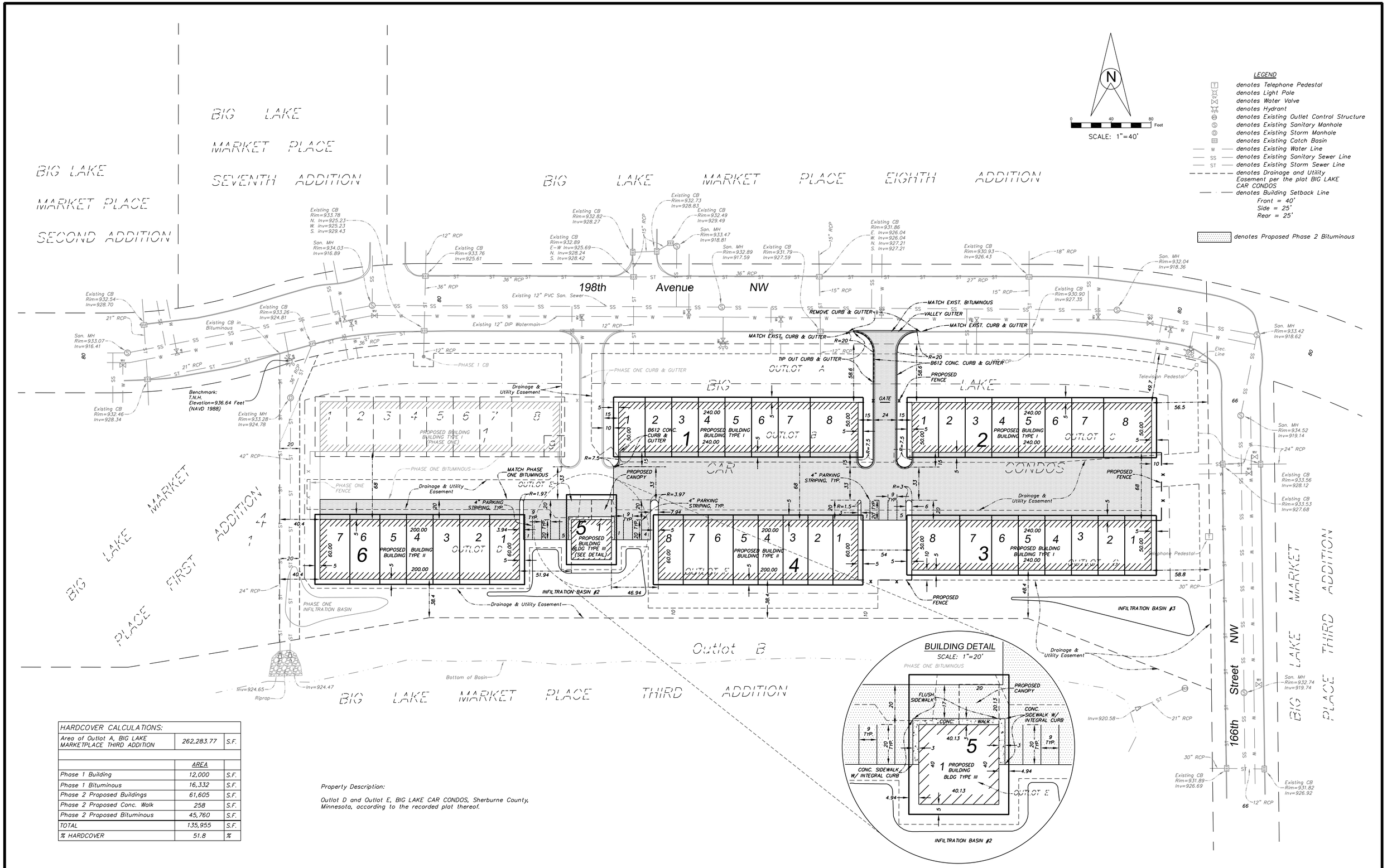
BIG LAKE CAR CONDOS SECOND ADDITION
RICHARD HINRICHS
BIG LAKE, MN

PRELIMINARY PLAT

SHEET NO. C1 OF C6 SHEETS

PROJECT NO: 19-0511

DATE: 2-12-20



HARDCOVER CALCULATIONS:		
Area of Outlot A, BIG LAKE MARKETPLACE THIRD ADDITION	262,283.77	S.F.
	AREA	
Phase 1 Building	12,000	S.F.
Phase 1 Bituminous	16,332	S.F.
Phase 2 Proposed Buildings	61,605	S.F.
Phase 2 Proposed Conc. Walk	258	S.F.
Phase 2 Proposed Bituminous	45,760	S.F.
TOTAL	135,955	S.F.
% HARDCOVER	51.8	%

Property Description:

Outlot D and Outlot E, BIG LAKE CAR CONDOS, Sherburne County, Minnesota, according to the recorded plat thereof.

REV. NO.	DATE	BY	DESCRIPTION

DESIGNED PEO DRAWN TJB
CHECKED PEO

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

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BIG LAKE CAR CONDOS SECOND ADDITION

RICHARD HINRICHS
BIG LAKE, MN

PRELIMINARY SITE PLAN

SHEET NO. C2 OF C6 SHEETS

PROJECT NO: 19-0511

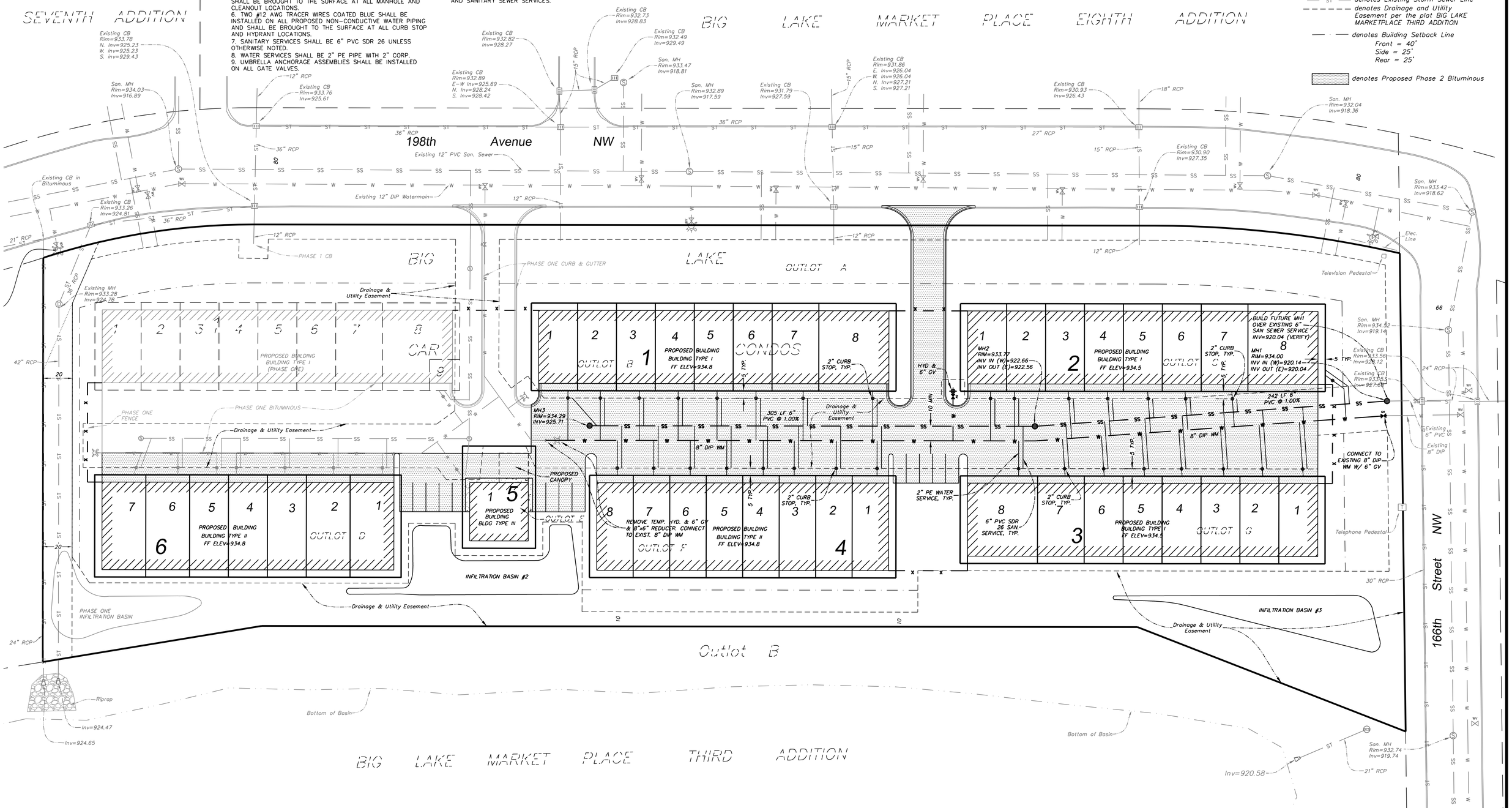
DATE: 2-12-20

PRIOR TO ANY EXCAVATION THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES.
CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL:
TWIN CITY AREA 651-454-0002
MN TOLL FREE 1-800-252-1166

NOTES:
1. CONSTRUCTION SHALL CONFORM TO THE CITY OF BIG LAKE DEVELOPMENT STANDARDS AND DETAIL PLATES.
2. WATER SERVICE SHALL BE INSTALLED WITH 8.0' OF MINIMUM COVER.
3. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL FIELD VERIFY LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES PRIOR TO ANY CONSTRUCTION.
4. THE CONTRACTOR SHALL NOTIFY CITY 48 HOURS PRIOR TO STARTING WORK.
5. TWO #12 AWG TRACER WIRES COATED GREEN SHALL BE INSTALLED ON ALL PROPOSED SANITARY SEWER SERVICES AND SHALL BE BROUGHT TO THE SURFACE AT ALL MANHOLE AND CLEANOUT LOCATIONS.
6. TWO #12 AWG TRACER WIRES COATED BLUE SHALL BE INSTALLED ON ALL PROPOSED NON-CONDUCTIVE WATER PIPING AND SHALL BE BROUGHT TO THE SURFACE AT ALL CURB STOP AND HYDRANT LOCATIONS.
7. SANITARY SERVICES SHALL BE 6" PVC SDR 26 UNLESS OTHERWISE NOTED.
8. WATER SERVICES SHALL BE 2" PE PIPE WITH 2" CORP.
9. UMBRELLA ANCHORAGE ASSEMBLIES SHALL BE INSTALLED ON ALL GATE VALVES.
10. OPERATING RODS SHALL BE INSTALLED ON ALL CURB STOPS AND GATE VALVES UNLESS WAIVED BY THE PUBLIC WORKS DIRECTOR.
11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING TWO CONSECUTIVE PASSING BACTERIOLOGICAL TESTS FROM THE PROPOSED WATERMAIN. TESTING RESULTS SHALL BE PROVIDED TO THE CITY OF BIG LAKE.
12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PERFORMING HYDROSTATIC AND CONDUCTIVITY TESTING ON ALL PROPOSED WATERMAIN AND WATER SERVICES.
13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PERFORMING AN AIR TEST ON ALL PROPOSED SANITARY SEWER AND SANITARY SEWER SERVICES.
14. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING A DEWATERING PERMIT IF DEWATERING IS REQUIRED FOR THE PROPOSED UTILITY INSTALLATION. A COPY OF THE PERMIT SHALL BE SUBMITTED TO THE CITY PRIOR TO CONSTRUCTION.

SCALE: 1"=30'

LEGEND
- denotes Telephone Pedestal
- denotes Light Pole
- denotes Water Valve
- denotes Hydrant
- denotes Existing Outlet Control Structure
- denotes Existing Sanitary Manhole
- denotes Existing Storm Manhole
- denotes Existing Catch Basin
- denotes Existing Water Line
- denotes Existing Sanitary Sewer Line
- denotes Existing Storm Sewer Line
- denotes Drainage and Utility Easement per the plat BIG LAKE MARKETPLACE THIRD ADDITION
- denotes Building Setback Line Front = 40' Side = 25' Rear = 25'
- denotes Proposed Phase 2 Bituminous



REV. NO.	DATE	BY	DESCRIPTION

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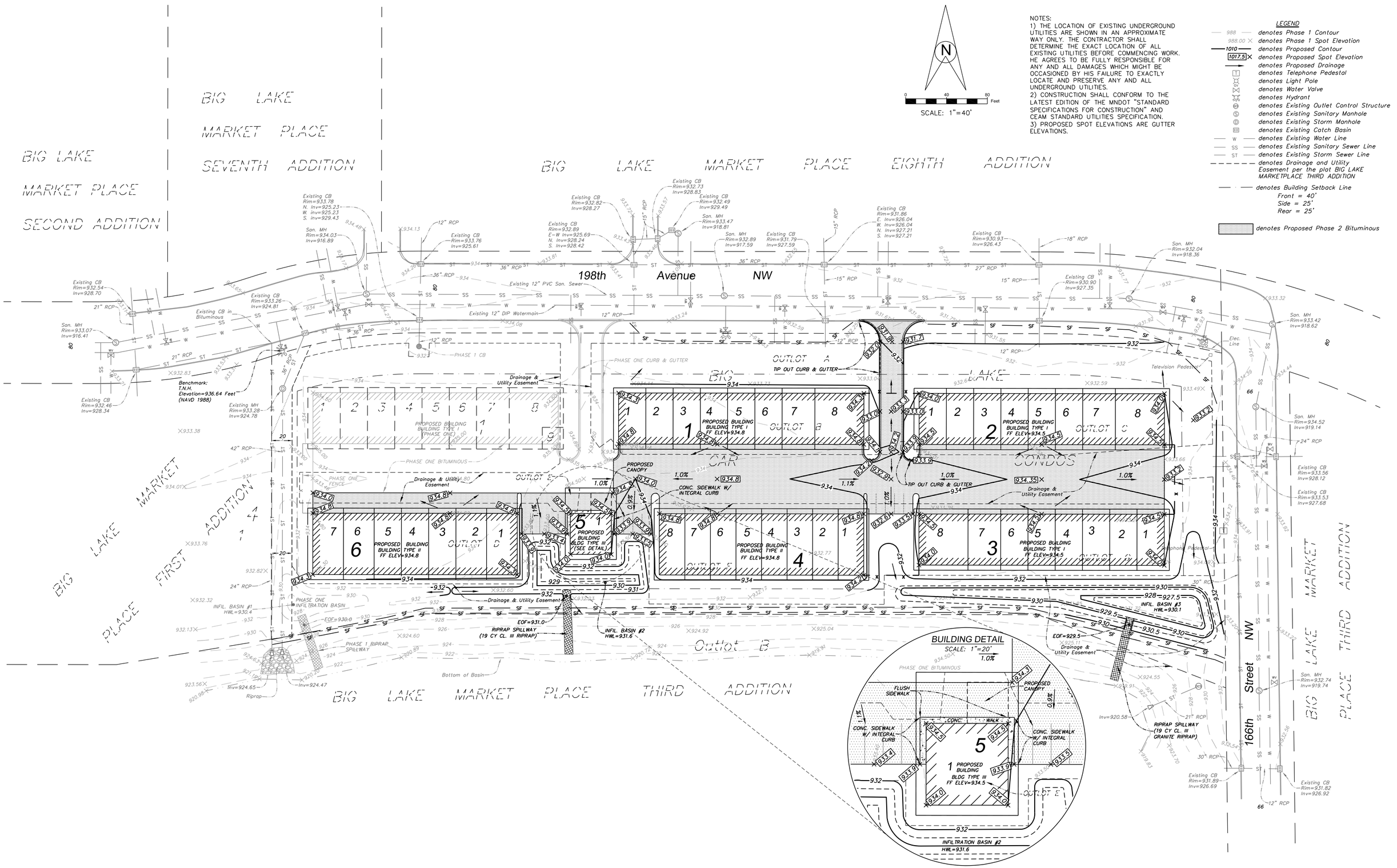
BIG LAKE CAR CONDOS SECOND ADDITION
RICHARD HINRICHS
BIG LAKE, MN

PRELIMINARY UTILITY PLAN

SHEET NO. C3 OF C6 SHEETS

PROJECT NO: 19-0511
DATE: 2-12-20



NOTES:
1) THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.
2) CONSTRUCTION SHALL CONFORM TO THE LATEST EDITION OF THE MNDOT "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND CEAM STANDARD UTILITIES SPECIFICATION.
3) PROPOSED SPOT ELEVATIONS ARE GUTTER ELEVATIONS.

LEGEND

- 988 — denotes Phase 1 Contour
- 988.00 × denotes Phase 1 Spot Elevation
- 1010 — denotes Proposed Contour
- 1017.5 × denotes Proposed Spot Elevation
- denotes Proposed Drainage
- denotes Telephone Pedestal
- denotes Light Pole
- denotes Water Valve
- denotes Hydrant
- denotes Existing Outlet Control Structure
- denotes Existing Sanitary Manhole
- denotes Existing Storm Manhole
- denotes Existing Catch Basin
- W — denotes Existing Water Line
- SS — denotes Existing Sanitary Sewer Line
- ST — denotes Existing Storm Sewer Line
- denotes Drainage and Utility Easement per the plat BIG LAKE MARKETPLACE THIRD ADDITION
- denotes Building Setback Line
  Front = 40'
  Side = 25'
  Rear = 25'
- denotes Proposed Phase 2 Bituminous

REV. NO.	DATE	BY	DESCRIPTION

DESIGNED PEO DRAWN TJB
CHECKED PEO

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

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BIG LAKE CAR CONDOS SECOND ADDITION

RICHARD HINRICHS
BIG LAKE, MN

PRELIMINARY GRADING PLAN

SHEET NO. C4 OF C6 SHEETS

PROJECT NO: 19-0511

DATE: 2-12-20

Project Narrative

Big Lake Car Condos – Second Addition
Big Lake, MN

Request for:
Conditional Use Permit, Planned Unit Development and Preliminary Plat
February 28th, 2020

Introduction

Big Lake Car Condos, LLC is requesting approval for a Conditional Use Permit, Planned Unit Development and Preliminary Plat approval for the above referenced project.

Phase One for this project has previously been approved by the City of Big Lake. The plans submitted for this application represent the entire remaining scope of the project and are the same plans the City of Big Lake has already reviewed with the original application for Phase One.

The Developer on this project is a long-time member of the community and financing for the project will be privately funded by the Developer with a local bank. Additionally, many of the workers and subcontractors on the proposed project are from Big Lake and the surrounding community including the proposed project superintendent.

Assuming approval of the proposed project is achieved, the intent is to construct the project in phases. Phase One is the initial construction to begin the project. Phase Two is anticipated to commence, if approval is granted, in the summer or early fall of 2020. Phase Three is anticipated to commence in the spring of 2021 and Phase Four is anticipated either in 2021 or the spring of 2022. The actual schedule of each phase will be determined by the actual sales of each unit that take place. With that said, the project team anticipates this schedule not only being met but perhaps achieving project completion sooner than anticipated.

Site

The overall layout of the site is consistent with the plans for Phase One. An additional plan is provided labeled "Phasing Plan" which shows the overall intent of phasing the proposed project.

Landscaping

The landscape plan submitted with the package is the same plan submitted with Phase One and approved with one exception. The plan now identifies the proposed work to be completed with each phase. The Developer respectfully requests that financial guarantees required to be provided, pertaining to this work, be submitted prior to commencing any work on each associated phase rather than one large guarantee for all phases of work.

Lighting

The lighting plan provided is the same lighting plan used for Phase One. All proposed lighting is proposed with fixtures that are surface mounted on the buildings themselves. No additional site lighting or pole light fixtures is proposed.

Architecture

The proposed architecture is the same architecture approved in Phase One. No modifications to the design are proposed.

The various buildings are identified as Building Type One, Two and Three. Each building is identified on the plans as to which type is located where. Building Type Three is the "Clubhouse" or "Public Building"

The preliminary plat directly reflects the layout of these building types.

Signage

Signage is anticipated to be kept to a minimum. Potential development signage may be proposed on the "Public Building". Unit numbers may be utilized if each unit is to get its own address, public restroom and ADA signage as required by code, etc. It is the developers understanding that signage permits are to be applied for separately and the intent is to meet all required standards of the City of Big Lake.

Closure

The applicant respectfully requests the City of Big Lake support the request for a Planned Unit Development, Conditional Use Permit and Preliminary Plat. We look forward to developing this project and creating a social enhancing development for the community.

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 23, 2020

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

RE: Big Lake Car Condos
City of Big Lake, Minnesota
Project No.: W18.119340

Dear Sara,

We have reviewed the preliminary plat and construction plans consisting of six sheets labeled C1 through C6 dated February 12, 2020 which were submitted for the above referenced project and have the following comments:

1. The proposed sidewalk around Lot 1 Block 5 shall be increased to a minimum width of 4.5 feet.
2. The applicant shall submit a SWPPP for review by the city.
3. The applicant shall enter into a Stormwater Maintenance Agreement for the infiltration basins proposed within the plat.
4. The applicant shall be responsible for obtaining a NPDES Phase II Construction Stormwater Permit. A copy of the permit shall be submitted to the city for its records.
5. The applicant shall submit final utility plans complete with profile drawings for review by the city.
6. The applicant shall submit final grading plans for review by the city.
7. The applicant shall confirm that 2-inch diameter water services are required for each of the proposed lots.
8. The applicant and its contractors shall coordinate all work in the Right of Way with the City Engineer including advance notice of work and inspection during installations. Work not inspected by the city during installation is subject to removal and re-installation by the applicant at their expense.
9. The applicant shall submit a striping and signage plan for the review of the city.
10. The applicant shall submit a landscaping plan for the review of the City Planner.
11. The applicant shall submit an irrigation plan for the review by the city.
12. All construction shall be in accordance with the City of Big Lake Standards.

We recommend approval of the preliminary plat contingent on the above referenced comments.

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

Sincerely,

Bolton & Menk, Inc.

Jared Voge, P.E.
Principal Engineer

H:\BGLK\W18119340\1_Corres\C_To Others\2020-03-23 119340 Roman Big Lake Car Condos 2nd Addition Preliminary Plat Review.docx

Bolton & Menk is an equal opportunity employer.

Attachment F

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: 03/18/20

Account #: 388115
Customer: CITY BIG LAKE ~

Address: 160 LAKE STREET N
BIG LAKE

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

Ad ID: 1032211
Copy LIne: Big Lake Car Condos

PO Number:
Start: 03/21/20
Stop: 03/21/2020
Total Cost: $67.50
# of Lines: 67
Total Depth: 7.444
# 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 A PRELIMINARY PLAT, DEVELOPMENT STAGE PLANNED UNIT DEVELOPMENT (PUD) AND CONDITIONAL USE PERMIT AMENDMENT FOR "BIG LAKE CAR CONDOS"

You are hereby notified that the Big Lake Planning Commission will hold a public hearing in order to consider development applications pertaining to a project known as "Big Lake Car Condos". The public hearing will be held in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN on: Wednesday, April 1, 2020 at or about 6:30 p.m.

Applicant: Richard Hinrichs
Parcel Identification Number: #65-546-0010

The Applicant is seeking approval of development applications for subsequent phases of a "car condo community" on the six (6) acre lot directly south across 198th Avenue NW from the Friendly Buffalo. Car Condo communities are communities of storage buildings which are intended for use by car enthusiasts.

At present, the Applicant is seeking development approval to build all remaining buildings on site including five garage buildings with for-sale garage condo units and one community building space. Previously, a single garage building on the site was approved.

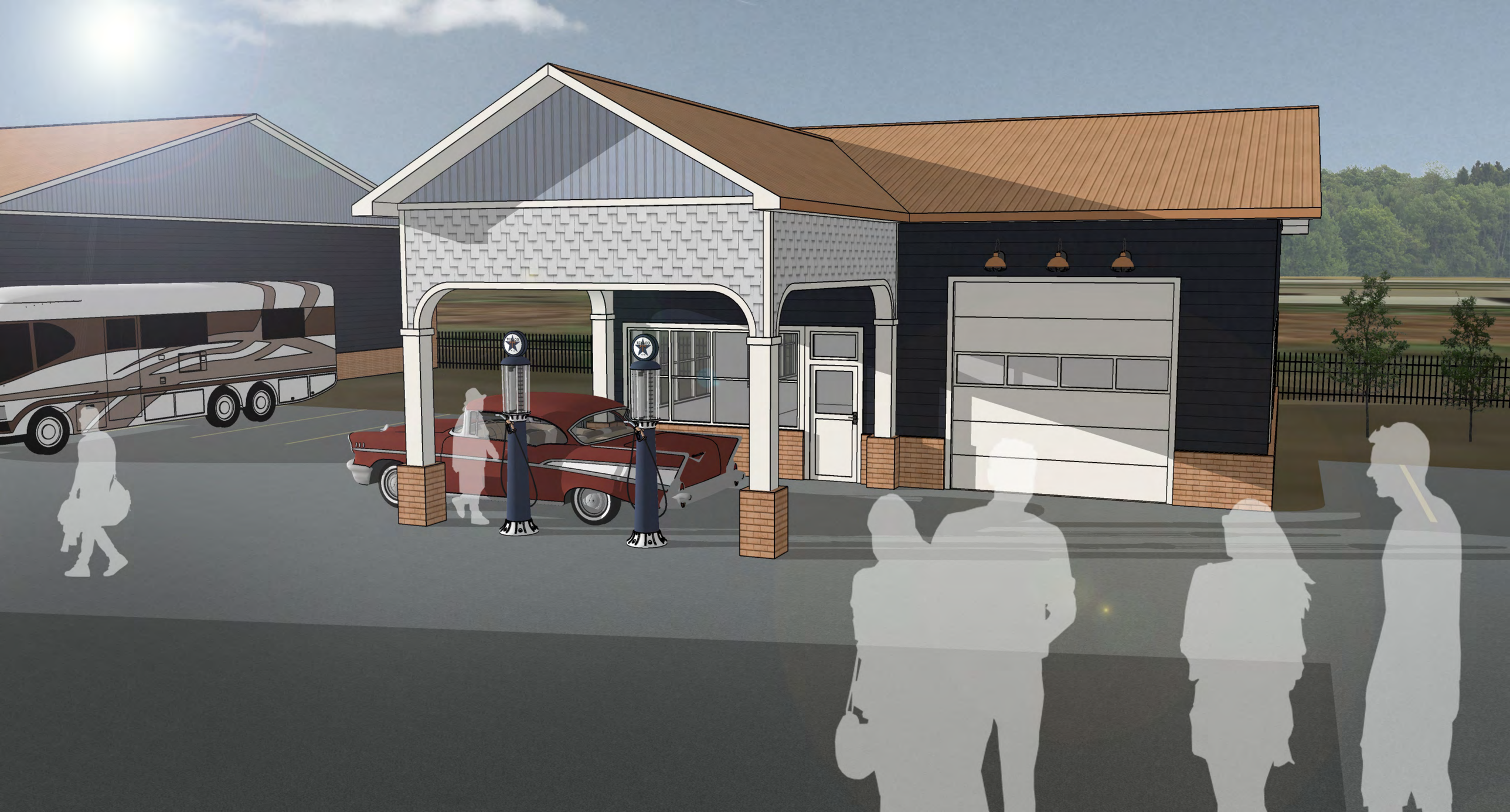
The Applicant has applied for the following approvals:

- A Conditional Use Permit Amendment to allow expansion of a luxury garage project.
- A Preliminary Plat.
- Development Stage Planned Unit Development to allow deviations from some of the design and performance standards of the Zoning Code.

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 Kevin Shay, Planning Consultant at 612-638-0228 or KShay@landform.net.

Published in the
Star News
March 21, 2020
1032211

Attachment G



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

CITY OF BIG LAKE
RESOLUTION NO. 2020-XX

RESOLUTION APPROVING A CONDITIONAL USE PERMIT AMENDMENT, PRELIMINARY PLAT, AND DEVELOPMENT STAGE PLANNED UNIT DEVELOPMENT PLAN FOR BIG LAKE CAR CONDOS

WHEREAS, the Big Lake Planning Commission conducted a public hearing on April 1, 2020 to consider development applications for the following:

- A Conditional Use Permit amendment
- Preliminary Plat of Big Lake Car Condos 2nd Addition
- Development Stage Planned Unit Development

WHEREAS, the Concept Plan for the Big Lake Car Condos was considered by the City Council on May 5, 2019.

WHEREAS, the Big Lake Planning Commission conducted a public hearing on April 1, 2020 and recommended, with a 6-0 vote, that the City Council approve the Conditional Use Permit Amendment, Development Stage Planned Unit Development and Preliminary Plat subject to the conditions identified herein; and

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

WHEREAS, the Big Lake Car Condos Preliminary Plat and Development Stage PUD Plan conform to the requirements of the Zoning Ordinance, the conditions recommended for the concept plan approval and requirements of the Subdivision Ordinance with some flexibility from the City's default standards provided through the

PUD process. The proposed development is consistent with the Comprehensive Plan; and

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

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

B. The Planning Report dated April 22, 2020, shall be the governing document which includes the following attachments:

Attachment A:	Site Location Map
Attachment B:	Aerial Photographs of Properties
Attachment C:	Preliminary Plat and Engineering Plans
Attachment D:	PUD Narrative
Attachment E:	Engineer's Memo
Attachment F:	Public Hearing Notice
Attachment G:	Graphic Rendering

C. The legal description of the subject property is Outlot B, C, D, E, F and G, Big Lake Car Condos, Sherburne County, Minnesota.

D. The Preliminary Plat is attached as Exhibit B.

E. Public Hearing Notice for the one (1) public hearing that was held for applications related to the project are attached as Exhibit C.

F. The proposed industrial development will be compatible with present and future land uses of the area.

G. The proposed industrial development will not tend to or actually depreciate the area in which it is proposed.

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

I. Traffic generated by the proposed industrial development is within capabilities of streets serving the property.

J. Conditional Use Permit

1. 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 calls for this to continue to be an industrial area.

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

The proposed use is allowed as a conditional use in the I-1 zoning district.

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

The proposed use will not overburden the City's service capacity.

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

The Planning Commission believes that the aesthetics of the project will positively complement the existing and future commercial uses to the north and west and the existing and future industrial uses of the south and east.

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

This is a transition area between commercial and industrial. The proposed use should be a good fit for this type of area.

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

The proposed use shall conform to all applicable performance standards.

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

The proposed use is not expected to generate levels of traffic that the streets cannot handle.

8. In addition to the above general criteria, the proposed conditional use permit meets the criteria specified for Industrial Districts:

   i. Nuisance. Nuisance characteristics generated by the use will not have an adverse effect upon existing and future development in adjacent areas.

      The proposed use should not generate nuisance characteristics. No outdoor storage will be permitted.

ii. 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 residences or adjacent residentially zoned land.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake that it hereby approves the Conditional Use Permit Amendment, Big Lake Car Condos 2nd Addition preliminary plat and the Development Stage Planned Unit Development Plan for Big Lake Car Condos subject to the following conditions:

PLANNING AND ZONING CONDITIONS

1. Development Stage PUD approval is granted. A rezone to PUD shall be processed concurrently with the approval of the final plat and Final Plan PUD. The following Planned Unit Development (PUD) flexibility shall be granted:

   a. The requirement that all buildable lots in the I-1 zoning district be at least 150 feet wide and 40,000 square feet in size shall be waived. A townhome plat shall be allowed which creates 40 buildable lots in five separate buildings with eight (8) lots each, with sizes between 1,600 and 3,180 square feet, for the construction of a luxury garage building.

   b. OUTLOT A will be permitted to be improved with site improvements other than buildings such as paved surfaces, landscaping, fences, and mechanical equipment which are consistent with approved site plans that are part of the PUD approval.

   c. Load bearing structural components shall not be required to be steel or structural concrete so long as all construction complies with the State Building Code.

   d. Noise-producing mechanical equipment shall be allowed in the “front yard” along 198th Avenue NW provided that it is set back at least forty (40) feet from the front property line. The equipment must either be color-clad to match the principal structure or must be screened in compliance with Section 1027 Landscape, Screening, & Tree Preservation.

   e. Off-street parking facilities shall not be required to have a 10-foot setback from internal property lines within the luxury garage development. All parking areas must comply with standard I-1 Industrial Park setbacks in regards to the property lines at the perimeter of the development.

2. The PUD approval, preliminary plat approval, and CUP approval is for six (6) luxury garage buildings.

3. A building permit is required prior to the start of any construction activities. The review and approval of the site improvement pursuant to the requirements of City adopted building and fires codes shall be in addition to the site plan review process. The site plan approval process does not imply compliance with the requirements of these codes.

4. The parking lot shall be constructed with concrete curbs unless requirement is fully or partially waived by the City Engineer. Concrete curbing shall be required along the driveway but may be waived, at the City Engineer's discretion, for the other parking surfaces.

5. No parking may occur on any surface that has not been improved with asphalt, concrete, or paver bricks.

6. No parking may occur in any area that has been formally designated by the Fire Chief as a fire lane.

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

8. A sign permit is required before any signage may be installed.

9. The luxury garage development must comply with all applicable requirements of Section 1032 – Performance Standards in regards to noise, odors, glare, refuse, etc.

10. The applicant shall submit a landscape plan which does not conflict with stormwater ponding areas.

11. The applicant shall submit a landscape detail sheet which shows the correct number of trees and shrubs as identified on the landscape plan.

12. The Applicant shall be permitted to phase the required landscaping. The Applicant shall follow the approved phased landscape plan.

13. Prior to the issuance of any permit for land alteration, the applicant shall provide a financial guarantee (letter of credit or escrow payment) in the amount 125% of the estimated cost to furnish and plant materials including irrigation, mulch, and other landscape materials. The estimate should be based on the costs of each landscaping phase.

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

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

16. Residential occupancy of the luxury garage units shall be prohibited.

17. A park dedication cash-in-lieu payment shall be made at a level consistent with the City Code and approved Fee Schedule. Commercial and Industrial developments are required to dedicate 4% of the value of the land. The Applicant shall be responsible for paying a park dedication fee based on the 6.02-acre parcel's assessed value. That value is currently set at $288,500. The City will require that the Applicant pay 5/6 of the total park dedication cash requirement at this time. No park dedication will be charged for the final platting of the clubhouse building.

18. The Applicant shall be responsible for paying for five (5) acres worth of trunk charges. No trunk charges will be charged for the final platting of the clubhouse building.

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

20. The owner of OUTLOT A shall be obligated to provide access to OUTLOT B, OUTLOT C, OUTLOT D, OUTLOT E, OUTLOT F, and OUTLOT G.

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

22. A homeowner's association must be established to maintain the common areas. The final HOA documents will be subject to review and approval by the City Attorney.

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

24. Open Outdoor Storage, as defined in the Big Lake Zoning Code, shall not be permitted in the luxury garage development.

ENGINEERING CONDITIONS

25. The proposed sidewalk around Lot 1 Block 5 shall be increased to a minimum width of 4.5 feet.

26. The applicant shall submit a SWPPP for review by the city

27. The applicant shall enter into a Stormwater Maintenance Agreement for the infiltration basins proposed within the plat.

28. The applicant shall be responsible for obtaining a NPDES Phase II Construction Stormwater Permit. A copy of the permit shall be submitted to the city for its records.

29. The applicant shall submit final utility plans complete with profile drawings for review by the city.

30. The applicant shall submit final grading plans for review by the city.

31. The applicant shall confirm that 2-inch diameter water services are required for each of the proposed lots.

32. The applicant and its contractors shall coordinate all work in the Right of Way with the City Engineer including advance notice of work and inspection during installations. Work not inspected by the city during installation is subject to removal and re-installation by the applicant at their expense.

33. The applicant shall submit a striping and signage plan for the review of the city.

34. The applicant shall submit a landscaping plan for the review of the City Planner.

35. The applicant shall submit an irrigation plan for the review by the city.

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

Adopted by the Big Lake City Council on the 22nd day of April, 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:

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

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

STATE OF MINNESOTA)
COUNTY OF SHERBURNE) SS.

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

_____
Notary Public

Attachment A
Site Location Map

0 2,107 Feet

BOLTON & MENK

Real People. Real Solutions.

Disclaimer:

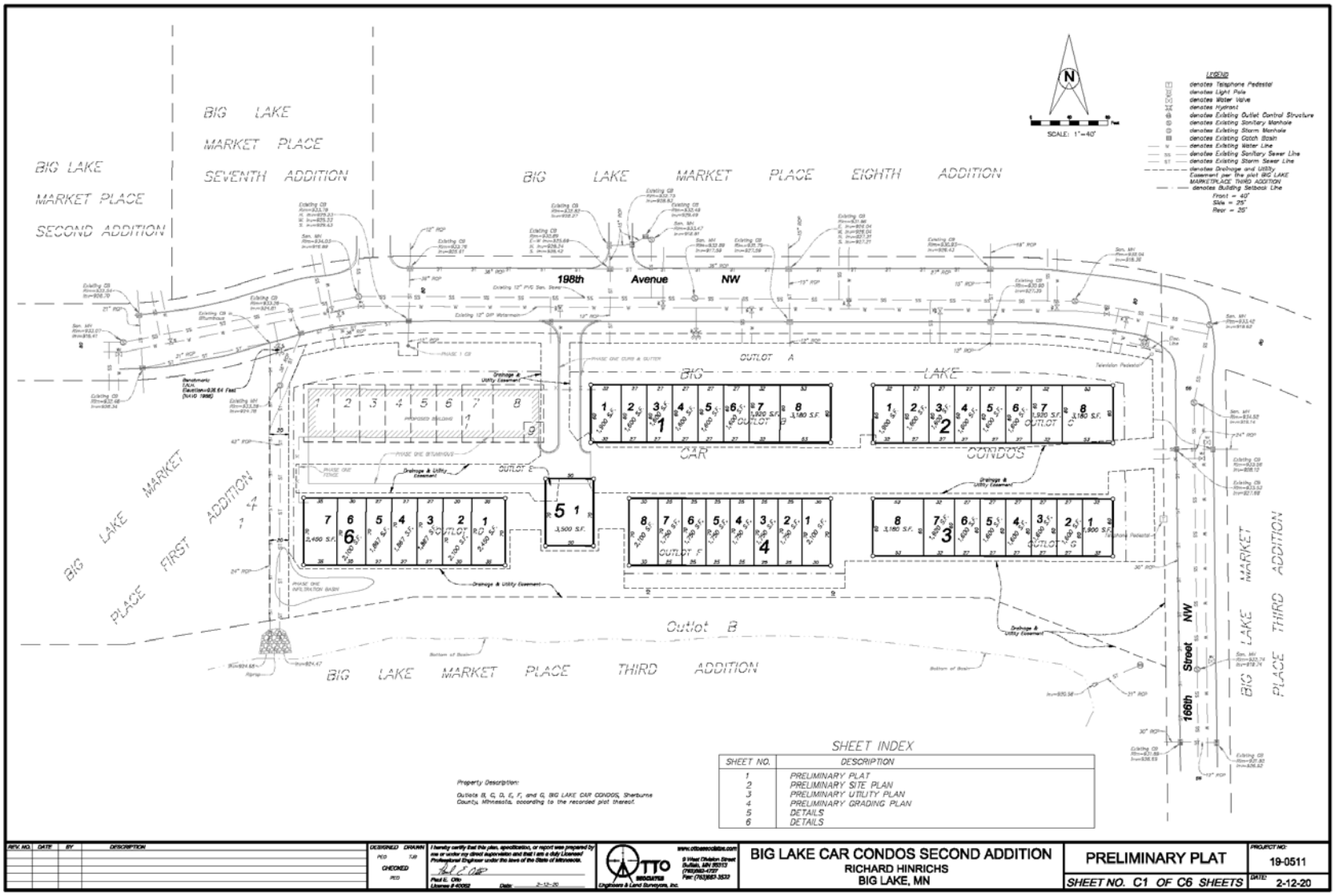
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of BigLake is not responsible for any inaccuracies herein contained.

© Bolton & Menk, Inc - Web GIS 4/18/2019 11:49 AM

CITY OF Big Lake

"Big Lake Car Condos" Site Location Map

Attachment B
Preliminary Plat



Attachment C
Public Hearing Notices

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: 03/18/20

Account #: 388115
Customer: CITY BIG LAKE –

Address: 160 LAKE STREET N
BIG LAKE

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

Ad ID: 1032211
Copy Line: Big Lake Car Condos

PO Number:
Start: 03/21/20
Stop: 03/21/2020
Total Cost: $67.50
# of Lines: 67
Total Depth: 7.444
# 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 A PRELIMINARY PLAT, DEVELOPMENT STAGE PLANNED UNIT DEVELOPMENT (PUD) AND CONDITIONAL USE PERMIT AMENDMENT FOR "BIG LAKE CAR CONDOS"

You are hereby notified that the Big Lake Planning Commission will hold a public hearing in order to consider development applications pertaining to a project known as "Big Lake Car Condos". The public hearing will be held in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN on: Wednesday, April 1, 2020 at or about 6:30 p.m.

Applicant: Richard Hinrichs
Parcel Identification Number: #05-546-0010

The Applicant is seeking approval of development applications for subsequent phases of a "car condo community" on the six (6) acre lot directly south across 196th Avenue NW from the Friendly Buffalo. Car Condo communities are communities of storage buildings which are intended for use by car enthusiasts.

At present, the Applicant is seeking development approval to build all remaining buildings on site including five garage buildings with for-sale garage condo units and one community building space. Previously, a single garage building on the site was approved.

The Applicant has applied for the following approvals:

- A Conditional Use Permit Amendment to allow expansion of a luxury garage project.
- A Preliminary Plat.
- Development Stage Planned Unit Development to allow deviations from some of the design and performance standards of the Zoning Code.

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 Kevin Shay, Planning Consultant at 612-638-0228 or KShay@landform.net.

Published in the
Star News
March 21, 2020
1032211

Attachment D
Engineer's Letter

BOLTON & MENK
Real People. Real Solutions.

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

Ph: (763) 433-2851
Fax: (763) 427-3833
Bolton-Menk.com

March 23, 2020

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

RE: Big Lake Car Condos
City of Big Lake, Minnesota
Project No.: W18.119340

Dear Sara,

We have reviewed the preliminary plat and construction plans consisting of six sheets labeled C1 through C6 dated February 12, 2020 which were submitted for the above referenced project and have the following comments:

1. The proposed sidewalk around Lot 1 Block 5 shall be increased to a minimum width of 4.5 feet.
2. The applicant shall submit a SWPPP for review by the city.
3. The applicant shall enter into a Stormwater Maintenance Agreement for the infiltration basins proposed within the plat.
4. The applicant shall be responsible for obtaining a NPDES Phase II Construction Stormwater Permit. A copy of the permit shall be submitted to the city for its records.
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10. The applicant shall submit a landscaping plan for the review of the City Planner.
11. The applicant shall submit an irrigation plan for the review by the city.
12. All construction shall be in accordance with the City of Big Lake Standards.

We recommend approval of the preliminary plat contingent on the above referenced comments.

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

Sincerely,

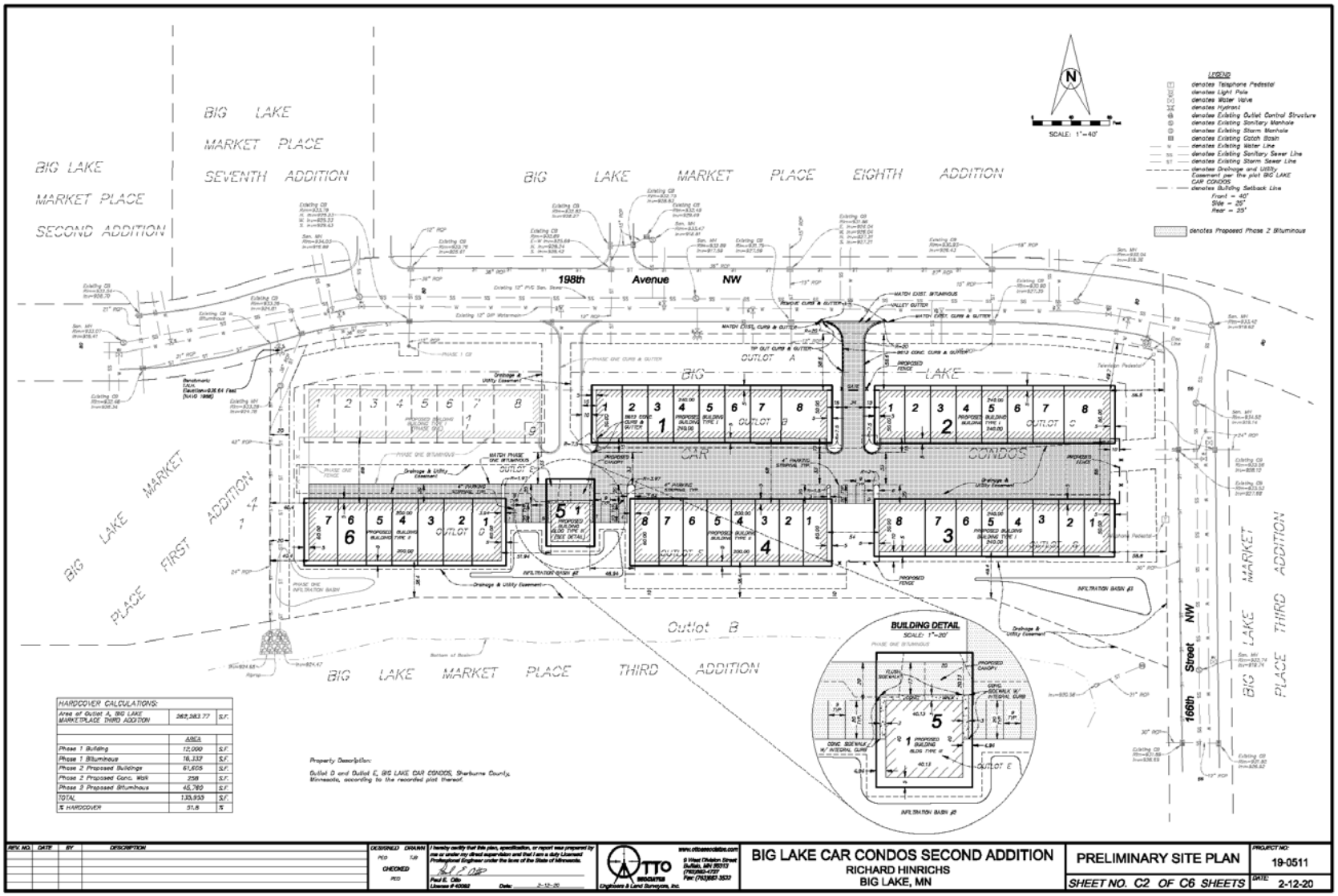
Bolton & Menk, Inc.

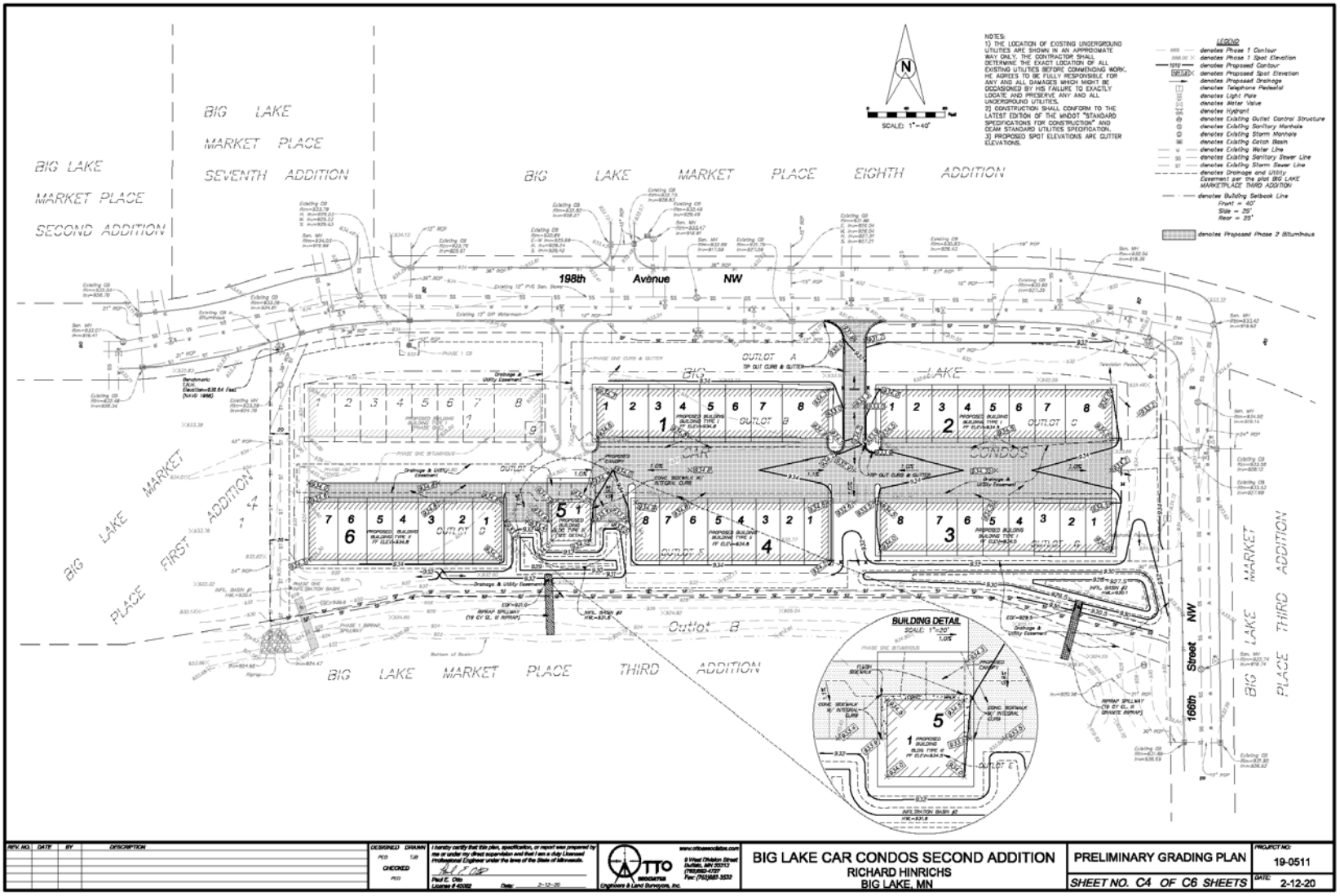
Jared Voge, P.E.
Principal Engineer

I:\BGLK\W18119340\1_Corres\C_To Others\2020-03-23 119340 Roman Big Lake Car Condos 2nd Addition Preliminary Plat Review.docx

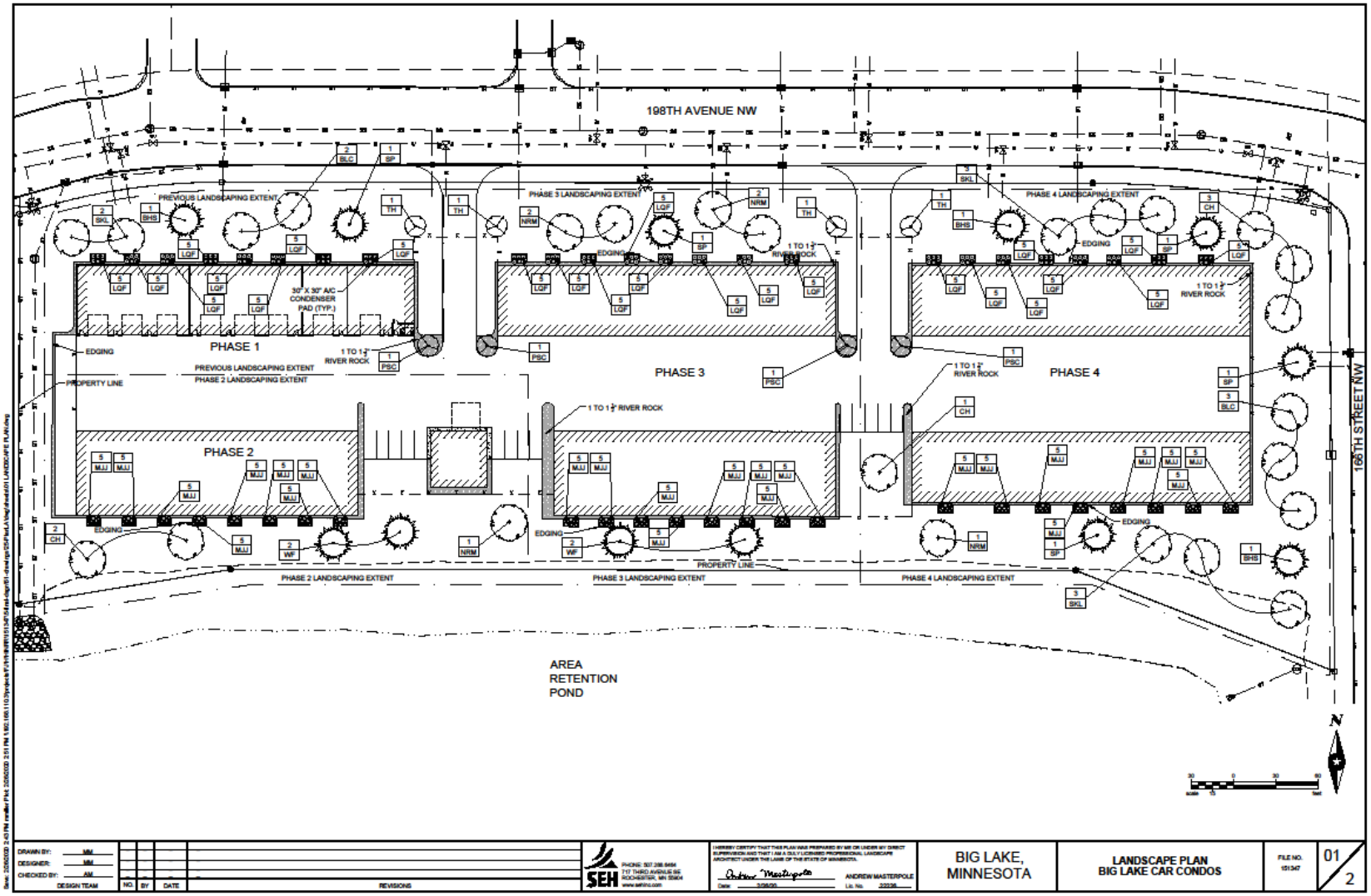
Bolton & Menk is an equal opportunity employer.

Attachment E
Engineering Plans




BIG LAKE MARKET PLACE SEVENTH ADDITION
BIG LAKE MARKET PLACE SECOND ADDITION
BIG LAKE MARKET PLACE EIGHTH ADDITION
BIG LAKE MARKET PLACE FIRST ADDITION
BIG LAKE MARKET PLACE THIRD ADDITION
198th Avenue NW
166th Street NW
OUTLOT A
OUTLOT B
OUTLOT C
OUTLOT D
OUTLOT E
OUTLOT F
BIG LAKE CAR CONDOS
BUILDING DETAIL
SCALE: 1"=20'
SCALE: 1"=40'
NOTES:
1) THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.
2) CONSTRUCTION SHALL CONFORM TO THE LATEST EDITION OF THE MNDOT "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND OCAM STANDARD UTILITIES SPECIFICATION.
3) PROPOSED SPOT ELEVATIONS ARE GUTTER ELEVATIONS.
LEGEND
denotes Phase 1 Contour
denotes Phase 1 Spot Elevation
denotes Proposed Contour
denotes Proposed Spot Elevation
denotes Proposed Drainage
denotes Telephone Pedestal
denotes Light Pole
denotes Water Valve
denotes Hydrant
denotes Existing Outlet Control Structure
denotes Existing Sanitary Manhole
denotes Existing Storm Manhole
denotes Existing Catch Basin
denotes Existing Water Line
denotes Existing Sanitary Sewer Line
denotes Existing Storm Sewer Line
denotes Drainage and Utility Easement per the plat BIG LAKE MARKETPLACE THIRD ADDITION
denotes Building Setback Line
Front = 40'
Side = 25'
Rear = 25'
denotes Proposed Phase 2 Bituminous
BIG LAKE MARKET PLACE THIRD ADDITION
BIG LAKE CAR CONDOS SECOND ADDITION
RICHARD HINRICHS
BIG LAKE, MN
PRELIMINARY GRADING PLAN
SHEET NO. C4 OF C6 SHEETS
PROJECT NO: 19-0511
DATE: 2-12-20
REV. NO. DATE BY DESCRIPTION
DESIGNED DRAWN
CHECKED
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Paul E. Otto
License # 40082
Date: 2-12-20
OTTO ASSOCIATES
Engineers & Land Surveyors, Inc.
www.ottoassociates.com
8 West Dakota Street
Buffalo, MN 55313
(763)682-4727
Fax: (763)682-3533

Attachment F
Landscape Plan



AGENDA ITEM

Big Lake City Council

Prepared By: *T.J. Hofer through Kevin Shay, Consultant Planner*	***Meeting Date:*** 4/22/2020	***Item No.*** **7H**
Item Description: *Development Application for Preliminary Plat, Development Stage PUD, Final Plat and Final PUD and Rezoning for "Big Lake Wastewater Treatment Facility"*	***Reviewed By:*** *Kevin Shay, Consultant Planner*	
	Reviewed By: *Clay Wilfahrt, City Administrator and Hanna Klimmek, EDFP, Community Development Director*	

60-DAY REVIEW DEADLINE: *May 17*, 2020

ACTION REQUESTED

The City Council is asked to make a motion approving or denying the following with conditions as presented (all can be made in one motion):

1. **A RESOLUTION approving the Preliminary Plat, Final Plat, Development Stage Planned Unit Development and Final Planned Unit Development for the City of Big Lake Wastewater Treatment Facility.**

2. **An ORDINANCE approving the Rezoning from A - Agricultural to PUD – Planned Unit Development, and a Summary Publication RESOLUTION for the City of Big Lake Wastewater Treatment Facility.**

BACKGROUND/DISCUSSION

APPLICATION:
The City of Big Lake, the applicant, has submitted a development application requesting the following:

- Preliminary Plat approval
- Final Plat approval
- Development Stage Planned Unit Development approval
- A rezoning to PUD Planned Unit Development from A: Agricultural
- Final Planned Unit Development approval

The applicant submitted a complete application on March 18, 2020. State Statute dictates that the City must act upon a development application within 60 days of the receipt of a complete application. The City can extend the review for an additional 60 days, if needed, by providing written notice to the Applicant.

BACKGROUND:

On February 5, 2019 and February 26, 2019 the Planning Commission and City Council, respectively, reviewed a concept for a waste water treatment facility. The Planning Commission provided general

feedback and did not recommend any specific changes, but did note that screening may be necessary when future areas around the site develop. The City Council provided support but no comments.

The project has not changed substantially from the Concept Plan reviewed by Planning Commission and City Council.

PROPOSED DEVELOPMENT:

The subject application is for expansion of an existing wastewater treatment facility. The development will require considerable flexibility through the PUD. The applicant has indicated that the treatment facility is necessary for the growth of the city and will address State of Minnesota regulatory requirements. Most of the work will be internal and external improvements to the principal building and equipment, as well as the addition of a third oxidation ditch.

City staff notes the communications tower is not proposed to be expanded and will require future approvals if expansion is desired. Staff has included this as a condition of approval.

DEVELOPMENT APPLICATION ANALYSIS

PROPERTY CHARACTERISTICS:

The existing 53.89-acre property is mostly vacant agricultural land, but also contains the current wastewater treatment facility, buildings related to the treatment facility, clarifying ponds and a communications tower. The parcel is the furthest south property that is incorporated into the City of Big Lake and is surrounded by properties that are still part of Big Lake Township. The property is zoned Agricultural and not guided by the Comprehensive Plan.

EXISTING ZONING AND LAND USE:

Zoning	A – Agricultural
Future Land Use	NA
Existing Land Use	Wastewater Facility, Vacant Land
Topography	Relatively flat with minor topography changes

SURROUNDING ZONING AND LAND USE:

Direction	Zoning	Future Land Use Plan	Existing Land Use
North	Agricultural (Big Lake Township)	NA	Agricultural
South	Agricultural	NA	Vacant Forest
East	Recreation River (Big Lake Township)	NA	Vacant Forest
West	General Rural and Recreational River	NA	Single Family Residential And Vacant Land

REZONING REQUESTED:

The parcel is currently zoned A - Agricultural. The applicant is requesting a rezoning to Planned Unit Development based on the standards of the A zoning district. Section 1043.02 Subd. 9. states that municipal buildings, utility stations, facilities and equipment are a permitted uses in the A zoning district. The rezoning is required because Planned Unit Developments and CUPs are not listed as a permitted use in the Agricultural zoning district, and both existing and proposed structures and site conditions require flexibility from the Zoning Code and Subdivision Ordinance. The proposed flexibilities are discussed below.

PROPOSED PRELIMINARY PLAT:

The applicant is proposing to take the existing parcels (totaling 53.89 acres) and combine them into a single lot:

- The proposed plat would be called "Big Lake Wastewater Treatment Facility."
- The plat will create one 52.42-acre lot
- The plat will dedicate the necessary right-of-way for CSAH 14 (approximately 50 feet wide).

A plat is necessary for the lot combination because PUDs are only allowable on platted lots.

PROPOSED SITE PLAN

<u>Lot Standards</u>

The site plan shows a lot that complies with the underlying A - Agricultural district.

Standard	Proposed Size	Code Requirements (min.)	Compliance with Code
Lot Area	52. 42 acres	20 acres	**Complies**
Lot Width	1,181.18 ft. .	500 ft.	**Complies**
Maximum Height	Not provided	35 ft.	**Will comply**

The site plan appears to meet the minimum lot size standards in the City Code. Building height is unknown, but a typical treatment plant would comply with these height limitations in the district.

No modifications that will affect the height of existing structures are planned as part of the project.

<u>Setbacks</u>

The proposed setback listed below are approximations to the closest point of the property line to the new construction on the site.

Setback	Setback Proposed	Setback Required	Compliance with Code
Front Setback	1,050 ft.	100 ft.	**Complies**
Side Setback	550 ft.	50 ft.	**Complies**
Rear Setback	870 ft.	40 ft.	**Complies**

Setbacks on the property comply with those of the underlying zoning district.

Setbacks – Periphery

For PUD developments, the front and side yard restrictions at the periphery of the PUD site must be the same as imposed in the respective zoning districts. The application appears to comply.

Building Height

The building height is not given on the submitted materials. No additions are being made to the existing building. The application appears to comply.

Sidewalks

Sidewalks are not required for municipal uses by the City's Subdivision Ordinance. The submitted application complies.

PARKING

The site plan proposes parking on unstriped asphalt. The Zoning Code requires one parking space for each 500 sq. ft. of floor area in the principal structure. The applicants are providing space for approximately 25 parking stalls where 36 stalls are required and are requesting flexibility for the amount of required parking.

LANDSCAPING

The City's Zoning Code requires a landscaping plan with every PUD application.. The applicant is requesting flexibility from the requirement of a landscaping plan and no new landscaping is proposed

City staff required the applicant to note areas where existing trees were to be preserved in order to satisfy the requirements of the tree preservation ordinance. Tree cover is not permitted to be impacted as part of this approval, this is included as a condition of approval.

UTILITIES

The applicant has not provided a utility plan at this time. No additional utility connections are planned or required.

STORM WATER MANAGEMENT:

The applicant has not provided a storm water management plan at this time. The applicant has provided plans for erosion control by use of silt fencing.

Staff notes that while no work is planned within the Mississippi Recreational River District, any work that is done within the Mississippi Recreational River District would require a PUD amendment. Staff has included this as a condition of approval.

LIGHTING

The applicant has not provided a lighting plan at this time. No habitable buildings are being proposed so no additional lighting is required for safety.

COMMON OPEN SPACE

The submitted application does not provided common open space as required by Section 1011.03 Subd. 3 of the Zoning Code. The use of the site is not one which benefits from or requires common open space. The applicant is requesting flexibility from the common open space requirement.

DEVELOPMENT AGREEMENT

PUDs are required to enter into a Development Agreement with the City as required by Section 1011.03 Subd. 6. City staff waived the Development agreements requirement because it is a City project.

PUD FLEXIBILITY REQUESTED:

PUD JUSTIFICATION

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

1011.01: PURPOSE:

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

Subd. 3. *Preserve and enhance desirable site characteristics such as natural topography, wetlands, woodlands, scenic views, natural habitat, and geologic features and prevent soil erosion.*

Subd. 5. *Provide for flexibility to the strict application of the land use regulations in this Ordinance in order to improve site design and operation, while at the same time incorporating design elements (e.g.,*

construction materials, landscaping, lighting, etc.) that exceed the City's standards to offset the effect of any deviations.

PUD FORMAT

The Zoning Code's PUD Ordinance states that PUD's can be processed as either a CUP or a rezone. Staff is processing this project's PUD as a rezone under the guidance of the City Attorney, as PUDs and CUPs are not a permitted use in the A - Agricultural Zoning District, and thus a rezoning must occur to allow a Planned Unit Development

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

OVERVIEW OF REQUESTED FLEXIBILITY

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

1. Permission to not provide the required amount of parking.
2. Permission to not provide common open space as part of a PUD.
3. Permission to establish a PUD without entering into a Development Agreement with the City.

PUD FLEXIBILITY ITEM #1: NOT PROVIDING THE REQUIRED AMOUNT OF PARKING.

The Zoning Code provides the following standards:

1030.11: NUMBER OF SPACES REQUIRED

> ***Subd. 21.*** *Municipal Administration Buildings, Post Office and other Public Service Buildings. (One (1) parking space for each five hundred (500) square feet of floor area in the principal structure.*

The applicant's proposed parking is not detailed or defined with striping, but is estimated to provide roughly 25 spots. The parking for the building will not change with the proposed PUD or site modifications.

PUD FLEXIBILITY ITEM #2: NOT PROVIDING A COMMON OPEN SPACE

The Zoning Code provides the following standards:

1011.03 PUD GENERAL REQUIREMENTS

> ***Subd. 1****. Common Open Space. Common open space at least sufficient to meet the minimum requirements established by this Ordinance and such complementary structures and improvements as are necessary and appropriate for the benefit and enjoyment of the residents of the PUD shall be provided within the area of the PUD.*

The use for the project does not create need or opportunity for common open spaces. This site is developed for essential public services and limiting access to the site is critical.

PUD FLEXIBILITY ITEM #7: NOT ENTERING INTO A DEVELOPMENT AGREEMENT WITH THE CITY

The Zoning Code provides the following standards:

1011.03 PUD GENERAL REQUIREMENTS

> ***Subd. 6****. Development Agreement. Following the approval of the development plan but prior to final plan approval, the applicant shall enter into an agreement with the City relating to the terms of the PUD, and shall also provide such financial guarantees as the City requires or deems necessary. The agreement shall detail all use restrictions and required on and off-site improvements conditional to the PUD rezoning or CUP approval. The agreement shall provide for the installation within one (1) year of the off-site and on-site improvements as approved by the City Council, secured by a cash escrow or surety bond in an amount and with surety and conditions satisfactory to the City, to insure the City that such improvements will be actually constructed and installed according to specifications and plans approved by the City as expressed in such agreement. The amount of the bond shall be one and one-half (1-1/2) times the estimated cost of the improvements as determined by the City Engineer or City Building Official. Such agreement may take the form of:*
>
> *1. A development contract; and/or*
> *2. Site improvement performance agreement; and/or*
> *3. Another form of legally binding instrument as may be required by the City.*

The City is the applicant for the project and does not need to enter into an agreement with itself.

DEVELOPMENT FEES

PARK DEDICATION

This plat is a combination that creates a new lot and dedicates public right-of-way. No new lots are being created, therefore, no park dedication is due.

TRUNK SEWER FEE, TRUNK WATER FEE AND TRUNK STORM SEWER FEE

No additional connections are being created; therefore, no fee is incurred.

SEWER ACCESS CHARGES (SAC) AND WATER ACCESS CHARGES (WAC) FEES

No additional connections are being created; therefore, no fee is incurred.

PLANNING COMMISSION

The Planning Commission heard the project at a Public Hearing and had no comments on the project. The Planning Commission passed a motion recommending approval with a 6-0 vote.

OTHER STAFF COMMENTS:

Engineering and Public Works:

Engineer's memo attached as Attachment C.

Fire Department

No comment.

Police Department

Chief Scharf stated his support for the project.

Other Comments.

No other comments.

FINANCIAL IMPACT
NA

STAFF RECOMMENDATION
Staff is recommending approval of the Development Stage PUD, Final PUD, Preliminary Plat, Rezoning and Final Plat for the Wastewater project. Staff's recommendation of approval comes with the following conditions:

PLANNING AND ZONING CONDITIONS

1. The following Planned Unit Development (PUD) flexibility shall be granted, in accordance with the approved plans:

    a. Permission to not provide the requirement amount of parking.
    b. Permission to not provide common open space as part of a PUD.
    c. Permission to establish a PUD without entering into a Development Agreement with the City.

2. The PUD approval is for internal and external improvements on the principal structure and the addition of an additional oxidation ditch. No additional structures may be built without a revision to the PUD.

3. No changes to the communication tower and associated ground equipment is approved as part of this application.

4. Tree cover cannot be impacted as part of this approval. No tree removal is approved.

5. Any changes to the plans that result in work within the Mississippi Recreational River District will require a PUD amendment and review and approval by the MN DNR.

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

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

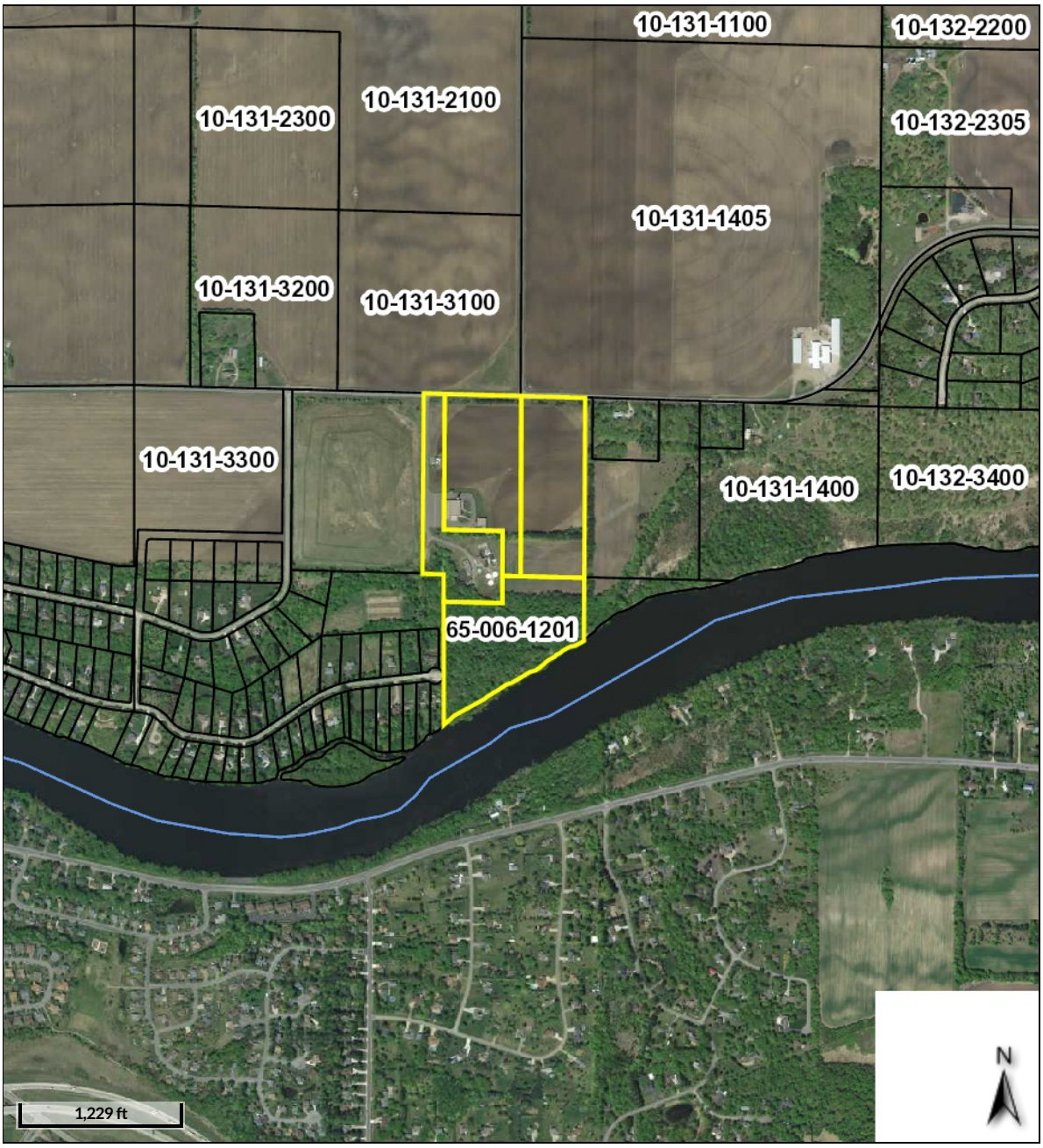
8. Any conditions of the Planning Commission, City Council, Staff, consultants, or other agencies responsible for the review of this development application.

ATTACHMENTS

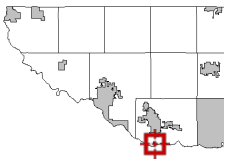
Attachment A:	Site Location Map
Attachment B:	Public Hearing Notice
Attachment C:	Engineer's Memo
Attachment D:	Preliminary Plat and Engineering Plans
Attachment E:	Final Plat
Attachment f:	Resolution approving the Development Stage PUD, Final PUD, Preliminary Plat and Final Plat
Attachment G:	Ordinance approving the Rezoning
Attachment H:	Summary Resolution

Attachment A

Beacon™ Sherburne County, MN



Overview



Legend

- Parcels
- Streams

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: 3/25/2020
Last Data Uploaded: 3/24/2020 11:55:22 PM

Developed by Schneider GEOSPATIAL

Attachment B

Ad Proof
Enlarged

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

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Date: 03/18/20

Account #: 388115
Customer: CITY BIG LAKE ~

Address: 160 LAKE STREET N
BIG LAKE

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

Ad ID: 1032207
Copy LIne: Wastewater treatment facilty p

PO Number:
Start: 03/26/20
Stop: 03/26/2020
Total Cost: $0.00
# of Lines: 59
Total Depth: 6.9
# of Inserts: 1
Ad Class: 150
Phone # (763) 691-6000
Email: publicnotice@ecm-inc.com
Rep No: SM700

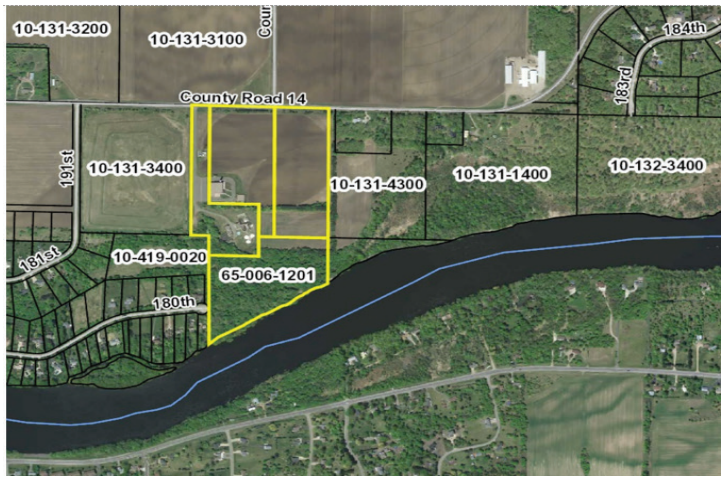
Publications:
Monticello Times

Enlarged

CITY OF BIG LAKE
NOTICE OF PUBLIC HEARING
FOR A PRELIMINARY AND FINAL PLAT, DEVELOPMENT AND FINAL STAGE PUD PLAN AND REZONE FOR "BIG LAKE WASTE WATER TREATMENT FACILITY"

You are hereby notified that the Big Lake Planning Commission will hold a public hearing in order to consider a concept plan for a project known as "Big Lake Waste Water Treatment Facility". The public hearing will be held in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN on: Wednesday, April 1, 2020 at or about 6:30 p.m.

Applicant:	City of Big Lake
Parcel Identification Numbers:	#65-031-3405, #65-031-4302, #65-006-1201, and #65-031-3410



The City of Big Lake is seeking development application approval in order to make needed upgrades to the City's wastewater treatment facility. The proposal will consist of internal upgrades as well as some external upgrades, most notably an additional clarifying pond. This improvement is necessary for the growth of the City. It also addresses regulatory requirements of the State of Minnesota. The waste water treatment facility is located within the Mississippi Recreational River District (MMR) and will require written review and approval of the project by the Commissioner of Natural Resources per City ordinance.

The Applicant has applied for the following approvals:

- Preliminary and Final Plat
- Development Stage and Final Stage PUD
- Rezone from A: Agriculture to Planned Unit Development

Both oral and written comments will be considered by the Planning Commission. If you desire to be heard in reference to this matter, you should attend this hearing or submit written comments to City Hall. If you have any questions, please feel free to contact Kevin Shay, Planning Consultant at 612-638-0228 or KShay@landform.net.

Published in the
Monticello Times
March 26, 2020
1032207

Ad: 1

$0.00

CITY OF BIG LAKE
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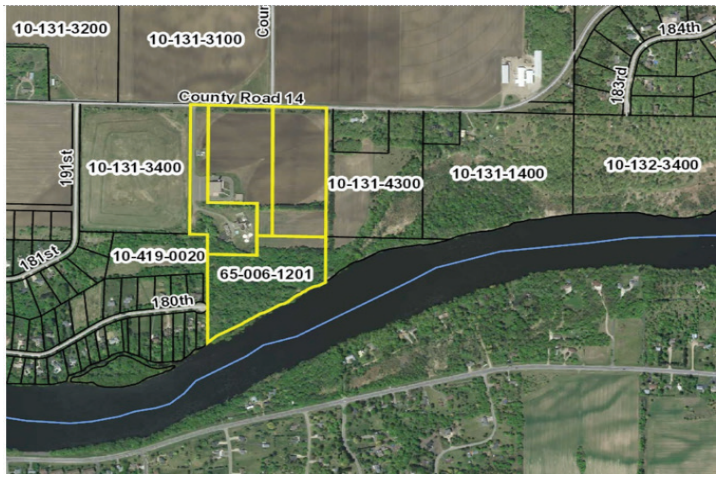

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Published in the
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March 26, 2020
1032207

BOLTON & MENK
Real People. Real Solutions.

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

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

February 19, 2020

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

RE: Wastewater Treatment Facility Concept PUD Plan Application
City of Big Lake, Minnesota
Project No.: W18.120307

Dear Sara,

We have reviewed the Preliminary Plat which was submitted for the above referenced project Concept PUD Plan Application via e-mail on January 30, 2020. We have the following comments based on Chapter 11, Section 1106 of the City's Subdivision Ordinance:

1. Existing buildings structures and improvements one hundred (100) feet outside the boundaries of the subject parcel should be identified.
2. Building setbacks should be identified.
3. Existing Comprehensive Plan land use and zoning designation within and abutting the proposed plat should be noted.
4. The boundaries of existing trees on the site should be identified on the Preliminary Plat.
5. The Preliminary Plat should be signed and dated.

We recommend approval of the Preliminary Plat contingent on the above referenced comments as well as other comments received from City Staff and Council.

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

Sincerely,

Bolton & Menk, Inc.

Jared Voge, P.E.
Principal Engineer

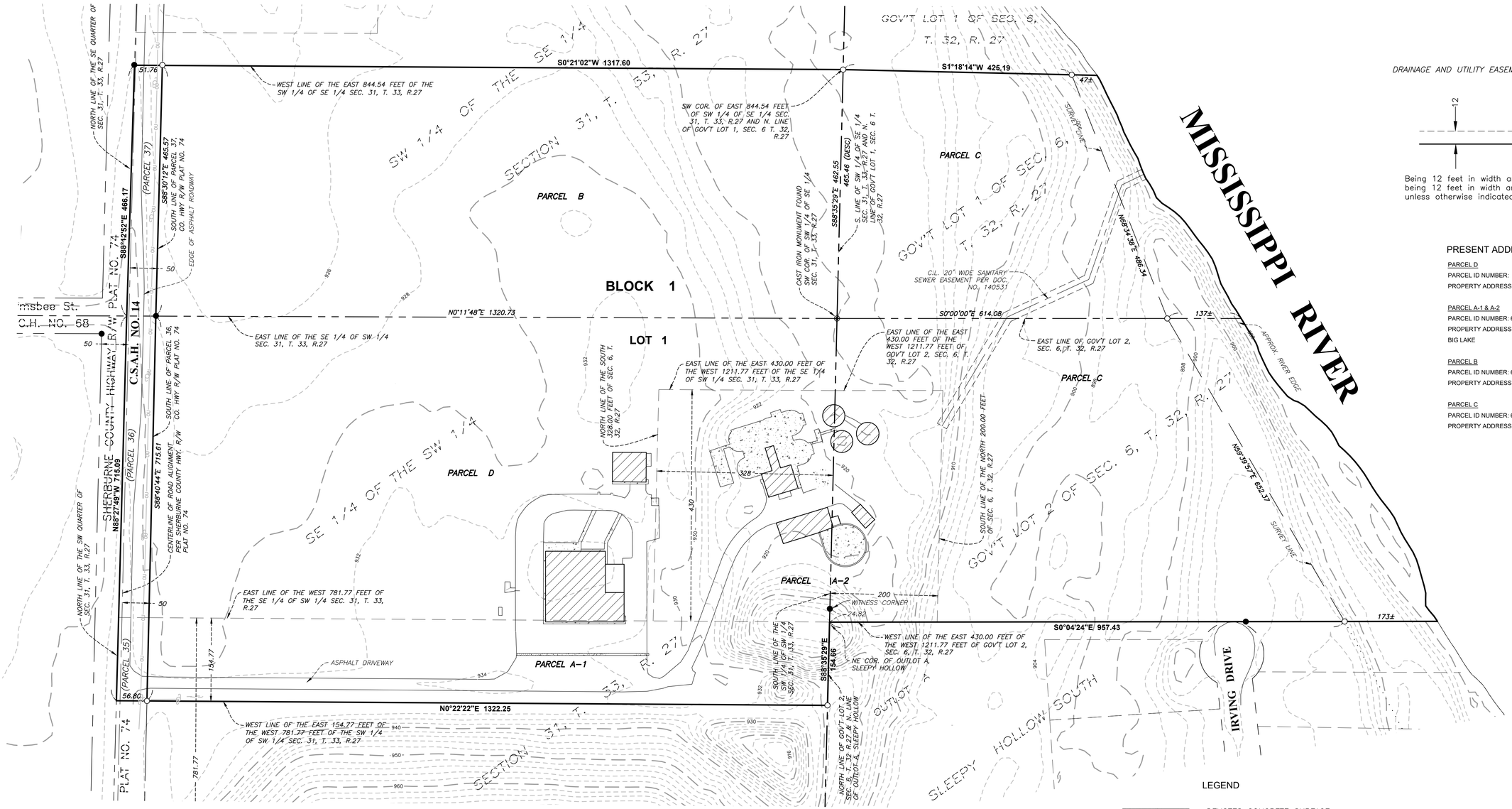
Bolton & Menk is an equal opportunity employer.

PRELIMINARY PLAT

BIG LAKE WASTEWATER TREATMENT FACILITY

Attachment D

CITY OF BIG LAKE
SHERBURNE COUNTY, MN



DRAINAGE AND UTILITY EASEMENTS TO BE DEDICATED:

Being 12 feet in width and adjoining lot lines and being 12 feet in width and adjoining public ways, unless otherwise indicated on this plat.

PRESENT ADDRESSES / PARCEL ID NO.

PARCEL D
PARCEL ID NUMBER: 65-031-3410
PROPERTY ADDRESS: NOT ASSIGNED

PARCEL A-1 & A-2
PARCEL ID NUMBER: 65-031-3405
PROPERTY ADDRESS: 18999 COUNTY ROAD 14 NW
BIG LAKE

PARCEL B
PARCEL ID NUMBER: 65-031-4302
PROPERTY ADDRESS: NOT ASSIGNED

PARCEL C
PARCEL ID NUMBER: 65-006-1201
PROPERTY ADDRESS: NOT ASSIGNED

LEGAL DESCRIPTION OF PARCELS TO BE PLATTED

Parcel A
Parcel 1, described as follows:
The East 154.77 feet of the West 781.77 feet of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼) of Section Thirty-one (31), Township Thirty-three (33), Range Twenty-seven (27), Sherburne County Minnesota;

Parcel 2, described as follows:
All of the following:
The North 200 feet of the East 430 feet of the West 1211.77 feet of Government Lot Two (2), Section Six (6), Township Thirty-two (32), Range Twenty-seven (27), Sherburne County, Minnesota, and
The South 328 feet of the East 430 feet of the West 1211.77 feet of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼) of Section Thirty-one (31), Township Thirty-three (33), Range Twenty-seven (27), Sherburne County Minnesota,

And Parcel B:
All that part of the Southwest Quarter of the Southeast Quarter, Section 31, Township 33, Range 27, lying West of
the East 844.54 feet thereof. Sherburne County, Minnesota.

And Parcel C:

All that part of Government Lot 1, Section 6, Township 32, Range 27, lying West of the following described line;
Commencing at the Southwest corner of said Southwest Quarter of the Southeast Quarter, Section 31, Township 33, Range 27, marked by a cast iron survey marker, thence Easterly, along the South line of said Southwest Quarter of the Southeast Quarter, on an assumed bearing of South 89 degrees 36 minutes 00 seconds East, a distance of 465.46 feet to the Southwest corner of the East 844.54 feet of said Southwest Quarter of the Southeast Quarter and the point of beginning; thence South 00 degrees 17 minutes 43 seconds West, a distance of 479.10 feet to the Mississippi River.
And
Government Lot 2, Section 6, Township 32, Range 27.
Except that part thereof lying within SLEEPY HOLLOW SOUTH, according to the plat thereof on file and of record at the Office of Recorder, Sherburne County.
Also Excepting
The North 200.00 feet of the East 430.00 feet of the West 1211.77 feet of said Government Lot 2, Section 6, Township 32, Range 27. Sherburne County, Minnesota.
And
Parcel D:
The Southeast Quarter of the Southwest Quarter, of said Section 31, Township 33, Range 27,
Except the West 781.77 feet of said Southeast Quarter of the Southwest Quarter, Section 31, Township 33, Range 27.
Also excepting
The South 328.00 feet of the East 430.00 feet of the West 1211.77 feet of said Southeast Quarter of the Southwest Quarter, Section 31, Township 33, Range 27, Sherburne County, Minnesot

Being Abstract Property

PROPERTY OWNERS

CITY OF BIG LAKE, SHERBURNE COUNTY, MN

PLAT AREAS

PLAT BOUNDARY = 2,347,814 ± S.F. OR 53.898 ± ACRES
LOT 1, BLOCK 1 = 2,283,500 S.F. OR 52.422 ± ACRES
C.H. 14 RIGHT-OF-WAY TO BE DEDICATED = 64,314 S.F. OR 1.476 ± ACRES

SURVEYOR

WENCK ASSOCIATES,
1800 PIONEER CREEK CENTER,
MAPLE PLAIN, MN
GARY BJORKLUND, MN.
LICENSE NUMBER 46563

LEGEND

DENOTES CONCRETE SURFACE
DENOTES FENCE LINE
DENOTES BUILDINGS/FACILITES
DENOTES OVERHEAD UTILITY LINE/POLES
DENOTES 2' CONTOUR INTERVAL

Contours shown hereon were established with GPS and are relative to the NAVD88 vertical datum

● denotes iron monument found
○ denotes 1/2 inch x 14 inch iron monument with plastic cap marked RLS No. 46563, to be set within one year of the recording date of this plat.

BEARING ORIENTATION NOTE:

The East Line of the Southwest Quarter of Section 31, Twp. 33, Rge 27 is assumed to bear N00°11'48"E.

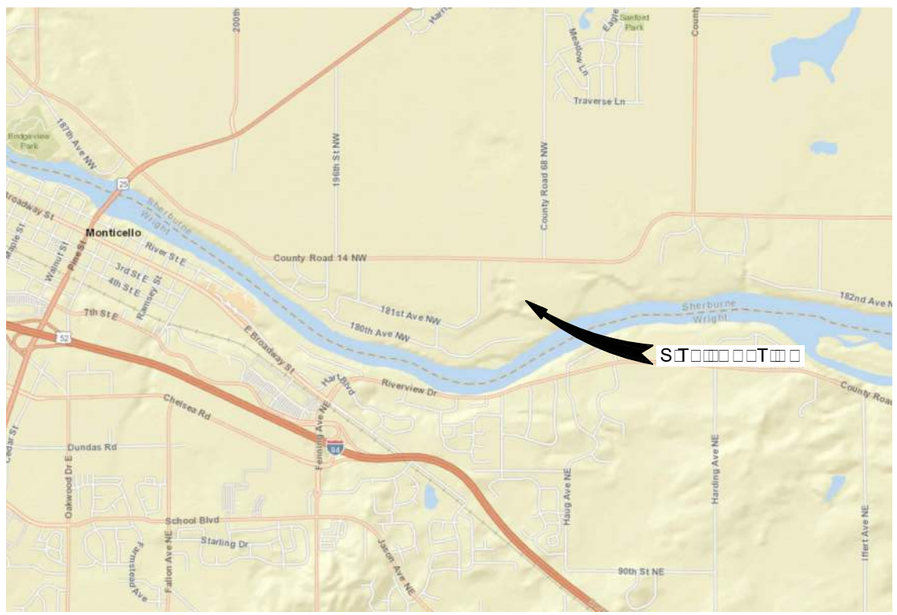
0 100 200 300
SCALE IN FEET
1 INCH = 100 FEET

WENCK ASSOCIATES

CONSTRUCTION PLANS FOR:

BIG LAKE WASTEWATER TREATMENT FACILITY IMPROVEMENTS
CITY OF BIG LAKE
SHERBURNE COUNTY, MINNESOTA

MAY 2019



PROJECT LOCATION MAP

N

0 2000 4000

GRAPHIC SCALE IN FEET

SITE AERIAL

N

0 100 200

GRAPHIC SCALE IN FEET

REV	REVISION DESCRIPTION	DWN	APP	REV DATE
0	ISSUED FOR BID	JVB	PKD	05/08/19

SEAL

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

PRINT NAME PETER K. DANIELS

SIGNATURE

DATE 03/29/2019 LICENSE # 47543

SUB CONSULTANT

PRIME CONSULTANT

WENCK

Responsive partner. Exceptional outcomes.

PROJECT TITLE
BIG LAKE WASTEWATER TREATMENT FACILITY IMPROVEMENTS

CITY OF BIG LAKE
BIG LAKE, MINNESOTA

SHERBURNE COUNTY

SHEET TITLE
TITLE SHEET

DWN BY	CHK'D	APP'D	DWG DATE	JAN. 2019
JVB	LHS	PKD	SCALE	AS SHOWN

PROJECT NO.	SHEET NO.	REV NO.
0362-0003	G-101	0

Plot Date & Time: 18 April 2019 1:48 PM

M:\0362 Big Lake\0003 WWTF\cad\gen\G-101_Title Sheet.dwg

GENERAL

G-101 TITLE SHEET
G-102 SHEET INDEX, LEGEND, AND GENERAL NOTES

CIVIL

C-101 EXISTING SITE AND PIPING PLAN
C-102 PROPOSED SITE PLAN
C-103 EROSION CONTROL AND REMOVAL PLAN
C-104 SWPPP
C-105 OXIDATION DITCH AREA PIPING PLAN
C-106 GRADING AND FENCE PLAN
C-107 CIVIL DETAILS
C-108 CIVIL DETAILS

STRUCTURAL

S-101 STRUCTURAL NOTES
S-102 STRUCTURAL DETAILS
S-103 OXIDATION DITCH FOUNDATION PLAN
S-104 OXIDATION DITCH OPERATIONS LEVEL PLAN
S-105 OXIDATION DITCH BUILDING SECTIONS
S-106 OXIDATION DITCH WALL SECTIONS
S-107 OXIDATION DITCH WALL SECTIONS

PROCESS

P-101 PRETREATMENT BUILDING DEMO PLAN
P-102 PRETREATMENT BUILDING PLAN & SECTION
P-103 OXIDATION DITCH PROCESS PLAN
P-104 OXIDATION DITCH PROCESS SECTIONS
P-105 OXIDATION DITCH PROCESS DETAILS

MECHANICAL

M-101 PRETREATMENT BUILDING PLUMBING PLAN AND DIAGRAM

ELECTRICAL

E-001 ELECTRICAL SYMBOLS AND ABBREVATIONS
E-101 OVERALL SITE PLAN
E-102 ENLARGED ELECTRICAL SITE PLAN
E-103 CONTROL BUILDING PROCESS ELECTRICAL DEMOLITION AND IMPROVEMENT PLAN
E-104 BIOSOLIDS BUILDING ELECTRICAL ROOM PLAN
E-105 PRETREATMENT DEMO PROCESS ELECTRICAL PLAN
E-106 PRETREATMENT PROCESS ELECTRICAL IMPROVEMENTS PLAN
E-107 OXIDATION DITCH ELECTRICAL PLAN
E-108 NEW CONTROL BUILDING FEEDER OVERALL ONE-LINE DIAGRAM
E-109 CONTROL BUILDING MOTOR CONTROL CENTER MCC-3 ONE-LINE
E-110 HEADWORKS BUILDING ONE-LINE DIAGRAM
E-111 HEADWORKS BUILDING ONE-LINE DIAGRAM
E-112 VFD WIRING SCHEMATIC
E-113 ELECTRICAL DETAILS
E-114 CABLE AND CONDUIT SCHEDULE

NOTES – GENERAL

1. ALL WORK SHALL CONFORM TO THE APPROVED PLANS AND SPECIFICATIONS FOR CONSTRUCTION AND THE CONDITIONS OF ALL APPLICABLE PERMITS.
2. ITEMS NOT INCLUDED IN THE BID FORM AS A PAY ITEM BUT INCLUDED ELSEWHERE IN THE PLANS SHALL BE PROVIDED BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER AND SHALL BE CONSIDERED INCIDENTAL ITEMS.
3. A COPY OF THE APPROVED PLANS, SPECIFICATIONS, AND ALL REQUIRED PERMITS MUST BE ON-SITE WHENEVER CONSTRUCTION IS IN PROGRESS.
4. THE CONTRACTOR SHALL OBTAIN ALL PERMITS REQUIRED FOR WORK, EXCEPT WHERE SPECIFICALLY NOTED.
5. PRIOR TO ANY CONSTRUCTION ACTIVITY, THE CONTRACTOR SHALL SCHEDULE AND ATTEND A PRE-CONSTRUCTION CONFERENCE WITH THE OWNER AND ENGINEER.
6. CONTRACTOR SHALL PROVIDE A ONE (1) WEEK NOTICE TO ENGINEER, OWNER, AND PROPERTY OWNERS PRIOR TO BEGINNING ANY CONSTRUCTION.
7. CONTRACTOR IS RESPONSIBLE FOR INSTALLATION AND REMOVAL OF CONSTRUCTION FENCE AS NECESSARY TO COMPLETE THE WORK. INSPECTION AND ACCEPTANCE OF ALL CONSTRUCTION FENCE INSTALLATION SHALL BE ACCOMPLISHED BY REPRESENTATIVE OF THE OWNER PRIOR TO COMMENCING WORK.
8. ALL MATERIALS INCLUDING EXCESS EXCAVATED MATERIAL, PIPE, UTILITIES, STUMPS, ROOTS, AND ANY OTHER ITEMS THE OWNER DOES NOT WISH TO SALVAGE SHALL BECOME CONTRACTOR'S PROPERTY AND SHALL BE REMOVED FROM THE SITE AND DISPOSED OF PROPERLY, INCIDENTAL TO THE CONTRACT.
9. THE CONTRACTOR SHALL KEEP STREETS CLEAN AT ALL TIMES BY SWEEPING. WASHING OF STREETS WILL NOT BE ALLOWED WITHOUT PRIOR APPROVAL.
10. THE CONTRACTOR IS RESPONSIBLE FOR ALL TEMPORARY PUMPING AND PIPING NECESSARY TO COMPLETE THE WORK.

NOTES – ONSITE HEALTH AND SAFETY, TRAFFIC CONTROL

1. CONTRACTOR SHALL BE RESPONSIBLE FOR MEETING OSHA STANDARDS FOR ALL CONSTRUCTION ACTIVITIES.
2. CONTRACTOR SHALL FOLLOW THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) STANDARDS AND GUIDES FOR TRAFFIC CONTROL FOR STREET AND HIGHWAY CONSTRUCTION.
3. THE CONTRACTOR SHALL FOLLOW MN DEPARTMENT OF TRANSPORTATION STANDARD DRAWINGS WHEN SETTING UP THE TRAFFIC CONTROL DEVICES.

NOTES – EXISTING UTILITIES AND INFRASTRUCTURE

1. ALL LOCATIONS OF EXISTING UTILITIES SHOWN ON THESE PLANS HAVE BEEN ESTABLISHED BY FIELD SURVEY OR OBTAINED FROM AVAILABLE RECORDS AND SHOULD THEREFORE BE CONSIDERED APPROXIMATE ONLY AND NOT NECESSARILY COMPLETE. IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO INDEPENDENTLY VERIFY THE ACCURACY OF ALL UTILITY LOCATIONS SHOWN AND TO FURTHER DISCOVER AND AVOID ANY OTHER UTILITIES NOT SHOWN ON THESE PLANS WHICH MAY BE AFFECTED BY THE IMPLEMENTATION OF THIS PLAN.
2. CONTRACTOR SHALL VERIFY ALL PLAN AND EXISTING ELEVATIONS. CONTRACTOR SHALL FIELD VERIFY EXISTING STRUCTURES AND LOCATIONS OF ALL UTILITY CONNECTIONS TO EXISTING SYSTEMS PRIOR TO COMMENCING WORK.
3. MISCELLANEOUS ITEMS SUCH AS, AND NOT LIMITED TO, MAILBOXES, STREET LIGHTS, TRAFFIC LIGHTS, SIGNS, FENCES, POLES, ETC. SHALL BE PROTECTED OR REMOVED AND REINSTALLED BY THE CONTRACTOR INCIDENTAL TO THE CONTRACT.
4. CONTRACTOR SHALL USE POTHOLING OR VAC-TRUCK EXPLORATION TECHNIQUES TO LOCATE UNDERGROUND UTILITIES WHERE IDENTIFIED ON THE PLANS AND AS DETERMINED TO BE NECESSARY BY CONTRACTOR TO LOCATE AND AVOID EXISTING UTILITIES.
5. THE CONTRACTOR SHALL ADJUST ALL EXISTING MANHOLE RIMS, DRAINAGE STRUCTURE LIDS, VALVE BOXES, AND UTILITY ACCESS STRUCTURES TO FINISH GRADES WITHIN AREAS AFFECTED BY THE PROPOSED IMPROVEMENTS.
6. THE CONTRACTOR SHALL TAKE THE NECESSARY PRECAUTIONS DURING TRENCH EXCAVATION TO PROTECT EXISTING UTILITIES AND STRUCTURES FROM DAMAGE AND SETTLEMENT. ANY DAMAGE TO EXISTING UTILITIES AND STRUCTURES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE. EXISTING UTILITIES MAY NEED TO BE REMOVED BY CONTRACTOR AND REPLACED AFTER WORK IS COMPLETE – THIS WORK SHALL BE INCIDENTAL TO THE CONTRACT.
7. CONTRACTOR SHALL BE REQUIRED TO CLEAN AND MAINTAIN ROADWAYS, SIDEWALKS, AND CURBS AFFECTED BY CONSTRUCITON ACTIVITIES, INCLUDING HAUL ROUTES, ON A WEEKLY BASIS, OR AS NEEDED. CONTRACTOR SHALL REPAIR ALL ROADWAYS, SIDEWALKS, AND CURBS TO THE CONDITION THEY WERE IN PRIOR TO THE START OF CONSTRUCTION, OR BETTER, PRIOR TO FINAL PROJECT COMPLETION. ALL COSTS FOR CLEANING, MAINTENANCE, AND REPAIR SHALL BE INCIDENTAL TO THE CONTRACT.
8. CONTRACTOR MUST RE-ESTABLISH ANY DISTURBED PROERTY PINS WITH SERVICES OF REGISTERED LAND SURVEYOR (RLS) REGISTERED IN MINNESOTA. CONTRACTOR MUST SUBMIT CERTIFICATE OF SURVEY FOR EACH PROPERTY WITH RE-ESTABLISHED PROPERTY PINS. THE COST FOR RLS SERVICES SHALL BE INCIDENTAL TO THE CONTRACT.

NOTES – MATERIALS AND STORAGE

1. ALL BOLTS AND ANCHOR BOLTS INSTALLED THROUGHOUT THE PROJECT SHALL BE STAINLESS STEEL, UNLESS OTHERWISE NOTED IN THE DRAWINGS AND SPECIFICATIONS.
2. PVC AND POLYETHYLENE PIPE SHALL BE STORED COVERED OUT OF DIRECT SUNLIGHT.

NOTES – EROSION AND SEDIMENT CONTROL

1. THE CONTRACTOR SHALL PROVIDE AND MAINTAIN TEMPORARY SEDIMENTATION COLLECTION FACILITIES TO ENSURE THAT SEDIMENT LADEN WATER DOES NOT ENTER THE NATURAL OR PUBLIC DRAINAGE SYSTEM. AS CONSTRUCTION PROGRESSES AND UNEXPECTED CONDITIONS DICTATE, ADDITIONAL SEDIMENT CONTROL MEASURES MAY BE REQUIRED TO PREVENT SEDIMENT FROM LEAVING THE SITE. DURING THE COURSE OF CONSTRUCTION, IT SHALL BE THE OBLIGATION AND RESPONSIBILITY OF THE CONTRACTOR TO ADDRESS ANY NEW CONDITIONS THAT MAY BE CREATED BY ITS ACTIVITIES AND TO PROVIDE ADDITIONAL MEASURES THAT MAY BE NEEDED TO PROTECT ADJACENT PROPERTIES.
2. NON-COMPLIANCE WITH EROSION AND SEDIMENT CONTROL REQUIREMENTS, WATER QUALITY REQUIREMENTS, AND CLEARING LIMITS MAY RESULT IN REVOCATION OF PROJECT PERMITS, PLAN APPROVAL, AND BOND FORECLOSURES.
3. THE TEMPORARY SEDIMENT CONTROL DEVICES SHALL BE INSTALLED PRIOR TO ANY GRADING OR EXTENSIVE LAND CLEARING IN ACCORDANCE WITH THE APPROVED TEMPORARY EROSION CONTROL PLAN.
4. ALL EARTHWORK SHALL BE PERFORMED IN ACCORDANCE WITH APPLICABLE STANDARDS.
5. STOCKPILES ARE TO BE LOCATED IN SAFE AREAS AND ADEQUATELY PROTECTED BY PLASTIC SHEETING AND PERIMETER SEDIMENT CONTROLS.
6. THE SEDIMENT CONTROL MEASURES SHOWN ON THIS PLAN ARE THE MINIMUM REQUIREMENTS FOR ANTICIPATED SITE CONDITIONS. DURING THE CONSTRUCTION PERIOD THESE SEDIMENT CONTROL MEASURES SHALL BE UPGRADED AS NEEDED.
7. ANY DISTURBED SOILS WHERE NO FURTHER WORK IS ANTICIPATED FOR A PERIOD OF 14 DAYS (OR 7 DAYS IF WITHIN 1 MILE OF A SPECIAL OR IMPAIRED WATER) SHALL BE IMMEDIATELY STABILIZED WITH THE APPROVED EROSION CONTROL METHOD (I.E. SEEDING, MULCHING, EROSION BLANKET, ETC.).
8. EROSION PREVENTION MEASURES AND SEDIMENT CONTROL DEVICES SHALL BE INSPECTED AND REPAIRED AS NECESSARY WITHIN 24 HOURS FOLLOWING A STORM EVENT.
9. ALL EROSION PREVENTION MEASURES AND SEDIMENT CONTROL DEVICES SHALL CONFORM TO THE MINNESOTA POLLUTION CONTROL AGENCY GENERAL CONSTRUCTION STORMWATER PERMIT.
10. CONTRACTOR RESPONSIBLE FOR OBTAINING AND COMPLYING WITH THE PROJECT CONSTRUCTION STORMWATER PERMIT. CONTRACTOR ALSO RESPONSIBLE FOR COMPLYING WITH THE STORMWATER POLLUTION PREVENTION PLAN (SWPPP) WHICH HAS BEEN PREPARED FOR THIS PROJECT.

NOTES – SURVEY

1. SITE IS BASED ON HORIZONTAL POSITIONING TO SHERBURNE COUNTY COORDINATE SYSTEM NAD83 (2011). ALL ELEVATIONS, INCLUDING THE EXISTING SURFACE, HAVE BEEN ADJUSTED TO NGVD29.

CIVIL LEGEND

- PROPOSED GROUND CONTOUR
- PROPOSED FENCE LINE
- PROPOSED PROCESS PIPE
- PROPOSED NON-POTABLE WATER PIPE (NPW)
- PROPOSED HYDRANT
- EXISTING PROCESS PIPE
- ABANDONED PROCESS PIPE
- STORM SEWER
- SANITARY SEWER
- EXISTING WATERMAIN (I)
- EXISTING NON-POTABLE WATER LINE (NPW)
- EXISTING CHEMICAL FEED CONDUIT (CHEM)
- UNDERGROUND GAS LINE (G)
- UNDERGROUND COMMUNICATION LINE (COM)
- UNDERGROUND FIBER OPTIC LINE (F/O)
- UNDERGROUND ELECTRIC LINE (UE)
- OVERHEAD UTILITY LINE (OU)
- EDGE OF ASPHALT
- EDGE OF GRAVEL
- EDGE OF SIDEWALK/CONCRETE
- DELINEATED WETLAND EDGE (WET)
- FENCE LINE (X)
- EXISTING GROUND CONTOUR
- TREE LINE
- CONCRETE SURFACE
- BUILDING
- EXISTING LIGHT POLE
- SANITARY SEWER MANHOLE (S)
- SANITARY CLEANOUT (CO)
- PIEZOMETER (PZ)
- STORM SEWER MANHOLE (ST)
- STORM SEWER INLET
- CURB STOP
- PLUG VALVE
- YARD HYDRANT
- COMMUNICATIONS PEDESTAL (TB)
- TRAFFIC SIGN
- BOLLARD/POST
- UTILITY POLE
- ANCHOR CABLE
- STUMP
- DECIDUOUS TREE
- CONIFEROUS TREE
- SHRUB/BUSH
- ELECTRICAL MANHOLE (EM)

REV	REVISION DESCRIPTION	DWN	APP	REV DATE
0	ISSUED FOR BID	JVB	PKD	05/08/19

SEAL

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

PRINT NAME PETER K. DANIELS

SIGNATURE

DATE 03/29/2019 LICENSE # 47543

SUB CONSULTANT

PRIME CONSULTANT

WENCK

Responsive partner. Exceptional outcomes.

PROJECT TITLE
BIG LAKE WASTEWATER TREATMENT FACILITY IMPROVEMENTS

CITY OF BIG LAKE
BIG LAKE, MINNESOTA

SHERBURNE COUNTY

SHEET TITLE
SHEET INDEX, LEGEND, AND GENERAL NOTES

DWN BY	CHK'D	APP'D	DWG DATE	JAN. 2019
JVB	LHS	PKD	SCALE	AS SHOWN

PROJECT NO.	SHEET NO.	REV NO.
0362-0003	G-102	0

Plot Date & Time: 18 April 2019 1:48 PM

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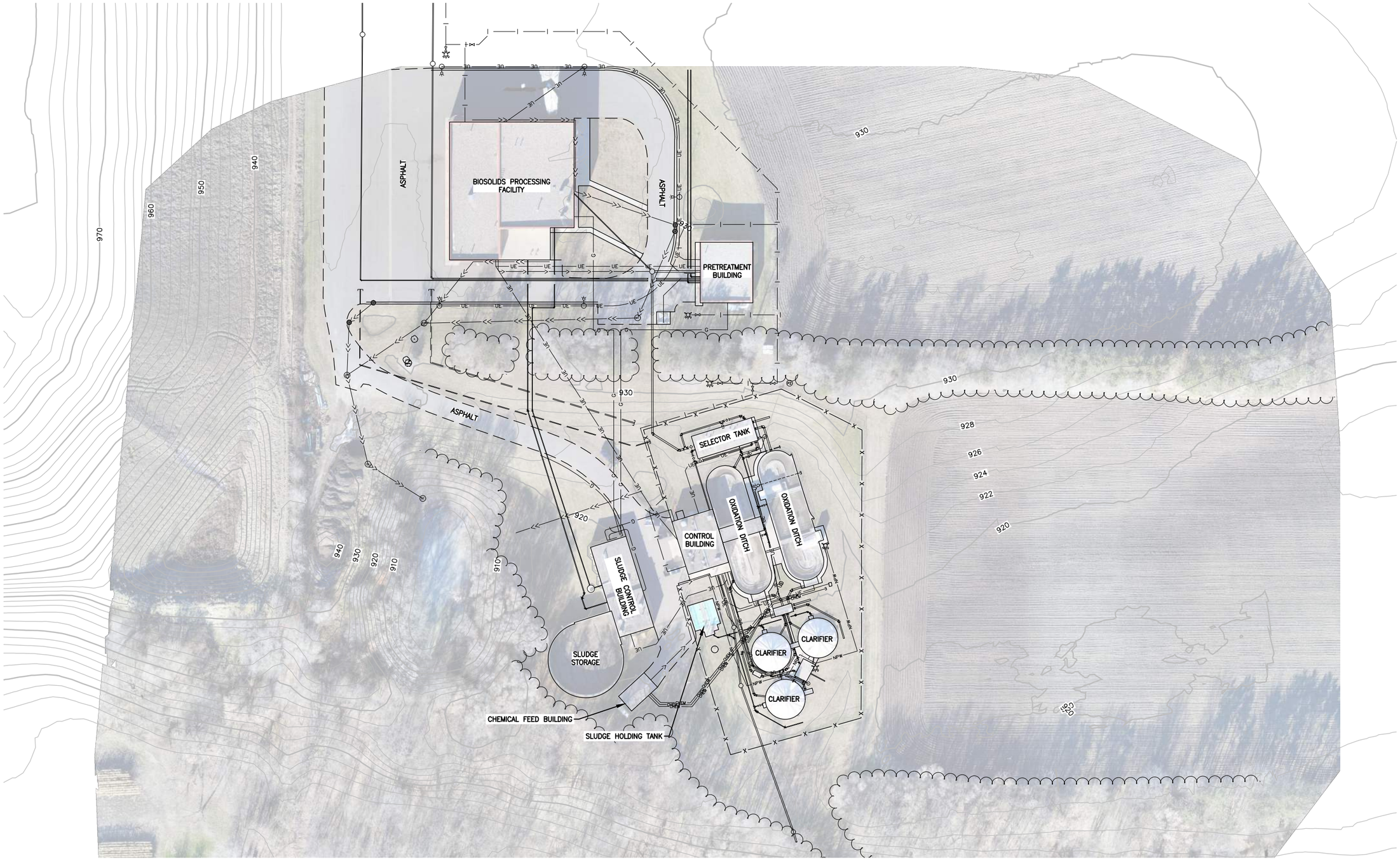

REV	REVISION DESCRIPTION	DWN	APP	REV DATE
0	ISSUED FOR BID	JVB	PKD	05/08/19

SEAL

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PRINT NAME PETER K. DANIELS

SIGNATURE

DATE 03/29/2019 LICENSE # 47543

SUB CONSULTANT

PRIME CONSULTANT

WENCK

Responsive partner. Exceptional outcomes.

PROJECT TITLE
BIG LAKE WASTEWATER TREATMENT FACILITY IMPROVEMENTS

CITY OF BIG LAKE
BIG LAKE, MINNESOTA

SHERBURNE COUNTY

SHEET TITLE
EXISTING SITE AND PIPING PLAN

DWN BY	CHK'D	APP'D	DWG DATE
JVB	LHS	PKD	JAN. 2019
			SCALE AS SHOWN

PROJECT NO.	SHEET NO.	REV NO.
0362-0003	C-101	0

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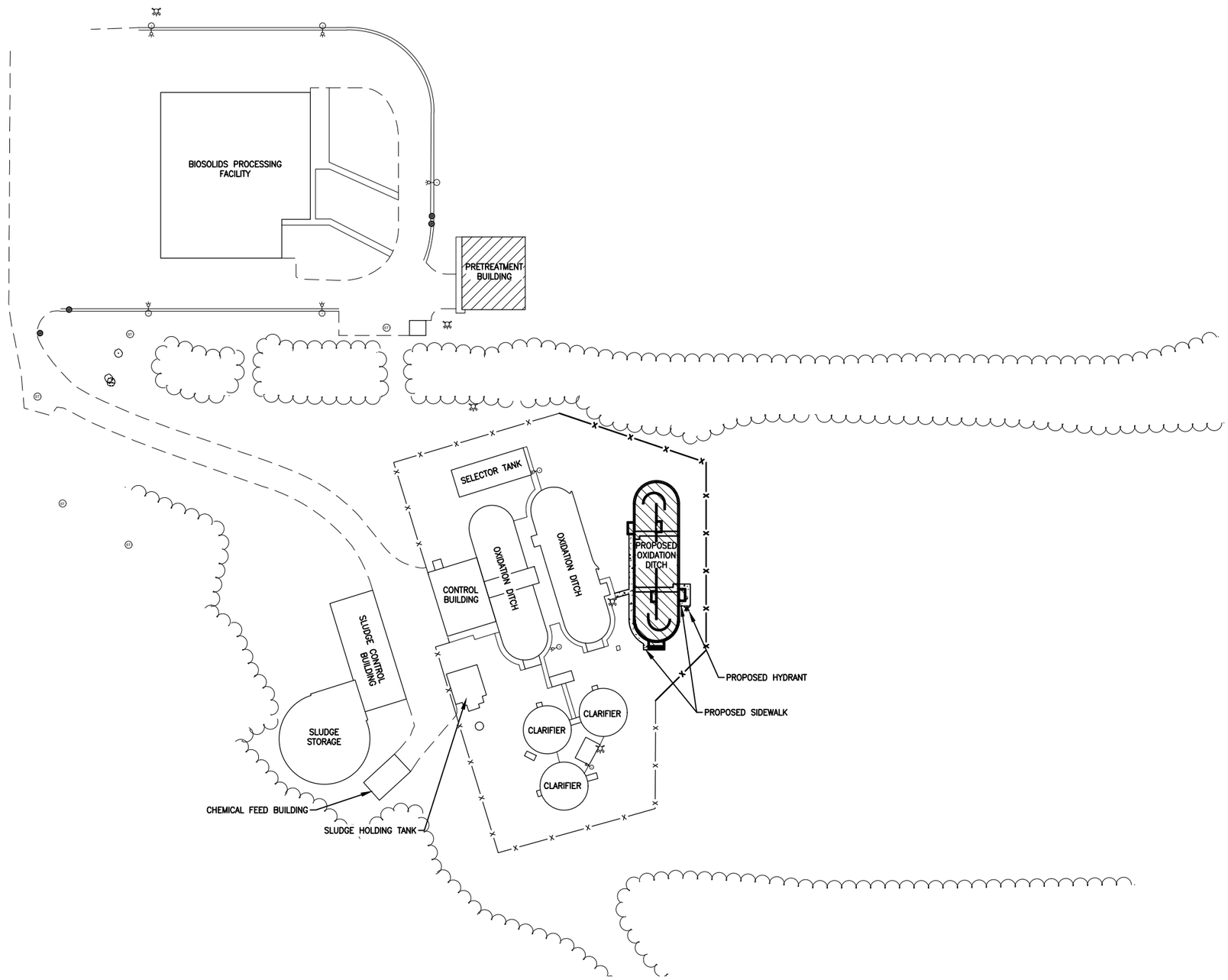

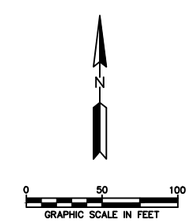

PROPOSED FACILITY

EXISTING FACILITY TO BE MODIFIED

PROPOSED SIDEWALK

REV	REVISION DESCRIPTION	DWN	APP	REV DATE
0	ISSUED FOR BID	JVB	PKD	05/08/19

SEAL

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

PRINT NAME PETER K. DANIELS

SIGNATURE

DATE 03/29/2019 LICENSE # 47543

SUB CONSULTANT

PRIME CONSULTANT

WENCK

Responsive partner. Exceptional outcomes.

PROJECT TITLE

BIG LAKE WASTEWATER TREATMENT FACILITY IMPROVEMENTS

CITY OF BIG LAKE
BIG LAKE, MINNESOTA

SHERBURNE COUNTY

SHEET TITLE

PROPOSED SITE PLAN

DWN BY	CHK'D	APP'D	DWG DATE	JAN. 2019
JVB	LHS	PKD	SCALE	AS SHOWN

PROJECT NO.	SHEET NO.	REV NO.
0362-0003	C-102	0

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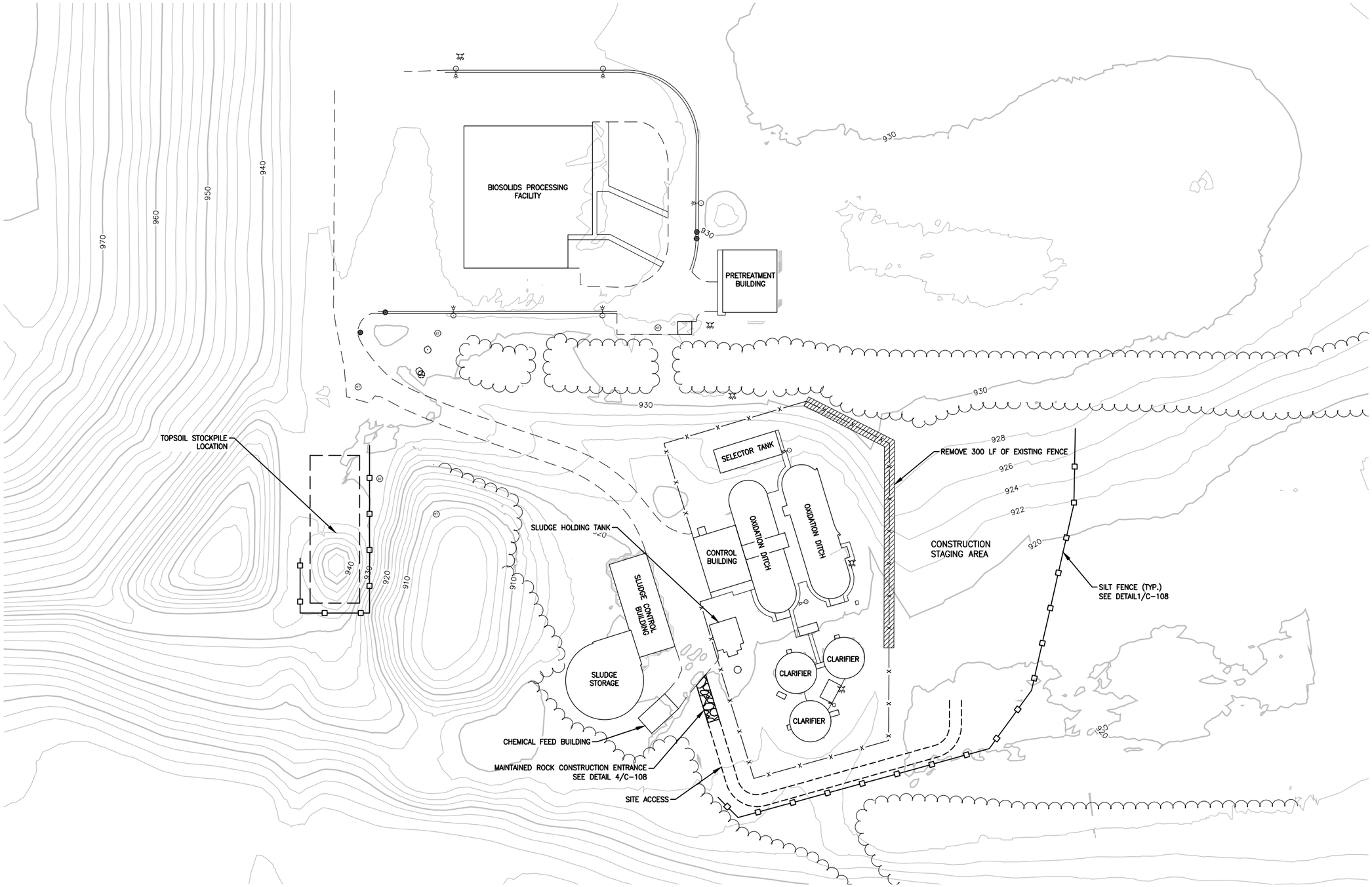


GENERAL NOTES:

1. SEGREGATE TOPSOIL AND PLACE IN LOCATION SHOWN ON SHEET. COORDINATE LOCATION OF ADDITIONAL SOIL STOCKPILES WITH OWNER.
2. CONTRACTOR RESPONSIBLE FOR ESTABLISHING AND MAINTAINING SITE ACCESS ROUTES, AND FOR RESTORING SITE ACCESS ROUTES TO THE CONDITION THEY WERE IN PRIOR TO CONSTRUCTION, OR BETTER, PRIOR TO FINAL COMPLETION.

REV	REVISION DESCRIPTION	DWN	APP	REV DATE
0	ISSUED FOR BID	JVB	PKD	05/08/19

SEAL

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

PRINT NAME PETER K. DANIELS

SIGNATURE

DATE 03/29/2019 LICENSE # 47543

SUB CONSULTANT

PRIME CONSULTANT

WENCK

Responsive partner. Exceptional outcomes.

PROJECT TITLE
BIG LAKE WASTEWATER TREATMENT FACILITY IMPROVEMENTS

CITY OF BIG LAKE
BIG LAKE, MINNESOTA

SHERBURNE COUNTY

SHEET TITLE
EROSION CONTROL AND REMOVAL PLAN

DWN BY	CHK'D	APP'D	DWG DATE	JAN. 2019
JVB	LHS	PKD	SCALE	AS SHOWN

PROJECT NO.	SHEET NO.	REV NO.
0362-0003	C-103	0

M:\0362 Big Lake\0003 WWTP\cad\cd\C-103 Erosion Control and Removal.dwg

BIG LAKE WASTEWATER TREATMENT FACILITY

CITY OF BIG LAKE
SHERBURNE COUNTY, MN

Attachment E

KNOW ALL PERSONS BY THESE PRESENTS: That the City of Big Lake, a Minnesota municipal corporation, fee owner of the following described property:

Parcel A
Parcel 1, described as follows:
The East 154.77 feet of the West 781.77 feet of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼) of Section Thirty-one (31), Township Thirty-three (33), Range Twenty-seven (27), Sherburne County Minnesota;

Parcel 2, described as follows:
All of the following:
The North 200 feet of the East 430 feet of the West 1211.77 feet of Government Lot Two (2), Section Six (6), Township Thirty-two (32), Range Twenty-seven (27), Sherburne County, Minnesota, and
The South 328 feet of the East 430 feet of the West 1211.77 feet of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼) of Section Thirty-one (31), Township Thirty-three (33), Range Twenty-seven (27), Sherburne County Minnesota,

And Parcel B:
All that part of the Southwest Quarter of the Southeast Quarter, Section 31, Township 33, Range 27, lying West of the East 844.54 feet thereof. Sherburne County, Minnesota.

And Parcel C:
All that part of Government Lot 1, Section 6, Township 32, Range 27, lying West of the following described line;
Commencing at the Southwest corner of said Southwest Quarter of the Southeast Quarter, Section 31, Township 33, Range 27, marked by a cast iron survey marker, thence Easterly, along the South line of said Southwest Quarter of the Southeast Quarter, on an assumed bearing of South 89 degrees 36 minutes 00 seconds East, a distance of 465.46 feet to the Southwest corner of the East 844.54 feet of said Southwest Quarter of the Southeast Quarter and the point of beginning; thence South 00 degrees 17 minutes 43 seconds West, a distance of 479.10 feet to the Mississippi River.

And

Government Lot 2, Section 6, Township 32, Range 27.
Except that part thereof lying within SLEEPY HOLLOW SOUTH, according to the plat thereof on file and of record at the Office of Recorder, Sherburne County.
Also Excepting
The North 200.00 feet of the East 430.00 feet of the West 1211.77 feet of said Government Lot 2, Section 6, Township 32, Range 27. Sherburne County, Minnesota.

And

Parcel D:
The Southeast Quarter of the Southwest Quarter, of said Section 31, Township 33, Range 27,
Except the West 781.77 feet of said Southeast Quarter of the Southwest Quarter, Section 31, Township 33, Range 27.
Also excepting
The South 328.00 feet of the East 430.00 feet of the West 1211.77 feet of said Southeast Quarter of the Southwest Quarter, Section 31, Township 33, Range 27, Sherburne County, Minnesot

(Being Abstract Property)

Have caused the same to be surveyed and platted as BIG LAKE WASTEWATER TREATMENT FACILITY and do hereby dedicate to the public for public use the public ways as created by this plat.

In witness whereof said City of Big Lake, a Minnesota municipal corporation has caused these presents to be signed by its proper officer this _____day of_____, 20_____.

City of Big Lake

_____ (Signature)

_____ (Name Printed)
Mayor

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me on this _____ day of _____, 20_____, by the Mayor and City Clerk of the City of Big Lake, a municipal corporation, on behalf of the corporation.

_____ _____
(Signature) (Name Printed)

Notary Public, _____County, Minnesota

My Commission Expires_____

SURVEYORS CERTIFICATION

I Gary Bjorklund do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20_____.

_____
Gary Bjorklund, Licensed Land Surveyor
Minnesota License No. 46563

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me on this _____ day of _____, 20_____, by Gary Bjorklund

_____ _____
(Signature) (Name Printed)

Notary Public, _____County, Minnesota

My Commission Expires_____

CITY COUNCIL, CITY OF BIG LAKE, MINNESOTA

This plat of BIG LAKE WASTEWATER TREATMENT FACILITY was approved and accepted by the City Council of the City of Big Lake, Sherburne County, Minnesota at a meeting thereof held this _____ day of _____, 20_____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of Big Lake, Minnesota

By:_____ By: _____
Mayor City Clerk

COUNTY ATTORNEY

I hereby certify that proper evidence of title has been presented to and examined by me and I hereby approve this plat as to form and execution this _____ day of _____, 20____.

_____
Big Lake Attorney

COUNTY SURVEYOR

Pursuant to Sherburne County Ordinance Number 006, I hereby certify that this plat has been checked and approved as to compliance with Chapter 505, Minnesota Statutes this _____ day of _____, 20____.

By: _____
Sherburne County Surveyor

COUNTY AUDITOR/TREASURER

I hereby certify taxes payable in the year 20____ for lands herein described are paid in full, and there are no delinquent taxes, and that transfer was entered this _____ day of _____, 20_____.

_____
Sherburne County Auditor/Treasurer

COUNTY RECORDER/REGISTRAR OF TITLES
County of Sherburne, State of Minnesota

I hereby certify that this instrument was recorded in the office of the County Recorder/Registrar of Titles for public record on this _____day of _____, 20____, at _____ o'clock ___.M. and was duly recorded as Document Number _____.

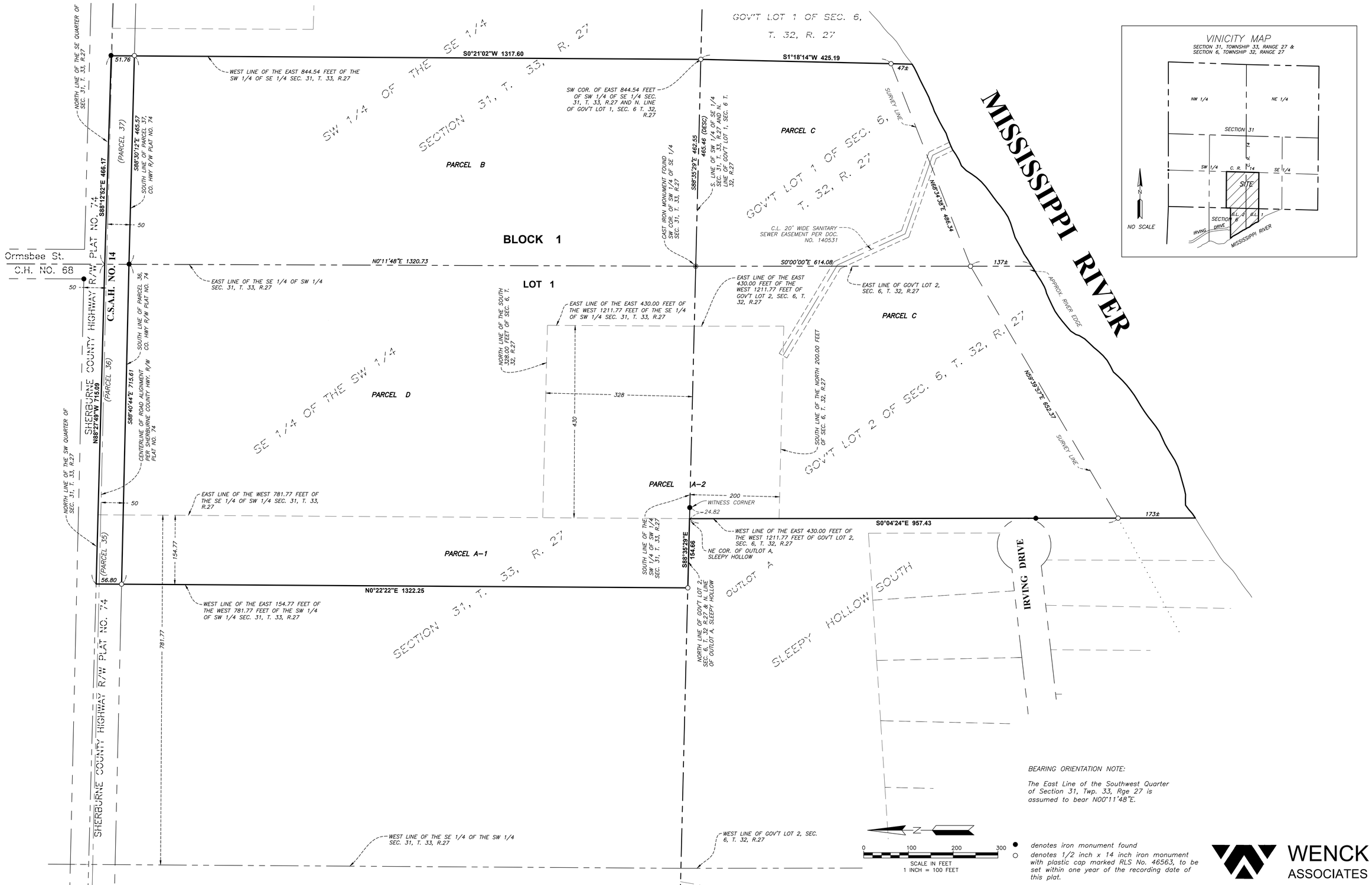
_____
Sherburne County Recorder/Registrar of Titles

By _____, Deputy

WENCK
ASSOCIATES

BIG LAKE WASTEWATER TREATMENT FACILITY

CITY OF BIG LAKE
SHERBURNE COUNTY, MN



BEARING ORIENTATION NOTE:

The East Line of the Southwest Quarter of Section 31, Twp. 33, Rge 27 is assumed to bear N00°11'48"E.

● denotes iron monument found

○ denotes 1/2 inch x 14 inch iron monument with plastic cap marked RLS No. 46563, to be set within one year of the recording date of this plat.

WENCK ASSOCIATES

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

CITY OF BIG LAKE
RESOLUTION NO. 2020-XX

RESOLUTION APPROVING A PRELIMINARY AND FINAL PLAT FOR "BIG LAKE WASTEWATER TREATMENT FACILITY" AND A DEVELOPMENT STAGE AND FINAL PLANNED UNIT DEVELOPMENT PLAN AND SITE/BUILDING PLANS FOR "BIG LAKE WASTEWATER TREATMENT FACILITY"

WHEREAS, Wenck submitted a development stage planned unit development plan, preliminary plat and site/building plans for the project known as "Big Lake Wastewater Treatment Facility;" and

WHEREAS, the Concept Plan was reviewed by the City Council on February 26, 2020; and

WHEREAS, the Big Lake Planning Commission conducted a public hearing on April 1, 2020 and recommended that the City Council approve the planned unit development, preliminary plat and site plans subject to the conditions identified herein; and

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

WHEREAS, the Big Lake Wastewater Treatment Facility preliminary and final plat, development stage and final planned unit development plan and site/building plans conform to the requirements of the Zoning Ordinance, the conditions recommended for the concept plan approval and requirements of the Subdivision Ordinance and is consistent with the Comprehensive Plan; and

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

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

B. The Planning Report dated April 22, 2020, shall be the governing document which includes the following attachments:

Attachment A: Site Location Map
Attachment B: Public Hearing Notice
Attachment C: Engineer's Memo
Attachment D: Preliminary Plat and Engineering Plans
Attachment E: Final Plat
Attachment F: Resolution approving the Development Stage PUD, Final PUD, Preliminary Plat and Final Plat
Attachment G: Ordinance approving the Rezoning
Attachment H: Summary Publication Resolution

C. The legal description of the subject property is:

Parcel A
Parcel 1, described as follows:
The East 154.77 feet of the West 781.77 feet of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼) of Section Thirty-one (31), Township Thirty-three (33), Range Twenty-seven (27), Sherburne County Minnesota;

Parcel 2, described as follows:
All of the following:
The North 200 feet of the East 430 feet of the West 1211.77 feet of Government Lot Two (2), Section Six (6), Township Thirty-two (32), Range Twenty-seven (27), Sherburne County, Minnesota, and The South 328 feet of the East 430 feet of the West 1211.77 feet of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼) of Section Thirty-one (31), Township Thirty-three (33), Range Twenty-seven (27), Sherburne County Minnesota,

And Parcel B:
All that part of the Southwest Quarter of the Southeast Quarter, Section 31, Township 33, Range 27, lying West of the East 844.54 feet thereof. Sherburne County, Minnesota.

And Parcel C:
All that part of Government Lot 1, Section 6, Township 32, Range 27, lying West of the following described line; Commencing at the Southwest corner of said Southwest Quarter of the Southeast Quarter, Section 31, Township 33, Range 27, marked by a cast iron survey marker, thence Easterly, along the South line of said Southwest Quarter of the Southeast Quarter, on an assumed bearing of South 89 degrees 36 minutes 00 seconds East, a distance of 465.46 feet to the Southwest corner of the East 844.54 feet of said Southwest Quarter of the Southeast Quarter and the point of beginning; thence South 00 degrees 17 minutes 43 seconds West, a distance of 479.10 feet to the Mississippi River.

And
Government Lot 2, Section 6, Township 32, Range 27. Except that part thereof lying within SLEEPY HOLLOW SOUTH, according to the plat thereof on file and of record at the Office of Recorder, Sherburne County.

Also Excepting
The North 200.00 feet of the East 430.00 feet of the West 1211.77 feet of said Government Lot 2, Section 6, Township 32, Range 27. Sherburne County, Minnesota.

And
Parcel D:
The Southeast Quarter of the Southwest Quarter, of said Section 31, Township 33, Range 27, Except the West 781.77 feet of said Southeast Quarter of the Southwest Quarter, Section 31, Township 33, Range 27.

Also excepting
The South 328.00 feet of the East 430.00 feet of the West 1211.77 feet of said Southeast Quarter of the Southwest Quarter, Section 31, Township 33, Range 27, Sherburne County, Minnesota
Being Abstract Property

D. The Preliminary Plat is attached as Exhibit B.

E. The Final Plat is attached as Exhibit C.

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

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake that it hereby approves the “Big Lake Wastewater Treatment Facility” preliminary and final plat and the development stage and final planned unit development plan and site/building plans for “Big Lake Wastewater Treatment Facility,” subject to the following conditions:

1. Development and Final Stage PUD approval is granted. A rezone to PUD shall be processed concurrently with the approval of the final plat and Final Plan PUD. The following Planned Unit Development (PUD) flexibility shall be granted:

   a. Permission to not provide the requirement amount of parking.
   b. Permission to not provide common open space as part of a PUD.
   c. Permission to establish a PUD without entering into a Development Agreement with the City.

2. Unless expressly permitted by the City Council, no construction or grading activities shall be permitted until such time as a final plat and final PUD plan have been approved and recorded with Sherburne County.

3. No changes to the communication tower and associated ground equipment is approved as part of this application.

4. Tree cover cannot be impacted as part of this approval. No tree removal is approved.

5. Any changes to the plans that result in work within the Mississippi Recreational River District will require a PUD amendment and review and approval by the MN DNR.

6. Applicant shall comply with all conditions of the City Engineer's Letters dated 03/23/2020.

7. Final construction plans shall be reviewed by the City Engineer and Public Works Director prior to a building permit being issued for the project.

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

9. Any other conditions of the City Council, Staff, City consultants or other agency responsible for review of this application shall be addressed.

   Adopted by the Big Lake City Council on the 22th day of April, 2020.

_____
Mayor Mike Wallen

Attest:

_____
Gina Wolbeck, City Clerk

The following Council Members voted in favor:
The following Council Members voted against or abstained:

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

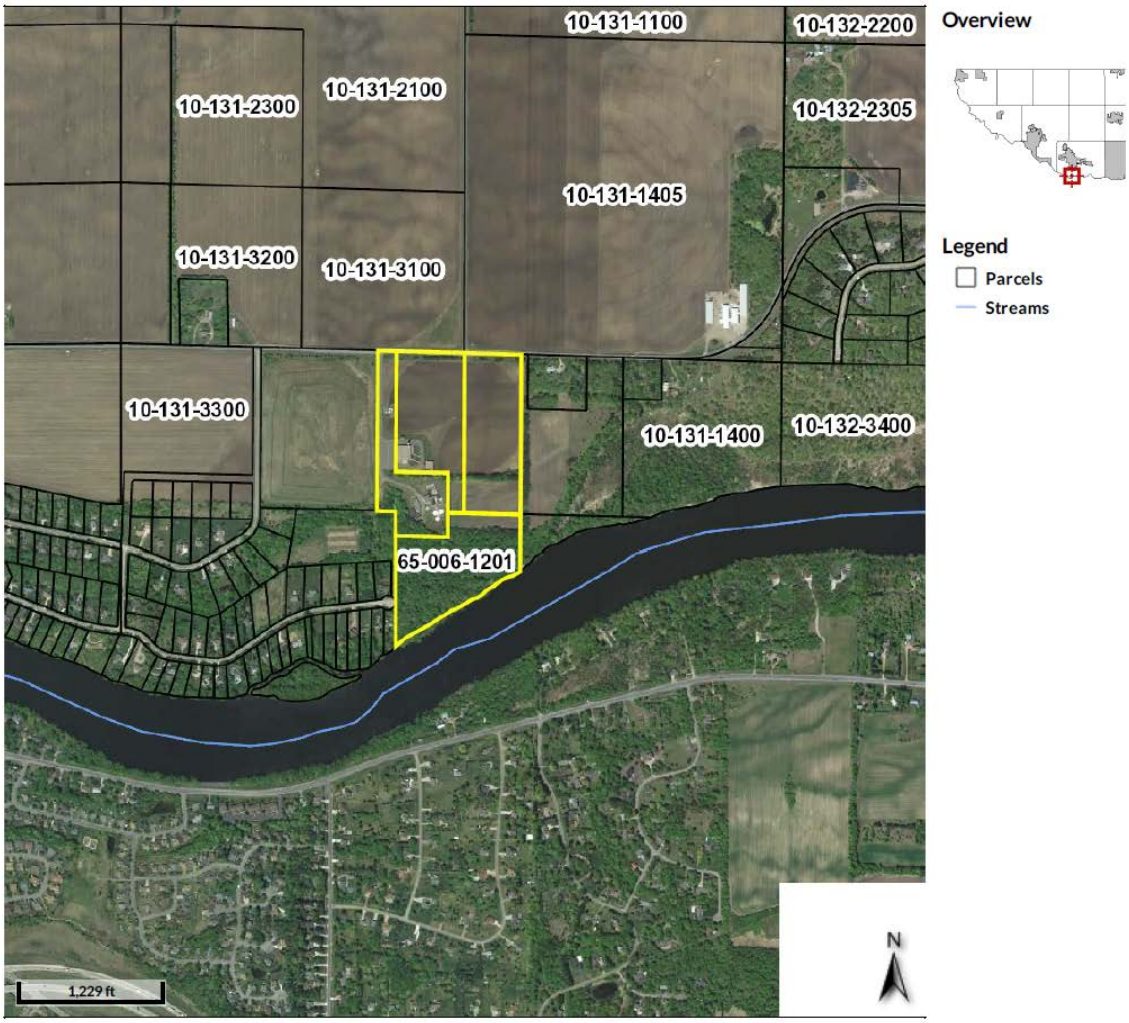
STATE OF MINNESOTA)
) SS.
COUNTY OF SHERBURNE)

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

_____
Notary Public

Attachment A
Site Location Map

Beacon™ Sherburne County, MN



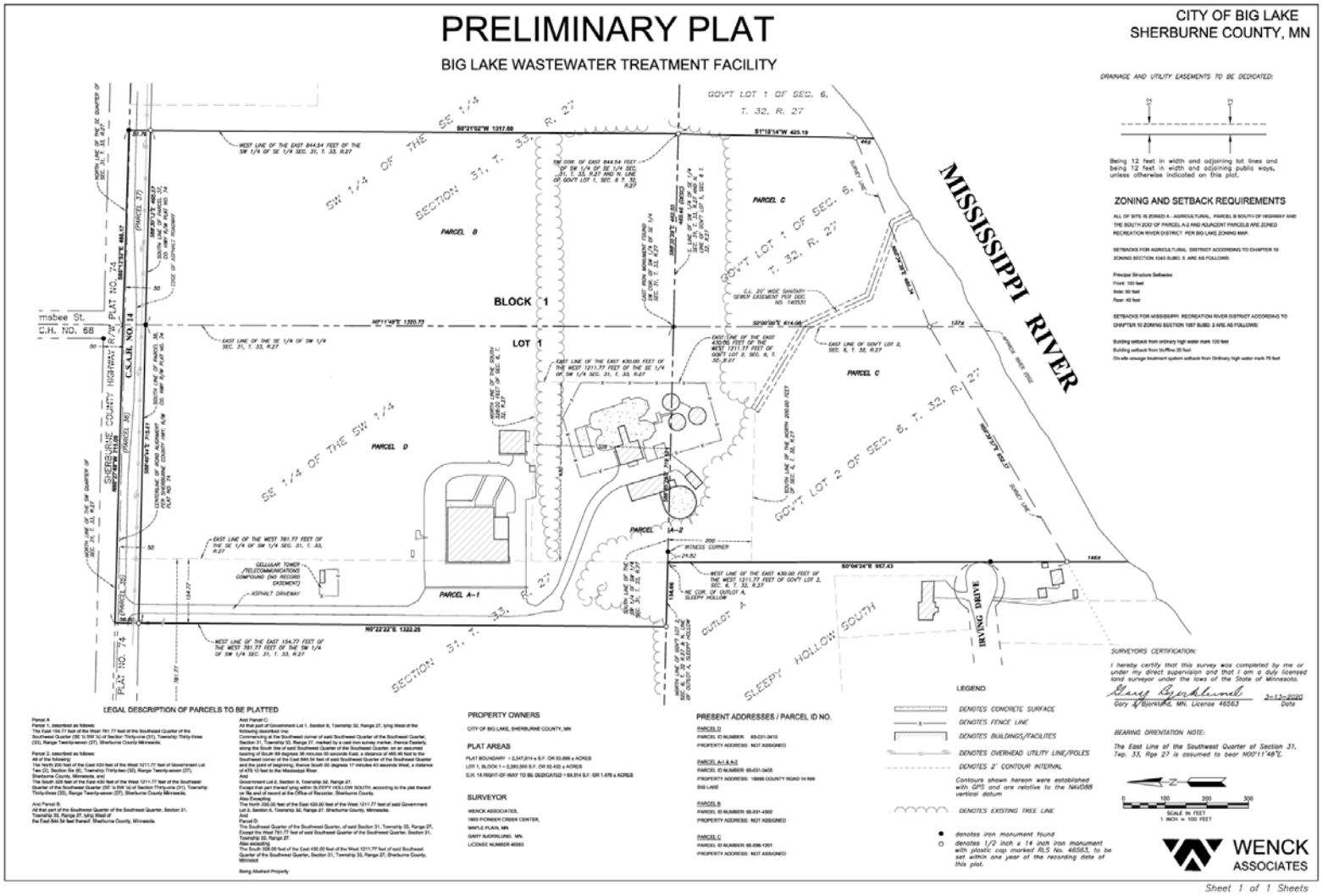
Disclaimer: *Every attempt has been made to ensure that the information contained on this web site is valid at the time of publication. Sherburne County reserves the right to make additions, changes, or corrections at any time and without notice. Additionally, Sherburne County disclaims any and all liability 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: 3/25/2020
Last Data Uploaded: 3/24/2020 11:55:22 PM

Developed by Schneider GEOSPATIAL

Attachment B
Preliminary Plat



Attachment C
Final Plat (2 pages)

BIG LAKE WASTEWATER TREATMENT FACILITY

CITY OF BIG LAKE
SHERBURNE COUNTY, MN

KNOW ALL PERSONS BY THESE PRESENTS: That the City of Big Lake, a Minnesota municipal corporation, fee owner of the following described property:

Parcel A
Parcel 1, described as follows:
The East 154.77 feet of the West 781.77 feet of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼) of Section Thirty-one (31), Township Thirty-three (33), Range Twenty-seven (27), Sherburne County Minnesota;

Parcel 2, described as follows:
All of the following:
The North 200 feet of the East 430 feet of the West 1211.77 feet of Government Lot Two (2), Section Six (6), Township Thirty-two (32), Range Twenty-seven (27), Sherburne County, Minnesota, and
The South 328 feet of the East 430 feet of the West 1211.77 feet of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼) of Section Thirty-one (31), Township Thirty-three (33), Range Twenty-seven (27), Sherburne County Minnesota.

And Parcel B:
All that part of the Southwest Quarter of the Southeast Quarter, Section 31, Township 33, Range 27, lying West of the East 844.54 feet thereof. Sherburne County, Minnesota.

And Parcel C:
All that part of Government Lot 1, Section 6, Township 32, Range 27, lying West of the following described line:
Commencing at the Southeast corner of said Southeast Quarter of the Southeast Quarter, Section 31, Township 33, Range 27, marked by a cast iron survey marker, thence Easterly, along the South line of said Southwest Quarter of the Southeast Quarter, on an assumed bearing of South 89 degrees 36 minutes 00 seconds East, a distance of 495.46 feet to the Southwest corner of the East 844.54 feet of said Southwest Quarter of the Southeast Quarter and the point of beginning; thence South 00 degrees 17 minutes 43 seconds West, a distance of 479.10 feet to the Mississippi River.

And

Government Lot 2, Section 6, Township 32, Range 27.
Except that part thereof lying within SLEEPY HOLLOW SOUTH, according to the plat thereof on file and of record at the Office of Recorder, Sherburne County.
Also Excepting
The North 200.00 feet of the East 430.00 feet of the West 1211.77 feet of said Government Lot 2, Section 6, Township 32, Range 27. Sherburne County, Minnesota.

And

Parcel D:
The Southeast Quarter of the Southwest Quarter, of said Section 31, Township 33, Range 27,
Except the West 781.77 feet of said Southeast Quarter of the Southwest Quarter, Section 31, Township 33, Range 27.
Also excepting
The South 328.00 feet of the East 430.00 feet of the West 1211.77 feet of said Southeast Quarter of the Southwest Quarter, Section 31, Township 33, Range 27, Sherburne County, Minnesot

(Being Abstract Property)

Have caused the same to be surveyed and platted as BIG LAKE WASTEWATER TREATMENT FACILITY and do hereby dedicate to the public for public use the public ways as created by this plat.

In witness whereof said City of Big Lake, a Minnesota municipal corporation has caused these presents to be signed by its proper officer this_____day of_____, 20____.

City of Big Lake

_____ (Signature)

_____ (Name Printed)
Mayor

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me on this _____ day of _____, 20_____, by the Mayor and City Clerk of the City of Big Lake, a municipal corporation, on behalf of the corporation.

_____ _____
(Signature) (Name Printed)

Notary Public, _____County, Minnesota

My Commission Expires_____

SURVEYORS CERTIFICATION

I Gary Bjorklund do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20_____.

_____
Gary Bjorklund, Licensed Land Surveyor
Minnesota License No. 48863

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me on this _____ day of _____, 20_____, by Gary Bjorklund

_____ _____
(Signature) (Name Printed)

Notary Public, _____County, Minnesota

My Commission Expires_____

CITY COUNCIL, CITY OF BIG LAKE, MINNESOTA

This plat of BIG LAKE WASTEWATER TREATMENT FACILITY was approved and accepted by the City Council of the City of Big Lake, Sherburne County, Minnesota at a meeting thereof held this _____ day of _____, 20_____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of Big Lake, Minnesota

By:_____ By: _____
Mayor City Clerk

COUNTY ATTORNEY

I hereby certify that proper evidence of title has been presented to and examined by me and I hereby approve this plat as to form and execution this _____ day of _____, 20____.

_____
Big Lake Attorney

COUNTY SURVEYOR

Pursuant to Sherburne County Ordinance Number 006, I hereby certify that this plat has been checked and approved as to compliance with Chapter 505, Minnesota Statutes this _____ day of _____, 20____.

By:_____
Sherburne County Surveyor

COUNTY AUDITOR/TREASURER

I hereby certify taxes payable in the year 20____ for lands herein described are paid in full, and there are no delinquent taxes, and that transfer was entered this _____ day of _____, 20_____.

_____
Sherburne County Auditor/Treasurer

COUNTY RECORDER/REGISTRAR OF TITLES
County of Sherburne, State of Minnesota

I hereby certify that this instrument was recorded in the office of the County Recorder/Registrar of Titles for public record on this _____day of _____, 20____ at_____ o'clock ___M. and was duly recorded as Document Number _____.

_____
Sherburne County Recorder/Registrar of Titles

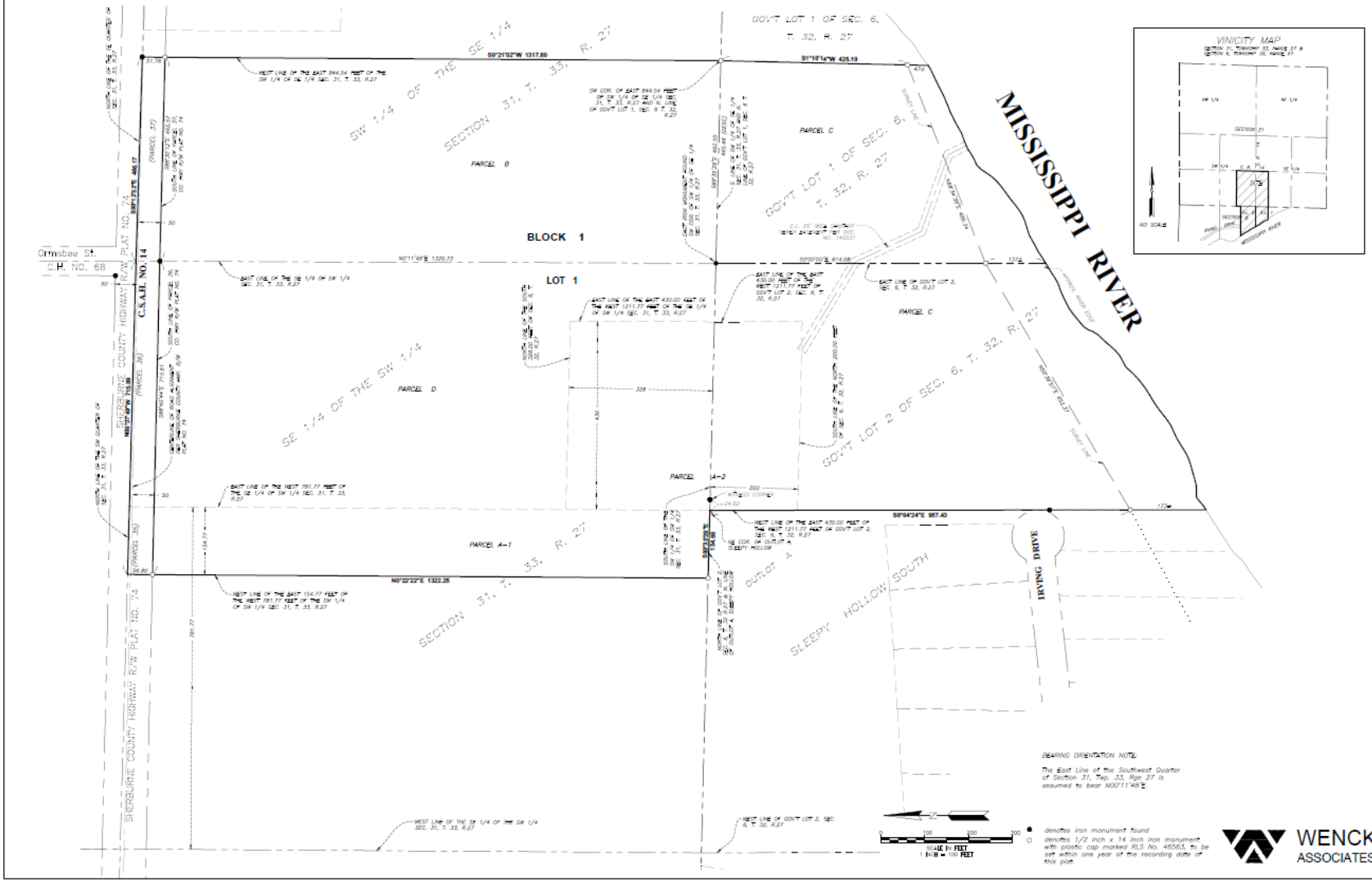
By _____, Deputy

WENCK ASSOCIATES

Sheet 1 of 2 Sheets

BIG LAKE WASTEWATER TREATMENT FACILITY

CITY OF BIG LAKE
SHERBURNE COUNTY, MN



Sheet 1 of 2 Sheets

Attachment D
Two (2) Public Hearing Notices

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: 01/21/20

Account #: 388115
Customer: CITY BIG LAKE ~

Address: 160 LAKE STREET N
BIG LAKE

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

Ad ID: 1016622
Copy LIne: Concept Plan-PH

PO Number:
Start: 01/25/20
Stop: 01/25/2020
Total Cost: $63.00
# of Lines: 62
Total Depth: 6.889
# 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 A CONCEPT PUD PLAN FOR "BIG LAKE WASTE WATER TREATMENT FACILITY"

You are hereby notified that the Big Lake Planning Commission will hold a public hearing in order to consider a concept plan for a project known as "Big Lake Waste Water Treatment Facility". The public hearing will be held in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN on: **Wednesday, February 5, 2020 at or about 6:30 p.m.**

Applicant: City of Big Lake

Parcel Identification Numbers:

#65-031-3405, #65-031-4302, #65-006-1201, and #65-031-3410

The Applicant is seeking comments from the Planning Commission on a planned unit development concept plan for an expansion of the City of Big Lake's waste water treatment facility. The proposal will consist of internal upgrades as well as some external upgrades, most notably an additional clarifying pond. This improvement is necessary for the growth of the City. It also addresses regulatory requirements of the State of Minnesota. The waste water treatment facility is located within the Mississippi Recreational River District (MMR) and will require written review and approval of the project by the Commissioner of Natural Resources per City ordinance.

The Applicant has applied for the following approvals:

- Concept PUD Plan Review

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 S.W. Roman, Consultant Planner at 612-638-0227or swoolf@biglakemn.org.

Published in the
Star News
January 25, 2020
1016622

Ad Proof
Enlarged

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: 03/18/20

Account #: 388115
Customer: CITY BIG LAKE ~

Address: 160 LAKE STREET N
BIG LAKE

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

Ad ID: 1032207
Copy LIne: Wastewater treatment facilty p

PO Number:
Start: 03/26/20
Stop: 03/26/2020
Total Cost: $0.00
# of Lines: 59
Total Depth: 6.9
# of Inserts: 1
Ad Class: 150
Phone # (763) 691-6000
Email: publicnotice@ecm-inc.com
Rep No: SM700

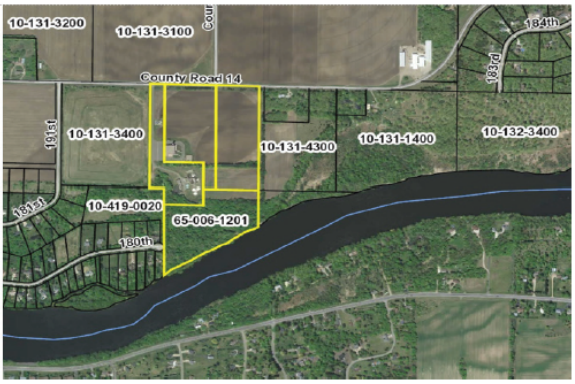
Publications:
Monticello Times

Enlarged

CITY OF BIG LAKE
NOTICE OF PUBLIC HEARING
FOR A PRELIMINARY AND FINAL PLAT, DEVELOPMENT AND FINAL STAGE PUD PLAN AND REZONE FOR "BIG LAKE WASTE WATER TREATMENT FACILITY"

You are hereby notified that the Big Lake Planning Commission will hold a public hearing in order to consider a concept plan for a project known as "Big Lake Waste Water Treatment Facility". The public hearing will be held in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN on: Wednesday, April 1, 2020 at or about 6:30 p.m.

Applicant:	City of Big Lake
Parcel Identification Numbers:	#65-031-3405, #65-031-4302, #65-006-1201, and #65-031-3410



The City of Big Lake is seeking development application approval in order to make needed upgrades to the City's wastewater treatment facility. The proposal will consist of internal upgrades as well as some external upgrades, most notably an additional clarifying pond. This improvement is necessary for the growth of the City. It also addresses regulatory requirements of the State of Minnesota. The waste water treatment facility is located within the Mississippi Recreational River District (MMR) and will require written review and approval of the project by the Commissioner of Natural Resources per City ordinance.

The Applicant has applied for the following approvals:

- Preliminary and Final Plat
- Development Stage and Final Stage PUD
- Rezone from A: Agriculture to Planned Unit Development

Both oral and written comments will be considered by the Planning Commission. If you desire to be heard in reference to this matter, you should attend this hearing or submit written comments to City Hall. If you have any questions, please feel free to contact Kevin Shay, Planning Consultant at 612-638-0228 or KShay@landform.net.

Published in the
Monticello Times
March 26, 2020
1032207

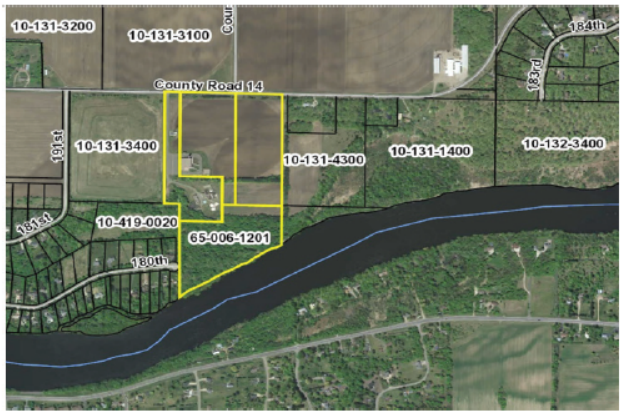
Ad: 1

$0.00

CITY OF BIG LAKE
NOTICE OF PUBLIC HEARING
FOR A PRELIMINARY AND FINAL PLAT, DEVELOPMENT AND FINAL STAGE PUD PLAN AND REZONE FOR "BIG LAKE WASTE WATER TREATMENT FACILITY"

You are hereby notified that the Big Lake Planning Commission will hold a public hearing in order to consider a concept plan for a project known as "Big Lake Waste Water Treatment Facility". The public hearing will be held in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN on: Wednesday, April 1, 2020 at or about 6:30 p.m.

Applicant:	City of Big Lake
Parcel Identification Numbers:	#65-031-3405, #65-031-4302, #65-006-1201, and #65-031-3410



The City of Big Lake is seeking development application approval in order to make needed upgrades to the City's wastewater treatment facility. The proposal will consist of internal upgrades as well as some external upgrades, most notably an additional clarifying pond. This improvement is necessary for the growth of the City. It also addresses regulatory requirements of the State of Minnesota. The waste water treatment facility is located within the Mississippi Recreational River District (MMR) and will require written review and approval of the project by the Commissioner of Natural Resources per City ordinance.

The Applicant has applied for the following approvals:

- Preliminary and Final Plat
- Development Stage and Final Stage PUD
- Rezone from A: Agriculture to Planned Unit Development

Both oral and written comments will be considered by the Planning Commission. If you desire to be heard in reference to this matter, you should attend this hearing or submit written comments to City Hall. If you have any questions, please feel free to contact Kevin Shay, Planning Consultant at 612-638-0228 or KShay@landform.net.

Published in the
Monticello Times
March 26, 2020
1032207

CITY OF BIG LAKE
ORDINANCE NO. 2020-XX

AN ORDINANCE ESTABLISHING A PLANNED UNIT DEVELOPMENT ZONING DISTRICT FOR BIG LAKE WASTEWATER TREATMENT FACILITY

THE CITY COUNCIL OF BIG LAKE ORDAINS:

SECTION 1. LEGAL DESCRIPTION. This Ordinance modifies the zoning district of the following described property located within the City of Big Lake, Sherburne County, Minnesota:

See Exhibit A

(hereinafter "Property").

SECTION 2. PUD ZONING. The City hereby rezones the Property to PUD, Planned Unit Development District, with the following conditions:

A. Base Zoning District. Except as superseded herein, all provisions of the Big Lake Zoning Code applicable to an A, Agricultural District shall be applicable to the Property.

B. Regulations. The regulations from Resolution No. 2020-XX which approved the development stage PUD and final PUD, apply to the Property and supersede all conflicting provisions of the Big Lake Zoning Code applicable to a A, Agricultural District.

SECTION 3. ZONING MAP. The zoning map of the City of Big Lake shall not be republished to show the aforesaid zoning, but the Clerk shall appropriately mark the zoning map on file in the Clerk's Office for the purpose of indicating the rezoning hereinabove provided for in this ordinance, and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

SECTION 4. EFFECTIVE DATE. This ordinance shall be effective upon its passage and summary publication.

Adopted by the Big Lake City Council this 22th day of April, 2020.

CITY OF BIG LAKE

_____

Mayor Mike Wallen

Attest:

_____

Gina Wolbeck, City Clerk

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

_____

Notary Public

EXHIBIT A
Legal Description

Parcel A
Parcel 1, described as follows:
The East 154.77 feet of the West 781.77 feet of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼) of Section Thirty-one (31), Township Thirty-three (33), Range Twenty-seven (27), Sherburne County Minnesota;

Parcel 2, described as follows:
All of the following:
The North 200 feet of the East 430 feet of the West 1211.77 feet of Government Lot Two (2), Section Six (6), Township Thirty-two (32), Range Twenty-seven (27), Sherburne County, Minnesota, and The South 328 feet of the East 430 feet of the West 1211.77 feet of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼) of Section Thirty-one (31), Township Thirty-three (33), Range Twenty-seven (27), Sherburne County Minnesota,

And Parcel B:
All that part of the Southwest Quarter of the Southeast Quarter, Section 31, Township 33, Range 27, lying West of the East 844.54 feet thereof. Sherburne County, Minnesota.

And Parcel C:
All that part of Government Lot 1, Section 6, Township 32, Range 27, lying West of the following described line; Commencing at the Southwest corner of said Southwest Quarter of the Southeast Quarter, Section 31, Township 33, Range 27, marked by a cast iron survey marker, thence Easterly, along the South line of said Southwest Quarter of the Southeast Quarter, on an assumed bearing of South 89 degrees 36 minutes 00 seconds East, a distance of 465.46 feet to the Southwest corner of the East 844.54 feet of said Southwest Quarter of the Southeast Quarter and the point of beginning; thence South 00 degrees 17 minutes 43 seconds West, a distance of 479.10 feet to the Mississippi River.

And
Government Lot 2, Section 6, Township 32, Range 27. Except that part thereof lying within SLEEPY HOLLOW SOUTH, according to the plat thereof on file and of record at the Office of Recorder, Sherburne County.

Also Excepting
The North 200.00 feet of the East 430.00 feet of the West 1211.77 feet of said Government Lot 2, Section 6, Township 32, Range 27. Sherburne County, Minnesota.

And
Parcel D:
The Southeast Quarter of the Southwest Quarter, of said Section 31, Township 33, Range 27, Except the West 781.77 feet of said Southeast Quarter of the Southwest Quarter, Section 31, Township 33, Range 27.

Also excepting
The South 328.00 feet of the East 430.00 feet of the West 1211.77 feet of said Southeast Quarter of the Southwest Quarter, Section 31, Township 33, Range 27, Sherburne County, Minnesota
Being Abstract Property

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

CITY OF BIG LAKE
RESOLUTION NO. 2020-XX

RESOLUTION APPROVING A PRELIMINARY AND FINAL PLAT FOR "BIG LAKE WASTEWATER TREATMENT FACILITY" AND A DEVELOPMENT STAGE AND FINAL PLANNED UNIT DEVELOPMENT PLAN AND SITE/BUILDING PLANS FOR "BIG LAKE WASTEWATER TREATMENT FACILITY"

WHEREAS, Wenck submitted a development stage planned unit development plan, preliminary plat and site/building plans for the project known as "Big Lake Wastewater Treatment Facility;" and

WHEREAS, the Concept Plan was reviewed by the City Council on February 26, 2020; and

WHEREAS, the Big Lake Planning Commission conducted a public hearing on April 1, 2020 and recommended that the City Council approve the planned unit development, preliminary plat and site plans subject to the conditions identified herein; and

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

WHEREAS, the Big Lake Wastewater Treatment Facility preliminary and final plat, development stage and final planned unit development plan and site/building plans conform to the requirements of the Zoning Ordinance, the conditions recommended for the concept plan approval and requirements of the Subdivision Ordinance and is consistent with the Comprehensive Plan; and

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

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

B. The Planning Report dated April 22, 2020, shall be the governing document which includes the following attachments:

Attachment A:	Site Location Map
Attachment B:	Public Hearing Notice
Attachment C:	Engineer's Memo
Attachment D:	Preliminary Plat and Engineering Plans

C. The legal description of the subject property is:

Parcel A
Parcel 1, described as follows:
The East 154.77 feet of the West 781.77 feet of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼) of Section Thirty-one (31), Township Thirty-three (33), Range Twenty-seven (27), Sherburne County Minnesota;

Parcel 2, described as follows:
All of the following:
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cast iron survey marker, thence Easterly, along the South line of said Southwest Quarter of the Southeast Quarter, on an assumed bearing of South 89 degrees 36 minutes 00 seconds East, a distance of 465.46 feet to the Southwest corner of the East 844.54 feet of said Southwest Quarter of the Southeast Quarter and the point of beginning; thence South 00 degrees 17 minutes 43 seconds West, a distance of 479.10 feet to the Mississippi River.

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Being Abstract Property

D. The Preliminary Plat is attached as Exhibit B.

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

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake that it hereby approves the “Big Lake Wastewater Treatment Facility” preliminary and final plat and the development stage and final planned unit development plan and site/building plans for “Big Lake Wastewater Treatment Facility,” subject to the following conditions:

1. Development and Final Stage PUD approval is granted. A rezone to PUD shall be processed concurrently with the approval of the final plat and Final Plan PUD. The following Planned Unit Development (PUD) flexibility shall be granted:

    a. Permission to not provide the requirement amount of parking.
    b. Permission to not provide common open space as part of a PUD.

c. Permission to establish a PUD without entering into a Development Agreement with the City.

2. Unless expressly permitted by the City Council, no construction or grading activities shall be permitted until such time as a final plat and final PUD plan have been approved and recorded with Sherburne County.

3. No changes to the communication tower and associated ground equipment is approved as part of this application.

4. Tree cover cannot be impacted as part of this approval. No tree removal is approved.

5. Any changes to the plans that result in work within the Mississippi Recreational River District will require a PUD amendment and review and approval by the MN DNR.

6. Applicant shall comply with all conditions of the City Engineer's Letters dated 03/23/2020.

7. Final construction plans shall be reviewed by the City Engineer and Public Works Director prior to a building permit being issued for the project.

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

9. Any other conditions of the City Council, Staff, City consultants or other agency responsible for review of this application shall be addressed.

Adopted by the Big Lake City Council on the 22th day of April, 2020.

_____
Mayor Mike Wallen

Attest:

_____
Gina Wolbeck, City Clerk

The following Council Members voted in favor:
The following Council Members voted against or abstained:

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

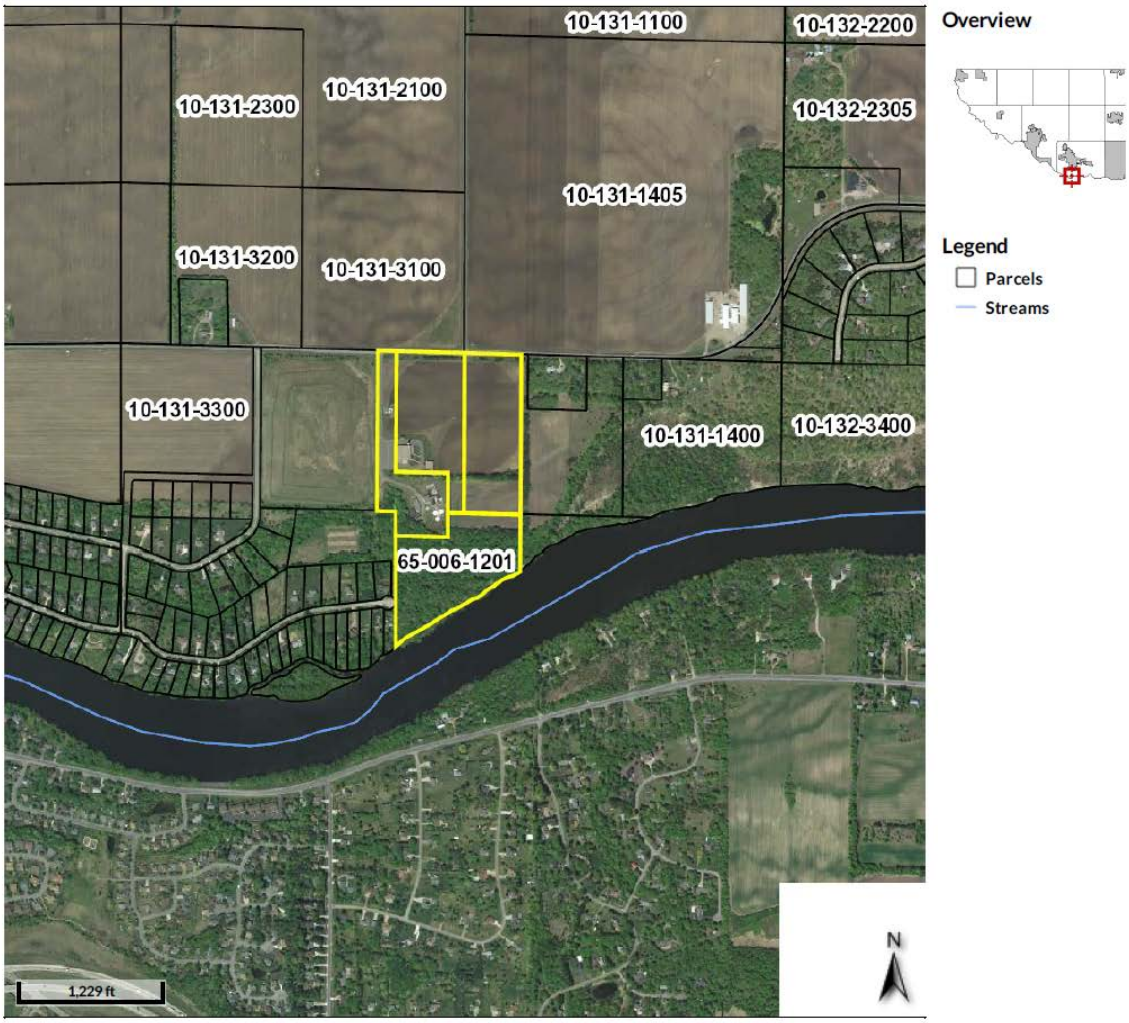
STATE OF MINNESOTA)
) SS.
COUNTY OF SHERBURNE)

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

_____
Notary Public

Attachment A
Site Location Map

Beacon™ Sherburne County, MN



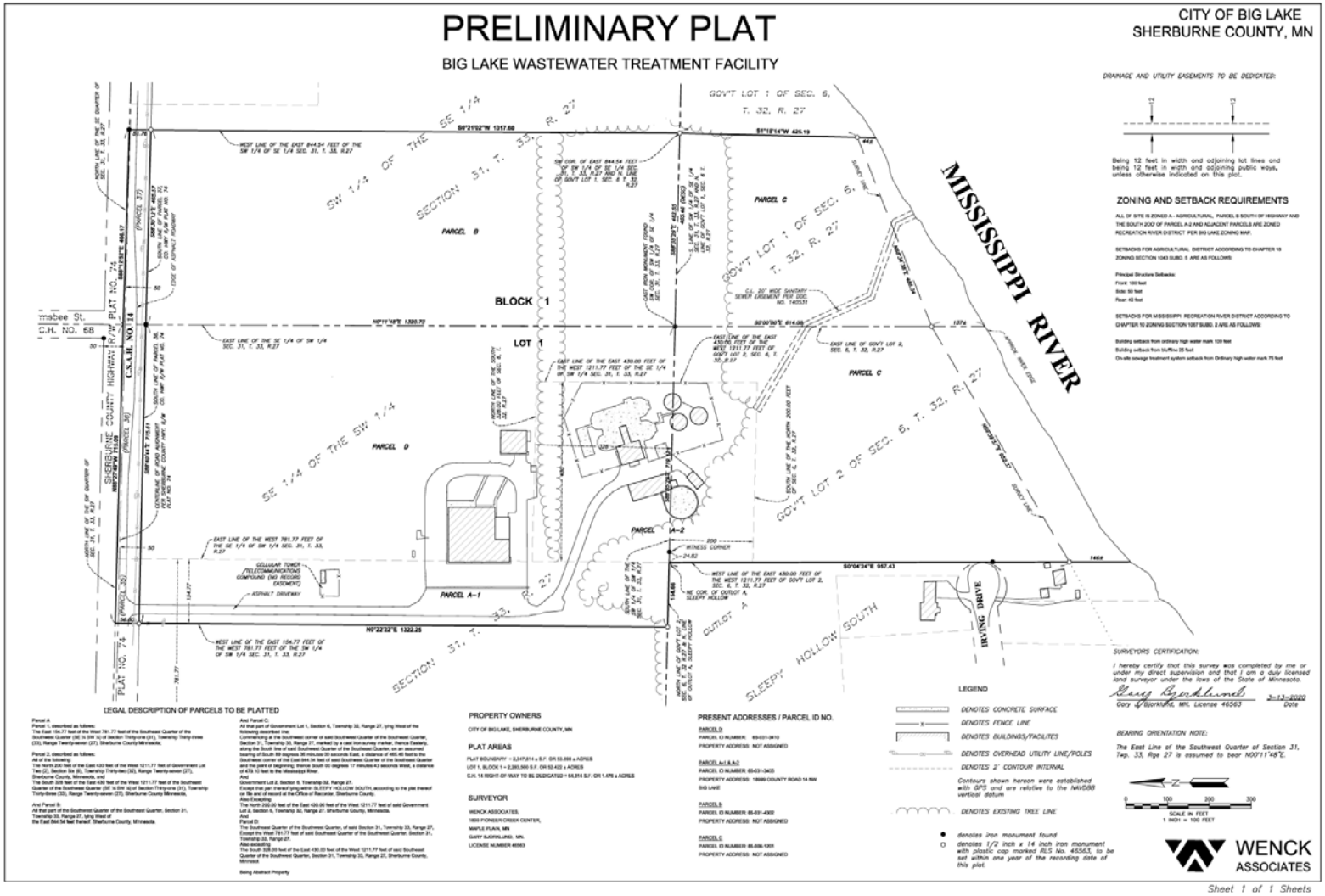
Disclaimer: *Every attempt has been made to ensure that the information contained on this web site is valid at the time of publication. Sherburne County reserves the right to make additions, changes, or corrections at any time and without notice. Additionally, Sherburne County disclaims any and all liability 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: 3/25/2020
Last Data Uploaded: 3/24/2020 11:55:22 PM

Developed by Schneider GEOSPATIAL

Attachment B
Preliminary Plat



Attachment C
Two (2) Public Hearing Notices

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: 01/21/20

Account #: 388115
Customer: CITY BIG LAKE ~

Address: 160 LAKE STREET N
BIG LAKE

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

Ad ID: 1016622
Copy LIne: Concept Plan-PH

PO Number:
Start: 01/25/20
Stop: 01/25/2020
Total Cost: $63.00
# of Lines: 62
Total Depth: 6.889
# 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 A CONCEPT PUD PLAN FOR "BIG LAKE WASTE WATER TREATMENT FACILITY"

You are hereby notified that the Big Lake Planning Commission will hold a public hearing in order to consider a concept plan for a project known as "Big Lake Waste Water Treatment Facility". The public hearing will be held in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN on: **Wednesday, February 5, 2020 at or about 6:30 p.m.**

Applicant: City of Big Lake

Parcel Identification Numbers:

#65-031-3405, #65-031-4302, #65-006-1201, and #65-031-3410

The Applicant is seeking comments from the Planning Commission on a planned unit development concept plan for an expansion of the City of Big Lake's waste water treatment facility. The proposal will consist of internal upgrades as well as some external upgrades, most notably an additional clarifying pond. This improvement is necessary for the growth of the City. It also addresses regulatory requirements of the State of Minnesota. The waste water treatment facility is located within the Mississippi Recreational River District (MMR) and will require written review and approval of the project by the Commissioner of Natural Resources per City ordinance.

The Applicant has applied for the following approvals:

- Concept PUD Plan Review

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 S.W. Roman, Consultant Planner at 612-638-0227or swoolf@biglakemn.org.

Published in the
Star News
January 25, 2020
1016622

Ad Proof
Enlarged

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: 03/18/20

Account #: 388115
Customer: CITY BIG LAKE ~

Address: 160 LAKE STREET N
BIG LAKE

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

Ad ID: 1032207
Copy LIne: Wastewater treatment facilty p

PO Number:
Start: 03/26/20
Stop: 03/26/2020
Total Cost: $0.00
# of Lines: 59
Total Depth: 6.9
# of Inserts: 1
Ad Class: 150
Phone # (763) 691-6000
Email: publicnotice@ecm-inc.com
Rep No: SM700

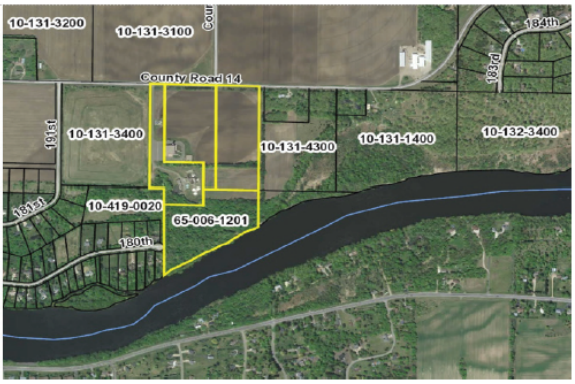
Publications:
Monticello Times

Enlarged

CITY OF BIG LAKE
NOTICE OF PUBLIC HEARING
FOR A PRELIMINARY AND FINAL PLAT, DEVELOPMENT AND FINAL STAGE PUD PLAN AND REZONE FOR "BIG LAKE WASTE WATER TREATMENT FACILITY"

You are hereby notified that the Big Lake Planning Commission will hold a public hearing in order to consider a concept plan for a project known as "Big Lake Waste Water Treatment Facility". The public hearing will be held in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN on: Wednesday, April 1, 2020 at or about 6:30 p.m.

Applicant:	City of Big Lake
Parcel Identification Numbers:	#65-031-3405, #65-031-4302, #65-006-1201, and #65-031-3410



The City of Big Lake is seeking development application approval in order to make needed upgrades to the City's wastewater treatment facility. The proposal will consist of internal upgrades as well as some external upgrades, most notably an additional clarifying pond. This improvement is necessary for the growth of the City. It also addresses regulatory requirements of the State of Minnesota. The waste water treatment facility is located within the Mississippi Recreational River District (MMR) and will require written review and approval of the project by the Commissioner of Natural Resources per City ordinance.

The Applicant has applied for the following approvals:

- Preliminary and Final Plat
- Development Stage and Final Stage PUD
- Rezone from A: Agriculture to Planned Unit Development

Both oral and written comments will be considered by the Planning Commission. If you desire to be heard in reference to this matter, you should attend this hearing or submit written comments to City Hall. If you have any questions, please feel free to contact Kevin Shay, Planning Consultant at 612-638-0228 or KShay@landform.net.

Published in the
Monticello Times
March 26, 2020
1032207

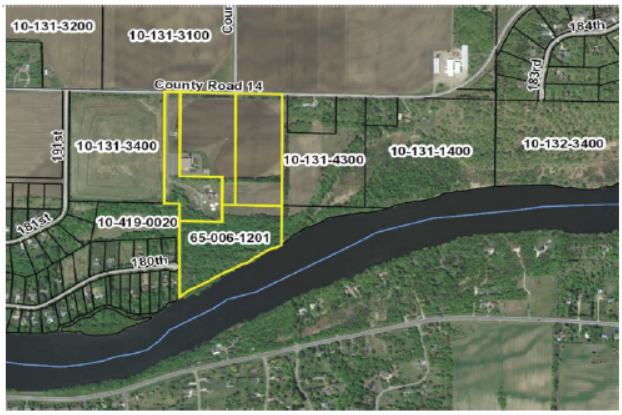
Ad: 1

$0.00

CITY OF BIG LAKE
NOTICE OF PUBLIC HEARING
FOR A PRELIMINARY AND FINAL PLAT, DEVELOPMENT AND FINAL STAGE PUD PLAN AND REZONE FOR "BIG LAKE WASTE WATER TREATMENT FACILITY"

You are hereby notified that the Big Lake Planning Commission will hold a public hearing in order to consider a concept plan for a project known as "Big Lake Waste Water Treatment Facility". The public hearing will be held in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN on: Wednesday, April 1, 2020 at or about 6:30 p.m.

Applicant:	City of Big Lake
Parcel Identification Numbers:	#65-031-3405, #65-031-4302, #65-006-1201, and #65-031-3410



The City of Big Lake is seeking development application approval in order to make needed upgrades to the City's wastewater treatment facility. The proposal will consist of internal upgrades as well as some external upgrades, most notably an additional clarifying pond. This improvement is necessary for the growth of the City. It also addresses regulatory requirements of the State of Minnesota. The waste water treatment facility is located within the Mississippi Recreational River District (MMR) and will require written review and approval of the project by the Commissioner of Natural Resources per City ordinance.

The Applicant has applied for the following approvals:

- Preliminary and Final Plat
- Development Stage and Final Stage PUD
- Rezone from A: Agriculture to Planned Unit Development

Both oral and written comments will be considered by the Planning Commission. If you desire to be heard in reference to this matter, you should attend this hearing or submit written comments to City Hall. If you have any questions, please feel free to contact Kevin Shay, Planning Consultant at 612-638-0228 or KShay@landform.net.

Published in the
Monticello Times
March 26, 2020
1032207

AGENDA ITEM
Big Lake City Council

Prepared By: *Greg Zurbey, Liquor Manager*	***Meeting Date:*** 4/22/2020	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7I**
Item Description: *Extension of Temporary Wage Increase for Non-Exempt Liquor Store Staff*		***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *Deb Wegeleben, Finance Director*	

ACTION REQUESTED

Motion to approve an extension of the temporary pay increase of $4.00 per hour for all Non-Exempt Liquor Store Staff effective through May 13, 2020.

BACKGROUND/DISCUSSION

Covid-19 has had a major impact on the operations and staff of Lake Liquors. Current staff has been outstanding with their flexibility and commitment to the City of Big Lake and our customers.

Most Liquor stores I have been in contact with have; limited hours and days of operation, reduced down to one location if they have more than one, or closed entirely. Each City is addressing their concerns and impacts placed on staff individually.

For March 29th-April 11th; the average ticket is up from $23 to $30, customers have increased by 12%, sales dollars have increased by 44%, gross profits have increased by 53%, and profit dollars have increased by $21,266.

Staff is servicing more customers, with bigger purchases, in fewer hours of operation. Staff was in contact with 7,289 customers from March 29th-April 11th. That is an average of 520 per day, or 68 per hour.

Staff has been over scheduled to provide better service and limit the number of customers in the store at any one time. We also had the Easter holiday for many people. When business slows, part-time staff will be reduced if not needed. Staff is reviewing our customers' needs daily and adjusting.

FINANCIAL IMPACT

Under our current model we are open for 53 business hours per week. Before the hours of operation reduction, we were open 83 hours per week. We do have extra staff scheduled for some shifts, but even with that, payroll should be similar to the 83 hours per week model with the proposed increase.

STAFF RECOMMENDATION

Staff recommends the extension of a temporary hourly increase of $4 per hour for all Non-Exempt Liquor Store Staff effective through May 13, 2020.

ATTACHMENTS

N/A

AGENDA ITEM
Big Lake City Council

Prepared By: *Joel Scharf, Chief of Police*	**Meeting Date:** 4/22/2020	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7J**
Item Description: *Recreational and Special Vehicle Ordinances*		**Reviewed By:** *Clay Wilfahrt, City Administrator*	
		Reviewed By: *Gina Wolbeck, City Clerk*	

ACTION REQUESTED

Motion to approve an ORDINANCE amending Chapter 6 of the Big Lake City Code to regulate Recreational and Specialty Vehicles, and approve a Summary Publication RESOLUTION.

BACKGROUND/DISCUSSION

The City of Big Lake currently has ordinances in place which regulate recreational vehicles. These ordinances have been updated over time in portions, but never completely. Many of the referenced ordinance provisions have been changed in Minnesota State Statute, creating a lack of clear direction on our regulations.

The League of Minnesota Cities provides a tool kit and model ordinances for regulation of these vehicles. The model ordinances reference Minnesota State Statue, allowing for changes which may occur at the State Level to be automatically incorporated into our ordinance. I have created a summary sheet of the proposed ordinances which is attached, outlining in an abbreviated format the breakdown of the language.

City Code Section 630 is titled "Recreational Vehicles," this covers vehicles designed for off road recreation and which have no authority granted by the State of Minnesota to be operated on a roadway. Our ordinance would prohibit their use on a City Streets and provide regulations for their use on private property. There is one exception under this code which relates snowmobiles, in that they may be operated on a direct route to a designated snowmobile trail, at a speed no greater than 15 MPH.

The ordinance would also add City Code Sections 631 through 634 to regulate "Specialty Vehicles." Specialty vehicles are granted some authority to operate on City Streets by Minnesota State Statute, much of this authority is to be determined by the City Council. Specialty Vehicles are comprised of Utility Task Vehicles, All Terrain Vehicles, Motorized Golf Carts, Mini Trucks, Personal Assistive Mobility Devices, Motorized Foot Scooters, and Medium Speed Electric Vehicles.

Minnesota State Statute requires a City to have a permitting procedure in place, if by ordinance they permit the use of Golf Carts, UTV's, and ATV's on their City Streets. At the most recent workshop we discussed this ordinance revision, the consensus was to permit these vehicles to be utilized on City Streets with restrictions. The attached summary sheet outlines the proposed regulations for these vehicles, explaining that they cannot exceed 25 MPH, must be ridden on the right edge of the roadway, and can only be operated between sunrise and sunset.

We have a process in place that would allow those desiring a permit, to complete the application online at no cost. We would in turn mail them a registration sticker, and registration card which would be valid for 3 years.

FINANCIAL IMPACT

Cost of registration stickers, estimated at $150.

STAFF RECOMMENDATION

Approve the proposed ordinance and summary publication resolution as submitted.

ATTACHMENTS

Ordinance regulating recreational and special vehicles
Summary Publication Resolution
Big Lake Police Department Summary of Ordinances

Recreational Vehicles

630.02: Defining a Recreational Vehicle:

- Snowmobiles
- Dirt & Mini Bikes
- “Pocket” Bikes
- Go Carts
- Gas Powered Scooter
- Those designed for off road recreation.
- Does not include vehicles specified in 631, Special Vehicles.

630.03 Requirements

- Cannot be on roadway, with one exception, a snowmobile may be ridden in the most direct route to a designated trail.
- All others may not be on a roadway, sidewalk, bike or walking trail, parks, city property, boulevards, or private property with our owner permission.
- On private property can only be used for maintenance or plowing, no joy riding, must have owners permission.
- Under 18 operating may not have passenger or be passenger and must wear a seatbelt if one is present.
- Over 18 may have a passenger if so designed.

630.04 Street Crossing

- Nobody under 12 may cross a street.
- Recreational vehicles may cross a street at a direct 90-degree angle.

630.05 Hours of Operation

- May be operated between 8:00 am and 10:00 pm.

630.06 Required Equipment

- Brakes
- Muffler
- Headlight, Taillight, and Brake Light

630.07 Designated Areas of Operation

- None other than snowmobiles.

630.08 Public Safety Usage

- May operate Recreational Vehicles as needed in the performance of duties.

Specialty Vehicles

631.01 Permit for Special Vehicles

- Permit is obtained from BLPD.
- There is no cost.
- Will be provided a sticker that must be displayed, and a paper registration certificate.
- Valid for 3 years.
- May be revoked for cause.

631.02 – 634.03 Definitions – Vehicles Included in this Ordinance-Regulations

- ***Utility Task Vehicle (Side by Side) - All-Terrain Vehicle (4-wheeler) - Mini Truck – Golf Cart***
    - Must have a City of Big Lake Permit, and valid driver's license.
    - Must have insurance.
    - Golf cart requires a slow-moving emblem to the rear.
    - Can be ridden on all City Streets, not State Highway or County Roadway.
    - May have passengers not to exceed designed capacity.
    - City staff may utilize without a permit.
    - May operate on all City Streets.
    - Not to exceed 25 MPH.
    - May be operated from sunrise to sunset.
    - Must have headlight, taillight, and brake light (excluding Golf Cart).
- ***Medium Speed Electric Vehicles (GEM Car)***
    - May be operated on the roadway, right edge.
    - Cannot be on a roadway that has a speed limit greater than 35 MPH.
    - Cannot be on County or State Roadways.
    - Cannot exceed 25 MPH.
- ***Motorized Foot Scooters***
    - May not operate on a bike-walking path, or sidewalk.
    - May not have a wheel size greater than 12 inches, or be capable of exceeding 15 MPH.
    - State law allows them to be utilized on a roadway.
    - Must be over 11 years of age and wear a helmet if under 18.
    - Must ride on right edge of roadway near the curb.
    - Requires a headlight and taillight.
- ***Electric Personal Assistive Mobility Device (hoverboard-Segway)***
    - Can be operated on sidewalk, walking-bike path.
    - Cannot exceed 15 MPH.
    - Must yield to pedestrians and bicycles.
    - May cross street or be on street where no sidewalk/path are present.
    - Cannot be on any roadway with a speed limit over 35 MPH except in a marked crosswalk.

City of Big Lake
Ordinance No. 2020-XX

AN ORDINANCE AMENDING CHAPTER 6 (TRAFFIC AND MOTOR VEHICLES), OF THE BIG LAKE CITY CODE AMENDING SECTION 630 (SNOWMOBILES AND RECREATIONAL VEHICLES) TO REGULATE RECREATIONAL VEHICLES, AND TO ADD SECTION 631 (REGULATION OF SPECIAL VEHICLES), SECTION 632 (OPERATION OF ELECTRIC PERSONAL ASSISTIVE MOBILITY DEVICES), SECTION 633 (MOTORIZED FOOT SCOOTERS), AND SECTION 634 (MEDIUM-SPEED ELECTRIC VEHICLES AND NEIGHBORHOOD ELECTRIC VEHICLES)

THE CITY COUNCIL OF BIG LAKE ORDAINS:

SECTION 1. Chapter 6 (Traffic and Motor Vehicles), Section 630 (Snowmobiles and Recreational Vehicles) of the Big Lake Municipal Code is hereby fully rescinded and replaced with the following:

SECTION 630 (REGULATION OF RECREATIONAL VEHICLES)

630.01 Purpose and Intent. The purpose of this ordinance is to provide reasonable regulations for the use of special and recreational motor vehicles on public and private property in the city. This ordinance is not intended to allow what the Minnesota Statutes prohibit or to prohibit what the Minnesota Statutes expressly allow. It is intended to ensure the public safety and prevent a public nuisance.

630.02 Definition. For the purpose of this ordinance, the following definition shall apply unless the context clearly indicates or requires a different meaning:

1. **RECREATIONAL MOTOR VEHICLE.** Any self-propelled vehicle and any vehicle propelled or drawn by a self-propelled vehicle used for recreational purposes including, but not limited to trail bike, off-highway motorcycle, as defined by Minn. Stat. § 84.787, subd. 7, as it may be amended from time to time, or other all-terrain vehicle as defined by Minn. Stat. 84.90 and Minn. Stat. § 84.92, subd. 8-10 as it may be amended from time to time, or motorized go-carts, hovercraft, or motor vehicle licensed for highway operation, which is being used for off-road recreational purposes, but not including motorized golf carts, personal electric mobility devices, motorized foot scooters, neighborhood electric vehicles, medium-speed electric vehicles, or mini-trucks.

630.03 Recreational Vehicle Operation Requirements. It is unlawful for any person to operate a recreational motor vehicle:

1. No person shall enter on any land not owned by the person for the purpose of operating a recreational motor vehicle without specific written permission from the owner, or person with lawful control of the property.

2. On publicly owned land, including schools, city streets, boulevards, park property, playgrounds, recreation areas and greenways, except where permitted by this ordinance, and as permitted by 630.03, 2a & 2b.

    a. An All-terrain vehicle as defined by Minn. Stat. § 84.92 subd. 8, Class 1 ATV as defined by Minn. Stat. § 84.92 subd. 9, and Class 2 ATV as defined Minn. Stat. § 84.92 subd 10 shall be permitted to operate on a city street, or other city roadway and parking lot designed for vehicular traffic in accordance with Section 6.

    b. A snowmobile as defined under Minn. Stat. § 84.81 may be operated on a city street for the exclusive purpose of traveling the most direct route to, and from a place designated or permissible for operation. A snowmobile must be operated as far to the right of the roadway nearest the curb as practical.

3. In a manner so as to create a loud, unnecessary, or unusual noise that disturbs, annoys, or interferes with the peace and quiet of other persons.

4. On a public sidewalk, walkway, walking path, or bike trail provided or used for pedestrian or bicycle travel.

5. At a place while under the influence of intoxicating liquor or narcotics or habit-forming drugs.

6. At a rate of speed greater than reasonable or proper under all the surrounding circumstances.

7. At any place in a careless, reckless, or negligent manner so as to endanger or be likely to endanger any person or property or to cause injury or damage thereto.

8. On any public street, highway, or right-of-way unless registered pursuant to Minnesota law.

9. To intentionally drive, chase, run over, or kill any animal, wild or domestic.

10. By halting any recreational motor vehicle carelessly or heedlessly in disregard of the rights or the safety of others or in a manner so as to endanger or be likely to endanger any person or property.

11. Without a functioning headlight, taillight, and stoplight.

12. Without a brake operational by either hand or foot.

13. On residential lots less than two and one-half (2 ½) acres in size unless the purpose is for maintenance, plowing, or other work-related activities.

14. At a speed exceeding 10 miles per hour on the frozen surface of public waters within 100 feet of a person not on an all-terrain vehicle or within 100 feet of a fishing shelter.

15. Helmet and seat belts requirements shall be regulated in accordance with Minn. Stat. § 84.9256 subd. 2 Helmet and Seatbelts Required.

16. All-terrain vehicles and passengers.
    a. No person under 18 years of age shall operate a Class 1 All-Terrain Vehicle while carrying a passenger except for a parent or lawful guardian.
    b. No person under 18 years of age shall operate a Class 2 All-Terrain Vehicle while carrying a passenger except for a parent or lawful guardian.

630.04 Street Crossings.

Subd. 1. No person under 12 years of age operating the vehicles regulated herein shall make a direct crossing of any street, highway, or public right-of-way; or operate a vehicle regulated herein on a public street, highway, or road right-of-way; or operate a vehicle regulated herein on public lands or waters, except that a person at least 10 years of age but under 12 years of age may operate an all-terrain vehicle with an engine capacity up to 110cc on public lands or waters if accompanied by a parent or legal guardian.

Subd. 2. A Recreational Vehicle may make a direct crossing of a public road right-of-way provided:

1. The crossing is made at an angle of approximately 90 degrees to the direction of the road and at a place where no obstruction prevents a quick and safe crossing.

2. The vehicle is brought to a complete stop before crossing the shoulder or main traveled way of the road.

3. The driver yields the right-of-way to all oncoming traffic that constitutes an immediate hazard.

4. In crossing a divided road, the crossing is made only at an intersection of the road with another public road.

5. If the crossing is made between the hours of one-half hour after sunset to one-half hour before sunrise or in conditions of reduced visibility, only if both front and rear lights are on.

630.05 Hours of Operation. Hours for use are sunrise to sunset.

630.06 Minimum Equipment Requirements

Subd. 1. Standard mufflers shall be properly attached and in constant operation to reduce the noise of operation of the motor to the minimum necessary for operation. No person shall use a muffler cutout, by-pass, straight pipe, or similar device on a recreational motor vehicle motor. The exhaust system shall not emit or produce a sharp popping or crackling sound, or emit in excess of 99db from a distance of 20 inches.

Subd. 2. Brakes shall be adequate to control the movement of and to stop and hold under any conditions of operation.

Subd. 3. At least one clear lamp shall be attached to the front with sufficient intensity to reveal persons and vehicles at a distance of at least 100 feet ahead during the hours of darkness under normal atmospheric conditions. The head lamp shall be so that glaring rays are not projected into the eyes of an oncoming vehicle operator. It shall also be equipped with at least one red tail lamp having a minimum candlepower of sufficient intensity to exhibit a red light plainly visible from a distance of 500 feet to the rear during the hours of darkness under normal atmospheric conditions. This equipment shall be required and shall be in operating condition when the vehicle is operated between the hours of one-half hour after sunset and one-half hour before sunrise, or at times of reduced visibility.

630.07 Designation of Public Areas for Use

Subd. 1. The Council may designate areas and exclusive city streets for use of recreational motor vehicles by Ordinance approval by a majority of the members of the City Council. The areas designated may be changed from time to time by the City Council. Any area designated shall be published in the official newspaper of the city. If an area is changed, the change shall be published in like manner in the official newspaper of the city. An up-to-date map of any designated park areas open for recreational motor vehicle use shall be kept on file in the office of the city clerk, who shall provide on request a copy of the map together with the applicable rules, regulations, and this ordinance to each person requesting the information from the city.

Subd. 2. Unless designated by the City Council as an area for recreational motor vehicles, the use on city park property and city streets shall be unlawful. Further, the use of city parks designated by the City Council shall be in accordance with all of the applicable provisions of this ordinance.

630.08 Public Safety Usage. Notwithstanding the prohibitions in this Section, a recreational vehicle may be operated in a time, a place deemed appropriate by an official public safety entity in accordance with their lawful duties.

630.09 Penalty. All violations of this Section shall be a misdemeanor offense.

SECTION 2. Chapter 6 (Traffic and Motor Vehicles), is hereby amended to add Section 631 (Regulation of Special Vehicles) as follows:

SECTION 631 (REGULATION OF SPECIAL VEHICLES)

631.01 Definitions. For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

DRIVER. The person driving and having physical control over the motorized golf cart, utility task vehicle, all-terrain vehicle, or mini-truck and being the licensee.

MOTORIZED GOLF CART. Any passenger conveyance being driven with four wheels with four low-pressure tires that is limited in engine displacement of less than 800 cubic centimeters and total dry weight less than 800 pounds.

UTILITY TASK VEHICLE. As defined by Minn. Stat. § 169.045, subd. 1 (3).

MINI-TRUCK. As defined in Minn. Stat. § 169.011, subd. 40(a).

631.02 Permit Required for Operation of Special Vehicles. No person shall operate a motorized golf cart, utility task vehicle, all-terrain vehicle, or mini-truck on streets, alleys, sidewalks or other public property without obtaining a permit as provided herein.

Subd. 1 Every application for a permit shall be made on a form supplied by the city and shall contain all of the following information:

1. The name and address of the Applicant.

Subd. 2 Any applicable permit fees shall be as set forth in the adopted City's Fee Schedule.

Subd. 3 Permits shall be granted for a period of three (3) years and may be renewed.

Subd. 4 Motorized golf carts, utility task vehicles, all-terrain vehicles, and mini-trucks are permitted to operate only on city streets, not state or federal highways, except to cross at designated intersections.

Subd. 5 Motorized golf carts, utility task vehicles and all-terrain vehicles may only be operated on designated roadways from sunrise to sunset.

Subd. 6 Motorized golf carts shall display the slow-moving vehicle emblem provided for in Minn. Stat. § 169.045, as it may be amended from time to time, when operated on

designated roadways.

Subd. 7 The operator of a motorized golf cart, utility task vehicle, all-terrain vehicle, or mini-truck may cross any street or highway intersecting a designated roadway.

Subd. 10 The Chief of Police may suspend or revoke a permit granted hereunder upon a finding that the holder thereof if there is evidence that the permit holder cannot safely operate the motorized golf cart, utility task vehicle, all-terrain vehicle, or mini-truck on the designated roadways. The applicant reserves the right to appeal this suspension or revocation to the City Council.

Subd. 11 The number of occupants on the golf cart, utility task vehicle, all-terrain vehicle, or mini-truck may not exceed the design occupant load.

631.03 Authorized Operators. Authorized city staff may operate city owned motorized golf carts, all-terrain vehicles, utility task vehicles, and mini-trucks without obtaining a permit within the city on city streets, sidewalks, trails, rights-of-way, and public property when conducting city business.

631.04 Penalty. All violations of this Section shall be a misdemeanor offense.

SECTION 3. Chapter 6 (Traffic and Motor Vehicles), is hereby amended to add Section 632 (Operation of Electric Personal Assistive Mobility Devices) as follows:

SECTION 632
(OPERATION OF ELECTRIC PERSONAL ASSISTIVE MOBILITY DEVICES)

632.01 Electric Personal Assistive Mobility Device. Means a self-balancing device with two non-tandem wheels, designed to transport not more than one person, and operated by an electric propulsion system that limits the maximum speed of the device to 15 miles per hour.

632.02 Rights and Responsibilities of a Pedestrian. Except as otherwise provided by law, a person operating an electric personal assistive mobility device has the rights and responsibilities of a pedestrian.

632.03 Operation.

Subd. 1 An electric personal assistive mobility device may be operated on a bicycle path.

Subd. 2 No person may operate an electric personal assistive mobility device on a roadway, sidewalk, or bicycle path at a rate of speed that is not reasonable and prudent under the conditions. Every person operating an electric personal assistive mobility

device on a roadway, sidewalk, or bicycle path is responsible for becoming and remaining aware of the actual and potential hazards then existing on the roadway or sidewalk and must use due care in operating the device.

Subd. 3 An electric personal assistive mobility device may be operated on a roadway only under the following circumstances:

1. While making a direct crossing of a roadway in a marked or unmarked crosswalk.

2. Where no sidewalk is available.

3. Where a sidewalk is so obstructed as to prevent safe use.

4. When so directed by a traffic control device or by a peace officer.

5. Temporarily in order to gain access to a motor vehicle.

6. As provided in division (7) below by Council resolution.

Subd. 4 An electric personal assistive mobility device may not be operated at any time on a roadway with a speed limit of more than 35 miles per hour except to make a direct crossing of the roadway in a marked crosswalk.

Subd. 5 An electric personal assistive mobility device may not be operated at any time while carrying more than one person.

Subd. 6 Designated exclusive city streets. The City Council may, by resolution, designate exclusive city streets within its jurisdiction where the operation of electric personal assistive mobility devices is not permitted, provided that any street so designated has a speed limit of more than 35 miles per hour.

Subd. 7 A person operating an electric personal assistive mobility device on a sidewalk must yield the right-of-way to pedestrians at all times. A person operating an electric personal assistive mobility device on a bicycle path must yield the right-of-way to bicycles at all times.

Subd. 8 An electric personal assistive mobility device may not be operated unless the device bears reflectorized material on the front, back, and wheels, visible at night from 600 feet when illuminated by the lower beams of headlamps of a motor vehicle.

632.04 Penalty. All violations of this Section shall be a misdemeanor offense.

SECTION 4. Chapter 6 (Traffic and Motor Vehicles), is hereby amended to add

Section 633 (Motorized Foot Scooters) as follows:

SECTION 633 (MOTORIZED FOOT SCOOTERS)

633.01 Motorized Foot Scooter. Means a device with handlebars designed to be stood or sat upon by the operator, and powered by an internal combustion engine or electric motor that is capable of propelling the device with or without human propulsion, and that has no more than two 12-inch or smaller diameter wheels and has an engine or motor that is capable of a maximum speed of 15 miles per hour on a flat surface with not more than 1 percent grade in any direction when the motor is engaged. An electric personal assistive mobility device, a motorized bicycle, an electric-assisted bicycle, or a motorcycle is not a motorized foot scooter.

633.02 Operation.

Subd. 1 Operation of a motorized foot scooter on city bicycle paths, bicycle lanes, bicycle trails, or bikeways is prohibited except as provided in Subd. 2 below.

Subd. 2 Every person operating a motorized foot scooter shall have all rights and duties applicable to the operator of a bicycle, except in respect to those provisions relating expressly to motorized foot scooters and in respect to those provisions of law that by their nature cannot reasonably be applied to motorized foot scooters.

Subd. 3 No person may operate a motorized foot scooter upon a sidewalk, except when necessary to enter or leave adjacent property. No person may operate a motorized foot scooter that is carrying any person other than the operator.

Subd. 4 No person under the age of 12 years may operate a motorized foot scooter.

Subd. 5 No person under the age of 18 years may operate a motorized foot scooter without wearing properly fitted and fastened protective headgear that complies with standards established by the commissioner of Public Safety.

Subd. 6 A motorized foot scooter must be equipped with a headlight and a taillight that comply with standards established by the commissioner of Public Safety if the vehicle is operated under conditions when vehicle lights are required by law.

Subd. 7 A person operating a motorized foot scooter on a roadway shall ride as close as practicable to the right-hand curb or edge of the roadway, except in the following situations:

1. When overtaking and passing another vehicle proceeding in the same direction.

2. When preparing for a left turn, in which case the operator shall stop and dismount at the right-hand curb or right edge of the roadway, and shall complete the turn by crossing the roadway on foot, subject to restrictions placed by law on pedestrians.

3. When reasonably necessary to avoid impediments or conditions that make it unsafe to continue along the right-hand curb or edge, including, but not limited to, fixed or moving objects, vehicles, bicycles, pedestrians, animals, surface hazards, or narrow lanes.

633.03 Penalty. All violations of this Section shall be a misdemeanor offense.

SECTION 5. Chapter 6 (Traffic and Motor Vehicles), is hereby amended to add Section 634 (Medium-Speed Electric Vehicles and Neighborhood Electric Vehicles) as follows:

SECTION 634
(MEDIUM-SPEED ELECTRIC VEHICLES AND NEIGHBORHOOD ELECTRIC VEHICLES)

634.01 DEFINITIONS.

MEDIUM SPEED ELECTRIC VEHICLE. Means an electrically powered four-wheeled motor vehicle, equipped with a roll cage or crushproof body design, that can attain a maximum speed of 35 miles per hour on a paved level surface, is fully enclosed and has at least one door for entry, has a wheelbase of 40 inches or greater and a wheel diameter of 10 inches or greater, and except with respect to maximum speed, otherwise meets or exceeds regulations in the Code of Federal Regulations, title 49, section 571.500, and successor requirements.

NEIGHBORHOOD ELECTRIC VEHICLE. Means an electrically powered motor vehicle that has three or four wheels, and has a speed attainable in one mile of at least 20 miles per hour, but not more than 25 miles per hour on a paved level surface.

634.02 Operation.

Subd. 1 Operation of neighborhood electric vehicles on city streets is prohibited except as provided in Subd. 2 below.

Subd. 2 Use on designated exclusive city streets. The City Council may, by Ordinance, designate exclusive city streets within its jurisdiction where the operation of neighborhood electric vehicles or medium-speed electric vehicles is permissible, provided that no street so designated has a speed limit of more than 35 miles per hour.

Subd. 3 A neighborhood electric vehicle or a medium-speed electric vehicle may be operated on public streets and highways only if it meets all equipment and vehicle safety requirements in Code of Federal Regulations, title 49, section 571.500, as it may be amended from time to time.

634.03 Authorized Operators. Authorized city staff may operate city owned neighborhood electric vehicles and medium-speed electric vehicles within the city on city streets, sidewalks, trails, rights-of-way, and public property when conducting city business.

634.04 Penalty. All violations of this Section shall be a misdemeanor offense.

SECTION 6. For purposes of designating city streets for operation, the following shall be in effect:

1. Vehicles permitted to operate on city streets under the provisions of Sections 630 - 634, shall be allowed to operate on all City of Big Lake streets.

SECTION 7. This Ordinance shall be effective following its passage and summary publication.

Adopted by the Big Lake City Council this 22nd day of April, 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 April, 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

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

BIG LAKE CITY COUNCIL
RESOLUTION NO. 2020-XX

RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO. 2020-XX AMENDING CHAPTER 6 (TRAFFIC AND MOTOR VEHICLES) OF THE BIG LAKE CITY CODE FOR THE REGULATION OF RECREATIONAL VEHICLES, SPECIAL VEHICLES, ELECTRIC PERSONAL ASSISTIVE MOBILITY DEVICES, MOTORIZED FOOT SCOOTERS, AND MEDIUM-SPEED ELECTRIC VEHICLES/NEIGHBORHOOD ELECTRIC VEHICLES

WHEREAS, the City Council has adopted an ordinance revising Chapter 6 of the Big Lake City Code to regulate Recreational Vehicles, Special Vehicles, Electric Personal Assistive Mobility Devices, Motorized Foot Scooters, and Medium-Speed Electric Vehicles/Neighborhood Electric Vehicles in the City of Big Lake; 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 Council approved an Ordinance revising Chapter 6 of the Big Lake City Code to regulate Recreational Vehicles, Special Vehicles, Electric Personal Assistive Mobility Devices, Motorized Foot Scooters, and Medium-Speed Electric Vehicles/Neighborhood Electric Vehicles in the City of Big Lake. Section 6 of the Ordinance also clearly identifies that vehicles permitted to operate on city streets under the provisions of Sections 630 – 634 shall be allowed to operate on all City of Big Lake streets. 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 on the 22nd of April, 2020.

_____
Mayor Mike Wallen

Attest:

_____
Gina Wolbeck, City Clerk

The following Council Members voted in favor:
The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

STATE OF MINNESOTA)
) SS.
COUNTY OF SHERBURNE)

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

_____
Notary Public

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

AGENDA ITEM
Big Lake City Council

Prepared By: *Gina Wolbeck, City Clerk*	***Meeting Date:*** 4/22/2020	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7K**
Item Description: *Monthly Department Reports*		***Reviewed By:*** *N/A*	
		Reviewed By: *N/A*	

ACTION REQUESTED

No Action Required.

BACKGROUND/DISCUSSION

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

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

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

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A

INFORMATIONAL ONLY
Big Lake City Council

DRAFT CITY COMMISSION MINUTES	**FYI**

BACKGROUND

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

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

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

- **April 1, 2020 Planning Commission Minutes – not yet approved**
- **April 13, 2020 BLEDA Minutes – not yet approved**
- **February 24, 2020 Parks Advisory Committee Minutes – not yet approved (March meeting was cancelled)**

- DRAFT MINUTES -
NOT APPROVED

PARKS ADVISORYCOMMITTEE
MEETING MINUTES

MONDAY, FEBRUARY 24, 2020

1. CALL TO ORDER

Chair McDowall-Seyko called the meeting to order at 6:30 p.m.

2. ROLL CALL

Committee Members present: *Scott Marotz, *Denise McDowall-Seyko, *Jason Brevig, and *Scott Zettervall. Committee Members absent: *Doug Peterson, *Shane Fisher, and *Laura Talvitie.

Also present: *Recreation and Communication Coordinator Corrie Scott, and *MN GreenCorps Member Tom Wyatt-Yerka.

3. ADOPT AGENDA

Committee Member Zettervall motioned to approve the agenda as presented. Seconded by Committee Member Brevig, unanimous ayes, motion carried.

4. APPROVAL OF MINUTES

Committee Member Zettervall motioned to accept the January 27, 2020 Parks Advisory Committee minutes as presented. Seconded by Committee Member Brevig, unanimous ayes, motion carried.

5. BUSINESS

5A. BYLAWS AND STATUS OF TERMS REVIEW

McDowall Seyko reported that the Parks Advisory Committee Bylaws are not up to date with how the Committee is currently operating. This agenda item was brought to the Parks Committee in January, but Members wanted more time to review before making a final decision. Scott reviewed the items that need to be addressed including term status, performance criteria, regular meetings, conduct of business at meetings, and powers and duties. Committee Members had no further discussion on the proposed changes.

Committee Member Marotz motioned to create a revised Parks Advisory Committee term schedule with Denise McDowall-Seyko in Seat A, Laura Talvitie in Seat B, Shane Fisher in Seat C, Doug Peterson in Seat D, and Jason Brevig in Seat E. Seconded by Committee Member Brevig, unanimous ayes, motion carried.

Committee Member Marotz motioned to recommend to City Council the suggested changes to the Parks Advisory Committee Bylaws. Seconded by Committee Member Brevig, unanimous ayes, motion carried.

Zettervall updated the Parks Advisory Committee on the Council's current discussion of setting standards for all City boards and commissions' interview processes. A decision by Council has not been made, but they are exploring the option of bringing the proposed candidate appointee to a Council meeting for a secondary interview before final approval.

Discussion on the evolution of the Parks Committee and its involvement in programming and park structure planning ensued. Zettervall ask the Committee Members who created the layouts for previous parks and the Parks Master Plan. Marotz stated that each individual park layout was created mainly by previous Public Works Director, Mike Goebel with the proposed maps and visuals coming from previous members. Scott stated that Bolton and Menk created the visuals for the Parks and Trails Master Plan.

5B. FREEDOM ROCK UPDATE

Scott reviewed the potential new location for the Freedom Rock at Lakeside Park. Staff will bring the proposed location to City Council on February 26th along with any comments from the Parks Advisory Committee.

McDowall-Seyko commented that Lakeside Park has limited parking on the weekend and that fees could deter tourists from stopping to see the rock. Marotz stated that the Big Lake Schools would be a great location. Zettervall also mentioned the NorthStar Commuter Station. Scott commented that the timeline would likely be increased if the Freedom Rock is placed on land that isn't owned by the City as agreements can take years to finish. McDowall-Seyko stated that City staff should check in with the Freedom Rock committee to ensure that Lakeside Park is a location they all agree on for the Freedom Rock.

Discussion on Lakeside Park parking fees ensued. Marotz commented that other communities do not charge parking fees at their lakes. Zettervall stated that waiving parking fees will increase the chance of introducing aquatic invasive species and will allow the parking lot to fill earlier in the day on weekends. Zettervall commented that this issue will be brought up at an upcoming Council Workshop and he will update the Parks Committee on any final decisions.

5C. STAFF UPDATES

Scott reviewed the following:

Planning Commission

- Planning Commissioner Scott Marotz was appointed at the February Planning Commission Meeting as the Parks Advisory Committee Liaison for 2020. This appointment will be made annually at the December Planning Commission meeting going forward.

Student Representative

- Information for the Parks Advisory Committee meetings was sent to the High School Principal with a request to forward the information to all of the Big Lake School District School Counselors and other teachers who know of students interested in parks. If Parks Committee Members have other contacts that could benefit from this information, they are encouraged to send that information to Scott.

Summer Programming

- The Big Lake Library will host a Storytime at the Park event on Friday, August 14th from 10:30am-11:15am at Lakeside Park. Parking at Lakeside Park will be free during the event.
- The Sherburne County 4-H, Big Lake Library and City of Big Lake will be hosting a two-part event series. The first event will take place on Friday, July 24th from 10am-11am at Lakeside Park and the second event will be a day camp on August 6th from 8am-4:30pm at Highline Park. Parking will be free for both events. The focus for these two events will be for children to learn more about nature and environmental sustainability.
    - Corrie has requested a $500 donation from Big Lake Spud Fest to go toward covering the cost for these events so that children can attend them both for free. The request was approved at the February Spud Fest meeting.
- The Big Lake Library is researching the possibility of having a Skateboard painting event at Lakeside Park. Registration would be required and parking for the 10-15 attendees would be waived.

Park Rx Meeting

- Gina Hugo and Janine Foggia met with Melissa from CentraCare and Brad from Wright Co. Parks and decided to push the informational meeting back. At this time, they do not have a date set, however, they do want to partner and make it a multi-county effort. They are currently working to secure one champion practitioner to attend the meeting and will keep the Parks Advisory Committee updated as the date for a meeting is confirmed.

Rebranding Project

- Como Lakes Marketing was chosen as the consultant to lead a Rebranding Project for the City of Big Lake in 2020 during an interview panel in mid-February. Como Lakes will be introduced to City Council at a workshop on February 26th and the BLEDA will make a final decision on March 2nd as to the official consultant for the Rebranding Project. This project will be delivered in-full by Como Lakes Marketing by the end of June 2020. The City will be provided with a new logo, tagline, marketing videos, photos for the website, and templates for a variety of items including business cards, PowerPoint presentations, social media posts, the City newsletter, etc…

March Parks Meeting

- Corrie will not be present at the March Parks Meeting. Options for the group are to reschedule the meeting, cancel the meeting, or Corrie can train in one of the Parks

Members to record the meeting so that minutes can be prepared when Corrie returns. Keep in mind that if the meeting is recorded, Members must state their name before making a motion or official comment.

- Scott recommends that the meeting be rescheduled to March 30 at 7pm after the Big Lake Community Lake Association's Boat Launch Training that will take place in conjunction with the MN DNR. All Parks Committee Members are welcome to attend this free event in the Council Chambers starting at 5:30 p.m. No registration is required.

Committee Member Marotz motioned to change the March Parks Advisory Committee Meeting to Monday, March 30, 2020 at 7:00 p.m. in the City Council Chambers. Seconded by Committee Member Brevig, unanimous ayes, motion carried.

6. OTHER

Scott reported that Westre's Marine and Sport located in St. Cloud would like to offer a free to the public Boat Demo event sometime this summer season. They haven't hosted an event like this on a lake before, but have hosted one on the Mississippi and they felt it was a success. Their intent is to spread the word on their business and have area residents try out their different styles of boats. They would bring between 4-6 boats and are happy to drop them off and bring the boat trailers to another location for parking during the event. They would only allow employees to drive the boats and would work around the boat traffic on the lake throughout the day. They are offering to pay a flat rate to allow for free parking for the public during their event. They don't plan to have any live music or projected sound, but are requesting to have one banner with their logo and verbiage stating 'free boat demos.' They would like to host the event on a Saturday that doesn't compete with local events from about 8 a.m. – 8 p.m.

Zettervall asked the committee what the potential issues and benefits of allowing an event like this could be for the City. Marotz stated that as long as they pay the fee to cover costs of parking fees, he doesn't see there being any issues with an event like this. The Parks Committee recommended that Scott research other communities that have hosted events boat demonstrations to seek out any potential issues that could arise. The Committee also recommended that staff bring the event idea to a Council Workshop for further discussion.

Scott reported that a local High School student named Brennan is refurbishing a soda machine and would like to place it at Lakeside Park. She noted that there used to be a soda machine at Lakeside Park, but it is no longer there. Also, Lakeside Park has been known for its frequent damage and vandalism including graffiti, broken soap dispensers, and livestock being locked in the portable toilets on site. The Committee also expressed concerns for vandalism and liability if the machine were to start a fire or cause harm to park-goers. They recommended that Scott look into the agreement from the last soda machine that was kept at Lakeside Park and if Council does allow the soda machine to be place at the park, to have an agreement that states the soda machine owner carry insurance and that some of the proceeds from the machine cover the costs of electricity used at the park.

- DRAFT MINUTES -
NOT APPROVED

7. ADJOURN

Committee Member Zettervall motioned to adjourn the meeting at 8:12 p.m. Seconded by Committee Member Brevig, unanimous ayes, meeting adjourned.

- DRAFT MINUTES -
NOT APPROVED

BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES

APRIL 1, 2020

1. CALL TO ORDER

Chair Heidemann called the meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Commissioners present: Alan Heidemann, Scott Marotz, Lisa Odens, Larry Sundberg, Dustin Vickerman via teleconference, Ketti Green, and Scott Zettervall. Also present: City Planner Amy Barthel, Consultant Planner Kevin Shay, Community Development Director Hanna Klimmek, City Administrator Clay Wilfahrt, and Recreation and Communication Coordinator Corrie Scott.

4. ADOPT AGENDA

Commissioner Zettervall moved to adopt the agenda. Seconded by Commissioner Marotz. A Roll Call Vote was conducted with Commissioner Green voting aye, Commissioner Sundberg voting aye, Commissioner Odens voting aye, Commissioner Vickerman voting aye, and Commissioner Heidemann voting aye. Vote passed unanimously, agenda adopted.

5. OPEN FORUM

Chair Heidemann opened the Open Forum at 6:32 p.m. No one came forward for comment. Chair Heidemann closed the Open Forum at 6:32 p.m.

6. APPROVE MEETING MINUTES

6A. APPROVE REGULAR PLANNING COMMISSION MEETING MINUTES OF MARCH 2, 2020

Commissioner Zettervall motioned to approve the March 2, 2020 Regular Meeting Minutes. Seconded by Commissioner Odens. A Roll Call Vote was conducted with Commissioner Green voting aye, Commissioner Sundberg voting aye, Commissioner Marotz voting aye, Commissioner Vickerman voting aye, and Commissioner Heidemann

voting aye. Vote passed unanimously, minutes approved.

7. BUSINESS

7A. PUBLIC HEARING: PUD CONCEPT PLAN FOR "MARKETPLACE CROSSING I & II"

Shay reviewed the CommonBond development application for a PUD Concept Plan. The request is for two 60-unit apartment structures on 7.33 acres south of Marketplace Drive. Shay reported that this application involves a parcel that is a part of Big Lake Marketplace North, an area to the north of US Highway 10, east of Prairie Meadows and west of Hudson Woods. Big Lake Marketplace as a whole is a sprawling commercial/industrial development originally envisioned as a second town center that was suburban in nature. The developer for the Big Lake Marketplace chose to plat a large amount of land and install utilities and infrastructure upfront but the concept was never realized due to the Great Recession and many of the parcels were forfeited back to original owners or became bank owned.

The original concept for Big Lake Marketplace had more commercial zoning than is likely to develop in that location, and so the comprehensive plan adopted in 2018 steered some areas toward high-density residential in the Big Lake Marketplace North. However, this parcel continues to be steered toward a commercial use.

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

Zettervall asked that staff reiterate what the comprehensive plan dictates for the plat that is proposed in the application. Shay stated that the plat is guided for business for the future. Shay also stated that the land across the street is planned for medium and high density housing in the long term.

Chair Heidemann opened the public hearing at 6:45 p.m.

Andy Hughes, Director of Acquisitions and Development for CommonBond Communities reviewed the development application for Marketplace Drive. He offered to answer any questions that attendees have.

Odens asked if the number of parking units proposed is based on other existing developments. Hughes stated that parking is based off of nearly 50 years of experience in previous projects. Green asked if this is a tax credit project. Hughes confirmed that a portion of the development will be market rate and approximately 80% will be tax credit based.

Brandonlee Ruddock, 20012 January Street made a comment via Zoom. He stated that the City would benefit from this area becoming a truck stop or recreational center.

Rachel Gowdy, 20233 167th Street NW, commented that when she originally purchased her home, the land was zoned as commercial. She doesn't feel this area would be fit for a large amount of people to live in. She is also concerned with adding multiple housing units across Big Lake that the school systems and public services will not be able to accommodate for the influx in residents.

Shane, address unknown, commented via email. 'Does losing commercial business spots right on Highway 10 sound good? What about property values going down in our neighborhood? How about a building of 120 units is really 500 room min which means parking and traffic for 500 rooms? It is not near a park or town features. There are better spots. Why should Big Lake change zoning for this business? How many residents from this building are going to be saying to themselves, I'm going to walk across the Highway to that sports bar? It's the wrong spot for this. There is no benefit to this for our neighborhood or community. Maybe this could be put next to the Bluff Park where the city has already spent money to set up a spot for development. The city can collect on the investment if they put it next to Bluff Park.'

Luanne Palmer, 19988 January Street commented via email. 'I do not support the concept because of the lack of information about CB Big Lake Housing and their track record of building and managing safe, well designed, and appropriate to the neighborhood. If design and management are poor, we risk increased traffic and parking problems, reduced property values, and higher crime.'

Elizabeth and Brandonlee Ruddock, 20012 January Street commented via email. 'I'm a resident of the Hudson Woods neighborhood it is come to my attention that it is come before the planning commission to consider building two multi level apartment building units between the marketplace gas station and the daycare.
I do not feel this would be benefit to this area because it's so far away from town, schools, and the NorthStar train. There is no Safeway if children are on bikes, etc. to bike from this area back to town or to the school area if children live in the apartment complex which I'm assuming they would be. There are no stop lights at the intersection on Hwy 10 this additional traffic would only become more of an issue becoming a high traffic accident area. The only other road is the road along Liberty where it's township with no shoulders to get by along with it being 55 mph. Kids in summer programs can't bike that road.
This parcel is zoned commercial and I don't understand why you're not looking at the parcel of land down by 172nd behind the storage buildings where it says right on the billboard zoned for commercial and or multiunit dwellings.
I do not see this as a benefit going in the neighborhood of Hudson Woods due to the fact that it is according to the documents considered to be both low income and regular income. I'm not trying to brag it up but we are very low crime neighborhood and I'd prefer to stay that way.
When I considered purchasing a home in the City of Big Lake the one thing I wanted to make sure of was the home I purchased was in an area away from townhomes, apartment, etc. to have a peaceful and quiet neighborhood to reside in. We have a lot of

young families and children in our neighborhood I'd be concerned about their safety if this draws the wrong folks to it including the daycare next to it.
I have no confidence that these buildings would blend in to this area or to the Hudson Woods neighborhood.
I do NOT support this being changed from commercial to residential for multi unit dwellings. I do NOT support multi dwelling units for this location.
Please consider looking at the parcel of land off 172nd behind the storage buildings. I see the same issues arising as these builds would be too far away from the city and amenities needed to support the apartments along with the same road and access issues.'

Chris Leeseberg, 20125 170th Street commented via email. 'Chair and Planning Commissioners, Hello and thank you for your time. I would like to express an overall concern with the concept proposal (Item #7A). I am not going to express concerns with things like increased traffic or lower property values as this proposal should not detrimentally affected these and you have professional staff to evaluate those issues. I am concerned with the city removing valuable commercial property for a residential use, when there is a property directly across the street from the subject site meeting all the city's goals and land use plans.
Please remember it is not the responsibility of a city to make a property/project work for an applicant just because they want to locate in a location not conducive to the city's plans. It is the city's obligation to follow the implemented plans for the good of the city. As of two years ago, the city indicated this property should remain guided for business, even with little to no commercial development occurring. As you are aware, the property is located at a significant intersection (Hwy. 10 and 166th Street) of a business/commercial hub. The property is not guided for residential uses. This proposal is not the best use of the subject property, as your adopted Land Use Plan indicates.
As you know, a Planned Unit Development (PUD) is often used as a tool to deviate from the zoning, rules/regulations, to spot zone, and/or sidestep formal variances. For example, why can't the applicant meet parking requirements that the city wants and requires? If 2.5 stalls/unit is too many for this apartment, why is this not too many for all apartments? If the city believes it is too many and there is no need for enclosed stalls, change the ordinance, don't PUD around it.
The land directly across Marketplace Drive (about 80' away) has the proper Land Use designation and is zoned correctly for what they want to do. Please evaluate carefully removing valuable commercial business property at a key highway intersection. A difficult thing for any city to do is say "no", but sometimes it is the correct action to achieve your overall adopted city plans. This is why you are a "Planning" Commission, not a "Reacting" Commission. Thank you for your valuable time.'

Andrew Lenertz, 20023 January Street commented via email. 'To Whom It May Concern, This email is to voice my opposition to the construction of two 60 unit mixed-income apartment complexes along Marketplace Drive. As a resident of the Hudson Woods neighborhood, our small neighborhood would be negatively impacted by the construction of these two complexes. The added amount of traffic on Marketplace Drive would be detrimental to the area, and with the intersection of 168th St NW and Hwy 10

already being extremely dangerous with the limited amount of traffic it currently see, this would only cause further issues and require the installation of a traffic signal on Hwy 10 - costing hundreds of thousands of additional dollars not accounted for in any proposals to the City. We would also see an increase in vehicle traffic cutting through our neighborhood, and with the amount of children in this neighborhood that becomes a very big safety factor. There is already a lot of traffic that, for some reason, cuts through this neighborhood and we don't need or want any more. As a father, I cannot accept that risk being placed on our development from this increase in traffic.
The Hudson Woods neighborhood is small and this new development proposes adding sidewalks and crossings to connect to this neighborhood and to that proposal I say absolutely not. Having hundreds of additional people walking through the neighborhood, a neighborhood that is already small and has no directly adjacent developments to mitigate the extra load of pedestrians, again is a safety factor for everyone. We're already mostly isolated from the rest of the City, as there is no trail system that attaches this end of the City to the rest of the infrastructure, we do not need the added stresses on the limited resources we currently have here.
The proposed buffer zone also presents a safety factor to the many children in this neighborhood. Another pond, storm water feature, does not provide a proper transition from two large apartment complexes to a single family neighborhood - especially directly adjacent to a childcare center. In reality, this location is best served to be utilized as originally intended and not re-zoned for any type of residential. Seeing the Marketplace area built up with something along the lines of law offices, small office complex, senior facilities or a second town square would be much better served to the people of Big Lake than more multi-family residential units.
There is already a proposal to build multi-family residential on the south side of Hwy 10 - why not place these two units over there and develop that area as one instead? I personally don't believe that we need anymore apartments in this City and should instead be focusing our efforts on attracting and maintaining businesses. Many businesses have come and gone in the 6 years that I've lived here and I believe that's a bigger issue than building more apartments.
Two apartment complexes along Hwy 10 as you enter the City would be an eye sore - no matter what type of exterior materials were used for construction. And the construction of these two units will have lasting, negative implications for the Hudson Woods neighborhood and for the future expansion of the neighborhood to the east. I know I'm not alone in opposition to this proposal, and I hope that the Planning Commission seriously takes into consideration the people that are currently tax paying residents of this City. We do not want these two units constructed in this area - please reject this proposal for the Marketplace I & II project.'

Robert Lindholm, 19958 January Street asked if phase one and phase two will be built at the same time. Hughes stated that phase one and two would be built separately about one year apart.

Crystal, 20096 January Street commented that there have been multiple accidents at the intersection near the proposed development. She stated that if the development will be built it would be likely a stoplight would need to be introduced which could be an

expense for the city.

Hughes stated that in their experience multi-family generates less traffic than other commercial businesses. They do not consider the accessibility to be a challenge. Regarding burdens on public services, Hughes stated that this will be a tax paying development that will contribute to city taxes. The appearance will also mimic market rate multi-housing developments.

Green asked why the applicant would want to change the way the proposed area is zoned rather than go for the areas that are already zoned for this type of development. Hughes stated that the purchase price is a primary. The visibility and accessibility for Highway 10 are also two major reasons for their decision to choose the parcel.

Chair Heidemann closed the public hearing at 7:08 p.m.

Odens asked for clarification on the long term plan for the intersection near the proposed development. Wilfahrt stated that MNDOT doesn't have current plans to place a stoplight at the intersection, but that the intersection was constructed so that it would allow for the addition of a stoplight or controlled intersection in the future. Klimmek confirmed that the potential area is being studied for the construction of a controlled intersection, but that MNDOT has reservations on the construction due to a lack of businesses in the area.

Odens asked about school bussing for students that live in the proposed development. Klimmek stated that the current parcel is in a zone that allows for residents to take the bus to school.

Marotz commented that he is unsure about rezoning the proposed parcel from commercial because it limits potential commercial growth in the area. He would like to see the applicant look at other options that do not require rezoning. Marotz also stated that there is a current substantial need for more housing per current market studies and that parking requirements is something the Planning Commission has been considering altering at previous meetings.

Sundberg stated that he is reluctant to rezone the area because there are other parcels in Big Lake that could host a development. He is also unsure about changing the comprehensive plan and with the potential development being located directly near the highway, it could pose a safety hazard.

Zettervall commented that he is apprehensive to support the proposed development due to negative public comment and the proposed amendments to the comprehensive plan.

Green commented that developers should be following what the current comprehensive plan has zoned for commercial and residential. Vickerman commented that the community does need low income housing, but that this parcel of land is not a good fit

for it due to it being zoned commercial.

Heidemann commented that it is not an appropriate time to amend the comprehensive plan as it was recently updated. He also agrees that the heavy traffic would prove to be an issue. Marotz recommended that this development plan would be more likely to be approved if it was proposed for an accurately zoned area.

7B. PUBLIC HEARING: PUD CONCEPT PLAN REVIEW FOR "BIG LAKE STATION"

Shay reviewed a development application requesting a concept plan review submitted by AEON. The application will require Concept Plan Review by the Planning Commission and City Council, rezoning to PUD, and a PUD approval (concept plan, preliminary plan, final plan) with public hearings, platting and a development contract.

Shay reported that the Applicant is seeking concept plan review for a proposal to construct 74 senior housing units and 110 multi-family housing units on property owned by the applicant (PID #65-580-0010) on 6.14 acres at the corner of Station Street NW and Forest Road. The subject property is a 6.14-acre that was created as part of the "Station Street Acres" plat in 2017.

The lot is currently zoned Transit Oriented Development (TOD) and is in the Midway Zone of the TOD District. The TOD district allows for "Multiple family residential developments containing eight (8) or more dwelling units per acre." The lot is guided by the Comprehensive Plan for Transit-Orientated Development.

Staff is requesting that the Planning Commission give informal review and comment regarding the project's acceptability in relation to the Comprehensive Plan and development regulations and to advise the City Council as they review the concept plan.

Chair Heidemann opened the public hearing at 7:34 p.m.

Leslie Roering, Senior Real Estate Developer for AEON stated that this is the perfect time to make adjustments to the proposed plan and be flexible with the amenities that are proposed. She welcomed questions and comments from the public.

Zettervall asked why four levels are being proposed when currently only three levels are allowed for the proposed site. Roering stated that they are proposing larger individual units and in order to make this project efficient and because of this they are hoping to include a fourth level. Green asked if AEON has been awarded a tax credit. Roering stated that they haven't been approved for a tax credit, but are applying in June and are hopeful they will be awarded.

Sundberg asked about the applicant's proposed amenities. Roering stated that the senior side will feature patios, outdoor fire places, a community room, and playground. Roering also stated that they intend to build out their sidewalk connectivity.

Green asked the applicant if there will be any market rate units available. Roering commented that there will not be market rate units available due to the limitations with the tax credit they are applying for. Green asked the applicant to expand on long-term homeless units. Roering stated that there is an initiative to support individuals who have been homeless for over a year and bring them into currently vacant affordable housing units.

Zettervall asked about off-street parking. Roering reviewed the parking portion of the application with 132 proposed parking spaces for the multi-family building and 98 for the senior housing building. Zettervall expressed concern that this is not enough parking for the proposed development. Roering stated that they currently have a similar development in Ramsey that has less parking than what is proposed and that they increased the parking for this application to combat the potential issue.

Sundberg asked about the recreational space and if there is an opportunity to provide something for the children to use recreationally outdoors. Roering confirmed that there will be playground equipment and greenspace to accommodate for families.

Chair Heidemann closed the public hearing at 7:45 p.m.

Green stated that her only current concern is parking. Zettervall expressed concern with rezoning to PUD. Marotz commented that this proposed development is in line with what the comprehensive plan intends for the area. Marotz also recommended that there be a plan to expand parking in the case that there is an issue with the proposed off-street parking plan. Odens asked about the setbacks for this area due to its proximity to the train tracks. She doesn't have an issue with the proposed setbacks, but would prefer that the buildings and amenities utilize more of the space available. Vickerman stated that the proposed setbacks could allow for more connectivity. Heidemann commented that he feels the proposed four stories isn't an issue.

7C. PUBLIC HEARING: CUP AND VARIANCE FOR 301 CRESCENT STREET

Shay reported that Kathleen and Richard Anderson have submitted a development application requesting a Conditional Use Permit and Variance. The Applicants submitted a complete application on March 2, 2020. State Statute dictates that the City must act upon a development application within 60 days of the receipt of a complete application. The City can extend the review for an additional 60 days, if needed, by providing written notice to the Applicant. Any additional extensions must be requested, in writing, by the Applicant. Staff is recommending that the Planning Commission make a motion recommending approval or denial of the development application.

Marotz asked if there is a calculation for the current impervious surface of the lot. The applicant stated that it is currently 42.8%.

Chair Heidemann opened the public hearing at 8:03 p.m.

Kathleen Anderson, 15111 Sodium Street, NW Ramsey, Minnesota commented that this is currently their summer home. They have been managing the property for the last 30 years and they are having issues with a cracked foundation. Their intent is to move from Ramsey and live in Big Lake full time.

Sue Ronayne, commented via email. 'I will not be able to attend the Planning Commission Meeting on Wednesday, April 1st but request my letter is read at the meeting and become part of the official record.
Although I do not oppose the variance or conditional use permit I do have a couple of items I would like addressed. I own the property directly to the west of the proposed project. Since both residences are very close to the property line, I would request the west property line be very clearly staked so that no construction workers are impeding my property or that no construction material is stored on my property.
I would also recommend that no construction work start before a reasonable time or 8:00 a.m. each morning.
I greatly appreciate the opportunity to give my input regarding the expansion proect at 301 Crescent Street.'

Bonnie Beeland, 297 Crescent Street commented via email. 'My home at 297 Crescent Street has been in our family for over 75 years as a summer home. I moved here permanently in 2015 to be able to have peace and quiet away from the city, where I worked at the University of St. Thomas as a dean and instructor.
I am also a 64 year old woman diagnosed with high functioning autism. As such, loud noises, bright lights, unfortunately cause me extreme anxiety and stress.
These particular neighbors have been an increasing problem. They ignore property lines, tease my dogs, insist on packing 20-30 screaming children and random adults into a 43 foot lot every weekend, play croquet in my garden and off the side of my garage, and make trying to sit on my deck and read impossible. You should know that one family of two adults is not going to live there; it's more like a summer camp because the extended family is SO large and ALWAYS around. Every week during the summer they host a social gathering of at least ten people, once a year there is a group of seventy to eighty. Outdoors. Next to my window. I can't garden or even mow my yard, as, every time I try, five to seven children come out to stare at me and make comments. My lawn care provider, who I hired after a few tries braving the audience, has even commented on how inappropriate they are. So have the neighbors on the other side of me.
There individuals are overly loud, disrespectful, feel they own the lakefront and have already got heir deck on part of my property. Now they want to come closer? They already act like they have the right to use half of my property!
I strongly oppose allowing a variance for my own health and well being as well as my property value.
I would also request that a 6 foot privacy fence is completed before construction begins. In addition I want absolutely no construction debris or dirt on my property.
My bedroom faces their house. It's unreasonably loud when they are there now, especially when I am trying to sleep. They have front row seats to my bedroom n

bathroom, so a privacy fence is all I can think of to help cut down on showtime as well as the constant noise factor.
It might also help them to understand “boundaries” and perhaps mitigate somewhat the staring at me and my guests and the teasing of my dogs as well as the noise of the screaming kids.
I’m very unhappy and worried about this. This is my family home, and I am so afraid of losing the comfort and calm I need at this time. I don’t want to move.’

Bettina Potter, 120 Edgewater Place commented via email. ‘Respectfully request that the applicant be required to include shoreline restoration by planning of natural areas along the shoreline, representing a minimum of 50% of the lake shore. The Sherburne County Water Conservation District is able to provide guidelines of approved plantings.
This shoreline restoration has been required in the past for most of the Lake shore residents that have requested variances for impervious surface, etc. (including our prior application)
Also, would like to state that doubling the impervious surface allowance seems a bit larger than necessary. However, given the odd shape of the lot, we remain neutral on that request.’

Anderson commented that they have a family gathering once a year that doesn’t include alcohol and that the family doesn’t stay onsite overnight. She stated that she does have multiple children and grandchildren in the area and that she takes precautions to ensure they stay in the yard. Heidemann stated that any issues between neighbors should be resolved outside of public meetings and will not have effect on the Planning Commission’s decision.

Chair Heidemann closed the public hearing at 8:13 p.m.

Green asked if the City Code or DNR has any requirements for this application on lakeshore plantings and restoration. Shay stated that the DNR hasn’t made official comments on this application at this point.

Zettervall asked if there should be a condition about the property line upon approval. Shay stated that the surveyors are required to clearly follow specific property lines. Shay stated that the existing deck on the property is .2 feet over the property line, but because it is an existing structure that isn’t being changed, no further action is required by the city regarding the deck to allow for approval of this application.

Odens stated that the proposed plan is consistent with other homes in the area. Heidemann commented that construction times aren’t something that can be addressed upon approval. Heidemann asked if a condition should be included for DNR comments. Shay stated that any DNR comments and requirements will be included before the upcoming Council meeting.

Commissioner Green motioned to recommend that the City Council approve the proposed Conditional Use Permit and Variance for the new single family home at 301

Crescent Street. Seconded by Commissioner Vickerman. A Roll Call Vote was conducted with Commissioner Zettervall voting aye, Commissioner Sundberg voting aye, Commissioner Odens voting aye, Commissioner Marotz voting aye, and Commissioner Heidemann voting aye. Vote passed unanimously, motion carries.

7D. PUBLIC HEARING: CAR CONDO DEVELOPMENT APPLICATION

Shay reviewed a development application submitted by Richard Hinrichs. The applicant is requesting the following:

- A Conditional Use Permit amendment
- Preliminary Plat approval
- A development stage PUD approval (amendment to previous PUD)

The Applicant submitted a complete application on March 13, 2020. State Statute dictates that the City must act upon a development application within 60 days of the receipt of a complete application. The City can extend the review for an additional 60 days, if needed, by providing written notice to the Applicant. Any additional extensions must be requested, in writing, by the Applicant.

The Planning Commission and City Council approved the first phase for the Applicant's garage condo project in November of 2019, which included a single eight-unit building. The Applicant is seeking to construct the five remaining car condo buildings and the public clubhouse building. Each storage unit would be large enough to be converted into a recreational storage/hangout area, what is known colloquially as a "man cave." Each storage unit is owned individually as a condo unit and the entire community is governed by a homeowner's association. HOA documents were reviewed and approved by the City. Staff is requesting that the Planning Commission make a motion recommending approval or denial of the development application.

Green asked if when the initial building was proposed if bathrooms were proposed for each individual building. Shay stated that there will not be private bathrooms in each individual unit, but the applicant is proposing to include a public bathroom in each building.

Chair Heidemann opened the public hearing at 8:31 p.m.
No one came forward for comment.
Chair Heidemann closed the public hearing at 8:31 p.m.

Vickerman asked if the development is still being completed in phases. Shay outlined the phases for the proposed development. Zettervall asked for the phase timeline. Shay stated the intended timeline includes phase one completed this year and one additional phase completed each year following.

Commissioner Odens motioned to recommend that the City Council approve the proposed Conditional Use Permit amendment, preliminary plat and development stage

PUD for five luxury garage buildings and a public clubhouse. Seconded by Commissioner Sundberg. A Roll Call Vote was conducted with Commissioner Zettervall voting aye, Commissioner Green voting aye, Commissioner Vickerman voting aye, Commissioner Marotz voting aye, and Commissioner Heidemann voting aye. Vote passed unanimously, motion carries.

7E. PUBLIC HEARING: SANDHILL VILLAS DEVELOPMENT APPLICATION

Shay reviewed a development application that was submitted by Modern Construction of Minnesota. The applicant is requesting the following:

- Preliminary Plat approval
- Development Stage Planned Unit Development
- A rezoning to PUD Planned Unit Development from A: Agricultural

The applicant submitted a complete application on February 28, 2020. State Statute dictates that the City must act upon a development application within 60 days of the receipt of a complete application. The City can extend the review for an additional 60 days, if needed, by providing written notice to the Applicant.

On May 22, 2019, the City Council reviewed a preliminary detached townhome concept for the same parcel at a workshop session. For that concept, Jesse Hartung from Modern Construction of MN proposed to construct detached townhomes on small lots that have townhome-style layouts, dimensions, and architectural characteristics. He noted that these types of structures are often popular with seniors looking to downsize, and with young families looking for a single-family home level of privacy, but with townhome pricing and yardwork responsibilities. The council feedback included a discussion of the location of the project and access to amenities for seniors. Council Member Johnson also noted that the proposed design is out of character with surrounding structures, and discussed concern that Townhome Associations can cease to exist which can present future issues. Johnson also stated that she doesn't see any major issues regarding the project. Mayor Wallen discussed the need for more sunset style housing concepts in the area, noting that the design would also be a nice entry level home for a young person. Wallen stated that he wants to let the market dictate sales. The applicant for that proposal, Jesse Hartung, is no longer involved in the project.

The Planning Commission and City Council reviewed a concept plan for the Applicant's detached townhomes project on November 6, 2019 and December 11, 2019, respectively, and the concept plan was positively received. Neither the Planning Commission nor the City Council provided substantial comments to the applicant. Several community members attended the November 6 public hearing before Planning Commission to state their concerns for the project, which included:

- that the density of the proposed development does not fit with the neighborhood

- that the development would negatively affect property values
- that the proposed project is located in a fairly low area and there are concerns with the water table and potential flooding because of the increased impervious surface the development would cause
- access to the property would be an issue and would require a turn lane.
- the City would be responsible for maintaining/plowing the streets and driveways.

The development under review has not changed substantially from the Concept Plan reviewed by Planning Commission and City Council. Staff is requesting that the Planning Commission make a motion recommending approval or denial of the development application.

Zettervall asked if the internal street is publicly or privately owned. Shay stated that the internal street is publicly owned and that the City would be responsible for maintenance including snow removal and that there is currently a small area for snow storage on the street. Green asked if the proposed lighting would be sufficient. Shay stated that it is likely more lighting would be required.

Chair Heidemann opened the public hearing at 8:53 p.m.

John, 17267 205th Avenue commented that PUD should not be for the economic gain of the applicant and that he views this application is solely for the gain of the applicant. He commented that the design standards are noted to be lacking by staff. He feels it is irresponsible to move forward with an application that has multiple unanswered questions. Because the surrounding land is solely single family homes, he doesn't feel it would be fitting to have townhomes placed in the proposed parcel. He expressed concern in having the City become responsible for snow removal. He doesn't feel there is the ability for there to be an adequate stormwater plan with this specific parcel. He feels this development will also negatively impact the property value of his home. He commented that with no association for the townhome, there is nothing preventing the townhome from becoming blight. He stated the buffer zones shouldn't be changed when there are other parcels that can be used for this type of development.

Jesse Hartung, Employee of Modern Construction commented that the target residents for this type of development tend to be widows and retired couples. Hartung stated that he doesn't feel a parcel near a train track would be fitting for this type of resident. Hartung stated that they have an adequate retention pond plan that should fix any stormwater issues. He also stated that they have similarly successful developments in neighboring communities and that there is an HOA in place to allow for maintenance of the area. Hartung commented that they are able to accommodate the larger window recommendation by staff, but they would like flexibility with setbacks.

Zettervall asked why the internal street was changed from a private to a public street. Hartung stated that because they expanded the size of the proposed street, they felt it was more fitting to deem the street publicly owned.

Heidemann asked if the association is going to hold the insurance policy for the outside of the buildings. Hartung stated that the minimum responsibility of the HOA will be snow removal, landscaping, and lawn mowing. Marotz commented that there could be an issue with snow storage and that he feels the HOA should be held responsible for any additional snow removal costs. Hartung confirmed that additional snow removal costs can be accommodated.

Dan and Janette Moores, 17369 205th Avenue NW commented via teleconference that reducing the setback wouldn't allow for a safe walking path. They stated that they originally purchased the home because it was plotted for single family homes. They feel the aesthetics do not fit the area. Hartung commented that the population density because of this development will not be increased substantially. He also commented that because the townhomes will be owned by an association it is unlikely that there will be an issue with aesthetics. They also have an extensive landscaping plan that will allow for natural buffers.

Dan and Janette Moores, 17369 205th Avenue NW commented via email. 'After living at 17369 205th Avenue for over 40 years, we purchased the first lot in the Sandhill Acres development Lot # 10-560-0105. We purchased this lot for a few reasons; one being an investment in our retirement, another was adding to our privacy, we also have the 4.75 acres of Lot # 10-569-0105 planted with corn and soy beans just for the deer and any other animals that are being pushed out of their natural habitat.
Sandhill Acres was plotted designed and approved by the Township and the county for single family homes back in 2015. We disagree 100% with any rezoning of Parcel # 10-560-0115. To the North, South and West of Parcel # 10-560-0115 is township, surrounded by farm land and single-family homes with acreage. These lots were purchased for reasons of having acreage, serenity of nature and privacy.
Adding twelve townhomes will change the dynamics of this area; it could also potentially reduce the value of the existing homes and land value.
Instead of rezoning 2.5 acres of Parcel # 10-560 0115 into the city could there not be a like kind of exchange for land that is already designed and zoned for town homes with city water and sewer hookup designed in the already existing Prairie Development?'

John, 17267 205th Avenue commented that he doesn't have an issue with density of people, but with aesthetics. He feels single family homes are a better fit for the area.

Chair Heidemann closed the public hearing at 9:16 p.m.

Zettervall asked staff if they feel the internal street could be efficiently plowed of snow without additional costs incurred by the City. Clay stated that he cannot confirm this would possible without consulting the City Engineer. Zettervall asked if there could be a condition added that snow removal be addressed before approval of the application. Clay confirmed that this condition could be added.

Green asked if the proposed setbacks would accommodate for the addition of a turn

lane if needed in the future. Shay stated that the intent of the setbacks would be not to allow for a turn lane, but to include a sidewalk. Zettervall expressed concern for the potential need for a turn lane. Odens and Zettervall asked if the 45' proposed setback by staff was recommended by the City Engineer. Shay stated that the 45' setback was requested by the Planning Department but that 30' are requested in the proposal.

Troy, 2043 172nd Street commented that they are requesting 30' from the right away and that this decision was made with consultation of the City Engineer and former Fire Chief who requested that the internal street not become a through street so that snow can be stored.

John, 17267 205th Avenue commented that at the previous Planning Meeting, staff was adamant at keeping the setbacks at 45'.

Odens asked why the street is proposed for 30' versus other streets that are generally 28'. Hartung stated that the street is proposed for 30' to accommodate on street parking. Green asked about the various criteria the applicant must meet. Shay stated that the applicant doesn't have to meet all 13 benefits for the PUD, but that the majority of them are required to be met prior to approval. Green asked about ensuring the mitigation of any stormwater from neighboring lots. Shay stated this would be something the City Engineer would review and finalize to ensure the applicant is following regulations.

Green asked how this application can be approved or denied with multiple unresolved issues. Marotz stated that this is only one step of many, so the unresolved issues would be addressed at a future meeting. Shay stated that the Planning Commission has the ability to amend the City's recommendations.

Troy stated that there is currently a walking path near their home that has similar setbacks. Marotz expressed concern that the HOA would potentially be responsible for putting up a fence or other maintenance if a turn lane is introduced. Troy stated that he plans to work out a buffer of some sort with staff.

Green asked about park dedication and if this needs to be addressed. Heidemann stated that because they do not have land available to dedicate, they would have to pay park dedication fees. Marotz recommended including a condition to move existing trees to the rear to act as a canopy and to avoid needing to remove them in the future as they grow and expand.

Commissioner Marotz motioned to recommend that the City Council approve the proposed preliminary plat and development stage PUD for Sandhill Villas with the stated requirements listed in the Planning Packet and to modify the revised setbacks to allow staff to work with the applicant to reduce them from 45' to what city staff feels appropriate, and to revise the landscape on 2f with the equivalent of two trees per lot with at least one in the front yard. Seconded by Commissioner Green. A Roll Call Vote was conducted with Commissioner Zettervall voting aye, Commissioner Sundberg

voting aye, Commissioner Vickerman voting aye, Commissioner Odens voting aye, and Commissioner Heidemann voting aye. Vote passed unanimously, motion carries.

7F. PUBLIC HEARING: WASTEWATER TREATMENT PLANT DEVELOPMENT APPLICATION

Shay reviewed a development application that was submitted by the City of Big Lake. The applicant is requesting the following:

- Preliminary Plat approval
- Final Plat approval
- Development Stage Planned Unit Development approval
- A rezoning to PUD Planned Unit Development from A: Agricultural
- Final Planned Unit Development approval

The applicant submitted a complete application on March 18, 2020. State Statute dictates that the City must act upon a development application within 60 days of the receipt of a complete application. The City can extend the review for an additional 60 days, if needed, by providing written notice to the Applicant. The Final Plat and Final PUD are not reviewed by the Planning Commission.

On February 5, 2019 and February 26, 2019 the Planning Commission and City Council, respectively, reviewed a concept for a waste water treatment facility. The Planning Commission provided general feedback and did not recommend any specific changes, but did note that screening may be necessary when future areas around the site develop. The City Council provided support but no comments. The project has not changed substantially from the Concept Plan reviewed by Planning Commission and City Council.

Staff is requesting that the Planning Commission make a motion recommending approval or denial of the development application for Preliminary Plat, Development Stage Planned Unit Development and Rezoning.

Chair Heidemann opened the public hearing at 10:03 p.m.
No one came forward for comment.
Chair Heidemann closed the public hearing at 10:03 p.m.

Commissioner Sundberg motioned to recommend that the City Council approve the proposed Preliminary Plat, Final Plat, Development Stage PUD, Final PUD, and Rezoning for the wastewater treatment plant. Seconded by Commissioner Odens. A Roll Call Vote was conducted with Commissioner Zettervall voting aye, Commissioner Green voting aye, Commissioner Vickerman voting aye, Commissioner Marotz voting aye, and Commissioner Heidemann voting aye. Vote passed unanimously, motion carries.

7G. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Klimmek introduced Consultant Planner Kevin Shay and City Planner Amy Barthel.

8. PLANNER'S REPORT – None.

9. COMMISSIONERS' REPORTS

Odens requested that future discussion ensue about a workshop for Planning Commission goals.

10. OTHER – None.

11. ADJOURN

Commissioner Green motioned to adjourn at 10:08 p.m. Seconded by Commissioner Zettervall. A Roll Call Vote was conducted with Commissioner Sundberg voting aye, Commissioner Odens voting aye, Commissioner Vickerman voting aye, Commissioner Marotz voting aye, and Commissioner Heidemann voting aye. Vote passed unanimously, motion carries.

- DRAFT MINUTES -
NOT APPROVED

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY

MEETING MINUTES

MONDAY, APRIL 13, 2020

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

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

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

4. ADOPT AGENDA

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

5. APPROVE BLEDA MEETING MINUTES OF MARCH 2, 2020

Commissioner Wallen motioned to approve the March 2, 2020 BLEDA minutes. Seconded by Commissioner Green, unanimous ayes, motion carried.

6. BLEDA BUSINESS ITEMS

6A. BLEDA BUDGET AND LIST OF CLAIMS

Klimmek reported that the Rebranding project with Como Lakes Marketing will be postponed until a more appropriate time. She will consult with Como Lakes Marketing to see if the contract needs to be amended. Wegeleben commented that there is a potential for property taxes to be turned in late due to the COVID-19 pandemic.

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

6B. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Current Development Activity (as of 4/08/20):

Housing:

- Single-Family New Construction Issued Permits 7
- Single-Family New Construction in Review 4

- Multi-Family New Construction
  - Duffy Development - The Crossing at Big Lake Station Phase II
    - In construction
  - Kuepers, Inc. – Station Street Apartments - 105-unit multi-family, market rate new construction project
    - Building permits under review
  - Sandhill Villas (HOA) – 12-unit development project
    - Pre-development
  - Avalon Estates – Approximately 120-unit development for 55+
    - Pre-development
  - Aeon - Big Lake Station Apartments – 55 multi-family units; 70 units for 55+
    - Pre-development
  - CommonBond – 120 multi-family units (2, 60-unit buildings)
    - Pre-development

Commercial/Industrial:

- Minnco Credit Union – New Business / New Construction
  - In construction (plan to open by June 1, 2020)
- Car Condo Project – New Business / New Construction
  - Building permit under review
  - Starting pre-development process for Phase II
- Wastewater Treatment Project - Expansion
  - Pre-development
- Nystrom Associates Rehabilitation Facility
  - Pre-development – has decided to hold off on moving forward for a couple of months.
- *Actively working with Developers/Business Owners on three (3) additional new construction projects*

BLEDA:

- A Panel interviewed three candidates to facilitate the Community Brand and Identity Design Project. The Panel selected Como Lake Marketing Partners and recommended the BLEDA approve a Contract for Service. We are currently waiting to schedule a “kick-off” meeting for when everyone is back in the office.
- BLEDA Strategic Plan Committee will be meeting once everyone is back in the office to revise the Strategic Plan as it is a “working document.”
- The Telecommuter Forward! Certification Resolution was approved by the City Council on 3/11/20.

- Aeon is asking for a Resolution of Support to submit two (2) tax credit applications to MN Housing to newly construct a 55-unit multi-family structure and a 70-unit apartment building for senior's age 55+. Council approved the resolution on 3/25/20.
- During their November 12, 2019 meeting, the BLEDA entered into a Contract for Private Development with the Blackbird Group LLC to newly construct a laundromat facility on the corner of Martin and Fern.

Planning & Zoning:

- City Council appointed Big Lake's new City Planner on 2/26/20 – Amy Barthel began her service on March 16, 2020.
- Holding off on hiring a summer intern to facilitate code enforcement and assist with operating the Farmers Market. We do have a great candidate who would like to take the opportunity.
- Style Catering (new business) received a CUP approval for use and another CUP approval to allow for liquor sales during the 3/25/20 City Council meeting.

Building:

- Working on hiring a Chief Building Official.

Other:

- Most time is dedicated to reacting to COVID-19 and assisting businesses in making sure they have the correct information and resources.
- City Council approved an Annexation by Ordinance of PID 10-324-1200 on April 8, 2020.

Klimmek reported that Cargill announced as of April 13, 2020 they are temporarily idling their Big Lake plant until further notice.

7. OTHER

Klimmek asked the Commissioners if there are any other ways the City can support the local business community. Calva recommended encouraging the community to think positive through a newsletter, Facebook, or another medium. Wallen recommended having a special meeting to plan for the future of the business community. Wallen stated that City staff has created a #KeepBigLakeStrong campaign that features local businesses and organizations and information on how their operations have been altered. Klimmek also sends out regular emails with information for local businesses.

Commissioner Johnson motioned to hold a special meeting on Monday, April 20, 2020 at 5:00 p.m. in the City Council Chambers. Seconded by Commissioner Calva, unanimous ayes, motion passed.

8. ADJOURN

Commissioner Wallen motioned to adjourn the meeting at 6:36 p.m. Seconded by Commissioner Green, unanimous ayes, meeting adjourned.