

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

**MAY 13, 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. Proclamation – Designating National Police Week and Peace Officers’ Memorial Day
- 7B. Update on the 2020 Street and Utility Improvement Project No. ST2020-1
- 7C. Order Preliminary Engineering Report for the 2020 Street and Utility Improvement Project No. ST2020-2
- 7D. Request to Exchange Police Department Equipment
- 7E. Annual City Report
- 7F. Liquor Store Wage Increase Extension
- 7G. Monthly Department Reports

**8) ADMINISTRATOR’S REPORT**

**9) MAYOR & COUNCIL REPORTS AND COMMENTS/QUESTIONS**

Sub-Committee Updates (Reports are given only if meeting date was after the last Council Meeting)

Council Member Hansen - CMRRPP

Council Member Johnson – BLEDA, BLCLA, Fire Board

Council Member Knier - BLBYR

Mayor Wallen – BLEDA, Fire Board

Council Member Zettervall – Planning Commission

**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](mailto: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](mailto: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  
MAY 13, 2020**

- 6A. Approve List of Claims
- 6B. Approve Council Workshop Minutes of April 22, 2020
- 6C. Approve Regular Council Meeting Minutes of April 22, 2020
- 6D. Approve Reclassification of Accounting Technician Position
- 6E. Approve Employment Status Change for Part-time Liquor Clerks Darcy Miller and Tamara Bergstrom
- 6F. Approve Employment Status Change for Part-time Lead Liquor Clerk Jodie Audette
- 6G. Approve Northern Lighters Pyrotechnics Fireworks Display Permit Application for May 29, 2020
- 6H. Approve Second Amendment to Joint City/Township Resolution No. 92-03 for Orderly Annexation Agreement OA-260
- 6I. Approve Lakeside Park 2020 Parking Policy
- 6J. Approve Safe Routes to School Plans and Specifications and Order Advertisement for Bid
- 6K. Approve Appointment of Streets/Parks Operator II Gary Bautch
- 6L. Approve Appointment of Seasonal Public Works Employee Tristan Martin
- 6M. Approve Appointment of Part-time Administrative Assistant Kati Peterson



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> <i>Deb Wegeleben, Finance Director</i>	<b>Meeting Date:</b> 5/13/2020	<input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>6A</b>
<b>Item Description:</b> <i>List of Claims</i>	<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>		
	<b>Reviewed By:</b> (N/A)		

## ACTION REQUESTED

Motion to Approve List of Claims paid dated 04/16/2020 through 05/06/2020 and Approve Payroll No. 8 and Payroll No. 9.

## BACKGROUND/DISCUSSION

Attached is the List of Claims paid through 05/06/2020. Please contact me with any questions or concerns.

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

### 471.87 PUBLIC OFFICERS, INTEREST IN CONTRACT; PENALTY.

Except as authorized in section [123B.195](#) or [471.88](#), a public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom. Every public officer who violates this provision is guilty of a gross misdemeanor.

### 471.88 EXCEPTIONS.

#### Subdivision 1. Coverage.

The governing body of any port authority, seaway port authority, economic development authority, watershed district, soil and water conservation district, town, school district, hospital district, county, or city, by unanimous vote, may contract for goods or services with an interested officer of the governmental unit in any of the following cases.

#### Subd. 5. Contract with no bids required.

A contract for which competitive bids are not required by law.

## ATTACHMENTS

List of Claims



**\*Check Detail Register©**

Cks 4/16/2020 - 5/6/2020

		Check Amt	Invoice	Comment
<b>1010 US BANK</b>				
Paid Chk# 004676E 4/16/2020 <b>DEARBORN NATIONAL</b>				
G 101-2182	Health-Dental-Life Ins Payable	\$329.85	EE PORTION	LIFE INS PREM ER FOR MONTH OF MAY 2020
G 101-2182	Health-Dental-Life Ins Payable	\$1,339.32	ER PORTION	LIFE INS PREM ER FOR MONTH OF MAY 2020
<b>Total DEARBORN NATIONAL</b>		\$1,669.17		
Paid Chk# 004677E 4/16/2020 <b>DELTA DENTAL</b>				
G 101-1158	Cobra Insurance Receivable	\$162.10	COBRA	DELTA DENTAL PREM ACH ER - MAY 2020
G 101-2182	Health-Dental-Life Ins Payable	\$2,784.40	ER PORTION	DELTA DENTAL PREM ACH ER - MAY 2020
E 101-300-75-05-4008	Insurance Benefits (er)	\$110.65	HANDELAND	DELTA DENTAL PREM ACH ER - MAY 2020
<b>Total DELTA DENTAL</b>		\$3,057.15		
Paid Chk# 004678E 4/16/2020 <b>PITNEY BOWES INC</b>				
G 101-1551	Prepaid Postage	\$200.00		POSTAGE PURCHASE 03/03/20
<b>Total PITNEY BOWES INC</b>		\$200.00		
Paid Chk# 004679E 4/16/2020 <b>PITNEY BOWES INC</b>				
G 101-1551	Prepaid Postage	\$200.00		POSTAGE PURCHASE 03/24/2020
<b>Total PITNEY BOWES INC</b>		\$200.00		
Paid Chk# 004680E 4/16/2020 <b>MN DEPT OF LABOR &amp; INDUSTRY</b>				
E 101-100-30-25-4412	State SurCharge Bldg.Permi	\$576.80		BUILDING PERMIT SURCHARGE FOR 1ST QTR 2020
<b>Total MN DEPT OF LABOR &amp; INDUSTRY</b>		\$576.80		
Paid Chk# 004681E 4/17/2020 <b>US BANK</b>				
E 101-100-15-05-4019	Wellness Program	\$11.57	USBKCC0420	WELLNESS SUPPLIES
E 101-100-15-25-4210	Operating Supplies	\$307.34	USBKCC0420	CH SUPPLIES - COFFEE/LAYARDS/RECYCLE BINS
E 101-100-15-25-4213	Safety Training/Expenses	\$448.95	USBKCC0420	CH FIRST AID SUPPLIES
E 101-100-15-25-4238	Training/Schools	\$895.00	USBKCC0420	GFOA TRAINING - FINANCE
E 101-100-15-25-4413	Equipment/Accessories	\$198.91	USBKCC0420	FINANCE FILE CABINET
E 101-100-15-25-4540	Repair/Maintenance Building	\$77.26	USBKCC0420	CH PLEXIGLASS FRONT COUNTER
E 101-100-20-25-4210	Operating Supplies	\$46.81	USBKCC0420	BLCC - SUPPLIES
E 101-100-20-25-4370	Grounds Maintenance	\$121.77	USBKCC0420	BLCC GROUNDS MAINT
E 101-100-20-25-4540	Repair/Maintenance Building	\$32.44	USBKCC0420	BLCC BLDG MAINT
E 101-100-25-25-4260	Subscriptions/Dues	\$16.09	USBKCC0420	EDA ZOOM MTHLY SUBS
E 101-100-92-25-4251	Emergency Management	\$355.22	USBKCC0420	COVID 19 SUPPLIES WTP-WWTP
E 101-100-92-25-4251	Emergency Management	\$792.54	USBKCC0420	COVID 19 SUPPLIES/ZOOM SUBS
E 101-105-15-25-4130	Computers/Software	\$700.24	USBKCC0420	FINANCE WEBCAM/SCANNERS
E 101-105-75-25-4130	Computers/Software	\$83.97	USBKCC0420	POLICE COMPUTER STAND
E 101-100-92-25-4251	Emergency Management	\$314.44	USBKCC0420	COVID 19 SUPPLIES - POLICE
E 101-100-92-25-4251	Emergency Management	\$1,397.43	USBKCC0420	COVID 19 SUPPLIES - POLICE
E 101-200-50-25-4210	Operating Supplies	\$347.38	USBKCC0420	PW SUPPLIES
E 101-200-50-25-4212	Other Operations Expenses	\$125.31	USBKCC0420	PW SUPPLIES
E 101-200-50-25-4215	Uniforms/Clothing	\$175.00	USBKCC0420	PW BOOTS - GREENWALD (2020)
E 101-200-50-25-4360	Sealcoat/Crackfill	\$126.11	USBKCC0420	PW CRACKFILLING SUPPLIES
E 101-200-50-25-4385	Shop Materials	\$172.12	USBKCC0420	PW SHOP MATERIALS
E 101-200-50-25-4405	Motor Fuel	\$1,023.78	USBKCC0420	PW FUEL
E 101-200-50-25-4430	Vehicle Maintenance	\$13.48	USBKCC0420	PW VEHICLE MAINT
E 101-200-50-25-4540	Repair/Maintenance Building	\$10.54	USBKCC0420	PW BLDG REPAIRS
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$27.77	USBKCC0420	PW VEHICLE REPAIRS
E 101-200-55-25-4210	Operating Supplies	\$464.81	USBKCC0420	PARKS SUPPLIES
E 101-200-55-25-4405	Motor Fuel	\$171.37	USBKCC0420	PARKS FUEL
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$69.69	USBKCC0420	PARKS LAKESIDE DOCK REPAIRS
E 101-300-75-25-4210	Operating Supplies	\$142.22	USBKCC0420	POLICE SUPPLIES
E 101-300-75-25-4212	Other Operations Expenses	\$1,119.99	USBKCC0420	POLICE SUPPLIES
E 101-300-75-25-4215	Uniforms/Clothing	\$704.94	USBKCC0420	POLICE UNIFORM -CHAFFEE/PRIGGE/HECHT
E 101-300-75-25-4235	Postage	\$45.48	USBKCC0420	POLICE POSTAGE
E 101-300-75-25-4238	Training/Schools	\$2,220.00	USBKCC0420	POLICE TRAINING



**\*Check Detail Register©**

Cks 4/16/2020 - 5/6/2020

		Check Amt	Invoice	Comment
E 101-300-75-25-4240	Travel/Mileage	\$73.40	USBKCC0420	POLICE - FLIGHT TO CHICAGO (HAYEN)
E 101-300-75-25-4243	Meals	\$17.67	USBKCC0420	POLICE - MEALS (HAYEN)
E 101-300-75-25-4251	Emergency Management	\$28.99	USBKCC0420	POLICE - ADM SHIRT
E 101-300-75-25-4253	Police K-9 Expenditures	\$732.41	USBKCC0420	POLICE K9 SUPPLIES
E 101-300-75-25-4260	Subscriptions/Dues	\$1,295.43	USBKCC0420	POLICE DUES
E 101-300-75-25-4405	Motor Fuel	\$20.07	USBKCC0420	POLICE FUEL
E 101-300-75-25-4430	Vehicle Maintenance	\$1,813.98	USBKCC0420	POLICE VEHICLE MAINT
E 101-300-75-25-4545	Repair/Maintenance Equipm	\$303.90	USBKCC0420	POLICE RADIO
E 101-300-75-25-4430	Vehicle Maintenance	\$102.03	USBKCC0420	POLICE FLOOR LINERS
E 199-000-15-25-4413	Equipment/Accessories	\$3,975.00	USBKCC0420	AED CH/LIQUOR/PW
E 199-000-75-70-4316	Capital Purchases/Improve	\$1,000.00	USBKCC0420	POLICE CHARGE UNIT 702
E 301-000-00-25-4130	Computers/Software	\$14.97	USBKCC0420	WTP MOUSE
E 301-000-00-25-4210	Operating Supplies	\$859.10	USBKCC0420	WTP SUPPLIES
E 301-000-00-25-4212	Other Operations Expenses	\$79.81	USBKCC0420	WTP SUPPLIES
E 301-000-00-25-4235	Postage	\$8.25	USBKCC0420	WTP POSTAGE
E 301-000-00-25-4405	Motor Fuel	\$52.92	USBKCC0420	WTP FUEL
E 301-000-00-25-4545	Repair/Maintenance Equipm	\$811.04	USBKCC0420	WTP REPAIRS
E 401-000-00-25-4210	Operating Supplies	\$244.55	USBKCC0420	WWTP SUPPLIES
E 401-000-00-25-4212	Other Operations Expenses	\$3.51	USBKCC0420	WWTP SUPPLIES
E 401-000-00-25-4380	Chemicals	\$1.67	USBKCC0420	WWTP CHEMICALS
E 401-000-00-25-4405	Motor Fuel	\$151.23	USBKCC0420	WWTP FUEL
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$24.00	USBKCC0420	WWTP REPAIRS
G 501-2020	Accounts Payable	\$392.44	USBKCC0420	LIQUOR NCR CC FEES PAID
E 501-000-00-25-4210	Operating Supplies	\$48.96	USBKCC0420	LIQUOR STORE CLEANING SUPPLIES
E 501-000-00-25-4235	Postage	\$12.35	USBKCC0420	LIQUOR STORE POSTAGE
E 501-000-00-27-4266	Purchases - Misc	\$18.05	USBKCC0420	LIQUOR STORE LIMES
<b>Total US BANK</b>		<b>\$24,845.70</b>		

Paid Chk# 004682E 4/20/2020 **VONAGE BUSINESS**

E 101-200-50-25-4230	Telephone/Internet	\$28.08	ACH INV05360	TELEPHONE BILL FOR MONTH OF APRIL 2020
E 101-200-55-25-4230	Telephone/Internet	\$28.08	ACH INV05360	TELEPHONE BILL FOR MONTH OF APRIL 2020
E 101-100-15-25-4230	Telephone/Internet	\$487.39	ACH INV05360	TELEPHONE BILL FOR MONTH OF APRIL 2020
E 301-000-00-25-4230	Telephone/Internet	\$56.16	ACH INV05360	TELEPHONE BILL FOR MONTH OF APRIL 2020
E 401-000-00-25-4230	Telephone/Internet	\$28.08	ACH INV05360	TELEPHONE BILL FOR MONTH OF APRIL 2020
E 601-000-00-25-4230	Telephone/Internet	\$28.08	ACH INV05360	TELEPHONE BILL FOR MONTH OF APRIL 2020
E 501-000-00-25-4230	Telephone/Internet	\$140.41	ACH INV05360	TELEPHONE BILL FOR MONTH OF APRIL 2020
<b>Total VONAGE BUSINESS</b>		<b>\$796.28</b>		

Paid Chk# 004683E 4/21/2020 **PAYROLL TAXES - FED/FICA**

G 101-2173	FICA Tax Withholding Payable	\$82.62		Federal/FICA Payroll Taxes for Pay Period #4 COMMISSIONERS 04/30/20
<b>Total PAYROLL TAXES - FED/FICA</b>		<b>\$82.62</b>		

Paid Chk# 004684E 4/23/2020 **OPTUM - H.S.A.**

G 101-2184	HSA Contribution payable	\$2,602.46	ACH EE	H.S.A Payment for Period #6 03/18/2020
G 101-2184	HSA Contribution payable	\$1,145.75	ACH ER	H.S.A Payment for Period #6 03/18/2020
<b>Total OPTUM - H.S.A.</b>		<b>\$3,748.21</b>		

Paid Chk# 004685E 4/23/2020 **PERA**

G 101-2174	PERA Withholding Payable	\$12,335.49	ACH	PERA Payment for Pay Period #6 03/18/2020
G 101-2178	P.E.R.A. - Police/Fire Payable	\$12,898.76	ACH	PERA Payment for Pay Period #6 03/18/2020
<b>Total PERA</b>		<b>\$25,234.25</b>		

Paid Chk# 004686E 4/23/2020 **ICMA**

G 101-2177	ICMA - RC Withholding Payable	\$1,899.00	ACH	ICMA Payment for Pay Period #6 03/18/2020
<b>Total ICMA</b>		<b>\$1,899.00</b>		

Paid Chk# 004687E 4/23/2020 **TASC**



**\*Check Detail Register©**

Cks 4/16/2020 - 5/6/2020

		Check Amt	Invoice	Comment
G 101-2183	Other Pre-Tax Insurance Payabl	\$165.38	ACH	FLEX Payment for Employee Portion/Pay Period #6 03/18/2020
<b>Total TASC</b>		\$165.38		
<b>Paid Chk# 004688E 4/24/2020 MARCO BUSINESS PRODUCTS</b>				
G 101-2020	Accounts Payable	\$901.43		MARCO COPIER LEASE 3/10/20 - 4/10/20
<b>Total MARCO BUSINESS PRODUCTS</b>		\$901.43		
<b>Paid Chk# 004689E 4/24/2020 MARCO BUSINESS PRODUCTS</b>				
G 101-2020	Accounts Payable	\$1,123.75		MARCO COPIER LEASE FOR 4/10/20 - 5/10/20
<b>Total MARCO BUSINESS PRODUCTS</b>		\$1,123.75		
<b>Paid Chk# 004690E 5/5/2020 PAYROLL TAXES - FED/FICA</b>				
G 101-2171	Federal Withholding Payable	\$11,532.22		Federal/FICA Payroll Taxes for Pay Period #9 04/29/2020
G 101-2173	FICA Tax Withholding Payable	\$14,897.68		Federal/FICA Payroll Taxes for Pay Period #9 04/29/2020
<b>Total PAYROLL TAXES - FED/FICA</b>		\$26,429.90		
<b>Paid Chk# 004691E 5/5/2020 PAYROLL TAX - STATE</b>				
G 101-2172	State Withholding Payable	\$5,460.87	ACH	State Payroll Taxes for Pay Period #9 04/29/2020
<b>Total PAYROLL TAX - STATE</b>		\$5,460.87		
<b>Paid Chk# 004692E 4/28/2020 PERA</b>				
G 101-2174	PERA Withholding Payable	\$12,473.66	ACH	PERA Payment for Pay Period #9 04/29/2020
G 101-2178	P.E.R.A. - Police/Fire Payable	\$12,864.43	ACH	PERA Payment for Pay Period #9 04/29/2020
<b>Total PERA</b>		\$25,338.09		
<b>Paid Chk# 004693E 4/28/2020 ICMA</b>				
G 101-2177	ICMA - RC Withholding Payable	\$1,849.00	ACH	ICMA Payment for Pay Period #9 04/29/2020
<b>Total ICMA</b>		\$1,849.00		
<b>Paid Chk# 004694E 4/28/2020 TASC</b>				
G 101-2183	Other Pre-Tax Insurance Payabl	\$165.38	ACH	FLEX Payment for Employee Portion/Pay Period #9 04/29/2020
<b>Total TASC</b>		\$165.38		
<b>Paid Chk# 004695E 4/28/2020 PAYROLL TAXES - FED/FICA</b>				
G 101-2171	Federal Withholding Payable	\$50.00		Federal/FICA Payroll Taxes for Pay Period #5 CITY COUNCIL 05/01/2020
G 101-2173	FICA Tax Withholding Payable	\$321.30		Federal/FICA Payroll Taxes for Pay Period #5 CITY COUNCIL 05/01/2020
<b>Total PAYROLL TAXES - FED/FICA</b>		\$371.30		
<b>Paid Chk# 004696E 4/28/2020 PAYROLL TAX - STATE</b>				
G 101-2172	State Withholding Payable	\$50.00	ACH	State Payroll Taxes for Pay Period #5 CITY COUNCIL 05/01/2020
<b>Total PAYROLL TAX - STATE</b>		\$50.00		
<b>Paid Chk# 004697E 4/29/2020 US BANK</b>				
G 101-2020	Accounts Payable	\$186.25		BANK SERVICE CHARGES ELECTRONIC CHECK DEPOSIT FOR FEBRUARY 2020
<b>Total US BANK</b>		\$186.25		
<b>Paid Chk# 004698E 4/29/2020 COLONIAL LIFE</b>				
G 101-2183	Other Pre-Tax Insurance Payabl	\$270.84	4377404-0401	COLONIAL LIFE DEDUCTIONS FOR APRIL 2020
<b>Total COLONIAL LIFE</b>		\$270.84		
<b>Paid Chk# 004699E 5/1/2020 PERA</b>				
G 101-2174	PERA Withholding Payable	\$19.34	ACH	PERA Payment for Pay Period #5.1 3/12/2020
<b>Total PERA</b>		\$19.34		



**\*Check Detail Register©**

Cks 4/16/2020 - 5/6/2020

		Check Amt	Invoice	Comment
<b>Paid Chk# 004700E 5/4/2020 PSN</b>				
G 101-2020	Accounts Payable	\$712.01		PSN FEES PAID FOR MONTH OF APRIL 2020
G 301-2020	Accounts Payable	\$1,284.40		PSN FEES PAID FOR MONTH OF APRIL 2020
G 401-2020	Accounts Payable	\$1,284.40		PSN FEES PAID FOR MONTH OF APRIL 2020
<b>Total PSN</b>		<b>\$3,280.81</b>		
<b>Paid Chk# 004701E 5/4/2020 4M FUND</b>				
G 101-1040	Investments	\$249,500.00	CD PURCHAS	BANK OF CHINA CD MATURES 8.3.20
G 101-1040	Investments	\$249,600.00	CD PURCHAS	TEXAS CAOUTAK CD MATURES 8.3.20
<b>Total 4M FUND</b>		<b>\$499,100.00</b>		
<b>Paid Chk# 004702E 5/4/2020 HEALTH PARTNERS</b>				
G 101-2182	Health-Dental-Life Ins Payable	\$3,513.15	EE PORTION	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF JUNE 2020
G 101-2182	Health-Dental-Life Ins Payable	\$26,354.36	ER PORTION	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF JUNE 2020
E 101-300-75-05-4008	Insurance Benefits (er)	\$1,510.14	HANDELAND	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF JUNE 2020
G 101-1158	Cobra Insurance Receivable	\$1,317.41	RETIREE	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF JUNE 2020
E 101-300-75-05-4008	Insurance Benefits (er)	\$480.39	SHERBURNE	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF JUNE 2020
<b>Total HEALTH PARTNERS</b>		<b>\$33,175.45</b>		
<b>Paid Chk# 004703E 4/20/2020 PITNEY BOWES INC</b>				
G 101-1551	Prepaid Postage	\$200.00		POSTAGE PURCHASE 4/20/2020
<b>Total PITNEY BOWES INC</b>		<b>\$200.00</b>		
<b>Paid Chk# 082498 5/6/2020 BIG LAKE LUMBER</b>				
E 101-200-55-25-4210	Operating Supplies	(\$28.33)		DISCOUNT
E 101-200-55-25-4210	Operating Supplies	\$162.98	20078361	PARKS SUPPLIES
E 101-200-55-25-4210	Operating Supplies	\$13.67	20078657	PARKS SUPPLIES
E 101-200-55-25-4210	Operating Supplies	\$18.77	20078667	PARKS SUPPLIES
<b>Total BIG LAKE LUMBER</b>		<b>\$167.09</b>		
<b>Paid Chk# 082499 5/6/2020 CENTERPOINT ENERGY</b>				
E 101-200-50-25-4580	Natural Gas	\$196.05		PUBLIC WORKS BLDG
E 101-200-55-25-4580	Natural Gas	\$196.05		PUBLIC WORKS BLDG
E 301-000-00-25-4580	Natural Gas	\$196.05		PUBLIC WORKS BLDG
E 401-000-00-25-4580	Natural Gas	\$196.06		PUBLIC WORKS BLDG
E 101-100-20-25-4580	Natural Gas	\$32.37	10178578-0	POLICE/LIBRARY BLDG
E 101-100-20-25-4580	Natural Gas	\$102.17	10178579-8	POLICE/LIBRARY BLDG
E 301-000-00-25-4580	Natural Gas	\$38.81	5769828-4	WELL MN AVE
E 501-000-00-25-4580	Natural Gas	\$147.23	5780558-2	LIQUOR STORE
E 101-200-50-25-4580	Natural Gas	\$30.00	5793223-8	PUBLIC WORKS SHED
E 101-200-50-25-4580	Natural Gas	\$24.58	5808592-9	PUBLIC WORKS SHED
E 601-000-00-25-4580	Natural Gas	\$41.27	5819667-6	PUBLIC WORKS BLDG
E 301-000-00-25-4580	Natural Gas	\$50.11	5820083-3	WELL PINTAIL
E 301-000-00-25-4580	Natural Gas	\$757.42	6122739-3	WATER TREATMENT FACILITY
E 101-100-20-25-4580	Natural Gas	\$202.68	8076448-3	POLICE/LIBRARY BLDG
E 101-100-15-25-4580	Natural Gas	\$308.93	9359272-3	CITY HALL
<b>Total CENTERPOINT ENERGY</b>		<b>\$2,519.78</b>		
<b>Paid Chk# 082501 4/17/2020 BELL BOY CORPORATION-1</b>				
E 501-000-00-27-4264	Purchases - Wine	\$130.00		WINE
E 501-000-00-27-4269	Freight - In	\$28.80		FRT
E 501-000-00-27-4263	Purchases - Beer	\$28.92		MIX
E 501-000-00-27-4269	Freight - In	\$2.31		FRT
E 501-000-00-27-4263	Purchases - Beer	(\$28.92)		MIX



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		Check Amt	Invoice	Comment
E 501-000-00-27-4265	Purchases - Mix/Pop	\$28.92		MIX
E 501-000-00-27-4262	Purchases - Liquor	\$1,811.00	0083623200	LIQUOR
E 501-000-00-25-4210	Operating Supplies	\$37.79	0101175400	SUPPLIES
<b>Total BELL BOY CORPORATION-1</b>		<b>\$2,038.82</b>		
<b>Paid Chk# 082502 4/17/2020 BERNICKS PEPSI</b>				
E 501-000-00-27-4263	Purchases - Beer	(\$60.00)	363572	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$3,499.00	69532	BEER
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$69.15	69532	NA BEER
<b>Total BERNICKS PEPSI</b>		<b>\$3,508.15</b>		
<b>Paid Chk# 082503 4/17/2020 C&amp;L DISTRIBUTING COMPANY</b>				
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$240.35		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$104.00		MIX
E 501-000-00-27-4263	Purchases - Beer	\$2,268.45	1067001697	BEER
E 501-000-00-27-4263	Purchases - Beer	\$13,269.30	961004301	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$15.00)	968001016	CREDIT
E 501-000-00-27-4263	Purchases - Beer	(\$12.00)	968001017	CREDIT
<b>Total C&amp;L DISTRIBUTING COMPANY</b>		<b>\$15,855.10</b>		
<b>Paid Chk# 082504 4/17/2020 CHARTER COMMUNICATIONS</b>				
E 101-100-15-25-4230	Telephone/Internet	\$77.01	000463004102	CITY HALL INTERNET
E 301-000-00-25-4230	Telephone/Internet	\$116.97	001307804102	WATER INTERNET
<b>Total CHARTER COMMUNICATIONS</b>		<b>\$193.98</b>		
<b>Paid Chk# 082505 4/17/2020 DISGRUNTLED BREWERY. LLC</b>				
E 501-000-00-27-4263	Purchases - Beer	\$129.60	568	BEER
<b>Total DISGRUNTLED BREWERY. LLC</b>		<b>\$129.60</b>		
<b>Paid Chk# 082506 4/17/2020 FLAGSHIP RECREATION</b>				
E 101-200-55-25-4413	Equipment/Accessories	\$402.80		PLAYGROUND EQUIP
E 101-200-55-25-4413	Equipment/Accessories	(\$402.80)		PLAYGROUND EQUIP
E 101-200-55-25-4535	Playground Maintenance	\$402.80		PLAYGROUND EQUIP
<b>Total FLAGSHIP RECREATION</b>		<b>\$402.80</b>		
<b>Paid Chk# 082507 4/17/2020 GRANITE CITY JOBBING</b>				
E 501-000-00-27-4273	Purchaes - Cigarette non tax	\$1,150.32	179935	TOBACCO
E 501-000-00-27-4271	Purchases - Cigars	\$106.62	179935	CIGARS
E 501-000-00-27-4265	Purchases - Mix/Pop	\$18.20	179935	MIX
E 501-000-00-27-4269	Freight - In	\$4.25	179935	FRT
<b>Total GRANITE CITY JOBBING</b>		<b>\$1,279.39</b>		
<b>Paid Chk# 082508 4/17/2020 OFFICE DEPOT</b>				
E 101-200-50-25-4210	Operating Supplies	\$519.56	466055119001	PUBLIC WORKS SUPPLIES
<b>Total OFFICE DEPOT</b>		<b>\$519.56</b>		
<b>Paid Chk# 082509 4/17/2020 PHILLIPS WINE &amp; SPIRITS</b>				
E 501-000-00-27-4262	Purchases - Liquor	\$8,640.20	6025423	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$31.00	6025423	MIX
<b>Total PHILLIPS WINE &amp; SPIRITS</b>		<b>\$8,671.20</b>		
<b>Paid Chk# 082510 4/17/2020 THUL SPECIALTY CONTRACTING, IN</b>				
E 101-200-50-25-4257	Contractors Hired	\$5,335.00	2755	CATCH BASIN & MANHOLE REPAIRS
<b>Total THUL SPECIALTY CONTRACTING, IN</b>		<b>\$5,335.00</b>		
<b>Paid Chk# 082511 4/17/2020 WATER CONSERVATION SERV, INC.</b>				
E 301-000-00-25-4257	Contractors Hired	\$539.40	10360	WATER LEAK LOCATE
<b>Total WATER CONSERVATION SERV, INC.</b>		<b>\$539.40</b>		



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<b>Paid Chk# 082512 5/6/2020 ACE SOLID WASTE INC</b>				
E 101-100-15-25-4225	Sanitation/Garbage Removal	\$107.99	5872460	CITY HALL
E 101-200-50-25-4225	Sanitation/Garbage Removal	\$159.54	5872460	PUBLIC WORKS BLDG
E 501-000-00-25-4225	Sanitation/Garbage Removal	\$233.15	5872460	LIQUOR STORE
E 101-200-55-25-4225	Sanitation/Garbage Removal	\$505.43	5872460	LAKESIDE PARK
E 101-100-20-25-4225	Sanitation/Garbage Removal	\$124.65	5872460	POLICE/LIBRARY
E 401-000-00-25-4225	Sanitation/Garbage Removal	\$251.92	5872460	WASTEWATER FACILITY
<b>Total ACE SOLID WASTE INC</b>		<b>\$1,382.68</b>		
<b>Paid Chk# 082513 5/6/2020 BEAUDRY</b>				
E 401-000-00-25-4257	Contractors Hired	\$160.00	1597214	PUMP OUT WATER & TEST FUEL
<b>Total BEAUDRY</b>		<b>\$160.00</b>		
<b>Paid Chk# 082514 5/6/2020 BERNICKS PEPSI</b>				
E 501-000-00-27-4263	Purchases - Beer	\$512.00	12411	BEER
E 501-000-00-27-4263	Purchases - Beer	\$83.10	76276	BEER
E 501-000-00-27-4263	Purchases - Beer	\$4,851.90	76277	BEER
<b>Total BERNICKS PEPSI</b>		<b>\$5,447.00</b>		
<b>Paid Chk# 082515 5/6/2020 BOLTON &amp; MENK INC</b>				
E 101-200-40-20-4150	Engineering	\$382.50		STANDARD DETAIL 7-100R
E 101-200-40-20-4150	Engineering	\$90.00		LOT 5 BLK 12 HARRISON COVE 2ND
G 150-2055	Escrow Payable	\$90.00		NORLAND PARK 6TH ADD
G 150-2055	Escrow Payable	\$600.00		TMOBILE FIBER PLAN 51 LAKESHORE
G 101-2055	Escrow Payable	\$225.00		301 CRESCENT VARIANCE
G 101-2055	Escrow Payable	\$295.00		321 CR 43 STYLE CATERING
G 101-2055	Escrow Payable	\$225.00		AEON CONCEPT
G 101-2055	Escrow Payable	\$180.00		COMMONBOND CONCEPT
G 499-1600	Construction WIP	\$295.00		WWTP EXPANSION
G 150-2055	Escrow Payable	\$70.00	0249144	CASEYS ESCROW
G 101-2055	Escrow Payable	\$1,350.00	0249146	CAR CONDO ESCROW PHASE I & II
G 101-2055	Escrow Payable	\$1,535.00	0249149	SANDHILL ESCROW PLAN REVIEW
G 101-2055	Escrow Payable	\$1,740.00	0249151	AVALON HOMES ESCROW THRU APRIL
G 150-2055	Escrow Payable	\$2,105.00	0249153	STATION STREETS ESCROW
E 101-200-40-20-4150	Engineering	\$2,450.00	0249155	MAP UPDATES
E 198-000-50-20-4150	Engineering	\$16,616.00	0249156	SAFE ROUTE TO SCHOOL
<b>Total BOLTON &amp; MENK INC</b>		<b>\$28,248.50</b>		
<b>Paid Chk# 082516 5/6/2020 CRYSTAL SPRINGS ICE</b>				
E 501-000-00-27-4266	Purchases - Misc	\$693.06	005.B000086	ICE/WATER
<b>Total CRYSTAL SPRINGS ICE</b>		<b>\$693.06</b>		
<b>Paid Chk# 082517 5/6/2020 DAHLHEIMER DISTRIBUTING CO</b>				
E 501-000-00-27-4263	Purchases - Beer	\$1,288.00	112-03186	BEER
<b>Total DAHLHEIMER DISTRIBUTING CO</b>		<b>\$1,288.00</b>		
<b>Paid Chk# 082518 5/6/2020 ECM PUBLISHERS, INC.</b>				
E 101-200-55-25-4220	Advertising	\$34.20	773501	STREET & PARKS SEASONAL
E 101-200-50-25-4220	Advertising	\$34.21	773501	STREET & PARKS SEASONAL
<b>Total ECM PUBLISHERS, INC.</b>		<b>\$68.41</b>		
<b>Paid Chk# 082519 5/6/2020 FREIDAY, SARA</b>				
E 101-100-15-25-4217	Cleaning Services	\$1,000.00	004189	CITY HALL/SENIOR CTR APRIL
E 101-100-20-25-4217	Cleaning Services	\$620.00	004189	POLICE/LIBRARY APRIL
<b>Total FREIDAY, SARA</b>		<b>\$1,620.00</b>		
<b>Paid Chk# 082520 5/6/2020 MAC QUEEN EQUIPMENT INC</b>				
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$491.27	P27086	STREET/REPAIR MAINT



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E 101-200-50-25-4545	Repair/Maintenance Equipm	\$403.52	P27182	STREET/REPAIR MAINT
<b>Total MAC QUEEN EQUIPMENT INC</b>		<b>\$894.79</b>		
<b>Paid Chk# 082521 5/6/2020 MHFA</b>				
E 116-000-00-25-4212	Other Operations Expenses	\$425.82		107 CORRINE 2020 QTR 1 PYMT
E 116-000-00-25-4212	Other Operations Expenses	\$461.81		4984 MITCHELL 2020 QTR 1 PYMT
<b>Total MHFA</b>		<b>\$887.63</b>		
<b>Paid Chk# 082522 5/6/2020 MIDWAY IRON INC.</b>				
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$311.74	453402	WATER/REPAIR MAINT
<b>Total MIDWAY IRON INC.</b>		<b>\$311.74</b>		
<b>Paid Chk# 082523 5/6/2020 PAUSTIS WINE COMPANY</b>				
E 501-000-00-27-4269	Freight - In	\$12.50		FRT
E 501-000-00-27-4264	Purchases - Wine	\$1,149.30	88049	WINE
<b>Total PAUSTIS WINE COMPANY</b>		<b>\$1,161.80</b>		
<b>Paid Chk# 082524 5/6/2020 SCHULTZ, NANCY</b>				
R 280-000-3200	Vendor License	\$100.00		REFUND VENDOR FEE
<b>Total SCHULTZ, NANCY</b>		<b>\$100.00</b>		
<b>Paid Chk# 082525 5/6/2020 TAPCO</b>				
E 199-000-50-70-4316	Capital Purchases/Improve	\$17,194.29	1668318	SAFETY MESSAGE BOARD
<b>Total TAPCO</b>		<b>\$17,194.29</b>		
<b>Paid Chk# 082526 5/6/2020 UTILITY CONSULTANTS</b>				
E 401-000-00-20-4160	Testing	\$1,636.20	104948	SEWER TESTING
<b>Total UTILITY CONSULTANTS</b>		<b>\$1,636.20</b>		
<b>Paid Chk# 082611 4/22/2020 ALL AMERICAN TITLE CO., INC.</b>				
G 401-2059	Unapplied Payments	\$40.37		W/S REFUND 5709 EGRET AVE
<b>Total ALL AMERICAN TITLE CO., INC.</b>		<b>\$40.37</b>		
<b>Paid Chk# 082612 4/22/2020 BALKEN, STEVEN &amp; ANNETTE</b>				
G 401-2059	Unapplied Payments	\$22.09		W/S REFUND 5625 LOON DR
<b>Total BALKEN, STEVEN &amp; ANNETTE</b>		<b>\$22.09</b>		
<b>Paid Chk# 082613 4/22/2020 CLEAR TITLE, LLC</b>				
G 401-2059	Unapplied Payments	\$20.51		W/S REFUND 121 HILL CIRCLE W
<b>Total CLEAR TITLE, LLC</b>		<b>\$20.51</b>		
<b>Paid Chk# 082614 4/22/2020 EDEN MICHAEL &amp; KALI</b>				
G 401-2059	Unapplied Payments	\$28.89		W/S REFUND 5601 LOON DR
<b>Total EDEN MICHAEL &amp; KALI</b>		<b>\$28.89</b>		
<b>Paid Chk# 082615 4/22/2020 EXECUTIVE ASSOCIATES TITLE</b>				
G 401-2059	Unapplied Payments	\$44.64		W/S REFUND 709 INDEPENDENCE DR
<b>Total EXECUTIVE ASSOCIATES TITLE</b>		<b>\$44.64</b>		
<b>Paid Chk# 082616 4/22/2020 FIRST AMERICAN TITLE</b>				
G 401-2059	Unapplied Payments	\$252.57		W/S REFUND 16777 MARKET PL DR
<b>Total FIRST AMERICAN TITLE</b>		<b>\$252.57</b>		
<b>Paid Chk# 082617 4/22/2020 HASSLE FREE HOME BUYERS</b>				
G 401-2059	Unapplied Payments	\$15.53		W/S REFUND 111 HIAWATHA AVE
<b>Total HASSLE FREE HOME BUYERS</b>		<b>\$15.53</b>		
<b>Paid Chk# 082618 4/22/2020 HOME SECURITY ABSTRACT &amp; TITLE</b>				
G 401-2059	Unapplied Payments	\$75.00		W/S REFUND 791 EAGLE LAKE RD N



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G 401-2059	Unapplied Payments		\$36.72		W/S REFUND 20438 JUNEGRASS DR
G 401-2059	Unapplied Payments		\$186.35		W/S REFUND 1020 WALL ST
<b>Total</b>	<b>HOME SECURITY ABSTRACT &amp; TITLE</b>		\$298.07		
<hr/>					
Paid Chk# 082619	4/22/2020	<b>JULIOT, ANN MARIE</b>			
G 401-2059	Unapplied Payments		\$10.47		W/S REFUND 694 INDEPENDENCE DR
<b>Total</b>	<b>JULIOT, ANN MARIE</b>		\$10.47		
<hr/>					
Paid Chk# 082620	4/22/2020	<b>LGI HOMES CORPORATE LLC</b>			
G 401-2059	Unapplied Payments		\$147.62		W/S REFUND 19077 EAGLE LAKE RD S
<b>Total</b>	<b>LGI HOMES CORPORATE LLC</b>		\$147.62		
<hr/>					
Paid Chk# 082621	4/22/2020	<b>MCKERNAN, JERRY</b>			
G 401-2059	Unapplied Payments		\$15.60		W/S REFUND 4945 DRAKE CIR
<b>Total</b>	<b>MCKERNAN, JERRY</b>		\$15.60		
<hr/>					
Paid Chk# 082622	4/22/2020	<b>MINNESOTA TITLE, LLC</b>			
G 401-2059	Unapplied Payments		\$28.50		W/S REFUND 512 EVERGREEN CIR
G 401-2059	Unapplied Payments		\$143.33		W/S REFUND 4360 PINTAIL ST
<b>Total</b>	<b>MINNESOTA TITLE, LLC</b>		\$171.83		
<hr/>					
Paid Chk# 082623	4/22/2020	<b>MOORE, RICHARD &amp; MARJORIE</b>			
G 401-2059	Unapplied Payments		\$48.76		W/S REFUND 730 KATRINA LN
<b>Total</b>	<b>MOORE, RICHARD &amp; MARJORIE</b>		\$48.76		
<hr/>					
Paid Chk# 082624	4/22/2020	<b>NORTON, DUSTIN &amp; SIERRA</b>			
G 401-2059	Unapplied Payments		\$11.59		W/S REFUND 4626 POND VIEW CIR
<b>Total</b>	<b>NORTON, DUSTIN &amp; SIERRA</b>		\$11.59		
<hr/>					
Paid Chk# 082625	4/22/2020	<b>OSTERHOUT, KATRINA</b>			
G 401-2059	Unapplied Payments		\$84.62		W/S REFUND 4645 STERLING DR
<b>Total</b>	<b>OSTERHOUT, KATRINA</b>		\$84.62		
<hr/>					
Paid Chk# 082626	4/22/2020	<b>PATHLIGHT PROPERTY MGT</b>			
G 401-2059	Unapplied Payments		\$64.04		W/S REFUND 18878 EARL RD
<b>Total</b>	<b>PATHLIGHT PROPERTY MGT</b>		\$64.04		
<hr/>					
Paid Chk# 082627	4/22/2020	<b>PETERS, LYNN</b>			
G 401-2059	Unapplied Payments		\$54.70		W/S REFUND 710 INDEPENDENCE DR
<b>Total</b>	<b>PETERS, LYNN</b>		\$54.70		
<hr/>					
Paid Chk# 082628	4/22/2020	<b>PILLAR TITLE SERVICES</b>			
G 401-2059	Unapplied Payments		\$17.59		W/S REFUND 18861 JULIE WAY
<b>Total</b>	<b>PILLAR TITLE SERVICES</b>		\$17.59		
<hr/>					
Paid Chk# 082629	4/22/2020	<b>PREFERRED TITLE INC</b>			
G 401-2059	Unapplied Payments		\$32.90		W/S REFUND 5610 LOON DR
<b>Total</b>	<b>PREFERRED TITLE INC</b>		\$32.90		
<hr/>					
Paid Chk# 082630	4/22/2020	<b>RESULTS TITLE</b>			
G 401-2059	Unapplied Payments		\$76.12		W/S REFUND 20146 204TH AVE
<b>Total</b>	<b>RESULTS TITLE</b>		\$76.12		
<hr/>					
Paid Chk# 082631	4/22/2020	<b>SCHNURSTEIN, AARON &amp; KELLY</b>			
G 401-2059	Unapplied Payments		\$165.53		W/S REFUND 5648 LOON DR
<b>Total</b>	<b>SCHNURSTEIN, AARON &amp; KELLY</b>		\$165.53		
<hr/>					
Paid Chk# 082632	4/22/2020	<b>TITLESMAART - BLAINE</b>			
G 401-2059	Unapplied Payments		\$22.72		W/S REFUND 451 DONNA COURT



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G 401-2059	Unapplied Payments	\$205.43		W/S REFUND 5706 GLASGOW BAY
<b>Total TITLESMAART - BLAINE</b>		<b>\$228.15</b>		
<b>Paid Chk# 082633 4/22/2020 TRADEMARK TITLE SERVICES, INC.</b>				
G 401-2059	Unapplied Payments	\$62.42		W/S REFUND 20341 JUNEGRASS DR
<b>Total TRADEMARK TITLE SERVICES, INC.</b>		<b>\$62.42</b>		
<b>Paid Chk# 082634 4/22/2020 WATERMARK TITLE AGENCY, LLC</b>				
G 401-2059	Unapplied Payments	\$90.98		W/S REFUND 5659 DUNDEE ALCOVE
<b>Total WATERMARK TITLE AGENCY, LLC</b>		<b>\$90.98</b>		
<b>Paid Chk# 082635 4/23/2020 ABRAHAMSON, CARLA</b>				
E 101-300-75-25-4215	Uniforms/Clothing	\$24.00	973131	POLICE UNIFORM
<b>Total ABRAHAMSON, CARLA</b>		<b>\$24.00</b>		
<b>Paid Chk# 082636 4/23/2020 ARVIG</b>				
E 101-300-75-25-4230	Telephone/Internet	\$371.00	000305939400	POLICE INTERNET
<b>Total ARVIG</b>		<b>\$371.00</b>		
<b>Paid Chk# 082637 4/23/2020 AUTOMATIC SYSTEMS CO</b>				
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$1,065.70	34967S	REPAIR DRYER PANEL COM
<b>Total AUTOMATIC SYSTEMS CO</b>		<b>\$1,065.70</b>		
<b>Paid Chk# 082638 4/23/2020 AUTOSTOP INC</b>				
E 101-300-75-25-4430	Vehicle Maintenance	\$110.63	0081555	POLICE #728 VEHICLE MAINT
E 101-300-75-25-4430	Vehicle Maintenance	\$26.25	0081701	POLICE #728 VEHICLE MAINT
<b>Total AUTOSTOP INC</b>		<b>\$136.88</b>		
<b>Paid Chk# 082639 4/23/2020 BELL BOY CORPORATION-1</b>				
E 501-000-00-27-4262	Purchases - Liquor	\$1,007.00	0083706400	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$582.00	0083706400	WINE
E 501-000-00-27-4269	Freight - In	\$19.80	0083706400	FRT
E 501-000-00-27-4265	Purchases - Mix/Pop	\$66.37	0101205600	MIX
E 501-000-00-27-4269	Freight - In	\$2.54	0101205600	FRT
<b>Total BELL BOY CORPORATION-1</b>		<b>\$1,677.71</b>		
<b>Paid Chk# 082640 4/23/2020 BERNICKS PEPSI</b>				
E 501-000-00-27-4263	Purchases - Beer	(\$85.96)	71737	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$2,938.50	71738	BEER
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$50.20	71738	NA BEER
E 501-000-00-27-4263	Purchases - Beer	\$100.97	71739	BEER
<b>Total BERNICKS PEPSI</b>		<b>\$3,003.71</b>		
<b>Paid Chk# 082641 4/23/2020 BREAKTHRU BEVERAGE</b>				
E 501-000-00-27-4262	Purchases - Liquor	\$1,594.64	1081123797	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$184.00	1081123797	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$142.10	1081123797	MIX
E 501-000-00-27-4263	Purchases - Beer	\$122.75	1081123798	BEER
E 501-000-00-27-4262	Purchases - Liquor	(\$119.03)	2080218782	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$7.57)	2080228493	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$13.87)	2080228580	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$237.00)	2080234292	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$157.50)	2080244465	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$135.32)	2080255588	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$97.62)	2080262363	CREDIT
E 501-000-00-27-4265	Purchases - Mix/Pop	(\$40.95)	2080264342	CREDIT
E 501-000-00-27-4265	Purchases - Mix/Pop	(\$30.00)	2080266487	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$63.07)	2080270125	CREDIT



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<b>Total BREAKTHRU BEVERAGE</b>		\$1,141.56		
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Paid Chk#	082642	4/23/2020	<b>BUSINESS MANAGEMENT DAILY</b>	
E	101-100-15-25-4260	Subscriptions/Dues	\$179.00	PAYROLL LEGAL
E	101-100-15-25-4260	Subscriptions/Dues	\$199.00	HR EMPLOYMENT LAW
<b>Total BUSINESS MANAGEMENT DAILY</b>		\$378.00		
<hr/>				
Paid Chk#	082643	4/23/2020	<b>CITY OF BIG LAKE</b>	
E	101-200-55-25-4590	Water/Sewer Utilities	\$30.97	04000000100 19255 ENGLEWOOD DR SANFORD
E	101-200-55-25-4590	Water/Sewer Utilities	\$30.97	040000001100 20480 NEDD ST
E	101-200-50-25-4590	Water/Sewer Utilities	\$30.97	040000016100 PW BLDG METER 2
E	101-100-20-25-4590	Water/Sewer Utilities	\$108.81	040004166000 POLICE/LIBRARY BLDG
E	101-100-15-25-4590	Water/Sewer Utilities	\$89.35	040005602000 CITY HALL
E	101-200-55-25-4590	Water/Sewer Utilities	\$30.97	040005605000 LAKESIDE PARK RESTROOM
E	101-200-55-25-4590	Water/Sewer Utilities	\$30.97	040005607000 LAKESIDE PARK WATER FOUNTAIN
E	101-200-50-25-4590	Water/Sewer Utilities	\$89.35	040005609000 PW BLDG METER 1
E	501-000-00-25-4590	Water/Sewer Utilities	\$65.23	040005614000 LAKE LIQUOR STORE
E	101-200-55-25-4590	Water/Sewer Utilities	\$30.97	040005724000 HUDSON WOODS PARK
E	101-200-55-25-4590	Water/Sewer Utilities	\$30.97	040005736000 SHORES OF LAKE MITCHELL
E	101-200-55-25-4590	Water/Sewer Utilities	\$30.97	040005737000 WRIGHTS CROSSING PARK
E	101-200-55-25-4590	Water/Sewer Utilities	\$30.97	040005738000 HIGHLINE PARK
E	101-200-55-25-4590	Water/Sewer Utilities	\$30.97	040005764000 MITCHELL FARMS PARK
E	101-200-55-25-4590	Water/Sewer Utilities	\$30.97	040005776000 POWELL PARK
E	101-200-55-25-4590	Water/Sewer Utilities	\$30.97	040005777000 LAKESIDE PARK IRRIGATION
E	101-200-55-25-4590	Water/Sewer Utilities	\$30.97	040005778000 LAKE RIDGE PARK
E	101-200-55-25-4590	Water/Sewer Utilities	\$30.97	040007126000 PARKWAY IRRIGATION
E	101-200-55-25-4590	Water/Sewer Utilities	\$30.97	040007127000 BLUFF PARK
E	101-200-55-25-4590	Water/Sewer Utilities	\$30.97	040007285000 JEFFERSON SQUARE PARK IRR
<b>Total CITY OF BIG LAKE</b>		\$848.26		
<hr/>				
Paid Chk#	082644	4/23/2020	<b>CONNEXUS ENERGY</b>	
E	101-200-50-25-4575	Electricity (Street Lights)	\$36.58	390212-30695 STREET LIGHTS
E	101-200-50-25-4575	Electricity (Street Lights)	\$155.45	390212-30695 STREET LIGHTS
E	101-200-50-25-4575	Electricity (Street Lights)	\$841.20	390212-30695 STREET LIGHTS
E	101-200-50-25-4575	Electricity (Street Lights)	\$1,920.17	390212-30695 STREET LIGHTS
E	301-000-00-25-4570	Electricity	\$1,572.27	390212-30695 WELL #4
E	101-100-20-25-4570	Electricity	\$250.84	390212-30695 POLICE/LIBRARY BLDG
E	301-000-00-25-4570	Electricity	\$665.90	390212-30695 WELL #3
E	401-000-00-25-4570	Electricity	\$232.54	390212-30695 LIFT #1
E	401-000-00-25-4570	Electricity	\$40.08	390212-30695 LIFT #4
E	101-200-55-25-4570	Electricity	\$7.76	390212-30695 CR 5 PARK
E	401-000-00-25-4570	Electricity	\$7,081.31	390212-30695 WWTP FACILITY
E	401-000-00-25-4570	Electricity	\$36.29	390212-30695 LIFT #6
E	101-200-55-25-4570	Electricity	\$13.50	390212-30695 PINTAIL PARK
E	101-200-50-25-4570	Electricity	\$23.44	390212-30695 PW SHED
E	101-200-55-25-4570	Electricity	\$13.50	390212-30695 TEAL PARK
E	101-200-55-25-4570	Electricity	\$5.00	390212-30695 POWELL PARK
E	401-000-00-25-4570	Electricity	\$178.85	390212-30695 LIFT #7
E	401-000-00-25-4570	Electricity	\$112.25	390212-30695 LIFT #8
E	101-200-55-25-4570	Electricity	\$13.50	390212-30695 LAKESIDE PARK
E	101-200-55-25-4570	Electricity	\$13.50	390212-30695 LAKE RIDGE PARK
E	301-000-00-25-4570	Electricity	\$168.49	390212-30695 WELL #5
E	101-200-50-25-4575	Electricity (Street Lights)	\$757.25	390212-30695 STREET LIGHTS
E	301-000-00-25-4570	Electricity	\$141.33	390212-30695 WATER TOWER 3
E	101-200-50-25-4575	Electricity (Street Lights)	\$70.98	390212-30695 STREET LIGHTS
E	101-200-50-25-4575	Electricity (Street Lights)	\$13.74	390212-30695 TRAFFIC FLASH SIGNAL
E	101-200-55-25-4570	Electricity	\$13.50	390212-30695 LAKESIDE PARK
E	301-000-00-25-4570	Electricity	\$4,207.89	390212-30695 WATER TREATMENT FACILITY



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Cks 4/16/2020 - 5/6/2020

		Check Amt	Invoice	Comment
E 401-000-00-25-4570	Electricity	\$86.14	390212-30695	LIFT #9
E 401-000-00-25-4570	Electricity	\$128.23	390212-30695	LIFT #11
E 401-000-00-25-4570	Electricity	\$211.20	390212-30695	LIFT #10
E 401-000-00-25-4570	Electricity	\$138.05	390212-30695	LIFT #12
E 401-000-00-25-4570	Electricity	\$65.90	390212-30695	PACIFIC LIFT
E 301-000-00-25-4570	Electricity	\$260.84	390212-30695	WATER TOWER
E 101-200-55-25-4570	Electricity	\$13.50	390212-30695	HIGHLINE DR PARK
E 101-200-55-25-4570	Electricity	\$13.50	390212-30695	MAY CIR PARK
E 301-000-00-25-4570	Electricity	\$289.43	390212-30695	WATER TOWER
E 101-200-55-25-4570	Electricity	\$39.85	390212-30695	LAKESIDE PARK
E 101-100-20-25-4570	Electricity	\$50.88	390212-30695	POLICE/LIBRARY BLDG
E 101-100-20-25-4570	Electricity	\$436.96	390212-30695	POLICE/LIBRARY BLDG
E 301-000-00-25-4570	Electricity	\$61.77	390212-30695	WELL #7
E 401-000-00-25-4570	Electricity	\$4,837.37	390212-30695	WWTP FACILITY
E 101-200-55-25-4570	Electricity	\$5.37	390212-30695	NEDD ST IRRIGATION
E 101-200-50-25-4575	Electricity (Street Lights)	\$37.00	390212-30695	STREET LIGHTS
E 101-200-50-25-4570	Electricity	\$16.29	390212-30695	COMPOST GATE
E 601-000-00-25-4570	Electricity	\$51.46	390212-30695	PUBLIC WORKS BLDG
E 101-200-50-25-4570	Electricity	\$244.44	390212-30695	PUBLIC WORKS BLDG
E 101-200-55-25-4570	Electricity	\$244.44	390212-30695	PUBLIC WORKS BLDG
E 301-000-00-25-4570	Electricity	\$244.44	390212-30695	PUBLIC WORKS BLDG
E 401-000-00-25-4570	Electricity	\$244.44	390212-30695	PUBLIC WORKS BLDG
<b>Total CONNEXUS ENERGY</b>		\$26,308.61		

<b>Paid Chk# 082645 4/23/2020 HOPKINS, JOHNATHAN</b>				
E 280-000-00-25-4212	Other Operations Expenses	\$7.00		PROMOTION TOKENS APRIL
<b>Total HOPKINS, JOHNATHAN</b>		\$7.00		

<b>Paid Chk# 082646 4/23/2020 LILLO, KATIE</b>				
G 280-2026	Farmer Markets Token Payable	\$30.00		CC TOKENS APRIL
G 280-2026	Farmer Markets Token Payable	\$10.00		EBT TOKENS APRIL
E 280-000-00-25-4212	Other Operations Expenses	\$39.00		PROMOTION TOKENS APRIL
E 280-000-00-25-4212	Other Operations Expenses	\$9.00		MARKET BUCKS APRIL
<b>Total LILLO, KATIE</b>		\$88.00		

<b>Paid Chk# 082647 4/23/2020 LUPULIN BREWING LLC</b>				
E 501-000-00-27-4263	Purchases - Beer	\$130.00	27921	BEER
E 501-000-00-27-4263	Purchases - Beer	\$491.00	28546	BEER
E 501-000-00-27-4263	Purchases - Beer	\$514.00	28594	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$20.33)	961380	CREDIT
<b>Total LUPULIN BREWING LLC</b>		\$1,114.67		

<b>Paid Chk# 082648 4/23/2020 MHFA</b>				
E 116-000-00-25-4212	Other Operations Expenses	\$4,062.44		REPAYMENT OF LOAN NSP 3 671 FOREST RD
<b>Total MHFA</b>		\$4,062.44		

<b>Paid Chk# 082649 4/23/2020 REYNOLDS, REBECCA</b>				
E 280-000-00-25-4212	Other Operations Expenses	\$9.00		PROMOTION TOKENS APRIL
<b>Total REYNOLDS, REBECCA</b>		\$9.00		

<b>Paid Chk# 082650 4/23/2020 WARREN, JADE</b>				
G 280-2026	Farmer Markets Token Payable	\$20.00		EBT TOKENS APRIL
E 280-000-00-25-4212	Other Operations Expenses	\$16.00		PROMOTION TOKENS APRIL
E 280-000-00-25-4212	Other Operations Expenses	\$20.00		MARKET BUCKS APRIL
<b>Total WARREN, JADE</b>		\$56.00		

<b>Paid Chk# 082651 4/24/2020 CARLOS CREEK WINERY</b>				
E 501-000-00-27-4264	Purchases - Wine	\$297.00	19108	WINE



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		Check Amt	Invoice	Comment
<b>Total CARLOS CREEEK WINERY</b>		\$297.00		
Paid Chk#	082652 4/24/2020	<b>CHARTER COMMUNICATIONS</b>		
E 101-200-50-25-4230	Telephone/Internet	\$213.98	016155203212	PUBLIC WORKS INTERNET
E 101-100-15-25-4230	Telephone/Internet	\$324.96	020368504142	CITY HALL INTERNET
<b>Total CHARTER COMMUNICATIONS</b>		\$538.94		
Paid Chk#	082653 4/24/2020	<b>CIVICPLUS</b>		
E 101-105-15-25-4131	Security Access Card Syste	\$4,800.00	199310	2020 WEBSITE PAYMENT
E 301-000-00-25-4134	Website	\$1,500.00	199310	2020 WEBSITE PAYMENT
E 401-000-00-25-4134	Website	\$1,500.00	199310	2020 WEBSITE PAYMENT
E 601-000-00-25-4134	Website	\$480.00	199310	2020 WEBSITE PAYMENT
E 501-000-00-25-4134	Website	\$1,500.00	199310	2020 WEBSITE PAYMENT
E 275-000-00-25-4134	Website	\$250.00	199310	2020 WEBSITE PAYMENT
E 194-105-15-25-4134	Website	\$4,286.00	199310	2020 WEBSITE PAYMENT
E 101-105-15-25-4131	Security Access Card Syste	(\$4,800.00)	199310	2020 WEBSITE PAYMENT
E 101-105-15-25-4134	Website	\$4,800.00	199310	2020 WEBSITE PAYMENT
<b>Total CIVICPLUS</b>		\$14,316.00		
Paid Chk#	082654 4/24/2020	<b>CONNEXUS ENERGY</b>		
E 101-200-55-25-4570	Electricity	\$14.50	390212-28297	PARK
<b>Total CONNEXUS ENERGY</b>		\$14.50		
Paid Chk#	082655 4/24/2020	<b>CRYSTAL SPRINGS ICE</b>		
E 501-000-00-27-4266	Purchases - Misc	\$271.62	005.B000011	ICE/WATER
<b>Total CRYSTAL SPRINGS ICE</b>		\$271.62		
Paid Chk#	082656 4/24/2020	<b>DAHLHEIMER DISTRIBUTING CO</b>		
E 501-000-00-27-4263	Purchases - Beer	\$23,365.00	112-03128	BEER
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$83.15	112-03128	NA BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$30.00)	112-03128	KEG RETURN
E 501-000-00-27-4263	Purchases - Beer	(\$13.50)	1219327	CREDIT
E 501-000-00-27-4263	Purchases - Beer	(\$88.80)	1219329	CREDIT
<b>Total DAHLHEIMER DISTRIBUTING CO</b>		\$23,315.85		
Paid Chk#	082657 4/24/2020	<b>DAILEY DATA &amp; ASSOCIATES, INC</b>		
E 501-000-00-25-4130	Computers/Software	\$312.29	103651	NEW SERVER INSTALLATION
<b>Total DAILEY DATA &amp; ASSOCIATES, INC</b>		\$312.29		
Paid Chk#	082658 4/24/2020	<b>DATA SUCCESS, INC</b>		
E 101-105-15-25-4130	Computers/Software	\$249.00	14140	APRIL DISASTER RECOVERY
<b>Total DATA SUCCESS, INC</b>		\$249.00		
Paid Chk#	082659 4/24/2020	<b>DISGRUNTLED BREWERY. LLC</b>		
E 501-000-00-27-4263	Purchases - Beer	\$129.60	568	BEER
<b>Total DISGRUNTLED BREWERY. LLC</b>		\$129.60		
Paid Chk#	082660 4/24/2020	<b>ECM PUBLISHERS, INC.</b>		
G 101-2055	Escrow Payable	\$27.00	771599	AVALON HOME ESCROW
E 101-100-15-25-4220	Advertising	\$22.50	771600	SUMMARY PUBLICATION NSP
E 101-100-15-25-4220	Advertising	\$18.00	771601	SUMMARY PUBLICATION CENTERPOINTE
G 101-2055	Escrow Payable	\$27.00	771602	GREAT RIVER FEDERAL CREDIT UNION
<b>Total ECM PUBLISHERS, INC.</b>		\$94.50		
Paid Chk#	082661 4/24/2020	<b>FASTENAL</b>		
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$26.72		SEWER REPAIR
<b>Total FASTENAL</b>		\$26.72		
Paid Chk#	082662 4/24/2020	<b>FREIDAY, SARA</b>		



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		Check Amt	Invoice	Comment
E 101-100-15-25-4217	Cleaning Services	\$431.51	004181	CITY HALL CARPET CLEANING
E 101-100-20-25-4217	Cleaning Services	\$231.50	004181	POLICE DEPT CARPET
<b>Total FREIDAY, SARA</b>		\$663.01		
<hr/>				
Paid Chk# 082663	4/24/2020	<b>GRANITE CITY JOBBING</b>		
E 501-000-00-27-4273	Purchaes - Cigarette non tax	\$714.49	173065	TOBACCO
<b>Total GRANITE CITY JOBBING</b>		\$714.49		
<hr/>				
Paid Chk# 082664	4/24/2020	<b>JOHNSON BROTHERS WHOLESALE</b>		
E 501-000-00-27-4264	Purchases - Wine	(\$27.58)		CREDIT
E 501-000-00-27-4262	Purchases - Liquor	\$4,204.32	1540694	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$423.24	1540695	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$3,871.85	1543237	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$2,910.67	1543238	WINE
E 501-000-00-27-4263	Purchases - Beer	\$25.60	1543239	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$84.00	1543240	MIX
E 501-000-00-27-4262	Purchases - Liquor	\$804.50	1543241	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$508.80	1543242	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$2,547.00	1543243	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	(\$15.86)	588688	CREDIT
E 501-000-00-27-4264	Purchases - Wine	(\$72.00)	588800	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$112.50)	588801	CREDIT
E 501-000-00-27-4264	Purchases - Wine	(\$27.72)	588997	CREDIT
E 501-000-00-27-4264	Purchases - Wine	(\$3.45)	592527	CREDIT
<b>Total JOHNSON BROTHERS WHOLESALE</b>		\$15,120.87		
<hr/>				
Paid Chk# 082665	4/27/2020	<b>ARTISAN BEER COMPANY</b>		
E 501-000-00-27-4263	Purchases - Beer	\$94.75	3415386	BEER
<b>Total ARTISAN BEER COMPANY</b>		\$94.75		
<hr/>				
Paid Chk# 082666	4/27/2020	<b>BERNICKS PEPSI</b>		
E 501-000-00-27-4265	Purchases - Mix/Pop	\$34.92	69533	MIX
<b>Total BERNICKS PEPSI</b>		\$34.92		
<hr/>				
Paid Chk# 082667	4/27/2020	<b>BREAKTHRU BEVERAGE</b>		
E 501-000-00-27-4264	Purchases - Wine	\$1,688.70		WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$130.95		MIX
E 501-000-00-27-4262	Purchases - Liquor	\$3,160.08	1081126054	BEER
E 501-000-00-27-4262	Purchases - Liquor	(\$3,160.08)	1081126054	BEER
E 501-000-00-27-4263	Purchases - Beer	\$3,160.08	1081126054	BEER
E 501-000-00-27-4262	Purchases - Liquor	(\$415.26)	2080262554	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$605.16)	2080271555	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$818.00)	2080272778	CREDIT
<b>Total BREAKTHRU BEVERAGE</b>		\$3,141.31		
<hr/>				
Paid Chk# 082668	4/27/2020	<b>JOHNSON CONTROLS SECURITY</b>		
E 101-200-50-25-4315	Compost/Woodchipper	\$255.75	34151610	COMPOST GRANT BILLING
<b>Total JOHNSON CONTROLS SECURITY</b>		\$255.75		
<hr/>				
Paid Chk# 082669	4/27/2020	<b>MN NCPERS LIFE</b>		
G 101-2180	PERA Life Insurance Payable	\$48.00	342600052020	PERA LIFE INS
<b>Total MN NCPERS LIFE</b>		\$48.00		
<hr/>				
Paid Chk# 082670	4/27/2020	<b>NICKS TREE AND LANDSCAPE</b>		
E 101-100-20-25-4540	Repair/Maintenance Building	\$150.00		POLICE/LIBRARY BLDG MAINT
<b>Total NICKS TREE AND LANDSCAPE</b>		\$150.00		
<hr/>				
Paid Chk# 082671	4/27/2020	<b>PARKINGBOXX</b>		
E 199-000-50-70-4316	Capital Purchases/Improve	\$6,960.00	9537	LAKESIDE PARKING METER



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		Check Amt	Invoice	Comment
<b>Total PARKINGBOXX</b>		\$6,960.00		
<b>Paid Chk# 082672 4/27/2020 PAUSTIS WINE COMPANY</b>				
E 501-000-00-27-4269	Freight - In	\$16.25		FRT
E 501-000-00-27-4269	Freight - In	\$10.50		FRT
E 501-000-00-27-4264	Purchases - Wine	\$476.70	86811	WINE
E 501-000-00-27-4264	Purchases - Wine	\$1,008.00	87423	WINE
<b>Total PAUSTIS WINE COMPANY</b>		\$1,511.45		
<b>Paid Chk# 082673 4/27/2020 PHILLIPS WINE &amp; SPIRITS</b>				
E 501-000-00-27-4262	Purchases - Liquor	(\$15.83)	601062	CREDIT
E 501-000-00-27-4264	Purchases - Wine	(\$112.00)	601063	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$1,092.50)	601249	CREDIT
E 501-000-00-27-4264	Purchases - Wine	(\$8.00)	602272	CREDIT
E 501-000-00-27-4265	Purchases - Mix/Pop	(\$6.00)	602273	CREDIT
E 501-000-00-27-4264	Purchases - Wine	\$2,762.50	6025424	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$2,536.81	6027462	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$1,302.00	6027463	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$822.80	6027464	MIX
<b>Total PHILLIPS WINE &amp; SPIRITS</b>		\$6,189.78		
<b>Paid Chk# 082675 4/27/2020 ROUND LAKE VINEYARDS &amp; WINERY</b>				
E 501-000-00-27-4264	Purchases - Wine	\$369.00	2325	WINE
<b>Total ROUND LAKE VINEYARDS &amp; WINERY</b>		\$369.00		
<b>Paid Chk# 082676 4/27/2020 SCOTT, CORRIE</b>				
E 280-000-00-25-4210	Operating Supplies	\$23.65		FARMERS MARKET SUPPLIES
<b>Total SCOTT, CORRIE</b>		\$23.65		
<b>Paid Chk# 082677 4/27/2020 SHERBURNE COUNTY ATTORNEY</b>				
E 101-300-75-20-4181	Court Fines	\$2,356.01	6629	SHARED FINES
<b>Total SHERBURNE COUNTY ATTORNEY</b>		\$2,356.01		
<b>Paid Chk# 082678 4/27/2020 SITEONE LANDSCAPE SUPPLY</b>				
E 101-200-55-25-4210	Operating Supplies	\$1,108.06	97289716-001	PARTS FOR IRRIGATION
<b>Total SITEONE LANDSCAPE SUPPLY</b>		\$1,108.06		
<b>Paid Chk# 082679 4/27/2020 SMALL LOT MN</b>				
E 501-000-00-27-4264	Purchases - Wine	\$432.00	MN35963	WINE
E 501-000-00-27-4269	Freight - In	\$18.00	MN35963	FRT
<b>Total SMALL LOT MN</b>		\$450.00		
<b>Paid Chk# 082680 4/27/2020 SOUTHERN WINE &amp; SPIRITS OF MN</b>				
E 501-000-00-27-4262	Purchases - Liquor	\$2,716.77	1944627	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$29.00	1944628	MIX
E 501-000-00-27-4264	Purchases - Wine	\$430.00	1944629	WINE
<b>Total SOUTHERN WINE &amp; SPIRITS OF MN</b>		\$3,175.77		
<b>Paid Chk# 082681 4/27/2020 T MOBILE</b>				
E 101-100-10-25-4230	Telephone/Internet	\$28.29		PLANNER CELL PHONE
E 101-400-56-25-4230	Telephone/Internet	\$28.29		RECREATION CORD CELL PHONE
E 101-100-30-25-4230	Telephone/Internet	\$48.72		BUILDING OFFICIAL CELL PHONE
E 101-300-75-25-4230	Telephone/Internet	\$485.64		POLICE CELL PHONE/EXTENSION
E 401-000-00-25-4230	Telephone/Internet	\$23.58		WWTP HOT SPOT
<b>Total T MOBILE</b>		\$614.52		
<b>Paid Chk# 082682 4/27/2020 URBAN CHEMIST LLC</b>				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$77.88	1445	MIX



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		Check Amt	Invoice	Comment
<b>Total URBAN CHEMIST LLC</b>		\$77.88		
Paid Chk#	082683 4/27/2020	<b>UTILITY CONSULTANTS</b>		
E 301-000-00-20-4160	Testing	\$892.80	104355	WATER TESTING
<b>Total UTILITY CONSULTANTS</b>		\$892.80		
Paid Chk#	082684 4/27/2020	<b>VERIZON WIRELESS</b>		
E 101-300-75-25-4230	Telephone/Internet	\$550.21	9851641379	POLICE
<b>Total VERIZON WIRELESS</b>		\$550.21		
Paid Chk#	082685 4/27/2020	<b>VINOCOPIA</b>		
E 501-000-00-27-4264	Purchases - Wine	\$120.00	0255304-IN	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$106.00	0255304-IN	LIQUOR
E 501-000-00-27-4269	Freight - In	\$5.00	0255304-IN	FRT
<b>Total VINOCOPIA</b>		\$231.00		
Paid Chk#	082686 4/27/2020	<b>WINE MERCHANTS</b>		
E 501-000-00-27-4264	Purchases - Wine	\$88.00	7281462	WINE
E 501-000-00-27-4264	Purchases - Wine	\$888.00	7282108	WINE
<b>Total WINE MERCHANTS</b>		\$976.00		
Paid Chk#	082692 4/29/2020	<b>XCEL ENERGY</b>		
E 301-000-00-25-4570	Electricity	\$126.63	302709525	PUMPHOUSE 1 MARCH
E 301-000-00-25-4582	Solar	(\$107.27)	302709525	PUMPHOUSE 1 SOLAR CREDIT MARCH
R 301-000-4151	Refunds & Reimbursements	(\$386.00)	302709525	PUMPHOUSE SERV CREDIT OUTAGE
E 401-000-00-25-4570	Electricity	\$181.56	302808445	LIFT 256 CRESCENT MARCH
E 401-000-00-25-4582	Solar	(\$221.84)	302808445	LIFT 256 CRESCENT SOLAR CREDIT MARCH
E 101-200-55-25-4570	Electricity	\$114.82	302963558	SKATING RINK SERVICE MARCH
E 101-200-55-25-4582	Solar	(\$217.03)	302963558	SKATING RINK SOLAR CREDIT MARCH
R 101-055-4151	Refunds & Reimbursements	\$250.00	302963558	SKATING RINK CR RECEIVED 2X
E 501-000-00-25-4570	Electricity	\$44.06	302987575	621 ROSE DRIVE MARCH
E 501-000-00-25-4582	Solar	(\$64.90)	302987575	621 ROSE DRIVE SOLAR CREDIT MARCH
E 301-000-00-25-4570	Electricity	\$62.57	303069137	PUMP HSE 601 MN FEB
E 301-000-00-25-4582	Solar	(\$494.17)	303069137	PUMPHSE SOLAR CREDIT
R 301-000-4151	Refunds & Reimbursements	(\$386.00)	303069137	PUMPHSE SERVICE CREDIT OUTAGE
E 101-100-15-25-4570	Electricity	\$1,134.71	303085700	CITY HALL FEB
E 101-100-15-25-4582	Solar	(\$1,289.36)	303085700	CITY HALL SOLAR CREDIT MARCH
E 101-200-50-25-4575	Electricity (Street Lights)	\$19.64	303275744	CROSS WALK SIGN 601 MN
E 401-000-00-25-4570	Electricity	\$81.76	303456004	SEWER PLANT MARCH
E 401-000-00-25-4580	Natural Gas	\$25.00	303456004	SEWER PLANT MARCH
E 401-000-00-25-4582	Solar	(\$49.94)	303456004	SEWER PLANT SOLAR CREDIT MARCH
E 401-000-00-25-4580	Natural Gas	\$1,893.31	303771827	SEWER PLANT MARCH
E 101-200-55-25-4570	Electricity	\$19.88	303922326	514 FOREST RD MARCH
E 101-200-55-25-4582	Solar	(\$16.20)	303922326	514 FOREST RD SOLAR CREDIT MARCH
E 501-000-00-25-4570	Electricity	\$1,239.44	303997372	615 ROSE DRIVE MARCH
E 501-000-00-25-4582	Solar	(\$1,792.32)	303997372	615 ROSE DRIVE SOLAR CREDIT MARCH
E 101-200-50-25-4575	Electricity (Street Lights)	\$44.72	304054546	CITY HALL ST LIGHT MARCH
E 101-200-50-25-4582	Solar	(\$17.93)	304054546	CITY HALL ST LIGHT SOLAR CREDIT MARCH
E 101-200-50-25-4575	Electricity (Street Lights)	\$44.51	304166698	ST LIGHTS EAGLE LK RD MARCH
E 401-000-00-25-4580	Natural Gas	\$1,508.76	304229382	SEWER PLANT MARCH
E 101-200-50-25-4575	Electricity (Street Lights)	\$76.03	304242713	10 LAKE ST UNIT SIGNAL MARCH
E 101-200-50-25-4582	Solar	(\$84.09)	304242713	10 LAKE ST UNIT SIGNAL SOLAR REDIT MARCH
E 101-200-50-25-4575	Electricity (Street Lights)	\$104.76	304242721	10 LAKE ST UNIT SIGNAL MARCH
E 101-200-50-25-4582	Solar	(\$240.08)	304242721	10 LAKE ST UNIT SIGNAL MARCH
E 401-000-00-25-4570	Electricity	\$1,417.93	304244893	SEWER LIFT MARCH
E 401-000-00-25-4582	Solar	(\$1,268.80)	304244893	SEWER LIFT SOLAR CREDIT MARCH
<b>Total XCEL ENERGY</b>		\$1,754.16		



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<b>Paid Chk# 082693 4/30/2020 AFLAC</b>				
G 101-2183	Other Pre-Tax Insurance Payabl	\$180.96	632351	PRE TAX INSURANCE
<b>Total AFLAC</b>		\$180.96		
<b>Paid Chk# 082694 4/30/2020 BANYON DATA SYSTEMS</b>				
E 101-105-15-25-4130	Computers/Software	\$187.63	00160184	TIMECARD 2020
E 301-000-00-25-4130	Computers/Software	\$187.63	00160184	TIMECARD 2020
E 401-000-00-25-4130	Computers/Software	\$187.63	00160184	TIMECARD 2020
<b>Total BANYON DATA SYSTEMS</b>		\$562.89		
<b>Paid Chk# 082695 4/30/2020 BELL BOY CORPORATION-1</b>				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$70.40		MIX
E 501-000-00-27-4269	Freight - In	\$2.78		FRT
E 501-000-00-27-4264	Purchases - Wine	\$50.00		WINE
E 501-000-00-27-4269	Freight - In	\$27.61		FRT
E 501-000-00-27-4262	Purchases - Liquor	\$1,523.00	0083802700	LIQUOR
E 501-000-00-25-4210	Operating Supplies	\$98.58	0101241100	SUPPLIE
<b>Total BELL BOY CORPORATION-1</b>		\$1,772.37		
<b>Paid Chk# 082696 4/30/2020 BERNICKS PEPSI</b>				
E 501-000-00-27-4263	Purchases - Beer	(\$89.00)	74262	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$4,404.05	74263	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$108.92)	74291	CREDIT
<b>Total BERNICKS PEPSI</b>		\$4,206.13		
<b>Paid Chk# 082697 4/30/2020 BIG LAKE CENTER OWNERS ASSOC.</b>				
E 501-000-00-25-4570	Electricity	\$16.49		MALL ELECTRIC HOUSE LIGHTS
E 501-000-00-25-4570	Electricity	\$4.66		MALL SIGN
E 501-000-00-25-4590	Water/Sewer Utilities	\$7.74		MALL WATER/SEWER
E 501-000-00-25-4235	Postage	\$6.23		ASSOC MAIL BOX
<b>Total BIG LAKE CENTER OWNERS ASSOC.</b>		\$35.12		
<b>Paid Chk# 082698 4/30/2020 BIG LAKE FIRE DEPARTMENT</b>				
E 101-100-92-25-4251	Emergency Management	\$66.96	2020-08	COVID 19 SUPPLIES FOR POLICE
<b>Total BIG LAKE FIRE DEPARTMENT</b>		\$66.96		
<b>Paid Chk# 082699 4/30/2020 BIG LAKE HARDWARE</b>				
E 101-100-15-25-4210	Operating Supplies	\$34.16		CITY HALL SUPPLIES
E 101-200-50-25-4210	Operating Supplies	\$45.94		STREET SUPPLIES
E 101-200-55-25-4210	Operating Supplies	\$269.67		PARK SUPPLIES
E 101-100-20-25-4540	Repair/Maintenance Building	\$122.00		POLICE/LIBRARY BLDG MAINT
E 301-000-00-25-4210	Operating Supplies	\$59.39		WATER SUPPLIES
E 401-000-00-25-4210	Operating Supplies	\$55.91		SEWER SUPPLIES
<b>Total BIG LAKE HARDWARE</b>		\$587.07		
<b>Paid Chk# 082700 4/30/2020 IUOE LOCAL 49 FRINGE BENEFIT</b>				
G 101-2185	Union Health Insurance - EE/ER	\$16,445.00		REPLACE CHK82443 FOR MAY HEALTH INS
<b>Total IUOE LOCAL 49 FRINGE BENEFIT</b>		\$16,445.00		
<b>Paid Chk# 082701 5/1/2020 BERNICKS PEPSI</b>				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$123.33	74264	MIX
<b>Total BERNICKS PEPSI</b>		\$123.33		
<b>Paid Chk# 082702 5/1/2020 C&amp;L DISTRIBUTING COMPANY</b>				
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$93.00		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$198.00		MIX
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$120.00		KEG DEPOSITS
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$30.00		KEG DEPOSIT



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E 501-000-00-27-4265	Purchases - Mix/Pop	\$60.60		MIX
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$171.60		NA BEER
E 501-000-00-27-4263	Purchases - Beer	\$3,614.80	1067001713	BEER
E 501-000-00-27-4263	Purchases - Beer	\$2,116.45	1067001730	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$0.82)	1067001731	CREDIT
E 501-000-00-27-4263	Purchases - Beer	(\$191.00)	358000013	CREDIT
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$30.00)	358000013	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$12,734.20	961004329	BEER
E 501-000-00-27-4263	Purchases - Beer	\$22,548.20	961004367	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$42.10)	968001025	CREDIT
<b>Total C&amp;L DISTRIBUTING COMPANY</b>		<b>\$41,422.93</b>		
<b>Paid Chk# 082703 5/1/2020 CENTRAL MCGOWAN INC</b>				
E 101-200-50-25-4385	Shop Materials	\$128.52	00357045	SHOP MATERIALS
<b>Total CENTRAL MCGOWAN INC</b>		<b>\$128.52</b>		
<b>Paid Chk# 082704 5/1/2020 CHARTER COMMUNICATIONS</b>				
E 101-200-55-25-4230	Telephone/Internet	\$144.98	017101504212	LAKESIDE PARK WIFI
<b>Total CHARTER COMMUNICATIONS</b>		<b>\$144.98</b>		
<b>Paid Chk# 082705 5/1/2020 CORE &amp; MAIN LP</b>				
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$120.24	M220644	PUMPER REPAIRS
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$429.36	M242813	PIPE PLUG REPAIR
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$429.37	M242813	PIPE PLUG REPAIR
<b>Total CORE &amp; MAIN LP</b>		<b>\$978.97</b>		
<b>Paid Chk# 082706 5/1/2020 CORPORATE PAYMENT SYSTEMS</b>				
E 194-105-15-25-4130	Computers/Software	\$7,433.93		COMPUTERS
E 280-000-00-25-4260	Subscriptions/Dues	\$45.00		FARMERS MARKET MONTLY
E 101-200-40-25-4405	Motor Fuel	\$22.03		ENGINEERING MOTOR FUEL
E 501-000-00-25-4220	Advertising	\$31.72		LIQUOR STORE ADVERTISING
<b>Total CORPORATE PAYMENT SYSTEMS</b>		<b>\$7,532.68</b>		
<b>Paid Chk# 082707 5/1/2020 DAHLHEIMER DISTRIBUTING CO</b>				
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$109.55		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$138.00		MIX
E 501-000-00-27-4263	Purchases - Beer	\$26,057.31	112-03136	BEER
E 501-000-00-27-4263	Purchases - Beer	\$246.00	1221445	BEER
<b>Total DAHLHEIMER DISTRIBUTING CO</b>		<b>\$26,550.86</b>		
<b>Paid Chk# 082708 5/1/2020 DELEGARD TOOL CO</b>				
E 101-200-50-25-4385	Shop Materials	\$44.26	185177	SHOP MATERIALS
<b>Total DELEGARD TOOL CO</b>		<b>\$44.26</b>		
<b>Paid Chk# 082709 5/1/2020 DESIGN ELECTRIC, INC</b>				
E 101-200-50-25-4257	Contractors Hired	\$542.96	12185	STREET LIGHT REPAIRS
<b>Total DESIGN ELECTRIC, INC</b>		<b>\$542.96</b>		
<b>Paid Chk# 082710 5/1/2020 ECM PUBLISHERS, INC.</b>				
E 101-200-50-25-4220	Advertising	\$165.61	771775	EMPLOY AD STREETS/PARKS
E 101-100-25-25-4220	Advertising	\$58.50	772606	LAWN MAINT/SNOW REMOVAL QUOTE NOTICE
E 101-200-50-25-4220	Advertising	\$48.60	772740	SEASONAL STREETS/PARKS
E 101-200-55-25-4220	Advertising	\$48.60	772740	SEASONAL STREETS/PARKS
<b>Total ECM PUBLISHERS, INC.</b>		<b>\$321.31</b>		
<b>Paid Chk# 082711 5/1/2020 GRANITE CITY JOBBING</b>				
E 501-000-00-27-4271	Purchases - Cigars	\$100.38		CIGARS
E 501-000-00-27-4265	Purchases - Mix/Pop	\$74.70		MIX
E 501-000-00-27-4269	Freight - In	\$4.25		FRT



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E 501-000-00-27-4273	Purchaes - Cigarette non tax	\$1,239.96	180588	TOBACCO
<b>Total GRANITE CITY JOBBING</b>		\$1,419.29		
<hr/>				
Paid Chk# 082712	5/1/2020	<b>HAWKINS, INC-1</b>		
E 401-000-00-25-4380	Chemicals	\$2,763.39	4665204	WWTP CHEMICALS
E 401-000-00-25-4380	Chemicals	\$653.40	4665205	WWTP CHEMICALS
E 401-000-00-25-4380	Chemicals	\$2,763.39	4702303	WWTP CHEMICALS
E 401-000-00-25-4380	Chemicals	\$10,024.60	4702318	WWTP CHEMICALS
E 401-000-00-25-4380	Chemicals	\$3,390.42	4702321	WWTP CHEMICALS
E 401-000-00-25-4380	Chemicals	\$780.00	4702322	WWTP CHEMICALS
<b>Total HAWKINS, INC-1</b>		\$20,375.20		
<hr/>				
Paid Chk# 082713	5/1/2020	<b>INBOUND BREWCO</b>		
E 501-000-00-27-4263	Purchases - Beer	\$188.00	6706	BEER
<b>Total INBOUND BREWCO</b>		\$188.00		
<hr/>				
Paid Chk# 082714	5/1/2020	<b>IUOE LOCAL #49</b>		
G 101-2175	Other Withholding	\$455.00		PUBLIC WORKS MAY UNION DUES
<b>Total IUOE LOCAL #49</b>		\$455.00		
<hr/>				
Paid Chk# 082715	5/1/2020	<b>JOHNSON BROTHERS WHOLESALE</b>		
E 501-000-00-27-4262	Purchases - Liquor	\$3,151.20	1544387	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	\$3,690.92	1546646	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$3,387.69	1546647	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$238.00	1546648	MIX
E 501-000-00-27-4262	Purchases - Liquor	\$877.50	1546649	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$662.50	1546650	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$5,532.25	1546651	LIQUOR
<b>Total JOHNSON BROTHERS WHOLESALE</b>		\$17,540.06		
<hr/>				
Paid Chk# 082716	5/1/2020	<b>KOMLINE-SANDERSON</b>		
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$1,816.54	42045638	WWTP DRYER BLDG REPAIR
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$2,345.00	42045654	WWTP DRYER BLDG REPAIR
<b>Total KOMLINE-SANDERSON</b>		\$4,161.54		
<hr/>				
Paid Chk# 082717	5/1/2020	<b>LAKES &amp; LEGENDS BREWING CO</b>		
E 501-000-00-27-4263	Purchases - Beer	\$165.00	E-1632	BEER
<b>Total LAKES &amp; LEGENDS BREWING CO</b>		\$165.00		
<hr/>				
Paid Chk# 082718	5/1/2020	<b>LAW ENFORCEMENT LABOR SERVICE</b>		
G 101-2175	Other Withholding	\$620.00		POLICE MAY UNION DUES
<b>Total LAW ENFORCEMENT LABOR SERVICE</b>		\$620.00		
<hr/>				
Paid Chk# 082719	5/1/2020	<b>LUPULIN BREWING LLC</b>		
E 501-000-00-27-4263	Purchases - Beer	\$230.75	28640	BEER
E 501-000-00-27-4263	Purchases - Beer	\$714.44	28733	BEER
<b>Total LUPULIN BREWING LLC</b>		\$945.19		
<hr/>				
Paid Chk# 082720	5/1/2020	<b>MENARD, INC</b>		
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$153.69		WWTP BLDG REPARIS
E 101-100-15-25-4540	Repair/Maintenance Building	\$36.24		CITY HALL BLDG MAINT
E 101-200-55-25-4210	Operating Supplies	\$156.83		PARKS SUPPLIES
E 101-100-20-25-4210	Operating Supplies	\$47.99		POLICE/LIBRARY BLDG SUPPLIES
<b>Total MENARD, INC</b>		\$394.75		
<hr/>				
Paid Chk# 082721	5/1/2020	<b>MUNICIPAL BUILDERS, INC</b>		
G 499-1600	Construction WIP	\$171,140.00		WWTP IMPROVEMENTS PAY 3
G 499-2065	Retainage Payable	(\$8,557.00)		WWTP IMPROVEMENTS RETAINAGE



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<b>Total MUNICIPAL BUILDERS, INC</b>			\$162,583.00		
Paid Chk#	082722	5/1/2020	<b>NEWMAN TRAFFIC SIGNS</b>		
E	101-200-55-25-4210	Operating Supplies	\$397.60	TRFINV02051	SIGNS
E	101-200-50-25-4395	Signs/Banners	\$643.18	TRFINV02062	SIGNS
<b>Total NEWMAN TRAFFIC SIGNS</b>			\$1,040.78		
Paid Chk#	082723	5/1/2020	<b>OFFICE DEPOT</b>		
E	501-000-00-25-4126	Use Tax	\$5.16		USE TAX
G	501-2176	Sales Tax Payable	(\$5.16)		USE TAX
E	501-000-00-25-4210	Operating Supplies	\$69.98	476616515001	LIQUOR SUPPLIES
<b>Total OFFICE DEPOT</b>			\$69.98		
Paid Chk#	082724	5/1/2020	<b>PLUNKETTS PEST CONTROL</b>		
E	101-100-15-25-4540	Repair/Maintenance Building	\$208.00	6616658	CITY HALL PEST CONTROL
<b>Total PLUNKETTS PEST CONTROL</b>			\$208.00		
Paid Chk#	082725	5/1/2020	<b>RDO EQUIPMENT CO</b>		
E	101-200-50-25-4545	Repair/Maintenance Equipm	\$224.26		STREETS REPAIRS
E	101-200-55-25-4545	Repair/Maintenance Equipm	\$224.26	P5262503	PARKS REPAIRS
<b>Total RDO EQUIPMENT CO</b>			\$448.52		
Paid Chk#	082726	5/1/2020	<b>ROYAL TIRE INC</b>		
E	101-200-50-25-4410	Tires	\$109.97		TIRES CRACK FILL TRAILER #119
E	101-200-50-25-4430	Vehicle Maintenance	\$159.63	301-161565	TIRES CRACK FILL TRAILER #113
E	101-200-50-25-4430	Vehicle Maintenance	(\$159.63)	301-161565	TIRES CRACK FILL TRAILER #113
E	101-200-50-25-4410	Tires	\$159.63	301-161565	TIRES CRACK FILL TRAILER #113
E	101-200-50-25-4385	Shop Materials	\$76.99	312-31967	PUBLIC WORKS SHOP SUPPLIES
<b>Total ROYAL TIRE INC</b>			\$346.59		
Paid Chk#	082727	5/1/2020	<b>RUSSELL SECURITY RESOURCE INC</b>		
E	101-200-55-25-4212	Other Operations Expenses	\$230.00	A37175	LAKE MITCHELL KEYS
<b>Total RUSSELL SECURITY RESOURCE INC</b>			\$230.00		
Paid Chk#	082728	5/1/2020	<b>SHERBURNE COUNTY ATTORNEY</b>		
E	276-000-00-20-4170	Legal	\$39.00		STEVEN NELSON SANDBERG, ICR 20001379
<b>Total SHERBURNE COUNTY ATTORNEY</b>			\$39.00		
Paid Chk#	082729	5/1/2020	<b>SOUTHERN WINE &amp; SPIRITS OF MN</b>		
E	501-000-00-27-4262	Purchases - Liquor	\$3,386.22	1946437	LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$646.00	1946438	WINE
<b>Total SOUTHERN WINE &amp; SPIRITS OF MN</b>			\$4,032.22		
Paid Chk#	082730	5/1/2020	<b>THE AMERICAN BOTTLING COMPANY</b>		
E	501-000-00-27-4265	Purchases - Mix/Pop	\$150.50	3568712418	MIX
<b>Total THE AMERICAN BOTTLING COMPANY</b>			\$150.50		
Paid Chk#	082731	5/1/2020	<b>THUL SPECIALTY CONTRACTING, IN</b>		
E	101-200-50-25-4257	Contractors Hired	\$2,582.50	2761	CATCH BASIN & MANHOLD COVER REPAIR
<b>Total THUL SPECIALTY CONTRACTING, IN</b>			\$2,582.50		
Paid Chk#	082732	5/1/2020	<b>VIKING COCA-COLA</b>		
E	501-000-00-27-4263	Purchases - Beer	\$260.00	2513197	BEER
E	501-000-00-27-4265	Purchases - Mix/Pop	\$499.40	2513198	MIX
<b>Total VIKING COCA-COLA</b>			\$759.40		
Paid Chk#	082733	5/1/2020	<b>WINE MERCHANTS</b>		
E	501-000-00-27-4265	Purchases - Mix/Pop	\$96.00	7822109	MIX



**\*Check Detail Register©**

Cks 4/16/2020 - 5/6/2020

		Check Amt	Invoice	Comment
<b>Total WINE MERCHANTS</b>		\$96.00		
Paid Chk#	082734	5/1/2020	<b>ZURBEY, GREG</b>	
E 501-000-00-25-4210	Operating Supplies	\$39.62		LIQUOR SUPPLIES
<b>Total ZURBEY, GREG</b>		\$39.62		
Paid Chk#	082735	5/4/2020	<b>AMERICAN MESSAGING</b>	
E 301-000-00-25-4230	Telephone/Internet	\$2.50	D2080811UE	FINAL PAGER INVOICE
<b>Total AMERICAN MESSAGING</b>		\$2.50		
Paid Chk#	082736	5/4/2020	<b>BERGANKDV</b>	
E 101-100-10-20-4140	Audit	\$84.00	10808505	2019 AUDIT PLANNING
E 101-100-15-20-4140	Audit	\$840.00	10808505	2019 AUDIT ADMIN
E 101-100-25-20-4140	Audit	\$168.00	10808505	2019 AUDIT EDA
E 101-100-30-20-4140	Audit	\$168.00	10808505	2019 AUDIT BLDG
E 101-200-40-20-4140	Audit	\$84.00	10808505	2019 AUDIT ENGINEER
E 101-200-50-20-4140	Audit	\$840.00	10808505	2019 AUDIT STREET
E 101-200-55-20-4140	Audit	\$630.00	10808505	2019 AUDIT PARKS
E 101-300-75-20-4140	Audit	\$966.00	10808505	2019 AUDIT POLICE
E 275-000-00-20-4140	Audit	\$126.00	10808505	2019 AUDIT EDA
E 301-000-00-20-4140	Audit	\$1,386.00	10808505	2019 AUDIT WATER
E 401-000-00-20-4140	Audit	\$1,386.00	10808505	2019 AUDIT SEWER
E 601-000-00-20-4140	Audit	\$420.00	10808505	2019 AUDIT STORM SEWER
E 501-000-00-20-4140	Audit	\$1,302.00	10808505	2019 AUDIT LIQUOR
<b>Total BERGANKDV</b>		\$8,400.00		
Paid Chk#	082737	5/4/2020	<b>BREAKTHRU BEVERAGE</b>	
E 501-000-00-27-4262	Purchases - Liquor	\$8,450.72	1081127851	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	\$422.10	1081127852	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$154.00	1081128506	WINE
E 501-000-00-27-4263	Purchases - Beer	\$255.20	1081128507	BEER
E 501-000-00-27-4262	Purchases - Liquor	(\$3,274.95)	2080266759	CREDIT
<b>Total BREAKTHRU BEVERAGE</b>		\$6,007.07		
Paid Chk#	082738	5/4/2020	<b>C&amp;L DISTRIBUTING COMPANY</b>	
E 501-000-00-27-4263	Purchases - Beer	\$191.00	1055114	BEER
E 501-000-00-27-4263	Purchases - Beer	\$87.00	961004377	BEER
<b>Total C&amp;L DISTRIBUTING COMPANY</b>		\$278.00		
Paid Chk#	082739	5/4/2020	<b>GRANITE CITY JOBBING</b>	
E 501-000-00-27-4265	Purchases - Mix/Pop	\$84.10		MIX
E 501-000-00-25-4210	Operating Supplies	\$11.79		SUPPLIES
E 501-000-00-27-4269	Freight - In	\$4.25		FRT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	\$1,327.20	181314	TOBACCO
<b>Total GRANITE CITY JOBBING</b>		\$1,427.34		
Paid Chk#	082740	5/4/2020	<b>IUOE LOCAL 49 FRINGE BENEFIT</b>	
G 101-2185	Union Health Insurance - EE/ER	\$16,445.00		PUBLIC WORKS HEALTH INSURANCE JUNE 2020
<b>Total IUOE LOCAL 49 FRINGE BENEFIT</b>		\$16,445.00		
Paid Chk#	082741	5/4/2020	<b>JOHNSON BROTHERS WHOLESALE</b>	
E 501-000-00-27-4262	Purchases - Liquor	\$6,272.29	1550257	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$7,659.79	1550258	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$595.00	1550259	MIX
E 501-000-00-27-4262	Purchases - Liquor	\$6,162.60	1550260	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	\$80.00	1550261	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$740.50	1550262	WINE
E 501-000-00-27-4262	Purchases - Liquor	(\$194.00)	592528	CREDIT



**\*Check Detail Register©**

Cks 4/16/2020 - 5/6/2020

		Check Amt	Invoice	Comment
E 501-000-00-27-4264	Purchases - Wine	(\$34.34)	593773	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$3.92)	595286	CREDIT
E 501-000-00-27-4264	Purchases - Wine	(\$3.45)	595287	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$3.45)	595287	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$4.40)	595288	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$15.00)	595289	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$37.67)	598135	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$36.00)	598525	CREDIT
E 501-000-00-27-4264	Purchases - Wine	(\$36.00)	599034	CREDIT
E 501-000-00-27-4264	Purchases - Wine	(\$8.00)	599035	CREDIT
E 501-000-00-27-4264	Purchases - Wine	(\$8.67)	599036	CREDIT
E 501-000-00-27-4264	Purchases - Wine	(\$6.00)	599037	CREDIT
E 501-000-00-27-4264	Purchases - Wine	(\$7.74)	599038	CREDIT
<b>Total JOHNSON BROTHERS WHOLESALE</b>		\$21,111.54		
<hr/>				
Paid Chk#	082742	5/4/2020	<b>OFFICE DEPOT</b>	
E 101-100-10-25-4210	Operating Supplies	\$5.00		PLANNING
E 101-200-40-25-4210	Operating Supplies	\$5.00		ENGINEERING
E 101-100-25-25-4210	Operating Supplies	\$10.00		EDA
E 101-100-30-25-4210	Operating Supplies	\$10.00		BUILDING
E 101-100-15-25-4210	Operating Supplies	\$65.06		CITY HALL
E 101-100-05-25-4210	Operating Supplies	\$5.00	481506436001	MAYOR/COUNCIL
E 101-200-50-25-4212	Other Operations Expenses	\$29.99	481966831001	PUBLIC WORKS SUPPLIES
<b>Total OFFICE DEPOT</b>		\$130.05		
<hr/>				
Paid Chk#	082743	5/4/2020	<b>PHILLIPS WINE &amp; SPIRITS</b>	
E 501-000-00-27-4262	Purchases - Liquor	\$2,638.14	6029674	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$3,828.75	6029675	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$126.00	6029676	MIX
E 501-000-00-27-4268	Purchases - Non Alcoholic	\$72.00	6029676	NA WINE
<b>Total PHILLIPS WINE &amp; SPIRITS</b>		\$6,664.89		
<hr/>				
Paid Chk#	082744	5/4/2020	<b>SCHARF, SARAH</b>	
E 101-100-05-25-4257	Contractors Hired	\$75.00		VIDEO TAPING CC MTG 5/13/20
<b>Total SCHARF, SARAH</b>		\$75.00		
<hr/>				
Paid Chk#	082745	5/4/2020	<b>SITEONE LANDSCAPE SUPPLY</b>	
E 101-200-55-25-4210	Operating Supplies	\$84.03	98753399-001	PARK IRRIGATION SUPPLIES
<b>Total SITEONE LANDSCAPE SUPPLY</b>		\$84.03		
<hr/>				
Paid Chk#	082746	5/4/2020	<b>SOUTHERN WINE &amp; SPIRITS OF MN</b>	
E 501-000-00-27-4262	Purchases - Liquor	(\$90.95)	0008201	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$120.00)	0008201	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	\$2,620.98	1948383	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	\$7,847.77	1948384	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$420.00	1948385	WINE
<b>Total SOUTHERN WINE &amp; SPIRITS OF MN</b>		\$10,677.80		
<hr/>				
Paid Chk#	082747	5/4/2020	<b>STAN MORGAN &amp; ASSOCIATES, INC</b>	
E 501-000-00-25-4540	Repair/Maintenance Building	\$270.39	60564	BUILDING MAINT
<b>Total STAN MORGAN &amp; ASSOCIATES, INC</b>		\$270.39		
<hr/>				
Paid Chk#	082748	5/4/2020	<b>VIKING COCA-COLA</b>	
E 501-000-00-27-4265	Purchases - Mix/Pop	\$163.40	2518689	MIX
<b>Total VIKING COCA-COLA</b>		\$163.40		
<hr/>				
Paid Chk#	082749	5/4/2020	<b>WINE MERCHANTS</b>	
E 501-000-00-27-4264	Purchases - Wine	\$944.00	7282775	WINE



**\*Check Detail Register©**

Cks 4/16/2020 - 5/6/2020

	Check Amt	Invoice	Comment
<b>Total WINE MERCHANTS</b>	\$944.00		
<b>1010 US BANK</b>	\$1,285,196.93		

**Fund Summary**

<b>1010 US BANK</b>	
101 GENERAL FUND	\$733,837.79
116 2009 NSP GRANT	\$4,950.07
150 CAPITAL PROJECT/LOCAL DEVELOPM	\$2,865.00
194 COMPUTER REPLACEMENT FUND	\$11,719.93
198 INFRASTRUCTURE IMPRMNT FUND	\$16,616.00
199 EQUIP & BLDG REPLACEMENTS	\$29,129.29
275 ECONOMIC DEVELOPMENT AUTHORITY	\$376.00
276 NARCOTIC FORFEITURE	\$39.00
280 FARMERS MARKET	\$328.65
301 WATER ENTERPRISE FUND	\$15,321.85
401 SEWER ENTERPRISE FUND	\$52,312.94
499 SEWER-EQUIP/BLDG REPLCMNT FUND	\$162,878.00
501 LIQUOR ENTERPRISE FUND	\$253,801.60
601 STORM SEWER ENTERPRISE FUND	\$1,020.81
	<u>\$1,285,196.93</u>



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> <i>Gina Wolbeck, City Clerk</i>	<b>Meeting Date:</b> 5/13/2020	<input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>6B</b>
<b>Item Description:</b> <i>April 22, 2020 City Council Workshop Minutes</i>		<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	
		<b>Reviewed By:</b> <i>N/A</i>	

## **ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving the April 22, 2020 City Council Workshop Minutes as presented.

## **BACKGROUND/DISCUSSION**

The April 22, 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 22, 2020**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Council Members present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Community Development Director Hanna Klimmek, City Engineer Layne Otteson, Police Chief Joel Scharf, City Clerk Gina Wolbeck, City Planner Amy Barthel, Streets/Parks Superintendent Nick Abel, 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. Lakeside Park Parking Policy for 2020 Discussion**

Layne Otteson discussed concerns that have been raised regarding a potential influx of Lakeside Park users due to park and boat launch closures in other communities relating to COVID-19. A significant increase by non-resident users would likely have an adverse impact to resident parking and access to Lakeside Park. In the event that these issues occur, Staff would like to be able to respond immediately if residents and seasonal pass holders are not being able to use the parking lot at Lakeside Park. Currently, there is no policy in place to guide Staff on this type of circumstance. Otteson clarified that a change in operations utilizing an approved option would only happen if needed. Otteson reviewed four options to address these concerns and presented pros and cons for each option; 1) Designate parking areas, 2) Seasonal pass access for residents and non-residents (no day pass), 3) Seasonal pass only for residents (no day pass), and 4) Adjust current price schedule. Each option is expected to result in a reduction of fees collected. The losses in revenue could likely range between 10% to 50% depending on use from residents and non-residents. Staffing reductions would correspond to tracked revenue loss. Otteson expressed that parking lot and boat launch use this summer is unknown and the COVID-19 situation is very fluid. City Staff will monitor parking lot use and capacity closely. Of the four options, Staff finds Option 1 to be the best response to address parking lot use increases due to non-residents. If the situation continues to escalate, Staff would return with an

amendment further restricting parking access. Clay Wilfahrt stressed that it is not the City's intention to start this right away, only on an as needed basis.

Council Member Knier stated that he hopes overcrowding at Lakeside Park doesn't become a problem, but if it does he likes option 1. Knier also stated that he doesn't want to inhibit people from coming to town as it benefits local businesses.

Council Member Johnson discussed that she is a big proponent to give residents some kind of benefit. Johnson noted that she likes option 1 for the near term, but wants to look at a broad scale way to address the access issues that we currently have. Johnson also stressed that we need to give preferential access to City of Big Lake residents.

Council Member Zettervall asked why we don't close the parking lot when the lot is full. Council Member Johnson stressed that she feels it will be a problem when local residents can't park at the City Park. Zettervall stated that he supports option 1, noting that we should give preference to City residents, possibly by only issuing season passes to City residents.

Council Member Hansen stated that he likes option 1.

Mayor Wallen stated that he likes option 1, and would like to see us get to the point that City residents don't have to pay to park.

Council directed Staff to move forward with drafting Option 1 to be implemented into a Lakeside Park Parking Policy and to bring back to Council for final consideration.

Wilfahrt also reviewed Staff's evaluation of potential cost saving measures to control the gate access at Lakeside Park. Wilfahrt noted that a Smart Parking Meter System Kiosk could be a possibility instead of issuing annual passes and staffing the gazebo. Staff is working on verifying that logistically the system will work, and how annual pass holders would have access.

Council Member Zettervall discussed that he would like an access card that would be compatible for numerous uses such as the Park as well as the compost site.

Council Member Knier stated that he is in favor of this type of meter system, and he likes the savings projections.

Council Member Hansen stated that we would need to figure out how annual pass holders will still be able to access.

Council Member Johnson stated that she likes the meter system idea, and would like to move forward with giving free access to residents and increasing the entry fee to non-residents. Johnson also discussed the concept of implementing dynamic pricing.

Mayor Wallen stated that he likes the meter system concept and thanked staff for coming up with new ideas to improve the Park.

#### **4B. 2020 Street and Utility Improvement Project No. ST2020-1 Discussion**

Layne Otteson provided an update on the 2020 Street and Utility Improvement Project that was bid in early April. The bids ranged from \$3M to \$3.9M with 5 bidders submitting. Otteson reviewed proposed project costs totaling \$3,371,068.11. In December 2019, the project was estimated to cost \$3.73M including construction and engineering/testing. Otteson also reviewed project funding which would be funded in part through assessments amounting to \$1,446,728.80 and the City paying \$1,924,339.31. In December, the funding identified was projected to be approximately \$1.74M in special assessments and \$1.99M by the City. Otteson reviewed options available for the project which included 1) reject the bids, 2) accept the low bid, or 3) wait until the next Council Meeting. Otteson reviewed the pros and cons of each option, and laid out the financial impact of moving forward with the project. Otteson also discussed the option to redesign at a lower cost, noting that we do need to complete insulation services, ADA upgrades, and repair the County Road 81 water main break issue. Otteson reviewed the potential costs of a reduced project and a potential schedule for the improvements.

Council Member Knier discussed the uncertain times we are experiencing, noting that a redesign would still produce good solid roads in these areas. Knier also stated that he wouldn't be opposed to pushing the street project out to 2021. Knier also discussed whether it would be beneficial to rebid now that oil prices are so low.

Council Member Johnson stressed that if we decide to scale back the project, she doesn't want to jeopardize the quality of the lake. Johnson stressed that a redesign could cause long term harm if not done properly, so we need to continue to be considerate of lake quality.

Council Member Zetervall discussed the need to be ready to be aggressive, and to be prepared to jump on opportunities.

Mayor Wallen discussed the need to continue to be fiscally prudent and preserve our cash standings. Given some of the uncertainties that the State is experiencing, Wallen stated that he would like to scale the project back, and only do the required upgrades in 2020 and then revisit the larger road project portion in 2021. Deb Wegeleben discussed the state of the Bond market, noting that we could potentially have to wait to sell the Bonds depending on the market. If we wait to sell Bonds, the City would have to cash flow the project costs.

Council discussed that the City has up to 60 days to approve or deny the bid award which would allow us until the second meeting in May to make a decision on what capacity to move forward with the project. 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 meeting with an update. Otteson noted that he will start a new Preliminary Engineering report in preparation for the May 13<sup>th</sup> Council Meeting.

**4C. New Ideas Discussion**

Council Member Knier informed Council that the Big Lake Beyond the Yellow Ribbon and the Big Lake American Legion have jointly funded the purchase and installation of benches at the Veteran's Memorial site. Council directed the Organizations to work with the Parks Department Staff to coordinate the install of the benches.

5. **OTHER** – No other.

6. **ADJOURN**

Council Member Knier motioned to adjourn at 5:52 p.m. Seconded by Council Member Johnson, unanimous ayes, motion carried.

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City Clerk

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Date Approved By Council



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> <i>Gina Wolbeck, City Clerk</i>	<b>Meeting Date:</b> 5/13/2020	<input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>6C</b>
<b>Item Description:</b> <i>April 22, 2020 City Council Regular Meeting Minutes</i>		<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	
		<b>Reviewed By:</b> <i>N/A</i>	

## **ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving the April 22, 2020 City Council Regular Meeting Minutes as presented.

## **BACKGROUND/DISCUSSION**

The April 22, 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 22, 2020**

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3. ROLL CALL**

Council Members present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Community Development Director Hanna Klimmek, City Engineer Layne Otteson, Police Chief Joel Scharf, City Clerk Gina Wolbeck, City Planner Amy Barthel, Liquor Store Manager Greg Zurbey, Street/Parks Superintendent Nick Abel, and Consultant City Planner Kevin Shay from Landform.

**4. OPEN FORUM**

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

Brandon Backes, 1371 Powell Street North – Discussed the need for the City to complete the planned street improvements on Powell Street North. Backes stressed that these improvements have been pushed back for a number of years, and he felt the need to facilitate a petition that had 90% of affected property owners in favor of these improvements. Backes stressed the need to complete the improvements and encouraged the City to continue with completion of the project in full as previously discussed, which included curb/gutter and sidewalk improvements.

Bettina Potter, 120 Edgewater Place – Reviewed the Lakeside Park parking issue that was discussed at the Workshop. Potter noted that parking use at the park is already high, and

feels that the Park will continue to have higher than normal use with other public beaches and parks closed. Potter stressed that we need to think about our residents who pay for that Park through their taxes, and feels we need to limit who can buy passes to only people who reside in the 55309 area code. Potter also encouraged Council not to wait to react until after Memorial Day.

Mayor Wallen closed the Open Forum at 6:07 p.m.

**5. PROPOSED AGENDA**

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

**6. CONSENT AGENDA**

Council Member Johnson motioned to approve the Consent Agenda as presented. Seconded by Council Member Hansen, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A. Approve List of Claims, 6B. Approve Council Workshop Minutes of 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 Resolution No. 2020-35 approving the Detachment of Parcel No. 65-026-2015, 6F. Approve Appointment of John Johansen to the Seasonal Full-Time Code Enforcement Position, and 6G. Approve Appointment of Lenny Rutledge to the Full-Time Building Official Position.

**7. BUSINESS**

**7A. PRESENTATION – 2019 Audit Report (BerganKDV)**

Caroline Stutsman from BerganKDV presented the 2019 management letter and the audited financial statements.

Mayor Wallen reviewed the Council's efforts to reduce the City's debt, noting the retired \$6.6M in debt obligations. Stutsman reviewed that the debt reduction has also improved the City's tax capacity rate as well.

Council Member Knier motioned to approve the 2019 Audit report as presented. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

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

Amy Barthel presented the planners report for the Bionote USA, Inc. Variance request for the property located at 19922 Industrial Drive NW. Bionote is requesting to vary from the

City's Sign Ordinance by proposing to locate a wall sign on a multi-tenant building that is not uniform with the other existing wall signage. Barthel noted that the Applicant submitted a building permit for the wall sign, and Staff notified the Applicant that the sign is not in conformance with City Ordinance Section 1300.07. The Applicant expressed that the timeline would be too long to meet FDA approval for making COVID test kits, explaining that one of the FDA approval requirements is proper signage on the building. Their goal of obtaining FDA approval is time sensitive, therefore they have 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 the Variance request as soon as possible. Barthel also noted that Big Lake Township has given their approval to bypass the normal review by the Joint Powers Board. The 4.14 acre property is a multi-tenant Industrial lot zoned as I-1, in which signage is considered an accessory use. The Applicant is proposing to place their sign on the east side of the building and remove the cabinet sign on the south side. The only signage the business will have on the Highway 10 frontage wall will be a 3 square-foot sign on the front door. The Applicant has indicated that the property owner has approved the sign design and placement of all signage for Bionote. Barthel reviewed the criteria for granting a variance noting that 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, and 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. Barthel stated that Staff recommends approval of the Variance request as presented.

Mayor Wallen opened the public hearing at 6:33 p.m. No one came forward. Mayor Wallen closed the public hearing at 6:33 p.m.

Council Member Hansen motioned to approve Resolution No. 2020-36 approving a Sign Variance for Bionote USA, Inc. for the property located at 19922 Industrial Drive Northwest. Seconded by Council Member Johnson, unanimous ayes, motion carried.

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

Kevin Shay informed Council that the Applicant has requested this item be removed, as they would like additional time to re-evaluate recommendations made by the Planning Commission.

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

Kevin Shay reviewed the planners report for the Sandhill Villa's Development Application. The Applicant, Modern Construction of Minnesota is requesting Preliminary Plat approval,

a Development Stage Planned Unit Development (PUD), and a rezone to PUD based on the standards of the R-2 zoning district. Shay noted that the Planning Commission and City Council reviewed the concept plan in late 2019 for the detached townhome development which was positively received by both Boards. Shay reviewed the proposed development that would be known as Sandhill Villas which is proposed to include 12 detached townhomes on a 2.5 acre parcel. The Applicant is proposing to subdivide the parcel to create 12 lots, which would each be developed as part of the overall plan into villa style detached townhomes. Shay reviewed the layout of the Preliminary Plat, the proposed site plan, setbacks, building height, sidewalk placement, parking requirements, landscaping, utilities, stormwater management requirements, building design standards, neighborhood configuration and design standards, and development fees. Shay reviewed PUD flexibility which include reduced lot area and width minimums, and setback minimum flexibility. The Planning Commission held a public hearing on April 1, 2020 and numerous comments were submitted in opposition to the project stating concerns with density, the potential for a negative effect on neighboring property values, impervious surface issues, accesses to the property, and that the City would be responsible for maintaining/plowing the streets and driveways. The Planning Commission unanimously recommended approval of the application with revisions.

Council Member Zettervall asked for feedback from the City Planner and the City Engineer on a number of concerns raised at Planning Commission. Shay confirmed that the Resolution being presented to Council is for a 30 foot setback from the north building line. Otteson discussed the 30 foot setback along 205<sup>th</sup> Avenue, identifying that there is a trail and storm sewer retention area along this section of the project, but stated that he feels there would not be an impact on the street. Otteson stressed that there will be screening requirements to mitigate resident concerns. Otteson also reviewed the proposed walking path that will be placed as far back as possible and shouldn't be affected by a turn lane. Zettervall asked if there are concerns with the proposed cul-de-sac being owned by the City. Otteson reviewed that the size of the cul-de-sac was enlarged and a sidewalk added to accommodate snow removal. Otteson also noted that there is always a concern with snow removal when you have a more dense project. Otteson also noted that drainage and water retention issues were addressed by incorporating swales and an emergency overflow.

Council Member Johnson discussed concerns raised at Planning Commission with density, traffic, setbacks, safety with the walking path, and compatibility with the Comprehensive Plan. Discussion was also held on connectivity of walking paths in this area.

Council Member Zettervall motioned to approve Resolution No. 2020-37 approving a Preliminary Plat, Site and Building Plan, and Development Stage Planned Unit Development for the Sandhill Villa's Development. Seconded by Council Member Hansen, unanimous ayes, motion carried.

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

Kevin Shay reviewed the planners report for the 301 Crescent Street Development Application. The Applicants, Kathleen and Richard Anderson are requesting approval of a Conditional Use Permit and Variance to construct a new 3,186 square foot home with an attached garage on a .17 acre parcel located within the shoreland overlay district. The request for a Conditional Use Permit (CUP) would allow an increase in impervious surface coverage, and a Variance to allow a 5-foot reduced front yard setback from 20 feet to 15 feet. Shay noted that the required 10-foot setback between buildings can be reduced with approval from the Building Official and may require submittal of a plan showing a proposed firewall or other mitigation measures. The City's Building Official has commented that the proposed building setback on the eastern lot line is acceptable if the adjacent wall is fire rated for 1 hour. The Planning Commission held a public hearing at their April 1, 2020 meeting, and three written comments were submitted. Comments included a request to restrict construction work times after 8:00 a.m., and another was in opposition of the project due to neighborhood issues with the Applicants. Another comment requested shoreline restoration measures be taken at the property. The Planning Commission unanimously recommended approval of the application.

Council Member Johnson stated that she feels the proposed improvements will be a nice improvement to the lot.

Council Member Zettervall advised the Applicant to respect property line boundaries.

Mayor Wallen discussed the benefits of repurposing these small R-5 zoned lots.

Council Member Zettervall motioned to approve Resolution No. 2020-38 approving a Conditional Use Permit and Variance for the property located at 301 Crescent Street. Seconded by Council Member Knier, unanimous ayes, motion carried.

**7F. Big Lake Station Development– PUD Concept Plan Review**

Kevin Shay reviewed the planners report for the Big Lake Station Development PUD Concept Plan Review. The Applicant, AEON is proposing to construct 74 senior housing units and 110 multi-family housing units on a 6.14 acre parcel located at the corner of Station Street NW and Forest Road near the Big Lake Train Station. The property was created as part of the Station Street Acres East Plat in 2017. The lot is currently zoned Transit Oriented Development (TOD) and is in the Midway Zone of the TOD District. The lot is guided by the Comprehensive Plan for Transit-Oriented Development. Shay reviewed the project indicating that the senior units will be contained within one building and will

require at least one occupant in a residence to be 55+ years of age and with an income below 50% of the Area Median Income (AMI). The multi-family units will be split between two buildings 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 Applicant will be requesting a rezoning from TOD to Planned Unit Development (PUD) in order to receive flexibility on a number of items required by the Zoning and Subdivision Ordinances. Shay reviewed lot standards, setbacks, parking, landscaping, utilities, building design standards, recreation areas, stormwater management, signage, and park dedication requirements. The Planning Commission held a public hearing on April 1, 2020 and no comments were submitted. The Planning Commission was generally supportive of the project, and indicated some concerns with off-street parking and accessibility concerns with the flow between the two buildings. The Planning Commission was accepting of the flexibility for the building height and setbacks.

Council Member Zettervall discussed comments from the Planning Commission expressing concerns with off-street surface parking and handicap parking availability, noting that he is trusting that the developer will make right choices moving forward with their plans.

Council Member Johnson asked if there are any potential concerns from the Fire Department due to the height of the building. Seth Hansen reviewed needs of the Department and the use of their ladder truck if needed.

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

Kevin Shay reviewed the planners report for the Big Lake Car Condo's Second Addition Development Application. The Applicant, Richard Hinrichs has requested approval on a Conditional Use Permit (CUP) Amendment, Preliminary Plat approval, and a Development Stage Planned Unit Development (PUD) approval consisting of an amendment to the previous PUD. Shay noted that the Planning Commission and City Council approved the first phase of the Applicant's garage condo project in November of 2019, which included a single eight-unit building. The Applicant is now 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. Each storage unit would be individually owned as a condo unit and the entire community will be governed by the Homeowner's Association (HOA). Shay noted that HOA documents were reviewed and approved by the City during the first phase of the development. Shay reviewed the project indicating that 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, which are unbuildable until they are platted as lots. During the phase I application, the Applicant was approved for a CUP to allow a single luxury garage building. An amendment to the approved CUP is required to include the five additional luxury garage buildings and

the shared clubhouse. The Applicant is also proposing to subdivide Outlots B, C, D, F, and G to create buildable lots for the townhome-style car condo community. He is also proposing to plat Outlot E as a buildable lot for the clubhouse. Shay noted that the proposed plat will keep the existing 3.9 acre Outlot A which covers all the long-term open space which includes all the areas that will eventually be covered by the parking lot and landscaped areas. This land will be owned directly by the Association that manages the car condo community. Outlots B, C, F, and G will consist of 8 separate townhome lots and Outlot D will consist of 7 separate townhome lots. They will range in size between 1,600 square feet to 3,180 square feet. Outlot E will be the shared clubhouse. The Applicant is proposing to construct the remaining portions of the development in three phases. Phase 2 will include Outlots D and E, Phase 3 will include Outlots B and F, and the final phase will include Outlots C and G. PUD flexibility was granted with the first phase approvals and would be applied to these phases as well. Flexibility included allowing the buildings to be constructed as wood-framed buildings, allowing air conditioning units on the street side of the buildings, and to allow parking lot surfaces that are closer than 10-feet to internal property lines. Shay reviewed design standards, Homeowner's Association covenants, and development fees. The Planning Commission held a public hearing on April 1, 2020 and no comments were submitted. The Planning Commission unanimously recommended approval.

Council Member Knier motioned to approve Resolution No. 2020-39 approving the Preliminary Plat, Conditional Use Permit Amendment, and Development Stage PUD for the Big Lake Car Condos Second Addition. Seconded by Council Member Johnson, unanimous ayes, motion carried.

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

Kevin Shay reviewed the planners report for the Wastewater Treatment Facility Development Application. The Applicant, the City of Big Lake is requesting Preliminary Plat and Final Plat approval, as well as Development Stage PUD, rezoning to PUD, and Final Planned Unit Development approval. The application is for the expansion of an existing wastewater treatment facility that requires 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 structure and equipment, as well as the addition of a third oxidation ditch. The 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 Applicant is proposing to take the existing parcels totaling 53.89 acres and combine them into a single lot that would be platted as the "Big Lake Wastewater Treatment Facility". A plat is necessary for the lot combination because PUD's are only allowed on platted lots. Shay reviewed the site plan,

setbacks, building height, parking, landscaping, utilities, stormwater management, and lighting requirements. Shay also noted that the Applicant is seeking PUD flexibility on parking requirements, common open space requirements, and waiving the requirement of a Development Agreement. The Planning Commission held a public hearing on April 1, 2020 and no comments were submitted. The Planning Commission unanimously recommended approval of the application.

Council Member Johnson motioned to approve Resolution No. 2020-40 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. Seconded by Council Member Knier, unanimous ayes, motion carried.

Council Member Johnson motioned to approve Ordinance No. 2020-10 approving the Rezoning from A - Agricultural to PUD – Planned Unit Development for the City of Big Lake Wastewater Treatment Facility, and approve Summary Publication Resolution No. 2020-41. Seconded by Council Member Knier, unanimous ayes, motion carried.

## **7I. 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 the 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. 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 May 13, 2020.

Council Member Zettervall commented that payroll continues to be 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 the Liquor Store continues to be a huge asset to the City of Big Lake and they are experiencing record profits.

Council Member Knier stated that he stands behind his comments from the last meeting and that he feels a \$2.00 increase is fair to the employees as well as to taxpayers. Knier also expressed that he respects other Council Members comments on this matter, but that he continues to stand by a \$2.00 increase.

Council Member Zettervall motioned 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. Seconded by Council Member Johnson, 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.

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

Joel Scharf reviewed the current rules the City has in place that regulate recreational vehicles. Scharf noted that these ordinances have been updated over time in portions, but never completely overhauled. Many of the references in the provisions have been changed in Minnesota State Statute, creating a lack of clear direction on our regulations. Staff has modeled revised language after model ordinances from the League of MN Cities and is recommending amendments to Section 630 regulating recreational vehicles, along with the addition of Sections 631 through 634 to regulate various specialty vehicles. 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. MN Statutes requires a City to have a permitting process in place if they permit the use of golf carts, UTV's and ATV's on their City streets. Staff would process an online application process at no cost to the applicant. In turn, the City would mail the applicant a registration sticker and registration card that would be valid for a three-year term.

Council Member Zettervall motioned to approve Ordinance No. 2020-11 amending Chapter 6 of the Big Lake City Code to regulate Recreational and Specialty Vehicles, and approve Summary Publication Resolution No. 2020-42. Seconded by Council Member Johnson, unanimous ayes, motion carried.

## **7K. Monthly Department Reports**

Deb Wegeleben provided a year-to-date financial report, and reviewed allocated funds identified in the City's Capital Improvement Plan (CIP) Fund. Wegeleben also noted that she is in the beginning stages of planning for the 2021 budget, and discussed the first phase of the new finance software implementation. Council Member Knier discussed the City's reserve fund balance and Wegeleben explained that the unassigned fund was at 65% at the end of 2019. Wegeleben clarified that having that extra percentage in the fund at year end has allowed us to have a 48% balance even though we haven't received any of our property taxes yet. Council Member Johnson asked if something catastrophic happens, will we still have the same level of unassigned funds. Wegeleben reviewed worst case scenario cash flow projections if we only receive a portion of LGA/property tax payments, and stated she believes we would still meet the 50% unassigned fund balance requirement at year end.

Greg Zurbey provided an update on the Municipal Liquor Store operations for March. Zurbey discussed in-store tastings, building maintenance, the cooler reset project, the sale of 3.2% Malt Liquor products, and liquor sales statewide in conjunction with attached grocery store sites. Zurbey also reviewed sales figures comparing March 2019 to March 2020 noting the significant increase in liquor store sales since the start of the COVID-19

pandemic thanking Staff for their extra efforts. Zurbey also briefly reviewed April sales figures.

Hanna Klimmek provided an update on activities in the Community Development Department. Klimmek reviewed housing/commercial development statistics/projects, and redevelopment projects. Klimmek also informed Council that the Community Branding and Identity project kick-off has been postponed and the project will begin when the community is ready to engage. Klimmek also discussed how the COVID-19 pandemic is affecting area businesses and the City's efforts to get out information on resources available to the Big Lake business community. Klimmek also informed Council that the new Building Official and Seasonal Code Enforcement person will start employment mid-May. Council Member Zettervall asked Staff to include trending figures on future reports.

## **8. ADMINISTRATOR'S REPORT**

Clay Wilfahrt discussed the 1992 Joint Annexation Agreement with Big Lake Township. Wilfahrt reviewed the need to amend the Agreement to allow for land not yet annexed into the City to be under planning/zoning control of Sherburne County. Staff will draft an amendment to the Agreement and bring to an upcoming meeting for Council and Township consideration at each of their respective meetings. Council directed Staff to move forward with drafting the amendment to the 1992 OAA.

## **9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS**

Mayor Wallen: discussed the April BLEDA Meetings, Finance Committee, and Personnel Committee Meeting.

Council Member Johnson: discussed the April BLEDA Meetings and the recent BLCLA Meeting.

Council Member Knier: reviewed the April BLBYR Meeting, and the recent Finance Committee Meeting.

## **10. OTHER**

## **11. ADJOURN**

Council Member Knier motioned to adjourn at 8:05 p.m. Seconded by Council Member Johnson, unanimous ayes, motion carried.

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Clerk

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Date Approved By Council



# AGENDA ITEM

## Big Lake City Council

<b>Prepared By:</b> <i>Deb Wegeleben, Finance Director</i>	<b>Meeting Date:</b> 5/13/2020	<input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <span style="font-size: 1.5em; font-weight: bold;">6D</span>
<b>Item Description:</b> <i>Reclassification of Accounting Technicians position from Grade 7 to Grade 8</i>		<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	
		<b>Reviewed By:</b> <i>Personnel Committee</i>	

**ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving the reclassification of the Accounting Technician position from a grade 7 to a grade 8 on the City of Big Lake’s pay scale.

**BACKGROUND/DISCUSSION**

During the budget process staff always reviews the pay grades with communities of the same size to verify that the City’s pay scale is still in-line with the market. Currently staff had discovered that the Accounting Technician position, this position is part of the finance department and is responsible for Accounts Payable, Accounts Receivable as well as billing of the Utility Enterprise funds, fell about 7% below market. Staff then scored the position based on the job description and determined that this position is indeed more technical than administrative. The score indicated that the position should in fact be at a grade 8. By moving this position to a grade 8 the pay will be more in line with the current market rate and will be beneficial if and when the City has to replace current staff due to future retirements. Currently by moving the two staff members from grade 7 to grade 8 there will be no impact on the 2020 budget, as both of the current staff are at step 9 of grade 7 and this would move them to step 7 of grade 8. For the 2021 & 2022 budgets there could be an increase of \$3,370, as both staff members would have the ability to move up to step 8 in 2021 and then the final step (9) in 2022.

**FINANCIAL IMPACT**

No impact on 2020 Budget, future budgets could see an increase in personnel expenditures

**STAFF RECOMMENDATION**

To approve the reclassification of the Accounting Technician from a grade 7 to a grade 8 on the City’s Pay Scale

**ATTACHMENTS**

- 2020 Proposed Pay Scale with Change
- Job Description Score Card
- Job Descriptions

2020 Rates w 2.5% increase - Non Public Works Union

102.5% 2080 hours in year

2020 Rates Public Works Union 3% Increase

103.0% 2080 Public Works

SEASONAL / PT EMPLOYEES

Hourly Range

10 2020 Minimum Wage

Public Works	Parks Seasonal - hrly range - just COLA	\$10 to \$16
Public Works	Parks Lead Attendants - hrly range -just COLA	\$14.25 to \$16
Public Works	PW Seasonal - hrly range- just COLA	\$10 to \$16
Public Works	PW PT - hrly range- just COLA	\$16 to \$20
Police	CSO PT - hrly range - just COLA	\$15.38
Community Dev	Seasonal Farmers Market Coordinator -set amount	\$15.88

Points	Regular FT and PT Employees		Proposed Change																		
			STEP	Annual	1	Annual	2	Annual	3	Annual	4	4	Annual	5	Annual	6	Annual	7	Annual	8	Annual
Department	Title	Grade	1	RATE	2	RATE	3	RATE	4	RATE	5	RATE	6	RATE	7	RATE	8	RATE	9	RATE	
83	Liquor	Liquor Store Stock Clerk - PT -	2	24,821.33	11.93	25,565.98	12.29	26,332.95	12.66	27,122.94	13.04	27,936.63	13.43	28,774.73	13.83	29,637.98	14.25	30,527.12	14.68	31,442.93	15.12
101	Liquor	Liquor Store Clerk - PT -	3	26,310.61	12.65	27,099.94	13.03	27,912.93	13.42	28,750.32	13.82	29,612.83	14.24	30,501.22	14.66	31,416.25	15.10	32,358.74	15.56	33,329.50	16.02
122	Liquor	Lead Liquor Store Clerk - FT/PT	4	27,889.25	13.41	28,725.93	13.81	29,587.70	14.22	30,475.34	14.65	31,389.60	15.09	32,331.29	15.54	33,301.23	16.01	34,300.27	16.49	35,329.27	16.99
148	Finance	Receptionist	6	41,781.82	20.09	43,035.27	20.69	44,326.33	21.31	45,656.12	21.95	47,025.80	22.61	48,436.58	23.29	49,889.67	23.99	51,386.37	24.70	52,927.96	25.45
190	Police	Police Specialist I	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
490	Finance	Accounting Technicians	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
190	Public Works	Administrative Assistant - Public Works	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
190	Community Dev	Administrative Assistant - Comm Dev	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
190	Community Dev	Code Inspector - Community Development	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
190	Community Dev	Building Permit Tech/Admin Assist	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
196	Public Works	Streets/Parks Employee - Public Works I	8	46,946.05	22.57	48,354.43	23.25	49,805.06	23.94	51,299.22	24.66	52,838.19	25.40	54,423.34	26.17	56,056.04	26.95	57,737.72	27.76	59,469.85	28.59
198	Police	Police Specialist II	8	46,946.05	22.57	48,354.43	23.25	49,805.06	23.94	51,299.22	24.66	52,838.19	25.40	54,423.34	26.17	56,056.04	26.95	57,737.72	27.76	59,469.85	28.59
200	Finance	Accounting Technicians	8	46,946.05	22.57	48,354.43	23.25	49,805.06	23.94	51,299.22	24.66	52,838.19	25.40	54,423.34	26.17	56,056.04	26.95	57,737.72	27.76	59,469.85	28.59
220	Public Works- Union	Water/Wastewater Operator I	8	46,944.93	22.57	48,353.28	23.25	49,803.88	23.94	51,298.00	24.66	52,836.94	25.40	54,422.04	26.16	56,054.70	26.95	57,736.35	27.76	59,468.44	28.59
225	Public Works- Union	Streets/Parks Employee - Public Works II	9	49,761.63	23.92	51,254.48	24.64	52,792.11	25.38	54,375.88	26.14	56,007.15	26.93	57,687.37	27.73	59,417.99	28.57	61,200.53	29.42	63,036.54	30.31
250	Public Works- Union	Water/Wastewater Operator II	9	49,761.63	23.92	51,254.48	24.64	52,792.11	25.38	54,375.88	26.14	56,007.15	26.93	57,687.37	27.73	59,417.99	28.57	61,200.53	29.42	63,036.54	30.31
251	Finance	Accounting Clerk	9	49,762.81	23.92	51,255.70	24.64	52,793.37	25.38	54,377.17	26.14	56,008.48	26.93	57,688.74	27.73	59,419.40	28.57	61,201.98	29.42	63,038.04	30.31
264	Liquor	Assistance Liquor Store Manager - Exempt	10	52,748.58	25.36	54,331.04	26.12	55,960.97	26.90	57,639.80	27.71	59,368.99	28.54	61,150.06	29.40	62,984.56	30.28	64,874.10	31.19	66,820.32	32.13
270	Public Works- Union	Fleet Maintenance Worker	10	52,747.33	25.36	54,329.75	26.12	55,959.64	26.90	57,638.43	27.71	59,367.58	28.54	61,148.61	29.40	62,983.07	30.28	64,872.56	31.19	66,818.73	32.12
270	Community Dev	Recreation & Communication Coord- Exempt	10	52,748.58	25.36	54,331.04	26.12	55,960.97	26.90	57,639.80	27.71	59,368.99	28.54	61,150.06	29.40	62,984.56	30.28	64,874.10	31.19	66,820.32	32.13
275	Finance	Accounting Clerk/Deputy City Clerk - Exempt	10	52,748.58	25.36	54,331.04	26.12	55,960.97	26.90	57,639.80	27.71	59,368.99	28.54	61,150.06	29.40	62,984.56	30.28	64,874.10	31.19	66,820.32	32.13
325	Administration	City Clerk - Exempt	12	59,268.31	28.49	61,046.36	29.35	62,877.75	30.23	64,764.08	31.14	66,707.00	32.07	68,708.21	33.03	70,769.46	34.02	72,892.54	35.04	75,079.32	36.10
321	Police - Union	Police Officer	12	59,268.31	28.49	61,046.36	29.35	62,877.75	30.23	64,764.08	31.14	66,707.00	32.07	68,708.21	33.03	70,769.46	34.02	72,892.54	35.04	75,079.32	36.10
318	Public Works- Union	Foreman - Parks & Streets	12	59,266.90	28.49	61,044.90	29.35	62,876.25	30.23	64,762.54	31.14	66,705.41	32.07	68,706.58	33.03	70,767.77	34.02	72,890.81	35.04	75,077.53	36.09
323	Public Works- Union	Foreman - Water/Wastewater	12	59,266.90	28.49	61,044.90	29.35	62,876.25	30.23	64,762.54	31.14	66,705.41	32.07	68,706.58	33.03	70,767.77	34.02	72,890.81	35.04	75,077.53	36.09
310	Community Dev	City Planner - Exempt	12	59,268.31	28.49	61,046.36	29.35	62,877.75	30.23	64,764.08	31.14	66,707.00	32.07	68,708.21	33.03	70,769.46	34.02	72,892.54	35.04	75,079.32	36.10
345	Police - Union	Police Investigator	13	62,824.40	30.20	64,709.14	31.11	66,650.41	32.04	68,649.92	33.00	70,709.42	34.00	72,830.70	35.01	75,015.62	36.07	77,266.09	37.15	79,584.08	38.26
345	Police - Union	Police Corporal	13	62,824.40	30.20	64,709.14	31.11	66,650.41	32.04	68,649.92	33.00	70,709.42	34.00	72,830.70	35.01	75,015.62	36.07	77,266.09	37.15	79,584.08	38.26
345	Police - Non Union	Police Sergeant	13	62,824.40	30.20	64,709.14	31.11	66,650.41	32.04	68,649.92	33.00	70,709.42	34.00	72,830.70	35.01	75,015.62	36.07	77,266.09	37.15	79,584.08	38.26
383	Police - Non Union	Police Captains	14	66,593.87	32.02	68,591.68	32.98	70,649.44	33.97	72,768.92	34.99	74,951.99	36.03	77,200.55	37.12	79,516.56	38.23	81,902.06	39.38	84,359.12	40.56
428	Public Works	Superintendent - Water/Waster Water - Exempt	15	70,589.50	33.94	72,707.19	34.96	74,888.40	36.00	77,135.05	37.08	79,449.11	38.20	81,832.58	39.34	84,287.56	40.52	86,816.18	41.74	89,420.67	42.99
428	Public Works	Superintendent - Parks & Street - Exempt	15	70,589.50	33.94	72,707.19	34.96	74,888.40	36.00	77,135.05	37.08	79,449.11	38.20	81,832.58	39.34	84,287.56	40.52	86,816.18	41.74	89,420.67	42.99
423	Building Inspections	Chief Building Official - Exempt	15	70,589.50	33.94	72,707.19	34.96	74,888.40	36.00	77,135.05	37.08	79,449.11	38.20	81,832.58	39.34	84,287.56	40.52	86,816.18	41.74	89,420.67	42.99
478	Liquor	Liquor Store Manager - Exempt	16	74,824.87	35.97	77,069.62	37.05	79,381.71	38.16	81,763.16	39.31	84,216.05	40.49	86,742.53	41.70	89,344.81	42.95	92,025.15	44.24	94,785.91	45.57
515	Police - Non Union	Deputy Police Chief - Exempt	17	79,314.36	38.13	81,693.79	39.28	84,144.61	40.45	86,668.95	41.67	89,269.01	42.92	91,947.09	44.21	94,705.50	45.53	97,546.66	46.90	100,473.06	48.30
565	Community Dev	Community Dev Director - Exempt	19	89,117.62	42.85	91,791.15	44.13	94,544.88	45.45	97,381.23	46.82	100,302.66	48.22	103,311.74	49.68	106,411.10	51.16	109,603.43	52.69	112,891.53	54.27
570	Public Works	Public Works Director - Exempt	19	89,117.62	42.85	91,791.15	44.13	94,544.88	45.45	97,381.23	46.82	100,302.66	48.22	103,311.74	49.68	106,411.10	51.16	109,603.43	52.69	112,891.53	54.27
595	Finance	Finance Director - Exempt	19	89,117.62	42.85	91,791.15	44.13	94,544.88	45.45	97,381.23	46.82	100,302.66	48.22	103,311.74	49.68	106,411.10	51.16	109,603.43	52.69	112,891.53	54.27
610	Fire	Fire Position - Exempt	20	94,464.68	45.42	97,298.62	46.78	100,217.57	48.18	103,224.10	49.63	106,320.82	51.12	109,510.45	52.65	112,795.76	54.23	116,179.64	55.86	119,665.03	57.53
610	Engineering	City Engineer - Exempt	20	94,464.68	45.42	97,298.62	46.78	100,217.57	48.18	103,224.10	49.63	106,320.82	51.12	109,510.45	52.65	112,795.76	54.23	116,179.64	55.86	119,665.03	57.53
620	Police	Chief of Police - Emergency Manager-Exempt	20	94,464.68	45.42	97,298.62	46.78	100,217.57	48.18	103,224.10	49.63	106,320.82	51.12	109,510.45	52.65	112,795.76	54.23				

as of 2016

Points Allowed

Grade

1	69	1
70	85	2
86	103	3
104	123	4
124	145	5
146	169	6
170	195	7
196	223	8
224	253	9
254	283	10
284	315	11
316	347	12
348	381	13
382	415	14
416	451	15
452	487	16
488	525	17
526	565	18
566	607	19
608	655	20
656	703	21
704	751	22
752	799	23

Position or Class Title: Accounting Technicians – AP and AR

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Skill Level: Technical – skill level III

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GRADE 8

Factor	Value
I. Training and Ability – AA/Experience 3-5 years	30
II. Experience 3-5 years	35
III. Level of Work -Intermediate	30
IV. Human Relations Skills – Proactive	30
V. Physical Demands – light	10
VI. Working Conditions and Hazards	5
VII. Independence of Action – Directed	30
VIII. Impact on End Results -Operational	30
IX. Supervision Exercised	0
Point Total	200



**TITLE:** Accounting Technician – AP/AR  
**DEPARTMENT:** Finance  
**ACCOUNTABLE TO:** Finance Director  
**JOB STATUS:** Full Time/Non-Exempt

### JOB OBJECTIVES

Performs intermediate technical work related to the day-to-day operations in the Finance Department including processing of accounts payable, accounts receivable, payroll, and other areas as assigned. Work is performed under the limited supervision of the Finance Director.

### QUALIFICATION REQUIREMENTS

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

### ESSENTIAL JOB FUNCTIONS:

- a. Assistance and research for City Finance Director as directed.
- b. Collect/Receipt fees and prepare daily deposit.
- c. Prepare claim registers, get authorizations from department heads, prepare checks, and maintain proper vendor files.
- d. Assists with payroll as directed for internal controls.
- e. Assist in month- and year-end procedures as directed by City Finance Director
- f. Use Excel spreadsheets to maintain project and program tracking.
- g. Process Liquor Store receipts and complete monthly liquor store sales report (based on Cash/Check Handling procedure and Liquor Store Daily Report and Deposits procedure).
- h. Type correspondence, assist in general ledger, general journal entries as assigned. Assist with budgetary controls for all funds/departments.
- i. Orders supplies for City Hall and other departments.
- j. Provide back-up for front desk as needed.
- k. Perform all other necessary duties as apparent or assigned.

### MINIMUM REQUIREMENTS:

High school diploma or GED and moderate experience with computers, spreadsheets and word processing software.

### KNOWLEDGE, SKILLS AND ABILITIES:

- a. Ability to establish and maintain effective working relationships with elected officials, City employees and the public.
- b. General knowledge of accounting theories, principles, methods and practices.
- c. General knowledge of municipal financial laws, ordinances and regulations.
- d. Ability to understand and apply laws and established policies to the maintenance of financial records.
- e. Ability to prepare complete and accurate reports from various accounting data.
- f. Ability to verify accounting documents and forms for accuracy and completeness.
- g. Ability to operate standard office equipment and applicable software packages.



**PHYSICAL REQUIREMENTS**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and repetitive motions and occasionally requires walking, using hands to finger, handle or feel, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**SPECIAL REQUIREMENTS**

Completion of a secretarial certificate program preferred.  
Valid Class D Driver's License.

REVIEWED BY:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date



**TITLE:** Accounting Technician – UB/AR  
**DEPARTMENT:** Finance  
**ACCOUNTABLE TO:** Finance Director  
**JOB STATUS:** Full Time/Non-Exempt

### JOB OBJECTIVES

Performs intermediate technical work related to the day-to-day-operations in the Finance department, including processing of accounts receivable for the Utility Enterprise funds as well as other receivables for City departments. Processing customer service requests pertaining to utilities, answering multi-line telephone, routing calls, assisting the public, providing routine information, performing office assistance tasks and related work as required. Work is performed under the limited supervision of the Finance Director.

### QUALIFICATION REQUIREMENTS

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

### ESSENTIAL JOB FUNCTIONS

- a. Process the monthly billing of utility service
- b. Sets up new utility accounts, final out accounts, requesting meters reads.
- c. Enters utility receipts into system; reviews accuracy.
- d. Process daily payments through PSN online payment system.
- e. Prepares ACH transactions; enters transactions into Point of Sale System.
- f. Assists customers and title companies with billing inquiries and researches documentation as needed; responds to customer complaints and inquiries regarding leaks or meter readings and initiates investigations of same.
- g. Initializes and downloads meter readings from readers; reviews reports and investigates unusual readings and orders re-reads.
- h. Processes penalty calculations; sets up and monitors special charges.
- i. Maintains information to reconcile with utility transactions.
- j. Prints invoices and reviews for accuracy; prepares for mailing.
- k. Processes certification of delinquent accounts for assessment; initiates shut-off process for delinquent accounts.
- l. Process payments from the county for special assessments.
- m. Process special assessment searches.
- n. Provides quality customer service including answering multi-phone line, registering customer for programs, taking reservations, answering e-mails, etc.
- o. Performs a variety of office assistance tasks when requested.
- p. Prepares statistical records for various reports.
- q. Sorts mail and places in appropriate boxes.
- r. Perform all other necessary duties as apparent or assigned.

### MINIMUM REQUIREMENTS

Associates/Technical degree with coursework in accounting, or related field and moderate experience in accounting or utility billing, customer service, working on computers, handling multi-line phone system,



or equivalent combination of education and experience.

**KNOWLEDGE, SKILLS AND ABILITIES**

- a. Thorough knowledge of utility billing terminology, methods, procedures and equipment.
- b. Thorough knowledge of the procedures for billing and collecting utility fees.
- c. General knowledge of the operation of a multi-line phone system.
- d. General knowledge of office equipment and related hardware and software.
- e. Ability to operate various office machines and computer equipment with accuracy and speed.
- f. Ability to meet and deal courteously with the public.
- g. Ability to communicate effectively both orally and in writing.
- h. Ability to establish and maintain effective working relationships with associates.

**PHYSICAL REQUIREMENTS**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently standing and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to blood-borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic).

**SPECIAL REQUIREMENTS**

None.

REVIEWED BY:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> <i>Greg Zurbey, Liquor Manager</i>	<b>Meeting Date:</b> 5/13/2020	<input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>6E</b>
<b>Item Description:</b> <i>Employment Status Change for Liquor Store Clerks Darcy Miller and Tamara Bergstrom</i>		<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	
		<b>Reviewed By:</b> <i>Deb Wegeleben, Finance Director</i>	

## **ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving an employment status change for Part-time Liquor Store Clerks Darcy Miller and Tamara Bergstrom from probationary to permanent employment status effective 5/13/2020.

## **BACKGROUND/DISCUSSION**

Part-time Liquor Store Clerks Darcy Miller and Tamara Bergstrom have completed their 6-month probationary period and have received positive employment reviews. They will move from Step 1 to Step 2 on the City pay scale.

## **FINANCIAL IMPACT**

Move from Step 1 to Step 2 on the City pay scale.

## **STAFF RECOMMENDATION**

Staff recommends Council approve an employment status change for part-time Liquor Store Clerks Darcy Miller and Tamara Bergstrom from probationary to permanent employment status.

## **ATTACHMENTS**

N/A



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Greg Zurbey, Liquor Manager	<b>Meeting Date:</b> 5/13/2020	<input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>6F</b>
<b>Item Description:</b> Employment Status Change for Liquor Store Lead Clerk Jodie Audette	<b>Reviewed By:</b> Clay Wilfahrt, City Administrator <b>Reviewed By:</b> Deb Wegeleben, Finance Director		

**ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving an employment status change for Part-time Liquor Store Lead Clerk Jodie Audette from probationary to permanent employment status effective 5/10/2020.

**BACKGROUND/DISCUSSION**

Part-time Lead Liquor Store clerk Jodie Audette has completed her 6-month probationary period and has received a positive employment review. She will move from Step 1 to Step 2 on the City pay scale.

**FINANCIAL IMPACT**

Move from Step 1 to Step 2 on the City pay scale.

**STAFF RECOMMENDATION**

Staff recommends Council approve an employment status change for part-time Lead Liquor Store Clerk Jodie Audette from probationary to permanent employment status.

**ATTACHMENTS**

N/A



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Gina Wolbeck, City Clerk	<b>Meeting Date:</b> 05/13/20	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6G</b>
<b>Item Description:</b> Northern Lighters Pyrotechnics Fireworks Permit Request for the 2020 Big Lake High School Graduation Ceremony		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator	
		<b>Reviewed By:</b> Joel Scharf, Police Chief and Seth Hansen, Fire Chief	

### ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a Fireworks Display Permit to Northern Lighters Pyrotechnics for the 2020 Big Lake High School Graduation Ceremony Fireworks Display on Friday, May 29, 2020 (rain date of Saturday, May 30, 2020) to be detonated at the Big Lake Ball Fields area at a location approved by the Big Lake Fire Chief. Approval is contingent upon submittal of all required documentation and fees, and submittal of written permission from the property owner (ISD 727).

### BACKGROUND/DISCUSSION

A Fireworks Display Permit Application has been submitted by Patrick Wandersee from Northern Lighters Pyrotechnics. They have been hired by Big Lake High School to organize and discharge the 2020 Graduation Ceremony Fireworks Display on Friday, May 29, 2020 (rain date of Saturday, May 30, 2020) between 4:00 p.m. and 10:30 p.m. The discharge will occur at the Option 2 site near the Big Lake High School ball fields (shown on attached site), unless otherwise directed by the Fire Chief. The Applicant has identified Option 2 as the preferred detonation site, which has received approval from the Big Lake Fire Chief.

At this time, the graduation ceremony is tentatively planned. Due to the Governor’s Stay At Home Order, and the potential for an extension of the Order, the ceremony may need to be rescheduled or canceled. Staff is recommending this approval be flexible to accommodate a possible reschedule date in the future.

The Applicant is pulling together the final required paperwork. Approval should be contingent upon submittal of all required documents and fees, and submittal of written permission from the property owner (ISD 727).

### FINANCIAL IMPACT

N/A

### STAFF RECOMMENDATION

Approve application as presented with contingencies.

### ATTACHMENTS

- Site Map
- Application





**FIREWORK OPERATOR  
CERTIFICATE**

Certificate Type: **0**  
NFPA 1123

Certificate No: **0834**  
**Patrick Henry Wandersee**  
**22423 Co. Rd. 73 NW**  
**Big Lake, MN 55309**

**Effective Date**  
3/3/2020

**Expiration Date**  
3/2/2024

65-019-1102

65-020-2210

Option 2 Setup  
250' Circle  
**OPTION 2 SITE  
APPROVED BY FIRE CHIEF**

65-020-22

65-019-1403

Public  
Area in  
RED. All  
areas are  
fenced in

65-020-2300

Option 1 Setup  
250' circle

65-019-1403

65-020-2300





PUBLIC DISPLAY OF FIREWORKS/PYROTECHNIC SPECIAL EFFECTS APPLICATION

160 Lake Street North Big Lake, MN 55309

APPLICANT REQUIREMENTS

pending Fee: \$25.00/day

[X] Copy of pyrotechnic operator certificate (required by State Fire Marshal).

pending A copy of certificate of insurance coverage:

- General liability, bodily injury, and property damage in the minimum amount of \$1 million single limit.
The City of Big Lake shall be named as an additional insured on the policy.

[X] Diagram of the grounds, or facilities (for indoor displays) at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the following:

- Point at which the fireworks/pyrotechnic special effects are to be discharged.
Location of ground pieces.
Location of all buildings, highways, streets, communication lines and other possible overhead obstructions.
The lines behind which the audience will be restrained.
For proximate audience (e.g. indoor) displays, the diagram must also show the fallout radius for each pyrotechnic device used during the display.

Sponsoring Organization Northern Lighter Pyrotechnics

Address of Sponsoring Organization 5989 Wyoming Trail Wyoming MN 55092
Street City State Zip

Sponsoring Organization Phone 651-303-8956

Applicant Name Patrick Henry Wandersee
First Middle Last

Applicant Address 22423 County Road 73 NW Big Lake MN 55309
Street City State Zip

Applicant Phone

Certified Pyrotechnic Operator Name Patrick Henry Wandersee
First Middle Last

Date of Display 5/29/20 Raindate: 5/30/20 Time of Display 4-10:30

Location of Display (Specify Address or Park) Big Lake High School Ballfields

Manner and place of storage of fireworks/pyrotechnic special effects prior to display
In Storage Magazine

Type & number of fireworks/pyrotechnic special effects to be discharged 1.4G and 1.3G fireworks

**Minnesota state law requires that this display be conducted under the direct supervision of a pyrotechnic operator certified by the State Fire Marshal.**

Name of Supervising Operator Patrick Wandersee Certificate No 0834

Names and ages of all assistants that will be participating in the display

\_\_\_\_\_  
\_\_\_\_\_

*I understand and agree to comply with all provisions of this application and the requirements of the issuing authority and will ensure that the fireworks/pyrotechnic special effects are discharged in a manner that will not endanger persons or property or constitute a nuisance. I hereby submit application for a Big Lake Public Display of Fireworks License and attest that all reported information is true and accurate.*

Signature of applicant (or agent) 

Date 5/5/20

**OFFICE USE ONLY**

-----  
Council Approval Date scheduled for Council consideration on 05/3/2020

Fire Chief Approval Granted

Police Chief Approval Granted

Approved       Denied

Conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of City Clerk \_\_\_\_\_ Date \_\_\_\_\_

# State of Minnesota

## License Applicant Information

Under Minnesota law (M.S. 270C.72, subd. 4), the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your **Minnesota business tax identification number** and the **Social Security number of each license applicant (person signing the application)**.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

- This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
- The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service;
- Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

Please fill in the following information and return this form along with your application to the agency issuing the license. Do **not** return this form to the Department of Revenue.

(Please print or type)

**TYPE OF LICENSE BEING APPLIED FOR OR RENEWED:** Already have License

**LICENSING AUTHORITY:** City of Big Lake

**Personal Information:**

<u>Wandersee</u>	<u>Patrick H</u>		
Applicant's last name	First name and initial		Social Security number
<u>22423 County Road 73 NW</u>	<u>Big Lake</u>	<u>MN</u>	<u>55309</u>
Applicant's address	City	State	Zip Code

**Business information (if applicable):**

\_\_\_\_\_  
Business name

\_\_\_\_\_  
Business address                      City                      State                      Zip Code

Minnesota tax identification number: \_\_\_\_\_

If a Minnesota tax identification number is not required, please explain on the reverse side of this form.

Federal tax identification number: \_\_\_\_\_

\_\_\_\_\_  
Signature                                      Title                                      Date

# Certificate of Compliance Minnesota Workers' Compensation Law

PRINT IN INK OR TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

**A valid workers' compensation policy must be kept in effect at all times by employers as required by law.**

Northern Lighter Pyrotechnics

BUSINESS NAME (Individual name only if no company name used)

LICENSE OR PERMIT NO (if applicable)

DBA (doing business as name) (if applicable)

BUSINESS ADDRESS (PO Box must include street address)

CITY

STATE

ZIPCODE

**YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1, 2, or 3 below.**

**NUMBER 1 COMPLETE THIS PORTION IF YOU ARE INSURED:**

INSURANCE COMPANY NAME (not the insurance agent)

WORKERS' COMPENSATION INSURANCE POLICY NO.

EFFECTIVE DATE

EXPIRATION DATE

**NUMBER 2 COMPLETE THIS PORTION IF SELF-INSURED:**

I have attached a copy of the permit to self-insure.

**NUMBER 3 COMPLETE THIS PORTION IF EXEMPT:**

I am not required to have workers' compensation insurance coverage because:

I have no employees

I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered: \_\_\_\_\_

Other: \_\_\_\_\_

**ALL APPLICANTS COMPLETE THIS PORTION:**

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

APPLICANT SIGNATURE (mandatory)

TITLE

DATE

**NOTE: if your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.**

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.



# AGENDA ITEM

Big Lake City Council

Big Lake Town Board

<b>Prepared By:</b> Clay Wilfahrt, City Administrator	<b>Meeting Date:</b> 5/13/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6H</b>
<b>Item Description:</b> Second Amendment to Orderly Annexation Agreement OA-260/Resolution 92-03		<b>Reviewed By:</b> Amy Barthel, City Planner <hr/> <b>Reviewed By:</b> Gina Wolbeck, City Clerk	

### **ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving a Joint Resolution approving a Second Amendment to Orderly Annexation Agreement OA-260 and Resolution 92-03.

### **BACKGROUND/DISCUSSION**

At the last Council Meeting, Council directed staff to bring back an amendment to the 1992 Orderly Annexation Agreement to remove tract 2 from City planning and zoning authority. Attached is an amendment to that effect.

### **FINANCIAL IMPACT**

None

### **STAFF RECOMMENDATION**

Approval by the City of Big Lake and the Big Lake Township Board on a Joint Resolution approving a Second Amendment to Orderly Annexation Agreement OA-260 and Resolution 92-03.

### **ATTACHMENTS**

1. Joint Resolution approving a Second Amendment to Orderly Annexation Agreement OA-260/Resolution 92-03. Includes original Joint Resolution 92-03 as Exhibit A.
2. Staff report from April 22<sup>nd</sup> meeting.



<b>Prepared By</b> Clay Wilfahrt, City Administrator	<b>Meeting Date:</b> 4/22/2020	<b>Item No.</b> 8
<b>Item Description:</b> 1992 OAA Discussion	<b>Reviewed By:</b> Hanna Klimmek, Community Development Director <b>Reviewed By:</b> Amy Barthel, City Planner	

**COUNCIL DIRECTION REQUESTED**

Discuss an amendment to the 1992 Orderly Annexation Area

**BACKGROUND/DISCUSSION**

In 1992, The City and Township entered into an Orderly Annexation Agreement outlining the process by which the properties would eventually be annexed as well as how they would be managed in the interim. One provision of the agreement speaks to the planning and zoning for the property. The agreement states that the planning and zoning for the property is controlled by a joint board comprised of the City Council and Township, and the properties will be subject to the City’s ordinances.

Recently staff has been contacted by Erv and Raeanne Danielowski who own some storage sheds and an automotive repair shop in the township west of LISI Medical. They have a tenant who would like to rent a space, but their use, automotive sales, would require a conditional use permit within the City. Similarly, the County would require an IUP, however the City would require a paved parking lot, and the County would not.

The provision requiring that these properties follow the City’s code has not always been enforced, and according to the property owner, and the Township, it was not the intent of the agreement to bind the properties to the City’s code. Below is a map of the four properties subject to this requirement.



Staff is aware of a number of projects completed in this area since the 1992 OAA. Those projects were sometimes completed under City rules, and sometimes under County rules. For instance, the subject property completed a land subdivision in 2000, and it was approved under “subdivision controls of the City.”

The same subject property received numerous permits to sell vehicles since the 1992 agreement, all of which were signed off on by the County’s Planning and Zoning department. Additionally, the adjacent vehicle junkyard completed a building project in 2003. The use would have been a grandfathered non-conformity at the time, and expansion would not have been allowed under City code, yet the expansion was permitted by the County. Essentially this provision has been shoddily enforced at best.

The property owner has requested that the City review this agreement since it is the impression of the landowner that the agreement was never intended to impose City. Staff spoke with Township staff who confirmed that it was their Board’s understanding that the agreement was not intended to impose City zoning rules on the property.

The main advantage to having this property under City ordinances would be that the City could control what was built there, and make it consistent with the City land around it. That way when annexation does occur, it would be consistent with the look of the City.

The advantages of changing this rule is that it will be more consistent with how this has typically been enforced in the past. Having confusing land use regulations like this one can create inconsistent enforcement as well. It will also be more business friendly to the landowners in question.

Staff has no opposition to changing the agreement to remove the imposition of City code on these properties. It seems as though it has not been enforced well, and the property owners, and the township seem to favor a change. If Council agrees, staff will bring forward a change to this agreement to the next meeting.

***FINANCIAL IMPACT***

None

***ALTERNATIVES***

1. Direct Staff to bring back an amendment to the OAA
2. Other

***ATTACHMENTS***

None

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, May 13, 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 \_\_\_\_\_.

A general meeting of the Town of Big Lake, Minnesota was called to order by Chairman Bruce Aubol at 6:00 p.m. in the Big Lake Township Hall, Big Lake, Minnesota, on Wednesday, May 13, 2020. The following Supervisors were present: Chair Bruce Aubol, Larry Alfords, Dean Brenteson, Bob Hofer, and Norm Leslie. A motion to adopt the following resolution was made by Supervisor \_\_\_\_\_ and seconded by Supervisor \_\_\_\_\_.

**JOINT RESOLUTION NO. 2020-01  
TOWN OF BIG LAKE AND CITY OF BIG LAKE  
SHERBURNE COUNTY**

**SECOND AMENDMENT TO CITY OF BIG LAKE, TOWN OF BIG LAKE  
RESOLUTION 92-03 AND ORDERLY ANNEXATION AGREEMENT OA-260**

**WHEREAS**, on February 4, 1992, the Big Lake City Council approved Joint Resolution No. 92-03 for the Orderly Annexation of identified lands in said Joint Resolution; and

**WHEREAS**, on February 12, 1992, the Big Lake Township Board approved Joint Resolution No. 92-03 for the Orderly Annexation of identified lands in said Joint Resolution; and,

**WHEREAS**, on December 13, 2017, the Big Lake City Council and the Big Lake Township Board approved Joint Resolution No. 2017-06 approving a First Amendment to Joint Resolution No. 92-03, deemed effective on January 1, 2017; and

**WHEREAS**, Joint Resolution No. 92-03 provides, “This original agreement may be amended from time to time by the City Council and Town Board”; and

**WHEREAS**, Joint Resolution No. 2017-06 (First Amendment to Joint Resolution 92-03 which includes original Resolution No. 92-03) is attached hereto as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED** the Town of Big Lake and the City of Big Lake hereby jointly agree that Joint Resolution No. 92-03 between the Town of Big Lake and the City of Big Lake designating an area for Orderly Annexation accepted on May 19, 1992, and designated as OA-260, and amended by Joint Resolution No. 2017-06 on December 13, 2017, be further amended as follows:

1. "OTHER CONDITIONS OF THE ORDERLY ANNEXATION AREA", Section E(2) of Joint Resolution No. 92-03 shall be amended to include the underlined language:

Joint planning and land use controls shall apply to any and all parts of the orderly annexation area, with the exception of Tract 2 and Tract 3 which planning/controls shall be utilized when utilities and annexation take place.

2. All of the other terms and conditions approved in the original Joint Resolution No. 92-03 and Joint Resolution No. 2017-06 shall remain in full force and effect.

**ADOPTED** this 13<sup>th</sup> day of May, 2020, by the City Council of the City of Big Lake.

CITY OF BIG LAKE

\_\_\_\_\_  
Mayor Mike Wallen

ATTEST:

\_\_\_\_\_  
City Clerk Gina Wolbeck

STATE OF MINNESOTA    )  
  ) SS.  
COUNTY OF SHERBURNE )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of May, 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

**ADOPTED** this 13<sup>th</sup> day of May, 2020, by the Big Lake Town Board of Supervisors.

TOWN OF BIG LAKE

\_\_\_\_\_  
Chair Bruce Aubol

ATTEST:

\_\_\_\_\_  
Clerk Brenda Kimberly-Maas

STATE OF MINNESOTA    )  
  ) SS.  
COUNTY OF SHERBURNE )

On this \_\_\_\_ day of May, 2020, before me, a Notary Public, within and for said County, personally appeared Bruce Aubol and Brenda Kimberly-Maas to me personally known, being each duly sworn, did say that they are respectfully the Chairman of the Board and Town Clerk, of the Town of Big Lake, the municipal Township named in the foregoing instrument, was signed and sealed on behalf of said Township authority of its Town Board and they acknowledged said instrument to be the free act and deed of said municipal Township.

\_\_\_\_\_  
Notary Public

Whereupon the motion was duly passed and executed.

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

Attachment:

Exhibit A:    Joint Resolution No. 2017-06 with attached Exhibit A (original Joint Resolution 92-03)

EXHIBIT A

Office of the County Recorder  
Sherburne County, MN  
Doc. No. 849965

Certified, filed, and or recorded on  
December 22, 2017 2:00 PM

Michelle Ashe, County Recorder  
By SD Deputy  
Fees: \$46.00

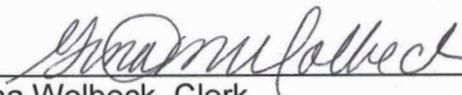


849965



CERTIFICATION OF JOINT RESOLUTION

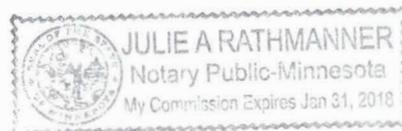
I, Gina Wolbeck, Clerk for the City of Big Lake, Minnesota, do hereby certify that the attached is a true and correct copy of Joint City of Big Lake/Town of Big Lake Resolution #2017-06 presented to and adopted by the Big Lake City Council and Big Lake Town Board at duly authorized meetings thereof held on the 13<sup>th</sup> day of December, 2017, as shown by the minutes of said meeting in my possession.

  
\_\_\_\_\_  
Gina Wolbeck, Clerk  
City of Big Lake

STATE OF MINNESOTA     )  
COUNTY OF SHERBURNE)   SS.

The foregoing instrument was acknowledged before me this 22<sup>nd</sup> day of December, 2017, by Gina Wolbeck, the Clerk of the City of Big Lake, a Minnesota municipal corporation, on behalf of the Corporation.

  
\_\_\_\_\_  
Notary Public



# RECEIVED

by OAH on January 29, 2018

**CITY OF BIG LAKE  
TOWN OF BIGLAKE  
STATE OF MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Raeanne Danielowski at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on Wednesday, December 13, 2017. The following Council Members were present: Raeanne Danielowski, Dick Backlund, Seth Hansen, Duane Langsdorf, and Mike Wallen. A motion to adopt the following resolution was made by Council Hansen and seconded by Council Member Langsdorf.

A general meeting of the Town of Big Lake, Minnesota was called to order by Chairman Robert Hofer at 6:00 p.m. in the Big Lake Township Hall, Big Lake, Minnesota, on Wednesday, December 13, 2017. The following Supervisors were present: Chair Bob Hofer, Bruce Aubol, Norm Leslie, and Steve Pflerhaar. Town Board Supervisor Absent: Larry Alfords and. A motion to adopt the following resolution was made by Supervisor Aubol and seconded by Supervisor Leslie.

**BIG LAKE CITY COUNCIL AND BIG LAKE TOWN BOARD  
JOINT RESOLUTION NO. 2017-06**

**A JOINT RESOLUTION APPROVING A FIRST AMENDMENT TO CITY OF BIG LAKE  
AND TOWN OF BIG LAKE JOINT RESOLUTION NO. 92-03 AS TO  
ORDERLY ANNEXATION**

**WHEREAS**, on February 4, 1992, the Big Lake City Council approved Joint Resolution No. 92-03 for the Orderly Annexation of identified lands in said Joint Resolution; and,

**WHEREAS**, on February 12, 1992, Big Lake Township Board approved Joint Resolution No. 92-03 for the Orderly Annexation of identified lands in said Joint Resolution; and,

**WHEREAS**, Joint City of Big Lake and Town of Big Lake Resolution is attached hereto as Exhibit A.

**NOW THEREFORE BE IT RESOLVED** that the City of Big Lake and Town of Big Lake hereby approve amendments to Joint Resolution No. 92-03 effective January 1, 2017 as follows:

1. Page 2 - Tract 1 Paragraph C – The taxes shall be shared 35% to Town and 65% to City in perpetuity; and  
Tract 2 Paragraph A – The taxes shall be shared 35% to Town and 65% City in perpetuity. Utility assessments shall be paid to the City.
  
2. Page 4 - Add New Paragraph “N”;  
Tract 3 shall be divided by 172<sup>nd</sup> Street NW. All areas east of 172<sup>nd</sup> Street, currently annexed to the City, shall be removed from the shared taxing district know as Unique Taxing Area #6 and One-Hundred percent (100%) of the revenue shall be retained by the City. (Attached hereto as Exhibit B)  
  
The Town shall not be on the Joint Planning Board, for areas east of 172 St. NW. The Town shall not contribute for street improvements or maintenance in Tract 3, east of 172<sup>nd</sup> Street NW, except streets fronting unannexed parcels. Tract 3 west of 172<sup>nd</sup> Street NW, parcels currently annexed to the City will continue in Unique Tax District #6 and revenues shall be shared 35% to Town and 65% to City. Inconsistent provisions of A and B on page 3 herein concerning tax sharing shall be superseded and modified by the provisions of the prior sentence.
  
3. It is understood the above described revenue sharing percentages reflects the relative cost of government of the Parties. The Town shall end its contribution toward the City’s cost of policing and any other administrative activities, within the Orderly Annexation Area.
  
4. It is also understood the Town and City shall form a committee to discuss and determine maintenance activities, within the Orderly Annexation Area.
  
5. THIS DOCUMENT MAY BE AMENDED FROM TIME TO TIME BY THE TOWN BOARD AND CITY COUNCIL.

The following Council Members voted in favor: Backlund, Danielowski, Hansen, Langsdorf, and Wallen. The following Council Members voted against or abstained: None.

The following Town Board Members voted in favor: Aubol, Hofer, Leslie, and Pflighaar. The following Town Board Members voted against or abstained: None.



**DRAFTED BY:**

Larry Alfords, Town Supervisor  
Kenneth Warneke, Town Treasurer  
Brenda Kimberly-Maas, Town Clerk  
Town of Big Lake  
PO Box 75  
Big Lake, MN 55309  
763-263-8111

**REVIEWED BY:**

Tiede Grabarski, P.L.L.P.  
4770 White Bear Parkway  
Suite LL20  
White Bear Lake MN 55110  
(651) 964-2514

CITY OF BIG LAKE  
TOWN OF BIG LAKE

## RESOLUTION #92-03

**A Joint Resolution as to Orderly Annexation**

WHEREAS, the City of Big Lake and the Town of Big Lake, Sherburne County, Minnesota, are in agreement as to the orderly annexation of certain lands described herein for the purpose of orderly, planned growth; and

WHEREAS, such annexation and growth is of benefit to the City of Big Lake and the Town of Big Lake; and

WHEREAS, the parties hereto desire to set forth such terms of orderly annexation by means of this resolution.

NOW, THEREFORE BE IT RESOLVED by the City of Big Lake and Town of Big Lake as follows:

The following described area in Big Lake Township is properly subject to orderly annexation under and pursuant to Minnesota Statute 414.0325, Subdivision 1, and the parties hereto do hereby designate this area as in need of orderly annexation as provided by statutes; this area consists of approximately 380.55 acres. The area subject to orderly annexation is divided into the following three tracts:

- TRACT 1: This area consists of Remmele Engineering's property (Plants 30 and 40) and to be annexed immediately upon approval of this agreement by the Minnesota Municipal Board. This area consists of approximately 75.20 acres. See attached map and legal descriptions.
- TRACT 2: This area consists of the property from the City limits to Remmele Engineering's Plant 30 and is subject to annexation by petition of the City and Town during the terms and conditions of this agreement. This area is approximately 15.48 acres. See attached map and legal descriptions.
- TRACT 3: This area consists of the property east of Remmele Engineering's Plant 40 and to the intersection of Trunk Highway #10 and the Burlington Northern Railroad (overpass) and is subject to annexation by petition of the City and Town during the terms and conditions of this agreement. This area is approximately 289.87 acres. See attached map and legal descriptions.

CONDITIONS OF ANNEXATION FOR TRACT 1:

- A. The Municipal Board may review and comment but shall, within thirty (30) days, order the annexation of the described property in accordance with the terms of the joint resolution. Annexation of Tract 1 shall take effect immediately.
- B. The parties acknowledge that the orderly annexation area is urban and suburban in character, contiguous to the City of Big Lake, and that the City is capable of providing municipal services, such as sanitary sewer and water, to said area.
- C. For all property annexed to the City pursuant to this resolution, the property tax rate (and only the property tax rate) for said area will increase to the City's tax rate immediately. Taxes will also be paid to the City as soon as possible according to Minnesota Statutes. The taxes shall be shared equally between the City of Big Lake and the Town of Big Lake in perpetuity. The tax sharing shall be only between the City of Big Lake and Town of Big Lake.
- D. The Town of Big Lake does, upon passage of this resolution and its adoption by the Big Lake City Council, confer jurisdiction upon the Minnesota Municipal Board so as to accomplish said orderly annexation in accordance with the terms and conditions of this resolution.
- E. For the cost of extending sewer/water to Remmele Engineering, Inc., the City of Big Lake and the Town of Big Lake shall determine the costs sewer/water for each party involved.

CONDITIONS OF ANNEXATION FOR TRACT 2:

- A. These property owners will not be annexed and they will not be required to connect to the municipal sewer/water system. If these property owners do request sewer/ water services because of development or other concerns, the property in question will be required to annex as outlined in the City/Township orderly annexation area. After services and annexation, the taxes shall be shared 50/50 between the City of Big Lake and Town of Big Lake, in perpetuity. The property owner/developer would be expected to pay normal user fees, the sewer access charge, water access charge, and meter charge to connect to the municipal system; these funds shall be paid only to the City of Big Lake. These property owners will not be required to immediately pay the cost associated with the sewer/water extension to Remmele Engineering, Inc.
- B. The property owners/developers will be assessed for improvements payable upon their request for connection to City sewer/water with no interest charged back to the property owner. This assessment shall be based on a front footage basis for each property owner and payment shall be shared equally between the City of Big Lake and Town of Big Lake.

CONDITIONS OF ANNEXATION FOR TRACT 3:

- A. These property owners will not be required to connect to the sewer/water system until such a time when development occurs that requires sewer/water. When this does occur, the property will be annexed as outlined in "H" and "L" herein. If these property owners do request sewer/water services, the same provisions stated in Tract 2, Conditions A and B, shall apply with the exception of those owners possibly paying to extend sewer/water to their property.

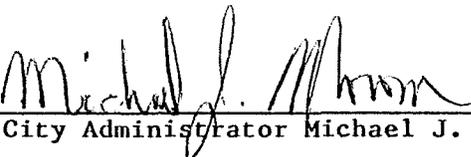
OTHER CONDITIONS OF THE ORDERLY ANNEXATION AREA:

- A. Street improvements in the orderly annexation area, such as a frontage road concept, shall be shared on a 50/50 cost sharing basis after state aid money has been deducted, when available. All other new roads shall be built to an engineer's plans and specifications at the property owner/developer's expense or City and Township expense. The City Council and Town Board must approve the improvement of the roads as well as sharing the costs of the roads.
- B. Maintenance of said streets that may be constructed will be completed by the City of Big Lake's Public Works Department. The Town of Big Lake will reimburse the City of Big Lake for such maintenance costs on a 50/50 basis after proof of labor, equipment, and materials have been submitted to the Town Clerk for auditing purposes. Maintenance will include, but is not limited to, street sweeping, snow removal, seal coating, crack filling, etc. Township roads shall be maintained and paid for by the Town of Big Lake.
- C. Maintenance of the utility lines are to be completed and paid for by the City of Big Lake.
- D. Future building permits shall be issued by the City of Big Lake's Building Inspector within the annexed area only.
- E. The zoning and subdivision controls shall follow under Minnesota Statute 414.0325, Subdivision 5 and provide for the establishment of a board to exercise planning and land use control authority, prescribed by Minnesota Statutes 1976, Section 471.59, Subdivisions 2 to 8, inclusive.
  - 1. Board shall have authority to adopt and enforce the Uniform Fire Code.
  - 2. Joint planning and land use controls shall apply to any and all parts of the orderly annexation area, with the exception of Tract 3 which planning/controls shall be utilized when utilities and annexation take place.

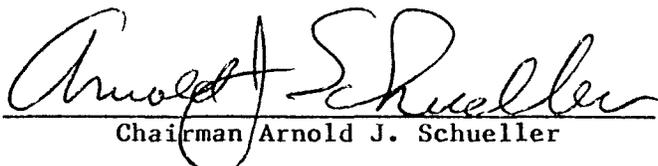
3. The ordinances and subdivision controls shall be the City of Big Lake's.
  4. The Board shall consist of the City Council and Town Board.
  5. Public hearings, etc. shall be held as prescribed by law and to be held at Big Lake City Hall or the Big Lake Town Hall.
  6. The City of Big Lake Planning Commission and Town of Big Lake Planning Commission will not be utilized in this annexation area.
- F. It is the intent that the entire area proposed in this Special Orderly Annexation District be zoned "industrial" type development, with no provisions that future residential development will be considered. Existing residential areas may continue to exist and be sold for residential purposes.
- G. The Big Lake City Council and Big Lake Town Board, as part of this proposal, desire continued discussions on other possible orderly annexation areas.
- H. Annexation of Tract 2 and Tract 3 shall be initiated by resolutions of the City Council and Town Board and the same conditions of the Tract 1 annexation shall apply.
- I. Expenses and costs incurred by this project, such as consultants and construction, shall be negotiated and paid at a later date by the City of Big Lake and Town of Big Lake.
- J. Other costs associated with this project, such as Municipal Board fees, etc., shall be shared equally between the City of Big Lake and Town of Big Lake.
- K. It is understood by the City of Big Lake and Town of Big Lake that the municipal utility system (sewer and water) is owned and operated by the City of Big Lake under its ordinances, policies, and regulations.
- L. Any development that occurs within Tract 2 and Tract 3 must connect to the municipal sewer/water system, if available, and have the property annexed as outlined in "H" above of this orderly annexation agreement. If sewer/water services are not available, the property can be developed according to the ordinances and policies of the Town of Big Lake and Sherburne County.
- M. This original agreement may be amended from time to time by the City Council and Town Board.

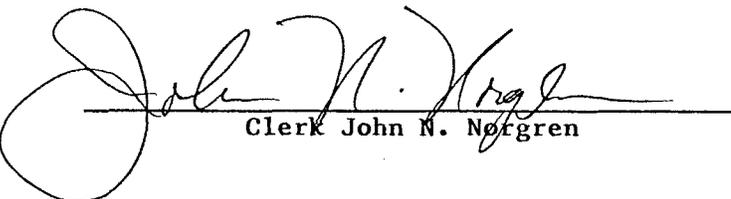
Adopted by the Big Lake City Council this 4th day of February, 1992.

  
\_\_\_\_\_  
Mayor Eugene B. Earney

  
\_\_\_\_\_  
City Administrator Michael J. Mornson

Adopted by the Big Lake Town Board of Supervisors this 12<sup>th</sup> day of February, 1992.

  
\_\_\_\_\_  
Chairman Arnold J. Schueller

  
\_\_\_\_\_  
Clerk John N. Norgren

Jim Franklin 10-120-3400	2.02 acres
Don Millette 10-120-3402	2.06 acres
Erv Danielowski 10-120-3410	1.40 acres
John Imre 10-120-4305	10.00 acres
Remmele Engineering, Inc. 10-120-4405	47.30 acres
10-120-4300	3.67 acres
10-120-4400	1.37 acres
10-121-3300	17.23 acres
10-121-3305	4.82 acres
10-128-2205	.81 acres
William Schleeter 10-121-3405	8.26 acres
Myron Jensen 10-121-3400	6.23 acres
Zim Art Picture Company 10-121-3402	6.23 acres
Duane Palm 10-121-3401	5.00 acres
Klindworth Trucking 10-121-3406	34.00 acres
10-128-2105	.50 acres
Dennis & Elizabeth Wold 10-121-4300	1.63 acres
Vernon & Carol Davis 10-121-4305	.44 acres
Elwood & Alice Anderson 10-121-4401	.18 acres
10-121-4405	1.50 acres
Richard E. Hudson 10-121-4400	76.25 acres
10-128-1100	26.00 acres
10-122-3400	80.00 acres
10-127-2100	26.90 acres
Peter & Gayle Ahrens 10-127-2201	16.00 acres
10-127-2105	.75 acres
<b>TOTAL</b>	<b>380.55 ACRES</b>

TRACT #1

REC'D. BY  
MMB MAY 15 1992

OA-265-1

Remmele Engineering, Inc. - Plant #30 10-120-4300

The South 400 feet of the North 515 feet of the West 400 feet of the East 415 feet of the SW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$ , of Section 20, Township 33, Range 27.

3.67 acres

Remmele Engineering, Inc. - Plant #30 10-120-4400

The East 100 feet of the North 600 feet of the SE  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Section 20, Township 33, Range 27 lying South of Highway 10.

1.37 acres

Remmele Engineering, Inc. - Plant #30 10-120-4405

The South  $\frac{1}{2}$  of the SE  $\frac{1}{4}$  of Section 20, Township 33, Range 27 North of the railroad except for the West 10 acres and except the South 400 feet of the North 515 feet of the West 400 feet of the East 415 feet of the SW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  and except the East 100 feet of the North 600 feet of the SE  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  lying South of Highway 10.

47.30 acres

Remmele Engineering, Inc. - Plant #30 10-121-3300

The South 1,247.35 feet except the East 550 feet of the SW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$  of Section 21, Township 33, Range 27 except the West 350 feet of the North 600 feet lying South of Highway 10.

17.23 acres

Remmele Engineering, Inc. - Plant #40 10-121-3305

The West 350 feet of the North 600 feet of the SW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$  of Section 21, Township 33, Range 27 lying South of Highway 10.

4.82 acres

Remmele Engineering, Inc. - Plant #40 10-128-2205

The North 45.59 feet of the NW  $\frac{1}{4}$  of the NW  $\frac{1}{4}$  of Section 28, Township 33, Range 27 except the East 550 feet.

.81 acres

TRACT #2

James & Laverne Franklin

10-120-3400

The South 300 feet of the North 366 feet of the East 293.5 feet of the West 626.5 feet of the SE  $\frac{1}{4}$  of the SW  $\frac{1}{4}$  of Section 20, Township 33, Range 27.

2.02 acres.

Donald & Barbara Millette

10-120-3402

That part of the SE  $\frac{1}{4}$  of the SW  $\frac{1}{4}$  of Section 20, Township 33, Range 27 described as follows: Commencing at the intersection of the Southerly right of way line of US Highways 10 & 52 with the East line of said SE  $\frac{1}{4}$  of the SW  $\frac{1}{4}$ ; then West along said right of way line for 200 feet to the actual point of beginning of the land to be hereby described; then continue West along said right of way line for 248.25 feet; then South parallel with said East line of SE  $\frac{1}{4}$  of the SW  $\frac{1}{4}$  for 366 feet; then East parallel with said highway right of way line for 248.25 feet; then North parallel with East line for 366 feet to said point of beginning. Subject to a reservation of an easement for a service road over and across the North 66 feet thereof. Also subject to other easement of record, if any.

2.06 acres.

Ervin & R. Danielowski

10-120-3410

The South 300 feet of the North 366 feet of the East 200 feet of the SE  $\frac{1}{4}$  of the SW  $\frac{1}{4}$  of Section 20, Township 33, Range 27 lying South of Highway 10.

1.40 acres.

John P. & Sheila Imre

10-120-4305

The West 6 Chains 83 Links of the SW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Section 20, Township 33, Range 27 North of railroad

10.00 acres.

REC'D. BY  
MMB MAY 15 1992

TRACT #3

William H. & D. Schleeter

10-121-3405

That part of the South  $\frac{1}{2}$  of the SW  $\frac{1}{4}$  of Section 21, Township 33, Range 27 described as commencing at the NE corner of the SW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$ ; then South along the East line of said SW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$  for 72.65 feet to the Southerly right of way line of Highway 10 and actual point of beginning of tract described; then West along said Southerly right of way line for 550 feet; then South at right angle for 570 feet; then East deflecting 88 degrees 41 minutes 10 seconds left for 616.22 feet; then deflecting North 89 degrees 53 minutes 8 seconds for 584.31 feet to Highway 10; then West 80.62 feet in Section 21, Township 33, Range 27.

8.26 acres

Myron E. Jensen

10-121-3400

That part of the South  $\frac{1}{2}$  of the SW  $\frac{1}{4}$  of Section 21, Township 33, Range 27 described by instrument 210932. Subject to easements: That part of the South  $\frac{1}{2}$  of the SW  $\frac{1}{4}$  as follows: Commencing at the NE corner of the SW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$  of said Section 21; then South along the East line of said SW  $\frac{1}{4}$  of SW  $\frac{1}{4}$ , a distance of 72.65 feet to Southerly right of way line of US Highway 10; then West along said Southerly right of way line, a distance of 550 feet; then South deflecting 90 degrees left a distance of 570 feet; then East deflecting 88 degrees 41 minutes 10 seconds left along a line hereinafter referred to as Line X, a distance of 616.22; to point of beginning of land to be described; then North deflecting 89 degrees 53 minutes 08 seconds left a distance of 584.31 feet to said Southerly right of way line of US Highway 10; then East along said Southerly right of way line, a distance of 457.02 feet then South deflecting 90 degrees 45 minutes 58 seconds right a distance of 594.82 feet to the intersection of the Easterly extension of said Line X, then West along said extended line, a distance of 463.75 feet to the point of beginning. Containing 6.23 acres subject to easement for ingress and egress over the North 33 feet of the East 20 feet.

6.23 acres

Zim Art Picture Company

10-121-3402

That part of the South  $\frac{1}{2}$  of the SW  $\frac{1}{4}$  of Section 21, Township 33, Range 27 described by instrument 210933. Commencing at the NE corner of the SW  $\frac{1}{4}$  of Section 21; then South along the East line of the SW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$ , a distance of 72.65 feet to the Southerly right of way line NE of US Highway 10; then West along said Southerly right of way line, a distance of 550 feet; then South deflecting 90 degrees left, a distance of 570 feet; then East deflecting 88 degrees 41 minutes 10 seconds left along a line hereinafter referred to as Line X, a distance of 616.22 feet; then North deflecting 89 degrees 53 minutes 08 seconds left a distance of 584.31 feet to said Southerly right of way line of US Highway 10; then East along said Southerly right of way line a distance of 457 .02 feet to the point of beginning of land to be described; then South deflecting 90 degrees 45 minutes 58 seconds

TRACT #3  
PAGE 2

Zim Art/10-121-3402 - continued

right, a distance of 594.82 feet to the intersection of the Easterly extension of said Line X; then East along said extension line a distance of 463.75 feet to a line parallel with and distance 319.80 feet West of the East line of said South  $\frac{1}{2}$  of the SW  $\frac{1}{4}$ ; then North along said parallel line, a distance of 605.40 feet to said Southerly right of way line of US Highway 10, then West along Southerly right of way line of US Highway 10 a distance of 457.02 feet to point of beginning. Containing 6.34 acres together with an easement for ingress and egress over and across the North 33 feet of the East 20 feet of the following described property: that part of the South  $\frac{1}{2}$  of the SW  $\frac{1}{4}$  of Section 21, Township 33, Range 27, Sherburne County, described as follows: Commencing at the NE corner of the SW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$  of said Section 21, then South along the East line of said SW  $\frac{1}{4}$  a distance of 72.65 feet to the Southerly right of way line of US Hwy 10; then West along the Southerly right of way line, a distance of 550 feet then South deflecting 90 degrees left a distance of 570 feet then East deflecting 88 degrees 41 minutes 10 seconds left along the line hereinafter referred to as Line X, a distance of 616.22 feet to the point of beginning of land to be described: then North deflecting 89 degrees 53 minutes 08 seconds left, a distance of 584.31 feet to said Southerly right of way line of US Highway 10 then East along the Southerly right of way line of US Highway 10 then East along the Southerly right of way line a distance of 457.02 feet then South deflecting 90 degrees 45 minutes 58 seconds right, a distance of 594.82 feet to the intersection of the Eastern extension of said Line X; then West along said extended line, a distance of 463.75 feet; to the point of beginning containing 6.23 acres.

6.23 acres.

Duane &amp; Sharon K. Palm

10-121-3401

That part of the South  $\frac{1}{2}$  of the SW  $\frac{1}{4}$  of Section 21, Township 33, Range 27 described on instrument 161103: Commencing at the NE corner of the SW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$  of said Section 21; thence South along the East line of said SW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$ , a distance of 72.65 feet to the Southerly right-of-way line of Highway 10; thence East along said Southerly right-of-way line, a distance of 995.15 feet to the actual point of beginning, said point distance 319.80 feet West of the East line of said South  $\frac{1}{2}$  of the SW  $\frac{1}{4}$ ; thence South parallel with the East line of said South  $\frac{1}{2}$  of SW  $\frac{1}{4}$ , a distance of 681.05 feet; thence East parallel with the said Southerly right-of-way line of Highway 10, a distance of 319.80 feet to the East line of said South  $\frac{1}{2}$  of the SW  $\frac{1}{4}$ ; thence North along said East line, a distance of 681.05 feet to the said Southerly right-of-way line of Highway 10; thence West along said Southerly right-of-way line a distance of 319.80 feet to the point of beginning.

5.00 acres

REC'D. BY  
MMB MAY 15 1992

Klindworth Trucking

10-121-34-6

That part of the South  $\frac{1}{2}$  of SW  $\frac{1}{2}$  of Section 21, Township 33, Range 27 described by Certificate of Real Estate Value 9161: Commencing at the NE corner of the SW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$  of said Section 21; thence South along the East line of said SW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$ , a distance of 72.65 feet to the Southerly right of way line of Highway 10; thence West along said Southerly right of way line, a distance of 550 feet; thence South deflecting 90 degrees left along a line hereinafter referred to as Line A; a distance of 570 feet to the actual point of beginning; thence East deflecting 88 degrees 41 minutes 10 seconds left, a distance of 1,544.35 feet to a line parallel with and distance 319.80 feet West of the East line of said South  $\frac{1}{2}$  of the SW  $\frac{1}{4}$ , thence South along the said parallel line, a distance of 75.64 feet to a point, a distance 681.05 feet South, as measured along the said parallel line, from the intersection of the said parallel line and the Southerly right of way line of Highway 10, thence East parallel with the Southerly right of way line of Highway 10 a distance of 319.80 feet to the East line of said South  $\frac{1}{2}$  of the SW  $\frac{1}{4}$ ; thence South along said East line a distance of 562.89 feet to the SE corner of said South  $\frac{1}{2}$  of SW  $\frac{1}{4}$ ; thence South along the East line of said North  $\frac{1}{2}$  of NW  $\frac{1}{4}$ , a distance of 285.08 feet to the Northerly right of way line of railroad; thence Westerly along said Northerly right of way line a distance of 1,878.77 feet to the prolongation South of said Line A from the point of beginning; thence North along said line a distance of 722.94 feet to point of beginning.

34.00 acres

Klindworth Trucking

10-128-2105

The North  $\frac{1}{2}$  of the NW  $\frac{1}{4}$  of Section 28, Township 33, Range 27 North of railroad except that part sold.

.50 acres

Elwood and Alice Anderson

10-121-4405

1.5 acre tract in the South  $\frac{1}{2}$  of the SE  $\frac{1}{4}$  of Section 21, Township 33, Range 27 commencing at a point where the South line of Highway 10 intersects the cart line of county road thence East along the South line of Highway 10 a distance of 336 feet thence South at a right angle and parallel to the East line of the South  $\frac{1}{2}$  of the SE  $\frac{1}{4}$  a distance of 183 feet thence at a right angle to the East line of county road thence North on county road to the point of beginning.

1.50 acres

Elwood & Alice Anderson

10-121-4401

The East 96 feet of the West 432 feet of the South 80 feet of the North 263 feet of the SW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Section 21, Township 33, Range 27.

.18 acres

TRACT #3  
PAGE 4

Vernon & Carol Davis

10-121-4305

The South 80 feet of the North 263 feet of the West 240 feet of the SW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Section 21, Township 33, Range 27 South of Highway right of way and East of town road.

.44 acres

Dennis & Elizabeth Wold

10-121-4300

That part of the SW  $\frac{1}{4}$  of SE  $\frac{1}{4}$  of Section 21, Township 33, Range 27 described as follows: Beginning at a point 363 feet South from the intersection of the South line of the right of way line of US Highway 10 and the East line of the town road running along the West side of the SW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$ , thence South along the East line of said road a distance of 296 feet, thence East at a right angle to said road a distance of 240 feet, then North parallel with the East line of said road a distance of 296 feet, thence West 240 feet to the point of beginning.

1.63 acres

Richard E. Hudson

10-121-4400

The South  $\frac{1}{2}$  of the SE  $\frac{1}{4}$  of Section 21, Township 33, Range 27 except 1.94 acres, except instrument #106270 and except the East 96 feet of the West 432 feet of the South 80 feet of the North 263 feet lying South of Highway 10 and East of the county road.

76.25 acres

Richard E. Hudson

10-122-3400

The South  $\frac{1}{2}$  of the SW  $\frac{1}{4}$  of Section 22, Township 33, Range 27.

80.00 acres

Richard E. Hudson

10-127-2100

The NE  $\frac{1}{4}$  of the NW  $\frac{1}{4}$  of Section 27, Township 33, Range 27 north of railroad except highway.

26.90 acres

TRACT #3  
PAGE 5

Richard E. Hudson

10-128-1100

The North  $\frac{1}{2}$  of the NE  $\frac{1}{4}$  of Section 28, Township 33, Range 27 North of railroad.

26.00 acres

Peter & Gayle Ahrens

10-127-2105

That part of the NE  $\frac{1}{4}$  of the NW  $\frac{1}{4}$  of Section 27, Township 33, Range 27 lying North of railroad and West of local road that was formerly Highway 10.

.75 acres

Peter & Gayle Ahrens

10-127-2201

The NW  $\frac{1}{4}$  of NW  $\frac{1}{4}$  of Section 27, Township 33, Range 27 lying North of railroad right of way.

16.00 acres



## EXHIBIT B

The following parcels are hereby removed from Special Taxing District #6

65-121-4305	65-546-0010
65-528-0010	65-546-0020
65-528-0020	65-546-0040
65-528-0030	65-546-0050
65-528-0050	65-546-0060
65-528-0105	65-546-0070
65-528-0110	65-546-0105
65-528-0115	65-546-0110
65-528-0120	65-546-0205
65-528-0125	65-550-0105
65-528-0130	65-557-0010
65-528-0305	65-557-0105
65-528-0405	65-557-0110
65-534-0010	65-560-0105
65-534-0030	65-565-0105
65-534-0105	65-565-0110
65-534-0110	65-581-0010
65-534-0115	65-581-0020
65-534-0205	65-581-0105



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Layne R. Otteson P.E., PWD & CE PW20-035	<b>Meeting Date:</b> 5/13/2020	<input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>61</b>
<b>Item Description:</b> 2020 Lakeside Park Parking Policy - Designating Parking Area if Needed		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator <b>Reviewed By:</b> Deb Wegeleben, Finance Director	

**ACTION REQUESTED**

By approving this item on consent, Council would be approving the 2020 Lakeside Park Parking Policy.

**BACKGROUND/DISCUSSION**

At the April 22 Council workshop, Council and Staff discussed concerns regarding a potential influx of Lakeside Park users due to COVID-19. It was agreed that a significant increase by non-resident and distant users would likely have an adverse impact to season pass holders and residents. However, parking lot and boat launch use this summer is unknown and the COVID-19 situation is very fluid. All concurred that a proactive policy is needed and only implemented if absolutely needed.

In response to the concern, four (4) viable options were presented and discussed with the Council. At the conclusion of the discussion, all Council members agreed that the best approach was to monitor parking capacity and directed Staff to bring back a policy incorporating Option 1. This option has the least negative impact to those that live in the City and minimum reduction of revenue. Option 1 includes the following:

- Define and designate areas of the parking lot for seasonal passes and day passes.
- Seasonal pass holders will be prioritized while still allowing day passes.
- Parking needs for seasonal passes will be estimated based on counts and user feedback.
- Revenue from the day pass users will still be collected unless lot is full.
- Provide staffing presence during busy weekends to coordinate parking.

If trends show escalation, Staff would return with an amendment further restricting parking access.

**FINANCIAL IMPACT**

An expected loss in revenue is estimated to be 10 – 20% of daily pass receipts during the time the Policy is activated. This may only impact a few days of the summer.

**STAFF RECOMMENDATION**

Staff recommends this policy has a sunset date of September 15, 2020 and is only to be implemented if needed. Staff recommends that Council adopt the 2020 Lakeside Park Parking Policy as presented.

**ATTACHMENTS**

2020 Lakeside Park Parking Policy

**CITY OF BIG LAKE  
2020 LAKESIDE PARK PARKING POLICY**

*Policy Pertaining to Parking Area Designation at Lakeside Park Parking for 2020*

**Purpose and Objectives**

The City of Big Lake is concerned that park and boat launch closures in other communities relating to COVID-19 may result in a potential influx of Lakeside Park users during the summer of 2020. The Park, parking lot and boat launch are owned, operated and funded by the taxpayers of the City. A significant increase by distant users would likely have an adverse impact to seasonal parking pass holders and resident access to Lakeside Park. The City has a vested interest in providing parking availability to seasonal parking pass holders which are primarily residents and local non-residents.

**Evaluation and Response**

This Policy will be initiated only if needed. City staff will monitor parking capacity and observe parking trends. If parking volumes trend toward full capacity due to distant or non-resident users, staff will respond by designating areas of the parking lot for seasonal pass holders and thereby limiting day pass availability. Seasonal pass holders will be given priority regarding number of parking stalls and location. Day pass sales may be halted on busiest of days such as weekends and holidays.

**Policy Termination**

This policy will remain in place until September 15, 2020.

Adopted this 13<sup>th</sup> day of May, 2020

By: \_\_\_\_\_  
Mike Wallen, Mayor

Attest: \_\_\_\_\_  
Gina Wolbeck, City Clerk



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Layne R. Otteson P.E., PWD & CE PW20-034	<b>Meeting Date:</b> 5/13/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6J</b>
<b>Item Description:</b> Final Plans and Specifications and Authorize Advertisement for 2020 Safe Routes to Schools Improvements	<b>Reviewed By:</b> Clay Wilfahrt, City Administrator		
	<b>Reviewed By:</b> Deb Wegeleben, Finance Director		

### ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a RESOLUTION approving the final plans and specifications and authorizing the Advertisement of Bids for the 2020 Safe Routes to Schools Improvements contingent on approval by MNDOT.

### BACKGROUND/DISCUSSION

In early 2017, the City received a grant through the Federal Safe Routes to School program. The grant provides for 80% of the construction funding and City providing the remaining 20%. All engineering, testing, and administration is paid by the City. MNDOT has the project programmed for Federal Fiscal Year 2021 (July 1, 2020 to June 30, 2021).

The grant provides for pedestrian upgrades around the Big Lake Schools campus area. Staff has been in contact with the School District and some area residents to discuss the proposed work. Staff received overwhelming support for the project. The work includes:

- New sidewalks along Minnesota Avenue and Phyllis Street;
- Pedestrian crossing, striping and median refuge on Minnesota Avenue (in front of middle school); and
- Mid-block crossing on Glenwood Avenue.

The design is complete and awaiting MNDOT final review. Due to COVID-19, there may some delays or scheduling adjustments to accommodate construction and State administration. Following the approval by MNDOT, staff will immediately advertise for bids. Staff believes there can be a cost savings for this type of project by bidding early this summer and allowing a completion date in spring of 2021.

The project status and schedule is as follows:

Summer 2019	Relocate utilities (completed)
Winter 2020	Design (completed)
May 2020	MNDOT approvals
June 2020	Advertise
July 2020	Award Project
August 2020 – June 2021	Construction

After bids are opened, Staff will return to Council with an award recommendation.

**FINANCIAL IMPACT**

The project is allocated in the current budget and paid using Capital Improvement Fund \$139,796. It should be noted that in 2016 and in 2017, the Liquor Store transferred \$50,000 per year to pay for this work into the Capital Improvement Fund. The construction costs will be determined when bids are opened. The bidding climate has substantial impact on pricing.

Project Costs (estimated)

Construction cost (current)	\$111,852
Engineering, testing, administration (available)	<u>\$ 27,944</u>
Sub-total	\$139,796

Funding

Safe Routes to School grant (capped)	\$ 89,796
City (fills the gap)	<u>\$ 50,000</u>
Sub-total	\$139,796

Construction costs are subject to bids received for the work. Project management during construction will be administered by the City Engineer to minimize consultant costs.

**STAFF RECOMMENDATION**

Staff recommends that Council approve the Resolution approving the Final Plans and Specifications for the 2020 Safe Routes to Schools Improvements and advertise the project after receiving final approval by MNDOT.

**ATTACHMENTS**

- 2020 Safe Routes to Schools Improvements Construction Plans
- Resolution Approving Final Plans and Advertising

**MINNESOTA DEPARTMENT OF TRANSPORTATION  
CITY OF BIG LAKE  
SHERBURNE COUNTY, MINNESOTA  
2020 SAFE ROUTES TO SCHOOLS IMPROVEMENTS**

MINN. PROJ. NO. TA 7120(245)

--- GOVERNING SPECIFICATIONS ---  
THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION  
"STANDARD SPECIFICATION FOR CONSTRUCTION" SHALL GOVERN.  
ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM AND BE INSTALLED IN ACCORDANCE  
WITH THE "MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MN MUTCD),  
INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL DEVICES.

CONSTRUCTION PLAN FOR: GRADING, AGGREGATE BASE, CONCRETE WALK, AND ADA IMPROVEMENTS

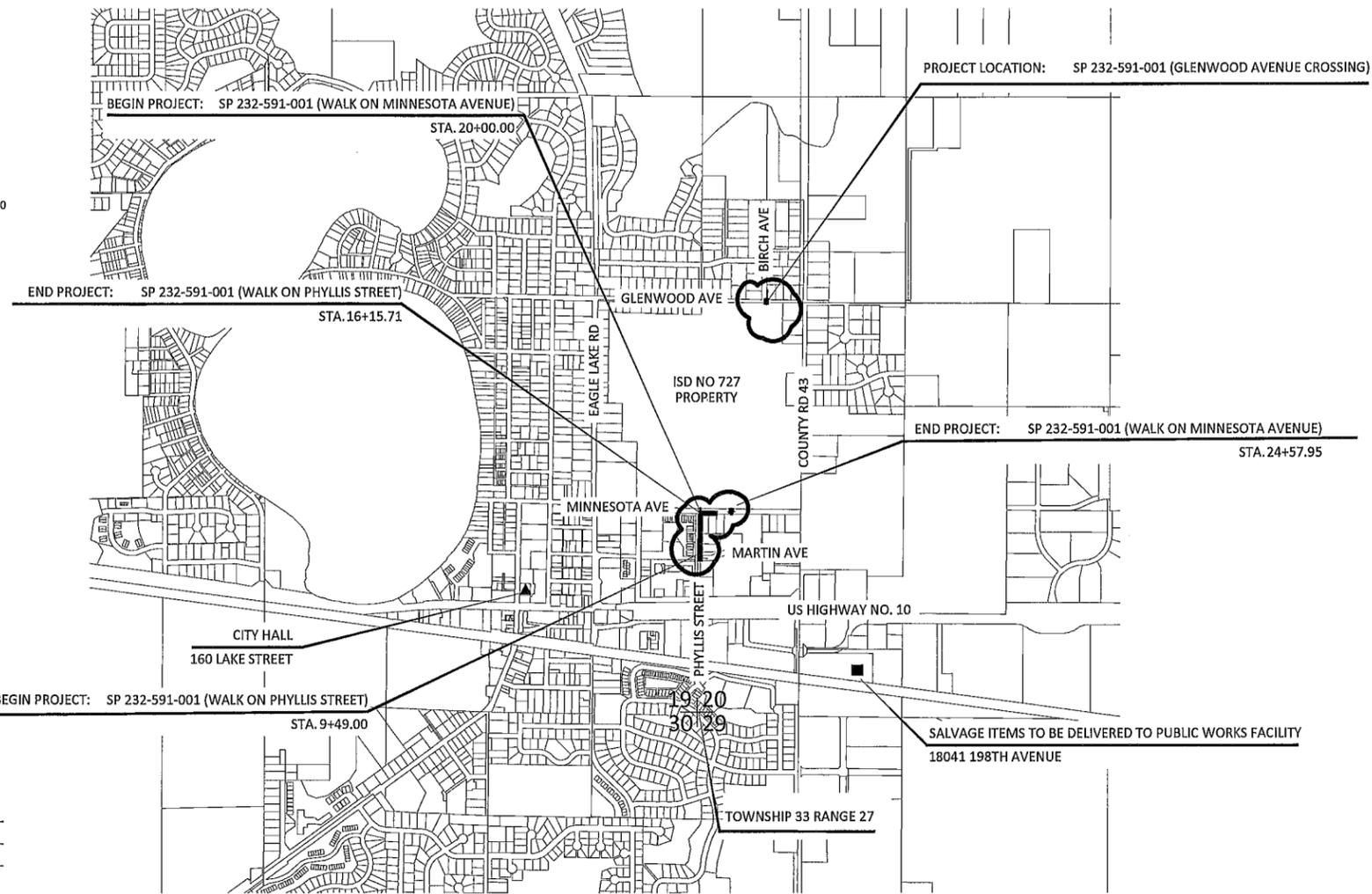
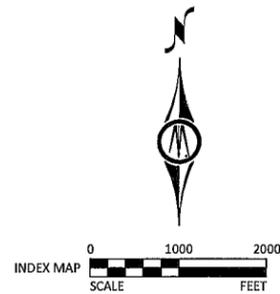
SP 232-591-001 LOCATED ON PHYLIS STREET FROM MARTIN AVENUE TO MINNESOTA AVENUE (GEOGRAPHICAL DESCRIPTION)  
2020 FT NORTH OF THE SOUTH EAST CORNER OF SECTION 19, T33, R27 FROM CORNER OF SECTION 19, T33, R27 TO SECTION 20, T33, R27 (LEGAL DESCRIPTION)

**SAFE ROUTES TO SCHOOL (SP 232-591-001)**

GROSS LENGTH	1124.66 FEET	0.213 MILES
BRIDGE LENGTH	FEET	MILES
EXCEPTION LENGTH	458.14 FEET	0.087 MILES
NET LENGTH	666.52 FEET	0.126 MILES

LENGTH AND DESCRIPTION BASED UPON  
PROPOSED WALK ON PHYLIS STREET & MINNESOTA AVENUE

**VICINITY MAP**



SHEET NUMBER	SHEET TITLE
1	TITLE SHEET
2	LEGEND
3	ESTIMATED QUANTITIES
4	TABULATIONS
5	TYPICAL SECTIONS
6	DETAILS
7	EXISTING CONDITIONS & REMOVALS
8	PHYLIS ST & MINNESOTA AVE WALK PLAN & PROFILE
9	MINNESOTA AVE WALK PEDESTRIAN REFUGE
10	GLENWOOD AVE E & BIRCH AVE PLAN
11	SIGNING PLAN
12 - 17	PEDESTRIAN CURB RAMP DETAILS

THIS PLAN SET CONTAINS 17 SHEETS.

**TYPICAL PLAN SCALE  
UNLESS OTHERWISE NOTED:**



**PROJECT LOCATION**



CITY: BIG LAKE  
COUNTY: SHERBURNE  
DISTRICT: 3

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

BM=942.62  
TOP NUT OF HYDRANT  
20+37.50  
NORTH SIDE OF MINNESOTA AVENUE

PROJECT DATUM:  
HORIZONTAL: NAD 83 (1986) SHERBURNE COUNTY COORDINATE SYSTEM  
VERTICAL: NAVD 88

RECORD DRAWING INFORMATION  
OBSERVER:  
CONTRACTOR:  
DATE:



7533 SUNWOOD DR NW, SUITE 206  
RAMSEY, MINNESOTA 55303  
Phone: (763) 433-2851  
Email: Ramsey@bolton-menk.com  
www.bolton-menk.com

DESIGNED	JWC	NO.	1	ISSUED FOR	JAV	DATE	04/03/2020
DRAWN	KGA						
CHECKED	JWC						
CLIENT PROJ. NO.	W18.120166						

BIG LAKE, MINNESOTA		SHEET	1
2020 SAFE ROUTES TO SCHOOLS IMPROVEMENTS		OF	17
STATE PROJECT NO.	SP 232-591-001		

*Jared A. Voge*  
Jared A. Voge, Engineer, P.E.  
Design Engineer: I hereby certify that this plan 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.

Date 03/26/2020 License Number 45063

*[Signature]*  
APPROVED: CITY OF BIG LAKE ENGINEER Date 3/27/2020

REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY: DISTRICT STATE AID ENGINEER Date \_\_\_\_\_

APPROVED FOR STATE AID AND FEDERAL AID FUNDING: STATE AID ENGINEER Date \_\_\_\_\_

**EXISTING TOPOGRAPHIC SYMBOLS**

	ACCESS GRATE		REGULATION STATION GAS
	AIR CONDITION UNIT		SATELLITE DISH
	ANTENNA		SIGN TRAFFIC
	AUTO SPRINKLER CONNECTION		SIGNAL CONTROL CABINET
	BARRICADE PERMANENT		SOIL BORING
	BASKETBALL POST		SIREN
	BENCH		TELEPHONE BOOTH
	BIRD FEEDER		TILE INLET
	BOLLARD		TILE OUTLET
	BUSH		TILE RISER
	CATCH BASIN RECTANGULAR CASTING		TRANSFORMER-ELECTRIC
	CATCH BASIN CIRCULAR CASTING		TREE-CONIFEROUS
	CURB STOP		TREE-DEAD
	CLEAN OUT		TREE-DECIDUOUS
	CULVERT END		TREE STUMP
	DRINKING FOUNTAIN		TRAFFIC ARM BARRIER
	DOWN SPOUT		TRAFFIC SIGNAL
	FILL PIPE		TRASH CAN
	FIRE HYDRANT		UTILITY MARKER
	FLAG POLE		VALVE
	FLARED END / APRON		VALVE POST INDICATOR
	FUEL PUMP		VALVE VAULT
	GRILL		VENT PIPE
	GUY WIRE ANCHOR		WATER SPIGOT
	HANDHOLE		WELL
	HANDICAP SPACE		WETLAND DELINEATED MARKER
	IRRIGATION SPRINKLER HEAD		WETLAND
	IRRIGATION VALVE BOX		WET WELL
	LIFT STATION CONTROL PANEL		YARD HYDRANT
	LIFT STATION		
	LIGHT ON POLE		
	LIGHT-GROUND		
	MAILBOX		
	MANHOLE-COMMUNICATION		
	MANHOLE-ELECTRIC		
	MANHOLE-GAS		
	MANHOLE-HEAT		
	MANHOLE-SANITARY SEWER		
	MANHOLE-STORM SEWER		
	MANHOLE-UTILITY		
	MANHOLE-WATER		
	METER		
	ORDER MICROPHONE		
	PARKING METER		
	PAVEMENT MARKING		
	PEDESTAL-COMMUNICATION		
	PEDESTAL-ELECTRIC		
	PEDESTRIAN PUSH BUTTON		
	PICNIC TABLE		
	POLE-UTILITY		
	POST		
	RAILROAD SIGNAL POLE		

**PROPOSED TOPOGRAPHIC SYMBOLS**

	CLEANOUT
	MANHOLE
	LIFT STATION
	STORM SEWER CIRCULAR CASTING
	STORM SEWER RECTANGULAR CASTING
	STORM SEWER FLARED END / APRON
	STORM SEWER OUTLET STRUCTURE
	STORM SEWER OVERFLOW STRUCTURE
	CURB BOX
	FIRE HYDRANT
	WATER VALVE
	WATER REDUCER
	WATER BEND
	WATER TEE
	WATER CROSS
	WATER SLEEVE
	WATER CAP / PLUG
	RIP RAP
	DRAINAGE FLOW
	TRAFFIC SIGNS

**SURVEY SYMBOLS**

	BENCH MARK LOCATION
	CONTROL POINT
	MONUMENT IRON FOUND
	CAST IRON MONUMENT

**EXISTING TOPOGRAPHIC LINES**

	RETAINING WALL
	FENCE
	FENCE-DECORATIVE
	GUARD RAIL
	TREE LINE
	BUSH LINE

**SURVEY LINES**

	CONTROLLED ACCESS BOUNDARY
	CENTERLINE
	EXISTING EASEMENT LINE
	PROPOSED EASEMENT LINE
	EXISTING LOT LINE
	PROPOSED LOT LINE
	EXISTING RIGHT-OF-WAY
	PROPOSED RIGHT-OF-WAY
	SETBACK LINE
	SECTION LINE
	QUARTER LINE
	SIXTEENTH LINE
	TEMPORARY EASEMENT

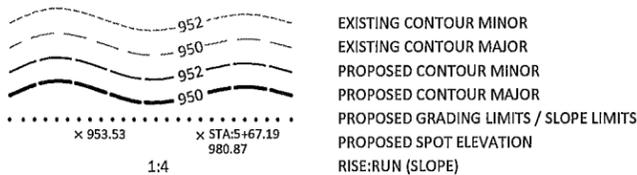
**EXISTING UTILITY LINES**

	FORCEMAIN
	SANITARY SEWER
	SANITARY SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	WATERMAIN
	WATER SERVICE

**PROPOSED UTILITY LINES**

	FORCEMAIN
	SANITARY SEWER
	SANITARY SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	WATERMAIN
	WATER SERVICE
	PIPE CASING

**GRADING INFORMATION**



**HATCH PATTERNS**

	BITUMINOUS		GRAVEL
	CONCRETE		

**EXISTING PRIVATE UTILITY LINES**

NOTE:  
EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA"

	UNDERGROUND FIBER OPTIC
	UNDERGROUND ELECTRIC
	UNDERGROUND GAS
	UNDERGROUND COMMUNICATION
	OVERHEAD ELECTRIC
	OVERHEAD COMMUNICATION
	OVERHEAD UTILITY

**UTILITIES IDENTIFIED WITH A QUALITY LEVEL:**

LINE TYPES FOLLOW THE FORMAT: UTILITY TYPE - QUALITY LEVEL  
EXAMPLE: G-A UNDERGROUND GAS, QUALITY LEVEL A  
UTILITY QUALITY LEVEL (A,B,C,D) DEFINITIONS CAN BE FOUND IN CI/ASCE 38-02.

**UTILITY QUALITY LEVELS:**

QUALITY LEVEL D: PROVIDES THE MOST BASIC LEVEL OF INFORMATION. IT INVOLVES COLLECTING DATA FROM EXISTING UTILITY RECORDS, RECORDS MAY INCLUDE AS-BUILT DRAWINGS, DISTRIBUTION AND SERVICES MAPS, EXISTING GEOGRAPHIC INFORMATION SYSTEM DATABASES, CONSTRUCTION PLANS, ETC.

QUALITY LEVEL C: INVOLVES SURVEYING VISIBLE SUBSURFACE UTILITY STRUCTURES SUCH AS MANHOLES, HAND-HOLES, UTILITY VALVES AND METERS, FIRE HYDRANTS, PEDESTALS AND UTILITY MARKERS, AND THEN CORRELATING THE INFORMATION WITH EXISTING UTILITY RECORDS TO CREATE COMPOSITE DRAWINGS. INCLUDES QUALITY LEVEL D ACTIVITIES.

QUALITY LEVEL B: INVOLVES DESIGNATING THE HORIZONTAL POSITION OF SUBSURFACE UTILITIES THROUGH SURFACE DETECTION METHODS AND COLLECTING THE INFORMATION THROUGH A SURVEY METHOD. INCLUDES QUALITY LEVEL C AND D TASKS.

QUALITY LEVEL A: PROVIDES THE HIGHEST LEVEL OF ACCURACY. IT INVOLVES LOCATING OR POTHOLING UTILITIES AS WELL AS ACTIVITIES IN QUALITY LEVELS B, C, AND D. THE LOCATED FACILITY INFORMATION IS SURVEYED AND MAPPED AND THE DATA PROVIDES PRECISE PLAN AND PROFILE INFORMATION.

**ABBREVIATIONS**

A	ALGEBRAIC DIFFERENCE	GRAV	GRAVEL	RSC	RIGID STEEL CONDUIT
ADJ	ADJUST	GU	GUTTER	RT	RIGHT
ALT	ALTERNATE	GV	GATE VALVE	SAN	SANITARY SEWER
B-B	BACK TO BACK	HDPE	HIGH DENSITY POLYETHYLENE	SCH	SCHEDULE
BIT	BITUMINOUS	HH	HANDHOLE	SERV	SERVICE
BLDG	BUILDING	HP	HIGH POINT	SHLD	SHOULDER
BMP	BEST MANAGEMENT PRACTICE	HWL	HIGH WATER LEVEL	STA	STATION
BR	BEGIN RADIUS	HYD	HYDRANT	STD	STANDARD
BV	BUTTERFLY VALVE	I	INVERT	STM	STORM SEWER
CB	CATCH BASIN	K	CURVE COEFFICIENT	TC	TOP OF CURB
C&G	CURB AND GUTTER	L	LENGTH	TE	TEMPORARY EASEMENT
CIP	CAST IRON PIPE	LO	LOWEST OPENING	TEMP	TEMPORARY
CIPP	CURED-IN-PLACE PIPE	LP	LOW POINT	TNH	TOP NUT HYDRANT
CL	CENTER LINE	LT	LEFT	TP	TOP OF PIPE
CL	CLASS	MAX	MAXIMUM	TYP	TYPICAL
CLVT	CULVERT	MH	MANHOLE	VCP	VITRIFIED CLAY PIPE
CMP	CORRUGATED METAL PIPE	MIN	MINIMUM	VERT	VERTICAL
C.O.	CHANGE ORDER	MR	MID RADIUS	VPC	VERTICAL POINT OF CURVE
COMM	COMMUNICATION	NIC	NOT IN CONTRACT	VPI	VERTICAL POINT OF INTERSECTION
CON	CONCRETE	NMC	NON-METALLIC CONDUIT	VPT	VERTICAL POINT OF TANGENT
CSP	CORRUGATED STEEL PIPE	NTS	NOT TO SCALE	WM	WATERMAIN
DIA	DIAMETER	NWL	NORMAL WATER LEVEL		
DIP	DUCTILE IRON PIPE	OHW	ORDINARY HIGH WATER LEVEL		
DWV	DRIVEWAY	PC	POINT OF CURVE	AC	ACRES
E	EXTERNAL CURVE DISTANCE	PCC	POINT OF COMPOUND CURVE	CF	CUBIC FEET
ELEC	ELECTRIC	PE	PERMANENT EASEMENT	CV	COMPACTED VOLUME
ELEV	ELEVATION	PED	PEDESTRIAN, PEDESTAL	CY	CUBIC YARD
EOF	EMERGENCY OVERFLOW	PERF	PERFORATED PIPE	EA	EACH
ER	END RADIUS	PERM	PERMANENT	EV	EXCAVATED VOLUME
ESMT	EASEMENT	PI	POINT OF INTERSECTION	LB	POUND
EX	EXISTING	PL	PROPERTY LINE	LF	LINEAR FEET
FES	FLARED END SECTION	PRC	POINT OF REVERSE CURVE	LS	LUMP SUM
F-F	FACE TO FACE	PT	POINT OF TANGENT	LV	LOOSE VOLUME
FF	FINISHED FLOOR	PVC	POLYVINYL CHLORIDE PIPE	SF	SQUARE FEET
F&I	FURNISH AND INSTALL	PVMT	PAVEMENT	SV	STOCKPILE VOLUME
FM	FORCEMAIN	R	RADIUS	SY	SQUARE YARD
FO	FIBER OPTIC	R/W	RIGHT-OF-WAY		
F.O.	FIELD ORDER	RCP	REINFORCED CONCRETE PIPE		
GRAN	GRANULAR	RET	RETAINING		

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BIG LAKE, MINNESOTA	
2020 SAFE ROUTES TO SCHOOLS IMPROVEMENTS	
LEGEND	
SP 232-591-001	

STATEMENT OF ESTIMATED QUANTITIES

ITEM NUMBER	MN/DOT SPEC	ITEM	UNIT	TOTAL QUANTITY	SP 232-591-001			
					PHYLLIS STREET	MINNESOTA AVENUE	PEDESTRIAN REFUGE	GLENWOOD AVENUE
1	2021.501	MOBILIZATION	LS	1	0.48	0.05	0.3	0.17
2	2101.524	CLEARING	TREE	1	1			
3	2101.524	GRUBBING	TREE	1	1			
4	2102.503	PAVEMENT MARKING REMOVAL	LF	160			160	
5	2102.518	PAVEMENT MARKING REMOVAL	SF	16			16	
6	2104.502	SALVAGE SIGN	EACH	3	2		1	
7	2104.502	SALVAGE CONCRETE APRON	EACH	1				1
8	2104.503	REMOVE CURB & GUTTER	LF	256	134		44	78
9	2104.504	REMOVE CONCRETE PAVEMENT	SY	61	29		15	17
10	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	225	130		77	18
11	2231.604	BITUMINOUS PATCH SPECIAL (ROADWAY)	SY	86	30		38	18
12	2231.604	BITUMINOUS PATCH SPECIAL (DRIVEWAY)	SY	38	38			
13	2503.502	INSTALL CONCRETE APRON	EACH	1				1
14	2503.503	15" RC PIPE SEWER DES 3006 CL V	LF	14				14
15	2506.502	CONST DRAINAGE STRUCTURE DESIGN H	EACH	1				1
16	2506.502	CASTING ASSEMBLY	EACH	1				1
17	2521.518	5" CONCRETE WALK	SF	3607	2837	635	110	25
18	2521.518	6" CONCRETE WALK	SF	1115	320		450	345
19	2531.503	CONCRETE CURB & GUTTER DESIGN V612	LF	80			80	
20	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	269	147		44	78
21	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SY	66	56			10
22	2531.618	TRUNCATED DOMES	SF	133	40		50	43
23	2540.602	RELOCATE MAIL BOX	EACH	2	2			
24	2563.601	TRAFFIC CONTROL	LS	1	0.48	0.05	0.3	0.17
25	2564.502	INSTALL SIGN	EACH	2	1		1	
26	2564.602	RETROREFLECTIVE MARKER	EACH	4			4	
27	2564.518	SIGN PANELS TYPE C	SF	59.6	8.2		43.2	8.2
28	2565.602	INSTALL FLASHER SYSTEM	EACH	2			2	
29	2573.502	STORM DRAIN INLET PROTECTION	EACH	6	4			2
30	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	190	150	20		20
31	2574.507	LOAM TOPSOIL BORROW	CY	55	37	9	3	6
32	2574.508	FERTILIZER TYPE 3	LB	64	42	11	4	7
33	2575.505	SEEDING	ACRE	0.18	0.12	0.03	0.01	0.02
34	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	630	420	105	35	70
35	2575.508	SEED MIXTURE 25-151	LB	28	18	5	2	3
36	2582.503	4" DBLE SOLID LINE MULTI COMP	LF	220			220	
37	2582.618	CROSSWALK MARKING-MULTI COMP (WR)	SF	360	162		108	90

TABULATION INDEX

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BASIS OF ESTIMATED QUANTITIES

MATERIAL	CONVERSION FACTORS
SEED MIXTURE 25-151	150 LBS/ACRE
FERTILIZER TYPE 3	350 LBS/ACRE
HYDRAULIC BONDED FIBER MATRIX	3500 LBS/ACRE

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BIG LAKE, MINNESOTA

2020 SAFE ROUTES TO SCHOOLS IMPROVEMENTS

ESTIMATED QUANTITIES

SP 232-591-001

SHEET  
3  
OF  
17

PRIVATE UTILITY CONTACT INFORMATION				C
UTILITY	OWNER	CONTACT	NUMBER	
GAS	CENTERPOINT ENERGY	ANDREW BALGOBIN	612-321-5480	
GAS	XCEL ENERGY	MARK HONDL	320-225-8637	
ELECTRIC	CONNEXUS ENERGY	TOM KELLER	763-765-3354	
ELECTRIC	XCEL ENERGY	MIKE PRATT	612-215-5254	
TELECOMMUNICATIONS	CHARTER COMMUNICATIONS	CHRIS MORAN	320-980-3669	
TELECOMMUNICATIONS	CENTURY LINK	BILL BYERS	763-712-5002	
TELECOMMUNICATIONS	WINDSTREAM COMMUNICATIONS	DEBRAH SADDLER	320-241-7292	
PUBLIC	CITY OF BIG LAKE	MIKE GOEBEL	763-263-2268	

CONCRETE TABULATION								F
S.A.P.	LOCATION	STATION	CONCRETE CURB & GUTTER DESIGN B618	CONCRETE CURB & GUTTER DESIGN V612	7" CONCRETE DRIVEWAY PAVEMENT	5" CONCRETE WALK	6" CONCRETE WALK	TRUNCATED DOMES
			L F	L F	S Y	S F	S F	S F
232-591-001	PHYLLIS	10+00.00 - 15+51.75	147		56	2837	320	40
232-591-001	MINNESOTA	20+00.00 - 21+14.77				635		
232-591-001	PED REFUGRE	N/A	44	80		110	450	50
232-591-001	GLENWOOD	N/A	78		10	25	345	43
SP 232-591-001 TOTAL			269	80	66	3607	1115	133

MISCELLANEOUS REMOVAL TABULATION												D
S.A.P.	LOCATION	STATION	REMOVE BITUMINOUS PAVEMENT	REMOVE CONCRETE PAVEMENT	REMOVE CURB & GUTTER	SALVAGE CONCRETE APRON	SALVAGE SIGN	RELOCATE MAILBOX	PAVEMENT MARKING REMOVAL	PAVEMENT MARKING REMOVAL	CLEARING	GRUBBING
			S Y	S Y	L F	EACH	EACH	EACH	L F	S F	TREE	TREE
232-591-001	PHYLLIS	10+00.00 - 15+51.75	130	29	134		2	2			1	1
232-591-001	REFUGE	N/A	77	15	44		1		160	16		
232-591-001	GLENWOOD	N/A	18	17	78	1						
SP 232-591-001 TOTAL			225	61	256	1	3	2	160	16	1	1

EARTHWORK TABULATION			E
S.A.P.	CUT (EV)	FILL (EV)	
			C Y
232-591-001	41	21	
SP 232-591-001 TOTAL		41	21

- NOTES:  
1. THIS VOLUME DOES NOT INCLUDE THE SIDEWALK SECTION  
2. EARTHWORK IS INCIDENTAL TO SIDEWALK INSTALLATION

MARKER TABULATION			M
CODE NO	SIZE	QUANTITY	
	INCH	EACH	
OM2-2V	6X12	3	

BITUMINOUS TABULATION					G
S.A.P.	LOCATION	STATION	BITUMINOUS PATCH SPECIAL (ROADWAY)	BITUMINOUS PATCH SPECIAL (DRIVEWAY)	
			S Y	S Y	
232-591-001	PHYLLIS	10+00.00 - 15+51.75	30	38	
232-591-001	MINNESOTA	20+00.00 - 21+14.77			
232-591-001	PED REFUGRE	N/A	38		
232-591-001	GLENWOOD	N/A	18		
SP 232-591-001 TOTAL			86	38	

EROSION CONTROL TABULATION					H
S.A.P.	LOCATION	STATION	STORM DRAIN INLET PROTECTION	SEDIMENT CONTROL LOG TYPE WOOD FIBER	
			EACH	L F	
232-591-001	PHYLLIS	10+00.00 - 15+51.75	4	150	
232-591-001	REFUGE	N/A		20	
232-591-001	GLENWOOD	N/A	2	20	
SP 232-591-001 TOTAL			6	190	

TURF ESTABLISHMENT TABULATION								I
S.A.P.	LOCATION	STATION	LOAM TOPSOIL BORROW (LV)	HYDRAULIC BONDED FIBER MATRIX	FERTILIZER TYPE 3	SEED MIXTURE 25-151	SEEDING	
			C Y	LB	LB	LB	ACRE	
232-591-001	PHYLLIS	10+00.00 - 15+51.75	37	420	42	18	0.12	
232-591-001	MINNESOTA	20+00.00 - 21+14.77	9	105	11	5	0.03	
232-591-001	PED REFUGRE	N/A	3	35	4	2	0.01	
232-591-001	GLENWOOD	N/A	6	70	7	3	0.02	
SP 232-591-001 TOTAL			55	630	64	28	0.18	

SIGN PANELS TYPE C TABULATION							N
SIGN NAME	TOTAL	POSTS	PANEL SIZE (IN)	AREA EACH (SQ FT)	TOTAL AREA (SQ FT)	CODE NO.	
		NO. & TYPE					
CROSSWALK	8	1-U	30X30	3.1	24.8	W11-2	
ARROW	8	1-U	12X12	1	8.0	W16-7P	
MEDIAN	2	1-U	24X30	5	10.0	R4-7	
SCHOOL	2	N/A	24X10	1.7	3.4	S4-3	
25 MPH SPEED LIMIT	2	1-U	24X30	6	10.0	R2-1	
WHEN FLASHING	2	N/A	24X10	1.7	3.4	S4-4	
SP 232-591-001 TOTAL		24			59.6		

PAVEMENT MARKING TABULATION					J
S.A.P.	LOCATION	STATION	4" DBLE SOLID LINE MULTI COMP	CROSSWALK MARKING-MULTI COMP (WR)	
			L F	S F	
232-591-001	PHYLLIS	10+00.00 - 15+51.75	220	162	
232-591-001	REFUGE	N/A		108	
232-591-001	GLENWOOD	N/A		90	
SP 232-591-001 TOTAL			220	360	

STORM SEWER TABULATION					K
S.A.P.	LOCATION	CONST DRAINAGE STRUCTURE DESIGN H	15" RC PIPE SEWER DES 3006 CL V	INSTALL CONCRETE APRON	
		EACH	L F	EACH	
232-591-001	GLENWOOD	1	14	1	
SP 232-591-001 TOTAL		1	14	1	

CASTING ASSEMBLY TABULATION			L
CASTING DESIGNATION	CASTING DESCRIPTION	TOTAL	
R-1733 STORM	NEENAH LID	1	

STANDARD PLATES		O
THE FOLLOWING STANDARD PLATES, APPROVED BY THE FEDERAL HIGHWAY ADMINISTRATION, SHALL APPLY ON THIS PROJECT.		
PLATE NO.	DESCRIPTION	
3000M	REINFORCED CONCRETE PIPE (5 SHEETS)	
3006H	GASKET JOINT FOR R.C. PIPE (2 SHEETS)	
3100G	CONCRETE APRON FOR REINFORCED CONCRETE PIPE	
3145G	CONCRETE PIPE OR PRECAST CULVERT TIES	
4006L	MANHOLE OR CATCH BASIN PRECAST - DESIGNS G AND H	
4011E	PRECAST CONCRETE BASE	
4026A	CONCRETE ENCASED CONCRETE ADJUSTING RINGS	
4108F	ADJUSTING RINGS FOR CATCH BASINS AND MANHOLES	
4180J	MANHOLE OR CATCH BASIN STEP	
7038A	DETECTABLE WARNING SURFACE TRUNCATED DOMES	
7100H	CONCRETE CURB & GUTTER (DESIGN B & V)	
8000J	CHANNELIZERS	

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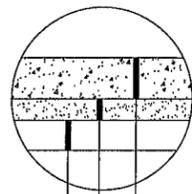
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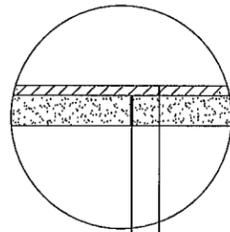
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**BIG LAKE, MINNESOTA**  
2020 SAFE ROUTES TO SCHOOLS IMPROVEMENTS  
TABULATIONS  
SP 232-591-001



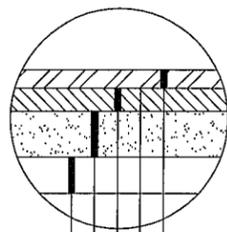
7" CONCRETE DRIVEWAY PAVEMENT (2531)  
 3" AGGREGATE BASE, CL 5 (2211)  
 6" SUBGRADE PREPARATION (2112) (INCIDENTAL)

**7" CONCRETE DRIVEWAY PAVEMENT**  
 NOT TO SCALE



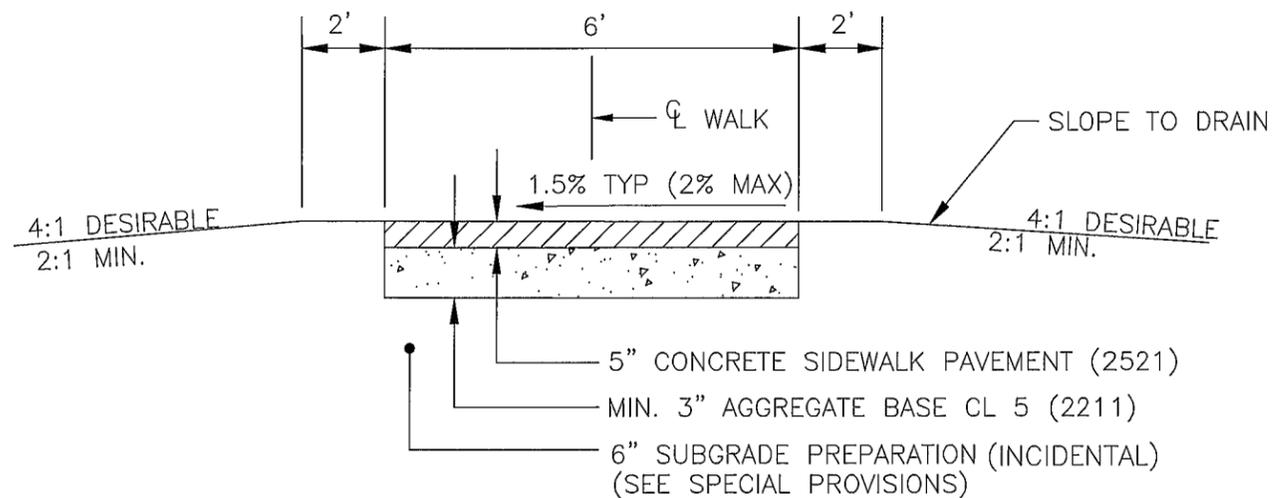
3" TYPE SP 12.5 WEARING COURSE, (SPWEB240B) (2360)  
 6" AGGREGATE BASE, CLASS 5 (SPEC 2221)

**BITUMINOUS PATCH SPECIAL (DRIVEWAY)**  
 NOT TO SCALE



2" TYPE SP 12.5 WEARING COURSE (SPWEB240B) (2360)  
 BITUMINOUS TACK COAT (2357)  
 2" TYPE SP 12.5 WEARING COURSE (SPWEB240B) (2360)  
 8" AGGREGATE BASE, CL 5 (2211)  
 12" SUBGRADE PREPARATION (2112) (INCIDENTAL)

**BITUMINOUS PATCH SPECIAL (ROADWAY)**  
 NOT TO SCALE



**NOTE:**

ALL JOINTS MUST BE SAWCUT.

EXPANSION JOINTS SHALL BE REQUIRED ON BOTH SIDES OF DRIVEWAY.

EXPANSION JOINT SPACING SHALL BE 100'.

**CONCRETE WALK DETAIL**  
 NOT TO SCALE

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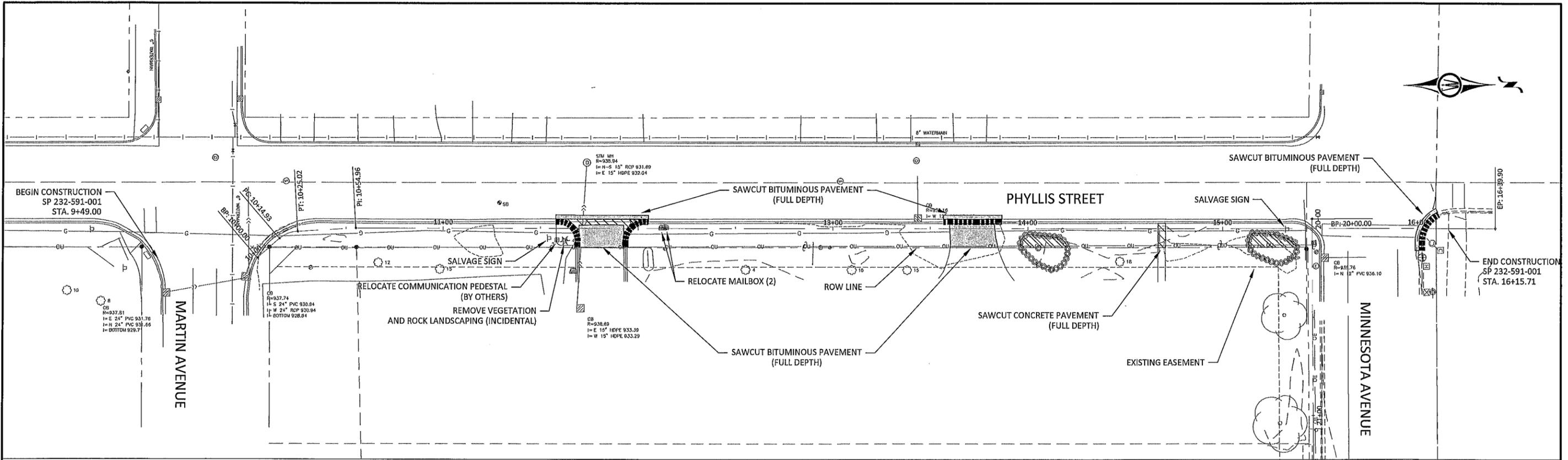
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BIG LAKE, MINNESOTA	
2020 SAFE ROUTES TO SCHOOLS IMPROVEMENTS	
TYPICAL SECTIONS	
SP 232-591-001	

SHEET 5 OF 17

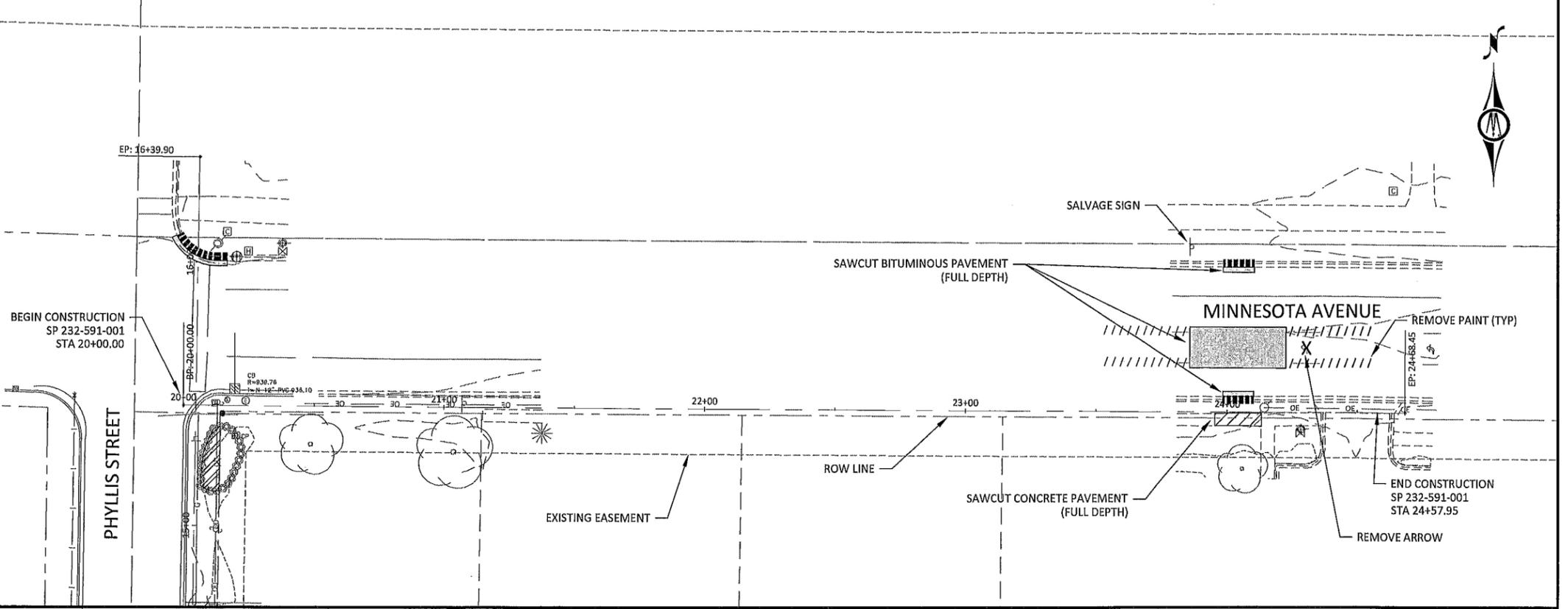




**LEGEND**

-  REMOVE BITUMINOUS
-  REMOVE CONCRETE
-  REMOVE LANDSCAPING (INCIDENTAL)
-  REMOVE CURB & GUTTER
-  REMOVE PAINT

- NOTES:**
1. SAWCUT PAVEMENT FULL DEPTH PRIOR TO REMOVAL. (INCIDENTAL)
  2. REMOVALS SHALL NOT OCCUR WITHOUT AUTHORIZATION FROM THE ENGINEER. REMOVAL LIMITS AND REMOVAL ITEMS SHALL BE VERIFIED BY ENGINEER PRIOR TO REMOVAL.
  3. CONTRACTOR TO COORDINATE ALL PRIVATE UTILITY RELOCATIONS WITH THE UTILITY OWNER.
  4. MAILBOXES SHALL BE PROTECTED AND RELOCATED AS DIRECTED BY THE ENGINEER.
  5. PROTECTION OF ITEMS LABELED AS PROTECT SHALL BE CONSIDERED INCIDENTAL.



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*JAV*  
**JARED A. VOGEL**  
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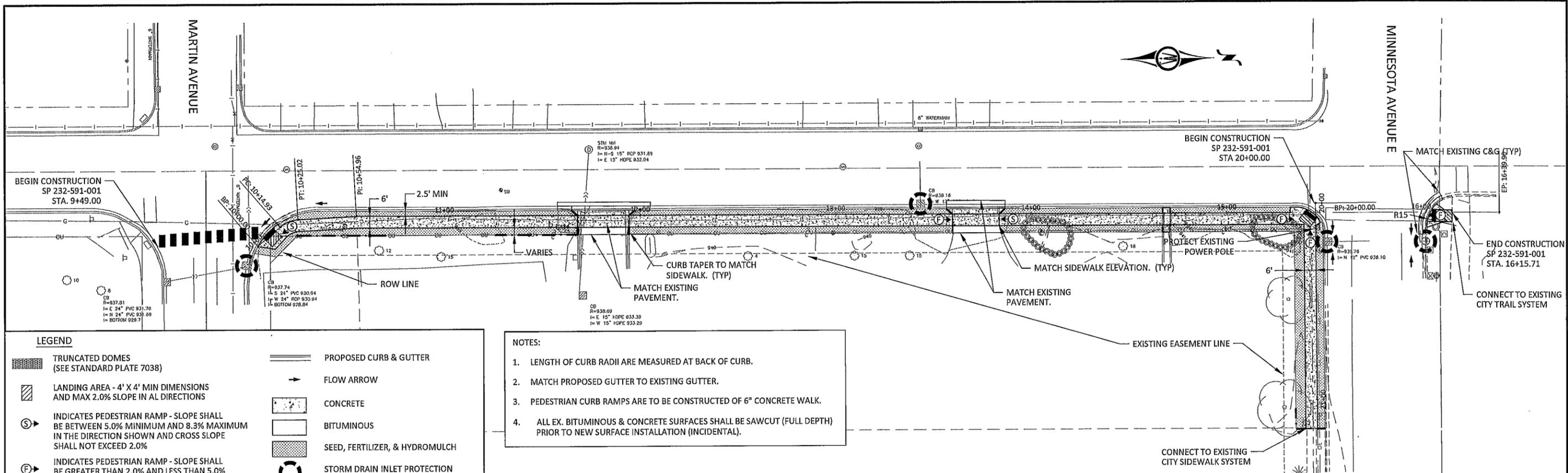


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**BIG LAKE, MINNESOTA**  
 2020 SAFE ROUTES TO SCHOOLS IMPROVEMENTS  
 EXISTING CONDITIONS & REMOVALS  
 SP 232-591-001

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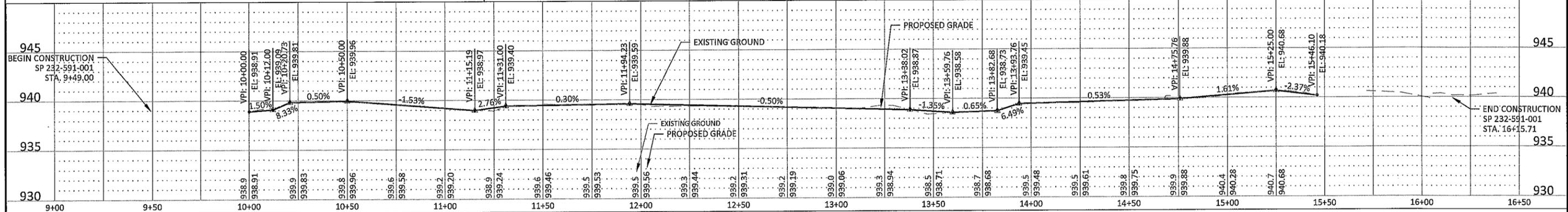


**LEGEND**

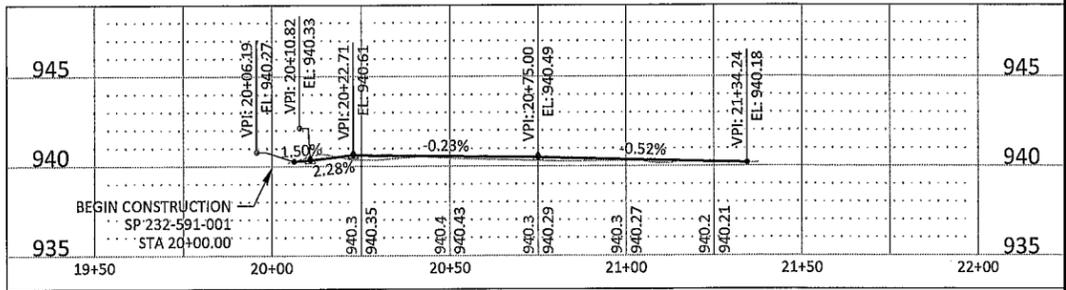
	TRUNCATED DOMES (SEE STANDARD PLATE 7038)		PROPOSED CURB & GUTTER
	LANDING AREA - 4' X 4' MIN DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS		FLOW ARROW
	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%		CONCRETE
	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%		BITUMINOUS
			SEED, FERTILIZER, & HYDROMULCH
			STORM DRAIN INLET PROTECTION
			SEDIMENT CONTROL LOG TYPE WOOD FIBER

- NOTES:**
1. LENGTH OF CURB RADII ARE MEASURED AT BACK OF CURB.
  2. MATCH PROPOSED GUTTER TO EXISTING GUTTER.
  3. PEDESTRIAN CURB RAMPS ARE TO BE CONSTRUCTED OF 6" CONCRETE WALK.
  4. ALL EX. BITUMINOUS & CONCRETE SURFACES SHALL BE SAWCUT (FULL DEPTH) PRIOR TO NEW SURFACE INSTALLATION (INCIDENTAL).

## PHYLLIS STREET



## MINNESOTA AVENUE



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 Phone: (763) 433-2851  
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CLIENT PROJ. NO.	W18.120166				

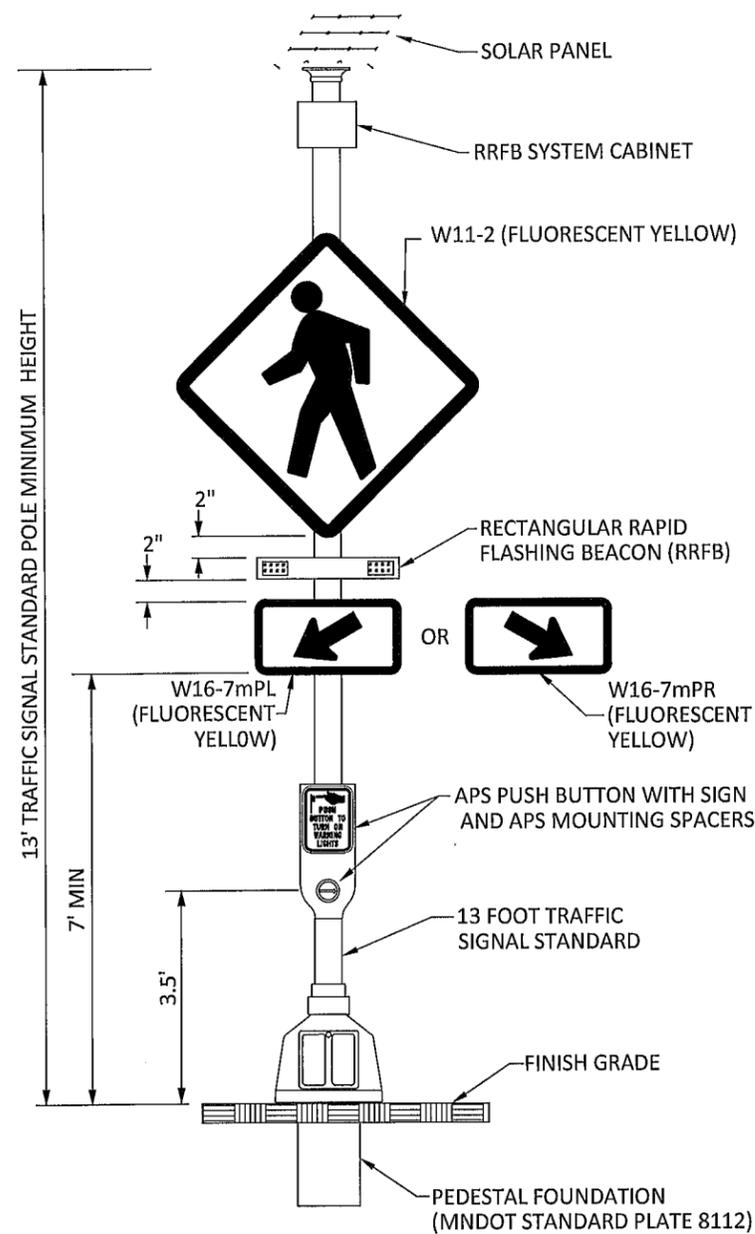
**BIG LAKE, MINNESOTA**

2020 SAFE ROUTES TO SCHOOLS IMPROVEMENTS

**PHYLLIS ST & MINNESOTA AVE WALK PLAN & PROFILE**

SP 232-591-001

SHEET  
8  
OF  
17



**PEDESTRIAN CROSSWALK  
FLASHER SYSTEM DETAIL**

NOT TO SCALE

**NOTES:**

- LED DUAL 7" FLASHING ARRAYS ON BEACON TO FACE APPROACHING TRAFFIC IN BOTH DIRECTIONS. BEACONS SHALL INCLUDE SIDE FACING PEDESTRIAN INDICATION FACING ROADWAY.
- SEE MNDOT STANDARD PLATE NO. 8122 "PEDESTAL AND PEDESTAL BASE" FOR PEDESTAL DETAILS.
- SEE MNDOT STANDARD PLATE NO. 8112 "PEDESTAL FOUNDATION" FOR PEDESTAL FOUNDATION DETAILS.
- CITY WILL FURNISH AND INSTALL PUSH BUTTON AND FHWA APPROVED REGULATORY SIGN FOR PEDESTRIAN FLASHER SYSTEM ABOVE PUSH BUTTON.



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.

*Jared A. Voge*  
 JARED A. VOGUE  
 UC NO. 45063 DATE 03/26/2020



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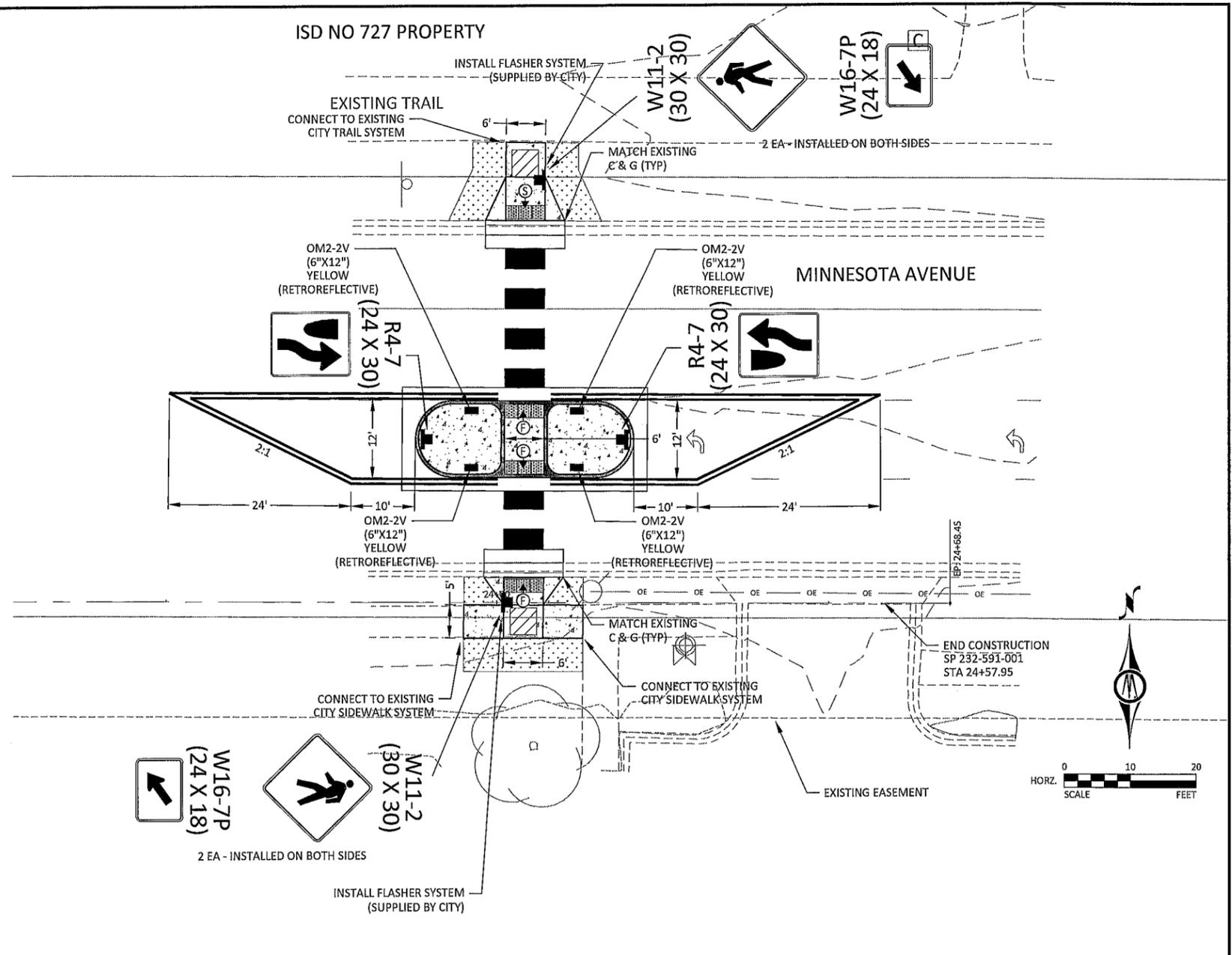
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BIG LAKE, MINNESOTA

2020 SAFE ROUTES TO SCHOOLS IMPROVEMENTS

MINNESOTA AVE WALK PEDESTRIAN REFUGE  
 SP 232-591-001

SHEET  
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 17



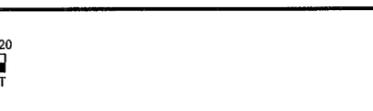
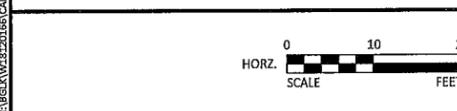
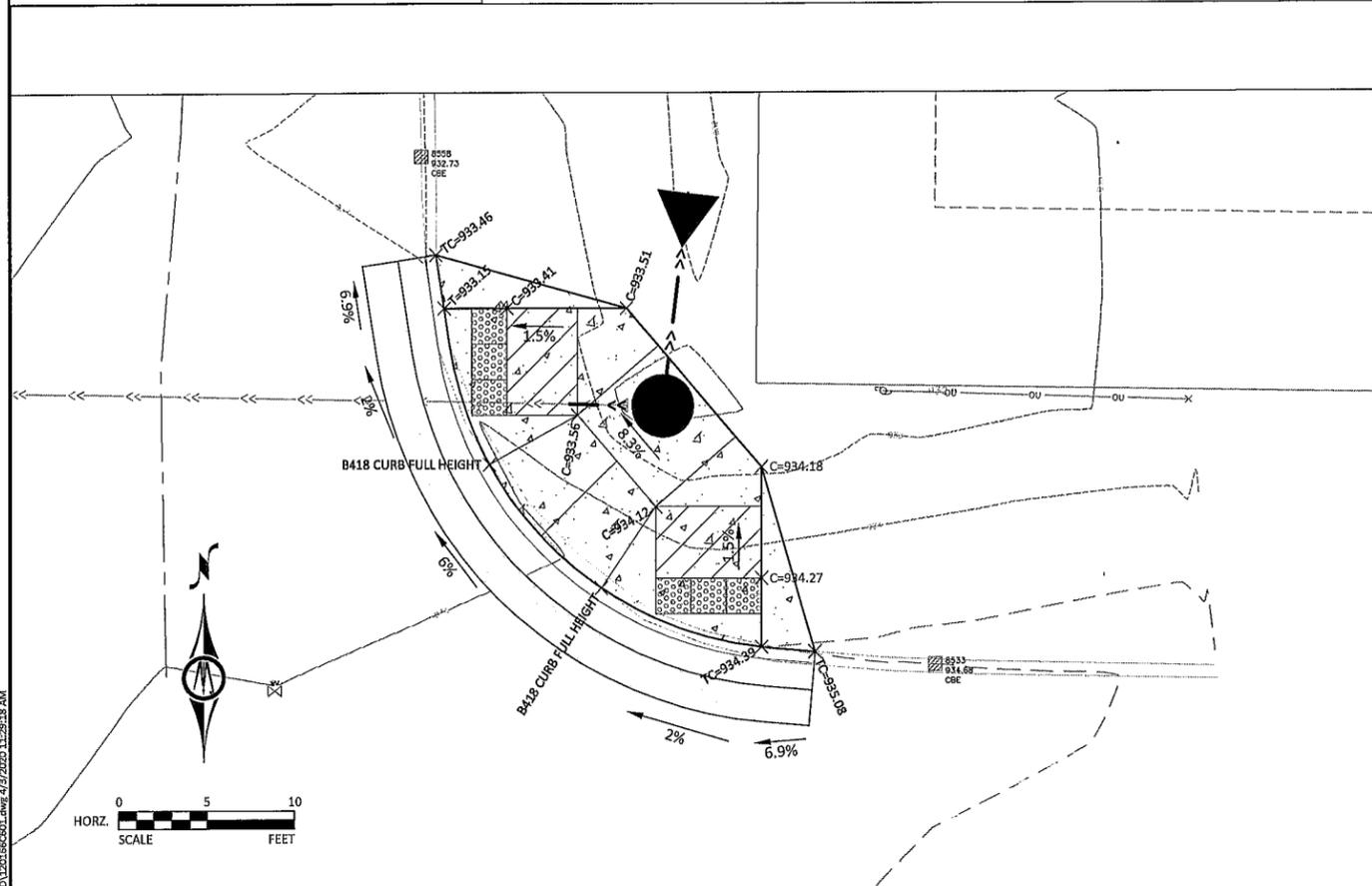
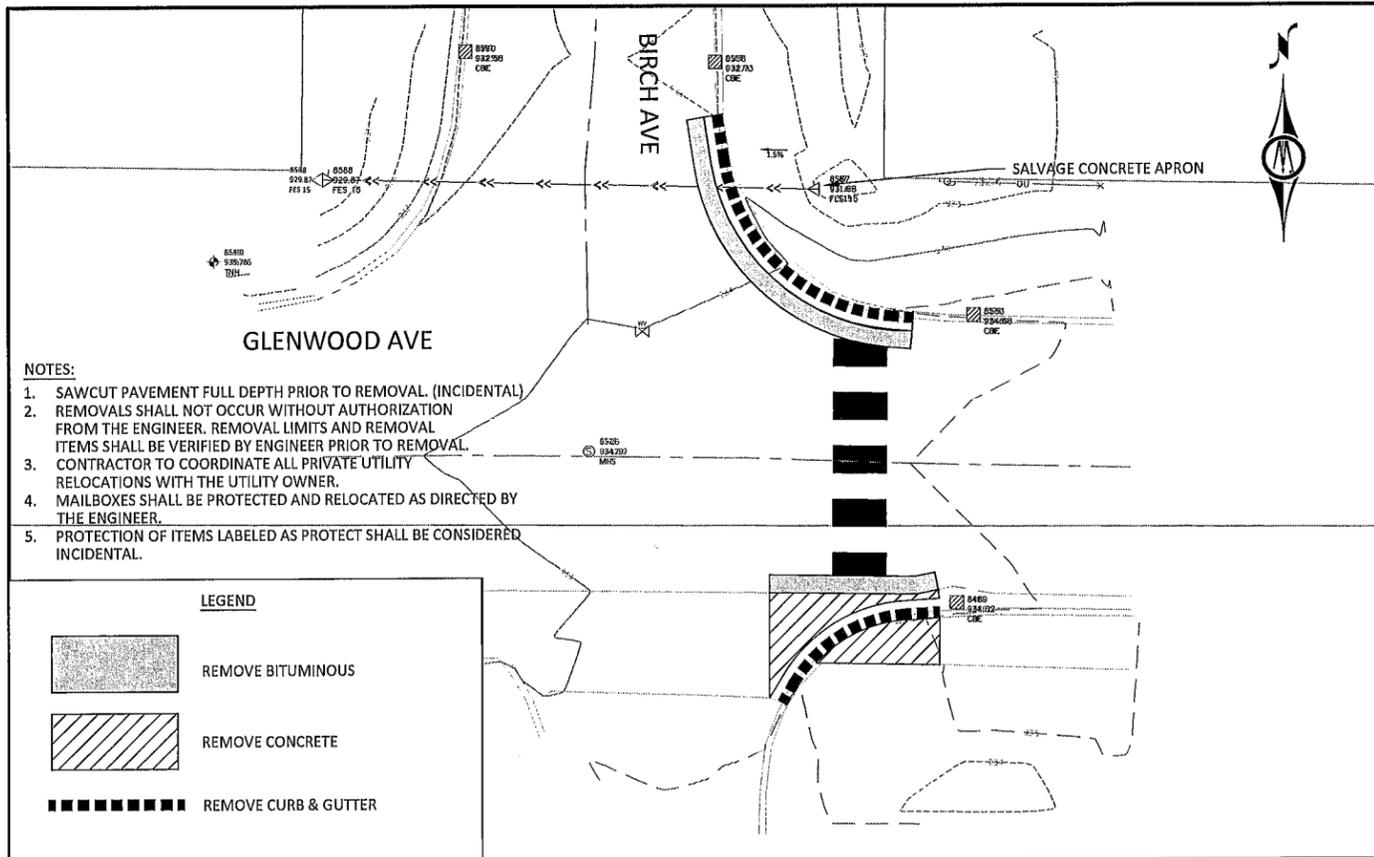
**LEGEND**

- TRUNCATED DOMES (SEE STANDARD PLATE 7038)
- LANDING AREA - 4' X 4' MIN DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS
- INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%
- INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%
- PROPOSED CURB & GUTTER
- FLOW ARROW
- CONCRETE
- BITUMINOUS
- SEED, FERTILIZER, & HYDROMULCH
- STORM DRAIN INLET PROTECTION
- SEDIMENT CONTROL LOG TYPE WOOD FIBER

**NOTES:**

- MATCH PROPOSED GUTTER TO EXISTING GUTTER.
- STREET RADII TO BACK OF CURB.
- PEDESTRIAN CURB RAMPS ARE TO BE CONSTRUCTED OF 6" CONCRETE WALK.
- ALL EX. BITUMINOUS & CONCRETE SURFACES SHALL BE SAWCUT (FULL DEPTH) PRIOR TO NEW SURFACE INSTALLATION (INCIDENTAL).

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JARED A. VOGEL  
 UC NO. 45063 DATE 03/26/2020

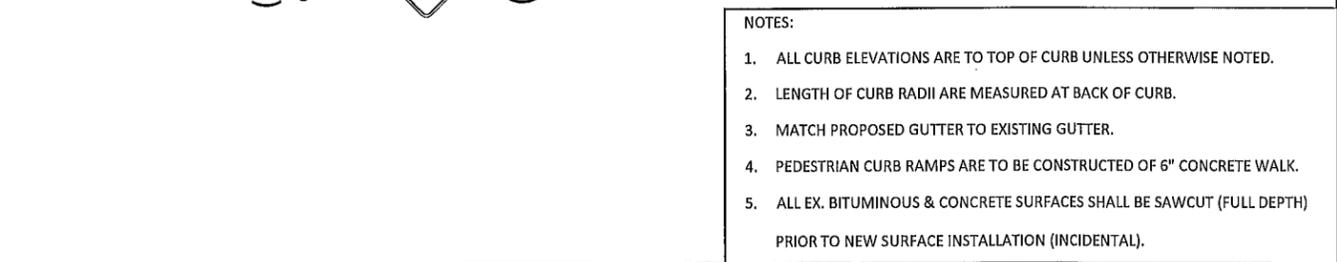
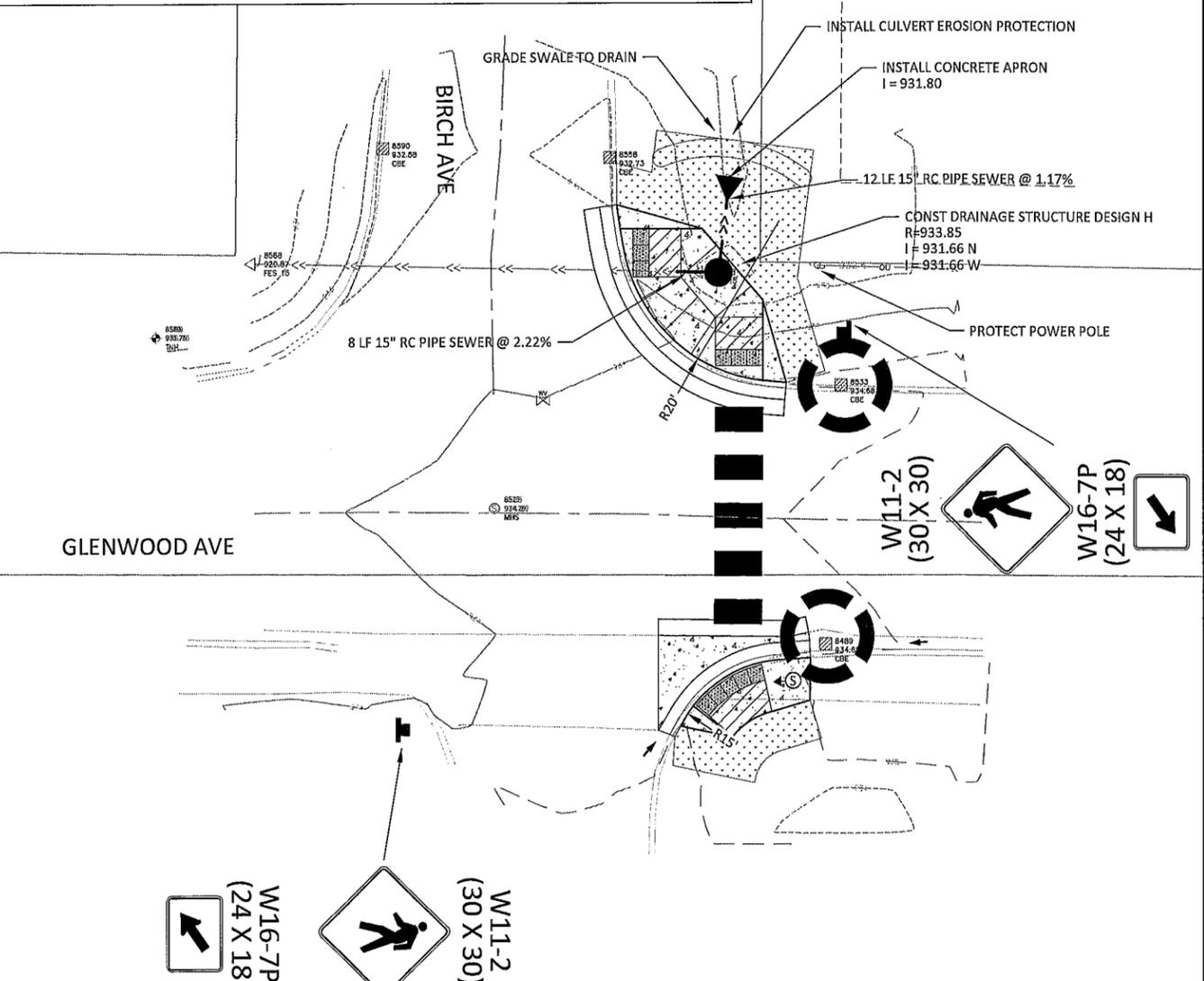
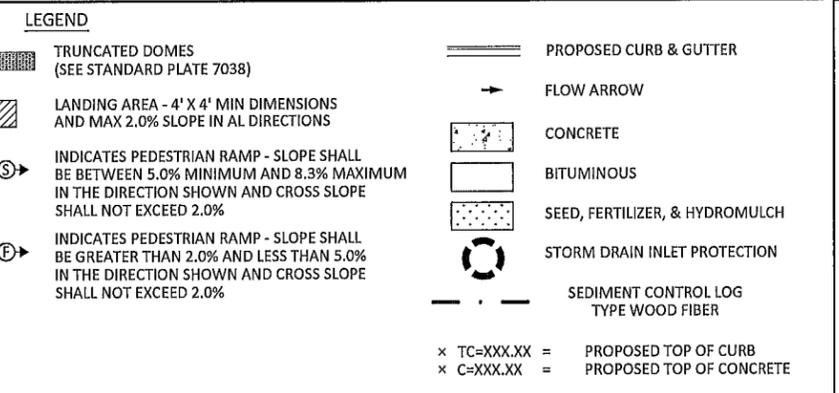


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BIG LAKE, MINNESOTA  
 2020 SAFE ROUTES TO SCHOOLS IMPROVEMENTS  
 GLENWOOD AVE E & BIRCH AVE PLAN  
 SP 232-591-001

SHEET 10 OF 17

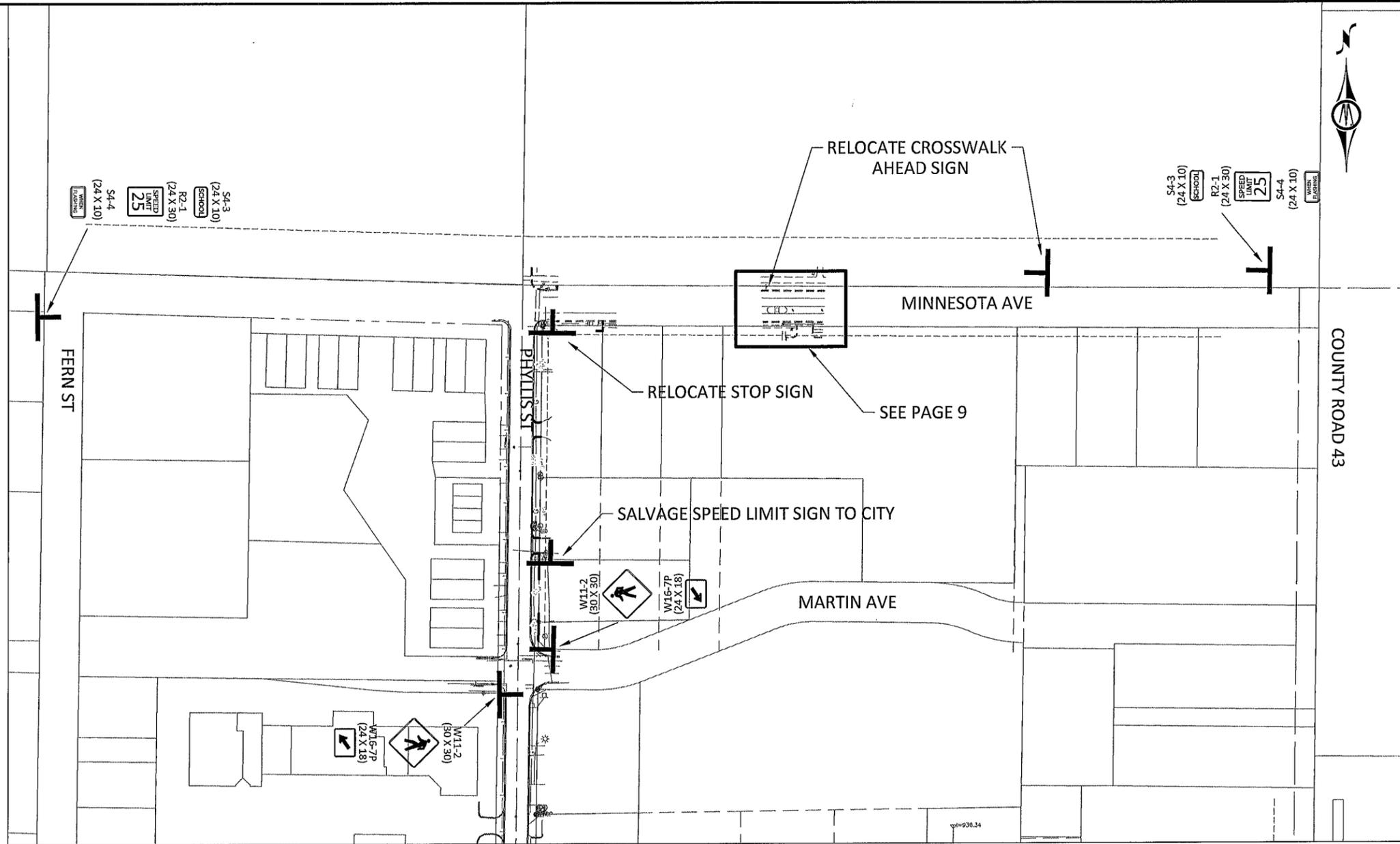


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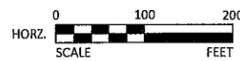
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 2020 SAFE ROUTES TO SCHOOLS IMPROVEMENTS  
 GLENWOOD AVE E & BIRCH AVE PLAN  
 SP 232-591-001

SHEET 10 OF 17

- NOTES:**
1. ALL CURB ELEVATIONS ARE TO TOP OF CURB UNLESS OTHERWISE NOTED.
  2. LENGTH OF CURB RADII ARE MEASURED AT BACK OF CURB.
  3. MATCH PROPOSED GUTTER TO EXISTING GUTTER.
  4. PEDESTRIAN CURB RAMPS ARE TO BE CONSTRUCTED OF 6" CONCRETE WALK.
  5. ALL EX. BITUMINOUS & CONCRETE SURFACES SHALL BE SAWCUT (FULL DEPTH) PRIOR TO NEW SURFACE INSTALLATION (INCIDENTAL).



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*JAV*  
**JARED A. VOGEL**  
 U.C. NO. 45063 DATE 03/26/2020



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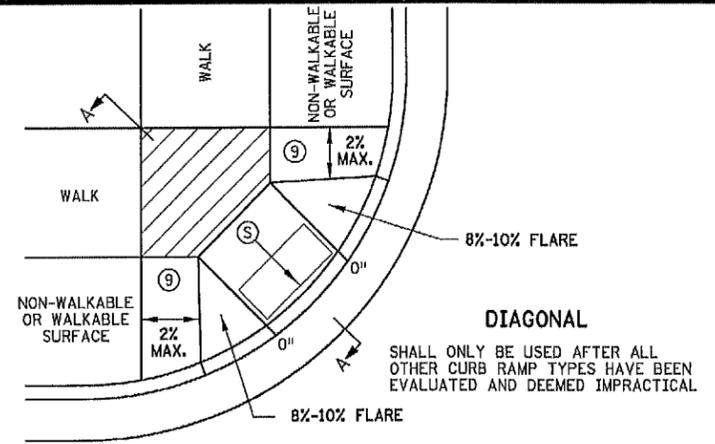
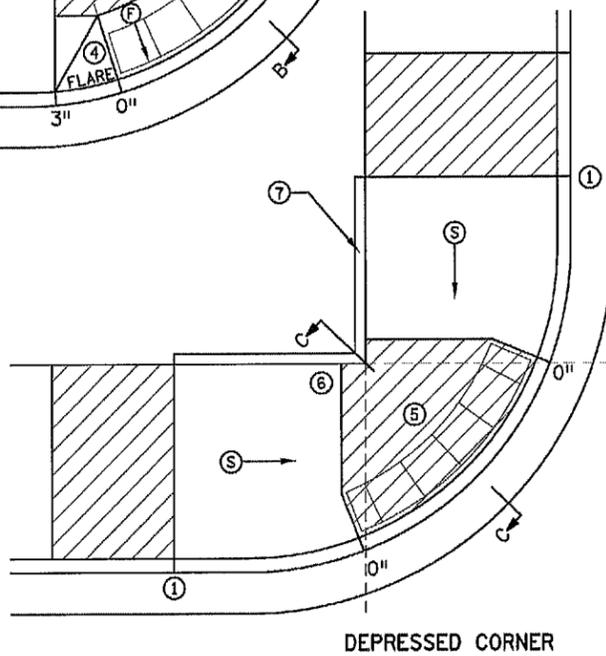
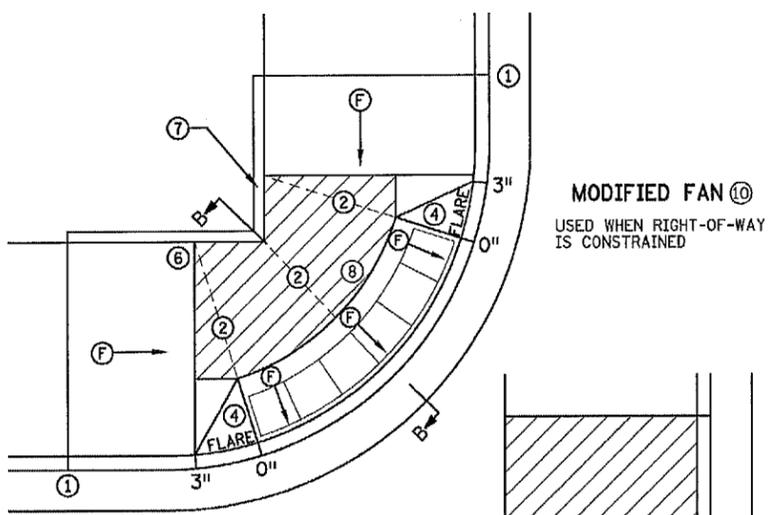
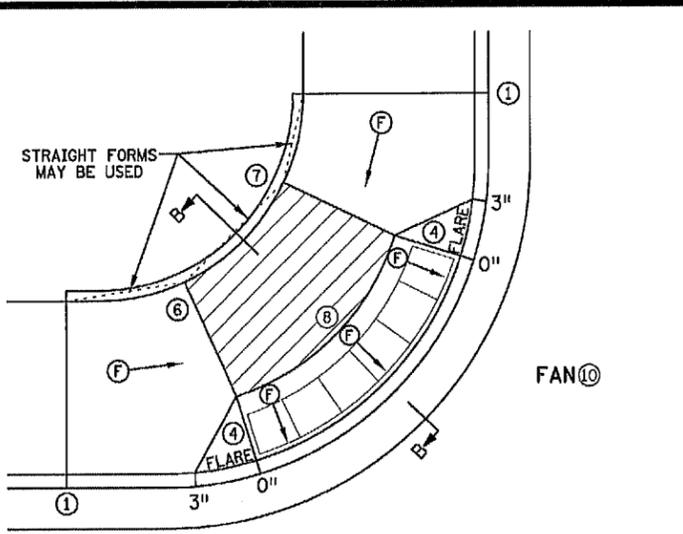
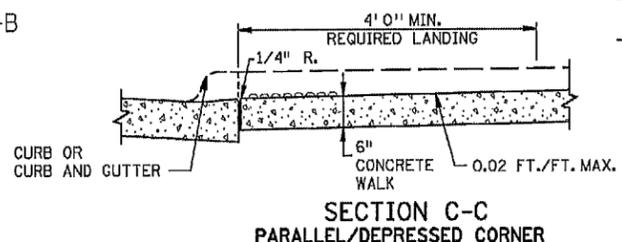
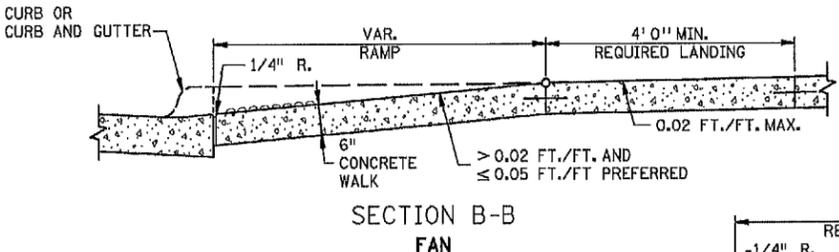
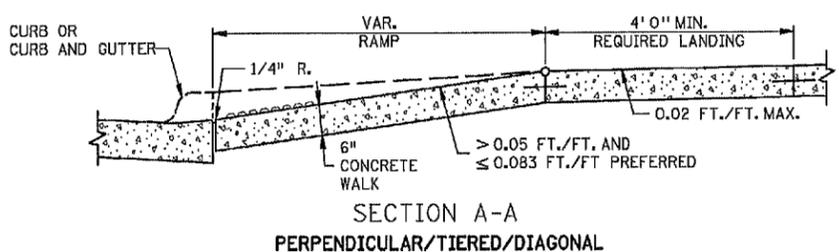
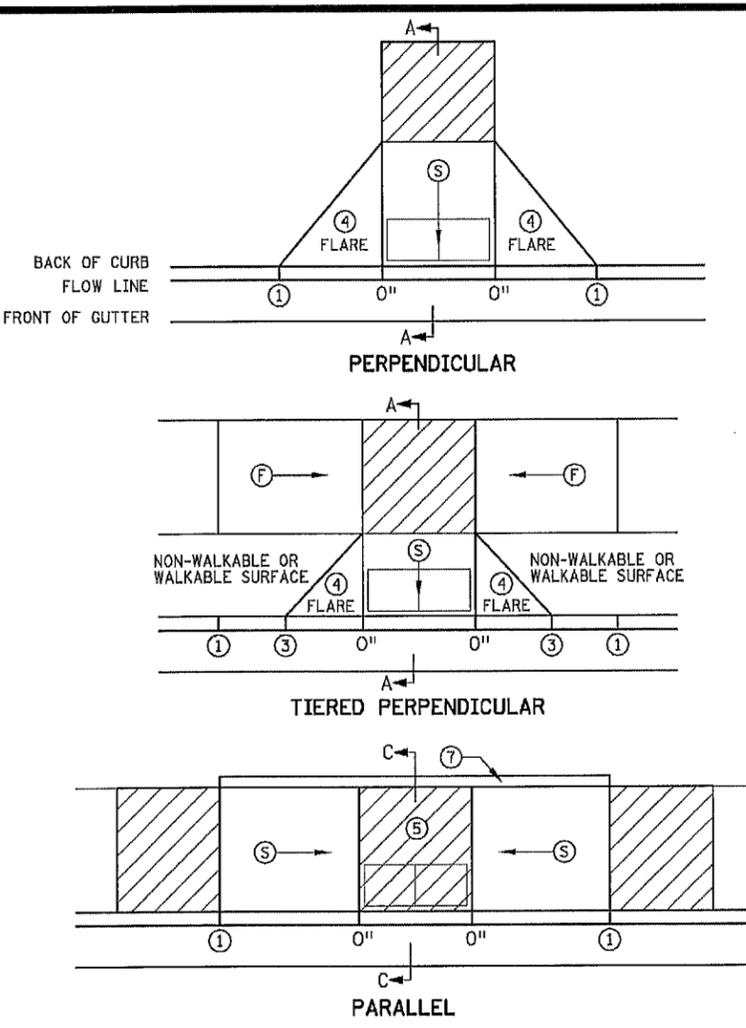
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**BIG LAKE, MINNESOTA**  
 2020 SAFE ROUTES TO SCHOOLS IMPROVEMENTS  
 SIGNING PLAN  
 SP 232-591-001

SHEET 11  
 OF 17

PLOTTED/REVISED: 4-APR-2018

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**NOTES:**

LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMP THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE GREATER THAN 2%.

INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.

SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30' OF VERTICAL RISE WHEN THE LONGITUDINAL RUNNING SLOPE IS GREATER THAN 5.0%.

CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOPS OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.

ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL, THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH, (EXCEPT AS STATED IN 6) BELOW.

TO ENSURE INITIAL RAMP AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY, FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISIONS - PROSECUTION OF WORK (ADA).

TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.

WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.

ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.

4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMP. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER ENTIRE WIDTH OF SHARED-USE PATHS AND THE ENTIRE PAR WIDTH OF THE WALK. DETECTABLE WARNING SHOULD BE 6" LESS THAN THE PAR/TRAIL WIDTH. ARC LENGTH OF RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.

RECTANGULAR DETECTABLE WARNINGS SHALL BE SETBACK 3" FROM THE BACK OF CURB. RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB.

- 1 MATCH FULL HEIGHT CURB.
- 2 4' MINIMUM DEPTH LANDING REQUIRED ACROSS TOP OF RAMP.
- 3 3" HIGH CURB WHEN USING A 3' LONG RAMP, 4" HIGH CURB WHEN USING A 4' LONG RAMP.
- 4 SEE SHEET 4 OF 6, TYPICAL SIDE TREATMENT OPTIONS, FOR DETAILS ON FLARES AND RETURNED CURBS, WHEN INITIAL LANDING IS AT FULL CURB HEIGHT.
- 5 DETECTABLE WARNINGS MAY BE PART OF THE 4' X 4' MIN. LANDING AREA IF IT IS NOT FEASIBLE TO CONSTRUCT THE LANDING OUTSIDE OF THE DETECTABLE WARNING AREA.
- 6 THE GRADE BREAK SHALL BE PERPENDICULAR TO THE BACK OF WALK. THIS WILL ENSURE THAT THE GRADE BREAK IS PERPENDICULAR TO THE DIRECTION OF TRAVEL. (TYPICAL FOR ALL)
- 7 WHEN ADJACENT TO GRASS, GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
- 8 A 7' MIN TOP RADIUS GRADE BREAK REQUIRED TO BE CONSTRUCTIBLE.
- 9 PAVE FULL WALK WIDTH.
- 10 "S" SLOPES ON FANS SHALL ONLY BE USED WHEN ALL OTHER FEASIBLE OPTIONS HAVE BEEN EVALUATED AND DEEMED IMPRACTICAL.

LEGEND	
(S)	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
(F)	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
(Hatched Area)	LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PAR.
X"	CURB HEIGHT

REVISION:  
 APPROVED: JANUARY 23, 2017  
 OPERATIONS ENGINEER

**MINNESOTA**  
 DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.250 1 OF 6

APPROVED: 1-23-2017  
 REVISION:

STATE PROJ. NO. (T.H. ) SHEET NO. OF SHEETS

**PEDESTRIAN CURB RAMP DETAILS**



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BIG LAKE, MINNESOTA

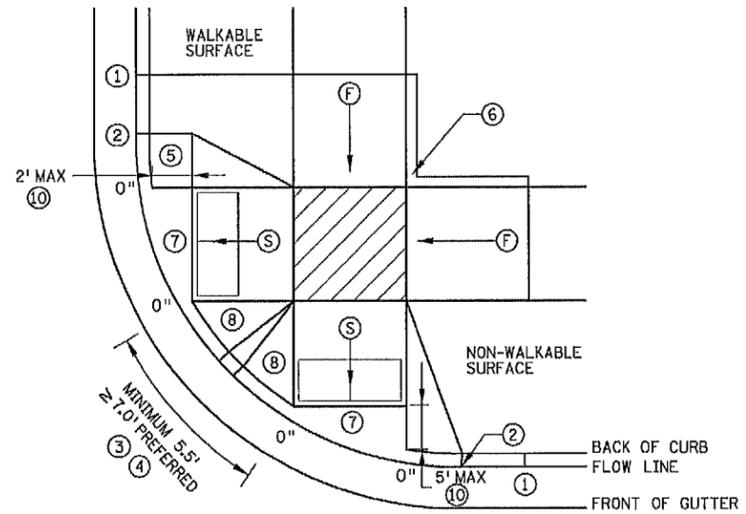
2020 SAFE ROUTES TO SCHOOLS IMPROVEMENTS

PEDESTRIAN CURB RAMP DETAILS  
 SP 232-591-001

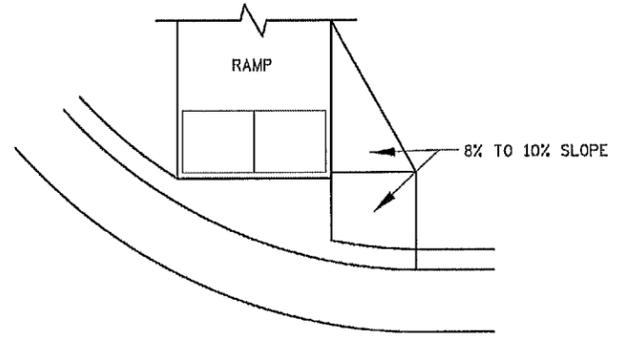
SHEET 12 OF 17

PLOTTED/REVISED: 4-APR-2018

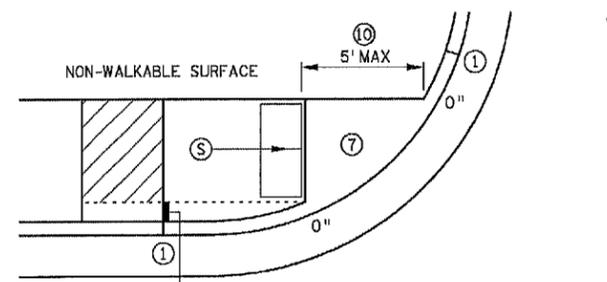
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COMBINED DIRECTIONAL ⑨

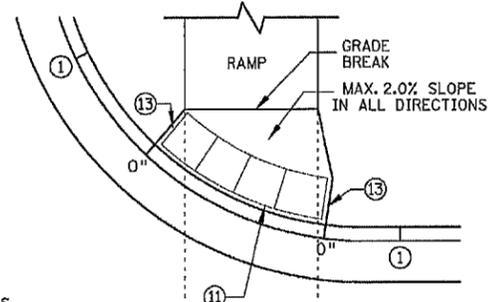


DIRECTIONAL RAMP WALKABLE FLARE

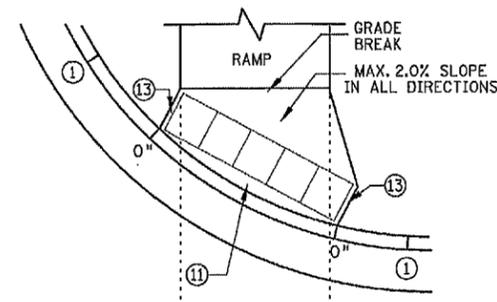


STANDARD ONE-WAY DIRECTIONAL ⑨

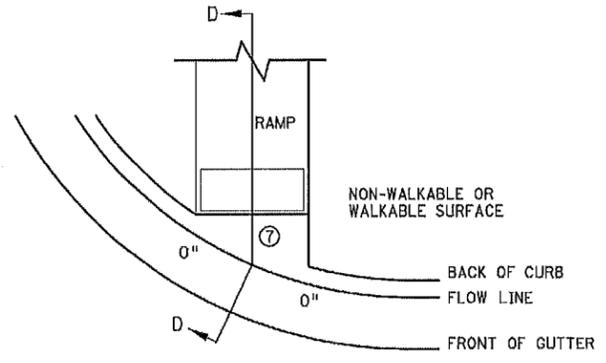
IF NON-CONCRETE BLVD. IS CONSTRUCTED AND IS LESS THAN 2' IN WIDTH AT TOP OF CURB TRANSITION, PAVE CONCRETE RAMP WIDTH TO ADJACENT BACK OF CURB.



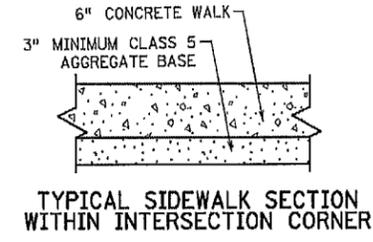
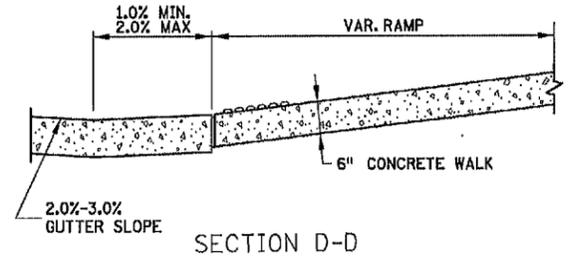
DETECTABLE WARNING PLACEMENT WHEN SETBACK CRITERIA IS EXCEEDED



ONE-WAY DIRECTIONAL WITH DETECTABLE WARNING AT BACK OF CURB



CURB FOR DIRECTIONAL RAMPS ⑭



TYPICAL SIDEWALK SECTION WITHIN INTERSECTION CORNER

NOTES:

- LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE.
- INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.
- SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30' OF VERTICAL RISE WHEN THE LONGITUDINAL SLOPE IS GREATER THAN 5.0%.
- CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOP GRADE BREAK OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.
- ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL, THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH.
- TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY, FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISION (PROSECUTION OF WORK).
- TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.
- WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.
- ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.
- 4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER ENTIRE WIDTH OF SHARED-USE PATH AND THE ENTIRE PAR WIDTH OF THE WALK. DETECTABLE WARNING SHOULD BE 6" LESS THAN THE PAR/PATH WIDTH. ARC LENGTH OF RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.
- RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB. SEE NOTES ⑩ & ⑪ FOR INFORMATION REGARDING RECTANGULAR DETECTABLE WARNING PLACEMENT.
- ① MATCH FULL CURB HEIGHT.
- ② 3" HIGH CURB WHEN USING A 3' LONG RAMP  
4" HIGH CURB WHEN USING A 4' LONG RAMP.
- ③ 3" MINIMUM CURB HEIGHT (5.5' MIN. DISTANCE REQUIRED BETWEEN DOMES)  
4" PREFERRED (7' MIN. DISTANCE REQUIRED BETWEEN DOMES).
- ④ THE "BUMP" IN BETWEEN THE RAMPS SHOULD NOT BE IN THE PATH OF TRAVEL FOR COMBINED DIRECTIONAL RAMPS. IF THIS OCCURS MODIFY THE RAMP LOCATION OR SWITCH RAMP TO A FAN/DEPRESSED CORNER.
- ⑤ WHEN USING CONCRETE PAVED FLARES ON THE OUTSIDE OF DIRECTIONAL RAMPS, AND ADJACENT TO A WALKABLE SURFACE, DIRECTIONAL RAMP FLARES SHOULD BE USED, SEE THE DETAIL ON THIS SHEET.
- ⑥ GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
- ⑦ MAX. 2.0% SLOPE IN ALL DIRECTIONS IN FRONT OF GRADE BREAK AND DRAIN TO FLOW LINE. SHALL BE CONSTRUCTED INTEGRAL WITH CURB AND GUTTER.
- ⑧ 8% TO 10% WALKABLE FLARE.
- ⑨ PLACE DOMES AT THE BACK OF CURB WHEN ALLOWABLE SETBACK CRITERIA IS EXCEEDED.
- ⑩ FRONT EDGE OF DETECTABLE WARNING SHALL BE SET BACK 2' MAXIMUM WHEN ADJACENT TO WALKABLE SURFACE, AND 5' MAXIMUM WHEN ADJACENT TO NON-WALKABLE SURFACE WITH ONE CORNER SET 3" FROM BACK OF CURB. A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.
- ⑪ RECTANGULAR DETECTABLE WARNINGS MAY BE SETBACK UP TO 9" FROM THE BACK OF CURB WITH CORNERS SET 3" FROM BACK OF CURB. IF 9" SETBACK IS EXCEEDED USE RADIAL DETECTABLE WARNINGS.
- ⑫ FOR DIRECTIONAL RAMPS WITH THE DETECTABLE WARNINGS PLACED AT THE BACK OF CURB, THE DETECTABLE WARNINGS COVER THE ENTIRE WIDTH OF THE WALK/PATH. THIS ENSURES A DETECTABLE EDGE AND HELPS ELIMINATE THE CURB TAPER OBSTRUCTING THE PATH OF PEDESTRIAN TRAVEL.
- ⑬ THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE BACK OF CURB. MAINTAIN 3" BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.
- ⑭ TO BE USED FOR ALL DIRECTIONAL RAMPS, EXCEPT WHERE DOMES ARE PLACED ALONG THE BACK OF CURB.

**LEGEND**

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

- ⑤ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
- ⑥ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
- ⑦ LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PAR.
- X" CURB HEIGHT

REVISION:
APPROVED: JANUARY 23, 2017
OPERATIONS ENGINEER

**MINNESOTA** DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.250 2 OF 6

APPROVED: 1-23-2017  
 REVISOR:

STATE PROJ. NO. (T.H. ) SHEET NO. OF SHEETS

**PEDESTRIAN CURB RAMP DETAILS**

BIG LAKE, MINNESOTA

2020 SAFE ROUTES TO SCHOOLS IMPROVEMENTS

PEDESTRIAN CURB RAMP DETAILS  
 SP 232-591-001

**BOLTON & MENK**

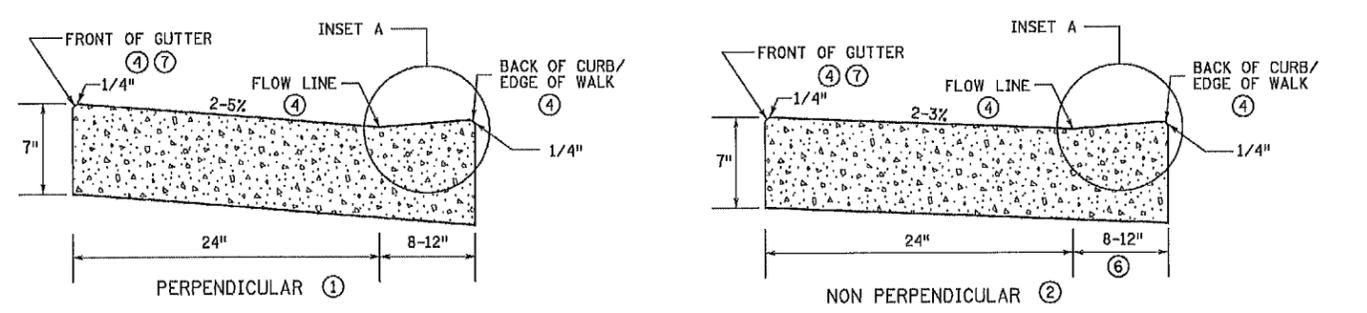
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 RAMSEY, MINNESOTA 55303  
 Phone: (763) 433-2851  
 Email: Ramsey@bolton-menk.com  
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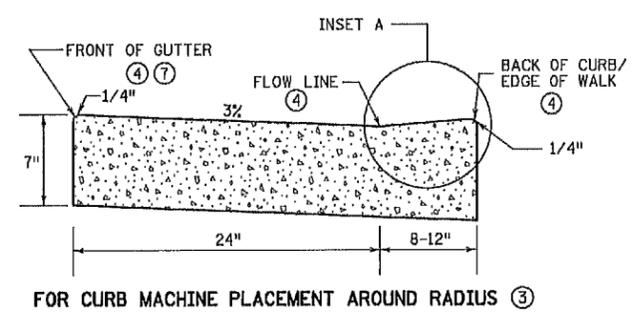
SHEET 13 OF 17

PLOTTED/REVISED: 4-APR-2018

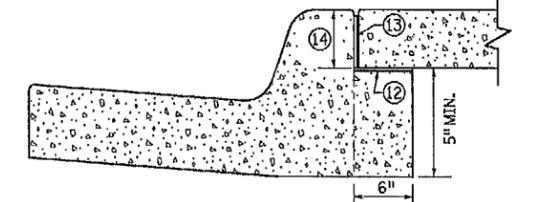
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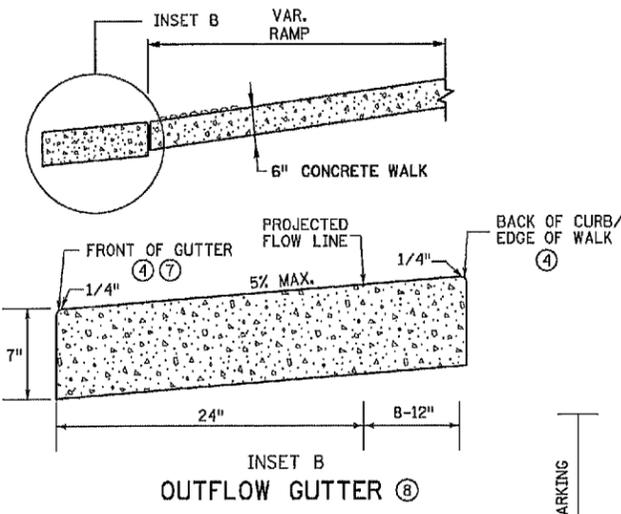
PEDESTRIAN ACCESS ROUTE CURB & GUTTER DETAIL



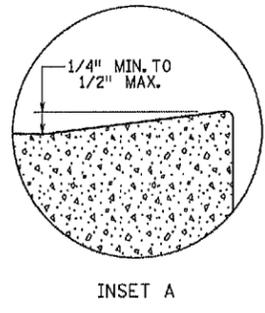
FOR CURB MACHINE PLACEMENT AROUND RADIUS (3)  
 (REGARDLESS OF RAMP TYPE)



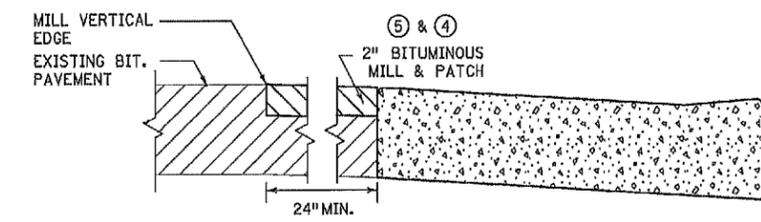
OPTIONAL SILL CURB WHEN SIDEWALK IS AT BACK OF CURB  
 CONCRETE SILL TO BE USED ONLY WHEN SPECIFIED IN THE PLAN.



INSET B  
 OUTFLOW GUTTER (8)

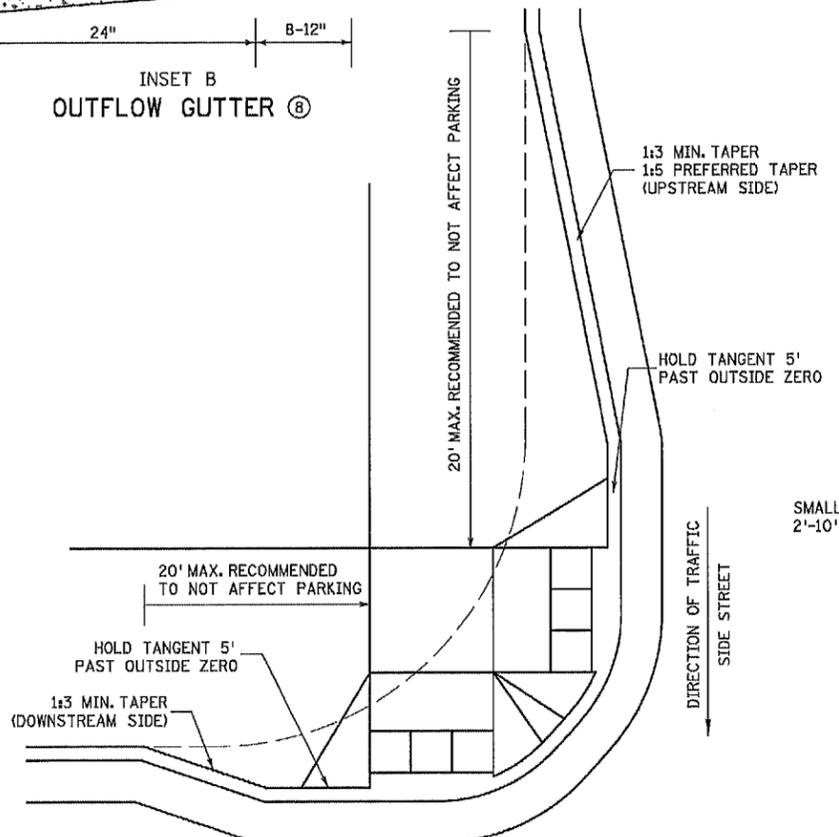


INSET A

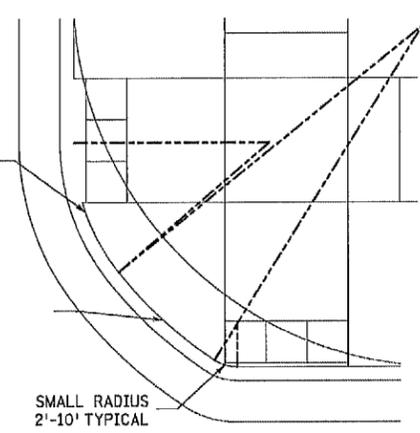


ONLY ALLOWED PER ENGINEER'S APPROVAL

PAVEMENT TREATMENT OPTIONS IN FRONT OF CURB & GUTTER  
 FOR USE ON CURB RAMP RETROFITS



ADA CURB EXTENSION WITH COMPOUND RADIUS (BUMP OUT) (10)



COMBINED DIRECTIONAL (COMPOUND RADIUS) (10)

NOTES:

- POSITIVE FLOW LINE DRAINAGE SHALL BE MAINTAINED THROUGH THE PEDESTRIAN ACCESS ROUTE (PAR) AT A 2% MAXIMUM. NO PONDING SHALL BE PRESENT IN THE PAR.
- ANY VERTICAL LIP THAT OCCURS AT THE FLOW LINE SHALL NOT BE GREATER THAN 1/4 INCH.
- (1) FOR USE AT CURB CUTS WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: PERPENDICULAR, TIERED PERPENDICULAR, PARALLEL, AND DIAGONAL RAMP.
- (2) FOR USE AT CURB RAMP WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED NON PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: FANS & DEPRESSED CORNERS.
- (3) BEGIN GUTTER SLOPE TRANSITION 10' OUTSIDE OF ALL CURB RAMP.
- (4) THERE SHALL BE NO VERTICAL DISCONTINUITIES GREATER THAN 1/4".
- (5) ELEVATION CHANGE TAKES PLACE FROM THE EXISTING TO NEW FRONT OF GUTTER. PATCH IS USED TO MATCH THE NEW GUTTER FACE INTO THE EXISTING ROADWAY.
- (6) VARIABLE WIDTH FOR DIRECTIONAL CURB APPLICATIONS. SEE SHEET 2 FOR DIRECTIONAL CURB SLOPE REQUIREMENTS.
- (7) TOP FRONT OF GUTTER SHALL BE CONSTRUCTED FLUSH WITH PROPOSED ADJACENT PAVEMENT ELEVATION. TOP 1.5" OF THE GUTTER FACE MUST BE A FORMED EDGE. PAR GUTTER SHALL NOT BE OVERLAID.
- (8) SHOULD BE USED AT VERTICALLY CONSTRAINED AREAS WHEN AT A DRAINAGE HIGH POINT OR SUPER ELEVATED ROADWAY SEGMENTS.
- (9) DRILL AND GROUT NO. 4 EPOXY-COATED 18" LONG TIE BARS AT 30" CENTER TO CENTER INTO EXISTING CONCRETE PAVEMENT 1" MINIMUM FROM ALL JOINTS.
- (10) HELPS PROVIDE TWO SEPARATE RAMPS, REDUCES THE DOME SETBACK LENGTH AND MINIMIZES DIRECTIONAL CURB. THIS RADIUS DESIGN CLOSELY FOLLOWS THE TURNING VEHICLE PATH WHILE OPTIMIZING CURB RAMP LENGTH.
- (11) CURB EXTENSIONS SHOULD BE USED IN VERTICALLY CONSTRAINED AREAS, USUALLY IN DOWNTOWN ROADWAY SEGMENTS WHERE ON-STREET PARKING IS AVAILABLE. CURB EXTENSIONS SHOULD BE CONSIDERED FOR APS INTERSECTIONS WHERE SPACE IS LIMITED. PUSH BUTTONS MUST MEET APS CRITERIA AS DESCRIBED IN THE PUSH BUTTON LOCATION DETAIL SHEET.
- (12) PLACE BOND BREAKER BETWEEN WALK AND TOP OF SILL.
- (13) 1/2" PREFORMED JOINT FILLER PER MNDOT SPEC. 3702.
- (14) DIMENSION TO BE SAME AS SIDEWALK THICKNESS, 4" MIN.

REVISION:
APPROVED: JANUARY 23, 2017
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	STANDARD PLAN 5-297.250	3 OF 6
	APPROVED: 1-23-2017 REVISION:	
STATE PROJ. NO.		(T.H.) SHEET NO. OF SHEETS

PEDESTRIAN CURB RAMP DETAILS



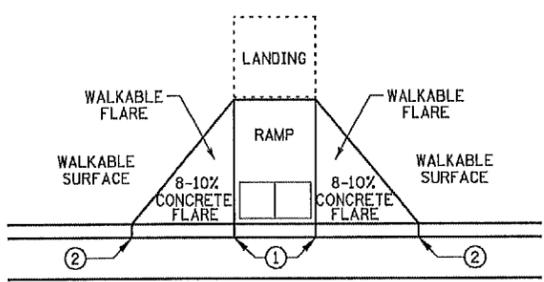
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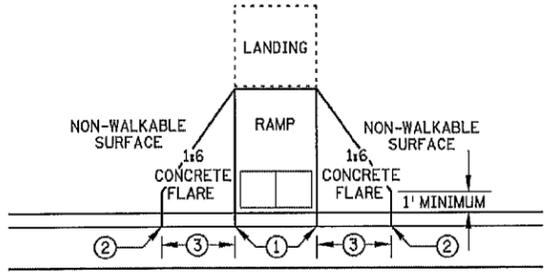
BIG LAKE, MINNESOTA		SHEET	14
2020 SAFE ROUTES TO SCHOOLS IMPROVEMENTS		OF	17
PEDESTRIAN CURB RAMP DETAILS			
SP 232-591-001			

PLOTTED/REVISED: 4-APR-2018

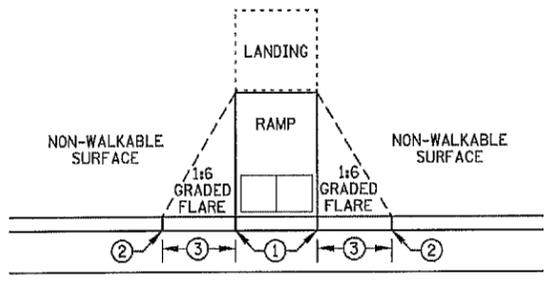
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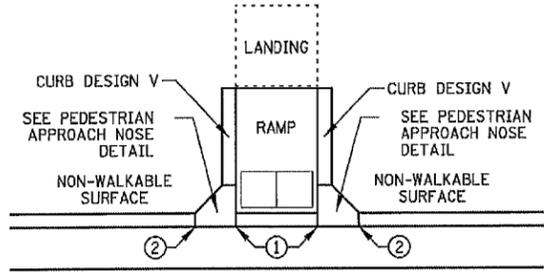
PAVED FLARES  
ADJACENT TO WALKABLE SURFACE



PAVED FLARES  
ADJACENT TO NON-WALKABLE SURFACE



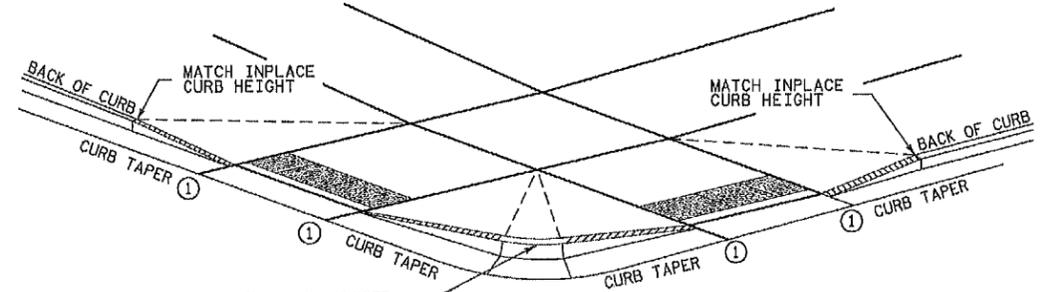
GRADED FLARES



RETURNED CURB ⑤

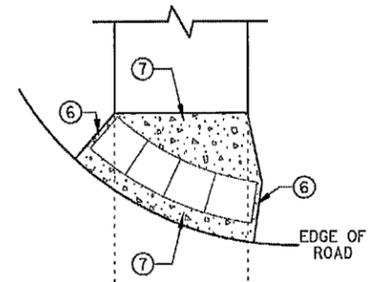
TYPICAL SIDE TREATMENT OPTIONS ④ ⑪

REVISION:
APPROVED: JANUARY 23, 2017
OPERATIONS ENGINEER

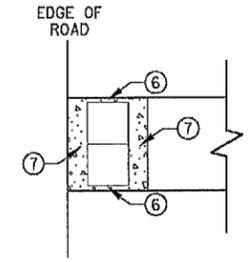


3" MINIMUM CURB HEIGHT, 4" PREFERRED  
 (MEASURED AT FRONT FACE OF CURB)  
 FOR A MIN. 6" LENGTH (MEASURED ALONG FLOW LINE)

DETECTABLE EDGE WITH ⑧  
CURB AND GUTTER

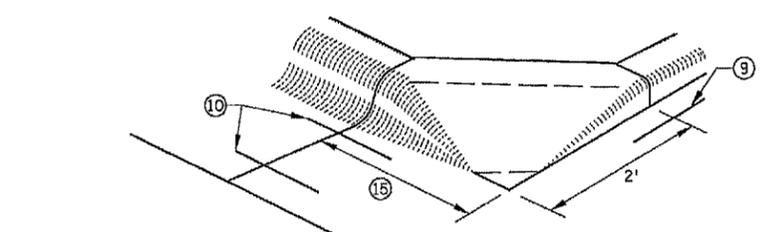


RADIAL DETECTABLE WARNING

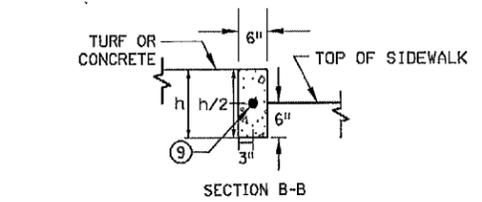


RECTANGULAR DETECTABLE WARNING

DETECTABLE EDGE WITHOUT CURB AND GUTTER

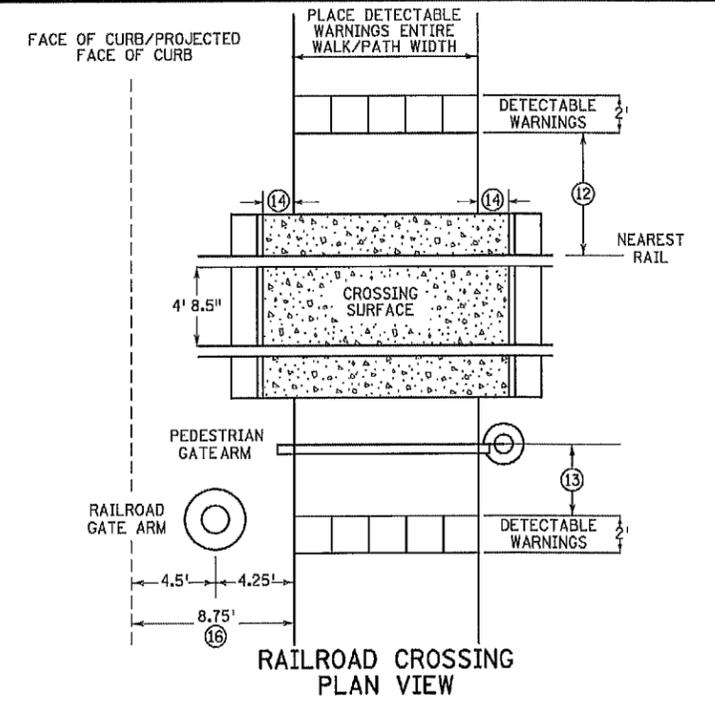


SECTION A-A



SECTION B-B

PEDESTRIAN APPROACH  
NOSE DETAIL  
(FOR RETURNED CURB  
SIDE TREATMENT)



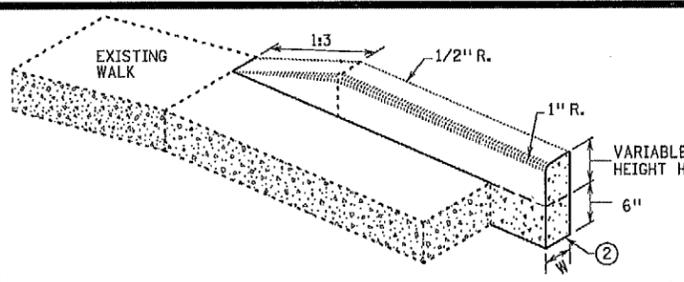
RAILROAD CROSSING  
PLAN VIEW

- NOTES:  
 SEE STANDARD PLATE 7038 AND THIS SHEET FOR ADDITIONAL DETAILS ON DETECTABLE WARNING.  
 A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.  
 CONCRETE FLARE LENGTHS ADJACENT TO NON-WALKABLE SURFACES SHOULD BE LESS THAN 8' LONG MEASURED ALONG THE RAMP FROM THE BACK OF CURB.
- 0" CURB HEIGHT.
  - FULL CURB HEIGHT.
  - 2' FOR 4" HIGH CURB AND 3' FOR 6" HIGH CURB.
  - SIDE TREATMENTS ARE APPLICABLE TO ALL RAMP TYPES AND SHOULD BE IMPLEMENTED AS NEEDED AS FIELD CONDITIONS DICTATE. THE ENGINEER SHALL DETERMINE THE RAMP SIDE TREATMENTS BASED ON MAINTENANCE OF BOTH ROADWAY AND SIDEWALK, ADJACENT PROPERTY CONSIDERATIONS, AND MITIGATING CONSTRUCTION IMPACTS.
  - TYPICALLY USED FOR MEDIANS AND ISLANDS.
  - WHEN NO CONCRETE FLARES ARE PROPOSED, THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE EDGE OF ROADWAY. MAINTAIN 3" MAX. BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.
  - IF NO CURB AND GUTTER IS PLACED IN RURAL SECTIONS, DETECTABLE WARNINGS SHALL BE PLACED 1' FROM THE EDGE OF BITUMINOUS ROADWAY AND/OR BITUMINOUS SHARED-USE PATH TO PROVIDE VISUAL CONTRAST.
  - ALL CONSTRUCTED CURBS MUST HAVE A CONTINUOUS DETECTABLE EDGE FOR THE VISUALLY IMPAIRED. THIS DETECTABLE EDGE REQUIRES DETECTABLE WARNINGS WHEREVER THERE IS ZERO-INCH HIGH CURB. CURB TAPERS ARE CONSIDERED A DETECTABLE EDGE WHEN THE TAPER STARTS WITHIN 3" OF THE EDGE OF THE DETECTABLE WARNINGS AND UNIFORMLY RISES TO A 3-INCH MINIMUM CURB HEIGHT. ANY CURB NOT PART OF A CURB TAPER AND LESS THAN 3 INCHES IN HEIGHT IS NOT CONSIDERED A DETECTABLE EDGE AND THEREFORE IS NOT COMPLIANT WITH ACCESSIBILITY STANDARDS.
  - DRILL AND GROUT 1 - NO. 4 12" LONG REINFORCEMENT BAR (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE V CURB.
  - DRILL AND GROUT 2 - NO. 4 12" LONG REINFORCEMENT BARS (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE CURB AND GUTTER.
  - SIDE TREATMENT EXAMPLES SHOWN ARE WHEN THE INITIAL LANDING IS APPROXIMATELY LEVEL WITH THE FULL HEIGHT CURB (I.E. 6" LONG RAMP FOR 6" HIGH CURB). WHEN THE INITIAL LANDING IS MORE THAN 1" BELOW FULL HEIGHT CURB REFER TO SHEETS 1 & 2 TO MODIFY THE CURB HEIGHT TAPERS AND MAINTAIN POSITIVE BOULEVARD DRAINAGE.
  - NEAREST EDGE OF DETECTABLE WARNING SURFACES SHALL BE PLACED 12' MINIMUM TO 15' MAXIMUM FROM THE NEAREST RAIL. FOR SKEWED RAILWAYS IN NO INSTANCE SHALL THE DETECTABLE WARNING BE CLOSER THAN 12' MEASURED PERPENDICULAR TO THE NEAREST RAIL.
  - WHEN PEDESTRIAN GATES ARE PROVIDED, DETECTABLE WARNING SURFACES SHALL BE PLACED ON THE SIDE OF THE GATES OPPOSITE THE RAIL, 2' FROM THE APPROACHING SIDE OF THE GATE ARM. THIS CRITERIA GOVERNS OVER NOTE ⑫.
  - CROSSING SURFACE SHALL EXTEND 2' MINIMUM PAST THE OUTSIDE EDGE OF WALK OR SHARED-USE PATH.
  - 3' FOR MEDIANS AND SPLITTER ISLANDS. NOSE CAN BE REDUCED TO 2' ON FREE RIGHT ISLANDS.
  - SIDEWALK TO BE PLACED 8.75' MIN. FROM THE FACE OF CURB/PROJECTED FACE OF CURB. THIS ENSURES MIN. CLEARANCE BETWEEN THE SIDEWALK AND GATE ARM COUNTERWEIGHT SUPPORTS.

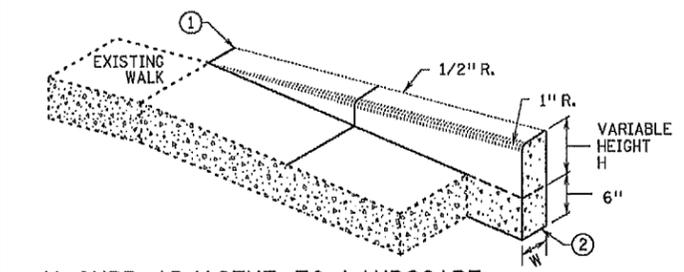
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	STANDARD PLAN 5-297.250	4 OF 6	PEDESTRIAN CURB RAMP DETAILS	
	APPROVED: 1-23-2017 REVISED:		STATE PROJ. NO.	(T.H.) SHEET NO. OF SHEETS
DESIGNED: JWC DRAWN: KGA CHECKED: JWC CLIENT PROJ. NO.: W18.120166		NO. 1 ISSUED FOR: JAV DATE: 04/03/2020	BIG LAKE, MINNESOTA 2020 SAFE ROUTES TO SCHOOLS IMPROVEMENTS PEDESTRIAN CURB RAMP DETAILS SP 232-591-001	
		7533 SUNWOOD DR NW, SUITE 206 RAMSEY, MINNESOTA 55303 Phone: (763) 433-2851 Email: Ramsey@bolton-menk.com www.bolton-menk.com		SHEET 15 OF 17

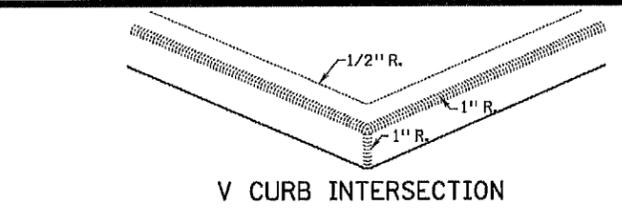
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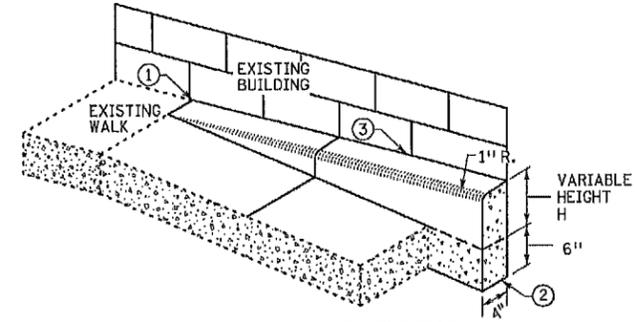
V CURB ADJACENT TO LANDSCAPE  
CURB WITHIN SIDEWALK LIMITS



V CURB ADJACENT TO LANDSCAPE  
CURB OUTSIDE SIDEWALK LIMITS

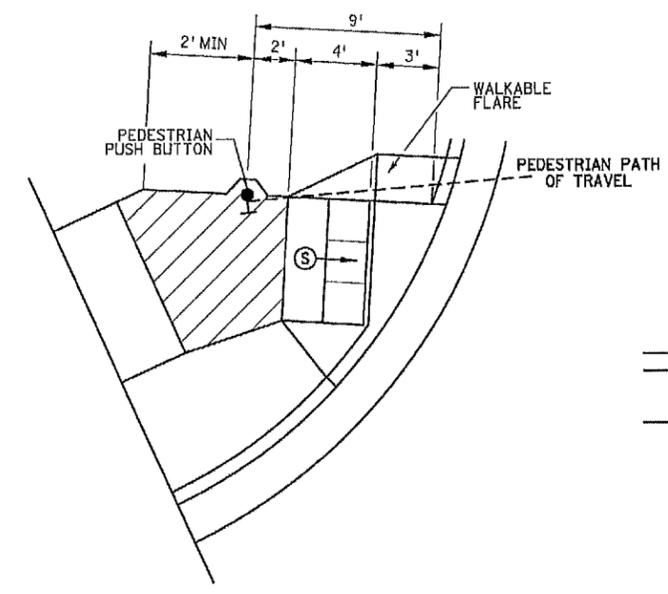


V CURB INTERSECTION

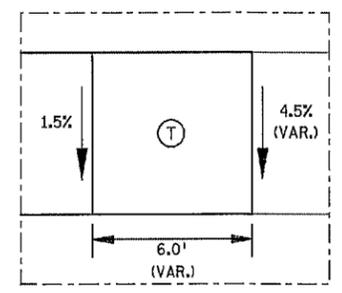
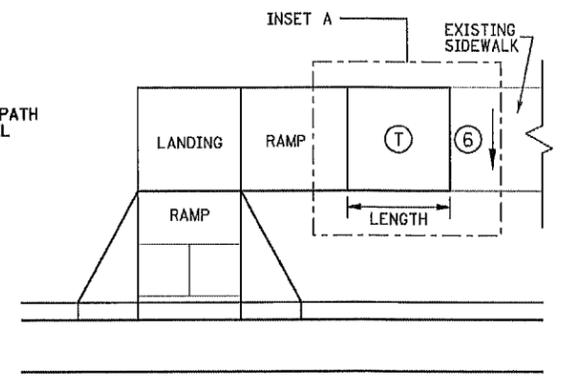


V CURB ADJACENT TO BUILDING  
OR BARRIER

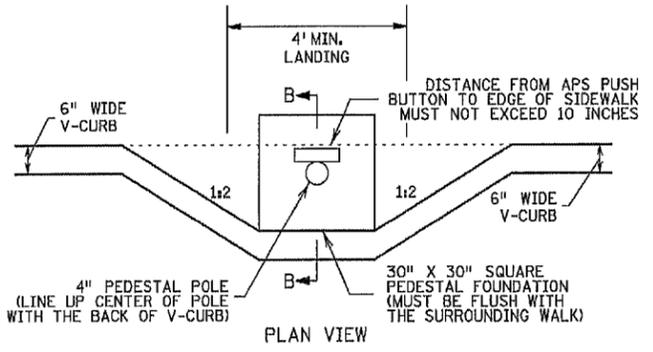
CONCRETE CURB DESIGN V	
CURB HEIGHT H	CURB WIDTH W
< 6"	4"
≥ 6"	6"



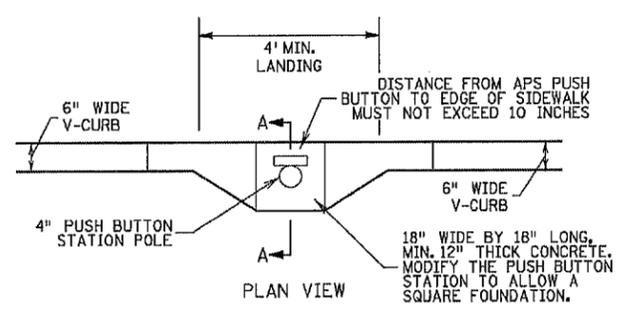
SEMI-DIRECTIONAL RAMP (3,4,9)  
 3' DOME SETBACK, 4' LONG RAMP AND  
 PUSH BUTTON 9' FROM THE BACK OF CURB  
 PRIMARILY USED FOR APS APPLICATIONS  
 WHERE THE PAR DOES NOT CONTINUE PAST  
 THE PUSH BUTTON (DEAD-END SIDEWALK)



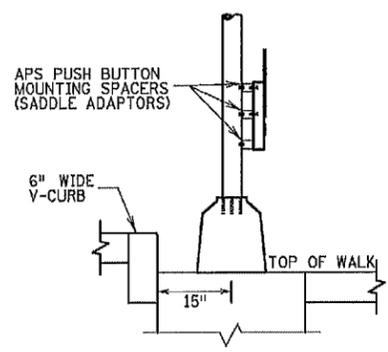
TRANSITION PANEL (4,5)



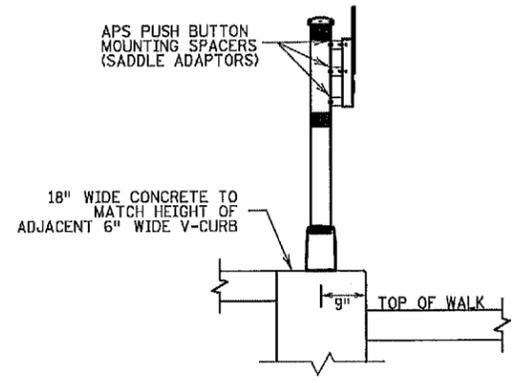
SIGNAL PEDESTAL & PUSH BUTTON (V-CURB)



PUSH BUTTON STATION (V-CURB)



SECTION B-B  
SIGNAL PEDESTAL & PUSH BUTTON (V-CURB)



SECTION A-A  
PUSH BUTTON STATION (V-CURB)

**NOTES:**

- A WALKABLE FLARE IS AN 8-10% CONCRETE FLARE THAT IS REQUIRED WHEN THE FLARE IS ADJACENT TO A WALKABLE SURFACE, OR WHEN THE PEDESTRIAN PATH OF TRAVEL OF A PUSH BUTTON TRAVERSES THE FLARE.
- ALL V CURB CONTRACTION JOINTS SHALL MATCH CONCRETE WALK JOINTS.
- WHERE RIGHT-OF-WAY ALLOWS, USE OF V CURB SHOULD BE MINIMIZED. GRADING ADJACENT TURF OR SLOPING ADJACENT PAVEMENT IS PREFERRED.
- V CURB SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS.
- V CURB NEXT TO BUILDING SHALL BE A 4" WIDTH AND SHALL MATCH PREVIOUS TOP OF SIDEWALK ELEVATIONS.
- ① END TAPERS AT TRANSITION SECTION SHALL MATCH INPLACE SIDEWALK GRADES.
- ② ALL V CURB SHALL MATCH BOTTOM OF ADJACENT WALK.
- ③ EDGE BETWEEN NEW V CURB AND INPLACE STRUCTURE SHALL BE SEALED AND BOND BREAKER SHALL BE USED BETWEEN EXISTING STRUCTURE AND PLACED V-CURB.
- ④ THE MAX. RATE OF CROSS SLOPE TRANSITIONING IS 1' LINEAR FOOT OF SIDEWALK PER HALF PERCENT CROSS SLOPE. WHEN PAR WIDTH IS GREATER THAN 6' OR THE RUNNING SLOPE IS GREATER THAN 5%, DOUBLE THE CALCULATED TRANSITION LENGTH.
- ⑤ TRANSITION PANELS ARE TO ONLY BE USED AFTER THE RAMP, OR IF NEEDED, LANDING ARE AT THE FULL CURB HEIGHT (TYPICAL SECTION).
- ⑥ EXISTING CROSS SLOPE GREATER THAN 2.0%.

**LEGEND**

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

Ⓢ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.

Ⓛ LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.

Ⓣ TRANSITION PANEL(S) - TO BE USED FOR TRANSITIONING THE CROSS-SLOPE OF A RAMP TO THE EXISTING WALK CROSS-SLOPE. RATE OF TRANSITION SHOULD BE 0.5% PER 1 LINEAR FOOT OF WALK. SEE THIS SHEET FOR ADDITIONAL INFORMATION.

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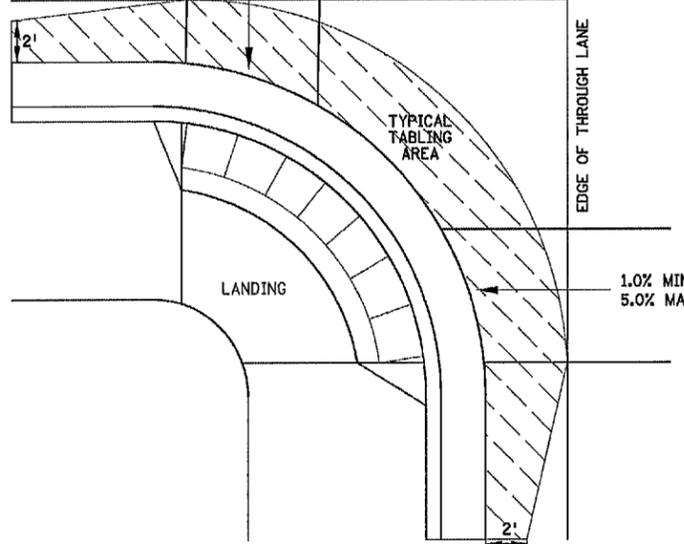
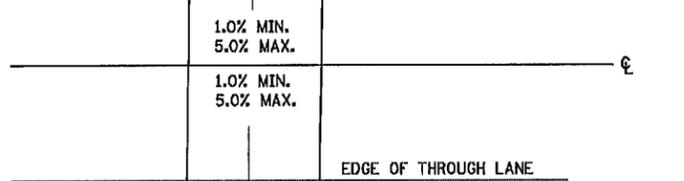
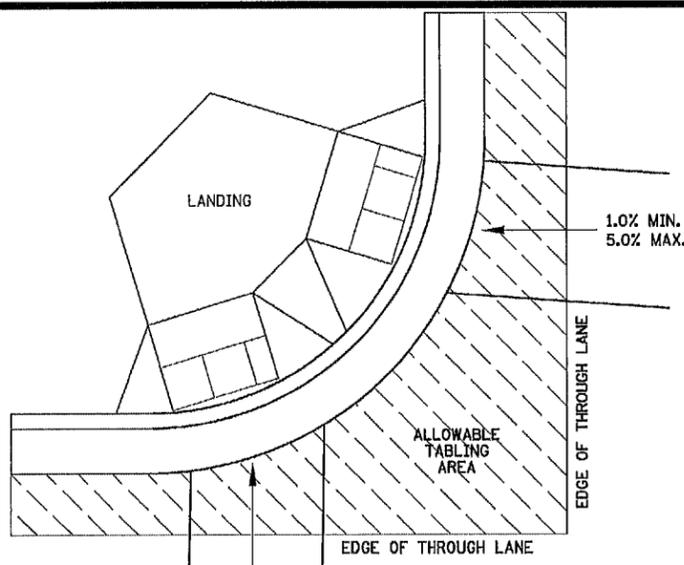
	STANDARD PLAN 5-297.250	5 OF 6	<b>PEDESTRIAN CURB RAMP DETAILS</b>	
		APPROVED: 1-23-2017 REVISED:		

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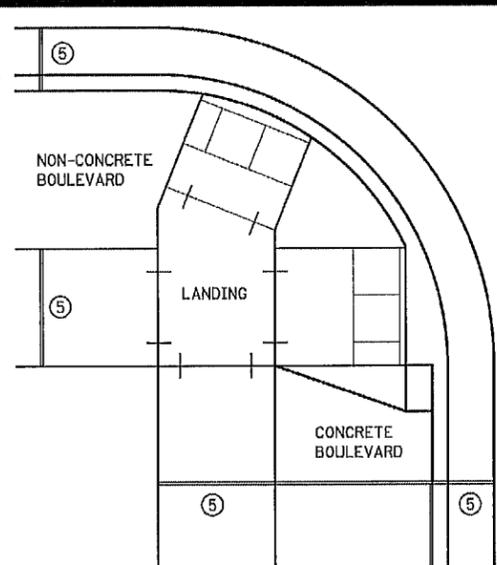
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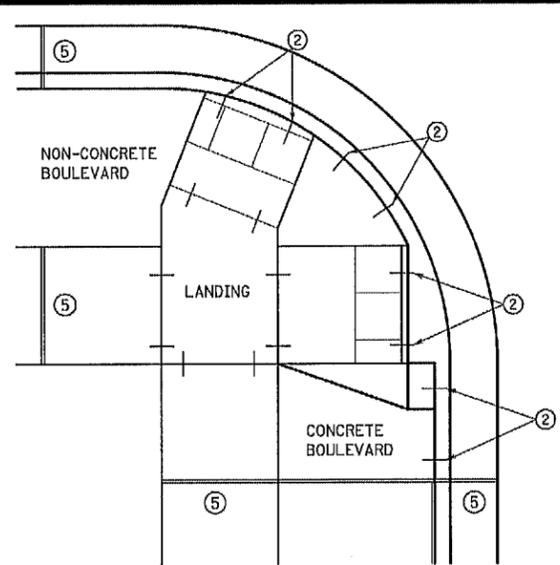
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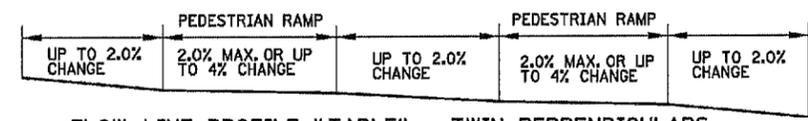
CURB LINE AND ROAD CROSSING ADJUSTMENTS



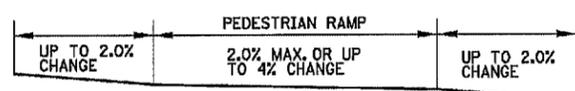
EXPANSION MATERIAL PLACEMENT FOR CONCRETE AND BITUMINOUS ROADWAYS



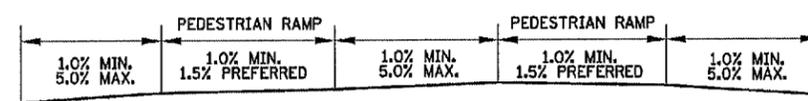
OPTIONAL CURB LINE REINFORCEMENT PLACEMENT ON BITUMINOUS ROADWAYS ④



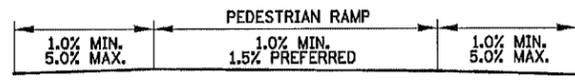
FLOW LINE PROFILE "TABLE" - TWIN PERPENDICULARS



FLOW LINE PROFILE "TABLE" - FAN



FLOW LINE PROFILE RAISE - TWIN PERPENDICULARS



FLOW LINE PROFILE RAISE - FAN

"TABLING" OF CROSSWALKS MEANS MAINTAINING LESS THAN 2% CROSS SLOPE WITHIN A CROSSWALK, IS REQUIRED WHEN A ROADWAY IS IN A STOP OR YIELD CONDITION AND THE PROJECT SCOPE ALLOWS.

RECONSTRUCTION PROJECTS; ON FULL PAVEMENT REPLACEMENT PROJECTS "TABLING" OF ENTIRE CROSSWALK SHALL OCCUR WHEN FEASIBLE.

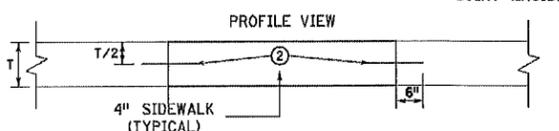
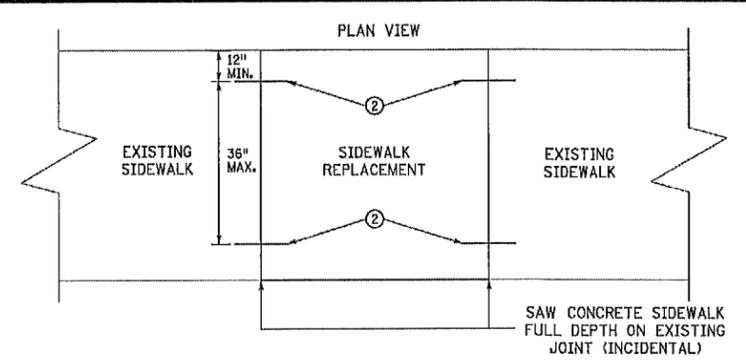
MILL & OVERLAY PROJECTS; "TABLING" OF FLOW LINES, IN FRONT OF THE PEDESTRIAN RAMP, IS REQUIRED WHEN THE EXISTING FLOW LINE IS GREATER THAN 2%. WARPING OF THE BITUMINOUS PAVEMENT CAN NOT EXTEND INTO THE THROUGH LANE, TABLE THE FLOW LINE TO 2% OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA:

- 1) 1.0% MIN. CROSS-SLOPE OF THE ROAD
- 2) 5.0% MAX. CROSS-SLOPE OF THE ROAD
- 3) "TABLE" FLOW LINE UP TO 4% CHANGE FROM EXISTING SLOPE IN FRONT OF PEDESTRIAN RAMP
- 4) UP TO 2% CHANGE IN FLOW LINE FROM EXISTING SLOPE BEYOND THE PEDESTRIAN CURB RAMP

STAND-ALONE ADA RETROFITS; FOLLOW MILL & OVERLAY CRITERIA ABOVE HOWEVER ALL PAVEMENT WARPING IS DONE WITH BITUMINOUS PATCHING ON BITUMINOUS ROADWAYS AND FULL-DEPTH APRON REPLACEMENT ON CONCRETE ROADWAYS.

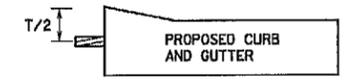
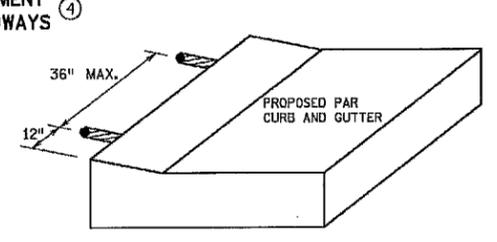
RAISING OF CURB LINES SHOULD OCCUR IN VERTICALLY CONSTRAINED AREAS. RAISE THE CURB LINES ENOUGH TO ALLOW COMPLIANT RAMPS OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA:

- 1) 1.0% MIN. AND 5.0% MAXIMUM CROSS-SLOPE OF THE ROAD
- 2) 1.0% MIN. FLOW LINE (ON EITHER SIDE OF PEDESTRIAN RAMP) TO MAINTAIN POSITIVE DRAINAGE
- 3) 5.0% RECOMMENDED MAX. FLOW LINE
- 4) LONGITUDINAL THROUGH LANE ROADWAY TAPERS SHOULD BE 1" VERTICAL PER 15' HORIZONTAL

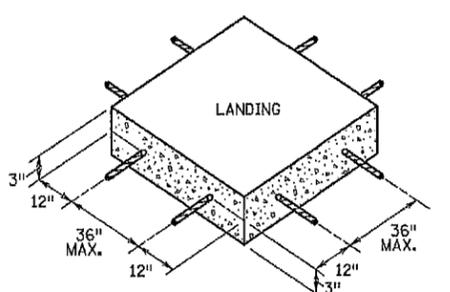


OPTIONAL SIDEWALK REINFORCEMENT

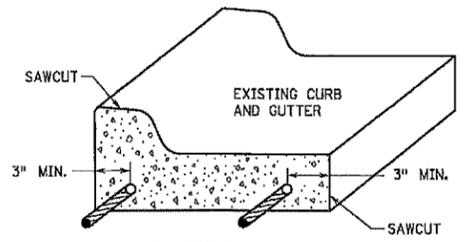
SIDEWALK REINFORCEMENT TO BE USED ONLY WHEN SPECIFIED IN THE PLAN.



OPTIONAL CURB LINE REINFORCEMENT DETAILS ②④



SEPARATE LANDING POUR REINFORCEMENT ①



FOR USE ON CURB RAMP RETROFITS CURB AND GUTTER REINFORCEMENT ③

NOTES:

- ① TO ENSURE RAMPS AND LANDINGS ARE PROPERLY CONSTRUCTED, ALL INITIAL LANDINGS AT A TOP OF A RAMPED SURFACE (RUNNING SLOPE GREATER THAN 2%) SHALL BE FORMED AND PLACED SEPARATELY IN AN INDEPENDENT CONCRETE POUR. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON THIS SHEET FOR ALL SEPARATELY Poured INITIAL LANDINGS.
- ② DRILL AND GROUT NO. 4 12" LONG REINFORCEMENT BARS AT 36" MAXIMUM CENTER TO CENTER (EPOXY COATED). BARS TO BE ADJUSTED TO MATCH RAMP GRADE.
- ③ DRILL AND GROUT 2 - NO. 4 X 12" LONG REINFORCEMENT BARS (EPOXY COATED). REINFORCEMENT REQUIRED FOR ALL CONSTRUCTION JOINTS WITHIN RADIUS.
- ④ THIS OPTIONAL CURB LINE REINFORCEMENT DETAIL SHOULD ONLY BE USED ON BITUMINOUS ROADWAYS WHEN SPECIFIED IN THE PLAN.
- ⑤ 1/2 IN. PREFORMED JOINT FILLER MATERIAL PER MNDOT SPEC. 3702.

REVISION:
APPROVED: JANUARY 23, 2017
OPERATIONS ENGINEER

	STANDARD PLAN 5-297.250	6 OF 6	PEDESTRIAN CURB RAMP DETAILS	
		APPROVED: 1-23-2017	(T.H.)	SHEET NO. OF SHEETS
DEPARTMENT OF TRANSPORTATION	STATE DESIGN ENGINEER	STATE PROJ. NO.		



7533 SUNWOOD DR NW, SUITE 206  
RAMSEY, MINNESOTA 55303  
Phone: (763) 433-2851  
Email: Ramsey@bolton-menk.com  
www.bolton-menk.com

DESIGNED: JWC	NO. 1	REVISED FOR: JAV	DATE: 04/03/2020	BIG LAKE, MINNESOTA	SHEET 17
DRAWN: KGA				2020 SAFE ROUTES TO SCHOOLS IMPROVEMENTS	OF
CHECKED: JWC				PEDESTRIAN CURB RAMP DETAILS	17
CLIENT PROJ. NO.: W18.120166				SP 232-591-001	

**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, May 13, 2020. The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

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

**RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND  
AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE 2020 SAFE ROUTES TO  
SCHOOL IMPROVEMENT PROJECT**

**WHEREAS**, the Transportation Alternatives program application for Safe Routes to School Improvements project was selected for funding by Central Minnesota Area Transportation Partnership and MnDOT on April 6, 2017; and

**WHEREAS**, Resolution No. 2017-120 of the Council was adopted December 13, 2017, that pursuant to Minnesota Stat. Sec 161.36, the Commissioner of Transportation be appointed as Agent of the City of Big Lake to accept as it's agent, Federal Aid funds which may be available for eligible transportation projects under MnDOT Agreement No. 1029921; and

**WHEREAS**, the final plans and specifications for 2020 Safe Routes to School Improvements and such plans and specifications have been presented to this Council for approval.

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

1. Said improvements are necessary, cost-effective, and feasible as determined by the City Engineer.
2. Such plans and specifications for said improvements are hereby approved contingent on MnDOT approval and ordered placed on file in the office of the City Clerk.

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

Adopted by the Big Lake City Council this 13<sup>th</sup> day of May, 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 May, 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

<b>Prepared By:</b> Layne Otteson, P.E. CE/PWD PW20-032	<b>Meeting Date:</b> 5/13/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6K</b>
<b>Item Description:</b> Appointment of Street and Parks Operator II		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator <b>Reviewed By:</b> Deb Wegeleben, Finance Director	

**ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving the appointment of Gary Bautch as a Full-time Streets and Parks Operator II Employee.

**BACKGROUND/DISCUSSION**

The Big Lake Public Works Department initiated a selection process for the vacant Streets and Parks Operator II position. Five 5 applicants were interviewed by the panel during the week of April 27<sup>th</sup>. Mr. Gary Bautch was selected as the best candidate for the position. A second meeting with Mr. Bautch confirmed the selection and resulted in him accepting the offer contingent upon Council approval.

Mr. Bautch holds a Class A commercial license (CDL) and has significant equipment operator experience. The Police Department performed a background check that was successful. Mr. Bautch’s position will be Grade 9 and will start at Step 2 on the City’s pay scale. Mr. Bautch will begin his employment with the City of Big Lake on May 18<sup>th</sup>.

**FINANCIAL IMPACT**

Budgeted item.

**STAFF RECOMMENDATION**

Approve the appointment of Gary Bautch as selected by the interview panel to fill a recent vacancy within the Department.

**ATTACHMENTS**

N/A



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Layne Otteson, P.E. CE/PWD PW20-033	<b>Meeting Date:</b> 5/13/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6L</b>
<b>Item Description:</b> Appointment of Seasonal Streets and Parks Employee		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator <b>Reviewed By:</b> Deb Wegeleben, Finance Director	

### **ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving the appointment of Tristan Martin as a Seasonal Street and Parks Employee contingent upon a satisfactory background investigation.

### **BACKGROUND/DISCUSSION**

The Big Lake Public Works Department annually hires seasonal personnel to perform mowing City wide. This year, only two of three dedicated mowers returned so staff initiated a selection process for the vacant position. Applicants were interviewed by the panel during the week of April 27<sup>th</sup>. Mr. Tristan Martin was selected as the best candidate for the position and accepted the offer.

Mr. Martin will also perform other duties as needed within the Streets and Parks Division. Mr. Martin’s salary will be \$10.50 per hour. Mr. Martin will begin his employment with the City of Big Lake on May 18<sup>th</sup> contingent upon a successful background.

### **FINANCIAL IMPACT**

Budgeted item.

### **STAFF RECOMMENDATION**

Approve the appointment of Tristan Martin as selected by the interview panel to fill the mowing vacancy within the Department.

### **ATTACHMENTS**

N/A



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Hanna Klimmek, Community Development Director	<b>Meeting Date:</b> 5/13/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6M</b>
<b>Item Description:</b> Appointment of Part-Time Administrative Assistant	<b>Reviewed By:</b> Clay Wilfahrt, City Administrator		
	<b>Reviewed By:</b> Deb Wegeleben, Finance Director		

**ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving the appointment of Kati Peterson for the part-time Administrative Assistant position; contingent upon a successful background check.

**BACKGROUND/DISCUSSION**

Staff is requesting that Council authorize the hiring of Kati Peterson to fill the vacant Part-Time Administrative Assistant position.

The Part-Time Administrative Assistant position is a 20-hour per week, Grade 7 position. Kati’s starting hourly wage will be at a step 5 on the City’s pay scale. She will advance to a step 6 after a 6-month probation period and positive performance review.

Kati has served both the City of Fargo and the City of Minneapolis in the role of an Administrative Assistant and also has experience working in the private market as an Administrative Assistant.

Kati will begin her employment with the City of Big Lake on Monday, June 1, 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 Kati Peterson for the part-time Administrative Assistant position; contingent upon a successful background check.

**ATTACHMENTS**

N/A



# AGENDA ITEM

## Big Lake City Council

<b>Prepared By:</b> Joel Scharf, Chief of Police	<b>Meeting Date:</b> 05/13/20	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>7A</b>
<b>Item Description:</b> National Police Week Proclamation		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator	
		<b>Reviewed By:</b> N/A	

### **ACTION REQUESTED**

Approve RESOLUTION proclaiming May 10 – 16, 2020 as “NATIONAL POLICE WEEK” and May 15, 2020 as “PEACE OFFICERS’ MEMORIAL DAY” in the City of Big Lake.

### **BACKGROUND/DISCUSSION**

May 10 – 16, 2020 is a nationally recognized week, recognizing law enforcement officers throughout the nation for their contributions, as well as recognition of May 15 as Peace Officers Memorial Day. It is requested that the attached Proclamation be approved and read aloud in recognition of National Police Week, and Peace Officers Memorial Day in the City of Big Lake.

### **FINANCIAL IMPACT**

N/A

### **STAFF RECOMMENDATION**

Approve and announce Proclamation as presented.

### **ATTACHMENTS**

Proclamation Resolution



# PROCLAMATION



## PROCLAIMING MAY 10 – 16, 2020 AS “NATIONAL POLICE WEEK” AND MAY 15, 2020 AS “PEACE OFFICERS’ MEMORIAL DAY” IN THE CITY OF BIG LAKE

**WHEREAS**, Congress and the President of the United States have adopted Public Law 87-54, designating May 15th as Peace Officers' Memorial Day in recognition of law enforcement officers nationwide who have sacrificed their lives or been disabled in the performance of their duties; and

**WHEREAS**, Public Law 87-54 also designates the week in which May 15th falls as National Police Week in recognition of the service provided by thousands of federal, state, and local law enforcement officers; and

**WHEREAS**, law enforcement officers are our guardians of life and property, defender of the individual’s right to be free, warriors in the war against crime, and dedicated to the preservation of life, liberty, and the pursuit of happiness; and

**WHEREAS**, it is known that every forty nine hours, an American Police Officer will be killed in the line of duty somewhere in the United States, and 170 officers will be seriously assaulted in the performance of their duties, our community joins with other cities and towns to honor all peace officers everywhere.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Big Lake to hereby proclaim May 10 - 16, 2020 as "**NATIONAL POLICE WEEK**" in the City of Big Lake, and do thereby call upon all citizens in this community to especially honor and show our sincere appreciation for the police officers of this City by deed, remarks, and attitude. We call upon all our citizens to make every effort to express their thanks to the men and women who make it possible for us to leave our homes and families in safety each day and to return to our homes knowing we are protected by men and women willing to sacrifice their lives, if necessary, to guard our loved ones, property, and government against all who would violate the law.

**BE IT FURTHER PROCLAIMED** that May 15, 2020, shall be “**PEACE OFFICERS’ MEMORIAL DAY**” in the City of Big Lake.

Adopted by the Big Lake City Council this 13<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
Mayor Mike Wallen

\_\_\_\_\_  
Council Member Seth Hansen

\_\_\_\_\_  
Council Member Rose Johnson

\_\_\_\_\_  
Council Member Paul Knier

\_\_\_\_\_  
Council Member Scott Zettervall



**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, May 13, 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 PROCLAMATION OF THE BIG LAKE CITY COUNCIL PROCLAIMING  
MAY 10 – 16, 2020 AS “NATIONAL POLICE WEEK” AND MAY 15, 2020 AS “PEACE  
OFFICERS’ MEMORIAL DAY” IN THE CITY OF BIG LAKE**

**WHEREAS**, Congress and the President of the United States have adopted Public Law 87-54, designating May 15th as Peace Officers' Memorial Day in recognition of law enforcement officers nationwide who have sacrificed their lives or been disabled in the performance of their duties; and

**WHEREAS**, Public Law 87-54 also designates the week in which May 15th falls as National Police Week in recognition of the service provided by thousands of federal, state, and local law enforcement officers; and

**WHEREAS**, law enforcement officers are our guardians of life and property, defender of the individual's right to be free, warriors in the war against crime, and dedicated to the preservation of life, liberty, and the pursuit of happiness; and

**WHEREAS**, it is known that every forty nine hours, an American Police Officer will be killed in the line of duty somewhere in the United States, and 170 officers will be seriously assaulted in the performance of their duties, our community joins with other cities

and towns to honor all peace officers everywhere.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Big Lake to hereby proclaim May 10 - 16, 2020 as "**NATIONAL POLICE WEEK**" in the City of Big Lake, and do thereby call upon all citizens in this community to especially honor and show our sincere appreciation for the police officers of this City by deed, remarks, and attitude. We call upon all our citizens to make every effort to express their thanks to the men and women who make it possible for us to leave our homes and families in safety each day and to return to our homes knowing we are protected by men and women willing to sacrifice their lives, if necessary, to guard our loved ones, property, and government against all who would violate the law.

**BE IT FURTHER PROCLAIMED** that May 15, 2020, shall be Peace Officers' Memorial Day in the City of Big Lake.

Adopted by the Big Lake City Council this 13<sup>th</sup> day of May, 2020.

---

**Mike Wallen, Mayor**

Attest:

---

**Gina Wolbeck, City Clerk**

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

DRAFTED BY:  
City of Big Lake  
160 Lake Street North  
Big Lake, MN 55309

STATE OF MINNESOTA     )  
  )SS.  
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this \_\_\_\_ day of May, 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

<b>Prepared By:</b> Layne R. Otteson P.E., PWD & CE PW20-037	<b>Meeting Date:</b> 5/13/2020	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>7B</b>
<b>Item Description:</b> Update for the 2020 Street and Utility Project No. ST2020-1		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator <b>Reviewed By:</b> Deb Wegeleben, Finance Director	

**ACTION REQUESTED**

No action at this time.

**BACKGROUND/DISCUSSION**

On April 22, staff provided an update and award options at the Council Workshop (see attached Workshop Item 4B). Council Member and staff discussed project costs, award options and funding concerns for this project. The project cost is estimated to be \$3.37 million dollars. The project is funded by City (\$1.99M) and Special Assessments (\$1.74M).

Three options were shared along with the pros and cons of each. Following the presentation of options, Council Members shared perspectives regarding project cost impacts to City and residents during uncertain financial times. The general consensus was to delay the award decision, continue monitoring the economic impacts and prepare to address immediate 2020 needs. **The latest an award decision can be made is May 27<sup>th</sup> as bids have to awarded or rejected with 60 days of opening.** Staff was directed to bring back an update and possible action at the May 13th Council meeting.

The following is an update since the last Council meeting:

- The Governor’s “Stay at Home” order is still in effect.
- Recently, some businesses have been allowed to open back up on a limited basis.
- The State is reporting a revenue loss and forecasting a budget deficit.
- The municipal bond market continues to be unpredictable.
- Engineer colleagues report that some cities are delaying projects.
- Four Big Lake residents have inquired about project status with three expressing cost concerns.
- Three of the four residents are fine with waiting but still want the City to fix “bad pavement” areas, insulate water services and fix flooding.
- The cost of oil and fuel has stabilized at very low prices not seen for over a decade.
- Some engineers and contractors suggest the cost of asphalt will begin to trend lower.

The situation continues to be very fluid and Staff continues to monitor financial impacts.

**FINANCIAL IMPACT**

As laid out on April 22, the City would bond for \$3,371,068.11 plus bond issuance costs of approximately \$135,000 to complete these projects. The City’ would pay \$1,924,339.31 for the project plus the approximately \$135,000 of issuance costs, of which, \$300,000 would be cash, and the other \$1,624,339.31 would be paid through a bond with interest and funded through the City’s debt levy.

***ALTERNATIVES***

1. Reject the bids this evening.
2. Direct staff to award the low bid at the May 27<sup>th</sup> Council Meeting.
3. Direct staff to bring back an award recommendation at the May 27<sup>th</sup> Council Meeting.

***STAFF RECOMMENDATION***

Staff recommends that Council not make a decision tonight. Staff will return with an award recommendation at the May 27<sup>th</sup> Council meeting. However, if Council chooses to reject bids tonight, a formal motion would need to be made.

***ATTACHMENTS***

Workshop Item 4B (April 22, 2020)



# WORKSHOP ITEM

Big Lake City Council

<b>Prepared By:</b> Layne Otteson P.E. City Engineer / Public Works Director PW20-026	<b>Meeting Date:</b> 4/22/2020	<b>Item No.</b> 4B
<b>Item Description:</b> Update regarding bids and costs for the 2020 Street and Utility Project No. ST2020-1	<b>Reviewed By:</b> Clay Wilfahrt, City Administrator <b>Reviewed By:</b> Deb Wegeleben, Finance Director	

**COUNCIL DIRECTION REQUESTED**

No direction requested.

**BACKGROUND/DISCUSSION**

**Current status:**

On April 7th, bids were opened for the 2020 streets projects. The bids varied from \$3.0 million to \$3.9 million with 5 bidders submitting. Several bidders indicated they had not seen much change in asphalt prices although oil had recently dropped. The asphalt pavements and pipe prices were higher than expected, but some other work was a bit lower than expected.

**Project costs:**

The following are estimated costs including the lowest bidder with no changes in work.

Low Base Bid	\$3,024,699.71
Alternate No.1 (watermain repair)	\$38,588.37
Alternate No. 2 (mill/overlay credit)	(\$27,212.97)
Project Engineering	\$312,493.00
Soil Boring/Lab Testing	\$17,500.00
Small contingency	<u>\$5,000.00</u>
Total	\$3,371,068.11

In December, the project was estimated to cost \$3.73 million including construction and engineering/testing.

**Project funding:**

The funding for the \$3.37 million cost is based on accepting the low bid and would be broken down as follows:

Special Assessments	\$1,446,728.80
City	<u>\$1,924,339.31</u>
Total	\$3,371,068.11

In December, the funding was identified to be approximately \$1.74 million in special assessments and \$1.99 million by City.

Right now, the city has three options to proceed, reject the bids, accept the low bid, or wait until the next Council meeting.

**Option 1: reject the bids** – The city could choose to outright reject all bids and rebid the project at a later date.

Pros: Right now we are obviously in a very unique economic environment. The City is contributing \$300,000 in cash towards this project, and conserving that cash would put the City in a stronger financial position to endure the current economic uncertainty. Additionally, the residents who are being assessed for these projects may not like being assessed during such uncertain economic times. Finally, prices came in higher than expected and staff believes that some of that may have been due to the economic uncertainty. Rejecting the bids would allow staff to rebid and possibly get a lower price.

Cons: The streets are in obvious disrepair and they will need to be done eventually. Some residents in the area will not be happy that these projects are pushed out. Additionally, while prices came in higher than expected, there is no guarantee that they will drop when the City bids them next. There is an element of risk that the City will end up paying more money for these projects in the future. Finally, Public Works will need to spend more time and money on maintenance of these streets until they are resurfaced.

**Option 2: Accept the low bid** – The Council could choose to accept the low bid immediately.

Pros: The streets are in need of completion, and many residents are excited for these projects to be completed. Public works will spend less time on maintenance of these streets if they are resurfaced. The City would also avoid potential inflation of costs.

Cons: The city's cash position will be worse, and with uncertainty around collection of property taxes, utilities, and intergovernmental aid, staff has concerns about maintaining a healthy fund balance. Spending this \$300,000 now would lead staff to believe that under a worst case situation, the City would fall below its financial policy floor for reserve balance. Many residents are under financial strain right now as well, and assessing them for this project may hurt their financial positions during a very difficult time. Bids came in higher than expected, rejecting the bids would allow the City to rebid during a more stable time, and hopefully get a lower bid.

**Option 3: Wait three weeks** – The City can wait up to 60 days from bid opening to award the bids. The bids were opened on April 7<sup>th</sup>, so the Council can wait until its second meeting in May to award bids.

Pros: The Council will have more information about the current economic situation if it waits to make a decision. During this time, staff can evaluate other bids, the City's financial situation, and the bond market to have a clearer understanding of many of the benefits and drawbacks of awarding or rejecting bids. Council will be able to make a decision with more information than it has today.

Cons: This will push the beginning of the project back, which will ultimately push final completion of this project into 2021. Staff believe that the streets would be resurfaced this year with some minor outstanding work rolling over into 2021

**Recommendation:** Staff believes that the cost of waiting a few weeks is very low. During the current situation, information is changing so rapidly that just a few weeks' time might change the entire landscape on a project like this. For that reason, staff believes that the Council should wait until the next meeting and discuss this project again.

If Council chooses to reject bids or accept the low bid, staff could either bring the item forward to the next Council meeting, or the items could be added to the agenda for tonight's meeting. If the Council would like to award the bids, the contract would need to be approved contingent on staff and attorney review. Given staff's recommendation, we have not spent the time and money to have the attorney review the contract at this time.

***FINANCIAL IMPACT***

As laid out above, the City would bond for \$3,371,068.11 plus bond issuance costs of approximately \$135,000 to complete these projects. The City would pay \$1,924,339.31 for the project plus the approximately \$135,000 of issuance costs, of which, \$300,000 would be cash, and the other \$1,624,339.31 would be paid through a bond with interest and funded through the City's debt levy.

***ALTERNATIVES***

1. Direct staff to reject the bids
2. Direct staff to award the low bid
3. Direct staff to bring this item back for discussion at the next Council meeting



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Layne R. Otteson P.E., PWD & CE PW20-036	<b>Meeting Date:</b> 5/13/2020	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>7C</b>
<b>Item Description:</b> Order Preliminary Engineering Report for Needed Street and Utility Work Throughout the City		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator <b>Reviewed By:</b> Deb Wegeleben, Finance Director	

**ACTION REQUESTED**

A motion to approve a RESOLUTION to Order the preparation of the Preliminary Engineering Report for the 2020 Street and Utility Improvement Project No. ST2020-2.

**BACKGROUND/DISCUSSION**

Street and utility work is needed throughout the City such as pavement deterioration, water service insulation, manholes, water main breaks and sidewalk. This report will examine needs and bring back a recommendation to the Council.

**FINANCIAL IMPACT**

The Preliminary Engineering Report will identify costs and budget impacts.

**STAFF RECOMMENDATION**

Staff recommends that Council approve a Resolution ordering the preparation of the Preliminary Engineering Report for the 2020 Street and Utility Improvement Project No. ST2020-2.

**ATTACHMENTS**

Resolution

**CITY OF BIG LAKE  
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on Wednesday, May 13, 2020. The following Council Members were present: Scott Zettervall, Seth Hansen, Rose Johnson, Paul Knier, and Mike Wallen. 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 DIRECTING PREPARATION OF PRELIMINARY ENGINEERING  
REPORT FOR THE 2020 STREET AND UTILITY IMPROVEMENT  
PROJECT NO. ST2020-2**

**WHEREAS**, it is proposed to improve various street and utilities within the City of Big Lake; and

**WHEREAS**, the City Engineer has identified a general street and utility need throughout the City; and

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Big Lake, Minnesota, that The City Engineer shall study the proposed improvements and that the City Engineer is instructed to report to the Council with all convenient speed advising the council in a preliminary engineering report as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the Big Lake City Council this 13<sup>th</sup> day of May, 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 May, 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

<b>Prepared By:</b> Joel Scharf, Chief of Police	<b>Meeting Date:</b> 5/13/2020	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>7D</b>
<b>Item Description:</b> Request to Exchange 2013 Polaris RZR for Maximum Defense Patrol Rifles		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator <b>Reviewed By:</b> Deb Wegeleben, Finance Director	

### ACTION REQUESTED

**Motion to approve the exchange of the Police Department’s 2013 Polaris RZR for 10 Maximum Defense Patrol Rifles.**

### BACKGROUND/DISCUSSION

In 2018, the Big Lake Police Department acquired a 2013 Polaris RZR 900 through the military Return to Duty Program (RTD). This unit has been utilized for patrolling parks and trails, a resource for search and rescue, and utilized for community events. The Polaris RZR was booked in capital assets in 2018 with a value of \$18,000, this value would be towards the very high end in today’s market. Since the acquisition of 2 Polaris Sportsman 850 ATV’s from the RTD Program in 2019, the RZR has been used less frequently due to its size.

Maximum Defense is a new company based in St. Cloud, who is building a line of .223 rifles geared towards law enforcement applications. The Model MDX508 has an 8.5” barrel and is a perfect match for carrying in a patrol car, for high risk incidents and its retail cost is \$2,495. The Model PDX has a 5.5” barrel and is suited to administrative and investigative assignments, due to its small size, its retail cost is \$1,995. We currently have 10 vehicles in the BLPD Fleet, each has a rifle assigned to it. The cost to equip these vehicles, with the above listed rifles would be \$22,960.

Our current patrol rifles are comprised of a host of platforms, most built or acquired over time. Their estimated value is \$5,000 in resale value, like other firearms we have liquidated, they are sold to Streicher’s Police Supply for store credit, and they are in turn resold to law enforcement only.

A representative of Maximum Defense is well known to the Big Lake Police Department. At our most recent department firearms training, he provided the above two models for officers to train with and evaluate. This was based on the company desiring law enforcement feedback, not the objective of a sale. The feedback was unanimous from our officers in their quality, and ease of use. Following our training, Maximum Defense contacted us and inquired if we would be interested in an exchange where they would provide 10 fully equipped rifles, in exchange for the Polaris RZR. Their desire is to use if for promotional purposes.

A breakdown of associated costs would be:

1. Exchanging a 2013 Polaris RZR valued at about \$18,000 for \$22,960 in equipment.
2. Allowing for the resale of our current rifles for an estimated value of \$5,000 in store credit for police supplies and equipment.
3. There is financial gain in the value of \$4,960 in the rifle acquisition, and an estimated \$5,000 in the credit for sales, for a total of \$9,960.

The Polaris RZR is a valued part of our department's resources. This opportunity was provided to us unexpectedly, and with that we had to weigh the balance between retaining it for the original purpose it was acquired for, or make this transition providing our Officers a standardized patrol rifle across the department. The benefits to the department include; ease of carry, uniformity, weight, ease to dock/remove from patrol car, all are new, and ease to operate. Our department's readiness to respond to critical incidents and active threats, and our Officers safety are a primary object in our training and equipping of our Officers. Using the resources from the Polaris RZR in this manner continues our intent of the RTD Program.

***FINANCIAL IMPACT***

Financial impact is valued at no cost to the City, with a realized balance in value of \$9,960.

***STAFF RECOMMENDATION***

Approve the request as submitted.

***ATTACHMENTS***

Maximum Defense Patrol Rifle Information



# MAXIM DEFENSE PDX™

## MAXIM DEFENSE PDX

Born from the SOCOM PDW solicitation, the NEW Maxim Defense PDX™ is designed to handle the fierce demands of the Tier 1 community. The PDX™ dominates close quarter encounters and achieves maximum energy on target. At just 18.75" in overall length, the PDX™ delivers groundbreaking power and performance in a sub compact platform.

At the heart of the PDX™ is our newly developed Maxim SCW™ stock system. This patent-pending system cuts down the length of the stock to 4". The integrated BCG with interchangeable buffer weights gives you maximum performance and versatility without sacrificing form and functionality.

The PDX™ is also equipped with newly invented Maxim HATEBRAKE™ muzzle booster. This patent-pending device significantly reduces recoil, decreases the flash signature, pushes gasses and concussion wave downrange away from the operator and improves overall performance in short barrel pistols and rifles.



**MAXIM**  
DEFENSE®

MAXIMDEFENSE.COM



Available in:  
7.62x39mm  
5.56 NATO

## PDX™ SPECIFICATIONS

**CALIBERS:** 7.62x39mm  
5.56 NATO

**BARREL LENGTH:** 5.5"

**COLORS:** Black  
Arid

**OVERALL LENGTH:** 18.75"

**WEIGHT (EMPTY):** 5 lbs 11 oz

**MUZZLE DEVICE:** Maxim Defense HATEBRAKE™ Muzzle Booster

**STOCK:** Maxim Defense SCW™ stock system

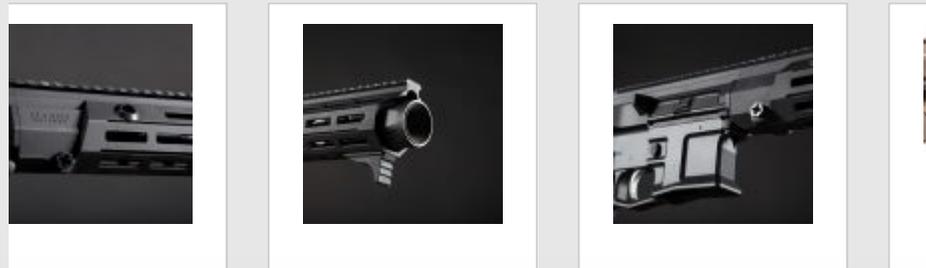
**TRIGGER:** ALG Combat Trigger (ACT)



[www.maximdefense.com](http://www.maximdefense.com)  
[sales@maximdefense.com](mailto:sales@maximdefense.com)  
239.580.7800



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### PRE-ORDER MDX:508

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The PDX redefined compact firepower in terms of size, durability, and accuracy. The next size up in the MDX family is the 508. With the same heart and soul of the proven PDX, the 508 features an 8.5” barrel, ideal for when maximum concealment and compactness are important, but not as crucial.

The 8.5” barrel delivers higher velocities while the SCW stock or brace plays a key role in the compact size. The SCW stock or brace adds a mere 4” to the end of the receiver with a full extension of 8.75”, providing complete comfort to the operator. Our proprietary bolt carrier group and buffer & spring options ensure extreme durability and smooth cycling.

Our MDX series firearms are also equipped with the Maxim’s HATEBRAKE muzzle booster. This patent-pending device significantly reduces recoil, decreases the flash signature, pushes gasses and concussion waves downrange away from the operator and improves overall performance in short barrel pistols and rifles.

### Specifications:

**Calibers:** 5.56 NATO, 300 BLK, 7.62x39mm

**Barrel length:** 8.5” Overall length: 21.5” – 23” (collapsed)

**Configurations:** SCW Pistol, SCW SBR, CQB Pistol, CQB SBR

**IMPORTANT INFORMATION REGARDING SILENCERS (CANS, SUPPRESSORS, ETC.) ON ANY MAXIM DEFENSE FIREARM: [CLICK HERE](#)**

**Magazines:** Each MDX508 ships with one 20rd magazine.

**Puerto Rico Customers: Consumers must go through your local PR dealer. Dealers must buy through Distribution. effective 10/03/2019**

### REVIEWS

There are no reviews yet.

**MSRP: \$2,495.00**

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**Choose Caliber**

.300 BLK

5.56 NATO

7.62x39

**Choose Configuration**

Pistol

Rifle

**Choose Type**

CQB

SCW

1

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# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Clay Wilfahrt, City Administrator	<b>Meeting Date:</b> 5/13/2020	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>7E</b>
<b>Item Description:</b> Annual Report Presentation		<b>Reviewed By:</b> N/A	
		<b>Reviewed By:</b> N/A	

### **ACTION REQUESTED**

Staff presentation only.

### **BACKGROUND/DISCUSSION**

At the Council Meeting, staff will present the annual report for 2019. The report will also be available on the City's website following the meeting.

### **FINANCIAL IMPACT**

None

### **STAFF RECOMMENDATION**

None

### **ATTACHMENTS**

None



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Greg Zurbey, Liquor Manager	<b>Meeting Date:</b> 5/13/2020	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>7F</b>
<b>Item Description:</b> Extension of temporary wage change for Non-Exempt liquor store staff		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator <b>Reviewed By:</b> 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 27, 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, offered curbside only, or closed entirely. Each City is addressing their concerns and impacts placed on staff individually.

For the month of April 2020; the average ticket is up from \$23.93 to \$30.50, customers have increased by 2,574 or 18.43%, sales dollars have increased by \$170,462.64 or 51.06%, gross profits have increased by \$53,237.46 or 59.47%, verses April 2019.

Staff is servicing more customers, with bigger purchases, in fewer hours of operation. Staff was in contact with 16,537 customers for April 2020. That is an average of 570 per day, or 74 per hour of open operations.

Staff has been over scheduled to provide better service and limit the number of customers in the store at any one time. If business slows, part-time staff will be reduced or sent home early. Management 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. Non-exempt payroll for March 29<sup>th</sup>-April 11<sup>th</sup> was \$6,809.87 and April 12<sup>th</sup>-25<sup>th</sup> was \$6,308.81.

**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 27, 2020.

**ATTACHMENTS**

N/A



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Gina Wolbeck, City Clerk	<b>Meeting Date:</b> 5/13/2020	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>7G</b>
<b>Item Description:</b> Monthly Department Reports		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator	
		<b>Reviewed By:</b> N/A	

## **ACTION REQUESTED**

No Action Required.

## **BACKGROUND/DISCUSSION**

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

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

1. Fire Department
2. Police Department
3. Engineering/Public Works Department

## **FINANCIAL IMPACT**

N/A

## **STAFF RECOMMENDATION**

N/A

## **ATTACHMENTS**

N/A