

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

**MAY 27, 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. **PUBLIC HEARING** – Sandhill Villa’s Easement Vacation and Development Application for Rezoning, Final Plat, and Final PUD Approval
- 7B. CommonBond Development Application - Concept Plan Review
- 7C. CommonBond - Resolution of Support
- 7D. Great River Federal Credit Union Development Application – Rezoning, Preliminary Plat and Site Plan Review
- 7E. Big Lake Car Condo’s Phase I Request – First Amendment to Development Contract
- 7F. Reject Bids for the 2020 Street and Utility Improvement Project No. ST2020-1
- 7G. Donations towards Big Lake Community Events
- 7H. Donations towards the Big Lake Police Department
- 7I. Correspondence to Governor Walz Regarding the Closure of Businesses Due to COVID-19
- 7J. Resolution Authorizing Temporary Capacity Expansion for Big Lake Bars and Restaurants
- 7K. Monthly Department Reports

**8) ADMINISTRATOR’S REPORT**

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

Sub-Committee Updates (Reports are given only if meeting date was after the last Council Meeting)  
Council Member Hansen  
Council Member Johnson  
Council Member Knier - BLBYR  
Mayor Wallen  
Council Member Zettervall – Planning Commission, Parks Advisory Committee

**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 Hearing Comments/Open Forum Comments/Audience Attendance at Meetings during the COVID-19 Pandemic:** To submit Public Hearing comments 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. Open Forum comments** – Effective May 27, 2020, Open Forum comments will only be taken in person, or through Zoom. No written Open Forum will be accepted. 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 27, 2020**

- 6A. Approve List of Claims
- 6B. Approve Council Workshop Minutes of May 13, 2020
- 6C. Approve Regular Council Meeting Minutes of May 13, 2020
- 6D. Approve Lawn Maintenance / Snow and Ice Removal Contract with Sharpline Lawn Care, LLC
- 6E. Approve Year-End Council Meeting Schedule
- 6F. Approve Employment Status Change for Lead Liquor Clerk Tara Hintz
- 6G. Approve a One-day Temporary Liquor License to the Big Lake Lions Club on July 2, 2020
- 6H. Approve Draft ADA Transition Plan



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> <i>Deb Wegeleben, Finance Director</i>	<b>Meeting Date:</b> 5/27/2020	<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 05/07/2020 through 05/20/2020 and Approve Payroll No. 10.**

**BACKGROUND/DISCUSSION**

Attached is the List of Claims paid through 05/20/2020. 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 5/7/2020 - 5/20/2020

		Check Amt	Invoice	Comment
<b>1010 US BANK</b>				
Paid Chk# 004704E 5/7/2020 MN DEPT OF REVENUE-SALES TAX				
G 501-2176	Sales Tax Payable	\$48,848.00		SALES TAX PAYMENT FOR MONTH OF APRIL 2020
G 301-2176	Sales Tax Payable	\$795.00		SALES TAX PAYMENT FOR MONTH OF APRIL 2020
G 101-2176	Sales Tax Payable	\$108.00		SALES TAX PAYMENT FOR MONTH OF APRIL 2020
<b>Total MN DEPT OF REVENUE-SALES TAX</b>		<b>\$49,751.00</b>		
Paid Chk# 004705E 5/12/2020 OPTUM - H.S.A.				
G 101-2184	HSA Contribution payable	\$2,602.46	ACH EE	H.S.A Payment for Period #10 05/13/2020
G 101-2184	HSA Contribution payable	\$1,208.25	ACH ER	H.S.A Payment for Period #10 05/13/2020
<b>Total OPTUM - H.S.A.</b>		<b>\$3,810.71</b>		
Paid Chk# 004706E 5/12/2020 PERA				
E 101-200-55-25-4210	Operating Supplies	\$10.00	139672	PERA LATE CHARGE FROM Pay Period #5.1 3/12/2020
G 101-2174	PERA Withholding Payable	\$12,619.31	ACH	PERA Payment for Pay Period #10 05/13/2020
G 101-2178	P.E.R.A. - Police/Fire Payable	\$13,027.11	ACH	PERA Payment for Pay Period #10 05/13/2020
<b>Total PERA</b>		<b>\$25,656.42</b>		
Paid Chk# 004707E 5/12/2020 ICMA				
G 101-2177	ICMA - RC Withholding Payable	\$1,849.00	ACH	ICMA Payment for Pay Period #10 05/13/2020
<b>Total ICMA</b>		<b>\$1,849.00</b>		
Paid Chk# 004708E 5/12/2020 TASC				
G 101-2183	Other Pre-Tax Insurance Payabl	\$165.38	ACH	FLEX Payment for Employee Portion/Pay Period #10 05/13/2020
<b>Total TASC</b>		<b>\$165.38</b>		
Paid Chk# 004709E 5/12/2020 PAYROLL TAXES - FED/FICA				
G 101-2171	Federal Withholding Payable	\$10,772.18		Federal/FICA Payroll Taxes for Pay Period #10 05/13/2020
G 101-2173	FICA Tax Withholding Payable	\$14,161.54		Federal/FICA Payroll Taxes for Pay Period #10 05/13/2020
<b>Total PAYROLL TAXES - FED/FICA</b>		<b>\$24,933.72</b>		
Paid Chk# 004710E 5/12/2020 PAYROLL TAX - STATE				
G 101-2172	State Withholding Payable	\$5,101.48	ACH	State Payroll Taxes for Pay Period #10 05/13/2020
<b>Total PAYROLL TAX - STATE</b>		<b>\$5,101.48</b>		
Paid Chk# 004711E 5/13/2020 US BANK				
E 101-100-15-25-4210	Operating Supplies	\$73.84	MAY CC	CITY HALL SUPPLIES
E 101-100-15-25-4213	Safety Training/Expenses	\$704.28	MAY CC	FIRST AID KITS/BOX CUTTERS
E 101-100-15-25-4540	Repair/Maintenance Building	\$6.99	MAY CC	CITY HALL REPAIRS
E 101-100-15-25-4545	Repair/Maintenance Equipm	\$1.09	MAY CC	CITY HALL EQUIP REPAIRS
E 101-100-20-25-4210	Operating Supplies	\$136.89	MAY CC	BLCC SUPPLIES
E 101-100-20-25-4370	Grounds Maintenance	\$121.77	MAY CC	BLCC GROUND MAINT
E 101-100-20-25-4540	Repair/Maintenance Building	\$642.98	MAY CC	BLCC REPAIRS - LADDER/SIGN
E 101-100-20-25-4545	Repair/Maintenance Equipm	\$28.61	MAY CC	BLCC - POLICE GARAGE
E 101-100-25-25-4260	Subscriptions/Dues	\$16.09	MAY CC	EDA ZOOM SUBSCRIPTION - MAY
E 101-100-92-25-4251	Emergency Management	\$128.83	MAY CC	COVID 19 SUPPLIES
E 101-105-15-25-4130	Computers/Software	\$201.94	MAY CC	CITY HALL - COMPUTER SUPPLIES
E 101-105-75-25-4130	Computers/Software	\$257.11	MAY CC	POLICE - COMPUTER SUPPLIES
E 101-200-50-25-4210	Operating Supplies	\$50.75	MAY CC	STREETS SUPPLIES
E 101-200-50-25-4212	Other Operations Expenses	\$15.09	MAY CC	STREETS SUPPLIES
E 101-200-50-25-4385	Shop Materials	\$70.24	MAY CC	SHOP SUPPLIES
E 101-200-50-25-4395	Signs/Banners	\$4.94	MAY CC	SIGN REPAIRS
E 101-200-50-25-4405	Motor Fuel	\$542.07	MAY CC	STREET - FUEL
E 101-200-50-25-4410	Tires	\$986.80	MAY CC	STREET - TIRES
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$78.07	MAY CC	STREET EQUIP REPAIR SUPPLIES



**\*Check Detail Register©**

Cks 5/7/2020 - 5/20/2020

		Check Amt	Invoice	Comment
E 101-200-55-25-4210	Operating Supplies	\$45.34	MAY CC	PARKS SUPPLIES
E 101-200-55-25-4212	Other Operations Expenses	\$277.12	MAY CC	PARK SUPPLIES
E 101-200-55-25-4235	Postage	\$69.29	MAY CC	PARK POSTAGE - PARKING METER DOCUMENTS
E 101-200-55-25-4405	Motor Fuel	\$163.79	MAY CC	PARKS FUEL
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$61.12	MAY CC	PARK EQUIP REPAIR SUPPLIES
E 101-300-75-25-4210	Operating Supplies	\$786.32	MAY CC	POLICE SUPPLIES
E 101-300-75-25-4211	Medical Supplies	\$446.56	MAY CC	POLICE MEDICAL SUPPLIES
E 101-300-75-25-4212	Other Operations Expenses	\$638.92	MAY CC	POLICE SUPPLIES
E 101-300-75-25-4215	Uniforms/Clothing	\$505.94	MAY CC	POLICE UNIFORMS
E 101-300-75-25-4235	Postage	\$4.60	MAY CC	POLICE POSTAGE
E 101-300-75-25-4238	Training/Schools	(\$925.00)	MAY CC	POLICE CREDIT ON TRAINING AR/HANDGUN
E 101-300-75-25-4251	Emergency Management	\$241.88	MAY CC	POLICE WEATHER MAP SERVICE
E 101-300-75-25-4253	Police K-9 Expenditures	\$212.94	MAY CC	POLICE K9 SUPPLIES
E 101-300-75-25-4260	Subscriptions/Dues	\$723.52	MAY CC	POLICE SUBSCRIPTIONS - ARLO/TV//ADOBE/PHOTOSHOP
E 101-300-75-25-4392	Emergency Access Key Box	(\$243.12)	MAY CC	POLICE BLUE BOX CREDIT - DAMAGED
E 101-300-75-25-4410	Tires	\$869.89	MAY CC	POLICE SQUAD TIRES
E 101-300-75-25-4413	Equipment/Accessories	\$2,039.80	MAY CC	POLICE EQUIP - VEST/AXON/SQUAD ACCESSORIES/BACK UP
E 101-300-75-25-4430	Vehicle Maintenance	\$108.70	MAY CC	POLICE VEHICLE MAINTENANCE
E 101-300-75-25-4545	Repair/Maintenance Equipm	\$304.70	MAY CC	POLICE EQUIP MAINTENANCE
E 277-000-00-25-4413	Equipment/Accessories	\$619.98	MAY CC	POLICE ATV EQUIP CARRIERS
E 280-000-00-25-4212	Other Operations Expenses	\$55.33	MAY CC	FARMERS MARKET - TABLE
E 301-000-00-25-4130	Computers/Software	\$100.89	MAY CC	WATER - TONER CARTRIDGE
E 301-000-00-25-4210	Operating Supplies	\$32.16	MAY CC	WATER SUPPLIES
E 301-000-00-25-4212	Other Operations Expenses	\$28.82	MAY CC	WATER SUPPLIES
E 301-000-00-25-4235	Postage	\$4.60	MAY CC	WATER POSTAGE
E 301-000-00-25-4260	Subscriptions/Dues	\$10.00	MAY CC	WATER - CHILDS BOILER LICENSE
E 301-000-00-25-4405	Motor Fuel	\$103.32	MAY CC	WATER FUEL
E 301-000-92-25-4251	Emergency Management	\$144.44	MAY CC	WATER - COVID 19 SUPPLIES
E 401-000-00-25-4210	Operating Supplies	\$32.16	MAY CC	WWTP SUPPLIES
E 401-000-00-25-4212	Other Operations Expenses	\$28.82	MAY CC	WWTP SUPPLIES
E 401-000-00-25-4260	Subscriptions/Dues	\$10.00	MAY CC	WWTP - CHILDS BOILER LICENSE
E 401-000-00-25-4380	Chemicals	\$1.24	MAY CC	WWTP CHEMICALS
E 401-000-00-25-4405	Motor Fuel	\$68.33	MAY CC	WWTP FUEL
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$7.72	MAY CC	WWTP REPAIR SUPPLIES
E 401-000-92-25-4251	Emergency Management	\$144.43	MAY CC	WWTP COVID 19 SUPPLIES
E 501-000-00-25-4210	Operating Supplies	\$40.11	MAY CC	LIQUOR SUPPLIES
E 501-000-92-25-4251	Emergency Management	\$194.91	MAY CC	LIQUOR - COVID 19 SUPPLIES
G 501-2020	Accounts Payable	\$488.28	MAY CC	LIQUOR NCR CC FEE PD
<b>Total US BANK</b>		<b>\$12,516.23</b>		

Paid Chk# 004712E 5/14/2020 <b>ELAVON</b>				
G 280-2020	Accounts Payable	\$28.00		Farmer's Market EBT Device - ACH for Month of APRIL 2020
<b>Total ELAVON</b>		<b>\$28.00</b>		

Paid Chk# 004713E 5/14/2020 <b>AMERITAS LIFE INSURANCE CO.</b>				
G 101-2183	Other Pre-Tax Insurance Payabl	\$155.56		VISION INSURANCE PREMIUMS FOR MONTH OF APRIL 2020
<b>Total AMERITAS LIFE INSURANCE CO.</b>		<b>\$155.56</b>		

Paid Chk# 004714E 5/14/2020 <b>AMERITAS LIFE INSURANCE CO.</b>				
G 101-2183	Other Pre-Tax Insurance Payabl	\$155.56		VISION INSURANCE PREMIUMS FOR MONTH OF MAY 2020
<b>Total AMERITAS LIFE INSURANCE CO.</b>		<b>\$155.56</b>		

Paid Chk# 004715E 5/14/2020 <b>DEARBORN NATIONAL</b>				
G 101-2182	Health-Dental-Life Ins Payable	\$329.85	EE PORTION	LIFE INS PREM ER FOR MONTH OF JUNE 2020



**\*Check Detail Register©**

Cks 5/7/2020 - 5/20/2020

		Check Amt	Invoice	Comment
G 101-2182	Health-Dental-Life Ins Payable	\$1,282.86	ER PORTION	LIFE INS PREM ER FOR MONTH OF JUNE 2020
G 101-2182	Health-Dental-Life Ins Payable	\$20.99	HINTZ CR	HINTZ CR NEEDED FOR JUNE LIFE INS
<b>Total DEARBORN NATIONAL</b>		\$1,633.70		
<hr/>				
Paid Chk# 004716E 5/18/2020 <b>WORLDPAY-NCR</b>				
G 501-2020	Accounts Payable	\$8,372.14		LIQUOR STORE CC PROCESSING FEE FOR APRIL 2020
<b>Total WORLDPAY-NCR</b>		\$8,372.14		
<hr/>				
Paid Chk# 004717E 5/18/2020 <b>VONAGE BUSINESS</b>				
E 101-200-50-25-4230	Telephone/Internet	\$28.02	ACH INV05472	TELEPHONE BILL FOR MONTH OF MAY 2020
E 101-200-55-25-4230	Telephone/Internet	\$28.02	ACH INV05472	TELEPHONE BILL FOR MONTH OF MAY 2020
E 101-100-15-25-4230	Telephone/Internet	\$486.23	ACH INV05472	TELEPHONE BILL FOR MONTH OF MAY 2020
E 301-000-00-25-4230	Telephone/Internet	\$56.03	ACH INV05472	TELEPHONE BILL FOR MONTH OF MAY 2020
E 401-000-00-25-4230	Telephone/Internet	\$28.02	ACH INV05472	TELEPHONE BILL FOR MONTH OF MAY 2020
E 601-000-00-25-4230	Telephone/Internet	\$28.02	ACH INV05472	TELEPHONE BILL FOR MONTH OF MAY 2020
E 501-000-00-25-4230	Telephone/Internet	\$140.08	ACH INV05472	TELEPHONE BILL FOR MONTH OF MAY 2020
<b>Total VONAGE BUSINESS</b>		\$794.42		
<hr/>				
Paid Chk# 082754 5/7/2020 <b>AMERICAN SOLUTINS FOR BUSINESS</b>				
G 101-2175	Other Withholding	\$175.94		EMPLOYEE PURCHASE LIQUOR STORE
E 501-000-00-25-4215	Uniforms/Clothing	\$83.20	INV04741437	LIQUOR UNIFORM
<b>Total AMERICAN SOLUTINS FOR BUSINESS</b>		\$259.14		
<hr/>				
Paid Chk# 082755 5/7/2020 <b>BERNICKS PEPSI</b>				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$23.28	76278	MIX
<b>Total BERNICKS PEPSI</b>		\$23.28		
<hr/>				
Paid Chk# 082756 5/7/2020 <b>CORPORATE CONNECTION, INC</b>				
E 101-100-92-25-4251	Emergency Management	\$225.00	54504	COVID SANITIZER
<b>Total CORPORATE CONNECTION, INC</b>		\$225.00		
<hr/>				
Paid Chk# 082757 5/7/2020 <b>GALLS LLC</b>				
E 101-300-75-25-4215	Uniforms/Clothing	\$64.93	015567720	POLICE UNIFORMS
<b>Total GALLS LLC</b>		\$64.93		
<hr/>				
Paid Chk# 082758 5/7/2020 <b>HAWKINS, INC-1</b>				
E 301-000-00-25-4380	Chemicals	\$990.00	4708362	WATER CHEMICAL
E 401-000-00-25-4380	Chemicals	\$2,862.39	4708363	WASTEWATER CHEMICAL
<b>Total HAWKINS, INC-1</b>		\$3,852.39		
<hr/>				
Paid Chk# 082759 5/7/2020 <b>MAC QUEEN EQUIPMENT INC</b>				
E 101-200-50-25-4430	Vehicle Maintenance	\$204.13	P27242	STREET VEHICLE MAINT #126
<b>Total MAC QUEEN EQUIPMENT INC</b>		\$204.13		
<hr/>				
Paid Chk# 082760 5/7/2020 <b>OREILLY AUTOMOTIVE, INC</b>				
E 101-200-50-25-4430	Vehicle Maintenance	\$81.65	1532-206163	VEHICLE MAINT 2001 SILVERADO
E 101-200-55-25-4430	Vehicle Maintenance	\$81.65	1532-206163	VEHICLE MAINT 2001 SILVERADO
E 301-000-00-25-4210	Operating Supplies	\$3.88	1532-207207	WATER SUPPLIES
E 401-000-00-25-4430	Vehicle Maintenance	\$202.04	1532-207367	WASTEWATER TRUCK 181 MAINT
E 401-000-00-25-4430	Vehicle Maintenance	(\$18.00)	1532-208812	CREDIT
E 101-200-50-25-4430	Vehicle Maintenance	\$56.17	1532-210090	SKIDSTEER MAINT
E 101-200-55-25-4430	Vehicle Maintenance	\$56.18	1532-210090	SKIDSTEER MAINT
E 101-200-50-25-4210	Operating Supplies	\$2.70	1532-211230	SUPPLIES
<b>Total OREILLY AUTOMOTIVE, INC</b>		\$466.27		
<hr/>				
Paid Chk# 082761 5/7/2020 <b>SHRED RIGHT</b>				
E 101-300-75-25-4212	Other Operations Expenses	\$16.00		POLICE DEPT
E 101-100-15-25-4212	Other Operations Expenses	\$16.00	526972	CITY HALL



**\*Check Detail Register©**

Cks 5/7/2020 - 5/20/2020

		Check Amt	Invoice	Comment
<b>Total SHRED RIGHT</b>		\$32.00		
<b>Paid Chk# 082762 5/7/2020 WATER LABORATORIES INC</b>				
E 301-000-00-20-4160	Testing	\$160.00	7936	TESTING
<b>Total WATER LABORATORIES INC</b>		\$160.00		
<b>Paid Chk# 082763 5/8/2020 BELL BOY CORPORATION-1</b>				
E 501-000-00-25-4210	Operating Supplies	\$200.58		SUPPLIES
E 501-000-00-27-4269	Freight - In	\$3.29		FRT
E 501-000-00-27-4264	Purchases - Wine	\$134.00		WINE
E 501-000-00-27-4269	Freight - In	\$28.80		FRT
E 501-000-00-27-4262	Purchases - Liquor	\$1,717.98	0083888500	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	(\$49.00)	0101228100	CREDIT
E 501-000-00-27-4265	Purchases - Mix/Pop	\$78.97	0101273700	MIX
<b>Total BELL BOY CORPORATION-1</b>		\$2,114.62		
<b>Paid Chk# 082764 5/8/2020 BREAKTHRU BEVERAGE</b>				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$142.00		MIX
E 501-000-00-27-4264	Purchases - Wine	\$368.00		WINE
E 501-000-00-27-4262	Purchases - Liquor	\$2,808.64	1081129744	LIQUOR
<b>Total BREAKTHRU BEVERAGE</b>		\$3,318.64		
<b>Paid Chk# 082765 5/8/2020 C&amp;L DISTRIBUTING COMPANY</b>				
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$30.00)		KEG DEPOSIT
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$117.25		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$100.00		MIX
E 501-000-00-27-4263	Purchases - Beer	\$30.00		BEER/SHORT PAID 1358000013
E 501-000-00-27-4263	Purchases - Beer	\$2,377.80	1067001741	BEER
E 501-000-00-27-4263	Purchases - Beer	\$19,534.75	961004399	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$266.75)	968001045	CREDIT
<b>Total C&amp;L DISTRIBUTING COMPANY</b>		\$21,863.05		
<b>Paid Chk# 082766 5/8/2020 CENTRAL HYDRAULICS</b>				
E 101-200-50-25-4430	Vehicle Maintenance	\$126.33	00011967	STREET VEHICLE MAINT
E 101-200-55-25-4430	Vehicle Maintenance	\$126.34	00011967	PARKS VEHICLE MAINT
<b>Total CENTRAL HYDRAULICS</b>		\$252.67		
<b>Paid Chk# 082767 5/8/2020 DAHLHEIMER DISTRIBUTING CO</b>				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$172.00		MIX
E 501-000-00-27-4263	Purchases - Beer	\$31,843.30		BEER
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$163.90	112-03197	NA BEER
E 501-000-00-27-4263	Purchases - Beer	(\$115.20)	1221598	CREDIT
E 501-000-00-27-4263	Purchases - Beer	(\$271.90)	1224156	CREDIT
<b>Total DAHLHEIMER DISTRIBUTING CO</b>		\$31,792.10		
<b>Paid Chk# 082768 5/8/2020 GRANITE CITY JOBBING</b>				
E 501-000-00-27-4271	Purchases - Cigars	\$377.01		CIGARS
E 501-000-00-27-4265	Purchases - Mix/Pop	\$31.20		MIX
E 501-000-00-27-4269	Freight - In	\$4.25		FRT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	\$1,416.84	182001	TOBACCO
<b>Total GRANITE CITY JOBBING</b>		\$1,829.30		
<b>Paid Chk# 082769 5/8/2020 LUPULIN BREWING LLC</b>				
E 501-000-00-27-4263	Purchases - Beer	\$378.75	28851	BEER
<b>Total LUPULIN BREWING LLC</b>		\$378.75		
<b>Paid Chk# 082770 5/8/2020 NORTHERN LIGHTS DISPLAY LLC</b>				
E 199-000-15-25-4413	Equipment/Accessories	\$142.50	20-1097	BANNER HWY 10



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			Check Amt	Invoice	Comment
<b>Total NORTHERN LIGHTS DISPLAY LLC</b>			\$142.50		
Paid Chk#	082771	5/8/2020	<b>VARNER TRANSPORTATION LLC</b>		
E	501-000-00-27-4269	Freight - In	\$2,713.75		LIQUOR FREIGHT
<b>Total VARNER TRANSPORTATION LLC</b>			\$2,713.75		
Paid Chk#	082772	5/8/2020	<b>WINDSTREAM</b>		
E	401-000-00-25-4230	Telephone/Internet	\$50.80	091622521	SEWER PHONE/INTERNET
<b>Total WINDSTREAM</b>			\$50.80		
Paid Chk#	082782	5/12/2020	<b>BELL BOY CORPORATION-1</b>		
E	501-000-00-27-4265	Purchases - Mix/Pop	\$49.00	0101228100	REPAY CREDIT 0101228100
<b>Total BELL BOY CORPORATION-1</b>			\$49.00		
Paid Chk#	082783	5/12/2020	<b>BERNICKS PEPSI</b>		
E	501-000-00-27-4263	Purchases - Beer	\$104.00	13190	BEER
E	501-000-00-27-4274	Bottle/Keg Purchases - non t	\$30.00	13190	KEG DEPOSIT
E	501-000-00-27-4263	Purchases - Beer	\$35.00	13281	BEER
E	501-000-00-27-4274	Bottle/Keg Purchases - non t	\$30.00	13281	KEG DEPOSIT
<b>Total BERNICKS PEPSI</b>			\$199.00		
Paid Chk#	082784	5/12/2020	<b>BIG LAKE HARDWARE</b>		
E	101-100-15-25-4540	Repair/Maintenance Building	\$186.34		CITY HALL BLDG MAINT
E	401-000-00-25-4212	Other Operations Expenses	\$14.94		SEWER EXPENSE
E	101-100-20-25-4212	Other Operations Expenses	\$126.65		POLICE/LIBRARY BLDG
E	101-200-50-25-4360	Sealcoat/Crackfill	\$118.00		CRACK FILLING
E	101-200-55-25-4212	Other Operations Expenses	\$152.00		PARKS
E	101-200-50-25-4385	Shop Materials	\$79.75		SHOP MATERIALS
E	101-200-55-25-4545	Repair/Maintenance Equipm	\$34.23		PARKS REPAIR MAINT
E	101-200-55-25-4210	Operating Supplies	\$1,100.00		PARKS SUPPLIES
E	101-200-55-25-4210	Operating Supplies	(\$120.98)		PARKS CREDIT
<b>Total BIG LAKE HARDWARE</b>			\$1,690.93		
Paid Chk#	082785	5/12/2020	<b>BREAKTHRU BEVERAGE</b>		
E	501-000-00-27-4262	Purchases - Liquor	\$216.15	1081130348	LIQUOR
E	501-000-00-27-4263	Purchases - Beer	\$232.00	1081130349	BEER
<b>Total BREAKTHRU BEVERAGE</b>			\$448.15		
Paid Chk#	082786	5/12/2020	<b>CHARTER COMMUNICATIONS</b>		
E	101-200-50-25-4230	Telephone/Internet	\$213.74	016155204212	PUBLIC WORKS INTERNET
E	501-000-00-25-4230	Telephone/Internet	\$322.65	016166905032	LIQUOR STORE
<b>Total CHARTER COMMUNICATIONS</b>			\$536.39		
Paid Chk#	082787	5/12/2020	<b>DAHLHEIMER DISTRIBUTING CO</b>		
E	501-000-00-27-4265	Purchases - Mix/Pop	\$49.00	1225246	MIX
E	501-000-00-27-4274	Bottle/Keg Purchases - non t	\$30.00	1225246	KEG DEPOSIT
<b>Total DAHLHEIMER DISTRIBUTING CO</b>			\$79.00		
Paid Chk#	082788	5/12/2020	<b>GENERAL RENTAL CENTER</b>		
E	101-200-55-25-4255	Rent/Lease	\$155.00	269466	TRACTOR RENTAL
<b>Total GENERAL RENTAL CENTER</b>			\$155.00		
Paid Chk#	082789	5/12/2020	<b>GUARDIAN GARMENTS</b>		
E	101-100-15-25-4213	Safety Training/Expenses	\$423.00		SAFETY VESTS PUBLIC WORKS
<b>Total GUARDIAN GARMENTS</b>			\$423.00		
Paid Chk#	082790	5/14/2020	<b>AMSTERDAM PRINTING AND LITHO</b>		
E	501-000-00-25-4220	Advertising	\$155.75		ADVERTISING
E	501-000-00-27-4269	Freight - In	\$68.36		FRT



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		Check Amt	Invoice	Comment
E 501-000-00-27-4265	Purchases - Mix/Pop	\$467.25	6587758	MIX
<b>Total AMSTERDAM PRINTING AND LITHO</b>		\$691.36		
<hr/>				
Paid Chk# 082791	5/14/2020	<b>AUTOSTOP INC</b>		
E 101-100-30-25-4430	Vehicle Maintenance	\$64.59	0081916	BUILDING VEHICLE MAINT
<b>Total AUTOSTOP INC</b>		\$64.59		
<hr/>				
Paid Chk# 082792	5/14/2020	<b>BELL BOY CORPORATION-1</b>		
E 501-000-00-27-4262	Purchases - Liquor	\$1,389.80	0083984600	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$126.20	0101315900	MIX
E 501-000-00-27-4269	Freight - In	\$2.59	0101315900	FRT
<b>Total BELL BOY CORPORATION-1</b>		\$1,518.59		
<hr/>				
Paid Chk# 082793	5/14/2020	<b>BERNICKS PEPSI</b>		
E 501-000-00-27-4263	Purchases - Beer	(\$103.55)	101747	CREDIT
E 501-000-00-27-4263	Purchases - Beer	(\$25.60)	102536	CREDIT
E 501-000-00-27-4263	Purchases - Beer	(\$44.84)	78843	CREDIT
E 501-000-00-27-4263	Purchases - Beer	(\$37.60)	78844	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$310.80	78845	BEER
E 501-000-00-27-4263	Purchases - Beer	\$722.00	78846	BEER
E 501-000-00-27-4263	Purchases - Beer	\$4,652.25	78847	BEER
<b>Total BERNICKS PEPSI</b>		\$5,473.46		
<hr/>				
Paid Chk# 082794	5/14/2020	<b>CAMPBELL KNUTSON PROFESSIONAL</b>		
E 101-100-10-20-4170	Legal	\$1,604.25		PLANNING LEGAL APRIL
E 101-100-15-20-4170	Legal	\$383.76		ADM LEGAL APRIL
G 150-2055	Escrow Payable	\$50.00		STATION STREET APTS DEVEL AGTM
E 501-000-00-20-4170	Legal	\$775.00		LIQUOR LEGAL APRIL PERSONNEL
<b>Total CAMPBELL KNUTSON PROFESSIONAL</b>		\$2,813.01		
<hr/>				
Paid Chk# 082795	5/14/2020	<b>CHARTER COMMUNICATIONS</b>		
E 101-100-15-25-4230	Telephone/Internet	\$77.01	000463005102	CITY HALL INTERNET
E 301-000-00-25-4230	Telephone/Internet	\$46.43	001307805102	WATER INTERNET
<b>Total CHARTER COMMUNICATIONS</b>		\$123.44		
<hr/>				
Paid Chk# 082796	5/14/2020	<b>CINTAS</b>		
E 601-000-00-25-4215	Uniforms/Clothing	\$27.71	12857225	PUBLIC WORKS UNIFORMS
E 101-200-50-25-4215	Uniforms/Clothing	\$131.54	12857225	PUBLIC WORKS UNIFORMS
E 101-200-55-25-4215	Uniforms/Clothing	\$131.54	12857225	PUBLIC WORKS UNIFORMS
E 301-000-00-25-4215	Uniforms/Clothing	\$131.54	12857225	PUBLIC WORKS UNIFORMS
E 401-000-00-25-4215	Uniforms/Clothing	\$131.54	12857225	PUBLIC WORKS UNIFORMS
E 501-000-00-25-4217	Cleaning Services	\$219.56	12857519	LIQUOR STORE CLEANING
<b>Total CINTAS</b>		\$773.43		
<hr/>				
Paid Chk# 082797	5/14/2020	<b>CLEARWAY COMMUNITY SOLAR LLC</b>		
E 101-200-50-25-4582	Solar	\$206.84		10 LAKE ST SST LIGHTING
E 101-200-55-25-4582	Solar	\$186.98		160 LAKE ST N SKATING RINK
E 401-000-00-25-4582	Solar	\$191.12		256 CRESCENT LIFT
E 101-200-55-25-4582	Solar	\$13.96		514 FOREST RD PARK
E 101-200-50-25-4582	Solar	\$15.45		160 LAKE ST LIGHTS
E 501-000-00-25-4582	Solar	\$55.91		621 ROSE LIQUOR/JERKY SHOP
E 101-200-50-25-4582	Solar	\$72.45		10 LAKE ST - ST LIGHTS
E 401-000-00-25-4582	Solar	\$1,278.52		18889 CTY RD 68
E 301-000-00-25-4582	Solar	\$108.09		300 SHOREACRES PUMP
E 301-000-00-25-4582	Solar	\$497.96		601 MINNESOTA PUMP
E 101-100-15-25-4582	Solar	\$1,299.23		160 LAKE ST CITY HALL
E 401-000-00-25-4582	Solar	\$50.32		19173 CTY RD 68
E 501-000-00-25-4582	Solar	\$1,806.04		615 ROSE DR LIQUOR STORE



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		Check Amt	Invoice	Comment
<b>Total CLEARWAY COMMUNITY SOLAR LLC</b>		\$5,782.87		
Paid Chk#	082798	5/14/2020	<b>CORE &amp; MAIN LP</b>	
E	301-000-00-25-4387	Water Meters	\$4,198.80	M302533 WATER METERS
<b>Total CORE &amp; MAIN LP</b>		\$4,198.80		
Paid Chk#	082799	5/14/2020	<b>CRYSTAL SPRINGS ICE</b>	
E	501-000-00-27-4266	Purchases - Misc	\$147.42	005.B000175 ICE/WATER
<b>Total CRYSTAL SPRINGS ICE</b>		\$147.42		
Paid Chk#	082800	5/14/2020	<b>DAHLHEIMER DISTRIBUTING CO</b>	
E	501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$60.00)	KEG DEPOSIT
E	501-000-00-27-4265	Purchases - Mix/Pop	\$103.60	MIX
E	501-000-00-27-4267	Purchases - Non Alcoholic B	\$50.35	NA BEER
E	501-000-00-27-4263	Purchases - Beer	\$17,263.87	112-03234 BEER
E	501-000-00-27-4263	Purchases - Beer	(\$91.00)	1227136 CREDIT
<b>Total DAHLHEIMER DISTRIBUTING CO</b>		\$17,266.82		
Paid Chk#	082801	5/14/2020	<b>DATA SUCCESS, INC</b>	
E	101-105-15-20-4133	Computer Maintenance	\$130.00	14198 COMPUTER MAINT SEWER
<b>Total DATA SUCCESS, INC</b>		\$130.00		
Paid Chk#	082802	5/14/2020	<b>DELEGARD TOOL CO</b>	
E	101-200-50-25-4413	Equipment/Accessories	\$105.81	196330 SHOP SUPPLIES
<b>Total DELEGARD TOOL CO</b>		\$105.81		
Paid Chk#	082803	5/14/2020	<b>ECM PUBLISHERS, INC.</b>	
E	101-100-10-25-4220	Advertising	\$27.00	769168 BIONOTE NOTICE-NO ESCROW
E	301-000-00-25-4220	Advertising	\$216.00	773830 2019 ANNUAL FINANCIALS
E	401-000-00-25-4220	Advertising	\$216.00	773830 2019 ANNUAL FINANCIALS
E	501-000-00-25-4220	Advertising	\$216.00	773830 2019 ANNUAL FINANCIALS
E	601-000-00-25-4220	Advertising	\$72.00	773830 2019 ANNUAL FINANCIALS
E	101-100-15-25-4220	Advertising	\$279.00	773831 2019 ANNUAL FINANCIALS
G	499-1600	Construction WIP	\$27.00	773832 WWTP EXPANSION
E	101-100-15-25-4220	Advertising	\$31.50	773833 ATV ORDIN
<b>Total ECM PUBLISHERS, INC.</b>		\$1,084.50		
Paid Chk#	082804	5/14/2020	<b>FSSOLUTIONS</b>	
E	401-000-00-20-4185	Medical Exams	\$56.38	FL00372035 PUBLIC WORKS RANDOM TESTING APRIL 2020
E	301-000-00-20-4185	Medical Exams	\$56.38	FL00372035 PUBLIC WORKS RANDOM TESTING APRIL 2020
E	101-200-50-20-4185	Medical Exams	\$56.38	FL00372035 PUBLIC WORKS RANDOM TESTING APRIL 2020
<b>Total FSSOLUTIONS</b>		\$169.14		
Paid Chk#	082805	5/14/2020	<b>HAWKINS, INC-1</b>	
E	401-000-00-25-4380	Chemicals	\$1,375.00	4668952 SEWER CHEMICALS
E	401-000-00-25-4380	Chemicals	\$4,461.80	4708983 CARGIL CHEMICALS
<b>Total HAWKINS, INC-1</b>		\$5,836.80		
Paid Chk#	082806	5/14/2020	<b>INBOUND BREWCO</b>	
E	501-000-00-27-4263	Purchases - Beer	\$188.00	6849 BEER
<b>Total INBOUND BREWCO</b>		\$188.00		
Paid Chk#	082807	5/14/2020	<b>INSPECTRON, INC.</b>	
E	101-100-30-25-4257	Contractors Hired	\$13,125.00	BUILDING CONT APRIL 2020
<b>Total INSPECTRON, INC.</b>		\$13,125.00		
Paid Chk#	082808	5/14/2020	<b>JOHNSON BROTHERS WHOLESALE</b>	
E	501-000-00-27-4262	Purchases - Liquor	\$215.58	1546877 LIQUOR
E	501-000-00-27-4262	Purchases - Liquor	\$2,273.50	1554145 LIQUOR



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		Check Amt	Invoice	Comment
E 501-000-00-27-4265	Purchases - Mix/Pop	\$2,679.61	1554146	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	(\$2,679.61)	1554146	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	\$2,679.61	1554146	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$2,295.05	1554147	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$27.00	1554148	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$352.00	1554149	MIX
E 501-000-00-27-4262	Purchases - Liquor	\$96.00	1554150	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$1,307.30	1554151	WINE
E 501-000-00-27-4264	Purchases - Wine	\$3.45	595287	REPAY CREDIT
<b>Total JOHNSON BROTHERS WHOLESALE</b>		<b>\$9,249.49</b>		
<hr/>				
Paid Chk# 082809	5/14/2020	<b>LANDFORM</b>		
G 101-2055	Escrow Payable	\$63.75		VISION BUS
G 101-2055	Escrow Payable	\$255.00		321 CR 43 CUP
G 101-2055	Escrow Payable	\$552.50		AVALON ESTATES PUD
G 101-2055	Escrow Payable	\$301.25		AEON PUD
G 101-2055	Escrow Payable	\$483.75		301 CRESCENT VARIANCE/CUP
G 101-2055	Escrow Payable	\$438.75		COMMON BOND
G 150-2055	Escrow Payable	\$658.75		STATION STREET ESCROW CONSULT WORK
G 150-2055	Escrow Payable	\$927.50		CAR CONDO ESCROW CONSULT WORK
G 101-2055	Escrow Payable	\$1,223.75		SIEMERS ESCROW CONSULT WORK
G 101-2055	Escrow Payable	\$85.00		NYSTROM & ASSOCIATES
G 499-1600	Construction WIP	\$362.50		WWTP EXPANSION
E 101-100-10-20-4180	Other Consultants	\$1,190.00		CONSULT WORK IN HOUSE
E 101-100-10-20-4180	Other Consultants	\$658.75		CONSULTANT CITY MEETINGS
<b>Total LANDFORM</b>		<b>\$7,201.25</b>		
<hr/>				
Paid Chk# 082810	5/14/2020	<b>LEAGUE OF MN CITIES</b>		
E 501-000-00-05-4016	WC Insurance	\$250.00	00103421	WC DEDUCTIBLE
<b>Total LEAGUE OF MN CITIES</b>		<b>\$250.00</b>		
<hr/>				
Paid Chk# 082811	5/14/2020	<b>LUPULIN BREWING LLC</b>		
E 501-000-00-27-4263	Purchases - Beer	\$625.15	29067	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$60.00)	6771	CREDIT
<b>Total LUPULIN BREWING LLC</b>		<b>\$565.15</b>		
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Paid Chk# 082812	5/14/2020	<b>MIDWEST MACHINERY CO</b>		
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$33.76	2138079	PARK REPAIR
<b>Total MIDWEST MACHINERY CO</b>		<b>\$33.76</b>		
<hr/>				
Paid Chk# 082813	5/14/2020	<b>MILK AND HONEY CIDERS</b>		
E 501-000-00-27-4263	Purchases - Beer	\$222.00	6996	BEER
<b>Total MILK AND HONEY CIDERS</b>		<b>\$222.00</b>		
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Paid Chk# 082814	5/14/2020	<b>PAUSTIS WINE COMPANY</b>		
E 501-000-00-27-4269	Freight - In	\$2.25		FRT
E 501-000-00-27-4262	Purchases - Liquor	\$80.00	88637	LIQUOR
<b>Total PAUSTIS WINE COMPANY</b>		<b>\$82.25</b>		
<hr/>				
Paid Chk# 082815	5/14/2020	<b>PETTY CASH</b>		
E 101-300-75-25-4430	Vehicle Maintenance	\$54.00		POLICE DMV
E 101-100-05-25-4212	Other Operations Expenses	\$70.00		POLICE MEALS
E 301-000-00-25-4240	Travel/Mileage	\$1.65		PARKING
E 101-100-05-25-4212	Other Operations Expenses	(\$70.00)		POLICE MEALS
E 101-300-75-25-4243	Meals	\$70.00		POLICE MEALS
<b>Total PETTY CASH</b>		<b>\$125.65</b>		
<hr/>				
Paid Chk# 082816	5/14/2020	<b>PHILLIPS WINE &amp; SPIRITS</b>		



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		Check Amt	Invoice	Comment
E 501-000-00-27-4262	Purchases - Liquor	\$1,226.00	6031914	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$2,366.50	6031915	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$155.25	6031916	MIX
E 501-000-00-27-4268	Purchases - Non Alcoholic	\$144.00	6031916	NA WINE
<b>Total PHILLIPS WINE &amp; SPIRITS</b>		<b>\$3,891.75</b>		
<hr/>				
Paid Chk# 082817	5/14/2020	<b>RED BULL DISTRIBUTION CO, INC</b>		
E 501-000-00-27-4265	Purchases - Mix/Pop	\$176.50	K-83293426	MIX
<b>Total RED BULL DISTRIBUTION CO, INC</b>		<b>\$176.50</b>		
<hr/>				
Paid Chk# 082818	5/14/2020	<b>RUSSELL SECURITY RESOURCE INC</b>		
E 101-200-50-25-4212	Other Operations Expenses	\$120.00	A37152	SHOP KEYS
<b>Total RUSSELL SECURITY RESOURCE INC</b>		<b>\$120.00</b>		
<hr/>				
Paid Chk# 082819	5/14/2020	<b>SCHARFBILLIG, MICHAEL</b>		
G 101-2020	Accounts Payable	\$10.00		OVERPYMT PARKING PASS 5/2/20
<b>Total SCHARFBILLIG, MICHAEL</b>		<b>\$10.00</b>		
<hr/>				
Paid Chk# 082820	5/14/2020	<b>SCOTT, CORRIE</b>		
E 280-000-00-25-4210	Operating Supplies	\$34.99		FARMERS MARKET SUPPLIES
<b>Total SCOTT, CORRIE</b>		<b>\$34.99</b>		
<hr/>				
Paid Chk# 082821	5/14/2020	<b>SHERBURNE CO SHERIFFS DEPT</b>		
E 101-105-15-20-4129	Computer Consultant	\$2,833.33	2020-03	MARCH IT
E 101-105-15-20-4129	Computer Consultant	\$2,833.33	2020-04	APRIL IT
<b>Total SHERBURNE CO SHERIFFS DEPT</b>		<b>\$5,666.66</b>		
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Paid Chk# 082822	5/14/2020	<b>SHERBURNE COUNTY ATTORNEY</b>		
E 277-000-00-20-4170	Legal	\$103.50		DWI CASE #19008893 (CHK NEVER CASHED)
<b>Total SHERBURNE COUNTY ATTORNEY</b>		<b>\$103.50</b>		
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Paid Chk# 082823	5/14/2020	<b>SMALL LOT MN</b>		
E 501-000-00-27-4264	Purchases - Wine	\$216.00	MN36173	WINE
E 501-000-00-27-4269	Freight - In	\$9.00	MN36173	FRT
<b>Total SMALL LOT MN</b>		<b>\$225.00</b>		
<hr/>				
Paid Chk# 082824	5/14/2020	<b>SOUTHERN WINE &amp; SPIRITS OF MN</b>		
E 501-000-00-27-4262	Purchases - Liquor	\$5,576.36	1950465	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$80.24	1950466	MIX
E 501-000-00-27-4264	Purchases - Wine	\$274.00	1950467	WINE
<b>Total SOUTHERN WINE &amp; SPIRITS OF MN</b>		<b>\$5,930.60</b>		
<hr/>				
Paid Chk# 082825	5/14/2020	<b>UNLIMITED SUPPLIES, INC</b>		
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$538.67		REPAIR MAINT T16
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$148.07	356522	REPAIR MAINT T16
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$198.00	356746	REPAIR MAINT T16
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$41.86	356763	REPAIR MAINT
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$9.48	356766	REPAIR MAINT
<b>Total UNLIMITED SUPPLIES, INC</b>		<b>\$936.08</b>		
<hr/>				
Paid Chk# 082826	5/14/2020	<b>VIKING COCA-COLA</b>		
E 501-000-00-27-4265	Purchases - Mix/Pop	\$286.25	2518781	MIX
E 501-000-00-27-4263	Purchases - Beer	\$260.00	2518782	BEER
<b>Total VIKING COCA-COLA</b>		<b>\$546.25</b>		
<hr/>				
Paid Chk# 082827	5/14/2020	<b>VINOCOPIA</b>		
E 501-000-00-27-4264	Purchases - Wine	\$104.00		WINE
E 501-000-00-27-4269	Freight - In	\$16.00		FRT
E 501-000-00-27-4262	Purchases - Liquor	\$223.00	0254222-IN	LIQUOR



**\*Check Detail Register©**

Cks 5/7/2020 - 5/20/2020

		Check Amt	Invoice	Comment
E 501-000-00-27-4262	Purchases - Liquor	\$547.75	0256394-IN	LIQUOR
<b>Total VINOCOPIA</b>		<b>\$890.75</b>		
<b>Paid Chk# 082828 5/14/2020 WENCK ASSOCIATES, INC</b>				
G 499-1600	Construction WIP	\$9,083.83	12002915	WWTP ENG FEES APRIL
G 499-1600	Construction WIP	\$689.00	12002916	WWTP EXPANSION
E 175-000-00-20-4150	Engineering	\$6,535.00	12002939	APRIL ENG FEE 2020 STREET PROJ
<b>Total WENCK ASSOCIATES, INC</b>		<b>\$16,307.83</b>		
<b>Paid Chk# 082829 5/14/2020 WINDSTREAM</b>				
E 401-000-00-25-4230	Telephone/Internet	\$529.07	091121503	SEWER TELE/INTERNET
<b>Total WINDSTREAM</b>		<b>\$529.07</b>		
<b>Paid Chk# 082830 5/14/2020 WINE MERCHANTS</b>				
E 501-000-00-27-4264	Purchases - Wine	\$490.00	7283450	WINE
<b>Total WINE MERCHANTS</b>		<b>\$490.00</b>		
<b>Paid Chk# 082831 5/14/2020 XCEL ENERGY</b>				
E 101-200-55-25-4570	Electricity	\$20.75	51-001233342	PARK IRRIGATION
E 101-200-50-25-4575	Electricity (Street Lights)	\$3,400.77	51-4459098-1	STREET LIGHTS
<b>Total XCEL ENERGY</b>		<b>\$3,421.52</b>		
<b>Paid Chk# 082832 5/20/2020 CONNEXUS ENERGY</b>				
E 101-200-50-25-4575	Electricity (Street Lights)	\$36.46	390212-30695	STREET LIGHTS
E 101-200-50-25-4575	Electricity (Street Lights)	\$154.99	390212-30695	STREET LIGHTS
E 101-200-50-25-4575	Electricity (Street Lights)	\$839.22	390212-30695	STREET LIGHTS
E 101-200-50-25-4575	Electricity (Street Lights)	\$1,915.63	390212-30695	STREET LIGHTS
E 301-000-00-25-4570	Electricity	\$1,548.38	390212-30695	WELL 4
E 101-100-20-25-4570	Electricity	\$246.31	390212-30695	POLICE/LIBRARY BLDG
E 301-000-00-25-4570	Electricity	\$406.41	390212-30695	WELL 3
E 401-000-00-25-4570	Electricity	\$231.14	390212-30695	LIFT 1
E 401-000-00-25-4570	Electricity	\$39.53	390212-30695	LIFT 4
E 101-200-55-25-4570	Electricity	\$7.75	390212-30695	CR 5 PARK
E 401-000-00-25-4570	Electricity	\$7,586.69	390212-30695	WASTEWATER TREATMENT PLANT
E 401-000-00-25-4570	Electricity	\$36.45	390212-30695	LIFT 6
E 101-200-55-25-4570	Electricity	\$13.50	390212-30695	PINTAIL ST PARK
E 101-200-50-25-4570	Electricity	\$34.77	390212-30695	PUBLIC WORKS SHED
E 101-200-55-25-4570	Electricity	\$13.50	390212-30695	TEAL ST PARK
E 101-200-55-25-4570	Electricity	\$5.00	390212-30695	POWELL ST PARK
E 401-000-00-25-4570	Electricity	\$116.32	390212-30695	LIFT 7
E 401-000-00-25-4570	Electricity	\$180.35	390212-30695	LIFT 8
E 601-000-00-25-4570	Electricity	\$44.68	390212-30695	PUBLIC WORKS BLDG
E 101-200-50-25-4570	Electricity	\$212.15	390212-30695	PUBLIC WORKS BLDG
E 101-200-55-25-4570	Electricity	\$212.15	390212-30695	PUBLIC WORKS BLDG
E 301-000-00-25-4570	Electricity	\$212.15	390212-30695	PUBLIC WORKS BLDG
E 401-000-00-25-4570	Electricity	\$212.15	390212-30695	PUBLIC WORKS BLDG
E 101-200-55-25-4570	Electricity	\$36.80	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	\$210.19	390212-30695	WELL 5
E 101-200-50-25-4575	Electricity (Street Lights)	\$754.94	390212-30695	STREET LIGHTS
E 301-000-00-25-4570	Electricity	\$135.23	390212-30695	WATER TOWER
E 101-200-50-25-4575	Electricity (Street Lights)	\$73.33	390212-30695	STREET LIGHTS
E 101-200-50-25-4570	Electricity	\$16.93	390212-30695	COMPOST GATE
E 101-200-50-25-4575	Electricity (Street Lights)	\$13.86	390212-30695	STREET LIGHT
E 101-200-55-25-4570	Electricity	\$19.42	390212-30695	LAKESIDE PARK
E 301-000-00-25-4570	Electricity	\$4,701.15	390212-30695	WATER TREATMENT FACILITY
E 401-000-00-25-4570	Electricity	\$93.70	390212-30695	LIFT 9
E 401-000-00-25-4570	Electricity	\$123.61	390212-30695	LIFT 11



**\*Check Detail Register©**

Cks 5/7/2020 - 5/20/2020

		Check Amt	Invoice	Comment
E 401-000-00-25-4570	Electricity	\$204.53	390212-30695	LIFT 10
E 401-000-00-25-4570	Electricity	\$134.36	390212-30695	LIFT 12
E 401-000-00-25-4570	Electricity	\$64.42	390212-30695	PACIFIC LIFT
E 301-000-00-25-4570	Electricity	\$226.91	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	\$15.75	390212-30695	MAY CIR PARK
E 301-000-00-25-4570	Electricity	\$280.38	390212-30695	WATER TOWER
E 101-200-55-25-4570	Electricity	\$46.27	390212-30695	LAKE SIDE PARK
E 101-100-20-25-4570	Electricity	\$47.22	390212-30695	POLICE/LIBRARY BLDG
E 101-100-20-25-4570	Electricity	\$471.91	390212-30695	POLICE/LIBRARY BLDG
E 301-000-00-25-4570	Electricity	\$442.00	390212-30695	WELL 7
E 401-000-00-25-4570	Electricity	\$4,982.52	390212-30695	WASTEWATER FACILITY
E 101-200-55-25-4570	Electricity	\$5.37	390212-30695	NEDD ST IRRIGATION
E 101-200-50-25-4575	Electricity (Street Lights)	\$38.70	390212-30695	STREET LIGHTS
<b>Total CONNEXUS ENERGY</b>		<b>\$27,472.18</b>		
<b>Paid Chk# 082833 5/20/2020 PAUSTIS WINE COMPANY</b>				
E 501-000-00-27-4264	Purchases - Wine	(\$208.00)	87423	CREDIT
E 501-000-00-27-4264	Purchases - Wine	\$1,332.00	89579	WINE
E 501-000-00-27-4264	Purchases - Wine	\$13.64	89579	FRT
<b>Total PAUSTIS WINE COMPANY</b>		<b>\$1,137.64</b>		
<b>Paid Chk# 082834 5/20/2020 BERNICKS PEPSI</b>				
E 501-000-00-27-4263	Purchases - Beer	\$65.00	13370	BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$30.00	13370	KEG DEPOSIT
E 501-000-00-27-4265	Purchases - Mix/Pop	\$66.58	78848	MIX
<b>Total BERNICKS PEPSI</b>		<b>\$161.58</b>		
<b>Paid Chk# 082835 5/20/2020 BREAKTHRU BEVERAGE</b>				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$112.95		MIX
E 501-000-00-27-4264	Purchases - Wine	\$461.40		WINE
E 501-000-00-27-4262	Purchases - Liquor	\$4,391.89	1081132499	LIQUOR
<b>Total BREAKTHRU BEVERAGE</b>		<b>\$4,966.24</b>		
<b>Paid Chk# 082836 5/20/2020 C&amp;L DISTRIBUTING COMPANY</b>				
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$60.00		KEG DEPOSIT
E 501-000-00-27-4265	Purchases - Mix/Pop	\$176.00		MIX
E 501-000-00-27-4263	Purchases - Beer	\$1,773.65	1067001749	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$84.12)	1067001750	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$11,912.30	961004434	BEER
<b>Total C&amp;L DISTRIBUTING COMPANY</b>		<b>\$13,837.83</b>		
<b>Paid Chk# 082837 5/20/2020 CARLOS CREEK WINERY</b>				
E 501-000-00-27-4264	Purchases - Wine	\$297.00	19216	WINE
<b>Total CARLOS CREEK WINERY</b>		<b>\$297.00</b>		
<b>Paid Chk# 082838 5/20/2020 CONNEXUS ENERGY</b>				
E 101-200-55-25-4570	Electricity	\$14.50	390212-28270	PRAIRIE DR PARK
<b>Total CONNEXUS ENERGY</b>		<b>\$14.50</b>		
<b>Paid Chk# 082839 5/20/2020 DATA SUCCESS, INC</b>				
E 101-105-15-25-4130	Computers/Software	\$249.00	14222	MAY DISASTER RECOVERY
<b>Total DATA SUCCESS, INC</b>		<b>\$249.00</b>		
<b>Paid Chk# 082840 5/20/2020 ECM PUBLISHERS, INC.</b>				
G 101-2055	Escrow Payable	\$54.00	775909	SANDHILL ESCROW
<b>Total ECM PUBLISHERS, INC.</b>		<b>\$54.00</b>		
<b>Paid Chk# 082841 5/20/2020 GRANITE CITY JOBBING</b>				



**\*Check Detail Register©**

Cks 5/7/2020 - 5/20/2020

		Check Amt	Invoice	Comment
E 501-000-00-27-4273	Purchaes - Cigarette non tax	\$1,271.59	182904	TOBACCO
E 501-000-00-27-4271	Purchases - Cigars	\$33.46	182904	CIGARS
E 501-000-00-27-4265	Purchases - Mix/Pop	\$39.00	182904	MIX
E 501-000-00-27-4269	Freight - In	\$4.25	182904	FRT
<b>Total GRANITE CITY JOBBING</b>		<b>\$1,348.30</b>		
<hr/>				
Paid Chk# 082842	5/20/2020	<b>HAWKINS, INC-1</b>		
E 401-000-00-25-4380	Chemicals	\$2,991.09	4715904	WWTP CHEMICALS
<b>Total HAWKINS, INC-1</b>		<b>\$2,991.09</b>		
<hr/>				
Paid Chk# 082843	5/20/2020	<b>JOHNSON BROTHERS WHOLESALE</b>		
E 501-000-00-27-4262	Purchases - Liquor	\$80.04	1555369	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$203.64	1555370	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$142.98	1555437	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	\$6,702.64	1557849	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$4,408.57	1557850	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$54.00	1557851	MIX
E 501-000-00-27-4262	Purchases - Liquor	\$380.40	1557852	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$414.25	1557853	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$8,275.26	1557854	LIQUOR
<b>Total JOHNSON BROTHERS WHOLESALE</b>		<b>\$20,661.78</b>		
<hr/>				
Paid Chk# 082844	5/20/2020	<b>LUPULIN BREWING LLC</b>		
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$30.00		KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	\$220.00	29180	BEER
<b>Total LUPULIN BREWING LLC</b>		<b>\$250.00</b>		
<hr/>				
Paid Chk# 082845	5/20/2020	<b>MCCHESENEY HEATING AND</b>		
E 199-000-20-70-4316	Capital Purchases/Improve	\$3,500.00	6388	POLICE GARAGE HEATER
<b>Total MCCHESENEY HEATING AND</b>		<b>\$3,500.00</b>		
<hr/>				
Paid Chk# 082846	5/20/2020	<b>MIDWAY IRON INC.</b>		
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$88.47	458210	PUBLIC WORKS REPAIR/SUPPLIES
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$88.47	458210	PUBLIC WORKS REPAIR/SUPPLIES
<b>Total MIDWAY IRON INC.</b>		<b>\$176.94</b>		
<hr/>				
Paid Chk# 082847	5/20/2020	<b>MN NCPERS LIFE</b>		
G 101-2180	PERA Life Insurance Payable	\$48.00	342600062020	PERA LIFE
<b>Total MN NCPERS LIFE</b>		<b>\$48.00</b>		
<hr/>				
Paid Chk# 082848	5/20/2020	<b>OFFICE DEPOT</b>		
E 101-200-50-25-4210	Operating Supplies	\$20.34	489178876001	PUBLIC WORKS SUPPLIES
E 101-200-55-25-4210	Operating Supplies	\$20.35	489178876001	PUBLIC WORKS SUPPLIES
E 101-200-50-25-4210	Operating Supplies	\$23.09	489178877001	PUBLIC WORKS SUPPLIES
<b>Total OFFICE DEPOT</b>		<b>\$63.78</b>		
<hr/>				
Paid Chk# 082849	5/20/2020	<b>PHILLIPS WINE &amp; SPIRITS</b>		
E 501-000-00-27-4262	Purchases - Liquor	\$4,273.37	6034301	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$1,798.25	6034302	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$472.21	6034303	MIX
E 501-000-00-27-4268	Purchases - Non Alcoholic	\$144.00	6034303	NA WINE
<b>Total PHILLIPS WINE &amp; SPIRITS</b>		<b>\$6,687.83</b>		
<hr/>				
Paid Chk# 082850	5/20/2020	<b>PITNEY BOWES INC</b>		
E 101-100-15-25-4235	Postage	\$382.71	3311203926	MARCH-JUNE SERVICES
<b>Total PITNEY BOWES INC</b>		<b>\$382.71</b>		
<hr/>				
Paid Chk# 082851	5/20/2020	<b>RAILROAD MANAGEMENT CO III, LL</b>		
E 301-000-00-25-4260	Subscriptions/Dues	\$258.95	419335	WATER PIPELINE CROSSING



**\*Check Detail Register©**

Cks 5/7/2020 - 5/20/2020

			Check Amt	Invoice	Comment
<b>Total RAILROAD MANAGEMENT CO III, LL</b>			\$258.95		
<b>Paid Chk# 082852 5/20/2020 RMR SERVICES</b>					
E 401-000-00-25-4257	Contractors Hired		\$991.17		UB METER READS JAN 20
E 601-000-00-25-4257	Contractors Hired		\$220.26		UB METER READS JAN 20
E 401-000-00-25-4257	Contractors Hired		\$989.55		UB METER READS FEB 20
E 601-000-00-25-4257	Contractors Hired		\$219.90		UB METER READS FEB 20
E 401-000-00-25-4257	Contractors Hired		\$991.98		UB METER READS MARCH 20
E 601-000-00-25-4257	Contractors Hired		\$220.44		UB METER READS MARCH 20
E 401-000-00-25-4257	Contractors Hired		\$999.54		UB METER READS APRIL 20
E 601-000-00-25-4257	Contractors Hired		\$222.12		UB METER READS APRIL 20
E 301-000-00-25-4257	Contractors Hired	\$991.17	2020137		UB METER READS JAN 20
E 301-000-00-25-4257	Contractors Hired	\$989.55	2020138		UB METER READS FEB 20
E 301-000-00-25-4257	Contractors Hired	\$991.98	2020139		UB METER READS MARCH 20
E 301-000-00-25-4257	Contractors Hired	\$999.54	2020140		UB METER READS APRIL 20
<b>Total RMR SERVICES</b>			\$8,827.20		
<b>Paid Chk# 082853 5/20/2020 SHERBURNE COUNTY RECORDER</b>					
G 101-1552	Prepaid Recording Fee-ShrbCty		\$1,000.00	ACCT 715	ESCROW FOR RECORDING FEES
<b>Total SHERBURNE COUNTY RECORDER</b>			\$1,000.00		
<b>Paid Chk# 082854 5/20/2020 SOUTHERN WINE &amp; SPIRITS OF MN</b>					
E 501-000-00-27-4262	Purchases - Liquor	\$7,460.26	1952468		LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$972.00	1952469		WINE
<b>Total SOUTHERN WINE &amp; SPIRITS OF MN</b>			\$8,432.26		
<b>Paid Chk# 082855 5/20/2020 UNLIMITED SUPPLIES, INC</b>					
E 101-200-50-25-4385	Shop Materials	\$11.28	357086		SHOP MATERIALS
<b>Total UNLIMITED SUPPLIES, INC</b>			\$11.28		
<b>Paid Chk# 082856 5/20/2020 VIKING COCA-COLA</b>					
E 501-000-00-27-4265	Purchases - Mix/Pop	\$305.20	2528072		MIX
<b>Total VIKING COCA-COLA</b>			\$305.20		
<b>Paid Chk# 082857 5/20/2020 VINOCOPIA</b>					
E 501-000-00-27-4262	Purchases - Liquor	\$237.71			LIQUOR
E 501-000-00-27-4269	Freight - In	\$12.50			FRT
E 501-000-00-27-4264	Purchases - Wine	\$296.00	0256746-IN		WINE
<b>Total VINOCOPIA</b>			\$546.21		
<b>Paid Chk# 082858 5/20/2020 WINE MERCHANTS</b>					
E 501-000-00-27-4264	Purchases - Wine	\$188.00	7284124		WINE
<b>Total WINE MERCHANTS</b>			\$188.00		
<b>1010 US BANK</b>			\$428,619.70		



# \*Check Detail Register©

Cks 5/7/2020 - 5/20/2020

Check Amt Invoice Comment

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Fund Summary

**1010 US BANK**

101 GENERAL FUND	\$118,890.72
150 CAPITAL PROJECT/LOCAL DEVELOPM	\$1,636.25
175 CAPITAL PROJECT/STREET IMPROVE	\$6,535.00
199 EQUIP & BLDG REPLACEMENTS	\$3,642.50
277 DWI FORFEITURE	\$723.48
280 FARMERS MARKET	\$118.32
301 WATER ENTERPRISE FUND	\$20,079.98
401 SEWER ENTERPRISE FUND	\$32,780.21
499 SEWER-EQUIP/BLDG REPLCMNT FUND	\$10,162.33
501 LIQUOR ENTERPRISE FUND	\$232,995.78
601 STORM SEWER ENTERPRISE FUND	\$1,055.13
	<hr/>
	\$428,619.70



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> <i>Gina Wolbeck, City Clerk</i>	<b>Meeting Date:</b> 5/27/2020	<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>May 13, 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 May 13, 2020 City Council Workshop Minutes as presented.

## **BACKGROUND/DISCUSSION**

The May 13, 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**

**MAY 13, 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, Deputy Chief Matt Hayen, City Clerk Gina Wolbeck, and Liquor Store Manager Greg Zurbey.

**3. PROPOSED AGENDA**

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

**4. BUSINESS**

**4A. City Council Meeting Date Changes**

Gina Wolbeck reviewed potential Council Meeting date changes through year-end 2020 due to holiday conflicts. Staff recommended Council move the first meeting in November to Thursday, November 12, the second meeting in November to Tuesday, November 24, and asked for feedback from Council on whether to cancel the second meeting in December. Staff also recommended Council hold the Canvass Board Meeting at a special meeting on Monday, November 9, and schedule the annual Public Input Hearing during the November 24 Council Meeting. Wolbeck also reviewed additional meetings needed including the annual Committee Workshop to be scheduled on Tuesday, December 1, and the annual Joint City/County/Township/School Meeting to be scheduled on Thursday, January 21.

Council was in agreement on all Staff recommendations, and Council unanimously recommended canceling the December 23<sup>rd</sup> meeting. Council directed Staff to bring this item to the next Council Meeting for Council consideration to set special meetings and identify meeting date changes.

**4B. Code Revision Task Force Member Selection**

Hanna Klimmek discussed the creation of a Code Revision Task Force in an effort to proactively discuss and recommend reasonable and necessary changes to the City Code. The overall goal of the Code Revision Task Force is to allow for well thought out change that strives to create

efficiencies in process, establish user friendly language, and cater to a developer-friendly approach. Klimmek noted that City Planner Amy Barthel will be leading the task force, and estimates that the committee will meet quarterly. The task force will be made up of 1 member from the Council, Planning Commission, BLEDA, and Parks Committee along with Staff. Mayor Wallen volunteered to serve as the Council Representative on the Code Revision Task Force.

#### **4C. New Ideas Discussion**

Council Member Zettervall discussed the possibility for the City to host a recreational/ATV parade through the City. This type of event would provide positive community relief from our current restrictions. Zettervall stated that he has discussed this concept with the Police Chief, and indicated that Chief Scharf really likes the concept. Council discussed possibly holding this event within the first two weeks of June, and that it would provide an opportunity to market some of our businesses. Discussion was held about ways to manage people congregating on the public streets if there are still restrictions in place. Clay Wilfahrt reviewed expected action by the Governor.

Mayor Wallen asked that Council consider adding an item to the Regular Agenda to approve a Resolution in opposition to the Governor's Order No. 20-48. Wallen indicated that given the current state of our economy and business concerns, a Minnesota city recently approved a declaration in opposition to the Governor's Order that sparked his interest in starting to look at what would be beneficial for Big Lake to consider. Mayor Wallen stated that this idea was absolutely not Staff driven, but was brought forward by himself. Wallen also stated that he has serious concerns for the health of our law enforcement Staff which is one of the main reasons for the timing of this.

Council Member Knier stated that he is not going to argue about communication protocol. Knier stated that Staff has provided the draft resolution to the City Attorney, and from a legal perspective the attorney did not have any comments. Knier also stressed that the draft resolution is written in a very respectful way. Knier also clarified that when he ran for Council, he promised to promote business, keep government off people's backs, and to pay down the City's debt. Knier stressed that residents and business owners are hurting here in Big Lake and he wants to represent our citizens. He feels the resolution is more than symbolic, in that it will give citizens a small feeling of control to be able to voice their concerns to their Governor through their representation at a City level. Knier questioned whether there was actually a problem with how this idea was brought forward. Council Member Johnson reviewed past discussions about individual Council Members not approaching staff, but instead to discuss topics under "New Ideas" at workshop to get feedback from Council whether an item should be placed on a future agenda.

Council Member Zettervall reviewed proper communication protocol that the Mayor previously enforced. Zettervall stated that he feels the Mayor was not transparent in directing Staff to produce an opposition resolution, stressing that partisan politics should not be at the local level. Zettervall also stated his concern with the City's insurance policy through the League of MN Cities Insurance Trust. Zettervall stressed that he feels this type of resolution could produce

liability concerns and he would like to speak directly to the City Attorney. Zettervall also reviewed that the League of MN Cities has recommended cities not adopt these types of resolutions, and stated his frustration that we haven't even talked as a Council about what the message should be.

Council Member Johnson stated that she is extremely discouraged with the process that was followed. We are supposed to be transparent and the Mayor has lectured Council Members on that in the past. Johnson stated that this resolution is only symbolic and really makes no difference. Johnson also indicated that 82% of Minnesotans agree with the Governor's Order. Johnson clarified that she is very sympathetic to the businesses in this town, and suggested that a possible better approach would be to send a letter to the Governor that says we would like our businesses to be able to reopen. Johnson stated that she feels the Council doesn't have authority to approve this type of resolution. Johnson also stated that she wants our City Attorney to be in attendance when Council considers this document, and questioned what the rush is to approve this type of document. She has not gotten a single correspondence that says they want this resolution, but she has received comments begging us not to go down this road. Johnson feels this is a purely political ploy, and that it shows a total disrespect for front line medical personnel and vulnerable citizens.

Council Member Hansen stated that whatever we do is symbolic, and stressed the importance of supporting our businesses. Hansen stressed that the Mayor has taken a substantial amount of criticism and ample feedback from Council Members, and asked if we want to move forward with the resolution.

Mayor Wallen stated that he is not demanding that we push this through tonight, noting that he is not opposed to writing a letter in lieu of a resolution. Wallen admitted that he just wanted to get something started, and that he most likely didn't follow established procedures, but isn't sorry that we have started the conversation. He would like the City to do the right thing, at the right time. Wallen confirmed that it is a very difficult and trying time, and wants the people of Big Lake to understand that we care. Wallen stated that he would like the Council to come together as a whole and draft a letter for future Council approval. Council Member Johnson and Knier offered to draft language in a letter format and bring back to the next meeting for full Council consideration.

5. **OTHER** – No other.

6. **ADJOURN**

Council Member Knier motioned to adjourn at 6:01 p.m. Seconded by Council Member Johnson, unanimous ayes, motion carried.



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Gina Wolbeck, City Clerk	<b>Meeting Date:</b> 5/27/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6C</b>
<b>Item Description:</b> May 13, 2020 City Council Regular Meeting Minutes		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator	
		<b>Reviewed By:</b> N/A	

## **ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving the May 13, 2020 City Council Regular Meeting Minutes as presented.

## **BACKGROUND/DISCUSSION**

The May 13, 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  
MAY 13, 2020**

**1. CALL TO ORDER**

Mayor Mike Wallen called the meeting to order at 6:05 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, Deputy Chief Matt Hayen, City Clerk Gina Wolbeck, Liquor Store Manager Greg Zurbey, and Assistant Fire Chief Mark Hedstrom.

**4. OPEN FORUM**

Mayor Wallen opened the Open Forum at 6:06 p.m.

Joe Fowler, 401 Lakeshore Drive – stated that he appreciated the discussion at the Workshop and for the open communication amongst Council Members. Fowler also asked where questions relating to the street project should be directed. Mayor Wallen noted that these types of questions can be directed to the City Engineer or sent to Council Members.

Bettina Potter, 120 Lakeshore Drive – stressed that citizen input is extremely important. We should pay attention, listen and be respectful of our state and federal representatives. Potter reviewed the number of COVID-19 cases to date, and discussed citizen's rights.

Jean McQuay, 1471 Powell Street North – discussed that our Governor has consulted with many professionals and she believes that he has done a really good job of keeping us safe. Urged citizens to stay with him on this, noting that elderly have been severely affected by the COVID-19 virus, and now the virus is showing up in children. McQuay stated that she feels it would be irresponsible to approve a resolution opposing the Governor's Order.

Brandon Backes, 1371 Powell Street North – Stated his support for Council approval on a Resolution in Opposition to the Governor’s Order No. 20-48.

Staff read a statement sent by email by Lawrence Sundberg, 1075 Kilbirnie Road, in opposition to the City Council approving a Resolution in Opposition to the Governor’s Order 20-48, and stating that City government should not be a platform for partisan politics.

Staff read a statement sent by email by Carolyn Fowler, 210 Oregon Avenue, in opposition to the City Council approving a Resolution in Opposition to the Governor’s Order 20-48, stating her concern that this type of action could jeopardize our relationship with the State of MN.

Mayor Wallen closed the Open Forum at 6:22 p.m.

**5. PROPOSED AGENDA**

Council Member Zettervall motioned to adopt the proposed Agenda with the addition of item no. 7H. Hire of Part-time Liquor Clerk Brady Bebeau. Seconded by Council Member Hansen, unanimous ayes, Agenda adopted.

**6. CONSENT AGENDA**

Council Member Johnson motioned to approve the Consent Agenda with the removal of item no. 6I for separate consideration. Seconded by Council Member Knier, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A. Approve List of Claims, 6B. Approve Council Workshop Minutes of 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 Joint Resolution No. 2020-01 approving a 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 Resolution No. 2020-43 approving the 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, and 6M. Approve Appointment of Part-time Administrative Assistant Kati Peterson.

6I. Approve Lakeside Park 2020 Parking Policy

Council Member Rose Johnson requested to separately discuss the Lakeside Park 2020 Parking Policy due to comments presented at the May 11, 2020 Big Lake Economic

Development Authority (BLEDA) Meeting, and in a letter submitted today by the Big Lake Chamber of Commerce. Council Member Johnson noted that BLEDA and the Chamber have concerns about restricting access to Lakeside Park to non-residents and the negative impact that could have on local businesses.

Layne Otteson reviewed past Council discussions on implementing a restricted parking policy at Lakeside Park due to a potential influx of 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. At the last Council Workshop, Council unanimously agreed that the best approach was to monitor parking capacity and directed Staff to draft a policy that would define and designate areas of the parking lot for seasonal passes and day passes. Seasonal pass holders would be prioritized while still allowing day passes. Otteson noted that the Policy would only be implemented if absolutely necessary. Otteson also discussed that we want things that attract people to Big Lake, noting that visitors spend their money at local establishments. The installation of the new parking meter at Lakeside Park will be evaluated, and we should encourage the sale of seasonal passes. Otteson stressed that we should know early on in the season if there will be an issue at Lakeside Park.

Council Member Hansen stated that he is fine with holding off on implementing the Policy until we see issues at the park.

Council Member Knier noted that we can implement the Policy when it becomes necessary. Knier also discussed that there could be a delay in getting the word out if we wait to approve the Policy.

Council Member Zettersval stressed that he originally didn't want to implement the parking restrictions, and is fine to wait to see if one will be needed.

The general consensus of the Council was to wait to consider the Lakeside Park 2020 Parking Policy until a time that parking becomes problematic at Lakeside Park.

## **7. BUSINESS**

### **7A. Proclamation – Designating National Police Week and Peace Officers' Memorial Day**

Mayor Wallen read a Proclamation proclaiming the week of May 10 through May 16, 2020 as National Police Week and May 15 as Peace Officers Memorial Day in the City of Big Lake. Council thanked the Police Department staff for their dedicated service. Joel Scharf thanked Council for recognizing Police Week, noting that it reaffirms to the Officer's the Council's support of the Department as well as support from the Community.

Council Member Johnson motioned to approve Resolution No. 2020-44 proclaiming the week of May 10 through May 16, 2020 as National Police Week and May 15 as Peace Officers Memorial Day in the City of Big Lake. Seconded by Council Member Knier, unanimous ayes, motion carried.

#### **7B. Update on the 2020 Street and Utility Improvement Project No. ST2020-1**

Layne Otteson reviewed past Council discussion on the 2020 Street and Utility Improvement Project No. ST2020-1 including project costs, award options, and funding concerns. The project cost is estimated to be \$3.37M, and the project would be funded by the City in the amount of \$1.99M, and by Special Assessments in the amount of \$1.74M. At the April 22, 2020 Council Workshop, Council consensus was to delay the award decision and continue monitoring the economic impacts of COVID-19 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 be awarded or rejected within 60 days of opening. Otteson reviewed the Governor's Stay At Home Order which is still in effect, reopening of some businesses on a limited basis, unpredictability of the Bond Market, noted that the State of MN is reporting a revenue loss and are forecasting a budget deficit, identified that some cities are delaying projects, noted that Staff has received resident concerns regarding cost as well as the need to fix bad pavement areas, insulate water services, and fix flooding areas. Otteson also discussed the cost of oil fuel which has stabilized at very low prices, and the possibility that asphalt costs could begin to trend lower. Staff recommended that Council wait to take action on the bids until the May 27<sup>th</sup> meeting.

Council Member Johnson stated that she would like to hear from anyone in the audience who has comments on the project. Mayor Wallen allowed interested persons to present their comments.

Joe Fowler, 401 Lakeshore Drive - discussed that the street is bad, but noted that it could be put off for one year. Fowler also discussed that there are areas that have significant drainage issues, and requested that the City pave the alleyway behind his house as part of the project.

Mayor Wallen clarified that the only reason the City is considering putting the project on hold is a direct reaction to the COVID-19 Pandemic and the economic concerns it has produced.

Council Member Hansen motioned to direct Staff to continue monitoring the economic situation and bring back a final bid recommendation for the Council to formally act on at the May 27, 2020 Council Meeting. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

**7C. Order Preliminary Engineering Report for the 2020 Street and Utility Improvement Project No. ST2020-2**

Layne Otteson discussed street and utility work that is needed throughout the City including pavement deterioration, water service insulation, manholes, water main breaks and sidewalks. Otteson recommended Council order a Preliminary Engineering Report for the 2020 Street and Utility Improvement Project No. ST2020-2.

Council Member Knier motioned to approve Resolution No. 2020-45 ordering the preparation of the Preliminary Engineering Report for the 2020 Street and Utility Improvement Project No. ST2020-2. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

**7D. Request to Exchange Police Department Equipment**

Joel Scharf discussed an offer of equipment exchange presented by Maximum Defense. They would provide the Department with 10 fully equipped rifles in exchange for the Department's 2013 Polaris RZR. The Polaris RZR is valued at approximately \$18,000 and the value of the rifles is \$22,960. The Department would also sell the current rifle inventory for an estimated value of \$5,000 as in-store credit at Streicher's Police Supply. Streicher's would resell the rifles to law enforcement only. Scharf reviewed the Department's use of the Polaris RZR which was acquired through the Military Return to Duty (RTD) Program in 2018. The unit was utilized for patrolling parks and trails, used as a resource for search and rescue and utilized for community events. Since the acquisition of 2 Polaris Sportsman 850 ATV's from the RTD Program, the RZR has been used less frequently due to its size. Maximum Defense is proposing to utilize the RZR for promotional purposes. Scharf also reviewed the current rifle equipment that is comprised of a number of platforms, most built or acquired over time. The benefits of acquiring new rifles for patrol vehicles include having a standardized patrol rifle across the Department, ease of carry, uniformity, weight, ease to dock/remove from patrol car, and ease of operation. Scharf stressed that the Department's readiness to respond to critical incidents and active threats, along with Officer safety, are the primary objectives in the training and equipping of our Officers. Using the resources from the Polaris RZR in this manner continues our intent of the RTD Program.

Council Member Zettervall questioned if there are any ties to the company that would present a conflict of interest for the City. Chief Scharf indicated that there are no ties to Maximum Defense and there is no conflict of interest. Scharf also noted that the City is getting much more in return for the trade.

Council Member Hansen motioned to approve the exchange of the Police Department's 2013 Polaris RZR for 10 Maximum Defense Patrol Rifles. Seconded by Council Member Knier, unanimous ayes, motion carried.

## **7E. Annual City Report**

Clay Wilfahrt provided an annual City Report for 2019. Updates were provided on Community Development, Engineering, Finance, Public Works, the Fire Department, and the Municipal Liquor Store. Joel Scharf and Matt Hayen provided a 2019 update on the Police Department.

## **7F. 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 27, 2020.

Council Member Zettervall questioned when Staff thinks we will get back to normal hours. Zurbey explained that staffing availability is a concern along with government guidelines that have been enacted. Zurbey stressed that we want to limit staff's exposure to the public as much as possible. Zettervall asked how different the day-to-day operations is compared to pre-COVID-19. Zurbey discussed Staff turnover due to COVID-19, sanitizing of the store, working under hazardous conditions, and noted that Staff can't keep up with stocking shelves. Vendors are no longer coming into store which has increased work level and stress on management, and stressed that Staff is doing more in less time. Zettervall questioned how close to payroll neutral have we been. Deb Wegeleben reviewed payroll trends indicating that there were step increases during this timeframe. Wegeleben indicated that payroll is cost neutral, and profits are substantially higher.

Council Member Knier asked what has been the additional cost due to the wage increase. Wegeleben indicated that payroll has increased \$3,500 over nine payrolls since the start of 2020. Knier stated that he continues to be in favor of a \$2.00 increase and doesn't feel the need to continue on-going discussions on this topic.

Council Member Johnson stated that she is in favor of continuing the \$4.00 increase, and questioned if it still makes sense to have the Liquor Store Manager report at each meeting, or can Council approve the wage increase until such a time that the liquor store returns to normal operations.

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 until Liquor Store Operations return to normal operations and Council provides direction to return to the normal pay scale. Seconded by Council Member Hansen, 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.

## **7G. Monthly Department Reports**

Fire Department – Assistant Fire Chief Mark Hedstrom provided statistical information on calls for service for the month of April. Hedstrom also reviewed small group training activities in April, a recent house fire in Orrock Township, congratulated Jim Jensen on his 15<sup>th</sup> year anniversary, thanked staff from Minnco Credit Union for visiting the station, discussed the new Command 1 vehicle, noted that applications for new firefighters will be accepted through May 15, reviewed birthday parades the Department has participated in during COVID-19, and reviewed campfire safety tips.

Mayor Wallen discussed the Police and Fire Department's participation in recognizing a Zimmerman student who is battling Leukemia. Mayor Wallen thanked both departments for their continued public service.

Police Department – Joel Scharf updated Council on police statistics, calls for service, significant arrests, and self-initiated policing activities for the month of April. Scharf discussed recent amendments to the City's Recreational Vehicle Ordinance, recent donations, and the landscaping project at the Police Department that was funded through donations as well as from help from Public Works Staff. Scharf also reviewed the Department's creation and management of a new Facebook page created solely for law enforcement agencies to buy, sell, trade, and donate surplus or retired property, reviewed community events during COVID-19, and recognized this week as Police Week 2020.

Engineering/Public Works Department – Layne Otteson provided an update on engineering projects underway in the City and activities in the various areas of the Public Works Department. Otteson reviewed new employee training, implementation of COVID-19 Phase II staffing processes, noted that the Safe Routes to School plans are under MNDOT review, discussed high water table complaints fielded by Staff, noted that fence permits are on the rise, and informed Council that Engineering Intern Dylan Lannes is back for the summer. Otteson also discussed the high level of the wetland area near Ormsbee and Meadow Lane, the low spot area at McDowall Park that was recently upgraded and remains dry, reviewed activities in the Streets/Parks Division and the Water/Wastewater Division, and discussed the Mitchell Boat Launch padlock and key access that went into effect on May 8, 2020.

## **7H. Hire of Part-time Liquor Clerk Brady Bebeau**

Greg Zurbey discussed the recent resignation of a Part-time Liquor Clerk and interviews that were held earlier this week to fill the vacant position.

Council Member Johnson motioned to approve the hire of Brady Bebeau as a Part-time Liquor Clerk/Cooler Stocker contingent on a successful background check. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

**8. ADMINISTRATOR'S REPORT**

Clay Wilfahrt reminded Council that summer hours will start the week of Memorial Day, and informed Council that the front desk at City Hall is now fully open and safety measures have been taken in response to COVID-19. Administrator Wilfahrt also discussed the Lakeside Park parking kiosk that has been ordered and thanked all Staff who participated in implementation of this type of equipment. Wilfahrt discussed new equipment in the Council Chambers that was funded by the Sherburne Wright Cable Commission through PEG and Cable Franchise Fees.

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

Mayor Wallen: Discussed the May BLEDA Meeting, the recent Fire Board Meeting, and Personnel and Finance Committee Meetings. Wallen also discussed a recent meeting with Jared Johnson from Cargill who announced their plans for reopening their Big Lake facility.

Council Member Johnson: Discussed the BLEDA, BLCLA, Fire Board, and Personnel Committee Meetings that she attended in May.

Council Member Knier – Reviewed the May Finance Committee Meeting.

Council Member Zettervall: Reviewed the May Planning Commission Meeting.

**10. OTHER** – No other.

**11. ADJOURN**

Council Member Knier motioned to adjourn at 8:15 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

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Clerk

Date Approved By Council \_\_\_\_\_



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Hanna Klimmek, Community Development Director	<b>Meeting Date:</b> 5/27/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6D</b>
<b>Item Description:</b> Sharpline Lawn Care, LLC Service Contract	<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 contract between the City of Big Lake and Sharpline Lawn Care, LLC to provide lawn maintenance and snow removal services on an as-needed basis for complaint-base code enforcement activities.

### **BACKGROUND/DISCUSSION**

The City of Big Lake published a Notice for Request of Quotes to provide lawn maintenance and sidewalk snow removal services in the 4/23/20 edition of the Monticello Times and in the 4/25/2020 edition of the Star News.

Maintenance services will consist of cleaning properties that are in violation of the City’s weed/grass and snow/ice ordinances on an as-needed basis to support the City’s complaint-based code enforcement activities.

Quotes were accepted through May 8, 2020. The lowest, most reasonable bid was accepted and the City will enter into a one-year contract with Sharpline Lawn Care, LLC, which is a local business.

### **FINANCIAL IMPACT**

\$40.00 / hour on an as-needed basis for mowing services and \$40.00 / hour on an as-needed basis for snow and ice removal. For snow/ice removal services, there’s an additional \$200 flat fee per sweep of City limits and a \$125 per hour fee for Bobcat snow blower services if needed.

### **STAFF RECOMMENDATION**

Staff is recommending that Council consider and approve the service contract between the City of Big Lake and Sharpline Lawn Care, LLC

### **ATTACHMENTS**

Contract for Services

## **CONTRACT FOR SERVICES**

**AGREEMENT** made this 27<sup>th</sup> day of May, 2020, by and between the **CITY OF BIG LAKE**, a Minnesota municipal corporation (“City”) and Sharpline Lawn Care, LLC. (“Vendor”).

**IN CONSIDERATION OF THE MUTUAL COVENANTS THE PARTIES AGREE AS FOLLOWS:**

**1. CONTRACTOR’S RESPONSIBILITIES.**

**1.1** “Vendor” shall be responsible for providing lawn maintenance services and snow and ice removal from sidewalks as directed by the City’s Community Development Department.

**2. INDEMNIFICATION.**

**2.1.** The Vendor shall indemnify, defend, and hold harmless the City and its officials, agents, representatives, and employees from any loss, claim, liability and expense (including reasonable attorney’s fees and expenses of litigation) with respect to: (a) Workers’ Compensation benefits payable on account of injury or death to any Vendor employee or to any employee of Vendor’s subcontractors, where the injury or death arises out of or is in any way related to the work performed or to be performed under the Contract; (b) claims for personal injury, death, or property damage or loss asserted by a Vendor or subcontractor or any of their officers, agents, representatives, or employees where the injury, death, damage, or loss arises out of or is in any way related to the work performed or to be performed under the Contract; and (c) claims for personal injury, death, or property damage or loss as asserted by third-parties at the work site, where the claim is based in the whole or in any part on, or is in any way related to, any act or omission by Vendor, or Vendor’s subcontractors, agents, employees or delegates.

**2.2.** Vendor shall agree that the indemnities stated above shall be construed and applied in favor of indemnification. To the extent permitted by law, the stated indemnities shall

apply regardless of any strict liability or negligence attributable to the City and regardless of the extent to which the underlying harm is attributable to the negligence or otherwise wrongful act or omission (including breach of contract) of Vendor, its subcontractors, agents, employees or delegates. Vendor also agrees that if applicable law limits or precludes any aspect of the stated indemnities, then the indemnities will be considered limited only to the extent necessary to comply with the applicable law. The stated indemnities continue until all applicable statutes of limitations have run.

**2.3.** If a claim arises within the scope of the stated indemnity, the City may require Vendor to furnish a written acceptance of tender of defense and indemnity from Vendor's insurance company. Vendor will take the action required by City within fifteen (15) days of receiving notice from City.

**3. TERM.** The term of this contract shall be May 27, 2020 through May 26, 2021.

**4. GOVERNING LAW.** The Contract shall be governed by the laws of the State of Minnesota.

**5. CONDITION / INSPECTION / REMEDY.**

**5.1.** Services shall be subject to inspection by the City. Defective work, as determined by the Community Development Department, shall be remedied within 48 hours of providing Vendor notice. Vendor shall take pictures of service area before services are rendered. Pictures shall include date picture was taken.

**6. CHANGE ORDERS.** Without invalidating the Contract, the City may, at any time or from time to time, order additions, deletions, or revisions in the Work; these will be authorized by Change Orders. Upon receipt of a Change Order, Vendor shall proceed with the Work involved. Changes in the Contract Price shall be based upon the Bid Unit Prices.

**7. UNAUTHORIZED WORK.** Additional Work performed without authorization of a Change Order will not entitle Vendor to an increase in the Contract Price or an extension of the Contract Time.

**8. OBLIGATIONS OF THE CITY.** The City shall pay the Vendor for performance of the Contract the sum of \$40.00 per hour, 1-hour minimum per parcel, for complaint-based lawn maintenance services. For snow removal services, the City shall pay the Vendor a \$200 fee to

perform a "sweep" of the City 24 hours after a snowfall of 2" or more, in addition to a \$40.00 per hour fee for snow/ice removal services with 1-hour minimum per parcel serviced. A \$125 per hour fee, with a 1-hour minimum per parcel, will be charged for Bobcat snow blower services – Bobcat services are to be utilized when contractor deems snowpack removal by a snow blower or shovel is not effective.

9. **INSURANCE.** Prior to commencing work on the Contract, the Vendor shall furnish the City a certificate of insurance acceptable to the City.

Minimum Liability Insurance:  
General Commercial Liability  
General Aggregate = \$1,000,000.00  
Products-Completed Operations Aggregate = \$1,000,000.00  
Personal and Advertising Injury = \$500,000.00  
Each Occurrence = \$500,000.00  
Damage to Premise Rented to you = \$100,000.00  
Medical Expense (any one person) = \$5,000.00

**CITY OF BIG LAKE**

BY: \_\_\_\_\_  
Mike Wallen, Mayor

BY: \_\_\_\_\_  
Clay Wilfahrt, City Administrator

SHARPLINE LAWN CARE, LLC.:

BY: \_\_\_\_\_  
Jim Zimmerman, Owner

STATE OF MINNESOTA )

(ss.

COUNTY OF )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of May, 2020, by Mike Wallen and by Clay Wilfahrt, respectively the Mayor and City Administrator of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

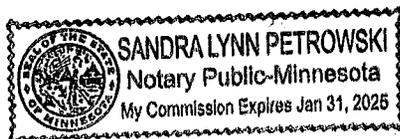
\_\_\_\_\_  
NOTARY PUBLIC

STATE OF MINNESOTA )

(ss.

COUNTY OF )

The foregoing instrument was acknowledged before me this 15<sup>th</sup> day of May, 2020, by Jim Zimmerman, the owner of Sharpline Lawn Care, LLC, a Minnesota corporation, on behalf of the corporation.



Sandra Petrowski  
NOTARY PUBLIC



# WORKSHOP ITEM

Big Lake City Council

<b>Prepared By:</b> Clay Wilfahrt, City Administrator	<b>Meeting Date:</b> 05/27/20	<b>Item No.</b> <b>6E</b>
<b>Item Description:</b> Meeting Date Changes/Cancellations and City Hall Office Schedule	<b>Reviewed By:</b> Deb Wegeleben, Finance Director <b>Reviewed By:</b> Gina Wolbeck, City Clerk	

### **COUNCIL DIRECTION REQUESTED**

By approving this item on the Consent Agenda, Council would be authorizing setting and/or cancelling the meetings/closings listed below.

### **BACKGROUND/DISCUSSION**

Per Council direction at the May 13, 2020 Council Workshop, listed below are proposed meeting date changes and cancellations for the remainder of 2020 and early 2021.

#### **MEETING DATE CANCELLATIONS:**

- ✓ First Meeting in November – Due to Veteran’s Day falling on a regularly scheduled meeting date, Staff recommended changing the first meeting in November to **THURSDAY, NOVEMBER 12, 2020** with the Workshop starting at 5pm and the Regular meeting starting at 6pm.
- ✓ Second Meeting in November – Due to the second meeting in November falling the day before Thanksgiving and the expected large volume of City business, Staff recommended changing the meeting date to **TUESDAY, NOVEMBER 24, 2020** with the Workshop starting at 5pm and the Regular meeting starting at 6pm.
- ✓ Christmas Day this year falls two days after the 2<sup>nd</sup> meeting in December. Historically, Council has opted to cancel the 2<sup>nd</sup> meeting in December each year due to the holiday schedule. There is not a large volume of City business expected for this meeting. Staff did not have a recommendation for canceling, changing, or leaving this meeting date and deferred that decision to the City Council. At the Workshop, the Council unanimously directed Staff to **CANCEL the December 23, 2020 Meeting**. There will not be a Workshop or Regular Council Meeting held the 4<sup>th</sup> Wednesday in December 2020.

#### **ADDITIONAL MEETINGS:**

- ✓ **Canvass Board Meeting** – The City Council is required to meet to canvass the results of the General Election. The timeframe the City is allowed to canvass is from November 6 – 13. Council direction was to set a Special Council meeting on **MONDAY, NOVEMBER 9, 2020 at 5:30 p.m.** to canvass the Mayor and City Council Member Election results. The BLEDA Meeting will follow at 6pm.
- ✓ **Public Input Hearing (formerly known as Truth in Taxation)** – At the Workshop, Council directed Staff to schedule the Public Input Hearing during the second meeting in November which is scheduled for **TUESDAY, NOVEMBER 24, 2020 at 6:00 p.m.** in the Big Lake City Council Chambers,

with a continuation hearing date (only if needed) on Monday, November 30, 2020 at 6:00 p.m. A quorum of Council Members is REQUIRED to be present at this meeting.

- ✓ **Committee Workshop** – Set the annual Committee Workshop in the Big Lake City Council Chambers on **TUESDAY, DECEMBER 3, 2020 at 6:00 p.m.** in the Big Lake City Council Chambers for all Council, EDA, Planning, and Parks Committee Members. Invitations will be sent to all committee members.
- ✓ **Joint City/Township/County/School Meeting** – Set the annual Joint meeting of the City of Big Lake, Big Lake Township, Orrock Township, Sherburne County, and Big Lake School District on Thursday, **JANUARY 21, 2021 at 6:00 p.m.** in the Big Lake City Council Chambers.

**HOLIDAYS and CITY OFFICE CLOSINGS:**

- ✓ **Independence Day** - All City offices will be closed on Friday, July 3, 2020 in observance of the Independence Day Holiday.
- ✓ **Labor Day** - All City offices will be closed on Monday, September 7, 2020 in observance of the Labor Day Holiday.
- ✓ **Veteran’s Day** - All City offices will be closed on Wednesday, November 11, 2020 in observance of the Veteran’s Day Holiday.
- ✓ **Thanksgiving Holiday** – With amendments to the City Employee Personnel policy in 2016, the Friday after Thanksgiving is considered a paid holiday and all City Offices will be closed on both Thursday, November 26<sup>th</sup> and Friday, November 27<sup>th</sup>.
- ✓ **Christmas Holiday** – The Christmas Holiday falls on a Friday this year and City Offices will be closed. In 2019, Council approved a personnel policy amendment allowing for City Offices to close at noon on Christmas Eve. As this is not considered a paid holiday, Staff will need to adjust their schedules to make up the hours, or will be required to take from their leave bank.
- ✓ **New Year’s Day** - All City offices will be closed on Friday, January 1, 2021 in observance of the New Year’s Holiday.
- ✓ **Martin Lutheran King Jr. Day** - All City offices will be closed on Monday, January 18, 2021 in observance of MLK Jr. Day.

**FINANCIAL IMPACT**

N/A

**ATTACHMENTS**

Calendars

# November

2020

CITY OF BIG LAKE

## CITY MEETING CALENDAR

### City of Big Lake Meeting Dates and Election Information

#### ELECTION INFORMATION FOR NOVEMBER and beyond:

- November 3 – GENERAL ELECTION DAY. Polls open at 7am; close at 8pm
- November 10 – Last day for Candidates to file Campaign Finance Report
- November 9 – Council will canvass results of votes cast for Mayor/CM candidates
- November 20 – Clerk will issue Certificates of Election - if the candidate has filed Certificate of Filing form and if the losing candidate(s) have not requested a recount
- January 4 – Terms begin for those elected at the General Election
- January 13 – Mayor/Council Member Elects will be sworn in prior to the start of the 5pm wksp



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Last day to apply for Absentee Ballot from Sher. County Auditor's Office	3 <b>GENERAL ELECTION DAY</b>	4 6pm – PC Mtg.	5	6	7
8	9 5:30pm – CC Canvass Board Mtg. 6pm – BLEDA Mtg.	10 Last day for candidate to file Campaign Financial Report "Certification of Filing" form	11 VETERANS DAY – City offices closed Council Meetings moved to Thurs. 11/12	12 5pm – Council Workshop 6pm – Council Mtg.	13 Last day to remove Candidate signs	14
15	16 Last day for candidates to request a recount if results canvassed on 11/09	17	18 Potential Recount Date if applicable	19 Potential Recount Date if applicable	20	21
22	23 6pm – Parks Advisory Comm.	24 5pm – CC Wksp 6pm – CC Mtg TNT Hearing Date	25 Council Meetings moved to Tues. 11/24	26 City Offices Closed – Thanksgiving Holiday	27 City Offices Closed – Thanksgiving Holiday	28
29	30 6pm – TNT Hearing continuation date (if needed)					

# December

2020

CITY OF BIG LAKE

## CITY MEETING CALENDAR

Out-Going Council Recognition(s) will be held at 4 :00 p.m. (1-hour before the start of the Workshop) on Wednesday, December 9, 2020. The recognition gathering will be held in the Big Lake Senior Center, which is across the hall from the City Council Chambers.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <b>6pm – Joint Committee Wksp</b>	2 6pm – PC Mtg	3	4	5
6	7	8	9 <b>4pm – out-going Council recognition 5pm – Council Workshop 6pm – Council Mtg.</b>	10	11	12
13	14 6pm – BLEDA Mtg	15	16	17	18	19
20	21	22	23 <b>COUNCIL MEETINGS CANCELLED</b>	24 City Offices Close at Noon – Christmas Eve	25 City Offices Closed – Christmas Holiday	26
27	28 6pm – Parks Advisory Comm.	29	30	31 New Year’s Eve	City Offices Closed – New Year’s Holiday	

# January

2021

CITY OF BIG LAKE

## CITY MEETING CALENDAR



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 City Offices Closed – New Year’s Holiday	2
3	4 Newly Elected Terms Begin	5	6 6pm – PC Mtg	7	8	9
10	11 6pm – BLEDA Mtg	12	13 4:45pm - Newly Elected Swearing In 5pm – Council Workshop 6pm – Council Mtg.	14	15	16
17	18 City Offices Closed – MLK Jr. Day	19	20	21 6pm – Joint City/County/Twsp/ School Meeting	22	23
24	25 6pm – Parks Advisory Comm.	26	27 5pm – Council Workshop 6pm – Council Mtg.	28	29	30
31						



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Greg Zurbey, Liquor Manager	<b>Meeting Date:</b> 5/27/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6F</b>
<b>Item Description:</b> Employee status change for Tara Hintz and approve advertising for the vacant Lead Full-time Liquor Clerk position		<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 following:

1. Employment status change for Lead Full-time Liquor Clerk Tara Hintz to Part-time status effective May 24, 2020.
2. Authorize Staff to advertise to fill the vacant Lead Full-time Liquor Clerk position.

### **BACKGROUND/DISCUSSION**

Lead Full-time Liquor Clerk Tara Hintz has requested an employment status change from full-time to part-time employment effective May 24, 2020. As a part-time employee, Tara will remain in a role where she can open and close the store, process daily accounting, help with inventory, make change orders, and assist with other daily duties.

Staff would like to begin the advertising process to fill the vacant full-time position.

### **FINANCIAL IMPACT**

Tara Hintz will no longer receive benefits and would move from Grade 4, Step 4 to Grade 3, Step 4.

### **STAFF RECOMMENDATION**

Staff recommends Council approve the employment status change for Tara Hintz as requested, and to authorize Staff to advertise to fill the vacant Lead Full-time Liquor Clerk position.

### **ATTACHMENTS**

N/A



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Gina Wolbeck, City Clerk	<b>Meeting Date:</b> 5/27/2020	<input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>6G</b>
<b>Item Description:</b> Temporary Liquor License – Big Lake Lions Club at July 2, 2020 Legacy Foundation Music in the Park Event		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator <b>Reviewed By:</b> Joel Scharf, Police Chief	

### **ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving a One-Day Temporary Liquor License to the Big Lake Lions Club at the Big Lake Legacy Foundation’s July 2, 2020 Music in the Park event at Lakeside Park located at 101 Lakeshore Drive, contingent upon issuance of an Event Permit being issued to the Big Lake Legacy Foundation for the event.

### **BACKGROUND/DISCUSSION**

The Big Lake Lions Club Organization has submitted an application seeking approval of a One-Day Temporary Liquor License for the Big Lake Legacy Foundation’s July 2, 2020 Music in the Park event at Lakeside Park. Organizations are allowed to have up to 12 Temporary Liquor Licenses in a calendar year and this is the first one issued to the Lions Club for 2020.

The City Fee Schedule allows for fee waivers for Non-Profits who apply for these types of licenses. The applicant has also submitted a liquor insurance certificate identifying the location and date of alcohol sales. As the sale of alcohol would be conducted on City owned property, it is also required that the City be listed as “Additional Insured” on the liquor policy, which is noted on the attached policy.

Approval of this temporary liquor license should also be contingent upon issuance of an Event Permit being issued to the Big Lake Legacy Foundation for the event.

### **FINANCIAL IMPACT**

N/A

### **STAFF RECOMMENDATION**

Staff recommends approval of a One-Day Temporary Liquor License to the Big Lake Lions Club for the Big Lake Legacy Foundation’s July 2, 2020 Music in the Park event at Lakeside Park, contingent upon issuance of an Event Permit being issued to the Big Lake Legacy Foundation for the event.

### **ATTACHMENTS**

- Temporary Liquor License Application
- Insurance Certificate



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
 651-201-7513 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Big Lake Lions Club		Date organized November 1973	Tax exempt number FED 41-1284071/ST
Address PO Box 128	City Big Lake	State MN	Zip Code 55309
Name of person making application Debra Johnson		Business phone 763-862-3699	Home phone
Date(s) of event July 2, 2020	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name Brian Levindusky - President	City Big Lake	State MN	Zip Code 55309
Organization officer's name Tim Suchy - Secretary	City Big Lake	State MN	Zip Code 55302
Organization officer's name Debra Johnson - Treasurer	City Big Lake	State MN	Zip Code 55309

Location where permit will be used. If an outdoor area, describe.  
 Event is music in the park and will be held in the parking lot at Lakeside Park, Big Lake, MN. 55309

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.  
 N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
 West Bend Mutual Insurance Company, 1900 S. 18th Ave. West Bend, WI 53095 for \$1,000,000. Certificate of insurance is attached.

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Big Lake, MN	May 27, 2020
City or County approving the license	Date Approved
Waived per City Council	July 2, 2020
Fee Amount	Permit Date
N/A	gwolbeck@biglakemn.org
Date Fee Paid	City or County E-mail Address
	763-251-2973
	City or County Phone Number

Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.**

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/20/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> West Bend Mutual Insurance Company 1900 South 18th Avenue West Bend WI 53095	<b>CONTACT NAME:</b> Customer Care <b>PHONE (A/C, No, Ext):</b> (866) 926-4244 <b>E-MAIL ADDRESS:</b> customercare@wbmi.com	<b>FAX (A/C, No):</b> (262) 365-2200	
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Big Lake Lions Club PO Box 128 Big Lake MN 55309-0128	<b>INSURER A:</b> West Bend Mutual Insurance Company		15350
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

**COVERAGES**

CERTIFICATE NUMBER: 19/20 Master

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		A210194	10/31/2019	10/31/2020	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
							MED EXP (Any one person) \$ Excluded
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability	Y		A210195	10/31/2019	10/31/2020	Each Occurrence 1,000,000 Aggregate 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

City of Big Lake is recognized as an Additional Insured with regard to Liquor Liability per form NS0280. When required by written contract City of Big Lake is recognized as an Additional Insured with regard to General Liability coverage per form WB1890.  
 Event: Music in the Park/Lupulin Event  
 Date: July 2, 2020  
 Location: Lakeside Park, Big Lake

**CERTIFICATE HOLDER****CANCELLATION**

City of Big Lake 160 Lake St N Big Lake MN 55309	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Layne R. Otteson, P.E. City Engineer/PWD, PW20-039	<b>Meeting Date:</b> 5/27/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6H</b>
<b>Item Description:</b> Draft ADA Transition Plan	<b>Reviewed By:</b> Clay Wilfahrt, City Administrator		
	<b>Reviewed By:</b> N/A		

## **ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving the Draft ADA Transition Plan and direct Staff to continue development.

## **BACKGROUND/DISCUSSION**

The State requires cities to have a transition process in place to adopt a plan which reviews and addresses deficiencies in public facilities that do not meet the American Disabilities Act of 1990. The attached draft ADA Plan will be provided to MNDOT for review and then adopted at a later date. In the meantime, Staff will continue collecting data and work towards completing the Plan this summer. At this time, consultant fees will be avoided by utilizing an engineering intern.

## **FINANCIAL IMPACT**

The cost of having an intern perform the work is budgeted and estimated to be about \$2,000. If the City was to use a consultant, the cost to deliver the document would be about \$25,000.

## **STAFF RECOMMENDATION**

Staff recommends the City Council approve the draft ADA Transition Plan as presented.

## **ATTACHMENTS**

Draft ADA Transition Plan dated May 20, 2020

# City of Big Lake ADA Transition Plan

Sherburne County, MN

May 2020

“DRAFT”

City of Big Lake  
160 Lake Street N  
Big Lake, MN 55309  
(763) 263-2107: City Hall



## INTRODUCTION:

### TRANSITION PLAN NEED AND PURPOSE

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA consists of five titles outlining protections in the following areas:

1. Employment
2. State and local government services
3. Public accommodations
4. Telecommunications
5. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services public entities provide. As a provider of public transportation services and programs, City of Big Lake must comply with this section of the Act as it specifically applies to state public service agencies and state transportation agencies. Title II of ADA provides that, "...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." ([42 USC. Sec. 12132](#); [28 CFR. Sec. 35.130](#))

As required by Title II of ADA, [28 CFR. Part 35 Sec. 35.105 and Sec. 35.150](#), the City of Big Lake is conducting a self-evaluation of its facilities and developed this Transition Plan detailing how the organization will ensure that all of its facilities, services, programs and activities are accessible to all individuals.

### ADA AND ITS RELATIONSHIP TO OTHER LAWS

Title II of ADA is companion legislation to two previous federal statutes and regulations: The [Architectural Barriers Acts of 1968](#) and [Section 504 of the Rehabilitation Act of 1973](#).

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

## AGENCY REQUIREMENTS

Under Title II, the City of Big Lake must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities [[28 C.F.R. Sec. 35.150](#)].
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability [[28 C.F.R. Sec. 35.130 \(a\)](#)].
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result [[28 C.F.R. Sec. 35.130\(b\) \(7\)](#)].
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective [[28 C.F.R. Sec. 35.130\(b\)\(iv\) & \(d\)](#)].
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others [[29 C.F.R. Sec. 35.160\(a\)](#)].
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is often referred to as the "ADA Coordinator." The public entity must provide the ADA coordinator's name, office address, and telephone number to all interested individuals [[28 CFR Sec. 35.107\(a\)](#)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [[28 CFR Sec. 35.106](#)]. The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis [[28 CFR Sec. 104.8\(a\)](#)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 CFR Sec. 35.107\(b\)](#)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

**This document has been created to specifically cover accessibility within the public rights of way and does not include information on City of Big Lake programs, practices, or building facilities not related to public rights of way.**

## SELF-EVALUATION:

### OVERVIEW

The City of Big Lake, here after referred to as City, is required, under Title II of the Americans with Disabilities Act (ADA) and 28CFR35.105, to perform a self-evaluation of its current transportation infrastructure policies, practices, and programs. This self-evaluation will identify what policies and practices impact accessibility and examine how the City implements these policies. The goal of the self-evaluation is to verify that, in implementing the City policies and practices, the department is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The self-evaluation also examines the condition of the City Pedestrian Circulation Route/Pedestrian Access Route (PCR/PAR) and identifies potential need for PCR/PAR infrastructure improvements. This includes the sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and transit facilities that are located within the City's rights of way, but does not include any sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and transit facilities under the jurisdiction of Sherburne County or the Minnesota Department of Transportation. Any barriers to accessibility identified in the self-evaluation and the remedy to the identified barrier are set out in this transition plan.

The transition plan is intended to be an evolving plan. As such, the City of Big Lake will annually review this plan to ensure it is up to date with current standards. The plan will also incorporate improvements completed on the ADA features.

### SUMMARY

In 2018, the City of Big Lake began to conduct an inventory of pedestrian facilities within its public right of way consisting of the evaluation of the following facilities:

- 505 pedestrians' ramps at street crossings that include bike/walk trails and sidewalk facilities
- 25 miles of sidewalk – a complete evaluation is still needed
- 8.5 miles of bituminous trails – a complete evaluation is still needed
- Traffic Control Signal Systems owned by Sherburne County or MnDOT/State were not included in report

The pedestrian ramps were assessed to be found either compliant or non-compliant.

The sidewalk and trails were not evaluated in their entirety at this time, as this is the draft, but some were visually inspected during the evaluation of some of the pedestrian ramp inspections.

## POLICIES AND PRACTICES:

### PREVIOUS PRACTICES

The City of Big Lake has been around since before the adoption of the ADA in 1990. The City has tried to provide accessible pedestrian features as part of past City's capital improvement projects and public facilities within private projects, especially within the past 10 years. As additional information was made available as to the methods of providing accessible pedestrian features, the City updated their procedures to accommodate these methods. In recent years, the City has adopted design standards specific to the City's needs as well as referencing the most current MnDOT standard ADA requirements in an attempt to provide complaint pedestrian facilities as new public improvements have been completed.

### POLICY

The City of Big Lake's goal is to continuously provide ADA accessible pedestrian design features as part of the City capital improvement projects and private projects that contain public entities. The City will use the up-to-date ADA design standards and procedures as stated by MnDOT and that are used nationwide and locally.

#### **New/Reconstruction areas:**

All City new construction and reconstruction projects will be designed and constructed in accordance with the most current ADA design practices to the extent feasible.

#### **Pavement Preservation projects:**

Accessible curb cuts and ramps will be considered within reason to provide access to existing pedestrian facilities (i.e. walks/trails) at intersections where they do not currently exist. Improvements to existing pedestrian ramps will be addressed on a case by case basis on public projects. Close proximity to specific land uses (i.e. schools, government offices, senior housing, medical facilities) will be given additional consideration. Improvements will be undertaken at the discretion of the Engineering Department.

## IMPROVEMENT SCHEDULE

### PRIORITY AREAS

The City has identified the specific locations of the areas deemed a priority. These areas have been selected due to their relativity to areas such as schools, parks, and government offices. The priority areas as identified in the self-evaluation are as follows:

- Schools; Baseball Fields
- Parks
- City Hall

Additional priority will be given to any location where an improvement project or alteration was constructed after January 26, 1991, and accessibility features were omitted.

### EXTERNAL AGENCY COORDINATION

Many other agencies are responsible for pedestrian facilities within the jurisdiction of the City. The City will coordinate with those agencies to track and assist in the elimination of accessibility barriers along their routes.

### SCHEDULE

The City has set the following schedule goal(s) for improving the accessibility of its pedestrian facilities within the City jurisdiction:

Improve locations within new improvement projects

After 10 years, 80% of accessibility features within the jurisdiction of Big Lake would be ADA compliant.

## IMPLEMENTATION SCHEDULE

### METHODOLOGY

The City will utilize one method for upgrading pedestrian facilities to current ADA standards. This method is the most comprehensive method, it is during scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards.

ADA Transition Plan - City of Big Lake

Sherburne County

Truncated Dome - Ped Ramps

Intersection #	Single TD Location TD #	Roads @ Intersection/Roads	Which corner At Intersection NW ,NE ,SW ,SE or N ,S ,E ,W	Compliant Y/N	NOTES:	Date Checked /Initials
					Observe: Running (≥8.3%)/Cross Slope (≥2%) , Truncated Domes(TD), Landing Slope (≥2%), Proper Drainage, Vertical Discontinuities (≥1/4")	
1		Delta St & Sandbar Ln	NW			
			NE			
			SW			
	1	Cul-de-sac of Delta St				
	2	Cul-de-sac of Sandbar Ln				
	3	End of Helen Way				
2		Helen Way & Hugh Lane	NE	N	Vertical Discont. Landing Issues.	DL - 5/20
			SE	N	Vertical Discont. Slopes are ok.	DL - 5/20
3		Helen Way & Newcastle Bay	NW	N	Vertical Discont. Landing Issues.	DL - 5/20
			NE	N	No Landing. Vertical Discont. Cross Slope Issue.	DL - 5/20
4		Hugh Lane & Julie Way	NW	N	Vertical Discont. Cross Slope Issue.	DL - 5/20
			SW	N	No Landing. Running & Cross Slope Issue.	DL - 5/20
5		Hugh Lane & Lena Trail	NW	N	Vertical Discont. Cross Slope Issue.	DL - 5/20
			SW	N	Cracked TD. No Landing . Cross & Running Slope	DL - 5/20
6		Lena Trail & Kingsbarn Alcove	NW			
			NE			
7		Lena Trail & Highline Dr	NW			
			NE			
8		Highline Dr & Highline Park entrance	NW			
			NE			
	4	Truman Dr & Nedd St				
	5	204th Ave & Nedd St				

9		Truman Dr & Gordon Ln	SW			
			SE			
10		Truman Dr & Roy St	NW			
			SW			
11		204th Ave & Gordon Ln (Further West Intersection)	NE			
			SE			
			SW			
12		204th Ave & Gordon Ln (Further East Intersection)	NW			
			SW			
			SE			
	6	Mantiou St & Hiawatha		N	Landing Issue. Cracking/deteriorating	DL - 5/20
	7	Lakeside Park (By Shed)		N	Landing Issue. Vertical Discont. Slopes good.	DL - 5/20
	8	Lakeside Park (Playground North)		N	Landing Issue. Slopes Ok.	DL - 5/20
	9	Lakeside Park (Playground South)			N/A. Nothing Here. Just a fountain.	DL - 5/20
13		CR 5 & Hiawatha	NW	N	Landing Issue. Vertical Discont along curb.	DL - 5/20
			SW	N		DL - 5/20
			SE	Y		DL - 5/20
14		Hill St N & Hill Cir E	N			
			S			
15		Hill St N & Will St	N			
			S			
	10	Hill St N & Lake St				
	11	Lake St & Lake St (near Park Ave)				
	12	Lagoon Ave & Crescent St				

16		Hill Crest St & Crescent St	NW			
			NE			
17		Glenwood Ave & Crescent St	NE	N	Running & Cross Slope Issue. Landing Small. Vertical Discont. Landing Issues.	DL - 5/20
			SE	N		DL - 5/20
18		Glenwood Ave & Lake St (Further West)	NE	N	Vertical Discont. Cross Slope Issue. Landing Issue Vertical Discont. Slopes are ok.	DL - 5/20
			SE	N		DL - 5/20
19		Glenwood Ave & Lake St (Further East)	SW	N	Cracked TD. Cross Slope Issue. Landing Issue. Cracked TD. Vertical Discont.	DL - 5/20
			SE	N		DL - 5/20
20		Glenwood Ave & Powell St	SW	N	Vertical Discont. Cross Slope Issue. Landing Issue. Big Hump in curb line Vertical Discont. Cross Slope Issue.	DL - 5/20
			SE	N		DL - 5/20
21		Glenwood Ave & CR 5 N	NE			
			SE			
			SW			
22		Park Ave E & CR 5 N	N			
			S			
23		Bermuda Ave & CR 5 N	N			
			S			
24		Bermuda Ave & Pacific Circle	NW			
			NE			
25		Arctic Ave & Arctic Circle & Atlantic Bvl	NW			
			NE			
26		Along Hwy 10 @ entrance for Shoreview	E			
			W			
27		Minnesota Ave & CR 5 N	NW			
			NE			

27		Minnesota Ave & CR 5 N	SW			
			SE			
28		Plymouth Ave & CR 5 N	NW			
			SW			
29		Martin Ave & CR 5 N	NW	N	Landing Issue.	DL - 5/20
			NE	N	Landing Issue. Cross Slope Issue.	DL - 5/20
			SW	N	Landing Issue.	DL - 5/20
			SE	N	Cross Slope Issue.	DL - 5/20
30		Lexington Ave & CR 5 N	NW			
			NE			
			SW			
			SE			
31		HWY 10 & CR 5 N	NW	N	Vertical Discont.	DL - 5/20
			NE	N	Vertical Discont.	DL - 5/20
			SW	N	Cross Slope Issue.	DL - 5/20
			SE	N	Cross Slope Issue. Vertical Discont.(VD)	DL - 5/20
32		Martin Ave & Entrance to Corner Oaks Family	E	N	Vertical Discont.	DL - 5/20
			W	N	Vertical Discont.	DL - 5/20
33		Martin Ave & Fern St	NW	N	Running & Cross Slope Issue. Landing Small.	DL - 5/20
			NE	N	Running & Cross Slope Issue. Landing Small.	DL - 5/20
			SW	N	Running & Cross Slope Issue. Landing Small.	DL - 5/20
			SE	N	Running & Cross Slope Issue. Landing Small.	DL - 5/20
34		Martin Ave & Back Entrance by Lake	E	N	Cross Slope Issue. Vertical Discont. Landing.	DL - 5/20
			W	N	Cross Slope Issue. Vertical Discont. Landing.	DL - 5/20
35		Martin Ave & Back Entrance by Pizza Pub	E	N	Cross Slope Issue. Landing Issue.	DL - 5/20
			W	N	Vertical Discont. Cross Slope Issue. Landing.	DL - 5/20
36		Martin Ave & Phyllis St	SW	N	Vertical Discont. Cross Slope Issue.	DL - 5/20
			SE	Y		DL - 5/20
37		Martin Ave & Back Entrance to Coborns	E	N	Cross Slope Issue. Vertical Discont. Landing.	DL - 5/20
			W	N	Running & Cross Slope Issue. Landing. VD.	DL - 5/20
38		Martin Ave & Back Entrance to Coborns	E	N	Cross Slope Issue. Vertical Discont. Landing.	DL - 5/20
			W	N	Cross Slope Issue. Vertical Discont. Landing.	DL - 5/20

39		Martin Ave & Back Entrance to Coborns	E			
			W			
40		Phyllis St & Rose Dr	NW			
			NE			
41		Rose Dr & Fern St	NE			
			SW			
42		Powell St & HWY 10/McDonalds Enter/Exit	NE			
			NW			
			SW			
			SE			
43		HWY 10 & HWY 25	NE			
			NW			
			SW			
			SE			
	14	Along HWY 25 right by Lake Street Cleaners				
44		Putnam Ave & HWY 25	N			
			S			
45		HWY 25 RR crossing	N			
			S			
46		Pleasant Ave & HWY 25	NE			
			SE			
47		Hwy 25 & Ormsbee St	SW	N	Cross Slope Issue.	DL - 5/20
			SE	N	Vertical Discont. Cross Slope Issue. Landing.	DL - 5/20
48		HWY 25 & Monroe St	SW	N	Cross Slope Issue. Landing Issue.	DL - 5/20
			SE	N	Cross Slope Issue. Landing Issue.	DL - 5/20
49		HWY 25 & Tarrytown Rd	SW	N	Vertical Discont. Cross Slope Issue.	DL - 5/20
			SE	N	Vertical Discont. Cross Slope Issue.	DL - 5/20
50		Tarrytown Rd & Harrison Dr	NW			
			SW			

	15	Norwood Ln & HWY 25 (Trail enter/exit by Keller Lake)				
51		Tarrytown Rd & Katrina Ln	E			
			W			
52		Tarrytown Rd & Brom Ln	NW			
			SE			
53		Tarrytown Rd & Fair Meadows Dr & Ormsbee St	NE			
			SE			
			SW			
54		Ormsbee St & Lee St	N			
			S			
55		Ormsbee St & Monroe St	NE			
			SE			
			SW			
56		Ormsbee St & Forest Rd	N			
			S			
	16	Forest Rd & Oak Ln & Corrine Dr		N	Cracked Truncated Dome. Vertical Discont.	DL - 5/20
	17	Fair Meadows Cir Trail Enter/Exit		N	No Truncated Dome. No Concrete Landing.	DL - 5/20
57		Meadow Ln & Ormsbee St	N	N	Vertical Discont. Cross Slope Issue.	DL - 5/20
			S	N	Vertical Discont.	DL - 5/20
58		Traverse Ln & CR 5 S	NW			
			NE			
			SE			
59		Traverse Ln & Sanford Ave	NW			
			NE			

60		Traverse Ln & Englewood Dr	NW			
			NE			
61		Providence Dr & Englewood Dr	NW			
			SW			
			SE			
	18	Englewood Dr cul-de-sac				
62		Providence Dr & Sanford Ave	NW			
			SW			
			SE			
63		Sanford Ave & Prism Ave	E			
			W			
64		CR 5 S & Prism Ave	NE			
			SE			
			SW			
65		Providence Dr & CR 5 S	NE			
			SE			
			SW			
	19	CR 5 S & Green Tree Ct				
66		Sanford Ave & CR 5 S	N			
			S			
67		CR 5 S & Muriel Dr/Karen Ln	N			
			S			
68		Muriel Dr & Karen Ln	NE			
			SW			
69		Along Karen Lane by stub future road section	N			
			S			
70		Karen Ln & William St	E			
			W			

71		William St & Henry Rd	NE		
			SW		
72		Henry Rd & Karen Ln	E		
			W		
73		CR 5 S RR crossing	N		
			S		
74		Humboldt Dr & CR 5 S	NE		
			SE		
			SW		
	20	Humboldt Dr by Wheels, etc			
75		Humboldt Dr (Caseys Enter/Exit)	E		
			W		
	21	CR 43 S & Humboldt Dr (Leads to Caseys)			
76		CR 43 S near Humboldt Dr (Leads to Sidewalk to train station)	E		
			W		
77		CR 43 S RR crossing	N		
			S		
78		CR 43 S ( just south of RR crossing)	E		
			W		
79		CR 43 S & Stub d/w just south of RR	N		
			S		
	22	Henry Rd & Donna Ct			
80		CR 43 S & Forest Rd (Just north of intersection)	E		
			W		
81		Forest Rd & CR 43 S (Just east of intersection)	N		

81		Forest Rd & CR 43 S (Just east of intersection)	S			
	23	Train Station (End of Sidewalk)				
82		Lupine Ln & June Grass Drive (Further West Intersection)	N	N	Vertical Discont. Cross Slope Issue.	DL - 5/20
			S	N	Vertical Discont. Cross Slope Issue.	DL - 5/20
83		Lupine Ln & June Grass Drive (Further East Intersection)	N	N	Vertical Discont. Cross Slope Issue.	DL - 5/20
			S	N	Vertical Discont. Needs more Truncated Domes.	DL - 5/20
84		June Grass Dr & Praire Dr (Further West Intersection)	N	N	Vertical Discont. Needs more Truncated Domes.	DL - 5/20
			S	N	Cross Slope Issue. Vertical Discont.	DL - 5/20
85		June Grass Dr & Praire Dr (Further East Intersection)	N	N	Vertical Discont. Cross Slope Issue.	DL - 5/20
			S	N	Vertical Discont.	DL - 5/20
86		Trillium Ln & Praire Dr (Further North Intersection)	N	N	No TD. Cross Slope Issue.	DL - 5/20
			S	N	No TD. Cross Slope Issue.	DL - 5/20
87		Trillium Ln & Larkspur Ln	N			
			S			
88		Praire Dr & Larkspur Ln	N			
			S			
89		Trillium Ln & Praire Dr (Further South Intersection)	N			
			S			
90		Marketplace Dr & 168th St (Further West Intersection)	E			

90		Marketplace Dr & 168th St (Further West Intersection)	W			
91		Marketplace Dr & 168th St (Further East Intersection)	E			
			W			
92		Marketplace Dr & January St	E			
			W			
93		January St & Houghton Dr	N			
			S			
94		January St & Beaver Dr	N			
			S			
95		Beaver Dr & April St	E			
			W			
96		Houghton Dr & February St	N	N	Cross Slope Issue.	DL - 5/20
			S	N	Vertical Discont. Cross Slope Issue.	DL - 5/20
97		Houghton Dr & January St	NW	N	Vertical Discont. Cross Slope Issue.	DL - 5/20
			NE	N	Vertical Discont. Needs more Truncated Domes.	DL - 5/20
			SW	N	Cross Slope Issue. Landing Issue.	DL - 5/20
98		January St & Marketplace	E			
			W			
99		February St & Marketplace Dr	E			
			W			
	24	Marketplace Dr & May Circle				
100		198th Ave (Centra Care - East Enter/Exit)	E			
			W			

101		198th Ave (Centra Care - West Enter/Exit)	E			
			W			
102		168th St & 198th Ave	NW			
			NE			
			SW			
103		198th Ave (El Loro Enterance/Exit)	E	N	Vertical Discont. Cross Slope Issue.	DL - 5/20
			W	N	Vertical Discont. Cross Slope Issue.	DL - 5/20
104		198th Ave (Friendly Buff West Enter/Exit)	E	N	Landing Issue. VD. Cross Slope Issue.	DL - 5/20
			W	N	Landing Issue. VD. Cross Slope Issue.	DL - 5/20
105		198th Ave (Friendly Buff East Enter/Exit)	E	N	Landing Issue. VD. Cross Slope Issue.	DL - 5/20
			W	N	Landing Issue. VD. Cross Slope Issue.	DL - 5/20
106		166th St & 197th Ave	E			
			W			
107		166th St (Vision East Enter/Exit)	E			
			W			
108		166th St (Vision West Enter/Exit)	E			
			W			
109		168th St & 197th Ave	E			
			W			
110		197th Ave - Options enter/exit closest to	E			
			W			
111		197th Ave - enter/exit just west of #110	E			
			W			
112		197th Ave - enter/exit just west of #111	E			
			W			
113		197th Ave - Most west enter/exit for Options lot	E			
			W			

114		CR 43 S - Caseys enter/exit	N			
			S			
115		CR 43 & HWY 10 - East bound lane ped crossing	N			
			S			
116		CR 43 & HWY 10 - West bound lane ped crossing	N			
			S			
117		CR 43 N & Rose Dr - By lumber yard	N			
			S			
	25	Hill St N & Lake St N - Mitchell Lake beach				
	26	Hill St N (North of Lake St N Intersect)				
	27	Hill St N (North of Lake St N Intersect)				
	28	Lake St N (Close to where it turns to Park Ave)				
	29	Klickitat Ave & Crescent St				
	30	Crescent St & Klickitat Ave & Washington Ave				
	31	Klickitat Ave & Crescent St (More North TD)				
118		CR 5 N & BLHS enter/exit	N			
			S			
	32	McDowall Trail & Earl Road		N	No Concrete Landing. No TD. Running and Cross Slopes aren't w/in ADA specs	DL - 5/19
	33	McDowall Trail & Addison Way		N	No Concrete Landing. No TD. Running and Cross Slopes aren't w/in ADA specs	DL - 5/19

	34	McDowall Trail & Tartan Ln/Sterling Dr		N	No Concrete Landing. No TD. Running and Cross Slopes aren't w/in ADA specs	DL - 5/19
	35	McDowall Trail & Kilbirnie		N	No Concrete Landing. No TD. Running and Cross Slopes aren't w/in ADA specs	DL - 5/19
	36	McDowall Trail & Sterling Dr		N	No Concrete Landing. No TD. Running and Cross Slopes aren't w/in ADA specs	DL - 5/19
	37	McDowall Trail & Aberdeen Way		N	No Concrete Landing. No TD. Running and Cross Slopes aren't w/in ADA specs	DL - 5/19
	38	McDowall Trail & Aberdeen Way/CR 5		N	No Concrete Landing. No TD. Running and Cross Slopes aren't w/in ADA specs	DL - 5/19
	39	McDowall Trail & Highline Dr		N	No Concrete Landing. No TD. Running and Cross Slopes aren't w/in ADA specs	DL - 5/19
119		CR 43 & Martin Ave	N			
			S			
120		CR 43 & Minnesota Ave	N			
			S			
121		CR 43 & S BB Field/Bus Enter/Exit	N			
			S			
122		CR 43 & N BB Field Enter/Exit (Across FD)	N			
			S			
123		CR 43 & Furtherest N BB Field PL Enter/Exit	N			
			S			
124		CR 43 & Glenwood Ave	NW			
			SW			
			SE			
125		CR 43 & Park Ave East	N			
			S			
126		205th Ave & 181st St	E			
			W			
127		Minnesota Ave & Independence School Enter/Exit (Furtherest East)	E			
			W			

128		Minnesota Ave & Independence/Middle Enter/Exit	E			
			W			
129		Minnesota Ave & Fern St High/Middle School Enter Exit (Furtherest West)	E			
			W			
130		CR 5 & High School Enter/Exit	N			
			S			
	40	All along Hiawatha & Lakeshore Dr around the lakes	All areas along that sidewalk (That aren't already accounted for elsewhere)	N	No Truncated Domes. Many areas of great vertical discontinuities. Landings aren't correct. Slopes aren't w/in ADA standards.	DL - 5/19
	41	Highline Dr & Highland Trail				
131		Hiawatha & Powell St	E			
			W			
132		Hiawatha & Hill St	E			
			W			
133		Hiawtha & McDowall Trail Enter/Exit (Further East)	N			
			S			
134		Hiawatha & McDowall Trail Enter/Exit (Further West)	N			
			S			
135		Lake St & Washington Ave	N	N	No Truncated Domes. Bad Slopes. Small Landing.	DL - 5/19
			S	N		
136		Lake St & Montana Ave	N	N	No Truncated Domes. Bad Slopes. Small Landing.	DL - 5/19
			S	N		
137		Lake St & Idaho Ave	N	N	No Truncated Domes. Bad Slopes. Small Landing.	DL - 5/19
			S	N		
138		Lake St & Minnesota Ave	N	N	No Truncated Domes. Bad Slopes. Small Landing.	DL - 5/19

138		Lake St & Minnesota Ave	S	N	No Truncated Domes. Bad Slopes. Small Landing.	DL - 5/19
139		Powell St & Washington Ave	NE	N	No TD. Landing. Slopes.	DL - 5/19
			SE	N	No TD. Landing. Slopes.	DL - 5/19
			SW	N	No TD. Landing. Slopes.	DL - 5/19
140		Powell St & Minnesota Ave	NW	N	No TD. Landing. Slopes.	DL - 5/19
			NE	N	No TD. Landing. Slopes.	DL - 5/19
			SE	N	No TD. Landing. Slopes.	DL - 5/19
141		Powell St & Plymouth Ave	N			
			S			
142		Powell St & Martin Ave	N			
			S			
143		Powell St & Lexington Ave	N			
			S			
144		Lakeshore Dr & Edgewater Place	N			
			S			
145		Lakeshore Dr & Lakeside Park Enter/Exit	N			
			S			
146		CR 81 & 204th Ave	N			
			S			
147		Harrison Dr & Liberty Ln	NW			
			SW			
			SE			
148		Harrison Dr & Justice Dr	E			
			W			
149		Independence Dr & Harrison Dr	E			
			W			
150		Independence Dr & Liberty Ln	E			
			W			
151		Harrison Dr & Freedom Dr	N			
			S			
152		Harrison Dr & Independence Dr	E			
			W			

153		HWY 68 & Providence Dr	N			
			S			
154		Providence Dr & Gunter Way	E			
			W			
155		Providence Dr & Meadow Ln	NW			
			SW			
			SE			
156		Gunter Way & Traverse Ln	E			
			W			
157		Gunter Way & Meadow Ln	N			
			S			
158		Traverse Ln & Meadow Ln	E			
			W			
159		Meadow Ln & Prism Ave	E			
			W			
160		Karen Ln & Trail Enter/Exit (To Fair Meadows Cir)	NW			
			SE			
161		Fair Meadows Cir & CR 5 S	N			
			S			
162		CR 5 S & Marcia Dr	N			
			S			
163		CR 5 S & Corrine Dr	E			
			W			
164		Cr 5 S & Forest Rd	N			
			S			
165		Karen Ln & Forest Rd	E	N	No Truncated Domes. Vertical Discont.	DL - 5/20
			W	N	No Truncated Domes. Vertical Discont.	DL - 5/20
166		Forest Rd & Karen Ln	NW	N	No Truncated Domes.	DL - 5/20
			NE	N	No Truncated Domes.	DL - 5/20
			SE	N	No Truncated Domes.	DL - 5/20
167		Karen Ln & Susan St	N	N	No Truncated Domes. Vertical Discont.	DL - 5/20
			S	N	No Truncated Domes. Vertical Discont.	DL - 5/20

168		Forest Rd & Donna Court	E			
			W			
169		Lake St & Church of Mary (South Enter/Exit)	N			
			S			
170		Lake St & Church of Mary (North Enter/Exit)	N			
			S			
171	Humbolt Dr	Luplin West Enter/Exit	E	N	No TD. Landings aren't correct. Some areas of sloping issues.	DL - 5/19
			W	N		DL - 5/19
172	Humbolt Dr	Luplin & Other businesses East Enter/Exit	E	N	No TD. Landings aren't correct. Some areas of sloping issues.	DL - 5/19
			W	N		DL - 5/19
173	Humbolt Dr	Midwest Bus Parts West Enter/Exit	E	N	No TD. Landings aren't correct. Some areas of sloping issues.	DL - 5/19
			W	N		DL - 5/19
174	Humbolt Dr	Midwest Bus Parts East Enter/Exit	E	N	No TD. Landings aren't correct. Some areas of sloping issues.	DL - 5/19
			W	N		DL - 5/19
175	Humbolt Dr	M&M Express Enter/Exit	E	N	No TD. Landings aren't correct. Some areas of sloping issues.	DL - 5/19
			W	N		DL - 5/19
176	Humbolt Dr	McPete's West Enter/Exit	E	N	No TD. Landings aren't correct. Some areas of sloping issues.	DL - 5/19
			W	N		DL - 5/19
177	Humbolt Dr	McPete's East Enter/Exit	E	N	No TD. Landings aren't correct. Some areas of sloping issues.	DL - 5/19
			W	N		DL - 5/19
178	Humbolt Dr	Freedom Strategy & Others Building (West Enter/Exit)	E	N	No TD. Landings aren't correct. Some areas of sloping issues.	DL - 5/19
			W	N		DL - 5/19
179	Humbolt Dr	Freedom Strategy & Others Building (East Enter/Exit)	E	N	No TD. Landings aren't correct. Some areas of sloping issues.	DL - 5/19
			W	N		DL - 5/19
180	Humbolt Dr	Wheels Driving Academy Enter/Exit	E	N	No TD. Landings aren't correct. Some areas of sloping issues.	DL - 5/19
			W	N		DL - 5/19
181	Humbolt Dr	Audio Communications Enter/Exit	N	N	No TD. Landings aren't correct. Some areas of sloping issues.	DL - 5/19
			S	N		DL - 5/19
182	Humbolt Dr	Parking lot West Enter/Exit	E			
			W			

183	Humbolt Dr	Parking lot East Enter/Exit	E			
			W			
184		Glenwood Ave & Wall St	E			
			W			
185		CR 43 N & Big Lake Lumber Yard Enter/Exit	N	N	No Truncated Domes. Slopes are good.	DL - 5/20
			S	N	No Truncated Domes. Slopes are good.	DL - 5/20
186		CR 5 N & Washington Ave	N	N	No Truncated Domes. Slopes are good.	DL - 5/20
			S	N	No Truncated Domes. Slopes are good.	DL - 5/20
187		Rose Dr & Smoke Shop/Others Enter/Exit	E	N	No Truncated Domes. Slopes are good.	DL - 5/20
			W	N	No Truncated Domes. Slopes are good.	DL - 5/20
188		Retail Strip Enter/Exit (East - Post Office)	E	N	No Truncated Domes. Slopes are good.	DL - 5/20
			W	N	No Truncated Domes. Slopes are good.	DL - 5/20
189		Retail Strip Enter/Exit (Middle)	E	N	No Truncated Domes. Slopes are good.	DL - 5/20
			W	N	No Truncated Domes. Slopes are good.	DL - 5/20
190		Retail strip Enter/Exit (West - Minnco Credit)	E	N	No Truncated Domes. Slopes are good.	DL - 5/20
			W	N	No Truncated Domes. Slopes are good.	DL - 5/20
191		Dan's South Enter/Exit	N	N	No Truncated Domes. Slopes are good.	DL - 5/20
			S	N	No Truncated Domes. Slopes are good.	DL - 5/20
192		Dan's North Enter/Exit	N	N	No Truncated Domes. Slopes are good.	DL - 5/20
			S	N	No Truncated Domes. Slopes are good.	DL - 5/20
193		Scrubby Car Wash - South Exit	N			
			S			
194		Scrubby Car Wash - North Enter	N			
			S			
195		Glenwood Ave & BB Field - West Enter/Exit	E			
			W			
196		Glenwood Ave & BB Field - East Enter/Exit	E			
			W			
197	West side of CR 43 N	Gravel Lot Owned by Big Lake Lumber	N			
			S			
198	West side of CR 43 N	Building Lot Owned by Two Cows LLC	N			
			S			

199	West of Martin Ave & CR 43 Int	Building Lot Owned by Two Cows LLC	E			
			W			
200	Rose Dr	Coborns West Enter/Exit	E			
			W			
201	Rose Dr	Coborns Middle Enter/Exit	E			
			W			
202	Rose Dr	Coborns East Enter/Exit	E			
			W			
203	Rose Dr	The Commons Enter/Exit	E			
			W			
204	Rose Dr	Big Lake Lumber Enter/Exit	E			
			W			
205		Old Casey's Location CR 5 N Enter/Exit	N			
			S			
206		Holiday GS & HWY 10 Enter/Exit	E			
			W			
207		Big Lake Dental/Other & HWY 10 Enter/Exit	E			
			W			
208		Russells On the Lake Enter/Exit	E			
			W			
209		Highline Dr & Earl Rd	N			
			S			
210		Highline Dr & Earl Rd/Julie Way	NW			
			NE			
			SW			
211		CR 5 N & Highline Dr	N			
			S			
212		Edinburgh Way & CR 5 N	N			
			S			
	42	Aberdeen Way & CR 5 N (South Ramp)				

213		Praire Dr & 172nd St	NE			
			SE			
			SW			

LAKE

MITCHELL

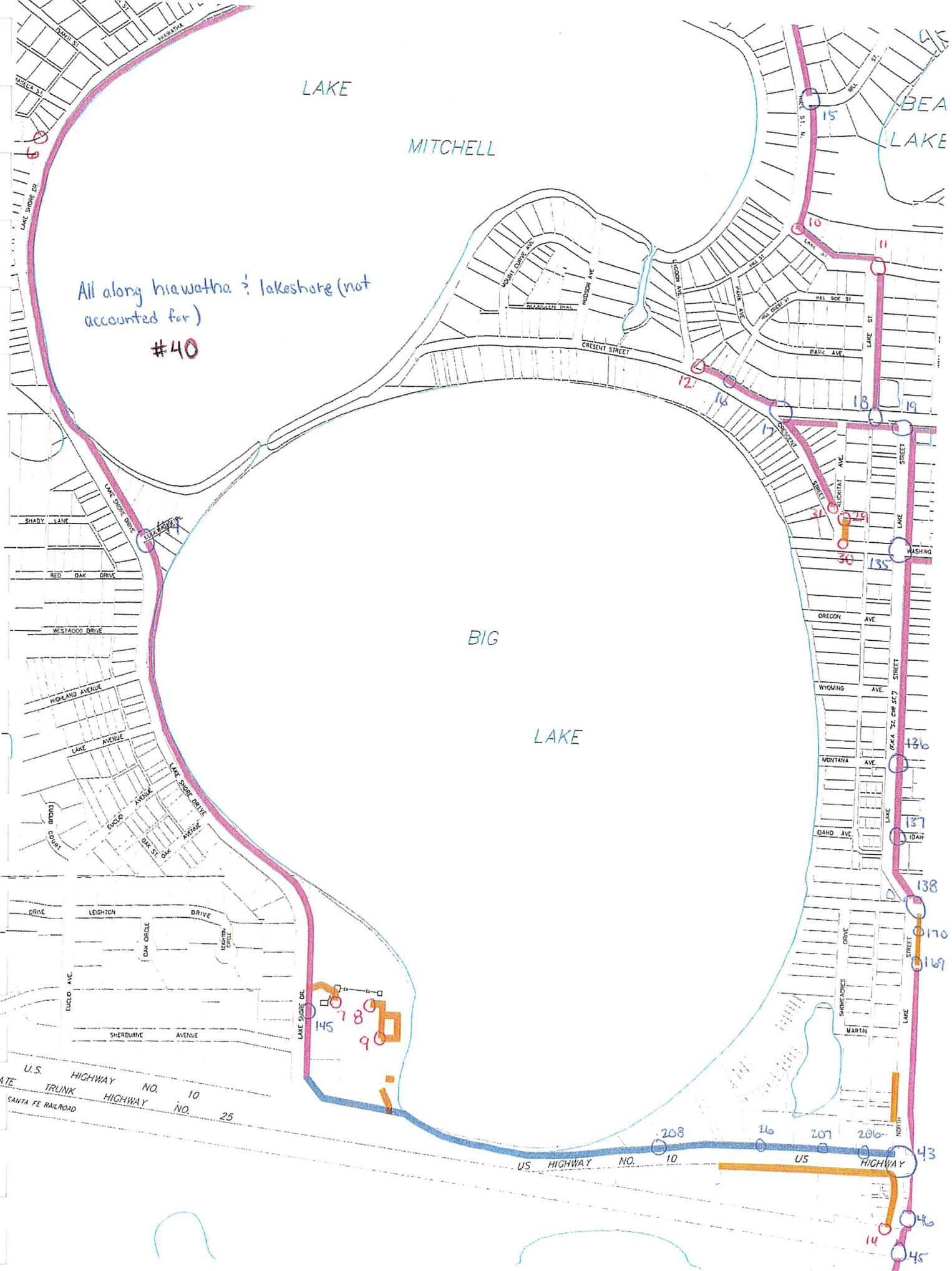
BEA  
LAKE

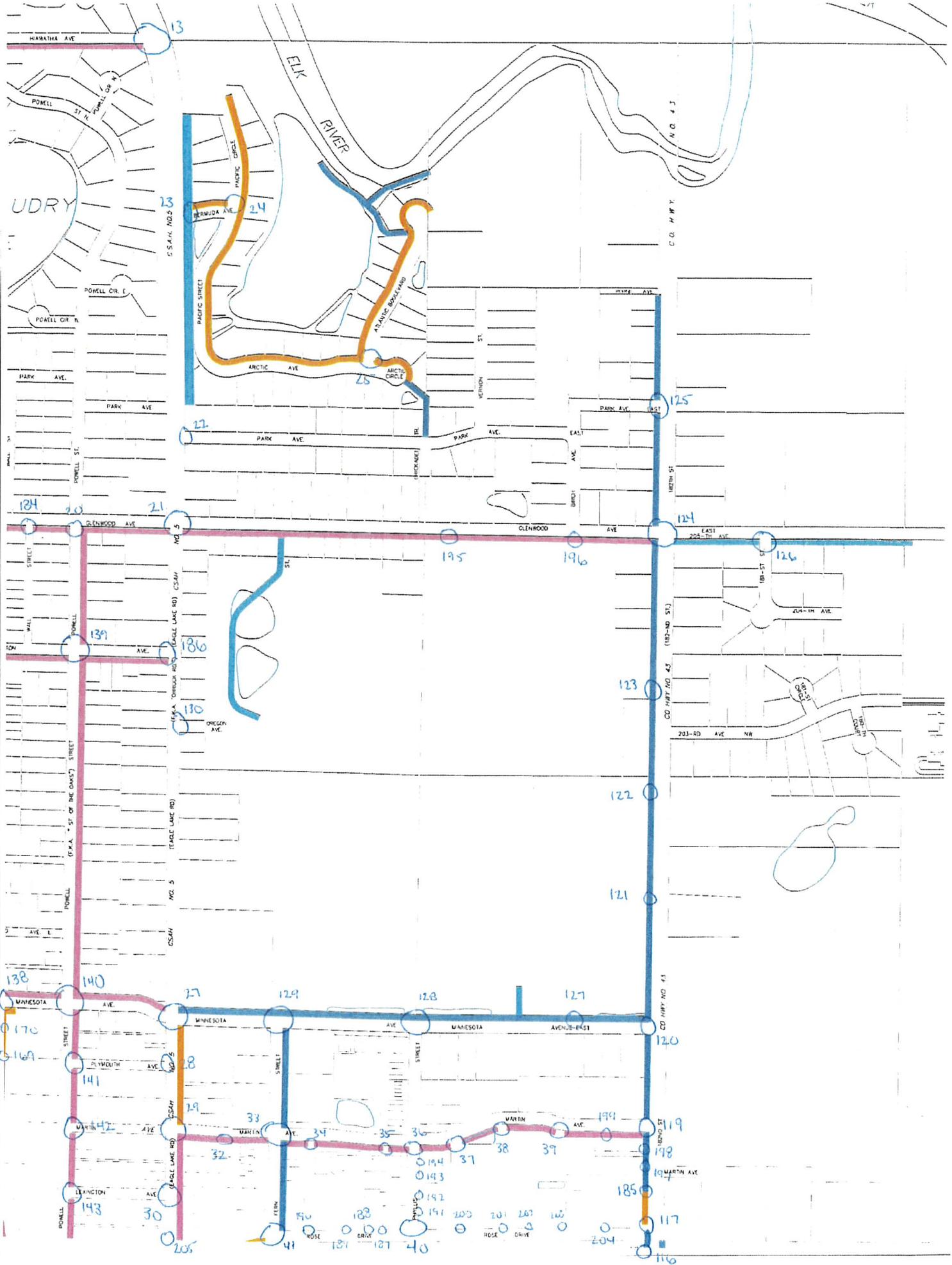
All along hiawatha's lakeshore (not  
accounted for)

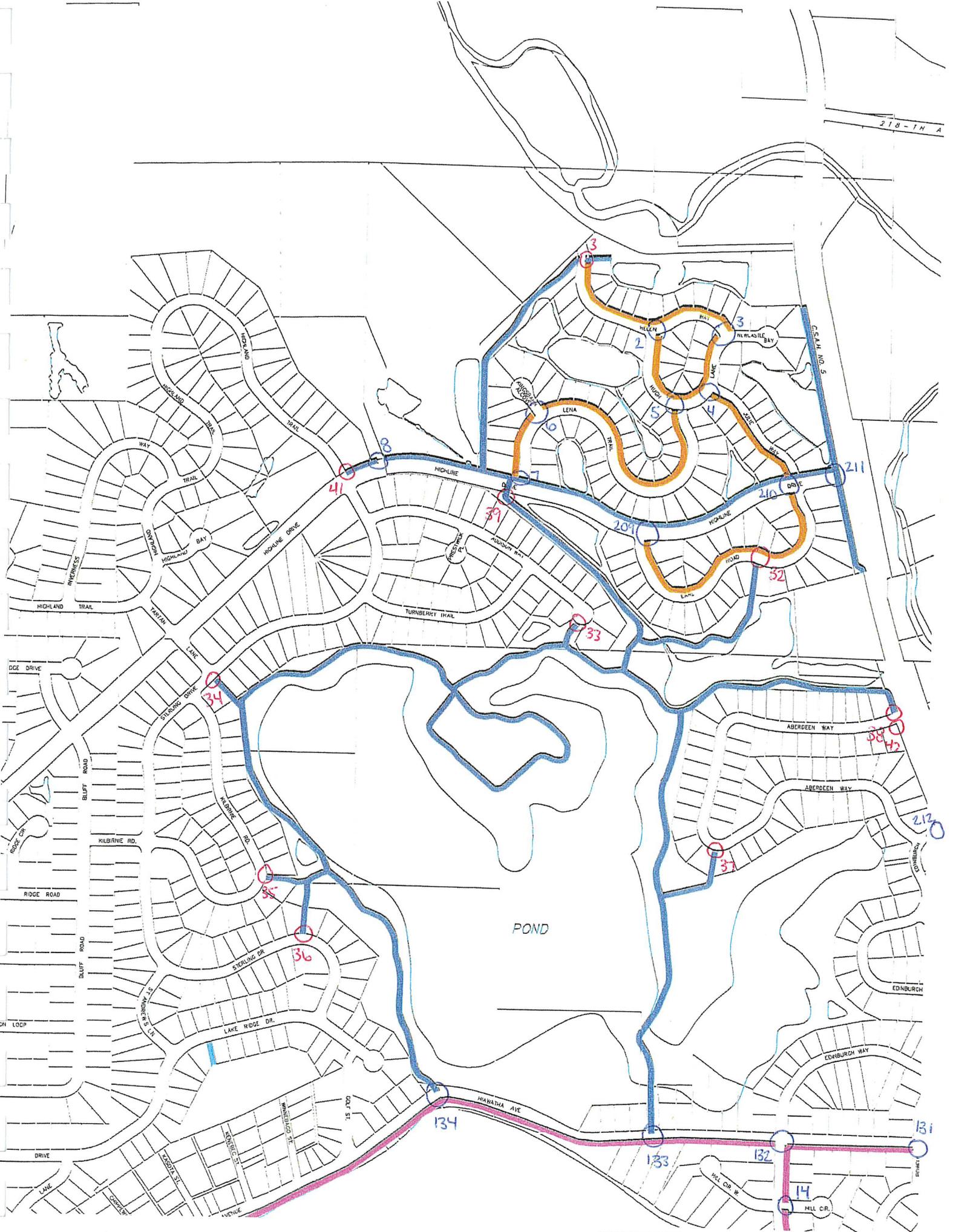
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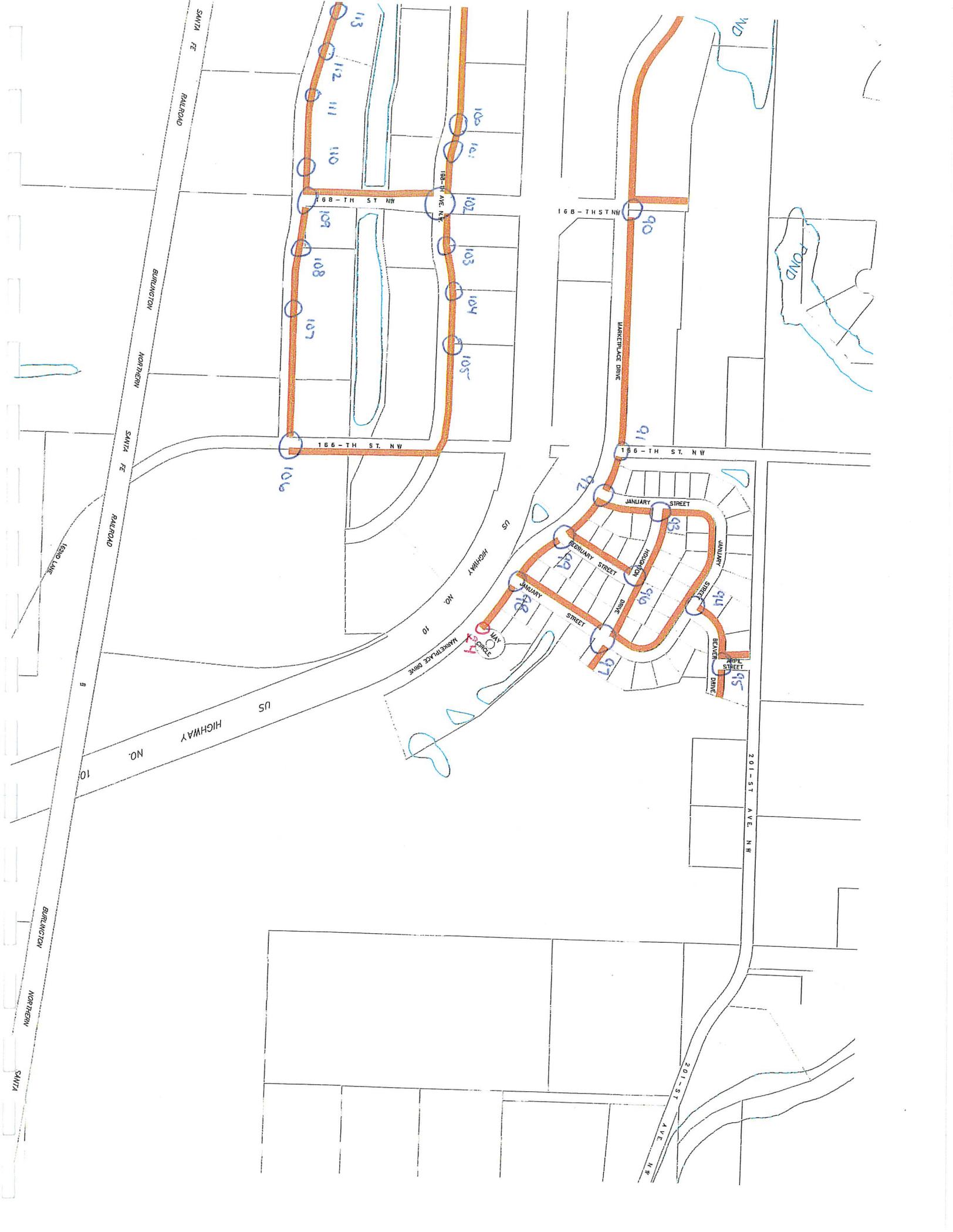
BIG

LAKE









SANTA FE RAILROAD

BURLINGTON NORTHERN

SANTA FE RAILROAD

LEBO LAKE

US HIGHWAY NO. 10

BURLINGTON NORTHERN

SANTA FE RAILROAD

113  
112  
111  
110  
109  
108  
107  
106

105  
104  
103  
102  
101

166-TH ST NW

MARKETPLACE DRIVE

166-TH ST NW

JANUARY STREET

FEBRUARY STREET

MARCH STREET

APRIL STREET

MAY STREET

JUNE STREET

JULY STREET

AUGUST STREET

SEPTEMBER STREET

OCTOBER STREET

NOVEMBER STREET

DECEMBER STREET

MARKETPLACE DRIVE

BEAVER DRIVE

201-ST AVE. N.W.

NO. 10  
MARKETPLACE DRIVE

POND

HIDDEN  
LAKE

STRAND  
LAKE

POND

POND

THOMPSON  
LAKE

20300 ST.

20250 AVE.

20200 AVE.

20150 ST.

CO. HIGH. NO. 73

200TH STREET NW

DELTA  
LANE

SANDHAR  
LANE

SANDHAR  
STREET

COUNTY HIGHWAY NO. 73

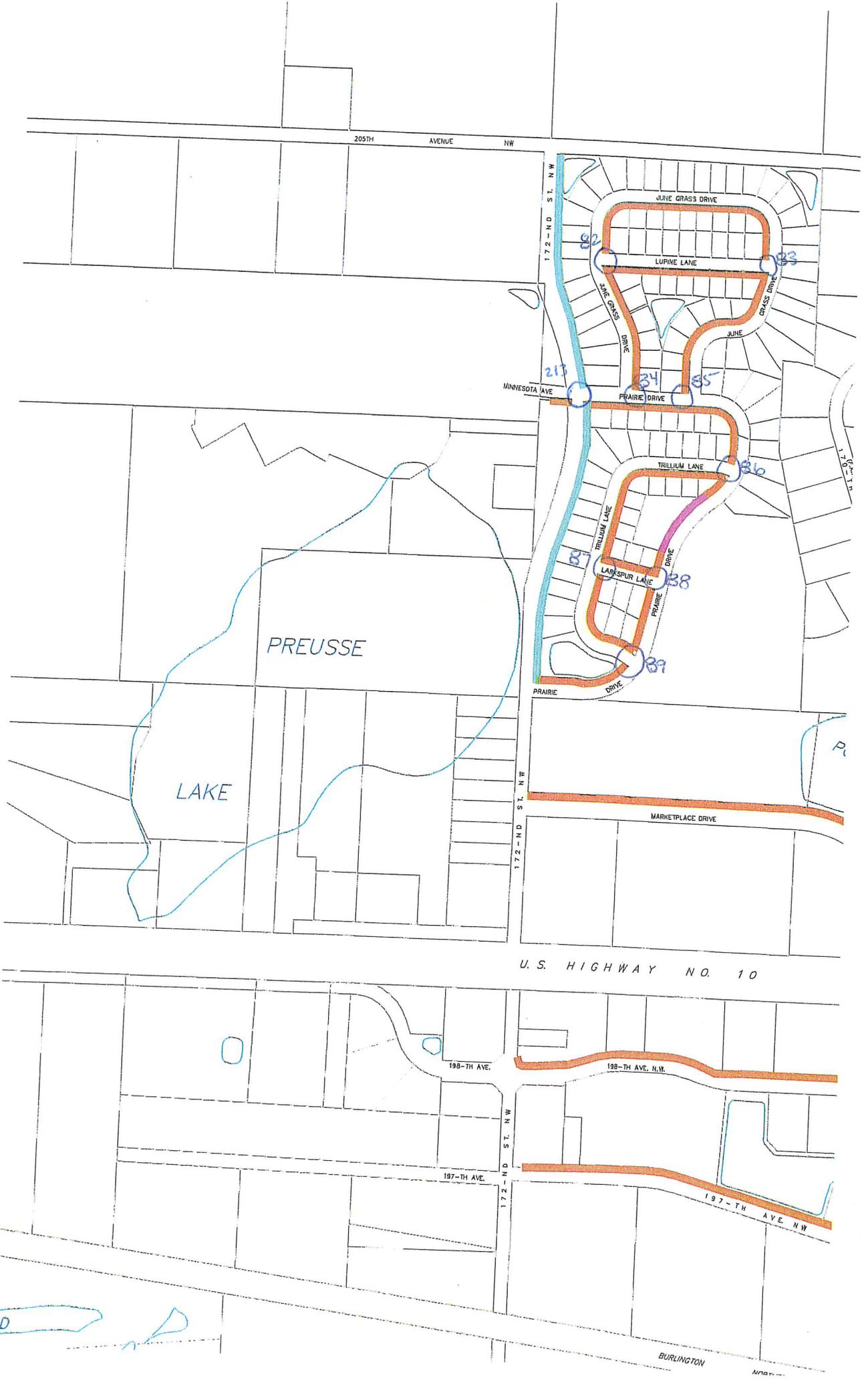
21400 AVE.

20900 AVE.

21200 AVE.

21200 AVE.





205TH AVENUE NW

172ND ST NW

MINNESOTA AVE

JUNE GRASS DRIVE

LUPINE LANE

JUNE

PRAIRIE DRIVE

TRILLIUM LANE

TRILLIUM LANE

LAB SPUR LANE

PRAIRIE DRIVE

MARKETPLACE DRIVE

U. S. HIGHWAY NO. 10

198-TH AVE.

198-TH AVE. N.W.

197-TH AVE.

197-TH AVE. NW

BURLINGTON

PREUSSE

LAKE

VD



KELLER

LAKE

STATE TRUNK HIGHWAY NO. 25

STATE TRUNK HIGHWAY NO. 25

COUNTY HWY NO. 66

STATE TRUNK HWY NO. 25 (L&A)



46

47

56

FOREST ROAD

48

JUSTICE STREET

55

54

15

49

50

51

TARRY TOWN ROAD

149

52

VANTASSE CIRCLE

53

FAIR

CIRCLE

ASPEN

CIRCLE

ORMSSEE CIR.

57

MEADOW LANE

HARRISON

INDEPENDENCE DRIVE

152

INDEPENDENCE DRIVE

151

DRIVE

148

JUSTICE DRIVE

149

150

151

152

153

154

155

156

157

158

159

160

161

162

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PROVIDENCE

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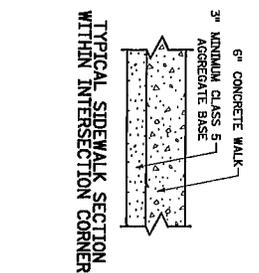
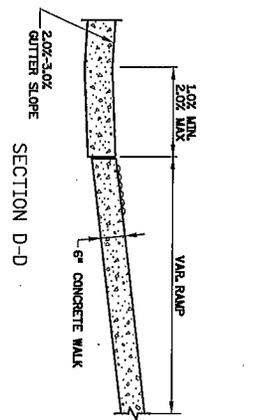
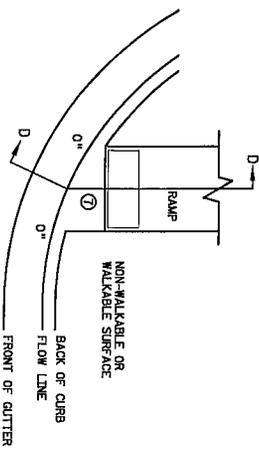
STATE TRUNK HWY NO. 25 (L&A)



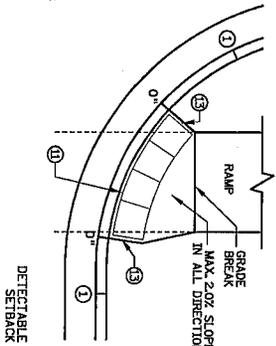
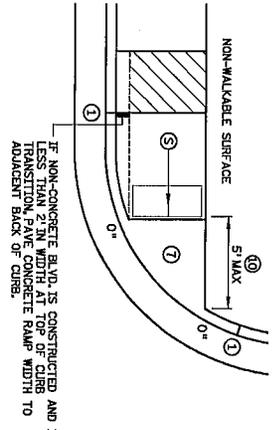


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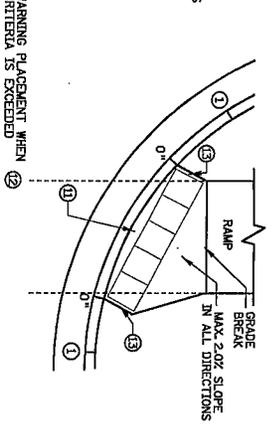
CURB FOR DIRECTIONAL RAMPS



STANDARD ONE-WAY DIRECTIONAL



ONE-WAY DIRECTIONAL WITH DETECTABLE WARNING AT BACK OF CURB



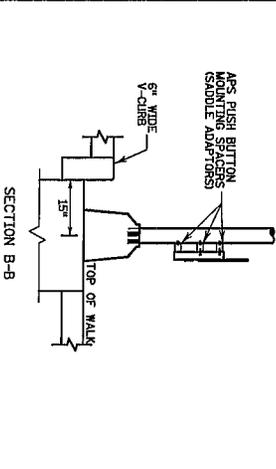




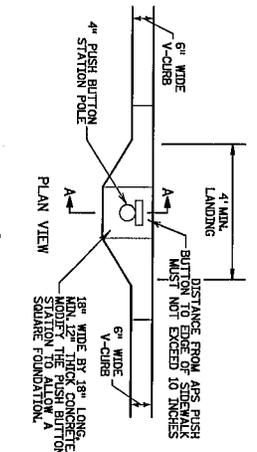
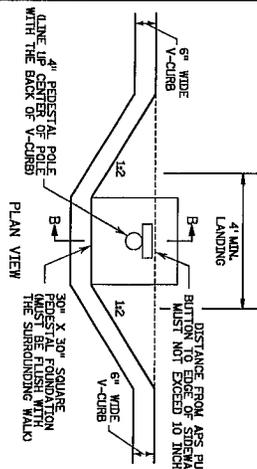
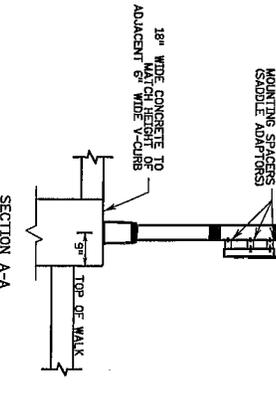
REVISION:

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**SIGNAL PEDESTAL & PUSH BUTTON (V-CURB)**



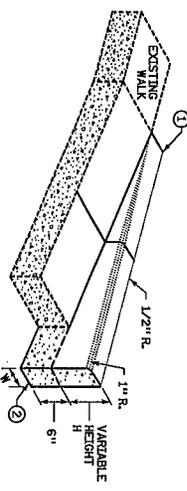
**PUSH BUTTON STATION (V-CURB)**



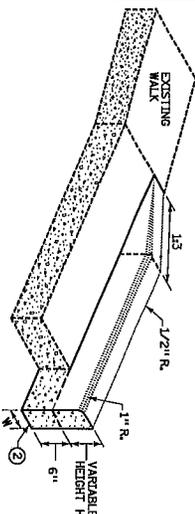
CONCRETE CURB DESIGN V

CURB HEIGHT	CURB WIDTH
H	W
< 6"	4"
≥ 6"	6"

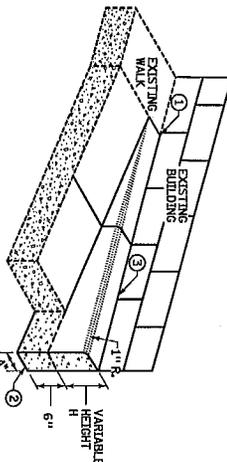
**V CURB ADJACENT TO LANDSCAPE**  
 CURB OUTSIDE SIDEWALK LIMITS



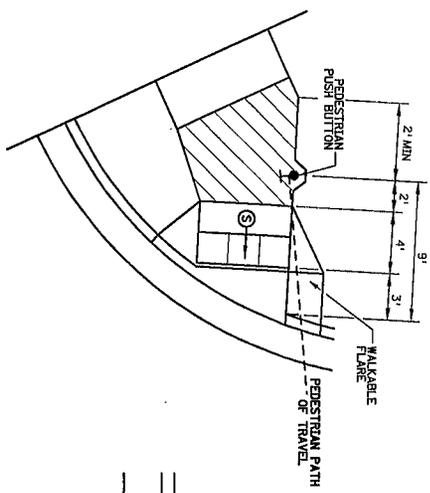
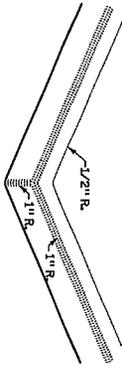
**V CURB ADJACENT TO LANDSCAPE**  
 CURB WITHIN SIDEWALK LIMITS



**V CURB ADJACENT TO BUILDING OR BARRIER**

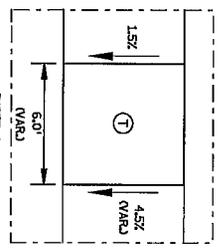
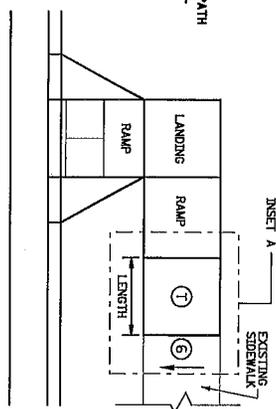


**V CURB INTERSECTION**



**SEMI-DIRECTIONAL RAMP (3,4,9)**

3' DOME SETBACK, 4' LONG RAMP AND PUSH BUTTON 5\"/>
 PRIMARILY USED FOR APS APPLICATIONS WHERE THE PAR DOES NOT CONTINUE PAST THE PUSH BUTTON (DEAD-END SIDEWALK)



**TRANSITION PANEL (T)**

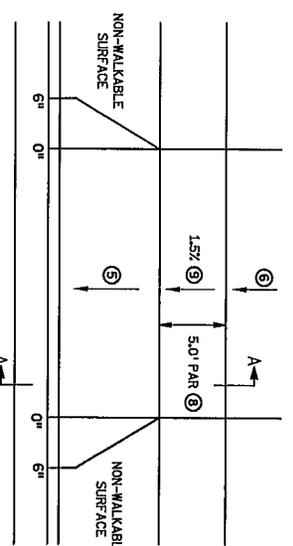
**NOTES:**

- 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 KNOWLEDGED, GRADING ADJACENT TIE-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\"/>

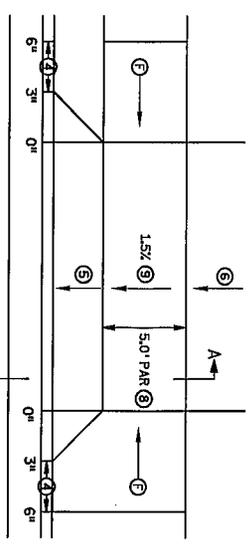
**LEGEND**

- 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, 6' X 5' MIN (PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCLUDING PARALLEL 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.

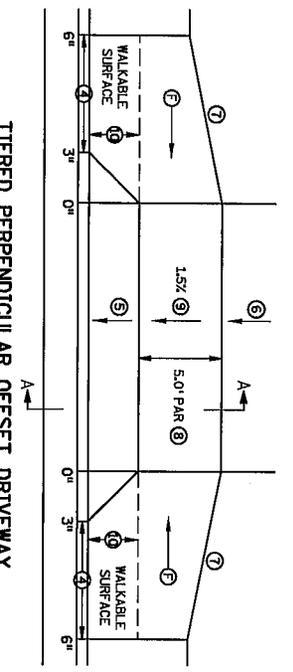




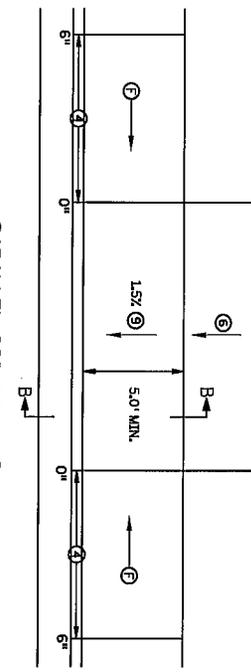
PERPENDICULAR DRIVEWAY ①



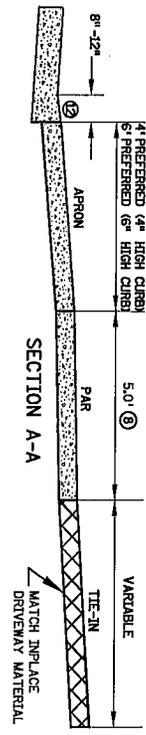
TIERED PERPENDICULAR DRIVEWAY ②



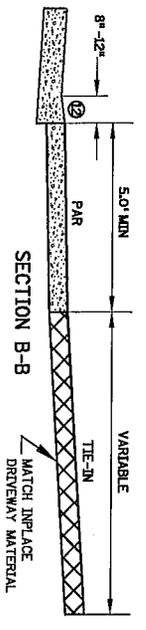
TIERED PERPENDICULAR OFFSET DRIVEWAY



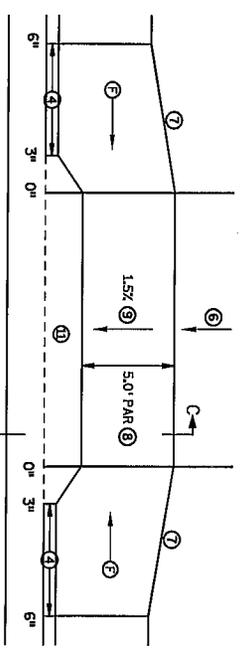
PARALLEL DRIVEWAY ③



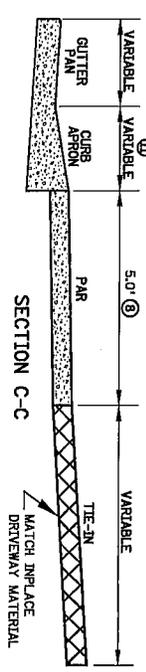
SECTION A-A



SECTION B-B



VALLEY GUTTER DRIVEWAY



SECTION C-C

**LEGEND**

①	INDICATES DRIVEWAY PAR - SLOPE SHALL BE GREATER THAN 2.0% AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
X"	CURB HEIGHT (INCHES)

**NOTES:**

- IN NO CASE SHALL SIDEWALK PROFILES EXCEED 5.0%, EXCEPT SIDEWALK PROFILES CAN MATCH ROADWAY GRADE IF ROADWAY GRADE IS GREATER THAN 5.0%. RAMPS FOR DRIVEWAYS ARE REQUIRED TO FOLLOW THE ABOVE SIDEWALK CRITERIA.
- CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PEDESTRIAN ACCESS ROUTE (PAR), 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOPS OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.
- DRIVEWAY TYPES FROM MOST PREFERRED TO LEAST PREFERRED ARE AS FOLLOWS: PERPENDICULAR, TIERED PERPENDICULAR, TIERED PERPENDICULAR OFFSET & PARALLEL.
- TO BE USED WHEN THE DRIVEWAY PAR IS LEVEL WITH OR ABOVE THE TOP OF CURB, RESULTING IN A CONTINUOUS PAR PROFILE.
- TO BE USED WHEN THE DRIVEWAY PAR IS BELOW THE ROADWAY CURB HEIGHT. THIS DRIVEWAY TYPE CAN BE USED FOR BOTH FAVED AND GRASS BOULEVARD.
- SHOULD BE USED FOR NEGATIVE SLOPED DRIVEWAYS. DW CURB TYPE 2 CURB SHOULD BE USED TO RAISE PAR ABOVE GUTTER AND REDUCE "ROLLER COASTER" EFFECT. 4" HIGH ROADWAY CURB SHOULD BE USED TO REDUCE "ROLLER COASTER" EFFECT ESPECIALLY WHEN MULTIPLE DRIVEWAYS ARE PRESENT.
- TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.
- MAX. PREFERRED, 10% MAX. FOR COMMERCIAL AND 12% MAX. FOR RESIDENTIAL. SEE GENERAL NOTES ON SHEET 2 FOR MORE INFORMATION.
- BY MAX. PREFERRED. SEE SHEET 2 FOR MORE INFORMATION.
- 1/3 MIN. 1/5 PREFERRED FOR DRIVEWAY RETROFIT PROJECTS.
- 1/3 PREFERRED FOR SIDEWALK REPLACEMENT PROJECTS.
- 5.0' MIN. PAR WIDTH IS THE STANDARD THROUGH DRIVEWAYS. IF FEASIBLE WIDEN DRIVEWAY PAR WIDTH TO MATCH APPROACHING SIDEWALK PAR WIDTHS. IN VERTICALLY CONSTRAINED AREAS PAR WIDTHS CAN INCREMENTALLY BE REDUCED TO 4.5' OR 4' MIN AFTER ALL OTHER OPTIONS HAVE BEEN APPLIED.
- THE PEDESTRIAN ACCESS ROUTE MAY NOT EXCEED 0.02 FT./FT. AS CONSTRUCTED.
- SIDEWALK OFFSET TO BE LESS THAN OR EQUAL TO HALF THE APPROACHING SIDEWALK WIDTH.
- VALLEY GUTTER APRON TO BE PAVED INTERVAL WITH THE CURB AND GUTTER. SEE SHEET 2 FOR MORE INFORMATION.
- SEE SHEET 2 FOR CURB TYPE INFORMATION.

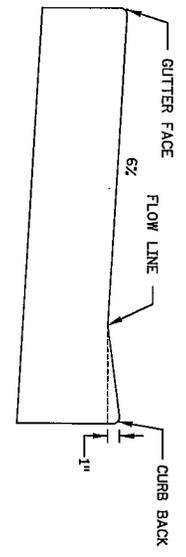
**REVISIONS**

APPROVED, JANUARY 23, 2017	
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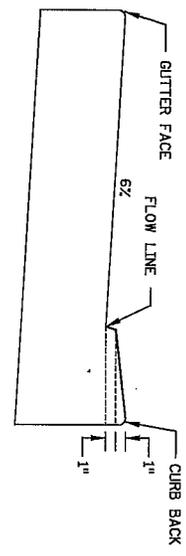


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 1-23-2017

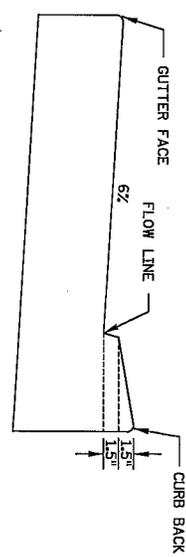
DRIVEWAY AND SIDEWALK DETAILS  
 STANDARD PLAN 5-297.254  
 1 OF 4



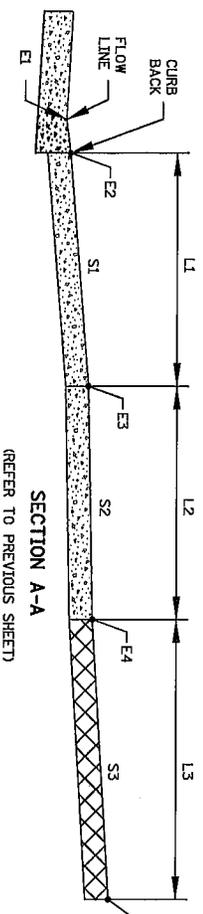
DW CURB STANDARD  
 STANDARD CURB AT DRIVEWAY



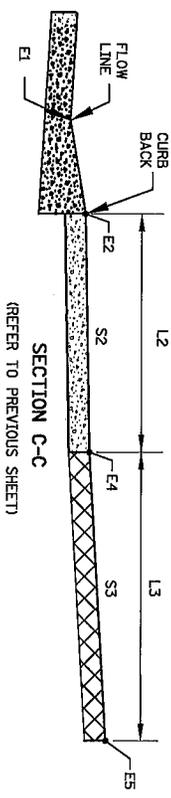
DW CURB TYPE 2  
 VERTICALLY CONSTRAINED



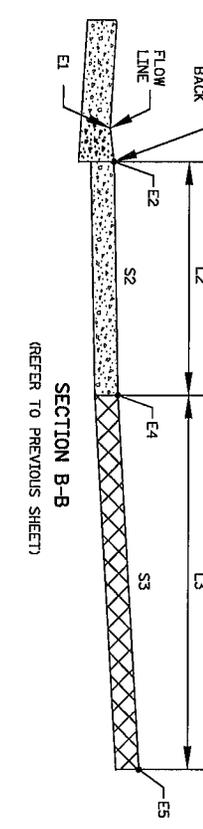
DW CURB TYPE 3  
 VERTICALLY CONSTRAINED



SECTION A-A  
 (REFER TO PREVIOUS SHEET)

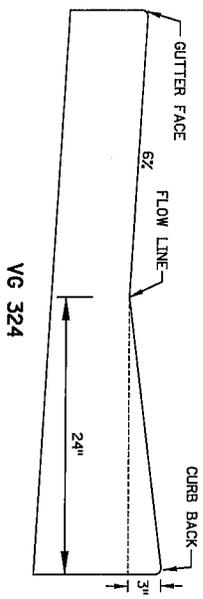
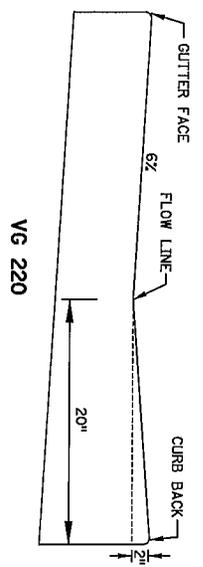


SECTION C-C  
 (REFER TO PREVIOUS SHEET)



SECTION B-B  
 (REFER TO PREVIOUS SHEET)

DRIVEWAY TABULATION ①																
STATION	SIDE	DRIVEWAY TYPE	CURB TYPE ②	E1	E2	L1 FT	S1 %	E3	L2 FT	S2 ② %	E4	L3 FT	S3 %	EXISTING %	E5	COMMENTS



VALLEY GUTTER CURB  
 OTHER CURB HEIGHTS & CURB APRON LENGTHS CAN BE USED

REVISIONS  
 APPROVED JANUARY 23, 2017  
 STATE DESIGN ENGINEER

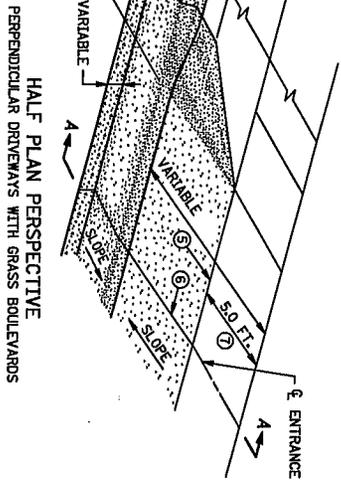
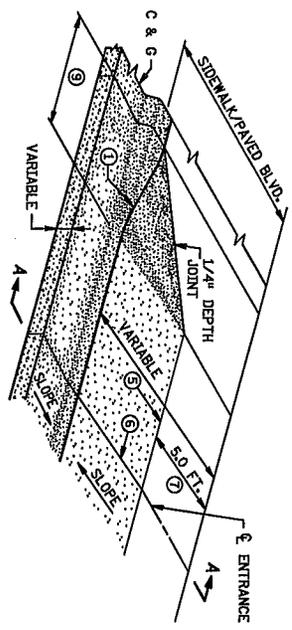
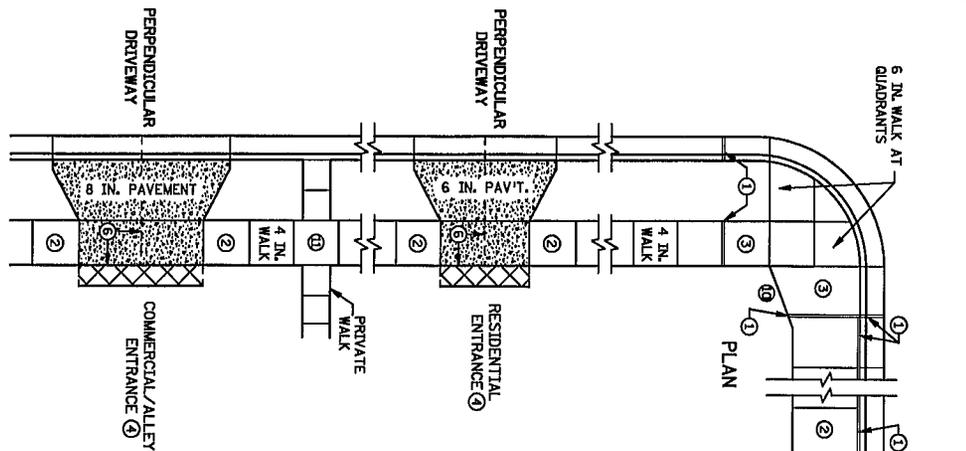
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 STATE DESIGN ENGINEER

1-23-2017

DRIVEWAY AND SIDEWALK DETAILS  
 STANDARD PLAN 5-297.254  
 2 OF 4

- NOTES:
- DW CURB STANDARD SHALL BE USED WHEN THE DRIVEWAY ACTS AS A PEDESTRIAN RAMP. THE MAX. APRON SLOPE MUST ADHERE TO ADA CRITERIA AS WELL. DW CURB STANDARD SHOULD BE USED IF THERE IS ON STREET PARKING, WHERE ROADWAY DRAINAGE IS A CONCERN (NEGATIVE SLOPED APRON). DW CURB TYPE 2 CAN BE USED TO HELP KEEP THE WATER ON PUBLIC RIGHT OF WAY.
  - S1 6% MAX. PREFERRED, 10% MAX. COMMERCIAL, AND 12% MAX. RESIDENTIAL. IF EXISTING GRADES ARE STEEPER DO NOT MAKE GRADES APPRECIABLY WORSE BY USING BEST PRACTICES SUCH AS DRIVEWAY CURB HEIGHTS, EXTENDING L3 AND/ OR STEEPEN S3.
  - DW CURB TYPE 3 SHALL ONLY BE USED IN EXTREME TIE-IN CASES.
  - S3 8% MAX. PREFERRED. IF THIS SLOPE IS EXCEEDED OR IS CONTINUED FOR MORE THAN 5' ANALYZE THE NEED FOR VERTICAL CURVES. SEE ROAD DESIGN MANUAL, CHAPTER 5, FOR GEOMETRIC DESIGN OF DRIVEWAYS.
  - EXAMPLE SHOWN TO BE INCLUDED IN PLAN FOR EACH DRIVEWAY.
  - SHOULD BE DESIGNED AT 1.5%.
  - DW CURB STANDARD SHALL BE THE STARTING POINT FOR ALL PERPENDICULAR AND TIERED DRIVEWAYS. DW CURB TYPES 2 AND 3 SHALL ONLY BE USED AFTER UTILIZING BEST PRACTICES SUCH AS MAXIMIZING S1, S3, AND L3.

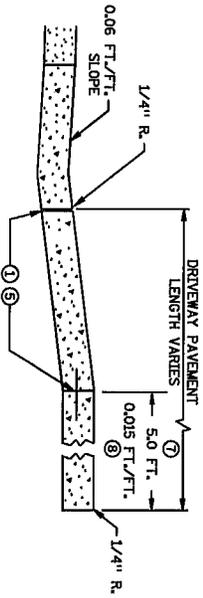
REVISION
APPROVED JANUARY 23, 2017
DESIGNER



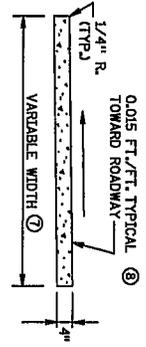
HALF PLAN PERSPECTIVE  
 PERPENDICULAR DRIVEWAYS WITH CONCRETE  
 BOULEVARDS AND ALL TIERED DRIVEWAYS

- NOTES:
- TO MINIMIZE SIDEWALK "ROLLER COASTER" EFFECT IT IS DESIRABLE TO KEEP THE PAR ELEVATION CONTINUED ON THE WALKWAY TO THE FULL HEIGHT OF CURB HEIGHT. A HIGH CURB SHOULD BE USED INSTEAD OF 6" HIGH CURB TO HELP THIS PROBLEM WHEN APPLICABLE.
  - IF HIGH ADJACENT CURB IS PRESENT WHEN BOULEVARDS 4" OR LESS ARE PRESENT MEASURED FROM THE BACK OF CURB WHEN THE DRIVEWAY IS SLOPING DOWN FROM THE ROADWAY (NEGATIVE) A HIGH ADJACENT CURB SHOULD ALSO BE USED.
  - SEE ROAD DESIGN MANUAL, CHAPTER 5, FOR GEOMETRIC DESIGN OF DRIVEWAYS.
  - 1/2 IN. PREFORMED JOINT FILLER MATERIAL PER INDOT SPEC. 3102 EXCEPT AT GRASS BOULEVARDS.
  - TRANSITION DRIVEWAY THICKNESS TO WALK THICKNESS.
  - TRANSITION CURB RAMP THICKNESS TO WALK THICKNESS.
  - MATCH IN-PLACE DRIVEWAY WIDTH, MATERIAL TYPE AND THICKNESS.
  - THE ONLY IF ADJACENT SECTIONS ARE NOT POURED MONOLITHICALLY. SEE SECTION A-A.
  - FORM CONTRACTION JOINT AS NEEDED TO PRODUCE APPROXIMATELY 5.0" MIN. PAR WIDTH IS THE STANDARD THROUGH DRIVEWAYS. IF FEASIBLE WIDER DRIVEWAY PAR WIDTH TO MATCH APPROACHING SIDEWALK PAR WIDTHS. IN VERTICALLY CONSTRAINED AREAS PAR WIDTHS CAN INCREMENTALLY BE REDUCED TO 4.5" OR 4" MIN AFTER ALL OTHER OPTIONS HAVE BEEN APPLIED.
  - THE PEDESTRIAN ACCESS ROUTE CROSS-SLOPE SHALL NOT EXCEED 0.02 FT./FT. AS CONSTRUCTED.
  - 82 TO 102 FLARES SHALL BE USED WHEN ADJACENT TO WALKABLE SURFACES AND FOR ALL TIERED DRIVEWAYS WITH GRASS BOULEVARDS.
  - 100 MIN. SIDEWALK OFFSET TAPER REQUIRED FOR SIDEWALK REPLACEMENT PROJECTS.
  - 125 MIN. AND 15" MIN. PREFERRED SIDEWALK OFFSET TAPER FOR DRIVEWAY REPLACEMENT.
  - LANDING REQUIRED. SEE NEXT SHEET FOR MORE INFORMATION.

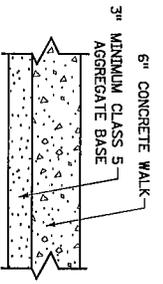
SECTION THRU DRIVEWAY  
 SECTION A-A



SECTION THRU WALK



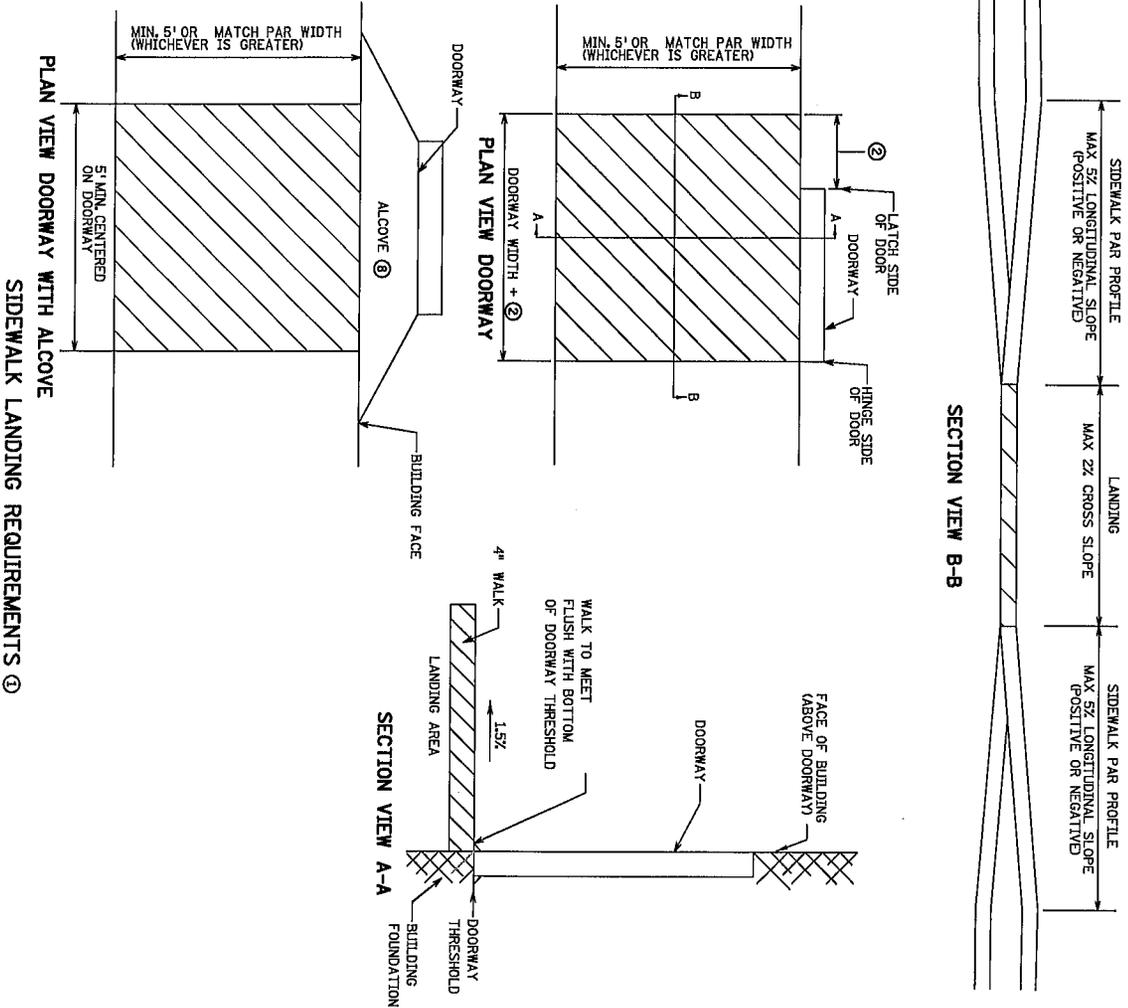
SECTION THRU CURB RAMP



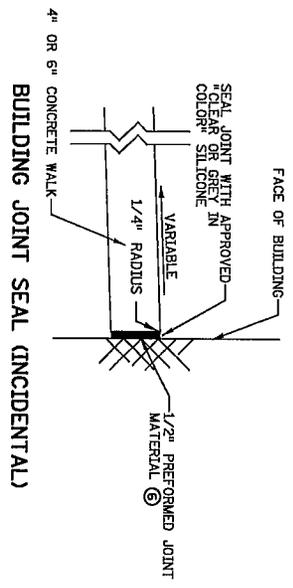
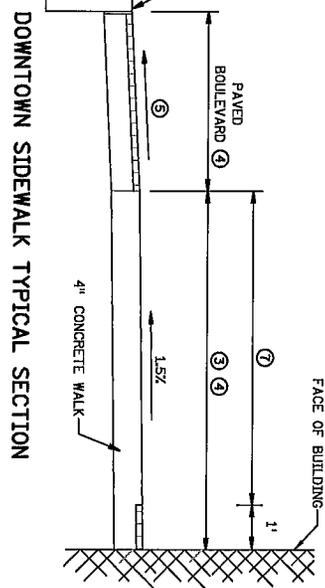
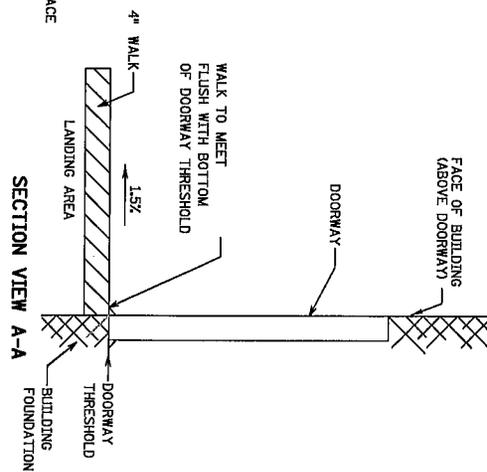
APPROVED  
 1-23-2017

STANDARD PLAN 5-297.254

REVISION	APPROVED JANUARY 23, 2017
	
OPERATING ENGINEER	



PLAN VIEW DOORWAY WITH ALCOVE  
 SIDEWALK LANDING REQUIREMENTS ①



- NOTES:**
- FIELD ADJUST SIDEWALK PROFILES TO MEET ALL DOORWAY THRESHOLDS. SIDEWALK MUST MAINTAIN POSITIVE DRAINAGE AWAY FROM THE BUILDING TO THE ROADWAY. SEE SPECIAL PROVISIONS FOR SILICONE SPECIFICATIONS.
- ① LANDING CRITERIA IS REQUIRED FOR ALL DOORS, PRIVATE WALKS AND STEPS.
  - ② 18" MIN. WHEN DOOR SWINGS OUTWARD FROM BUILDING.
  - ③ 12" MIN. WHEN DOOR SWINGS INWARD FROM BUILDING.
  - ④ 6" MIN. PAR REQUIRED WHEN ADJACENT TO BUILDINGS.
  - ⑤ 2/3 PAR TO 1/3 BOULEVARD SHOULD BE USED WHEN FEASIBLE.
  - ⑥ 1/2-5/8" FOR THE MAJORITY OF THE BLOCK, WITH EXCEPTIONS UP TO 8% IN CONSTRAINED AREAS.
  - ⑦ 10% MAX. FOR SHORT SECTIONS ALLOWED TO ACCOUNT FOR FIELD TOLERANCES.
  - ⑧ FURNISH AND INSTALL BACKER ROD OF APPROPRIATE DIAMETER.
  - ⑨ TO MINIMIZE VIBRATION AND ROLLING RESISTANCE, AREA SHOULD BE FREE OF PAVERS, STAMPED CONCRETE, AND/OR EXCESSIVE JOINTING.
  - ⑩ 2% MAX. PER BUILDING CODE, IF GREATER THAN 2% FLATTEN AS FEASIBLE.

**LEGEND**

	LANDING - ALL SLOPES TO BE LESS THAN 2%
	OPTIONAL AESTHETIC TREATMENT

REVISION

APPROVED

1-23-2017

STANDARD PLAN 5-297.254

4 OF 4

STATE DESIGN ENGINEER

DRIVEWAY AND SIDEWALK DETAILS



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> <i>T.J. Hofer through Kevin Shay, Consultant Planner</i>	<b>Meeting Date:</b> 5/27/2020	<b>Item No.</b> <b>7A</b>
<b>Item Description:</b> <b>***PUBLIC HEARING***</b>  <i>Development Application for Final Plat, Final PUD and Easement Vacation for "Sandhill Villas" (PID 10-560-0115)</i>	<b>Reviewed By:</b> <i>Kevin Shay, Consultant Planner</i>	
	<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator and Hanna Klimmek, EDFP, Community Development Director</i>	

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

**ACTION REQUESTED**

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

1. A RESOLUTION approving an Easement Vacation for Sandhill Villas.
2. An ORDINANCE establishing a Planned Unit Development zoning district for Sandhill Villas.
3. A RESOLUTION approving summary publication of the above Ordinance for Sandhill Villas.
4. A RESOLUTION approving the Final Plat and Final Planned Unit Development for Sandhill Villas.
5. Approve the Draft Development Agreement for Sandhill Villas and authorize the City Attorney to finalize the Agreement prior to signature.
6. Approve the Draft Stormwater Maintenance Agreement for Sandhill Villas and authorize the City Engineer to finalize the Agreement prior to signature.

**BACKGROUND/DISCUSSION**

**APPLICATION:**

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

- Final Plat approval
- Final Planned Unit Development
- Easement Vacation

The applicant submitted an application on May 1, 2020 and additional information that made the application complete on May 12, 2020. State Statute dictates that the City must act upon a development application within 60 days of the receipt of a complete application. The City can extend the review for an additional 60 days, if needed, by providing written notice to the Applicant.

**BACKGROUND:**

The Planning Commission, in a public hearing, and City Council reviewed the application for Preliminary Plat, Development Stage PUD, and Rezoning on April 1 and April 22, respectively. Both the Planning Commission and City Council commented on the project which led to revisions and additional conditions to the resolution. These conditions have been met.

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

**PROPOSED DEVELOPMENT:**

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

**DEVELOPMENT APPLICATION ANALYSIS**

**FINAL PLAT**

The Applicant is proposing to take the existing 2.5-acre lot and subdivide it to create a single-family housing community comprised of 12 buildable lots. The final plat is consistent with the approved preliminary plat.

**FINAL SITE PLAN**

The final site plan is substantially consistent with the approved preliminary site plan. The revisions required of the resolution approving the preliminary plat have been met.

**FINAL PUD PLAN**

*Overview of Approved Flexibility*

The applicant received the following flexibility with the development stage PUD.

1. Permission to have reduced lot area minimums and lot width minimums.
2. Permission to have building setbacks that do not meet 45-ft. minimum setback requirements from a collector street and the 25-ft. minimum for front building setbacks.

The final plans are consistent with the flexibility granted as part of the preliminary approvals.

**DEVELOPMENT FEES**

The applicant will be required to pay the applicable development fees prior to release of the final plat mylars. The fees will include park dedication, trunk sewer, trunk water, trunk storm, sewer access charges and water access charges.

**EASEMENT VACATION ANALYSIS**

The site was originally platted as part of the Sandhill Acres plat and was platted with a drainage and utility easement around the perimeter of the lot. The applicant is required to vacate this easement as part of platting "Sandhill Villas." New drainage and utility easement will be put in place with the final plat of Sandhill Villas as can be seen in Attachment F.

**OTHER STAFF COMMENTS:**

**Engineering and Public Works:**

Engineer’s memo attached as Attachment C.

**Fire Department**

No comment.

**Police Department**

Chief Scharf stated his support for the project.

**Other Comments.**

Xcel Energy has confirmed that the project could be served by Connexus Electric by a gas main running along 172<sup>nd</sup> Street.

***FINANCIAL IMPACT***

NA

***STAFF RECOMMENDATION***

Staff is recommending approval of the Final Plat, Final PUD, and Easement Vacation for the Sandhill Villas project. Staff’s recommendation of approval comes with the following conditions:

**PLANNING AND ZONING CONDITIONS**

1. The final PUD approval is for twelve (12) single-family homes. No additional structures may be built without a revision to the PUD.
  - a. Permission to have reduced lot area minimums and lot width minimums as shown on the plans.

- b. Permission to have building setbacks that do not meet 45-ft. minimum setback requirements from a collector street and the 25-ft. minimum for front building setbacks.
2. The applicant shall comply with all of the conditions of Resolution
3. All construction plans officially submitted to the City shall be treated as a formal agreement between the Applicant and the City. Once approved, no changes, modifications, or alterations shall be made to any plan detail, standard, or specification without prior submittal of a plan modifications request to the City Planner for review and approval.
4. The Applicant will need to enter into a development agreement and PUD agreement with the City prior to development. A Development Contract/PUD Agreement shall be drafted by the City Attorney prior to approval of the Final Plat.
5. Any conditions of the Planning Commission, City Council, Staff, consultants, or other agencies responsible for the review of this development application.

**ATTACHMENTS**

- Attachment A: Site Location Map
- Attachment B: Engineer's Memo
- Attachment C: Final Plat and Engineering Plans
- Attachment D: Landscape Plan
- Attachment E: Building Elevations
- Attachment F: Development Contract
- Attachment G: Stormwater Maintenance Agreement
- Attachment H: Resolution approving the vacation of an easement
- Attachment I: Ordinance establishing a planned unit development zoning district for Sandhill Villas
- Attachment J: Resolution approving summary publication of an ordinance establishing a planned unit development zoning district for Sandhill Villas
- Attachment K: Resolution approving the Final Plat and Final Planned Unit Development

Attachment A  
Site Location Map



**Attachment B  
Engineer's Memo**



Real People. Real Solutions.

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

Ph: (763) 433-2851  
Fax: (763) 427-3833  
Bolton-Menk.com

May 19, 2020

Kevin Shay, Consultant City Planner  
via e-mail: [ksbay@biglakemn.org](mailto:ksbay@biglakemn.org)

RE: Sandhill Villas Final Plat  
City of Big Lake, Minnesota  
Project No.: W18.119973

Dear Kevin,

We have reviewed the Final Plat, drainage calculations, and construction plans which are dated March 20, 2020 and were submitted for the above referenced project. We have the following comments:

1. The applicant shall obtain a MPCA sanitary sewer extension permit and submit a copy to the city.
2. The applicant shall obtain a MDH watermain extension permit and submit a copy to the city.
3. The applicant shall obtain a work within the right of way permit from the city.
4. The applicant shall obtain a NPDES Construction Stormwater Permit and shall submit a copy of the permit to the city prior to construction.
5. The applicant shall enter into a Stormwater Maintenance Agreement for the infiltration basins on the property.
6. ADA compliant concrete pedestrian ramps shall be at the intersection of 205<sup>th</sup> Ave. NW and 172<sup>nd</sup> St. NW. Additional spot elevations and truncated domes shall be added to the plan.
7. The proposed infiltration basins shall be delineated with silt or construction fencing. Sheet C6.0 identifies a dark dashed line around the basins which appears to indicate protection materials however, the line type shall be added to the legend.
8. The note regarding erosion control blanket installation on the bottom of the proposed infiltration basins, sheet C7.0 shall be revised to remove erosion control blanket from the infiltration basin bottoms.
9. The applicant shall confirm that the proposed finished floor elevations for all houses are adequate to ensure a minimum of 5% slope away from all structures in the first 10-feet.
10. The sheet title for sheet C5.0 and the cover sheet index shall be renamed "Striping & Signage Plan". In addition, the notes on sheet C5.0 shall also be revised.
11. The proposed left turn lane on 172<sup>nd</sup> Street NW into the development is proposed near a horizontal curve. We recommend developing the taper at a faster rate (1:5 to 1:8) to make it distinguishable from the horizontal curve as identified in "Design of Turn Lane Guidelines", page B-21.
12. The applicant shall further investigate the potential for splitting the left turn lane into a separate left turn lane for the development and a separate left turn lane for 205<sup>th</sup> Avenue NW. The current configuration could potentially lead to a rear-end crash.

13. All rip-rap shall be granite.
14. All storm sewer pipe, including the culvert proposed beneath the concrete sidewalk on the north side of the cul-de-sac, shall be concrete.
15. CB 101 shall be located directly south of CB 102.
16. The street profile included on sheet C4.0 identifies a low point at Station 3+67. The applicant shall provide additional information such as curb profiles around the cul-de-sac, cross-sections, or other information to confirm water does not pond in the curb or on the bituminous. The spot elevations provided indicate ponding water at the south side of the driveway shown for lot 9.
17. The bituminous trail detail included on sheet C10.0 shall be updated to reflect a 10-foot width.
18. The concrete valley gutter detail included on sheet C10.0 shall be replaced with the city's standard detail 7-001R.
19. The applicant's contractor shall be responsible for obtaining a MN DNR de-watering permit prior to construction. A copy of the approved permit shall be provided to the city.
20. The proposed sanitary sewer manholes shall be constructed on the street centerline.
21. All sanitary sewer and water services crossing beneath proposed driveway surfaces shall be insulated.
22. All sanitary sewer and watermain shall be constructed with a minimum of 8 feet of cover to the top of the pipe.
23. The proposed sanitary sewer and watermain profiles shall be further investigated to ensure a minimum of 18 inches of separation for all services.
24. The proposed watermain shall be 8-inches in diameter.
25. The proposed watermain shall be extended 10-feet beyond the north plat line for future looping purposes. A valve shall be added north of the proposed hydrant.
26. References to watermain bends shall utilize standard naming conventions e.g. 45 degree bend, etc.
27. Additional detail shall be provided for the proposed sanitary connection within 172<sup>nd</sup> Street NW. A note on sheet C3.0 says "see detail" however no detail has been provided.
28. The disturbance limits within 172<sup>nd</sup> Street NW shall be analyzed further with respect to the proposed sanitary sewer depth. Sheeting and shoring will likely be necessary to accommodate the excavation limits as shown. If the excavation limits are expanded, the proposed traffic control plan shall be modified.
29. The construction plans shall include information regarding the restoration of 172<sup>nd</sup> Street NW.
30. The proposed residential light pole and fixture shall be approved by city staff since it is not consistent with other residential lights in the city.
31. All construction shall be in accordance with the City of Big Lake Standards.
32. Revised plans incorporating the above referenced comments shall be labeled "Final Plans for Construction" and shall be submitted for the review of the City of Big Lake.

Kevin Shay, City Planner  
May 19, 2020  
Page 3

We recommend approval of the Final Plat contingent on the above referenced comments and those comments provided by other city staff, commissions, and council.

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

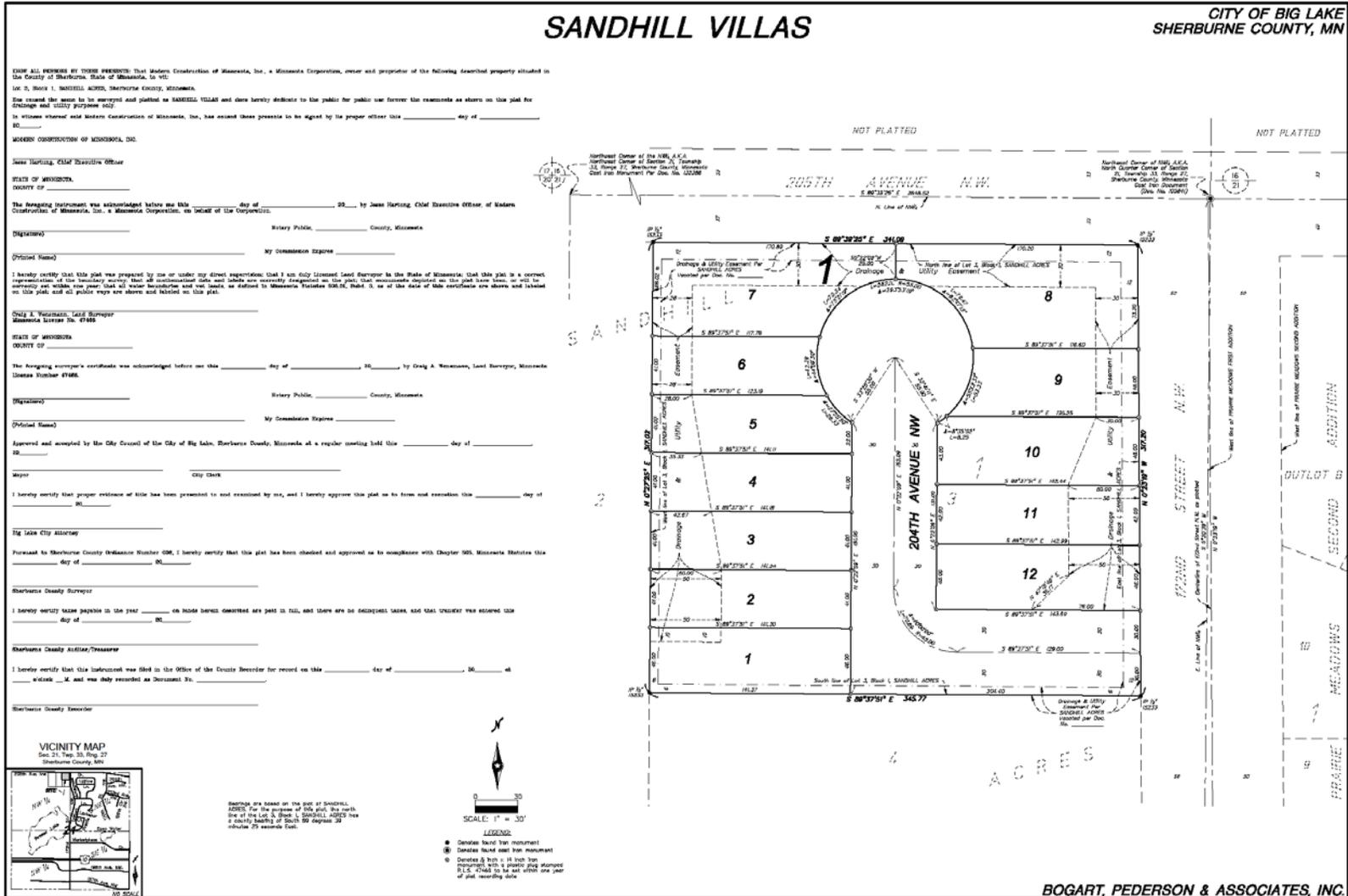
Sincerely,

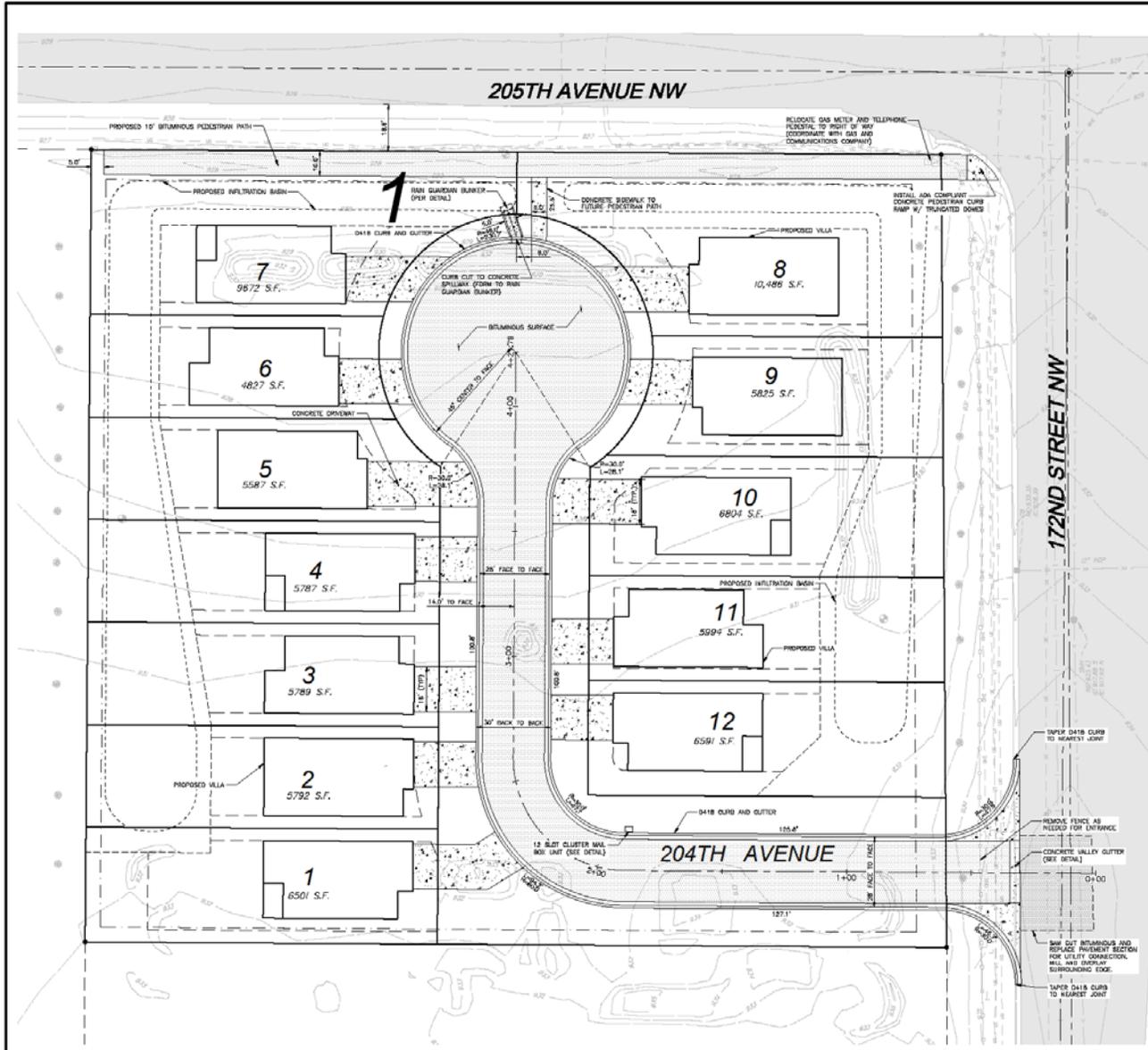
**Bolton & Menk, Inc.**



**Jared Voge, P.E.**  
Principal Engineer

# Attachment C Final Plat and Engineering Plans





**LEGEND:**

- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- MOUNTABLE CONCRETE CURB AND GUTTER - D418



**SITE PLAN NOTES:**

1. INNER CURB DIMENSIONS ARE SHOWN TO FACE OF CURB. ALL OTHER CURB DIMENSIONS ARE TO BACK OF CURB, UNLESS SHOWN OTHERWISE.
2. ALL CONCRETE RAMPS, SIDEWALKS AND ACCESSIBLE HANDICAPPED PARKING STALLS TO CONFORM TO CURRENT A.S.A. REQUIREMENTS.
3. CONTRACTOR SHALL FIELD VERIFY HORIZONTAL AND VERTICAL LOCATION OF EXISTING UTILITIES PRIOR TO START OF CONSTRUCTION.
4. CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES PRIOR TO THE START OF CONSTRUCTION.
5. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF BIG LAKE STANDARDS, SHERBURNE COUNTY, AND MN STATE REGULATIONS.
6. SITE SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE PLANS APPROVED BY THE CITY OF BIG LAKE COMMISSION.
7. NO SNOW STOCKPILING SHALL BE DONE ON MANDOT R.O.W. EXCESS SNOW SHALL BE TRUCKED OFF-SITE.
8. HOUSE ENVELOPE IS SHOWN FOR REFERENCE ONLY AND IS APPROXIMATE. REFER TO ARCHITECTURAL AND STRUCTURAL PLANS FOR COORDINATION OF SITE CONSTRUCTION WORK.

**SITE PLAN INFORMATION:**

**PARCEL AREA:**  
±250 ACRES ±

**EXISTING ZONING:**  
R-2 MEDIUM DENSITY RESIDENTIAL

**PROPOSED ZONING:**  
PROPOSED PLANNED UNIT DEVELOPMENT

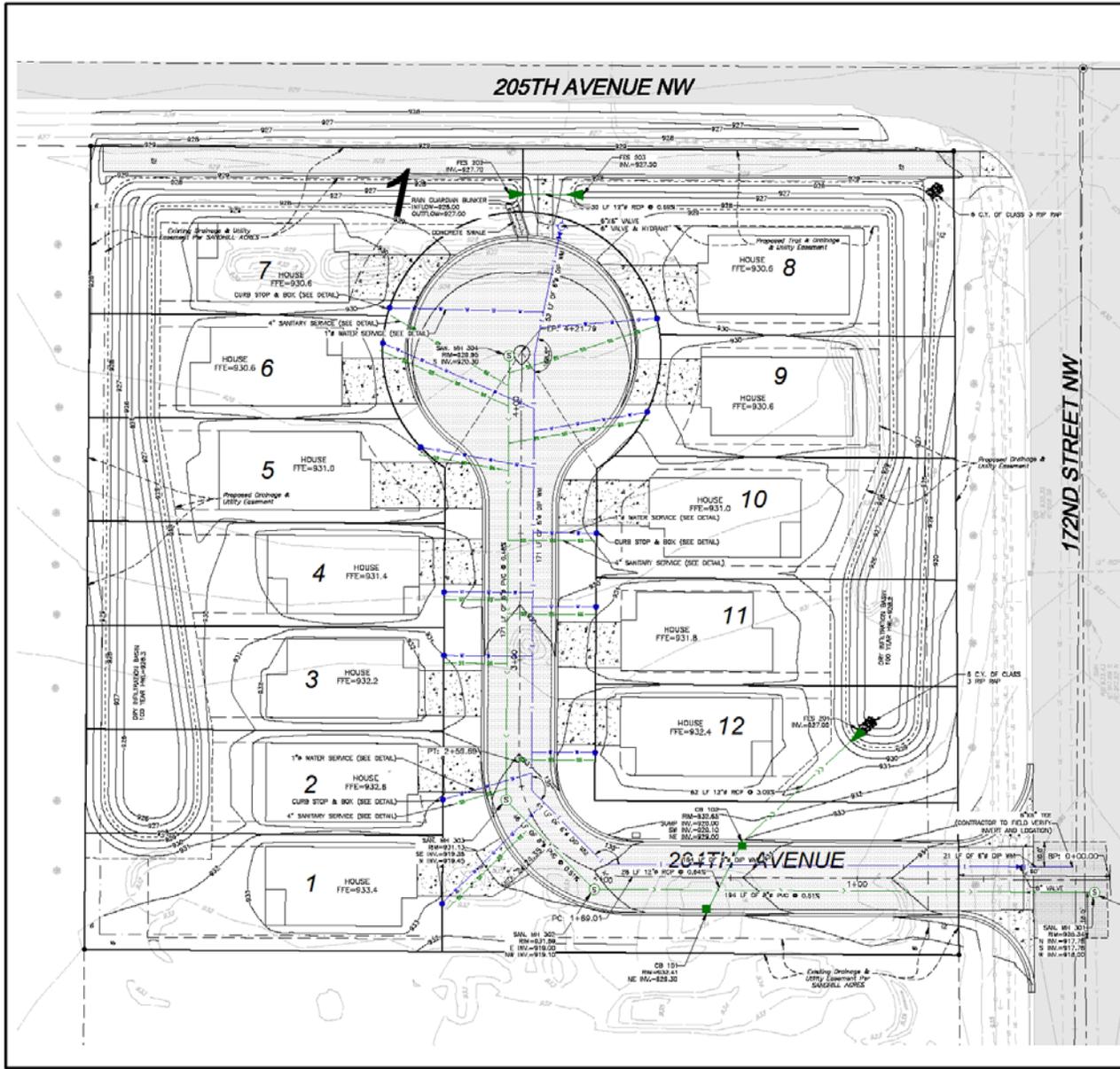
**PROPOSED SETBACKS:**  
• FRONT: 10' (25' FROM BACK OF CURB)  
• SIDE: 5'  
• REAR: 25'

SITE DATA		DATE	PROPOSED
ROAD AREA	0	01/20/2020	18,236 SF ±
HOUSE AREA	0	01/20/2020	2,380 SF ±
DRIVEWAY AREA	0	01/20/2020	8,519 SF ±
PERVIOUS AREA	108,900 SF	01/20/2020	84,883 SF ±
TOTAL AREA	108,900 SF	01/20/2020	108,900 SF

DATE: 01/20/2020	DESIGN BY: JMB	DATE: 01/20/2020	DATE: 01/20/2020	DATE: 01/20/2020	DATE: 01/20/2020
PROJECT NO.: 20-00000000	PROJECT NAME: SANDHILL VILLAS	PROJECT ADDRESS: 205TH AVENUE NW, BIG LAKE, MN 56621	PROJECT TYPE: RESIDENTIAL	PROJECT PHASE: PRELIMINARY	PROJECT STATUS: IN PROGRESS
<p><b>BOGART, PEDERSON &amp; ASSOCIATES, INC.</b></p> <p>LAND SURVEYORS &amp; ENGINEERS</p> <p>172ND STREET NW, SUITE 100, BIG LAKE, MN 56621</p> <p>TEL: 763-489-7777 FAX: 763-489-7778</p>					
<p><b>SANDHILL VILLAS</b></p> <p>City of Big Lake, Sherburne County, MN</p> <p><b>SITE AND DIMENSION PLAN</b></p>					
<p>SHEET NO. <b>C1.0</b></p>					

CALL 48 HOURS BEFORE DIGGING.  
**GOPHER STATE ONE CALL**  
 TWIN CITY AREA 851-454-0002  
 MINNESOTA TOLL FREE 1-800-282-1166





**LEGEND:**

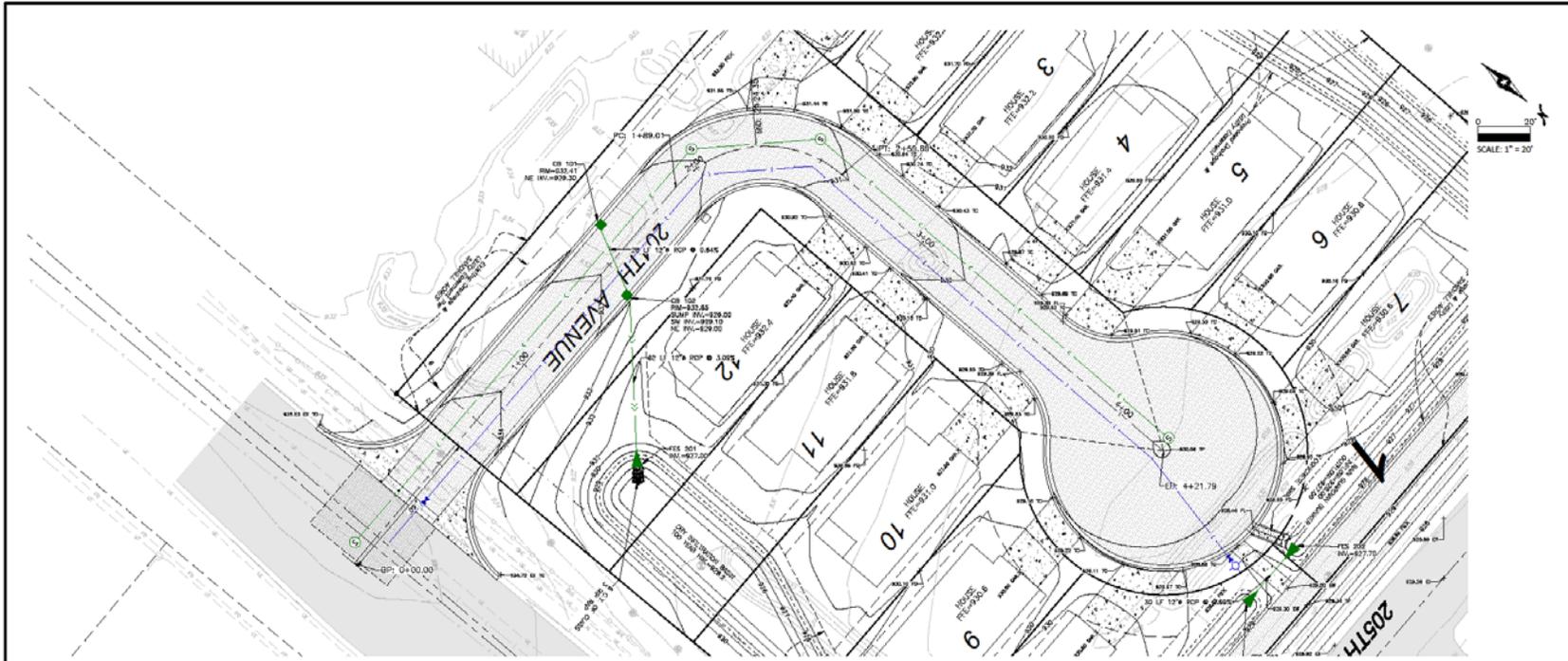
- >> PROPOSED STORM SEWER
- PROPOSED WATER LINE
- PROPOSED SANITARY SEWER
- PROPOSED WATER SERVICE
- PROPOSED SANITARY SERVICE
- PROPOSED MANHOLE
- ▲ PROPOSED FLARED END SCOTCH
- PROPOSED CATCH BASIN
- PROPOSED GATE VALVE & BOX
- PROPOSED CLEANOUT
- PROPOSED GRANITE RIP RAP



**UTILITY GENERAL NOTES**

1. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL UTILITY RELOCATIONS.
2. CONTRACTOR SHALL LOCATE AND VERIFY ALL UTILITIES WHICH MAY AFFECT THIS WORK AND NOTIFY OWNER OF ANY CHANGES. CONTACT LOCAL UTILITY COMPANIES FOR EXACT LOCATIONS PRIOR TO BEGGING THE PROJECT AND COMMENCING WORK.
3. CONTRACTOR SHALL VERIFY CRITICAL ELEVATIONS TO ENSURE CONFORMANCE WITH GRADING PLAN AND EXISTING UTILITIES, PARTICULARLY WITH EXISTING STRUCTURES AND/OR PAVEMENTS TO REMAIN.
4. THE CONTRACTOR SHALL NOTE ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AS EXISTING IN THE FIELD AND AS REPRESENTED WITHIN THE PLANS AS SHOWN AND ALERT THE ENGINEER BEFORE BEGGING THE PROJECT AND BEGINNING CONSTRUCTION.
5. WATER LINE TO MINIMUM 8.0 FEET DEPTH.
6. VERIFY INVERT ELEVATIONS OF EXISTING SANITARY LINE AT POINT OF CONNECTION WITH NEW SANITARY LINE PRIOR TO INSTALLING ANY NEW UTILITIES.
7. ALL CROSSING ELEVATIONS OF NEW UTILITIES & SIZES OF THE EXISTING UTILITIES ARE BASED ON ASSUMED ELEVATIONS AND SIZES PROVIDED BY THE SURVEY.
8. IF DOWATERING IS REQUIRED FOR THIS PROJECT, THE PUMP DISCHARGE SHALL BE TREATED PRIOR TO BEING DISCHARGED OFF-SITE OR INTO A SURFACE WATER. THE DISCHARGE SHALL BE VISUALLY CHECKED TO ENSURE THAT IT IS VISIBLY CLEAN WATER.
9. ALL SANITARY SERVICE PIPE AND FITTINGS WILL BE PVC SDR 26.
10. ALL WATER PIPE AND FITTINGS WILL BE DIP CLASS 52.
11. ALL HOPE STORM SEWER SHALL BE DUAL WALL. ALL RCP STORM SEWER SHALL BE CLASS 3 PIPE.
12. ALL SANITARY SEWER AND WATER SERVICES CROSSING BENEATH PROPOSED DRIVEWAY SURFACES SHALL BE INSULATED.
13. ENSURE 18" OF SEPARATION FOR ALL SERVICES.
14. UMBRELLA ANCHORAGE ASSEMBLIES SHALL BE PROVIDED FOR ALL GATE VALVES.
15. ALL NON-CONDUCTIVE PIPING SHALL BE CONSTRUCTED WITH 12 AWG TRACER WIRE COATED IN BLUE FOR WATER AND GREEN FOR SEWER.
16. ALL CURB STOPS SHALL BE CONSTRUCTED WITH OPERATING RODS.
17. GATE VALVE EXTENSION STEMS SHALL BE PROVIDED FOR ALL PROPOSED GATE VALVES.
18. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING TWO CONSECUTIVE PASSING BACTERIOLOGICAL TESTS FROM THE PROPOSED WATERMAIN. TESTING RESULTS SHALL BE PROVIDED TO THE CITY. TEST WATER SHALL NOT BE DISPOSED OF INTO THE CITY'S SANITARY SEWER SYSTEM.

<p><b>SANDHILL VILLAS</b></p> <p>City of Big Lake, Sherburne County, MN</p> <p style="text-align: right;"><b>C3.0</b></p>	<p><b>UTILITY PLAN</b></p>	<p><b>BOGART, PEDERSON &amp; ASSOCIATES, INC.</b></p> <p>17755 Highway 101, Big Lake, MN 55129</p> <p>TEL: 763-488-4888 FAX: 763-488-4889</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>DATE</th> <th>DESCRIPTION</th> </tr> <tr> <td>04/20/2020</td> <td>PRELIMINARY PLAN FOR CONSTRUCTION</td> </tr> <tr> <td>05/20/2020</td> <td>FINAL PLAN FOR CONSTRUCTION</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>DESIGN BY: MAM</td> <td>CHECKED BY: WPA, JCD</td> </tr> <tr> <td>DRAWN BY: MAM</td> <td>DATE FILED: 20-2021300</td> </tr> <tr> <td>SCALE: 1" = 20'</td> <td></td> </tr> </table> <p>Sign off: <i>Wesley A. Bogart</i></p> <p>DATE: 04/20/2020</p> <p>PROJECT: SANDHILL VILLAS</p> <p>PROJECT NO.: 20-2021300</p> <p>SCALE: 1" = 20'</p>	DATE	DESCRIPTION	04/20/2020	PRELIMINARY PLAN FOR CONSTRUCTION	05/20/2020	FINAL PLAN FOR CONSTRUCTION	DESIGN BY: MAM	CHECKED BY: WPA, JCD	DRAWN BY: MAM	DATE FILED: 20-2021300	SCALE: 1" = 20'	
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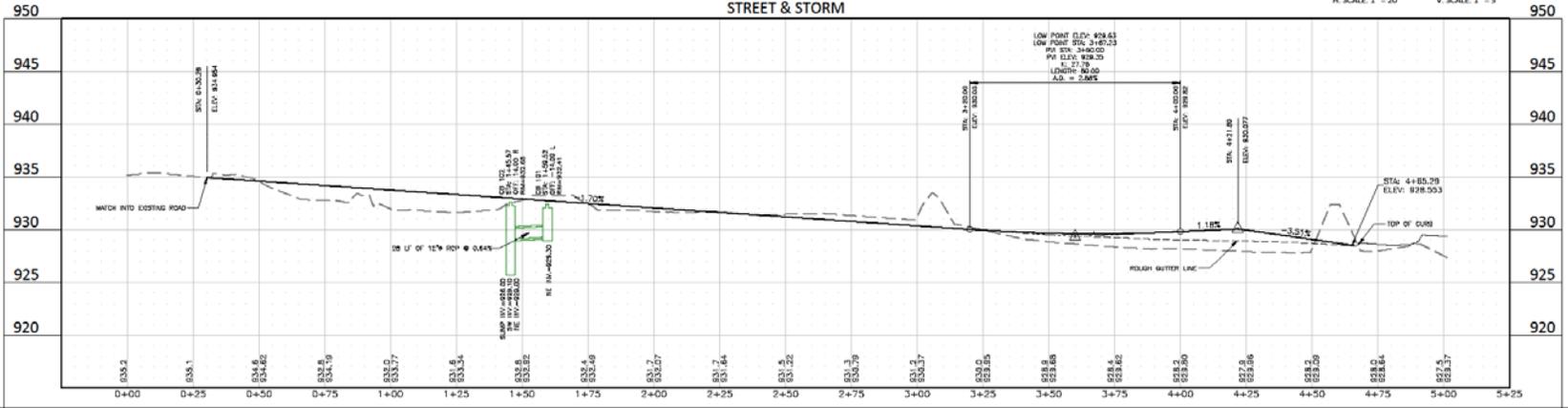
REV	DATE	DESCRIPTION
1	03/26/2020	ISSUED FOR PERMITS TO CITY
2	03/26/2020	FINAL PLANS FOR CONSTRUCTION

DATE:	04/20/2020
DESIGN BY:	MM
CHECKED BY:	WAL, CJD
DWG FILE:	020200
FILE NO.:	20-0018.00

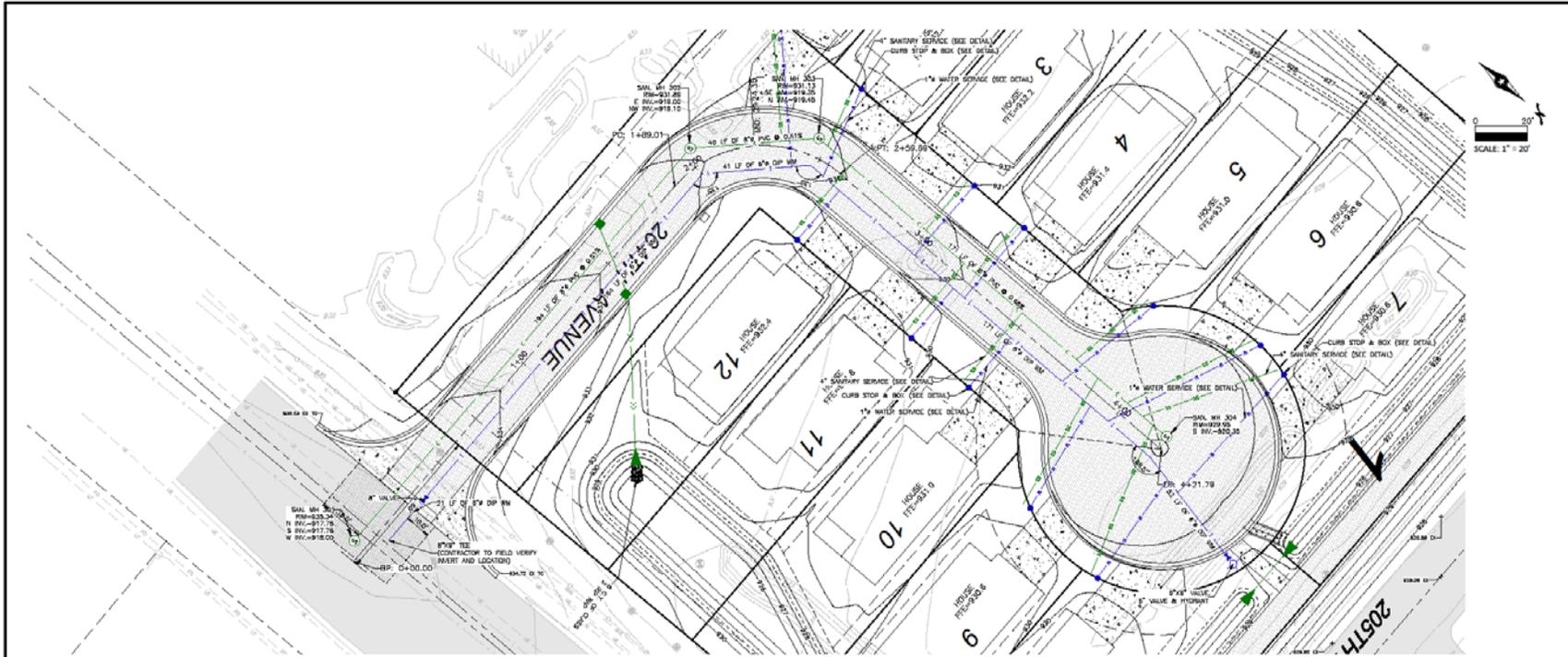
I hereby certify that this plan, specification, or other data submitted to me for the State of Wisconsin, was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Wisconsin.  
 Signature: *Wesley A. Davis*  
 Date: 04/20/2020 Lic. No. 30889



**BOGART, PEDERSON & ASSOCIATES, INC.**  
 CIVIL ENGINEERS  
 1000 W. WISCONSIN AVENUE  
 SUITE 200  
 MILWAUKEE, WISCONSIN 53233  
 TEL: 414-224-0000 FAX: 414-224-0001

**SANDHILL VILLAS**  
 City of Big Lake, Sherburne County, MN  
 ROAD PLAN - STREET & STORM

SHEET NO.  
**C4.0**



REV.	DATE	DESC./REVISION
1	02/20/2020	MANUAL ISSUES TO CITY
2	04/20/2020	FINAL PLANS FOR CONSTRUCTION

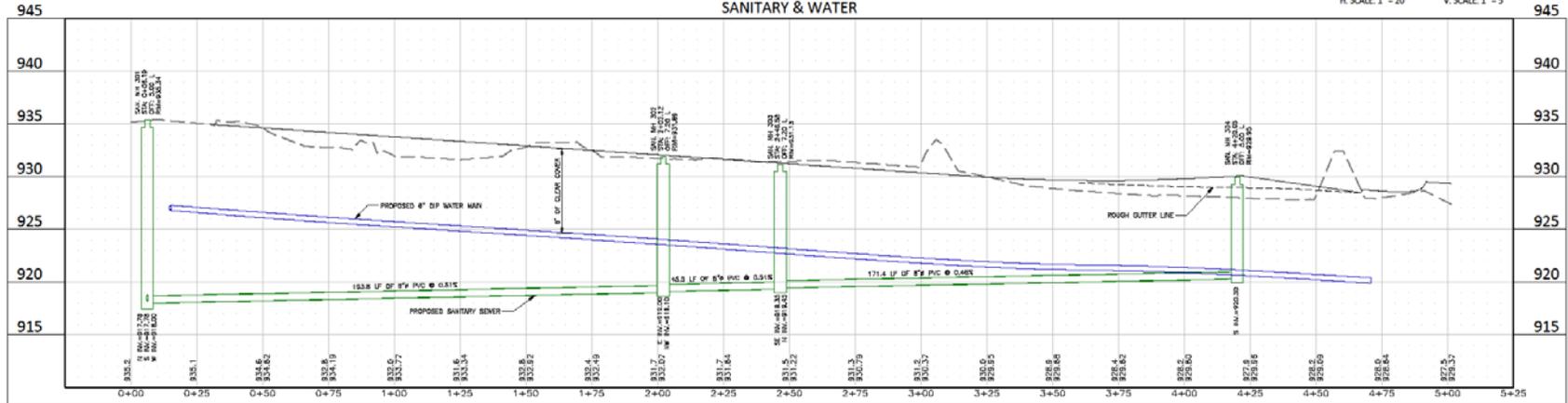
DATE:	04/20/2020
DESIGN BY:	AMR
CHECKED BY:	WPA, DJE
DWG FILE:	205R006
FILE NO.:	20-0012A.RVT

I hereby verify that this plan specification is a true and correct representation of the work done by me or under my supervision and that I am a duly licensed professional engineer in the State of Minnesota.  
 Signed: *Wesley A. Davis*  
 Date: 04/20/2020, Lic. No. 30888

**BOGART, PEDERSON & ASSOCIATES, INC.**  
 CIVIL ENGINEERING ARCHITECTURE INTERIOR DESIGN  
 1001 W. WASHINGTON AVENUE, SUITE 100  
 ST. LOUIS, MISSOURI 63101-4200  
 TEL: 314.588.0000 FAX: 314.588.0001

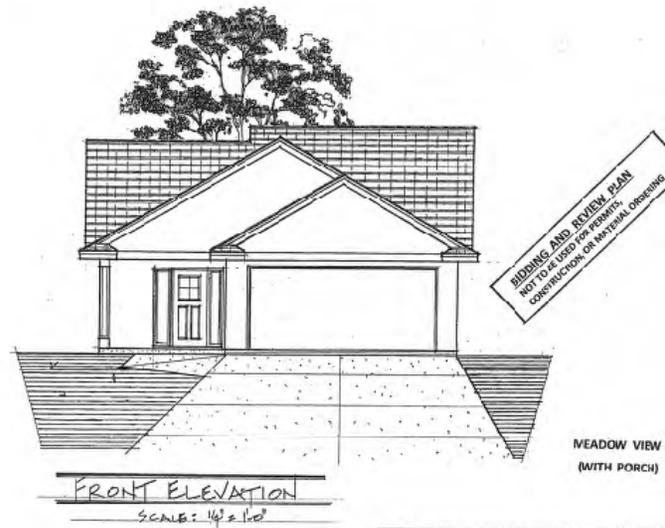
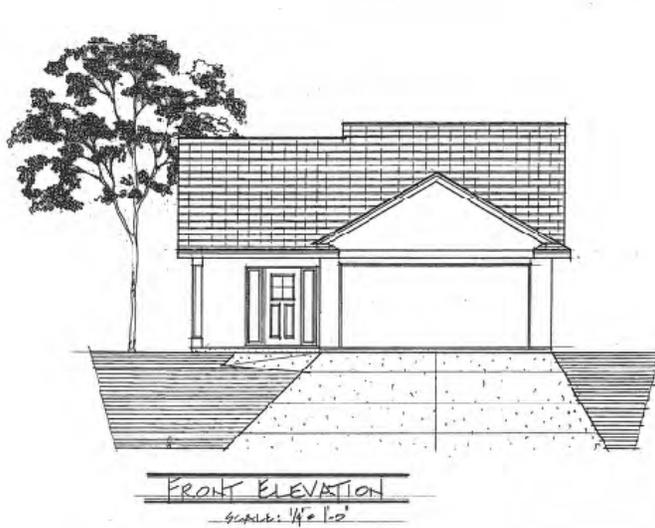
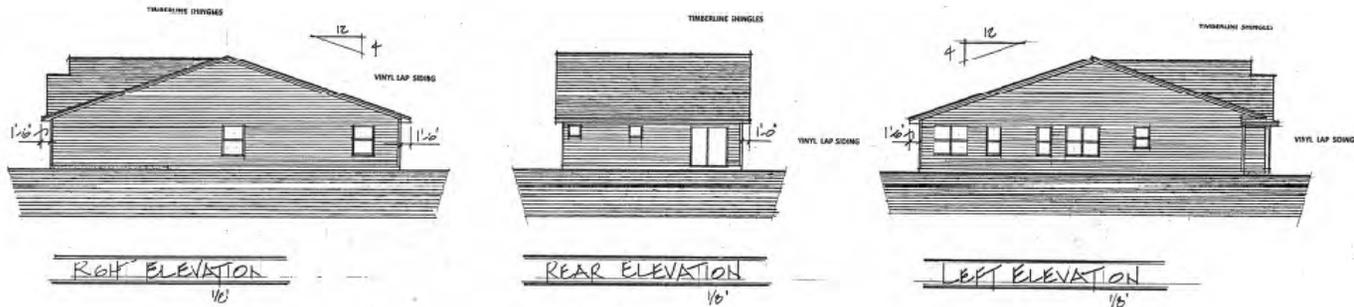
**SANDHILL VILLAS**  
 City of Big Lake, Sherburne County, MN  
 ROAD PLAN - SANITARY & WATERMAIN  
 SHEET NO. **C4.1**

SANITARY & WATER





## Attachment E Building Elevations

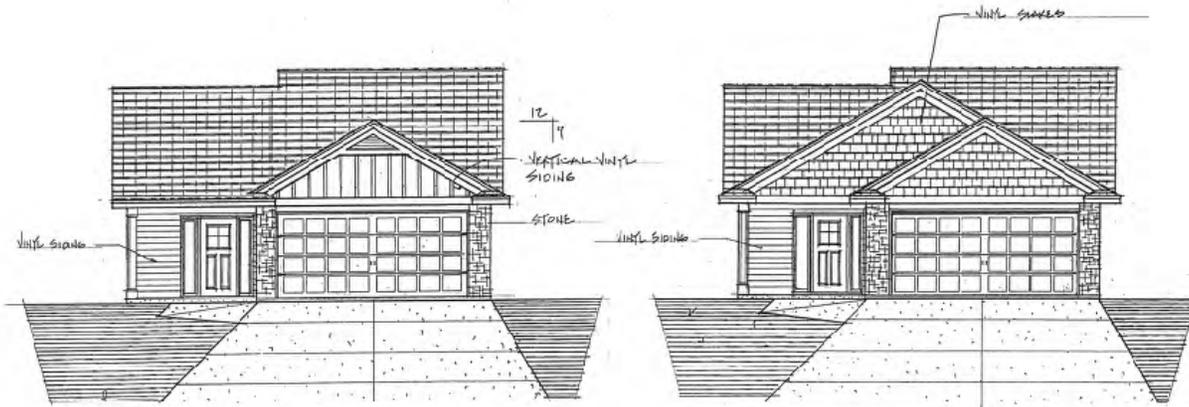


**BIDDING AND REVIEW PLAN**  
 NOT TO BE USED FOR PERMITS,  
 CONSTRUCTION, OR MATERIAL ORDERING

ANYONE PURCHASING OR USING THESE DRAWINGS SOLELY FOR THE SALE OF  
 HOME PLANNING ASSOCIATES INC. AND  
 ANY REPRODUCTION OR OTHER USE IS STRICTLY PROHIBITED WITHOUT  
 THE EXPRESS WRITTEN CONSENT OF HOME PLANNING ASSOCIATES INC.  
 ALTHOUGH EVERY EFFORT HAS BEEN MADE IN DESIGNING AND  
 DRAWING THESE PLANS, THE CONTRACTOR MUST VERIFY ALL DETAILS AND  
 DIMENSIONS AND BE RESPONSIBLE FOR ANY CHANGES OR  
 ADJUSTMENTS REQUIRED DURING CONSTRUCTION.

SHEET NUMBER <b>CNE</b> OF SHEETS PLAN NUMBER <b>19 111</b>
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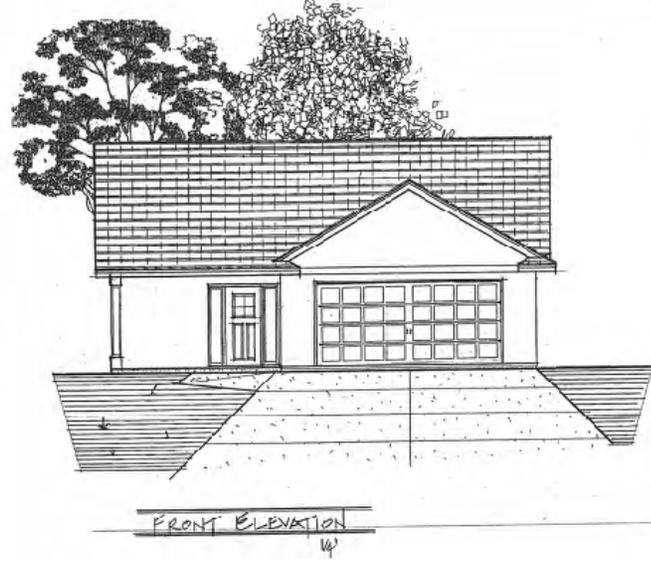
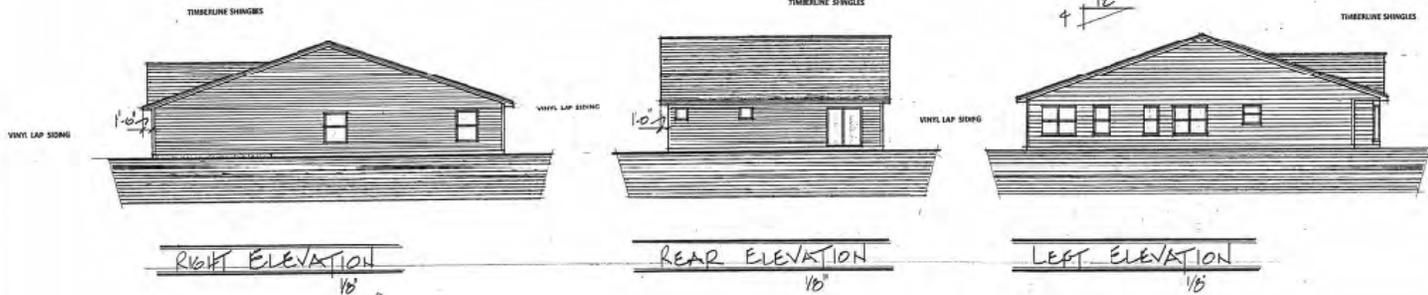
**HOME PLANNING ASSOCIATES INC.**  
 8322 CENTRAL AVENUE NE  
 SPRING LAKE PARK, MINNESOTA 55432  
 (763) 786-8089  
 SPRING LAKE PARK LUMBER BLDG.  
  
**MC**  
**MODERN**  
 DESIGN  
 1015 W. WASHINGTON ST. SUITE 100  
 MINNEAPOLIS, MN 55408  
 (612) 338-8888  
 www.mcmoderndesign.com



**BIDDING AND REVIEW PLAN**  
 NOT TO BE USED FOR PERMITS,  
 CONSTRUCTION, OR MATERIAL ORDERING

MEADOW VIEW  
 (WITH PORCH)

HOME PLANNING ASSOCIATES INC. 6329 CENTRAL AVENUE NE SPRING LAKE PARK, MINNESOTA 55432 (763) 786-8909 SPRING LAKE PARK LUMBER BLDG.	
SHEET NUMBER	TWO
OF SHEETS	2
PLAN NUMBER	19 111



BIDDING AND BIDDING PLAN  
 NOT TO BE USED FOR PERMITS,  
 CONSTRUCTION OR MATERIAL ORDERING

SAND HILL CRANE  
 [WITH PORCH]

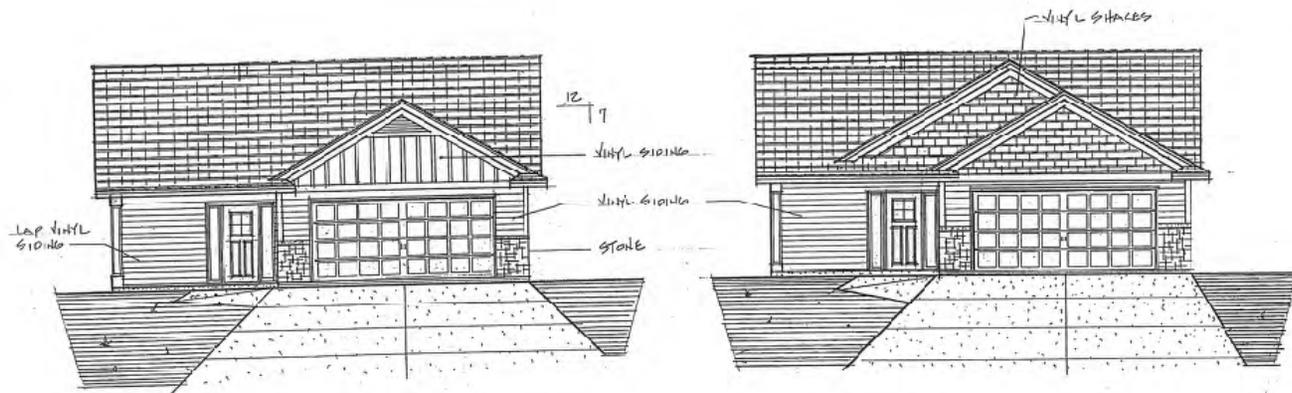
• ALL DIMENSIONS AND SEE OBSERVATIONS  
 GIVEN ARE BASED TO DIMENSIONS ON  
 JOB SITE AND ADJUSTMENT TO ITS JOB  
 CONDITIONS.

NOTES: THESE PLANS ARE DEEMED BELIEVED FOR THE USE OF  
 HOME PLANNING ASSOCIATES INC. ANY  
 REPRODUCTION OR OTHER USE IS STRICTLY PROHIBITED WITHOUT  
 THE WRITTEN PERMISSION OF HOME PLANNING ASSOCIATES INC.  
 ALTHOUGH EVERY EFFORT HAS BEEN MADE IN DESIGNING AND  
 DIMENSIONS AND BE RESPONSIBLE FOR ANY CHANGES OR  
 ADJUSTMENTS REQUIRED DURING CONSTRUCTION.

REVISION:	
NO.	
DATE	
BY	
DESCRIPTION	

HOME PLANNING ASSOCIATES INC.  
 6326 CENTRAL AVENUE NE  
 SPRING LAKE PARK, MINNESOTA 55432  
 (763) 780-0049  
 SPRING LAKE PARK LUMBER BLDG

SHEET NUMBER  
 ONE  
 OF 5 SHEETS  
 PLAN NUMBER  
 19112



**Attachment F  
Development Contract**

*(reserved for recording information)*

**DEVELOPMENT CONTRACT**

*(Developer Installed Improvements)*

**SANDHILL VILLAS**

**THIS DEVELOPMENT CONTRACT** (“Development Contract” or “Contract”) dated \_\_\_\_\_, 2020, is by and between the **CITY OF BIG LAKE**, a Minnesota municipal corporation (“City”), and **MODERN CONSTRUCTION OF MINNESOTA**, a Minnesota business corporation (the “Developer”).

**1. REQUEST FOR PLAT AND PLANNED UNIT DEVELOPMENT APPROVAL.** The Developer has asked the City to approve a plat and Planned Unit Development (PUD) for *SANDHILL VILLAS* (referred to in this Contract as the “Plat” or “Project”), consisting of will consist of twelve (12) detached townhomes, otherwise known as villas, on 2.5 acres of vacant land for a total of twelve (12) units. Of the 2.5 acres, 0.37 acres of the land will be dedicated as right-of-way. The land is situated in the County of Sherburne, State of Minnesota, and is legally described on the attached **Exhibit A**.

**2. CONDITIONS OF PLAT AND PLANNED UNIT DEVELOPMENT APPROVAL.** The City hereby approves the Plat on condition that the Developer enter into this Contract, furnish the security required by it, and record the Plat with the County Recorder or Registrar of Titles within **90 days** after the City Council approves the Plat. The requirements of the

City's Zoning Ordinance, Planned Unit Development (PUD) Ordinance No. 2020-XX, and Subdivision Ordinance as may be amended from time to time shall apply to the Plat.

**3. RIGHT TO PROCEED.** Within the Plat or land to be platted, the Developer may not grade or otherwise disturb the earth, remove trees, construct sewer lines, water lines, streets, utilities, public or private improvements, or any buildings until all the following conditions have been satisfied: 1) this Development Contract has been fully executed by both parties and filed with the City Clerk, 2) the necessary security has been received by the City, 3) the Plat has been recorded with the Sherburne County Recorder's Office, and 4) the City's Administrator has issued a letter that all conditions have been satisfied and that the Developer shall proceed.

**4. PHASED DEVELOPMENT.** The Plat will consist of twelve (12) detached townhomes, otherwise known as villas, on 2.5 acres of vacant land for a total of twelve (12) units. Of the 2.5 acres, 0.37 acres of the land will be dedicated as right-of-way.

**5. PRELIMINARY PLAT STATUS.** If the Plat is a phase of a multi-phased preliminary plat, the preliminary plat approval for all phases not final platted shall lapse and be void unless final platted into lots and blocks, not outlots, within two (2) years after preliminary plat approval.

**6. CHANGES IN OFFICIAL CONTROLS.** For two (2) years from the date of this Agreement, no amendments to the City's Comprehensive Plan, or official controls shall apply to or affect the use, development density, lot size, lot layout or dedications of the approved preliminary plat unless required by state or federal law or agreed to in writing by the City and the Developer. Thereafter, notwithstanding anything in this Contract to the contrary, to the full extent permitted by state law, the City may require compliance with any amendments to the City's Comprehensive Plan, official controls, platting or dedication requirements enacted after the date of this Contract with respect to property which did not receive final plat approval prior to any such amendments.

**7. DEVELOPMENT PLANS.** The Plat shall be developed in accordance with the following plans. The plans shall not be attached to this Contract. With the exception of Plans A, B, and C, the plans may be prepared, subject to City approval, after entering the Contract, but before commencement of any work in the Plat. The erosion control plan may also be approved by the Sherburne County Soil and Water Conservation District, if appropriate. If the plans vary from the written terms of this Contract, the written terms shall control.

The plans are:

- Plan A - Final Plat
- Plan B - Final Landscape Plan
- Plan C - Final Building Plans
- Plan D - Engineering Plans (Street and Utilities)
- Plan E - Final Grading Plan
- Plan G - Final Erosion Control and SWPPP Plan
- Plan H - Traffic Control Plan
- Plan I - Monument Sign Plan.
- Plan J - Photometric Plan

**8. IMPROVEMENTS.** The Developer shall install and pay for the following as required to be built within the subdivision as public improvements in accordance with the approved Plans:

- A. Site Grading, Ponding, and Erosion Control
- B. Landscaping
- C. Setting of Iron Monuments, including Monuments described in the Wetland Overlay District
- D. Surveying and Staking
- E. Sidewalks and Trails
- F. Traffic Control Signs
- G. Street Lights
- H. Underground Utilities

The improvements shall be installed in accordance with the City subdivision ordinance; City standard specifications for utilities and street construction; and any other ordinances including Section 1026.10 of the City Code concerning erosion and drainage and Section 1026.05 prohibiting grading, construction activity, and the use of power equipment between the hours of 7 o'clock p.m. and 7 o'clock a.m. The Developer shall submit plans and specifications which have been prepared by a competent registered professional engineer to the City for approval by the City Engineer which approval shall be provided on the condition that such submittals comply with the Plans and this Development Contract. The Developer shall instruct its engineer to provide adequate field inspection personnel to assure an acceptable level of quality control. In addition, the City may, at the City's discretion and at the Developer's expense, have one or more City inspectors and a soil engineer inspect the work as the City may reasonably determine. The Developer shall be responsible for retaining the services of a geotechnical engineer for construction testing. The Developer, its contractors and subcontractors, shall follow all instructions received from the City's inspectors. The Developer's engineer shall provide for on-site project management. The Developer's engineer is responsible for design changes and contract administration between the Developer and the Developer's contractor. The Developer or Developer's engineer shall schedule a pre-construction meeting at a mutually agreeable time at the City Council chambers with all parties concerned, including the City staff, to review the program for the construction work. Within thirty (30) days after the completion of the improvements and before the security is released, the Developer shall supply the City with a complete set of reproducible "as constructed" plans, an electronic file of the "as constructed" plans in an auto CAD file based upon the Sherburne County coordinate system, all prepared in accordance with City standards. Developer will install sidewalks and trails prior to the release of building permits.

**9. IRON MONUMENTS.** In accordance with Minnesota Statutes 505.021, the final placement of iron monuments for all lot corners must be completed before the applicable security is released. The Developer's surveyor shall also submit a written notice to the City certifying that the monuments have been installed.

**10. PERMITS.** The Developer shall obtain, or require its contractors and subcontractors to obtain, all necessary permits, including but not limited to the following to the extent required:

- City of Big Lake for Building Permits
- City of Big Lake Sign Permit
- City of Big Lake Right-of-Way Permit
- MDH Watermain extension permit. Developer must submit copy to City.
- NPDES Construction Stormwater Permit. Developer must submit copy to City prior to construction.
- MPCA Sanitary Sewer Extension permit. Developer must submit copy to City.

**11. DEWATERING.** Due to the variable nature of groundwater levels and stormwater flows, it will be the Developer's and the Developer's contractors and subcontractors responsibility to satisfy themselves with regard to the elevation of groundwater in the area and the level of effort needed to perform dewatering and storm flow routing operations. All dewatering shall be in accordance with all applicable county, state, and federal rules and regulations. DNR regulations regarding appropriations permits shall also be strictly followed.

**12. TIME OF PERFORMANCE.** The Developer shall install all required public improvements by June 30, 2020. The Developer may, however, request an extension of time from the City. If an extension is granted, it shall be conditioned upon updating the security posted by the Developer to reflect cost increases, if any, and the extended completion date.

**13. LICENSE.** The Developer hereby grants the City, its agents, employees, officers and contractors a license to enter the Plat to perform all work and inspections deemed appropriate by the City in conjunction with Plat development.

**14. EROSION CONTROL.** Prior to initiating site grading, the Final Grading Plan E and Final Erosion Control and SWPPP Plan G shall be implemented by the Developer and inspected and approved by the City. The City may impose additional erosion control requirements if reasonably required. All areas disturbed by the excavation and backfilling operations shall be sodded – or seeded if explicitly permitted by City Code – within five (5) days after the completion of the work, weather permitting, or in an area that is inactive for more than ten (10) days unless authorized and approved by the City Engineer. Except as otherwise provided in the erosion control plan, sodding and seeding shall be in accordance with the City Code's current specifications. All sodded and seeded areas shall be fertilized and watered. The parties recognize that time is of the essence in controlling erosion. If the Developer does not comply with the erosion control plan and schedule or supplementary instructions received from the City, the City may take such action as it deems appropriate to control erosion. The City will endeavor to notify the Developer in advance of any proposed action, but failure of the City to do so will not affect the Developer's and City's rights or obligations hereunder. If the Developer does not reimburse the City for any cost the City incurred for such work within ten (10) days, the City may draw down the letter of credit to pay any costs. No development, utility or street construction will be allowed and no building permits will be issued unless the Plat is in full compliance with the approved erosion control plan.

**15. GRADING PLAN.** The Plat shall be graded in accordance with the approved Final Grading Plan E. The plan shall conform to City of Big Lake specifications. Within thirty (30) days after completion of the grading and before the City approves individual building permits the Developer shall provide the City with an "as constructed" grading plan certified by a registered land

surveyor or engineer that all ponds, swales, and ditches for public drainage have been constructed on public easements or land owned by the City. The "as constructed" plan shall include field verified elevations of the following: a) cross sections of ponds; b) location and elevations along all swales, wetlands, wetland mitigation areas if any, ditches, locations and dimensions of borrow areas/stockpiles, and installed "conservation area" posts; and c) lot corner elevations, and house pads. The City will withhold issuance of building permits until the approved certified grading plan is on file with the City and all erosion control measures are in place as determined by the City Engineer. The Developer certifies to the City that all lots with house footings placed on fill have been monitored and constructed to meet or exceed FHA/HUD 79G specifications.

**16. CLEAN UP.** The Developer shall clean dirt and debris from streets that has resulted from construction work by the Developer, home builders, subcontractors, their agents or assigns. Prior to any construction in the Plat, the Developer shall identify in writing a responsible party and schedule for erosion control, street cleaning, and street sweeping.

**17. OWNERSHIP OF IMPROVEMENTS.** Upon completion of the work and construction required by this Contract, the improvements lying within public easements shall become City property without further notice or action. Upon completion of the public improvements, the City shall inspect the public improvements and notify Developer if any of the improvements do not conform to the requirements of this Contract. Upon compliance with this Contract with respect to public improvements, the City shall give formal notice of acceptance to Developer and thereafter Developer shall have no responsibility with respect to the maintenance of the public improvements, except during any warranty periods expressly set forth herein.

The Developer shall, at its expense, prepare any streets located in the subdivision for snowplowing and other maintenance that the Developer wishes the City to undertake prior to formal acceptance by the City of such streets. This preparation shall include, without limitations, ramping

any manholes as necessary to avoid damage to snowplows or other vehicles used in street maintenance. Should damage occur to City snowplows or other vehicles during the course of snowplowing or other maintenance procedures prior to formal acceptance of the street by the City, the Developer shall pay all such damages and shall indemnify and hold the City harmless for all such damage, cost, or expense incurred by the City with regard thereto.

**18. CITY ENGINEERING ADMINISTRATION AND CONSTRUCTION OBSERVATION.** Developer shall, contemporaneously with the execution of this Contract, deposit with the City: (1) an escrow of \$20,000.00 to cover the expenses for engineering administration and construction observation; (2) an escrow for \$5,000.00 to cover the engineering application review process; and (3) an escrow of \$5,000 for legal and planning application review process. Developer shall pay all fees relating to the Project including, but not limited to, legal, engineering, engineering administration, construction observation, planning, recording fees, administrative expenses and other costs related to this Development. City engineering administration will include monitoring of construction observation, consultation with Developer and its engineer on status or problems regarding the Project, coordination for final inspection and acceptance, project monitoring during the warranty period, and processing of requests for reduction in security. Fees for this service shall be at standard hourly rates. The Developer shall pay for construction observation performed by the City's consulting engineer. Construction observation shall include part or full time inspection of proposed public utilities and will be billed at standard hourly rates. All fees and costs incurred by the City in connection with the Project shall be charged against said escrow account which shall remain in effect until the completion of the Project.

Any funds remaining in the escrow accounts after the completion of the Project shall be refunded to the Developer. In the event that the escrow accounts herein are depleted, Developer agrees that upon request of the City, Developer shall post additional sums of money to replenish the

accounts to their original balance to cover projected City costs as reasonably determined by the City. Developer agrees that the engineering administration and construction observation escrow account shall always have a balance of no less than \$5,000.00. Developer shall be entitled, upon request, to an itemized statement of all costs and fees charged against these escrow accounts.

**19. SANITARY SEWER TRUNK CHARGE AND SEWER ACCESS CHARGE.**

The development is subject to a charge for Sanitary Sewer Trunk expenses payable at the time of final plat approval. The Sanitary Sewer Trunk expenses will be \$5,330 x 2.13 acres developed for a total of \$11,352.90. The development is also subject to a Sewer Access Charge (SAC) fee in the amount of \$5,325 per unit for this Plat. The Developer shall pay the SAC fee before the building permit is issued.

**20. WATER TRUNK CHARGE AND WATER ACCESS CHARGE.** The development is subject to a charge for Water Trunk expenses payable at the time of final plat approval. The Water Trunk expenses will be will be \$1,650 x 2.13 acres developed for a total of \$3,514.50. The development is also subject to a Water Access Charge (WAC) fee in the amount of \$3,585 per unit for this Plat. The Developer shall pay the WAC fee before the building permit is issued.

**21. STORM SEWER CHARGE.** The development is not subject to a charge for Storm Sewer expenses payable at the time of final plat approval.

**22. PARK DEDICATION.** The Developer will pay a park dedication fee at the time of final plat approval. Residential developments are required to dedicate 10 percent of the value of the land with an established minimum per-unit fee. The current fee schedule, which has a per unit charge of \$2,500 would require a park dedication fee of \$30,000.00.

**23. ESCROW FOR SPECIAL ENGINEERING COSTS.** The Developer shall post an escrow of \$3539 for all special engineering fees. The City shall reimburse the Developer for

any amount of the escrow that is not applied towards the special engineering fees. These special engineering fees shall include, but are not limited to, the following:

A. The Developer shall post a \$1,200.00 security for the final placement of interior subdivision iron monuments at property corners and the placement of all wetland monuments pursuant to Big Lake City Code Section 1066. The security was calculated as follows: 12 lots at \$100 per lot. The security will be held by the City until the Developer's land surveyor certifies that all irons have been set following site grading and utility and street construction. In addition, the certificate of survey must also include a certification that all irons for a specific lot have either been found or set prior to the issuance of a building permit for that lot.

B. The Developer shall pay the cost for the preparation of record construction drawings and City base map upgrading by the City Engineer as part of the Administrative/Engineering Fee at an estimated cost of **\$36.50** per lot, for a total of **\$438.00**.

C. Before the City signs the final plat, the Developer shall post a street light security of **\$1,901.00**.

**24. LANDSCAPING.** Landscaping shall be installed in accordance with City Code Section 1027 and the approved Landscape Plan. Prior to the issuance of a Building Permit, the Builder shall provide an escrow of \$15,000 to the City to guarantee compliance with the landscaping requirements. If the final grading and landscaping is not timely completed, the City may enter the lot, perform the work, and apply the cash escrow toward the cost. Upon satisfactory completion of the landscaping the escrow funds, without interest, less any draw made by the City, shall be returned to the person who deposited the funds with the City. **The Developer shall install an irrigation system to ensure the viability of landscape materials.**

**25. TREE PRESERVATION.** Individual lot preservation plans shall not be required.

**26. SPECIAL PROVISIONS.** The following special provisions shall apply to Plat development:

A. Implementation of the recommendations listed in Planning Report dated May 27, 2020 and Resolution No 2020-XX, of May 27, 2020.

B. All easement documents and all deeds for any outlots transferred to the City shall be provided to the City simultaneously with delivery of the final plat for City signatures. The Developer shall dedicate to the City on the final plat drainage and utility easements located within the property, including access, as required to serve the site.

C. The lighting plan must comply with the City of Big Lake Zoning and Subdivision Ordinances.

D. The Developer shall execute a Stormwater Maintenance Agreement for the infiltration basins on the property. The Developer shall provide the City with infiltration test results for each of the proposed infiltration basins. The Developer shall obtain soil borings to verify groundwater depth and soil type within the proposed infiltration basin location and submit the data to the City for review. The infiltration basins shall be seeded with MnDOT seed mix 35-221.

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

F. The Developer is required to submit the final plat in electronic format. The electronic format shall be Auto CAD file. The Developer shall also submit one complete set of reproducible construction plans on paper, in .pdf formant, and AutoCAD.

**27. SUMMARY OF SECURITY REQUIREMENTS.** To guarantee compliance with the terms of this Development Contract, payment of real estate taxes, payment of special assessments, payment of the costs of all public improvements, and construction of all public improvements, the Developer shall furnish the City with a letter of credit, in the form attached hereto,

from a bank (“security”) for **\$549,000**. The amount of the security includes all of the security requirements set forth in the preceding sections of this Contract, and was calculated as follows:

<b>CONSTRUCTION COSTS:</b>	
Landscaping	\$ 15,000
Erosion Control	\$ 12,500
Improvements	\$ 400,000
<b>CONSTRUCTION SUB-TOTAL</b>	<b>\$ 427,500</b>
<b>OTHER COSTS:</b>	
Street Lights	\$ 10,500
Lot Corners/Iron Monuments	\$ 1,200
<b>OTHER COSTS SUB-TOTAL</b>	<b>\$ 11,700</b>
<b>TOTAL SECURITIES:</b>	<b>\$ 439,200</b>
<b>GRAND TOTAL SECURITIES (125%)</b>	<b>\$ 549,000</b>

This breakdown is for historical reference; it is not a restriction on the use of the security. The bank shall be subject to the approval of the City Administrator. Individual security instruments may be for shorter terms provided they are replaced at least thirty (30) days prior to their expiration. The City may draw down the security, upon five (5) business days prior written notice to Developer, for any violation of the terms of this Contract or without notice if the security is allowed to lapse prior to the end of the required term. Amounts drawn shall not exceed the amounts necessary to cure the default. If the required public improvements are not completed at least thirty (30) days prior to the expiration of the security, the City may also draw it down. If the security is drawn down, the proceeds shall be used to cure the default. Upon receipt of proof satisfactory to the City that work has been completed and financial obligations to the City have been satisfied, with City approval the security may be reduced from time to time by ninety percent (90%) of the financial obligations that have been satisfied. Ten percent (10%) of the amounts certified by the Developer's engineer shall be retained as security until all improvements have been completed, all financial obligations to the City satisfied, the required "as constructed" plans have been received by the City, a warranty security is provided,

and the public improvements are accepted by the City Council. The City standard specifications for utilities and street construction outline procedures for security reductions.

**28. SUMMARY OF CASH REQUIREMENTS.** The following is a summary of the cash requirements under this Contract which must be furnished to the City at the time of final plat approval and execution of this Contract by the City:

Engineering, City Administration Escrow (Section 18)	\$ 25,000.00
Special Engineering Fees Escrow	\$ 3,539.00
Legal and Planning Expenses (Section 18) escrow	\$ 5,000.00
Sanitary Sewer Trunk Charge	\$ 11,352.90
Water Trunk Charge	\$ 3,514.50
Park Dedication	\$ 30,000.00
Map Upgrade Fee	<u>\$ 438.00</u>

**TOTAL CASH REQUIREMENTS** **\$ 78,844.40**

The City is implementing a pass through billing process. The **\$78,844.40** escrow will be held and all bills will be forwarded for immediate payment. If payments are not made in a timely fashion, the project will stop until payments are made. If said fees are less than estimated, the City shall reimburse the Developer within thirty (30) days of receipt of final invoices.

**29. WARRANTY.** The Developer warrants all improvements required to be constructed by it pursuant to this Contract against poor material and faulty workmanship. The warranty period for streets is one year. The warranty period for underground utilities is two years and shall commence following completion and acceptance by City Council. The one-year warranty period on streets shall commence after the final wear course has been installed and accepted by the City Council as documented in official City minutes. The Developer shall post maintenance bonds in the amount of twenty-five percent (25%) of final certified construction costs to secure the warranties. The City shall retain ten percent (10%) of the security posted by the Developer until the maintenance bonds are furnished the City or until the warranty period expires, whichever first occurs.

The retainage may be used to pay for warranty work. The City standard specifications for utilities and street construction identify the procedures for final acceptance of streets and utilities.

**30. RESPONSIBILITY FOR COSTS.**

A. Except as otherwise specified herein, the Developer shall pay all costs incurred by it or the City in conjunction with the development of the Plat, including but not limited to Soil and Water Conservation District charges, legal, planning, engineering and inspection expenses incurred in connection with approval and acceptance of the Plat, the preparation of this Contract, review of construction plans and documents, and all costs and expenses incurred by the City in monitoring and inspecting development of the Plat.

B. The Developer shall hold the City and its officers, employees, and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from plat approval and development. The Developer shall indemnify the City and its officers, employees, and agents for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees.

C. The Developer shall reimburse the City for reasonable costs incurred in the enforcement of this Contract, including engineering and attorneys' fees.

D. The Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all special assessments referred to in this Contract. This is an obligation of the Developer and shall continue in full force and effect even if the Developer sells one or more lots, the entire Plat, or any part of it.

E. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Contract within thirty (30) days after receipt. If the bills are not paid on time, the City may halt Plat development and construction until the bills are paid in full. Bills not paid within thirty (30) days shall accrue interest at the rate of eight percent (8%) per year.

F. In addition to the charges and special assessments referred to herein, other charges as required by City ordinance may be imposed such as but not limited to building permit fees.

**31. DEVELOPER'S DEFAULT.** In the event of default by the Developer as to any of the work to be performed by it hereunder, the City may, at its option, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer, except in an emergency as determined by the City, is first given notice of the work in default, not less than forty-eight (48) hours in advance. This Contract is a license for the City to act, and it shall not be necessary for the City to seek a Court order for permission to enter the land. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part.

**32. MISCELLANEOUS.**

A. Developer shall be responsible for all snow removal from sidewalks on vacant lots to the extent that City Ordinance requires snow removal from sidewalks on constructed homes. Developer shall be responsible for ensuring that all vacant lots comply with the City's Code regarding nuisances.

B. Third parties shall have no recourse against the City or Developer under this Contract.

C. Breach of the terms of this Contract by the Developer shall be grounds for denial of building permits, including lots sold to third parties.

D. If any portion, section, subsection, sentence, clause, paragraph, or phrase of this Contract is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Contract.

E. Approval of an administrative permit in compliance with Section 1028 of the City's Zoning Ordinance is required prior to the construction of any model homes.

F. If building permits are issued prior to the acceptance of public improvements, the Developer assumes all liability and costs resulting in delays in completion of public improvements and damage to public improvements caused by the City, Developer, its contractors, subcontractors, material men, employees, agents, or third parties. No sewer and water connection permits may be issued and no one may occupy a building for which a building permit is issued on either a temporary or permanent basis until the streets needed for access have been paved with at least one lift of bituminous surface and the utilities are accepted by the City Engineer in writing.

G. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Contract. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Contract shall not be a waiver or release.

H. This Contract shall run with the land and may be recorded against the title to the property. The Developer covenants with the City, its successors and assigns, that the Developer is well seized in fee title of the property being final platted and/or has obtained consents to this Contract, in the form attached hereto, from all parties who have an interest in the property; that there are no unrecorded interests in the property being final platted; and that the Developer will indemnify and hold the City harmless for any breach of the foregoing covenants.

I. Developer shall take out and maintain or cause to be taken out and maintained until six (6) months after the City has accepted the public improvements, commercial general liability and property damage insurance covering personal injury, including death, and claims for property damage which may arise out of Developer's work or the work of its subcontractors or by one directly or indirectly employed by any of them. Limits for bodily injury and death shall be not less than

\$500,000 for one person and \$1,500,000 for each occurrence; limits for property damage shall be not less than \$200,000 for each occurrence; or a combination single limit policy of \$1,500,000 or more. The City shall be named as an additional insured on the policy, and the Developer shall file with the City a certificate evidencing coverage prior to the City signing the Plat. The certificate shall provide that the City must be given ten (10) days advance written notice of the cancellation of the insurance.

J. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy.

K. The Developer may not assign this Contract without the written permission of the City Council. The Developer's obligation hereunder shall continue in full force and effect even if the Developer sells one or more lots, the entire Plat, or any part of it.

L. Retaining walls that require a building permit shall be constructed in accordance with plans and specifications prepared by a structural or geotechnical engineer licensed by the State of Minnesota. Following construction, a certification signed by the design engineer shall be filed with the City Engineer evidencing that the retaining wall was constructed in accordance with the approved plans and specifications. All retaining walls the development plans, or special conditions referred to in this Contract required to be constructed shall be constructed before any Certificate of Occupancy is issued for a lot on which a retaining wall is required to be built.

**33. SUCCESSORS AND ASSIGNS.** This Development Contract shall be binding upon and inure to the benefit of the parties and their respected successors and assigns, including

without limitation, any and all future and present owners, tenants, occupants, licensee, mortgagee and any other parties with any interest in the Property. Should the Developer convey any lot or lots in the Plat to a third party, the City and the owner of that lot or those lots may amend this Development Contract as applied to that lot or those lots without the approval or consent of Developer or the other lot owners within the Plat. Private agreements between the owners of lots within the Plat for shared service or access and related matters necessary for the efficient use of the Property shall be the responsibility of the lot owners and shall not bind or restrict City authority to approve applications from any lot owner.

**34. COUNTERPARTS.** This Development Contract may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

**35. NOTICES.** Required notices to the Developer shall be in writing, and shall be either hand delivered to the Developer, its employees or agents, or mailed to the Developer by certified mail at the following address: [insert address]. Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by certified mail in care of the City Administrator at the following address: Big Lake City Hall, 160 Lake Street North, Big Lake, Minnesota 55309.

*[Remainder of page intentionally left blank.]*  
*[Signature pages to follow.]*





**EXHIBIT A  
TO  
DEVELOPMENT CONTRACT:  
Final Plat Legal Description**

Lot 3, Block 1, SANDHILL ACRES, Sherburne County, Minnesota.

**MORTGAGE CONSENT  
TO  
DEVELOPMENT CONTRACT**

\_\_\_\_\_, which holds a mortgage on the subject property, the development of which is governed by the foregoing Development Contract, agrees that the Development Contract shall remain in full force and effect even if it forecloses on its mortgage.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_

By: \_\_\_\_\_  
Its:

STATE OF MINNESOTA    )  
  )ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ the \_\_\_\_\_ of \_\_\_\_\_, on its behalf.

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

DRAFTED BY:  
CAMPBELL KNUTSON  
*Professional Association*  
Grand Oak Office Center I  
860 Blue Gentian Road, Suite 290  
Eagan, MN 55121  
Telephone: (651) 452-5000

**IRREVOCABLE LETTER OF CREDIT**

No. \_\_\_\_\_  
Date: \_\_\_\_\_

TO: City of Big Lake

Dear Sir or Madam:

We hereby issue, for the account of \_\_\_\_\_ and in your favor, our Irrevocable Letter of Credit in the amount of \$\_\_\_\_\_, available to you by your draft drawn on sight on the undersigned bank.

The draft must:

a) Bear the clause, "Drawn under Letter of Credit No. \_\_\_\_\_, dated \_\_\_\_\_, 2\_\_\_\_\_, of \_\_\_\_\_ (Name of Bank) \_\_\_\_\_";

b) Be accompanied by an affidavit signed by the Mayor or City Administrator of the City of Big Lake certifying that \_\_\_\_\_ is in default of the Development Contract with the City of Big Lake and that five (5) business days prior written notice has been given by the City to the Developer with respect to the existence of such default, and such default has not been cured.

c) Be presented for payment at \_\_\_\_\_ (Address of Bank) \_\_\_\_\_, on or before 4:00 p.m. on November 30, 2\_\_\_\_.

This Letter of Credit shall automatically renew for successive one-year terms unless, at least forty-five (45) days prior to the next annual renewal date (which shall be November 30 of each year), the Bank delivers written notice to the Big Lake City Administrator that it intends to modify the terms of, or cancel, this Letter of Credit. Written notice is effective if sent by certified mail, postage prepaid, and deposited in the U.S. Mail, at least forty-five (45) days prior to the next annual renewal date addressed as follows: Big Lake City Administrator, Big Lake City Hall, 160 Lake Street, Big Lake, MN 55309, and is actually received by the City Administrator at least thirty (30) days prior to the renewal date.

This Letter of Credit sets forth in full our understanding which shall not in any way be modified, amended, amplified, or limited by reference to any document, instrument, or agreement, whether or not referred to herein.

This Letter of Credit is not assignable. This is not a Notation Letter of Credit. More than one draw may be made under this Letter of Credit.

This Letter of Credit shall be governed by the most recent revision of the Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce Publication No. 600.

We hereby agree that a draft drawn under and in compliance with this Letter of Credit shall be duly honored upon presentation.

BY: \_\_\_\_\_

Its \_\_\_\_\_

# CERTIFICATE OF INSURANCE

## LIABILITY & WORKERS' COMPENSATION

---

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies listed below.

**PROJECT:** \_\_\_\_\_

**CERTIFICATE HOLDER & ADDITIONAL INSURED:** City of Big Lake  
**ADDRESS:**

ARCH/ENGR: \_\_\_\_\_

INSURED: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

AGENT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

### **WORKERS' COMPENSATION COVERAGE**

POLICY # \_\_\_\_\_ EFFECTIVE DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ EXPIRATION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

INSURANCE COMPANY: \_\_\_\_\_

COVERAGE-Workers' Compensation, Statutory. Employers' Liability Limit

\$ \_\_\_\_\_ Each Accident \$ \_\_\_\_\_ Disease Policy Limit \$ \_\_\_\_\_ Disease Employee Limit  
(\$500,000 Policy limit applies to both accident and disease)

### **GENERAL LIABILITY**

POLICY # \_\_\_\_\_ EFFECTIVE DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ EXPIRATION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

INSURANCE COMPANY: \_\_\_\_\_

( ) Claims Made ( ) Occurrence ( ) Owner's & Contractors Protective ( ) Other

### **LIMITS:**

General Aggregate Limit (Other Than Products-Completed Operations) \$ \_\_\_\_\_

Products-Completed Operations Aggregate Limit \$ \_\_\_\_\_

Personal & Advertising Injury Limit \$ \_\_\_\_\_

Each Occurrence \$ \_\_\_\_\_

**COVERAGE PROVIDED**

Operations of Contractor: Yes\_\_\_ No\_\_\_ Government Immunity is Waived Yes\_\_\_ No\_\_\_  
Operations of Sub-Contractor (Contingent): Yes\_\_\_ No\_\_\_ Property Damage Liability Includes  
Does Personal Injury Include Damage Due to Blasting Yes\_\_\_ No\_\_\_  
Claims Related to Employment: Yes\_\_\_ No\_\_\_ Damage Due to Collapse Yes\_\_\_ No\_\_\_  
Completed Operations/Products: Yes\_\_\_ No\_\_\_ Damage To Underground Facilities Yes\_\_\_ No\_\_\_  
Contractual Liability (Broad Form): Yes\_\_\_ No\_\_\_ Broad Form Property Damage Yes\_\_\_ No\_\_\_

**EXCEPTIONS:**

**AUTOMOBILE LIABILITY**

POLICY # \_\_\_\_\_ EFFECTIVE DATE: \_\_\_/\_\_\_/\_\_\_ EXPIRATION DATE: \_\_\_/\_\_\_/\_\_\_

INSURANCE COMPANY: \_\_\_\_\_

( )Any Auto ( )All Owned Autos ( )Scheduled Autos  
( )Hired Autos ( )Non-Owned Autos

**LIMITS:**

Bodily Injury \$ \_\_\_\_\_ Each Person / \$ \_\_\_\_\_ Each Occurrence OR Combined Single Limit \$ \_\_\_\_\_  
Property Damage \$ \_\_\_\_\_ Each Occurrence

**UMBRELLA EXCESS LIABILITY**

POLICY # \_\_\_\_\_ EFFECTIVE DATE: \_\_\_/\_\_\_/\_\_\_ EXPIRATION DATE: \_\_\_/\_\_\_/\_\_\_

INSURANCE COMPANY \_\_\_\_\_

LIMITS: Single Limit Bodily Injury and Property Damage

\$ \_\_\_\_\_ Each Occurrence \$ \_\_\_\_\_ Aggregate

**COVERAGE PROVIDED:**

Applies in excess of the coverages listed above for Employers' Liability, General Liability, and Automobile Liability:

Yes\_\_\_ No\_\_\_

Are any deductibles applicable to bodily injury or property damage on any of the above coverages?

Yes\_\_\_ No\_\_\_ If So, List Amount \$ \_\_\_\_\_

AGENT CARRIES ERRORS AND OMISSIONS INSURANCE: Yes\_\_\_ No\_\_\_

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days' notice to the parties to whom this certificate is issued.

Dated at: \_\_\_\_\_ On: \_\_\_\_\_ By: \_\_\_\_\_

MN License # \_\_\_\_\_  
Authorized Insurance Representative

**Attachment G**  
**Stormwater Maintenance Agreement**

*(Reserved for Recording Data)*

---

**STORMWATER MAINTENANCE AGREEMENT/  
BEST MANAGEMENT PRACTICE FACILITIES  
AND EASEMENT AGREEMENT**

**THIS AGREEMENT** is made and entered into as of the \_\_\_\_\_ day of May, 2020 (“Effective Date”), by and between **Modern Construction of Minnesota, Inc.**, a corporation registered with the State of Minnesota (the “Owner”) and the **City of Big Lake**, a Minnesota municipal corporation (the “City”).

**RECITALS**

A. The Owner is the owner of certain real property located in Sherburne County, Minnesota legally described in Exhibit A attached hereto (“Property”); and

B. The Owner is proceeding to build on and develop the Property, and has received approval of the site plan for the proposed improvements (“Parking Lot Expansion”); and

C. The final plans for Parking Lot Expansion (“Plans”) are expressly made a part hereof, as approved or to be approved by the City, which are on file with the City, provide for detention/retention of stormwater within the confines of the Property; and

D. The City and the Owner agree that the health, safety, and welfare of the residents of the City of Big Lake, Minnesota, require that on-site stormwater management/BMP facilities as shown on the Plans (“Stormwater Facilities”) be constructed and maintained on the Property; and

E. The City requires that the Owner agree to construct the Stormwater Facilities as shown on the Plans and adequately maintain the Stormwater Facilities as shown on Exhibit B attached hereto as a condition of final site plan approval of the Property; and

F. As a condition of final site plan approval the Owner is required to enter into this Agreement and grant to the City an easement for access, drainage, and utility for the infiltration basin

as shown on the Plans, which will be located along the northerly boundary of the Property within the drainage and utility easement dedicated to the City (“Easement Area”) to comply with work required under the terms of this Agreement, all subject to the terms of this Agreement.

**NOW, THEREFORE**, in consideration of mutual covenants of the parties set forth herein and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

**1. Construction of Stormwater Improvements.** Owner shall construct the Stormwater Facilities in accordance with the Plans and specifications identified in the Plans.

**2. Maintenance of Stormwater Improvements.**

A. The Owner shall adequately maintain the Stormwater Facilities in accordance with the Stormwater Maintenance Plan and the City engineering standards for stormwater treatment facilities attached hereto as Exhibit B (collectively, “Stormwater Maintenance Plan”). This includes all pipes, channels, and other conveyances within the Property built to convey stormwater to the facility, as well as all structures, improvements, and vegetation within the Property provided to control the quantity and quality of the stormwater. Adequate maintenance is herein defined as good working condition so that these facilities are performing their designed functions.

B. The Owner will perform the work necessary to keep these Stormwater Facilities in good working order as appropriate. The maintenance schedule for the Stormwater Facilities (including sediment removal) is outlined on Exhibit B, and such schedule will be followed and comply with all federal, state, and local regulations relating to the disposal of material.

**3. Inspection and Reporting.** The Owner shall cause the Stormwater Facilities to be inspected annually and submit an inspection report annually to the City upon request and shall be responsible for the payment of any associated costs. The purpose of the inspection is to assure safe and proper functioning of the Stormwater Facilities. The inspection shall cover the entire facilities, berms, outlet structures, pond areas, access roads, buffers, emergency overflows etc. within the Property. Deficiencies shall be noted in the inspection report. A storage treatment basin will be considered inadequate if it is not compliant with all requirements of the approved Plans and with Exhibit B.

**4. City Access and Maintenance Rights.**

A. The Owner hereby grants permission to the City, its authorized agents and employees, to enter upon the Property to inspect the Stormwater Facilities if the Owner does not inspect the Stormwater Facilities in accordance with the Stormwater Maintenance Plan and such failure continues for 20 days after the City gives the Owner written notice of such failure, except in the event of an emergency when reasonable notice under the circumstances is sufficient. The City shall provide the Owner, their successors and assigns, copies of the inspection findings and a directive to commence with the repairs if necessary (“Inspection Report”).

B. In the event the Owner, their successors and assigns, fails to maintain the Stormwater Facilities in good working condition in accordance with the terms of this Agreement and such failure continues for 60 days after the City gives the Owner written notice of such failure, the City may enter upon the Property and take whatever steps are reasonably necessary, including excavation and the storage of materials and equipment, to correct deficiencies identified in the Inspection Report. The City's notice shall specifically state which maintenance tasks are to be performed. The City may charge the reasonable costs of such repairs to the Owner, their successors and assigns, including assessing the City's costs to the Owner's property taxes. This provision shall not be construed to allow the City to erect any structure of a permanent nature on the Property outside of the Easement Area for the Stormwater Facilities. It is expressly understood and agreed that the City is under no obligation to routinely maintain or repair the Stormwater Facilities, and in no event shall this Agreement be construed to impose any such obligation on the City. In addition, Owner agrees that they are, and will be, solely responsible to address complaints and legal claims brought by any third party with regard to the maintenance and operation and the consequences therefrom the Stormwater Facilities, except complaints and legal claims arising out of or resulting from the City's and its contractors, agents, servants, and assigns intentional misconduct. The Owner expressly agree to defend and hold the City harmless from any such third-party claim, except those arising out of or resulting from the City's and its agents' and employees' intentional misconduct or gross negligence.

**5. Grant of Easement.** Owner hereby grants to the City, its successors and assigns, a permanent nonexclusive easement for the purpose of accessing and maintaining the Stormwater Facilities pursuant to the terms of this Agreement over, on, across, under, and through the Easement Area. The easement shall include the rights, but not the obligation, of the City, its contractors, agents, servants, and assigns, to enter upon the Easement Area to construct, reconstruct, inspect, repair, and maintain the Stormwater Facilities together with the right to grade, level, fill, drain, pave, and excavate the Easement Area as necessary to maintain the Stormwater Facilities in accordance with the terms of this Agreement and the further right to remove trees, bushes, undergrowth, and other obstructions in the Easement Area interfering with the location, construction, and maintenance of the Stormwater Facilities, so long as such actions do not have a material adverse effect on Parking Lot Expansion.

**6. Reimbursement of Costs.** The Owner agrees to reimburse the City for all reasonable costs incurred by the City in the enforcement of this Agreement, or any portion thereof, including court costs and reasonable attorneys' fees.

**7. Indemnification.** This Agreement imposes no liability of any kind whatsoever on the City. The Owner hereby agrees to indemnify and hold harmless the City and its agents and employees against any and all claims, demands, losses, damages, and expenses (including reasonable attorneys' fees) arising out of or resulting from the Owner or the Owner's agents or employee's negligent or intentional acts, or any violation of any safety law, regulation or code in the performance of this Agreement, without regard to any inspection or review made or not made by the City, its agents or employees or failure by the City, its agents or employees to take any other prudent precautions. In the event the City, upon the failure of the Owner to comply with any conditions of this Agreement, performs said conditions pursuant to its authority in this Agreement, the Owner shall indemnify and hold harmless the City, its employees, agents and representatives

for its own acts in the performance of the Owner's required work under this Agreement, but this indemnification shall not extend to intentional or grossly negligent acts.

**8. Notice.** All notices required under this Agreement shall either be personally delivered or be sent by certified or registered mail and addressed as follows:

To the Owner :           Modern Construction of Minnesota, Inc.  
                                  [insert address]

To the City:               City of Big Lake  
                                  Big Lake City Hall  
                                  160 Lake Street North,  
                                  Big Lake, Minnesota 55309  
                                  Attn: City Administrator

All notices given hereunder shall be deemed given when personally delivered or two business days after being placed in the mail properly addressed as provided herein.

**9. Successors/Covenants Run with Property.** All duties and obligations of Owner under this Agreement shall transfer to Owner's successors and assigns in title to the Property, except the transferor Owner shall remain liable for any duties and obligations that first arose prior to the date of such transfer and were required to be performed by the date of such transfer. The terms and conditions of this Agreement shall run with the Property.

**OWNER:**

**Modern Construction of Minnesota, Inc.**

By: \_\_\_\_\_  
\_\_\_\_\_, Its:

By: \_\_\_\_\_  
\_\_\_\_\_, Its:

STATE OF MINNESOTA    )  
  )ss.  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of May, 2020, by Modern Construction of Minnesota, Inc.

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



**EXHIBIT A  
TO  
STORMWATER MAINTENANCE AGREEMENT**

Legal Description of the Property

The land to which this Stormwater Maintenance Agreement applies is located in Sherburne County, Minnesota, and is legally described as follows:

Lot 3, Block 1, SANDHILL ACRES, Sherburne County, Minnesota.

**EXHIBIT B  
TO  
STORMWATER MAINTENANCE AGREEMENT**

Stormwater Maintenance Plan  
and the  
City Engineering Standards for Stormwater Treatment Facilities

**Infiltration Basin Maintenance**

**INFILTRATION BASIN INFORMATION**

Infiltration basins are designed to remove pollutants from stormwater runoff and reduce runoff volume through infiltration. Maintenance is required and is extremely important. Sediment and debris must be removed regularly to maintain correct function. This document serves as guidance to developing an inspection and maintenance plan.

SITE LOCATION: Lot 3, Block 1, SANDHILL ACRES, Sherburne County, Minnesota.

**INFILTRATION BASIN INSPECTION/MAINTENANCE**

The CURRENT OWNER or their designee is responsible for completing inspections and conducting maintenance.

**WHEN WILL THE INFILTRATION BASIN BE INSPECTED AND MAINTAINED?**

Infiltration Basins must be inspected in the spring and fall of each year. Personnel should be aware of the maintenance plan. It is recommended to consult with the designer and builder to understand the inspection and maintenance needs.

**MAINTENANCE PLAN INFORMATION**

This Stormwater Maintenance Plan for the location listed above is submitted by the CURRENT OWNER on the Effective Date of the Stormwater Maintenance Agreement to comply with the City's Land Development Code Requirements. Inspection and maintenance records are required to be kept on file for five (5) years and submitted to the City upon request by the City.

**INSPECTION & MAINTENANCE CHECKLIST**

- (must be completed in the Spring & Fall):
- Clean basin. Remove any sediment, trash and debris.
- Remove any dead vegetation, trim live vegetation if needed and remove weeds.
- Inspect and clean pre-treatment area(s) (e.g. sump, filter strip, rock).
- Repair inlet erosion/damage. Inspect bottom of the basin and remove any sediment.
- If water is not infiltrating within 48 hours, loosen, aerate or replace soils to ensure water infiltrates – must infiltrate within 48 hours.
- Paved surfaces draining to basin swept and kept free of sediment and debris.
- Replace dead plants/vegetation. Manage native vegetation (if applicable) through mowing, spot spraying for weeds and/or prescribed burning. Water as needed.
- Erosion will be repaired.
- Photos taken.
- Inspection records submitted to the City of Big Lake upon request.

\*\*Please keep a copy of this Plan for your records\*\*

**Attachment H**  
**Resolution approving the vacation of an easement**

**CITY OF BIG LAKE  
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, on Wednesday, May 27, 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 PROVIDING FOR THE VACATION OF A DRAINAGE AND UTILITY  
EASEMENT FOR THE PLAT OF SANDHILL VILLAS.**

**WHEREAS**, a petition for drainage and utility easement vacation has been duly presented to the City of Big Lake, signed by the owners of the property situated in the City of Big Lake, Sherburne County, Minnesota to wit:

**LEGAL DESCRIPTION:** All of the drainage and utility easements lying within Lot 3, Block 1, SANDHILL ACRES, as dedicated in the recorded plat thereof Sherburne County, Minnesota; and

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

**WHEREAS**, the Big Lake City Council conducted a public hearing on the 27th day of May 2020 to act on said petition submitted by Modern Construction of Minnesota; and

**WHEREAS**, the City Council proceeded to hear all persons interested in said petition and persons interested were afforded the opportunity to present their views and objections to the granting of said petition; and

**WHEREAS**, the applicant will dedicate new drainage and utility easements upon the platting of the "Sandhill Villas" plat.

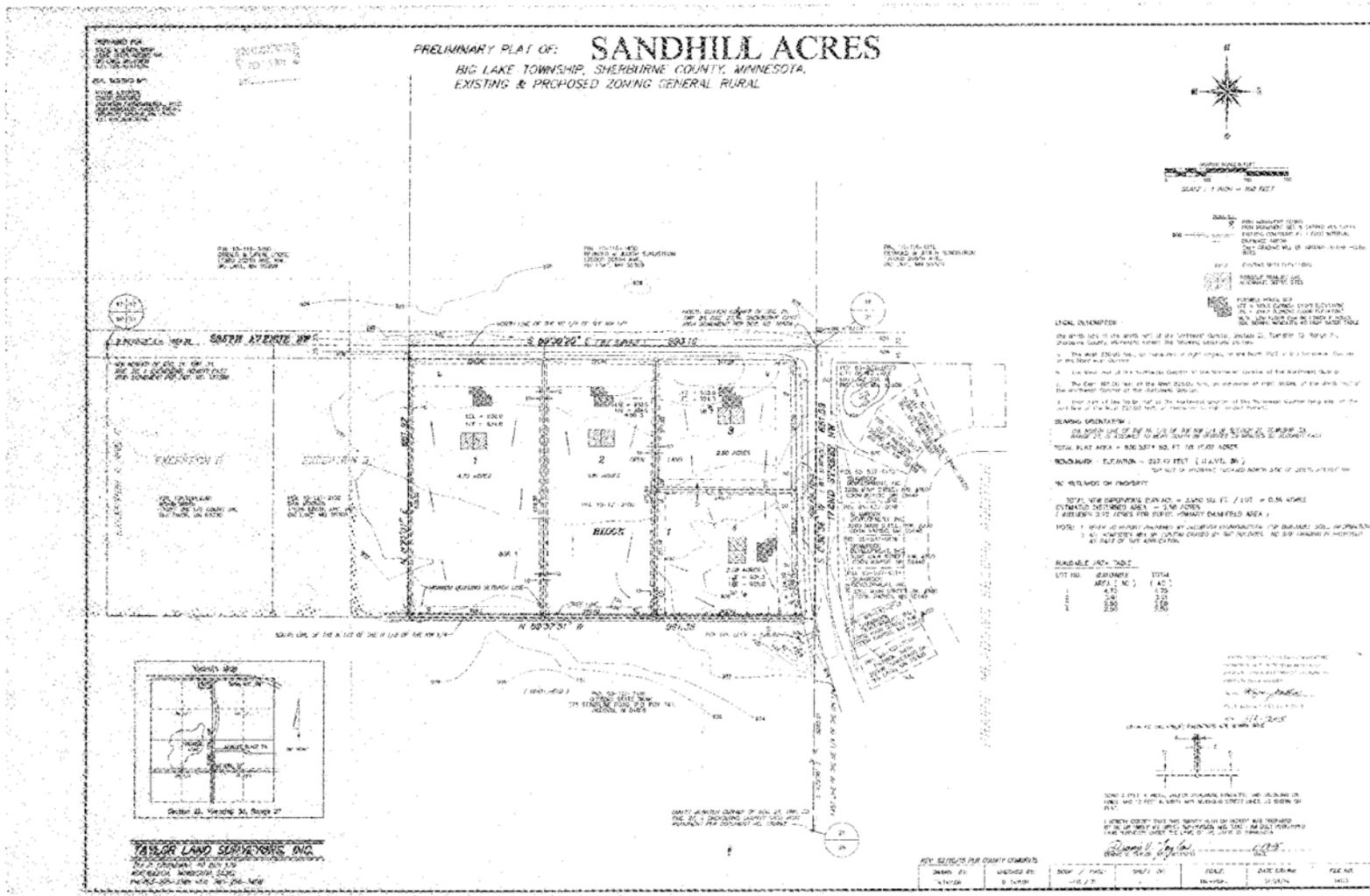
**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Big Lake that pursuant to Minnesota Statutes 412.851, the above described drainage and utility



**Exhibit A  
Site Location Map**



# Exhibit B Site Survey



# Exhibit C Final Plat

## SANDHILL VILLAS

CITY OF BIG LAKE  
SHERBURNE COUNTY, MN

EVERY ONE OWNED BY THESE PERSONS The Modern Construction of Minnesota, Inc., a Minnesota Corporation, owner and proprietor of the following described property situated in the County of Sherburne, State of Minnesota, to wit:

Lot 2, Block 1, SANDHILL ACRES, Sherburne County, Minnesota.

The record of said lots as conveyed and platted as SANDHILL VILLAS and shown heretofore to the public for public use forever the records as shown on the plat for drainage and utility purposes only.

It is hereby intended said Modern Construction of Minnesota, Inc., has agreed these premises to be subject to the proper street use \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

MODERN CONSTRUCTION OF MINNESOTA, INC.

John Hartung, Civil Engineer

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by John Hartung, Civil Engineer, of Modern Construction of Minnesota, Inc., a Minnesota Corporation, on behalf of the Corporation.

Signature \_\_\_\_\_ Notary Public \_\_\_\_\_ County, Minnesota.

(Printed Name) \_\_\_\_\_ My Commission Expires \_\_\_\_\_

I hereby certify that this plat was prepared by me or under my direct supervision; that I am duly licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the landowner's survey; that all measurements taken and shown are correctly computed on the plat; that monuments depicted on the plat have been set; or will be correctly set within ten days of the date of this instrument; and that all water boundaries and wet lands as defined in Minnesota Statutes Section 32.01, Subd. 3, as of the date of this instrument are shown and labeled on this plat and all public ways are shown and labeled on this plat.

Orly A. Westman, Land Surveyor

Minnesota Number 47485

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

The foregoing surveyor's certificate was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by Orly A. Westman, Land Surveyor, Minnesota License Number 47485.

Signature \_\_\_\_\_ Notary Public \_\_\_\_\_ County, Minnesota.

(Printed Name) \_\_\_\_\_ My Commission Expires \_\_\_\_\_

Approved and accepted by the City Council of the City of Big Lake, Sherburne County, Minnesota at a regular meeting held this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Mayor \_\_\_\_\_ City Clerk \_\_\_\_\_

I hereby certify that proper evidence of this has been presented to and examined by me, and I hereby approve this plat as to form and execution this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Big Lake City Attorney \_\_\_\_\_

Forward to Sherburne County Ordinance Number 000, I hereby certify that this plat has been obtained and approved as to compliance with Chapter 360, Minnesota Statutes this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Sherburne County Surveyor \_\_\_\_\_

I hereby certify these papers in the year \_\_\_\_\_ on this date herein described are paid in full, and there are no delinquent taxes and that treasurer has returned this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Sherburne County Auditor/Treasurer \_\_\_\_\_

I hereby certify that this instrument was filed in the Office of the County Recorder for record on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ M. and was duly recorded as Document No. \_\_\_\_\_.

Sherburne County Recorder \_\_\_\_\_

Sherburne County Senator \_\_\_\_\_

Sherburne County Commissioner \_\_\_\_\_

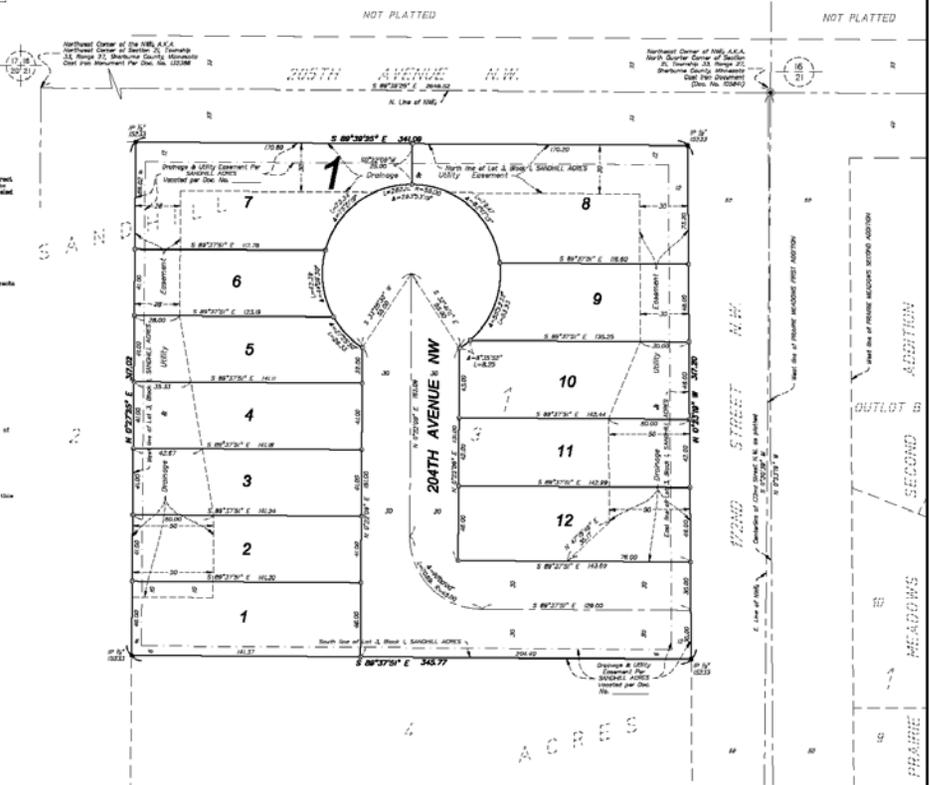
VICINITY MAP  
Map 21, Top 33, City 27  
Sherburne County, MN



Measurements are based on the plat of SANDHILL ACRES for the purpose of this plat. The north line of Lot 2, Block 1, SANDHILL ACRES has a county record of Doc. No. 68, Register 20, Volume 23, second East.



- LEGEND:
- Concrete fixed iron monument
  - Concrete fixed steel iron monument
  - Concrete 8 inch x 14 inch iron monument with a galvanized steel cap. Used to be set with one year of plat recording date.



BOGART, PEDERSON & ASSOCIATES, INC.



**Attachment I**  
**Ordinance establishing a planned unit development zoning district for Sandhill Villas**

# CITY OF BIG LAKE ORDINANCE NO. 2020-XX

## AN ORDINANCE ESTABLISHING A PLANNED UNIT DEVELOPMENT ZONING DISTRICT FOR SANDHILL VILLAS

### THE CITY COUNCIL OF BIG LAKE ORDAINS:

**SECTION 1. LEGAL DESCRIPTION.** This Ordinance modifies the zoning district of the following described property located within the City of Big Lake, Sherburne County, Minnesota:

See Exhibit A

(hereinafter "Property").

**SECTION 2. PUD ZONING.** The City hereby rezones the Property to PUD, Planned Unit Development District, with the following conditions:

**A. Base Zoning District.** Except as superseded herein, all provisions of the Big Lake Zoning Code applicable to an R-2, Medium Density District shall be applicable to the Property.

**B. Regulations.** The regulations from Resolution No. 2020-XX which approved the development stage PUD and final PUD, apply to the Property and supersede all conflicting provisions of the Big Lake Zoning Code applicable to a R-2, Medium Density District.

**SECTION 3. ZONING MAP.** The zoning map of the City of Big Lake shall not be republished to show the aforesaid zoning, but the Clerk shall appropriately mark the zoning map on file in the Clerk's Office for the purpose of indicating the rezoning hereinabove provided for in this ordinance, and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

**SECTION 4. EFFECTIVE DATE.** This ordinance shall be effective upon its passage and summary publication by the City Council.

Adopted by the Big Lake City Council this 27<sup>th</sup> day of May, 2020.

CITY OF BIG LAKE

---

**Mayor Mike Wallen**

Attest:

---

**Gina Wolbeck, City Clerk**

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

STATE OF MINNESOTA     )  
  ) SS.  
COUNTY OF SHERBURNE )

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

---

Notary Public

**EXHIBIT A**  
**Legal Description**

Lot 3, Block 1, SANDHILL ACRES, SHERBURNE COUNTY, Minnesota

**Attachment J**

**Resolution approving summary publication of an ordinance establishing a planned unit development zoning district for Sandhill Villas**

**CITY OF BIG LAKE  
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, on Wednesday, May 27, 2020. The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

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

**RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO. 2020-XX  
AMENDING CHAPTER 10 (ZONING CODE) OF THE BIG LAKE CODE TO  
REZONE PID #10-560-0115 TO PUD**

**WHEREAS**, the City Council has adopted an ordinance amendment; and that amendment rezones a property to the PUD zoning district; and

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

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

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

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

The Big Lake City Code is amended to amend the zoning map to rezone PID #10-560-0115 to PUD. The rezoning will establish a PUD district which will allow for the construction of twelve (12) single family homes. A PUD amendment will be required for the construction of any additional buildings. A printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

Adopted by the Big Lake City Council on the 27<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:

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 the Mayor and City Clerk of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

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

**Attachment K**  
**Resolution approving the Final Plat and Final Planned Unit Development**

**CITY OF BIG LAKE  
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, on Wednesday, May 27, 2020. The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

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

**RESOLUTION APPROVING A FINAL PLAT AND FINAL PLANNED UNIT  
DEVELOPMENT PLAN FOR SADNHILL VILLAS**

**WHEREAS**, the Development Stage PUD, preliminary plat and preliminary site and building plan was approved by the City Council on April 22, 2020; and

**WHEREAS**, the City Council finds that the final plat and Final PUD plan for Sandhill Villas is in substantial compliance with the approved development stage PUD, preliminary plat and preliminary site and building plan; and

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

- A. A site location map showing the project location within the City is attached as Exhibit.
- B. The Planning Report dated April 22, 2020, shall be the governing document.
- C. The legal description of the subject property is attached as Exhibit A.

- D. The Final Plat is attached as Exhibit D.
- E. The proposed single-family residential development will be compatible with present and future land uses of the area.
- F. The proposed single-family residential development will not tend to or actually depreciate the area in which it is proposed.
- G. The proposed single-family residential development can be accommodated with existing and future planned public and private services and will not overburden the City's service capacity.
- H. Traffic generated by the proposed single-family residential development is within capabilities of streets serving the property.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Big Lake that it hereby approves the Station Street Apartments Final Plat and Final Planned Unit Development Plan for Station Street Apartments subject to the following conditions:

***PLANNING AND ZONING CONDITIONS***

1. The following Planned Unit Development (PUD) flexibility shall be granted in accordance with the approved plans:
  - a. Permission to have reduced lot area minimums and lot width minimums as shown on the plans.
  - b. Permission to have building setbacks that do not meet 45-ft. minimum setback requirements from a collector street and the 25-ft. minimum for front building setbacks.
2. The final PUD approval is for twelve (12) single-family homes. No additional buildings may be built without a revision to the PUD.
3. All construction plans officially submitted to the City shall be treated as a formal agreement between the Applicant and the City. Once approved, no changes, modifications, or alterations shall be made to any plan detail, standard, or specification without prior submittal of a plan modifications request to the City Planner for review and approval.
4. The Applicant will need to enter into a development agreement and PUD agreement with the City prior to development. A Development Contract/PUD Agreement shall be drafted by the City Attorney prior to approval of the Final Plat.
5. Any conditions of the Planning Commission, City Council, Staff, consultants, or other agencies responsible for the review of this development application.



**Exhibit A**  
**Legal Description**

Lot 3, Block 1, SANDHILL ACRES, SHERBURNE COUNTY, Minnesota.

**Exhibit B  
Site Location Map**



## Exhibit C City Engineer's Memo



Real People. Real Solutions.

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

Ph: (763) 433-2851  
Fax: (763) 427-3833  
Bolton-Menk.com

May 19, 2020

Kevin Shay, Consultant City Planner  
via e-mail: [kshay@bjelakemn.org](mailto:kshay@bjelakemn.org)

RE: Sandhill Villas Final Plat  
City of Big Lake, Minnesota  
Project No.: W18.119973

Dear Kevin,

We have reviewed the Final Plat, drainage calculations, and construction plans which are dated March 20, 2020 and were submitted for the above referenced project. We have the following comments:

1. The applicant shall obtain a MPCA sanitary sewer extension permit and submit a copy to the city.
2. The applicant shall obtain a MDH watermain extension permit and submit a copy to the city.
3. The applicant shall obtain a work within the right of way permit from the city.
4. The applicant shall obtain a NPDES Construction Stormwater Permit and shall submit a copy of the permit to the city prior to construction.
5. The applicant shall enter into a Stormwater Maintenance Agreement for the infiltration basins on the property.
6. ADA compliant concrete pedestrian ramps shall be at the intersection of 205<sup>th</sup> Ave. NW and 172<sup>nd</sup> St. NW. Additional spot elevations and truncated domes shall be added to the plan.
7. The proposed infiltration basins shall be delineated with silt or construction fencing. Sheet C6.0 identifies a dark dashed line around the basins which appears to indicate protection materials however, the line type shall be added to the legend.
8. The note regarding erosion control blanket installation on the bottom of the proposed infiltration basins, sheet C7.0 shall be revised to remove erosion control blanket from the infiltration basin bottoms.
9. The applicant shall confirm that the proposed finished floor elevations for all houses are adequate to ensure a minimum of 5% slope away from all structures in the first 10-feet.
10. The sheet title for sheet C5.0 and the cover sheet index shall be renamed "Striping & Signage Plan". In addition, the notes on sheet C5.0 shall also be revised.
11. The proposed left turn lane on 172<sup>nd</sup> Street NW into the development is proposed near a horizontal curve. We recommend developing the taper at a faster rate (1:5 to 1:8) to make it distinguishable from the horizontal curve as identified in "Design of Turn Lane Guidelines", page B-21.
12. The applicant shall further investigate the potential for splitting the left turn lane into a separate left turn lane for the development and a separate left turn lane for 205<sup>th</sup> Avenue NW. The current configuration could potentially lead to a rear-end crash.

RE:\BGLK\W18119973\1\_Corres\C\_To\_Others\2020-05-19\_119973\_Shay\_Sandhill\_Villas\_Final\_Plat\_Plans.docx

Bolton & Menk is an equal opportunity employer.

13. All rip-rap shall be granite.
14. All storm sewer pipe, including the culvert proposed beneath the concrete sidewalk on the north side of the cul-de-sac, shall be concrete.
15. CB 101 shall be located directly south of CB 102.
16. The street profile included on sheet C4.0 identifies a low point at Station 3+67. The applicant shall provide additional information such as curb profiles around the cul-de-sac, cross-sections, or other information to confirm water does not pond in the curb or on the bituminous. The spot elevations provided indicate ponding water at the south side of the driveway shown for lot 9.
17. The bituminous trail detail included on sheet C10.0 shall be updated to reflect a 10-foot width.
18. The concrete valley gutter detail included on sheet C10.0 shall be replaced with the city's standard detail 7-001R.
19. The applicant's contractor shall be responsible for obtaining a MN DNR de-watering permit prior to construction. A copy of the approved permit shall be provided to the city.
20. The proposed sanitary sewer manholes shall be constructed on the street centerline.
21. All sanitary sewer and water services crossing beneath proposed driveway surfaces shall be insulated.
22. All sanitary sewer and watermain shall be constructed with a minimum of 8 feet of cover to the top of the pipe.
23. The proposed sanitary sewer and watermain profiles shall be further investigated to ensure a minimum of 18 inches of separation for all services.
24. The proposed watermain shall be 8-inches in diameter.
25. The proposed watermain shall be extended 10-feet beyond the north plat line for future looping purposes. A valve shall be added north of the proposed hydrant.
26. References to watermain bends shall utilize standard naming conventions e.g. 45 degree bend, etc.
27. Additional detail shall be provided for the proposed sanitary connection within 172<sup>nd</sup> Street NW. A note on sheet C3.0 says "see detail" however no detail has been provided.
28. The disturbance limits within 172<sup>nd</sup> Street NW shall be analyzed further with respect to the proposed sanitary sewer depth. Sheeting and shoring will likely be necessary to accommodate the excavation limits as shown. If the excavation limits are expanded, the proposed traffic control plan shall be modified.
29. The construction plans shall include information regarding the restoration of 172<sup>nd</sup> Street NW.
30. The proposed residential light pole and fixture shall be approved by city staff since it is not consistent with other residential lights in the city.
31. All construction shall be in accordance with the City of Big Lake Standards.
32. Revised plans incorporating the above referenced comments shall be labeled "Final Plans for Construction" and shall be submitted for the review of the City of Big Lake.

Kevin Shay, City Planner  
May 19, 2020  
Page 3

We recommend approval of the Final Plat contingent on the above referenced comments and those comments provided by other city staff, commissions, and council.

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

Sincerely,

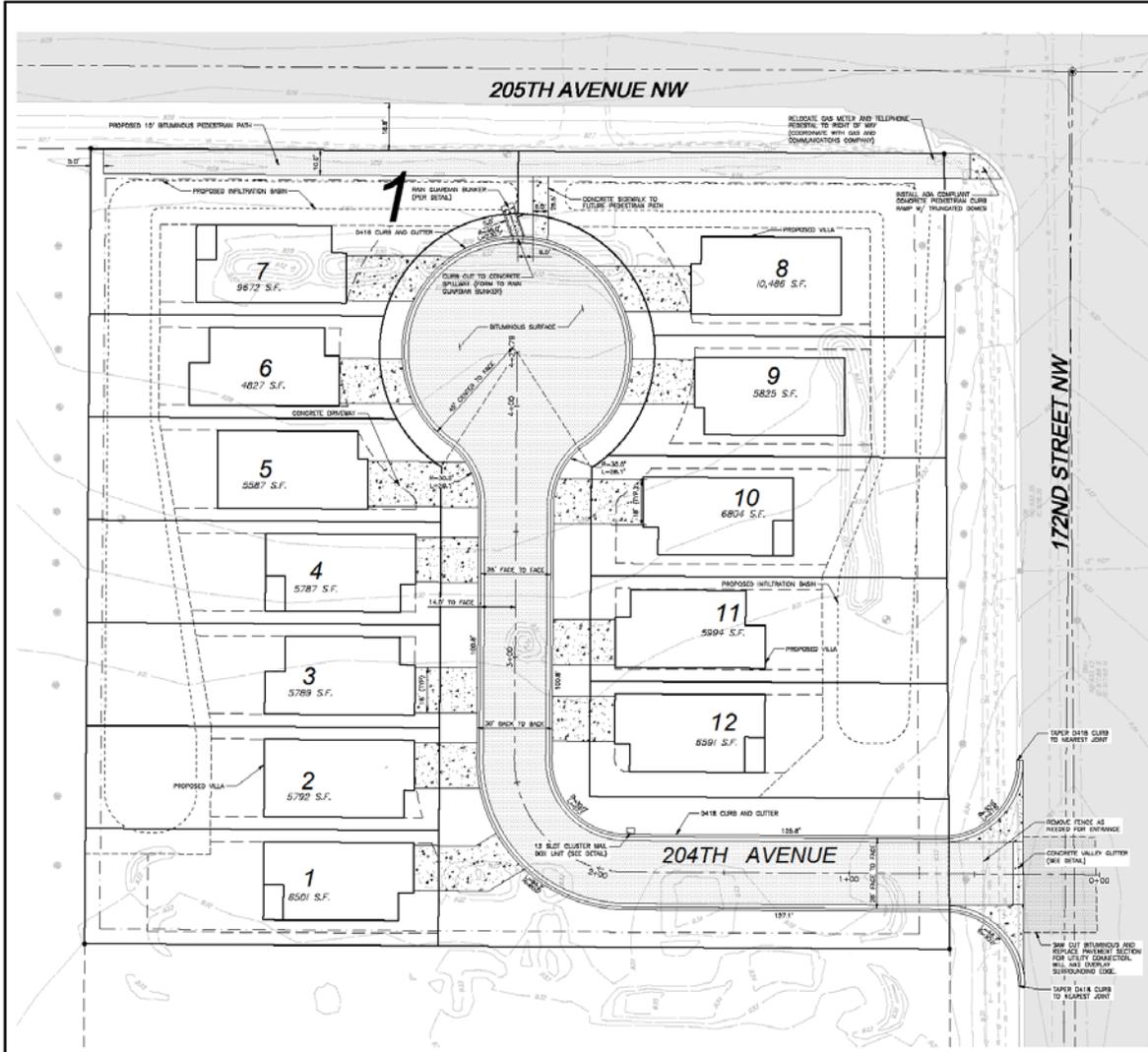
**Bolton & Menk, Inc.**



Jared Voge, P.E.  
Principal Engineer



# Exhibit E Engineering Plans



**LEGEND:**

- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- MOUNTABLE CONCRETE CURB AND GUTTER - D418



**SITE PLAN NOTES:**

1. RIKER CURB DIMENSIONS ARE SHOWN TO FACE OF CURB. ALL OTHER CURB DIMENSIONS ARE TO BACK OF CURB, UNLESS SHOWN OTHERWISE.
2. ALL CONCRETE RAMPS, SIDEWALKS AND ACCESSIBLE HANDICAPPED PARKING STALLS TO CONFORM TO CURRENT A.D.A. REQUIREMENTS.
3. CONTRACTOR SHALL FIELD VERIFY HORIZONTAL AND VERTICAL LOCATION OF EXISTING UTILITIES PRIOR TO START OF CONSTRUCTION.
4. CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES PRIOR TO THE START OF CONSTRUCTION.
5. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF BIG LAKE STANDARDS, SHERBURNE COUNTY, AND MN STATE REGULATIONS.
6. SITE SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE PLANS APPROVED BY THE CITY OF BIG LAKE ENGINEER.
7. NO SHOW STAKING SHALL BE DONE ON MUDROT R.O.W. EXCESS SHOW SHALL BE TRUCKED OFF-SITE.
8. HOUSE ENVELOPE IS SHOWN FOR REFERENCE ONLY AND IS APPROXIMATE. REFER TO ARCHITECTURAL AND STRUCTURAL PLANS FOR COORDINATION OF SITE CONSTRUCTION WORK.

**SITE PLAN INFORMATION:**

**PARCEL AREA:**  
+1.50 ACRES ±

**EXISTING ZONING:**  
R1-2 MEDIUM DENSITY RESIDENTIAL

**PROPOSED ZONING:**  
APPROXIMATE PLANNED UNIT DEVELOPMENT

**PROPOSED RESTRICTIONS:**  
 \*FRONT: 10' (25' FROM BACK OF CURB)  
 \*SIDE: 5'  
 \*REAR: 25'

AREA DATA	EXISTING	PROPOSED
REAR YIELD AREA	0 SF	62,700 SF
HOUSE AREA	0 SF	71,080 SF ±
DRIVEWAY AREA	0 SF	8,319 SF ±
PERVIOUS AREA	108,900 SF	65,563 SF ±
TOTAL AREA	108,900 SF	108,900 SF

CALL 48 HOURS BEFORE DIGGING.  
**GOPHER STATE ONE CALL**  
 TWIN CITY AREA 651-654-0007  
 MINNESOTA TOLL FREE 1-800-782-1188

<b>DATE:</b> 04/25/2020	<b>NO.:</b> 100	<b>DESCRIPTION:</b>	<b>DATE:</b>	<b>NO.:</b>	<b>DESCRIPTION:</b>
<b>DESIGN BY:</b> [Signature]	<b>DATE:</b> 04/25/2020	<b>PREPARED BY:</b> [Signature]	<b>DATE:</b>	<b>NO.:</b>	<b>DESCRIPTION:</b>
<b>CHECKED BY:</b> [Signature]	<b>DATE:</b>	<b>DATE:</b>	<b>NO.:</b>	<b>DESCRIPTION:</b>	
<b>DWG FILE:</b> SITE.DWG	<b>DATE:</b>	<b>DATE:</b>	<b>NO.:</b>	<b>DESCRIPTION:</b>	
<b>FILE NO.:</b> 205-2018.05	<b>DATE:</b>	<b>DATE:</b>	<b>NO.:</b>	<b>DESCRIPTION:</b>	

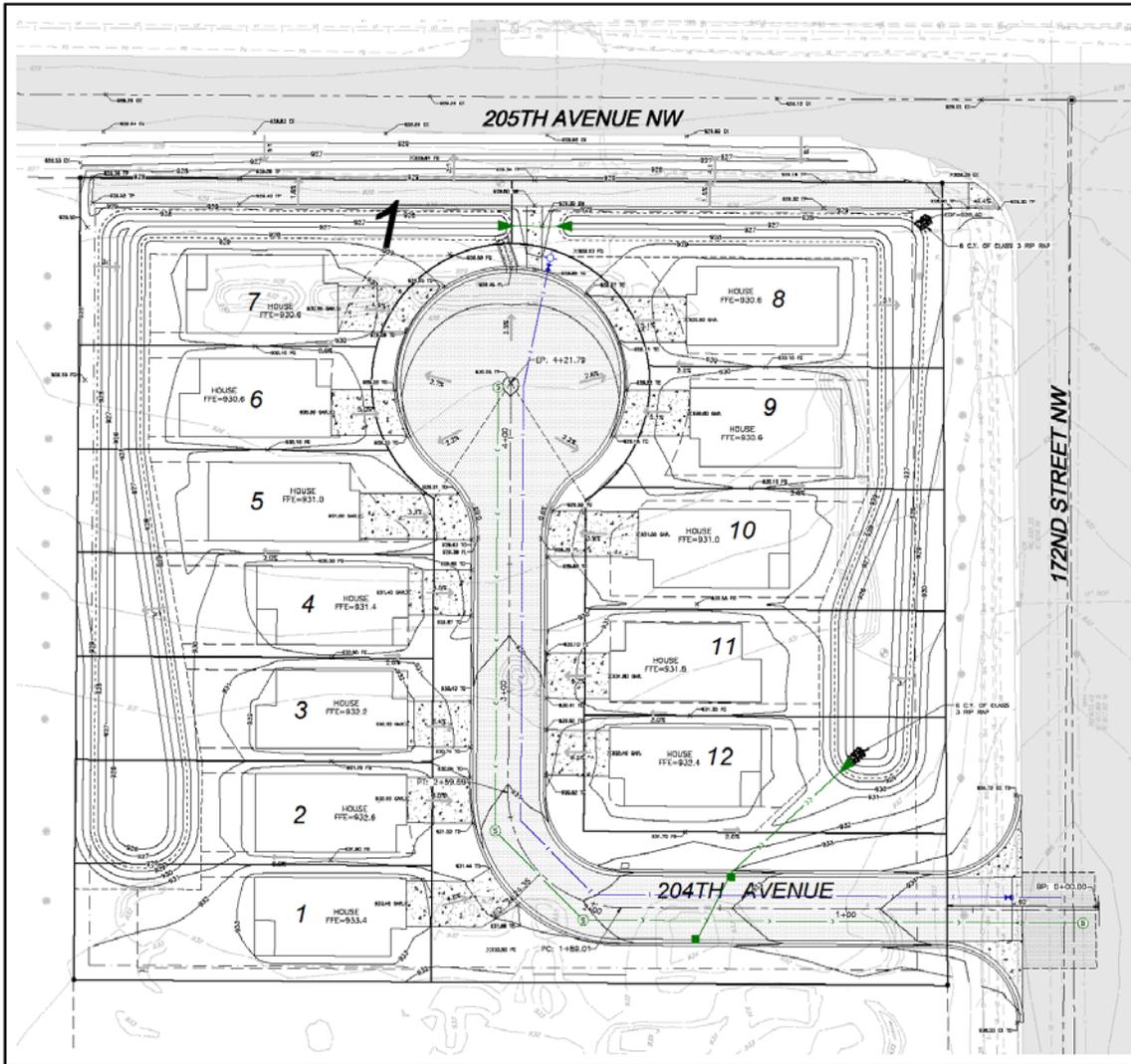
**Signature:** [Signature]  
 DATE: 04/25/2020 Lic. No. 04888

**BOGART, PEDERSON & ASSOCIATES, INC.**  
 1000 W. WASHINGTON ST. SUITE 200  
 SHERBURNE, MN 55077  
 TEL: 507-352-8888 FAX: 507-352-8888

**SANDHILL VILLAS**  
 City of Big Lake, Sherburne County, MN

**SITE AND DIMENSION PLAN**

SHEET NO. **C1.0**



**LEGEND:**

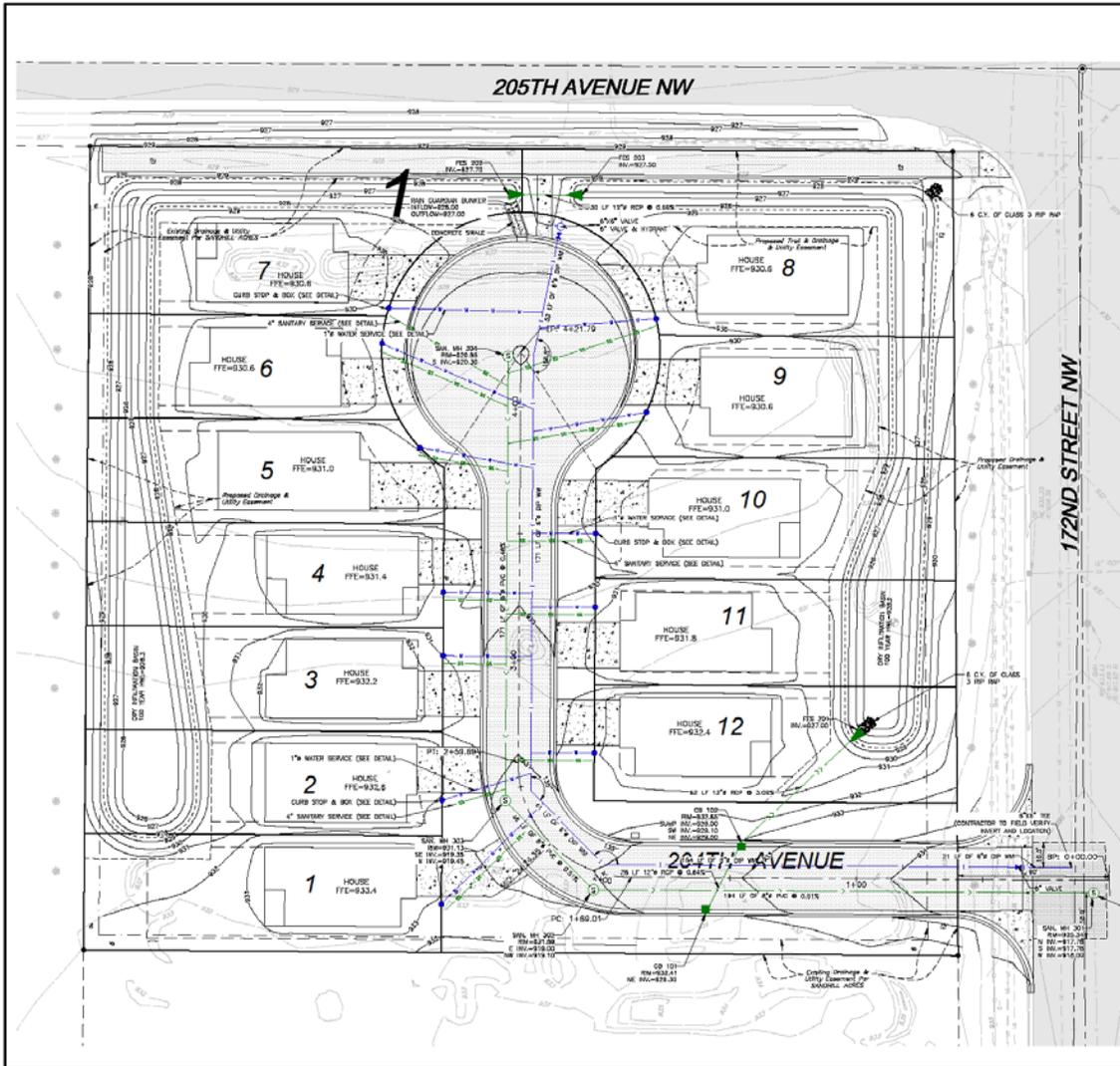
- ◻ PROPOSED GRANITE RIP RAP
- ⊗ NEW TOP-BACK OF CURB ELEVATION
- ⊗ NEW FLOW LINE OF CURB ELEVATION
- ⊗ NEW TOP OF PAVEMENT ELEVATION
- ⊗ NEW FINISHED GRADE ELEVATION
- ⊗ EXISTING ELEVATION
- PROPOSED CONTOUR
- PROPOSED SLOPE
- ⊕ EMERGENCY OVERFLOW



**GRADING GENERAL NOTES**

1. THE CONTRACTOR SHALL NOTE ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS IN THE FIELD REPRESENTED WITHIN THE PLANS AS SHOWN AND ALERT THE ENGINEER BEFORE BIDDING THE PROJECT AND BEGINNING CONSTRUCTION.
2. CONTRACTOR SHALL LOCATE AND VERIFY ALL UTILITIES WHICH MAY AFFECT THIS WORK AND NOTIFY THE OWNER OF ANY CHANGES. CONTACT LOCAL UTILITY COMPANIES FOR EXACT LOCATIONS PRIOR TO BIDDING THE PROJECT AND COMMENCING WORK.
3. CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS TO PREVENT SILT AND DEBRIS RUN-OFF DURING GRADING OPERATIONS (I.E. SILT FENCE, SEEDING, ETC.).
4. CONTRACTOR SHALL VERIFY CRITICAL ELEVATIONS TO ENSURE CONFORMANCE WITH GRADING PLAN, PARTICULARLY WITH EXISTING STRUCTURES AND/OR PROVISIONS TO MAINTAIN EXISTING GRASSES ALONG STREETS, PROPERTY LINES, AND DRIVEWAY ENTRANCES. RESTORE ALL MOVEMENTS THAT REMAIN TO THEIR ORIGINAL IF NOT BETTER CONDITION. NOTIFY OWNER OF ANY CONFLICTS PRIOR TO BIDDING THE PROJECT.
5. SOFT SETTLEMENT AREAS SHALL RECEIVE MINIMUM OF 4" DEPTH AS INSTALLED BY THE CONTRACTOR. ALL GRADED SLOPES GREATER THAN OR EQUAL TO 3:1 SHALL BE HYDRATED, EROSION CONTROL, BLANKETED, OR MULCHED TO HELP STABILIZE THE SLOPES BY GENERAL CONTRACTOR.
6. PROPOSED SPOT ELEVATIONS ARE TO THE TOP OF CURB UNLESS NOTED OTHERWISE. ELEVATION OF FLOW LINE IS 6" BELOW TOP OF CURB UNLESS OTHERWISE SHOWN.
7. THE PROPOSED INFILTRATION BASINS SHALL NOT BE USED AS TEMPORARY SEDIMENTATION BASINS DURING CONSTRUCTION. EQUIPMENT SHALL NOT BE ALLOWED TO COMPACT THE INFILTRATION BASIN SOILS.

DATE: 01/20/2020 DRAWN BY: [Signature] CHECKED BY: [Signature] DWG FILE: 205050 FILE NO.: 20-0013-00	DESCRIPTION: SANDHILL VILLAS PHASE 02 CONSTRUCTION
DATE: 01/20/2020 DRAWN BY: [Signature] CHECKED BY: [Signature] DWG FILE: 205050 FILE NO.: 20-0013-00	DESCRIPTION: SANDHILL VILLAS PHASE 02 CONSTRUCTION
<p><b>BOGART, PEDERSON &amp; ASSOCIATES, INC.</b> CIVIL ENGINEERS 1720 17TH STREET NW SHERBURNE, MN 56283 TEL: 507-225-1000 FAX: 507-225-1001</p>	
<p><b>SANDHILL VILLAS</b> City of Big Lake, Sherburne County, MN</p>	
<p>GRADING PLAN</p>	
<p>SHEET NO. <b>C2.0</b></p>	



**LEGEND:**

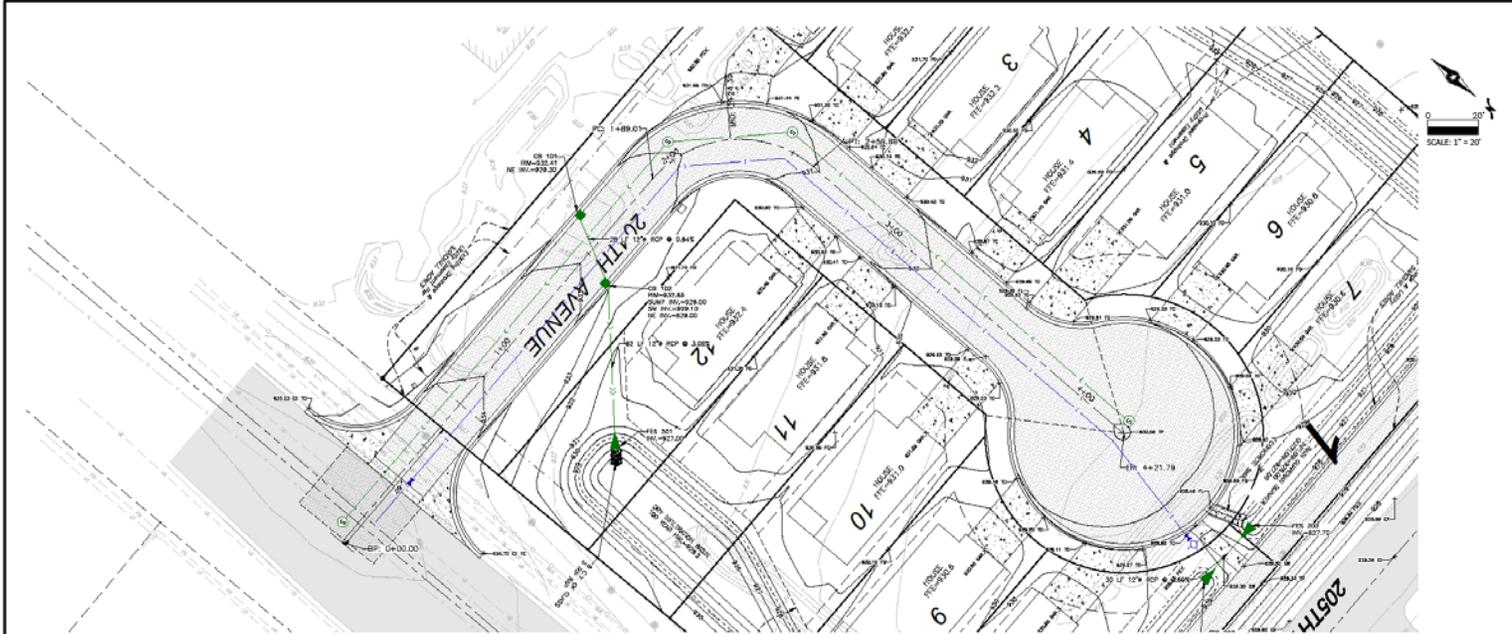
- PROPOSED STORM SEWER
- PROPOSED WATER SEWER
- PROPOSED SANITARY SEWER
- PROPOSED SANITARY SERVICE
- PROPOSED MANHOLE
- PROPOSED FLARED END SECTION
- PROPOSED CATCH BASIN
- PROPOSED GATE VALVE & BOX
- PROPOSED CLEANOUT
- PROPOSED GRANITE RIP RAP

**UTILITY GENERAL NOTES**

1. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL UTILITY RELOCATIONS.
2. CONTRACTOR SHALL LOCATE AND VERIFY ALL UTILITIES WHICH MAY AFFECT THIS WORK AND NOTIFY OWNER OF ANY CHANGES, CONTACT LOCAL UTILITY COMPANIES FOR EXACT LOCATIONS PRIOR TO BEGINNING THE PROJECT AND COMMENCING WORK.
3. CONTRACTOR SHALL VERIFY DEPTICAL ELEVATIONS TO ENSURE CONFORMANCE WITH GRADING PLAN AND EXISTING UTILITIES, PARTICULARLY WITH EXISTING STRUCTURES AND/OR PAVEMENTS TO REMAIN.
4. THE CONTRACTOR SHALL NOTE ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AS EXISTING IN THE FIELD AND AS REPRESENTED WITHIN THE PLANS AS SHOWN AND ALERT THE ENGINEER BEFORE BEGINNING THE PROJECT AND BEGINNING CONSTRUCTION.
5. WATER LINE TO MINIMUM 48" FEET DEPTH.
6. VERIFY INVERT ELEVATIONS OF EXISTING SANITARY LINE AT POINT OF CONNECTION WITH NEW SANITARY LINE PRIOR TO INSTALLING ANY NEW UTILITIES.
7. ALL CROSSING ELEVATIONS OF NEW UTILITIES & SIZES OF THE EXISTING UTILITIES ARE BASED ON ASSUMED ELEVATIONS AND SIZES PROVIDED BY THE SURVEY.
8. IF SWATERSHED IS REQUIRED FOR THIS PROJECT, THE PUMP DISCHARGE SHALL BE TREATED PRIOR TO BEING DISCHARGED OFF-SITE OR INTO A SURFACE WATER. THE DISCHARGE SHALL BE VISUALLY CHECKED TO ENSURE THAT IT IS VISIBLY CLEAN WATER.
9. ALL SANITARY SERVICE PIPE AND FITTINGS WILL BE PVC SDR 35.
10. ALL WATER PIPE AND FITTINGS WILL BE DIP CLASS 52.
11. ALL HOPE STORM SEWER SHALL BE DUAL WALL. ALL RCP STORM SEWER SHALL BE CLASS 3 PIPE.
12. ALL SANITARY SEWER AND WATER SERVICES CROSSING BENEATH PROPOSED DRIVEWAY SURFACES SHALL BE INSULATED.
13. ENSURE 18" OF SEPARATION FOR ALL SERVICES.
14. UMBRELLA ANCHORAGE ASSEMBLIES SHALL BE PROVIDED FOR ALL GATE VALVES.
15. ALL NON-CONDUCTIVE PIPING SHALL BE CONSTRUCTED WITH 1/2" ANCHOR TRACER WIRE COATED BULB FOR WATER AND GREEN FOR SEWER.
16. ALL CURB STOPS SHALL BE CONSTRUCTED WITH OPERATING ROOFS.
17. DATE VALUE EXTENSION SYSTEMS SHALL BE PROVIDED FOR ALL PROPOSED GATE VALVES.
18. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING TWO CONSECUTIVE PASSING BACTERIOLOGICAL TESTS FROM THE PROPOSED WATERMAIN. TESTING RESULTS SHALL BE PROVIDED TO THE CITY. TEST WATER SHALL NOT BE DEPOSED OF INTO THE CITY'S SANITARY SEWER SYSTEM.



<b>PROJECT</b>	SANDHILL VILLAS	<b>DATE</b>	04/20/2023	<b>DESCRIPTION</b>	UTILITY PLAN
<b>CLIENT</b>	BOGART, PEDERSON & ASSOCIATES, INC.	<b>DRAWN BY</b>	CHAMBERLAIN	<b>CHECKED BY</b>	CHAMBERLAIN
<b>PROJECT NO.</b>	2023-001	<b>DATE</b>	04/20/2023	<b>SCALE</b>	AS SHOWN
<b>PROJECT ADDRESS</b>	172ND STREET NW, SANDHILL VILLAS	<b>DATE</b>	04/20/2023	<b>SCALE</b>	AS SHOWN
<b>PROJECT NO.</b>	2023-001	<b>DATE</b>	04/20/2023	<b>SCALE</b>	AS SHOWN
<b>PROJECT ADDRESS</b>	172ND STREET NW, SANDHILL VILLAS	<b>DATE</b>	04/20/2023	<b>SCALE</b>	AS SHOWN
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<b>PROJECT ADDRESS</b>	172ND STREET NW, SANDHILL VILLAS	<b>DATE</b>	04/20/2023	<b>SCALE</b>	AS SHOWN
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<b>PROJECT ADDRESS</b>	172ND STREET NW, SANDHILL VILLAS	<b>DATE</b>	04/20/2023	<b>SCALE</b>	AS SHOWN
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<b>PROJECT NO.</b>	2023-001	<b>DATE</b>			



REV	DATE	DESCRIPTION
1	02/26/2010	ISSUED UNDER THE CITY
2	02/25/2010	FINAL PLAN FOR CONSTRUCTION

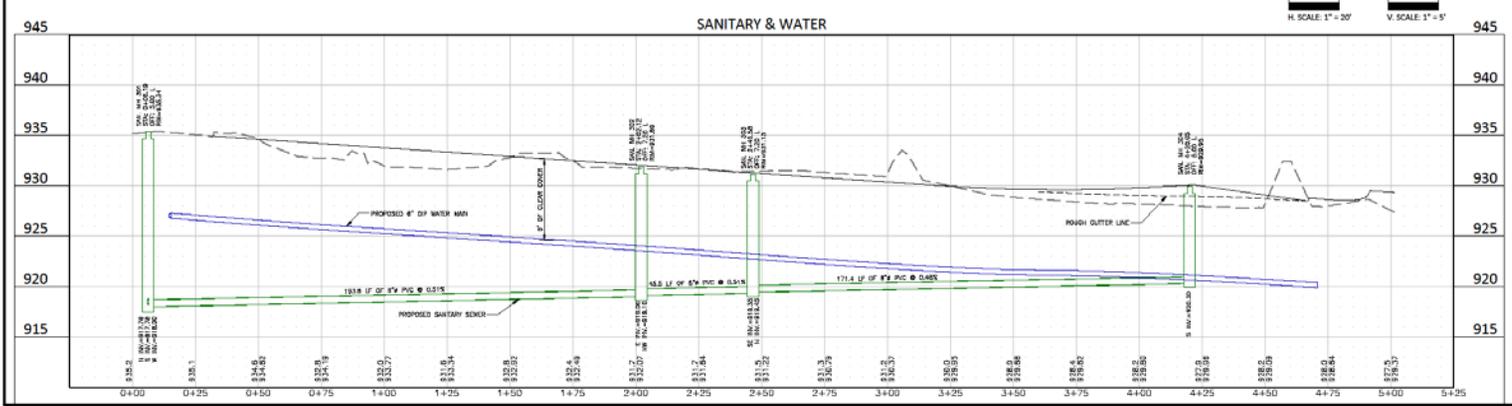
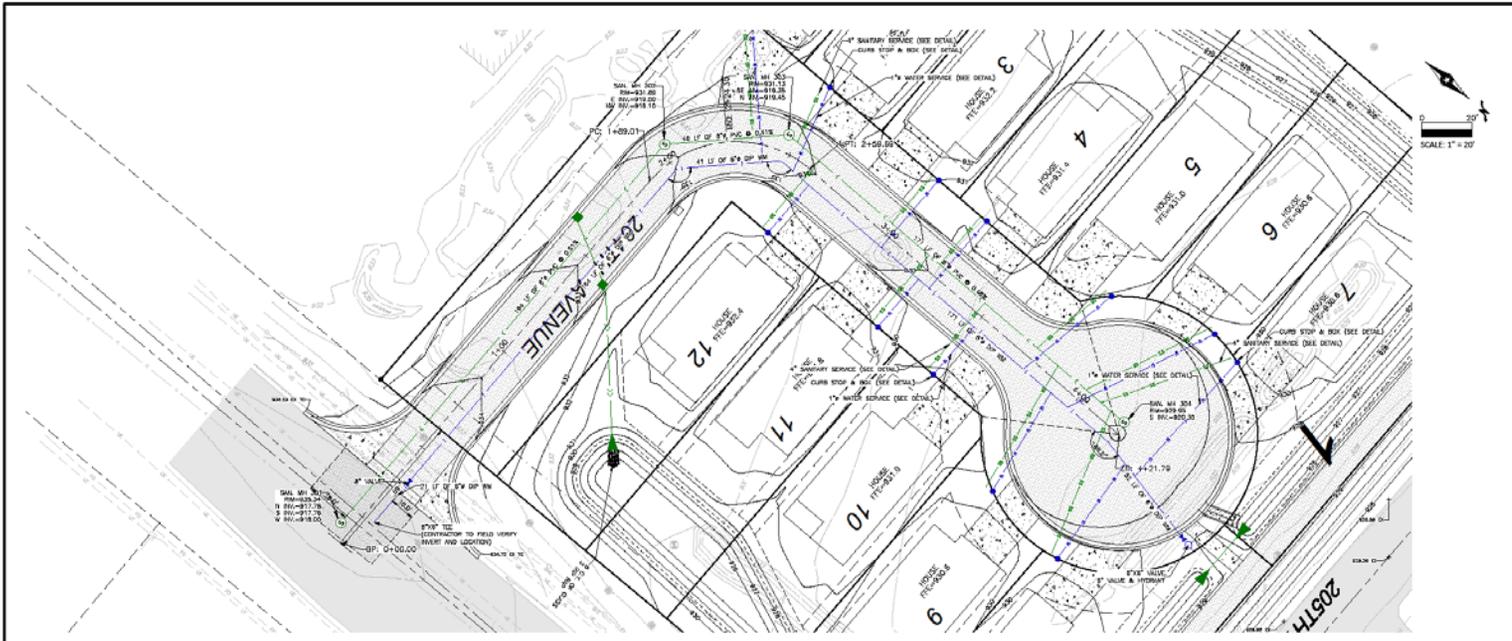
DATE: 02/25/2010  
 DESIGN BY: NAME  
 CHECKED BY: NAME  
 FILE NO.: 04-000000

I hereby certify that I am a duly Licensed Professional Engineer in the State of Minnesota, and that I am the author of the design and construction of the work shown on this plan. I am not providing any services for which I am not licensed.

Bogart, Pederson & Associates, Inc.  
 10000 Highway 101, Suite 200  
 Minneapolis, MN 55426  
 Phone: 612-221-2221 Fax: 612-221-2222

SANDHILL VILLAS  
 City of Big Lake, Sherburne County, MN  
 ROAD PLAN - STREET & STORM

SHEET NO.  
**C4.0**



NO.	DATE	DESCRIPTION
1	03/28/2020	ISSUED FOR PERMIT TO CITY
2	05/27/2020	REVISED FOR PERMIT SUBMISSION
3	05/27/2020	REVISED FOR PERMIT SUBMISSION

DATE: 05/27/2020  
 DESIGN BY: JMM  
 CHECKED BY: JMM, DR  
 DWG. FILE: 2067TH  
 FILE NO.: 20-003308

Signed: *[Signature]*  
 Title: 2067TH SANITARY & WATER MAIN

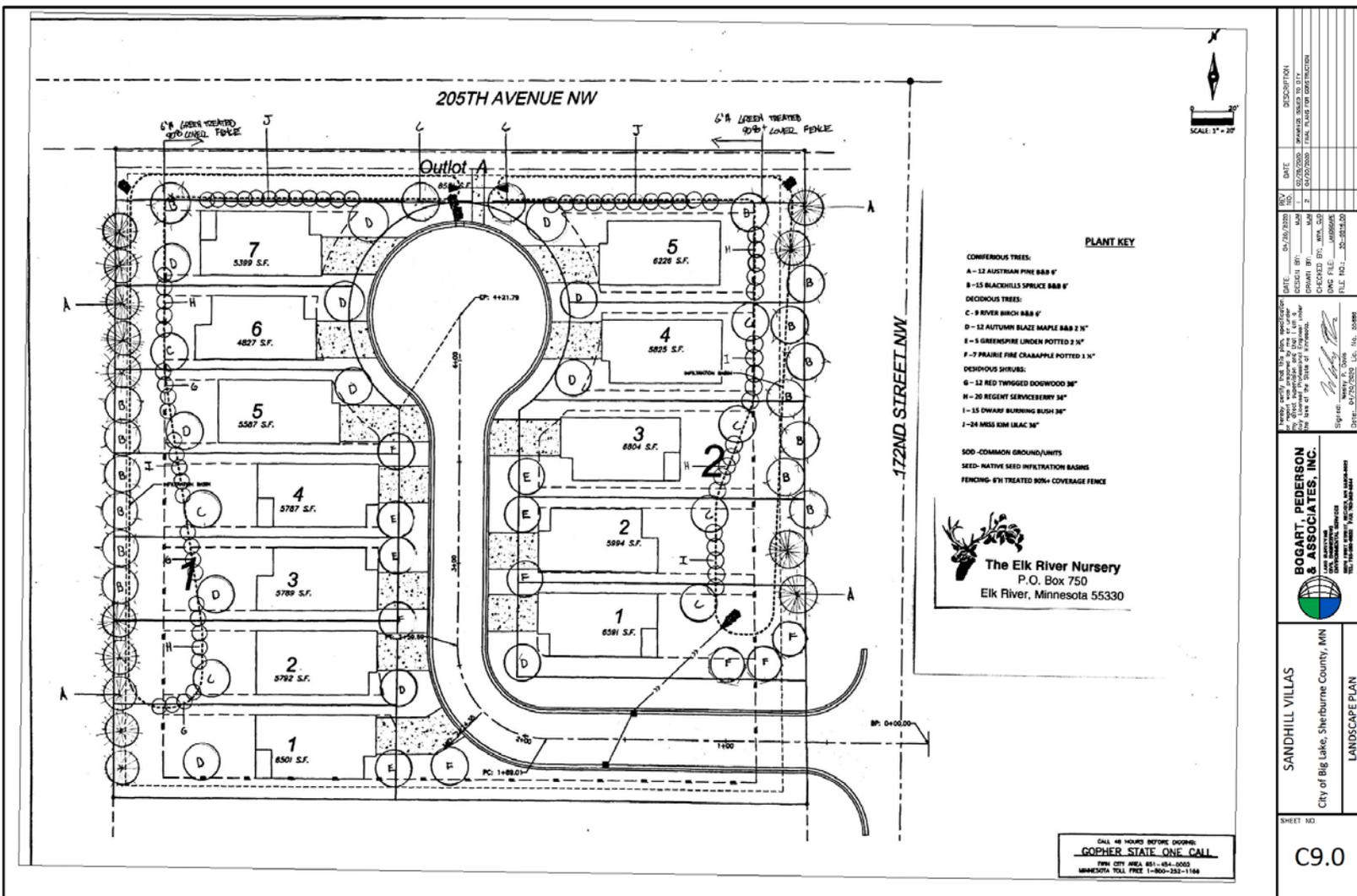
**BOGART, PEDERSON & ASSOCIATES, INC.**  
 1000 W. WASHINGTON AVE. SUITE 200  
 ST. CLOUD, MN 56301  
 TEL: 763-325-8888 FAX: 763-325-8888

**SANDHILL VILLAS**  
 City of Big Lake, Sherburne County, MN

ROAD PLAN - SANITARY & WATERMAIN

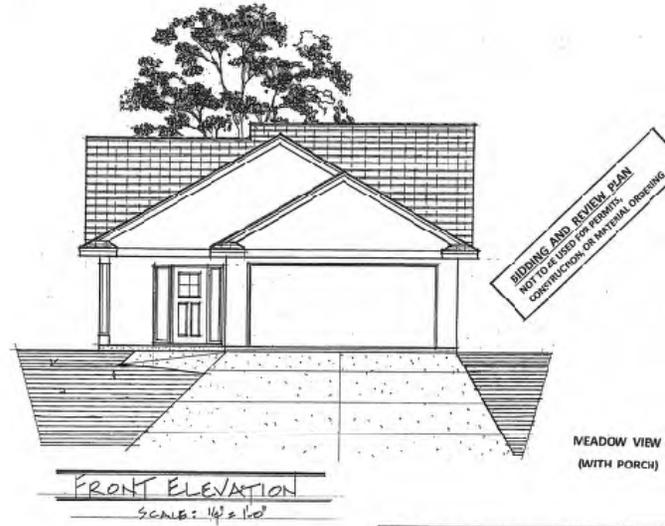
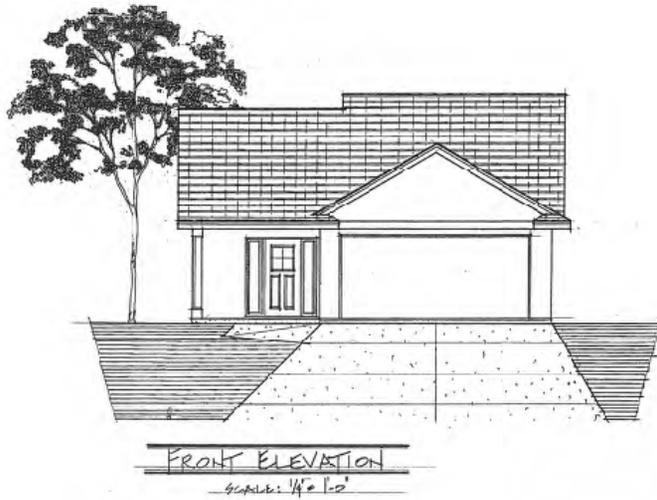
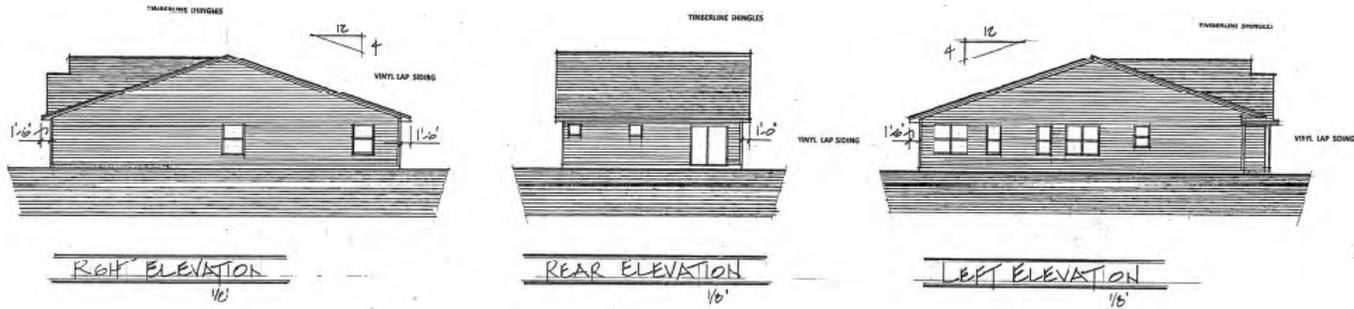
SHEET NO. **C4.1**

# Exhibit F Landscape Plan



11/20/2008 1:54 PM C:\Projects\205th\205th.dwg 172ND STREET NW SANDHILL VILLAS

# Attachment G Building Plans



**REVISIONS AND REVIEW PLAN**  
NOT TO BE USED FOR PERMITS,  
CONSTRUCTION, OR MATERIAL ORDERING

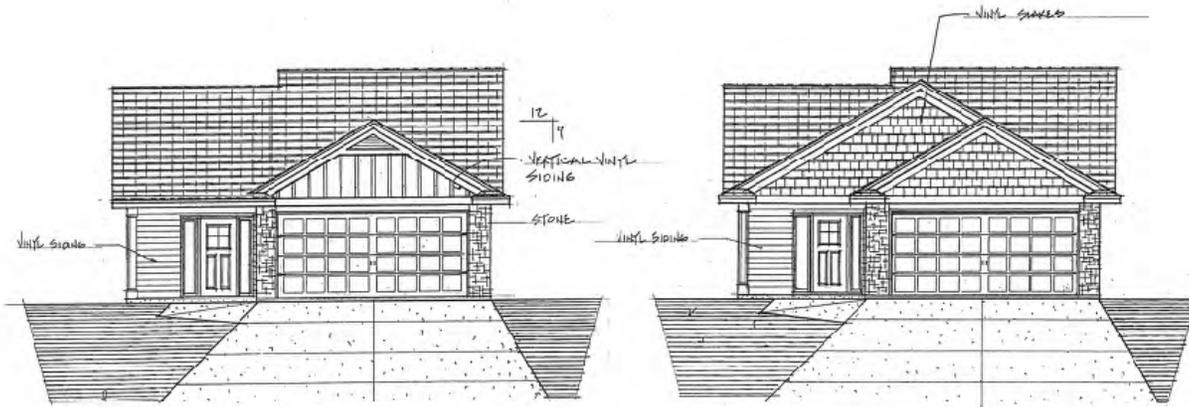
APPLICANT hereby certifies that the information provided on these plans is true and correct, and that the applicant is responsible for the accuracy of the information provided. THE HOME PLANNING ASSOCIATES INC. AND ITS REPRESENTATIVES SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THESE PLANS UNLESS THE EXPRESS WRITTEN CONSENT OF HOME PLANNING ASSOCIATES INC. IS OBTAINED. ANY PARTY WHOSE ACTIONS OR INACTION HAS BEEN MADE IN DEPENDENCE ON THESE PLANS, OWNER OR CONTRACTOR MUST VERIFY ALL DETAILS AND CONDITIONS AND BE RESPONSIBLE FOR ANY CHANGES OR ADJUSTMENTS REQUIRED DURING CONSTRUCTION.

NO.	REVISIONS

HOME PLANNING ASSOCIATES INC.  
 6322 CENTRAL AVENUE, NE  
 SPRING LAKE PARK, MINNESOTA 55432  
 (763) 786-9009  
 SPRING LAKE PARK LUMBER BLDG

**MC**  
 MODERN  
 MILLWORK  
 OF MINNESOTA  
 15000 147TH LN  
 ANDERSON, MN 55005  
 (763) 231-1987  
 info@modernmillwork.com  
 www.modernmillwork.com

SHEET / BLOCKS  
**CNE**  
 OF SHEETS  
 PLAN NUMBER  
**19 111**



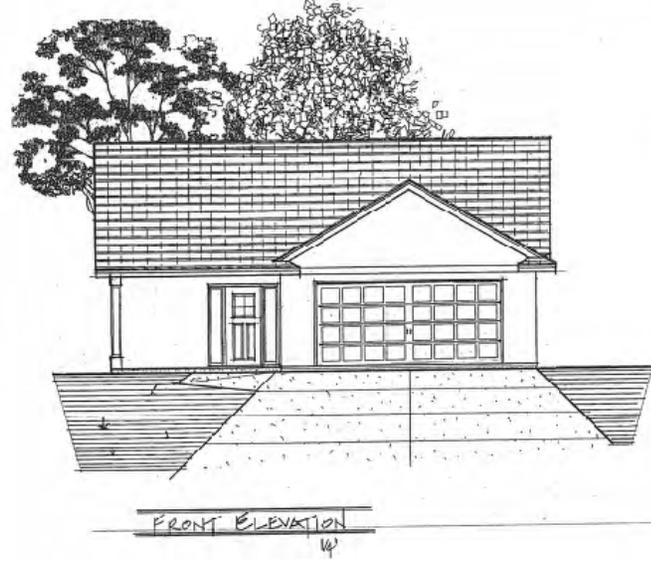
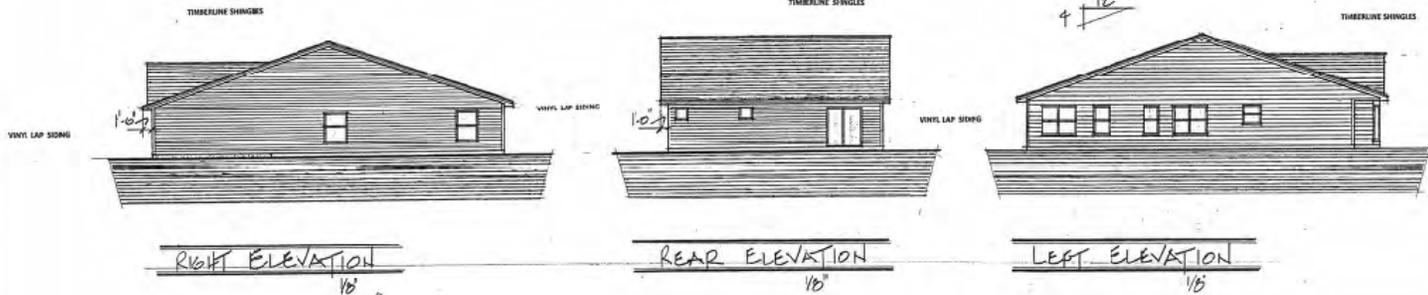
**BIDDING AND REVIEW PLAN**  
 NOT TO BE USED FOR PERMITS,  
 CONSTRUCTION, OR MATERIAL ORDERING

MEADOW VIEW  
 (WITH PORCH)



**HOME PLANNING ASSOCIATES INC.**  
 6329 GLEN HALL AVENUE NE  
 SPRING LAKE PARK, MINNESOTA 55432  
 (763) 786-8909  
 SPRING LAKE PARK LUMBER BLDG.

SHEET NUMBER  
**TWO**  
 OF ELEVEN  
 PLAN NUMBER  
**19 111**



BIDDING AND BUDGET PLAN  
 NOT TO BE USED FOR PERMITS,  
 CONSTRUCTION OR MATERIAL ORDERING

SAND HILL CRANE  
 [WITH PORCH]

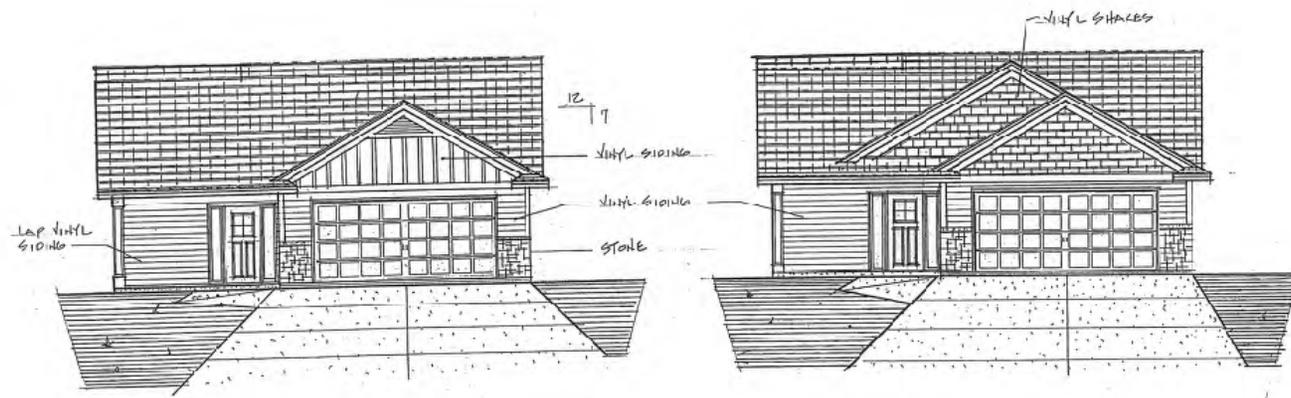
• ALL DIMENSIONS AND SEE OBSERVATIONS  
 GIVEN ARE BASED TO DIMENSIONS ON  
 JOB SITE AND ADJUSTMENT TO ITS JOB  
 CONDITIONS.

NOTES: THESE PLANS ARE PREPARED AND BELIEVED FOR THE USE OF  
 HOME PLANNING ASSOCIATES INC. ANY  
 REPRODUCTION OR OTHER USE IS STRICTLY PROHIBITED WITHOUT  
 THE WRITTEN PERMISSION OF HOME PLANNING ASSOCIATES INC.  
 ALTHOUGH EVERY EFFORT HAS BEEN MADE IN DESIGNING AND  
 DIMENSIONS AND IS RESPONSIBLE FOR ANY CHANGES OR  
 ADJUSTMENTS REQUIRED DURING CONSTRUCTION.

REVISION:	

HOME PLANNING ASSOCIATES INC.  
 6326 CENTRAL AVENUE NE  
 SPRING LAKE PARK, MINNESOTA 55432  
 (763) 780-0049  
 SPRING LAKE PARK LUMBER BLDG

SHEET NUMBER  
 ONE  
 OF 2 SHEETS  
 PLAN NUMBER  
 19112





## AGENDA ITEM

### Big Lake Planning Commission

<b>Prepared By:</b> Amy Barthel, City Planner	<b>Meeting Date:</b> 5/27/2020	<b>Item No.</b> <span style="font-size: 1.5em; font-weight: bold;">7B</span>
<b>Item Description:</b> Concept Plan for CommonBond Housing Development	<b>Reviewed By:</b> Hanna Klimmek, Community Development Director	
	<b>Reviewed By:</b> Clay Wilfahrt, City Administrator	

#### **ACTION REQUESTED**

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

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

#### **BACKGROUND/DISCUSSION**

##### **Overview/Background**

CommonBond Communities, (Applicant) has submitted a Concept Plan, requesting City review and comment for the proposed 120-unit mixed income project (Development). The Development will consist of two (2) 60-unit apartment buildings and is proposed to be constructed in two (2) phases. The parcel is 7.49-acres on the northwest corner of Marketplace Drive and 168<sup>th</sup> Street, PID: 65-543-0040 (Subject Property).

The Developer has submitted the Concept Plan for review. The next step in the applicant process would be to apply for a Planned Unit Development (PUD), Preliminary Plat, Rezone, and Site Plan. The Applicant communicated with Staff that the Concept Plan is preliminary in terms of timing of the Development. This project is applying for subsidized tax credits through the Minnesota Housing Tax Credit program (Credits) due to the mixed-income aspect of the Development. Multiple developers throughout the state apply for the Credits. It is estimated that a handful of projects will be chosen to receive the Credits in November of this year. If awarded, the Applicant would plan to submit development applications to the City in December, 2020.

The purpose of a Concept Plan enables a developer to establish a proposed overall development concept for the project area. Through concept planning, a developer demonstrates how it satisfies City land use and zoning requirements. A Concept Plan enables the City to check development assumptions and identify where development supported public improvements may be necessary to support the project. Comments provided by the City on a Concept Plan are non-binding. They are intended to assist the developer with identifying needs and required changes, and determining next steps for the development. No specific action is taken and approvals are not provided for Concept Plans.

On February 28, 2020 the Applicant submitted a Concept Plan for a parcel located south of Marketplace Drive and East of 168<sup>th</sup> Street. PID: 65-555-0010. The concept was presented to the Planning Commission (Commission) on April 1, 2020 and feedback was provided. The Commission did not support the location of the

project due to the guided use of *Commercial*. The request was planned to be reviewed by the City Council on April 22, 2020 but the Applicant withdrew their application.

The Applicant has now proposed to locate their project on the Subject Property, and resubmitted an application on May 1, 2020. The Concept Plan was reviewed by the Planning Commission on May 20, 2020 and the following feedback was provided:

- Flexibility for the parking was overall supported. The Comprehensive Plan states the need to reevaluate the parking but Commissioners want to make sure enough parking is provided.
- Loading area is not seen as a necessity and therefore flexibility can be justified.
- The Impervious surface should be examined further into what is typical of apartments although staff does not have an issue with issuing a PUD to address this.

In general, the Planning Commission supported the new location of the apartments at the Subject Property due to the guided use of the property and they felt the site plan was satisfactory.

### **Primary Issues to Consider**

1. Land Use & Zoning
2. General Site Information

### **Analysis of Primary Issues**

#### **1. Land Use & Zoning**

The Subject Property, a 7.49-acre site, is currently guided as **Medium and High Density Residential** per the Big Lake Comprehensive Plan, which is defined as follows: *...The housing is located where there is good traffic access, between Low-Density Housing and non-residential uses, and at high-amenity locations.*

The Comprehensive Plan has a density standard of nine (9) to twenty-five (25) units per acre for apartments in the Medium and High-Density Residential area. The development is proposing to construct 120 units on 7.49 acres which equates to sixteen (16) units per acre.

The current zoning of the property is **General Business (B-3)**. The applicant is required to rezone the parcel to match the Comprehensive Plan to High Density Residential (R-3). The surrounding properties are zoned B-3, however the Comprehensive Plan guides the properties north of Marketplace Drive as Medium and High Density, and south of Marketplace Drive as Business. Multi-family apartment units are allowed as a permitted use in the R-3 zoning district [Section 1047.03 (Subd. 3)].

### ***The proposed development as presented satisfies Zoning and Land Use requirements.***

#### **2. General Site Information**

Currently, the Subject Property is an Outlot of the Big Lake Marketplace North addition. The Developer is proposing to plat the Subject Property into two (2) parcels. The Development has two (2) phases: the west apartment (60-units) would be constructed as Phase 1, and the east apartment (60-units) would be constructed as Phase 2. The current plan reflects the Development constructing the apartments as 3-stories.

Like mentioned previously, the Applicant is applying for Credits to help fund this mixed-income project. The units will mostly consist of 60% Area Median Income (AMI) and below, with some market rate units. According to the Applicant, the unit counts are not finalized and are subject to change. Roughly 50% of the units will be two-bedroom, with the remaining units split between one-bedroom and three-bedroom units. The Applicant

indicates that the units will have 'high-end amenities' and on-site management. Staff will have the Applicant explain those amenities at the May 20, 2020 Planning Commission meeting.

### Planned Unit Development Requirements

Concept Plans are required for all Planned Unit Development (PUD) applications. This parcel is required to apply for a PUD due to reduced parking, lack of a loading area, and lot coverage standards. Other aspects of the code such as height, setbacks, open space and building materials will be examined further by the Commission once a Site Plan application has been made.

*Parking.* There will be no covered or underground parking for the complex. Code requires two and a half (2.5) parking stalls per one dwelling unit and at least one (1) parking stall shall be covered. The Applicant is requesting to install two (2) parking stalls per unit, for a total of 240 stalls, versus the required 300 [Section 1030]. The Applicant believes this is sufficient for the type of development they plan to construct.

***Parking is not met. The Council should provide feedback for the lack of covered parking.***

*Loading area.* A loading space is required for each multi-family apartment building, with minimum dimensions of 10 feet by 40 feet (400 square feet). The loading space must be exclusively reserved for loading and unloading. The area must be parallel to a driveway aisle, but cannot block the flow of traffic or parking spaces [Section 1030].

***Loading area not met. The project does not have a loading area.***

*Lot Coverage.*

*Impervious surface.* In Section 1047 of code, impervious surface areas for R-3 properties within, and outside of Shoreland Overlay Districts are limited to 25%. With a Conditional Use Permit (CUP), properties have ability to increase the impervious area to 35% [Section 1047.08(Subd.1 (6))]. The Subject Property, a 7.49 acre parcel, is allowed an impervious surface area of 25%, or 1.87 acres (81,457 square feet). The proposed impervious surface for the Development is 2.91 acres (127,143 square feet) or 38% impervious coverage.

***Impervious surface does not meet code.***

*Open Space.* In the 'General Building Regulations' section of code [Section 1040.05] it states that each site, unless indicated in the applicable zoning district, shall have 30% of lot area dedicated to be Open Space '*that is space without buildings, paving or other impervious surface*'. This standard, as listed in Section 1040 suggests Open Space is a pervious surface, however the definition in Section 1001 includes impervious areas as open space. The assumed Open Space of the proposed project is 62% pervious coverage.

***Open space requirements are met.***

*Recreation Area.* A recreation area is required for multi-family apartments with twenty (20) or more units [Section 1040.05]. This Development requires 4,000 square feet or recreation area for each apartment building. The total required area for recreation for both parcels is 0.18 acres (8,000 square feet). The Applicant is proposing to install playgrounds with the area of 900 square feet for each building. According to Section 1040.05 Subd. 1 (5), regarding Open Space, Staff has the ability to consider trails throughout the property to be Recreation Area.

***Recreation Area not met. Council shall consider if trails/benches on the property could provide recreation area.***

All parcels in the R-3 zoning district proposing to construct multi-family apartments are subject to the impervious surface, open space and recreation area requirements. These standards are essentially regulating both pervious and impervious uses.

### Summary

The site has recently been re-guided in the Comprehensive Plan to allow for residential development due to the lack of interest from office, commercial or industrial type development. Hence, the residential land use classification. The properties in this area are mostly owned by Riverwood Bank and little to no interest has been expressed by developers other than high-density developments. The City expects to see similar projects come forward in the properties guided as R-3.

### ***FINANCIAL IMPACT***

N/A

### ***STAFF RECOMMENDATION***

To provide comment on a Concept Plan for a proposed two-phased mixed income apartment complex on the northwest corner of Marketplace Drive and 168th Ave.

### ***ATTACHMENTS***

- Concept Plan
- Narrative
- Renderings



**PERFORMANCE  
DRIVEN DESIGN.**  
LHBcorp.com

21 W. Superior St., Ste. 500 | Duluth, MN 55802 | 218.727.8446

CLIENT:  
**CB BIG LAKE HOUSING  
LIMITED PARTNERSHIP**

1080 MONTREAL AVENUE  
ST. PAUL, MN 55116

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

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

NO	DATE	REVISION

**PRELIMINARY  
NOT FOR CONSTRUCTION  
05-01-2020**

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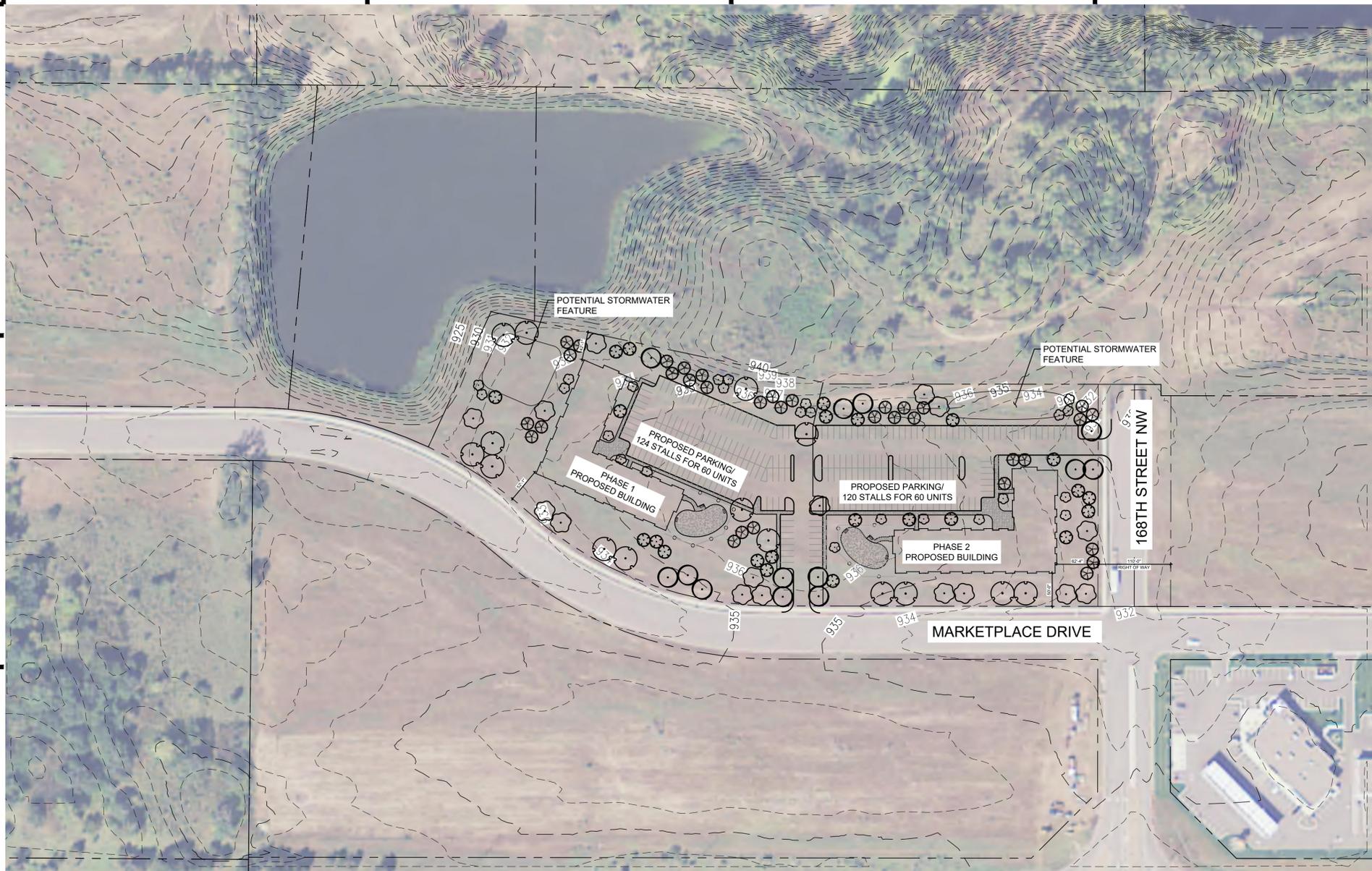
PROJECT NAME:  
**BIG LAKE HOUSING**

UNASSIGNED ADDRESS  
BIG LAKE, MN 55309

DRAWING TITLE:  
**CONTEXT MAP**

FILE: ..1190840\500 Drawings\Landscape Architecture\190840 Landscape Plan 2.dwg  
DRAWN BY: WMB  
CHECKED BY: LAM  
PROJ. NO: 190840  
DRAWING NO:

**L101**



**1** CONTEXT MAP  
Scale: 1" = 100'

**CONCEPT PUD NOTES**

**GENERAL INFORMATION:**

APPLICANT:  
ANDREW HUGHES  
COMMONBOND  
1080 MONTREAL AVENUE  
ST. PAUL, MN 55116  
651-265-4735

CONSULTANTS:  
LHB, INC.  
701 WASHINGTON AVENUE, SUITE 200  
MINNEAPOLIS, MN 55401

**PRESENT STATUS OF PREMISES AND ADJACENT PROPERTIES:**

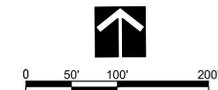
- ADDRESS:  
UNASSIGNED ADDRESS  
BIG LAKE, MN 55309
- LEGAL DESCRIPTION:  
PER COMMITMENT NO. 302530 DATED FEBRUARY 5, 2020  
THAT PART OF OUTLOT A, BIG LAKE MARKETPLACE NORTH SECOND ADDITION, LYING WEST OF THE EAST LINE OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 22, TOWNSHIP 33, RANGE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

**NUMBER OF UNITS:**

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

**STAGED DEVELOPMENT:**

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





**PERFORMANCE  
DRIVEN DESIGN.**  
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CLIENT:  
**CB BIG LAKE HOUSING  
LIMITED PARTNERSHIP**

**1080 MONTREAL AVENUE  
ST. PAUL, MN 55116**

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

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

NO	DATE	REVISION
NO	DATE	REVISION

**PRELIMINARY  
NOT FOR CONSTRUCTION  
05-01-2020**

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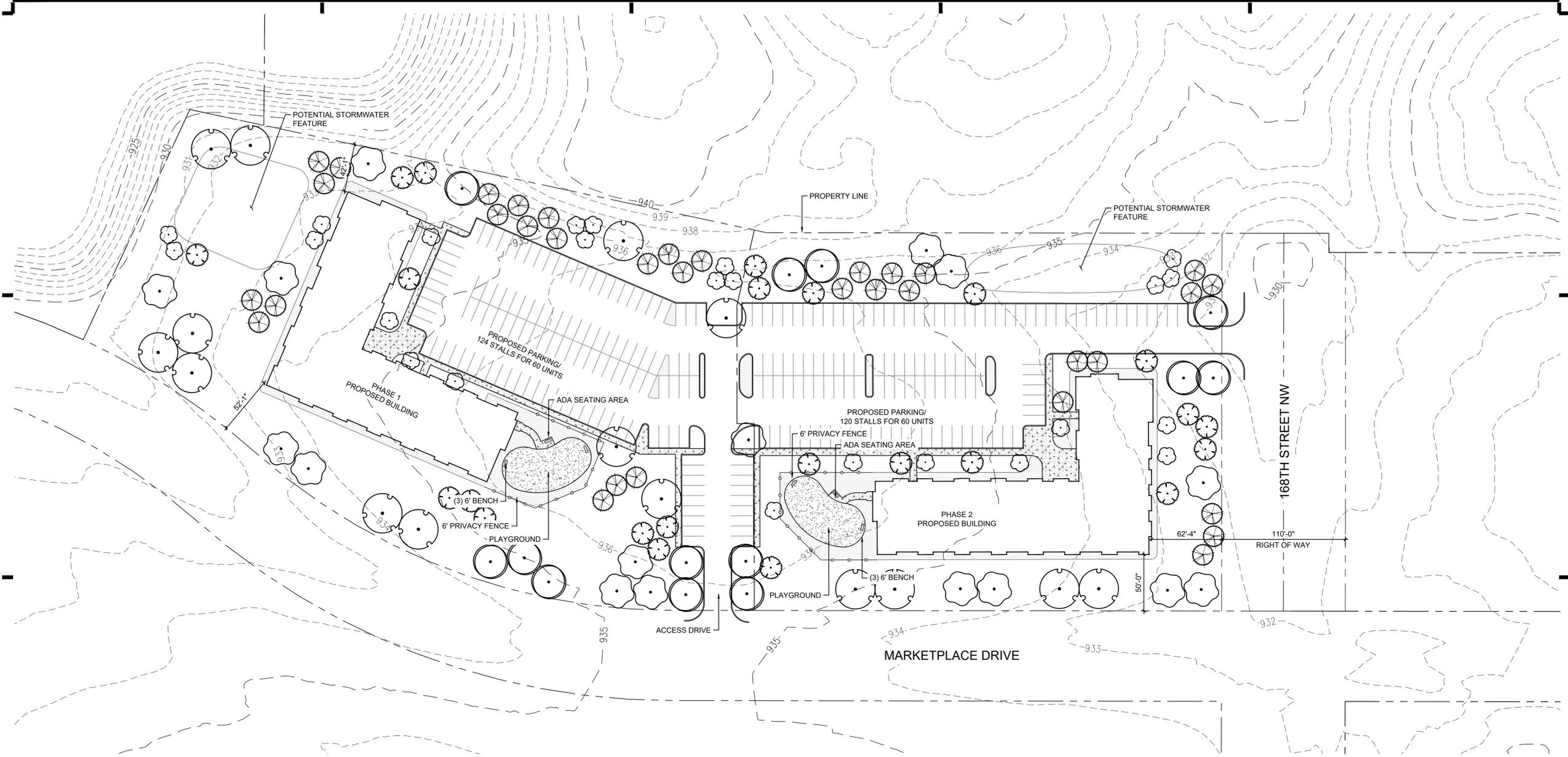
PROJECT NAME:  
**BIG LAKE HOUSING**

UNASSIGNED ADDRESS  
BIG LAKE, MN 55309

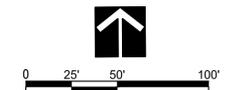
DRAWING TITLE:  
**CONCEPT SITE PLAN**

FILE: .190840\500 Drawings\Landscape Architecture\190840 Landscape Plan 2.dwg  
DRAWN BY: WMB  
CHECKED BY: LAM  
PROJ. NO: 190840  
DRAWING NO:

**L102**



**1 SITE PLAN**  
Scale: 1" = 50'





#### Nature of Proposed Use (narrative):

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

#### Reason(s) to Approve Request:

Marketplace Crossing I and II will add much-needed, high quality, mixed-income housing to the Big Lake, helping to meet demand and propel continued economic vitality for the City. The proposed project will also provide for a transition from the active Highway 10 corridor to less intensive land uses adjacent to the site. Finally, the proposed land use change is appropriate because the parcel is guided for multifamily residential by the City's Comprehensive Plan. The proposed project will add land use intensity to spur further development on remaining, adjacent developable parcels.

# PERSPECTIVE



## Big Lake Housing

COMMONBOND COMMUNITIES



# PERSPECTIVE



## Big Lake Housing

COMMONBOND COMMUNITIES





# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Hanna Klimmek, Community Development Director	<b>Meeting Date:</b> 5/27/2020	<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> CommonBond – Resolution of Support		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator  <b>Reviewed By:</b> N/A	

**ACTION REQUESTED**

Consider approval of a Resolution of Support for CommonBond to submit a tax credit application to Minnesota Housing to newly construct 60 units of both market rate and affordable rental options.

**BACKGROUND/DISCUSSION**

CommonBond, housing Developer, is proposing to newly construct 120 units of both market rate and affordable rental units. They have named their project, “Marketplace Crossing I & II.” The site location is on PID 65-543-0040, which is on the north side of Hwy 10 and in the marketplace area.

The 120 units will be made up of 2, 60-unit buildings and will have amenities such as shared walking paths, stormwater feature, and playgrounds. They will be newly constructed in 2 Phases. CommonBond is asking for a Resolution of Support for Phase I at this time; 60 units.

Staff is in support of the project and is in support of the PUD flexibility that CommonBond is looking for. They are requesting a rezone from B-3 General Business to a PUD using R-3 Zoning as base standards. Per the Comprehensive Plan, the parcel is guided for medium and high density residential.

CommonBond will be submitting a tax credit application to Minnesota Housing this year and if awarded will begin construction of Phase I in 2021. They are not asking for any local incentives other than flexibility through a PUD.

This agenda item is to only address the Resolution of Support for CommonBond in submitting a tax credit application to Minnesota Housing, not to address the entitlement process. A Resolution of Support from the Big Lake City Council is required in order to submit a complete application and for Minnesota Housing to accept the application for review. During the most recent Big Lake Economic Development Authority (BLEDA) meeting on May 11, 2020, the BLEDA discussed the requested Resolution and they provided unanimous approval of recommending the City Council approve the resolution.

**FINANCIAL IMPACT**

N/A

**STAFF RECOMMENDATION**

Staff recommends that Council consider and approve a Resolution of Support for CommonBond to submit a tax credit application to Minnesota Housing to newly construct 60 units of both market rate and affordable rental options.

***ATTACHMENTS***

Resolution of Support for Tax Credit Application

**CITY OF BIG LAKE  
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, on Wednesday, May 27, 2020. The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

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

**A RESOLUTION OF SUPPORT FOR COMMONBOND**

**WHEREAS**, CommonBond has approached the City of Big Lake regarding a proposal to develop both market rate and affordable housing in the Big Lake Marketplace area; and

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

**WHEREAS**, there is a locally identified need for both market rate and affordable housing as such housing is in short supply in the local housing market as identified in the 2016 Comprehensive Housing Needs Analysis; and

**WHEREAS**, CommonBond is seeking support from the City of Big Lake in making this project a reality by working together for the benefit of its Section 42 Tax Credit application which will be submitted to Minnesota Housing Finance Agency; and

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Big Lake that it hereby approves this resolution supporting CommonBond's application to Minnesota Housing for financing to construct 60 units of both market rate and affordable housing.

Adopted by the Big Lake City Council this 27<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.

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> Amy Barthel, City Planner	<b>Meeting Date:</b> 5/27/2020	<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> Great River Federal Credit Union Rezone, Preliminary Plat and Site Plan		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator <b>Reviewed By:</b> Hanna Klimmek, Community Development Director	

## **ACTION REQUESTED**

Motion to approve the following items for the Great River Federal Credit Union Development Application:

1. Approve an ORDINANCE to Rezone Parcel No. 10-120-3400 from Ag - Agriculture to B-3 General Business.
2. A RESOLUTION approving the Great River Preliminary Plat and Site Plan Review.
3. A RESOLUTION authorizing Summary Publication for rezoning Ordinance.

## **BACKGROUND/DISCUSSION**

### Overview/Background

Vanman Architects & Builders (Applicant) submitted a Zoning & Land Use application, requesting City approval of a Preliminary Plat, Rezone and Site Plan for the development of a vacant parcel of land; PID: 10-120-3400 (Subject Property). The site is located south of Highway 10 and east of County Road 43 and the Veterinarian Hospital. The Subject Property is requesting to construct a single-story credit union for Great River Federal Credit Union.

*Rezoning.* The Applicant is requesting to rezone the Subject Property from Agriculture (Ag) to General Business (B-3). The Ag zoning district does not allow for banks and credit unions to be constructed.

*Preliminary Plat.* The Applicant is proposing to plat the property into one (1) parcel. The development will be platted to become Lot 1, Block 1, Great River Addition.

*Site Plan.* The parcel will consist of one (1) office building with two (2) access points off 198<sup>th</sup> with two (2) drive-thru Interactive Teller Machines (ITM).

The application was submitted on April 3, 2020. The Applicant was sent a complete letter on April 23, 2020. The 60-day review period expires of June 22, 2020.

The Planning Commission reviewed the application at the May 6, 2020 meeting. Aside from the Applicant, there was no public comment registered at the meeting but the Applicant did state they will continue to work with staff to meet the project requirements. The Planning Commission reviewed and provided comment on the exterior material of the project and the sidewalk. The proposed material for the building is not finished with natural wood material as standards allow, but are proposing a fiber cement siding. This will mirror the look of wood, and is said to be more durable with less maintenance. Planning Commission feel this fiber cement material is suitable for the building, and meets the intent of code.

Staff has negotiated with the Applicant that the required sidewalk for the property should be altered to extend from the Development to the intersection of County Road 43 and 198<sup>th</sup> Avenue rather than installing the sidewalk adjacent to the property with no connection to the intersection. Both the exterior materials and the sidewalk will be explained in more depth later in this report.

### **Primary Issues to Consider**

1. Land Use & Zoning
2. Site Information

### **Analysis of Primary Issues**

#### **1. Land Use & Zoning**

The Subject Property, a 2.13-acre site, is currently guided as Commercial per the Big Lake Comprehensive Plan, which is defined as follows: *Businesses providing retail trade or services for individuals or businesses. May also include professional offices.*

In September, 2019 the City Council approved the annexation of this parcel. All properties that are annexed into the City are automatically zoned as Ag. Thus, the current zoning of the property is Ag. The applicant proposes to rezone the property to B-3. The proposed use for the Subject Property is permitted according to the B-3 zoning district [Section 1057.02 (Subd.2)].

The surrounding properties consist of B-3 to the North and West, a combination of B-3 and Industrial (I-1) to the East, and I-1 to the South. The rezoning of the property is consistent with surrounding districts and the comprehensive plan.

#### ***The Use is allowed per Zoning and Land Use.***

#### **2. General Site Information**

Currently, the Subject Property is an unplatted single parcel with an area of 2.13 acres (92,782 square feet). The parcel proposes to have two (2) access points from 198<sup>th</sup> Ave. One (1) would be an ingress and egress, while one (1) would be an egress only from the ITMs. No access would be available from State Highway 10. The building size is 2,120 square feet and the highest elevation of the building is 20 feet. Great River would be the only tenant on the parcel.

The site plan, which illustrates the proposed lot size, building setback, building height, and the special design performance standards prove to meet the B-3 standards [Section 1057.7 and Section 1057.08].

#### **Lot Coverage and Surface Water**

The total impervious area shown on the site plan totals 0.49 acres (21,344 square feet) or 23% of the total subject property. There are no lot coverage standards for developments outside of the shoreland overlay district for commercial properties. In comparison, the maximum impervious surface area of a commercial property within the shoreland overlay district is 75% [Section 1057.08(Subd.4)].

Currently, there are no systems installed on the Subject Property to mitigate water and there are no wetlands or stormwater ponds. Because the property will be improved with impervious surface, the property is required to mitigate water runoff on-site. The submitted plan shows the property installing two (2) infiltration basins. The location, design and size of the basins have been reviewed by both public works staff and our consultant engineer. The systems prove to be adequate with a few minor revisions.

***Lot coverage is satisfied. Filtration basins are adequate.***

**Parking and Site Circulation**

The parking plan shows nineteen (19) parking spaces for the property, including two (2) accessible spaces. According to City Code Section 1030, the number of parking spaces required for the Subject Property is ten (10). In addition to the parking provided for the building, there are drive-thru lanes for the ITMs that have the ability to stack six (6) vehicles without interfering with site circulation. Drive-thru lanes are required to have the ability to stack at least six (6) vehicles [Section 1057.03 (Subd.5)(5)].

	<b>Code Requirement</b>	<b>Proposed</b>	
<b>Parking</b>	10	19	parking stalls
<b>ADA</b>	2	2	parking stalls
<b>Drive Thru</b>	12	12	stacking
<b>Total</b>	<b>24</b>	<b>33</b>	<b>parking + stacking</b>

***Parking requirements are satisfied.***

Pedestrian circulation is required of new developments within the B-3 district. The Subject Property must construct a sidewalk from their parking area to the building entrance, which the applicant has displayed as part of the site plan. Another pedestrian requirement is providing a sidewalk along the property edges to the adjacent lots [Section 1057.07 (Subd.3)]. The City would not require a sidewalk adjacent to Highway 10 as that is not an established goal of the City, and the property has no ability for vehicle access from Highway 10. According to code, a sidewalk would be required along 198<sup>th</sup> Ave.

In the Comprehensive Plan, the City has established 198<sup>th</sup> Ave as a “First Priority Trail Improvement” area, specifically encouraging the installation and planning of a “more clearly delineated pedestrian/cycle route along 198<sup>th</sup> Avenue”. At the May 6, 2020 Planning Commission meeting, the Applicant displayed the sidewalk abutting the Subject Property within the right-of-way. Staff has recommended that the Applicant move the sidewalk to the west. This will enable the sidewalk to be connected to the existing sidewalks at the intersection of County Road 43 and 198<sup>th</sup> Ave (Intersection). The Applicant will be required to install the pedestrian ramp at the Intersection and the painted crosswalk to complete the sidewalk connectivity, which they have indicated on the Site Plan. The connection to that intersection will give pedestrians the opportunity to connect to the Subject Property, the NorthStar Rail, along with services, recreation and businesses along Humboldt Drive and Putnam Avenue. The Applicant has resubmitted plans reflecting the change of location for the sidewalk.

Staff proposes the applicant construct an internal sidewalk from the east side of the west entrance, and north to the ITM machine. From that location, pedestrians can more easily access the sidewalk located near the trash enclosure to the building. These improvements have been reflected in the submitted Site Plan.

***Site Circulation is satisfied.***

South of 198<sup>th</sup> Avenue and east of County Road 43, there needs to be sidewalk improvements made by the City in order to connect the new sidewalk to the existing sidewalk. The south sidewalk will be installed with City funds, not to exceed \$3,000 and the city and Applicant will discuss further the details of installation.

## Building Materials

Developments in the commercial business district must satisfy architectural design standards. Those standards require exterior building finishes to consist of the following, subject to City Code Section 1040.06:

- a. Brick.
- b. Stone, natural and textured cast stone.
- c. Concrete masonry.
- d. Cast in place concrete or pre-cast concrete panels.
- e. Wood, provided the surfaces are finished for exterior use
- f. Concrete composite board.
- g. Glass.
- h. Stucco.
- i. Vinyl.
- j. EIFS
- k. Metal siding that is coated or anodized with a non-reflective glare free finish not to exceed more than fifteen percent (15%) of the total exterior wall area.

The colored architectural elevation provided by the Applicant shows a high-quality finished design, using a mix of materials with articulations in the roof. Building materials consist of stone, wood, glass and less than 15% of metal finishes. The metal finishes are on the building façade to treat the entrance and ‘pop out’ window on the roof.

Recently, developers and builders are using technology that reflects the look and feel of a particular material but are actually metal or fiber materials. In this case, the Applicant is proposing to use a fiber cement material to reflect the look of the wood. Many benefits come from the use of alternate materials such as durability and cost. Staff feels these types of materials are sufficient with providing a wood type look that is hardy and longer lasting. The Planning Commission provided feedback for the proposed material and feel it satisfies the intent of the architectural design requirements.

The proposed accessory uses on the site have been reviewed for materials and it is determined that they are consistent with the primary structure, as required by code. The six (6) foot trash enclosure reflects the wood material of the primary structure and provides adequate access for garbage haulers [Section 1032.13(Subd.2)(1)].

The ITM's which are considered to be a drive-thru also reflect the same material makeup as the primary building, consisting of wood, metal finishes and stone. Those ITMs are thirteen (13' 5") feet in height and are located for the uninterrupted flow of traffic. The performance standards for drive thru lanes are met. These standards include, but are not limited to, proper distance from residentially zoned parcels, minimal noise and glare, and stacking of vehicles on the Subject Property [Section 1057.03 (Subd.5)].

***Material requirements are satisfied.***

## Landscape Plan

The parcel, as existing today has no trees and few shrubs. For landscaping, City Code requires a specific size and species of tree and plants. The landscape plan shows 28 trees and 14 shrubs around the property, all which are approved species. The landscaping plan proves to be satisfactory [Section 1027.03(Subd.2(c))]. Below outlines the required number of plantings versus the proposed planting.

	<b>Code Requires</b>	<b>Proposed</b>
<b>Trees</b>	12 deciduous	11 deciduous
<b>Trees</b>	12 coniferous	11 coniferous
<b>Trees</b>	Substitute 1 overstory tree for 3 ornamental trees	6 ornamentals
<b>Shrubs</b>	No requirement	14 arborvitaes and hydrangeas
<b>Total</b>	<b>27* trees</b>	<b>42 trees and shrubs</b>

\*Includes the substituted 3 ornamental trees

***Landscape plan requirements are satisfied.***

## Signage and Lighting

The Applicant has not submitted a sign package for the building, and the monument sign has not been located on the site plan. The Applicant understands that the sign permit will need to be applied for in the future, and it may warrant a building permit in addition to the sign permit. The building permit would be for the footings of the freestanding sign.

There are incidental signs on the site plan for handicap and 'do not enter' signage that are exempt per code [Section 1300.05(Subd.1)]. They are proposed to be in appropriate areas, such as by parking stalls and entrances to the site. In addition to the incidental signage, painted arrows on the asphalt may be installed to indicate the ingress and egress of the site. If the Applicant proposed to install signage that does not conform to code, a variance application will be required, but the Applicant feels signage should conform to code without issue.

***Incidental signage meets code. Business signage to be permitted at later date.***

The proposed site has lighting in the parking lot, by the ITM and on the perimeter of the building. These plans illustrate the required lighting and glare is within code. Public streets allow for a foot candle of one (1), while adjacent properties cannot have more than four tenths (.4) of a foot candle [Section 1032.07]. A majority of the property lines have a foot candle of zero (0). There are foot candles of five tenths (.5) at the entrances of the site off 198<sup>th</sup> Avenue.

***Lighting requirement are satisfied. New plan is required.***

## **FINANCIAL IMPACT**

Up to \$3,000 from *general fund* for sidewalk south of 198<sup>th</sup> Avenue.

***STAFF RECOMMENDATION***

A motion to approve the following for the Great River Federal Credit Union project:

- Motion to Approve the Ordinance to Rezone the Property from Agriculture to General Business
- Motion to Approve the Resolution for the Great River Preliminary Plat and Site Plan
- Motion to Approve the Summary Ordinance for the Rezone of the Great River Project

***ATTACHMENTS***

Narrative

Site Plan

Architectural Plans

Ordinance approving Rezone

Resolution approving Preliminary Plat and Site Plan

Resolution authorizing Summary Publication

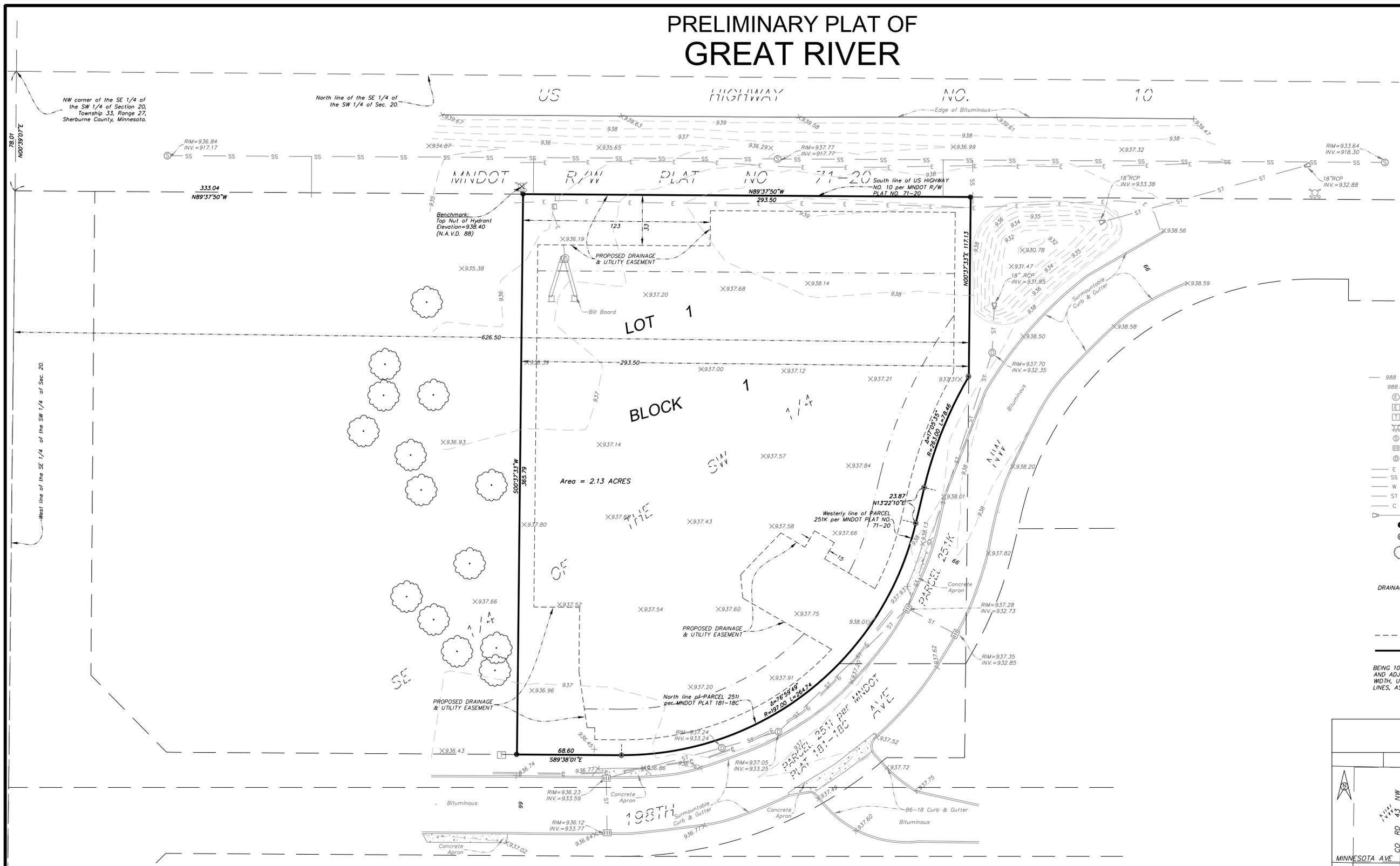
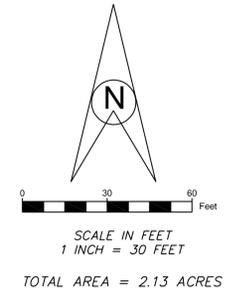
## Project Narrative:

The proposed building is a new branch for a credit union to provide financial services to the City of Big Lake and surrounding communities. The proposed development is a 2,880 square foot building that houses a lobby with teller areas, 2 video conferencing rooms, an office, and a multi-purpose room to serve the community. Employee areas include a break room and a call center. The building will have stone and a wood look fiber cement product paired with glass and metal accents. The building will not block any adjacent views and will compliment the general aesthetics of the City of Big Lake. The surrounding area has business developments and the business use of this building will fit in nicely.

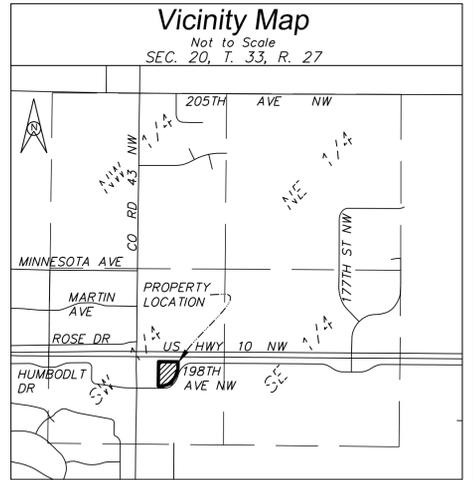
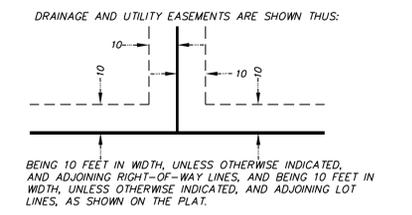
Great River Federal Credit Union is a well-established Minnesota Credit Union that seeks to expand its service reach. They have been around since 1948 and changed their name in 1999. Their current branch locations include Waite Park, Sauk Rapids, Sartell, and headquarters out of St. Cloud. Great River Federal Credit Union offers a variety of services including checking, savings, loans, investment, as well as specific programs for children and employer groups.

We are requesting the approval of the preliminary plat with the proposed name of "Great River" addition to bring this business to the area and provide the community with necessary banking services. The addition will comply with all required City of Big Lake regulations and requirements.

# PRELIMINARY PLAT OF GREAT RIVER



- LEGEND**
- 988 — denotes Existing Contour
  - 988.00 X denotes Existing Spot Elevation
  - ⊕ denotes Existing Electrical Meter
  - ⊞ denotes Existing Electrical Pedestal
  - ⊞ denotes Existing Telephone Pedestal
  - ⊞ denotes Existing Hydrant
  - ⊞ denotes Existing Sanitary Manhole
  - ⊞ denotes Existing Catch Basin
  - ⊞ denotes Existing Storm Manhole
  - E— denotes Existing Underground Electrical Line
  - SS— denotes Existing Sanitary Sewer Line
  - W— denotes Existing Water Line
  - ST— denotes Existing Storm Sewer Line
  - C— denotes Existing Underground Cable Line
  - denotes Existing Culvert
  - denotes Iron Monument Found
  - ⊙ denotes ROW Aluminum Monument
  - ⊙ denotes Deciduous Tree



**PROPERTY DESCRIPTION:**  
The East 293.50 feet of the West 626.50 feet of the Southeast Quarter of the Southwest Quarter of Section 20, Township 33, Range 27, Sherburne County, Minnesota, Lying Southerly of the South Right of Way Line of US Highway 10 and Lying North and West of Parcel 251K and 251K on Minnesota Department of Transportation Right of Way PLAT NO. 71-20.

**SHEET INDEX**

SHEET NO.	DESCRIPTION
C1	PRELIMINARY PLAT
C2	PRELIMINARY SITE PLAN & UTILITY PLAN
C3	PRELIMINARY GRADING PLAN
C4	PRELIMINARY STORMWATER POLLUTION PREVENTION PLAN
C5	PRELIMINARY STORMWATER POLLUTION PREVENTION PLAN NARRATIVE

REV. NO.	DATE	BY	DESCRIPTION
1	4-24-20	T.J.B.	REVISE PER CITY REVIEW

DESIGNED DRAWN  
C.S.O. E.M.S.

CHECKED  
P.E.O.

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.

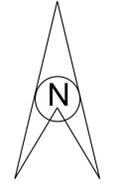
Cara M. Schwahn Otto  
License # 40433 Date: 04-24-20



**GREAT RIVER FEDERAL CREDIT UNION**  
Vanman Architects & Builders, INC.  
BIG LAKE, MN

**PRELIMINARY PLAT**  
PROJECT NO: 19-0515  
DATE: 04-03-20  
**SHEET NO. C1 OF C5 SHEETS**

US HIGHWAY NO. 10



0 30 60 Feet

SCALE IN FEET  
1 INCH = 30 FEET

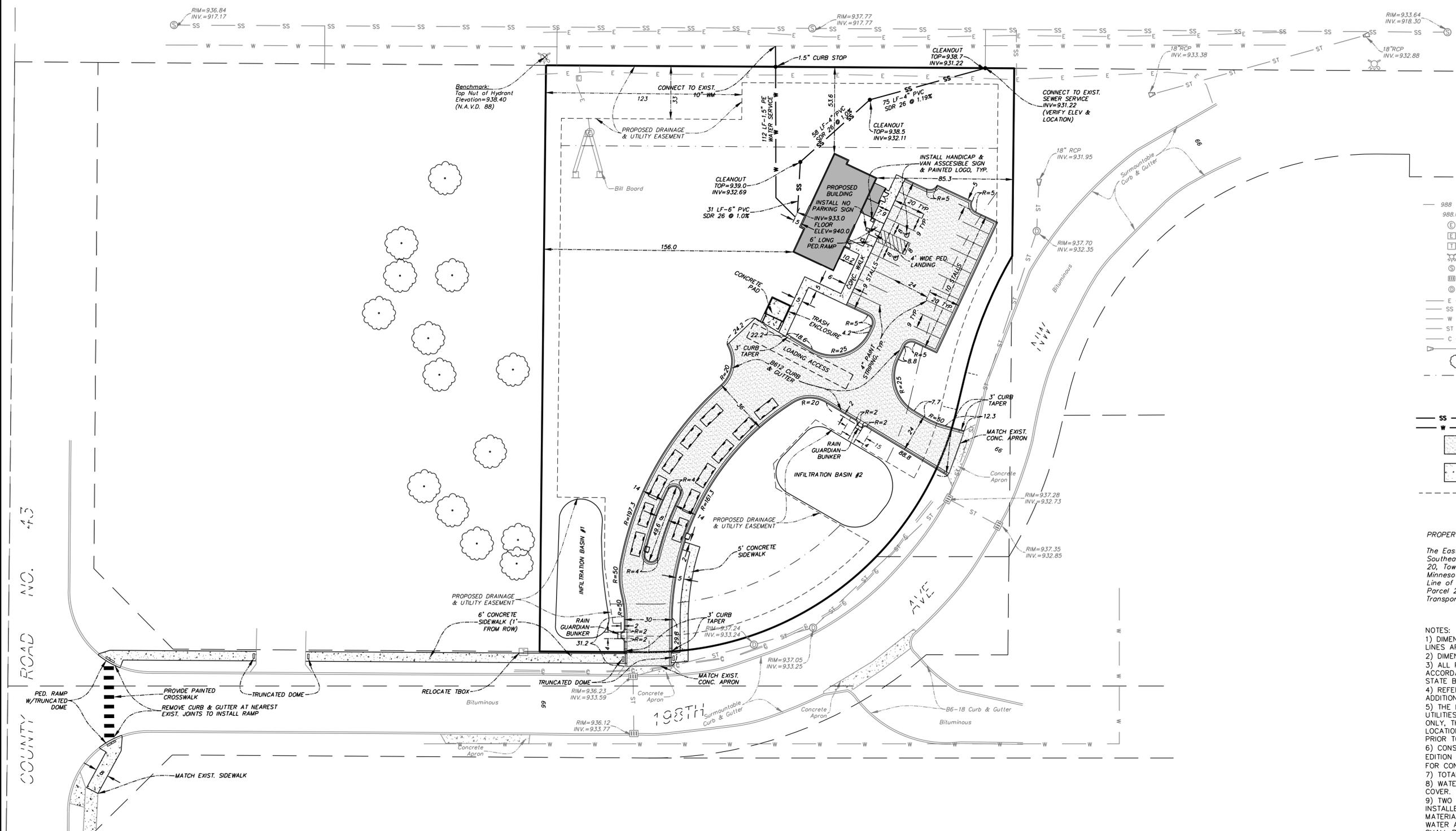
TOTAL AREA = 2.13 ACRES

ZONING = B3  
PARCEL AREA = 2.13 ACRES  
PROPOSED DISTURBED AREA = 2.0 ACRES  
EXISTING IMPERVIOUS AREA = 0.0 ACRES  
NEW IMPERVIOUS AREA = 0.49 ACRES

- LEGEND**
- 988 --- denotes Existing Contour
  - 988.00 x denotes Existing Spot Elevation
  - ⊕ denotes Existing Electrical Meter
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  - ST --- denotes Existing Storm Sewer Line
  - C --- denotes Existing Underground Cable Line
  - ⊕ denotes Existing Culvert
  - ⊕ denotes Existing Deciduous Tree
  - --- denotes Building Setback Line  
Front(US HWY 10) = 50'  
Side = 10'  
Rear(198TH AVE NW) = 30'
  - SS --- denotes Proposed Sanitary Sewer Line
  - W --- denotes Proposed Watermain
  - ▨ denotes Proposed Bituminous
  - ▨ denotes Proposed Concrete
  - --- denotes Proposed Drainage & Utility Easement

**PROPERTY DESCRIPTION:**  
The East 293.50 feet of the West 626.50 feet of the Southeast Quarter of the Southwest Quarter of Section 20, Township 33, Range 27, Sherburne County, Minnesota, Lying Southerly of the South Right of Way Line of US Highway 10 and Lying North and West of Parcel 2511 and 251K on Minnesota Department of Transportation Right of Way PLAT NO. 71-20.

- NOTES:**
- 1) DIMENSIONS MEASURED OFF THE PROPERTY LINES ARE PERPENDICULAR TO THEM.
  - 2) DIMENSIONS ARE MEASURED TO BACK OF CURB.
  - 3) ALL PEDESTRIAN FACILITIES SHALL BE IN ACCORDANCE WITH CHAPTER 1341 OF THE MN STATE BUILDING CODE AND ADA STANDARDS.
  - 4) REFER TO ARCHITECTURAL PLANS FOR ADDITIONAL BUILDING AND SITE INFORMATION.
  - 5) THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL FIELD VERIFY LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES PRIOR TO ANY CONSTRUCTION.
  - 6) CONSTRUCTION SHALL CONFORM TO THE LATEST EDITION OF THE MNDOT "STANDARD SPECIFICATIONS FOR CONSTRUCTION."
  - 7) TOTAL 19 PROPOSED STRIPED PARKING STALLS
  - 8) WATERMAIN SHALL BE INSTALLED WITH 8' COVER.
  - 9) TWO 12 AWG TRACER WIRES SHALL BE INSTALLED ON ALL NON-CONDUCTIVE PIPING MATERIALS AND SHALL BE COATED BLUE FOR WATER AND GREEN FOR SEWER. TRACER WIRE SHALL BE BROUGHT TO THE SURFACE AT ALL VALVE, HYDRANT AND CLEANOUT LOCATIONS.
  - 10) UMBRELLA ANCHORAGE ASSEMBLIES SHALL BE PROVIDED FOR ALL GATE VALVES.
  - 11) CONTRACTOR SHALL CONTACT THE CITY ENGINEER A MINIMUM OF 48 HOURS PRIOR TO EXCAVATING FOR CONNECTIONS TO ANY CITY UTILITIES.
  - 12) ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF BIG LAKE STANDARDS.



COUNTY ROAD NO. 413

REV. NO.	DATE	BY	DESCRIPTION
1	4-24-20	T.J.B.	REVISE PER CITY REVIEW
2	5-20-20	C.S.O.	SIDEWALK & SAN SEWER

DESIGNED CSO  
DRAWN EMS  
CHECKED CSO

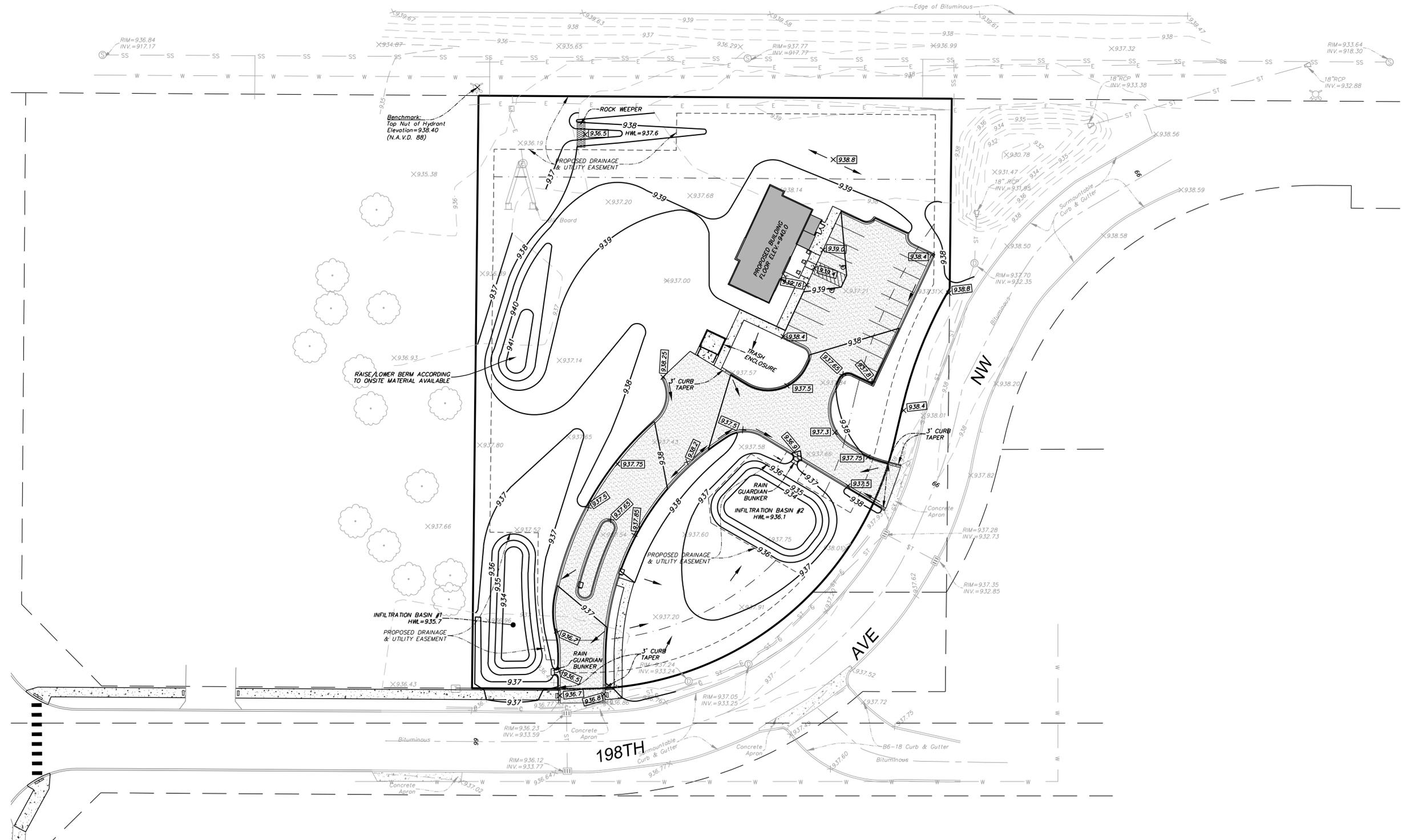
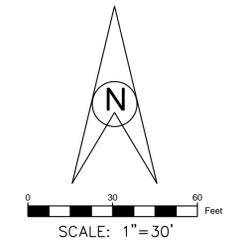
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
*Cara M. Schwahn Otto*  
Cara M. Schwahn Otto  
License # 40433  
Date: 05-20-20

**OTTO ASSOCIATES**  
Engineers & Land Surveyors, Inc.  
www.ottoassociates.com  
9 West Division Street  
Buffalo, MN 55313  
(763)682-4727  
Fax: (763)682-3522

**GREAT RIVER FEDERAL CREDIT UNION**  
Vanman Architects & Builders, INC.  
BIG LAKE, MN

**PRELIMINARY SITE & UTILITY PLAN**  
PROJECT NO. 19-0515  
DATE: 04-03-20  
SHEET NO. C2 OF C5 SHEETS

US HIGHWAY NO. 10



- LEGEND**
- 988 — denotes Existing Contour
  - 988.00 X denotes Existing Spot Elevation
  - ⊕ denotes Electrical Meter
  - ⊞ denotes Electrical Pedestal
  - ⊞ denotes Telephone Pedestal
  - ⊞ denotes Hydrant
  - ⊞ denotes Sanitary Manhole
  - ⊞ denotes Catch Basin
  - ⊞ denotes Storm Manhole
  - ⊞ denotes Underground Electrical Line
  - SS — denotes Sanitary Sewer Line
  - W — denotes Water Line
  - ST — denotes Storm Sewer Line
  - C — denotes Underground Cable Line
  - ⊞ denotes Existing Culvert
  - 1010 — denotes Proposed Contour
  - 1017.5 X denotes Proposed Spot Elevation
  - denotes Proposed Drainage
  - - - denotes Proposed Drainage & Utility Easement
  - - - denotes Building Setback Line  
Front (US HWY 10) = 50'  
Side = 10'  
Rear (198TH AVE NW) = 30'

REV. NO.	DATE	BY	DESCRIPTION
1	4-24-20	T.J.B.	REVISE PER CITY REVIEW
2	5-20-20	C.S.O.	SIDEWALK

DESIGNED	DRAWN
CSO	EMS
CHECKED	
CSO	

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*Cara M. Schwahn*  
 Cara M. Schwahn Otto  
 License # 40433  
 Date: 05-20-20

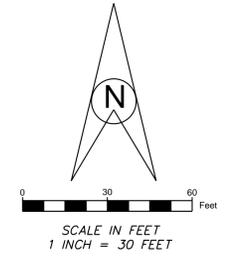
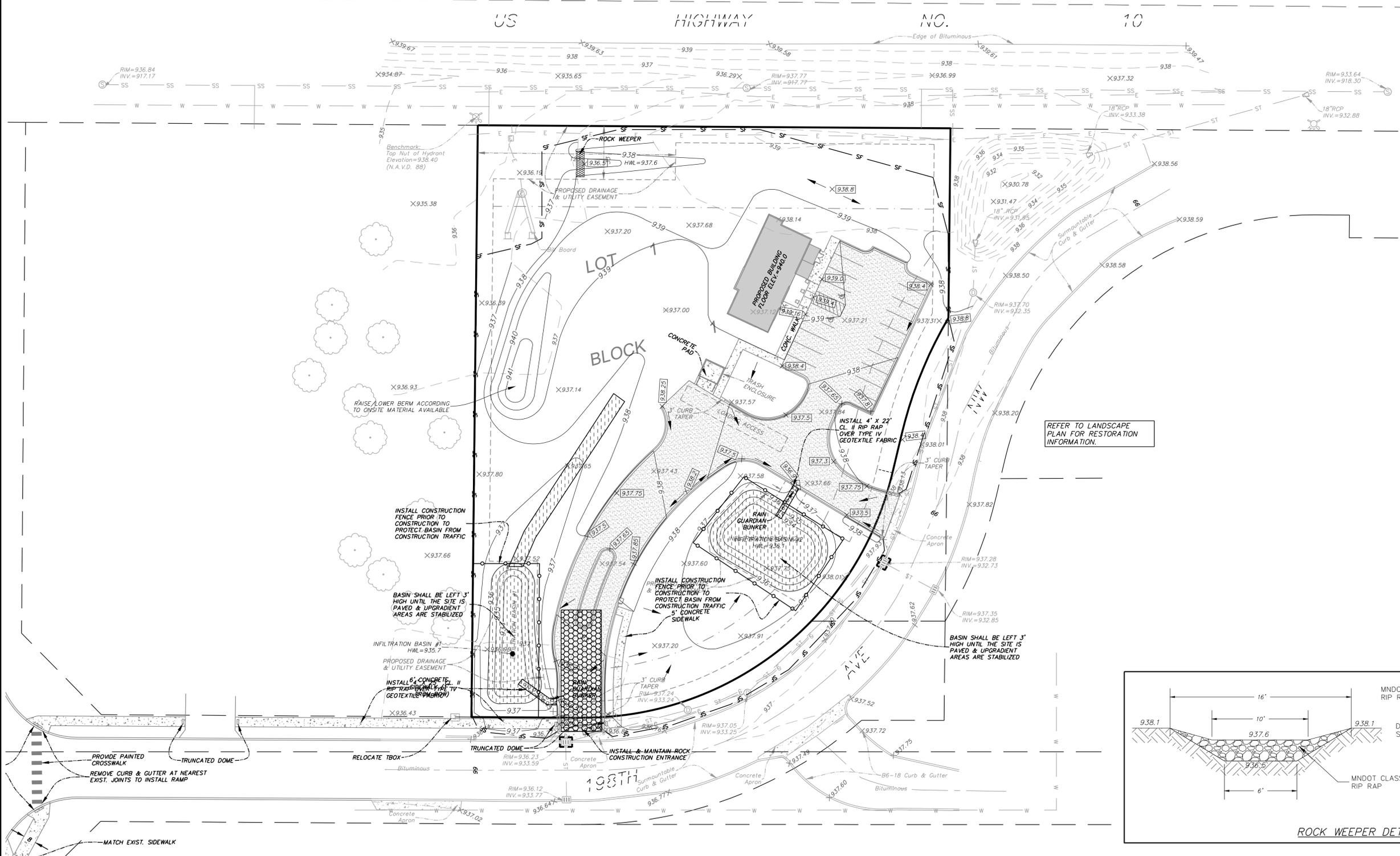
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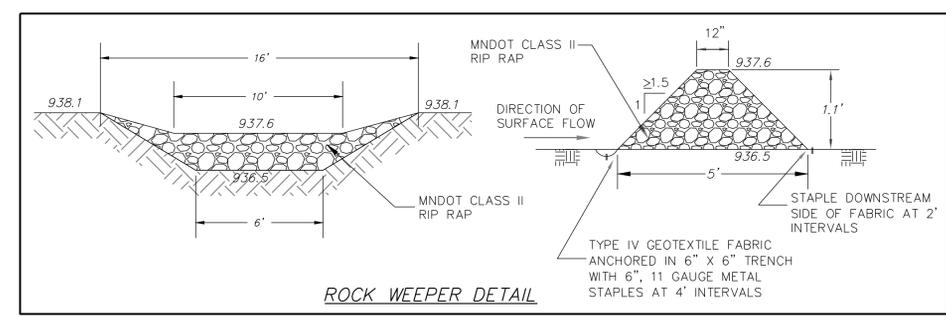
**GREAT RIVER FEDERAL CREDIT UNION**  
 Vanman Architects & Builders, INC.  
 BIG LAKE, MN

**PRELIMINARY GRADING PLAN**  
 SHEET NO. C3 OF C5 SHEETS

PROJECT NO. 19-0515  
 DATE: 04-03-20



- LEGEND**
- 988 — denotes Existing Contour
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  - ⊙ denotes Existing Deciduous Tree
  - denotes Building Setback Line  
Front(US HWY 10) = 50'  
Side = 10'  
Rear(198TH AVE NW) = 30'
  - denotes Proposed Drainage & Utility Easement
  - ▨ denotes Proposed Bituminous
  - ▩ denotes Proposed Concrete
  - 1010 — denotes Proposed Contour
  - 1017.5 X denotes Proposed Spot Elevation
  - denotes Proposed Drainage
  - SF — denotes pre-construction silt fence
  - ▨ denotes Cot. 3 erosion control blanket
  - denotes post-construction silt fence
  - ⊞ denotes in-street inlet protection



REV. NO.	DATE	BY	DESCRIPTION
1	4-24-20	T.J.B.	REVISE PER CITY REVIEW
2	5-20-20	C.S.O.	SIDEWALK

DESIGNED	CSO
DRAWN	EMS
CHECKED	CSO

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**GREAT RIVER FEDERAL CREDIT UNION**  
 Vanman Architects & Builders, INC.  
 BIG LAKE, MN

**PRELIMINARY SWPPP**  
 SHEET NO. C4 OF C5 SHEETS

PROJECT NO. 19-0515  
 DATE: 04-03-20



# Great River Federal Credit Union

Big Lake, Minnesota



ARTIST'S RENDERING - NOT FOR CONSTRUCTION

PROJECT TEAM:	
OWNER:	GREAT RIVER FEDERAL CREDIT UNION 532 W ST GERMAIN ST ST. CLOUD, MN 56303
ARCHITECT:	VANMAN ARCHITECTS AND BUILDERS 9600 54TH AVE N SUITE 180 PLYMOUTH, MINNESOTA 55442 PHONE: 763-541-9552 FAX: 763-541-9857 PROJECT ARCHITECT: HOLLY BURLEY (holly@vanmanab.com)
CONTRACTOR:	VANMAN ARCHITECTS AND BUILDERS 9600 54TH AVE N SUITE 180 PLYMOUTH, MINNESOTA 55442 PHONE: 763-541-9552 FAX: 763-541-9857 PROJECT MANAGER: BRANDT DINGER (brandt@vanmanab.com)

SHEET INDEX	
A1 -	TITLE SHEET
A2 -	ARCHITECTURAL SITE & LANDSCAPE PLAN
A3 -	FLOOR PLAN
A4 -	EXTERIOR ELEVATIONS
A5 -	EXTERIOR ELEVATIONS
A6 -	MISC ELEVATIONS & DETAILS
SP1 -	SITE LIGHTING PHOTOMETRICS SURVEY
C1 -	PRELIMINARY PLAT
C2 -	PRELIMINARY SITE & UTILITY PLAN
C3 -	PRELIMINARY GRADING PLAN
C4 -	PRELIMINARY SWPPP
C5 -	PRELIMINARY SWPPP NARRATIVE

A-1



# PLANT MATERIAL LEGEND

KEY	COMMON NAME	SCIENTIFIC NAME	SIZE	TYPE	QTY.
A	BLACK HILLS SPRUCE	Picea glauca	6' TALL	CONIFEROUS TREE	11
B	AUTUMN BLAZE MAPLE	Acer x freemanii 'Autumn Blaze'	2" DIA.	OVERSTORY TREE	11
C	SPRING SNOW CRAB APPLE	Malus x 'Spring Snow'	1-1/2" DIA.	ORNAMENTAL TREE	6
D	LITTLE GIANT ARBORVITAE	Thuja occidentalis 'Little Giant'		SHRUB	10
E	ANNABELLE HYDRANGEA	Hydrangea arborescens		SHRUB	4
F	MIXED DECORATIVE PLANTING			PERENNIAL	377 SF
G	MNDOT SEED MIX 35-221			PERENNIAL	5444 SF

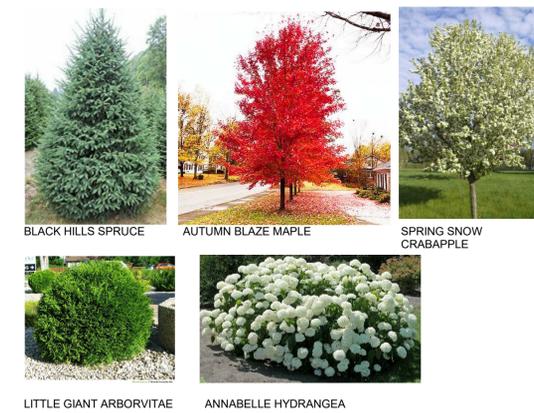
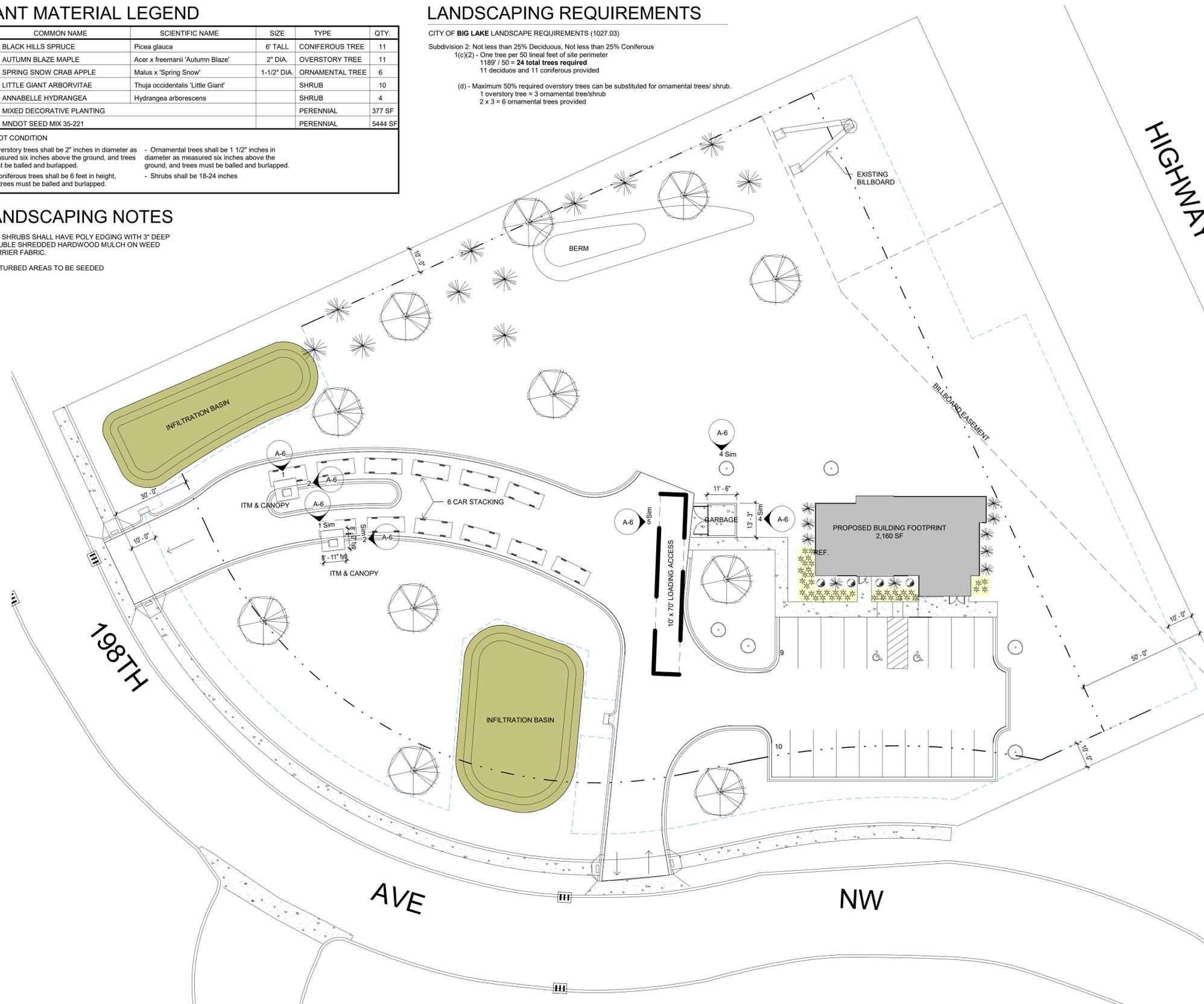
**ROOT CONDITION**  
 - Overstory trees shall be 2" inches in diameter as measured six inches above the ground, and trees must be balled and burlapped.  
 - Coniferous trees shall be 6 feet in height, the trees must be balled and burlapped.  
 - Ornamental trees shall be 1 1/2" inches in diameter as measured six inches above the ground, and trees must be balled and burlapped.  
 - Shrubs shall be 18-24 inches

# LANDSCAPING REQUIREMENTS

**CITY OF BIG LAKE LANDSCAPE REQUIREMENTS (1027.03)**  
 Subdivision 2: Not less than 25% Deciduous, Not less than 25% Coniferous  
 1(c)(2) - One tree per 50 lineal feet of site perimeter  
 1189' / 50 = 24 total trees required  
 11 deciduous and 11 coniferous provided  
 (d) - Maximum 50% required overstory trees can be substituted for ornamental trees/ shrub.  
 1 overstory tree = 3 ornamental tree/shrub  
 2 x 3 = 6 ornamental trees provided

## LANDSCAPING NOTES

- ALL SHRUBS SHALL HAVE POLY EDGING WITH 3" DEEP DOUBLE SHREDED HARDWOOD MULCH ON WEED BARRIER FABRIC.
- DISTURBED AREAS TO BE SEEDED



## GENERAL NOTES

A. SEE CIVIL DRAWINGS FOR ADDITIONAL INFORMATION

PID: 10-120-3400 - 2.21 ACRES / 96,268 SF  
 CURRENTLY ANNEXED, REZONE TO B3  
 CREDIT UNIONS PERMITTED USE. CANOPIES ACCESSORY USE.  
 SETBACKS:  
 BUILDING FRONT: 50' REAR: 30' SIDE: 10'  
 PARKING FRONT: 10' REAR: 10' SIDE: 10'  
 MAXIMUM HEIGHT 35'

PARKING STALLS REQUIRED:  
 3 + 1 PER 300 SF: 3 + (2,880 / 300 = 10) = 13  
 9' x 20' STALLS PROVIDED: 19

1 ACCESSIBLE PARKING STALL REQUIRED PER 25 SPOTS  
 1 REQUIRED  
 2 PROVIDED

STACKING REQUIRED FOR EACH LANE  
 6 REQUIRED  
 6 PROVIDED

## LANDSCAPE SYMBOL LEGEND

- MAPLE TREE (B)
- SPRUCE TREE (A)
- CRABAPPLE TREE (C)
- ARBORVITAE SHRUB (D)
- HYDRANGEA SHRUB (E)
- PERENNIAL PLANTING (F)
- ACCESSIBLE PARKING STALL

1 ARCHITECTURAL SITE PLAN  
 A-2 SCALE: 1" = 20'-0"



**GREAT RIVER FEDERAL CREDIT UNION**

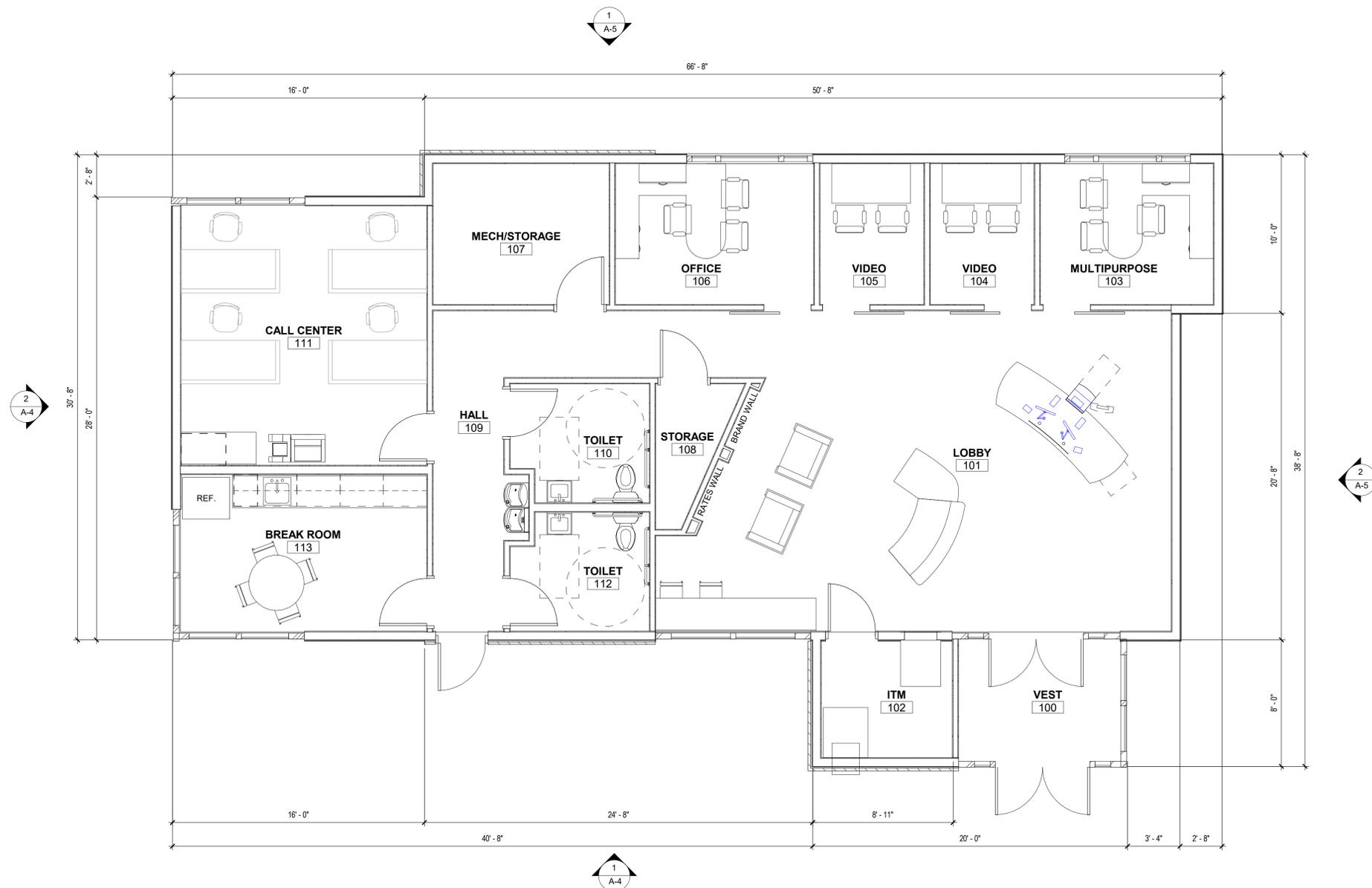
xxxx 198TH AVE. BIG LAKE, MINNESOTA

4/27/2020

VANMAN ARCHITECTS AND BUILDERS - 9600 54th Ave N #180 - Plymouth, Minnesota 55442 - 888.327.2817 - 763.541.9552 - 763.541.9857 - www.vanmanab.com



A-2



1 FLOOR PLAN  
A-3 SCALE: 1/4" = 1'-0"



A-3

**GREAT RIVER FEDERAL CREDIT UNION**

xxxx 198TH AVE. BIG LAKE, MINNESOTA

4/27/2020



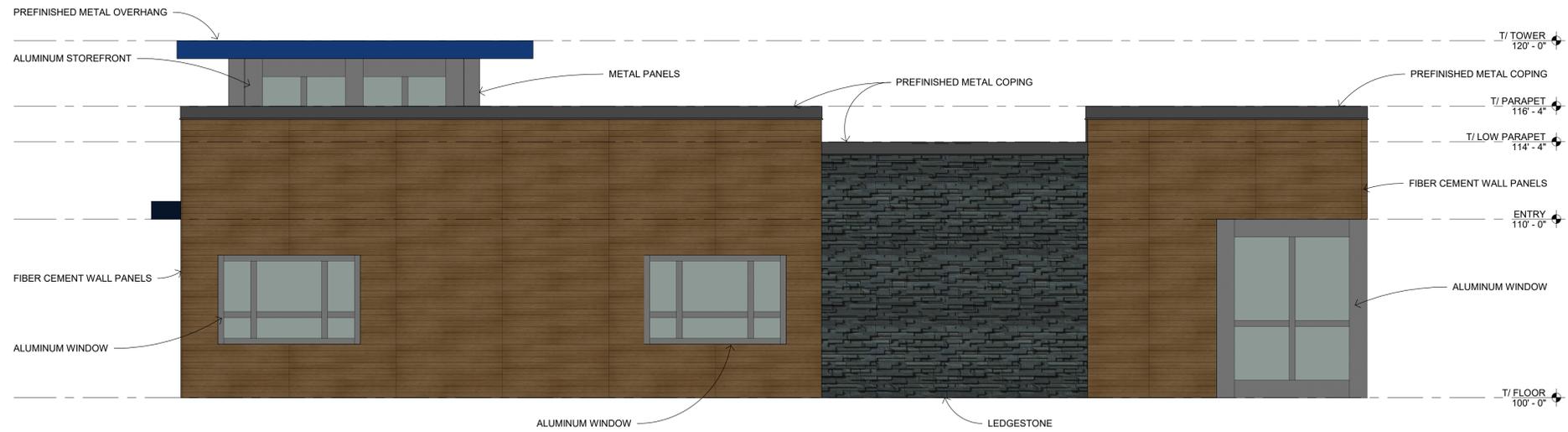


1 EAST ELEVATION  
A-4 SCALE: 1/4" = 1'-0"



2 SOUTH ELEVATION  
A-4 SCALE: 1/4" = 1'-0"

A-4

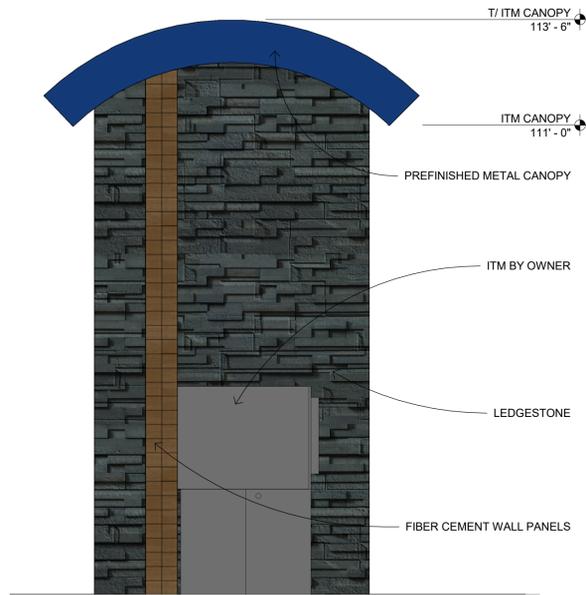


1 WEST ELEVATION  
SCALE: 1/4" = 1'-0"

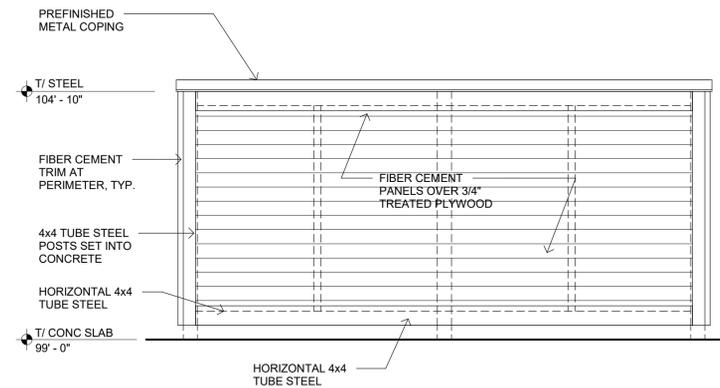


2 NORTH ELEVATION  
SCALE: 1/4" = 1'-0"

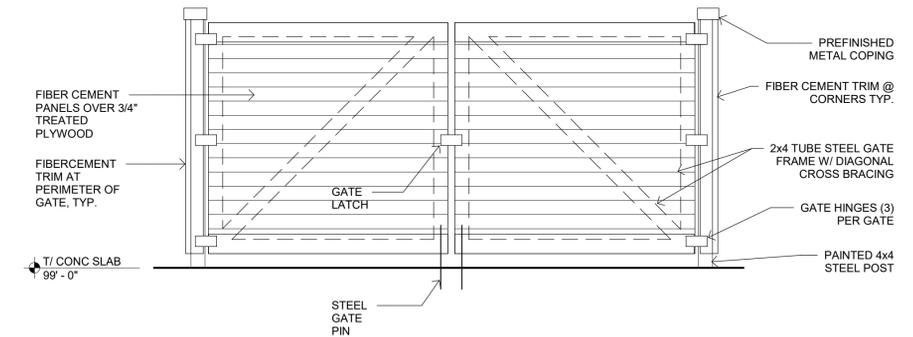
A-5



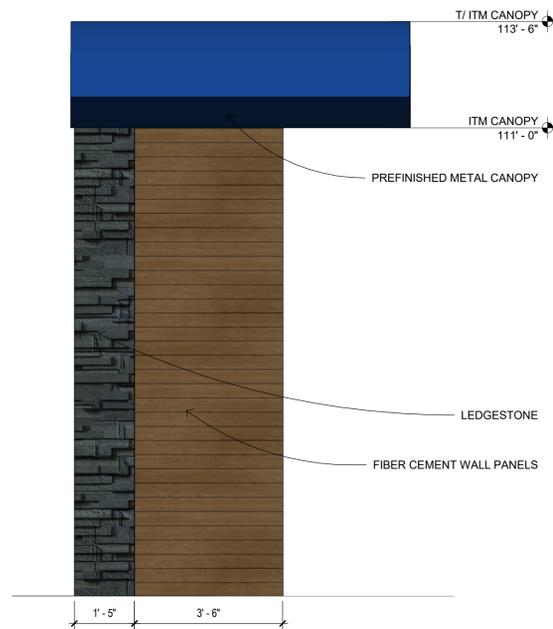
1 TYP ITM ELEVATION  
A-6 SCALE: 1/2" = 1'-0"



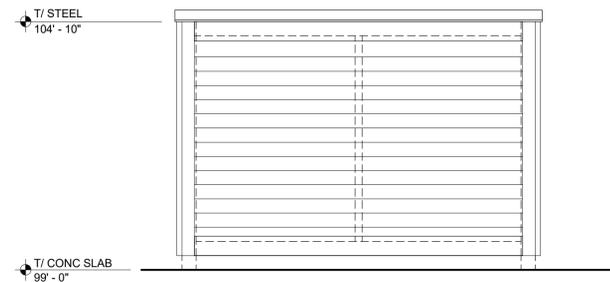
3 TRASH ENCLOSURE ELEV.  
A-6 SCALE: 1/2" = 1'-0"



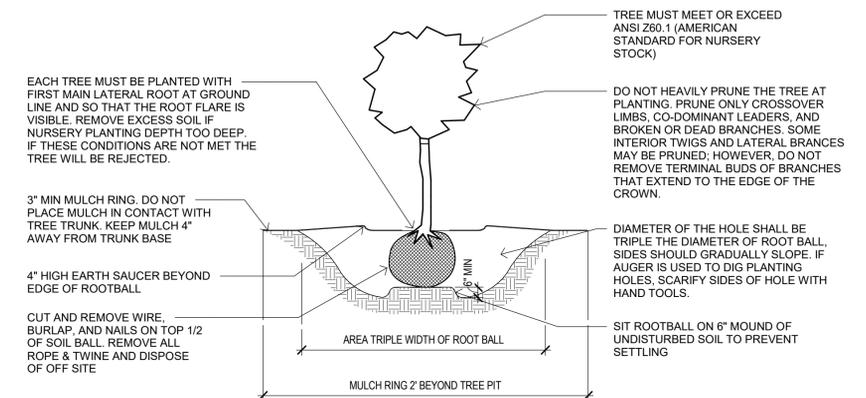
5 TRASH ENCLOSURE ELEV.  
A-6 SCALE: 1/2" = 1'-0"



2 TYP ITM ELEVATION  
A-6 SCALE: 1/2" = 1'-0"

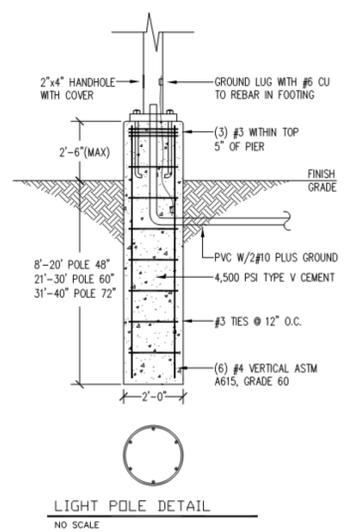


4 TRASH ENCLOSURE ELEV.  
A-6 SCALE: 1/2" = 1'-0"



6 TREE PLANTING DETAIL  
A-6 SCALE: 3/4" = 1'-0"

Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Lamp	Number Lamps	Lumens Per Lamp	Light Loss Factor	Wattage
	X1	2	COOPER LIGHTING SOLUTIONS - LUMARK (FORMERLY EATON)	PRV-XL-C75-D-UNV-T3-BZ	PREVAIL XL AREA AND ROADWAY LUMINAIRE (4) 70 CRI, 4000K LEDS AND TYPE III OPTICS, PAINTED FINISH, 20'-0" SQUARE POLE.	LED	4	6530	0.85	176
	X3	1	COOPER LIGHTING SOLUTIONS - LUMARK (FORMERLY EATON)	PRV-XL-C100-D-UNV-T4-BZ-HSS	PREVAIL XL AREA AND ROADWAY LUMINAIRE (4) 70 CRI, 4000K LEDS AND TYPE IV OPTICS WITH HOUSE SIDE SHIELD, PAINTED FINISH, 20'-0" SQUARE POLE.	LED	4	7039	0.85	217
	X4	3	Hubbell Outdoor	LNC-7LU-4K-3	8' X 3' WALL MOUNT DOWNLIGHT WITH TYPE III	LED	1	1539	0.85	17
	X5	11	WAC Lighting	FM-304-930-WT A030316	SURFACE DISC	LED	1	596	0.85	12.1



Project	Catalog #	Type	X1,X2,X3
Prepared by	Notes	Date	



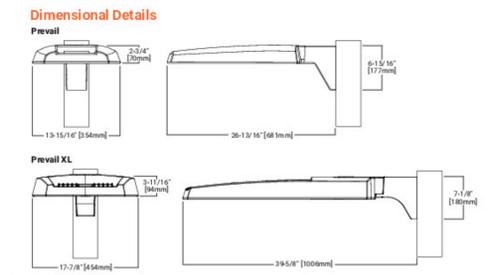
**Lumark**  
PRV / PRV-XL Prevail LED  
Area / Site Luminaire

**Typical Applications**  
Outdoor • Parking Lots • Walkways • Roadways • Building Areas

- Interactive Menu**
- Ordering Information page 2
  - Mounting Details page 3
  - Optical Configurations page 3
  - Product Specifications page 3
  - Energy and Performance Data page 4
  - Control Options page 5



- Quick Facts**
- Lumen packages range from 7,100 - 48,600 lumens (50W - 350W)
  - Replaces 70W up to 1,000W HID equivalents
  - Efficacies up to 148 lumens per watt
  - Energy and maintenance savings up to 85% versus HID solutions
  - Standard universal quick mount arm with universal drill pattern



PS00001EN page 1  
March 4, 2020 3:10PM

Plan View  
Scale - 1" = 20ft

**LINDELL ENGINEERING, INC.**  
3411 KILMER LANE NORTH  
PLYMOUTH, MINNESOTA  
55441 (763)642-9163  
al@lindelleng.com

GREAT RIVER FEDERAL CREDIT UNION - BIG LAKE, MINNESOTA  
SITE LIGHTING PHOTOMETRICS

Designer  
Lindell Engineering  
Date  
05/20/2020  
Scale  
Not to Scale  
Drawing No.  
SP-1  
Summary

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

**AN ORDINANCE REZONING PROPERTY FROM AGRICULTURE (AG) TO  
GENERAL BUSINESS (B-3) DISTRICT FOR THE GREAT RIVER FEDERAL CREDIT  
UNION PROJECT**

THE CITY COUNCIL OF THE CITY OF BIG LAKE ORDAINS:

**Section 1.** **Legal Description.** The following described property (Subject Property) located within the City of Big Lake, Sherburne County, Minnesota is hereby rezoned from Agriculture (Ag) to General Business (B-3):

See attached Exhibit A

**Section 2.** **B-3 Zoning.** The Subject Property shall be subject to the requirements of the B-3 zoning district as described in Section 1057 of City Code:

**Section 3.** **Zoning Map.** The zoning map of the City of Big Lake shall not be republished to show the aforesaid zoning, but the Clerk shall appropriately mark the zoning map on file in the Clerk's Office for the purpose of indicating the rezoning hereinabove provided for in this ordinance, and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

**Section 4.** **Effective Date.** This ordinance shall be effective upon its passage and summary publication by the City Council.

**PASSED AND ADOPTED** this 27<sup>th</sup> day of May, 2020, by the City Council of the City of Big Lake.

**CITY OF BIG LAKE**

**BY:** \_\_\_\_\_  
Mike Wallen, Mayor

**ATTEST:**

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

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

STATE OF MINNESOTA     )  
  ) SS.  
COUNTY OF SHERBURNE)

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

## **EXHIBIT A**

### **Underlying Legal Description**

#### Existing Legal Description

The East 293.50 feet of the West 626.50 feet of the Southeast Quarter of the Southwest Quarter of Section 20, Township 33, Range 27, Sherburne County, Minnesota, Lying Southerly of the South Right of Way Line of US Highway 10 and Lying North and West of Parcel 251I and 251K on Minnesota Department of Transportation Right of Way PLAT NO. 71-20.

PID: 10-120-3400

#### Proposed Legal Description

Lot 1, Block 1, Great River all in Sec. 20, Twp. 33, R. 27, Sherburne County, Minnesota

**BIG LAKE CITY COUNCIL  
BIG LAKE, MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on May 27, 2020. The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

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

**A RESOLUTION GRANTING APPROVAL OF THE GREAT RIVER PRELIMINARY  
PLAT AND THE SITE PLAN**

**WHEREAS**, Vanman Architects & Builders (Applicant) submitted an application to the City of Big Lake (City), requesting approval of the Great River Preliminary Plat (Plat) and approval of a Site Plan for a Credit Union; and,

**WHEREAS**, the legal description of the subject property is attached as Exhibit A; and,

**WHEREAS**, the Plat shall create one parcel, totaling 2.13 acres, to be legally described as Lot 1, Block 1, Great River; and,

**WHEREAS**, the Preliminary Plat is attached as Exhibit B; and,

**WHEREAS**, the Site Plan is attached as Exhibit C; and,

**WHEREAS**, the subject property to be included in the Plat is PID: 10-120-3400 and is rezoned from Ag - Agriculture to B-3 General Business per Ordinance 2020-XX to match the Comprehensive Plan; and,

**WHEREAS**, the subject property is vacant land that the Applicant is proposing to construct a 2,120 square foot office for the Great River Federal Credit Union with two (2) drive-thru Interactive Teller Machines (Development); and

**WHEREAS**, the proposed use of the Subject Property is consistent with the zoning designation and Comprehensive Plan; and,

**WHEREAS**, Section 1040.06 of City Code requires the exterior materials of a commercial building to consist of the following materials: *Brick; Stone, natural and textured cast stone; Concrete masonry with integral color and texture (such as split rock faced concrete block) or with exterior surfaces that have been treated with a decorative applied, surface texture and color other than paint; Cast in place concrete or pre-cast concrete panels; Wood, provided the surfaces are finished for exterior use or wood of proven exterior durability is used, such as cedar, redwood, or cypress; Concrete composite board; Glass; Stucco; Vinyl; Exterior Insulated Finishing Systems (EIFS) where the EIFS system is manufactured to replicate the look of approved building materials; Metal siding that is coated or anodized with a non-reflective glare free finish is permitted only where coordinated into the overall architectural design and provided that the metal siding does not constitute more than fifteen percent (15%) of the total exterior wall area; Other materials may be allowed subject to a conditional use permit and as determined as acceptable by the City Council; and,*

**WHEREAS**, the Applicant proposes the exterior finish of the building to be consisting of glass, stone, and a fiber cement siding to reflect the wood material; and,

**WHEREAS**, the Planning Commission found the proposed wood fiber cement siding to be an acceptable form of material to which the Applicant will implement; and,

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

**WHEREAS**, pursuant to Minnesota Statute §462.357 the Big Lake Planning Commission held a Public Hearing on May 6, 2020 to consider and receive public comment on said Plat; and,

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

**WHEREAS**, on May 6, 2020, the Planning Commission reviewed and recommended approval of the Site Plan and Preliminary Plat to the City Council, finding the project is consistent with the Comprehensive Plan and Zoning and has satisfied City Site Plan requirements; and,

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Big Lake, Minnesota, that the Preliminary Plat request from Vanman Architects & Builders for Lot 1, Block 1, Great River is hereby approved.

**BE IT FURTHER RESOLVED**, that the Site Plan request for the Great River Federal Credit Union is hereby approved and is subject to the following conditions:

1. Install the six (6) foot wide sidewalk within the public right-of-way from the Subject Property to the intersection of County Road 43 and 198<sup>th</sup> Avenue. A pedestrian ramp and crosswalk across 198<sup>th</sup> Avenue shall be installed.
2. An internal sidewalk shall be installed from the public sidewalk to the east Interactive Teller Machine.
3. The lighting plan shall be resubmitted to reflect the approved Site Plan.
4. The Site Plan shall become null and void if no construction starts within one (1) year of approvals.
5. The City and the Great River Federal Credit Union shall execute at time of Final Plat a Stormwater Maintenance Agreement identifying the terms and conditions of the development. The Agreement shall be filed with Sherburne County for recording.
6. The City and the Great River Federal Credit Union shall execute a Developers Agreement at time of Final Plat, identifying the terms and conditions of the development and fees, escrows and financial security obligations. The Agreement shall be filed with Sherburne County for recording.
7. Any other conditions of the City Council, staff or agencies responsible for review of the Site Plan.

Adopted by the City Council on the 27<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.

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

**EXHIBIT A**  
**Underlying Legal Description**

Existing Legal Description

The East 293.50 feet of the West 626.50 feet of the Southeast Quarter of the Southwest Quarter of Section 20, Township 33, Range 27, Sherburne County, Minnesota, Lying Southerly of the South Right of Way Line of US Highway 10 and Lying North and West of Parcel 251I and 251K on Minnesota Department of Transportation Right of Way PLAT NO. 71-20.

PID: 10-120-3400

Proposed Legal Description

Lot 1, Block 1, Great River all in Sec. 20, Twp. 33, R. 27, Sherburne County, Minnesota







**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 27, 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 SUMMARY PUBLICATION OF  
ORDINANCE NO. 2020-XX AMENDING THE ZONING MAP OF THE BIG LAKE  
MUNICIPAL CODE TO PROVIDE FOR A CHANGE IN ZONING CLASSIFICATION**

**WHEREAS**, the City Council has adopted an ordinance amendment to provide for a change in zoning classification for the property (PID: 10-120-3400) as described below:

The East 293.50 feet of the West 626.50 feet of the Southeast Quarter of the Southwest Quarter of Section 20, Township 33, Range 27, Sherburne County, Minnesota, Lying Southerly of the South Right of Way Line of US Highway 10 and Lying North and West of Parcel 251I and 251K on Minnesota Department of Transportation Right of Way PLAT NO. 71-20.

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

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





# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Clay Wilfahrt, City Administrator	<b>Meeting Date:</b> 5/27/2020	<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> First Amendment to the Development Agreement between the City of Big Lake and Richard Hinrichs		<b>Reviewed By:</b> Deb Wegeleben, Finance Director, Layne Otteson, City Engineer/PWD <b>Reviewed By:</b> Hanna Klimmek, CDD and Amy Barthel, City Planner	

**ACTION REQUESTED**

Motion to approve a First Amendment to the Development Agreement between the City of Big Lake and Richard Hinrichs.

**BACKGROUND/DISCUSSION**

The Big Lake Car Condo project is currently waiting out the COVID pandemic prior to continuing development. For that reason, the developer asked if we can return his escrow money until he decides to continue development. Part of the escrow is held to pay for legal, engineering, planning, etc. The other portion is held for landscaping. Since no construction or landscaping has commenced, staff is comfortable returning the escrow as long as the attached agreement is signed. It will provide a clear set of expectations. The City attorney drafted and approves of the agreement.

**FINANCIAL IMPACT**

Approximately \$26,000 will be returned to the developer, however escrows serve as a pass through, so this will not have a budgetary impact on the City.

**STAFF RECOMMENDATION**

Approve First Amendment to the Development Agreement between the City of Big Lake and Richard Hinrichs.

**ATTACHMENTS**

First Amendment to the Development Agreement between the City of Big Lake and Richard Hinrichs.

*(reserved for recording information)*

**FIRST AMENDMENT TO THE  
DEVELOPMENT AGREEMENT**

This First Amendment to the Development Agreement (the “First Amendment”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2020 (the “Effective Date”), by and between the **CITY OF BIG LAKE**, a Minnesota municipal corporation (“City”) and **RICHARD HINRICHS**, an individual (“Developer”).

**RECITALS**

A. The City and Developer entered into the Development Agreement executed on December 23, 2019, and recorded on February 28, 2020, as document no. 887578, with the Office of the County Recorder in Sherburne County (the “Agreement”), for certain real property located in the City of Big Lake, as more fully described in the Agreement.

B. The Developer requested that the City return certain escrow deposits to the Developer.

C. The City and Developer now desire to amend the Agreement in accordance with the terms and conditions set forth below.

**AGREEMENT**

NOW, THEREFORE, in consideration of the foregoing Recitals, the mutual covenants and promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Section 17 of the Agreement shall be amended as follows:

**17. CITY ENGINEERING ADMINISTRATION AND CONSTRUCTION**

**OBSERVATION.** Developer shall, contemporaneously with the execution of this Contract, deposit with the City an escrow of \$10,000.00 to cover the cost of legal fees, engineering fees,

planning fees, administrative expenses and other costs related to this Development. All fees and costs incurred by the City in connection with the Project shall be charged against said escrow account which shall remain in effect until the completion of the Project except as provided in Section 32. Any funds remaining in the escrow accounts after the completion of the Project shall be refunded to the Developer. In the event that the escrow account herein is depleted, Developer agrees that upon request of the City, Developer shall post additional sums of money to replenish the account to its original balance to cover projected City costs as reasonably determined by the City. Developer agrees that the escrow account shall always have a balance of no less than \$1,000.00. Developer shall be entitled, upon request, to an itemized statement of all costs and fees charged against this escrow account. Developer shall pay all fees relating to the Project including, but not limited to, legal, engineering, planning, and recording fees.

2. Section 22 of this Agreement shall be amended as follows:

**22. LANDSCAPING.** Landscaping shall be installed in accordance with City Code Section 1027 and the approved Landscape Plan. Prior to the issuance of a Building Permit, the Builder shall provide an escrow of **\$18,950** to the City to guarantee compliance with the landscaping requirements. If the final grading and landscaping is not timely completed, the City may enter the lot, perform the work, and apply the cash escrow toward the cost. Upon satisfactory completion of the landscaping the escrow funds, without interest, less any draw made by the City, shall be returned to the person who deposited the funds with the City except as provided in Section 32.

3. Section 32 of the Agreement shall be added as follows:

**32. ESCROW RETURN.** The City shall return the following deposited escrow (“Escrow”) to the Developer no later than July 1, 2020, as follows:

- A. The \$10,000 escrow the Developer deposited to cover the cost of legal fees, engineering fees, planning fees, administrative expenses and others costs related to the Development pursuant to Section 17 of this Agreement, **less any expenses already incurred.**
- B. The \$18,950 escrow the Developer deposited to guarantee compliance with landscaping requirements pursuant to Section 22 of this Agreement, **less any expenses already incurred.**

Upon the City’s return of the Escrow to the Developer, the Developer shall immediately cease all work on the Project until such time as the Developer has deposited the Escrow with the City (“Second Deposit”). Immediately upon the City’s return of the Escrow to the Developer, no building permit may be issued to the Developer for this Project, and to the extent a building permit was issued for this Project, the City hereby immediately revokes the building permit. After the Second Deposit, the City shall not be obligated to return it to the Developer except as provided in this Contract.

4. No Other Changes. All other terms and conditions of the Agreement are hereby affirmed to be unchanged by the terms hereof and shall remain in full force and effect.

IN WITNESS WHEREOF, this First Amendment to Agreement has been made and executed by the City and Developer as of the day and year first above written.

*[Remainder of Page Intentionally Left Blank]*







# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Layne R. Otteson P.E., PWD & CE PW20-037	<b>Meeting Date:</b> 5/27/2020	<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> Reject the Bids 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

Receive bids and reject all bids for the 2020 Street and Utility Project No ST2020-1 and direct Staff to re-evaluate options.

### BACKGROUND/DISCUSSION

Five bids were publicly opened on Tuesday, April 7 and reviewed for accuracy. The bids ranged from \$3,024,699.71 to \$3,985,000.00. The low bid was provided by Minnesota Paving and Materials of St. Cloud, MN. The major unit prices were compared to similar projects opened recently and found them to be favorable.

Council and Staff have had several discussions since bid opening and shared concerns 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. Staff was directed to bring back an update and recommendation at the May 27th Council meeting. This date falls within the 60 day window allowance to award after opening.

The following is an update since the last Council meeting:

- The Governor’s “Stay at Home” order is still in effect but has “loosened” since May 13<sup>th</sup> meeting.
- Recently, many businesses are being allowed to open up with limitations and rules.
- 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.
- Several residents have inquired about project status and expressed financial concerns. They prefer waiting but still want the City to fix “bad pavement” areas, water services and flooding.
- The cost of oil and fuel has stabilized at very low prices not seen for over a decade.
- Some engineer colleagues have stated they have seen some reduction in the cost of asphalt and it may continue trending lower.

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

### FINANCIAL IMPACT

The project cost including base bid, bond costs, design and inspection is estimated to be \$3,506,000. The project is funded by City (\$1,950,000M) and Special Assessments (\$1,556,000). The project cost was below the budgeted cost of \$3.73M as identified in the Preliminary Engineering Report.

If the project was to move forward as bid, 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 all bids.
2. Award the low bid to Minnesota Paving and Materials of St. Cloud, MN.

***STAFF RECOMMENDATION***

Staff recommends that Council reject all bids due to the uncertain economic times which may burden City and residents. Staff will prepare project with revised scope and schedule for consideration.

***ATTACHMENTS***

Bid Tabulation for Project No. ST2020-1



Project Name: Big Lake 2020 Street & Utility Improvements  
 SAP 232-108-001  
 Project No. 0362-0006

BID TABULATION

I hereby certify that this is an exact reproduction of bids received on April 7, 2020

Steve Hegland, PE  
 Wenck Associates, Inc.

ITEM NO.	DESCRIPTION	UNIT	TOTAL QUANTITY	Bid #1		Bid #2		Bid #3		Bid #4		Bid #5		
				UNIT PRICE	SUBTOTAL									
1	MOBILIZATION	LUMP SUM	1	\$ 212,000.00	\$ 212,000.00	\$ 236,000.00	\$ 236,000.00	\$ 310,000.00	\$ 310,000.00	\$ 154,000.00	\$ 154,000.00	\$ 317,589.38	\$ 317,589.38	
2	GRUBBING (LESS THAN 24")	TREE	34	\$ 235.00	\$ 7,990.00	\$ 154.00	\$ 5,236.00	\$ 211.00	\$ 7,174.00	\$ 208.80	\$ 7,099.20	\$ 235.00	\$ 7,990.00	
3	CLEARING (LESS THAN 24")	TREE	35	\$ 5,425.00	\$ 1,900.75	\$ 8,085.00	\$ 2,811.00	\$ 4,955.00	\$ 141.00	\$ 4,872.00	\$ 95.00	\$ 3,325.00	\$ 3,325.00	
4	GRUBBING (24" OR GREATER)	TREE	1	\$ 550.00	\$ 550.00	\$ 347.60	\$ 347.60	\$ 472.00	\$ 472.00	\$ 472.80	\$ 472.80	\$ 2,460.00	\$ 2,460.00	
5	CLEARING (24" OR GREATER)	TREE	1	\$ 350.00	\$ 350.00	\$ 522.50	\$ 522.50	\$ 318.00	\$ 318.00	\$ 315.20	\$ 315.20	\$ 1,124.00	\$ 1,124.00	
6	SALVAGE SIGN	EACH	70	\$ 28.00	\$ 1,960.00	\$ 33.00	\$ 2,310.00	\$ 62.00	\$ 4,340.00	\$ 988.84	\$ 69,019.20	\$ 281.00	\$ 19,280.00	
7	REMOVE MANHOLE OR CATCH BASIN	EACH	4	\$ 888.50	\$ 3,554.00	\$ 888.00	\$ 3,552.00	\$ 1,000.00	\$ 4,000.00	\$ 612.00	\$ 2,448.00	\$ 530.00	\$ 2,120.00	
8	REMOVE HYDRANT	EACH	1	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
9	SALVAGE WOOD RAIL FENCE	LN FT	107	\$ 3.55	\$ 378.65	\$ 8.50	\$ 911.50	\$ 4.10	\$ 438.70	\$ 14.29	\$ 1,529.03	\$ 15.50	\$ 1,657.50	
10	REMOVE CURB & GUTTER	LN FT	1030	\$ 2.25	\$ 2,317.50	\$ 2.20	\$ 2,266.00	\$ 4,202.00	\$ 4,356.00	\$ 3.64	\$ 3,748.00	\$ 6,952.40	\$ 7,163.80	
11	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LN FT	1636	\$ 5.00	\$ 8,180.00	\$ 4.00	\$ 6,544.00	\$ 6,544.00	\$ 4.55	\$ 7,443.80	\$ 2.99	\$ 4,891.64	\$ 3.50	\$ 5,726.00
12	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LN FT	3162	\$ 2.05	\$ 6,482.10	\$ 3.00	\$ 9,486.00	\$ 1.85	\$ 5,849.70	\$ 2.35	\$ 7,430.70	\$ 2.80	\$ 8,855.60	
13	REMOVE SEWER PIPE (STORM)	LN FT	525	\$ 7.85	\$ 4,121.25	\$ 7.70	\$ 4,042.50	\$ 15.30	\$ 8,032.50	\$ 28.25	\$ 14,831.25	\$ 24.50	\$ 12,862.50	
14	SALVAGE GRAVEL DRIVEWAY	SQ YD	1420	\$ 2.65	\$ 3,763.00	\$ 2.59	\$ 3,677.80	\$ 6.70	\$ 9,514.00	\$ 5.32	\$ 7,554.40	\$ 0.40	\$ 568.00	
15	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	2710	\$ 2.40	\$ 6,504.00	\$ 2.37	\$ 6,422.70	\$ 14.50	\$ 39,255.00	\$ 6.37	\$ 17,262.70	\$ 5.90	\$ 15,989.00	
16	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	2990	\$ 2.50	\$ 7,475.00	\$ 2.48	\$ 7,415.20	\$ 12.90	\$ 38,571.00	\$ 4.51	\$ 13,484.50	\$ 4.60	\$ 13,754.00	
17	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	545	\$ 2.25	\$ 1,226.25	\$ 2.20	\$ 1,199.00	\$ 10.10	\$ 5,504.50	\$ 5.10	\$ 2,779.50	\$ 5.10	\$ 2,779.50	
18	REMOVE CONCRETE SIDEWALK	SO FT	370	\$ 5.75	\$ 2,127.50	\$ 5.50	\$ 2,032.50	\$ 1.50	\$ 548.00	\$ 7.39	\$ 2,734.50	\$ 0.90	\$ 333.00	
19	SALVAGE LAMPPOST	LUMP SUM	1	\$ 11,550.00	\$ 11,550.00	\$ 11,000.00	\$ 11,000.00	\$ 11,600.00	\$ 11,600.00	\$ 14,394.19	\$ 14,394.19	\$ 11,000.00	\$ 11,000.00	
20	SALVAGE AND REINSTALL MAILBOX	EACH	173	\$ 39.00	\$ 6,777.00	\$ 38.50	\$ 6,660.50	\$ 35.40	\$ 6,122.70	\$ 35.00	\$ 6,055.00	\$ 40.00	\$ 6,920.00	
21	SALVAGE AND REINSTALL MAILBOX SUPPORT	EACH	168	\$ 90.00	\$ 15,120.00	\$ 88.00	\$ 14,784.00	\$ 80.80	\$ 13,574.40	\$ 80.00	\$ 13,440.00	\$ 91.50	\$ 15,372.00	
22	GEOTEXTILE FABRIC TYPE 4	SQ YD	85	\$ 9.00	\$ 765.00	\$ 10.00	\$ 850.00	\$ 2.95	\$ 250.75	\$ 5.90	\$ 501.50	\$ 2.20	\$ 187.00	
23	COMMON EXCAVATION (F)	SQ YD	5999	\$ 13.00	\$ 77,987.00	\$ 12.98	\$ 77,377.02	\$ 38.00	\$ 228,562.00	\$ 30.81	\$ 189,474.19	\$ 45.00	\$ 267,455.00	
24	SUBGRADE EXCAVATION (EV)	SQ YD	300	\$ 7.85	\$ 2,355.00	\$ 7.70	\$ 2,310.00	\$ 14.50	\$ 4,342.50	\$ 29.38	\$ 8,814.00	\$ 29.50	\$ 8,850.00	
25	EXCAVATION SPECIAL 1 (INFILTRATION BASIN) (EV)	CU YD	600	\$ 14.50	\$ 8,700.00	\$ 14.30	\$ 8,580.00	\$ 24.90	\$ 14,904.00	\$ 24.34	\$ 14,604.00	\$ 24.00	\$ 14,400.00	
26	EXCAVATION SPECIAL 2 (INFILTRATION SWALE) (EV)	CU YD	22	\$ 14.50	\$ 319.00	\$ 14.30	\$ 318.60	\$ 189.00	\$ 4,147.80	\$ 42.07	\$ 927.54	\$ 29.00	\$ 642.00	
27	EXCAVATION SPECIAL 3 (RAINGARDEN BASIN) (EV)	CU YD	168	\$ 14.50	\$ 2,436.00	\$ 14.30	\$ 2,402.40	\$ 75.10	\$ 12,616.80	\$ 45.32	\$ 7,613.76	\$ 29.00	\$ 4,872.00	
28	HAUL & STOCKPILE BITUMINOUS MATERIAL (F)	CU YD	6800	\$ 3.90	\$ 26,520.00	\$ 3.85	\$ 26,180.00	\$ 17.20	\$ 116,960.00	\$ 15.76	\$ 107,168.00	\$ 15.00	\$ 102,000.00	
29	SALVAGE AGGREGATE FROM STOCKPILE (CV)	CU YD	4150	\$ 4.80	\$ 19,920.00	\$ 4.73	\$ 19,620.00	\$ 4.50	\$ 18,675.00	\$ 8.56	\$ 35,524.50	\$ 14.00	\$ 58,400.00	
30	SUBGRADE PREPARATION	LN FT	1562	\$ 1.50	\$ 2,343.00	\$ 1.49	\$ 2,326.38	\$ 1.65	\$ 2,572.80	\$ 2.87	\$ 4,485.84	\$ 2.40	\$ 3,751.80	
31	AGGREGATE BASE (CV) CLASS 5	CU YD	3630	\$ 2.70	\$ 9,761.00	\$ 2.60	\$ 9,438.00	\$ 18.40	\$ 66,288.00	\$ 56.65	\$ 205,320.00	\$ 25.00	\$ 9,070.00	
32	AGGREGATE BASE SPECIAL (DRIVEWAY)	SQ YD	1360	\$ 4.95	\$ 6,732.00	\$ 5.50	\$ 7,485.00	\$ 8.60	\$ 11,665.00	\$ 12.50	\$ 16,962.50	\$ 7.00	\$ 9,520.00	
33	FULL DEPTH RECONSTRUCTION (F-12") (F)	SQ YD	45669	\$ 2.17	\$ 99,103.73	\$ 1.96	\$ 89,511.24	\$ 0.77	\$ 35,265.13	\$ 2.20	\$ 100,971.80	\$ 2.20	\$ 100,971.80	
34	BITUMINOUS PATCH SPECIAL (DRIVEWAY) (F)	SQ YD	2560	\$ 2.15	\$ 5,504.00	\$ 2.32	\$ 5,941.60	\$ 8.20	\$ 20,941.20	\$ 46.73	\$ 119,623.80	\$ 27.50	\$ 70,600.00	
35	BITUMINOUS PATCH SPECIAL (PAVEMENT) (F-7" WEAR)	SQ YD	4590	\$ 96.00	\$ 440,880.00	\$ 49.50	\$ 227,884.50	\$ 28.70	\$ 132,363.00	\$ 61.05	\$ 279,253.50	\$ 51.50	\$ 237,225.00	
36	APPROXIMATE DRIVEWAY SEALANT	SQ YD	35	\$ 52.00	\$ 1,820.00	\$ 51.00	\$ 1,785.00	\$ 20.00	\$ 700.00	\$ 20.00	\$ 700.00	\$ 25.50	\$ 892.50	
37	BITUMINOUS MATERIAL PORT TACK COAT	GA LLON	1320	\$ 1.80	\$ 2,376.00	\$ 2.50	\$ 3,300.00	\$ 3.00	\$ 3,960.00	\$ 2.00	\$ 2,640.00	\$ 2.90	\$ 3,828.00	
38	TYPE SP 12.5 NON-WEARING COURSE (2.8)	TON	2760	\$ 67.00	\$ 184,920.00	\$ 65.45	\$ 180,642.00	\$ 60.40	\$ 166,704.00	\$ 60.00	\$ 165,600.00	\$ 75.50	\$ 208,380.00	
39	REMOVE AND REPLACE BITUMINOUS DRIVEWAY PAVEMENT (3")	TON	5500	\$ 78.00	\$ 429,000.00	\$ 61.60	\$ 346,080.00	\$ 67.30	\$ 371,565.00	\$ 65.80	\$ 361,550.00	\$ 79.00	\$ 434,500.00	
40	REMOVE AND REPLACE BITUMINOUS DRIVEWAY PAVEMENT (3")	SQ YD	500	\$ 28.75	\$ 14,375.00	\$ 28.75	\$ 14,375.00	\$ 52.10	\$ 26,050.00	\$ 45.89	\$ 22,945.00	\$ 51.50	\$ 25,750.00	
41	SAW AND SEAL JOINT	LN FT	11050	\$ 3.30	\$ 36,465.00	\$ 2.62	\$ 28,931.00	\$ 2.40	\$ 26,520.00	\$ 2.38	\$ 26,290.00	\$ 2.70	\$ 29,835.00	
42	12" RC PIPE ARRON	EACH	1	\$ 1,340.28	\$ 1,340.28	\$ 1,320.00	\$ 1,320.00	\$ 951.00	\$ 951.00	\$ 1,507.10	\$ 1,507.10	\$ 1,440.00	\$ 1,440.00	
43	15" RC PIPE ARRON	EACH	1	\$ 1,452.51	\$ 1,452.51	\$ 1,430.00	\$ 1,430.00	\$ 1,040.00	\$ 1,040.00	\$ 1,661.18	\$ 1,661.18	\$ 1,240.00	\$ 1,240.00	
44	18" RC PIPE ARRON	EACH	1	\$ 1,675.98	\$ 1,675.98	\$ 1,650.00	\$ 1,650.00	\$ 1,100.00	\$ 1,100.00	\$ 1,541.38	\$ 1,541.38	\$ 940.00	\$ 940.00	
45	TRASH GUARD FOR 12" PIPE ARRON	EACH	1	\$ 670.39	\$ 670.39	\$ 660.00	\$ 660.00	\$ 479.00	\$ 479.00	\$ 698.05	\$ 698.05	\$ 819.00	\$ 819.00	
46	TRASH GUARD FOR 15" PIPE ARRON	EACH	1	\$ 683.63	\$ 683.63	\$ 680.00	\$ 680.00	\$ 516.00	\$ 516.00	\$ 688.28	\$ 688.28	\$ 924.00	\$ 924.00	
47	TRASH GUARD FOR 18" PIPE ARRON	EACH	1	\$ 1,005.59	\$ 1,005.59	\$ 990.00	\$ 990.00	\$ 615.00	\$ 615.00	\$ 905.39	\$ 905.39	\$ 976.00	\$ 976.00	
48	8" PE PIPE DRAIN	LN FT	60	\$ 52.52	\$ 3,151.20	\$ 68.20	\$ 4,092.00	\$ 47.50	\$ 2,850.00	\$ 57.30	\$ 3,438.00	\$ 76.00	\$ 4,560.00	
49	12" PE PIPE SEWER CLASS V	LN FT	561	\$ 60.33	\$ 33,845.13	\$ 59.40	\$ 33,292.40	\$ 58.40	\$ 32,762.40	\$ 70.99	\$ 39,600.99	\$ 44.50	\$ 24,960.00	
50	15" RC PIPE SEWER CLASS V	LN FT	782	\$ 65.92	\$ 51,549.44	\$ 64.90	\$ 50,751.80	\$ 62.40	\$ 48,796.80	\$ 69.38	\$ 54,255.16	\$ 79.50	\$ 62,169.00	
51	18" RC PIPE SEWER CLASS V	LN FT	393	\$ 77.09	\$ 30,296.37	\$ 75.90	\$ 29,728.70	\$ 65.30	\$ 25,669.50	\$ 75.32	\$ 29,600.76	\$ 84.00	\$ 33,012.00	
52	12" HDPE PIPE DIRECTIONALLY DRILLED	LN FT	128	\$ 117.32	\$ 15,016.96	\$ 113.50	\$ 14,528.00	\$ 81.20	\$ 10,398.60	\$ 184.61	\$ 23,525.76	\$ 129.00	\$ 16,512.00	
53	18" HDPE PIPE DIRECTIONALLY DRILLED	LN FT	168	\$ 145.25	\$ 24,399.00	\$ 143.00	\$ 24,024.00	\$ 120.00	\$ 20,160.00	\$ 158.17	\$ 26,563.56	\$ 137.00	\$ 23,016.00	
54	15" PERE PIPE DRAIN	LN FT	634	\$ 73.74	\$ 46,751.16	\$ 77.00	\$ 48,816.00	\$ 72.50	\$ 45,962.50	\$ 66.58	\$ 42,264.80	\$ 70.00	\$ 44,270.00	
55	18" PERE PIPE DRAIN	LN FT	224	\$ 78.21	\$ 17,519.04	\$ 73.20	\$ 16,396.80	\$ 70.50	\$ 15,792.00	\$ 55.27	\$ 12,380.64	\$ 62.00	\$ 13,860.00	
56	CONNECT TO EXISTING STORM SEWER	EACH	4	\$ 1,675.98	\$ 6,703.92	\$ 1,650.00	\$ 6,600.00	\$ 1,210.00	\$ 4,840.00	\$ 2,051.30	\$ 8,203.20	\$ 1,890.00	\$ 7,560.00	
57	BULKHEAD VALVE	EACH	4	\$ 558.66	\$ 2,234.64	\$ 550.00	\$ 2,200.00	\$ 510.00	\$ 2,040.00	\$ 987.56	\$ 3,951.84	\$ 392.00	\$ 1,568.00	
58	INSTALL HYDRANT	EACH	1	\$ 3,575.42	\$ 3,575.42	\$ 3,520.00	\$ 3,520.00	\$ 5,950.00	\$ 5,950.00	\$ 8,437.97	\$ 8,437.97	\$ 1,852.00	\$ 1,852.00	
59	SALVAGE AND RESTORE IRRIGATION SYSTEM	EACH	1	\$ 730.25	\$ 730.25	\$ 680.00	\$ 680.00	\$ 1,200.00	\$ 1,200.00	\$ 2,550.00	\$ 2,550.00	\$ 2,795.00	\$ 2,795.00	
60	RANISH AND INSTALL SPRINKLER HEAD	EACH	8	\$ 139.66	\$ 1,117.28	\$ 155.00	\$ 1,240.00	\$ 103.00	\$ 826.00	\$ 400.00	\$ 3,200.00	\$ 447.00	\$ 3,576.00	
61	1" SHOULDER STOP	EACH	1	\$ 446.93	\$ 446.93	\$ 440.00	\$ 440.00	\$ 340.00	\$ 340.00	\$ 1,201.02	\$ 1,201.02	\$ 954.00	\$ 954.00	
62	1" CORNER STOP	EACH	1	\$ 556.31	\$ 556.31	\$ 528.00	\$ 528.00	\$ 585.00	\$ 585.00	\$ 1,075.78	\$ 1,075.78	\$ 930.00	\$ 930.00	
63	1" CURB STOP AND BOX	EACH	1	\$ 782.12	\$ 782.12	\$ 770.00	\$ 770.00	\$ 710.00	\$ 710.00	\$ 809.31	\$ 809.31	\$ 1,310.00	\$ 1,310.00	

75	6" P/C WATERMAIN	LN FT	10	33.521	\$	335,201	\$	33,000	\$	330,000	\$	7,315	\$	53,600	\$	536,000	\$	146,890	\$	1,468,890	\$	91,500	\$	915,000		
76	8" P/C WATERMAIN	LN FT	175	42.451	\$	7,428.75	\$	41.90	\$	7,315.00	\$	15.60	\$	2,700.00	\$	106.64	\$	1,867.00	\$	1,468.90	\$	106,640	\$	64.00	\$	11,200.00
77	4" INSULATION	SQ YD	140	67.04	\$	9,385.60	\$	65.40	\$	9,150.00	\$	19.50	\$	2,700.00	\$	89.92	\$	12,574.80	\$	89.92	\$	12,574.80	\$	225.00	\$	31,500.00
78	6" INSULATION	SQ YD	55	89.38	\$	4,915.90	\$	87.20	\$	4,796.00	\$	233.00	\$	54,000.00	\$	124.95	\$	6,871.25	\$	124.95	\$	6,871.25	\$	2,970.00	\$	13,050.00
79	ADJUST FRAME & RING CASTING	EACH	75	1,117.52	\$	83,814.00	\$	1,650.00	\$	123,750.00	\$	1,000.00	\$	75,000.00	\$	78.00	\$	5,850.00	\$	1,156.17	\$	30,909.78	\$	911.00	\$	69,770.00
80	CASTING ASSEMBLY	EACH	94	889.85	\$	83,693.90	\$	1,650.00	\$	156,000.00	\$	5,000.00	\$	25,000.00	\$	78.00	\$	7,380.00	\$	1,156.17	\$	30,909.78	\$	911.00	\$	7,740.00
81	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	3	1,675.98	\$	5,027.94	\$	5,720.00	\$	17,160.00	\$	2,500.00	\$	7,650.00	\$	4,812.96	\$	14,438.88	\$	5,720.00	\$	6,240.00	\$	6,000.00	\$	18,240.00
82	CONSTRUCT DRAINAGE STRUCTURE H	LN FT	44.08	581.01	\$	25,610.92	\$	5,720.00	\$	25,213.76	\$	1,060.00	\$	46,724.80	\$	5,720.00	\$	46,724.80	\$	5,720.00	\$	25,426.23	\$	600.00	\$	26,026.23
83	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LN FT	64.05	670.99	\$	42,998.48	\$	660.00	\$	42,273.00	\$	975.00	\$	62,448.75	\$	942.69	\$	60,379.29	\$	1,007.47	\$	20,743.81	\$	783.00	\$	16,124.57
84	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	LN FT	20.59	887.98	\$	17,254.01	\$	825.00	\$	16,986.75	\$	752.00	\$	15,458.68	\$	5,150.30	\$	20,743.81	\$	1,007.47	\$	20,743.81	\$	783.00	\$	16,124.57
85	RECONSTRUCT SANITARY STRUCTURE	EACH	11	1,000.00	\$	11,000.00	\$	984.50	\$	10,829.50	\$	3,300.00	\$	33,000.00	\$	2,940.00	\$	42,840.00	\$	984.50	\$	19,026.94	\$	2,445.00	\$	24,450.00
86	INFILTRATION BASIN PRETREATMENT DEVICE	EACH	21	2,224.64	\$	46,927.44	\$	3,300.00	\$	69,900.00	\$	2,940.00	\$	8,820.00	\$	2,940.00	\$	8,820.00	\$	2,940.00	\$	8,820.00	\$	4,030.00	\$	8,250.00
87	RANDOM ASPHALT CLASS III	CU YD	22	111.73	\$	2,458.06	\$	110.00	\$	2,420.00	\$	128.00	\$	2,816.00	\$	286.22	\$	6,156.84	\$	111.73	\$	2,458.06	\$	1,710.00	\$	3,267.00
88	CONCRETE CURB & GUTTER DESIGN 8418	SQ FT	35920	6.11	\$	219,471.20	\$	6.60	\$	2,377.00	\$	5.20	\$	186,595.00	\$	5.45	\$	195,764.00	\$	23.95	\$	140,156.00	\$	72.00	\$	122,956.00
89	CONCRETE CURB & GUTTER DESIGN 8428	LN FT	5850	15.42	\$	90,281.00	\$	15.18	\$	92,020.00	\$	15.30	\$	89,595.00	\$	17.05	\$	356,574.14	\$	15.42	\$	90,281.00	\$	69.50	\$	406,295.00
90	CONCRETE DRIVEWAY PAVEMENT	LN FT	20998	15.42	\$	322,863.96	\$	15.18	\$	317,888.84	\$	14.80	\$	309,852.40	\$	58.56	\$	1,558,853.60	\$	15.42	\$	90,281.00	\$	69.50	\$	406,295.00
91	CONCRETE DRIVEWAY PAVEMENT	LN FT	2610	72.13	\$	188,259.30	\$	100.10	\$	186,653.00	\$	65.70	\$	171,477.00	\$	68.43	\$	177,911.80	\$	72.13	\$	188,259.30	\$	79.00	\$	20,540.00
92	CONCRETE DRIVEWAY PAVEMENT	LN FT	280	100.97	\$	28,272.20	\$	100.10	\$	28,020.00	\$	92.20	\$	25,972.00	\$	77.84	\$	3,756.32	\$	100.97	\$	28,272.20	\$	89.50	\$	2,985.00
93	CONCRETE DRIVEWAY PAVEMENT	LN FT	460	65.36	\$	30,137.28	\$	66.00	\$	30,660.00	\$	59.70	\$	27,525.00	\$	77.84	\$	3,756.32	\$	65.36	\$	30,137.28	\$	89.50	\$	2,985.00
94	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	255	74.98	\$	19,110.00	\$	74.80	\$	19,053.60	\$	70.40	\$	18,168.00	\$	100.16	\$	25,547.20	\$	74.98	\$	19,110.00	\$	108.00	\$	31,650.00
95	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	368	61.45	\$	22,633.60	\$	60.50	\$	22,260.00	\$	56.10	\$	20,644.80	\$	82.37	\$	30,312.16	\$	61.45	\$	22,633.60	\$	76.50	\$	28,155.00
96	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	107	8.37	\$	895.59	\$	27.50	\$	2,942.50	\$	7.75	\$	823.25	\$	24.49	\$	2,620.43	\$	8.37	\$	895.59	\$	27.00	\$	2,886.00
97	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	1.1	5,307.26	\$	5,837.99	\$	11,000.00	\$	11,000.00	\$	8,590.00	\$	8,590.00	\$	8,000.00	\$	8,000.00	\$	5,307.26	\$	5,837.99	\$	20,000.00	\$	20,000.00
98	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	65	111.73	\$	7,282.45	\$	110.00	\$	7,750.00	\$	177.00	\$	11,505.00	\$	180.00	\$	11,700.00	\$	111.73	\$	7,282.45	\$	56.00	\$	14,495.00
99	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	65	55.86	\$	3,630.90	\$	60.50	\$	3,932.50	\$	70.70	\$	4,595.50	\$	75.00	\$	4,875.00	\$	55.86	\$	3,630.90	\$	223.00	\$	3,640.00
100	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	20	1,675.98	\$	3,351.96	\$	1,650.00	\$	3,200.00	\$	1,450.00	\$	2,095.00	\$	1,480.00	\$	2,095.00	\$	1,675.98	\$	3,351.96	\$	1,681.00	\$	3,362.00
101	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	1	1,586.59	\$	1,586.59	\$	1,000.00	\$	1,000.00	\$	1,070.00	\$	1,070.00	\$	5,956.18	\$	5,956.18	\$	1,586.59	\$	1,586.59	\$	564.00	\$	185,600.00
102	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	20	1,586.59	\$	31,731.80	\$	250.00	\$	14,500.00	\$	153.00	\$	8,316.00	\$	199.50	\$	11,901.40	\$	1,586.59	\$	31,731.80	\$	2,80	\$	5,980.00
103	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	230	2.24	\$	512.00	\$	2.20	\$	506.00	\$	2.10	\$	4,883.00	\$	2.00	\$	4,600.00	\$	2.24	\$	512.00	\$	2.80	\$	5,980.00
104	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	125	19.31	\$	2,413.75	\$	16.50	\$	2,062.50	\$	14.60	\$	1,815.00	\$	14.00	\$	1,750.00	\$	19.31	\$	2,413.75	\$	23.50	\$	2,957.50
105	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	1170	3.35	\$	3,919.50	\$	3.30	\$	3,861.00	\$	3.10	\$	3,627.00	\$	3.00	\$	3,310.00	\$	3.35	\$	3,919.50	\$	3.00	\$	3,310.00
106	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	14	502.79	\$	7,039.06	\$	550.00	\$	7,700.00	\$	577.00	\$	8,078.00	\$	624.16	\$	8,732.24	\$	502.79	\$	7,039.06	\$	854.00	\$	11,955.00
107	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	66	39.11	\$	2,584.26	\$	38.50	\$	2,541.00	\$	36.40	\$	2,409.60	\$	59.86	\$	3,950.76	\$	39.11	\$	2,584.26	\$	36.00	\$	2,316.00
108	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	15	43.57	\$	653.55	\$	137.50	\$	2,062.50	\$	130.00	\$	1,695.00	\$	164.54	\$	2,468.10	\$	43.57	\$	653.55	\$	51.00	\$	7,650.00
109	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	1460	29.05	\$	42,413.00	\$	33.00	\$	48,180.00	\$	39.80	\$	58,108.80	\$	56.57	\$	82,597.20	\$	29.05	\$	42,413.00	\$	48.50	\$	70,815.00
110	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	2230	0.94	\$	2,096.20	\$	0.65	\$	1,471.80	\$	0.57	\$	1,271.10	\$	0.55	\$	1,226.50	\$	0.94	\$	2,096.20	\$	1.60	\$	2,007.00
111	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	900	1.97	\$	1,413.00	\$	0.76	\$	2,275.00	\$	2.60	\$	2,340.00	\$	2.50	\$	2,250.00	\$	1.97	\$	1,413.00	\$	1.60	\$	1,440.00
112	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	2199	3.45	\$	7,586.55	\$	4.15	\$	9,975.60	\$	4.15	\$	9,123.85	\$	4.00	\$	8,796.00	\$	3.45	\$	7,586.55	\$	5.20	\$	11,424.00
113	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	2199	0.67	\$	1,472.40	\$	1.38	\$	2,957.40	\$	1.30	\$	2,759.80	\$	1.25	\$	2,655.50	\$	0.67	\$	1,472.40	\$	1.50	\$	3,142.80
114	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	614	6.928	\$	4,254.91	\$	3.85	\$	2,855.90	\$	3.64	\$	2,324.96	\$	3.50	\$	2,425.00	\$	6.928	\$	4,254.91	\$	5.60	\$	34,662.00
115	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	1370	0.27	\$	3,712.90	\$	0.28	\$	3,852.00	\$	0.25	\$	3,442.50	\$	0.25	\$	3,442.50	\$	0.27	\$	3,712.90	\$	0.30	\$	4,151.00
116	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	1080	5.95	\$	6,426.00	\$	5.50	\$	6,022.00	\$	5.35	\$	5,718.00	\$	5.32	\$	5,745.60	\$	5.95	\$	6,426.00	\$	5.90	\$	6,372.00
117	REMOVE AND REPLACE CONCRETE DRIVEWAY PAVEMENT (6")	LN FT	1080	3.024	\$	3,262.08	\$	3.133	\$	3,504.24	\$	3.288	\$	3,705.84	\$	3.428	\$	3,925.16	\$	3.024	\$	3,262.08	\$	3.985	\$	10,000.00

Alternate Bid #1: County Road 81 Watermain Repair

117	CROSSWALK MULTI-COMPONENT	LN FT	1080	3.024	\$	3,262.08	\$	3.133	\$	3,504.24	\$	3.288	\$	3,705.84	\$	3.428	\$	3,925.16	\$	3.024	\$	3,262.08	\$	3.985	\$	10,000.00
116	4" SOUL LINE MULTI-COMPONENT	LN FT	1370	0.27	\$	3,712.90	\$	0.28	\$	3,852.00	\$	0.25	\$	3,442.50	\$	0.25	\$	3,442.50	\$	0.27	\$	3,712.90	\$	0.30	\$	4,151.00
115	SEEDING	ACRE	614	6.928	\$	4,254.91	\$	3.85	\$	2,855.90	\$	3.64	\$	2,324.96	\$	3.50	\$	2,425.00	\$	6.928	\$	4,254.91	\$	5.60	\$	34,662.00
114	HYDRAULIC BONDED FIBER MATRIX	LBS	2199	3.45	\$	7,586.55	\$	4.15	\$	9,975.60	\$	4.15	\$	9,123.85	\$	4.00	\$	8,796.00	\$	3.45	\$	7,586.55	\$	5.20	\$	11,424.00
113	EROSION CONTROL BLANKET CATEGORY 3N	SQ YD	900	1.97	\$	1,413.00	\$	0.76	\$	2,275.00	\$	2.60	\$	2,340.00	\$	2.50	\$	2,250.00	\$	1.97	\$	1,413.00	\$	1.60	\$	1,440.00
112	EROSION CONTROL BLANKET CATEGORY 3N	SQ YD	2230	0.94	\$	2,096.20	\$	0.65	\$	1,471.80	\$	0.57	\$	1,271.10	\$	0.55	\$	1,226.50	\$	0.94	\$	2,096.20	\$	1.60	\$	2,007.00
111	FIBERLINE TYPE 3 (22.5-10)	LBS	1460	29.05	\$	42,413.00	\$	33.00	\$	48,180.00	\$	39.80	\$	58,108.80	\$	56.57	\$	82,597.20	\$	29.05	\$	42,413.00	\$	48.50	\$	70,815.00
110	LOAM TOPSOIL BORROW (LV)	CU YD	2230	0.94	\$	2,096.20	\$	0.65	\$	1,471.80	\$	0.57	\$	1,271.10	\$	0.55	\$	1,226.50	\$	0						



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Corrie Scott, Recreation and Communication Coordinator	<b>Meeting Date:</b> 5/27/2020	<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> Donations to the 2020 Movie in the Park Series, Big Lake Farmers Market, and Backyard and Beyond Programs		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator <b>Reviewed By:</b> Hanna Klimmek, Community Development Director, and Deb Wegeleben, Finance Director	

### ACTION REQUESTED

**Motion to approve a RESOLUTION accepting cash donations and in-kind contributions towards the Big Lake Movie in the Park Series, Big Lake Farmers Market, and Backyard and Beyond Programs.**

### BACKGROUND/DISCUSSION

The 2020 Movie in the Park series is scheduled for June 5<sup>th</sup> and September 18<sup>th</sup> with reschedule dates on June 19<sup>th</sup> and September 25<sup>th</sup>. The costs that are incurred for this series include the cost to advertise, to purchase rights to legally screen the selected movie, provide activities prior to the movie, and to pay for set up/tear down of the movie screen equipment. This event is a great way for city residents to get out and meet with their neighbors while enjoying Lakeside Park. Although some changes may need to be made to ensure the safety of attendees and volunteers, including limiting activities prior to the movie, we are hopeful that this program can continue in 2020.

The Big Lake Farmers Market takes place every Wednesday from June-August from 3-7pm and in September from 3-6pm at beautiful Lakeside Park. We feature only homemade and homegrown products by Minnesota vendors and feature a variety of programs including free parking, live music, local food trucks, free kids activities, the Frequent Shopper Program, Senior Day, the Power of Produce Program, a card reader that accepts debit-credit and Snap-EBT, and the Market Bucks Match program. Because farmers markets are considered an essential service, we are still planning to host this year's market, but with some changes to ensure the safety of our market patrons, vendors, and volunteers. Some of these changes include no on-site consumption, social distancing, handwashing stations at the information booth, and the unfortunate cancellation of kids activities until further notice. We hope to still include musicians and the remaining programs for the time being, and as soon as it is considered safe to allow for any additional programs, we will slowly start to reintroduce them to the market.

This year Staff has partnered with Sherburne County 4-H and the Big Lake Library to offer a new day-camp style program at Highline Park that encourages children to explore nature and enjoy the outdoors. Registration is required for this class, and the maximum amount of attendees will be 10. We are hopeful that with the smaller structure of this class, it will be allowable for the two originally scheduled dates of July 24<sup>th</sup> and August 6<sup>th</sup>. Costs to host this event include supplies for a make and take craft, bags to use for a scavenger hunt, and a healthy snack for program participants. All unused funds will go toward advertising the program.

Every year the above outlined programs have been supported financially by local organizations, and this year is no different. Staff would like to extend a huge Thank You to those that have continued to support programs for all ages in the Big Lake Community, whether it's through financial donation or volunteering at these successful events. Below are the financial sponsors for the 2020 Movie in the Park series, Big Lake Farmers Market, and newly created Backyard and Beyond Program:

<b>Movie in the Park Sponsor</b>	<b>Amount</b>
Big Lake Spud Fest (committed, not yet received)	\$1,500
Knights of Columbus	\$1,500
<b>Total</b>	<b>\$3,000</b>

<b>Big Lake Farmers Market Sponsor</b>	<b>Amount</b>
CentraCare Health	\$100
Old National Bank	\$100
Knights of Columbus	\$500
Minnesota Limited	\$1,000
Sherburne County	\$1,000
Big Lake Spud Fest (committed, not yet received)	\$1,500
Climb Theatre	\$2,000
<b>Total</b>	<b>\$5,700</b>

<b>Backyard and Beyond Sponsor</b>	<b>Amount</b>
Big Lake Spud Fest	\$500
<b>Total</b>	<b>\$500</b>

***FINANCIAL IMPACT***

Accepting these donations will add \$3,000 to the Movie in the Park Budget, \$5,700 to the Big Lake Farmers Market Budget, and \$500 to the Backyard and Beyond Budget.

***STAFF RECOMMENDATION***

Motion to approve a Resolution accepting cash donations and in-kind contributions towards the Big Lake Movie in the Park Series, Big Lake Farmers Market, and Backyard and Beyond Programs.

***ATTACHMENTS***

Donation Resolution

**CITY OF BIG LAKE  
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, on Wednesday, May 27, 2020. The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

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

**A RESOLUTION ACCEPTING DONATIONS THAT HAVE BEEN MADE  
TO THE CITY OF BIG LAKE**

**WHEREAS**, donations that are to be made to the City of Big Lake must be accepted by the City Council; and

**WHEREAS**, the following donations were submitted towards City of Big Lake Community Events as follows:

<b>Movie in the Park Sponsor</b>	<b>Amount</b>
Big Lake Spud Fest (committed, not yet received)	\$1,500
Knights of Columbus	\$1,500
<b>Total</b>	<b>\$3,000</b>

<b>Big Lake Farmers Market Sponsor</b>	<b>Amount</b>
CentraCare Health	\$100
Old National Bank	\$100
Knights of Columbus	\$500
Minnesota Limited	\$1,000
Sherburne County	\$1,000
Big Lake Spud Fest (committed, not yet received)	\$1,500
Climb Theatre	\$2,000
<b>Total</b>	<b>\$5,700</b>

<b>Backyard and Beyond Sponsor</b>	<b>Amount</b>
Big Lake Spud Fest	\$500
<b>Total</b>	<b>\$500</b>

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Big Lake, Minnesota, to hereby accept the donations listed above towards City of Big Lake Community Events as identified above.

Adopted by the Big Lake City Council this 27<sup>th</sup> day of May, 2020.

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**Mayor Mike Wallen**

Attest:

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**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.

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Notary Public



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Joel Scharf, Chief of Police	<b>Meeting Date:</b> 5/27/2020	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>7H</b>
<b>Item Description:</b> Donations towards the Big Lake Police Department		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator	
		<b>Reviewed By:</b> Deb Wegeleben, Finance Director	

### **ACTION REQUESTED**

Motion to approve a RESOLUTION accepting donations to the Big Lake Police Department as presented.

### **BACKGROUND/DISCUSSION**

- \$1,000 Donation** – On 04/24/2020 a male came into the Big Lake Police Department lobby requesting to speak to a supervisor. Deputy Chief Matt Hayden met with this person, who handed him \$1,000 in cash. He stated this was from his stimulus funds, that he did not need it, and that it was his desire to donate it to the Big Lake Police Department anonymously. The male then departed the lobby unidentified at that time. This was documented on BLPD ICR 20005225. This donation will be used to fund unbudgeted purchases within the Department.
- \$500 Donation** – On 03/24/2020 a citizen came to the Big Lake Police Department, desiring to donate \$500 to the Big Lake Police Department anonymously. The funds were received by records staff and documented in BLPD ICR 20003977. This donation will be used to fund unbudgeted purchases within the Department.
- 2016 Whelen Lightbar** – The Big Lake Police Department received a Whelen LED Lightbar for an emergency vehicle from the Clay County Sheriffs Office. The retail value of this item was \$2,500 in 2016, and its anticipated value today is \$1,000. This lightbar will be allocated to the Big Lake Fire Department for their use.

### **FINANCIAL IMPACT**

Positive Financial Impact upon Police Department

### **STAFF RECOMMENDATION**

Approve Resolution accepting donations as presented

### **ATTACHMENTS**

Donation Resolution

**CITY OF BIG LAKE  
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, on Wednesday, May 27, 2020. The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

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

**A RESOLUTION ACCEPTING DONATIONS THAT HAVE BEEN MADE  
TO THE CITY OF BIG LAKE**

**WHEREAS**, donations that are to be made to the City of Big Lake must be accepted by the City Council; and

**WHEREAS**, the following donations were submitted towards the City of Big Lake Police Department as follows:

1.     **Anonymous:**  
          \$1,000 cash donation anonymously donated towards unbudgeted purchases within the Department.
  
2.     **Anonymous:**  
          \$500 cash donation anonymously donated towards unbudgeted purchases within the Department.
  
3.     **Clay County Sheriff's Office:**  
          A Whelen LED Lightbar valued at \$1,000 was donated by the Clay County Sheriff's Office. The Big Lake Police Department will donate the equipment to the Big Lake Fire Department for use within their fleet.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Big Lake, Minnesota, to hereby accept the donations listed above towards the City of Big Lake Police Department.

Adopted by the Big Lake City Council this 27<sup>th</sup> day of May, 2020.

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**Mayor Mike Wallen**

Attest:

---

**Gina Wolbeck, City Clerk**

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

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

STATE OF MINNESOTA    )  
  )SS.  
COUNTY OF SHERBURNE)

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

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Notary Public



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Clay Wilfahrt, City Administrator	<b>Meeting Date:</b> 5/27/2020	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>71</b>
<b>Item Description:</b> Approve correspondence to Governor Walz regarding the closure of businesses due to COVID-19		<b>Reviewed By:</b> N/A	
		<b>Reviewed By:</b> N/A	

## **ACTION REQUESTED**

Motion to approve correspondence to Governor Walz regarding the closure of businesses due to COVID-19

## **BACKGROUND/DISCUSSION**

At the most recent Council workshop, Council discussed a letter or resolution to Governor Walz regarding business closures. At that time, staff was directed to work with Councilmembers Knier and Johnson to develop a letter to send to the Governor. Councilmembers Johnson and Knier came to a consensus on the attached letter. They moved this forward and recommend that Council approve it.

## **FINANCIAL IMPACT**

None

## **STAFF RECOMMENDATION**

Motion to approve correspondence to Governor Walz regarding the closure of businesses due to COVID-19.

## **ATTACHMENTS**

Draft of letter to Governor Walz

May 27, 2020

Honorable Governor Tim Walz and Lt. Governor Peggy Flanagan  
120 State Capital  
75 Rev. Dr. Martin Luther King Jr. Blvd  
St Paul, MN 55105



Re: Stay at home order

Dear Governor Walz and Lt. Governor Flanagan:

The City Council of Big Lake recognizes the desire of the State of Minnesota to keep our people healthy. We have partnered with you in that effort.

We have heard from a great number of our constituents about the impact the shutdown has had on their mental, physical, spiritual, and emotional welfare. The consensus from our community has been for a desire to resume their normal lifestyles as soon as possible in a safe manner.

As a result of the Stay at Home Order, many small businesses in our community (bars, restaurants, day care centers, and salons, among others) have been seriously affected by the drastic economic slowdown. The temporary closure of these businesses has resulted in real life consequences for the owners, employees, and our community as a whole, and may result in the permanent closure of many of these small business.

In cities our size, local businesses, community organizations, and houses of worship are the heart and soul of the community. This shutdown leaves a hole in our city, as we lose those businesses that are the life savings and life work of our residents. It will also result in much longer-term unemployment for those that work for these establishments.

As a city council, we agree with our neighbors that these establishments should be allowed to reopen as quickly as possible. It goes without saying that operating in a safe and healthful manner is important to all. In particular, we believe that if larger retail stores such as Walmart, Target and Home Depot are permitted to operate, the aforementioned small businesses should be allowed to open as well. Also, limiting houses of worship and other community events to ten people is also inconsistent with the large gatherings at big box stores. We believe it is possible for these entities to operate without jeopardizing public health in the same manner. Our Big Lake business owners and residents are amazing, and more than capable of developing proper safety protocols.

We encourage you to help us save main street in our city and help our residents by permitting these businesses and churches organizations to reopen immediately.

Thank you for your consideration.

Sincerely,

BIG LAKE CITY COUNCIL

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Mayor Mike Wallen

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Council Member Seth Hansen

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Council Member Rose Johnson

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Council Member Paul Knier

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Council Member Scott Zettervall



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Clay Wilfahrt, City Administrator	<b>Meeting Date:</b> 5/27/2020	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>7J</b>
<b>Item Description:</b> Capacity Expansion for Big Lake Bars and Restaurants		<b>Reviewed By:</b> Joel Scharf, Chief of Police  <b>Reviewed By:</b> Hanna Klimmek, Community Development Director	

**ACTION REQUESTED**

Motion to approve a RESOLUTION to Temporarily Permit Outdoor Customer Service Areas and Outdoor Liquor Sales through December 31, 2020 in response to COVID-19 State of MN limitations placed on bars and restaurants.

**BACKGROUND/DISCUSSION**

Under the Governors Executive Order for bars and restaurants to begin to re-open and the limitations that has been put into place, Staff is understanding that outdoor dining, along with the rules that must be followed, will be very burdensome to Big Lake bars and restaurants. Staff has discussed this issue with bar/restaurant owners and the owners are extremely concerned that they don't have the proper accommodations for the limitations and that the City's zoning rules could prohibit them from opening in an outdoor setting. Staff has been asked if there's anything the City can do to allow bars/restaurants to expand their capacity into adjoining areas, such as into their own property or their parking lot.

Chief Scharf participates in a weekly, statewide conference call with the MCPA and MSA and during their most recent call, the issue of expanding capacity for bars and restaurants was one of the most pressing topics. During the call, they discussed the physical expansion of the establishments and how that affects liquor licensing. Statute states that the licensed premises can include physically connected attachments to the main structure such as patios, decks, or pavilions. The space would have to be owned and/or leased and be a part of the business. The City would have to approve any compact and contiguous additions to the licensed premises and include such additions in the license files and on documentation defining the licensed premises. Local zoning and building codes would apply.

Staff is recommending the Big Lake City Council consider offering Big Lake bars and restaurants a temporary solution to provide relief with the most recent restrictions that have been placed upon their business. Staff is prepared to work with bar and restaurant owners to allow them to serve food, beverages, and alcohol on an expanded portion of their premises provided they comply with state and local laws. The attached Resolution was drafted by the City Attorney and would temporarily permit outdoor customer service areas and outdoor liquor sales through December 31, 2020 in response to COVID-19 State of MN limitations placed on bars and restaurants. It is important to note that the attached Resolution also requires that affected businesses provide a liquor insurance certificate that indicates the expanded capacity is covered by their insurance.

**FINANCIAL IMPACT**

Staff time review.

***STAFF RECOMMENDATION***

Consider approval of a Resolution to Temporarily Permit Outdoor Customer Service Areas and Outdoor Liquor Sales through December 31, 2020 in response to COVID-19 State of MN limitations placed on bars and restaurants.

***ATTACHMENTS***

Resolution

**CITY OF BIG LAKE  
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, on Wednesday, May 27, 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 TO TEMPORARILY PERMIT OUTDOOR  
CUSTOMER SERVICE AREAS AND OUTDOOR LIQUOR SALES**

**WHEREAS**, the COVID-19 pandemic is a public health emergency that has resulted in unprecedented state and local response; and

**WHEREAS**, on March 13, 2020, Governor Timothy Walz declared a Peacetime State of Emergency in Executive Order 20-01 to authorize all necessary resources to be used in support of the pandemic response; and

**WHEREAS**, on March 16, 2020, Governor Walz issued Emergency Executive Order 20-04, which ordered the closure of bars, restaurants, and public accommodations, which was subsequently extended and remains in effect; and

**WHEREAS**, on May 13, 2020, Governor Walz issued Executive Order 20-56 and set in place revised guidelines for social gatherings and re-opening of businesses; and

**WHEREAS**, due to the pandemic and the state and local response, local businesses and their employees have suffered; and

**WHEREAS**, our business community is currently preparing safe re-opening of business to combat and mitigate the COVID-19 pandemic by providing additional and alternative customer service areas that allow for social distancing; and

**WHEREAS**, the City of Big Lake has a role to play in lessening restrictions within the City's control that can help local businesses re-open while mitigating the spread of COVID-19.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Big Lake, Minnesota, hereby declare that effective immediately, and notwithstanding any City Code provision to the contrary, any business located in a commercial or industrial zone may establish drive-up or drive-thru areas, customer ordering, waiting or pickup areas, or customer seating or service areas on its property to facilitate safe commercial activity conducted consistent with federal and state orders or guidelines, in accordance with the following:

1. Effective immediately, and notwithstanding any city code provision to the contrary, any business located in a commercial or industrial zone may establish drive-up or drive-thru areas, customer ordering, waiting or pick-up areas, or customer seating or service areas on its property to facilitate safe commercial activity conducted consistent with federal and state orders or guidelines. The temporary outdoor use may occur in sidewalks, some parking spaces, or undeveloped outdoor areas adjacent to their buildings without need for a variance. However, if the business is not the fee owner of the property used by the business for the temporary outdoor use, any temporary outdoor use must have written approval from the fee owner of the premises.
2. No city permits are required; however, operators must prepare a plan to be approved by the City prior to establishing a temporary customer service area. The plan shall illustrate on-site traffic, a map of the expansion, and operational management. Additionally, the plan must show that customer service areas do not impede sidewalk usage, block disabled person parking spaces or routes, and that all activities do not create nuisance conditions for abutting properties or the general public.
3. If alcohol is to be dispensed or consumed in the proposed temporary customer areas, the licensee must obtain a modification to their defined premises areas in the liquor license through the City.
4. On-site signage is authorized. Temporary tables, tents, and sun shelters may be erected, but any structure requiring state building and fire code permits must submit plans and permit applications for accelerated review by city staff.
5. This resolution will continue until December 31, 2020 unless repealed by subsequent City Council action.

Adopted by the Big Lake City Council this 27<sup>th</sup> day of May, 2020.

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**Mayor Mike Wallen**

Attest:

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**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.

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Notary Public



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Gina Wolbeck, City Clerk	<b>Meeting Date:</b> 5/27/2020	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>7K</b>
<b>Item Description:</b> Monthly Department Reports		<b>Reviewed By:</b> N/A	
		<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 second meeting of the month are as follows:

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

### **FINANCIAL IMPACT**

N/A

### **STAFF RECOMMENDATION**

N/A

### **ATTACHMENTS**

N/A



**INFORMATIONAL ONLY**  
**Big Lake City Council**

***DRAFT CITY COMMISSION MINUTES***

**FYI**

***BACKGROUND***

City Commissions meet regularly to review various projects underway in the City. In an effort to better inform members of the City Council, Staff is providing copies of minutes from meetings of the Big Lake Planning Commission, Big Lake Economic Development Authority, and the Big Lake Parks Advisory Committee.

Commission minutes will be provided in DRAFT form if they have not yet been approved by their specific Board. If minutes have been approved, the finalized version will be provided to Council.

The following minutes are being provided as informational only and do not require any action from the City Council:

- **April 27, 2020 Parks Advisory Committee Minutes – not yet approved**
- **May 6, 2020 Planning Commission Minutes – not yet approved**
- **May 11, 2020 BLEDA Minutes – not yet approved**
- **May 20, 2020 Planning Commission Minutes – not yet approved**

**PARKS ADVISORY COMMITTEE  
MEETING MINUTES**

**MONDAY, APRIL 27 2020**

**1. CALL TO ORDER**

Chair McDowall-Seyko called the meeting to order at 6:31 p.m.

**2. ROLL CALL**

Committee Members present: Scott Marotz, Denise McDowall-Seyko via teleconference, Doug Peterson, Laura Talvitie via teleconference, and Scott Zettervall. Committee Members absent: Jason Brevig, and Shane Fisher.

Also present: Recreation and Communication Coordinator Corrie Scott, Streets and Parks Superintendent Nick Abel, and Public Works Director Layne Otteson.

**3. ADOPT AGENDA**

Committee Member Zettervall motioned to approve the agenda as presented. Seconded by Committee Member Marotz, unanimous ayes, motion carried.

**4. APPROVAL OF MINUTES**

Committee Member Peterson motioned to accept the February 24, 2020 Parks Advisory Committee minutes as presented. Seconded by Committee Member Talvitie, unanimous ayes, motion carried.

**5. BUSINESS**

**5A. CODE REVISION TASK FORCE**

Scott reviewed that the Big Lake Community Development is creating a Code Revision Task Force in an effort to proactively discuss and recommend reasonable and necessary changes to the City Code.

Amy Barthel, City Planner, will be leading the Code Revision Task Force. Amy plans to bring her recommendations to the Code Revision Task Force for discussion. From there, she will be looking to obtain a solid recommendation from the Task Force to bring to the Planning Commission. At this time, Staff is looking for each Board to select a Member to join.

Committee Member Talvitie motioned to recommend Doug Peterson as a Member of the Code Revision Task Force. Seconded by Committee Member Marotz, unanimous ayes, motion carried.

## **5B. DOGS AT LAKESIDE PARK DISCUSSION**

Scott reviewed that a Big Lake Resident recently asked staff why dogs aren't allowed at Lakeside Park. Scott reviewed a list of pros and cons that staff put together and outlined in the Parks packet. Staff is asking that the Parks Advisory Committee review the current rules about dogs at Lakeside Park and make a recommendation to City Council on whether to make changes.

Abel stated that he would prefer to keep the rules as they are. He stated that Public Works spends at least 3 hours daily in the summer cleaning the park and this would add a significant amount of time to their maintenance during the summer season. Abel also commented that this could be a sanitation issue.

Zettervall asked if other parks in Big Lake allow dogs. Abel stated that all parks with the exception of Lakeside Park are dog friendly as long as the dogs are leashed. Peterson asked why the rule of no dogs at Lakeside was originally put into place. McDowall and Marotz stated that dogs have never been allowed at Lakeside Park. Peterson stated that with all other parks being dog-friendly he feels that the need for dog-owners to have the ability to visit local parks is being met.

Marotz stated that if dogs are allowed at Lakeside Park it is likely that there will be a significant increase of dog owners visiting the park, especially for events such as Music in the Park, which makes it more likely for dog fights. McDowall stated that other trails and parks in Big Lake that allow dogs have a significant amount of dog waste.

Committee Member Marotz motioned that the Parks Committee recommend to Council that Lakeside Park continues to not allow dogs. Seconded by Committee Member Peterson, unanimous ayes, motion carried.

## **5C. LAKESIDE PARK PARKING KIOSK UPDATE**

Abel reviewed that staff has been researching the viability of having an automated gate system installed at Lakeside Park which would help alleviate on-site staffing problems and capture lost revenue year round. While looking at options, a remote pay station was determined to be the best option. On April 17, staff found that there was a cost savings opportunity if the unit was purchased before May 1st. At the April 22nd City Council workshop, Administrator Wilfahrt presented information to the Council and requested approval to move forward with purchase and determine logistics. Council discussed and directed staff to move forward with purchase and installation this summer.

McDowall asked if traffic congestion would be an issue without having a gate or park attendant on-site. Abel explained that he plans to have arrows painted in the parking lot to direct traffic and alleviate traffic congestion. Peterson asked about boat staging without having a park attendant present. Abel stated that there will be additional signage and painted arrows specifically for boat trailers. Marotz asked about enforcement for those that park without paying. Scott stated that the police will have the ability to use software on their phones/computers to check if stalls are paid for and that they will also regularly enforce the parking in person at Lakeside Park.

Talvitie asked if season passes can be purchased at the kiosk. Otteson stated that season passes will be available at City Hall and Lake Liquors for purchase. It is easier to offer these for sale at City Hall and Lake Liquors so that clerks can check for proof of residency for those requesting a discounted resident pass. Talvitie reviewed her experience with a parking kiosk at Taylor's Falls and stated that their system worked very well and had various options for day passes and season passes.

McDowall asked if there will be staff or police enforcement on site to prevent hostility issues between lake-goers. Abel stated that Lakeside Park will be self-governed mostly, but that officers will be regularly visiting the park throughout the season. Otteson stated that the initial month of implementation as well as during peak times including holidays there will be staff on-site to ensure that everything goes smoothly. As the new system catches on, there will be less staff needed. Marotz commented that he thinks this will be a great way to cut costs and that after a few years of savings, there is a potential to give deeper discounts to residents.

Peterson asked about special events where the overflow lot is used and if there will be issues. Scott stated that the overflow lot is mainly used during special events like Music in the Park where there aren't fees to park or park attendants on-site. During these events volunteers direct vehicles to the overflow lot. Because of this, there shouldn't be any issue with lost revenue. Otteson stated that an additional benefit to the kiosk is the ability to take in parking fees year round and to discourage loitering.

## **5D. UPDATE FOR LAKESIDE PARK PARKING POLICY**

Abel stated that concerns were raised regarding a potential influx of Lakeside Park users due to park and boat launch closures in other communities due to COVID-19. This would likely have a negative effect on Park users on busiest days. Staff responded and provided information with a recommendation at the April 22 City Council workshop.

Council discussed and directed staff to develop a policy using Option 1 outlined in the April Parks Packet and bring back to the May 13th City Council meeting for adoption. A change in operations utilizing Option 1 would only happen if needed.

Talvitie asked if Council is considering closing Lakeside Park altogether due to COVID-19. Zettervall stated that City Council has not considered closing Lakeside Park as of April 27. Scott reiterated that the first action taken by Council will be to change parking to Option 1 in outlined in the April Parks Packet. Marotz asked how many parking spaces with Option 1 will be set aside for seasonal pass holders versus daily pass holders. Otteson stated that staff recommends starting with 98 seasonal and 68 daily pass parking spaces, but this is subject to change.

## 5E. STAFF UPDATES

### Summer Programming

**Farmers Market:** The March winter market and Community Fair joint event was cancelled due to the School shutting down all events in March. Because the State of Minnesota considers farmers markets an essential service, we were able to host the April market with a few changes to our usual operations. The City moved the market outdoors, encouraged social distancing, canceled music and kid's activities, provided a handwashing station, gloves, and hand sanitizer for customers and vendors to use, banned sampling and onsite food consumption, and provided barriers to place in front of vendor booths to discourage customers from touching the product displays. Most customers practiced social distancing and many wore masks, but there was some crowding around booths during peak times and a few customers that leaned over the barriers and touched displays. The April 2020 market was the most successful winter market to date with the highest number of customers and highest overall vendor sales. The summer market season will begin on Wednesday, June 3, 2020. Staff has scheduled music, food trucks, and activities as usual, but will alter these programs if needed to abide by CDC requirements.

**Library & 4-H Programming in the Park:** July and August events potentially will need to cancel or reschedule. Library has decided not to advertise for summer events, but are still allowing the use of their online registration software.

**Movie in the Park:** June and September events are fully funded. Staff will continue to advertise unless Stay at Home Order is extended. There is a potential to host a drive-in style event with the Cable Commission's equipment.

**Community Gardens:** Six additional plots will be added to the Community Garden site in 2020 expanding the total number of plots from 12 to 18. Tom has notified his waitlist and plans to have the full 18 plots filled by opening day on May 1<sup>st</sup>. The Gardening 101 Series will continue, but instead of an in person workshop series where registrants maintain the same plot, they will participate in monthly Zoom calls where the Master Gardeners will focus on a specific gardening topic and be available for questions. All current registrants have their own gardens at home and have expressed great interest in continuing with the new layout this year.

**Music in the Park:** The Legacy Foundation has been seeking ways to continue with their Music in the Park series this summer. Keep an eye out for updates on the Legacy Foundation Facebook page in May.

### Park Rx Meeting

Gina Hugo and Janine Foggia met with Melissa from CentraCare and Brad from Wright Co. Parks and decided to push the informational meeting back. At this time, they do not have a date set, however, they do want to partner and make it a multi-county effort. They are currently working to secure one champion practitioner to attend the meeting and will keep the Parks Advisory Committee updated as the date for a meeting is confirmed. There is also a chance that this project will be postponed until further notice due to recent restrictions regarding COVID-19.

### **Rebranding Project**

Como Lakes Marketing was officially chosen by Council and EDA to be the consultant to lead a Rebranding Project for the City of Big Lake in 2020. The City will be provided with a new logo, tagline, marketing videos, photos for the website, and templates for a variety of items including business cards, PowerPoint presentations, social media posts, the City newsletter, etc... This project originally was to be delivered in-full by Como Lakes Marketing by the end of June 2020, but due to recent restrictions regarding COVID-19, the project has been postponed until further notice.

Scott also reported that there are currently 31 City lampposts on Highway 10. Only 30 banners were purchased last year, so there is one lamppost that is without a banner. The lamppost without a banner does have a bracket installed. Scott intends to ask Spud Fest if they are willing to sponsor the final banner. If they are unable or uninterested, she will ask the Finance Department if there is any funding in the Public Works or Recreation budget to use to purchase the two banners. Marotz asked if money from the Park Dedication fund can be used for this. Scott stated that she will look into this as a possibility.

### **6. OTHER**

Talvitie asked about Spud Fest and when a final decision needs to be made to cancel the event. McDowall stated that most of the vendors, aside from the fireworks vendor, have been open minded on when a decision needs to be made. She stated that there is a Spud Fest Meeting on April 28 where the Board plans to make their final decision.

Abel stated that residents will soon have the ability to pick up a key and permit for the Lake Mitchell boat launch. This should become available to the public by Memorial Day 2020. Once the keys are available, Scott will post updates on the City website and Facebook.

### **7. ADJOURN**

Committee Member Talvitie motioned to adjourn the meeting at 7:36 p.m. Seconded by Committee Member Peterson, unanimous ayes, meeting adjourned.

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**MAY 6, 2020**

**1. CALL TO ORDER**

Chair Heidemann called the meeting to order at 6:00 p.m.

**2. PLEDGE OF ALLEGIENCE**

The Pledge of Allegiance was recited.

**3. ROLL CALL**

Commissioners present: Alan Heidemann, Lisa Odens, Larry Sundberg, Ketti Green, and Scott Zettervall. Commissioners absent: Dustin Vickerman, and Scott Marotz. Also present: City Planner Amy Barthel, Community Development Director Hanna Klimmek, and Recreation and Communication Coordinator Corrie Scott.

**4. ADOPT AGENDA**

Commissioner Zettervall moved to adopt the agenda. Seconded by Commissioner Odens, unanimous ayes, agenda adopted.

**5. OPEN FORUM**

Chair Heidemann opened the Open Forum at 6:01 p.m. No one came forward for comment. Chair Heidemann closed the Open Forum at 6:01 p.m.

**6. APPROVE MEETING MINUTES**

**6A. APPROVE REGULAR PLANNING COMMISSION MEETING MINUTES OF  
APRIL 1, 2020**

Commissioner Zettervall motioned to approve the April 1, 2020 Regular Meeting Minutes. Seconded by Commissioner Green, unanimous ayes, Minutes approved.

**7. BUSINESS**

**7A. PUBLIC HEARING: REZONE, PRELIMINARY PLAT AND SITE PLAN FOR  
GREAT RIVER FEDERAL CREDIT UNION**

Barthel reviewed that Vanman Architects & Builders (Applicant) submitted a Zoning & Land Use application, requesting City approval of a Preliminary Plat, Rezone and Site Plan for the development of a vacant parcel of land; PID: 10-120-3400 (Subject Property). The site is located south of Highway 10 and east of County Road 43 and the Veterinarian Hospital. The Subject Property is requesting to construct a single-story credit union for Great River Federal Credit Union.

*Rezoning.* The Applicant is requesting to rezone the Subject Property from Agriculture (Ag) to General Business (B-3). The Ag zoning district does not allow for banks and credit unions to be constructed.

*Preliminary Plat.* The Applicant is proposing to plat the property into one (1) parcel. The development will be platted to become Lot 1, Block 1, Great River Addition.

*Site Plan.* The parcel will consist of one (1) office building with two (2) access points off 198<sup>th</sup> with two (2) drive-thru Interactive Teller Machines (ITM).

The application was submitted on April 3, 2020. The Applicant was sent a complete letter on April 23, 2020. The 60-day review period expires of June 22, 2020.

Staff is recommending a motion to recommend approval to the City Council, the request from Vanman Architects & Builders to rezone the Subject Property from Agriculture (Ag) to General Business (B-3), and the Preliminary Plat for Great River Addition and approval the Site Plan.

Green asked if the proposed plan meets City Code. Zettervall stated that he has no issues with the proposal.

Chair Heidemann opened the public hearing at 6:14 p.m.  
No one came forward for comment.

Holly Burley of 51407 Bryant Avenue N, Minneapolis, MN thanked the Commission for reviewing the project. Burley stated that she plans to work with Amy to ensure that all project requirements are met.

Chair Heidemann closed the public hearing at 6:15 p.m.

Commissioners Green and Heidemann stated they approve of the proposed project.

Commissioner Sundberg motioned to recommend approval to the City Council, the request from Vanman Architects & Builders to rezone the Subject Property from Agriculture (Ag) to General Business (B-3), and the Preliminary Plat for Great River Addition and approval the Site Plan. Seconded by Commissioner Odens, unanimous ayes, motion carried.

## 7B. CODE REVISION TASK FORCE

Klimmek reviewed that the Big Lake Community Development is creating a Code Revision Task Force in an effort to proactively discuss and recommend reasonable and necessary changes to the City Code.

Amy Barthel, City Planner, will be leading the Code Revision Task Force. Amy plans to bring her recommendations to the Code Revision Task Force for discussion. From there, she will be looking to obtain a solid recommendation from the Task Force to bring to the Planning Commission. At this time, Staff is looking for each Board to select a Member to join.

Odens stated that she is interested in reviewing the current Code to ensure it is user friendly.

Commissioner Green motioned to recommend Commissioner Odens as a Member of the Code Revision Task Force. Seconded by Commissioner Zettervall, unanimous ayes, motion carried.

## 7C. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Klimmek reviewed the following update:

### Current Development Activity (as of 4/29/20):

#### Housing:

- Single-Family New Construction Issued Permits 10
- Single-Family New Construction in Review 1
- Multi-Family New Construction
  - Duffy Development - The Crossing at Big Lake Station Phase II
    - In construction
  - Kuepers, Inc. – Station Street Apartments - 105-unit multi-family, market rate new construction project
    - In construction
  - Sandhill Villas (HOA) – 12-unit development project
    - Pre-development
  - Avalon Estates – Approximately 120-unit development for 55+
    - Pre-development
  - Aeon - Big Lake Station Apartments – 55 multi-family units; 70 units for 55+
    - Pre-development
  - CommonBond – 120 multi-family units (2, 60-unit buildings)
    - Pre-development

**Commercial/Industrial:**

- ❖ Minnco Credit Union – New Business / New Construction
  - In construction (plan to open by June 1, 2020)
- ❖ Car Condo Project – New Business / New Construction
  - Building permit under review
  - Starting pre-development process for Phase II
- ❖ Wastewater Treatment Project - Expansion
  - In construction
- ❖ Nystrom Associates Rehabilitation Facility
  - Pre-development – has decided to hold off on moving forward for a couple of months.
- ❖ Great River Federal Credit Union – New Business / New Construction
  - Pre-development
- ❖ *Actively working with Developers/Business Owners on two (2) additional new construction projects*

**BLEDA:**

- Kick-off for the Branding and Identity Design Project has been postponed until the community is ready to engage in the project.
- BLEDA Strategic Plan Committee will be working on creating strategies/framework for development, re-development, and repurposing.
- The Telecommuter Forward! Certification Resolution was approved by the City Council on 3/11/20.
- Aeon received a recommendation of approval from the BLEDA for a Resolution of Support to submit two (2) tax credit applications to MN Housing to newly construct a 55-unit multi-family structure and a 70-unit apartment building for senior's age 55+. Council approved the Resolution on 3/25/20.
- On May 11, 2020, CommonBond will be asking the BLEDA for a recommendation of approval for a Resolution of Support to submit one (1) tax credit application to MN Housing to newly construct 120 multi-family rental units of both market rate and affordable housing.
- During their November 12, 2019 meeting, the BLEDA entered into a Contract for Private Development with the Blackbird Group LLC to newly construct a laundromat facility on the corner of Martin and Fern.

**Planning & Zoning:**

- City Council appointed a Code Enforcement Intern – Jack Johansen will begin his service on May 18, 2020.

Big Lake Planning Commission Meeting Minutes

Date: May 6, 2020

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- YTD (through April 30, 2020) Building Permit Activity Report will be provided by Staff during the Planning Commission meeting.

**Building:**

- City Council appointed Lenny Rutledge to serve as Big Lake’s Chief Building Official. He will begin his service on May 11, 2020.

**Other:**

- Most time is dedicated to reacting to COVID-19 and assisting businesses in making sure they have the correct information and resources.
- City Council approved an Annexation by Ordinance of PID 10-324-1200 on April 8, 2020.

PERMIT ACTIVITY REPORT – THROUGH APRIL 30, 2020

Permit Type	Permits Issued in April of 2020	2020 Total
Single-Family	5	10
Multi-Family	2	2
Commercial New / Remodel / Addition	2	5
Remodel / Decks / Misc.	31	65
HVAC / Mechanical	5	25
Plumbing	7	17
Zoning	22	34
Land Alteration	1	2
Fire	0	10
<b>TOTAL</b>	<b>75</b>	<b>170</b>

	Permit Fee	Plan Review	TOTAL
Total Fees in April 2020	\$54,315.75	\$24,658.58	<b>\$78,974.33</b>

YTD 2020 Total Valuation (through 4/30/20)	YTD 2020 Permit Fee + Plan Review (through 4/30/20)
<b>\$9,168,764.86</b>	<b>\$104,022.95</b>

PREVIOUS YEAR COMPARISON – THROUGH APRIL 30, 2019

<u>Permit Type</u>	<u>Permits Issued in April of 2019</u>	<u>2019 Total</u>
<u>Single-Family</u>	<u>1</u>	<u>6</u>
<u>Multi-Family</u>	<u>0</u>	<u>0</u>
<u>Commercial New / Remodel / Addition</u>	<u>9</u>	<u>11</u>
<u>Remodel / Decks / Misc.</u>	<u>27</u>	<u>51</u>
<u>HVAC / Mechanical</u>	<u>7</u>	<u>17</u>
<u>Plumbing</u>	<u>5</u>	<u>12</u>
<u>Zoning</u>	<u>10</u>	<u>20</u>
<u>Land Alteration</u>	<u>1</u>	<u>1</u>
<u>Fire</u>	<u>0</u>	<u>0</u>
<b><u>TOTAL</u></b>	<b><u>60</u></b>	<b><u>118</u></b>

	<u>Permit Fee</u>	<u>Plan Review</u>	<u>TOTAL</u>
<u>Total Fees in April 2019</u>	<u>\$47,839.90</u>	<u>\$18,078.48</u>	<b><u>\$65,918.38</u></b>

<u>YTD 2019 Total Valuation (through 4/30/19)</u>	<u>YTD 2019 Permit Fee + Plan Review (through 4/30/19)</u>
<u>\$10,269,796.64</u>	<u>\$97,788.44</u>

8. **PLANNER'S REPORT** – None.

8. **COMMISSIONERS' REPORTS**

Zettervall commented that everything was approved aside from the CommonBond project that was pulled so that Planning Commission's concerns could be addressed. Zettervall also updated that permits for ATVs are being introduced to Big Lake. Sundberg asked if there is a demand for ATV licensing. Zettervall commented that the reason for this new permit process is because Big Lake is in a recreational area. The Permits cover ATVs and golf carts.

Odens asked if the Planning Commission plans to schedule a 2020 goals workshop. Green stated that we should put it on the agenda for the upcoming May 20, 2020 meeting. Zettervall stated that this should be done in January in the future, but the template should be created for future years. Barthel asked if there are any specific items that should be outline in the agenda memo. Odens stated that Code revision priorities should be included.

10. **OTHER** – None.

11. **ADJOURN**

Commissioner Green motioned to adjourn at 6:34 p.m. Seconded by Commissioner Sundberg, unanimous ayes, motion carried.

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES**

**MONDAY, MAY 11, 2020**

**1. CALL TO ORDER**

President Alan Heidemann called the meeting to order at 6:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3. ROLL CALL**

Commissioners present: J. Brian Calva, Jim Dickinson via teleconference, Ken Geroux, Greg Green, Alan Heidemann, Rose Johnson, and Mike Wallen.

Also present: BLEDA Executive Director Hanna Klimmek, Finance Director Deb Wegeleben, and BLEDA Secretary Corrie Scott.

Commissioner Dickinson left the meeting at 6:35 p.m.

**4. ADOPT AGENDA**

Commissioner Wallen motioned to approve the agenda as presented. Seconded by Commissioner Geroux, unanimous ayes, motion carried.

**5. APPROVE BLEDA MEETING MINUTES OF APRIL 13, 2020**

Commissioner Johnson motioned to approve the April 13, 2020 BLEDA minutes. Seconded by Commissioner Geroux, unanimous ayes, motion carried.

**6. APPROVE BLEDA MEETING MINUTES OF APRIL 20, 2020**

Commissioner Johnson motioned to approve the April 20, 2020 BLEDA minutes. Seconded by Commissioner Green, unanimous ayes, motion carried.

**7. BLEDA BUSINESS ITEMS**

**7A. COMMONBOND RESOLUTION OF SUPPORT DISCUSSION**

Klimmek reviewed that CommonBond, housing Developer, is proposing to newly construct 120 units of both market rate and affordable rental units. They have named their project, "Marketplace Crossing I & II." The site location is on PID 65-543-0040, which is on the north side of Hwy 10 and in the marketplace area.

The 120 units will be made up of 2, 60-unit buildings and will have amenities such as shared walking paths, stormwater feature, and playgrounds. They will be newly constructed in 2 Phases. CommonBond is asking for a Resolution of Support for Phase I at this time; 60 units.

Planning Staff is in support of the project and is in support of the PUD flexibility that CommonBond is looking for. They are requesting a rezone from B-3 General Business to a PUD using R-3 Zoning as base standards. Per the Comprehensive Plan, the parcel is guided for medium and high density residential.

CommonBond will be submitting a tax credit application to Minnesota Housing this year and if awarded will begin construction of Phase I in 2021. They are not asking for any local incentives other than flexibility through a PUD.

This BLEDA agenda item is to only address the Resolution of Support for CommonBond in submitting a tax credit application to Minnesota Housing, not to address the entitlement process. A Resolution of Support from the Big Lake City Council is required in order to submit a complete application and for Minnesota Housing to accept the application for review.

Johnson asked if this proposal has moved location. Andy stated that it is guided for higher density residential while the other parcel was guided for commercial. The movement was made with recommendation from the Planning Commission.

Commissioner Geroux motioned to recommend the City Council consider approval of a Resolution of Support for CommonBond to submit a tax credit application to Minnesota Housing to newly construct 60 units of both market rate and affordable rental options. Seconded by Commissioner Green, unanimous ayes, motion carried.

## **7B. CODE REVISION TASK FORCE MEMBER SELECTION**

Klimmek reviewed that the Big Lake Community Development is creating a Code Revision Task Force in an effort to proactively discuss and recommend reasonable and necessary changes to the City Code.

Amy Barthel, City Planner, will be leading the Code Revision Task Force. Amy plans to bring her recommendations to the Code Revision Task Force for discussion. From there, she will be looking to obtain a solid recommendation from the Task Force to bring

to the Planning Commission. At this time, Staff is looking for each Board to select a Member to join.

Johnson asked if the Code Task Force plans to make revisions all at once or in smaller portions. Klimmek stated that the decision to update the City Code in portions vs. at one time could be made at the Task Force meeting. Johnson recommended that Commissioner Geroux take this role. Heidemann agreed that Geroux would make a good addition to this Task Force.

Commissioner Johnson motioned to recommend Commissioner Geroux as a Member of the Code Revision Task Force. Seconded by Commissioner Wallen, unanimous ayes, motion carried.

## **7C. BLEDA BUDGET AND LIST OF CLAIMS**

Commissioner Geroux motioned to accept the budget report and approve the BLEDA List of Claims for April 2020 as presented. Seconded by Commissioner Calva, unanimous ayes, motion carried.

## **7D. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE**

### **1. Current Development Activity (as of 5/7/20):**

#### **Housing:**

- Single-Family New Construction Issued Permits 10
- Single-Family New Construction in Review 1
  
- Multi-Family New Construction
  - Duffy Development - The Crossing at Big Lake Station Phase II
    - In construction
  - Kuepers, Inc. – Station Street Apartments - 105-unit multi-family, market rate new construction project
    - In construction
  - Sandhill Villas (HOA) – 12-unit development project
    - Pre-development
  - Avalon Estates – Approximately 120-unit development for 55+
    - Pre-development
  - Aeon - Big Lake Station Apartments – 55 multi-family units; 70 units for 55+
    - Pre-development
  - CommonBond – 120 multi-family units (2, 60-unit buildings)
    - Pre-development

#### **Commercial/Industrial:**

- ❖ Minnco Credit Union – New Business / New Construction
  - In construction (plan to open by June 1, 2020)

- ❖ Car Condo Project – New Business / New Construction
  - Project is on hold
- ❖ Wastewater Treatment Project - Expansion
  - In construction
- ❖ Nystrom Associates Rehabilitation Facility
  - We are expecting preliminary applications by May 15, 2020
- ❖ Great River Federal Credit Union – New Business / New Construction
  - Pre-development
- ❖ *Actively working with Developers/Business Owners on two (2) additional new construction projects*

**2. BLEDA:**

- Kick-off for the Branding and Identity Design Project has been postponed until the community is ready to engage in the project.
- BLEDA Strategic Plan Committee will be working on creating strategies/framework for development, re-development, and repurposing.
- Aeon received a recommendation of approval from the BLEDA for a Resolution of Support to submit two (2) tax credit applications to MN Housing to newly construct a 55-unit multi-family structure and a 70-unit apartment building for senior’s age 55+. Council approved the Resolution on 3/25/20.
- On May 11, 2020, CommonBond will be asking the BLEDA for a recommendation of approval for a Resolution of Support to submit one (1) tax credit application to MN Housing to newly construct 120 multi-family rental units of both market rate and affordable housing.
- During their November 12, 2019 meeting, the BLEDA entered into a Contract for Private Development with the Blackbird Group LLC to newly construct a laundromat facility on the corner of Martin and Fern.

**3. Planning & Zoning:**

- City Council appointed a Code Enforcement Intern – Jack Johansen will begin his service on May 18, 2020.

**4. Building:**

- City Council appointed Lenny Rutledge to serve as Big Lake’s Chief Building Official. He will begin his service on May 11, 2020.

**PERMIT ACTIVITY REPORT – THROUGH APRIL 30, 2020**

Permit Type	Permits Issued in April of 2020	2020 Total
Single-Family	5	10
Multi-Family	2	2
Commercial New / Remodel / Addition	2	5

Remodel / Decks / Misc.	31	65
HVAC / Mechanical	5	25
Plumbing	7	17
Zoning	22	34
Land Alteration	1	2
Fire	0	10
<b>TOTAL</b>	<b>75</b>	<b>170</b>

	Permit Fee	Plan Review	TOTAL
Total Fees in April 2020	\$54,315.75	\$24,658.58	<b>\$78,974.33</b>

YTD 2020 Total Valuation (through 4/30/20)	YTD 2020 Permit Fee + Plan Review (through 4/30/20)
<b>\$9,168,764.86</b>	<b>\$104,022.95</b>

**PREVIOUS YEAR COMPARISON – THROUGH APRIL 30, 2019**

Permit Type	Permits Issued in April of 2019	2019 Total
Single-Family	1	6
Multi-Family	0	0
Commercial New / Remodel / Addition	9	11
Remodel / Decks / Misc.	27	51
HVAC / Mechanical	7	17
Plumbing	5	12
Zoning	10	20
Land Alteration	1	1
Fire	0	0
<b>TOTAL</b>	<b>60</b>	<b>118</b>

	<b>Permit Fee</b>	<b>Plan Review</b>	<b>TOTAL</b>
Total Fees in April 2019	\$47,839.90	\$18,078.48	<b>\$65,918.38</b>

<b>YTD 2019 Total Valuation (through 4/30/19)</b>	<b>YTD 2019 Permit Fee + Plan Review (through 4/30/19)</b>
<b>\$10,269,796.64</b>	<b>\$97,788.44</b>

**8. OTHER**

Geroux stated that at the last City Council meeting there was a discussion about potentially shutting down Lakeside Park to non-residents during COVID-19 which could extend to future conversations. Geroux brought up that a main priority of the BLEDA is to brainstorm ways to bring new commerce into the City of Big Lake and that Lakeside Park is a big attraction that drives individuals to Big Lake which leads to them purchasing from local businesses. He stated that this potential decision could hinder the sales for local businesses from non-residents.

Johnson explained that the conversation at City Council to shut down Lakeside Park to non-residents was a direct result of COVID-19 and it is a last resort option if there is a large increase in non-residents traveling to Big Lake due to other Minnesota lakes being closed. Johnson stated that the decision that was made at Council was made with the consideration of residents as tax payers who maintain Lakeside Park having priority access to the park. Johnson also stated that this conversation led to the approval of a parking meter rather than park attendants which will ultimately save the City money in future years.

Calva stated that he agrees with Geroux’s point. Calva stated for example that he took his family to another community that had parks that were open and that their family spent money at businesses that were located in those communities with park facilities.

Johnson stated that the BLCLA has statistics that show the risk for Aquatic Invasive Species increases exponentially from non-residents who bring boats onto the lake. Geroux stated that from an economic standpoint he ultimately wouldn’t like to see regulation on Lakeside Park. Green commented that a resolution to City Council from EDA could be a next step to ensure that Lakeside Park continues to be open to the general public. Geroux asked if the formality of a resolution is necessary. Klimmek stated that conversations like these benefit from having multiple Council liaisons on the EDA and other Commissions and a resolution might not be necessary.

Johnson stated that a Task Force for this issue could be beneficial. Johnson stated that she would like to see access to Lakeside Park be free to residents at some point. Wegeleben stated that residents are likely to enjoy the new parking meter system because they don't have to work with a park attendant and won't get confused that they are able to drop off their family members without having to pay. Wallen stated that he doesn't feel a committee for this purpose is necessary at this point. He stated that having multiple Council members on the BLEDA should be enough of a voice to the Council. Dickinson stated that the initial introduction of resident and non-resident seasonal passes was created to combat the costs of milfoil in Big Lake. It also went toward upgrading Lakeside Park to include docks and bathrooms. He stated that before increasing fees for non-residents it would be wise to consult residents to avoid potential conflict.

Klimmek brought forward a document that was put together by the University of Minnesota titled Sherburne County Understanding the Economy. The document has statements about how formal work-at-home arrangements in Sherburne County are not readily available. Since COVID-19, things in Sherburne County have changed. Klimmek is recommending that the University of Minnesota review and update this document to reflect the current state of Sherburne County more accurately.

Johnson stated that internet quality has gone down since telecommuting and telelearning has gone into place. Klimmek stated that she would also like to put in place a dig-once policy.

## **9. ADJOURN**

Commissioner Wallen motioned to adjourn the meeting at 6:44 p.m. Seconded by Commissioner Green, unanimous ayes, meeting adjourned.

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES  
WEDNESDAY MAY 20, 2020**

**1. CALL TO ORDER**

Chair Heidemann called the meeting to order at 6:00 p.m.

**2. PLEDGE OF ALLEGIENCE**

The Pledge of Allegiance was recited.

**3. ROLL CALL**

Commissioners present: Alan Heidemann, Lisa Odens, Ketti Green, and Scott Zettervall. Commissioners absent: Larry Sundberg and Dustin Vickerman. Also present: City Planner Amy Barthel, Community Development Director Hanna Klimmek, and Recreation and Communication Coordinator Corrie Scott.

Scott Marotz entered the meeting at 6:13 p.m.

**4. ADOPT AGENDA**

Commissioner Odens moved to adopt the agenda. Seconded by Commissioner Zettervall, unanimous ayes, agenda adopted.

**5. OPEN FORUM**

Chair Heidemann opened the Open Forum at 6:03 p.m. No one came forward for comment. Chair Heidemann closed the Open Forum at 6:03 p.m.

**6. APPROVE MEETING MINUTES**

**6A. APPROVE REGULAR PLANNING COMMISSION MEETING MINUTES OF MAY 6, 2020**

Commissioner Zettervall motioned to approve the May 6, 2020 Regular Meeting Minutes. Seconded by Commissioner Green, unanimous ayes, Minutes approved.

**7. BUSINESS**

Big Lake Planning Commission Meeting Minutes

Date:

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**7A. CONCEPT PLAN FOR COMMONBOND HOUSING DEVELOPMENT**

City Planner Barthel reviewed a Concept Plan submitted by Commonbond Communities. The Development will consist of two (2) 60-unit apartment buildings and is proposed to be constructed in two (2) phases. The parcel is 7.49-acres on the northwest corner of Marketplace Drive and 168th Street, PID: 65-543-0040 (Subject Property). The next step in the applicant process would be to apply for a Planned Unit Development (PUD), Preliminary Plat, Rezone, and Site Plan. The Applicant communicated with Staff that the Concept Plan is preliminary in terms of timing of the Development. This project is applying for subsidized tax credits through the Minnesota Housing Tax Credit program (Credits) due to the mixed-income aspect of the Development. If awarded, the Applicant would plan to submit development applications to the City in December, 2020.

On February 28, 2020 the Applicant submitted a Concept Plan for a parcel located south of Marketplace Drive and East of 168th Street. PID: 65-555-0010. The concept was presented to the Planning Commission on April 1, 2020 and feedback was provided. The Commission did not support the location of the project due to the guided use of Commercial. The request was planned to be reviewed by the City Council on April 22, 2020 but the Applicant withdrew their application. The Applicant has proposed to locate their project on the Subject Property, and resubmitted an application on May 1, 2020. The Concept Plan will be reviewed by City Council on May 27, 2020.

Staff is requesting that the Planning Commission provide comment on a Concept Plan for a proposed two-phased mixed income apartment complex on the northwest corner of Marketplace Drive and 168th Ave.

Odens asked about whether there is a total for 120 units and 240 parking spots. Green confirmed that they are required to have 300 parking spots with 100 covered. Zettervall states that the Comprehensive Plan states to give developers flexibility where possible. Heidemann stated that there will be two portions of the parking requirements would be flexible where there are 60 less parking spaces proposed with none of the 300 covered.

Green asked how many of the units are three bedrooms. Hughes with CommonBond stated that 25% are 1 bedroom, 50% are 2 bedrooms, and 25% are 3 bedrooms. This works out to be one parking stall per bedroom. Hughes stated that offering covered parking is considered a cost issue of over \$1Million which is why they are asking for flexibility. Hughes also stated that with past experience, they have noted that the 1 stall per bedroom does work.

Green stated that it would be beneficial to have a loading area. Zettervall stated it would make sense to have a loading area for each building. Hughes stated that it is not a theme to have loading areas because they don't see it as a need for their proposed project. Barthel asked the Commission if there are any impervious surface or recreational area comments. Odens asked if the waterbody is a manmade pond and if it

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could be used for recreation. Barthel stated that it is likely an existing wetland. Barthel also stated they have a storm water pond and that she has asked the applicant to potentially include trails near the storm water pond that wouldn't be considered a liability like a swimming pond or dog park would. Green asked the applicant about the upgraded amenities. Hughes stated this includes tile flooring and plywood cabinet boxes.

Heidemann asked about the impervious surface. Barthel stated they have too much impervious surface in their proposal. Marotz asked if this is something that could be flexible in the PUD. Barthel confirmed that it could be addressed in the PUD. Marotz stated that the proposal doesn't seem outlandish and that the Commission might want to consider raising the maximum impervious surface amount for future development applications.

Heidemann stated that he considers one parking space per bedroom a reasonable request and that since they will be managing the complex, they have an incentive to make sure they propose enough parking. Green asked where dumpsters will be located. Hughes stated that there will be an enclosed trash room in each building.

### **7B. VACATED PLANNING COMMISSION SEAT**

Barthel reported that on May 12, 2020 she received notice that Lawrence Sundberg has vacated his seat on the Big Lake Planning Commission as a Commissioner. All Planning Commission seats terms are for four (4) years. Mr. Sundberg was re-appointed to his seat in January, 2019. His term is set to expire on 12/31/2022.

Staff is asking for approval to provide public notice of the vacated seat and to collect letters of interest along with resumes from interested candidates.

Heidemann asked the Commission how the application and interview process will be conducted. Green stated it would continue as they have in the past.

Commissioner Green motioned to direct staff to provide public notice of the vacated seat and to collect letters of interest along with resumes from interested candidates. Seconded by Commissioner Odens, unanimous ayes, motion carried.

### **7C. PLANNING COMMISSION GOALS DISCUSSION**

The Planning Commissioners, along with staff will open up a broad conversation to discuss desired developments, commissioner roles and other relevant topics.

Things to consider:

- Goals and Visions – Comprehensive Plan
- Zoning Code Regulations
- Accountability- Routine
- Questions

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The intent of the Goals discussion is for the Commissioners to share general ideas and visions of the City with the group and to generate, as a group, a common goal and establish any benchmarking efforts.

Zetervall stated that the Commission should track the number of PUDs that are passed so that if a theme comes forward for parking, impervious surfaces, etc... they can be addressed. Marotz commented that the PUD process is generally driven by the developer and that the Commission might not be able to slow the amount of PUDs that are submitted. Zetervall asked Barthel what her thoughts are on PUDS. Barthel agreed that tracking PUDs that are coming in could be a good idea for streamlining processes going forward.

Heidemann stated that tracking the PUDs might not decrease the number of PUDs but the complexity of each PUD. Marotz stated that it is unlikely the Commission will be able to fully adapt before the market does. Marotz stated that more flexibility with the Comprehensive Plan and Zoning level could help with overall issues rather than one specific issue i.e. parking restrictions. Barthel stated that developers don't like PUDs, so if there is a way to issue a variance rather than a PUD, it would be beneficial for developers. Marotz stated that the Commission has considered 'getting out of the business's way' and that granting more flexibility will offer this to developers. Green stated that to some degree she does believe the developer knows best, but that there is a reason there are restrictions on things like parking to avoid issues with street parking, so having huge differences in the parking requirements and parking proposal from a developer tends to raise a red flag that there could be future issues if too much flexibility is granted.

Marotz stated that developers tend to gravitate towards a certain area due to multiple factors, but a major factor is interest from community members. Marotz stated that if the City isn't investing in the things the community is interested in i.e. landscaping, it will entice less developers to build in Big Lake. Zetervall commented that the Commission should make a list of things that need to be looked at more closely. Marotz commented that there are certain qualities in more suburban/urban communities that are often considered 'frivolous' that potential residents seek out when moving from a suburban area. Green stated that generally when residents move from a more suburban area to a smaller community like Big Lake they are doing it based off of cost and are likely understanding why extra amenities aren't offered. Marotz confirmed that he agrees with Green, but that many families start out in Big Lake because of cost, and as they grow they move out of the community. Marotz asked the Commission if there are ways they can entice residents to stay and grow in the Big Lake community.

Marotz stated that things like street trees and other landscaping were not considered feasible in past years, but that with Public Works' recent restructuring it is more likely to be considered. Klimmek stated that the Comprehensive Plan should be a living document that is revisited and things like changes in staffing should spark changes.

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Klimmek recommended that the Commission could revisit the Comprehensive Plan quarterly. Zettervall confirmed that the Comprehensive Plan is two years old. Odens stated that at the Comprehensive Plan meetings they would consider priority projects for future development/redevelopment. Marotz stated that he doesn't believe sidewalks should be a part of an assessment. He commented that the City of Big Lake is behind on road projects and that current policies will significantly impact residents.

Marotz commented that the City has in the past gone with the cheapest options which aren't always appealing. He asked the Commission how the City can encourage more amenities come into the community. Heidemann stated that he agrees more amenities are beneficial to residents, but that requiring more amenities will potentially deter developers from coming to Big Lake.

Zettervall asked what the next steps are to include these suggestions in the Comprehensive Plan. Barthel stated that having requirements in the Comprehensive Plan make it more likely that a developer will negotiate with the City on their proposals. Marotz asked the Commission what kind of a timeline is reasonable for a Comprehensive Plan review. Odens asked about execution of review changes and if the Commission reviews too frequently it could be difficult to execute the new changes. Barthel stated that using a benchmarking system should help with execution. Marotz stated that it would be helpful if the Commission reviews the Comprehensive Plan more frequently so that it remains fresh in their minds. Green stated that rather than printing a full Comprehensive Plan for each member, it would be more reasonable for a smaller portion to be included in a packet for review. Marotz stated that it is also beneficial to bring portions of the Comprehensive Plan forward for conversation with the entire Commission so that other points of view are brought up rather than when an individual Commissioner is reading the document on their own.

Marotz stated that there is a section for Plan Action that includes transportation, natural resources, parks and trails, etc... He stated this would be a good section to review over a two-year period and then revisit once finished. Klimmek stated that the City has not completely implemented the Comprehensive Plan into the City Code and that it should be made a priority with the Code Revision Task Force.

Barthel stated that when she is writing memos for Council she includes comments from the Planning Commission and that if there are any formal comments that should be included to submit them to her. Odens stated that there can easily be a variety of ways to get to the same outcome and they should all be considered.

Klimmek suggested that creating a Task Force should be a goal as it is a new project. Odens asked about the timeline of reviewing the Comprehensive Plan. Marotz stated that using the second monthly meeting between May-August could be used as a time to review the Comprehensive Plan if there aren't many other agenda items.

8. **PLANNER'S REPORT** – None.

9. **COMMISSIONERS' REPORTS**

Zettervall stated that Lakeside Park will have metered parking starting the end of May. Zettervall also commented that street projects are currently at a stand-still. Green stated it would be better to move forward on street projects before the cost of fuel increases. Marotz asked how much higher the bids are compared to the budgeted amount. Zettervall stated that the project bids are 10% over budget.

Marotz brought up that homeowners don't generally budget for large payments to reconstruct roads. He stated it might be more efficient and less detrimental to homeowners if the cost for road construction is spread out throughout the entire community rather than certain neighborhoods.

Heidemann stated that at the last BLEDA meeting there was a discussion on goals moving forward. Klimmek stated that the discussion was for creating a strategic plan for the BLEDA. Green asked if it was possible to have a mid-year meeting with all of the City's Commissions. Heidemann and Zettervall agreed a mid-year review meeting would be a good idea. Klimmek stated that she would ask the City Administrator if a mid-year review meeting could be put together for all of the City's Commissions and staff departments.

10. **OTHER** – None.

11. **ADJOURN**

Commissioner Green motioned to adjourn at 7:40 p.m. Seconded by Commissioner Odens, unanimous ayes, motion carried.