

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

**JULY 8, 2020
6:00 p.m.**

- 1) CALL TO ORDER**
- 2) PLEDGE OF ALLEGIANCE**
- 3) ROLL CALL**
- 4) OPEN FORUM**
- 5) PROPOSED AGENDA**
- 6) CONSENT AGENDA**

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

7) BUSINESS

- 7A. Student Liaison Roles and Responsibilities and Appointment of Ella Dotzler
- 7B. Authorize Donation of Surplus Property
- 7C. Monthly Department Reports

8) ADMINISTRATOR'S REPORT

9) MAYOR & COUNCIL REPORTS AND COMMENTS/QUESTIONS

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

Council Member Hansen - CMRRPP

Council Member Johnson – BLCE, Fire Board

Council Member Knier

Mayor Wallen – Fire Board

Council Member Zettervall – Planning Commission

10) OTHER

11) ADJOURN

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

CITY COUNCIL MEETING COVID-19 NOTICES

Attendance at Meetings: 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.

- ZOOM VIDEOCONFERENCING ACCESS - to participate via Zoom videoconferencing, please contact City Clerk Gina Wolbeck at 763-251-2973, or by email at gwolbeck@biglakemn.org to obtain a meeting Identification and Password. **The deadline to obtain a password to join the meeting is 4:00 p.m. the day of the meeting.**
- LIVE STREAMING OF CITY COUNCIL MEETINGS - 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).

Public Hearing and Open Forum Comments:

- PUBLIC HEARING COMMENTS - Effective May 29, 2020, Public Hearing comments will only be taken in person, or through Zoom. No written Public Hearing comments will be accepted.
- OPEN FORUM COMMENTS - Effective May 27, 2020, Open Forum comments will only be taken in person, or through Zoom. No written Open Forum comments will be accepted.

**BIG LAKE CITY COUNCIL
CONSENT AGENDA
JULY 8, 2020**

- 6A. Approve List of Claims
- 6B. Approve Council Workshop Minutes of June 24, 2020
- 6C. Approve Regular Council Meeting Minutes of June 24, 2020
- 6D. Approve Coronavirus Relief Fund Certification Form
- 6E. Approve Election Judge Appointments for the 2020 Primary and General Elections
- 6F. Approve Reclassification of Police Administrative Positions
- 6G. Approve Reclassification of City Clerk Position
- 6H. Accept Resignation of Part-time Liquor Clerk Nate Dunning
- 6I. Approve Outside Employment Request Form for City Administrator



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance Director</i>	Meeting Date: 7/8/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6A
Item Description: <i>List of Claims</i>		Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
		Reviewed By: <i>(N/A)</i>	

ACTION REQUESTED

Motion to Approve List of Claims paid dated 06/18/2020 through 07/01/2020 and Approve Payroll No 13.

BACKGROUND/DISCUSSION

Attached is the List of Claims paid through 07/01/2020. Please contact me with any questions or concerns.

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

471.87 PUBLIC OFFICERS, INTEREST IN CONTRACT; PENALTY.

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

471.88 EXCEPTIONS.

Subdivision 1. Coverage.

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

Subd. 5. Contract with no bids required.

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

ATTACHMENTS

List of Claims



***Check Detail Register©**

Cks 6/18/2020 - 7/1/2020

		Check Amt	Invoice	Comment
1010 US BANK				
Paid Chk# 004752E 6/18/2020 VONAGE BUSINESS				
E 101-200-50-25-4230	Telephone/Internet	\$27.95	ACH	TELEPHONE BILL FOR MONTH OF JUNE 2020
E 101-200-55-25-4230	Telephone/Internet	\$27.95	ACH	TELEPHONE BILL FOR MONTH OF JUNE 2020
E 101-100-15-25-4230	Telephone/Internet	\$485.04	ACH	TELEPHONE BILL FOR MONTH OF JUNE 2020
E 301-000-00-25-4230	Telephone/Internet	\$55.89	ACH	TELEPHONE BILL FOR MONTH OF JUNE 2020
E 401-000-00-25-4230	Telephone/Internet	\$27.95	ACH	TELEPHONE BILL FOR MONTH OF JUNE 2020
E 601-000-00-25-4230	Telephone/Internet	\$27.95	ACH	TELEPHONE BILL FOR MONTH OF JUNE 2020
E 501-000-00-25-4230	Telephone/Internet	\$139.73	ACH	TELEPHONE BILL FOR MONTH OF JUNE 2020
Total VONAGE BUSINESS		\$792.46		
Paid Chk# 004753E 6/22/2020 OPTUM - H.S.A.				
G 101-2184	HSA Contribution payable	\$2,472.46	ACH EE	H.S.A Payment for Period #13 06/24/2020
G 101-2184	HSA Contribution payable	\$1,177.00	ACH ER	H.S.A Payment for Period #13 06/24/2020
Total OPTUM - H.S.A.		\$3,649.46		
Paid Chk# 004754E 6/22/2020 PERA				
G 101-2174	PERA Withholding Payable	\$13,193.84	ACH	PERA Payment for Pay Period #13 06/24/2020
G 101-2178	P.E.R.A. - Police/Fire Payable	\$12,644.04	ACH	PERA Payment for Pay Period #13 06/24/2020
Total PERA		\$25,837.88		
Paid Chk# 004755E 6/22/2020 ICMA				
G 101-2177	ICMA - RC Withholding Payable	\$1,849.00	ACH	ICMA Payment for Pay Period #13 06/24/2020
Total ICMA		\$1,849.00		
Paid Chk# 004756E 6/22/2020 TASC				
G 101-2183	Other Pre-Tax Insurance Payabl	\$165.38	ACH	FLEX Payment for Employee Portion/Pay Period #13 06/24/2020
Total TASC		\$165.38		
Paid Chk# 004757E 6/23/2020 PAYROLL TAXES - FED/FICA				
G 101-2171	Federal Withholding Payable	\$11,911.31		Federal/FICA Payroll Taxes for Pay Period #13 06/24/2020
G 101-2173	FICA Tax Withholding Payable	\$15,954.20		Federal/FICA Payroll Taxes for Pay Period #13 06/24/2020
Total PAYROLL TAXES - FED/FICA		\$27,865.51		
Paid Chk# 004758E 6/23/2020 PAYROLL TAX - STATE				
G 101-2172	State Withholding Payable	\$5,677.09	ACH	State Payroll Taxes for Pay Period #13 06/24/2020
Total PAYROLL TAX - STATE		\$5,677.09		
Paid Chk# 004759E 6/23/2020 MARCO BUSINESS PRODUCTS				
G 101-2020	Accounts Payable	\$918.17		MARCO COPIER LEASE PD FOR 6/10/20 - 7/10/20
Total MARCO BUSINESS PRODUCTS		\$918.17		
Paid Chk# 004761E 6/23/2020 NORTHLAND SECURITIES-BONDS				
E 223-000-00-85-4610	Debt Service Interest	\$24,707.50		2016A INTEREST PAYMENT AUGUST 2020
E 226-000-00-85-4610	Debt Service Interest	\$16,750.00		2016C INTEREST PAYMENT AUGUST 2020
E 226-000-00-85-4611	Debt Service Fees	\$495.00		2016C PAYING AGENT FEE AUGUST 2020
E 222-000-00-85-4610	Debt Service Interest	\$32,381.25		2015A INTEREST PAYMENT AUGUST 2020
E 401-000-00-85-4610	Debt Service Interest	\$36,988.62		2015A INTEREST PAYMENT AUGUST 2020
E 301-000-00-85-4610	Debt Service Interest	\$9,936.38		2015A INTEREST PAYMENT AUGUST 2020
E 224-000-00-85-4610	Debt Service Interest	\$3,825.00		2016B INTEREST PAYMENT AUGUST 2020
E 227-000-00-85-4610	Debt Service Interest	\$34,125.00		2018A INTEREST PAYMENT AUGUST 2020
E 227-000-00-85-4611	Debt Service Fees	\$495.00		2018A PAYING AGENT FEE AUGUST 2020
Total NORTHLAND SECURITIES-BONDS		\$159,703.75		
Paid Chk# 004762E 6/23/2020 BOND TRUST SERVICES CORP				
E 216-000-00-85-4610	Debt Service Interest	\$8,670.00		2011 INTEREST PAYMENT AUGUST 2020



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Cks 6/18/2020 - 7/1/2020

		Check Amt	Invoice	Comment
E 217-000-00-85-4610	Debt Service Interest	\$1,530.00		2012A INTEREST PAYMENT AUGUST 2020
E 401-000-00-85-4610	Debt Service Interest	\$4,689.45		2012A INTEREST PAYMENT AUGUST 2020
E 301-000-00-85-4610	Debt Service Interest	\$8,336.80		2012A INTEREST PAYMENT AUGUST 2020
E 501-000-00-85-4610	Debt Service Interest	\$4,877.97		2014A INTEREST PAYMENT AUGUST 2020
E 221-000-00-85-4610	Debt Service Interest	\$1,834.53		2014A INTEREST PAYMENT AUGUST 2020
Total BOND TRUST SERVICES CORP		\$29,938.75		
Paid Chk# 004764E 6/24/2020 WORLDPAY-NCR				
G 501-2020	Accounts Payable	\$10,360.08		LIQUOR STORE CC PROCESSING FEE FOR MAY 2020
Total WORLDPAY-NCR		\$10,360.08		
Paid Chk# 004765E 6/24/2020 PAYROLL TAXES - FED/FICA				
G 101-2173	FICA Tax Withholding Payable	\$76.50		FICA Payroll Taxes for Pay Period #6 COMMISSIONERS 06/30/2020
Total PAYROLL TAXES - FED/FICA		\$76.50		
Paid Chk# 004766E 6/26/2020 DELTA DENTAL				
G 101-1158	Cobra Insurance Receivable	\$162.10	COBRA	DELTA DENTAL PREM ACH ER - JULY 2020
G 101-2182	Health-Dental-Life Ins Payable	\$2,754.80	ER PORTION	DELTA DENTAL PREM ACH ER - JULY 2020
E 101-300-75-05-4008	Insurance Benefits (er)	\$110.65	HANDELAND	DELTA DENTAL PREM ACH ER - JULY 2020
Total DELTA DENTAL		\$3,027.55		
Paid Chk# 004767E 6/26/2020 COLONIAL LIFE				
G 101-2183	Other Pre-Tax Insurance Payabl	\$180.56	4377404-0610	COLONIAL LIFE DEDUCTIONS FOR JUNE 2020
Total COLONIAL LIFE		\$180.56		
Paid Chk# 083101 6/19/2020 AMERICAN SOLUTINS FOR BUSINESS				
E 101-100-30-25-4215	Uniforms/Clothing	\$68.25	INV04779584	BUILDING OFFICIAL SHIRT
Total AMERICAN SOLUTINS FOR BUSINESS		\$68.25		
Paid Chk# 083102 6/19/2020 BELL BOY CORPORATION-1				
E 501-000-00-27-4264	Purchases - Wine	\$50.00		WINE
E 501-000-00-27-4269	Freight - In	\$23.40		FRT
E 501-000-00-27-4262	Purchases - Liquor	\$1,395.00	0084468600	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	(\$30.00)	0084482000	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$8.75)	0084485500	CREDIT
E 501-000-00-27-4265	Purchases - Mix/Pop	\$82.90	0101504500	MIX
Total BELL BOY CORPORATION-1		\$1,512.55		
Paid Chk# 083103 6/19/2020 BRATZEL IRA				
E 280-000-00-25-4257	Contractors Hired	\$200.00		FARMERS MARKET 06/24/20
Total BRATZEL IRA		\$200.00		
Paid Chk# 083104 6/19/2020 BS AUTO AND DETAILING				
E 101-100-15-25-4430	Vehicle Maintenance	\$150.00		CITY HALL VEHICLE DETAILING
E 101-100-30-25-4430	Vehicle Maintenance	\$169.07		BLDG VEHICLE DETAILING
Total BS AUTO AND DETAILING		\$319.07		
Paid Chk# 083105 6/19/2020 C&L DISTRIBUTING COMPANY				
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$30.00)		CREDIT
E 501-000-00-27-4265	Purchases - Mix/Pop	\$42.00		MIX
E 501-000-00-27-4263	Purchases - Beer	\$1,440.10	1067001872	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$66.00)	1067001874	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$17,829.40	961004657	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$123.00)	961004660	CREDIT
Total C&L DISTRIBUTING COMPANY		\$19,092.50		
Paid Chk# 083106 6/19/2020 CARLOS CREEK WINERY				
E 501-000-00-27-4264	Purchases - Wine	\$759.00	19359	WINE



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Cks 6/18/2020 - 7/1/2020

		Check Amt	Invoice	Comment
Total CARLOS CREEK WINERY		\$759.00		
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Paid Chk#	083107	6/19/2020	CHARTER COMMUNICATIONS	
E	101-100-15-25-4230	Telephone/Internet	\$324.96	020368506147 CITY HALL
Total CHARTER COMMUNICATIONS		\$324.96		
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Paid Chk#	083108	6/19/2020	CORPORATE PAYMENT SYSTEMS	
E	101-100-30-25-4212	Other Operations Expenses	\$238.00	BUILDING EXPENSE
E	101-105-15-25-4130	Computers/Software	\$36.98	COMPUTER SUPPLIES
E	280-000-00-25-4260	Subscriptions/Dues	\$45.00	FARMERS MARKET MONTHLY SUBSCRIPTION
E	101-200-40-25-4405	Motor Fuel	\$29.00	ENGINEERING MOTOR FUEL
E	101-200-55-25-4210	Operating Supplies	\$187.44	PARKS SUPPLIES
E	101-100-15-25-4260	Subscriptions/Dues	\$499.00	PRIME MEMBERSHIP
E	101-105-55-25-4130	Computers/Software	\$252.34	PARKS ROUTER
E	280-000-00-25-4260	Subscriptions/Dues	\$45.00	FARMERS MARKET MONTHLY SUBSCRIPTION
E	101-300-75-25-4260	Subscriptions/Dues	\$100.00	POLICE SUBSCRIPTION
E	101-200-55-25-4395	Signs/Banners	\$243.50	LAKESIDE PARK SIGNS
E	101-200-55-25-4395	Signs/Banners	\$399.28	LAKESIDE PARK SIGNS
E	101-300-75-25-4405	Motor Fuel	\$33.55	POLICE MOTOR FUEL
E	101-300-75-25-4260	Subscriptions/Dues	\$300.00	POLICE MEMBERSHIP DUES
Total CORPORATE PAYMENT SYSTEMS		\$2,409.09		
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Paid Chk#	083109	6/19/2020	CRYSTAL SPRINGS ICE	
E	501-000-00-27-4266	Purchases - Misc	\$72.36	3000186 ICE/WATER
Total CRYSTAL SPRINGS ICE		\$72.36		
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Paid Chk#	083110	6/19/2020	DAHLHEIMER DISTRIBUTING CO	
E	501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$30.00)	KEG RETURN
E	501-000-00-27-4265	Purchases - Mix/Pop	\$49.00	MIX
E	501-000-00-27-4263	Purchases - Beer	\$23,608.43	112-03480 BEER
E	501-000-00-27-4263	Purchases - Beer	(\$40.60)	12421785 CREDIT
Total DAHLHEIMER DISTRIBUTING CO		\$23,586.83		
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Paid Chk#	083111	6/19/2020	DATA SUCCESS, INC	
E	101-105-15-25-4130	Computers/Software	\$249.00	14322 JUNE DISASTER RECOVERY
Total DATA SUCCESS, INC		\$249.00		
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Paid Chk#	083112	6/19/2020	ECM PUBLISHERS, INC.	
E	101-300-75-25-4220	Advertising	\$109.00	778073 POLICE AD CONGRATS BL GRADS
Total ECM PUBLISHERS, INC.		\$109.00		
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Paid Chk#	083113	6/19/2020	GALLS LLC	
E	101-300-75-25-4215	Uniforms/Clothing	\$30.95	10021169606 POLICE UNIFORMS
Total GALLS LLC		\$30.95		
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Paid Chk#	083114	6/19/2020	GRANITE CITY JOBBING	
E	501-000-00-27-4271	Purchases - Cigars	\$39.70	CIGARS
E	501-000-00-27-4271	Purchases - Cigars	\$39.70	CIGARS
E	501-000-00-27-4265	Purchases - Mix/Pop	\$69.44	MIX
E	501-000-00-27-4269	Freight - In	\$4.25	FRT
E	501-000-00-27-4265	Purchases - Mix/Pop	\$11.79	MIX
E	501-000-00-27-4272	Loyalty Program -Liquor Stor	\$1,150.92	186909 TOBACCO
E	501-000-00-27-4273	Purchaes - Cigarette non tax	\$1,948.68	187552 TOCACCO
Total GRANITE CITY JOBBING		\$3,264.48		
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Paid Chk#	083115	6/19/2020	JOHNSON BROTHERS WHOLESALE	
E	501-000-00-27-4262	Purchases - Liquor	\$13,239.71	LIQUOR
Total JOHNSON BROTHERS WHOLESALE		\$13,239.71		



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Cks 6/18/2020 - 7/1/2020

		Check Amt	Invoice	Comment
Paid Chk# 083116 6/19/2020 LANDFORM				
G 101-2055	Escrow Payable	\$63.75		VISION BUS
G 101-2055	Escrow Payable	\$233.75		AVALON ESTATES PUD
G 101-2055	Escrow Payable	\$42.50		AEON PUD
G 101-2055	Escrow Payable	\$2,831.25		SIEMERS ESCROW CONSULTANT WORK
G 101-2055	Escrow Payable	\$63.75		NYSTROM & ASSOCIATES
E 101-100-10-20-4180	Other Consultants	\$297.50		21537 LENA TRAIL
E 101-100-10-20-4180	Other Consultants	\$382.50		CONSULTANT IN HOUSE WORK
E 101-100-10-20-4180	Other Consultants	\$255.00		CONSULTANT CITY MEETINGS
Total LANDFORM		\$4,170.00		
Paid Chk# 083117 6/19/2020 LUPULIN BREWING LLC				
E 501-000-00-27-4263	Purchases - Beer	\$1,058.60	29804	BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$30.00	29804	KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	\$80.00	29894	BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$30.00	29894	KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	(\$17.66)	961397	CREDIT
Total LUPULIN BREWING LLC		\$1,180.94		
Paid Chk# 083118 6/19/2020 MN COMPUTER SYSTEMS INC				
E 101-300-75-25-4208	Copies	\$61.04	292346	POLICE COPIES
Total MN COMPUTER SYSTEMS INC		\$61.04		
Paid Chk# 083119 6/19/2020 OREILLY AUTOMOTIVE, INC				
E 101-300-75-25-4430	Vehicle Maintenance	\$18.45	1532-214591	POLICE VEHICLE MAINT
E 101-300-75-25-4430	Vehicle Maintenance	(\$2.33)	1532-214597	CREDIT
E 101-300-75-25-4430	Vehicle Maintenance	\$18.45	1532-214608	POLICE VEHICLE MAINT
E 101-300-75-25-4430	Vehicle Maintenance	\$244.32	1532-216232	POLICE VEHICLE MAINT
Total OREILLY AUTOMOTIVE, INC		\$278.89		
Paid Chk# 083120 6/19/2020 PLUNKETTS PEST CONTROL				
E 101-100-15-25-4540	Repair/Maintenance Building	\$67.60	6678944	CITY HALL PEST CONTROL
Total PLUNKETTS PEST CONTROL		\$67.60		
Paid Chk# 083121 6/19/2020 PROGRESSIVE BUILDERS				
G 101-2057	Seed/Sod Escrow	\$1,860.00		LANDSCAPE ESCROW RETURN 20472 NEDD ST
Total PROGRESSIVE BUILDERS		\$1,860.00		
Paid Chk# 083122 6/19/2020 RELENTLESS IIC				
E 101-300-75-25-4238	Training/Schools	\$1,198.00	8905	POLICE TRAINING
Total RELENTLESS IIC		\$1,198.00		
Paid Chk# 083123 6/19/2020 SHERBURNE COUNTY ATTORNEY				
E 101-300-75-20-4181	Court Fines	\$1,016.57	6669	SHARED FINES
Total SHERBURNE COUNTY ATTORNEY		\$1,016.57		
Paid Chk# 083124 6/19/2020 SUBURBAN TIRE WHOLESALE INC				
E 101-300-75-25-4410	Tires	\$722.16	0010169725	POLICE TIRES
Total SUBURBAN TIRE WHOLESALE INC		\$722.16		
Paid Chk# 083125 6/19/2020 VIKING COCA-COLA				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$276.00	2545600	MIX
Total VIKING COCA-COLA		\$276.00		
Paid Chk# 083126 6/24/2020 ALL AMERICAN TITLE CO., INC.				
G 401-2059	Unapplied Payments	\$19.41		W/S REFUND 193 NORWOOD DR
Total ALL AMERICAN TITLE CO., INC.		\$19.41		
Paid Chk# 083127 6/24/2020 ANGELL, CASSIE				



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Cks 6/18/2020 - 7/1/2020

		Check Amt	Invoice	Comment
G 401-2059	Unapplied Payments	\$123.49		W/S REFUND 4742 BLANDING CT
Total ANGELL, CASSIE		\$123.49		
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Paid Chk# 083128	6/24/2020	AVILA, KENO & COLLEEN		
G 401-2059	Unapplied Payments	\$20.72		W/S REFUND 5006 MITCHELL RD
Total AVILA, KENO & COLLEEN		\$20.72		
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Paid Chk# 083129	6/24/2020	BLAKE FAMILY TRUST		
G 401-2059	Unapplied Payments	\$100.13		W/S REFUND 151 LEIGHTON DR
Total BLAKE FAMILY TRUST		\$100.13		
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Paid Chk# 083130	6/24/2020	BURNET TITLE		
G 401-2059	Unapplied Payments	\$34.47		W/S REFUND 1201 HILL ST
G 401-2059	Unapplied Payments	\$47.40		W/S REFUND 151 LAGOON AVE
Total BURNET TITLE		\$81.87		
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Paid Chk# 083131	6/24/2020	CARVER, SARAH		
G 401-2059	Unapplied Payments	\$85.10		W/S REFUND 18724 TRAVERSE LN
G 401-2059	Unapplied Payments	(\$85.10)		W/S REFUND 18724 TRAVERSE LN
Total CARVER, SARAH		\$0.00		
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Paid Chk# 083132	6/24/2020	CONNEXUS ENERGY		
E 101-200-50-25-4575	Electricity (Street Lights)	\$36.36	390212-30695	STREET LIGHTS
E 101-200-50-25-4575	Electricity (Street Lights)	\$154.56	390212-30695	STREET LIGHTS
E 101-200-50-25-4575	Electricity (Street Lights)	\$837.43	390212-30695	STREET LIGHTS
E 101-200-50-25-4575	Electricity (Street Lights)	\$1,911.48	390212-30695	STREET LIGHTS
E 301-000-00-25-4570	Electricity	\$2,118.22	390212-30695	WELL #4
E 101-100-20-25-4570	Electricity	\$377.40	390212-30695	POLICE/LIBRARY BLDG
E 301-000-00-25-4570	Electricity	\$307.10	390212-30695	WELL #3
E 401-000-00-25-4570	Electricity	\$217.43	390212-30695	LIFT #1
E 401-000-00-25-4570	Electricity	\$31.66	390212-30695	LIFT #4
E 101-200-55-25-4570	Electricity	\$7.74	390212-30695	CR 5 PARK
E 401-000-00-25-4570	Electricity	\$7,849.33	390212-30695	WASTEWATER TREATMENT PLANT
E 401-000-00-25-4570	Electricity	\$30.38	390212-30695	LIFT #6
E 101-200-55-25-4570	Electricity	\$26.93	390212-30695	PINTAIL PARK
E 101-200-50-25-4570	Electricity	\$25.05	390212-30695	PUBLIC WORKS SHED
E 101-200-55-25-4570	Electricity	\$13.63	390212-30695	TEAL PARK
E 101-200-55-25-4570	Electricity	\$5.00	390212-30695	POWELL ST PARK
E 401-000-00-25-4570	Electricity	\$127.74	390212-30695	LIFT #7
E 401-000-00-25-4570	Electricity	\$116.68	390212-30695	LIFT #8
E 601-000-00-25-4570	Electricity	\$46.21	390212-30695	PUBLIC WORKS BUILDING
E 101-200-50-25-4570	Electricity	\$219.49	390212-30695	PUBLIC WORKS BUILDING
E 101-200-55-25-4570	Electricity	\$219.49	390212-30695	PUBLIC WORKS BUILDING
E 301-000-00-25-4570	Electricity	\$219.49	390212-30695	PUBLIC WORKS BUILDING
E 401-000-00-25-4570	Electricity	\$219.49	390212-30695	PUBLIC WORKS BUILDING
E 101-200-55-25-4570	Electricity	\$63.01	390212-30695	LAKERIDGE PARK
E 301-000-00-25-4570	Electricity	\$616.17	390212-30695	WELL #5
E 101-200-50-25-4575	Electricity (Street Lights)	\$752.81	390212-30695	STREET LIGHTS
E 301-000-00-25-4570	Electricity	\$99.48	390212-30695	WATER TOWER
E 101-200-50-25-4575	Electricity (Street Lights)	\$74.29	390212-30695	STREET LIGHTS
E 101-200-50-25-4570	Electricity	\$16.95	390212-30695	COMPOST GATE
E 101-200-50-25-4575	Electricity (Street Lights)	\$13.76	390212-30695	TRAFFIC SIGNAL
E 301-000-00-25-4570	Electricity	\$6,694.72	390212-30695	WATER TREATMENT FACILITY
E 401-000-00-25-4570	Electricity	\$88.60	390212-30695	LIFT #9
E 401-000-00-25-4570	Electricity	\$122.66	390212-30695	LIFT #11
E 401-000-00-25-4570	Electricity	\$207.65	390212-30695	LIFT #10
E 401-000-00-25-4570	Electricity	\$135.34	390212-30695	LIFT #12
E 401-000-00-25-4570	Electricity	\$71.51	390212-30695	PACIFIC LIFT



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E 301-000-00-25-4570	Electricity		\$147.33	390212-30695	WATER TOWER
E 101-200-55-25-4570	Electricity		\$29.62	390212-30695	MAY CIR PARK
E 101-100-20-25-4570	Electricity		\$44.98	390212-30695	POLICE/LIBRARY BLDG
E 101-100-20-25-4570	Electricity		\$601.93	390212-30695	POLICE/LIBRARY BLDG
E 301-000-00-25-4570	Electricity		\$915.84	390212-30695	WELL #7
E 401-000-00-25-4570	Electricity		\$5,188.06	390212-30695	WASTEWATER BUILDING
E 101-200-55-25-4570	Electricity		\$5.37	390212-30695	NEDD ST IRRIGATION
E 101-200-50-25-4575	Electricity (Street Lights)		\$39.72	390212-30695	TRAFFIC LIGHTS
E 101-200-55-25-4570	Electricity		\$58.03	390212-30695	HIGHLINE PARK
E 301-000-00-25-4570	Electricity		\$252.51	390212-30695	WATER TOWER
E 101-200-55-25-4570	Electricity		\$80.41	390212-30695	LAKESHORE PARK
E 101-200-55-25-4570	Electricity		\$95.00	390212-30695	LAKESHORE PARK
E 101-200-55-25-4570	Electricity		\$45.87	390212-30695	LAKESHORE PARK
Total CONNEXUS ENERGY			\$31,579.91		
<hr/>					
Paid Chk# 083133	6/24/2020	DEMARS, JASON			
G 401-2059	Unapplied Payments		\$23.05		W/S REFUND 1021 POWELL ST N
Total DEMARS, JASON			\$23.05		
<hr/>					
Paid Chk# 083134	6/24/2020	EDINA REALTY TITLE			
G 401-2059	Unapplied Payments		\$20.80		W/S REFUND 480 DONNA CT
G 401-2059	Unapplied Payments		\$68.15		W/S REFUND 480 SULLIVAN WAY
Total EDINA REALTY TITLE			\$88.95		
<hr/>					
Paid Chk# 083135	6/24/2020	FIRST AMERICAN TITLE INSURANCE			
G 401-2059	Unapplied Payments		\$24.33		W/S REFUND 165 CORRINE DR
G 401-2059	Unapplied Payments		\$79.26		W/S REFUND 5016 MITCHELL RD
Total FIRST AMERICAN TITLE INSURANCE			\$103.59		
<hr/>					
Paid Chk# 083136	6/24/2020	GLOBAL CLOSING & TITLE SERVICE			
G 401-2059	Unapplied Payments		\$46.11		W/S REFUND 3410 LAKEVIEW LN
Total GLOBAL CLOSING & TITLE SERVICE			\$46.11		
<hr/>					
Paid Chk# 083137	6/24/2020	HANSEN, SETH			
G 401-2059	Unapplied Payments		\$71.81		W/S REFUND 1653 GRACE DR
Total HANSEN, SETH			\$71.81		
<hr/>					
Paid Chk# 083138	6/24/2020	HIRSCHAUER, BRITTANY			
G 401-2059	Unapplied Payments		\$332.93		W/S REFUND 5516 CRANE DR
Total HIRSCHAUER, BRITTANY			\$332.93		
<hr/>					
Paid Chk# 083139	6/24/2020	HRUSKA, TIMOTHY & MEGAN			
G 401-2059	Unapplied Payments		\$23.79		W/S REFUND 17080 LUPINE LN
Total HRUSKA, TIMOTHY & MEGAN			\$23.79		
<hr/>					
Paid Chk# 083140	6/24/2020	LGI HOMES CORPORATE LLC			
G 401-2059	Unapplied Payments		\$430.84		W/S REFUND 19000 EAGLE LK RD S
Total LGI HOMES CORPORATE LLC			\$430.84		
<hr/>					
Paid Chk# 083141	6/24/2020	MIDLAND TITLE			
G 401-2059	Unapplied Payments		\$98.48		W/S REFUND 5640 HIGHLAND TRL
Total MIDLAND TITLE			\$98.48		
<hr/>					
Paid Chk# 083142	6/24/2020	NEIGER, BRIAN & STEPHANIE			
G 401-2059	Unapplied Payments		\$78.47		W/S REFUND 5460 HIGHLAND TRL
Total NEIGER, BRIAN & STEPHANIE			\$78.47		
<hr/>					
Paid Chk# 083143	6/24/2020	OLSON FAMILY REVOCABLE TRUST			
G 401-2059	Unapplied Payments		\$3.02		W/S REFUND 201 LAKESHORE DR



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Total	OLSON FAMILY REVOCABLE TRUST		\$3.02		
Paid Chk#	083144	6/24/2020	THE GUIDER GROUP-TRILOGY LLC		
	G 401-2059	Unapplied Payments	\$25.74		W/S REFUND 140 LAKE ST S
Total	THE GUIDER GROUP-TRILOGY LLC		\$25.74		
Paid Chk#	083145	6/24/2020	THE TITLE GROUP		
	G 401-2059	Unapplied Payments	\$59.59		W/S REFUND 18890 EARL RD
Total	THE TITLE GROUP		\$59.59		
Paid Chk#	083146	6/24/2020	TITLE SPECIALISTS, INC.		
	G 401-2059	Unapplied Payments	\$79.81		W/S REFUND 431 ORMSBEE ST
Total	TITLE SPECIALISTS, INC.		\$79.81		
Paid Chk#	083147	6/24/2020	TRADEMARK TITLE SERVICES, INC.		
	G 401-2059	Unapplied Payments	\$18.12		W/S REFUND 858 HARRISON DR
Total	TRADEMARK TITLE SERVICES, INC.		\$18.12		
Paid Chk#	083148	6/24/2020	WEST TITLE, LLC		
	G 401-2059	Unapplied Payments	\$40.17		W/S REFUND 760 ORMSBEE ST
Total	WEST TITLE, LLC		\$40.17		
Paid Chk#	083149	6/24/2020	WEYMOUTH RYAN & NATASHA		
	G 401-2059	Unapplied Payments	\$79.94		W/S REFUND 4000 LAKE RIDGE DR
Total	WEYMOUTH RYAN & NATASHA		\$79.94		
Paid Chk#	083150	6/24/2020	M&M EXPRESS SALES & SERVICE		
	E 199-000-50-70-4316	Capital Purchases/Improve	\$9,908.00	127542	2020 KAWASAKI RADIUS X SERIES MOWER
	R 199-055-3910	Sale of Assets/Equipment	(\$3,000.00)	127542	TRADED IN 2002 JOHN DEERE 1445 #302
Total	M&M EXPRESS SALES & SERVICE		\$6,908.00		
Paid Chk#	083151	6/25/2020	ABRAHAMSON, CARLA		
	E 101-300-75-25-4215	Uniforms/Clothing	\$24.00	973133	POLICE UNIFORMS
Total	ABRAHAMSON, CARLA		\$24.00		
Paid Chk#	083152	6/25/2020	AK GRAPHICS		
	E 101-300-75-25-4215	Uniforms/Clothing	\$760.00	1405	POLICE UNIFORMS
Total	AK GRAPHICS		\$760.00		
Paid Chk#	083153	6/25/2020	APPLIED CONCEPTS, INC		
	E 101-300-75-25-4545	Repair/Maintenance Equipm	\$60.00	367755	POLICE REPAIR EQUIPMENT
Total	APPLIED CONCEPTS, INC		\$60.00		
Paid Chk#	083154	6/25/2020	ARVIG		
	E 101-300-75-25-4230	Telephone/Internet	\$371.00	000305939400	POLICE TELEPHONE
Total	ARVIG		\$371.00		
Paid Chk#	083155	6/25/2020	AUTOSTOP INC		
	E 101-300-75-25-4430	Vehicle Maintenance	\$96.04	0081925	POLICE VEHICLE 726/18
	E 101-300-75-25-4430	Vehicle Maintenance	\$103.06	0081972	POLICE VEHICLE 729
Total	AUTOSTOP INC		\$199.10		
Paid Chk#	083156	6/25/2020	BELL BOY CORPORATION-1		
	E 501-000-00-27-4264	Purchases - Wine	\$252.00	0084579300	WINE
	E 501-000-00-27-4262	Purchases - Liquor	\$852.00	0084579300	LIQUOR
	E 501-000-00-27-4269	Freight - In	\$17.60	0084579300	FRT
	E 501-000-00-25-4210	Operating Supplies	\$154.37	0101551500	LIQUOR SUPPLIES
	E 501-000-00-27-4265	Purchases - Mix/Pop	\$221.54	0101551500	MIX
	E 501-000-00-27-4269	Freight - In	\$3.76	0101551500	FRT



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Total BELL BOY CORPORATION-1		\$1,501.27		
Paid Chk# 083157 6/25/2020 BERNICKS PEPSI				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$105.29	93973	MIX
E 501-000-00-27-4263	Purchases - Beer	\$3,483.45	93974	BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$30.00)	93974	KEG RETURN
Total BERNICKS PEPSI		\$3,558.74		
Paid Chk# 083158 6/25/2020 BOND TRUST SERVICES CORP				
E 216-000-00-85-4611	Debt Service Fees	\$475.00		2011B 2020 PAYING AGENT FEE
E 501-000-00-85-4611	Debt Service Fees	\$345.18		2014A 2020 PAYING AGENT FEE
E 221-000-00-85-4611	Debt Service Fees	\$129.82		2014A 2020 PAYING AGENT FEE
Total BOND TRUST SERVICES CORP		\$950.00		
Paid Chk# 083159 6/25/2020 BREAKTHRU BEVERAGE				
E 501-000-00-27-4262	Purchases - Liquor	\$10,887.61	1081144925	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$976.60	1081144925	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$145.00	1081144925	MIX
E 501-000-00-27-4263	Purchases - Beer	\$139.20	1081144926	BEER
Total BREAKTHRU BEVERAGE		\$12,148.41		
Paid Chk# 083160 6/25/2020 CARVER, SARAH				
G 401-2059	Unapplied Payments	\$85.10		W/S REFUND 18724 TRAVERSE LN
Total CARVER, SARAH		\$85.10		
Paid Chk# 083161 6/25/2020 CENTRAL MCGOWAN INC				
E 101-200-50-25-4385	Shop Materials	\$83.65	00371649	SHOP TOOL TORCH
Total CENTRAL MCGOWAN INC		\$83.65		
Paid Chk# 083162 6/25/2020 CITY OF BIG LAKE				
E 101-200-55-25-4590	Water/Sewer Utilities	\$468.99	04000000100	ENGLEWOOD DR SANFORD
E 101-200-55-25-4590	Water/Sewer Utilities	\$508.14	040000001100	NEDD ST
E 101-200-50-25-4590	Water/Sewer Utilities	\$30.97	040000016100	PW BUILDING METER 2
E 101-100-20-25-4590	Water/Sewer Utilities	\$145.95	040004166000	POLICE/LIBRARY BLDG
E 101-100-15-25-4590	Water/Sewer Utilities	\$691.96	040005602000	CITY HALL
E 101-200-55-25-4590	Water/Sewer Utilities	\$50.43	040005605000	LAKESIDE PARK RESTROOM
E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	040005607000	LAKESIDE PARK WATER FOUNTAIN
E 101-200-50-25-4590	Water/Sewer Utilities	\$108.81	040005609000	PW BUILDING METER 1
E 501-000-00-25-4590	Water/Sewer Utilities	\$51.01	040005614000	LAKE LIQUOR STORE
E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	040005724000	HUDSON WOODS PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$2,880.63	040005736000	SHORES OF LAKE MITCHELL PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$69.89	040005737000	WRIGHTS CROSSING PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$1,847.07	040005738000	HIGHLINE PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$508.14	040005764000	MITCHELL FARMS PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$367.20	040005776000	POWELL PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$2,708.37	040005777000	LAKESIDE PARK IRRIGATION
E 101-200-55-25-4590	Water/Sewer Utilities	\$1,424.25	040005778000	LAKE RIDGE PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	040007126000	PARKWAY IRRIGATION
E 101-200-55-25-4590	Water/Sewer Utilities	\$539.46	040007127000	BLUFF PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$633.42	040007285000	JEFFERSON SQUARE PARK IRRIGATION
Total CITY OF BIG LAKE		\$13,127.60		
Paid Chk# 083163 6/25/2020 CRYSTAL SPRINGS ICE				
E 501-000-00-27-4266	Purchases - Misc	\$190.08	3000262	ICE/WATER
E 501-000-00-27-4266	Purchases - Misc	\$250.02	3000299	ICE/WATER
Total CRYSTAL SPRINGS ICE		\$440.10		
Paid Chk# 083164 6/25/2020 DAHLHEIMER DISTRIBUTING CO				



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E 501-000-00-27-4263	Purchases - Beer	\$2,243.25	112-03520	BEER
E 501-000-00-27-4263	Purchases - Beer	\$25,776.65	112-03530	BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$60.00	112-03530	KEG DEPOSIT
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$36.80	112-03530	NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$166.60	112-03530	MIX
Total DAHLHEIMER DISTRIBUTING CO		\$28,283.30		
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Paid Chk# 083165	6/25/2020	GRAINGER		
E 101-200-50-25-4210	Operating Supplies	\$122.88	9554986167	PAINT-LINE MARKING
Total GRAINGER		\$122.88		
<hr/>				
Paid Chk# 083166	6/25/2020	GUARDIAN FLEET SAFETY		
E 199-000-75-70-4316	Capital Purchases/Improve	\$2,232.70	20-0060	POLICE UNIT 729-20
E 277-000-00-25-4413	Equipment/Accessories	\$2,113.02	20-0352	VISOR BARS/LIGHT BARS
Total GUARDIAN FLEET SAFETY		\$4,345.72		
<hr/>				
Paid Chk# 083167	6/25/2020	HAWKINS, INC-1		
E 301-000-00-25-4380	Chemicals	\$2,506.78	4731569	WATER CHEMICALS
Total HAWKINS, INC-1		\$2,506.78		
<hr/>				
Paid Chk# 083168	6/25/2020	JOHNSON BROTHERS WHOLESALE		
E 501-000-00-27-4262	Purchases - Liquor	\$1,381.20	1576627	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$269.04	1576628	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$3,862.24	1580123	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$3,475.62	1580124	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$64.00	1580125	MIX
E 501-000-00-27-4262	Purchases - Liquor	\$220.50	1580126	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$173.75	1580127	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$6,577.00	1580128	LIQUOR
Total JOHNSON BROTHERS WHOLESALE		\$16,023.35		
<hr/>				
Paid Chk# 083169	6/25/2020	LUPULIN BREWING LLC		
E 501-000-00-27-4263	Purchases - Beer	\$236.00	30039	BEER
Total LUPULIN BREWING LLC		\$236.00		
<hr/>				
Paid Chk# 083170	6/25/2020	MIDWAY IRON INC.		
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$284.78		PARK TRAILER FOR MOWER
Total MIDWAY IRON INC.		\$284.78		
<hr/>				
Paid Chk# 083171	6/25/2020	MILK AND HONEY CIDERS		
E 501-000-00-27-4263	Purchases - Beer	\$156.00	7165	BEER
Total MILK AND HONEY CIDERS		\$156.00		
<hr/>				
Paid Chk# 083172	6/25/2020	MN MUNICIPAL BEVERAGE ASSOC.		
E 501-000-00-25-4260	Subscriptions/Dues	\$50.00		KEG RESISTRATION TAGS
G 501-2176	Sales Tax Payable	\$3.25		TAX ON SUPPLIES
Total MN MUNICIPAL BEVERAGE ASSOC.		\$53.25		
<hr/>				
Paid Chk# 083173	6/25/2020	MN NCPERS LIFE		
G 101-2180	PERA Life Insurance Payable	\$48.00	342600072020	JULY PREMIUMS
Total MN NCPERS LIFE		\$48.00		
<hr/>				
Paid Chk# 083174	6/25/2020	NUTRIEN AG SOLUTIONS		
E 101-200-55-25-4210	Operating Supplies	\$528.39	42518578	PARK SUPPLIES
Total NUTRIEN AG SOLUTIONS		\$528.39		
<hr/>				
Paid Chk# 083175	6/25/2020	OMANN BROTHERS INC		
E 101-200-50-25-4340	Hot Mix	\$164.00	14458	AC FINES MIX
E 101-200-50-25-4340	Hot Mix	\$205.00	14465	AC FINES MIX



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E 101-200-50-25-4340	Hot Mix	\$205.82	14473	AC FINES MIX
E 101-200-50-25-4340	Hot Mix	\$205.00	14490	AC FINES MIX
E 101-200-50-25-4340	Hot Mix	\$205.00	14499	AC FINES MIX
Total OMANN BROTHERS INC		\$984.82		
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Paid Chk# 083176	6/25/2020	PAUSTIS WINE COMPANY		
E 501-000-00-27-4269	Freight - In	\$5.25		FRT
E 501-000-00-27-4264	Purchases - Wine	\$379.00	92682	WINE
Total PAUSTIS WINE COMPANY		\$384.25		
<hr/>				
Paid Chk# 083177	6/25/2020	PHILLIPS WINE & SPIRITS		
E 501-000-00-27-4262	Purchases - Liquor	\$1,597.25	6048590	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$846.00	6048591	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$18.00	6048592	MIX
Total PHILLIPS WINE & SPIRITS		\$2,461.25		
<hr/>				
Paid Chk# 083178	6/25/2020	RED BULL DISTRIBUTION CO, INC		
E 501-000-00-27-4265	Purchases - Mix/Pop	\$157.00	K-83293835	MIX
Total RED BULL DISTRIBUTION CO, INC		\$157.00		
<hr/>				
Paid Chk# 083179	6/25/2020	REINKING, COLLEEN		
R 101-055-3226	Park Permits-Daily	\$4.66		PARK PERMIT REFUND
G 101-2176	Sales Tax Payable	\$0.34		PARK PERMIT TAX REFUND
Total REINKING, COLLEEN		\$5.00		
<hr/>				
Paid Chk# 083180	6/25/2020	SHERBURNE COUNTY RECORDER		
E 101-100-15-25-4260	Subscriptions/Dues	\$20.00		NOTARY RECORDING FEE
Total SHERBURNE COUNTY RECORDER		\$20.00		
<hr/>				
Paid Chk# 083181	6/25/2020	SILBERNICK, JON		
R 101-055-3226	Park Permits-Daily	\$13.97		REFUND PARK PERMIT
G 101-2176	Sales Tax Payable	\$1.03		REFUND PARK PERMIT TAX
Total SILBERNICK, JON		\$15.00		
<hr/>				
Paid Chk# 083182	6/25/2020	SOUTHERN WINE & SPIRITS OF MN		
E 501-000-00-27-4262	Purchases - Liquor	\$8,844.61	1963606	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$62.14	1963607	MIX
E 501-000-00-27-4264	Purchases - Wine	\$414.00	1963608	WINE
Total SOUTHERN WINE & SPIRITS OF MN		\$9,320.75		
<hr/>				
Paid Chk# 083183	6/25/2020	T-MOBILE		
E 101-100-10-25-4230	Telephone/Internet	\$28.29		PLANNER CELL PHONE
E 101-400-56-25-4230	Telephone/Internet	\$28.29		RECREATION CORD CELL PHONE
E 101-100-30-25-4230	Telephone/Internet	\$48.72		BUILDING OFFICIAL CELL PHONE
E 101-100-10-25-4230	Telephone/Internet	\$28.90		CODE ENFORCEMENT CELL PHONE
E 401-000-00-25-4230	Telephone/Internet	\$9.36		WWTP HOT SPOT
E 101-300-75-25-4230	Telephone/Internet	\$567.19		POLICE CELL PHONE/EXTENSION PHONE
E 101-300-75-25-4413	Equipment/Accessories	\$1,309.96		POLICE EQUIPMENT
G 101-1150	Accounts Receivable	(\$1,055.08)		CREDIT
Total T-MOBILE		\$965.63		
<hr/>				
Paid Chk# 083184	6/25/2020	TYKWINSKI, JAMES		
R 101-055-3226	Park Permits-Daily	\$4.66		REFUND PARK PERMIT
G 101-2176	Sales Tax Payable	\$0.34		REFUND PARK PERMIT TAX
Total TYKWINSKI, JAMES		\$5.00		
<hr/>				
Paid Chk# 083185	6/25/2020	WINE MERCHANTS		
E 501-000-00-27-4264	Purchases - Wine	\$736.00	7287993	WINE



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Cks 6/18/2020 - 7/1/2020

		Check Amt	Invoice	Comment
Total WINE MERCHANTS		\$736.00		
Paid Chk# 083186 6/25/2020 WINEBOW				
E 501-000-00-27-4264	Purchases - Wine	\$253.42	MN00080179	WINE
Total WINEBOW		\$253.42		
Paid Chk# 083188 6/30/2020 AMERICAN SOLUTINS FOR BUSINESS				
E 101-100-05-25-4210	Operating Supplies	\$23.67	INV04789981	CITY ENVELOPES 2500
E 101-100-10-25-4210	Operating Supplies	\$23.56	INV04789981	CITY ENVELOPES 2500
E 101-100-15-25-4210	Operating Supplies	\$23.56	INV04789981	CITY ENVELOPES 2500
E 101-100-25-25-4210	Operating Supplies	\$23.56	INV04789981	CITY ENVELOPES 2500
E 101-100-30-25-4210	Operating Supplies	\$23.56	INV04789981	CITY ENVELOPES 2500
E 101-200-40-25-4210	Operating Supplies	\$23.56	INV04789981	CITY ENVELOPES 2500
E 101-200-50-25-4210	Operating Supplies	\$23.56	INV04789981	CITY ENVELOPES 2500
E 101-200-55-25-4210	Operating Supplies	\$23.56	INV04789981	CITY ENVELOPES 2500
E 101-300-75-25-4210	Operating Supplies	\$23.56	INV04789981	CITY ENVELOPES 2500
E 301-000-00-25-4210	Operating Supplies	\$23.56	INV04789981	CITY ENVELOPES 2500
E 401-000-00-25-4210	Operating Supplies	\$23.56	INV04789981	CITY ENVELOPES 2500
E 601-000-00-25-4210	Operating Supplies	\$23.56	INV04789981	CITY ENVELOPES 2500
E 501-000-00-25-4210	Operating Supplies	\$23.56	INV04789981	CITY ENVELOPES 2500
G 101-2175	Other Withholding	\$49.00	INV04815758	PAYROLL DEDUC/MILLER
Total AMERICAN SOLUTINS FOR BUSINESS		\$355.39		
Paid Chk# 083189 6/30/2020 ARTISAN BEER COMPANY				
E 501-000-00-27-4263	Purchases - Beer	\$147.70	3424341	BEER
Total ARTISAN BEER COMPANY		\$147.70		
Paid Chk# 083190 6/30/2020 BELL BOY CORPORATION-1				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$173.20	0101581800	MIX
Total BELL BOY CORPORATION-1		\$173.20		
Paid Chk# 083191 6/30/2020 BERNICKS PEPSI				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$132.36	96855	MIX
E 501-000-00-27-4263	Purchases - Beer	\$3,667.45	96856	BEER
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$25.10	96856	NA BEER
Total BERNICKS PEPSI		\$3,824.91		
Paid Chk# 083192 6/30/2020 BOLTON & MENK INC				
G 101-2055	Escrow Payable	\$149.00	0252213	VISION ESCROW
E 198-000-50-20-4150	Engineering	\$216.00	0252215	SRTS ENG COST MAY
G 101-2055	Escrow Payable	\$765.00	0252217	SANDHILL VILLAS
G 101-2055	Escrow Payable	\$810.00	0252218	GRFC ESCROW
G 150-2055	Escrow Payable	\$864.00	0252222	STATION STREET ESCROW
Total BOLTON & MENK INC		\$2,804.00		
Paid Chk# 083193 6/30/2020 BRAUN, MARGO				
E 101-200-55-25-4210	Operating Supplies	\$30.00		REFUND PARK SHELTER RENTAL DUE TO COVID 19
Total BRAUN, MARGO		\$30.00		
Paid Chk# 083194 6/30/2020 BREAKTHRU BEVERAGE				
E 501-000-00-27-4262	Purchases - Liquor	\$4,309.13	1081147626	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$1,029.30	1081147626	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$102.10	1081147626	MIX
E 501-000-00-27-4263	Purchases - Beer	\$147.30	1081147627	BEER
Total BREAKTHRU BEVERAGE		\$5,587.83		
Paid Chk# 083195 6/30/2020 C&L DISTRIBUTING COMPANY				
E 501-000-00-27-4263	Purchases - Beer	\$2,058.12	1067001908	BEER
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$28.00	1067001908	NA BEER



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Cks 6/18/2020 - 7/1/2020

		Check Amt	Invoice	Comment
E 501-000-00-27-4263	Purchases - Beer	\$15,307.35	961004717	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$113.00	961004717	MIX
E 501-000-00-27-4263	Purchases - Beer	(\$50.25)	968001094	CREDIT
Total C&L DISTRIBUTING COMPANY		\$17,456.22		
Paid Chk# 083196 6/30/2020 CAMPBELL, DALE				
R 101-055-3226	Park Permits-Daily	\$18.64		REFUND PARK PERMIT
G 101-2176	Sales Tax Payable	\$1.36		REFUND PARK PERMIT TAX
Total CAMPBELL, DALE		\$20.00		
Paid Chk# 083197 6/30/2020 CASEYS BUSINESS MASTERCARD				
E 101-200-55-25-4405	Motor Fuel	\$988.37	QN422	PARK MOTOR FUEL
Total CASEYS BUSINESS MASTERCARD		\$988.37		
Paid Chk# 083198 6/30/2020 CHARTER COMMUNICATIONS				
E 101-200-55-25-4230	Telephone/Internet	\$144.98	017101506212	LAKESHORE PARK INTERNET
Total CHARTER COMMUNICATIONS		\$144.98		
Paid Chk# 083199 6/30/2020 CONNEXUS ENERGY				
E 101-200-55-25-4570	Electricity	\$14.50	390212-28297	PARK ELECTRIC
Total CONNEXUS ENERGY		\$14.50		
Paid Chk# 083200 6/30/2020 CRYSTAL SPRINGS ICE				
E 501-000-00-27-4266	Purchases - Misc	\$179.82	3000371	ICE/WATER
Total CRYSTAL SPRINGS ICE		\$179.82		
Paid Chk# 083201 6/30/2020 DAHLHEIMER DISTRIBUTING CO				
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$30.00		KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	\$136.00		BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$49.00	112-03551	MIX
Total DAHLHEIMER DISTRIBUTING CO		\$215.00		
Paid Chk# 083202 6/30/2020 ETZEL, LIZ				
G 280-2026	Farmer Markets Token Payable	\$75.00		CC TOKENS JUNE
G 280-2026	Farmer Markets Token Payable	\$5.00		EBT TOKENS JUNE
E 280-000-00-25-4212	Other Operations Expenses	\$9.00		PROMOTION TOKENS JUNE
E 280-000-00-25-4212	Other Operations Expenses	\$10.00		MARKET BUCKS JUNE
Total ETZEL, LIZ		\$99.00		
Paid Chk# 083203 6/30/2020 FELDEVERD, ALLEN				
G 280-2026	Farmer Markets Token Payable	\$20.00		CC TOKENS JUNE
G 280-2026	Farmer Markets Token Payable	\$4.00		EBT TOKENS JUNE
E 280-000-00-25-4212	Other Operations Expenses	\$2.00		PROMOTION TOKENS JUNE
Total FELDEVERD, ALLEN		\$26.00		
Paid Chk# 083204 6/30/2020 GRANITE CITY JOBBING				
E 501-000-00-27-4269	Freight - In	\$4.25		FRT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	\$538.40	188589	TOBACCO
Total GRANITE CITY JOBBING		\$542.65		
Paid Chk# 083205 6/30/2020 HAUER, LISA				
G 280-2026	Farmer Markets Token Payable	\$30.00		CC TOKENS JUNE
Total HAUER, LISA		\$30.00		
Paid Chk# 083206 6/30/2020 HAWKINS, INC-1				
E 401-000-00-25-4380	Chemicals	\$2,763.39	4737826	WWTP CHEMICALS
Total HAWKINS, INC-1		\$2,763.39		
Paid Chk# 083207 6/30/2020 HENNUM, CHAD				



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Cks 6/18/2020 - 7/1/2020

		Check Amt	Invoice	Comment
G 280-2026	Farmer Markets Token Payable	\$35.00		CC TOKENS JUNE
G 280-2026	Farmer Markets Token Payable	\$12.00		EBT TOKENS JUNE
Total HENNUM, CHAD		\$47.00		
<hr/>				
Paid Chk#	083208	6/30/2020	HOPKINS, JOHNATHAN	
G 280-2026	Farmer Markets Token Payable	\$40.00		CC TOKENS JUNE
G 280-2026	Farmer Markets Token Payable	\$7.00		EBT TOKENS JUNE
E 280-000-00-25-4212	Other Operations Expenses	\$1.00		PROMOTION TOKENS JUNE
E 280-000-00-25-4212	Other Operations Expenses	\$21.00		MARKET BUCKS JUNE
Total HOPKINS, JOHNATHAN		\$69.00		
<hr/>				
Paid Chk#	083209	6/30/2020	INBOUND BREWCO	
E 501-000-00-27-4263	Purchases - Beer	\$192.00	7340	BEER
Total INBOUND BREWCO		\$192.00		
<hr/>				
Paid Chk#	083210	6/30/2020	JOHNSON BROTHERS WHOLESALE	
E 501-000-00-27-4264	Purchases - Wine	\$95.76	1581686	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$3,176.52	1581691	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$313.80	1581692	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$4,525.83	1584790	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$3,920.22	1584791	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$289.00	1584792	MIX
E 501-000-00-27-4262	Purchases - Liquor	\$718.50	1584793	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$1,266.00	1584794	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$3,977.50	1584795	LIQUOR
Total JOHNSON BROTHERS WHOLESALE		\$18,283.13		
<hr/>				
Paid Chk#	083211	6/30/2020	JOHNSON, TRUDY	
G 280-2026	Farmer Markets Token Payable	\$30.00		CC TOKENS JUNE
Total JOHNSON, TRUDY		\$30.00		
<hr/>				
Paid Chk#	083212	6/30/2020	LARSON, LINDA	
G 280-2026	Farmer Markets Token Payable	\$45.00		CC TOKENS JUNE
E 280-000-00-25-4212	Other Operations Expenses	\$1.00		PROMOTION TOKENS JUNE
Total LARSON, LINDA		\$46.00		
<hr/>				
Paid Chk#	083213	6/30/2020	LOGEAIS, JUSTIN	
G 280-2026	Farmer Markets Token Payable	\$5.00		CC TOKENS JUNE
G 280-2026	Farmer Markets Token Payable	\$7.00		EBT TOKENS JUNE
E 280-000-00-25-4212	Other Operations Expenses	\$3.00		PROMOTION TOKENS JUNE
Total LOGEAIS, JUSTIN		\$15.00		
<hr/>				
Paid Chk#	083214	6/30/2020	LY LEE VUE	
G 280-2026	Farmer Markets Token Payable	\$45.00		CC TOKENS JUNE
G 280-2026	Farmer Markets Token Payable	\$36.00		EBT TOKENS JUNE
G 280-1150	Accounts Receivable	\$2.00		CENTRACARE JUNE
E 280-000-00-25-4212	Other Operations Expenses	\$8.00		POP TOKENS JUNE
E 280-000-00-25-4212	Other Operations Expenses	\$12.00		PROMOTION TOKENS JUNE
E 280-000-00-25-4212	Other Operations Expenses	\$16.00		MARKET BUCKS JUNE
Total LY LEE VUE		\$119.00		
<hr/>				
Paid Chk#	083215	6/30/2020	MEYER, SANDRA DEE	
R 101-055-3226	Park Permits-Daily	\$4.66		REFUND PARK PERMIT
G 101-2176	Sales Tax Payable	\$0.34		REFUND PARK PERMIT TAX
Total MEYER, SANDRA DEE		\$5.00		
<hr/>				
Paid Chk#	083216	6/30/2020	NEUMAN, NATHAN	
E 280-000-00-25-4257	Contractors Hired	\$200.00		FARMERS MARKET MUSIC 07/01/20



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Cks 6/18/2020 - 7/1/2020

		Check Amt	Invoice	Comment
Total NEUMAN, NATHAN		\$200.00		
Paid Chk#	083217 6/30/2020	PAGGEN, JOE		
G 280-2026	Farmer Markets Token Payable	\$5.00		EBT TOKENS JUNE
Total PAGGEN, JOE		\$5.00		
Paid Chk#	083218 6/30/2020	PEREZ, JESUS		
R 101-055-3226	Park Permits-Daily	\$9.32		REFUND PARK PERMIT
G 101-2176	Sales Tax Payable	\$0.68		REFUND PARK PERMIT TAX
Total PEREZ, JESUS		\$10.00		
Paid Chk#	083219 6/30/2020	PHILLIPS WINE & SPIRITS		
E 501-000-00-27-4262	Purchases - Liquor	\$4,209.57	6051827	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$2,662.75	6051828	WINE
E 501-000-00-27-4268	Purchases - Non Alcoholic	\$224.00	6051829	NA WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$123.00	6051829	MIX
Total PHILLIPS WINE & SPIRITS		\$7,219.32		
Paid Chk#	083220 6/30/2020	SANDBERG, CLARA		
G 280-2026	Farmer Markets Token Payable	\$5.00		CC TOKENS JUNE
E 280-000-00-25-4212	Other Operations Expenses	\$5.00		MARKET BUCKS JUNE
Total SANDBERG, CLARA		\$10.00		
Paid Chk#	083221 6/30/2020	SCHARF, JOEL		
E 101-300-75-25-4212	Other Operations Expenses	\$60.00		LASER ENGRAVING
Total SCHARF, JOEL		\$60.00		
Paid Chk#	083222 6/30/2020	SCHARF, SARAH		
E 101-100-05-25-4257	Contractors Hired	\$75.00		VIDEO TAPING CC MTG 7/08/20
Total SCHARF, SARAH		\$75.00		
Paid Chk#	083223 6/30/2020	SENG, MARY		
G 280-2026	Farmer Markets Token Payable	\$75.00		CC TOKENS JUNE
G 280-2026	Farmer Markets Token Payable	\$19.00		EBT TOKENS JUNE
E 280-000-00-25-4212	Other Operations Expenses	\$3.00		PROMOTION TOKENS JUNE
E 280-000-00-25-4212	Other Operations Expenses	\$17.00		MARKET BUCKS JUNE
Total SENG, MARY		\$114.00		
Paid Chk#	083224 6/30/2020	SOUTHERN WINE & SPIRITS OF MN		
E 501-000-00-27-4262	Purchases - Liquor	\$10,008.24	1965749	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$72.28	1965750	MIX
E 501-000-00-27-4264	Purchases - Wine	\$412.00	1965751	WINE
Total SOUTHERN WINE & SPIRITS OF MN		\$10,492.52		
Paid Chk#	083225 6/30/2020	SVIHEL, JULIE		
G 280-2026	Farmer Markets Token Payable	\$20.00		CC TOKENS JUNE
G 280-2026	Farmer Markets Token Payable	\$12.00		EBT TOKENS JUNE
E 280-000-00-25-4212	Other Operations Expenses	\$4.00		POP TOKENS JUNE
E 280-000-00-25-4212	Other Operations Expenses	\$11.00		MARKET BUCKS JUNE
Total SVIHEL, JULIE		\$47.00		
Paid Chk#	083226 6/30/2020	THE AMERICAN BOTTLING COMPANY		
E 501-000-00-27-4265	Purchases - Mix/Pop	\$136.00	3569307158	MIX
Total THE AMERICAN BOTTLING COMPANY		\$136.00		
Paid Chk#	083227 6/30/2020	TRYGGESETH, STEVE		
G 280-2026	Farmer Markets Token Payable	\$20.00		CC TOKENS JUNE
Total TRYGGESETH, STEVE		\$20.00		



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Cks 6/18/2020 - 7/1/2020

		Check Amt	Invoice	Comment
Paid Chk# 083228 6/30/2020 TUTTLE, GRACE				
E 280-000-00-25-4212	Other Operations Expenses	\$4.00		PROMOTION TOKENS JUNE
Total TUTTLE, GRACE		\$4.00		
Paid Chk# 083229 6/30/2020 UNDERWOOD, ROBERT				
G 280-2026	Farmer Markets Token Payable	\$55.00		CC TOKENS JUNE
G 280-2026	Farmer Markets Token Payable	\$1.00		EBT TOKENS JUNE
E 280-000-00-25-4212	Other Operations Expenses	\$10.00		MARKET BUCKS JUNE
Total UNDERWOOD, ROBERT		\$66.00		
Paid Chk# 083230 6/30/2020 USA BLUE BOOK				
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$72.10	268818	CHECK VALVE CORE PART
Total USA BLUE BOOK		\$72.10		
Paid Chk# 083231 6/30/2020 VIKING COCA-COLA				
E 501-000-00-27-4263	Purchases - Beer	\$208.00	934486	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$302.05	934497	MIX
Total VIKING COCA-COLA		\$510.05		
Paid Chk# 083232 6/30/2020 VINOCOPIA				
E 501-000-00-27-4269	Freight - In	\$12.00		FRT
E 501-000-00-27-4262	Purchases - Liquor	(\$412.50)	0258226-CM	CREDIT
E 501-000-00-27-4264	Purchases - Wine	\$504.00	0259016-IN	WINE
Total VINOCOPIA		\$103.50		
Paid Chk# 083233 6/30/2020 WENCK ASSOCIATES, INC				
G 499-1600	Construction WIP	\$17,449.46	12003850	MAY CONSULT ENG FEES
G 499-1600	Construction WIP	\$795.69	12003859	REPORT PLATTING PROJECT WWTP
Total WENCK ASSOCIATES, INC		\$18,245.15		
Paid Chk# 083234 6/30/2020 WINE MERCHANTS				
E 501-000-00-27-4264	Purchases - Wine	\$80.00	7288834	WINE
Total WINE MERCHANTS		\$80.00		
Paid Chk# 083235 6/30/2020 ZIGBUO, HENRY				
R 101-055-3226	Park Permits-Daily	\$13.98		REFUND PARK PERMIT
G 101-2176	Sales Tax Payable	\$1.02		REFUND PARK PERMIT TAX
Total ZIGBUO, HENRY		\$15.00		
Paid Chk# 083236 6/30/2020 ZURBEY, GREG				
E 501-000-00-25-4210	Operating Supplies	\$12.81		LIQUOR SUPPLIES
Total ZURBEY, GREG		\$12.81		
Paid Chk# 083237 7/1/2020 MUNICIPAL BUILDERS, INC				
G 499-1600	Construction WIP	\$597,691.68		CONST DRAW #5 WWTP
G 499-2065	Retainage Payable	(\$29,884.58)		CONST DRAW #5 RETAINAGE WWTP
Total MUNICIPAL BUILDERS, INC		\$567,807.10		
1010 US BANK		\$1,147,268.21		



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Fund Summary

1010 US BANK

101 GENERAL FUND	\$109,231.41
150 CAPITAL PROJECT/LOCAL DEVELOPM	\$864.00
198 INFRASTRUCTURE IMPRMNT FUND	\$216.00
199 EQUIP & BLDG REPLACEMENTS	\$9,140.70
216 GO IMPROV REFUND BOND 2011B	\$9,145.00
217 GO REFUNDING BONDS 2012A	\$1,530.00
221 GO TAXABLT TAX ABATE 2014A	\$1,964.35
222 GO REFUNDING BOND 2015A	\$32,381.25
223 GO TAXABLE REFUNDING - 2016A	\$24,707.50
224 GO CIP BOND - 2016B	\$3,825.00
226 GO IMPROVEMENT RFND 2016C	\$17,245.00
227 GO IMPROVEMENT BOND 2018A	\$34,620.00
277 DWI FORFEITURE	\$2,113.02
280 FARMERS MARKET	\$1,237.00
301 WATER ENTERPRISE FUND	\$32,230.27
401 SEWER ENTERPRISE FUND	\$61,016.09
499 SEWER-EQUIP/BLDG REPLCMNT FUND	\$586,052.25
501 LIQUOR ENTERPRISE FUND	\$219,651.65
601 STORM SEWER ENTERPRISE FUND	\$97.72
	<hr/>
	\$1,147,268.21



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Gina Wolbeck, City Clerk</i>	Meeting Date: <i>7/8/2020</i>	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6B
Item Description: <i>June 24, 2020 City Council Workshop Minutes</i>		Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
		Reviewed By: <i>N/A</i>	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the June 24, 2020 City Council Workshop Minutes as presented.

BACKGROUND/DISCUSSION

The June 24, 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**

JUNE 24, 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, Water/Wastewater Superintendent Dan Childs, 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 Johnson, unanimous ayes, Agenda adopted.

4. BUSINESS

4A. CARES Act Funding – COVID-19 Emergency Grant Program Policy Discussion

Hanna Klimmek reviewed the proposed Bill being considered by the MN Legislature to distribute funding from the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. The Bill distributes money to local governments to assist with the financial strain caused by plummeting tax revenues. Klimmek noted that if approved, the City could potentially receive approximately \$800,000 in funds. Federal guidance indicates that a City would have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need. It is also understood that fund payments may be used for economic support in the absence of the stay-at-home order if expenditures are determined by the City to be necessary. This could include a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 pandemic. If the CARES Act funding is approved, the City would be able to provide funding to businesses to cover business interruption. Staff presented a draft of a COVID-19 Emergency Grant Program Policy and asked for Council feedback.

Council Member Johnson questioned if we can include other types of businesses beyond small businesses, maybe to include schools and non-profits, and stressed the need to ensure that we aren't duplicating funding efforts. Johnson discussed the need to have a strong policy in place so there isn't concern about the possible perception of the City picking favorites amongst businesses. Johnson also noted that she is not sure if a first-come first-serve approach is the way to go, but would rather like to see the application have a deadline and then a review

process. Johnson also discussed the need for the City to set aside funds for reimbursement of City expenses we have experienced due to COVID.

Council Member Knier questioned residency requirements. Klimmek indicated that specifics of the policy will be reviewed prior to adoption. Council discussed the possibility of some dissatisfaction amongst businesses.

Mayor Wallen reviewed that there will be longer conversations at the EDA level on the layout of the policy.

Clay Wilfahrt reviewed the upcoming special session and the Governor's review of the potential grant funds.

Council directed Staff to further refine the COVID-19 Emergency Grant Program Policy and bring to BLEDA for further review.

4B. Lakeside Park Discussion

Clay Wilfahrt informed Council that the City was contacted by the property owner of the vacant lot across Lakeshore Drive from Lakeside Park. They have indicated that they will no longer allow parking on that lot until the City enters into an agreement to compensate them for parking on their land. Wilfahrt reviewed various options available to the City and asked for feedback from the Council.

Council Member Hansen stated that he does not want to touch it, expressing that we should walk away from it. Council Member Knier reiterated that Park users can park on the street.

Council Member Johnson stated that she would like to know what they are proposing for lease terms and a purchase price. Johnson also discussed liability concerns with leasing and questioned if we will be opening ourselves up to risk. Johnson suggested we do an analysis to see if it is worth purchasing or leasing. Johnson also expressed that area residents would not be happy if we allow parking on Lakeshore Drive. Council Member Knier discussed the option of offering shuttle services, and Council Member Hansen questioned who would pay for that service.

Council Member Knier asked when the restriping is scheduled. Otteson noted that restriping is years out. Knier stated that would like to find out what a lease agreement rate would look like, and whether a daily rate would be possible. Wilfahrt noted that Staff has requested possible terms from the owner, but that the owner has indicated that they would prefer to respond to an offer. Knier stated that he would be open to leasing but not open to purchasing as he feels that would not be a good use of taxpayer dollars.

Council Member Zettervall discussed park dedication fees and what those can be used for. Zettervall stated that he doesn't feel there would be a return on investment by leasing the parcel. Zettervall stated that he would like to see what our options are for purchasing, leasing, and any other options that make sense. Zettervall stressed that the opportunity for site control goes away if someone else buys it.

Mayor Wallen stated that he agrees that we need to get pricing from the owner.

The general consensus of the Council was to direct Staff to comprise a comprehensive financial analysis on lease and purchase options.

4C. Student Liaison to the City Council Discussion

Clay Wilfahrt discussed that the Mayor was approached by Big Lake High School student Ella Dotzler, who has expressed interest in getting involved in local government. Himself, and Mayor Wallen met with Ms. Dotzler and she indicated she is interested in attending Council meetings as a student liaison noting that she will also be serving in this capacity for the school board as well. Wilfahrt asked for Council feedback on either designating Ms. Dotzler as its student liaison, or opening up the position for applications. Council Members discussed that a student's voice is a voice that often times goes unheard.

Council Member Hansen stated that he feels this program is a great idea, and would like to see it as a permanent position.

Council Member Johnson stated that she would like a student representative program to be established as an ongoing program each year.

Council Member Knier noted that the position doesn't have to be filled if no one applies.

Council Member Zettervall stated that we could treat this first year as a trial year, and that moving forward if multiple people have an interest in serving, we could do an interview process.

Mayor Wallen stated that Ella took the initiative to contact the City, and feels we should choose her. Wallen also suggested that Ella could be a terrific resource to set up a policy for an on-going program.

The general consensus of the Council was to proceed with designating Ella Dotzler as the City Council Student Liaison and to direct Staff to assemble policy/procedure for this role for Council consideration.

4D. Water Use Discussion

Layne Otteson discussed water use trends during this very dry and warm summer. Currently, we have all well operating at approximately 3 million gallons per day which is about 85% of our pumping capacity. Otteson noted that Staff is expecting water use trending will increase as we get further into the summer season. The City needs to maintain minimum levels necessary to adequately provide fire protection and potable water for drinking and sanitary needs. Otteson explained that when we exceed 3 million gallons per day, Staff's comfort level decreases due to the concern that if we lose a well, we would not be able to meet water demands for property owners as well as for municipal services. Staff has already reduced park irrigation with the exception of Lakeside Park and Browns Park due to heavy use and visibility. Otteson reviewed the City's water use restrictions identified in City Code, Section 800.27. These rules were

adopted in 2010 and allows for flexibility with water use restrictions. The code allows for the Council or the Administrator to determine there is a water shortage and then to place appropriate limitations to water use. The code also identifies notification requirements and fees/penalties for violations. Limitations on water use would be an emergency response to worst case scenario as it would significantly impact residents. Otteson informed Council that Staff will continue to monitor water use and be prepared to act. The City's strategy to meet the water demands includes education/outreach, conservation and future planning. Water conservation information will be advertised to the public and Staff will examine ways to reduce treated water use at City parks. Otteson also noted that a new well is planned for 2021 and should be a priority as it will provide needed capacity and redundancy. Otteson stressed that in an emergency situation, we will respond with turning off park irrigation and issuing water use limitations, similar to what other surrounding communities have done already.

Council Member Johnson discussed issues we could experience with a well going down. Dan Childs explained that the first step we should take is to limit City irrigation and provide education to our residents.

Council Member Knier asked what citizen preference has been in past years when there was a need for water restrictions. Otteson reviewed that prior to 2010, the City was on an odd/even irrigation schedule. Since the regulation was changed back in 2010, there has been no discussion since. Otteson stated that he feels we can offer education to residents before we implement water restrictions. Childs reviewed that the average water use per person/per day is 100 gallons, noting that right now we are at 400 gallons of water use per person/per day.

Mayor Wallen confirmed that at this point, we are not planning to implement water restrictions, but that the focus will be on limiting park irrigation and educating citizens on water use.

4E. Police Officer Wellness Programs Discussion

Joel Scharf and Matt Hayen discussed the Police Officer position, which continues to become significantly more complicated and difficult each day. Scharf stressed that while recent events that occurred in Minneapolis have brought a wave of negativity to the profession nationwide, he is thankful to serve in a community that heavily supports their police department, and in turn our officers. The department has incredibly high standards, which translates to a professional image and successful community bonds. Scharf explained that departments that build strong support for their staff from within, produce officers who are healthy, happy, and engaged. This translates into reduced sick leave utilized, reduced injuries, and stronger decision making skills. A significant portion of an officer's lifestyle needs to be dedicated to physical and emotional wellness. Hayen recommended Council authorize a paid fitness membership for each officer who agrees to participate and meet department standards for use. Scharf also recommended the City undertake an employee assistance program for all sworn staff utilizing Dr. Michael Keller, a psychologist specializing in the stress our police officers face. The program would consist of an officer being able to utilize Dr. Keller's services anonymously for up to 5 visits, for which the department would pay an hourly rate of \$125. After 5 visits, the officer would be responsible for assuming the cost. Scharf acknowledged that our officers are serving in unprecedented times which can have a devastating impact on their emotional wellbeing. Scharf also noted that the cost for these programs will be funded through the reallocation of Community

Service Officer (CSO) dollars.

Council Member Johnson stated that she feels that we should be offering these same services to all City employees.

Council Member Knier questioned how many Big Lake Police Officers live in Big Lake, and asked if the Department can utilize the exercise room at the Fire Department. Discussion was held on the Importance for firefighters to have access to the exercise equipment.

Council discussed that the cost of these services would be funded through a reallocation of the CSO program funds.

The general consensus of the Council was to implement a Fitness Membership Program, and to move forward with an Employee Assistance Program through Dr. Michael Keller for all sworn police staff.

4F. New Ideas Discussion – None presented.

5. OTHER

6. ADJOURN

Council Member Knier motioned to adjourn at 5:59 p.m. Seconded by Council Member Johnson unanimous ayes, motion carried.

City Clerk

Date Approved By Council



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Gina Wolbeck, City Clerk</i>	Meeting Date: <i>7/8/2020</i>	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6C
Item Description: <i>June 24, 2020 City Council Regular Meeting Minutes</i>		Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
		Reviewed By: <i>N/A</i>	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the June 24, 2020 City Council Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The June 24, 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
JUNE 24, 2020**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

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

4. OPEN FORUM

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

Teri Dickinson, 3370 Lake Ridge Drive – Discussed the June 19th protest held in Big Lake and questioned which Council Members were working with the group. Dickinson also asked what law did blocking the highway violate, and questioned who authorized blocking the highway. Dickinson also questioned if anyone on the City Council participated in the protest. The Council unanimously confirmed that no one on the Council participated in the protest.

Becca Renslow, 5541 Aberdeen Way – Stated that she helped organize the recent protest in the City of Big Lake and suggested the City consider allocating City dollars to fund social and mental health services as well as offering assistance to individuals battling domestic violence, addiction, and drug abuse. Renslow stated that she feels the police are overstretched and that these types of services could assist them.

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

5. PROPOSED AGENDA

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

6. CONSENT AGENDA

Council Member Knier motioned to approve the Consent Agenda as presented. Seconded by Council Member Johnson, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A. Approve List of Claims, 6B. Approve Council Workshop Minutes of June 10, 2020, 6C. Approve Regular Council Meeting Minutes of June 10, 2020, 6D. Approve Ordinance No. 2020-14 Amending Section 1068 to Allow Group Care Facilities as a Conditional Use and approving Summary Publication Resolution No. 2020-56, 6E. Authorize Sale of 2020 Tax Forfeiture Parcels, 6F. Approve AIS Watercraft Inspection Reimbursement Agreement with the Big Lake Community Lakes Association, 6G. Accept Resignation of City Planner Amy Barthel, 6H. Approve Wastewater Treatment Facility Expansion Project Change Order No. 1, and 6I. Approve Public Works Mower and Trailer Equipment Replacement.

7. BUSINESS

7A. Avalon Estates Development Application – PUD Concept Plan Review

Kevin Shay reviewed the planners report for the development application submitted by Avalon Homes for PUD Concept Plan review. The request is for a proposed residential development on 57 acres located west of Highland Avenue. The existing property is currently vacant agricultural land, and lies directly south of Blacks Lake and west of Big Lake. The property was recently been annexed into the City of Big Lake and is guided as future neighborhood on the land use map. The parcel is currently zoned Agriculture with a Shoreland Overlay. The Applicant will be requesting a rezone to assign the PUD zoning for the site with R-1 Single Family Residential standards used as a base, a Conditional Use Permit (CUP) to allow a shoreland PUD in order to receive additional density, a Preliminary Plat and development Stage PUD to subdivide the property, and a Variance to allow an increased building height in the shoreland district. Shay explained that with a traditional PUD, flexibility could be requested for the maximum building height but shoreland PUD's do not allow flexibility for development standards which is why the applicant is requesting a Variance. The proposed project is for a residential development that would consist of 32 patio twin home units, 32 quad townhome units, and a 42-unit apartment building. Shay identified that the proposed gross density of the development is 2.9 units per acre which is within the density range for the low-density land use which allows 2.4 to 4 housing units per acres. The development will also include open amenity space and park areas. Shay reviewed Shoreland Overlay standards and requirements. The proposed development has four lakes that are classified as shoreland lakes by the MNDNR who impose restrictions on

the development of the property. Big Lake and Lake Mitchell are classified as general development lakes, Black's Lake is classified as a recreational development lake, and Beulah Pond is classified as a natural environment lake. Each of these lakes have a 1,000-foot Shoreland Overlay boundary where the development standards are applied. Shay reviewed that the proposed extension of Highland Avenue is designated as a future collector road and is necessary to provide access to this development and for future development to the west. Highland Avenue falls within the lakeshore setback and the developer will need to provide calculations to the City to ensure that 70% of the lakeshore setback is preserved in a natural or existing state. Shay noted that the MNDNR has provided comment on the concept plan stating that the plan is overall compliant with shoreland PUD standards and identified two items of concern including the height of the apartment complex and that realignment of Highland Avenue puts the road in the shore impact zone. Staff requested Council feedback regarding the project's acceptability in relation to the Comprehensive Plan and development regulations.

Council Member Johnson stated that while she likes the project concept, she remains concerned about the access being proposed from Highland Avenue. Shay indicated that the EAW study will address transportation.

Mayor Wallen stated that this site is proposed for one of the most environmentally sensitive areas in the City and that the proposed project will have thorough DNR review.

7B. 2020 Street and Utility Improvement Project No. ST2020-02 – Receive Preliminary Engineering Report

Layne Otteson reviewed the Preliminary Engineering Report for the proposed 2020 Street and Utility Improvement Project No. ST2020-02. Otteson noted that all street and utility work identified was to be included in the ST2020-01 project which has since been delayed. The items identified in ST2020-02 are items that are high priority to be completed this year so they don't continue to negatively impact operations and maintenance of streets, sewer collection, and water distribution systems. Streets identified for repair include Euclid Avenue, Lakeshore Drive/Hiawatha Avenue, Highline Drive, and Kilbirnie Drive/Sterling Drive. Otteson noted that concrete curbing, catch basins and manholes need to be repaired throughout the City as they are hazards to the public and to snow plow equipment. There are also several sinkholes next to catch basins that need structure repair and pavement patching. Otteson also reviewed sidewalk construction and ADA improvements that are needed along Minnesota Avenue and accesses to the McDowall Park trail system. These repairs will be funded through the Street Maintenance Capital Improvement Fund 196. Utility repairs needed are a 12" water main on County Road 81 that has been out of service for over a year. This infrastructure provides redundant water service to the western most neighborhoods of the City and is a critical top priority to get back on line. Otteson also discussed water services on Mount Curve that have been freezing in certain years since

2012 when the City rebuilt the street and installed storm sewer. Insulating the services in the street pavement area should significantly reduce service freeze ups. These repairs will be funded through the Water Capital Improvement Fund 399. Otteson noted that the overall estimated cost associated with these improvements is approximately \$171,000 which falls below the available funding amount of \$175,000.

Council Member Johnson questioned why the streets have deteriorated so badly. Otteson reviewed that possibly the streets were paved when the air temperature was too low, or the material used was inadequate.

Council Member Zettervall asked if large vehicles are a contributing factor to the deterioration. Otteson noted that larger vehicles do more damage than smaller vehicles which has to do with equivalent single axel loads. Otteson explained that a large vehicle won't cause road deterioration, but once that type of deterioration starts, a heavier vehicle will affect the longevity of a road. Otteson clarified that these streets are 20 to 25 years old so some deterioration is expected due to their age.

Council Member Knier asked about the status of a meeting with Aztech to discuss micro surfacing.

Council Member Knier motioned to receive the Preliminary Engineering Report and Order Plans and Specifications for the 2020 Street and Utility Improvement Project No. ST2020-02. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

7C. 2020 Street and Utility Improvement Project No. ST2020-02 – Plans and Specifications and Order Advertisement for Bid

Layne Otteson reviewed the Plans and Specifications for the 2020 Street and Utility Improvement Project No. ST2020-02 which will address needed repairs to street pavement and utilities.

Council Member Knier motioned to approve Resolution No. 2020-57 approving the Final Plans and Specifications and authorizing the Advertisement of Bids for the 2020 Street and Utility Project No. ST2020-2. Seconded by Council Member Johnson, unanimous ayes, motion carried.

7D. Organizational Structure Amendments

Clay Wilfahrt reviewed recent significant organizational changes that occurred at the beginning of the year. One component of the reorganization was to combine the Public Works Director and City Engineer positions. Over the initial first six months of this change, the demands on that position have become overwhelming. The City has been required to hire consultant engineers on some projects as a result, and not all engineering goals are

being met as a result. Wilfahrt stressed that this is not a problem of employee performance, but rather of workload. Staff has met with the Personnel Committee to discuss options and to develop a proposed solution. The Personnel Committee discussed leaving the structure as is, or divesting some of the Public Works duties. Wilfahrt noted that it was preferred to divest some Public Works duties from the City Engineer. As the department is divided into Water/Wastewater and Streets/Parks, Staff believes these divisions can be managed more efficiently by two separate departments. As Water/Wastewater is interrelated with Engineering in many ways and is fairly prescriptive, Staff believes this division would continue to work well under the supervision of the Engineering Department. Streets/Parks has similarities with the Community Development Department including the Recreation Coordinator position. Community Development Director Hanna Klimmek has indicated that she is comfortable with the capacity of her department to take on the Streets/Parks division.

Mayor Wallen thanked City Engineer Layne Otteson for trying the combined position, and noted that Council recognizes that the result was found to be unattainable. Wallen also thanked Community Development Director Hanna Klimmek for taking on the Streets/Parks Division.

Council Member Knier stated his appreciation that the restructure was worked out without having to add more staff.

Council Member Hansen motioned to approve job description amendments for the Community Development Director, City Engineer/Utilities Manager, and Streets and Parks Superintendent. Seconded by Council Member Johnson, unanimous ayes, motion carried.

7E. COVID-19 Preparedness Plan

Clay Wilfahrt presented the COVID-19 Preparedness Plan that is mandated by the Governor's Executive Order for workplace safety and to reduce the spread of the disease.

Council Member Hansen motioned to approve the City of Big Lake COVID-19 Preparedness Plan. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

7F. Monthly Department Reports

Deb Wegeleben provided a year-to-date financial report, discussed the unassigned fund balance and reviewed allocated funds identified in the City's Capital Improvement Plan Fund. Wegeleben also discussed the upcoming schedule for the 2021 budget cycle.

Greg Zurbey provided an update on the Municipal Liquor Store operations for May 2020 noting inventory issues on the supplier end, the cancellation of all tastings and events due

to COVID, reviewed new hours of operation, and discussed vacant employment positions. Zurbey also provided a year to date financial comparison between 2019 and 2020.

Hanna Klimmek provided an update on activities in the Community Development Department. Klimmek reviewed housing/commercial development statistics/projects, and redevelopment projects. Klimmek also reviewed a year to date 2019/2020 permit activity comparison, provided a status update on the Community Branding and Identity Design project, noted that Staff continues to support the Big Lake business community with COVID relief efforts, and discussed the application process for filing the vacant City Planner position.

8. ADMINISTRATOR'S REPORT

Clay Wilfahrt discussed the increased volume of parking at Lakeside Park noting that Staff continues to work through signage, restroom use, and boat patrol. Wilfahrt also discussed the substantial amount of staff time the City has spent on policies and procedures to meet the Executive Order requirements, and noted that day-to-day City operations remains the same. Wilfahrt discussed the potential CARES Act funding and reviewed that Staff will continue to track costs and Staff time. Wilfahrt also discussed his mid-year Personnel committee performance evaluation that was conducted recently.

Council Member Knier asked if the restrooms need to remain closed at Lakeside Park. Wilfahrt noted that the public restrooms have been reopened and staff will check to see if the showers are working.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: Discussed the recent City Administrator mid-year review.

Council Member Johnson: Discussed the recent Personnel Committee Meeting.

Council Member Knier: Reviewed the recent streets meeting with the City Engineer.

Council Member Zettervall: Discussed the June Planning Commission Meeting and Parks Advisory Committee Meeting.

10. OTHER – No other.

11. ADJOURN

Council Member Knier motioned to adjourn at 7:09 p.m. Seconded by Council Member Johnson, unanimous ayes, motion carried.

Big Lake City Council Meeting Minutes
Date: June 24, 2020
Page 7 of 7

Clerk

Date Approved By Council _____



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance Director</i>	Meeting Date: 7/8/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6D
Item Description: <i>Coronavirus Relief Fund Certification Approval</i>		Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
		Reviewed By: <i>N/A</i>	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the Coronavirus Relief Fund Certification Form for the City of Big Lake.

BACKGROUND/DISCUSSION

Recently the State of Minnesota authorized the \$841.4 million from the Federal Coronavirus Relief Fund to be distributed to cities, counties and townships. The City of Big Lake is eligible to receive \$863,098 in aid to help offset the cost pertaining to COVID-19. The funding will be distributed through a certification process, which the City must submit the Coronavirus Relief Fund Certification Form prior to any funds being released.

The aid released to the City will be allowed for expenses that are consistent with the federal guidance and will follow any policies established by the City. Any aid not expended by November 15, 2020 must be returned to Sherburne County. Sherburne County then must return any aid not expended by December 1, 2020 to the State.

Aid will not be released until the State has received the signed Certification Form and 6-8 business days after each of the following certification dates:

- June 26
- June 29
- July 20
- July 31
- August 14
- August 28
- September 15

Certifications received after September 15 will not be eligible for a distribution.

FINANCIAL IMPACT

These funds will be used to offset the impact of COVID 19 on the City of Big Lake

STAFF RECOMMENDATION

Approve the Coronavirus Relief Fund Certification Form.

ATTACHMENTS

Coronavirus Relief Fund Certification Form



Coronavirus Relief Fund Certification Form

The Coronavirus Relief Fund (CRF) Certification Form must be submitted prior to disbursement of the funds. Submit by email to proptax.admin@state.mn.us or by mail to Property Tax Division, Mail Station 3340, St. Paul, MN 55146

Name of Local Government (if city or town include county)	SWIFT Supplier ID # (if known)	Phone Number
Name and Title of Person Filling Out Form		Email Address

By submitting this application, the above-named local government (“local government”) certifies that it will honor all commitments in the statements below and the Information and Requirements document.

1. The distributed funds will be used by the local government only to cover those costs that:
 - a. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) (“necessary expenditures”), as described and defined by official federal guidance on section 601(d) of the Social Security Act, as added by section 5001 of Public Law 116-136 (“federal guidance”);
 - b. Were not accounted for in the budget most recently approved as of March 27, 2020, for the local government; and
 - c. Were or will be incurred during the period that begins on March 1, 2020, and ends on December 1, 2020. A cost is incurred when the local government has expended funds to cover the cost.
2. The funds distributed pursuant to this certification will not be used by the local government in any manner contrary to federal guidance. This includes, but is not limited to:
 - a. As a revenue replacement for lower than expected tax or other revenue collections; and
 - b. For expenditures for which the local government has received other emergency COVID-19 supplemental funding for that same expense, regardless of the funding source.
3. The local government is responsible for repayment of any funds used by the local government in any manner contrary to federal or State of Minnesota guidance.
4. The local government will periodically report expenditures from the Coronavirus Relief Fund as required by Minnesota Management and Budget.
5. Any aid amount remaining unexpended by an eligible city or town on November 15, 2020, must be sent to the home county in which the city or town is located. For cities located in Hennepin County the funds must be transferred to Hennepin County Medical Center or granted to another hospital in the county’s boundaries. For the cities or towns located in Ramsey County the funds must be granted to Regions Hospital or another hospital in the county’s boundaries. The transfer must be made no later than November 20, 2020. Any amount of aid remaining unexpended by an eligible county by December 1, 2020 must be returned to Minnesota Management and Budget by December 10, 2020.
6. The local government will maintain copies of any agreements to share Coronavirus Relief Funds pursuant to a joint powers agreement under Minn. Stat. § 471.59. Copies of such agreements and accounting records must be sufficient to document the funds distributed to other local governments.
7. The local government is responsible for FEMA nonfederal share, increased workers compensation costs, and costs of supporting its Community Health Board COVID-19 response, and should not anticipate additional state funds for these purposes.
8. The local government understands that these funds are subject to the requirements under the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

I certify that I have the authority to complete this certification on behalf of the local government.

Signature of Chief Executive of Local Government	Title	Date
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AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 07/08/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6E
Item Description: 2020 Primary and General Elections - Judge Appointments		Reviewed By: Clay Wilfahrt, City Administrator	
		Reviewed By: N/A	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a RESOLUTION appointing election judges for the 2020 Primary and General Elections.

BACKGROUND/DISCUSSION

Election judge appointments are made by the City Council at least 25 days before the election. Staff is seeking Council approval on the attached Resolution approving the appointment of election judges for the August 11, 2020 Primary Election and the November 3, 2020 General Election. Additional judges may be necessary for the General Election. A Resolution will be presented to Council at a later date for appointment of any additional judges.

All judges are required to complete a 2-hour online training session and receive certification from the Sherburne County Auditor/Treasurer’s Office prior to serving. Head judges are required to complete an additional 1-hour Head Judge training as well. Required training will also be completed by City Staff who are assisting with the upcoming elections and these Staff members are listed as appointed judges on the attached resolution, but will only be assisting at polling sites as directed by the Head Judges at each Precinct.

FINANCIAL IMPACT

Regular election judges are paid \$10/hour; head judges are paid \$12/hour. Judges are also paid for their training, and receive mileage reimbursement.

STAFF RECOMMENDATION

Staff recommends appointment of election judges as presented.

ATTACHMENTS

Resolution approving appointment of judges serving at the August 11, 2020 Primary Election and the November 3, 2020 General Election.

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

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

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE AUGUST 11, 2020
PRIMARY ELECTION AND THE NOVEMBER 3, 2020 GENERAL ELECTION**

WHEREAS, the City of Big Lake will hold a Primary Election on August 11, 2020;
and

WHEREAS, the City of Big Lake will hold a General Election on November 3, 2020;
and

WHEREAS, Minnesota Election Law 204B.21 requires that election judges in a municipality be appointed by the governing body; and

WHEREAS, the individuals listed on attached "Exhibit A" have agreed to perform the duties of election judge on August 11, 2020 and/or November 3, 2020.

NOW THEREFORE, BE IT RESOLVED by the Big Lake City Council to appoint the individuals listed on attached "Exhibit A" to be election judges at the August 11, 2020 Primary Election and/or the November 3, 2020 General Election.

EXHIBIT A

Election Judges appointed to serve at the August 11, 2020 Primary Election and/or the November 3, 2020 General Election

Judge Name
Bev Anderson
Jan Anderson
Gregg Bendtsen
Gwen Besser
Bradley Cross – Head Judge
Audrey Davis
Linda DeLorenzo
Ella Dotzler (Student Trainee)
Linda Fuhrman – Head Judge
Mark Gregerson
Greg Green
Ketti Green
Tom Hanson – Head Judge
Trisha Jacobson
Brad Johnson – Head Judge (Training)
Cynthia Johnson
Deb Johnson
Janis Johnson
Su Johnson – Head Judge (Training)
Lori Kampa – Head Judge (Training)
Alice Kantor
Heather Kuikka
Kim Noding
Dayna O'Brien
Donna Panayotoff
Larry Pattee
Lavina Pattee
Paul Petersen
Tyler Richards
Liz Ruddock – Head Judge (Training)
Janette Rust – Election Assistant
Judy Schmidt
Sue Stang

Judge Name
Anna Marie Thompson
Robert Tuttle
Gloria VandeBrake
Ron Vincent
Sally Vincent – Head Judge
Necole Vongphakdy – Head Judge
Deb Wegeleben – Election Assistant
Gina Wolbeck – Election Administrator
Judie Zaska – Head Judge
Petra Zimmerly
Bev Anderson



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance Director</i>	Meeting Date: 7/10/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6F
Item Description: <i>Reclassification of Police Specialist II position to Office Manager – Police Department, and rename Police Specialist I to Administrative Assistant – Police Department.</i>		Reviewed By: <i>Clay Wilfahrt, City Administrator</i> Reviewed By: <i>Personnel Committee and Joel Scharf, Chief of Police</i>	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the reclassification of Police Specialist II position from a grade 8 to a grade 9 and rename the position to Office Manager- Police Department on the City of Big Lake’s pay scale, and renaming Police Specialist I to Administrative Assistance – Police Department.

BACKGROUND/DISCUSSION

With the retirement of Laurie Morris, staff reviewed the needs of the department and have determined that the current structure for support staff would be better suited by having an Office Manager and Administrative Assistant rather than two (2) Police Specialist II positions. Staff then scored the Office Manager position based on the job description and determined that this position should in fact be at a grade 9. With changing one Police Specialist II position, currently a grade 8, to an Administrative Assistant – Police Department, grade 7, and moving the other Police Specialist II position to an Office Manager, grade 9, the impact to the Budget would be neutral.

FINANCIAL IMPACT

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

STAFF RECOMMENDATION

To approve the reclassification of Police Specialist II to Office Manager and move to a grade 9, and to rename the Police Specialist I to Administrative Assistant on the City’s Pay Scale.

ATTACHMENTS

- 2020 Proposed Pay Scale with Change
- Office Manager Score Card and Job Description
- Administrative Assistant Job Description

2020 Rates w 2.5% increase - Non Public Works Union

102.5% 2080 hours in year

2020 Rates Public Works Union 3% Increase

103.0% 2080 Public Works

SEASONAL / PT EMPLOYEES

Hourly Range

10 2020 Minimum Wage

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

Points	Regular FT and PT Employees		ADOPTED																		
			STEP	Annual 1		Annual 2		Annual 3		Annual 4		Annual 5		Annual 6		Annual 7		Annual 8		Annual 9	
			Grade	1	RATE	2	RATE	3	RATE	4	RATE	5	RATE	6	RATE	7	RATE	8	RATE	9	RATE
83	Liquor	Liquor Store Stock Clerk - PT -	2	24,821.33	11.93	25,565.98	12.29	26,332.95	12.66	27,122.94	13.04	27,936.63	13.43	28,774.73	13.83	29,637.98	14.25	30,527.12	14.68	31,442.93	15.12
101	Liquor	Liquor Store Clerk - PT -	3	26,310.61	12.65	27,099.94	13.03	27,912.93	13.42	28,750.32	13.82	29,612.83	14.24	30,501.22	14.66	31,416.25	15.10	32,358.74	15.56	33,329.50	16.02
122	Liquor	Lead Liquor Store Clerk - PT	4	27,889.25	13.41	28,725.93	13.81	29,587.70	14.22	30,475.34	14.65	31,389.60	15.09	32,331.29	15.54	33,301.23	16.01	34,300.27	16.49	35,329.27	16.99
143	Liquor	Lead Liquor Store Clerk - FT	5	29,562.60	14.21	30,449.49	14.64	31,362.96	15.08	32,303.86	15.53	33,272.97	16.00	34,271.17	16.48	35,299.30	16.97	36,358.28	17.48	37,449.03	18.00
148	Finance	Receptionist	6	41,781.82	20.09	43,035.27	20.69	44,326.33	21.31	45,656.12	21.95	47,025.80	22.61	48,436.58	23.29	49,889.67	23.99	51,386.37	24.70	52,927.96	25.45
190	Police	Police Specialist- Administrative Assist - Po	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
190	Finance	Accounting Technicians	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
190	Public Works	Administrative Assistant - Public Works	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
190	Community Dev	Administrative Assistant - Comm Dev	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
190	Community Dev	Code Inspector - Community Development	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
190	Community Dev	Building Permit Tech/Admin Assist	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
196	Public Works- Union	Streets/Parks Employee - Public Works I	8	46,946.05	22.57	48,354.43	23.25	49,805.06	23.94	51,299.22	24.66	52,838.19	25.40	54,423.34	26.17	56,056.04	26.95	57,737.72	27.76	59,469.85	28.59
198	Police	Police Specialist II	8	46,946.05	22.57	48,354.43	23.25	49,805.06	23.94	51,299.22	24.66	52,838.19	25.40	54,423.34	26.17	56,056.04	26.95	57,737.72	27.76	59,469.85	28.59
200	Finance	Accounting Technicians	8	46,946.05	22.57	48,354.43	23.25	49,805.06	23.94	51,299.22	24.66	52,838.19	25.40	54,423.34	26.17	56,056.04	26.95	57,737.72	27.76	59,469.85	28.59
220	Public Works- Union	Water/Wastewater Operator I	8	46,944.93	22.57	48,353.28	23.25	49,803.88	23.94	51,298.00	24.66	52,836.94	25.40	54,422.04	26.16	56,054.70	26.95	57,736.35	27.76	59,468.44	28.59
225	Public Works- Union	Streets/Parks Employee - Public Works II	9	49,761.63	23.92	51,254.48	24.64	52,792.11	25.38	54,375.88	26.14	56,007.15	26.93	57,687.37	27.73	59,417.99	28.57	61,200.53	29.42	63,036.54	30.31
250	Public Works- Union	Water/Wastewater Operator II	9	49,761.63	23.92	51,254.48	24.64	52,792.11	25.38	54,375.88	26.14	56,007.15	26.93	57,687.37	27.73	59,417.99	28.57	61,200.53	29.42	63,036.54	30.31
251	Finance	Accounting Clerk	9	49,762.81	23.92	51,255.70	24.64	52,793.37	25.38	54,377.17	26.14	56,008.48	26.93	57,688.74	27.73	59,419.40	28.57	61,201.98	29.42	63,038.04	30.31
253	Police	Office Manager - Police	9	49,762.81	23.92	51,255.70	24.64	52,793.37	25.38	54,377.17	26.14	56,008.48	26.93	57,688.74	27.73	59,419.40	28.57	61,201.98	29.42	63,038.04	30.31
264	Liquor	Assistance Liquor Store Manager - Exempt	10	52,748.58	25.36	54,331.04	26.12	55,960.97	26.90	57,639.80	27.71	59,368.99	28.54	61,150.06	29.40	62,984.56	30.28	64,874.10	31.19	66,820.32	32.13
270	Public Works- Union	Fleet Maintenance Worker	10	52,747.33	25.36	54,329.75	26.12	55,959.64	26.90	57,638.43	27.71	59,367.58	28.54	61,148.61	29.40	62,983.07	30.28	64,872.56	31.19	66,818.73	32.12
270	Community Dev	Recreation & Communication Coord- Exempt	10	52,748.58	25.36	54,331.04	26.12	55,960.97	26.90	57,639.80	27.71	59,368.99	28.54	61,150.06	29.40	62,984.56	30.28	64,874.10	31.19	66,820.32	32.13
275	Finance	Accounting Clerk/Deputy City Clerk - Exempt	10	52,748.58	25.36	54,331.04	26.12	55,960.97	26.90	57,639.80	27.71	59,368.99	28.54	61,150.06	29.40	62,984.56	30.28	64,874.10	31.19	66,820.32	32.13
325	Administration	City Clerk - Exempt	12	59,268.31	28.49	61,046.36	29.35	62,877.75	30.23	64,764.08	31.14	66,707.00	32.07	68,708.21	33.03	70,769.46	34.02	72,892.54	35.04	75,079.32	36.10
321	Police - Union	Police Officer	12	59,268.31	28.49	61,046.36	29.35	62,877.75	30.23	64,764.08	31.14	66,707.00	32.07	68,708.21	33.03	70,769.46	34.02	72,892.54	35.04	75,079.32	36.10
318	Public Works-Union	Foreman - Parks & Streets	12	59,266.90	28.49	61,044.90	29.35	62,876.25	30.23	64,762.54	31.14	66,705.41	32.07	68,706.58	33.03	70,767.77	34.02	72,890.81	35.04	75,077.53	36.09
323	Public Works-Union	Foreman - Water/Wastewater	12	59,266.90	28.49	61,044.90	29.35	62,876.25	30.23	64,762.54	31.14	66,705.41	32.07	68,706.58	33.03	70,767.77	34.02	72,890.81	35.04	75,077.53	36.09
310	Community Dev	City Planner - Exempt	12	59,268.31	28.49	61,046.36	29.35	62,877.75	30.23	64,764.08	31.14	66,707.00	32.07	68,708.21	33.03	70,769.46	34.02	72,892.54	35.04	75,079.32	36.10
345	Police - Union	Police Investigator	13	62,824.40	30.20	64,709.14	31.11	66,650.41	32.04	68,649.92	33.00	70,709.42	34.00	72,830.70	35.01	75,015.62	36.07	77,266.09	37.15	79,584.08	38.26
345	Police - Union	Police Corporal	13	62,824.40	30.20	64,709.14	31.11	66,650.41	32.04	68,649.92	33.00	70,709.42	34.00	72,830.70	35.01	75,015.62	36.07	77,266.09	37.15	79,584.08	38.26
345	Police - Non Union	Police Sergeant	13	62,824.40	30.20	64,709.14	31.11	66,650.41	32.04	68,649.92	33.00	70,709.42	34.00	72,830.70	35.01	75,015.62	36.07	77,266.09	37.15	79,584.08	38.26
355	Administration	City Clerk - Exempt	13	62,824.40	30.20	64,709.14	31.11	66,650.41	32.04	68,649.92	33.00	70,709.42	34.00	72,830.70	35.01	75,015.62	36.07	77,266.09	37.15	79,584.08	38.26
383	Police - Non Union	Police Captains	14	66,593.87	32.02	68,591.68	32.98	70,649.44	33.97	72,768.92	34.99	74,951.99	36.03	77,200.55	37.12	79,516.56	38.23	81,902.06	39.38	84,359.12	40.56
428	Public Works-Non Union	Superintendent - Water/Waster Water - Exempt	15	70,589.50	33.94	72,707.19	34.96	74,888.40	36.00	77,135.05	37.08	79,449.11	38.20	81,832.58	39.34	84,287.56	40.52	86,816.18	41.74	89,420.67	42.99
428	Public Works-Non Union	Superintendent - Parks & Street - Exempt	15	70,589.50	33.94	72,707.19	34.96	74,888.40	36.00	77,135.05	37.08	79,449.11	38.20	81,832.58	39.34	84,287.56	40.52	86,816.18	41.74	89,420.67	42.99
423	Building Inspections	Chief Building Official - Exempt	15	70,589.50	33.94	72,707.19	34.96	74,888.40	36.00	77,135.05	37.08	79,449.11	38.20	81,832.58	39.34	84,287.56	40.52	86,816.18	41.74	89,420.67	42.99
478	Liquor	Liquor Store Manager - Exempt	16	74,824.87	35.97	77,069.62	37.05	79,381.71	38.16	81,763.16	39.31	84,216.05	40.49	86,742.53	41.70	89,344.81	42.95	92,025.15	44.24	94,785.91	45.57
515	Police - Non Union	Deputy Police Chief - Exempt	17	79,314.36	38.13	81,693.79	39.28	84,144.61	40.45	86,668.95	41.67	89,269.01	42.92	91,947.09	44.21	94,705.50	45.53	97,546.66	46.90	100,473.06	48.30
570	Public Works	Public Works Director - Exempt	19	89,117.62	42.85	91,791.15	44.13	94,544.88	45.45	97,381.23	46.82	100,302.66	48.22	103,311.74	49.68	106,411.10	51.16	109,603.43	52.69	112,891.53	54.27
580	Community Dev	Community Dev Director - Exempt	19	89,117.62	42.85	91,791.15	44.13	94,544.88	45.45	97,381.23	46.82	100,302.66	48.22	103,311.74	49.68	106,411.10	51.16	109,603.43	52.69	112,891.53	54.27
595	Finance	Finance Director - Exempt	19	89,117.62	42.85	91,791.15	44.13	94,544.88	45.45	97,381.23	46.82	100,302.66	48.22	103,311.74	49.68	106,411.10	51.16	109,603.43	52.69	112,891.53	54.27

Position or Class Title: Office Manager – Police Department

Skill Level: 4 (IV) Administrative Grade 9

Factor	Value
I. Training and Ability -	40
II. Experience Moderate	40
III. Level of Work - Intermediate	45
IV. Human Relations Skills –Proactive	30
V. Physical Demands –Light	10
VI. Working Conditions and Hazards- Good	5
VII. Independence of Action – Directed	40
VIII. Impact on End Results -Operational	40
IX. Supervision Exercised - limited 5* .5	2.5
Point Total	252.50



TITLE: Office Manager - Police
DEPARTMENT: Police Department
ACCOUNTABLE TO: Police Chief – Emergency Manager
JOB STATUS: Full Time/Non-Exempt

JOB OBJECTIVES

The Big Lake Police Department Police Specialist II/Office Manager performs difficult administrative work managing the Police Department's Support Services. The Police Specialist II/Office Manager shall carry on the mission of the department and present a positive and professional image to subordinates and the public. Limited supervision is exercised over the Police Specialist I. Work is performed under the general direction of the Chief of Police - Emergency Manager.

QUALIFICATION REQUIREMENTS

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

GENERAL DESCRIPTION

The Police Specialist II is responsible for supervising, evaluating and coordinating the work flow of records, files and data entry into the records management system, the State and National computer systems. Responsible for timely distribution of arrest reports to proper agencies for criminal prosecution through Sherburne County Attorney's Office and also refer reports to assist citizens through Health and Human Services and neighboring agencies.

Responsibility includes recommending and implementing efficient office procedures and routines and training staff. Also monitors Support Services to assure records procedures for the Big Lake Police Department meets the standards as set forth by the Minnesota Criminal Justice Reporting System (MNJIS) through the Bureau of Criminal Apprehension (BCA).

ESSENTIAL JOB FUNCTIONS

- a) Supervise, direct and coordinate the work of Support Staff for the Big Lake Police Department.
- b) Compile and enter data from officers and investigative reports into the computerized record keeping system, classifying crimes as to severity levels (misdemeanors, gross misdemeanors and felonies). Transmit coded statistical data to the Minnesota Criminal Justice Records System (CJRS) as required by Minnesota Bureau of Criminal Apprehension (BCA).
- c) Review BCA statistical error reports and make necessary corrections.
- d) Submits Supplement Report regarding bias, firearms discharge, homicide, LEOKA and Pursuit stats as required by Minnesota Bureau of Criminal Apprehension (BCA).
- e) Transcribe dictated reports, recorded statements and 911 calls.
- f) Communicate with and distribute information / records to appropriate agencies and authorities.
- g) Function as confidential assistant to the Chief of Police. Prepares reports, letters and correspondence as needed and directed by the Chief of Police.
- h) Involved with written policy and office procedures as required / suggested by Bureau of Criminal Apprehension (BCA) and Big Lake Police Department.
- i) Recommend training, seminars or conferences for Support Services staff to keep practices and procedures up-to-date as required by the Bureau of Criminal Apprehension (BCA) and State Statutes.
- j) Participate in interviews for hiring Support Services and make recommendations.



- k) Certified for correcting Suspense Records (incomplete criminal history arrest records) as notified by the Bureau of Criminal Apprehension (BCA).
- l) Proficiency in the lawful release of information and records in compliance with the Minnesota State Data Practices Act and departmental policies.
- m) Property expunge/seal records per Court Order.
- n) Compile statistical data as requested by administration, officers or public.
- o) Backup for Technical Agency Coordinator (TAC). Verify and document NCIC "hot file" record entries for accuracy and completion.
- p) Perform background checks and criminal histories on individuals as requested by the city and various agencies as permitted by signed Release of Information and State Statute Data Practices.
- q) Process data requests in compliance with Minnesota Data Practices Act and departmental policies.
- r) Follow up on unpaid parking fines by issuing notices to registered owner of vehicle.
- s) Receipt monies for parking fines, impound release fees, fingerprint cards, audio/video, CDs/DVDs and other record copies.
- t) Assist with implementing and troubleshooting new and existing computer programs.
- u) Sorts incoming mail to the police department.
- v) Orders department supplies.
- w) Duties as requested by Chief of Police, Lieutenant, Investigators and Officers.

MINIMUM QUALIFICATIONS

- a) Training and experience substantially equivalent to two years post High School and minimum of three years' relevant work experience. Prior experience as lead worker or supervisor desirable. Significant skill with Microsoft Products is required.
- b) Ability to use computer, word processing software, email, digital transcription, scanner/copier, fax and other standard law enforcement office equipment.
- c) Must be able to accurately type 60 wpm.
- d) Ability to communicate effectively orally and in writing.
- e) Ability to establish effective working relationships through various groups within the city.
- f) Ability to present positive and professional image of the city to the public.
- g) Ability to work independently.
- h) Knowledge of the English language including excellent spelling, grammar, punctuation, form and style.
- i) Ability to compose correspondence.
- j) Bureau of Criminal Apprehension (BCA) certifications for use of the Minnesota Justice Information Services; Computerized Criminal History (CCH) to run background checks, Criminal History Record Maintenance System (CHRMS) for suspense record and criminal history accuracy and for proficiency in all law enforcement records management.

PHYSICAL REQUIREMENTS

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions; frequently requires lifting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing



general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS

- Valid Class D Driver's License.

REVIEWED BY:

Employee

Date

Supervisor

Date



TITLE: Administrative Assistant - Police
DEPARTMENT: Police Department
ACCOUNTABLE TO: Police Chief – Emergency Manager
JOB STATUS: Full Time/Non-Exempt

JOB OBJECTIVES

Performs intermediated administrative support work providing responsible and confidential office services and clerical duties in support of the department's Support Services. The Administrative Assistant is generally the first contact for the Big Lake Police Department. The Administrative Assistant shall carry on the mission of the department and present a positive and professional image to subordinates and the public. Work is performed under the limited supervision of the Police Specialists II/Office Manager and the Chief of Police - Emergency Manager.

QUALIFICATION REQUIREMENTS

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

ESSENTIAL JOB FUNCTIONS

- a. Assist citizens with questions and direct them to the proper law enforcement officer or agency.
- b. Transcribe audio of dictated reports, recorded statements and 911 calls.
- c. Prepares items such as reports, citizen letters, correspondence, etc. as needed and requested by Police Department personnel.
- d. Enter data from officers and investigative reports into the records management system.
- e. Process data requests in compliance with Minnesota Data Practices and departmental policies.
- f. Communicate with and distribute information/records to appropriate agencies and authorities.
- g. Perform background checks and criminal histories as requested by the city and various agencies as permitted by signed Release of Information, Minnesota Data Practices and Bureau of Criminal Apprehension (BCA).
- h. Receipt monies for parking fines, impound release fees, fingerprint cards, audio/video CD/DVDS and other record copies.
- i. Maintain copies and logs of all Police Department personnel training records.
- j. Prepare and record information for Crime Free Multi-Housing Association building managers.
- k. Confirm court dates with Sherburne County Attorney's Office for Police Officer's cases.
- l. Sorts incoming mail to the Police Department
- m. Schedule and keep a calendar for special department programs such as Salvation Army bell ringing, etc.
- n. Perform all other necessary duties as apparent or assigned.

MINIMUM REQUIREMENTS

High school diploma or GED with coursework in secretarial, administrative or related field and moderate experience, or equivalent combination of education and experience. In addition the following qualifications:

- a. Training and experience with computers, spreadsheets and word processing software. Significant skill with Microsoft Products is required.
- b. Ability to use computer, word processing software, email, digital transcription, scanner/copier, fax and other standard law enforcement office equipment.
- c. Must be able to accurately type 60 wpm.



KNOWLEDGE, SKILLS AND ABILITIES

- a. Thorough knowledge of standard office practices, procedures, equipment and secretarial techniques.
- b. Thorough knowledge of business English, spelling and arithmetic.
- c. Thorough knowledge of computer procedures to transmit statistical information to the BCA.
- d. General knowledge of departmental and court programs, policies and procedures.
- e. Ability to maintain files.
- f. Ability to type and transcribe accurately and at a reasonable rate of speed.
- g. Ability to operate general office equipment.
- h. Ability to understand and follow instructions in both oral and written form.
- i. Ability to maintain a high degree of discretion in dealing with confidential information.
- j. Ability to be flexible in order to accommodate changing priorities.
- k. Ability to demonstrate excellent phone rapport, de-escalate upset individuals and accurately document phone discussions.
- l. Ability to establish and maintain effective working relationships with associates and the general public.

PHYSICAL REQUIREMENTS

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions; frequently requires lifting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS

- a. Bureau of Criminal Apprehension (BCA) certification (or ability to obtain within 6 months of hire) for use of Computerized Criminal History (CCH) to run criminal history checks.
- b. Successful completion of background check, fingerprinting, photograph.
- c. Valid Class D Driver's License.

REVIEWED BY:

Employee

Date

Supervisor

Date



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance Director</i>	Meeting Date: 7/24/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. <div style="font-size: 24pt; font-weight: bold; text-align: center;">6G</div>
Item Description: <i>Reclassification of City Clerk position from Grade 12 to Grade 13</i>		Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
		Reviewed By: <i>Personnel Committee</i>	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the reclassification of the City Clerk position from a grade 12 to a grade 13 on the City of Big Lake’s pay scale.

BACKGROUND/DISCUSSION

During the budget process staff always reviews the pay grades with communities of the same size to verify that the City’s pay scale is still in-line with the market. Currently staff had discovered that the City Clerk position, fell about 10% below market. Staff then scored the position based on the job description and determined that this position should in fact be a grade 13 instead of 12. By moving this position to a grade 13 the pay will be more in line with the current market rate and will be beneficial if and when the City has to replace current staff due to future retirements. Currently by moving the City Clerk from grade 12 to grade 13 will have no impact on the 2020 budget, as the current staff is at step 9 of grade 12 and this would move staff member to step 7 of grade 13. For the 2021 & 2022 budgets there could be an increase of \$2,184, as the staff member would have the ability to move up to step 8 in 2021 and then the final step (9) in 2022.

FINANCIAL IMPACT

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

STAFF RECOMMENDATION

To approve the reclassification of the City Clerk from a grade 12 to a grade 13 on the City’s Pay Scale.

ATTACHMENTS

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

2020 Rates w 2.5% increase - Non Public Works Union

102.5% 2080 hours in year

2020 Rates Public Works Union 3% Increase

103.0% 2080 Public Works

SEASONAL / PT EMPLOYEES

Hourly Range

10 2020 Minimum Wage

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

Points	Regular FT and PT Employees		ADOPTED																		
			STEP	Annual		Annual		Annual		Annual		Annual		Annual		Annual		Annual			
			Grade	1	RATE	2	RATE	3	RATE	4	RATE	5	RATE	6	RATE	7	RATE	8	RATE	9	RATE
83	Liquor	Liquor Store Stock Clerk - PT -	2	24,821.33	11.93	25,565.98	12.29	26,332.95	12.66	27,122.94	13.04	27,936.63	13.43	28,774.73	13.83	29,637.98	14.25	30,527.12	14.68	31,442.93	15.12
101	Liquor	Liquor Store Clerk - PT -	3	26,310.61	12.65	27,099.94	13.03	27,912.93	13.42	28,750.32	13.82	29,612.83	14.24	30,501.22	14.66	31,416.25	15.10	32,358.74	15.56	33,329.50	16.02
122	Liquor	Lead Liquor Store Clerk - PT	4	27,889.25	13.41	28,725.93	13.81	29,587.70	14.22	30,475.34	14.65	31,389.60	15.09	32,331.29	15.54	33,301.23	16.01	34,300.27	16.49	35,329.27	16.99
143	Liquor	Lead Liquor Store Clerk - FT	5	29,562.60	14.21	30,449.49	14.64	31,362.96	15.08	32,303.86	15.53	33,272.97	16.00	34,271.17	16.48	35,299.30	16.97	36,358.28	17.48	37,449.03	18.00
148	Finance	Receptionist	6	41,781.82	20.09	43,035.27	20.69	44,326.33	21.31	45,656.12	21.95	47,025.80	22.61	48,436.58	23.29	49,889.67	23.99	51,386.37	24.70	52,927.96	25.45
190	Police	Police Specialist- Administrative Assist - Po	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
190	Finance	Accounting Technicians	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
190	Public Works	Administrative Assistant - Public Works	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
190	Community Dev	Administrative Assistant - Comm Dev	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
190	Community Dev	Code Inspector - Community Development	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
190	Community Dev	Building Permit Tech/Admin Assist	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
196	Public Works- Union	Streets/Parks Employee - Public Works I	8	46,946.05	22.57	48,354.43	23.25	49,805.06	23.94	51,299.22	24.66	52,838.19	25.40	54,423.34	26.17	56,056.04	26.95	57,737.72	27.76	59,469.85	28.59
198	Police	Police Specialist-II	8	46,946.05	22.57	48,354.43	23.25	49,805.06	23.94	51,299.22	24.66	52,838.19	25.40	54,423.34	26.17	56,056.04	26.95	57,737.72	27.76	59,469.85	28.59
200	Finance	Accounting Technicians	8	46,946.05	22.57	48,354.43	23.25	49,805.06	23.94	51,299.22	24.66	52,838.19	25.40	54,423.34	26.17	56,056.04	26.95	57,737.72	27.76	59,469.85	28.59
220	Public Works- Union	Water/Wastewater Operator I	8	46,944.93	22.57	48,353.28	23.25	49,803.88	23.94	51,298.00	24.66	52,836.94	25.40	54,422.04	26.16	56,054.70	26.95	57,736.35	27.76	59,468.44	28.59
225	Public Works- Union	Streets/Parks Employee - Public Works II	9	49,761.63	23.92	51,254.48	24.64	52,792.11	25.38	54,375.88	26.14	56,007.15	26.93	57,687.37	27.73	59,417.99	28.57	61,200.53	29.42	63,036.54	30.31
250	Public Works- Union	Water/Wastewater Operator II	9	49,761.63	23.92	51,254.48	24.64	52,792.11	25.38	54,375.88	26.14	56,007.15	26.93	57,687.37	27.73	59,417.99	28.57	61,200.53	29.42	63,036.54	30.31
251	Finance	Accounting Clerk	9	49,762.81	23.92	51,255.70	24.64	52,793.37	25.38	54,377.17	26.14	56,008.48	26.93	57,688.74	27.73	59,419.40	28.57	61,201.98	29.42	63,038.04	30.31
253	Police	Office Manager - Police	9	49,762.81	23.92	51,255.70	24.64	52,793.37	25.38	54,377.17	26.14	56,008.48	26.93	57,688.74	27.73	59,419.40	28.57	61,201.98	29.42	63,038.04	30.31
264	Liquor	Assistance Liquor Store Manager - Exempt	10	52,748.58	25.36	54,331.04	26.12	55,960.97	26.90	57,639.80	27.71	59,368.99	28.54	61,150.06	29.40	62,984.56	30.28	64,874.10	31.19	66,820.32	32.13
270	Public Works- Union	Fleet Maintenance Worker	10	52,747.33	25.36	54,329.75	26.12	55,959.64	26.90	57,638.43	27.71	59,367.58	28.54	61,148.61	29.40	62,983.07	30.28	64,872.56	31.19	66,818.73	32.12
270	Community Dev	Recreation & Communication Coord- Exempt	10	52,748.58	25.36	54,331.04	26.12	55,960.97	26.90	57,639.80	27.71	59,368.99	28.54	61,150.06	29.40	62,984.56	30.28	64,874.10	31.19	66,820.32	32.13
275	Finance	Accounting Clerk/Deputy City Clerk - Exempt	10	52,748.58	25.36	54,331.04	26.12	55,960.97	26.90	57,639.80	27.71	59,368.99	28.54	61,150.06	29.40	62,984.56	30.28	64,874.10	31.19	66,820.32	32.13
325	Administration	City Clerk - Exempt	12	59,268.31	28.49	61,046.36	29.35	62,877.75	30.23	64,764.08	31.14	66,707.00	32.07	68,708.21	33.03	70,769.46	34.02	72,892.54	35.04	75,079.32	36.10
321	Police - Union	Police Officer	12	59,268.31	28.49	61,046.36	29.35	62,877.75	30.23	64,764.08	31.14	66,707.00	32.07	68,708.21	33.03	70,769.46	34.02	72,892.54	35.04	75,079.32	36.10
318	Public Works-Union	Foreman - Parks & Streets	12	59,266.90	28.49	61,044.90	29.35	62,876.25	30.23	64,762.54	31.14	66,705.41	32.07	68,706.58	33.03	70,767.77	34.02	72,890.81	35.04	75,077.53	36.09
323	Public Works-Union	Foreman - Water/Wastewater	12	59,266.90	28.49	61,044.90	29.35	62,876.25	30.23	64,762.54	31.14	66,705.41	32.07	68,706.58	33.03	70,767.77	34.02	72,890.81	35.04	75,077.53	36.09
310	Community Dev	City Planner - Exempt	12	59,268.31	28.49	61,046.36	29.35	62,877.75	30.23	64,764.08	31.14	66,707.00	32.07	68,708.21	33.03	70,769.46	34.02	72,892.54	35.04	75,079.32	36.10
345	Police - Union	Police Investigator	13	62,824.40	30.20	64,709.14	31.11	66,650.41	32.04	68,649.92	33.00	70,709.42	34.00	72,830.70	35.01	75,015.62	36.07	77,266.09	37.15	79,584.08	38.26
345	Police - Union	Police Corporal	13	62,824.40	30.20	64,709.14	31.11	66,650.41	32.04	68,649.92	33.00	70,709.42	34.00	72,830.70	35.01	75,015.62	36.07	77,266.09	37.15	79,584.08	38.26
345	Police - Non Union	Police Sergeant	13	62,824.40	30.20	64,709.14	31.11	66,650.41	32.04	68,649.92	33.00	70,709.42	34.00	72,830.70	35.01	75,015.62	36.07	77,266.09	37.15	79,584.08	38.26
355	Administration	City Clerk - Exempt	13	62,824.40	30.20	64,709.14	31.11	66,650.41	32.04	68,649.92	33.00	70,709.42	34.00	72,830.70	35.01	75,015.62	36.07	77,266.09	37.15	79,584.08	38.26
383	Police - Non Union	Police Captains	14	66,593.87	32.02	68,591.68	32.98	70,649.44	33.97	72,768.92	34.99	74,951.99	36.03	77,200.55	37.12	79,516.56	38.23	81,902.06	39.38	84,359.12	40.56
428	Public Works-Non Union	Superintendent - Water/Waster Water - Exempt	15	70,589.50	33.94	72,707.19	34.96	74,888.40	36.00	77,135.05	37.08	79,449.11	38.20	81,832.58	39.34	84,287.56	40.52	86,816.18	41.74	89,420.67	42.99
428	Public Works-Non Union	Superintendent - Parks & Street - Exempt	15	70,589.50	33.94	72,707.19	34.96	74,888.40	36.00	77,135.05	37.08	79,449.11	38.20	81,832.58	39.34	84,287.56	40.52	86,816.18	41.74	89,420.67	42.99
423	Building Inspections	Chief Building Official - Exempt	15	70,589.50	33.94	72,707.19	34.96	74,888.40	36.00	77,135.05	37.08	79,449.11	38.20	81,832.58	39.34	84,287.56	40.52	86,816.18	41.74	89,420.67	42.99
478	Liquor	Liquor Store Manager - Exempt	16	74,824.87	35.97	77,069.62	37.05	79,381.71	38.16	81,763.16	39.31	84,216.05	40.49	86,742.53	41.70	89,344.81	42.95	92,025.15	44.24	94,785.91	45.57
515	Police - Non Union	Deputy Police Chief - Exempt	17	79,314.36	38.13	81,693.79	39.28	84,144.61	40.45	86,668.95	41.67	89,269.01	42.92	91,947.09	44.21	94,705.50	45.53	97,546.66	46.90	100,473.06	48.30
570	Public Works	Public Works Director - Exempt	19	89,117.62	42.85	91,791.15	44.13	94,544.88	45.45	97,381.23	46.82	100,302.66	48.22	103,311.74	49.68	106,411.10	51.16	109,603.43	52.69	112,891.53	54.27
580	Community Dev	Community Dev Director - Exempt	19	89,117.62	42.85	91,791.15	44.13	94,544.88	45.45	97,381.23	46.82	100,302.66	48.22	103,311.74	49.68	106,411.10	51.16	109,603.43	52.69	112,891.53	54.27
595	Finance	Finance Director - Exempt	19	89,117.62	42.85	91,791.15	44.13	94,544.88	45.45	97,381.23	46.82	100,302.66	48.22	103,311.74	49.68	106,411.10	51.16	109,603.43	52.69	112,891.53	54.27
	Fire	Fire Position - Exempt</																			

Factor	Value
I. Training and Ability – Associate/Technical – Clerks Institute	60
II. Experience Considerable	50
III. Level of Work - Difficult	60
IV. Human Relations Skills - Influential	50
V. Physical Demands - light	10
VI. Working Conditions and Hazards	5
VII. Independence of Action – Broad	60
VIII. Impact on End Results -Contributory	60
IX. Supervision Exercised	0
Point Total	355



TITLE: City Clerk
DEPARTMENT: Administration
ACCOUNTABLE TO: City Administrator
JOB STATUS: Full Time/Exempt - Administrative

JOB OBJECTIVES

Performs intermediate skilled administrative support work for the City Administrator and the City Council in order to facilitate the operation of the government. Work is performed under the general direction of the City Administrator.

QUALIFICATION REQUIREMENTS

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

ESSENTIAL JOB FUNCTIONS

- a. Act as secretary to the City Council. Attend meetings and record proceedings thereof.
- b. Maintain custody of minutes, resolutions, ordinances, agreements, City Code and all official records and documents and prepare certified copies as requested.
- c. Publish all legal notices for the City Council as required by law or ordinance. Notify property owners of public hearings as per applicable State and Local Laws.
- d. Sign all official documents.
- e. Serve as custodian of the official seal.
- f. Serve as the Responsible Authority for Data Retention. Develop a comprehensive plan for utilization of records management principles in conjunction with current data privacy laws, including retention schedules, storage, historical documentation, and injuries, losses, and claims.
- g. Design and prepare forms and implement systematic, economical purchase of same.
- h. Supervise the registration of voters and the conduct of City elections. Oversee voter registration, prepare elections notices and materials, prepare HAVA Compliant voting Precincts and set up voting machines. Recruit and train election judges. Notify officials of election to offices and certify all appointments and the results of all City elections to County Auditor.
- i. Issue all licenses issued by the City in accordance with State laws and local ordinances.
- j. Serve as the City Media Manager. Coordinate all departmental implementation of Government information.
- k. Serve as City Representative on the Sherburne Wright Cable Commission and coordinate all activities in the City relating to the Commission.
- l. Oversee community information updates on the Cable Government Channels, the Community Reader Board Sign in the absence of the Recreation & Communication Coordinator
- m. Coordinate all City Technology (I.T.) consultant projects. Act as the first point of contact for all technology questions/issues.
- n. Prepare annual budget for City Clerk's Office.
- o. Administer oaths to all elected and appointed officials.
- p. Perform all other necessary duties as apparent or assigned.



AGENDA ITEM

Big Lake City Council

Prepared By: Greg Zurbey, Liquor Manager	Meeting Date: 7/8/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6H
Item Description: Resignation of Part-time Liquor Clerk Nate Dunning		Reviewed By: Clay Wilfahrt, City Administrator	
		Reviewed By: Deb Wegeleben, Finance Director	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be accepting the resignation of Part-time Liquor Clerk Nate Dunning effective July 1, 2020.

BACKGROUND/DISCUSSION

Nate Dunning has submitted his resignation notice as a Part-time Liquor Clerk. His last shift will be on June 30, 2020.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends accepting the resignation of Nate Dunning.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: Clay Wilfahrt, City Administrator	Meeting Date: 7/8/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 61
Item Description: Outside Employment Request Form		Reviewed By: N/A	
		Reviewed By: N/A	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving an Outside Employment Request Form for City Administrator Clay Wilfahrt.

BACKGROUND/DISCUSSION

The City Administrator has requested approval of the attached Outside Employment Request Form. The Personnel Committee has reviewed this form and has recommended its approval.

FINANCIAL IMPACT

None

STAFF RECOMMENDATION

None

ATTACHMENTS

Outside Employment Request Form

City of Big Lake

Outside Employment Request

Employees requesting authorization to engage in outside employment are required to fill out this form to ensure that the employment complies with the City's personnel policy. The policy states that all outside employment is to be reported to the employee's direct supervisor, and if the supervisor believes there is a potential conflict, they will consult with the City Administrator. If there is a conflict with the employee's city job, the employee will be required to resign from the outside employment or they may be subject to discipline up to and including termination. The following will be used to determine if there is a conflict:

- Outside employment must not interfere with a full-time employee's availability during the city's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use city equipment, resources or staff in the course of the outside employment.
- The employee must not violate any city personnel policies because of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the city.
- Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid sick leave from the city for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the city administrator.

Please fill out and sign form		
Employee Name	Department	Job Title
Clay Wilfahrt	Administration	City Administrator
Describe the Outside employment below including employer, title, and job duties performed		
<p>The job will be self-employment repairing and locating/routing coin operated machines. In addition, there will be purchase and sale of vintage items including coin operated machines.</p> <p>In addition, I will serve as an investor or silent partner in a food/beverage establishment with an on sale malt beverage and video lottery license. The business will be located in Watertown, SD.</p>		
Supervisor comments		
<p>The personnel committee has reviewed this request and has deemed it appropriate and not a conflict.</p>		
Employee signature	Date	

Supervisor recommendation	Supervisor Signature	Date
<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny		
Additional Comments		



AGENDA ITEM

Big Lake City Council

Prepared By: Clay Wilfahrt, City Administrator	Meeting Date: 7/8/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7A
Item Description: Student Liaison Roles and Responsibilities to the Big Lake City Council, and appoint Ella Dotzler to the role until the end of the 2021 school year		Reviewed By: N/A	
		Reviewed By: N/A	

ACTION REQUESTED

Motion to approve the Student Liaison Roles and Responsibilities to the Big Lake City Council, and appoint Big Lake High School student Ella Dotzler to the role until the end of the 2021 school year.

BACKGROUND/DISCUSSION

At its last meeting, the City Council discussed appointing a student liaison to the City Council. Ella Dotzler had approached the Mayor about the opportunity, and the Council agreed that a draft of roles and responsibilities should be assembled, brought back to Council, and Ella should be appointed to the role. The role would be an unpaid position.

Staff has drafted the attached roles and responsibilities. The intent of the position is to serve as a liaison between Council, the School Board, and young residents of the community. The position will also provide young people a voice on community happenings.

The tasks for Ella will include developing ways to better involve young people in decision making, developing ways to collect input from young people on decisions, developing an ongoing program for future student liaisons, and identifying at least one other special project to work on and present to Council.

Staff is supportive of this initiative. Encouraging talented young people to be involved in local government help foster future leaders of those governments.

FINANCIAL IMPACT

None

STAFF RECOMMENDATION

Approve the Student Liaison Roles and Responsibilities to the Big Lake City Council, and appoint Big Lake High School student Ella Dotzler to the role until the end of the 2021 school year.

ATTACHMENTS

1. Student Liaison Roles and Responsibilities



STUDENT LIAISON TO THE BIG LAKE CITY COUNCIL ROLES AND RESPONSIBILITIES

Goals:

1. Liaison between all students and the City Council and between the City Council to students.
2. Represent student interests (student voice) on policy and procedures.
3. Be a voice to the Council regarding student issues, questions, concerns and successes.
4. Represent students during legislative events.

Roles and Responsibilities

1. Be present at all City Council meetings.
2. Report major updates (including policy) in a variety of ways, including but not limited to:
 - a. Through social media in coordination with the City's Communication Coordinator
 - b. School News Network
 - c. School Board Meetings
3. Prepare a brief update about happenings at the school for one Council meeting per month.

Next steps:

1. Develop a strategy for increasing engagement and inclusion of youth in decisions of the City Council.
2. Develop a way to collect student input in a consistent way.
3. Develop an ongoing program for future student representatives:
 - a. develop application, outline selection process, and recruitment process.
4. Identify a project or initiative to work on with City staff and eventually bring to City Council.



AGENDA ITEM

Big Lake City Council

Prepared By: Joel Scharf, Chief of Police	Meeting Date: 7/8/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7B
Item Description: Donation of Surplus Property	Reviewed By: Clay Wilfahrt, City Administrator		
	Reviewed By: Deb Wegeleben, Finance Director		

ACTION REQUESTED

Authorize donation of Police Department surplus property to the Big Lake Fire Department and the Clay County Sheriff’s Office.

BACKGROUND/DISCUSSION

The Big Lake Police Department recently completed an upgrade of our “active threat” ballistic vests. The BLPD equips each squad car with additional armor for our officer’s protection during critical calls. The prior ballistic vests contained both soft body armor, and a rifle rated ballistic plate. This upgrade shifts to only a ballistic plate, it was accomplished utilizing donations, and narcotic forfeiture funds.

It’s become a trend for Fire Departments to have accessible body armor for their member’s protection. For this reason, five of these ballistic vests will be donated to the Big Lake Fire Department. The Big Lake Police Department is also donating five ballistic vests to the Clay County Sheriff’s Office as well.

FINANCIAL IMPACT

Neutral Financial Impact upon Police Department.

STAFF RECOMMENDATION

Authorize the donation of ballistic vests to the Big Lake Fire Department and to the Clay County Sheriff’s Office as presented.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 7/8/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7C
Item Description: Monthly Department Reports		Reviewed By: Clay Wilfahrt, City Administrator	
		Reviewed By: N/A	

ACTION REQUESTED

No Action Required.

BACKGROUND/DISCUSSION

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

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

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

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A